Payments to be made - List of payments to be made

Summary
Benefits
Configuration

Summary

In this section the system will provide you with a list of payments that have to be made to property owners and/or clients.
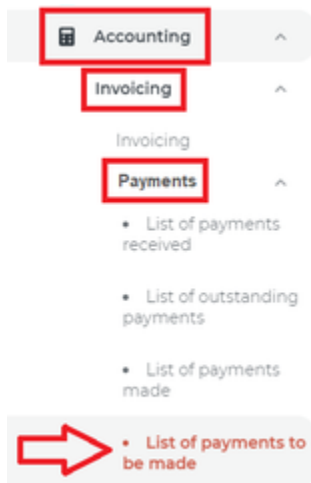
Benefits

You can use this section to monitor the payments that need to be made or returned.

Configuration

Access this section from the 'accounting' tab by clicking 'payments to be made' and then 'list of payments to be made'.

You can filter the resulting list by accommodation, date, reservation number or method of payment, amount, recipient or account type.

The list informs you of the date the payment is to be made, the remaining days until or from the due date, the recipient, the method of payment and the amount.

From this list, you can validate or delete the payment. To validate, tick the box to the right of the table under 'actions'. The payment will the be placed in the 'list of payments made'. To delete, click on the 'delete' icon.

> You can export the list to an Excel or CSV file by clicking on the 'export' button.#