Defining Vendor Types in Accounts Payable

In Accounts Payable Define Lists, you can define Vendor Types. Vendor types let you categorize vendors by description. For example, you can use the description of Utility for all utility companies that you use, such as phone, water, electricity, and natural gas.

Defining Vendor lists before adding vendor records makes data entry easier. Once you assign the vendor type to vendors, you can group vendors by type in the vendor list to help you find vendors easier.

You can change or remove an item in any of the lists you defined for use in the vendor file. However, keep in mind that Vendor Type is the only list that is unique to vendors. All of the other lists are also used in the other Financial Suite modules.

1. Under Advanced Tools, click the Define Lists tab.
2. In the list, select Accounts Payable and click Go.
3. Under Available Lists, select Vendor Types, then click Add.
4. Enter a description for the type of vendor. If the vendor type is inactive, clear the Active checkbox.
5. To add another vendor type, select Add Another.
6. Click OK.

When editing a vendor type, the vendor records are updated also. If you change the type status to inactive, the vendor type remains attached to any vendor to which it is assigned.

1. Under Advanced Tools, click the Define Lists tab.
2. In the list, select Accounts Payable and click Go.
3. Under Available Lists, select Vendor Types, then click Edit.
4. Enter the revised information and click OK.

If a vendor type is assigned to vendors, ACS prompts you to clear the type from all vendors.

1. Under Advanced Tools, click the Define Lists tab.
2. In the list, select Accounts Payable and click Go.
3. Select the vendor type you want to delete, then click Delete.
4. When the confirmation message displays, click Yes.