How To Recap Payments

Here's how to show the Recap of the created payable:

1. After creating payable (see How To Create Payments), click **Recap** button.
2. A preview of what will be entered in **GL Account Detail** after posting the payable will be displayed on the Recap screen. It will include the payables and cash account used in the transaction and the account for discount on terms if there's any. In case that interest for delay on payment incurred, account used for this will also be included.

3. In case that payable is already posted, a preview of what will be entered in **GL Account Detail** after unposting the payable will be displayed on the Recap screen.

Here's how to show the Recap of the created payables:

1. After creating **Pay Bills** (see How To Create Payments), click **Recap** button.

2. A preview of what will be entered in **GL Account Detail** after posting the Pay Bills will be displayed on the Recap screen. It will include the payables and cash account used in the transaction and the account for discount on terms if there's any. In case that interest for delay on payment incurred, account used for this will also be included.

3. In case that pay bill is already posted, a preview of what will be entered in **GL Account Detail** after unposting the Pay Bills will be displayed on the Recap screen.