Payments

Access Payments Page

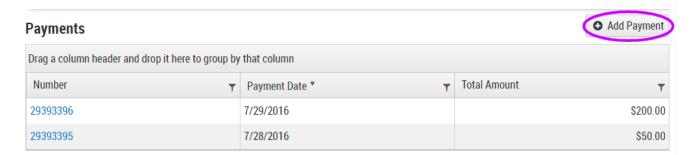To access a list of payments to vendors at a dealer-level, click "Payments" at the top of the page.

The Payments Page will appear.

New Payment

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

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

⊕ Add Payment