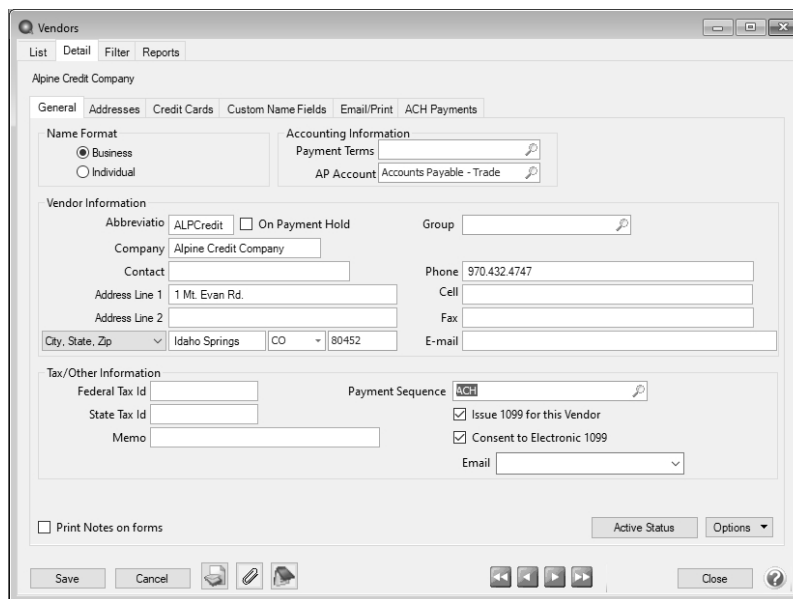


Create a Vendor

| | |
|-------------------------|-----------------------------------------|
| Document #: 3005 | Product: CenterPoint® Accounting |
|-------------------------|-----------------------------------------|

Vendors are individuals or companies who you purchase goods and/or services from. Vendors are used when entering Vendor Invoices (AP) and Payments.


1. Select **Setup > Vendors**.
2. Click the **New** button at the bottom of the screen.





General tab

3. Select an appropriate **Name Format**. The Name Format selection is used to format the **Name** box to accept an individual's name, or a company name.
4. Under **Accounting Information**, select an appropriate **Payment Term**. The Payment Term is used in invoicing to calculate the Invoice Due Date.
5. In the **AP Account** field, select the default AP Account for this vendor. If an AP Account is not entered, the default from Preferences (File > Preferences > Vendor Invoices > Default Accounts) will be used.
6. In the **Abbreviation** box, enter up to ten characters that will easily identify the vendor. To set how duplicate abbreviations are handled by CenterPoint, right-click and select **Allow Duplicates** (Use this option to reuse and not require the value in the Abbreviation box.), **Warn if Duplicate** (Use this option to receive a warning if a duplicate abbreviation is used. A confirmation message will display. To continue using the duplicate value, click Yes.), or **No Duplicates Allowed** (Use this option to require a unique value in the Abbreviation box. A message will display. Click OK to return and enter a unique value.).
7. Select the **On Payment Hold** check box to place a hold on all payments to this vendor. When a vendor is on payment hold, their invoices will not display on the Pay Invoices Due screen and when saving a payment on the Payments screen a *"You cannot save this transaction because the Vendor is on payment hold."* message displays because the vendor is on hold.

8. Select the user-defined **Group** to assign the vendor to, for example Wholesale, Retail, Referral Partner. Groups are used in reporting and as a filter to limit the range of vendors in many reports.
9. Enter the vendors full company name or individual's name (the format of this field will depend on which option was selected in step 3).
10. Enter the appropriate address information.


 Note: If you prefer to enter the zip code and have CenterPoint auto-fill the city & state information (instead of manually typing in the city, state and zip), then make that selection in Preferences (File > Preferences > General > Address Settings)

11. Enter the Vendors **Phone**, **Fax**, and **E-mail** address (if applicable).
12. The **Federal** and **State Tax Id** fields are optional, but are used when printing tax reports (for example, 1099's) or processing ACH files.
13. The **Memo** field is used when printing checks. Include up-to 50 characters of information that you want to print on the check portion of a printed check (for example, your account number).
14. In the **Payment Sequence** box, enter a numbering sequence if this vendor should use a different default numbering sequence than is used by default in Processes > Purchases > Payments rather than the default numbering sequence for the Payments screen. For example, if this vendor is paid online rather than being issued a paper check, select an online payments sequence. To create a new numbering sequence, right-click, select New, and follow the [Numbering Sequence](#) topic for additional information.
15. If you want to print a 1099 for this vendor, select the **Issue 1099 for this Vendor** check box.
16. Select the **Consent to Electronic 1099** check box if this vendor consents to receiving only a 1099 form that can be viewed through Aatrix (the vendor will not receive a paper form). If this box is selected, a signed consent form must be on file. This form can be printed from **Federal & State Payroll Forms & Reports > Federal Tax Forms** and selecting **Electronic 1099 Consent** in the **Report** box.
17. If the email address you want to include with the electronic consent is listed in the **Email** drop-down list, select the address, or enter a new email addresses.
18. To select which companies/funds this name is active in, click the **Active Status** button, select the companies/funds the name is active in (the default is active for all companies/funds), and then click **OK**.
19. To add notes to this vendor, click the **Notes** icon () , enter the notes, and then click **OK**. When notes are added from the Additional Notes icon, the icon will display with a yellow background.

 Note: To add a time stamp to a note added or edited on the Additional Notes screen, click **Stamp**. If you are adding/editing a stamp in a database without security, the stamp will display "Edited on (current date and time)". If you are adding/editing a stamp in a database with security, the stamp will display "Edited by (username) on (current date and time)".


20. If you want to select which fields are necessary for data entry, click the **Options** button and then select **Set Tab Stops**
21. Select the **Print Notes on forms** check box to print notes entered on the Additional Notes screen on a purchase order or check when the Payee Notes field is added in Setup > Forms Designer > Check Stub Form Designer or Purchase Order Form Designer

Addresses tab

 Note: If you right-click in the Addresses for this Name List, you can select to display active/inactive addresses and add/remove/sort columns such as State/Province, Zip/Postal Code, etc.

- » In the **Location Type** box, click and select a location type, or type a location type. Name location types are a way to categorize addresses for a name. Typical location types are shipping, billing, business, etc. To create a new location type, right-click and select New, and then follow the [Name Location Types](#) topic. To set a location type as the default, right-click and select Set As Default. To clear the default location type, right-click and select Clear Default.
- » In the **Address Name** box, enter up to 50 characters of required information that describes the address (for example: Corporate Office, Warehouse, Home, etc.).

- » In the **Contact** box, enter up to 30 characters of optional information that describes the contact at this address. If the Print Contact on Forms check box is selected, the Contact Name will print on forms instead of the name entered on the General tab.
- » In the **Address Line 1** and **Address Line 2** boxes, enter the street address and any other information, for example, suite number or post office box number for this location type.
- » If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses, in the Zip/Postal Code box enter the zip code or postal code. Then, select the appropriate city/state or city/province from the list. If your preferences are not set to use the automatic Zip Code/Postal Code Lookup for addresses, enter the City/State/Zip, City/Province/Postal Code, or Address 3 Foreign Address information.

 Note: To set a City/State/Zip, City/Province/Postal Code, or Address 3 Foreign Address as the default, right-click and select Set As Default. To clear the default City/State/Zip, City/Province/Postal Code or Address 3 Foreign Address, right-click and select Clear Default.

- » Select the **Print Contact on Forms** check box, the Contact Name will print on forms instead of the vendor name entered on the General tab.
- » If this address is not active, unselect the **Active** check box.
- » Under Use this Address as the Default for, select any combination of Billing, Shipping, Business, or Pay To.
 - » **Business** - The address that is entered on the General tab is referred to as the Business address.
 - » **Billing** - This address is used for billing statements and invoices.
 - » **Shipping** - This address is the address that can be used if the shipping address is different than the business address.
 - » **Pay To**- This address defaults with the Name field in transaction entry screens.
- » Under Communication Methods for this Address, in the Information box, enter the information specific to the communication method (for example, phone number, cell phone number, e-mail address, etc.).

 Note: To create new communication methods, click Communication Methods at the bottom of the screen.

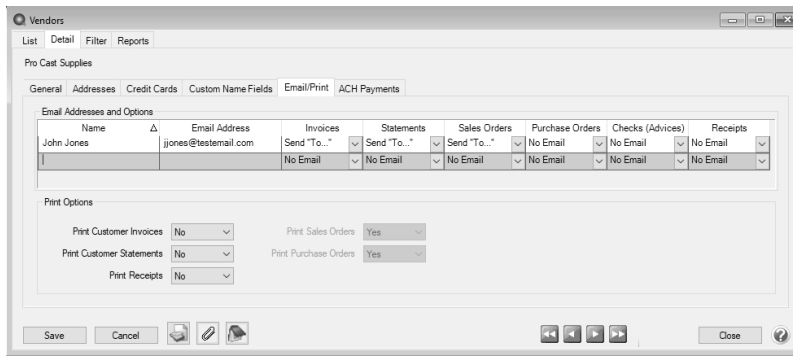
22. The **Credit Cards tab** is not normally used when setting up vendors.

Custom Name Fields tab

23. The **Custom Name Fields tab** can be used to track additional information regarding a vendor. Custom fields are optional.

Email/Print tab

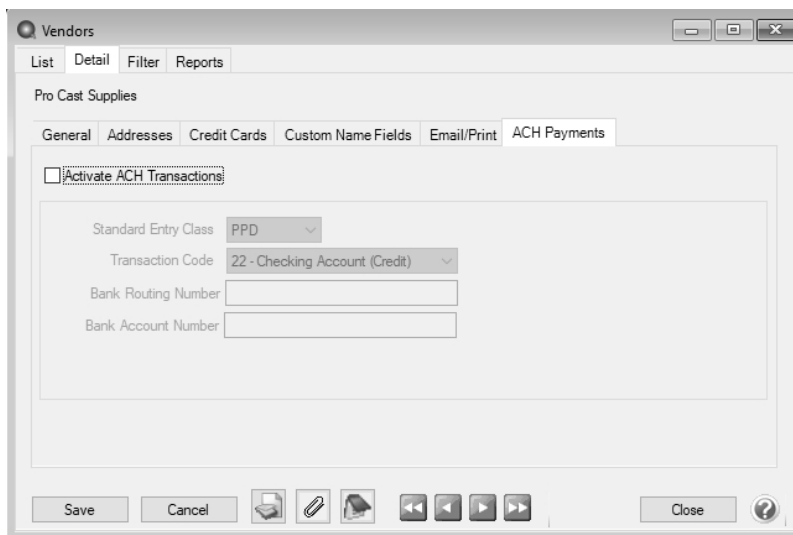
24. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, purchase orders, checks (advices), and receipts can be sent for this vendor. You can also select how each e-mail is to be sent, **No Email**, **Send "To..."** (directly to the recipient), **Send "CC..."** (as a carbon copy), or **Send "BCC..."** (as a blind carbon copy, for example, the person sending the email may want to enter their own e-mail address so they have an audit trail of emails sent). The Email Addresses and Options settings will be used to set the default image on the Email button on transaction entry screens. An envelope image with a check mark on it will mean the form will be emailed and an Envelope image with a cross-through on it will mean the form will not be emailed.



The **Print Options** fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. The available fields are: **Print Customer Invoices, Print Customer Statements, Print Receipts, Print Sales Orders, and Print Purchase Orders**. Use these options to determine if invoices, statements, sales orders, and purchase orders should be printed for this vendor. The Print Options settings will be used to set the default image on transaction entry screens. A printer image with a check mark on it will mean the form will Print and a Printer image with a cross-through on it will mean the form will not print.

ACH Payments tab

25. Click the **ACH Payments** tab. If you plan to electronically transfer payments to payees, see the [ACH Setup & Processing](#) document for more information.
26. To activate ACH electronic payments for this vendor, select the **Activate ACH Transactions** check box.



27. **Standard Entry Class (SEC)** code to designate how the transaction was authorized by the originator. Select one of the options below:
 - » **PPD** (Preauthorized Pay/Deposit) - for credits and debits that process against consumer accounts for entries such as payments to vendors and direct deposit.
 - » **CCD** (Corporate Credit or Debit) - for credit and debit entries processed against non-consumer accounts for transactions such as payments to vendors and collections from customers.
 - » **CTX** (Corporate Trade Exchange) - use CTX, like CCD, to facilitate business-to-business transfer of funds as either debits or credits.

28. Select one of the **Transaction Codes** below to identify the type of entry that should be included in the ACH file for the vendor. A pre-note is the commonly used term for an Automated Clearing House (ACH) pre-notification. It is a zero dollar ACH entry that should be sent at least six banking days prior to the first live ACH credit being sent. Under NACHA Operating Rules (also known as ACH rules), a pre-note's purpose is to "validate" the routing number and account number of the receiving bank or credit union.
- » **22 - Checking Account (Credit)**
 - » **23 - Prenote Checking (Credit)**
 - » **32 - Saving Account (Credit)**
 - » **33 - Prenote Savings (Credit)**
 - » **52 - Loan Account (Credit)**
 - » **53 - Loan Prenote (Credit)**
29. In the **Bank Routing Number** box, enter the bank transit/routing number for this vendor (assigned by the American Banking Association) for where the ACH deposit is to be made. This number is eight digits plus a ninth "check" digit. CenterPoint will verify that the routing number is a valid ABA number and display a warning if it is not. You can choose to continue with your entry if the number is invalid.
30. In the **Bank Account Number**, enter the bank account number for this vendor where the ACH deposit is to be made

 Note: If you want to attach a document to this vendor, see the [Scan and Attach Documents](#) topic for detailed information.

31. Click **Save**. Click **Close**.