

Support Bulletin # 27 ABM Auto Payment Processing

Automatic payment processing in Advanced Business Manager.

Doing a payment run in Advanced Business Manager is a simple 4 step process.

No matter where you are in the software, point to the “Actions” menu, then click on “Pay multiple suppliers” to start the Supplier Payments wizard.

In the first step, choose the bank account from which the payments will be made. By default you are offered the normal bank account specified in Tools – Options – Banking.

A summarized reconciliation of the selected bank account is chosen so that you know how much money you have available before you start selecting invoices for payment.

Once you’ve chosen the bank account, click the Next button to move on to Step 2. All suppliers with outstanding balances are listed in alphabetical order, together with the amounts due to each one, broken down into three bands – overdue, due in next 7 days and due in 7 to 14 days. This unique approach makes it easy for you to pay your suppliers a few days ahead of time if you wish.

Colour coding alerts you to seriously overdue amounts and any prompt payment discounts to which you might be entitled are shown so you can take advantage of them.

Use the mouse or the up and down arrow keys to choose suppliers you wish to pay. For a particular supplier, you can either pay the supplier the entire amount shown or choose which invoices to pay by showing the details for that supplier.

When looking at the invoices for a particular supplier, you can view the details for an invoice (including who entered it and when) and you can select to either fully or partly pay each invoice. You can also change your mind using the clear payment buttons.

A running total is maintained of the amounts selected for payment and you can always go back to step 1 to check on the amount of money available without losing your selections.

Once you’re happy with your selections, click Next (or press “N”) to move on to Step 3. Here you’ll be reminded of the impact this payment run will have on your bank account. Advanced Business Manager will prepare a file of EFT payments for all

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suppliers with banking details, so all you need to do here is decide how to pay the rest, with “cheque” being the usual choice.

Simply input the next cheque number, then click Next to update your accounts with the payments made and move to step 4 to complete the payment process.

Here you can output a list of payments made to Excel and also prepare the EFT payments file.

Once these tasks are done, click “Finish” to close the Wizard. If you have prepared an EFT payments file, you should then use your desktop banking system to transmit this file to your bank for processing.

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