

# 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.

The screenshot shows the 'Pay Vouchers' screen with a toolbar at the top containing buttons: Undo, Print, Post, Process Payment, Select Due Date, Reload, Export, and Close. Below the toolbar is a 'Detail' section with fields for Date Paid (6/30/2016), Bank Account (SAMPLE BANK), Balance (1,000,000.00), and Payment Method (Check). Below this is a search bar with 'Open Voucher' and 'Layout' buttons, and a 'Filter Records (F3)' field. The main area is a table with the following columns: Vendor ID, Company, Pay To, Due Date, Voucher No., Vendor Voucher No., Terms, Voucher Total, Discount, Interest, and Amount. The table contains five rows of data for 'CRACKED MUG' with various voucher numbers and amounts. At the bottom, there is a summary row showing 'Negative p...' and totals for '92.50' and '4.63'.

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

**Pay Vouchers**

Undo Print Post Process Payment Select Due Date Reload Export Close

Detail

Date Paid: 6/30/2016 Bank Account: SAMPLE BANK Balance: 1,000,000.00 Payment Method: Check

Open Voucher Layout Filter Records (F3)

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"/>	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	

Edited



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.

**Pay Vouchers**

Undo Print Post Process Payment Select Due Date Reload Export Close

Detail

Date Paid: 6/30/2016 Bank Account: SAMPLE BANK Balance: 1,000,000.00 Payment Method: Check

Open Voucher Layout Filter Records (F3)

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.

The screenshot shows the 'Pay Vouchers' window with the following details:

- Date Paid:** 6/30/2016
- Bank Account:** SAMPLE BANK
- Balance:** 1,000,000.00
- Payment Method:** Check

The table below lists the transactions:

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	
<b>Check: 4</b>							<b>260,718.36</b>	<b>22.98</b>	<b>0.00</b>	<b>259,218.36</b>	<b>152.11</b>	



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.

The screenshot shows the 'Pay Vouchers' window with the following details:

- Date Paid:** 01/26/2016
- Bank Account:** Sample Bank
- Balance:** -223,260.38
- Payment Method:**

The table below lists the transactions:

Vendor ID	Company	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Meth...	Reference	Pt
<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	-1.50	0.00	0.00	-3.00	0.00	0.00		
<input type="checkbox"/>	0001005078	Cracked Mug	02/09/20...	BL-34	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	gfh jghjg	Net 15	141.75	0.00	0.00	141.75	0.00	0.00		
<input type="checkbox"/>	0001005079	CC Jitters	02/10/20...	BL-42	1234	Net 15	100.00	0.00	0.00	100.00	0.00	0.00		
<input type="checkbox"/>	0001005079	CC Jitters	01/26/20...	BL-43	asdasd	Net 15	10.00	0.00	0.00	10.00	0.00	0.00		
<input type="checkbox"/>	0001005079	CC Jitters	02/10/20...	BL-64	12312413	Net 15	50.00	0.00	0.00	50.00	0.00	0.00		
							<b>42,708.25</b>	<b>0.00</b>	<b>10.20</b>	<b>42,706.75</b>	<b>0.00</b>			

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.

Pay Vouchers

Undo Print Post Process Payment Select Due Date Reload Export + Close

Detail

Date Paid: 01/26/2016 Bank Account: Sample Bank Balance: -223,260.38 Payment Method:

Open Voucher Layout Filter Records (F3)

Vendor ID	Company	Due Date	Voucher	Terms	Voucher Total	Discount	Interest	Amount Du...	Payment	Withheld...	Payment Meth...	Reference
0001005078	Cracked Mug	02/09/20...	BL-39	asdsadasd	Net 15	20.00	0.00	20.00	0.00	0.00		
0001005078	Cracked Mug	02/09/20...	VPRE-1	adssadasd	Net 15	-1.50	0.00	-3.00	0.00	0.00		
0001005078	Cracked Mug	02/09/20...	BL-54	sdsada	Net 15	135.00	0.00	135.00	0.00	0.00		
0001005078	Cracked Mug	02/09/20...	BL-55	asdsadasd	Net 15	143.00	0.00	143.00	143.00	0.00		
0001005078	Cracked Mug	02/09/20...	BL-59	ghf jhg	Net 15	141.75	0.00	141.75	141.75	0.00		
0001005079	CC Jitters	02/10/20...	BL-62	1234	Net 15	100.00	0.00	100.00	100.00	5.00		
0001005079	CC Jitters	01/26/20...	BL-63	sadsad	Net 15	10.00	0.00	10.00	0.00	0.00		
0001005079	CC Jitters	02/10/20...	BL-64	12312413	Net 15	50.00	0.00	50.00	0.00	0.00		

42,708.25 0.00 10.20 42,706.75 0.00

Ready



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.

Menu

Filter Menu

Pay Bills

Undo Print Post Select Due Date Reload Close

Date Paid: 06/16/2015 Bank Account: TE Balance: 507,637.96 Payment Method:

View Bill Layout Juan

Vendor ID	Company	Due Date	Bill #	Vendor Bill #	Terms	Bill Total	Discoun...	Interest	Amount Du...	Payment	Withheld	Reference
V-001	Juan Dela Cruz	07/15/20...	BL-45686	INV-103	5% 10 Net 30	400.00	20.00	0.00	400.00	0.00	0.00	
V-001	Juan Dela Cruz	07/16/20...	BL-45687	INV-200	5% 10 Net 30	100.00	5.00	0.00	100.00	0.00	0.00	
V-001	Juan Dela Cruz	07/16/20...	BL-45688	INV-201	5% 10 Net 30	250.00	12.50	0.00	250.00	0.00	0.00	
V-001	Juan Dela Cruz	07/16/20...	BL-45689	INV-202	5% 10 Net 30	215.00	10.75	0.00	215.00	0.00	0.00	
V-001	Juan Dela Cruz	07/16/20...	BL-45690	INV-203	5% 10 Net 30	150.00	7.50	0.00	150.00	0.00	0.00	
V-001	Juan Dela Cruz	07/16/20...	BL-45691	INV-204	5% 10 Net 30	95.00	4.75	0.00	95.00	0.00	0.00	

1210 60.5 0 1210 0

Ready

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.

View Bill Layout Juan													
Vendor ID	Company	Due Date	Bill #	Vendor Bill #	Terms	Bill Total	Discoun...	Interest	Amount Du...	Payment	Withheld	Reference	Memo
V-001	Juan Dela Cruz	07/15/20...	BL-45686	INV-103	5% 10 Net 30	400.00	20.00	0.00	400.00	0.00	0.00		
V-001	Juan Dela Cruz	07/16/20...	BL-45687	INV-200	5% 10 Net 30	100.00	5.00	0.00	100.00	0.00	0.00		
V-001	Juan Dela Cruz	07/16/20...	BL-45688	INV-201	5% 10 Net 30	250.00	12.50	0.00	250.00	0.00	0.00		
V-001	Juan Dela Cruz	07/16/20...	BL-45689	INV-202	5% 10 Net 30	215.00	10.75	0.00	215.00	0.00	0.00		
V-001	Juan Dela Cruz	07/16/20...	BL-45690	INV-203	5% 10 Net 30	150.00	7.50	0.00	150.00	0.00	0.00		
V-001	Juan Dela Cruz	07/16/20...	BL-45691	INV-204	5% 10 Net 30	95.00	4.75	0.00	95.00	0.00	0.00		

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.

Pay Bills

Undo Print Post Select Due Date Reload Close

Date Paid: 02/17/2015 Bank Account: AG Balance: 4,999,890.07 Payment Method: Check

View Bill Layout test vendor

Vendor ID	Company	Due Date	Bill #	Vendor Bill #	Terms	Bill Total	Discoun...	Interest	Amount Du...	Payment	Withheld	Reference
0000000001	Test Vendor 1	03/03/20...	BL-45613		3% 5 Net 15	50.00	1.50	0.00	50.00	48.50	24.25	
0000000001	Test Vendor 1	03/03/20...	BL-45614		3% 5 Net 15	12.55	0.38	0.00	12.55	12.17	6.08	
0000000001	Test Vendor 1	03/03/20...	BL-45615		3% 5 Net 15	12.55	0.38	0.00	12.55	0.00	0.00	

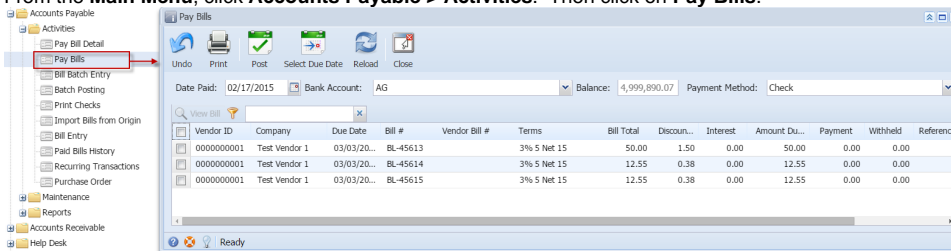
Ready



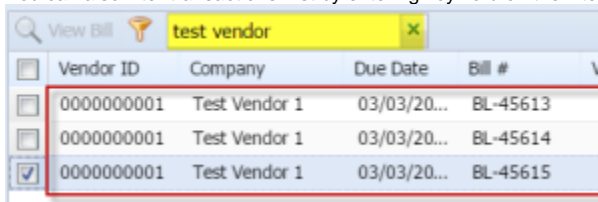
In any case that two or more transactions belongs to only one vendor who is subjected to a withholding, then withheld percentage will be computed and deducted from the total payment of the selected transactions.

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

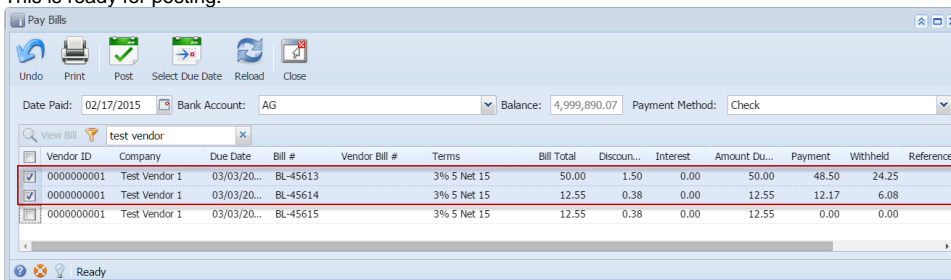
1. From the **Main Menu**, click **Accounts Payable > Activities**. Then click on **Pay Bills**.



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.



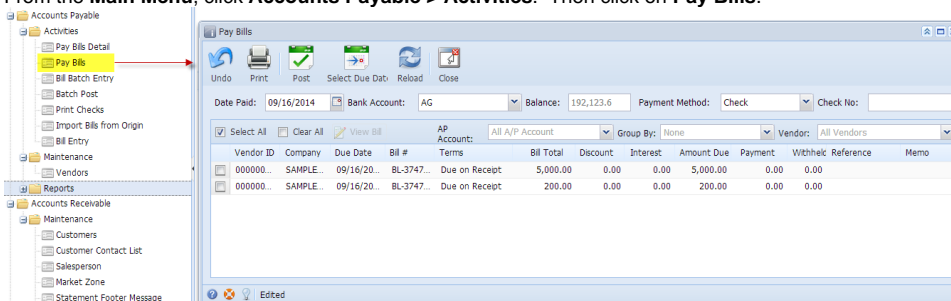
7. Once a transaction is selected, **Payment** column will display the same amount as the **Amount Due**. If full payment is to be made, then no need to modify this field.
8. If you wish to create partial payments, change the payment amount lower than the amount due.
9. **Withheld** column for the selected 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**.



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 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.

Pay Bills

Undo Print Post Select Due Date Reload Close

Date Paid: 09/16/2014 Bank Account: AG Balance: 192,123.6 Payment Method: Check Check No:

☒ Select All ☐ Clear All  AP Account:  Group By:  Vendor:

Vendor ID	Company	Due Date	Bill #	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Withheld	Reference	Memo
000000	SAMPLE	09/16/2014	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	09/16/2014	BL-3747	Due on Receipt	200.00	0.00	0.00	200.00	200.00	56.00		

Edited



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.