

VENDORS

Use **Vendor Maintenance** to:






- Add, edit and delete vendor information
- View 1099 amounts for the current and previous years (for 1099 vendors)
- Maintain vendor addresses
- Maintain miscellaneous-type vendors
- View total purchase amounts for this year and last year
- View a list of products, product numbers, and purchase order history (if your school uses the **Purchase Order** feature)
- View unpaid invoices for a vendor
- View paid invoices for a vendor
- Print information for a vendor (name and address, unpaid and paid invoices)



*In the **Vendor Maintenance Search** window, you can save your search settings so that every time you access the window on your computer, your personal options will be used as the default. To save your settings, select **Save Settings** from the search window menu. See Chapter 2: System Concepts to learn more about the **Save Settings** feature.*

Vendor Maintenance Search

The first window you will encounter when you select **Vendors** from the **Maintenance** menu is **Vendor Maintenance Search**.



- To create a new vendor record, click the **New** button . The **Vendor Maintenance** window will open.
- To edit a vendor record, highlight the row and then click the **Edit** button . **Vendor Maintenance** opens.
- To remove a vendor record from the database, highlight the row and then click the **Delete** button . You cannot delete a vendor if it has a purchase history for the current fiscal year.
- To close the search window, click the **Close** button .
- There are two ways to open a specific vendor. You can enter the ID in the *ID* field and then click the **Open** button. You can also search for an existing record by entering a portion of the item selected in the *Sort By* area in the *Search For* field and then clicking the **Search** button  (e.g., in figure 3-11, we would search by *Name*).

- You can change the sort criteria for the records, whether it is by *Name*, *ID*, *State*, or *Class*. You can also choose to sort the records in either *Ascending* order (A–Z, 1–∞) or *Descending* order (Z–A, ∞–1).
- When selecting an existing record to edit, you can use the *Go To* drop-down list to advance directly to the tab screen that you require. For example, if you wanted to see multiple records' *History* Tab, you would select *History* from this drop-down list. Every record will then open directly to that tab.
- Place a ✓ in the *Show Active Only* checkbox to view only the vendors that have been flagged as *Active*.

I.D.	Name	Address	Address Type	Class
AB10	Mr. Thomas Abbot	48 Monument Square, Concord, MA	Both	Employee
SPLYABC	ABC School Supply	57 Main Street, North Adams, MA	Billing	Supplies
SPLYABC	ABC School Supply	117 Main Street, North Adams, MA	PO	Supplies
SPLYAIC	Advanced Interactive Corporation	102 East Main Street, Hudson, MI	Both	Supplies
SPLYASU	Agility Services Unlimited, Inc.	212 Locust Street, Hudson, WI	Both	Supplies
ARG101	Mr. and Mrs. Jasper Argonis	1771 East Apple Avenue, Muskegon, MI	Both	
SPLYBAS	Barbour-Stockwell	17 Commerce Way, Woburn, MA	Both	Supplies
SPLYBAR	Barker Publishing	655 Washington Street, Norwood, MA	Both	Supplies
CAB008	Mr. and Mrs. Paul Cabot	45 Davis Row, Concord, MA	Both	
SRVCCAN	Candelaria's Catering Service	10 Boston Post Road East, Marlborough, MA	Both	
CT11	Mrs. Brenda Catanese	28 Main Street, Concord, MA	Both	Employee
CN200	James Connor	13 Lorden Street, Worcester, MA	Both	Employee
SPLYCOS	Continental Office Supply Corporation	171 Main Street, Hudson, NC	Both	Supplies
DI110	Mr. Gerald Duncan	906 Elm Street, Concord, MA	Both	Employee

Figure 3-11. Vendor Maintenance Search.



You do not have to use the mouse to move around the window. You can tab to the various fields and buttons. To retrieve an existing record, enter the name in the Search field and press the  key. You can also select the row and press the  key.

Vendor Maintenance

Typically, **Vendor Maintenance** has nine tabs: **Vendor**, **Info**, **G/L Dist**, **Products**, **Unpaid**, **History**, **Campus Store History**, **Purchase Orders**, and **Comments**. The fields and buttons on these tabs are covered in the following sections. (There is an option for miscellaneous vendor records, which you can use to post one-time invoices; see page 3-17 for details.)

When you are editing a vendor record, there are five buttons at the bottom of the window and three checkboxes.

- Click the **OK** button to save all changes and close the record.
- Click the **Cancel** button to close the record. If you made any changes then a message will prompt you to decide whether or not you want to save the vendor record. If you click the **Yes** button, the record will save before closing. If you click the **No** button, the record will close without saving. If you click the **Cancel** button, the record will not close.
- Click the **Print** button to get a variety of reports related to information contained in **Vendor Maintenance**. Depending on the tab you are in when you click the **Print** button, the related *Report Option(s)* will populate with a ✓. You can select and deselect as many options as you wish.
 - If you select the Unpaid Invoices report, then you can use the *Sort By* options in the *Unpaid Invoices* area. You can sort by invoice number, due date, or batch ID. If you choose due date, the date range allows you to enter a *From* and *To* date. (The dates refer to the invoice date, not the date of the check.) You can also choose to include corrected and deleted invoice information.
 - If you choose to print the Paid History or Void History report, then you can use the *Sort By* options in the *Paid/Void History* area. You can sort by invoice number, batch ID, check number, or check date. You can also use the *Invoice Date/Check Date* radio buttons to filter the report by *Date Range*.

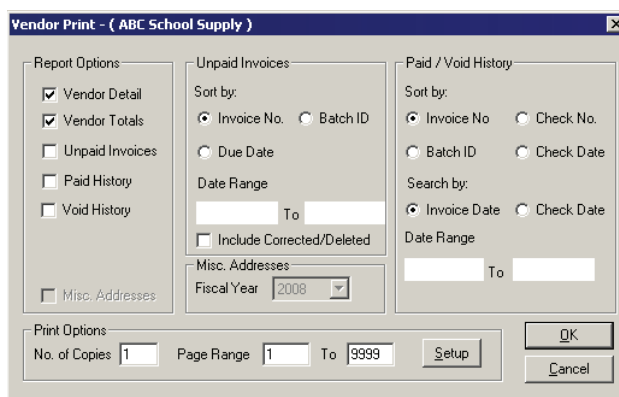


Figure 3-12. Vendor Print dialog.

- Click the **Mail** button to view the vendor's address. The dialog will show the mailing address selected in the *Vendor* Tab (figure 3-13).

To copy the contents of the **Vendor Mailing** dialog to the clipboard (and then paste it into another Windows application), click the **OK** button. To close the dialog without copying the contents, click the **Cancel** button.

- Click the **Delete** button to delete the entire vendor record. You cannot delete a vendor if any of these conditions exist:
 - A purchase order exists for this vendor
 - An unpaid invoice exists in the system for this vendor
 - Purchases have been made from this vendor during this fiscal year

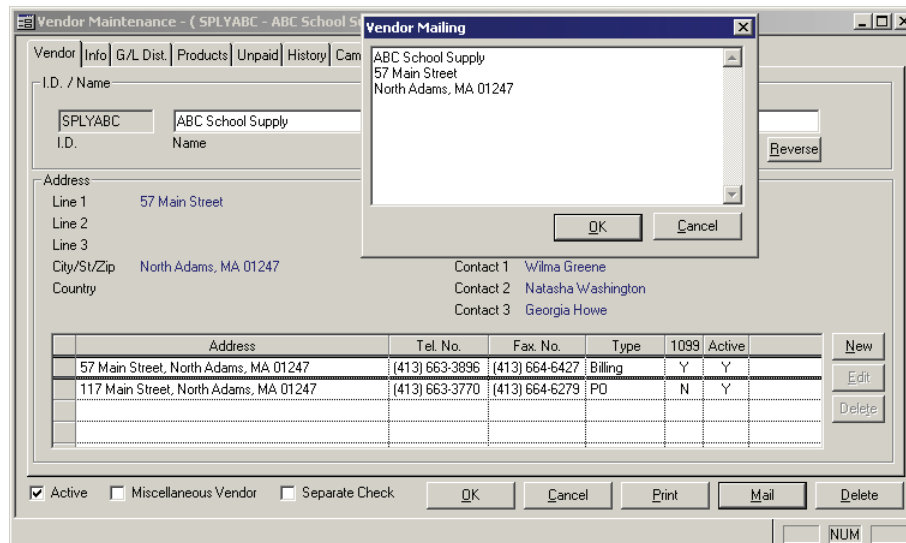


Figure 3-13. Vendor Mailing dialog.


- If there is a ✓ in the *Active* checkbox at the bottom of the window, then the vendor is active. Without a ✓, the vendor is inactive. You cannot post to inactive vendors; search screens will exclude inactive vendors. Only the **Vendor Maintenance Search** window can be set to display inactive vendors.
- Use the *Miscellaneous Vendor* checkbox to indicate whether or not the vendor is a miscellaneous vendor. Miscellaneous vendors can be used for one-time invoices. You might set up multiple Miscellaneous-type vendors for different products or services. For example, you may want to create one miscellaneous vendor for general one-time invoices and another for parent refunds (see below).
- If the default for the vendor should always be to make payments with separate checks, place a ✓ in this checkbox. This would populate the **Purchase Entry Separate Check** checkbox whenever you create an invoice for the vendor.

Miscellaneous Vendors

Miscellaneous vendors can be used for one-time invoices. You might set up multiple Miscellaneous-type vendors for different products or services. For example, you may want to create one miscellaneous vendor for general one-time invoices and another for

parent refunds. You cannot have a miscellaneous 1099 vendor, nor can you write purchase orders to miscellaneous vendors.

Using a miscellaneous vendor, you do not have to set up an entire vendor record for temporary vendors, parents, *etc.* You only use the Vendor, Products, Unpaid, History, Comments, and Users Tabs. The *Users* Tab restricts the **ACCOUNTS PAYABLE** users who can access the miscellaneous vendor. This tab is described on page 3-35.

To create a miscellaneous vendor, click the **New** button  in the **Vendor Maintenance Search** window. Place a ✓ in the *Miscellaneous Vendor* checkbox. Enter a vendor name (*e.g.*, Miscellaneous Vendor) and ID (*e.g.*, Misc). You do not need to enter an address; when you select the miscellaneous vendor in **Purchase Entry**, you will be prompted to enter the vendor name and address.

Vendor Tab

The *Vendor* Tab in **Vendor Maintenance** stores the vendor name and address. Vendors with only one address will have an address of the type **Both**, which is used for invoices and POs. Vendors with separate addresses will have two or more addresses: **Billing** and **PO**. Only the **Billing** address would be available in **Purchase Entry** and only the **PO** address in **Purchase Orders**.

Vendor Maintenance - (SPLYBAS - Barbour-Stockwell)

Vendor | Info | G/L Dist. | Products | Unpaid | History | Campus Store History | Purchase Orders | Media | Comments | Users

I.D. / Name

SPLYBAS | Barbour-Stockwell | BARBOUR-STOCKWELL

I.D. | Name | Sort Key | Reverse

Address

Line 1 | 118 Main Street # A | Tel. No. | (781) 935-9955

Line 2 | | Fax No. | (781) 933-8585

Line 3 | | Website |

City/St./Zip | Woburn, MA 01801 | Contact 1 | Theodora Barbour

Country | | Contact 2 | Maurine Boecker

| | Contact 3 |

Address	Tel. No.	Fax No.	Type	1099	Active
118 Main Street # A, Woburn, MA 01801	(781) 935-9955	(781) 933-8585	Billing	Y	Y
17 Commerce Way, Woburn, MA 01801	(781) 938-9322	(781) 935-2222	PO	N	Y

Active Miscellaneous Vendor Separate Check

OK Cancel Print Mail Delete

NUM

Figure 3-14. Vendor Maintenance, Vendor Tab.

ID/Name.

- **ID.** Each vendor must have a unique ID. This can be seven alphanumeric characters in length. If you use numeric IDs, you can click the **Assign** button and the system will automatically generate a number (assigned sequentially based on the *Last Vendor ID* field in **Administration Maintenance**; see page 3-3). The **Assign** button is only available when you create a new vendor record. ★

- **Name.** Each vendor should have a name.
- **Sort Key.** This field is used to sort vendors in alphabetical order. To avoid possible problems with searches, do not include apostrophes or other special characters. ★
- **Reverse button.** If the vendor is a person instead of a company, you may want to adjust the sort key. For example, if the vendor *Name* is Richard Dyson, the sort key will appear as RICHARD DYSON. This will cause the vendor to be listed alphabetically by **R** when you might prefer to sort him by **D**. To change the order of the sort key, click the **Reverse** button. Based on the format of the vendor name, the system will change the order to be last name then title and first name.

Address. This area displays the currently selected address. The table lists all addresses for the vendor. Please note that 1099 vendors must have one active address of the type Both or Billing indicated as the 1099 address. Miscellaneous vendors do not require addresses, since you will enter a name and address for each miscellaneous vendor invoice.

Vendor Address

Vendor Address maintenance is where you will maintain the details of each of the vendor's addresses.

Vendor Address.

- **Lines 1–3.** Use these lines for the street or mailing address. It is important that you do not use *Line 1* for an extension of the vendor's name in 1099 addresses; if the address is in *Line 2* it will not appear on the 1099 form.
- **City/St/Zip.** Enter the appropriate information in each of these fields.
- **Tel No.** Vendor's phone number.
- **Fax No.** Vendor's fax number.
- **Website.** If the vendor has an Internet website, you can enter the URL address in this field (e.g., www.senior-systems.com).
- **Country.** If the vendor address is located in another country, use this field. The country will print on 1099s. ✍

Contacts. In the three lines available, you can enter the names of people you frequently contact at this vendor's location.

Misc. Information.

- **Address Type.** Addresses can be one of three types: Billing, PO or Both. Billing addresses would typically be used for invoices while PO addresses would be referenced only for purchase orders. If the vendor has only one address, use the designation Both.

Please note that 1099 vendors must have one active address of the type Both or Billing indicated as the 1099 address.

- **1099 Address checkbox.** Indicate whether or not this is the address to use on 1099 forms.
- **Active Address checkbox.** If there is a ✓ in this checkbox, then the address is considered active and is available in search screens. If an address is no longer used but you need to keep it in the system for historical purposes, remove the ✓.

The screenshot shows a 'Vendor Address' dialog box with the following fields and values:

Field	Value
Line 1	118 Main Street # A
Line 2	
Line 3	
City/St/Zip	Woburn MA 01801
Tel. No.	(781) 935-9955
Fax No.	(781) 933-8585
Website	
Country	
Address Type	Billing
1099 Address	<input checked="" type="checkbox"/>
Active Address	<input checked="" type="checkbox"/>
Contacts 1	Theodora Kurtenbach
Contacts 2	Maurine Boecker
Contacts 3	

Figure 3-15. Vendor Address.

Info Tab

The *Info* Tab contains some of the more general information pertaining to the company.

1099 Vendors

1099 vendors must have a type specified in the *1099 Type* field on the *Info* Tab. If you need to send a 1099 form to an attorney and have box 14 display the settlement amount, you can do so by setting up a 1099 vendor for the attorney or firm. In the *Class Code* field on the **Vendor Maintenance** *Info* Tab, use the word Settlement.

1099 Information.

- **1099 Type.** From this drop-down list, select the type of 1099 form that should be sent to this vendor (Miscellaneous, Rental, *etc.*).
- **Federal ID.** This field must contain the vendor's federal ID code for all 1099 vendors.
- **This Cal. Year Amt.** Total 1099 purchases (*i.e.*, posted checks, hand checks and bank drafts) for this calendar year.
- **Last Cal. Year Amt.** Total 1099 purchases for the previous calendar year.
- **1099 Name.** Some vendors prefer to have checks made out to a company name but the 1099 form requires the school to use the vendor's full name. Use this field to enter the vendor name as it should appear on the 1099 form.

Vendor Information.

- **Terms.** These are the terms of the discount (if any). Enter the discount percentage and days in which the discount is viable (e.g., **2/10** for a 2% discount if paid within 10 days).
- **Net.** The number of days before the payment is due (e.g., **30** for Net 30). To specify Due Upon Receipt or Due Now, enter **0** in this field.
- **Due Day.** The day of the month on which the payments are due. Some invoices may be due on a specific day of the month. If that is the case for this vendor, enter the day here (e.g., **15** for the fifteenth of each month). When an invoice is entered for this vendor, it will calculate the due date (e.g., the 15th of the next month). For example, if the invoice is entered on February 20th, the next due date will calculate as March 15th. If the invoice is entered on March 5th, then the due date will calculate as April 15th.



*The Terms and Due Date established in **Vendor Maintenance** are defaults used by **Purchase Entry**. When the invoice is entered, this information may be edited.*

Figure 3-16. Vendor Maintenance, Info Tab.

- **Acct. No.** The account number assigned to your school by this vendor.
- **Temporary Vendor checkbox.** A ✓ in this checkbox indicates that this is a temporary vendor. This is usually for one-time purchases. Please refer to *Chapter 7: End-of-Period Update* for information on purging temporary vendors.

- **Employee checkbox.** A ✓ in this checkbox indicates that the vendor is an employee of the school.

Misc. Information.

- **Class Code.** This field can be used to classify vendors into groups (*e.g.*, supplies or utility) by indicating a classification code. ✎
If the vendor is an attorney who will receive a 1099 form with box 14 populated by the settlement amount, you must enter the word **Settlement** in this field.
- **Usage Type.** This field is typically used for energy-related suppliers. Examples of field entries are: KWH, GAL, *etc.* ✎
- **Ship Via.** This field indicates the method of shipping typically used by this vendor. The shipping method prints on the purchase order and defaults from what was entered in your system preferences (see the “Preferences Button” section on page 3-11). If the vendor uses a different form of shipping, enter it in this field; this will be the PO default shipping method for the vendor.

G/L Dist. Tab

You can assign G/L account numbers to a vendor. Whenever you enter invoices for this vendor, this will be the default account number to which expenses will be posted. Default G/L account numbers that you set up here can be overridden when entering the purchase invoices.

Standard Account Distribution.

- **Account No.** The G/L account number.
- **Sub-Ledger.** The sub-ledger account associated with this G/L account.
- **Account Description.** The G/L account description.
- **Sub-Ledger Description.** The sub-ledger account description.
- **Add button.** Click the **Add** button to add a distribution G/L account. A new line will appear in the table where you can enter the account number. If you do not know the number, use the **Search** button (see below).
- **Delete button.** To remove a G/L account from this vendor record, highlight the row and then click this button.
- **Cancel button.** To cancel your last action, click this button.
- **Search button.** If you do not know the account or sub-ledger, click this button to select it from the **General Ledger Account Search** screen or the **Sub-ledger ID Search** screen. Place the cursor in the *Account No.* or *Sub Ledger* field and then click the **Search** button; the system will open the appropriate search screen.

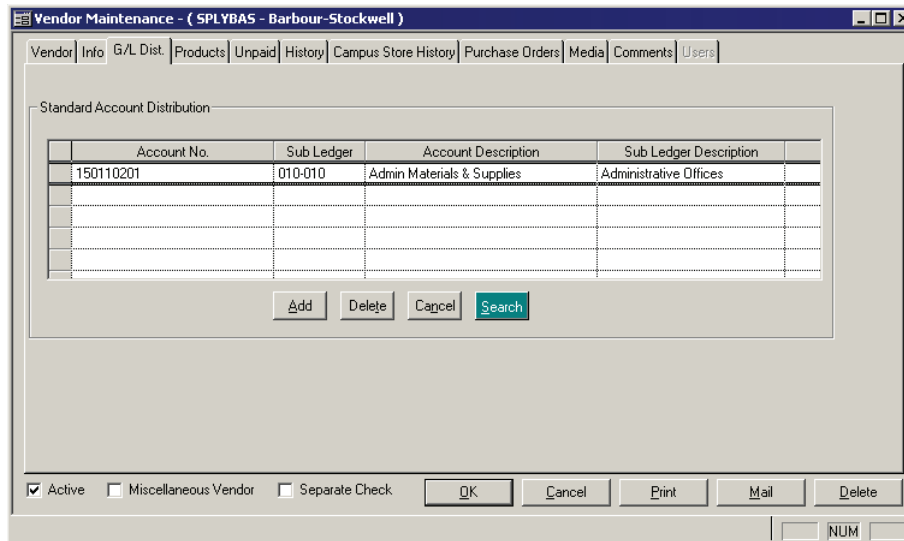


Figure 3-17. Vendor Maintenance, G/L Dist. Tab.

Products Tab

Use the *Products* Tab to record the vendor's product and price list so that the items will be available to you while entering purchase orders. As you add products into a purchase order, they will also be stored here for future use.

The table lists the products that you have entered for this vendor.

- **Product No.** The product ID code.
- **Description.** The description of the product.
- **This Yr. Qty.** The quantity of this item that was purchased this fiscal year.
- **This Yr. Amt.** The total purchases made of this item for the current fiscal year.
- **Last Yr. Qty.** Quantity of this item purchased during the previous fiscal year.
- **Last Yr. Amt.** The total purchases made of this item for the previous fiscal year.

Add button. Click the **Add** button to add a product to the list. A new line will be available in the table where you can enter the product information.

Delete button. To remove a product from the list, highlight the row and then click this button.

Cancel button. To cancel your last action, click this button.

	Description	Description	This Yr. Qty	This Yr. Amt	Last Yr. Qty	Last Yr. Amt
123-B	Stationery		6	173.94	2.00	57.98
195990-9361	Admission Application Form		3	20.38		
234-E	Envelopes		5	64.95	2.00	25.98
3820-1	Memo Pad		0	0.00	0.00	0.00
SUPPLIES	Supplies		2	73.00		

Figure 3-18. Vendor Maintenance, Products Tab.

Activity.

- **Purchases This Year.** The total purchase amount for this fiscal year.
- **Discounts This Year.** The total discounts received for this fiscal year.
- **Purchases Last Year.** The total purchase amount for the previous fiscal year.




*The amounts that show here appear whether or not you are using the **Purchase Order** feature.*

Unpaid Tab

The *Unpaid* Tab lists the invoices from this vendor that have not yet been paid. Only invoices posted successfully through **Purchase Entry** (*Chapter 4: Purchase Order and Invoice Processing*) but not paid through **Cash Disbursements** (*Chapter 5: Check Processing*) will be listed in this tab.

You can view an unlimited number of unpaid invoices for this vendor in this tab. Once an invoice is paid, it is moved from this tab to the *History* Tab.

- You can search for an existing record by entering the first portion of the item selected in the *Sort By* area in the *Search For* field and then clicking the **Search** button  (e.g., in figure 3-19, we would search by *Invoice No.*).
- You can change the sort criteria for the records, whether it is by *Invoice No.*, *Due Date*, or *Batch*. You can also choose to sort the records in either *Ascending* order (A–Z, 1–∞) or *Descending* order (Z–A, ∞–1).

- After making your selections, you can right-click in the upper portion of the tab and select **Save Settings** from the pop-up menu.
- Using the *Include Corrected/Deleted Invoices* checkbox you can indicate whether invoices that have been corrected or removed should be included in the list. These are processed through **Unpaid Invoice Corrections**; see *Chapter 4: Purchase Order and Invoice Processing*.

Invoice No.	Date	Description	Terms	Batch	Due Date	Invoice Amt	Discount Amt
070220151202	03-05-07	Stationery - Academi	2/10 Net 30	AP000195	04-04-07	\$83.96	\$1.68
070220151251	03-15-07	Stationery for Develo	2/10 Net 30	AP000195	04-14-07	\$70.37	\$1.42
TOTALS						\$154.33	\$3.10

Figure 3-19. Vendor Maintenance, Unpaid Tab.

Detail button. To view the invoice details, highlight a row and then click this button. The **Invoice Detail** will open (figure 3-20).

The table lists unpaid invoices.

- **Invoice No.** The vendor invoice number.
- **Date.** The invoice date.
- **Description.** The invoice description.
- **Terms.** The terms of the invoice.
- **Batch.** The batch in which the invoice was posted.
- **Due Date.** The date the invoice payment is due.
- **Invoice Amt.** The amount of the invoice.
- **Discount Amt.** The amount of the discount.

Invoice Detail

When you highlight a row in the *Unpaid* Tab and then click the **Detail** button, the **Invoice Detail** will open.

Vendor. The vendor ID, name and address are shown in this area.

Invoice Information.

- **Number and Desc.** The invoice number and description.
- **Date.** The date of the invoice.
- **Amount.** The total of the invoice.
- **1099.** The amount of 1099 charges in this invoice.
- **PO.** The purchase order number.
- **Terms.** The terms of payment.
- **Proj No.** The project number.

The screenshot shows a window titled "Invoice Detail" with the following sections:

- Vendor:** I.D. SPLYBAS, Name Barbour-Stockwell, Address 118 Main Street # A, Woburn, MA 01801.
- Invoice Information:** Number 070220151251, Desc. Stationery for Development Off, Date 03-15-2007, Terms 2/10 Net 30, Amount \$70.97, 1099 \$70.97, P.O. 0000125, Proj. No. (empty).
- General Ledger Account Distributions:** A table with columns: Account No., Sub Ledger, Dist. Amt., Invoice Desc., and a scrollable column. The table contains one row with data and a summary row.

Account No.	Sub Ledger	Dist. Amt.	Invoice Desc.	
150110201	010-014	70.97		Ad
DISTRIBUTION TOTAL		70.97		

Figure 3-20. Invoice Detail.

General Ledger Account Distributions.


- **Account No. and Sub Ledger.** The G/L account number and sub-ledger ID.
- **Dist Amt.** The amount distributed to the account.
- **Invoice Desc.** The invoice description for this item.
- **Account Description.** The name of the G/L account. You must scroll to the right in this table to see the column.
- **Sub Ledger Description.** The name of the sub-ledger. You must scroll to the right in this table to see the column.
- **Prepaid G/L Acc No.** This column displays the prepaid expense G/L account number, if any. You must scroll to the right in this table to see the column.

- **Prepaid Sub Ledger.** This column displays the prepaid sub-ledger, if any. You must scroll to the right in this table to see the column.
- **Prepaid Account Description.** The name of the prepaid expense G/L account number, if any.
- **Prepaid Sub Ledger Description.** The name of the prepaid sub-ledger, if any.

Close button. After you obtained the information you wanted, click the **Close** button to exit the **Invoice Detail**.

History Tab

The *History* Tab contains a history of paid invoices for this vendor. When invoices are paid through **Cash Disbursements** (*Chapter 5: Check Processing*), they appear on this tab. You can view an unlimited number of paid invoices in this tab.

- To search for an existing record, enter some or all of the item you want to search for (governed by the *Sort By* selection) in the *Search For* field and then click the **Search** button .
- You can change the sort criteria for the records, whether it is by *Invoice No.*, *Batch*, *Check No./Trans No.*, or *Check Date*. You may also choose to sort the records in either *Ascending* order (A–Z, 1–∞) or *Descending* order (Z–A, ∞–1).
- After making your selections, you can right-click in the upper portion of the tab and select **Save Settings** from the pop-up menu.

Detail button. To view the invoice details (*e.g.*, the G/L expense account), highlight a row and then click this button.

Incl. Voids checkbox. If there is a ✓ in this checkbox, voided checks will be included in the *History* Tab.

The table lists the history of invoices.

- **Invoice No.** The vendor invoice number.
- **Date.** The invoice date.
- **PO No.** The purchase order number this invoice paid.
- **Batch.** The batch in which the invoice was posted.
- **Check No.** The check number that was used to pay the invoice.
- **Check Date.** The date of the check.
- **Cleared.** This column indicates whether or not the check that paid this invoice has been cleared in **Bank Reconciliation** (*Senior General Ledger System Reference Guide*).
- **Invoice Amt.** The amount of the invoice.

Invoice No.	Date	P.O. No.	Batch	Check No./ Trans No.	Check Date	Cleared	Invoice Amt	Part	Void	Disc. Amt
070207122436	02-28-07	0000083	AP000176	0001081	02-28-07	N	\$20.38			\$0.00
070205154103	02-05-07		AP000167	0001073	02-05-07	N	\$35.00			\$0.00
060803101748	07-20-06	0000051	AP000147	0001043	07-31-06	Y	\$73.00			\$0.00
060313132608	02-24-06	0000044	AP000139	0001028	03-23-06	Y	\$83.96			\$0.00
040715130959	09-16-05		AP000117	0001045	10-16-05	Y	\$9,450.00			\$0.00
050916140419	09-16-05		AP000116	0001011	09-16-05	Y	\$313.00			\$0.00
040623162417	06-23-04		AP000072	0001027	06-23-04	Y	\$231.00			\$0.00
040623162047	06-23-04		AP000072	0001027	06-23-04	Y	\$178.00			\$0.00
040623144339	06-23-04		AP000072	0001027	06-23-04	Y	\$90.99			\$0.00
040623143537	06-23-04		AP000072	0001027	06-23-04	Y	\$82.55			\$0.00
TOTALS							\$10,657.88			\$0.00

Figure 3-21. Vendor Maintenance, History Tab.

- **Part.** The letter **Y** appears in this column if the invoice were partially paid.
- **Void.** The letter **Y** appears in this column if the check used to pay this invoice was voided.
- **Disc. Amt.** The amount of the discount.

Invoice Detail

When you highlight a row in the *History* Tab and click the **Detail** button, the **Invoice Detail** dialog will open.

Vendor. The vendor ID, name and address are shown in this area.

Invoice Information.

- **Number and Desc.** The invoice number and description.
- **Date.** The date of the invoice.
- **Amount.** The total of the invoice.
- **1099.** The amount of 1099 charges in this invoice.
- **PO.** The purchase order number.
- **Check No.** The check number used to pay this invoice.
- **Terms.** The terms of payment.
- **Stmt Date.** Date of the statement from the **Bank Reconciliation** if the check has been cleared.
- **Proj No.** The project number.

- **Cleared and Date.** Indicates whether or not the check has been cleared and the date on which it was cleared.

The screenshot shows the 'Invoice Detail' window with the following data:

Vendor Information:
 Vendor I.D.: SPLYBAS, Name: Barbour-Stockwell, Address: 17 Commerce Way, Woburn, MA 01801

Invoice Information:
 Number: 060803101748, Desc: Math Department supplies, Date: 07-20-2006, Check No.: 1043, Terms: Net 30, Amount: \$73.00, Stmt. date: 08-26-2006, Proj. No.: , 1099: \$73.00, Cleared: Y, Date: 07-31-2006, P.O.: 0000051

General Ledger Account Distributions Table:

Account No.	Sub Ledger	Dist. Amt.	Invoice Desc.
150220201		73.00	
DISTRIBUTION TOTAL		73.00	

Figure 3-22. Invoice Detail.

General Ledger Account Distributions.

- **Account No.** The G/L account number.
- **Sub Ledger.** The sub-ledger ID.
- **Dist Amt.** The amount distributed to the account.
- **Invoice Desc.** The invoice description for this item.
- **Account Description.** The name of the G/L account. You must scroll to the right in this table to see the column.
- **Sub Ledger Description.** The name of the sub-ledger. You must scroll to the right in this table to see the column.
- **Prepaid G/L Acc No.** This column displays the prepaid expense G/L account number, if any. You must scroll to the right in this table to see the column.
- **Prepaid Sub Ledger.** This column displays the prepaid sub-ledger, if any. You must scroll to the right in this table to see the column.
- **Prepaid Account Description.** This column displays the name of the prepaid expense G/L account number, if any. You must scroll to the right in this table to see the column.
- **Prepaid Sub Ledger Description.** This column displays the name of the prepaid sub-ledger, if any. You must scroll to the right in this table to see the column.

Close button. After you obtained the information you wanted, click the **Close** button to exit the **Invoice Detail**.

Campus Store History Tab

If your school uses **CAMPUS STORE** and its **Purchase Order** feature, the *Campus Store History* Tab contains a history of products that have been ordered from this vendor for all locations.

Campus Store Active checkbox. Indicates whether or not the vendor is used by **CAMPUS STORE**. Most **CAMPUS STORE** search screens exclude vendors that do not have a ✓ in this checkbox by default.

The table lists the products that were received from the vendor.

- **Date.** Date each product was received.
- **Product.** Description of each product.
- **Invoice No.** The vendor invoice number.
- **Purchase Order.** The purchase order number this invoice fulfilled.
- **Quantity.** Number of products received.
- **Unit Cost.** The amount paid for each product.
- **Total Amount.** The total amount spent on the products received.

Date	Product	Invoice No.	Purchase Order	Quantity	Unit Cost	Total Amount
02-16-2007	School Logo Memo Pad	1259021620	0000122	1	55.00	55.00


Campus Store Active

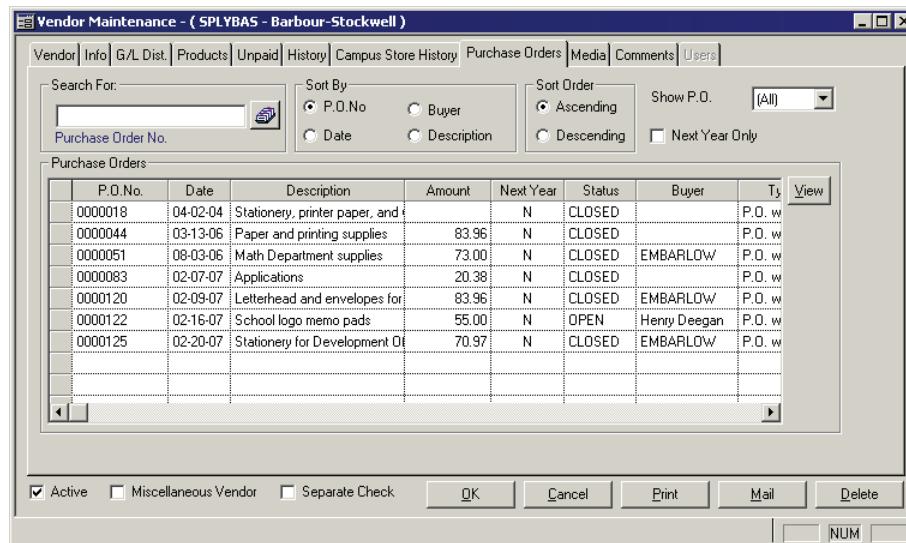
Active Miscellaneous Vendor Separate Check

Figure 3-23. *Vendor Maintenance, Campus Store History Tab.*

Purchase Orders Tab


Purchase orders posted to this vendor are listed in the *Purchase Orders* Tab. Purchase orders can be entered in **CAMPUS STORE** or **ACCOUNTS PAYABLE**.

- To search for a PO, enter some or all of the item you want to search for (governed by the *Sort By* selection) in the *Search For* field and then click the **Search** button .
- You can change the sort criteria for the records, whether it is by *Invoice No.*, *Batch*, *Check No.*, or *Check Date*. You may also choose to sort the records in either *Ascending* order (A–Z, 1–∞) or *Descending* order (Z–A, ∞–1).
- Use the *Show PO* drop-down list to view open, closed, or all purchase orders.
- Click the **View** button to view the details of the selected purchase order.



Vendor Maintenance - (SPLYBAS - Barbour-Stockwell)

Vendor | Info | G/L Dist. | Products | Unpaid | History | Campus Store History | **Purchase Orders** | Media | Comments | Users

Search For: 

Sort By: P.O.No. Buyer Date Description

Sort Order: Ascending Descending

Show P.O.: [All] Next Year Only

P.O.No.	Date	Description	Amount	Next Year	Status	Buyer	T ₃	View
0000018	04-02-04	Stationery, printer paper, and		N	CLOSED		P.O. w	
0000044	03-13-06	Paper and printing supplies	83.96	N	CLOSED		P.O. w	
0000051	08-03-06	Math Department supplies	73.00	N	CLOSED	EMBARLOW	P.O. w	
0000083	02-07-07	Applications	20.38	N	CLOSED		P.O. w	
0000120	02-09-07	Letterhead and envelopes for	83.96	N	CLOSED	EMBARLOW	P.O. w	
0000122	02-16-07	School logo memo pads	55.00	N	OPEN	Henry Deegan	P.O. w	
0000125	02-20-07	Stationery for Development Of	70.97	N	CLOSED	EMBARLOW	P.O. w	

Active Miscellaneous Vendor Separate Check

Figure 3-24. Vendor Maintenance, Purchase Order Tab.

Purchase Orders. The table lists purchase orders posted to the vendor.

- **PO No.** Purchase order numbers.
- **Date.** Date of the purchase order.
- **Description.** Purchase order description.
- **Amount.** The total amount of the purchase order.
- **Next Year.** Indicates whether the purchase order is flagged for next year.
- **Status.** Indicates whether the purchase order is open (unpaid) or closed (paid in full).
- **Buyer.** The name of the person responsible for purchasing the items in the purchase order.
- **Type.** Indicates whether each is a purchase order with or without products.

Media Tab

The *Media* Tab allows you to “attach” files to the vendor record. Any electronic file can be associated with a vendor. Although there is no preview functionality for non-graphic files, these files can be attached to records, as well. You can attach scanned images of invoices, .PDFs of SENIOR SYSTEMS reports—anything that can be saved as an electronic file can be attached to a record. These files are only available in ACCOUNTS PAYABLE, even if the vendor record is shared with CAMPUS STORE, so anything you attach will stay within the Business Office.

File Type	File Extension
Bitmap	*.bmp
Device-Independent Bitmap	*.dib
Graphics Interchange Format	*.gif
Joint Photographic Experts Group	*.jpg
Paintbrush Files	*.dcm *.pcx
Tag Image File Format	*.jfx *.tif *.tiff
Windows Meta File	*.wmf

Figure 3-25. Graphic file types supported by the preview function.

Graphic files can be attached to a record and viewed there. This preview function is applicable only to certain graphic formats, listed in the table. They may appear distorted in the *Media* Tab because they are resized to fit the space available; this does not affect the graphic file.

By attaching image files to records in your database, you are adding information to the database. These graphic files will increase the size of your database. File size varies by file type. Image file size can vary greatly depending on the file type, resolution, and number of colors.

The table lists the media attachments.

- **Description.** Displays the name entered in the *Description* field of **Media Entry** for the document when it was attached to the record.
- **Updated.** The date and time at which the attachment was last edited.
- **View.** Click the link to open the attached record in the associated software program.
- To add a new attachment, click the **New** button. This opens the **Open Media Document** screen, which allows you to select the document that you want to attach. When you have selected it, **Media Entry** (figure 3-27) opens.
- To edit an attachment (*i.e.*, change the description, other information, or select another file to replace the current one), highlight the row and then click the **Edit** button. This also opens **Media Entry**.

- To detach a file, highlight the row and then click the **Delete** button.

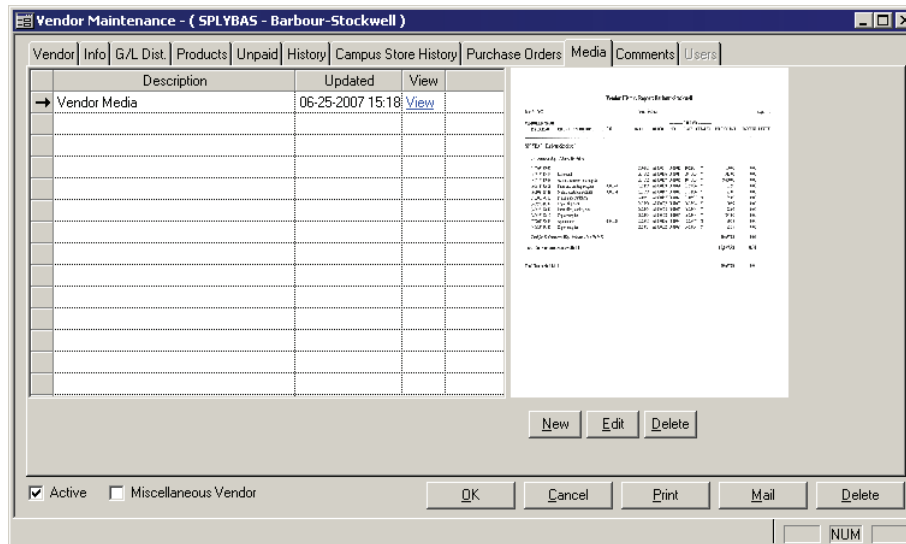


Figure 3-26. Vendor Maintenance, Media Tab.

Media Entry

Media Entry allows you to set information for the attached file for informational and querying purposes. You can edit, print, and save the file. Additionally, you can select a new file to replace the current one if information has changed.

Use the fields to select, categorize and summarize the attachment.

- **Description.** A summary of the file attachment is used on the *Media* Tab for reference. You can use up to fifty alphanumeric characters to describe the file.
- **Category.** A user-definable classification for the attachment. There is one system-defined value, Portrait, which you would use for the vendor's primary image. 📄
- **Key Words.** Enter words that can be used in queries for retrieving records that have certain types of files.
- **Default Image to Display checkbox.** If there is a ✓ in the *Default Image to Display* checkbox, then the graphic image will be shown on the *Media* Tab. The file must be one of the supported graphic formats listed in figure 3-25 to be displayed.
- **Location.** This field displays the original location of the attachment. If you want to replace the attachment, click the **Search** button 🗂️ and then choose the new file. ★

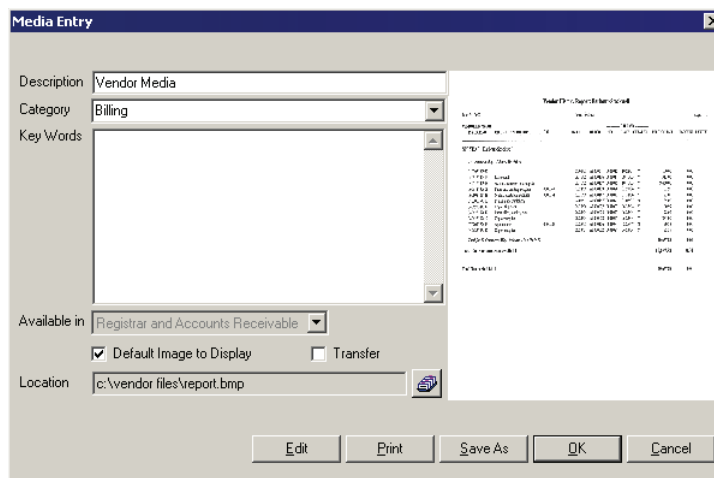


Figure 3-27. Media Entry.

- You can edit the file by clicking the **Edit** button. When you click this button, the associated software program will open and you can edit the file. Once you have made any edits, save the record and close the software program. The system then returns you to **ACCOUNTS PAYABLE** and prompt, “Attached File has been changed. Update document archive with this file?” If you click **Yes** button, the file will be saved and updated. If you click the **No** button, changes will not be saved.
- Print the document by clicking the **Print** button. This will launch the source software program and immediately print the document from that location. You can also print the document when you edit it, so you can print any changes and then choose not to save them.
- You can save the file in a different location, and thereby leave the attachment as it is, by clicking the **Save As** button. You can then rename the file and/or save it in any other location. It will not be attached to the record unless you attach it.
- To save the attachment and return to the *Media* Tab, click the **OK** button.
- Click the **Cancel** button to close the dialog box without saving any changes.

Comments Tab

Comments. Enter general notes and comments about this vendor that relate to **ACCOUNTS PAYABLE**. Right-click in this field to activate the **Spell Check** feature (please refer to *Chapter 2: System Concepts* for more information).

Users Tab

The last tab is not available for regular vendors. This is the way you secure miscellaneous vendor information by allowing only certain users access to the record. If only certain users should be able to use the miscellaneous vendor, your organization can restrict the users who have access to it.

Only **ACCOUNTS PAYABLE** users can be granted access. Any user not granted access would not be able to use or access this vendor.

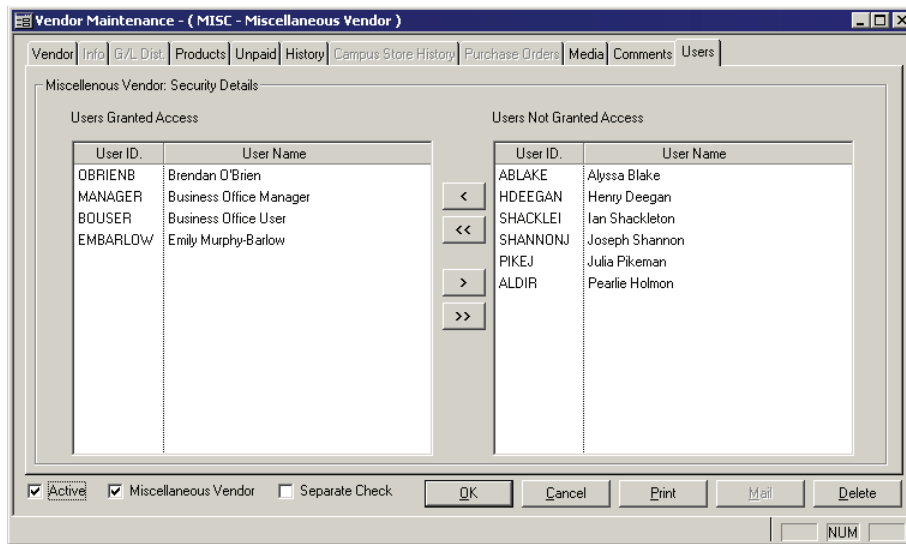


Figure 3-28. Vendor Maintenance, Users Tab.



Tables affected by these fields: VENDORS, VENDOR_PRODUCTS, AP_PAID, AP_UNPAID, AP_VOID, and PURCHASE_ORDERS