

Vendor Payments

Accounts payable > Journals > Payments > Payment journal

Summary Payments are generated with a Payment journal. A Payment proposal is created and reviewed, then bank checks or a file are output.

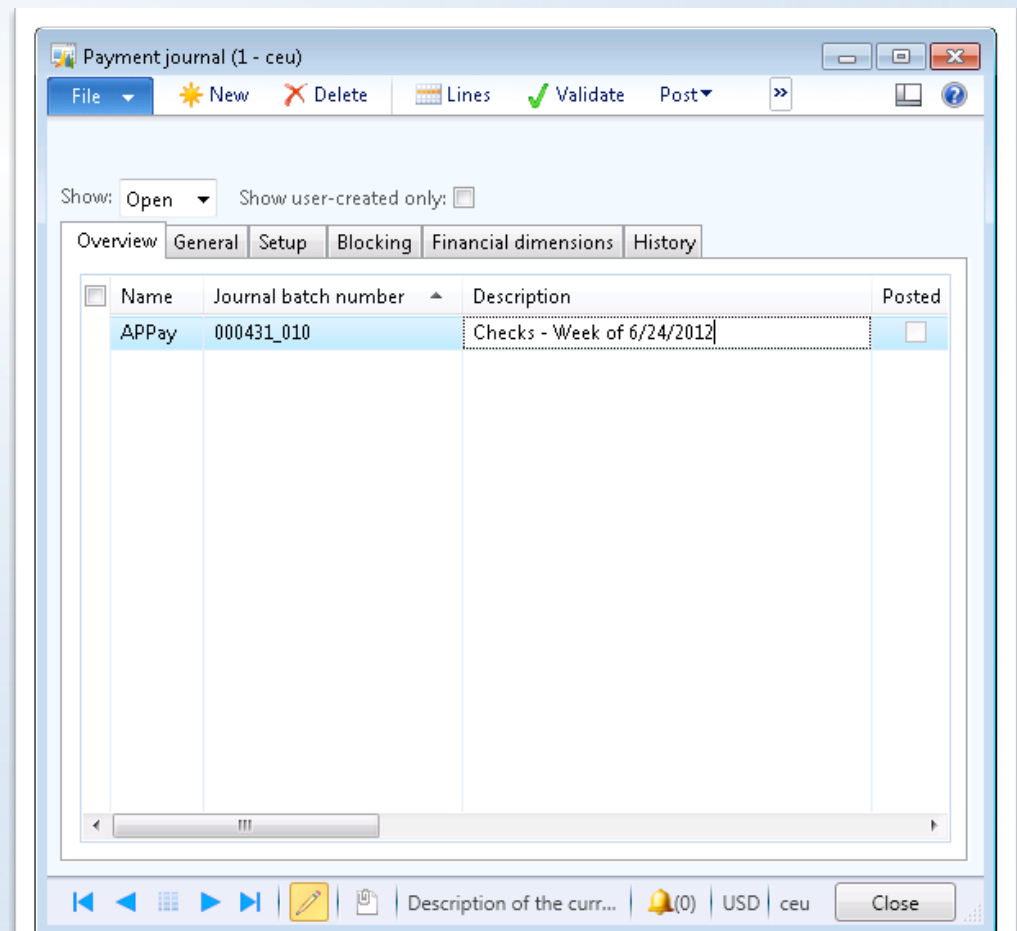
- Steps**
1. Create a Vendor payment journal
 2. Create a Payment proposal
 3. Review proposal and delete invoices
 4. Print the payment proposal
 5. Generate payments
 6. Reprint a check

Tips

- Filter Payment proposals by the Method of payment

Create a Vendor payment journal

- Click the **New button**.
- Select a journal **Name**.
- Type the journal **Description**.
- Click the journal **Lines button**.
- In Journal lines, click the **Payment proposal button** > **Create payment proposal**.



Create a Payment proposal

- Click the **Select button**. Filter invoices by Method of payment.
- Choose a **Proposal type**.
- **Delete negative payments** will remove payments if the total payment is negative.
- Enter **To date** to select invoices through the specified date.
- Enter the date of payment in **Total payment date** and **Minimum date**.
- Click the **OK button**.

The screenshot shows the 'Vendor payment proposal' form in Microsoft Dynamics AX. The form is divided into several sections:

- Proposal type:** A dropdown menu set to 'Due date and cash discount'.
- Generate/print:** A section with a 'Generate' checkbox (checked) and a 'Print' checkbox (unchecked).
- Limits:** A section with 'Amount limit' (0.00), 'Transaction limit' (0), and 'Delete negative payments' (unchecked).
- Payment date:** A section with 'From date' (empty) and 'To date' (6/30/2012).
- Dates:** A section with 'Total payment date' (6/24/2012), 'Payment week day' (empty), and 'Minimum date' (6/24/2012).
- Currency:** A section with 'Payment currency' (empty).
- Balance control:** A section with 'Check balance' (unchecked).
- Centralized payments:** A section with 'Include vendor invoices from other legal entities' (unchecked), 'Propose separate vendor payment per legal entity' (unchecked), and 'Default offset account type' (empty).

On the right side of the form, there are two sections:

- Vendors:** A section with 'Vendor account' (empty) and 'Vendor transactions' (empty).
- Locations:** A section with 'Location ID' (empty).

At the bottom of the form, there is a 'Selected payment currency' field.

Review proposal and delete invoices

- Review and **Delete** invoices that will not be paid.

Vendor payment proposal (1 - ceu)

File New Delete Transfer Multiple change Balance control Payment distribution

Open transactions

Overview Cash discount

Vendor account	Invoice	Company accounts	Due date	Method of payment	Payment amount	Invoice currency	Payment amount	Vendor bank account
1001	ETV90078	ceu	9/19/20...	USAUSD_CHK	-23,000.00	USD	-23,000.00	201501

Discount date: 9/19/2010 Invoice remainder: 23,000.00 Payment specification:
 Discount amount: 0.00 Voucher: INV-100785 Name: Earth Televisions
 Discount amount to take: 0.00 Date: 8/20/2010 Payment ID:
 Remittance location: Earth Televisions

Link: ☒

Payment proposal

Print

Overview General Remittance

Company accounts	Account number	Date	Method of payment	Amount in tr...	Currency	Amount	Discount amount	Third-party bank account
ceu	1001	6/24/2012	USAUSD_CHK	-23,000.00	USD	-23,000.00	0.00	201501
ceu	1001	6/24/2012	USAUSD_CHK	25.00	USD	25.00	0.00	201501
ceu	1002	6/24/2012	USAUSD_CHK	130,930.20	USD	130,930.20	0.00	201502
ceu	1002	6/24/2012	USAUSD_CHK	130,930.20	USD	130,930.20	0.00	201502

Payment ID:

Show only open transactions marked for the selected payment suggestion? (0) USD ceu Close

Interactive 4.3 Payment Proposal

Vendor payment proposal (1 - ceu)

File New Delete Transfer Multiple change Balance control Payment distribution

Open transactions Delete Transfer

Overview Cash discount

Vendor account	Invoice	Company accounts	Due date	Method of payment	Payment amount	Invoice currency	Payment amount	Vendor bank account
1001	ETV90078	ceu	9/19/20...	USAUSD_CHK	-23,000.00	USD	-23,000.00	201501

Open transactions

Discount date: 9/19/2010 Invoice remainder: 23,000.00 Payment specification:

Discount amount: 0.00 Voucher: INV-100785 Name: Earth Televisions

Discount amount to take: 0.00 Date: 8/20/2010 Payment ID:

Remittance location: Earth Televisions

Link

Payment proposal

Print

Overview General Remittance

Company accounts	Account number	Date	Method of payment	Amount in tr...	Currency	Amount	Discount amount	Third-party bank account
ceu	1001	6/24/2012	USAUSD_CHK	-23,000.00	USD	-23,000.00	0.00	201501
ceu	1001	6/24/2012	USAUSD_CHK	25.00	USD	25.00	0.00	201501
ceu	1002	6/24/2012	USAUSD_CHK	130,930.20	USD	130,930.20	0.00	201502
ceu	1002	6/24/2012	USAUSD_CHK	130,930.20	USD	130,930.20	0.00	201502

Payment ID:

Show only open transactions marked for the selected payment suggestion? (0) USD ceu Close



1

2

3

4

5



Print the payment proposal

- On the Payment proposal form, click **Print > Payments**.
- Select **Payment** and **Invoice**.
- Click **OK**.

Payments (1)

General Batch

Parameters

Payment: ☒

Invoice: ☒

Grouping by: Account ▼

Subtotal: None ▼

Vendor account

from: ▼ to: ▼

Bank account

from: ▼ to: ▼

Current print destination

Printer:

Print destination: Screen

Select

Destinations ...

OK Cancel

Secondary sorting and totals of the report

Generate payments

- On the Payment proposal form, click the **Transfer button**.
- On the Journal lines form, click the **Functions button > Generate payments**.
- Select the **Method of payment**.
- Select the **Bank account**.
- **Show format dialog** to see the next check number.
- Click **OK**.
- When the payments are confirmed, click **Post > Post**.

The screenshot shows the 'Generate payments' dialog box in Microsoft Dynamics AX. The dialog is titled 'Microsoft Dynamics AX (1)' and 'Generate payments'. It contains several sections:

- Payment method:** A radio button is selected. Below it, 'Method of payment' is set to 'USAUSD_CHK' in a dropdown menu. There are also options for 'Export format' and 'Export payment using service', each with an associated text field.
- Selection:** 'Bank account' is set to 'USA OPER' in a dropdown menu. Below it, 'Show format dialog' is checked with a checkbox.
- Journal lines:** A section with several fields: 'Account type' (Vendor), 'Offset account type', 'Method of payment', 'Payment specification', 'Payment status' (None, Rejected), 'Bank transaction type', 'Bank account', and 'Currency'. To the right of these fields are 'Select' and 'Dialog' buttons.
- Dimension code combination:** A section with a 'Combination display' text field.

At the bottom right, there are 'OK' and 'Cancel' buttons. At the bottom left, there is a checkbox labeled 'Show the dialog of the payment format before generating payments?'.

Movie 4.3 Vendor Payments

Vendor payment proposal (1 - ceu)

File New Delete Transfer Multiple change Balance control Payment distribution

Open transactions

Overview Cash discount

Vendor account	Invoice	Company accounts	Due date	Method of payment	Payment amount	Invoice currency	Payment amount	Vendor bank account
1101	ggg7	ceu	2/17/20...	Checks	-4,445.00	USD	-4,445.00	201601

Discount date: 3/18/2012 Invoice remainder: 4,445.00 Payment specification:
Discount amount: -88.90 Voucher: API00000059 Name: Rain Projectors
Discount amount to take: 0.00 Date: 1/18/2012 Payment ID:
Remittance location: Rain Projectors (After hours)

Link: ☒

Payment proposal

Print

Overview General Remittance

Company accounts	Account number	Date	Method of payment	Amount in tr...	Currency	Amount	Discount amount	Third-party bank account
ceu	1005	6/30/2012	Checks	-200.00	USD	-200.00	0.00	
ceu	1101	6/30/2012	Checks	-4,445.00	USD	-4,445.00	0.00	201601

Payment ID:

Number identifying the account. | (0) | USD | ceu | Close

Reprint a check

- Click the **Payment status** button.
- Click **Reuse** if using preprinted check stock and the physical paper is reusable.
- Click **Reject** then click **Payment status > None** if using blank check stock or preprinted stock and the paper is ruined.

Journal voucher (1 - ceu) - Journal: APPay, journal batch number: 000431_010, Posted: NoJournal type: Vendor disbursement

File New Delete Post Validate Financial dimensions Sales tax Functions Payment status

Balance: Journal: 0.00 Per voucher: 0.00

Total debit: Journal: 1,000.00 Per voucher: 1,127.74

Total credit: Journal: 1,000.00 Per voucher: 1,127.74

Overview General Payment Payment fee Remittance Bank Fixed assets History

Account	Description	Debit	Credit	Offset acco...		Payment st..
8006	Vendor payment 51110	1,127.74		Bank	USA OPER	Sent
8006	Vendor payment 51210	984.48		Bank	USA OPER	Rejected

Voucher: APP001160 Method of payment: USAUSD_CHK Document:
 Currency: USD Payment specification:
 Account name: Office Supplies Payment ID:
 Offset account name: Bank of USA Operating Settlement type: Designated transactions Withholding tax group:
 Check number: 903

Edit payment status (0) USD ceu Close