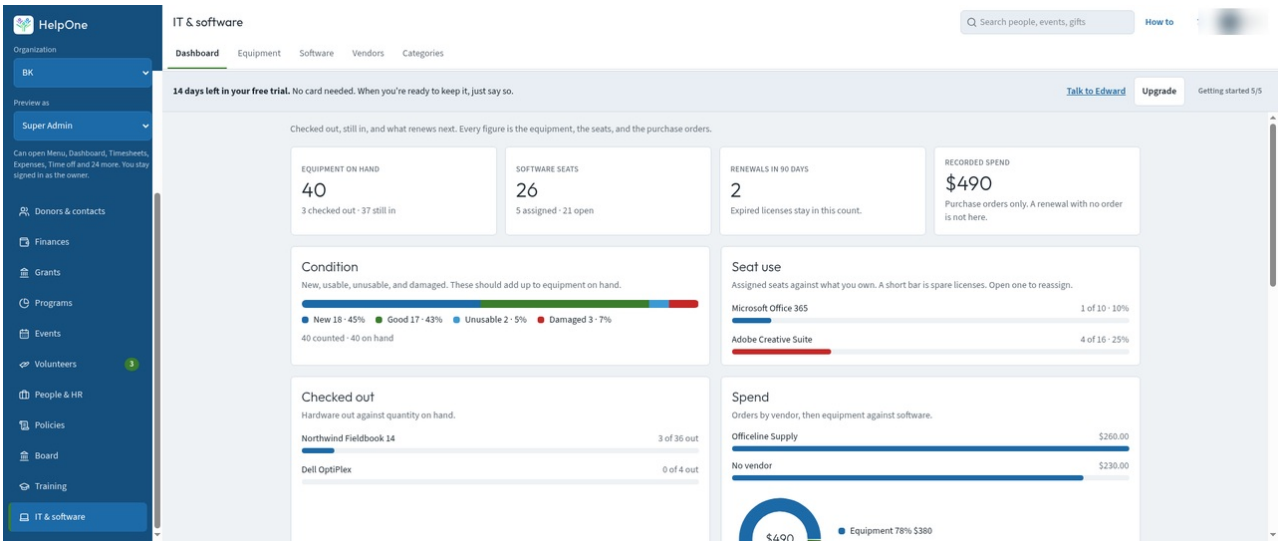
Vendor management basics

Last Modified on 10/16/2026 7:08 am EDT

Add a vendor

1. Go to IT & software > Vendors.
2. Click Add vendor.
3. Enter the Vendor name, contact name, Email, Phone, Address, and State.
4. Save.



Paying vendors

Bills go in Finances > Bills. Enter the Vendor, Fund, Due date, Amount, and Memo, then click Add bill.