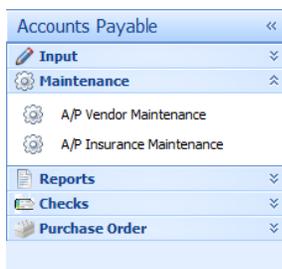




## A/P Vendor Maintenance

A/P Vendor Maintenance is used for setting up new vendors, looking up vendor information, or updating vendor information.

From the Main Menu (Accounts Payable > Maintenance > A/P Vendor Maintenance)



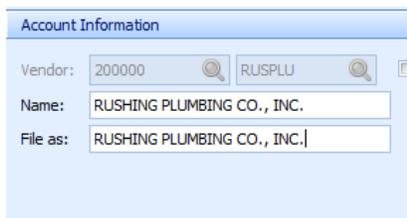
**Account Information:** The first Vendor box is defaulted to a control account, you won't change this. Vendor ID - This can be alpha, numeric, or alphanumeric.

*Note: If you are creating a new vendor, you can click on the "Next Available Number" button.*

*Note: Fastest way to look up a company is knowing how you create the vendor's "Abbreviation" for example Rushing Plumbing is saved (RUSPLU). We take the FIRST 3 letters of the first name and the FIRST 3 letters of the last name.*

**Name / File as:** Name is for the full description of the name. File As - This field can be left blank. If, for example, the vendor's name is "Vendor Sample", you will want to put the same as Name in this field. When looking for this vendor alphabetically, this vendor will appear with the D's.

Another example would be if the vendor's name is The ABC Company. By putting ABC Company in this field, this vendor will appear with the A's.



**Vendor Information:** Double click on Default Location - Here, you will enter the vendor's default location. Default location can be the billing address and/or business address. Click on the drop down box and you can select. Note: You can have both addresses associated with this vendor. If they have a billing address and a business address, enter them under default location.

Location Name	Phone Number	Fax Number
> Default	(901) 360-9224	(901) 360-8340

Location Information

Business Address: MANAGEMENT FEE  
3728 CHERRY ROAD

Location Name: Default

Default Location  Inactive

Phone: (901) 360-9224 Fax: (901) 360-8340

Website:

Update Cancel

**Phone Number:** Vendor Phone Number can have multiple numbers.

**Fax Number:** Vendor Fax Number can have multiple fax numbers.

**Email Address:** Vendor Email address can have multiple email addresses.

**Websites:** Vendor Websites can have multiple websites.

*Note: You can have different addresses for billing, shipping, and business all under one location.*

Location Name: Default

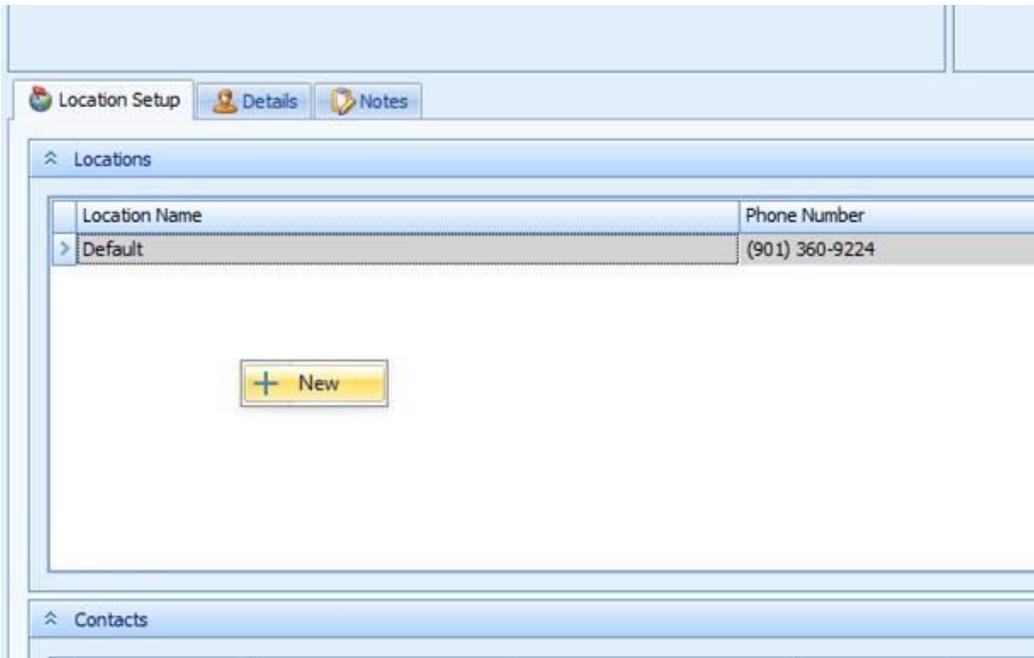
Default Location  Inactive

Phone: (901) 360-9224 Fax: (901) 360-8340

Website:

**Adding more locations under one company:** To enter a location or additional location, right click in "Locations" and click "New". You can call the location whatever you would like.

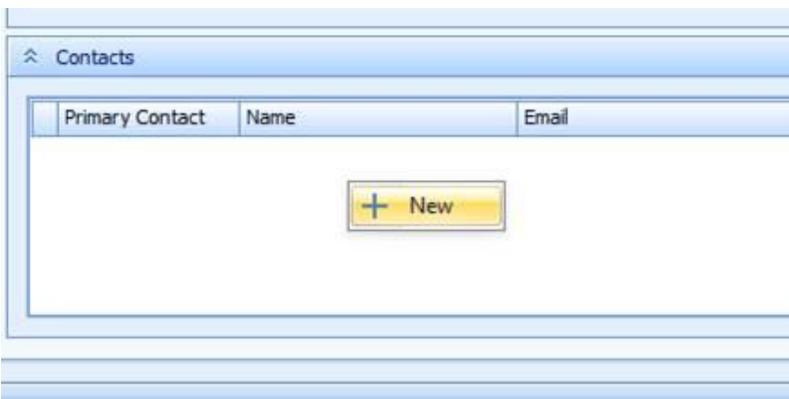
Multiple addresses can be entered for each location. Enter phone number, fax number, and website here. You can also make a location default or inactivate a location here. Click "Update" when you are done editing.



**Contacts:** You can add as many contacts as you would like. Right click on the bottom under contacts. Click "New" to add or right click and select delete to delete a contact.

Here, you can enter name, email, multiple phone numbers, extension, title, etc. Select which location you want the contact associated with. If you only have one location, select "Default".

*Note: EVERY contact MUST have a location.*



**Details Tab:**

**Tax ID:** Tax ID Number

**A/P Discount Percent:** % of vendor discount.

**Default A/P Discount Percent:** Click if this is your default.

**Print 1099:** Select if you want vendor to show up on the 1099 tax reporting.

**A/P Term (Days):** Click the down arrow to choose.

**A/P Term:** Click the down arrow to choose.

**Default A/P Terms:** Click the down arrow to choose.

**A/R Service Order Mark-up Percent:** This field can be left blank.

**Default Distribution:** A/P Direct Deposit Routing Number - Enter in the bank routing information.

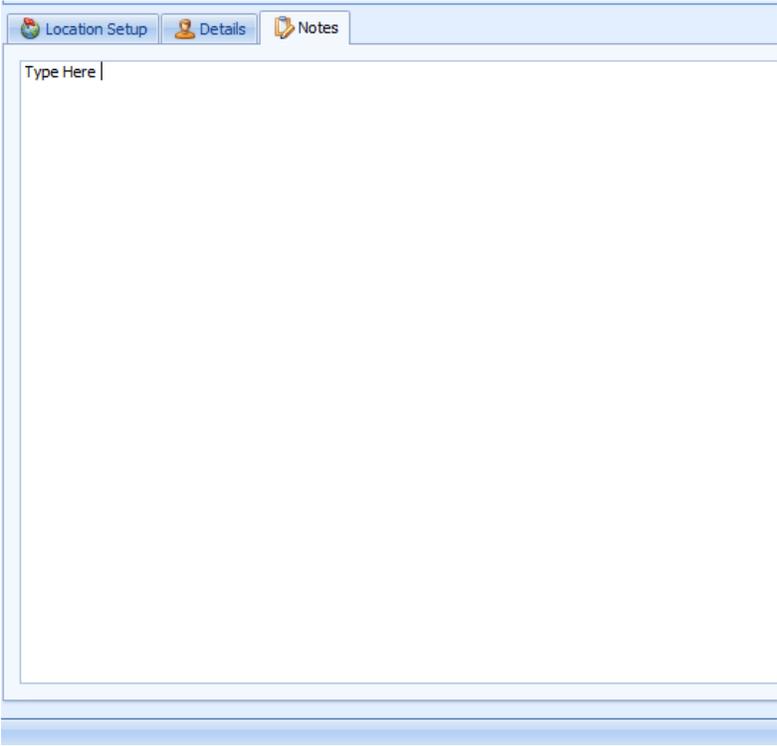
**Bank Account Number:** Enter bank account number.

**Savings Account:** Select if this account is savings.

The screenshot shows a software interface with three tabs: 'Location Setup', 'Details', and 'Notes'. The 'Details' tab is active. The form contains the following fields and controls:

- Tax Id:** A text input field.
- Print 1099:** A checkbox.
- A/P Discount Percent:** A text input field containing '0.0000'.
- Default A/P Discount Percent:** A checkbox.
- A/P Terms(Days):** A spinner control showing '0'.
- A/P Term:** A spinner control showing '0'.
- Default A/P Terms:** A dropdown menu.
- A/P Direct Deposit Routing Number:** A text input field.
- Bank Account Number:** A text input field.
- Savings Account?:** A checkbox.

**Notes:** If you want to store any important notes/ information regarding that vendor



The image shows a screenshot of a software application window. At the top, there is a navigation bar with three tabs: 'Location Setup' (with a globe icon), 'Details' (with a person icon), and 'Notes' (with a notepad icon). The 'Notes' tab is currently selected. Below the tabs is a large, empty text input area with a light blue border. The text 'Type Here |' is visible at the top left of this area, indicating where the user should enter their notes. The interface has a clean, professional look with a light blue and white color scheme.