

## RECORD PAYMENT HISTORY

Listed in the *Figure 1* are the Payments posted in the Accounting System. **Post New Payments** to the Suppliers which have an outstanding Payable recorded from the *Purchase Journal / Accounts Payable Module*. These Items are to be reviewed and posted later on as a Cash Disbursement Journal in the Accounting.

**Figure 1**

The screenshot shows the 'Payment History' interface. At the top, there is a '+ New Payment' button. Below it, there are filters for 'From' (07/01/2019), 'To' (07/31/2019), and 'Filter' (ALL). A 'Search' field is also present. The main table has columns: Receipt #, Supplier, Remarks, Posted by, Date Paid, Amount, Status, and Action. One entry is shown: Receipt # REC--090971, Supplier NCR Construction Supply, Remarks Partial Payment, Posted by System Administrator, Date Paid 07/25/2019, Amount 25,000.00, Status (green checkmark), and Action (X button). Below the table, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons: '< Previous', '1', and 'Next >'.

Change the **Date Range** (*from and to*), and **Filter** (*all, active, or cancelled payments*) to your preference to filter the shown Payment Transactions. Use the **Search Field** to search for the information from inside the table. Clicking the **X Button** will mark the payment as cancelled. Click the **New Payment Button** to create.

**Figure 2**

The screenshot shows the 'Add Payment' interface. It has several form fields: 'Receipt/Voucher type' (CV), 'Department' (Accounting), 'Receipt #' (with a 'REC #' button), 'Payment Date' (07/30/2019), 'Method of Payment' (Check), 'Check #' (000000076543), and 'Check Date' (07/30/2019). Below these is a 'Please select Supplier' section with a search bar. A table follows with columns: Invoice #, Due Date, Terms, Remarks, Payable, Payment, and Action. One entry is shown: Invoice # TXN-20190730-76, Due Date, Terms Purchase or Raw Materials, Remarks Purchase or Raw Materials, Payable 15,000.00, Payment 15,000.00, and Action (green checkmark button). Below the table is a 'Remarks' field with 'Record Full Payment' and two buttons: 'Record Payment' and 'Cancel'.

Fill the Form (Figure 2). Select a **Supplier** and the system will generate outstanding payables. Enter Payment Amount on the *Payment field* or Click the **Check Button** on the right to copy the payable amount. If Method of Payment selected is **Check**, fill *Check #* and *Check Date* as well. Click **Record Payment Button** to save.

## Purchasing Flowchart

