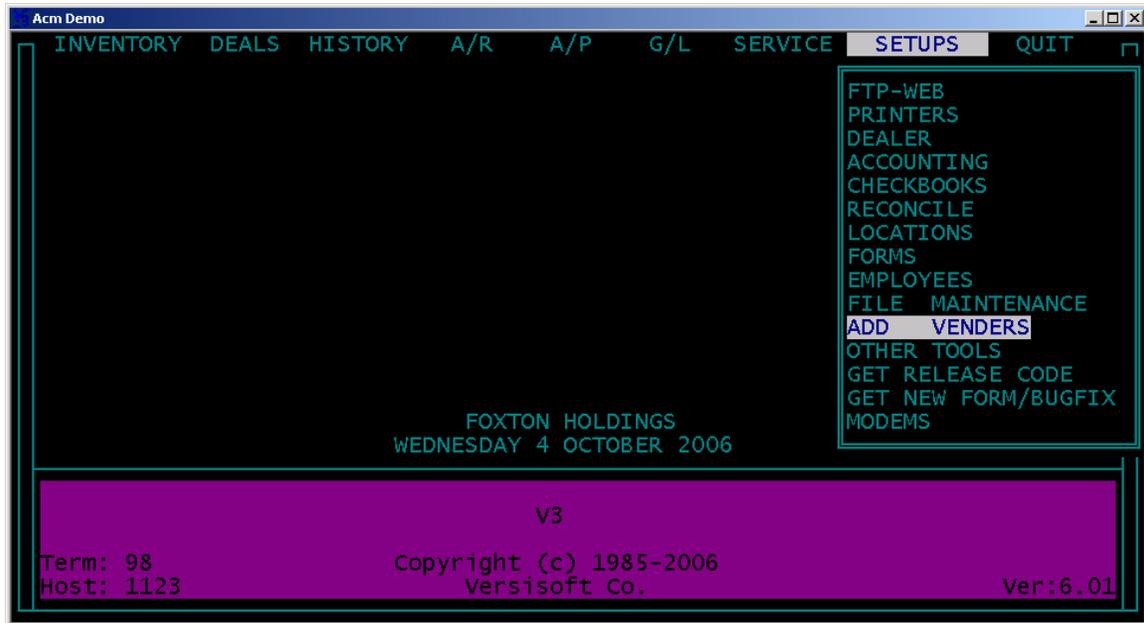
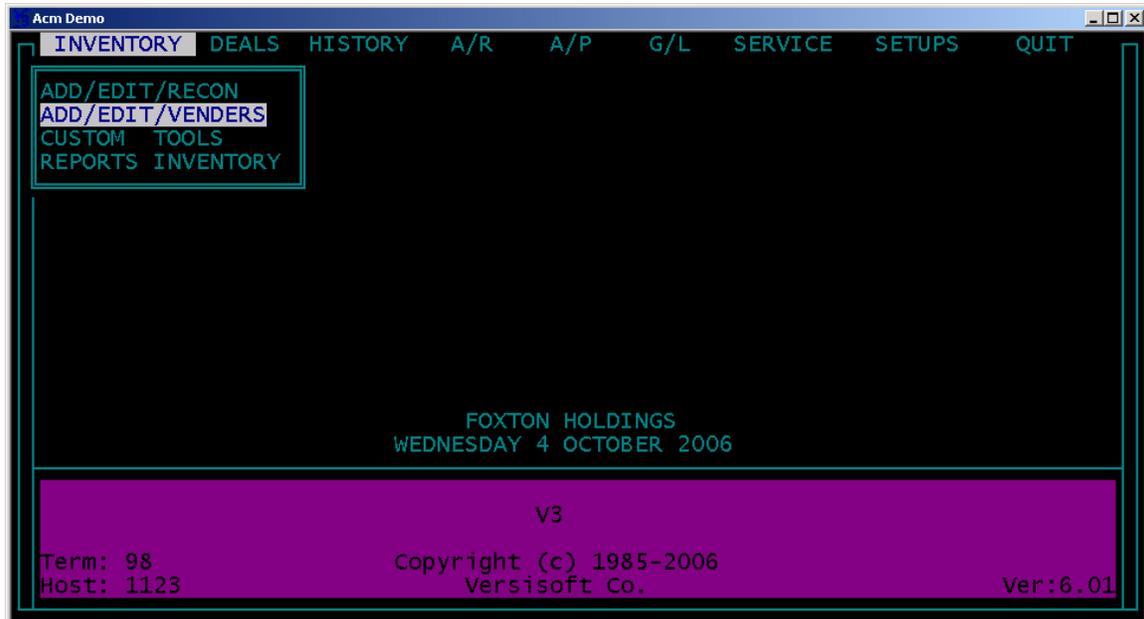




SETUP ADD VENDERS



The **VENDOR** module controls the files that are used in **INVENTORY**, **WHOLESALE DEALS**, and any of the standard Retail workbenches to pull over the name, address, telephone, dealer and tax numbers used by these modules. The **VENDOR** module will be your directory for all vendors used such as to pay bills, buy cars, sell wholesale cars, and recon vendors.



The vendor files may be accessed from **SETUPS** or **INVENTORY**.

```
Acme Demo
VENDOR FILES

NAME.....:
ADDRESS...:
CITY.....:
STATE....:
ZIP.....:
CONTACT...:
DEALER #:
WK  PH.:
HM  PH.:
FAX PH.:
CELL PH.:

DEBIT REF:      (A/P & Check book)
CREDIT RF:      (A/R)
POS LEVEL:
TAXED Y/N:
TAX RATE.:

STATE TIN:
FED TAX#:
CORP Y/N.:
LOCATION.:

MENU

FIND VENDOR
EDIT VENDOR
ADD VENDOR
ZAP VENDOR
PRINT VENDORS
EXIT TO MAIN

1.:
2.:
3.:
4.:
5.:
6.:
7.:
8.:
```

FIND VENDOR: Highlight and press enter on this menu selection to list current vendors.

```
Acme Demo
VENDOR FILES

NAME.....:
ADDRESS...:
CITY.....:
STATE....:
ZIP.....:
CONTACT...:
DEALER #:
WK  PH.: ( )
HM  PH.: ( )
FAX PH.: ( )
CELL PH.: ( )

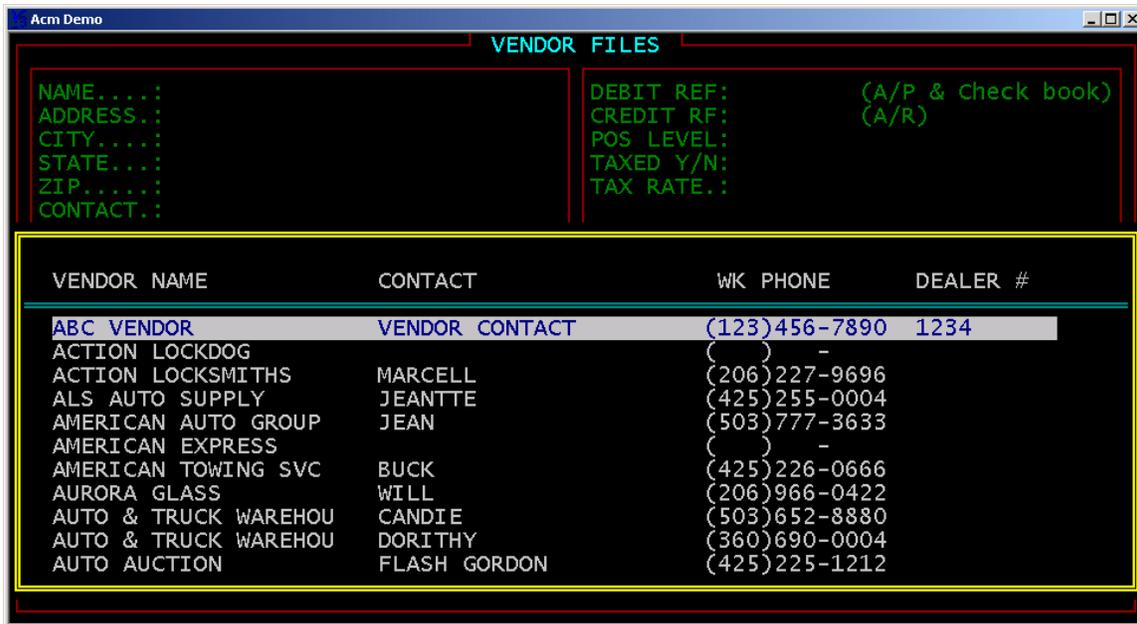
DEBIT REF:      0 (A/P & Check book)
CREDIT RF:      0 (A/R)
POS LEVEL:
TAXED Y/N:
TAX RATE.:      0.00

ENTER VENDOR NAME
ABC

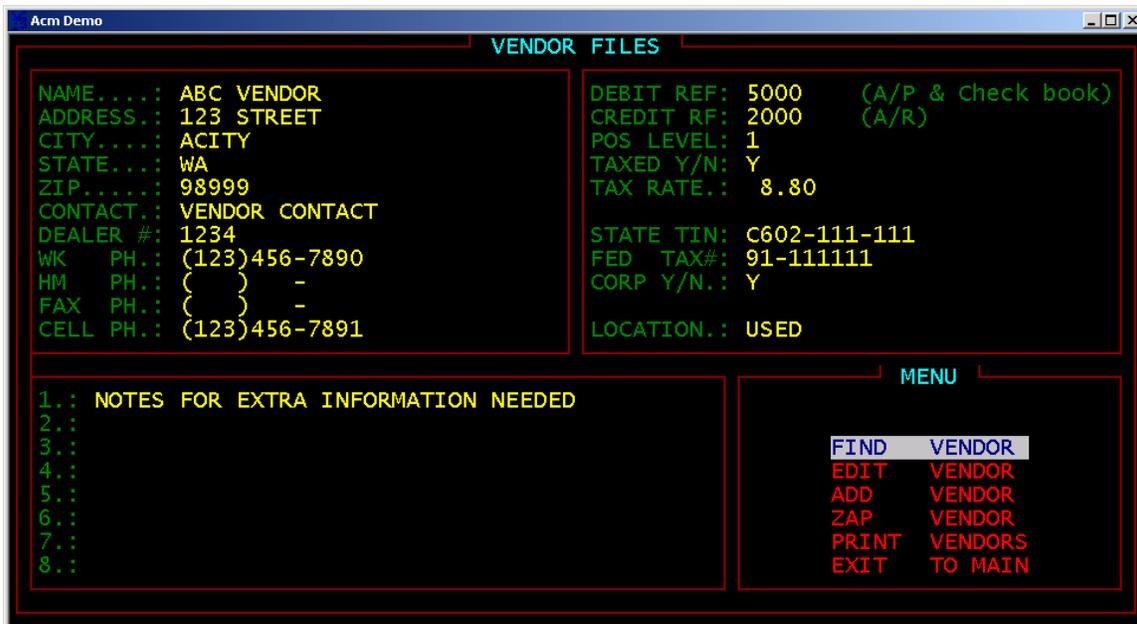
MENU

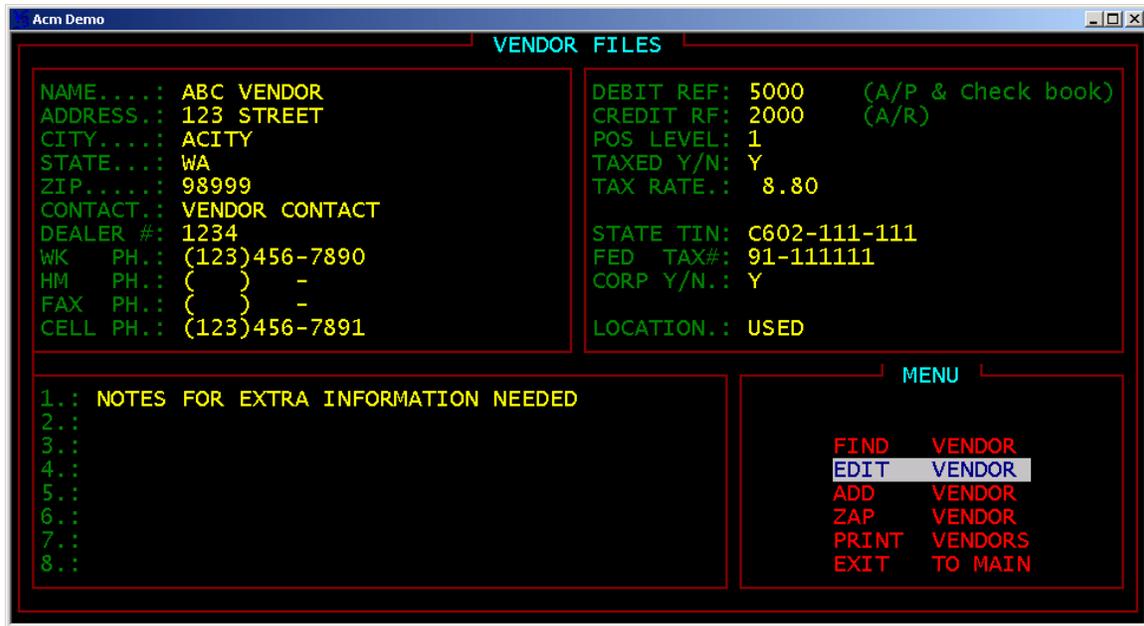
1.:
2.:
3.:
4.:
5.:
6.:
7.:
8.:
```

ENTER VENDOR NAME by typing the first three characters of the vendor name and press enter.



This will call up a list to choose from. Highlight your selection and press enter to call vendor information onto the screen. If the vendor you are looking for is not on the list you will need to add a new vendor.





EDIT VENDOR: This menu selection allows you to edit a current vendor file. To edit a vendor; **FIND VENDOR** and with the target vendor on screen highlight **EDIT VENDOR** and press enter to edit each field.

ADD VENDOR: Highlight and press enter on **ADD VENDOR**. Enter the new vendor information in each field.

NAME: Enter the vendor name how it should appear on checks, purchase orders, etc.

ADDRESS, CITY, STATE, ZIP: Enter the vendor address how it should appear on checks, purchase orders, etc.

DEBIT REF: Enter the default debit account to be used for this vendor in the **PAYABLES** Module.

CREDIT RF: Enter the default credit account to be used for this vendor in the **PAYABLES** Module.

POS LEVEL: This field allows you to set discount levels in the Parts and Service module.

TAXED Y/N, TAX RATE: These fields allow you to set defaults for this vendor in Parts and Service module.

STATE TIN, FEDERAL TAX#, CORP Y/N: These fields allow you to set up the 1099 parameters.

ZAP VENDOR: This menu selection deletes the vendor file.

EXIT TO MAIN: Exits you to the main menu.

V3 software notes:
