Create Vendor Account

This application screen allows the user to add/change/delete vendor records, the process is as follows:-

1. Click on Accounts tab / Masters / Vendors, then
"Create Vendor"

S Accoun	nts Explorer	Vendors ×							5
Maste		Partner Group: < Select A	•	Grouping Account: <	Select All >			🧕 🚺 Create Vendo	ł
	art of Accounts	Vendor Code A	Vendor Name	Tax Number	Reference Code	Currency	Credit Used	Status	
	count Report Mapping	202001/AV0001	Avance Sdn Bhd			MYR	RM27,358.39 Cr	Confirmed	
	cal Calendar	202001/CY0001	Cover Your Gray Sdn Bhd			MYR		Confirmed	
🔝 Ban		202001/DB0001	Diamond Beauty Sdn Bhd			MYR		Confirmed	
Ban	nk Accounts	202001/EG0001	Egokawa Sdn Bhd			MYR		Confirmed	
Cust		202001/HJ0001	Heat Jewel Sdn Bhd			MYR		Confirmed	
Ven		202001/IC0001	Ichikammi			JPY		Confirmed	
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	rtner Groups	202001/TH0001	30 Days SA			EUR		Confirmed	
Ana Ana	alytical Groups	202002/CE0001	Celcom			MYR		Confirmed	
	st Centers	202002/PH0001	Prosperity Holdings			MYR	RM4,000.00 Cr	Confirmed	
S Aco	count Document	202002/TN0001	Tenaga Nasional			MYR	RM654.00 Cr	Confirmed	
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On "Vendor Details" tab, fill in Vendor's information. Textfields marked with "x" are mandatory.

- 3. Click "Save" button to save progress
- 4. Click "Confirm Vendor" to complete the process

Accounts Explorer	Vendors ×			
Masters A	Vendor Assigned Branches Bank Accounts	Chart Notes / Attachments		
Chart of Accounts	😡 🔳 🐗 🐟 🔯 🕞			Drafted
Account Report Mapping Fiscal Calendar	Vendor Name	Vendor Code	Reference Code	Tax Number
Banks				
Bank Accounts	Currency	Grouping Account	Credit Used	Language
Customers	MYR - Malavsian Ringgit		v Creat osea	Language
Vendors		n	-)	
Employees	Settings			
S Partner Groups	Payment Terms	Credit Limit	Account Settings	Vendor Type
Analytical Groups				Trade Creditor v
S Account Document	Vendor Location	Invoice Rule	Elat Discount %	Inter Company Organization
0 Budgets	Local		V	Non - Interco Trax - OT01
Currency				
🛃 Tax Rate	Price Includes Tax	Is Forwarding Agent	Is Duty Clearing Agent	
Journal	_			
Payment Terms Payment Means	Address			le la
Asset Groups		Docation		Address
Asset Locations	Location A		ן ר	
Assets			Postal Code:	
Recurring Entries		City:	Posjal Code:	
Analytical Entry Template		State:	Country:	
Sost Center Entry Template		state:	v county.	
Transactions		Phone:	Phone2: F	ax
Journal Entry		•		
Debit Memo		Email	Y	Yebsite
Credit Memo				
Non Trade Invoice		Shipping A	ddress 🗹 Billing Address	🥑 Order From Address
Receipts				
Payments			(Confirm Vendor) Crea	te New Save Revert Delet
Bank Reconciliation				