

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,

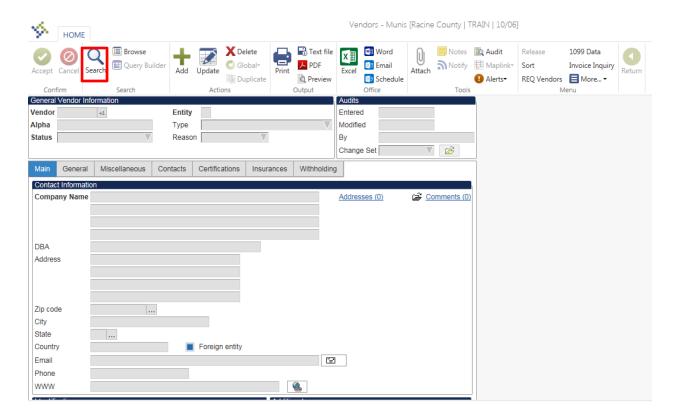
Financials > Accounts Payable > Vendor Processing > Vendors

- Munis
 - Financials
 - ▶ General Ledger Menu
 - Budget Processing
 - Purchasing
 - Accounts Payable
 - ▶ Setup
 - ▶ Invoice Processing
 - ▶ Cash Disbursements
 - Vendor Processing

Vendors

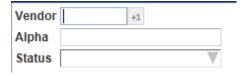






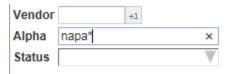


This brings up the Vendor Entry screen. Click Search





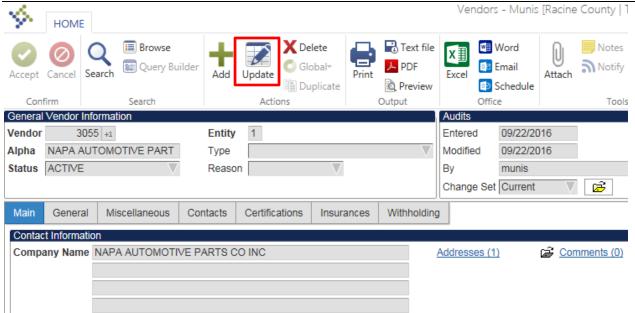
Enter either the vendor number or part of the name with an asterisk * and press Accept









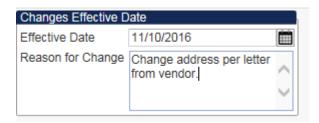




This will bring up the first vendor that matches the search term. Click Update



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



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 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 .

To add a new remit address, press Addresses

Accept Cancel S	Search Search Search	Delete Global* Duplicate Actions	Print Text file PDF Print Preview Output	Excel Word Excel Email Schedule Office	Attach
Remit Address	- Jeuren	ALLION IS:	Острос	Office	
Address number	1 +1				
Туре	GENERAL - General Addresses ▼ Contacts (0)				
Alpha	NAPA AUTOMOTIVE PART				
Company Name	NAPA AUTOMOTIVE PARTS CO INC				
DBA Address	PO BOX 5066				
Zip code City/State County Country Fax	61125-0666 [] ROCKFORD	IL Illinois			
Email					
DUNS					
	✓ Active				
Purchasing Delive	ry Method	Payables I	Delivery Method		
✓ Print		✓ Print			
Fax		Fax			

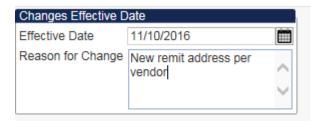




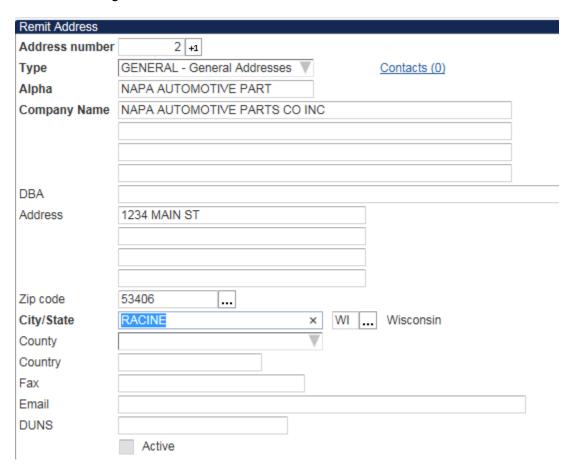




A comment box will come up. Enter the reason for the change and click Accept Accept



Make the changes as needed:







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





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.

