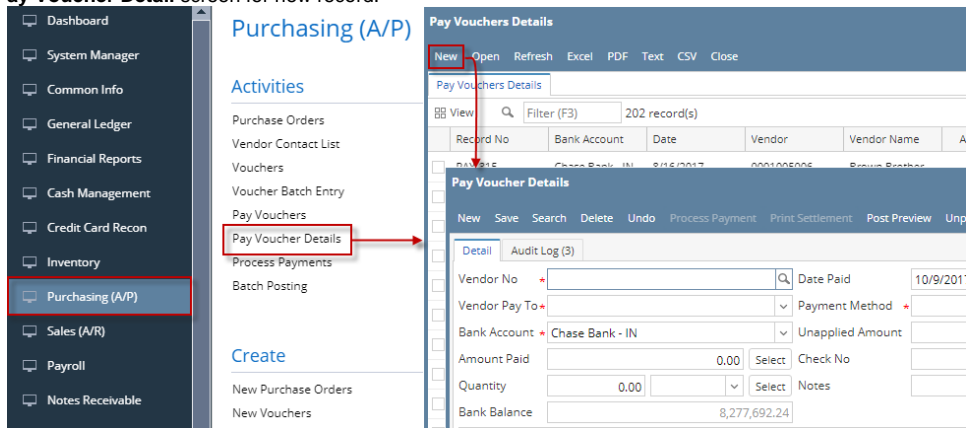


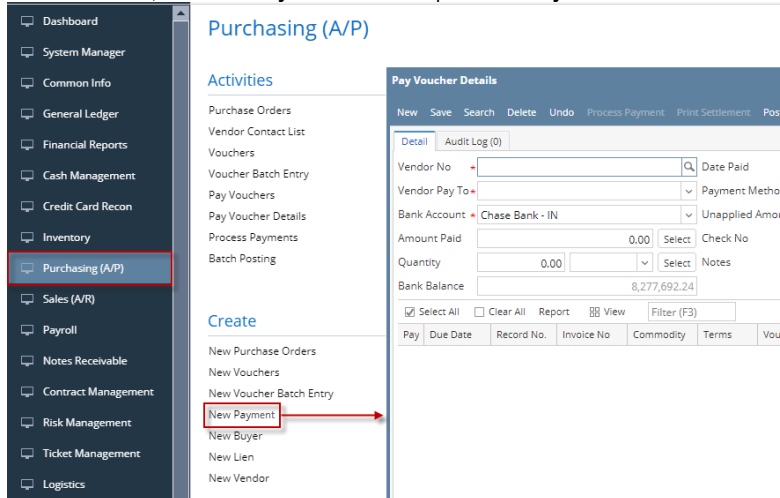
How To Create Payments

The topics below shows the steps on how to create payments for vendors via Pay Voucher Details screen. There are two ways to open this screen:

1. From the **Main Menu**, click **Purchasing (A/P)**
 - a. Click **Pay Voucher Details** from **Activities** list. Then click **New** toolbar button from **Search Pay Voucher Details** screen to open blank **Pay Voucher Detail** screen for new record.



- b. From **Create** list, click **New Payment**. This will open blank **Pay Voucher Detail** screen for new record automatically.



- [How To Create Check Payments](#)
- [How To Create eCheck Payments](#)
- [How To Create Payments Directly from Voucher Screen](#)
- [How To Create Payments for Vendors With No Withholding Setup](#)
- [How To Create Payments for Vendors With Withholding Setup](#)