AC.07.04 EXTERNAL PAYMENT

1. Path:
FM / AC.07 Payment Management / AC.07.04 External Payment

2. **Image:**

3. Definition:
"AC.07.04 External Payment": is where user can make entry(T account) for payment to vendor.

4. How to use:

- Button 🔍: user press here to find payable list follow: trans date, partner, account, PL, seq, voucher no…. Information on report: seq, account code, partner name..
- Customer: user can click on blue word to select Customer, system will appear a popup.

- PL: user can click on blue word to select PL, system will appear a popup.

- **Credit Account:** user can click on blue word to select account for payment method.
- Input Description, Local. Desc.
- **Bank ID**: choose bank ID if user want to pay by transfer.
- Button **Check All** ☑: check here to select all account payable.

- Button 🖉: Firstly, user check on rows which user want to pay and press thic button to bring it to Tab Payable, system will ask
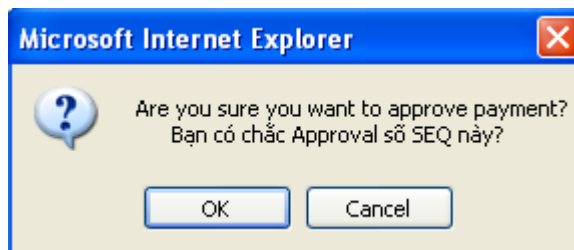

Click OK to continuos
- **Tab Payable.**

In this tab, user check on rows which user want to pay and press **Payment** to pay to vendor.

Click OK to continuos
- **Tab Paid:**

- Button **Cancel** : press this button to cancel payment. That entry will return first status.
- Button 🖨: press here to load data to excel file.