

Vendor Setup

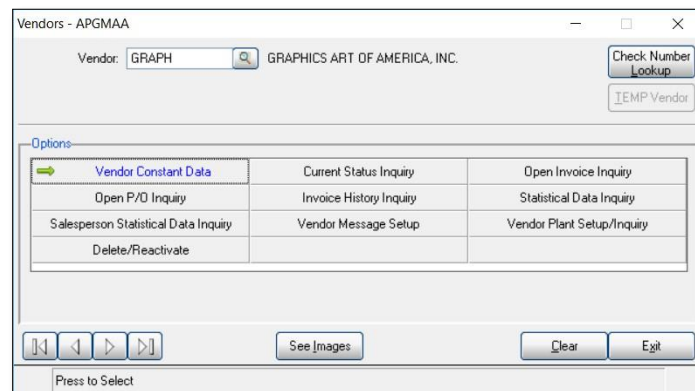
In this session we'll learn the general features of Vendor Setup. The Vendor record controls, remitting and shipping addresses, and default settings to expedite order processing.

Vendors

DB Distributor > Accounts Payable > Setup > Vendors

1. Enter the Vendor ID to bring up the record.
2. If the Vendor ID does not match an existing Vendor, an **ADD** option appears.
3. Click **Yes** to Add
 - a. This creates the account and opens Vendor Constant Data option for entry details.
4. Click **No** to return to Vendor screen.

Note: The Vendor ID field size is configured at setup by your company. It can have a maximum of 8 alpha-numeric characters.



Options Overview

There are 10 Options in Vendor setup. The last option viewed is highlighted in blue. Here is an overview of each option's functionality.

1. **Vendor Constant Data** – Vendor default information (address, terms code, etc.).
2. **Current Status Inquiry** – 1099 information
3. **Open Invoice Inquiry** – This option shows all open invoices with their original balance, and all subsequent activity. Open invoices are defined as having a balance or having gone to a zero balance since the last period end processing. Double-click the invoice to view details.
4. **Open P/O Inquiry** – Displays open Purchase Orders.
5. **Invoice History Inquiry** – Displays paid invoices that have been paid and moved to history. Double-click the invoice to view details.
6. **Statistical Data Inquiry** – Displays period driven statistics of activity.
7. **Salesperson Statistical Data Inquiry** – Displays purchase data by salesperson.
8. **Vendor Message Setup** – Used to add messages that display in various software modules when this vendor is selected.
9. **Vendor Plant Setup/Inquiry** – Used to add multiple vendor locations/plants.
10. **Delete/Reactivate** – Used to set the vendor to be deleted or reactivated

Vendor Constant Data

This option contains the data fields that are constants when using this vendor. All fields or features may not be used by your company.

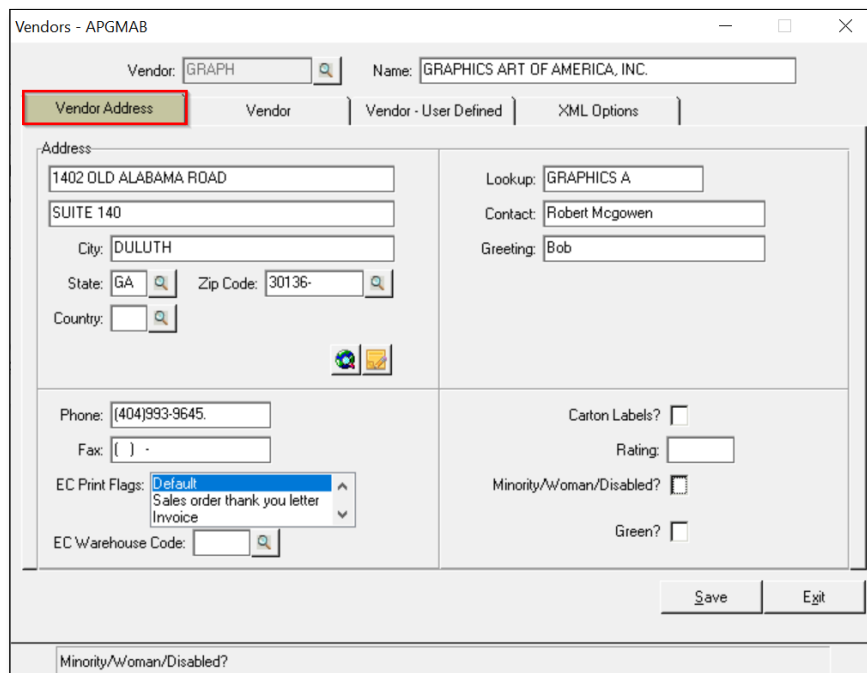
The “Vendor:” field is the identification number or code. It has a maximum of 6 alpha-numeric characters. The “Name:” field has a maximum of 35 characters.

Vendor Address tab

This tab contains standard fields for address and contact information. This address is used for check remittance and shipping. Additional shipping addresses are added through the Vendor Plant Setup/Inquiry option, on the previous screen.

Additional Fields

1. **Lookup:** Used when looking up a vendor. (3rd searching option)
2. **Contact:** Vendor’s Contact.
3. **Greeting:** For customizing letters to vendors (old tech) commonly used as workaround to customize reports.
4. **EC Print Flags:** eCommerce feature not covered in this course.
5. **EC Warehouse Code:** eCommerce feature not covered in this course.
6. **Carton Labels?** Check to print carton labels.
7. **Rating:** 0-100 as decided by your company.
8. **Minority/Women/Disabled?** Flags vendor as one of these qualifiers.
9. **Green?** Flags vendor as environmentally safe.



Note: As you tab through the screen, the selected field displays in the bottom bar.

Vendor tab

This tab contains default settings related to a Vendors accounting options. Commonly, only the Category and the Terms code need to be entered. Some fields default to the parameter settings, i.e., Bank Code.

Specific Fields

1. **Category:** Select a category from the lookup. *Required**
2. **Comment:** *Optional*
3. **G/L Account:** For non-cost of goods sold vendors (rent, phone) to direct activity to different G/L Account.
4. **Bank Code:** Auto set by parameters. *Required**
5. **Terms:** Select terms from lookup. *Required**

Note: The rest of the fields on this screen are not covered in this course.

Vendor – User Defined

Optional: used to customization reports based on your definitions.

XML Options

Not covered in this course.

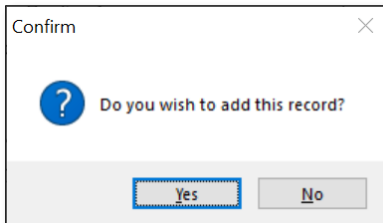
Click **Save** to update the vendor record then **Exit** to return to the Vendor screen.

Vendor Plant Setup/Inquiry

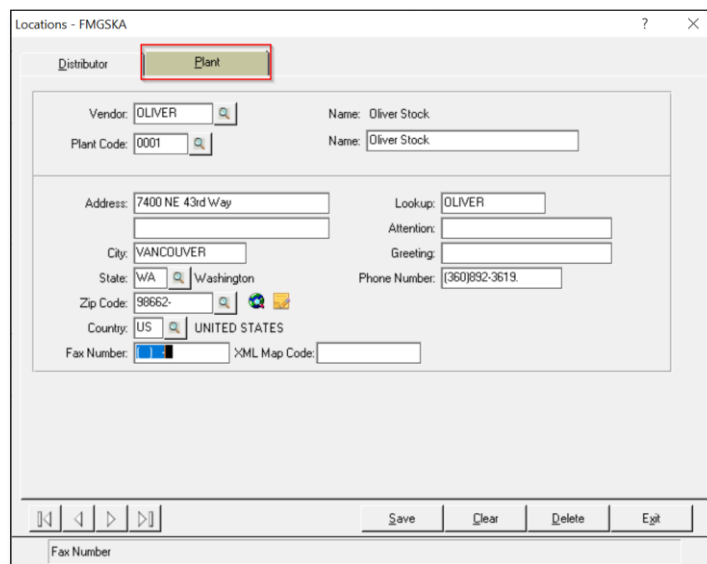
The Vendor Plant Setup is used to add additional manufacturing locations for your vendor. Enter the Vendor ID before selecting this option.

Adding a Plant

To add a new plant, type the desired Plant Code and hit 'Enter'. A prompt display's:



Click Yes and enter the standard address fields.



Note: The Distributor tab is not used in this screen.

Buttons

1. Click **S**ave to update the vendor record.
2. Click **E**xit to return to the Vendor screen.
3. Click **C**lear to empty the screen and start over.
4. Click **D**elete to delete the plant/location.

Please refer to your companies Vendor vetting processes before adding new vendors!