# Paying Purchase Ledger Invoices

The "Stop / Release Invoices for Payment" program allows:

- Selection for payment of Suppliers' Invoices by Due Date
- Selection for payment of Suppliers' invoices by Individual Supplier
- Matching of unallocated payments to outstanding Supplier transactions
- For manual cheques already raised and paid to Supplier, selection of paid transactions and automatic posting of payment to Bank Account
- Resetting Dispute Flags
- Reversal of PAY flag
- Deduction of Settlement Discount where available
- Amendment of Settlement date on transactions
- Part payments with or without Write Off

 

- **Payment By Due Date**
  **Note -** the By Due Date option cannot be used for a Supplier with a Payment Type of Manual.

All transactions within the selected parameters will be set to **PAY**.  From the report produced, identify any transactions NOT to be paid.  If there are a large number of changes, restart the Due Date Selection, changing the criteria.  To stop payment on individual transactions, see the procedure for selection By Supplier below.



This option either pays the full outstanding or the settlement amount of a transaction.  It does not handle Part Payments, nor will it select items with the Dispute flag set.  These must be entered individually using the "By Supplier" selection, described below.

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- **Payment By Supplier**

This procedure can be used to
- Select individual transactions for payment.
- Reset transactions set as PAY, either by individual selection or by due date.
- Clear Unallocated payments and their related transactions.
- Enter payments already made to a Supplier, to clear related transactions.
- Set or reset a Dispute Flag
- Change a Settlement Date, with or without making a payment.

From the Stop/Release Inv. For Payment program, select "By Supplier".

Enter the Supplier Account number or Nickname to be paid or adjusted.

Select Manual Cheque 'No' to prepare a payment to the supplier based on the transactions set to pay. See Remittance Advices and Completing Payments for more information.

Details of the supplier's outstanding transactions are displayed, with their payment status. Those currently selected for payment are labelled **PAY**.



Highlight the transaction to change using the Up or Down arrow (cursor) keys and use the functions detailed below to pay or reset.

**OK** (F2)
Use to finish the postings. Select an option.

**ACCEPT Postings for this Supplier** - accepts the entries made, updating both Transactions and the Supplier record.
**REJECT Postings for this Supplier** - aborts all entries made for the Supplier, setting them back to the previous status.
**Enter FURTHER Postings** - returns to the transaction screen, allowing further transactions to be selected, or changes to be made to earlier selections.

**Select** (F3)
Allows a batch of transactions to be set to PAY by:
>    **Date Range** – enter a date range to pay
>    **Period** – select a period number to pay
>    **All** – pay all transactions
>    **Supplier Reference** – select a reference to pay
>    **Our Reference** – select a reference to pay

**Options** (F4)
Two options are available:  **Change Dispute Code** and **Change Settlement Date**

**Outstdg** (F5)
Pays the full amount of the highlighted transaction.

**Set Amt** (F6)
Highlight the transaction to be paid and, if the settlement amount is to be paid, use this function.  The remaining value is automatically written off to Discount Received.

**Part** (F7)
Select the transaction to be paid and, where only a partial payment is to be made, use this function.  A further prompt is displayed showing the amount to be paid, which may be amended, and allowing the balance of the transaction to be written off to settlement discounts or left outstanding.

**Reset** (F8)
Allows the Transaction to be reset from PAY to STOP

- **Supplier Paid, entering Payment**

This method can be used if the Supplier has already been paid and to allocate payments made on account.

From the Stop/Release program and select "By Supplier".
Enter the Supplier Account number or nickname.  Select Manual Cheque 'Yes'.
Enter the appropriate cashbook code where required.

Details of the supplier's outstanding transactions are displayed, with their payment status.  Highlight the transactions to change using the Up or Down arrow (cursor) keys and use the functions detailed below to pay or reset.  Repeat until the value of 'Pay This Run' equals the value of the payment made.  When clearing unallocated payments against outstanding transactions, the net payment must be Zero.

When complete, prompts to enter Payment Date, Cheque Number, Supplier Reference (if required) and a Description are displayed.  Completing this updates transactions to PAID, enters the Cheque Transaction onto the Supplier Account and completes all necessary Nominal (and Cashbook) entries.

- **Remittance Advice and Payment List**

When all payment selection is complete, the Remittance Advices and Payment List can be printed.  This will prompt for:

**Payment Date** – Defaults to today's date
**Remittance Sequence**  - Account number or alphabetic.
**Account From and To**  - Enter the first and last account number or nickname, where a range is required.  The default is all accounts.
**Payment Method** - All, Manual, Cheque, Cash, BACS or Credit Transfer. These are the Payment Methods set for each Supplier.  Remittances may be printed for one payment type at a time or All payment types together.
**Currency** – If the foreign currency module is in use the required currency should be entered.
**Include Foreign Currency Accounts Paid in Base?** – Option available if Currency code entered is base.

The selected Remittances will then be printed.  At this stage any changes required can still be made through the Stop/Release program.  The remittance advices may then be reprinted individually for the amended suppliers.

A summary of the payments made to suppliers will be printed after the remittances.

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                          Supplier Payment Summary

 A/c Supplier               Priority      Cheque        Cash        Bacs    Credit Trn    Disc Taken

 1114 PARTS                    1            0.00        0.00     24267.00        0.00          0.00
 1127 Flymo                    2            0.00        0.00       111.63        0.00          0.00
 1200 James Ashburn Ltd        7          -50.00        0.00     12424.73        0.00          0.00
 1201 Main Franchise Supplier  4            0.00        0.00       374.53        0.00          0.00
                                    ------------  ------------ ------------  ------------ --------------
              ( Pounds Sterling )        -50.00        0.00     37177.89        0.00          0.00
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**Remittance Advices may be sent directly from Gold by email or fax to the suppliers.  The relevant licences need to be active and the supplier account set up with the method of sending remittance advices.**

- **Completing Payments**

To complete payments, a menu option should be accessed for each payment type being paid. Purchase and Nominal Ledger are NOT updated unless the appropriate update option is confirmed. Until this has been completed, it is still possible to make changes. Once updated, transactions will be set as PAID.

### Cash & Cheque Payments

- **Cheque Print** –
  Prints Computer Generated Cheques
- **Cheque List and Update** –
  Lists cheques and prompts to update the Purchase Ledger.
- **Cash Update** –
  Updates all accounts paid in cash.

### Credit Transfer Payments

- **Credit Transfer Print** –
  Prints Credit Transfers
- **Credit Transfer List & Update** –
  Lists the credit transfers. Prompts to update the Purchase Ledger.

### BACS Payments

- Prints the BACS report and generates the appropriate Transfer file. The BACS file format is set in System Management, Company Control Files, Accounts tab, Purchase. If required, the data may be exported as a file from Gold to a PC for direct export to a specified Bank. Prompts to update the Purchase Ledger.

Refer also to "Exporting to Bank Software" Factsheet 10.