

1. Supplier Payment [Cheque Payment]

Finance > Banking > Payment Manager > New Payment > Select Supplier > Select Payment Mode > Select Bank Account > Finish > Save

The screenshot shows the 'New Payment' form in the Finance module. The 'Finance' tab is selected in the top navigation bar. The left sidebar shows the 'Banking' menu with 'New Payment' selected. The form is divided into three steps: 1 - Payee's Name, 2 - Payment Mode, and 3 - Payment Account. Step 1 is completed, showing 'ABC PEST MANAGEMENT PTE LTD'. Step 2 is 'Cheque Payment'. Step 3 is 'Please Select'. A red box highlights the 'Select Supplier with Payment Due' section, which includes a search bar and a table of suppliers.

Contact Code	Supplier Name	Due Date	Invoice No
CS/21001	ABC PEST MANAGEMENT PTE LTD	29 May 2021	Inv 12345

The screenshot shows the 'New Payment' form in the Finance module, focusing on the 'Select Payment Mode' step. The 'Payment Mode' is set to 'Cheque Payment'. A red box highlights the 'Please select the Payment Mode from the followings:-' section, which includes three radio button options: 'Cheque Payment', 'Cash Payment', and 'Bank Direct Debit Payment'.

Home Page | **New Payment x**

New Payment

1 - Payee's Name | 2 - Payment Mode | **3 - Payment Account**

1. **Payee's Name**
ABC PEST MANAGEMENT PTE LTD

2. **Payment Mode**
Cheque Payment

Please select the Payment Account from the followings:-

12020 Cash At Bank - Note 3 6

Cheque Payment | 1 - General | 2 - Upload Document | 3 - Posting Details

Payee's Name: ABC PEST MANAGEMENT PTE LTD

Payment Account: 12020 Cash At Bank - Note 3

Payment Currency: Singapore Dollar

Print Format: Payment | View | Design...

Payment Number: New

Payment Date: 29 Apr 2021

Cheque Number: 000001

Cross Cheque: Yes No

Reference No:

Payment Items

Description:

Remarks:

Amount (SGD): DR CR

Account Code:

Profit Centre:

Advance Payment Taxable Purchase GST - Exempt Supply

SN	Type	Invoice Number/Description	Amount Currency	Invoice Balance	Debit Amount	GST/Taxable
		Remarks	Account Code/Profit Centre	Credit Amount	GST Incl	
1	VI	Inv 12345 PEST CONTROL - MAY 2021	SGD @ 1 22060 Trade Creditors <Transaction Profit Centre>	500.00	500.00	0%

Click Add Item/Other Actions to add new row

Select All

Total Amount (SGD) 7 **500.00**

New | Last Updated By is Not Available |

Note : Click "Other Actions" to add another supplier's invoice or credit note in one payment.