Chapter 9

Vendors

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Vendors: Introduction

In the Vendors section, you can enter the name and address of vendors you pay on a regular basis. Then when entering claims or disbursement transactions, you can type the first few letters of the vendor's name and the vendor's full name and address will appear in the appropriate fields. In addition, by entering vendor information, you can print a Federal 1099 Form for selected vendors as well as vendor ledgers and mailing labels.

Accessing the Vendors Section

To access the Vendors section from within the Accounting Module of CTAS, click on the Vendors icon. The Vendors screen, as shown below, will appear.

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You can Add, Edit or Delete a vendor from the Vendors main menu screen. In addition, by clicking the Reports button you can print Federal 1099s, vendor ledgers, a list of vendors or mailing labels. Instructions on how to use these buttons can be found later in this chapter.

CTAS User Manual

Vendors: Adding a New Vendor

To begin entering a vendor, click on the Add button at the bottom of the Vendors screen.

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lue Ox Co-oj	Э		/	P.O. Box	. ,		. ,	St	olen Base	<u>.</u>
aniel Zitske)				152 Elm	Avenue			St	olen Base	
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red Cox			į	254 Was	shington			St	olen Base	
opher State	One Call	/		14504 G	reenview Driv	/e		La	urel	
irinning Bear	Rubbish	/		860 Birc	h Street			St	olen Base	
ay Balk		/		114 Map	ole Street			St	olen Base	
esse James		í		100 Jes:	se James Ro	ad		St	olen Base	
im Burton		į		100 Gar	field Avenue			St	olen Base	
&K Construc	tion	į		183 Birc	h Street			St	olen Base	
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After the Add option is selected a New Vendor screen will appear, allowing you to enter the information for the new vendor. An example of the New Vendor screen is shown on the next page.

CTAS User Manual

Vendors: Adding a New Vendor (continued)

Ne	w Vendor	
	Federal ID Number: Vendor Name:	45-658940 Gone Pest Control
	Address:	123 Nowhere Avenue
		Stolen Base MN 55555
	Contact: Name:	Arthur Anderson
	Phone #:	(651) 555-8594 Ext.
	Fax#:	(651) 555-8595
	E-Mail Address	arthur@gonepest.com
		Form 1099 Required 🕱 Vendor Active 🕅
		<u>S</u> ave <u>C</u> ancel

When the New Vendor screen appears, complete the following steps:

- For vendors that require a 1099, enter their Federal ID Number.
- Enter the name of the vendor in the Vendor Name field.
- Enter the address of the vendor in the Address fields. The first two lines are the street address. The third line is the city, state and zip code.
- Enter the name of the person that is your contact with the vendor in the Contact Name field.
- Enter the telephone number for the vendor in the Phone # field.
- Enter the contact's telephone extension, if appropriate.
- Enter the fax number for the vendor in the Fax # field.
- Enter the vendor's e-mail in the E-mail Address field.
- If the vendor will need a 1099 printed at the end of the year, check the Form 1099 Required box.
- Check the Active box. You will then be able to select this vendor when entering transactions.
- Click the Save button to add the new vendor.

Vendors: Changing a Vendor

To change a vendor's information, highlight the vendor's name on the Vendors screen and click the Edit button. \dot{f}

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Receipts Claims	<u>D</u> isb.	<u>B</u> udget	<u>, C</u> ash	<u>R</u> eports	Acct <u>N</u> o.	⊻endors	Ad <u>m</u> in	E⊻it	
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√endor Name	[Federa / ID	Address	(Line 1)	Addr	ess (Line 2)	Ci	ity	
Jim Burton K&K Construction Marquette Bank Marvin Wynne Minnesota Power & Light P.E.R.A. Perry Oil Postmaster Stolen Base Auto Parts Stolen Base Bank Terry Key The Office Shop The RBI Journal The Telephone Company			183 Birch 1400 Parl 104 Wasi 30 West 2 514 St. Pa 780 Silve 300 Elm 5 955 Gran 211 Elm 5 370 Elm 5 370 Elm 5	k Avenue hington Superior Street r Lane Street 157 Street t Avenue Street Street Street	Suite	2002	5 M S D S S S S S S S S S S S S S S S S S	tolen Base tolen Base linneapolis tolen Base uluth t. Paul tolen Base tolen Base tolen Base tolen Base tolen Base tolen Base tolen Base	
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<u>1</u>) Add		<u>2</u>) E	dit		<u>3</u>) De	lete		<u>4</u>) Rep	orts

After the Edit button is selected, the Update Vendor screen will appear:

odate Vendor	
Federal ID Number:	
Vendor Name:	The Telephone Company
Address:	395 Pine Street
	Stolen Base MN 55555
Contact: Name:	Jim Perry
Phone #:	(651) 555-8899 Ext.
Fax#:	() ·
E-Mail Address	
	Form 1099 Required 🔲 Vendor Active 🗷
	Save

On the Update Vendor screen you can change any field, including the status of the vendor. The status of the vendor (active or inactive) can only be changed when the vendor has not been used in a transaction during the current fiscal year. To complete updating a vendor's information, click the Save button.

Vendors: Deleting a Vendor

The need to delete a vendor's information could result from a decision that the information is not needed after it was added, or because the vendor's information has accidentally been entered more than once. <u>Note</u>: you can only delete a vendor's information if it has not been used in any transactions.

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,	(Leave Blank for A	ll Vendors)					
/endorName	Federal ID	Address (Line 1)	Addre	ess (Line 2)	Cit	у	
Blue Ox Co-op		P.O. Box 667			Ste	olen Base	-
Daniel Zitske		152 Elm Avenue				olen Base	
Decker and Associates		Suite 120	149 E	Im Street		olen Base	
Fred Cox		254 Washington				olen Base	
Gone Pest Control 🛛 📐	45-658940	123 Nowhere Avenu				olen Base	
Gopher State One Call 🔨		14504 Greenview Dr	ive			urel	
Grinning Bear Rubbish 💦 🔪		860 Birch Street			-	olen Base	
Jay Balk `,		114 Maple Street				olen Base	
Jesse James	``\	100 Jesse James R	bad			olen Base	
Jim Burton	\sim	100 Garfield Avenue				olen Base	
<&K Construction	` \	183 Birch Street				olen Base	
vlarquette Bank	N.	1400 Park Avenue	Suite	2002		nneapolis	
Marvin Wynne	Ň,	104 Washington				olen Base	
Minnesota Power & Light	``\	30 West Superior St	eet			luth Daul	
	`\	51/1 St. Datar Streat			C.4	Dani	<u> </u>
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- To delete a vendor's information, highlight the vendor's name on the Vendors screen and click the Delete button.
- After the delete option is selected, the Confirm Vendor Delete screen appears (below, left).
- • Click on the Yes button to delete the vendor's information.
- You will then receive a screen message (below, right) that indicates the information was deleted. Click the OK button to complete the process.



Vendors: Using the Search Feature

In the Vendors section, there are two search options to search for vendors. The first option is to search in active vendors. The default search in CTAS is by active vendors (to search by inactive vendors, see next page).

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Vendor	•				×	Active Vendors		<u>S</u> earch	1	
(Leave Blank for All Vendors)										
Vendor Name	· · ·	Federal ID	Address	(Line 1)	Ad	dress (Line 2)	Cir	У	S	
Blue Ox Co-op	``		P.O. Box	(667			St	olen Base	-	
Daniel Zitske	',		152 Elm	Avenue			St	olen Base		
Decker and Associates		Suite 120 149 Elm Street Stolen Base								
Fred Cox	254 Washington Stolen Base									
Gopher State One Call										
Grinning Bear Rubbish		860 Birch Street Stolen Base								
Jay Balk		114 Maple Street Stolen Base								
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Marvin Wynne			🔪 104 Was				St	olen Base		
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To search by active vendor:

- Enter all or part of the name in the Vendor field.
- Click the Search button. •
- Vendors meeting the criteria will be displayed. •

#### Vendors: Using the Search Feature (continued)

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Vendor					🕌 🗛	ti∨e Vendors		<u>S</u> earch	1
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Vendor Name		Federal ID	Address	s (Line 1)	/ Addr	ess (Line 2)	Ci	y	S
Blue Ox Co-op			P.O. Bo:	x 667			St	olen Base	-
Daniel Zitske			152 Elm	Avenue	!		St	olen Base	
Decker and Associates			Suite 12	0	, 149 E	Elm Street	St	olen Base	
Fred Cox			254 Wa	shington 🖌			St	olen Base	
Gopher State One Call			14504 G	ireenview Driv	в		Le	urel	
Grinning Bear Rubbish									
Jay Balk 114 Maple Street Stolen Base Stolen Base									
Jesse James			100 Jes	se Jamjes Roa	ad		St	olen Base	_
Jim Burton			100 Gar	field Avenue			St	olen Base	
K&K Construction			183 Birc	h St <b>y</b> eet			St	olen Base	
Marquette Bank			1400 Pa	irk Avenue	Suite	2002	М	inneapolis	
Marvin Wynne			104 Wa	shington			St	olen Base	
Minnesota Power & Ligh	t		30 Weşt	Superior Stre	et		Di	uluth	
P.E.R.A.			514 St/F	Peter Street			St	. Paul	_
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The second option is to search by inactive vendors.

To search by inactive vendor:

- Uncheck the Active Vendor box.
- Click the Search button.
- The inactive vendors will then be displayed. To narrow the search, enter all or part of the name in the Vendor field.
- Vendors meeting the criteria will be displayed.

#### **Vendors: Printing Reports - Introduction**

There are four reports you can create and print from the vendor section. They are the Vendor Federal 1099 Form(s), Vendor Ledgers, a Vendor List and Vendor Mailing Labels. To select the report you want to create, click on the Reports button at the bottom of the Vendor screen.

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Daniel Zits				152 Elm				`,	St	tolen Base	
Decker an	d Associate:	s		Suite 12	0		149 Elm Stre	et,	St	tolen Base	
Fred Cox				254 Was	shington			Ň,	St	tolen Base	
Gopher State One Call 14504 Greenview Driv					'e		``	La	aurel		
Grinning B	ear Rubbish			860 Birc	h Street			Ì,	, St	tolen Base	
Jay Balk				114 Mag	ole Street				Si	tolen Base	
Jesse Jan	nes				se James Ro	ad			` si	tolen Base	
Jim Burton				100 Gar	field Avenue				`\ si	tolen Base	
K&K Const	ruction			183 Birc	h Street				\ st	tolen Base	
Marguette	Bank			1400 Pa	rk Avenue		Suite 2002		•	inneapolis	
Marvin Wy				104 Was						tolen Base	
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A Reports screen will appear, listing the four reports:

Report Categories	
C <u>1</u> ) Receipts	C 5) Cash Control
C <u>2</u> ) Claims	6) Financial Reports
C 3) Disbursements	C Z) Chart of Accounts
C <u>4</u> ) Budget	ෙ <u>හ</u> ) Vendor
Report Name	
Vendor Federal 1099-MISC F	Forms
√endor Mailing Label≸	

To run a report, highlight the report's name and click the Run button. The following pages describe each report and illustrate how to create and print each report.

#### Vendors: Printing the Vendor Federal 1099-MISC Form

The Vendor Federal 1099-MISC Form report will print the 1099-MISC form for all vendors selected. The forms are the standard two-per-page and can be purchased at an office supply store. <u>Note</u>: only those vendors with the Form 1099 Required box checked in their Vendor screeen will be available to select for printing the 1099s.

To print the Federal 1099-MISCs, click on the Reports button on the Vendors screen (see previous page for illustration). Next, highlight Vendor Federal 1099-MISC Forms and click the Run button. The Vendor Federal 1099-MISC Forms screen will appear:

endor Federal 1099-MISC Forms	
Available Vendors	Selected Vendors
Blue Ox Co-op Decker and Associates Grinning Bear Rubbish K&K Construction Stolen Base Auto Parts The Office Shop	>>> <
Printer Tax Year • Laser O Dot Matrix	Form 1099 Only      Vertical Adjustment      No Adjustment
	Print Preview <u>C</u> ancel

On the Vendor Federal 1099-MISC Forms screen:

- Select the vendors whose forms are to be printed by moving their names from the Available Vendors box to the Selected Vendors box. The ">>" button will move all vendors and the ">" button will move the individually-highlighted vendor(s). You can also select an individual vendor by double-clicking on the name. The "<" and "<<" buttons allow you to move vendors out of the Selected Vendors box.</li>
- Select the printer type. The printer type selected in the System Information will be the default selection. Select Laser for an Inkjet printer.
- Select the Tax year by clicking on the up or down arrow in the Tax Year box.
- You can adjust where the information is printed on the 1099 form by clicking on the Vertical Adjustment down arrow. This will allow you to line up the information for the 1099 within the boxes on the form.
- Click the Print Preview button and the print preview (System Reports screen) will appear, as shown on the next page.

• After reviewing the preview, click on the Printer icon to begin the printing of the report. You can close the System Reports screen by clicking the red "X".

System Reports	3 PDF 8		
Page 1 of 1			
	Town of Grand Slam 333 Homerun Circle P.O. Box K Stolen Base, MN 55555		
	P.U. Box K Stolen Base, MN 55555		
	24-654124		
	Blue Ox Co-op	143.00	
	P.O. Box 667		
	Stolen Base, MN 55555		
	Stolen Base, MN 55555		
			_
	Town of Grand Slam		
	Town of Grand Slam 333 Homerun Circle P.O. Box:K Stolen Base, MN 55555		
	Julien base, MN 50000		

• After clicking on the Printer icon, the Printer Details screen appears:



• By clicking the From Page radio button, you can choose to print only certain pages of the report. The Number of Copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the Red "X" icon on the System Reports screen.
- Click the Cancel button on the Vendor Federal 1099-MISC Forms screen.
- Click the Exit button on the Reports screen.

# Vendors: Printing the Vendor Federal 1099-MISC Form (continued)

#### Sample Vendors Federal 1099-MISC Form Report

Town of Grand Slam 333 Homerun Circle P.O. Box K Stolen Base, MN 55555	
24-654124	
Blue Ox Co-op P.O. Box 667	143.00
Stolen Base, MN 55555	
Town of Grand Slam 333 Homerun Circle P.O. Box K Stolen Base, MN 55555	
24-654124	
Grinning Bear Rubbish 860 Birch Street	132.25
Stolen Base, MN 55555	

#### Vendors: Printing the Vendor Ledger

The Vendor Ledger is designed to provide a list of all disbursements made to selected vendors within a specified time period. The report can be used to review the payments to a vendor to find any disbursements that have not been coded correctly.

To print the Vendor Ledger, click on the Report button on the Vendors screen (see page 9-8 for illustration). Then highlight Vendor Ledgers and click the Run button, and the Vendor Ledgers screen will appear:

Vendor Ledgers         Available Vendors         Blue Ox Co-op         Daniel Zitske         Decker and Associates         Fred Cox         Gopher State One Call         Grinning Bear Rubbish         Jay Balk         Jesse James         Jim Burton         K&K Construction         Marquette Bank         Marvin Wynne         Mary Dahlberg         Minnesota Power & Light	Selected Vendors	
Start Date: 01/01/2010 💌 Er	nd Date: 08/11/2010 💌	Form 1099 Only
	<u>P</u> rint Pre∨iew	Cancel

On the Vendor Ledgers screen:

- Select the vendors whose ledgers are to be printed by moving their names from the Available Vendors box to the Selected Vendors box. The">>" button will move all vendors and the ">" button will move the individually-highlighted vendor(s). You can also select an individual vendor by double-clicking on the vendor. The "<" and "<<" buttons allow you to move vendors out of the Selected Vendors box.
- Enter the beginning date for the range of disbursements you want to list for the selected vendors in the Start Date field.
- Enter the ending date for the range of disbursements you want to list for the selected vendors in the End Date field.
- Check the Form 1099 Only box if you want to display only those vendors that have the Form 1099 Required box checked on their vendor record.
- Click the Print Preview button and the print preview (System Reports screen) will appear, as shown on the next page.

#### Vendors: Printing the Vendor Ledger (continued)

• After reviewing the preview, click on the Printer icon to begin the printing of the report. You can close the System Reports screen by clicking the red "X".

System Reports	3 POF			
Page 1 of 1				
	Town of Grand Slam	Ven dor Ledgers	08/11/2010	
	Date Range: 01.01./2009 to 12./31./2009			
	Vendor Name: Grinning Bea Federal ID Number:	ar Rubbish		
	Form 1099 Required: Yes			
	Date Description 03/28/2009 Quarterly Bill	Check Number Account Number 5019 210-43100-384	Amount \$132.25	
	Report Total		\$132.25	
	Vendor Name: K&K Constru Federal ID Number:	iction		
	Form 1099 Required: Yes			
	Date Description 04/25/2009 Purchase of Gravel	Check Number Account Number 210-43122-224	Amount \$1,250.00	
	Report Total		\$1,250.00	
	Vendor Name: Stolen Base / Federal ID Number:	Auto Parts		
	Form 1099 Required: Yes			
	Date Description 02/22/2009 Repair of Snowplow	Check Number Account Number 5012 210-43125-400	Amount \$643.18	_
	05/23/2009 Repair of Grader 08/15/2009 Mower parts	5035 210-43122-400 6037 100-46300-400	\$321.95 \$100.00	
	Report Total		\$1,065.13	
	Vendor Name: The Office Sh Federal ID Number:	төр		
	Form 1099 Required: Yes			
	Date Description 02/22/2009 Office Supplies 03/28/2009 Election and Office Supplies	Check Number 5010 100-41500-200	Amount \$127.32 \$23.17	
	03/28/2009 Election and Office Supplies 03/28/2009 Election and Office Supplies	5018 100-41410-200 5018 100-41500-200	\$23.17 \$23.46	
	Report Total		\$173.95	

• After clicking on the Printer icon, the Printer Details screen appears:



• By clicking the From Page radio button, you can choose to print only certain pages of the report. The Number of Copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the Red "X" icon on the System Reports screen.
- Click the Cancel button on the Vendor Ledgers screen.
- Click the Exit button on the Reports screen.

## Vendors: Printing the Vendor Ledger (continued)

#### Sample Vendor Ledger Report

Town of G	rand Slam	1	Vendor Le	eugers		08/11/2010
Date Range:	01/01/200	9 to 12/31/2009				
Vendor Nam		Grinning Bear Rub	bish			
Federal ID N Form 1099 F		Yes				
<u>Date</u> 03/28/2009	Description Quarterly Bill		Check Number 5019	Account Number 210-43100-384	<b>Amount</b> \$132.25	
	Report Total				\$132.25	
Vendor Nam Federal ID N Form 1099 F	lumber:	K&K Construction Yes				
Date 04/25/2009	Description Purchase of G	Gravel	Check Number 5028	Account Number 210-43122-224	<b>Amount</b> \$1,250.00	
	Report Total				\$1,250.00	
Vendor Nam Federal ID N Form 1099 F	lumber:	Stolen Base Auto F Yes	Parts			
Date 02/22/2009 05/23/2009 08/15/2009	Description Repair of Sno Repair of Grad Mower parts		Check Number 5012 5035 6037	Account Number 210-43125-400 210-43122-400 100-46300-400	<b>Amount</b> \$643.18 \$321.95 \$100.00	
	Report Total				\$1,065.13	
Vendor Nam Federal ID N Form 1099 F	lumber:	The Office Shop Yes				
Date 02/22/2009 03/28/2009 03/28/2009	Description Office Supplie Election and C Election and C	es Office Supplies Office Supplies	<u>Check Number</u> 5010 5018 5018	Account Number 100-41500-200 100-41410-200 100-41500-200	Amount \$127.32 \$23.17 \$23.46	
	Report Total				\$173.95	
Vendor Nam Federal ID N Form 1099 F	lumber:	The Telephone Co No	mpany			
Date 01/25/2009 02/22/2009 03/28/2009 04/25/2009 05/23/2009	Description Monthly Bill Monthly Bill Monthly Bill Monthly Bill Monthly Bill		Check Number 5002 5009 5017 5025 5033	Account Number 100-41500-321 100-41500-321 100-41500-321 100-41500-321 100-41500-321	Amount \$52.93 \$63.92 \$49.38 \$52.36 \$46.83	
	Report Total				\$265.42	
			Page	1		

#### Vendors: Printing the Vendor List

The Vendor List will provide you the information contained in the vendor record for selected vendors. The report can be used to review the information on each vendor so the information can be updated as needed.

To print the Vendor List, click on the Report button on the Vendors screen (see page 9-8 for illustration). Then highlight Vendor List and click the Run button, and the Vendor List screen will appear:



On the Vendor List screen:

- Select the vendors whose information is to be printed by moving their names from the Available Vendors box to the Selected Vendors box. The ">>" button will move all vendors and the ">" button will move the individually-highlighted vendor(s). You can also select an individual vendor by double-clicking on the vendor. The "<" and "<<" buttons allow you to move vendors out of the Selected Vendors box.
- Check the Form 1099 Only box if you want to display only those vendors that have the Form 1099 Required box checked on their vendor record.
- Click the Print Preview button and the print preview (System Reports screen) will appear, as shown on the next page.

#### Vendors: Printing the Vendor List (continued)

• After reviewing the preview, click on the Printer icon to begin the printing of the report. You can close the System Reports screen by clicking the red "X".

System Reports				
<b>Ⅰ Ⅰ ④ ④ ▶ ▶ </b> ∉	PDF 8			
Page 1 of 1				
	Town of Grand Slam	Ven dor List	08/11/2010	4
	Blue Dx Co-op P.O. Box 667 Stolen Base, MN 55555 Contacte, MN 55555 Phone Email:	Federal ID Numbar: Form 1099 Required:Yes Fax:		
	Dariel 2015ke 152 Em Avenue Stolen Base, NN 55555 Contact Phone Email:	Federal ID Number: Form 1039 Required: No Fax:		
	Decker and Associates Suite 120 143 En Bonet Contact Jim Kast Phone (551) 555-121 Email jim kast@deckerlawyers.com	Federal ID Number: Form 1099 Required: Yes Fax: (651) 555-1213		
	Grinning Bear Pubblish 860 Birch Streat Stolen Base, MN 55555 Contact Phone Email:	Federal ID Number: Form 1039 Required: Yes Fax:		
	K&K Construction 183 Birch Streat Stolen Base, MN 55555 Contact: Phone Email:	Federal ID Number: Form 1099 Required:Yes Fax:		
	Stolen Base Auto Parts P.D. Box 157 Stolen Base, MN 55555 Contact: Phone: Email:	Federal ID Number: Form 1099 Required:Yes Fax:		×

• After clicking on the Printer icon, the Printer Details screen appears:



• By clicking the From Page radio button, you can choose to print only certain pages of the report. The Number of Copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the Red "X" icon on the System Reports screen.
- Click the Cancel button on the Vendor List screen.
- Click the Exit button on the Reports screen.

## Vendors: Printing the Vendor List (continued)

#### Sample Vendor List Report

Town of Grand Slam	Vendor List	08/11/2010
Blue Ox Co-op P.O. Box 667 Stolen Base, MN 55555	Federal ID Number: Form 1099 Required: Yes	
Contact: Phone: Email:	Fax:	
Daniel Zitske 152 Elm Avenue Stolen Base, MN 55555	Federal ID Number: Form 1099 Required: No	
Contact: Phone: Email:	Fax:	
Decker and Associates Suite 120 149 Elm Street Stolen Base, MN 55555	Federal ID Number: Form 1099 Required: Yes	
Contact: Jim Kaat Phone: (651) 555-1212 Email: jim.kaat@deckerlawyers.com	Fax: (651) 555-1213	
Grinning Bear Rubbish 860 Birch Street Stolen Base, MN 55555	Federal ID Number: Form 1099 Required: Yes	
Contact: Phone: Email:	Fax:	
K&K Construction 183 Birch Street Stolen Base, MN 55555 Contact:	Federal ID Number: Form 1099 Required: Yes	
Phone: Email:	Fax:	
Stolen Base Auto Parts P.O. Box 157 Stolen Base, MN 55555	Federal ID Number: Form 1099 Required: Yes	
Contact: Phone: Email:	Fax:	
The Office Shop 211 Elm Street Stolen Base, MN 55555 Contact:	Federal ID Number: Form 1099 Required: Yes	
Phone: (218) 555-6911 Email:	Fax: (218) 555-6912	
The Telephone Company 395 Pine Street Stolen Base, MN 55555 Contact:	Federal ID Number: Form 1099 Required: No	
Phone: Email:	Fax:	
	Page 1	

#### Vendors: Printing the Vendor Mailing Labels

The Vendor Mailing Labels allow you to print mailing labels for selected vendors on pages with either fourteen or thirty labels per page. The mailing labels selection allows you to use partial pages of labels by selecting the starting row and column.

To print the Vendor Mailing Labels, click on the Report button on the Vendors screen (see page 9-8 for illustration). Highlight Vendor Mailing Labels and click the Run button, and the Vendor Mailing Labels screen will appear:

Vendor Mailing Labels	
Available Vendors	Selected Vendors
Blue Ox Co-op Daniel Zitske Decker and Associates Fred Cox Gopher State One Call Grinning Bear Rubbish Jay Balk Jesse James Jim Burton K&K Construction Marquette Bank Marvin Wynne Mary Dahlberg Minnesota Power & Light	
Printer © Laser C Dot Matrix	Starting Label Row/Column       Label Format         Row:       1       Column:       1
	Print Preview <u>C</u> ancel

On the Vendor Mailing Labels screen:

- Select the vendors whose labels are to be printed by moving their names from the Available Vendors box to the Selected Vendors box. The ">>" button will move all vendors and the ">" button will move the individually-highlighted vendor(s). You can also select an individual vendor by double-clicking on the vendor. The "<" and "<<" buttons move vendors out of the Selected Vendors box.</li>
- Check the Form 1099 Only box if you want to display only those vendors that have the Form 1099 Required box checked on their vendor record.
- Select the printer type. The printer type selected in the System Information will be the default selection. Select Laser for an Inkjet printer.
- Enter the number of the row where you want the labels to begin to print in the Row field of the Starting Row/Column box.
- Enter the number of the column where you want the labels to begin to print in the Column field of the Starting Row/Column box.
- Click the Label Format radio button that matches the format of your labels.
- Click the Print Preview button and the print preview (System Reports screen) will appear, as shown on the next page.

#### Vendors: Printing the Vendor Mailing Labels (continued)

• After reviewing the preview, click on the Printer icon to begin the printing of the report. You can close the System Reports screen by clicking the red "X".

System Reports				
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Page 1 of 1				
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				4
	Blue Ox Co-op P.O. Box 667 Stolen Base, MN 55555	Daniel Zitske 152 Elm Avenue Stolen Base, MN 55555	Decker and Associates Suite 120 149 Elm Street Stolen Base, NN 55555	
	Fred Cox 254 Washington Stolen B ase, MN 55555	Gopher State One Call 14504 Greenview Drive Laurel, MD 20708	Grinning Bear Rubbish 800 Birch Street Stolen Base, MN 55555	
	Jay Balk 114 Maple Street Stolen Base, MN 55555	Jesse James 100 Jesse James Road Stolen Base, MN 55555	Jim Burton 100 Garfield Avenue Stolen Base, ₩N 55555	
	K&K Construction 183 Birch Street Stolen Base, MN 55555	Marquette Bank 1400 Park Avenue Suite 2002 Minneapolis, MN 55051	Marvin Wynne 10H Washington Stolen Base, MN 55555	
	Mary Dahlberg 211 Grant Avenue Stolen Base, MN 55555	Minnesola Power & Light 30 West Superior Street Duluth, MN 95802	P.E.R.A. 514 St. Peter Street St. Paul, MN 55102	
	Perry Dil 780 Silver Lane Stolen Base, MN 55555	Postmaster 300 Elm Street Stolen Base, MN 55555	Siolen Base Auto Parts P.U. Box 157 Siolen Base, IM 55555	
	Stolen Base Bank 150 Ein Street Stolen Base, MN 55555	Terry Key 955 Grant Avenue Stolen Base, MN 55555	The Office Shop 211 Elm Street Stolen Base, MN 55555	H

• After clicking on the Printer icon, the Printer Details screen appears:

Printer Details	
Print To: HP LaserJet 2100 PCL6	•
Page Range: Entire Document (3 pages)	
From Page: To Page:	
Number of Copies:	<u>P</u> rint
	<u>C</u> ancel

• By clicking the From Page radio button, you can choose to print only certain pages of the report. The Number of Copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the Red "X" icon on the System Reports screen.
- Click the Cancel button on the Vendor Mailing Labels screen.
- Click the Exit button on the Reports screen.

## **CTAS User Manual**

# Vendors: Printing the Vendor Mailing Labels (continued)

#### Sample Vendor Mailing Labels Report

Blue Ox Co-op P.O. Box 667 Stolen Base, MN 55555	Daniel Zitske 152 Elm Avenue Stolen Base, MN 55555	Decker and Associates Suite 120 149 Elm Street Stolen Base, MN 55555
Fred Cox	Gopher State One Call	Grinning Bear Rubbish
254 Washington	14504 Greenview Drive	860 Birch Street
Stolen Base, MN 55555	Laurel, MD 20708	Stolen Base, MN 55555
Jay Balk	Jesse James	Jim Burton
114 Maple Street	100 Jesse James Road	100 Garfield Avenue
Stolen Base, MN 55555	Stolen Base, MN 55555	Stolen Base, MN 55555
K&K Construction 183 Birch Street Stolen Base, MN 55555	Marquette Bank 1400 Park Avenue Suite 2002 Minneapolis, MN 55051	Marvin Wynne 104 Washington Stolen Base, MN 55555
Mary Dahlberg	Minnesota Power & Light	P.E.R.A.
211 Grant Avenue	30 West Superior Street	514 St. Peter Street
Stolen Base, MN 55555	Duluth, MN 55802	St. Paul, MN 55102
Perry Oil	Postmaster	Stolen Base Auto Parts
780 Silver Lane	300 Elm Street	P.O. Box 157
Stolen Base, MN 55555	Stolen Base, MN 55555	Stolen Base, MN 55555
Stolen Base Bank	Terry Key	The Office Shop
150 Elm Street	955 Grant Avenue	211 Elm Street
Stolen Base, MN 55555	Stolen Base, MN 55555	Stolen Base, MN 55555
The RBI Journal	The Telephone Company	Tri-City Paving
370 Elm Street	395 Pine Street	P.O. Box 326
Stolen Base, MN 55555	Stolen Base, MN 55555	Little Falls, MN 56345
Washington County County Courthouse 1400 Justice Lane Stillwater, MN 55555	Wendy Thompson 620 Elm Street Stolen Base, MN 55555	Western Hardware P.O. Box 1 Stolen Base, MN 55555
Wright and Associates 149 Elm Street Suite 200 Stolen Base, MN 55555		