Vendor Detail Screen - How To's

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Overview

The **Vendor Details** screen provides a centralized view of the information and activities related to a vendor or supplier. From this screen, you can view and manage vendor information, contacts, tasks, Purchase Orders, financial information, notes, documents, and other vendor-related records.

The **Vendor Details** screen is organized into three main sections:

- **Main Fields** - Displays the vendor's primary information, purchasing settings, payment terms, and QuickBooks Online synchronization information.
- **Tabs** - Provides access to additional information and records related to the vendor.
- **Footer** - Provides actions for creating, saving, deleting, closing, and getting help for the vendor record.

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Understanding the Vendor Details Screen

Main Fields

The **Main Fields** section contains the vendor's primary information and purchasing settings.

- **Vendor Name** - The name of the vendor or supplier.
- **Primary Contact** - The vendor's primary representative or contact person.
- **Title** - The position or designation of the Primary Contact.
- **Address Line 1** - The vendor's primary street address.
- **Address Line 2** - Additional address information.
- **City** - The vendor's city.
- **State** - The vendor's state.
- **Zip Code** - The vendor's ZIP or postal code.
- **Country** - The vendor's country.
- **Vendor #** - The unique vendor number automatically assigned when the vendor is created.
- **Main Phone** - The vendor's primary phone number.
- **Active** - Indicates whether the vendor is active. Purchase Orders can only be created for active vendors.
- **Fax** - The vendor's fax number.
- **Account Number** - The account number assigned to your company by the vendor.
- **Product & Services** - The products or services provided by the vendor.
- **Company Email** - The vendor's primary company email address.
- **Shipped Via** - The default shipping method used by the vendor.
- **PO Type** - Determines which Purchase Order types can be created for the vendor.
- **Payment Terms** - The payment terms agreed upon with the vendor.
- **To Sync (QBO)** - Indicates that the vendor record is marked to synchronize with QuickBooks Online.
- **Resync Flag** - Indicates that changes made to the vendor record need to be synchronized with QuickBooks Online.
- **Last Synced** - Displays the date and time the vendor record was last synchronized with QuickBooks Online.

Tabs

The **Tabs** section provides access to additional information and records associated with the vendor. See **Vendor Details Screen Tabs** below for more information.

Footer

The footer contains the following actions:

- **Add New Vendor** - Opens a new screen to create another vendor record.
- **Delete Vendor** - Deletes the current vendor record.
- **Save** - Saves changes made to the vendor record.
- **Help** - Opens help resources related to the Vendor Details screen.
- **Close** - Closes the Vendor Details screen.

Managing Vendor Records

How to Add a New Vendor Record

You can create a new vendor from several locations in 1place:

- Press **Ctrl + F4**.
- From the **Quick Start** menu, click the **+** icon and select **Vendor**.
- From the **Vendor List** screen, click **New**.
- From the **Vendor Details** screen, click **Add New Vendor**.
- From a **Purchase Order** screen, select **+ Add New** when the vendor cannot be found in the Vendor drop-down

list.
- From the **Vendors** tab on an **Item Details** screen, select **+ Add New** when the vendor cannot be found in the Vendor drop-down list.

For detailed instructions, see **How to Add a New Vendor**.

How to Add a New Vendor Contact

Each vendor can have multiple related contact records.

1. Open the vendor's **Vendor Details** screen.
2. Click the **Contacts** tab.
3. Enter the contact's information in the last available blank row.
4. Click **Commit Contact**.
5. Click **Save**.

How to Edit a Vendor Record

1. Open the vendor's **Vendor Details** screen.
2. Make the necessary changes.
3. Click **Save**.

You can also edit a vendor from the **Vendor List** screen by selecting the **Edit** option and selecting the vendor record.

How to Find a Vendor Record

You can find a vendor using any of the following methods:

- Press **F4**.
- From the **Quick Start** menu, click the **Search** icon and select **Vendors**.
- From the **Vendor List** screen, use the **Search** feature to search by vendor name, keywords, or other available information.
- From a **Purchase Order** screen, click the **Magnifying Glass** icon next to the Vendor field.

How to View the Vendor List

You can open the Vendor List using any of the following methods:

- Press **Shift + F4**.
- From the **Quick Start** menu, click **List** and select **Vendors**.
- From the **Main Menu**, click **Vendors**.

How to Delete Vendor Records

1. Open the **Vendor List** screen.
2. Select the vendor record or records by checking the box on the left.

3. Click **Batch Actions**.
4. Select **Delete Selected**.

You can select the checkbox at the top of the list to select all records on the current page or the entire list.

> **Note:** A vendor cannot be deleted if it has been used on a Purchase Order. This restriction helps preserve the integrity of related purchasing records.

Vendor Reports

How to Create a Vendor Report

1. From the **Main Menu**, go to **Reports > Vendors**.
2. Under **Report Criteria**, use the drop-down list to select the vendor or vendors to include.
3. Click **Run Report**.

You can further customize the report by clicking the **Gear** icon and selecting which columns should be displayed.

After running the report, you can choose to **Print**, **Email**, or **Download** the report.

How to Create and Save a Custom Vendor Report

1. Create and run the Vendor Report.
2. Click **Customize**.
3. On the **Customize Report** window:
    - Select the **Min Access Level**, if applicable.
    - Enter a **Report Name**.
    - Enter a **Report Description**, if desired.
    - Select **Make Report Private** and/or **Favorite**, if applicable.
    - Select the columns you want to display.
4. Click **Save**.

The saved report will appear under **Custom Reports** and under **My Favorites** if the **Favorite** option was selected.

To manage an existing custom report:

- Go to **Reports > Custom Reports**.
- Click the **Pencil** icon to edit the report.
- Click **Update** to save changes.
- Click the **X** icon to permanently delete a custom report.

How to Print, Email, or Download Vendor Reports and Records

From the Vendor List

1. Select the vendor record or records using the checkboxes.
2. Click the appropriate **Print** or **Download** option.
3. Follow the prompts to complete the action.

From a Vendor Report

1. Go to **Reports > Vendors**.
2. Create and run the desired report.
3. Click the appropriate option to open the **Print Preview** screen.
4. From the Print Preview screen, choose to:
    - **Download Copy** - Download the report to your computer.
    - **Email Copy** - Send the report by email.
    - **Print Copy** - Print the report.

Vendor Details Screen Tabs

You can show or hide available tabs on the **Vendor Details** screen by clicking the **Gear** icon located on the tab row and selecting the tabs you want to display.

Dashboard

The **Dashboard** tab is currently under construction.

Contacts

The **Contacts** tab allows you to maintain multiple contacts associated with the vendor.

You can:

- **Add a Contact** - Enter the contact information in the last available blank row and click **Commit Contact**.
- **Edit a Contact** - Click the **Magnifying Glass** icon under the **Action** column, update the contact information, and click **Save**.
- **Delete a Contact** - Click the **X** icon under the **Action** column and confirm the deletion.
- **Create a Task for a Contact** - Click **Add New Task** under the **Action** column, enter the task information, and click **Save**.
- **Send an Email to a Contact** - Right-click the contact and select **Send Email**.

You can also right-click a contact and select **Add New Task**.

> **Note:** The difference between **Add New Task** and **Add New Completed Task** is whether the **Task** checkbox is selected on the Add New Task screen.

Tasks

The **Tasks** tab displays tasks associated with the vendor.

You can:

- **View a Task**
    1. Find the vendor using **F4**.
    2. Open the **Vendor Details** screen.
    3. Click the **Tasks** tab.
    4. Use the **Search** filter to locate a specific task.

- **Create a Task**
    1. Click **Add New Task**.
    2. Enter the required information.
    3. Click **Save**.

    You can also right-click a task record and select **Add New Task**.

- **Edit a Task**
    - Right-click the task and select **Edit Task**, or
    - Click the **Magnifying Glass** icon under the **Action** column.

    Make the necessary changes and click **Save**.

Task Preferences

You can configure task-related preferences under **Settings > Tasks**, including:

- Prompt messages when completing a task on a date different from the original task date.
- Prompt messages to reschedule a follow-up task.
- Automatically creating a new task from an email when the email subject contains a designated prefix.

You can also hide the **Tasks** tab by clicking the **Gear** icon on the tab row and clearing **Show Tasks tab**.

Purchase Orders

The **Purchase Orders** tab displays Purchase Orders associated with the vendor.

Purchase Orders

The Purchase Orders list includes:

- **PO#** - Purchase Order number.
- **PO Date** - Date of the Purchase Order.

- **Supplier** - Vendor or supplier associated with the Purchase Order.
- **Ship To** - Delivery address.
- **Total** - Total amount of the Purchase Order.
- **Received** - Indicates whether the Purchase Order has been received.
- **Paid** - Indicates whether the Purchase Order has been paid.

PO Line Items

The **PO Line Items** tab displays individual items associated with the vendor's Purchase Orders.

The available information includes:

- **PO#** - Purchase Order number.
- **Line#** - Line number on the Purchase Order.
- **Item#** - Item number associated with the Purchase Order.
- **Description** - Description of the item.
- **Price** - Cost of the item.
- **Qty** - Quantity ordered.
- **Qty Rcv** - Quantity received.
- **Rcvd** - Indicates whether the ordered quantity has been completely received.

Clicking a Purchase Order row opens the corresponding **Purchase Order** screen.

Financial Info

The **Financial Info** tab is currently under construction.

The planned information includes:

- **Payment Terms** - Payment terms established with the vendor.
- **Credit Limit** - Credit limit established with the vendor.
- **Minimum Discount Amount** - Minimum purchase amount required to receive the vendor's discount.
- **Discount Notes** - Notes related to the vendor's discount.
- **Federal Tax ID** - Vendor's Federal Tax ID for 1099 purposes.
- **State Tax ID** - Vendor's State Tax ID for 1099 purposes.
- **Shipped Via** - Default shipping method used by the vendor.
- **Added Cost Template** - Template used to account for additional costs associated with purchasing from a supplier, such as costs associated with importing sea containers.
- **Default Inventory Account** - Default inventory account associated with the vendor.
- **Discount Account** - Default discount account associated with the vendor.

AP Bills

The **AP Bills** tab is currently under construction.

Custom Fields

The **Custom Fields** tab is currently under construction.

Bills Payments

The **Bills Payments** tab is currently under construction.

Remit To

The **Remit To** tab is currently under construction.

This tab is intended to display the address or information where payments or bills should be sent for the vendor.

Notes

The **Notes** tab allows you to record important notes or memos related to the vendor.

Document Management

The **Document Management** tab allows you to store documents related to a vendor, including spreadsheets, presentations, and other document types.

To Store a Document

1. Click **Add New Document** at the top right of the document list.
2. On the **Create New Document** window, enter the **Document Name**.
3. Select the **Document Type**.
4. Click **Create**.

You can use the **Search** feature above the document list to find documents using keywords across the available fields.

Audit Log

The **Audit Log** records changes made to the Vendor Details screen.

The log includes:

- **Updated By** - The user who made the change.
- **Date** - The date and time the change was made.
- **Item Number** - The inventory item associated with the change, when applicable.
- **Change Type** - The type of change made, such as an edit or deletion.
- **Column Name** - The field that was changed.
- **Old Value** - The value before the change.
- **New Value** - The updated value.

How to Set Up New GL Accounts for Suppliers or Vendors

For instructions on creating a new GL account in the Chart of Accounts, see:

How to Create a New GL Account in My Chart of Accounts

How to Handle a Refund from a Supplier or Vendor

There are two ways to handle a refund received from a supplier or vendor.

Option 1 - Process the Refund Through an RMA and AP Bill

This option provides a clearer transaction trail.

1. Create an **RMA (Return Merchandise Authorization)** for the returned items.
2. Mark the RMA as received so the inventory is removed from stock.
3. Create an **AP Bill** for the RMA.
4. The resulting negative AP Bill/Credit can be applied to the appropriate inventory account.
5. When depositing the refund check, use the same account used for the credit as the credit account on the deposit.
6. To clear the vendor credit, create a positive AP Bill for the same amount.
7. Use **Pay Bills** for the vendor and apply the credit to the positive bill using the zero-payment option.

Option 2 - Process the Refund Through an Inventory Adjustment

1. Open the affected inventory item.
2. Create an **Inventory Adjustment** to remove the returned items from inventory.
3. The inventory adjustment records the appropriate inventory and Cost of Goods Sold impact in the GL.
4. When depositing the vendor's refund check, use the **Cost of Goods Sold** account as the GL account for the deposit.