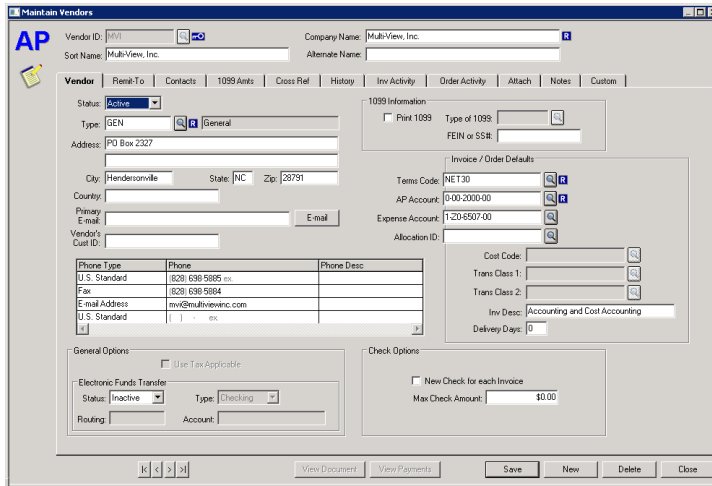


## Accounts Payable Maintain Vendors

<http://www.multiviewinc.com/cyama-ap-maintain-vendors>

### PURPOSE

The Maintain Vendors feature is used to input new vendors into the AP system and to edit information about existing vendors. CYMA draws on information stored here when invoices are entered, checks are cut, reports are run and 1099s are processed.



Phone Type	Phone	Phone Desc
U.S. Standard	(828) 698-5985 ext.	
Fax	(828) 698-5984	
E-mail Address	mvi@multiviewinc.com	
U.S. Standard		

### ADDING A NEW VENDOR

Type in a vendor ID using six characters or fewer. Avoid special characters, especially ampersands (&). These can cause problems in report generation. Then enter the vendor name and tab on to "Type". It's a required field, but not terribly useful except for very large organizations. Use the drop-down menu to choose a type. Don't worry if you don't find one that fits perfectly.

If this vendor will require a 1099 at the end of the year, check the "Print 1099" check box and select the type of 1099 you'll need. Then enter the FEIN below.

A Terms Code is required. Most users simply leave this at Net30. Keep the AP Account code at the default. This should never be changed.

The Expense Account is optional, but very useful. If invoice from this vendor will always, or almost always, use the same expense account, enter into the field here. It will become the default expense account for any invoice you enter later for this vendor. The same applies for the field named Inv Desc. For example, suppose this is a DME vendor. Type in DME here and it will always populate in the description field of any invoice created for this vendor.