

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.

Pay Voucher Details - Cracked Mug

New Save Search Delete Undo Process Payment Post Recap Close

Detail Audit Log (2)

Vendor No: Cracked Mug Date Paid: 01/26/2016 Record No: PAY-32

Bank Account: 1616 Payment Method: Check Currency: USD

Amount Paid: 135.00 Unapplied Amount: 0.00 Vendor Credit: 0.00

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
02/09/2016	VPRE-1	adassdsad	Net 15	1.50	21001-0000...	0.00	0.00	3.00	0.00
02/09/2016	BL-54	sdsada	Net 15	135.00	20000-0000...	0.00	0.00	135.00	135.00
02/09/2016	BL-55	asdsadsa	Net 15	143.00	20000-0000...	0.00	0.00	143.00	0.00
02/09/2016	BL-59	gfh jugfig	Net 15	141.75	20000-0000...	0.00	0.00	141.75	0.00
								416.75	135.00

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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 Bills Detail

Filter Menu

System Manager Common Info Dashboard General Ledger Financial Reports Cash Management Credit Card Reconciliation Inventory Purchasing Purchase Orders Bill Batch Entry Bills Recurring Transactions Batch Posting Pay Bills Pay Bill Details Print Checks Paid Bills History Vendor Expense Approval Import Bills from Origin Vendors Open Payables Vendor History Cash Requirements Check Register AP Transactions by GL Account

New View Refresh Close

Layout Filter Records (F3) 14,718 records

Record No	Bank Account	Date	Vendor
PAY-14722	Sample Bank	06/15/2015	V-002
PAY-14721	Sample Bank	06/15/2015	V-001

Pay Bill Details

New Save Search Delete Undo Print Recap Close

Vendor No: Date Paid: 06/15/2015 Record No:

Bank Account: TE Payment Method: Currency: USD

Amount Paid: 0.000000 Unapplied Amount: 0.000000 Vendor Credit:

Bank Balance: 506,832.210000 Check No: Withheld: 0.000000

Notes:

Layout Filter Records (F3)

Due Date	Record No.	Terms	Bill Total	AP Account	Discou...	Interest	Amount Due	Payment
							0	0

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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.

Pay Bill Details

New Save Search Delete Undo Print Post Recap Close

Vendor No: V-001 Date Paid: 06/15/2015 Record No: PAY-14724

Bank Account: TE Payment Method: eCheck Currency: USD

Amount Paid: 380.000000 Unapplied Amount: 0.000000 Vendor Credit: 20,000.000000

Bank Balance: 506,817.960000 Check No: ECHK-001 Withheld: 0.000000

Notes:

Layout Filter Records (F3)

Due Date	Record No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount 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

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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](#))