

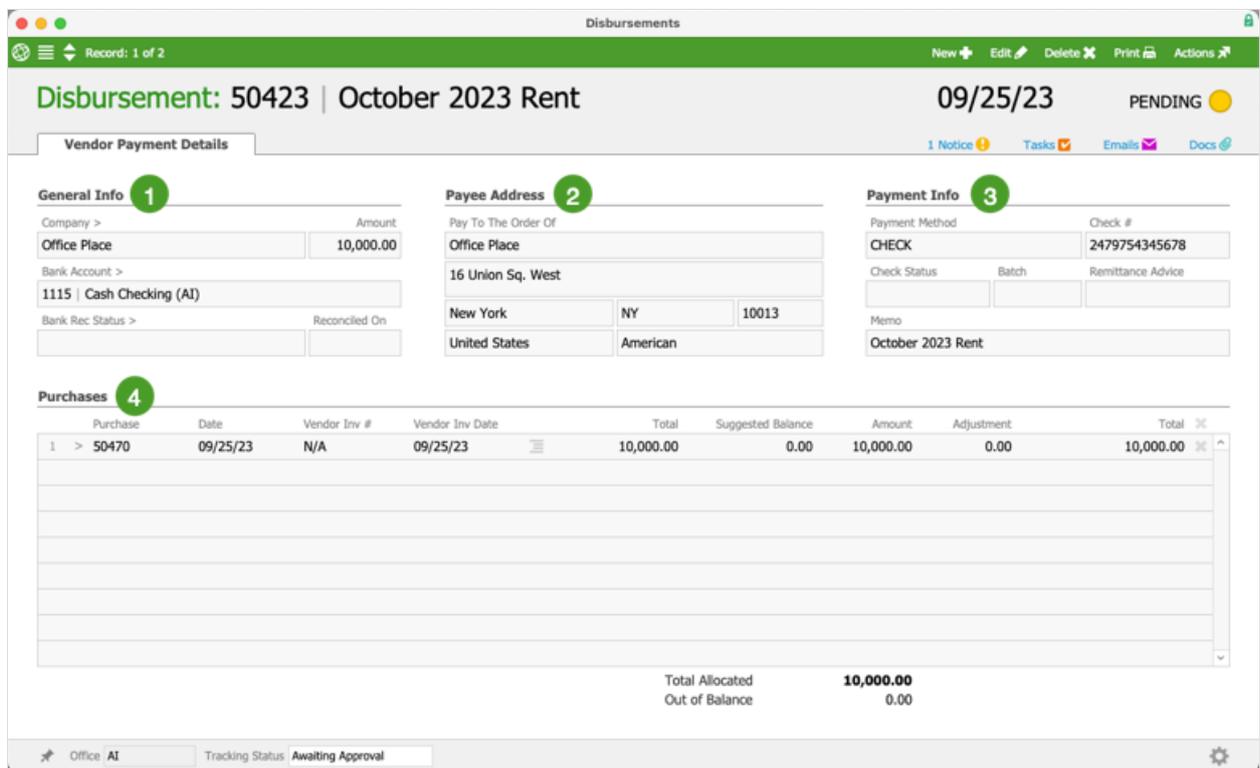
Overview of Disbursements

Last Modified on 10/27/2023 11:24 am EDT

This guide provides an overview of the Disbursements module. It is intended for general users.

Disbursement records represent the act of paying out money for a purchase. You can view, edit, or void your disbursements in the Disbursements module.

To access the Disbursements module, navigate from Main Menu > Accts Payable > Disbursements. At the list view, click the Go-To arrow for an existing disbursement or click New in the header.



1. General Info

The General Info section summarizes the financial information for the disbursement, such as the company that was paid, the amount, the bank account the funds were drawn from, and the disbursements bank reconciliation status.

2. Payee Address

Specifies the address of the office used for the disbursement.

3. Payment Info

Notes how the payment was made and any reference information for it, as well as any notes included with the disbursement.

4. Purchases

You can use one disbursement record to pay off multiple purchases to a single vendor. The Purchases section lists the purchases that were paid. When you are editing a Pending disbursement, you can add purchases to the list by clicking the Search icon () to open the Purchases Selector.
