



**Vision Computer Programming Services, Inc.**  
801 2<sup>nd</sup> Street North, Suite A Safety Harbor, FL 34695  
888-425-6964 [email@visioncps.com](mailto:email@visioncps.com) [www.visioncps.com](http://www.visioncps.com)

## Supporter Donation System Quick Tips Vendors

Vendors are simply the companies or people that you purchase items or services from.

The screenshot shows the 'Vendors' application window with the 'Find Vendor' dropdown set to 'Jimmy Johns'. The 'Contact Info' tab is active, displaying the following information:

Vendor Name: Jimmy Johns  
Client Account Number: JJ - 3224  
Contact First Name: Henry  
Contact Last Name: Johns

Address line 1: 585 Main Street  
Address line 2:  
City, ST & Zip: Anytown FL 34695  
Country:  
Bulk Mail Zone:

Phone #	EXT	Type	Primary
727-554-1626		Work	<input checked="" type="checkbox"/>
*			<input type="checkbox"/>

Email Address	Primary	Email Type
[unknown]	<input checked="" type="checkbox"/>	
*	<input type="checkbox"/>	

Buttons at the bottom: Add Vendor, Delete Vendor, Vendor Report, ?, Close

### CREATE A VENDOR

1. From the Main Menu, click on Vendors
2. Click on the Find Vendor dropdown to see what vendors you have available
3. If the Vendor you need is not available then
4. Click on the Add Vendor button in the bottom left
5. Fill in the Vendor name, account number, contact first and last name, address, phone and email information
6. To add additional vendors follow steps 4 - 5 above

## ADD EXPENSES TO A VENDOR

1. From the Vendors screen, click on the Expenses tab
2. Fill in each field across the row

NOTE: Expense Types are entered in the Organization Information

NOTE: Expenses can be assigned to Campaigns/Appeals/Sub-Appeals or Meetings and these are both added from the Main Menu

3. Choose the date range to view the expenses with the From and To date fields
4. The Expenses will total at the bottom of the screen

The screenshot shows the 'Vendors' application window with the 'Expenses' tab selected. The 'Find Vendor' dropdown is set to 'Jimmy Johns'. The form fields are filled with: Vendor Name: Jimmy Johns, Client Account Number: JJ - 3224, Contact First Name: Henry, and Contact Last Name: Johns. The date range is set from 01/01/18 to 12/31/18. A table of expenses is displayed with the following data:

Date	Amount	Expense Type	Description	Camp/Appeal/Sub-Appeal	Meeting	Fund/Program	Grant
01/25/18	\$128.00	Catering	Board meeting		Board Meeting 1st Qu		
07/22/18	\$137.00	Catering	Board meeting		Board Meeting 1st Qu		
*							

Total Expenses: \$265.00

Buttons at the bottom: Add Vendor, Delete Vendor, Vendor Report, a help icon (?), and Close.

Click on the Vendor Report button to print all or part of the information regarding a specific vendor