Vendors Overview and Topics

Last Modified on 11/06/2026 11:52 am EST

If using the Accounts Payable module, you need to create one record for each vendor from whom you create and receive purchase orders and enter and pay bills for materials and services. The vendor records created are selectable from the drop down list when creating accounts payable transactions.

On the Vendor setup form is an option to mark the Vendor as a 1099 vendor. If you select this option, your company can print 1099 forms for the payments made to the 1099 type vendor.

Each vendor must also be assigned to a vendor type for reporting purposes. This setup table must be populated in SedonaSetup prior to entering new vendor records.

There are three special vendor types in SedonaOffice which have special functionality within the application. These types are Parts Supplier, Service Provider, and Sales Tax Agency. All of these vendor types are delivered with the SedonaOffice software and cannot be modified or deleted. Below is a definition of each of these vendor types and how they are used within the SedonaOffice application. You can create as many vendor types as desired to categorize your vendors. The vendor type is used as a filter when performing a vendor search and a grouping and filtering option on many accounts payable reports

- Parts Supplier: Used for vendors from which your company purchases inventory parts.
- Service Provider: A company that is used to service your customer accounts within the Service Module. When a vendor is saved using this vendor type, an entry is automatically made into the Service Company setup table. Do not use this vendor type for vendors that are subcontractors that are used exclusively for jobs. If the vendor is used as a subcontractor for both jobs and services, use the Service Provider vendor type.
- Tax Agency: A government entity to whom your company remits sales tax invoiced to your customers on invoices.

Follow the topic links below for Vendor related information.

Vendor Search

Creating a New Vendor

The Vendor Explorer

Editing Vendor Information

Inactivating a Vendor

Deleting a Vendor