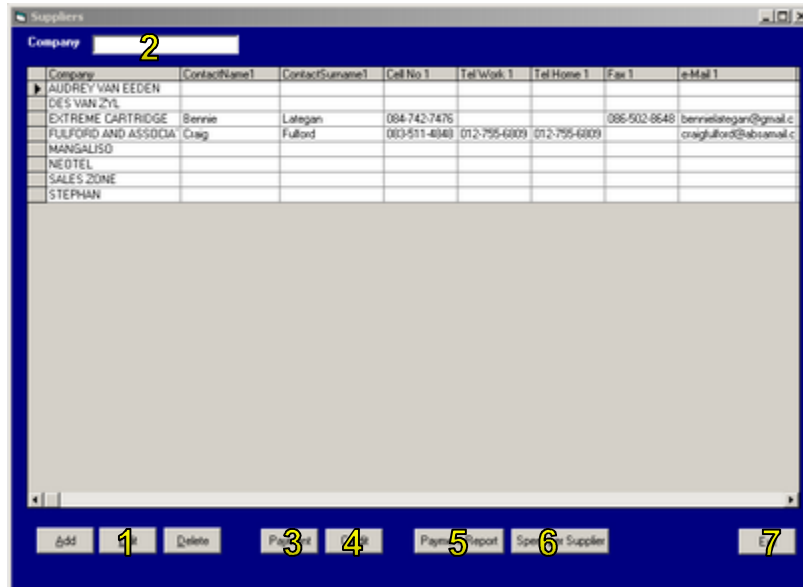


SUPPLIERS – Capture suppliers



1 Add, Edit or Delete a supplier

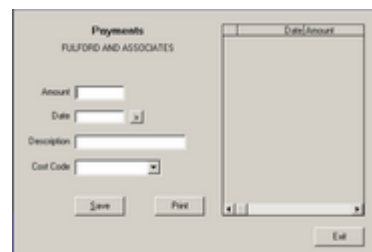


2 The supplier list will be populated with the suppliers Use this text field to search for suppliers.

3 Capture bulk payments made to a supplier here. These are payments not allocated to specific invoices. When an expense is entered on the system in the “Expenses” part of the software and that is allocated to a supplier, it will also reflect in the reports with regards to suppliers

Complete the following:

- Amount
- Date
- Description (not necessary)
- Click on Save





- 4 Capture credits received from suppliers here
Complete the following:
Amount
Date
Description (not necessary)
Click on Save

Credit
FULFORD AND ASSOCIATES

Amount
Date
Description
Cost Code

- 5 Get a report on payments made to suppliers here.
Select a period for the report.
Choose between a "Summary" or "Detail" report
- 6 Generate a report on what was spent per supplier.
Select a period for the report.
Choose between a "Summary" or "Detail" report

This Month One Year

Start Date 01/01/2018
End Date 31/07/2018

- 7 Exit here to eZee Main Screen.

