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.	
3. Click on SUPPLIER / CREDITORS.	
4. Screen will display a list of ALL suppliers in alphabetical order.	

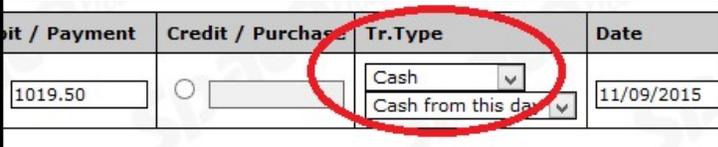|		
5.	Look at the SUPPLIER NAME on the invoice and scroll to the corresponding supplier on the screen.	
6.	In supplier line, click on ACCOUNTS on far right of screen.	
7.	Look at invoice number on invoice taken from folder and find CORRESPONDING INVOICE NUMBER in DOCUMENT / REFERENCE column on screen.	
8.	On correct supplier invoice line, click on DO PAYMENT on far right of screen.	
9.	REGISTER A JOURNAL – PAYMENT screen will open.	

10. Invoice total will appear in DEBIT / PAYMENT column.	
11. Modify amount in DEBIT / PAYMENT block to correspond with actual amount PAID towards invoice.	
12. In TR. TYPE column, choose transaction type from drop down menu. *This will always be a cash payment, unless otherwise specified on invoice.*	
13. In DATE column, select date of invoice paid. *Date selected must be date invoice was PAID on, not date received!*	
14. SPACEBIZ DOCUMENT column, DESCRIPTION column and DOCUMENT / REFERENCE column will update automatically.	
15. Double check that all information is correct and click on SUBMIT.	
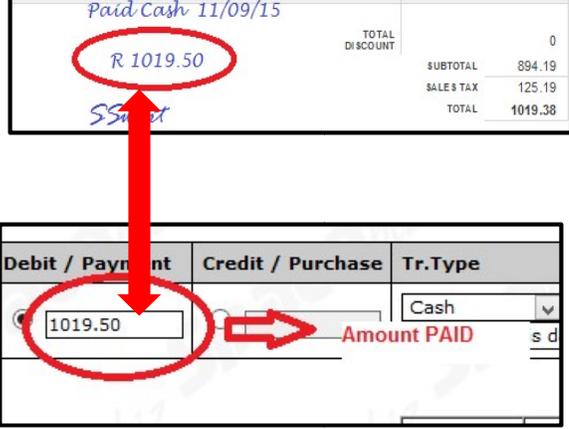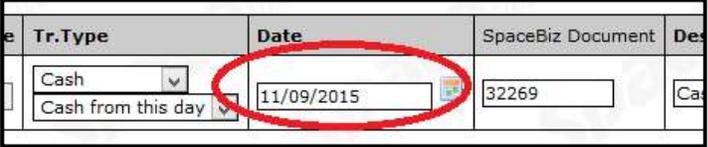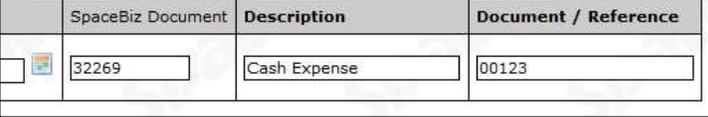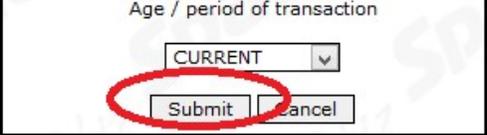
16. ARE YOU SURE pop-up will appear, click on OK.	Are you sure? OK Cancel
17. Click on BACK TO SUPPLIERS.	0.00 1,019.38 1,780.56 Do Payment 1,019.50 0.00 761.06 Cash 6,615.64 337,376.70 761.06 Back to Suppliers
18. Screen will return to SUPPLIER / CREDITORS screen.	e Name You BOSTON BREWERIES NO Botes Meat Centre NO BP TYGERVALLEY NO Brackenfell oil distributors NO 01 Brandhouse NO