Create a Vendor Payment Entry - Employer & Client - FI Mode Only

Description: In this topic, the user will learn how to submit vendor payments. Vendor Payments provide the ability to submit payments to approved vendors, per a client's authorization.

Role Required: Employer, Client

Permission Required: N/A

Mode: FI

Employer - Create Vendor Payment Entries

1. Log in to DCI
2. Select **Clients** on the submenu
3. Use the filters to search by client name and click **Search**
4. **Click anywhere in the client row** to open the details page
5. Click **Actions**
6. Select **New Vendor Payment Entry** from the drop-down menu
7. Complete the Add New Vendor Payment Entry form wizard
    a. Entry Type: Defaults to Vendor Payment
    b. Account Type **(required)**: **Hourly** or **Vendor** depending on the service code.
        i. Please note: See the Allow Vendor Payments on Service Codes section in the Vendor Payments article in the Help Center for more information
    c. Vendor **(required):** Type the vendor name and select it from the drop-down
    d. Service code **(required):** Select from the drop-down
    e. Dollar Amount **(required):** Enter the total amount for the invoice for all dates of service
    f. Invoice Number **(required):** Enter the invoice number
    g. Vendor Payment Reference Fields 1-5 (optional): Optionally add any additional information regarding the vendor payment
    h. Date(s) of Service **(required)**: This may be one date or multiple dates. Enter the date and the amount for that date then click the blue **plus sign (+)** to add more as needed.
        i. Please note: The total sum of the dates of service must match the dollar amount entered in the Dollar Amount field
    i. Notes (optional)
    j. Invoice Attachment **(required):** Click the **Choose Files** button to upload the invoice
8. Click **Save** then **Yes** to confirm

Client - Create Vendor Payment Entries

1. Log in to DCI
2. Select **Vendors** on the submenu
3. Use the filters to search by vendor name and click **Search**
4. **Click anywhere in the vendor row** to open the details page
5. Click **Actions**
6. Select **New Vendor Payment Entry** from the drop-down menu
7. Complete the Add New Vendor Payment Entry form wizard
    a. Entry Type: Defaults to Vendor Payment
    b. Account Type **(required)**: **Hourly** or **Vendor** depending on the service code.
        i. Please note: See the Allow Vendor Payments on Service Codes section in the Vendor Payments article in the Help Center for more information
    c. Vendor **(required):** Type the vendor name and select it from the drop-down
    d. Service code **(required):** Select from the drop-down
    e. Dollar Amount **(required):** Enter the total amount for the invoice for all dates of service
    f. Invoice Number **(required):** Enter the invoice number
    g. Vendor Payment Reference Fields 1-5 (optional): Optionally add any additional information regarding the vendor payment
    h. Date(s) of Service **(required)**: This may be one date or multiple dates. Enter the date and the amount for that date then click the blue **plus sign (+)** to add more as needed.
        i. Please note: The total sum of the dates of service must match the dollar amount entered in the Dollar Amount field
    i. Notes (optional)
    j. Invoice Attachment **(required):** Click the **Choose Files** button to upload the invoice
8. Click **Save** then **Yes** to confirm

Related articles

- Reimbursements - Client Creates Reimbursement Entry - FI Mode Only
- Create a Vendor Payment Entry - Employer & Client - FI Mode Only
- Reports Guide
- Authorizations Widget
- Authorizations - Overview