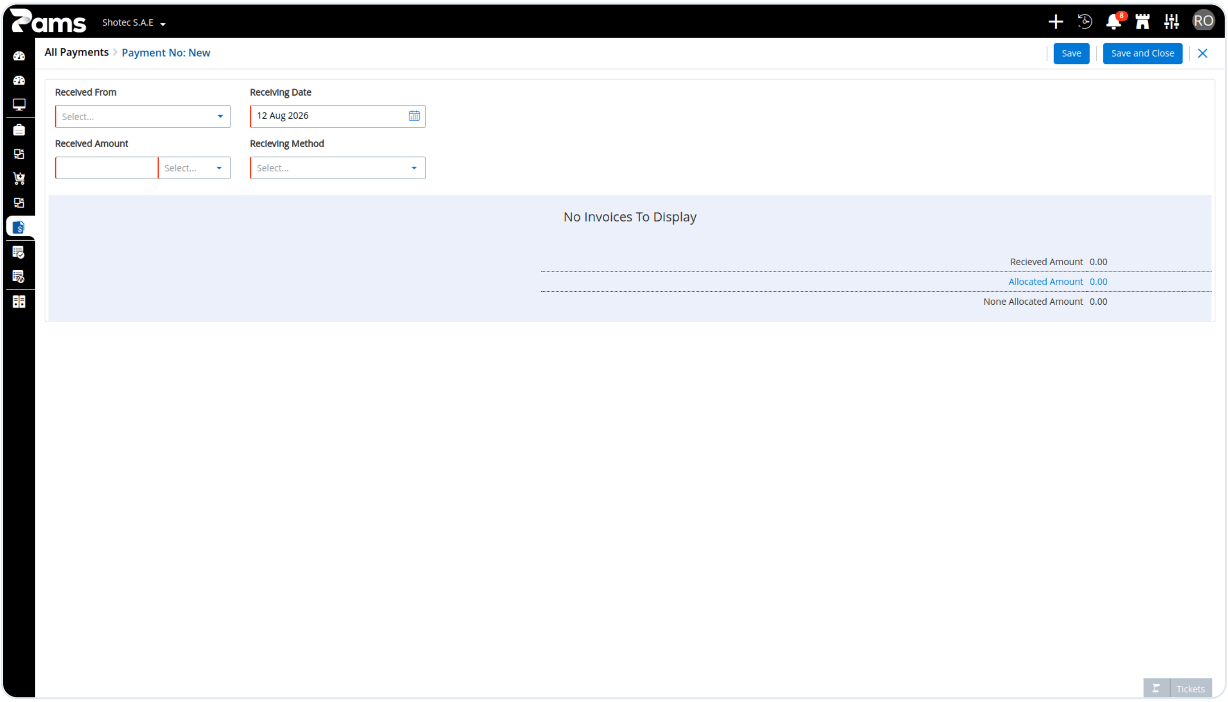
PAMS V2

Payments

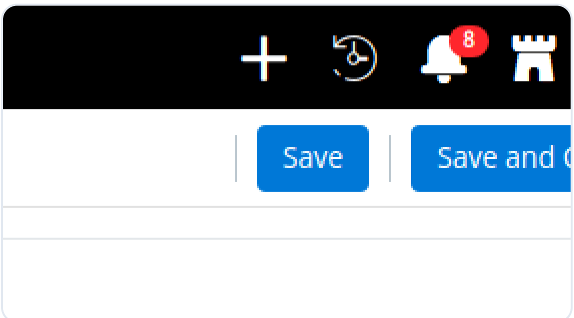
August 18, 2026

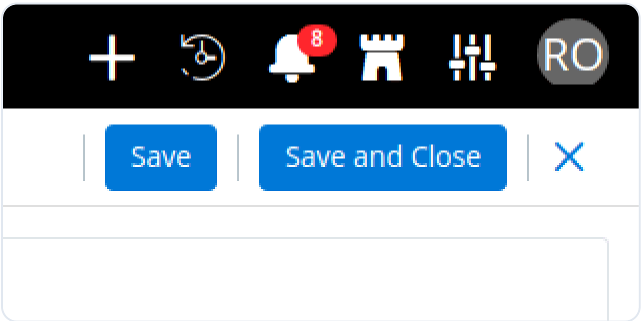
Payments

User Guide › Add New User › Payment



Payment — Add new › Payments › Payment





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