



Module: Accounts Payable
Topic: Change an Existing Vendor
Vendor Change

Munis Version 11.2.5

The Vendor Entry program can be found by accessing the following,
Financials > Accounts Payable > Vendor Processing > Vendors

- ▾ **Munis**
 - ▾ **Financials**
 - ▷ General Ledger Menu
 - ▷ Budget Processing
 - ▷ Purchasing
 - ▾ **Accounts Payable**
 - ▷ Setup
 - ▷ Invoice Processing
 - ▷ Cash Disbursements
 - ▾ **Vendor Processing**
 - Vendors**

This brings up the Vendor Entry screen. Click Search



Vendor +1
Alpha
Status

Enter either the vendor number or part of the name with an asterisk * and press Accept



Vendor +1
Alpha
Status

Vendor Entry

This will bring up the first vendor that matches the search term. Click Update



A comment box will come up. Enter the reason for the change and press Accept



Changes Effective Date

Effective Date:

Reason for Change:

Make any changes necessary to name, address, email, phone, website, or tax ID number. Click Accept



Accept to save your changes. If finished making changes, press Release to send it into Workflow to the Finance Department. You will receive a notification on your dashboard when it is approved.

Every vendor has a main vendor, numbered 0. If there are additional remit addresses underneath, they will appear under [Addresses \(1\)](#)

To add a new remit address, press [Addresses \(1\)](#)

Remit Address

Address number: 1 +1

Type: GENERAL - General Addresses [Contacts \(0\)](#)

Alpha: NAPA AUTOMOTIVE PART

Company Name: NAPA AUTOMOTIVE PARTS CO INC

DBA:

Address: PO BOX 5066

Zip code: 61125-0666 ...

City/State: ROCKFORD IL ... Illinois

County:

Country:

Fax:

Email:

DUNS:

Active

Purchasing Delivery Method

Print

Fax

Payables Delivery Method

Print

Fax

Click Add



Accept

A comment box will come up. Enter the reason for the change and click Accept

Changes Effective Date

Effective Date: 11/10/2016

Reason for Change: New remit address per vendor

Make the changes as needed:

Remit Address

Address number: 2

Type: GENERAL - General Addresses [Contacts \(0\)](#)

Alpha: NAPA AUTOMOTIVE PART

Company Name: NAPA AUTOMOTIVE PARTS CO INC

DBA:

Address: 1234 MAIN ST

Zip code: 53406

City/State: RACINE WI Wisconsin

County:

Country:

Fax:

Email:

DUNS:

Active

Vendor Entry

Address number – click +1 to get the next number

Company – name will auto fill from the main vendor. Update if needed

Address – update if needed

Zip – update if needed

City/State – update if needed



Accept



Return

When finished, click Accept and Return

If finished making changes, press Release ^{Release} to send it into Workflow to the Finance Department. You will receive an email when it is approved.