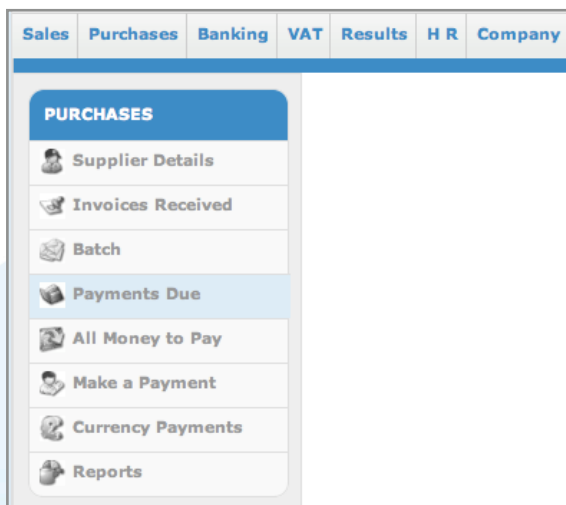


Managing Payments Due

Payments Due is a powerful feature that allows you to view all payments that are due on a certain date. It then enables you to make these payments in a very flexible way. You can pay one invoice from one supplier; you can pay multiple bills from the same supplier in one transaction; or you can pay all of your suppliers at the same time.

How to find out what payments are due

Press the **Purchases** tab and then the **Payments due** button.



The default for this screen is to show you all the suppliers that have invoices due for payment on today's date.

To change the date, edit the **To due date** field. You can click on the calendar icon to bring up a calendar from which to choose a date.

Name	Date/Due	Our.ref/Their.ref	Total/Paid	ToPay	Pay now	Notes	Select
AppleCorp	03/06/2010	20100603/	-240.00	-240.00	-240.00		<input checked="" type="checkbox"/>
AppleCorp	03/06/2010	4	240.00	240.00	240.00		<input checked="" type="checkbox"/>
AppleCorp	03/07/2010		0.00				<input checked="" type="checkbox"/>
AppleCorp	06/01/2011	20110106 121032/	0.62	0.62	.62		<input checked="" type="checkbox"/>
AppleCorp	03/07/2010		0.00				<input type="checkbox"/>
AppleCorp	13/03/2011	20110313 110709/	-0.61	0.00			<input type="checkbox"/>
AppleCorp	13/03/2011	20110313 110719/	0.61	0.00			<input type="checkbox"/>
AppleCorp	24/03/2011	20110324 105107/	-0.62	0.00			<input type="checkbox"/>
Ellis Designers Ltd.	03/06/2010	6	1,080.00	0.00			<input type="checkbox"/>
	03/07/2010		0.00				<input type="checkbox"/>

You can choose to see a batch of suppliers by inputting the first supplier into the **Account from** field, and the final supplier into the **Account to** field. Press **All** to see all of the suppliers with payments due.

Account from 0 to zzzzzzz **All** To due date 06/04/2011 Total: -1079.38

Name	Date/Due	Our ref/Their ref	Total/Paid	ToPay	Pay now	Notes	Select
AppleCorp	03/06/2010	20100603/	-240.00 0.00	-240.00	-240.00		<input checked="" type="checkbox"/>
AppleCorp	03/06/2010 03/07/2010	4	240.00 0.00	240.00	240.00		<input checked="" type="checkbox"/>
AppleCorp	06/01/2011	20110106 121032/	0.62 0.00	0.62	.62		<input checked="" type="checkbox"/>
AppleCorp	13/03/2011	20110313 110709/	-0.61 0.00	0.00			<input type="checkbox"/>
AppleCorp	13/03/2011	20110313 110719/	0.61 0.00	0.00			<input type="checkbox"/>
AppleCorp	24/03/2011	20110324 105107/	-0.62 0.00	0.00			<input type="checkbox"/>
Ellis Designers Ltd.	03/06/2010 03/07/2010	6	1,080.00 0.00	0.00			<input type="checkbox"/>

- To postpone payment, do nothing.
- To pay an invoice in full tick the **Select** box at the end of the relevant invoice line.
- To pay only part of an invoice, tick the **Select** box for the relevant line and then type the amount you wish to pay in the **Pay now** field.

If you change your mind once you have selected an invoice line, click **Clear to pay** to remove your selection. If you want to pay all of the invoices on the screen at once, click on the **Select all** button. This will select all transactions to pay in full.

Account from 0 to zzzzzzz **All** To due date 06/04/2011 Total: -1079.38

Name	Date/Due	Our ref/Their ref	Total/Paid	ToPay	Pay now	Notes	Select
AppleCorp	03/06/2010	20100603/	-240.00 0.00	-240.00	-240.00		<input checked="" type="checkbox"/>
AppleCorp	03/06/2010 03/07/2010	4	240.00 0.00	240.00	240.00		<input checked="" type="checkbox"/>
AppleCorp	06/01/2011	20110106 121032/	0.62 0.00	0.62	.62		<input checked="" type="checkbox"/>
AppleCorp	13/03/2011	20110313 110709/	-0.61 0.00	0.00			<input type="checkbox"/>
AppleCorp	13/03/2011	20110313 110719/	0.61 0.00	0.00			<input type="checkbox"/>
AppleCorp	24/03/2011	20110324 105107/	-0.62 0.00	0.00			<input type="checkbox"/>
Ellis Designers Ltd.	03/06/2010 03/07/2010	6	1,080.00 0.00	0.00			<input type="checkbox"/>

The **Total** amount of the selected invoices will be shown in the top right hand corner. When you have completed your choices, press the **Summary** button.

Account from: 0 to: zzzzzzz All To due date: 06/04/2011 Total: -1079.38

Name	Date/Due	Our ref/Their ref	Total/Paid	ToPay	Pay now	Notes	Select
AppleCorp	03/06/2010	20100603/	-240.00 0.00	-240.00	-240.00		<input checked="" type="checkbox"/>
AppleCorp	03/06/2010	4	240.00 0.00	240.00	240.00		<input checked="" type="checkbox"/>
AppleCorp	03/07/2010						
AppleCorp	06/01/2011	20110106 121032/	0.62 0.00	0.62	.62		<input checked="" type="checkbox"/>
AppleCorp	13/03/2011	20110313 110709/	-0.61 0.00	0.00			<input type="checkbox"/>
AppleCorp	13/03/2011	20110313 110719/	0.61 0.00	0.00			<input type="checkbox"/>
AppleCorp	24/03/2011	20110324 105107/	-0.62 0.00	0.00			<input type="checkbox"/>
Ellis Designers Ltd.	03/06/2010	6	1,080.00 0.00	0.00			<input type="checkbox"/>
	03/07/2010						

This will bring up the payment summary screen. Note that if you have multiple payments to the same supplier, they are grouped together and added up. You can deselect any of the suppliers by un-ticking the relevant **Pay** tick boxes.

Account from: 0 to: zzzzzzz

Code	Name	Bank sort	Acct no	Total	Business_Name	Select	Pay
AP1	AppleCorp	402309	1778900	0.62	AppleCorp	Select	<input checked="" type="checkbox"/>
				0.62			

PlusONE Payment date: 06/04/2011 Pay from account: BANK01

To review the payments made and invoice details press the **Review payments** button. This will bring up the screen below. Press **To pay list** to return to the previous screen.

Select date: 1 Apr 2011

Payments made

Code	Name	Net
ZAR1	Zara Ltd.	120.00
		120.00

If a BACs file is required then press the **BACS** button

Account from: 0 to: zzzzzzz

Code	Name	Bank sort	Acct no	Total	Business_Name	Select	Pay
AP1	AppleCorp	402309	1778900	0.62	AppleCorp	Select	<input checked="" type="checkbox"/>
				0.62			

PlusONE Payment date: 06/04/2011 Pay from account: BANK01

You can print a remittance advice to send to the supplier with your payment. To print (or save) the remittance advice slips, press the **Remittance advice** button.

Account from: to: Review payments

Code	Name	Bank sort	Acct no	Total	Business_Name		Pay
AP1	AppleCorp	402309	1778900	0.62	AppleCorp	Select	<input checked="" type="checkbox"/>
				0.62			

Payment date: Pay from account:

Edit the **Payment date** field if the default is not correct. From the **Pay from account** drop down menu, select the correct bank account from which the payments will be made.

Click the **Accept Payments** button. The payments will now be recorded.

Account from: to: Review payments

Code	Name	Bank sort	Acct no	Total	Business_Name		Pay
AP1	AppleCorp	402309	1778900	0.62	AppleCorp	Select	<input checked="" type="checkbox"/>
				0.62			

Payment date: Pay from account: