

RSQ(TM) Vendor Database



The vendor database holds all the personal information about your vendors. The program pulls information from this database for use with purchasing and parts. To find out more about the convenience of this feature please refer to the topics below.

Adding a Vendor to the Database

Editing a Vendor Information

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Reports & Mass Update Features

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Year To Date Report

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Clear Year To Date Amounts

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Adding a Vendor to the Database

To add a vendor to the database, you will need to be in the Vendor Database area of RSQ(TM). To do this select Vendor Database from the main menu, or click on the icon with the V on it.

Once in the Vendor Database, click on the Add Record button. You will be presented with a series of dialog boxes asking for the vendors name, address, phone number, state, and zip code.

After you have added a vendor, you will want to sort the vendor database. This will keep all your records in alphabetical order, for when you want to pull up a vendor record. To learn more about this, see [Sorting the Vendor Database](#).

Editing a Vendor in the Database

To edit a vendor in the database, you will need to be in the Vendor Database area of RSQ(TM). To do this select Vendor Database from the main menu, or click on the icon with the V on it.

Selecting a Vendor

Editing a Vendor Contact or Business name

Modifying a Payment Method

Setting Your Credit Limit

Editing Vendor Notes

Selecting a Vendor

Once in the Vendor Database, click on the Edit Vendor button. You will be presented with a listbox containing your vendor names, and a search box at the bottom.

Like most businesses, you have a lot of vendors to look through. To make it easier to select one of them from a pool of vendors, we have added a search feature. To search for a vendor whose name starts with S, simply click on the search box and type an S in. All names starting with the letter S will show. If you would like to narrow the list down further, just type in the second letter. For instance, if you were looking for Steven, you would type St, and only the names starting with St will show.

Once you see the name of the vendor you're looking for, click on that vendor. The chosen vendor's record will then show in all the fields.

Editing a Vendor Contact or Business Name

To edit a Vendors Contact or Business Name, just click on the Contact Name or Business Name Field. A dialog box will appear asking you for the new information. Type in the new information and click on the OK button.

We suggest you not change a vendors Name if you have already created purchases for this vendor. It is suggested you make corrections before generating purchases for this vendor, since the Purchasing Report will look for the vendors in the vendor database using the name on the purchase slip.

Editing Payment Method

This feature allows you to set what type of payment method you have setup with your vendor. The two choices here are either Cash or Net Status.

If the Vendor has you on a cash status, just click on the cash button, and the net days for payment will automatically be set to 0.

If the Vendor has you on a net status, click on the option box for Net Status, and a dialog box will appear prompting you to enter the amount of days allowed for payment.

Editing Your Credit Limit

To set your credit limit with this vendor, click on 3D box that holds the Credit Limit amount. A dialog box will appear prompting you for a dollar amount to be your limit for amount due.

If you are set to Cash status instead of Net Status with your vendor, then you will not be allowed to have a credit limit greater than \$0.00.

Deleting a Vendor from the Database

To delete a vendor to the database, you will need to be in the Vendor Database area of RSQ(TM). To do this select Vendor Database from the main menu, or click on the icon with the V on it.

Once in the Vendor Database, click on the Delete button. A listbox will appear, with all the vendors in your database. Click on the vendor that you would like to delete.

Sorting the Vendor Database

Sorting the Vendor Database should be done after adding new vendors. By sorting the vendor database you will put all your vendors into alphabetical order. This will make it much easier find them in the list boxes when you need to select a vendor.

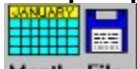
To sort the Vendor Database, you should be in the vendor database section of RSQ(TM). Click your mousepointer on the button titled Sort Vendors. An hourglass will appear briefly while the database gets sorted. If you would like to see the final result, then select to edit a vendor record. Observe the listbox when selecting any vendor to see that they are all sorted. On some, systems that are so fast that you never get to see the hourglass.

Editing Vendor Notes

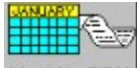
With RSQ(TM), you have an extra area in the vendor records for notes or comments about your vendors. To edit the notes field, click on the 3D button titled NOTES. A 3D text box will appear, and you are ready to begin editing. When you are done, close the box.

Month To Date Reports

You can print your Month To Date report to either file or printer. To access the report print selections, click on the Reports button from the upper right area of the vendor form. A panel with multiple option will appear. You can select either



Month - File Print Month To Date to File or



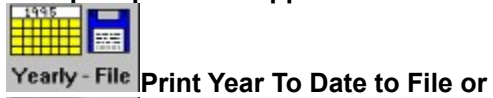
Month - PRN Print Month To Date to Printer.

Printing to file will allow you to import your month to date report to a word processor, text editor, or another program.

Printing to printer will allow you to print your report to your printer device, whether its an actual printer or a fax driver loaded as a printer in Windows.

Year To Date Reports

You can print your Year To Date report to either file or printer. To access the report print selections, click on the Reports button from the upper right area of the vendor form. A panel with multiple option will appear. You can select either



Print Year To Date to File or



Print Year To Date to Printer.

Printing to file will allow you to import your year to date report to a word processor, text editor, or another program.

Printing to printer will allow you to print your report to your printer device, whether its an actual printer or a fax driver loaded as a printer in Windows.

Print Vendor Profile

You can print your Vendor Profile report to either file or printer. To access the report print selections, click on the Reports button from the upper right area of the vendor form. A panel with multiple option will appear. You can select either



Print Vendor Profile to File or



Print Vendor Profile to Printer.

Printing to file will allow you to import your VendorProfile report to a word processor, text editor, or another program.

Printing to printer will allow you to print your report to your printer device, whether its an actual printer or a fax driver loaded as a printer in Windows.

Clear Month To Date Amounts

To clear the Month To Date values for all vendors, click on the button titled Clear Month To Date, from the Reports panel. To open the reports panel, click on the button at the upper right side of the vendor form titled Reports.

You should first print your Month To Date Reports before clearing the month to date totals. Also, it is suggested that you do clear your Monthly totals after printing your Monthly reports, to clear the values to zero. After the values are set to zero, they will start accruing again for the next month.

Clear Year To Date Amounts

To clear the Year To Date values for all vendors, click on the button titled Clear YearTo Date, from the Reports panel. To open the reports panel, click on the button at the upper right side of the vendor form titled Reports.

You should first print your Year To Date Reports before clearing the year to date totals. Also, it is suggested that you do clear your Yearly totals after printing your Yearly reports, to clear the values to zero. After the values are set to zero, they will start accruing again for the next year. Also, when you clear your year to date totals, your month to date totals will also be cleared.

Exporting The Vendor Database

RSQ(TM) allows you to export your vendor database to a comma delimited file. This lets you import your vendor database into any database, or any program that lets you import fields.

To export your vendor database, you need to be in the Vendor Database itself. On the menu bar there is a selection titled Export Vendors. If you click on the Export Vendors, RSQ will prompt you on whether to continue or not, and then export the vendor database to a comma delimited file called VENDOR.EXP. This file will automatically get printed to the \VENDOR subdirectory under your root RSQ directory. By default the file will have the path of C:\RSQ42\VENDOR\VENDOR.EXP.

Below is the order that the fields will be placed in. You will need this information when you want to import the comma delimited file. The field order goes as follows:

Contact Name , Business Name , Address Line 1 , Address Line 2 , City , State , Zip Code ,
Phone Number 1

