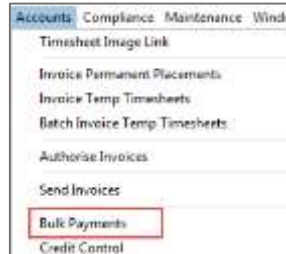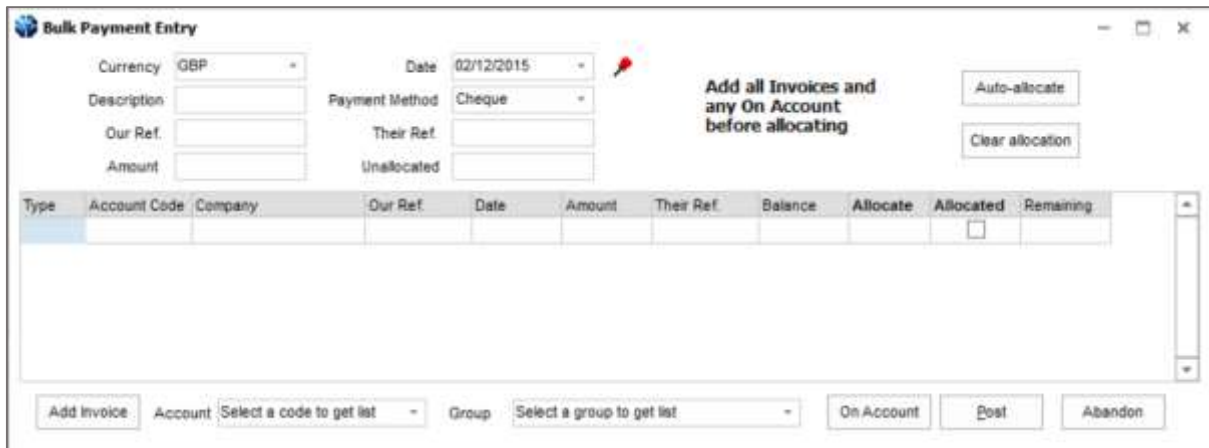# Bulk Payments User Guide

Bulk payments can now be allocated using Bulk Payments in the Accounts drop Down Menu. This allows for a single amount to be entered across Account Codes, such as when several cheques are paid in together on one slip.
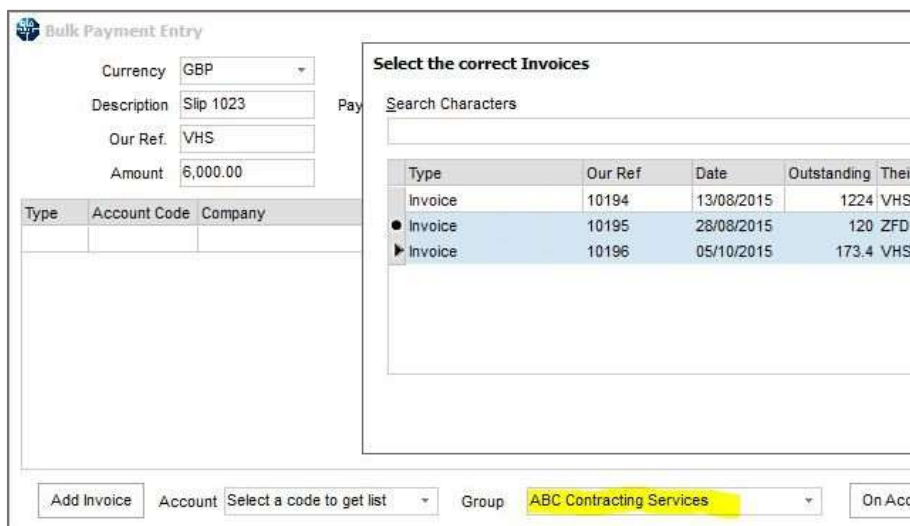

Populate the top section with description, payment method, references and the amount to be entered, also currency (if the multicurrency is enabled). The date can be pinned for subsequent entries using the pin button.
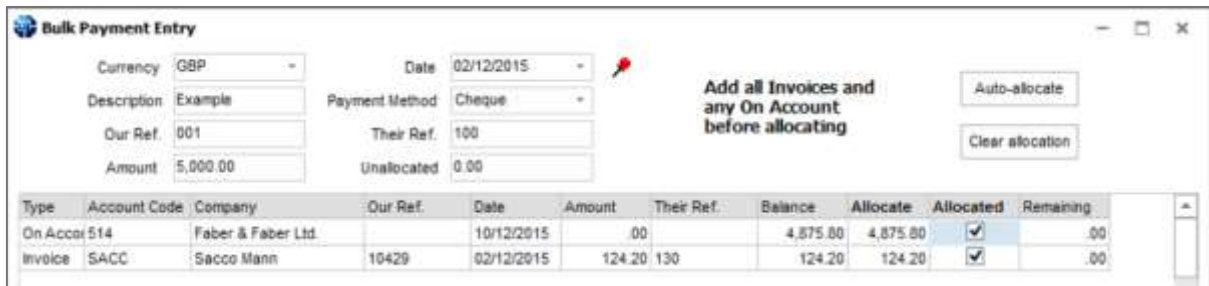

All Invoices and Credit Notes must be entered onto the list **before** any lines are allocated.

There are three methods for populating the form with invoices. Invoices can be added individually by Invoice number or from lists found by Account code or by Group, which can encompass many Accounts Codes (Set up via company – group and creation of a head of group and subsidiary companies). Multiple lines can be selected with Ctrl + click.

Once any invoices have been allocated no additional invoices can be added without **clearing all existing allocation first**. The Clear Allocation button performs this function.

An On Account amount can be also be added. Select the On Account button and insert the relevant account code. One On Account amount can be added per Entry Form.

The Auto Allocation button will allocate invoices automatically up to the payment amount, except for on account lines which need to be entered manually.

To allocate individual invoices tick the Allocated box for the full amount to be automatically entered, or enter the sum manually. It is possible to allocate any amount up to the total of the invoice.

Once the invoice allocation is checked and complete and the unallocated amount is zero, click Post.

This will create a payment for each **line**. The original total Amount is not retained because the payment can be across Account Codes.

The transaction list can be used to check on the individual payments made. They also appear on the relevant Accounts Code – Accounts view.