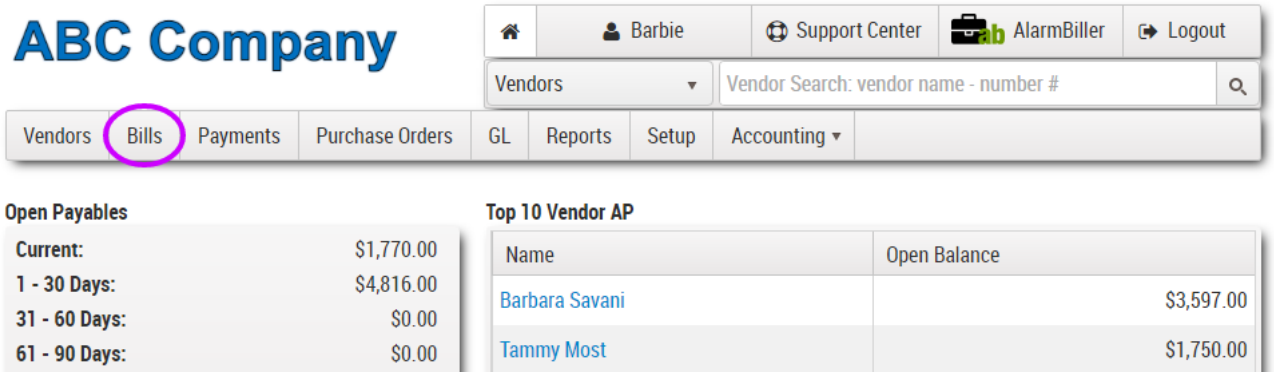
Bills

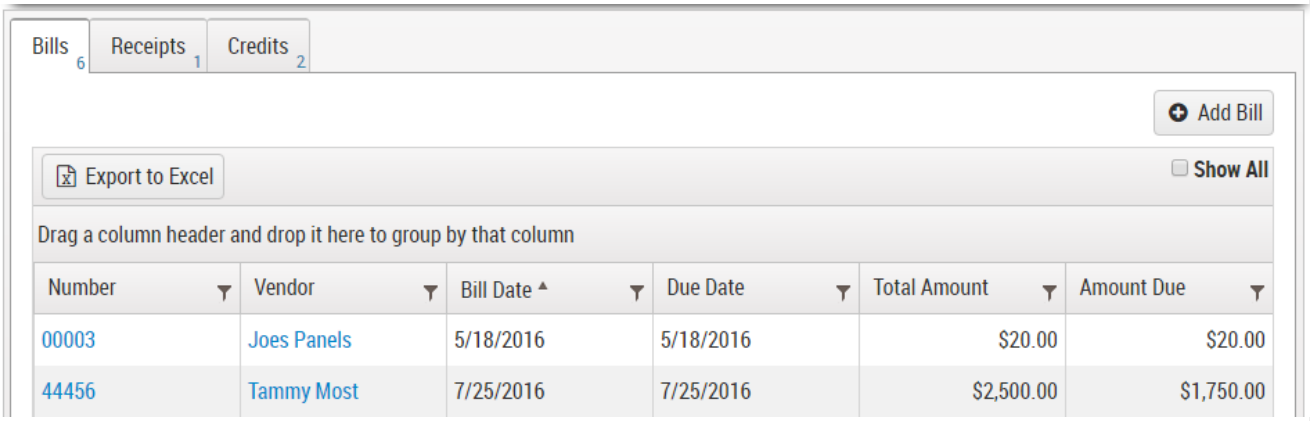
Last Modified on 11/07/2016 2:31 pm EST

Access Bills Page

Click "Bills" on the upper left side ofthe page to view lists of vendor bills, receipts, and credits on a dealer level.

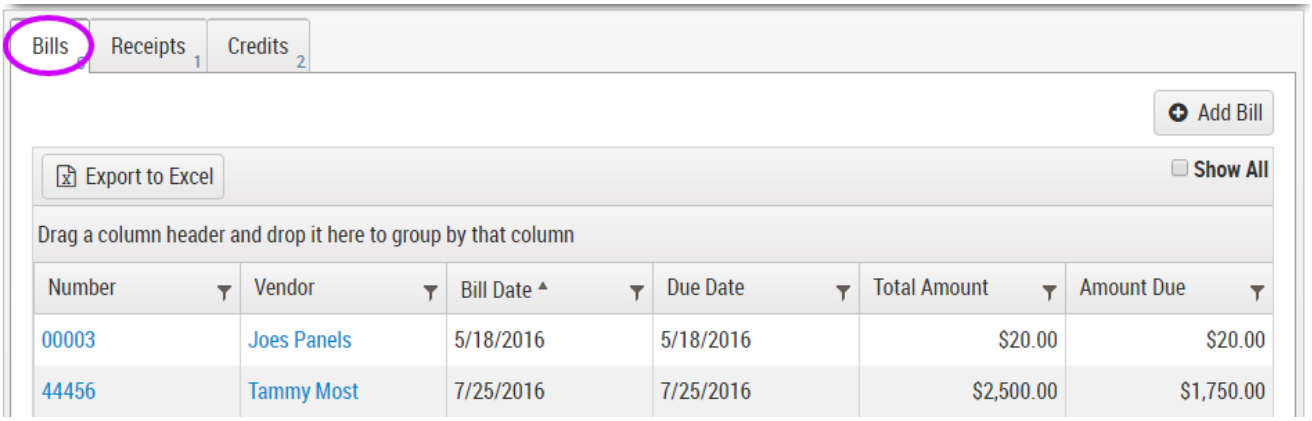


The Bills page will appear.



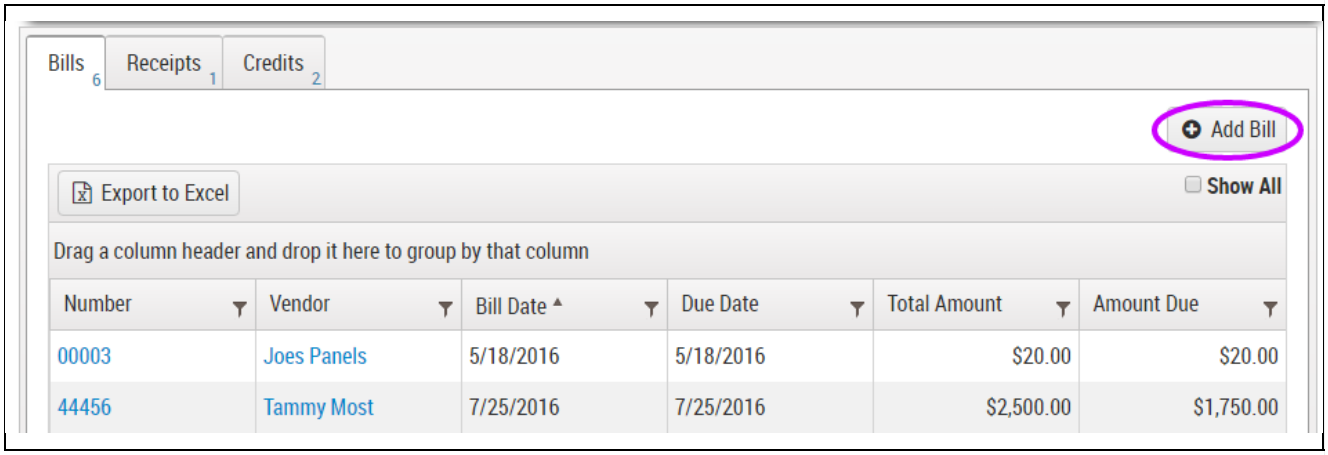
Bills Tab

View and manage a list of open bills from vendors at the dealer level.



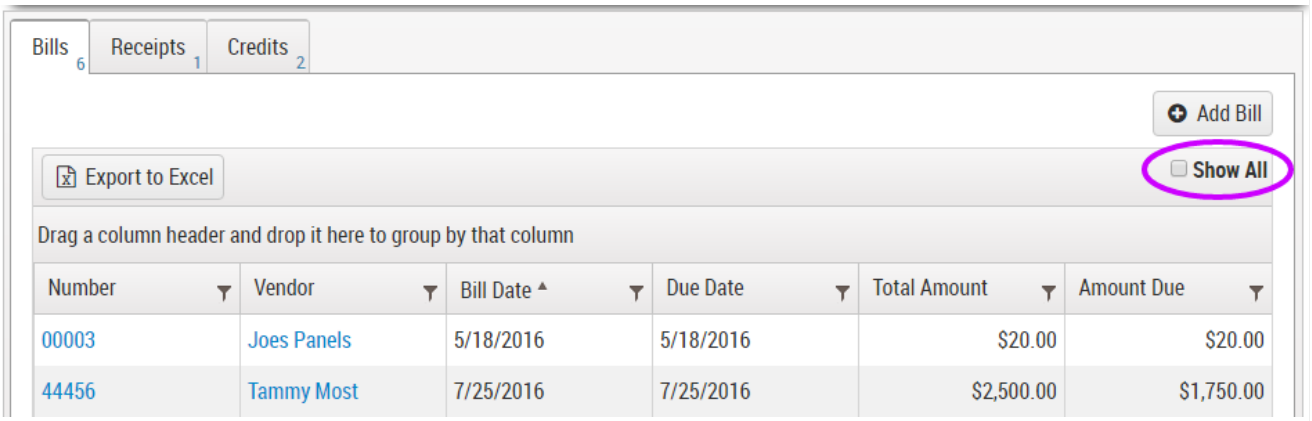
Add Bill

Click "Add Bill" in the upper right corner to add a new bill. (hyperlink to adding a new bill).



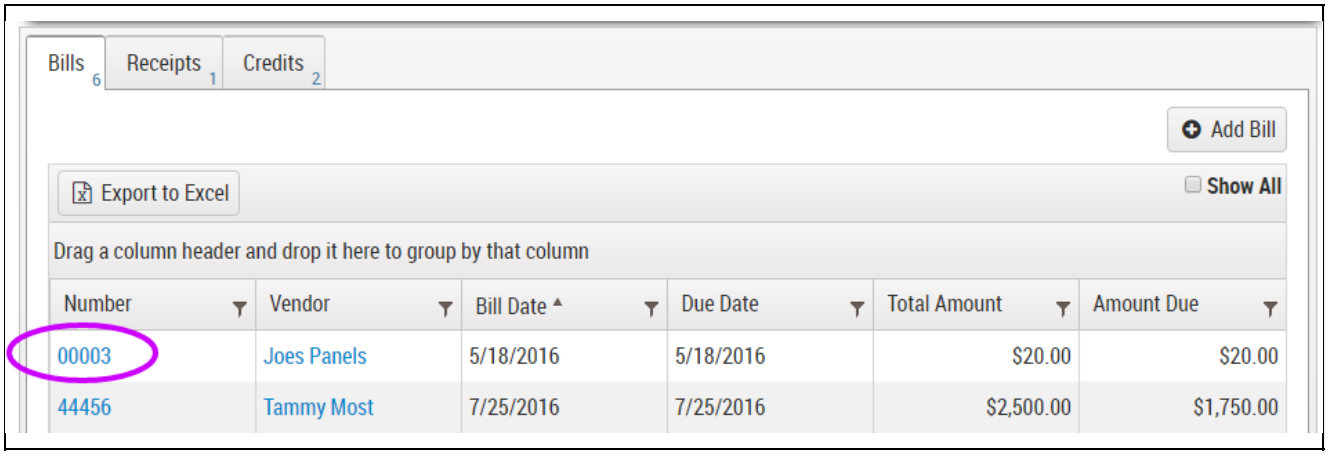
Show All

Check the "Show All" box on the right side of the page to view all bills, including those that hae already been fully paid (amount due = 0).



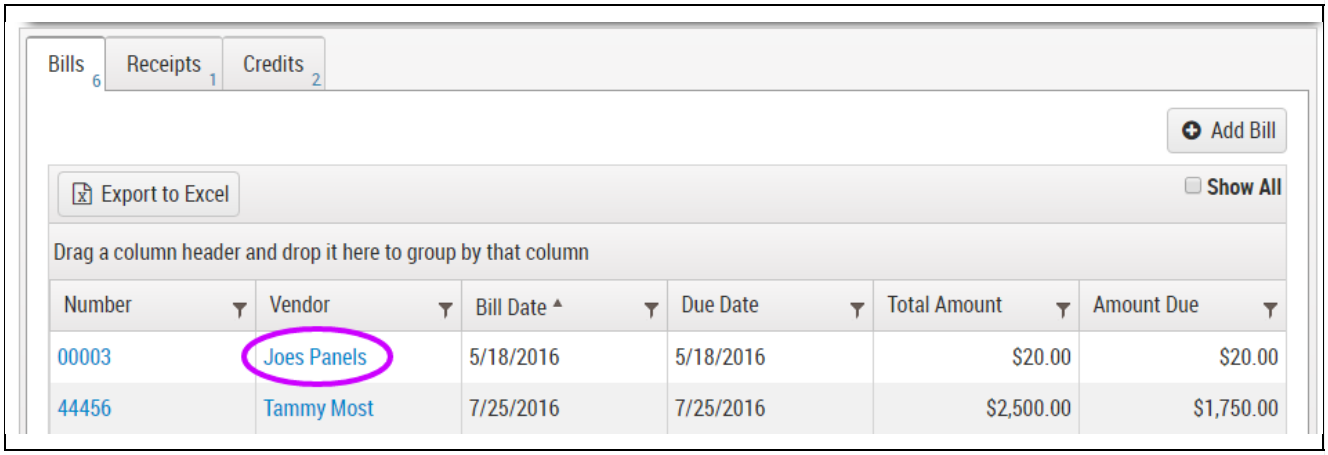
Bill Details

Click the blue "Number" hyperlink to the left of the bill to open the Bill Details Page. This page will provide you with detailed infomration about this bill. (hyperlink to bill details).



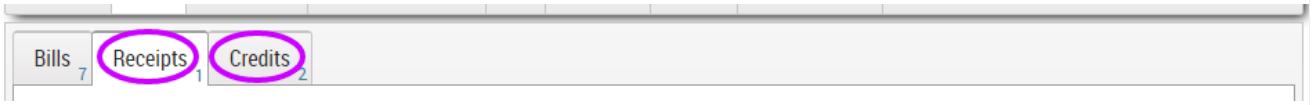
Vendor Details

Click the blue "Vendor" hyperlink to view the Vendor Details Page. This page will provide you with detailed infomration about the vendor. (hyperlink vendor details)



Receipts and Credits Tabs

Click the "Receipts" or "Credits" tab to access a list of your receipts or credits at a dealer level.



All of the functions explained for the bills tab above apply to the Dealer-Level Receipt and Credits tabs.