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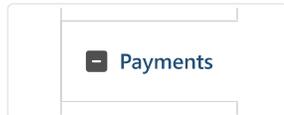
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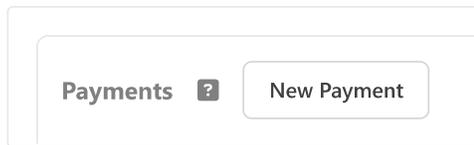
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Payments

The **Payments** tab in Manager.io is used to record any money paid from the business's bank and cash accounts. This includes payments to suppliers, expenses, and any other outflows of funds from the business.



To record a new payment, click the **New Payment** button in the top-right corner of the **Payments** tab.



For more information on creating and editing payments, see [Payment—Edit](#).

Alternatively, you can import bank statements to create new payments in bulk. This is the most efficient method, as it simultaneously creates multiple payments and receipts. For more details, see [Import bank statement](#).

Payments Tab Columns

The **Payments** tab features multiple columns to help you manage and review your payment transactions. You can customize which columns are displayed using the **Edit Columns** feature. See [Edit columns](#) for more information.

Date

The date on which the payment was made.

Cleared

The date the payment cleared (appeared on the bank statement). If the payment hasn't cleared yet, this column will remain empty.

Reference

The payment reference number.

Paid From

The name of the bank or cash account from which this payment was made.

Description

An explanation or note regarding the payment.

Payee

The name of the customer, supplier, or other recipient of the payment.

Accounts

The name of the account or accounts assigned to categorize this payment.

Project

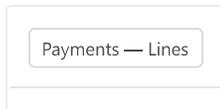
The name(s) of the project(s) associated with this payment.

Amount

Displays the total payment amount.

Payments—Lines

While the **Payments** screen shows a list of payments, the categorization of payments may be spread across multiple lines within a single transaction. The **Payments—Lines** screen displays all individual lines from all payments. This is particularly helpful when you are looking for details specified at the payment line level.



For more information, see [Payments—Lines](#).