

California State University Bakersfield
FIS Business Process Paper - Draft
Vendor Maintenance

CSUB Financials Business Process – Vendor Maintenance

This paper documents the custom CSUB process for maintaining vendors, including the responsibilities of both Procurement and Accounts Payable. All vendor-related functionality and topics are addressed, including:

1. Name and Address
2. 204 Form Status
3. Contact information
4. Vendor Locations
5. Vendor-level Defaults
6. 1099 Vendor Setup
7. Vendor Types for Procurement Reporting

CSU Bakersfield has four vendor SetID values.

- BKCMP SetID – BKCMP and BKASI commercial vendors.
- BKFDN – payments for the three Foundation business units: BKFDN, BKSTU and BKFFR
- BKEMP – Employee Payments
- BKSFR – Student Refunds

CSUB users maintain vendors for BKCMP, BKEMP and BKSFR SetID values. Foundation users maintain vendors for the BKFDN SetID. For the BKCMP SetID vendors, both Procurement and Accounts Payable have a role in maintaining the vendors.

Adding a Vendor for use by Procurement