

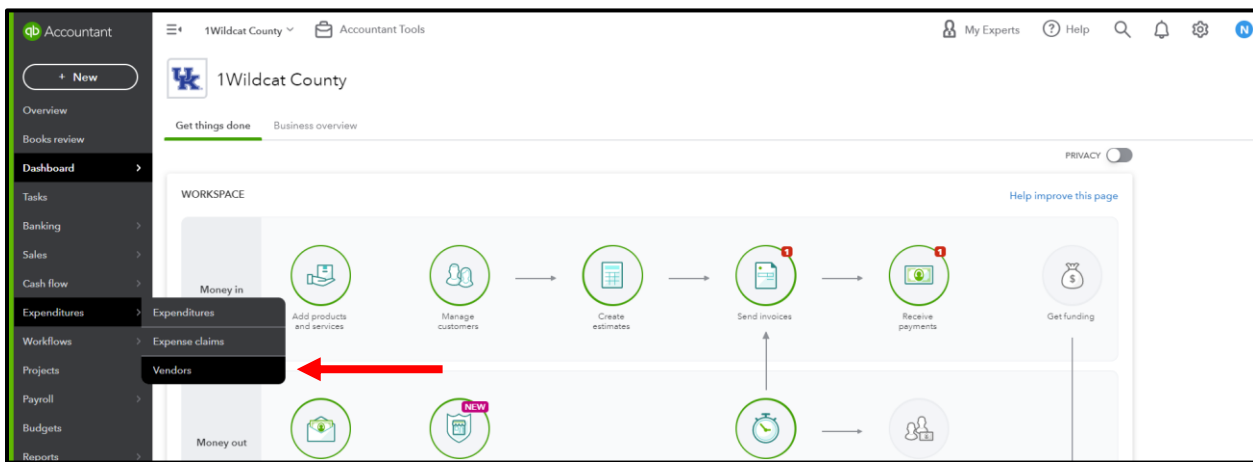
QuickBooks Online Vendor Maintenance

I. Purpose:

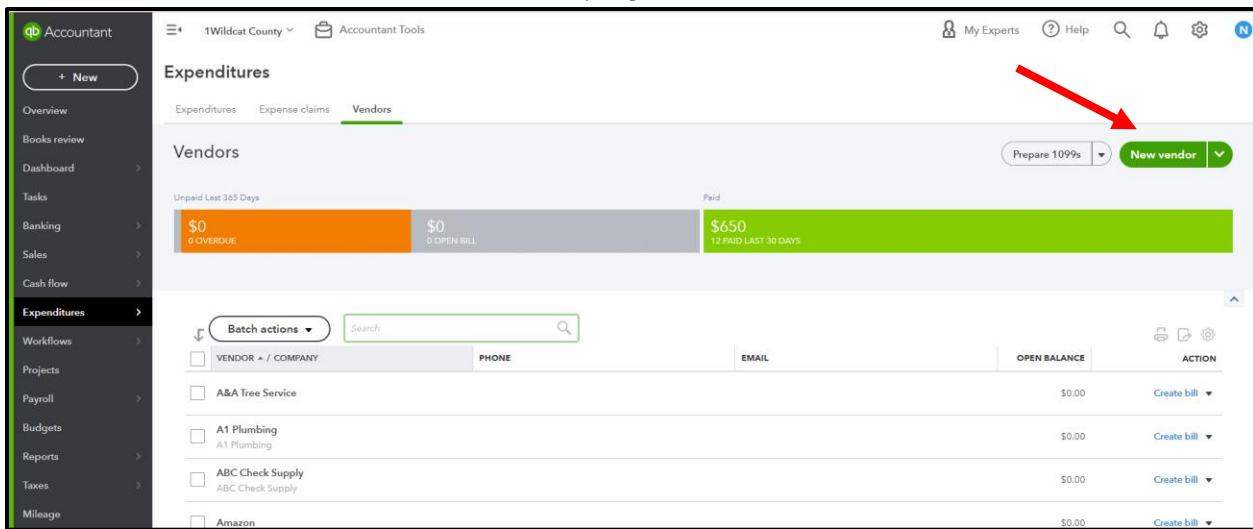
To create additional vendors or update existing vendor information in QuickBooks Online (QBO). This will prevent the Extension Business Operations (EBO) team from receiving checks intended for 4-H, FCS, etc., and to make sure the EBO team receives checks intended for our processing in a timely manner.

II. Procedures to Create a Vendor in QBO:

A. From the QBO Dashboard, find “Expenditures” in the left-hand navigation pane, and select “Vendors.”



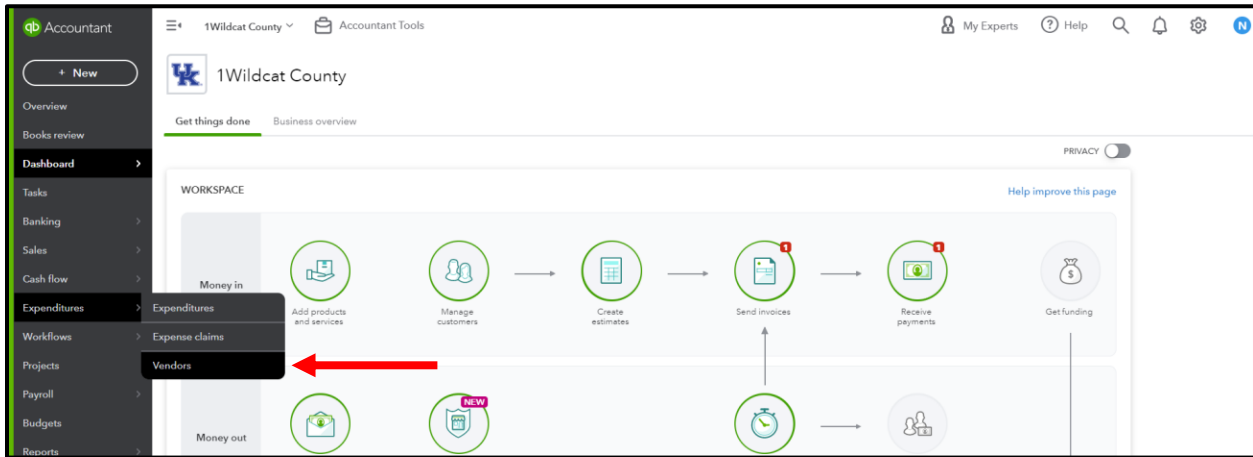
B. Select “New Vendor” in the top right-hand corner.



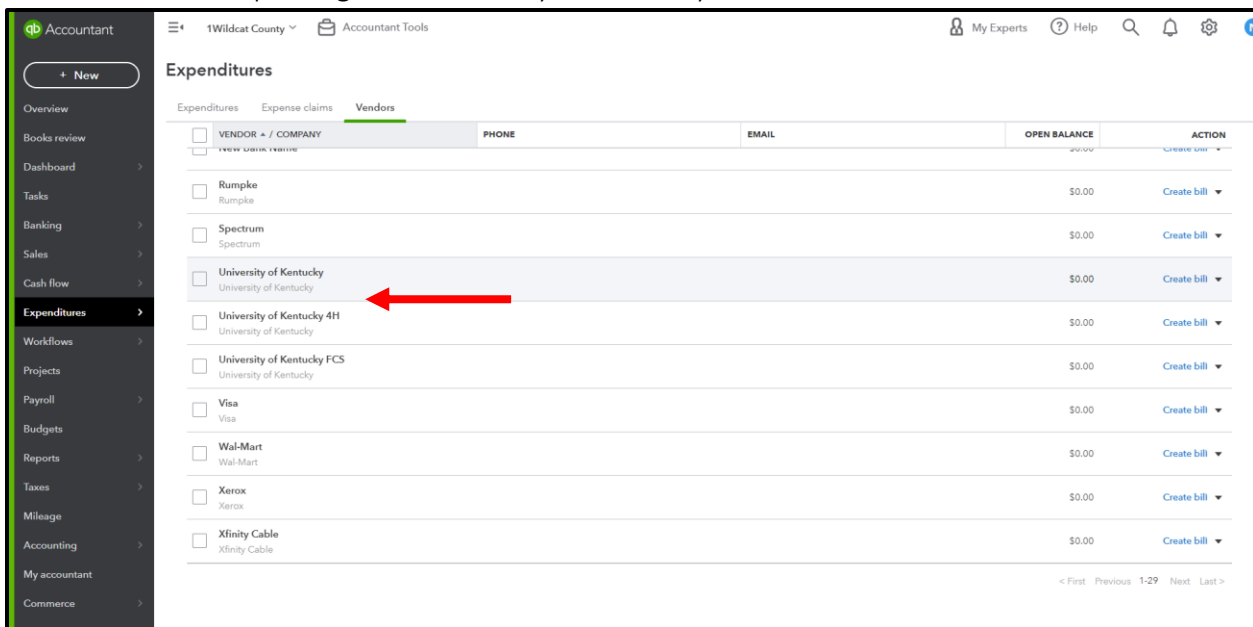
- C. QBO gives users the option to list the Company Name, Vendor Display Name, Name to print on checks, and Mailing Address, as ways to differentiate payments among vendors (e.g. UK EBO, UK 4-H, & UK FCS) within the University of Kentucky.
- D. Enter the appropriate information for the following fields:
1. Company Name
 2. Vendor Display Name
 - a) *Vendor Display Name will not be seen by Vendors and can be any combination of words or letters that would make it easily identifiable to the QBO user. This should match the invoice showing where a payment should be mailed.*
 3. Name to Print on Checks
 4. Address
 - a) *The "Address" section should correspond with the address on the invoice.*
- E. Hit "Save."

III. Procedures to Update a Vendor in QBO:

A. From the QBO Dashboard, find “Expenditures” in the left-hand navigation pane, and select “Vendors.”



B. Scroll down to select the vendor you would like to update. In the example that follows, we will be updating the “University of Kentucky” vendor.



C. From the Vendor Details Page in QBO, select "Edit" on the right-hand side.

The screenshot shows the 'Expenditures' page in QuickBooks Online. The 'Vendors' tab is selected, and the vendor 'University of Kentucky' is displayed. The address is 'University of Kentucky | N-106 Ag Science Center North 1100 South Limestone, Lexington, Kentucky 40546'. A note says 'Use this Vendor to Send MOA payment'. On the right, there are buttons for 'Edit' (highlighted with a red arrow) and 'New transaction'. Below the buttons, there are two balance indicators: '\$0.00 OPEN' and '\$0.00 OVERDUE'. The main area shows a 'Transaction List' with columns for DATE, TYPE, NO., PAYEE, CATEGORY, MEMO, TOTAL, and ACTION. Two transactions are listed for 10/14/2022, both checks for \$100.00 to University of Kentucky.

D. The Vendor Details Section will open.

The screenshot shows the 'Vendor' details form in QuickBooks Online. The 'Name and contact' section is visible, with a toolbar at the top containing icons for a person, location, edit, print, and delete. The form fields are as follows:

- Company name: University of Kentucky
- Vendor display name *: University of Kentucky (highlighted with a green border)
- Title: [Empty]
- First name: [Empty]
- Middle name: [Empty]
- Last name: [Empty]
- Suffix: [Empty]
- Email: [Empty]
- Phone number: [Empty]
- Mobile number: [Empty]
- Fax: [Empty]
- Other: [Empty]
- Website: [Empty]
- Name to print on checks: University of Kentucky

The 'Address' section is partially visible at the bottom.

E. QBO gives users the option to list the Company Name, Vendor Display Name, Name to print on checks, and Mailing Address, as ways to differentiate payments among vendors (e.g. UK EBO, UK 4-H, & UK FCS) within the University of Kentucky. The other fields in this section are optional and can be completed at the discretion of the QBO user.

1. The “Address” section should correspond with the address on the invoice. This should match the invoice showing where a payment should be mailed.
2. If you want to update the existing University of Kentucky Vendor to make a check out to University of Kentucky 4-H, then you will want the Company Name and Name to print on checks to correspond with University of Kentucky 4-H.
 - a) The Vendor Display Name is how a QBO User will differentiate among vendors, and this will not be shown on the printed QBO check.
 - b) The Company name should be listed as “[University of Kentucky](#),” the Vendor display name as “[University of Kentucky 4H](#),” and the Name to print on checks “[University of Kentucky](#).”

Name and contact

Company name: University of Kentucky

Vendor display name *: University of Kentucky 4H

Title:

First name:

Middle name:

Last name:

Suffix:

Email:

Phone number:

Mobile number:

Fax:

Other:

Website:

Name to print on checks: University of Kentucky

3. Update the Company Name, Vendor Display Name, Name to Print on Checks, and Address, as necessary.
4. Hit "Save."

IV. Conclusion:

- A. If a county makes payments to multiple departments within the University of Kentucky, it is necessary that each department be saved as its own Vendor in QBO.
- B. Once this has been done, it should look something like this:

The screenshot shows the 'Vendors' tab in the QBO interface. A table lists several vendors, each with a checkbox, name, address, phone, email, open balance, and an action button. The 'University of Kentucky' vendors are highlighted with pink boxes.

VENDOR - / COMPANY	PHONE	EMAIL	OPEN BALANCE	ACTION
<input type="checkbox"/> Rumpke Rumpke			\$0.00	Create bill
<input type="checkbox"/> Spectrum Spectrum			\$0.00	Create bill
<input type="checkbox"/> University of Kentucky 4H University of Kentucky			\$0.00	Create bill
<input type="checkbox"/> University of Kentucky EBO University of Kentucky			\$0.00	Create bill
<input type="checkbox"/> University of Kentucky FCS University of Kentucky			\$0.00	Create bill

- C. University of Kentucky 4H Vendor Details would show:

The screenshot shows the details for the 'University of Kentucky 4H' vendor. It includes the vendor name, address (212 Scovell Hall, Lexington, Kentucky 40546-0064), contact information (joey.barnard@uky.edu), and financial status: \$0.00 OPEN and \$0.00 OVERDUE.

- D. University of Kentucky EBO Vendor Details would show:

The screenshot shows the details for the 'University of Kentucky EBO' vendor. It includes the vendor name, address (N-106 Ag Science Center North 1100 South Limestone, Lexington, Kentucky 40546), a note to use this vendor for MOA payments, and financial status: \$0.00 OPEN and \$0.00 OVERDUE.

- E. University of Kentucky FCS Vendor Details would show:

The screenshot shows the details for the 'University of Kentucky FCS' vendor. It includes the vendor name, address (111 Main St., Lexington, Kentucky 40546), and financial status: \$0.00 OPEN and \$0.00 OVERDUE.