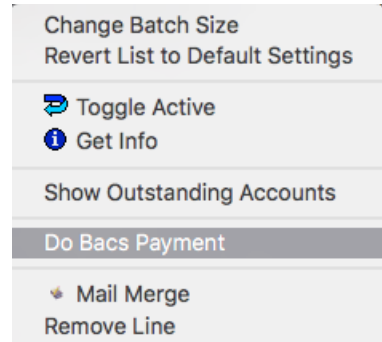


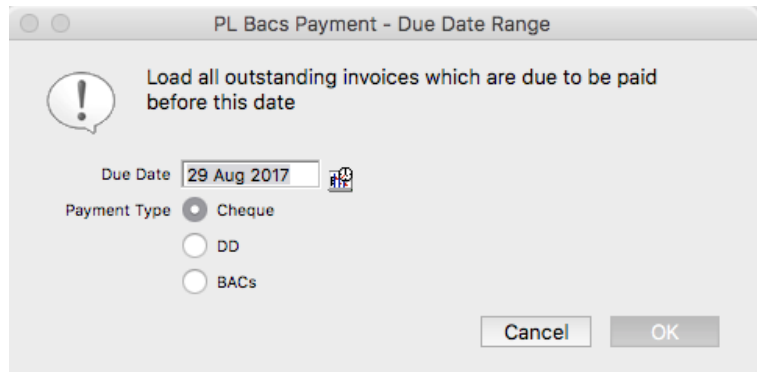
How to generate a BACS Run / batch payment / cheque run

Procedure

1. Open the Purchase Ledger, right click on the main list of supplier purchase accounts, and click 'Do BACS Payment.'

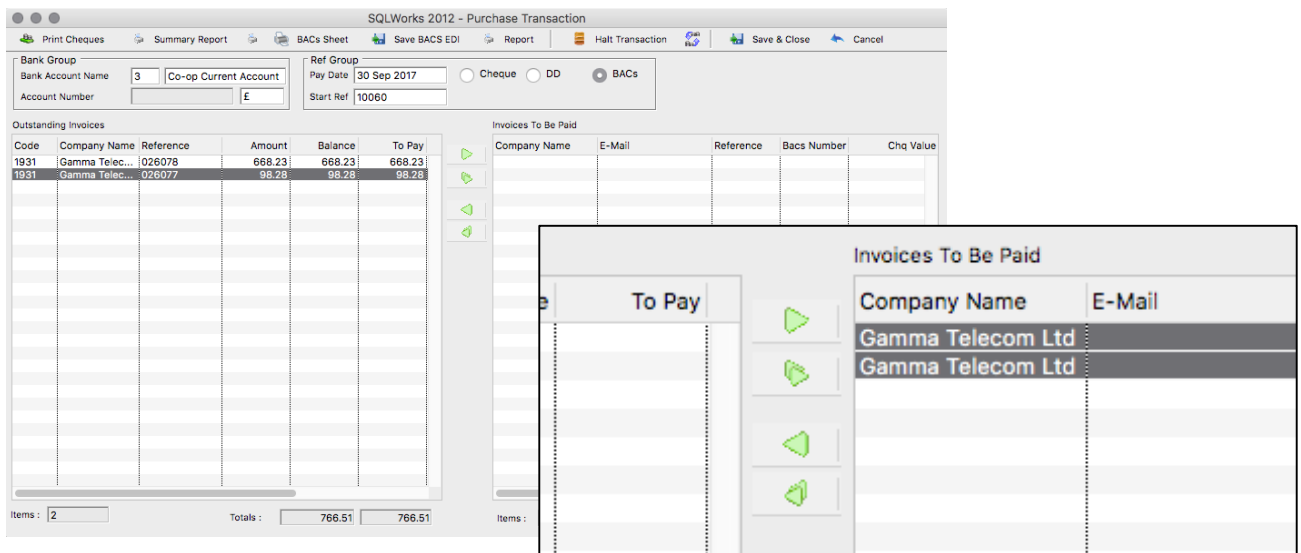


2. The PL BACS Payment options window will appear – choose the latest due date of the invoices you wish to process, select a payment method, and click OK.

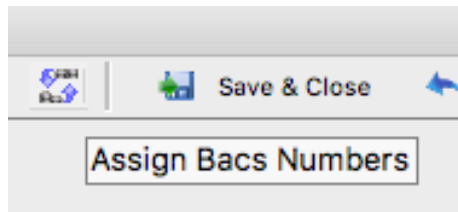


3. The BACS payment window will open, showing the outstanding invoices in the left hand panel.

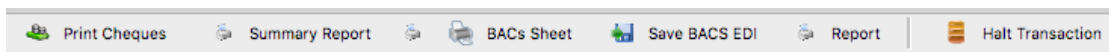
To make payments for these invoices as part of the new batch, select some or all of the invoices and click the green arrows to move invoices from left to right, into the 'Invoices to be paid' column.



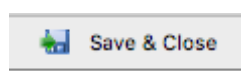
4. Once you have chosen 'Invoices to be Paid', click the Assign BACS Numbers button above to assign BACS numbers to each of your batched payments.



5. Once Bacs numbers have been assigned to your batched transactions, the other buttons available on the toolbar of this window will allow you to produce a BACS / batch summary sheet for these payments, or send this data to EDI.



6. Click 'Save and Close' to generate the corresponding payments into the correct SQLWorks supplier purchase accounts. The new payments will be automatically reconciled to the chosen invoices.



If you selected 'Cheque' payment method, SQLWorks will make 1 corresponding entry per supplier in the Bank Ledger (each representing a single cheque from the batch.)

In 'BACS' payment method, SQLWorks will make 1 corresponding entry for the total batch value in the Bank Ledger (representing the batch total amount paid.)