How To Create Check Payments

Here are the steps on how to create Check 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 **Check** as your **Payment Method**.
    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 Check payments:

1. From the **Main Menu**, expand **Purchasing (Accounts Payable)** 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.

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 voucher transactions for the selected vendor will be displayed on the grid.
    d. Select **Check** as your **Payment Method**.
    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.

> ⚠ 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.

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 **Check** as your **Payment Method** and enter Check 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.

⚠ 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)