



Vendors Virtual Class Outline

- 1) Navigate the Vendor Database screens
 - a) Identify and navigate each tab: Master, Remit to/Settings, Account Status
 - b) Identify each navigation button: Previous, Next, Find a Vendor, Create a New Vendor, Save Changes to Vendor, Delete Current Vendor, Print, View Electronic Invoicing Parameters, Setup Vendor Supply Options, View Vendor Alias Information, Contact Maintenance, Show Communication Parameters
- 2) Navigate and use **On-line Help** using the Online-Help button or the Online Help menu option.
- 3) Identify key fields and configure Vendor records according to business procedures.
 - a) Vendor Master tab
 - i) If a vendor is a Direct Buy Vendor or Primary Wholesale vendor for items in the item database, the **Vendor #** field must match the Vendor ID in the item's Direct Buy record or Primary Wholesale record for purchasing cost flow and short buy reports.
 - ii) The **Comm. Field** is used for communications with specific vendors or manufacturers.
 - (1) The **Vendor Code** is user defined and used to classify vendors.
 - (2) Use to exclude vendors from the Purchasing or Accounts Payable applications
 - (3) Use to sort and limit vendor reports
 - (4) Use to distinguish Contract Laborers when printing Federal 1099 Forms
 - iii) The **G/L #** field becomes the default debit entry when posting invoices to this vendor in Accounts Payable.
 - iv) The **Discount %** is used in Accounts Payable to calculate the discount offered by this vendor (if any).
 - v) **Terms** should be set with the code defined in the Vendor and A/P Parameters to determine when a discount is applied.
 - vi) **Net Terms** should be set with the code defined in the Vendor and A/P Parameters to determine when the full invoice amount is due.
 - b) Remit To/Settings tab
 - i) The **Remittance Address** should be used if the Master address is not the remit to. (The address will print on Accounts Payable checks).
 - ii) **Recv Days** and **Max Lines** are used for Debit Memo reports
 - iii) **Auto 850** is used for EDI to automatically build 850's for all ended P/O's.
 - iv) Specify a range of contracts that apply to this vendor in the **Contract From/Contract To** field.
 - v) **Suppress Ck Detail** will allow you to suppress the listing of invoices being paid with a check.
 - c) Account Status tab
 - i) **Lead Days** displays the average number of days between the purchase order date and the date you receive your first shipment
 - ii) **Average** displays the average fill rate on the first shipment of merchandise.
 - iii) **Last Order Date** is updated whenever an item is placed o a P/O for this vendor.



- iv) **Last Payment Date** is updated whenever a check is written and released in accounts payable for this vendor.
- v) **Balance** is updated when the vendor's invoices are posted, adjusted or paid through A/P and released to G/L.
- vi) **MTD Total and YTD Totals** are updated when a check is written and released in A/P
- vii) **Last Year Total** is updated during the year-end procedures, YTD Totals is moved to Last Year Total.
- viii) **Last P/O Number** updates each time a P/O is created for the vendor.
- ix) **Debit Number** updates each time a debit memo is created for this vendor
- x) Set up the **Auto-Pay fields** in order to use the Auto-Pay function in Accounts Payable. (Auto-Pay will automatically generate invoices for regular monthly expenses.)
- d) Special Vendors to be added for specific uses
 - i) Dummy Vendor
 - ii) Inventory Vendor
 - iii) Miscellaneous Vendor
- e) **Vendor Alias** is used for a vendor's divisions or a vendor's additional names.
 - i) Streamlines purchasing for Furniture systems, allowing you to put items with matching manufacturer or library codes on a Vendor's P/O automatically
 - ii) Use Vendor Alias departments for accounting breakdown of sales and inventory.
 - iii) Set up the Mfg Discounts to automatically calculate cost in Furniture Order Entry.