

## **How to record BillPay**

Set up a separate account for BillPay. Click on Accounts and Bank and Add. Enter BillPay as the Name and Contra as the Type.

When a customer pays a bill using billpay the money is put in the Till. When doing the cash-up the BillPay money (minus the commission) should be recorded as an Account Transfer to the Bill Pay Account. The commission amount should be recorded as a sale.

Click on Pay into Bank and record the amount (minus sales commission), select Account Bill Pay.

When the BillPay money is direct debited from the Current Account record as an Account Transfer from the Bill Pay account.

Click on Accounts, Bank and click on BillPay. Click on Transfer and type in the amount, the date and select Current Account.

### **How to check you've done it correctly:**

Check your BillPay Account to make sure the amounts are matching up. Click on Reports, Account Reports and select Bill Pay. Check to see that the amounts are matching up.