SedonaSetup - AP - Vendors

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Purpose:	Create a list of vendors from whom you purchase materials or services. Use on purchase orders in Accounts Payable.
Prerequisite:	Chart of Accounts, Vendor Type, Branch, Category, Terms
Required or Optional:	Required is using the Accounts Payable module.

If using the Accounts Payable module, you need to create one record for each vendor from whom you receive bills for materials or services. The vendor records created are selectable from the drop down list when creating Purchase Orders, entering Vendor Bills, Vendor Credits, Receiving Purchase Orders, and Writing Checks.

Required fields on the form are: Vendor Code, Vendor Type, Name, Address, Branch, Category, Terms.

For existing SedonaOffice customers, ALL Vendor records must be created from the main application. Navigate to the main application menu tree and select Accounts Payable/Vendors. Click the new button at the bottom of the Vendor List to enter a new vendor. Click the Save button when finished.

For new companies implementing SedonaOffice, you will import vendors via the data conversion process, **do not** manually enter your vendor records with the exception of tax agencies.

