



“Workin’ It” – An Aaxsys User’s Guide Business Vendors

Location on the Aaxsys Main Menu:



Directions:

1. Click on “List Business Vendors” to enter this application
2. A Business Vendor Selection Page pops up

Business Vendor selection page

3. Choose from the appropriate List & Click “Proceed”
4. The “Business Vendor Listing” Page is visible

5. This page ‘displays’ a list of Vendors previously set up from which to choose &
6. Contains the option to “Add a new business vendor”
7. Click on Add a new Business vendor

8. The Business Vendor Entry Page Pops Up

Business Vendor entry page

Business Vendor Information

Business Vendor code

This business vendor is active

Description

Company & Address

Company

Address (1)

Address (2)

City

Zip

State

Country

Contact Information

Contact

Phone

Fax

Email

Website

Tax Information

Issue 1099

Federal Tax Id

Notes

Add Record

9. Formulate a 'consistent' Vendor Code System

10. Fill in ALL pertinent information &

11. Click "Add Record"
12. Click "Refresh" and the Vendor List will update with the New Record

Features:

1. Business Vendors are the First Step in setting up Accounts Payable
2. A Member defined Code System keeps Vendors organized
3. All payable transactions are accumulated per Vendor
4. 1099 Tax Reporting is set up in this location

Benefits:

1. A definitive Payables Database for All Transactions
2. Easily accessible anywhere in the world to view data 'on the fly'
3. Review all transactions while visiting with select vendors
4. Eliminates the need for paperwork
5. Assign Login Codes to Vendors for "read Only" to review actual invoices