

Accounts Payable

Vendor Lookups

The following field is available throughout the Accounts Payable Application. This field allows you to quickly locate a Vendor.



Vendor 1 Find Add 2

1. **Vendor:** Enter a pre-existing vendor code into the field and click “Find.” The below window will appear.
2. **Add:** Enter a new vendor code into the field, and click on “Add” to create the new vendor. The Vendor Maintenance screen will appear, and you may edit the information on this new vendor. Click “OK” when you are finished and you will return to the screen you were working in.



Vendor	Company	City	State
HELE	HELENE CHAMPAGNE		VT
SCI	SCITEST	RANDOLPH	VT
4IMR	4IMPRINT	MILWAUKEE	WI
A	ALLMERICA FINANCIAL	WORCHESTER	MA
A-1SEWER	A-1 SEWER & DRAIN SERVICE,INC	WEST RUTLAND	VT
ABBINC	ABB INC	COLUMBUS	OH
ABES	ABES OF MAINE	BROOKLYN	NY
AC	ACS GOVERNMENT	DALLAS	TX
ACCESSBAT	ACCESS BATTERY & POWER SYSTEMS	BENSENVILLE	IL
ACTIO	ACTION TARGET INC.	PROVO	UT
ADAMSON	ADAMSON INDUSTRIES CORP	LAWRENCE	MA
ADIRONDAC	ADIRONDACK DIRECT	LONG ISLAND CITY	NY
ADM	ADMIRAL FIRE & SAFETY, INC.	SCARBOROUGH	ME
ADVANCED	ADVANCED FIRE & SAFETY	SPRINGFIELD	VT
ADVPOLYSY	APS ANALYTICAL STANDARDS, INC.	REDWOOD CITY	CA
AFLAC	AFLAC	COLUMBUS	GA

Find 2 Lookup by: ☐ Name ☒ Number 3 OK 4 Cancel 5

1. This is the selector. Use the arrow keys on your keyboard to navigate up and down to select a vendor, or you may click on the vendor you are seeking with your mouse.
2. **Find:** Click in this field and begin to type the vendor Name or Number (depending on what “Lookup by” option is selected.) and the window will scroll to the nearest match.
3. **Lookup by:** Click to choose to have the window sort alphabetically by company name or by vendor number.

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4. **OK:** Click “OK” when you have selected the vendor you are seeking.
5. **Cancel:** Click “Cancel” to cancel and return to the screen you were working in without selecting a vendor.