

To Add a Vendor:

1. Click on **Vendor Center** in the Icon Bar.
2. Click **New Vendor** and then **New Vendor**.
3. Close the New Feature window.
4. On the Address Info tab, enter all the data that you have about the vendor including names, addresses, and additional contact information.
 - a. If you owe this vendor money as of your company's start date, do not enter the amount in the Opening Balance field because QuickBooks is true double-entry accounting software. So, it is better to create a journal entry for that amount, that way you can track the source of this amount.
5. Click the **Additional Info** tab and then complete the form.
6. On the Additional Info tab, enter all the data that you have about the vendor, including Account Number, Account Type, Term, Credit Limit, and Tax ID.
 - a. If you want to add additional fields to the form, click Define Fields to customize the form.
7. Under **Label type** the name of the field and put a check mark in the box under Vend. For example, type Open Days.
8. Click **OK**.
9. Click **OK** if finished or **Next** if you want to enter another vendor
 - a. Now, the new vendor should be displayed in the Vendor Center.

Tip: You can also add vendors as you perform your everyday tasks. For example, if you enter the name of a new vendor when paying a bill, QuickBooks will prompt you to enter information about this vendor. You can choose from two quick setup options:

Quick Add creates a new vendor list entry in the Vendor Center list and adds all the information you enter about the vendor on the purchase order form (billing address, payment terms, and taxable status).

Set Up takes you to another window where you can enter information not covered by the purchase order. For example, you could click Set Up to enter the vendor phone number, fax number, and credit limit.