

# 15.2 Vendor Master File Policy and Procedures

## Policy Statement

The purpose of this policy is to maintain an accurate database on vendor master files within the accounts payable section of the CFMS. This policy was created in order to maximize efficiency within the AP function so that occurrences of duplicate vendors and vendor information inaccuracies are avoided. This policy will define the procedures for requesting, creating, and maintaining the vendor master files.

## Application

This policy applies to all SAP user departments, agencies, boards, commissions, and Crown corporations of the province using the SAP system for settlement of their vendor accounts.

## Definitions

### **SAP**

The province's integrated financial software modules

### **CFMS**

Corporate Financial Management System

### **AP**

Accounts payable

## Accountability

Government Accounting Division, Department of Finance, is responsible for the creation and maintenance of the accounts payable vendor master files within SAP.

Government departments are responsible for ensuring that the files are well searched before requesting new vendor creations to avoid duplicate requests.

## Monitoring

Government Accounting will monitor the application of the AP policy on vendor master files for value-added changes as required.

## Policy Directives

- Vendor Create/Change Authorization
- Vendor Master Search
- Vendor Request to Create/Change/New
- Vendor Block Request
- Vendor Delete Request
- Standard Abbreviations
- Standard Guidelines

### **VENDOR CREATE/CHANGE AUTHORIZATION**

Each department/agency, etc., must submit a completed Vendor Create/Change Authorization form (Appendix 15-A) to the Government Accounting Division, Department of Finance, which will identify the individuals who have been given authority to request create/changes to the SAP vendor master files. Departments are responsible for ensuring that revised authorization forms are submitted to the Department of Finance whenever a change is warranted. Government Accounting will maintain a log of all active authorizations and will request confirmations and replacements (if necessary) on a regular basis. Authorized designations will be at the department's discretion. A director's approval must be personally signed (not typed) by the director.

### **VENDOR MASTER SEARCH**

The following path in SAP should be used to locate vendors that are on file:

Accounting > Financial accounting > Accounts payable > Master records >  
Display

Vendor files can be searched using any one and/or combination of data fields found on the value range for search screen. User-conducted searches, which can be by name, by postal code, and by social insurance number (when appropriate), must be carried out before the Vendor Create Request form is completed for a new vendor. For further information refer to the CFMS training manual, AP section.

## **VENDOR REQUESTS**

### **Vendor Create Request**

Once all the possible search opportunities have been completed, departmental AP staff may complete the Vendor Create Request form (Appendix 15-B). The completed form must be signed by an individual who is authorized according to the Vendor Create/Change Authorization procedures above. Any requests received that are not properly authorized will be returned for resubmission. Each request for a new vendor create **must** be accompanied by a copy (do not send originals) of an invoice/requisition or letterhead to verify the create information. If there is a vendor account for which you always enter a payment method supp code (return to code), the vendor master file has a field that can be populated, and it will automatically transfer to that field during invoice entry.

This should be used only for vendors that are used only by your department such as employee or certain one-time vendors. Completed forms may be submitted to the vendor master via interdepartmental mail or by fax at (902) 424-2777.

### **Vendor Change Request**

If a vendor is already on file but a change in the data is warranted, complete a Vendor Change Request form (Appendix 15-C). The completed form must be signed by an individual who is authorized according to the Vendor Create/Change Authorization procedures above. Any requests received that are not properly authorized will be returned for resubmission. Each request for a change of vendor information **must** be accompanied by a copy (do not send originals) of an invoice/requisition or letterhead to verify the revised information. Completed forms may be submitted to vendor master via interdepartmental mail or by fax at (902) 424-2777. Government Accounting, upon the receipt of a properly authorized Vendor Change Request form and appropriate documentation, will revise the vendor master file as necessary.

### **Create New Vendor File**

Government Accounting, upon the receipt of a properly authorized Vendor Create Request form and appropriate supporting documentation, will conduct a search of the vendor master file to verify that a new vendor is necessary. The new vendor can be created by selecting

Accounting > Financial accounting > Accounts payable > Master records > Create.

### **VENDOR BLOCK REQUEST**

Vendors may be blocked for posting by the Government Accounting Division of the Department of Finance, the most common reasons being vendor duplication and third party demands. Before any vendor is blocked, an examination should be done to see if there are any open items in the vendor file and to determine, based on the reason for blocking, if the vendor should be blocked before or after the next cheque run. To block a vendor for posting, use the menu path

Accounting > Financial accounting > Accounts payable > Master Records > Block/unblock.

**Note:** To unblock a previously blocked vendor, follow the above steps and remove the check mark from the posting block field, change the Search term description, and delete the AP text data. For further information refer to AP section of CFMS training manual.

### **VENDOR DELETE REQUEST**

Only SAP programming staff have the ability to actually delete vendor files from the system on the request and authorization from Government Accounting. Only files without transactions posted against them should be flagged for deletion, and these vendor masters should also be “blocked” so no transactions can be entered between the date they are flagged and the date they are deleted. To flag a vendor master file for deletion, use the following menu path:

Accounting > Financial accounting > Accounts payable > Master Records > Mark for deletion.

**STANDARD ABBREVIATIONS****If the vendor name ends with:****NOTE:** *If these words are **not** at the end of the vendor's name, the word should be typed in full.**There are no periods after these abbreviations.*

<b><u>Term</u></b>	<b><u>Abbrev</u></b>	<b><u>Term</u></b>	<b><u>Abbrev</u></b>
Association	Assoc	Department	Dept
Company	Co	Incorporated	Inc
Company Limited	Company Ltd	Limited	Ltd
Corporation	Corp	Society	Soc

**For address:****NOTE:** *In the street field, there are no periods after these abbreviations.*

Avenue	Ave	Building	Bldg
Boulevard	Blvd	Centre	Ctr
Circle	Cir	Floor	Fl
Court	Crt	Room	Rm
Crescent	Cres	Site	Site
Highway	Hwy	Suite	Ste
Lane	Lane	Unit	Unit
Place	Pl	Compartment	Comp
Road	Rd	Station	Stn
Street	St	Parkway	Pky
Terrace	Terr	Post Office Box	PO Box
Subdivision	Subdiv	Rural Route	RR#
Drive	Dr	Apartment Number	Apt#
Way	Way	Third Floor	3 <sup>rd</sup> Fl
Square	Sq	Suite No. 100	Ste#100
Apartment	Apt	Station A	Stn A

**For individuals with titles:****NOTE:** *These titles will be before the given name with no periods used.*

Doctor	Dr	Reverend	Rev
Honourable	Hon	Sister	Sister

**For directions:**

North	N	Northwest	NW
South	S	Southeast	SE
East	E	North Northeast	NNE
West	W	etc.	

**STANDARD GUIDELINES**

- All names and addresses are to be typed in all capital (upper case) letters.
- The name field (four lines) is to include only the vendor's name. No part of the address is to appear in the name field under any circumstances.
- All payments made to the federal government are made payable to the Receiver General. However for Supplement to the Public Accounts purposes the area of government is reported, and therefore these transactions must be supplementary coded. To assist the users in selecting the proper supp code, the text field should contain the corresponding supplement code to use.
- When requesting a vendor for a legal firm/lawyer "in trust" for an individual or company, the vendor should be created in the name of the Legal firm/Lawyer "in trust" only, and the name of the individual or company can be entered in the Line Item Text field during data entry or documented in an accompanying letter with the cheque.
- When a vendor is created for an individual, the first and last names are essential. Additional names should also be provided when possible to avoid duplication, but under **no** circumstances will the vendor be created using only initials and the last name. The Social Insurance Number is also required if you are making taxable benefit payments.
- When "Nova Scotia" appears in a vendor's name, it will be printed in full (no abbreviations).
- When the word "and" appears in a vendor's name, it will be typed in full unless the symbol (&) appears in the company's invoice/letter, in which case the symbol will be used in the vendor master. Vendor masters created for joint payees will have "and" typed in full between the two names.
- When entering an individual's name in the vendor master, use of initials will be acceptable only for the second, third, etc., names (first and last names must be complete). These initials will have spaces between them with no periods.

**Appendices**

I5-A Vendor Create/Change Authorization

I5-B Vendor Create Request

I5-C Vendor Change Request

## **Enquiries**

Accounts Payable Processing, Government Accounting  
Department of Finance  
(902) 424-6626

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**Appendix 15-A**



Department of Finance  
Government Accounting Division

**VENDOR CREATE/CHANGE AUTHORIZATION**

<b>Name of Department/Agency</b>	
<b>Business Area No.</b>	

The following people are hereby authorized to request vendor creates and changes for the above-mentioned department/agency.

Employee Name	Authorization Period		Signature
	From	To	

Director's Approval \_\_\_\_\_

Date \_\_\_\_\_

Submit to:  
Vendor Master  
Department of Finance  
Government Accounting Division  
5th Floor, Provincial Building





**Appendix 15-C**



**Department of Finance  
VENDOR CHANGE REQUEST**

REQUESTING DEPT:

**Revised Information:**

REQUESTED BY:  
  
 Contact Name  
  
 Contact Phone No.  
  
 Contact Fax No.

COMPANY CODE  
 Prov of NS (NSPG)  
 Pensions (PENS)  
 ACCOUNT GROUP  
 Company (ZCOM)  
 Employee (ZEMP)  
 Individual (ZNEM)  
 One-time (ZONE)  
 Supplement (ZSUP)  
 Foreign (ZFOR)

VENDOR CODE  
 TO BE CHANGED

Vendor Name:  
  
 Mailing Address:  
  
 Street Address:  
  
 City:  
  
 County:  
  
 Postal Code:  
  
 Province/State:  
  
 SIN:  
  
 Contact Name:  
  
 Contact Phone:  
  
 Contact Fax:  
  
 Contact E-mail:  
  
 Payment Terms:  
  
 Order Currency:  
  
 Country:

PURCHASE ORDER ADDRESS (if different from above):  
 Mailing Address:  
  
 City:  
  
 County:  
  
 Postal Code:  
  
 Province/State:  
  
 Contact Fax:

Departmental Authorization:

Date:

**For Government Accounting Only**

Source Document Verified

Date Changed

Initials