

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	VENDORS	SUB-SECTION 11.10.10
SECTION	OVERVIEW	ISSUANCE DATE May 20, 2008
SUB-SECTION	OVERVIEW	REVISED - 2018

OVERVIEW

The statewide vendor file is a master file containing all state vendors within MAGIC. The file contains information such as the vendor's name, address, tax identification number, minority status, EFT flag, vendor contacts, telephone numbers, fax numbers, etc. The vendor files are maintained by Bureau of Financial Management (BFM) within OFM.

MISCELLANEOUS VENDORS

A miscellaneous vendor is defined as a one-time vendor that will not receive a 1099 form at the end of the year. The 1099 requirements are defined in section 24.

BFM has assigned a unique miscellaneous vendor number to each agency. The miscellaneous vendor number is 900001XXXX, where XXXX is the agency's business area number.

POLITICAL SUBDIVISIONS

Section 7-7-55, Miss. Code Ann. (1972), states that DFA "Shall maintain accounts to show the name of every county, school district, municipality and every other district of any kind or character receiving funds from the state, in such manner that there may be ascertained therefrom the amounts of state funds appropriated or otherwise contributed thereto."

In order to adhere to this section of the law, BFM has assigned unique vendor numbers to political subdivisions receiving funds, including school districts, community colleges, counties, municipalities, etc. The vendor numbers for the political subdivisions are listed in MAGIC.

MAGIC CONTROLS

Certain edits exist in MAGIC in order for system controls to be enforced. The statewide use of unique vendor numbers allows the system to:

- Match POs to payment documents
- Identify and reduce duplicate payments
- Identify vendor payment problems
- Track minority vendor expenditures
- Provide information for IRS 1099 preparation
- Track current and historical data of vendors
- Provide a history of expenditures by vendor for analysis
- Automatically print the vendor name, address, etc. on POs, payment documents and warrants
- Ensure that POs for items on state contract are coded to the vendor having the contract
- Track travel expenditures by state employee

ADDING OR CHANGING VENDORS

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Prior to establishing a new vendor number, the agency should review the vendors in MAGIC to ensure that the vendor is not already in the system. If the vendor exists, the appropriate vendor number should be used. Improper selection of a vendor number will result in payments to the wrong vendor or rejected documents because vendor numbers do not match reference documents.