Chapter 9

Vendors

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Vendors: Introduction

In the Vendors section, you can manage the information for vendors you pay on a regular basis. Vendor information allows CTAS to:

- Automatically fill in (pre-populate) vendor data in claims or disbursement transactions when you type in the first few letters of a vendor's name.

- Print a Federal 1099 Form for selected vendors.

- Print vendor ledgers and mailing labels.

Accessing the Vendors Section

To access the Vendors section, select the Accounting tab (circled) in the Task bar, then select the Vendors icon (boxed). The Vendors screen will open to the Vendors List.
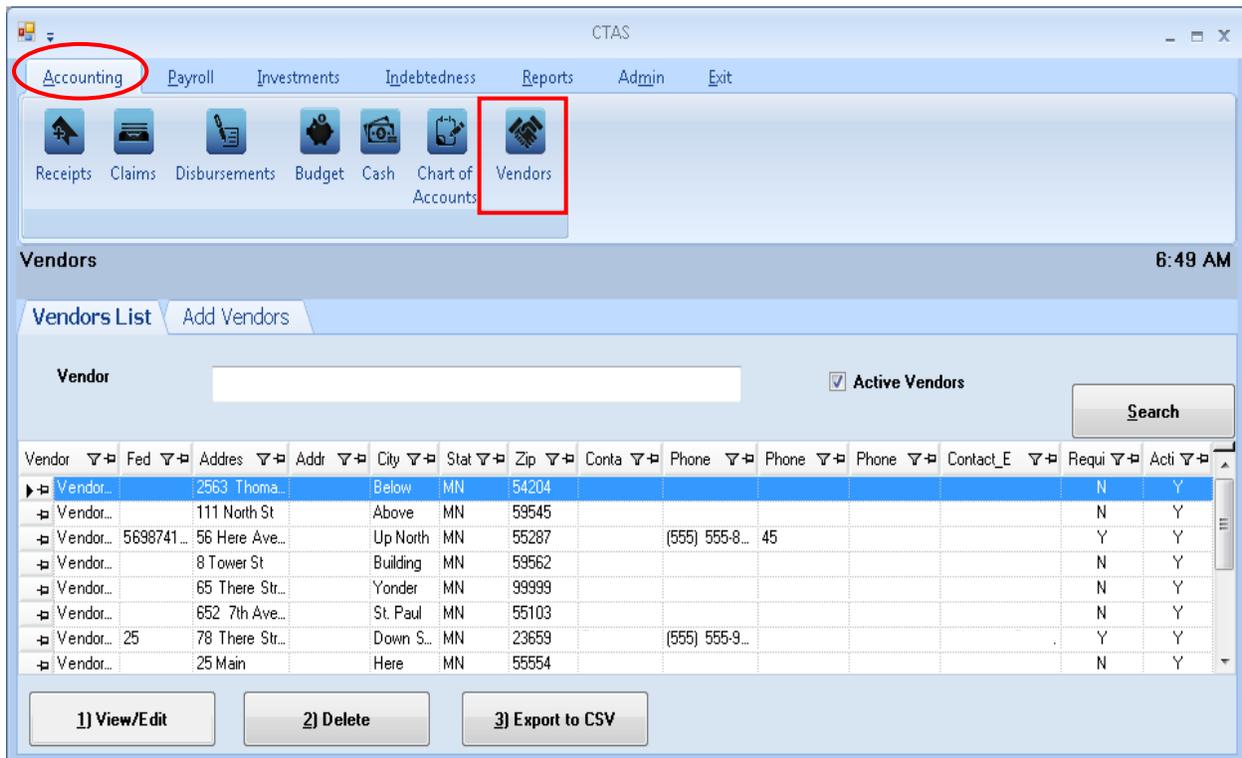
From the Vendors screen you can Add, View/Edit, or Delete vendor information. You can also export a vendor list to a CSV file (a spread sheet format).

Vendors: Adding a New Vendor

To add a new vendor, click on the Add Vendors (circled) in the Vendor section.

Vendors: Adding a New Vendor (continued)

Once the Add Vendor tab opens, the only required information is the Vendor Name. Optional information that can be added includes:

- A Federal ID Number.

- Checking the Form 1099 Required box (circled) for vendors that require a completed 1099 form.

- 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.*

- The name of the person that is your contact with the vendor in the Contact Name field.

- Telephone number, fax number and email address for the vendor.

- If you wish to see this vendor's information when entering transactions, check the Active box.

- Click the Save button.

Vendors: Editing a Vendor's Information

To edit a vendor's information, navigate to the Vendors section (see page 9-1 for instructions). The Vendors screen will open to the Vendors List tab.

Highlight the name of the vendor whose information you wish to change and click the View/Edit button (circled).

Vendors: Editing a Vendor's Information (continued)

A new tab will open (boxed), labeled with the name of the vendor you had highlighted.

In the new tab you can edit any field.

Note: The status of a vendor can only be changed from active to inactive 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 been entered more than once.

Note: You can only delete a vendor's information if it has not been used in any transactions. If they have been used, but not in the current fiscal year, you can make them inactive.

To delete a vendor or vendors, open the Vendors List tab (see page 9-1).
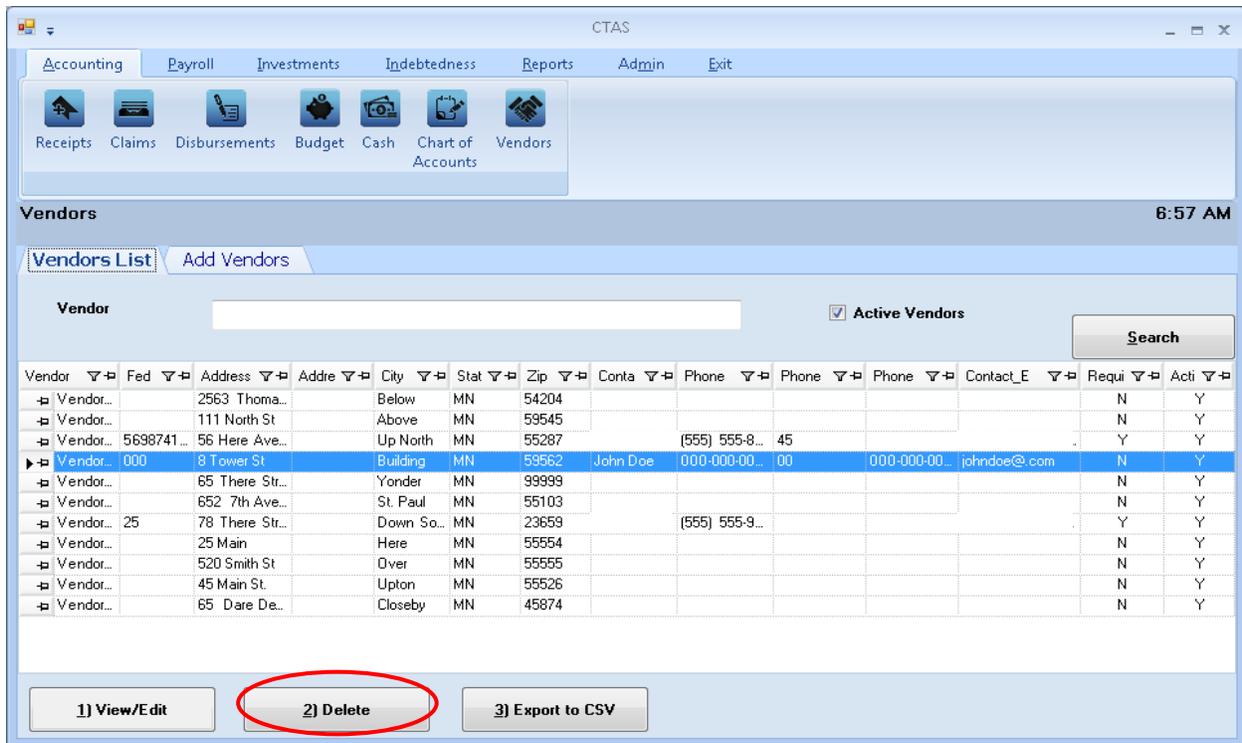
Highlight the name of the vendor(s) you wish to delete and click the Delete button (circled). The Confirm Vendor Delete screen appears. Click Yes to delete the vendor(s) information.
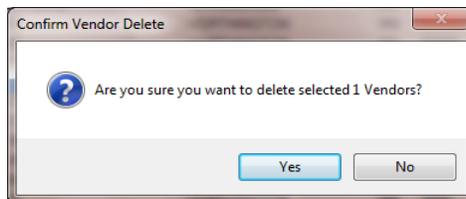
A Vendors screen (below) opens to indicate the information was deleted. Click OK.
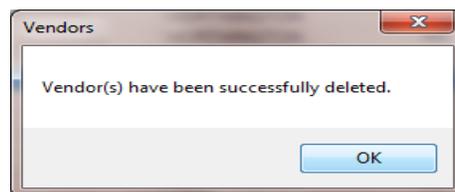
Vendors: Export to CSV

CTAS allows you to export your data to a CSV file. The **CSV** ("Comma Separated Values") file format is used by many spreadsheet applications, including Microsoft Excel. Many CTAS users export data to CSV files to give them flexibility in analyzing and presenting their entity's data.

Click the Export to CSV button (circled), from the Vendors List tab.
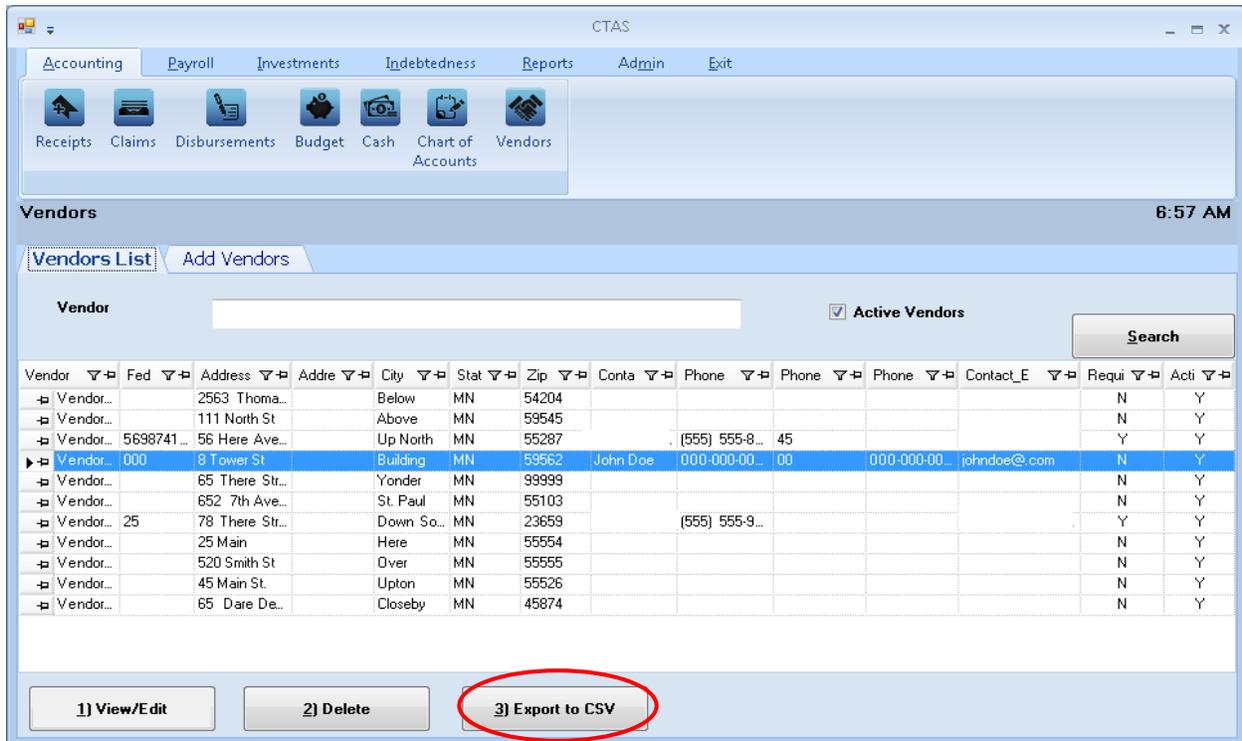
When the Save As window opens, select the location on your computer where you would like the file saved and click Save. CTAS will save the data as a CSV file in the location selected.

Vendors: Using the Search Feature

In the Vendors section there are two search options. You may search by active vendors or inactive vendors.
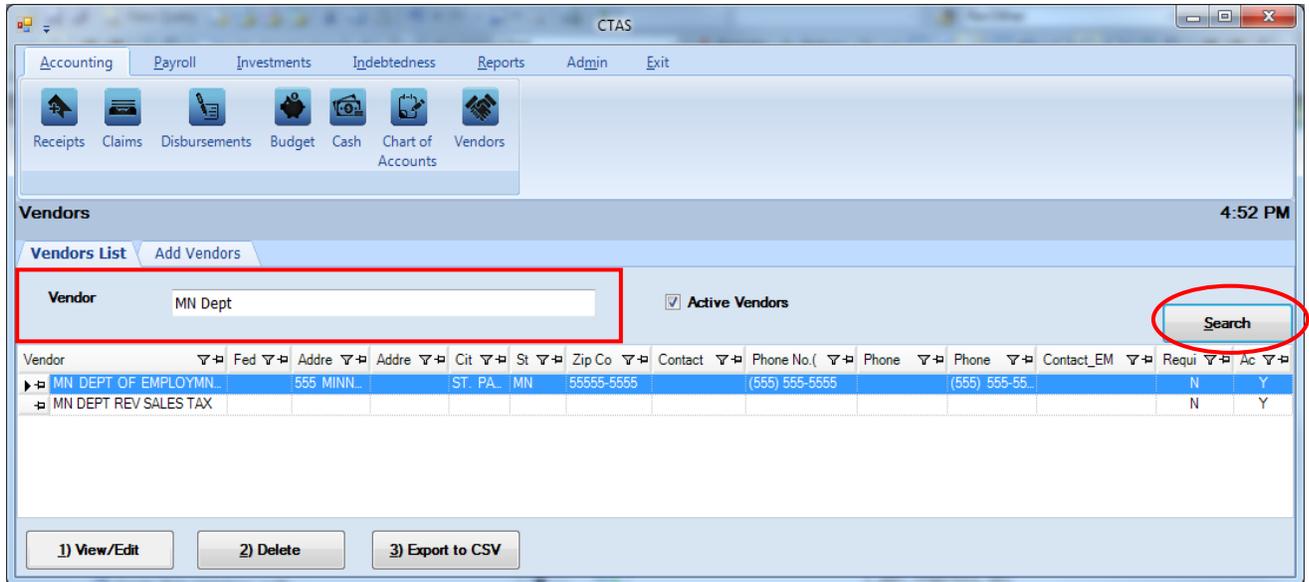
To search for vendors:

- Enter all or part of the name in the Vendor field (boxed).

  o To search for Active Vendors, check the Active Vendors box.

  o To search for Inactive Vendors, uncheck the Active Vendors box.

- Click the Search button (circled). Vendors meeting the criteria will be displayed.

Vendors: Printing Reports

There are four reports that you can create and print for the Vendor section: the Vendor Federal 1099-MISC Forms, Vendor Ledgers, a Vendor List, and Vendor Mailing Labels.

To select the report you want to create, click on the Reports tab (circled) from the Task Bar, then select the Vendors icon (boxed). A screen will appear listing the four reports.
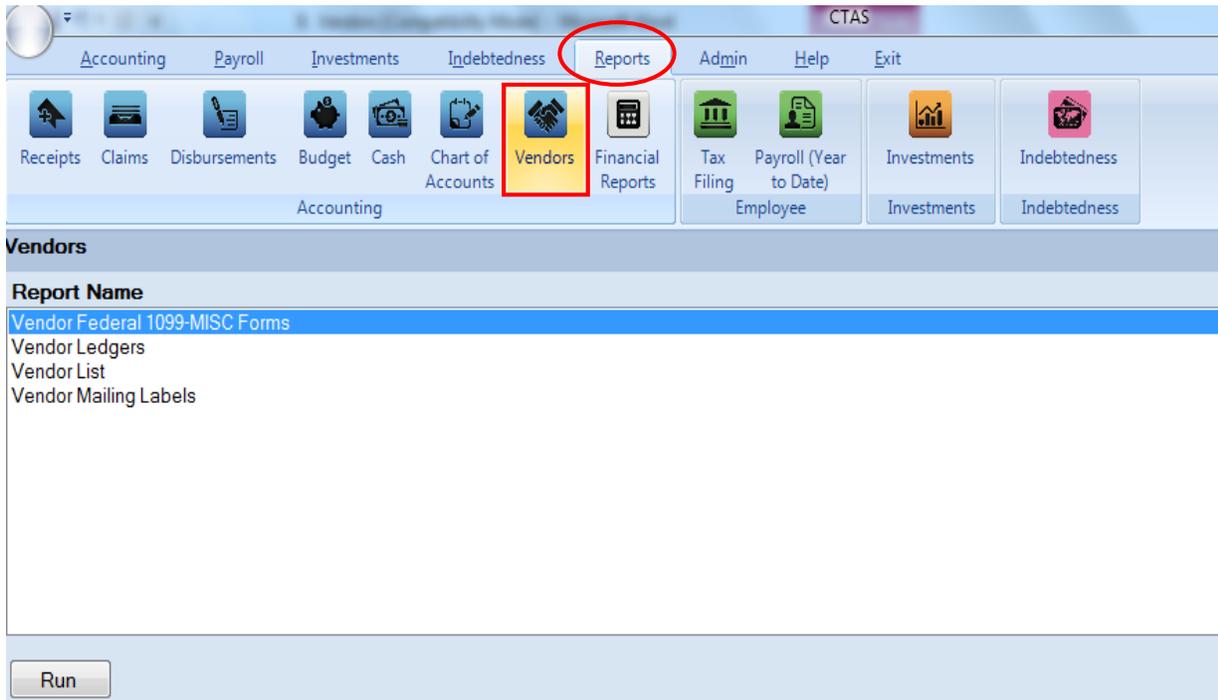
To run a report, highlight the report and click the Run button at the bottom of the screen. The following pages describe each report and illustrate how to create and print each report.

Vendors: Printing Reports

Vendor Federal 1099-MISC Form

The Vendor Federal 1099-MISC Form report will print the 1099-MISC Form for all vendors selected. CTAS prints to the standard two-per-page form, which can be purchased at an office supply store. *Only those vendors with the Form 1099 Required box checked on their Vendor screen will be available to select for printing the 1099s.*

Highlight the Vendor Federal 1099-MISC Forms and click the Run button (see previous page). The Vendor Federal 1099-MISC Forms screen will appear.
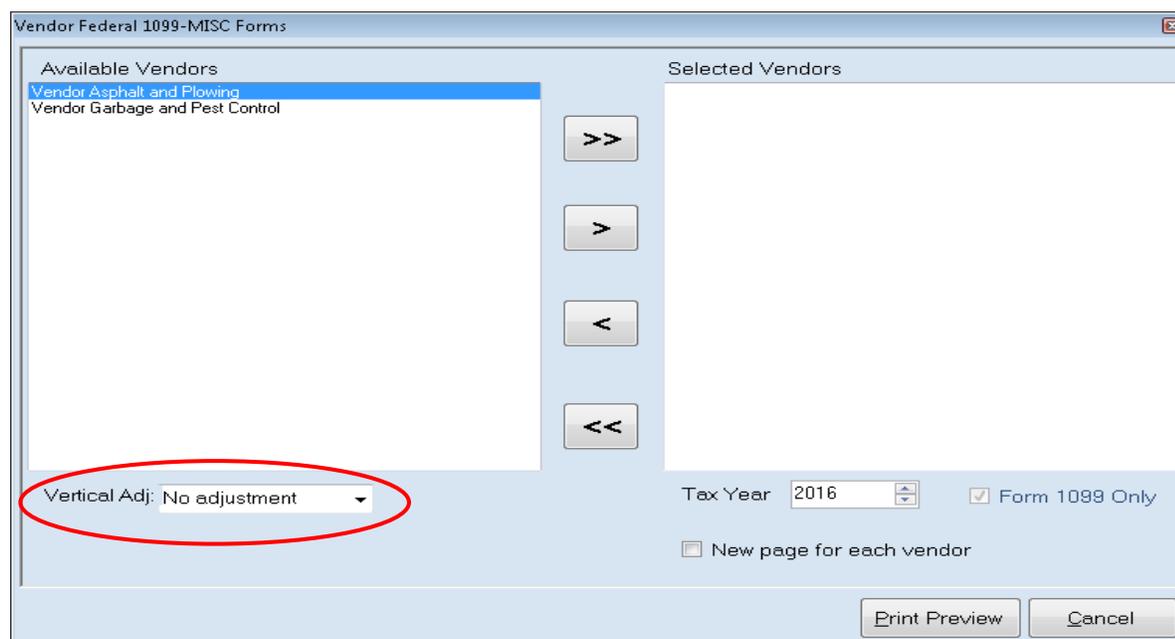
To select the vendors whose information you will print on the form:

- 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 vendor names in the box; the ">" button will move individually-highlighted vendor names. You can also select an individual vendor by double-clicking on the name. The "<" and "<<" buttons allow you to move vendor names out of the Selected Vendors box.

- Select the Tax Year by manually entering or clicking on the up or down arrow in the Tax Year box.

- Click the Print Preview button and the print preview (Report Viewer) screen will appear. **Note: After reviewing the Print Preview, you can return to this screen and adjust where the information is printed on the 1099 Form by clicking on the Vertical Adj down arrow (circled) and choosing one of the options offered. This will allow you to line up the information for the 1099 within the boxes on the form.**

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Vendors: Printing Reports (continued)

Vendor Federal 1099-MISC Form (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the form. By clicking the red "X" (circled, right) you can close the Report Viewer screen.
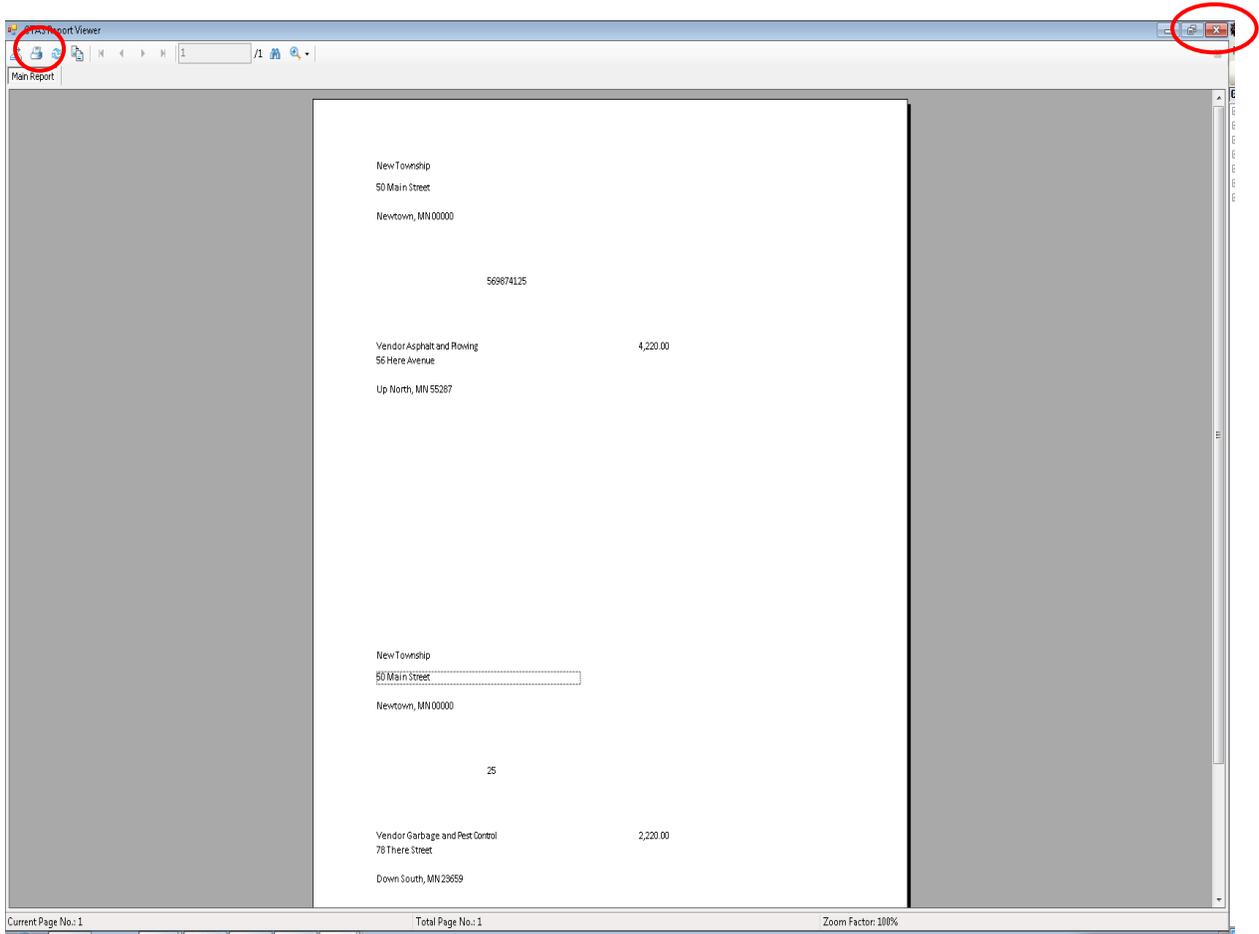
Vendors: Printing Reports (continued)

Vendor Federal 1099-MISC Form (continued)

After clicking on the Printer icon, the Print screen appears.
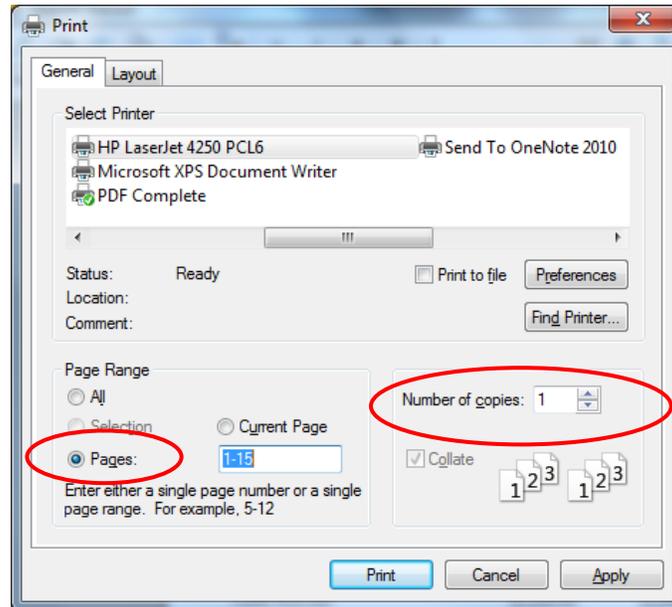
By clicking the Pages radio button (circled, left), you can choose to print only certain pages of the form. The Number of copies box (circled, right) allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the form. The following page has a sample of the form.

To close the form:

- Click the red "X" icon on the Report Viewer screen (previous page).

- Click the Cancel button on the Vendor Federal 1099-MISC Forms screen.

Vendors: Printing Reports (continued)

Sample Vendors Federal 1099-MISC Form Report

New Township

50 Main Street

Newtown, MN 00000

569874125

Vendor Asphalt and Plowing   4,220.00
56 Here Avenue

Up North, MN 55287

New Township

50 Main Street

Newtown, MN 00000

25

Vendor Garbage and Pest Control   2,220.00
78 There Street

Down South, MN 23659

Vendors: Printing Reports (continued)

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.

Highlight Vendor Ledgers and click the Run button (see). The Vendor Ledgers screen will appear.
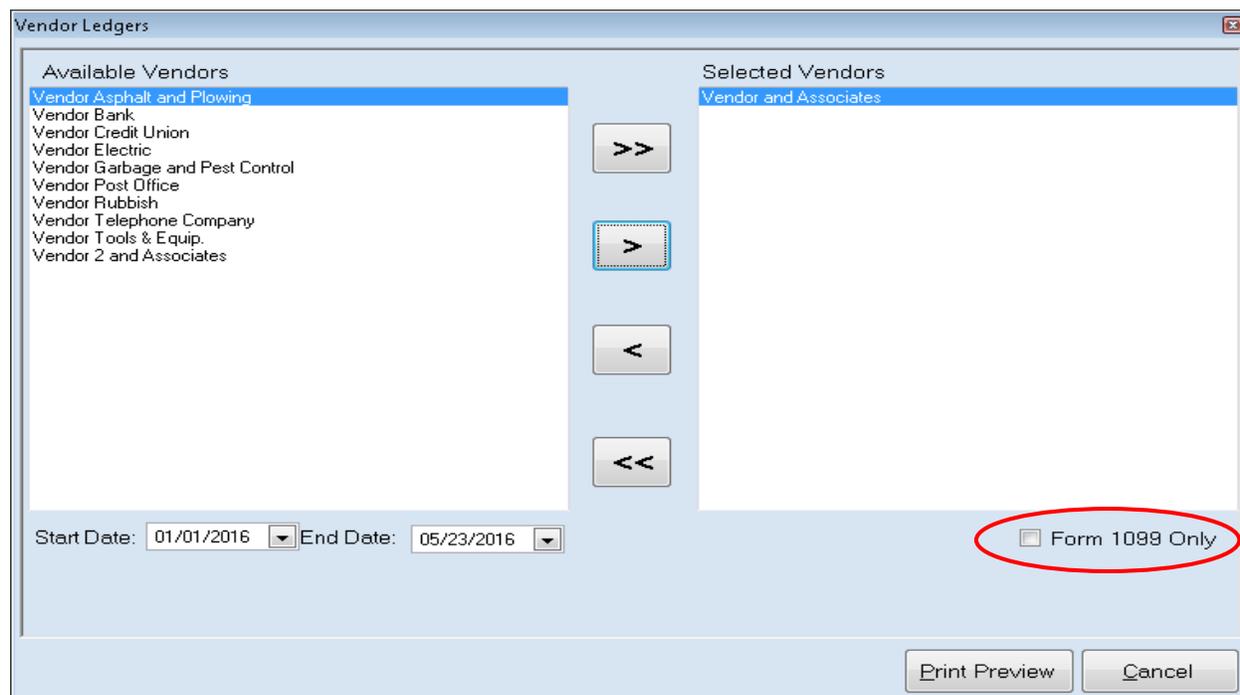
On the Vendor Ledgers screen:

- Select the vendor(s) 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 vendor names in the box; the ">" button will move individually-highlighted vendor names. You can also select an individual vendor by double-clicking on the name. The "<" and "<<" buttons allow you to move vendor names out of the Selected Vendors box.

- Check the Form 1099 Only box (circled) if you want to display only those vendors that have the "Form 1099 Required" box checked on their vendor record.

- Select the Start Date and End Date for the report. Manually enter dates or use the drop-down arrow to choose dates from a calendar.

- Click the Print Preview button and the print preview (Report Viewer) screen will appear.

Vendors: Printing Reports (continued)

Vendor Ledger (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the report.
(See page 9-12 for printing instructions)
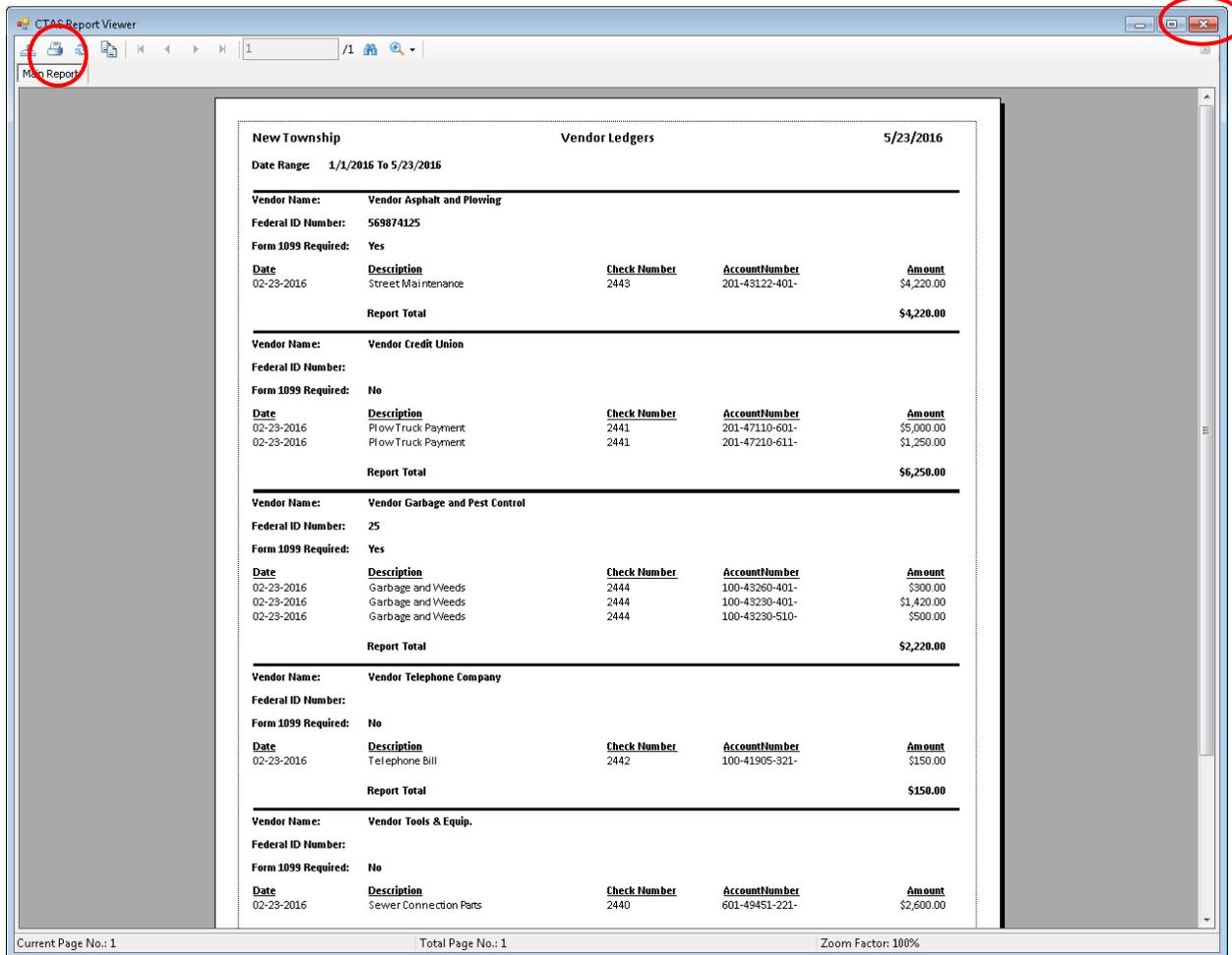
To close the report:

- Click the red "X" icon (circled, right) on the Report Viewer screen.

- Click the Cancel button on the Vendor Ledgers screen.

Vendors: Printing Reports (continued)

Sample Vendor Ledger Report

New Township		Vendor Ledgers		5/23/2016
Date Range: 1/1/2016 To 5/23/2016				
Vendor Name:	**Vendor Asphalt and Plowing**			
Federal ID Number:	569874125			
Form 1099 Required:	Yes			
Date	**Description**	**Check Number**	**AccountNumber**	**Amount**
02-23-2016	Street Maintenance	2443	201-43122-401-	$4,220.00
	Report Total			**$4,220.00**
Vendor Name:	**Vendor Credit Union**			
Federal ID Number:				
Form 1099 Required:	No			
Date	**Description**	**Check Number**	**AccountNumber**	**Amount**
02-23-2016	Plow Truck Payment	2441	201-47110-601-	$5,000.00
02-23-2016	Plow Truck Payment	2441	201-47210-611-	$1,250.00
	Report Total			**$6,250.00**
Vendor Name:	**Vendor Garbage and Pest Control**			
Federal ID Number:	25			
Form 1099 Required:	Yes			
Date	**Description**	**Check Number**	**AccountNumber**	**Amount**
02-23-2016	Garbage and Weeds	2444	100-43260-401-	$300.00
02-23-2016	Garbage and Weeds	2444	100-43230-401-	$1,420.00
02-23-2016	Garbage and Weeds	2444	100-43230-510-	$500.00
	Report Total			**$2,220.00**
Vendor Name:	**Vendor Telephone Company**			
Federal ID Number:				
Form 1099 Required:	No			
Date	**Description**	**Check Number**	**AccountNumber**	**Amount**
02-23-2016	Telephone Bill	2442	100-41905-321-	$150.00
	Report Total			**$150.00**
Vendor Name:	**Vendor Tools & Equip.**			
Federal ID Number:				
Form 1099 Required:	No			
Date	**Description**	**Check Number**	**AccountNumber**	**Amount**
02-23-2016	Sewer Connection Parts	2440	601-49451-221-	$2,600.00
	Report Total			**$2,600.00**

Vendors: Printing Reports (continued)

Vendor List

The Vendor List provides the information contained in the vendor record for selected vendors. The report can be used to review and update information on each vendor as needed.

To print a Vendor List, highlight Vendor List and click the Run button (see). The Vendor List screen will open.
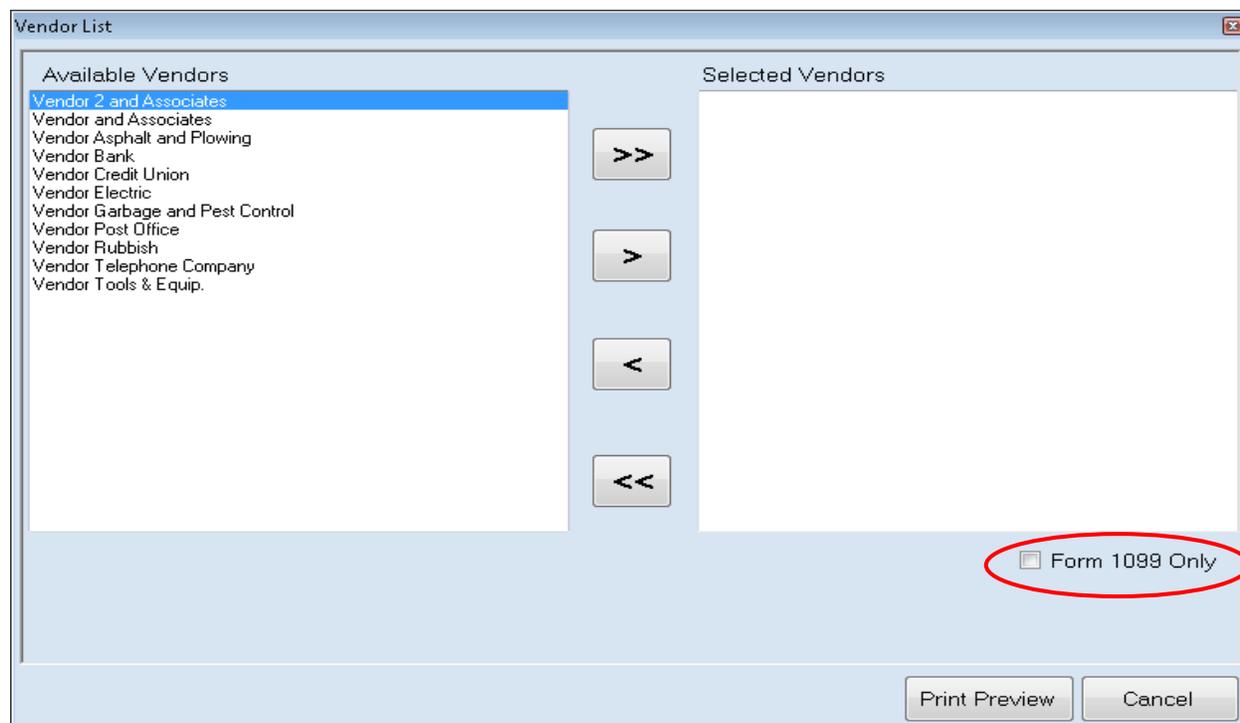
On the Vendor List screen:

- Select the vendor(s) 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 vendor names in the box; the ">" button will move individually-highlighted vendor names. You can also select an individual vendor by double-clicking on the name. The "<" and "<<" buttons allow you to move vendor names out of the Selected Vendors box.

- Check the Form 1099 Only box (circled) 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 (Report Viewer) screen will appear.

Vendors: Printing Reports (continued)

Vendor List (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the list. (See page 9-12 for printing instructions)
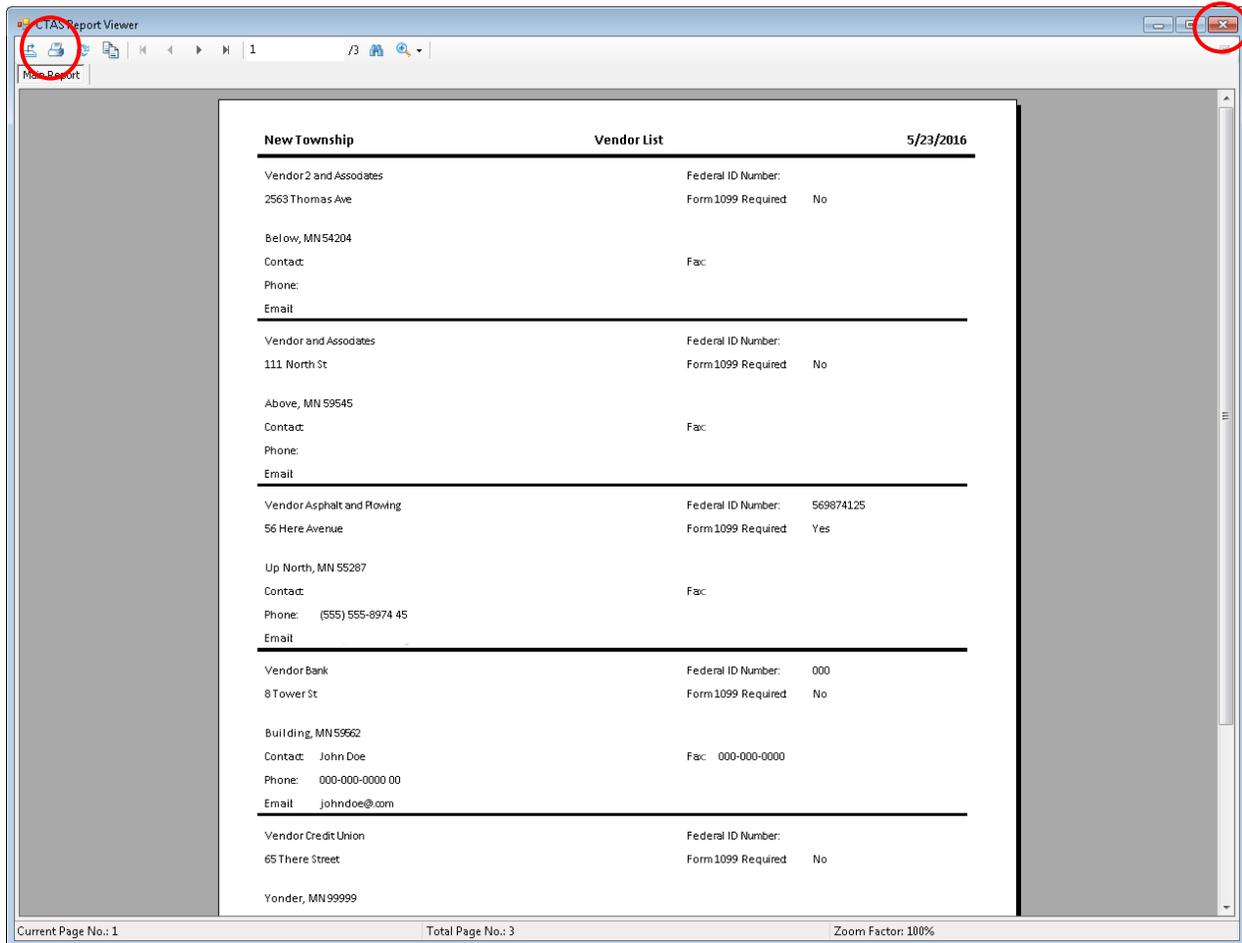
To close the list:

- Click the red "X" icon (circled, right) on the Report Viewer screen.
- Click the Cancel button on the Vendor List screen.

Vendors: Printing Reports (continued)

Sample Vendor List Report

New Township	Vendor List		5/23/2016
Vendor 2 and Associates	Federal ID Number:		
2563 Thomas Ave	Form 1099 Required:	No	
Below, MN 54204			
Contact:	Fax:		
Phone:			
Email:			
Vendor and Associates	Federal ID Number:		
111 North St	Form 1099 Required:	No	
Above, MN 59545			
Contact:	Fax:		
Phone:			
Email:			
Vendor Asphalt and Plowing	Federal ID Number:	569874125	
56 Here Avenue	Form 1099 Required:	Yes	
Up North, MN 55287			
Contact: Harvy Harrison	Fax:		
Phone: (555) 555-8974 45			
Email: harvy.harriso			
Vendor Bank	Federal ID Number:	000	
8 Tower St	Form 1099 Required:	No	
Building, MN 59562			
Contact: John Doe	Fax: 000-000-0000		
Phone: 000-000-0000 00			
Email: johndoe@.com			
Vendor Credit Union	Federal ID Number:		
65 There Street	Form 1099 Required:	No	
Yonder, MN 99999			
Contact:	Fax:		
Phone:			
Email:			

Vendors: Printing Reports (continued)

Vendor Mailing Labels

CTAS prints vendor information on mailing labels to be used on envelopes for your correspondence with vendors. You will need to purchase mailing labels on 8 ½-by-11 inch sheets of either 14 or 30 labels per page from a retailer of your choice. CTAS can print to full or partial pages of labels.

To print Vendor Mailing Labels, highlight Vendor Mailing Labels and click the Run button (see page 9-9). The Vendor Mailing Labels screen will open.
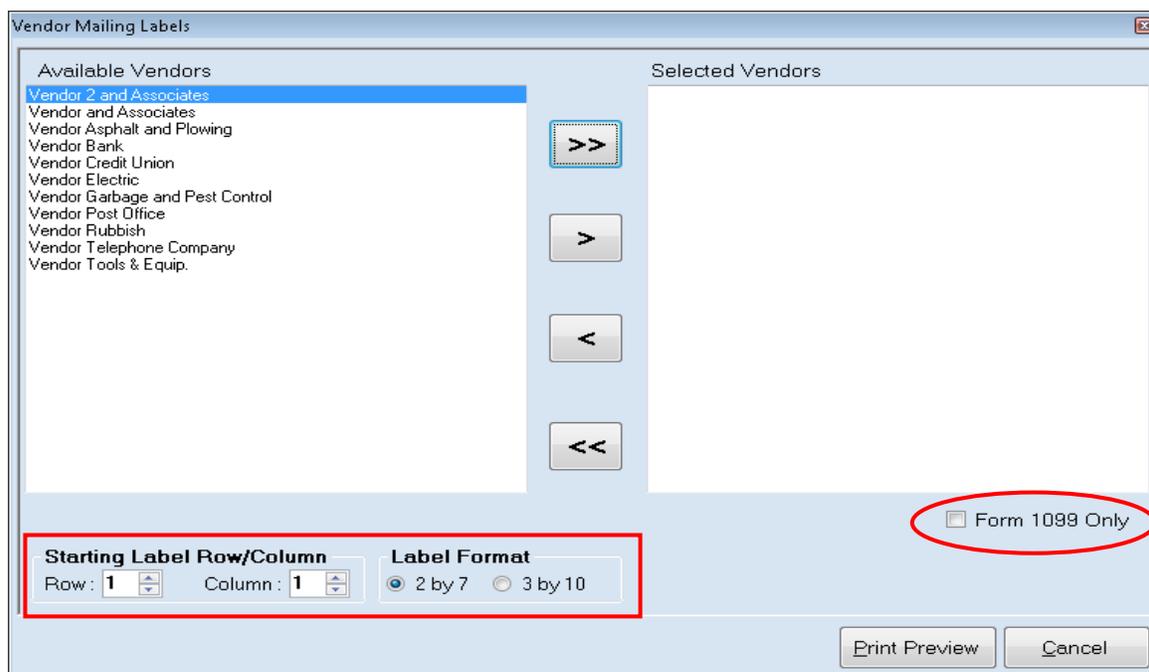

On the Vendor Mailing Labels screen:

- Check the Form 1099 Only box (circled) if you want CTAS to display only those vendors that have the "Form 1099 Required" box checked on their vendor record.

- Select the vendor(s) 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 names in the box; the ">" button will move individually-highlighted vendor names. You can also select an individual vendor by double-clicking on the name. The "<" and "<<" buttons allow you to move vendor names out of the Selected Vendors box.

- CTAS' print defaults begin the printing in Row 1, Column 1 of a 14-label sheet (2 by 7). To change the starting row and/or column, use the up/down arrows (boxed); to use a 30-label sheet, click the "3 by 10" radio button under Label Format (boxed).

- Click the print Preview button and the print preview (Report Viewer) screen will appear.

Vendors: Printing Reports (continued)

Vendor Mailing Labels (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the labels. (See for printing instructions)
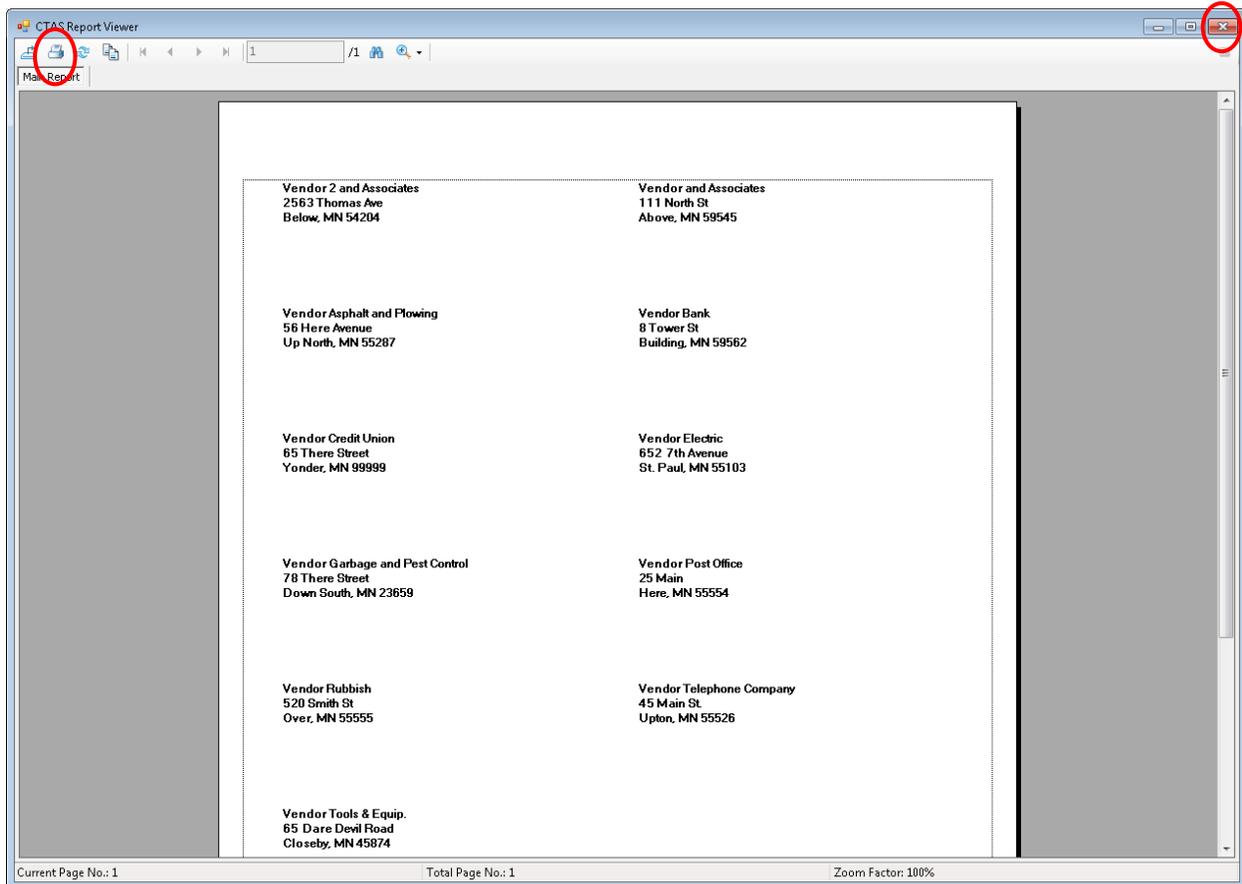
To close the printing:

- Click the red "X" icon (circled, right) on the Report Viewer screen.

- Click the Cancel button on the Vendor Mailing Labels screen.

Vendors: Printing Reports (continued)

Sample Vendor Mailing Labels Report

Vendor 2 and Associates
2563 Thomas Ave
Below, MN 54204

Vendor and Associates
111 North St
Above, MN 59545

Vendor Asphalt and Plowing
56 Here Avenue
Up North, MN 55287

Vendor Bank
8 Tower St
Building, MN 59562

Vendor Credit Union
65 There Street
Yonder, MN 99999

Vendor Electric
652 7th Avenue
St. Paul, MN 55103

Vendor Garbage and Pest Control
78 There Street
Down South, MN 23659

Vendor Post Office
25 Main
Here, MN 55554

Vendor Rubbish
520 Smith St
Over, MN 55555

Vendor Telephone Company
45 Main St.
Upton, MN 55526

Vendor Tools & Equip.
65 Dare Devil Road
Closeby, MN 45874