Understanding and Using Names (Vendors, Customers, Employees or Salespersons)

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Names are individuals or organizations you do business with. There are four name types: Vendor, Customer, Employee, and Salesperson. Any name can be one, two, or all types. By specifying a name type, the transaction screens will display only the appropriate names for that screen.

Create a Name

Edit/Change an Existing Name

View Transaction History for a Name

Delete a Name

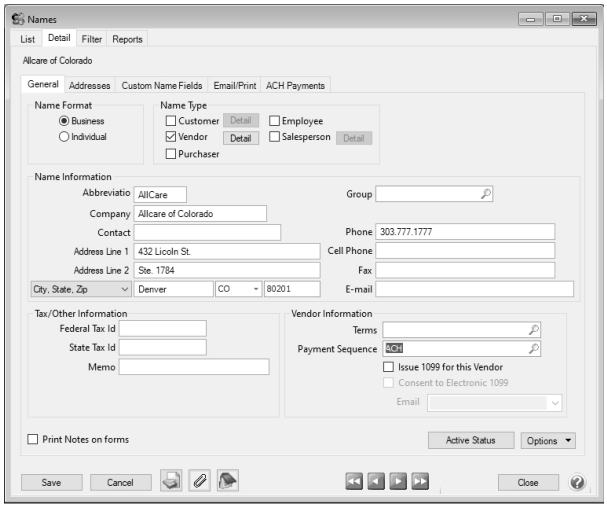
Change the Status (Activate/Deactivate) of a Name

Combine Two Existing Names

Create a Name:

1. Select **Setup** > **Names** > **Names**.
2. Click **New** to create a new blank name. Or if the name being added is similar to an existing name, you can highlight the similar name and click **Copy**. This will create a new name using all of the information in the highlighted name.

Note: To set a default for any of the fields on the screen, right-click and select Set As Default. For example, if most of the names you enter are for a particular State, you can set that state as the default that will display. To clear the default, right-click and select Clear Default. If you want to skip any fields when you enter names, you can remove fields from the tab order by clicking the Options button, selecting Set Tab Stops, and then removing the checkmark next to the fields you want to skip.

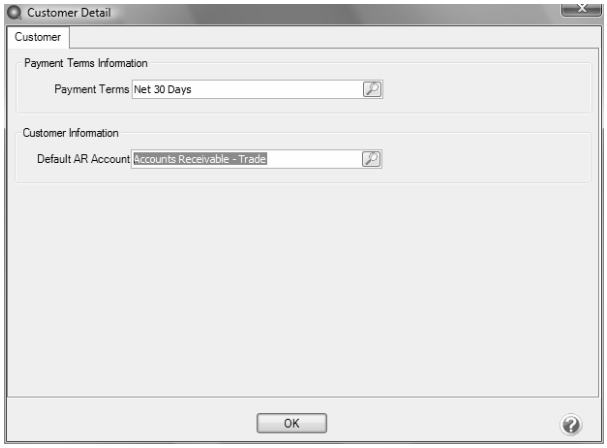


General tab

3. On the **General** tab, under **Name Format**, select **Business** if this name is a business or **Individual** if this name is an individual
4. Under **Name Type**, select **Customer, Vendor, Employee,** and/or **Salesperson**. Any name can be one, two, or all types.

   If you are creating an employee that you will be paying in the Payment screen (instead of processing a pay run using the payroll program), the name should be marked as both an employee and a vendor. Once the Employee check box is selected, it cannot be unselected if there is any data associated with the name that would prevent it from being deleted, for example pay run data.

5. If this name is a customer, click the **Customer Detail** button and follow the steps below. If this name is not a customer, continue with Step 6.

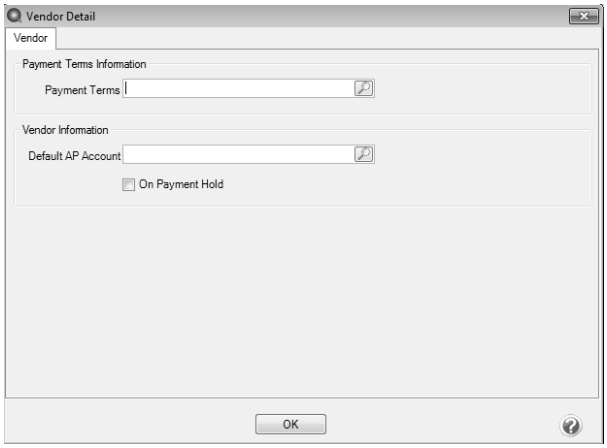


   - In the **Payment Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due. Typical payment terms are net 30; COD (cash on delivery); etc.

> Note: To create a new payment term, right-click and select New, and then follow the Understanding Terms and Discounts procedure. To set a payment term as the default, right-click and select Set As Default. To clear the default payment term, right-click and select Clear Default.

   - In the **Default AR Account**, click and select the account that will display as the default Accounts Receivable account for this name in the **Processes > Customers > Customer Invoices**. transaction entry screen.

6. If this name is a vendor, click the **Vendor Detail** button. If this name is not a vendor, continue with Step 7.



- In the **Payment Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due. Typical payment terms are net 30; COD (cash on delivery); etc.

> Note: To create a new payment term, right-click and select New, and then follow the Create a Payment Term Due on a Specific Date or Create a Payment Term with Net Terms procedure. To set a payment term as the default, right-click and select Set As Default. To clear the default payment term, right-click and select Clear Default.

- In the **Default AP Account**, click and select the account that will display as the default Accounts Payable account for this name in the Vendor Invoices (A/P) transaction entry screen.
- 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.

7. In the **Abbreviation** box, enter up to ten characters of optional information that you can easily identify the name by. 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.).
8. Select the user-defined**Group**to assign the name to, for example Wholesale, Retail, Referral Partner. Groups are used in reporting and as a filter to limit the range of names in many reports.
9. In the **Last Name/Company** box, enter up to 50 characters of required information that describes the last name/company name. If this name is an individual, also specify the **Suffix**, **First Name**, and **M.I.**
10. In the **Contact** box, enter up to 30 characters of optional information that describes the contact at this address.
11. 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.
12. The third address line has a format option preceding it. There are four options for the format of the third line of the address:

    - City, State, and Zip Code (US Addresses).
    - City, Province, Postal Code (Canadian Addresses).
    - Address Line 3 (Free format line)
    - Foreign City, Foreign State/Province, Foreign Postal Code, Country Code (Foreign Addresses).

    Choose the correct format. If this is the format that you use most often, you can select it and then right-click on the field to make it the default format. The United States address format and the Canadian address format will perform a zip code or postal code lookup and fill in the city and state or province. Country Codes can be selected from a list when using Foreign Addresses.

13. If your preferences are set to use the automatic Zip Code/Postal Code Lookup for addresses (File > Preferences > General > Address Settings), in the **Zip/Postal Code** box enter the zip code or postal code.. If your preferences are not set to use the lookup, enter the City/State/Zip, City/Province/Postal Code, Address 3, or Foreign Address information.

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

14. In the **Phone** box, enter the phone number for this name's default business address.
15. Complete any other fields (Fax, E-mail, etc.) that are applicable to your business needs.
16. In the **Fax** box, enter the fax number for this name's default business address.
17. In the **E-mail** box, enter the e-mail address for this name's default business address. If you've selected to e-mail invoices/billing statements to this name, an e-mail address is required.

18. In the **Federal Tax Id** box, enter an optional 15 character federal tax identification number for this name. This field is optional but should be filled in for any vendors that will be issued a 1099.
19. In the **State Tax Id** box, enter an optional 15 character state tax identification number for this name.
20. If this name is a Vendor, in the **Memo** box, enter up to 50 characters of information that you want to print on the check portion of a printed check or invoice to this name. The account number is an example use of the Memo box.
21. In the **Terms** box, click and select a payment term, or type a payment term. The payment terms code determines the date payment is due.

    Note: To create a new payment term, right-click and select New, and then follow the Understanding Terms and Discounts procedure. To set a payment term as the default, right-click and select Set As Default. To clear the default payment term, right-click and select Clear Default.

22. IIn 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.
23. If you want to print a 1099 for this vendor, select the **Issue 1099 for this Vendor** check box.
24. 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.
25. 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.
26. 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**.
27. To add notes to this name, click the **Notes** icon (), enter the notes, and then click **OK**. When notes are added from theNotes 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)".

28. If you want to select which fields are necessary for data entry, click the **Options** button and then select **Set Tab Stops**.
29. 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 Form Designer or Purchase Order Form Designer.

Addresses tab

30. Select the **Addresses**tab if additional addresses are needed, such as pay to, shipping or billing address. Click **New**. If no other addresses are needed for this name, the Addresses tab can be ignored.

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 **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 name entered on the General tab.
- 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.
- If this address is not active, unselect the **Active** check box.
- 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.

Credit Cards tab

31. If this Name is a customer, you can keep a customers credit card number on file by selecting the **Credit Cards** tab and clicking **New**. Keeping a credit card on file is optional.

    - In the **Credit Card Type** box, click and select a credit card type, or type a credit card type. Typical credit card types are Visa, Master Card, Discover, etc.

    Note: To create a new credit card type, right-click and select New, and then follow the Credit Card Type procedure. To set a credit card type as the default, right-click and select Set As Default. To clear the default credit card type, right-click and select Clear Default.

    - In the **Name** box, enter up to 50 characters of required information that describes the credit card.
    - In the **Name on Card** box, enter up to 40 optional characters of information that describes the owner of the credit card.
    - In the **Card Number** box, enter up to 20 characters or numbers that appear on the credit card.
    - In the **Security Key** box, enter up to four characters or numbers that appear as the security key on the back of the credit card.
    - In the **Expiration Date** box, select the month and enter the year that the credit card expires.
    - Select **Use as Default Credit Card**, if this is the credit card you want to always use for this name.

Custom Name Fields

32. Click the **Custom Name Fields** tab if you'd like to specify additional information about this name that we do not already provide a field for. For example, if you wanted to keep track of the business hours for a vendor, you could create a new

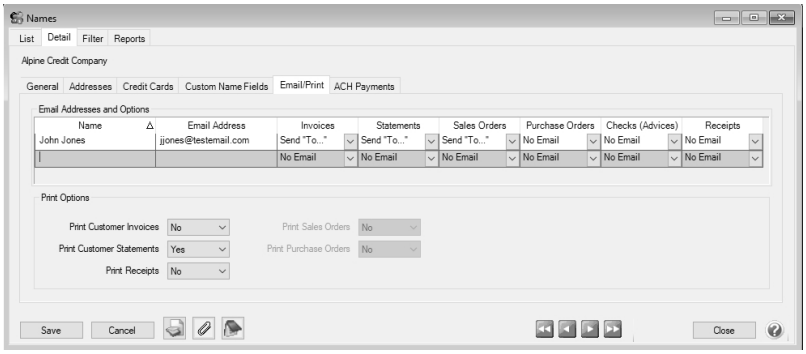
"Business Hours" field on the Custom Names Field tab, which would then be available for all names to use.

- Select the line that contains the Custom Name Field Name you want to add information to.
- In the Custom Field Information box, enter the specific information for this name. Custom name fields can be used to define other items of information you may want to maintain for a particular name or group of names. For example, if you have a custom name field called "Open House" and you want to track names that you want a label to print for and names that you want to print on a Names List you would either enter "Label" or "Names List" in the Custom Field Information box. For example, you may want to track the spouse's name for each of your employees.

Note: To add a new Custom Name Fields, click Custom Fields at the bottom of the screen.

Email/Print tab

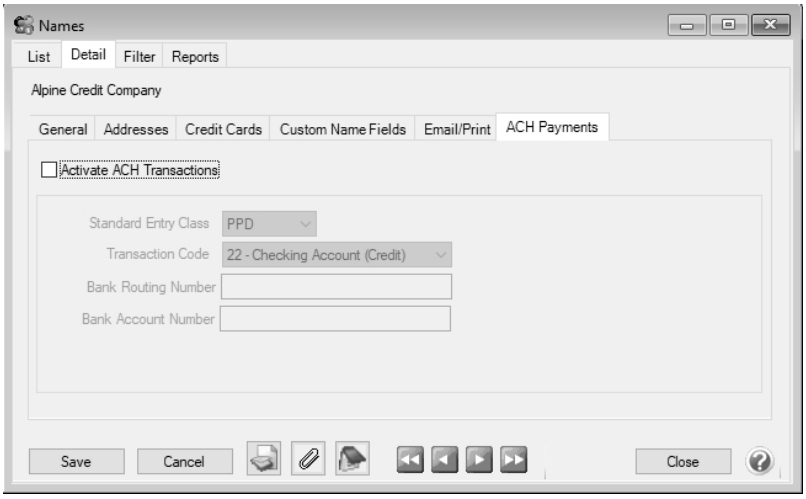
33. Click on the **Email/Print** tab. The Email Addresses and Options fields that are active will depend on the modules that you have purchased and registered and if the name is a vendor a customer. Use these options to set up multiple e-mail addresses where invoices, statements, sales orders, purchase orders, checks (advices), and receipts can be sent for this name. 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, purchase orders, and receipts should be printed for this name. The Print Options settings will be used to set the default image on the Print button 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

34. Click the **ACH Payments** tab. If you plan to electronically transfer payments to payees, see the ACH Setup & Processing document for more information.
35. To activate ACH electronic payments for this name, select the **Activate ACH Transactions** check box.



36. NACHA requires that when a transaction is submitted for processing, the transaction must include an ACH **Standard Entry Class** (SEC) code to designate how the transaction was authorized by the originator. Select one of the options below as required by your bank:
    - **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.
37. Select one of the **Transaction Codes** below to identify the type of entry that should be included in the ACH file for the name. 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)**
38. In the **Bank Routing Number** box, enter the bank transit/routing number for this name (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.
39. In the **Bank Account Number**, enter the bank account number for this name where the ACH deposit is to be made.

Note: If you want to attach a document to this name, see the Scan and Attach Documents topic for detailed information.

40. Click **Save**.
41. Click **Close**.

Edit/Change an Existing Name

All information on a name can be modified, including the abbreviation and name. All history and balances will stay with the name. If you change the information in the Name box, past name information is automatically linked to the new name.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select the name to be changed and click **Edit** (or simply double click on the name). Edit of the details associated with this name.
3. Click **Save** to save the name and return to the List tab, or click **Close** to save the name and close the Names screen.

View Transaction History for a Name

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Right-click on the name(s) you want to view transaction history for.
3. Select **View Transaction History**.

Delete an Existing Name

The Delete button completely removes a name from the system.



Note: You cannot delete a record that has any type of history or other records linked to it in the system. If you have a Name that is no longer being used, but does have historical activity, please refer to the Change the Status of an Existing Name topic below.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select the name you want to delete, and then click **Delete**
3. At the **"Are you sure you want the item deleted?"** message, click **Yes**.

Change the Status of an Existing Name

Names that are no longer being used, but have history, can be deactivated. On transaction screens, the list of names will only include active names. Filters can be created in reports, lists, etc. to only include active names. Names can be active for some companies/funds and not for others.

1. On the **Setup** menu, point to Names, and then click Names.
2. Select an active name, right-click and select **Activate/Deactivate**, select the companies/funds the name is inactive in, and then click **OK.**

Combine Two Existing Names

The Combine button allows you to combine two existing names (vendors, customers, etc.) into one. For example, if a vendor or customer was inadvertently setup twice or is no longer used. The Combine feature allows you to transfer all the activity and balances from one name to another name. The name you combined will disappear from the list. The name that was combined into will include all activity from both names.

1. On the **Setup** menu, point to **Names**, and then click **Names**.
2. Select a name that you want to combine into another name. This is the name that will no longer be in the list when the process is complete.
3. Click the **Combine** button.
4. On the Combine screen select the **Name** you wish to combine the activity to.
5. Click **OK**.
6. At the "Are you sure you want to combine (the name you selected in Step 2) into (the name you selected in Step 4)?" message, click **Yes**.