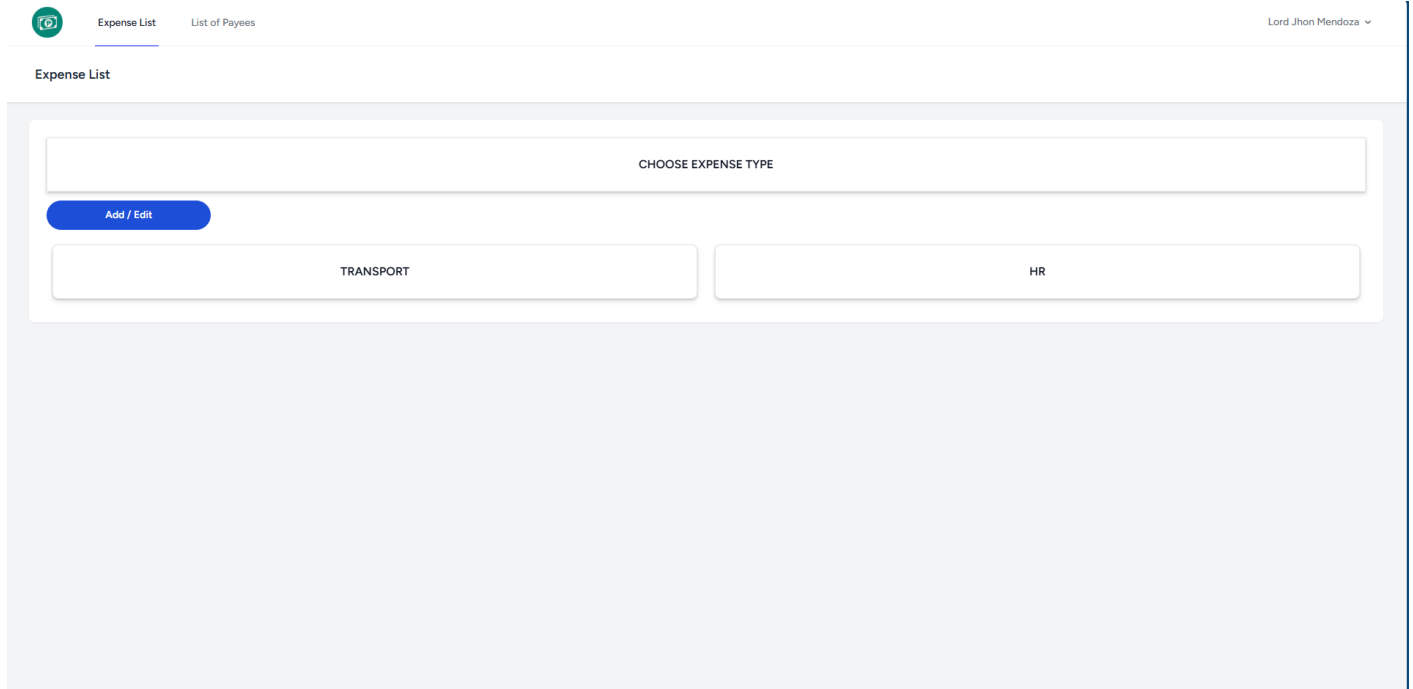


Add Payee

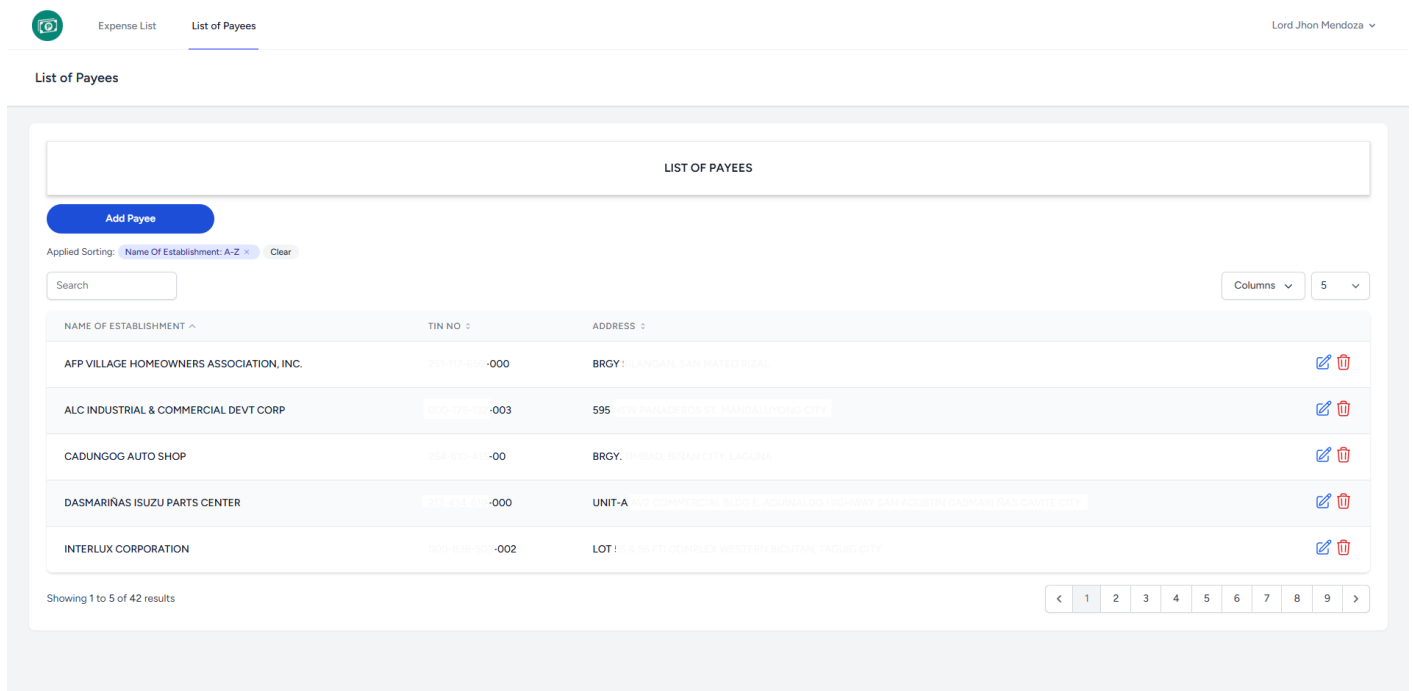
To add a new Payee, go to the List of Payees page:

- Once logged in, the system redirects you to the **Expense List** page.













The screenshot shows the 'Expense List' page. At the top, there is a navigation bar with a logo, 'Expense List', 'List of Payees', and a user profile 'Lord Jhon Mendoza'. Below the navigation bar, the page title 'Expense List' is displayed. The main content area features a large white box with the heading 'CHOOSE EXPENSE TYPE'. Inside this box, there is a blue button labeled 'Add / Edit' and two white buttons labeled 'TRANSPORT' and 'HR'.

- Click **List of Payees** at the top to redirect you to the page.

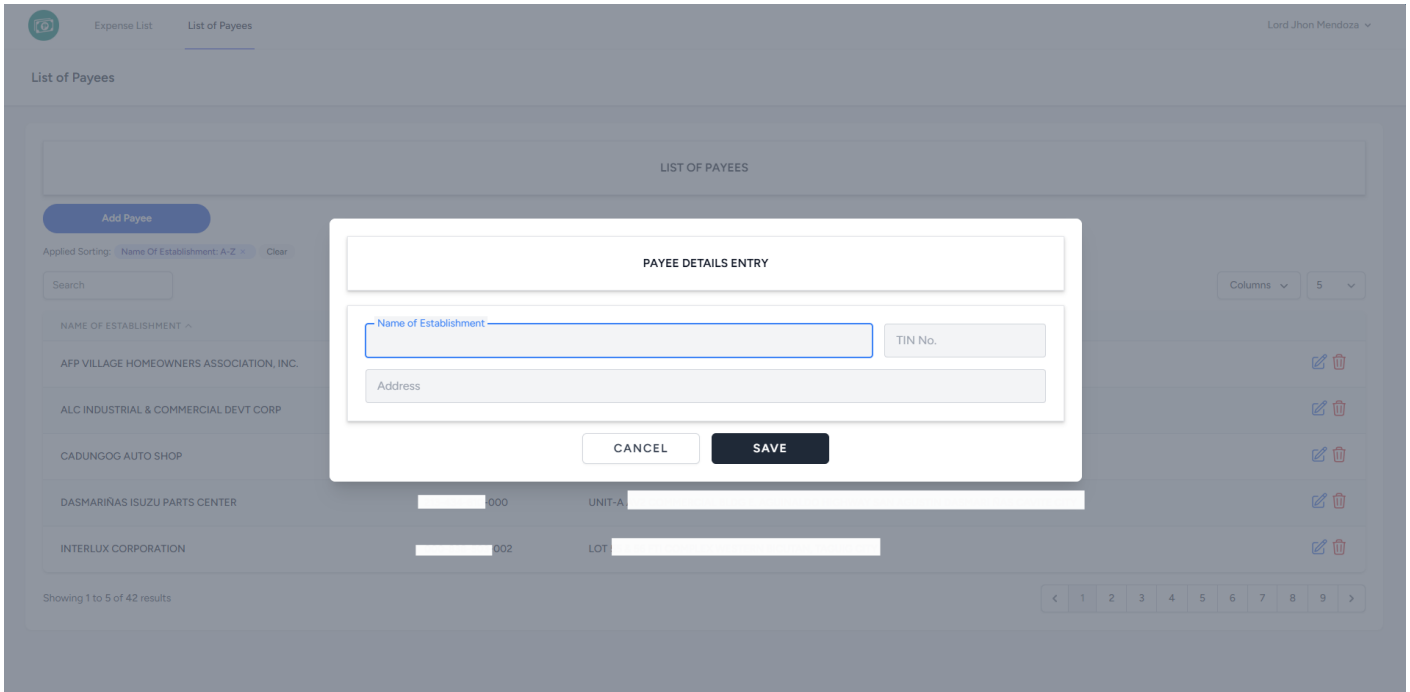


The screenshot shows the 'List of Payees' page. At the top, there is a navigation bar with a logo, 'Expense List', 'List of Payees', and a user profile 'Lord Jhon Mendoza'. Below the navigation bar, the page title 'List of Payees' is displayed. The main content area features a large white box with the heading 'LIST OF PAYEEES'. Below this heading, there is a blue button labeled 'Add Payee'. Underneath the button, there is a search bar and a sorting option 'Applied Sorting: Name Of Establishment: A-Z' with a 'Clear' button. To the right of the search bar, there is a 'Columns' dropdown menu set to '5'. Below the search and sorting options, there is a table with the following data:

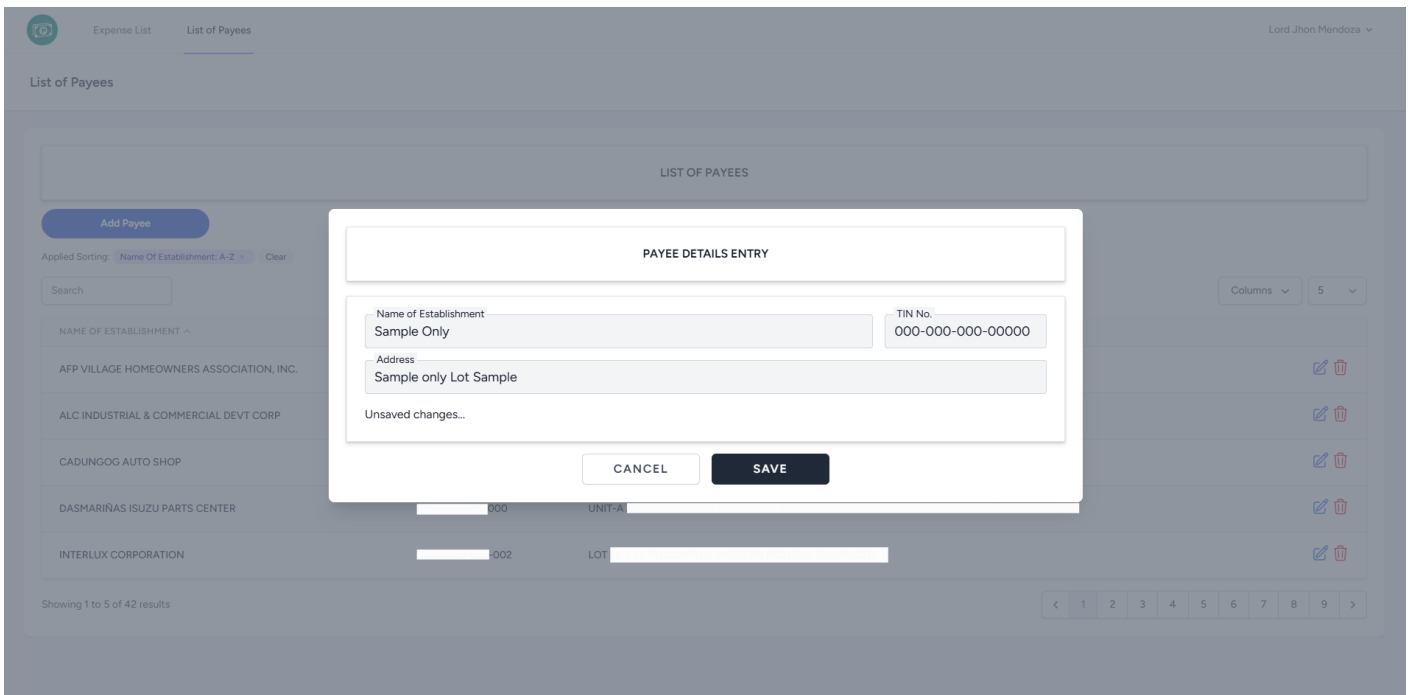
NAME OF ESTABLISHMENT ^	TIN NO :	ADDRESS :	
AFP VILLAGE HOMEOWNERS ASSOCIATION, INC.	251-074-501-000	BRGY: LANGAN SAN HATED ROAD	 
ALC INDUSTRIAL & COMMERCIAL DEVT CORP	190-070-000-003	595 CITY PARADISE ST. MANDALUYONG CITY	 
CADUNOG AUTO SHOP	254-810-000-000	BRGY. PIMOL BRAN CITY, LAGUNA	 
DASMARINAS ISUZU PARTS CENTER	173-070-000-000	UNIT-A 112 COMMERCIAL BLDG 2, ADORNALDO HIGHWAY SAN AGUSTIN, DASMARINAS CITY	 
INTERLUX CORPORATION	000-830-100-002	LOT: 6 26 RTD COMPLEX WESTERN BIQUAN, TAGUIG CITY	 

Below the table, there is a pagination bar showing 'Showing 1 to 5 of 42 results' and a set of page numbers from 1 to 9 with a next button.

- Click **Add Payee** button to add.



- Fill in the required fields, then click the **Save** button.



- The system displays a notification indicating that the Payee details saved successfully and added to the list.



Payee details saved successfully

List of Payees

LIST OF PAYEES

Add Payee

Applied Sorting: Name Of Establishment: A-Z x Clear

Search

Columns 5

NAME OF ESTABLISHMENT ^	TIN NO :	ADDRESS :	
AFP VILLAGE HOMEOWNERS ASSOCIATION, INC.	259-117-00 -000	BRGY. LANGRAN, SAN PABLO BIZAL	
ALC INDUSTRIAL & COMMERCIAL DEVT CORP	000-027-00 -003	595 N. SAN PABLO ST. MANDALUYONG CITY	
CADUNOG AUTO SHOP	000-070-00 -000	BRGY. CADUNOG, SAN PABLO BIZAL	
DASMARIÑAS ISUZU PARTS CENTER	010-424-00 -000	UNIT-A 2ND COMMERCIAL BLDG E. ADONALDO HIGHWAY SAN AGUSTIN DASMARIÑAS CAVITE CITY	
INTERLUX CORPORATION	000-838-00 -002	LOT 15 & 16 FT COMPLEX WESTERN INDUSTRIAL, TAGUIG CITY	

Showing 1 to 5 of 43 results

< 1 2 3 4 5 6 7 8 9 >

Revision #2

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Updated 10 February 2026 02:25:02 by Lord Jhon E. Mendoza