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.

e:	Vendo	r Prepayment		Post Date:	05/02/2016		Cor	tact: C	acked Mug
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Pa	y Voucher De	tails - Cracked Mug							~ 🗆
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Insel V	endor No:	Cracked Mug	Date P	aid:	05/02/2016		Record No:	PAY-37	
Cor B	ank Account:	Chase Bank - Indiana	✓ Payme	nt Method:	Check	~	Currency:	USD	
A	mount Paid:		100.00 Unapp	lied Amount:		0.00	Vendor Credi	ti	
в	ank Balance:	-2 29(0.375.10 Check	No:			Withheld:		0.0
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	Record No.			AP	Account				Payment
	VPRE-4			210	01-0000-000				100.00

4. Click Post transaction.

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:		
Bank Balance:	-2,290,475.10	Check No:		Withheld:		0.00
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Record No.		AP	Account			Payment
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5. Once payment is posted, this is now ready to offset vouchers via Pay Voucher Details or via Vouchers screens.

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Detail	Audit Lo	g (0)											
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Bank Acco	ount:	Chase Bank - Ii	ndiana		✓ Payment M	lethod:	Write (Off	~	Currency:	1	USD	
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