



BCE Supplier Payment Run-User Notes

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Purpose of this document

This document has been created for users of BCE to explain how the Supplier Payment Run feature works.

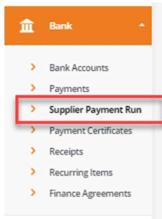
Introduction

The BCE Supplier Payment Run feature includes the following functions:

- Supplier payments list
- Supplier payment run supplier selection
- Supplier payment run proposal
- Edit a supplier payment run
- Delete a supplier payment run
- Supplier payment run report

Using Supplier Payment Run

Within the Bank Menu, there is a new option, Supplier Payment Run:



This feature can be used to pay multiple suppliers at the same time based on the due date of the outstanding documents.

Company Settings

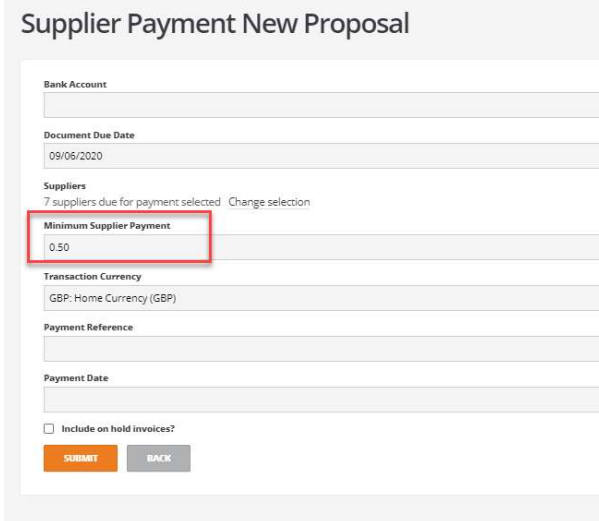
Minimum Supplier Payment

Within company settings in the system settings tab there is a new option of minimum supplier payment value:

A screenshot of a form field labeled 'Minimum supplier payment'. The field contains the value '0.50' and has a cursor at the end of the text.

This allows a minimum value to be set for payment runs. This will show as the default value when a run is created. The value can be overwritten if required when creating a payment run.

Note: If no minimum value is set then the default will be 0.00.

A screenshot of a 'Supplier Payment New Proposal' form. The form contains several fields: Bank Account, Document Due Date (09/06/2020), Suppliers (7 suppliers due for payment selected), Minimum Supplier Payment (0.50, highlighted with a red box), Transaction Currency (GBP: Home Currency (GBP)), Payment Reference, and Payment Date. At the bottom, there is a checkbox for 'Include on hold invoices?' and two buttons: 'SUBMIT' and 'BACK'.

Illustrated Examples

Supplier Payment Run

Select supplier payment run from the menu:

Supplier Payments List

Advanced search Search

Payment Ref. SEARCH

EDIT CURRENT RUN DELETE CURRENT RUN PROCESS CURRENT RUN REPORTS

Run Id	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Cntr.	Total Paid	Actions
36	122345454	Bank Current Account	GBP	30/06/2020	05/05/2020	30/06/2020	0.50	GBP	25,319.25	COPY TABLE

Show 20

Only one supplier payment run can be active at any time.

This screen also shows any completed payment runs that have already been processed.

Advanced Search

An advanced search is available on the supplier payment list screen to enable the user to find past payment runs:

Supplier Payments List

Advanced search Search

Payment Ref. SEARCH

EDIT CURRENT RUN DELETE CURRENT RUN PROCESS CURRENT RUN REPORTS

Run Id	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Cntr.	Total Paid	Actions
36	122345454	Bank Current Account	GBP	30/06/2020	05/05/2020	30/06/2020	0.50	GBP	25,319.25	COPY TABLE

Show 20

The user can search by:

Due date from

Due date to

Processed date from

Processed date to

Payment currency

Total paid from

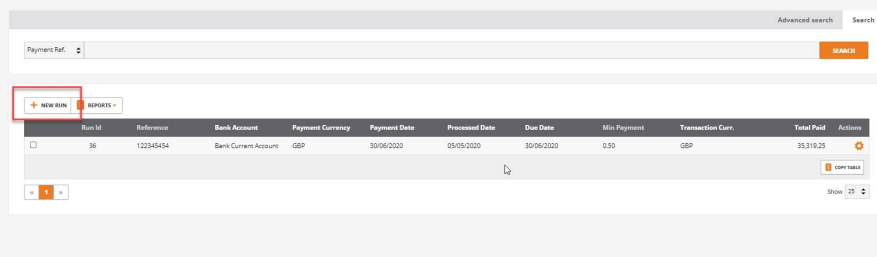
Total paid to

The advanced search is a quick way to find Payment runs within the list. Once the search options have been filled in select Search, it will bring the runs relating to this search to the top of the screen. To return the screen back to default or to clear the search select Clear Search.

Creating a New Supplier Payment Run

To create a new run select the new run button:

Supplier Payments List



Advanced search Search

Payment Ref.

Run ID	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Cn.	Total Paid	Actions	
<input type="checkbox"/>	36	122345454	Bank Current Account	GBP	30/06/2020	05/05/2020	30/06/2020	0.50	GBP	35,219.25	<input type="button" value="COPY TOTAL"/>

Show 25

Note: If a payment run is already in progress the new run button will change to say edit run instead.

The fields that are mandatory at this point of the selection are bank account, document due date and transaction currency for selection of documents.

The non-mandatory fields are minimum supplier payment, payment reference and payment date.

Note: The payment date will be required to be filled in before the run can be processed but at this point is still non- mandatory.



Supplier Payment New Proposal

Bank Account

Document Due Date

Suppliers
7 suppliers due for payment selected Change selection

Minimum Supplier Payment

Transaction Currency

Payment Reference

Payment Date

☐ Include on hold invoices?

Bank Account

This field is mandatory and the run cannot be submitted until a bank account is selected:

Supplier Payment New Proposal

1 error prohibited this supplier payment run from being saved

There were problems with the following fields:

- Bank account can't be blank

Bank Account

Select the bank account from the drop down:

Supplier Payment New Proposal

Bank Account

Bank Current Account: #BANK1
Bank Deposit Account: #BANK2
Bank Loan: #LOAN1
Company Credit Card: #BANK3
Director's Loan Account: #DLOAN1
Euro account: #EUA1
Petty Cash Account: #BANK4

Document Due Date

Use the calendar selection or type in the due date to select documents due up to and including the selected date:

Supplier Payment New Proposal

Bank Account

Bank Current Account

Document Due Date

30/06/2020

JUNE 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Suppliers

This list shows the suppliers which have a balance outstanding on them:

Supplier Payment New Proposal

Bank Account
Bank Current Account

Document Due Date
30/06/2020

Suppliers
7 suppliers due for payment selected [Change selection](#)

The option exists to show the selected suppliers to select/unselect as required for the payment run:

Advanced Manufacturing Ltd

Supplier Payment New Proposal

Bank Account
Bank Current Account

Document Due Date
30/06/2020

Suppliers
7 suppliers due for payment selected [Change selection](#)

Minimum Supplier Payment
0.50

Transaction Currency
GBP: Home Currency (GBP)

Select Suppliers

7 suppliers due for payment selected

☒ Select / unselect all shown

- ☒ ASAP Metals Limited
- ☒ ASAP Tools Limited
- ☒ Carbon Steel Ltd
- ☒ Clearaway Skips
- ☒ Electrode & Wire Co Limited
- ☒ Gordon Computing Ltd
- ☒ Tough Coat Limited

CONFIRM **CANCEL**

A search bar allows a supplier to be found in the list:

Select Suppliers

7 suppliers due for payment selected

☒ Select / unselect all shown

- ☒ Clearaway Skips

CONFIRM **CANCEL**

Minimum Supplier Payment

The minimum supplier payment default amount can be derived from the setting in company settings:

Supplier Payment New Proposal

Bank Account
Bank Current Account
Document Due Date
30/06/2020
Suppliers
7 suppliers due for payment selected Change selection
Minimum Supplier Payment
0.50

The minimum payment amount can be overridden and changed in the supplier payment run proposal screen.

Note: If there is no default set in company settings then this will show as 0.00.

Transaction Currency

Use the drop down select the transaction currency, this defaults to base GBP:

Minimum Supplier Payment
0.50
Transaction Currency
GBP: Home Currency (GBP)
ETB: Birr
EUR: Euro
FJD: Dollar (Fiji Islands)
GBP: Home Currency (GBP)
GEL: Lari
GHS: Cedi
GMD: Dalasi

Note: supplier payment run cannot support paying multiple currency documents as part of the same run so must be done separately:

Commented [CB1]: Not sure if its worth making clear or if this is obvious or if this makes sense!

Payment Reference

This is non-mandatory at this point of the process:

Payment Reference
End of June payment run

This reference will show in the csv file that can be downloaded for a payment run.

Note: If this is left blank then the system will provide a default payment reference as below:

Payment Reference	Run No 37
--------------------------	-----------

Payment Date

This is non-mandatory at this point of the process use the calendar selection or type in the payment date:

Payment Date

1

Calendar selection for July 2020:

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

This date must be added before the payment run can be completed.

Note: A payment date cannot be in the past:

Process Run

VIEW PREVIOUS RUNS EDIT BACK

1 error prohibited this supplier payment run from being saved

There were problems with the following fields:

- Payment date must NOT be in the past

Payment Reference

Payment Date

31/03/2020

SUMMIT BACK

Include On Hold Invoice

The ability to put purchase invoices on hold exists within BCE.

In the purchase invoice list click on the invoice that needs to be put on hold, from the actions button select toggle query status:

Purchase Invoices

Advanced search Search

Supplier Name

SEARCH

NEW ACTIONS REPORTS

ID	Supplier	Sup. Ref.	Add'l Ref.	Quantity	Invoice Date	Payment Due	Field	Reversal	Curr.	Value (Inc. VAT)	QIS GBP	Total Credits	Actions
69	ASAP Mens Limited	69		N	22/06/2020	22/07/2020	N	N	GBP	3,177.97	3,177.97	0.00	Actions
69	ASAP Mens Limited	69		N	18/05/2020	17/06/2020	N	N	EUR	6,096.50	5,348.58	0.00	Actions

This will set the status as 'Queried' = Y:

Purchase Invoices

Advanced search Search

Supplier Name

SEARCH

NEW ACTIONS REPORTS

ID	Supplier	Sup. Ref.	Add'l Ref.	Queried?	Invoice Date	Payment Due	Field	Reversal	Curr.	Value (Inc. VAT)	QIS GBP	Total Credits	Actions
70	ASAP Mens Limited	70		Y	22/06/2020	22/07/2020	N	N	GBP	3,177.97	3,177.97	0.00	Actions

Invoices that have a status of on hold can be included in a payment run by ticking this box:

Payment date

30/06/2020

Include on hold invoices?

SUMMIT BACK



Submit and Back Buttons

Click the submit button to create the supplier payment run.

Click the back button and this will cancel the run:

☐ Include on hold invoices?

SUBMIT

BACK

Supplier Payment Run Options

Once a payment run has been created the buttons at the top of the screen will change and new options will become available:

Supplier Payments List

Advanced search Search

Payment Ref: SEARCH

EDIT CURRENT RUN DELETE CURRENT RUN PROCESS CURRENT RUN REPORTS

Run ID	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Cntr	Total Paid	Actions
75	Run No 75	Bank Current Account	GBP			30/06/2020	0.50	GBP		

Edit Current Run

This will allow an active payment run to be edited. Processed runs cannot be edited.

This will be explained in greater detail later on in the document.

Delete Current Run

To delete the current run if, for example the selection criteria has been incorrectly chosen click the delete button:

Supplier Payments List

dev.cloudessentials.oneadvanced.io says
Are you sure you want to delete this run?

OK Cancel

Advanced search Search

Payment Ref: SEARCH

EDIT CURRENT RUN DELETE CURRENT RUN PROCESS CURRENT RUN REPORTS

Run ID	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Cntr	Total Paid	Actions
75	Run No 75	Bank Current Account	GBP			30/06/2020	0.50	GBP		

A message will be shown – click OK if the run is to be deleted.

Note: The delete button will only show if there is a supplier payment run available that has not been completed:

Supplier Payments List

Advanced search Search

Payment Ref: SEARCH

NEW RUN REPORTS

Run ID	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Cntr	Total Paid	Actions
36	122345454	Bank Current Account	GBP	30/06/2020	05/05/2020	30/06/2020	0.50	GBP	35,319.25	

SHOW 25



Process Current Run

This will process the payment run and will mean that no further changes can be made to the payment run.

This will be explained in greater detail later on in the document:

Supplier Payments List

Advanced search

Search

Payment Ref.

+

+

 EDIT CURRENT RUN

x

 DELETE CURRENT RUN

+

 PROCESS CURRENT RUN

+

 REPORTS

Run Id	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Curr.	Total Paid	Actions
35	Run 35-76	Bank Current Account	GBP			30/06/2016	0.00	GBP		

Reports

There is a new report that can be selected on the supplier payment run list screen:

Note: Only one payment run can be selected at a time to report on:

Supplier Payments List

Advanced search

Search

Payment Ref.

SEARCH

EDIT CURRENT RUN

DELETE CURRENT RUN

PROCESS CURRENT RUN

IMPORT

Run Id	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Contr.	Total Paid	Actions	
<input checked="" type="checkbox"/>	36	122345454	Bank Current Account	GBP	30/06/2020	05/05/2020	30/06/2020	0.50	GBP	35,319.25	<div>COPY TABLE</div>

SHOW 25

This report shows the supplier payment run information for the selected payment run:

Transactions for Payment Run: 36									
Supplier Code	Bank	Supplier ref.	Invoice ref.	Invoice date	Invoice type	Invoice amount	Invoice currency	Invoice date	Invoice currency
Supplier: 420001 (GAP Metals Limited) Payment Reference: 122300004 Payment Amount: 16,319.25 (GBP)									
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	0.00 GBP	0.00 GBP	0.00 GBP	06/04/2013	0.00 GBP
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	19.00 GBP	19.00 GBP	19.00 GBP	06/04/2013	19.00 GBP
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	60.00 GBP	60.00 GBP	60.00 GBP	06/04/2013	60.00 GBP
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	1,200.00 GBP	1,200.00 GBP	1,200.00 GBP	06/04/2013	1,200.00 GBP
Totals						6,337.00 GBP	6,337.00 GBP		
Supplier: 420001 (Carbon Steel Ltd) Payment Reference: 122300004 Payment Amount: 30,379.25 (GBP)									
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	0.00 GBP	0.00 GBP	0.00 GBP	06/04/2013	0.00 GBP
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	6,000.00 GBP	6,000.00 GBP	6,000.00 GBP	06/04/2013	6,000.00 GBP
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	3,000.00 GBP	3,000.00 GBP	3,000.00 GBP	06/04/2013	3,000.00 GBP
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	5,000.00 GBP	5,000.00 GBP	5,000.00 GBP	06/04/2013	5,000.00 GBP
Totals						14,000.00 GBP	14,000.00 GBP		
Supplier: 420001 (Diamonds of Commerce) Payment Reference: 122300004 Payment Amount: 30,379.25 (GBP)									
16	Purchase Invoice	10/03/2013	10/03/2013	10/03/2013	0.00 GBP	0.00 GBP	0.00 GBP	10/03/2013	0.00 GBP
16	Purchase Invoice	10/03/2013	10/03/2013	10/03/2013	540.70 GBP	540.70 GBP	540.70 GBP	10/03/2013	540.70 GBP
16	Purchase Invoice	10/03/2013	10/03/2013	10/03/2013	5,717.90 GBP	5,717.90 GBP	5,717.90 GBP	10/03/2013	5,717.90 GBP
16	Purchase Invoice	10/03/2013	10/03/2013	10/03/2013	1,620.00 GBP	1,620.00 GBP	1,620.00 GBP	10/03/2013	1,620.00 GBP
Totals						7,878.60 GBP	7,878.60 GBP		
Supplier: 420001 (Sawmeyer Mills) Payment Reference: 122300004 Payment Amount: 30,379.25 (GBP)									
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	0.00 GBP	0.00 GBP	0.00 GBP	06/04/2013	0.00 GBP
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	50.00 GBP	50.00 GBP	50.00 GBP	06/04/2013	50.00 GBP
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	50.00 GBP	50.00 GBP	50.00 GBP	06/04/2013	50.00 GBP
Totals						100.00 GBP	100.00 GBP		
Supplier: 420001 (Diamond Steel Limited) Payment Reference: 122300004 Payment Amount: 30,379.25 (GBP)									
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	0.00 GBP	0.00 GBP	0.00 GBP	06/04/2013	0.00 GBP
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	2,000.00 GBP	2,000.00 GBP	2,000.00 GBP	06/04/2013	2,000.00 GBP
16	Purchase Invoice	06/04/2013	06/04/2013	06/04/2013	400.00 GBP	400.00 GBP	400.00 GBP	06/04/2013	400.00 GBP
Totals						2,400.00 GBP	2,400.00 GBP		



An option to download this report to csv is available:

To Acc. Code	To Acc. Name	Payment Reference	Payment Amount	Payment Curr	Doc. Type	Supplier Ref.	Date	On Hold	Outstanding	Trans Curr	Matched Value Bank Curr	Matched Value Transaction Curr
ASA002	ASAP Metals Limited	122345454	35319.25	GBP	24 PurchaseInvoice		06/04/2020	0	GBP		100.00	100.00
ASA002	ASAP Metals Limited	122345454	35319.25	GBP	25 PurchaseInvoice		06/04/2020	0	GBP		192.00	192.00
ASA002	ASAP Metals Limited	122345454	35319.25	GBP	26 PurchaseInvoice		06/04/2020	0	GBP		635.59	635.59
ASA002	ASAP Metals Limited	122345454	35319.25	GBP	27 PurchaseInvoice		06/04/2020	0	GBP		5200.12	5200.12
Car001	Carbon Steel Ltd	122345454	35319.25	GBP	30 PurchaseInvoice		06/04/2020	0	GBP		6355.94	6355.94
Car001	Carbon Steel Ltd	122345454	35319.25	GBP	31 PurchaseInvoice		06/04/2020	0	GBP		312.02	312.02
Car001	Carbon Steel Ltd	122345454	35319.25	GBP	32 PurchaseInvoice		06/04/2020	0	GBP		3600.00	3600.00
Cha001	Chamber of Commerce	122345454	35319.25	GBP	9 PurchaseInvoice		18/03/2020	0	GBP		540.79	540.79
Cha001	Chamber of Commerce	122345454	35319.25	GBP	12 PurchaseInvoice		27/03/2020	0	GBP		3177.97	3177.97
Cha001	Chamber of Commerce	122345454	35319.25	GBP	1 PurchaseCreditNote		18/03/2020	0	GBP		-540.79	-540.79
Chc001	Clearaway Skips	122345454	35319.25	GBP	13 PurchaseInvoice		01/03/2020	0	GBP		8372.52	8372.52
Chc001	Clearaway Skips	122345454	35319.25	GBP	35 PurchaseInvoice		06/04/2020	0	GBP		381.36	381.36
Dia001	Diamond Steels Limited	122345454	35319.25	GBP	36 PurchaseInvoice		06/04/2020	0	GBP		6355.94	6355.94
Dia001	Diamond Steels Limited	122345454	35319.25	GBP	37 PurchaseInvoice		06/04/2020	0	GBP		635.59	635.59

Actions Cog

Two options are available from the options cog:

Supplier Payments List

Advanced search Search

Payment Ref. SEARCH

ADD NEW RUN

DELETE CURRENT RUN

PROCESS CURRENT RUN

REPORTS

Run Id	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Curr.	Total Paid	Actions
<input type="checkbox"/>	75	Run No 75	Bank Current Account	GBP		30/06/2020	0.50	GBP		<div>Show</div>
<input type="checkbox"/>	72	Run No 72	Bank Current Account	GBP	31/07/2020	09/06/2020	0.50	GBP	10,332.45	<div>Show</div>
<input type="checkbox"/>	65	Run No 65	Bank Current Account	GBP	02/07/2020	08/06/2020	0.50	GBP	21,002.24	<div>Edit</div>
<input type="checkbox"/>	36	122345454	Bank Current Account	GBP	30/06/2020	05/05/2020	0.50	GBP	35,319.25	<div>Show</div>

Show and edit are available for the current non processed payment run.

The show screen option will show a list of payments to be created for this run.

It also gives the options to:

Download the csv file for the bacs payments.

Process the run (if the user is ready to).

Edit the payment run to make changes to who will be paid.

Back – to go back to the supplier payments list.

Invoices to Pay

NEW RUN

PROCESS RUN

CSV

BACK

Payment Run Id

36

Payment Reference

Run No 36

Bank Account

Bank Current Account

Account Currency

GBP

Payment Date

Due Date

30/06/2020

Min Payment Value

0.50

Payment currency

GBP

On Hold

No

Number of Suppliers to be Paid

7

Total Payment

13,812.82 GBP

ASAP Metals Limited

Id	Doc type	Supplier ref.	Date	On hold	Trans Curr	Pay Curr	Total value	Match value
24	Purchase Invoice		06/04/2020			GBP	420.00	420.00
40	Purchase Invoice	123456	15/05/2020			GBP	7,200.00	7,200.00
41	Purchase Invoice		18/09/2020			GBP	259.20	259.20
Totals							7,879.20	7,879.20



For a run that has been completed the show option is the only option available:

EDIT CURRENT RUN X DELETE CURRENT RUN PROCESS CURRENT RUN REPORTS										
Run ID	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Curn.	Total Paid	Actions
<input type="checkbox"/>	36	122345454	Bank Current Account	GBP	30/06/2020	05/05/2020	30/06/2020	0.50	GBP	35,316.25
										Show

<

The show screen allows the payment run information to be shown and gives the ability to recreate the csv file for payment:

	A	B	C	D	E	F	G	H	I	J
1	To Acc. Name	Sort Code	Account Number	Reference	From Acc. Name	Value	Bank Currency	Date		
2	ASAP Metals Limited	xxxxxx	xxxxxxx	122345454	Bank Current Account	6127.91	GBP	30/06/2020		
3	Carbon Steel Ltd	xxxxxx	xxxxxxx	122345454	Bank Current Account	10267.96	GBP	30/06/2020		
4	Chamber of Commerce	xxxxxx	xxxxxxx	122345454	Bank Current Account	3177.97	GBP	30/06/2020		
5	Clearaway Skips	xxxxxx	xxxxxxx	122345454	Bank Current Account	8753.88	GBP	30/06/2020		
6	Diamond Steels Limited	xxxxxx	xxxxxxx	122345454	Bank Current Account	6991.53	GBP	30/06/2020		
7										
8										

Or to create remittance advices from the show screen:

Send Remittance Advices

Remittance Advice 16: ASAP Metals Limited	PREVIEW CONFIRM
<input checked="" type="checkbox"/> print <input type="checkbox"/> email <input type="text" value="peterm@centralaccounting.co.uk"/>	
Remittance Advice 17: Carlson Steel Ltd	PREVIEW CONFIRM
<input checked="" type="checkbox"/> print <input type="checkbox"/> email <input type="text" value="peterm@centralaccounting.co.uk"/>	
Remittance Advice 14: Chamber of Commerce	PREVIEW CONFIRM
<input checked="" type="checkbox"/> print <input type="checkbox"/> email <input type="text" value="peterm@centralaccounting.co.uk"/>	
Remittance Advice 15: Clearaway Skips	PREVIEW CONFIRM
<input checked="" type="checkbox"/> print <input type="checkbox"/> email <input type="text" value="peterm@centralaccounting.co.uk"/>	
Remittance Advice 18: Diamond Steels Limited	PREVIEW CONFIRM
<input checked="" type="checkbox"/> print <input type="checkbox"/> email <input type="text" value="peterm@centralaccounting.co.uk"/>	

Edit Current Run

Click on edit current run:



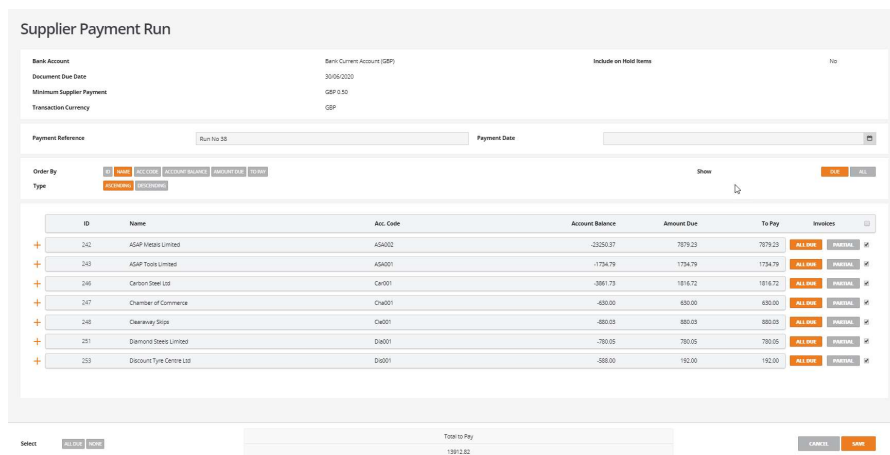
Supplier Payments List

Payment Ref. Advanced search Search

EDIT CURRENT RUN DELETE CURRENT RUN PROCESS CURRENT RUN REPORTS

Run Id	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Curr.	Total Paid	Actions

This will open up the supplier payment run screen:



Supplier Payment Run

Bank Account: Bank Current Account (GBP) Include on Hold Items: No

Document Due Date: 30/06/2020

Minimum Supplier Payment: GBP 0.50

Transaction Currency: GBP

Payment Reference: Run No 35 Payment Date:

Order By: DATE ACCOUNT ACCOUNT BALANCE AMOUNT DUE TOTAL Show

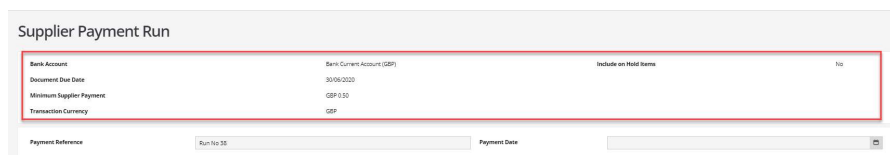
Type: ALL INVOICES PAID INVOICES

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
242	AGAP Motors Limited	AGAP02	-2320.87	7679.23	7679.23	ALL INVOICES PAID INVOICES
243	AGAP Tools Limited	AGAP01	-1734.79	1734.79	1734.79	ALL INVOICES PAID INVOICES
246	Carlton Steel Ltd	Carl01	3861.73	1816.72	1816.72	ALL INVOICES PAID INVOICES
247	Chamber of Commerce	Cham01	-630.00	630.00	630.00	ALL INVOICES PAID INVOICES
248	Clearway Signs	Clear01	-880.05	880.05	880.05	ALL INVOICES PAID INVOICES
251	Diamond Steels Limited	Diam01	-780.05	780.05	780.05	ALL INVOICES PAID INVOICES
253	Discount Tyre Centre Ltd	Disc01	-588.00	192.00	192.00	ALL INVOICES PAID INVOICES

Select: ALL INVOICES PAID INVOICES 13912.82 PAID INVOICES PAID

Selection Criteria

The top part of the screen shows the selections made from the payment selection criteria:



Supplier Payment Run

Bank Account: Bank Current Account (GBP) Include on Hold Items: No

Document Due Date: 30/06/2020

Minimum Supplier Payment: GBP 0.50

Transaction Currency: GBP

Payment Reference: Run No 35 Payment Date:

If the criteria are wrong at this point then the run can be deleted and reselected.



The only fields that can be amended at this point are payment reference and payment date:

Supplier Payment Run

Bank Account: Bank Current Account (GBP) Include on Hold Items: No

Document Due Date: 30/06/2020

Minimum Supplier Payment: GBP 0.00

Transaction Currency: GBP

Payment Reference: Run No 38 EDITED

Payment Date:

Order By: ☒ NAME ☐ ACC CODE ☐ ACCOUNT BALANCE ☐ AMOUNT DUE ☐ TO PAY

Type: ☒ ASCENDING ☐ DESCENDING

ID	Name	Acc. Code	Account Bal	To Pay	Invoices
242	ASAP Metals Limited	AS4002	-3250.37	7879.23	41

Note:

The payment date cannot be earlier than today's date.

The payment date does not have to be in place until the run is ready to be processed.

Order By and Type

There are various ways of ordering the data shown on screen. See below for options and further information on each option.

Note: Name and ascending are the default settings on this screen:

Order By: ☒ NAME ☐ ACC CODE ☐ ACCOUNT BALANCE ☐ AMOUNT DUE ☐ TO PAY

Type: ☒ ASCENDING ☐ DESCENDING

Show: ☒ ONE ☐ ALL

ID

When sorting by 'ID' the order will be in numerical order and ascending by default:

Order By: ☒ NAME ☐ ACC CODE ☐ ACCOUNT BALANCE ☐ AMOUNT DUE ☐ TO PAY

Type: ☒ ASCENDING ☐ DESCENDING

Show: ☒ ONE ☐ ALL

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay
242	ASAP Metals Limited	AS4002	-3250.37	7879.23	7879.23
243	ASAP Tools Limited	AS4001	-1734.79	1734.79	1734.79
246	Carlson Steel Ltd	Car001	-3861.73	1816.72	1816.72
247	Chamber of Commerce	Chr001	-630.00	630.00	630.00
248	Clearway Ships	Cw001	-880.03	880.03	880.03
251	Diamond Steels Limited	Dia001	-780.05	780.05	780.05
253	Discount Tyre Centre Ltd	Dia001	-888.00	192.00	192.00

This order can be reversed by selecting descending:

Order By: ☒ NAME ☐ ACC CODE ☐ ACCOUNT BALANCE ☐ AMOUNT DUE ☐ TO PAY

Type: ☒ ASCENDING ☐ DESCENDING

Show: ☒ ONE ☐ ALL

ID	Name	Acc. Code	Account Balance	Amount Due
253	Discount Tyre Centre Ltd	Dia001	-888.00	192.00
251	Diamond Steels Limited	Dia001	-780.05	780.05
248	Clearway Ships	Cw001	-880.03	880.03
247	Chamber of Commerce	Chr001	-630.00	630.00
246	Carlson Steel Ltd	Car001	-3861.73	1816.72
243	ASAP Tools Limited	AS4001	-1734.79	1734.79
242	ASAP Metals Limited	AS4002	-3250.37	7879.23

Name

When sorting by 'Name' the order will be in alphabetical order and ascending by default:

Order By: **ID** **NAME** ACC CODE ACCOUNT BALANCE AMOUNT DUE TO PAY

Type: **ASCENDING** **DESCENDING**

ID	Name	Acc. Code	Account Balance	Amount Due
242	ASAP Metals Limited	ASAO02	-23250.37	7879.23
243	ASAP Tools Limited	ASAO01	-1734.79	1734.79
246	Carbon Steel Ltd	Car001	-3861.73	1816.72
247	Chamber of Commerce	Cha001	-630.00	630.00
248	Clearway Slips	Cle001	-880.03	880.03
251	Diamond Steels Limited	Dia001	-780.05	780.05
253	Discount Tyre Centre Ltd	Dis001	-588.00	192.00

This order can be reversed by selecting descending:

Order By: **ID** **NAME** **ACC CODE** ACCOUNT BALANCE AMOUNT DUE TO PAY

Type: **ASCENDING** **DESCENDING**

ID	Name	Acc. Code	Account Balance	Amount Due
253	Discount Tyre Centre Ltd	Dis001	-588.00	192.00
251	Diamond Steels Limited	Dia001	-780.05	780.05
248	Clearway Slips	Cle001	-880.03	880.03
247	Chamber of Commerce	Cha001	-630.00	630.00
246	Carbon Steel Ltd	Car001	-3861.73	1816.72
243	ASAP Tools Limited	ASAO01	-1734.79	1734.79
242	ASAP Metals Limited	ASAO02	-23250.37	7879.23

Acc Code

When sorting by 'Acc Code' the order will be in alphabetical order and ascending by default:

Order By: **ID** **NAME** **ACC CODE** ACCOUNT BALANCE AMOUNT DUE TO PAY

Type: **ASCENDING** **DESCENDING**

ID	Name	Acc. Code	Account Balance	Amount Due
243	ASAP Tools Limited	ASAO01	-1734.79	1734.79
242	ASAP Metals Limited	ASAO02	-23250.37	7879.23
246	Carbon Steel Ltd	Car001	-3861.73	1816.72
247	Chamber of Commerce	Cha001	-630.00	630.00
248	Clearway Slips	Cle001	-880.03	880.03
251	Diamond Steels Limited	Dia001	-780.05	780.05
253	Discount Tyre Centre Ltd	Dis001	-588.00	192.00

This order can be reversed by selecting descending:

Order By: **ID** **NAME** **ACC CODE** ACCOUNT BALANCE AMOUNT DUE TO PAY

Type: **ASCENDING** **DESCENDING**

ID	Name	Acc. Code	Account Balance	Amount Due
253	Discount Tyre Centre Ltd	Dis001	-588.00	192.00
251	Diamond Steels Limited	Dia001	-780.05	780.05
248	Clearway Slips	Cle001	-880.03	880.03
247	Chamber of Commerce	Cha001	-630.00	630.00
246	Carbon Steel Ltd	Car001	-3861.73	1816.72
242	ASAP Metals Limited	ASAO02	-23250.37	7879.23
243	ASAP Tools Limited	ASAO01	-1734.79	1734.79

Account Balance

When sorting by 'Acc Balance' the order will be in alphabetical order and descending by default:

Order By: ID Name ACC CODE ACCOUNT BALANCE AMOUNT DUE TO PAY Show

Type: ASCENDING DESCENDING

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay
253	Discount Type Centre Ltd	Dia001	-588.00	192.00	192.00
247	Chamber of Commerce	Cha001	-630.00	630.00	630.00
251	Diamond Steels Limited	Dia001	-790.05	790.05	790.05
248	Clearway Slips	Cle001	-880.03	880.03	880.03
243	ASAP Tools Limited	ASA001	-1734.79	1734.79	1734.79
246	Carbon Steel Ltd	Car001	-3861.73	1816.72	1816.72
242	ASAP Metals Limited	ASA002	-2320.37	7879.23	7879.23

This order can be reversed by selecting ascending:

Order By: ID Name ACC CODE ACCOUNT BALANCE AMOUNT DUE TO PAY Show

Type: ASCENDING DESCENDING

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
242	ASAP Metals Limited	ASA002	-2320.37	7879.23	7879.23	ALL INVO INVOICES <input checked="" type="checkbox"/>
246	Carbon Steel Ltd	Car001	-3861.73	1816.72	1816.72	ALL INVO INVOICES <input checked="" type="checkbox"/>
243	ASAP Tools Limited	ASA001	-1734.79	1734.79	1734.79	ALL INVO INVOICES <input checked="" type="checkbox"/>
248	Clearway Slips	Cle001	-880.03	880.03	880.03	ALL INVO INVOICES <input checked="" type="checkbox"/>

Amount Due

When sorting by 'Amount Due' the order will be in alphabetical order and descending by default:

Order By: ID Name ACC CODE ACCOUNT BALANCE AMOUNT DUE TO PAY Show

Type: ASCENDING DESCENDING

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay
251	Diamond Steels Limited	Dia001	-790.05	790.05	790.05
242	ASAP Metals Limited	ASA002	-2320.37	7879.23	7879.23
247	Chamber of Commerce	Cha001	-630.00	630.00	630.00
248	Clearway Slips	Cle001	-880.03	880.03	880.03
246	Carbon Steel Ltd	Car001	-3861.73	1816.72	1816.72

This order can be reversed by selecting ascending:

Order By: ID Name ACC CODE ACCOUNT BALANCE AMOUNT DUE TO PAY Show

Type: ASCENDING DESCENDING

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay
243	ASAP Tools Limited	ASA001	-1734.79	1734.79	1734.79
253	Discount Type Centre Ltd	Dia001	-588.00	192.00	192.00
246	Carbon Steel Ltd	Car001	-3861.73	1816.72	1816.72
248	Clearway Slips	Cle001	-880.03	880.03	880.03
247	Chamber of Commerce	Cha001	-630.00	630.00	630.00



To Pay

When sorting by 'To Pay' the order will be in alphabetical order and descending by default:

Order By	ID NAME ACC CODE ACCOUNT BALANCE INVOICED DUE DATE	Show	CSV ALL
Type	PENDING COMPLETED		

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
242	ASAP Metals Limited	ASAD02	-2320.37	7879.23	7879.23	ALL INVS PENDING
246	Carlson Steel Ltd	Car001	-3861.75	1816.72	1816.72	ALL INVS PENDING
243	ASAP Tools Limited	ASAD01	-1734.79	1734.79	1734.79	ALL INVS PENDING
246	Cleerway Slips	Ce001	-880.03	880.03	880.03	ALL INVS PENDING

This order can be reversed by selecting ascending:

Order By

ID
NAME
INVOICE
ACCOUNT BALANCE
AMOUNT DUE
TOTAL

Show
0.0
ALL

Type

ACCOUNTING
INVOICING

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
253	Discount Type Centre Ltd	Dn001	-880.00	182.00	ALL DUE	PENDING
247	Chamber of Commerce	Ch001	-830.00	830.00	ALL DUE	PARTIAL
251	Diamond Steels Limited	Dn001	-780.00	780.00	ALL DUE	PARTIAL
245	Clearway Signs	Cw001	-800.00	800.00	ALL DUE	PARTIAL

Show

There are two options available due and all.

Due

The default view of the supplier payments is to show the due values:

Order By	ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices	
Type	ASCENDING	DESCENDING						
	ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices	
+	242	ASAP Metals Limited	AS4002	-30850.87	15478.73	15478.73	ALL DUE	PARTIAL
+	243	ASAP Tools Limited	AS4001	-8934.79	1734.79	1734.79	ALL DUE	PARTIAL
+	246	Carlson Steel Ltd	Cw001	-4857.33	1816.72	1816.72	ALL DUE	PARTIAL
+	247	Chamber of Commerce	Chc001	-630.00	630.00	630.00	ALL DUE	PARTIAL
+	248	Cleanway Ships	Cw001	-2285.66	1078.03	1078.03	ALL DUE	PARTIAL
+	251	Diamond Steels Limited	Dia001	-780.05	780.05	780.05	ALL DUE	PARTIAL
+	253	Discount Tyre Centre Ltd	Dia001	-588.00	192.00	192.00	ALL DUE	PARTIAL
+	254	Electrode & Wire Co Limited	Ew001	-769.70	769.70	769.70	ALL DUE	PARTIAL
+	255	Enamel Finishers Limited	Ena001	-0.29	0.29	0.00	ALL DUE	PARTIAL

This view will show two options 'All Due' and 'Partial'.

All Due

All due is the default setting for the payment run this will have selected all due documents based on the selection criteria screen.

The All due button will be orange to show that is the option that has been selected and there will be a tick against the supplier selected.

Note: Suppliers will show on the supplier payment run that have a balance less than the minimum balance entered on the selection screen, they will be set to not be paid but will be available to be included in the run is the user decides to:

+	248	Cleanway Ships	Cw001	-2285.66	1078.03	1078.03	ALL DUE	PARTIAL	<input checked="" type="checkbox"/>
+	251	Diamond Steels Limited	Dia001	-780.05	780.05	780.05	ALL DUE	PARTIAL	<input checked="" type="checkbox"/>
+	253	Discount Tyre Centre Ltd	Dia001	-588.00	192.00	192.00	ALL DUE	PARTIAL	<input checked="" type="checkbox"/>
+	254	Electrode & Wire Co Limited	Ew001	-769.70	769.70	769.70	ALL DUE	PARTIAL	<input checked="" type="checkbox"/>
+	255	Enamel Finishers Limited	Ena001	-0.29	0.29	0.00	ALL DUE	PARTIAL	<input type="checkbox"/>

Clicking the all due button will move the value to the 'to pay' column.

The supplier will then be selected and included in the run:

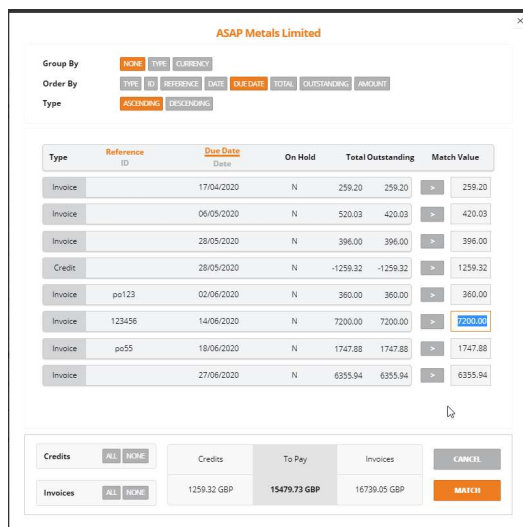
+	253	Discount Tyre Centre Ltd	Dia001	-588.00	192.00	192.00	ALL DUE	PARTIAL	<input checked="" type="checkbox"/>
+	254	Electrode & Wire Co Limited	Ew001	-769.70	769.70	769.70	ALL DUE	PARTIAL	<input checked="" type="checkbox"/>
+	255	Enamel Finishers Limited	Ena001	-0.29	0.29	0.29	ALL DUE	PARTIAL	<input checked="" type="checkbox"/>

Partial

Selecting partial will take the user into a matching screen to allow documents to be deselected from the payment run or part paid as required.

The document match values can be changed to allow for part payment of an outstanding invoice.

Highlight the value to be changed:



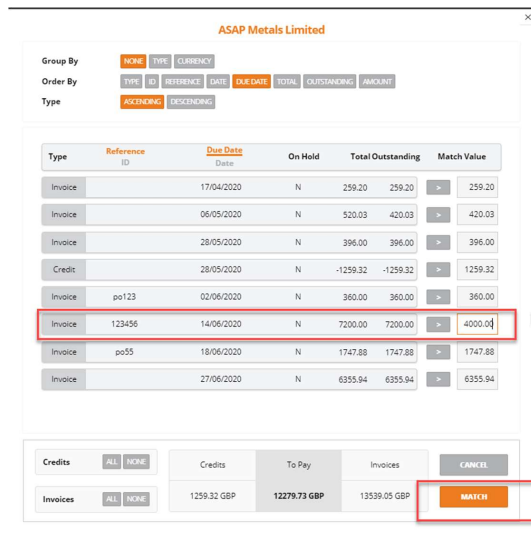
ASAP Metals Limited

Group By: NONE TYPE CURRENCY
Order By: TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT
Type: ASCENDING DESCENDING

Type	Reference ID	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice		17/04/2020	N	259.20 259.20	> 259.20
Invoice		06/05/2020	N	520.03 420.03	> 420.03
Invoice		28/05/2020	N	396.00 396.00	> 396.00
Credit		28/05/2020	N	-1259.32 -1259.32	> 1259.32
Invoice	pa123	02/06/2020	N	360.00 360.00	> 360.00
Invoice	123456	14/06/2020	N	7200.00 7200.00	> 7200.00
Invoice	pa55	18/06/2020	N	1747.88 1747.88	> 1747.88
Invoice		27/06/2020	N	6355.94 6355.94	> 6355.94

Credits: ALL NONE To Pay: 1259.32 GBP 15479.73 GBP Invoices: 16739.05 GBP CANCEL MATCH

Type in the value to pay:



ASAP Metals Limited

Group By: NONE TYPE CURRENCY
Order By: TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT
Type: ASCENDING DESCENDING

Type	Reference ID	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice		17/04/2020	N	259.20 259.20	> 259.20
Invoice		06/05/2020	N	520.03 420.03	> 420.03
Invoice		28/05/2020	N	396.00 396.00	> 396.00
Credit		28/05/2020	N	-1259.32 -1259.32	> 1259.32
Invoice	pa123	02/06/2020	N	360.00 360.00	> 360.00
Invoice	123456	14/06/2020	N	7200.00 7200.00	> 4000.00
Invoice	pa55	18/06/2020	N	1747.88 1747.88	> 1747.88
Invoice		27/06/2020	N	6355.94 6355.94	> 6355.94

Credits: ALL NONE To Pay: 1259.32 GBP 12279.73 GBP Invoices: 13539.05 GBP CANCEL MATCH



Click on match and the value to be paid to the supplier will be amended:

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
242	ASAP Metals Limited	ASA002	-30850.87	15479.73	12279.73	ALL DONE PARTIAL <input checked="" type="checkbox"/>

Type	ID	Reference	On Hold	Date	Due Date	Outstanding	Match Value
Invoice	63		N	28/05/2020	27/06/2020	6355.94 GBP	6355.94 GBP
Invoice	66	po55	N	19/05/2020	18/06/2020	1747.88 GBP	1747.88 GBP
Invoice	40	123456	N	15/05/2020	14/06/2020	7200.00 GBP	4000.00 GBP
Invoice	64	po123	N	03/05/2020	02/06/2020	360.00 GBP	360.00 GBP
Credit	2		N	28/05/2020	28/05/2020	-1259.32 GBP	-1259.32 GBP
Invoice	65		N	28/04/2020	28/05/2020	396.00 GBP	396.00 GBP
Invoice	24		N	06/04/2020	06/05/2020	420.03 GBP	420.03 GBP
Invoice	41		N	18/03/2020	17/04/2020	259.20 GBP	259.20 GBP
Received: Total							-1259.32 GBP
Match Total (Outstanding)							13539.05 GBP
Currency Gains and Loss							0.00 GBP
To Pay							12279.73 GBP

Once a supplier has values amended the front screen will change to show the selection as partial:

Order By	ID Invoice REFERENCE ACCOUNT BALANCE AMOUNT DUE TO PAY	Show	CLEAR ALL
Type	ASCENDING DESCENDING		

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
242	ASAP Metals Limited	ASA002	-30850.87	15479.73	18739.05	ALL DONE PARTIAL <input checked="" type="checkbox"/>
243	ASAP Tools Limited	ASA001	-8934.79	1734.79	1734.79	ALL DONE PARTIAL <input checked="" type="checkbox"/>
246	Carbon Steel Ltd	Car001	-4657.53	1816.72	1816.72	ALL DONE PARTIAL <input checked="" type="checkbox"/>
247	Chamber of Commerce	Cha001	-630.00	630.00	630.00	ALL DONE PARTIAL <input checked="" type="checkbox"/>
248	Clearway Ships	Cw001	-2285.66	1078.03	1078.03	ALL DONE PARTIAL <input checked="" type="checkbox"/>

Selection Options on Partial Match Screen

A number of options are available on the matching screen to aid with document selection:

ASAP Metals Limited

Group By: NONE TYPE CURRENCY
 Order By: TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT
 Type: ASCENDING DESCENDING SEARCH

Type	Reference ID	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice		17/04/2020	N	259.20 259.20	> 259.20
Invoice		06/05/2020	N	520.03 420.03	> 420.03
Invoice		28/05/2020	N	396.00 396.00	> 396.00
Credit		28/05/2020	N	-1259.32 -1259.32	> 1259.32
Invoice	po123	02/06/2020	N	360.00 360.00	> 360.00
Invoice	123456	14/06/2020	N	7200.00 7200.00	> 7200.00
Invoice	po55	18/06/2020	N	1747.88 1747.88	> 1747.88
Invoice		27/06/2020	N	6355.94 6355.94	> 6355.94

Credits: ALL NONE
 Invoices: ALL NONE

Credits: 1259.32 GBP To Pay: 15479.73 GBP Invoices: 16739.05 GBP MATCH CANCEL

Credits all/none

Select none and any credits in the selection will be removed:

Type	Reference ID	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice		17/04/2020	N	259.20 259.20	> 259.20
Invoice		06/05/2020	N	520.03 420.03	> 420.03
Invoice		28/05/2020	N	396.00 396.00	> 396.00
Credit		28/05/2020	N	-1259.32 -1259.32	>
Invoice	po123	02/06/2020	N	360.00 360.00	> 360.00
Invoice	123456	14/06/2020	N	7200.00 7200.00	> 4000.00
Invoice	po55	18/06/2020	N	1747.88 1747.88	> 1747.88
Invoice		27/06/2020	N	6355.94 6355.94	> 6355.94

Credits: ALL NONE
 Invoices: ALL NONE

Credits: 0.00 GBP To Pay: 13539.05 GBP Invoices: 13539.05 GBP MATCH CANCEL



Select all and the credits will be added back in:

Credit		28/05/2020	N	-1259.32	-1259.32	>	1259.32
Invoice	po123	02/06/2020	N	360.00	360.00	>	360.00
Invoice	123456	14/06/2020	N	7200.00	7200.00	>	4000.00
Invoice	po55	18/06/2020	N	1747.88	1747.88	>	1747.88
Invoice		27/06/2020	N	6355.94	6355.94	>	6355.94

Credits ☒ ALL ☐ NONE
Credits To Pay Invoices CANCEL

As per credits the same rules apply for invoices:

Group By ☒ NONE ☐ TYPE ☐ CURRENCY
Order By ☐ TYPE ☐ ID ☐ REFERENCE ☐ DATE ☒ DUE DATE ☐ TOTAL ☐ OUTSTANDING ☐ AMOUNT
Type ☒ ASCENDING ☐ DESCENDING

Type	Reference ID	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice		17/04/2020	N	259.20 259.20	>
Invoice		06/05/2020	N	520.03 420.03	>
Invoice		28/05/2020	N	396.00 396.00	>
Credit		28/05/2020	N	-1259.32 -1259.32	> 1259.32
Invoice	po123	02/06/2020	N	360.00 360.00	>
Invoice	123456	14/06/2020	N	7200.00 7200.00	>
Invoice	po55	18/06/2020	N	1747.88 1747.88	>
Invoice		27/06/2020	N	6355.94 6355.94	>

Credits ☐ ALL ☒ NONE
Credits To Pay Invoices CANCEL
Invoices ☐ ALL ☒ NONE
1259.32 GBP -1259.32 GBP 0.00 GBP MATCH

Select none all invoices will be removed from selection.

Select all the invoices will be added back in.

Clicking cancel at this point will put all invoices and credits back in the match value column.

Selection Criteria

There are various ways of ordering the data shown on screen. See below for options and further information on each option:

Group By

NONE
TYPE
CURRENCY

Order By

TYPE
ID
REFERENCE
DATE
DUE DATE
TOTAL
OUTSTANDING
AMOUNT

Type

ASCENDING
DESCENDING

Group By

The user can choose to group by none, type or currency. None is the default option.

If selecting to group by type it will group all document types together.

If selecting to group by currency it will show all the data grouped by any currency that the account has documents in.

Order By

Type

Ordering by 'type' will show documents grouped together in ascending order. This can be reversed by selecting descending:

Group By

NONE
TYPE
CURRENCY

Order By

TYPE
ID
REFERENCE
DATE
DUE DATE
TOTAL
OUTSTANDING
AMOUNT

Type

ASCENDING
DESCENDING

Group By

NONE
TYPE
CURRENCY

Order By

TYPE
ID
REFERENCE
DATE
DUE DATE
TOTAL
OUTSTANDING
AMOUNT

Type

ASCENDING
DESCENDING

ID

When sorting by 'ID' it will do this in numerical order and ascending by default:

Group By: **NONE** TYPE CURRENCY

Order By: TYPE **ID** REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: **ASCENDING** DESCENDING SEARCH

Type	<u>ID</u> Reference	Due Date Date	On Hold	Total Outstanding	Match Value
Credit	2	28/05/2020	N	-1259.32 -1259.32	> 1259.32
Invoice	24	06/05/2020	N	520.03 420.03	> 420.03
Invoice	40	14/06/2020	N	7200.00 7200.00	> 7200.00
Invoice	41	17/04/2020	N	259.20 259.20	> 259.20
Invoice	63	27/06/2020	N	6355.94 6355.94	> 6355.94
Invoice	64	02/06/2020	N	360.00 360.00	> 360.00

If there are two ID's the same it will also use the date to show them in ID and date order. This can be reversed by selecting descending:

Group By: **NONE** TYPE CURRENCY

Order By: TYPE **ID** REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: **DESCENDING** ASCENDING SEARCH

Type	<u>ID</u> Reference	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice	66	18/06/2020	N	1747.88 1747.88	> 1747.88
Invoice	65	28/05/2020	N	396.00 396.00	> 396.00
Invoice	64	02/06/2020	N	360.00 360.00	> 360.00
Invoice	63	27/06/2020	N	6355.94 6355.94	> 6355.94
Invoice	41	17/04/2020	N	259.20 259.20	> 259.20
Invoice	40	14/06/2020	N	7200.00 7200.00	> 7200.00
Invoice	24	06/05/2020	N	520.03 420.03	> 420.03
Credit	2	28/05/2020	N	-1259.32 -1259.32	> 1259.32

Reference

Ordering by 'reference' will show all received and outstanding data in ascending order by reference if the document has a reference. This can be reversed by selecting descending:

Group By: NONE TYPE CURRENCY

Order By: TYPE REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: ASCENDING DESCENDING SEARCH

Type	Reference ID	Due Date Date	On Hold	Total Outstanding	Match Value
Credit		28/05/2020	N	-1259.32 -1259.32	> 1259.32
Invoice		28/05/2020	N	396.00 396.00	> 396.00
Invoice		27/06/2020	N	6355.94 6355.94	> 6355.94
Invoice		17/04/2020	N	259.20 259.20	> 259.20
Invoice		06/05/2020	N	520.03 420.03	> 420.03
Invoice	123456	14/06/2020	N	7200.00 7200.00	> 7200.00
Invoice	po55	18/06/2020	N	1747.88 1747.88	> 1747.88
Invoice	po123	02/06/2020	N	360.00 360.00	> 360.00

ID and Reference Search

With both 'ID and reference' there is an extra search option available to help find documents.

When searching by ID the number typed into the search box will bring the outstanding document to the top of the selection:

Group By: NONE TYPE CURRENCY

Order By: TYPE REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: ASCENDING DESCENDING SEARCH 64

Type	ID Reference	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice	64	02/06/2020	N	360.00 360.00	> 360.00
Credit	2	28/05/2020	N	-1259.32 -1259.32	> 1259.32
Invoice	24	06/05/2020	N	520.03 420.03	> 420.03
Invoice	40	14/06/2020	N	7200.00 7200.00	> 7200.00
Invoice	41	17/04/2020	N	259.20 259.20	> 259.20
Invoice	63	27/06/2020	N	6355.94 6355.94	> 6355.94
Invoice	65	28/05/2020	N	396.00 396.00	> 396.00
Invoice	66	18/06/2020	N	1747.88 1747.88	> 1747.88

When searching by reference the information typed into the search box will bring the outstanding document to the top of the selection:

Group By: NONE TYPE CURRENCY

Order By: TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: ASCENDING DESCENDING SEARCH

Type	Reference ID	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice	pa55	18/06/2020	N	1747.88 1747.88	> 1747.88
Invoice	pa123	02/06/2020	N	360.00 360.00	> 360.00
Credit		28/05/2020	N	-1259.32 -1259.32	> 1259.32
Invoice		28/05/2020	N	396.00 396.00	> 396.00
Invoice		27/06/2020	N	6355.94 6355.94	> 6355.94
Invoice		17/04/2020	N	259.20 259.20	> 259.20
Invoice		06/05/2020	N	520.03 420.03	> 420.03
Invoice	123456	14/06/2020	N	7200.00 7200.00	> 7200.00

Date

Ordering by 'date' will show all data in date order, starting with oldest date first. This can be reversed by selecting descending:

Group By: NONE TYPE CURRENCY

Order By: TYPE ID REFERENCE DATE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: ASCENDING DESCENDING

Type	ID Reference	Date Due Date	On Hold	Total Outstanding	Match Value
Invoice	41	18/03/2020	N	259.20 259.20	> 259.20
Invoice	24	06/04/2020	N	520.03 420.03	> 420.03
Invoice	65	28/04/2020	N	396.00 396.00	> 396.00
Invoice	64	03/05/2020	N	360.00 360.00	> 360.00
Invoice	40	15/05/2020	N	7200.00 7200.00	> 7200.00
Invoice	66	19/05/2020	N	1747.88 1747.88	> 1747.88
Invoice	63	28/05/2020	N	6355.94 6355.94	> 6355.94
Credit	2	28/05/2020	N	-1259.32 -1259.32	> 1259.32

Due Date

Ordering by due date will show all data with a due date in ascending due date order. This can be reversed by selecting descending.

Group By: NONE TYPE CURRENCY

Order By: TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: ASCENDING DESCENDING

Type	ID Reference	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice	41	17/04/2020	N	259.20	259.20
Invoice	24	06/05/2020	N	520.03	420.03
Invoice	65	28/05/2020	N	396.00	396.00
Credit	2	28/05/2020	N	-1259.32	-1259.32
Invoice	64	02/06/2020	N	360.00	360.00
Invoice	40	14/06/2020	N	7200.00	7200.00
Invoice	66	18/06/2020	N	1747.88	1747.88
Invoice	63	27/06/2020	N	6355.94	6355.94

Total

Ordering by total will show all data in descending total value order by default. This can be reversed by selecting ascending:

Group By: NONE TYPE CURRENCY

Order By: TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING AMOUNT

Type: ASCENDING DESCENDING

Type	ID Reference	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice	40	14/06/2020	N	7200.00	7200.00
Invoice	63	27/06/2020	N	6355.94	6355.94
Invoice	66	18/06/2020	N	1747.88	1747.88

Outstanding

Ordering by 'outstanding' will show all data in descending outstanding value order by default. This can be reversed by selecting ascending:

Group By: **NONE** TYPE CURRENCY

Order By: TYPE ID REFERENCE DATE DUE DATE TOTAL **OUTSTANDING** AMOUNT

Type: ASCENDING **DESCENDING**

Type	ID Reference	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice	40	14/06/2020	N	7200.00	7200.00
Invoice	63	27/06/2020	N	6355.94	6355.94
Invoice	66	18/06/2020	N	1747.88	1747.88

Amount

Ordering by amount allows the user to bring any documents that have been selected during the matching process to the top of the screen in either ascending or descending order, this is useful if there are multiple documents selected:

Group By: **NONE** TYPE CURRENCY

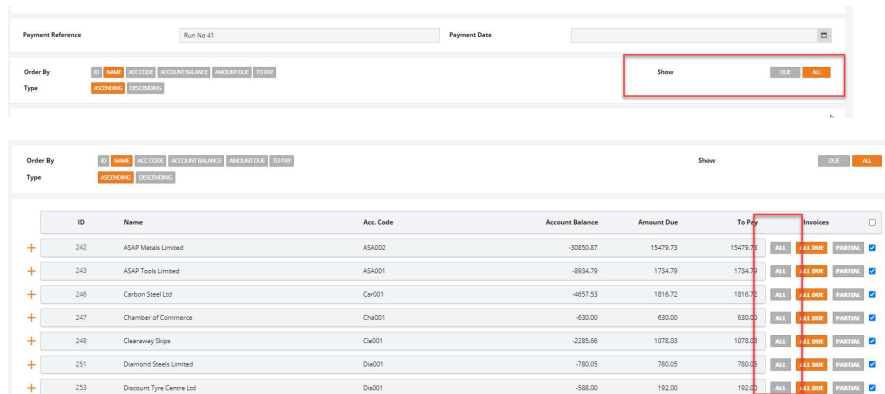
Order By: TYPE ID REFERENCE DATE DUE DATE TOTAL OUTSTANDING **AMOUNT**

Type: ASCENDING **DESCENDING**

Type	ID Reference	Due Date Date	On Hold	Total Outstanding	Match Value
Invoice	66	18/06/2020	N	1747.88	1747.88
Invoice	24	06/05/2020	N	520.03	420.03
Invoice	65	28/05/2020	N	396.00	396.00
Credit	2	28/05/2020	N	-1259.32	-1259.32
Invoice	40	14/06/2020	N	7200.00	7200.00

All

If the show 'all' option is selected a third option will become available:



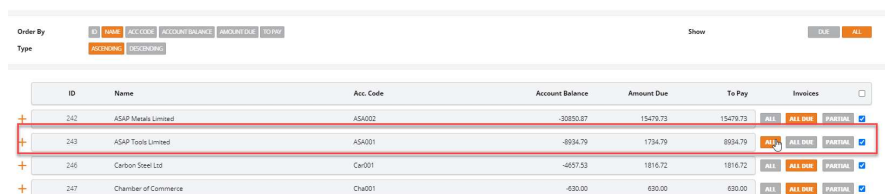
Payment Reference: Run No 41 Payment Date: [dropdown]

Order By: [ID] [NAME] [ACC CODE] [ACCOUNT BALANCE] [AMOUNT DUE] [TOTAL] [Show: DUE ALL ALL DUE]

Type: [ASCENDING] [DESCENDING]

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
242	ASAP Metals Limited	ASA002	-3080.87	15479.73	15479.73	[ALL] [ALL DUE] [PARTIAL]
243	ASAP Tools Limited	ASA001	-8934.79	1734.79	1734.79	[ALL] [ALL DUE] [PARTIAL]
246	Carbon Steel Ltd	Car001	-4657.53	1816.72	1816.72	[ALL] [ALL DUE] [PARTIAL]
247	Chamber of Commerce	Cha001	-630.00	630.00	630.00	[ALL] [ALL DUE] [PARTIAL]
248	Clearway Slips	Cla001	-3285.66	1078.03	1078.03	[ALL] [ALL DUE] [PARTIAL]
251	Diamond Seeds Limited	Dia001	-780.05	780.05	780.05	[ALL] [ALL DUE] [PARTIAL]
253	Discount Type Centre Ltd	Dia001	-588.00	192.00	192.00	[ALL] [ALL DUE] [PARTIAL]

Click on the 'all' option and the total account balance will be moved into the 'to pay' column:

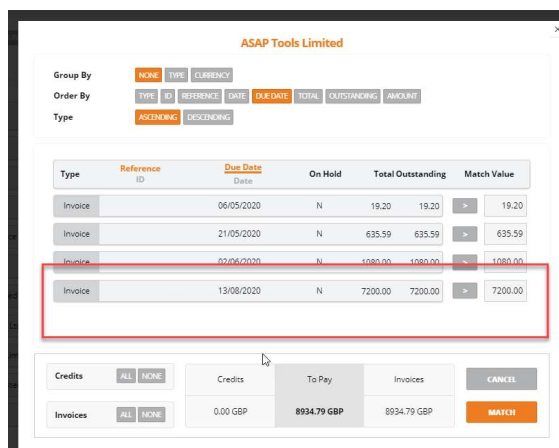


Order By: [ID] [NAME] [ACC CODE] [ACCOUNT BALANCE] [AMOUNT DUE] [TOTAL] [Show: DUE ALL ALL DUE]

Type: [ASCENDING] [DESCENDING]

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
242	ASAP Metals Limited	ASA002	-3080.87	15479.73	15479.73	[ALL] [ALL DUE] [PARTIAL]
243	ASAP Tools Limited	ASA001	-8934.79	1734.79	8934.79	[ALL] [ALL DUE] [PARTIAL]
246	Carbon Steel Ltd	Car001	-4657.53	1816.72	1816.72	[ALL] [ALL DUE] [PARTIAL]
247	Chamber of Commerce	Cha001	-630.00	630.00	630.00	[ALL] [ALL DUE] [PARTIAL]

Note: Clicking 'all due' will put the value back to the amount due and clicking on 'partial' will allow the user to amend the values selected, this will include all documents on the account not just the due ones:



ASAP Tools Limited

Group By: [NAME] [TYPE] [CURRENCY]

Order By: [TYPE] [ID] [REFERENCE] [DATE] [DUE DATE] [TOTAL] [OUTSTANDING] [AMOUNT]

Type: [ASCENDING] [DESCENDING]

Type	Reference ID	Due Date	On Hold	Total Outstanding	Match Value
Invoice		06/05/2020	N	19.20	19.20
Invoice		21/05/2020	N	635.59	635.59
Invoice		02/06/2020	N	1080.00	1080.00
Invoice		13/08/2020	N	7200.00	7200.00

Credits: [ALL] [NONE] Credits: 0.00 GBP To Pay: 8934.79 GBP Invoices: 8934.79 GBP [CANCEL] [MATCH]

Invoices

Order By							Show	
Type								
ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices		
242	ASAP Metals Limited	ASAD02	-34028.84	15479.73	15479.73	<input checked="" type="checkbox"/>		
243	ASAP Tools Limited	ASAD01	-8934.79	1734.79	1734.79	<input checked="" type="checkbox"/>		
246	Carbon Steel Ltd	Car001	-4657.53	1816.72	1816.72	<input checked="" type="checkbox"/>		
247	Chamber of Commerce	Cha001	-630.00	630.00	630.00	<input checked="" type="checkbox"/>		
248	Clearway Ships	Cle001	-2285.66	1078.03	1078.03	<input checked="" type="checkbox"/>		
251	Diamond Steels Limited	Dia001	-780.05	780.05	780.05	<input checked="" type="checkbox"/>		
253	Discount Tyre Centre Ltd	Dia001	-588.00	192.00	192.00	<input checked="" type="checkbox"/>		
254	Electrode & Wire Co Limited	Ela001	-769.70	769.70	769.70	<input checked="" type="checkbox"/>		
255	Enamel Finishers Limited	Ene001	-0.29	0.29	0.00	<input type="checkbox"/>		

Ticking the invoices checkbox at the top of the screen will select all suppliers on the screen to include them in the payment run:

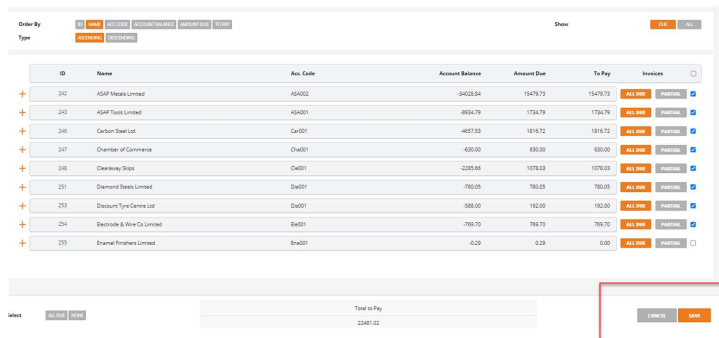
Order By							Show	
Type								
ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices		
242	ASAP Metals Limited	ASAD02	-34028.84	15479.73	15479.73	<input checked="" type="checkbox"/>		
243	ASAP Tools Limited	ASAD01	-8934.79	1734.79	1734.79	<input checked="" type="checkbox"/>		
246	Carbon Steel Ltd	Car001	-4657.53	1816.72	1816.72	<input checked="" type="checkbox"/>		
247	Chamber of Commerce	Cha001	-630.00	630.00	630.00	<input checked="" type="checkbox"/>		
248	Clearway Ships	Cle001	-2285.66	1078.03	1078.03	<input checked="" type="checkbox"/>		
251	Diamond Steels Limited	Dia001	-780.05	780.05	780.05	<input checked="" type="checkbox"/>		
253	Discount Tyre Centre Ltd	Dia001	-588.00	192.00	192.00	<input checked="" type="checkbox"/>		
254	Electrode & Wire Co Limited	Ela001	-769.70	769.70	769.70	<input checked="" type="checkbox"/>		
255	Enamel Finishers Limited	Ene001	-0.29	0.29	0.00	<input checked="" type="checkbox"/>		

If the tick box is then unticked it will deselect all suppliers and put the 'to pay' value back to zero for all suppliers in the list allowing the suppliers to be reselected if required:

Order By							Show	
Type								
ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices		
242	ASAP Metals Limited	ASAD02	-34028.84	15479.73	0.00	<input type="checkbox"/>		
243	ASAP Tools Limited	ASAD01	-8934.79	1734.79	0.00	<input type="checkbox"/>		
246	Carbon Steel Ltd	Car001	-4657.53	1816.72	0.00	<input type="checkbox"/>		
247	Chamber of Commerce	Cha001	-630.00	630.00	0.00	<input type="checkbox"/>		
248	Clearway Ships	Cle001	-2285.66	1078.03	0.00	<input type="checkbox"/>		
251	Diamond Steels Limited	Dia001	-780.05	780.05	0.00	<input type="checkbox"/>		
253	Discount Tyre Centre Ltd	Dia001	-588.00	192.00	0.00	<input type="checkbox"/>		
254	Electrode & Wire Co Limited	Ela001	-769.70	769.70	0.00	<input type="checkbox"/>		
255	Enamel Finishers Limited	Ene001	-0.29	0.29	0.00	<input type="checkbox"/>		

Cancel and Save Options

Once the supplier selections have been made there are two options available on the screen ,cancel and save:

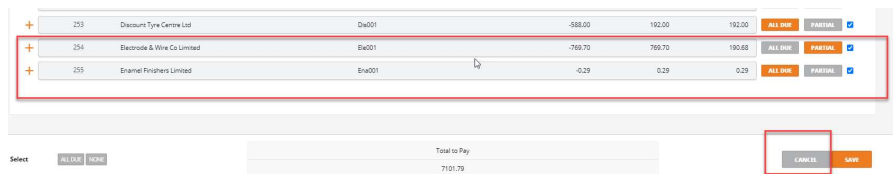


ID	Name	Acc Code	Account Balance	Amount Due	To Pay	Invoices
242	ASAP Metals Limited	AS002	-34028.84	15479.73	15479.73	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
243	ASAP Tyres Limited	AS001	-8934.79	1734.79	1734.79	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
246	Carlton Steel Ltd	Ca001	-4637.33	1918.72	1918.72	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
247	Chamber of Commerce	Ch001	-630.00	630.00	630.00	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
248	Cheerway Steps	Ch001	-2255.66	1078.03	1078.03	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
251	Diamond Steels Limited	Dia001	-780.05	780.05	780.05	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
253	Discount Tyre Centre Ltd	Dia001	-588.00	192.00	192.00	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
254	Electrode & Wire Co Limited	Elw001	-769.70	769.70	769.70	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
255	Enamel Finishes Limited	Ena001	-0.29	0.29	0.00	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>

Total to Pay: 12481.02

Cancel

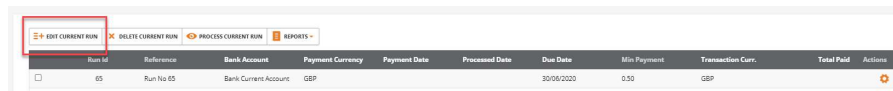
If cancel is clicked at this point then any changes that have been made to the suppliers and the documents selected will not be kept and the user will be able to edit the run again and start from the beginning:



ID	Name	Acc Code	Account Balance	Amount Due	To Pay	Invoices
253	Discount Tyre Centre Ltd	Dia001	-588.00	192.00	192.00	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
254	Electrode & Wire Co Limited	Elw001	-769.70	769.70	190.68	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
255	Enamel Finishes Limited	Ena001	-0.29	0.29	0.29	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>

Total to Pay: 7121.79

Click cancel and the user will go back to the main payment run screen:



Run ID	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Curr.	Total Paid	Actions
85	Run No 85	Bank Current Account	GBP			30/06/2020	0.50	GBP		<input type="button" value="EDIT CURRENT RUN"/> <input type="button" value="DELETE CURRENT RUN"/> <input type="button" value="PROCESS CURRENT RUN"/> <input type="button" value="REPORTS"/>

Changes have been disregarded:



ID	Name	Acc Code	Account Balance	Amount Due	To Pay	Invoices
251	Diamond Steels Limited	Dia001	-780.05	780.05	780.05	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
253	Discount Tyre Centre Ltd	Dia001	-588.00	192.00	192.00	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
254	Electrode & Wire Co Limited	Elw001	-769.70	769.70	769.70	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>
255	Enamel Finishes Limited	Ena001	-0.29	0.29	0.00	<input type="button" value="ALL DUE"/> <input type="button" value="PARTIAL"/>



Save

If save is clicked then any changes that have been made to the payment run will be saved:

+	251	Diamond Seeds Limited	Dia001	-780.05	780.05	780.05	ALL IN	PARTIAL	✓
+	253	Discount Tyre Centre Ltd	Dis001	-888.00	192.00	192.00	ALL IN	PARTIAL	✓
+	254	Electrode & Wire Co Limited	Elec001	-769.70	769.70	190.68	ALL IN	PARTIAL	✓
+	255	Enamel Finishers Limited	Ena001	-0.29	0.29	0.29	ALL IN	PARTIAL	✓

Select

Total to Pay
21902.29

Click on save and the invoices to pay screen will open up:

Invoices to Pay

Payment Run Id	72
Payment Reference	Run No 72
Bank Account	Bank Current Account
Payment Currency	GBP
Payment Date	
Due Date	31/07/2020
Min Payment Value	0.50
Transaction Currency	GBP
On Hold	No
Number of Suppliers to be Paid	5
Total Payment (Transaction currency)	10,332.49 GBP
Total Payment (Bank currency) - estimated	10,332.49 GBP
Exchange Rate	1.00000

Edit the payment run:

+	251	Diamond Seeds Limited	Dia001	-780.05	780.05	780.05	ALL IN	PARTIAL	✓
+	253	Discount Tyre Centre Ltd	Dis001	-888.00	192.00	192.00	ALL IN	PARTIAL	✓
+	254	Electrode & Wire Co Limited	Elec001	-769.70	769.70	190.68	ALL IN	PARTIAL	✓
+	255	Enamel Finishers Limited	Ena001	-0.29	0.29	0.29	ALL IN	PARTIAL	✓

Select

Total to Pay
21902.29

The changes will have been saved and can still be updated if required before the payment run is processed.

Process Current Run

There are two ways to process a payment run in the supplier payment run screen.

Through the front screen click on process current run:

Supplier Payments List

Advanced search Search

Payment Ref: SEARCH

EDIT CURRENT RUN DELETE CURRENT RUN **PROCESS CURRENT RUN** REPORTS

Run Id	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Curr.	Total Paid	Actions
<input type="checkbox"/>	72	Run No 72	Bank Current Account	GBP		31/07/2020	0.50	GBP		

Or when saving the changes made in the edit screen click on process run:

Invoices to Pay

PROCESS RUN EDIT BACK

Payment Run Id	72
Payment Reference	Run No 72
Bank Account	Bank Current Account
Payment Currency	GBP
Payment Date	
Due Date	31/07/2020
Min Payment Value	0.50
Transaction Currency	GBP
On Hold	No
Number of Suppliers to be Paid	5
Total Payment (Transaction currency)	10,332.49 GBP
Total Payment (Bank currency) - estimated	10,332.49 GBP
Exchange Rate	1.00000

Note: Once the run has been processed no changes will be able to be made to the run.



Click on process run from the front screen:

Supplier Payments List

Payment Ref: Advanced search Search

EDIT CURRENT RUN DELETE CURRENT RUN PROCESS CURRENT RUN REPORTS

Run Id	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Cur.	Total Paid	Actions
<input type="checkbox"/>	72	Run No 72	Bank Current Account	GBP		31/07/2020	0.50	GBP		

There will be three options available:

Process Run

SHOW EDIT BACK

Payment Reference

Run No 72

Payment Date

SUMMARY BACK

Payment Run Id	72
Payment Reference	Run No 72
Bank Account	Bank Current Account
Payment Currency	GBP
Payment Date	
Due Date	31/07/2020
Min Payment Value	0.50
Transaction Currency	GBP
On Hold	No
Number of Suppliers to be Paid	5
Total Payment (Transaction currency)	10,332.49 GBP
Total Payment (Bank currency) - estimated	10,332.49 GBP
Exchange Rate	1.00000

Show

Will show the information that the payment run is made up of and will list by supplier all the documents that make up the payment run:

Invoices to Pay

PROCESS RUN EDIT BACK

Payment Run Id	72
Payment Reference	Run No 72
Bank Account	Bank Current Account
Payment Currency	GBP
Payment Date	
Due Date	31/07/2020
Min Payment Value	0.50
Transaction Currency	GBP
On Hold	No
Number of Suppliers to be Paid	5
Total Payment (Transaction currency)	10,332.49 GBP
Total Payment (Bank currency) - estimated	10,332.49 GBP
Exchange Rate	1.00000

SAP Trade Limited

Doc	Doc type	Supplier ref.	Date	On hold	Outstanding	Match value (Bank Currency)	Match value (Transaction Currency)
11	Purchase Invoice		14/07/2020		7,200.00 GBP	7,200.00 GBP	7,200.00 GBP
Totals						7,200.00 GBP	7,200.00 GBP

Edit

Will allow the payment run to be edited:

Supplier Payment Run

Bank Account: Bank Current Account (GBP)

Document Due Date: 30/06/2020

Minimum Supplier Payment: GBP 0.00

Transaction Currency: GBP

Include on Hold Items: No

Payment Reference: Run No 85

Payment Date:

Order By: NAME ACCID ACCOUNT BALANCE AMOUNT DUE TOTAL

Type: ACCOUNTS DISCOUNTS

Show: DATE ALL

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices	
242	AGAP Metals Limited	AG002	5515.35	15479.73	15479.73	ALL INVO PAID	<input checked="" type="checkbox"/>
243	AGAP Tools Limited	AG001	8934.79	1734.79	1734.79	ALL INVO PAID	<input checked="" type="checkbox"/>
246	Carbon Steel Ltd	Car001	4657.53	1816.72	1816.72	ALL INVO PAID	<input checked="" type="checkbox"/>
247	Chamber of Commerce	Ch001	630.00	630.00	630.00	ALL INVO PAID	<input checked="" type="checkbox"/>
248	Centrality Shop	Ch001	2285.66	1078.03	1078.03	ALL INVO PAID	<input checked="" type="checkbox"/>
251	Diamond Steels Limited	Dia001	780.05	780.05	780.05	ALL INVO PAID	<input checked="" type="checkbox"/>
253	Discount Tyre Centre Ltd	Dia001	588.00	192.00	192.00	ALL INVO PAID	<input checked="" type="checkbox"/>
254	Electrode & Wire Co Limited	Ela001	788.70	788.70	190.88	ALL INVO PAID	<input checked="" type="checkbox"/>
255	Enamel Finishes Limited	Ela001	0.29	0.29	0.29	ALL INVO PAID	<input checked="" type="checkbox"/>

Select: ALL SOME

Total to Pay: 21902.29

CANCEL SAVE

Back

Will go back to the supplier payment list screen.

Note: If coming from the save option this screen will show first:

Invoices to Pay

PROCESS RUN

EDIT

BACK

Click on process run and the options show above will show – the process will then be the same.

Submit

Once all changes have been made the payment run can be processed:

Process Run

SHOW
EDIT
BACK

Payment Reference
Run No 72

Payment Date

Submit

BACK

Payment Run Id	72
Payment Reference	Run No 72
Bank Account	Bank Current Account
Payment Currency	GBP
Payment Date	
Due Date	31/07/2020
Min Payment Value	0.50
Transaction Currency	GBP
On Hold	No
Number of Suppliers to be Paid	5
Total Payment (Transaction currency)	10,332.49 GBP
Total Payment (Bank currency) - estimated	10,332.49 GBP
Exchange Rate	1.00000

Click on the submit button.

It is at this point that there must be a payment date on the payment run- if one is not provided the run will error:

Process Run

SHOW
PROCESS RUN
EDIT
BACK

1 error prohibited this supplier payment run from being saved

There were problems with the following fields:

- Payment date must be given

Payment Reference
Run No 72

Add the payment date and click on submit:

The system will generate the remittance advices:

Send Remittance Advices

Remittance Advice 32: Carlson Steel Ltd	PREPARE	CONFIRM
PREPARE	CONFIRM	
Remittance Advice 33: Cleannessy Slips	PREPARE	CONFIRM
PREPARE	CONFIRM	
Remittance Advice 34: Electrolux & Wire Co Limited	PREPARE	CONFIRM
PREPARE	CONFIRM	
Remittance Advice 35: Trough Coat Limited	PREPARE	CONFIRM
PREPARE	CONFIRM	
Remittance Advice 36: ADAP Tools Limited	PREPARE	CONFIRM
PREPARE	CONFIRM	

SEND

CANCEL



Remittance Advice

Account Code: Cle001 Payment Ref: Run No 72

To Tasmin Melville Clearaway Skips 30 Portland Street Worcester WR1 2NL	From Advanced Manufacturing Ltd Penny Lane Works, Newtown, Worcestershire WR13 0MG c.stevens@centralaccounting.co.uk Company No: 0654321;
---	---

Your Ref.	Our Ref.	Number	Date	Value
Invoices Paid				
	61		30/06/2020	£635.59
	62		01/06/2020	£572.04
less Credits Taken				
less Payments On Account				
add back Refunds				
		Invoices		£1,207.63
		less Credit Notes		£0.00
		less Payments		£0.00
		add back Refunds		£0.00
		add new On Account		£0.00
		Total		£1,207.63

Created by Advanced

This can be previewed, printed or emailed to an address setup within BCE.

The run will show as processed within the main supplier payment run screen:

Supplier Payments List										
Advanced search										Search
Payment Ref: <input type="text"/>										SEARCH
<div> <div>NEW RUN</div> <div>REPORTS</div> </div>										
Run Id	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Cntr	Total Paid	Actions
<input type="checkbox"/> 72	Run No 72	Bank Current Account	GBP	31/07/2020	09/06/2020	31/07/2020	0.50	GBP	10,332.49	

Click on show or click on the run ID to view the run information:

Supplier Payments List										
Advanced search										Search
Payment Ref: <input type="text"/>										SEARCH
<div> <div>NEW RUN</div> <div>REPORTS</div> </div>										
Run Id	Reference	Bank Account	Payment Currency	Payment Date	Processed Date	Due Date	Min Payment	Transaction Cntr	Total Paid	Actions
<input type="checkbox"/> 72	Run No 72	Bank Current Account	GBP	31/07/2020	09/06/2020	31/07/2020	0.50	GBP	10,332.49	
<input type="checkbox"/> 65	Run No 65	Bank Current Account	GBP	02/07/2020	08/06/2020	30/06/2020	0.50	GBP	21,902.2	

The csv file can be created from with here and if required the remittance advices can be regenerated:



Paid Invoices

[ENTERING LAND CVM](#) [SEND REMITTANCE](#) [BACK](#)

Payment Run Id 72
Payment Reference Run No 72
Bank Account Bank Current Account
Payment Currency GBP
Payment Date 31/07/2020
Processed Date 09/09/2020
Due Date 31/07/2020
Min Payment Value 0.50
Transaction Currency GBP
Total Paid 10,332.49
On Hold No
Number of Suppliers to be Paid 5
Total Payment (Transaction currency) 10,332.49 GBP
Total Payment (Bank currency) - final 10,332.49 GBP
Exchange Rate 1.00000

ASAP Tools Limited

ID	Doc Type	Supplier ref.	Date	On hold	Outstanding	Match value (Bank Currency)	Match value (Transaction Currency)
51	Purchase invoice		14/07/2020		0.00 GBP	7,200.00 GBP	7,200.00 GBP
Totals						7,200.00 GBP	7,200.00 GBP

To Acc. Name	Sort Code	Account Number	Reference	From Acc. Name	Value	Bank Currency	Date
ASAP Tools Limited	xxxxxx	xxxxxxxx	Run No 72	Bank Current Account	7200	GBP	31/07/2020
Carbon Steel Ltd	xxxxxx	xxxxxxxx	Run No 72	Bank Current Account	695.8	GBP	31/07/2020
Clearaway Skips	xxxxxx	xxxxxxxx	Run No 72	Bank Current Account	1207.63	GBP	31/07/2020
Electrode & Wire Co Limited	xxxxxx	xxxxxxxx	Run No 72	Bank Current Account	579.02	GBP	31/07/2020
Tough Coat Limited	xxxxxx	xxxxxxxx	Run No 72	Bank Current Account	650.04	GBP	31/07/2020



Part Match Screen and Single Supplier Payment.

If a supplier payment run is in progress any documents that are included in the run will not be available within the match financial documents screen or the single supplier payment screen and will have a status of in 'supplier payment run'.

Payment Run

Supplier Payment Run

Bank AccountBank Current Account (GBP)

Include on Hold ItemsNo

Document Due Date31/07/2020

Minimum Supplier PaymentGBP 0.50

Transaction CurrencyGBP

Payment Reference

Payment Date

Order By

Order Type

Show

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
243	ASAP Tools Limited	ASAP001	-7200.00	0.00	0.00	<div>ALL INVOICES</div>
246	Carbon Steel Ltd	CS-001	-2740.81	795.00	695.00	<div>ALL INVOICES</div>

Type	ID	Reference	On Hold	Date	Due Date	Outstanding	Match Value	Working	Bank
Payment	31		N	08/06/2020		-100.00 GBP	-100.00 GBP	-100.00 GBP	-100.00 GBP
Invoice	52		N	30/06/2020	30/07/2020	288.00 GBP	288.00 GBP	288.00 GBP	288.00 GBP
Invoice	55		N	20/06/2020	19/07/2020	260.02 GBP	260.02 GBP	260.02 GBP	260.02 GBP
Invoice	53		N	17/06/2020	17/07/2020	216.00 GBP	216.00 GBP	216.00 GBP	216.00 GBP
Invoice	54		N	07/06/2020	07/07/2020	31.78 GBP	31.78 GBP	31.78 GBP	31.78 GBP
Received Total							-100.00 GBP	-100.00 GBP	
Match Total Outstanding							795.00 GBP	795.00 GBP	

Select

ALL INVOICES

Total to Pay

3192.49

CANCEL

APPROVE

Match Screen

Matching Screen for Carbon Steel Ltd (246)

Group By

Order By

Type

First Column

Payment

Outstanding

Type	Reference	Date	On Hold	Total	Payment	Match Value
Payment		08/06/2020	N	100.00	100.00	In Supplier Payment Run

Type	Reference	Date	On Hold	Total	Outstanding	Match Value
Invoice		20/05/2020	N	260.02	260.02	In Supplier Payment Run
Invoice		07/06/2020	N	31.78	31.78	In Supplier Payment Run
Invoice		17/06/2020	N	216.00	216.00	In Supplier Payment Run
Invoice		30/06/2020	N	288.00	288.00	In Supplier Payment Run

Payment

Outstanding

Auto Match

Match Priority

Payment

Difference

Outstanding

COMMIT

MATCH



Single Supplier Payment

New Supplier Payment

Details

☐ Payment on account?

To

Carbon Steel Ltd

From

Bank Current Account

Payment date

08/06/2020

Reference

Narrative

Documents to reconcile

Type	Id	Date	Due	Supplier Ref	Additional Ref	Payment Ref	Owed	Paid	Outstanding
Payment on Account	225	08/06/2020						100.00	100.00
Invoice	52	30/06/2020	30/07/2020				288.00		288.00
Invoice	53	17/06/2020	17/07/2020				216.00		216.00
Invoice	54	07/06/2020	07/07/2020				31.78		31.78
Invoice	55	20/05/2020	19/07/2020				260.02		260.02

CREATE & MATCH

CANCEL

Matching Screen for Carbon Steel Ltd (246)

Group By

NAME

TYPE

CURRENCY

First Column

PAYMENT

OUTSTANDING

Order By

REFERENCE

DATE

REFERENCE

DATE

DATE

TOTAL

OUTSTANDING

INVOICE

Type

REFERENCE

DATE

DATE

DATE

TOTAL

OUTSTANDING

INVOICE

Payment

Reference

Date

On Hold

Total

Payment

Match Value

Outstanding

Reference

Date

On Hold

Total

Outstanding

Match Value

Payment

Reference

Date

On Hold

Total

Payment

Match Value

Outstanding

Reference

Date

On Hold

Total

Outstanding

Match Value

Selected payments

ALL

None

Auto Match

ALL

30/06/2020

Selected payments

New payment value

Outstanding

CANCEL

Outstanding

ALL

None

Match Priority

0.00 GBP

0.00 GBP

0.00 GBP

MATCH



Quick Reverse

If a transaction is in a supplier payment run it will not be available to be quick reversed.

Before payment run:

<input type="checkbox"/>	53	Carlton Steel Ltd	N	17/06/2020	17/07/2020	N	N	GBP	216.00	216.00	0.00	
<input type="checkbox"/>	52	Carlton Steel Ltd	N	30/06/2020	30/07/2020	N	N	GBP	288.00	288.00	0.00	
<input type="checkbox"/>	51	ASAP Trains Limited	N	14/07/2020	13/08/2020	N	N	GBP	7,200.00	7,200.00	0.00	Show
<input type="checkbox"/>	50	Discount Tyre Centre Ltd	P888	24/03/2020	23/05/2020	N	N	GBP	396.00	396.00	0.00	Amend PFI
<input type="checkbox"/>	49	Discount Tyre Centre Ltd	P88	30/04/2020	Paid	Y	N	GBP	192.00	0.00	0.00	Quick Reverse
												Copy and Reversal

Document included in payment run:

Supplier Payment Run

Bank Account
Document Due Date
Minimum Supplier Payment
Transaction Currency

Bank Current Account (GBP)
31/07/2020
GBP 0.00
GBP

Include on Hold Items
No

Payment Reference
Payment Date

Order By
Type

243

ASAP Trains Limited

ASAP21

-7200.00

0.00

0.00

ALL NEW

REVIEW

246

Carlton Steel Ltd

Car01

-2140.01

795.80

695.80

ALL NEW

REVIEW

Type	ID	Reference	On Hold	Date	Due Date	Outstanding	Match Values	Original	Working	Reversal
Payment	53		N	17/06/2020		-216.00 GBP		-216.00 GBP	-216.00 GBP	-216.00 GBP
Invoice	52		N	30/06/2020	30/07/2020	288.00 GBP		288.00 GBP	288.00 GBP	288.00 GBP
Invoice	55		N	20/05/2020	19/07/2020	260.02 GBP		260.02 GBP	260.02 GBP	260.02 GBP
Invoice	53		N	17/06/2020	17/07/2020	216.00 GBP		216.00 GBP	216.00 GBP	216.00 GBP
Invoice	54		N	07/06/2020	07/07/2020	31.78 GBP		31.78 GBP	31.78 GBP	31.78 GBP
Reserved Total										-100.00 GBP
Match Total (Outstanding)										795.80 GBP

Total to Pay
3132.49

Select
CONFIRM
SAVE

Document will not be available to be quick reversed:

<input type="checkbox"/>	53	Carlton Steel Ltd	N	17/06/2020	17/07/2020	N	N	GBP	216.00	216.00	0.00	
<input type="checkbox"/>	52	Carlton Steel Ltd	N	30/06/2020	30/07/2020	N	N	GBP	288.00	288.00	0.00	
<input type="checkbox"/>	51	ASAP Trains Limited	N	14/07/2020	13/08/2020	N	N	GBP	7,200.00	7,200.00	0.00	Show
<input type="checkbox"/>	50	Discount Tyre Centre Ltd	P888	24/03/2020	23/05/2020	N	N	GBP	396.00	396.00	0.00	Amend PFI



Currency Payment Run

USD Documents paid from a GBP Bank Account

Supplier Payment New Proposal

Bank Account
Bank Current Account

Document Due Date
30/06/2020

Suppliers
ASAP Metals Limited, ASAP Tools Limited, Carbon Steel Ltd and Gordon Computing Ltd selected. [Change selection](#)

Minimum Supplier Payment
0.50

Transaction Currency
USD: Dollar (USA)

Payment Reference
USD payment

Payment Date

☐ Include on hold invoices?

[Submit](#) [Cancel](#)

Payment will be made in GBP as per the bank account selected:

Supplier Payment Run

Bank Account: Bank Current Account (GBP) Include on Hold Items: No

Document Due Date: 30/06/2020

Minimum Supplier Payment: GBP 0.50

Transaction Currency: USD

Payment Reference: USD payment Payment Date:

Order By: [ID](#) [NAME](#) [ACC CODE](#) [ACCOUNT BALANCE](#) [AMOUNT DUE](#) [TO PAY](#) Show [OLE](#) [ALL](#)

Type: [ASCENDING](#) [DESCENDING](#)

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
243	ASAP Tools Limited	ASA001	-4537.30	2328.55	2328.55	ALL INV PARTIAL <input checked="" type="checkbox"/>
246	Carbon Steel Ltd	Csv001	-3224.71	801.30	801.30	ALL INV PARTIAL <input checked="" type="checkbox"/>

Type	ID	Reference	On Hold	Date	Due Date	Outstanding	Match Value	Original	Working	Base
Invoice	79		N	18/05/2020	17/06/2020	801.30 USD		801.30 USD	801.30 USD	650.04 GBP
						Match Total (Outstanding)		801.30 USD		650.04 GBP
						Currency Gains and Loss				3.02 GBP
						To Pay		801.30 USD		653.06 GBP

The payment run will show the (estimated) currency gains/loss if the payment month is different to the document date.

Note: If a payment date has not been entered at this point the system will use the current months date to show the estimated currency gain loss.

This will be calculated correctly once a payment date is entered.



On saving the payment the invoices to pay screen will show the payment in GBP:

Invoices to Pay

PROCESS RUNEDITBACK

Payment Run Id	73
Payment Reference	USD payment
Bank Account	Bank Current Account
Payment Currency	GBP
Payment Date	
Due Date	30/06/2020
Min Payment Value	0.50
Transaction Currency	USD
On Hold	No
Number of Suppliers to be Paid	1
Total Payment (Transaction currency)	801.30 USD
Total Payment (Bank currency) - estimated	653.06 GBP
Exchange Rate	0.81500

It will also show the exchange rate that will be used.

Note: If a payment date has not been entered at this point then the total payment will be estimated using the current months rate as the month for the exchange rate will not be known at this point.

Once a payment date is entered the exchange rate will be correctly calculated:

Invoices to Pay

PROCESS RUNEDITBACK

Payment Run Id	73
Payment Reference	USD payment
Bank Account	Bank Current Account
Payment Currency	GBP
Payment Date	31/05/2020
Due Date	30/06/2020
Min Payment Value	0.50
Transaction Currency	USD
On Hold	No
Number of Suppliers to be Paid	1
Total Payment (Transaction currency)	801.30 USD
Total Payment (Bank currency) - estimated	650.04 GBP
Exchange Rate	0.81123

Note: For payments created for a future month, until the rate is downloaded it will use the prevailing rate i.e. for July will use the June rate until the July rates are downloaded by HMRC.



The currency run will be processed in the same way.

Click on process run:

Invoices to Pay

[PROCESS RUN](#) [EDIT](#) [BACK](#)

Payment Run Id	73
Payment Reference	USD payment
Bank Account	Bank Current Account
Payment Currency	GBP
Payment Date	31/05/2020
Due Date	30/06/2020
Min Payment Value	0.50
Transaction Currency	USD
On Hold	No
Number of Suppliers to be Paid	1
Total Payment (Transaction currency)	801.30 USD
Total Payment (Bank currency) - estimated	650.04 GBP
Exchange Rate	0.81123

Carbon Steel Ltd

ID	Doc type	Supplier ref.	Date	On hold	Outstanding	Match value (Bank Currency)	Match value (Transaction Currency)
79	Purchase Invoice		18/05/2020		801.30 USD	650.04 GBP	801.30 USD
Totals						650.04 GBP	801.30 USD

Click on submit:

Process Run

[SHOW](#) [EDIT](#) [BACK](#)

Payment Reference

USD payment

Payment Date

31/05/2020

[SUBMIT](#)

[BACK](#)

Payment Run Id	73
Payment Reference	USD payment
Bank Account	Bank Current Account
Payment Currency	GBP
Payment Date	31/05/2020
Due Date	30/06/2020
Min Payment Value	0.50
Transaction Currency	USD
On Hold	No
Number of Suppliers to be Paid	1
Total Payment (Transaction currency)	801.30 USD
Total Payment (Bank currency) - estimated	650.04 GBP
Exchange Rate	0.81123



EURO Documents paid from a EURO Bank Account

Supplier Payment New Proposal

Bank Account: euro account

Document Due Date: 31/07/2020

Suppliers: Carbon Steel Ltd and Gordon Computing Ltd selected. Change selection

Minimum Supplier Payment: 0.50

Transaction Currency: EUR Euro

Payment Reference: Euro payment

Payment Date:

☐ Include on hold invoices?

The payment will be made in Euros:

Supplier Payment Run

Bank Account: euro account (EUR) Include on Hold Items: No

Document Due Date: 31/07/2020

Minimum Supplier Payment: EUR 0.50

Transaction Currency: EUR

Payment Reference: Euro payment Payment Date:

Order By: Show:

Type:

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
245	Carbon Steel Ltd	Car001	-3224.71	603.02	0.00	<input type="button" value="ALL INVO"/> <input type="button" value="PARTIAL"/>
250	Gordon Computing Ltd	Gor001	-6216.30	7077.26	7077.26	<input type="button" value="ALL INVO"/> <input type="button" value="PARTIAL"/>

Type	ID	Reference	On Hold	Date	Due Date	Outstanding	Match Value	Original	Working	Base
Invoice	69		N	18/05/2020	17/06/2020	6090.50 EUR		6090.50 EUR	6090.50 EUR	5349.58 GBP
Invoice	68		N	12/05/2020	11/06/2020	986.76 EUR		986.76 EUR	986.76 EUR	866.72 GBP

Match Total (Outstanding): 7077.26 EUR 6216.30 GBP

Select:

Total to Pay: 7077.26

The payment run will be completed in the normal way:

Invoices to Pay

Payment Run Id: 77

Payment Reference: Euro payment

Bank Account: euro account

Payment Currency: EUR

Payment Date:

Due Date: 31/07/2020

Min Payment Value: 0.50

Transaction Currency: EUR

On Hold: No

Number of Suppliers to be Paid: 1

Total Payment (Transaction currency): 7,077.26 EUR

Total Payment (Bank currency) - estimated: 7,077.26 EUR

Exchange Rate: 1.00000

Gordon Computing Ltd

ID	Doc type	Supplier ref	Date	On hold	Outstanding	Match value (Bank Currency)	Match value (Transaction Currency)
68	Purchase Invoice		12/05/2020		986.76 EUR	986.76 EUR	986.76 EUR
69	Purchase Invoice		18/05/2020		6,090.50 EUR	6,090.50 EUR	6,090.50 EUR
Total					7,077.26 EUR	7,077.26 EUR	7,077.26 EUR

GBP Documents paid from a EURO Bank Account

Supplier Payment New Proposal

Bank Account: EUR/GB Account

Document Due Date: 31/07/2020

Supplier: Carbon Steel Ltd selected Change selection

Minimum Supplier Payment: 0.00

Transaction Currency: GBP (Home Currency: GBP)

Payment Reference:

Payment Date:

☐ Include on hold invoices?

Supplier Payment Run

Bank Account: EUR/GB Account Include on Hold Items: No

Document Due Date: 31/07/2020

Minimum Supplier Payment: EUR 0.00

Transaction Currency: GBP

Payment Reference: Payment Date:

Order By: Show

Type:

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
245	Carbon Steel Ltd	Car001	-4940.71	1716.00	1716.00	<input type="button" value="All Docs"/> <input type="button" value="Invoices"/>

Type	ID	Reference	On Hold	Date	Due Date	Outstanding	Match Value	Original	Working	Base	
Invoice	81		N	08/06/2020	09/07/2020	216.00 GBP		216.00 GBP	216.00 GBP	216.00 GBP	216.00 GBP
Invoice	80		N	13/05/2020	12/06/2020	1500.00 GBP		1500.00 GBP	1500.00 GBP	1500.00 GBP	1500.00 GBP
						Match Total (Outstanding)			1716.00 GBP	1716.00 GBP	
						Currency Gains and Loss				0.00 GBP	0.00 GBP
						To Pay			1716.00 GBP	1716.00 GBP	1716.00 GBP

Select: Total to Pay: 1716.00

Documents are in GBP paid from a Euro account:

Supplier Payment Run

Bank Account: EUR/GB Account Include on Hold Items: No

Document Due Date: 31/07/2020

Minimum Supplier Payment: EUR 0.00

Transaction Currency: GBP

Payment Reference: Run No 50 Payment Date: 30/06/2020

Order By: Show

Type:

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
245	Carbon Steel Ltd	Car001	-4940.71	1716.00	1716.00	<input type="button" value="All Docs"/> <input type="button" value="Invoices"/>

Type	ID	Reference	On Hold	Date	Due Date	Outstanding	Match Value	Original	Working	Base	
Invoice	81		N	08/06/2020	09/07/2020	216.00 GBP		216.00 GBP	216.00 GBP	216.00 GBP	216.00 GBP
Invoice	80		N	13/05/2020	12/06/2020	1500.00 GBP		1500.00 GBP	1500.00 GBP	1500.00 GBP	1500.00 GBP
						Match Total (Outstanding)			1716.00 GBP	1716.00 GBP	
						Currency Gains and Loss				0.00 GBP	0.00 GBP
						To Pay			1716.00 GBP	1716.00 GBP	1716.00 GBP

Select: Total to Pay: 1716.00



When the payment run is saved the system will create the payment in Euros based on the exchange rate for the month of the payment date:

Invoices to Pay

Payment Run Id: 80
Payment Reference: Run No 80
Bank Account: euro account
Payment Currency: EUR
Payment Date: 30/06/2020
Due Date: 31/07/2020
Min Payment Value: 0.50
Transaction Currency: GBP
On Hold: No
Number of Suppliers to be Paid: 1
Total Payment (Transaction currency): 1,716.00 GBP
Total Payment (Bank currency) - estimated: 1,915.40 EUR
Exchange Rate: 1.11620

Carbon Steel Ltd

ID	Doc type	Supplier ref.	Date	On hold	Outstanding	Match value (Bank Currency)	Match value (Transaction Currency)
80	Purchase Invoice		13/05/2020		1,300.00 GBP	1,474.80 EUR	1,300.00 GBP
81	Purchase Invoice		09/06/2020		216.00 GBP	241.10 EUR	216.00 GBP
Total						1,915.40 EUR	1,716.00 GBP

The run will be processed from here as normal.