Vendor Payments — SOP

How this module works

Track every vendor you pay — schedule payments, mark them paid (full or partial), and auto-log the matching Expense + Bank entry, all without touching those modules directly.

SECTIONS

- **Vendor Directory**
  Add vendors — name, category, contact, bank/UPI details — once, reuse for every payment.
- **All Payments**
  Every scheduled payment in one table — search, filter by category/status, group by vendor.
- **Mark Paid**
  Record what was actually paid — full settles it, partial keeps the remaining balance tracked.
- **AI Vendor Analysis**
  Spend estimate, cost-optimization tips and cash-flow guidance — auto-generated, no wait.

STEP-BY-STEP WORKFLOW

1. Add Vendor — name, category and (optionally) contact/bank details.
2. Schedule a Payment — amount, due date, one-time or recurring.
3. When the due date arrives, click Mark Paid — enter the full amount or whatever was actually paid.
4. For a partial payment, the remaining balance is tracked automatically — reopening Mark Paid later auto-fills just what's still owed.
5. Once fully paid, the matching Expense and Bank entry are created automatically — nothing to do manually.

CONNECTIONS

- **Expenses**
  Marking a payment fully paid automatically logs a matching Expense entry (same category, vendor and amount) — no manual double-entry, and it will not log the same payment twice.
- **Bank**
  That same Mark Paid action also records a debit transaction against your primary bank account, so your account balance and transaction history stay accurate without a separate manual entry.
- **Calendar**
  Scheduling a payment automatically creates a due-date reminder in Calendar; once the payment is fully settled, that reminder is automatically marked complete — nothing to add or clear by hand.

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