

## 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**

Total Daily Receipts: 706505.03  
Transfers In: 490.00

Balance: 4

Payments: 1  
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
31/05/2011	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 (+)

Date: \*  
23/03/2012

Amount: \*  
165.77

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
<input checked="" type="checkbox"/>	Eircom		24/06/2011	165.77	165.77
<input type="checkbox"/>	Eircom		24/05/2011	151.25	151.25
<input type="checkbox"/>	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

Supplier: New Supplier <input data-bbox="384 450 405 479" type="button" value="+"/>	Invoice No: 123	Currency: Euro
VAT period: Mar-Apr 2012 <input type="button" value="v"/>	Note: <input type="text"/>	
Date: 23/03/2012 <input type="button" value="c"/>	Due: 22/04/2012 <input type="button" value="c"/>	Sequence No: 73

### Details

**Invoices Purchase Details**

Select the service or product from the Item drop-down. To add a new item click on the +. If you have already paid for this item tick the box that says 'Add full payment' and you can add the payment details now also to save time later.

Item: Service <input data-bbox="331 801 352 831" type="button" value="+"/>	Description: <input type="text"/>	VAT rate: 23%	Quantity: 1	Price: <input type="text"/>	
Nominal: Office/Property/Electric	Job: Sample Retailer Company <input data-bbox="770 913 791 943" type="button" value="+"/>	Resale: <input type="checkbox"/> - Resale	Net: 81.30	VAT: 18.70	Gross: 100.00
<input checked="" type="checkbox"/> - add full payment	Payment Type: Cash	Bank Account: Till 1	Cheque Number: <input type="text"/>	Payment Date: 23/03/2012 <input type="button" value="c"/>	Reference: <input type="text"/>