

Vendors

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Vendors

[Records](#) > [Vendors](#) > [Select Vendor](#)

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.

Main Navigation

New: Vendors may be added manually or by importing a list of vendors from a spreadsheet. 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.

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

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 shows one line per invoice, while the detail screen shows all lines of an invoice with the 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 for the order to list (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**.

Vendor Maintenance

This screen allows you to edit, change, and update vendor information.

Screen Icons

New: Vendors may be added manually or by importing a list of vendors from a spreadsheet. Contact SGA for assistance with importing.

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Attachments: This allows you to attach a file, PDF, document, etc., for this vendor.

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Email Vendor: Initiate an email directly from the SGA window to the 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**.

Vendor ID: This is a unique number assigned to the vendor upon addition by the computer. 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 has a name change, change 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 does not allow invoices to be 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** - Does not allow invoices to be entered for this vendor until the vendor is marked **approved**.

Type: Used to help identify vendors by type, ex. A/P vendors, payroll vendors, etc. It may be used to tag invoices for selected vendor type/s. The vendor type also controls whether or not 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 G/L account number. If a vendor usually has multiple distribution lines, ignoring this default and cloning a prior invoice during invoice entry is best.
- **Account:** You can manually enter or click the magnifying glass to select an account to default on 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 1099 forms are generated. 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 high-level setting in *Settings > Accounts Payable > Entry Options*, if any.

- **Comments:** Interoffice comments for this vendor.
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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. 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).
 - **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 the information regarding what Standard Entry Class Codes are accepted for each bank account and if 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, enter the type of account (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 vendor audit history, which is used to keep bank information as private as possible 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 combined into one paper check. If this vendor is to receive a separate check for each invoice number, check this box.

Comments: Interoffice comments.

Payment Agreement: Optional agreement form.

Bank Attachments: Optional attachment upload.

Custom Info

Custom Info: This allows you to create custom fields for information you wish to track 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 vendor portal: Enabled vendors receive an email welcoming them to the Vendor Portal, including 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 comma.
- **Cell Phone:** Enter the vendor's cell phone number. This field is optional.
- **Attachments:** Give you the ability to attach any type of document in relation 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**.
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