

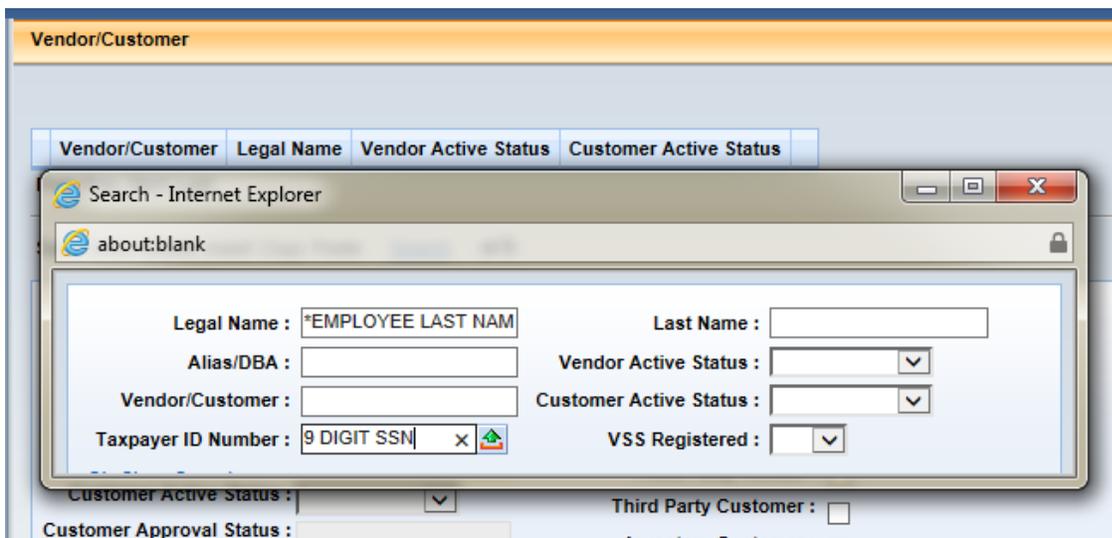
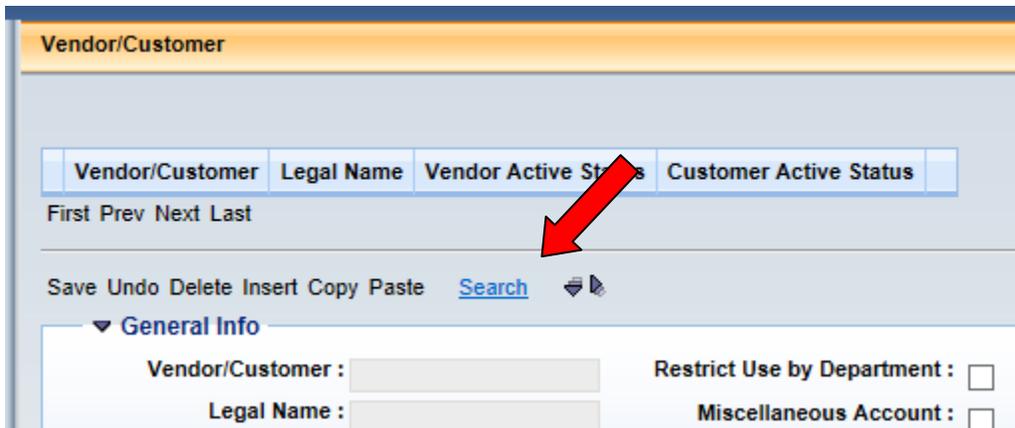
Setting up an Employee for travel reimbursement

These records are set up much like any other vendor record with just a few differences to ensure the records do not create a 1099 form and that the employee receives an EFT remittance advice via email at the time of payment. If you are making 1099 reportable payments to an employee DO NOT use a 997 VCUST record instead a VC record must be created.

Step 1: Jump to VCUST table.



Step 2: Search the VCUST table using the employee last name in the legal name field (place a wild card on either side of name) and the employees 9 digit SSN in the Taxpayer ID Field- to be sure a record does not already exist. If there is an existing record but it is not a 997 record, you will be creating a branch account to pay the employee payment.



Step 3: If the 997 employee record does not exist, use the hyperlink at the bottom of the VCUST table to create a new record. If a record exist but is not numbered with the employees 997 number, you will also be creating a new record.

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CREATE DOCUMENT> [Create New Record](#) [Modify Existing Record](#)

UPDATE> [Headquarters](#) [Add 1099 Information Entry](#) [Add 1042-S Reporting Information Entry](#)

SEARCH BY> [Master Contacts](#) [Master Addresses](#) [Vendor Commodity](#) [Vendor Addresses](#)

Step 4: Create a VCC document by entering your Department code, unit in the Document ID field (if required by Department) and check the auto-numbering box.

Document Code	Document Name	Default
✓ VCC	Vendor/Customer Creation	No

First Prev Next Last

Document Department Code : DEPT

Document Unit Code :

Document ID : UNIT

Auto Numbering :

[Create Document](#) [Cancel](#)

Step 5: Once you have created your document, attach the documentation your department uses as authorization to set up the employee record to the header section of the VCC document like you would the W-9 on a regular vendor.

Archive

SendPage

Download Document

Attachments

Print Processing Workflow File Close

On the Header Section you will also need to include a document description. The description does not populate the VCUST table so this description can be whatever your department procedures dictate.

Header

General Information Extended Description Document Information

Document Name:

Record Date:

Document Description: Required Field

Never Archive:

Step 6: In the Vendor Customer Section **manually** number the **Vendor/Customer** with the employees 997XXXXXX and add an E on the end to make the number 10 digits. Do not select Auto-Generate flag.

Document Navigator

- Header
- Vendor/Customer
- Address
- Customer Account
- 1099 Reporting Information
- 1042-S Reporting Information
- Business Type
- Service Area
- Commodity
- Authorized Dept.
- Prevent Spending
- Certification

Vendor/Customer Vendor/Customer: 997XXXXXXE Legal Name

Vendor/Customer

997XXXXXXE

From 1 to 1 Total: 1

General Information Headquarters Account Indicators Organization Disbursement

Vendor/Customer: 997XXXXXXE

Auto Generate:

Legal Name:

Alias/DBA:

Choose an Organization Type of Individual and populate the First and last name

General Information Headquarters Account Indicators Organization Disbursement Options Prenote/EFT Remittance Advice Vendor Terms Accounts Receivable eMALL Location Information

Vendor/Customer: 997123456E

Auto Generate:

Legal Name: Bob Worker

Alias/DBA:

Location Name:

Department:

Unit:

Organization Type: Individual

First Name: Bob

Middle Name:

Last Name: Worker

Company Name:

Active From:

You will **only** populate the Headquarter Tab if there was an existing non-employee record. Put the existing record number in the Headquarter account code field

Vendor/Customer: 997123456E Legal Name: Bob Worker

Vendor/Customer	Legal Name
997123456E	Bob Worker

From 1 to 1 Total: 1

General Information | **Headquarters** | Account Indicators | Organization | Disbursement Options | Prenote/EFT | Remittance Advice | Vendor

Headquarters Account Code: EXISTING NON-997 NUM

Headquarters Account Legal Name:

Franchise Account:

Set up the organization tab. It is important to choose a **1099 classification of Employee**. Put the the employees SSN in the Taxpayer ID field and choose SSN/ITIN/ATIN as the Taxpayer ID Number Type. These are the only fields you will complete under the Vendor Customer tab.

Vendor/Customer: 997123456E Legal Name: Bob Worker

Vendor/Customer	Legal Name	Account From
997123456E	Bob Worker	

From 1 to 1 Total: 1

General Information | Headquarters | Account Indicators | **Organization** | Disbursement Options | Prenote/EFT | Remittance Advice | Vendor Terms | Accounts Receivable | eMALL | Location Information

1099 Classification: Employee

1042-S Recipient Code:

Number of Employees:

Merchant ID:

Sex:

Date of Birth:

Marital Status:

Annual Income:

Create Taxpayer ID:

Re-Enter Taxpayer ID:

IRS Country of Residence:

IRS Country Sub Code:

Contract Withholding Exempt:

Taxpayer ID Number: 999888555

Taxpayer ID Number Type: SSN/ITIN/ATIN

Detailed TIN Type:

Foreign Tax ID:

1042-S Recipient Account Number:

W-8 Form:

Tax Profile:

Tax Profile Name:

EBIC Number:

IAEC Number:

Web Address http://:

Supplier Shared Secret:

Step 7: In the Address section under the General Information tab, insert a new line and choose payment for the type of address

Document Navigator

- Header
- Vendor/Customer
- Address**
- Customer Account
- 1099 Reporting Information
- 1042-S Reporting Information
- Business Type
- Service Area
- Commodity
- Authorized Dept.
- Prevent Spending
- Certification

Address Total Lines: 1 Address ID: AD001 Address Type:

Address ID	Address Type	Street 1	City
AD001	Employee address		Denver

From 1 to 1 Total: 1

General Information | Address Information | Prenote/EFT | Remittance Advice | Contact Information | Contact Address Information

Vendor/Customer: 997123456E

Bob Worker

Address Type: Payment

Division/Department:

Additional Address Info.:

Prevent New Spending:

Default Currency: USD - US Dollar

In the Address Information tab choose auto-generate for the address ID and enter the Employees address information

The screenshot shows the 'Address Information' tab of a software application. At the top, a header bar displays 'Address', 'Total Lines: 1', 'Address ID: AD001', and 'Address Type:'. Below this is a table with columns for 'Address ID', 'Address Type', 'Street 1', and 'City'. The table contains one row with the following data: Address ID: AD001, Address Type: Employee address, Street 1: (empty), City: Denver. Below the table, a summary bar reads 'From 1 to 1 Total: 1'. The 'Address Information' tab is selected, showing fields for 'Address ID' (with a dropdown arrow), 'Auto Generate' (checked), 'Street 1' (Employee address), 'Street 2' (empty), 'City' (Denver), 'State/Province' (CO with a dropdown arrow), and 'Zip/Postal Code' (ZIP). A red arrow points to the 'Address ID' field.

In the Remittance Advice tab, check the Remittance Advice Required flag and choose REMT for the format

The screenshot shows the 'Remittance Advice' tab of the same software application. The header bar displays 'Address', 'Total Lines: 1', 'Address ID:', and 'Address Type:'. The table below has columns for 'Address ID', 'Address Type', 'Street 1', 'City', and an additional column. The table contains one row with the following data: Address ID: (empty), Address Type: Employee address, Street 1: (empty), City: Denver, and an additional column: CO. Below the table, a summary bar reads 'From 1 to 1 Total: 1'. The 'Remittance Advice' tab is selected, showing fields for 'Remittance Advice Required' (checked), 'Remittance Advice Format' (REMT with a dropdown arrow), 'Remittance Advice Format Description' (EFT Remittance Advice), and 'Remittance Advice Transmission Mode' (empty). A red arrow points to the 'Remittance Advice Required' checkbox.

In the Contact information, enter the employee's contact information including their email address. Since you have added the email and remittance advice, the employee will get an email notification when a EFT payment has been processed.

Document Navigator

Header

Vendor/Customer

Address

Customer Account

1099 Reporting Information

1042-S Reporting Information

Business Type

Service Area

Commodity

Authorized Dept.

Prevent Spending

Certification

Address Total Lines: 1 Address ID: Address Type:

Address ID	Address Type	Street 1	City	St
From 1 to 1 Total: 1				

General Information Address Information Prenote/EFT Remittance Advice **Contact Information** Contact Address Information

Principal Contact ID:

Auto Generate:

Principal Contact:

English Spoken:

Correspondence Type:

Email:

Phone:

Phone Extension:

Select SAVE

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard

You can now copy the information in the payment address line to add the ordering address. By selecting the copy icon and inserting the copied line

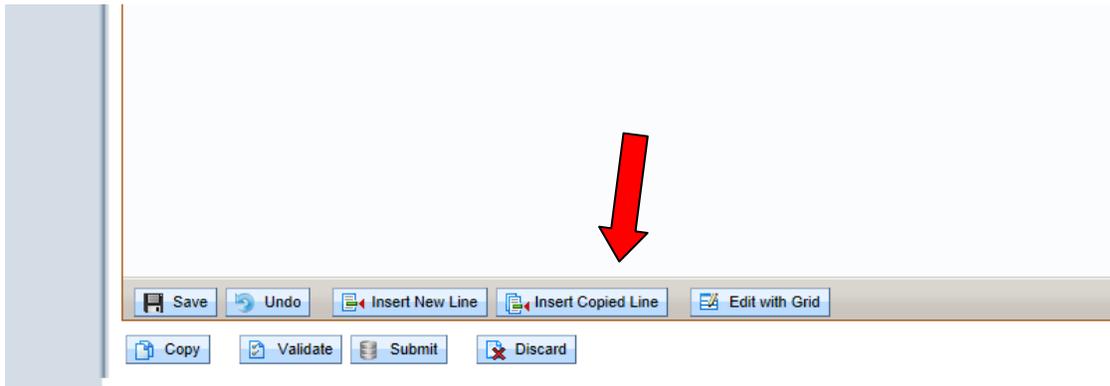
State/Province	Zip/Postal Code	Additional Address Info.
ZIP		

Previous Next Last

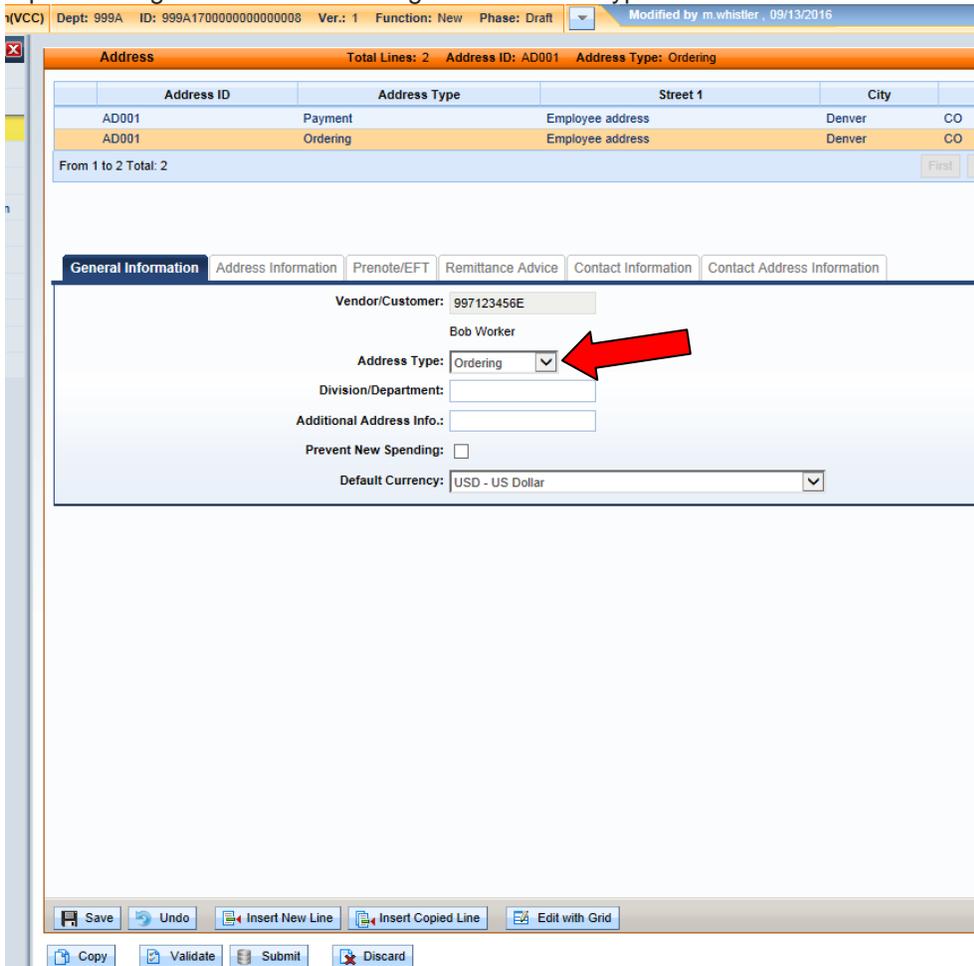
Go to line: Go

List View

Active From:



On the copied line that you just inserted – go to the General information tab and change the address type to Ordering. Now you have both a payment and an ordering address which the system requires for all active vendor records. If you are also going to make the record a customer as well as a vendor-insert the copied line again and choose Billing as an address type.



Step 8: Complete the 1099 tab. All records are set to be 1099 reportable because we use other factors to determine true reportable status. You will need to complete the 1099 reporting information. The majority of the information will populate- you will just need to complete the employees address.

Step 9: Complete the Certification section as shown in the screen shot below to make your record active as a vendor. You may also activate the record as a customer on this tab for accounts receivable. If you choose to activate as a customer you must also add a billing address.

Please note: The employee records are required to go through the automated TIN matching process like all vendor records, this process takes 48 hours. The Central Management Unit will add the EFT information to the record within 3 business days.