



Title of document	How to generate a batch payment run
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Purpose

This procedure explains how to generate a batch payment run for all creditors. SQLWorks makes it possible to make payments to multiple suppliers in one hit rather than having to make individual payments, making the whole process quicker and more efficient.

As well as being able to pay multiple suppliers at the same time, there is the option to print remittances, print off summary sheets to track payments and as SQLWorks is a fully automated integrated platform the payments are allocated automatically to the correct supplier invoices and saved for future reference. The system can also generate EDI files formatted for specific bank accounts that can be uploaded into the banking platform.

Scope

This procedure applies to all Lineal Software Solutions staff, as well as any prospective customers or clients who intend to utilise SQLWorks within their business environment.

The procedure is aimed at the end user, who will be operating the SQLWorks client.

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Saving preset batch payments.....	Error! Bookmark not defined.

Change History:

Date	Version	Created by	Description of change	Approved by
30.03.2022	1	Naomi Joachim		

When running the batch payment run feature, the results of the search depend on what is set for each supplier account on their default payment method.

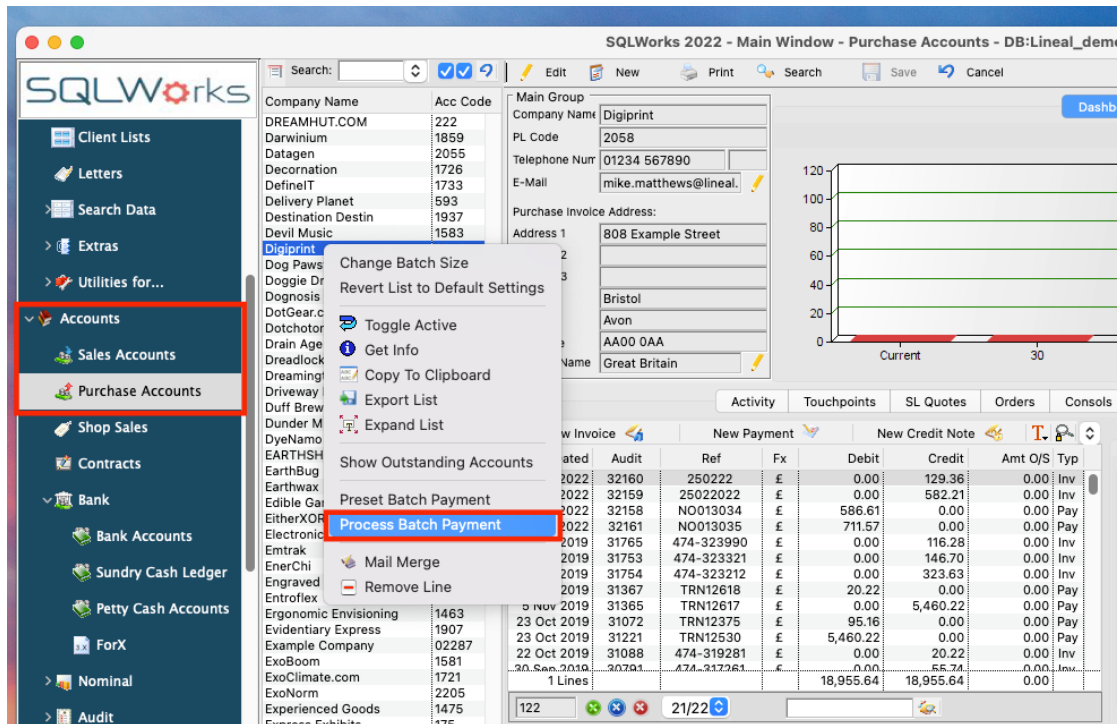
- [illegible]

2. On this screen to the right is a tick box for Prompt Remittance - if ticked for a supplier you can print a set of remittances before saving a batch run by clicking "Print Remittance" on the tool bar - by default these will print to paper unless there is an email address entered into the Remittance email field on this screen, if so the document will be sent via email.

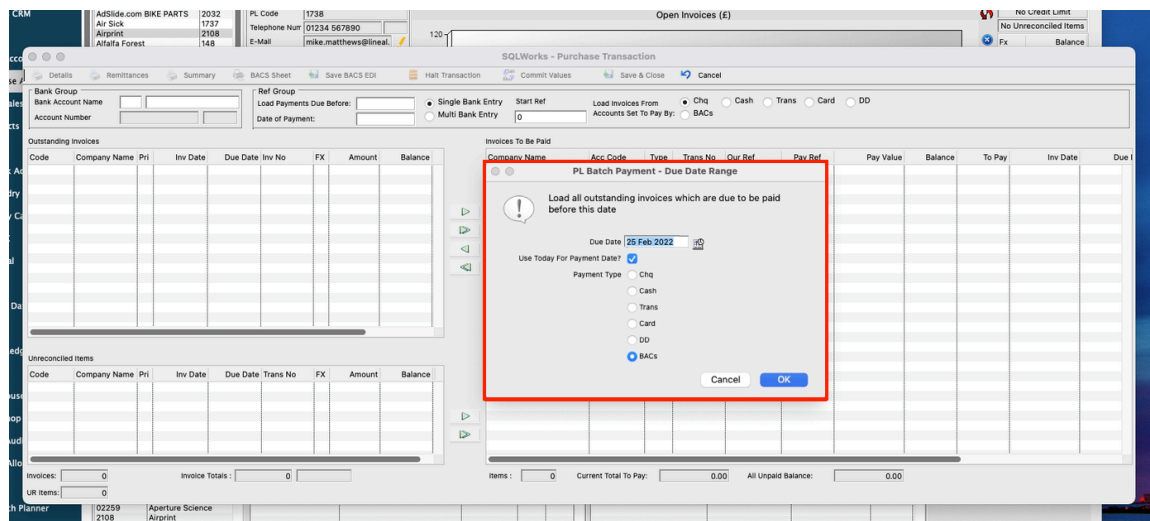
Process a Batch payment run

Navigate to Accounts - Purchase Accounts on the Nav bar.

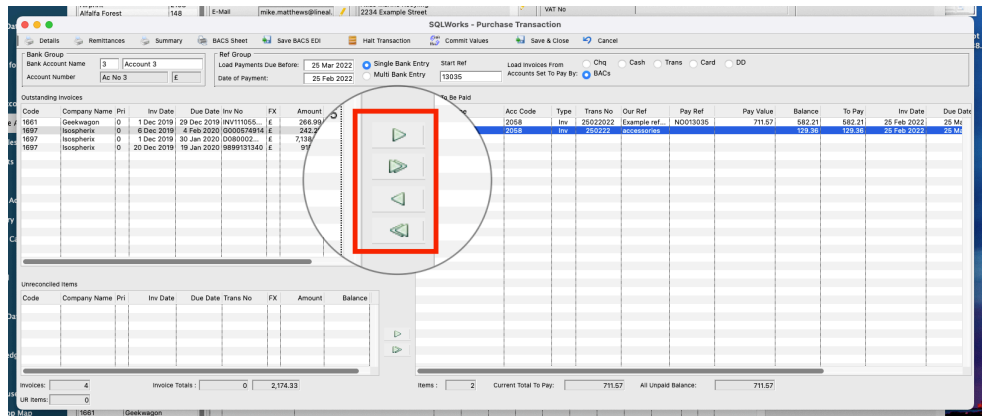
- Right click on the main list of supplier purchase accounts and select Process Batch Payment.



- The PL Batch Payment options window will appear – choose the latest due date of the invoices you wish to process, confirm the payment date, select a payment type, and click OK.



- The batch payment window will open, showing the outstanding invoices in the left-hand panel.

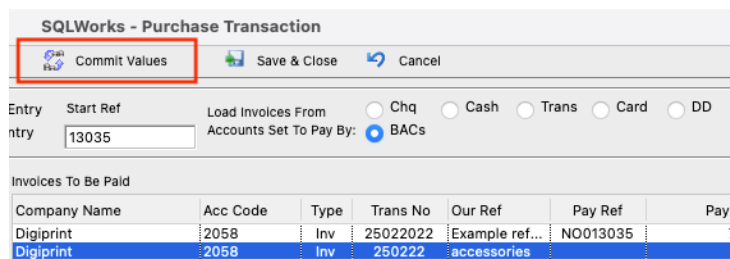


To make payments for these invoices as part of the new batch, select some or all of the invoices and click the green arrows to move invoices from left to right, into the 'Invoices to be paid' table.

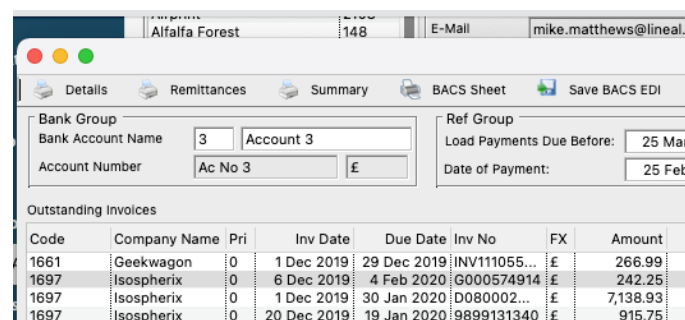
Halting a batch run - this will remember the current invoices selected on the right of the window allowing the window to be closed and restored when you next open the window.

Commit Values

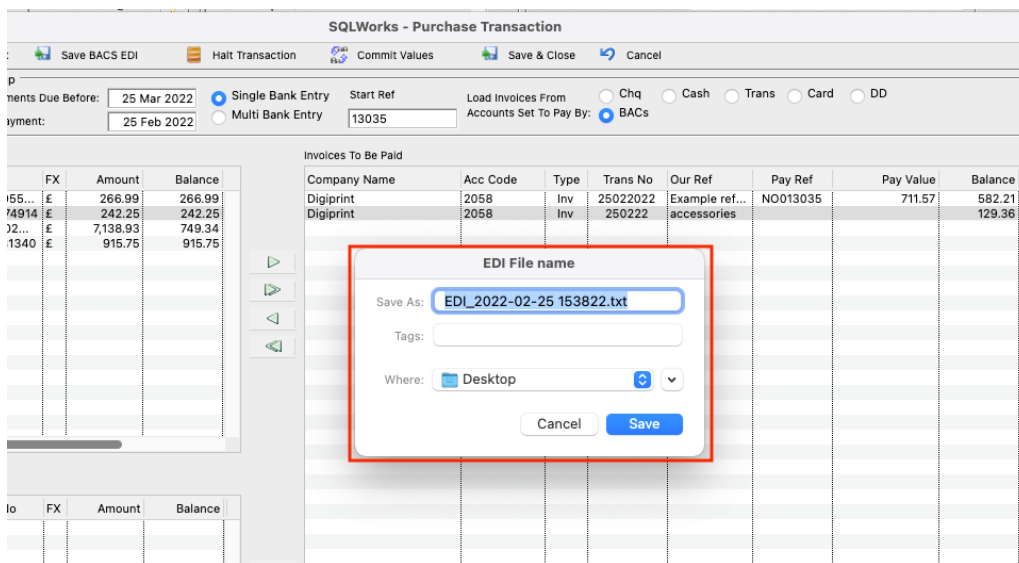
- Once you have chosen Invoices to be Paid, click the 'Commit values' button on the top tool bar to assign a payment reference number to each of your batched payments.



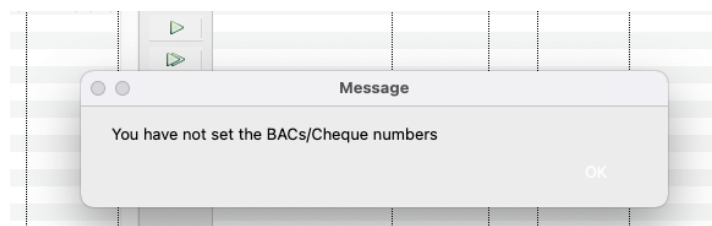
- Once payment numbers have been assigned to your batched transactions, the other buttons available on the toolbar of this window will allow you to Print remittances (if this box has been ticked for your supplier - see point 2 above in this procedure), produce and print a BACS / batch summary sheet for these payments or send this data to EDI. System preferences can be set to require these actions to be performed before saving, ensuring they cannot be forgotten.



8. When saving to EDI, give your file a name and save destination before hitting Save. The EDI file format can be different depending on the bank account selected - the formats are set from the bank account screen.

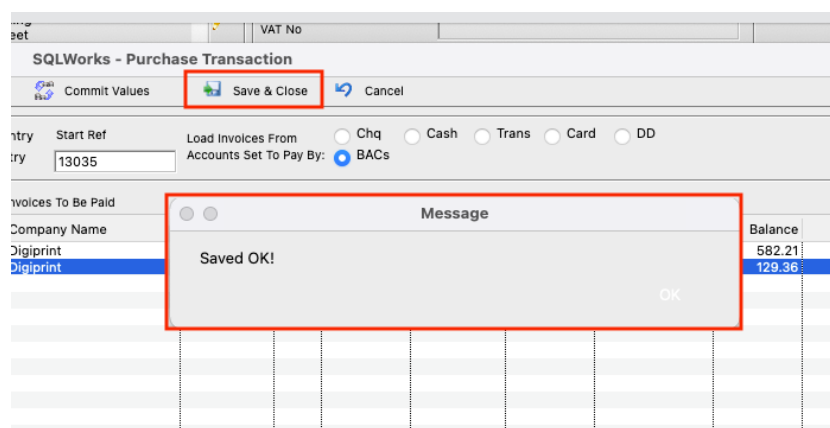


9. If you try to save before committing the values you will receive the below message, go back to point 6 above to progress the payment run.



Save Batch payment run

10. Click 'Save and Close' to generate the corresponding payments into the correct SQLWorks supplier purchase accounts. A pop up Message will confirm the Save.



The new payments will be automatically reconciled to the chosen invoices.

Depending on your system preferences the window will either default to Single or Multi Bank entry.

In Multi bank entry SQLWorks will make 1 corresponding entry in the Bank Ledger for each PL payment created. In Single bank entry SQLWorks will only make 1 single bank entry for the entire batch run, while still creating multiple PL payments per supplier. Single bank entry should be used to mimic a BACS style payment, where the bank account may list or group these records together on their statement.

View saved transaction

11. To view the transaction - go back to the chosen PL Account - Transactions tab - Allocations.

As all payment records are given the same JNO number (nominal reference) you can also load these records by JNO from the daybook.

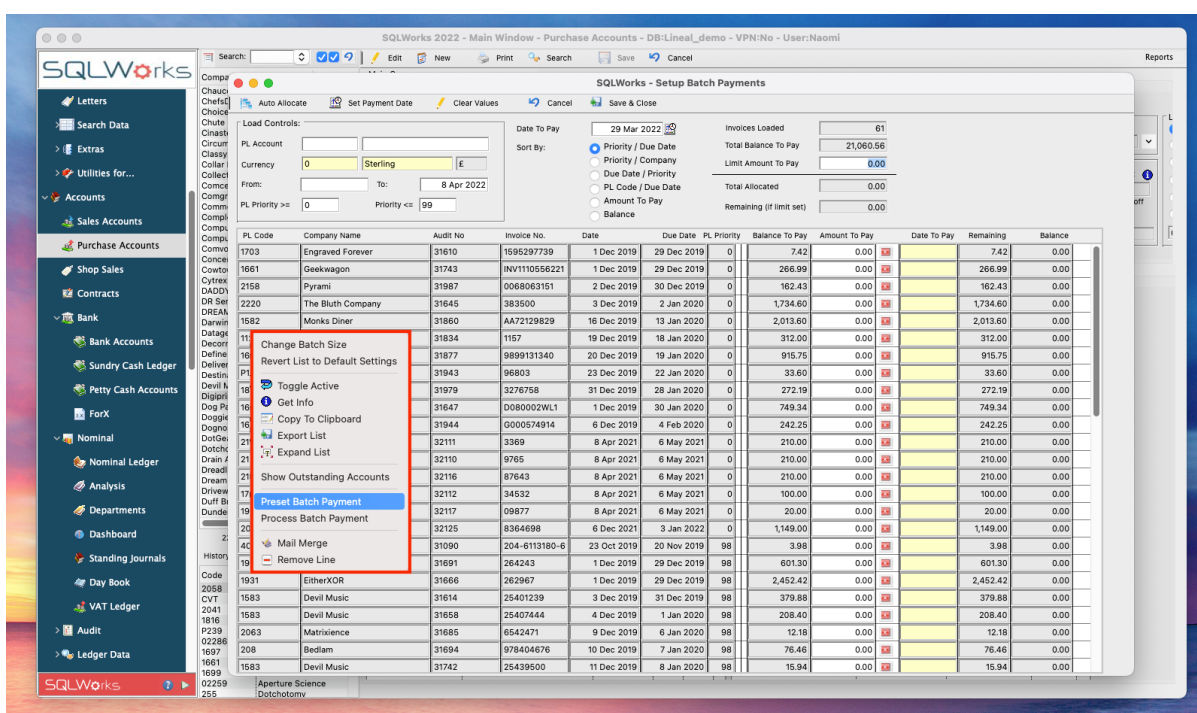
The screenshot shows the SQLWorks software interface. The 'Bank & VAT' tab is selected. The 'Transactions (F)' sub-tab is highlighted with a red box. Within the 'Transactions (F)' sub-tab, the 'Allocations' sub-tab is also highlighted with a red box. The 'Allocations' sub-tab displays a table with the following data:

Date Allocated	Amount	Type	Ref
25 Feb 2022	129.36	Payment	NO013035

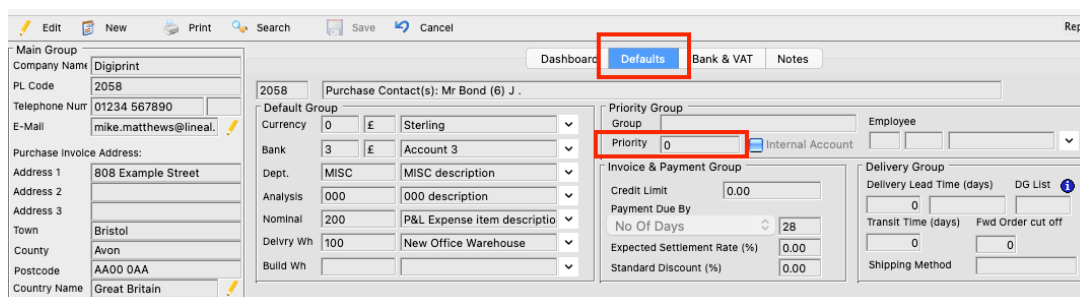
12. This will show the payment amount, with corresponding date and reference.

Preset Batch Payments

13. An alternative batch payments method is to preset your batch payments. This may be useful if management want to set who to pay ahead of the accounts team making the payments or if you want to use auto allocation functions, sort functions or restrict total payments to a maximum value. Whenever you use and save preset payments you will not create any accounting records – your actions will only be used to auto fill the invoices and payment values in the Batch payment window, as seen in point 5 above.
14. Via the right click option on the purchase ledger accounts list, there is a 'Preset Batch Payment' option. Selecting this option loads the setup window, listing all outstanding transactions across all suppliers.



15. There are various load control filters in the top left, to filter by company, date, or priority range. Priority is set at the top level across suppliers and can be found by navigating to the 'Defaults' tab on each account and set under Priority Group.



16. To the right of this in the centre there are options for allocating payments - firstly setting the date to pay. This date is used to auto fill the payments to the batch payment invoices to be paid window.

Note: If the payment date you preset is in the future invoices will not be loaded when the batch payment window is opened – you may use this feature to plan ahead and create future batches in advance that will not be paid just yet

17. The transaction list can then be sorted in several ways by selecting the relevant radio button in the 'Sort By' section, use this if you want to auto allocate from the top item.

Setting amount to pay

18. To the far right is a summary of the transaction window, showing number of invoices, and the total outstanding to be paid. Invoices can be organised into a specific order and then selected at random to pay using the red buttons next to the amount to pay column against each transaction.

19. Alternatively, a useful feature is using the 'Limit Amount To Pay' field. Here you can set a limit on how much to pay suppliers. Below this field shows how much has been allocated or is outstanding from this set amount.

SQLWorks - Setup Batch Payments

Auto Allocate Set Payment Date Clear Values Cancel Save & Close

Load Controls:

PL Account: Date To Pay: 1 Apr 2022

Currency: 0 Sterling £

From: 29 Mar 2020 To: 8 Apr 2022

PL Priority >= 0 Priority <= 99

Sort By:

☐ Priority / Due Date

☐ Priority / Company

☒ Due Date / Priority

☐ PL Code / Due Date

☐ Amount To Pay

☐ Balance

Invoices Loaded: 61

Total Balance To Pay: 21,060.56

Limit Amount To Pay: 5,000.00

Total Allocated: 5,000.00

Remaining (if limit set): 0.00

PL Code	Company Name	Audit No	Invoice No.	Date	Due Date	PL Priority	Balance To Pay	Amount To Pay	Date To Pay	Remaining	Balance
1901	Umbrella Corp	30886	2302369	9 Oct 2019	6 Nov 2019	99	190.74	190.74	1 Apr 2022	0.00	4809.26
402	Roboto Industries	31090	204-6113180-6	23 Oct 2019	20 Nov 2019	98	3.98	3.98	1 Apr 2022	0.00	4805.28
2227	PriorityDesign.com	31243	INV00914131	1 Nov 2019	29 Nov 2019	99	2,025.00	2,025.00	1 Apr 2022	0.00	2780.28
1581	ExoBoom	31386	2180-56-2761	8 Nov 2019	6 Dec 2019	99	19.18	19.18	1 Apr 2022	0.00	2761.10
737	Dunder Mifflin, Inc.	31260	203019406741	7 Nov 2019	7 Dec 2019	99	52.84	52.84	1 Apr 2022	0.00	2708.26
1581	ExoBoom	31387	2180-57-1120	14 Nov 2019	12 Dec 2019	99	17.26	17.26	1 Apr 2022	0.00	2691.00
737	Dunder Mifflin, Inc.	31400	203019500590	15 Nov 2019	15 Dec 2019	99	8.44	8.44	1 Apr 2022	0.00	2682.56
737	Dunder Mifflin, Inc.	31401	203019511138	16 Nov 2019	16 Dec 2019	99	7.19	7.19	1 Apr 2022	0.00	2675.37
737	Dunder Mifflin, Inc.	31402	203019531979	18 Nov 2019	18 Dec 2019	99	8.44	8.44	1 Apr 2022	0.00	2666.93
1581	ExoBoom	31505	2180-57-8873	21 Nov 2019	19 Dec 2019	99	17.26	17.26	1 Apr 2022	0.00	2649.67
1581	ExoBoom	31574	2180-58-3638	25 Nov 2019	23 Dec 2019	99	8.63	8.63	1 Apr 2022	0.00	2641.04
1581	ExoBoom	31575	2180-58-7583	28 Nov 2019	26 Dec 2019	99	8.63	8.63	1 Apr 2022	0.00	2632.41
1703	Engraved Forever	31610	1595297739	1 Dec 2019	29 Dec 2019	0	7.42	7.42	1 Apr 2022	0.00	2624.99
1661	Geekwagon	31743	INV1110556221	1 Dec 2019	29 Dec 2019	0	266.99	266.99	1 Apr 2022	0.00	2358.00
1931	EitherXOR	31691	264243	1 Dec 2019	29 Dec 2019	98	601.30	601.30	1 Apr 2022	0.00	1756.70
1931	EitherXOR	31666	262967	1 Dec 2019	29 Dec 2019	98	2,452.42	1,756.70	1 Apr 2022	695.72	-695.72
2227	PriorityDesign.com	31674	INV00942554	1 Dec 2019	29 Dec 2019	99	2,025.00	0.00		2,025.00	0.00
2158	Pyrami	31987	0068063151	2 Dec 2019	30 Dec 2019	0	162.43	0.00		162.43	0.00

This is useful in a couple of ways.

- Using the Auto-Allocate button - allocates the set amount to your organised invoices starting from the top.
- Restricts the total amount to be allocated - when manually using the red buttons to allocate a payment it will only allow payments up to this value. It will notify the user if the amount is to be exceeded.

In both situations a part payment will be made to the final transaction if the amount does not add up, leaving a remaining balance to be paid against that transaction.

20. There is a Clear Values button on the top tool bar should you wish to start over.

21. Once happy with the chosen preset batch payments, select Save & Close. This will save the changes and close the window. Repeat this process to make amendments or remove presets.

Using preset batch payments

22. Opening the Batch Payments screen (as per item 3 above) will always check for presets before offering a manual load. If presets are found and if their payment date that has been set has been passed then your invoices to be paid screen will be pre-populated with these transactions ready to be processed.

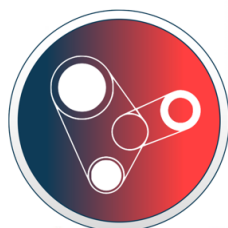
Note that if the preset batch payments have been allocated to a variety of payment methods, such as BACS, Trans and Card for example the following pop-up screen will open so that you can filter the list, allowing you to work on one group at a time.

PayMethod	PayMethodPrefix	AllowSettlement	item	is_default	is_bacs	nomcode	panicod	decode	pcode	fixed_value	fixed_percentage	type	Number	Value
Trans	NO	YES	3	0	0	0	0	0	0	0.00	0.000000	0	4	4222.63
Card	NO	YES	4	0	0	0	0	0	0	0.00	0.000000	0	1	7.42
BACS	NO	YES	6	0	1	0	0	0	0	0.00	0.000000	0	2	769.95

3 Records

Cancel OK

23. Each payment method will then be processed separately. The preset batch payments will show in the right-hand screen waiting to be paid, refer to the commit values section above to process the payment.
24. If there are further methods of payment following the save a prompt will inform the user that this is the case to make a further selection to process.



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