

## Dynamics SL Tips & Tricks Tutorials

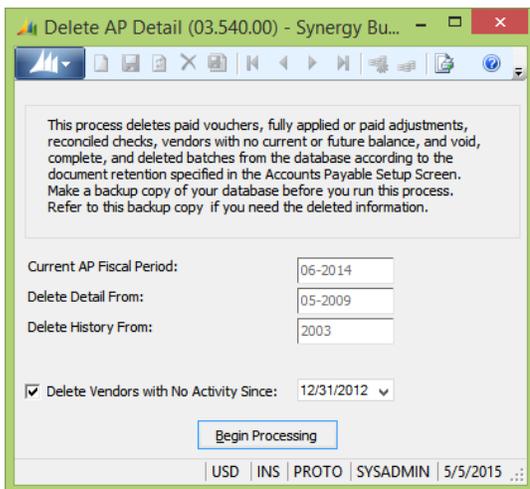
# How to Make Your Vendor List More Efficient

You survived another calendar year end! 1099s have been issued, W-2s are out the door, and with any luck you're back to a normal work day. The next couple of months could be a great time to start spring cleaning in your accounting system. For example, focusing on reducing the list of active vendors and ensuring vendor setup is accurate can bring great benefits to your organization. Usually, those benefits far outweigh the effort it takes to do the clean-up. They include:

- ✓ **Boosting productivity** with a smaller, leaner list of vendors
- ✓ **Cleaner** and more efficient audits
- ✓ **Reducing** the likelihood of duplicate payments
- ✓ **Cost savings** by ensuring you're taking advantage of vendor discounts
- ✓ **Increased visibility** into your vendor data and reporting

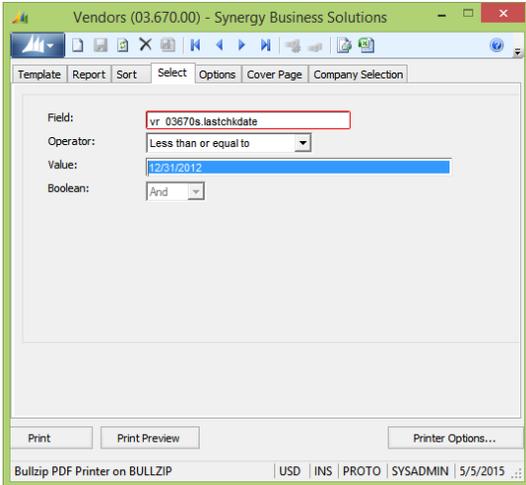
Take these steps to start reaping the benefits: [Watch Video Version](#)

1. **Delete old vendors to minimize vendors in lists and reports.** Dynamics SL has an option in the *Delete AP Detail* screen that allows you to delete old Vendors that have no activity since a certain date. If you have never checked this option when running the *Delete AP Detail* process, you should consider it. Follow the instructions on the screen and make sure you have a recent backup of your data before running the process. The process will delete old history records based on the retention periods which are set on the *Options* tab in the *AP Setup* screen.

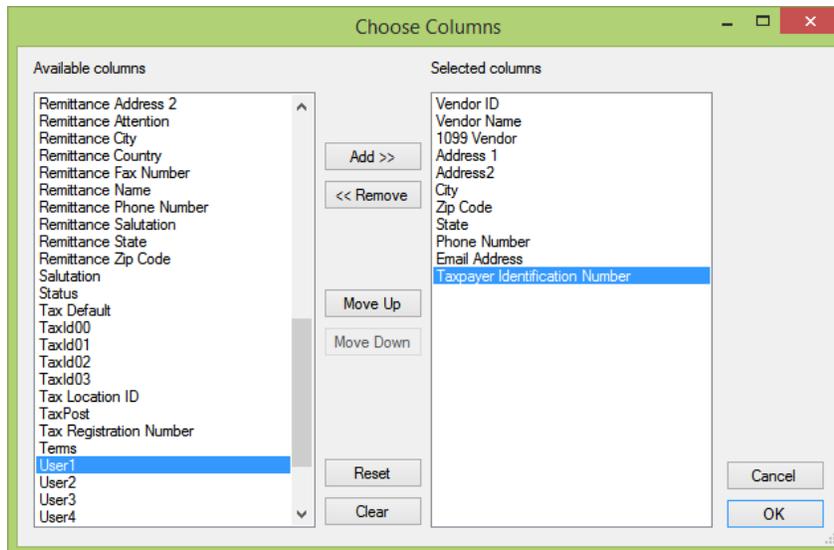


If you'd like to see a list of vendors that would be deleted in the process before deleting vendors, use the Vendors report, Summary format with a filter on the `vr_03670s.lastchkdate`

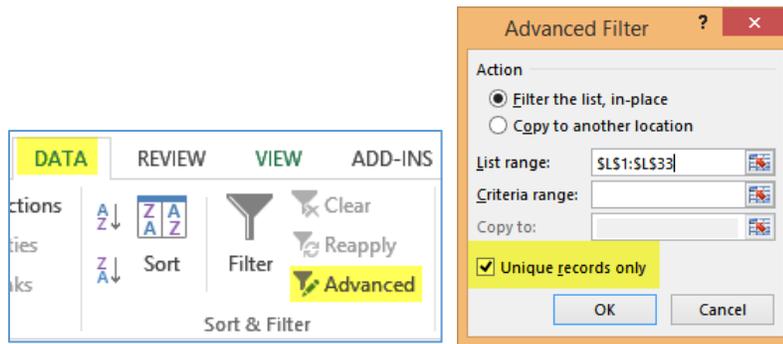
field. Use the operator *Less than or equal to* and enter the same date in the value field as you entered in the Delete AP Detail screen.



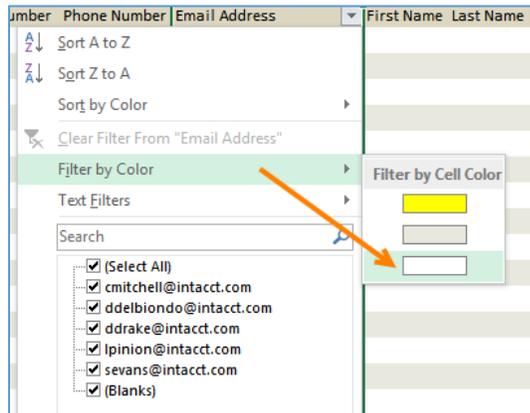
2. **Identify possible duplicate vendors.** Exporting and searching through data may identify duplicate vendors in Dynamics SL. Most people look through the name field for duplicates but the key is searching through several fields such as phone number, taxpayer identification number (TIN), email address, etc. Using Excel, you can do this process fairly quickly.
  - a. Create a Quick Query that contains the fields you want to use for looking for duplicates. *Vendor Details* is a great one to start with. Using the *Choose Columns* screen you can select just the fields you'd like included.



- b. Export the custom view list to Excel using the icon in the title bar.
    - c. Highlight a column you wish to look for unique values such as the email address column.
    - d. On the Data ribbon, click Advanced in the *Sort & Filter* section and in the *Advanced Filter* window, click the *Unique records only* checkbox.



- e. Highlight the records displayed in yellow.
- f. Filter the column for all of the records that are not highlighted and you have a list of duplicates. In this example, it would display duplicate email addresses.



- g. Once you've identified duplicates, you can determine how to handle them.

You can follow this same process for any of the other columns you exported such as the phone number field, address, TIN, etc. If any duplicates are found you can then determine how you want to handle them in Dynamics SL.

3. **Cost Savings Using Vendor Terms.** Way too many organizations don't effectively take advantage of vendor discounts. It is a good idea to review your vendors' terms occasionally because vendor terms can change, and data input errors can happen when vendors are entered. Taking advantage of vendor-offered discounts can sometimes equate to significant cost savings for an organization. Here are some ideas to keep a watchful eye on your vendors' terms:

- ✓ **Check incoming invoices.** Using an incentive such as gift cards or a small bonus, accounts payable staff are asked to verify the discount on all invoices entered for the month. For each invoice entered, they verify the terms are correct in Dynamics SL. If they find any untaken discounts, they bring it to management's attention.
- ✓ **Proactively asking vendors for discounts.** Periodically run a list of vendors looking for the top twenty vendors paid in a designated time period that don't currently offer discount terms. Pick two or three likely candidates and reach out to them to see if they will offer the company a term discount. To find your top twenty paid vendors, use the Vendor History quick query and sort the YTD Payments column descending. Filter the query by the *Fiscal Year* column for this year or last year to see the most current list of

top paid vendors. You can see discounts taken in the YTD Discounts Taken next to the YTD Payments.

Company ID	Vendor ID	Name	Fiscal Year	Current Period Number	Beginning Balance	YTD Purchases	YTD Payments	YTD Discounts Taken	YTD Adju
PROTO	AB01	ABC Temp Age...	2014	201406	193,774.00	53,181.00	245,955.00	0.00	
PROTO	MA01	Material Suppli...	2014	201406	434,800.00	25,000.00	56,250.00	0.00	
PROT1	AB01	ABC Temp Age...	2014	201406	15,000.00	0.00	15,000.00	0.00	
PROTO	AE01	A&E Repro Sys...	2014	201406	524,100.00	2,000.00	7,160.00	0.00	
PROTO	BA01	Bank of Americ...	2014	201406	24,120.01	0.00	3,931.59	0.00	
PROTO	MY01	My Binding ...	2014	201406	30,135.00	40,950.00	2,999.00	0.00	
PROT1	AE01	A&E Repro Sys...	2014	201406	25,000.00	0.00	0.00	0.00	
PROTO	AM01	American Expre	2014	201406	1,500.00	0.00	0.00	0.00	

- ✓ **Review to ensure discounts are taken at the time of payment.** Although you may be entering discount terms in Dynamics SL for vendors, are you really taking advantage of the discounts? The AP Documents quick query has Discount Balance and Discount Taken fields that can be added to the query. Doing a filter for vouchers and your terms ID that includes discounts, you can quickly see if discounts are being taken. If you're missing out on discounts, you can focus on finding out why.

Terms ID	Discount Date	DueDate	PayDate	Original Document Amount	Document Balance	Company ID	Discount Balance	Discount Taken
02	6/11/2014	7/1/2014	6/11/2014	2,595.00	0.00	PROTO	0.00	-51.90
02	6/11/2014	7/1/2014	6/11/2014	8,500.00	0.00	PROTO	0.00	-170.00
02	6/11/2014	7/1/2014	6/11/2014	485.00	0.00	PROTO	0.00	-9.70
02	6/11/2014	7/1/2014	6/11/2014	1,995.00	0.00	PROTO	39.90	0.00

As you read through this article, I hope you found value and some helpful information that can be used in your organization. Keeping your vendors in Dynamics SL as well-organized as possible will undoubtedly bring many benefits to the organization. And as always, if you need help or want to share ideas, please don't hesitate to reach out to any of us at Synergy Business Solutions!

**Donna Hurst**  
*Dynamics SL Practice Manager*  
[donna@synergybusiness.com](mailto:donna@synergybusiness.com)