## **Purchasing**

- Purchasing (A/P) Search
  - How To Create New Purchasing Record via the Search Screen
  - How To Open Existing Purchasing Record via Search Screen
- Purchasing Post Preview
  - Purchasing How To Recap an Unposted Transaction
     Purchasing How To Recap a Posted Transaction
- Purchasing Batch Posting Detail
  - Purchasing Posting Detail after Batch Posting Process
  - Purchasing Posting Detail after Posting/Unposting Voucher Batch Entry
  - Purchasing Posting Detail after Posting Payable/s via Pay Vouchers Screen
- Pay Voucher Details
  - How To Create Payments
    - How To Create Check Payments
    - How To Create eCheck Payments
    - How To Create Payments Directly from Voucher Screen
    - How To Create Payments for Vendors With No Withholding Setup
    - How To Create Payments for Vendors With Withholding Setup
  - How To Post Payments
  - How To Unpost Payments
  - How To Delete Payments
  - How To Process Payments
  - How To Recap Payments
  - How To Void Payments
  - How to Create Vendor Overpayment
  - Pay Voucher Details Fields
- Pay Vouchers
  - Payment Fields
  - How To Select Payments for Multiple Vendors
  - How to Post Payments via Pay Vouchers Screen
  - How to Process Payments via Pay Vouchers Screen
- Voucher Batch Entry
  - How To Create Voucher Bach Entry
  - How To Delete Line Item Details on Voucher Batch Entry
  - How To Delete Voucher Batch Entry
  - How To Post Voucher Batch Entry
  - How To Unpost Voucher Batch Entry
- Purchasing Batch Posting
  - How To Batch Post Purchasing Transactions
- Import Vouchers from Origin
  - How To Import Vouchers from Origin
- Voucher
  - Voucher Fields
  - How To Create Vouchers
  - How To Create Vouchers for Recurring
  - How To Delete Line Item Details on Vouchers
  - How To Delete Voucher
  - How To Get Previous Details on Vouchers
  - O How To Post Voucher
  - How To Unpost Voucher
  - Debit Memos
    - How to Apply Debit Memos on Vouchers
    - How to Create Debit Memos
    - How to Post Debit Memos
    - How to Unpost Debit Memos
  - Vendor Prepayments
    - How to Apply Vendor Prepayments on Vouchers
    - How to Create Payments for Vendor Prepayments
    - How to Create Vendor Prepayments
  - Voucher Approval
    - How To Create Voucher Approval
    - How To Approve Vouchers How To Reject Vouchers

    - Bill Approval Usability
  - How to Transfer Settlement (Origin)
  - How to Import Voucher from CSV
  - Purchasing Tax Details
    - How To View Purchasing Tax Details
  - Add Payables
    - How to Add Pavables on Voucher
    - How to Add Returns on Debit Memo
- Paid Bills History
  - How To Unpost Payables via Paid Bills History Screen
  - How To View Bills via Paid Bills History Screen
- Recurring Transactions
  - How To Create Recurring Transactions
  - How To Delete Recurring Transaction

- How To Process Recurring Transaction
- Purchase Order
  - How To Create Purchase Order
  - O How To Delete Line Item Details on Purchase Order
  - How To Delete Purchase Orders
  - O How To Process Purchase Order to Inventory Receipt
    - Processing Purchase Order with Inventory and Non-Inventory Items
       Processing Purchase Order with Inventory Items
- Origin Conversions Purchasing
  - How To Import AP Terms
  - How To Import Vendors
  - How To Import Vouchers
- Purchasing Reports
  - How To Print AP Transactions by GL Account Report
  - How To Print Cash Requirement by Commodity Report
  - How To Print Cash Requirement Detail Report
  - How To Print Cash Requirements Report
  - How To Print Check Register Report
  - How To Print Inbound Tax Report
  - How To Print Open Clearing Detail Report
    How To Print Open Clearing Report

  - How To Print Open Payable Details Report
  - How To Print Open Payables Report
  - How To Print Purchasing Reports
  - How To Print Vendor History Report
  - How To Print Voucher Checkoff Report
- AP Video Tutorials
- **Purchasing Usability**
- Vendor Expense Approval
- 1099 Thresholds
  - ° 1099 B
    - How to Create 1099 B Transaction
    - How to Print 1099 B Transaction
  - o 1099 INT
    - How to Create 1099 INT Transaction
    - How to Print 1099 INT Transaction
  - o 1099 MISC
    - How to Create 1099 MISC Transaction
    - How to Print 1099 MISC Transaction
- Vendors
  - How to Add Vendors
  - How To Add Vendor Contacts
  - How To Add Vendor Locations
- Basis Advance
- **Deferred Payments** 
  - Deferred Payment Fields
  - How to Set Up Deferred Payment Terms
  - How to Create Deferred Payments
- Vendor Mapping
  - How to Add Vendor Mapping Lookup
- Vendor Portal
  - How to Create Vendor Portal Login