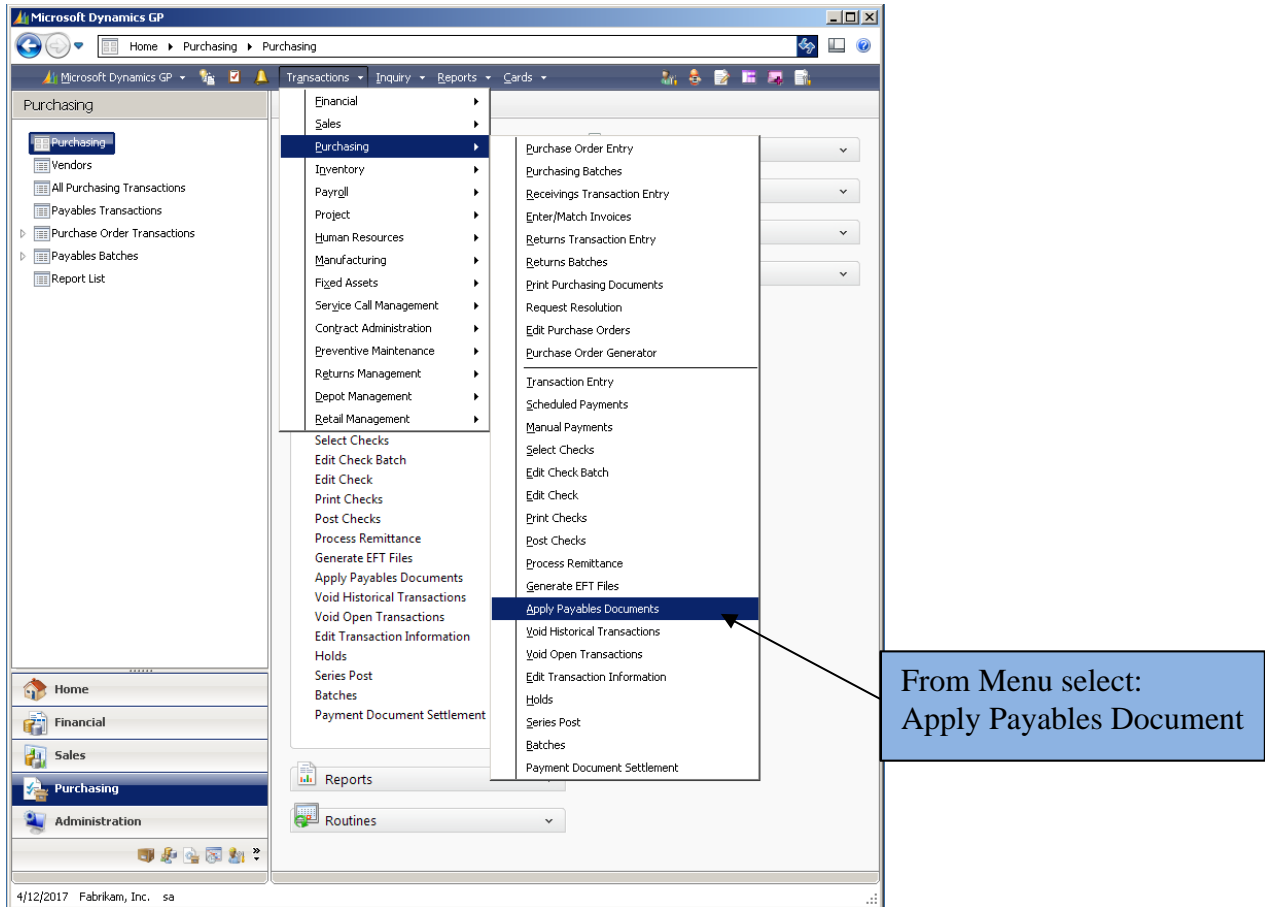


## Dynamics GP – AP Apply Payment to Invoice Process

Select: Apply Payables Document using the menu or by using the Area Page for Purchasing.



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## Dynamics GP – AP Apply Payment to Invoice Process

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Area Page for Purchasing:

The screenshot displays the Microsoft Dynamics GP interface for the Purchasing area. The left-hand navigation pane shows the 'Purchasing' area selected. The main content area is titled 'Purchasing' and contains a list of transactions and utilities. The 'Apply Payables Documents' option is highlighted in blue, and a blue callout box with an arrow points to it, containing the text: 'From Area Page select: Apply Payables Document'. The bottom status bar shows the date '4/12/2017' and the user 'Fabrikam, Inc. sa'.

Microsoft Dynamics GP

Home > Purchasing > Purchasing

Microsoft Dynamics GP Transactions Inquiry Reports Cards

Purchasing

- Purchasing
- Vendors
- All Purchasing Transactions
- Payables Transactions
- Purchase Order Transactions
- Payables Batches
- Report List

Purchasing

Transactions

- Purchase Order Entry
- Purchasing Batches
- Receivings Transaction Entry
- Enter/Match Invoices
- Returns Transaction Entry
- Returns Batches
- Print Purchasing Documents
- Request Resolution
- Edit Purchase Orders
- Purchase Order Generator

Transaction Entry

- Scheduled Payments
- Manual Payments
- Select Checks
- Edit Check Batch
- Edit Check
- Print Checks
- Post Checks
- Process Remittance
- Generate EFT Files
- Apply Payables Documents
- Void Historical Transactions
- Void Open Transactions
- Edit Transaction Information
- Holds
- Series Post
- Batches
- Payment Document Settlement

Cards

Inquiry

Utilities

Setup

Home

Financial

Sales

Purchasing

Administration

4/12/2017 Fabrikam, Inc. sa

From Area Page select:  
Apply Payables Document

## Dynamics GP – AP Apply Payment to Invoice Process

Select the Vendor

Select the Payment's Document Number

**Select Vendor ID and Document No.**

Apply to Document	Due Date	Amount Remaining	Apply Amount
<input type="checkbox"/> 1	3/1/2014	\$42,121.46	\$0.00
INV		\$0.00	\$0.00
Z-US\$	0.0000000		\$0.00
<input type="checkbox"/> 115000	2/15/2014	\$15,736.74	\$0.00
INV		\$307.66	\$0.00
Z-US\$	0.0000000		\$0.00
<input type="checkbox"/> 8000	11/22/2013	\$2,828.54	\$0.00
INV		\$0.00	\$0.00
Z-US\$	0.0000000		\$0.00

**Invoice that will be selected**

Notice the **Unapplied Amount is \$15,736.74.** This amount will change to zero once the invoice has been selected.

If needed, change the Apply Date and the Apply Posting Date.

## Dynamics GP – AP Apply Payment to Invoice Process

Select Invoice to apply with Payment

Apply Payables Documents

File Edit Tools Help

sa Fabrikam, Inc. 4/12/2017

OK Find Unapply Auto Apply

Vendor ID: ADVANCED0001  
Name: Advanced Office Systems

Document No.: 20059  
Document Type: Payment  
Apply From Currency ID: Z-US\$

Apply Date: 4/12/2017  
Apply Posting Date: 4/12/2017

Original Amount: \$15,736.74  
Unapplied Amount: \$0.00

Type	Original Document Amt	Discount Date	Terms Available	Terms Taken	Writeoff
<input type="checkbox"/> 1		3/1/2014	\$42,121.46		\$0.00
INV	\$45,000.00	0/0/0000	\$0.00	\$0.00	\$0.00
Z-US\$	0.0000000				\$0.00
<input checked="" type="checkbox"/> 115000		2/15/2014	\$0.00		\$15,736.74
INV	\$15,736.74	1/16/2014	\$307.66	\$0.00	\$0.00
Z-US\$	0.0000000				\$0.00
<input type="checkbox"/> 8000		11/22/2013	\$2,828.54		\$0.00
INV	64	0/0/0000	\$0.00	\$0.00	\$0.00
Z-US\$	0.0000000				\$0.00

by Vendor ID

Notice the Unapplied Amount is now zero.

**WARNING:** make sure the Apply Date and Apply Posting Dates are correct.

Once all the field are successfully completed, press the “OK” button.