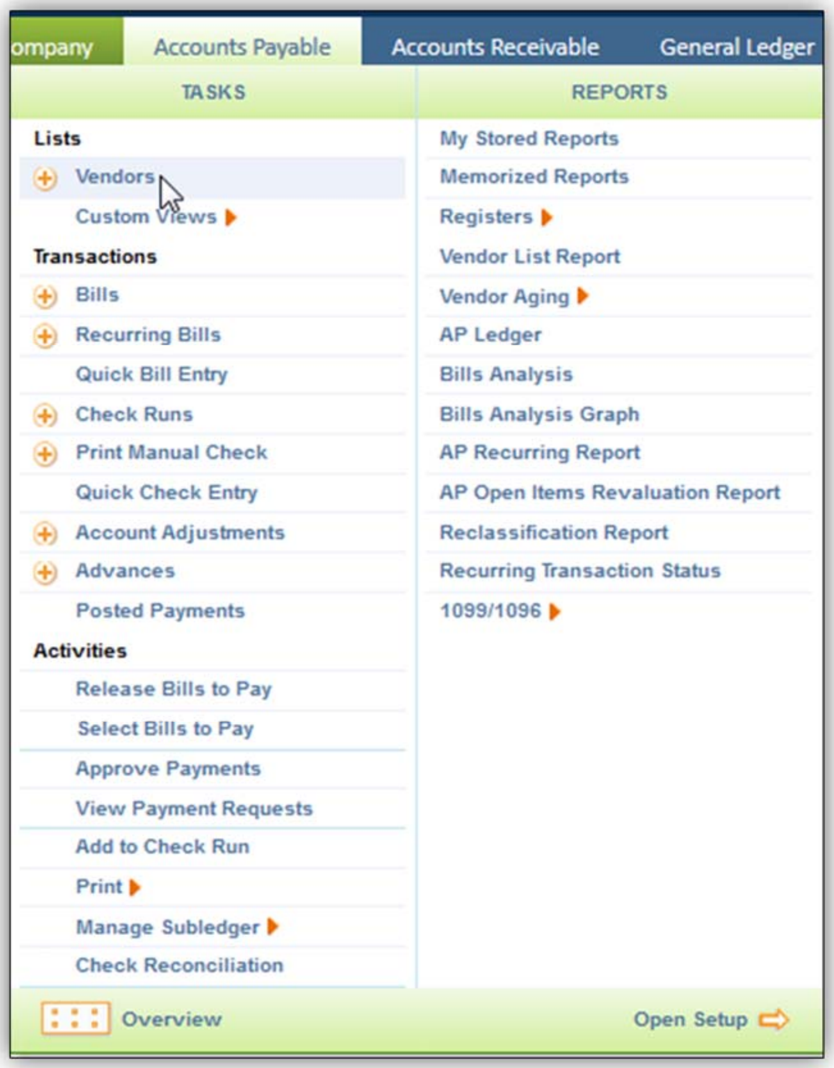
ADD/EDIT VENDOR

1. To add a new vendor to the system from within the Accounts Payable module, navigate to: **Accounts Payable → Vendors**.

> **Vendors can also be added from within the Purchasing module. Regardless of the creation point of the vendor, the record is accessible from either module.**

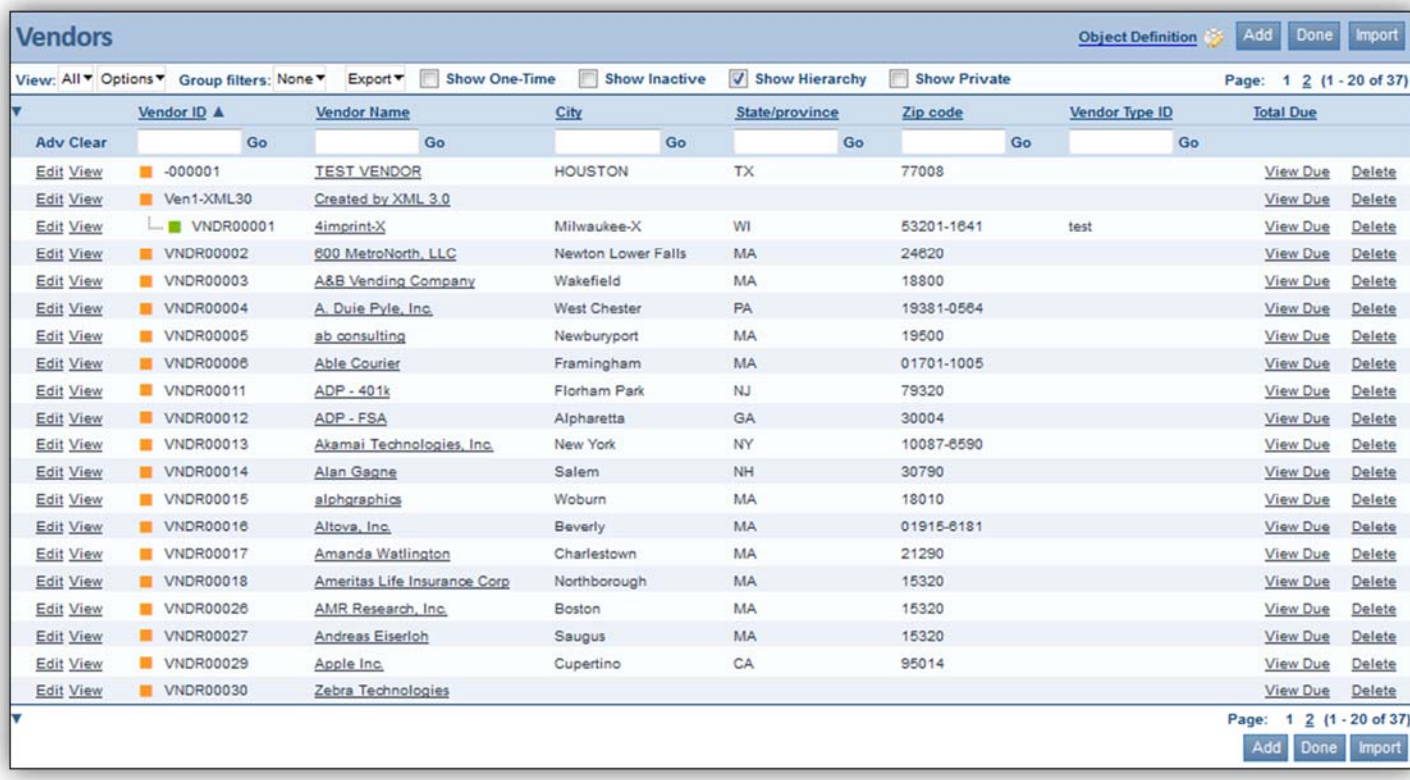


2. On the **Vendors** screen, click either the **Add** button to add a new vendor, or the **Edit** link to edit an existing vendor.

> **Be default, the SHOW HIERARCHY checkbox in the *View:* section of the *Vendors* screen is checked, which allows the user to view the relationship between parent and child vendors easily by showing the child vendors indented below the parent with a line connecting them. When filtering the vendor list, child vendors whose parents are not visible**

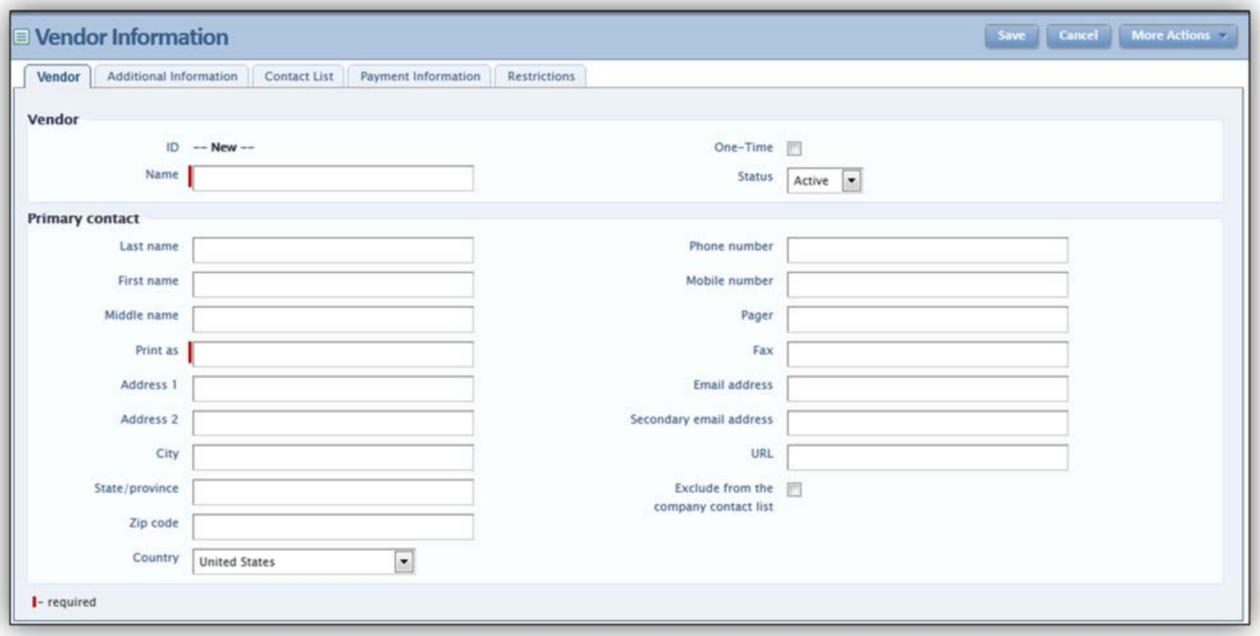
in the list appear with an "X" in front of their color-coded box to indicate that the vendor is, in fact, a child of another vendor.

The Import button on the *Vendors* screen allows the user to upload a CSV file in order to add or update vendors. This functionality is especially useful when needing to perform a mass addition or update of vendors. The Vendor* templates (Custom or Standard) from the Company Setup Checklist should be used in this process. If you do not have access to these templates, please contact your administrator.



	Vendor ID	Vendor Name	City	State/province	Zip code	Vendor Type ID	Total Due		
Edit View	-000001	TEST VENDOR	HOUSTON	TX	77008			View Due	Delete
Edit View	Ven1-XML30	Created by XML 3.0						View Due	Delete
Edit View	VNDR00001	4imprint-X	Milwaukee-X	WI	53201-1641	test		View Due	Delete
Edit View	VNDR00002	600 MetroNorth, LLC	Newton Lower Falls	MA	24620			View Due	Delete
Edit View	VNDR00003	A&B Vending Company	Wakefield	MA	18800			View Due	Delete
Edit View	VNDR00004	A. Duie Pyle, Inc.	West Chester	PA	19381-0564			View Due	Delete
Edit View	VNDR00005	ab consulting	Newburyport	MA	19500			View Due	Delete
Edit View	VNDR00006	Able Courier	Framingham	MA	01701-1005			View Due	Delete
Edit View	VNDR00011	ADP - 401k	Florham Park	NJ	79320			View Due	Delete
Edit View	VNDR00012	ADP - FSA	Alpharetta	GA	30004			View Due	Delete
Edit View	VNDR00013	Akamai Technologies, Inc.	New York	NY	10087-6590			View Due	Delete
Edit View	VNDR00014	Alan Gagne	Salem	NH	30790			View Due	Delete
Edit View	VNDR00015	alphgraphics	Woburn	MA	18010			View Due	Delete
Edit View	VNDR00016	Altova, Inc.	Beverly	MA	01915-6181			View Due	Delete
Edit View	VNDR00017	Amanda Watlington	Charlestown	MA	21290			View Due	Delete
Edit View	VNDR00018	Ameritas Life Insurance Corp	Northborough	MA	15320			View Due	Delete
Edit View	VNDR00026	AMR Research, Inc.	Boston	MA	15320			View Due	Delete
Edit View	VNDR00027	Andreas Eiserloh	Saugus	MA	15320			View Due	Delete
Edit View	VNDR00029	Apple Inc.	Cupertino	CA	95014			View Due	Delete
Edit View	VNDR00030	Zebra Technologies						View Due	Delete

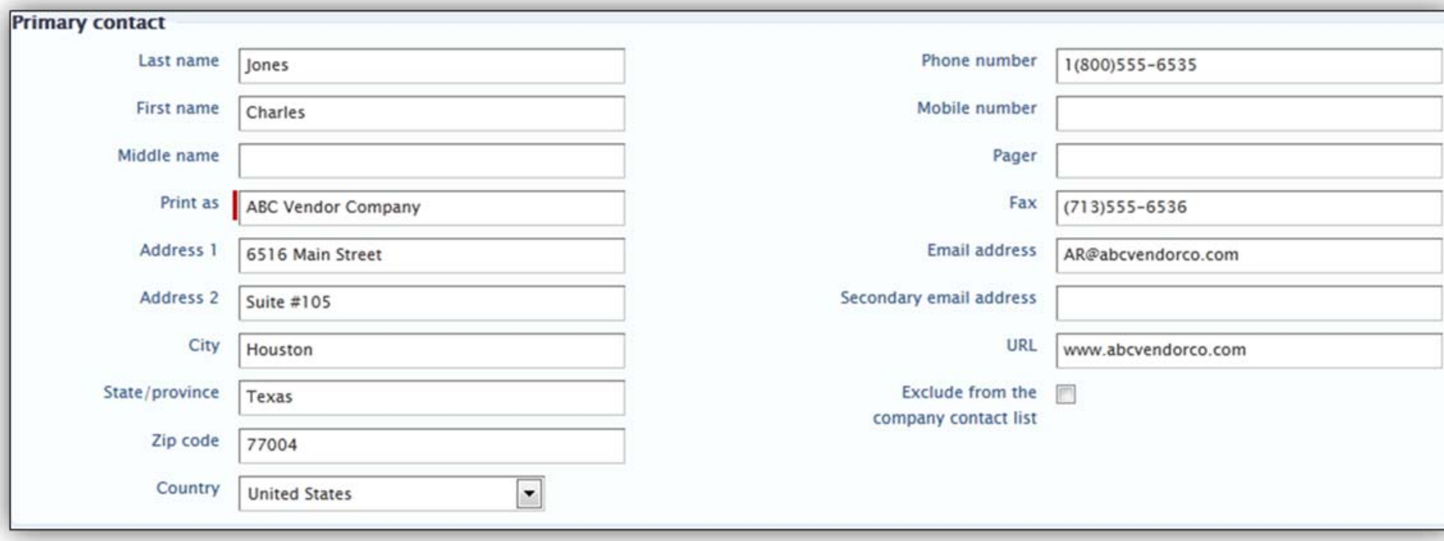
3. The **Vendor Information** screen will open. On the ***Vendor*** tab, you can enter basic contact information about the vendor.



4. In the ***Vendor*** section of this tab, enter the information relating to how the vendor is stored and used in the system.

Item	Type	Note
ID	Auto-fill / Text	Enter a unique identifier for the vendor. Most systems are configured to automatically create the ID for you. If this is true for your company, this field will automatically populate with "--New --"and will not be editable.
NAME	Text	The name of the vendor company as it will appear on checks and statements.
ONE-TIME	Checkbox	Selecting this field designates the vendor as a one-time use vendor that will not automatically show up in vendor look-up lists. To see one-time vendors, you will need to check the **SHOW ONE-TIME** checkbox on the **Vendors** list screen. **Unless the vendor will truly not be used again this field should generally not be checked.**
STATUS	Drop-down list	Set the vendor as either "Active" or "Inactive". By default, this field is set to "Active" which means that the vendor can have bills entered and payments issued against it. "Inactive" vendors cannot have these actions performed.

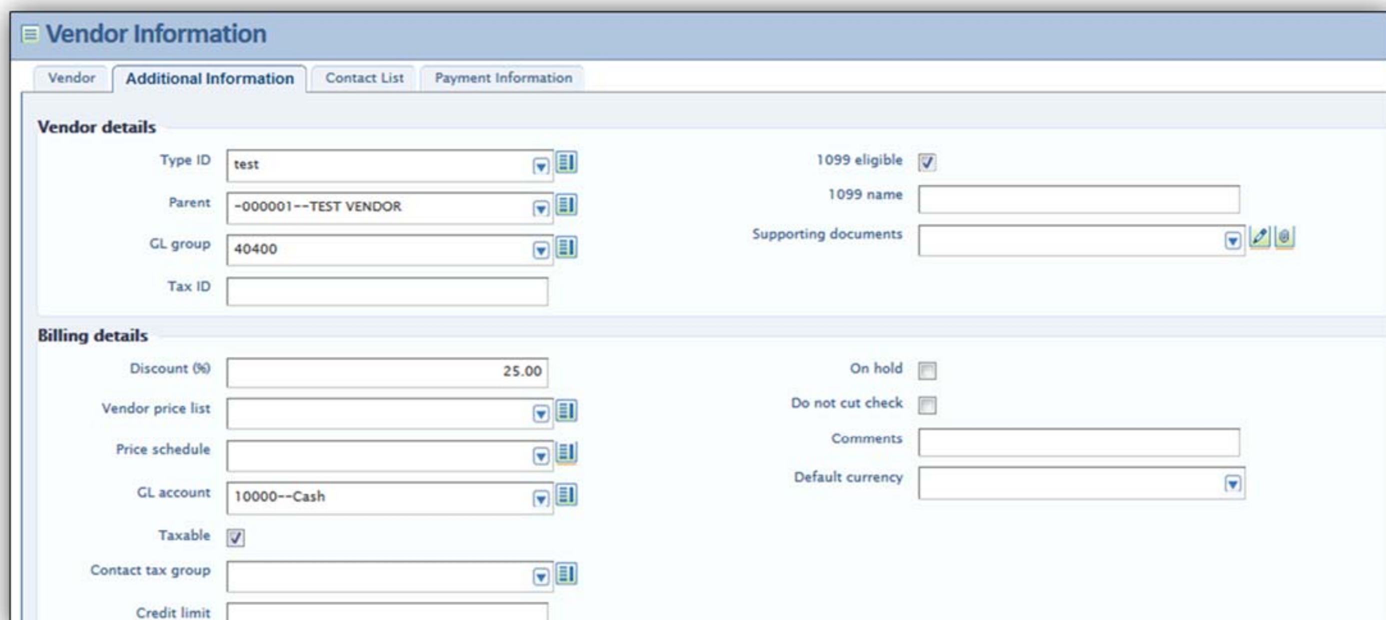
5. In the ***Primary Contact*** section of this tab, enter the main contact information for the vendor.



Item	Type	Note
LAST NAME	Text	The last name of the main contact for the vendor.
FIRST NAME	Text	The first name of the main contact for the company.
MIDDLE NAME	Text	The middle name or initial of the main contact for the company.
PRINT AS	Auto-fill / Text	The name of the company as it should appear in notices and correspondence. This field will be automatically populated with the text entered in the VENDOR NAME field.
ADDRESS LINE 1	Text	The first address line where payments and statements should be sent. **If checks will be mailed to vendors, all available mailing address information should be entered.**
ADDRESS LINE 2	Text	The second address line where payments and statements should be sent. **If checks will be mailed to vendors, all available mailing address information should be entered.**
CITY	Text	The city where payments and statements should be sent.
STATE/PROVINCE	Text	The state or province where payments and statements should be sent.
ZIP/POSTAL CODE	Text	The zip or postal code for location where payments and statements should be sent.
COUNTRY	Text	The country where payments and statements should be sent.
PHONE NUMBER	Text	The phone number for the vendor. **No template is applied. Brackets, hyphens, and other symbols will only be shown where you place them.**

Item	Type	Note
MOBILE NUMBER	Text	The cell phone number for the vendor.
PAGER	Text	The pager number for the vendor.
FAX	Text	The fax number for the vendor.
EMAIL ADDRESS	Text	An e-mail address for main company contact. The system only accepts a valid e-mail format, which includes the "@" symbol and domain.
SECONDARY EMAIL ADDRESS	Text	An e-mail address for a secondary company contact. The system only accepts a valid e-mail format, which includes the "@" symbol and domain.
URL	Text	The URL for the company's web site. This information is for your reference and is not used within standard Intacct applications. The system does not validate this field as a URL.
EXCLUDE FROM THE COMPANY CONTACT LIST	Checkbox	Select if the contact listed on this page should not be included in the company contact list. By default, this field is Unchecked, which means that the system will include the vendor as a contact record in the company's contact list. **This box should generally NOT be selected. If it is selected, the contact record for the vendor will not be visible in contact drop-down lists or in the company's list of contacts.**

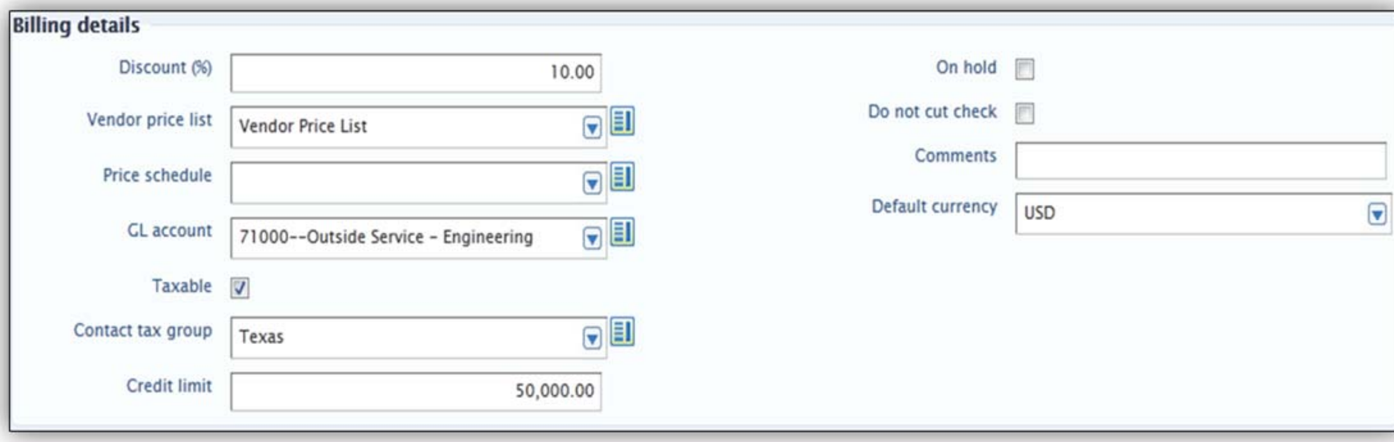
6. Click on the ***Additional Information*** tab to see additional, less-commonly used vendor fields. Review the fields and enter data for the vendor as needed.



7. In the ***Vendor details*** section of this tab, enter additional information relating to the vendor including the vendor's <u>PARENT</u> company, **<u>TAX ID</u>**, **<u>1099 NAME</u>**, etc.

Field	Type	Notes
<u>TYPE ID</u>	Drop-down list	You may designate this vendor as a specific Vendor Type. **Vendor Types can be used to categorize vendors for reporting purposes.**
<u>PARENT</u>	Drop-down list	You may select a vendor to create a vendor hierarchy by designating the Parent Vendor.
<u>GL GROUP</u>	Drop-down list	You may designate a GL Group to be associated with this vendor. **A Vendor GL Group can be used by the Purchasing module to track revenue into different accounts payable accounts. A common usage of this might be to track purchases to related parties into a "Due from Related Parties" account by adding all related party vendors into a GL Group.**
<u>TAX ID</u>	Text	The federal tax ID for the vendor.
<u>1099 ELIGIBLE</u>	Checkbox	If the vendor is 1099 eligible, check this checkbox. When saving a new vendor, if this field is checked, the system will direct you to enter the applicable 1099 information.
<u>1099 NAME</u>	Text	Official name of the company used on a 1099 form.
<u>FORM 1099</u>	Link	Launches a screen where you can maintain details for this vendor's 1099 form. This field is not visible until you have already completed the vendor set up and entered the vendor's 1099 information.
<u>ATTACHMENT</u>	Drop-down list	You may attach a multiple electronic files of any file type to the vendor record. See the **Attachment** section for more details.

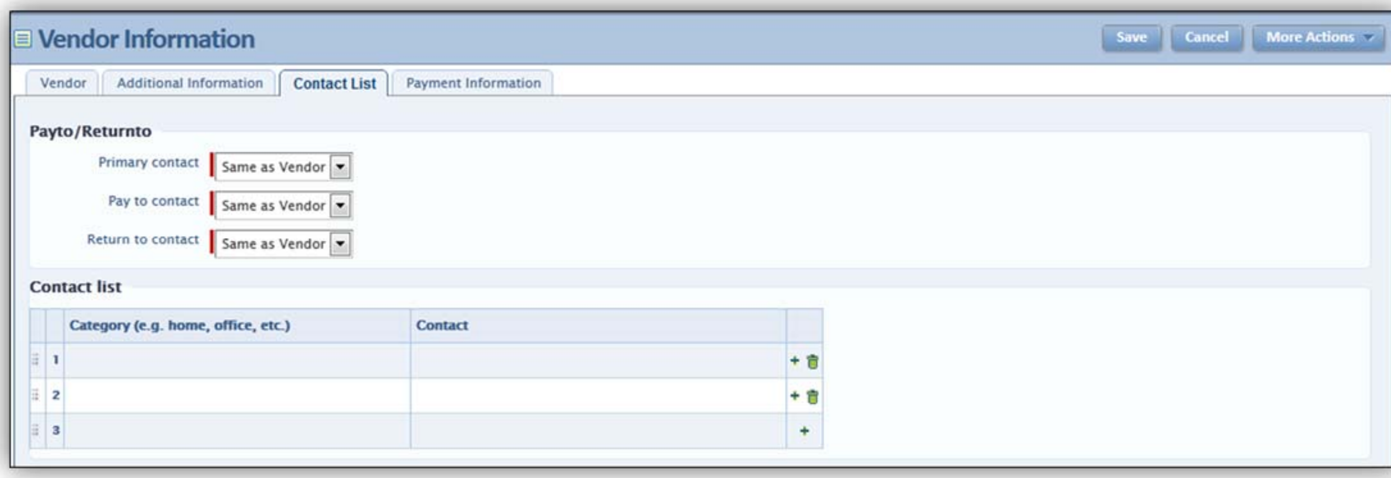
8. In the ***Billing details*** section of this tab, enter additional information relating to how the system should handle the vendor's bills.



Field	Type	Notes
DISCOUNT (%)	Number	If the vendor has offered you a discount on all purchases, you may enter that discount amount in this field. This can sometimes occur if you are a preferred customer for the vendor. This field accepts any number from 1-100, with up to 2 decimal places. The number entered represents the percent value. For instance, to set the value to ten percent, type "10" (not 0.10). Do not type the percent sign ("%") into the field when entering the percentage.
VENDOR PRICE LIST	Drop-down list	You may select a Price List to be associated with this vendor.
PRICE SCHEDULE	Drop-down list	You may select a Price Schedule to be associated with this vendor.
GL ACCOUNT	Drop-down list	You can designate a specific GL Account to be used by default for purchases from the vendor. The GL account specified here will be the default offset account to Accounts Payable when creating a new AP Bill; however, this setting has no impact on invoices entered via the Purchasing module.
ACCOUNT LABEL	Drop-down list	You can designate a specific Account Label to be used by default for purchases from the vendor. The Account Label specified here will control the default offset account to Accounts Payable when creating a new AP Bill; however, this setting has no impact on invoices entered via the Purchasing module.
TAXABLE	Checkbox	Check this box if regular purchases from this vendor are, or could be, taxable. By default, this field is Checked.

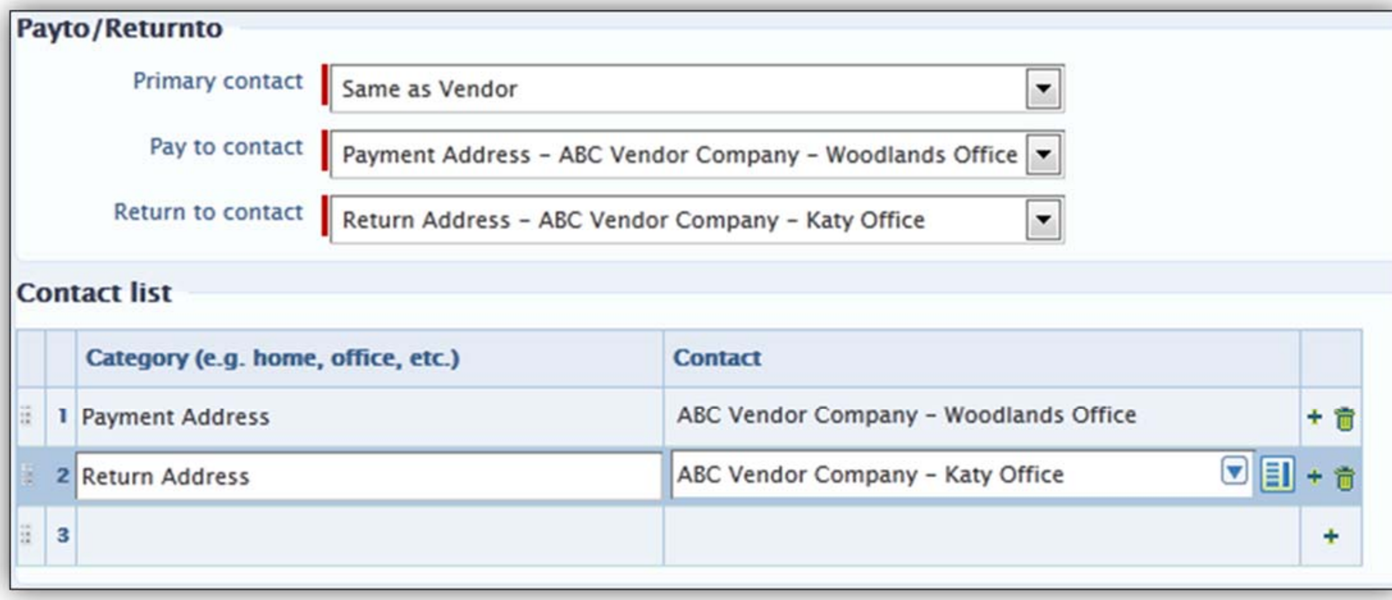
Field	Type	Notes
Contact Tax Group	Drop-down list	You may select a contact tax group for the vendor. The contact tax group impacts the tax rate used when advanced tax functionality is enabled. **For example, a contact might be placed in the "Texas" tax group which could be set up for Texas sales tax.**
Credit Limit	Number	The amount of credit extended by the vendor. The system can be configured to warn or disallow the user if you have exceeded the vendor's credit limit.
On Hold	Checkbox	When on hold no one can enter bills into the system for the vendor. By default, this field is Unchecked, which means that the vendor is available for bill entry.
Do Not Cut Check	Checkbox	When selected no payments can be made to the vendor from the system. By default, the field is left Unchecked.
Comments	Text	Notes regarding the vendor.
Default Currency	Drop-down list	Sets the currency to be used for transactions with this vendor. **This field is visible only when multiple currencies are enabled.**

9. If the vendor has additional contact addresses that need to be captured in the system, such as multiple office addresses, click on the ***Contact List*** tab to define additional contacts for the vendor.



10. In the ***Payto/Returnto*** section, the **Primary Contact**, **Pay To Contact**, and **Return to Contact** are set by default to "Same as Vendor", which means that they will use the contact information that is created based on the information provided in the ***Primary contact*** section of the ***Vendor*** tab. If the contact for any of these should be different, the appropriate contact can be designated by creating a new contact in the ***Contact list*** section. Simply assign a **Category** name, and then select or add a contact record using the drop-down list in the **Contact** field. Once completed, the contact will appear in drop-down lists for the **Primary Contact**, **Pay To Contact**, and **Return to Contact** fields. If there are no additional contact records needed for the vendor, this step can be skipped entirely.

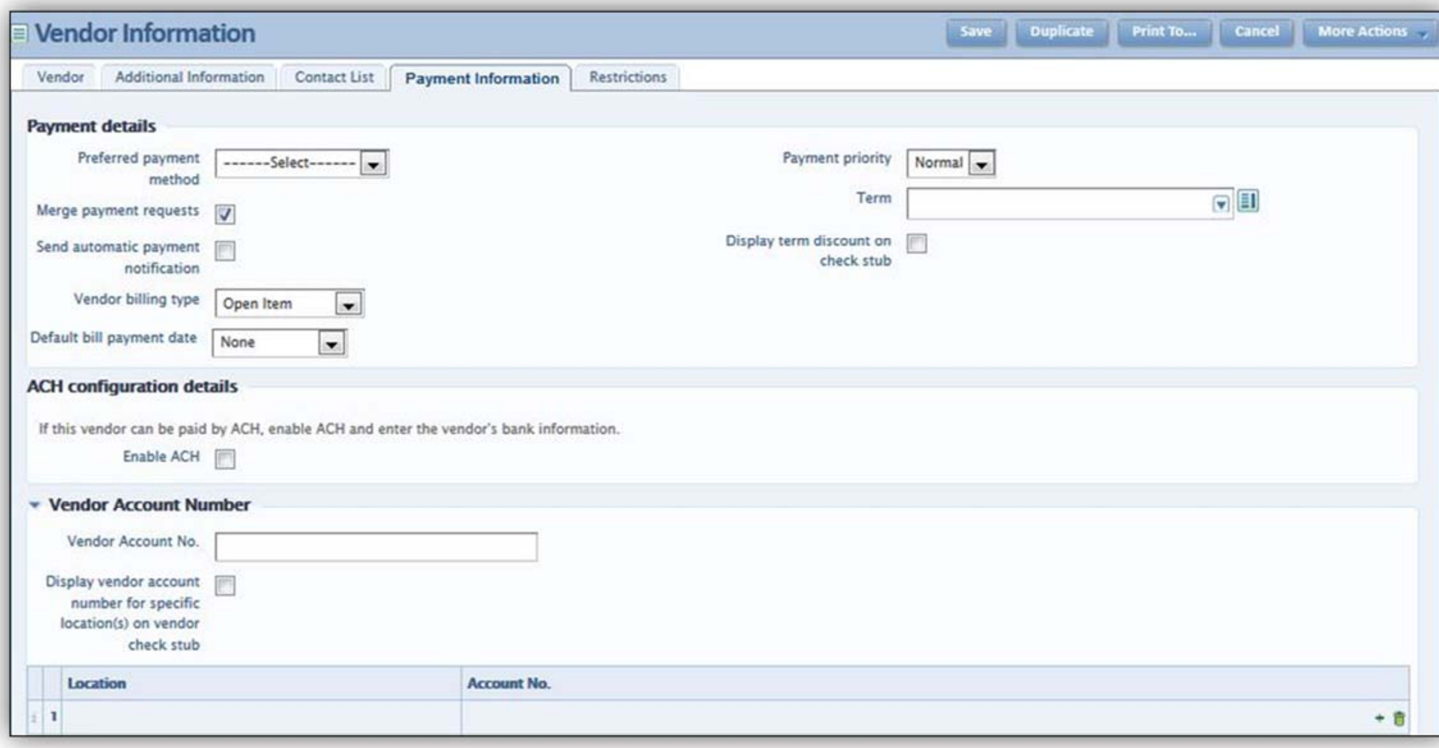
To create a new <u>CONTACT</u> rather than selecting an existing contact, refer to the Create a Contact section of this document.



Field	Type	Notes
<u>PRIMARY CONTACT</u>	Drop-down list	To specify a main contact for the vendor, choose the appropriate contact. This can either be the “Same as Vendor” option, or the “[Contact] – [Category]” that was created in the ***Contact list*** section. If the correct contact is not in the drop-down list, you must add it using the <u>**CATEGORY**</u> and <u>**CONTACT**</u> fields in the ***Contact list*** section. **When there is only one contact record, the default value “Same as Vendor” is appropriate for all three contact fields.**
<u>PAY TO CONTACT</u>	Drop-down list	To specify a pay to contact for the vendor, choose the appropriate contact. This can either be the “Same as Vendor” option, or the “[Contact] – [Category]” that was created in the ***Contact list*** section. If the correct contact is not in the drop-down list, you must add it using the <u>**CATEGORY**</u> and <u>**CONTACT**</u> fields in the ***Contact list*** section. **When there is only one contact record, the default value “Same as Vendor” is appropriate for all three contact fields.**

Field	Type	Notes
Return to Contact	Drop-down list	To specify a return to contact for the vendor, choose the appropriate contact. This can either be the "Same as Vendor" option, or the "[Contact] – [Category]" that was created in the ***Contact list*** section. If the correct contact is not in the drop-down list, you must add it using the **Category** and **Contact** fields in the ***Contact list*** section. **When there is only one contact record, the default value "Same as Vendor" is appropriate for all three contact fields.**
Category	Text	Category is a user defined field that allows you to more easily group and sort contacts. The category might be a specific office or specific location, a department, or an individual.
Contact	Drop-down list	Associate the category with a contact record using this field. If you need to add a new contact, please refer to the **Create a Contact** section of this document.

11. Click on the ***Payment Information*** tab to enter payment specific information for the vendor such as the payment method, ACH bank information, and account number.

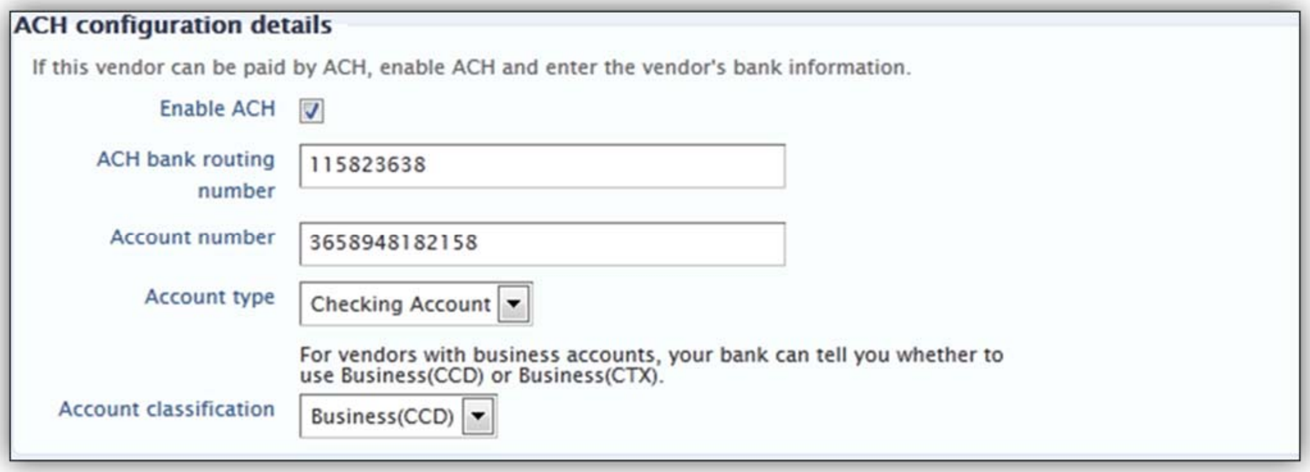


12. In the ***Payment details*** section, enter payment information such as the **Preferred Payment Method**, **Default Bill Payment Date**, **Payment Priority**, and **Term**, along with other vendor-specific payment settings.

Field	Type	Notes
PREFERRED PAYMENT METHOD	Drop-down list	Set a preferred method of payment for the vendor. There is a similar field for filtering on the **Select to Pay** filter screen which enables you to pay all vendors with the same preferred payment method at the same time. The default option for this field is "------Select------", which indicates that there is not a preferred method currently set. There are also options for "Check", "Charge Card", "Record Transfer", "Cash", and "ACH".
MERGE PAYMENT REQUEST	Checkbox	This field determines the default handling of payment requests by the system for the vendor. By default, the field is checked, which indicates that at the time of payment, the system will combine all bills for this vendor into just one payment request. If it is field is set to unchecked, the system creates one payment request per bill. This default setting can always be overridden at the time of payment.
SEND AUTOMATIC PAYMENT NOTIFICATION	Checkbox	By default, this field is unchecked; however, if it is checked, the system will send an email to the vendor once their payment has been confirmed. Intacct will use the **PRIMARY EMAIL ADDRESS** from the designated **PAY TO CONTACT** record as the email address to be notified.
VENDOR BILLING TYPE	Drop-down list	Select how the bills should be presented on vendor statements. The default option of "Open Item" shows all bills, adjustments, and payments as separate line items, whereas the "Balance Forward" option consolidates previous month's bills, adjustments, and payments to a single line item.
DEFAULT BILL PAYMENT DATE	Drop-down list	Sets the relative default date the system is to flag this vendor's bills for payment. By default the field is set to "None", which means that the system will not automatically flag the vendor's bills for payment. The other options are "Due Date", "Bill Date", and "Discount Date". If you select either "Due Date" or "Bill Date" additional fields will appear which allow you to specify a relative amount of days before or after the selected date using the +/- drop-down list and a number field. For example, if you wanted to default bills to be paid three days before the due date, you would select "Due Date", "-", and "3".

Field	Type	Notes
Payment Priority	Drop-down list	Payment priorities help you to internally organize your payment process. The selection you make here will be the default for bills entered for this vendor; however, you can change the priority of an individual bill at the time you enter it. The options available are "Urgent", "High", "Normal" (default), and "Low".
Term	Drop-down list	The term designates the credit terms extended by the vendor. Intacct uses terms to calculate due dates, discounts and penalties regarding bills for this vendor.
Display Term Discount on Check Stub	Radio button	Selecting "Yes" in this field sets the system to automatically notify the vendor via the check stub that you have elected to take your term discount. The default selection is "No", which means that the term discount will not automatically appear on the check stub.

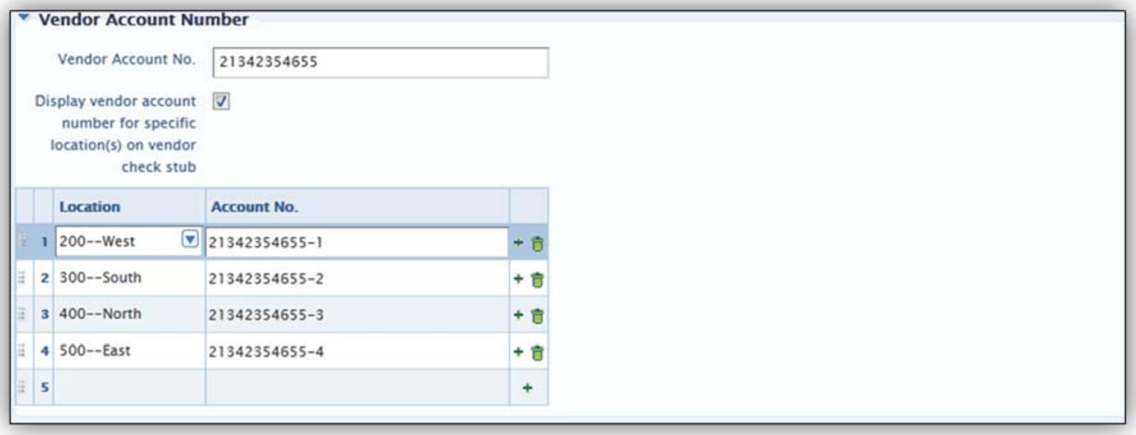
13. In the ***ACH configuration details*** section, you must check the **Enable ACH** checkbox to enter the vendor's ACH bank information in order to allow the vendor to be paid via ACH. The fields that become available after selecting to enable ACH for the vendor are described in the following table.



Field	Type	Notes
Enable ACH	Checkbox	Check this checkbox if you the vendor wants to be paid via ACH and had provided you with their bank information.
ACH Bank Routing Number	Number	Enter the Routing Number for the vendor's bank account.
Account Number	Number	Enter the vendor's bank account number.
Account Type	Drop-down list	Select whether the vendor's bank account is a "Checking Account" or a "Savings Account". By default, this field is set to "Checking Account", which is the most common.

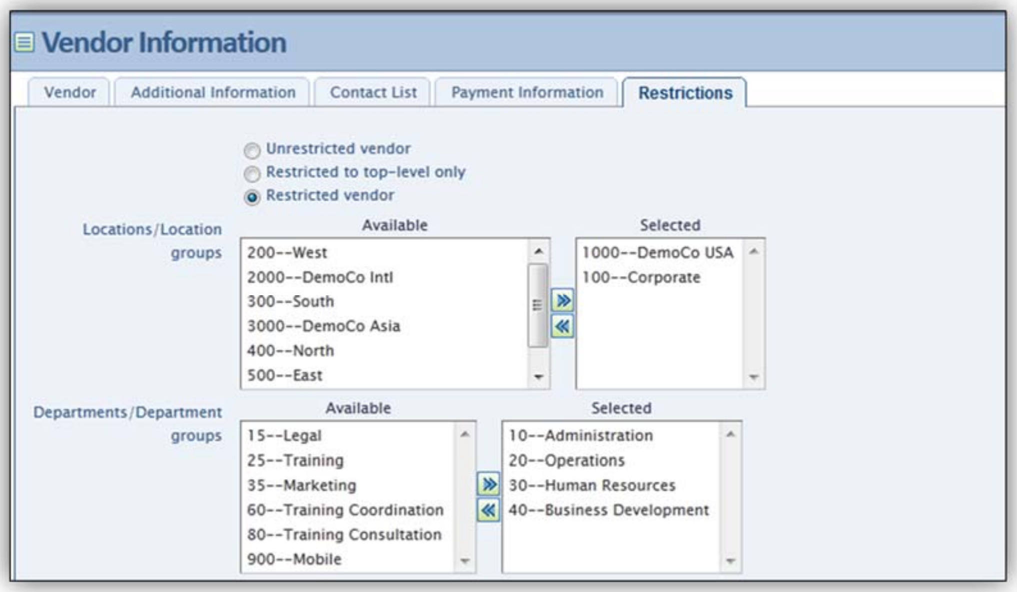
Field	Type	Notes
ACCOUNT CLASSIFICATION	Drop-down list	Select whether the vendor's bank account is a personal or business account. If the vendor is a contractor using a personal bank account, select the "Personal (PPD)" option. If the account is a business bank account, you will need to contact your bank to determine whether the account is classified as a "Business (CTX)" or "Business (CCD)" bank account.

14. In the ***Vendor Account Number*** section, enter the account number(s) that the vendor uses to identify your company. If the vendor has different account numbers for your company's locations, you can use the table at the bottom of this section to define the account numbers for each location.



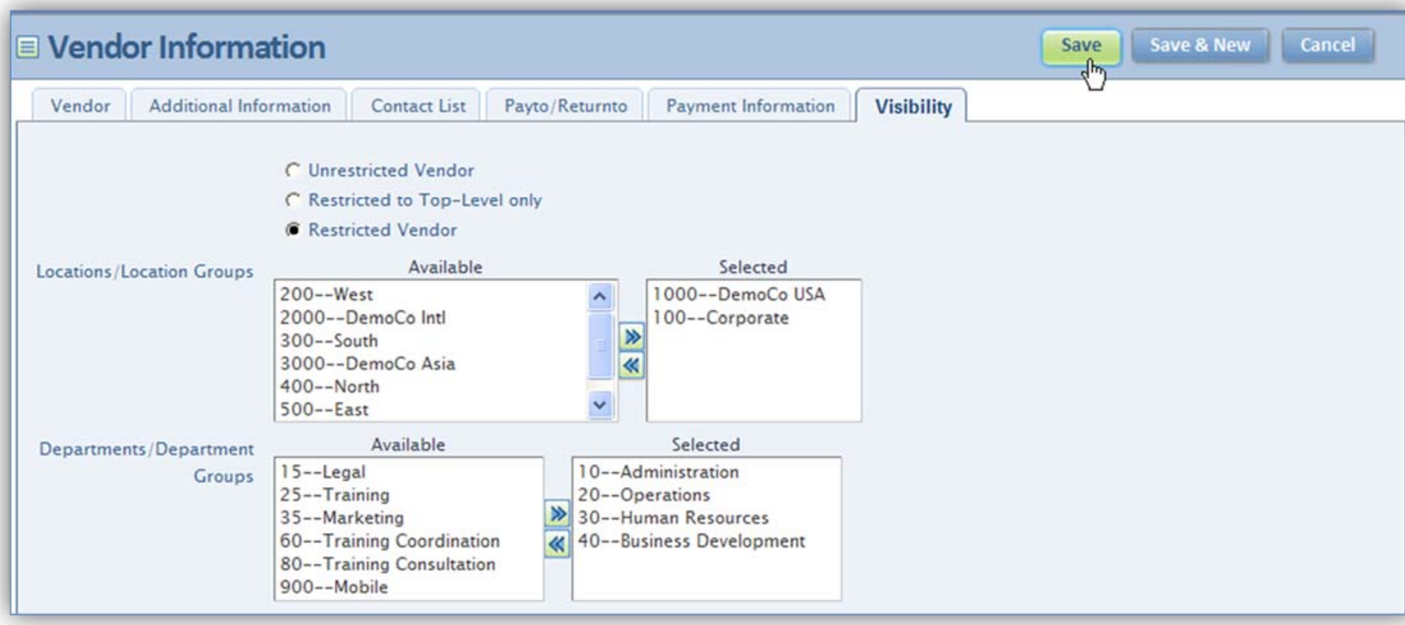
Field	Type	Notes
VENDOR ACCOUNT NO.	Text	The number the vendor uses to refer to your company's account.
DISPLAY VENDOR ACCOUNT NUMBER FOR SPECIFIC LOCATION(S) ON VENDOR CHECK STUB	Checkbox	By default, this field is unchecked, which causes the **VENDOR ACCOUNT NO.** designated for the company or entity to print in the check's Memo field. If you check this field, the system will display the appropriate **ACCOUNT NO.** based on the bill's location coding on the vendor check stub.

15. Click on the ***Restrictions*** tab to further control the visibility of the vendor based on location and/or department.

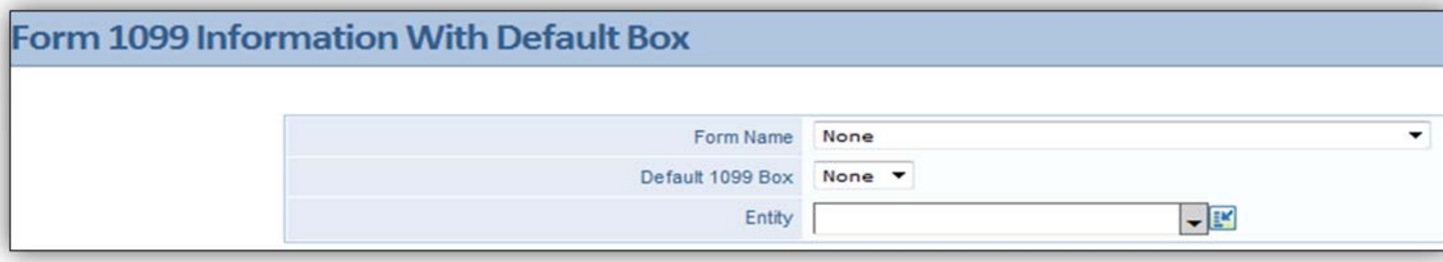


Field	Type	Note
Unrestricted Vendor	Radio button	Visible by users in the top-level entity as well as all the subordinate entities.
Restricted to Top-Level Only	Radio button	Visible only to users in the top-level entity.
Restricted Vendor	Radio button	Visible only to specified Locations and/or Departments as designated in the Location/Location Groups and Department/Department Groups fields.
Location/Location Groups	Selection list	Only Location or Location Groups in right-hand box have visibility rights to this vendor when the Restricted Vendor field has been selected.
Department/Department Groups	Selection list	Only Department or Department Groups in right-hand box have visibility rights to this vendor when the Restricted Vendor field has been selected.

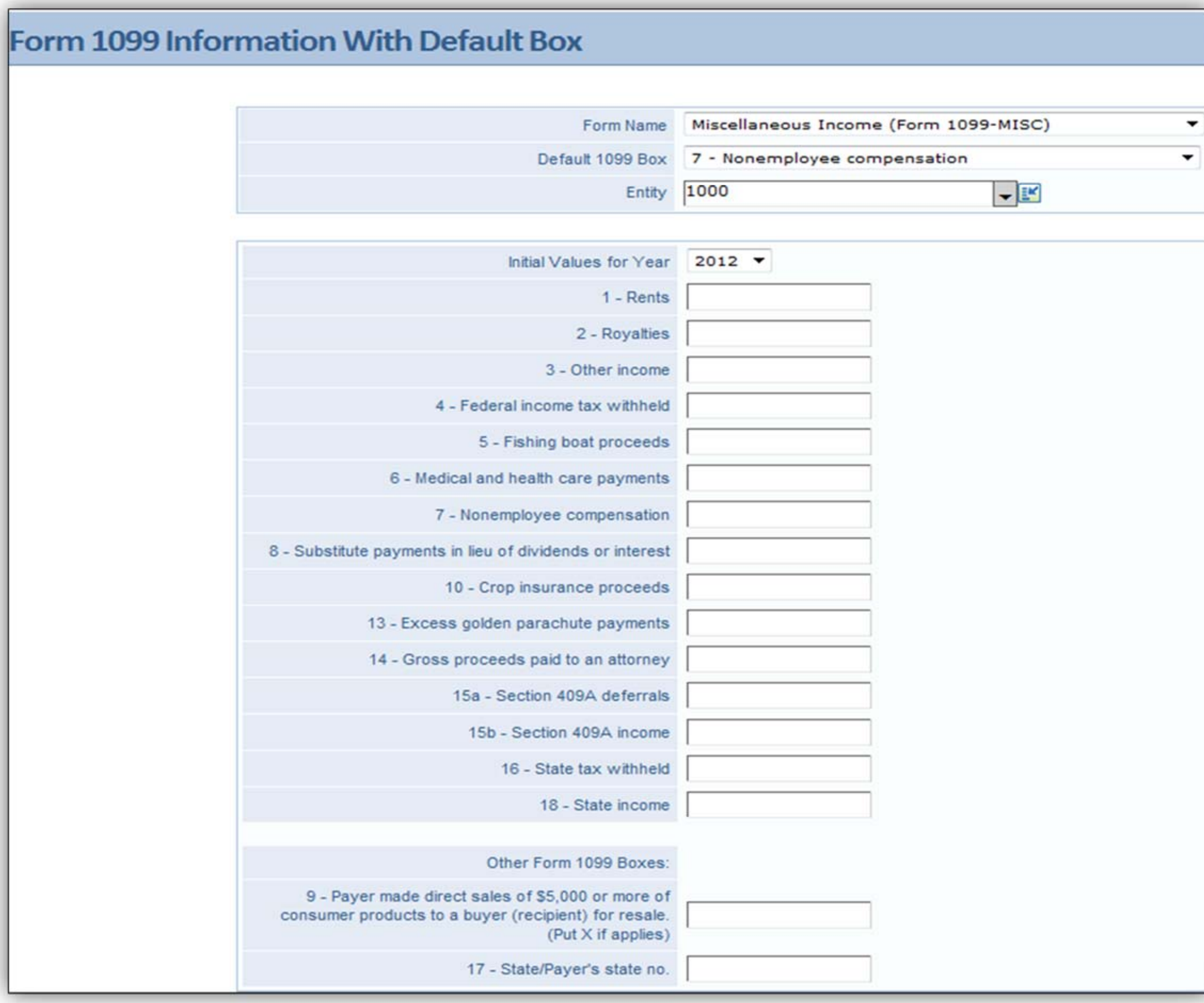
16. When all applicable information about the vendor has been entered, click the **Save** button.



17. If the vendor was checked as **1099 ELIGIBLE**, the system will direct you to the **Form 1099 Information with Default Box** screen.



18. Enter the appropriate 1099 information using the fields available on the **Form 1099 Information with Default Box** screen. As you make selections in the **FORM NAME**, **DEFAULT 1099 BOX**, and **ENTITY** fields, the screen will reload to provide the applicable options and fields.



Field	Type	Note
FORM NAME	Drop-down list	Select the appropriate 1099 form for the vendor. This will generally be "Miscellaneous Income (Form 1099-MISC)".
DEFAULT 1099 BOX	Drop-down list	Select the appropriate box on the 1099 form you selected for the vendor payment. This will generally be "7 - Nonemployee compensation".
ENTITY	Drop-down list	This field only appears if your company is set up to issue separate 1099 forms for each entity, and you are creating the vendor at the root level. You may select an entity for which you want to enter initial values using this field. Once selected, a section for vendor initial values for the entity will appear.

Field	Type	Note
INITIAL VALUES FOR YEAR	Drop-down list	If you intend to run all 1099 information for the vendor from Intacct, but initial values for the year reside in another system, you can enter the initial value by first selecting the appropriate year.
[INITIAL VALUES FIELDS]	Number	Depending on which 1099 Form was selected, the appropriate boxes will display after the **INITIAL VALUES FOR YEAR** field. The initial value may be entered into Intacct at this time for each box as appropriate.

19. When all applicable Form 1099 information has been entered, click the **Save** button to complete the vendor set up.