

Allocating a payment to a Supplier invoice.

There are two ways of adding a payment to a supplier invoice.

Firstly if you have several invoices outstanding for a supplier and you are sending one payment to pay off these invoices you will proceed as follows:-

Go to Purchases and then click on the Payments tab

selected	Invoice No	Sequence	Date	Due	Gross	Amount Due
<input type="checkbox"/>	44	24/07/2010	23/09/2010	169.40	169.40	169.40
<input type="checkbox"/>	45	24/08/2010	23/09/2010	187.55	187.55	187.55
<input type="checkbox"/>	46	24/09/2010	24/10/2010	163.35	163.35	163.35
<input type="checkbox"/>	47	24/10/2010	23/11/2010	200.88	200.88	200.88
<input type="checkbox"/>	48	24/11/2010	24/12/2010	160.93	160.93	160.93
<input type="checkbox"/>	49	24/12/2010	23/01/2011	175.45	175.45	175.45
<input type="checkbox"/>	50	24/01/2011	23/02/2011	148.83	148.83	148.83
<input type="checkbox"/>	51	24/02/2011	23/03/2011	154.88	154.88	154.88
<input type="checkbox"/>	52	24/03/2011	23/04/2011	169.40	169.40	169.40
<input type="checkbox"/>	53	24/04/2011	24/05/2011	157.30	157.30	157.30
<input type="checkbox"/>	54	24/05/2011	23/06/2011	151.25	151.25	151.25
<input type="checkbox"/>	55	24/06/2011	24/07/2011	165.77	165.77	165.77
					2,004.97	2,004.97

Select the Suppliers name from the dropdown Supplier box.

Click the Add New Payment button.

Add New Payment

Date: 30/09/2010
Reference:
Type: Cheque
Cheque No.: 500021
Amount: 356.95
Bank Account: Bank of Ireland

Bulk Payment for Purchase Invoices
Use this section to add in bulk payments for multiple purchase invoices. Enter the payment details here and then the system will allow you to allocate the payment to multiple purchase invoices that are outstanding for that particular Supplier. You can also use this section to allocate individual payments too if you wish.

Credit Notes that were created manually will also appear here allowing you to allocate them if necessary.

Ok Cancel

Add the date of the payment, the type of payment, the amount of the payment and the bank account you are paying the supplier out of. Then add the cheque number and the OK

Tick the selected box on the payment and then tick the selected box on the invoice side to show which invoices you want to allocate the payment to, you will notice that the Total Selected balance on the payment section matches the Total Selected balance on the invoice section. Now click the Apply Payment button.

Payments to suppliers
 Keep track of your Suppliers.
 Select the Supplier, the date and enter the amount of money paid. You will see a list of all unpaid and partially paid Purchase Invoices for that Supplier.
 Click on the box beside the invoice(s) you want to allocate the payment to. Any over or underpayment will be held over for the next time.

Supplier: End Date:

Payments						Invoices								
selected	Date	Type	Ref	Cheque	Total	Unallocated	selected	Invoice No	Sequence	Date	Due	Gross	Amount Due	
<input checked="" type="checkbox"/>	30/09/2010	payment		500021	356.95	356.95	<input checked="" type="checkbox"/>		44	24/07/2010	23/08/2010	169.40	169.40	
							<input checked="" type="checkbox"/>		45	24/09/2010	23/09/2010	187.55	187.55	
							<input type="checkbox"/>		46	24/09/2010	24/10/2010	163.35	163.35	
							<input type="checkbox"/>		47	24/10/2010	23/11/2010	200.86	200.86	
							<input type="checkbox"/>		48	24/11/2010	24/12/2010	160.93	160.93	
							<input type="checkbox"/>		49	24/12/2010	23/01/2011	175.45	175.45	
							<input type="checkbox"/>		50	24/01/2011	23/02/2011	148.83	148.83	
							<input type="checkbox"/>		51	24/02/2011	26/03/2011	154.89	154.89	
							<input type="checkbox"/>		52	24/03/2011	23/04/2011	169.40	169.40	
							<input type="checkbox"/>		53	24/04/2011	24/05/2011	157.30	157.30	
							<input type="checkbox"/>		54	24/05/2011	23/06/2011	151.25	151.25	
							<input type="checkbox"/>		55	24/06/2011	24/07/2011	165.77	165.77	
												2,004.97	2,004.97	
						Total Selected:								356.95

Apply Payments

The second option , go to Purchases and Invoices. Select the invoice you want to add the payment to

Details | Payments | Refunds | Recurring | Delete

Supplier: Reference: Currency:

 Date: Due:
 Note:
 Sequence No: 46

Details

Item	Description	Nominal	Quantity	Price	VAT rate	Net	VAT	Resale	Job	Gross
Service	Telephone		1	0.00	21%	135.00	28.35	N	Sample Retailer Company	163.35
Subtotal:										135.00
VAT total:										28.35
Total:										163.35
Amount due:										€163.35

Then click the Payments button at the top of the screen.

Details **Payments** Refunds Recurring Delete

New payment for invoice

Amount: Payment Type: Date:

Due: Bank Account: Slip No:

Discount: - Description: Reference:

Payment for this Purchase Invoice

This section allows you to quickly record the payment or part payment of this Purchase Invoice, if you have already paid it.

Previous payments

Date	Type	Slip No	Reference	Bank Account	Gross	Overpaid	Recurring	Locked
No Records Found								

Credit Notes

Date	Invoice No	Gross	Amount Due	Locked	Allocated
No Records Found					

Click on the Due box and this will then put the payment amount in to the Amount box.

Select the type of payment, select the bank account and the date, put the cheque number into the slip number box and then click the Add Payment button.