## How To Create eCheck Payments

Here are the steps on how to create eCheck payments:

- 1. Open blank Pay Voucher Details screen.
- 2. Fill in fields.
  - a. Click on Vendor No. combo box button to select vendor.
  - b. Select Vendor Pay To.
    - c. Date Paid will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
    - d. All posted but unpaid transactions for the selected vendor based on the selected Vendor Pay To will be displayed on the grid.
    - e. Select eCheck as your Payment Method and enter eCheck No on Check No field.

Date Paid:	02/04/2016	F
Payment Method:	eCheck 🗸	C
Unapplied Amount:	0.00	٧
Check No:	CHK-1111	۷

You can also leave the Check No field blank and on posting, it will automatically use the pre-setup for Check No on **Common Info >** Payments Method screen.

🖵 Dashboard	Common Info		Payment Methods	~ □ ×	
🖵 System Manager			Save Undo Close		
📮 Common Info	Activities	Maintenance	Details		
🖵 General Ledger	Company Locations	Cities	Report 🗄 View Filter (F3)		5.7 2.3
Financial Reports	Recurring Transactions	Countries	Payment Method * Prefix	Number	Active
Financial Reports	Batch Posting	Entity Group	eCheck	4	✓ <sup>1</sup>
📮 Cash Management	Calendar	Freight Terms	Refund	1	
	Currencies	Lines of Business			
Credit Card Recon	Currency Exchange Rates	Motor Fuel Tax Cycle	Credit	1	~
🖵 Inventory	Currency Exchange Rate Types	Payment Methods			
		Purchasing Groups			*
Purchasing (A/P)		Report Messages	? 🗘 🖓 🖂 Ready		

- f. On **Bank Account** field, click combo box and select a bank account from the list where payments will be deducted. **Currency** and **Bank Balance** set for the selected Bank Account will be displayed.
- 3. Select detail from the grid. **Payment** will be computed.
  - a. if there's no discount nor an interest, Payment will be the same as Amount Due.
  - b. if there's a discount, Payment is Amount Due less Discount.
  - c. if there's an interest, Payment is Amount Due plus Interest.
- 4. If you wish to create partial payments, change the payment amount lower than the amount due.
- 5. Amount Paid field will automatically be filled in by the payment amount and Unapplied Amount will display 0.00.
- 6. Save record by clicking Save toolbar button. A system-generated ID will be displayed in the Record No field.

Here are the steps on how to create eCheck payments:

- 1. From the Main Menu, expand Purchasing menu and click Pay Voucher Details to open Search Pay Voucher Details screen.
- 2. Click New toolbar button to open blank Pay Voucher Details screen.

yout	Q Filter	Records (F3)	25 records								
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γ <sub>Α</sub> Ρι	ay Voucher De	ails									∧ □ >
A	New Save Se	arch Delete l	Jndo Process Pay		t Recap Close						
A	Detail Audit L	og (0)									
	/endor No:			~	Date Paid:	01/26/	2016		Record No:		
	Bank Account:	1616		~	Payment Method:			~	Currency:	USD	
4	Amount Paid:		C	).00	Unapplied Amoun	t:		0.00	Vendor Credit	:	
E	Bank Balance:		-222,160	).38	Check No:				Withheld:		0.00
ľ	Notes:										
	E Layout	A Filter Recor	ds (F3)								
	Due Date	Record No.	Invoice No	Т	erms Vou	cher Tot	AP Account	Discou.	Interest	Amount Du	Payment
4											
4											
~										0.00	0.00

3. Fill in fields.

a. Click on Vendor No. combo box button to select vendor.

- b. Date Paid will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
- $\boldsymbol{c}.$  All posted voucher transactions for the selected vendor will be displayed on the grid.
- d. Select eCheck as your Payment Method and enter eCheck No on Check No field.

Date Paid:	02/04/2016	118	F
Payment Method:	eCheck	~	C
Unapplied Amount:		0.00	۷
Check No:	CHK-1111		۷

- e. On Bank Account field, click combo box and select a bank account from the list where payments will be deducted. Currency and Bank Balance set for the selected Bank Account will be displayed.
- 4. Select detail from the grid. Payment will be computed.
  - a. if there's no discount nor an interest, Payment will be the same as Amount Due.
    - **b.** if there's a discount, Payment is Amount Due less Discount.
  - c. if there's an interest, Payment is Amount Due plus Interest.
- 5. If you wish to create partial payments, change the payment amount lower than the amount due.
- 6. The entered payment amount will also appear in the Unapplied Amount field.
- 7. Enter the same amount in the Amount Paid field. This will change the Unapplied Amount back to 0.00.
- 8. Save record by clicking Save toolbar button. A system-generated ID will be displayed in the Record No field.

Pay Voucher Det	tails - Cracked M	lug							^ □ ×
New Save Sei			nt Post Recap						
Detail Audit L	.og (1)								
Vendor No:	Cracked Mug		Date Paid:	02/04/2	016	13	Record No:	PAY-21	
Bank Account:	Sample Bank	~	Payment Meth	od: eCheck		~	Currency:	USD	
Amount Paid:		1,500.00	Unapplied Am	ount:		0.00	Vendor Credi	ti	0.00
Bank Balance:		49,998,900.00	Check No:	СНК-11	11		Withheld:		0.00
Notes:									
	0								
BB Layout	C Filter Records	s (F3) Invoice No	Terms	Voucher Tot	AP Account	D.:	Interest	Amount Du.,	
02/03/2016		INV-1	Due on Rec	1.000.00	21001-0001	Discou 0.00	0.00	1,000.00	Payment 0.00
02/03/2016		asdasdsa	Due on Rec	1,500.00	20000-0001	0.00	0.00	1,500.00	1,500.00
02/03/2016		adasdsa	Due on Rec	150.00	20000-0001	0.00	0.00	50.00	0.00
02/01/2016		BL-43	Due on Rec	100.00	20000-0001	0.00	0.00	100.00	0.00
02/01/2016		BL-44	Due on Rec	100.00	20000-0001	0.00		100.00	0.00
								750.00	1,500.00
0000	Saved					M	I Page	1 of	1 🕨 🕅

A You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Payments)

Here are the steps on how to create pay bills:

1. From the Main Menu, click Purchasing and click Pay Bill Details. If there is an existing record, docked Search Pay Bills Detail screen will open. Otherwise, blank Pay Bills Detail screen will open automatically.

2. If Search Pay Bills screen opens, click New toolbar button to open blank Pay Bills Detail screen.

Menu «	Pay 8	Bills Detail								
Ilter Menu     Ilter Menu       Favorites     System Manager       Common Info	Ne	w View Refre		14.718 records						
Dashboard		Record No	cords (rs)	Bank Account	, ,	Date			ndor	
General Ledger										
Financial Reports		PAY-14722		Sample Bank		06/15/2015			002	
Cash Management		PAY-14721		Sample Bank		06/15/2015		V-	001	
Credit Card Reconciliation		🏮 Pay Bill Details								* 🗆 X
Inventory					i 7					
Durchasing			Q 📴 🔰	S 🗏 🛛						
Purchase Orders		New Save Sea	arch Delete U	ndo Print Rec	ap Close					
🥜 Bill Batch Entry		Vendor No:		×	Date Paid:	06/15/2015		Record No:		
						00/10/2010				
Recurring Transactions		Bank Account:	TE	*	Payment Method:		*	Currency:	USD	
ng Batch Posting		Amount Paid:		0.000000	Unapplied Amount:		0.000000	Vendor Credit:		
A Pay Bills		Bank Balance:		506,832,210000	Check No:			Withheld:		0.000000
Pay Bill Details										
Print Checks Paid Bills History		Notes:								
Vendor Expense Approval		📇 Layout 🗸 🂡	Filter Records (F	F3)						
Import Bills from Origin		Due Date	Record No.	Terms	Bill Total	AP Account	Discoun	Interest A	mount Due	Payment
© Vendors										
Open Pavables										
Vendor History										
Cash Requirements									0	0
Check Register									0	0
AP Transactions by GL Account		🕜 🔮 🏆 Edited						14 4 Pa	ge 1	of 1 🕨 🕅

- 3. Fill in fields.
  - a. Click on Vendor No. combo box button to select vendor.
    - b. Date Paid will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
    - c. All posted bill transaction for the selected vendor will be displayed on the grid.
    - d. Select eCheck as your Payment Method and enter eCheck No on Check No field.
    - e. On **Bank Account** field, click combo box and select a bank account from the list where payments will be deducted. **Currency** and **Bank Balance** set for the selected Bank Account will be displayed.
- 4. Select detail from the grid. Payment will be computed.
  - a. if there's no discount nor an interest, Payment will be the same as Amount Due.
  - b. if there's a discount, Payment is Amount Due less Discount.
  - c. if there's an interest, Payment is Amount Due plus Interest.
- 5. If you wish to create partial payments, change the payment amount lower than the amount due.
- 6. The entered payment amount will also appear in the Unapplied Amount field.
- 7. Enter the same amount in the Amount Paid field. This will change the Unapplied Amount back to 0.00.
- 8. Save record by clicking Save toolbar button. A system-generated ID will be displayed in the Record No field.

New Save Se	arch Delete Undo		ecap Close					
Vendor No:	V-001	Date Pa	aid:	06/15/2015		Record No:	PAY-14724	
Bank Account:	TE	Y Paymer	nt Method:	eCheck	¥	Currency:	USD	
Amount Paid:		380.000000 Unappl	ied Amount:		0.000000	Vendor Credit:	20	,000.00000
Bank Balance:	50	06,817.960000 Check I	No:	ECHCK-001		Withheld:		0.00000
Layout • 💎	Filter Records (F3) Record No.	Terms	Bill Total	AP Account	Discoun	. Interest A	mount Due	Payment
07/15/2015	BL-45686	5% 10 Net 30	400.00	26003-0000	20.00	0.00	400.00	380.00
							400	380
2 😧 🖓 Saved						A A Pa		. of 1

A You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Payments)