

# How do I create a vendor? (1)



Go to Menu > Accounts Payable > Set up > Vendor Information Card

2. Click on Index > New Vendor
3. Insert the following details:
  - i. Vendor Name
  - ii. Address – including county, post code and country
  - iii. Phone numbers etc, if available
  - iv. Attention – e.g. Accounts Receivable. Please note this is someone at the vendor
  - v. Enter your company number in the Company Number and Access Level Name fields
  - vi. Select the applicable Vendor Group – used for reporting
  - vii. Extra Fields – fill in as applicable
  - viii. Control Account – fill in a applicable
4. Hit **Enter** – a vendor number is now generated

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## How do I create a vendor? (2)

5. Change defaults if necessary – e.g. Currency
6. Hit **Enter** to Save
7. Go to **Menu > Accounts Payable > Set-up > Payment Control**
8. From the top menu bar go to Navigate > Find Vendor (if not already on the vendor)
9. Look at the Payment Control Island. Choose the Payment mode typically used for this vendor.

# How do I create a vendor? (3)



10. Change the payment terms if necessary
11. For companies using BACS or other electronic payments, the following fields should be completed:
  - Reg. No = sort code (6 digits)
  - Bank Acct. No. = account code (8 digits)
  - BACS No = Building society account number

# How do I create a vendor? (4)



12. Ensure that the **Tax** box is ticked for all vendors who should appear on your VAT reports (if applicable)
  
13. Enter Tax Category – VAT Code (if applicable)
  
14. Look at the Bank Island. Fill in the
  - 1<sup>st</sup> line: Bank name (if applicable)
  - 2<sup>nd</sup> line: Bank address (if applicable)
  
15. Hit **Enter** to save changes