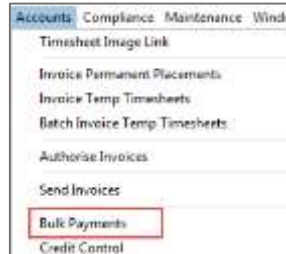
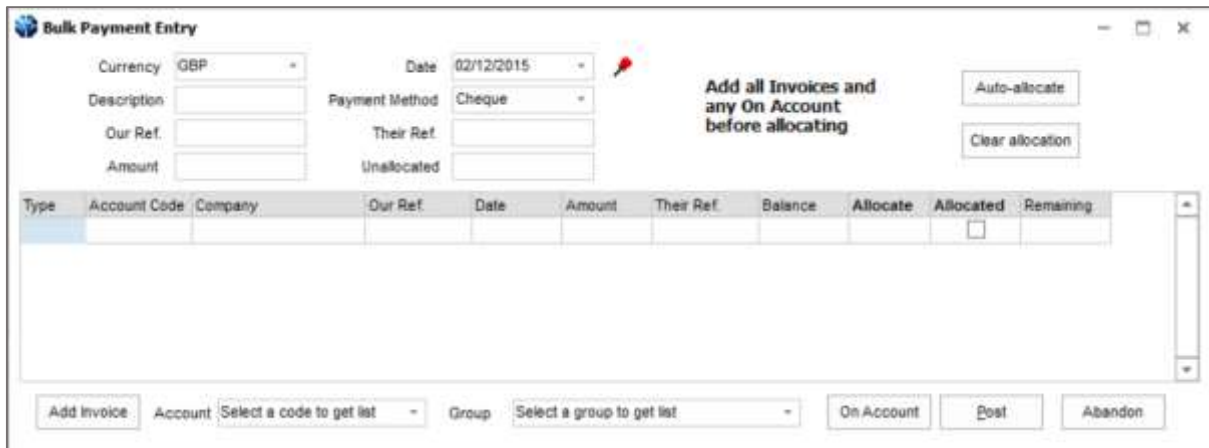


Bulk Payments User Guide

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.



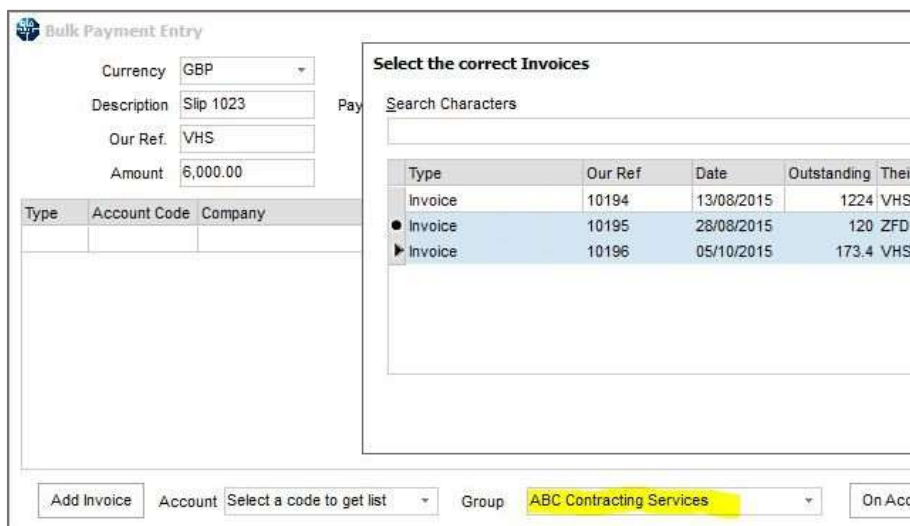
Populate the top section with description, payment method, references and the amount to be entered, also currency (if the multicurrency is enabled). The date can be pinned for subsequent entries using the pin button.



The screenshot shows the 'Bulk Payment Entry' form. At the top, there are fields for Currency (GBP), Date (02/12/2015), Description, Payment Method (Cheque), Our Ref., Their Ref., Amount, and Unallocated. A red pin icon is next to the Date field. A warning message says 'Add all Invoices and any On Account before allocating'. There are buttons for 'Auto-allocate' and 'Clear allocation'. Below these is a table with columns: Type, Account Code, Company, Our Ref., Date, Amount, Their Ref., Balance, Allocate, Allocated, and Remaining. At the bottom, there are buttons for 'Add Invoice', 'Account' (with a dropdown), 'Group' (with a dropdown), 'On Account', 'Post', and 'Abandon'.

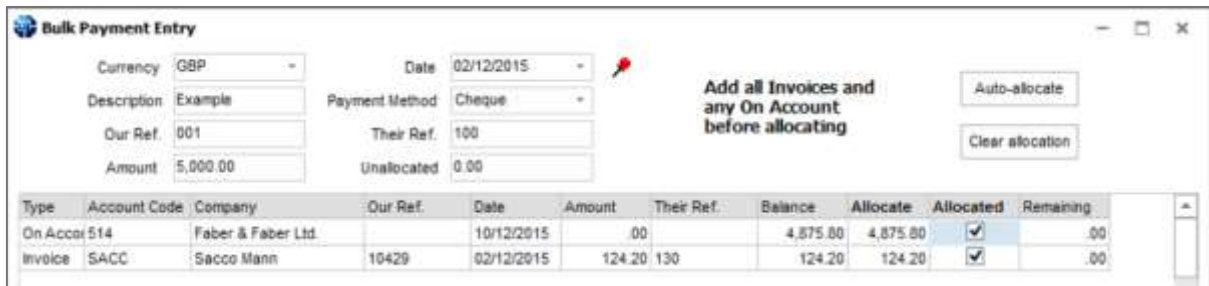
All Invoices and Credit Notes must be entered onto the list **before** any lines are allocated.

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.



The screenshot shows the 'Bulk Payment Entry' form with a 'Select the correct Invoices' dialog box open. The form fields are: Currency (GBP), Description (Slip 1023), Our Ref. (VHS), Amount (6,000.00), and Payment Method (Pay). The dialog box has a search field and a table with columns: Type, Our Ref, Date, Outstanding, and Their. The table contains three rows of invoice data. At the bottom of the form, the 'Group' dropdown is set to 'ABC Contracting Services'.

Type	Our Ref	Date	Outstanding	Their
Invoice	10194	13/08/2015	1224	VHS
● Invoice	10195	28/08/2015	120	ZFD
▶ Invoice	10196	05/10/2015	173.4	VHS



Bulk Payment Entry

Currency: GBP Date: 02/12/2015

Description: Example Payment Method: Cheque

Our Ref: 001 Their Ref: 100

Amount: 5,000.00 Unallocated: 0.00

Add all Invoices and any On Account before allocating

Auto-allocate
Clear allocation

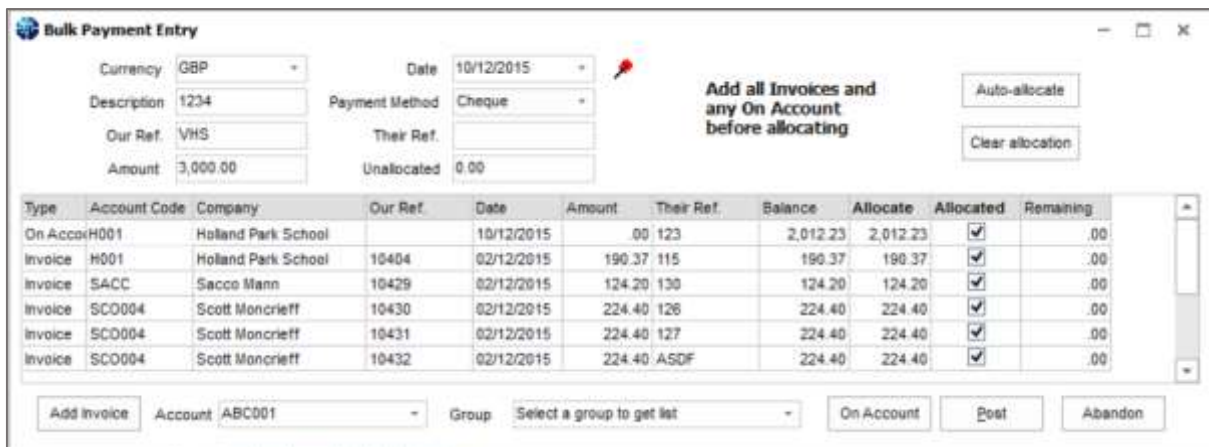
Type	Account Code	Company	Our Ref.	Date	Amount	Their Ref.	Balance	Allocate	Allocated	Remaining
On Account	514	Faber & Faber Ltd.		10/12/2015	00		4,875.80	4,875.80	<input checked="" type="checkbox"/>	0.00
Invoice	SACC	Sacco Mann	10429	02/12/2015	124.20	130	124.20	124.20	<input checked="" type="checkbox"/>	0.00

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.



Bulk Payment Entry

Currency: GBP Date: 10/12/2015

Description: 1234 Payment Method: Cheque

Our Ref: VHS Their Ref:

Amount: 3,000.00 Unallocated: 0.00

Add all Invoices and any On Account before allocating

Auto-allocate
Clear allocation

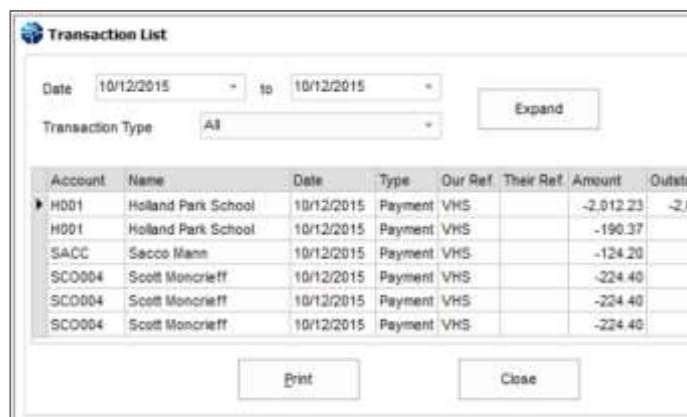
Type	Account Code	Company	Our Ref.	Date	Amount	Their Ref.	Balance	Allocate	Allocated	Remaining
On Account	H001	Holland Park School		10/12/2015	00	123	2,012.23	2,012.23	<input checked="" type="checkbox"/>	0.00
Invoice	H001	Holland Park School	10404	02/12/2015	190.37	115	190.37	190.37	<input checked="" type="checkbox"/>	0.00
Invoice	SACC	Sacco Mann	10429	02/12/2015	124.20	130	124.20	124.20	<input checked="" type="checkbox"/>	0.00
Invoice	SCO004	Scott Moncrieff	10430	02/12/2015	224.40	126	224.40	224.40	<input checked="" type="checkbox"/>	0.00
Invoice	SCO004	Scott Moncrieff	10431	02/12/2015	224.40	127	224.40	224.40	<input checked="" type="checkbox"/>	0.00
Invoice	SCO004	Scott Moncrieff	10432	02/12/2015	224.40	ASDF	224.40	224.40	<input checked="" type="checkbox"/>	0.00

Add Invoice Account: ABC001 Group: Select a group to get list On Account Post Abandon

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.



Transaction List

Date: 10/12/2015 to 10/12/2015 Expand

Transaction Type: All

Account	Name	Date	Type	Our Ref.	Their Ref.	Amount	Outst
H001	Holland Park School	10/12/2015	Payment	VHS		-2,012.23	-2,012.23
H001	Holland Park School	10/12/2015	Payment	VHS		-190.37	-190.37
SACC	Sacco Mann	10/12/2015	Payment	VHS		-124.20	-124.20
SCO004	Scott Moncrieff	10/12/2015	Payment	VHS		-224.40	-224.40
SCO004	Scott Moncrieff	10/12/2015	Payment	VHS		-224.40	-224.40
SCO004	Scott Moncrieff	10/12/2015	Payment	VHS		-224.40	-224.40

Print Close