

# SUPPLIER LEDGER IN SAGE 50 ACCOUNTS



# Agenda Overview



# IMPORTANCE OF PAPERWORK



# Importance of paperwork

## ➤ Importance

- Efficient data entry
- Better quality reports
- Supports audits and inspections

## ➤ Good habits:

- Match documents carefully
- Key documents, order form, delivery docket, invoice, statement
  - File all paperwork together
  - Organised filing system

# Importance of paperwork

- Invoice



For Office Use Only	
Principal Approval Signature	
Second Approver Signature	
Nominal Code	
Department/Grant	
Invoice posted to Sage (Yes/No)	

# OVERVIEW & BENEFITS: SUPPLIER LEDGER

Home  
Apps and add-ons  
Business dashboard

Customers  
Quotations  
Sales orders  
Invoices and credits

Suppliers

Purchase orders

Products and services

Bank accounts  
Bank feeds

Nominal codes  
VAT  
Transactions

# Overview of the Supplier Ledger

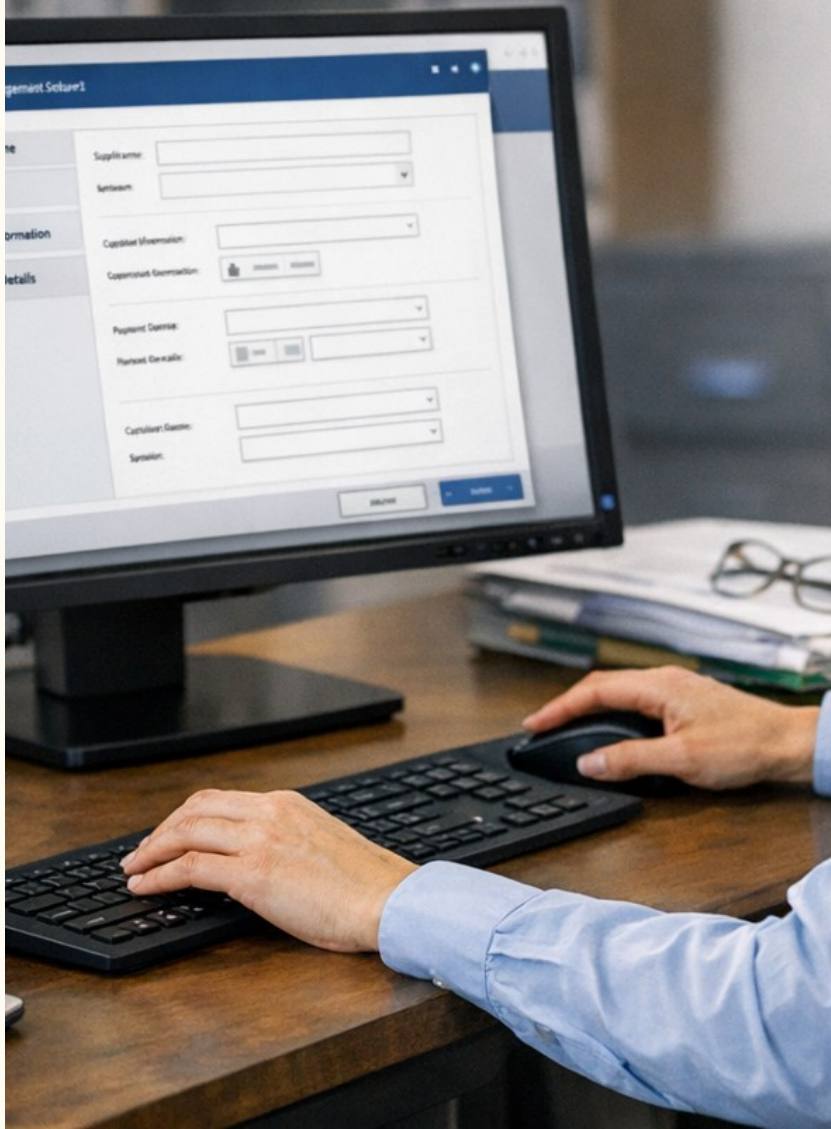
## It allows the school to:

- Record supplier details (name, address, contact details)
- Enter invoices received from suppliers
- Record payments made (cheque, bank transfer, etc.)
- Track what is owed and when it is due
- In simple terms, it is where all purchases and payments are organised.

# Benefits of using the supplier module

## Benefits:

- Clear record of what is owed
- Monitoring spending
- Saves time
- Accurate reporting



# GETTING STARTED WITH THE SUPPLIER LEDGER

# Supplier module Chapter



## FSSU SAGE Accounts Manual

## Section 5: Supplier Module

- 5.1 Introduction
- 5.2 Creating a New Supplier
- 5.3 Setting the processing date
- 5.4 Supplier Invoice & Credit Notes
- 5.5 Add attachments to supplier invoice or credit transac
- 5.6 Supplier Payments
- 5.7 Supplier Remittance Advices
- 5.8 E-banking
- 5.9 Supplier Activity Record
- 5.10 Supplier Aged Balances
- 5.11 Suppliers Payment Allocation
- 5.12 Supplier Reports

# Creating a new supplier

## CLICK ON WIZARD

The screenshot shows a software interface with a left-hand navigation menu and a top toolbar. In the navigation menu, the 'Suppliers' item is highlighted with a red box. In the top toolbar, the 'Wizard' button, represented by a pencil icon, is also highlighted with a red box. Other buttons in the toolbar include 'New', 'Edit', 'Duplicate', 'Batch changes', 'Activity', and 'AI Document Capture'. Below the toolbar, there are 'Refresh' and 'Filter' buttons, and a search bar. The main content area shows a table with columns for 'A/C' and 'Name'.

## ENTER SUPPLIER INFORMATION

The screenshot shows the 'New Supplier' form. The 'Supplier Information' section is active. On the left, a vertical list of steps is shown: 1. Supplier Details (selected), 2. Contact Details, 3. Supplier Defaults, 4. Credit Details, 5. Bank Address, 6. Bank Account, and 7. Opening Balance. The main form area contains the following fields: 'Name\*' with the value 'New Supplier Name', 'A/C Ref\*' with the value 'NEWSUPPL' (highlighted in red), 'Company Reg. Number', and a large text area for the supplier's address. The 'Country' dropdown is set to 'Ireland' with the code 'IE'. At the bottom right, the 'Next' button is highlighted in red.

# Creating a new supplier

New Supplier × Help

## Supplier Information

- 1 Supplier Details
- 2 Contact Details**
- 3 Supplier Defaults
- 4 Credit Details
- 5 Bank Address
- 6 Bank Account
- 7 Opening Balance

### Contact Details

Please enter your supplier's contact details below.

Telephone

Fax

Email 1

Website

Twitter

LinkedIn

Facebook

Contact Name

Trade Contact

VAT Number

EORI Number

Account Status

# Creating a new supplier

New Supplier

Supplier Information

Supplier Defaults

Use the following screens to enter additional supplier details.

Discount %

Currency

Nominal Code

Use Default Nominal Code for Purchases

Tax Code

Use Default Tax Code for Purchases

Incoterms

N/C	Name
4350	Art Expense
4370	Home Economics Expense
4390	Science Expense
4410	ICT Grant Non-Capital Expense
4420	Computer Maintenance & Support Expense
4430	DCG Expense
4450	Metalwork / Engineering Expense

Cancel Back Next

# Creating a new supplier

New Supplier

Help

### Supplier Information

- 1 Supplier Details
- 2 Contact Details
- 3 Supplier Defaults
- 4 Credit Details**
- 5 Bank Address
- 6 Bank Account
- 7 Opening Balance

**Credit Details**  
Please enter credit details for your supplier.

Credit Limit	0.00	Terms	
Settlement Due Days	0	<b>Terms Agreed</b>	<input type="checkbox"/>
Sett. Disc	0.00	A/C Opened	31/03/2026
Payment Due	0	Next Credit Review	/ /
Payment Due From	days after invoice date		

Cancel Back **Next**

# Creating a new supplier

New Supplier × ? [Help](#)

## Supplier Information

- 1 Supplier Details
- 2 Contact Details
- 3 Supplier Defaults
- 4 Credit Details
- 5 Bank Address
- 6 Bank Account**
- 7 Opening Balance

### Bank Account

Enter your supplier's bank account details.

Account Name	<input type="text"/>	IBAN	<input type="text"/>
Sort Code	<input type="text"/>	BIC/Swift	<input type="text"/>
Account No	<input type="text"/>	Roll Number	<input type="text"/>
BACS/SEPA Ref	<input type="text"/>	Additional Ref	<input type="text"/>
Online Payments	<input type="checkbox"/>	Payment	<input type="text" value=""/>

# Creating a new supplier

New Supplier × ? Help

## Supplier Information

- 1 Supplier Details
- 2 Contact Details
- 3 Supplier Defaults
- 4 Credit Details
- 5 Bank Address
- 6 Bank Account
- 7 Opening Balance**

**Opening Balance**  
If your new supplier has any outstanding invoices or credit notes, you may wish to enter them as an opening balance.  
You can enter the balance either as one block entry or as individual transactions.

Do you wish to post an opening balance?

No, there is no opening balance to enter.  
 Yes, as individual transactions.  
 Yes, as one value.

Cancel Back **Create**

# Creating a new supplier

File Edit View Modules Settings Connected services Tools Favourite

Home  
Apps and add-ons  
Business dashboard

Customers  
Quotations  
Sales orders  
Invoices and credits

**Suppliers**

Purchase orders

Products and services

New Edit Wizard Duplicate Batch changes Activity AI D Ca

Refresh Filter Search...

A/C	Name
PLOUGHIN	National Ploughing
NEOPOST	neopost
NESTORS	Nestors Super Value
<b>NEWSUPPL</b>	<b>New Supplier Name</b>
NEYLONS	Neylons Facility Mngt
NST	NSt Travel
NUJIG	Nuig- Hockey Pitches
O BRIEN	O Brien Diaries

Supplier Record - New Supplier Name

Clear form New order Delete Skype Google Maps

Details  
Defaults  
Credit Control  
Bank  
Alerts  
Communications  
Memo  
Activity  
Purchases  
Orders  
Graph

**Account Details**

A/C\*: NEWSUPPL  
Company name: New Supplier Name  
Company Reg. Number:   
Balance: 0.00  
Inactive:

**Contact information**

Contact name:   
Trade contact:   
Telephone:   
Telephone 2:   
Fax:   
Website:

**Registered address**

Street1:   
Street2:   
Town:   
County:   
Post Code:   
Country: Ireland IE  
VAT Number:   
EORI Number:   
Addresses & Contacts...

**Social Media**

Twitter: www.twitter.com/  
LinkedIn: www.linkedin.com/  
Facebook: www.facebook.com/

**Email Settings & Addresses**

Email1:   
Email2:   
Email3:   
Email4:   
Email5:   
Email6:   
I send letters, remittances, etc to this supplier via email

Record 1 of 1 Save Close

# DAY TO DAY TASKS INCLUDING REPORTS

# Recording and Editing Invoices and Credit Notes







# Review the supplier account

Activity
? [Help](#)

View transaction

Edit transaction

Unallocate transaction

Delete transaction

View item

View bank charges

View Online

Hide detail

Show detail

Print list

Send to Excel

A/C: VIKING

Name: Viking Direct

Credit Limit EUR €: 0.00

Balance EUR €: 100.00

Amount Paid EUR €: 311.53

Turnover YTD EUR €: 100.00

Show: All Transactions      Date: 01/01/1980 to 31/12/2099      Type: All      O/S Only       Trans.: 1 to 29628

Attach	No ▲	Type	Date	Due On	Ref	Details	Amount €	O/S €	Debit €	Credit €
+	28374	PI	20/03/2024	19/04/2024	3970388	320-Viking Direct Flipcharts	311.53			311.53
	28473	PP	11/04/2024		TO VIKING DIRECT	Purchase Payment	311.53		311.53	
+	29624	PI	20/04/2026	20/05/2026	5689-a	Stationary for front office	120.00	120.00 *		120.00
+	29627	PC	21/04/2026	21/04/2026	458-c	Returned items	20.00	20.00 *	20.00	
	29628	PC	15/04/2026	21/04/2026	458-c	Deleted - see tran 29627	20.00			

# Changing a default nominal code

The screenshot shows a 'Batch Supplier Invoice' window with a 'Nominal codes' dialog box open. The dialog box displays a list of nominal codes with the following columns: A/C, Name, and Inactive. The code '6780 Staff Room Expenses' is highlighted in green. The background window shows a table with columns: A/C\*, Attach, Date\*, Due On\*, Ref, Ex.Ref, and N/C\*. The current A/C is 'VIKING' and the N/C is '6300'. The table has one row with the following data: A/C\* (VIKING), Attach (+), Date\* (28/04/2026), Due On\* (28/05/2026), Ref, Ex.Ref, and N/C\* (6300). The dialog box also has a search bar, a filter icon, and a 'New' button. The background window has a toolbar with icons for 'Clear form', 'Insert row (F7)', 'Remove row (F8)', 'Copy cell above (F6)', 'Copy cell above +1 (Shift + F6)', 'Calculate net (F9)', 'Pay in full (F3)', and 'Memo'. The bottom of the window shows summary fields for '0.00', '0.00', and '0.00', and buttons for 'Save' and 'Close'.

A/C*	Attach	Date*	Due On*	Ref	Ex.Ref	N/C*
VIKING	+	28/04/2026	28/05/2026			6300

A/C	Name	Inactive
6610	do not use	Y
6650	Board of Management Expense	
6700	Annual Subscriptions Expense	
6730	In School Administration System Expense	
6731	Accounting Software / Payroll Software Expense	
6750	do not use	
6755	Medical and First Aid Expense	
6780	Staff Room Expenses	
6800	Social Committee Expense	
6830	Tuck Shop Expense	
6870	Unpaid Fees	
6899	do not use	

# Editing a transaction from within the supplier activity

**Activity**

View transaction | **Edit transaction** | Unallocate transaction | Delete transaction | View item | View bank charges | View Online | Hide detail | Show detail | Print list | Send to Excel

A/C: **VIKING** | Balance EUR €: 155.00  
 Name: Viking Direct | Amount Paid EUR €: 311.53  
 Credit Limit EUR €: 0.00 | Turnover YTD EUR €: 155.00


Show: All Transactions | Date: 01/01/1980 to 31/12/2099 | Type: All | O/S Only  | Trans.: 1 to 29629

Attach	No	Type	Date	Due On	Ref	Details	Amount €	O/S €	Debit €	Credit €
+	28374	PI	20/03/2024	19/04/2024	3970388	320-Viking Direct Flipcharts	311.53			311.53
	28473	PP	11/04/2024		TO VIKING DIRECT	Purchase Payment	311.53		311.53	
+	29624	PI	20/04/2026	20/05/2026	5689-a	Stationary for front office	120.00	120.00 *		120.00
+	29627	PC	21/04/2026	21/04/2026	458-c	Returned items	20.00	20.00 *	20.00	
	29628	PC	15/04/2026	21/04/2026	458-c	Deleted - see tran 29627	20.00			
+	29629	PI	28/04/2026	28/05/2026		Coffee for staff room	55.00	55.00 *		55.00

No	Type	Date	Ref	N/C	Dept	Ex Ref	Details	Tax Code	Amount €	Debit €	Credit €	Trans. Balance €
29629	PI	28/04/2026		6300		0	Coffee for staff room	T9	55.00		55.00	55.00

# Editing a transaction from within the supplier activity

Number 29629, Purchase Invoice X

 [Help](#)

You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.

### Purchase Invoice Details

Account	VIKING	Due on	28/05/2026
Reference		Posted by	MANAGER
Description	Coffee for staff room	Edited by	
Created on	28/04/2026		
Posted on	01/04/2026		
Edited on	/ /	VAT Rec. Date	/ /
Net	55.00	Paid	0.00
Tax	0.00		
Currency	3 Euro	Foreign gross	55.00
Exchange rate	1.000000		

Paid in full       Finance charge       Disputed       Printed  
 Opening balance       CIS reconciled       Revaluation

---

### Item Line Details

No	N/C	Details	Net	T/C	Tax
29629	6300	Coffee for staff room	55.00	T9	0.00

To edit details of a specific item on this Purchase Invoice, highlight the item and click 'Edit'.

# Editing a transaction from within the supplier activity

Number 29629, Purchase Invoice

Number 29629, Purchase Invoice

**Purcl**

N/C

Detail: **Purchase Invoice Details**

Date

Depar N/C 6300

Ex.Re Details

Date

Net Department\*

Tax Ex.Ref

Paid in

**Payn**

Net

Type

Tax

Paid in full

**Payment Allocated**

Type | Date

**Nominal codes**

Filter Search...

All records (348)

A/C	Name	Inactive
6610	do not use	Y
6650	Board of Management Expense	
6700	Annual Subscriptions Expense	
6730	In School Administration System Expense	
6731	Accounting Software / Payroll Software Expense	
6750	do not use	
6755	Medical and First Aid Expense	
6780	Staff Room Expenses	
6800	Social Committee Expense	
6830	Tuck Shop Expense	
6870	Unpaid Fees	
6899	do not use	

OK Cancel

# Editing a transaction from within the nominal ledger

5300 Printing and Stationery Expense

Activity

View transaction Edit transaction Delete transaction View item View attachment Hide detail Show detail Print list Send to Excel

6300 Printing and Stationery Expense

Show: This Financial Year Date: 01/09/2025 to 31/08/2026 Type: All O/S Only  Trans.: 1 to 29629

No	Type	Date	Ref.	Ex.Ref.	Dept	Details	Amount	Debit	Credit
29624	PI	20/04/2026	5689-a		0	Stationery for front office	120.00	120.00	
29627	PC	21/04/2026	458-c	5689-a	0	Returned items	20.00		20.00
29628	PC	15/04/2026	458-c	5689-a	0	Deleted - see tran 29627	20.00		20.00
29629	PI	28/04/2026			0	Coffee for staff room	55.00	55.00	

Balance: 175.00 20.00  
155.00

Record 1 of 1

Close

# Editing a transaction from within the nominal ledger

The screenshot shows a software interface for editing a transaction. The main window is titled 'Purchase Invoice Details' and has a 'Date' field set to '6300'. A 'Nominal codes' dialog box is open, displaying a list of accounts with columns for 'A/C', 'Name', and 'Inactive'. The row '6780 Staff Room Expenses' is highlighted in green. The dialog box also includes a search bar, a filter icon, and a count of 'All records (348)'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

A/C	Name	Inactive
6610	do not use	Y
6650	Board of Management Expense	
6700	Annual Subscriptions Expense	
6730	In School Administration System Expense	
6731	Accounting Software / Payroll Software Expense	
6750	do not use	
6755	Medical and First Aid Expense	
6780	Staff Room Expenses	
6800	Social Committee Expense	
6830	Tuck Shop Expense	
6870	Unpaid Fees	
6899	do not use	

# Processing Supplier Payments














# Supplier Reports



# Supplier Reports

All reports | Supplier reports

[New](#) [Edit](#) [Delete](#) [Preview](#) [Print](#) [Export](#) [Report to Excel](#) [Data to Excel](#) [Email](#)

[Expand All](#) [Collapse All](#)

**Favourites**

Add the documents that you use most by clicking the star icon. You can drag

Name
★ Aged Creditors Analysis (Summary)
★ Supplier Invoices Due

- Favourites
- Report finder
- Recent reports
- ▶ All reports
- Aged creditors
- Aged reconciliation
- Credit control and turnover
- Daily transactions
- Day books
- Departmental
- EC purchases
- GDPR
- My supplier reports

# ADVANCED FEATURES: SUPPLIER E-PAYMENTS

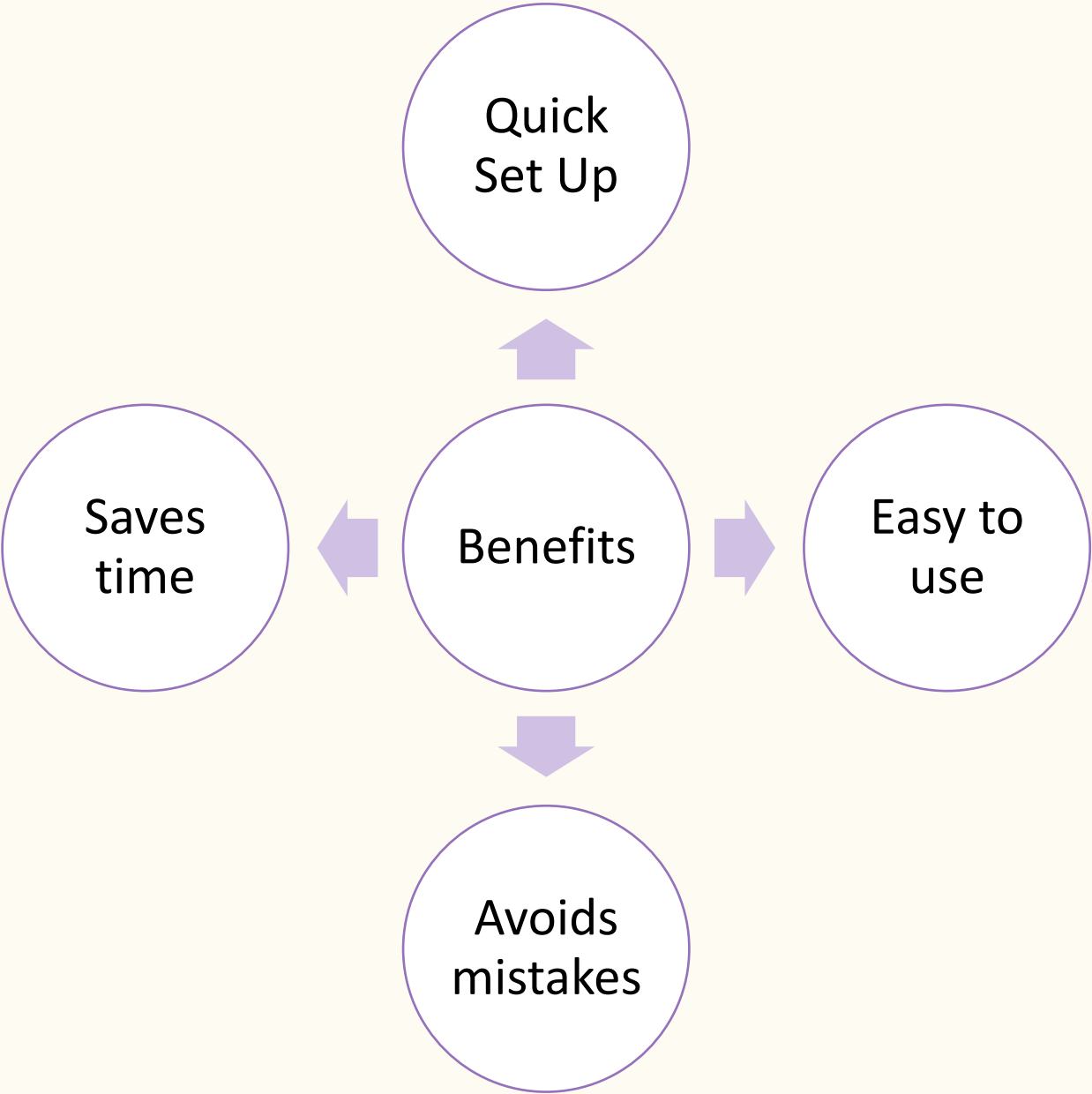
# Supplier E-Payments



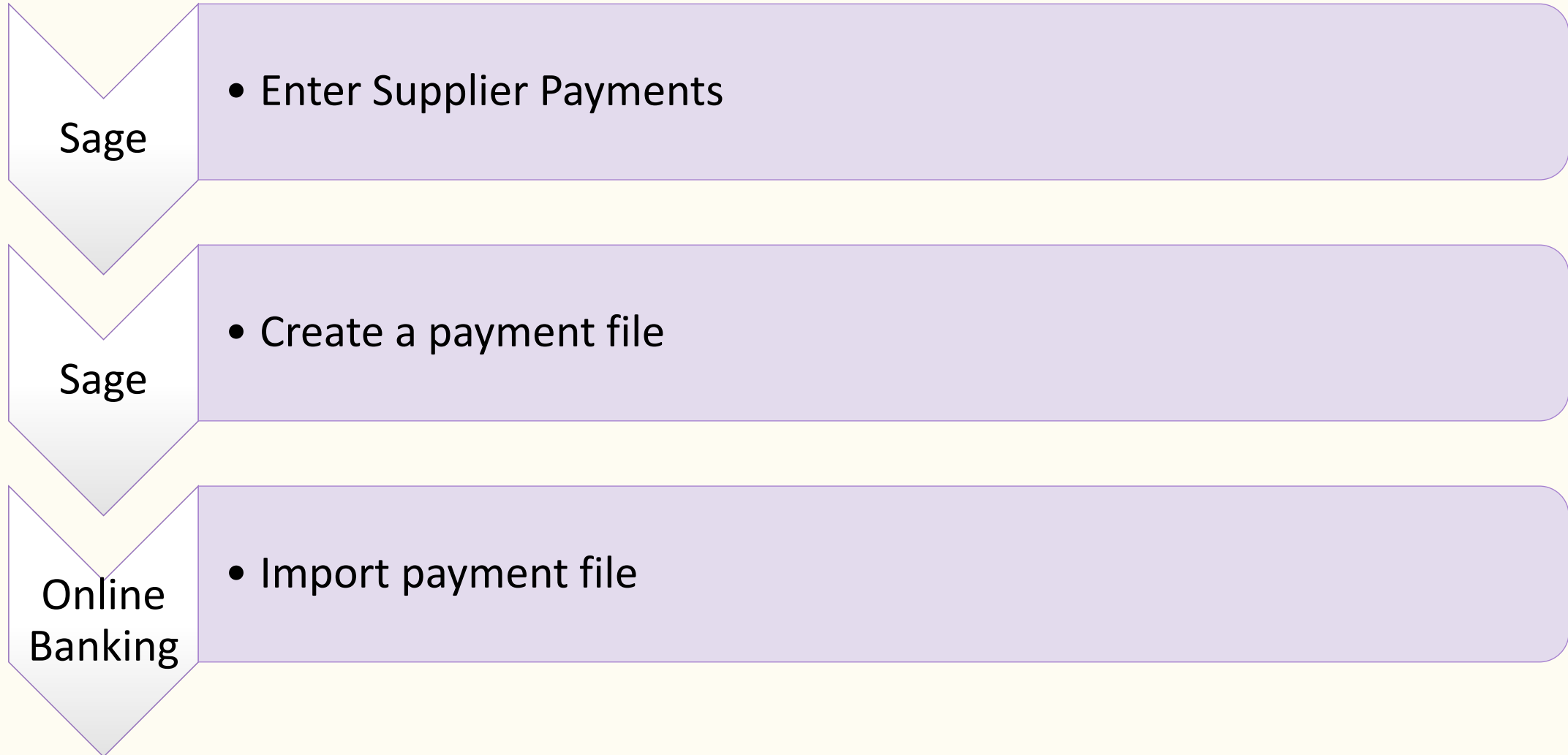
## What is supplier e-payments

- Method of paying suppliers electronically
- No need to type each payment one by one into your online banking system
- Uses a file created from accounts system
- Must be using the supplier ledger in Sage

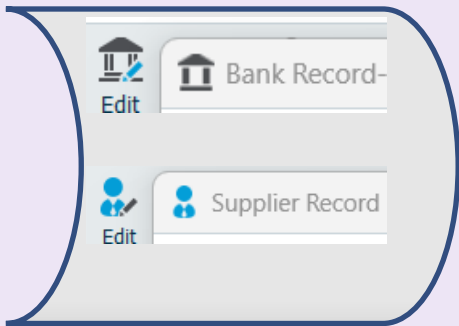
# Supplier E-Payments: Benefits



# Supplier E-Payments: Overview



# Supplier E-Payments: Getting Started



**1**

Enable e-banking in Sage settings

**2**

Edit your Supplier details to enable e-payments

# Step 1: Enable e-banking in Sage

Help
Help centre
Remote support
About

Guide Search

## Set up e-Banking

How to set up e-Banking in Sage 50 Accounts.

- [Sage e-Banking compatible banks - Ireland](#)

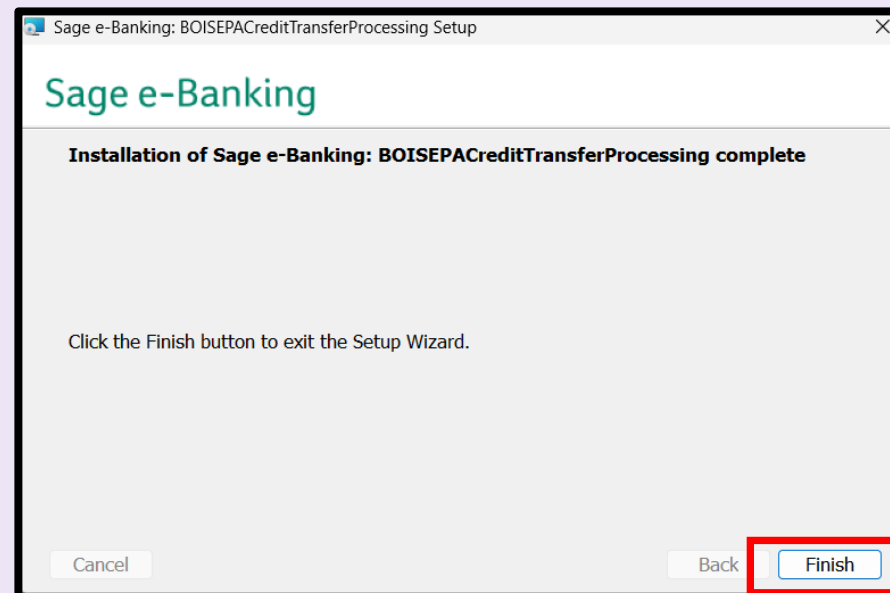
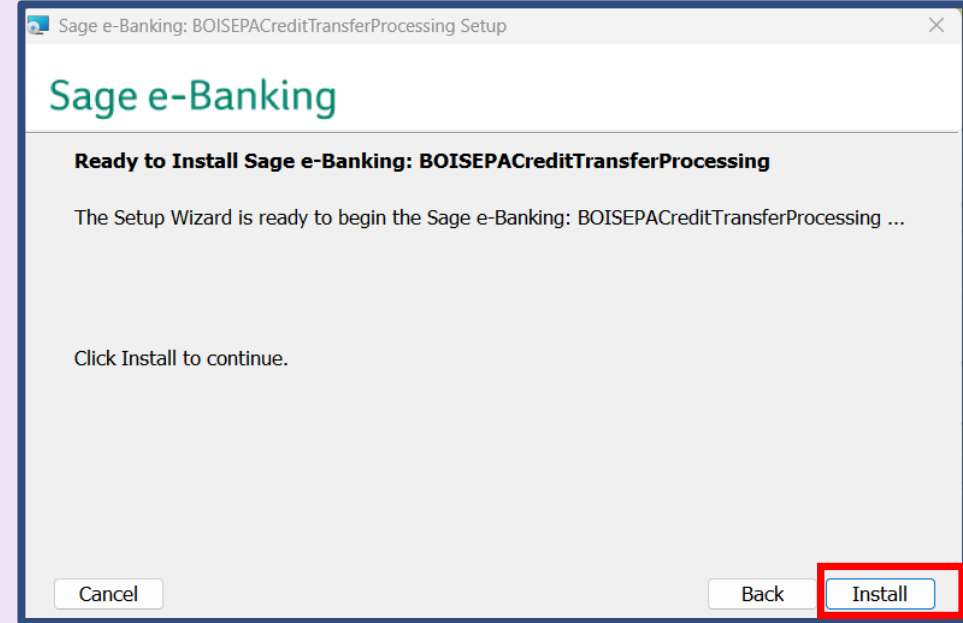
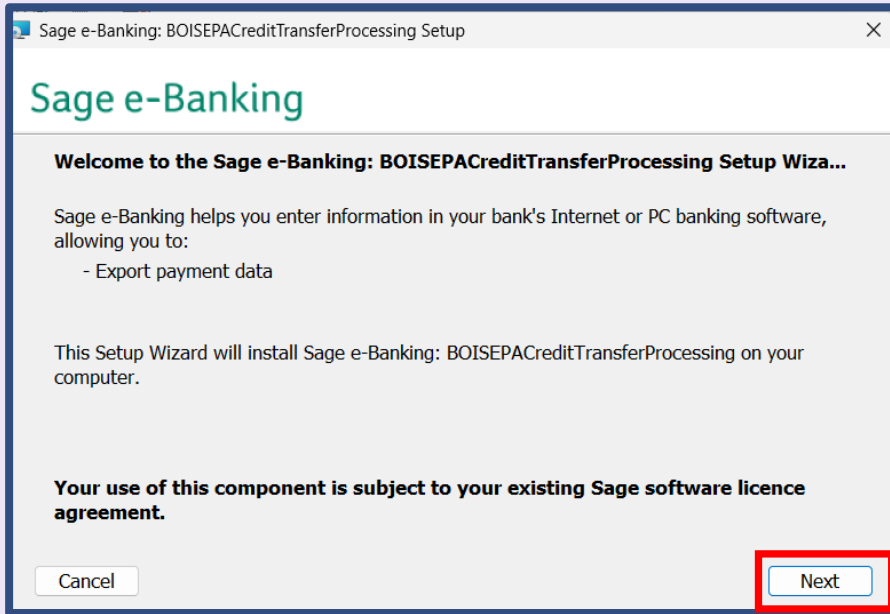
### Bank of Ireland

PRODUCT NAME	SAGE 50 ACCOUNTS
	SAGE 200
<a href="#">Bank of Ireland SEPA * (Download plug-in)</a>	
<a href="#">Bank of Ireland SEPA Credit Transfer Processing (Download plug-in)</a>	
Payments	✓

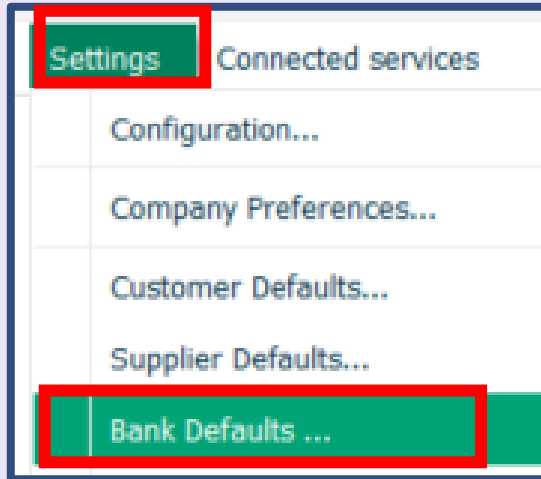
### Allied Irish Bank

PRODUCT NAME	SAGE 50 ACCOUNTS
	SAGE 200
<a href="#">Allied Irish Bank SEPA * (Download plug-in)</a>	
<a href="#">SEPA Credit Transfer Processing (Download plug-in)</a>	
Payments	✓

# Step 1: Enable e-banking in Sage



# Step 1: Enable e-banking in Sage



A screenshot of the 'Bank Defaults' dialog box in Sage. The 'General' section is expanded, and the 'Enable e-Banking' checkbox is checked and highlighted with a red box. Other options in the 'General' section include 'No Warning on Visa receipts', 'Group items in Bank Rec.', 'Group Bank Transactions', 'List Invoice/Credit by item line', 'Always Create Remittance', 'Create Bank Reconciliation PDF', and 'Always create batch e-payments'. The 'Payment defaults' and 'Receipt defaults' sections are also visible, each with 'Std Tax' and 'Department\*' fields. The 'Cash register settings' section includes 'Bank A/C:', 'Sales', 'Discrepancies:', and 'Tax code:' fields. The 'OK' button at the bottom right is highlighted with a red box.

# Step 1: Enable e-banking in Sage

6/8/2  
026

File Edit View Modules Settings Connected services Tools

Home  
Apps and add-ons  
Business dashboard

Suppliers

**Bank accounts**

Bank feeds

Nominal codes

New/edit Activity Reconcile Bank transfer Payments

Refresh

A/C	Name
1800	Current Account 1
1950	Cash Control Account

Bank Record-Current Account 1

Clear form Delete

Account Details  
**Bank Details**  
Reconciliations  
Settings  
Memo  
Activity

**Bank Address**

Bank Name: Bank Of Ireland

Street1: High Street

Street2:

Town: Kilkenny

County: Kilkenny

Post Code:

Contact:

Telephone:

Fax:

Email:

Website:

**Account Details**

Account Name: XXXXX

Account Number: 66538129

Sort Code: 90-60-99 Expiry: / /

BACS/SEPA Ref:

IBAN: IE87 BOFI 9060 9966 5381 29

BIC/Swift: BOFIII2DXXX

Roll Number:

Additional Ref:

**Electronic Banking**

Bank Type: 1 Bank of Ireland SEPA

0 Not Selected

1 Bank of Ireland SEPA

# Step 1: Enable e-banking in Sage

The screenshot displays the Sage software interface for configuring e-banking. The main window shows 'Bank Details' for 'Bank of Ireland' with fields for Bank Name, Street1, Street2, Town, County, Post Code, Contact, Telephone, Fax, Email, and Website. The 'Account Details' section includes Account Name, Account Number, Sort Code, Expiry, and BACS/SEPA Ref. A dialog box titled 'Sage eBanking Configuration for Bank of Ireland SEPA' is open, showing 'Payment file options'. The dialog box contains the following text: 'The information entered will be used to generate a default path and filename for the bank payments service. The default file name will consist of the identifier, todays day and month and finally the default file extension. The generated file name and path can be overwritten when saving the file. Note: If no file identifier is specified the file name will be the complete date including year.' Below the text are fields for 'Directory' (C:\Sage), 'File identifier' (example: 30032026), and 'File extension' (CSV). The 'Save' button at the bottom right of the main window is highlighted with a red box. Red arrows point to the 'Configure' button in the dialog box and the 'Save' button in the main window.

# Step 2: Edit Your Suppliers to enable E-banking

Supplier Record - Art Supplies

Home  
Apps and add-ons  
Business dashboard

New/edit Activity AI Document Capture Batch invoice cre

Clear form New order Delete Skype Google Maps

Suppliers

Refresh Filter Search...

A/C	Name
ART001	Art Supplies
BRA001	Brady Bins
CAP001	Capital Hardware
DWY001	Dwyer Bus Hire
DWYE1	Dwyer Bus Hire
MUR001	J Murphy & Assoc
PAN001	Panoptic IT
PRE001	Premier Cleaning Solut
RYA001	Ryan & Sons

Bank

Bank Details

Bank Name: Bank Of Ireland

Street1: xxxx

Street2: xxxxx

Town: xxxxx

County: xxxx

Post Code:

Account Name: Art Supplies

Sort Code: 12-34-56

Account: 10987654

Payment Details

BACS/SEPA Ref:

IBAN:

BIC/Swift: Lookup

Roll Number:

Additional Ref:

Payment Method: BACS/SEPA

Online Payments:

Save Close

# Supplier E-Payments: Processing Payments



**1** Enter Supplier Payments with your payments list

**2** Create a CSV file in e-payments

**3** Logon to your online banking and import your list

# Step 1: Enter Supplier Payments

Suppliers

Bank accounts  
Bank feeds  
Nominal codes  
Transactions  
Departments  
Diary

Supplier Payment - Current Account 1

Clear form Pay in full (F3) Wizard Automatic Department Print list Send to Excel

**Bank Details**  
Bank A/C: 1800  
Name: Current Account 1  
Balance: 35643.58

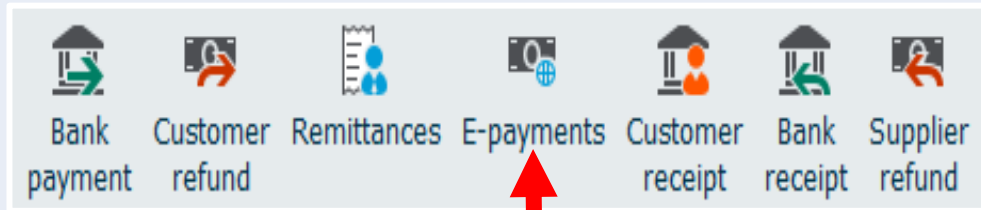
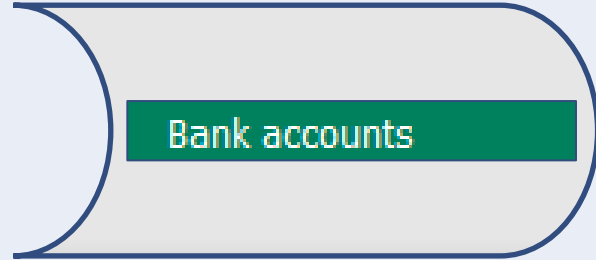
**Supplier Details**  
Account\*: MUR001  
Name: J Murphy\_Assoc (BACS)  
Balance: 1200.00

**Payment Details**  
Date\*: 23/04/2026  
Reference: (BACS)  
Ex. Reference:  
Amount: 1200.00

Show: All Fro: // To: //  List Invoice/Credit by item line

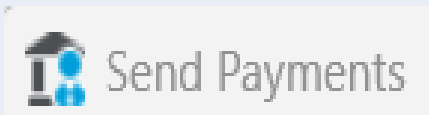
View	No.	Type	A/C	Date	Due on	Ref	Ex.Ref	Department	Details	T/C	Amount €	Disputed?	Payment €	Discount €	Discount inc. VAT?	Bank Charge A/C	Cu
	5	PI	MUR001	24/03/2026	23/04/2026	24		n/a	Inv 3465 ...	n/a	2400.00		1200.00	0.00	<input type="checkbox"/>		

# Step 2: Create CSV File

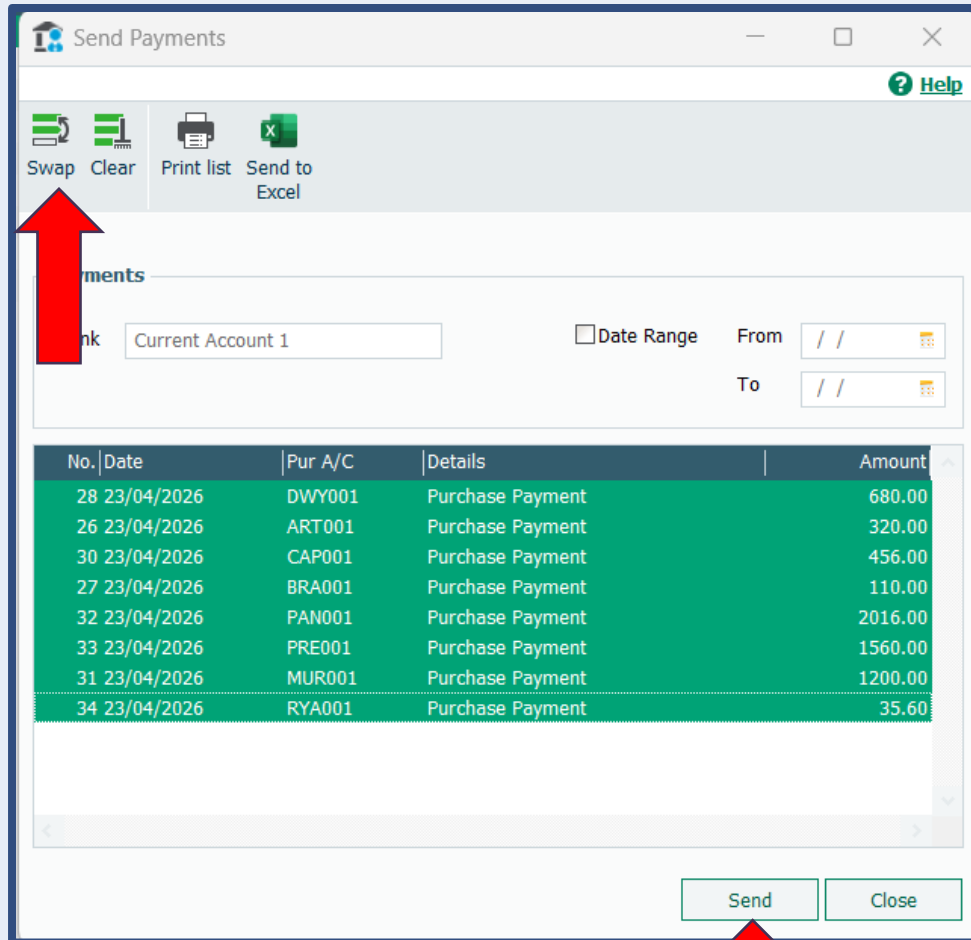


The screenshot shows the "Send Payments" window. At the top, there are icons for "Swap", "Clear", "Print list", and "Send to Excel". Below this is the "Payments" section with a "Bank" dropdown set to "Current Account 1" and "Date Range" checkboxes. The main area contains a table of payments with columns for No., Date, Pur A/C, Details, and Amount. At the bottom right, there are "Send" and "Close" buttons.

No.	Date	Pur A/C	Details	Amount
28	23/04/2026	DWY001	Purchase Payment	680.00
26	23/04/2026	ART001	Purchase Payment	320.00
30	23/04/2026	CAP001	Purchase Payment	456.00
27	23/04/2026	BRA001	Purchase Payment	110.00
32	23/04/2026	PAN001	Purchase Payment	2016.00
33	23/04/2026	PRE001	Purchase Payment	1560.00
31	23/04/2026	MUR001	Purchase Payment	1200.00
34	23/04/2026	RYA001	Purchase Payment	35.60



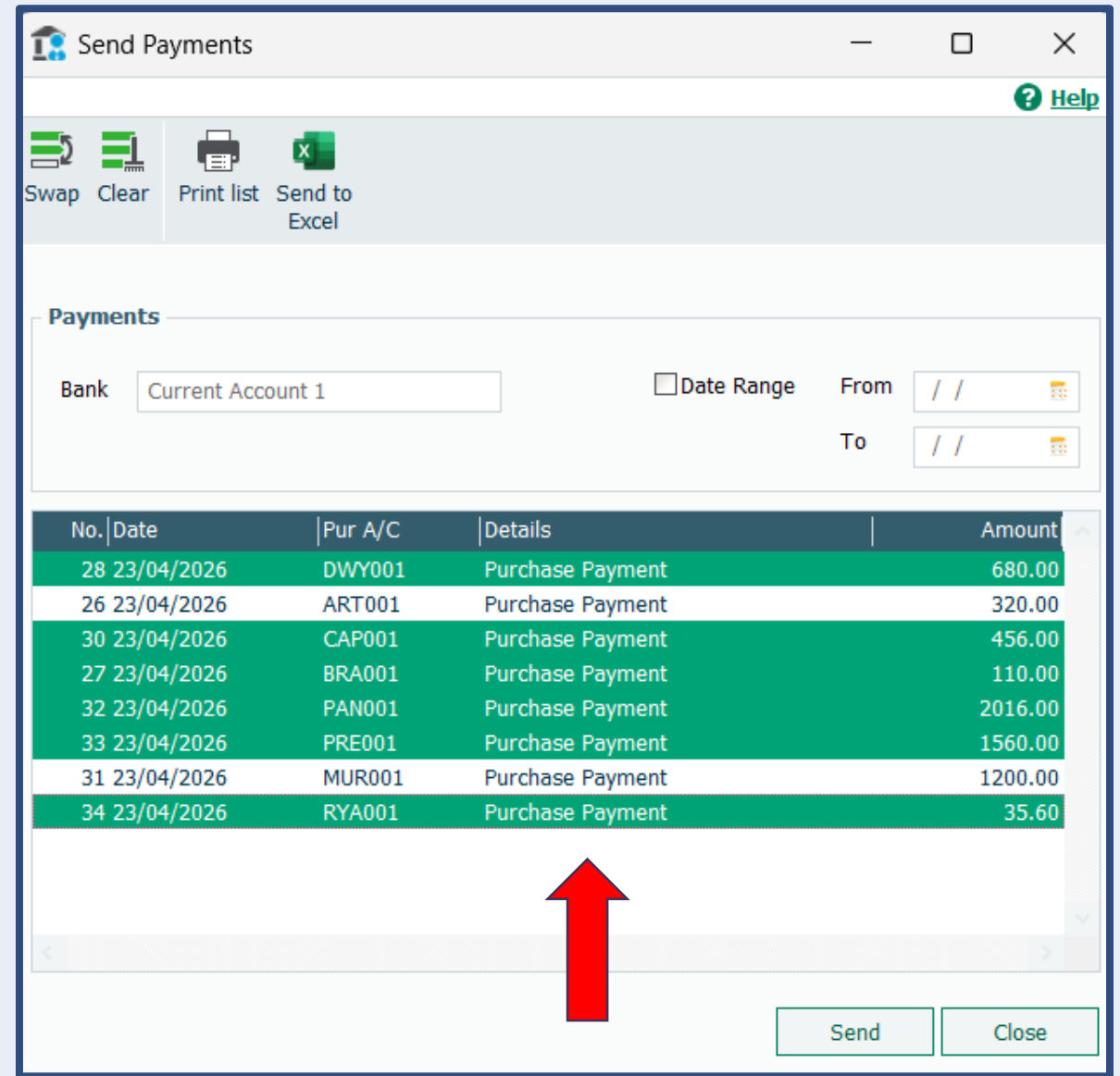
## Step 2: Create CSV File: E-Payments List



The screenshot shows the 'Send Payments' window with the 'Send to Excel' button highlighted by a red arrow. The window includes a toolbar with 'Swap', 'Clear', 'Print list', and 'Send to Excel' buttons. Below the toolbar, there are fields for 'Bank' (Current Account 1), 'Date Range', 'From', and 'To'. A table of payments is displayed below these fields.

No.	Date	Pur A/C	Details	Amount
28	23/04/2026	DWY001	Purchase Payment	680.00
26	23/04/2026	ART001	Purchase Payment	320.00
30	23/04/2026	CAP001	Purchase Payment	456.00
27	23/04/2026	BRA001	Purchase Payment	110.00
32	23/04/2026	PAN001	Purchase Payment	2016.00
33	23/04/2026	PRE001	Purchase Payment	1560.00
31	23/04/2026	MUR001	Purchase Payment	1200.00
34	23/04/2026	RYA001	Purchase Payment	35.60

Buttons: Send, Close



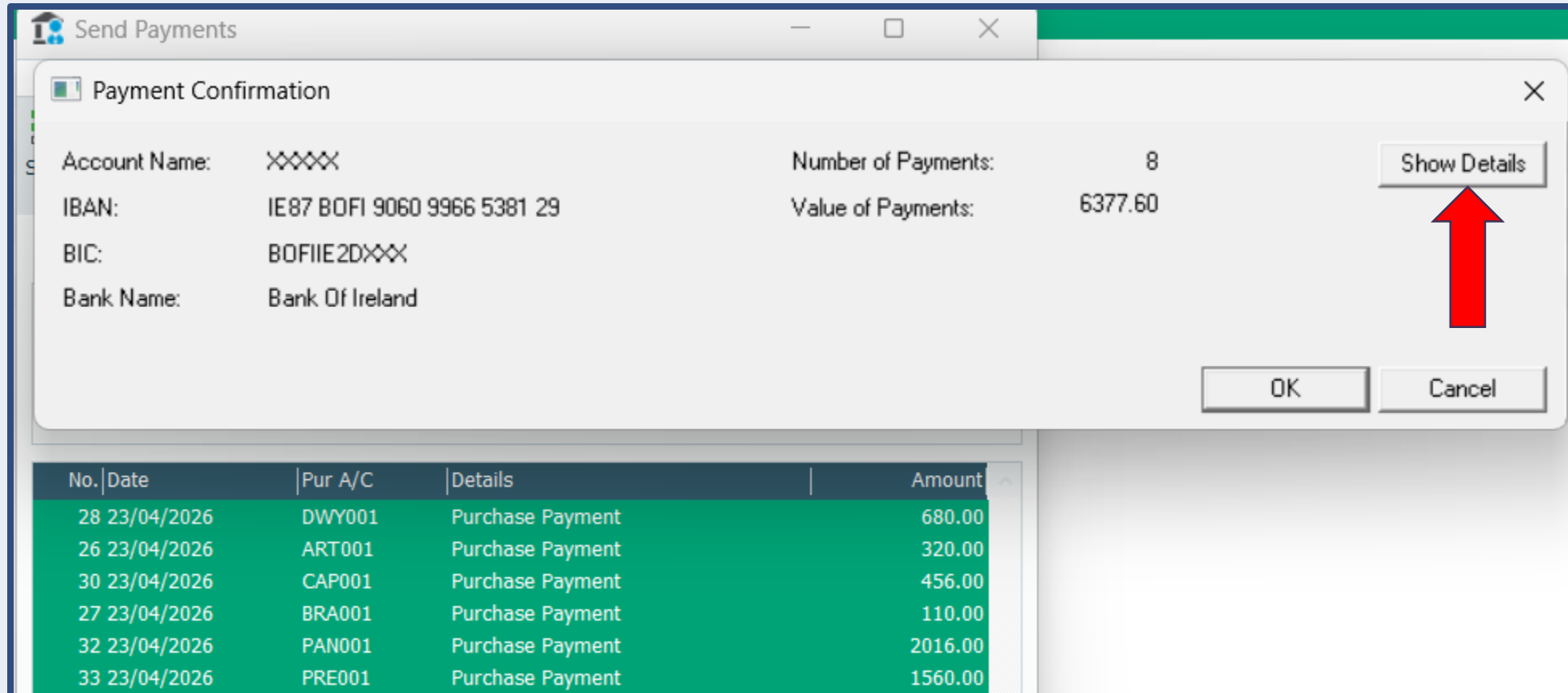
The screenshot shows the 'Send Payments' window with the 'Send to Excel' button highlighted by a red arrow. The window includes a toolbar with 'Swap', 'Clear', 'Print list', and 'Send to Excel' buttons. Below the toolbar, there are fields for 'Bank' (Current Account 1), 'Date Range', 'From', and 'To'. A table of payments is displayed below these fields.

No.	Date	Pur A/C	Details	Amount
28	23/04/2026	DWY001	Purchase Payment	680.00
26	23/04/2026	ART001	Purchase Payment	320.00
30	23/04/2026	CAP001	Purchase Payment	456.00
27	23/04/2026	BRA001	Purchase Payment	110.00
32	23/04/2026	PAN001	Purchase Payment	2016.00
33	23/04/2026	PRE001	Purchase Payment	1560.00
31	23/04/2026	MUR001	Purchase Payment	1200.00
34	23/04/2026	RYA001	Purchase Payment	35.60

Buttons: Send, Close



## Step 2: Create CSV File: Creating a payments File



The screenshot shows a 'Send Payments' window with a 'Payment Confirmation' dialog box overlaid. The dialog box displays the following information:

Account Name:	XXXXX	Number of Payments:	8	<input type="button" value="Show Details"/>
IBAN:	IE87 BOFI 9060 9966 5381 29	Value of Payments:	6377.60	
BIC:	BOFIE2DXXX			
Bank Name:	Bank Of Ireland			

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. A red arrow points to the 'Show Details' button.

Below the dialog box, a table displays the payment details:

No.	Date	Pur A/C	Details	Amount
28	23/04/2026	DWY001	Purchase Payment	680.00
26	23/04/2026	ART001	Purchase Payment	320.00
30	23/04/2026	CAP001	Purchase Payment	456.00
27	23/04/2026	BRA001	Purchase Payment	110.00
32	23/04/2026	PAN001	Purchase Payment	2016.00
33	23/04/2026	PRE001	Purchase Payment	1560.00

## Step 2: Create CSV File: Creating a payments File

Payment Confirmation

Account Name: XXXXX      Number of Payments: 8      Hide Details

IBAN: IE87 BOFI 9060 9966 5381 29      Value of Payments: 6377.60

BIC: BOFIE2DXXX

Bank Name: Bank Of Ireland

BIC	IBAN	Name	Reference	Details	Amount
		Dwyer Bus Hire	XXXXX	Purchase Payment	680.00
		Art Supplies	XXXXX	Purchase Payment	320.00
		Capital Hardware	XXXXX	Purchase Payment	456.00
		Brady Bins	XXXXX	Purchase Payment	110.00
		Panaoptic IT	XXXXX	Purchase Payment	2016.00
		Premier Cleaning...	XXXXX	Purchase Payment	1560.00
		J Murphy & Asso...	XXXXX	Purchase Payment	1200.00
		Ryan & Sons	XXXXX	Purchase Payment	35.60

Print...

Payment Confirmation

Account Name: XXXXX      Number of Payments: 8      Show Details

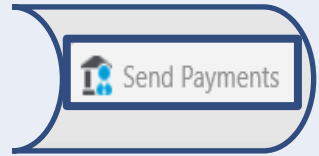
IBAN: IE87 BOFI 9060 9966 5381 29      Value of Payments: 6377.60

BIC: BOFIE2DXXX

Bank Name: Bank Of Ireland

OK      Cancel

## Step 2: Create CSV File: Creating a payments File



SEPA Credit Transfer Processing Details

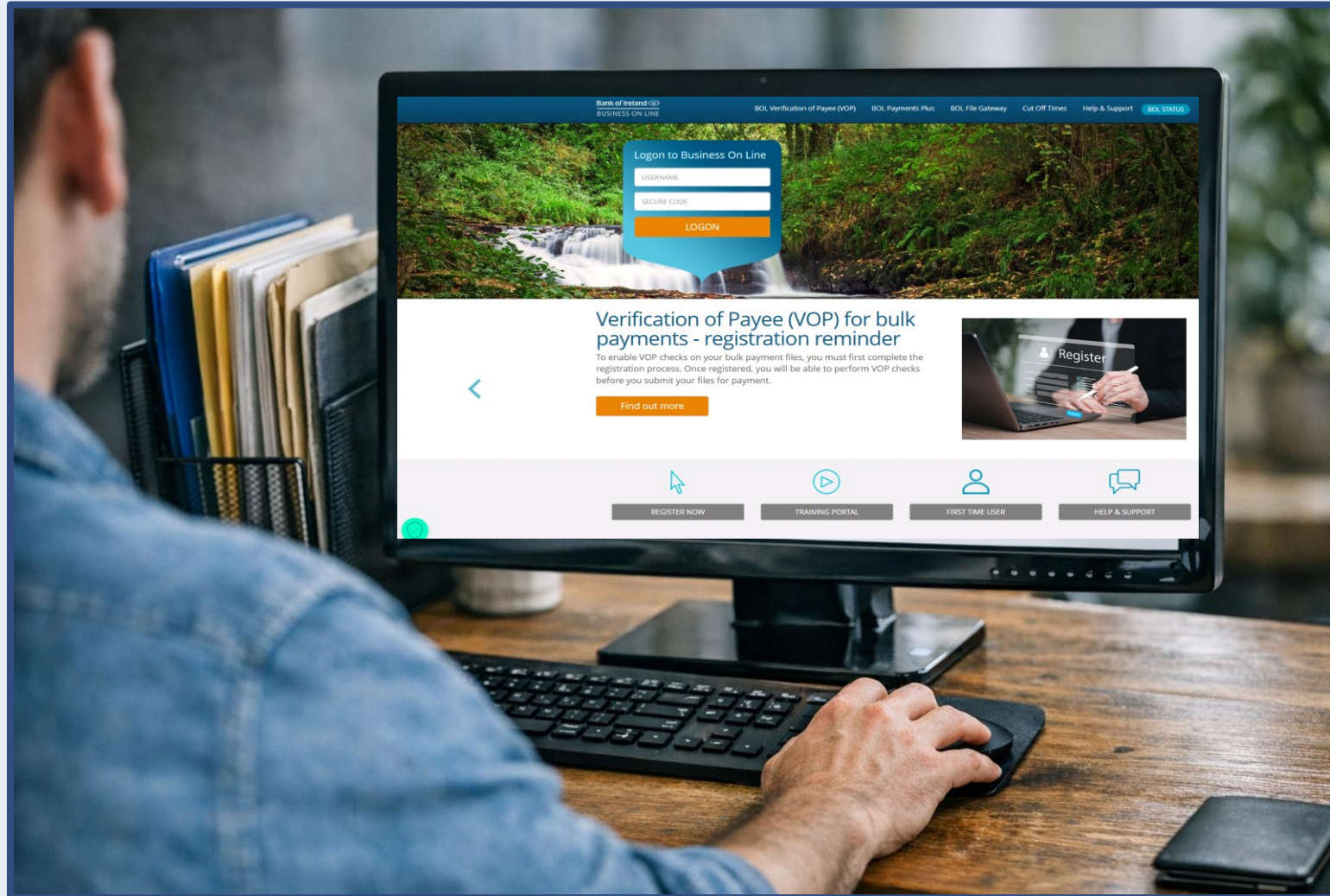
**Execution Date**  
Requested Execution Date:    
Choose the date you want the bank to start processing your payment and debit your account. Check with your bank how far in advance you can set the execution date.

**Bank Reference**  
Reference:   
Your bank will provide you with your own unique reference number to make these payments. Some banks call this the DIN (Originator Identification Number).

**Payment File**  
Save file to:

Make sure you upload your SEPA credit transfer file to your banking software before your bank's cut-off time, so that your payee is credited on the next working day.

## Step 3: Logon to your online banking and import your List



# Conclusion & key take aways

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Good **paperwork and filing** are the foundation of accurate financial records

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Getting the supplier's set up correct > **set default nominal codes**

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A supplier ledger **helps you track** what is owed

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Regular review of **reports** is important

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**Supplier e-payments** save time, reduce errors, and streamline the payment process

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