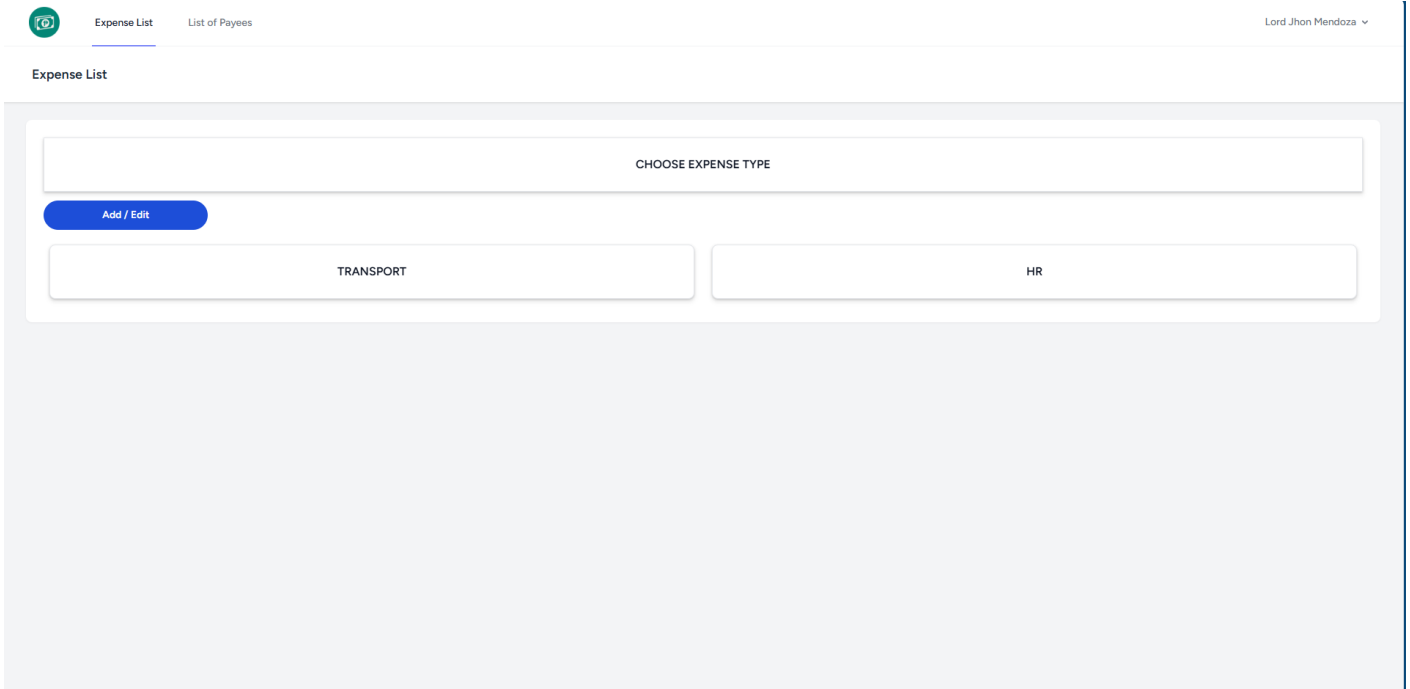


# Delete Payee

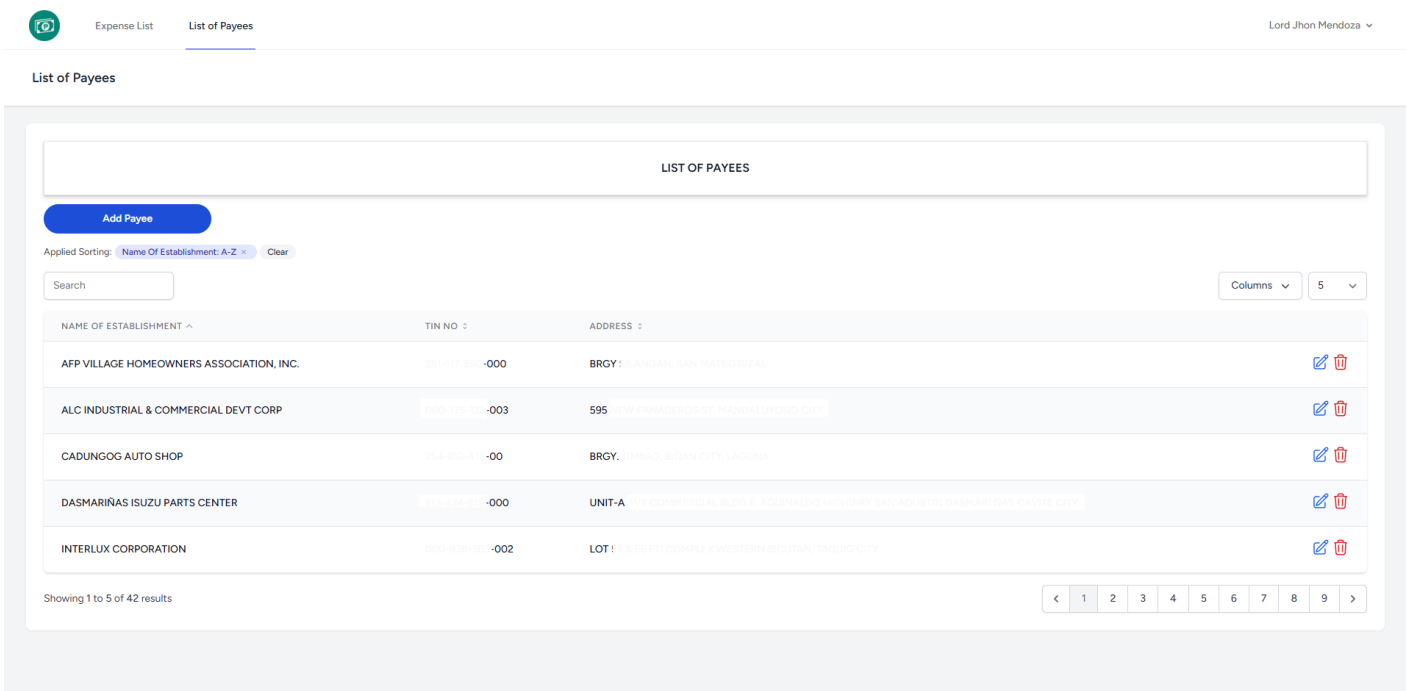
To delete Payee, go to the List of Payees page:

- 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 PAYEES'. Below this heading, there is a blue button labeled 'Add Payee'. Underneath, there is a sorting option 'Applied Sorting: Name Of Establishment: A-Z' and a search input field. To the right, there are 'Columns' and '5' dropdown menus. The main content is a table with the following data:

| NAME OF ESTABLISHMENT ^                  | TIN NO :        | ADDRESS :   |   |
|--|-----------------|---|---|
| AFP VILLAGE HOMEOWNERS ASSOCIATION, INC. | 251-074-000-000 | BRGY: LANGAN SAN HATED RIZAL  |   |
| ALC INDUSTRIAL & COMMERCIAL DEVT CORP    | 160-070-000-003 | 595 CITY PARADISE ST. MANDALUYONG CITY                                      |   |
| CADUNOG AUTO SHOP                        | 254-020-000-000 | BRGY. PIMOL BRAN CITY, LAGUNA   |   |
| DASMARIÑAS ISUZU PARTS CENTER            | 173-020-000-000 | UNIT-A 112 COMMERCIAL BLDG 2, ADORNALDO HIGHWAY SAN AGUSTIN DASMARIÑAS CITY |   |
| INTERLUX CORPORATION                     | 000-030-000-002 | LOT: 6 26 RD COMPLEX WESTERN BICANAN, TAGBILAR CITY                         |   |

Showing 1 to 5 of 42 results

< 1 2 3 4 5 6 7 8 9 >

- Click **Delete** button to delete desired row.

Expense List | List of Payees | Lord Jhon Mendoza

List of Payees

LIST OF PAYEES

Add Payee

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

Search: sam

Columns | 500

| NAME OF ESTABLISHMENT             | TIN NO            | ADDRESS   |  |
|-----------------------------------|-------------------|---|--|
| UPS4 COMPANIES ASSOCIATION INC.   | 000-000-00000000  | UPS4 GUARD HOUSE BARRACUDA ST. UPS 4 PARCELO GREEN VILLAGE, PARARAKE CITY                           |  |
| JJ&L COPY PRINTERS OPC            | 000-000-00000000  | UNIT Q 1ST FLOOR BARRACUDA ST. UPS 4 PARCELO GREEN VILLAGE, PARARAKE CITY                           |  |
| MILAGRITA GLOBAL FOOD CORPORATION | 000-000-00000000  | G/F DONA ANNA BLDG. ESPASIA BLVD. COR. TOLENTINO ST. BRGY. 408 ZONE DAE 1055 BARRACUDA, MANILA CITY |  |
| Sample Only                       | 000-000-000-00000 | Sample only Lot Sample  |  |

Showing 4 results

- It will ask for confirmation to delete.

Expense List | List of Payees | Lord Jhon Mendoza

List of Payees

LIST OF PAYEES

Add Payee

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

Search: sam

Columns | 500

| NAME OF ESTABLISHMENT             | TIN NO            | ADDRESS   |  |
|-----------------------------------|-------------------|---|--|
| UPS4 COMPANIES ASSOCIATION INC.   | 000-000-00000000  | UPS4 GUARD HOUSE BARRACUDA ST. UPS 4 PARCELO GREEN VILLAGE, PARARAKE CITY                           |  |
| JJ&L COPY PRINTERS OPC            | 000-000-00000000  | UNIT Q 1ST FLOOR BARRACUDA ST. UPS 4 PARCELO GREEN VILLAGE, PARARAKE CITY                           |  |
| MILAGRITA GLOBAL FOOD CORPORATION | 000-000-00000000  | G/F DONA ANNA BLDG. ESPASIA BLVD. COR. TOLENTINO ST. BRGY. 408 ZONE DAE 1055 BARRACUDA, MANILA CITY |  |
| Sample Only                       | 000-000-000-00000 | Sample only Lot Sample  |  |

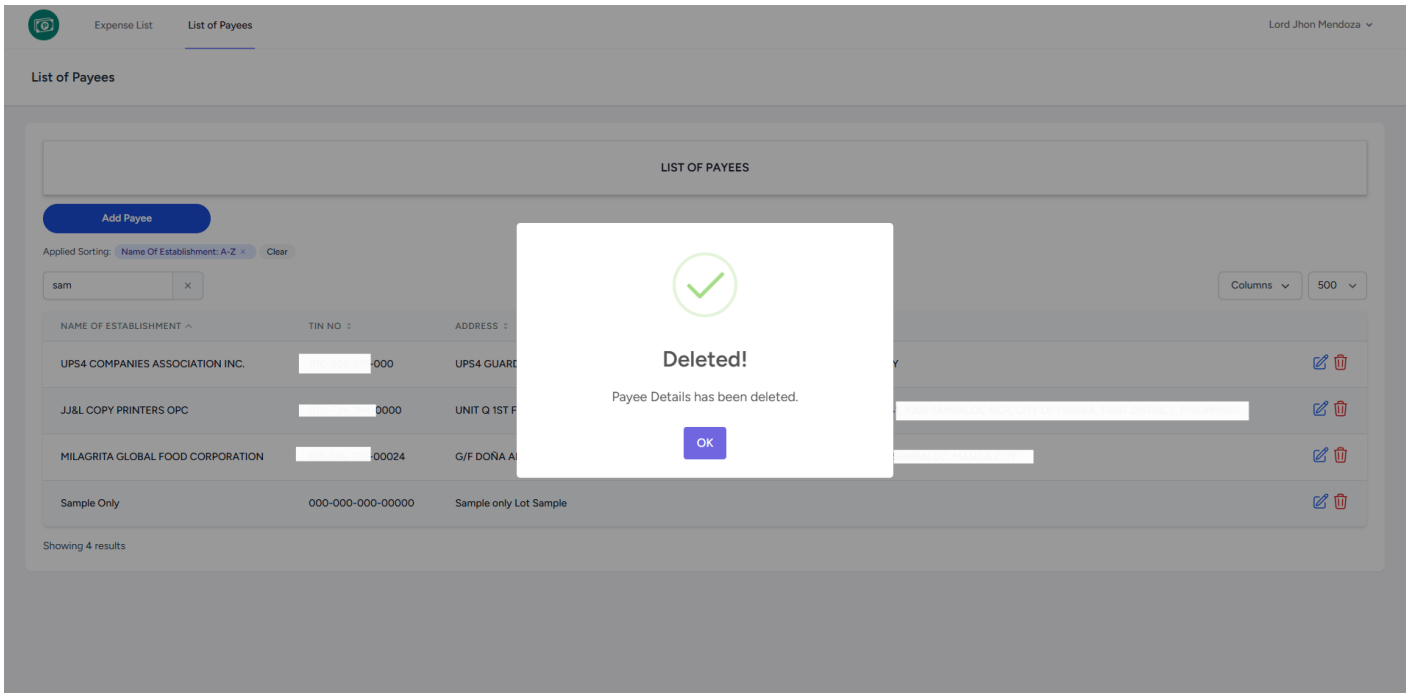
Showing 4 results

**Are you sure?**

You won't be able to revert this!

**Cancel** **Yes, delete it!**

- Click **Yes, delete it!** button to delete the specific row.



- The system displays a notification indicating that the Payee Details has been deleted and removed to the list.

Revision #2

Created 10 February 2026 02:32:36 by Lord Jhon E. Mendoza

Updated 10 February 2026 02:36:08 by Lord Jhon E. Mendoza