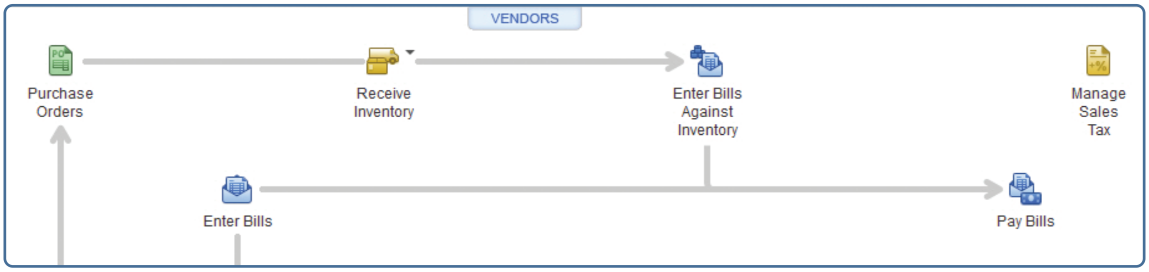
Vendor Maintenance

The table below and the two tables on the following page include instructions to add a vendor record, change information for an existing vendor, and delete a former vendor's record. The *QuickBooks* windows for these maintenance activities are shown on pages 66 and 67.



Add a Vendor Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Vendors icon to display the Vendor Center.
Vendors Tab	Click the Vendors tab if it is not already open.
New Vendor button	Click the New Vendor button. Select New Vendor to open the New Vendor window.
Vendor Name	Enter the name of the vendor.
Opening Balance	Do not enter. Will be done later if there is a balance.
As of	Enter date the vendor is added.
Remainder of Address Info tab	Complete the remaining boxes to the extent that the information is available. Some boxes may not be applicable for the vendor.
Payment Settings tab	Select the Payment Settings tab. Complete the boxes to the extent that the information is available. Some boxes may not be applicable for the vendor.
Account Settings tab	Select the Account Settings tab. Enter the general ledger account(s) that purchases from this vendor are likely to be charged to.
OK button	Click the OK button to save the new vendor information and close the window.

Change Information in An Existing Vendor’s Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Vendors icon to display the Vendor Center.
Vendor Center	Click the Vendors tab to display the vendor list.
Vendor List	Right-click on the name of the vendor whose record you wish to change and select Edit Vendor to open the Edit Vendor window.
Edit Vendor window	Change appropriate information in the windows for the Address Info, Payment Settings, and/or Account Settings tabs.
OK button	Click the OK button to save the edited vendor information and close the window.

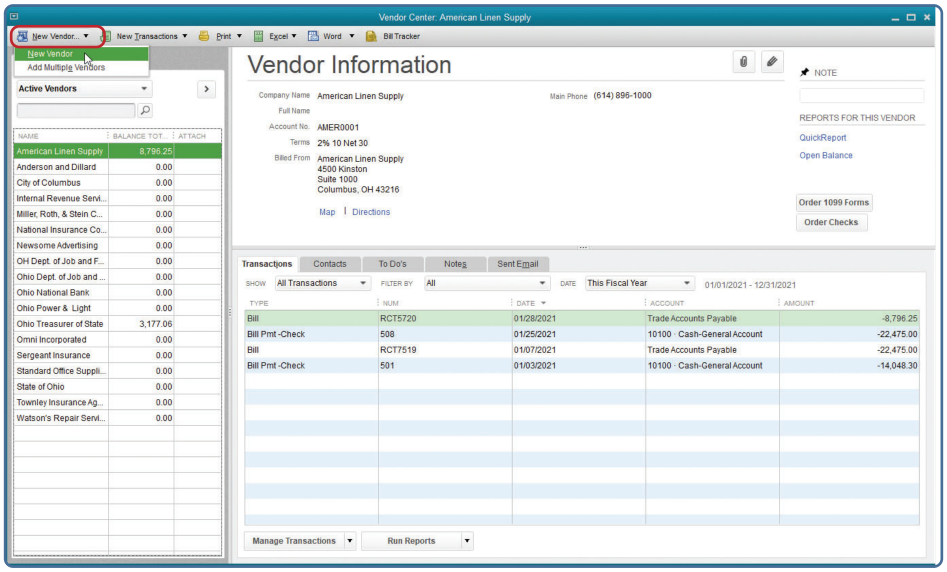
Delete a Former Vendor’s Record Quick Reference Table

Box or Other Location	Procedure
Home Page	Click the Vendors tab to display the Vendor Center.
Vendor Center	Click the Vendors tab to display the vendor list.
Vendor List	Right-click on the vendor name that is to be deleted and select Delete Vendor. (*Note:* Be sure you want to delete the vendor record before you do so. If you want that vendor included later, you will need to find and reenter the information as you would for a new vendor following the guidance in Add a Vendor Record – Quick Reference Table.)
QuickBooks message	If the account is associated with at least one transaction in the current year or has a prior balance, a warning message will appear. For this project, click cancel and do not delete the account.

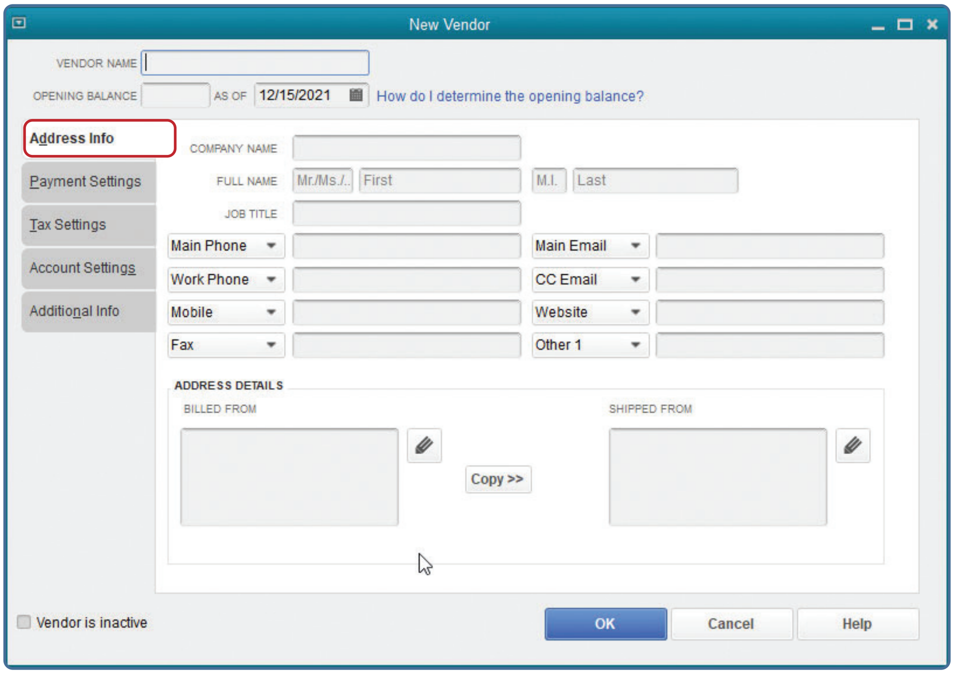
Vendor Maintenance

QuickBooks windows

Vendor Center → Vendors Tab → New Vendor button → New Vendor



New Vendor Window—Address Info Tab

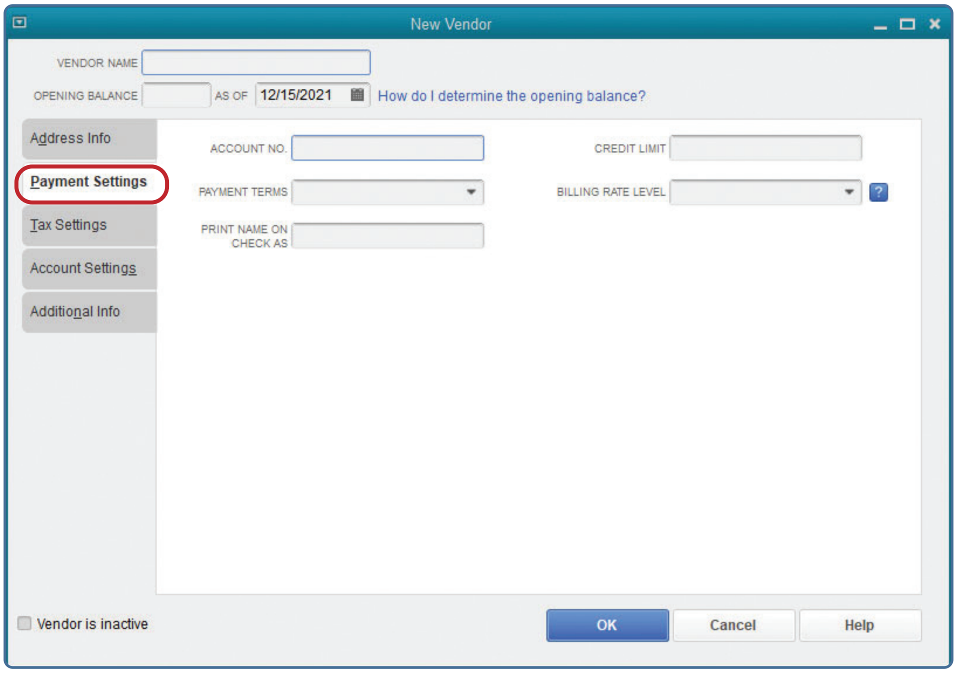


(windows continued on the following page)

Vendor Maintenance

QuickBooks windows *(continued)*

New Vendor Window—Payment Settings Tab



New Vendor Window—Account Settings Tab