



VENDOR FILE SETUP

Delivery	45 minute course on-line connection & over the phone with specialist, followed by a 15 minute review, reporting and assistance with unique setup issues once user is nearly completed with Vendor File entry or clean up.
Who should take the course	Accounts Payable Manager or Bookkeeper; the person responsible for Payables entry/payment and Vendor setup
Course Description	<p>Vendor Files can be converted from existing data or manually entered, this Course will help the user clean up converted files and/or enter new files manually. The Vendor Files affect the operation of Purchase Orders (Inventory), Accounts Payable and Accounting.</p> <ul style="list-style-type: none"> • Instruction on Vendor Setup and fields available • Setup General Ledger accounts and use Departmentalization for Expense Vendors • Setup Auto Pay feature on monthly Vendors • Unique Vendor Setup (Remit Vendors) • Reporting on Vendors • Sorting and Grouping of Vendors
Comments	Vendor Files are used throughout Purchasing and Inventory Management along with Payables and Accounting, setting up Vendors properly ensures efficiency in Purchasing and in Payables Management.
Pre-requisites	Software Familiarization (Quickstart)

