How to Post Payments via Pay Vouchers Screen

Posting Multiple Payments for Different Vendors

- 1. Select the payables to post for different vendors. (See How To Select Payments for Multiple Vendors)
- 2. Click **Post** button. <u>Separate pay voucher detail records</u> will be created for the posted payables.
 - a. If the transaction was fully paid, it will be removed from the list.
 - b. If the transaction was partially paid, it will not be removed from the list, but the Amount Due will update.
 - c. The balance of the selected **Bank Account** will also update.

te Paid 10/18/2017	Bank Account	nt Sample Ban	k			 Paymer 	nt Method Check				×	Balance		8,277,692.24	
												Total Selecte	ed is	375.00	
												Available Ba	lance g	3,277,317.24	
Pay All 🗌 Clear All	Report III Vie	w sample	×												
ay Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No.	Commodity	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	a Payment Method	Reference
1005472	Sample Vendor 1	Sample Vendor 1	10/18/20	BL-20841	1	None	Due on Receipt	100.00	0.00	0.00	100.00	100.00	0.0	00	
1005473	Sample Vendor 2	Sample Vendor 2	10/18/20	BL-20842	2	None	Due on Receipt	125.00	0.00	0.00	125.00	125.00	0.0	00	
1005474	Sample Vendor 3	Sample Vendor 3	10/18/20	BL-20844	3	None	Due on Receipt	150.00	0.00	0.00	150.00	150.00	0.0	00	
		Close													
			Dpen Repo Record No PAY-317 PAY-318	rt III View	Filter (F3) Description Transaction	successfully p	osted.			20					
			Dpen Repo Record No PAY-317 PAY-318 PAY-319 ed = 3 Fail	rt 188 View ed = 0	Filter (F3) Description Transaction Transaction	successfully p successfully p successfully p	osted. osted.			8					

Posting Multiple Payments for the Same Vendor

One Voucher per Payment option is Unchecked

Be sure that	One voucher per payment option is u	inchecked ir	Vendor Entity	Vendor Vendor tab.
Vendor - Sample Vend	lor 1			^
New Save Search	Refresh Delete Undo Additional • Close			
Entity Vendor Ge	eneral Locations Contacts Split Farm History Messages	Activities (0) Attack	hments (0) Audit Log (1) Er	ntity Type
Detail Credit Card F	Reconciliation Taxing Pricing Lien Holder Store			
Туре	Company	- Tax No		
Vendor Account No		Tax State		~
GL Account	60000-0000-000	/ Tax Code		
Currency	* USD	Withholding		
Credit Limit	0.0	D FLO Id		
Parent Vendor		Legacy Vendor ID	1005472	
Payment Method			Payment Control	
Ship From	Sample Vendor 1 Location		Active	Hold
Pay To Address	Sample Vendor 1 Location	·	Always Discount	One voucher per payment
Ship Via			-	

- 2. On Pay Voucher screen, select multiple payables for the vendor (see How To Select Payments for Multiple Vendors).
- 3. Click **Post** button. <u>Only one pay voucher detail record</u> will be created for all the selected transactions.

Detail															
ate Paid 10/18/2017	Bank Accourt	nt Sample Ba	nk			v Paymer	nt Method Check				~	Balance	8,	277,317.24	
												Total Selecte	d 21	0.00	
												Available Ba	lance 8,3	77,107.24	
🛛 Pay All 🔛 Clear All	Report 88 Vie	w sample	×												
Pay Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No.	Commodity	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Method	Reference
1005472	Sample Vendor 1	Sample Vendor	10/18/20	BL-20845	2	None	Due on Receipt	50.00	0.00	0.00	50.00	50.00	0.00		
1005472	Sample Vendor 1	Sample Vendor	1 10/18/20	BL-20846	3	None	Due on Receipt	75.00	0.00	0.00	75.00	75.00	0.00		
1005472	Sample Vendor 1	Sample Vendor	10/18/20	BL-20847	4	None	Due on Receipt	85.00	0.00	0.00	85.00	85.00	0.00		
		Bate	h Posting De	talls						~ □ >	¢				
		0													
					min					6.8					
		~	Becord No.	rt oo view	Patriction					12 S					
			PAY-320		Transaction	successfully pr	osted.								
		Pos	ted = 1 Fail	ed = 0											
		?		Ready											

? 🗘 🖓 🖂 Saved

- a. If the transaction was fully paid, it will be removed from the list.
- b. If the transaction was partially paid, it will not be removed from the list, but the Amount Due will update.
- c. The balance of the selected **Bank Account** will also update.

One Voucher per Payment option is Checked

1. Be sure that One voucher per payment option is checked in Vendor Entity | Vendor | Detail tab.

vendor - sample ven	aor 1	
New Save Search	Refresh Delete Undo Additional - Close	
Entity Vendor G	eneral Locations Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (1) Entity Type	
Detail Credit Card	Reconciliation Taxing Pricing Lien Holder Store	
Туре	Company v Tax No	
Vendor Account No	Tax State	~
GL Account	60000-0000 v Tax Code	
Currency	◆ USD ~ Withholding	
Credit Limit	0.00 FLO Id	
Parent Vendor	 Legacy Vendor ID 1005472 	
Payment Method	✓ Payment Control	
Ship From	Sample Vendor 1 Location	
Pay To Address	Sample Vendor 1 Location 🗸 🖓 Always Discount 🖓 One voucher per payme	nt
Ship Via	✓	
Default Terms	Due on Receipt Exposure Inquiry	

- 2. On Pay Voucher screen, select multiple payables for the vendor (see How To Select Payments for Multiple Vendors).
- Click Post button. <u>Separate pay voucher detail records</u> will be created for all the selected transactions.
 a. If the transaction is fully paid, it will be removed from the list.
 - - b. If the transaction is partially paid, it will not be removed from the list, but the Amount Due will update.
 c. The balance of the selected Bank Account will also update.

ay vu	Auticia															
Detai	-															
late l	Paid 10/18/2017	Bank Accourt	nt Chase Bank -	IN			 Payme 	nt Method Check				~	Balance	8	,277,107.24	
													Total Select	ed 2	15.00	
													Available Ba	slance 8	276,892.24	
	In All Constall	Report 00 164		~												
Pav	Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No	Commodity	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withheld	Payment Method	Reference
~	1005472	Sample Vendor 1	Sample Vendor 1	10/18/20	BL-20848	5	None	Due on Receipt	85.00	0.00	0.00	85.00	85.00	0.0	5	
~	1005472	Sample Vendor 1	Sample Vendor 1	10/18/20	BL-20849	6	None	Due on Receipt	60.00	0.00	0.00	60.00	60.00	0.0		
	1005472	Sample Vendor 1	Sample Vendor 1	10/18/20	BL-20850	7	None	Due on Receipt	70.00	0.00	0.00	70.00	70.00			
			9.0	pen Repor	B3 View	Filter (F3)					6.7 K 9					
			9.0	pen Repor	B3 View	Filter (F3)					6.3 6.9					
				Record No		Description										
				PAY-321		Transaction s	uccessfully po	sted.								
				PAY-322		Transaction s	uccessfully po	sted.								
				PAY-323		Transaction s	uccessfully po	sted.								
			Poste	d = 3 Falle	d = 0											
			? (Ready											
	Check: 3								215.00	0.00	0.00	215.00	215.00			
	B O 152 500															
¢	🗊 V 🖂 Save	ed .														

Posting Multiple Payables for Different Vendors

1. Select the payables to post for different vendors. (See How To Select Payments for Multiple Vendors)

etail													
ate	Paid: 6/30/201	6 🔲 Bank Acco	ount: SAMPLE BA	NK		✓ Bala	ince: 1,000,000	.0(Payment Me	thod: Chec	k			,
10	pen Voucher 🛛 🔠	Layout Q, Filt	er Records (F3)										K.) 123
1	/endor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Wi
1	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	
0	CJITTERS	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	
	CUITTERS	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	
0	CUITTERS	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	
0	CJITTERS	CC JITTERS	CC JITTERS	7/30/2016	BL-122	CC-2	5% 10 NET 30	25.00	1.25	0.00	25.00	0.00	
1	CJITTERS	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	
	RACKEDMUG	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	
	RACKEDMUG	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	
	RACKEDMUG	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	
	RACKEDMUG	CRACKED MUG	CRACKED MUG	7/30/2016	BL-117	CM-2	5% 10 NET 30	15.00	0.75	0.00	15.00	0.00	
	RACKEDMUG	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	
1 0	001005002	Frito-Lay	Corporate Offic	6/7/2016	BL-115	155423	Net 30	480.00	0.00	0.00	480.00	0.00	
	0001005040	Agrium	US Headquarters	5/26/2016	BL-109	12323232	Net 30	744.50	0.00	0.00	244.50	0.00	
	0001005135	Joe Ag	Joe Ag	4/26/2016	BL-107	437689	Net 15	30,500.00	0.00	0.00	30,500.00	0.00	
	"herk: 4							260 718 36	22.98	0.00	259 218 36	71.36	,

2. Click Post button. Separate pay voucher detail records will be created for the posted payables.

Batch Posting Details	^	
Close		
Details		
🔍 Open 🔠 Layout 🔍 Filter Re	cords (F3)	
Record No	Description	
PAY-79	Transaction successfully posted.	
PAY-80	Transaction successfully posted.	
PAY-81	Transaction successfully posted.	
PAY-82	Transaction successfully posted.	
Posted = 4 Failed = 0		
🕐 🕼 💡 🖂 Ready		

- a. If the transaction was fully paid, it will be removed from the list.
 b. If the transaction was partially paid, it will not be removed from the list, but the Amount Due will update.
 c. The balance of the selected Bank Account will also update.

Posting Multiple Payables for the Same Vendor

One Voucher per Payment option is Unchecked

1. Be sure that One voucher per payment option is unchecked in Entity | Vendor | Vendor tab.

Detail Credit Card	Reconciliation Taxing							
Туре:	Company	~	Approval List:	iRely Admin				~
/endor Account No:			Tax No:					
GL Account:		~	Tax State:					~
Currency:	USD	~	Tax Code:					
Credit Limit:	500,	00.000	Withholding:					
Parent Vendor:		~	FLO Id:					
ayment Method:		~	Legacy Vendor ID:	CCJITTERS				
erms	5% 10 NET 30	~	Payment Control					
Ship Via:	Truck	\sim	 Active 					
Pay To Address:	CC JITTERS	~	Always Discour	it				
ship From:	CC JITTERS	~	EFT					
Setup			Hold					
Transport Termi	nal		One voucher p	er payment				
) (D) () 🖂 F	eady					4 Page	1 of 1	► ►
n Pay Vouc	her screen, select multiple pavables	for t	he vendor (see Hov	v To Select	Payments	s for Mul	tiple Ve
v Vouchers		101 1				aymona	~ IOI III (III	
ndo Print Post	Process Payment Select Due Date Reload Export Clos							

4	Open voucher aa i	Layout 🔍 Filte	er Records (F3)								<i>К</i> Д
	Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amou
~	CCJITTERS	CC JITTERS	CC JITTERS	7/30/2016	BL-125	CC-5	5% 10 NET 30	55.00	2.75	0.00	
~	CCJITTERS	CC JITTERS	CC JITTERS	7/30/2016	BL-124	CC-4	5% 10 NET 30	52.00	2.60	0.00	
~	CCJITTERS	CC JITTERS	CC JITTERS	7/30/2016	BL-123	CC-3	5% 10 NET 30	45.00	2.25	0.00	
~	CCJITTERS	CC JITTERS	CC JITTERS	7/30/2016	BL-122	CC-2	5% 10 NET 30	25.00	1.25	0.00	
4											
	Check: 3							2	60,644.75	20.73	

3. Click Post button. Only one pay voucher detail record will be created for all the selected transactions.

Batch Posting Details		^ □ ×
Close		
Details		
Q Open 昍 Layout Q Filter Re	cords (F3)	
Record No	Description	
✓ PAY-89	Transaction successfully posted.	
Posted = 1 Failed = 0		
🕐 🗘 🖓 🖂 Ready		

- a. If the transaction was fully paid, it will be removed from the list.
 b. If the transaction was partially paid, it will not be removed from the list, but the Amount Due will update.
 c. The balance of the selected Bank Account will also update.

One Voucher per Payment option is Checked

Entity General	Vendor Split Farm Locat	tions Contacts Con	Histor	ry Attachments (0)	Messages Cu	storn Audit Log	(2)				
Detail Credit Card	Reconciliation Taxing										
Type:	Company		~	Approval List:	iRely Admin				~		
endor Account No:				Tax No:							
GL Account:			~	/ Tax State:					~		
Eurrency:	USD		~	/ Tax Code:							
redit Limit:			500,000.00	0 Withholding:							
Parent Vendor:			~	FLO Id:							
ayment Method:			~	Legacy Vendor ID:	CRACKEDMUG						
erms	5% 10 NET 30		~	Payment Contro	I						
ship Via:	Truck		~	Active							
ay to Address:	CRACKED MUG		~	Always Discou	int						
Setup	CRACKED MUG		~	EFT							
secup				Hold						1	
Towns at 7											
Transport Term	inal			☑ One voucher	per payment						
Transport Term	inal			One voucher	per payment	14	Page	2 1	of 1 🕨 🕅		
Transport Term	inal Edited	elect multip	le payabl	es for the v	per payment	ee How	↓ Page To Se	lect Pa	of 1 D D	for Mul	tiple V
Transport Term	inal Edited Icher screen, S	elect multip	le payabl	es for the v	per payment	ee How	A Page To Se	e t Pa	of 1 P M	for Mul	tiple V □ ×
Transport Term	inal	elect multip	le payabl	es for the v	vendor (s	ee How	4 Pag To Se	lect Pa	of 1 Definition of 1	for Mul	tiple V □ ×
Transport Term	inal idited icher Screen, Si st Process Payment Sc	elect multip	le payabl	Some voucher	vendor (s	ee How	Page To Se	ect Pa	of1 ▶ ₩ /ments 1	for Mul	tiple V □ ×
Transport Term	inal Sdired Icher Screen, Sr st Process Payment Sc	elect multip	le payabl	Some voucher	rendor (s	ee How	4 Pag To Se	ect Pa	of1 ► M	for Mul	tiple V □ ×
Transport Term	inal idired icher screen, s st Process Payment Sc p)/2016 Bank Acc	elect multip	le payabl Ioad Export ANK	© One voucher es for the v Close ♥ Ba	vendor (s alance: 999,	ee How 928.64 Pay	4 Pag To Se	e 1 lect Pa	ori F M yments i	for Mul	tiple ∨
Transport Term	inal idited ICher Screen, S at Process Payment Sc D/2016 Bank Acc r 🕮 Lavout Q init	elect multip elect Due Date Rel pount: SAMPLE BJ er Records (E3)	le payabl	Close	vendor (s	ee How 928.64 Pay	Page To Se	e 1 lect Pa	of1 P M yments f	for Mul	
Transport Term	inal cdired Icher screen, s st Process Payment Sc D/2016 Bank Acc r BLayout Q Filt Company	elect multip elect Due Date Rel ount: SAMPLE B/ er Records (F3) Pay To	le payabl load Export ANK Due Date	© One voucher es for the v Close Voucher No. Ven	vendor (s alance: 999, dor Voucher N	928.64 Pay	Page TO Se /ment Mel	hod: Chec	or1 P N yments k Discount	for Mul	tiple V × × Amour
Transport Term	inal inal indiced incher screen, s at Process Payment So D/2016 Bank Acco r BLayout Q Filt Company JG CRACKED MUG	elect multip Nect Due Date Rel pount: SAMPLE BJ er Records (F3) Pay To CRACKED MUG	le payabl load Export ANK Due Date 7/30/2016	Close	rendor (s alance: 999, dor Voucher N:	ee How 928.64 Pay 5% 10 NET 3	Page TO Se //ment Mel Vou	hod: Chec cher Total 12.50	of 1 F H yments 1 k Discount 0.63	for Mul	tiple V × × × Amour
Transport Term Transport Term Transport Term The Comparison of th	inal inal indicate Service S	elect multip elect Due Date Rel ount: SAMPLE B/ er Records (F3) Pay To CRACKED MUG CRACKED MUG	le payabl load Export ANK Due Date 7/30/2016	Close Voucher No. Ven BL-120 CM- BL-119 CM-	vendor (s alance: 999, dor Voucher N: 5 4	ee How 928.64 Pay 5% 10 NET 3 5% 10 NET 3	Page To Se yment Mel Vot 00	hod: Chec cher Total 12.50 20.00	of1 P H yments k Discount 0.63 1.00	for Mul	tiple V × ×
Transport Term	atied at Process Payment Sc proc	elect multip elect Due Date Ref ount: SAMPLE By er Records (F3) Pay To CRACKED MUG CRACKED MUG CRACKED MUG	le payabl load Export ANK Due Date 7/30/2016 7/30/2016	Close Voucher No. Ven BL-120 CM- BL-119 CM- BL-118 CM-	vendor (s alance: 999, dor Voucher Nr 5 4 3	ee How 928.64 Pay 5% 10 NET 3 5% 10 NET 3 5% 10 NET 3	Page To Se /ment Mel Vot 00 00 00	hod: Chec cher Total 12.50 20.00 35.00	or1 P M yments k Discount 0.63 1.00 1.75	for Mul	tiple V × ×

3. Click Post button. Separate pay voucher detail records will be created for all the selected transactions.

Batch Posting Details	^	×
Close		
Details		
🔾 Open 🔠 Layout 🔍 Filter Records (F3)		
Record No Description		
PAY-90 Transaction successfully posted.		
PAY-91 Transaction successfully posted.		
PAY-92 Transaction successfully posted.		
PAY-93 Transaction successfully posted.		
Posted = 4 Failed = 0		
⑦ ♀ ♀ Keady		

- a. If the transaction is fully paid, it will be removed from the list.
- b. If the transaction is partially paid, it will not be removed from the list, but the Amount Due will update.
- c. The balance of the selected Bank Account will also update.

Posting Multiple Payables for Different Vendors

1. Select the payables to post for different vendors. (See How To Select Payments for Multiple Vendors)

stail														
ate Paid: 01/2	5/2016 🖽 Bar	ik Account:	ample Bank			~ E	alance: -2	23,260.38	Payment Met	nod:				
Qpen Voucher	88 Layout	Q. Filter Re	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			
0001005078	Cracked Mug	02/09/20	BL-55	asdsadsa	Net 15	143.00	0.00	0.00	143.00	143.00	0.00			
0001005078	Cracked Mug	02/09/20	BL-59	gfh jugfjg	Net 15	141.75	0.00	0.00	141.75	0.00	0.00			
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			
						42 708 25	0.00	10.20	42 706 75	0.00				

2. Click Post button. Separate pay voucher detail records will be created for the posted payables.

Batch Posting Details	^	×
Close		
Details		
🔾 Open 🖽 Layout 🔍 Filter Records (F3)		
Record No Description		
PAY-44 Transaction successfully posted.		
PAY-45 Transaction successfully posted.		
Posted = 2 Failed = 0		
⑦ ۞ ♀		

- a. If the transaction was **fully** paid, it will be removed from the list.
- b. If the transaction was partially paid, it will not be removed from the list, but the Amount Due will update.
- c. The balance of the selected **Bank Account** will also update.

Posting Multiple Payables for the Same Vendor

One Voucher per Payment option is Unchecked

. Be sure that One voucher per payment option is unchecked in Entity | Vendor | Detail tab 1.

ntity Vendor S	plit Farm	Loca	ations C	Contacts (Comments (0)	History Att	achment	s (0) Cu	stom A	udit Log (3)					
Oetail Credit Card	Reconciliation	n Ta	axing												
/pe:	Company	/			~	Approval List:						~	Payment Co	ontrol	
endor Account No:						Tax No:							✓ Active		
L Account:					~	Tax State:						~	Always [Discount	
urrency:	USD				~	Tax Code:							EFT		
redit Limit:					0.00	Print 1099:	Yes					~	Hold		
ау То:					~	1099 Name:	CC Jitt	ers 1099					🗌 One vou	icher per p	ayment
ayment Method:					~	1099 Form:	1099-1	MISC				~			
erms	Net 15				~	1099 Type:	Direct	Sales				~	Setup		
nip Via:					~	Federal Tax ID:							Transno	rt Termina	
II To:	CC Jitters				~	W9 Signed:								i i i ci i i i i i i i i i i i i i i i	·
hip From:	CC Jitters				~	Withholding:	~								
gacy vendor ID:	00010050)79				12010.									
	≷eady											M	Page	1 of	1 🕨 🕅
ail te Paid: 01/26/2016	🔠 Bank Acco	ount: S	Sample Bank	k			→ Bala	ince: -223	260.38 P	ayment Metho	d:				~
Open Voucher 🔡 La	yout Q, F	ilter Red	cords (F3)												
Vendor ID Comp	iny Due	e Date	Voucher	Vendor Vo	ucher Term	s Voucher	Tota E	Discount	nterest A	Amount Du	Payment W	/ithheld	Payment Meth	Reference	Pé
0001005078 Cracke 0001005078 Cracke	d Mug 02/0 d Mug 02/0	05/20	BL-39 VPRE-1	asddadasd adassdasd	Net 1 ad Net 1	5	-1.50	0.00	0.00	-3.00	0.00	0.00			
0001005078 Cracke	d Mug 02/0	09/20	BL-54	sdsada	Net 1	5	135.00	0.00	0.00	135.00	0.00	0.00			
0001005079 CC Jitt	ns 01/2	26/20	BL-63	sadsad	Net 1	5	10.00	0.00	0.00	10.00	0.00	0.00			
0001005079 CC Jitt	.rs 02/1	10/20	BL-62	12312413	Net 1	5	50.00	0.00	0.00	50.00	0.00	0.00			
						12	700.05	0.00	10.20	43 705 75	0.00) b
f Ω Ω Rea	łu					74	100.20	0.00	10.20	42,700.75	0.00				
-1. D1. h					-1	4 - 11	1	h		6					
Satch Pos	ting D	eta	nils											~ [
Details															
Q, Open		Lay	out	Q,	Filter	Records	(F3))							_
Rec	ord No						Desc	riptio	n						
PAY	-46						Tran	sactio	on suo	cessfu	lly pos	ted.			
															-
Posted =	1 Fai	iled	1 = 0												
1 05100															

One Voucher per Payment option is Checked

1. Be sure that One voucher per payment option is checked in Entity | Vendor | Detail tab.

ype.	Company	~	Approval List:	iRely Admin				~	Payment C	Control	
endor Account No:			Tax No:						C Anton		
L Account:	60000-0000-003	~	Tax State:					~	✓ Active	Discourse	
urrency:	USD	~	Tax Code:							Discount	
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- b. If the transaction is partially paid, it will not be removed from the list, but the Amount Due will update.
- c. The balance of the selected **Bank Account** will also update.

Posting Multiple Payables for Different Vendors

Here are the steps on how to post multiple payables for different vendors.

- 1. Select the payables to post for different vendors. (See How To Select Payments for Multiple Vendors)
- 2. Click Post button.



- 3. All the selected transaction will be posted.
 - a. If the transaction is fully paid, it will be removed from the list.
 - b. If the transaction is partially paid, it will not be removed from the list, but the Amount Due will update.
 - c. Check created pay bills. Separate pay bill records are created for the posted payables.
 - d. The balance of the selected Bank Account will also update.

Posting Multiple Payables for the Same Vendor

Here are the steps on how to post multiple payables for the same vendor:

- 1. Select the payables to post for the same vendor (see How To Select Payments for Multiple Vendors).
- 2. Click Post button.



- All the selected transaction will be posted.
 a. If the transaction is fully paid, it will be removed from the list.
 - b. If the transaction is partially paid, it will not be removed from the list, but the Amount Due will update.
 - c. Check created pay bills. <u>Only one pay bill record</u> is created for all the selected transactions.
 d. The balance of the selected **Bank Account** will also update.