

# TIPS & TECHNIQUES

## A SFMS Desk Manual

R\*STARS: PROF.1  
Revised: 12/13/05

### **R\*STARS VENDOR PROFILE**

In the Statewide Financial Management Application (SFMA), vendor data is maintained in both R\*STARS and ADPICS. Users must have the correct security access to add vendor information in R\*STARS using the Systemwide Vendor Profile screen (52) and the Systemwide Mail Code Profile screen (51).

Changes to the Systemwide Vendor Profile, screen 52 and the Systemwide Mail Code Profile, screen 51 can only be made centrally. Vendor change information can be sent to the SFMS Operations Vendor Desk by fax: 503-378-8940; E-Mail: <mailto:SFMS.1.Vendor@state.or.us>; Mail: 155 Cottage St NE, U60, Salem, OR 97301-3970; or by phone, 503-373-1044 x240.

#### **R\*STARS Vendor Profile Maintenance Screens**

Screen 52 – Systemwide Vendor Profile

Use this screen to add new vendors. The mail code for the 52 screen is 000.

Screen 51 - Systemwide Mail code Profile

Use this screen to add new address for established vendors. (referred to as mail codes)

Screen 3A – Vendor Alpha Inquiry

Use this screen to do an alpha search for a vendor

Screen 3N – Vendor Number Inquiry

Use this screen to do a numeric search for a vendor

Screen 3S – Vendor Record Status Inquiry

Use this screen to see which requested vendors and mail codes are in request (R) status from R\*STARS or partial (P) status from ADPICS.

After signing on to R\*STARS, the system retrieves the Main Menu.

## R\*STARS VENDOR PROFILE

R\*STARS: PROF.1

Revised: 12/13/05

Page 2

S000 VER 2.0		STATE OF OREGON
LINK TO:	MAIN	MAIN MENU
PROD		
	(2)	CAM COST ACCOUNTING MENU
	(3)	DT DOCUMENT TRACKING MENU
	(4)	FIN FINANCIAL DATA ENTRY MENU
	(5)	PR PROFILE MAINTENANCE MENU
	(6)	PAY PAYMENT PROCESSING MENU
	(7)	RFM REPORTING/INQUIRY MENU
	(8)	SYS SYSTEM CONTROL MENU
F1-HELP F9- INTERRUPT CLEAR-EXIT		

- You may either follow the menu options below by pressing the listed function key or typing in the screen code, or you can move the cursor to the LINK TO field and type in "3a" to access the Vendor Alpha Inquire screen
  - From the main menu
  - F5 or PR
  - F8 or VEN
  - F2 or 3a for Vendor Alpha Inquiry Screen
    - or
    - F10 or 52 for Systemwide Vendor Profile (for adding new vendors)
      - or
      - F11 or 51 for Systemwide Mail Code Profile (for adding new addresses)

### Note:

You cannot LINK out of the 3A screen. For this reason it may be easier to go directly to the 52 Systemwide Vendor Profile or 51 Systemwide Mail Code Profile screen. You can then use the INTERRUPT (F9) option to access the 3A screen. This is referred to as 'interrupting to' a new screen.

To use the interrupt option

- Go to the LINK TO field
- Type in the screen you would like to access
- Press F9

This will open the screen requested. When you have completed your search, press F9 again to return you to the screen that you interrupted from.

Hereafter, screen numbers will be used to designate navigation through R\*STARS.

### To Add a New Vendor:

Always do an alpha search before you add a new vendor. If the vendor you are searching for is already on file, you must determine which vendor number is currently correct. Check both the vendor name and the Address fields on the 3A screen.

New vendor information is added on screen 52.

**To search for a vendor:**

Go to screen 52  
Interrupt to screen 3A  
or  
Go directly to screen 3A

```
S03A VER 2.0                STATE OF OREGON                07/1/04 10:38 AM
                               VENDOR ALPHA INQUIRY                PROD
SELECT VENDORS FROM:        (S=SYSTEMWIDE, A=AGENCY)
SEARCH NAME:                AGY:                VENDOR TYPE:

S VENDOR NO / MC SC        VENDOR NAME                ADDRESS

F1-HELP  F7-PRIOR PAGE  F8-NEXT PAGE  F9-INTERRUPT  ENTER-INQUIRE  CLEAR-EXIT
```

- Type "**S**" for systemwide in the SELECT VENDORS FROM field.
- Type at least the first three letters of the vendor's name in the SEARCH NAME field. You must type in at least 2 alpha characters in the first 3 spaces (see Help screen (F1) keyword DKD for valid search criteria).
  - For proper names, perform the search on the first 3-5 characters of the last name. Look in both the vendor name and vendor address fields. An individual may already be on file with a business name
  - For organizations, perform the search on the first 3-5 characters of the business name
  - A search cannot be performed if there is more than one space in the first 3 characters (i.e. C J Hansen needs to be CJ Hansen)
- For this example, type "**ACC**" to search for Accounting Analysts. Press <Enter>.

**R\*STARS VENDOR PROFILE**

R\*STARS: PROF.1

Revised: 12/13/05

Page 4

S03A VER 2.0	STATE OF OREGON	07/1/04 10:39 AM
	VENDOR ALPHA INQUIRY	PROD
SELECT VENDORS FROM: S (S=SYSTEMWIDE, A=AGENCY)		
SEARCH NAME: ACC	AGY:	VENDOR TYPE:
S VENDOR NO / MC SC	VENDOR NAME	ADDRESS
1562137232 002 A A R E A		PO BOX 612
1930935258 000 A A-C-C-O	AIR CONDITIONING & HEATING	123 NE GREENWOOD
1954538015 001 I ABACUS	DIAGNOSTICS	PO BOX 7577
1954057298 001 A ACCELERATED	BUSINESS CREDIT CORP	ACCOUNTS-AR
1954057298 500 A ACCELERATED	BUSINESS CREDIT CORP	6520 PLATT AVENUE #2
1954673731 000 I ACCELERATED	BUSINESS CREDIT CORP	PO BOX 4615
1351308353 000 A ACCELERATED	DEVELOPMENT INC	MILITARY PUBLISHERS
		PO BOX 4615
		PO 4615
		3808 W KILGORE AVE
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT		

- The system retrieves the first 7 vendors that match your search criteria. Press F8-NEXT PAGE or page down to scroll forward. Press F7-PRIOR PAGE or page up to scroll backward.
- The vendor name 'Accounting Analysts' is not on the Statewide Vendor Table. To make a payment to this vendor, it must be added to the Statewide Vendor Table.
  - If the vendor is listed but has a different vendor number you will need to call the vendor to verify which tax identification number is correct and determine what action needs to be taken with the other vendor number. If the vendor has had a tax identification number change, type 'REPLACES 123456789' in the vendor contact field to alert the central Vendor Desk. **Do not add a duplicate vendor.**
- Press F9 to link back to the 52 screen  
Or
- Press <Clear> to access the Vendor Menu and follow the menu options to access the 52 Systemwide Vendor Profile

**R\*STARS VENDOR PROFILE**

R\*STARS: PROF.1

Revised: 12/13/05

Page 5

S052 VER 2.0	STATE OF OREGON	07/1/04 10:40 AM
LINK TO:	SYSTEMWIDE VENDOR PROFILE	PROD
VENDOR NO:	NAME CONTROL:	UPDATE MAIL CODE: Y
VENDOR NAME:		
SEARCH NAMES:		
ALT VENDOR/FID:	1099 IND:	FEI/SSN IND:
VENDOR TYPE:	OWNRSH CD:	2ND TIN NTC:
ADDRESS:		VN STATUS:
		REASON CODE:
CITY:	ST:	ZIP:
VENDOR CONTACT:		CNTRY:
TELEPHONE:	EXT:	FAX:
PDT: MA EMAIL:		
AGY: CONTACT:		PHONE:
		DIR DEP DATE:
W9 REQUEST DATE:	BU/WH EFF DATE:	STATUS CODE: R
EFF START DATE: 10212002	EFF END DATE:	LAST PROC DATE:
F1-HELP F3-DEL F5-NXT F6-51 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT		

- The 52 screen must contain the legal name and address for the vendor. If the vendor is a sole proprietor or has a DBA (doing business as), the owner's name must be entered as the vendor name. The tax identification number used must correspond with the vendor name. The business or DBA name can be reflected in the address field.

- On the Systemwide Vendor Profile screen (52), enter the following information:

**VENDOR NO:** Type a "1" followed by the vendor's FEIN/SSN. Note that state employees may have two vendor numbers. The first vendor number can be entered by typing in a 1 followed by the employees 9 digit Social Security Number. The second vendor number can be entered by typing a 1 followed by the employees ID number. ID numbers are assigned by PPDB to all employees. Employee ID Numbers start with a 1OR followed by 7 digits. Employees are required to give their ID upon request. An employee or the employees' supervisor can provide the employee ID number.

**NAME CONTROL:** Type in the first 4 characters of the business name or the first 4 characters of the payee's last name. Do not leave spaces. An ampersand (&) and a dash (-) are the only special characters allowed  
When two last names are listed, derive the name control from the first last name.  
If the vendor name is not unique, include a middle name or initial if possible.

**UPDATE MAIL CODE:** Defaults to "Y"

**VENDOR NAME:** Type the vendor's name in this field (first name first).  
**SEARCH NAME:** If the vendor is a business, type the first 5 characters of the

**R\*STARS VENDOR PROFILE**

R\*STARS: PROF.1

Revised: 12/13/05

Page 6

business name, space, and the zip code in the 2<sup>nd</sup> search field (the zip code will always start in space 7)

If the vendor is a person's name, type the last name, first name, and middle initial in the 4<sup>th</sup> search field. There must be a comma before and after the first name only. No spaces and no other punctuation is allowed. Do not include Jr., Sr., Dr., etc. Maximum characters allowed are:

Last Name = 1-13 characters

First Name = 1-10 characters

Middle Name = 1-7 characters

1099 IND: Type "Y" for yes for all vendors except state employees. If the vendor is a state employee, type "N" if on the 1OR number, otherwise type "Y".

FEI/SSN IND: Type "F" if you are using the Federal Employer Identification Number or "S" if you are using the Social Security Number. Type "O" for employee ID#.  
**If the vendor number is a SSN, then you must use the individual's name as the vendor name**

REASON CODE: Type "ADD"

VENDOR TYPE: Type "8" for all vendors except state employees. If the vendor is an employee, type "1" for "1OR" only.

VENDOR STATUS: Leave blank

2<sup>nd</sup> TIN NOTICE: Leave blank

ADDRESS, CITY, ST, ZIP: Enter the Vendor's address, city state and zip code  
If necessary use %, do not use c/o  
If the payee has a street address and a PO Box, always enter the PO Box as the last line of the address  
Always use standard abbreviations. See below for US Post Office standard abbreviations.  
Do not enter zeros in the zip extension field.

COUNTRY: Leave blank unless the vendor originates in a foreign country

HOLD REASON CODE: Leave blank

VENDOR CONTACT: Optional field

OWNERSHIP CODE: Type "I" for all vendors except state employees. If the vendor is an employee type "E" for "1OR" only.

TELEPHONE: Enter the vendor's telephone and facsimile numbers if available

TAX OFFSET EXEMPT: Defaults to "N" for no.

AGY: Type your agency number.

CONTACT: Type the name of the person to contact at your agency.

PHONE: Type the phone number of the agency contact.

PAYMENT DIST TYPE: Defaults to "MA".

STATUS CODE: Defaults to "R".

**Note**-for board members, commissioners, and legislators, the 52 screen must contain the agency address and a note in the vendor contact field indicating that they are a board or commission member or a legislator. Use mail code 001 for home address.

- Press F10-SAVE to save the new record.

This vendor is now in request status. All vendors and mail codes in request status can be viewed on the Vendor Record Status Inquiry screen, 3S.

**R\*STARS VENDOR PROFILE**

R\*STARS: PROF.1

Revised: 12/13/05

Page 7

If you are adding a new vendor number for an existing vendor, the new request will not be activated. If a vendor has had a FEIN change, type 'REPLACES 123456789' in the vendor contact field to alert the central Vendor Desk. The central Vendor Desk will make all the coding adjustments to both the old and new vendor numbers.

All new vendors and mail codes will be activated centrally. Requests completed by 11:00 will be activated before 5:00 that business day. Requests completed after 11:00 will be activated before 5:00 the next business day.

**R\*STARS VENDOR PROFILE**

R\*STARS: PROF.1

Revised: 12/13/05

Page 8

**Procedures for Adding a New Mail Code:**

- Always do an alpha or numeric search to determine if the address you require is already on file.
- Do not add duplicate addresses. If there is a change of address, send a change request to the SFMS Operations Vendor Desk, do not add a new mail code.

New address mail codes are added on screen 51.

Go to screen 51

Interrupt to screen 3A

Or

Go directly to screen 3A

```
S03A VER 2.0 STATE OF OREGON 07/1/04 10:41 AM
VENDOR ALPHA INQUIRY PROD
SELECT VENDORS FROM: S (S=SYSTEMWIDE, A=AGENCY)
SEARCH NAME: abb AGY: VENDOR TYPE:

S VENDOR NO / MC SC VENDOR NAME ADDRESS

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
```

- Type **"S"** for systemwide in the SELECT VENDORS FROM field.
- Type at least the first letters of the vendor's name in the SEARCH NAME field. For this example, type **"ABB"**.
- Press <Enter>.

```
S03A VER 2.0 STATE OF OREGON 07/1/04 10:42 AM
VENDOR ALPHA INQUIRY PROD
SELECT VENDORS FROM: S (S=SYSTEMWIDE, A=AGENCY)
SEARCH NAME: ABB AGY: VENDOR TYPE:

S VENDOR NO / MC SC VENDOR NAME ADDRESS
1930924501 000 I A ABBA PEST ELIMINATORS INC PO BOX 13171
1363100018 000 I ABB POWER T&D CO INC 201 HICKMAN DRIVE
1931003456 000 A ABBAS AUTOMOTIVE INC PO BOX 321
1557550371 001 A ABBEY CARPET CARE 2855 FOXHAVEN DR SE
1931203238 000 A ABBEY FUNERAL INC 2680 NORTH PACIFIC H
1363120793 500 I ABBEY HOME HEALTH CARE 12407 NE MARX
1363120793 001 I ABBEY HOMEHEALTH CARE 12407 N E MARX

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
```

The 3A screen displays the first 7 vendors that match your search criteria. Press F8-NEXT PAGE or the page down key to scroll forward. Press F7-PRIOR PAGE or page up to scroll backward.

By scrolling through the records (F5) you can determine if the payment address you need has previously been entered on the system. If you find the vendor name and address that you need, then do not add a new mail code.

**R\*STARS VENDOR PROFILE**

R\*STARS: PROF.1

Revised: 12/13/05

Page 9

**To do a numeric search on the vendor number:**

Go to screen 51

INTERRUPT to the 3N screen, Vendor Number Inquiry.

Type or copy the vendor number into the Vendor No field, press <enter>.

This screen will list the vendor number, mail code, status, vendor name as entered on screen 51, and the first line of the address for each mail code.

S03N VER 2.0	STATE OF OREGON	07/1/04 10:43 AM
	VENDOR NUMBER INQUIRY	PROD
VENDOR NO: 1360698440	AGY:	
S	VENDOR NO / MC SC	VENDOR NAME ADDRESS 1
	1360698440 000 A	ABBOTT LABORATORIES ROSS LABORATORIES DI
	1360698440 001 A	ABBOTT LABORATORIES P O BOX 100997
	1360698440 002 I	ABBOTT LABORATORIES PO BOX 92679
	1360698440 500 A	ROSS LABORATORIES ONE ABBOTT PARK RD
	1360698440 501 A	ROSS LABORATORIES DEPT L-281
	1360698440 502 A	ROSS PRODUCTS DIVISION DEPT L-1120
	1360698440 503 A	ROSS LABORATORIES PO BOX 16651
	1360698440 504 A	ABBOTT LABORATORIES PO BOX 100997
	1360698440 505 A	ROSS LABS/ABBOTT BLDG AP30 DEPT 241
	1360698440 506 A	ROSS LABORATORIES 1033 KINGSMILL PARKW
	1360698440 507 A	ABBOTT LABORATORIES ONE ABBOTT PARK ROAD
	1360698440 508 A	ABBOTT LABORATORIES PRICING DEPARTMENT 9
	1360698440 511 I	ABBOTT LABORATORIES PO BOX 92679
	1360698440 512 A	ROSS LABORATORIES EDUCATIONAL SERVICES
	1360698440 513 A	ABBOTT LABORATORIES INC REF NO 000063364
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT		

If the address that you need is not on the vendor profile

Interrupt back to Screen 51

Type the vendor number into the vendor number field

Press <enter> to retrieve the vendor information

For this example, type vendor number 1360698440 <enter> to recall the first mail code for ABBOTT LABORATORIES. The first record is always mail code of "000". Press F5-NEXT to scroll to the next record.

S051 VER 2.0	STATE OF OREGON	07/1/04 10:44 AM
LINK TO:	VENDOR MAIL CODE PROFILE	PROD

**R\*STARS VENDOR PROFILE**

R\*STARS: PROF.1

Revised: 12/13/05

Page 10

VENDOR NO: 1360698440 ABBOTT LABORATORIES		
MAIL CODE: 000	NAME: ABBOTT LABORATORIES	
SEARCH NAMES: ABBOTT LABORATORIES	ROSS 43216	
ROSS LABORATORIES	ABBOT 43216	
ADDRESS: ROSS LABORATORIES DIV		
TAX DEPARTMENT		
625 CLEVELAND AVE		
CITY: COLUMBUS	ST: OH	ZIP: 43216
COUNTRY:	REGION:	TAX RATE:
UPDATE REASON: CONV	OWNERSHIP CODE: O	LICENSE:
VENDOR CONTACT:	FAX:	
TELEPHONE: 614 227 3333 EXT:	ALT VEND NAME: V LTR DATE:	
PDT: MA EMAIL:	PNI:	
AGY: 000	CONTACT: CONVERTED FROM EAS	PHONE: 503 373 1044
		DIR DEP DATE:
HOLD REASON CODE:		STATUS CODE: A
EFF START DATE: 04141994	EFF END DATE:	LAST PROC DATE: 07021996
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED		
F1-HELP F3-DEL F5-NXT F6-52 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT		

By using the F5 key on the 51 screen, you can scroll through the existing mail codes. The system will display the mail codes in numerical order. After the last mail code for the vendor has been recalled, the system will retrieve the first mail code of the next vendor. Be sure to watch the mail code number until the next VENDOR NO is displayed or the mail code reaches 500.

When you add mail codes in R\*STARS, use the next consecutive mail code within the "001-499" range. Mail codes within the range "500-699" are mail codes that can only be added from ADPICS.

If the address that you need is already on file, you do not need to add a new mail code. R\*STARS users can use any mail code listed.

Abbott Laboratories has mail codes "000", "001", and "002". To add another payment address, use the next sequential mail code, "003".

**R\*STARS VENDOR PROFILE**

R\*STARS: PROF.1

Revised: 12/13/05

Page 11

S051 VER 2.0	STATE OF OREGON	07/1/04 10:45 AM	
LINK TO:	VENDOR MAIL CODE PROFILE	PROD	
VENDOR NO:	NAME:		
MAIL CODE:	SEARCH NAMES:		
ADDRESS:			
CITY:	ST:	ZIP:	
COUNTRY:	REGION:	TAX RATE:	
UPDATE REASON:	OWNERSHIP CODE:	LICENSE:	
VENDOR CONTACT:		FAX:	
TELEPHONE:	EXT:	ALT VEND NAME:	LTR DATE:
PDT:	EMAIL:		PNI: Y
AGY:	CONTACT:	PHONE:	DIR DEP DATE:
	HOLD REASON CODE:		STATUS CODE: R
EFF START DATE: 10212002	EFF END DATE:		LAST PROC DATE:
F1-HELP F3-DEL F5-NXT F6-52 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT			

If you need to add a new mail code, you can either

- retrieve a current mail code for the vendor, type in the next consecutive mail code number, all address, phone, contact changes, and change the status code to 'R', press F10 to save

or

- recall a blank 51 screen and type in all of the vendor information, press F10 to save.

The system displays a message at the bottom of the screen, "RECORD SUCCESSFULLY ADDED".

**NOTE:**

*Name and address standards are discussed in further detail below*

**SEARCH NAMES / ALTERNATE VENDOR NAMES**

Search names (R\*STARS) are provided for cross reference purposes to help find a vendor by alphabetic search when the exact name entered in the system may not be known. The vendor name is automatically inserted as the first search name. In R\*STARS there are three user definable search name fields.

The following conventions have been adopted for creating search names and alternate vendor names:

**PERSONS** - In the fourth search name field, enter the following format required by the IRS for 1099 electronic reporting.

LASTNAMEcommaFIRSTNAMEcommaMIDDLENAMEORINITIAL

Both commas are required even if no middle name or initial is used, no spaces or other punctuation marks are permitted. The last name must have at least 1 and not more than 13 characters, the first name may have up to 10 characters, the middle name up to 7.

**ORGANIZATIONS** - The second search name field will contain the first five characters of the organization name (including spaces), a space, and the zip code (i.e., for Pitney Bowes, Pitne xxxxx) . The third and fourth search name fields may include another name or set of initials which may facilitate finding the vendor on any alphabetic search (i.e., IBM for International Business Machines, UPS for United Parcel Service, etc.).

**SOLE PROPRIETORSHIPS** - These entities are a sort of cross between persons and organizations. Because the proprietor is the person responsible for paying taxes, the vendor name and the last search name are entered as for a PERSON. The business name is entered in the second search name field as for an organization. The business name is also entered in the third search name field and as the first line in the address field.

**PARTNERSHIPS** - Enter the business name in the second search name field as for an organization. In addition two partners names (if known) are entered in the third and fourth search name fields as for a PERSON.

**GOVERNMENT AGENCIES and POLITICAL SUBDIVISIONS** - There are a number of special codes pertaining to these entities that are entered in place of certain search names. For further details see the instructions on the next page for entering these special records.

**LIENS, LEVIES, GARNISHMENTS, AND ASSESSMENTS** - Mail codes for payees receiving monies diverted by these orders must also contain a search name for the vendor named on the related 52 screen. See PROF.4 for more information.

**POST OFFICES and POSTMASTERS** - Enter US PO, space, zip code in the fourth search name field.

**OREGON UNIVERSITY SYSTEM** - Enter the university acronym in a search field. If possible, include the department in a search field.

**SEARCH NAMES / ALTERNATE VENDOR NAMES for  
OREGON STATE GOVERNMENT AGENCIES and POLITICAL SUBDIVISIONS**

Oregon state government agencies and political subdivisions are generally entered only in R\*STARS, although certain entities (i.e. water districts) are also entered in ADPICS to facilitate routine payments such as utility bills. Certain conventions have been adopted with respect to vendor names and search names in these records to assure consistency of format and completeness of information.

**POLITICAL SUBDIVISIONS** - Political subdivisions are counties, cities, and special districts that either have taxing authority or receive tax distributions from the state. Vendor names for counties and cities will begin with "COUNTY OF" or "CITY OF" respectively on the 52 screen record and the 001 mail code 51 screen record. Vendor names for all Oregon school districts will begin with the name of the related county (i.e. "MARION CO SCH DIST 24J") in the 52 screen record and the 000 mail code 51 screen record. Additional 51 screen mail codes may contain other appropriate vendor names and addresses.

Each political subdivision is assigned a political subdivision (PSD) number. This number, with the prefix "PSD", will become the second search name (the first enterable search name) in every record for that vendor (i.e., for Marion County School District 24J, "PSD240340"). Each PSD number is composed of three pairs of digits. The first pair indicates the county in which the subdivision is found (i.e. "24xxxx" is in Marion County). The second pair indicates what type of subdivision is represented (i.e. "xx03xx" is a school district). The final pair of digits is a sequence number to differentiate similar subdivisions in the same county.

Contact SFMS Vendor desk for the correct political subdivision number (PSD) to be included when adding a new political subdivision vendor. A list of the types of political subdivisions has been included.

Cities and counties have special codes on the 001 mail code 51 screen record. The prefix "CCC" plus the assigned city/county code will be entered in the third search name field (i.e., for Salem, "CCC2470"). The prefix "OLCC" plus the assigned Oregon Liquor Control Commission numbers will be entered in the fourth search name field (i.e., for Woodburn, "OLCC2473").

Many political subdivisions also participate in the Local Government Investment Pool. These vendors will have their account numbers entered with the prefix "LGIP" in the LICENSE field of the 001 mail code 51 screen record (i.e., for Marion County, "LGIP04007") and the value 0.0 in the TAX RATE field.

**OREGON STATE GOVERNMENT AGENCIES** - Oregon state government agencies are assigned numbers for identification in interagency transactions. Vendor records for state agencies will include the appropriate agency number with the prefix "AGY" in the fourth search name field (i.e., for DAS, "AGY107"). Records for agencies whose status has changed will contain the obsolete agency number with the prefix "OBAGY" in the fourth search name field (i.e., for Department of General Services, "OBAGY125").

**FOREIGN VENDOR ADDRESSES**

Foreign vendor numbers begin with a "2", followed by your agency number and any numbers you wish to create. Because foreign vendor numbers are not specific to the vendor, always do an alpha search on R\*STARS before adding the vendor. When assigning a new foreign vendor number, check R\*STARS' 52 screen for the next consecutive number for your agency. Since the vendor number is neither a Federal Employer Identification Number nor a Social Security Number, the FEI/SSN field in the R\*STARS 52 screen record will contain an "O" indicating an 'other' number type.

Entering the Address:

1. Enter the city, province and postal or zip code below the address.
2. Enter the country in the CITY field.
3. Enter "XX" in the ST field.
4. Enter "X"'s into the first part of the ZIP CODE field.
5. Type the country name into the COUNTRY field. Because this field will not print on the warrants, the country name is also typed in the city field.

Foreign vendors must return a form W-8 before activation. SFMS will determine which W-8 form is appropriate. If the W-8 form is returned with a valid U.S. tax identification number, the vendor will be activated. If the vendor does not have a valid U.S. tax identification number, an end-date will be added to the vendor 52 profile. The vendor will remain in inactive status. Each subsequent payment to the vendor will be required to be evaluated before the vendor is activated for payment.

**NAME CONTROL**

The following instructions from IRS define the name control function. The purpose of this field is to enable automated verification of taxpayer identification numbers.

*If determinable, enter the first four (4) characters of the surname of the person whose TIN is being reported in positions 15-23 of the "B" Record; otherwise, enter blanks. This is usually the payee. If the name that corresponds to the TIN is not included in the first or second payee name line and the correct name control is not provided, a backup withholding notice may be generated for the record. Surnames of less than four (4) characters should be left justified, filling the unused positions with blanks. Special characters and imbedded blanks should be removed. In the case of a business, other than a sole proprietorship, use the first four significant characters of the business name. Disregard the word "the" when it is the first word of the name, unless there are only two words in the name. A dash (-) and an ampersand (&) are the only acceptable special characters. Surname prefixes are considered part of the surname, e.g., for Van Elm, the name control would be VANE. When two last names are shown for an individual, derive the name control from the first last name.*

**EMPLOYEES' OFFICE ADDRESSES**

Employee office addresses on mail code 000 may be have a return to agency PDT value (begins with an "R"). This will allow warrants issued to employees to be returned to the initiating agency for distribution.

**LIENS, LEVIES, GARNISHMENTS, AND ASSESSMENTS**

Mail codes 410-499 are reserved for mail codes resulting from compliance with one of these court orders. They will be input only with the approval of the SFMS Operations vendor staff and must contain the agency number and the name and telephone number of the individual entering the record. Records entered without this information will be deleted. See PROF.4 for more information  
[http://scd.das.state.or.us/sfmspubs/sfms\\_procedures/prof4.pdf](http://scd.das.state.or.us/sfmspubs/sfms_procedures/prof4.pdf).

**Standard Abbreviations**

States (Postal - 2 letter)

Alabama.....	AL
Alaska.....	AK
Arizona.....	AZ
Arkansas.....	AR
California.....	CA
Colorado.....	CO
Connecticut.....	CT
Delaware.....	DE
Florida.....	FL
Georgia.....	GA
Hawaii.....	HI
Idaho.....	ID
Illinois.....	IL
Indiana.....	IN
Iowa.....	IA
Kansas.....	KS
Kentucky.....	KY
Louisiana.....	LA
Maine.....	ME
Maryland.....	MD
Massachusetts.....	MA
Michigan.....	MI
Minnesota.....	MN
Mississippi.....	MS
Missouri.....	MO
Montana.....	MT
Nebraska.....	NE
Nevada.....	NV
New Hampshire.....	NH
New Jersey.....	NJ
New Mexico.....	NM
New York.....	NY
North Carolina.....	NC

North Dakota.....	ND
Ohio.....	OH
Oklahoma.....	OK
Oregon.....	OR
Pennsylvania.....	PA
Rhode Island.....	RI
South Carolina.....	SC
South Dakota.....	SD
Tennessee.....	TN
Texas.....	TX
Utah.....	UT
Vermont.....	VT
Virginia.....	VA
Washington.....	WA
West Virginia.....	WV
Wisconsin.....	WI
Wyoming.....	WY

Canadian Provinces (2 letter)

Alberta.....	AB
British Columbia.....	BC
Manitoba.....	MB
New Brunswick.....	NB
Newfoundland.....	NF
Northwest Territories.....	NT
Nova Scotia.....	NS
Ontario.....	ON
Prince Edward Island.....	PE
Quebec.....	PQ
Saskatchewan.....	SK
Yukon Territory.....	YT

US Possessions (2 letter)

American Samoa..... AS  
District of Columbia ..... DC  
Fed States Micronesia..... FM  
Guam ..... GU  
Marshall Islands..... MH  
N Mariana Islands..... MP  
Palau ..... PW  
Puerto Rico ..... PR  
Virgin Islands ..... VI

Military (Postal - 2 letter)

Zip Code 340 ..... AA  
Zip Codes 090-098 ..... AE  
Zip Codes 962-966 ..... AP

Secondary Address Indicator

Apartment ..... APT  
Box (not Post Office)..... BOX  
Building ..... BLDG  
Department ..... DEPT  
Floor ..... FL  
Hospital..... HOSP  
Institute ..... INST  
Post Office (not box) ..... PO  
Post Office Box ..... PO BOX  
Rural Free Delivery ..... RR  
Room ..... RM  
Route ..... RR  
Rural Route..... RR  
Star Route (Highway Contract Route)..... HC  
Suite..... STE

Street Indicators

Alley .....	ALY	Loop .....	LOOP
Annex .....	ANX	Mall .....	MALL
Avenue.....	AVE	Manor.....	MNR
Beach.....	BCH	Meadows.....	MDWS
Bend.....	BND	Mount.....	MT
Bluff.....	BLF	Mountain.....	MTN
Boulevard .....	BLVD	Orchard .....	ORCH
Branch.....	BR	Oval.....	OVAL
Bridge .....	BRG	Palms.....	PLMS
Brook.....	BRK	Park.....	PARK
Bypass .....	BYP	Parkway.....	PKY
Camp.....	CP	Pass.....	PASS
Canyon.....	CYN	Path.....	PATH
Center .....	CTR	Pines.....	PNES
Circle.....	CIR	Place.....	PL
Cliffs.....	CLFS	Plain.....	PLN
Corner.....	COR	Plains.....	PLNS
Corners .....	CORS	Plaza.....	PLZ
Course.....	CRSE	Point.....	PT
Court.....	CT	Port.....	PRT
Cove.....	CV	Ranch.....	RNCH
Creek .....	CRK	Rapids .....	RPDS
Drive.....	DR	Ridge.....	RDG
Estates.....	EST	River.....	RIV
Expressway.....	EXPY	Road.....	RD
Extension .....	EXT	Row.....	ROW
Ferry .....	FRY	Rural.....	R
Field.....	FLD	Shoal.....	SHL
Flats.....	FLT	Shoals.....	SHLS
Fork.....	FRK	Shore.....	SHR
Fort.....	FT	Shores.....	SHRS
Freeway .....	FWY	Spring.....	SPG
Gardens.....	GDNS	Springs.....	SPGS
Gateway.....	GTWY	Square .....	SQ
Grove.....	GRV	Station.....	STA
Harbor.....	HBR	Stream.....	STRM
Haven.....	HVN	Street.....	ST
Heights.....	HTS	Summit.....	SMT
Highway .....	HWY	Terrace .....	TER
Inlet.....	INLT	Track.....	TRAK
Island.....	IS	Trail.....	TRL
Isle.....	ISLE	Tunnel.....	TUNL
Junction.....	JCT	Turnpike.....	TPKE
Knolls .....	KNLS	Union.....	UN
Lake.....	LK	Valley.....	VLY
Lakes.....	LKS	View.....	VW
Landing.....	LNDG	Village.....	VLG
Lane.....	LN	Vista.....	VIS
Locks.....	LCKS	Walk.....	WALK
Lodge.....	LDG	Way.....	WAY

POLITAL SUB-DIVISION TYPE CODES

- 02 Counties
- 03 ..School District
- 04 ..Community College
- 05 ..Cities
- 06 ..Water Districts
- 07 ..Fire Districts (RFPD)
- 08 ..PUD (Public Utility District)
- 09 ..Sanitary District
- 10 ..Street Lighting District
- 11 ..Park and Recreation District
- 12 ..Cemetery District
- 13 ..Port District
- 14 ..Hospital District
- 15 ..Irrigation District
- 16 ..Water Control District
- 17 ..Drainage District
- 19 Insecticide and Herbicide
- 20 SWCD (Soil and Water Conservation District)
- 21 Air Pollution Authorities
- 22 Diking District
- 23 Mass Transit
- 24 Vector Control
- 25 Road District
- 26 County Service
- 27 Public Housing
- 28 Urban Renewal
- 29 Metro Service District
- 30 Water Improvement
- 33 Hospital Facility
- 34 Livestock
- 35 Council of Governments (COG)
- 37 Translator District
- 40 Library District
- 41 Endowment Care
- 42 Tribal Government
- 45 Utility Boards
- MS Miscellaneous Local Government within Counties