# 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.

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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.

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Vendors: Adding a New Vendor (continued)

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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).

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### Vendors: Editing a Vendor's Information (continued)

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

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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).

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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.

Confirm Ve	ndor Delete
?	Are you sure you want to delete selected 1 Vendors?
	Yes No

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.

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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.

Accounting       Payroll       Investments       Indebtedness       Reports       Admin       Exit         Image: Accounting       Image: Accoun	4:52 PM
Receipts Claims Disbursements Budget Cash Chart of Vendors Accounts	4:52 PM
Receipts Claims Disbursements Budget Cash Chart of Vendors Accounts	4:52 PM
Accounts	4:52 PM
Vendors	4:52 PM
YEILUUS	
Vendors List Add Vendors	
Vendor MN Dept	$\frown$
Vendor MN Dept	<u>S</u> earch
Vendor 🛛 🕫 Fed 🖙 🕫 Addre 🖙 Addre 🖘 Addre 🖘 Cit 🖘 St 🖘 Zip Co 🖘 Contact 🖘 Phone No.( 🖘 Phone 🖘 Phone 🖘 Contact_EM 🖘 R	lequi ⊽⊅ Ac ⊽⊅
→ MN DEPT OF EMPLOYMN_ 555 MINN_ ST. PA MN 55555-5555 (555) 555-5555 (555) 555-5555	N Y
HIN DEPT REV SALES TAX	N Y
1) View/Edit 2) Delete 3) Export to CSV	

To search for vendors:

- Enter all or part of the name in the Vendor field (boxed).
  - $\circ$   $\,$  To search for Active Vendors, check the Active Vendors box.
  - $\circ$  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.

	10.10		1.000	- 1.0	-		$\frown$		(	CTAS			
	counting	<u>P</u> ayroll	<u>I</u> nvestr	nents	I <u>n</u> debte	dness	<u>R</u> eports	Ad <u>m</u> ir	<u>H</u> elp	E	<u>i</u> xit		
*				6		1		<b></b>			<b>l</b> íú		
Receipts	Claims [	Disbursements	Budget	Cash	Chart of Accounts	Vendors	Financial Reports	Tax Filing	Payroll (Ye to Date)		Investments	Indebtedness	
			Accounti	ng				E	mployee		Investments	Indebtedness	
Vendors													
Report N Vendor Fe Vendor Le Vendor Ma	ederal 109 edgers st	9-MISC Forms als	3										
Run													

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.

Vendor Federal 1099-MISC Forms		
Available Vendors Vendor Asphalt and Plowing		Selected Vendors
Vendor Garbage and Pest Control	>>	
	>	
	<	
	<<	
Vertical Adj: No adjustment		Tax Year 2016 🚽 📝 Form 1099 Only
		New page for each vendor
		Print Preview

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. <u>Note: After reviewing the Print Preview, you can return to this screen and adjust</u> <u>where the information is printed on the 1099 Form by clicking on the Vertical Adj</u> <u>down arrow (circled) and choosing one of the options offered. This will allow you to</u> <u>line up the information for the 1099 within the boxes on the form.</u>

#### 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.

😌 Anesthoort Viewer				
🤹 🎒 🥹 🔓   H 🔸 → H   1 /1 🦓 🔍 - Main Report	•			
				- L
				E
	NewTownship			E
	50 Main Street Newtown, MN 00000			E
	Newcown, Nin obbou			
	569874125			
	3050/4223			
	Vendor Asphalt and Rowing	4,220.00		
	56 Here Avenue	1,220.00		
	Up North, MN 55287			
				E
	New Township 50 Main Street			
	Newtown, MN 00000			
	25			
	Vendor Garbage and Pest Control 78 There Street	2,220.00		
	Zo There street Down South, MN 23659			
Current Page No.: 1	Total Page No.: 1		Zoom Factor: 100%	

#### Vendor Federal 1099-MISC Form (continued)

After clicking on the Printer icon, the Print screen appears.

Print	x
General Layout	
Select Printer	
HP LaserJet 4250 PCL6 Microsoft XPS Document Writer PDF Complete	🖶 Send To OneNote 2010
•	•
Status: Ready Location: Comment:	Print to file Preferences
Page Range ⊚ All	Number of <u>c</u> opies: 1
Current Page     Current Page     Current Page     Pages:     Enter either a single page number or a single     page range. For example, 5-12	✓ Collate 123 123
	Print Cancel Apply

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

NewTownship

50 Main Street

Newtown, MN 00000

569874125

Vendor Asphalt and Plowing 56 Here Avenue 4,220.00

Up North, MN 55287

New Township 50 Main Street

Newtown, MN 00000

25

Vendor Garbage and Pest Control 78 There Street 2,220.00

Down South, MN 23659

#### 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 page 9-9). The Vendor Ledgers screen will appear.

Vendor Ledgers		
Available Vendors Vendor Asphalt and Plowing Vendor Bank Vendor Credit Union Vendor Credit Union Vendor Garbage and Pest Control Vendor Post Office Vendor Post Office Vendor Telephone Company Vendor Telephone Company Vendor Tools & Equip. Vendor 2 and Associates	Selected Vendors       Vendor and Associates       >>	
Start Date: 01/01/2016  End Date: 05/23/2016	Form 1099 Only	$\supset$
	Print Preview	

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 dropdown arrow to choose dates from a calendar.
- Click the Print Preview button and the print preview (Report Viewer) screen will appear.

#### **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)

CTAS Report Viewer						
<u>а 📇 а</u> ̀ 📴   н н → н	1 /1	Ma 🔍 -				
Report						1
	New Township		Vendor Ledgers		5/23/2016	
	Date Range: 1/1/2	016 To 5/23/2016				
	Vendor Name:	Vendor Asphalt and Plowing				
	Federal ID Number:	569874125				
	Form 1099 Required:	Yes				
	Date 02-23-2016	Description Street Maintenance	<u>Check Number</u> 2443	AccountNumber 201-43122-401-	<u>Amount</u> \$4,220.00	
		Report Total			\$4,220.00	
	Vendor Name:	Vendor Credit Union				
	Federal ID Number:					
	Form 1099 Required:	No				
	Date 02-23-2016 02-23-2016	<u>Description</u> Plow Truck Payment Plow Truck Payment	<u>Check Number</u> 2441 2441	AccountNumber 201-47110-601- 201-47210-611-	<u>Am ount</u> \$5,000.00 \$1,250.00	
		Report Total			\$6,250.00	
	Vendor Name:	Vendor Garbage and Pest Control				
	Federal ID Number:	25				
	Form 1099 Required:	Yes				
	Date 02-23-2016 02-23-2016 02-23-2016	Description Garbage and Weeds Garbage and Weeds Garbage and Weeds	<u>Check Number</u> 2444 2444 2444 2444	<u>AccountNumber</u> 100-43260-401- 100-43230-401- 100-43230-510-	<u>Amount</u> \$300.00 \$1,420.00 \$500.00	
		Report Total			\$2,220.00	
	Vendor Name:	Vendor Telephone Company				
	Federal ID Number:					
	Form 1099 Required:	No				
	Date 02-23-2016	Description Telephone Bill	<u>Check Number</u> 2442	AccountNumber 100-41905-321-	<u>Am ount</u> \$150.00	
		Report Total			\$150.00	
	Vendor Name:	Vendor Tools & Equip.				
	Federal ID Number:					
	Form 1099 Required:	No				
	<u>Date</u> 02-23-2016	Description Sewer Connection Parts	<u>Check Number</u> 2440	AccountNumber 601-49451-221-	<u>Am ount</u> \$2,600.00	
nt Page No.: 1		Total Page No.: 1		Zoo	m Factor: 100%	

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	Ň	/endor Ledgers		5/23/2016
Date Range: 1/1/2	016 To 5/23/2016			
Vendor Name:	Vendor Asphalt and Plowing			
Federal ID Number:	569874125			
Form 1099 Required:	Yes			
<u>Date</u> 02-23-2016	<u>Description</u> Street Maintenance	<u>Check Number</u> 2443	<u>AccountNumber</u> 201-43122-401-	<u>Amoun</u> \$4,220.00
	Report Total			\$4,220.0
Vendor Name:	Vendor Credit Union			
Federal ID Number:				
Form 1099 Required:	No			
Date	Description	Check Number	AccountNumber	Amoun
02-23-2016 02-23-2016	Plow Truck Payment Plow Truck Payment	2441 2441	201-47110-601- 201-47210-611-	\$5,000.0 \$1,250.0
02 23 2010	Report Total	2441	201 4/210 011	\$6,250.0
	-			\$6,250.05
Vendor Name:	Vendor Garbage and Pest Control			
Federal ID Number:	25			
Form 1099 Required:	Yes			
Date	Description	Check Number	AccountNumber	Amoun
02-23-2016 02-23-2016	Garbage and Weeds Garbage and Weeds	2444 2444	100-43260-401- 100-43230-401-	\$300.0( \$1,420.0)
02-23-2016	Garbage and Weeds	2444	100-43230-510-	\$1,420.0
02 20 2010	2	2111	100 40200 010	
	Report Total			\$2,220.0
Vendor Name:	Vendor Telephone Company			
Federal ID Number:				
Form 1099 Required:	No			
	Description	Check Number	<u>AccountNumber</u> 100-41905-321-	<u>Amoun</u> \$150.0
Date 02-22-2016	Telephone Bill		100-41903-571-	\$T20.0
<u>Date</u> 02-23-2016	Telephone Bill	2442		
	Telephone Bill Report Total	2442		\$150.0
02-23-2016		2442		\$150.0
	Report Total	2442		\$150.0
02-23-2016 Vendor Name:	Report Total	2442		\$150.0
02-23-2016 Vendor Name: Federal ID Number:	Report Total Vendor Tools & Equip.	2442 <u>Check Number</u> 2440	<b><u>AccountNumber</u></b> 601-49451-221-	<b>\$150.0</b> <u>Amoun</u> \$2,600.0

#### 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 page 9-9). The Vendor List screen will open.

Vendor List	
Available Vendors         Vendor 2 and Associates         Vendor and Associates         Vendor Asphalt and Plowing         Vendor Bank         Vendor Credit Union         Vendor Electric         Vendor Garbage and Pest Control         Vendor Rubbish         Vendor Telephone Company         Vendor Tools & Equip.	Selected Vendors       >>
	Form 1099 Only
	Print Preview Cancel

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.

#### **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)

🕩 H   1 /3 🎢 🍳			
	•		
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:			
Emait			
Vendor and Associates		Federal ID Number:	
111 North St		Form 1099 Required	No
Above, MN 59545 Contact		Fax:	
Phone:		Tax.	
Emait			
Vendor Asphalt and Plowing		Federal ID Number:	569874125
56 Here Avenue		Form 1099 Required	Yes
Up North, MN 55287			
Contact		Fax:	
Phone: (555) 555-8974 45			
Emait			
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		14. 000 000 0000	
Emait johndoe@.com			
Vendor Credit Union		Federal ID Number:	
65 There Street		Form 1099 Required	No
Yonder, MN 99999			
	Total Page No.: 3		Zoom Factor: 100%

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)

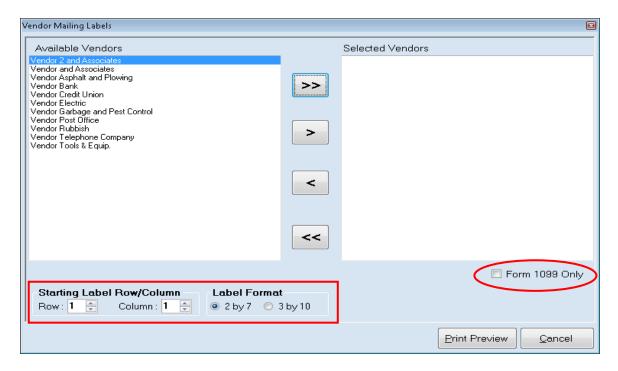
## Sample Vendor List Report

New Township	Vendor List		5/23/2016
Vendor 2 and Associates	Federal I	ID Number:	
2563 Thomas Ave	Form 109	99 Required No	
Below, MN 54204			
Contact	Fax:		
Phone:			
Emait			
Vendor and Associates	Federal I	D Number:	
111 North St	Form 109	99 Required No	
Above, MN 59545			
Contact	Fax:		
Phone:			
Emait			
Vendor Asphalt and Plowing	Federal I	D Number: 569874125	
56 Here Avenue	Form 109	99 Required Yes	
Up North, MN 55287			
Contact Harvy Harrison	Fax:		
Phone: (555) 555-8974 45			
Emait harvy.harriso			
Vendor Bank	Federal I	D Number: 000	
8 Tower St	Form 109	99 Required No	
Building, MN 59562			
Contact John Doe	Fax: 00	0-000-0000	
Phone: 000-000-0000 00			
Emait johndoe@.com			
Vendor Credit Union	Federal I	D Number:	
65 There Street	Form 109	99 Required No	
Yonder, MN 99999			
Contact	Fax:		
Phone:			
Emait			

#### **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.

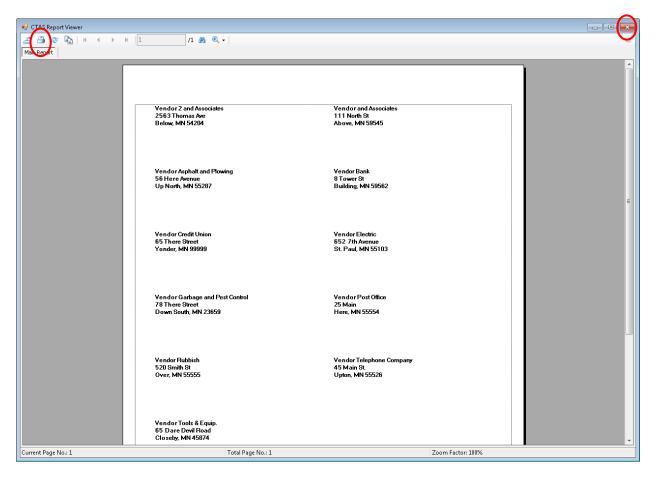


On the Vendor Mailing Labels screen:

- 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.

#### Vendor Mailing Labels (continued)

After reviewing the preview, click on the Printer icon (circled, left) to begin printing the labels. (See page 9-12 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

111 North St Above, MN 59545 Vendor Bank 8 Tower St Building, MN 59562 Vendor Electric 652 7th Avenue St. Paul, MN 55103
Vendor Bank 8 Tower St Building, MN 59562 Vendor Electric 652 7th Avenue
8 Tower St Building, MN 59562 Vendor Electric 652 7th Avenue
8 Tower St Building, MN 59562 Vendor Electric 652 7th Avenue
Building, MN 59562 Vendor Electric 652 7th Avenue
Vendor Electric 652 7th Avenue
652 7th Avenue
50. F du, MN 55105
Vendor Post Office 25 Main
Here, MN 55554
Ven dor Telephone Company 45 Main St
Upton, MN 55526