PAY INVOICES SCREEN

SUMMARY

As of Version 2.11, the way that batch invoices are paid has changed. Constructor now has a new payment processing screen called the 'Pay Invoices' Screen.
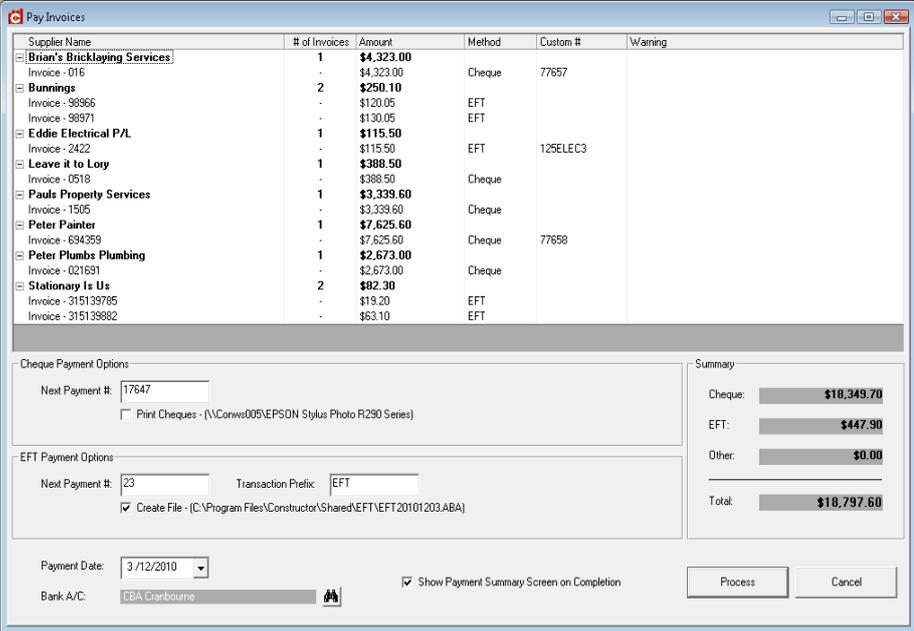
From the 'Pay Invoices' screen you can now;

> Pay both EFT and cheque payments from the one bank account at the same time
- Select custom payment ID's for any payment
- Postdate a batch of payments
- Select the bank account to be used for a batch payment
- Select the specific payment method for any transaction
- Choose if you wish to print pre-printed cheques
- Choose if you wish to create an .aba file to upload into your banking software
- Choose if you wish to proceed to the remittance summary or remain in the invoice summary

The following items have been removed from the payment process;

- There is no longer an EFT button in the Invoice Summary menu
- Annoying pop-up windows no longer appear throughout the payment process

EXAMPLE

The Pay Invoices Screen now appears as shown below. When processing a group of invoices for payment, highlight the invoices that you wish to pay from your bank account and press the 'Pay' button. That action will open this screen.

Where the invoices are listed you can leave the ID's set to use the standard bank account derived ID's by leaving the column blank or enter an individual ID into the 'Custom ID' column.

Payment methods can be altered for any payment transaction.

Choose from the options below if you wish to print pre-printed cheques or create an EFT '.aba' file.

Transactions created via the 'Pay Invoices' screen can also be post dated.

If you have any queries on how to use the 'Pay Invoices' Screen, please contact Constructor support for assistance.

Another resultant change to Constructor as part of the 'Pay Invoices' screen update, all creditors have been assigned a payment method. This payment method can be updated via the creditor summary and in turn will update all of the selected creditors' outstanding entered invoices.

All creditors as part of the update will have a payment method of 'Cheque' set as the default payment method.

To update any creditors that are required to be set to EFT, go to the creditor summary and highlight all of the creditors you wish to update and select the 'Change Payment Method' button.
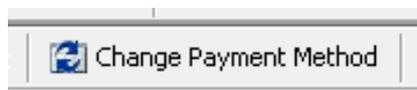
This will open a dialog box that will allow you to select a payment method.
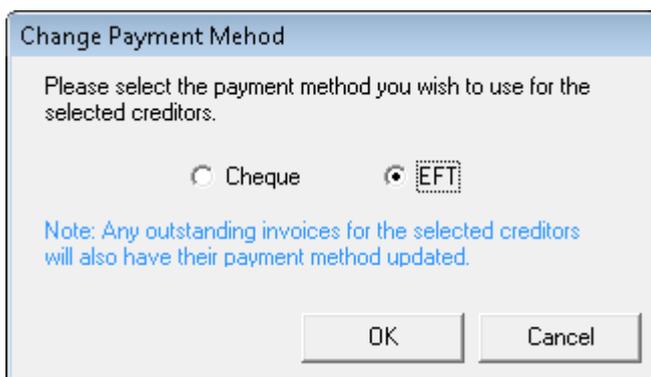
Click OK and all creditors will have their default payment method and any entered outstanding invoices changed.