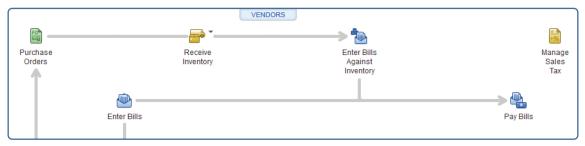
# **Vendor Maintenance**

The table below and the two tables on the following page include instructions to add a vendor record, change information for an existing vendor, and delete a former vendor's record. The *QuickBooks* windows for these maintenance activities are shown on pages 66 and 67.



## Add a Vendor Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Vendors icon to display the Vendor Center.
Vendors Tab	Click the Vendors tab if it is not already open.
New Vendor button	Click the New Vendor button. Select New Vendor to open the New Vendor window.
Vendor Name	Enter the name of the vendor.
Opening Balance	Do not enter. Will be done later if there is a balance.
As of	Enter date the vendor is added.
Remainder of Address Info tab	Complete the remaining boxes to the extent that the information is available. Some boxes may not be applicable for the vendor.
Payment Settings tab	Select the Payment Settings tab. Complete the boxes to the extent that the information is available. Some boxes may not be applicable for the vendor.
Account Settings tab	Select the Account Settings tab. Enter the general ledger account(s) that purchases from this vendor are likely to be charged to.
OK button	Click the OK button to save the new vendor information and close the window.

## Change Information in An Existing Vendor's Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Vendors icon to display the Vendor Center.
Vendor Center	Click the Vendors tab to display the vendor list.
Vendor List	Right-click on the name of the vendor whose record you wish to change and select Edit Vendor to open the Edit Vendor window.
Edit Vendor window	Change appropriate information in the windows for the Address Info, Payment Settings, and/or Account Settings tabs.
OK button	Click the OK button to save the edited vendor information and close the window.

## Delete a Former Vendor's Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Vendors tab to display the Vendor Center.
Vendor Center	Click the Vendors tab to display the vendor list.
Vendor List	Right-click on the vendor name that is to be deleted and select Delete Vendor. ( <i>Note:</i> Be sure you want to delete the vendor record before you do so. If you want that vendor included later, you will need to find and reenter the information as you would for a new vendor following the guidance in Add a Vendor Record – Quick Reference Table.)
QuickBooks message	If the account is associated with at least one transaction in the current year or has a prior balance, a warning message will appear. For this project, click cancel and do not delete the account.

## **Vendor Maintenance**

### QuickBooks windows

#### Vendor Center $\rightarrow$ Vendors Tab $\rightarrow$ New Vendor button $\rightarrow$ New Vendor

1					enter: American	Linen Supply				
Construction of the second	New Iransactions 🔻 📇	Print 🔹 🏢 Excel	• 🔠 Word •	Bill Tracke	r					
New Vendor Add Multiple Vendors		Ven	dor Info	ormat	tion				0	🖈 NOTE
Active Vendors	• •	Ful	Name American Lir	ten Supply	Supply Main Phone (614) 896-1000					REPORTS FOR THIS VENDOR
	BALANCE TOT ATTACH	1	Terms 2% 10 Net 3	n						QuickReport
American Linen Supply Anderson and Dillard City of Columbus	8,796.25 0.00 0.00		Infirms 2% TO Net 30 Billed From American Linen Supply 4500 Kinston Suite 1000							Open Balance
Internal Revenue Servi	0.00		Columbus, C	0H 43216						Order 1099 Forms
Miller, Roth, & Stein C	0.00		Map I Dir	ections						Order Checks
National Insurance Co	0.00									Order Checks
Newsome Advertising	0.00									
OH Dept. of Job and F	0.00	Transactions	s Contacts	To Do's	Notes	Sent Email				
Ohio Dept. of Job and	0.00	SHOW AI	Transactions -	FILTER BY	All		DATE This	Fiscal Year • 01/01/	2021 - 12/31/20	04
Ohio National Bank	0.00		indiroded on b				CHIL THIS	0.00		
Ohio Power & Light	0.00	TYPE		I NUM		DATE -		ACCOUNT		MOUNT
Ohio Treasurer of State	3,177.06	BIII		RCT5720		01/28/2021		Trade Accounts Payab		-8,796.25
Omni Incorporated	0.00	Bill Pmt -Ch	heck	508		01/25/2021		10100 · Cash-Genera		-22,475.00
Sergeant Insurance	0.00	Bill		RCT7519		01/07/2021		Trade Accounts Payab		-22,475.00
Standard Office Suppli	0.00	Bill Pmt -Ch	heck	501		01/03/2021		10100 · Cash-Genera	Account	-14,048.30
State of Ohio	0.00									
Townley Insurance Ag	0.00									
Watson's Repair Servi	0.00									
		-								
		-								
		Manage T	ransactions 🔻	Run Rej	oorts 🔻					

### New Vendor Window—Address Info Tab

			New \	/endor				-	
VENDOR NAME	AS OF 12/1	5/2021 💼	] ] How do I de	etermine the	opening balance	?			
A <u>d</u> dress Info	COMPANY NAME								
Payment Settings	FULL NAME	Mr./Ms./	First		M.I.				
Tax Settings	JOB TITLE								
-	Main Phone 👻				Main Email	•			
Account Settings	Work Phone 👻				CC Email	•			
Additional Info	Mobile 🔫				Website	•			
	Fax 🝷		_		Other 1	•			
	ADDRESS DETAILS BILLED FROM				SHIP	PED FROM			
			Ű	Copy >>				U	
			ß						
Vendor is inactive					ок	Can	icel	Help	

(windows continued on the following page)

## **Vendor Maintenance**

### QuickBooks windows (continued)

### New Vendor Window – Payment Settings Tab

	N	lew Vendor		_ 🗆 ×
VENDOR NAME	AS OF 12/15/2021 How d	o I determine the opening balance?		
Address Info	ACCOUNT NO.	CREDIT LIMIT		
Payment Settings	PAYMENT TERMS	BILLING RATE LEVEL		• ?
Tax Settings	PRINT NAME ON CHECK AS			
Account Settings				
Additional Info				
Vendor is inactive		ок	Cancel	Help

### New Vendor Window—Account Settings Tab

	New Vendor	_ 🗆 ×
VENDOR NAME	AS OF 12/15/2021 How do I determine the opening balance?	
Address Info	Tell us which expense accounts to prefill when you enter bills for this vendor.	
Payment Settings	Spending a little time here can save you time later on.	
Tax Settings	Accounts you select here show up automatically in the accounts field when you enter a bill for this vendor. Example: Bills from the phone company would be assigned to the Telephone Utilities expense account.	
Account Settings	•	
Additional Info	·	
	Clear All How do Account Prefills work with Bank Feeds?	
Vendor is inactive	OK Cancel	Help