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.

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.

Vendors: Adding a New Vendor

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

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.

Vendors: Adding a New Vendor (continued)

```
New Vendor

Federal ID Number:    45-658940

Vendor Name:          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 ☒

                         Save              Cancel
```

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.

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

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.
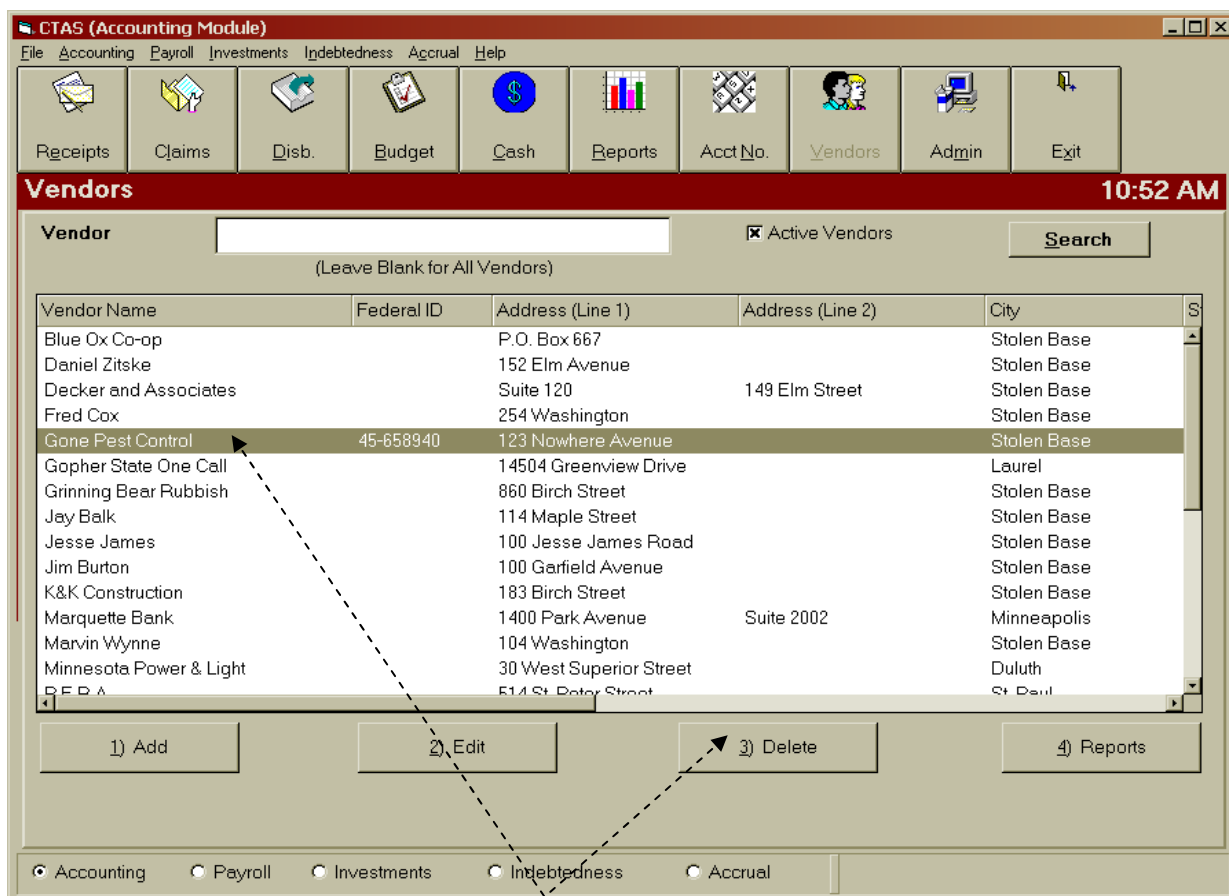
- To delete a vendor's information, highlight the vendor's name on the Vendors screen and click the Delete button.

- 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.
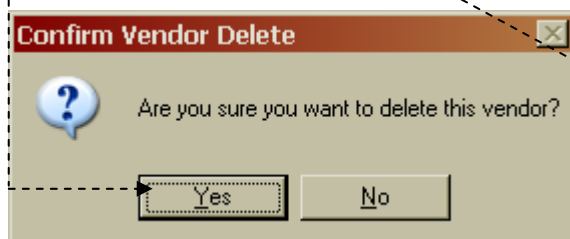
Vendors: Using the Search Feature

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).

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)

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.
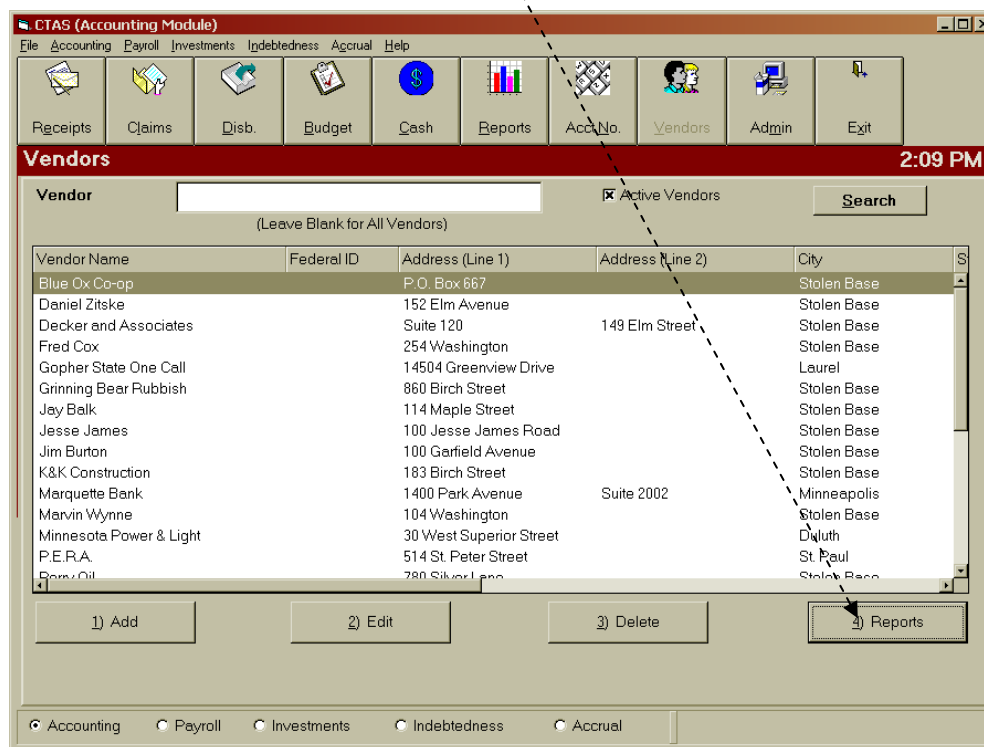
A Reports screen will appear, listing the four reports:
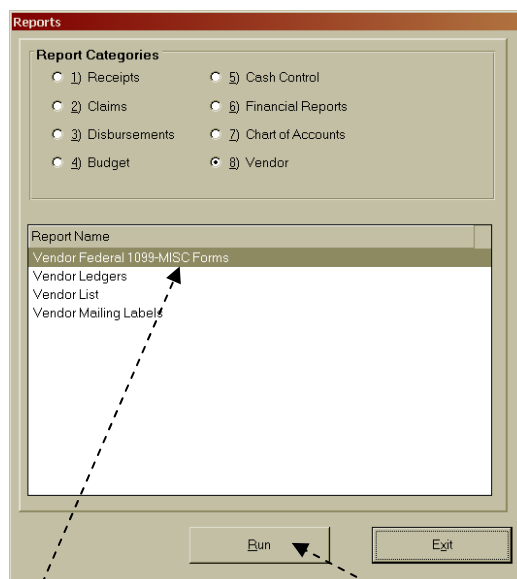
To run a report, highlight the report's name and click the Run button. The following pages describe each report and illustrate how to create and print each report.

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:

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.
- 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.

Vendors: Printing the Vendor Federal 1099-MISC Form (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".

- 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.

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   143.00

P.O. Box 667

Stolen Base, MN 55555

Town of Grand Slam
333 Homerun Circle
P.O. Box K
Stolen Base, MN 55555

24-654124

Grinning Bear Rubbish   132.25

860 Birch Street

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:

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".

- 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.

Sample Vendor Ledger Report

Town of Grand Slam		Vendor Ledgers		08/11/2010

Date Range: 01/01/2009 to 12/31/2009

Vendor Name: Grinning Bear Rubbish
Federal ID Number:
Form 1099 Required: Yes

Date	Description	Check Number	Account Number	Amount
03/28/2009	Quarterly Bill	5019	210-43100-384	$132.25
	Report Total			$132.25

Vendor Name: K&K Construction
Federal ID Number:
Form 1099 Required: Yes

Date	Description	Check Number	Account Number	Amount
04/25/2009	Purchase of Gravel	5028	210-43122-224	$1,250.00
	Report Total			$1,250.00

Vendor Name: Stolen Base Auto Parts
Federal ID Number:
Form 1099 Required: Yes

Date	Description	Check Number	Account Number	Amount
02/22/2009	Repair of Snowplow	5012	210-43125-400	$643.18
05/23/2009	Repair of Grader	5035	210-43122-400	$321.95
08/15/2009	Mower parts	6037	100-46300-400	$100.00
	Report Total			$1,065.13

Vendor Name: The Office Shop
Federal ID Number:
Form 1099 Required: Yes

Date	Description	Check Number	Account Number	Amount
02/22/2009	Office Supplies	5010	100-41500-200	$127.32
03/28/2009	Election and Office Supplies	5018	100-41410-200	$23.17
03/28/2009	Election and Office Supplies	5018	100-41500-200	$23.46
	Report Total			$173.95

Vendor Name: The Telephone Company
Federal ID Number:
Form 1099 Required: No

Date	Description	Check Number	Account Number	Amount
01/25/2009	Monthly Bill	5002	100-41500-321	$52.93
02/22/2009	Monthly Bill	5009	100-41500-321	$63.92
03/28/2009	Monthly Bill	5017	100-41500-321	$49.38
04/25/2009	Monthly Bill	5025	100-41500-321	$52.36
05/23/2009	Monthly Bill	5033	100-41500-321	$46.83
	Report Total			$265.42

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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".

- 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.

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

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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:
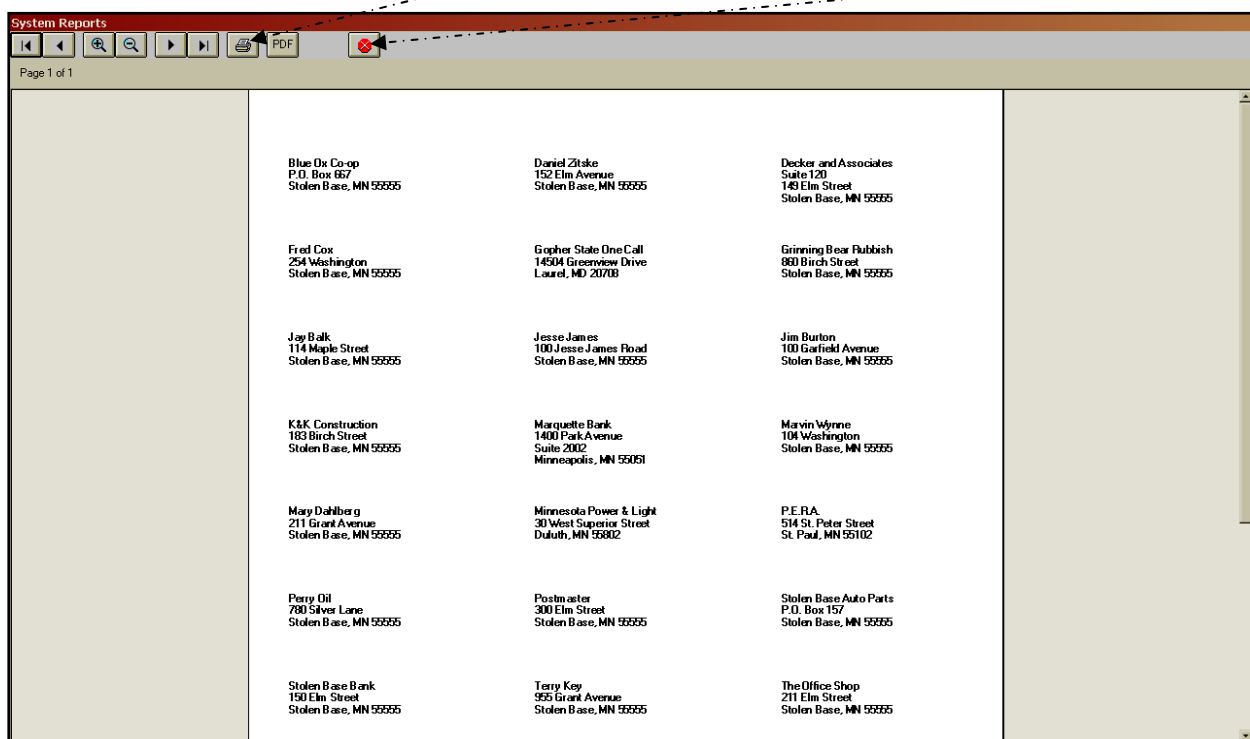

On the Vendor Mailing Labels screen:
- Select the vendors whose labels are to be printed by moving their names from the Available Vendors box to the Selected Vendors box. The ">>" button will move all vendors and the ">" button will move the individually-highlighted vendor(s). You can also select an individual vendor by double-clicking on the vendor. The "<" and "<<" buttons move vendors out of the Selected Vendors box.
- 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.
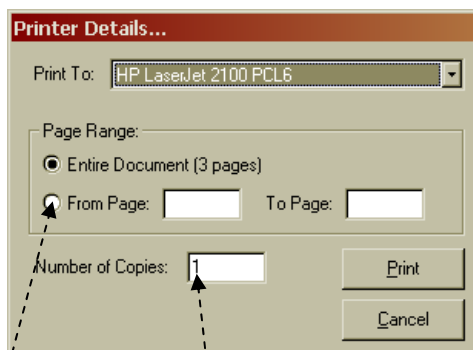
Vendors: Printing the Vendor Mailing Labels (continued)

- 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".

- 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 Mailing Labels screen.
- Click the Exit button on the Reports screen.

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
254 Washington
Stolen Base, MN 55555

Gopher State One Call
14504 Greenview Drive
Laurel, MD 20708

Grinning Bear Rubbish
860 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, 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
211 Grant Avenue
Stolen Base, MN 55555

Minnesota Power & Light
30 West Superior Street
Duluth, MN 55802

P.E.R.A.
514 St. Peter Street
St. Paul, MN 55102

Perry Oil
780 Silver Lane
Stolen Base, MN 55555

Postmaster
300 Elm Street
Stolen Base, MN 55555

Stolen Base Auto Parts
P.O. Box 157
Stolen Base, MN 55555

Stolen Base Bank
150 Elm Street
Stolen Base, MN 55555

Terry Key
955 Grant Avenue
Stolen Base, MN 55555

The Office Shop
211 Elm Street
Stolen Base, MN 55555

The RBI Journal
370 Elm Street
Stolen Base, MN 55555

The Telephone Company
395 Pine Street
Stolen Base, MN 55555

Tri-City Paving
P.O. Box 326
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