

Adding a Vendor Record

If you pay a business or individual for services rendered, you should add a vendor record in Accounts Payable to track [invoices](#) and payments.

If an individual has a record in ACS, you can select the individual's name in the Global Name List to quickly add the vendor record type. Using the record in the Global Name List speeds up your data entry by copying personal information, such as address, phone number, e-mail address, and social security number. Besides saving you a great deal of time entering duplicate information, it prevents you from inadvertently adding a duplicate record. Once the vendor record is created, you can add any additional information to each tab that is necessary to complete the record. For information on each tab, see [Keeping Accurate Vendor Records](#).

The display name format is defined in General Ledger Setup, and all names throughout the Financial Suite display in the defined format. This includes reports and ACS grids. If you want to change the way a particular name displays, select the **Retain** check box in the **Name Information** area and enter the name in the new format.

Prior to entering vendors, you need to [set up your vendor types](#) in Define Lists.

1. Under Manage Records, click the **Records** tab.
2. In the drop-down list, select **Add/Edit Vendors** and click **Go** .
3. Click **Add**.
4. Enter information in the appropriate fields under **Name Information**. If a vendor is not an individual, make sure to select the **Company** check box in the Name Information area. Enter the company name in the **Last Name** field, and leave the **First Name** and **Middle** fields blank. When searching for vendors, search in the **Last Name** field to include all vendors.
5. Enter the information in the appropriate fields on each tab.
6. Click **OK**.

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2. In the drop-down list, select **Add/Edit Vendors** and click **Go** .
3. Click **Add**.
4. In the **Last Name** field, click **Lookup**  and select a record in the Global Name List.
5. Click **OK**.
6. Enter the information in the appropriate fields on each tab. For more information about each tab, see [Keeping Accurate Vendor Records](#).
7. Click **OK**.