

Change Vendor Information

Option #1

From the Main Menu select the following options:

- # 7 Files
- #20 File Maintenance Menu II
- # 3 Vendor Master

Option #2

Enter VM on any Command Line, Enter

Both options result in the following screen displayed:

```
South Point Systems Inc.                                Program: VM001M
Date---: 8/12/03
Time---: 13:41:16
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
```

Make necessary corrections or additions to vendor records.

F1 Update Changes

If you need additional information, email us at support@southpoint.net or call our office.