

# 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. Separate pay voucher detail records 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.

The screenshot shows the 'Pay Vouchers' screen with a table of vendors and a 'Batch Posting Details' window open. The table lists three vendors: Sample Vendor 1, Sample Vendor 2, and Sample Vendor 3. The 'Batch Posting Details' window shows a list of records with their descriptions and a status of 'Posted = 3 Failed = 0'.

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 1	10/18/20...	BL-20841	1	None	Due on Receipt	100.00	0.00	0.00	100.00	100.00	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	0.00		
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	0.00		

Batch Posting Details

Record No	Description
PAY-317	Transaction successfully posted.
PAY-318	Transaction successfully posted.
PAY-319	Transaction successfully posted.

Posted = 3 Failed = 0

Check: 3 375.00 0.00 0.00 375.00 375.00

## Posting Multiple Payments for the Same Vendor

### One Voucher per Payment option is Unchecked

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

The screenshot shows the 'Vendor - Sample Vendor 1' screen. The 'Payment Control' section is visible, with the 'One voucher per payment' option unchecked.

Payment Control

☒ Active ☐ Hold

☐ Always Discount ☐ One voucher per payment

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

The screenshot shows the 'Pay Vouchers' screen with a table of vendors and a 'Batch Posting Details' window open. The table lists three vendors: Sample Vendor 1, Sample Vendor 2, and Sample Vendor 3. The 'Batch Posting Details' window shows a list of records with their descriptions and a status of 'Posted = 1 Failed = 0'.

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 1	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 1	10/18/20...	BL-20847	4	None	Due on Receipt	85.00	0.00	0.00	85.00	85.00	0.00		

Batch Posting Details

Record No	Description
PAY-320	Transaction successfully posted.

Posted = 1 Failed = 0

Check: 1 210.00 0.00 0.00 210.00 210.00

- 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 Vendor 1

Entity: Vendor | General | Locations | Contacts | Split | Farm | History | Messages | Activities (0) | Attachments (0) | Audit Log (1) | Entity Type

Detail | Credit Card Reconciliation | Taxing | Pricing | Lien Holder | Store

Type: Company | Tax No: | Tax State: | Tax Code: | Withholding: | FLO Id: | Legacy Vendor ID: 1005472

Vendor Account No: | GL Account: 60000-0000-000 | Currency: USD | Credit Limit: 0.00 | Payment Method: | Ship From: Sample Vendor 1 Location | Pay To Address: Sample Vendor 1 Location | Ship Via: | Default Terms: Due on Receipt

Payment Control: ☒ Active | ☐ Hold | ☐ Always Discount | ☒ One voucher per payment

Exposure Inquiry: |

2. On Pay Voucher screen, select multiple payables for the vendor (see [How To Select Payments for Multiple Vendors](#)).
3. Click **Post** button. Separate pay voucher detail records 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.

Pay Vouchers

Undo | Post | Process Payment | Select Due Date | Reload | Export | Close

Detail

Date Paid: 10/18/2017 | Bank Account: Chase Bank - IN | Payment Method: Check | Balance: 8,277,107.24

Total Selected: 215.00

Available Balance: 8,276,892.24

Pay	Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No.	Commodity	Terms	Voucher Total	Discount	Interest	Amount Due	Payment	Withhold	Payment Method	Reference
<input checked="" type="checkbox"/>	1005472	Sample Vendor 1	Sample Vendor 1	10/18/2017	BL-20848	5	None	Due on Receipt	85.00	0.00	0.00	85.00	85.00	0.00		
<input checked="" type="checkbox"/>	1005472	Sample Vendor 1	Sample Vendor 1	10/18/2017	BL-20849	6	None	Due on Receipt	60.00	0.00	0.00	60.00	60.00	0.00		
<input checked="" type="checkbox"/>	1005472	Sample Vendor 1	Sample Vendor 1	10/18/2017	BL-20850	7	None	Due on Receipt	70.00	0.00	0.00	70.00	70.00	0.00		

Batch Posting Details

Close

Details

Open | Report | View | Filter (F3)

Record No.	Description
PAY-321	Transaction successfully posted.
PAY-322	Transaction successfully posted.
PAY-323	Transaction successfully posted.

Posted = 3 | Failed = 0

Check: 3 | 215.00 | 0.00 | 0.00 | 215.00 | 215.00

Saved

## Posting Multiple Payables for Different Vendors

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

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	Withhold	
<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 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	0.00		
<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 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	0.00		
<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		
<input type="checkbox"/>	0001005002	Frito-Lay	Corporate Office	6/7/2016	BL-115	155423	Net 30	480.00	0.00	0.00	480.00	0.00	
<input type="checkbox"/>	0001005040	Agrium	US Headquarters	5/26/2016	BL-109	12323232	Net 30	744.50	0.00	0.00	244.50	0.00	
<input type="checkbox"/>	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	

Check: 4 | 260,718.36 | 22.98 | 0.00 | 259,218.36 | 71.36

Edited

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
<input type="checkbox"/> PAY-79	Transaction successfully posted.
<input type="checkbox"/> PAY-80	Transaction successfully posted.
<input type="checkbox"/> PAY-81	Transaction successfully posted.
<input type="checkbox"/> 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.

Entity - CC JITTERS

New Save Search Refresh Delete Undo Additional Close

Entity General **Vendor** Split Farm Locations Contacts Comments (0) History Attachments (0) Messages Custom Audit Log (1)

Detail Credit Card Reconciliation Taxing

Type: Company Approval List: iRely Admin

Vendor Account No: Tax No:

GL Account: Tax State:

Currency: USD Tax Code:

Credit Limit: 500,000.00 Withholding:

Parent Vendor: FLO Id:

Payment Method: Legacy Vendor ID: CCJITTERS

Terms: 5% 10 NET 30

Ship Via: Truck

Pay To Address: CC JITTERS

Ship From: CC JITTERS

Setup

☐ Transport Terminal

Payment Control

☒ Active

☐ Always Discount

☐ EFT

☐ Hold

☐ One voucher per payment

Ready

Page 1 of 1

2. On Pay Voucher screen, select multiple payables for the vendor (see [How To Select Payments for Multiple Vendors](#)).

Pay Vouchers

Undo Print Post Process Payment Select Due Date Reload Export Close

Detail

Date Paid: 6/30/2016 Bank Account: SAMPLE BANK Balance: 999,928.64 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
<input checked="" type="checkbox"/> CCJITTERS	CC JITTERS	CC JITTERS	7/30/2016	BL-125	CC-5	5% 10 NET 30	55.00	2.75	0.00	
<input checked="" type="checkbox"/> CCJITTERS	CC JITTERS	CC JITTERS	7/30/2016	BL-124	CC-4	5% 10 NET 30	52.00	2.60	0.00	
<input checked="" type="checkbox"/> CCJITTERS	CC JITTERS	CC JITTERS	7/30/2016	BL-123	CC-3	5% 10 NET 30	45.00	2.25	0.00	
<input checked="" type="checkbox"/> CCJITTERS	CC JITTERS	CC JITTERS	7/30/2016	BL-122	CC-2	5% 10 NET 30	25.00	1.25	0.00	

Check: 3 260,644.75 20.73

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

The 'Batch Posting Details' window displays a table with the following data:

Record No	Description
<input checked="" type="checkbox"/> PAY-89	Transaction successfully posted.

Below the table, it shows 'Posted = 1' and 'Failed = 0'. The status bar at the bottom indicates '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

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

The 'Entity - CRACKED MUG' window, Vendor Detail tab, shows various fields. The 'Payment Control' section has the following settings:

- ☒ Active
- ☐ Always Discount
- ☐ EFT
- ☐ Hold
- ☒ One voucher per payment

2. On Pay Voucher screen, select multiple payables for the vendor (see [How To Select Payments for Multiple Vendors](#)).

The 'Pay Vouchers' window shows a list of payables for 'CRACKED MUG'. The 'Date Paid' is 6/30/2016, 'Bank Account' is SAMPLE BANK, and 'Balance' is 999,928.64. The 'Payment Method' is Check. The table below shows the selected payables:

Vendor ID	Company	Pay To	Due Date	Voucher No.	Vendor Voucher No.	Terms	Voucher Total	Discount	Interest	Amount
<input checked="" type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-120	CM-5	5% 10 NET 30	12.50	0.63	0.00	
<input checked="" type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-119	CM-4	5% 10 NET 30	20.00	1.00	0.00	
<input checked="" type="checkbox"/>	CRACKEDMUG	CRACKED MUG	7/30/2016	BL-118	CM-3	5% 10 NET 30	35.00	1.75	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	

At the bottom, it shows 'Check: 3' and a total amount of 260,644.75 with a discount of 20.73.

- 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
<input type="checkbox"/> PAY-90	Transaction successfully posted.
<input type="checkbox"/> PAY-91	Transaction successfully posted.
<input type="checkbox"/> PAY-92	Transaction successfully posted.
<input type="checkbox"/> PAY-93	Transaction successfully posted.

Posted = 4 Failed = 0

Ready

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

### Posting Multiple Payables for Different Vendors

- Select the payables to post for different vendors. (See [How To Select Payments for Multiple Vendors](#))

**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 ...	Vendor Voucher ...	Terms	Voucher Total...	Discount	Interest	Amount Du...	Payment	Withheld...	Payment Meth...	Reference	Pt
<input type="checkbox"/> 0001005078	Cracked Mug	02/05/20...	BL-39	asddasdad	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	adassdssdad	Net 15	-1.50	0.00	0.00	-3.00	0.00	0.00			
<input type="checkbox"/> 0001005078	Cracked Mug	02/09/20...	BL-54	sdsada	Net 15	135.00	0.00	0.00	135.00	0.00	0.00			
<input checked="" type="checkbox"/> 0001005078	Cracked Mug	02/09/20...	BL-55	asdsadse	Net 15	143.00	0.00	0.00	143.00	143.00	0.00			
<input type="checkbox"/> 0001005078	Cracked Mug	02/09/20...	BL-59	gh jugfjg	Net 15	141.75	0.00	0.00	141.75	0.00	0.00			
<input checked="" type="checkbox"/> 0001005079	CC Jitters	02/10/20...	BL-62	1234	Net 15	100.00	0.00	0.00	100.00	100.00	5.00			
<input type="checkbox"/> 0001005079	CC Jitters	01/26/20...	BL-63	sadsad	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			

42,708.25 0.00 10.20 42,706.75 0.00

Ready

- 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
<input type="checkbox"/> PAY-44	Transaction successfully posted.
<input type="checkbox"/> PAY-45	Transaction successfully posted.

Posted = 2 Failed = 0

Ready

- If the transaction was **fully** paid, it will be removed from the list.
- If the transaction was **partially** paid, it will not be removed from the list, but the **Amount Due** will update.
- 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 | Detail tab.

Entity - CC Jitters

Entity Vendor Split Farm Locations Contacts Comments (0) History Attachments (0) Custom Audit Log (3)

Detail Credit Card Reconciliation Taxing

Type: Company Approval List: Payment Control

Vendor Account No: Tax No: ☒ Active

GL Account: Tax State: ☐ Always Discount

Currency: USD Tax Code: ☐ EFT

Credit Limit: 0.00 Print 1099: Yes ☐ Hold

Pay To: 1099 Name: CC Jitters 1099 ☐ One voucher per payment

Payment Method: 1099 Form: 1099-MISC

Terms: Net 15 1099 Type: Direct Sales

Ship Via: Federal Tax ID: Setup

Bill To: CC Jitters W9 Signed: ☐ Transport Terminal

Ship From: CC Jitters Withholding: ☒ FLO Id: Legacy Vendor ID: 0001005079

Ready Page 1 of 1

2. On Pay Voucher screen, select multiple payables for the vendor (see [How To Select Payments for Multiple Vendors](#)).

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 ...	Vendor Voucher ...	Terms	Voucher Total	Discount	Interest	Amount Du...	Payment	Withheld...	Payment Meth...	Reference	Pt
<input type="checkbox"/> 0001005078	Cracked Mug	02/05/20...	BL-39	asddasdad	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	adassdasdad	Net 15	-1.50	0.00	0.00	-3.00	0.00	0.00			
<input type="checkbox"/> 0001005078	Cracked Mug	02/09/20...	BL-54	sdsade	Net 15	135.00	0.00	0.00	135.00	0.00	0.00			
<input type="checkbox"/> 0001005078	Cracked Mug	02/09/20...	BL-59	gfh jugfjs	Net 15	141.75	0.00	0.00	141.75	0.00	0.00			
<input checked="" type="checkbox"/> 0001005079	CC Jitters	01/26/20...	BL-43	sadsad	Net 15	10.00	0.00	0.00	10.00	0.00	0.00			
<input checked="" type="checkbox"/> 0001005079	CC Jitters	02/10/20...	BL-62	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

Ready

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

Batch Posting Details

Close

Details

Open Layout Filter Records (F3)

Record No	Description
<input type="checkbox"/> PAY-46	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

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

Entity - Cracked Mug

New Save Search Refresh Delete Undo Additional Close

Entity Vendor Split Farm Locations Contacts Comments (0) History Attachments (0) Custom Audit Log (10)

Detail Credit Card Reconciliation Taxing

Type: Company Approval List: iRely Admin

Vendor Account No: Tax No:

GL Account: 60000-0000-003 Tax State:

Currency: USD Tax Code:

Credit Limit: 0.00 Print 1099: Yes

Pay To: 1099 Name: 1099 Cracked

Payment Method: 1099 Form: 1099-MISC

Terms: Net 15 1099 Type: Direct Sales

Ship Via: Federal Tax ID:

Bill To: Location 1 W9 Signed:

Ship From: Location 1 Withholding:

Legacy Vendor ID: 0001005078 FLO Id:

Payment Control

☒ Active

☐ Always Discount

☐ EFT

☐ Hold

☒ One voucher per payment

Setup

☐ Transport Terminal

Ready Page 1 of 1

2. On Pay Voucher screen, select multiple payables for the vendor (see [How To Select Payments for Multiple Vendors](#)).

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 Due	Payment	Withheld	Payment Meth...	Reference
<input type="checkbox"/> 0001005078	Cracked Mug	02/05/20...	BL-39	asddasdad	Net 15	20.00	0.00	20.00	0.00	0.00		
<input type="checkbox"/> 0001005078	Cracked Mug	02/09/20...	VPRE-1	asddasdad	Net 15	-1.50	0.00	-3.00	0.00	0.00		
<input checked="" type="checkbox"/> 0001005078	Cracked Mug	02/09/20...	BL-54	sdsada	Net 15	135.00	0.00	135.00	135.00	0.00		
<input checked="" type="checkbox"/> 0001005078	Cracked Mug	02/09/20...	BL-59	gfh jujfg	Net 15	141.75	0.00	141.75	141.75	0.00		
					42,706.25	0.00	10.20	42,706.75	0.00			

Ready

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
<input type="checkbox"/> PAY-47	Transaction successfully posted.
<input type="checkbox"/> PAY-48	Transaction successfully posted.

Posted = 2 Failed = 0

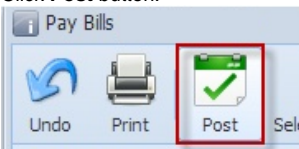
Ready

- 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

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.

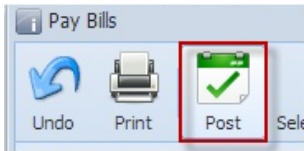


3. All the selected transaction will be posted.
  - a. If the transaction is **fully** paid, it will be removed from the list.
  - b. If the transaction is **partially** paid, it will not be removed from the list, but the **Amount Due** will update.
  - c. Check created pay bills. Separate pay bill records 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.



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. Only one pay bill record is created for all the selected transactions.
  - d. The balance of the selected **Bank Account** will also update.