

Making a Payment

Press the **Purchases** tab and then the **Make a Payment** button.

Sales	Purchases	Banking	VAT	Results	H R	Company
PURCHASES						
Supplier Details						
Invoices Received						
Batch						
Payments Due						
All Money to Pay						
Make a Payment						
Currency Payments						
Reports						

Select the correct **Supplier**.

Search: **AP1** AppleCom Refresh Set page Reset page

Curr	Net	>>	Currency
£	-264.00		£
	-264.00		

Select items paid first

Date	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	£	To allocate	Select
6 Jan 2011	PP		20110106 121032/	£	0.00	0.00	0.00	-0.62	<input type="text" value="0.00"/>	<input type="checkbox"/>
13 Mar 2011	PP		20110313 110709/	£	0.00	0.00	0.00	0.61	<input type="text" value="0.00"/>	<input type="checkbox"/>
13 Mar 2011	PP		20110313 110719/	£	0.00	0.00	0.00	-0.61	<input type="text" value="0.00"/>	<input type="checkbox"/>
24 Mar 2011	PP		20110324 105107/	£	0.00	0.00	0.00	0.62	<input type="text" value="0.00"/>	<input type="checkbox"/>
25 Mar 2011	PI		52	£	-240.00	0.00	-240.00	-240.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
29 Mar 2011	PI		54	£	-12.00	0.00	-12.00	-12.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
29 Mar 2011	PI		55	£	-12.00	0.00	-12.00	-12.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
							-264.00			

Amend allocations

Tick the **Select** box next to the invoice(s) you wish to pay. This will automatically enter the **Amount** below.

Select items paid first

Date	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
11 Aug 2010	PI		24	£	-5.88	0.00	-5.88	-5.88	<input type="text" value=".00"/>	<input type="checkbox"/>
17 Sep 2010	PI		32	£	91.65	0.00	91.65	91.65	<input type="text" value="91.65"/>	<input checked="" type="checkbox"/>
							85.77			

Amend allocations

Amount paid (Please enter any payment on account separately from payments of invoices)

Account: **BANK01 - Bank account** | Date: **29 Mar 2011** | Their ref: | Our ref: |

Currency: **£** | Exch rate: | Amount: | Banked: | FX P/L: | Base curr:

Current rate: | Banked rate:

Choose the required **Bank account** from the drop down menu. Enter the **Date** (compulsory), **Their ref** and **Our ref** (optional).

Amount paid (Please enter any payment on account separately from payments of invoices)

Account: **BANK01 - Bank account** | Date: **29 Mar 2011** | Their ref: | Our ref: |

Currency: **£** | Exch rate: | Amount: | Banked: | FX P/L: | Base curr:

Current rate: | Banked rate:

Press **Save/ Allocate** to allocate it. The invoice will be shown as paid and will be removed from the list above.

Making a partial payment

Tick the **Select** box next to the invoice you wish to allocate a payment to. Overwrite the figure in the **To allocate** box to the amount you wish to pay. Enter the other details and then press **Save**. Once saved, the Invoice will now show the remaining amount left to pay.

Select items paid first										
Date	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
17 Mar 2011	PI		47	£	-36.00	0.00	-36.00	-36.00	0.00	<input type="checkbox"/>
18 Mar 2011	PI		48	£	-120.00	0.00	-120.00	-120.00	100	<input checked="" type="checkbox"/>
							-156.00			

Amend allocations

Amount paid (Please enter any payment on account separately from payments of invoices)

Account: BANK01 - Bank account | Date: 30 Mar 2011 | Their ref: | Our ref: | Save/Allocate

Currency: £ | Exch rate: 1.0000 | Amount: -100 | Banked: | FX P/L: | Base curr: |

Current rate: 1.0000 | Banked rate: 1.0000 | 0.00

Entering an unallocated Purchase Payment

To enter a Purchase Payment without allocating it to a Purchase Invoice, simply enter the details and **Amount** in the amount received section below.

Date	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
17 Mar 2011	PI		47	£	-36.00	0.00	-36.00	-36.00	0.00	<input type="checkbox"/>
18 Mar 2011	PI		48	£	-120.00	0.00	-120.00	-120.00	.00	<input type="checkbox"/>
							-156.00			

Amend allocations

Amount paid (Please enter any payment on account separately from payments of invoices)

Account: BANK01 - Bank account | Date: 30 Mar 2011 | Their ref: ref | Our ref: | Save/Allocate

Currency: £ | Exch rate: 1.0000 | Amount: 120 | Banked: | FX P/L: | Base curr: |

Current rate: 1.0000 | Banked rate: 1.0000 | 0.00

Press **Save/ Allocate** and it will appear as a Purchase Payment (PP) above.

Date	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	£	To allocate	Select
17/03/2011	PI		47	£	-36.00	0.00	-36.00	-36.00	0.00	<input type="checkbox"/>
18/03/2011	PI		48	£	-120.00	0.00	-120.00	-120.00	0.00	<input type="checkbox"/>
30/03/2011	PP	ref	20110330 112007/	£	120.00	0.00	120.00	120.00	0.00	<input type="checkbox"/>
							-72.00			

To allocate the payment to an invoice, tick the **Select** boxes next to the corresponding invoice and receipt. You can select as many receipts and invoices as required. The **Amount** field below should equal zero. Press the **Save/ Allocate** button below and they will allocate and disappear from the list.

Date	Source	Their Ref	Inv No	Curr	Amount	Paid	Balance	GBP	To allocate	Select
17/03/2011	PI		47	£	-36.00	0.00	-36.00	-36.00	0.00	<input type="checkbox"/>
18/03/2011	PI		48	£	-120.00	0.00	-120.00	-120.00	-120.00	<input checked="" type="checkbox"/>
30/03/2011	PP	ref	20110330 112007/	£	120.00	0.00	120.00	120.00	120.00	<input checked="" type="checkbox"/>
							-72.00			

Amend allocations

Amount paid (Please enter any payment on account separately from payments of invoices)

Account: BANK01 - Bank account | Date: 30 Mar 2011 | Their ref: | Our ref: | **Save/Allocate**

Currency: £ | Exch rate: 1.0000 | Amount: 0 | Banked: | FX P/L: | Base curr: 0.00

Current rate: 1.0000 | Banked rate: 0.00