

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.

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App4Legal-USD - USD

Bills

All

Save as

Export

Tools

1 - 20 of 32 Items

Search

Advanced

Columns

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

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.

DashboardsClientsInvoicesExpensesTime EntriesSuppliersPartnersReportsAdvancedApp4Legal-USD - USD

General InfoApproval CenterPayment MadeAttachmentsClient Invoices

Supplier:Global Tech - USD (14)Supplier Bill#:

Total (USD)600.00Payment Made (USD)600.00Balance Due (USD)0.00

Payment Made

ActionsRecord Payment

Paid OnPayment MethodAmountCurrencyReference #Paid Through

2023-04-12Cash600.00USDBBC 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**

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App4Legal-USD - USD

Paid On*

2023-04-12

Payment Method*

Cash

Paid Through*

BBC Bank Account - USD (125)

Amount*

USD 600

Reference#

Attachment File

Choose File No file chosen

Comments

Save

Cancel

Supplier:

Global Tech - USD (14)

Supplier Bill#:

Total (USD)

600.00

Payment Made (USD)

0.00

Balance Due (USD)

600.00

Exchange Rate:

Supplier Base Curr.

1 USD = 1 USD

Edit

Paid Through Base Curr.

1 USD = 1 USD

Edit

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		
2023-04-12	Cash	600.00	USD		BBC Bank Account (125)		
<div> <div>Print</div> <div>View / Edit</div> <div>Delete</div> </div>							

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**

<div> Dashboards Clients Invoices Expenses Time Entries Suppliers Partners Reports Advanced </div> <div>App4Legal-USD - USD</div>									
<div> <div>Bills</div> <div>All</div> <div>Save as</div> </div> <div> <div>1 - 20 of 32 Items</div> <div>Search</div> <div>Advanced</div> </div> <div> <div>Export</div> <div>Tools</div> <div>Add New Bill</div> <div>Manage Filters</div> <div>Bulk Payment</div> </div>									
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.

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Bulk Payment

Choose the Supplier Account*

Global Tech - USD

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.

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App4Legal-USD - USD

Bulk Payment

Choose the Supplier Account*

Global Tech - USD

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)	3000.00000000000000	1000.00	2000.00000000000000	2023-04-12	Partially Paid			Carolina Robinson	2023-04-12	Carolina Robinson	2023-04-12	TAX2536	3000.00000000000000	0.000000000000000000
<input checked="" type="checkbox"/>	2023-04-05	Global Tech - USD (14)	500.00000000000000		500.00000000000000	2023-04-30	Overdue			Carolina Robinson	2023-04-05	Carolina Robinson	2023-04-05	TAX2536	500.00000000000000	0.000000000000000000

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.

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App4Legal-USD - USD

Payment

Paid On*2023-04-12

Payment Method*Cash

Paid Through*Alice Petty Cash - USD (1334565695)

Amount*USD2500

Reference#

Attachment FileChoose FileNo file chosen

Comments

Save

Cancel

Bill

Supplier:Global Tech - USD (14)

Total (USD)2,500.00

Exchange Rate:

Supplier Base Curr.1 USD = 1.0000000000 USDEdit

Paid Through Base Curr.1 USD = 1.0000000000 USDEdit

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!