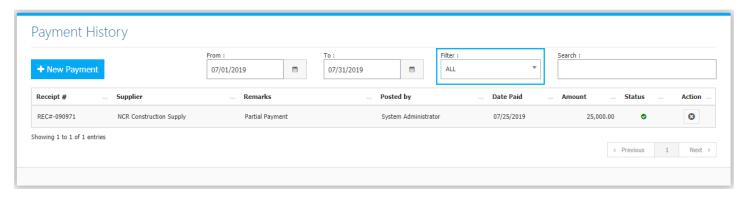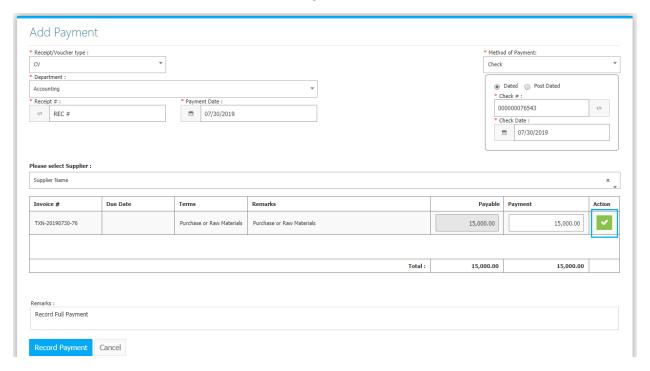**RECORD PAYMENT HISTORY**

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

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

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

Purchase Process

Purchase Order Module — **Create a Purchase Order** *(Optional)*

Dashboard PO Approval — **Approved?**

Yes / No

Purchase Requisition

Purchase Invoice Module — **Create Purchase/Delivery Invoice**

Purchase Journal Module — **Review Invoice for Posting in Accounting**

Cash or Accounts Payable?

Cash → **Post to Accounts Payable Journal**

Accounts Payable

Post to Accounts Payable Journal

Record Payment Module — **Record Payment**

Cash Disbursement Journal Module — **Review Payment for Posting in Cash Disbursement Journal**

Post to Cash Disbursement Journal