

SUPPLIER PAYMENT WIZARD IN ABM

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:

Supplier Payments Wiz	ard			
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<u>C</u> ancel Send To Send E <u>x</u> cel t	Transfers Edit Refres 5 Bank Supplier Actions	Printer Form E Settings Settings	Print in a Batch Later -	
Step 1 - Select Suppliers			-	
Reload Batch	▼ or	eave blank to create a new batch	h with these details Delete Batch	1
Or Select Suppliers				
Select By	Supplier Code 👻			
Operator	Between 👻 Ind	ude only suppliers with bank acc	ount details for direct crediting	
First Item)01 🔂 Ch	mical Warehouse Co		
Last Item	JSDSUPP	V USD Supplier		
Include invoices not y	et due	\checkmark		
Include invoices up to	this date 26/02/2018			
			< <u>B</u> ack	<u>N</u> ext >

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.

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.

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Actions	Pr	inting				
Step 2 - Select the Bank Accou	unt					
Choose the bank account	which will be used to make this batch of paym	ents				
Bank Account	cal Bank Account	 Currency 	AU\$			
B	alances	Account Number	12345678			
In	Accounts 6,818,773.92					
Un	nlisted Deposits -431,730.82					
Un	presented Cheques 268,799.84					
At	the Bank 6,655,842.94					
			< <u>B</u> ack	<u>N</u> ext >		

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.



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

Please note that any purchase invoice that has a stop payment applied via the transactions tab for the supplier will not appear for payment via the Supplier Payment Wizard.

Supplier Payments Wizard								-	
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Cancel Send To Excel Send To Action	sfers Edit k Supplie s	Refresh er	Printer Settings	Form Settings	💩 Previ 🖨 Print Printin	ew Emails Befo in a Batch Late 9	er 👻		
Step 3 - Select the Invoices to pay									
Supplier	Overdue	Due in 7 d	Due after 7 d	Discount	Payment	Total Reduc	Total OS (For	Pay Now (Forex)	^
Chemical Warehouse Co	11,848.57								
Commercial Biocides Ltd	2,077.85								
Master Colour Stores	3,288.78								
New Chemical Centre	1,672.10								
Banks Hardware Suppliers	572.00								
Island Building Supplies	1.63								
Gatekeeper machinery Co	829.18						NZ\$ 999.00		
Import Rubber and Resin	315.01						NZ\$ 379.52		~
Totals	100,543.27	125.00	0.00	0.00	0.00	0.00		·	
The colours yellow, orange and rea	d show increasin	ig age				<u>S</u> how Detail	s	Pay Supplier	
Supplier Bank Account Details								Pay All	
BSB Number								Chara All	
Bank Account No. 12345678	98765400							Clear All	
BSB numbe	er is blank.								
Payment Reference			Cancel	Changes			< <u>B</u> ack	<u>N</u> ext >	

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.

Step 5 - Completion

When you open the Completion section, ABM automatically processes the payment, which can be viewed in the progress bar.

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

Supplier Payments Wizard							
Home	۵ 🔞						
X 🖳 👄 📄	📄 🕼 Preview Emails Before Sending						
Cancel Send To Send Transfers Printer Excel to Bank Settings S	Form Print in a Batch Later -						
Actions	Printing						
Step 4 - Payment Method Payment Processing Options When Next is clicked process the selected payment When Next is clicked save the batch details so that	ts and update all accounts t they can be approved and processed later						
The payments are to be dated 26/02/2018	3						
The Local Bank Account bank account will be debited and accounts	d will be left with a balance of 6,818,773.92 in your						
Make the references on all electronic transfer payments can appear on the bank reconciliation as one amount.	the same so that they						
The reference for the first electronic transfer will be:	20180226-001						
All payments made to suppliers for whom there are correct bank and branch details on file will be paid by electronic transfer.							
All payments made to other suppliers are to be made by	: Cheque Internet Cash						
The reference for the first payment will be	18022601						
	< Back Process						

Electronic Transfer screen

To view a list of supplier payments in Excel:

In the Completion section of the Supplier Payments Wizard, click **Send Payments List to Excel**.

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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.

Electronic Trans	fers fron	n Local Bank Acco	unt	t			-
Transfer Batch Be	ference	26022018/1					
		201021010		1			
Date Bank is to Process		26/02/2018	<u> </u>				
Transfer File Name		Ban0226.ABA		Folder Path	C:\Accounts\Bank F	Files	1
User Identification Number 444		444555		The Bank requir	es a Debit entry in the	e file for the total paymen	t 🔽
				This is the first ti	me the bank has pres	accord my transfer file	
					ine the bank has proc	cessed my transfer me	
Details	Bank	/Branch/Account	_	Reference	Entered On	Amount	Hold
Adama	123-456	123456	1	ABC0108201773	8/08/2017	0.00	<u> </u>
Concept Busines	332-027	123456789	1	AJEN	16/11/2017	100.00	
Concept Busines	332-027 551923733		1	AJEN	16/11/2017	150.00	
						250.00	
Bank Transfer To	tal	AU\$250.00			Cancel	Create <u>B</u> ank Transfer	File

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