How to Add GL Accounts/Parts to Vendor for Purchase Orders

02/08/2024 5:09 pm EST

If you wish to restrict which GL accounts and Parts are allowed to be used on a specific vendor, you can do this in the vendor edit on the GL and Parts tabs respectively.

Once any items have been added to the GL tab, only the items listed will be available for selection on POs and Bills for that vendor.

If no items are added, all items will be available for selection.

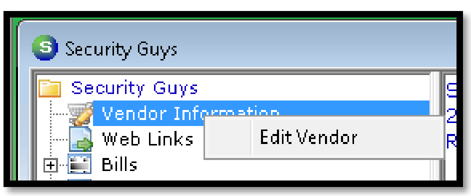
Description of Issue:

I can’t find the GL Accounts/Parts I need to add to the PO for this vendor. I have GL Accounts/Parts, but they’re not what I need.

Resolution:

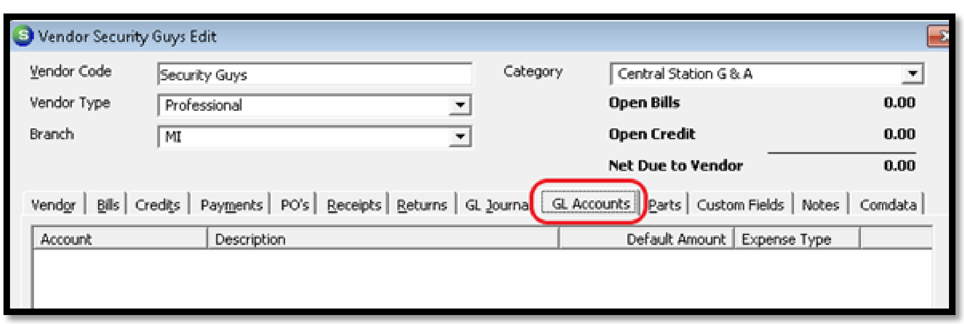
Open the Vendor to which you wish to add the GL Accounts/Parts.

Right-click on Vendor Information. Open Edit Vendor.

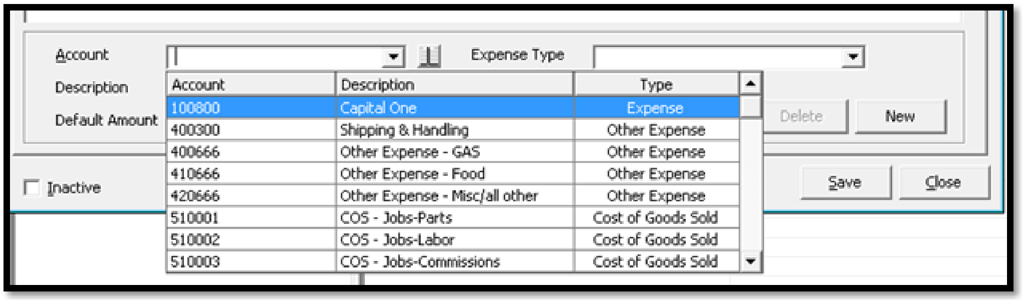


Adding GL Accounts

Navigate to the GL Accounts tab.



If you wish to restrict GL accounts, but the GL accounts you need are not listed, go to the bottom of the window and select the account from the Account menu dropdown.



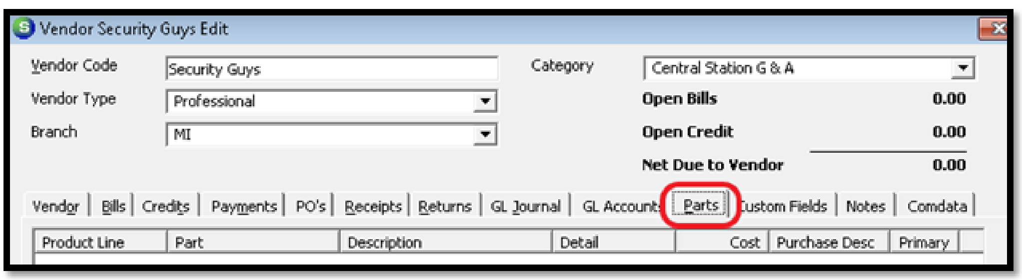
Once you find the GL Account you want to add to the Vendor, select the button to Add/Update.

In adding the GL account to the Vendor, you can choose to select an Expense Type that will automatically default onto the Purchase Orders, as well as a Default Amount. These are not required fields.

To add more GL Accounts to the Vendor, use the New button in the bottom right corner of the window.

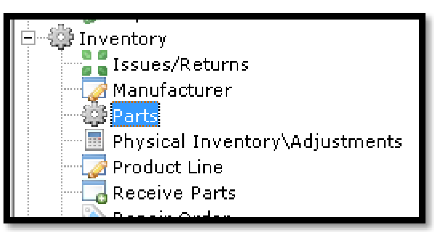
Adding Parts

Navigate to the Parts tab.



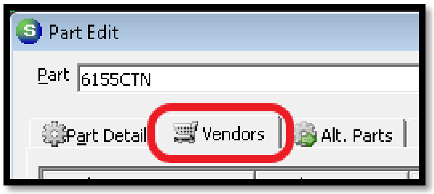
If you wish to restrict what parts can be used on the vendor, and the part you need is not listed, the part you wish to add will need to be added from the Part Edit screen.

To add the desired part to the Vendor, navigate to the part you wish to add to the Vendor by opening Inventory > Parts.

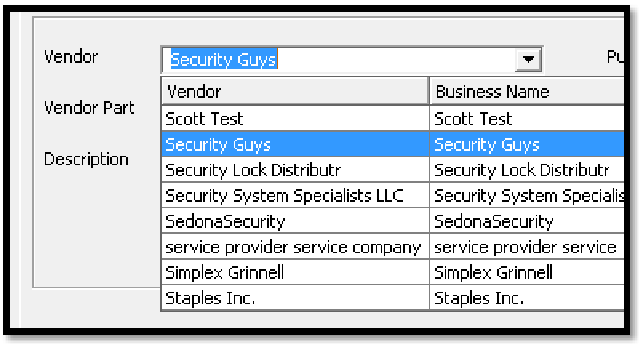


Select the part you wish to add by selecting the part from the Inventory Parts window and using the Edit button.

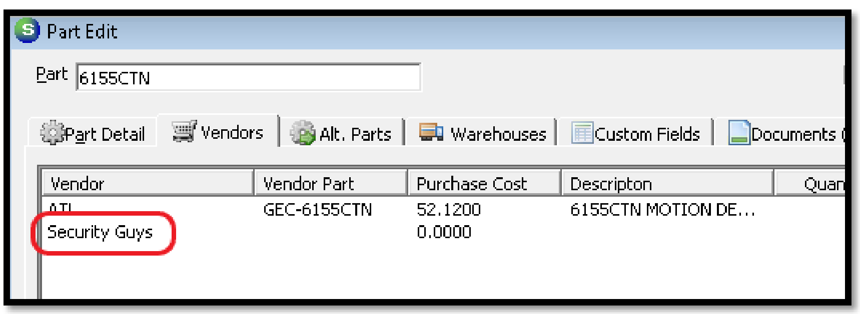
When the Part Edit window opens, navigate to the Vendors tab.



Locate the Vendor you wish to add the part to from the Vendor dropdown menu.

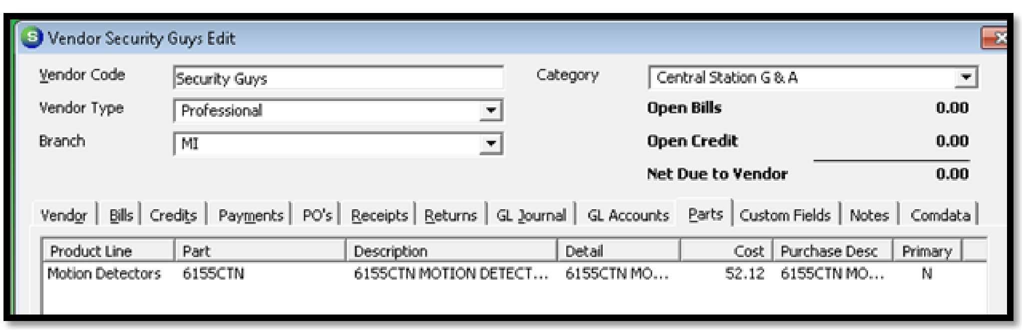


Use the Add button in the window to save the change.



You can enter a Vendor Part number and Description as well as the Purchase Cost and List Price and Package quantity if you want these fields to default to the Purchase Order. These are not required fields.

The part will now be present in the Vendor's Part tab.



The part will now be available to add to a Purchase Order.