

Add a Vendor

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To add a new Vendor, navigate to Accounts Payable > Vendors.

The Vendors list opens. Click the **New Vendor** button.

Vendor # ↑	Name	Account #	Open Balance	Phone 1
1000	Perennial Software	1000	\$390.00	(440) 247-5602
1001	ADI		\$4,070.00	(888) 245-3653
1002	DCS	1456123	\$260.00	(905) 760-3000
1003	Bold Group Software	0123456789	\$0.00	
1004	Joseph & Joseph Attorneys	11222	\$0.00	
1005	Acme Alarm Services		\$0.00	
1234	Bosch		\$0.00	4405490304
1235	A1 Testing Labs		\$0.00	4405490304
1236	Ace Hardware		\$3,753.50	(888) 555-2222
2500	Bosch Security Systems	32558	\$0.00	
2501	Tri-Ed	FES10225	\$0.00	
2503	DMP	102245	\$0.00	2135551010
2504	Phillips Electric	123	\$0.00	(123) 455-1233

The New Vendor form opens. There are required fields that must be populated to create the new vendor: Vendor Number, Name, GL Account, and Term. Each of the data entry fields are explained below.

Data Entry Fields

Data entry fields preceded by an asterisk are required.

- ***Vendor Number:** This is an alphanumeric field and you can use any numbering system desired. Maximum of 15 characters allowed.
- ***Name:** Enter the name of the vendor. Maximum of 25 characters allowed.
- **Payable To:** If printing A/P checks, this is the name that will appear in the Payable To on the check. Maximum of 25 characters allowed.
- **Memo:** Any text entered into this field will print on the memo line of all A/P checks for the vendor. Maximum of 25 characters allowed.
- **Mailing Address:** Typically, this is the physical address of the vendor. On address line 1 and 2, you can enter up to 50 characters.
- **Primary Phone:** Enter the primary phone number for the vendor. Ten characters allowed in this format: area code-prefix-suffix.
- **Other Phone:** Enter an alternate phone number for the vendor. Ten characters allowed in this format: area code-prefix-suffix.
- **Fax Number:** Enter the fax phone number for the vendor. Ten characters allowed in this format: area code-prefix-suffix.
- **Email:** Enter the primary email address for the vendor. Typically, this would be used for billing related emails.
- ***Branch:** Select a branch for the vendor.
- ***Default Payment:** Select the default account for payments to the vendor. This shows the bank account name.
- ***AP GL Account:** From the drop-down list, select the default AP GL account to be used when entering bills and credits.
- **1099 Eligible:** If you will need to send the vendor a 1099, set this toggle button to Yes.
- **Tax Agency:** If this vendor is a tax agency, set this switch to Yes.
- **Customer Number:** This is your customer account number with the vendor.
- **Web Page:** Enter the URL for the vendor's main web page.
- ***Term:** From the drop-down list, select the default term code to be used when entering bills.
- **Taxpayer ID Number:** You can enter either a federal tax ID or a social security number, depending on how the vendor is doing business.
- **Remittance Address:** When printing A/P checks, this is the address that will print on the check. On address line 1 and 2, you can enter up to 50 characters.
- **Sales Phone:** Enter the sales department phone number for the vendor. Ten characters allowed – format:

area code-prefix-suffix.

- **Sales Email:** Enter the primary email address for the sales department.
- **Support Phone:** Enter the support department phone number for the vendor. Ten characters allowed in this format: area code-prefix-suffix.
- **Support Email:** Enter the primary email address for the support department.
- **Comments:** This is a free-form text field for recording miscellaneous information related to the vendor. Maximum of 250 characters allowed.

When finished, click the **Create** button at the upper right of the page.
