



III-U Vendor Payment File Reporting

The Vendor Payment (VP) File maintains detailed transaction level information for specific payments made to a vendor. This detail is maintained to provide information for payment inquiries and to provide an additional safeguard against duplicate payments. Payment transactions are posted to this file **ONLY** when the Vendor Number is entered in the accounting transaction. The 'Amount' financial field identifies the transaction amount for payments made to vendors.

File Information

Vendor Payment records are purged from this file quarterly each year. Each purge process is announced on the CALSTARS News. The following records are purged:

All NON-ORF vendor payment records that are more than three years old.

All ORF records that net to zero and are more than three years old.

All ORF records that do not net to zero and meet the following criteria:

- (1) a search of the Document File determines that no records exist for those VP records, and
- (2) the most recent VP File process date is greater than three years old.

The purged NON-ORF vendor payment records are listed on the NON-ORF Vendor Payment Purge Report (CSB060-2). All purged ORF records are listed on the ORF Vendor Payment Purge Report (CSB060-1). Both reports are created during the Vendor Payment File Purge Process.

The chart below identifies the source of data and controlling factors that determine the control key for the Vendor Payment File.

VENDOR PAYMENT FILE KEY

NAME	SOURCE	CONTROLLING FACTORS
Organization	Sign-on/Security	Name/Password
Vendor Number	Coded	Must be present to post to this file
Document Number ^{1/}	Claim Schedule Number;	If present
	Current Document;	If TC uses it to post to Document File
	Reference Document;	If TC uses it to post to Document File
	Current Document;	If none of above used
	Reference Document;	If none of above used
	Check number;	If none of above used
	Invoice Number	If none of above used
	Literal 'Not Available'	If none of above are available
Check Number	Coded	None
Batch ID	Coded	None

^{1/} Sequence listed is the order for selection of data to complete the Document Number field in the Vendor Payment File.

Vendor Payment records may also be viewed on the Vendor Payment Shadow File.

A detailed description and illustration of the Vendor Payment File report is included on the following pages.

REPORT NAME: Vendor Payment Detail Report	REPORT NO: CSTARU01		
PURPOSE:	Provides information on individual payment transactions made to each vendor.		
DESCRIPTION:	Lists all payments made to vendors when a Vendor Number is present in the transaction until the payments are purged.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM:	CM, PM or PY		
P:	M=1 month of payments, S=6 months of payments, Y=1 year of payments, Blank=all payments		
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>
Specific Vendor Type	Specific Vendor Type	Specific Vendor Type	Specific Vendor Type
Fund Selection:		Blank for all Funds, any valid Fund or N998 for all Funds except ORF	
GLA Selection:		Not Applicable	
Additional Report Selection Options: Not Applicable			
Destination Options: All available output media <u>except L</u> (Laser printer)			
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:			
Report Period FM:	PM or PY		
	P: Blank only		
Level of Detail:	All options available		
Fund Selection:	Blank only		
FINANCIAL ELEMENTS:			
Amount: The payment transaction amount from the entry. Normal balance is a Debit. Credit Memo and Claim Correction entries have a Credit balance. If the Reverse code is used to record the accounting event, the sign of the amount field is set to its opposite value.			
SPECIAL NOTES:			
A Prior Month (PM) report contains all Vendor Payment records through the end of the prior fiscal month (processing date of records is equal to or less than the "as of" date on the report).			
A Current Month (CM) report contains all Vendor Payment records through the date the report is requested ("as of" date is date of request).			
A Prior Year (PY) report contains all Vendor Payment records through the end of the prior fiscal year, i.e., June 30, XXXX (processing date of records is equal to or less than the "as of" on the report).			

EXHIBIT III-U01 (Continued)

REPORT NAME: Vendor Payment Detail Report	REPORT NO: CSTARU01
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SPECIAL NOTES: (Continued)

The Report Period provides the following four period selection options:

- M** - 1 month of payments (records with processing date, month and year equal to month and year of report "as of" date).
- S** - 6 months of payments (records with processing date, month and year equal to month and year of report "as of" date and the preceding 5 months).
- Y** - 1 year of payments (records with processing date, month and year equal to month and year of report "as of" date and the preceding 11 months).
- Blank** – all payment records

Due to the cumulative nature of the U01 report, it is not available through the special report request process.

REPORT SORT:

DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
Vendor Number	None	No	Yes
Document Number ^{1/}	None	No	No
Invoice Number	None	No	No
Current Doc Number	None	No	No
Reference Doc Number	None	No	No
Claim Schedule Number	None	No	No
Check Number	None	No	No
Fund	None	No	No
Index	None	No	No
PCA	None	No	No
Project	None	No	No
Batch ID	None	No	No

^{1/} The data in the Document Number field is based on the type of accounting transaction used as follows:

- If payment is made through a claim schedule, the claim schedule number is used;
- If payment is made with a check, the check number is used; or
- If payment is made by another method--the Current Document Number, Reference Document Number or first ten characters of the Invoice Number is used.

