

# TENDERING PAYMENTS

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

<u>STEPS TO FOLLOW</u>	<u>VISUAL REFERENCE</u>										
<p>1. Collect invoice/GRV folder and ensure that all invoices/GRV's for previous day have been captured CORRECTLY and finalized. <i>Payments can only be tendered once all invoices/GRV's have been finalized.</i></p>											
<p>2. Go to SPACEbiz back office and click on COST CENTRE.</p>											
<p>3. Click on SUPPLIER / CREDITORS.</p>											
<p>4. Screen will display a list of ALL suppliers in alphabetical order.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>You</th> </tr> </thead> <tbody> <tr> <td>BOSTON BREWERIES</td> <td>NO</td> </tr> <tr> <td>Botes Meat Centre</td> <td>NO</td> </tr> <tr> <td>BP TYGERVALLEY</td> <td>NO</td> </tr> <tr> <td>...</td> <td>...</td> </tr> </tbody> </table>	Name	You	BOSTON BREWERIES	NO	Botes Meat Centre	NO	BP TYGERVALLEY	NO	...	...
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...	...										

5. Look at the SUPPLIER NAME on the invoice and scroll to the corresponding supplier on the screen.

**INVOICE**

BOTES MEAT CENTRE  
336 MAIN ROAD  
SALT RIVER  
021 454545

**Supplier name:**  
**BOTES MEAT CENTRE**

DATE: SEPTEMBER 11, 2015  
INVOICE # 00123

TO EL MARIACI RESTAURANT  
MAIN ROAD  
SEAPOINT

<b>BOSTON BREWERIES</b>	NO	4179	
<b>Botes Meat Centre</b>	NO		
<b>BP TYGERVALLEY</b>	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**

BOTES MEAT CENTRE  
336 MAIN ROAD  
SALT RIVER  
021 454545

**Invoice number:**  
**00123**

DATE: SEPTEMBER 11, 2015  
INVOICE # 00123

TO EL MARIACI RESTAURANT  
MAIN ROAD  
SEAPOINT

ID	Date	Description	Document / Reference	SpaceBiz Document	Debit	Credit
61015	2014-11-04	Payment	37465	32108	464.76	0.00
61098	2015-09-11	Supplier Invoice	00123	32269	0.00	1,019.38

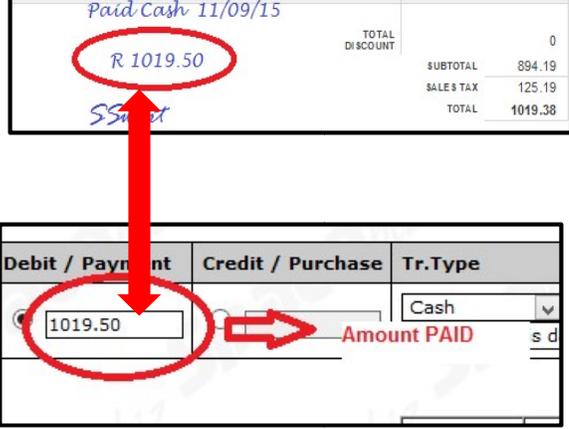
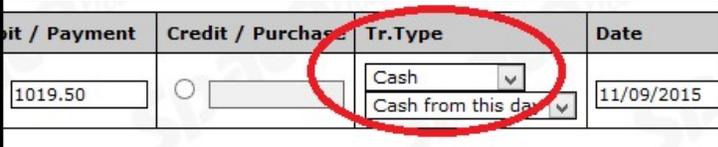
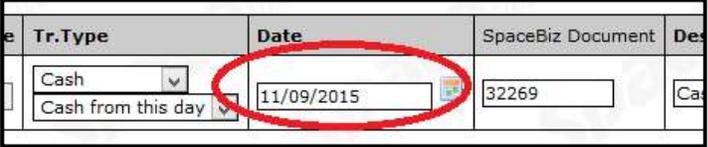
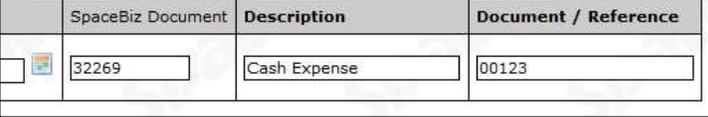
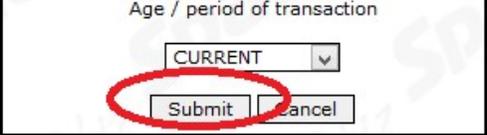
8. On correct supplier invoice line, click on DO PAYMENT on far right of screen.

Description	Reference	Document	Debit	Credit	Balance	Tr.Type	More
Payment	37465	32108	464.76	0.00	761.18	EFT	
Supplier Invoice	00123	32269	0.00	1,019.38	1,780.56		Do Payment

9. REGISTER A JOURNAL – PAYMENT screen will open.

**Register a Journal - Payment**  
for account: **Botes Meat Centre**

Case	Tr.Type	Date	SpaceBiz Document	Description
	Bank Deposit	12/09/2015	32269	Payment

<p>10. Invoice total will appear in DEBIT / PAYMENT column.</p>	
<p>11. Modify amount in DEBIT / PAYMENT block to correspond with actual amount PAID towards invoice.</p>	
<p>12. In TR. TYPE column, choose transaction type from drop down menu. <i>This will always be a cash payment, unless otherwise specified on invoice.</i></p>	
<p>13. In DATE column, select date of invoice paid. <i>Date selected must be date invoice was PAID on, not date received!</i></p>	
<p>14. SPACEBIZ DOCUMENT column, DESCRIPTION column and DOCUMENT / REFERENCE column will update automatically.</p>	
<p>15. Double check that all information is correct and click on SUBMIT.</p>	

<p>16. ARE YOU SURE pop-up will appear, click on OK.</p>																			
<p>17. Click on BACK TO SUPPLIERS.</p>	 <table border="1" data-bbox="904 430 1456 562"> <tr> <td>0.00</td> <td>1,019.38</td> <td>1,780.56</td> <td></td> <td>Do Payment</td> </tr> <tr> <td>1,019.50</td> <td>0.00</td> <td>761.06</td> <td>Cash</td> <td></td> </tr> <tr> <td><b>6,615.64</b></td> <td><b>337,376.70</b></td> <td><b>761.06</b></td> <td></td> <td></td> </tr> </table>	0.00	1,019.38	1,780.56		Do Payment	1,019.50	0.00	761.06	Cash		<b>6,615.64</b>	<b>337,376.70</b>	<b>761.06</b>					
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