

# How to Create Payments for Vendor Prepayments

Here are the steps on how to create payments for vendor prepayments:

1. Create **Vendor Prepayment**. (See [How to Create Vendor Prepayments](#))
2. Click **Pay** button.
3. This will open the **Pay Voucher Details** screen. Details from your voucher that is necessary for your payment will be carried over.

The screenshot shows the 'Vendor Prepayment - Cracked Mug' window. The 'Pay' button is highlighted with a red box. A red arrow points from this button to the 'Pay Voucher Details - Cracked Mug' window. The 'Pay Voucher Details' window shows the following information:

- Vendor No: Cracked Mug
- Date Paid: 05/02/2016
- Record No: PAY-37
- Bank Account: Chase Bank - Indiana
- Payment Method: Check
- Currency: USD
- Amount Paid: 100.00
- Unapplied Amount: 0.00
- Vendor Credit: 0.00
- Bank Balance: -2,290,375.10
- Check No:
- Withheld: 0.00

The 'Notes' section is empty. The 'Layout' section shows a table with the following data:

Record No.	AP Account	Payment
VPRE-4	21001-0000-000	100.00
		-100.00

4. Click **Post** transaction.

The screenshot shows the 'Pay Voucher Details - Cracked Mug' window after clicking the 'Post' button. The status bar at the bottom indicates 'Posted'. The window shows the following information:

- Vendor No: Cracked Mug
- Date Paid: 05/02/2016
- Record No: PAY-40
- Bank Account: Chase Bank - Indiana
- Payment Method: Check
- Currency: USD
- Amount Paid: 100.00
- Unapplied Amount: 0.00
- Vendor Credit: 0.00
- Bank Balance: -2,290,475.10
- Check No:
- Withheld: 0.00

The 'Notes' section is empty. The 'Layout' section shows a table with the following data:

Record No.	AP Account	Payment
VPRE-4	21001-0000-000	100.00
		-100.00

5. Once payment is posted, this is now ready to offset vouchers via Pay Voucher Details or via Vouchers screens.

Pay Voucher Details - Cracked Mug

NewSaveSearchDeleteUndoProcess PaymentPostRecapClose

DetailAudit Log (0)

Vendor No:Cracked MugDate Paid:05/02/2016Record No:

Bank Account:Chase Bank - IndianaPayment Method:Write OffCurrency:USD

Amount Paid:100.00Unapplied Amount:0.00Vendor Credit:0.00

Bank Balance:-2290475.10Check No:Withheld:0.00

Notes:

LayoutFilter Records (F3)

<input type="checkbox"/>	Due Date	Record No.	Invoice No	Terms	Voucher Total	AP Account	Discount	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	04/28/2016	BL-65	BL-65	Due on Rece...	200.00	20000-0001-...	0.00	0.00	200.00	200.00
<input checked="" type="checkbox"/>	05/02/2016	VPRE-4	INV-0001	Due on Rece...	100.00	21001-0000-...	0.00	0.00	100.00	100.00
									-9,800.00	100.00

Edited

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Voucher - CRACKED MUG

NewSaveSearchDeleteUndoDuplicatePostPayVoidReverseRecapAdd PayablesApproveSubmitRejectRecurringClose

DetailsPrepaid and Debit memosAttachments (0)Comments (0)Audit Log (1)

Record No.	Prepay Type	Contract	Item No.	Description	Total	Billed Amount	Line applied	Amount Applied	To Pay	Apply
DM-3					1,500.00	1,500.00		0.00	1,500.00	<input type="checkbox"/>
DM-4					2,000.00	1,500.00		1,500.00	500.00	<input checked="" type="checkbox"/>

Voucher - CRACKED MUG

NewSaveSearchDeleteUndoDuplicatePostPayVoidReverseRecapAdd PayablesApproveSubmitRejectRecurringClose

DetailsPrepaid and Debit memosAttachments (0)Comments (0)Audit Log (2)

Type:VoucherPost Date:6/29/2016ContactCRACKEDMUGVoucher No:BL-127

Vendor:CRACKED MUGTerms:5% 10 NET 30Ship From:CRACKED MUGAP Account:20000-0000-000

Invoice No:CM-5Due Date:7/29/2016Ship To:0001 - Fort WayneWithheld Amount:0.00

Invoice Date:6/29/2016Recur:Location0001 - Fort WayneCurrency:USD

Check Comments:Ship Via:UPSPay To:CRACKED MUGOrdered By:irelyadmin

+ InsertOpenTax DetailsRemoveGet previous detailsLayoutFilter Records (F3)

<input type="checkbox"/>	Contract	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost Currency	Exchange Ra	Cost	Cost UOM	Gross/Net UO
<input checked="" type="checkbox"/>		MISCPARTS	Miscellaneous P...	Miscellaneous P...		100	100		0.00	15.00		

Ship From:123 MAIN ADDRESS  
Indianapolis, IN 46204  
United States

Ship To:4242 Flagstaff Cove  
Fort Wayne, IN 46815  
United States

Approval

Require Approval:☐ Status:

Approval Notes:

Subtotal:1,500.00

Shipping:0.00

Tax:0.00

Total:1,500.00

Amount Paid:1,500.00

Amount Due:0.00

Saved

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