



Process

Documentation

Department:

Customer Support

Last Updated:

10/16/2025 11:11 AM

NAME OF PROCESS

Entering/Editing Vendor Bank Information

Use Case / Objectives

This document will show you how to add or edit Vendor Bank information into the Rentalman Vendor Master File

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

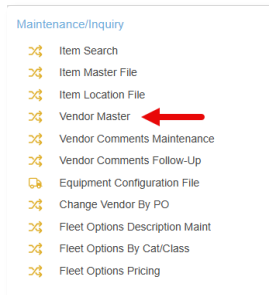
Menu options to access:

Select the [Purchasing icon](#) at the far-left of the screen (looks like a shopping cart) then select [Vendor Master](#) from the Maintenance/Inquiry section

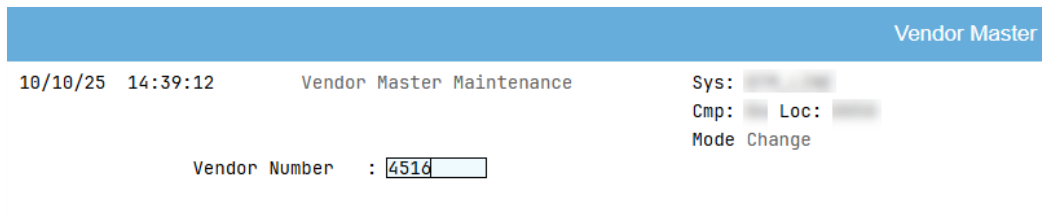
Add/Edit Vendor Bank Information

Process Steps

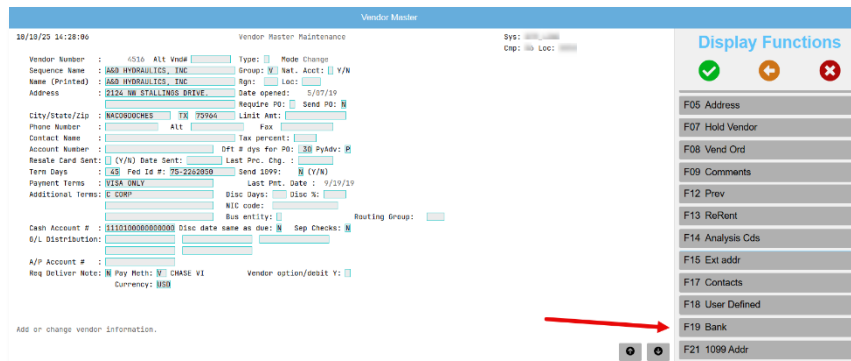
1. Log into the [RolePlay Environment](#) using your credentials.
2. Click on the Vendor Master option from the **Maintenance/Inquiry** section:



3. On the **Vendor Master Maintenance - Launch** screen, type in the Vendor Number and press Enter. **NOTE:** If you do not know your *Vendor Number*, press F4 to search.



4. When the **Vendor Master Maintenance - Details** screen appears, click on F19 Bank in the **Display Functions** menu.



5. On the **Vendor Maintenance - Bank Information** screen, type in the pertinent bank information.

KING'S EQUIPMENT PARTS kgn: Loc:

Vendor Bank Information

Account number: GIRO:

Bank name:

Address 1:

Address 2:

City:

State: Postal code: Country:

Phone:

Fax:

Email:

EFT:

Routing number: 0000000000

Swift/BIC:

IBAN:

Enter required information and press Enter to continue

Information

6. Press Enter twice to close the **Vendor Maintenance - Bank Information** screen.
7. Press Enter until you are returned to the **Vendor Master Maintenance - Launch** screen.

Reference Glossary

Field Definitions for Tasks

Vendor Master Maintenance - Launch

- *Vendor Number* - Enter the number of the vendor whose master record you want to update. If you do not know the number, press F4 to search for it. If you want to add a new vendor master record, first press F6=Add to change to **ADD** mode.

Vendor Master Maintenance - Details

- *Vendor Number* - Displays the number of the vendor you are updating or adding.
- *Alternate Vendor Number* - Enter an alternate number for this vendor that you can use as a cross-reference with other systems you use to process purchase orders or accounts payable.
- *Type* - Enter a user-defined code that categorizes the vendor. This is code **VT** that is set up in Cross Application Maintenance. If you do not know the code, press F4 to search for it.
- *Sequence Name* - Enter the vendor's name that is used by the Vendor Search program. If this name is the same as the one that you want to print on accounts payable checks, leave the field blank, and the system will populate it with the name you enter on the Extended Information screen. **DO NOT** change the name in this field when there are open invoices for the vendor. Accounts payable checks are sorted and printed by this name, so if it is changed when there are open invoices, some checks will print with the old sequence name, and some will print with the new sequence name.
- *Group* - Enter a user-defined code that further categorizes the vendor for analysis and reporting purposes. You can also choose invoices to pay by vendor group code in the Payment Selection program. This is code **VG** that is set up in Cross Application Maintenance. If you do not know the code, press F4 to search for it.
- *National Account* - Indicate whether this vendor acts as a national account for other vendors in your system. A national account is similar to a parent-child relationship where the national account receives all payments made to the child vendors.
- *Name (Printed)* - Displays the vendor name that was entered on the Extended Information screen. This is the name that prints on accounts payable checks and on reports. If the Sequence Name field is left blank, this name is populated in that field.
- *Region* - Enter the region that purchases from this vendor. Based on settings in the **CXVNDI** control record, the system checks the Region and Location settings in the vendor master record during vendor search to determine which vendors to display in the results list.
- *Location* - If applicable, enter the location that purchase from this vendor. Based on settings in the **CXVNDI** control record, the system checks the Region and Location settings in the vendor master record during vendor search to determine which vendors to display in the results list.

- *Address* - Displays the street address for the vendor that was entered on the Extended Information screen.
- *Date Opened* - Displays the date the vendor master record was created.
- *Require Purchase Order* - Indicate whether a purchase order is required to place an order with this vendor.
- *Send Purchase Order* - Indicate whether purchase orders must be physically sent to the vendor to place an order.
- *City/State/Zip* - Displays the vendor's city, state, and postal code that was entered on the Extended Information screen.
- *Monetary Limit* - If applicable, enter the amount that represents the monetary limit for ordering from this vendor.
- *Phone Number* - Displays the main telephone number for the vendor as entered on the Extended Information screen.
- *Alternate Phone Number* - Displays an alternate phone number for the vendor.
- *Fax Number* - Displays the fax number for the vendor as entered on the Extended Information screen.
- *Contact Name* - Enter the name of the main contact for the vendor. Use F17 (Shift + F5) to enter information for multiple contacts. If you do not enter a name here, the system populates the field with the first name you enter on the Vendor Maintenance - Contacts Information (F17) screen.
- *Tax Percent* - If applicable, enter the percent of tax applied to a purchase order placed with this vendor.
- *Account Number* - Enter the account number the vendor has assigned to your organization.
- *Default Number of Days for a Purchase Order* - Enter the average number of days it takes to receive an order from this vendor once the purchase order has been placed. This number is used to calculate reorder quantities for items that use the EOQ (economic order quantity) reorder point method.
- *Resale Card Sent* - Indicate whether a resale certificate was sent to the vendor. A resale certificate indicates that your organization will be reselling what they purchase from the vendor; therefore, all purchase should be tax exempt.
- *Date Sent* - If a resale certificate was sent to the vendor, enter the date that it was sent.
- *Last Price Change* - Enter the date that the most recent price update from the vendor was received and entered in the system.
- *Term Days* - Enter the number of days in which payment must be sent to the vendor once an invoice is received. When entering a vendor invoice in the Accounts Payable application, if the Due Date field is left blank, the system adds the number of days in this field to the invoice date to determine the due date. The value entered in this field defaults in the header of purchase orders for this vendor, but it can be changed on a purchase order by purchase order basis.

- **Federal ID Number/VAT Number** - Enter the vendor's federal tax ID number. This number is printed on 1099 forms. For vendors outside of the United States, this is the vendor's value-added tax (VAT) number.
- **Send 1099** - Indicate whether this vendor should receive a 1099 tax form at the end of the year.
- **Payment Terms** - Enter the payment terms the vendor has set for your organization. Payment terms state when an invoice amount is due and what discount percentages are given.
- **Last Payment Date** - Displays the date of the last payment made to the vendor. The date is updated when a payment is processed for this vendor using the Print Checks/Disburse Cash program in Accounts Payable.
- **Additional Terms** - If applicable, enter information regarding additional payment terms the vendor has set up for your organization.
- **Discount Days** - Enter the number of days your organization can take to pay the vendor's invoice and still receive the discount in the Discount Percentage field.
- **Discount Percentage** - Enter the discount percentage your organization can take on a vendor's invoice when they pay the invoice within the number of days in the Discount Days field.
- **Organization Number** - For European vendors, enter their unique business identity code that is integrated with credit history.
- **Business Entity** - Enter the code that represent the vendor's business entity type such as corporation or limited liability partnership (LLP). If you do not know the code, press F4 to search for it.
- **Cash Account Number** - Enter or accept the general ledger account to credit when cash is disbursed via the Print Checks/Disburse Cash program to pay invoices from this vendor.
- **Discount Date Same as Due Date** - Indicate whether the discount date for this vendor is the same as the due date. This information is used in Accounts Payable when the vendor invoice is entered.
- **Separate Checks** - If set to Y, the system will print a separate check for each invoice being paid for this vendor through Accounts Payable.
- **General Ledger Distribution** - Enter up to five general ledger accounts typically used for this vendor to default into the invoice entry screen in Accounts Payable. These accounts can be added to, changed, or deleted during invoice entry.
- **Accounts Payable Account Number** - Enter the default general ledger account number to use as the accounts payable trade account for this vendor.
- **Payment Method** - Enter the code that represents the method of payment your organization typically uses with this vendor. If you do not know the code, press F4 to search for it. These payment method codes (type **VP**) are different from the ones used for accounts receivable transactions (type **PC**).

- *Vendor Option/Debit* - This field is used only for French accounting. Enter Y if this vendor can only use a non-cash accounting VAT code on a purchase order or an A/P invoice.

Vendor Maintenance - Bank Information

- *Account Number* - Enter the vendor's bank account number for use with electronic funds transfer (EFT) transactions.
- *GIRO* - Indicate whether the vendor's bank processes giro transfers, which are payment transfers from one bank account to another bank account that are initiated by the payer, not the payee.
- *Bank Name* - Enter the full name of the vendor's bank.
- *Address 1* - Enter the first line of the bank's street address.
- *Address 2* - Enter the second line of the bank's street address.
- *City* - Enter the city where the bank is located.
- *State* - Enter the state where the bank is located.
- *Postal Code* - Enter the postal code where the bank is located.
- *Country* - Enter the country code where the bank is located.
- *Phone* - Enter the bank's main phone number.
- *Fax* - Enter the bank's main fax number.
- *Electronic Funds Transfer (EFT)* - Indicate whether electronic funds transfer transactions are used to pay this vendor.
- *Routing Number* - Enter the vendor's bank's routing number for electronic funds transfer transactions.
- *Swift/BIC* - Enter the bank identifier code for the vendor's bank account. This code is used when transferring money between banks, particularly for international wire transfers, and also for the exchange of other messages between banks.
- *IBAN* - Enter the international bank account number (IBAN) for this vendor's bank account. This is the number that identifies the bank account across national borders.