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

Select the Suppliers name from the dropdown Supplier box.

Click the Add New Payment button.

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.

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

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

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.