

Payments List

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To access the Payments List, navigate to Accounts Payable > Payments.

The Payments list displays all payments made to vendors since your company began using Managely.

Functions available are:

- Enter a new payment.
- Export the currently viewed grid data to an Excel file.
- Click on the hyperlink of a Payment # to open the payment record.
- Click on the hyperlink of a Vendor Name to open the vendor record.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.

The screenshot shows the 'Payments' interface with a table of payment records. At the top, there are buttons for '+ New Payment' and 'Export to Excel', and a total amount of \$4,755.45. Below the buttons is a drag-and-drop area for grouping. The table has four columns: Payment #, Vendor Name, Payment Date, and Total Amount. The data is as follows:

Payment #	Vendor Name	Payment Date	Total Amount
114	Perennial Software	Apr 14, 2022	\$285.00
21447	Tri-Ed	Apr 10, 2022	\$62.10
101	Perennial Software	Apr 5, 2022	\$50.00
100	ADI	Apr 5, 2022	\$320.00
1000	ADI	Apr 5, 2022	\$10.00
112	Perennial Software	Sep 10, 2021	\$50.00
111	Perennial Software	Jun 6, 2021	\$280.00
1001	ADI	Jun 6, 2021	\$30.00
110	ADI	Aug 28, 2018	\$45.00
109	DCS	Aug 27, 2018	\$5.00
105	Bold Group Software	Oct 5, 2017	\$10.00
105	DCS	Oct 4, 2017	\$97.00
105	Bold Group Software	Oct 4, 2017	\$10.00
105	Bold Group Software	Oct 4, 2017	\$99.95
105	ADI	Sep 25, 2017	\$30.00
104	DCS	Sep 18, 2017	\$10.00

At the bottom of the table, there is a pagination control showing '1' of 24 items and a 'Refresh' button.