

## 7.12. How to save payment to vendor

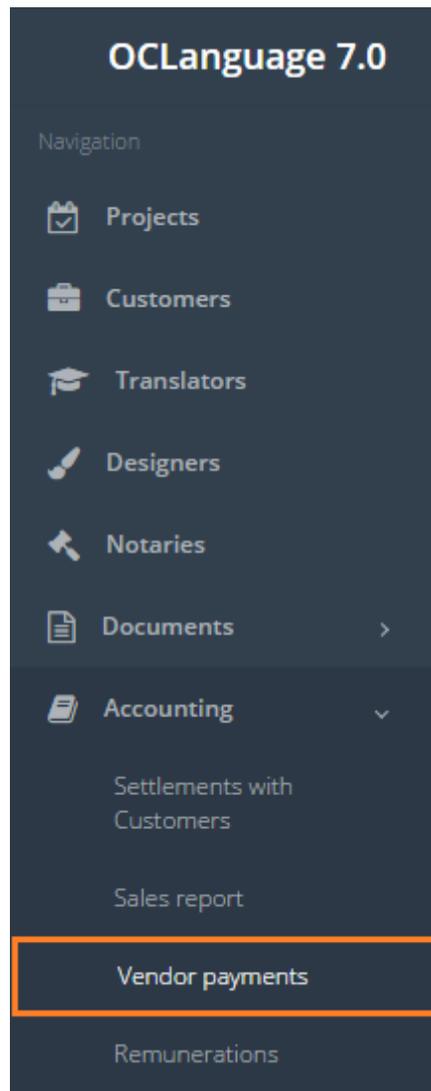
Payment to vendor is saved manually in the Vendor payments database.

To learn more about the Vendor payments database itself, browse manual “4.3. Vendor payments report”.

To see all historical payments to vendors database, browse manual “4.4. Payments to vendors history”.

Take the following steps to save payment to vendor:

1. To access it, in main menu browse “Accounting -> Sales report”.



2. By using a Search window sort the payments you want to execute. Each line in payments table represents one task for vendor. Which means that, if, for instance, the translation agency assigned 5 tasks to the vendor, the system will reveal exactly the same number (5 lines) of payments pending.

## Payments

Main > Payments

Date from  

Date to  

Task type

Payment status

Task status

Performer  Fast translations Ltd.

Contact data

[Search](#)

! Please note that if the system user saves full payment of task, it will remove this pending payment record from "Payments" table.

3. Check the box next to the payment line you want to execute money transfer.
4. Specify the amount and payment method.
5. Leave a comment, if needed.

[Send](#)

<input type="checkbox"/>	No	Status	Performer	Price	Cost ▼	Paid	Pending	Amount	Method	Comment
<input type="checkbox"/>	95-007	Awaiting confirmation	Fast translations Ltd.	120.00 EUR	25.44 RUR	30.44	-5.00	<input type="text" value="0.00"/>	<input type="text" value="..."/>	<input type="text"/>
<input type="checkbox"/>	65-002	Awaiting confirmation	Fast translations Ltd.	80.00 EUR	15.00 USD	0.00	15.00	<input type="text" value="15"/>	<input type="text" value="Bank account"/>	<input type="text"/>

6. Click "Send" button above the payment table to close payment(s).

! Please note that the user is able to add several payments data and approve by clicking "Send" button for one time.