

Payable

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Introduction

Following shows a sample window.

The chapter describes features available within the window.

finance-payable-en.png

Create Payable

Click "New payable" on upper right corner of payable table

finance-payable-en.png

Click on title of which payable should be generated from

payable-new-step1-en.png

Enter process-date and processing-quantity, then click "Create".

payable-new-modal-en.png

View Payable

Click "View" button on the right of payable

finance-payable-en.png

Payable modal appears

payable-view-modal-en.png

Void Payable

Click "Void" button on the right of payable

If no "Void" button, the payable can not be voided.

finance-payable-en.png

When payable modal appears, click "Void" button to confirm

payable-void-modal-en.png