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.
- 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.
- Date Paid will default to today
 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.

Q Open Voucher BE Layout Q Filter Records (F3) Vendor ID Company Pay To Due Date Voucher No. Vendor Voucher No. Terms Voucher Total Discount Ir CRACKEDMUG CRACKED MUG CRACKED MUG 7/30/2016 BL-120 CM-5 5% 10 NET 30 12.50 0.63 CRACKEDMUG CRACKED MUG CRACKED MUG 7/30/2016 BL-119 CM-4 5% 10 NET 30 20.00 1.00			Date Paid: 6/30/2016 Bank Account: SAMPLE BANK V Balance: 1,000,000.00 Payment Method: Check														
Vendor ID Company Pay To Due Date Voucher No. Vendor Voucher No. Terms Voucher Total Discount Ir CRACKEDMUG CRACKED MUG CRACKED MUG 7/30/2016 BL-120 CM-5 5% 10 NET 30 12.50 0.63 CRACKEDMUG CRACKED MUG CRACKED MUG 7/30/2016 BL-119 CM-4 5% 10 NET 30 20.00 1.00	Copen Voucher BL Layout Q Filter Records (F3) Vendor Voucher No. Vendor Voucher No. Terms. Voucher Total Discount Interest Amount																
CRACKEDMUG CRACKED MUG CRACKED MUG 7/30/2016 BL-120 CM-5 5% 10 NET 30 12.50 0.63 CRACKEDMUG CRACKED MUG CRACKED MUG 7/30/2016 BL-119 CM-4 5% 10 NET 30 20.00 1.00	erest /	Discount	Voucher Total	Terms	Vendor Voucher No	Voucher No.	Due Date	Рау То	Company	Vendor ID							
CRACKEDMUG CRACKED MUG CRACKED MUG 7/30/2016 BL-119 CM-4 5% 10 NET 30 20.00 1.00	0.00	0.63	12.50	5% 10 NET 30	CM-5	BL-120	7/30/2016	CRACKED MUG	CRACKED MUG	CRACKEDMUG							
	0.00	1.00	20.00	5% 10 NET 30	CM-4	BL-119	7/30/2016	CRACKED MUG	CRACKED MUG	CRACKEDMUG							
CRACKEDMUG CRACKED MUG CRACKED MUG 7/30/2016 BL-118 CM-3 5% 10 NET 30 35.00 1.75	0.00	1.75	35.00	5% 10 NET 30	CM-3	BL-118	7/30/2016	CRACKED MUG	CRACKED MUG	CRACKEDMUG							
CRACKEDMUG CRACKED MUG CRACKED MUG 7/30/2016 BL-117 CM-2 5% 10 NET 30 15.00 0.75	0.00	0.75	15.00	5% 10 NET 30	CM-2	BL-117	7/30/2016	CRACKED MUG	CRACKED MUG	CRACKEDMUG							
CRACKEDMUG CRACKED MUG CRACKED MUG 7/30/2016 BL-116 CM-1 5% 10 NET 30 10.00 0.50	0.00	0.50	10.00	5% 10 NET 30	CM-1	BL-116	7/30/2016	CRACKED MUG	CRACKED MUG	CRACKEDMUG							

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.
- 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	/ouchers												□ ×
			elect Due Date Re										
Det	ail												
Dat	e Paid: 6/30/2	2016 🗐 Bank Acc	ount: SAMPLE B	ANK			✓ Balance: 1,000,000	.00 Payment Me	ethod: Chec	k			~
Q,	Open Voucher	器 Layout Q、 Filt	ter Records (F3)										К.Я. 2 У
	Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Vo	ucher No. Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withh
	THEBREW	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	î
	THEBREW	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	
	THEBREW	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	
	THEBREW	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	
	CCJITTERS	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	
	CCJITTERS	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	
	CCJITTERS	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	
	CCJITTERS	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	
	CCJITTERS	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	
	CRACKEDMUG	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	- 1
	CRACKEDMUG	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	- 1
	CRACKEDMUG	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	_
	CRACKEDMUG	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	
	CRACKEDMUG	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.

Pay Vouchers										∃×
Undo Print Post Pi		elect Due Date Re	load Export							
Detail										
Date Paid: 6/30/2016	5 🔳 Bank Acco	ount: SAMPLE BA	ANK .		Balance: 1,000,	000.00 Payment	Method: Check			\sim
Q Open Voucher	Layout 🔍 Filte	er Records (F3)								K 7 2 3
Vendor ID	Company	Рау То	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amou
CRACKEDMUG	CRACKED MUG	CRACKED MUG	7/30/2016	BL-120	CM-5	5% 10 NET 30	12.50	0.63	0.00	
CRACKEDMUG	CRACKED MUG	CRACKED MUG	7/30/2016	BL-119	CM-4	5% 10 NET 30	20.00	1.00	0.00	
CRACKEDMUG	CRACKED MUG	CRACKED MUG	7/30/2016	BL-118	CM-3	5% 10 NET 30	35.00	1.75	0.00	
CRACKEDMUG	CRACKED MUG	CRACKED MUG	7/30/2016	BL-117	CM-2	5% 10 NET 30	15.00	0.75	0.00	
CRACKEDMUG	CRACKED MUG	CRACKED MUG	7/30/2016	BL-116	CM-1	5% 10 NET 30	10.00	0.50	0.00	
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			Negativ	/e 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.

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- 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											^	□ ×
Und			elect Due Date Rel										
De	tail												
Da	te Paid: 6/30/2	2016 🔲 Bank Acc	ount: SAMPLE B	ANK			✓ Balance: 1,000,000.	00 Payment Me	ethod: Chec	k			~
Q,	Open Voucher	器 Layout Q Filt	ter Records (F3)										К. Л Ц Ц
	Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Vo	ucher No. Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withh
	THEBREW	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	[^]
	THEBREW	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	
~	THEBREW	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	
\checkmark	THEBREW	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	
	CCJITTERS	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	
	CCJITTERS	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	
	CCJITTERS	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	
\checkmark	CCJITTERS	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	
\checkmark	CCJITTERS	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	
	CRACKEDMUG	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	
	CRACKEDMUG	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	_
	CRACKEDMUG	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	
	CRACKEDMUG	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	
\checkmark	CRACKEDMUG	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.

Pay Vouchers	
Detail	
Date Paid: 01/26/2016 🔲 Bank Account: Sample Bank 🗸 v Balance: -223,260.38 Payment Method:	~
Q. Open Voucher 🔛 Layout Q. Filter Records (F3)	
Vendor ID Company Due Date Voucher Vendor Voucher Terms Voucher Tota Discount Interest Amount Du Payment Withheld Payment Meth Reference	e Pa
001005078 Cracked Mug 02/05/20 BL-39 asddadasd Net 15 20.00 0.00 0.00 20.00 0.00 0.00	
0011005078 Cracked Mug 02/09/20 VPRE-1 adassdasdad Net 15 -1.50 0.00 0.00 -3.00 0.00 0.00	
0001005078 Cracked Mug 02/09/20 BL-54 sdsada Net15 135.00 0.00 135.00 0.00 0.00	
0001005078 Cracked Mug 02/09/20 BL-55 asdsadsa Net 15 143.00 0.00 143.00 0.00 0.00	
001005078 Cracked Mug 02/09/20 BL-59 gfh jugfjg Net 15 141.75 0.00 0.00 141.75 0.00 0.00	
001005079 CC Jitters 02/10/20 BL-62 1234 Net 15 100.00 0.00 0.00 100.00 0.00 0.00	
001005079 CC Jitters 01/26/20 BL-63 sadsad Net 15 10.00 0.00 10.00 0.00 0.00	
001005079 CC Jitters 02/10/20 BL-64 12312413 Net 15 50.00 0.00 50.00 0.00 0.00 0.00	
4	+
42,708.25 0.00 10.20 42,706.75 0.00	
Ø Ø ₽ ₽ ₩ 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.

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- 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.

Undo) Print Pos	t Process Payn	nent Select Du	e Date Relo	ad Export • Close										
Deta	e Paid: 01/2	5/2016 🔠 Ba	ank Account: S	ample Bank			~ B	alance: -2	23,260.38	Payment Meth	nod:				
9,	Open Voucher	🗄 Layout	Q. Filter Red	cords (F3)											
	Vendor ID	Company	Due Date	Voucher	Vendor Voucher	Terms	Voucher Tota	Discount	Interest	Amount Du	Payment	Withheld	Payment Meth	Reference	
	0001005078	Cracked Mug	02/05/20	BL-39	asddadasd	Net 15	20.00	0.00	0.00	20.00	0.00	0.00			
	0001005078	Cracked Mug	02/09/20	VPRE-1	adassdasdad	Net 15	-1.50	0.00	0.00	-3.00	0.00	0.00			
	0001005078	Cracked Mug	02/09/20	BL-54	sdsada	Net 15	135.00	0.00	0.00	135.00	0.00	0.00			
\sim	0001005078	Cracked Mug	02/09/20	BL-55	asdsadsa	Net 15	143.00	0.00	0.00	143.00	143.00	0.00			
\sim	0001005078	Cracked Mug	02/09/20	BL-59	gfh jugfjg	Net 15	141.75	0.00	0.00	141.75	141.75	0.00			
\checkmark	0001005079	CC Jitters	02/10/20	BL-62	1234	Net 15	100.00	0.00	0.00	100.00	100.00	5.00			
	0001005079	CC Jitters	01/26/20	BL-63	sadsad	Net 15	10.00	0.00	0.00	10.00	0.00	0.00			
	0001005079	CC Jitters	02/10/20	BL-64	12312413	Net 15	50.00	0.00	0.00	50.00	0.00	0.00			
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							42,708.25	0.00	10.20	42,706.75	0.00				
0	0 9 🖂	Ready													

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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	~	Pay Bills													*	
🚆 🥑 Filter Menu			100 B		- 1											
👺 Favorites	^	⊳' ⊟	🗹 🌁	, 🔛	12											
📄 System Manager		Undo Print	Post Select Due	e Date Reload	Close											
Common Info		Date Paid: 06/	16/2015 📑 Ban	k Account: 1	F			Y Balanc	e: 507.630	.96 Par	ment Method:					v
Cashboard Cashboard					-											
Ceneral Ledger		🔍 View Bill 🔠	Layout 🔹 🍸 🛛 juar		×											
Enancial Reports		Vendor ID	Company	Due Date	Bill #	Vendor Bill #	Terms	Bill Total	Discoun	Interest	Amount Du	Payment	Withheld	Reference	Payn	nent I
Cash Management		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			
Credit Card Reconciliation		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			
im Inventory		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			
Purchasing		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			
Purchase Orders		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			
Bill Batch Entry		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			
- Bills																
Recurring Transactions		•														
Batch Posting	. 11							1210	60.5	0	1210	0				
Pay Bils		🙆 👸 🖉 Read	v													
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- 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.

~		ayouc . Il 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.	T٢	nis	is now	ready for	posting.										
		Pay	/ Bills												* 🗆 X
	0	5		7											
	i	Jndo	Print	Post Select Due	Date Reload	Close									
		Date	e Paid: 02/	17/2015 🖪 Banl	k Account:	AG		▼ Bal	ance: 4,999,8	90.07 Pay	ment Metho	d: Check			~
		9	View Bill 🍞	test vendor	×										
			Vendor ID	Company	Due Date	Bill #	Vendor Bill #	Terms	Bill Total	Discoun	Interest	Amount Du	Payment	Withheld	Reference
		V	000000000	1 Test Vendor 1	03/03/20	BL-45613		3% 5 Net 15	50.00	1.50	0.00	50.00	48.50	24.25	
		7	00000000	1 Test Vendor 1	03/03/20	BL-45614		3% 5 Net 15	12.55	0.38	0.00	12.55	12.17	6.08	
	II		00000000	1 Test Vendor 1	03/03/20	BL-45615		3% 5 Net 15	12.55	0.38	0.00	12.55	0.00	0.00	
		4													•
	6) 🧯	🦻 🏆 🛛 Read	Y											

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.

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

🖃 🚞 Accounts Payable	Pay I	Bills												* 🗆 X
🖃 🚞 Activities			-											
- 🖂 Pay Bill Detail	NS1		✓ →		st.									
Pay Bills	Undo	Print	Post Select Due	Date Reload	Close									
Bill Batch Entry														
- Batch Posting	Date	Paid: 02/17	/2015 📑 Ban	k Account: /	AG		✓ Bala	ance: 4,999,8	0.07 Pay	ment Metho	id: Check			~
- Print Checks														
- Import Bills from Origin	20	iew Bill 🔏		^										
Bill Entry		Vendor ID	Company	Due Date	Bill #	Vendor Bill #	Terms	Bill Total	Discoun	Interest	Amount Du	Payment	Withheld	Reference
Paid Bills History		0000000001	Test Vendor 1	03/03/20	BL-45613		3% 5 Net 15	50.00	1.50	0.00	50.00	0.00	0.00	
- Recurring Transactions		0000000001	Test Vendor 1	03/03/20	BL-45614		3% 5 Net 15	12.55	0.38	0.00	12.55	0.00	0.00	
Purchase Order		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	
😠 🚞 Maintenance														
😠 🚞 Reports														
Accounts Receivable	1													•
🕀 🧰 Help Desk	00	Ready												

- 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.

Q	View Bill 💡	test vendor	×		
	Vendor ID	Company	Due Date	Bill #	V
	0000000001	Test Vendor 1	03/03/20	BL-45613	
	000000001	Test Vendor 1	03/03/20	BL-45614	
	000000001	Test Vendor 1	03/03/20	BL-45615	

- 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.

IO. [·]	This is read	ly for posti	ng.										
	🛐 Pay Bills												× • >
	S 🗎	7 🛼											
	Undo Print	Post Select Due	e Date Reload	Close									
	Date Paid: 02/1	.7/2015 📑 Ban	k Account:	AG		▼ Ba	lance: 4,999,8	90.07 Pay	ment Metho	d: Check			~
	🔍 View Bill 💡	test vendor	×										
	Vendor ID	Company	Due Date	Bill #	Vendor Bill #	Terms	Bill Total	Discoun	Interest	Amount Du	Payment	Withheld	Reference
	000000001	Test Vendor 1	03/03/20	BL-45613		3% 5 Net 15	50.00	1.50	0.00	50.00	48.50	24.25	
	000000001	Test Vendor 1	03/03/20	BL-45614		3% 5 Net 15	12.55	0.38	0.00	12.55	12.17	6.08	
	000000001	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.

😑 🚞 Activities	💽 Pay Bills
Pay Bills Detail	
📰 Pay Bils 🔶	
- 🔄 Bill Batch Entry	Undo Print Post Select Due Dati Reload Close
- Batch Post	Data Data Conference in Contraction of Contraction of Contract Market Street
- Print Checks	Date Pailo: U9/10/2014 Bank Account: As Balance: 192,123.0 Payment Method: Check Check No:
- 📰 Import Bills from Origin	Select & ■ Clear & ■ View Rel AP All &/P Account > Crews Reg Mono > View Rel All View Reg = >
Bil Entry	Account: Account: Account:
🗃 🚞 Maintenance	Vendor ID Company Due Date Bill # Terms Bill Total Discount Interest Amount Due Payment Withheld Reference Memo
Vendors *	000000 SAMPLE 09/16/20 BL-3747 Due on Recept 5,000.00 0.00 0.00 5,000.00 0.00 0.00
🕀 📄 Reports	000000 SAMPLE 09/16/20 BL-3747 Due on Recept 200.00 0.00 200.00 0.00 0.00 0.00
😑 🚞 Accounts Receivable	
🖮 🚞 Maintenance	
- Customers	
- Customer Contact List	
- Salesperson	
- Market Zone	
Statement Footer Message	🕜 👰 🖞 Edited

- 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.



- 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.

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S 블 Indo Print	Post Select D									×
indo Print	Post Select L	we bet Deland								
Date Paid: 09/	'16/2014 📑 Ba	nk Account: AC	G	▼ Balance:	192,123.6	Payment	Method: Cl	heck	Y Check No	:
Select All	🗖 Clear All 📝 Vi		AP All A	/P Account	❤ Gr	oup By: Nor	ne	▼ Ve	endor: All Vend	ors
Vendor ID	Company Due D	ate Bill #	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Withheld Refere	ence Memo
000000	SAMPLE 09/16	5/20 BL-3747	. Due on Receipt	5,000.00	0.00	0.00	5,000.00	0.00	0.00	
✓ 000000	SAMPLE 09/16	5/20 BL-3747	. Due on Receipt	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.