

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 fields for Vendor No., Date Paid (10/10/2017), Record No. (PAY-316), and Payment Method (Check). It also shows the Amount Paid (150.00) and Unapplied Amount (0.00). A table at the bottom lists payment details with columns for Pay, Due Date, Record No., Invoice No., Terms, Voucher Total, AP Account, Discount, Interest, Amount Due, and Payment.

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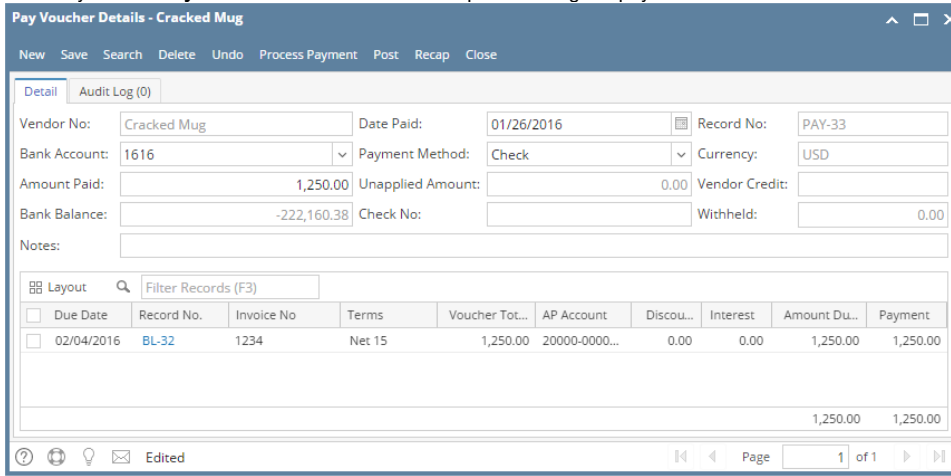
The screenshot shows the 'Pay Voucher Details' window for 'AP Smoke Test Vendor'. The 'Pay' button in the top menu is highlighted with a red box. The window displays fields for Vendor No., Date Paid (10/10/2017), Record No. (PAY-298), and Payment Method (Check). It also shows the Amount Paid (150.00000) and Unapplied Amount (0.00000). A table at the bottom lists payment details with columns for Pay, Due Date, Record No., Invoice No., Terms, Voucher Total, AP Account, Discount, Interest, Amount Due, and Payment.

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' window. The 'Pay' button in the top menu is highlighted with a red box. The window displays fields for 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.

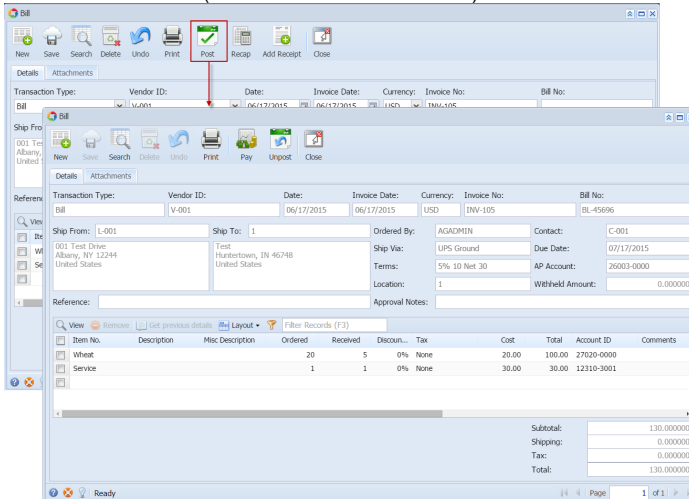


The screenshot shows the 'Pay Voucher Details' window for a 'Cracked Mug'. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Process Payment', 'Post', 'Recap', and 'Close'. Below the menu is a 'Detail' tab and an 'Audit Log (0)' link. The main area contains fields for 'Vendor 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:' (empty), 'Bank Balance:' (-222,160.38), 'Check No:' (empty), and 'Withheld:' (0.00). There is a 'Notes:' field at the bottom. Below the fields is a 'Layout' button and a 'Filter Records (F3)' search box. A table with 10 columns (Due Date, Record No., Invoice No., Terms, Voucher Tot..., AP Account, Discou..., Interest, Amount Du..., Payment) shows one record for 02/04/2016, BL-32, Invoice 1234, Net 15 terms, with a total of 1,250.00. The bottom status bar shows 'Edited' and 'Page 1 of 1'.

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

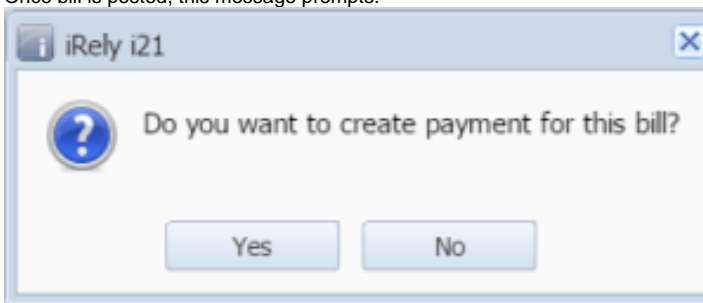
Creating payment right after posting

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



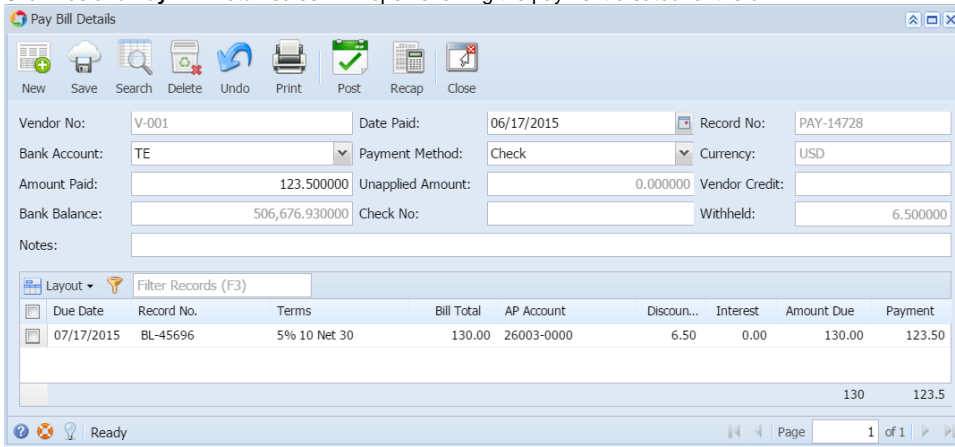
The screenshot shows a 'Bill' transaction window. The 'Post' button in the menu bar is highlighted with a red box. The window contains fields for 'Transaction Type:' (Bill), 'Vendor ID:' (V-001), 'Date:' (06/17/2015), 'Invoice Date:' (06/17/2015), 'Currency:' (USD), 'Invoice No:' (INV-105), and 'Bill No:' (BL-45696). Below these are fields for 'Ship From:', 'Ship To:', 'Ordered By:', 'Ship Via:', 'Terms:', 'Location:', 'Contact:', 'Due Date:', 'AP Account:', and 'Withheld Amount:'. A 'Reference:' field is also present. At the bottom, there is a table with columns: Item No., Description, Misc Description, Ordered, Received, Discoun..., Tax, Cost, Total, Account ID, and Comments. The table shows two items: 'value' (Ordered 20, Received 5, Cost 20.00, Total 100.00) and 'Service' (Ordered 1, Received 1, Cost 30.00, Total 30.00). A 'Subtotal:' field shows 130.000000. The bottom status bar shows 'Ready' and 'Page 1 of 1'.

2. Once bill is posted, this message prompts:



The screenshot shows a dialog box titled 'iRely i21'. It contains a question mark icon and the text 'Do you want to create payment for this bill?'. There are two buttons: 'Yes' and 'No'.

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

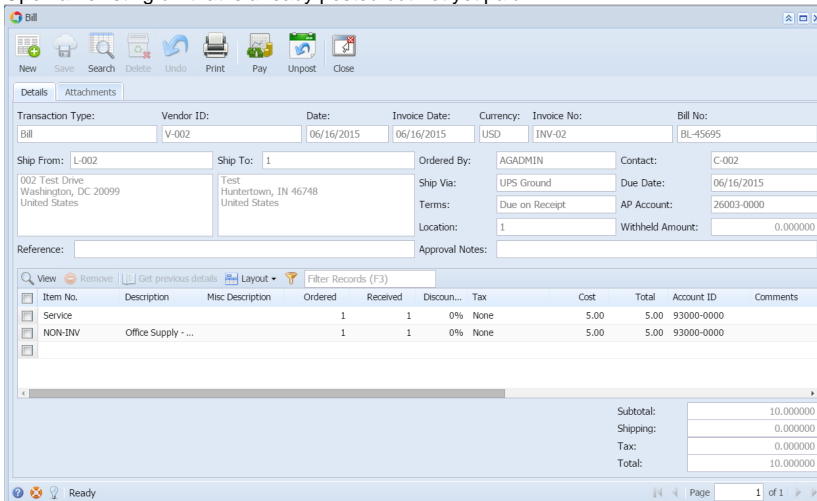


The 'Pay Bill Details' window displays various fields for a bill payment. The Vendor No. is V-001, Date Paid is 06/17/2015, and Record No. is PAY-14728. The Bank Account is TE, Payment Method is Check, and Currency is USD. The Amount Paid is 123.500000, Unapplied Amount is 0.000000, and Vendor Credit is empty. The Bank Balance is 506,676.930000, Check No. is empty, and Withheld is 6.500000. There is a Notes field at the bottom. A table below shows bill details for 07/17/2015, Record No. BL-45696, Terms 5% 10 Net 30, Bill Total 130.00, AP Account 26003-0000, Discount 6.50, Interest 0.00, Amount Due 130.00, and Payment 123.50. The status bar shows 'Ready' and 'Page 1 of 1'.

Due Date	Record No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
07/17/2015	BL-45696	5% 10 Net 30	130.00	26003-0000	6.50	0.00	130.00	123.50

Creating payment to previously saved bills

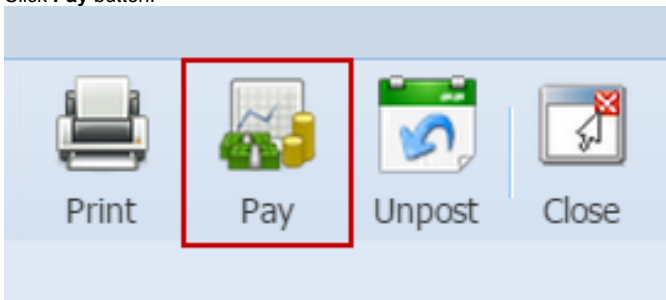
1. Open an existing bill that is already posted but not yet paid.



The 'Bill' window shows details for a bill. Transaction Type is Bill, Vendor ID is V-002, Date is 06/16/2015, Invoice Date is 06/16/2015, Currency is USD, Invoice No. is INV-02, and Bill No. is BL-45695. Ship From is L-002, Ship To is 1, Ordered By is AGADMIN, and Contact is C-002. Ship Via is UPS Ground, Due Date is 06/16/2015, Terms are Due on Receipt, AP Account is 26003-0000, Location is 1, and Withheld Amount is 0.000000. There is a Reference field and an Approval Notes field. A table below shows bill items: Service (1 ordered, 1 received, 0% discount, 5.00 cost, 5.00 total, 93000-0000 account ID) and NON-INV (1 ordered, 1 received, 0% discount, 5.00 cost, 5.00 total, 93000-0000 account ID). The status bar shows 'Ready' and 'Page 1 of 1'.

Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comments
Service			1	1	0%	None	5.00	5.00	93000-0000	
NON-INV	Office Supply - ...		1	1	0%	None	5.00	5.00	93000-0000	

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