

Managing vendor payments

Goal: Learn the different ways to pay, hold, or write off a vendor invoice.

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With Ajera, you have flexibility in managing payments to your vendors.

You can:

- Pay all open invoices for a vendor.
- Select specific invoices to pay, paying the full amount or part of it.
- Pay individual distributions in separate checks.
- Put an invoice on hold until you are ready to pay it.
- Write off an invoice.

This lesson shows you how to use Manage Vendor Payments to pay vendor invoices. The vendor invoices are grouped by vendor, and you often use this method to pay more than one invoice at a time.

If you want to pay only one invoice, you can use Manage Vendor Invoices. To learn how, see the *Entering vendor invoices* quick lesson.

Step 1: View vendor invoices

1. Click **Manage > Vendor Payments**. The Vendor Payments window lists all vendors with unpaid or partially paid invoices.

Vendor	Type	Invoiced	Paid	Hold	Due	Pay	Amount	Write-off	Amount
ADP	General Office	1,900.00	0.00	<input type="checkbox"/>	1,900.00	<input type="checkbox"/>		<input type="checkbox"/>	
American Express	Credit Card	512.20	0.00	<input type="checkbox"/>	512.20	<input type="checkbox"/>		<input type="checkbox"/>	
BVA Group	Electrical Consultant	2,700.00	0.00	<input type="checkbox"/>	2,000.00	<input checked="" type="checkbox"/>	700.00	<input type="checkbox"/>	
Elemenz Engineering	Electrical Consultant	19,500.00	0.00	<input type="checkbox"/>	19,500.00	<input type="checkbox"/>		<input type="checkbox"/>	
Fortis, CPA	Professional Services	1,500.00	0.00	<input type="checkbox"/>	1,500.00	<input type="checkbox"/>		<input type="checkbox"/>	
Global Blueprinting	General Office	655.00	0.00	<input type="checkbox"/>	655.00	<input type="checkbox"/>		<input type="checkbox"/>	
James N. Singer	Employee	-2.50	0.00	<input type="checkbox"/>	-2.50	<input type="checkbox"/>		<input type="checkbox"/>	
Kris N. Kingsley	Employee	42.50	0.00	<input type="checkbox"/>	42.50	<input type="checkbox"/>		<input type="checkbox"/>	
Lewis Consultants	Mechanical Consultant	500.00	0.00	<input type="checkbox"/>	500.00	<input type="checkbox"/>		<input type="checkbox"/>	
Mark A. Royce	Employee	74.65	0.00	<input type="checkbox"/>	74.65	<input type="checkbox"/>		<input type="checkbox"/>	
Mary T. Boyle	Employee	10.00	0.00	<input type="checkbox"/>	10.00	<input type="checkbox"/>		<input type="checkbox"/>	
Paul J. French	Employee	57.75	0.00	<input type="checkbox"/>	57.75	<input type="checkbox"/>		<input type="checkbox"/>	
Willamette Office Supply	General Office	1,052.00	0.00	<input type="checkbox"/>	1,052.00	<input type="checkbox"/>		<input type="checkbox"/>	
		28,501.60	0.00		27,801.60		700.00		0.00

You can review the invoices and their distributions and select to hold, pay, or write them off.

Totals for all your open vendor invoices appear at the bottom of the window.

2. Click the plus **+** sign next to a vendor to view the invoices for the vendor. Click the plus **+** sign next to an invoice to view the transactions for the invoice. If you wanted to hide the invoices or transactions, you would click the minus **-** sign.

Invoice Number	Date	Description	Date to Pay	Invoiced	Paid	Hold	Due	Pay	Amount	Write-off	Amount	
6225	01/04/11		02/03/11	1,500.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	1,500.00	<input type="checkbox"/>		
		Project	Phase	Activity	Invoiced	Paid	Hold	Due	Pay	Amount	Write-off	Amount
		03-140 Wilson...	Construction Docu...	Electrical Consulta...	1,500.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	1,500.00	<input type="checkbox"/>	
6275	01/11/11		02/10/11	11,000.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	11,000.00	<input type="checkbox"/>		
68955	01/17/11		02/16/11	4,500.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	4,500.00	<input type="checkbox"/>		

Step 2: Pay, hold, or write off a vendor invoice

1. You can pay an invoice for a vendor or pay all invoices in full for a vendor.
 - a. To pay an invoice, select the **Pay** check box for the invoice.

Elemenz Engineering		Electrical Consultant		19,500.00	0.00	<input type="checkbox"/>	18,000.00	<input checked="" type="checkbox"/>	1,500.00	<input type="checkbox"/>	
Invoice Number	Date	Description	Date to Pay	Invoiced	Paid	Hold	Due	Pay	Amount	Write-off	Amount
6225	01/04/11		02/03/11	1,500.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	1,500.00	<input type="checkbox"/>	
6275	01/11/11		02/10/11	11,000.00	0.00	<input type="checkbox"/>	11,000.00	<input type="checkbox"/>		<input type="checkbox"/>	
68955	01/17/11		02/16/11	4,500.00	0.00	<input type="checkbox"/>	4,500.00	<input type="checkbox"/>		<input type="checkbox"/>	
5689	01/15/11		02/15/11	2,500.00	0.00	<input type="checkbox"/>	2,500.00	<input type="checkbox"/>		<input type="checkbox"/>	

You've selected to pay this invoice.

The **Pay** check box for the vendor is blue , which indicates that some of the vendor's invoices are paid.

If you wanted to pay only **part** of the invoice, you would change the amount here.

- b. To pay all invoices in full, select the **Pay** check box for the vendor.

Elemenz Engineering		Electrical Consultant		19,500.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	19,500.00	<input type="checkbox"/>	
Invoice Number	Date	Description	Date to Pay	Invoiced	Paid	Hold	Due	Pay	Amount	Write-off	Amount
6225	01/04/11		02/03/11	1,500.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	1,500.00	<input type="checkbox"/>	
6275	01/11/11		02/10/11	11,000.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	11,000.00	<input type="checkbox"/>	
68955	01/17/11		02/16/11	4,500.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	4,500.00	<input type="checkbox"/>	
5689	01/15/11		02/15/11	2,500.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	2,500.00	<input type="checkbox"/>	

You've selected to pay **all** invoices for the vendor.

2. To put an invoice for a vendor on hold, select the **Hold** check box for the invoice.

Willamette Office Supply		General Office		1,052.00	0.00	<input checked="" type="checkbox"/>	1,052.00	<input type="checkbox"/>		<input type="checkbox"/>	
Invoice Number	Date	Description	Date to Pay	Invoiced	Paid	Hold	Due	Pay	Amount	Write-off	Amount
901	01/03/11		02/02/11	977.00	0.00	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
641	01/11/11	model supplies	02/10/11	75.00	0.00	<input checked="" type="checkbox"/>	75.00	<input type="checkbox"/>		<input type="checkbox"/>	

You've selected to hold this invoice.

If you wanted to hold **all** the invoices for the vendor, you would select this check box.

Step 2: Pay, hold, or write off a vendor invoice (continued)

- To write off an invoice for a vendor, select the **Write-off** check box for the invoice.

I BVA Group		Electrical Consultant		2,700.00	0.00	<input type="checkbox"/>	500.00	<input checked="" type="checkbox"/>	700.00	<input checked="" type="checkbox"/>	1,500.00
Invoice Number	Date	Description	Date to Pay	Invoiced	Paid	Hold	Due	Pay	Amount	Write-off	Amount
▶ 156	12/16/10		01/15/11	1,500.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	1,500.00
▶ 45	01/17/11		02/16/11	700.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	700.00	<input type="checkbox"/>	
▶ 68	01/05/11		02/05/11	500.00	0.00	<input type="checkbox"/>	500.00	<input type="checkbox"/>		<input type="checkbox"/>	

You've selected to write off this invoice.

- To write off all invoices for a vendor, select the **Write-off** check box for the vendor.

- Here's what it looks like when you write off all the invoices. Ajera writes off all invoices that are not paid or on hold.

I BVA Group		Electrical Consultant		2,700.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	700.00	<input checked="" type="checkbox"/>	2,000.00
Invoice Number	Date	Description	Date to Pay	Invoiced	Paid	Hold	Due	Pay	Amount	Write-off	Amount
▶ 156	12/16/10		01/15/11	1,500.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	1,500.00
▶ 45	01/17/11		02/16/11	700.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	700.00	<input type="checkbox"/>	
▶ 68	01/05/11		02/05/11	500.00	0.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	500.00

Select this check box to write off **all** invoices for the vendor that are not paid or on hold.

- Here's what it looks like after you change the write-off amount. Ajera writes off amounts from the oldest invoice first.

I BVA Group		Electrical Consultant		2,700.00	0.00	<input type="checkbox"/>	1,000.00	<input checked="" type="checkbox"/>	700.00	<input checked="" type="checkbox"/>	1,000.00
Invoice Number	Date	Description	Date to Pay	Invoiced	Paid	Hold	Due	Pay	Amount	Write-off	Amount
▶ 156	12/16/10		01/15/11	1,500.00	0.00	<input type="checkbox"/>	500.00	<input type="checkbox"/>		<input checked="" type="checkbox"/>	1,000.00
▶ 45	01/17/11		02/16/11	700.00	0.00	<input type="checkbox"/>	0.00	<input checked="" type="checkbox"/>	700.00	<input type="checkbox"/>	
▶ 68	01/05/11		02/05/11	500.00	0.00	<input type="checkbox"/>	500.00	<input type="checkbox"/>		<input type="checkbox"/>	

You've changed the write-off amount.

Ajera writes off amounts from the oldest invoice first.

Step 3: Print checks

Now you're ready to print checks. When you click the **Print** button, Ajera automatically saves your work. If you were not printing checks in this session, you would just click **Save** and move on to your other work.

1. Click the **Print** button. The Print Checks window appears.

The 'Print Checks' dialog box contains the following fields and callouts:

- Bank account:** Washington Mutual. Callout: "Select the bank account for these payments."
- Starting check number:** 12591. Callout: "Ajera enters the starting check number from your bank account. You can change this, if needed."
- Check date:** 11/17/11. Callout: "Ajera enters today's date as the check date, which you can change."
- Total check amount:** 20,200.00. Callout: "Ajera displays the total check amount and total write-off amount for your reference."
- Write-off date:** 11/17/11. Callout: "If you were writing off a vendor's invoice amount, you could change the write-off date here."
- Total write-off amount:** 1,000.00. Callout: "For example, you may want to recognize the write-off in the prior month if you haven't yet printed your financial statements."
- Buttons:** OK, Cancel, Help. Callout: "Click OK."

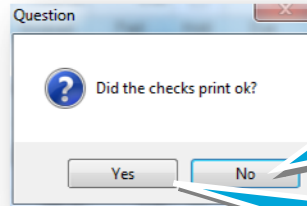
2. After you click **OK**, the Print window appears. Be sure that you loaded check stock in the printer.

The 'Print' dialog box contains the following options and callouts:

- Printer:** HP LaserJet P2050 Series PCL6. Callout: "If you need to make any adjustments for your specific printer, you would click this button." (referring to the Properties... button)
- Print range:** All (selected), Pages, Selection. Callout: "Click OK."
- Buttons:** Alignment..., OK, Cancel.

Step 3: Print checks (continued)

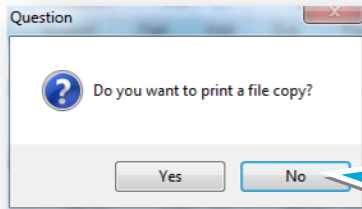
3. After you click **OK**, verify that all your checks printed properly.



If you click **No**, the Print Checks window reappears so you can redo the check run after correcting any problems. When you're ready to print checks, you would enter a new starting number. Ajera marks your original checks as Void.

Everything printed fine, so click **Yes**.

4. After you click **Yes**, you have the option of printing a file copy.



In this lesson, click **No**.

5. After you print checks, they appear on the Manage Bank Register window. If you need to void a check, see instructions in Ajera Help. Select **Index > voiding > vendor check**.

Summary
You now know how to manage vendor invoices using Manage Vendor Payments. You can pay, hold, or write off all invoices or just specific invoices for a vendor easily.