



Accounting Master 24.1 Update Letter

First and Last Name Fields on Vendor

Packages | General Information | Vendor | Vendor: A “First Name” and “Last Name” field was added to the Vendor screen to comply with the IRS requiring the First and Last Name fields to be populated if the recipient has a Social Security Number. The existing “Name” field was moved below the new fields on the screen. The functionality of the new fields mirrors the name fields on the Stockholders screen; the user can enter the First Name, tab to enter the Last Name, and then tab to automatically populate the Name field. The First Name and Last Name fields are required only if the Vendor has the Social Security radio button selected.

The screenshot displays the 'Vendor' screen with the following fields and options:

- Select By:** Vendor Name (dropdown)
- Code:** (text field)
- First Name:** (text field, highlighted in red)
- Last Name:** (text field, highlighted in red)
- Name:** (text field, highlighted in red)
- Miscellaneous:** (text field)
- Address:** (text field)
- City:** (text field)
- State:** (dropdown menu)
- ZIP Code:** (text field)
- Acct #:** (text field)
- Web Address:** (text field)
- Foreign Address:** (checkbox)
- 1099 Information:**
 - Social Security
 - Federal Tax ID
 - Tax ID: (text field)
 - Default 1099: (dropdown menu)
- Other Options:**
 - Inactive
 - CC Vendor
 - PO Vendor
 - W-9 on file
 - Create PO Invoices by Detail Company
 - One Pay per Invoice
 - Pay By ACH
 - Postal Point: (checkbox)
 - Check Digit: (checkbox)