

# Booking a payment to the Diocese

Levy, Special Collections, Third Party Collections settled by the  
Diocese, Recharges for parish staff salaries and pensions

1. Go to **Purchases Tab** to get started
2. To view what is owed click on Suppliers The screen will then show the list of suppliers and what is owed. Diocese is the first.
3. By Clicking on the Balance shown one will be able to see amounts due to the Diocese.

REPORTS | SETUP | SALES | PURCHASES | ITEMS | BANK | GENERAL | ANALYSIS | EMAILING

MY NOTICES

Dashboards | Bank | Sales | **Purchases** | Items | General

SUPPLIERS | ITEM INVOICES | BATCH INVOICES | BATCH PAYMENTS

### Suppliers - Active Suppliers

EXPORT TO EXCEL | REFRESH GRID | ADVANCED FILTER | ADD/REMOVE COLUMNS

NEW SUPPLIER

CURRENT FILTER: Active Suppliers CLEAR

Code	Name	Address 1	Telephone	Currency Code	Balance	Attach	Notes	Actions
DIO	Diocese			GBP	-1,883.23			Actions
YCAFOD	Parish Fundraising CAFOD			GBP	0.60			Actions
YUKECU	Ecumenism / UK Missions			GBP	0.00			Actions
YUKEDU	Schools / Preschools			GBP	0.00			Actions
YUKPOOR	UK Poor, Homeless, Migrant			GBP	0.00			Actions
YUKSICK	UK Sick / Hospice			GBP	-1.00			Actions
YWMISS	Overseas Missions / Education			GBP	-370.00			Actions
YWPOOR	Overseas Sick/Poor			GBP	-419.00			Actions

3. To start the payment process click on 'Actions' on the right hand side of the Balance
4. Select 'Create Purchase Payment and Allocate'

Dashboards | Bank | Sales | **Purchases** | Items | General

SUPPLIERS | ITEM INVOICES | BATCH INVOICES | BATCH PAYMENTS |

### Suppliers - Active Suppliers

NEW SUPPLIER

EXPORT TO EXCEL | REFRESH GRID | ADVANCED FILTER | ADD/REMOVE COLUMN

CURRENT FILTER: Active Suppliers CLEAR

Code	Name	Address 1	Telephone	Currency Code	Balance	Attach	Notes	Actions
DIO	Diocese			GBP	-1,883.23			Actions
YCAFOD	Parish Fundraising CAFOD			GBP	0.60			Print
YUKECU	Ecumenism / UK Missions			GBP	0.00			View
YUKEDU	Schools / Preschools			GBP	0.00			Email
YUKPOOR	UK Poor, Homeless, Migrant			GBP	0.00			Create Batch Invoice
YUKSICK	UK Sick / Hospice			GBP	-1.00			Create Batch Debit Note
YWMISS	Overseas Missions / Education			GBP	-370.00			Create Product Invoice
YWPOOR	Overseas Sick/Poor			GBP	-419.00			Create Product Debit Note
								Create Purchase Payment and Allocate

ACCOUNTS



5. Add the payment date and fill in the Allocate column
6. Click on the green process button to post the payment. The posting is now created and can be ticked in the bank reconciliation

**Purchase Payments & Allocations** Getting Started Support Help

Supplier:  (GBP) Bank:  (GBP)

Payment Da...:  Bank Ref/Cheq...:

Payment Amt:  (GBP)

Bank Charges:  (GBP) Amount Withd...:  (GBP)

BI Code:  Description:

Disp.	Due	Type	Int Ref	Ext Ref	Transaction Date	Description	Due Date	Total	Allocated	Outstanding	Allocate	Disc. Amt
A	A											
	Yes	PI	000019	MC 1-2019-06-30-CTP	30 Jun 2019	DIO - Peter&#39;s Pence-	30 Jul 2019	99.45	0.00	99.45	99.45	0.00
	No	PI	000023	Q3 Levy Recharge:30/09/2019	30 Sep 2019	DIO - Qtr 3 Diocese Levy	30 Oct 2019	1783.78	0.00	1783.78	1783.78	0.00

Page 1 of 1 (2 items) [1] Displaying 15 records per page

Create Filter

Grid Options... Disputed: ▼

Balance after payment : 0 (GBP) Un-allocated:

Show Me ▾ Allocate... ? Pay ? Clear All Allocations ?

[View last processed payment](#) **Process...** Close

**If you do not recognise the transactions or were not expecting them do not process them – contact us in Hove and we will resolve your query.**