Error: Vendor not on File in Accounting Package (Quickbooks)

Summary:

Error: **Vendor not on file** after exporting from Counterpoint into Quickbooks using the Export Vendors Utility.

Cause:

Setup issue.

Solution:

- Verify that on the Vendor Record in Counterpoint that the **AP Vendor #** and **Vendor Name** matches the **Vendor** setup in Quickbooks. Compare setup with a Vendor that is not returning the error to match setup.

- Verify the **TERMS code** and **description** for the vendor match what is in Quickbooks

- If any changes are made, it may be necessary to run: System > Accounting > Utilities > Import Vendors and run an **update** for the vendors that are already on file.

- If A/P Vendor # field is used in CP, verify it is not the same as the Vendor Number. Per Online help: "Enter the number or code that identifies the vendor in the Accounts Payable module of your third-party accounting software, **if it is different** from the **Vendor number** value.