

# How to Settle Payments on Bills

## Objectives

- Record Payments on Bills
- View/Edit/Delete or Print Payments
- Bulk Payments

## Steps

### Record a Payment:

Once the bill is approved, it will be ready for payment.

Therefore, open the Bill's Grid, and choose the bill you want. You can then from the action wheel next to the bill details, choose to either Record a Payment or View the Payment Made on this specific bill.

Bill Date	Bill#	Supplier Account	Supplier Account Number	Total (USD)	Payment Made (USD)	Balance Due (USD)	Due Date	Status	Supplier Bill#
2023-04-12	BIL-0000059	SSC Software - USD	10	2,100.00	0.00	2,100.00	2023-04-12	Draft	
2023-04-12	BIL-0000058	Global Tech - USD	14	3,000.00	0.00	3,000.00	2023-04-12	Open	
2023-04-12	BIL-0000057	Global Tech - USD	14	600.00	600.00	0.00	2023-05-31	Paid	
2023-04-12	BIL-0000056	Brandly Translation - EUR	8	2,675.00	0.00	2,675.00	2023-04-12	Open	
2023-04-05	BIL-0000053	Stationary World Co. - USD	7	100.00	0.00	100.00	2023-05-31	Open	
2023-04-05	BIL-0000052	Brandly Translation - EUR	8	617.60	0.00	617.60	2023-04-05	Overdue	
2023-04-05	BIL-0000051	Global Tech - USD	14	500.00	0.00	500.00	2023-04-30	Open	
2023-04-05	BIL-0000050	Peter Legal - USD	16	400.00	0.00	400.00	2023-04-06	Overdue	
2023-04-05	BIL-0000048	BLP industry - USD	9	200.00	0.00	200.00	2023-04-06	Draft	
2023-02-17	BIL-0000041	Brandly - USD	1	800.00	0.00	800.00	2023-03-31	Overdue	
2023-02-15	BIL-0000040	SSC Software - USD	10	2,000.00	0.00	2,000.00	2023-02-15	Overdue	
2023-02-07	BIL-0000038	SSC Software - USD	10	2,500.00	0.00	2,500.00	2023-02-07	Overdue	
2023-02-07	BIL-0000037	BLP industry - USD	9	200.00	0.00	200.00	2023-02-08	Overdue	
2023-02-03	BIL-0000035	Brandly Translation - EUR	8	535.00	0.00	535.00	2023-02-16	Overdue	
2023-02-03	BIL-0000036	SSC Software - USD	10	666.00	0.00	666.00	2023-02-03	Overdue	

However, you can also do that from the Bill page, so once you click on the Bill Date, you will be directed to a page that includes all the corresponding bill details.

Paid On	Payment Method	Amount	Currency	Reference #	Paid Through
2023-04-12	Cash	600.00	USD		BBC Bank Account (125)

Go to the Payment Made tab, then **Actions Record Payment**

To add a new payment you must specify:

1. **Paid On:** the payment date
2. **Payment Method:** such as Cash, Credit Card, Bank Transfer, etc...
3. **Paid Through Account**
4. **Amount**

You can also attach any related files, add comments, and edit the exchange rate for both the Supplier account currency and the paid-through account currency.

### Manage Payments:

Payments can then be listed under the Payment Made tab, where you can view/ edit/ delete, or print when needed.

Payment Made Actions ▾

	Paid On	Payment Method	Amount	Currency	Reference #	Paid Through
<ul style="list-style-type: none"> <li>Print</li> <li>View / Edit</li> <li>Delete</li> </ul>	2023-04-12	Cash	600.00	USD		BBC Bank Account (125)

### Bulk Payments:

When a user wants to purchase multiple bills all at once from the same supplier, a bulk payment is used.

To record a bulk payment, open the Bill's grid then choose **Tools Bulk Payment**

App4Legal-USD - USD

Bills All Save as

1 - 20 of 32 items

Search Advanced

Tools
 

- Add New Bill
- Manage Filters
- Bulk Payment**

Bill Date	Bill#	Supplier Account	Supplier Account Number	Total (USD)	Payment Made (USD)	Balance Due (USD)	Due Date	Status
2023-04-12	BIL-0000059	SSC Software - USD	10	2,100.00	0.00	2,100.00	2023-04-12	Draft
2023-04-12	BIL-0000058	Global Tech - USD	14	3,000.00	1,000.00	2,000.00	2023-04-12	Partially Paid
2023-04-12	BIL-0000057	Global Tech - USD	14	600.00	600.00	0.00	2023-05-31	Paid
2023-04-12	BIL-0000056	Brandly Translation - EUR	8	2,675.00	0.00	2,675.00	2023-04-12	Open
2023-04-05	BIL-0000053	Stationary World Co. - USD	7	100.00	50.00	50.00	2023-05-31	Partially Paid

Once the Bulk Payment is chosen, the system will ask the user to insert the Supplier Account.

Global Tech - USD

Choose the Supplier Account\*

Limited to 50 Bills as a maximum

Next Cancel

 The system can fetch and pay up to 50 Bills as a maximum.

Once the Supplier is chosen, the list of unpaid or partially paid Bills related to this Supplier Account will be displayed.

Global Tech - USD

Choose the Supplier Account\*

Limited to 50 Bills as a maximum

Cancel

2 / 2 Total Bills

<input type="checkbox"/>	Date	Supplier Account	Total (USD)	Payment Made (USD)	Balance Due (USD)	Due Date	Status	Supplier Bill#	Note	Created By	Created On	Modified By	Modified On	Tax Number	Sub Total	Total Tax
<input checked="" type="checkbox"/>	2023-04-12	Global Tech - USD (14)	3000.0000000000000000	1000.00	2000.0000000000000000	2023-04-12	Partially Paid			Carolina Robinson	2023-04-12	Carolina Robinson	2023-04-12	TAX2536	3000.0000000000000000	0.00000000000000000000
<input checked="" type="checkbox"/>	2023-04-05	Global Tech - USD (14)	500.0000000000000000		500.0000000000000000	2023-04-30	Overdue			Carolina Robinson	2023-04-05	Carolina Robinson	2023-04-05	TAX2536	500.0000000000000000	0.00000000000000000000

Next

Select the Bills that you want to include in the payment. Once done, click Next.

The system will redirect the user to the same Payment form to record the payments.

### Payment

Paid On\*

Payment Method\*

Paid Through\*

Amount\*

Reference#

Attachment File  No file chosen

Comments

### Bill

<b>Supplier:</b>	Global Tech - USD (14)
<b>Total (USD)</b>	2,500.00
<b>Exchange Rate:</b>	
Supplier Base Curr.	1 USD = 1.0000000000 USD <a href="#">Edit</a>
Paid Through Base Curr.	1 USD = 1.0000000000 USD <a href="#">Edit</a>

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!