Cleaning Up Your Vendor Files

Vendor files can get cluttered with old, never been used, and duplicate vendors. Every few years you should review and cleanup your vendor files. You should never delete a vendor that has been used by your district. LACA keeps archived directories that are used by USASDW and change year. If you delete a vendor that is attached to a purchase order in one of those archived directories, the information in USASDW will become corrupted.

Below are some steps that you can use that will make this cleanup process easier.

Collapsing 2 or more Vendors

1. If you know of any vendors that are duplicated in your vendor files, use the VENCHG program to collapse the two (or more) vendors into one vendor. This will bring all of the history from each vendor and combine it into the vendor that remains.
    a. The YTD total, FYTD total and user money fields of the old and new vendors will be added together.
2. VENCHG will issue warning messages for the following:
    a. If the old and new vendors contain different 1099 information
    b. Different check address information
    c. If merging a memo vendor with a non-memo vendor.
3. Each time VENCHG is executed, a VENCHG.TXT file is created. It is recommended that this .TXT file be printed and retained for auditing purposes.

Inactivating Vendors

1. You should inactivate any vendor that was created but never used.
    a. Using Safari ODBC, pull all vendors that have never been used into Excel.
    b. Select the following fields from the Vendor view:
        i. Vendor_No (required to load into USAS)
        ii. Name_1 (required to load into USAS)
        iii. Name_2
        iv. Status (only active vendors)
        v. YTD_Total
        vi. FYTD_Total
        vii. Last_Activity_Date
        viii. Created_Date

    c.   Filter data as follows:
- i. Status *equals* 0
- ii. YTD_Total *equals* 0
- iii. FYTD_Total *equals* 0
- iv. Last_Activity_Date *equals* (enter 8 spaces)

    d.   Sort by Created Date
- i. If the vendor has been created in the last few months, you may not want to modify it.

    e.   If you do not have a lot of vendors that have never been used, you can go into USASWeb/Vendors and inactivate the vendors.

    f.   If you have a lot of vendors and do not want to take the time to inactivate them one-by-one, you can do the following:
- i. Delete any vendor from the Excel spreadsheet that you do not want to inactivate.
- ii. Modify the status for each vendor to a 1 (inactive)
- iii. Modify the following column headings:
   1. VENDOR_NO needs to be renamed VENDOR
   2. NAME_1 needs to be renamed NAME1
- iv. Remove all columns except for the following:
   1. VENDOR
   2. NAME1
   3. STATUS
- v. Save the Excel spreadsheet as a .csv file.
- vi. Use the file transfer option in Reflection to transfer the .csv file into your Reflection database.
- vii. Use the USALOAD/VENLOAD program to load the information from your .csv file into your vendor file. This will inactivate all of the vendors on your spreadsheet.

2. You should inactivate any vendor that has not been used in the last several years. It is up to your district to pick the date.

    a.   Using Safari ODBC, pull all vendors that have not been used for a long time into Excel.

    b.   Pull the same fields as in 1.b. above.

    c.   Filter the data as follows:
- i. Status *equals* 0
- ii. YTD_Total *equals* 0
- iii. FYTD_Total *equals* 0

        iv. Last_Activity_Date *is less than* (enter the date you selected as YYYYMMDD)

    d. Sort by Last_Activity_Date

    e. Review the list.

        i. Delete any vendor that you do not want to inactivate.

        ii. Follow steps in 1.f. above to modify and load your spreadsheet.

    f. If your list is exceptionally long, you may want to filter by name or vendor number to get a partial list. For example:

        i. Name_1 *begins with* A *or* Name_1 *begins with* B and so on.

        ii. Vendor_NO *is less than* 10000

3. After you have inactivated all of your old vendors, you should review your vendor file for duplicate vendors.

    a. Pull all active vendors into Excel as in 1 above but filter only on

        i. Status *equals* 0

    b. Review the list and make changes to vendor records as desired.

        i. Use the Find option in Excel to search for vendors that you think may be duplicated.

            1. Use VENCHG to collapse the duplicates.

        ii. Search for vendors you know will never be used again and inactivate them. For example, fee refunds to students.

    c. Or, you can run a vendor report (VENDORS or VENDOR2) and select only active vendors.

        i. View the report on your screen.

        ii. You can use the Find option to search for vendors you think may be duplicated.

        iii. Use VENCHG to collapse the duplicates.

Updating 1099 Vendor Information

1. When logging into Safari ODBC, select the prior calendar year's database (CALXX).

    a. Select the following fields:

        i. Vendor_No (required to load into USAS)

        ii. Name_1 (required to load into USAS)

        iii. Name_2

        iv. Status (only active vendors)

        v. YTD_Total

        vi. Flag_1099

        vii. SSN_1099

b. Filter data as follows:
     i. Status *equals* 0
     ii. YTD_Total *is greater than* 599.00

2. Review the list. Verify that vendors who should receive a 1099 are flagged appropriately. Refer to the 1099-MISC instructions for details on who should receive a 1099.

3. Request a completed W9 from vendors as needed (i.e. if you have missing, old, or inaccurate information).
     a. As you receive the requested information back from vendors, you can update the information directly in USAS or update the spreadsheet and load it into your vendor files.

4. If you decide to update the spreadsheet, you can load it in Reflection as follows:
     a. Delete any vendors from the Excel spreadsheet that you do not want to update.
     b. Modify the following column headings:
          i. VENDOR_NO needs to be renamed VENDOR
          ii. NAME_1 needs to be renamed NAME1
          iii. Flag_1099 needs to be renamed 1099TYPE
          iv. SSN_1099 needs to be renamed 1099ID
     c. Remove all columns except for those in which you made changes:
          i. It is recommended that you remove any columns that contain dollar amounts (i.e. YTD_Total) since processing may have occurred since you ran Safari.
     d. Save the Excel spreadsheet as a .csv file.
     e. Use the file transfer option in Reflection to transfer the .csv file into your Reflection database.
     f. Use the USALOAD/VENLOAD program to load the information from your .csv file into your vendor file.

5. Additional changes that your district may wish to consider include:
     a. Enter a Category of W9 as you receive W9s from your vendors. You can then filter on this field to monitor who still needs to send you a W9.
     b. Enter EM in the Category field on employees.
     c. Enter RF in the Category field for refunds.