Vendor Setup Script

*HEADINGS ARE NOT MEANT TO BE READ ALOUD.

BEFORE YOU BEGIN:

RECORD THE CLIP IN BRITISH ENGLISH.

DEFINE VENDOR GROUPS IN FORM OF THAT NAME. MAKE SURE THAT, AMONG OTHERS, "TRANSPORT" IS DEFINED. ALSO MAKE SURE CODES ARE LOGICAL AND ENGLISH-ONLY.

MAKE SURE THAT BUSINESS CLASSIFICATIONS ARE DEFINED IN THE **BUSINESS CLASSIFICATION CODES** FORM

MAKE SURE THAT PAYMENT TERMS ARE DEFINED IN THE **PAYMENT TERMS** FORM, WITH LOGICAL DEFINITIONS AND NO HEBREW.

PREPARE A PDF DOCUMENT OF A "CONTRACT", CALLED – "SERVICE CONTRACT – JOE'S TRANSPORTATION INC.". THE PDF IS NOT OPENED SO THE CONTENT DOES NOT MATTER

DEFINE A VENDOR AND OPEN DOCUMENTS FOR THAT VENDOR: PURCHASE ORDERS, PURCHASE INVOICES, GRV'S ETC. SO THAT THE **TASKS FOR VENDOR** SUB-LEVEL FORM WILL DISPLAY INTERESTING DATA.

DEFINE LOGICAL **TASK TYPES**: PHONE CALLPRICE COMPARISON, VENDOR RECOMMENDATIONS ETC.

DESIGN **VENDORS** FORM SO THAT THE SUB-LEVELS SHOWN IN THE CLIP ARE ARRANGED CLOSE TOGETHER.

Clip Link: http://www.priority-software.com/eshbel.com/Movie_Search/Vendor_Setup_Clip.htm
Note: Yellow highlights indicate action instructions.

Introduction

Hi, I'm _____ from Priority Software.

In this clip I'll demonstrate the tools available in **Priority** for setting up vendors in the system and for keeping track of documents and data related to vendors. The main tool for managing all the vendors in the system is the **Vendors** form.

Recording a Vendor (0:18-0:47)

Begin by opening the **Vendors** form from the **Purchasing > Vendors** menu. In the **Vendor Name** column, record the name of the vendor. In this demonstration we'll use "Joe's Car Accessories."

The system automatically assigns a vendor number[HIGHLIGHT COLUMN] according to the definitions in the **Cust & Vend Numeration Templates** form. When you leave the record[Page Down], the system automatically opens an A/P account for the vendor with a number identical to the **Vendor Number**, as the automatic message indicates[PRESS OK. THEN Page Up].

Vendor Details (0:47-02:27)

In the **Address and Phone** tab, fill in the vendor's address, phone number and the like.

In the **Details** tab:

- Flag the **Change Name** column[HIGHLIGHT] to allow users to revise the vendor's name in various documents. This option is primarily used for one-time vendors.
- You can select a **Vendor Group Code**[OPEN CHOOSE LIST] if your company classifies vendors into groups[SELECT "Transport"].

Let's move on to the **Vendor Contacts** sub-level form. Press **F4** to switch to single-record mode, which makes it easier to record new contacts. Let's quickly fill in a few details NAME=PETER SANDERS. PHONE= 978-8846097]. In the **Type of Contact** tab, flag the relevant columns. Flag **Vendor Quote Contact** so that the contact will appear by default in all requests sent to the vendor for price quotes. Flag the other columns for the appropriate contacts in a similar fashion.

In the parallel **Parts per Vendor** sub-level form, you can choose from the list of parts those items you usually purchase from this vendor, [SELECT S23, S24, S25]and record the part number used by the vendor in the **Vend/Manuf. Part No.** column[HIGHLIGHT]. Any items recorded in this form will automatically appear in Choose lists of parts within documents opened for this vendor.

In the **Vendor Documents** sub-level form, you can attach any type of file, such as vendor contracts and part specifications, or any other document related to the vendor. To do so, click on the folder icon and select the file via the Windows Explorer[IMPORT PRE-PREPARED FILE].

You've seen how to open a new vendor in the system and automatically open the A/P account, as well as to define pertinent details such as contact information, vendor contacts and vendor parts. Now let's set up basic financial definitions.

Financial Parameters for Vendors (02:28-05:12)

Return to the upper-level form by pressing **Esc** or by clicking the name of the form in the Form Navigation pane.

Place the cursor on the **Vendor Number** column and select **Financial Parameters for Vendors** from the list of Direct Activations, which moves you to the form of that name. The details of the new vendor are filled in automatically.

You can record the vendor's bank account details in the **Bank Account Details** sub-level form. [SHOW FORM AND RECORD NUMBER, BANK=FIRST NAT'L BANK, CHOOSE BRANCH]These details will be filled in automatically when preparing a bank transfer for the vendor, but can be revised for a specific transfer if necessary. Changes in the vendor's bank account details will be saved in the **History of Changes** sub-level form.

If check payments are to be sent to an address other than the one defined in the **Vendors** form, fill in the **Remit to Address (Checks)** sub-level form[SHOW FORM. THEN RETURN TO UPPER-LEVEL].

In the **Currency** column[HIGHLIGHT], record the currency of the vendor's account[MAKE SURE $ IS DEFINED]. The currency is also defined in the **Vendors** form, and changes you make here will appear there, and vice versa. Note that you will also be able to record payments in a different currency. If, for example, you record a payment in Euros, then the journal entry for the payment will be recorded both in Euros and in U.S. Dollars.

Record the vendor's **Co. Registration No.**[READ: COMPANY REGISTRATION NUMBER. HIGHLIGHT COLUMN]. In the Dual-Currency package, you can also record the number of the company as recognized by tax authorities in the **Vendor's VAT Number** column and revise the **VAT Code** as needed.

If you classify your vendors by their type of business, you can select a **Classification**[HIGHLIGHT COLUMN].

You can also define the **Payment Terms**[OPEN CHOOSE LIST] that will appear by default in the vendor's documents[SELECT PAYMENT TERMS]. These may later be revised in individual documents. Default payment terms can also be defined in the **Vendors** form, in the **Payments** tab.

Let's move to the **Withholding Tax** tab. If the vendor has a full or partial tax exemption, record the percentage of withholding tax that is to be deducted from this vendor's payments[WRITE 5 IN THE WITHHELD TAX EXEMPT'N COLUMN]. If you leave the column empty, the percentage appearing in the **% Maximum Tax** column[HIGHLIGHT] will be deducted. Make sure to also define the **Expiration Date** of the exemption[RECORD A DATE].

In the **Registr No.-W. Tax**, record the vendor's number, as registered with income tax authorities, and the **Type of Tax File**[HIGHLIGHT COLUMNS]. If relevant, also fill in the date that the vendor's tax authorization expires in the **No Payment After** column in the General tab[HIGHLIGHT].

In the **Invoice Data** tab, record the expense account for transactions with the vendor in the **Purchases Account** column[HIGHLIGHT]. When you record vendor invoices in the system, this expense account will be used automatically. If you flag the **Pay by Bank Transfer** column, [HIGHLIGHT]payments to this vendor will be made by bank transfer instead of checks when the **Prepare Payments** program is run.

Once you finish recording data in this form, press **Esc** to return to the **Vendors** form. You can revise these definitions as needed at any later date.

Following Up on Vendors (05:13-06:28)

After learning how to open a new vendor and define financial parameters, let's see how to use additional functions in the **Vendors** form and various reports to follow up on existing vendors.

In the **Vendors** form, switch to query mode by pressing **F11** and retrieve the vendor, for instance, by **Vendor Number**[RETRIEVE MY SUPPLY].

Enter the **To Do List** sub-level form to view a list of documents related to the vendor that are in effect, such as invoices, purchase orders, and GRVs,[SHOW] as well as the user responsible for each.

In the **Tasks for Vendor** form, you can see tasks that are related to the vendor[OPEN CHOOSE LIST IN THE **Task Type** COLUMN], such as phone calls, price comparisons and the like.

The **Open Purchase Orders** form[HIGHLIGHT FORM TITLE] displays a list of all the purchase orders recorded for the vendor. In the **Vendor Price Lists** form[HIGHLIGHT TITLE] you can view the price lists offered by the vendor.

From the **Vendor Reports** menu[OPEN FROM SAME PATH: PURCHASING > VENDORS], you can run several reports related to vendors[GO BACK ONE MENU]. You can also use the **Vendor Data Report Generator** to define custom reports suited to your needs. The various **Purchasing** menus offer access to a variety of related reports, such as **Purchase Order Reports**[GO BACK TO PURCHASING MENU, THEN OPEN PURCHASE ORDERS > PURCHASE ORDER REPORTS MENU], as well as dynamic and interactive analytical tools[GO BACK ONE MENU, AND OPEN PURCHASE ORDER ANALYSIS MENU].

This concludes our demonstration of opening a new vendor and performing follow-ups. For additional details, run any of the **Vendor Wizards**[OPEN MENU: PURCHASING > VENDORS > VENDOR WIZARDS].

Related Documentation

- Open Vendors Wizard
- Opening a Purchase Order clip
- Receipt/Return of Goods clip