**Payments Made**

Payments Made with a Profile Type of Client, Vendor or ARC/BSP are connected to an invoice. Payments Made with a Profile Type of Other and Agent are **not** linked to an invoice and prompts for a journal entry.

There are five profile types for payments received and payments made - Client, Vendor, Agent, Other, and ARC/BSP.

Creating a Basic **Payment | Made**

1. Click on Payment | Made
2. Fill in amount being Issued Out | date | remarks
3. Choose the correct bank account and branch
4. Payment method
5. Profile type (who is the agency paying, vendor, agent, other)
6. Fill in the name
7. Click on Query
8. Toggle Closed only what pertains to the amount of the payment
9. When finished, the unapplied total should be at 0.00
10. Click OK



**Withdrawals**

Payment Withdrawalis the process of removing money from the bank account.

To enter a Withdrawal, select **Payments > Withdrawal**



1. Fill in the amount if the Withdrawal
2. Date | Remarks
3. Choose the correct bank and branch
4. Click OK
5. You will receive a prompt to create a journal entry. If you are using the general ledger, click YES



1. Make your journal entry
2. Confirm that the Debits / Credits match at the bottom
3. Click OK