How to register Expenses Income in Payment module

This video will show users the How to register Expenses Income in Payment module.

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. Click on Create New to create new Payments document.
4. Fill in the header info, i.e. Doc Date, Creditor, Payment Means, Memo, etc
5. In the Expense tab, select a Journal type from the list
6. Select an account and enter the Description and Amount.
7. In the Income tab, select a Journal type from the list
8. Select an account and enter the Description and Amount.
For Analytical Group type of account, enter the Trade Type, Channel, Brand, Category and the Amounts allocations in the pop up dialog window.
Or user can choose to use an existing Template for the allocation.
9. Click Confirm Payments button when done editing
10. Click Post Payments button to post the receipt entries
11. Click Print button to preview and print the Payment Voucher.
User can zoom in & out the report, save or export it as excel or pdf file.
12. User can view the posted entries in the Postings tab for the Income and Expense entries.
Right click on one of the Expense entries to see options for the selected entry, for example Open Account Register.
Right click on the entry in the Account Register to open option to go back to the Payment document.

13. In the Payments List View, right click on a line to view options, for example Delete or Confirm Drafted document, or to open the Payment document. User can also Delete a Drafted Payment document from the Document View if they have access to delete.