# Exercise 13: Post a Manual Outgoing Payment

## Post the Payment

Follow this menu path:

**Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice**

Enter the following data:

|  |  |
| --- | --- |
| Document Date | Current date |
| Account | Bank Account |
| Amount | 1000 |
| Account | Search using your search term (0##) to find your vendor, note the vendor number is different than the Business Partner number. |

Click Process Open Items.

Make sure the Not Assigned field is 0.00 then click Post.

Click More → Document → Display.

## View the Vendor Account

Follow this menu path:

**Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items**

Enter the following data:

|  |  |
| --- | --- |
| Vendor account | Search using your search term (0##) to find your vendor, note the vendor number is different than the Business Partner number. |
| Company Code | US00 |
| All items | Selected |

Click Execute.

Double-click a line item to see the document details.

|  |  |
| --- | --- |
| What is the balance for the vendor’s account? |  |