5. Vendor/Supplier Details

In this section:

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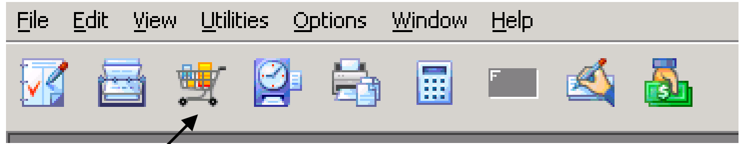
- ❖ Adding, Modifying and Deleting Vendors/Suppliers

Notes

Introduction to the Vendor Details Module



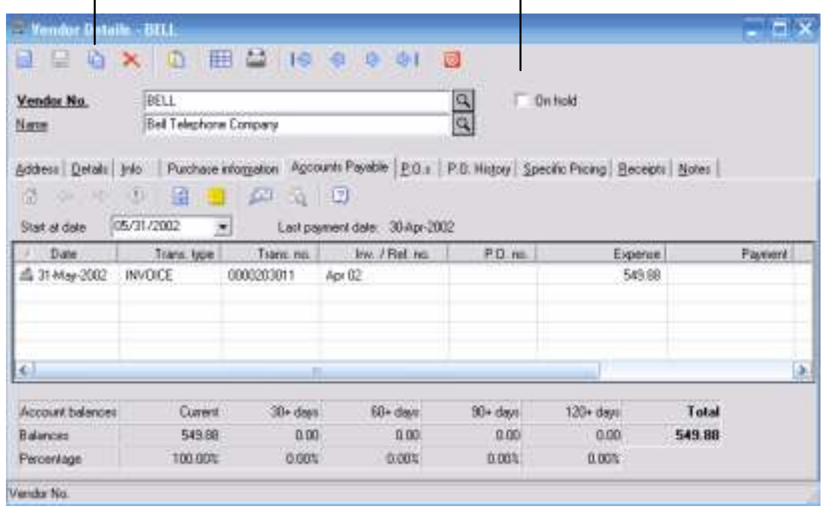
Vendor

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

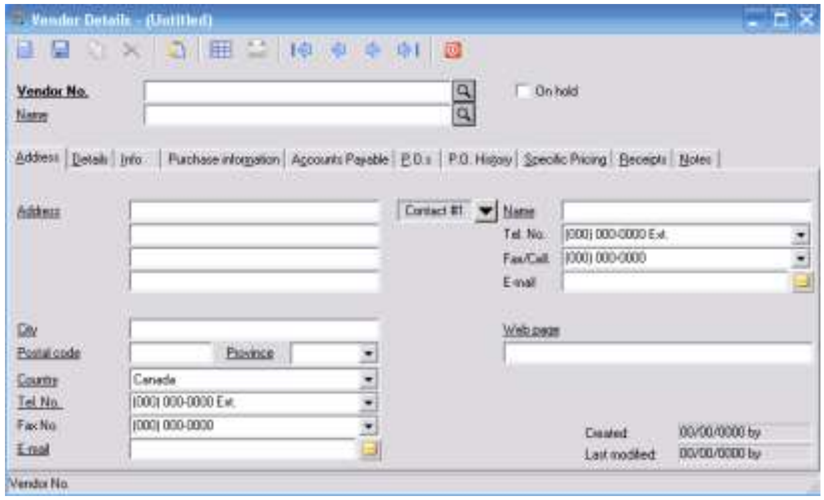


Notes

Adding, Modifying and Deleting Vendors

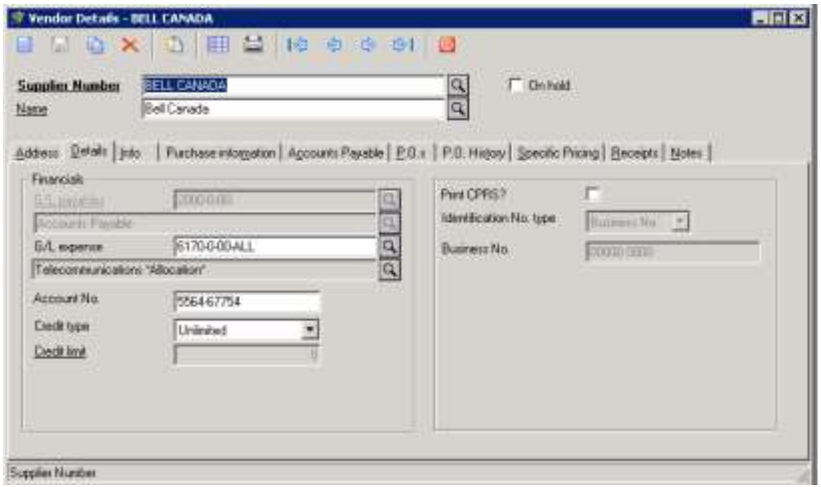
To Add a New Vendor:

1. Open the *Vendor Details* window.

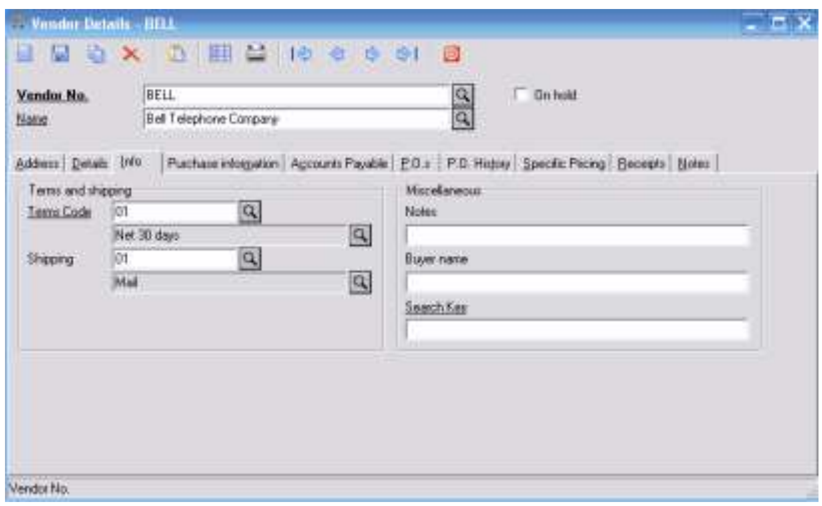


2. The window opens to the **Address** tab by default. Enter the *Vendor Number* (which can be any unique alpha code up to 20 characters long – create a code that is easy to remember)*, Name, Address* (note that there are a total of four lines per address in addition to City, Province and Country), *Telephone 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



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 <u>if</u> the system has been set up to allow for this.



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.