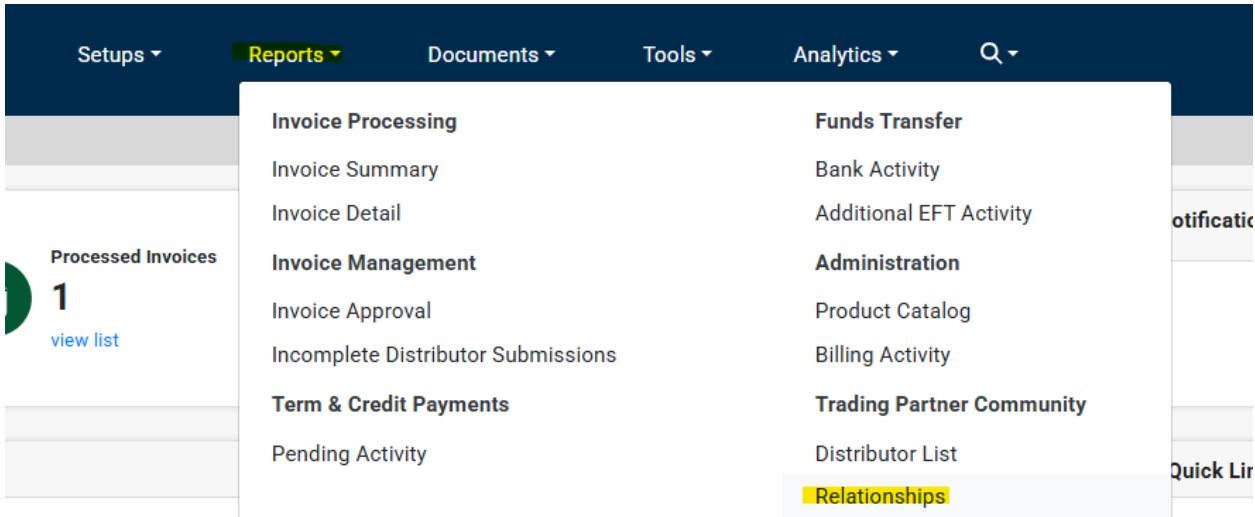


How to Locate Your Vendor Account Numbers in Fintech

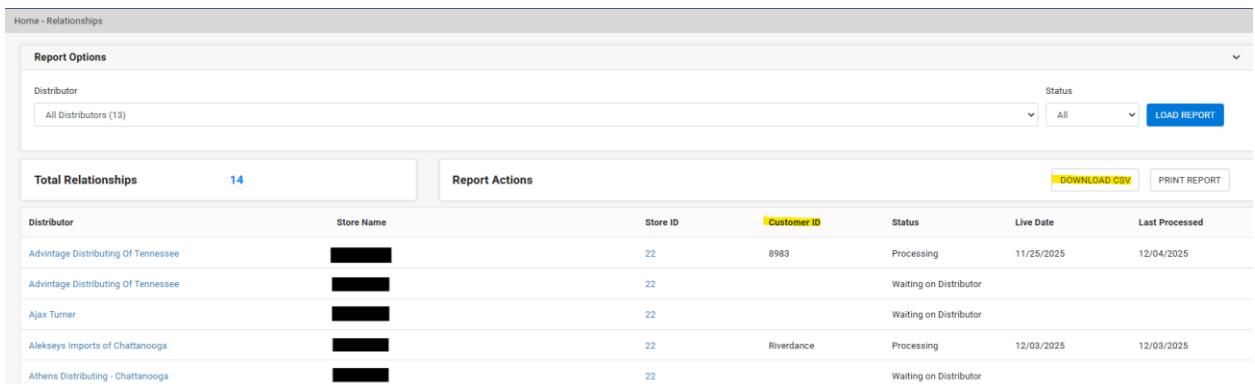
Option1

Go to Reports > Relationships



The screenshot shows the Fintech software's navigation bar with 'Reports' selected. A dropdown menu is open under 'Reports' with several options: Invoice Processing, Funds Transfer, Invoice Summary, Bank Activity, Invoice Detail, Additional EFT Activity, Invoice Management, Administration, Invoice Approval, Product Catalog, Incomplete Distributor Submissions, Billing Activity, Term & Credit Payments, Trading Partner Community, Pending Activity, Distributor List, and Relationships. The 'Relationships' option is highlighted with a yellow box.

The Vendor Account number is the Customer ID in Fintech. You can download this list as a CSV

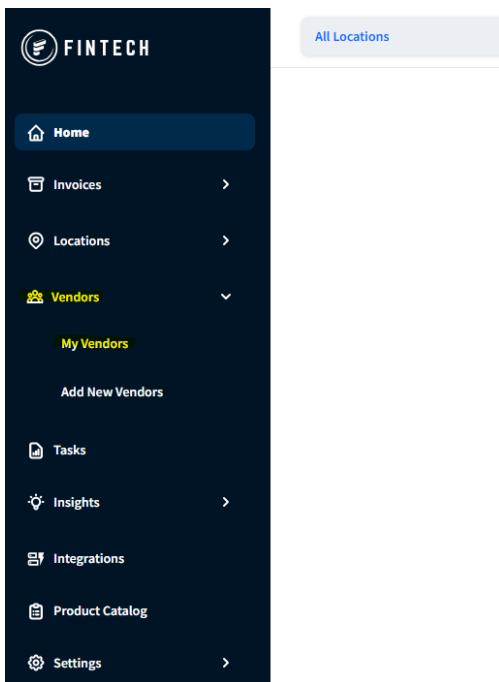


The screenshot shows the 'Relationships' report page. The top section has 'Report Options' and a 'Distributor' filter set to 'All Distributors (13)'. Below is a summary table with 'Total Relationships' (14) and 'Report Actions' buttons for 'DOWNLOAD CSV' and 'PRINT REPORT'. The main table lists distributor relationships with columns: Distributor, Store Name, Store ID, Customer ID (highlighted with a yellow box), Status, Live Date, and Last Processed. The data includes entries for Advantage Distributing Of Tennessee, Ajax Turner, Alekseys Imports of Chattanooga, and Athens Distributing - Chattanooga.

Distributor	Store Name	Store ID	Customer ID	Status	Live Date	Last Processed
Advantage Distributing Of Tennessee	[REDACTED]	22	8983	Processing	11/25/2025	12/04/2025
Advantage Distributing Of Tennessee	[REDACTED]	22		Waiting on Distributor		
Ajax Turner	[REDACTED]	22		Waiting on Distributor		
Alekseys Imports of Chattanooga	[REDACTED]	22	Riverdance	Processing	12/03/2025	12/03/2025
Athens Distributing - Chattanooga	[REDACTED]	22		Waiting on Distributor		

Option2

Go to Vendors > My Vendors



This view of the Fintech portal does not allow you to download the Customer ID list like Option1, so you will need to click on each distributor individually to grab the Customer ID

My Vendors

Select a vendor to view more or edit details.

Total Vendors: 8

NAME	NEXT PAYMENT DATE	NEXT PAYMENT AMOUNT	LOCATIONS	STATUS	
Empire Distributors, Inc. - Atlanta	-	\$0.00	1		>
General Wholesale - Marietta	-	\$0.00	1	1 Active Not Processing	>
Georgia Crown Dist Co - McDonough	-	\$0.00	1	1 Pending	>
Jackson Beverages, Inc.	-	\$0.00	1	1 Active Not Processing	>

Once you click on the distributor, you will see the Locations Served by the distributor and the account number is the Vendor ID on this screen

