

TENDERING PAYMENTS

- Tender payments against all Supplier Invoices
- Manage Supplier balances
- Manage cash payouts

	STEPS TO FOLLOW	VISUAL REFERENCE
1.	Collect invoice/GRV folder and ensure that all invoices/GRV's for previous day have been captured CORRECTLY and finalized. Payments can only be tendered once all invoices/GRV's have been finalized.	
2.	Go to SPACEbiz back office and click on COST CENTRE.	Point of Sale <u>Cost Center</u> Reports
3.	Click on SUPPLIER / CREDITORS.	Point of Sale Cost Center Suppliers / Creditors Inventory Control Purchases/Credit Notes
4.	Screen will display a list of ALL suppliers in alphabetical order.	e Name You Boston BREWERIES No Botes Meat Centre No BP TYGERVALLEY No Device of the direction of the

	Spacebiz Enterprise Business Mana	gement	version 7
5.	Look at the SUPPLIER NAME on the invoice and scroll to the corresponding supplier on the screen.	COTES MEAT CENTRE SALT RIVER 021 454545 TO EL MARIACI RE STAURANT MAIN ROAD SEAPOINT	PTEMBER 11, 2015 INVOICE # 00123
		BOSTR BREWERIES NO 4179 Botes Meat Centre NO BP TYGERVALLEY NO	
6.	In supplier line, click on ACCOUNTS on far right of screen.	Supplier R 15,494.85 Account Supplier R 1,780.56 Account Supplier R 0.00 Account	
7.	Look at invoice number on invoice taken from folder and find CORRESPONDING INVOICE NUMBER in DOCUMENT / REFERENCE column on screen.	Invoice number: 0123 36 MAIN ROAD SALT RIVER 0123 COLSPAN="2">COLSPAN="2">COLSPAN="2" Invoice number: 0123 SALT RIVER 0123 COLSPAN= 2012 DOL COLSPAN= 2012 SEAPOINT ID Date Description Reference Document / Reference St ceBiz Debit Debit 61015 2014-11-04 Payment 37:000 61098 2015-09-11 Supplier Invoice 00123 32269 4000	Credit 464.76 0 0.00 1,015
8.	On correct supplier invoice line, click on DO PAYMENT on far right of screen.	Reference Document Debit Creat Balance ITT tent 37465 32108 464.76 0.00 761.18 EFT lier Invoice 00123 32269 0.00 1,019.38 1,780.56	ype wore
9.	REGISTER A JOURNAL – PAYMENT screen will open.	Register a Journal - Payment for account: Botes Meat Centre ase Tr.Type Date SpaceBiz Document Bank Deposit Il 2/09/2015 Il 32269	Description Payment



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10 Invoice total will ennear in DEDIT / DAVMENT		
column.	for account: Bo	
	Peolit / Paymenn Credit / Purchase Tr.Type Date	
	● 1019.3766 Bank Deposit ▼ 12/09/2015	
11. Modify amount in DEBIT / PAYMENT block to correspond with actual amount PAID towards invoice.	Paid Cash 11/09/15 0 R 1019.50 SUBTOTAL 894.19 SSERT 125.19 TOTAL 1019.38	
12. In TR. TYPE column, choose transaction type from drop down menu. This will always be a cash payment, unless otherwise specified on invoice.	Dit / Payment Credit / Purchase Tr.Type Date 1019.50 Cash v 11/09/2015	
13. In DATE column, select date of invoice paid. Date selected must be date invoice was PAID on, not date received!	e Tr.Type Date SpaceBiz Document Des Cash Integration Integration Integration Integration Cast Cash from this day Integration Integration Integration Integration Cast	
14. SPACEBIZ DOCUMENT column, DESCRIPTION column and DOCUMENT / REFERENCE column will update automatically.	SpaceBiz Document Description Document / Reference 32269 Cash Expense 00123	
15. Double check that all information is correct and click on SUBMIT.	Age / period of transaction	



version 7 16. ARE YOU SURE pop-up will appear, click on OK. Are you sure? OK Cancel 17. Click on BACK TO SUPPLIERS. 0.00 1,019.38 1,780.56 Do Payment 1,019.50 0.00 761.06 Cash 6,615.64 337,376.70 761.06 A Back to Supplier 18. Screen will return to SUPPLIER / CREDITORS You Name screen. BOSTON BREWERIES NO NO Botes Meat Centre BP TYGERVALLEY NO Brackenfell oil distributors NO Brandhouse NO