

Payment

July 29, 2026

Payment

Applications > Add new > Payments

All Payments > Payment No: New

Save Save and Close X

Received From Select... Receiving Date 28 Jul 2026

Received Amount Select... Receiving Method Select...

No Invoices To Display

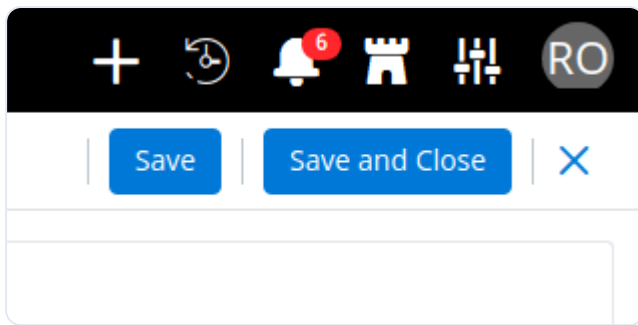
Recieved Amount	0.00
Allocated Amount	0.00
None Allocated Amount	0.00

Tickets

Payment — Add new > Payments > Payment

+ ↺ 🔔 6 🏰 🖥️ RO

Save Save and Close X



Overview

Use Payment to create and save a payment record and, where required, attach supporting files. Sales representatives, account managers, project managers, purchasing officers, warehouse managers, and finance officers can use this screen when payment-related documentation must be recorded in the system.

The available screen provides a selection control and a file attachment area. No payment status, amount, account, or approval fields are shown on this screen.

Workflow

1. Open **Add new**, select **Payments**, and open **Payment**.

Payment — Add new › Payments › Payment

2. Decide whether you need to make a selection before saving the record.

- To work with the available selection, use **Select** and review the **Select...** field.
- If the record does not require a selection, continue to the attachment decision.

Note: The screen does not identify what values are available through **Select....** Use the selection that is applicable to your business process.

3. Decide whether the payment record requires supporting documentation.

- To add a file, use **Attach**.
- Select the required item in **files[]**, then confirm the attachment with **Ok**.
- If no file is required, leave the attachment area unchanged.

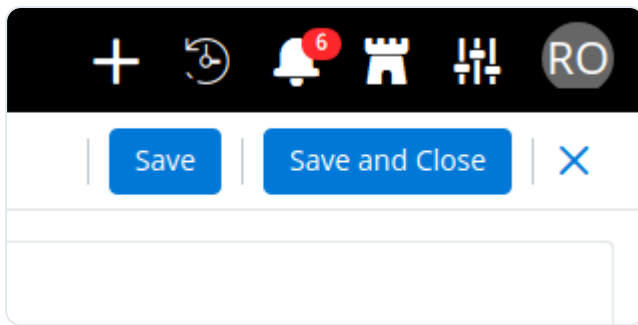
The screenshot shows the 'Add new' payment screen in the Pams application. The interface includes a sidebar with navigation icons, a top header with the 'ams' logo and user profile 'Shotec S.A.E.', and a main form area. The form has fields for 'Received From' (a dropdown menu), 'Receiving Date' (a date picker set to 28 Jul 2026), and 'Received Amount' (a dropdown menu). A calendar widget is open, showing the month of July 2026. The main content area displays 'No Invoices To Display' and a summary table at the bottom right with the following data:

Received Amount	Allocated Amount	None Allocated Amount
0.00	0.00	0.00

At the bottom right, there is a 'Tickets' button.

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This close-up view shows the top navigation bar of the Pams application, which includes icons for adding a new record, refreshing, notifications (with a red badge showing '6'), a castle icon, a settings icon, and a user profile icon labeled 'RO'. Below the navigation bar are three action buttons: 'Save', 'Save and Close', and a close button represented by an 'X' icon.



Tip: Attach supporting evidence before saving the record so that the payment record and its related files are retained together.

4. Decide how to finish the record.

- Select **Save** to save the payment record and remain on the Payment screen.
- Select **Save and Close** to save the payment record and close the screen.
- Use **Tickets** only when your internal process requires the available ticket action; no ticket details are displayed on this screen.

5. If you selected **Save**, review the selection and attached files. When the record is complete, select **Save and Close** to finish.

Examples

A finance officer needs to retain a payment receipt with a payment record.

1. The officer opens **Add new > Payments > Payment**.
2. The officer uses **Select** and reviews the available **Select...** value required for the record.
3. The officer selects **Attach**, adds the file `April-payment-receipt.pdf` in **files[]**, and selects **Ok**.
4. The officer selects **Save** to retain the record while reviewing the attached file.
5. After confirming that the required file is present, the officer selects **Save and Close**.

The payment record is saved with its supporting receipt attached.

Tips

Tip: Use **Save** when you need to verify the selected value or attached files before leaving the Payment screen.

Warning: Do not assume that a payment has been approved, posted, or reconciled after saving. The available screen does not display payment statuses or related finance processing actions.

Note: If you need to add more documentation after saving, reopen the payment record and use **Attach** again.

Troubleshooting

Symptom	Likely cause	Fix
The required supporting document is not shown in the payment record.	The file was not added through the attachment process or was not confirmed.	Select Attach , add the file in files[] , select Ok , and then select Save or Save and Close .
You are still on the Payment screen after saving.	Save keeps the record open.	Select Save and Close when you have completed the record.
You cannot identify the correct value in Select....	The screen does not describe the available selection values.	Use Select and choose the value required by your internal payment process.

Related pages

- [Add new — Overview](#)
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