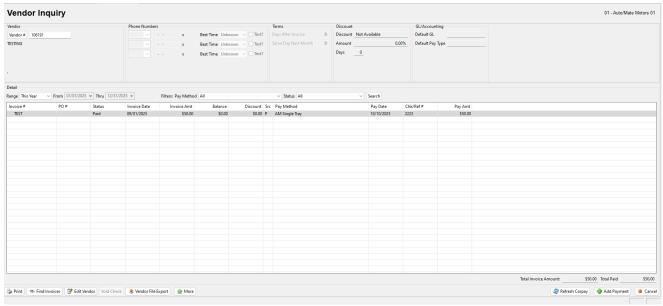
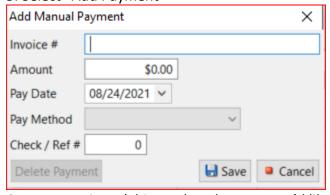
Accounts Payable Adding Manual Payments To A Vendor File

Instructions on correcting the total amount paid to a vendor file, most used for 1099 reporting:

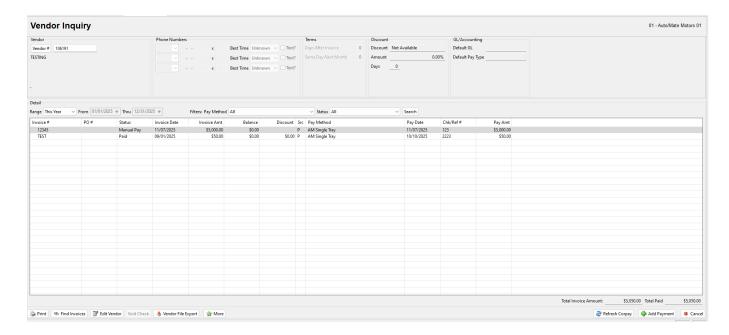
- 1: In the A/P Module, select option 4 for "Vendor Master File."
- 2: Enter control number or select "Vendor" to search name database



- 3: Verify the date range (most common is calendar year)
- 4: Verify total amount paid to vendor on the bottom right
- 5: Select "Add Payment"



- 6: Enter Invoice # (This can be whatever you'd like)
- 7: Enter amount (If total paid needs to be increased, enter value as a debit (+), if total paid needs to be decreased, enter value as a credit (-))
- 8: Enter Pay Date (Can be any date within the date range to be corrected)
- 9: Select Pay Method (Any checking method will be included in the 1099 totals)
- 10: Enter Check or Reference Number (Can be generic, ie 123120)
- 11: Select "Save"
- 12: Verify new "Total Paid" value is correct

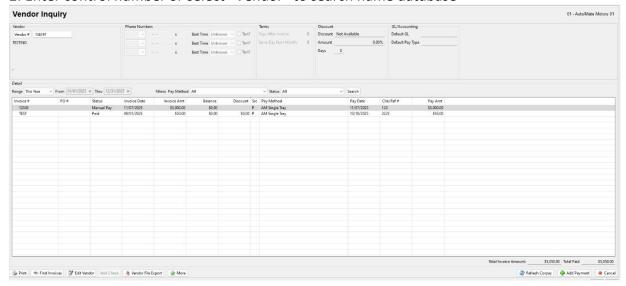


How to remove/update an added payment that you entered incorrectly

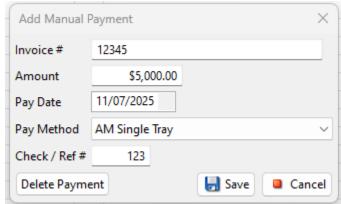
1: In the A/P Module, select option 4 for "Vendor Master File."



2: Enter control number or select "Vendor" to search name database



- 3: Verify the date range (most common is calendar year)
- 4: Double Click on the invoice that shows as Manual Pay under the status



5: Select "Delete Payment" if you would like to remove this item completely. OR

Update the information in this screen to reflect the correct values.

- 6: Select "Save"
- 7: Verify new "Total Paid" value is correct