



## Tip of the Month – August 2002

Reduce the amount of time you spend entering AP vouchers! Setup your vendor purchase accounts today!

By entering each vendor's G/L account(s) that are most often assigned on vouchers, you can reduce the amount of time it takes looking up those G/L account numbers during voucher entry.

- Go to Cards - Purchasing - Vendor
- Click on the Accounts Button
- Click on the ellipse button (button with the three dots) on the purchasing line
- Enter one or many G/L account numbers in this screen
- Click the default option if you always want that account to default when entering a transaction
- Click OK
- Save the vendor record
- Do this for as many vendors as you'd like

The next time you enter an AP voucher for that vendor, when you click the distribution button, you'll see the accounts you selected to default on the transaction. When you click the look up list for accounts, you'll only see the account numbers you entered on the vendor card, making it easy to choose from a short list, instead of the entire list of accounts.