

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.
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**.
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.

The screenshot shows the 'Pay Voucher Details - Cracked Mug' window. The 'Detail' tab is active, showing the following fields:

- Vendor No: Cracked Mug
- Date Paid: 01/26/2016
- Record No: PAY-35
- Bank Account: Sample Bank
- Payment Method: Check
- Currency: USD
- Amount Paid: 1,250.00
- Unapplied Amount: 0.00
- Vendor Credit: 0.00
- Bank Balance: -222,160.38
- Check No:
- Withheld: 0.00

Below the fields is a grid of transactions with the following columns: Due Date, Record No, Invoice No, Terms, Voucher Tot..., AP Account, Discou..., Interest, Amount Du..., and Payment.

Due Date	Record No	Invoice No	Terms	Voucher Tot...	AP Account	Discou...	Interest	Amount Du...	Payment
02/04/2016	BL-32	1234	Net 15	1,250.00	20000-0000...	0.00	0.00	1,250.00	1,250.00
02/09/2016	VPRE-1	adassdasdad	Net 15	1.50	21001-0000...	0.00	0.00	3.00	0.00
02/09/2016	BL-54	sdsade	Net 15	135.00	20000-0000...	0.00	0.00	135.00	0.00
02/09/2016	BL-55	asdsadsa	Net 15	143.00	20000-0000...	0.00	0.00	143.00	0.00
02/09/2016	BL-59	gfh jujfg	Net 15	141.75	20000-0000...	0.00	0.00	141.75	0.00
								1,666.75	1,250.00

The window also includes a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Process Payment', 'Post', 'Recap', and 'Close'. At the bottom, there is a status bar showing 'Saved' and page navigation controls.



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 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**.
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.

Due Date	Record No.	Invoice No	Terms	Voucher Tot...	AP Account	Discou...	Interest	Amount Du...	Payment
02/04/2016	BL-32	1234	Net 15	1,250.00	20000-0000...	0.00	0.00	1,250.00	1,250.00
02/09/2016	VPRE-1	adassdsdad	Net 15	1.50	21001-0000...	0.00	0.00	3.00	0.00
02/09/2016	BL-54	sdsdsd	Net 15	135.00	20000-0000...	0.00	0.00	135.00	0.00
02/09/2016	BL-55	asdsadsa	Net 15	143.00	20000-0000...	0.00	0.00	143.00	0.00
02/09/2016	BL-59	gfh jujfg	Net 15	141.75	20000-0000...	0.00	0.00	141.75	0.00

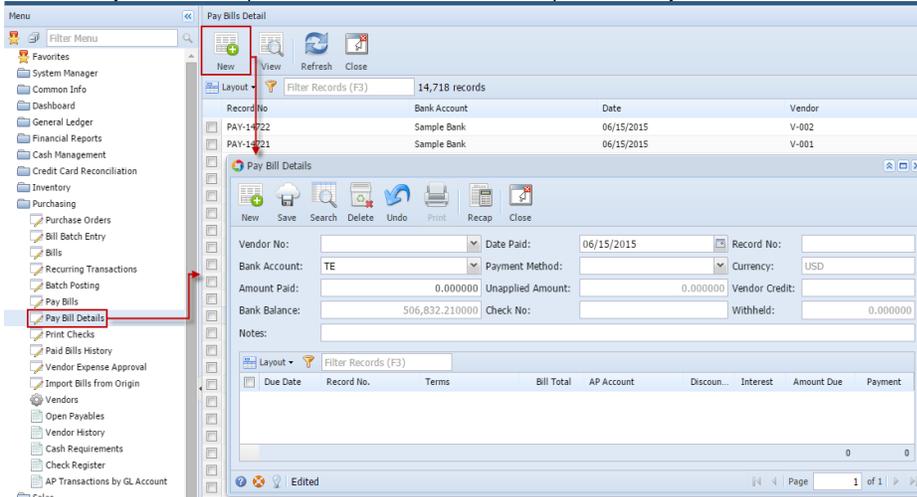


You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Payments](#))

Here are the steps on how to create pay bills:

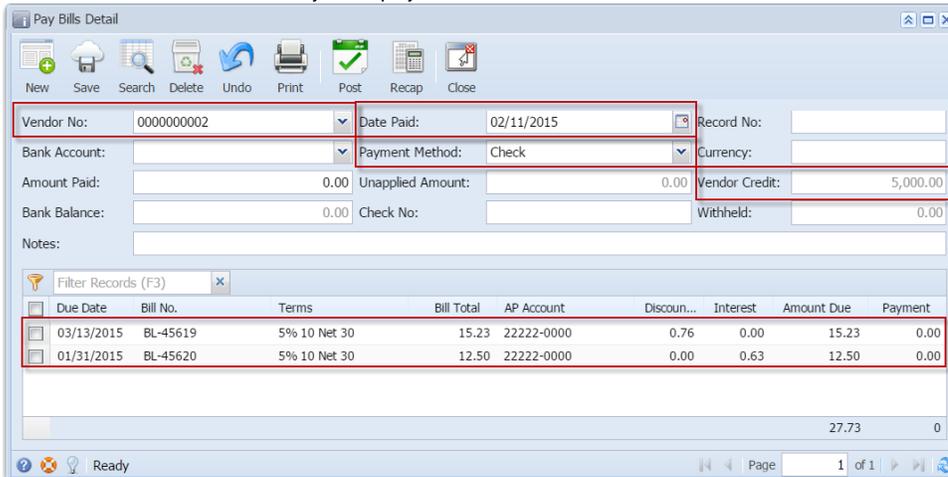
1. From the **Main Menu**, click **Purchasing** and click **Pay Bill Details**. If there is an existing record, docked **Search Pay Bills Detail** screen will open. Otherwise, blank **Pay Bills Detail** screen will open automatically.

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

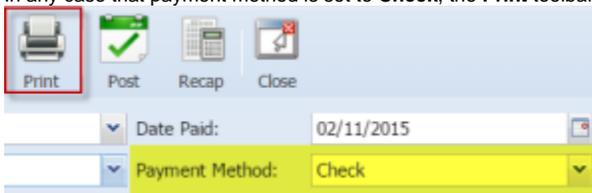


3. Fill in fields.

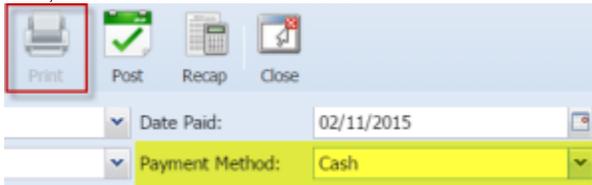
- Click on **Vendor No.** combo box button and select vendor with no withholding setup.
- Date Paid** will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
- All posted bill transaction for the selected vendor will be displayed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



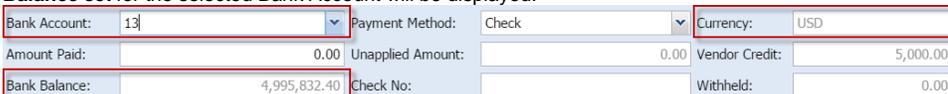
- In any case that payment method is set to **Check**, the **Print** toolbar button will be enabled to allow printing of checks.



- If not, then Print button will be disabled.



- 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.

<input checked="" type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	03/13/2015	BL-45619	5% 10 Net 30	15.23	22222-0000	0.76	0.00	15.23	14.47
<input checked="" type="checkbox"/>	01/31/2015	BL-45620	5% 10 Net 30	12.50	22222-0000	0.00	0.63	12.50	13.13
<input checked="" type="checkbox"/>	03/03/2015	BL-45621	5% 10 Net 30	14.99	22222-0000	0.00	0.00	14.99	14.99

b. if there's a discount, Payment is Amount Due less Discount.

<input checked="" type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	03/13/2015	BL-45619	5% 10 Net 30	15.23	22222-0000	0.76	0.00	15.23	14.47
<input checked="" type="checkbox"/>	01/31/2015	BL-45620	5% 10 Net 30	12.50	22222-0000	0.00	0.63	12.50	13.13
<input checked="" type="checkbox"/>	03/03/2015	BL-45621	5% 10 Net 30	14.99	22222-0000	0.00	0.00	14.99	14.99

c. if there's an interest, Payment is Amount Due plus Interest.

<input checked="" type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	03/13/2015	BL-45619	5% 10 Net 30	15.23	22222-0000	0.76	0.00	15.23	14.47
<input checked="" type="checkbox"/>	01/31/2015	BL-45620	5% 10 Net 30	12.50	22222-0000	0.00	0.63	12.50	13.13
<input checked="" type="checkbox"/>	03/03/2015	BL-45621	5% 10 Net 30	14.99	22222-0000	0.00	0.00	14.99	14.99

5. If you wish to create **partial payments**, change the payment amount lower than the amount due.

<input type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	03/13/2015	BL-45619	5% 10 Net 30	15.23	22222-0000	0.76	0.00	15.23	10.00
<input type="checkbox"/>	01/31/2015	BL-45620	5% 10 Net 30	12.50	22222-0000	0.00	0.63	12.50	0.00
<input type="checkbox"/>	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: Currency:

Unapplied Amount: Vendor Credit:

Check No: Withheld:

Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
15.23	22222-0000	0.76	0.00	15.23	10.00
12.50	22222-0000	0.00	0.63	12.50	0.00
14.99	22222-0000	0.00	0.00	14.99	0.00

7. Enter the same amount in the **Amount Paid** field. This will change the Unapplied Amount back to **0.00**.

Amount Paid: 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 Search 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

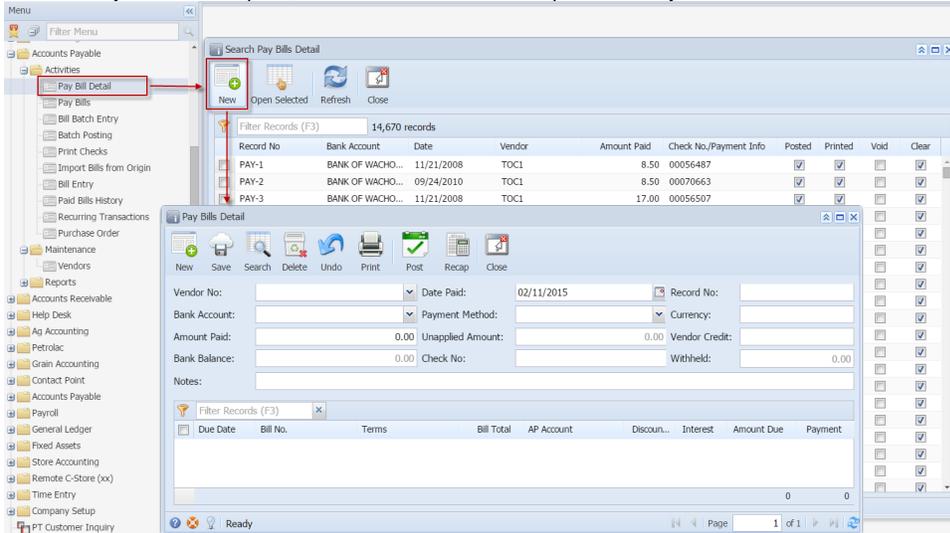


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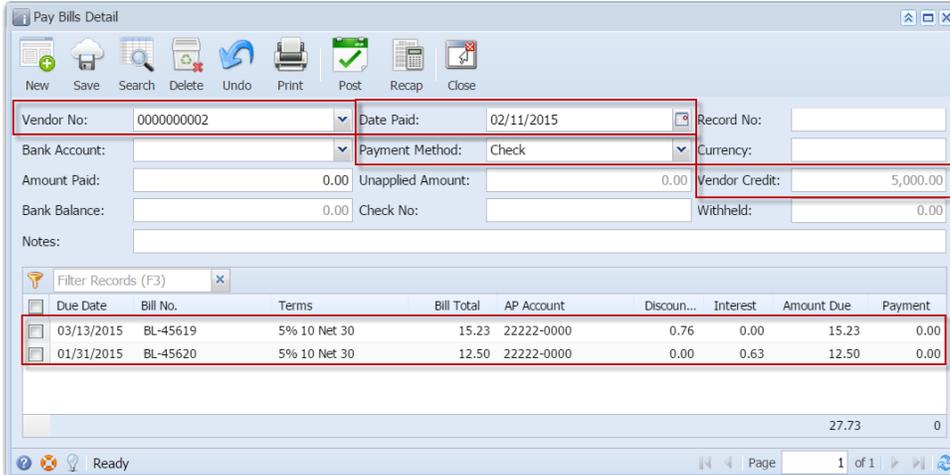
1. From the **Main Menu**, click **Accounts Payable Activities** and click **Pay Bills Detail**. If there is an existing record, **Search Pay Bills** screen will open. Otherwise, **Pay Bills Detail** screen will open automatically.

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

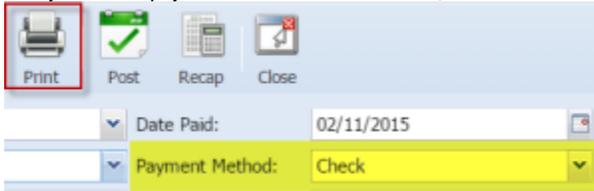


3. Fill in fields.

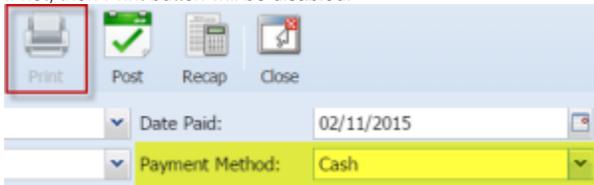
- Click on **Vendor No.** combo box button and select vendor with no withholding setup.
- Date Paid** will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
- All posted bill transaction for the selected vendor will be displayed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



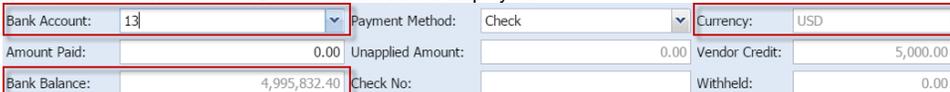
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d. On **Bank Account** field, click combo box and select a bank account from the list where payments will be deducted. **Currency** and **Bank Balance** set for the selected Bank Account will be displayed.



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<input checked="" type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	03/13/2015	BL-45619	5% 10 Net 30	15.23	22222-0000	0.76	0.00	15.23	14.47
<input checked="" type="checkbox"/>	01/31/2015	BL-45620	5% 10 Net 30	12.50	22222-0000	0.00	0.63	12.50	13.13
<input checked="" type="checkbox"/>	03/03/2015	BL-45621	5% 10 Net 30	14.99	22222-0000	0.00	0.00	14.99	14.99

- b. if there's a discount, Payment is Amount Due less Discount.

<input checked="" type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	03/13/2015	BL-45619	5% 10 Net 30	15.23	22222-0000	0.76	0.00	15.23	14.47
<input checked="" type="checkbox"/>	01/31/2015	BL-45620	5% 10 Net 30	12.50	22222-0000	0.00	0.63	12.50	13.13
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- c. if there's an interest, Payment is Amount Due plus Interest.

<input checked="" type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
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<input type="checkbox"/>	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: Currency:

Unapplied Amount: Vendor Credit:

Check No: Withheld:

Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
15.23	22222-0000	0.76	0.00	15.23	10.00
12.50	22222-0000	0.00	0.63	12.50	0.00
14.99	22222-0000	0.00	0.00	14.99	0.00

7. Enter the same amount in the **Amount Paid** field. This will change the Unapplied Amount back to **0.00**.

Amount Paid: 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** Search 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](#))