

Course Content (½ day)

Purchases Dashboard

- Create new purchases transactions
- Import purchases
- Bills summary
- Search purchases transactions
- View upcoming bills
- Purchase orders summary

Bill settings

- Default payment terms
- Purchase order prefix settings

Purchases transactions

- Bills
- Repeating bills
- Purchase orders
- Credit notes

Purchase orders

- Create a new purchase order
- Mark purchase order as billed
- Convert purchase order to bill

Billable expenses

- Enter an expense as a billable expense

Making payments

- Schedule payments
- Batch payments
- Upload payments to your bank
- Send remittances

Managing creditors

- Aged payables summary report
- Aged payables detail report
- Payable invoice detail report
- Payable invoice summary report