

APPENDIX 13

Split Payments

To enter a split payment on a voucher that has been entered in the system. Follow the breadcrumb:

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Search for Voucher

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = [] []

Voucher ID: begins with []

Invoice Number: begins with []

Invoice Date: = [] []

Short Vendor Name: begins with []

Vendor ID: begins with [] []

Name 1: begins with []

Voucher Style: = [] []

Related Voucher: begins with []

Entry Status: = [] []

Voucher Source: = [] []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-3 of 3 | Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style	Related Voucher	Entry Status	Voucher Source
	00000607	6802685732	146.41	146.41	11/01/2012	VERIZ-001	67	Verizon Wireless	Regular	(blank)	Postable	Online
	00000601	073559k	50	50	11/01/2012	MUTUA-001	25	Mutual of America	Regular	(blank)	Postable	Online

1. Select the voucher that needs to be paid in split payments.

Payment Tab

Click on the “Payments” tab to enter the information. Follow the steps to split a payment.

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit: L559 | Invoice No: 6802685732

Voucher ID: 00000607 | Invoice Date: 11/01/2012

Voucher Style: Regular Voucher

Total Amount: 146.41

Vendor Name: Verizon Wireless | *Pay Terms: 00 | Due Now

Schedule Payments

Payment Information | Find | View 1 | First | 1-2 of 2 | Last

Payment: 1

*Remit to: 67 | Gross Amount: 146.41 USD

Location: 01 | Discount: 0.00 USD

*Address: 1 | Verizon Wireless | Scheduled Due: 11/09/2012

P O Box 660108 | Net Due: 11/01/2012

Dallas, TX 752660108 | Discount Due: | Accounting Date: |

Payment Options

*Bank: BK001 | Pay Group: | Vendor Bank

*Account: CHK1 | *Handling: RE | Messages

*Method: CHK | Check | *Netting: Not Applicable

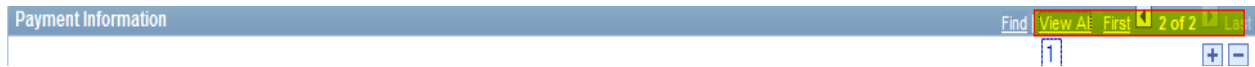
L/C ID: | Hold Reason: | Hold Payment

Message: | Separate Payment

1. Under Payment Options: check in the “Separate Payment” box.
2. Click on the plus sign to add a second payment window.

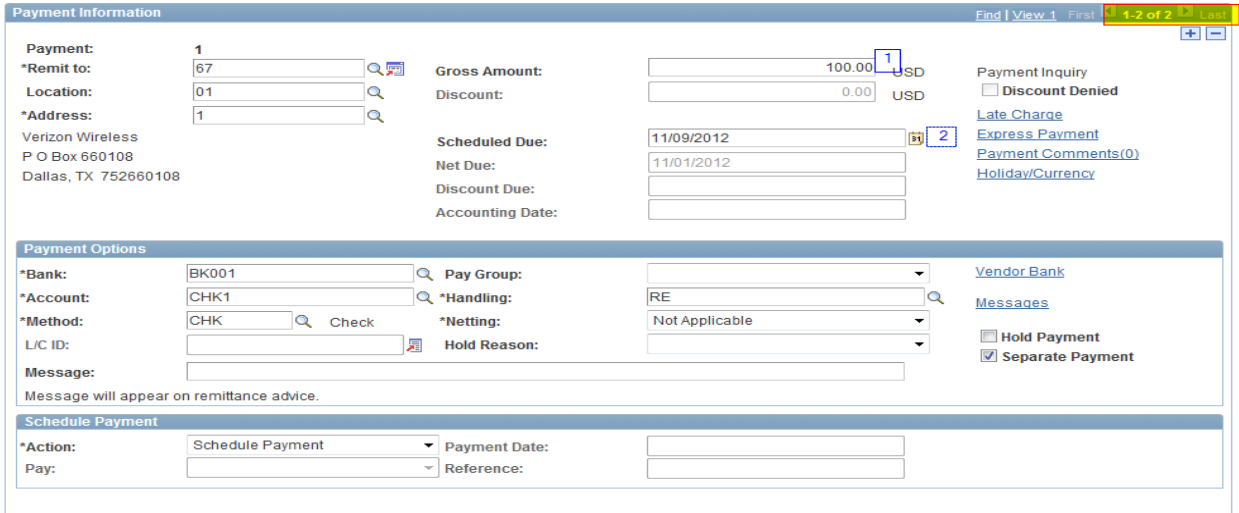
APPENDIX 13

Payment Information



1. Click on “View All” on the blue ribbon to open up all payment windows.

The First Payment Information



Payment: 1

*Remit to: 67 Gross Amount: 100.00 USD

Location: 01 Discount: 0.00 USD

*Address: 1 Scheduled Due: 11/09/2012

Verizon Wireless Net Due: 11/01/2012

P O Box 660108 Discount Due:

Dallas, TX 752660108 Accounting Date:

Payment Inquiry
 Discount Denied
[Late Charge](#)
[Express Payment](#)
[Payment Comments\(0\)](#)
[Holiday/Currency](#)

Payment Options

*Bank: BK001 Pay Group: Vendor Bank

*Account: CHK1 *Handling: RE Messages

*Method: CHK Check *Netting: Not Applicable

L/C ID: Hold Reason: Hold Payment

Message: Separate Payment

Message will appear on remittance advice.

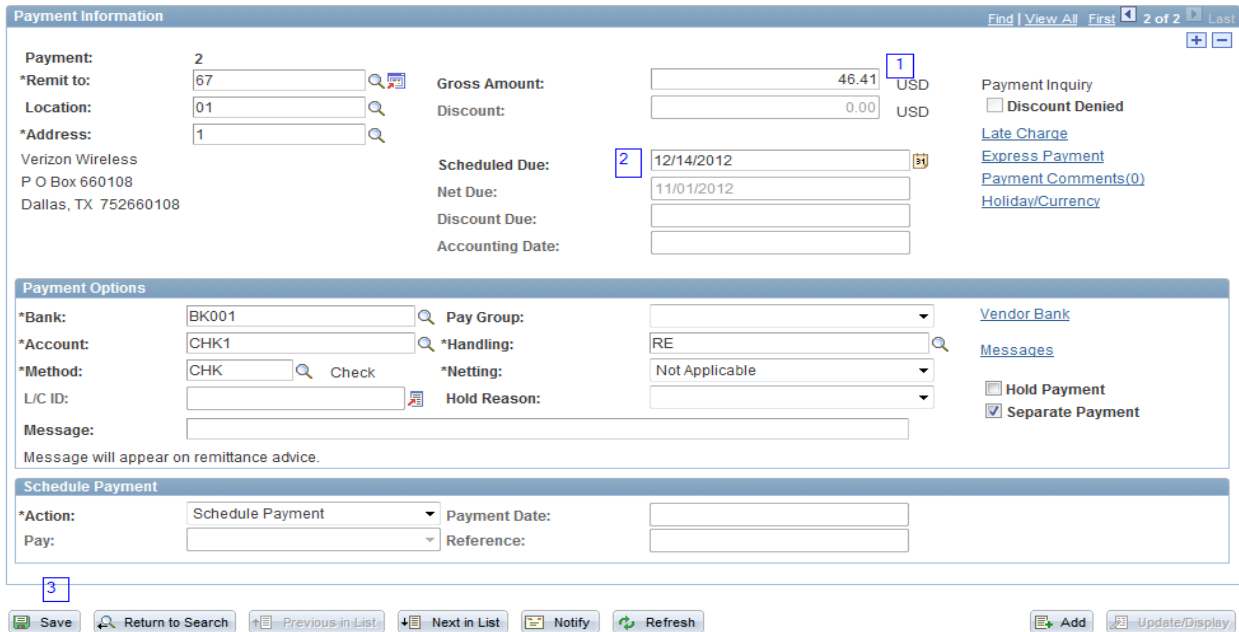
Schedule Payment

*Action: Schedule Payment Payment Date:

Pay: Reference:

1. On the first payment, change the amount of the “Gross Amount.”
2. Change the “Scheduled Due date,” (if it needs to be changed).

The Second Payment Information



Payment: 2

*Remit to: 67 Gross Amount: 46.41 USD

Location: 01 Discount: 0.00 USD

*Address: 1 Scheduled Due: 12/14/2012

Verizon Wireless Net Due: 11/01/2012

P O Box 660108 Discount Due:

Dallas, TX 752660108 Accounting Date:

Payment Inquiry
 Discount Denied
[Late Charge](#)
[Express Payment](#)
[Payment Comments\(0\)](#)
[Holiday/Currency](#)

Payment Options

*Bank: BK001 Pay Group: Vendor Bank

*Account: CHK1 *Handling: RE Messages

*Method: CHK Check *Netting: Not Applicable

L/C ID: Hold Reason: Hold Payment

Message: Separate Payment

Message will appear on remittance advice.

Schedule Payment

*Action: Schedule Payment Payment Date:

Pay: Reference:

3

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

1. On the second payment, change the amount of the “Gross Amount.”
2. Change the “Scheduled Due date,” to the date of the next payment.
3. Click “SAVE.”
4. “Post the Voucher” - follow the instructions on Posting Vouchers.