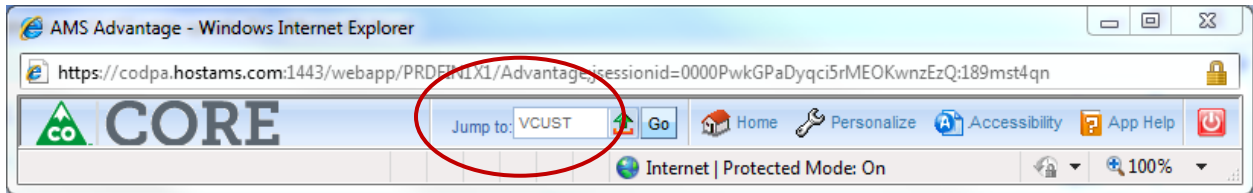
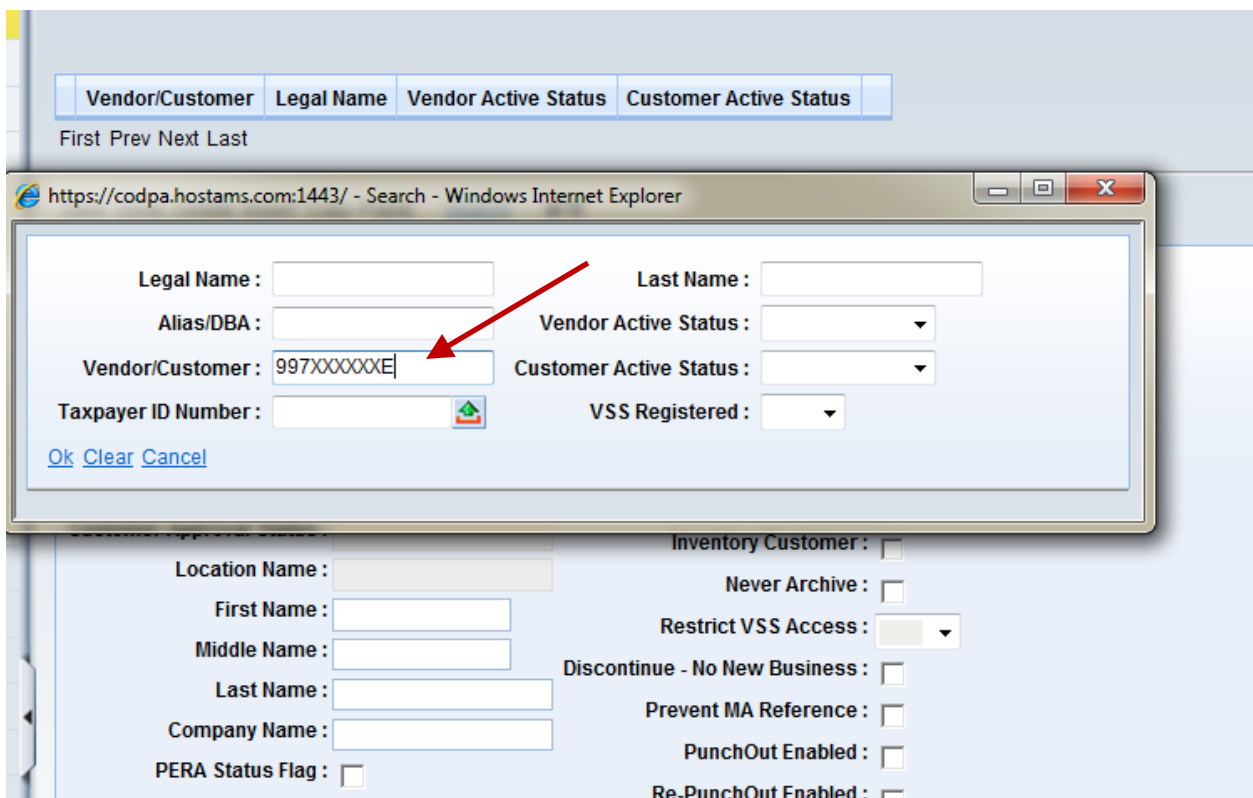


Setting up an Employee for Travel Reimbursement

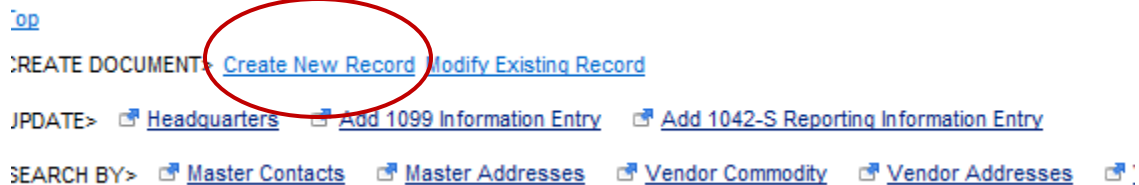
Step 1: Type in VCUST table in the **Jump To** box at the top of the first screen.



Step 2: Search the **VCUST** table for the employee number (997xxxxxE) as the Vendor/Customer number to be sure the record does not already exist.



Step 3: If the record does not exist, you can use the hyperlink at the bottom of the **VCUST** table to **Create a New Record**. This will allow you to create a VCC document.



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Step 4: Create a VCC document and allow the system to auto-number as usual.

The screenshot shows the 'Create Document' interface in the AMS Advantage system. The left sidebar contains a navigation menu with 'Vendor/Customer' selected. The main area displays a table with columns 'Document Code', 'Document Name', and 'Default'. A row for 'VCM' (Vendor/Customer Modification) is selected. Below the table, there are input fields for 'Document Department Code' (AAEA), 'Document Unit Code', and 'Document ID'. The 'Auto Numbering' checkbox is checked and circled in red. At the bottom, there are links for 'Create Document' and 'Cancel'.

Step 5: Once you have created your document: Please **manually** number the **Vendor/Customer** with the employees 997XXXXXX and add an E on the end to make the number 10 digits long.

The screenshot shows the 'Vendor/Customer' detail screen. The left sidebar contains a 'Document Navigator' with 'Vendor/Customer' selected. The main area displays a table with columns 'Vendor/Customer' and 'Vendor/Customer'. A row for '997XXXXXXE' is selected. Below the table, there are tabs for 'General Information', 'Headquarters', 'Account Indicators', and 'O'. The 'General Information' tab is active, showing fields for 'Vendor/Customer' (997XXXXXXE), 'Auto Generate' (unchecked), 'Legal Name', and 'Alias/DBA'. A red arrow points to the 'Vendor/Customer' field.

You will need the employees TIN but you do not have to attach a W-9 form.

Setting up an Employee for Travel Reimbursement

Step 6: Choose a 1099 classification of Employee

The screenshot shows a web interface with several tabs: 'count Indicators', 'Organization' (selected), 'Disbursement Options', 'Prenote/EFT', and 'Remittance'. Below the tabs, there are four input fields:

- 1099 Classification:** A dropdown menu with 'Employee' selected. A red arrow points to this dropdown.
- 1042-S Recipient Code:** A text input field with a green up arrow icon to its right.
- Number of Employees:** A dropdown menu.
- Merchant ID:** A text input field.

When the VCC is entered in this way, it will come through the automated workflow and staff in the Central Management Unit will obtain the employee's EFT information from CPPS and add it to the record. The Vendor record is typically available within 24 hours and the EFT information is usually available within 48 hours, although it can take a little longer, depending on volume.