

# Payment Fields

Payment Header Fields	
Field Name	Description
Location	This is the i21 location for your facility. This will help you segregate payments. This field is assigned when you create the payment and is based upon your user profile.
Bank Account	This is the bank that the payment will be drawn on.
Vendor No	This is the Vendor that will be paid on the check
Vendor Pay to	This is the pay to that will be the address that will print on the check if no overrides are taken.
Override Pay to	This will allow you to override the pay to address with the system maintained address selected.
Amount Paid	This is used if you wish to enter an amount to pay - then click the select button and select bills for payment in FIFO (first in first out) order.
Quantity and Quantity UOM	This is for selecting a certain number of Bushels or quantity for payment. this will calculate the average price per bushel with all taxes and other charges and apply the quantities in FIFO order. for example - if you say 500 bushels - the system will find the first received 500 bushels - calculate the average price - sum the payment amount and select those items for payment.
Check Payee	This is the system Generated payee that the system will use on the check and settlement if no override is applied.
Lien Exists	This is a checkbox to allow you to see if liens exist on the vendor - this is informational only
Override payee	Will result in a manual check always. If you override the payee you will not be allowed to ACH the transaction. This will allow you to change the name and or address that will print on the check.
Override Settlement	This will use the override Payee on the Settlement. if you do not override the address then the address on the settlement will come from the pay to on the payment rather than the override address.
Override Address	This is the text box to enter the address that you wish to use in conjunction with the overrides. This text box is editable until the check is printed.
Override Lien	This will allow you to use ACH even if there is a lien on the vendor for that commodity. If override lien is checked then override payee can not be checked.

Payment Line Item Columns	
Column Name	Description
Pay checkbox	This selects the Voucher to pay.
Due Date	The date the Voucher is due to be paid. <ul style="list-style-type: none"> <li>This date can be adjusted even after posting the voucher but not after paying the voucher.</li> </ul>
Record No	This field is read-only and will display the record number.
Invoice No	The Invoice Number field cannot have a duplicate value unless allowed by the user. The duplicate check is to ensure no duplicates on a single vendor. You are allowed to have duplicates across vendors.
Commodity	This is what is being purchased.
Terms	Terms can be setup in the Common Info menu. Depending on the selected term, it can change the Due Date and possible discounts given.
Voucher Total	This is the total amount to be paid.

AP Account	AP Account where GL entry will be posted. This defaults to the AP Account set in Common Info > Company Locations > GL Accounts tab
Amount Due	If voucher was partially paid, this displays the remaining amount with no payment yet. If voucher is already paid in full, this shows 0.00.
Discount	Percent discount applied manually. (But this is just a display. Discount on payment will still be computed based on terms and date or will still get the discount entered in Terms Discount field if overridden).
Interest	This displays the amount of interest to be paid on the Voucher.
Payment	This is the amount that will be paid. This may be modified to an amount below, but not above, the Amount Due.

**Payment Footer Fields**

Field Name	Description
Amount Due	If voucher was partially paid, this displays the remaining amount with no payment yet. If voucher is already paid in full, this shows 0.00.
Payment	This is the amount that will be paid. This may be modified to an amount below, but not above, the Amount Due.