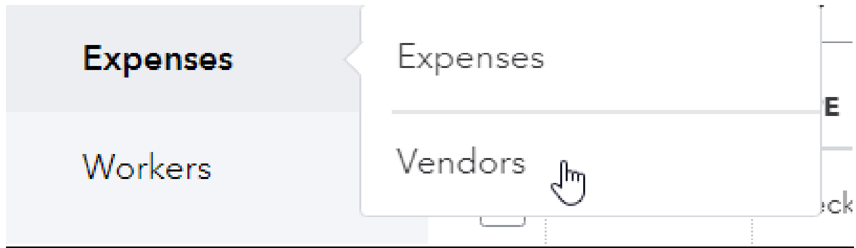
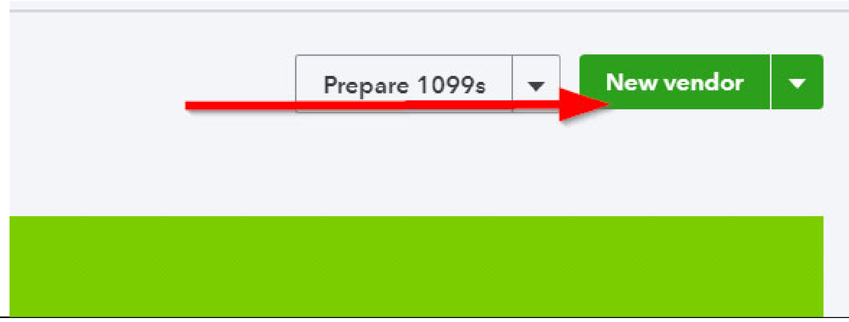
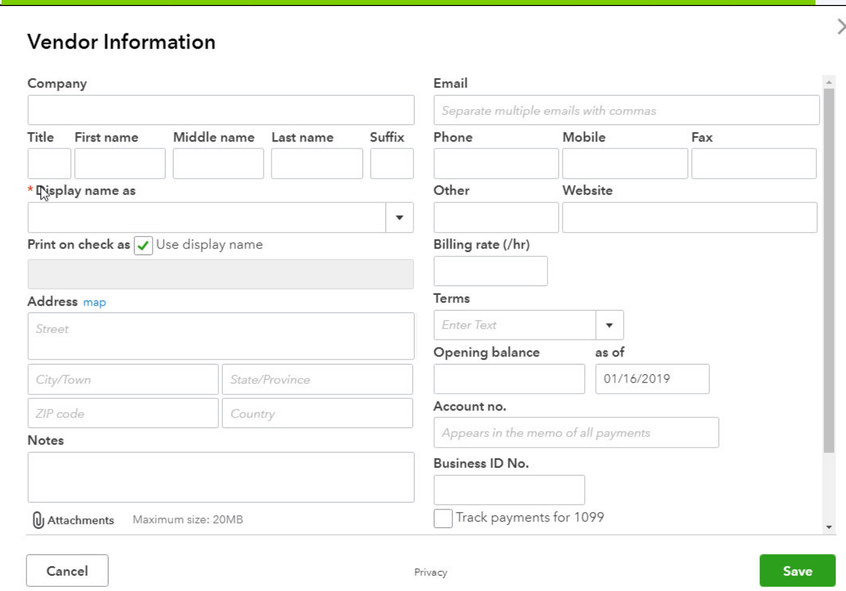
Instructions to Add a New Vendor

PROCESS/PROCEDURE

Instructions for adding New Vendors into your County Quickbooks Account.

INSTRUCTIONS

1. From the **Dashboard,** hover your mouse over the "Expenses" tab. A submenu will pop-up as shown. Select "Vendors".	
2. Select "New Vendor" in the upper right corner of your screen.	
3. Complete the Vendor information and click **Save**. Note: Choose/Edit the "Display Name As" box to your preference. This may be advantageous when different checks are written to the same Vendor but may go to a different address (i.e. UK Quarterly Payment checks vs. UK Regulatory services fees)	

TIPS & TRICKS

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CONTACT INFO

Contact District Support Staff or the Extension Financial Operations team, with any questions or issues.

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