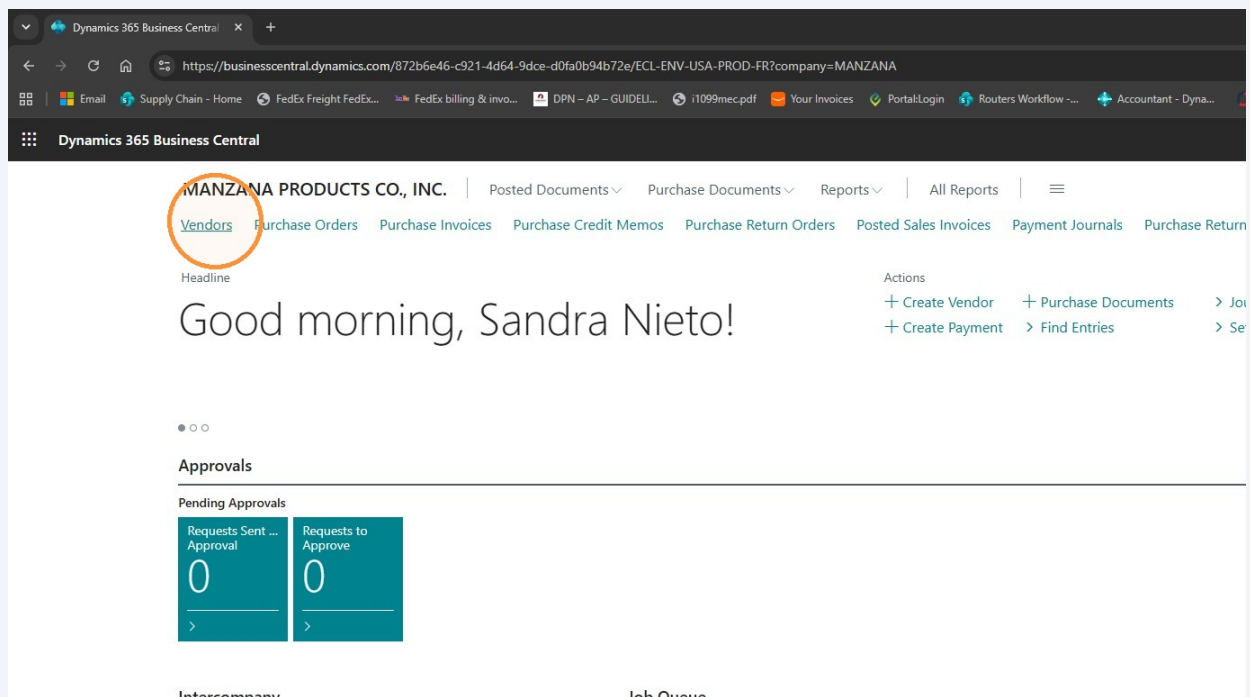


How to Create a New Vendor Record

Learn the essential steps to add a new vendor to your accounting system. This guide walks you through inputting contact information, selecting posting groups, and assigning purchaser codes to ensure your records are accurate. You'll learn how to setup banking information for ACH and document setup for automated emails for ACH remittances.

Create Vendor Record

1 Click "Vendors"



2 Click "New"

The screenshot shows the Dynamics 365 Business Central interface for the 'MANZANA PRODUCTS CO., INC.' vendor list. The '+ New' button is circled in orange. The table below lists various vendors with their details.

No.	Name	Purchaser Code	Federal ID No.	Vendor Posting Group	Balance (\$)	Balance Due (\$)
V000002	24-7 COURIER SERVICE			TRADE	0.00	0.00
V000003	TRUSTWELL	ACH	93-0777394	TRADE	0.00	0.00
V000004	A & E CONVEYOR SYSTEMS	ACH	58-1885392	TRADE	0.00	0.00
V000005	A&P CALIBRATIONS INC.			TRADE	0.00	0.00
V000008	DEPT OF ALCOHOLIC BEVERAGE CONT...			TRADE	0.00	0.00
V000010	SIMPLIFIERIFIED, LLC	ACH	46-5702338	TRADE	644.80	0.00
V000012	TFORCE FREIGHT	ACH	54-0481236	TRADE	0.00	0.00
V000013	OLYMPIC FRUIT COMPANY, LLC		91-1646615	TRADE	0.00	0.00
V000015	AETNA GROUP USA	ACH	30-0002784	TRADE	0.00	0.00
V000016	ASSOCIATED FLOW CONTROLS, INC.	ACH	94-2292001	TRADE	0.00	0.00
V000017	BLUE MARBLE RECYCLING		46-1837833	TRADE	0.00	0.00
V000020	AI /CAI INTERMODAL SERVICES		94-2943218	TRADE	0.00	0.00

3 Click "Name" enter the name of the vendor

The screenshot shows the Dynamics 365 Business Central 'Vendor Card' page for 'MANZANA'. The 'Name' field is circled in orange. The page displays various fields for vendor information, including General, Address & Contact, and Vendor Statistics.

General

Name: * [Field] Document Sending P... [Field]
Blocked: [Field] Search Name: [Field]
Privacy Blocked: [Field] Purchaser Code: [Field]
Last Date Modified: [Field] Disable Search by Na... [Field]
Balance (\$): 0.00 Sustainability Certific... [Field]
Balance (\$) As Custo...: 0.00 Carbon Pricing Paid: [Field]
Balance Due (\$): 0.00

Address & Contact

Address: [Field] Email: [Field]

Vendor Statistics

Vendor No. [Field]
Balance (\$) [Field]
Balance (\$) As Customer [Field]

4

If the vendor has selected payment via ACH, select ACH from the dropdown options from the Purchaser Code field.

The screenshot shows the 'Vendor' details page in a software application. The 'General' tab is active. The 'Purchaser Code' field is open, displaying a dropdown menu with the following options: 360MERCH, ACH, ACOSTA, ACOSTA_DAYMON, and ALISSA_T. The 'ACH' option is circled in orange. The background form shows fields for 'Name' (MORGAN INDUSTRIAL, INC), 'Search Name' (MORGAN INDUSTRIAL, INC), and 'Balance' (0.00). The 'Address & Contact' section is also visible.

5

Click "Address" enter street or PO Box information. You may also use this field for vendors who have a company name but need the W9 issued in their name such as with Tim Moore Machine or for an ATTN to.

Enter the City, State and Zip code in the appropriate fields

The screenshot shows the 'Vendor' details page in a software application. The 'Address & Contact' section is active. The 'Address' field is highlighted with an orange circle. The background form shows fields for 'Email', 'Fax No.', 'Home Page', 'Our Account No.', 'Language Code', 'Format Region', 'Contact', 'Primary Contact Code', and 'Contact'. The 'Vendor Statistics' section is also visible on the right side of the form.

Configure Posting Details

6 Select VENDORS as the Gen. Bus. Posting Group.

Home Request Approval New Document Vendor Prices & Discounts Report EDI More options

Contact Apply Template Send Email Pay Vendor Yaveon 365 Document Texts

Invoicing

Show less

x Registration No.		Self-Billing Agreement	☐
AT Registration Verif...		Price Calculation Met...	
AT Registration Status	Not Verified	Registration No.	
N		Withholding Tax Liable	☒
Copy Buy-from Addr...	Company	Posting Details	
x Liable	☒	Gen. Bus. Posting Gro...	* *
Vendor No.		Vendor Posting Group	* *
Link Communication	E English	Foreign Trade	
Voice Disc. Code	V001828	Currency Code	

Payments

Application Method	Manual	Creditor No.	
Payment Terms Code		Check Date Format	
Payment Method Code		Check Date Separator	

Details Attachments (0)

Vendor Picture

Code ↑	Description
OBSOLETE	Obsolete Vendors
SAMPLE	Sample Customer (only)
VENDOR COPACK	Vendor Outside Copacker
VENDOR EMP	Employee Reimbursement
VENDORS	Vendors

Show details Select from full list

7 Select TRADE as the Vendor Posting Group.

The screenshot shows a software interface for managing vendor details. The 'Vendor Posting Group' dropdown is open, displaying a list of options. The 'TRADE' option is highlighted with an orange circle. The form includes sections for Invoicing, Payments, and Foreign Trade.

Invoicing

Tax Registration No.
VAT Registration Verif... ..
VAT Registration Status Not Verified
GLN
Copy Buy-from Addr... .. Company
Tax Liab... ..
Vendor No.
Bank Communication E English
Invoice Disc. Code V001828

Payments

Application Method Manual
Payment Terms Code
Payment Method Code

Foreign Trade

Self-Billing Agreement
Price Calculation Met... ..
Registration No.
Withholding Tax Liab... ..
Gen. Bus. Posting Gro... .. VENDORS
Vendor Posting Group * ..
Currency Code

Vendor Details

Details Attachments (0)
Vendor Picture
Code ↑ Description
MANUFACTURERS MANUFACTURERS 828
OBSOLETE
REIMBURSE E EMP REIMBURSE 0.00
TRADE 0.00
USE TAX 0.00
+ New Show details Select from full list
Total (\$) 0.00
Overdue Amounts (...) 0.00

Complete Vendor Details

8 Click "Federal ID No." and enter the number from the vendor's W9

If you have the Payment Terms, select it from the dropdown. If not, come back and enter this information when you receive it.

The screenshot shows the 'Payments' form in Dynamics 365 Business Central. The 'Federal ID No.' field is highlighted with an orange circle. The 'Payment Terms Code' field is highlighted with an orange bar. The 'Legal Entity' dropdown is highlighted with an orange circle. The form includes sections for 'Payments' and 'Receiving' with various fields for application method, payment terms, priority, and bank information.

9 Click "Vendor"

The screenshot shows the 'Vendor Card' for 'V001828 · OMEGA MORGAN RIGGING' in Dynamics 365 Business Central. The 'Vendor' tab is highlighted with an orange circle. The 'Name' field is highlighted with an orange circle. The form includes a 'General' section with fields for Name, Blocked, Privacy Blocked, Last Date Modified, Balance (\$), and Balance Due (\$). The 'Vendor' tab is also highlighted with an orange circle.

10 Click "Bank Accounts"

The screenshot shows the 'Vendor Card' for 'V001828 · OMEGA MORGAN RIGGING' in the Business Central interface. The 'Bank Accounts' tab is highlighted with an orange circle. The 'General' section displays various fields including Name, Blocked, Privacy Blocked, Last Date Modified, Balance (\$), and Document Sending P... The 'Summary' section on the right shows 'Details' and 'Attachments (0)'. The 'Vendor Picture' section is also visible.

11 Click "New"

The screenshot shows the 'Vendor Bank Account List' for 'V001828 · OMEGA MORGAN RIGGING' in the Business Central interface. The '+ New' button is highlighted with an orange circle. The list is currently empty, with the message '(There is nothing to show in this view)'. The 'Manage' button is also visible.

12 Click "Code" and enter the vendor's # space - space ACH

The screenshot shows the Dynamics 365 Business Central interface for a Vendor Bank Account Card. The card is titled 'Vendor Bank Account Card' and 'V001828'. The 'General' section is active, showing fields for Code, Name, Address, Address 2, City, ZIP Code, and Country/Region Code. The 'Code' field is highlighted with an orange circle and contains the text 'V001828 - ACH'. To the right of the 'Code' field, there are fields for Phone No., Contact, Currency Code, Bank Code, Bank Branch No., Bank Account No., and Transit No. The 'Communication' section is also visible, with fields for Fax No., Email, and Home Page.

13 Enter the bank name in the Name field

The screenshot shows the Dynamics 365 Business Central interface for a Vendor Bank Account Card. The card is titled 'Vendor Bank Account Card' and 'V001828 · V001828 - ACH'. The 'General' section is active, showing fields for Code, Name, Address, Address 2, City, ZIP Code, and Country/Region Code. The 'Name' field is highlighted with an orange circle and contains the text 'CIBC BANK USA'. To the right of the 'Name' field, there are fields for Phone No., Contact, Currency Code, Bank Code, Bank Branch No., Bank Account No., and Transit No. The 'Communication' section is also visible, with fields for Fax No., Email, and Home Page. The 'Transfer' section is visible at the bottom, with fields for Bank Clearing Code and Use for Electronic Payments.

14 Click "Bank Account No." and enter the account number

ANK USA

8 - ACH

ANK USA

Phone No.

Contact

Currency Code

Bank Code

Bank Branch No.

Bank Account No.

Transit No.

Home Page

Use for Electronic Payments

✓ Saved

Show less

Show more

The screenshot shows a form for setting up a bank account. The 'Bank Account No.' field is highlighted with an orange circle. The form includes fields for Phone No., Contact, Currency Code, Bank Code, Bank Branch No., Bank Account No., Transit No., Home Page, and a toggle for 'Use for Electronic Payments'. The top right corner shows a 'Saved' status.

15 Click "Transit No." enter the ABA number

ANK USA

8 - ACH

ANK USA

Phone No.

Contact

Currency Code

Bank Code

Bank Branch No.

Bank Account No.

Transit No.

Home Page

Use for Electronic Payments

✓ Saved

Show less

Show more

The screenshot shows the same form as in step 14, but now the 'Transit No.' field is highlighted with an orange circle. The 'Bank Account No.' field now contains the text '27264'. The 'Use for Electronic Payments' toggle is still off.

16

Click "Use for Electronic Payments" and switch it to the right to use this electronic payments

8 - ACH	Phone No.	
UNK USA	Contact	
	Currency Code	
	Bank Code	
IO	Bank Branch No.	
	Bank Account No.	2726491
	Transit No.	071006486
Show less		
	Home Page	
Show more		
	Use for Electronic Payments	☒

17

Click "Back"

Vendor Bank Account Card · V001828 - ACH · CIBC BANK USA

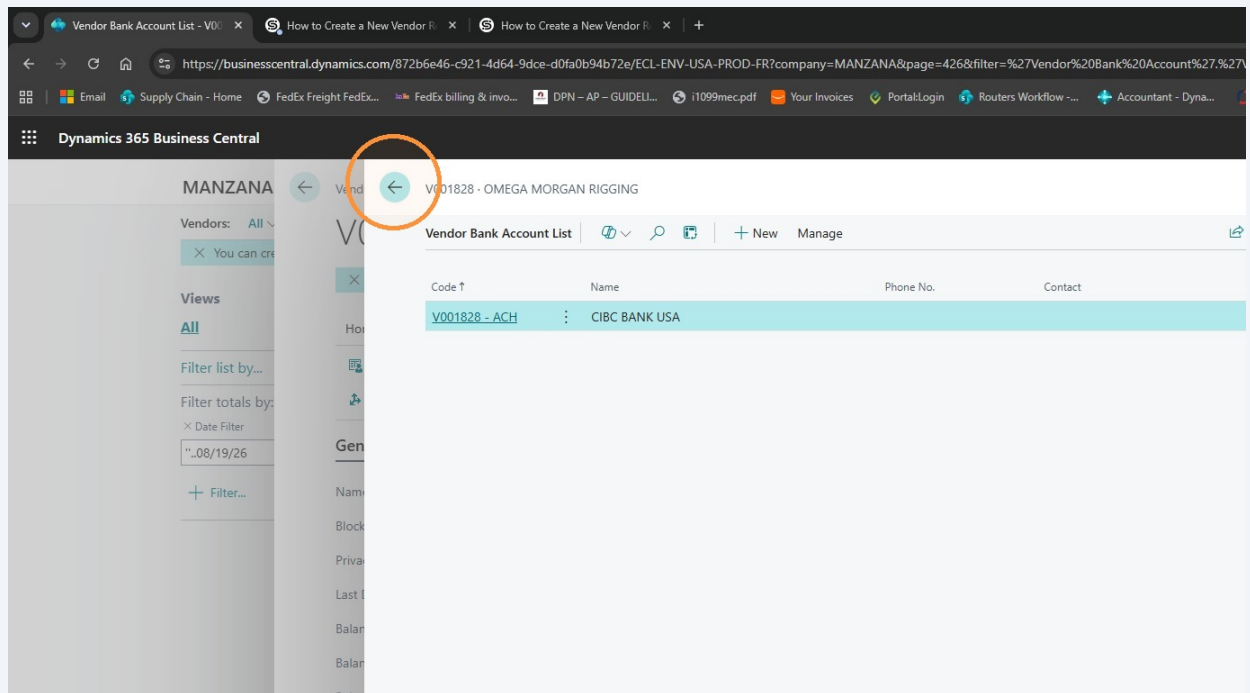
General

Code	V001828 - ACH	Phone No.	
Name	CIBC BANK USA	Contact	
Address		Currency Code	
Address 2		Bank Code	
City	CHICAGO	Bank Branch No.	
ZIP Code		Bank Account No.	27
Country/Region Code		Transit No.	07

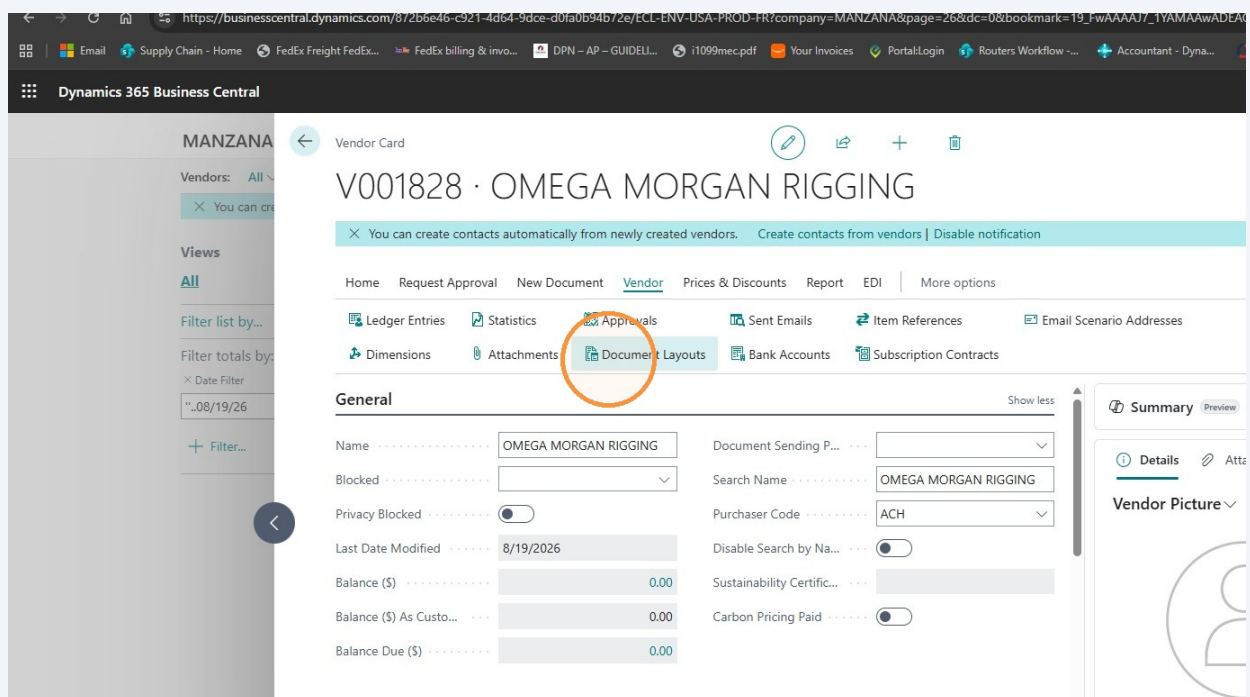
Communication

Fax No.		Home Page	
Email			

18 Click "Back"



19 Click "Document Layouts"



20 Click "Vendor Report Selections"

Document Layouts - V001828 - OMEGA MORGAN RIGGING

+ New Edit List Delete Copy from Report Selection Select Email from Contacts

Usage	Report ID	Report Name	Send To Email	Use for Email Body	Use for Email Attach...	Email Body Layout
Purchase Order	0			☐	☒	
Purchase Order						
Vendor Remittance						
Vendor Remittance - Posted Entries						
Posted Return Shipment						
Corporate Design						

21 Click "Report ID" enter 11383 - this selection is for the automatic remittance email that will occur when processing the Export in the ACH payment journal

Document Layouts - V001828 - OMEGA MORGAN RIGGING

+ New Edit List Delete Copy from Report Selection Select Email from Contacts

Usage	Report ID	Report Name	Send To Email	Use for Email Body	Use for Email Attach...	Email Body Layout
Vendor Remittance	0			☐	☒	

22

In the Send to Email field enter the vendors email address with a semi colon following enter AP email address

The screenshot shows the Dynamics 365 Business Central interface. The browser address bar displays a URL from businesscentral.dynamics.com. The page title is 'Document Layouts - V001828 · OMEGA MORGAN RIGGING'. Below the title, there are action buttons: '+ New', 'Edit List', 'Delete', 'Copy from Report Selection', and 'Select Email from Contacts'. A table lists document layouts with columns: Usage, Report ID, Report Name, Send To Email, Use for Email Body, Use for Email Attach..., and Email Body Layout. The first row is highlighted, showing 'Vendor Remittan...' as Usage, '11383' as Report ID, 'Export Electronic Payments' as Report Name, and the 'Send To Email' field containing 'IEGAMORGAN.COM; AP@MANZANAPRODUCTSCO.COM ...'. The 'Send To Email' field is circled in orange.

Usage	Report ID	Report Name	Send To Email	Use for Email Body	Use for Email Attach...	Email Body Layout
→ Vendor Remittan...	11383	Export Electronic Payments	IEGAMORGAN.COM; AP@MANZANAPRODUCTSCO.COM ...	☐	☒	

23

Click "Vendor Report Selections"

The screenshot shows the same Dynamics 365 Business Central interface. The 'Usage' dropdown menu is open, showing a list of options: 'Vendor Remittan...', 'Purchase Order', 'Purchase Order', 'Vendor Remittance', 'Vendor Remittance - Posted Entries' (which is highlighted and circled in orange), 'Posted Return Shipment', and 'Corporate Design'. The table below the dropdown shows the same data as the previous screenshot, but with the 'Send To Email' field now containing 'BILLING@OMEGAMORGAN.COM; AP@MANZANAPRODUC...'. The 'Send To Email' field is also circled in orange.

Usage	Report ID	Report Name	Send To Email	Use for Email Body	Use for Email Attach...	Email Body Layout
→ Vendor Remittan...	11383	Export Electronic Payments	BILLING@OMEGAMORGAN.COM; AP@MANZANAPRODUC...	☐	☒	
Purchase Order	0			☐	☒	

24

Click "Report ID" enter 400, this report is for the option to be able to send the remittance information after the ACH export file has been completed.

The screenshot shows the Dynamics 365 Business Central interface. The page title is "Document Layouts - V001828 - OMEGA MORGAN RIGGING". Below the title bar, there are action buttons: "New", "Edit List", "Delete", "Copy from Report Selection", and "Select Email from Contacts". A table is displayed with the following columns: "Usage", "Report ID", "Report Name", "Send To Email", "Use for Email Body", "Use for Email Attach...", and "Email Body Layout". The table contains two rows. The first row has "Vendor Remittan..." in the Usage column, "11-83" in the Report ID column (circled in orange), "Export Electronic Payments" in the Report Name column, and "BILLING@OMEGAMORGAN.COM; AP@MANZANAPRODUC..." in the Send To Email column. The second row has "Vendor Remitta" in the Usage column, an empty Report ID field, and an empty Report Name column. The "Use for Email Body" and "Use for Email Attach..." columns have checkboxes, and the "Email Body Layout" column has a dropdown menu.

Usage	Report ID	Report Name	Send To Email	Use for Email Body	Use for Email Attach...	Email Body Layout
Vendor Remittan...	11-83	Export Electronic Payments	BILLING@OMEGAMORGAN.COM; AP@MANZANAPRODUC...	☐	☒	-
→ Vendor Remitta				☐	☒	

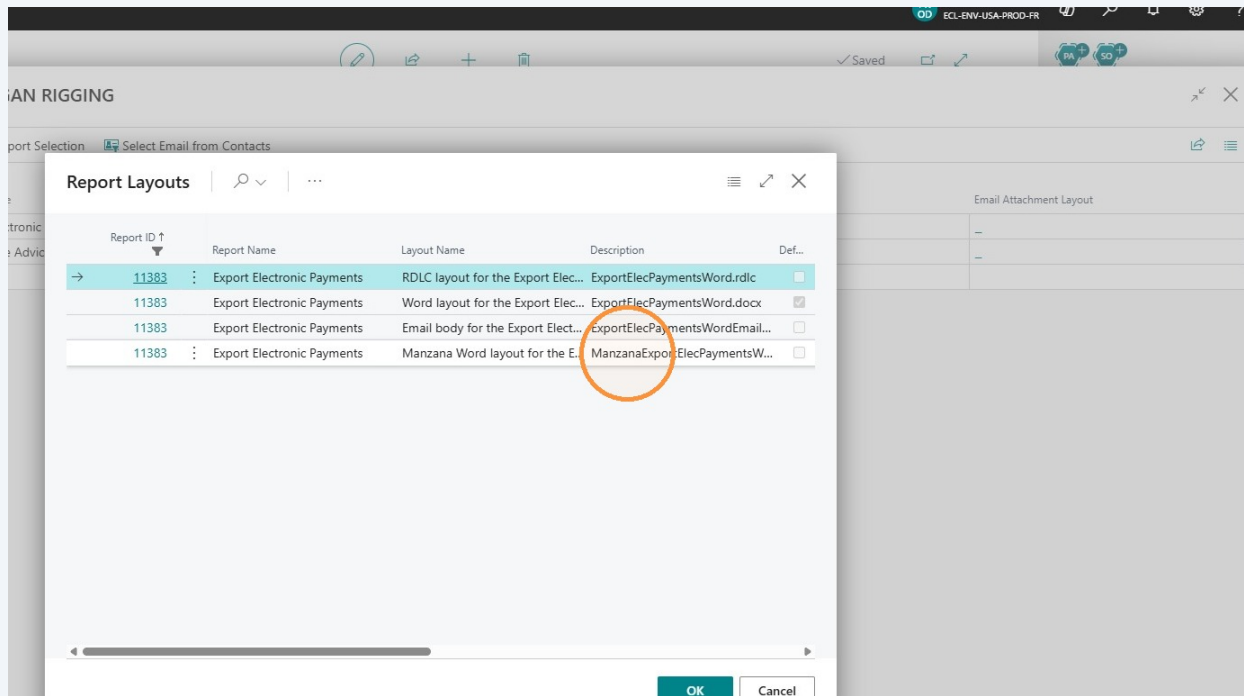
25

Click "Email Body Layout " click on the dash to bring up drop down option of email formats. You won't be able to select the dropdowns until the 400 report is selected

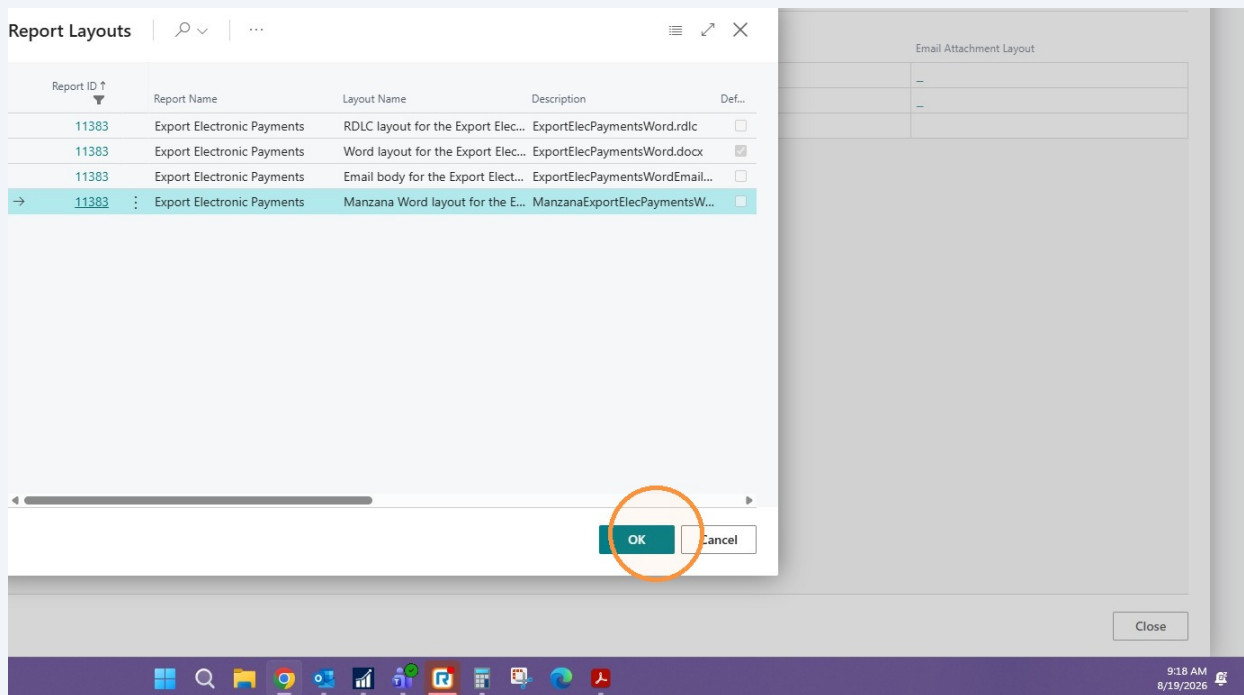
The screenshot shows the Dynamics 365 Business Central interface. The page title is "Document Layouts - V001828 - OMEGA MORGAN RIGGING". Below the title bar, there are action buttons: "New", "Edit List", "Delete", "Copy from Report Selection", and "Select Email from Contacts". A table is displayed with the following columns: "Usage", "Report ID", "Report Name", "Send To Email", "Use for Email Body", "Use for Email Attach...", "Email Body Layout", and "Email Attachment Layout". The table contains two rows. The first row has "Vendor Remittan..." in the Usage column, "11-83" in the Report ID column, "Export Electronic Payments" in the Report Name column, and "BILLING@OMEGAMORGAN.COM; AP@MANZANAPRODUC..." in the Send To Email column. The second row has "Vendor Remitta" in the Usage column, an empty Report ID field, and an empty Report Name column. The "Email Body Layout" column has a dropdown menu that is open, showing a list of email formats. The "Email Attachment Layout" column has a dropdown menu that is also open, showing a list of email attachment layouts.

Usage	Report ID	Report Name	Send To Email	Use for Email Body	Use for Email Attach...	Email Body Layout	Email Attachment Layout
Vendor Remittan...	11-83	Export Electronic Payments	BILLING@OMEGAMORGAN.COM; AP@MANZANAPRODUC...	☐	☒	-	-
Vendor Remitta				☐	☒		

26 Click "Description ManzanaExportElecPaymentsWord.docx"

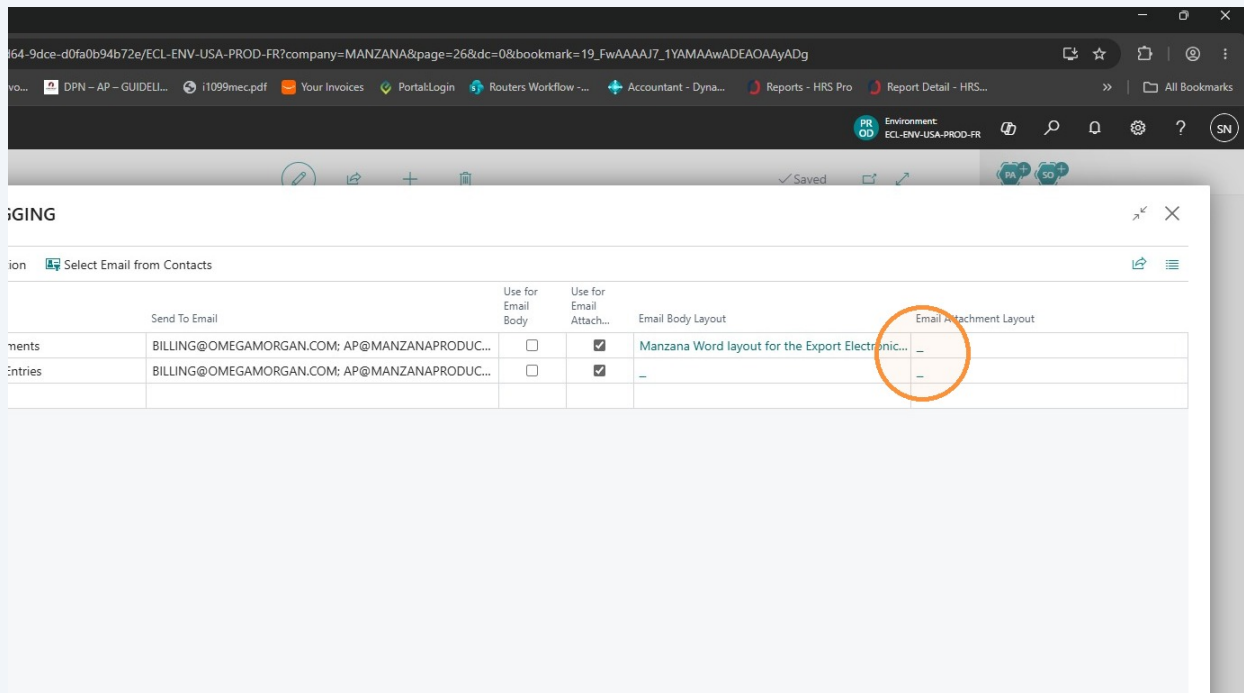


27 Click "OK"



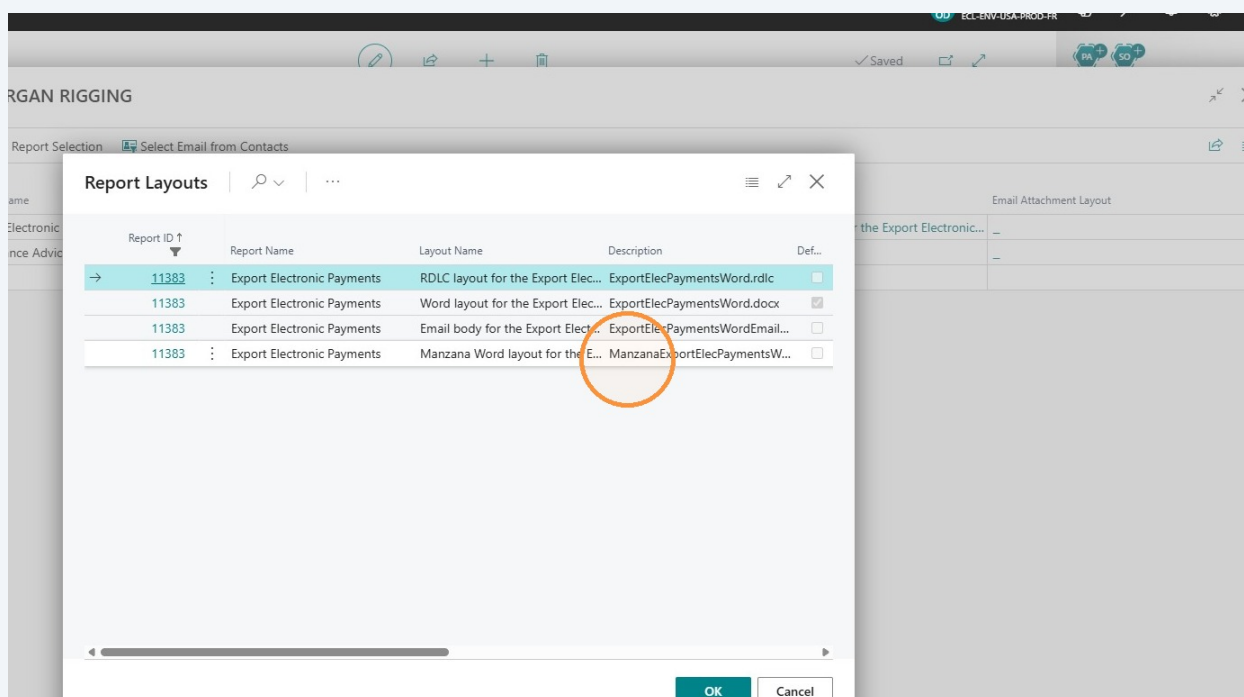
28

Click "Email Attachment Layout (Blank)" click on the dash to bring up drop down option of email formats

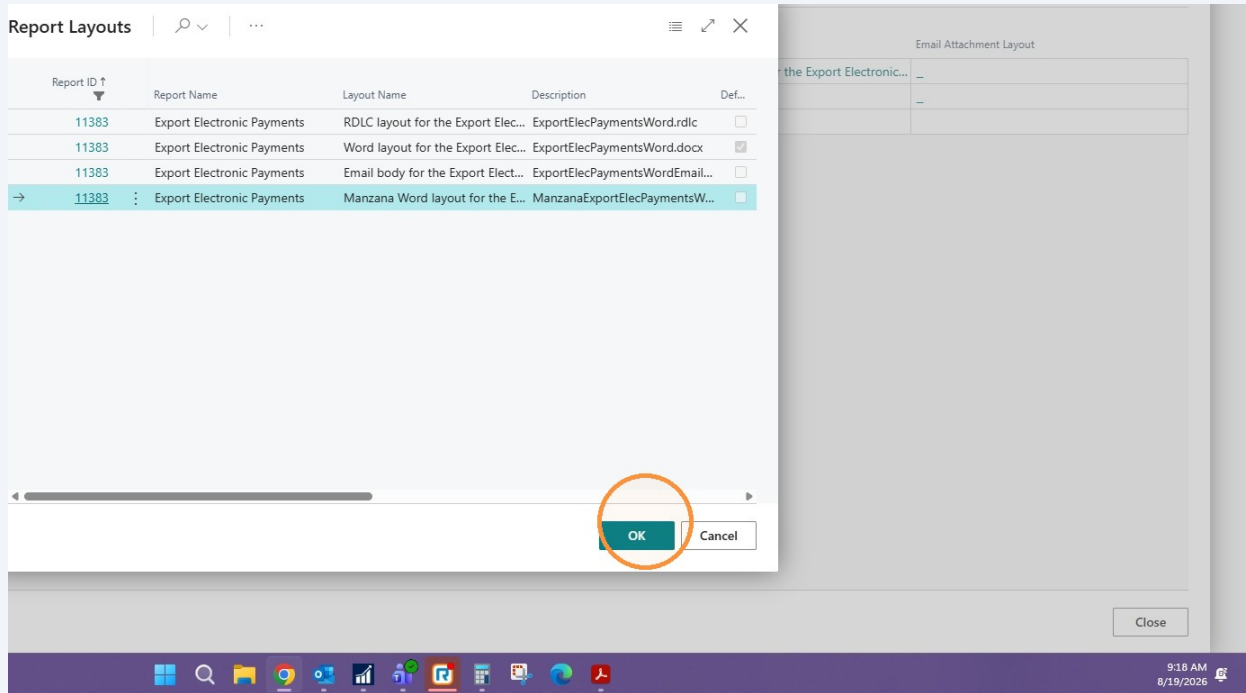


29

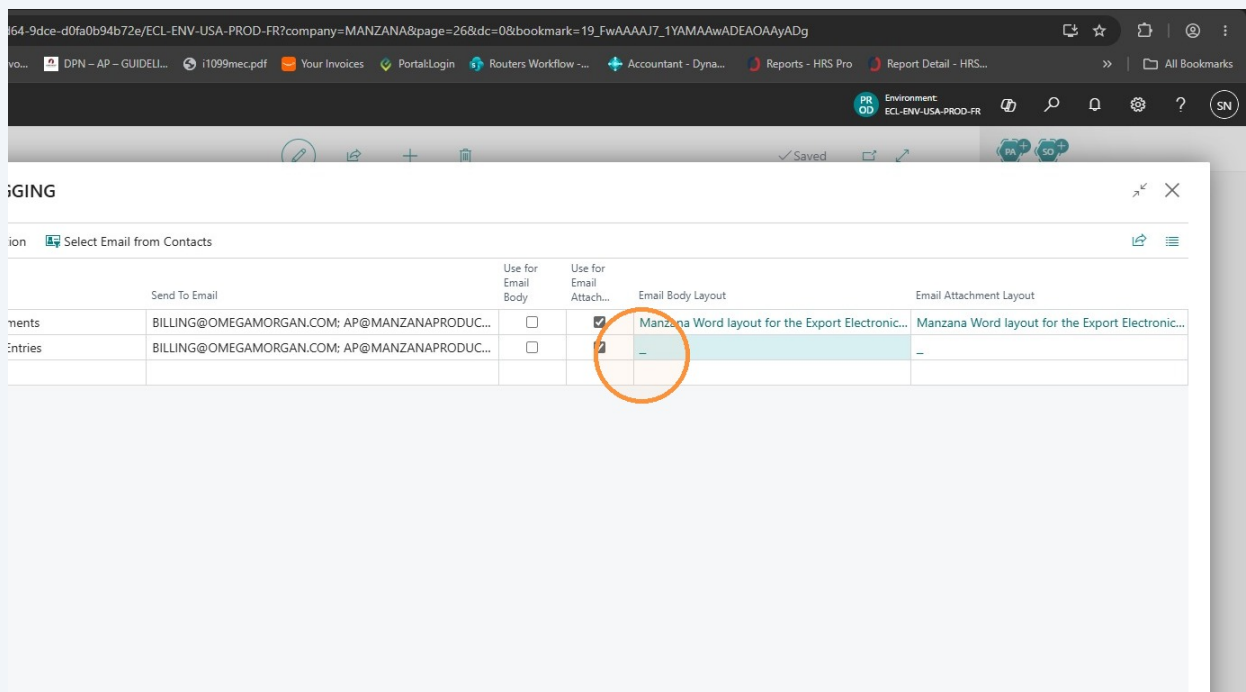
Click "Description ManzanaExportElecPaymentsWord.docx"



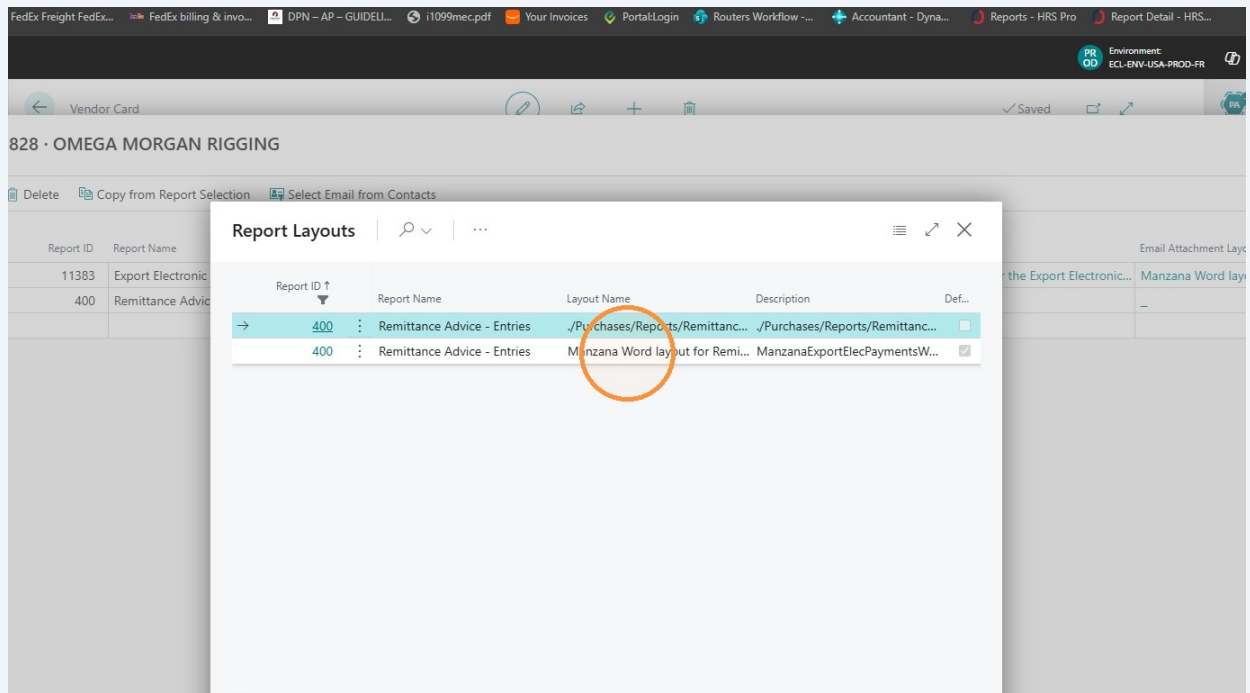
30 Click "OK"



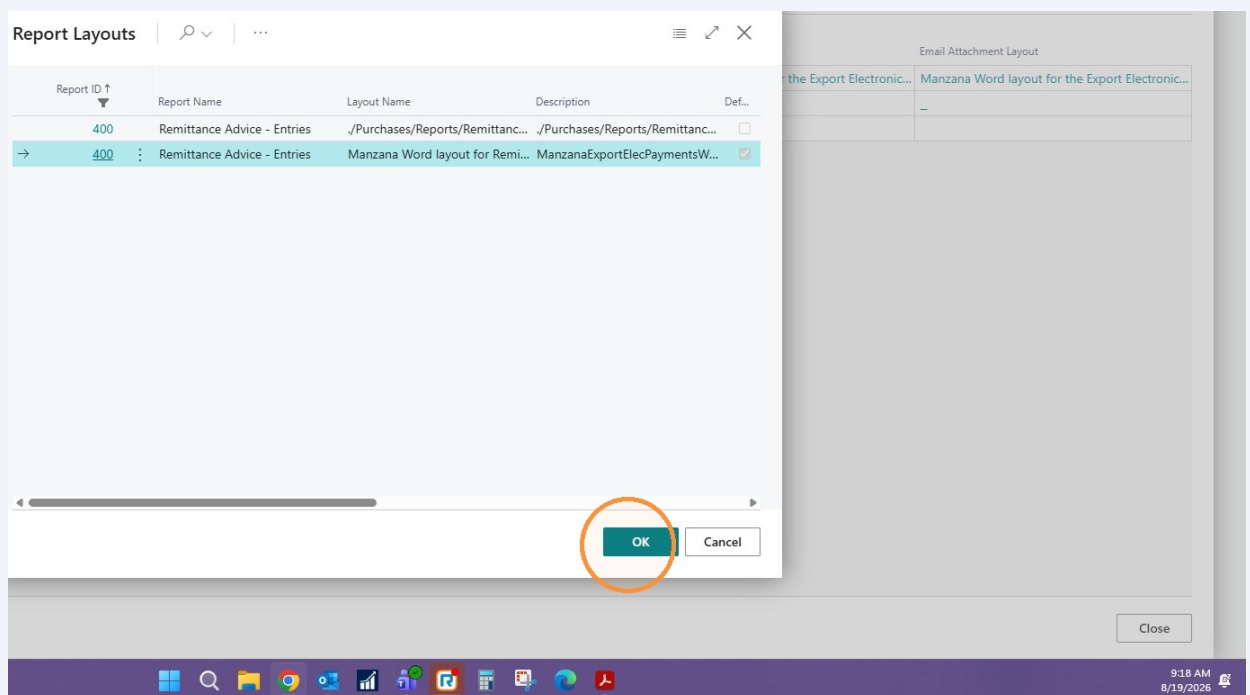
31 Click "Email Body Layout " click on the dash to bring up drop down option of email formats



32 Click "Layout Name Manzana Word layout for Remittance Advice - Entries"

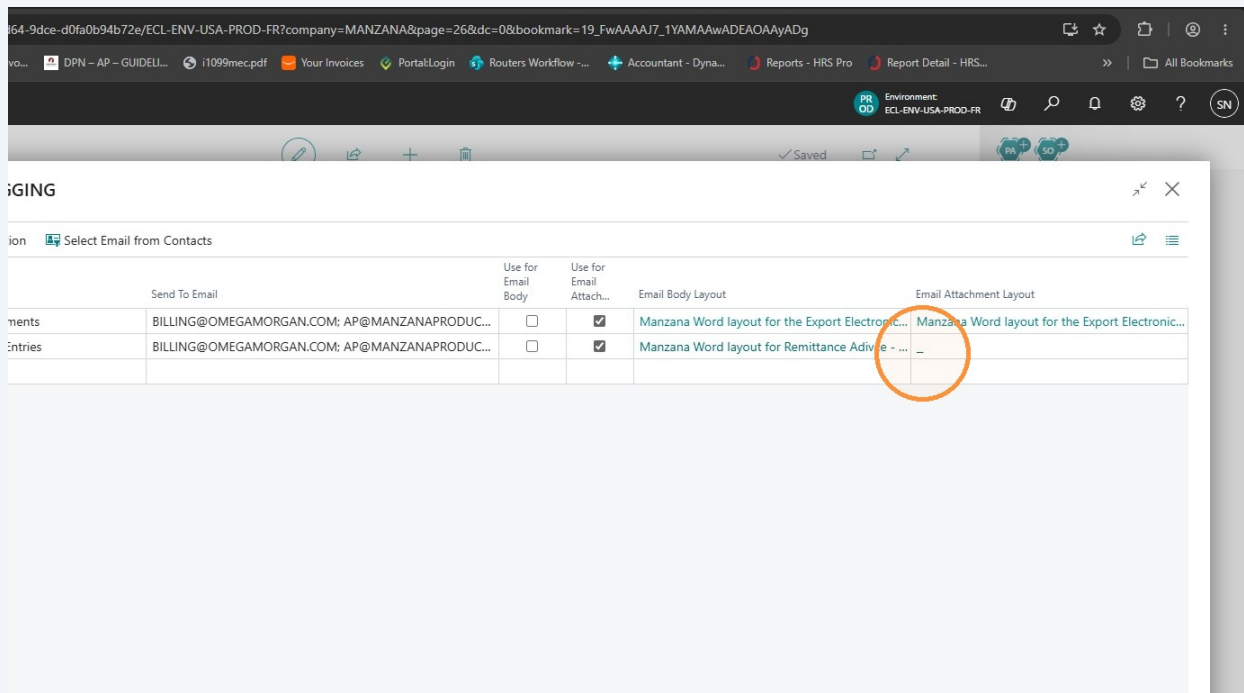


33 Click "OK"



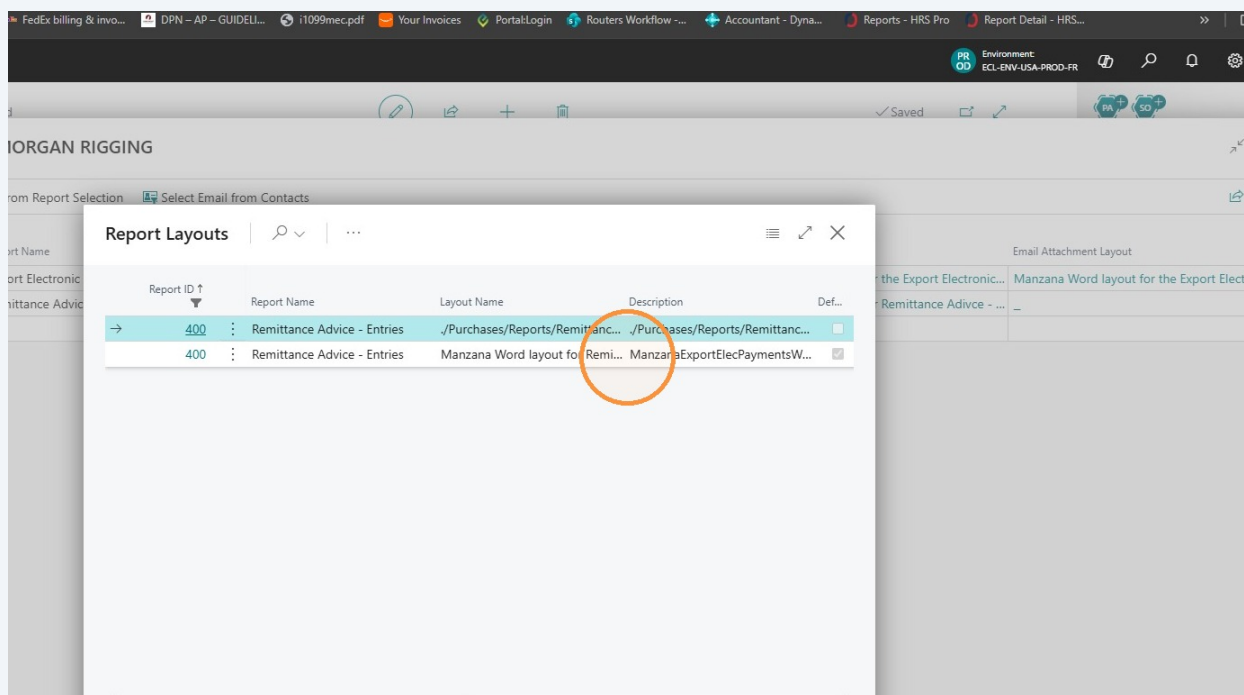
34

Click "Email Attachment Layout (Blank)" click on the dash to bring up drop down option of email formats

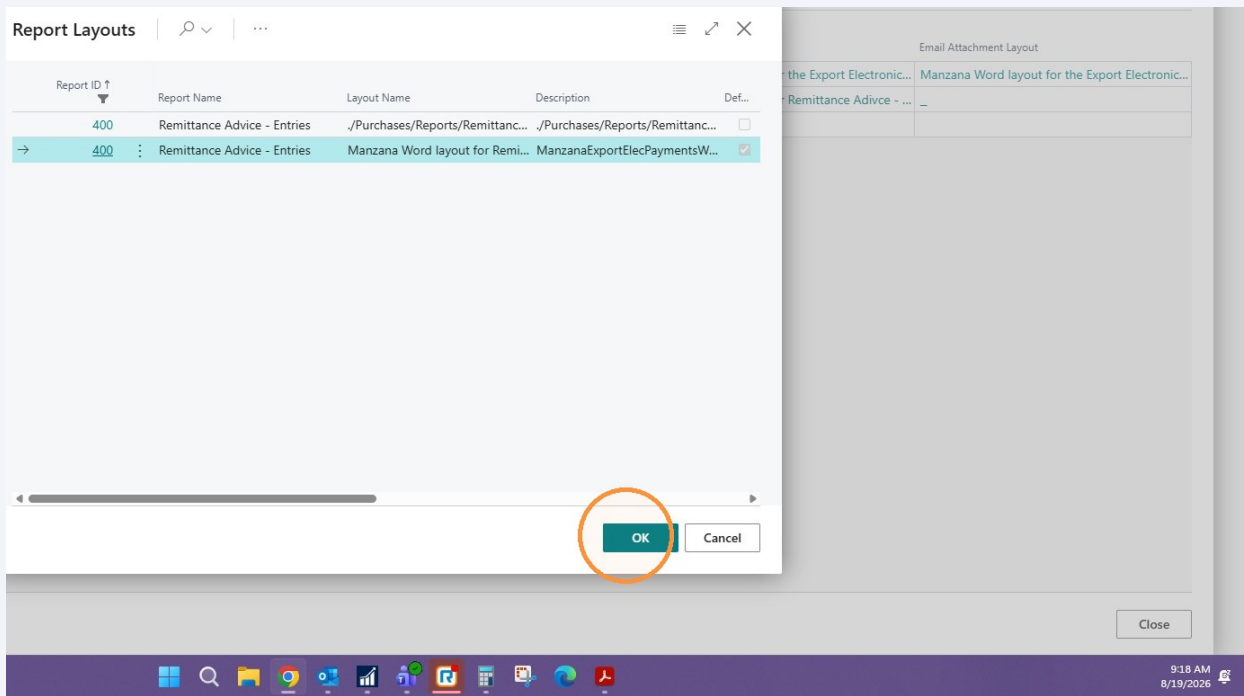


35

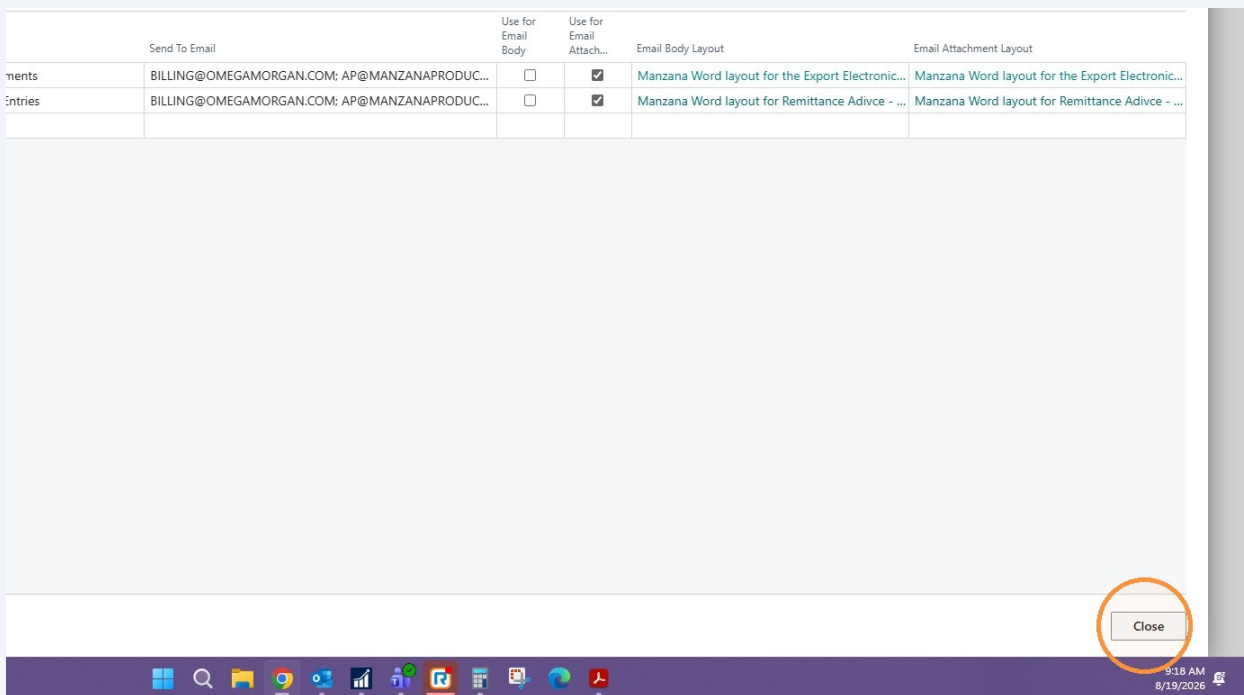
Click "Description ManzanaExportElecPaymentsWord.docx"



36 Click "OK"



37 Click "Close"



38 Click "Choose a value for Payment Method Code"

Views
All
Filter list by...
Filter totals by...
Date Filter
08/19/26
Filter...

Home Request Approval New Document **Vendor** Prices & Discounts Report EDI More options

Ledger Entries Statistics Approvals Sent Emails Item References Email Scenario Addresses
Dimensions Attachments Document Layouts Bank Accounts Subscription Contracts

Payments Show more

Application Method Manual Creditor No.
Payment Terms Code Check Date Format
Payment Method Code Manual Check Date Separator
Priority 0 IRS Reporting Period
Block Payment Tolerance
Preferred Bank Account
Partner Type
Cash Flow Payment Type
Federal ID No. 93-10624427
Tax Identification Type Legal Entity

IRS 1099 Form No.
IRS 1099 Form Box No.
Receiving 1099 E-Form
E-Mail For IRS
FATCA Requirement

Receiving

Location Code Lead Time Calculation

Summary Preview
Details Attachment
Vendor Picture
Vendor Statistics
Vendor No.
Balance (\$)
Balance (\$) As Customer
Outstanding Orders (\$)

39 Click "Code, sorted in Ascending order ACH"

Views
All
Filter list by...
Filter totals by...
Date Filter
08/19/26
Filter...

Home Request Approval New Document **Vendor** Prices & Discounts Report EDI More options

Ledger Entries Statistics Approvals Sent Emails Item References Email Scenario Addresses
Dimensions Attachments Document Layouts Bank Accounts Subscription Contracts

Payments Show more

Application Method Manual Creditor No.
Payment Terms Code Check Date Format
Payment Method Code ACH Check Date Separator
Priority 0 IRS Reporting Period
Block Payment Tolerance
Preferred Bank Account
Partner Type
Cash Flow Payment Type
Federal ID No. 93-10624427
Tax Identification Type Legal Entity

IRS 1099 Form No.
IRS 1099 Form Box No.
Receiving 1099 E-Form
E-Mail For IRS
FATCA Requirement

Receiving

Location Code Lead Time Calculation

Summary Preview
Details Attachment
Vendor Picture
Vendor Statistics
Vendor No.
Balance (\$)
Balance (\$) As Customer
Outstanding Orders (\$)

40 Click "Choose a value for Preferred Bank Account Code"

Views
All
Filter list by...
Filter totals by...
Date Filter
08/19/26
Filter...

You can create contacts automatically from newly created vendors. Create contacts from vendors | Disable notification

Home Request Approval New Document **Vendor** Prices & Discounts Report EDI More options

Ledger Entries Statistics Approvals Sent Emails Item References Email Scenario Addresses
Dimensions Attachments Document Layouts Bank Accounts Subscription Contracts

Payment Terms Code
Payment Method Code ACH
Priority 0
Block Payment Tolerance
Preferred Bank Account Code
Partner Type
Cash Flow Payment Type
Federal ID No. 93-10624427
Tax Identification Type Legal Entity

Check Date Format
Check Date Separator
IRS Reporting Period
IRS 1099 Form No.
IRS 1099 Form Box No.
Receiving 1099 E-For...
E-Mail For IRS
FATCA Requirement

Receiving

Location Code
Receipt Bin Code
Shipment Bin Code

Lead Time Calculation
Customized Calendar No
Receive E-Document ... Purchase Order

Summary Preview
Details Attachment
Vendor Picture
Vendor Statistics
Vendor No.
Balance (\$)
Balance (\$) As Customer
Outstanding Orders (\$)
Amt. Recd. Not Invd. (\$)

41 Click "Code, sorted in Ascending order V001828 - ACH"

Views
All
Filter list by...
Filter totals by...
Date Filter
08/19/26
Filter...

Home Request Approval New Document **Vendor** Prices & Discounts Report EDI More options

Ledger Entries Statistics Approvals Sent Emails Item References Email Scenario Addresses
Dimensions Attachments Document Layouts Bank Accounts Subscription Contracts

Payment Terms Code
Payment Method Code ACH
Priority 0
Block Payment Tolerance
Preferred Bank Account Code
Partner Type
Cash Flow Payment Type
Federal ID No.
Tax Identification Type

Check Date Format
Check Date Separator
IRS Reporting Period
IRS 1099 Form No.
IRS 1099 Form Box No.

Receiving

Location Code
Receipt Bin Code
Shipment Bin Code

Lead Time Calculation
Customized Calendar No
Receive E-Document ... Purchase Order

Summary Preview
Details Attachment
Vendor Picture
Vendor Statistics
Vendor No.
Balance (\$)
Balance (\$) As Customer
Outstanding Orders (\$)
Amt. Recd. Not Invd. (\$)

Code Name
V001828 - ACH CIBC BANK
+ New Show details Select from full list

42 Click "Back"

