Vendors

Accounts payable > Common > Vendors > All vendors

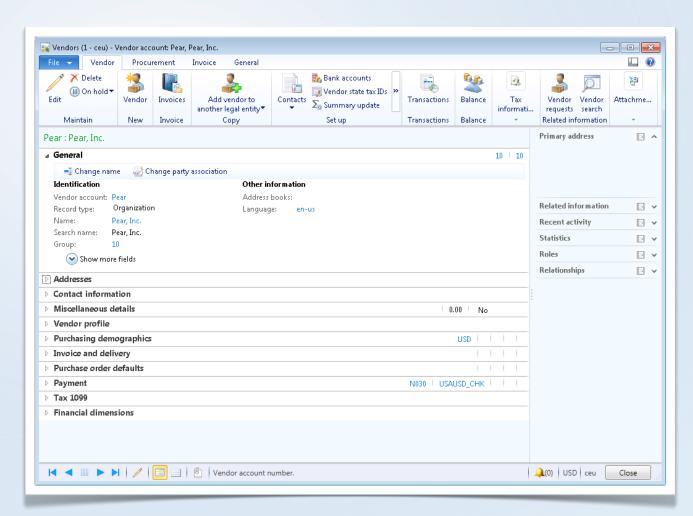
Summary Accounts payable balances are maintained in Vendor accounts.

Steps 1. Create a Vendor

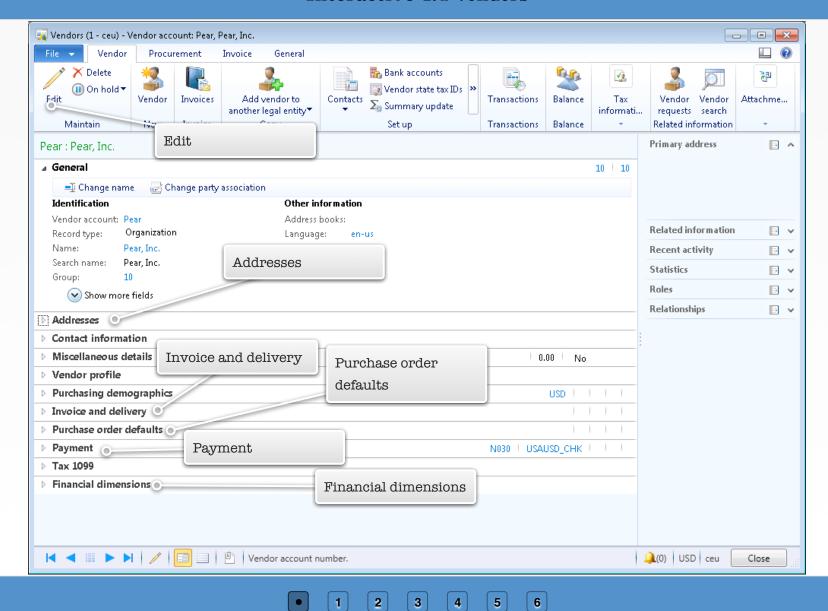
Tips • Link Vendors that are Employees to the same Address book record

Create a Vendor

- Click the new Vendor button.
- Fill in Vendor account or default from a <u>Number</u> <u>sequence</u>.
- Add Name.
- Select the **Vendor group**.
- On the **Addresses** <u>Fast tab</u> click **New** to create the address.
- On the Payment Fast tab add
 Term of payment and
 Method of payment.



Interactive 4.1 Vendors



Movie 4.1 Vendors

