

Vendor Category

Module Guide: Vendor Category

Module Location

Purchasing > Supplier > Vendor Category

Module Objective

The **Vendor Category** module is a tool for managing master data that has two primary functions:

1. **Classification:** To create and manage a hierarchical structure for grouping suppliers/vendors by their type (e.g., Raw Material Vendors, Service Vendors, Expedition Vendors).
2. **Accounting Integration:** To link each vendor category to specific accounts in the General Ledger. This setup automates the journaling process for every transaction related to suppliers within that category.

1. Main View (Category Structure)

The main page of this module displays all the vendor categories that have been created in a **tree view** format.

Purchase | Vendor | Vendor Category

Category

-  Vend-BB - Vendor Bahan Baku
-  Vend-BJ - Vendor Bahan Jadi
-  Vend-BS - Vendor Barang Spare Part
-  Vend-BP - Vendor Bahan Packing
-  Vend-BI - Vendor Barang IT
-  Vend-BA - Vendor Barang Alat Tulis Kantor
-  Vend-EK - Vendor Ekspedisi
-  Vend-PR - Vendor promosi
-  Vend-JS - Vendor Jasa

Purchase | Vendor Category | Edit

Category Code*

Category Name*

Type*

ExpVendor

Category

Vend-BB

Vendor Bahan Baku Apply to All

Vendor Bahan Baku

Header (Already use In Customer or Vendor)

All AED AUD CNY EUR EURO GBP HKD IDR KHR KRW MMK MYR NGN PHP SGD THB TWD USD VND YEN

AED 3-2110301 ACCOUNT PAYABLE TRADE

AUD

CNY 1-1110101 CASH

EUR 1-1110102 PETTY CASH IDR

Euro 1-1110103 PETTY CASH USD

GBP 1-1110104 PETTY CASH RMB

IDR 1-1110105 PETTY CASH CNY

KHR 1-1110106 PETTY CASH SGD

KRW 1-1110107 PETTY CASH PHP

VND 1-1110108 PETTY CASH VND

MYR 3-2110301 ACCOUNT PAYABLE TRADE

NGN 3-2110301 ACCOUNT PAYABLE TRADE

PHP 3-2110301 ACCOUNT PAYABLE TRADE

SGD 3-2110301 ACCOUNT PAYABLE TRADE

THB 3-2110301 ACCOUNT PAYABLE TRADE

TWD 3-2110301 ACCOUNT PAYABLE TRADE

USD 3-2110301 ACCOUNT PAYABLE TRADE

VND 3-2110301 ACCOUNT PAYABLE TRADE

YEN 3-2110301 ACCOUNT PAYABLE TRADE

Account for Tracking Suppliers Deposit

Currency Used

All AED AUD CNY EUR EURO GBP HKD IDR KHR KRW MMK MYR NGN PHP SGD THB TWD USD VND YEN

AED 1-1150101 DEPOSIT VENDOR

AUD 1-1150101 DEPOSIT VENDOR

CNY 1-1150101 DEPOSIT VENDOR

EUR 1-1150101 DEPOSIT VENDOR

Euro 1-1150101 DEPOSIT VENDOR

GBP 1-1150101 DEPOSIT VENDOR

IDR 1-1150101 DEPOSIT VENDOR

KHR 1-1150101 DEPOSIT VENDOR

KRW 1-1150101 DEPOSIT VENDOR

MMK 1-1150101 DEPOSIT VENDOR

MYR 1-1150101 DEPOSIT VENDOR

NGN 1-1150101 DEPOSIT VENDOR

PHP 1-1150101 DEPOSIT VENDOR

SGD 1-1150101 DEPOSIT VENDOR

THB 1-1150101 DEPOSIT VENDOR

TWD 1-1150101 DEPOSIT VENDOR

USD 1-1150101 DEPOSIT VENDOR

VND 1-1150101 DEPOSIT VENDOR

YEN 1-1150101 DEPOSIT VENDOR

Account for Tracking Suppliers Down Payment

Currency Used

All AED AUD CNY EUR EURO GBP HKD IDR KHR KRW MMK MYR NGN PHP SGD THB TWD USD VND YEN

AED 1-1150101 DEPOSIT VENDOR

AUD 1-1150101 DEPOSIT VENDOR

CNY 1-1150101 DEPOSIT VENDOR

EUR 1-1150101 DEPOSIT VENDOR

Euro 1-1150101 DEPOSIT VENDOR

GBP 1-1150101 DEPOSIT VENDOR

IDR 1-1150101 DEPOSIT VENDOR

KHR 1-1150101 DEPOSIT VENDOR

KRW 1-1150101 DEPOSIT VENDOR

MMK 1-1150101 DEPOSIT VENDOR

MYR 1-1150101 DEPOSIT VENDOR

NGN 1-1150101 DEPOSIT VENDOR

PHP 1-1150101 DEPOSIT VENDOR

SGD 1-1150101 DEPOSIT VENDOR

THB 1-1150101 DEPOSIT VENDOR

TWD 1-1150101 DEPOSIT VENDOR

USD 1-1150101 DEPOSIT VENDOR

VND 1-1150101 DEPOSIT VENDOR

YEN 1-1150101 DEPOSIT VENDOR

*Required

View Explanation

- **Hierarchical Structure:** This view shows the grouping of suppliers, such as Vend-BB - Raw Material Vendors, Vend-BS - Spare Part Vendors, and Vend-JS - Service Vendors.
- **Navigation:** To edit a category, **double-click** on the category name. To create a new category, it is usually done by right-clicking on its parent and selecting 'Add'.

2. Steps to Manage a Vendor Category

When you create a new category or edit an existing one, you will see a detail form.



Step 1: Fill in Basic Category Information

At the top of the form, fill in the basic details of the category:

- **Category Code:** The unique code for the category.

Category Code* :

- **Category Name:** The descriptive name for the category.

Category Name* : 


Step 2: Set Up Account Linking (GL Linking - Important!)


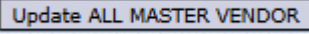

This section is a crucial accounting setup for automating purchasing journals. You must define the default General Ledger account for each type of payable transaction, per currency.

- **Account for Tracking Payables:** Define the main **Account Payable** account for this category.

- **Account for Tracking Suppliers Deposit:** Define the account for recording deposits given to vendors.
- **Account for Tracking Suppliers Down Payment:** Define the account for recording Purchase Down Payments to vendors.

Step 3: Save the Settings

Use the buttons in the bottom-left section to save your changes:

- **Update:** Saves the changes for this category setting only.

- **Update ALL MASTER VENDOR:** Saves the changes and applies them to all existing vendor data under this category.

- **Delete:** To delete the category. 

Tips & Important Notes

- The **Vendor Linked Accounts** settings must be done very carefully and in coordination with the **Accounting team** to ensure all purchase transactions are posted to the correct General Ledger accounts.
 - A good category structure will greatly simplify the process of reporting and analyzing company expenditures.
 - Use the **Update ALL MASTER VENDOR** button with caution, as it will change the accounting links for all existing vendors within that category.
-

Revision #1

Created 12 August 2025 08:46:13 by Muhammad Ali Akbar

Updated 12 August 2025 08:54:35 by Muhammad Ali Akbar