# Payment Status Management

Documentation · https://viaspaces.com/sk/Documentation/payment_status_management/

*Track what's been paid, without touching the document's own workflow.*

Payment Status answers the "has this been paid?" question separately from a document's normal workflow status — so a document can sit in Completed while you still track it toward Paid.

## Where it lives

Every document has a Post-Processing panel, opened from its row on the Dashboard, with three tabs: Validity, Payments, and Accounting. This page covers Payments.

## Recording a Payment

1. Open the document's Post-Processing panel from its Dashboard row.
2. Select the **Payments** tab.
3. Click **Add Payment** to record an amount against the document.
4. Select a **Status**.
5. Add Comments or Document Tags if you need to.
6. Click **Save**.

| Status | Meaning |
|---|---|
| N/A | Payment status isn't tracked for this document. |
| Unpaid | Nothing has been paid yet. |
| Partially paid | Some, but not all, of the value has been paid. |

| Status | Meaning |
| --- | --- |
| Paid | The full value has been paid. |

## Payment Status on the Dashboard

Switch the Dashboard to its **Post-processing** view to add a Payment Status column alongside your document list, plus widgets that summarize your documents as Paid, Unpaid, and Partially Paid, with links to Billing & Invoicing and the Report center.