

# Paying a Vendor

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This guide explains how to process payments to vendors from various modules. It is intended for general users.


Payments to vendors can easily be processed as cash, checks, or wire transfers from three aACE modules: Purchase Orders (POs), Purchases, or Disbursements.

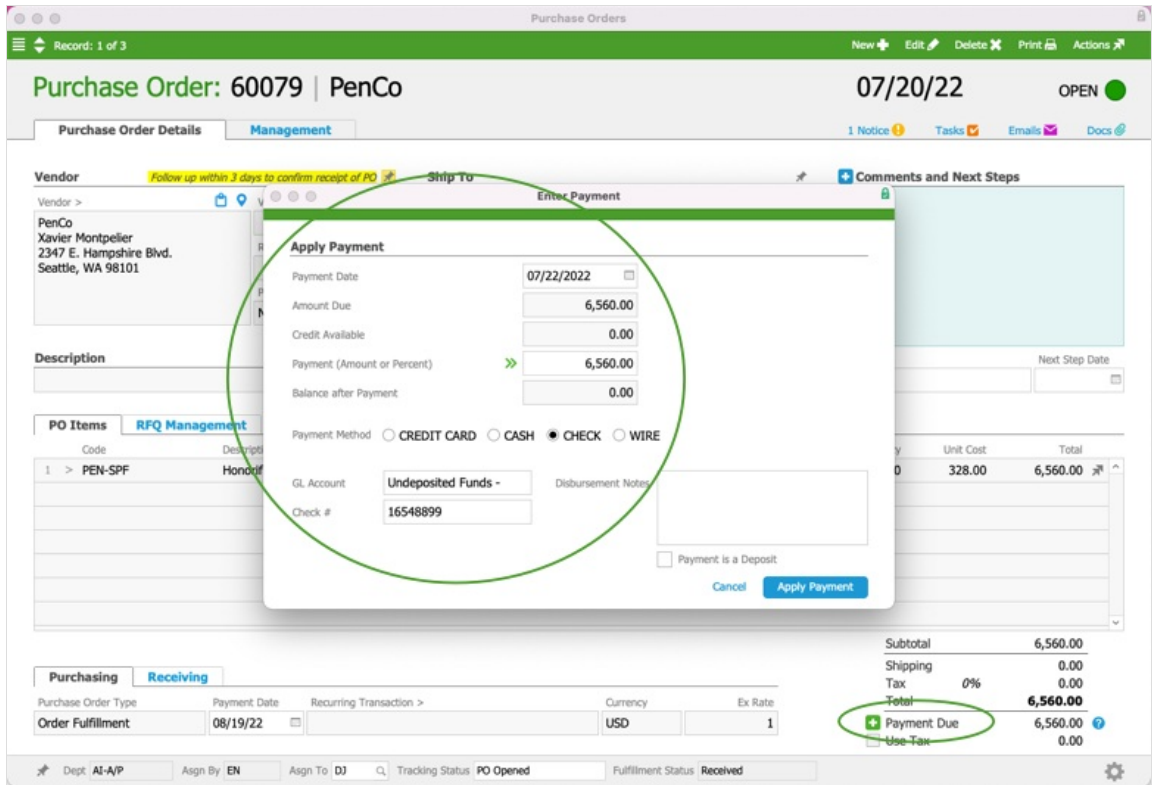
These transactions are all contained within your aACE accounting system – there is *no* integration to your bank accounts. Thus, after you process a payment in aACE, you must still manually withdraw the cash, print and send the check, or process the wire transfer.

Note: If you have integrated payment processing, you can use a slightly different workflow to [pay a vendor with a credit card](http://aace6.knowledgeowl.com/help/entering-credit-card-purchases) (<http://aace6.knowledgeowl.com/help/entering-credit-card-purchases>).

## Payments from the Purchase Orders Module

You can apply a payment to a vendor at the Purchase Orders module. When you apply payment here, the system automatically creates a related purchase record, applies the funds, and closes the records.

1. Navigate from **Main Menu > Accts Payable > Purchase Orders**, then use the [Quick Search](http://aace6.knowledgeowl.com/help/using-the-quick-search-bar) (<http://aace6.knowledgeowl.com/help/using-the-quick-search-bar>) bar to locate the desired PO record.
2. At the detail view Totals section, click the **Payment Due** (  ) icon.
3. At the Enter Payment dialog, provide the required details (and other notes, as needed):
  - o Payment Date
  - o Payment
  - o Payment Method – Mark the desired radial button, then enter any necessary supporting data (e.g. GL account, check number, etc).



#### 4. Click **Apply Payment**.

To review the automatically created purchase record *and* disbursement record, navigate from PO Management tab > Purchasing tab > Purchases go-to link > Disbursements go-to link.

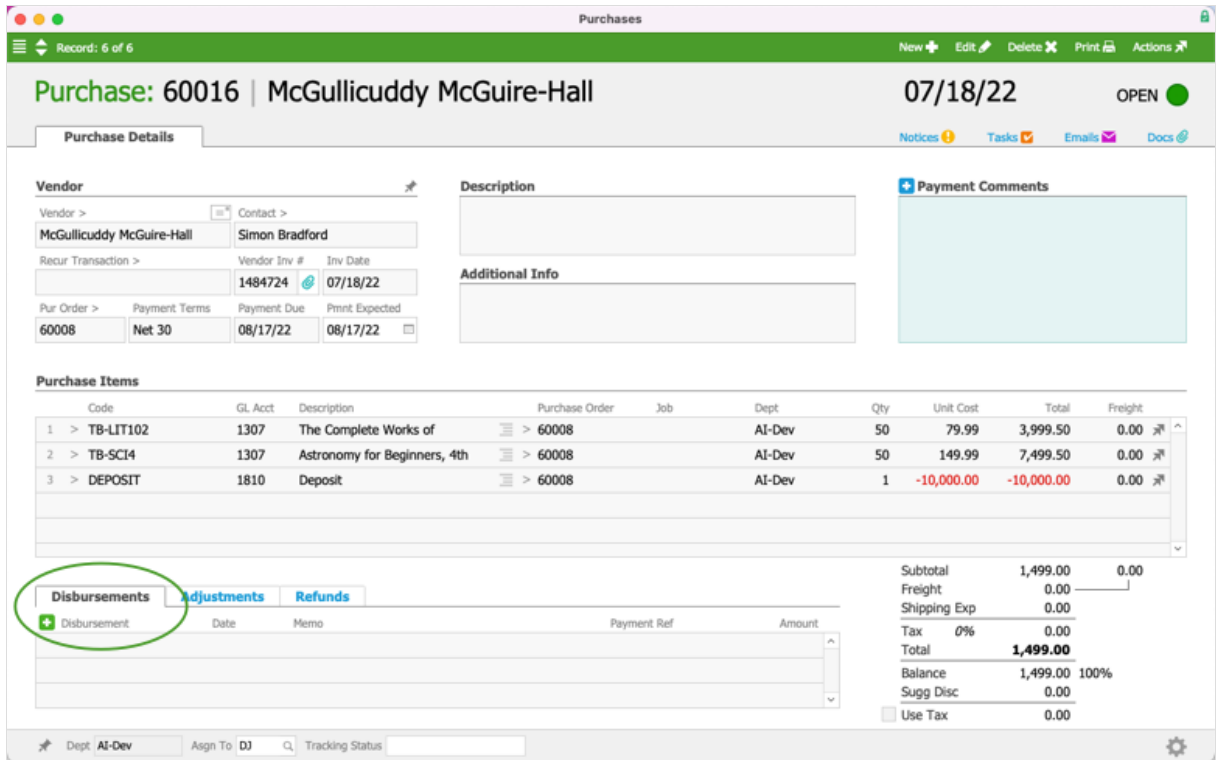
## Payments from the Purchases Module

When you purchase an item and want to immediately pay the vendor using cash, a check, or wire transfer, you can create the purchase and enter the payment in a single process.

1. Navigate from **Main Menu > Accts Payable > Purchases**, then use the Quick Search bar to locate the desired purchase record.

Note: You can also [save and open a new purchase](http://aace6.knowledgeowl.com/help/entering-purchases) (<http://aace6.knowledgeowl.com/help/entering-purchases>).

2. At the Disbursements tab, click the **Add (+)** button.



3. At the new disbursement record, enter the required info (e.g. payment method, etc).  
Note: For details, see the following section on payments from the Disbursements module.
4. Click **Save and Post**.

Note: You can apply overpayments that exceed the current purchase to other GL accounts.

## Payments from the Disbursements Module

In addition to making payments to vendors, you can also use this module to create a new, Other-type disbursement to initiate [refunds to customers](https://aace6.knowledgeowl.com/help/processing-refunds-for-customer-payments) or to log payments directly to a GL account (e.g. to record checks for sales commissions).

1. Navigate from **Main Menu > Accts Payable > Disbursements**.
2. In the menu bar, click **New > Vendor Payment**.
3. Enter the required info:
  - o General Info
    - Company – Specify the vendor
    - Amount – Specify the payment amount

Note: aACE will validate the amounts to ensure the disbursement balances. If needed, you can [adjust the amounts](https://aace6.knowledgeowl.com/help/using-the-adjustment-field-)

[in-disbursements](#)). You can also apply overpayments that exceed the current purchase to other GL accounts.

- Bank Account – Use the default bank account, or manually select a different GL account
- Payment Method
- Purchases – Specify the desired amount:
  - Click the double-chevron icon ( >> ) to transfer the Suggested Balance
  - Manually enter a partial amount

Note: All open purchases for that vendor are auto-populated in the Purchases list. Click the Delete icon ( ✕ ) to manually remove any line from the list.

The screenshot shows the 'Disbursements' application window. At the top, it displays 'Record: 6 of 6' and navigation icons. The main header shows 'Disbursement: 60021' and '6478137' with a date of '07/26/22' and a status of 'PENDING'. Below this is a 'Vendor Payment Details' section with three tabs: 'General Info', 'Payee Address', and 'Payment Info'. The 'General Info' tab is active, showing 'Company: Aperture Technologies' with an amount of '187.38' and 'Bank Account: 1115 | Cash Checking (AI)'. The 'Payee Address' tab shows 'Aperture Technologies' at '284 7th Avenue Suite 801, New York, NY 10015, United States of America'. The 'Payment Info' tab shows 'Payment Method: CHECK' and 'Memo: 6478137'. Below these tabs is a 'Purchases' table with columns for Purchase, Date, Vendor Inv #, Vendor Inv Date, Total, Suggested Balance, Amount, Adjustment, and Total. One row is visible for purchase 60024 on 07/19/22 with a total of 187.38. At the bottom right, a summary shows 'Total Allocated: 187.38' and 'Out of Balance: 0.00'. A 'Save' button is located at the bottom right of the interface.

4. Click **Save** and **Post**.