



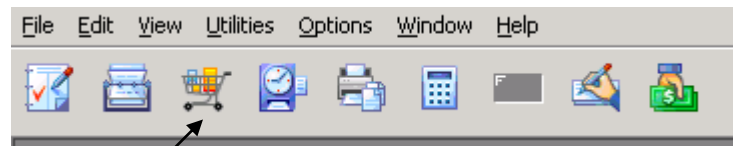
5. Vendor/Supplier Details

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Introduction to the Vendor Details Module



Vendor

The Vendor Details module is where you maintain vendor (supplier) data such as mailing, contact and payment terms information. However, it is also a convenient place to view other information related to a vendor such as year-to-year purchase comparisons, accounts payable balances and history. Also, an unlimited number of notes may be attached to a vendor and viewed in the details module.

Optionally, you may place a vendor on hold so that paying them is temporarily suspended. You may also copy the vendor's address to Window's clipboard to be pasted into another program such as a word processor. You can even copy the vendor record to ease the creation of a new vendor with similar details.

Copy vendor information

Place vendor on hold

A screenshot of the 'Vendor Details - BILL' window. The window has a menu bar with options like File, Edit, View, Utilities, Options, Window, and Help. Below the menu bar is a toolbar with icons. The main area contains fields for 'Vendor No.' (BELL) and 'Name' (Bell Telephone Company). There are tabs for Address, Details, Info, Purchase information, Accounts Payable, P.O.s, P.O. History, Specific Pricing, Receipts, and Notes. The 'Accounts Payable' tab is selected. Below the tabs are fields for 'Start at date' (05/31/2002) and 'Last payment date' (30-Apr-2002). A table shows transaction history with columns: Date, Trans. type, Trans. no., Inv. / Ref. no., P.O. no., Expense, and Payment. The table has one row: 31-May-2002, INVOICE, 0000203011, Apr 02, , 549.88, . Below the table is a summary section with columns: Account balances, Current, 30+ days, 60+ days, 90+ days, 120+ days, and Total. The summary shows: Balances: 549.88, 0.00, 0.00, 0.00, 0.00, 549.88; Percentage: 100.00%, 0.00%, 0.00%, 0.00%, 0.00%.

Date	Trans. type	Trans. no.	Inv. / Ref. no.	P.O. no.	Expense	Payment
31-May-2002	INVOICE	0000203011	Apr 02		549.88	

Account balances	Current	30+ days	60+ days	90+ days	120+ days	Total
Balances	549.88	0.00	0.00	0.00	0.00	549.88
Percentage	100.00%	0.00%	0.00%	0.00%	0.00%	

Notes

Adding, Modifying and Deleting Vendors

To Add a New Vendor:

1. Open the *Vendor Details* window.

The screenshot shows the 'Vendor Details - (Untitled)' window. The 'Address' tab is selected. The form includes fields for 'Vendor No.', 'Name', 'Address' (four lines), 'City', 'Postal code', 'Country' (set to Canada), 'Tel. No.', 'Fax No.', and 'E-mail'. There are also dropdowns for 'Province' and 'Contact #1'. The 'On hold' checkbox is unchecked. The 'Web page' field is empty. The 'Created' and 'Last modified' fields show dates as '00/00/0000 by'.

2. The window opens to the **Address** tab by default. Enter the *Vendor Number* (which can be any unique alpha code up to 20 characters long – create a code that is easy to remember), *Name*, *Address* (note that there are a total of four lines per address in addition to City, Province and Country), *Telephone Number*, *Fax Number* and *E-mail Address*. Note that each Vendor record can contain separate telephone and fax numbers and email addresses for up to three separate contacts. You may also add a *Web Page*. The system tracks when and by who the Vendor record was first created and last modified.

Notes

Vendor Details - BELL CANADA

Supplier Number: BELL CANADA

Name: Bell Canada

On hold: ☐

Address | Details | Info | Purchase information | Accounts Payable | P.O.s | P.O. History | Specific Pricing | Receipts | Notes

Financials

GL account: 6170-0-00-ALL

Accounts Payable: 6170-0-00-ALL

GL expense: 6170-0-00-ALL

Telecommunications "Allocation":

Account No: 2564-67754

Credit type: Unlimited

Credit limit:

Print CPIS? ☐

Identification No. type: Business No.

Business No: 0000-0000

Supplier Number

3. Select the **Details** tab to enter a default GL account (This is the account that the system will use to automatically post invoices from this vendor to with Autopost on; turning Autopost off at the time of posting an invoice will allow you to change what account is posted to. It is highly recommended that you enter an account in this field or BusinessVision will use the default account set in System Setup) and credit information. You may also select a unique Accounts Payable control account on this page if the system has been set up to allow for this.

Vendor Details - BELL

Vendor No.: BELL

Name: Bell Telephone Company

On hold: ☐

Address | Details | Info | Purchase information | Accounts Payable | P.O.s | P.O. History | Specific Pricing | Receipts | Notes

Terms and shipping

Terms Code: 01

Net 30 days

Shipping: 01

Mail

Miscellaneous

Notes

Buyer name

Search Key

Vendor No.

4. Select the **Info** tab and enter the default Terms Code for this Vendor. Payment terms can offer a discount for payment within a certain number of days (e.g. 2% 10 days). This causes the Accounts Payable module to calculate the discount at the time of payment. For more details see the online Help. You create your own payment terms in the Terms Details function.

(While the following information is not relevant in a parish setting, it allows you to see what can be done)

Notes

5. You may also set a default Shipping method and Buyer on the Info page. The data in these fields will automatically be entered into a Purchase Order that is created for this Vendor.

You may optionally enter information in the Notes field. This field can be used in conjunction with the Custom Report Writer. (Crystal Report Writer)

In the Search Key field you can enter a short string that can be used in Browse windows as a sort field. For example, you could enter part of the Vendor's name, telephone, or e-mail address or any other means of identifying the Vendor. This is a standard search field and can be used to locate an account quickly.

To Modify a Vendor:

1. Open the *Vendor Details* window.
2. Click the *Browse* button to the right of the *Vendor Number* field to select the appropriate Vendor.
3. Make the necessary changes and click the *Save* button or press *Ctrl-S*.

To Delete a Vendor:

1. Open the *Vendor Details* window.
2. Click the *Browse* button to the right of the *Vendor Number* field to select the appropriate Vendor.
3. Click the *Delete* button or press *Ctrl-D* then confirm by selecting Yes.

Note: A Vendor cannot be deleted if they have an outstanding balance in *Accounts Payable*.

Also, the purchase history for a deleted Vendor will be maintained but the *Vendor Name* will appear as "***Vendor not on file**" in the *Purchase Analysis* module and blank on reports.