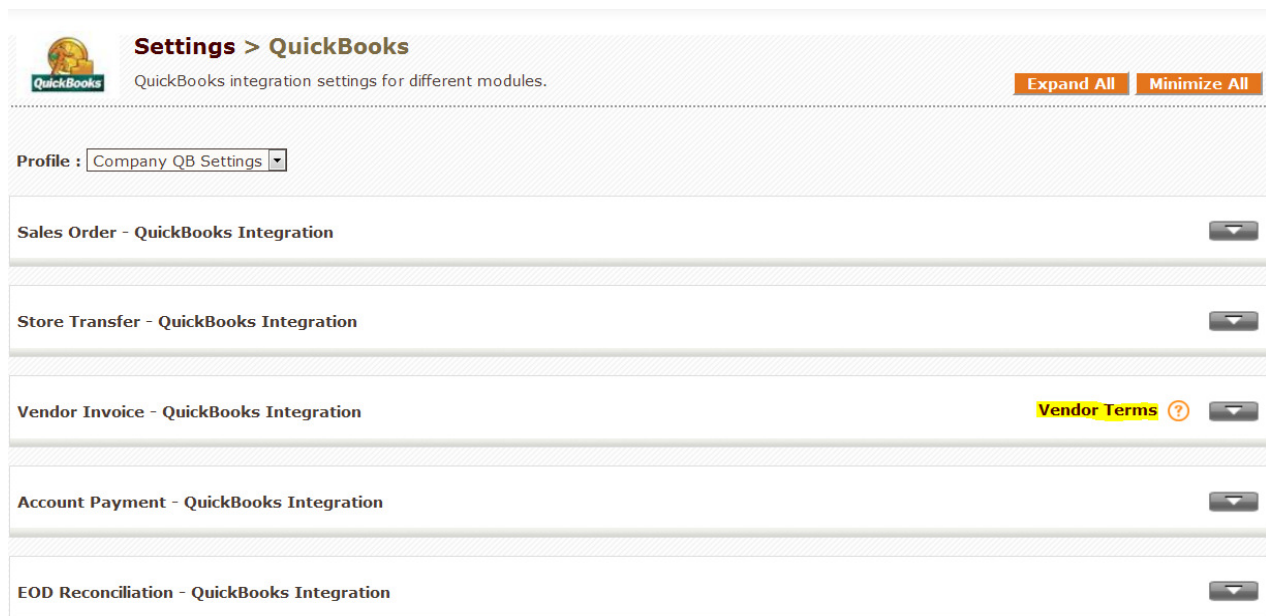


Creating Vendor Terms in Fuse5 and Quick Books

There are two places in Fuse5 that allow you to create vendor terms. The first place that gives you the ability to create, view, and delete vendor terms within Fuse5 can be found by going to **PERSONAL & ADMIN > SETTINGS > QUICKBOOKS SETTINGS > VENDOR TERMS** (button for it to the right of the **VENDOR INVOICE** section of the integration page).



The screenshot displays the 'Settings > QuickBooks' page in Fuse5. At the top, there's a QuickBooks logo and the text 'QuickBooks integration settings for different modules.' To the right are 'Expand All' and 'Minimize All' buttons. Below this is a 'Profile' dropdown menu set to 'Company QB Settings'. The main area contains a list of integration modules, each with a dropdown arrow on the right:

- Sales Order - QuickBooks Integration
- Store Transfer - QuickBooks Integration
- Vendor Invoice - QuickBooks Integration (This row has a yellow 'Vendor Terms' button with a question mark icon next to the dropdown arrow)
- Account Payment - QuickBooks Integration
- EOD Reconciliation - QuickBooks Integration

Use the Vendor Terms module to create, view, and delete vendor terms. When you create vendor terms in Fuse5 the terms will be pushed across and created in Quick Books. If you add or change vendor terms in QuickBooks they will NOT push into Fuse5. It is important that both the term names and actual term conditions match exactly in both Fuse5 and QuickBooks. This module allows you to trouble shoot vendor term integration issues by allowing you to view terms in Fuse5 and delete them if necessary (ex. They don't match the terms in QuickBooks). If you have vendor terms that are not pushing correctly or are causing a web connector error, simply delete the term in Fuse5 and recreate the vendor term to match the term in QuickBooks.”

The second place that you can create terms is in the Vendor Invoice Reconciliation module and can be found by going to **PRODUCT MANAGEMENT > VENDOR INVOICE RECONCILIATION LIST >**

Fuse5 Training Materials

CREATE VENDOR INVOICE RECONCILIATION. You do NOT need to be actually doing a VIR to create terms which will then be available in Fuse5.

* Important – pushing vendor terms from Fuse5 to QuickBooks will NOT overwrite current vendor terms in QuickBooks. QuickBooks does NOT have an update / overwrite push style, only a create new style, so if a vendor term with the same name already exists in Quick Books it will be blocked from the inbound push from Fuse5.

To Create Terms click on **Create New Term**

The screenshot shows the 'Create Vendor Invoice Reconciliation' form. At the top, there's a title bar with 'Create Vendor Invoice Reconciliation' and 'Save' and 'Cancel' buttons. Below the title bar, there's a section for 'Vendor Invoice Number' with a dropdown menu set to '-- Select'. To the left of this, there are radio buttons for 'Date' and 'Purchase Order By Date', and another set for 'Number' and 'Purchase Order By Number'. Below these, there's a 'Vendor Bill Date' field with the value '12-04-201'. A red note below the form states: 'dropdown (hit A for Add new), type the invoice number and space bar for "Receipt" or down for "Purchase Order" option.' Below this, there's a 'QB Class for VIR' dropdown menu and a 'Terms' dropdown menu. To the right of the 'Terms' dropdown is a yellow button labeled 'Create New Term' with a question mark icon. Below these fields is a 'Special Terms' section with a '+ Add' button and a question mark icon. At the bottom, there are 'Save' and 'Cancel' buttons.

You can choose between either Standard or Date Driven by clicking the appropriate radio button.

The screenshot shows the 'Create Term' dialog box. It has a title bar with 'Create Term' and a close button. Inside the dialog, there's a section titled 'Create Term'. Below this, there's a 'Term Type' field with two radio buttons: 'Standard' and 'Date Driven'. The 'Standard' radio button is selected. At the bottom of the dialog, there are 'Save' and 'Close' buttons.

Fuse5 Training Materials

Standard

Create Term

Create Term

Term Type : ☒ Standard ☐ Date Driven

Terms

Net due in days.

Discount Percentage is % .

Discount if paid within days.

Save

Close

Date Driven

Create Term

Create Term

Term Type : ☐ Standard ☒ Date Driven

Terms

Net due before the th day of the month.

Due the next month if issued within days of due date.

Discount percentage is % .

Discount if paid before the th day of the month.

Save

Close

Fuse5 Training Materials

Once you have created your terms, you can go into the individual vendor records (PRODUCT MANAGEMENT > VENDORS) or do an import into the vendor records to assign the standard terms to each vendor.

Sales Rep Fax	
Sales Rep Email	
Default Lead Time	2
Terms	2% 10th, net 30th
Terms Comment	
Warehouse Code	

Save or Cancel

You can also assign or view terms for vendors by going into the vendor record (via the Vendor Center) in Quick Books and edit the vendor. Data flows from Fuse5 to Quick Books and not the other way, therefore it is highly recommended that you manage the vendor terms in Fuse5. Any changes in Fuse5 will be pushed to Quick Books.

Important Note: It is important to understand that you CANNOT edit terms in Fuse5. QuickBooks does not allow for edits to be pushed through from another system. If the term is set up incorrectly, adjust it manually in QuickBooks, delete it from Fuse5, and recreate it so it matches what you have in QuickBooks.

Edit Vendor

Vendor Name: UNI-SELECT USA (10)

Current Balance: 1,294.43 [How do I adjust the current balance?](#)

Address Info **Additional Info** Account Prefill

Account No. 7921292 & 7206000 Billing Rate Level

Categorizing and Defaults

Type

Terms: 2% 10th, net 30th

Credit Limit

Tax ID

☐ Vendor eligible for 1099

Custom Fields

Define Fields

OK Cancel Notes Help

☐ Vendor is inactive


Fuse5 Training Materials


When creating a Vendor Invoice Reconciliation for this vendor you will see that the terms associated will default to what is saved as the terms in the vendor record. If for some reason you have multiple terms with this vendor or if the vendor has assigned different terms for this invoice, you can use the drop down arrow to choose alternate terms to be pushed with this invoice in to Quick Books.

Default Terms

TOTAL DOLLARS RECEIVED	\$1.250		TOTAL DOLLARS BILLED
			COST VARIANCE
			QTY VARIANCE
			DISCOUNT DOLLARS AMOUNT
			NET DOLLARS BILLED

QB Class for VIR :


Terms : **2% 10th, net 30th** 


Special Terms 

Changed Terms

TOTAL DOLLARS RECEIVED	\$1.250		TOTAL DOLLARS BILLED
			COST VARIANCE
			QTY VARIANCE
			DISCOUNT DOLLARS AMOUNT
			NET DOLLARS BILLED

QB Class for VIR :

Terms : **Net 15** 

Special Terms 

Once you save your Vendor Invoice Reconciliation, in Quick Books under PAY BILLS you will see the bill for the invoice you reconciled.

Fuse5 Training Materials

Pay Bills

Select Bills to be Paid

Show bills ☐ Due on or before 12/14/2013 ☒ Show all bills

Filter By All vendors

Sort By Due Date

<input type="checkbox"/>	Date Due	Vendor	Ref. No.	Disc. Date	Amt. Due	Disc. Used	Credits Used	Amt. To Pay
<input type="checkbox"/>	11/23/2013	UNI-SELECT USA...	TestDe...		1,250.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	12/19/2013	UNI-SELECT USA ...	45634		1.25	0.00	0.00	0.00
<input type="checkbox"/>	12/30/2013	UNI-SELECT USA...	456456	12/10/2013	183.18	0.00	0.00	0.00
<input type="checkbox"/>	01/06/2014	Training	1234		64.26	0.00	0.00	0.00
<input type="checkbox"/>	01/06/2014	Training	234		900.00	0.00	0.00	0.00
Totals					3,308.70	0.00	0.00	0.00

Select All Bills

Discount & Credit Information for Highlighted Bill

Vendor **UNI-SELECT USA (10)** Terms **Net 15** Number of Credits **2**

Bill Ref. No. **45634** Sugg. Discount **0.00** Total Credits Available **140.00**

Go to Bill Set Discount Set Credits

Payment

Date 12/04/2013

Method Check

☒ To be printed ☐ Assign check number

Account Dennis Bank Account

Ending Balance **-15.00**

Pay Selected Bills Cancel

If you go to the VENDOR CENTER in Quick Books and choose the vendor, you will also see the bill.

Vendor Center: UNI-SELECT USA (10) (All Transactions)

New Vendor... New Transactions... Print... Excel... Word...

Vendors Transactions

View Active Vendors

Find

Name	Balance Total	Attach
TRUCK PARTS DEPOT	0.00	
ud (USE HAHN)	0.00	
UNI-Lakeland-DO NOT USE	0.00	
UNI-SELECT AUTO PLUS-STORE 674	0.00	
UNI-SELECT USA (10)	1,294.43	
Unit Parts	0.00	
Universal Air Conditioner, Inc	0.00	
UNIVERSAL MFG CO	0.00	
Ups Rec. Dept	0.00	
USA INDUSTRIES INC	0.00	
USAA	0.00	
V00501 WILMINGTON	0.00	
V00502 WILMINGTON	0.00	
Valeo Engine Cooling	0.00	
Vengard Radiators	0.00	
VERIZON WIRELESS	0.00	
Vintage Parts	0.00	

Vendor Information

Vendor Name UNI-SELECT USA (10) Contact BRETT

Vendor Type Phone 846-665-0551

Company Name UNI-SELECT USA (10) Alt Phone

Address GTT street Fax

PO BOX 404675 Email programmer@qofuse5.com

ATLANTA, GA 30384-4675 Account Number 7921292 & 7206000

Map | Directions Terms Net 60

Billing Rate Level

Notes Edit Notes...

Reports for this Vendor

- QuickReport
- Open Balance

Show All Trans... Filter By All Date This Fiscal Year 01/01/2013 - 12/31/2013

Type	Num	Date	Account	Amount
Bill	456456	12/04/2013	Accounts Payable	-183.18
Bill	45634	12/04/2013	Accounts Payable	-1.25
Credit	rpo1115	11/15/2013	Accounts Payable	20.00
Credit	rpo1115	11/15/2013	Accounts Payable	120.00
Bill	TestDenQB	10/24/2013	Accounts Payable	-1,250.00

Fuse5 Training Materials

If you click on the bill you will see the associated invoice amount and the terms showing at the bottom.

Enter Bills

Previous Next Save Find History Journal Attach

☒ Bill ☐ Credit ☒ Bill Received

Bill

Vendor: UNI-SELECT USA (10) Date: 12/04/2013

Address: UNI-SELECT USA (10)
GTT street
PO BOX 404675
ATLANTA, GA 30384-4675

Ref. No.: 45634

Amount Due: 1.25

Bill Due: 12/19/2013

Terms: Net 15 Discount Date: _____

Memo: INVOICE NUMBER: 45634

Expenses \$1.25 **Items** \$0.00

Account	Amount	Memo	Customer:Job	Billa...	Class
Accrued Purchases	1.25	INVOICE NUMBER: 45634			Bora Bora

History
UNI-SELECT USA (10) [Edit Vendor](#)

Summary

Phone: 846-665-0551
Email: programmer@gofuse5.com
Open balance: [1,294.43](#)

Recent Transactions [QuickReport](#)

12/04/13	Bill	1.25
12/04/13	Bill	183.18
11/15/13	Credit	20.00
11/15/13	Credit	120.00
10/24/13	Bill	1,250.00

Notes [Edit](#)