

Enter/Edit Vendors

PROGRAM NAME: APVENDOR
MENU OPTION TITLE: Enter/Edit Vendors
MAIN MODULE: ACCOUNTS PAYABLE
HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

The Enter Vendors procedure is one of the first to be performed when setting up the Accounts Payable System. Its purpose is twofold. First, it allows the user to enter new vendors in order to build the Vendor Master File; secondly, it provides a means of changing information pertaining to the vendor such as address or discount terms.

The Enter Vendors procedure is composed of two screens. The first screen contains vendor address and identification information. The second screen holds YTD totals, last check information, and discount terms. Flipping back and forth between these two screens is accomplished by using the up and down keys. Information pertaining to YTD totals and check information is updated continuously during the operation of the various A/P routines. At initial setup time, the balances may either be left at zero or current balances may be entered from prior accounting systems into the appropriate fields.

Helpful Hint: If the user wishes each vendor's YTD PURCHASES and CURRENT BALANCE to be reflected in the new systems, there are two options available at setup time. First, each individual unpaid invoice may be entered for each vendor using the Enter Vouchers routine, followed by running the Update Data Base procedures. Secondly, determine and enter each vendor's current balance and enter a voucher with a dummy invoice number, and the balance in the Enter Vouchers, followed by running the Update Data Base routine.

PROGRAM OPERATION

VENDOR #: When entering new vendors, an eight digit alphanumeric identifier must be assigned to each. The identifier assigned to the vendor will then be used when accessing any information pertaining to each. We suggest that rather than using numbers to identify the vendors, use letters of the alphabet. The VENDOR # MICMAN will be easier to remember than some arbitrary numeric value.

HELPFUL HINT: If purchases are made from multiple divisions of a vendor and each of the divisions has the same name but different addresses, assign each division the same VENDOR #, but add an extra number or letter to the end of each division's VENDOR # to uniquely identify each one. For example, if purchases are made from the General Motors Plant #1 and also from General Motors in Flint, Mich., assign General Motors Plant #1 the VENDOR # GENMOT1, and General Motors in Flint, Mich. the VENDOR # GENMOTFL.

VENDOR NAME: Enter the name of the vendor. The name that is entered will appear on checks printed to the vendors. Great care must be taken to avoid spelling errors when entering this important information.

VENDOR ADDRESS 1: Enter the Vendor's street address. This address will appear on checks printed to the vendor. Accuracy is important when entering this critical information.

VENDOR ADDRESS 2: If the vendor has a suite number, apartment number or P.O. Box number, enter it here. This address will appear on checks printed to the vendor. Accuracy is important when entering this critical information.

VENDOR CITY: Enter the city where the vendor is located.

STATE: Enter the state where the vendor is located.

ZIP: Enter the vendor's zip or postal code.

PHONE NUMBER: Enter the vendor's phone number. This field does not print on checks.

CONTACT PERSON: Enter the main contact person at the vendor's site.

1099 (Y/N): An entry in this window is required only if it is necessary that the vendor receive a 1099 form at the end of the year (contract salespeople, subcontractors, etc.). If a 1099 form is required, enter a "y".

FED ID NUMBER: An entry in this window is required only if it is necessary that the vendor receive a 1099 for the end of the year. If a 1099 form is required, enter the vendor's federal tax number (state vendor license number, social security number, etc.).

When an entry is made in this field and the RETURN key has been pressed, the message "Press RETURN to continue" will be displayed. Pressing the RETURN key at this point will cause the second screen to be displayed. A description of the entry fields contained on the second screen follows:

VENDOR ID: No entry can be made in this field. The vendor number entered on the first screen will be made automatically displayed here.

YTD PURCHASES: No entry is required in this field. This figure represents the total purchases made from the vendor so far this year.

YTD FREIGHT: No entry can be made in this field. This figure represents the total freight that the vendor has charged so far this year.

YTD TAXES: No entry is required in this field. This figure represents the total sales taxes that the vendor has charged so far this year.

YTD CREDITS: No entry is required in this field. This figure represents the total credits received from a vendor this year.

APPLIED CREDITS: No entry is required in this field. This figure represents the amount of the YTD CREDITS that have been applied against the vendor's balance. The amount of open credit (unapplied) can be determined by subtracting this field from the YTD CREDITS.

YTD PAYMENTS: No entry is required in this field. This figure represents the total amount (less early payment trade discounts taken) sent to the vendor so far this year.

CURRENT BALANCE: No entry can be made in this field. This is the amount that is currently owed to the vendor.

DATE LAST PAID: No entry is required in this field. It is automatically maintained by the check processing procedure and reflects the last date that a payment was sent to the vendor.

AMOUNT LAST PAID: No entry is required in this field. It is automatically maintained by the check processing procedure and reflects the amount of the last payment sent to the vendor.

LAST CHECK #: No entry is required in this field. It is automatically maintained by the check processing procedure and reflects the number of the last check sent to the vendor.

TERMS TYPE: An entry is required in this field. The only valid entries are "I" and "S". An entry of "I" means that the discount and due dates will be calculated from the date of the invoice. An entry of "S" means that the discount and due dates will be calculated from the first day of the next month.

TERMS DAYS: Enter the number of the discount days that the vendor allows. For example, if the vendor's terms are 2% discount in 10 days, net due in 30 days, you should enter 10.

TERMS PERCENT: Enter the discount percent the vendor allows. For example, if the vendor's terms are 2% discount in 10 days, net due in 30 days, you should enter 2.00.

DUE DAYS: Enter the number of the due days that the vendor requires. For example, if the vendor's terms are 2% discount in 10 days, net due in 30 days, you should enter 30.

When an entry has been made in this field and RETURN has been pressed, the message "Press RETURN to continue" will be displayed. Pressing RETURN again will cause the information entered to be saved. The screen will be cleared, and the first entry screen will be displayed again enabling the user to enter information for the next vendor.

After you have entered the information for a vendor, you may find that you have made some input errors or the information pertaining to a vendor may change, such as the address, for example. Changes to vendor information can be made by typing in the appropriate vendor's ID and pressing RETURN. After a short pause, the information pertaining to this vendor will be displayed. Position the cursor into the window where

information is to be changed, (using RETURN and BACK WINDOW) Make the change, and save the record. In this manner you can change any vendor information with the exception of the vendor ID. Since you cannot change the vendor ID, it is important that you take the time to assign the vendor IDs before actually entering them into the computer.

NOTE: Vendors cannot be deleted from this screen. If it is necessary to delete an inactive or old vendor, use the DELETE VENDOR procedures on the File Maintenance Menu.