How To Create Payments for Vendors With No Withholding Setup

Here are the steps on how to create payments:

- 1. From the Main Menu, click Purchasing (A/P). Click Pay Voucher Details under Activities list to open Search Pay Voucher Details screen.
- 2. Click New toolbar button to open blank Pay Voucher Details screen.
- 3. Fill in fields.
 - a. Click on Vendor No. combo box button and select vendor with no withholding setup (Withholding checkbox is unchecked in Vendor screen > Vendor Detail tab).
 - b. Select Vendor Pay To.
 - c. Date Paid will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
 - d. All posted but unpaid transactions for the selected vendor based on the selected Vendor Pay To will be displayed on the grid.
 - e. Payment Method set for the selected vendor as well as the Vendor Credit will automatically be displayed.
 - i. In any case that payment method is set to Check, the Print toolbar button will be enabled to allow printing of checks. ii. If not, then Print button will be disabled.
 - f. On Bank Account field, click combo box and select a bank account from the list where payments will be deducted. Currency and Bank Balance set for the selected Bank Account will be displayed.
- 4. Select detail from the grid. Payment will be computed.
 - a. if there's no discount nor an interest, Payment will be the same as Amount Due.
 - b. if there's a discount, Payment is Amount Due less Discount.
 - c. if there's an interest, Payment is Amount Due plus Interest.
- 5. If you wish to create partial payments, change the payment amount lower than the amount due.
- 6. Amount Paid field will automatically be filled in by the payment amount and Unapplied Amount will display 0.00.
- 7. Save record by clicking Save toolbar button. A system-generated ID will be displayed in the Record No field.

Here are the steps on how to create payments:

- 1. From the Main Menu, expand Purchasing (Accounts Payable) and click Pay Voucher Details to open Search Pay Voucher Details screen.
- 2. Click New toolbar button to open blank Pay Voucher Details screen.
- Fill in fields

А

- a. Click on Vendor No. combo box button and select vendor with no withholding setup.
- b. Date Paid will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually
- c. All posted voucher transaction for the selected vendor will be displayed on the grid. Payment Method set for the selected vendor as well as the Vendor Credit will automatically be displayed.
 - i. In any case that payment method is set to Check, the Print toolbar button will be enabled to allow printing of checks.
 - ii. If not, then Print button will be disabled.
- d. On Bank Account field, click combo box and select a bank account from the list where payments will be deducted. Currency and Bank Balance set for the selected Bank Account will be displayed.
- 4. Select detail from the grid. Payment will be computed.
 - a. if there's no discount nor an interest, Payment will be the same as Amount Due.
 - b. if there's a discount, Payment is Amount Due less Discount.
 - c. if there's an interest, Payment is Amount Due plus Interest.
- 5. If you wish to create partial payments, change the payment amount lower than the amount due.
- 6. The entered payment amount will also appear in the Unapplied Amount field.
- 7. Enter the same amount in the Amount Paid field. This will change the Unapplied Amount back to 0.00.
- 8. Save record by clicking Save toolbar button. A system-generated ID will be displayed in the Record No field. No withheld amount will be computed.

| Vendor No: Cracked M | | racked Mur | | D | Date Paid: | | 01/26/2016 | | | Record No: | PAY-35 | | |
|----------------------|----|---------------|-------------|------|-----------------|--------|------------|------------|---------|-------------------------------|-----------|----------|--|
| ank Account | | | | | Payment Method: | | Check ~ | | | Currency: | | | |
| | 6 | ample Bank | | | | | | | | | | USD | |
| mount Paid: | | | 1,250.0 | 00 U | Inapplied Am | iount: | | | 0.00 | Vendor Credit | | 0.0 | |
| ank Balance: | | | -222,160.3 | 88 C | heck No: | | | | | Withheld: | | 0.00 | |
| otes: | | | | | | | | | | | | | |
| 믐 Layout | Q, | Filter Record | s (F3) | | | | | | | | | | |
| Due Date | | Record No. | Invoice No | Ter | ms | Vouche | er Tot | AP Account | Discou. | . Interest | Amount Du | Payment | |
| 02/04/20 | 16 | BL-32 | 1234 | Ne | t 15 | 1 | ,250.00 | 20000-0000 | 0.00 | 0.00 | 1,250.00 | 1,250.00 | |
| 02/09/20 | 16 | VPRE-1 | adassdasdad | Ne | t 15 | | 1.50 | 21001-0000 | 0.00 | 0.00 | 3.00 | 0.00 | |
| 02/09/20 | | BL-54 | sdsada | | t 15 | | 135.00 | 20000-0000 | 0.00 | 0.00 | 135.00 | 0.00 | |
| 02/09/20 | | BL-55 | asdsadsa | | t 15 | | 143.00 | 20000-0000 | 0.00 | | 143.00 | 0.00 | |
| 02/09/20 | 16 | BL-59 | gfh jugfjg | Ne | t 15 | | 141.75 | 20000-0000 | 0.00 | 0.00 | 141.75 | 0.00 | |
| | | | | | | | | | | | | | |



Here are the steps on how to create payables:

- 1. From the Main Menu, expand Purchasing and click Pay Voucher Details to open Search Pay Voucher Details screen.
- 2. Click **New** toolbar button to open blank Pay Voucher Details screen.
- 3. Fill in fields.
 - a. Click on Vendor No. combo box button and select vendor with no withholding setup.
 - b. Date Paid will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
 - c. All posted voucher transaction for the selected vendor will be displayed on the grid. Payment Method set for the selected vendor as well as the Vendor Credit will automatically be displayed.
 - i. In any case that payment method is set to Check, the Print toolbar button will be enabled to allow printing of checks.
 - ii. If not, then Print button will be disabled.
 - d. On **Bank Account** field, click combo box and select a bank account from the list where payments will be deducted. **Currency** and **Bank Balance** set for the selected Bank Account will be displayed.
- 4. Select detail from the grid. Payment will be computed.
 - a. if there's no discount nor an interest, Payment will be the same as Amount Due.
 - b. if there's a discount, Payment is Amount Due less Discount.
 - c. if there's an interest, Payment is Amount Due plus Interest.
- 5. If you wish to create partial payments, change the payment amount lower than the amount due.
- 6. The entered payment amount will also appear in the Unapplied Amount field.
- 7. Enter the same amount in the Amount Paid field. This will change the Unapplied Amount back to 0.00.
- Save record by clicking Save toolbar button. A system-generated ID will be displayed in the Record No field. No withheld amount will be computed.

| Detail Audit L | .og (1) | | | | | | | | | |
|----------------|----------------|-------------|---------------|---------|---------|------------|--------|-------------|-----------|---------|
| Vendor No: | Cracked Mug | | Date Paid: | 0 | 01/26/3 | 2016 | | Record No: | PAY-35 | |
| Bank Account: | Sample Bank | | ✓ Payment Me | thod: (| Check | | ~ | Currency: | USD | |
| mount Paid: | | 1,250.0 | 0 Unapplied A | mount: | | | 0.00 | Vendor Cred | it: | 0.0 |
| Bank Balance: | | -222 160 3 | 8 Check No: | | | | | Withheld: | | 0.0 |
| lotes: | | 222,1001 | | | | | | | | |
| iotes: | | | | | | | | | | |
| EE Layout | G Filter Recor | ds (F3) | | | | | | | | |
| Due Date | Record No. | Invoice No | Terms | Voucher | Tot | AP Account | Discou | . Interest | Amount Du | Payment |
| 02/04/2016 | BL-32 | 1234 | Net 15 | 1,2 | 250.00 | 20000-0000 | 0.00 | 0.00 | 1,250.00 | 1,250.0 |
| 02/09/2016 | VPRE-1 | adassdasdad | Net 15 | | 1.50 | 21001-0000 | 0.00 | 0.00 | 3.00 | 0.0 |
| 02/09/2016 | BL-54 | sdsada | Net 15 | 1 | 35.00 | 20000-0000 | 0.00 | 0.00 | 135.00 | 0.0 |
| 02/09/2016 | BL-55 | asdsadsa | Net 15 | 1 | 43.00 | 20000-0000 | 0.00 | 0.00 | 143.00 | 0.0 |
| 02/09/2016 | BL-59 | gfh jugfjg | Net 15 | 1 | 41.75 | 20000-0000 | 0.00 | 0.00 | 141.75 | 0.0 |
| | | | | | | | | | | |
| | | | | | | | | | 1,666.75 | 1,250.0 |

You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Payments)

Here are the steps on how to create pay bills:

1. From the Main Menu, click Purchasing and click Pay Bill Details. If there is an existing record, docked Search Pay Bills Detail screen will open. Otherwise, blank Pay Bills Detail screen will open automatically.

2. If Search Pay Bills screen opens, click New toolbar button to open blank Pay Bills Detail screen.

| Menu < | Pay Bills Detail | |
|--|---|-------------------------------|
| Ilter Menu Image: Constraint of the second | New View Refresh Close | |
| Common Info | Layout - 🍸 Filter Records (F3) 14,718 records | |
| Dashboard | Record No Bank Account Date | Vendor |
| 🚞 General Ledger | PAY-14722 Sample Bank 06/15/2015 | V-002 |
| Einancial Reports | PAY-14721 Sample Bank 06/15/2015 | V-001 |
| 🚞 Cash Management | Pay Bill Details | × 🗆 × |
| Credit Card Reconciliation | | × U × . |
| Inventory | i 🖫 🔓 🔍 🔜 🔗 🚔 📑 📑 | |
| Purchasing | New Save Search Delete Undo Print Recap Close | |
| Purchase Orders Bill Batch Entry | | |
| Bills | | Record No: |
| Recurring Transactions | Bank Account: TE Payment Method: | Currency: USD |
| Batch Posting | Amount Paid: 0.000000 Unapplied Amount: 0.000000 | Vendor Credit: |
| 🌈 Pay Bills | | |
| 🌈 Pay Bill Details | | Withheld: 0.000000 |
| Print Checks | Notes: | |
| 🥜 Paid Bills History | Layout Y Filter Records (F3) | |
| 🥜 Vendor Expense Approval | | |
| | Due Date Record No. Terms Bill Total AP Account Discoun | . Interest Amount Due Payment |
| Vendors | | |
| Open Payables | | |
| Cash Requirements | | |
| Check Register | | 0 0 |
| AP Transactions by GL Account | 🔲 🕜 🔅 🖓 Edited | 4 4 Page 1 of 1 ▶ ▶ |
| Contra 1 | 🖂 🧐 🥸 🦞 Edited | |

- 3. Fill in fields.

 - a. Click on Vendor No. combo box button and select vendor with no withholding setup.
 b. Date Paid will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
 - c. All posted bill transaction for the selected vendor will be displayed on the grid. Payment Method set for the selected vendor as well as the Vendor Credit will automatically be displayed.

| | Pay Bills Detail | | | | | | | | | | | * 🗆 X |
|----|------------------|---------------|-------|----------|-------|-------------|------------|--------------|---------|----------------|------------|---------------|
| | ew Save S | Gearch Delete | Vindo | Print | Pos | | Close | | | | | |
| Ve | endor No: | 000000002 | | | ~ | Date Paid: | | 02/11/2015 | • | Record No: | | |
| Ba | ank Account: | | | | ~ | Payment Me | ethod: | Check | * | Currency: | | |
| An | nount Paid: | | | 0 | .00 | Unapplied A | mount: | | 0.00 | Vendor Credit: | | 5,000.00 |
| Ba | ank Balance: | | | 0 | .00 | Check No: | | | | Withheld: | | 0.00 |
| No | otes: | | | | | | | | | | | |
| 8 | Filter Recor | rds (F3) | × | | | | | | | | | |
| E | Due Date | Bill No. | | Terms | | | Bill Total | AP Account | Discoun | Interest | Amount Due | Payment |
| E | 03/13/2015 | BL-45619 | | 5% 10 Ne | et 30 | | 15.23 | 3 22222-0000 | 0.76 | 0.00 | 15.23 | 0.00 |
| E | 01/31/2015 | BL-45620 | | 5% 10 Ne | et 30 | | 12.50 | 22222-0000 | 0.00 | 0.63 | 12.50 | 0.00 |
| | | | | | | | | | | | 27.73 | 0 |
| 0 | 🤨 🏆 Read | у | | | | | | | | A Page | 1 of | 1 @ |

i. In any case that payment method is set to Check, the Print toolbar button will be enabled to allow printing of checks.

| Print Por | st Recap Close | | |
|----------------------|------------------------|------------|---|
| ~ | Date Paid: | 02/11/2015 | |
| ~ | Payment Method: | Check | ~ |
| ii. If not, then Pri | nt button will be disa | bled. | |
| * | Date Paid: | 02/11/2015 | |
| ~ | Payment Method: | Cash | ~ |

d. On Bank Account field, click combo box and select a bank account from the list where payments will be deducted. Currency and Bank Balance set for the selected Bank Account will be displayed.

| Bank Account: | 13 | Payment Method: | Check 💌 | Currency: | USD |
|---------------|--------------|-------------------|---------|----------------|----------|
| Amount Paid: | 0.00 | Unapplied Amount: | 0.00 | Vendor Credit: | 5,000.00 |
| Bank Balance: | 4,995,832.40 | Check No: | | Withheld: | 0.00 |

4. Select detail from the grid. Payment will be computed.

| a. | if the | ere's no c | liscount r | nor an interest, P | ayment | will be the | e same as A | Amount Due. | | | |
|---------------|--------|------------|------------|--------------------|------------|-------------|--------------|-------------|------------|------------|---------|
| | | Due Date | Bill No. | Terms | | Bill Total | AP Account | Discoun | Interest | Amount Due | Payment |
| | | 03/13/2015 | BL-45619 | 5% 10 Net 30 | D | 15.23 | 22222-0000 | 0.76 | 0.00 | 15.23 | 14.4 |
| | | 01/31/2015 | BL-45620 | 5% 10 Net 30 | 0 | 12.50 | 22222-0000 | 0.00 | 0.63 | 12.50 | 13.1 |
| | | 03/03/2015 | BL-45621 | 5% 10 Net 30 | D | 14.99 | 22222-0000 | 0.00 | 0.00 | 14.99 | 14.9 |
| b. | if the | ere's a di | scount, P | ayment is Amou | nt Due l | ess Disco | ount. | | | | |
| | | Due Date | Bill No. | Terms | | Bill Total | AP Account | Discoun | Interest | Amount Due | Payment |
| | | 03/13/2015 | BL-45619 | 5% 10 Net 30 | D | 15.23 | 22222-0000 | 0.76 | 0.00 | 15.23 | 14.4 |
| | | 01/31/2015 | BL-45620 | 5% 10 Net 30 | 0 | 12.50 | 22222-0000 | 0.00 | 0.63 | 12.50 | 13.1 |
| | | 03/03/2015 | BL-45621 | 5% 10 Net 30 |) | 14.99 | 22222-0000 | 0.00 | 0.00 | 14.99 | 14.9 |
| c. | if the | ere's an i | nterest, F | ayment is Amou | int Due p | olus Inter | est. | | | | |
| | | Due Date | Bill No. | Terms | | Bill Total | AP Account | Discoun | Interest | Amount Due | Payment |
| | | 03/13/2015 | BL-45619 | 5% 10 Net 30 | C | 15.23 | 22222-0000 | 0.76 | 0.00 | 15.23 | 14.4 |
| | | 01/31/2015 | BL-45620 | 5% 10 Net 30 | 0 | 12.50 | 22222-0000 | 0.00 | 0.63 | 12.50 | 13.1 |
| | | 03/03/2015 | BL-45621 | 5% 10 Net 30 | 0 | 14.99 | 22222-0000 | 0.00 | 0.00 | 14.99 | 14.9 |
| you w | ish to | create p | artial pa | yments, change | the pay | ment amo | ount lower t | han the amo | unt due. | | |
| Filter | Record | s (F3) | × | | | | | | | | 1 |
| Due D | ate | Bill No. | т | erms | Bill Total | AP Account | Disco | un Interest | Amount Due | Payment | 1 |
| 03/13 | /2015 | BL-45619 | 5 | % 10 Net 30 | 15.23 | 22222-0000 | | 0.76 0.00 | 15.2 | 23 10.00 | 1 |
| 01/31 | /2015 | BL-45620 | 5 | % 10 Net 30 | 12.50 | 22222-0000 | 1 | 0.00 0.63 | 12.5 | 50 0.00 | |
| | /2015 | BL-45621 | 5 | % 10 Net 30 | 14.99 | 22222-0000 | | 0.00 0.00 | 14.9 | 99 0.00 | |

6. The entered payment amount will also appear in the Unapplied Amount field.

| Payment Method: | Check | ▼ (| Currency: | USD | |
|-------------------|--------------------------------|------------|---------------|------------|---------|
| Unapplied Amount: | | -10.00 V | /endor Credit | : | 5,000.0 |
| Check No: | | V | vithheld: | | 0.(|
| | | | | | |
| | | | | | |
| Bill Tota | AP Account | Discoun | Interest | Amount Due | Payment |
| | 3 22222-0000 | 0.76 | 0.00 | 15.23 | 10 |
| 15.2 | 5 22222-0000 | 0.70 | 0.00 | 15.25 | 10. |
| | 50 22222-0000 50 22222-0000 | 0.00 | 0.63 | 12.50 | 10.0 |

10.00 Unapplied Amount:

8. Save record by clicking Save toolbar button. A system-generated ID will be displayed in the Record No field.

| 🔄 Pay Bills Detail | | | | | * 🗆 × |
|--------------------|-----------|---------------------|------------|--------------------|------------|
| | | 🗎 💙 📄 | | | |
| New Save Sea | • _ • | | Close | | |
| | | | | 1 | |
| Vendor No: | 000000002 | Date Paid: | 02/11/2015 | Record No: | PAY-14675 |
| Bank Account: | 13 | ✓ Payment Mether | od: Check | ✓ Currency: | USD |
| Amount Paid: | | 10.00 Unapplied Amo | ount: | 0.00 Vendor Credit | : 5,000.00 |

You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it ⚠ automatically saves the record before posting. (See How To Post Payments)

0.00

Here are the steps on how to create pay bills:

Amount Paid:

1. From the Main Menu, click Accounts Payable Activities and click Pay Bills Detail. If there is an existing record, Search Pay Bills screen will open. Otherwise, Pay Bills Detail screen will open automatically.

2. If Search Pay Bills screen opens, click New toolbar button to open blank Pay Bills Detail screen.

| 🚆 🥥 Filter Menu | Q | | | | | | | | | | | | | | | |
|---------------------------------|----------|------------|------------------|------------|--------------|-------------|------------|------------|-------------|----------------|-------------|----------|----------|------|----------|----|
| 🖃 🚞 Accounts Payable | ^ _ | Search | h Pay Bills Deta | đ | | | | | | | | | | | ≈ □ | × |
| 🖃 🚞 Activities | | | | 21 | ر | | | | | | | | | | | |
| Pay Bill Detail - | | -0 | | | | | | | | | | | | | | |
| Pay Bills | | New | Open Selected | Refresh C | Close | | | | | | | | | | | |
| - 📰 Bill Batch Entry | | ST E8 | ter Records (F3 | | 14,670 re | cords | | | | | | | | | | |
| - Batch Posting | | | cord No | Bank Accou | | Date | Ver | der | Amount Paid | Check No./Paym | ont Info (| Posted | Printed | Void | Clear | |
| - Print Checks | | | | | | | | | | | ent thio is | | | | | |
| Import Bills from Origin | | PA | | | | 11/21/2008 | TO | | | 00056487 | | V | | | V | Î. |
| Bill Entry | | PA | | | | 09/24/2010 | TO | | | 00070663 | | V | V | | V | |
| Paid Bills History | | PA | (Y-3 | BANK OF W | ACHO | 11/21/2008 | TO | 01 | 17.00 | 00056507 | | V | v | | V | |
| Recurring Transactions | Pay Bil | ls Detail | | | | | | | | | | | × □ × | | V | |
| Purchase Order | | | 0 | | <u> </u> | 7 🖻 | 7 | | | | | | | | V | |
| 😑 🚞 Maintenance | 0 | E. | | | | | _ | | | | | | | | V | |
| - Wendors | New | Save S | earch Delete | Undo Pri | int P | ost Recap | Close | | | | | | | | V | |
| Reports Accounts Receivable | Vendor M | No: | | | ~ | Date Paid: | | 02/11/2015 | | Record No: | | | | | V | |
| Help Desk | Bank Ac | countr | | | | Payment Me | athodu | | | Currency: | | | | | V | |
| Ag Accounting | | | | | | | | | | | | | | | V | |
| Petrolac | Amount | Paid: | | | 0.00 | Unapplied A | mount: | | 0.00 | Vendor Credit: | | | | | V | |
| Grain Accounting | Bank Ba | lance: | | | 0.00 | 0 Check No: | | | | Withheld: | | | 0.00 | | V | |
| Contact Point | Notes: | | | | | | | | | | | | | | V | |
| Accounts Pavable | Trotes. | | | | | | | | | | | | | | V | |
| Pavroll | P Filt | ter Record | ds (F3) | × | | | | | | | | | | | V | |
| 🗑 📄 General Ledger | Du | e Date | Bill No. | Те | erms | | Bill Total | AP Account | Discoun | Interest | Amount Due | Pa | vment | | V | |
| Fixed Assets | | | | | | | | | | | | | | | V | |
| Store Accounting | | | | | | | | | | | | | | | V | |
| Remote C-Store (xx) | | | | | | | | | | | | | | | V | |
| 😠 🔛 Time Entry | | | | | | | | | | | |) | 0 | | V | - |
| 🗉 🚞 Company Setup | | | | | | | | | | | | | | | | |
| PT Customer Inquiry | 0 😲 🖇 | 👔 🛛 Ready | Y | | | | | | | 4 Page | 1 | of 1 🖡 | M 5 | | | |

- 3. Fill in fields.
 - a. Click on $\ensuremath{\text{Vendor No.}}$ combo box button and select vendor with no withholding setup.
 - b. Date Paid will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
 - c. All posted bill transaction for the selected vendor will be displayed on the grid. Payment Method set for the selected vendor as well as the Vendor Credit will automatically be displayed.

| 👔 Pay Bills Detail | | | | | | | | * 🗆 × |
|--------------------|--------------------|--------------|-----------------|------------|---------|----------------|------------|-----------|
| - U U | iearch Delete Undo | Print Post | Recap Close | | | | | |
| Vendor No: | 000000002 | ✓ Dat | te Paid: | 02/11/2015 | | Record No: | | |
| Bank Account: | | ✓ Pay | ment Method: | Check | ~ | Currency: | | |
| Amount Paid: | | 0.00 Una | applied Amount: | | 0.00 | Vendor Credit: | | 5,000.00 |
| Bank Balance: | | 0.00 Che | eck No: | | | Withheld: | | 0.00 |
| Notes: | | | | | | | | |
| Filter Recor | ds (F3) × | | | | | | | |
| Due Date | Bill No. | Terms | Bill Total | AP Account | Discoun | Interest | Amount Due | Payment |
| 03/13/2015 | BL-45619 | 5% 10 Net 30 | 15.23 | 22222-0000 | 0.76 | 0.00 | 15.23 | 0.00 |
| 01/31/2015 | BL-45620 | 5% 10 Net 30 | 12.50 | 22222-0000 | 0.00 | 0.63 | 12.50 | 0.00 |
| | | | | | | | 27.73 | 0 |
| 🕝 😟 🏆 Read | ý | | | | | 🛯 🔄 Page | 1 of 1 | () () @ |

i. In any case that payment method is set to Check, the Print toolbar button will be enabled to allow printing of checks.

| Print | Pos | t Recap | Close | | |
|------------------|-----|-------------|----------|------------|---|
| | * | Date Paid: | | 02/11/2015 | |
| | ~ | Payment Met | hod: | Check | * |
| ii. If not, ther | Por | 7 | be disal | oled. | |
| | ۲ | Date Paid: | | 02/11/2015 | |
| | ۷ | Payment Met | hod: | Cash | ~ |

d. On **Bank Account** field, click combo box and select a bank account from the list where payments will be deducted. **Currency** and **Bank Balance** set for the selected Bank Account will be displayed.

| Bank Account | : 13 | * | Payment Method: | Check 🗸 | Currency: | USD |
|--------------|------|--------------|-------------------|---------|----------------|----------|
| Amount Paid: | | 0.00 | Unapplied Amount: | 0.00 | Vendor Credit: | 5,000.00 |
| Bank Balance | : | 4,995,832.40 | Check No: | | Withheld: | 0.00 |

4. Select detail from the grid. Payment will be computed.

| | а. | if th | nere's no d | discount nor a | an interest, Paymer | nt will be th | e same as l | Amount Due. | | | |
|----|-----------|----------|-------------------|----------------|---------------------|---------------|--------------|---------------|----------|------------|---------|
| | | | Due Date | Bill No. | Terms | Bill Total | AP Account | Discoun | Interest | Amount Due | Payment |
| | | V | 03/13/2015 | BL-45619 | 5% 10 Net 30 | 15.23 | 22222-0000 | 0.76 | 0.00 | 15.23 | 14.47 |
| | | | 01/31/2015 | BL-45620 | 5% 10 Net 30 | 12.50 | 22222-0000 | 0.00 | 0.63 | 12.50 | 13.13 |
| | | | 03/03/2015 | BL-45621 | 5% 10 Net 30 | 14.99 | 22222-0000 | 0.00 | 0.00 | 14.99 | 14.99 |
| | b. | if th | nere's a di | scount, Payn | nent is Amount Due | less Disco | ount. | | | | |
| | | | Due Date | Bill No. | Terms | Bill Total | AP Account | Discoun | Interest | Amount Due | Payment |
| | | V | 03/13/2015 | BL-45619 | 5% 10 Net 30 | 15.23 | 22222-0000 | 0.76 | 0.00 | 15.23 | 14.47 |
| | | | 01/31/2015 | BL-45620 | 5% 10 Net 30 | 12.50 | 22222-0000 | 0.00 | 0.63 | 12.50 | 13.13 |
| | | | 03/03/2015 | BL-45621 | 5% 10 Net 30 | 14.99 | 22222-0000 | 0.00 | 0.00 | 14.99 | 14.99 |
| | C. | if th | nere's an i | nterest, Payn | nent is Amount Due | e plus Inter | est. | | | | |
| | | | Due Date | Bill No. | Terms | Bill Total | AP Account | Discoun | Interest | Amount Due | Payment |
| | | V | 03/13/2015 | BL-45619 | 5% 10 Net 30 | 15.23 | 22222-0000 | 0.76 | 0.00 | 15.23 | 14.47 |
| | | | 01/31/2015 | BL-45620 | 5% 10 Net 30 | 12.50 | 22222-0000 | 0.00 | 0.63 | 12.50 | 13.13 |
| | | | 03/03/2015 | BL-45621 | 5% 10 Net 30 | 14.99 | 22222-0000 | 0.00 | 0.00 | 14.99 | 14.99 |
| 5. | lf you wi | sh te | o create p | artial payme | ents, change the pa | ayment am | ount lower t | than the amou | unt due. | | |
| | | | ds (F3) | × | | • | | | | | |

| Due Date | Bill No. | Terms | Bill Total | AP Account | Discoun | Interest | Amour | nt Due | Pa | yment |
|------------|----------|--------------|------------|------------|---------|----------|-------|--------|----|-------|
| 03/13/2015 | BL-45619 | 5% 10 Net 30 | 15.23 | 22222-0000 | 0.76 | 0.00 | | 15.23 | ſ | 10.00 |
| 01/31/2015 | BL-45620 | 5% 10 Net 30 | 12.50 | 22222-0000 | 0.00 | 0.63 | | 12.50 | | 0.00 |
| 03/03/2015 | BL-45621 | 5% 10 Net 30 | 14.99 | 22222-0000 | 0.00 | 0.00 | | 14.99 | | 0.00 |

6. The entered payment amount will also appear in the Unapplied Amount field.

| Payment Method: | Check | ~ | Currency: | USD | |
|-----------------------|---------------------------|-----------------|------------------|----------------|------------------|
| Unapplied Amount: | | -10.00 | Vendor Credit: | | 5,000.00 |
| Check No: | | | Withheld: | | 0.00 |
| | | | | | |
| | | | | | |
| Bill Total | AP Account | Discoun | Interest | Amount Due | Payment |
| 15.2 | 3 22222-0000 | 0.76 | 0.00 | 15.23 | 10.00 |
| 12.5 | 0 22222-0000 | 0.00 | 0.63 | 12.50 | 0.00 |
| 14.9 | 9 22222-0000 | 0.00 | 0.00 | 14.99 | 0.00 |
| Enter the same amount | in the Amount Paid field. | . This will cha | inge the Unappli | ed Amount back | to 0.00 . |

Amount Paid: 10.00 Unapplied Amount: 0.00

8. Save record by clicking Save toolbar button. A system-generated ID will be displayed in the Record No field.

| Pay Bills Detail | | | | | | | | | | | |
|------------------|---------------|------------------------|-------------------------|------------|----------------|-----------|--|--|--|--|--|
| | | J 🗔 🅜 昌 | | | | | | | | | |
| | | arch Delete Undo Print | Post Recap Close | | | | | | | | |
| | | | | | | | | | | | |
| | Vendor No: | 000000002 | Date Paid: | 02/11/2015 | Record No: | PAY-14675 | | | | | |
| | Bank Account: | 13 | ✓ Payment Method: | Check 💌 | Currency: | USD | | | | | |
| | Amount Paid: | | 10.00 Unapplied Amount: | 0.00 | Vendor Credit: | 5,000.00 | | | | | |

You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Payments)