

# Bromcom Finance Accounts Payable

*Welcome to the session. We will begin shortly.*

Please ensure that you also have an audio connection either through a headset and microphone attached to your computer or by telephone to the published number.

You will join the session muted but there is a chat facility available where you can type questions.

**This session will be recorded and shared with colleagues after the session. By attending you agree and accept you may be captured in the recording.**

# Introductions & Welcome

Alison York  
ICT & Digital



# Welcome

Feel free to ask questions throughout either in the chat or put your hand up.

There will be time to ask questions at the end of the session.

# Agenda

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Suppliers

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Purchase Orders

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Deliveries

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Invoices

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Payment

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Reports

# Suppliers



Supplier Code Book

- **Module>Finance>Books**

Create New Supplier

- **Module>Finance>Suppliers**

# Purchase Orders



Order Book

**Module > Finance > Books**

Orders

**Accounts Payable > Purchase Orders**

# Deliveries



- **Module > Finance > Accounts Payable > Deliveries**

**OR**

- **Module > Finance > Accounts Payable > Purchase Orders**

# Invoices & Credit Notes



Order Invoices, Non Order Invoices & Credit Notes  
**Accounts Payable > Invoices & Credit Notes**



# Payment



Modules > Finance > Home Page > Payment Processing



Demo

# Questions



Thank you

