

VENDOR SET-UP AND MAINTENANCE

VEN01

Abila MIP Training
by Dennis McGovern

In this training video you are going to learn the following about adding and maintaining vendors:

- The standards for establishing a vendor ID Identifying the session ID
- How to add one or more vendor addresses
- And various key points relating to the payment and terms, default coding, 1099 information, and vendor notes.



To access vendor maintenance you first select Accounts Payable on the Navigator toolbar, then under Maintenance click Vendor. (fig. 1).

You can search for an existing vendor by vendor ID or vendor name. You must have an exact match of the letters you key in to see the corresponding results. However if you do not see the vendor you are searching for, click on the New button at the bottom of the screen and add the vendor to the system. (*fig. 2*).

The next step is to determine the vendor ID. The default length is 20 characters, so you have plenty of room to be descriptive. Some tips on creating Vendor ID's are: (fig. 3).

- 1

Step 4

Next choose the status you want assigned to the vendor. (fig. 4).

- Active: Active allows transaction entry to the ID.
- Inactive: Set to inactive when the vendor is no longer needed for normal transactions, but it may be used at some point in the future. A warning message will appear if you attempt to use this vendor.
- Discontinued: Set to discontinued when the vendor ID is no longer being used.

Step 5

After you enter the ID, enter the name. This is the name that will appear on any checks payable to the vendor.

Step 6

Any information in the account number field will appear on the check stub. This allows you to use the document description of accounts payable entry for something of value. (fig. 5).

Step 7

The Class and Type boxes are grouping options. Before implementing these, please contact Abila or your Business Partner for further information.

Step 8

Next, move to the Address tab of the file folder system. Each vendor can have multiple addresses such as Main, Check, Purchase Order, or Printed Main Address depending on the modules owned. (fig. 6).

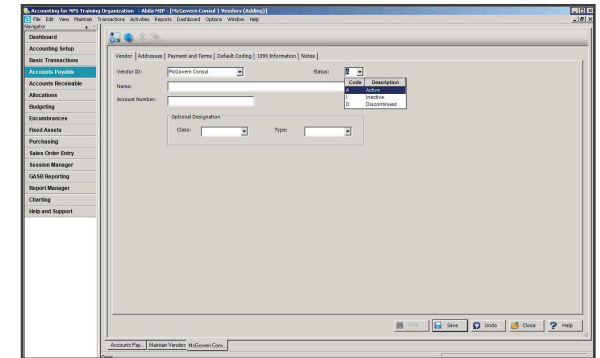


fig. 4

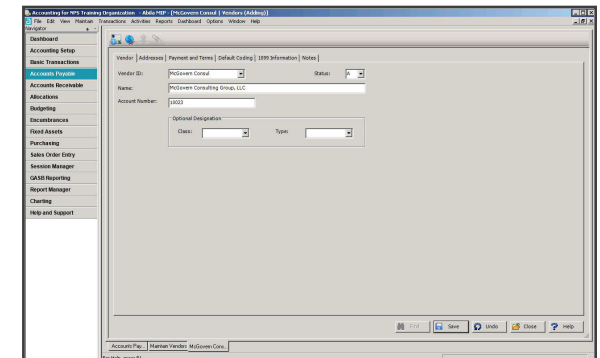


fig. 5

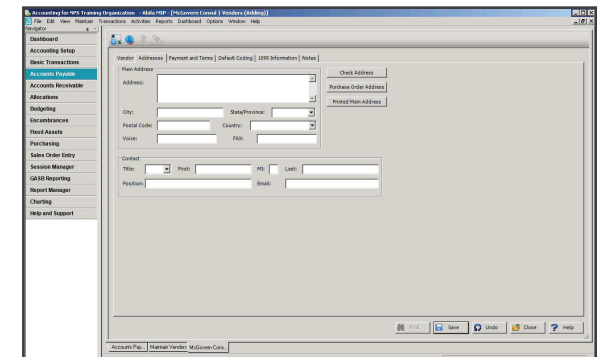


fig. 6

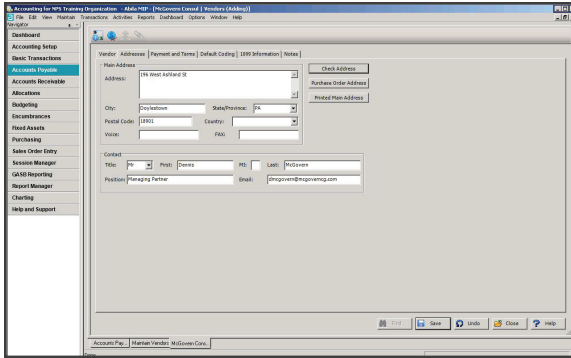


fig. 7

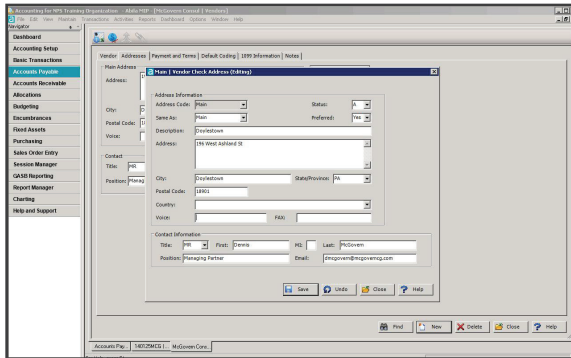


fig. 8

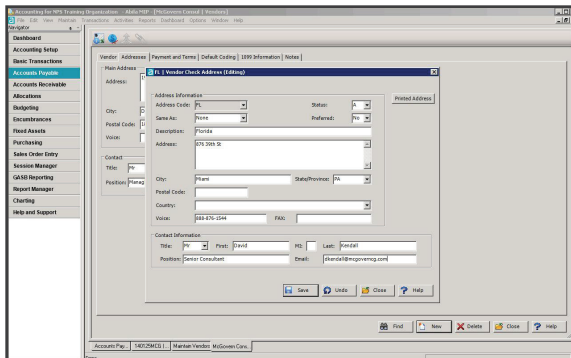


fig. 9

Step 9

Next, fill in the address information. (fig. 7, fig. 8, fig. 9).

- Each vendor can have multiple check addresses. This eliminates the need to have multiple vendors, because of multiple remittance addresses. You can set up multiple addresses by clicking on the check address button.
- By pressing the Enter key you can move from line to line within the address fields.
- We recommend that you leave the country field blank unless it is outside of the United States since the country name will print on checks.
- The Contact information fields may be used to enter the name, position and email address of the primary contact for the vendor.

Step 10

Next, you will see the Payment and Terms tab. Some of these fields relate directly to the Electronic Funds Transfer module for Accounts Payable. You will not see these items unless you own that module. For more information or specific questions about the Electronic Funds Transfer Module for Accounts Payable please contact Abila or your Business Partner.

Step 11

The Print Separate Checks for Each Invoice box is useful when the vendor does not wish to have payments consolidated or has problems applying them properly.

Step 12

The Hold Payments box will prevent you from printing a vendor check. To print a check at a later date you must return to this screen and uncheck the box.

Step 13

Next is Check Stub comments. We recommend you do not use this feature. However if you choose to use it, we recommend information that will not change. The account number should not be in this field since it is already on the account number field in the Vendor tab. (fig. 10).

Step 14

If you are planning on using the Discount Rates and Availability boxes please contact Abila or your Business Partner so we can ensure they are set up properly.

Step 15

In the Days Until Net Amount Due field, the default is 30 days when adding new vendors. This may be changed if needed. The due date on invoices is calculated by taking the invoice date, and adding the number of days in this field. This is used to provide an accurate aging report. (fig. 11).

Step 16

Next, we are going to move on to the Default Coding file folder tab.

Step 17

Every vendor should have a default GL code assigned. If desired, this can be changed during the entry process. It saves time and provides consistency from the entry perspective. (fig. 12).

- If your organization uses distribution codes (which are allocations at the point of entry), you may select one from the dropdown list. Please refer to the Setting Up and Maintaining Distribution Codes Training Video (GLS 20) for more information.

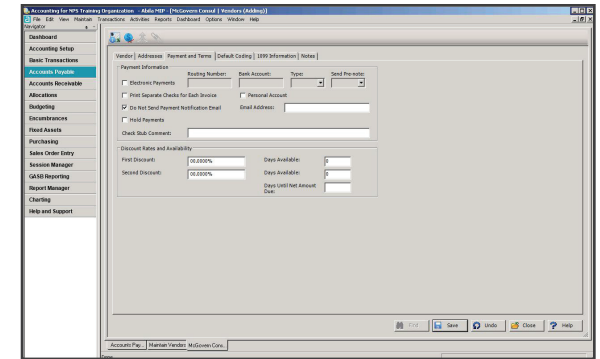


fig. 10

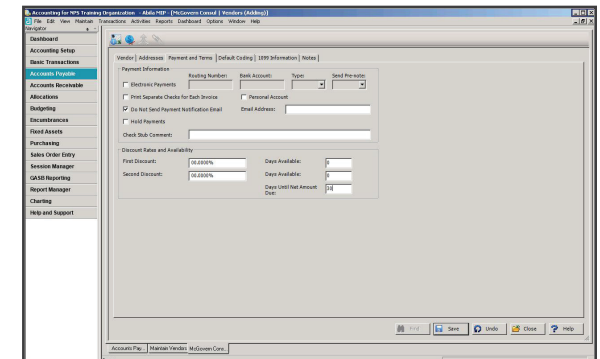


fig. 11

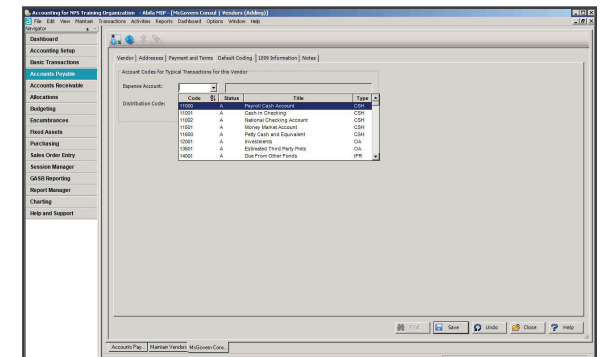


fig. 12

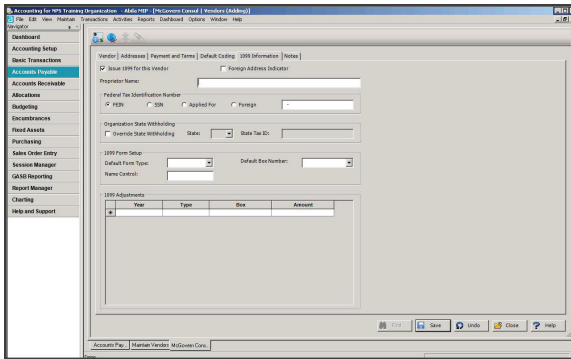


fig. 13

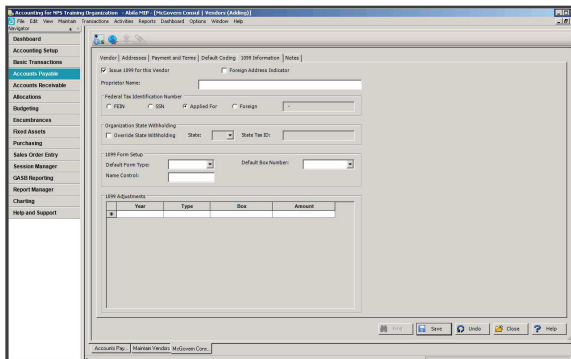


fig. 14

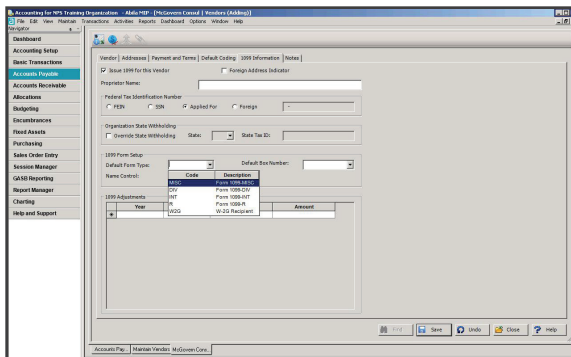


fig. 15

Step 18

Next is the 1099 Information tab. To activate the fields for entry, check the box that says Issue 1099 for this vendor.

Step 19

Next, in the Proprietor Name field, enter the name of the owner of the business if the name is different from the Vendor's name. This is the name that will print on any 1099 forms. (fig. 13).

Step 20

The Federal Tax Identification Number field contains radio buttons that allow you to select the type of Number being entered. This information can be found on the W9 that you received from the vendor. Then enter the actual number in the field to the right.

Step 21

If you need to process a payment without having a completed W9, which we do not recommend, but you know the vendor should be issued a 1099, click the Applied For radio button as you are awaiting the completed W9 form. (fig. 14).

Step 22

Please contact our office to discuss Organization State Withholding and to help show you the best way to implement them.

Step 23

In the 1099 form setup, select the appropriate item from the dropdown menu. In our experience, the most common default form type for vendors is MISC for miscellaneous. (fig. 15).

Step 24

Then select the appropriate Default Box number from the drop down list to the right. This can be changed when processing transactions. Some lines may relate to a 1099 box number while other lines reflect reimbursements and may not relate to a box number.

Step 25

Next, in the Name Control field, enter the first 4 characters of the vendor's name, disregarding the word "The" (fig. 16).

Step 26

In the 1099 Adjustments fields, you can manually increase or decrease the amount for each year that should be included on the 1099. For more information on the 1099 process please refer to our 1099 Vendor- Year End Processing Training Video (VEN 50). (fig. 17).

Step 27

The last tab is the Notes tab. It is a free form text field where you can add any additional information as desired. The notes field is a great place to centralize information and eliminate post it notes. (fig. 18).

Step 28

Click on Save to finish setting up your new vendor account.

Step 29

Finally, if additional vendor information needs to be tracked, user-defined fields can be created to retain this information. For more information about establishing user defined fields please contact Abila or your Business Partner.

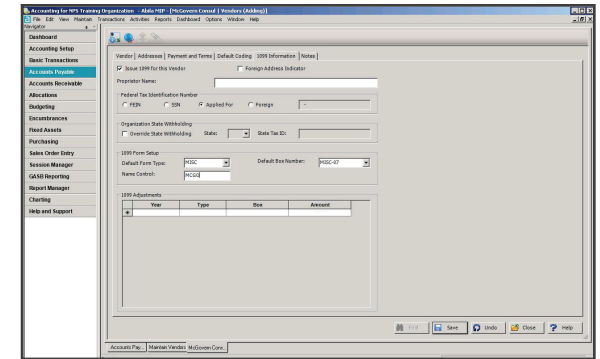


fig. 16

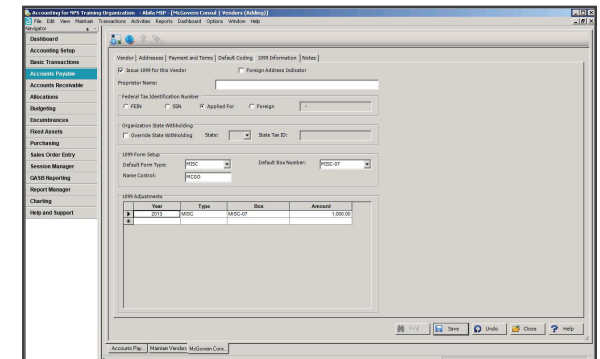


fig. 17

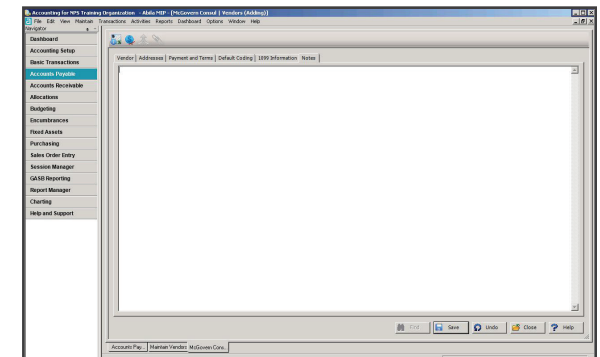


fig. 18

Conclusion

To recap this training video on vendor set-up, you have learned the standards for creating a vendor ID, how to fill out the address file folder tab and if needed, how to create multiple addresses. You learned the key points regarding payment and terms, default coding, 1099 information and the notes file folder tabs.