Vendor Record Definitions
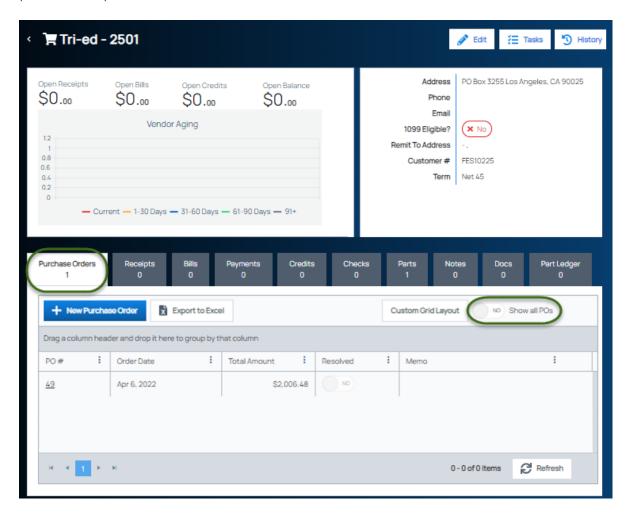
A Vendor is a company or person from whom your company purchases goods and/or services.

When viewing a Vendor record, there are several tabs available for adding, viewing, editing or deleting information. Each tab of the vendor record will be described below.
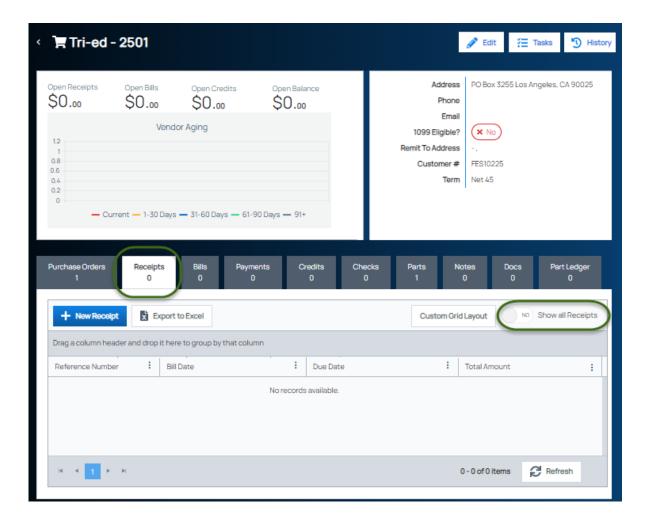
Purchase Orders Tab

The Purchase Orders tab displays a list of all open purchase orders. Clicking on the toggle button will display all open and closed purchase orders.
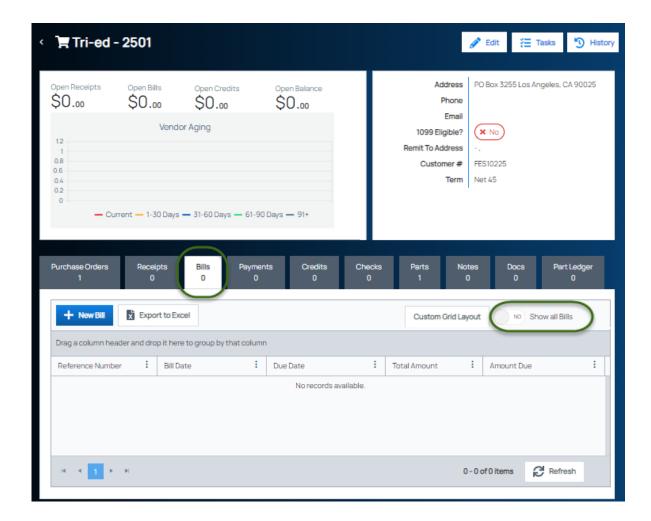

Receipts Tab

The Receipts tab will show all purchase order receipts. If multiple shipments occurred for a given purchase order, there will be multiple rows presented in the grid.

Note: When receiving a purchase order, it is important to enter a value in the Reference Number field to help reconcile the receipts against the purchase order.
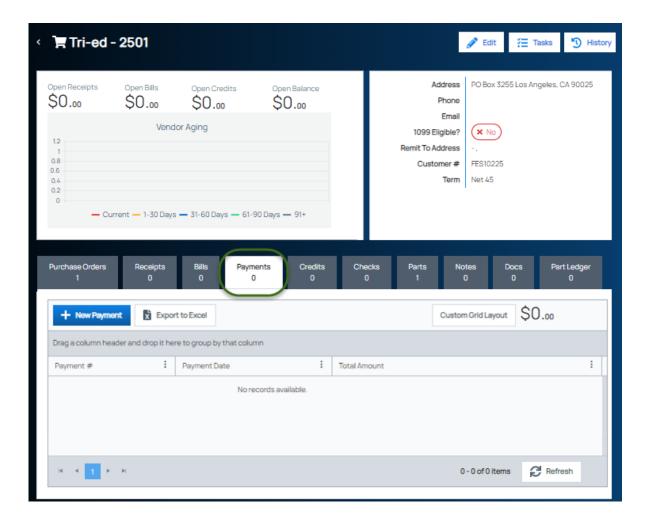
Bills Tab

The Bills tab will display all bills that have not been fully paid. Clicking on the toggle button will display all bills paid and not fully paid.

Payments Tab

The Payment tab will display payments made to the vendor where a check was not printed. These are payments for bills that were made online or paid with a credit card.

Credits Tab

The Credits tab displays a list of all credits that have not been fully applied to bills. Clicking on the toggle button will display all open and closed credits.

Checks Tab

The Checks tab displays a list of all checks that have been printed or are waiting to be printed.

Parts Tab

The Parts tab will list all parts where the vendor is marked as the main vendor on the part setup.

Notes Tab

The Notes tab displays all notes entered on the vendor record.

Docs Tab

The Docs tab will display all documents uploaded to the vendor.

Part Ledger Tab

The Part Ledger tab will display all transactions involving parts associated with the Vendor.

🛒 Tri-ed – 2501

✏️ Edit ≔ Tasks 🕘 History

Open Receipts	Open Bills	Open Credits	Open Balance
$0.00	$0.00	$0.00	$0.00

Vendor Aging

1.2
1
0.8
0.6
0.4
0.2
0

— Current — 1-30 Days — 31-60 Days — 61-90 Days — 91+

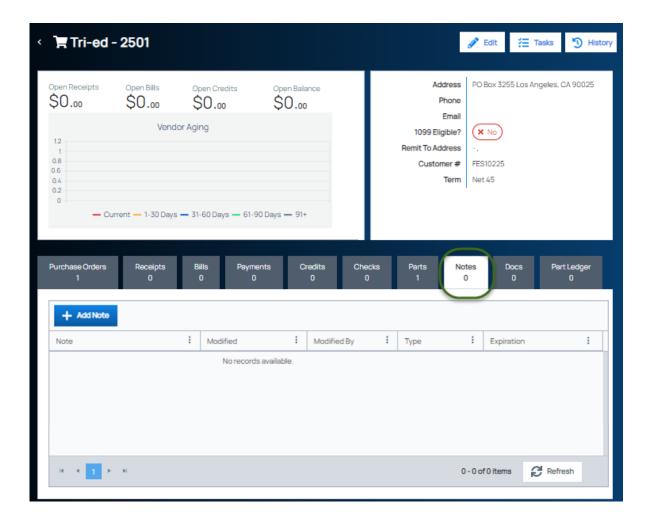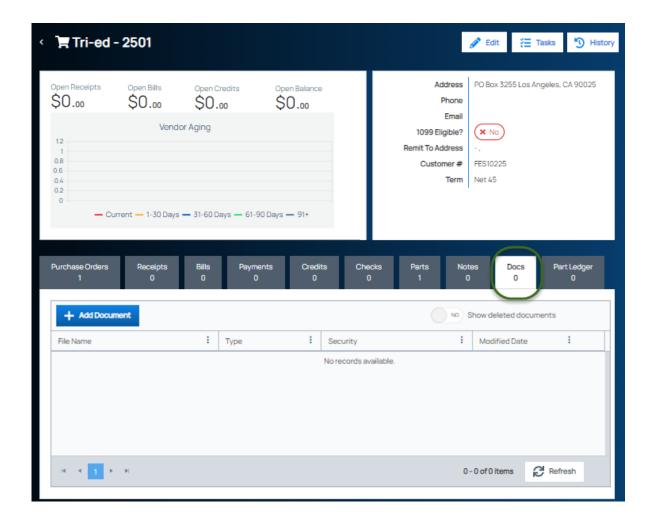|	
Address	PO Box 3255 Los Angeles, CA 90025
Phone	
Email	
1099 Eligible?	✖ No
Remit To Address	- .
Customer #	FES10225
Term	Net 45

Purchase Orders	Receipts	Bills	Payments	Credits	Checks	Parts	Notes	Docs	Part Ledger
1	0	0	0	0	0	1	0	0	10

📊 Export to Excel   Custom Grid Layout   Custom Grid Layout

Drag a column header and drop it here to group by that column

Entry	Record Type	Origin	Entry Date	Total Amount	Status	
+ 72	Vendor Bill	#inv 410 I ADI	Feb 25, 2021	$500.00	📄 Sent	📄 View Record
+ 48	Vendor Bill	#1086 I ADI	Feb 16, 2021	$340.00	📄 Sent	📄 View Record
+ 60	Vendor Bill	#1090 I ADI	Feb 16, 2021	$900.00	📄 Sent	📄 View Record

|◄ ◄ **1** ► ►|