

# FINANCIALS: VENDORS

In the Financial system, a vendor is any entity with which you maintain an account, whether it's a checking, savings, or credit account at a financial institution, or a purchase account at a service provider or retailer. Here's how to set up your vendors.

## Create a New Vendor

Click on the "Financials" tab to open it and the "Vendors" tab to view the VENDORS summary screen. If you've already created vendors, you'll see them in the list. To create a new account, click on the "+ Add New Vendor" button at the top right of the window.

The ADD VENDOR DETAILS window enables you to specify many details about each vendor. Note that all data categories are optional except "Vendor Name" and "Default Account."

The screenshot shows the 'VENDORS' summary screen in the HOAstart system. The sidebar on the left has 'Vendors' selected. The main content area shows a table of vendors with the following data:

| VENDOR NAME                                      | ACCOUNT            | CONTACT          | PHONE        | LAST UPDATE | ACTIONS |
|--|--------------------|------------------|--------------|-------------|---------|
| Acacia Community Association Services of Orlando | HOA Management     | Kate Applegate   | 301-890-5000 | 12/18/2023  |         |
| Alpine Creek                                     | Community Payments |                  | 301-587-6200 | 3/26/2024   |         |
| Alpine Creek Clubhouse                           | Member Fees        | Tammy White      | 301-456-1287 | 3/26/2024   |         |
| AMEX Business                                    | Member Fees        |                  | 201-456-5000 | 3/26/2024   |         |
| Aquaescapes Services                             | Pond Maintenance   | Koi Golden       | 301-358-8970 | 12/18/2023  |         |
| Central Florida Water                            | Water Utility      | Mark Johnson     | 866-561-7894 | 3/26/2024   |         |
| Chase Bank                                       | Member Fees        |                  | 800-211-7890 | 3/26/2024   |         |
| Comcast  | Internet Services  | Customer Service | 888-562-8811 | 3/26/2024   |         |
| Deep Dive Pools                                  | Pool Services      | George McDiver   | 301-851-5555 | 12/18/2023  |         |
| Eastside Catering Co.                            | Food Services      | Jenny Ross       | 301-562-1564 | 12/19/2023  |         |
| Green Thumb Landscaping                          | Arborist           | John Green       | 301-584-5211 | 12/18/2023  |         |

To begin, enter a descriptive Vendor Name and optional alternate Display Name.

Click on the "Default Account" dropdown menu and select the appropriate parent account or sub-account from the list.

- ◆ If the "Default Account" dropdown menu does not include the appropriate account for this vendor, click on the "+Add New Account" button to open the "ADD ACCOUNT" window and create the account.

Click on the "Detail Type" dropdown menu and select the appropriate type from the list. The list items vary depending on the item you select for "Account Type."

Next, include the name of your vendor contact, their e-mail address, and primary and secondary phone numbers.

If the vendor has assigned an alphanumeric code or number to your organization, enter it in the "Reference Number" box.

The screenshot shows the 'ADD VENDOR DETAILS' form with the following fields:

- Vendor Name\* (circled in red)
- Display Name
- Default Account\* (circled in red)
- + Add New Account
- Contact Name
- Contact Email Address
- Phone Number
- Secondary Phone Number
- Reference Number
- EIN
- Track for 1099
- Website URL
- Department
- Country
- Address Line 1

# FINANCIALS: VENDORS—CONTINUED

In the “EIN” box, enter the Employer Identification Number assigned to the vendor by the IRS. If you need to track transactions with this vendor to calculate the amount to enter on IRS Form 1099 so the vendor can report the income, activate the “Track for 1099” checkbox.

Enter the vendor’s web address in the “Website URL” box.

If your organization typically works with a specific vendor department, enter its name in the “Department” box.

Click on the “Country” dropdown menu and select the country that applies to the vendor’s address. Additionally, enter up to two lines of address information, along with the city, state/province/region, and ZIP or Postal Code.

Enter other comments and information about the vendor in the “Additional Notes” box.

In the “File Attachments” section, click on the “Add File Attachments” link and locate your file(s). Click on the name of the file to select it, or Shift-click to select multiple documents. Click on the “Open” button to continue. Upload one or more files up to 15 MB apiece in size.

To add a vendor logo or other graphic, click on the “Browse” button for the “Vendor Image” box and locate the image file on your computer. Upload a GIF, JPG, or PNG file that’s up to 15 MB in size.

When you are happy with your vendor setup, click on the “Save” button.

## Vendors Screen

The main VENDORS screen provides you with options to search, sort, and view overall vendor data.

Click on the “Download Vendor Data” button at the top right to download a CSV file that shows you all your vendor information in one spreadsheet-compatible document.

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## FINANCIALS: VENDORS - CONTINUED

The “Search Vendors” box enables you to search among your vendors to find entries that match specific criteria. To search all criteria at the same time, leave the Search dropdown menu set to “Search All.” To switch to a specific search category, click on the “Search All” dropdown menu and select Vendor Name, Account, Contact, Address, or E-mail Address. Click on the “Search” button to perform your search.

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| Alpine Creek                                     | Community Payments |                | 301-587-6200 | 3/26/2024   |         |
| Alpine Creek Clubhouse                           | Member Fees        | Tammy White    | 301-456-1287 | 3/26/2024   |         |
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- ◆ To sort your search results by one of the categories of information in the list of vendors, click on a column name or the pair of arrows to the left of the name. By default, the records sort in ascending order. To change the sort to descending order, click on the pair of arrows again.
- ◆ Click within the row for any vendor in the list to edit that item.

In the ACTIONS column, click on the three-dots menu to access more options.

- ◆ To view the details of a vendor listing, choose “View Vendor Info.”
- ◆ To edit vendor details, choose “Edit Vendor Info.”
- ◆ To edit the details of the account to which the vendor is assigned, choose “Edit Account.”
- ◆ If you no longer need or work with a specific vendor, choose “Deactivate Vendor.” Once you deactivate a vendor, it no longer appears in the list—but you can make it visible. In the top right corner of the “VENDORS” window, activate the “Show Inactive” toggle switch.
- ◆ To reactivate a deactivated vendor, choose “Reactivate Vendor.”
- ◆ To delete a deactivated vendor completely, choose “Delete Vendor.”
- ◆ To duplicate a vendor account, choose “Duplicate Vendor.”



If you have additional questions about the Financials Vendors, please visit the Support Desk through your Admin Dashboard and open a support ticket.