Vendors List

To arrive at the Vendors List, navigate to Accounts Payable > Vendors.

Functions available from the Vendors List are:

- Add a new vendor.
- Export the currently viewed grid data to an Excel file.
- Click on the hyperlink of a Vendor # to open the vendor record.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.
- Select additional or different columns to display in the grid area, and save as a custom grid layout.