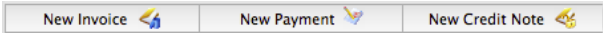
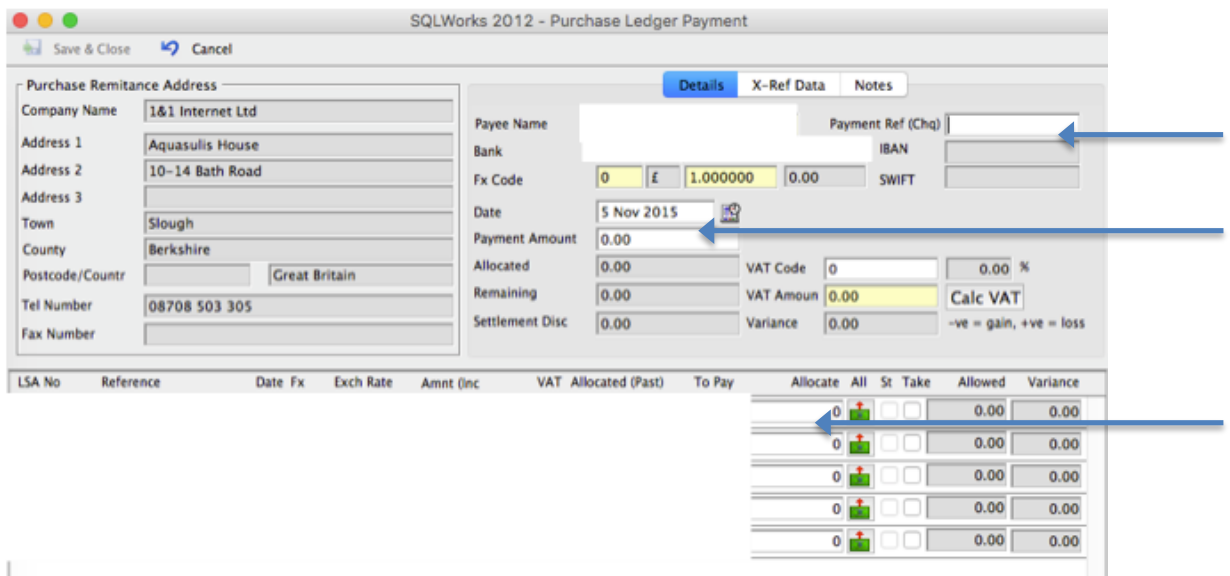


How to add a Purchase Ledger payment

Procedure

1. To add a payment onto SQLWorks, go to the “Purchase Ledger” in the “Accounts” tab on the side navigation bar.
2. Select the company from the list.
3. Click on the transactions tab on the middle tool bar.
4. Click on “New Payment”. 
5. Type in the total payment amount in the “Payment Amount” box.
6. On the invoices shown below, type “a” in the allocate box to allocate the total amount for that invoice – if they have only paid a certain amount for a particular invoice, type in the figure manually.
7. Type in the payment reference or cheque number in the “Payment Ref (Chq)” box.
8. Click “Save & Close” to save the payment



SQLWorks 2012 - Purchase Ledger Payment

Save & Close Cancel

Purchase Remittance Address

Company Name: I&I Internet Ltd

Address 1: Aquasulis House

Address 2: 10-14 Bath Road

Address 3:

Town: Slough

County: Berkshire

Postcode/Countr: Great Britain

Tel Number: 08708 503 305

Fax Number:

Payee Name: []

Bank: []

Payment Ref (Chq): []

IBAN: []

Fx Code: 0 £ 1.000000 0.00 SWIFT

Date: 5 Nov 2015

Payment Amount: 0.00

Allocated: 0.00 VAT Code: 0 0.00 %

Remaining: 0.00 VAT Amoun: 0.00 Calc VAT

Settlement Disc: 0.00 Variance: 0.00 -ve = gain, +ve = loss

LSA No	Reference	Date	Fx	Exch Rate	Amnt (Inc)	VAT	Allocated (Past)	To Pay	Allocate	All	St	Take	Allowed	Variance
0									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00
0									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00
0									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00
0									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00
0									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.00	0.00