



Knowledge Base Article

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Article ID: 4150
Subject: Pay Accounts Payable (A/P) bill via Electronic Payment
Last Modified: July 25, 2007

Applies to: Pro Gold i2 2.0, 3.0

Issue: A/P bill is paid electronically through an on-line bill pay function vice issuing a check. Pro Gold i2 utilizes the Adjustment Tab in banking to handle non check payment transactions. The Accounts Payable Icon on the main Payables Tab has an Other Payment Type function that will generate an Electronic Payment adjustment transaction in the Pro Gold i2 bank account vice a check.

Resolution: Process payment via the Accounts Payable Icon on the main Payables Tab:

- Go to Payables Tab and select the Accounts Payable Icon
- Select the vendor to pay from the list utilizing the dropdown option at the top of the tab
- The payment type option will display just below the dropdown field once the vendor is selected
- Select the Other payment type option
- Verify/modify the amount to pay
- Verify/select the Pro Gold i2 bank account to pay from
- Select/allocate bills to pay:
 - Click gold coins on each bill to allocate individually
 - Click Auto Allocate button
- Select Apply Payments button
- System will display bank account to view the transaction created
 - Transaction will display immediately if default bank account used for payment
 - Adjustment Tab of default bank account will display if non default account used
 - Use the Select Bank Account dropdown just below the main banking tabs to select bank account used for payment
 - Last transaction generated will display

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

<http://secured.progoldi2.com/webcast.aspx>

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: N/A

Keywords: electronic payment, Online Pay Bills, 4150, Accounts Payable

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