The purpose of this job aid is to explain how to add an employee vendor in NCAS.

Before entering a travel advance or employee reimbursement, check the Employee Vendor File to see if the vendor exists.

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Short Name Lookup (VSL)* screen.

2. Type the **employee paying entity (XXPE)** in the PAY ENTITY field.

3. Type **part of an employee name followed by the @ symbol** in the SHORT NAME field and press **ENTER** to view the *VSL* screen. (Enter the last name first, e.g., millermike@.)

    a. The symbol "@" finds all employees beginning with the specified letters.

4. Type **VSU** in the NEXT FUNCTION field if a vendor is not listed on the *VSL* screen.

5. Press **ENTER** to access the *Vendor Setup (VSU)* screen and to request the addition of an employee as a vendor.

6. Type the **employee paying entity (XXPE)** in the PAY ENTITY field.

7. Type the **employee's Integrated HR/Payroll ID number** in the VENDOR NO field. (Do not type the hyphens.)

8. Type the **employee's name** in the VENDOR NAME field.

9. Type **E** in the VENDOR TYPE field to indicate that this is an *employee* vendor.

10. Type the **employee's last name** and **first name** in the SHORT NAME field. (Do not type any spaces between the names.)

11. Type the **employee's address** in the ADDR LINE 2 and ADDR LINE 3 fields of the REMIT TO section. ADDR LINE 3 is always the city (e.g., Raleigh.)

12. Type the **phone number** in the PHONE field.

13. Type the **employee's state** in the STATE CODE field.

14. Type the **employee's zip code** (including the "plus 4" zip) in the POSTAL CODE field.

15. Press **ENTER** to complete the entry and clear the screen.

    a. If the employee vendor has been entered correctly, the system validates the entry.

16. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

17. Type **VGN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor General Information (VGN)* screen.

18. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.

19. Press **ENTER** to process the *VGN* screen.

20. Type **G** in the REQUEST field and press **ENTER** to display the vendor record.

21. Type **VPN** in the NEXT FUNCTION field and press **ENTER** to access the *Vendor Payable Information (VPN)* screen.

22. Type the **employee's Integrated HR/Payroll System ID number** in the TAX ID NUMBER field and press **ENTER** to complete the entry.