

Support Bulletin # 80 Paying Multiple Suppliers

The Supplier Payments Wizard allows you to pay multiple suppliers by electronic transfer, cash or cheque, and export your list of payments to Excel. Payments are automatically processed and your accounts are immediately updated. To pay multiple suppliers, you will first need to enter their bank account details into the supplier account

To pay multiple suppliers:

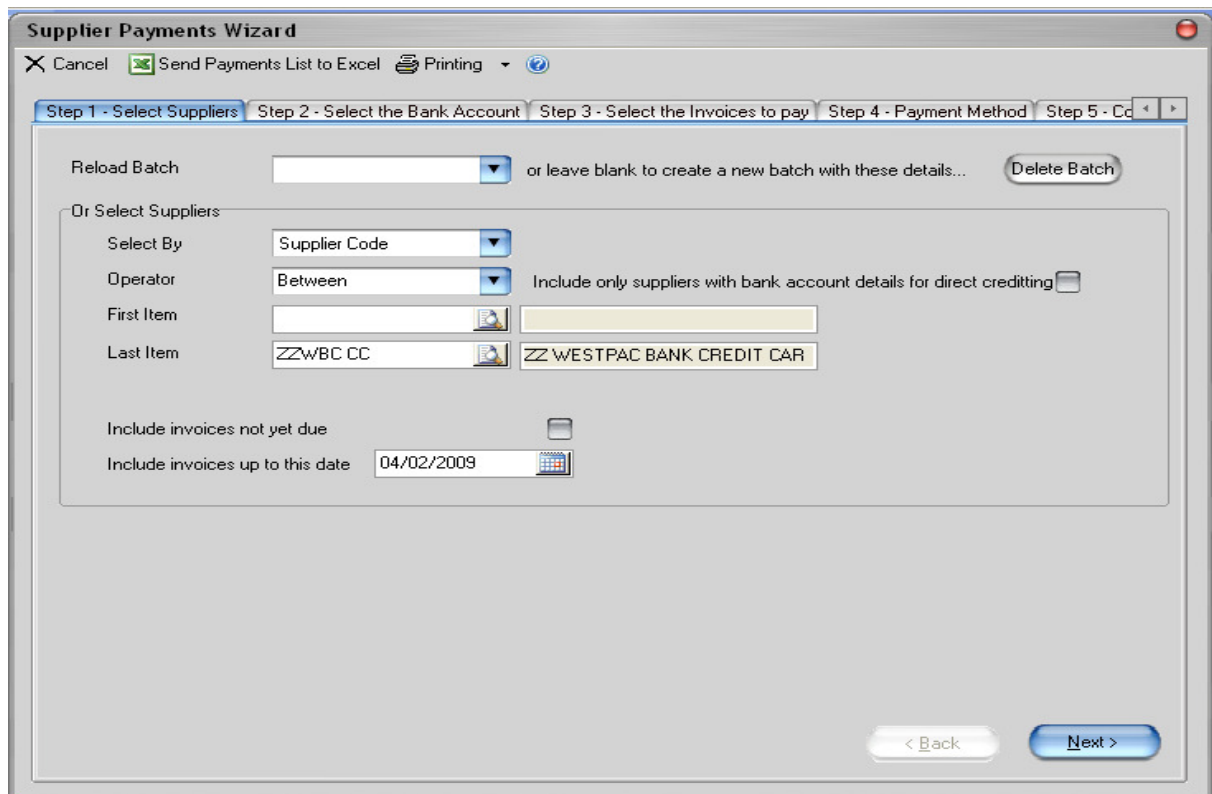
In the main menu bar, select **Actions**, then **Pay Multiple Suppliers**.

The Supplier Payments Wizards appears as below:

Step 1 of Supplier Payments Wizard

Step 1 - Select Payment Criteria

Select the supplier range for payment selection. You can include all invoices even if they are not due for payment yet. If you wish to pay only suppliers by EFT, then you can select the option to include only suppliers that have correct bank details. If you have made a previous selection and saved these selections into a batch, you can reload this batch by selecting **Reload Batch**, and select from the drop down list. You can then finalise the payments.



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Step 2 - Select the Bank Account

Select the bank account you want to be debited from the drop-down list. The subsequent fields are automatically updated according to your balances.

Supplier Payments Wizard

Cancel Send Payments List to Excel Printing

Step 1 - Select Suppliers Step 2 - Select the Bank Account Step 3 - Select the Invoices to pay Step 4 - Payment Method Step 5 - C...

Choose the bank account which will be used to make this batch of payments

Bank Account: Cash at Bank

Currency: AU\$

Account Number: 597946471

Balances

In Accounts	346,629.12
Unlisted Deposits	10,400.00
Unpresented Cheques	-1,517.02
At the Bank	334,712.10

Back Next >

Step 3 - Select the Invoices to pay

The Wizard uses colour codes to highlight overdue debts.

Select the suppliers you want to pay from the list and click **Pay Supplier**.

To part-pay a supplier, highlight the supplier name and click **Show Details**. From here you can choose to pay or part-pay specific invoices. After you have entered how much is to be paid to the supplier this time, ABM automatically updates the supplier account.

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If prompt payment discounts are available they will be shown for each supplier. These discounts can be accepted or amended if required by selecting the column discounts, and entering an amount. When the **Pay Supplier** is selected the net amount will be shown in the column pay now, with the discount amount, if any, shown in the discount taken column.

Supplier	Overdue	Due in 7 days	Due After 7 Days	Discounts	Pay Now	Disc. Taken
AAPT LIMITED	22.00					
AB RECRUITMENT	19,365.59				8,932.64	
ABSAN PTY LTD	0.00					
ACS PROPERTY SERVICES	595.84				595.84	
ACTION BEARINGS PTY LTD	14.30				14.30	
AGC PLASTICS	3,256.00				3,256.00	
ALSCO SERVICES PTY LTD	597.83				597.83	
ALTON-WEST FOOTSCRAY PTY	3,926.82				3,926.82	
ASIA PACIFIC SPECIALTY (CULA	2,147.10					
Totals	611,378.62	0.00	0.00	0.00	17,323.43	0.00

The colours yellow, orange and red show increasing age

Supplier Bank Account Details:
BSB Number: 032-027
Bank Account No.: 117088
Payment Reference: 1016161

Buttons: Show Details, Pay Supplier, Pay All, Clear All, Cancel Changes, Back, Next >

Step 4 - Payment Method

Payment Method displays the remaining balance in your bank account after the selected suppliers are paid.

All payments made to suppliers for whom there are correct bank and branch details will be paid by electronic transfer.

Click Cheque, Internet Banking or Cash to choose the method of payment for all other suppliers. A cheque or reference number appears in the subsequent field.

Rather than processing the payments now, you can select the option "Save the batch details so that they can be approved and processed later". This will then allow you to **Send Payment List to Excel**. You can then use this list to obtain approval for the payments to be made, and then reload this batch again for processing

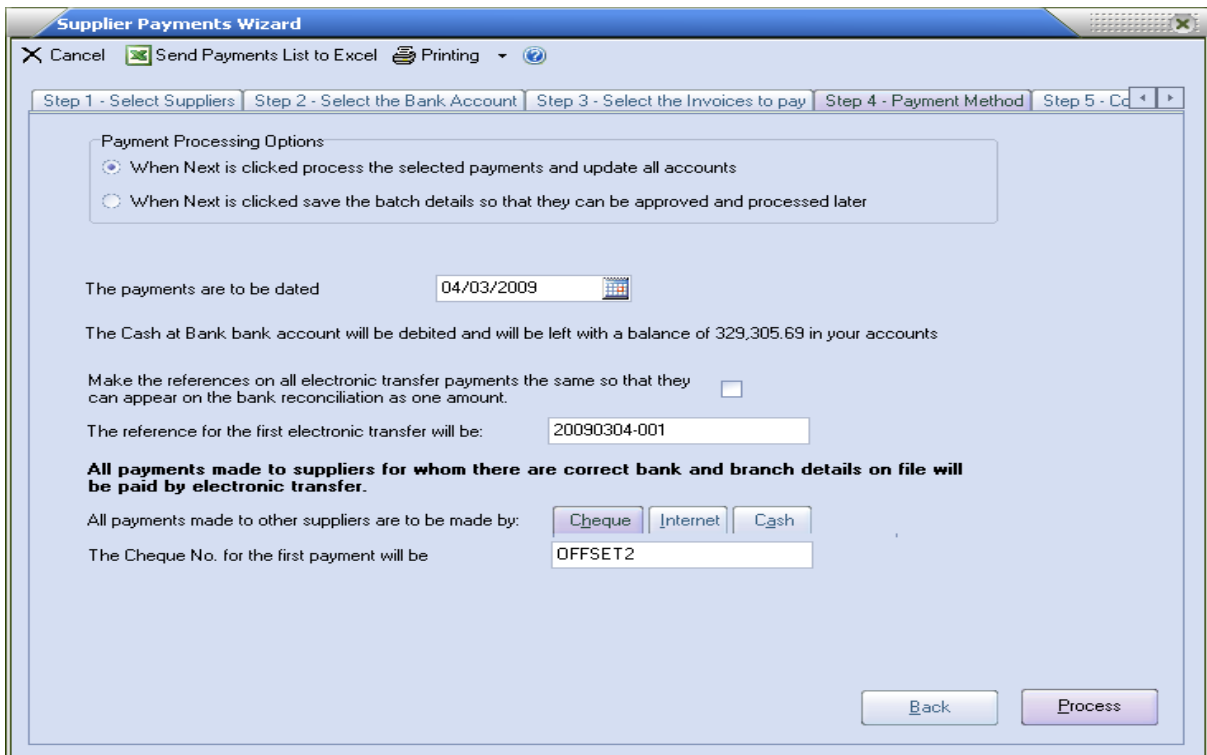
Please note that the reference for the first electronic transfer should be in format like "20090304-001", it has to be ending with "-001" which is the sequence number ABM is going to use if there is more than one reference in this batch.

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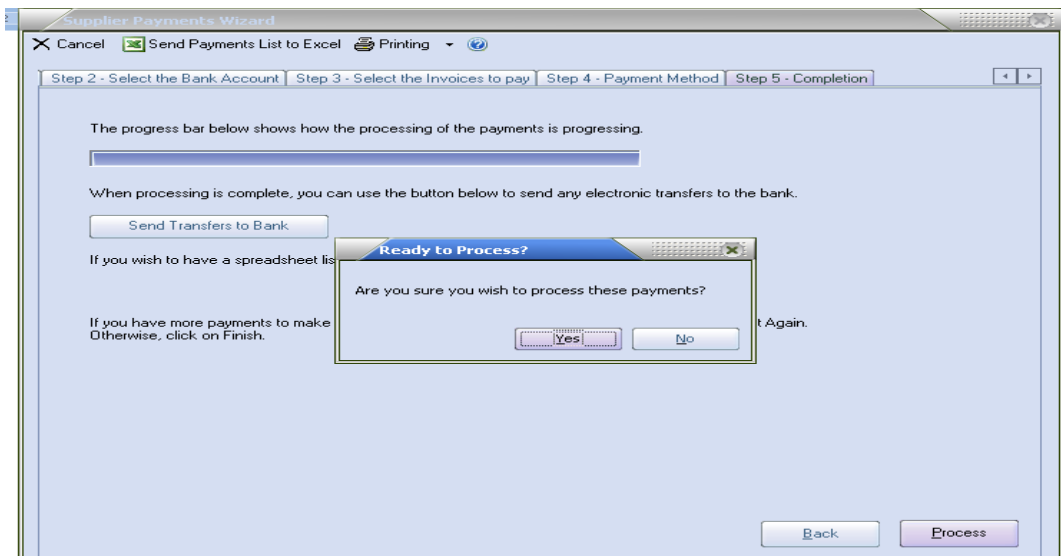
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Step 5 - Completion

When you open the Completion section, ABM will ask you whether you want to process the batch or not, if you select "Yes", then ABM automatically processes the payment, which can be viewed in the progress bar.

If you select to print remittance notice when saving, during the payment processing, ABM will print the remittance notice or send email to supplier if you setup emailing the notice.



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To send electronic transfers to the bank:

When processing is complete, select **Send Transfers to Bank** to send any electronic transfers to the bank. The Electronic Transfers screen appears, Please note that the supplier must have BSB number and account number, and account number must be more than 5 digits:

Details	Bank/Branch/Account	Reference	Entered On	Amount	Hold
IBM Laptop Computer		5423254546	22/12/2008	72.85	<input type="checkbox"/>
Superfax fax machine		5423254546	22/12/2008	46.75	<input type="checkbox"/>
Tulip Supplies International	987-654 987654321	20090216-001	16/02/2009	42,999.00	<input type="checkbox"/>
Business Electronic Equipment	234-567 098765432	20090218-001	18/02/2009	15,435.20	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

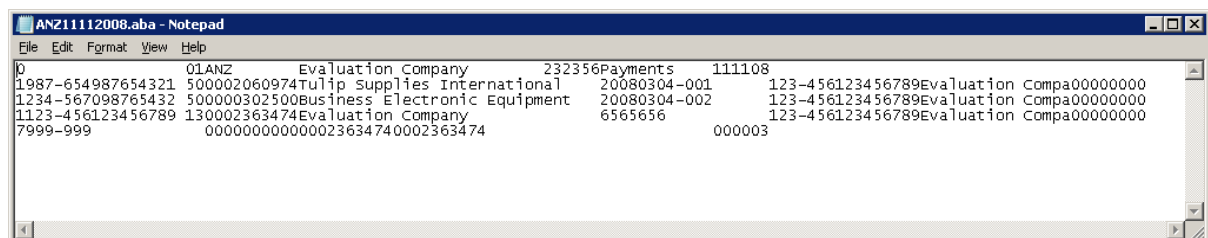
Electronic Transfer screen

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- **Transfer Batch Reference:**
Enter the reference number for this batch that will identify the transfer during bank reconciliation.
- **Date Bank to Process:**
Click the calendar button to select the date on which you want the bank to process these payments.
- **Transfer File Name:**
Enter the name of the file which is to be sent to the bank, with or without the file extension.
- **Folder Path:**
Enter the full path to the disk folder into which the bank file is to be placed.
- **User Identification Number:**
Enter the six-digit user identification number given to you by your bank.
Check the boxes to indicate whether the bank requires a Debit entry in the file for the total payment, and if it is the first time the bank has processed your transfer file.
- **Create Bank Transfer File:**
Select this option to export the payments which have not been put on hold into the file specified in the Transfer File Name field. You then need to use your bank's software to send the transfer file.



- **Cancel:**
Select this option to exit without creating the transfer file.
- To view a list of supplier payments in Excel:**
In the Completion section of the Supplier Payments Wizard, click **Send Payments List to Excel**.
If you have more payments to make using a different method of payment, click Start Again. Otherwise, click Finish to exit the Supplier Payments Wizard.

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