

How to record outsourced vendor work

Record vendor work when part of the repair is performed outside the store.

1. Open Work Details and select **Add Vendor Work**.
2. Select the vendor.
3. Describe the job performed.
4. Enter vendor cost.
5. Add the vendor reference number and note when available.
6. Save the record.

You can later review vendor payment, edit the work record, or delete an erroneous entry. Accurate vendor cost prevents repair profit from being overstated.

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