

Bills

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

Access Bills Page

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

The screenshot shows the top navigation area of the ABC Company system. The 'Bills' tab is highlighted with a purple circle. Below the navigation are two summary tables: 'Open Payables' and 'Top 10 Vendor AP'.

Open Payables	
Current:	\$1,770.00
1 - 30 Days:	\$4,816.00
31 - 60 Days:	\$0.00
61 - 90 Days:	\$0.00

Top 10 Vendor AP	
Name	Open Balance
Barbara Savani	\$3,597.00
Tammy Most	\$1,750.00

The Bills page will appear.

The screenshot shows the 'Bills' page with a table of open bills. The 'Bills' tab is selected, showing 6 items. There are buttons for 'Export to Excel', 'Add Bill', and 'Show All'. The table has columns for Number, Vendor, Bill Date, Due Date, Total Amount, and Amount Due.

Number	Vendor	Bill Date	Due Date	Total Amount	Amount Due
00003	Joes Panels	5/18/2016	5/18/2016	\$20.00	\$20.00
44456	Tammy Most	7/25/2016	7/25/2016	\$2,500.00	\$1,750.00

Bills Tab

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

Bills 0 Receipts 1 Credits 2

+ Add Bill

Export to Excel Show All

Drag a column header and drop it here to group by that column

Number	Vendor	Bill Date	Due Date	Total Amount	Amount Due
00003	Joes Panels	5/18/2016	5/18/2016	\$20.00	\$20.00
44456	Tammy Most	7/25/2016	7/25/2016	\$2,500.00	\$1,750.00

Add Bill

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

Bills 6 Receipts 1 Credits 2

+ Add Bill

Export to Excel Show All

Drag a column header and drop it here to group by that column

Number	Vendor	Bill Date	Due Date	Total Amount	Amount Due
00003	Joes Panels	5/18/2016	5/18/2016	\$20.00	\$20.00
44456	Tammy Most	7/25/2016	7/25/2016	\$2,500.00	\$1,750.00

Show All

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

Bills 6 Receipts 1 Credits 2

+ Add Bill

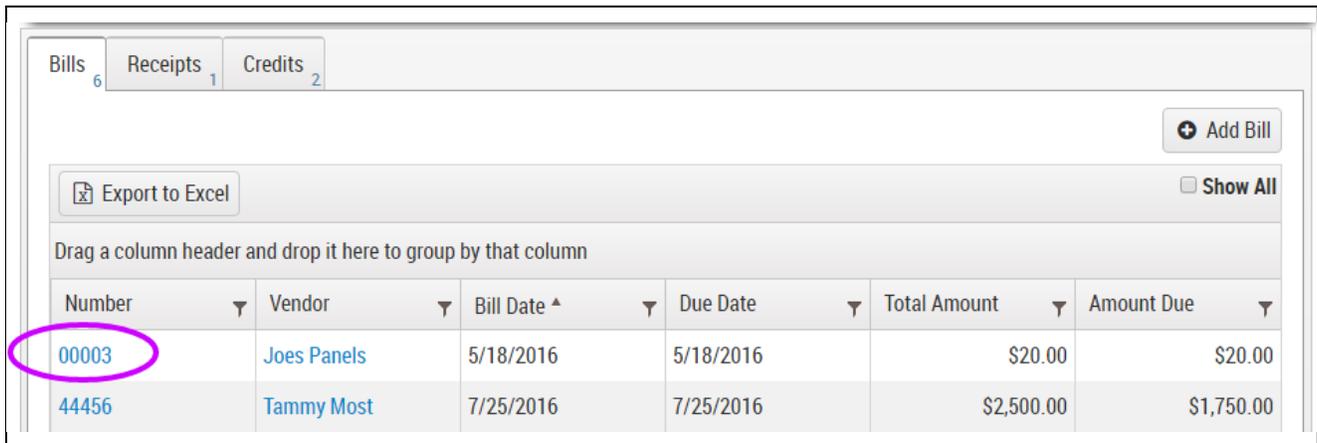
Export to Excel Show All

Drag a column header and drop it here to group by that column

Number	Vendor	Bill Date	Due Date	Total Amount	Amount Due
00003	Joes Panels	5/18/2016	5/18/2016	\$20.00	\$20.00
44456	Tammy Most	7/25/2016	7/25/2016	\$2,500.00	\$1,750.00

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 information about this bill. [\(hyperlink to bill details\)](#).

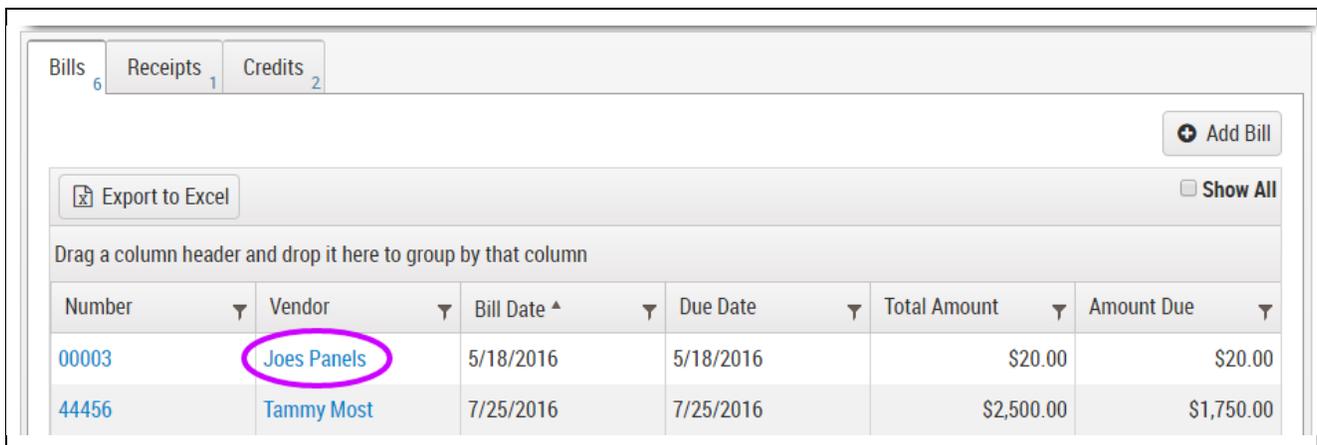


The screenshot shows a web interface with tabs for 'Bills' (6), 'Receipts' (1), and 'Credits' (2). Below the tabs are buttons for 'Export to Excel' and 'Add Bill', and a 'Show All' checkbox. A table with columns 'Number', 'Vendor', 'Bill Date', 'Due Date', 'Total Amount', and 'Amount Due' is displayed. The first row has '00003' circled in purple, with 'Joes Panels' as the vendor. The second row has '44456' as the number and 'Tammy Most' as the vendor.

Number	Vendor	Bill Date	Due Date	Total Amount	Amount Due
00003	Joes Panels	5/18/2016	5/18/2016	\$20.00	\$20.00
44456	Tammy Most	7/25/2016	7/25/2016	\$2,500.00	\$1,750.00

Vendor Details

Click the blue "Vendor" hyperlink to view the Vendor Details Page. This page will provide you with detailed information about the vendor. [\(hyperlink vendor details\)](#)



The screenshot shows the same web interface as above, but with 'Joes Panels' circled in purple in the 'Vendor' column of the first row.

Number	Vendor	Bill Date	Due Date	Total Amount	Amount Due
00003	Joes Panels	5/18/2016	5/18/2016	\$20.00	\$20.00
44456	Tammy Most	7/25/2016	7/25/2016	\$2,500.00	\$1,750.00

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.