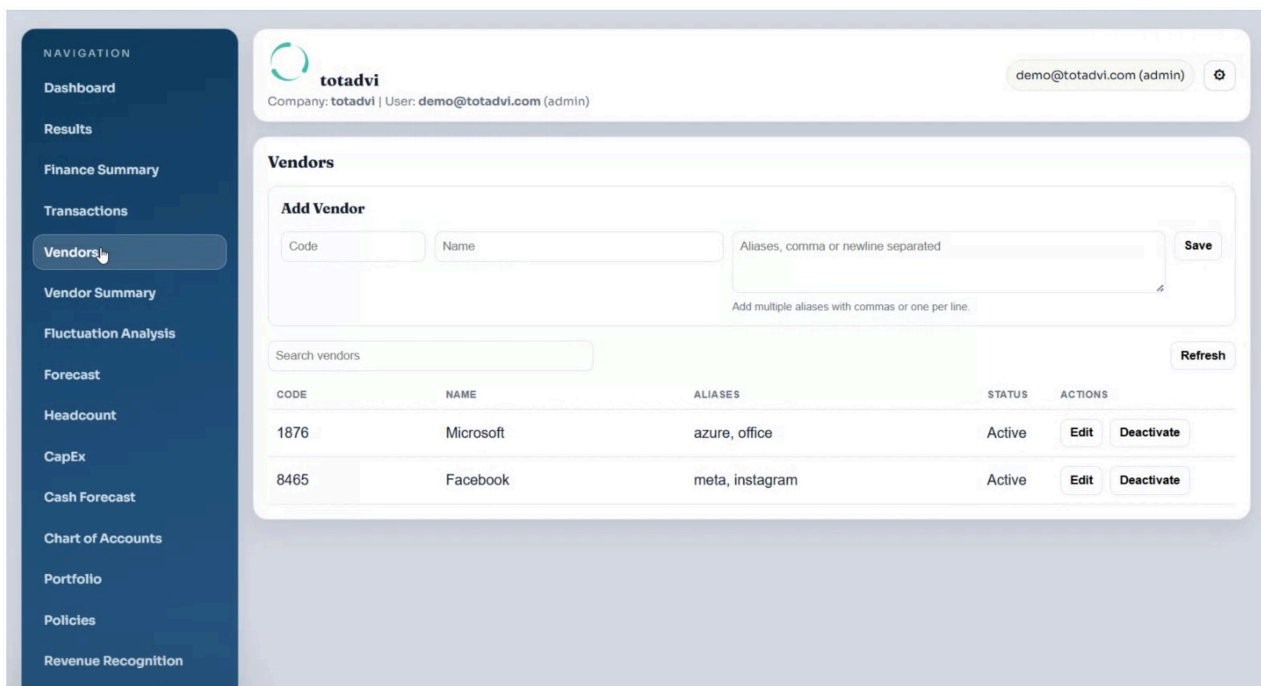


# Managing Vendors in Totadvi

Use the Vendor tab in Totadvi to add, standardize, and maintain your vendor list, then analyze spend and forecast by vendor across the platform for more accurate reporting and financial insights.

## Step 1: Open the Vendor Tab

Start by navigating to the **Vendor** tab, where you can create, add, and manage all vendors for your company.



The screenshot shows the Totadvi Vendor management interface. On the left is a dark blue navigation sidebar with the following menu items: NAVIGATION, Dashboard, Results, Finance Summary, Transactions, **Vendors** (highlighted), Vendor Summary, Fluctuation Analysis, Forecast, Headcount, CapEx, Cash Forecast, Chart of Accounts, Portfolio, Policies, and Revenue Recognition. The main content area has a white header with the Totadvi logo, company name, and user information (demo@totadvi.com (admin)). Below the header is the 'Vendors' section, which includes an 'Add Vendor' form with fields for Code, Name, and Aliases (comma or newline separated), and a 'Save' button. Below the form is a search bar and a 'Refresh' button. A table lists existing vendors:

CODE	NAME	ALIASES	STATUS	ACTIONS
1876	Microsoft	azure, office	Active	Edit Deactivate
8465	Facebook	meta, instagram	Active	Edit Deactivate

## Step 2: Add and Standardize Vendors

In the Vendor tab, add new vendors by entering their names and any aliases they may use. This is an ideal place to standardize vendor names and clean up inconsistent data so that reporting remains accurate and consistent across the platform.

## Step 3: Review Vendor Impact Across Totadvi

Once your vendors are set up, their impact will be visible throughout the platform, improving reporting and analysis wherever vendor data is used.

## Step 4: Analyze Transactions by Vendor in the Results Tab

Go to the **Results** tab and apply a filter on a specific vendor to view all transactions associated with that vendor. This makes it easy to track spend, analyze vendor concentration, and quickly understand where your money is going.

**Results**

Statement: Income Statement | From: May 2026 | To: June 2026 | Show what materially changed:  Off | Refresh

**Optional: Filter Accounts**

- 5000 - Cost of Goods Sold (cogs)
- 41115 - Overhead (cogs)
- 41658 - Widget 1 (cogs)
- 46358 - Widget 1a (cogs)
- 47985 - Widget 1b (cogs)
- 48973 - Widget 2 (cogs)
- 49993 - Widget 2a (cogs)
- 41125 - Widget 2b (cogs)
- 54879 - Accounting (expense)
- 59638 - Admin (expense)

**Optional: Filter Vendors**

- NO\_VENDOR - No Vendor
- 1876 - Microsoft
- 4598 - Amazon
- 8465 - Facebook

**Optional: Filter Cost Centers**  Enable

- 111 - Accounting
- 112 - Finance
- 178 - Marketing
- 302 - Interns
- 397 - Pt
- 459 - Internal
- 658 - Sales
- 889 - External
- 999 - Exec

Turn on to filter Results by cost center

Apply Filters | Export to Excel | Trial Balance

ACCOUNT	VENDOR	2026-05	2026-06	TOTAL
59785 - General	1876 - Microsoft	18,580	0	18,580
<b>TOTAL</b>		<b>18,580</b>	<b>0</b>	<b>18,580</b>

**Accrual scan (possible missing activity)** Run scan  
No likely missing accruals detected for this range.

## Step 5: Forecast by Vendor in the Forecast Tab

Open the **Forecast** tab to forecast by a specific vendor and see how vendor-related spend is projected over time.

**Summary Table**

	2026-05	2026-06	2026-07	2026-08	2026-09	TOTAL
Gross Margin	-5,416.67	-5,416.67	-5,416.67	-5,416.67	-5,416.67	-37,916.69
Expenses	18,580.00	0.00	0.00	0.00	0.00	18,580.00
<b>Net Operating</b>	<b>-23,996.67</b>	<b>-5,416.67</b>	<b>-5,416.67</b>	<b>-5,416.67</b>	<b>-5,416.67</b>	<b>-56,496.69</b>

**Forecast Grid — Account x Vendor by month (actuals locked)**

VENDOR CODE	VENDOR NAME	ACTIONS	2026-05	2026-06	2026-07	2026-08	2026-09
1876	Microsoft	Actions...	0	0	0	0	0
NO_VENDOR	No Vendor	Actions...	0	0	0	0	0
<b>Column Totals</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Step 6: Maintain Vendor Records

At any time, return to the **Vendors** tab to add new vendors or edit existing vendor details to keep your data current and accurate.

The screenshot shows the 'Vendors' management interface in the totadvi system. On the left is a dark blue navigation sidebar with the following menu items: NAVIGATION, Dashboard, Results, Finance Summary, Transactions, **Vendors** (highlighted), Vendor Summary, Fluctuation Analysis, Forecast, Headcount, CapEx, Cash Forecast, Chart of Accounts, Portfolio, Policies, and Revenue Recognition. The main content area has a header with the totadvi logo, company name 'totadvi', and user information 'demo@totadvi.com (admin)'. Below the header is the 'Vendors' section, which includes an 'Add Vendor' form with fields for Code, Name, and Aliases (comma or newline separated), and a Save button. A search bar for vendors and a Refresh button are also present. The main part of the interface is a table listing existing vendors.

CODE	NAME	ALIASES	STATUS	ACTIONS
1876	Microsoft	azure, office	Active	<a href="#">Edit</a> <a href="#">Deactivate</a>
4598	Amazon	prime	Active	<a href="#">Edit</a> <a href="#">Deactivate</a>
8465	Facebook	meta, instagram	Active	<a href="#">Edit</a> <a href="#">Deactivate</a>