

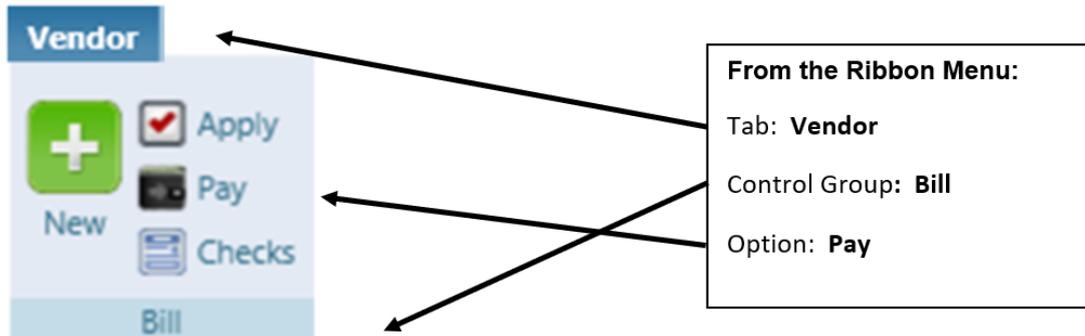
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How Do You Record a Payment to a Vendor?

Tammy Mason - 2022-07-18 - in Vendors

How Do You Record a Payment to a Vendor?



Explanation: When paying a vendor bill by check or credit card the list in the Bill-Pay screen will show all of the vendors with outstanding payables. The bottom section will show a mock check and also the payable detail of the vendor selected.

1. On the Vendor tab, under the Bill group, select Pay. A list of all vendors with current outstanding bills will show.

Bill - Pay ×			
<input type="text"/>	<input type="button" value="Search"/>		
Name	Code	Current	1-7 Days Past Due
3M/Promotional Markets Dept	91240	\$0.00	\$0.00
A Z X Sport	30250	\$0.00	\$0.00
AAA Umbrella Co	30023	\$1,500.00	\$0.00
Abercrombie Printing	1200	\$280.00	\$0.00
Ad-Line Industries Inc	31977	\$500.00	\$0.00

2. Select the vendor from the list to record a payment to. The vendor's bills will populate at the bottom of the screen.

3. Verify the correct ledger and method is being used to pay the vendor (cash or credit) and date in the check area. Check number will be assigned

during the Vendor-Bill-Check process.

4. Select the bills to be paid and enter the payment amounts.

5. When **** To Print**** is shown in the upper right hand corner of the check, the system will generate a computer check.

Process Cancel Close

Vendor 31530 Adsun, Inc

Method checks hardcoded defa

Account 100 Cash in Bank Handwritten Check Pay by Vendor due date

Waterloo Specialties Co. ****To Print****
5250 Nordic Drive
Cedar Falls, IA 50613

Date 4/15/2020

Pay to the Order of Adsun, Inc 0.00
Zero and 00/100 Dollars

Memo

6. Select **“Handwritten Check”** if this is a manual check or other type of payment. You can type a Reference in place of the check number. You can reference payments such as ATM, ATW, HWC or leave blank.

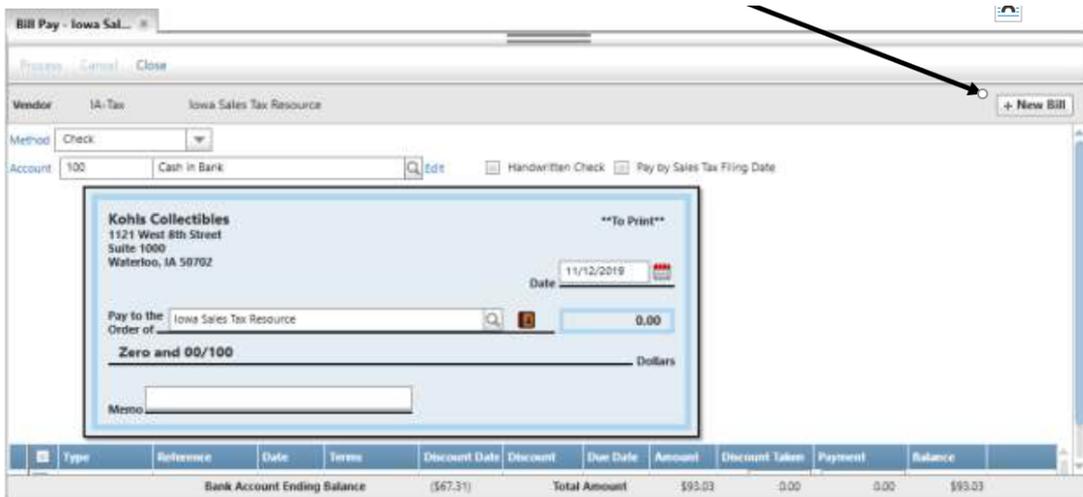
Method Check

Account 100 Checking accounts Handwritten Check

Enter a Vendor Bill Within Bill Pay?

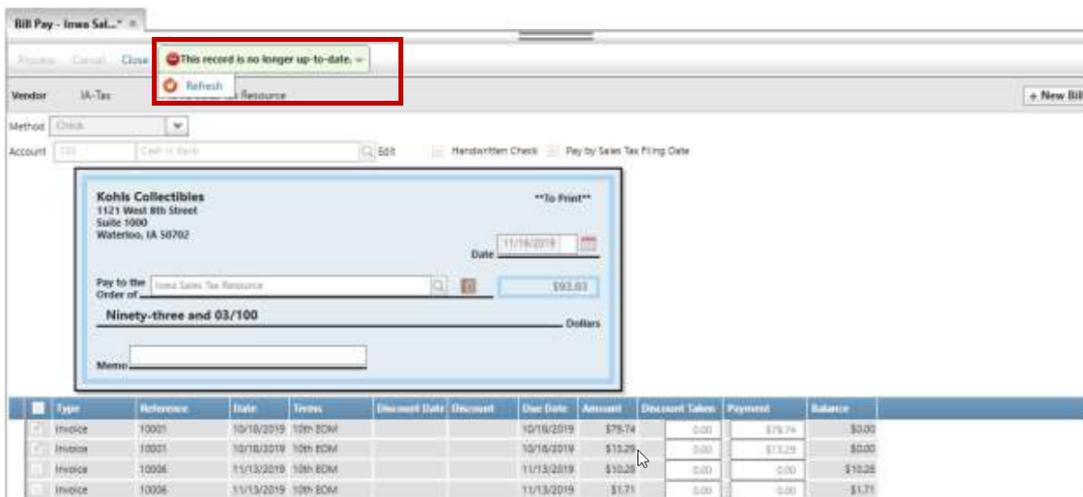
When working in Bill Pay and you realize you are missing an invoice that needs to be paid

within this run, you can enter it on the fly from here using the “+ New Bill” button.



Once you select the action “+ New Bill”, a new tab will open for Bill New and the vendor or salesperson that is currently displayed in Bill Pay will default in as the vendor or salesperson selected. You can proceed to add the new payable invoice and process it.

Once the Bill New is processed, a notification will be sent to the Bill Pay tab.



Refreshing will add the new open payable to the bottom list of invoices. The payable invoice will not be checked. Any invoices that were checked previously will remain checked. You can then, manually select that payable invoice to pay it on this check.

The check footer totals and the top list that shows the vendor and aging values will be updated with the newly added payable record.

Note: In the situation where you have moved on to select a different vendor within Bill Pay, adding a new Bill New record will update the Bill Pay top list with a red icon next to the vendor.

Select the 'Refresh' icon next to the printer to update the top list totals to reflect the newly added payable.

Name	Code	Current	1-7 Days Past Due	8-14 Days Past Due	15-21 Days Past Due	Over 22 Days Past Due	Total Due
Steve Sauer Tax Resource	IA-Tax	\$26.95	\$11.99	\$0.00	\$0.00	\$0.00	\$38.94
Ann Marie Goodstar	ANKG	\$18.64	\$0.00	\$0.00	\$0.00	\$0.00	\$18.64
Bob Keith Baker	BOB	\$367.86	\$0.00	\$0.00	\$0.00	\$0.00	\$367.86

Once refreshed, you can now navigate to the vendor record in the top list and the bottom window will show the newly updated payable record and allow you to select it for payment.

Enter Payments for Vendors within Consolidate Bill Pay?

Consolidate Bill Pay allows you to perform the Bill-Pay function for several vendors at the same time. All open payables for all vendors will be shown in a list. This option can be used when you are wanting to pay all vendors by a user-specified payable due date.



Note: This will not include salespersons or sales tax vendors. These will need to be paid manually in Vendor - Bill - Pay.

1. Select Function – Pay Vendors.
2. Select how these payments will be made. Only payment methods that are indicated “check” will appear in the Method drop down.
3. When paying by vendor due date, check the box to Pay by Vendor due date and enter the appropriate date.

4. You may also indicate, by checking the box, to include invoices with discounts available if paid by selected due date.

5. Click the search button. Based on your selections, the appropriate records in the list will be selected. You may also manually select/unselect payable records.

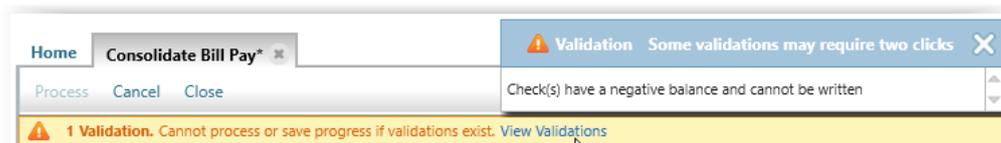
Current Bank Account Balance		\$997,581.93		Discounts Taken		\$10.78		Payments		\$170,432.77		Bank Account Balance less Payments		\$827,149.16		
Name	Code	Pay To	Type	Reference	Date	Terms	Discount	Discount	Due Date	Amount	Discount Taken	Payment	1099	Balance	Memo	Negative Check
<input type="checkbox"/>	123 Emblems	75086	Advance	ADV11091	6/18/2019					(\$225.94)	0.00	\$0.00	Yes	\$0.00		
<input type="checkbox"/>	2 Dazzle U Custom	92386	Advance	ADV1125	11/14/2019					(\$22.95)	0.00	0.00		\$0.00		
<input checked="" type="checkbox"/>	2 Dazzle U Custom	92386	Invoice	566784894	6/2/2021	(AP11) - Net			7/2/2021	\$1,854.68	0.00	\$1,854.68		\$0.00		
<input type="checkbox"/>	20 Degrees Below	92366	Advance	yyy	6/7/2019					(\$12.00)	0.00	0.00		\$0.00		
<input checked="" type="checkbox"/>	365wholesale.Com	91284	Payable	35772	9/17/2018	(AP11) - Net			10/17/2018	\$292.00	0.00	\$292.00		\$0.00		
<input type="checkbox"/>	Advertising Special	84610	Advance	adv	12/12/2016					(\$180.00)	0.00	0.00	Yes	\$0.00		
<input type="checkbox"/>	Advertising Special	84610	Advance	4111	3/1/2018					(\$5,000.00)	0.00	0.00	Yes	\$0.00		
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	cccc	5/21/2013	(AP5) - 2/10 +	5/31/2013	\$1.80	5/31/2013	\$90.00	\$1.80	\$88.20		\$0.00		Yes
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	ont35018	7/12/2013	(AP5) - 2/10 +	7/22/2013	\$1.12	7/22/2013	\$56.00	\$1.12	\$54.88		\$0.00		Yes
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	Credit	5/7/2014	(AP5) - 2/10 +	5/17/2014	\$5.61	5/17/2014	\$280.41	\$5.61	\$274.80		\$0.00		Yes

6. While selecting records, you can see the current bank balance, along with running balances for discounts taken, payment amount and the bank balances less these payments.

7. Various information about each payable displays to the right of the vendor's name. Two columns include popups for Pay To Address and 1099 amounts. A Memo column allows input for each vendor's check.

Current Bank Account Balance		\$997,581.93		Discounts Taken		\$10.78		Payments		\$170,432.77		Bank Account Balance less Payments		\$827,149.16		
Name	Code	Pay To	Type	Reference	Date	Terms	Discount	Discount	Due Date	Amount	Discount Taken	Payment	1099	Balance	Memo	Negative Check
<input type="checkbox"/>	123 Emblems	75086	Advance	ADV11091	6/18/2019					(\$225.94)	0.00	\$0.00	Yes	\$0.00		
<input type="checkbox"/>	2 Dazzle U Custom	92386	Advance	ADV1125	11/14/2019					(\$22.95)	0.00	0.00		\$0.00		
<input checked="" type="checkbox"/>	2 Dazzle U Custom	92386	Invoice	566784894	6/2/2021	(AP11) - Net			7/2/2021	\$1,854.68	0.00	\$1,854.68		\$0.00		
<input type="checkbox"/>	20 Degrees Below	92366	Advance	yyy	6/7/2019					(\$12.00)	0.00	0.00		\$0.00		
<input checked="" type="checkbox"/>	365wholesale.Com	91284	Payable	35772	9/17/2018	(AP11) - Net			10/17/2018	\$292.00	0.00	\$292.00		\$0.00		
<input type="checkbox"/>	Advertising Special	84610	Advance	adv	12/12/2016					(\$180.00)	0.00	0.00	Yes	\$0.00		
<input type="checkbox"/>	Advertising Special	84610	Advance	4111	3/1/2018					(\$5,000.00)	0.00	0.00	Yes	\$0.00		
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	cccc	5/21/2013	(AP5) - 2/10 +	5/31/2013	\$1.80	5/31/2013	\$90.00	\$1.80	\$88.20		\$0.00		Yes
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	ont35018	7/12/2013	(AP5) - 2/10 +	7/22/2013	\$1.12	7/22/2013	\$56.00	\$1.12	\$54.88		\$0.00		Yes
<input checked="" type="checkbox"/>	Advertising Wearab	66500	Payable	Credit	5/7/2014	(AP5) - 2/10 +	5/17/2014	\$5.61	5/17/2014	\$280.41	\$5.61	\$274.80		\$0.00		Yes

8. The Negative Check column with a **Yes** in it indicates which selected records result in a negative vendor check. Vendor records must be unselected to remove those resulting in a negative check amount and to remove the validation prior to processing the check run.



9. The Printer icon allows viewing/printing the list of selected records at any time to review selected payments to each vendor. That list shows the records grouped by vendor. This is also a good place to look for negative checks to know what needs to be unchecked to clear the validation.

Consolidate Bill Pay

Feb 28, 2022

Pay Vendors,

IsPai	Name	Code	Type	Reference	Date	Terms	Discount	Discount	Due Date	Amount	Discount	Payment	Balance	Memo	Negative
2 Dazzle U Custom Rhinestone D - 92386 (1)															
True	2 Dazzle U	92386	Invoice	566784894	06/02/2021	(AP11) -		\$0.00	07/02/2021	\$1,854.68	\$0.00	\$1,854.68	\$0.00		
										\$1,854.68	\$0.00	\$1,854.68			
365wholesale.Com - 91284 (1)															
True	365wholesale.Com	91284	Payable	35772	09/17/2018	(AP11) -		\$0.00	10/17/2018	\$292.00	\$0.00	\$292.00	\$0.00		
										\$292.00	\$0.00	\$292.00			
Advertising Wearables/Souvenir - 66500 (5)															
True	Advertising	66500	Payable	cccc	05/21/2013	(AP5) - 2/10 05/31/2013		\$1.80	05/31/2013	\$90.00	\$1.80	\$88.20	\$0.00		Yes
True	Advertising	66500	Payable	ord35018	07/12/2013	(AP5) - 2/10 07/22/2013		\$1.12	07/22/2013	\$56.00	\$1.12	\$54.88	\$0.00		Yes
True	Advertising	66500	Payable	Credit	05/07/2014	(AP5) - 2/10 05/17/2014		\$5.61	05/17/2014	\$280.41	\$5.61	\$274.80	\$0.00		Yes
True	Advertising	66500	Payable	12847	08/15/2017	(AP15) - On		\$0.00	08/15/2017	\$25.00	\$0.00	\$25.00	\$0.00		Yes
True	Advertising	66500	Payable	12548	11/17/2017	(AP15) - On		\$0.00	11/17/2017	(\$522.45)	\$0.00	(\$522.45)	\$0.00		Yes
										(\$71.04)	\$8.53	(\$79.57)			
American Express - 2500 (7)															
True	American	2500	Payable	ADV124	06/07/2017	(AP11) -		\$0.00	07/07/2017	\$500.00	\$0.00	\$500.00	\$0.00		
True	American	2500	Payable	JUNE17	06/07/2017	(AP11) -		\$0.00	07/07/2017	\$155.00	\$0.00	\$155.00	\$0.00		
True	American	2500	Payable	122332	11/21/2018	(AP11) -		\$0.00	12/21/2018	\$1,068.75	\$0.00	\$1,068.75	\$0.00		
True	American	2500	Payable	WEEPADV2	06/11/2019	(AP11) -		\$0.00	07/11/2019	\$112.00	\$0.00	\$112.00	\$0.00		
True	American	2500	Payable	GGG	09/30/2019	(AP11) -		\$0.00	10/30/2019	(\$20.00)	\$0.00	(\$20.00)	\$0.00		
True	American	2500	Payable	3638	10/16/2019	(AP11) -		\$0.00	11/15/2019	\$445.90	\$0.00	\$445.90	\$0.00		
True	American	2500	Payable	JAYL	11/14/2019	(AP11) -		\$0.00	12/14/2019	\$22.95	\$0.00	\$22.95	\$0.00		
										\$2,284.60	\$0.00	\$2,284.60			
Ash City Usa - 37127 (1)															
True	Ash City Usa	37127	Payable	552174	11/12/2019	(AP11) -		\$0.00	12/12/2019	\$450.00	\$0.00	\$450.00	\$0.00		
										\$450.00	\$0.00	\$450.00			

10. Select Process and Yes to continue.

11. Process the checks in Bill - Checks.