Chapter

3

Vendors/Customers Module

MI-Case's Financial Accounting System requires each school to build and maintain its own vendor and customer files. The program references vendor files when it processes payments entered the System. It also references customer files when processing receipts. Like the *Chart of Accounts*, a well-planned vendor and customer file structure will ease the workload required to effectively use the *Financial Accounting System*.

Key points to bear in mind about using the System include:

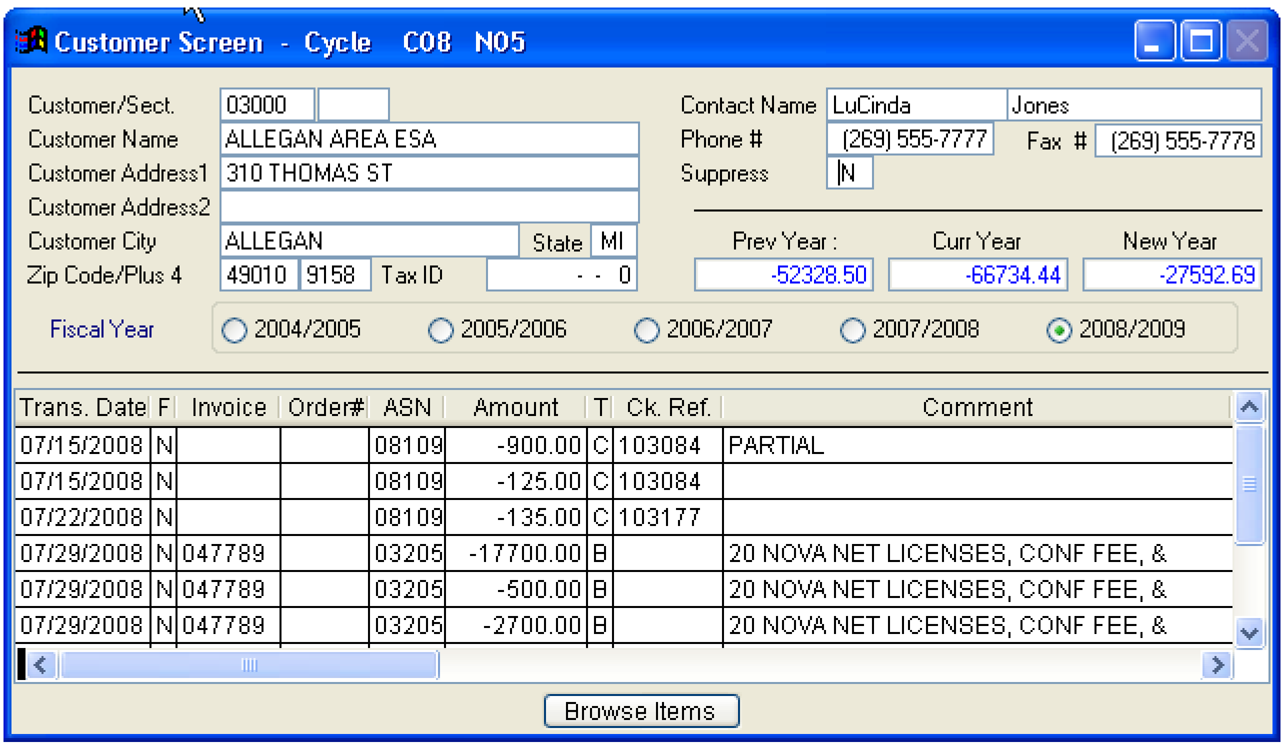
- Each school builds and maintains its own vendor and customer files.
- The vendor file must include everyone who receives a Payables check.
- Each user has control over vendor and customer number or code assignment.
- Vendor names and addresses appear on checks exactly as entered.
- Vendor and customer names and addresses are limited to four lines.
- The customer file must include everyone who receives invoices from the billing system as well as an entry for each department in your district for purchase orders.

The *Vendors/Customers* module stores information on all contacts. You may list up to ninety-nine locations for each vendor. This allows you to store different addresses for shipping, credit, accounts receivable, etc., as needed. The customer database lets you enter building codes, allowing for easy grouping of internal district processing. The System makes full vendor and customer historical information quickly available to you. The Vendors/Customer module cross-references all inventory requests, purchase orders, invoices, etc.

Customer Information Screen

Choosing **Modules** → **Vendors/Customers** → **Customer Information** opens the *Customer Information* screen. This screen serves as the core of your customer database.

The top half of the screen contains basic customer information. The bottom half of the screen displays history information related to the customer. You may open a full-screen customer history browse window by clicking the **Browse Items** button at the bottom of the screen.



Customer Information Screen

Instructional documentation to complete the following processes related to the Customer Information Screen can be found on the following pages:

- Customer Screen: Add a Customer 3-11
- Customer Screen: Toolbar Options 3-12
- Customer Screen: Edit a Customer Record 3-13

Customer Information Screen Operations

Recalculate Customer Based on History: Recomputes fiscal year balances for any adjustments or changes made to history for a particular customer.

Customer Information Screen Reports

Customer Listing: Lists customers in order of customer number.

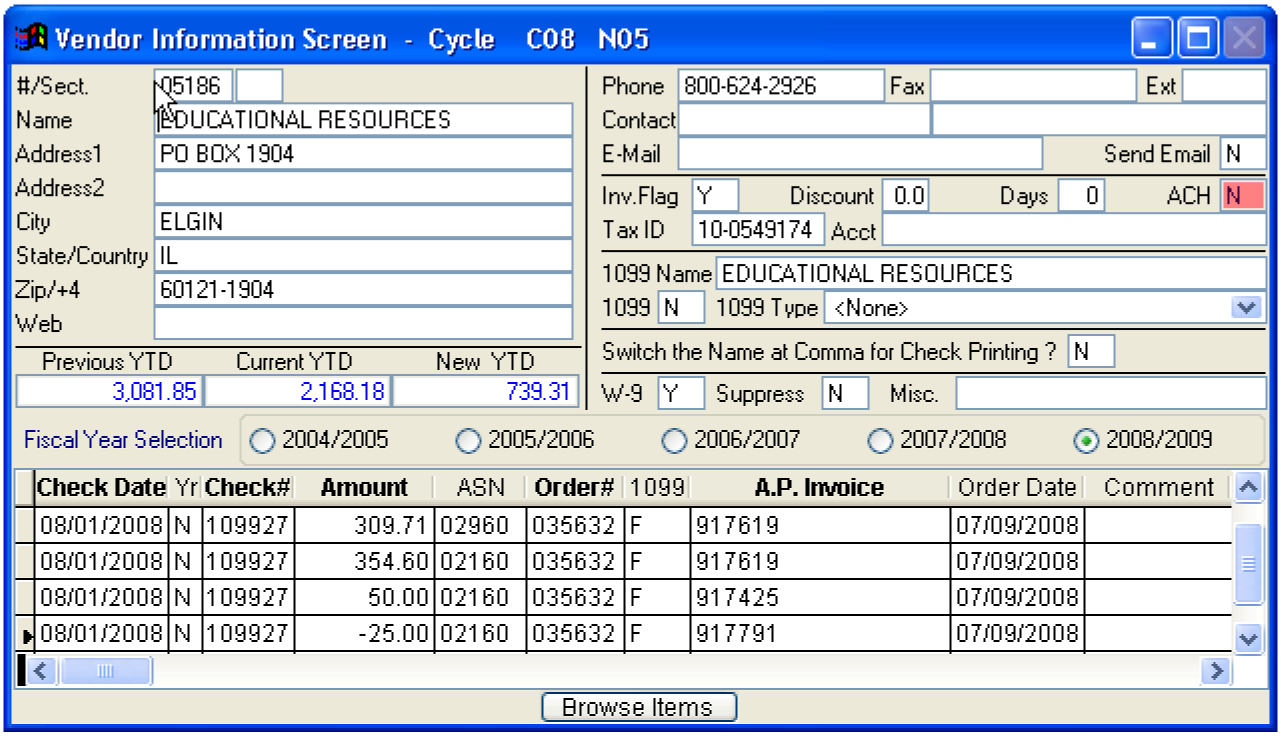
Customer Alpha Listing: Lists customers in alphabetical order.

Customer History: Lists customer account activity to date. You may report all customers or individual accounts.

Vendor Information Screen

The *Vendor Information* screen contains basic information about vendors you deal with. Information you enter in this screen comprises your vendor database. To open the screen, choose **Modules → Vendors/Customers → Vendor Information**.

The top portion of the screen displays basic information about a vendor account. A summary of the vendor's transaction history is displayed in the bottom half of the screen. Clicking the *Browse Items* button at the bottom of the screen opens an enlarged window showing a history of your transactions for the *Fiscal Year Selected* for the Vendor on the screen.



Vendor Information Screen

Instructional documentation to complete the following processes related to the Vendor Information Screen can be found on the following pages:

- Vendor Screen: Add a Vendor 3-14
- Vendor Screen: Toolbar Options 3-16
- Vendor Screen: Edit a Vendor Record 3-17
- 1099 Reports and Forms 3-18

Vendor Information Screen Operations

Recalculate Vendor Based on History	Recalculate Vendor history totals.
Find An Invoice Number	Search for an invoice in history and display the information about the invoice.
Copy Vendor Name to the 1099 Name	After install, 1099 Name field is blank. Run this operation to populate this field for all vendors with the Vendor Name.
Update Tax ID	Takes the format of the social security number and transfers that same number to a tax id format.
Combine Vendor Histories	Combines the histories of two vendor numbers under one vendor number.
Create 1099 Data by Vendor	Generates the 1099 data and populates the table on the Vendor 1099 Review Screen
Create 1099 Data by Vendor/Section	Same as above. Use this option only if you use section numbers.

Vendor Information Screen Reports

Vendor Listing:	Lists vendors in order by vendor number.
Suppressed Vendor List:	Lists vendors not usable for payables or purchase orders. These vendors do not show up on normal listings.
Alpha Vendor Listing:	Lists vendors in alphabetical order.
Vendor History:	Lists vendor year-to-date transaction history. You may report activity by one vendor or all vendors in the database.
Vendor Labels:	Prints standard mailing labels for the entire list of vendors.
Vendor Detail w/Phone:	Prints an alphabetical vendor list with telephone numbers.
Vendor Dup. Pay. List:	Prints a list of vendors flagged to check for duplicate payments.
Vendor 1099 History:	Lists vendors' 1099 history, based on the flag set on the *Vendor Information Screen*. May be run for either one vendor or all vendors.

All Vendors Over $600 in Payments: Prints a list of all vendors who have received payments exceeding $600.00

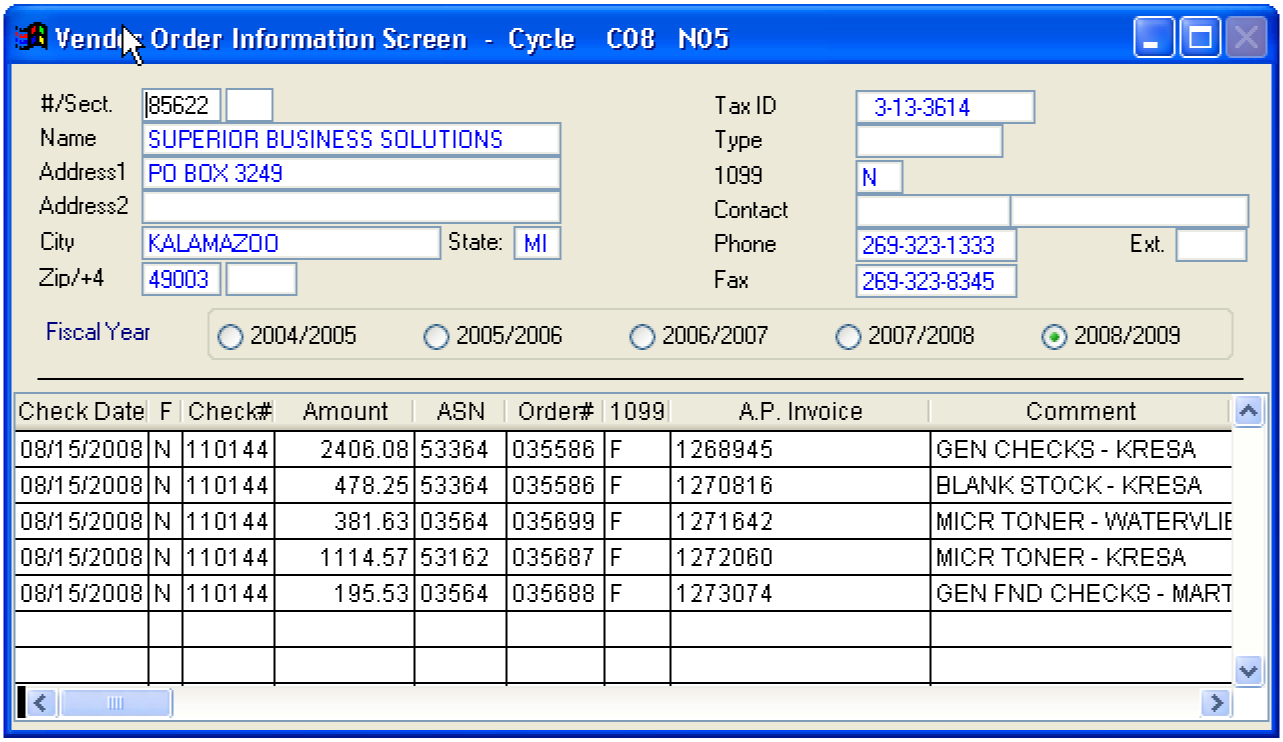
Vendor Labels No Sections: Prints one standard mailing label per vendor regardless of section numbers

Vendor Information Screen View Options

Purchase Order Information: Opens three screens displaying *Purchase Order Encumbrances*, *Requisition Encumbrances*, and *Historical Encumbrances* relating to the individual vendor. You can enlarge each screen to increase the number of items displayed.

Vendor Order Information Screen

The *Vendor Order Information* screen displays a summary of purchases made from individual vendors. To open this screen, choose **Modules → Vendors/Customers → Vendor Information**.



Vendor Order Information Screen

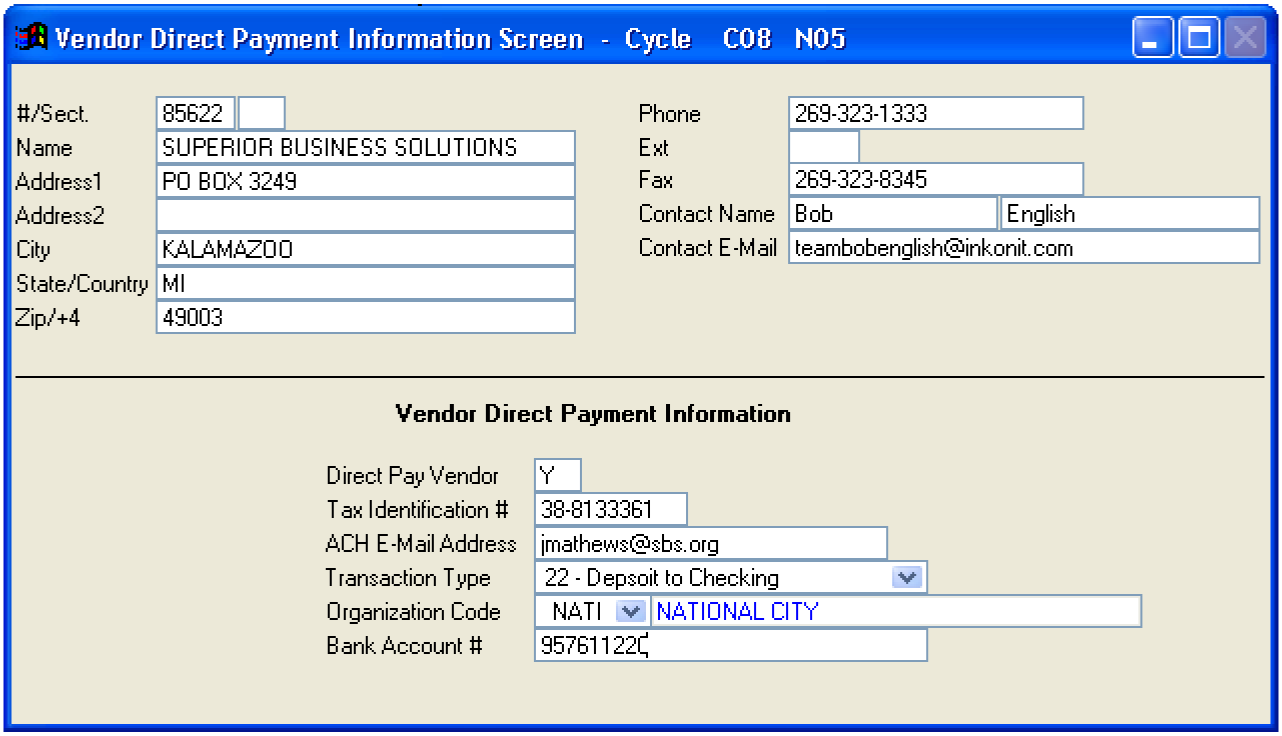
Information on this screen is view only and cannot be edited.

Instructional documentation to complete the following processes related to the Vendor Order Information Screen can be found on the following pages:

- Vendor Order Screen: Toolbar Options 3-21

Vendor Direct Payment Information Screen

The *Vendor Direct Payment Information* screen contains specific information about how a vendor is to be paid and the details related to the payment. To open this screen, choose **Modules** → **Vendors/Customers** → **Vendor Direct Payment Information Screen**.



Vendor Direct Payment Information Screen

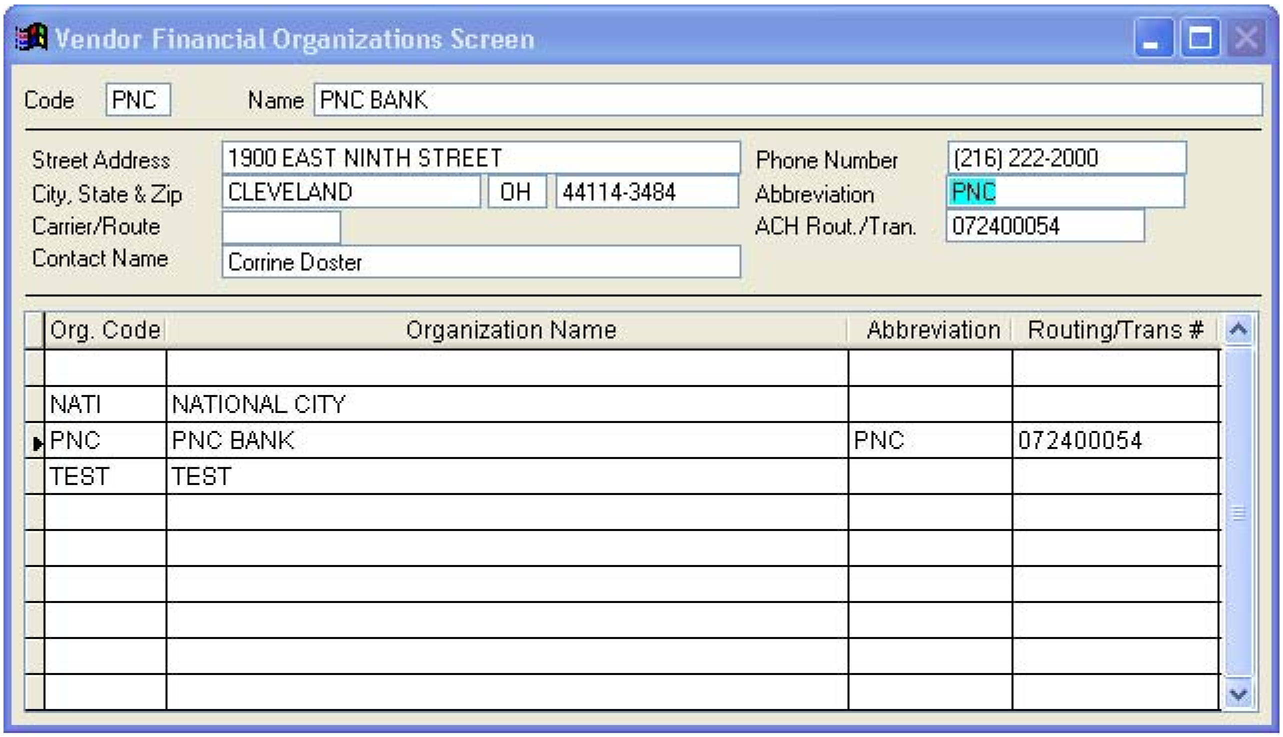
Use the **Browse** or **Find** functions to open specific vendors whose payment information you want to view or change. You can also bring a specific vendor record to the screen by simply entering their vendor number in the *#/Sect*. field and pressing **Enter**.

Instructional documentation to complete the following processes related to the Vendor Direct Payment Information Screen can be found on the following pages:

- Defining a Vendor for ACH Payment 3-22

Vendor Financial Organizations Screen

The *Vendor Financial Organizations* screen contains specific information about financial organizations related to a vendor's payment. To open this screen, choose **Modules → Vendors/Customers → Vendor Financial Organizations Screen**.



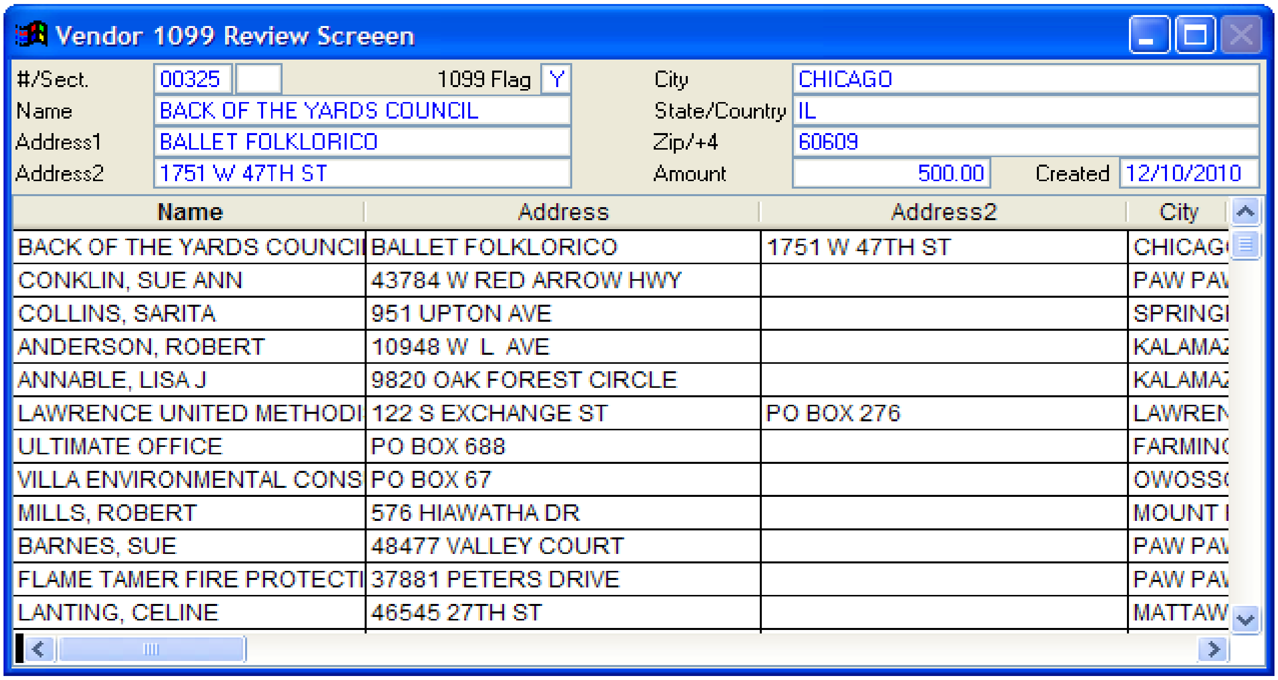
Vendor Financial Organizations Screen

Instructional documentation to complete the following processes related to the Vendor Financial Organizations Screen can be found on the following pages:

- Defining Financial Organizations for Vendor ACH Payments 3-23

Vendor 1099 Review Screen

Modules: Vendors/Customers
Screens: Vendor 1099 Review Screen



Vendor 1099 Review Screen

Once you complete your changes to the 1099 data and run the Operation to generate the 1099 data (on the Vendor Information screen, Operation called “Create 1099 Data by Vendor/Section” or “Create 1099 Data By Vendor Only”), the table above will be populated for you to review. Once on this screen you can review each vendor total. If all totals are correct, you can process your 1099’s and submit them to KRESA for printing.

Vendor 1099 Review Screen Reports

Print 1099’s: Process 1099’s and submit to KRESA for printing.

Customer Screen: Add a Customer

The shipping address on purchase orders is based on customer address information from the *Customer Information Screen*. For this reason you should set up your school and each location connected to it as individual customers. This information is necessary for the Purchase Order module to function correctly.

1. Open the *Customer Screen* by choosing **Modules → Vendors/Customers → Customer Information**.

2. Click **New** on the toolbar. This clears all the fields in the *Customer Screen* in preparation for creating a new record.

3. Enter a **unique five-digit** customer number. The cursor will move to the right, to the *Section Number* field, where you can enter a four-digit section number, if you wish. The cursor automatically advances when you enter a section number. If you choose not to use section numbers, press **Enter** to advance the cursor to the *Customer Name* field.

   Note that each customer in the database must be identified by a unique *Customer* number or if you wish share the same five-digit customer number, a unique section number must be created.

4. Enter customer name and address information in the designated fields. Press **Enter** to move the cursor between fields.

5. Enter the customer's Tax Identification Number.

6. Enter a contact name, along with phone and fax numbers.

7. Enter either **Y**es or **N**o in the "Suppress" field. If you enter **Y**es, this customer's information will not print on most reports. You may not use suppressed data for purchase orders or billing.

8. You cannot enter anything in the *Prev Year*, *Curr Year*, and *New Year* fields. These are cumulative totals of how much money each customer spends with you. These fields will be automatically updated by the System when you actually begin doing business with your new customer.

9. The *Fiscal Year* selection fields pertain to viewing the customer's activity history. By clicking the option button for any fiscal year shown, you may view a summary of the business you did with any customer in your database. The history section will, of course, be blank when you add a new customer to your database.

10. When you finish entering customer information, click **Save** on the toolbar. The System saves the new customer record to your database.

Customer Screen: Toolbar Options

Find a Customer

1. Choose **Modules** → **Vendors/Customers** → **Customer Information** to open the *Customer Information Screen*.

2. The System gives you two ways to find a customer record. If you know the customer number, simply enter the information in the *Customer/Sect*. field at the top of the screen. That customer record will open in the *Customer Information Screen*. Alternatively, you can use the program's **Find** feature, as described below.

3. Click **Find** on the toolbar; the *Please Select Your Find Option* window will open.

4. Enter the customer number or customer name in the designated data field. You may enter both name and identifying numbers, if you wish.

5. Click **OK** when you finish entering information. The record you wanted will open in the *Customer Information Screen*.

Browse for Customers

1. Click the **Browse** button on the menu bar to choose from a listing of customers.

   Available lists:
   Browse Ordered by Name: Displays your customer list in alphabetical order.
   Browse Ordered by Number: Displays your customer list in order of customer number.

2. Select the list you would like to work from and click **OK**.

3. The customer list of your choice will be displayed. Scroll through the list to locate a customer or find the customer by name.

4. Once you have found the correct customer, click **OK** to open that customer screen.

Delete (Mark) a Customer

1. Choose **Modules** → **Vendors/Customers** → **Customer Information** to open the *Customer Information Screen*.

2. Use either the **Browse** or **Find** function to locate the customer record you want to work with.

3. Click **Mark** on the toolbar. This marks the record for deletion. It will be permanently removed the next time you pack the databases.

Customer Screen: Edit a Customer Record

1. Open the *Customer Information Screen* by selecting **Modules** → **Vendors/Customers** → **Customer Information**.

2. Use either the **Browse** or **Find** function to open the customer record you wish to edit.

3. Make the changes you need to make in the data fields. Move the cursor from field to field by using **Tab**.

4. Click **Save** when you finish editing the customer record.

   Note: If you do not **save** your work the changes you make will not become part of the customer's record.

Vendor Screen: Add a Vendor

Note: As you fill out the *Vendor Information Screen*, the cursor will automatically advance when you enter the required number of characters in a data field. For example, when you enter the nine-digit *Tax ID* number, the cursor jumps to the *Inventory Flag* field. Likewise, when you enter a ten-digit *Phone* number, the cursor jumps to the *Extension* field. Simply press **Tab** or **Enter** to advance the cursor if you do not wish to make an entry in any given field.

1. Choose **Modules** → **Vendors/Customers** → **Vendor Information**. This opens the *Vendor Information Screen*.

2. Click **New** on the toolbar. This clears the screen's data fields.

3. Enter a unique five-digit identification number in the first of the two fields labeled *#/Sect* which represents the vendor number. The cursor automatically advances to the second section of the field with represents the section number. Enter a two-digit section number, if you wish. If you want to skip the section number field, simply press **Tab** or **Enter** to advance the cursor to the *Name* field.

   Note: Each Vendor in the database must be identified by a unique Vendor Number or if you wish share the same five-digit vendor number, a unique section number must be created. You might use the section number to designate different offices or locations for the same vendor.

4. Enter vendor name and address information. Press **Tab** to move between data fields.

5. Enter the vendor's complete telephone number

6. Enter a complete Fax number.

7. Enter a telephone extension number, if necessary to reach the vendor contact person.

8. Enter the name of a personal contact at the Vendor's office.

9. Enter an Email address for the vendor or contact at the vendor location.

10. Indicate with a **Y** or **N** to designate whether this vendor would receive Purchase Orders via email or not.

11. Enter a Web page for this vendor if one exists (optional).

12. Enter **Y**es or **N**o in the *Invoice Flag* field. If you enter **Y**, the System checks for duplicate payments when you make an Accounts Payable Batch entry.

13. Enter the *Discount %* rate, if this vendor gives a discount on invoices. Entering the rate here causes the discount to be calculated when you enter Accounts Payable batches.

14. Enter the number of days in which the vendor's invoices must be paid in order to receive the set discount. This field works with the *Discount %* field to calculate the time period in which invoices must be paid.

15. ACH field is auto filled from the *Vendor Direct Payment Information Screen*. **Y** means that the vendor is to receive payment via ACH. **N** means that the vendor is to receive payment by check.

16. Enter the vendor's IRS Tax I.D. number.

17. Enter your district account number with this vendor. It will print on the check.

18. Key the name to print on the 1099 form.

19. Indicate with **Y**es or **N**o whether you wish to designate this vendor as a 1099 vendor. Entering a **Y** in this field causes this to be noted on the *Accounts Payable Batch Screen*.

20. If you designate this vendor as a 1099, select from the dropdown menu to enter the *1099 Type*. The type chosen will determine which box on the *1099* form the amount is to print in.

21. Switch the Name at Comma for Check Printing, defaults to **N**. If set to **Y**, prints what is after the comma first followed by what is prior to the comma.

22. Enter **Y**es or **N**o as to whether you have a *W-9* form on file for this vendor.

23. Enter **Y**es or **N**o to indicate if you wish to suppress this record. If you enter **Y**, the vendor information will not appear on most reports. Suppressed vendor information will also not be accessible for either the purchase order or accounts payable modules.

24. The *Miscellaneous Box* is a field that was created for your use. Enter up to 10 numbers or characters if desired.

You cannot enter anything in the *Previous*, *Current*, and *New Year* fields. These are cumulative totals of how much money is spent with the vendor. These fields will be automatically updated by the System when you actually begin doing business with your new vendor.

The *Fiscal Year Selection* fields pertain to viewing the vendor's activity history. By clicking the option button for any fiscal year shown, you may view a summary of the business you did with any given vendor in your database. The history section will, of course, be blank when you add a new vendor to your database.

Click **Save** when you finish entering information about your new vendor. This adds the record to the System's vendor database.

Vendor Screen: Toolbar Options

Find a Vendor

1. Choose **Modules** → **Vendors/Customers** → **Vendor Information** to open the *Vendor Information Screen*.

2. The System gives you two ways to find a vendor record. If you know the vendor number, simply enter it in the *#/Sect*. field at the top of the screen. That vendor record will open in the *Vendor Information Screen*. Alternatively, you can use the program's **Find** feature, as described below.

3. Click **Find** on the toolbar; the *Find* option window will open. Select one of the two options listed which include: *Search by Vendor Name* or *Search by Vender Number*.

4. Enter the vendor number or vendor name in the designated data field.

5. Click **OK** when you finish entering information. The record you searched for will open in the *Vendor Information Screen*.

Browse for Vendors

1. Click the **Browse** button on the menu bar to choose from a listing of vendors.

   Available lists:
   Browse Ordered by Name: Displays your vendor list in alphabetical order.
   Browse Ordered by Number: Displays your vendor list in order of vendor number.

2. Select the list you would like to work from and click **OK**.

3. The vendor list of your choice will be displayed. Scroll through the list to locate a vendor or find the vendor by name.

4. Once you have found the correct vendor, click **OK** to open that vendor screen.

Delete (Mark) a Vendor

Note: You cannot delete a vendor record that has history associated with it in the database. In such a case, set the *Suppress* flag on the *Vendor Information Screen* to **Y**es in order to make the record unusable.

1. Choose **Modules** → **Vendors/Customers** → **Vendor Information** to open the *Vendor Information Screen*.

2. Use either the **Browse** or **Find** function to locate the vendor record you want to work with.

3. Click **Mark** on the toolbar. This marks the record for deletion. It will be permanently removed the next time you pack the databases.

Vendor Screen: Edit a Vendor Record

1. Open the *Vendor Information Screen* by selecting **Modules** → **Vendors/Customers** → **Vendor Information**.

2. Use either the **Browse** or **Find** function to open the vendor record you wish to edit.

3. Make changes in the data fields as necessary. Move the cursor from field to field by pressing **Tab** or **Enter**.

4. Click **Save** when you finish editing the vendor record.

   Note: If you do not **save** your work, the changes you make will not become part of the vendor's record.

1099 Reports and Forms

FA Application
Module: Vendors/Customers
Screen: Vendor Information

<u>Vendor Information Screen preparation</u>

Be sure 1099 vendors have the following information on their Vendor Information Screen:

- Tax ID
- 1099 Type
- 1099 – “Y” if all transactions are 1099 reportable, or “N” if the transactions will be selected manually on the record in the Accounts Payable Batch screen

<u>Run reports to verify vendors and amounts</u>

Reports: Vendor 1099 History – provides a detailed listing of transactions by vendor that have been flagged for 1099 purposes.

- Report print option box
  - Click OK to print report
- Vendor 1099 History Information Screen
  - Leave the vendor number field blank to see all vendors
  - Verify the begin and end dates for the report
  - 1099 type should be left at <None> to see all types
  - Click OK

Reports: All Vendors over $600 in Payments – provides a listing of grand totals by vendor that have received at least the amount keyed this year and does not look at the 1099 flags to run this report.

- Report print option box
  - Click OK to print report
- Vendor Report Selection Screen
  - Verify the begin and end dates for the report
  - Key in the 1099 amount (typically $600) to see vendors with this amount or greater on the report
  - Click OK

<u>Modify amounts to be printed on 1099’s</u>

Screen: Vendor Information Screen

- Press the Home key to go to the #/Sect. field
- Key in the vendor and section number, if there is one, for the vendor you want to change.
- Click on the line item, in the grid at the bottom of the screen, you would like to change.
- Change the F (false) in the 1099 column to a T (true)
- Click Save

This item is now going to be included in the 1099 amount for this vendor. Rerun reports to verify the changes are included. Once the reports are correct continue to print the 1099's.

Generate 1099 Data

Operations: Create 1099 Data by Vendor

Operations: Create 1099 Data By Vendor/Section – Use this option only if you use section numbers

- Vendor Report Selection Screen
    - Verify the begin and end dates for the report
    - Key in the 1099 amount (typically $600) to see vendors with this amount or greater on the report
    - Key in the Federal ID number for your district
    - Click OK

FA Application
Module: Vendors/Customers
Screen: Vendor 1099 Review Screen

Review each vendor total

Preview 1099's

Reports: Print 1099's

- Report print option box
    - Click Preview and OK to view the forms on the screen prior to sending them to KRESA

Print 1099's

Reports: Print 1099's

- Report print option box
    - Click Submit to K/RESA, Key "Please send to *your name* at *your district-* Business Office" in the Report Notes box, Click OK to print the final 1099 forms at KRESA

Administrative: Process Central Report

- Prepare Reports for Central Printing box will appear
- Within this box you should see 4 print jobs: MISB 1099, MISB 1099, MISB 1099, and MISC 1099.
- Click OK to send print jobs to KRESA for completion
- Central Print File Created! Click OK to continue
- Shall I FTP it? Respond Yes

- FTP Options box will appear
  - E-mail address to send reply to – type in the senders e-mail address
  - FTP Server Address – kresanet.org
  - Click OK

Note: sometimes it doesn't like the Server Address. If this is the case, you will need to contact the district's tech director to get their IP server address. Replace the Server Address with the IP server address.

Extra Information

- KRESA will send a confirmation e-mail. If you do not get it within an hour, call KRESA.
- 1099's will be printed, boxed up, and sent to you by REMC if you have REMC service.
- The box will contain a blank 1096 for you to fill out that goes with the Federal (red ink) 1099's.

Vendor Order Screen: Toolbar Options

Find a Vendor

1. Choose **Modules** → **Vendors/Customers** → **Vendor Order Information** to open the *Vendor Order Information Screen*.

2. The System gives you two ways to find a vendor order information record. If you know the vendor number, simply enter it in the *#/Sect*. field at the top of the screen. That vendor order information record will open in the *Vendor Order Information Screen*. Alternatively, you can use the program's **Find** feature, as described below.

3. Click **Find** on the toolbar; the *Find* option window will open. Select one of the two options listed which include: *Search by Vendor Name* or *Search by Vender Number*.

4. Enter the vendor number or vendor name in the designated data field.

5. Click **OK** when you finish entering information. The record you specified will open in the *Vendor Order Information* screen.

Browse for Vendors

1. Click the **Browse** button on the menu bar to choose from a listing of vendors.

   Available lists:
   - **Browse Ordered by Name:** Displays your vendor list in alphabetical order.
   - **Browse Ordered by Number:** Displays your vendor list in order of vendor number.

2. Select the list you would like to work from and click **OK**.

3. The vendor list of your choice will be displayed. Scroll through the list to locate a vendor or find the vendor by name.

4. Once you have found the correct vendor, click **OK** to open that vendor screen.

Defining a Vendor for ACH Payment

Modules: Vendors/Customers
Screens: Vendor Direct Payment Information

Once a vendor is defined in the *Vendor Information Screen* the vendor can be found in the *Vendor Direct Payment Information Screen*.

- To find a specific vendor, simply enter the vendor number in the #/Sect. field and press **Enter**. If the vendor number is unknown, use the **Browse** or **Find** functions to locate the vendor.

- Verify that the general Vendor Information is correct. If it is not correct, make the changes and click **Save**. These changes will carry through to the *Vendor Information Screen* automatically.

Vendor Direct Payment Information Section

- **Direct Pay Vendor:** Set to **Y**es if the vendor is to receive payment via ACH. Set to **N**o if the vendor is to receive payment via check.
  Note: If the vendor is to receive payment via check, there is no need to complete the rest of the screen.
- **Tax Identification #:** Auto-filled from the *Vendor Information Screen*. Make changes if necessary.
- **ACH E-mail Address:** Type the e-mail address of the individual at the vendor's location that is to receive a copy of the ACH payment.
- **Transaction Type:** Click the down arrow to get a list of choices. The payment can be deposited to either a checking or savings account. Choose the appropriate code for this vendor.
  Be sure that if you choose a savings account Transaction Type that the Bank Account # is a savings account number.
- **Organization Code:** Click the down arrow to get a list of choices. This is the financial institution where the payment is to be deposited. Choose the appropriate code for this vendor.
  Note: If the appropriate organization code does not exist in the list, it can be defined by using the instructional documentation *Defining Financial Organizations for Vendor ACH Payments*.
- **Bank Account #:** Type the checking or savings bank account number where the payment is to be deposited for the vendor. Example: If a checking account number is used, the Transaction Type code should be set to checking.
- Click **Save** to keep changes.

Defining Financial Organizations for Vendor ACH Payments

Modules: Vendors/Customers
Screens: Vendor Financial Organizations

Financial organizations defined in this screen will be included in the list of Organization Codes provided on the *Vendor Direct Payment Information Screen*.

- Click **New** to define a new financial organization.
- Type a code, up to 4 characters, to identify the organization.
  Note: Define a separate code for different branches with the same name. Example: PNCa and PNCb or PNC1 and PNC2. Each branch will have a different routing number and will need to be defined with a unique code since each code allows for one routing number.
- Type the complete name of the financial organization.
- Type the organizations street address, city, state, and zip code.
- Include a name and phone number for a contact person at the financial institution.
- Provide an abbreviation for this financial organization that can be viewed in the Organization Code drop down list on the *Vendor Direct Payment Information Screen*.
- Type the financial institution's routing number in the **ACH Rout/Tran field**.
  Note: If the routing number is left blank, ACH transactions made to this financial organization for vendor payments will fail.
- Click **Save** after the information is complete.