

Vendor Entity Database Documentation

Source:

Entity

Vendor

The Vendor entity represents external organizations or individuals that provide goods or services to the institution. This includes suppliers, contractors, service providers, consultants, and other third-party entities involved in procurement and financial transactions.

Related Entities

Purchase Order

Represents formal orders placed with vendors for goods and services including pricing, quantities, and delivery terms.

Invoice

Represents vendor billing documents used for payment processing and financial recording.

Requisition

Represents internal requests for goods or services that initiate the procurement process.

Check

Represents payments made to vendors via paper checks.

eCheck

Represents electronic payments made to vendors.

Fixed Assets

Represents long-term physical assets purchased from vendors for institutional use.

Key Tables

AP_MASTER

Table Description

The AP_MASTER table serves as the central repository for vendor information. It stores key identifying details and financial history for each vendor and is essential for managing vendor relationships and tracking financial activity.

Key Columns

FEIN_NUM

Federal Employer Identification Number for the vendor.

SALESMAN_NAME

Name of the salesperson associated with the vendor.

AMT_ORD_YTD

Year-to-date amount of orders placed with the vendor.

AMT_INV_YTD

Year-to-date amount of invoices received from the vendor.

AMT_PAID_YTD

Year-to-date amount paid to the vendor.

PRIOR_YRS_TOTAL

Total transaction amount for the prior year.

LIFE_TO_DTE_TOTAL

Total transaction amount across the full vendor relationship.

CUR_ADDR_CDE

Default address code used when invoicing the vendor.

ACTIVE

Indicates whether the vendor subsidiary record is active.

Key Column Values (Codes/Statuses)

ACTIVE

Y – Active (default)

N – Inactive

Additional Important Columns

ID_NUM (FK)

Vendor identifier referencing NAME_MASTER and potentially ORG_MASTER.

SUBSID_CDE (FK)

Subsidiary account associated with the vendor.

AP_HIST_BEGIN_DTE

Vendor transaction history start date.

AP_HIST_BEGIN_BAL

Beginning balance.

DTE_OF_LAST_INV

Date of most recent invoice.

DISCOUNT_PCT

Discount percentage available for early payment.

DISCOUNT_DAYS

Number of days discount is available.

NET_DAYS

Net payment terms.

PCT_ACCT_1 – PCT_ACCT_4

Account allocation percentages.

ACCT_CDE_1 – ACCT_CDE_3 (FK)

Account codes associated with allocations.

ADDR_CDE_WRK_FLD

Work or field address code.

STOP_ALL_MAIL

Flag indicating mail should be stopped.

GOVT_FORM_CODE (FK)

Default government form code.

GOVT_LABEL_CODE (FK)

Government label code.

SOLE_PROPRIETOR_ADDL_NAME

Additional name field for sole proprietors.

CUSIP_NUMBER

CUSIP identifier.

Related Tables

AP_MASTER_EPAY_ACCT

Stores electronic payment account information for vendors.

VNDR_MASTER

Stores additional vendor attributes.

REG_PAYMNTS_CTL

Stores recurring payment schedules.

EX_REQUIRED_GOVТ_FORMS

Stores required government forms.

CHK_RECONCILIATION

Stores issued checks.

TRANS_HIST

Stores vendor purchase orders, invoices, and payment transactions.

TRANS_HIST_EXT

Stores requisition transactions.

INVOICE_HEADER

Stores invoice header information.

NAME_MASTER

Stores vendor names.

VNDR_MASTER**Table Description**

The VNDR_MASTER table stores supplementary vendor information including contact information, vendor classifications, and preferred vendor designations.

Key Columns**ID_NUM (FK)**

Vendor identifier referencing NAME_MASTER and ORG_MASTER.

PHONE

Vendor phone number.

FAX

Vendor fax number.

MINORITY

Indicates whether the vendor is a minority-owned business.

PREFERRED_VENDOR

Indicates preferred vendor status.

PREFERRED_REASON

Reason for preferred vendor designation.

Key Column Values (Codes/Statuses)**MINORITY**

Y – Yes

N – No

PREFERRED_VENDOR

Y – Yes

N – No

Additional Important Columns**EXT_FIN_VENDOR_ID_CDE**

External financial vendor identifier.

ST_OK_VENDOR_TYPE_DEF_APPID (FK)

Vendor type definition reference.

ST_CORE_PAY_DEF_APPID (FK)

Payment term definition reference.

Columns No Longer In Use**BID_RATING**

Vendor bidding performance rating.

Related Tables**AP_MASTER**

Stores core vendor financial and identifying information.

AP_MASTER_EPAY_ACCT**Table Description**

The AP_MASTER_EPAY_ACCT table defines the vendor electronic payment profile. It stores vendor banking configuration data used during vendor setup and maintenance rather than transaction execution.

Key Columns

EPAY_CDE

Bank account type code.

Values:

22 – Checking

32 – Savings

EPAY_STS

Electronic payment status.

Values:

A – Active

I – Inactive

F – Future

BEGIN_DTE

Start date for electronic payment eligibility.

END_DTE

End date for electronic payment eligibility.

Additional Important Columns

USER_COMMENT

User comments related to the payment record.

ID_NUM

Vendor identifier.

SUBSID_CDE

Subsidiary code associated with payments.

Key Column Values (Codes/Statuses)

EPAY_STS

A – Active
I – Inactive
F – Future

Regulated / Protected Data (Do Not Expose)

The following fields contain sensitive financial data and should not be displayed:

BANK_ACCT_NUM

Vendor bank account number.

BANK_ID

Bank routing number.

ACCOUNT_TYPE

Account description.

US_BANK

Y – Yes
N – No

Related Tables

AP_MASTER

Vendor master financial record (many-to-one relationship).

REG_PAYMNTS_CTL

Table Description

The REG_PAYMNTS_CTL table manages recurring vendor payments including schedules, payment amounts, and related financial details.

Key Columns

ID_NUM (FK)

Vendor identifier.

SUBSID_CDE (FK)

Vendor subsidiary identifier.

SEQ_NUM

Sequence number for payment schedules.

JANUARY – DECEMBER

Monthly payment indicators.

Values:

Y – Payment scheduled

N – No payment scheduled

PAYMENT_AMT

Scheduled payment amount.

INTEREST_RATE

Interest rate applied.

PRINCIPAL_BEG_AMT

Beginning principal amount.

PRINCIPAL_CUR_AMT

Current principal amount.

PAYMENT_TYPE

Payment type code.

FIXED_PAYMENT_TYPE

Indicates fixed or variable payment type.

FIRST_PAYMENT_DTE

First payment date.

LAST_PAYMENT_DTE

Last payment date.

MATURITY_DTE

Maturity date.

Additional Important Columns

EXPLANATION_CDE

Explanation code.

CHECK_NAME

Name printed on checks.

AMT_PD_FISCAL_YTD

Fiscal year-to-date payments.

AMT_PD_CALEN_YTD

Calendar year-to-date payments.

PRINC_PD_FISC_YTD

Fiscal year-to-date principal paid.

PRINC_PD_CALEN_YTD

Calendar year-to-date principal paid.

INT_PD_FISCAL_YTD

Fiscal year-to-date interest paid.

INT_PD_CALEN_YTD

Calendar year-to-date interest paid.

PROJECT_CODE (FK)

Project identifier.

Related Tables**AP_MASTER**

Defines the vendor relationship for recurring payments.

EX_REQUIRED_GOVT_FORMS**Table Description**

The EX_REQUIRED_GOVT_FORMS table tracks government forms required from vendors for compliance and regulatory reporting.

Key Columns**ID_NUM (FK)**

Vendor identifier.

SUBSID_CDE (FK)

Vendor subsidiary identifier.

GOVT_FORM_CODE (FK)

Government form identifier referencing EX_GOVT_FORM_DEF.

Related Tables**AP_MASTER**

Defines vendor and subsidiary combinations.

EX_GOVT_FORM_DEF

Defines government form requirements.

Tables Not In Use**VNDR_NIGP_CDE****Table Description**

This table is not currently in use.

VNDR_BID_LST_WRK**Table Description**

This table is not currently in use.