Vendors

Vendors

Records > Vendors

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 12 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

This function maintains the A/P vendor information in the Accounts Payable invoice and payment entry. The vendor name and address are printed on A/P checks, as defined in *Settings > Accounts Payable > Check Forms*.

Select your vendor and open the vendor screen by double-clicking on it.

Main Navigation

New: Vendors can be added manually or imported from a spreadsheet. An import setup must be active to display in the selection dropdown. Contact SGA for assistance in importing.

Edit

- **This Vendor:** Edit a specific vendor's information by changing this screen.

- **Merge:** See Merge Vendors for more information.

- **Global Edit:** Update Vendor Status and Type in mass. Under the vendor button, insert vendor IDs to deactivate or change the status. You can use the paste from Excel function to add all Vendor IDs simultaneously.

- **Vendor Update Imports:** This feature allows users to import updated vendor information (such as a vendor's name, address, phone number, etc.) from a file, and the system will then automatically update the corresponding vendor records. See Vendor Update Import

Setup for more information. An import setup must be active to display in the selection dropdown.

Delete: To delete a vendor, select the vendor and click Delete. The system will not allow a vendor to be deleted if there is an invoice/payment transaction history.

Summary: Visit invoices, payments, or all payable summaries.

Detail: Visit invoices, payments, or all payable details.

- **Vendor Transactions (Summary vs. Detail)**

  - You can browse the invoices and payments for a vendor by going to the Summary or Detail menus. The main difference between the two is that the summary screen displays one line per invoice, while the detail screen displays all lines of an invoice, including the general ledger (G/L) accounts and comments. You can see the G/L account and comments on the summary screen, but in a separate grid at the bottom when you select a specific invoice.

  - **Vendor List:** Vendors can be printed or exported to Excel from the reports menu. Select a view to display the columns you want to include. You may also filter the list of vendors to include (by status or type). Set the search criteria for the order to list (e.g., name, number, etc.). Click the dropdown arrow on Reports to print the list or send it to Excel. If you need a vendor list with the total amount paid per vendor, use the detail report writer to create the report.

Purchase Orders: If using Approvals, a selected vendor may browse the Purchase Order History.

New Invoice: A shortcut to create a new invoice for a selected vendor. The latest invoice may be added to an existing batch or created in a new batch.

Email Vendor: Initiate an email directly from the SGA window to a selected vendor's primary email address.

Audit: Any changes to vendor information are tracked and can be viewed by selecting the vendor and clicking **Audit**. This includes the before/after values, the user, and the date/time a change was made. The audit lists the operation as **Insert when a new vendor is added**. Changes are recorded as **Update**.

Reports: Quick Print, Advanced Print, Export only visible rows to Excel, Export all rows to Excel.

Vendor Maintenance

This screen enables you to edit, update, and modify vendor information.

Screen Icons

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to be deleted if an invoice/payment transaction history exists.

Attachments: This feature allows you to attach a file, such as a PDF or document, for this vendor.

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Summary: Visit invoices, payments, or all payable summaries.

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Vendor ID: This is a unique number assigned to the vendor by the computer upon addition. The following vendor ID to be assigned is held in *Settings > Accounts Payable > General Options.*

Name: The name of the vendor that displays everywhere in the system except checks and EFT's. If the vendor's name changes, update it here.

Payment Name: The name of the vendor to be used on printed checks and EFT's.

Primary Address: See vendor addresses.

Status:

- **Active -** Allows invoices to be entered for this vendor.

- **Inactive -** This setting prevents invoices from being entered for this vendor.

- **Temporary -** This option allows a one-time payment for this vendor. The next time a

payment is posted to this vendor, the system will change the vendor's status to inactive.

- **Unapproved -** Invoices cannot be entered for this vendor until the vendor is **approved**.

Type: Used to help identify vendors by type, ex: A/P vendors, payroll vendors, etc. It can be used to tag invoices for a specific vendor type or multiple vendor types. The vendor type also determines whether a PO number is required for invoice entries.

Vendor Account: This is the vendor's customer account number. The vendor account number may be printed on the check stub; it is optional on the Check Form setup.

Website: Optional field for a vendor's website.

Comments: Interoffice comments specific to this vendor. Add new comments using the add icon, edit comments using the pencil, or delete comments using the X delete icon.

Email PO to Vendor Upon Post: Check this box only if you want the system to auto-email a PO to the vendor when a PO for this vendor is posted. Note that a menu option allows you to email the individual PO to the vendor when browsing a PO.

Options

Invoice Entry Defaults:

- **Payment Card:** A card may be assigned here and defaulted to the invoice entry screen.

- **Payment Vendor:** A vendor may be assigned here and defaulted as the payment vendor on the invoice entry screen.

- **Distribution Method:** You can choose a default G/L account number (and/or Object#) to default on the screen during A/P invoice entry. It would be helpful if invoices for this vendor were always charged to the same general ledger (G/L) account number. If a vendor typically has multiple distribution lines, it is best to ignore this default and clone a prior invoice during invoice entry.

- **Account:** You can manually enter or click the magnifying glass to select an account as the default for the invoice under distributions.

1099:

- **Code:** If the vendor is a 1099-reportable vendor, assign a 1099 code to be defaulted on the A/P invoice entry screen. This code must be valid and maintained in the *Settings > Accounts Payable > 1099* Codes menu option.

- **Federal ID#:** EIN or Social Security number of the vendor. You may enter the number with dashes. User menu permission is required to see the vendor's Federal ID number.

- **Business Type:** Used in reporting the type of business where required in 1099 reporting.

- **Name Override:** When 1099 forms are generated, this name will be used instead of the regular vendor name. Leave blank if the vendor name is correct for 1099 purposes.

- **Address Override:** This address will be used when generating 1099 forms. Leave blank if the primary vendor address is correct for 1099 purposes.

- **W9 Attachments:** Allows saving 1099-related attachments, such as the vendor's W9 form.

Options:

- **Dft due date:** This will assign a due date on the invoice entry screen based on the number of days specified from the invoice date entered. If not specified, it will calculate the due date based on the high-level setting in *Settings > Accounts Payable > Entry Options*, if any.

- **Comments:** Interoffice comments for this vendor.

Payment

Address ID: Displays the name of the address ID.

Payment Method:

- **Paper Check:** The vendor is to be paid with a computer-printed check.

- **Payment Method EFT:** The vendor must be paid via EFT directly to the vendor's bank account. When a payment batch is created, invoice payments will be displayed on a separate tab from paper checks. After checks are printed, the EFT file must be generated and transmitted to the bank for processing. Enter the vendor's bank routing number and account where payments will be deposited.

  - **EFT-Vendor:** EFT payment is transferred using the Standard Entry Class Code of CCD (Cash Concentration or Disbursement).

  - **EFT-Individual:** EFT payment is transferred using the Standard Entry Class Code of PPD (Prearranged Payment and Deposit Entry). Electronic payments made to EFT-Individual vendors are identified in system-generated ACH files under the batch header using the Standard Entry Class Code PPD (Prearranged Payment and Deposit Entry). When EFT-Individual is selected, an optional "ACH Type" dropdown is enabled.

    - **ACH TYPE:** An identifier assigned to invoice amounts used to label compensation-type payments, as needed. If a selection is made, invoices entered for the vendor will have the selection initially assigned by default.

  - **EFT-Invoices:** EFT payment is transferred using the Standard Entry Class Code of CTX (Corporate Trade Exchange).

- **Payment Method Draft:** Invoices cannot be tagged for check processing. Recording manual checks or EFTs is allowed only.

Your bank needs to provide information regarding the Standard Entry Class Codes accepted for each bank account, as well as whether different codes can be combined into a single transmission file. Some banks may require separating payments to businesses/corporations (CCD) from payments made to individuals (PPD). In contrast, other banks accept business and individual payments via the CCD code. The CTX format allows for additional addenda records to follow the payment information. These addenda records can include details about the invoices being paid.

Account Type: If this vendor is to receive an EFT payment, please enter the type of account (e.g., checking vs. savings).

Bank Routing#: Vendor's bank routing number where payment will be deposited.

Bank Account#: The vendor's bank account number where payment will be deposited. Note that changes to bank account information are not recorded in the vendor audit history, which is used to maintain the privacy of bank information within the system.

Bank Country: The Country in which the Vendor's bank resides.

Send email notification: When an EFT payment is processed to the vendor, you can send the vendor an email notification of this payment. The vendor email address is located on the Vendor Edit screen. You may include multiple email addresses for a vendor by separating each with a semi-colon, such as xxxxxx@xxxx.xxx; yyyyyy@yyyy.yyy.

Separate payment per invoice: If multiple invoices are paid to a vendor, they are paid individually via paper check. If this vendor is to receive a separate check for each invoice, select this box.

Comments: Interoffice comments.

Payment Agreement: Optional agreement form.

Bank Attachments: Optional attachment upload.

Custom Info

Custom Info: This feature enables you to create custom fields for tracking specific information on all vendors. SGA can assist you in setting up any custom fields and provide a report on custom fields for all vendors.

Vendor Portal

Invite Vendor(s) to the Vendor Portal: Enabled vendors receive an email welcoming them to the Vendor Portal, which includes their username and temporary password.

General Tab:

- **User:** Add user name.

- **Full Name:** Add the full name of the vendor.

- **Description:** Optional.

- **Email:** Enter the vendor's email address. Send to more than one email address separately by a comma.

- **Cell Phone:** Enter the vendor's cell phone number. This field is optional.

- **Attachments:** Provide you with the ability to attach any type of document related to the vendor.

- **Send Welcome Email After Save:** When this option is checked, a welcome email will be automatically sent to the vendor after their details are saved in the system. This email will include temporary login credentials, allowing the vendor to access their account in the vendor portal.

- **Send Password Reset Email after Save:** When this option is checked, the system will automatically send a temporary password to the vendor after saving their account details. This is useful in case the vendor cannot access the portal using the temporary credential they initially received.

Password Tab:

Choose a checkbox to set password expiration settings.

- **Password:** Enter a password for vendor portal access.

- **Confirm password:** Confirm the password

- Click **Save**.