How to pay a supplier out of the Till Account.

Go to Sales and Retailer.

Select the till account you are paying your supplier from and then select the Supplier payment button.

Till: **Till 1**

Brought Forward: **219.00**   Balance:

Total Daily Receipts: 706505.03   Payments: 1
Transfers In: 490.00   Transfers O

| Enter Takings | Supplier Payment | Other Payment | Pay Into Bank | Add Float | Cash Up | Change Till | Report | Export |

Date	Nominal	Type	Description
31/01/2011	Sales	lodgement	#8: takings z=8
28/02/2011	Sales	lodgement	#9: takings z=9
31/03/2011	Sales	lodgement	#10: takings z=10
30/04/2011	Sales	lodgement	#11: takings z=11
21/05/2011	Sales	lodgement	#12: takings z=12

Select your Supplier from the dropdown list in your Supplier box, and enter the amount you have paid them and the date you paid them. The system will bring up any invoices outstanding for the supplier and you select the invoice you are paying them for.

Supplier Payment   ✕

Supplier: *
Eircom [+]

Amount: *
165.77

Date: *
23/03/2012

Note:

> 💡 **Paying Suppliers**
>
> It's better to write cheques to your suppliers for good record keeping, but if you MUST pay out of the till, then record it here. If the purchase invoice has not been recorded yet, click on Purchases to record it so you are sure to reclaim your VAT.

[Add Missing Invoice]

selected	Supplier	Invoice No	Date	Gross	Amount Due
☑	Eircom		24/06/2011	165.77	165.77
☐	Eircom		24/05/2011	151.25	151.25
☐	Eircom		24/04/2011	157.30	157.30

[Ok] [Cancel]

If you do not have the supplier and the invoice already set up, click the Add Missing Invoice button.

This will take you to the Supplier invoice screen.

Add your new supplier details and then select the Add Full Payments box, "Payment type" will be Cash and your "Bank Account" will be the till account