

Flow of AlarmBiller (Vendors)

Last Modified on 11/07/2016 2:31 pm EST

The following details the connection between the vendor, purchase order, receipt, bill, and payment in the Vendors section of AlarmBiller.

The flow of AlarmBiller Vendors is as follows:

Vendor→Purchase Order→Receipt→Bill→Payment

Vendor

In order to create purchase orders, receipts, bills, or payments you first need to create a vendor to link these items to [\(hyperlink to vendors\)](#).

Purchase Order

Once you have added a vendor, create a purchase order [\(hyperlink to po\)](#).

Receipt

After you have received items from the vendor you can transfer the purchase order into a receipt. All the information from the purchase order will copy to the receipt. [\(hyperlink to receipts\)](#)

Bill

The receipt will become a bill after you receive an invoice from the vendor. [\(hyperlink to bills\)](#)

Payment

Once you pay off the bill it will become a payment. [\(hyperlink to vendor payments\)](#)