

## SUPPLIER PAYMENT WIZARD IN ABM

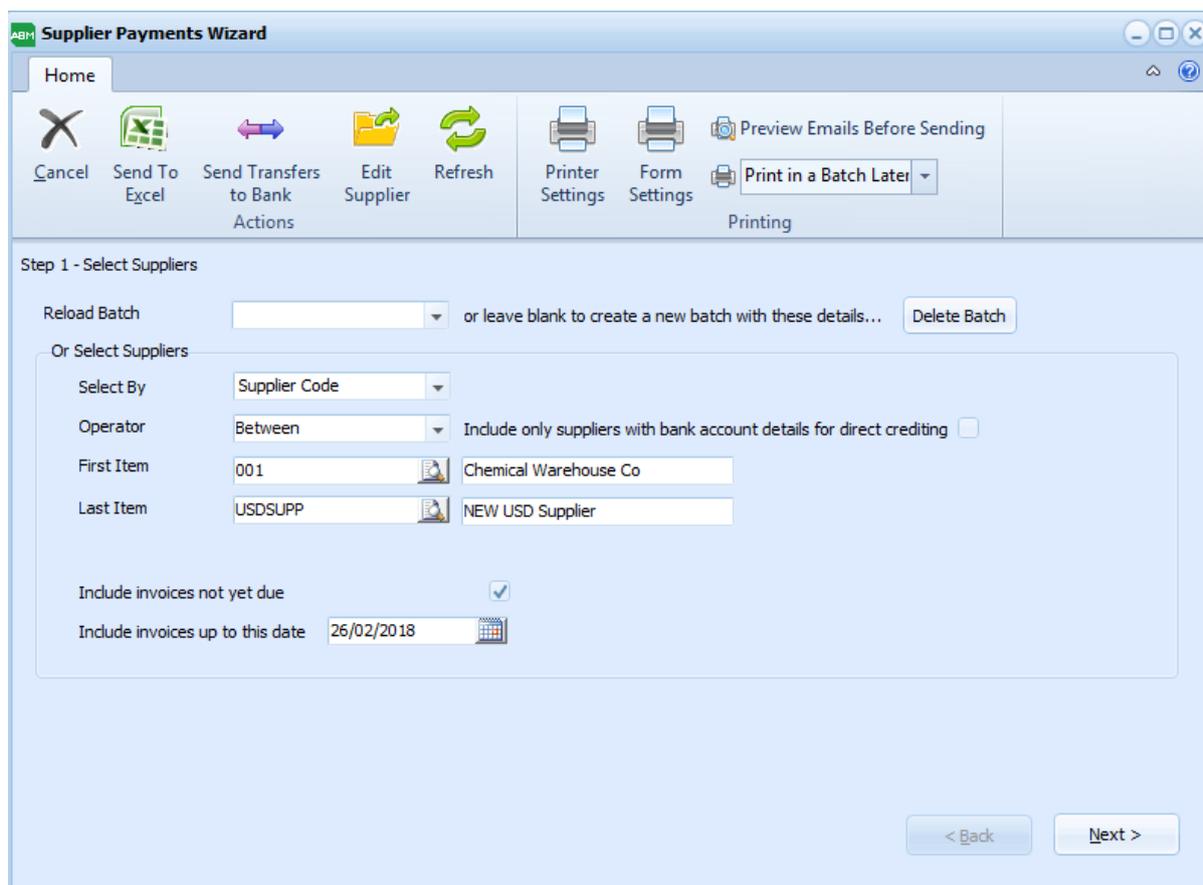
### Paying Multiple Suppliers

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:



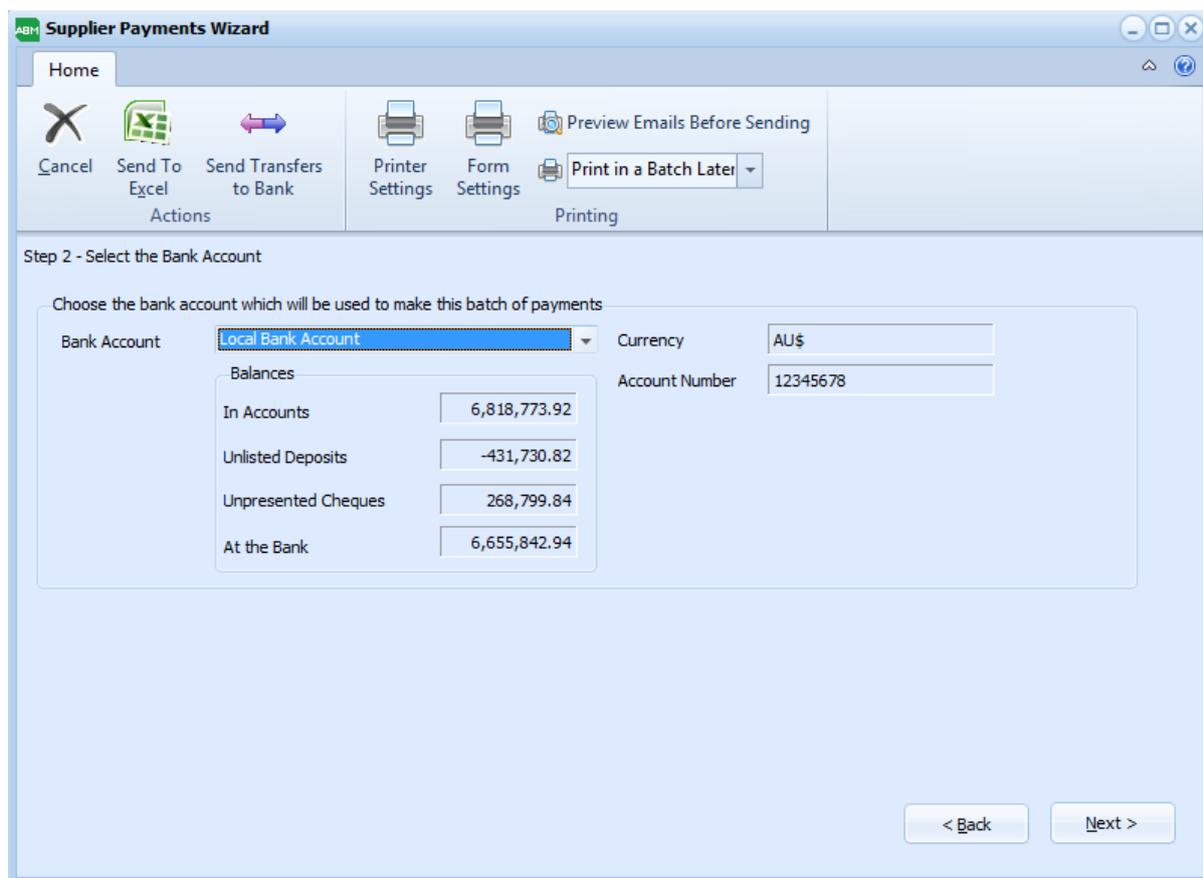
### Step 1 - Select Payment Criteria

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.



Supplier Payments Wizard

Home

Cancel Send To Excel Send Transfers to Bank Printer Settings Form Settings Preview Emails Before Sending Print in a Batch Later

Step 2 - Select the Bank Account

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

Bank Account Local Bank Account Currency AU\$

Account Number 12345678

Balances

In Accounts	6,818,773.92
Unlisted Deposits	-431,730.82
Unpresented Cheques	268,799.84
At the Bank	6,655,842.94

< Back Next >

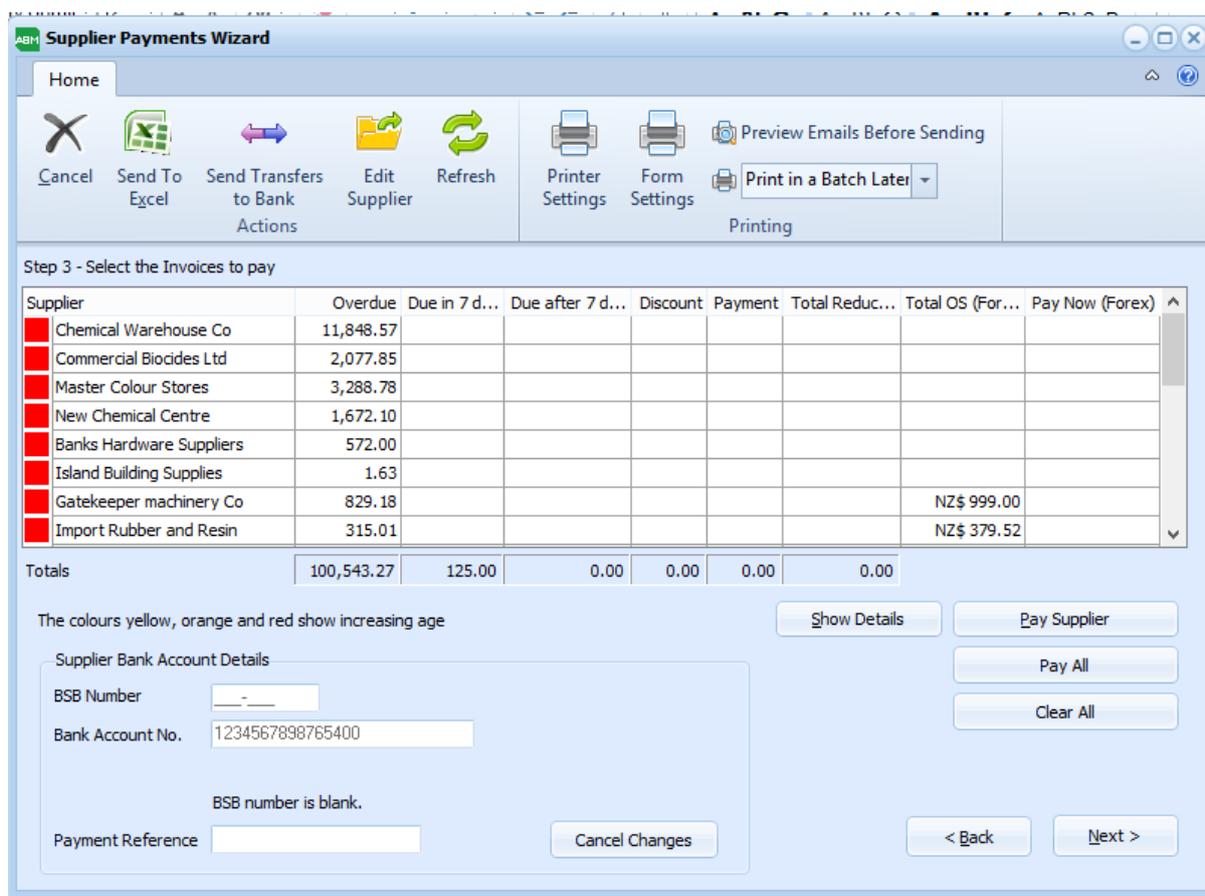
## Step 3 - Select the Invoices to pay

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.

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.



### 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.

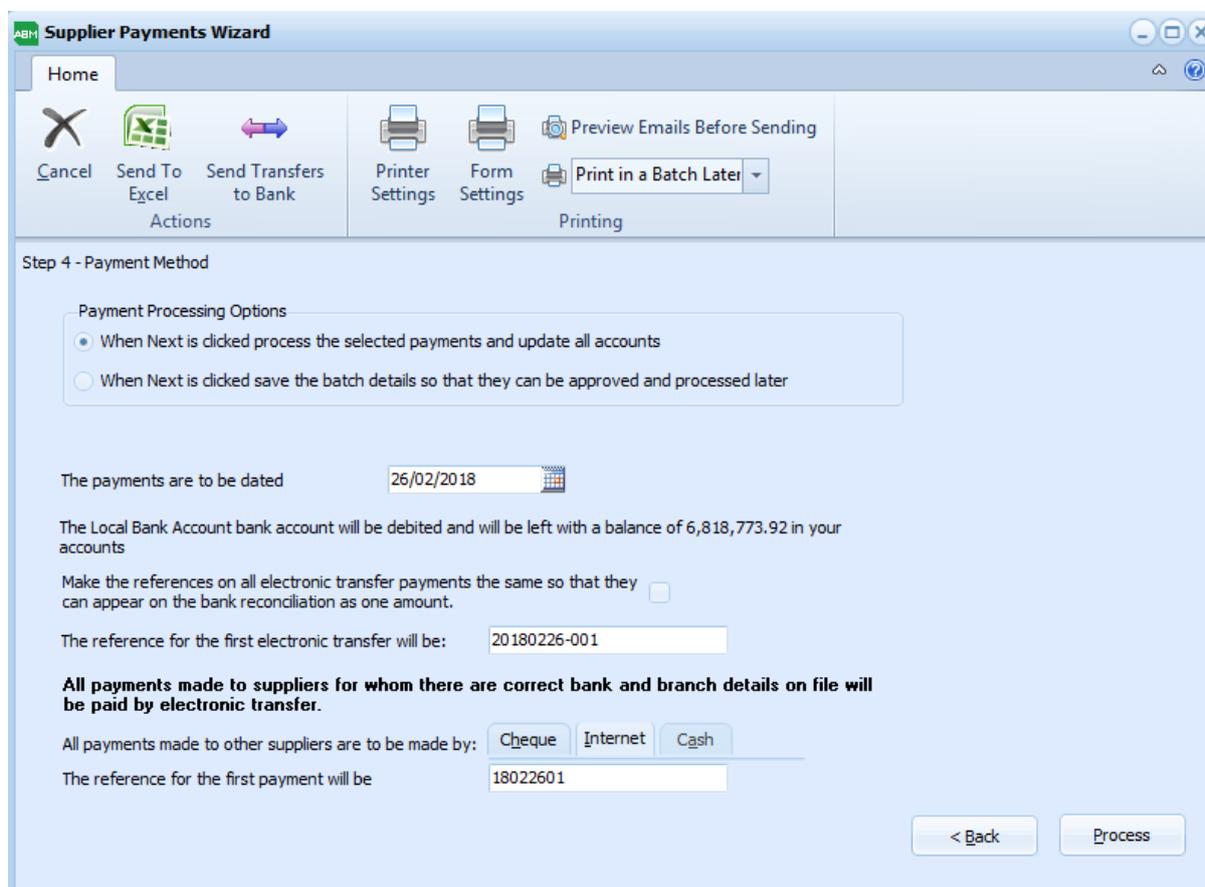
Rather than processing the payments now, you can select the option "Save the batch details so that they can be approved and processed later". This will then allow you to **Send Payment List to Excel**. You can then use this list to obtain approval for the payments to be made, and then reload this batch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



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**.

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 Transfers from Local Bank Account**

Transfer Batch Reference: 26022018/1  
 Date Bank is to Process: 26/02/2018  
 Transfer File Name: Ban0226.ABA Folder Path: C:\Accounts\Bank Files  
 User Identification Number: 444555  
 The Bank requires a Debit entry in the file for the total payment   
 This is the first time the bank has processed my transfer file

Details	Bank/Branch/Account	Reference	Entered On	Amount	Hold
Adama	123-456 123456	ABC01082017/3	8/08/2017	0.00	<input type="checkbox"/>
Concept Busines...	332-027 123456789	AJEN	16/11/2017	100.00	<input type="checkbox"/>
Concept Busines...	332-027 551923733	AJEN	16/11/2017	150.00	<input type="checkbox"/>

250.00

Bank Transfer Total: AU\$250.00

Buttons: Cancel, Create Bank Transfer File

\*THIS BULLETIN IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. The information contained in this document represents the current view of Ajendico Pty Ltd on the issues discussed as of the date of publication. Because Ajendico Pty Ltd must respond to change in market conditions, it should not be interpreted to be a commitment on the part of Ajendico Pty Ltd and Ajendico Pty Ltd cannot guarantee the accuracy of any information presented after the date of publication. INFORMATION PROVIDED IN THIS DOCUMENT IS PROVIDED 'AS IS' WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND FREEDOM FROM INFRINGEMENT. The user assumes the entire risk as to the accuracy and the use of this document.