

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.

Pay Voucher Details - Cracked Mug

New Save Search Delete Undo Process Payment Post **Recap** Close

Recap Transaction

Post Close

Details

Date: 01/26/2016 Description: Currency: USD Rate: 0.00

Layout Filter Records (F3)

Transaction ID	Account ID	Description	Account Group	Debit	Credit	Debit C
1 PAY-33	10005-0000-000		Cash Accounts	0.00	1,100.00	
2 PAY-33	55000-0000-000	Posted Payment - Discount	Purchases Discounts	0.00	150.00	
3 PAY-33	20000-0000-000	Posted Payment	Payables	1,250.00	0.00	

Ready

- 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.

Pay Voucher Details - Cracked Mug

New Save Search Delete Undo Process Payment Unpost **Recap** Close

Recap Transaction

Unpost Close

Details

Date: 01/26/2016 Description: Currency: USD Rate: 0.00

Layout Filter Records (F3)

Transaction ID	Account ID	Description	Account Group	Debit	Credit	Debit C
1 PAY-33	10005-0000-000		Cash Accounts	1,100.00	0.00	
2 PAY-33	55000-0000-000	Posted Payment - Discount	Purchases Discounts	150.00	0.00	
3 PAY-33	20000-0000-000	Posted Payment	Payables	0.00	1,250.00	

Ready

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.

Pay Bills Detail

New Save Search Delete Undo Print Post **Recap** Close

Vendor No: 000000002 Date Paid: 09/16/2014 Record No: PAY-76
Bank Account: AG Payment Method: Check Currency: USD
Amount Paid: 150.00 Unapplied Amount: 0.00 Vendor Credit: 0.00
Bank Balance: 192,273.60 Check No: Withheld: 0.00
Notes:

Filter Records (F3)

<input checked="" type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discount	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	09/16/2014	BL-374742	Due on Receipt	150.00	22070-00000	0.00	0.00	150.00	150.00

Recap Transaction

Post Close

Date: 09/16/2014 Description: Currency: USD Rate:

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-300	PAY-76	10100-00000	CASH IN CHECKING-JPM CHASE -sa...	Cash Accounts	0.00	150.00
2 BATCH-300	PAY-76	22070-00000	ACCOUNTS PAYABLE-JOURNAL ENT...	Liability	150.00	0.00

Ready

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.

Pay Bills Detail

New Save Search Delete Undo Print Unpost **Recap** Close

Vendor No: 000000002 Date Paid: 09/16/2014 Record No: PAY-76
Bank Account: AG Payment Method: Check Currency: USD
Amount Paid: 150.00 Unapplied Amount: 0.00 Vendor Credit: 0.00
Bank Balance: 192,123.60 Check No: Withheld: 0.00
Notes:

Filter Records (F3)

<input type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discount	Interest	Amount Due	Payment
<input type="checkbox"/>	09/16/2014	BL-374742	Due on Receipt	150.00	22070-00000	0.00	0.00	0.00	150.00

Recap Transaction

Unpost Close

Date: 09/16/2014 Description: Currency: USD Rate:

Filter:

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit
1 BATCH-302	PAY-76	10100-00000	CASH IN CHECKING-JPM CHASE -sa...	Cash Accounts	150.00	0.00
2 BATCH-302	PAY-76	22070-00000	ACCOUNTS PAYABLE-JOURNAL ENT...	Liability	0.00	150.00

Ready