

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										0
									Advanced search	Search
Suppler Name										EARCH
+ NEW - CANNO- ERPORTS -										
Receive Goods Sup. Ref. Add'l Ref.	Queried?	Invoice Date	Payment Due		Reversed?		Value (inc. VAT)	O/S GBP	Total Credits	Actions
Toggie Query Status In Set Payment Due Dates	Ν	22/06/2020	22/07/2020	Ν	N	GBP	3,177.97	3,177.97	0.00	0
69 Amend Pil .td	Ν	18/05/2020	17/06/2020	Ν	Ν	EUR	6,090.50	5,349.58	0.00	•

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

Purchase Invoi	ces											
											Advanced search	Search
Supplier Name											SE	ARCH
+ NEW - 🔅 ACTIONS -	REPORTS -											
	Com Def	Add'I Daf	Queried?	Invester Data	Payment Due	P_:	A Revenued	Curr.	Value (inc. VAT)	O/S GBP	Total Credits	Actions
38 ASAP Meta	s Limited		N	30/03/2020	29/04/2020		N N	EUR	3,813.56	3,177.97	0.00	
1 ASAP Meta	s Limited		Y	18/03/2020	17/04/2020		N N	GBP	2,880.00	2,880.00	0.00	0
											E cc	OPY TABLE
« 1 »											Show	w 25 🕏
						3						

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



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



Supp	lier Pay	rment Run										
Bank Acc Docume Minimur Transact	count nt Due Date m Supplier Paymen tion Currency	nt		Bank Current Account (GBP) 30/09/2020 GBP 0.50 GBP		Inc	lude on Hold Items				Yes	
Payment	t Reference	Run No	82		Payment Date							ö
Order By Type	y ID AS	NAME ACC CODE ACCOUNT BALANCE	AMOUNT DUE TO PAY					Show			DUE ALL	1
	ID	Name		Acc. Code		Account Balanc	e Amoun	t Due	To Pay	Invoi	ces (
+	ID 242	Name ASAP Metals Limited		Acc. Code		Account Balanc	e Amoun 2 60	t Due 57.97	To Pay 0.00	Invoid ALL DUE	ces (PARTIAL (
+ +	1D 242 246	Name ASAP Metals Limited Carbon Steel Ltd		Acc. Code		Account Balance -39835.6 -4940.7	e Amoun 2 60 1 17	t Due 57.97 16.00	To Pay 0.00 1716.00	Invoid ALL DUE ALL DUE	ces (Partial (Partial (•
+	ID 242 246 342	Name ASAP Metals Limited Carbon Steel Ltd aa design		Acc. Code Asadoz Car001 as01		Account Balanc -39835.6 -4940.7 44.9	e Amoun 2 60 1 17 9 .	t Due 57.97 16.00 45.00	To Pay 0.00 1716.00 0.00	Invoi ALL DUE ALL DUE ALL DUE	ces (PARTIAL (PARTIAL (PARTIAL (
+	ID 242 246 342	Name ASAP Metals Limited Carbon Steel Ltd as design		Acc Code Askodz Cardon ason		Account Balanc -39835.6 -4940.7 44.9	e Amoun 2 60 1 17 9 .	t Due 57.97 16.00 45.00	To Pay 0.00 1716.00 0.00	Invei ALL DUE ALL DUE ALL DUE	Ces (PARTIAL (PARTIAL (PARTIAL (
+	ID 242 246 <u>3</u> 42	Name ASAP Metals Limited Carbon Steel Ltd as design		Acc. Code Associt		Account Balanc -39835.6 -4940.7 44.9	e Amoun 2 60 1 17 9 ·	t Due 57.97 16.00 45.00	To Pay 0.00 1716.00 0.00	ALL DUE ALL DUE ALL DUE	cces (Partial (Partial (Partial (
+ + + + + + + + + + + + + + + + + + +	1D 242 246 342	Name ASAP Metals Limited Carbon Steel Ltd as design		Acc. Code Associt Caroon eaon	Total to Pay	Account Balanc -39835.6 -4940.7 44.9	e Amoun 2 600 1 177 9 .	t Due 57.97 16.00 45.00	To Pay 0.00 1716.00 0.00	Invoi ALL DUE ALL DUE ALL DUE	ces (PARTIAL (PARTIAL (PARTIAL (

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 Curr	ent Account (GBP)		Include or	Hold Items		Yes
Document Due Date			30/09/202	10					
Minimum Supplier Paym	ent		GBP 0.50						
Transaction Currency			GBP						
Payment Reference		Run No 82			Payment Date				
_									
Order By	NAME ACCOOR	e accountbalance amoun Ding	TO PAY	Acc. Code	A	ccount Balance	She Amount Due	w To Pay	DUE
Order By Type ID 242	D NAME ACCOOR	E ACCOUNTINANCE ANOUN	TOLE TORIV	Acc. Code ASA002	٨	-39835.62	She Amount Due 6057,97	•• To Pay 0.00	DUE Invoices ALL DUE
Type ID 242	NAME ACCOUNTS	e Account BALANCE AMOUNT Dans Lumited Reference	TORE TOPAY	Acc. Code ASA002 Date	A Due Date	-39835.62 Outsta	She Amount Due 6057.97	To Pay 0.00 Match Value	Invoices
Type Diagonal Content By Type Diagonal Content By Diagonal Content Con	Name ASAP Metals	ACCOUNT DALANCE AND	DOK TOHE	Acc. Code A54002 Dete 18/03/2020	Due Date 17/04/2020	-39835.62 Ottstat 2880.0	Amount Due 6057.97 Inding 0 GBP	W To Pay 0.00 Match Value	Invoices ALL DUR 0.00 G
Type ID 242 Type Invoice Invoice	D NME ACCOR SCENDIG DESEN ASAP Metals 10 1 70	ACCOUNT DULANCE / ARCUN CRC: I Limited	DDK TOHM	Acc. Code ASA002 Bote 18/03/2020 22/06/2020	Due Date 1704/2020 22/07/000	-39835.62 2880.0 3177.9	Amount Due Ministry 6057.97 0 000P 0 7 GBP 0	To Pay 0.00 Match Value	Invoices ALL DUE 0.00 G 0.00 G
Type ID I242 IV	P NME ACCOR SCINONG DECIM Name ASAP Metals 10 1 20	ACCOUNTINANCE AND	DDK TOTAV On Hadd Y Y	Acc. Code ASA002 Date 18/03/2020 22/06/2020	Due Date 1704/2020 22/07/2020 Match Total (Outstand)	-39835.62 -39835.62 2880.0 3177.9 Sing)	She Amount Due 6057.97 exting 0.08P 7.08P	w To Pay 0.00 Metch Vahae	Invoices ALL OVE 0.00 G 0.00 G 0.00 G

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

Order By Type	ID N		ACCOUNTBALANCE AMOUNTDUE TO	DPAY					Sho	w		DU	J	u
	ID	Name			Acc. Code		Account Balan	ce An	nount Due	T	o Pay	Invoices		
-	242	ASAP Metals Li	imited		ASA002		-39835./	52	6057.97	60	57.97	ALL DUE P/	urtial	2
Туре	,	ID	Reference	On Hold	Date	Due Date		Outstanding		Mate	h Value			
Invoi	ice	1		Y	18/03/2020	17/04/2020		2880.00 GBP				2880.0	00 GBP	
Invoi	ice	70		Y	22/06/2020	22/07/2020		3177.97 GBP				3177.5	97 GBP	
						Match Total (Outsta	nding)					6057.5	7 GBP	
						Currency Gains and	Loss					0.0	00 GBP	
						To Pay						6057.5	7 GBP	
+	246	Carbon Steel L	zd		Car001		-4940.	71	1716.00	17	16.00	ALL DUE P/	URTIAL	2
+	342	aa design			aa01		44.	99	-45.00	3	0.00	ALL DUE P/	artial	
+	246 342	Carbon Steel L	td		Car001 aa01		-4940. 44.	99	-45.00	17	0.00	ALL DUE		PARTIAL PARTIAL



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:

		ASAP IVI	etais Enfliteu				
Group By	NONE TYPE	CURRENCY					
Order By	TYPE ID R	EFERENCE DATE DUE DA		ANDING AN	NOUNT		
ype	ASCENDING	DESCENDING					
Туре	Reference ID	Due Date	On Hold	Total	Outstanding	Match Va	lue
Invoice		22/07/2020	Y	3177.97	3177.97	> 31	77.97
Invoice		17/04/2020	Y	2880.00	2880.00	>	
					6		
Credits	ALL NONE	Gradier	To Day				
		credits	to Pay		invoices		aaa

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

Group By Order By Type	NONE TYPE TYPE ID R ASCENDING	CURRENCY EFERENCE DATE DUE DA DESCENDING	TE TOTAL OUTSTA	ANDING AMOUNT	
Туре	Reference ID	Due Date	On Hold	Total Outstand	ing Match Value
Invoice		22/07/2020	Y	3177.97 3177.9	7 > 3177.9
Invoice		17/04/2020	Y	2880.00 2880.0	0 > 1000.0
Credits	ALL NONE	Credits	To Pay	Invoices	CANCEL
		0.00 GBP	4177.97 GBP	4177.97 GBP	MATCH

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

	plier Pag	ment R	un								
Bank Docu Minin Trans	Account ment Due Date num Supplier Payme action Currency	nt		Benk Current Acco 30/09/2020 GBP 0.50 GBP	ount (GBP)		Include on Hold Items			Yes	
Paym	ent Reference		Run No 82			Payment Date					•
Orde Type	By	NAME ACCODE	ACCOUNTERLINCE AMOUNTOLE 1	IO PAR				Show		O.E	AL
	ID	Name		Ac	cc. Code	Account	Balance Amount I	Jue	To Pay	Invoices	
- [242										
		ASAP Metals L	mited	AS	A002	4	39835.62 6057	.97	4177.97	ALL DUE PARTIAL	
	Туре	ASAP Metals U	Reference	AS On Hold	Date	Due Date	09835.62 6057	.97	4177.97	ALL DUE PARTIAL	
	Type Invoice Invoice	ASAP Metals Li ID 1 70	mited Reference	AS On Hold Y Y	A002 Date 19/03/2020 22/06/2020	-1 Due Date 17/04/2020 22/07/2020	00835.62 6057 Cutatanding 2880.00 GBP 3177.97 GBP	.97	4177.97	ALL DIR PARTIAL 1000.00 GBP 3177.97 GBP	
	Type Invoice Invoice	ASAP Metals LI 10 70	mited Reference	AS On Hold Y Y	A002 Date 18/03/2020 22/06/2020	- 3 Due Date 17/04/2020 22/07/2020 Match Total (Duttanding)	00035.62 6051 Cutatending 2000.00 GBP 3177.97 GBP	97	4177.97 Match Value	ALL DRK PARTIAL 1000.00 GBP 3177.97 GBP 4177 97 GBP	
	Type Invoice Invoice	ASAP Metals LI 1 70	mited Reference	AS Chu Hohd Y Y	A002 Date 18/03/2020 22/06/2020	Just Date Date Date 17/04/2020 22/07/2020 Match Total (Outstanding) Currency Gains and Loss	00035.62 6057 Outstanding 2880.00 GBP 3177.97 GBP	.97	4177.97	ALL DOX PARTIAL 1000.00 GBP 3177.97 GBP 4177 97 GBP 0.00 GBP	