

# Payments

Last Modified on 11/07/2016 12:56 pm EST

This tab provides information about payments you have made to this vendor.

|                 |          |       |                 |         |        |       |      |
|-----------------|----------|-------|-----------------|---------|--------|-------|------|
| Purchase Orders | Receipts | Bills | <b>Payments</b> | Credits | Checks | Notes | Docs |
| 1               | 1        | 4     | 1               | 1       | 1      | 0     | 0    |

  

| <a href="#">+ Add Payment</a>                                 |              |                       |
|---|--------------|-----------------------|
| <input type="checkbox"/> Show All                             |              |                       |
| Drag a column header and drop it here to group by that column |              |                       |
| Number  | Payment Date | Total Amount          |
| 29393395  | 7/28/2016    | \$50.00               |
| <b>Count: 1</b>   |              | <b>Total: \$50.00</b> |

## Add Payment

To record a payment you have made to a vendor click "Add Payment" on the right side of the page.

|                 |          |       |                 |         |        |       |      |
|-----------------|----------|-------|-----------------|---------|--------|-------|------|
| Purchase Orders | Receipts | Bills | <b>Payments</b> | Credits | Checks | Notes | Docs |
| 1               | 1        | 4     | 1               | 1       | 1      | 0     | 0    |

  

| <a href="#">+ Add Payment</a>                                 |              |                       |
|---|--------------|-----------------------|
| <input type="checkbox"/> Show All                             |              |                       |
| Drag a column header and drop it here to group by that column |              |                       |
| Number  | Payment Date | Total Amount          |
| 29393395  | 7/28/2016    | \$50.00               |
| <b>Count: 1</b>   |              | <b>Total: \$50.00</b> |

## Complete Fields

Complete the fields in the add payment page that appears.

### Add Payment

[x Cancel](#) [Save](#)

|               |                |   |
|---------------|----------------|---|
| Vendor:       | Barbara Savani | ▼ |
| Bank Account: | KeyBank        | ▼ |
| Check Number: | 3242423        |   |

|               |           |   |
|---------------|-----------|---|
| Date:         | 7/28/2016 | 📅 |
| Total Amount: | \$200.00  |   |

## Vendor

Select the vendor you made the payment to from the dropdown box. Any open bills from that vendor will appear in the

"Open Bills" section below.

### Bank Account

Select the bank account you used to make the payment from the dropdown box.

### Check Number

Enter the check number you used to make the payment

### Date

Enter the date you made the payment

### Total Amount

Enter the total amount you paid. This will automatically prepopulate based on the values you enter in "Apply Amount" unless you override it.

## Apply Amount

Select which Bill(s) you are paying by entering the dollar amount(s) in the blue box(es) to the right of the bills. You can pay multiple bills at once if you wish.

### Open Bills

| Apply                               | Bill #  | Bill Date  | Due Date   | Total Amount | Amount Due | Apply Amount |
|-------------------------------------|---------|------------|------------|--------------|------------|--------------|
| <input checked="" type="checkbox"/> | 341224  | 07/26/2016 | 08/26/2016 | \$169.00     | \$69.00    | \$50.00      |
| <input checked="" type="checkbox"/> | 4342432 | 07/26/2016 | 08/10/2016 | \$150.00     | \$150.00   | \$150.00     |
| <input type="checkbox"/>            | 656456  | 07/26/2016 | 08/26/2016 | \$2,078.00   | \$2,078.00 | \$0.00       |
| <input type="checkbox"/>            | 6789    | 07/27/2016 | 08/27/2016 | \$1,350.00   | \$1,350.00 | \$0.00       |
|                                     |         |            |            |              |            | \$200.00     |

\*Note: The total in "Apply Amount" must equal the "Total Amount Field".

Date: 7/28/2016

**Total Amount:** \$200.00

|          | Total Amount | Amount Due | Apply Amount |
|----------|--------------|------------|--------------|
| /26/2016 | \$169.00     | \$69.00    | \$50.00      |
| /10/2016 | \$150.00     | \$150.00   | \$150.00     |
| /26/2016 | \$2,078.00   | \$2,078.00 | \$0.00       |
| /27/2016 | \$1,350.00   | \$1,350.00 | \$0.00       |
|          |              |            | \$200.00     |

## Save

Click "Save" in the upper right corner to continue. Once you save a payment it cannot be edited.

**Add Payment**

Vendor: Barbara Savani Date: 7/29/2016

The Payment Details Page will appear

## Payment Details Page

You can view detailed information about a payment in the Payment Details Page. Access this page by clicking the blue "Number" hyperlink to the left of the payment.

Purchase Orders 1 Receipts 1 Bills 3 Payments 2 Credits 1 Checks 2 Notes 0 Docs 0

Show All

Drag a column header and drop it here to group by that column

| Number   | Payment Date | Total Amount |
|----------|--------------|--------------|
| 29393396 | 7/29/2016    | \$200.00     |

The Payment Details Page will appear.

**Payment #29393396** [View Check](#) [GL](#)

**Vendor:** [Barbara Savani](#)  
**Bank Account:** [KeyBank](#)

**Total Amount:** \$200.00  
**Check Number:** [29393396](#)  
**Payee:** Barbara Savani

Drag a column header and drop it here to group by that column

| Bill                    | Applied Date | Apply Amount           | Amount Due            |
|-------------------------|--------------|------------------------|-----------------------|
| <a href="#">341224</a>  | 07/29/2016   | \$50.00                | \$19.00               |
| <a href="#">4342432</a> | 07/29/2016   | \$150.00               | \$0.00                |
| <b>Count: 2</b>         |              | <b>Total: \$200.00</b> | <b>Total: \$19.00</b> |

## Dashboard

The dashboard gives an overview of information about the payment. Click the blue hyperlinks to visit the corresponding details page.

**Vendor:** [Barbara Savani](#)  
**Bank Account:** [KeyBank](#)

**Total Amount:** \$200.00  
**Check Number:** [29393396](#)  
**Payee:** Barbara Savani

## View Check

Click "View Check" to view details about the check you used for the payment. [\(hyperlink to check details\)](#)

**Payment #29393396** [View Check](#) [GL](#)

**Vendor:** [Barbara Savani](#) **Total Amount:** \$200.00

## GL

Click "GL" to view the general ledger entry linked to this payment. [\(hyperlink to gl\)](#)

**Payment #29393396** [View Check](#) [GL](#)

**Vendor:** [Barbara Savani](#) **Total Amount:** \$200.00

## Bill(s)

The bill(s) that the payment was applied to is listed below the dashboard. To view detailed information, click the blue "Bill" hyperlink to the left of the bill.

| Drag a column header and drop it here to group by that column |              |                        |                       |
|---|--------------|------------------------|-----------------------|
| Bill  | Applied Date | Apply Amount           | Amount Due            |
| <a href="#">341224</a>  | 07/29/2016   | \$50.00                | \$19.00               |
| <a href="#">4342432</a>                                       | 07/29/2016   | \$150.00               | \$0.00                |
| <b>Count: 2</b>   |              | <b>Total: \$200.00</b> | <b>Total: \$19.00</b> |