

## Paying supplier Bills

When Supplier bills have been received then there will be subsequent payments. The dedicated payment process described below makes this as efficient as possible.

If an entity is not registered for VAT, then there will be no references to VAT in the displayed screens, also therefore ignore references to VAT in the guide below.

Information on dealing with supplier bills in the first instance can be found in the **Receiving Supplier Bills** user guide

### Paying a Bill

All Supplier bills that remain unpaid can be seen at several points:

- ◆ The **HOME** page always displays all unpaid bills
- ◆ From the **LISTS** menu select **SUPPLIER BILLS/CREDITS**, all bills are shown together with the status of either paid or unpaid.
- ◆ From **REPORTS** menu select **ACCOUNTS PAYABLE** followed by **UNPAID BILLS**. You may filter the report to show any particular supplier.

The pay bills process is accessed via the **ACTIVITIES** menu.

#### ACTIVITIES → PAY BILLS

All Suppliers who have unpaid bills are displayed in the Screen. Click on the **(SELECT)** button adjacent to the supplier you will be paying.

Unpaid bills exist for the following suppliers. Please select the supplier you wish to pay from the list below.

	Supplier Name
<b>(SELECT)</b>	Office Supplier Ltd
<b>(SELECT)</b>	The Restaurant
<b>(SELECT)</b>	USA Supplier

The Pay Bills screen is displayed with all the unpaid bills relevant to the supplier. A single bill or multiple bills can be paid using a range of payment methods.

All unpaid Bills are displayed in the upper **Bills** section; outstanding credit notes and other unapplied items, such as miscellaneous deposits or payment items are displayed in a lower **Unapplied Items** section.

**Supplier: Mercury Office Supplies Ltd**

Payment Date 15/02/2006	Method of Payment Online Payment	Bank Account Current Account	Reference pjt	Amount To Pay £464.12
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**Bills**


Pay	Due Date	Reference	Bill Amount	Amount Due ?	Amount Paid ?	Amount	Reference
<input checked="" type="checkbox"/>	08/02/2006	ref 1/06	£493.50	£493.50	493.50	305.49	pjt
<input checked="" type="checkbox"/>	04/03/2006		£158.63	£158.63	158.63	158.63	pjt

**Unapplied Items**

Use	Date	Document	Reference	Memo	Credit Amount	Unused Amt. ?	Amount To Use ?	Hide ?
<input checked="" type="checkbox"/>	01/02/2006	Credit Note			£29.38	£29.38	29.38	<input type="checkbox"/>
<input checked="" type="checkbox"/>	03/02/2006	Debit Card			£158.63	£158.63	158.63	<input type="checkbox"/>

- ◆ The **PAYMENT DATE** defaults to to-days date, amend if necessary.
- ◆ Select the **METHOD OF PAYMENT** from the drop down list. This will determine the nature of the adjacent fields as follows:




Method of Payment	Next Field	Next Field
Cheque	Select Bank Account	Enter Cheque Number
Credit Card	Select Credit Card Account	Enter free form Reference
Debit Card	Select Bank Account	Enter free form Reference
Direct Debit	Select Bank Account	Enter free form Reference
Online Payment	Select Bank Account	Enter free form Reference
Standing Order	Select Bank Account	Enter free form Reference

- ◆ Clicking on the **APPLY TO ALL** button will put either the cheque number or reference against each item that is being paid. This allows multiple bills to be paid with a single cheque or other payment method
- ◆ The **PAID AMOUNT** field displays the total amount being paid; this field can be updated by clicking on **CALC** button. This is for information purposes to help you verify the total that is being paid.
- ◆ Select the bill(s) and/or credit notes and unapplied items that are being paid by clicking on **PAY** box. A  mark will appear.
- ◆ The **AMOUNT PAID** defaults to the Amount Due. However if you are not paying the full amount enter the amount you are paying. The system will record the balance still to be paid and continue to show it as outstanding until you receive a credit note from your supplier or you pay the balance. Continue selecting bills to be paid.
- ◆ When complete click on **SUBMIT** to record the payment(s). Note if you attempt to over-pay a warning is displayed. **CANCEL** exits the process and returns to the previous screen, with no recording of the transaction.







In the example above £464.12 is being paid made up of a bill offset by the credit note, and a debit card payment for the other bill possibly paid at the time the goods were collected and before the bill had been received.

Note that a **Purchase File Reference Number** is allocated to a pay bills transaction and is displayed on viewing or editing the transaction.

### Editing or Deleting a Payment Transaction

A payment may be edited or deleted provided the transaction has not been reconciled to a bank statement, VAT return or is in a closed year. Simply locate the payment by clicking the  button of the relevant bank account and selecting the  or  buttons adjacent to the relevant transaction.

**ACCOUNTS → BANK/CREDIT ACCOUNTS →  the account →  the transaction**

	Date	Bill	Type	Reference	Payee	Bank Account	Amount	
	22/04/2005		Online Payment	pittest	Central Garages Ltd	Current Account	£403.15	
	22/04/2005		Online Payment	pittest	Central Garages Ltd	Current Account	£50.00	

Alternatively from the **LISTS** menu select the payment method used

**Cheques**  
**Debit Card Transactions**  
**Electronic Payments**

Or use the **FIND TRANSACTION** function.

Locate the relevant transaction and **EDIT** or **DEL**

If the action was to delete the transaction, all the bills that had been paid, will now reappear as unpaid bills.

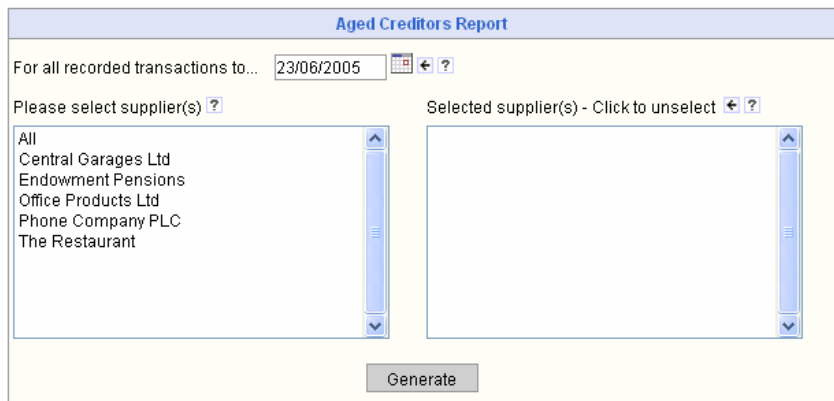
## Aged Creditors and AP Listing Reports

It is important to manage the payments to your suppliers; many issues can be involved, from your own cash flow control, through to credibility and reputation with your existing or potential suppliers. Additionally legislation exists to allow suppliers to receive compensation if you fail to pay to the terms agreed with them.

An aged Creditors report helps in this management process. The report is accessed via the **REPORTS** menu.

### REPORTS → ACCOUNTS PAYABLE → AGED CREDITORS

- ◆ Enter a date for which the report is to be run. Note that the report will prepare the list of outstanding supplier invoices and credit notes existing as that date.



- ◆ Click on **ALL** for all suppliers or select a single or a range of suppliers.

- ◆ Click on **GENERATE** to prepare the report which is in pdf format and can be printed, saved or even e-mailed.

paul Consulting Ltd -TRIAL									
Aged Creditors Detail									
For All Recorded Transactions to June 23, 2005									
Date Due	Date TX	Reference	Type	Current	30 Days	60 Days	90 Days	120+ Days	Balance
Office Products Ltd									
04/06/2005	05/04/2005	457245	Bill	1,997.50	0.00	0.00	0.00	0.00	1,997.50
14/06/2005	15/04/2005	457256	Bill	145.00	0.00	0.00	0.00	0.00	145.00
Supplier Subtotals:				2,142.50	0.00	0.00	0.00	0.00	2,142.50
Phone Company PLC									
04/05/2005	20/04/2005	004879	Bill	0.00	287.88	0.00	0.00	0.00	287.88
Supplier Subtotals:				0.00	287.88	0.00	0.00	0.00	287.88
Report Totals:				2,142.50	287.88	0.00	0.00	0.00	2,430.38

The AP Listing report shows all (including non cash) transactions that have impacted a Supplier Account. It is accessed in a similar way to the Aged Creditors Report

**REPORTS → ACCOUNTS PAYABLE → AP Listing**

A report in Adobe pdf format is prepared which may be printed at a local printer, saved locally or even emailed.

Consulting Company Ltd								
Accounts Payable Listing								
October 1, 2005 through December 31, 2006								
Date	Reference	Type	Account	Memo	Charge	Payment	Balance	
<b>Computer Supplier Ltd</b>								
02/01/2006		Bill	Asset Additions		1,022.25	0.00	1,022.25	
01/02/2006		Online Payment	Current Account	Bill Payment	0.00	705.00	317.25	
<b>Local Newsagents</b>								
09/01/2006	200406	Cheque	Current Account		0.00	705.00	(705.00)	
09/01/2006		Bill	Reference Books & Periodicals		58.75	0.00	(646.25)	
13/02/2006		Misc Deposit	Current Account		646.25	0.00	0.00	
<b>Office Supplies</b>								
29/11/2005	Inv 4532	Bill	Suspense	Supplier Opening Balance	323.13	0.00	323.13	
10/01/2006		Online Payment	Current Account	Bill Payment	0.00	200.00	123.13	
13/02/2006		Online Payment	Current Account	Bill Payment	0.00	123.13	0.00	
13/02/2006		Bill	Office Supplies		235.00	0.00	235.00	
13/02/2006	200407	Cheque	Current Account	Bill Payment	0.00	235.00	0.00	
<b>Phone Company</b>								
10/01/2006		Bill	Telephone (Fixed)		434.75	0.00	434.75	
19/01/2006		Credit Note	Telephone (Fixed)		(82.25)	0.00	352.50	
13/02/2006		Online Payment	Current Account	Bill Payment	0.00	352.50	0.00	