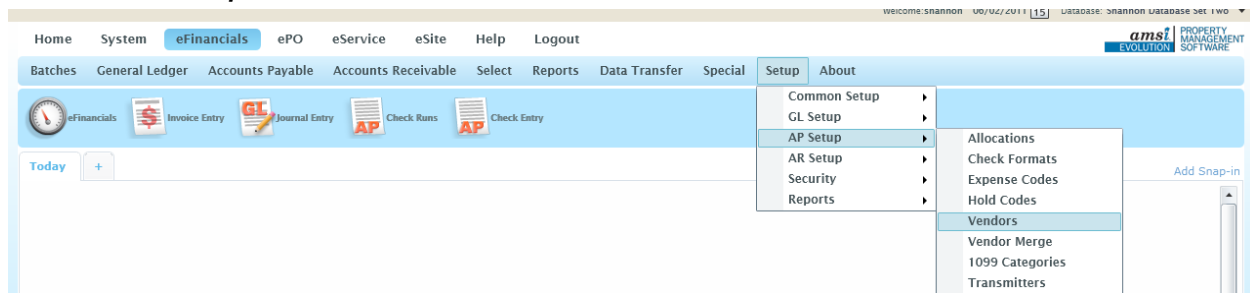


Vendor Set Up



After clicking on eFinancials>Setup>AP Setup>Vendors The screen below will display.

The screenshot shows the 'Setup Vendors' screen in the software. The title is 'Setup Vendors' and it says 'Add New Vendor: Enter Vendor Below'. There are several tabs: 'General', 'Address', 'Mailing', '1099', 'Insurance', 'Direct Deposit', 'Groups', and 'User/Group Access'. The 'General' tab is selected. The form contains the following fields:

- *Vendor ID: TJLAND01
- *Name: TJ Landscaping
- *Short Name: TJLandscap
- Customer ID: [empty]
- Expense Code: 6040
- Allocation Table: [empty]
- Payment Priority: [empty]
- Hold Code: [empty]
- Category: Permanent
- Approved:
- PO Required:
- Separate Check/Invoice:
- Closed:
- Discount Rate: [empty]
- Discount Days: [empty]
- Net Days: 25
- Last Activity: [empty]

At the bottom right, there are 'Cancel' and 'Save' buttons.

General Tab

Setting up vendors is a multi tab process. At minimum you will need to set up:

Vendor ID this can be Alpha and/or Numeric

Vendor Name this is what will print on the first line of the Check

After tabbing off Vendor Name, system will auto create the short name

These are the only Required Fields, however for correct check printing and 1099 information to be gathered additional information should be set up as well.

Additional Fields on the General Tab

- Customer ID is where to enter a vendor-generated identification. This ID is one by which the vendor knows your business; therefore, the vendor can supply you with this ID. This information can be printed on the check or the check stub if desired.
- Expense Code if entered this will be the default code that will always populate when entering a PO or invoice for the vendor. This can be changed at invoice entry if necessary.

- Allocation Table if using allocation tables, this would be the default allocation table for this vendor.
- Payment Priority for this vendor.
- Hold Code is used when placing a vendor on hold status.
- Category is selected from the drop-down list. The following categories are possible: Permanent, Temporary, One Time.
- Approved is a policy based setting if Policy is set to automatically approve new vendors this will default to being checked, if policy is not turned on box will default to unchecked. Once the vendor has been approved then this box would need to be checked.
- PO Required defaults as unchecked. Accept this default if this vendor does not require a purchase order or check the box to require a PO every time this vendor is used.
- Separate Check/Invoice defaults as unchecked. Accept this default if this vendor does not require a separate check for each invoice. Or Click this option to insert a checkmark if the vendor requires a separate check for each invoice.
- Closed defaults as unchecked. If at some point this vendor will not be used, check the box to show that the vendor is no longer being used.
- Discount Rate that meets the terms under which the vendor does business should be entered here, and entered as a whole number.
- Discount Days the number of days the discount rate applies should be entered here.
- Net Days is the number of days to add to the invoice date to determine the default due date for this vendor.
- Last Activity is a system-generated last transaction date for this vendor. You can use that date when making a decision on whether to close the vendor

Address Tab

After finishing the General Tab, enter the location address on the Address Tab, enter contact information if desired.

Setup Vendors Add New Vendor: Enter Vendor Below

General | Address | Mailing | 1099 | Insurance | Direct Deposit | Groups | User/Group Access

Main Address: 7805 Chase Court

Zip: 48875 City: Fowler State: MI

Contact: Title: First Name: M.I. Last Name: Suffix: Trevor J Terse

Phone: (517) 444-9988 Fax:

Email: TJT@TJLANDSCAPERS.COM

Cancel Save

Mailing Tab

If mailing address is same as main address just check box and the system will auto fill in the information. If additional address for mailing is necessary do not check the box and enter mailing address.

Setup Vendors Add New Vendor: Enter Vendor Below

General | Address | Mailing | 1099 | Insurance | Direct Deposit | Groups | User/Group Access

Same as main address

Mailing Address: 7805 Chase Court

Zip: 48875 City: Fowler State: MI

Contact: Title: First Name: M.I. Last Name: Suffix: Trevor J Terse

Phone: (517) 444-9988 Fax:

Email: TJT@TJLANDSCAPERS.COM

Cancel Save

NOTE: Vendor Address on Checks

The vendor address that prints on a check (or advice) is the address that appears on the **Mailing Tab** of the vendor record. If that tab is blank, the system uses the address that appears on the **Address Tab** of the vendor record. If that tab is blank, the vendor name prints with no address.

1099 Tab

Use this tab to add or edit a 1099-related data for the vendor. You (or taxing authorities) use the contact information on this tab to contact the vendor when questions or problems arise with 1099-related data that you have submitted. In addition, taxing authorities use the 1099-related information on this tab to confirm the identity of the vendor included in the submitted 1099-related data.

Setup Vendors Add New Vendor: Enter Vendor Below

General	Address	Mailing	1099	Insurance	Direct Deposit	Groups	User/Group Access
Same as main address <input checked="" type="checkbox"/>							
1099 Address <input type="text" value="7805 Chase Court"/> <input type="text"/> <input type="text"/>							
Zip <input type="text" value="48875"/>		City <input type="text" value="Fowler"/>		State <input type="text" value="MI"/>			
Contact							
Title		First Name <input type="text" value="Trevor"/>	M.I. <input type="text" value="J"/>	Last Name <input type="text" value="Terse"/>		Suffix <input type="text"/>	
Phone <input type="text" value="(517) 444-9988"/>		Fax <input type="text"/>					
Email <input type="text" value="TJT@TJLANDSCAPERS.COM"/>							
Bus. Type <input type="text" value="Sole Proprietorsl"/>		Tax Name <input type="text" value="Trevor J. Terse"/>					
Tax ID <input type="text" value="123-34-456"/>		1099 Category <input type="text" value="M07-Nonemployee Compensation"/>					
Tax ID Type <input type="text" value="SSN"/>		W9 on File <input checked="" type="checkbox"/>					

Same as main address defaults as unchecked. Accept this default if the 1099 mailing address for the vendor is different from the vendor's business address. Complete the remaining fields. If the 1099 Address information is the same, check the box and the system will auto populate those fields based on the information entered on the Address Tab.

Choose a business type from the drop-down list. The following types are possible: (Not Set), Sole Proprietorship, Partnership, Corporation, DBA. If you select Sole Proprietorship or DBA, the Tax Name field is required.

Tax ID is required if this vendor is paid 1099-reportable funds. Enter the vendor's tax identification number. Ask the vendor for this number.

Tax ID Type is required if this vendor is paid 1099-reportable funds. Select a tax identification type from the drop-down list. The following types are possible: (Not Set), SSN, EIN. Ask the vendor for the type. The system validates the format for this field. If the tax ID type selected is SSN, use the format 999-99-9999. If the tax ID type selected is EIN, use the format 99-9999999.

Tax Name is optional. Enter the vendor's tax name. Ask the vendor for this name.

1099 Category is selected from the drop-down list.

W9 on File defaults as unchecked. Accept this default if you do not have a W-9 on file for this vendor. Click this option to insert a checkmark if you have a W-9 on file for this vendor. W9s are used to establish a federal identification number for a vendor.

Insurance Tab

Use this tab to add or edit insurance information for a vendor.

Fields on this tab work in combination with the field *Warn if vendors have expired insurance*, which appears on the global policy [Vendor Tab](#).

Setup Vendors Add New Vendor: Enter Vendor Below

General Address Mailing 1099 Insurance Direct Deposit Groups User/Group Access

Liability Workers Comp.

Insurance Required

Policy Number aJT472-34098 9rir0e931

Insurance Expires 12/31/2011 12/31/2011

Cancel Save

Liability and Workers Comp

Insurance Required defaults as unchecked. Accept this default if the vendor does not need to provide workers compensation insurance. Click this option to insert a checkmark if the vendor needs to provide workers compensation insurance.

Policy Number is the vendor-supplied policy number.

Insurance Expires Is the vendor-supplied policy expiration date. Key in the date, or use the calendar icon to select the date. This is the date the system looks at to display a warning message if insurance is expired (and policy to warn is turned on) and is the date the system looks at if insurance is required, which will prevent you from adding transactions for this vendor if the date is expired.

Direct Deposit Tab

Use this tab to add or edit direct deposit information for a vendor.

Setup Vendors Add New Vendor: Enter Vendor Below

General Address Mailing 1099 Insurance Direct Deposit Groups User/Group Access

Active

Routing #

Account #

of Prenotes

E-mail

Cancel Save

Active defaults as unchecked. Accept this default if the vendor does not accept direct-deposit payments. Click this option to insert a checkmark if the vendor accepts direct-deposit payments and then continue filling out the remainder of the information.

Routing # for the vendor's financial institution. Ask your vendor for this number.

Account # into which the vendor wants the funds deposited. Ask your vendor for this number.

of Prenotes notes to process prior to actually transferring funds. Pre-notes are a test-run to see if the transfer of funds functions correctly. Your vendor may not request pre-notes and they are not required.

E-mail address of the vendor's financial institution

Groups Tab

Choose the Group(s) this vendor belongs to.

Setup Vendors Add New Vendor: Enter Vendor Below

General Address Mailing 1099 Insurance Direct Deposit Groups User/Group Access

This vendor is a member of the following vendor groups:

(Select group) [v]
Delete

Select vendor group to use for Group Type and Group Code when exporting to ePO: [v]
Select vendor group to use for Class Code when exporting to ePO: [v]

Cancel Save

(Select group) allows to you choose the group(s) this vendor is to be associated with. To add a group, select the group from the drop-down list.

To delete a vendor from a group, select the vendor and click Delete.

Select vendor group to use for Group Type and Group Code when exporting to ePO and Select vendor group to use for Class Code when exporting to ePO are only used when exporting information to the older stand alone versions of ePO.

User/Group Access Tab

Use this tab to grant or deny users and/or groups access to information for this one vendor.

Setting up access is optional. If you do not want to use the access option, do not set up. Access can be set up at any time because it does not affect the setup process. You should note that if you do not set up, all users and all groups have access to all vendors.

Setup Vendors Add New Vendor: Enter Vendor Below

General Address Mailing 1099 Insurance Direct Deposit Groups User/Group Access

Denied

- gltransfer
- manager
- shannon

Add Remove

Permitted

Cancel Save

Denied users or groups in this box have no access to the data for this vendor. When users or groups in this box display a vendor list, the list excludes this vendor. Permitted users or groups in this box have access to the data for this vendor. When users or groups in this box display a vendor list, the list includes this vendor.

Add Button -Click a user or group name in the Denied box, and then select the Add button. The user or group name is moved to the Permitted box. When the added user or group displays a vendor list, the list includes this vendor.

Remove Button- Click a user or group name in the Permitted box, and then select the Remove button. The user or group name is moved to the Denied box. When the removed user or group displays a vendor list, the list excludes this vendor.

Make sure to click SAVE to save the vendor at whatever point you are finished entering information.