

How To Create Payments for Vendors With Withholding Setup

Here are the steps on how to create payments:

1. From the **Main Menu**, expand **Purchasing (A/P)**. Click **Pay Voucher Details** to open **Search Pay Voucher Details** screen.
2. Click **New** toolbar button to open blank Pay Voucher Details screen.
3. Fill in fields.
 - a. Click on **Vendor No.** combo box button and select vendor with withholding setup. (*Withholding checkbox is checked in Vendor screen > Vendor Detail tab*).
 - b. Select **Vendor Pay To**.
 - c. **Date Paid** will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
 - d. All posted but unpaid transactions for the selected vendor based on the selected Vendor Pay To will be displayed on the grid.
 - e. **Payment Method** set for the selected vendor as well as the **Vendor Credit** will automatically be displayed.
 - i. In any case that payment method is set to **Check**, the **Print** toolbar button will be enabled to allow printing of checks.
 - ii. If not, then Print button will be disabled.
 - f. On **Bank Account** field, click combo box and select a bank account from the list where payments will be deducted. **Currency** and **Bank Balance** set for the selected Bank Account will be displayed.
4. Select detail from the grid. **Payment** will be computed.
 - a. if there's no discount nor an interest, Payment will be the same as Amount Due.
 - b. if there's a discount, Payment is Amount Due less Discount.
 - c. if there's an interest, Payment is Amount Due plus Interest.
5. If you wish to create **partial payments**, change the payment amount lower than the amount due.
6. **Withheld** amount will be computed based on the percent entered on the **Company Location > Purchase tab** of the location used in the transaction.
7. **Amount Paid** field will now be filled in with the computed amount, **Payment** minus the computed **Withholding** amount.
8. Unapplied Amount will display **0.00**.
9. Save record by clicking **Save** toolbar button. A system-generated ID will be displayed in the **Record No** field.

Here are the steps on how to create payments:

1. From the **Main Menu**, expand **Purchasing (Accounts Payable)** and click **Pay Voucher Details** to open **Search Pay Voucher Details** screen.
2. Click **New** toolbar button to open blank Pay Voucher Details screen.
3. Fill in fields.
 - a. Click on **Vendor No.** combo box button and select vendor with withholding setup.
 - b. **Date Paid** will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
 - c. All posted bill transaction for the selected vendor will be displayed on the grid. **Payment Method** set for the selected vendor as well as the **Vendor Credit** will automatically be displayed.
 - i. In any case that payment method is set to **Check**, the **Print** toolbar button will be enabled to allow printing of checks.
 - ii. If not, then Print button will be disabled.
 - d. On **Bank Account** field, click combo box and select a bank account from the list where payments will be deducted. **Currency** and **Bank Balance** set for the selected Bank Account will be displayed.
4. Select detail from the grid. **Payment** will be computed.
 - a. if there's no discount nor an interest, Payment will be the same as Amount Due.
 - b. if there's a discount, Payment is Amount Due less Discount.
 - c. if there's an interest, Payment is Amount Due plus Interest.
5. If you wish to create **partial payments**, change the payment amount lower than the amount due.
6. The entered payment amount will also appear in the **Unapplied Amount** field.
7. Enter the same amount in the **Amount Paid** field but as you hit Tab or Enter, it will deduct the computed amount of the **Withholding** based on the percent entered on the **Company Location** used for the vendor and on **Purchase tab**. Amount will be displayed in the **Withheld** field.
8. Unapplied Amount will change back to **0.00**.
9. Save record by clicking **Save** toolbar button. A system-generated ID will be displayed in the **Record No** field.

Pay Voucher Details - CC Jitters

New Save Search Delete Undo Process Payment Post Recap Close

Detail Audit Log (0)

Vendor No: CC Jitters Date Paid: 01/26/2016 Record No: PAY-34

Bank Account: Sample Bank Payment Method: Check Currency: USD

Amount Paid: 95.00 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: -222,160.38 Check No: Withheld: 5.00

Notes:

Layout Filter Records (F3)

Due Date	Record No.	Invoice No	Terms	Voucher Tot...	AP Account	Discou...	Interest	Amount Du...	Payment
02/10/2016	BL-62	1234	Net 15	100.00	20000-0000...	0.00	0.00	100.00	100.00

100.00 100.00

Page 1 of 1



You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Pay Bills](#))

Here are the steps on how to create payables:

1. From the **Main Menu**, expand **Purchasing** and click **Pay Voucher Details** to open **Search Pay Voucher Details** screen.
2. Click **New** toolbar button to open blank Pay Voucher Details screen.
3. Fill in fields.
 - a. Click on **Vendor No.** combo box button and select vendor with withholding setup.
 - b. **Date Paid** will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
 - c. All posted bill transaction for the selected vendor will be displayed on the grid. **Payment Method** set for the selected vendor as well as the **Vendor Credit** will automatically be displayed.
 - i. In any case that payment method is set to **Check**, the **Print** toolbar button will be enabled to allow printing of checks.
 - ii. If not, then Print button will be disabled.
 - d. On **Bank Account** field, click combo box and select a bank account from the list where payments will be deducted. **Currency** and **Bank Balance** set for the selected Bank Account will be displayed.
4. Select detail from the grid. **Payment** will be computed.
 - a. if there's no discount nor an interest, Payment will be the same as Amount Due.
 - b. if there's a discount, Payment is Amount Due less Discount.
 - c. if there's an interest, Payment is Amount Due plus Interest.
5. If you wish to create **partial payments**, change the payment amount lower than the amount due.
6. The entered payment amount will also appear in the **Unapplied Amount** field.
7. Enter the same amount in the **Amount Paid** field but as you hit Tab or Enter, it will deduct the computed amount of the **Withholding** based on the percent entered on the **Company Location** used for the vendor and on **Purchase** tab. Amount will be displayed in the **Withheld** field.
8. Unapplied Amount will change back to **0.00**.
9. Save record by clicking **Save** toolbar button. A system-generated ID will be displayed in the **Record No** field.

Pay Voucher Details - CC Jitters

New Save Search Delete Undo Process Payment Post Recap Close

Detail Audit Log (0)

Vendor No: CC Jitters Date Paid: 01/26/2016 Record No: PAY-34

Bank Account: Sample Bank Payment Method: Check Currency: USD

Amount Paid: 95.00 Unapplied Amount: 0.00 Vendor Credit:

Bank Balance: -222,160.38 Check No: Withheld: 5.00

Notes:

Layout Filter Records (F3)

Due Date	Record No.	Invoice No	Terms	Voucher Tot...	AP Account	Discou...	Interest	Amount Du...	Payment
02/10/2016	BL-62	1234	Net 15	100.00	20000-0000...	0.00	0.00	100.00	100.00

100.00 100.00

Page 1 of 1

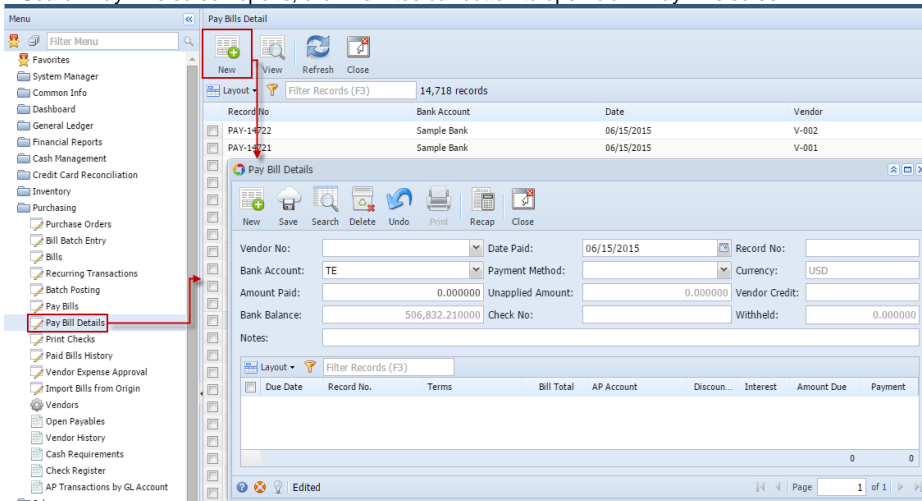


You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Pay Bills](#))

Here are the steps on how to create pay bills:

1. From the **Main Menu**, click **Purchasing** and click **Pay Bill Details**. If there is an existing record, docked **Search Pay Bill Details** screen will open. Otherwise, **Pay Bill Details** screen will open automatically.

2. If Search Pay Bills screen opens, click **New** toolbar button to open blank Pay Bills screen.



3. Fill in fields.

- Click on **Vendor No.** combo box button and select vendor with withholding setup.
- Date Paid** will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.
- All posted bill transaction for the selected vendor will be displayed on the grid. **Payment Method** set for the selected vendor as well as the **Vendor Credit** will automatically be displayed.

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	0.00
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	0.00
02/16/2015	BL-45624	3% 5 Net 15	12.25	22222-0000	0.00	0.00	12.25	0.00

- In any case that payment method is set to **Check**, the **Print** toolbar button will be enabled to allow printing of checks.
[blocked URL](#)
 - If not, then Print button will be disabled.
[blocked URL](#)
- On **Bank Account** field, click combo box and select a bank account from the list where payments will be deducted. **Currency** and **Bank Balance** set for the selected Bank Account will be displayed.
[blocked URL](#)
4. Select detail from the grid. **Payment** will be computed.

a. if there's no discount nor an interest, Payment will be the same as Amount Due.

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	16.02
02/16/2015	BL-45624	3% 5 Net 15	12.25	22222-0000	0.00	0.00	12.25	12.25

b. if there's a discount, Payment is Amount Due less Discount.

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	16.02
02/16/2015	BL-45624	3% 5 Net 15	12.25	22222-0000	0.00	0.00	12.25	12.25

c. if there's an interest, Payment is Amount Due plus Interest.

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	16.02
02/16/2015	BL-45624	3% 5 Net 15	12.25	22222-0000	0.00	0.00	12.25	12.25

5. If you wish to create **partial payments**, change the payment amount lower than the amount due.

<input type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	5.00
<input checked="" type="checkbox"/>	01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	0.00
<input checked="" type="checkbox"/>	02/16/2015	BL-45624	3% 5 Net 15	12.25	22222-0000	0.00	0.00	12.25	0.00

6. The entered payment amount will also appear in the **Unapplied Amount** field.

Unapplied Amount: Vendor Credit:

Check No: Withheld:

	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
	10.00	22222-0000	0.30	0.00	10.00	9.70
	15.55	22222-0000	0.00	0.47	15.55	10.00
	12.25	22222-0000	0.00	0.00	12.25	0.00

7. Enter the same amount in the **Amount Paid** field but as you hit Tab or Enter, it will deduct the computed amount of the **Withholding** based on the percent entered on the **Company Preference > Accounts Payable**. **Withheld** amount will be displayed in the Withheld field.

Amount Paid: Unapplied Amount: Vendor Credit:

Bank Balance: Check No: Withheld:

8. Unapplied Amount will change back to **0.00**.

Amount Paid: Unapplied Amount: Vendor Credit:

Bank Balance: Check No: Withheld:

9. Save record by clicking **Save** toolbar button. A system-generated ID will be displayed in the **Record No** field.

Pay Bills Detail

New Save Search Delete Undo Print Post Recap Close

Vendor No: Date Paid: Record No:

Bank Account: Payment Method: Currency:



You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Pay Bills](#))

Here are the steps on how to create pay bills:

- From the **Main Menu**, click **Accounts Payable Activities** and click **Pay Bills**. If there is an existing record, **Search Pay Bills** screen will open. Otherwise, **Pay Bills** screen will open automatically.
- If Search Pay Bills screen opens, click **New** button to open blank Pay Bills screen.

Menu

Filter Menu

Accounts Payable

Activities

Pay Bill Detail

Pay Bills

Bill Batch Entry

Batch Posting

Print Checks

Import Bills from Origin

Bill Entry

Paid Bills History

Recurring Transactions

Purchase Order

Maintenance

Vendors

Reports

Accounts Receivable

Help Desk

Aq Accounting

Petrolac

Grain Accounting

Contact Point

Accounts Payable

Payroll

General Ledger

Fixed Assets

Store Accounting

Remote C-Store (xx)

Time Entry

Company Setup

PT Customer Inquiry

Search Pay Bills Detail

New Open Selected Refresh Close

Filter Records (F3)

14,670 records

Record No	Bank Account	Date	Vendor	Amount Paid	Check No./Payment Info	Posted	Printed	Void	Clear
PAY-1	BANK OF WACHO...	11/21/2008	TOC1	8.50	00056487	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PAY-2	BANK OF WACHO...	09/24/2010	TOC1	8.50	00070663	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PAY-3	BANK OF WACHO...	11/21/2008	TOC1	17.00	00056507	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pay Bills Detail

New Save Search Delete Undo Print Post Recap Close

Vendor No: Date Paid: Record No:

Bank Account: Payment Method: Currency:

Amount Paid: Unapplied Amount: Vendor Credit:

Bank Balance: Check No: Withheld:

Notes:

Filter Records (F3)

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment

Page 1 of 1

3. Fill in fields.

- Click on **Vendor No.** combo box button and select vendor with no withholding setup.
- Date Paid** will default to today's date. Change date if necessary by selecting from the mini calendar dropdown or by entering the date manually.

- c. All posted bill transaction for the selected vendor will be displayed on the grid. **Payment Method** set for the selected vendor as well as the **Vendor Credit** will automatically be displayed.

Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	0.00
01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	0.00
02/16/2015	BL-45624	3% 5 Net 15	12.25	22222-0000	0.00	0.00	12.25	0.00
							37.8	0

- i. In any case that payment method is set to **Check**, the **Print** toolbar button will be enabled to allow printing of checks.

[blocked URL](#)

- ii. If not, then Print button will be disabled.

[blocked URL](#)

- d. On **Bank Account** field, click combo box and select a bank account from the list where payments will be deducted. **Currency** and **Bank Balance** set for the selected Bank Account will be displayed.

[blocked URL](#)

4. Select detail from the grid. **Payment** will be computed.

- a. if there's no discount nor an interest, Payment will be the same as Amount Due.

<input type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
<input checked="" type="checkbox"/>	01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	16.02
<input checked="" type="checkbox"/>	02/16/2015	BL-45624	3% 5 Net 15	12.25	22222-0000	0.00	0.00	12.25	12.25

- b. if there's a discount, Payment is Amount Due less Discount.

<input type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
<input checked="" type="checkbox"/>	01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	16.02
<input checked="" type="checkbox"/>	02/16/2015	BL-45624	3% 5 Net 15	12.25	22222-0000	0.00	0.00	12.25	12.25

- c. if there's an interest, Payment is Amount Due plus Interest.

<input type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	9.70
<input checked="" type="checkbox"/>	01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	16.02
<input checked="" type="checkbox"/>	02/16/2015	BL-45624	3% 5 Net 15	12.25	22222-0000	0.00	0.00	12.25	12.25

5. If you wish to create **partial payments**, change the payment amount lower than the amount due.

<input type="checkbox"/>	Due Date	Bill No.	Terms	Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
<input checked="" type="checkbox"/>	02/26/2015	BL-45622	3% 5 Net 15	10.00	22222-0000	0.30	0.00	10.00	5.00
<input type="checkbox"/>	01/16/2015	BL-45623	3% 5 Net 15	15.55	22222-0000	0.00	0.47	15.55	0.00
<input type="checkbox"/>	02/16/2015	BL-45624	3% 5 Net 15	12.25	22222-0000	0.00	0.00	12.25	0.00

6. The entered payment amount will also appear in the **Unapplied Amount** field.

Bill Total	AP Account	Discoun...	Interest	Amount Due	Payment
10.00	22222-0000	0.30	0.00	10.00	9.70
15.55	22222-0000	0.00	0.47	15.55	10.00
12.25	22222-0000	0.00	0.00	12.25	0.00

7. Enter the same amount in the **Amount Paid** field but as you hit Tab or Enter, it will deduct the computed amount of the **Withholding** based on the percent entered on the **Company Preference > Accounts Payable**. **Withheld** amount will be displayed in the Withheld field.

Amount Paid:	14.18	Unapplied Amount:	0.00	Vendor Credit:	5,000.00
Bank Balance:	4,995,832.40	Check No:		Withheld:	5.52

8. Unapplied Amount will change back to **0.00**.

Amount Paid:	14.18	Unapplied Amount:	0.00	Vendor Credit:	5,000.00
Bank Balance:	4,995,832.40	Check No:		Withheld:	5.52

9. Save record by clicking **Save** toolbar button. A system-generated ID will be displayed in the **Record No** field.

Pay Bills Detail					
New	Save	Search	Delete	Undo	Print
					Post
					Recap
					Close
Vendor No:	0000000001	Date Paid:	02/11/2015	Record No:	PAY-14676
Bank Account:	13	Payment Method:	Check	Currency:	USD



You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Pay Bills](#))