

Vendor management basics

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Vendors are the companies or individuals you purchase goods and services from.

Adding a vendor

1. Go to the **Vendors** section.
2. Click **Add Vendor** or **New Vendor**.
3. Enter the name, contact information, and any notes (account numbers, preferred contact, etc.).
4. Save.

When you later record equipment purchases, software licenses, or expenses, link them to the appropriate vendor. A clean vendor list makes purchasing history and year-end reporting much easier.
