

Payments on Account

Create the payment

Using a payment transaction such as

- ◆ Write Cheque
ACTIVITIES → WRITE CHEQUE
- ◆ Dr/Cr Card
ACTIVITIES → ENTER CARD TRANSACTION → Dr card or Cr Card
- ◆ Electronic payment
ACTIVITIES → RECORD ELECTRONIC PAYMENT

Debit Card
Analysis

Charge Refund ↔ ?
 A/C ↔ ?
 Payee ↔ ?

Fifty Pounds Only

Memo

Reference ?

Date ↔ ?

Tax Point ↔ ?

£ ↔ ?

Add Item Undo Item Save Item Reset (Re)Calc Submit

Account ?
Net Amount ?
VAT Rate ?
VAT Amount ?
Memo
Customer ?

...Phone Company PLC
50.00
Out of Scope
0.00

Not Applicable

#	Account	Net Amount	VAT Rate	VAT Amount	Memo
1	...Phone Company PLC	50.00	Out of Scope		
2					
3					
4					
5					

For the line item account, select the supplier account (Hint: clear the selection filter, and select Accounts Payable to find the supplier account).

Save the line item and **SUBMIT** in the usual way.

The payment is now shown in the pay bills screen for that supplier to be consumed .

Receipt of Bill

Record the bill in the usual way.

ACTIVITIES → ENTER BILL/CREDIT NOTE

Matching the On Account Payment

Use the Pay Bills screen in the usual way

ACTIVITIES → PAY BILLS → SELECT THE SUPPLIER

A screen showing the Bill and the On account payment is displayed, click the Use button adjacent to the On Account Payment and pay the balance of the Bill to complete the transaction.

Supplier: Phone Company PLC

Payment Date 13/09/2006	Method of Payment Online Payment	Bank Account Current Account	Reference <input type="text"/>	Amount To Pay £243.75
<input type="button" value="Apply To All"/>				

Bills

Pay	Due Date	Reference	Bill Amount	Amount Due ?	Amount Paid ?	Amount	Reference
<input checked="" type="checkbox"/>	27/07/2006		£293.75	£293.75	293.75	243.75	<input type="text"/>

Unapplied Items

Use	Date	Document	Reference	Memo	Credit Amount	Unused Amt. ?	Amount To Use ?	Hide ?
<input checked="" type="checkbox"/>	13/09/2006	Cheque	001236		£50.00	£50.00	50.00	<input type="checkbox"/>

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