



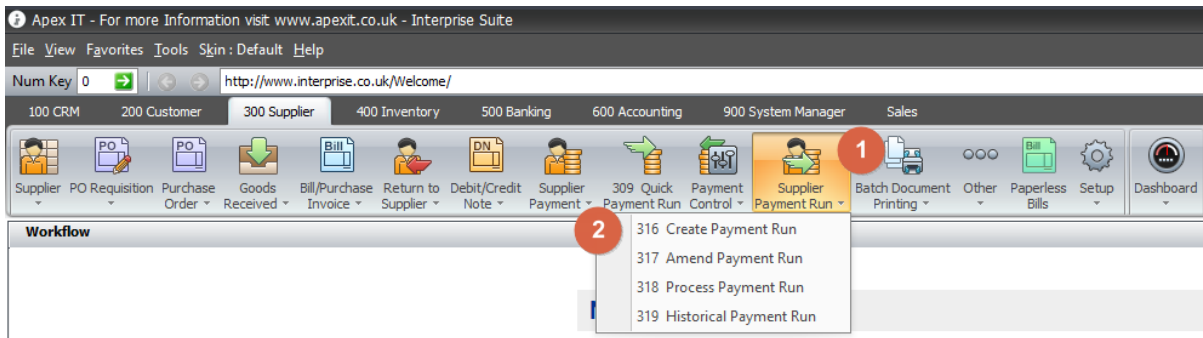
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## Supplier Payment Run

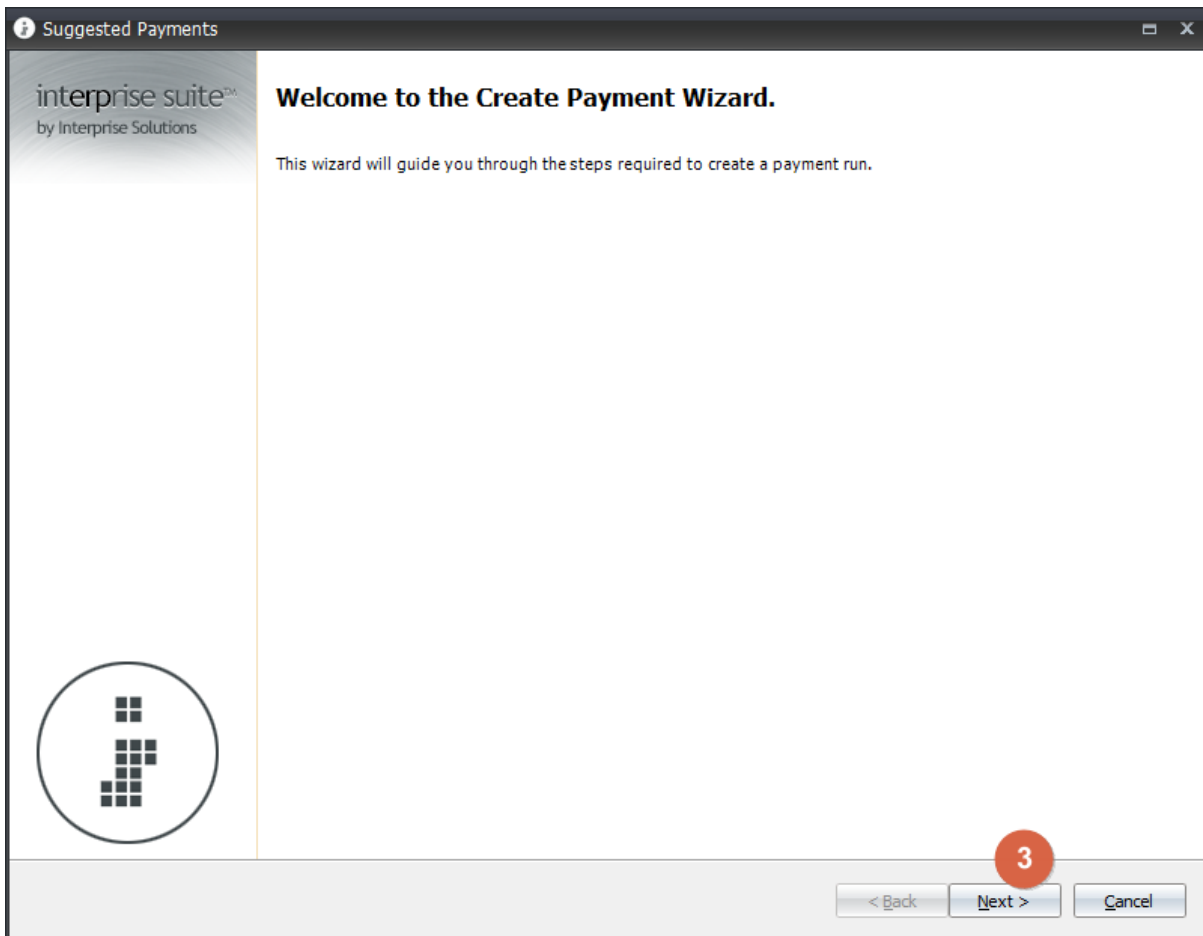
When you do a Payment run this allows you to pay multiple suppliers in one go.

The 'Bank Account' the Payments are coming out of will only show suppliers in the same currency. i.e., we cannot select a USD Bank account and pay GBP Suppliers.

Supplier – Supplier Payment Run (1) – 316 Create Payment Run (2)



The Payment Run Wizard will appear, select Next (3)





## Supplier Payment Run

**Suggested Payments**

**Criteria**  
Select a criteria for the bills that are to be paid

Bank Account: BNKAC-00001 | HSBC GBP Current Account

Currency: GBP | 1.200000

Select All Suppliers  
 Select From Supplier List

Supplier Criteria: From: | To: |

Include Bills That Are Eligible For Early Payment Discounts

Date Criteria: Due Date | on or before | From: 30/06/2021

Payment Group: |

< Back | Next > | Cancel

**Suggested Payments**

**Criteria**  
Select a criteria for the bills that are to be paid

Bank Account: BNKAC-00001 | HSBC GBP Current Account

Currency: GBP | 1.200000

Select All Suppliers  
 Select From Supplier List

Supplier Criteria: From: | To: |

Include Bills That Are Eligible For Early Payment Discounts

Date Criteria: Bill Date | between | From: 30/06/2021 | To: 24/06/2021

Payment Group: |

< Back | Next > | Cancel

- 4) The 'Bank Account' will default to the Bank Account set in the Supplier Preferences, this can be amended as required.
- 5) 'Select All Suppliers' will be ticked as default. As this is a payment run to pay multiple suppliers this can be left as it is.

The Date Criteria section has multiple options that can be used as required

- 6) 'Due Date' or 'Bill Date'
- 7) 'On or Before' or 'Between'
- 8) The required date range(s)
- 9) Payment Group, for example 'Remittance Only' (Further explanation on these can be found at the end of the guide in the setup section)



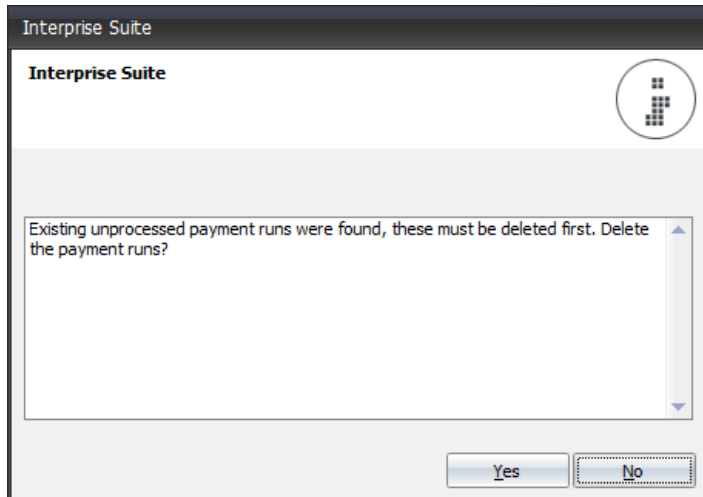
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## Supplier Payment Run

If a payment run has been generated but the payments have not been processed then the below window will pop up.

Selecting 'Yes' will clear any previously selected bills and start again. If the previous payments need to be paid, make sure to 'Process Payments' before starting a new one. This will delete it and carry on to the next step.

Selecting 'No' will return back to the criteria screen. The wizard can then be cancelled and this allows the previous payment run to be processed.





### Supplier Payment Run

The transactions that are presented on the next screen will be based on the criteria set on the front screen.

**Suggested Payments**

**Bills**  
Please select the bills to be paid

Bank Account: HSBC GBP Current Accou, HSBC GBP Current Account    Beginning Balance: (£ 30,662,697.80)  
 Currency: GBP    1.000000    Ending Balance: (£ 30,663,410)

11	12	13	14	15	16	17	18	19	20
Chk	Document Code	Document Date	SupplierRefNo	Terms	Amount	Already Allocated	Balance	Allocate	Outstanding
<b>Supplier Name: A UK Supplier - Outstanding Balance: £ 1,388.64</b>									
<input checked="" type="checkbox"/>	BILL-000083	05/01/2021		NET30 2%7	£ 19.72	£ 0.00	£ 19.72	£ 19.72	£ 0.00
<input checked="" type="checkbox"/>	BILL-000086	04/02/2021		EOM calendar	£ 6.00	£ 0.00	£ 6.00	£ 6.00	£ 0.00
<input checked="" type="checkbox"/>	BILL-000090	10/02/2021	13245	NET30 2%7	£ 3.59	£ 0.00	£ 3.59	£ 3.59	£ 0.00
<input checked="" type="checkbox"/>	BILL-000093	05/03/2021		NET30 2%7	£ 17.95	£ 0.00	£ 17.95	£ 17.95	£ 0.00
<input checked="" type="checkbox"/>	BILL-000094	05/03/2021		NET30 2%7	£ 19.58	£ 0.00	£ 19.58	£ 19.58	£ 0.00
<input checked="" type="checkbox"/>	BILL-000101	27/04/2021		NET30 2%7	£ 412.80	£ 0.00	£ 412.80	£ 412.80	£ 0.00
<input type="checkbox"/>	BILL-000104	09/06/2021		NET30 2%7	£ 12.00	£ 0.00	£ 12.00	£ 0.00	£ 12.00
<input type="checkbox"/>	BILL-000105	09/06/2021		NET30 2%7	£ 36.00	£ 0.00	£ 36.00	£ 0.00	£ 36.00
<input type="checkbox"/>	BILL-000106	09/06/2021		NET30 2%7	£ 58.20	£ 0.00	£ 58.20	£ 0.00	£ 58.20
<input type="checkbox"/>	BILL-000107	09/06/2021		NET30 2%7	£ 802.80	£ 0.00	£ 802.80	£ 0.00	£ 802.80
					£ 1,388.64	£ 0.00	£ 1,388.64	£ 479.64	21
<b>Supplier Name: Babs Cabs - Outstanding Balance: £ 6.00</b>									
<input checked="" type="checkbox"/>	BILL-000088	04/02/2021		NET30	£ 6.00	£ 0.00	£ 6.00	£ 6.00	£ 0.00
					£ 6.00	£ 0.00	£ 6.00	£ 6.00	
<b>Supplier Name: Bits And Bobs - Outstanding Balance: £ 204.00</b>									
<input checked="" type="checkbox"/>	BILL-000095	05/03/2021		NET30	£ 120.00	£ 0.00	£ 120.00	£ 120.00	£ 0.00
<input checked="" type="checkbox"/>	BILL-000098	12/03/2021	. 0 0	NET30	£ 84.00	£ 0.00	£ 84.00	£ 84.00	£ 0.00
					£ 204.00	£ 0.00	£ 204.00	£ 204.00	
<b>Supplier Name: British Airtravel - Outstanding Balance: £ 15,600.00</b>									
					£ 14,260.00	£ 0.00	£ 14,260.00	£ 705.24	22
									23

< Back 24 Next >    Cancel

- 10) Select all & Select None buttons – These can be used to select/deselect every transaction in the screen if required.
- 11) Chk – allows you to manually tick & untick the required transactions.
- 12) Document Code – The system generated document code
- 13) Document Date – The tax point date of the invoice
- 14) Supplier Ref No – The supplier’s invoice number
- 15) Terms – The payment terms for the particular invoice
- 16) Amount – The original amount of the invoice
- 17) Already Allocated – Any previous amounts paid & allocated to the invoice
- 18) Balance – The outstanding amount of the invoice
- 19) Allocate – The amount to be paid this time. When the bill is ticked on the left it will automatically select the full value to pay. This can be amended as required.
- 20) Outstanding – The outstanding amount of the transaction.
- 21) £479.64 This will show a subtotal of the value to be paid to the supplier.
- 22) £705.24 This will show the total value of all transactions that have been selected showing you the total value you will pay.
- 23) £13,555.22 This shows the outstanding value of the transactions that have not been selected.

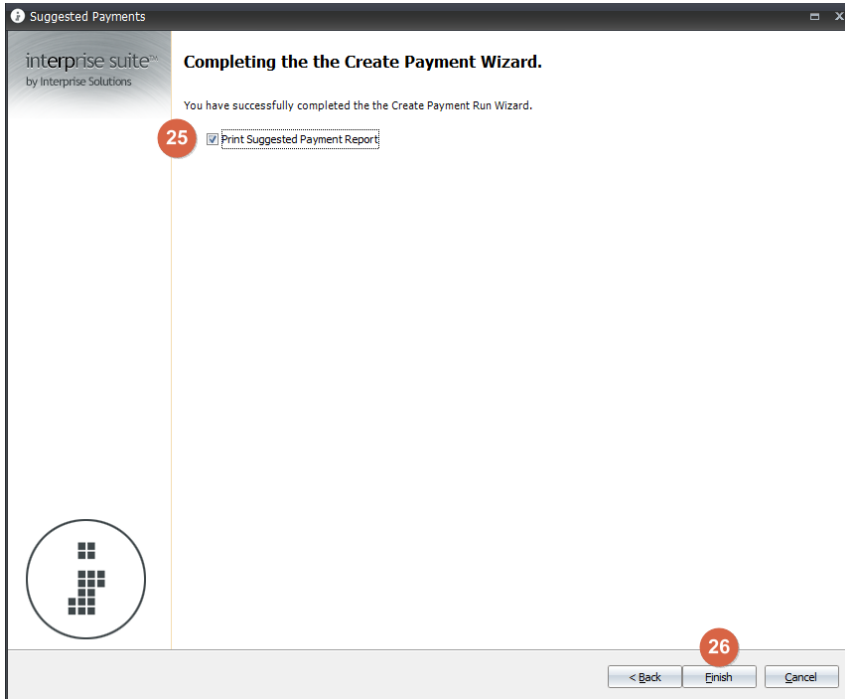
Select Next (24) once all of the required transactions have been selected.



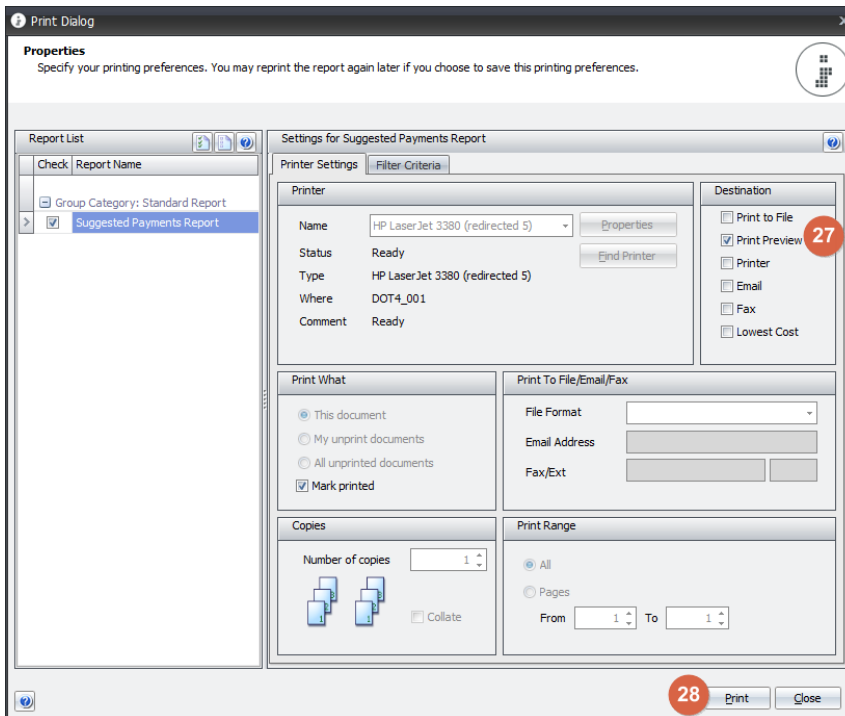
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## Supplier Payment Run

On the final page of the wizard select 'Print Suggested Payment Report' (25) and then select Finish (26)



In this example we will set the report to Print Preview (27) to come to screen and then Print (28)






### Supplier Payment Run

The report will allow the transactions to be reviewed. Authorisation (from a manager) could then be obtained to proceed with the payment run.

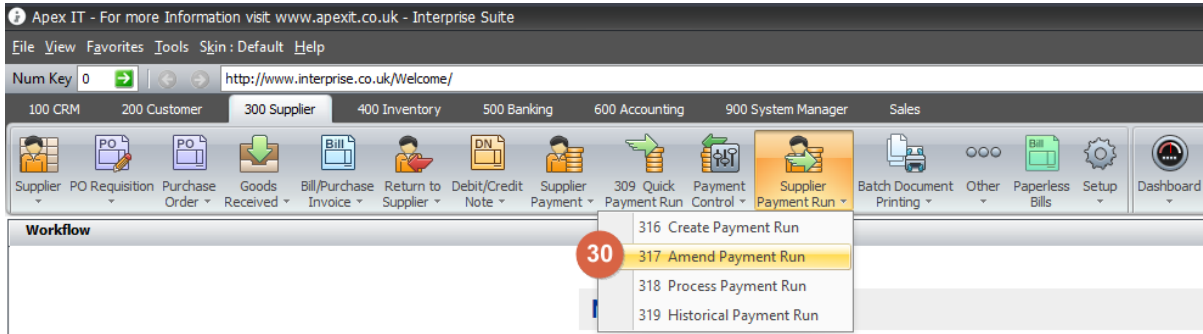
**NB. If the Due Date is showing red this means the transaction is overdue for payment.**

		Apex IT - For more Information visit <a href="http://www.apexit.co.uk">www.apexit.co.uk</a>			<b>Suggested Payments Report</b>
		3000 Aviatory Way Manchester Business Park Manchester Greater Manchester M22 5TG United Kingdom T 0845 032 7000 F 0845 032 8000 VAT Reg No. GB123 4567 89 Co. Reg. OC12345678 EORI: 123456789000			
Currency GBP					
Supplier	SUP-000004	A UK Supplier	Account Name		
Sort Code		Account Number	IBAN		SWIFT
Date	Due Date	Document Code	Supplier Ref No.		Amount Paid
05/01/2021	04/02/2021	BILL-000083			19.72
10/02/2021	12/03/2021	BILL-000090	13245		3.59
04/02/2021	31/03/2021	BILL-000086			6.00
05/03/2021	04/04/2021	BILL-000093			17.95
05/03/2021	04/04/2021	BILL-000094			19.58
27/04/2021	27/05/2021	BILL-000101			412.80
Total					479.64
Supplier	SUP-000011	Bits And Bobs	Account Name		
Sort Code		Account Number	IBAN		SWIFT
Date	Due Date	Document Code	Supplier Ref No.		Amount Paid
05/03/2021	04/04/2021	BILL-000095			120.00
12/03/2021	11/04/2021	BILL-000098	. 0 0		84.00
Total					204.00
Supplier	SUP-000018	Bobs Cabs	Account Name		
Sort Code		Account Number	IBAN		SWIFT
Date	Due Date	Document Code	Supplier Ref No.		Amount Paid
04/02/2021	06/03/2021	BILL-000088			6.00
Total					6.00
Supplier	SUP-000019	British Airtravel	Account Name		
Sort Code		Account Number	IBAN		SWIFT
Date	Due Date	Document Code	Supplier Ref No.		Amount Paid
04/12/2020	03/01/2021	BILL-000082			15.60
Total					15.60
<b>Jun 24 2021 4:22PM</b>					Total Amount 705.24
Date Printed : 24 June 2021					

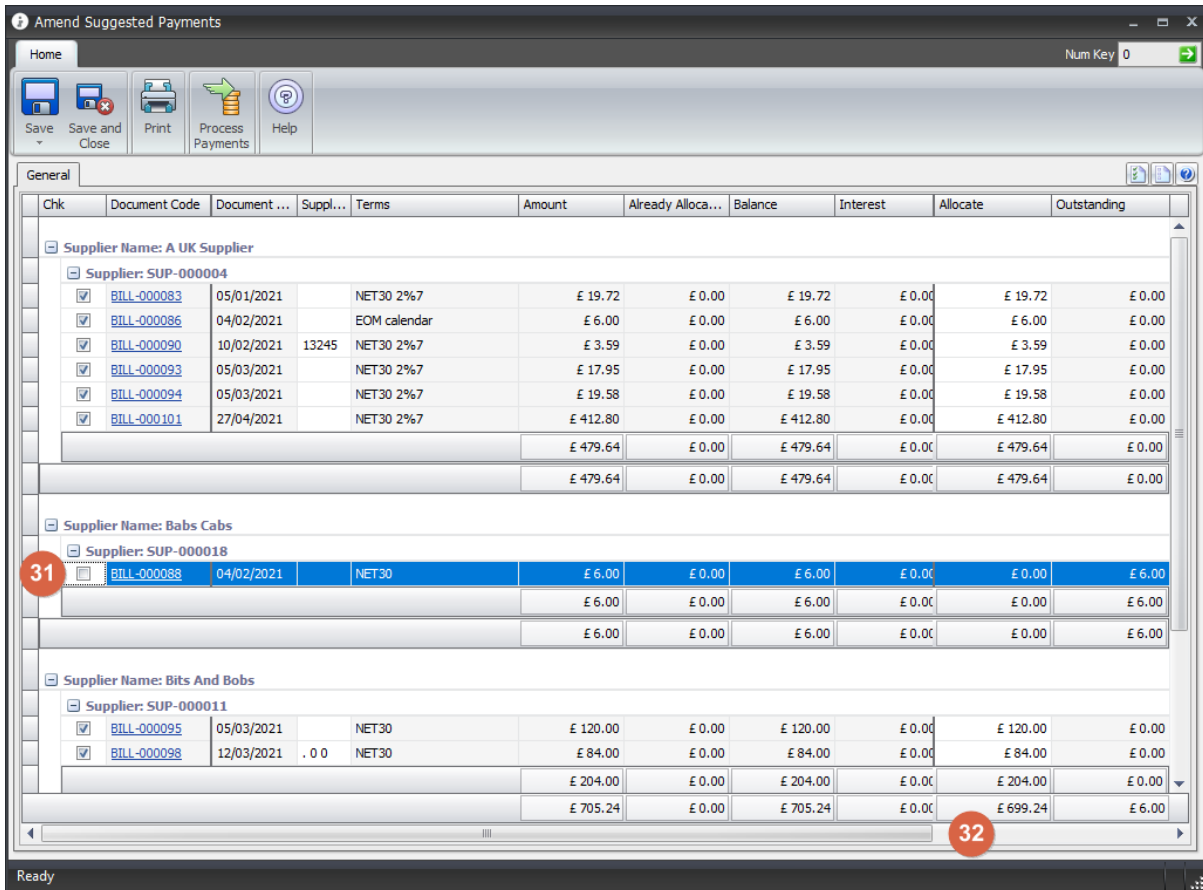


### Supplier Payment Run

If any of the transactions need to be removed from the Suggested Payments Report this can be done in option 317 Amend Payment Run (30)



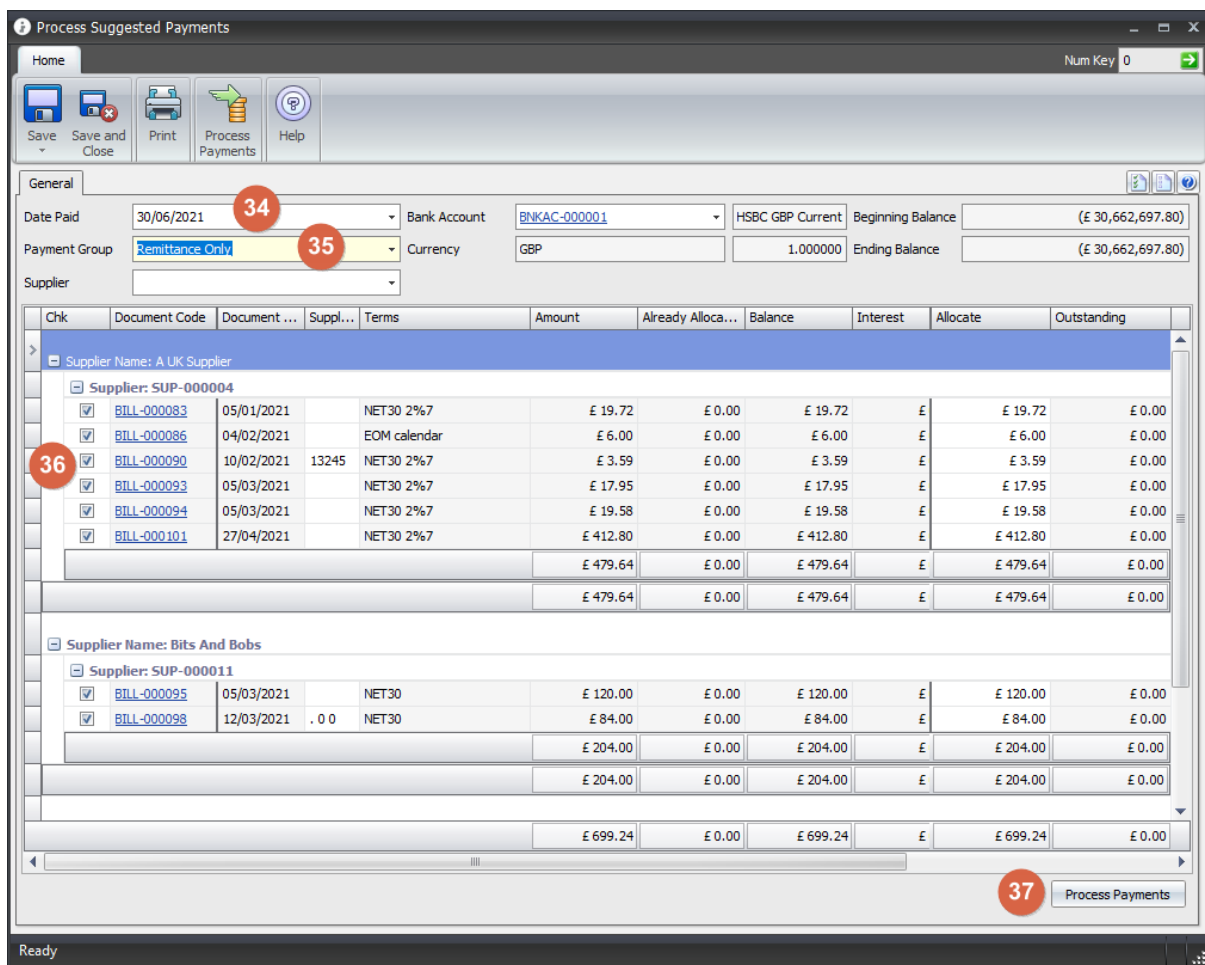
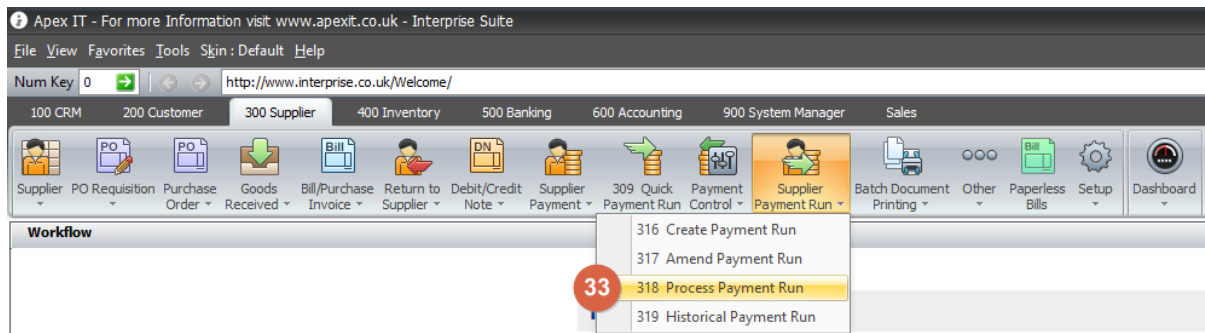
Transactions can be amended by unticking (31) as required. This will show a new total to be paid (32) select Save & then Reprint the suggested payments report if required using the Print option at the top.





## Supplier Payment Run

Option 318 Process Payment Run (33) will allow the payments held within the current payment run to be processed.



34) Date Paid – This will be the date the payments are made in Interprise and will reflect in the relevant accounting period. If uploading payments to the Bank via csv files this will also be the date on the file.

35) Remittance Group – Payments displayed can be filtered by payment group if required

36) Chk – Transactions can still be amended at this point but would not show if the suggested payments report was reprinted.

37) Select 'Process Payments' when the correct payments are ready to be processed.



## Supplier Payment Run

Once 'Process payments' is selected, a summary screen will appear.

Processed Payments

**Created Payments**  
Please verify the payments created.

General

Print Remittances

Payable	Supplier Name	Date Paid	Amount Paid
> [To be generated]	A UK Supplier	30/06/2021	£ 479.64
[To be generated]	Bits And Bobs	30/06/2021	£ 204.00
[To be generated]	British Airtravel	30/06/2021	£ 15.60

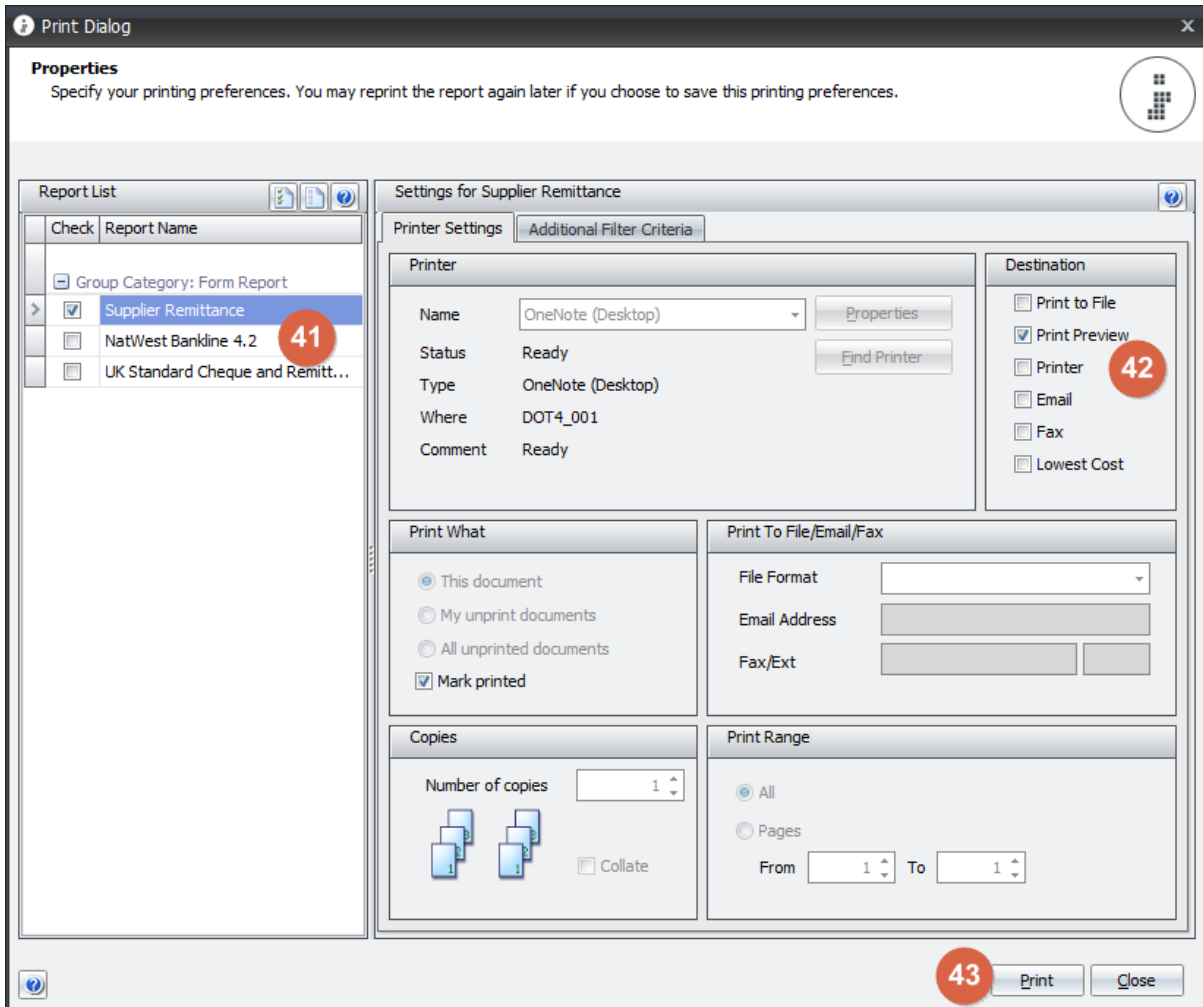
£ 699.24

Abandon and Cancel    Process And Print

- 38) This will show a summary of the suppliers being paid and the amount to each supplier
- 39) 'Abandon and Cancel' will allow closing of the screen without making any payments. The previous screen will be displayed allowing the payments to be amended (if required). The payment run can then be processed again.
- 40) 'Process And Print' will create the Payments



## Supplier Payment Run



The print dialog screen allows the required layout to be selected (41). The destination (print preview or email (42) etc. can be selected) Click Print when ready (43)

**NB. As with all the other batch printing screens in Interprise, if email is selected, an email address will not appear in the email address field. This is because there could be multiple email addresses within the payment run.**



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### Supplier Payment Run

The remittance advice print out below is an example of how the report will look.

	<b>Apex IT - For more Information visit <a href="http://www.apexit.co.uk">www.apexit.co.uk</a></b> 3000 Aviatory Way Manchester Business Park Manchester Greater Manchester M22 5TG United Kingdom T 0845 032 7000 F 0845 032 8000 VAT Reg No. GB123 4567 89 Co. Reg. OC12345678 EORI: 123456789000	<b>Remittance Advice</b>																																																							
<b>TO</b>																																																									
A UK Supplier Unit 3 Mill Street Manchester Greater Manchester M111WE United Kingdom	<b>Currency Code</b> GBP <b>Date Paid</b> 30/06/2021 <b>Payment Ref</b> PAY-000038																																																								
<table border="1"> <thead> <tr> <th>Document Code</th> <th>Document Date</th> <th>Invoice Code</th> <th>Reference</th> <th>Outstanding</th> <th>Amount Paid</th> <th>Discount</th> </tr> </thead> <tbody> <tr> <td>BILL-000083</td> <td>05/01/2021</td> <td></td> <td>GRN-000084 - PO-000134</td> <td>19.72</td> <td>19.72</td> <td>.00</td> </tr> <tr> <td>BILL-000086</td> <td>04/02/2021</td> <td></td> <td>GRN-000088</td> <td>6.00</td> <td>6.00</td> <td>.00</td> </tr> <tr> <td>BILL-000090</td> <td>10/02/2021</td> <td>13245</td> <td>GRN-000094 - PO-000150</td> <td>3.59</td> <td>3.59</td> <td>.00</td> </tr> <tr> <td>BILL-000093</td> <td>05/03/2021</td> <td></td> <td>GRN-000095 - PO-000147</td> <td>17.95</td> <td>17.95</td> <td>.00</td> </tr> <tr> <td>BILL-000094</td> <td>05/03/2021</td> <td></td> <td>GRN-000083 - PO-000133</td> <td>19.58</td> <td>19.58</td> <td>.00</td> </tr> <tr> <td>BILL-000101</td> <td>27/04/2021</td> <td></td> <td>GRN-000119 - PO-000166</td> <td>412.80</td> <td>412.80</td> <td>.00</td> </tr> <tr> <td colspan="4" style="text-align: right;"><b>Totals</b></td> <td><b>479.64</b></td> <td><b>479.64</b></td> <td><b>.00</b></td> </tr> </tbody> </table>	Document Code	Document Date	Invoice Code	Reference	Outstanding	Amount Paid	Discount	BILL-000083	05/01/2021		GRN-000084 - PO-000134	19.72	19.72	.00	BILL-000086	04/02/2021		GRN-000088	6.00	6.00	.00	BILL-000090	10/02/2021	13245	GRN-000094 - PO-000150	3.59	3.59	.00	BILL-000093	05/03/2021		GRN-000095 - PO-000147	17.95	17.95	.00	BILL-000094	05/03/2021		GRN-000083 - PO-000133	19.58	19.58	.00	BILL-000101	27/04/2021		GRN-000119 - PO-000166	412.80	412.80	.00	<b>Totals</b>				<b>479.64</b>	<b>479.64</b>	<b>.00</b>	
Document Code	Document Date	Invoice Code	Reference	Outstanding	Amount Paid	Discount																																																			
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BILL-000093	05/03/2021		GRN-000095 - PO-000147	17.95	17.95	.00																																																			
BILL-000094	05/03/2021		GRN-000083 - PO-000133	19.58	19.58	.00																																																			
BILL-000101	27/04/2021		GRN-000119 - PO-000166	412.80	412.80	.00																																																			
<b>Totals</b>				<b>479.64</b>	<b>479.64</b>	<b>.00</b>																																																			
Date Printed: 24 June 2021			Page 1 of 1																																																						

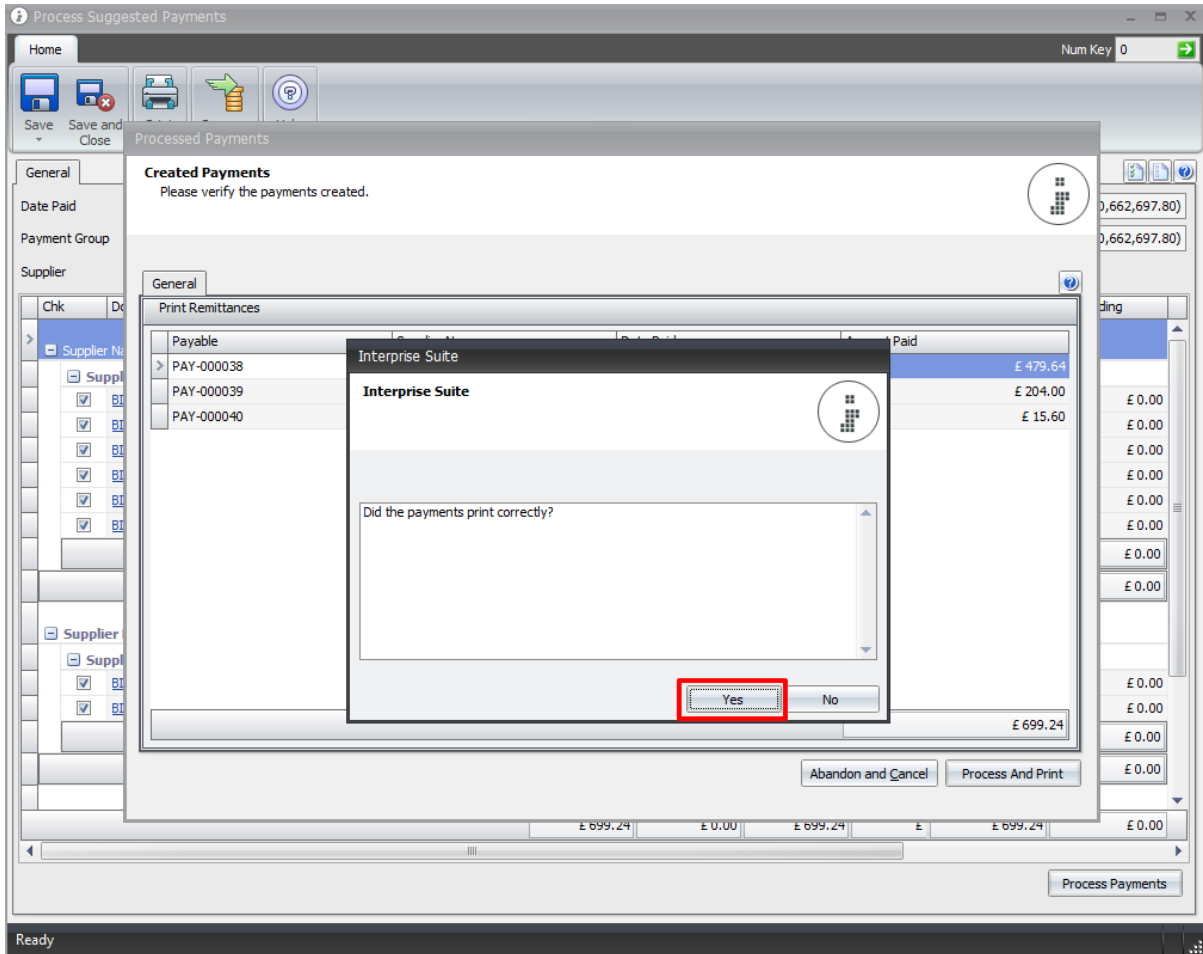


## Supplier Payment Run

When the print dialog window is closed, a prompt will be displayed - 'Did the payments print correctly?'

Selecting 'No' will cancel the processed payments and the payment run would need to be done again. This is only really used when printing cheques and the printer has jammed. In this instance, the cheque numbers would need to be reset.

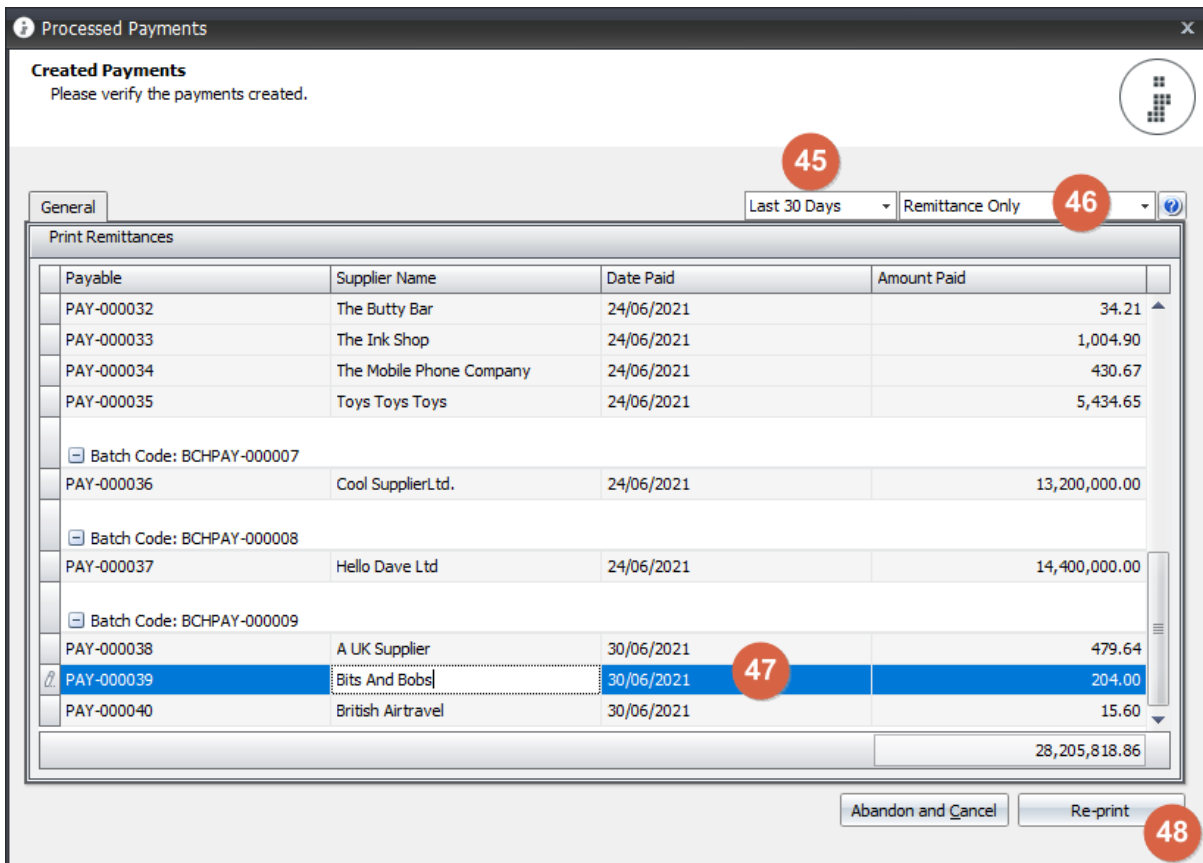
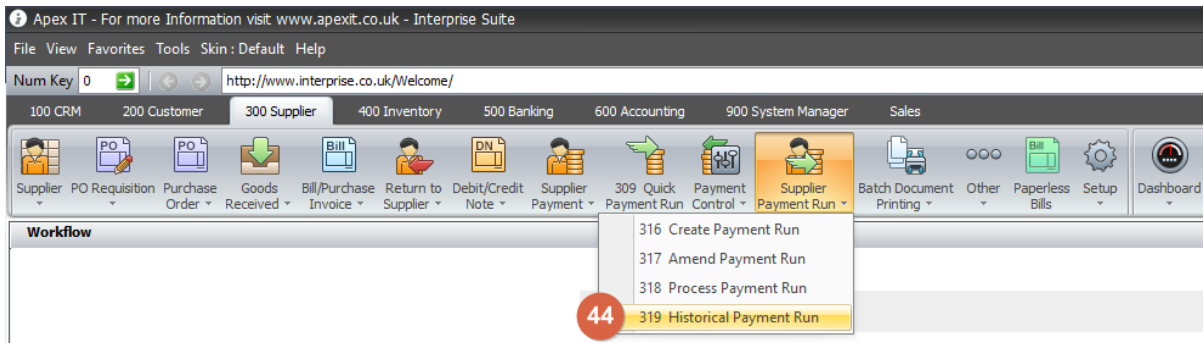
Selecting 'Yes' here will confirm all the payments & put them onto the Supplier's account.





## Supplier Payment Run

If the batch of Remittance Advice Notes needs to be re-printed, this can be done in 319 Historical Payment Run (44)



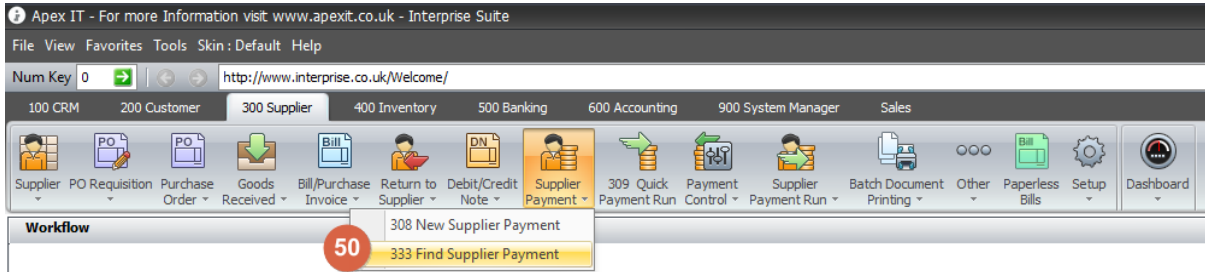
- 45) Select the days to search
- 46) Select the Payment Group
- 47) Select a line within the batch to be reprinted. This will reprint every Remittance Advice
- 48) Select Re-print

When the print dialog window appears, select email or print as required.

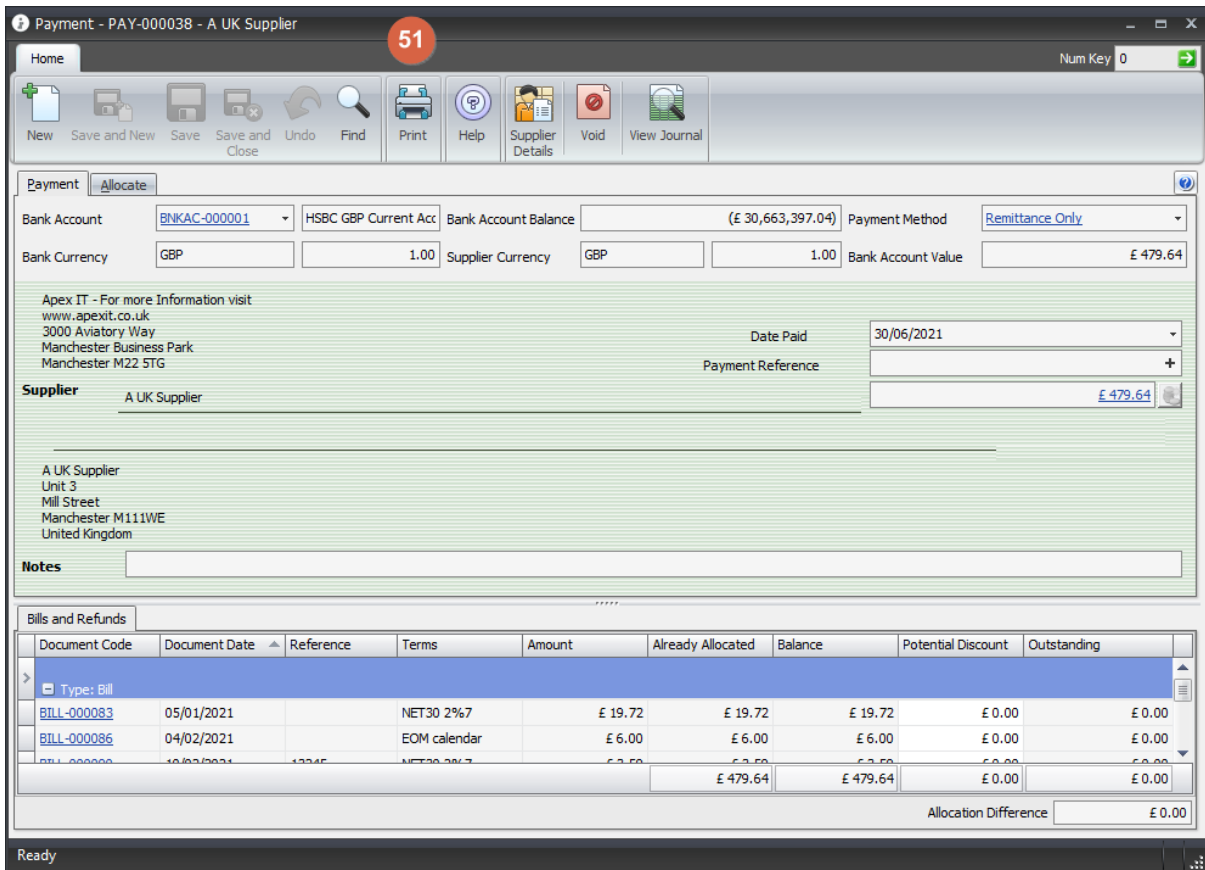


# Supplier Payment Run

If a single Remittance Advice note needs to be re-printed, this can be done in 333 Find Supplier Payment (50)



Double click into the required Payment and select Print (51)



When the Print Dialog window appears, select email or print as required.

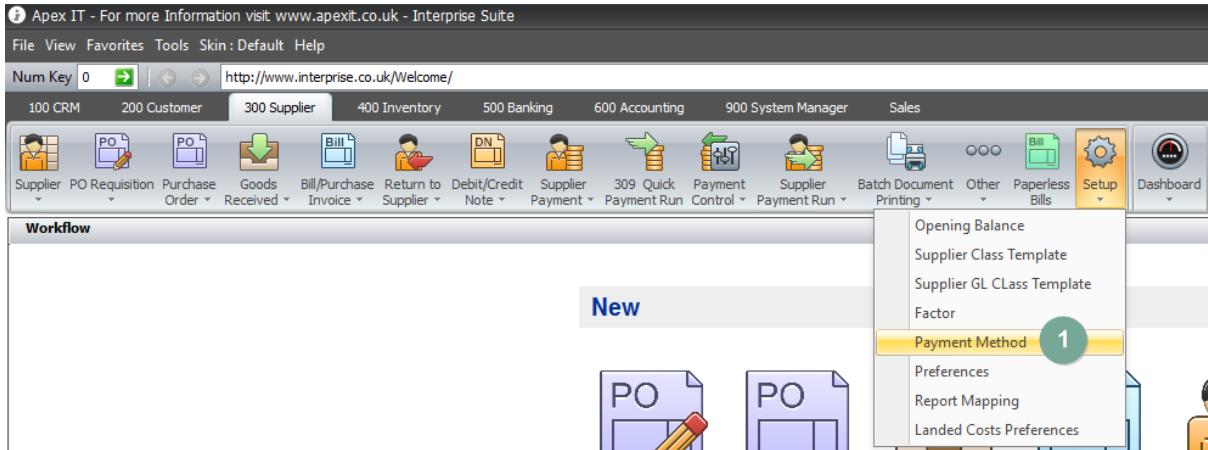


## Supplier Payment Run

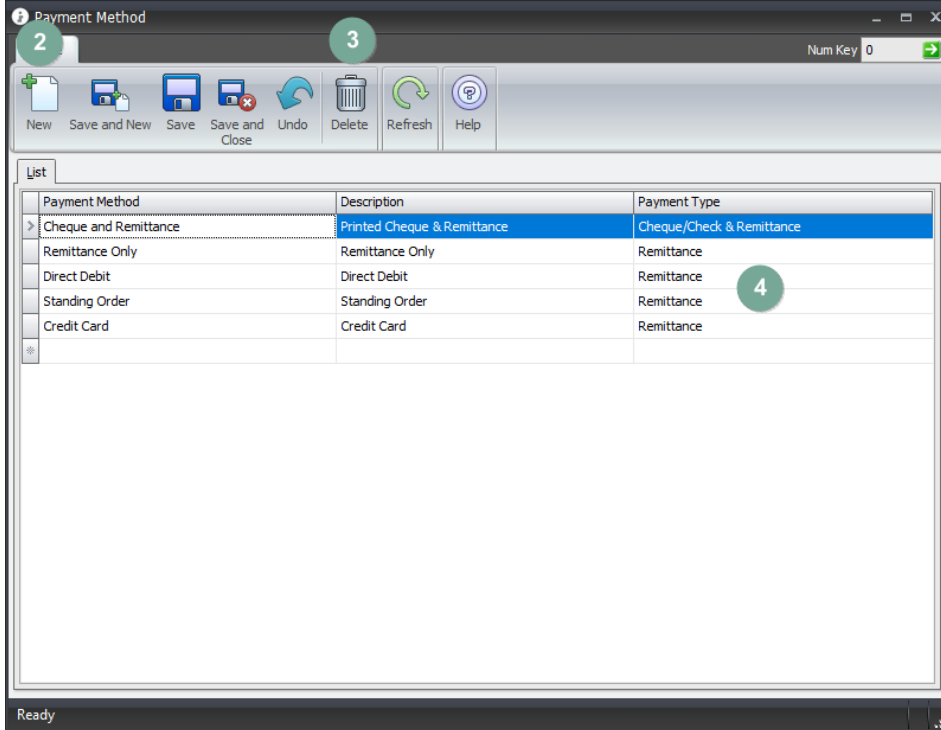
### Setting up Suppliers for Payment Runs

The Payment Group options which are displayed within the Payment Run screen can be setup in the Supplier Module.

#### Supplier – Setup – Payment Method (1)



Select New (2) to add a new option or highlight the Payment Method to remove and select Delete (3)



The Payment Type (4) is used for the document type that will be ticked when printing. If only Remittance Advice notes will be used (not printed Cheques), set all options to Remittance. If a file is used to upload payments to the bank (HSBC, NatWest, Lloyds etc.) then still set this to Remittance not Remittance and File.



## Supplier Payment Run

Within the Supplier Record and the Setup Tab (5) the Payment Group can be assigned (6) and also the Bank Details entered (7) if Payments will be uploaded using a csv file to the bank.

Supplier - SUP-000004 - A UK Supplier

Home Num Key 0

5

General Setup Contact Products Analysis Transactions Recent Purchases Aged Credit

Setup

Currency: GBP

Payment Term: Terms 30 Days from Document Date - 2

Tax Code: UK 20 Std Rate Purchases

Shipping Method: Standard Delivery Charge

Warehouse: Main Warehouse

Credit Limit: £ 0.00

Source: Unknown

Payment Group: Remittance Only 6

Bank Sort Code

Bank Account Number 7

Bank Account Name

Bank Payment Reference

IBAN/Swift Code

Vat No./Co Reg

Factor

Default Contact Name: Mr UK Contact

Sales Contact: Mr UK Contact

Landed Cost Percent: 0.000%

Accounts

GL Class Code: DEFAULT

Posting Description	Account Code	Account Description
Category: Purchase Header		
Expense - Freight	5905	Carriage
Expense - Other	5995	Other Purchases
Category: Purchase Item Lines		
Expense - Service / Non Stock	5001	Purchases Type B - UK

Email Setup

Report Name	Email	Use Docu...	CC	Don't ...
MO Report	info@uksupplier.co.uk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ready

**NB. The format of the bank details will be based on the Banks requirements. For example, they may not require the – (hyphen) in the sort code. This needs to be verified with the bank before the details are entered & uploaded as it may cause validation issues when uploading.**