

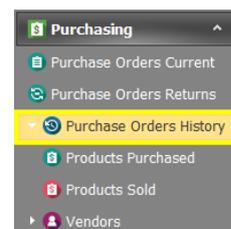
Pay a Purchase Order

Last Modified on 03/26/2019 4:56 pm MST

Once a Purchase Order has been received a payment to the Vendor will need to occur. This can be done directly after receiving or later when actually paid. In this article, you will learn how to pay a Purchase Order.

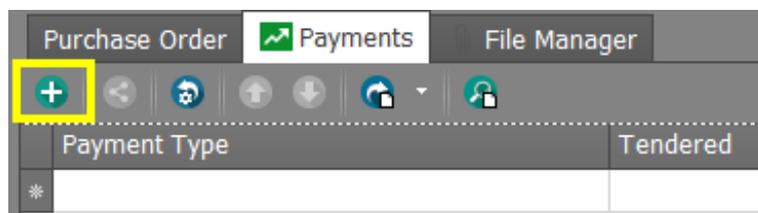
To pay a Purchase Order, follow the steps below:

- Step 1 - While in the Purchasing module select **Purchase Orders History** in the navigation bar and select the Purchase Order you will be paying.



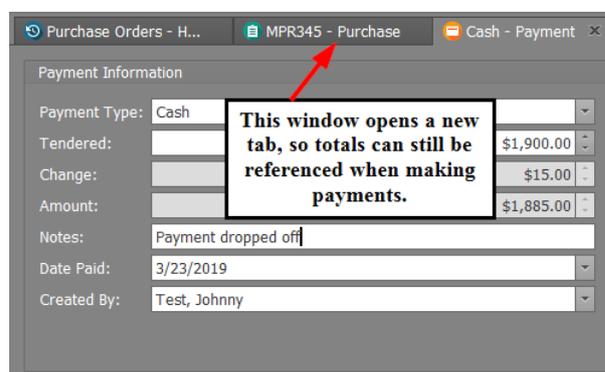
Purchase Order	Vendor Invoice	Purchase Status	Product Vendor	Date Created	Location	Total Cost	Total Paid	Total Due	Memo
10034	MPR345	Received	Medical Pain Relief Inc	3/23/2019	Emerald Ph...	\$1,885.00	\$0.00	\$1,885.00	
10032	A82003	Received	Absolute Healthcare Inc	2/28/2019	Emerald Ph...	\$1,700.00	\$0.00	\$1,700.00	Flower for Front

- Step 2 - Select the **Payments** sub-tab and click the plus button to add a new payment.



- Step 3 - Continue to complete each field in the Purchase Order detail window.

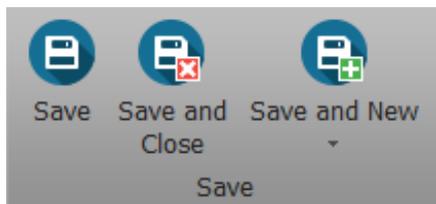
- **Payment Type** - Select from the pull-down the payment type.
- **Tendered** - Enter the amount given to the vendor.
- **Change & Amount** - These fields will auto-populate with the amount of change to provide the



vendor and the invoice paid amount.

- **Notes** - If there are any notes to make about the payment, they can be added to this field.
- **Date Paid & Created By** - These fields will auto-populate with the date and employee making the payment.

- Step 4 - Choose one of the **Save** options.



You've done it! You've created a new Purchase Order!

