

Payments List

Last Modified on 11/01/2024 4:38 pm EDT

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.

| Payments | | | | | |
|---|-----------|-----------------|--------------|--------------------|-------------|
| + Pay Bills | | Export to Excel | | Custom Grid Layout | \$21,020.92 |
| Drag a column header and drop it here to group by that column | | | | | |
| Check # | Payment # | Vendor | Payment Date | Total Amount | |
| 123502 | 123502 | AAA Supplies | Aug 29, 2023 | \$2,892.87 | |