

Payments

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Access Payments Page

To access a list of payments to vendors at a dealer-level, click "Payments" at the top of the page.

The screenshot shows the top navigation bar of the ABC Company software. The "Payments" menu item is circled in purple. Other menu items include Vendors, Bills, Purchase Orders, GL, Reports, Setup, and Accounting. The user profile "Barbie" and "Support Center" are also visible.

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 Payments Page will appear.

The screenshot shows the "Payments" page with an "Add Payment" button in the top right corner. Below the button is a table with three columns: "Number", "Payment Date", and "Total Amount". The table contains two rows of payment data.

Number	Payment Date	Total Amount
29393396	7/29/2016	\$200.00
29393395	7/28/2016	\$50.00

New Payment

Click "Add Payment" on the upper right side of the page to add a new payment you have made to a vendor.

This screenshot is identical to the previous one, but the "Add Payment" button in the top right corner is circled in purple to highlight it.

Payment Details

Click the blue "Number" hyperlink on the left side of the page to open the Purchase Order Details Page. This page will give you detailed information about this purchase order (hyperlink to customer manager page).

Payments

 Add Payment

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

Number ▼	Payment Date ▼	Total Amount ▼
29393396	7/29/2016	\$200.00
29393395	7/28/2016	\$50.00