

Set Up Vendors

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In this program, all outside entities (trade contractors, suppliers, overhead suppliers, etc.), that provide goods and services are referred to as Vendors. To set up or edit Vendors, click the **Payables and Vendor Management** link on the Navigation window. OR type **AP** (for Accounts Payable) or **VE** (for Vendors) into the Index field and press your Enter key. This will open the 'Vendors and Payables Management Window'.

Vendors will be used when entering bills to pay, requesting bids, preparing Purchase Orders, etc. They do not have to be set up all at once. You will be able to set up Vendors "on the fly" from those windows and other windows as you need them.

The first window to open is for entering a date to use for displaying Vendor bills that are due as of that date. When setting up, just click the Continue button. Using the date will be discussed in other Payables instructions.

Enter Due Date For the Bills Due Column

Enter Due Date:

Continue

Enter DATES using 6 numerical digits. Example: For December 31, 2006, enter 123106. If there is any problem entering the date, press the Escape key on your keyboard and try again.

The window that opens after clicking the 'Continue' button will display a list of all vendors, some vendor info, and totals of bills due, unpaid, paid, for each vendor. Several features on this window will be described in a separate Help document.

Vendors and Payables Management

Find Vendor Code: Find Name:

Disable Click on Vendor Code, Name, Phone, etc., to open Vendor Setup. Double Click on Amounts to open Detail behind the amounts.

Select Task	Vendor Code	Add new vendor	A-Active	Contact Name(s)	Office Phone	Amount Due As Of 6/24/2008	These may include invoices with future dates!			
			Headline				Selected TO PAY	Unpaid	Paid	Total
Select Task	AMEX	American Express	A. SUPPLIER		(800) 492-0460	\$0.00	\$0.00	\$0.00	\$19,569.69	\$19,569.69
Select Task	AMEXOPTI	AMEX Optima	A. OVERHEAD			\$0.00	\$0.00	\$0.00	\$2,751.22	\$2,751.22
Select Task	ARRFOFO	Arrivo Framing	A. SUB-CONTRACT	Leo Arrivo	(912) 893-2632	\$27,406.23	\$0.00	\$27,406.23	\$38,623.40	\$61,829.63
Select Task	ATADDOAR	ATA/Beauz Tandemmy	A. OVERHEAD			\$0.00	\$0.00	\$0.00	\$239.91	\$239.91
Select Task	AUDVIDEO	Audio Video Environments	A. SUB-CONTRACT			\$0.00	\$0.00	\$0.00	\$1,522.00	\$1,522.00
Select Task	AUSDLOG	Austin Building Products	A. SUPPLIER		(912) 251-9290	(\$609.52)	\$0.00	(\$609.52)	\$5,689.52	\$5,080.00
Select Task	AUSBUSJO	Austin Business Journal	I. OVERHEAD			\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
Select Task	AUSCOUNT	Austin Countertops	A. SUB-CONTRACT		(912) 636-6180	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Select Task	AUSPROP	Austin Professional Centers	A. SUPPLIER		(912) 246-1180	\$0.00	\$0.00	\$0.00	\$114.50	\$114.50
Select Task	AUSTAR	AUSTIN STAR ROOFING	A. SUB-CONTRACT	Tom Davis	(912) 323-4444	\$0.00	\$0.00	\$0.00	\$23,985.04	\$23,985.04
Select Task	AUSMIOUS	AUSTIN WROUGHT IRON	A. SUB-CONTRACT	Keece Jackson	(912) 846-9931	\$0.00	\$0.00	\$0.00	\$814.25	\$814.25
Select Task	BANKOFAM	Bank of America	A. OVERHEAD		(800) 449-2273	\$0.00	\$0.00	\$0.00	\$52,956.91	\$52,956.91
Select Task	BATCITY	Bat City Productions	I. OVERHEAD	Joseph Malouka	(912) 200-0795	\$0.00	\$0.00	\$0.00	\$520.00	\$520.00
Select Task	BEAUCHAM	Kenneth D. Beauchamp	A. SUB-CONTRACT	Kenneth D. Beauchamp		(\$500.00)	\$0.00	(\$500.00)	\$0.00	(\$500.00)
Select Task	BETTERSB	Better Business Bureau/Central Texas	A. OVERHEAD		(912) 445-0740	\$0.00	\$0.00	\$0.00	\$295.00	\$295.00
Select Task	BETTES	Betts Service Company, Inc.	A. SUPPLIER		(912) 494-9591	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Select Task	BRIGHAM	Jennifer Brigham	A. OVERHEAD		(111) 111-1111	\$0.00	\$0.00	\$0.00	\$395.00	\$395.00
Select Task	BOWCC	Bank of America Business Card	A. SUPPLIER		(800) 449-2273	\$0.00	\$0.00	\$0.00	\$90.21	\$90.21
Select Task	BRIGHFCM	Brighton Custom Paint	A. SUPPLIER		(912) 740-6080	\$0.00	\$0.00	\$0.00	\$3,660.00	\$3,660.00
Select Task	BROWDAC	JACK AND JILL	A. PRIOR	Jack and Jill	(800) 808-0880	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$47,089.59	\$0.00	\$47,089.59	\$398,074.64	\$445,034.23

Setting Up Vendors - continued

To Add a New Vendor, click the 'Add New Vendor' button. OR, hold down the Alt key on your keyboard and press the letter N. (Notice that N is underlined on the button.)

Select Task	Vendor Code	Add New Vendor	A-Active	I-Inactive	Contact Name
Select Task	AMEX	American Express	A	SUPPLIER	

Add New Vendor

Enter a Code - Up to 10 Alpha or Numeric Characters

OR Select a Payor or Contact from the list to include as a Vendor.

(Employees cannot be set up as a Vendor.)

Vendor Code: AUSSTAR It's a good idea to use all caps.

Vendor Name: AUSTIN STAR ROOFING / TOM DAVIS

The Vendor Name must be 50 characters or less! Also, it's a good idea to use all caps!

Add the New Vendor

Do Not Add a New Vendor

The first window that pops up is for assigning a 'Vendor Code' to the vendor. The Vendor Code is used to identify and hold records related to the Vendor. See hints below for creating vendor codes.

Note: If you need to pay employees for things outside of payroll, you CAN set them up as Vendors, but must use a Vendor Code that is different than their Employee ID.

If you need to set up a Payor/ Customer as a Vendor, the same code CAN be used.

Use the drop down list in the Vendor Code field to review codes that have already been assigned to vendors, employees, and Payors..

Vendor Code - Required. Up to ten alpha or numeric characters are allowed for the Vendor Code. Since many reports and screens are sorted by Vendor Code, you should begin the code with Alpha characters that will allow the Vendor Code lists to be sorted alphabetically. Use a Vendor Code that is easy to associate with the Vendor. The Vendor Code uniquely identifies the Vendor. It is used when entering invoices, selecting invoices to be paid, etc.

HINT -> When you are entering a Vendor Code during data entry (for ex: posting bills), the "auto fill" function will start to fill in matching Vendor Codes as you type the code. That's why it's so handy to use Vendor Codes that are easy to associate with the Vendor.

ANOTHER HINT-> A vendor named George Brown Masonry should have a code beginning with "BRO". A general rule of "filing" is that the last name is used if a person's name is used in the company name.

Vendor Name - Required. Enter the Vendor's name or Company name here. This will be the name printed on checks. NOTE: If the vendor is a sole proprietor, their name should follow the company name because the Vendor Name will print on 1099's. Since Vendor Names will be used as headings on several reports, it's a good idea to use all caps.

Button: Add the New Vendor - When the 'Add the New Vendor' button is clicked, the Add/Edit Vendors window shown on the next page will open.

Left Side of Add or Edit Vendors Window

To Find a Vendor that is already set up, type the Vendor Code into the Find box.

Link: Change Code - To change the Vendor Code, click the 'Change Code' link. When a Vendor Code is changed, all records that were connected to the original Vendor Code will be changed to the new Vendor Code. A note about the change (and who changed it) will be sent to the Audit table.

Link: Change Vendor Name - To change the Vendor Name, click the 'Change Vendor Name' link. The Name field is locked so that a note about the Vendor Name change (and who changed it) is sent to the Audit table when the button is clicked. This is for internal control.

See explanations for fields on the Add/Edit Vendors window below and on following pages.

Add or Edit Vendors

Find (try F4)-> AUSSTAR Add New Vendor

Vendor Code: AUSSTAR Change Code Status: ACTIVE

Vendor Type: SUB-CONTRACTOR +Type On Bids List? Yes

Name: AUSTIN STAR ROOFING

Customer #:

Street: 1608 WATER RIDGE RD.

Street:

City: AUSTIN

State: TX Zip Code: 78704-1430 Change Vendor Name

Contact: Tom Davis

Phone Numbers, Email, and Web Site

Home: Ext:

Work 1: (512) 333-4444 Fax 1: (512) 444-5555

Work 2: Fax 2:

Mobile 1: (512) 555-6666 Mobile 2: (512) 666-7777

Email: ausstar@anywhere.com

Web Site:

G/L Acct. #: 1430-DIRECT CC + Dept. CH Assign Other

Cost Code: 4030-Roofing - Turnkey + Cost Codes to Vendor

Description for bills: Roofing Draw

The GL Acct, Dept, Cost Code, and description selected will drop in when posting bills from the vendor. Select the most commonly used ones for the vendor. They can be changed during data entry.

Review (V)endor, (P)ayor, and (C)ontact Codes

Vendor Code	Vendor Name	V	C
AUSBUSJO	AUSTIN BUSINESS JOURNAL	V	C
AUSCOUNT	AUSTIN COUNTERTOPS	V	C
AUSPROF	AUSTIN PROFESSIONAL COURIERS	V	C
AUSSTAR	AUSTIN STAR ROOFING	V	C
AUSW/BOUC	AUSTIN W/BOUC/IT IRON	V	C

Fantastic Builder, Inc.

Status - Required. Choose between ACTIVE and INACTIVE. The default status is ACTIVE. Later, if you will no longer be using the Vendor, you can change the STATUS to INACTIVE. NOTE: If a vendor's status is INACTIVE, checks will not be printed for the Vendor, EVEN IF there are bills selected to pay. This is a handy way to "block" or "put on hold" a Vendor that should not be paid.

Vendor Type - Required. Select a Vendor Type from the drop down list. To add new Vendor Types, use the button labeled "+Type" to the right of the field. The most commonly used Vendor Types are Sub-Contractor, Supplier, and Overhead. Overhead is used for Vendors that provide overhead products or services, such as Office Supplies, Telephone Service, Utilities, etc. Various lists of Vendors can be printed that are grouped by Vendor Type. The Vendor Type is useful when selecting batches of bills for printing checks, for printing batches of Purchase/Work Orders, or for printing Waivers of Liens.

On Bids List? - Required. Selecting "Yes" here will cause the Vendor to be included on the "Bids/Plan Tracking Form" that can be printed from the menu window that is used to open job budgets. This form provides the Vendor's name and phone numbers on a check list for requesting bids, tracking the distribution, and tracking the return of plans and bids.

Setting Up Vendors - continued

Name - See information on previous pages about the Vendor Name.

Customer # - Optional. Enter an account number here that has been assigned to your company by the Vendor. If the Vendor is a Credit Card company, it can be handy to enter the Credit Card number in this field.

Street, Street, City, State, Zip Code - Optional. The two **Street** lines are provided in case the Vendor has a long, or 2-line, street address. Both of these street lines will be printed on checks to Vendors that will fit into window envelopes. **WARNING!** 1st and 2nd Street lines have to be combined into one line on the 1099 forms. If their combined length is longer than the room allowed on the 1099, the 2nd line will be truncated.

Contact - Optional. This is for information purposes only. It's purpose is to give you a place to type in the name of the person to contact in the Vendor's company. The contact name(s) will be included on various Vendor and Contact lists and reports.

Phone Numbers, Email, and Web Site - Optional. Enter the appropriate phone numbers, email, and web site for the Vendor. Area codes are NOT required. To leave out the area code, move your cursor past the area code parenthesis.

G/L Acct # - Optional. If you select a "General Ledger Account" from your Chart of Accounts in this field, it will be supplied as the Default GL Account for this Vendor when entering invoices to pay. The GL Account is used in records to determine where it will be displayed in your accounting books and on Financial Statements. Choose the Account that will be most often used for posting invoices from this Vendor. **It can be overwritten when posting invoices**, if necessary. **HINT:** For most subcontractors and suppliers, you might use the a Work-In-Progress type of account like "Direct Construction Costs" IF you post job costs to Work In Progress until the job is closed. Please discuss this feature with your accountant. It can be handy to have your accountant enter the default G/L accounts for the Vendors so that a data entry person will not have to figure out which G/L account number to select when posting bills. Set up new General Ledger accounts "on the fly" by clicking on the "+" button to the right of the field.

Dept. - Optional. Select a "default" Department for the Vendor from the drop down list. The department selected here will be supplied as the Default Department for this Vendor when entering invoices to pay. It can be overwritten when posting invoices, if necessary. To set up new departments, go to the Navigation window and type "Departments Setup" into the Index. Help about departments is available on the Accounting management window.

NOTE: When jobs are set up, a department is associated with the job. When a job is selected during data entry of Vendor Invoices, the department associated with the job will overwrite the Vendor's default department.

Cost Code (for job costs) - Optional. If you select a Cost Code from your list of Cost Codes, it will be supplied as the Default Cost Code for this Vendor when entering invoices to pay. It can be overwritten when entering an invoice if the Vendor is being paid for a different type of cost. If the Vendor will not be supplying products or services related to Jobs, then leave the zero cost code in the field. Set up Cost Codes "on the fly" by clicking on the "+" button to the right of the field. See Help on the window that opens for setting up cost codes.

Assign Other Cost Codes to Vendor (link) - To attach other job Cost Codes to the Vendor (in addition to the default Cost Code described above), click this link. Assign as many cost codes as you like to the vendor by using the pop up window that will appear. There are reports available in the program that will list vendors that are associated with each cost code.

Description for Bills - Optional: Type in a description to drop in when entering bills for this vendor. It can be overwritten when actually entering bills.

Review Vendor, Payor, and Contact Codes (list box) - For review only. The list of Vendor Codes, Payor ID's, and Contact Codes are displayed for review of Codes and ID's used for vendors, payors, and contacts. You can scroll through them to see what other codes have been used and to see classifications.

CONTINUE TO THE NEXT PAGE FOR EXPLANATIONS OF FIELDS ON THE RIGHT SIDE OF ADD/EDIT VENDORS WINDOW.

Right Side of Add/Edit Vendors Window (Supplier/Trade Contractor Control)

See explanation of these fields below and on following pages.

Vendor Activities/ Notes		Delete?		Home	
Balance Forward	\$0.00	<-Hint		Vendor Info for Online Banking (to be included in future program updates)	
Payment Discount %	0.00%	Enter as decimal.		Name on Bank Account	AUSTIN STAR ROOFING
Sales Tax Adj: (Disc Rate X Sls Tx Rate)-Disc Rate				Bank Name	None
# Days To Pay	0	OR	Day Of Mo. Due	15	
		OR	Due End of Month?	<input type="checkbox"/>	
Retainage?	<input type="checkbox"/>	Retainage %	0.0%		
1099 Default	Tax ID Number				
MISC	111-11-1111				
Name to Print on 1099->		Tom Davis / Austin Star Roofing			
G/L Ins Required?	<input checked="" type="checkbox"/>	Rate	Liability Amt	Required Amt:	Required Amount is entered on the Company Master.
Exp. Date	09/30/06	2.54%	\$1,000,000	\$1,000,000.00	
Worker's Comp Required?	<input checked="" type="checkbox"/>	Rate	0.00%	Exp.	11/30/01
Other Expirations-Type In Any Title		Req?	Exp. Date		
City License		<input checked="" type="checkbox"/>	12/31/06		
State License		<input checked="" type="checkbox"/>	10/15/06		
None		<input type="checkbox"/>	01/01/05		
None		<input type="checkbox"/>	01/01/05		
None		<input type="checkbox"/>	01/01/05		
None		<input type="checkbox"/>	01/01/05		
VENDOR NOTES		Copy the Vendor Notes to Activities that will POP UP during data entry.			
We need the W9 form from Austin Star Roofing.					
For various Lists of Vendors, go to Payables Mgt on the Navigation window, then use the Vendor Lists button on toolbar. OR, type VLI in the Index field.					

Balance Forward - Optional. This field is to use during your setup year only. If you are setting up your books in the middle of a calendar year, the program will have record of all payments paid to a Vendor for the entire year. If this is the case, AND the vendor should receive a 1099 for the year, enter the total amount paid to the Vendor during the calendar year up to the date of conversion to this program. When 1099's are calculated at year end, the program will add this amount to the amounts paid to the Vendor using this program. Once the 1099's for your setup year have been printed, clear these Balance Forward amounts on the 1099 window. If the Balances Forward for Vendors are not cleared before printing 1099's in the following year, they will be added again (which you do not want).

NOTE: Amounts that you enter as PAID for a Vendor when entering Prior Period Entries described in other Payables Help documents WILL BE included as paid by this program when 1099's are calculated. Therefore, it is important to DEDUCT any Prior Period Paid entries posted for the year from the Balance Forward amount.

Payment Discount % - Optional. If the vendor offers a discount for paying within a certain time period, enter the discount rate here. If a rate other than zero is found for this field, the program will pop up a window asking if you want to post a discount deduction at the time a new bill is entered for this Vendor. HINT: If Vendor does not allow discounts on sales tax, do this calculation (using decimals!) -> (Discount Rate X Sales Tax Rate) Minus Discount Rate = Decimal to enter in DISC % field. Ex: For 2% discount and 8.25% Sales Tax-> (.02 X .0825) - .02 = .01835 DISC% Enter as decimal!

Setting Up Vendors - continued

Choose one of three ways to calculate a due date (optional):

1 - # Days to Pay: - Enter the number of days from the date of the invoice that bills will be due for payment to this vendor. The program will then supply a Due Date based on the number of days from invoice when entering bills for payment. You can use this feature whether or not the Vendor offers a payment discount.

2 - Day of Mo. Due: - Enter the day of the month that bills are due to this vendor. The program will then supply this day to the Due Date when entering bills for payment (for the appropriate month).

3 - Due End of Month?: - Click to place a check mark in the check mark box if bills are due to this vendor at the end of the month. The program will then supply the end of the month date to the Due Date when entering bills for payment.

Retainage? - Optional. Click to place a check mark in the check mark box if you plan to withhold retainage from checks paid to this vendor. If this field is checked, a Pop Up message will occur at the time an invoice is selected TO PAY for this Vendor. You will be asked whether to withhold retainage, and the program will prepare the Retainage deduction entries at the rate you specify in the following field.

Retainage % - Optional. Enter the percent of retainage to withhold (IF a check mark was placed in the Retainage box). The program will use this percent when preparing Retainage deduction entries as described above. Enter the percent as a decimal. Example: For 10%, enter .1

1099 Default - Use the drop down list to select a 1099 status. NONE means that no 1099 will be printed for this vendor. MISC means that Miscellaneous 1099's should be printed for this vendor. The MISC 1099 status is usually used for Trade Contractors that will receive 1099's according to IRS regulations. RENTS means that 1099's for this vendor will be for rents paid to the vendor. When an invoice is posted to pay for the vendor, there will be a field to mark if it should be included on a 1099. The 1099 "default" selected on the Vendor setup window will automatically drop into that field. It can be changed for the invoice, if needed.

Tax ID Number - Enter the Vendor's Social Security or Tax ID number to print on 1099's, if appropriate.

Name to Print On 1099 - If the Vendor is a Sole Proprietor, the IRS requires that the sole proprietor's name is supplied on the 1099. Use this field to enter the name that should print on the 1099, if different than Vendor Name.

G/L Ins Required? - Optional. If the Vendor is a Trade Contractor that works at your Job site, your insurance company may require that they carry General Liability insurance. If that's the case, and they do not carry the insurance, your insurance company will probably charge you more for these "uninsured subs". By clicking to put a check mark in the check box, you are informing the program to alert you (when entering invoices) regarding Vendor insurance expirations and coverage that is too low. This "Pop Up" window can be used to create a deduction for insurance from the Vendor if that is your company's policy. A check mark will also cause this Vendor to be included on the General Liability Audit report that the program prepares.

HINT -> Set up a 3-ring notebook to store Vendor insurance certificates. Put alphabetical divider indexes in the notebook. When you receive an insurance certificate from a Vendor, post the information on this Vendor Screen, and then put it in the notebook in alphabetical order by Vendor name. When you receive updated insurance certificates, post the updated information on this screen, and paper clip it on top together with the older one in the notebook. Your insurance auditor will appreciate this organization, AND it will give you a convenient way to store the certificates.

Exp. Date - Optional. If there is a check mark for 'G/L Ins Required?', enter the date that the Vendor's General Liability insurance expires. The program will look to this date to trigger alerts that the insurance is expired. If the Vendor is uninsured, but is of the type that your insurance company will charge you for, you should place a check in the Required box, and leave today's date (or older) in the field. This will cause the program to alert you to deduct insurance from the Vendor when entering future invoices.

Setting Up Vendors - continued

Rate - Your insurance agent should be able to give you a list of rates the insurance company will charge for various types of “Uninsured” trade contractors. Those rates can vary depending on the work that the trade contractor does. If you have a trade contractor that is “Uninsured”, you will probably want to deduct an amount from the trade contractor that is equal to or greater than the rate your insurance company is charging. Use this field to enter that rate so that it will be included in the “Pop Up” alert that will occur when entering invoices to pay the vendor. Note: Enter a percent as a decimal. For 2.54%, type-> .0254

Liability Amt - Enter the amount of Liability insurance coverage carried by the Vendor. If you placed a check mark in the Required box, the program will compare this amount to the amount you entered as being required by your insurance company in the Company Master. If the amount is lower than the required amount, the program will alert you when posting invoices.

Required Amt - The required coverage amount shown to the right of this field is the amount your insurance company requires. That field is locked on the Vendor Setup window because it is entered for your company on the Company Master.

Worker’s Comp Required? - Optional. If your state requires that your Trade Contractors or Suppliers carry Worker’s Compensation Insurance, you will be required to get the Workmen’s Compensation information from the Vendor. Click to place a check mark in the box if this is a Vendor for which Worker’s Comp insurance is required.

Rate - Optional. If you checked that Worker’s Compensation Insurance is required, and you plan to deduct a Worker’s Comp amount from a Vendor with expired W/C, you can enter a default percent to deduct in this field. That percent can be overwritten when deducting the W/C amount from an invoice.

Exp. - If you checked that Worker’s Compensation Insurance is required, the program will check the Expiration date that you enter here. If it is expired, you will be alerted when entering invoices for this Vendor.
HINT -> Place the Worker’s Compensation certificates behind the General Liability Certificates in the 3-ring notebook suggested in the HINT regarding General Liability certificates. When you receive the certificates, post the Expiration date on this screen, and then file them in the Notebook.

Other Expirations - If your city or state requires that a trade contractor or supplier provide a current City License or State License, (OR if you like to track Subcontract expirations, etc.) use these fields to enter the expiration title, check that they are required, and enter the associated expiration dates. If these fields are checked, the program will alert the user about the expirations when bills are being entered for the vendor.

VENDOR NOTES - Optional. Type misc. information or reminders about the Vendor in the NOTES field. To exit the NOTES field, press the Tab key.

To have these notes pop up when selecting the Vendor in various parts of the program, use the link labeled ‘**Copy the Vendor Notes to Activities That Will Pop Up During Data Entry**’. See Help documents on the Activities window that will open.

Vendor Info For Online Banking - These fields are displayed because they might be used in future updates of the program for online payment of bills to vendors. If you like, these fields can be filled in to prepare for the future update. However, they are not being used anywhere else in the program at this time.

TO DELETE A VENDOR: Vendors are deleted from the ‘Payables and Vendors Management’ window by finding the vendor, then Selecting the Task to ‘Delete Vendor’. See Help documents about deleting a vendor.

Vendor Activities / Notes - Click this button to pop up a window for entering Activities and To Do notes for the vendor on the screen. These activities and To Do’s will be stored in the Contacts Management database and can be printed on various reports. (See Help Documents on the window.)

Print Vendor Lists

Vendor Lists | Add/Edit Bills | Checks / Or Select T

Vendors and Payables Management

Find Vendor Code-> AMEX - American Express
 Find Name-> American Express - AMEX

Double Click on Vendor Code, Name, Phone, etc., to

Select Task Vendor Code **Add New Vendor** A-Active I-Inactive

To print Lists of Vendors, open the Vendors and Payables Management window (Payables and Vendors Management link on Navigation/Home window). On the toolbar at the top of the window, click 'Vendor Lists'.

Information about the window shown below can be found in the Help documents about Vendor Lists.

REPORTS-> | Sorted Lists | Grouped Lists | Vendor Expirations List | Go To Vendor/Payables Management

Vendor Lists - Criteria and Reports (VLI in Index)

Use the Toolbar at the top of the window to view CHS Vendor List Reports.

From	To	View All	From	To
VENDOR: AMEX	ZURICH	TYPE: AGENT	SUPPLIER	
COST CODES: 0	9999	ACTIVE?: ACTIVE	INACTIVE	
DEPARTMENTS: CH	SPEC			

Save As Excel Spreadsheet

To make changes to the Vendor's setup record, Double Click on the Edit Field for a Vendor in the list below.

Vendor Code	Edit	Vendor Name	Status	Type	Customer #	Street 1
▶ AMEX	Edit	AMERICAN EXPRESS	A	SUPPLIER		American Express, Suite 0001
AMEXOPTI	Edit	AMEX OPTIMA	A	OVERHEAD		American Express, Suite 0002
ARROYO	Edit	ARROYO FRAMING	A	SUB-CONTRACTOR		PO Box 41611
ATABEXAR	Edit	ATA/BEXAR TAXIDERMY	A	OVERHEAD		
AUDIOVID	Edit	AUDIO VIDEO ENVIRONMENTS	A	SUB-CONTRACTOR		3456 MAIN ST.
AUSBLDG	Edit	AUSTIN BUILDING PRODUCTS	A	SUPPLIER		13724 North IH-35
AUSBUSJO	Edit	AUSTIN BUSINESS JOURNAL	I	OVERHEAD		
AUSCOUNT	Edit	AUSTIN COUNTERTOPS	A	SUB-CONTRACTOR		11108 Bluff Bend Drive
AUSPROF	Edit	AUSTIN PROFESSIONAL COURIERS	A	SUPPLIER		149 Texas Ave., #A-1
AUSSTAR	Edit	AUSTIN STAR ROOFING	A	SUB-CONTRACTOR		1608 WATER RIDGE RD.
AUSWROUG	Edit	AUSTIN WROUGHT IRON	A	SUB-CONTRACTOR		222 Will Smith Dr.
BANKOFAM	Edit	BANK OF AMERICA	A	OVERHEAD		P.O. Box 53155
BATCITY	Edit	BAT CITY PRODUCTIONS	I	OVERHEAD		P.O. Box 1860
BEAUCHAM	Edit	KENNETH D. BEAUCHAMP	A	SUB-CONTRACTOR		1343 Oak Grove
BETTERBB	Edit	BETTER BUSINESS BUREAU/CENTRAL TEXAS	A	OVERHEAD		2101 S. IH 35, Suite 302
BETTIS	Edit	BETTIS SERVICE COMPANY, INC.	A	SUPPLIER		5306 Middle Fiskville Road
BINGHAMJ	Edit	JENNIFER BINGHAM	A	OVERHEAD		1000 Turnover Road
BO&CC	Edit	BANK OF AMERICA BUSINESS CARD	A	SUPPLIER		P.O. Box 53155

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