VENDORS:

In August, 2006 we moved away from adding a vendor in the Spectrum system by way of either a federal tax id or a social security number. We began to add vendors by letting the system assign an id. The tax id is still captured but it is not used as the vendor id.

If you know your vendor's tax id, the way to find the id assigned by the system is to run the public query called P_VENDOR_ID_SYSTEM_ASSIGNED. You will be prompted to key in the tax id. Note that there are no spaces or dashes used in entry of the tax id so that if your vendor's tax id is 99-9999999 or 999-99-9999, it is captured as 999999999. The steps to run this query (from any panel within Spectrum) is to click View in the tool bar, click Navigator Display, and click Query. Then look for this specific query. Highlight the query name and either double-click or right-mouse and run the results to Excel.

After you have faxed through your request to have a vendor added or updated, should you not be able to find the entry within 24 hours, please call Purchasing.

PURCHASE ORDERS (Encumbrances):

The public query to use to look for outstanding encumbrances (purchase orders that are active and still have funds remaining) is called P_OUTSTANDING_ENCUMB_GL. You will be prompted to key in the department ID of interest. If you are only interested in looking at the encumbrances for one area, you will key in the same department ID twice. Example: From this Department ID 64xxxxxxx Thru this Department ID 64xxxxxxx. Run this query at any time and then let us know if we need to close an order to return any unused funds.

This is especially helpful where travel and consulting purchase orders are concerned.