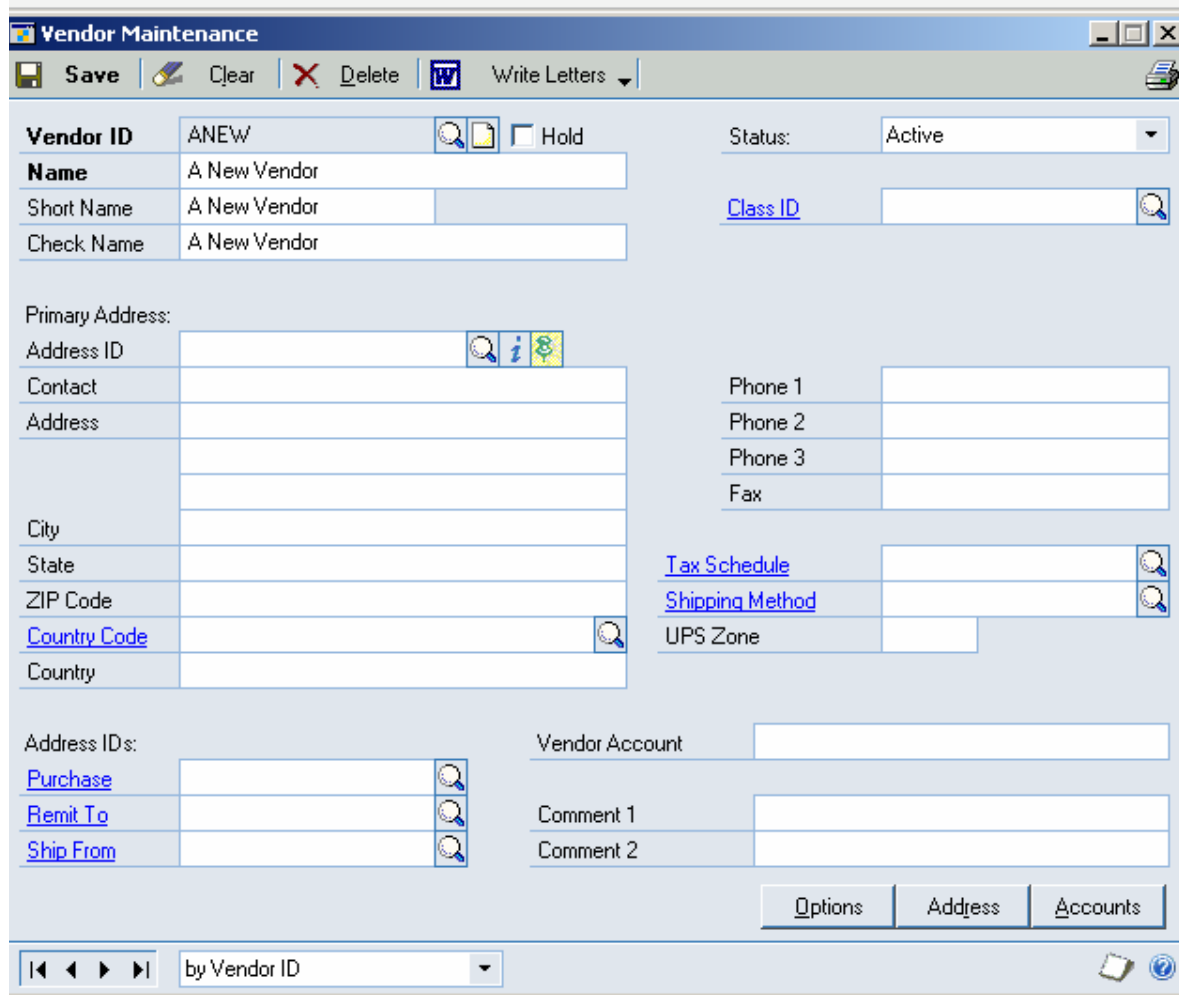


## Vendor Auto-Hold Utility

When a new vendor is added, the auto-hold utility will automatically place a check mark in the Hold field when the record is saved.







The screenshot shows the 'Vendor Maintenance' window with the following fields and values:

- Vendor ID:** ANEW
- Name:** A New Vendor
- Short Name:** A New Vendor
- Check Name:** A New Vendor
- Status:** Active
- Class ID:** (empty)
- Primary Address:**
  - Address ID: (empty)
  - Contact: (empty)
  - Address: (empty)
  - City: (empty)
  - State: (empty)
  - ZIP Code: (empty)
  - Country Code: (empty)
  - Country: (empty)
- Phone 1:** (empty)
- Phone 2:** (empty)
- Phone 3:** (empty)
- Fax:** (empty)
- Tax Schedule:** (empty)
- Shipping Method:** (empty)
- UPS Zone:** (empty)
- Address IDs:**
  - Purchase: (empty)
  - Remit To: (empty)
  - Ship From: (empty)
- Vendor Account:** (empty)
- Comment 1:** (empty)
- Comment 2:** (empty)





At the top right of the vendor information section, there is a 'Hold' checkbox which is currently unchecked.

At the bottom of the window, there are navigation buttons: 'Options', 'Address', and 'Accounts'. The status bar at the very bottom shows navigation arrows and a dropdown menu set to 'by Vendor ID'.

Before the saving the new vendor, the box is unchecked:

<b>Vendor ID</b>	ANEW   <input type="checkbox"/> Hold	Status:	Active 
<b>Name</b>	A New Vendor		
Short Name	A New Vendor	<u>Class ID</u>	
Check Name	A New Vendor		

Upon saving the new vendor record, the box is now checked. Invoices can continue to be entered and posted. Payments will not be authorized until the hold is manually removed.

<b>Vendor ID</b>	ANEW   <input checked="" type="checkbox"/> Hold	Status:	Active 
<b>Name</b>	A New Vendor		
Short Name	A New Vendor	<u>Class ID</u>	
Check Name	A New Vendor		