Contents

Account Summary

What is the Account Summary Page?

The **Account Summary** page is the first page when the vendor logs into VSS. Here, a vendor can see the general information for their account such as vendor and primary account administrator information, as well as summary financial information.

What Information Can Be Viewed on the Account Summary Page?

The table below describes each of the fields displayed on the **Account Summary** page. This is the home page the user will see upon logging in.

Section	Field Label	eCAPS Source
Announcements	***Type***	The Recipient Type of any announcements that are being sent to the vendor. This will specify if the message is being sent to a group, or just to the individual vendor.
	Date	The Announcement Start Date of any announcements that are being sent to the vendor.
	Message	The Message text of any announcements that are being sent to the vendor.
Primary Account Administrator	***Primary Account Administrator***	Initially, the Primary Account Administrator will automatically be the first person who activates the vendor account. This field represents the Name entered by the Primary Account Administrator at the time of activation. This information is changes if and when an Account Administrator assigns another individual as the Primary Account Administrator.
	Phone	The phone number corresponding to the primary account administrator.
	Email	The email address corresponding to the primary account administrator.
	Extension	The phone extension corresponding to the primary account administrator.
Vendor Information	***Vendor Code***	The Vendor Code corresponding to the logged in vendor-user.
	Legal Business Name	The Legal Business Name associated with the vendor code.
	Alias/DBA	If the County or the vendor selected an Alias/DBA name for the vendor, it will be displayed in this field.

Section	Field Label	eCAPS Source
	Vendor Status	This field indicates if the Vendor record has been set to Active or Inactive by the County
	1099 Reportable	Indicates if the vendor is 1099 reportable.
EFT Information	***Account Level EFT Status***	Indicates if the vendor is currently eligible to receive EFT (Electronic Fund Transfer) payments.
Prevent New Spending	***Account Level***	This field indicates if new spending is allowed at the account level.
Financial Balance Overview	***Open Awards***	Represents the total outstanding amount for the vendor (that part of the award amount that is still to be disbursed or scheduled for payment).
	Scheduled Payments	Sum of the payments scheduled to be paid to the vendor.
	Total Payments Issued	The sum of *all* disbursements made to the vendor where the status of the check/EFT is Disbursed or Paid.
	Total Payments Issued (Calendar Year)	The sum of disbursements made to the vendor within the calendar year where the status of the check/EFT is Disbursed or Paid.
	Total Payments Issued (Prior Years)	The sum of disbursements made to the vendor in the prior years where the status of the check/EFT is Disbursed or Paid.