ALB

Purchase Ledger

Version 2.6.0 (EWNI Edition)

Manage suppliers, invoices and payments
using a dedicated ledger.

REV1170516JS

Disclaimer

Contents

Purchase Ledger

Purchase Ledger allows you to maintain and pay your invoices for suppliers.

Using the Supplier Enquiry, supplier details and financial history can be easily viewed. It is also possible to set default values such as the VAT rate, nominal apportionment, payment method and payee. All transactions will be listed giving full detail of each transaction line and the ability to hide cleared transactions, sort or choose columns, and apply filters to the grid. The transaction detail gives a full breakdown of each transaction, the apportionment applied, any allocation history and a full audit trail which means you can gain the full details of any transaction without needing to run a report.

Invoices are created through a single dialog box, and checks can be made to avoid duplicate invoice numbers, and maximum/minimum values can be stored against the supplier to prevent inputting errors. You can also set up prepayments or recurring payments if payment is to be taken by direct debit or standing order, as well as reverse out accruals. If a payment has already been made or a credit note received it will be possible to offset this against the invoice, reducing the balance due to be paid.

Payments can be made for selected invoices and both auto-payments or manual payments are available. Manual payments can be launched for you to select which invoices you want to pay, or if you want to make an unallocated payment. Auto-payments will allow you to choose which invoices or suppliers can be excluded from the payment run and the run can be saved and easily retrieved in case of interruptions or seeking authorisation. Once the auto-payment has been processed it can be easily viewed in history and, if necessary, reversed and dismissed or rebuilt.

Preparation for using Purchase Ledger

You can set certain parameters in Purchase Ledger.

- Add specific nominals for pre-payment. See System Administration: Nominals for details.

- Set payment methods, or remove those you do not want to use. See System Administration: Payment methods for details.
- Change posting descriptions. See System Administration: Posting descriptions for details.
- Set default apportionments. See System Administration: Purchase Ledger apportionments for details.
- Create standard templates. See System Administration: Standard Templates for details.

See also:

- Maintaining suppliers
- Supplier details
- Searching for suppliers in Purchase Ledger
- Supplier Enquiry
- Adding invoices
- Adding Credit Notes
- Creating a Receipt
- Making a payment
- Editing transactions
- Reversing a transaction
- Suspending a transaction
- Reinstating a transaction
- Auto Pay Invoices
- BACS Export

Maintaining suppliers

You can maintain suppliers in Accounts and Billing.

Adding suppliers

1. On the **Purchase Ledger** ribbon, click 👥 **Add New Supplier**.

2. Type the name of the supplier in **Service Name**. Click **Next**.

3. In **Industry Details** select the industry appropriate to the service. Click + to expand categories in the tree structure, or double-click category headings, to find the industry. You can assign the service to a different industry later, if necessary. Click **Next**.

4. Complete the address details. Click **Next**.

5. Enter the **Service Additional Address Details**. Click **Next**.

6. You can record details of a primary contact in **Contact Details**. ALB performs an automatic conflict check and if there are any similar records they are displayed on Possible Duplicates and/or Conflicts Found. If you are satisfied there is no conflict, click **OK**. Click **Next**.

7. Enter the **Contact Address Details**.

8. Click **Finish**. Service Details opens showing the information that you have added for the supplier.

Editing suppliers

1. Open the Supplier.

2. Click on the **Supplier** link (the name of the supplier) on the **Purchase Ledger** screen.

3. Edit the details of the supplier.

4. Click **OK** to save the changes.

Supplier details

After you have added a supplier to ALB you can complete the rest of the details on the **Service Details** screen.

See the following information about each of the tabs:

- Organisation Details tab
- Service Details tab
- Service Contacts tab
- Linked Matters tab
- Document History tab
- Notes tab
- Supplementary Details tab

Supplier Details - Organisation Details tab

The **Organisation Details** tab of Service Details shows the general information that has been entered for a supplier. The name and industry details that you complete when you add a service to ALB are filled in automatically.

Field	Description
Name	The name of the service. Initially uses the Service Name entered on Add New Service when the service record was created. You can edit the name.
Registered Name	You can record the registered name of the company, if different to Name.
Registered No.	You can record the Company Registration Number.
VAT No.	The organisation's VAT number, if applicable.
Industry	The industry that the service record is stored under in ALB. Initially set to the industry selected on Add New Service when the service record was created. You can change this.
	To change the Industry, click ⊡ and on **Assign Industry**, click **+** to expand categories in the tree structure, or double-click category headings, to find the new industry.
Sub Type	Select the type of service; for example sole trader, private company, and so on.
	To change the **Sub Type,** click 🔍 to select from the list.

Supplier Details - Service Details tab

The Service Details tab of Service Details shows general information that has been entered for a supplier.

Field	Description
Net ID	Pre-populated with an automatically generated login ID for the service to use to log in to Web Case Tracking.
Net Password	Pre-populated with an automatically generated password for the service to use to log in to Web Case Tracking. If you want to change the password, click ⟳ to the right of the password. A new password is generated.
Last Saved	The date the service record was last modified and saved.
Sort Code	For use when the service is a bank or building society. The sort code of the lender.
Local Auth. No.	For use when the service is a local authority. The local authority unique number used on SDLT forms.
Panel No.	For use when the service is a bank or building society. The unique number for the lender.
Standard LA Search Fee	For use when the service is a local authority. The standard fee for the local authority search. If you use the Conveyancing Details - Finance screen, the information in Standard LA Search Fee can be picked up from there.
Purchase Ledger	
Purchase Ledger	If the service needs to appear in the accounts Purchase Ledger, select this checkbox.
Supplier Ref	If Purchase Ledger is selected, you must enter a supplier reference for this service.
Supplier Terms	If Purchase Ledger is selected, you can record the payment terms that apply to this supplier.

Supplier Credit	If Purchase Ledger is selected, you can record the amount of credit available with this supplier.
Default VAT Rate	Sets a default VAT rate when creating invoices.
Default Payment Method	Sets a default payment method when making payments. You can add or edit standard methods. See System Administration for details.
Default Remittance	Sets a default remittance of either printed or email. Remittance templates can be imported and set, see System Administration for details.
Default Payee	Sets a payee name if this is different to the supplier name. If this is left blank the supplier name is used instead.
Default Apportionment	A default nominal split can be specified.
Default Bank for Autopayments	A single default bank can be set for use when producing an autopayment run. In multi-branch set ups with differing banks, this should be left blank and the default banks set against the Purchase Ledger control nominal.
Payment Sort Code	Sets the sort code for the supplier for use with bank exports.
Payment Account No.	Sets the account number for the supplier for use with bank exports.
Invoice Minimum	Gives a warning if an invoice is posted below this value. If it is left blank, no warning is given.
Invoice Maximum	Gives a warning if an invoice is posted above this value. If it is left blank, no warning is given.
Legal Aid	
This section is not applicable for suppliers, only Legal Aid services.	
London Court	For use when the service is Court, to designate whether this is a London court. The LAA have introduced additional validation to ensure correct fees are claimed at Magistrates Court so that work undertaken at a London

	Court entitles the provider to claim a London Rate. The LAA have designated certain courts as London Courts (see 1.16.5 release notes).
LSC ID	For use when the service is counsel, a solicitor or a prison. The Legal Aid Agency ID for the counsel, solicitor or prison.
LSC Police Station ID	For use when the service is a police station. The Legal Aid Agency ID for the police station.
Police Station Scheme	For use when the service is a police station. To select a scheme for the police station, click 🔍 to the right of the field. On Select Police Station Scheme, double-click the scheme, or select it and click OK.

Supplier Details - Marketing tab

The Marketing tab of Service Details shows marketing information that has been entered for a supplier.

Field	Description
Receives Marketing	The service will not receive marketing material via the optional Marketing module unless this checkbox is selected. By default, the checkbox is not selected, to comply with the EU Privacy Directive.
Review Date	Enter a date when the marketing should be reviewed.
No Marketing Reason	Enter the reason why the service should not be marketed to.
Source Campaign	If you want to record that a marketing campaign relates to this service, select it here.
Last Touch Date	The last date the service was marketed to.
Service Manager	Click 🔍 to select the service manager.

Supplier Details - Service Contacts tab

The **Service Contacts** tab of Service Details lists details of any parties that have been associated with a supplier, for example, an employee of the service. A service can have many service contacts associated with it.

- Adding a service contact
- Editing a service contact
- Editing a contact association for a service record
- Removing a contact from a service record

When adding a new supplier, you can add a new service contact at the end of the process. In this situation, you can only define a service contact for the supplier you are adding. See Adding a supplier for detailed instructions.

To view a record, double-click a contact in the list to view the contact's record.

The instructions below assume you are using automatic conflict checking. If you want to have manual control over conflict checking when adding a service contact, see Conflict check when adding a client, service or contact.

Adding a service contact

1. Right-click on the **Service Contact** tab and select **Add Service Contract**.

2. To change the Service listed, click on the link and **Search** for the service. Click **Next**.

3. Enter the details of the contact. Click **Next**.

4. Enter the address and any additional details for the contact. Click **Next**.

5. Enter any additional address details for the contact. Click **Finish**.

Editing a service contact

1. **Search** for the service. The service contact will be shown in the Service Contacts section.

2. Double-click on the contact name. The **Service Contact Details** dialog will open.

3. Edit the details as required.

Editing a contact association for a supplier record

1. On the **Service Contacts** tab, right-click on the contact whose association you want to edit and select **Edit Service Contact**.

2. On the **Associations** and **Supplementary Details** tabs make the required changes.

3. Click **OK** to save the changes.

Removing a contact from a supplier record

> **CAUTION** You cannot remove a service contact from the supplier record if there is only one service contact for the supplier. Before attempting to remove a lone service contact, first, add a new service contact.

1. On the **Service Contacts** tab, right-click on the contact you want to remove and select **Remove Service Contact**.

2. Click **Yes** to confirm the removal.

Supplier Details - Linked Matters tab

The **Linked Matters** tab of Service Details shows a list of matters to which the supplier has been assigned. If you are viewing the tab for a new service it will be blank until you add the service as a contact for a matter.

Double-click the matter you want to view. The **Matter Details** opens at the **Summary tab**.

Supplier Details - Document History

The **Document History** tab of Service Details lists documents that have been imported that relate to a supplier.

For full details of document management in ALB, see Documents.

Supplier Details - Notes tab

The **Notes** tab of Service Details shows notes that have been entered in relation to a supplier.

Supplier Details - Supplementary Details tab

The Supplementary Details tab of Service Details holds further information about a supplier. This information is mainly used when you create reports, and you can search for a service by supplementary details.

Searching for suppliers in Purchase Ledger

You can search for suppliers in Purchase Ledger.

1. On the **Purchase Ledger** ribbon, click 🖼️ **Supplier Search**.

2. Enter a search term into **Search** and click 🔍. A list of suppliers that match the criteria opens. The search results include any matches that contain the search criteria.

3. Select the supplier you want to use and click **OK**. The supplier opens in the Purchase Ledger Supplier Enquiry.

> **TIP** You can click on 🔍 to open the list of suppliers, or enter the name of the supplier and click 🔍 to open them without searching.

Supplier Enquiry

Purchase Ledger allows you to add, maintain and pay your invoices for suppliers.

You can see the details of the suppliers in **Supplier Enquiry.**

1. On the **Purchase Ledger** ribbon, click 🔲 **Supplier Enquiry**.

2. Enter a search term into **Search** and click 🔍. A list of suppliers that match the criteria opens.

3. Select the supplier you want to view and click **OK**. The **Purchase Ledger** opens showing the supplier and the transactions associated with them.

4. You can filter the list of transactions by clicking:

    - 🔽 **Show reversed transactions**: Show or hide any reversed transactions.
    - 🔽 **Show cleared transactions**: Show or hide any cleared transactions. You can also set this as the default.

You can also filter the information by clicking on the ▼ arrow on the **Type** and **Status** column headings and choosing the filter to apply. Any filters applied to these columns are not persisted to the next time you log on.

5. Select the transactions you want to action. The Supplier Details are shown below the list of transactions. You can view Transaction Details by double-clicking on the transaction.

6. You can then:

    - Add invoices
    - Add Credit Notes
    - Create a Receipt
    - Make a payment
    - Edit transactions
    - Reverse a transaction
    - Suspend a transaction
    - Reinstate a transaction

> **TIP** You can customise the columns shown by right-clicking on the columns and selecting 🖼**Column choose...**. The order of the columns can be changed by dragging and dropping them into the new order. Any filters applied to these columns are not persisted to the next time you log on.

Supplier details

Financial Information

These fields are for information only.

Field	Description
Balance	The current balance owed to the supplier.

Credit Limit	The credit limit on the supplier.
Terms	The payment terms for settling invoices.
Year to date turnover	The turnover to the current date.
Last year turnover	Last year's turnover.
Minimum invoice value	The minimum order that is associated with the supplier. This can be left blank.
Date of last invoice	The date of the last invoice.
Date of last item	The date of the last item added to the supplier.
Maximum invoice value	The maximum order value that can be placed with the supplier. This can be left blank.

Contact Details

The contact details of the supplier, including address, telephone and email details.

Defaults

Field	Description
Apportionment	How the invoice or credit note is apportioned by default.
Bank	The default bank for the supplier. This will be selected automatically each time you pay the supplier as the bank they are paid through.
VAT rate	The VAT rate that applies to the supplier.
Remittance type	The default method for sending a remittance to the supplier for payment.
Payment type	The default method of payment to the supplier.

Payee	The default payee name of the supplier.

Transaction Details

Transaction Details shows all of the transactions against the supplier.

Double-clicking on a transaction opens the **Transaction details** tabs, where you can view details of the transactions.

Tab	Description
Detail	The details inputted for the transaction.
History	The audit trail for that transaction.
Allocation	The payments that have been allocated to invoices and payments.
Apportionment	Which nominal or matter an invoice or credit note has been posted to.
Note	Any notes added to the posting.

Adding invoices

You can add invoices to Purchase Ledger.

1. Open the Supplier.

2. Click **Invoice**.

3. Enter the details. Items marked with ✱ are mandatory.

4. Click **Post**.

Field	Description
Invoice No	Enter the invoice number.
Our Reference	Enter an internal reference code.
Date	Select the date the invoice was created.
Due Date	Select the date the invoice needs to be paid by. The default is set according to the credit terms set for the supplier.
Net Amount	Enter the amount of the invoice before VAT is added.
VAT Rate	Choose the applicable VAT rate.
VAT	The amount of VAT is calculated from the **Net Amount** and the **VAT Rate**.
Total	The total amount due is calculated from the **Net Amount** and **VAT**. **TIP** If only the total and VAT Rate is known, the net and VAT will be calculated.
Description	Enter a description for the invoice.
Notes	Add any notes required on the invoice.
Offset tab	Shows any Credit Notes or Payments available to be picked up against the invoice.
Recurring tab	Allows you to set up recurring payments for the invoice. **CAUTION** Once a payment is set up as recurring, it cannot be paid by any other method. Check the **Recurring Payment** box to activate this feature. **Value**: Enter the value of the payments. **Recur**: Enter how many times the payment occurs, how often, and the first payment date. **Branch**:Select the branch from the list. **Bank**: Select the bank from the list. **Payment**:Choose how the payment will be made.

- **Remittance**: Choose how the remittance acknowledgement is to be sent.

TIP Single payments that are to be taken by direct debit or standing order can be set up using this method so they are not accidently included in an auto-payment run or paid manually.

Accrural tab	Shows the accruals available to be reversed by posting the invoice.
Pre-payment tab	Allows you to set up a prepayment reversal pattern. Check the **Pre-payment** box to activate this feature. • **Value**: Enter the value of the journals. • **First Value**: Enter the amount of the first journal, if different from the standard journal. • **Last Value**: Enter the amount of the last journal, if different from the standard journal. • **Recur**: Enter how many times the journal occurs, how often, and the first journal date. • **Branch**:Select the branch from the list. • **Reference**: Select the Prepayment Nominal to post the journal to.

Apportionment
If there is a default apportionment set against the supplier, then apportionment will be applied automatically once the invoice amount and description have been inputted. You can override this if required as follows: Right-click and select **Add** to add an apportionment. Right-click on any entry and select ✏ **Edit** to edit the apportionment. You can delete any entry by clicking ✖**Delete** next to the entry. **Reload Defaults** resets the apportionment back to the default Nominal and removes all other entries. Click **Clear All** to delete all entries.

Add Nominal	1. Click **Add Nominal**.

- **Branch**:Select the branch from the list. If a default branch has been set, then this will be automatically filled in.
- **Reference**: Select the **Nominal** required.
- **Description**: Enter a description for the invoice line. This will default to the invoice description.
- **Net**:Enter the amount before VAT is added.
- **VAT Rate**: This is set by the VAT rate on the invoice, unless multi VAT rate was chosen, in which case the appropriate VAT rate should be chosen
- **VAT**: The amount of VAT calculated from the **Net** and the **VAT Rate**.
- **Total**:The total amount due calculated from the **Net** and **VAT**.

2. Click **Save**.

Add Disbursement	You can apportion funds to the disbursement.
	
	1. Click **Add Disbursement**.
	    • **Ref**: Select the client and matter the disbursement applies to.
	    • **Desc**: The description and a link to the chosen matter.
	    • **Client**: The name with a link to the client's details.
	    • **Branch**:Select the branch from the list.
	    • **Description**: Enter a description for the invoice line. This will default to the invoice description.
	    • **Disbursement**:Choose the appropriate disbursement from the list.
	    • **Disbs. type**: Choose from **Disbursement** or **Expert Fee**. **Expert Fee** is only available if the matter linked to the

disbursement is a Family Fixed Fee matter.
- **Billing Code**: Select the billing code.
- **Anti-Disb offset**: Choose the anticipated or unpaid **Disbursement** on the ledger that applies to this posting.
- **Net**: Enter the amount before VAT is added.
- **VAT Rate**: This is set by the VAT rate on the invoice, unless multi VAT rates were chosen, in which case the appropriate VAT rate should be chosen.
- **VAT**: The amount of VAT calculated from the **Net** and the **VAT Rate**.
- **Total**:The total amount due calculated from the **Net** and **VAT**.

2. Click **Save**.

Add Counsel Fee	You can apportion funds as counsel's fees. 1. Click **Add Counsel Fee**. • **Ref**: Select the client and matter the disbursement applies to. • **Desc**: The description and a link to the chosen matter. • **Client**: The name with a link to the client's details. • **Branch**:Select the branch from the list. • **Description**: Enter a description for the invoice line. This will default to the invoice description. • **Disbursement**:Choose the appropriate disbursement from the list. • **Billing Code**: Select the billing code. • **Anti-Disb offset**: Choose the Anti-Disb offset.

- **Counsel type**: Select the type of Counsel; Junior or Leading.
- **Prior Authority Obtained?**: Tick to show authority was obtained before hiring the Counsel.
- **Preparation costs**: Enter the amount.
- **Rate**: Enter the rate.
- **Court costs**: Enter the amount.
- **Rate**: Enter the rate.
- **Travel time costs**:Enter the amount.
- **Other costs**: Enter the amount.
- **Net**: The total of the costs entered in **Preparation costs**, **Court costs**, **Travel time costs** and **Other costs**.
- VAT Rate: This is set by the VAT rate on the invoice, unless multi VAT rates were chosen, in which case the appropriate VAT rate should be chosen.
- **VAT**: The amount of VAT calculated from the **Net** and the **VAT Rate**.
- **Total**: The total amount due calculated from the **Net** and **VAT**.

2. Click **Save**.

Amount to Apportion	Shows the total amount to be apportioned. The invoice cannot be posted until this is nil.
Current Balance	The current balance owed to the supplier.
New Balance	Shows the proposed balance owed to the supplier after the invoice has been posted.

Adding credit notes

You can add credit notes to Purchase Ledger.

This can be for creating credit notes against multiple invoices.

1. Open the Supplier.

2. Select the **Action** tab on the ribbon, and click **Credit Note**.

3. Enter the details.

4. Click **Post**.

Field	Description
Credit No	Enter the credit note number.
Date	Select the date the credit note was created.
Net Amount	Enter the amount of the credit note before VAT is added.
VAT Rate	Choose the applicable VAT rate.
VAT	The amount of VAT calculated from the **Net Amount** and the **VAT Rate**.
Total	The total amount due calculated from the **Net Amount** and **VAT**.
Description	Enter a description for the credit note.
Notes	Add any notes required on the credit note.
Offset tab	Shows the invoices or receipts currently outstanding for the supplier that may require a credit note applying. Tick the box next to the invoice to apply the credit note to it.
Apportionment	
Auto Apportion – If an invoice has been selected to offset, the credit note will be apportioned according to the split on the invoice. Otherwise, any default apportionment against the supplier will be set. Click **Clear All** to delete all entries.	
Add Nominal	A Nominal for the full amount will be added by default when the **Net Amount** is entered. You can ✖**Delete** it and add your own.

1. Click **Add Nominal**.
   - **Branch**: Select the branch from the list.
   - **Reference**: Select the **Nominal**.
   - **Description**: Enter a description for the invoice line. This will default to the invoice description.
   - **Net**: Enter the amount before tax is added.
   - **VAT Rate**: This is set by the VAT rate on the invoice, unless multi VAT rate was chosen, in which case the appropriate VAT rate should be chosen.
   - **VAT**: The amount of VAT calculated from the **Net** and the **VAT Rate**.
   - **Total**: The total amount due calculated from the **Net** and **VAT**.
2. Click **Save**.

Add Disbursement	You can apportion funds to a disbursement. 1. Click **Add Disbursement**. • **Ref**: Select the client and matter the disbursement applies to. • **Desc**: The description and a link to the chosen matter. • **Client**: The name with a link to the client's details. • **Branch**: Select the branch from the list. • **Description**: for the invoice line. This will default to the invoice description. • **Disbursement**: Choose the appropriate disbursement from the list. • **Billing Code**: Select the billing code. • **Anti-Disb offset**: Choose any anticipated or unpaid disbursement on the ledger that applies to this posting.

- **Net**: Enter the amount before VAT is added.
- **VAT Rate**: Choose the applicable VAT rate.
- **VAT**: The amount of VAT calculated from the **Net** and the **VAT Rate**.
- **Total**: The total amount due calculated from the **Net** and **VAT**.

2. Click **Save**.

Add Counsel Fee	You can apportion funds as counsel's fees.

1. Click **Add Counsel Fee**.
   - **Ref**: Select the client and matter the disbursement applies to.
   - **Desc**: The description and a link to the chosen matter.
   - **Client**: The name with a link to the client's details.
   - **Branch**: Select the branch from the list.
   - **Description**: Enter a description for the invoice line. This will default to the invoice description.
   - **Disbursement**:Choose the appropriate disbursement from the list.
   - **Billing Code**: Select the billing code.
   - **Anti-Disb offset**: Choose any anticipated or unpaid disbursement on the ledger that applies to this posting.
   - **Counsel type**: Select the type of Counsel; Junior or Leading.
   - **Prior Authority Obtained?**: Tick to show authority was obtained before hiring Counsel.
   - **Preparation costs**: Enter the amount.
   - **Rate**: Enter the rate.
   - **Court costs**: Enter the amount.
   - **Rate**: Enter the rate.

- **Travel time costs**: Enter the amount.
- **Other costs**: Enter the amount.
- **Net**: The total of the costs entered in **Preparation costs**, **Court costs**, **Travel time costs** and **Other costs**.
- **VAT Rate**: This is set by the VAT rate on the invoice, unless multi VAT rate was chosen, in which case the appropriate VAT rate should be chosen.
- **VAT**: The amount of VAT calculated from the **Net** and the **VAT Rate**.
- **Total**:The total amount due calculated from the **Net** and **VAT**.

2. Click **Save**.

Amount to Apportion	Shows the total of all amounts apportioned.
Current Balance	The current balance owed to the supplier.
New Balance	Shows the proposed balance owed to the supplier after the credit note has been posted.

Creating a receipt

You can create receipts in Purchase Ledger.

> **CAUTION** It is only possible to post a receipt accompanied by a Credit Note.

1. Open the Supplier.

2. Click **Receipt**.

3. Enter the details. Items marked with ✴ are mandatory.

4. Click **Post**.

Field	Description
Offset	Shows any credit notes that are outstanding that the receipt relates to. Tick the box next to the credit note to receipt against the outstanding amount. You can manually adjust the **This Receipt** column to show the amount being paid.
Reference	Enter a reference code.
Date	Select the date the payment was received.
Description	Enter a description for the receipt.
Branch	Select the branch from the list.
Bank	Select the bank from the list.
Notes	Enter any notes.
Current Balance	The current balance owed to the supplier.
New Balance	Shows the proposed balance owed to the supplier after the receipt has been posted.

Making a payment

You can make payments in Purchase Ledger.

This can be for paying multiple invoices for a supplier.

1. Open the Supplier.

2. Click 🪙➡ **Payment**.

3. Enter the details. Items marked with ✴ are mandatory.

4. Click **Post**.

Field	Description
Unallocated payment	Tick if the payment is not to be allocated to an invoice, and enter a **Value**.
Offset	Shows the invoices currently outstanding for the supplier. Tick the box next to the invoice to pay against the outstanding amount. You can manually adjust the **This Payment** column to show the amount being paid.
Reference	Enter a reference code.
Date	Select the date payment was made.
Description	Enter a description.
Branch	Select the branch from the list.
Bank	Select the bank from the list.
Remittance	Choose how the remittance acknowledgement is to be sent.
Payment	Choose how the payment will be made.
Payee	Enter the name of the payee.
Sort Code	Enter the sort code if the payment is to be made electronically.
A/C No	Enter the account number if the payment is to be made electronically.
A/C Name	Enter the account name if the payment is to be made electronically.
Notes	Enter any notes.
Current Balance	The current balance owed to the supplier.
New Balance	Shows the proposed balance owed to the supplier after the payment has been posted.

Editing transactions

You can edit transactions in Purchase Ledger.

Processed transactions cannot be edited, however you can Reverse transactions.

1. Open the Supplier.

2. Choose the transaction you want to edit from the **Transactions** list.

> **TIP** If you can't find a transaction, check it isn't hidden by Filters.

3. In the **Action** column, click ✏ **Edit**.

4. If a transaction is part or fully cleared the following fields will be available for edit:

   - Invoice details: will be able to amend the invoice number, our reference, description, and notes.

   - Credit Note details: will be able to amend the credit note number, description, and notes.

   - Receipt details: will be able to amend the receipt number, description, and notes.

   - Payment details: will be able to amend the reference, description, and notes.

   - If the cheque is not printed or BACS run not produced you can also change the payment type, payee, sort code, account number and account name

   - If an invoice or credit note is fully uncleared it will be possible to amend the amount, VAT rate and apportionment subject to the

VAT period being open if the transaction is VATable. A date can also be changed to within the same period.

Reversing a transaction

You can reverse transactions in Purchase Ledger.

> **NOTE** A transaction can only be reversed if the period in which it was posted is still open, (or if closed in an open year for open period systems) and, if VATable, in an open VAT period.

Transactions can also be Edited.

1. Open the Supplier.

2. Choose the transaction you want to reverse from the **Transactions** list.

3. In the **Action** column, click Reverse.

4. Enter the **Reason** for the reversal.

> **CAUTION** Pressing **Reverse** will immediately reverse the transaction.

5. Click **Reverse**.

Suspending a transaction

You can suspend transactions in Purchase Ledger.

1. Open the Supplier.

2. Choose the transaction you want to suspend from the **Transactions** list.

3. In the **Action** column, click ⊘**Suspend**.

4. Enter the **Reason** for the suspension.

5. Click **Suspend**. The transaction will now show as **(Suspended)** in the **Status** column.

You can Reinstate the transaction when needed.

Reinstating a transaction

You can reinstate Suspended transactions in Purchase Ledger.

1. Open the Supplier.

2. Choose the transaction you want to reinstate from the **Transactions** list.

3. In the **Action** column, click ▶**Reinstate**.

4. Enter the **Reason** for the reinstatement.

5. Edit the due date if a new date now applies.

6. Click **Reinstate**.

Auto-pay invoices

Accounts allows you to auto-pay outstanding invoices on the system.

- Creating auto-payments
- Editing auto-payments
- Reversing auto-payments

- Deleting auto-payments

Creating auto-payments

1. On the **Purchase Ledger** ribbon, click **Auto Payments**.

2. Click **New auto payment**.

3. Choose the filter options to search for the invoices you want to pay:

   - **Include Invoices Due**: Choose the time period you want to include. If you choose **Date**, then use the calendar field to choose a specific day.
   - **Company** : If you operate multiple companies within the same database an additional company filter will open so you can select which company you want to include invoices for.
   - **Branch**: Select the branch for which you want to include invoices for.
   - **Payment**: Choose the payment method for which you want to include suppliers for.
   - **Bank**: Choose the bank.

   > **TIP** When choosing a time scale as a filter you can right-click and 'set as default'

4. Click **Create**. The system will find all invoices that match your selected criteria and list them below, grouped by supplier and bank.

5. Right-click on suppliers you do not want to include in the run and select **Exclude supplier from payment run**. You can exclude individual invoices by unticking them in the list.

6. You can also:

- **Restart**: Resets the filter and removes all invoices from the auto payment.
- **Discard**: Closes the auto payment without saving it.
- **Print**: Create a report on the invoices.

7. Click **Confirm** to create the auto payment, which launches a new screen so you can review the payments to be made by payment method.

8. Click **Post** to post the invoices. You will be prompted to produce a remittance advice for the payments made. If an electronic payment method is used you will be prompted to create the BACS file at this stage, or save until later.

9. Click **Close** to close the dialog.

Editing auto-payments

1. On the **Purchase Ledger** ribbon tab, click **Auto Payments**.

2. On the **Pending** tab, select the auto payment you want to edit.

3. Click **Edit**.

4. Right-click on suppliers you do not want to include in the run and select **Exclude supplier from payment run**. You can exclude individual invoices by unticking them in the list.

5. Click **Confirm** to apply the edits to the auto payment.

6. Click **Close** to close the dialog.

Reversing auto-payments

1. On the **Purchase Ledger** ribbon tab, click **Auto Payments**.

2. On the **History** tab, select the auto payment you want to reverse.

3. Click ↩ **Reverse Auto Payments**.

> **NOTE** Payments with a greyed out icon ↩ cannot be reversed.

4. Enter a reason for the reversal.

5. Choose if you want to:

    - **Discard the auto paymen**t: Reverses and discards the auto payment.
    - **Rebuild auto payment using original search criteria**: Reverses and rebuilds based on the original search criteria and moves it to pending for editing.
    - **Reverse auto payment to original content prior to posting**: Reverses and rebuilds based on original content and moves it to pending for editing.

6. Click **Reverse**. Any reversed payments are shown with the ↩ icon in the **Reversed** column and can be hidden by a filter.

Deleting auto-payments

Only unposted auto payment runs can be deleted.

> **CAUTION** Deleting an auto payment will mean that invoices will not be paid automatically, and will need to be reprocessed.

1. On the **Purchase Ledger** ribbon tab, click **Auto Payments**.

2. On the **Pending** tab, select the auto payment you want to delete.

3. Click ✖ **Delete**.

4. Click **Yes** to delete.

BACS export

Accounts allows you to export your BACS payment details to a file that can be imported into online banking systems.

You should check with your bank to see if they can accept this sort of file.

1. On the **Purchase Ledger** ribbon, click **BACS Export**.

2. A BACS export file is created. The file is stored in your shared Documents folder in the folder **BACS**.

> **NOTE** It will be necessary to customise the BACS output file to your specification at a small charge. For more information please contact your Account Manager.

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