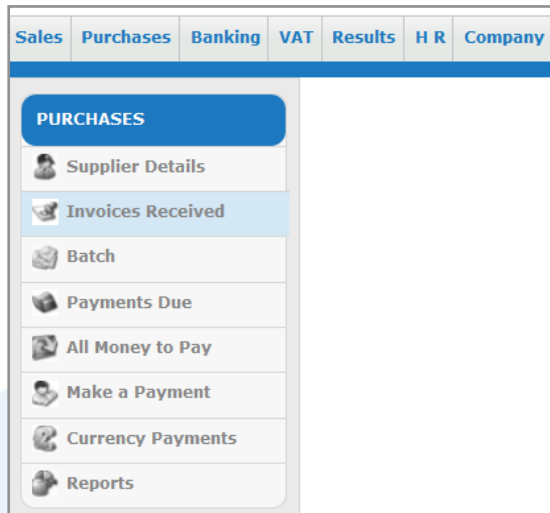


## Edit or Delete a Purchase Payment

This help document will show you how to edit or delete a purchase payment on Liquid Accounts.

Select the **Purchases** menu tab at the top of the screen, then the **Invoices Received** menu option.



Ensure you have the correct customer selected. If not, use the search function at the top of the screen to select the correct customer. Find the purchase payment that you wish to edit or delete in the list. Press the purchase payment number as highlighted in the box below.

Search: ED1		Ellis Designers Ltd.		Year end: 20 Dec 2011		Page size: 50	
Date	Our inv no	Their ref	Source	Debit	Credit	Balance	Status
3 Jun 2010	6		PI		1,080.00	-1,080.00	Paid
17 Sep 2010	33		PI	0	117.50	-1,197.50	Outstanding
17 Sep 2010	<b>20100917 025130/</b>	product 1	PP	100.00		-1,097.50	Outstanding
24 Mar 2011	49		PI		100.00	-1,197.50	Paid
24 Mar 2011	50		PI	100.00		-1,097.50	Paid
24 Mar 2011	51		PI		286.00	-1,383.50	Outstanding
24 Mar 2011	20110324 111343/		PP	100.00		-1,283.50	Allocated
24 Mar 2011	20110324 111347/		PP		100.00	-1,383.50	Allocated

Depending on whether the purchase payment has had invoices allocated to it or not will then determine how the next screen will look.

The figure below shows a payment with no invoices allocated against it and has not been reconciled, therefore the payment can be **deleted** or fully **edited**.

SUPPLIER PAYMENT FOR 20100917 025130/ ON  
ACCOUNT ED1

[Audit](#) Close



Details		Invoices allocated/matched
ID	515	This payment has not been matched or allocated to any invoices
Year end	20 Dec 2011	
Period	4	
Account code	BANK01	
Supplier code	ED1	
Name	Ellis Designers Ltd.	
Date	17 Sep 2010	
Detail	Payment	
Currency	0	
Currency amount	-100.00	
Exchange rate	1	
Net	-100.00	
PaidRef	2 Oct 2010	
Paid	-100.00	
Reconciled date	2 Oct 2010	

On account: There are no amounts on account for this Reprint remittance

FX Entries: No entries for this reference Delete FX entries

[Edit](#) [Delete](#)

If you selected **Edit**, then you can now make any changes you need to and then press the **Save** button to save the changes.

Details	
ID	1146
Year end	20 Dec 2011
Period	10
Account code	BANK01
Supplier code	ED1
Name	Ellis Designers Ltd.
Date	24 Mar 2011 
Detail	Payment
Currency	£ Pound 
Currency amount	-100.00
Exchange rate	1
Net	-100.00
PaidRef	
Paid	0.00
Reconciled date	

[Save](#) [Cancel](#)

## Editing or Deleting Purchase Payments with Invoices allocated against them

If the purchase payment has had invoices allocated against it, they will be shown on the right-hand side of the screen. You can still edit elements of a purchase payment such as date and bank account by pressing the **Edit** button, making your changes and then pressing the **Save** button. If you wish to delete or edit any other aspect of the payment you will need to unallocate these invoices from the purchase invoice before the purchase payment can be edited. In order to unallocate the invoices, press the **Unmatch Invoices** button.

SUPPLIER PAYMENT FOR 20110324 111343/ ON  
ACCOUNT ED1 Close

[Audit](#)

Details		Invoices allocated/matched				
ID	1146	Date	Inv no	Net	Paid	Curr
Year end	20 Dec 2011	24 Mar 2011	49	-100.00	-100.00	-100.00
Period	10			-100.00	-100.00	-100.00
Account code	BANK01					
Supplier code	ED1					
Name	Ellis Designers Ltd.					
Date	24 Mar 2011					
Detail	Payment					
Currency	£					
Currency amount	-100.00					
Exchange rate	1					
Net	-100.00					
PaidRef						
Paid	0.00					
Reconciled date						

On account

There are no amounts on account for this

FX Entries

No entries for this reference

Once the **Unmatch Invoices** button has been pressed the screen will update and it should show no allocated invoices. The purchase payment can now be edited by pressing the **Edit** button or deleted by pressing the **Delete** button.

## Purchase Payments that have been Bank Reconciled

If a purchase payment has been bank reconciled, when you try and edit it a warning box will appear. You will need to go out of this screen and into the bank reconciliation and unreconcile the transaction before the system will allow you to edit it.