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## Vendor Account Maintenance Work Instruction (A/P-W005)

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The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 1.0 SCOPE:

- 1.1 This work instruction describes the process in which Accounts Payable creates and maintains vendor accounts in the Bi-Tech system at Washoe County School District.

### 2.0 RESPONSIBILITY:

- 2.1 Senior Accountant

### 3.0 APPROVAL AUTHORITY:

- 3.1 Account Technician

### 4.0 DEFINITIONS:

- 4.1 AT – Account Technician

(Approval signature on file)

Signature \_\_\_\_\_

Date \_\_\_\_\_

### 5.0 PROCEDURE:

- 5.1 Accounts payable is in receipt of document including but not limited to a check request, vendor invoice or W-9.
- 5.2 Log onto Bi-Tech.
- 5.3 At main menu type "PEUPPE".
- 5.4 If creating a new vendor:
  - 5.4.1 Stay in collect mode.
  - 5.4.2 In the PEID field type the word "ADD" and fill in the appropriate information from the received document.
  - 5.4.3 Press "Enter".
  - 5.4.4 Verify information as prompted.
  - 5.4.5 If correct press "Enter" again.
- 5.5 If changing information:
  - 5.5.1 Press "F7" to change to browse mode.
  - 5.5.2 Enter vendor name or ID number in appropriate fields to access vendor information.
  - 5.5.3 Change the information.
  - 5.5.4 Press "Enter".
  - 5.5.5 Verify information as prompted.



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5.5.6 If correct press "Enter" again.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Check Request
- 6.2 W-9
- 6.3 Vendor Invoice
- 6.4 Independent Contractor Agreement

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Check Request	Accounts Payable	5 Years	Shred	Within Accounts Payable Files in Locked Office
W-9	Accounts Payable	5 Years	Shred	Within Accounts Payable Files in Locked Office
Vendor Invoice	Accounts Payable	5 Years	Shred	Within Accounts Payable Files in Locked Office
Independent Contractor Agreement	Accounts Payable	5 Years	Shred	Within Accounts Payable Files in Locked Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/1/05	A	Initial Release
4/16/07	B	Corrected punctuation within the Procedure; Modified the Record Retention Table

\* \* \* E n d o f w o r k i n s t r u c t i o n \* \* \*