

Vendors

Category: Vendors | Created: March 21, 2026 | Updated: September 01, 2026

Vendors

Vendors fall into 3 distinct categories, subcontractors, and material/dump suppliers, and operations (all other). Although a subcontractor is set up in the [Drivers](#) option, a vendor record must also be created.

[Start Screen](#) Location - Main Menu > Accounts Payable > Vendors

Vendors

Quick Find

Finger Lakes Transport, LLC

Vendor Number

1078

Vendor Information

Contacts

Custom Fields

Company

Finger Lakes Transport, LLC

Contact

Mr./Ms.

First Name

MI

Last Name

Street

214 Elmira Rd

Suite

City/St/Zip

Ithaca

NY

14850

Country

Phone

(444) 444-4444

Other Phone

Fax Number

(444) 444-4444

Email

Support@haulware.com

Comments

Driver 112

Vendor Type

Subcontractor

Account No

Terms

Due Upon Receipt

Credit Limit

\$0.00

Fed Tax ID

SSN

111-22-3344

Default GL Acct

5100

Subcontractor Pay

1099

1099

Beg Balance:

\$0.00

Fed Withheld:

\$0.00

State Withheld:

\$0.00

1099 Line:

Nonemployee

New

Delete

Find

AP History

Print

Done

Vendor Number - System assigned - Next number can be advanced in the [Company Setup](#) option.

Company - Name and primary contact information including address, phone and email.

Vendor Type - Identifies the category of this vendor.

1. Subcontractor
2. Material/Dump supplier
3. Operations - all other

Account No - This is the vendor's customer account number for your company.

Terms - Select payment terms from available options set up in the [Company Setup](#) option. Used to determine Due Date.

Credit Limit - Your credit limit with this vendor.

Fed Tax ID - Federal Tax ID - If vendor has a Tax ID, otherwise SSN.

SSN - Social Security Number - If individual or sole proprietorship or has no Fed Tax ID for 1099.

Default GL Acct - Default General Ledger Account - This will be the default expense account for any [AP Bill](#) entered for this vendor. This expense account will automatically fill in when entering a Bill for this vendor. For example: When entering a Payable for a bill from the phone company, you will always want that payment to be under the Telephone expense account without having to select it every time.



- **1099** - Toggle this button to indicate if the vendor will require a 1099 or is 1099 Exempt. Vendor with their 1099 button toggled to Exempt will not be part of the [1099 Processing](#).

1. **Beg Balance, Fed Withheld, State Withheld** - These fields are to supplement with 1099 amounts from your previous system in the first year of using HaulWare.
2. **NOTE:** After running your 1099s the first year, you will want to click the **Clear Beginning Balances** button in the [1099 Processing](#) option.
3. **1099 Line** - **NOTE:** HaulWare 1099 print will only support the 1099-NEC option.

Contacts tab - Click the open folder icon on the last blank line to add a new contact.

Vendors

Quick Find: Hankins Transportation Services, Inc. Vendor Number: **1078**

Vendor Information | **Contacts** | Custom Fields

Name	Title	Phone	Note
Tiger Woods	Supervisor	(222) 222-2222	Good golfer

Vendor Contact Information

Name: Tiger Woods

Title: Supervisor

Phone: (222) 222-2222

Fax:

E-mail: twoods@hankins.com

Note: Good golfer

AP History button - This will give you a quick view of all AP history with this vendor.

A/P Display

Year/Mo	Invoices	Total Amount	Invoice Number	Invoice Date	Inv Amount	Paid Amount	Balance
201702	1	\$757.36	1300	2/16/2018	\$506.25	\$506.25	\$0.00
201704	2	\$1,125.06	1295	2/7/2018	\$600.98	\$600.98	\$0.00
201710	1	\$67.70	1294	1/26/2018	\$264.00	\$0.00	\$264.00
201711	1	\$264.08	1284	12/21/2017	\$184.80	\$184.80	\$0.00
201712	2	\$444.84	1282	12/7/2017	\$260.04	\$260.04	\$0.00
201801	1	\$264.00	1279	11/17/2017	\$264.08	\$264.08	\$0.00
201802	2	\$1,107.23	1260	10/23/2017	\$67.70	\$67.70	\$0.00
All	10	\$4,030.27	1236	4/21/2017	\$883.06	\$883.06	\$0.00
			1231	4/4/2017	\$242.00	\$0.00	\$242.00
			1216	2/6/2017	\$757.36	\$0.00	\$757.36
Aging as of Today					\$4,030.27	\$2,766.91	\$1,263.36
Total	Current	Over 30	Over 60	Over 90	Over 120	Done	
\$1,263.36	\$264.00	\$0.00	\$0.00	\$0.00	\$999.36		

The left pane contains a line for each month, as well as a line for All bills.

1. Click on any line in the left pane to see the details for that month in the right pane.

2. Click on any line in the right pane to see the individual AP Bill.

Custom Fields tab - See [Custom Fields](#) for more information.