
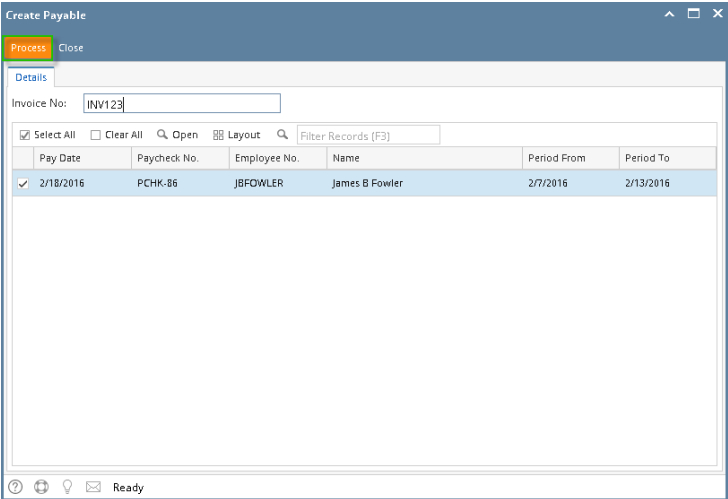


# How to Create Payables from Paycheck


- 1. Set up [Tax Type](#) or [Deduction Type](#) with Vendor ID.
- 2. [Create a paycheck](#) associated with the set taxes or deductions.
- 3. Click **Create Payables** from **Payroll** module.
- 4. Select paychecks to use from the grid.

 Only committed paychecks will be reflected in the screen.

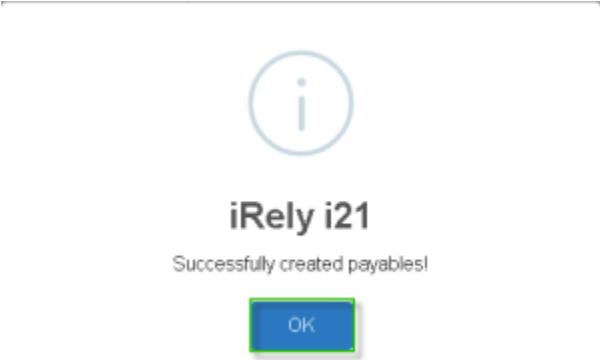
- 5. Enter Invoice No. in the text box.
- 6. Click **Process** toolbar button.



Pay Date	Paycheck No.	Employee No.	Name	Period From	Period To
2/18/2016	PCHK-86	JBFOWLER	James B Fowler	2/7/2016	2/13/2016

 To search for specific criterias, the advance filter can be used.

- 7. A confirmation message will be displayed.
- 8. Click **OK** button.



- 9. The created voucher will reflect in **Vouchers** from **Purchasing** module.

**Voucher- MI State Tax Vendor**

New Save Search Delete Undo Duplicate Post Pay Void Reverse Recap Add Payables Approve Submit Reject Recurring Close

**Details** Prepaid and Debit memos Attachments (0) Comments (0) Audit Log (0)

Type: Voucher Post Date: 6/29/2016 Contact: Jim Voucher No: BL-116

Vendor: MI State Tax Vendor Terms: Net 15 Ship From: Govt AP Accounts: 20000-0000-000

Invoice No: INV123 Due Date: 7/14/2016 Ship To: 0001 - Fort Wayne Withheld Amount: 0.00

Invoice Date: 6/29/2016 Recur: Reference: Location: Currency: USD

Check Comments: Ship Via: Pay To: Ordered By: irelyadmin

Filter Records (F3)

Contract	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost Currency	Exchange Ra	Cost	Cost UOM	Gross
		MI-Local			1	1	0.00		6.72		
		MI-State Tax			1	1	0.00		23.80		

Ship From: 1 Govt Center  
Detroit, MI 48201  
United States

Ship To: 4242 Flagstaff Cove  
Fort Wayne, IN 46815  
United States

Approval: Require Approval: ☐ Status: Approval Notes:

Subtotal: 30.52  
Shipping: 0.00  
Tax: 0.00  
Total: 30.52  
Amount Paid: 0.00  
Amount Due: 30.52

Ready Page 1 of 2



If the Invoice Number is already used in a Voucher in one of the Vendors involved, the Process cannot proceed.

Deleting the Voucher will allow the creation of payables for the paychecks included on that deleted Voucher.

The Vouchers are independent from their associated Paychecks. They can be modified, but it will not affect the associated Paychecks.

When a Paycheck with associated Voucher is **Voided**, it will not affect the original Vouchers created, instead it will create **reversing entries** (1 Debit Memo for each Vendor involved) containing only its own amounts.

- Set up **Tax Type** or **Deduction Type** with Vendor ID.
- Create a **paycheck** associated with the set taxes or deductions.
- Click **Create Payables** from **Payroll** module.
- Select paychecks to use from the grid.



Only committed paychecks will be reflected in the screen.

- Enter Invoice No. in the text box.
- Click **Process** toolbar button.

**Create Payable**

Process Close

**Details**

Invoice No: INV123

☒ Select All ☐ Clear All ☐ Open ☐ Layout ☐ Filter Records (F3)

Pay Date	Paycheck No.	Employee No.	Name	Period From	Period To
2/15/2016	PCHK-86	JBFWLER	James B Fowler	2/7/2016	2/13/2016

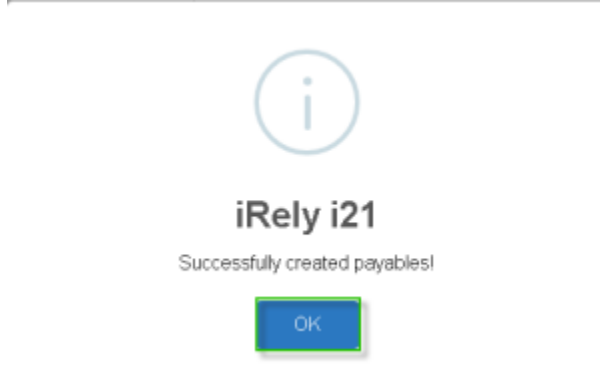
Ready



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