

PayBiz – Batch Payments

10/08/2021

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Batch Payments

PayBiz main menu > Creditors > Batch Payments

This provides a means to pay multiple suppliers/vendors in single bank transaction.

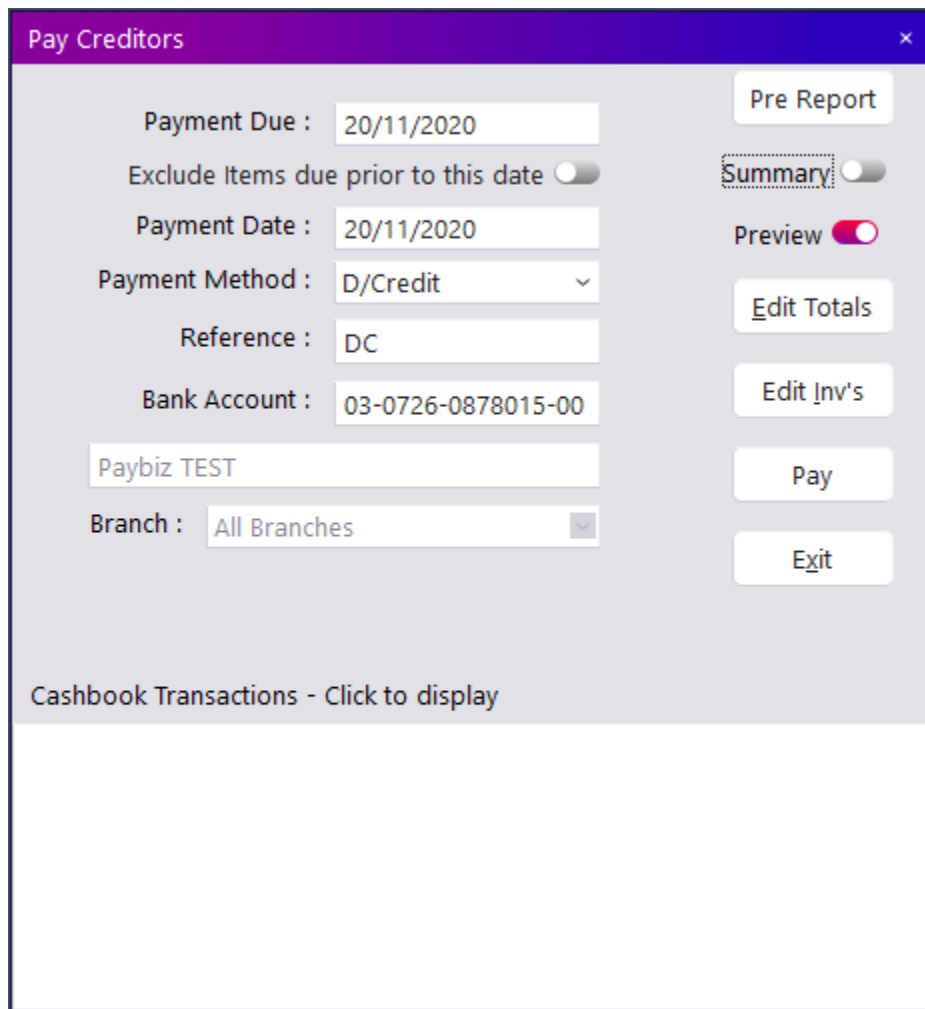


Figure 1: Creditor Batch Payments

Field	Description
Payment Due	Enter the Payment Due date. Double click or F8 for a calendar to pick from. Defaults to the current date. This will select all creditor invoices with a due date up to the payment due date entered.
Exclude Items ...	Set to limit the invoices to only those due on the Payment Due date.

Continued...

Field	Description
Payment Date	Enter the actual date the payment is being made. Double click or F8 for a calendar. Defaults to the current date. This is the transaction date.
Payment Method	Select the payment method (C/Credit, Cash, C/Card or D/Debit) from the drop-down list. This will limit the invoices to creditors with that specific type.
Reference	Up to 12 characters. This appears in the Bank Transaction. <i>Note:</i> Enter the bank account to make the payment from. Double click or F8 for a lookup.
Bank Account	Click to print the report showing all the invoices by creditor that are due to be paid by the Payment Due date. See below for examples.
Pre Report	Set to print the total due for each vendor rather than a list of invoices.
Summary	Set to preview the report before printing. Defaults to the user's Print Preview setting in File > User File .
Preview	Allows you to change the total due for each creditor. Enter the amount you are going to pay in the Limit column, See below for details.
Edit Totals	Allows you to display and change the payment terms. See below for details.
Edit Inv's	Once satisfied with the Pre Report click Pay to generate the bank transaction and automatically allocate the payments. See below for more details.
Pay	Close the window. <i>Note:</i>
Exit	<ul style="list-style-type: none"> If you exit the Batch Payments form after editing the amounts, the new amounts will NOT be saved. You will need to re-enter them.

Pre Report

Click to print the report showing all the invoices by creditor that are due to be paid by the **Payment Due** date:

PAYMENT SCHEDULE				
10 Nov 2020 09:39:19				
PayBiz DEMO				
Creditors		Payment Date : 20/11/2020		
Pay to	Date	Reference	Due	Bank/Cheque No
Auto Repairs Ltd	28/10/2020	123465-1	357.85	01-0123-0012345-010
Food Factory	11/10/2020	stores	150.00	99-1236-1236549-00
Food Factory	27/10/2020	stores	220.00	99-1236-1236549-00
			370.00	
Insurance Co	12/10/2020	VEH1234	715.00	12-1234-1234567-123
Shearing Supplies	18/10/2020	65842SS	450.00	01 0122 0004321 010
Telecom Ltd	15/10/2020	123654987145	120.00	01 0123 0001234 000
Hash Total : 25094441		TOTAL DUE :	2012.85	

Figure 2: Batch Payments – Pre Report sample

Set the **Summary** option to print the total due for each vendor rather than a list of invoices:

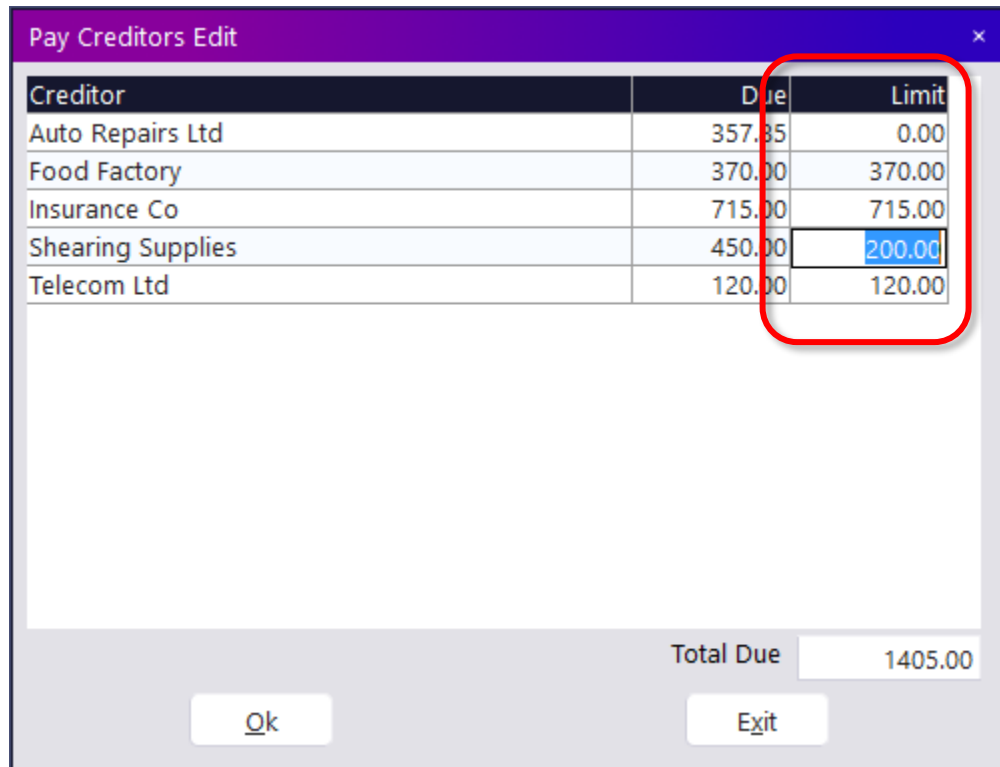
PAYMENT SUMMARY				
10 Nov 2020 09:40:03				
PayBiz DEMO				
Creditors		Payment Date : 20/11/2020		
Pay to			Due	Bank/Cheque No
Auto Repairs Ltd			357.85	01-0123-0012345-010
Food Factory			370.00	99-1236-1236549-00
Insurance Co			715.00	12-1234-1234567-123
Shearing Supplies			450.00	01 0122 0004321 010
Telecom Ltd			120.00	01 0123 0001234 000
Hash Total : 25094441		TOTAL DUE :	2012.85	

Figure 3: Batch Payments – Pre Report Summary sample

Edit Totals

Click to change the total due for each creditor.

Enter the amount you are going to pay in the **Limit** column, as shown in the red section below:



Creditor	Due	Limit
Auto Repairs Ltd	357.85	0.00
Food Factory	370.00	370.00
Insurance Co	715.00	715.00
Shearing Supplies	450.00	200.00
Telecom Ltd	120.00	120.00

Total Due 1405.00

Ok Exit

Figure 4: Batch Payments – Edit Totals

In this example, the full amount will be paid to Food Factory, Insurance Co and and Telecom Ltd. Auo Repairs Ltd will receive no payment while Shearing Supplies will receive a part payment of \$200.00.

Once you have finished editing the totals, click **OK** then print the **Pre Report** again to ensure it is correct before processing the payment.

Note:

- *If you exit the **Batch Payments** form after editing the amounts, the **new amounts will NOT be saved.** You will need to re-enter them.*

Edit Inv's (Invoices)

Click to display and change the payment terms of each invoice.
Click on the + next to the vendor to display the invoices, as shown below:

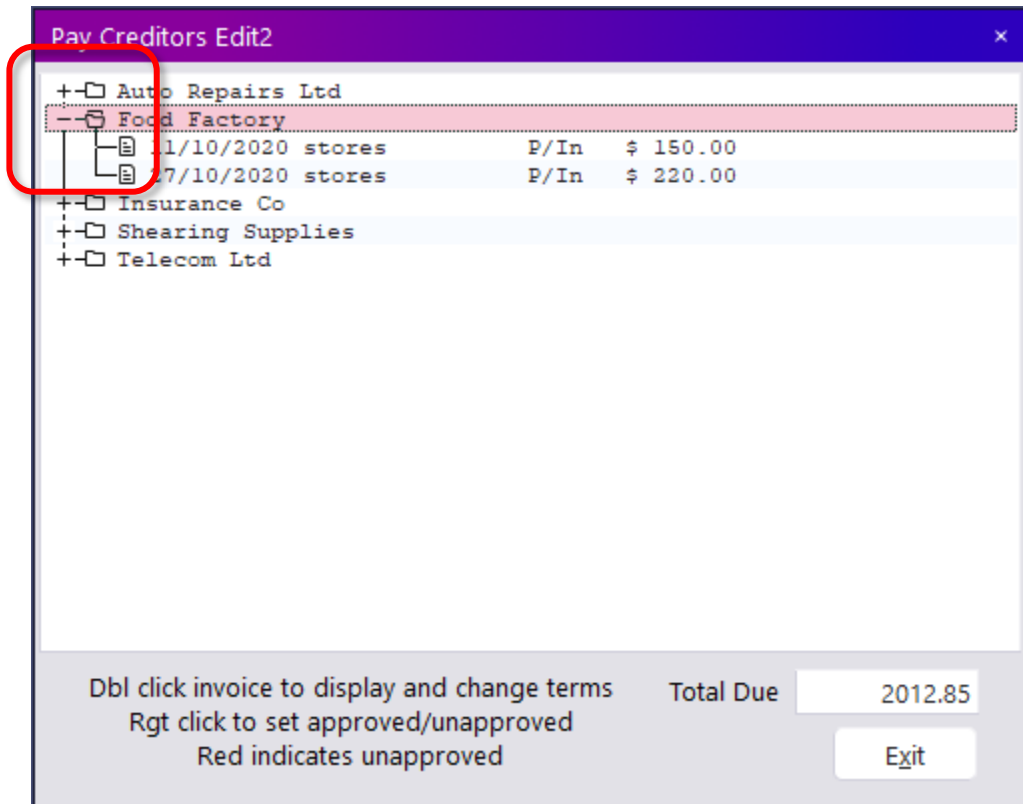


Figure 5: Batch Payments – Edit Inv's

Right click on an invoice to toggle the **Approved** status.
Double click on the relevant invoice and change the **Payment Due** date or the amount as shown below:

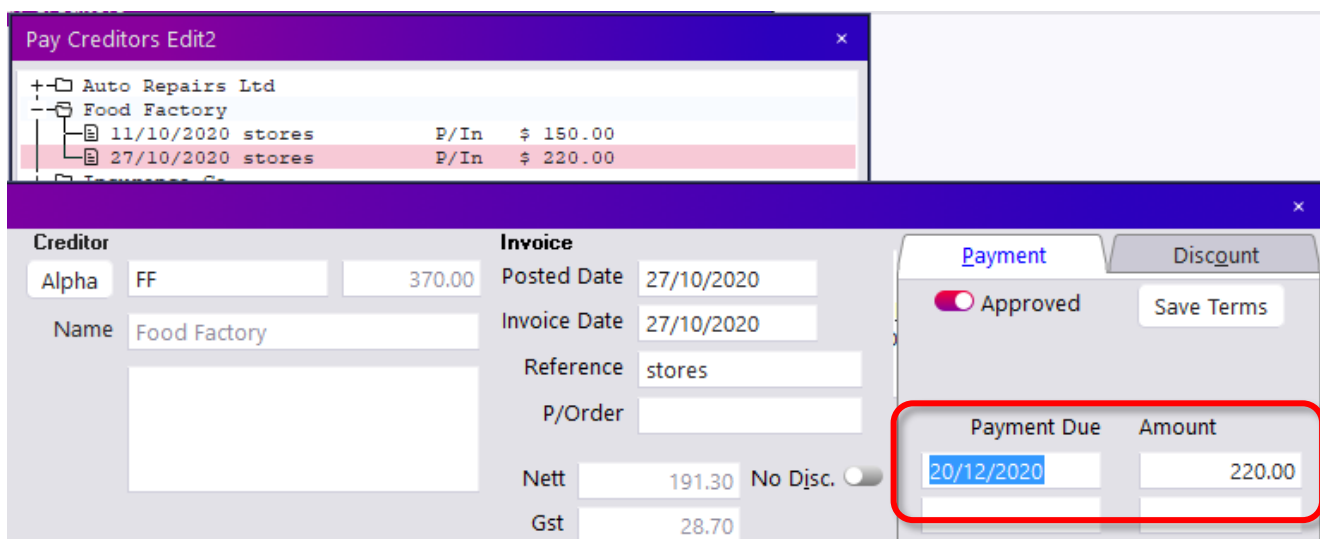


Figure 6: Edit Creditor Invoice Payment Terms

Click the **Save Exit** button on the invoice screen to save the changes and return to **Batch Payments** where the changes will be automatically accounted for.

Pay

Once satisfied with the **Pre Report** click the **Pay** button. A confirmation message will appear:

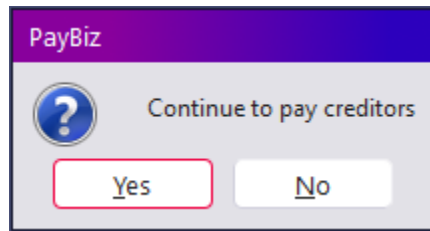
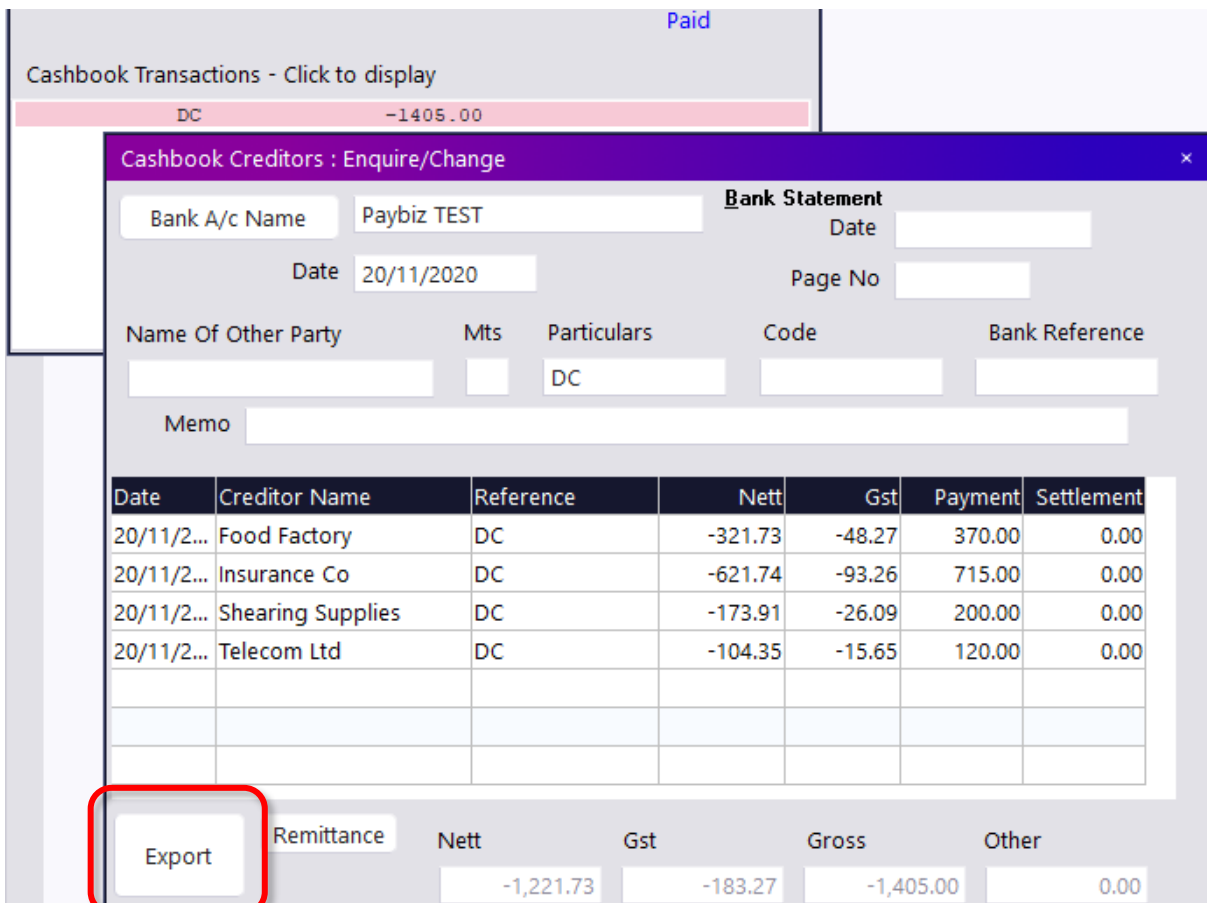


Figure 7: Confirmation Message

Click **Yes** to continue.

This creates the bank transaction with lines for each Approved invoice and automatically allocates the payments. To display the bank transaction, click on the transaction in the Cashbook Transactions window:



Cashbook Transactions - Click to display

DC -1405.00

Cashbook Creditors : Enquire/Change

Bank A/c Name: Paybiz TEST

Bank Statement Date: []

Date: 20/11/2020

Page No: []

Name Of Other Party	Mts	Particulars	Code	Bank Reference
[]	[]	DC	[]	[]

Memo: []

Date	Creditor Name	Reference	Nett	Gst	Payment	Settlement
20/11/2...	Food Factory	DC	-321.73	-48.27	370.00	0.00
20/11/2...	Insurance Co	DC	-621.74	-93.26	715.00	0.00
20/11/2...	Shearing Supplies	DC	-173.91	-26.09	200.00	0.00
20/11/2...	Telecom Ltd	DC	-104.35	-15.65	120.00	0.00

Export

Remittance	Nett	Gst	Gross	Other
	-1,221.73	-183.27	-1,405.00	0.00

Figure 8: Bank Transaction

On the displayed bank transaction you can export the file for import into your banking program.