## Adding Vendors

## Click on School Based Activity Accounting and Vendor/Payor Names

S K	Leon County Schor	ols	Internation SBAA Sustom Federal	State Q	Sandra Brooks Account	Preferences Exit
	Management Management	Payal	ble tepor s Repo	ting		
Cł Se	- SBAA	Setup	→ Bank Processing		- Purchase Order Entry	
A	Chart of Accounts	😭 😭	Check Reconciliation	🔶 🛍 👘	Chart of Accounts	<b>1</b>
	Vendor/Payor Names	<u> </u>	Bank Reconciliation	🔶 🛍 📗	Requisition Entry	🔶 🛍 👘
	Check Request	🔶 😭 👘			Purchase Orders	🔶 🛍 👘
	Cash Receipts	😭 😭			View My Purchase Orders	<b>1</b>
	Journal Entries	🔶 🛍 👘				
	Fee Management	1				
	Reports	😭 😭				
	Change Entity	2				

On the right side of the next screen click on ADD INDIVIDUAL if adding an individual. If adding a business click on ADD BUSINESS

SKYWARD. Leon County Sch	nools							Sandra Broo	oks	Account	Prefere	ences Exit ?
Home Account Management Vendors	Purchasing Account	unts Ible	SE	BAA Custom Reports	n Federal/St Reporting	ate Q						
Vendor/Payor Name	es 😭							iii 🏫	avorite	s 🔻 怕 Ne	w Windo	w 🗖 My Print Queue
SBAA Vendor/Payor Names 1099	Information for Ent	ity C	411									Filter Options
Last Name - Individual 1st Name - Business 🔺	First Name - Individual 2nd Name - Business	A I	l B	TIN/EIN	SSN	1099 Type	W9 Date	STS	0 E	O T		Add
► ASHTIN TECHNOLOGIES LLC			В	**_******					2			Individual
▶ ASTRO TRAVEL AND TOURS, I			В	00-0000000					23		*/	Add
AWARDS 4U			В						2			Business
▶ BARRETT	JEANNIE B		Ι									Edit
BEST PRICED PRODUCTS			В	13-2849740		NONEM						Delete
BOWSER, GARY	PIANO-ORGAN SER		В		279-40-5570							
BRENNAN	LAURIE BETH		Ι		***_**_****					Y		Contact
BRUSTER'S REAL ICE CREAM			В						5			Information
▶ BULLEN	JANE F		I									1099 Information
▶ CAPITAL REGION, YMCA			В									1099 Activity
CAPITAL REGIONAL YMCA			В									1000 Activity

Type the first few letters of the person's last name. Suggestions will appear. Pick the one to finish out the last name.

https://skyward.iscorp.com/?venType=I&isPopup=true - Add Individual Vendor - Entity 0171 - V	WF\A - Windows Internet Explorer	
Add Individual Vendor		1
Add Vendor/Payor to SBA Entity 0171  * Last Name BROO * First Name: BROOKBALE CNTY COLLEGE BROOKAVEN COLLEGE DROOKENT LAW BOROOL BROOKS Matching Names Extended to display: che BROOKS INST PHOTOGRAPHY BROOKS SALES CO BROOKSTONE COLL BUSINESS	Address	Back

Tab to and enter the First name and Middle Name (if known)

## Click "CLICK HERE WHEN FULL NAME IS ENTERED"

Shttps://skyward.is	scorp.com/?venType=I&isP	opup=true - Add Individual Ver	ndor - Entity 0171 - W	F\A - Windows Internet Explorer	_
Add Individual	Vendor				
Add Vendor/Pay	ror to SBA Entity 0171 * Last Name: BROOKS * First Name: SANDI Middle Name				Add Entered Name To Current Entity As Vendor/Payor Back
		Click Here When Full Name l <u>s</u> I	Entered	$\triangleright$	
1atching Names				1	Select Name And
.ast Name 🔺	First	Name Types	Primary Phone	Address	Entity As
BROOKS	SANDRA T	SECURITY USER, SBA Vendor/Payor Entity 0441, VENDOR, ORDER FROM, EMPLOYEE	(850) 385-9069	104 HOFFMAN DR TALLAHASSEE FL 32	Vendor/Payor
BROOKS	SANDRA T				

Vendor names close to what you typed in will be shown below. If you see the name you want highlight it and click on "SELECT NAME AND ADD TO CURRENT ENTITY AS VENDOR/PAYOR"

You will be asked if you are sure you want to add the vendor to your entity. If yes click on OK.

It will now be added to you vendor list for your entity

🖉 https://skyward	l.iscorp.com/?venType=I&isPo	ppup=true - Add Individual Ver	ndor - Entity 0171 - W	/F\A - Windows Internet Explorer	
Add Individua	al Vendor				in the second se
Add Vendor/Pa	ayor to SBA Entity 0171				Add Entered Name To Current Entity As
	* East Name: BROOKS * First Name: SANDI				Vendor/Payor
	Middle Name				Back
		Click Here When Full Name Is	Entered	$\triangleright$ /	
Matching Names	s			•	Select Name And
Last Name 🔺	First	Name Types	Primary Phone	Address	Entity As
BROOKS	SANDRA T	SECURITY USER, SBA Vendor/Payor Entity 0441, VENDOR, ORDER FROM, EMPLOYEE	(850) 385-9069	104 HOFFMAN DR TALLA ASSEE FL 3	Vendor/Payor
BROOKS	SANDRA T				

If the name is NOT listed then click on "ADD ENTERED NAME TO CURRENT ENTITY AS VENDOR/PAYOR"

On the next screen you will add their information including SSN if they are providing a service (1099 information). Click on SAVE

dd Vendor	Informa	tion							i 🗐	Ţ ?
Name	: SANDI BR	OOKS							Check	
Contact Infor	mation								Spelling	
Phone #:		E	xt:		Fax #:					
Email:									Cancel Add	
H	ouse #	Dir	Street					_	Remove	
Address:									Name	
Address 2:										
SOD:	<u> </u>				PU BOX: [					
Zip Code:		<b>-</b>			City/State:					
County:	<b>•</b>				Lownshin: I					
Extended Ver PO Contact:	ndor Infor	mation						 	]	
Extended Ver PO Contact: 1099-M Inforn	ndor Infor	mation						 		
Extended Ver PO Contact: 1099-M Inform	ndor Infor nation	mation EIN:		]		SSN:		 		
Extended Ver PO Contact: 1099-M Inform Do	ndor Inform nation TIN:	EIN:		]		SSN:		 		
Extended Ver PO Contact: 1099-M Inform Do 1099-1	ndor Infor nation TIN: Ding Busines M Recipient	EIN:s As:		]		SSN:	]			
Extended Ver PO Contact: 1099-M Inform Do 1099-M 1099-M Dolla	ndor Infor nation TIN: Ding Busines M Recipient r Amount T	EIN:		]		SSN:	]	•		
Extended Ver PO Contact: 1099-M Inform Do 1099-f 1099-M Dolla	ndor Infor nation TIN: Ding Busines M Recipient M Recipient T W9 [	EIN: s As: box: ype: Date:			Requested	SSN:		•		
Extended Ver PO Contact: 1099-M Inform Do 1099-M 1099-M Dolla	ndor Infor nation TIN: Ding Busines M Recipient ar Amount T W9 [	EIN:			Requested (	SSN:		r r		
Extended Ver PO Contact: 1099-M Inform Do 1099-M 1099-M Dolla	ndor Infor nation TIN: Ding Busines M Recipient r Amount T W9 [	EIN: s As: Box: Date:			Requested	SSN:		•		
Extended Ver PO Contact: 1099-M Inform Do 1099-f 1099-M Dolla	ndor Infor nation TIN: Ding Busines M Recipient M Recipient W9 [	EIN: s As: Box: Ype: Date:			Requested	SSN:		•		
Extended Ver PO Contact: 1099-M Inform Do 1099-M 1099-M Dolla	ndor Infor nation TIN: Ding Busines M Recipient ar Amount T W9 (	EIN:			Requested	SSN:		•		

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Click on SAVE and you will be taken to the next screen. Then click on BACK if you are finished adding Vendors

If you are adding a BUSINESS click on ADD BUSINESS

## Type in the name of the business and click on CLICK HERE WHEN FULL NAME ENTERED

Add Business Ven	dor		/		
Add Vendor/Payor to * 1st Name 2nd Name	SBA Entity 0171 (Business): STAPLES (Business):	-	•		Add Entered Name To Current Entity As Vendor/Payor
		Click Here When Full Name I <u>s</u> I	Entered	) /	
Matching Names					Select Name And
1st Name (Business) 🔺	2nd Name (Business)	Name Types	Primary Phone	Address	Entity As
STAPLES		SBA Vendor/Payor Entity		2345 APALACHEE PARKWAY TA	
I records displayed					•

If that's the one you want highlight it and click on SELECT NAME AND ADD TO CURRENT ENTITY AS VENDOR/PAYOR

If not click on ADD ENTERED NAME TO CURRENT ENTITY AS VENDOR/PAYOR

Complete Address, etc as you did with INDIVIDUAL