

How To Select Payments for Multiple Vendors

Here are the steps on how to create payable for multiple vendors:

1. From the **Main Menu**, click **Purchasing (A/P)** and then select **Pay Vouchers** from the **Activities** list.
2. Pay Vouchers screen will open showing all posted but unpaid vouchers on the grid based on the currency of the **Bank Account** and **Payment Method** defaults. If necessary, change bank account and/or payment method by clicking the drop down button on the field and select different data from the drop down list.
 - a. If **Payment Method** was changed, transactions for the vendor with default payment method set in the Vendor record different from the selected payment method on the Pay Vouchers screen will not be displayed on the grid. In any case that **Check** is selected, the **Process Payment** toolbar button will be enabled to allow printing of checks.
 - b. If **Bank Account** was changed to a bank account with different currency, then all transactions displayed on the grid are vouchers posted using the same currency. **Balance** will also update with the bank balance of the newly selected record where payments will be deducted.
3. **Date Paid** will default to today's date. Change date if necessary by selecting from the mini calendar drop down or by entering the date manually.
4. Select transactions.
 - a. Click **Select Due Date** toolbar button to select all the payables that are currently due.
 - b. **Manually** check the corresponding checkbox of the selected transaction.
 - c. Check header checkbox to select all the transactions.
 - d. You can also filter transactions first by entering keyword on the filter field and then check the selected transaction.
5. Once a transaction is selected, **Payment** column will display the same amount as the **Amount Due**. If full payment is to be made, then no need to modify this field.
6. If you wish to create partial payments, change the payment amount lower than the amount due.
7. **Withheld** column for the selected transaction will be filled in, if the vendor is subject to a withholding (Withholding option is checked from the Vendor screen). Withheld amount will be computed based on the percentage entered in the **Common Info > Company Location** assigned to the user > **Purchase** screen and displayed in the Withheld column of the selected transaction.
8. **Total Selected** field from the header will be updated with the total payment amount of the selected transactions.
9. **Available Balance** will display the computed amount of Balance - Total Selected.
10. This is now ready for posting.

Here are the steps on how to create payable for multiple vendors:

1. From the **Main Menu**, expand **Purchasing (Accounts Payable)** and then select **Pay Vouchers**.
2. Pay Vouchers screen will open showing all posted but unpaid vouchers on the grid.

Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amou
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-120	CM-5	5% 10 NET 30	12.50	0.63	0.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-119	CM-4	5% 10 NET 30	20.00	1.00	0.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-118	CM-3	5% 10 NET 30	35.00	1.75	0.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-117	CM-2	5% 10 NET 30	15.00	0.75	0.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-116	CM-1	5% 10 NET 30	10.00	0.50	0.00	
							92.50	4.63		

3. **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.
4. Select a **Bank Account** where payments will be deducted. **Bank Balance** will be displayed.
5. Select **Payment Method**. In any case that **Check** is selected, the **Process Payment** toolbar button will be enabled to allow printing of checks.
6. Select transactions.
 - a. Click **Select Due Date** toolbar button to select all the payables that are currently due.
 - b. **Manually** check the corresponding checkbox of the selected transaction.
 - c. Check header checkbox to select all the transactions.
 - d. You can also filter transactions first by entering keyword on the filter field and then check the selected transaction.
7. Once a transaction is selected, **Payment** column will display the same amount as the **Amount Due**. If full payment is to be made, then no need to modify this field.
8. If you wish to create partial payments, change the payment amount lower than the amount due.
9. **Withheld** column for the selected transaction will be filled in, if the vendor is subject to a withholding (Withholding option is checked from the Vendor screen). Withheld amount will be computed based on the percentage entered in the **Common Info > Company Location** assigned to the user > **Purchase** screen and displayed in the Withheld column of the selected transaction.

10. This is now ready for posting.

Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withh
<input type="checkbox"/>	THE BREW	THE BREW	7/30/2016	BL-129	TB-4	5% 10 NET 30	25.00	1.25	0.00	25.00	0.00	
<input type="checkbox"/>	THE BREW	THE BREW	7/30/2016	BL-128	TB-3	5% 10 NET 30	55.00	2.75	0.00	55.00	0.00	
<input checked="" type="checkbox"/>	THE BREW	THE BREW	7/30/2016	BL-127	TB-2	5% 10 NET 30	45.00	2.25	0.00	45.00	42.75	
<input checked="" type="checkbox"/>	THE BREW	THE BREW	7/30/2016	BL-126	TB-1	5% 10 NET 30	15.00	0.75	0.00	15.00	14.25	
<input type="checkbox"/>	CCJITTERS	CCJITTERS	7/30/2016	BL-125	CC-5	5% 10 NET 30	55.00	2.75	0.00	55.00	0.00	
<input type="checkbox"/>	CCJITTERS	CCJITTERS	7/30/2016	BL-124	CC-4	5% 10 NET 30	52.00	2.60	0.00	52.00	0.00	
<input type="checkbox"/>	CCJITTERS	CCJITTERS	7/30/2016	BL-123	CC-3	5% 10 NET 30	45.00	2.25	0.00	45.00	0.00	
<input checked="" type="checkbox"/>	CCJITTERS	CCJITTERS	7/30/2016	BL-122	CC-2	5% 10 NET 30	25.00	1.25	0.00	25.00	23.75	
<input checked="" type="checkbox"/>	CCJITTERS	CCJITTERS	7/30/2016	BL-121	CC-1	5% 10 NET 30	20.00	1.00	0.00	20.00	19.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-120	CM-5	5% 10 NET 30	12.50	0.63	0.00	12.50	0.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-119	CM-4	5% 10 NET 30	20.00	1.00	0.00	20.00	0.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-118	CM-3	5% 10 NET 30	35.00	1.75	0.00	35.00	0.00	
<input checked="" type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-117	CM-2	5% 10 NET 30	15.00	0.75	0.00	15.00	14.25	
<input checked="" type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-116	CM-1	5% 10 NET 30	10.00	0.50	0.00	10.00	9.50	
Check: 4							260,718.36	22.98	0.00	259,218.36	152.11	

In any case that two or more transactions belongs to only one vendor who is subjected to a withholding, then withheld percentage will be computed and deducted from the total payment of the selected transactions.

Here are the steps on how to create payable for multiple vendors:

1. From the **Main Menu**, expand **Purchasing** and then select **Pay Vouchers**.
2. Pay Vouchers screen will open showing all posted but unpaid vouchers on the grid.

Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amou
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-120	CM-5	5% 10 NET 30	12.50	0.63	0.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-119	CM-4	5% 10 NET 30	20.00	1.00	0.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-118	CM-3	5% 10 NET 30	35.00	1.75	0.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-117	CM-2	5% 10 NET 30	15.00	0.75	0.00	
<input type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-116	CM-1	5% 10 NET 30	10.00	0.50	0.00	
Negative p...							92.50	4.63		

3. **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.
4. Select a **Bank Account** where payments will be deducted. **Bank Balance** will be displayed.
5. Select **Payment Method**. In any case that **Check** is selected, the **Process Payment** toolbar button will be enabled to allow printing of checks.
6. Select transactions.
 - a. Click **Select Due Date** toolbar button to select all the payables that are currently due.
 - b. **Manually** check the corresponding checkbox of the selected transaction.
 - c. Check header checkbox to select all the transactions.
 - d. You can also filter transactions first by entering keyword on the filter field and then check the selected transaction.
7. Once a transaction is selected, **Payment** column will display the same amount as the **Amount Due**. If full payment is to be made, then no need to modify this field.
8. If you wish to create partial payments, change the payment amount lower than the amount due.
9. **Withheld** column for the selected transaction will be filled in, if the vendor is subject to a withholding (Withholding option is checked from the Vendor screen). Withheld amount will be computed based on the percentage entered in the **Common Info > Company Location** assigned to the user > **Purchase** screen and displayed in the Withheld column of the selected transaction.

10. This is now ready for posting.

Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withh
<input type="checkbox"/>	THE BREW	THE BREW	7/30/2016	BL-129	TB-4	5% 10 NET 30	25.00	1.25	0.00	25.00	0.00	
<input type="checkbox"/>	THE BREW	THE BREW	7/30/2016	BL-128	TB-3	5% 10 NET 30	55.00	2.75	0.00	55.00	0.00	
<input checked="" type="checkbox"/>	THE BREW	THE BREW	7/30/2016	BL-127	TB-2	5% 10 NET 30	45.00	2.25	0.00	45.00	42.75	
<input checked="" type="checkbox"/>	THE BREW	THE BREW	7/30/2016	BL-126	TB-1	5% 10 NET 30	15.00	0.75	0.00	15.00	14.25	
<input type="checkbox"/>	CC JITTERS	CC JITTERS	7/30/2016	BL-125	CC-5	5% 10 NET 30	55.00	2.75	0.00	55.00	0.00	
<input type="checkbox"/>	CC JITTERS	CC JITTERS	7/30/2016	BL-124	CC-4	5% 10 NET 30	52.00	2.60	0.00	52.00	0.00	
<input type="checkbox"/>	CC JITTERS	CC JITTERS	7/30/2016	BL-123	CC-3	5% 10 NET 30	45.00	2.25	0.00	45.00	0.00	
<input checked="" type="checkbox"/>	CC JITTERS	CC JITTERS	7/30/2016	BL-122	CC-2	5% 10 NET 30	25.00	1.25	0.00	25.00	23.75	
<input checked="" type="checkbox"/>	CC JITTERS	CC JITTERS	7/30/2016	BL-121	CC-1	5% 10 NET 30	20.00	1.00	0.00	20.00	19.00	
<input type="checkbox"/>	CRACKED MUG	CRACKED MUG	7/30/2016	BL-120	CM-5	5% 10 NET 30	12.50	0.63	0.00	12.50	0.00	
<input type="checkbox"/>	CRACKED MUG	CRACKED MUG	7/30/2016	BL-119	CM-4	5% 10 NET 30	20.00	1.00	0.00	20.00	0.00	
<input type="checkbox"/>	CRACKED MUG	CRACKED MUG	7/30/2016	BL-118	CM-3	5% 10 NET 30	35.00	1.75	0.00	35.00	0.00	
<input checked="" type="checkbox"/>	CRACKED MUG	CRACKED MUG	7/30/2016	BL-117	CM-2	5% 10 NET 30	15.00	0.75	0.00	15.00	14.25	
<input checked="" type="checkbox"/>	CRACKED MUG	CRACKED MUG	7/30/2016	BL-116	CM-1	5% 10 NET 30	10.00	0.50	0.00	10.00	9.50	
Check: 4							260,718.36	22.98	0.00	259,218.36	152.11	

In any case that two or more transactions belongs to only one vendor who is subjected to a withholding, then withheld percentage will be computed and deducted from the total payment of the selected transactions.

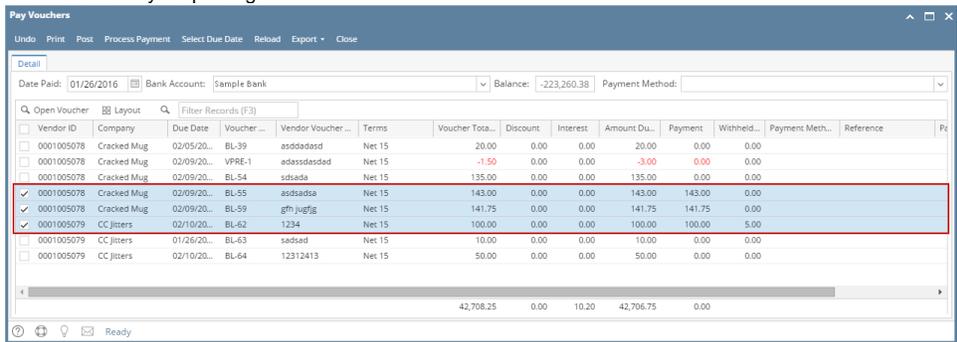
Here are the steps on how to create payable for multiple vendors:

1. From the **Main Menu**, expand **Purchasing** and then select **Pay Vouchers**.
2. Pay Vouchers screen will open showing all posted but unpaid vouchers on the grid.

Vendor ID	Company	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Meth...	Reference	Pr
<input type="checkbox"/>	0001005078	Cracked Mug	02/05/20...	BL-39	asdasdasd	Net 15	20.00	0.00	0.00	20.00	0.00	0.00		
<input type="checkbox"/>	0001005078	Cracked Mug	02/09/20...	VPRE-1	asdasdasd	Net 15	4.50	0.00	0.00	4.50	0.00	0.00		
<input type="checkbox"/>	0001005078	Cracked Mug	02/09/20...	BL-54	asdasda	Net 15	135.00	0.00	0.00	135.00	0.00	0.00		
<input type="checkbox"/>	0001005078	Cracked Mug	02/09/20...	BL-55	asdasda	Net 15	143.00	0.00	0.00	143.00	0.00	0.00		
<input type="checkbox"/>	0001005078	Cracked Mug	02/09/20...	BL-59	gfhjkl	Net 15	141.75	0.00	0.00	141.75	0.00	0.00		
<input type="checkbox"/>	0001005078	CC Jitters	02/10/20...	BL-62	1234	Net 15	100.00	0.00	0.00	100.00	0.00	0.00		
<input type="checkbox"/>	0001005078	CC Jitters	01/26/20...	BL-63	asdasd	Net 15	10.00	0.00	0.00	10.00	0.00	0.00		
<input type="checkbox"/>	0001005078	CC Jitters	02/10/20...	BL-64	12312413	Net 15	50.00	0.00	0.00	50.00	0.00	0.00		
							42,708.25	0.00	10.20	42,706.75	0.00			

3. **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.
4. Select a **Bank Account** where payments will be deducted. **Bank balance** will be displayed.
5. Select **Payment Method**. In any case that **Check** is selected, the **Print** toolbar button will be enabled to allow printing of checks.
6. Select transactions.
 - a. Click **Select Due Date** toolbar button to select all the payables that are currently due.
 - b. **Manually** check the corresponding checkbox of the selected transaction.
 - c. Check header checkbox to select all the transactions.
 - d. You can also filter transactions first by entering keyword on the filter field and then check the selected transaction.
7. Once a transaction is selected, **Payment** column will display the same amount as the **Amount Due**. If full payment is to be made, then no need to modify this field.
8. If you wish to create partial payments, change the payment amount lower than the amount due.
9. **Withheld** column for the selected transaction will be filled in, if the vendor is subject to a withholding (Withholding option is checked from the Vendor screen). Withheld amount will be computed based on the percentage entered in the **Common Info > Company Location** assigned to the user > **Purchase** screen and displayed in the Withheld column of the selected transaction.

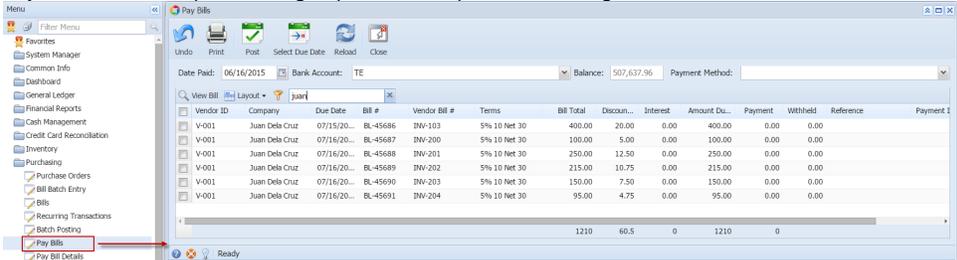
10. This is now ready for posting.



 In any case that two or more transactions belongs to only one vendor who is subjected to a withholding, then withheld percentage will be computed and deducted from the total payment of the selected transactions.

Here are the steps on how to create payable for multiple vendors:

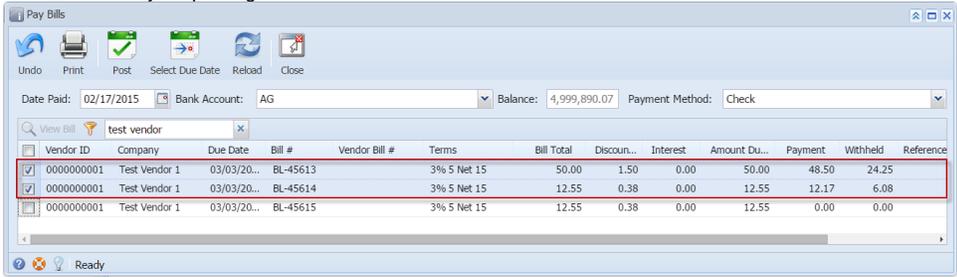
1. From the **Main Menu**, click **Purchasing** and then select **Pay Bills**.
2. Pay Bills screen will open showing all posted but unpaid bills on the grid.



3. **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.
4. Select a **Bank Account** where payments will be deducted. **Bank balance** will be displayed.
5. Select **Payment Method**. In any case that **Check** is selected, the **Print** toolbar button will be enabled to allow printing of checks.
6. Select transactions.
 - a. Click **Select Due** toolbar button to select all the payables that are currently due.
 - b. **Manually** check the corresponding checkbox of the selected transaction.
 - c. Check header checkbox to select all the transactions.
 - d. You can also filter transactions first by entering keyword on the filter field and then check the selected transaction.



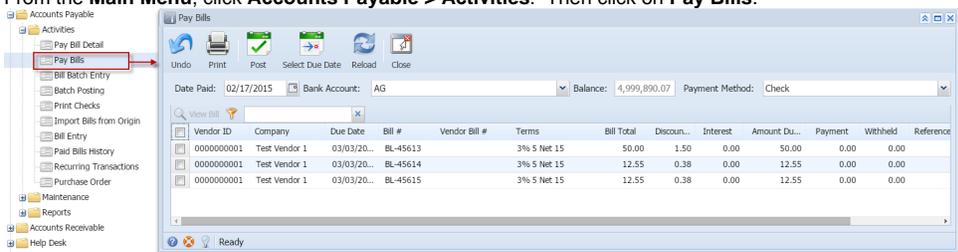
7. Once a transaction is selected, **Payment** column will display the same amount as the **Amount Due**. If full payment is to be made, then no need to modify this field.
8. If you wish to create partial payments, change the payment amount lower than the amount due.
9. **Withheld** column for the selected transaction will be filled in, if the vendor is subject to a withholding (Withholding option is checked from the Vendor screen). Withheld amount will be computed based on the percentage entered in the **System Manager > Company Preferences > Accounts Payable** screen and displayed in the Withheld column of the selected transaction.
10. This is now ready for posting.



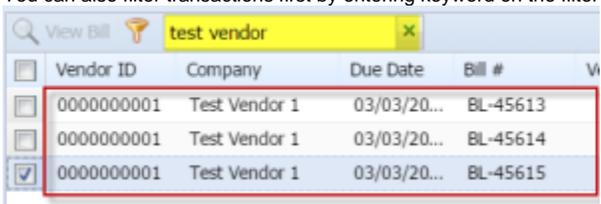
 In any case that two or more transactions belongs to only one vendor who is subjected to a withholding, then withheld percentage will be computed and deducted from the total payment of the selected transactions.

Here are the steps on how to create payable for multiple vendors:

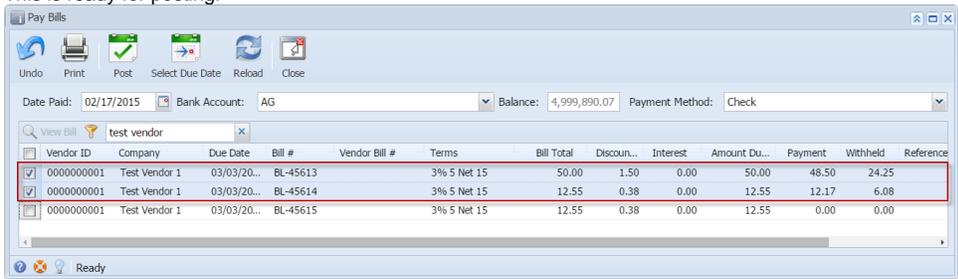
1. From the **Main Menu**, click **Accounts Payable > Activities**. Then click on **Pay Bills**.



2. Pay Bills screen will open showing all posted but unpaid bills on the grid.
3. **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.
4. Select a **Bank Account** where payments will be deducted. **Bank balance** will be displayed.
5. Select **Payment Method**. In any case that **Check** is selected, the **Print** toolbar button will be enabled to allow printing of checks.
6. Select transactions.
 - a. Click **Select All** action button to check all the transactions.
 - b. Manually check the corresponding checkbox of the selected transaction.
 - c. Click **Select Due** toolbar button to select all the payables that are currently due.
 - d. You can also filter transactions first by entering keyword on the filter field and then check the selected transaction.



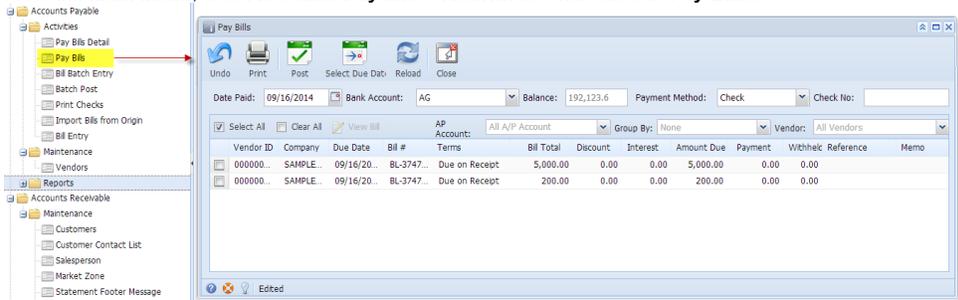
7. Once a transaction is selected, **Payment** column will display the same amount as the **Amount Due**. If full payment is to be made, then no need to modify this field.
8. If you wish to create partial payments, change the payment amount lower than the amount due.
9. **Withheld** column for the selected transaction will be filled in, if the vendor is subject to a withholding (Withholding option is checked from the Vendor screen). Withheld amount will be computed based on the percentage entered in the **Company Preference > Accounts Payable** screen and displayed in the Withheld column of the selected transaction.
10. This is ready for posting.



In any case that two or more transactions belongs to only one vendor who is subjected to a withholding, then withheld percentage will be computed and deducted from the total payment of the selected transactions.

Here are the steps on how to create payable for multiple vendors:

1. From the **Main Menu**, click **Accounts Payable > Activities**. Then click on **Pay Bills**.



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4. Select a **Bank Account** where payments will be deducted. **Bank balance** will be displayed.
5. Select **Payment Method**. In any case that **Check** is selected, the **Print** toolbar button will be enabled to allow printing of checks.
6. Select transactions.
 - a. Click **Select All** action button to check all the transactions.
 - b. Manually check the corresponding checkbox of the selected transaction.
 - c. Click **Select Due** toolbar button to select all the payables that are currently due.

d. You can also filter first the transactions by using the the fields for filtering and then check the selected transaction.

AP Account: Group By: Vendor:

7. Once a transaction is selected, **Payment** column will display the same amount as the **Amount Due**. If full payment is to be made, then no need to modify this field.
8. If you wish to create partial payments, change the payment amount lower than the amount due.
9. **Withheld** column for the selected transaction will be filled in, if the vendor is subject to a withholding (Withholding option is checked from the Vendor screen). Withheld amount will be computed based on the percentage entered in the **Company Preference > Accounts Payable** screen and displayed in the Withheld column of the selected transaction.
10. This is ready for posting.

The screenshot shows the 'Pay Bills' window with the following data in the table:

Vendor ID	Company	Due Date	Bill #	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Withheld	Reference	Memo
000000...	SAMPLE...	09/16/20...	BL-3747...	Due on Receipt	5,000.00	0.00	0.00	5,000.00	0.00	0.00		
<input checked="" type="checkbox"/>	000000...	SAMPLE...	09/16/20...	BL-3747...	200.00	0.00	0.00	200.00	200.00	56.00		



In any case that two or more transactions belongs to only one vendor who is subjected to a withholding, then withheld percentage will be computed and deducted from the total payment of the selected transactions.