

WARNING

This procedure cannot be saved. It is a process that cannot have other operators working on payments or credits simply because if someone else does a credit on an invoice that you have up for payment you risk an over allocation.

If your system crashes or terminates abnormally the payment run flags might stay locked. This will result in your needing to undo the lock flags on suppliers.

Please treat this procedure as serious, it should be done on it's own and you should not deter from the task in hand until it is complete.

The options shown below will show a separate bank entry for each cheque dealt with.

The first job is to create a checklist of options that you want to use for the payment run these are:

Check and adjust the next cheque number if necessary and save it. The number you enter here should match the first cheque in your run

Check the options;

- Create DC (Direct Credit) File if Applicable – should be blank (unchecked)
- Supply Remittance Advices – ticked (if you want them printed)
- Print Cheques - should be blank (unchecked)
- Use Cheque Numbers – ticked
- Print Payments Audit Trail – ticked
- Auto Allocate Off – usually blank (unchecked)
- Lock Supplier Files - should be blank (unchecked – if ticked will stop all other users working on suppliers)
- Exclude Supplier Marked 'Other' - should be blank (unchecked)

Choose the Auto Run (Accrual) type on the right

Choose run Cheques on the right

The banking reference and comments will be ignored in this type of run, the reference will contain the cheque number and the comments will contain the supplier name

Right clicking on any supplier record will allow viewing of supplier details and transactions.

Make sure the system date is set to the correct date for the run

Make sure the bank account is correct

Press the Load Suppliers button

You should now be ready to allocate payments on each individual invoice to each supplier. Do this by pressing the Edit button (upper right) or double clicking on the supplier record.

Deal with each supplier in turn allocating to invoices very much the same as with customer receipts.

When all suppliers have been paid (allocated) the total payments will appear in red on the left.

It would probably be a good idea to print the payments audit trail to make sure your allocations agree with the cheques you want to write.

You are now ready to run the payments.

Make sure the printer is correct and on line (the default printer will be used)

Press the Pay Suppliers button

A remittance advice will be printed for all suppliers with that setting.

The Payments Audit Trail will be printed if you have chosen that option

Finally check the cheques balance with the payments audit trail.