Suppliers
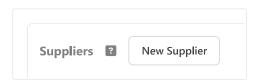
The **Suppliers** tab in Manager allows you to add new suppliers, as well as view and modify information of existing suppliers.

To create a new supplier, click the **New Supplier** button.

A supplier in Manager refers to an individual, business, or organization who is expected to be paid based on the invoices they issue you, indicating an *accounts payable* relationship. You don't need to set up someone as a supplier for every purchase. If a purchase is paid for in cash immediately, you can process it without having to create a supplier.

When a supplier is created, their starting balance is zero. If the supplier needs to start with a non-zero balance, enter unpaid invoices for this supplier under the **Purchase Invoices** tab.

The **Suppliers** tab features various columns that provide information about each supplier:

Code

This is the supplier code. It can be used to assign a unique identifier to each supplier for easy reference.

Name

This is the supplier's name.

Email Address

Shows the supplier's email address.

Control Account

Indicates the control account for suppliers. If custom control accounts are not being utilized, this column will display the default account: **Accounts payable**.

Division

Shows the division to which the supplier belongs.

Address

Displays the supplier's address.

Receipts

Shows the count of receipts listed under the **Receipts** tab linked to this supplier.

Payments

Displays the count of payments listed under the **Payments** tab for this supplier.

Purchase Quotes

Shows the count of purchase quotes linked to this supplier under the **Purchase Quotes** tab.

Purchase Orders

Displays the number of purchase orders linked to this supplier under the **Purchase Orders** tab.

Purchase Invoices

Shows the quantity of purchase invoices linked to this supplier under the **Purchase Invoices** tab.

Debit Notes

Displays the number of debit notes linked to this supplier, found under the **Debit Notes** tab.

Goods Receipts

Shows the goods receipts linked to this supplier under the **Goods Receipts** tab.

Qty to Receive

Displays the total number of items ordered through open purchase orders that have not yet been received. Clicking on this figure will direct you to a list of the individual purchase orders. See **Suppliers — Qty to receive** for more information.

Accounts Payable

Shows the balance in the **Accounts payable** account for this supplier, indicating the outstanding balance on purchase invoices.

Withholding Tax Payable

Displays the balance of the **Withholding tax payable** account for this supplier, indicating the amount of withholding tax owed for this supplier.

Status

Indicates the status of the supplier's payment as either **Paid**, **Unpaid**, or **Overpaid**. This status is determined by the Accounts payable balance:

- A positive balance indicates the supplier is **Unpaid**
- A negative balance indicates the supplier is **Overpaid**
- A zero balance means the supplier is **Paid**

Available Credit

Calculated by subtracting the **Accounts payable** balance from the **Credit limit**. You can set up the credit limit for a supplier by adjusting their settings during the editing process.