

ZORTEC

ACCOUNTS PAYABLE

VENDORS



Introduction

The process of writing checks is not as simple as pulling out the checkbook and writing checks. The Process for creating, updating and deleting vendors will be outlined in this section.

Permanent Vendors

You would use permanent vendors if you plan on dealing with a vendor more than once.

Temporary Vendors

There will be times when you will need to pay someone for a one time, temporary service. You may never use the vendor again. In this case, you may not want to set up a formal permanent vendor record. All temporary vendor numbers will be between 900,000 and 999,999. To have temporary vendors, two vendor records must be created with two specific numbers: '900,000' and '999,999'. Typically, this will be done by Zortec personnel during the installation of the Accounts Payable system. If you cannot use temporary vendors, check to see if you have these two accounts.

In the majority of cases, you will create a temporary vendor while entering an invoice. If you create a temporary vendor in the Vendors section, only complete the Name and Address fields on the Vendor Information screen. Follow the creation procedures below, but press the F9 key after you enter the address. In many cases, the temporary vendor is deleted once the system cross-references for any outstanding invoices. If none exists, then the system will delete the temporary vendor.

INQUIRY

The Inquiry option is like all Zortec software inquiry modes, a way to only view information. This information was created in the Vendor section's File Maintenance option.

All Inquiry screens have one set of information in common: the display at the top of the screen. This portion of the screen contains such basic vendor information as division, vendor number, vendor classification code, and vendor name.

Step 1

From the Accounts Payable Main Menu select option 1 '**Vendors**' and press enter key. The Vendors Menu will appear select option 1 '**Inquiry**' and press the enter key. Depending upon how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.

If the Search & Select screen displays enter the information you have on the vendor and press the F9 key twice.

Note: The 'Maintenance Search' fields, located in the User Profiles section's User Defaults option, determine which screen will appear.

Step 2

If the Account Selection screen appears, the cursor will be on the '**Vendor #**' field.

The default answer in the '**Division**' field may be corrected if wrong by using the arrow keys to move the cursor to the field. Make the desired changes. Press the enter key if needed to return to the '**Vendor #**' field.

Enter the vendor number in the '**Vendor #**' field. Press the enter key if needed to advance to the next field.

Note: Press the F1 key if desired to use Search & Select procedures to locate the desired vendor.

Enter the screen number of the screen you want to appear in the '**First Screen**' field. Press the enter key if needed to continue. There are five screens to the vendors. They are as follows:

Screen 1 - vendor information like name, address, etc.

Screen 2 - the narrative which has a narrative about the vendor

Screen 3 - Ctrac Information not used unless linked with the Zortec Ctrac application.

Screen 4 - ImageEase Information not used unless linked to ImageEase

Screen 5 - Default Ledgers this screen is used if vendor will always have the same ledger account for invoices entered.

Note: Leaving the '**First Screen**' field blank is the same as entering '1'.

Creating Vendors

Before you can enter your request or invoice for payment you must first create a vendor in software. This section will show you step by step of creating Vendors.

Step 1

From the Main Application menu select the Accounts Payable option and press the enter key. The Accounts Payable Main Menu will display. From this menu select option 1 '**Vendors**' and press the enter key. The 'Vendor Menu' will display, select option 2 '**File Maintenance**' and press the enter key. The Function screen will display. This screen you must enter a '**C** for **create**', '**U** for **update**', '**I** for **inquiry**' or '**D** for **delete**'. To create a vendor you will enter a **C** and press the enter key. When you press enter the next screen will display.

Step 2

It will show the division, the vendor number field, and the next available vendor number. The cursor will be blinking in the vendor # field you may press the enter key and the system will assign the next available number to your new vendor, or you may enter a new vendor number and press the enter key

You will then enter in your vendor information.

- A. **Name:** Enter the name of the vendor. This name will appear on reports as well as 'Pay to the Order of' on the actual check.
- B. **Address:** Enter the physical location address in the Street, City and Zip fields.
- C. **Mailing:** Enter the mailing address in the Street, City and Zip fields. If the Physical and Mailing addresses are the same, the mailing address fields may be left blank.
- D. **Contact:** Enter the name of the contact person for this vendor.
- E. **VCC:** If your site uses Vendor Classification Codes, enter the code that corresponds to this vendor here, otherwise leave blank.
- F. **1099?:** If this vendor will receive a 1099 at the end of the calendar year, enter a '**Y**', otherwise, enter an '**N**'.
- G. **Tax #:** Enter the tax number for this vendor if applicable.
- H. **Link to: Division / Vendor:** If this vendor record will be linked to a vendor record in another Division enters the other Division number and Vendor number here. If linking two vendors, make sure to link both vendors.

- I. **Email:** If you have an email address for this vendor, you can enter it here.
- J. **DBA:** This is used to specify a different name on 1099's.
- K. **Status:** Valid statuses are **A** (active), **I** (inactive) and **T** (terminated.) When the status is **T** or **T** you cannot enter a purchase order or invoice against the vendor
- L. **Priority Code:** If you want to code invoices for this vendor with a certain priority, enter any character here. (Though the field is two bytes, enter only one character as the invoice field this will link to only one character). Whatever you enter here will show up as the **'Select Flag'** code when entering invoices for this vendor.
- M. **Phone Number:** Enter the phone number for this vendor.
- N. **FAX Number:** Enter the fax number for this vendor.
- O. **Toll Free #:** If this vendor has a toll free number, enter it here.
- P. **Business YTD:** This field reflects the amount paid to this vendor for the current year.
- Q. **Business LTD:** This field reflects the amount paid to this vendor for life.
- R. **Lost Discount:** This field reflects the number of times an invoice was flagged for discount, but the discount had not been taken.
- S. **Last Pay Date:** This field shows the last date a check had been cut to this vendor.
- T. **Open Invoices:** This field shows the number of invoices currently entered, that are outstanding.
- U. **Open Inv Amt:** This field reflects the dollar value of outstanding invoices currently entered in the system.
- V. **Open Credits:** This number reflects the numbers of credits not yet taken that have been entered.
- W. **Open Cr Amt:** This field shows the dollar value of outstanding credits.

Step 3

Press the enter key as needed to advance to the next screen. The **Narrative** screen will appear with the cursor on the first line. This is the free form area. Enter any narrative comments about the vendor. Perhaps the vendor is late on shipments, or maybe the company has frequent back orders. You can note it on this screen.

Note: You CANNOT use the Narrative screen if you are creating a temporary vendor. If you are creating a temporary vendor and you try to access the screen, the **Message: [Temporary Vendors Cannot Have Narrative]** will appear on the message line.

Note: To enter a **default ledger** for your new vendor must be done in **update mode**. The system will not allow you to enter screen 4 during the create mode.

After you have entered all the information press the F8 key to complete the creation of the vendor. You should see display at the bottom of the screen **'Transaction Complete'**.

Updating, Inquiring, and Deleting a Vendor

From the Main Application menu select the Accounts Payable option and press the enter key. Once in the Accounts Payable main menu select option 1 **'Vendors'** and press the enter key. From this menu select option 2 **'File Maintenance'** and press the enter key. The function screen will display, you must enter a **'U for update'**, **'I for inquiry'** or **'D for delete'**.

Depending on how your system manager has configured the system for your use, one of two screens will appear: the Account Selection screen or the Search & Select screen.

Note: The **'Maintenance Search'** fields, located in the User Profiles section's Defaults option, determine which screen will appear.

If the default answer in the **'Division'** field is not correct, use the arrow keys to move the cursor to the field and make the desired changes. Press the enter key if needed to return to the **'Vendor #'** field. Enter the vendor number in the **'Vendor #'** field. Press the enter key if needed to advance to the next field. Enter the screen number in the **'First Screen'** field that you want to appear. The Vendor Information screen will appear. The area within the box labeled Vendor Information presents information about the vendor and a number of operating parameters which will determine how the system will manage the account and its data. These descriptions and specifications are provided for the vendor during the creation procedures.

The top of the screen displays basic vendor information: division, the vendor's number, the vendor classification code, and the vendor's name.

Step 1 Update Mode

- A. The cursor will be on the **'Name'** field.
- B. Use Vendor Creation procedures to change information in the first screen. Press the enter key as needed to advance to the message line.
- C. You may access **Screen 2** (the Narrative screen) by: entering **'02'** at the **'Enter screen'**, or Pressing the **F5 key for the Available Screens window**, and selecting the Narrative screen.
- D. The Narrative screen will appear with the cursor on the first line of text. This screen contains any narrative comments that may have been added to the vendor's file. Use the arrow keys to maneuver the cursor to the desired line of text. Make updates as desired. Message line prompts:
 1. Press the **F5** key to insert a line of text.
 2. Press the **F6** key to delete a line of text.
 3. Press the **F7** key to access the Other Options window. The options are:
 4. Delete All Narratives – Use this option if you want to delete all of the narrative comments. The message **'Question: [Do You Want to Delete All Narratives for This Item? Y/N:]'** will appear on the message line. Enter **'Y'** and press the enter key to delete. The screen will clear and the cursor will appear on the first line. Enter **'N'** and press the enter key if you do not want to delete. The cursor will appear on the first line of text.
- E. Append To Narrative – Use this option if you want to add text to the end of any existing text.
- F. Press the F9 key when completed with updates to the Narrative screen. If you have more than one screen of narrative, the **'Message: [Hit RETURN for Next Screen - F8 When Done]'** will appear on the message line.
- G. Press the F8 key twice when completed with updates to the vendor number.
- H. Press the escape key as needed to return to the desired menu.

Step 2 Inquire Mode

the screen will behave just as if you were in the Inquiry option of the Vendors section. In fact, if you only want to inquire, you may want to do it through the Vendors section's Inquiry option. Press the escape key as needed to return to the desired menu.

Step 3 Delete Mode

the message 'Question: [Are you sure you want to Delete this record?]' will be on the message line.

Warning: Do **NOT** delete a vendor that has an open invoice.

If you are not sure if the vendor has an open invoice, check the last four fields on the Vendor Information screen, located in the Vendors section's File Maintenance option. Enter a 'Y' and press the enter key if you want to delete. The message 'Message: [Transaction Complete; Hit Return to Continue]' will appear on the message line. Press the escape key as needed to return to the desired menu. Enter an 'N' and press the enter key if you do not want to delete. You will return to either the account selection screen, Search & Select screen, or the list of available vendors. Press the escape key as needed to return to the desired menu.

You will press the escape key until you are back at the Accounts Payable main Menu. You are now ready to enter you invoices or check request.

VENDOR LISTING BY NUMBER

Use this option when you want a report listing your vendors in vendor number order. The report will contain one line of headings, listing the vendor number, whether or not the vendor is a 1099 record, vendor name, address, phone and fax numbers, vendor classification code, year-to-date business, and open invoices and credits.

The report will print the total number of vendors on the report, the total business to date for all vendors, the total number (and amounts) of open invoices, and the total number (and amounts) of open credits.

Step 1

From the Accounts Payable Main Menu select option 1, **'Vendors'** and press the enter key. The Vendors Menu will appear select option 3, **'Vendor Listing By Number'** and press the enter key.

Step 2

The 'Vendor Listing by Number' screen will appear with the cursor on the **'Division'** field.

- A. Enter the division that contains the vendors you want to print in the **'Division'** field. Press the enter key if needed to advance to the next field.
- B. Enter the number of the first vendor in the range of vendors that you want to appear on the report in the **'Beg Vendor #'** field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- C. Enter the number of the last vendor in the range of vendors that you want to appear on the report in the **'End Vendor #'** field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- D. Enter a **'Y'** in the **'1099's Only'** field if you want to include only those vendors on the report that have **'Y'** in the **'1099'** field, located on the Vendor Information screen. Enter an **'N'** if you do not want to print only 1099 vendors. The cursor will advance to the next field.
- E. Enter a **'Y'** in the **'Print Temporary Vendors'** field if you want to include temporary vendors on the report. Enter an **'N'** to exclude temporary vendors.
- F. Enter the status of vendors that you want to print in the **'Enter Vendor Status(es)'** field.

Note: If you enter **'Y'** in the **'1099s Only'** field, then you MUST enter **'N'** in the **'Print Temporary Vendors'** field.

Step 3

Enter the desired printer name or number. You will have to confirm the printer twice the report will print and once completed the Vendors Menu will reappear. Press the escape key as needed to return to the desired menu.

VENDOR LISTING BY NAME

Use this option when you want a report listing your vendors in name order. The report will contain one line of headings, listing the vendor number, vendor name, address, phone and fax numbers, vendor classification code, year-to-date business, and open invoices and credits.

The report will print the total number of vendors on the report, the total business to date for all vendors on the report, the total number (and amounts) of open invoices, and the total number (and amounts) of open credits.

Step 1

From the Accounts Payable Main Menu select option 1, '**Vendors**' and press the enter key. The Vendors Menu will appear select option 4, '**Vendor Listing By Name**' and press the enter key.

Step 2

- A. The Vendor Listing by Name screen will appear with the cursor on the '**Division**' field. Enter the division that contains the vendors you want to print in the '**Division**' field. Press the enter key if needed to advance to the next field.
- B. Enter the name of the first vendor in the range of vendors that you want to appear on the report in the '**Beg Name**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- C. Enter the name of the last vendor in the range of vendors that you want to appear on the report in the '**End Name**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- D. Enter the number of the first vendor in the range of vendors that you want to appear on the report in the '**Beg Vendor #**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field. Under normal conditions, you would not use this field. But, you could further limit the report by printing only those vendors within a specific range.

- E. Enter the number of the last vendor in the range of vendors that you want to appear on the report in the **'End Vendor #'** field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field. Under normal conditions, you would not use this field but, you could further limit the report by printing only those vendors within a specific range.
 - F. Enter a **'Y'** in the **'Print 1099 Vendors Only'** field if you want to print only those vendors that have **'Y'** in the **'1099'** field, located on the Vendor Information screen. Enter an **'N'** if you do not want to print only 1099 vendors. The cursor will advance to the next field.
 - G. Enter a **'Y'** in the **'Print Temporary Vendors'** field if you want to include temporary vendors on the report. Enter an **'N'** to exclude temporary vendors.
 - H. Enter the status of vendors that you want to print in the **'Enter Vendor Status(s)'** field
- Note:** If you enter **'Y'** in the **'1099s Only'** field, then you MUST enter **'N'** in the **'Print Temporary Vendors'** field.

Step 3

Enter the desired printer name or number. You will have to confirm the printer twice the report will print and once completed the Vendors Menu will reappear. Press the escape key as needed to return to the desired menu.

VENDOR LISTING BY VCC

Use the Vendor Listing by Vcc option when you want a report listing those vendors using vendor classification codes (Vcc).

The report will contain one line of headings, listing the vendor number, vendor name, address, phone and fax numbers, vendor classification code, year-to-date business, and open invoices and credits. The report will print the total number of vendors on the report, the total business to date for all vendors on the report, the total number (and amounts) of open invoices, and the total number (and amounts) of open credits.

Step 1

From the Accounts Payable Main Menu select option 1, '**Vendors**' and press the enter key. The Vendors Menu will appear select option 5, '**Vendor Listing By Vcc**' and press the enter key.

Step 2

The Vendor Listing by Vcc screen will appear with the cursor on the '**Division**' field.

- A. Enter the division that contains the vendors you want to print in the '**Division**' field. Press the enter key if needed to advance to the next field.
- B. Enter the first vendor classification code in the range of codes that you want to include on the report in the '**Beg Vcc**' field. Leave the field blank to include all codes. Press the enter key if needed to advance to the next field.
- C. Enter the last vendor classification code in the range of codes that you want to include on the report in the '**End Vcc**' field. Leave the field blank to include all codes. Press the enter key if needed to advance to the next field.
- D. Enter a '**Y**' in the '**Print Temporary Vendors**' field if you want to include temporary vendors on the report. Enter an '**N**' to exclude temporary vendors.
- E. Enter a '**Y**' in the '**Print Totals by Vcc**' field if you want to print totals each time the Vcc changes. Enter an '**N**' not to print the individual totals.
- F. Enter the status of vendors that you want to print in the '**Enter Vendor Status(es)**' field

Step 3

Enter the desired printer name or number. You will have to confirm the printer twice the report will print and once completed the Vendors Menu will reappear. Press the escape key as needed to return to the desired menu.

VENDOR ADDRESS LISTING

Use the Vendor Address Listing option when you want a report, listing your vendors in name order and printing the address for each vendor.

The report will contain one line of headings listing the vendor number, vendor name, the first line of the vendor's address, the second line of the vendor's address, the city (and state), the zip code, and the phone number.

Step 1

From the Accounts Payable Main Menu select option 1, '**Vendors**' and press the enter key. The Vendors Menu will appear select option 6, '**Vendor Address Listing**' and press the enter key.

Step 2

- A. The 'Vendor Address Listing screen will appear with the cursor on the '**Division**' field. Enter the division that contains the vendors you want to print in the '**Division**' field. Press the enter key if needed to advance to the next field.
- B. Enter the name of the first vendor in the range of vendors that you want to appear on the report in the '**Beg Name**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- C. Enter the name of the last vendor in the range of vendors that you want to appear on the report in the '**End Name**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- D. Enter a '**Y**' in the '**Print Temporary Vendors**' field if you want to include temporary vendors on the report. Enter an '**N**' to exclude temporary vendors. The cursor will advance to the next field.
- E. Enter a '**Y**' in the '**Print Mailing Address**' field if you want the data on the report to represent the mailing address. Enter an '**N**' if you want the data to represent the vendor's physical address. The cursor will advance to the next field.
- F. Enter an '**S**' in the '**Single or Double Spacing**' field if you want the report to be single spaced. Enter a '**D**' for double spacing.
- G. Enter the status of vendors that you want to print in the '**Enter Vendor Status(es)**' field
- H. Enter the first check date that you want to print in the '**Include From Check Date**' field
- I. Enter the last check date that you want to print in the 'Thru Check Date' field.

NOTE: You MUST enter both from and thru date to select information by check date.

Step 3

Enter the desired printer name or number. You will have to confirm the printer twice the report will print and once completed the Vendors Menu will reappear. Press the escape key as needed to return to the desired menu

VENDOR ADDRESS LABELS

Use the Vendor Address Labels option when you want to print labels. This option is for tractor fed labels. **Do not use this option for Laser printers.**

Step 1

From the Accounts Payable Main Menu select option 1, '**Vendors**' and press the enter key. The Vendors Menu will appear select option 7, '**Vendor Address Labels**' and press the enter key.

Step 2

The 'Vendor Address Labels' screen will appear with the cursor on the '**Division**' field.

- A. Enter the division that contains the vendors you want to print in the '**Division**' field. Press the enter key if needed to advance to the next field.
- B. Enter the number of the first vendor in the range of vendors that you want to print labels for in the '**Beg Vendor #**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- C. Enter the number of the last vendor in the range of vendors that you want to print labels for in the '**End Vendor #**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- D. Enter the name of the first vendor in the range of vendors that you want to print labels for in the '**Beg Name**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- E. Enter the name of the last vendor in the range of vendors that you want to print labels for in the '**End Name**' field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- F. Enter the beginning date for the range of check dates that you want to print labels for in the '**From Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- G. Enter the last date in the range of check dates that you want to print labels for in the '**Thru Date**' field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.

- H. Enter a 'Y' in the 'Print Vendor Number' field if you want the vendor number printed on the label. Enter an 'N' not to print the vendor number. Printing the vendor number on the label may be helpful for an in-house filling system. Otherwise, you (probably) would not want to print the numbers. The cursor will advance to the next field.
- I. Enter a 'Y' in the 'Print Temporary Vendors' field if you want to print labels for temporary vendors too. Enter an 'N' to exclude temporary vendors. The cursor will advance to the next field.
- J. Enter a 'Y' in the 'Print Mailing Address' field if you want the address on the label to represent the mailing address. Enter an 'N' if you want the address to represent the vendor's physical address. The cursor will advance to the next field.
- K. The 'Address Label Format' field represents the label form size that you will be printing. You have the option to use four different form sizes. Some forms allow you to print one label wide. Some allow you to print two labels wide. Others allow you to print three labels wide. The last choice allows you to print four labels wide. Enter a '1', '2', '3', or '4', depending upon your form size.
- L. The '6 LPI, 8 LPI, TOF' field represents the form lines per inch that you will be printing. You have the option to use three different lines per inch.
- M. Enter the status of vendors that you want to print in the 'Enter Vendor Status(es)' field

Step 3

Enter the desired printer name or number. You will have to confirm the printer twice the report will print and once completed the Vendors Menu will reappear. Press the escape key as needed to return to the desired menu.

Renumber Vendors

This option **DOES NOT** allows you to combine vendors that are duplicates to one vendor number. This option allows you to renumber any vendor to a new number.

Step1

From the Accounts Payable Main Menu select option 1, 'Vendors' and press the enter key. The Vendors Menu will appear select option 8, 'Renumber Vendors' and press the enter key.

Step 2

The 'Renumber Vendor' screen will appear with the cursor on the 'Division' field.

- A. Enter the division that contains the vendors you want to renumber in the 'Division' field. Press the enter key if needed to advance to the next field.

- B. Enter the vendor number of the vendor you wish to renumber in the '**Old Vendor Number**' field. Press the enter key to advance to the next field.
- C. Enter the new vendor number in the '**New Vendor Number**' field. Press the enter key if needed to advance to the next field.
- D. Enter a '**Y**' in the '**Process Vendor Links**' field if you want to the new vendor to have the same links as the old vendor number. Enter an '**N**' to exclude the link for the new vendor number. The cursor will advance to the next field
- E. Enter a '**Y**' in the '**Process Selected Invoice File**' field if you want any invoices in a selected invoice file for the old vendor number to be changed to the new vendor number. Enter an '**N**' to not to change any invoices in a selected invoice file. The cursor will advance to the next field
- F. Enter a '**Y**' in the '**Process Invoice History File**' field if you want to change the invoice history from the old vendor number to the new vendor number. Enter an '**N**' to exclude the invoice history file from being changed. The cursor will advance to the next field.
- G. Enter a '**Y**' in the '**Process Requisition file**' field if you want to change the requisition file from the old vendor number to the new vendor number. Enter an '**N**' to exclude the change to the requisition file. The cursor will advance to the next field.

Once you have completed the screen press the F9 key to start the renumbering process. Once completed press the escape key as needed to return to the desired menu.

Vendor Address Labels (Laser)

Use the Vendor Address Labels (Laser) option when you want to print labels. This option is for Laser Printers. **Do not use this option for Tractor Fed printers.**

Step 1

From the Accounts Payable Main Menu select option 1, '**Vendors**' and press the enter key. The Vendors Menu will appear select option 9, '**Vendor Address Labels (Laser)**' and press the enter key.

Step 2

The 'Vendor Address Labels (Laser)' screen will appear with the cursor on the '**Division**' field.

- A. Enter the division that contains the vendors you want to print in the '**Division**' field. Press the enter key if needed to advance to the next field.
- B. Enter the number of the first vendor in the range of vendors that you want to print labels for in the '**Vendor #**' field first set of parenthesis. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.

- C. Enter the number of the last vendor in the range of vendors that you want to print labels for in the **'Vendor #'** field second set of parenthesis. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- D. Enter the name of the first vendor in the range of vendors that you want to print labels for in the **'Beg Name'** field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- E. Enter the name of the last vendor in the range of vendors that you want to print labels for in the **'End Name'** field. Leave the field blank to include all vendors. Press the enter key if needed to advance to the next field.
- F. Enter the beginning date for the range of check dates that you want to print labels for in the **'From Date'** field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- G. Enter the last date in the range of check dates that you want to print labels for in the **'Thru Date'** field. Leave the field blank to include all dates. Press the enter key if needed to advance to the next field.
- H. Enter a **'Y'** in the **'Print Vendor Number'** field if you want the vendor number printed on the label. Enter an **'N'** not to print the vendor number. Printing the vendor number on the label may be helpful for an in-house filling system. Otherwise, you (probably) would not want to print the numbers. The cursor will advance to the next field.
- I. Enter a **'Y'** in the **'Print Temporary Vendors'** field if you want to print labels for temporary vendors too. Enter an **'N'** to exclude temporary vendors. The cursor will advance to the next field.
- J. Enter a **'Y'** in the **'Print Mailing Address'** field if you want the address on the label to represent the mailing address. Enter an **'N'** if you want the address to represent the vendor's physical address. The cursor will advance to the next field.
- K. The **'Print Labels 1, 2, 3, 4 up'** field represents the number of labels to across the page that you will be printing. You have the option to use four different number of labels to across the page. The **Avery 5160 labels** work the best with this option. Enter a **'1', '2', '3', or '4'**, depending upon the number of labels across your page.
- L. The **'Offset Top Margin'** field represents the offset to the top of the margin of the page. In most cases this field should be left blank.
- M. The **'Offset Left Margin'** field represents the offset to the left of the margin of the page. In most cases this field should be left blank.
- N. The **'Lines per Label'** field represents the number of lines that make up the label size. For the Avery 5160 labels enter a 6 in this field.

- O. The **'Space between Labels'** field represents the space the printer leaves between the labels. This field is determined by your laser printer. In most cases you would enter a 15 - 17, however each laser printer is different so this field may have to be adjusted for your laser printer.
- P. The **'Labels Sets per Page'** field represents the number of labels on the entire page. If you enter 10 in this field, you will get 30 labels on a 3 up sheet and an extra blank sheet will come out of printer. If you enter 9 here, you will get 27 labels on the sheet, one blank row of 3 labels at the bottom, but no blank sheet. If you enter 99 the system will print continuously.
- Q. Enter the status of vendors that you want to print in the **'Enter Vendor Status(es)'** field

Step 3

Enter the desired printer name or number. You will have to confirm the printer twice the report will print and once completed the Vendors Menu will reappear.

Press the escape key as needed to return to the desired menu.

Warning: Most Laser printers will heat up running large numbers of labels which causes the labels to stick to the printers. This has nothing to do with the software but with the Laser printers. We suggest that you use a small range of labels to print at a time and allow the Laser printer to cool between printing to avoid problems with the labels sticking.