

How to Create Vendor Overpayment

Here are the steps on how to create vendor overpayment:

- 1. Open **Pay Voucher Details** screen and create payment.
- 2. On **Amount Paid** field, enter an amount larger than the **Payment** amount.
- 3. An **Unapplied Amount** will be displayed.

Pay Voucher Details - Cracked Mug

NewSaveSearchDeleteUndoProcess PaymentPostRecapClose

DetailAudit Log (0)

Vendor No:Cracked MugDate Paid:05/10/2016Record No:

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

Amount Paid:500.00Unapplied Amount:210.00Vendor Credit:0.00

Bank Balance:-2330935.10Check No:Withheld:0.00

Notes:

LayoutFilter Records (F3)

	Due Date	Record No.	Invoice No	Terms	Voucher Total	AP Account	Discount	Interest	Amount Due	Payment
<input type="checkbox"/>	04/28/2016	VPRE-3		Due on Recei...	9,000.00	21001-0000-0...	0.00	0.00	9,000.00	0.00
<input checked="" type="checkbox"/>	04/28/2016	BL-65	BL-65	Due on Recei...	200.00	20000-0001-0...	0.00	0.00	200.00	200.00
<input checked="" type="checkbox"/>	05/02/2016	BL-71	24574	Due on Recei...	100.00	20000-0001-0...	0.00	0.00	90.00	90.00
<input type="checkbox"/>	05/02/2016	VPRE-11	352524	Due on Recei...	15,000.00	21001-0000-0...	0.00	0.00	15,000.00	0.00
									-36,410.00	290.00

- 4. Click **Post** button. A message will prompt showing the unapplied amount.

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There is an unapplied amount of 210. Do you want to create an overpayment credit for this amount?

Yes

No

- 5. Click **Yes** to continue creating Overpayment.
- 6. While the payment is posted, a voucher for the overpayment was created. This is now ready to be applied to offset payment on vouchers.

Overpayment - Cracked Mug

NewSaveSearchDeleteUndoDuplicatePostPayVoidRecapAdd ReceiptApproveSubmitRejectRecurringClose

DetailsAttachments (0)Comments (0)Audit Log (0)

Type:OverpaymentPost Date:05/10/2016Contact:Cracked MugVoucher No:VOP-3

Vendor:Cracked MugTerms:Due on ReceiptShip From:Cracked MugAP Account:20000-0001-000

Invoice No:Invoice Date:05/10/2016Recur:Reference:PAY-74Location:0001 - Fort WayneWithheld Amount:0.00

Check Comments:Ship ViaTruckPay To:Cracked MugCurrency:USDOrdered By:irelyadmin

+ InsertOpenTax DetailsRemoveGet previous detailsLayoutFilter Records (F3)

	Contract	Item No.	Description	Misc Description	UOM	Ordered	Billed	Sub Currency	Exchange Ra	Cost	Cost UOM	Gross/Net UOM	Net Weight	Discount
<input checked="" type="checkbox"/>														

Ship From:123 Main Ave
Indianapolis, IN 46206
United States

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

Approval

Require Approval:☐ Status:

Approval Notes:

Subtotal:0.00

Shipping:0.00

Tax:0.00

Total:210.00

Amount Paid:0.00

Amount Due:210.00