

How to Setup Vendor Account in CS for Direct Deposit Payments

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On the Main tab

1. Add a **unique ID** number for **every** vendor. (*Do NOT leave the ID blank. Also, avoid leading zeros and empty spaces.*)
2. Add EIN/SSN numbers for 1099 Recipient type vendors.
3. Add as much account & contact information as possible.
4. In the **Payment Preferences** section:
 - a. Select the default **Bank Account** from which to generate payments, and
 - b. Select the default **Method** by which to pay this vendor. (Select **Direct Deposit** to enable DD payments.)

On the Accounts Payable tab

5. Select the GL number from the Accounts Payable drop-down menu.

On the Agent tab

6. Complete the fields on this tab for any Tax Agent or Payroll Agent type vendors.

Form Selection	Box	Description	Box
1099-NEC	1	Nonemployee Comp	

On the 1099 Properties tab

7. If the Vendor type is a 1099 Vendor, update this tab.

On the Distributions tab

8. Add default invoice information:
 - a. Select GL Account number from the drop-down menu.
 - b. Add a different distribution description if you don't want to use the default description for the GL number.
 - c. Add values to the amount column to create default transaction amounts.
 - d. Update the 1099 field, as necessary. (*e.g., rent is usually 1099 items, but CAM is not.*)

GL Account	Description	Amount	1099
76000	Contract Labor	0.00	1099

On the Direct Deposit tab

9. Update the following fields to enable DD vendor payments:
 - a. Bank = Vendor's Bank Routing Number
 - b. Account Number = Vendor's Bank Account Number
 - c. Account Type = Checking (almost always)
 - d. Amount = empty (unless payments are made to multiple accounts per vendor in set amounts)
 - e. Percent = 100% (unless payments are made to multiple accounts per vendor in percentage amounts)
 - f. Status = Approved

Bank	Account Number	Account Type	IAT	Amount	Percent	Status
		Checking			100.00 %	Approved