| Create a New Vendor |
| --- |
| Vendors supply you with goods or services you need to run your business. Vendor records must be created prior to processing bills or other payable transactions. |

	Steps
1	Before entering in new data always perform a **Global Search** to search for any existing records. This will reduce duplication.
2	If the vendor does not exist, navigate to **Vendors**▾ > **List** > **Vendors > New**.
3	Indicate ⊙ **Company** or **Individual**.
4	Enter the Vendor's Name in the **Company Name** field. *Note:* If ⊙ **Individual** was selected, enter the vendor's First and Last name.
5	Enter the vendor's **Web Address**.
6	Select the **Category** ▾ value that applies to this vendor.
7	Complete the following fields: • **Email – Phone – Alt Phone – Fax** *Note:* The **Address** field will default to the billing address entered in the Address subtab.
8	Select the **Region** ▾.
9	Navigate to the **Relationships** subtab and enter vendor contact information and click [Add].
10	Navigate to the **Address** subtab.
11	Check ☑ **Default Shipping** and/or **Default Billing** to indicate this default address.
12	Enter **Address 1** and it will populate the **Label** (reference title) for this customer's address.
13	Enter the **Zip** code and press the **Tab** key. *Note:* The **City** and **State/Province** autofills.
14	Complete the following fields: • **Address 2** • **Addressee - Phone**
15	Click [Add/Edit] after each address is entered. . Remember to select the ☑ "**Default Shipping**" and "**Default Billing**" options for each address.

16	Navigate to the **Financial** subtab.
17	Enter the **Legal Name** for this vendor for financial purposes.
18	Enter an **Account** number if the vendor has issued you an account number to use. *Note:* This number appears in the Vendor # field on the Purchase Order page.
19	Select the **Default Expense Account** ▼ for goods or services you purchase from this vendor. *Note:* This Expense Account will display when entering Purchase Order/Bills under the Expense subtab.
20	Select the **Currency** ▼ for this vendor.
21	Select the **Terms** ▼ for this vendor.
22	Enter the vendor's **Credit Limit**.
23	Enter the vendor's **Tax ID**.
24	Select the **Tax Code** ▼ for this vendor.
25	Enter the **Opening Balance** and **Opening Balance Date** of your account with this vendor.
26	Select the **Opening Balance Account** ▼ for this vendor.
27	Navigate to the **Preferences** subtab.
28	Select the **Email Preference** ▼ format that is sent to this vendor.
29	If a different company name is required to be printed, enter the **Print on Check As** which prints on the Pay to the Order of line of a check.
30	Set the ☑ (Email – Print –Fax) **Send Transactions Via** delivery method for this vendor.
31	Click Save ▼.

Create a New Contact from a Vendor Record
ℹ New contacts are added to existing vendor record if the vendor record type is selected as 'company'.
Steps

1 Perform a **Global Search** to locate the vendor record to associate the contact.

2 Click [➕▾] > [New Contact].

3 Complete the following fields:
- **Role (select the value)**
- **Mr./Ms...**
- **Name (first name, initial, last name)**
- **Job Title**

Note: The **Contact** field must remain blank. The field autofills when the **Name** is entered.

4 Complete the following fields:
- **Email**
- **Main Phone**
- **Fax**

Note: The **Contact** field must remain blank. The field autofills when the **Name** is entered.

5 Select the **Region** ▼.

6 Navigate to the **Relationships** subtab.

7 Complete the following fields:
- **Supervisor**
- **Assistant**

8 Navigate to the **Address** subtab.

9 Check ☑ **Default Shipping** and/or **Default Billing** to indicate this default address.

10 Enter **Address 1** and it will populate the **Label** (reference title) for this customer's address.

11 Enter the **Zip** code and press the Tab key.
Note: The **City** and **State/Province** auto-fills.

12 Complete the following fields:
- **Address 2**
- **Phone / Addressee / Attention**

13 Click [Add/Edit] after each address is entered. . Remember to select the ☑ "**Default Shipping**" and "**Default Billing**" options for each address.

14 Click [Save ▼].

Enter a Bill
i   Track your payables by entering bills as they arrive from vendors and pay them from the payables list as they are due. Then, you have an accurate picture of your payables at any point during the billing cycle.
Steps

1   Locate the vendor record through **Global Search**. Click the vendor record name.

2   Click ⊞▾ > 💲 New Bill .

3   Enter the vendor's Invoice/Bill number in the **Reference No.** field.

4   Verify the **Exchange rate** for this bill, modify if necessary.

5   Verify the **Terms** and **Due Date** fields default from the selected vendor record. Modify if necessary.

6   Confirm the **Posting Period** and **Date** fields are correct.

7   The **Amount**, **Disc. Amt.** and **Disc. Date** fields default to values from the vendor record and the total expenses entered on the bill. Change if needed.

8   Navigate to the **Expense & Items** > **Expenses** subtab.

9   Select the **Catagory** ▾ for this expense.

10   Select a G/L **Account** ▾ for this expense.

11   Enter the expense **Amount**.

12   Enter a **Memo** to describe this expense.

13   Click Add . Repeat steps for each expense.

14   Click Save ▾ .

| **Write a Check** |
| --- |
| In NetSuite, you can use the Write Checks transaction to issue a check for expenses tracked through expense accounts. |

Steps

1 Navigate to **Financial** > **Banking** > **Write Checks**.

2 Select the **Account** ▼ that is affected by this transaction.
Note: The Balance field will display the selected accounts current balance.

3 Select the **Payee** ▼ you are paying with this check.

4 Enter a dollar amount of the check in the **Amount** field. NetSuite will update this amount as you add or edit line items.

5 Select the applicable **Currency** ▼.

6 Verify the **Exchange rate** for this check, modify if necessary.

7 Enter the **Date** of the check.

8 Select the appropriate **Posting Period** ▼.

9 The **Address** defaults to the payee's address.

10 Check **To Be Printed** ☑ to save this check a queue to print at a later time.

11 Enter the appropriate value in the **Check #** field.
- If you have clicked **To Be Printed**, you will choose starting numbers later, when you print those checks.
- If you are immediately printing this check, NetSuite increases the largest check number by one. You can type another number here, but the next number will revert to the standard pattern.
- If you use Online Bill Pay, and checked the **Bill Pay** box, this box shows **To Bill Pay**.

12 Enter any comments in the **Memo** field.

13 Navigate to the **Expenses & Items** > **Expenses** subtab.

14 In the **Account** ▼ field, select the appropriate ledger account.

15 Enter the **Amount** of the check.

16 Enter a comment in the **Memo** field.

17 Click Add .
Note: Repeat these steps for additional check to be written.

18 Click Save ▼ .

Print Checks and Forms
You can choose to print your transaction forms individually as they are entered, or you can print a group of similar transactions at once.

Print Checks Steps

1 Navigate to **Vendors ▾** > **Accounts Payable** > **Print Checks and Forms**.
Shortcut: Locate the **Reminders** Portlet on the Home dashboard. Click the **Checks to Print** link.

2 Click the **Checks** hyperlink.

3 Select the **Account** ▼ that has the checks in queue that you want to print.
Note: As you select which account to print from, NetSuite determines and displays the last check number that will be printed in the **First Check Number** field.

4 Check **Print Back to Front** ☑ if higher-number checks go into your printer before lower-number checks.

5 Select the **Check Type** ▼ value.
- **Standard** – Choose for three checks to an 8.5-by-11-inch sheet.
- **Voucher** – Choose for a single check per page with voucher information at that bottom.

6 Check **Print** ☑ next to all checks to print.

7 Click `Print`.

Printing Forms Steps

1 Navigate to **Vendors** > **Accounts Payable** > **Print Checks and Forms**.

2 Click the appropriate hyperlink related to the **Type of record** you wanted printed. (i.e. Statements / Deposits)

3 Check ☑ each appropriate transaction to print.
Note: To reprint transactions, check the ☑ Allow Reprinting checkbox and the transactions will appear in the list of records.

4 Click `Print`.

Void a Check

i   Voiding payments creates a reversal journal entry, based on setup options. Approvals may be required.
   •   After the check is voided, the bill becomes 'Open' and returns to the AP Aging report.
   •   When you pay the bill, use a different check number.

Steps

1   Locate the check to void by entering the check number in the **Global Search** field.

2   Click [Void].

3   Review the **Voiding Journal** form for accuracy.

4   Enter a **Memo** explanation for the void.

5   Click [Save].

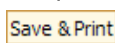| Review A/P Reports |
|---|
| Use the Accounts Payable reports to determine:
• How many unpaid bills are in your Accounts Payable
• How many transactions are liabilities representing amounts owed to vendors for the purchase of inventory, goods or services
• How many outstanding bills need to be paid |
| Navigate to the Accounts Payable reports and review the following available reports:
• A/P Aging Report (Detail or Summary)
• A/P Register Report
• A/P Payment History by Payment Report |
| **Steps** |
| **1**   Navigate to the **Reports ▾** > **Vendors/Payables** > **A/P Aging** > ….
Select from one of the following reports:
• Customize Summary
• Detail
• Customize Detail |

	Enter a Purchase Request
i	You must enter a purchase request to purchase items, materials, office supplies, or services from vendors. Once requests are approved, they become purchase orders.
	Steps

1 Navigate to the top of the screen and click the [icon] > **View All Roles** link.

2 Click the **Employee Center** role link.

3 Navigate to the Home dashboard **Employee Center – Home Links** portlet; click the **Enter Purchase Requests** link.

4 Select the **Vendor** ▼ that you are going to place the order.

5 Enter the **Receive By** date by which the items to be ordered are needed.

6 Enter a **Memo** text reference that applies to the approving manager.

7 Select an appropriate **Department** ▼.

8 Select an appropriate **Section/Chapter** ▼.

9 Navigate to the **Items** > **Expenses** subtab.

10 Select the **Category** ▼ for this expense.

11 Enter the expense **Amount**.

12 Enter a **Memo** for this expense.

13 Navigate to the **Billing** subtab.

14 Select the **Vendor Select** ▼ and confirm the address.

15 Navigate to the **Communication** subtab and select the appropriate options and enter messaging.

16 Check the **To Be Printed** ☑ checkbox to save the request in a queue for printing later.

   Note: If you want the documents to print right way click `Save ▼` > `Save & Print`.

17 Check the **To Be Emailed** ☑ checkbox and enter an email address to email the request.

18 Check the **To Be Faxed** ☑ checkbox and enter or verify a fax number to fax the request.

19 Enter a **Vendor Message** to appear on your request.

20 Click `Save ▼`.

Approve Purchase Request
i A purchase request turns into a purchase order when it is approved.
All purchase requests must be approved by a manager prior to becoming a Purchase Order. Supervisors can automatically be notified when they have requests to approve
Steps

1 Locate the **Reminders** Portlet on the Home dashboard. Click the **Purchase Request to Approve** link.

2 Locate the Purchase Request to approve. Click the **Date** hyperlink to view the Request details.

3 Verify the information is correct.

Option ▶ A **Steps to Approve Purchase Request:**

1. Click Approve .

Note: The Purchase Request must be in the 'View' mode for this button to display.

4

Option ▶ B **Steps to Reject Purchase Request:**
1. Click **Reject**.
2. Click Edit and enter the reasons for the rejection in the **Your Message** field.
3. Click Save .

Note: An email notification is sent to the requestor, advising them of the Purchase Request rejection.
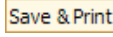
Enter a Purchase Order
Purchase orders authorize vendors to provide items, materials or services to your company. When you enter purchase orders, you can track items that you expect to receive, items you do receive, and items yet to be received.

A purchase order expresses a commitment to receive and pay for goods and services. It has no accounting impact until you receive the order. |

Steps

1 Locate the vendor record through **Global Search**. Click the vendor record name.

2 Click ⬇ > New Purchase Order.

3 Verify the **Vendor** ▼ for this purchase.

4 If you are entering a purchase request for an employee, select the **Employee** ▼ name.
Note: The supervisor must approve this request before it is treated as a purchase order.

5 If you have permission to approve this purchase order, check ☑ the **Supervisor Approval** checkbox.

6 Enter the **Receive By** date you need the items delivered. Vendors will see this date on the purchase order.

7 Verify the appropriate **Date** is selected.

8 Enter a **Memo** to describe this order (optional).

9 Select an appropriate **Department** ▼.

10 Select an appropriate **Section/Chapter** ▼.

11 If the Purchase Order is for expenses navigate to the **Items** subtab > **Expenses** subtab.

12 Verify the **Exchange rate** for this purchase, modify if necessary.

13 Select the **Category** ▼ for this expense.

14 Select the G/L **Account** ▼ for this expense.

15 Enter the expense **Amount**.

16 Enter a **Memo** to describe this expense.

17 Click Add after each expense line item entered.

18 Navigate to the **Billing** subtab and confirm the address.
Note: Click ⊕ to add a new address or select **Custom** to add a single address for this one purchase Order.

19 Navigate to the **Communication** subtab.

20 Check the **To Be Printed** ☑ checkbox to save the purchase order in a queue for printing later.
Note: If you want the documents to print right way click Save ▼ > Save & Print.

21 Check the **To Be Emailed** ☑ checkbox and enter or verify an email address to email the purchase order.
Note: If you use Approval Routing, you can only email purchase orders that have been approved by a supervisor.

22 Check the **To Be Faxed** ☑ checkbox and enter or verify a fax number to fax the purchase order.

23 Enter a **Vendor Message** to appear on your purchase order.

24 Click Save ▼.

Receive/Bill a Purchase Order
𝑖 Billing a Purchase Order indicates you have received an invoice from the vendor for items purchased and creates a bill in accounts payable. You can turn the Purchase Order into a bill without rekeying any data.
You have a Purchase Order which has been received and now need to create a Vendor Bill for a Payable.

Steps

1   From the **Reminders** Portlet, click the **Orders to Receive** link.

2   Select **Vendor** ▼ to filter the list (optional).

Billing **Bulk** Purchase Orders:

> 1. Locate the **Purchase Order** records you want to bill and check the ☑ **Bill** checkboxes.
>   *Note:* All PO's MUST be associated with the same vendor.

> 2. Click Submit .

3

Billing a **Single** Purchase Orders:

> 1. Locate the **Purchase Order** record you want to bill and check the ☑ **Bill** checkbox.

> 2. Click Submit .

4   In the **Reference No**. field enter the Vendor's Invoice/Bill number.

5   Verify the **Exchange Rate** for this bill, modify if necessary.

6   Navigate to the **Expenses & Items** > **Expenses** subtab and review the line items listed.

7   Confirm the **Account** to bill.

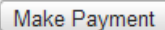**8**   Confirm the **Amount** to bill, modify if necessary.

9   Click Save ▼ .
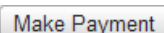
| Paying Bills |
|---|
| ℹ️ Once you have entered vendor bills, you pay them when they are due. The payment posts to the general ledger as an expense and the amount of the payment is deducted from your accounts payable total.

You can pay a bill directly from the Open Bill record.
　1. Locate and click **View** on the bill (vendor) to pay
　2. Click [Make Payment]. |

	Steps
1	Navigate to **Vendors** ▾ > **Accounts Payable** > **Pay Bills**.
2	Select the Bill you would like to pay by clicking on the **Bill** link.
3	Click [Make Payment].
4	Verify the **Account** field displays the bank account you are using to pay these bills.
5	Verify the **Exchange rate** for this payment, modify if necessary.
6	Confirm the **Date** and **Posting Period** fields are correct.
7	Check the **To Be Printed** ☑ checkbox if you want a physical check to print.
8	Check the **Voucher** ☑ checkbox if you want to print a payment voucher.
9	Enter the appropriate value in the **Check #** field. 　• If you have clicked **To Be Printed**, you will choose starting numbers later, when you print those checks. 　• If you are immediately printing this check, NetSuite increases the largest check number by one. You can type another number here, but the next number will revert to the standard pattern.
10	Select an appropriate **Department** ▾.
11	Select an appropriate **Section/Chapter** ▾.
12	Navigate to the **Apply** subtab.
13	Check the Apply ☑ checkboxes next to all **Bills / Expense Reports**/**Credits** you want to use to include in the Bill Payment.
14	Review the **Disc. Available** and **Disc. Taken** fields for accuracy. Modify if necessary.
15	Review the **Amount** field (top right on form) to view the total amount paid to the vendor.
16	Click [Save ▾].

Pay a Single Vendor
You need to create a bill payment for a single vendor.

	Steps
1	Navigate to **Vendors** ▾ > **Accounts Payable** > **Pay Single Vendor**.
2	Verify the **Account** field displays the bank account you are using to pay these bills.
3	Select the **Payee** field to display the **vendor's name** you are paying.
4	Verify the **Exchange rate** for this payment, modify if necessary.
5	Verify **Date** and **Posting Period** for accuracy.
6	• Check ☑ **To Be Printed** if you want to save this is a queue for later printing. • Check ☑ **Voucher** for a bill payment voucher (lists each bill paid and discounts).
7	Enter the appropriate value in the **Check #** field. • If you have clicked **To Be Printed**, you will choose starting numbers later, when you print those checks. • If you are immediately printing this check, NetSuite increases the largest check number by one. You can type another number here, but the next number will revert to the standard pattern.
8	Select an appropriate **Department** ▾.
9	Select an appropriate **Section/Chapter** ▾.
10	Navigate to the **Apply** subtab.
11	Check the **Apply** ☑ box next to the **bills** to pay and the **credits** used to offset the bills. Review the **Disc. Taken** and **Payment** fields.
12	Review the **Amount** field to view the total amount being paid to the vendor.
13	Click [Save ▾].

	Enter a Vendor Credit
i	Once a vendor return has been approved and the items are shipped back to the vendor, enter a vendor credit for the amount of the returned items. This enables you to track credit owed to you by a vendor so you can apply the credit to vendor bills. There are three ways to enter a vendor credit: • Create a credit directly from a vendor bill. • Create a credit directly from a vendor return. • Enter a vendor credit manually that is not associated with an existing bill.

	Steps
1	Locate the vendor record/bill who is receiving the credit through **Global Search**.
2	Click to view the bill for which you are issuing the credit.
3	Click Credit .
4	Enter the **Reference No.** for the credit.
5	Verify the **Exchange rate** for this credit, modify if necessary.
6	Confirm the **Date** and **Posting Period** ▼ fields are correct.
7	Enter a **Memo** explanation for the credit.
8	Navigate to the **Expense & Items** > **Expenses** subtab.
9	Select the **Account** that was originally used for the purchase.
10	Enter the **Amount** and any other notations about this credit.
11	Click Done or Add after each credit.
12	Navigate to the **Apply** subtab to apply the credit toward a specific vendor bill.
13	Clear or check the **Apply** checkbox next to bills to determine which bills the credit is applied to.
14	Click Save ▼ .