

Vendor Record Definitions

Last Modified on 04/27/2022 5:39 pm EDT

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.

The screenshot displays the Vendor Record for 'Tri-ed - 2501'. At the top, there are navigation buttons for 'Edit', 'Tasks', and 'History'. Below this, a summary section shows 'Open Receipts', 'Open Bills', 'Open Credits', and 'Open Balance', all at \$0.00. A 'Vendor Aging' chart is present, but it is empty. To the right, a details section lists 'Address' (PO Box 3255 Los Angeles, CA 90025), 'Phone', 'Email', '1099 Eligible?' (marked 'No'), 'Remit To Address' (-), 'Customer #' (FES10225), and 'Term' (Net 45). Below the summary is a horizontal menu with tabs: 'Purchase Orders' (1), 'Receipts' (0), 'Bills' (0), 'Payments' (0), 'Credits' (0), 'Checks' (0), 'Parts' (1), 'Notes' (0), 'Docs' (0), and 'Part Ledger' (0). The 'Purchase Orders' tab is selected and circled in green. Below the menu is a toolbar with '+ New Purchase Order', 'Export to Excel', 'Custom Grid Layout', and a toggle for 'Show all POs' (currently 'NO', also circled in green). The main area is a data grid with columns: PO #, Order Date, Total Amount, Resolved, and Memo. One row is visible with PO # 49, Order Date Apr 6, 2022, Total Amount \$2,006.48, and Resolved status 'NO'. The grid footer shows '0 - 0 of 0 items' and a 'Refresh' button.

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.

< **Tri-ed - 2501** Edit Tasks History

Open Receipts \$0.00	Open Bills \$0.00	Open Credits \$0.00	Open Balance \$0.00
--------------------------------	-----------------------------	-------------------------------	-------------------------------

Vendor Aging

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

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

+ New Receipt Export to Excel Custom Grid Layout Show all Receipts

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

Reference Number	Bill Date	Due Date	Total Amount
No records available.			

1 0 - 0 of 0 items Refresh

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.

< **Tri-ed - 2501** Edit Tasks History

Open Receipts **\$0.00** Open Bills **\$0.00** Open Credits **\$0.00** Open Balance **\$0.00**

Vendor Aging

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

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

+ New Bill Export to Excel Custom Grid Layout NO Show all Bills

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

Reference Number	Bill Date	Due Date	Total Amount	Amount Due
No records available.				

0 - 0 of 0 items Refresh

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.

< **Tri-ed - 2501** Edit Tasks History

Open Receipts \$0.00	Open Bills \$0.00	Open Credits \$0.00	Open Balance \$0.00
--------------------------------	-----------------------------	-------------------------------	-------------------------------

Vendor Aging

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

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

[+ New Payment](#) [Export to Excel](#) Custom Grid Layout **\$0.00**

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

Payment #	Payment Date	Total Amount
No records available.		

0 - 0 of 0 items Refresh

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.

< **Tri-ed - 2501** Edit Tasks History

Open Receipts \$0.00	Open Bills \$0.00	Open Credits \$0.00	Open Balance \$0.00
--------------------------------	-----------------------------	-------------------------------	-------------------------------

Vendor Aging

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

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

+ New Credit Export to Excel Custom Grid Layout Show all Credits

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

Reference Number	Bill Date	Due Date	Total Amount	Unapplied
No records available.				

1 0 - 0 of 0 items Refresh

Checks Tab

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

< **Tri-ed - 2501** Edit Tasks History

Open Receipts \$0.00	Open Bills \$0.00	Open Credits \$0.00	Open Balance \$0.00
--------------------------------	-----------------------------	-------------------------------	-------------------------------

Vendor Aging

Address	PO Box 3255 Los Angeles, CA 90025
Phone	
Email	
1099 Eligible?	<input checked="" type="radio"/> No
Remit To Address	-.
Customer #	FES10225
Term	Net 45

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

[+ New Check](#) [Export to Excel](#) [Custom Grid Layout](#)

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

Check #	Date	Amount	Is Printed
No records available.			

« 1 » 0 - 0 of 0 items [Refresh](#)

Parts Tab

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

< **Tri-ed - 2501** Edit Tasks History

Open Receipts **\$0.00** Open Bills **\$0.00** Open Credits **\$0.00** Open Balance **\$0.00**

Vendor Aging

Address PO Box 3255 Los Angeles, CA 90025

Phone

Email

1099 Eligible? X No

Remit To Address -. .

Customer # FES10225

Term Net 45

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

Export to Excel Custom Grid Layout

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

Code	Description	Manufacturer	Rate	Cost Amount	Is Primary
5806	SMOKE SENSOR WIRELESS	Honeywell	\$125.00	\$63.21	<input checked="" type="checkbox"/>

1
0 - 0 of 0 items
Refresh

Notes Tab

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

< **Tri-ed - 2501** Edit Tasks History

Open Receipts \$0.00	Open Bills \$0.00	Open Credits \$0.00	Open Balance \$0.00
--------------------------------	-----------------------------	-------------------------------	-------------------------------

Vendor Aging

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

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

[+ Add Note](#)

Note	Modified	Modified By	Type	Expiration
No records available.				

0 - 0 of 0 items Refresh

Docs Tab

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

< **Tri-ed - 2501** Edit Tasks History

Open Receipts \$0.00	Open Bills \$0.00	Open Credits \$0.00	Open Balance \$0.00
--------------------------------	-----------------------------	-------------------------------	-------------------------------

Vendor Aging

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

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

[+ Add Document](#) Show deleted documents

File Name	Type	Security	Modified Date
No records available.			

0 - 0 of 0 items Refresh

Part Ledger Tab

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

Open Receipts **\$0.00** Open Bills **\$0.00** Open Credits **\$0.00** Open Balance **\$0.00**



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

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