



BCE Supplier Payment Run with On Hold Invoices-Quick User Guide

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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 if there are on hold invoices on an account.

Using a supplier payment run with on hold invoices

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	Receive Goods	Sup. Ref.	Add'l Ref.	Queried?	Invoice Date	Payment Due	Paid	Reversed?	Curr.	Value (inc. VAT)	O/S GBP	Total Credits	Actions
<input checked="" type="checkbox"/>	70	Toggle Query Status		N	22/06/2020	22/07/2020	N	N	GBP	3,177.97	3,177.97	0.00	
<input type="checkbox"/>	69	Set Payment Due Dates	asd	N	18/05/2020	17/06/2020	N	N	EUR	6,090.50	5,349.58	0.00	

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	Paid	Reversed?	Curr.	Value (inc. VAT)	O/S GBP	Total Credits	Actions
<input type="checkbox"/>	70	ASAP Metals Limited		Y	22/06/2020	22/07/2020	N	N	GBP	3,177.97	3,177.97	0.00	
<input type="checkbox"/>	38	ASAP Metals Limited		N	30/03/2020	29/04/2020	N	N	EUR	3,813.56	3,177.97	0.00	
<input type="checkbox"/>	1	ASAP Metals Limited		Y	18/09/2020	17/04/2020	N	N	GBP	2,880.00	2,880.00	0.00	

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

Payment date

30/06/2020

Include on hold invoices?

SUBMIT BACK

If a payment run includes invoices that are 'on hold' then when the payment run is created the invoices will show in the proposal:

Supplier Payment Run

Bank Account: Bank Current Account (GBP) Include on Hold Items: Yes

Document Due Date: 30/09/2020

Minimum Supplier Payment: GBP 0.50

Transaction Currency: GBP

Payment Reference: Run No 82 Payment Date:

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

Type: **ASCENDING** DESCENDING

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices
242	ASAP Metals Limited	AS4002	-39835.62	6057.97	0.00	ALL DUE PARTIAL <input type="checkbox"/>
246	Carbon Steel Ltd	Car001	-4940.71	1716.00	1716.00	ALL DUE PARTIAL <input checked="" type="checkbox"/>
342	aa design	aa01	44.99	-45.00	0.00	ALL DUE PARTIAL <input type="checkbox"/>

Select: **ALL DUE** NONE Total to Pay: 1716.00 **CANCEL** **SAVE**

The invoices will show in the 'Amount Due' column – but will not be automatically displayed in the 'To Pay' column.

It is up to the user to decide whether the invoices should be paid or not.

To select all the invoices that are 'on hold' click on the 'ALL DUE' button:

Bank Account: Bank Current Account (GBP) Include on Hold Items: Yes

Document Due Date: 30/09/2020

Minimum Supplier Payment: GBP 0.50

Transaction Currency: GBP

Payment Reference: Run No 82 Payment Date:

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

Type: **ASCENDING** DESCENDING

ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices	
242	ASAP Metals Limited	AS4002	-39835.62	6057.97	0.00	ALL DUE PARTIAL <input type="checkbox"/>	
Type	ID	Reference	On Hold	Date	Due Date	Outstanding	Match Value
Invoice	1		Y	18/03/2020	17/04/2020	2880.00 GBP	0.00 GBP
Invoice	70		Y	22/06/2020	22/07/2020	3177.97 GBP	0.00 GBP
Match Total (Outstanding)						0.00 GBP	
Currency Gains and Loss						0.00 GBP	
To Pay						0.00 GBP	

This will move the invoices to the 'To Pay' field and the 'Match Value' column:

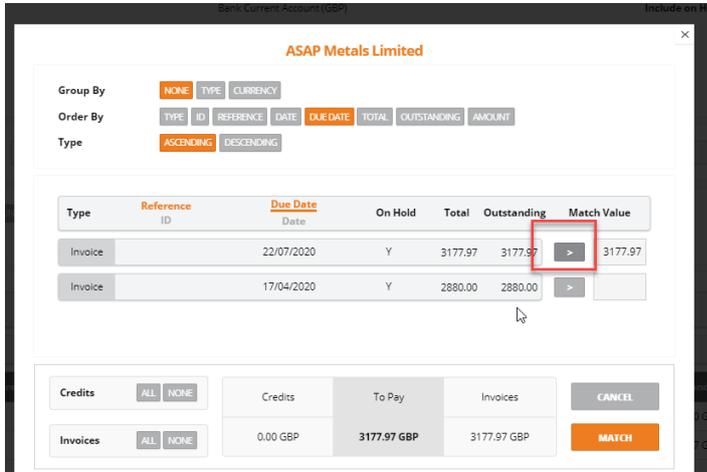
Order By: **ID** NAME ACC CODE ACCOUNT BALANCE AMOUNT DUE TO PAY Show **DUE** ALL

Type: **ASCENDING** DESCENDING

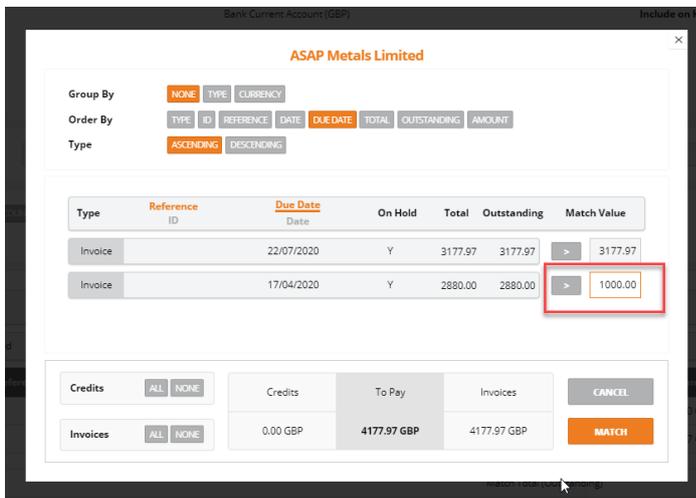
ID	Name	Acc. Code	Account Balance	Amount Due	To Pay	Invoices	
- 242	ASAP Metals Limited	AS4002	-39835.62	6057.97	6057.97	ALL DUE PARTIAL <input checked="" type="checkbox"/>	
Type	ID	Reference	On Hold	Date	Due Date	Outstanding	Match Value
Invoice	1		Y	18/03/2020	17/04/2020	2880.00 GBP	2880.00 GBP
Invoice	70		Y	22/06/2020	22/07/2020	3177.97 GBP	3177.97 GBP
Match Total (Outstanding)						6057.97 GBP	
Currency Gains and Loss						0.00 GBP	
To Pay						6057.97 GBP	
+ 246	Carbon Steel Ltd	Car001	-4940.71	1716.00	1716.00	ALL DUE PARTIAL <input checked="" type="checkbox"/>	
+ 342	aa design	aa01	44.99	-45.00	0.00	ALL DUE PARTIAL <input type="checkbox"/>	

If the user needs to only select one of the 'on hold' invoices then instead of clicking on the 'ALLDUE' button, click on the 'PARTIAL' button and this will open up the part match screen.

The user can then decide which of the 'on hold' invoices to pay by clicking on the chevron to select the whole amount:



Or by typing in the value to pay off of the outstanding invoice in the 'Match Value' field:



Click on 'Match' to select the invoices into the payment run:

