



Module: Accounts Payable
Topic: Create a New Vendor
Vendor Entry

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 Add to start a new record.



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

Vendor Entry

General Vendor Information				Audits	
Vendor	4500 <small>+1</small>	Entity	1	Entered	11/10/2016
Alpha	ABC COMPANY	Type		Modified	11/10/2016
Status	ACTIVE	Reason		By	6750gzimmer
				Change Set	Current 

Main	General	Miscellaneous	Contacts	Certifications	Insurances	Withholding
Contact Information						
Company Name			ABC COMPANY		Addresses (0)  Comments (1)	
DBA						
Address			123 MAIN ST			
Zip code			53403 <small>...</small>			
City			RACINE			
State			WI <small>...</small> Wisconsin			
Country			<input type="checkbox"/> Foreign entity			
Email			ACCOUNTING@ABCCOMPANY.COM 			
Phone			262-636-1234			
WWW			ABCCOMPANY.COM 			

Note: All data entry should be in capital letters.

Vendor Number – press +1 to get the next usable number

Alpha – enter the vendor name. Refer to the Racine County Address Book Guidelines for vendor name formatting

Status – Active

Type – leave blank

Reason – leave blank

Company Name – this will auto fill with what was entered in Alpha. Add a second line if needed. Ex: c/o, attn, etc

DBA – enter Doing Business As if needed

Address – enter the street address. Add a second line if needed. Refer to the Racine County Address Book Guidelines for abbreviation standards

Zip code – enter zip code

City – enter city name

State – enter two digit abbreviation of state

Country – leave blank, unless needed

Email – add vendor email address if available

Phone – add phone number if available

WWW – add vendor website address if available

Vendor Entry

Identification	Additional
SSN <input type="text"/> FID <input type="text" value="12-3456789"/> DUNS <input type="text"/> <input type="checkbox"/> Independent contractor	<input type="button" value="Performance"/> <input type="button" value="Commodity"/>
Vendor Alerts	

Scroll down to the bottom of the page to view the Identification tab. Racine County requires a W9 to be on file for all vendors. A request for W9 should be sent to the vendor before payment is made, if feasible. If no W9 is received within 3 months or by the end of the year, Finance Department will request a W9.

SSN – enter the social security number for an individual, formatted as XXX-XX-XXXX

FID – enter the Federal ID number for a company, formatted as XX-XXXXXXXX

DUNS – leave blank unless the information is available

Independent contractor – leave unchecked



After all fields are entered, click **Accept** to save.

If all necessary fields are entered, press **Release** to send it into Workflow to the Finance Department. You will receive an email from the Finance Department when the vendor is approved.