

Paying suppliers

Best practice:

- ✓ enter invoices using the *supplier transactions* function first
- ✓ make sure any items that need approval have been approved either internally or by the building's committee
- ✓ process a *supplier payment run*
- ✓ upload the payment file to Active Banking
- ✓ authorise the payment in Active Banking

Don't forget:

- for Bpay suppliers, check the BPAY and CRN details are correct when you enter the invoice
- to make sure each supplier's payment method and details are correct before processing
- for suppliers who issue numbered invoices, make sure you leave *check inv. ref* ticked on the supplier card to avoid duplicate invoices.