

3.4 Vendors

The Vendors module contains the business name records that correspond to companies that supply goods and services.

[illegible]

You can add a new vendor with the  button.

Create Vendor

SaveCancel

Vendor Information:

Vendor Name

Email

Fax

GL Account

300-Sales-Software▼

Vendor No

AUTO GEN ON SAVE

Phone

Website

http://

Category

Address Information:

Street

City

Postal Code

PO Box

State

Country

Description Name:

Here are some relevant fields for Vendors:

Vendor name	Business name.
GL Account	Allows classification of vendors by macro-sectors according to the GL account code used by the departments.

Vendors module is related to Contacts module, just like the Accounts module (1 to N).

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