How to Create Payables from Paycheck

- Set up Tax Type or Deduction Type with Vendor ID.
 Create a paycheck associated with the set taxes or deductions.
- 3. Click Create Payables from Payroll module.
- 4. Select paychecks to use from the grid.



5. Enter Invoice No. in the text box. 6.

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Pay Date	Paycheck No.	Employee No.	Name	Period From	Period To
2/18/2016	PCHK-86	JBFOWLER	James B Fowler	2/7/2016	2/13/2016

To search for specific criterias, the advance filter can be used. (i)

- 7. A confirmation message will be displayed.
- 8. Click OK button.



9. The created voucher will reflect in Vouchers from Purchasing module.

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Paychecks.

g. A confirmation message will be displayed.

h. Click OK button.



i. The created voucher will reflect in Vouchers from Purchasing module.

Voucher - MI	State Ta														
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(i) If the Invoice Number is already used in a Voucher in one of the Vendors involved, the Process cannot proceed.

Deleting the Voucher will allow the creation of payables for the paychecks included on that deleted Voucher.

The Vouchers are independent from their associated Paychecks. They can be modified, but it will not affect the associated Paychecks.

When a Paycheck with associated Voucher is **Voided**, it will not affect the original Vouchers created, instead it will create **reve rsing entries** (1 Debit Memo for each Vendor involved) containing only its own amounts.