

Bills/Credits/Receipts List

Last Modified on 04/28/2022 8:30 am EDT

When accessing the Bills List (Accounts Payable > Bills), three tabs are displayed: Bills, Receipts, and Credits. Each tab will be explained below.

Bills Tab

The Bills tab displays all bills with an amount due. At the upper right of the page will show the total amount of all open bills and the total due.

Functions available from this tab:

- Add a new bill.
- Export the currently viewed grid data to an Excel file.
- Click on the toggle button to show both paid and unpaid bills.
- Select additional or different columns to display in the grid area, and save as a custom grid layout.
- Click on the hyperlink of a Reference # to open the bill record.
- Click on the hyperlink of a Vendor to open the vendor record.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.

Bills

Bills 70 Receipts 13 Credits 28

+ New Bill Export to Excel Show all Bills Custom Grid Layout Total Amount \$8,183.81 Total Due \$8,178.81

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

Reference Number	Vendor	Bill Date	Due Date	Total Amount	Amount Due
1023	DCS	Nov 1, 2017	Dec 1, 2017	\$10.00	\$10.00
1026	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1027	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1029	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1030	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1042	DCS	Nov 20, 2017	Dec 20, 2017	\$10.00	\$10.00
1043	DCS	Nov 20, 2017	Dec 20, 2017	\$10.00	\$10.00
1060	DCS	Nov 22, 2017	Dec 22, 2017	\$10.00	\$10.00
1087	ADI	Feb 3, 2021	Feb 3, 2021	\$390.00	\$390.00
1088	ADI	Feb 4, 2021	Feb 4, 2021	\$820.00	\$820.00
1089	ADI	Feb 5, 2021	Feb 5, 2021	\$860.00	\$860.00
1090	ADI	Feb 16, 2021	Feb 16, 2021	\$900.00	\$900.00
1086	ADI	Feb 16, 2021	Feb 16, 2021	\$340.00	\$340.00
inv 410	ADI	Feb 25, 2021	Mar 27, 2021	\$500.00	\$500.00

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Receipts Tab

The Receipts tab displays all with an amount due. At the upper right of the page will show the total amount of all open receipts and the total due.

Functions available from this tab:

- Add a new receipt.
- Export the currently viewed grid data to an Excel file.
- Click on the toggle button to show all receipts.
- Select additional or different columns to display in the grid area, and save as a custom grid layout.
- Click on the hyperlink of a Reference # to open the receipt record.
- Click on the hyperlink of a Vendor to open the vendor record.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.

Bills

Bills 70 Receipts 13 Credits 28

[+ New Receipt](#) [Export to Excel](#) Show all Receipts

Total Amount **\$400.00** Total Due **\$400.00**

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

Reference Number	Vendor	Bill Date	Due Date	Total Amount
a	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00
1	DCS	Nov 17, 2017	Dec 17, 2017	\$10.00
1039	DCS	Nov 17, 2017	Dec 17, 2017	\$120.00
1049	DCS	Nov 20, 2017	Dec 20, 2017	\$10.00
1061	DCS	Nov 22, 2017	Dec 22, 2017	\$10.00
1063	DCS	Nov 22, 2017	Dec 22, 2017	\$10.00
1235	DCS	Nov 22, 2017	Dec 22, 2017	\$10.00
12356	ADI	Nov 22, 2017	Dec 22, 2017	\$10.00
12354	ADI	Nov 22, 2017	Dec 22, 2017	\$10.00
1092	Perennial Software	Feb 25, 2021	Feb 25, 2021	\$200.00

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Credits Tab

The Credits tab displays all credits with an unapplied amount. The upper right of the page will show the total amount of all open credits and the total due.

Functions available from this tab:

- Add a new credit.
- Export the currently viewed grid data to an Excel file.
- Click on the toggle button to show both applied and unapplied credits.
- Select additional or different columns to display in the grid area, and save as a custom grid layout.
- Click on the hyperlink of a Reference # to open the bill record.
- Click on the hyperlink of a Vendor to open the vendor record.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.

Bills

Bills
70

Receipts
13

Credits
28

[+ New Credit](#)

[Export to Excel](#)

NO Show all Credits

[Custom Grid Layout](#)

Total Amount Total Due
\$180.00 **\$160.00**

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

Reference Number	Vendor	Bill Date	Due Date	Total Amount	Unapplied
1033	ADI	Nov 17, 2017	Dec 2, 2017	\$10.00	\$10.00
1034	ADI	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1036	ADI	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1037	ADI	Nov 17, 2017	Dec 17, 2017	\$10.00	\$10.00
1054	ADI	Nov 22, 2017	Dec 22, 2017	\$10.00	\$10.00
1055	ADI	Nov 22, 2017	Dec 22, 2017	\$10.00	\$10.00
1056	ADI	Nov 22, 2017	Dec 22, 2017	\$10.00	\$10.00
1078	ADI	Dec 1, 2017	Dec 31, 2017	\$10.00	\$10.00
1079	ADI	Dec 1, 2017	Dec 31, 2017	\$10.00	\$10.00
1096	Perennial Software	Jun 6, 2021	Jul 6, 2021	\$40.00	\$20.00
CR41225	Tri-Ed	Apr 5, 2022	Apr 5, 2022	\$50.00	\$50.00

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