PROCEDURE 5:

CHANGING AN EMPLOYEE VENDOR

Job Aid AP01-5

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

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 **your 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 ACTIVITY field of the requested vendor and press **ENTER** to access the *Vendor Setup (VSU)* screen.

5. Type **C** in the REQUEST field and press **ENTER** to indicate that you are *changing* information about the employee vendor.

6. Type the **employee's short name** in the SHORT NAME field and press **ENTER**.

7. Type the **changed information** over the existing information for all fields needing correction.

8. Press **ENTER** to complete the change request.