

SedonaSetup - AP - Vendors

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If using the Accounts Payable module, you will need to create one record for each Vendor from whom you receive bills for materials or services. The Vendor records created will be 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.

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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. DO NOT SETUP VENDORS USING THIS FORM.

For new companies implementing SedonaOffice and you will be importing Vendors via the data conversion process, Do Not manually enter your Vendor records with the exception of Tax Agencies.

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