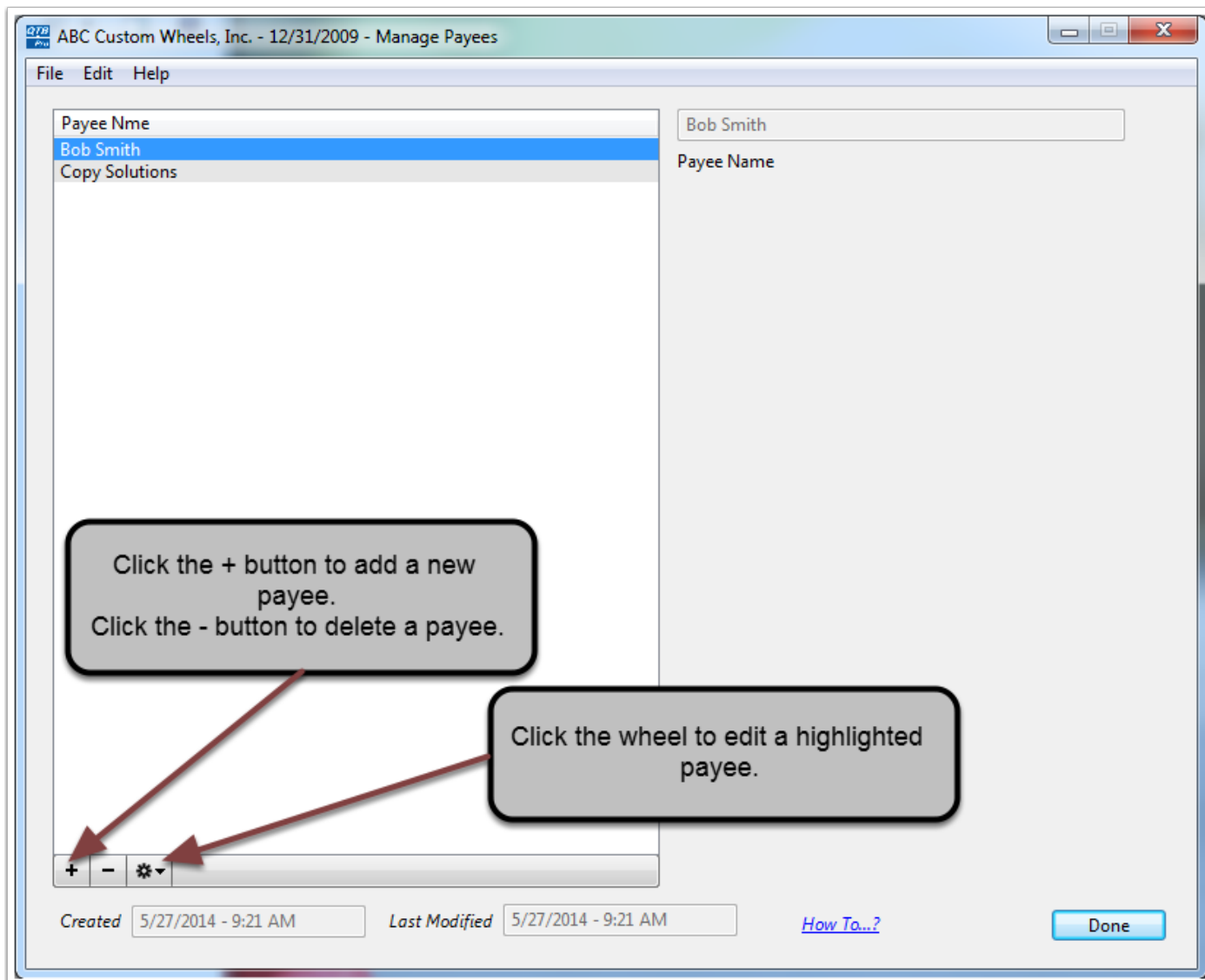


Quick Trial Balance Pro - Manage Payees

Manage Payees

This option allows you to manage payees/payers that are used when entering cash receipts or cash disbursements.

Although payees/payers can be added on-the-fly on the cash receipts and cash disbursements screens, this screen is helpful for editing ones that were misspelled, etc.



Manage Payees

Clicking the "+" (plus) button allows you to enter a new payee.

Clicking the "-" (minus) button allows you to delete a payee. Payees cannot be deleted until there are no cash receipts or cash disbursements associated with them.

To edit payees, highlight the payee name and click the cog wheel button.

When you click the "Save" button the new payee is added to the table and can be used on the Cash Receipts or Cash Disbursements screens.

