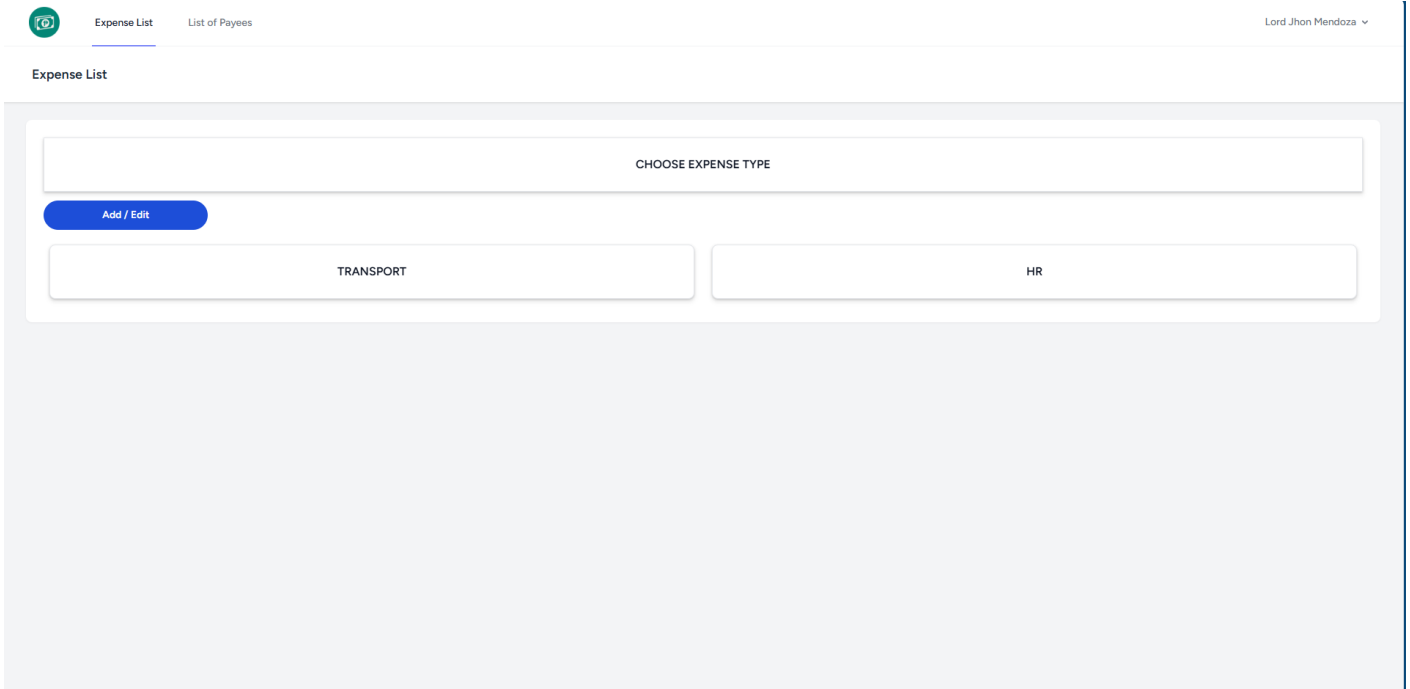


Edit Payee

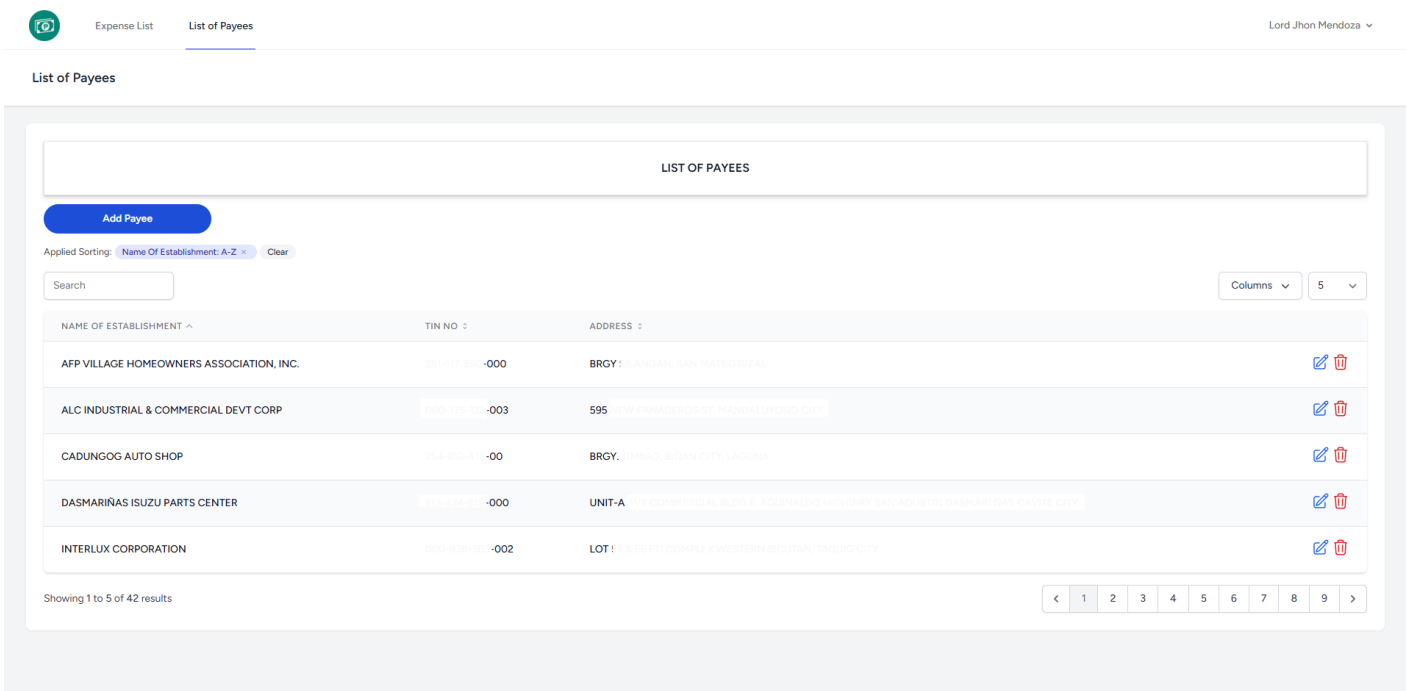
To edit Payee, go to the List of Payees page:

- 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, there is a search bar and a sorting dropdown menu set to 'Name Of Establishment: A-Z'. To the right, there is a 'Columns' dropdown menu set to '5'. Below these elements 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	1604570-003	595 CITY PARADISE ST. MANDALUYONG CITY	 
CADUNOG AUTO SHOP	254-810-000-000	BRGY. PIMOL BIRAN CITY, LAGUNA	 
DASMARINAS ISUZU PARTS CENTER	1724230-000	UNIT-A 112 COMMERCIAL BLOCK E, ADORNALDO HIGHWAY SAN AGUSTIN, DASMARINAS CITY	 
INTERLUX CORPORATION	000-830-100-002	LOT: 6 26 RTD COMPLEX WESTERN BUCANAN, TAGBILAR CITY	 

At the bottom left, it says 'Showing 1 to 5 of 42 results'. At the bottom right, there is a pagination control showing page numbers 1 through 9 and a next page arrow.

- Click **Edit** button to edit desired row.

The screenshot shows the 'List of Payees' interface. At the top, there is a navigation bar with 'Expense List' and 'List of Payees' tabs, and a user profile 'Lord Jhon Mendoza'. Below the navigation bar, the title 'List of Payees' is displayed. A search bar and a sorting dropdown are present. The main area contains a table with the following data:

NAME OF ESTABLISHMENT ^	TIN NO :	ADDRESS :	
AFP VILLAGE HOMEOWNERS ASSOCIATION, INC.	001-07487-000	BRGY. LANGAN, SAN MATEO RIDGE,	 
ALC INDUSTRIAL & COMMERCIAL DEVT CORP	000-05812-003	595 NEW PANASCOFF ST. MARCAL UPON COVE	 
CADUNOG AUTO SHOP	708-02047-00	BRGY. PIRAG, BIRAN CITY, LAGUNA	 
DASMARIÑAS ISUZU PARTS CENTER	012-43147-000	UNIT-A 102 COMMERCIAL BLDG E, ADONALDO HIGHWAY SAN AGUSTIN DASMARIÑAS CITY	 
INTERLUX CORPORATION	000-83610-002	LOT 75 & 56 FTI COMPLEX WESTERN BICUTAN, TAGUIG CITY	 

At the bottom, it says 'Showing 1 to 5 of 43 results' and has a pagination control.

- Fill in the fields you wish to edit, then click the **Update** button.

The screenshot shows the 'List of Payees' interface with a modal form titled 'PAYEE DETAILS ENTRY' open. The modal contains the following fields:

- Name of Establishment: AFP VILLAGE HOMEOWNERS ASSOCIATION, INC.
- TIN No.: 001-07487-000
- Address: BRGY. LANGAN, SAN MATEO RIDGE (SAMPLE ONLY)

Below the fields, it says 'Unsaved changes...'. At the bottom of the modal, there are two buttons: 'CANCEL' and 'UPDATE'.

- 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 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. BUNAYAN, 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 75 & 56 1ST 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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