

## Vendors and Payables Management Window - Screenshot

The Vendors and Payables Management window can be used to add/edit Vendors, review Totals due or paid to Vendors, AND to navigate to general payables tasks available in the program. To open this window, click the **Vendors and Payables Management** link on the Navigation/Home window. The next few pages on this instruction document will describe the features on this window.

Z ↓ A ↓ | Vendor Lists | Add/Edit Bills ▾ | Checks / Or Select To Pay ▾ | Cash Balances | Transaction Ledgers ▾ | Vendor Forms ▾ | Filter Records ▾ | Remove Filter/Sort ▾

### Vendors and Payables Management

Add New Payables Bill





Home

Find Vendor Code-> AMEX - American Express

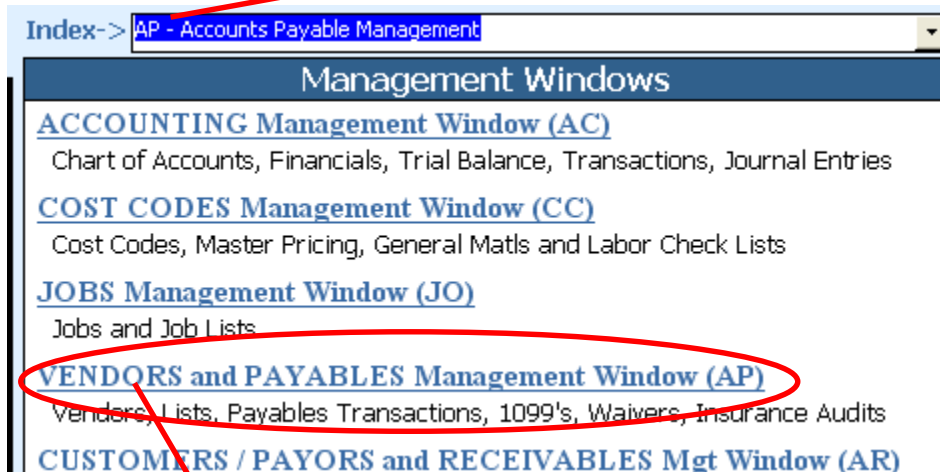
Find Name-> American Express - AMEX

Double 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 I-Inactive	Contact Name(s)	Office Phone	Amount Due As Of 6/25/2008	These may include invoices with future dates!			
							Selected TO PAY	Unpaid	Paid	Total
	AMEX	American Express	A	SUPPLIER	(800) 492-8468	\$0.00	\$0.00	\$0.00	\$19,569.69	\$19,569.69
	AMEXOPTI	AMEX Optima	A	OVERHEAD		\$0.00	\$0.00	\$0.00	\$2,751.22	\$2,751.22
	ARROYO	Arroyo Framing	A	SUB-CONTRACT	Leo Arroyo	\$27,406.23	\$0.00	\$27,406.23	\$33,623.40	\$61,029.63
	ATABEXAR	ATA/Bexar Taxidermy	A	OVERHEAD		\$0.00	\$0.00	\$0.00	\$539.91	\$539.91
	AUDIOVID	Audio Video Environments	A	SUB-CONTRACT		\$0.00	\$0.00	\$0.00	\$1,522.00	\$1,522.00
	AUSBLDG	Austin Building Products	A	SUPPLIER	(512) 251-9290	(\$609.52)	\$0.00	(\$609.52)	\$5,609.52	\$5,000.00
	AUSBUSJO	Austin Business Journal	I	OVERHEAD		\$0.00	\$0.00	\$0.00	\$408.00	\$408.00
	AUSCOUNT	Austin Countertops	A	SUB-CONTRACT	(512) 835-5100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	AUSPROF	Austin Professional Couriers	A	SUPPLIER	(512) 246-1100	\$0.00	\$0.00	\$0.00	\$114.50	\$114.50
	AUSSTAR	AUSTIN STAR ROOFING	A	SUB-CONTRACT	Tom Davis	\$0.00	\$0.00	\$0.00	\$23,985.04	\$23,985.04
	AUSWROUG	AUSTIN WROUGHT IRON	A	SUB-CONTRACT	Reece Jackson	\$0.00	\$0.00	\$0.00	\$814.25	\$814.25
	BANKOFAM	Bank of America	A	OVERHEAD	(888) 449-2273	\$0.00	\$0.00	\$0.00	\$52,956.91	\$52,956.91
	BATCITY	Bat City Productions	I	OVERHEAD	Joseph Maloukis	\$0.00	\$0.00	\$0.00	\$520.00	\$520.00
	BEAUCHAM	Kenneth D. Beauchamp	A	SUB-CONTRACT	Kenneth D. Beauchamp	(\$500.00)	\$0.00	(\$500.00)	\$0.00	(\$500.00)
	BETTERBB	Better Business Bureau/Central Texas	A	OVERHEAD	(512) 445-4748	\$0.00	\$0.00	\$0.00	\$295.00	\$295.00
	BETTIS	Bettis Service Company, Inc.	A	SUPPLIER	(512) 454-9591	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	BINGHAMJ	Jennifer Bingham	A	OVERHEAD	(111) 111-1111	\$0.00	\$0.00	\$0.00	\$895.00	\$895.00
	BOACC	Bank of America Business Card	A	SUPPLIER	(888) 449-2273	\$0.00	\$0.00	\$0.00	\$90.21	\$90.21
	BRIGHTON	Brighton Custom Paint	A	SUPPLIER	(512) 740-6800	\$0.00	\$0.00	\$0.00	\$3,650.00	\$3,650.00
	BROWNJAC	JACK AND JILL	A	PAYOR	Jack and Jill	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						<b>\$47,059.59</b>	<b>\$0.00</b>	<b>\$47,059.59</b>	<b>\$395,974.64</b>	<b>\$443,034.23</b>

## Opening the Vendors and Payables Management Window

To open the Vendors and Payables Management window, click the Payables button on the Navigation/Home window. OR, just type AP into the Index text box and press the Enter key on your keyboard.



When the Payables button is clicked, the first window to pop up can be used to enter a Due Date for displaying the balance of bills due as of the date. The Vendors and Payables Mgt Window will display totals for bills due for each vendor as of the date entered here.

This window will default to today's date. Just click the Continue button (or press your Enter key) if the date does not need to be changed.

Please read the note about how to enter dates.

## Find a Vendor on the Vendors and Payables Management Window

To Find a Vendor by its Vendor Code, start typing the Vendor Code into the 'Find Vendor Code' text box. Vendor Codes that match will auto fill into the field as you type. When the Vendor Code is found, just press the Enter key on your keyboard.

OR, use the 'drop down' button to scroll through a list of vendors. Click on the desired vendor.

Tip! Your F4 key will trigger a drop down list.



The screenshot shows the 'Vendors and Payables Management' window. The 'Find Vendor Code' field contains 'DANZE - Danze & Davis Architects, Inc.' and has a dropdown arrow. A list of vendors is displayed below, with 'DANZE - Danze & Davis Architects, Inc.' highlighted. The list includes: COOPERCI - Cindy Cooper, CustomSe - Custom Seamless Gutters, CUSTQUAM - Custom Quality Marble, Inc., DANZE - Danze & Davis Architects, Inc., DBLGDRY - Double G Drywall, Inc., DEDUCTEST - DEDUCTION VENDOR TO TEST, and DENHAM - Denham Overhead Door Co., Inc. The 'Find Name' field is empty. The 'Double Click on Vendor Code' field is empty. The 'Select Task' field is empty. The 'Vendor Code' field is empty.

To Find a vendor by its Name, start typing the name of the vendor into the 'Find Name' text box. Vendor names that match what you are typing will auto fill into the field as you type. When the vendor name is found, just press the Enter key on your keyboard.

OR, use the 'drop down' button to scroll through a list of vendors. Click on the desired vendor.



The screenshot shows the 'Vendors and Payables Management' window. The 'Find Vendor Code' field contains 'DANZE - Danze & Davis Architects, Inc.' and has a dropdown arrow. The 'Find Name' field contains 'Danze & Davis Architects, Inc. - DANZE' and has a dropdown arrow. A list of vendors is displayed below, with 'Danze & Davis Architects, Inc. - DANZE' highlighted. The list includes: Custom Quality Marble, Inc. - CUSTQUAM, Custom Seamless Gutters - CustomSe, Danze & Davis Architects, Inc. - DANZE, DEDUCTION VENDOR TO TEST - DEDUCTEST, Denham Overhead Door Co., Inc. - DENHAM, and Davis... DENH... The 'Double Click on Vendor Code' field is empty. The 'Select Task' field is empty. The 'Vendor Code' field is empty.

## Select Task for One Vendor

To the left of every Vendor in the Vendors list, there is a 'Select Task' field. Use the drop down button to see tasks related to the vendor. Then click on the desired task. Tasks related to vendors on the Vendors and Payables Mgt window are briefly described below.

Select Task	Vendor Code	Vendor Name	Status	Contract Type
Select Task	AMEX	American Express	A	SUPPLIER
Select Task	AMEXOPTI	AMEX Optima	A	OVERHEAD
Select Task	ARROYO	Arroyo Framing	A	SUB-CONTRACT
				ERHEAD
				B-CONTRACT
				PPLIER
				ERHEAD

Tip! Use the F4 key on your keyboard to trigger the drop down list for 'Select Task'.

**Activities/Notes For Vendor** - Opens the Activities/Notes window and displays all activities/notes related to the selected vendor. See Help documents.

**Delete Vendor** - Pops up a window to use for deleting vendor. See Help documents about deleting vendors.

**Documents** - Opens the Documents file cabinet with a list of PDF documents that have been stored and tagged with the associated vendor.

**Edit Vendor** - Opens the Add/Edit Vendor window for the selected vendor. See Help documents on that window. The Add/Edit Vendor window can also be opened by double clicking on the Vendor Code or Name.

**List of Checks** - Opens a window that displays a list of checks posted to the selected vendor. That window can be used to drill down to the detail behind the checks. See Help documents on that window.

**Purchase Orders and Costs Management** - Opens a window that lists purchase/work order AND actual job cost totals for the selected vendor.

**Transactions** - Opens a 'Vendor Transactions and Ledgers' window that displays all transactions for the selected vendor. The same Vendor Transactions window can also be opened by double clicking on an unpaid or paid total displayed on the Vendors Management window. See help documents for the 'Vendor Transactions and Ledgers' on that window.

## Using 'Double Click' to Edit Vendor or Review Vendor Transactions

"Double Click" - Hold your cursor over desired vendor or amount and quickly click your mouse button twice.

Double click on a Vendor Code, Vendor Name, or other Vendor information to open the window to Edit that vendor.

Double click on an amount in the 'Selected to Pay', 'Unpaid', 'Paid', or 'Total' column to open the "Vendor Transactions and Ledgers" window. The window will open displaying the invoices that total to the amount clicked.

Select Task	Vendor Code	Add New Vendor	A-Active I-Inactive	Contact Name(s)	Office Phone	Amount Due As Of 10/29/2006	These may include invoices with future dates!			
							Selected TO PAY	Unpaid	Paid	Total
Select Task	AMEX	American Express	A SUPPLIER		(800) 492-8468	\$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	ARROYO	Arroyo Framing, Inc.	A SUB-CONTRACT	Leo Arroyo	(512) 693-2632	\$0.00	\$0.00	\$0.00	\$20,372.27	\$20,372.27
Select Task	ATABEXAR	ATA/Bexar Taxidermy	A OVERHEAD			\$50.00	\$0.00	\$50.00	\$539.91	\$589.91
Select Task	AUDIOVID	Audio Video Environments	A SUB-CONTRACT			\$222.00	\$0.00	\$222.00	\$1,300.00	\$1,522.00
Select Task	AUSBLDG	Austin Building Products	A SUPPLIER		(512) 251-9290	\$0.00	\$0.00	\$0.00	\$5,609.52	\$5,609.52
Select Task	AUSBUSJO	Austin Business Journal	A OVERHEAD			\$100.00	\$0.00	\$100.00	\$408.00	\$508.00
Select Task	AUSCOUNT	Austin Countertops	A SUB-CONTRACT		(512) 835-5100	\$257.43	\$257.43	\$257.43	\$0.00	\$257.43
Select Task	AUSPROF	Austin Professional Couriers	A SUPPLIER		(512) 246-1100	\$0.00	\$0.00	\$0.00	\$114.50	\$114.50
Select Task	AUSSTAR	AUSTIN STAR ROOFING / TOM	A SUB-CONTRACT	Tom Davis	(512) 333-4444	\$3,923.80	\$2,923.80	\$3,923.80	\$11,800.00	\$15,723.80
Select Task	AUSWROUG	AUSTIN WROUGHT IRON	A SUB-CONTRACT	Reece Jackson	(512) 845-9931	\$0.00	\$0.00	\$0.00	\$814.25	\$814.25
Select Task	BANKOFAM	Bank of America	A OVERHEAD		(888) 449-2273	\$48,169.94	\$0.00	\$48,169.94	\$4,707.69	\$52,877.63
Select Task	BATCITY	Bat City Productions	A OVERHEAD	Joseph Maloukis	(512) 280-0755	\$0.00	\$0.00	\$0.00	\$520.00	\$520.00
Select Task	BEAUCHAM	Kenneth D. Beauchamp	A SUB-CONTRACT	Kenneth D. Beauchamp		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Select Task	BFTTFRBB	Better Business	A OVERHEAD		(512) 445-4748	\$0.00	\$0.00	\$0.00	\$295.00	\$295.00
						\$94,009.40	\$32,956.16	\$96,364.20	\$224,586.93	\$320,951.13



Record: 1 of 130

Tip! You can use the 'Navigation' buttons at the bottom of the window to move from record to record!

## Buttons on the Window / Save to Excel or Word

\*Send Data To Excel, Word, etc. (explained below)

Documents File Cab. Pop Up Calculator Tutorial Movie Info Help Documents

Opens window for setting up a new vendor.

**\*Send Data to Excel, Word, etc.** - Use the button that looks like an open folder to save the data displayed on the window as an Excel or Word file. To save as an Excel file, select one of formats that end in .xls. To save as a Word file, use the Rich Text Format (\*.rtf).

After selecting a folder to save the file to, type in an appropriate name for the file. Then click the OK button.

The file will save to the selected folder and you can use it with the appropriate Excel or Word program.

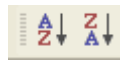
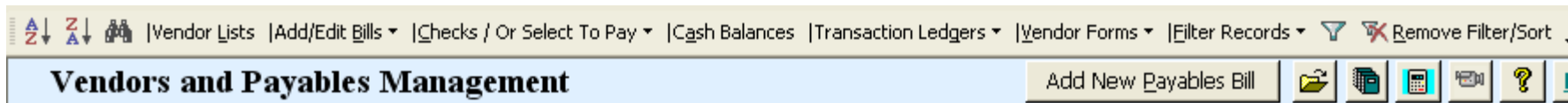
### NOTE TO REMOTE USERS:

IF you save a file to 'My Documents' on the Remote Server, you will not be able to open it until it is downloaded to your own computer. Please follow the instructions in the 'Remote User Guide' about downloading files from the server to your own computer.

IF you navigate to your own computer to save the file, then downloading as mentioned above will not be necessary. HOWEVER, it CAN be faster to quickly save to My Documents on the server and then download later. This will avoid waiting for the program to calculate AND download at the same time.

## Toolbar on Vendors and Payables Management Window

See Brief Toolbar Descriptions below. For **Quick Selection** of a button on a toolbar, try holding down the Alt key on your keyboard and pressing the underlined letter shown on the button. If there is a drop down of selections associated with the button, just press the underlined letter for your selection on your keyboard.



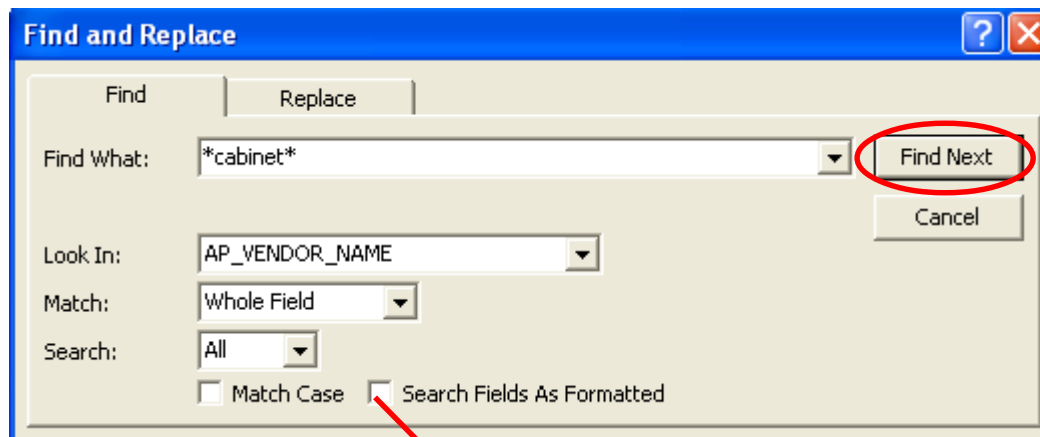
**A-Z Sort** - Sort records shown on the window in ascending order (A to Z, 1 to whatever, etc.). First decide which column should be used for the sort. Then click on anything in that column. Then use the sort button on the toolbar.

**Z-A Sort** - Sort records shown on the window in descending order (Z to A, whatever to 1, etc.). First decide which column should be used for the sort. Then click on anything in that column. Then use the sort button on the toolbar.



**Binoculars (Find)** - Use binoculars to find data within a column. First click in the column you want to search. Then click the binoculars. Type in what you are searching for. Then click the 'Find Next' button. If a match was found, it will be highlighted on the list of records. Click the Cancel button when you are finished searching.

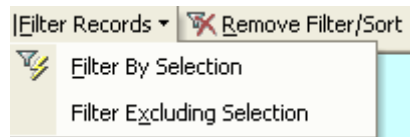
Example: Click on any vendor name in the vendor name column. Then click the binoculars on the toolbar. To find vendors that have the word \*cabinet\* in the name, use asterisks on either side of the word.



Hint: It can help to uncheck the 'Search Fields as Formatted' box first.

Continue to next page for more toolbar information.

### Filtering Records



**Filter Records->Filter By Selection** - Use this button to filter and display only records with the same data that is in the field where the cursor is on the screen. The number of filtered records will be displayed on the bottom left of the screen with the word “Filtered” in parenthesis. To remove the filter and display all records, click the “**Remove Filter/Sort**” toggle button on the Toolbar.

**Filter Records->Filter Excluding Selection** - Use this button to filter and display only records that do NOT have same data that is in the field where the cursor is on the screen. The number of filtered records will be displayed on the bottom left of the screen with the word “Filtered” in parenthesis. To remove the filter and display all records, click the “**Remove Filter/Sort**” toggle button on the Toolbar.

Example:

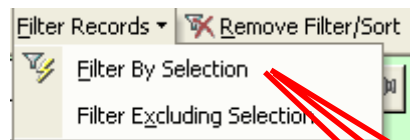
Step 1 - To display only vendors with the SUPPLIER type, click on ‘SUPPLIER’ in the Type column for one of the vendors.

Select Task	Vendor Code	Add New Vendor	A-Active I-Inactive	Contact Name(s)	Office Phone	10/29/2006
Select Task	CAMPBELL	Campbell Floors	A SUPPLIER		(800) 794-3494	\$0.00
Select Task	CAPFLOOR	Capital Floors	A SUB-CONTRACT			\$0.00
Select Task	CARSON	Carson and Bush Surveyors, Inc.	A SUPPLIER		(512) 442-0990	\$0.00
Select Task	CASHDEDUCT	CASH DEDUCTIONS	A OVERHEAD			\$0.00
Select Task	CENTTXMS	Central Texas	A SUB-	Kevin Wissen	(512) 695-7476	\$0.00

Step 2 - Click Filter Records, Then Filter by Selection

After clicking ‘**Filter By Selection**’, only the SUPPLIER vendors are displayed. The bottom of the window will show how many “filtered” records are displayed. To return all vendors to the window, use the ‘**Remove Filter/Sort**’ button.

This feature can be used on any data in any column. For example, you could click on a zero amount in the ‘Amount Due’ column, and use **Filter Excluding Selection** to display only vendors that do NOT have a zero in the ‘Amount Due’ column.



Select Task	Vendor Code	Add New Vendor	A-Active I-Inactive	Contact Name(s)	Office Phone	As of 10/29/2006
Select Task	CAMPBELL	Campbell Floors	A SUPPLIER		(800) 794-3494	\$0.00
Select Task	CARSON	Carson and Bush Surveyors, Inc.	A SUPPLIER		(512) 442-0990	\$0.00
Select Task	CITYAUS	City of Austin Utilities	A SUPPLIER		(512) 494-9401	\$0.00



## Vendor Lists



### Vendor Lists - Good for Excel Export -

Opens window to print vendor lists based on selected criteria, OR to send vendor data to an Excel spreadsheet. Help documents are available on the window.

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.

	<b>From</b>	<b>To</b>		<b>View All</b>	<b>From</b>	<b>To</b>	
<b>VENDOR</b>	AMEX ▾	ZURICH ▾	Reset	<b>TYPE</b>	AGENT ▾	SUPPLIER ▾	Reset
<b>COST CODES</b>	0 ▾	9999 ▾	Reset	<b>ACTIVE?</b>	ACTIVE ▾	INACTIVE ▾	Reset
<b>DEPARTMENTS</b>	CH ▾	SPEC ▾	Reset				

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, S
	AMEXOPTI	Edit	AMEX OPTIMA	A	OVERHEAD		American Express, S
	ARROYO	Edit	ARROYO FRAMING	A	SUB-CONTRACTOR		PO Box 41611
	ATABEXAR	Edit	ATA/BEXAR TAXIDERM	A	OVERHEAD		
	AUDIOVID	Edit	AUDIO VIDEO ENVIRON	A	SUB-CONTRACTOR		3456 MAIN ST.
	AUSPLD	Edit	AUSTIN BUILDING PRO	A	SUPPLIER		42324 North Hill Dr

### Other buttons on Vendors And Payables Management toolbar

Use other buttons on the toolbar to navigate to other features in the program. Help instructions for the windows that open will be available on those windows.

Add/Edit Bills ▾  Checks / Or Select Add New Vendor Bill Edit/Review Bills Recurring Vendor Bills	Checks / Or Select To Pay ▾  Cash Balances Add New Bill(s) and Quick Check Select Individual Bills to Pay Select Groups of Bills To Pay Print Batch of Checks Lists of Checks Void Checks	Transaction Ledgers ▾  Vendor Forms ▾ Payables Aging Reports Unpaid Bills Reports Vendor Transaction Ledgers	Vendor Forms ▾  Filter Records 1099's Bid Requests Blank Info Form Insurance Audits Waivers of Lien
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