

Payments

August 18, 2026

Payments

User Guide › Add New User › Payment

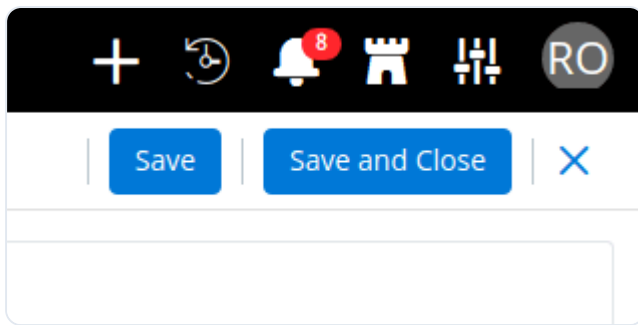
The screenshot shows the 'Add New Payment' form in the PAMS V2 system. The interface includes a top navigation bar with the PAMS logo, user 'Shotec S.A.E.', and various icons. The main form area is titled 'All Payments › Payment No: New'. It contains several input fields: 'Received From' (a dropdown menu), 'Receiving Date' (a date picker set to '12 Aug 2026'), 'Received Amount' (a text input), and 'Receiving Method' (a dropdown menu). Below these fields, a message states 'No Invoices To Display'. At the bottom right, a summary table shows the following values:

Received Amount	0.00
Allocated Amount	0.00
None Allocated Amount	0.00

Buttons for 'Save' and 'Save and Close' are located at the top right of the form. A sidebar with various icons is visible on the left side of the screen.

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This close-up view shows the bottom section of the payment form. It features a dark header bar with icons for adding new items, undo, notifications (with a red badge showing '8'), and a castle icon. Below this, there are two blue buttons: 'Save' and 'Save and Close'. The form area below the buttons is currently empty.



Overview

Use **Payments** to create and save a payment entry. Finance officers use this page when recording payment information as part of daily financial operations. The **Payment** page opens a payment record for entry and saving.

Before you start

You must be signed in to use the **Payment** page. Navigate to **Add new > Payments > Payment**.

Steps

1. Open **Add new > Payments > Payment** to display a new payment entry.
2. Enter the payment information required for the payment record.
3. Select **Save** to save the payment entry and continue working on the page.
4. Select **Save and Close** when you have completed the payment entry and want to close the page.

Warning: If you leave the **Payment** page with unsaved changes, the application displays a warning before you exit.

Tips & cautions

Tip: Use **Save** when you need to retain the payment entry while continuing to work on the page.

Note: Use **Save and Close** when the payment entry is complete.

Troubleshooting

- You cannot open the **Payment** page → You are not signed in → Sign in, then navigate to **Add new > Payments > Payment**.
- A warning appears when you leave the page → The payment entry contains unsaved changes → Select **Save** or **Save and Close** before leaving, or respond to the warning as appropriate.

Result

The payment entry has been saved or saved and closed.

Related pages

- [Add New User — Overview](#)
- [Getting Started with Add New User](#)
- **Add New User — Learning Path**
- [Call](#)
- [Tasks](#)
- [Projects](#)
- [Direct Order](#)
- [RFQ](#)
- [Direct Order](#)
- [Process](#)