

How do I add a vendor for payment?



1. Go to **Menu > Accounts Payable > Setup > Payment Control**
2. Click on the binoculars and find the vendor in question. Check to see if the auto approval box is ticked. If it is un-ticked then do the following:
 - Go under **Accounts Payable > Registration > Approve Invoices**. Find the vendor in question, tick the approved field and press **Enter**.
 - Repeat the step above for all invoices which you wish to pay
3. Run the Payment Selection again – **Banking > Payment > Payment Selection** Make sure to include the Overdue entries box is ticked. The vendor should now appear.

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How do I add a vendor for payment? (cont.)



If you have completed the steps in the previous slide and the vendor still fails to appear then do the following:

1. Go under **Menu > Accounts Payable > Setup > Payment Control**
2. Find the Vendor in question. Check the payment mode assigned to the vendor
3. Run the payment selection again using the correct payment mode, making sure that the overdue entries box is ticked. The vendor should now appear.

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