How to Create a Payment

This video will show users how to Create a Payment

Navigate to Accounting, Payments, New Entry.
Fill in header info, payment lines and amount.
Click Confirm and then Post.

STEP-BY-STEP:
1. Go to Accounting menu
2. Select Payments
3. In the List View, user can filter the list of Payments documents.
Click on Create New to create new Payments document.
4. Fill in the header info, i.e. Creditor, Payment Means, Memo, etc
5. Select from the list of invoices which ones to be paid to the selected Creditor.
Selected invoices will go down to the bottom table in the Payment Lines tab.
6. For partial payment on an invoice, click on the Payment Amount of the invoice and modify it, then press ENTER.
A split entry will be created by the system for this invoice with partial payment (highlighted in yellow).
7. Click Confirm Payments button when done editing
8. Click Post Payments button to post the payment entries
9. To undo post and modify the Payments document, click the triangle on the Generate Report button.
Select Undo Payments Posting option. Only user with access right able to do this.
10. Click Generate Report button to preview and print the Payment Voucher.
User can save or export it as excel or pdf file.
11. On the top left, user can browse to view other Payments documents in the list using the arrow buttons, or the List View button
12. In the List View, click on one of the Payments documents to show options for the selected document.
13. In the Document View, user can refresh the view of Drafted document.
User also able to view latest transaction history for the document, i.e. which user created the document on which date.