

# TIPS & TECHNIQUES

## A SFMS Desk Manual

R\*STARS: PROF.6  
Reviewed: 2/24/03

### ESTABLISHING STATE EMPLOYEE VENDOR PROFILES WITH SPECIFIC PDT'S

The PAYMENT DISTRIBUTION TYPE (PDT) identifies how R\*STARS will combine transactions on warrants and direct deposit payments, e.g., across documents, appropriated funds, or by batch agencies. "MA", "RA" and "DA" are the most cost effective PDT values available because they reduce the number of warrants and direct deposit payments produced by combining payment transactions. PDT values that begin with an "M" will cause the warrant to be mailed directly to the vendor. PDT values beginning with an "R" will cause the warrant to be returned to SFMS for distribution. PDT values that begin with a "D" will cause the payment to be directly deposited to the payees bank account. PDT values may be viewed by agencies by accessing the PAYMENT DISTRIBUTION TYPE PROFILE (D50) screen. Additional information also may be found in the System Management Guide, Chapter 5, "Payment Processing" and the handout titled "PDT Impact on Warrant Combining and Sorting" distributed at a User Group meeting in 1999.

SFMS policy requires all vendor profiles, with the exception of state employees, to be activated with a "MA" value in the PDT field on the SYSTEMWIDE VENDOR PROFILE (52) and VENDOR MAIL CODE PROFILE (51) screens. If an agency enters a different PDT, SFMS Vendor Maintenance staff will correct the value to "MA" before activating the vendor record. Agencies can override the default by entering a different PDT, e.g., "RA", on the BATCH HEADER ENTRY (500) screen or on one of the transaction entry screens.

Previously, mail codes 400-409 had been reserved specifically for the purpose of establishing state employee vendor records. This provided agencies the ability to establish an employee vendor record on the 51 screen with a PDT value of "RA" and it helped to maintain consistency for the variations of PDT values by establishing specific mail code series.

With the implementation of direct deposit in R\*STARS, the policy has been changed to allow state employees to be setup on the 52 screen with PDT's beginning with an "R". Additionally, if an employee requests direct deposit payments, the PDT value on the 52 screen will be changed centrally to 'DA' and all other existing mail codes for the employee will be inactivated. The intent is for agencies to leave the PDT on the batch header blank for batches of payments to state employees. Agencies won't need to determine which mail code to use for employees since mail code "000" will allow all three types of payment distribution types. Agencies are requested to provide guidance on the inactivation of existing mail codes when requesting changes to employees that are currently on the 52 Statewide Vendor Profile.

ESTABLISHING STATE EMPLOYEE VENDOR PROFILES

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S052 VER 2.0                STATE OF OREGON                10/21/02 01:51 PM
LINK TO:                    SYSTEMWIDE VENDOR PROFILE      PROD
VENDOR NO: 1234567890      NAME CONTROL: HARD          UPDATE MAIL CODE: Y
VENDOR NAME: JANE HARDWORKER
SEARCH NAMES: JANE HARDWORKER
                                HARDWORKER, JANE,
ALT VENDOR/FID:            1099 IND: N FEI/SSN IND: S REASON CODE: ADD
VENDOR TYPE: 1 OWNRSHP CD: E 2ND TIN NTC: VN STATUS:
ADDRESS: %DEPT OF REVENUE
          PTD/ATS
          955 CENTER ST NE

CITY: SALEM                ST: OR ZIP: 97301 2551 CNTRY:
VENDOR CONTACT:
TELEPHONE:                  EXT:          FAX:          TAX OFFSET EXMPT: N
          HOLD RSN:
PDT: RA EMAIL:
AGY: 150 CONTACT: K C MESTAS          PHONE: 503 945 8515
          DIR DEP DATE:

W9 REQUEST DATE:          BU/WH EFF DATE:          STATUS CODE: A
EFF START DATE: 02192002 EFF END DATE:          LAST PROC DATE: 02192002
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NXT F6-51 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT
    
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Agencies may use either the default value "MA" or enter "RA" in the PAYMENT DISTRIBUTION TYPE field when submitting new state employee vendor records for activation on the 52 screen. Agencies may also request changes to the PDT indicator for employees currently established on the 52 profile. The use of mail codes 400-409 to establish an employee profile with a PDT of 'RA' is no longer required.

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S051 VER 2.0                STATE OF OREGON                10/21/02 01:48 PM
LINK TO:                    VENDOR MAIL CODE PROFILE      PROD
VENDOR NO: 1234567890      JANE HARDWORKER
MAIL CODE: 000 NAME: JANE HARDWORKER
SEARCH NAMES: JANE HARDWORKER
                                HARDWORKER, JANE,
ADDRESS: % DEPT OF REVENUE
          PTD/ATS
          955 CENTER ST NE

CITY: SALEM                ST: OR          ZIP: 97301 2551
COUNTRY:                  REGION:          TAX RATE:
UPDATE REASON: ADD        OWNERSHIP CODE: E    LICENSE:
VENDOR CONTACT:          FAX:
TELEPHONE:                  EXT:          ALT VEND NAME: I LTR DATE:
PDT: RA EMAIL:
AGY: 150 CONTACT: K C MESTAS          PHONE: 503 945 8515
          DIR DEP DATE:

HOLD REASON CODE:          STATUS CODE: A
EFF START DATE: 02192002 EFF END DATE:          LAST PROC DATE: 02192002
Z07 NEXT RECORD SUCCESSFULLY READ

F1-HELP F3-DEL F5-NXT F6-52 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT
    
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