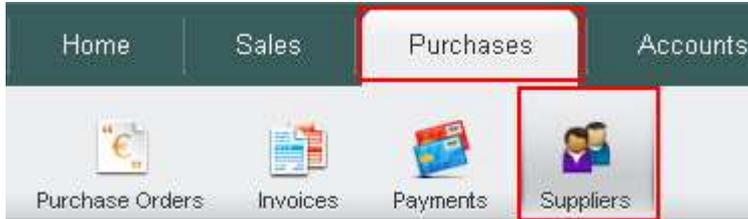


How to put a Supplier payment on account.

1. Click on the "Purchases" tab at the top, then "Suppliers"



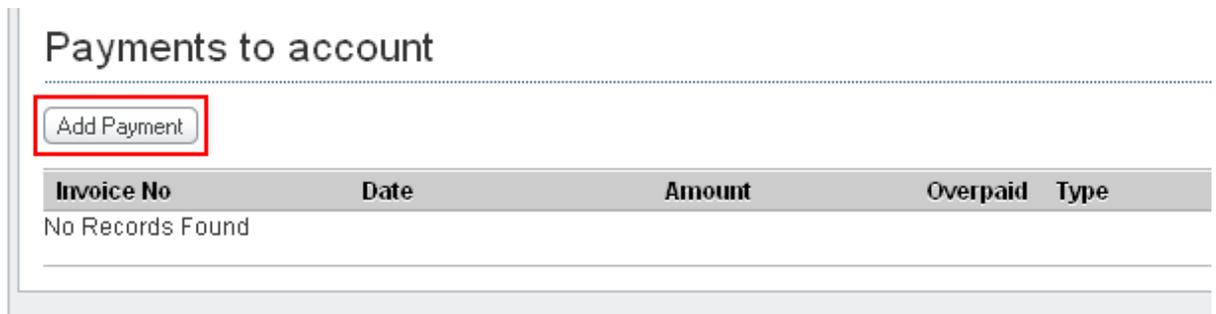
2. When the Suppliers list loads up, search for them using the search section on the right hand side.



3. Click on the Supplier and select the Financial Tab.



4. Click on the "Add Payment" button near the bottom.



5. Add in the payment details and click "Save".

Payments to account

Invoice No	Date	Amount	Overpaid	Type	Cheque No	Bank Account
Date:	Type:	Gross:	Bank Account:	Reference:	Cheque:	
22/05/2012	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>