

Add a Vendor

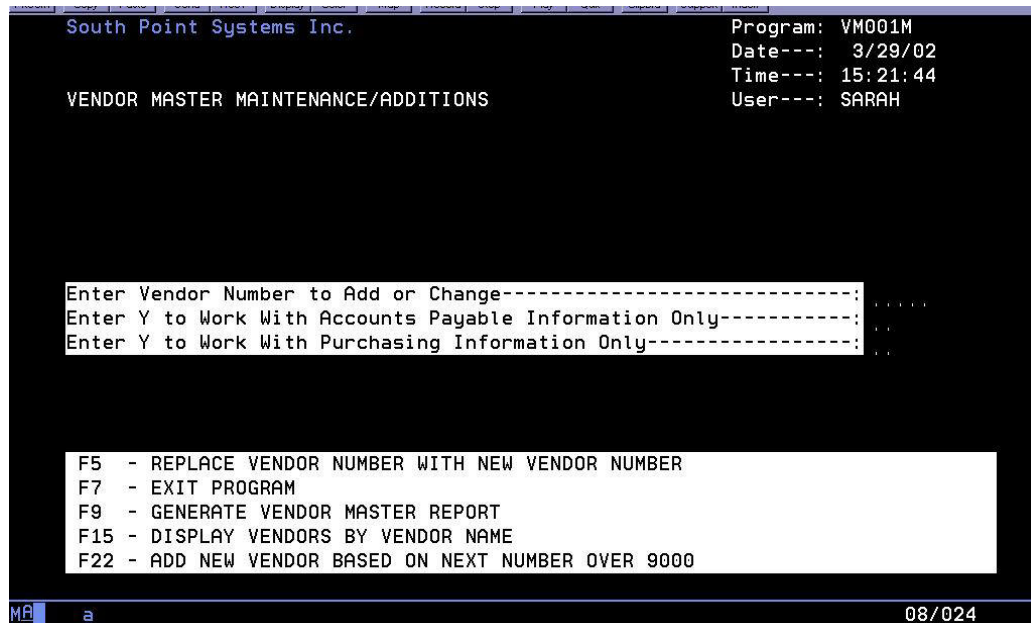
Option 1:

From the Main Menu select the following options:

7 Files

#20 File Maintenance Menu II

3 Vendor Master (Screen shot below)



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South Point Systems Inc.                                Program: VM001M
                                                         Date---: 3/29/02
                                                         Time---: 15:21:44
                                                         User---: SARAH

VENDOR MASTER MAINTENANCE/ADDITIONS

Enter Vendor Number to Add or Change-----:
Enter Y to Work With Accounts Payable Information Only-----:
Enter Y to Work With Purchasing Information Only-----:

F5 - REPLACE VENDOR NUMBER WITH NEW VENDOR NUMBER
F7 - EXIT PROGRAM
F9 - GENERATE VENDOR MASTER REPORT
F15 - DISPLAY VENDORS BY VENDOR NAME
F22 - ADD NEW VENDOR BASED ON NEXT NUMBER OVER 9000

MA a                                                    08/024
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F15 Display Vendors, pick an unused number

F7 Exit

Type selected number, Enter

Input appropriate information

Enter through screens or F1 to update where needed

Option 2:

On the Command line type: VM, Enter (Same screen as above)

F15 Display Vendors, pick an unused number

F7 Exit

Type selected number, Enter

Input appropriate information

Enter through screens or F1 to update where needed

If you need additional information, please contact us via email at support@southpoint.net or phone at (256) 593-7168.