



Making Partial Payments Through Pay Supplier Statement

Software Development
RIMSS Business Systems Technology

Company Confidential

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Supplier: Select a Supplier Payment Acct Statement Date: 4/7/2017

Memo: Statement Balance: \$0.00

Supplier ID	Supplier Name	G/L Balance:	Balance After Pmt:	Payment Date:	Payment Type:	Selected Items:	Difference:	Total Amount Paid:
105	ABC Enterprises	\$0.00	\$0.00	4/7/2017	System Check	\$0.00	\$0.00	\$0.00
123	ABC FINANCE COMPANY							
568	ABC SUPPLY COMPANY							
707	Batteries Power							
44	INTERNATIONAL							
730	Jonh Deere							
63	KUBOTA CORP - SA							

Select

Apply	Document Date	Location Name	Supplier Reference	Supplier Invoice Date	Document Type	Document Number	Original Amount	Open Amount	Amount Paid	Due Date	Header Memo	Detail Memo

To open a Pay Supplier Statement document, go to:

Supplier > New > Pay Supplier Statement

Choose the supplier to pay, the payment account, and the payment type from the dropdowns.

Enter your statement balance and the statement date.

Save Save And Close Save And New

General Details Financial Information Ship To Attachments User Defined Fields

Terms

Credit Limit: \$0.00
Payment Terms: COD

Supplier Statement

Pay by Statement

If the supplier you want to pay does not show in the drop-down, you can add them by checking the "Pay by Statement" box on the Details tab of the Supplier Master Record.

Notebook

Add Note

User	Date Entered	Note	AutoDisplay
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Save Save and Finish Later Save and Create Payment Document Refresh Grid Print

Supplier: KJBOTA CORP - SA Payment Acct: SAT-1-11511-01 (CHASE BANK PAYR... Statement Date: 3/31/2017

Memo:

G/L Balance: \$81,066.36
 Balance After Pmt: \$34,497.69
 Payment Date: 4/7/2017
 Payment Type: Cash / ACH

Statement Balance: \$46,568.67
 Selected Items: \$46,568.67
 Difference: \$0.00
 Total Amount Paid: \$41,200.00

Select All

Apply	Document Date	Location Name	Supplier Reference	Supplier Invoice Date	Document Type	Document Number	Original Amount	Open Amount	Amount Paid	Due Date	Header Memo	Detail Memo
<input checked="" type="checkbox"/>	4/21/2015	BOERNE		4/21/2015	IR / Bill	12	\$10,000.00	\$10,000.00	\$10,000.00	4/21/2015		
<input checked="" type="checkbox"/>	10/27/2015	SAN ANTO...		10/27/2015	IR / Bill	223	\$39,553.00	\$26,368.67	\$20,000.00	10/27/2015		
<input checked="" type="checkbox"/>	3/16/2017	SAN ANTO...	654616	3/16/2017	IR / Bill	379	\$12,200.00	\$12,200.00	\$12,200.00	4/16/2017		
<input type="checkbox"/>	3/16/2017	SAN ANTO...	654616	3/16/2017	IR / Bill	380	\$10,000.00	\$10,000.00	\$0.00	5/16/2017	Scheduled ...	
<input type="checkbox"/>	3/16/2017	SAN ANTO...	654616	3/16/2017	IR / Bill	381	\$10,000.00	\$10,000.00	\$0.00	6/16/2017	Scheduled ...	
<input type="checkbox"/>	3/16/2017	SAN ANTO...	654616	3/16/2017	IR / Bill	382	\$10,000.00	\$10,000.00	\$0.00	7/16/2017	Scheduled ...	
<input type="checkbox"/>	3/16/2017	SAN ANTO...	654616	3/16/2017	IR / Bill	383	\$10,000.00	\$10,000.00	\$0.00	8/16/2017	Scheduled ...	
<input type="checkbox"/>	3/16/2017	SAN ANTO...	654616	3/16/2017	IR / Bill	384	\$10,000.00	\$10,000.00	\$0.00	9/16/2017	Scheduled ...	
<input checked="" type="checkbox"/>	5/27/2015	SAN ANTO...		5/27/2015	Wholegood ...	31	(\$5,000.00)	(\$2,000.00)	(\$1,000.00)			

Once all of your header information is filled out, you will select each of the invoices and credits that you want to pay. When first selecting the line item, the system will default in the full Open Amount of the bill or credit in the Amount Paid column. You can edit the amount you want to pay on an invoice or the amount of credit you want to apply to the payment in this column by keying in the dollar amount to apply.

Once finished, the Statement Balance must equal the Selected Items prior to creating the payment document. The selected items are the sum of the total of all invoices and credits selected. Your Difference must be 0.00 prior to creating your payment document. The Total Amount Paid will be the amount of the Payment created.

When your amounts are correct, click "Save and Create Payment Document" to create the payment in RIMSS.