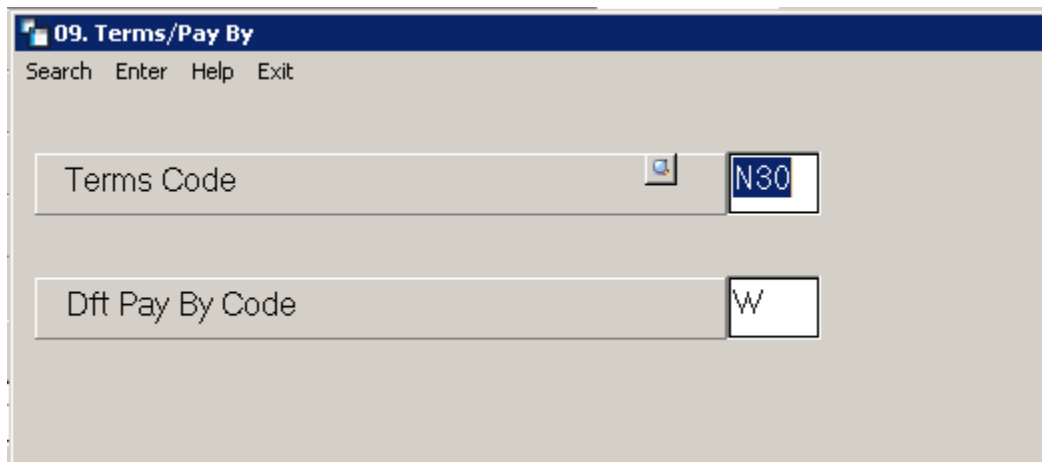


# Alternate Pay ID stored on AP document

A new field has been added to store the "Pay by Code" on invoices/credit memos. This allows users to specify how a document should be paid for that vendor. This will allow the user to automatically choose those invoices to pay when specifying an alternate pay code in the AP payment selection.

## Setup Features

- To use this feature, specify the default pay by code on the vendor in AP0601 field 9:

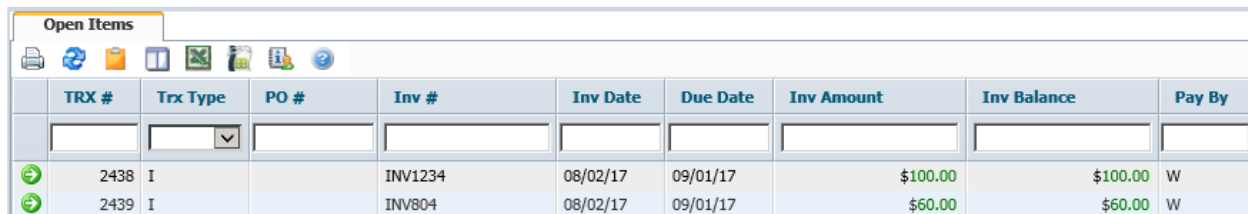


The screenshot shows a window titled "09. Terms/Pay By" with a menu bar containing "Search", "Enter", "Help", and "Exit". There are two input fields: "Terms Code" with a dropdown arrow and a button, containing the text "N30"; and "Dft Pay By Code" with a dropdown arrow and a button, containing the text "W".

- A new option in the AP operator AP0707 field 4. "Change Invoice Pay by?". This will allow the operator to change the default pay by code in AP0101.

## Specifying Pay By Code for Documents

- In AP recurring transactions (AP0705) you can specify a pay by code in field 8. When the recurring transaction is generated, the pay by code will be updated to the created AP transaction.
- When an AP invoice/credit memo is created in AP entry, the vendor default pay by code will be stored on the document so that AP check selection will automatically select those documents to be paid when choosing that alternate pay code.



The screenshot shows a table titled "Open Items" with the following columns: TRX #, Trx Type, PO #, Inv #, Inv Date, Due Date, Inv Amount, Inv Balance, and Pay By. The table contains two rows of data:

TRX #	Trx Type	PO #	Inv #	Inv Date	Due Date	Inv Amount	Inv Balance	Pay By
2438	I		INV1234	08/02/17	09/01/17	\$100.00	\$100.00	W
2439	I		INV804	08/02/17	09/01/17	\$60.00	\$60.00	W

## Using Pay By in Payment Processing

- In AP manual checks you will get a warning if you are paying with an alternate pay and choose a document that does not have that pay by code.
- When choosing to pay invoices in AP batch check post, if you choose an alternate pay ID, you can now specify to choose only documents that are set to be paid by that alternate ID.

**Generalized Selection**

Beginning Vendor #

Ending Vendor #

Beginning Vendor Priority

Ending Vendor Priority

Include Early-Pay Discounts

Select Pay by "W " only

- The program will select only documents that are set to be paid with that pay by code:

Hide Vendor #	Trans #	Type	Due ...	Invoice#/Ref	Balance	Net Cash	Vendor Name	Terms Description	Disc Date	Disc Amt	Priority	Pay by
<input checked="" type="checkbox"/>	1	2250 I	08/28/15	1578a/Invc:1578a	152.00	152.00	American Speedy Print	Net 30	00/00/00	.00	1	W
<input checked="" type="checkbox"/>	7	2438 I	09/01/17	INV1234/Invc:INV1234	100.00	100.00	Stock Item Vendor	Net 30	00/00/00	.00	1	W
<input checked="" type="checkbox"/>	7	2439 I	09/01/17	INV804/Invc:INV804	60.00	60.00	Stock Item Vendor	Net 30	00/00/00	.00	1	W