

How To Create Payments Directly from Voucher Screen

Here are the steps on how to create payments directly from voucher screen:

1. Create voucher and post. Once voucher is posted, **Pay** button will be enabled.
2. Click **Pay** button. **Pay Voucher Details** screen will open showing the payment created for the voucher.

The screenshot shows the 'Pay Voucher Details' window for 'AP Sample Vendor'. The 'Pay' button in the top menu is highlighted with a red box. The window displays various fields for payment details, including Vendor No., Date Paid (10/10/2017), Record No. (PAY-316), Bank Account (Chase Bank - IN), Payment Method (Check), Currency (USD), and Amount Paid (150.00). A table at the bottom shows the payment details for the voucher BL-20844.

Pay	Due Date	Record No.	Invoice No.	Commodity	Terms	Voucher Total	AP Account	Amount Due	Discount	Interest	Payment
<input type="checkbox"/>	10/10/2017	BL-20844	INV-1	None	Due ...	150.00	20000-000...	150.00	0.00	0.00	150.00

Here are the steps on how to create payments directly from voucher screen:

1. Create voucher and post. Once voucher is posted, **Pay** button will be enabled.
2. Click **Pay** button. **Pay Voucher Details** screen will open showing the payment created for the voucher.

The screenshot shows the 'Pay Voucher Details' window for 'AP Smoke Test Vendor'. The 'Pay' button in the top menu is highlighted with a red box. The window displays various fields for payment details, including Vendor No., Date Paid (10/10/2017), Record No. (PAY-298), Bank Account (Chase Bank - IN), Payment Method (Check), Currency (USD), and Amount Paid (150.00000). A table at the bottom shows the payment details for the voucher BL-20808.

Pay	Due Date	Record No.	Invoice No.	Terms	Voucher Total	AP Account	Discount	Interest	Amount Due	Payment
<input type="checkbox"/>	10/10/2017	BL-20808	INV-111	Due on Rec...	150.00	20000-0001...	0.00000	0.00000	150.00	150.00000

Here are the steps on how to create payables directly from voucher screen:

1. Create voucher and post. Once voucher is posted, **Pay** button will be enabled.

The screenshot shows the 'Voucher - Cracked Mug' screen. The 'Pay' button in the top menu is highlighted with a red box. The screen displays various fields for voucher details, including Type (Voucher), Vendor (Cracked Mug), Post Date (01/20/2016), and Terms (Net 15).

2. Click Pay button. **Pay Voucher Details** screen will open showing the payment created for the voucher.

Pay Voucher Details - Cracked Mug

New Save Search Delete Undo Process Payment Post Recap Close

Detail Audit Log (0)

Vendor No: Cracked Mug Date Paid: 01/26/2016 Record No: PAY-33

Bank Account: 1616 Payment Method: Check Currency: USD

Amount Paid: 1,250.00 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: -222,160.38 Check No: Withheld: 0.00

Notes:

Layout Filter Records (F3)

Due Date	Record No.	Invoice No	Terms	Voucher Tot...	AP Account	Discou...	Interest	Amount Du...	Payment
02/04/2016	BL-32	1234	Net 15	1,250.00	20000-0000...	0.00	0.00	1,250.00	1,250.00

1,250.00 1,250.00

Edited Page 1 of 1

Users can create .payables directly from bills in two ways. Here are the steps:

Creating payment right after posting

1. Create bill transaction (see [How To Create Vouchers](#)) and click **Post** button.

Bill

New Save Search Delete Undo Print Post Recap Add Receipt Close

Details Attachments

Transaction Type: Bill Vendor ID: V-001 Date: 06/17/2015 Invoice Date: 06/17/2015 Currency: USD Invoice No: INV-105 Bill No: BL-45696

Ship From: 001 Test Drive Albany, NY 12244 United States Ship To: 1 Test Hometown, IN 46740 United States

Ordered By: AGADMIN Contact: C-001

Ship Via: UPS Ground Due Date: 07/17/2015

Terms: 5% 10 Net 30 AP Account: 26003-0000

Location: 1 Withheld Amount: 0.000000

Approval Notes:

Item No	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comments
Value			20	5	0%	None	20.00	100.00	27020-0000	
Service			1	1	0%	None	30.00	30.00	12310-3001	

Subtotal: 130.000000

Shipping: 0.000000

Tax: 0.000000

Total: 130.000000

Ready Page 1 of 1

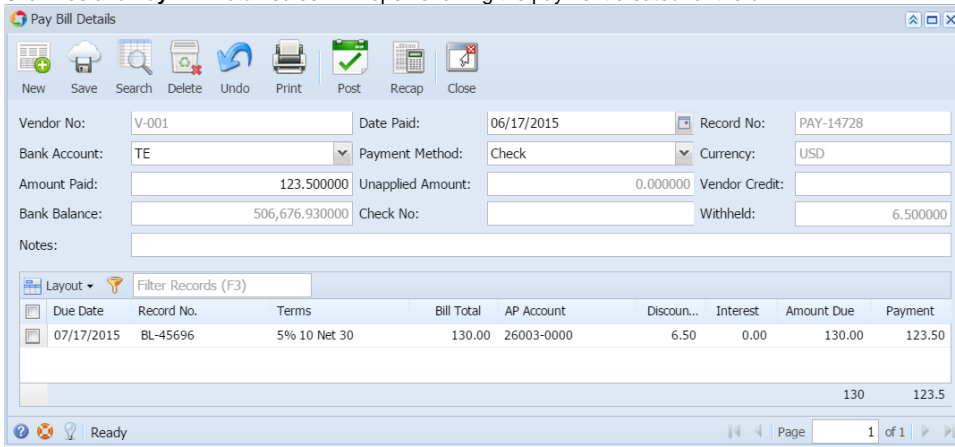
2. Once bill is posted, this message prompts:

iRely i21

Do you want to create payment for this bill?

Yes No

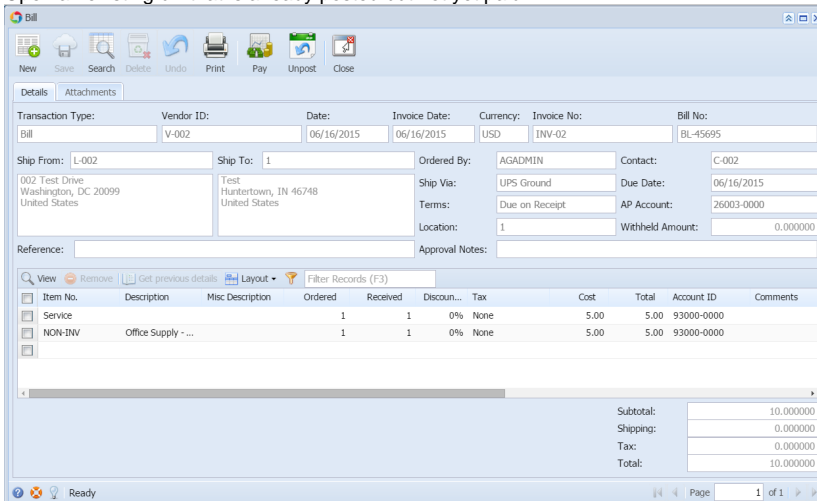
3. Click **Yes** and **Pay Bill Detail** screen will open showing the payment created for the bill.



The 'Pay Bill Details' window displays various fields for a bill payment. At the top, there is a toolbar with icons for New, Save, Search, Delete, Undo, Print, Post, Recap, and Close. Below the toolbar, the main area contains several input fields: Vendor No (V-001), Date Paid (06/17/2015), Record No (PAY-14728), Bank Account (TE), Payment Method (Check), Currency (USD), Amount Paid (123.500000), Unapplied Amount (0.000000), Vendor Credit, Bank Balance (506,676.930000), Check No, Withheld (6.500000), and a Notes field. Below these fields is a table with columns: Due Date, Record No, Terms, Bill Total, AP Account, Discoun..., Interest, Amount Due, and Payment. The table contains one row of data for 07/17/2015, BL-45696, 5% 10 Net 30, 130.00, 26003-0000, 6.50, 0.00, 130.00, and 123.50. At the bottom right, there is a summary row showing 130 and 123.5. The status bar at the bottom indicates 'Ready' and 'Page 1 of 1'.

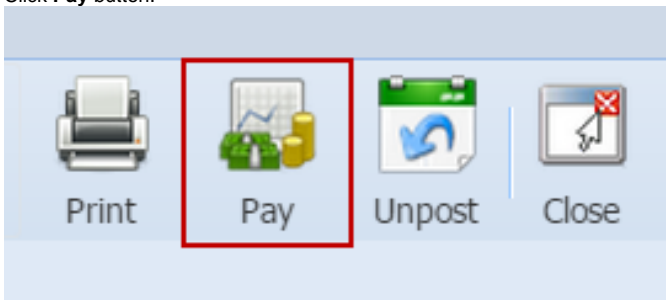
Creating payment to previously saved bills

1. Open an existing bill that is already posted but not yet paid.



The 'Bill' window displays details for a bill. At the top, there is a toolbar with icons for New, Save, Search, Delete, Undo, Print, Pay, Unpost, and Close. Below the toolbar, the main area contains several input fields: Transaction Type (Bill), Vendor ID (V-002), Date (06/16/2015), Invoice Date (06/16/2015), Currency (USD), Invoice No (INV-02), Bill No (BL-45695), Ship From (L-002), Ship To (1), Ordered By (AGADMIN), Contact (C-002), Ship Via (UPS Ground), Due Date (06/16/2015), Terms (Due on Receipt), AP Account (26003-0000), Location (1), Withheld Amount (0.000000), and Approval Notes. Below these fields is a table with columns: Item No, Description, Misc Description, Ordered, Received, Discoun..., Tax, Cost, Total, Account ID, and Comments. The table contains two rows of data for Service and NON-INV, both with a cost of 5.00 and a total of 5.00. At the bottom right, there is a summary row showing Subtotal (10.000000), Shipping (0.000000), Tax (0.000000), and Total (10.000000). The status bar at the bottom indicates 'Ready' and 'Page 1 of 1'.

2. Click **Pay** button.



3. **Pay Bill Detail screen** will open showing the payment created for the bill.

Pay Bill Details

New Save Search Delete Undo Print Post Recap Close

Vendor No: V-002 Date Paid: 06/17/2015 Record No: PAY-14731

Bank Account: TE Payment Method: Check Currency: USD

Amount Paid: 9.500000 Unapplied Amount: 0.000000 Vendor Credit:

Bank Balance: 506,676.930000 Check No: Withheld: 0.500000

Notes:

Layout Filter Records (F3)

Due Date	Record No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
06/16/2015	BL-45695	Due on Receipt	10.00	26003-0000	0.00	0.00	10.00	10.00

10 10

Ready Page 1 of 1