

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,

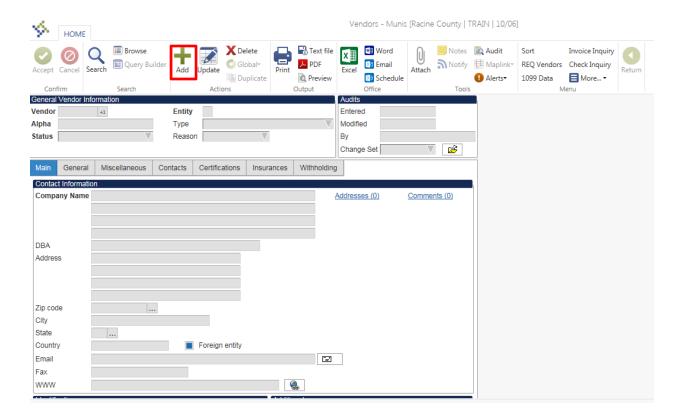
Financials > Accounts Payable > Vendor Processing > Vendors

- 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.



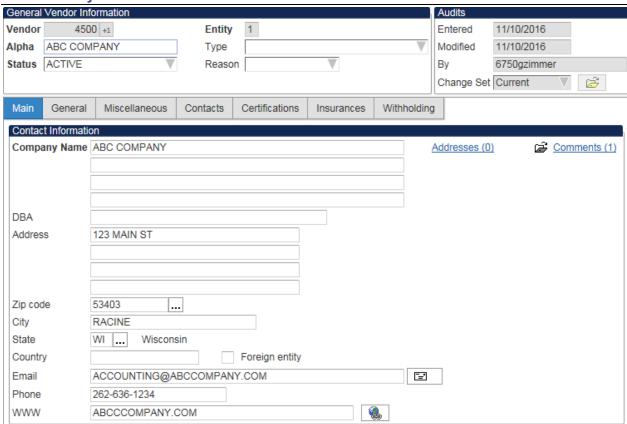
A comment box will come up. Enter the reason for the vendor add and press Accept











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







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-XXXXX FID – enter the Federal ID number for a company, formatted as XX-XXXXXX 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 Release to send it into Workflow to the Finance Department. You will receive an email from the Finance Department when the vendor is approved.

