AutoSOA

Accounts Payable: your onboarding guide

Built 2026-11-02 from the course's final takes.

How to use this guide: watch the lesson, then do the same with this page open.

Lesson map

#	Lesson	Who	Min	At the end you will have
01	Your suppliers	admin	2	Rizal Paper Supply with its TIN, registered name and address, and 30-day terms
02	Your bank account, and who approves	admin	4	Ben's role with the new screens except approving, releasing and verifying; the BPI funding account with its opening balance; one approval rule
03	A supplier's bank account	staff + owner	2	Rizal's account added by Ben, verified by Liza
04	Enter a supplier's bill	staff	2	bill RPS-0457, owed and not yet due
05	Ask to pay a supplier, and approve it	staff + owner	3	Ben's request paying RPS-0457, approved by Liza from Home's card
06	The payment run	staff + owner	4	the run made by Ben, released by Liza from Home's card; on the BPI account's balance; matched to the bank line; RPS-0457 Paid
07	Month-end with your suppliers	owner	2	November's supplier side looked over: paid this month; the toner in Income & expenses; the account's balance against the bank's
08	Enter a supplier's bill with Guide me	staff	3	Lungsod Fiber Internet's November bill, entered through Guide me
09	S7 · A payment request is turned down	staff + owner	2	Ben's advance request rejected with Liza's reason
10	S8 · A supplier's bank account changes	staff + owner	3	Rizal's new BDO account added by Ben, verified by Liza; the old one inactive

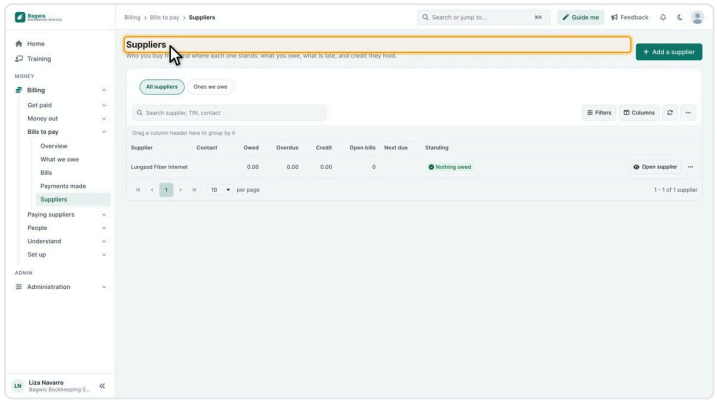
Lesson 01 · admin · 2 min · `payables-onboard-01.webm`

Your suppliers

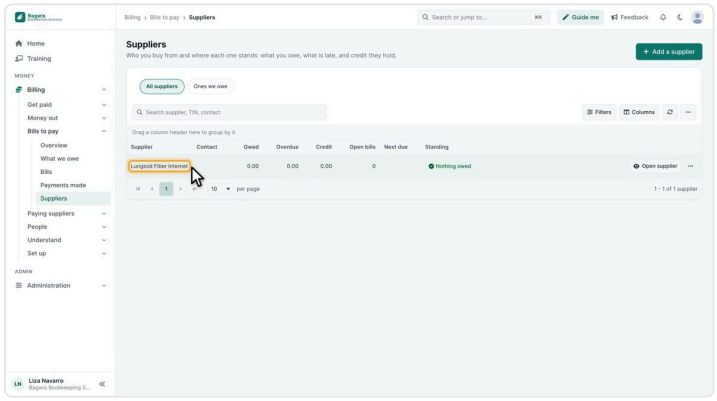
> **At the end you will have:** Rizal Paper Supply with its TIN, registered name and address, and 30-day terms

> **Before you start:** Bagwis has just added Accounts Payable. You need Rizal Paper Supply's Certificate of Registration, or one of their invoices. Their TIN is on both.

1 **Open Billing, then Bills to pay, then Suppliers.**



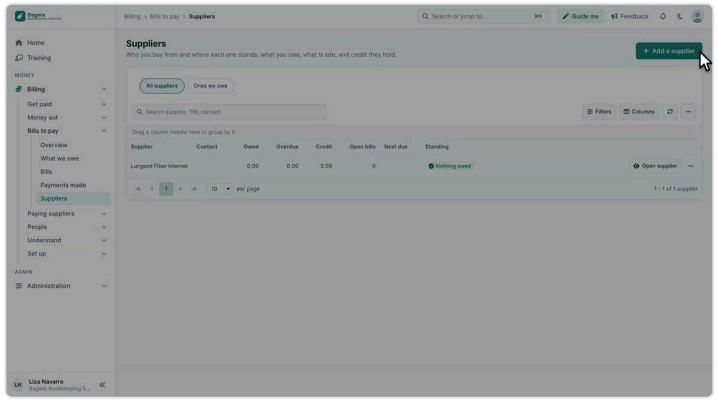
This is **Suppliers**. It shows everybody you buy from, and what you owe each one.



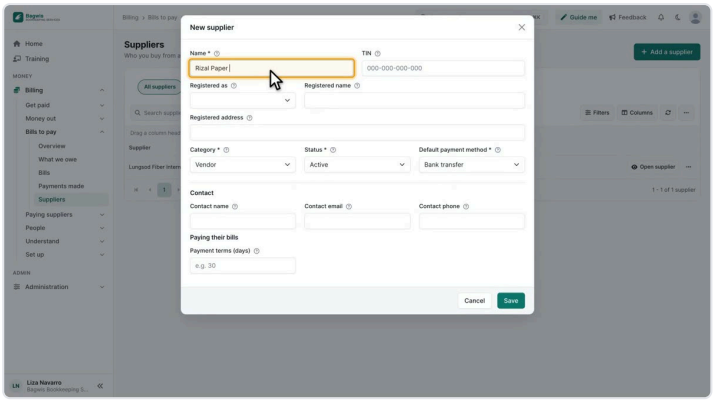
Lungsod Fiber Internet is here already. Ben added it with the internet bill, in lesson eighteen of the Billing course.

2 Each supplier you pay needs a record here.

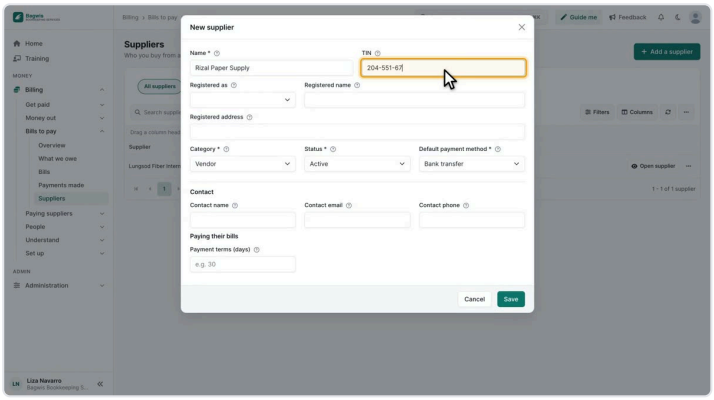
Click Add a supplier.



3 **Type the supplier's name in Name.**

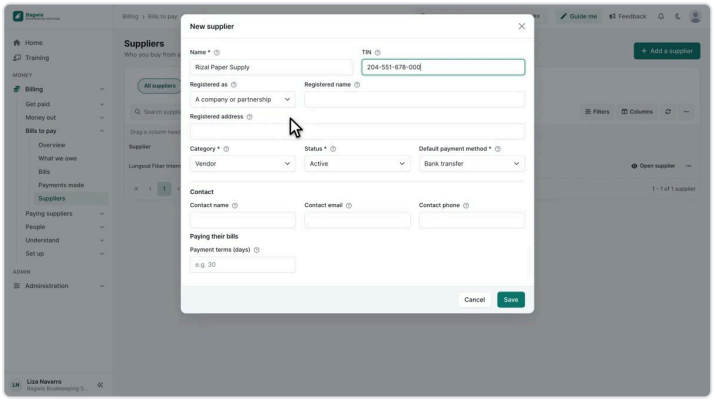


4 **Type their TIN in TIN.**

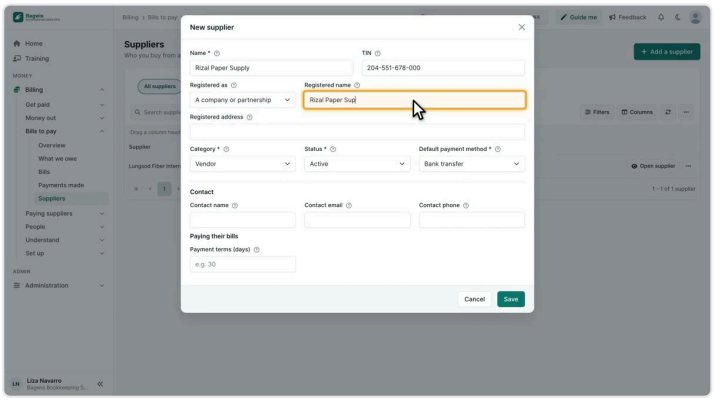


5 The BIR lists your purchases under the supplier's registered name and address.

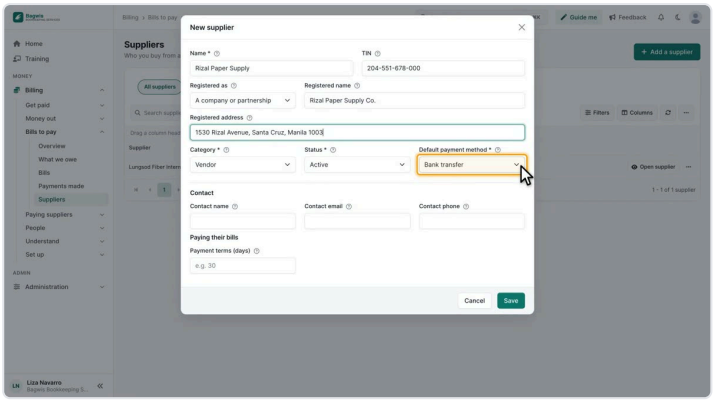
Choose A company or partnership in Registered as.



6 **Type their registered name in Registered name.**

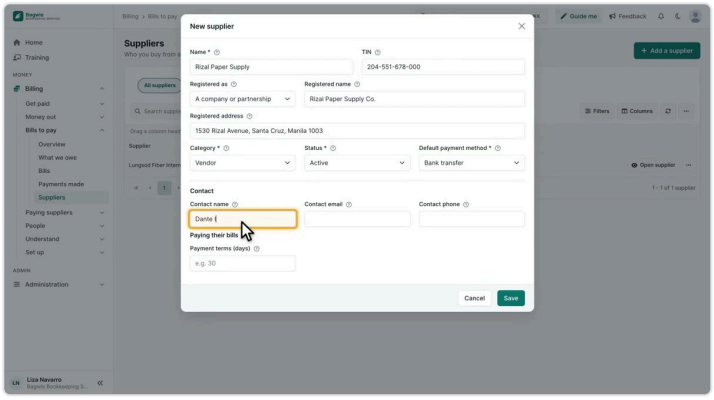


7 **Type their registered address in Registered address.**

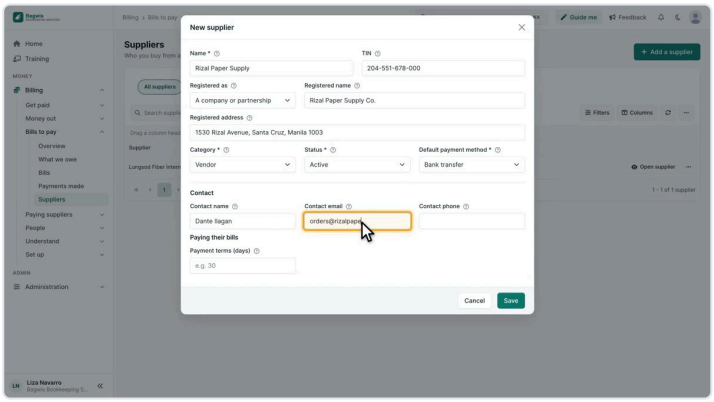


Default payment method shows **Bank transfer**. You pay Rizal Paper Supply into their bank account.

8 **Type the person you deal with in Contact name.**

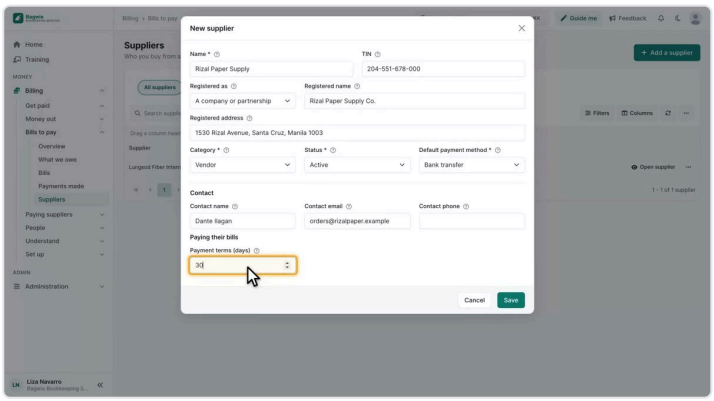


9 **Type their email in Contact email.**

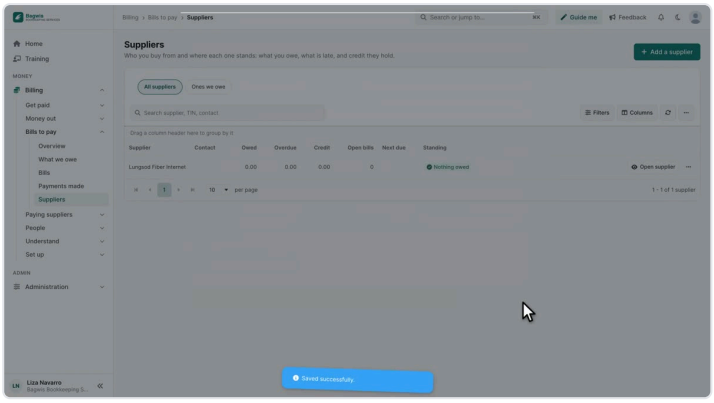


10 **Payment terms** is how many days you have to pay their bills.

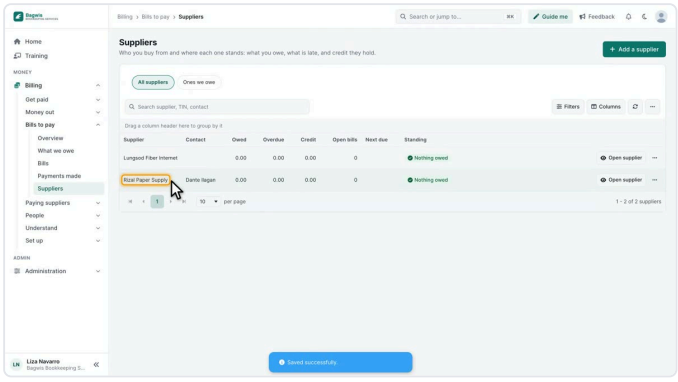
Type 30 in Payment terms (days).



11 **Click Save.**



Check



Here is Rizal Paper Supply in your suppliers.

You added Rizal Paper Supply. On its form, you typed its TIN, its registered name and address, and its terms. Next, you give Ben the new screens, add the bank account you pay from, and decide who approves.

Check yourself

Where do you add a supplier?

Which supplier details does the BIR list your purchases under?

Where do you set how many days you have to pay a supplier?

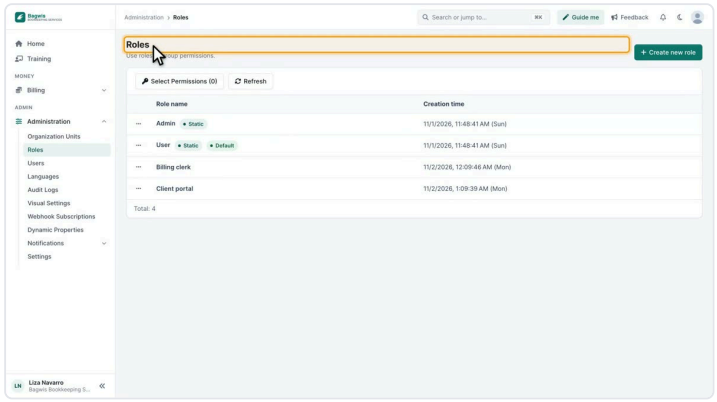
Lesson 02 · admin · 4 min · `payables-onboard-02.webm`

Your bank account, and who approves

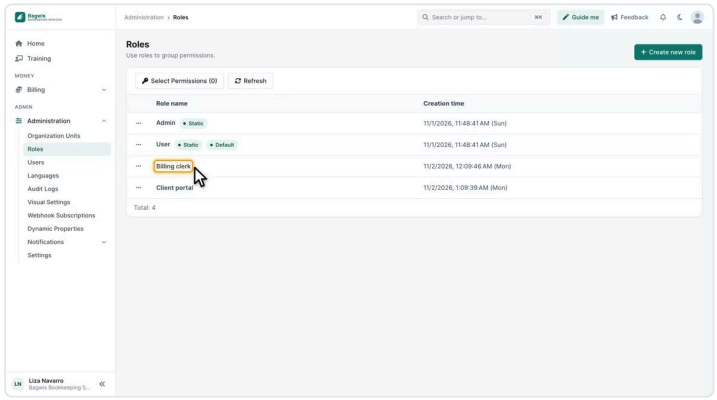
At the end you will have: Ben's role with the new screens except approving, releasing and verifying; the BPI funding account with its opening balance; one approval rule

Before you start: You need Ben's Billing clerk role from lesson two of the Billing course, and your bank account's details.

1 **Open Administration, then Roles.**

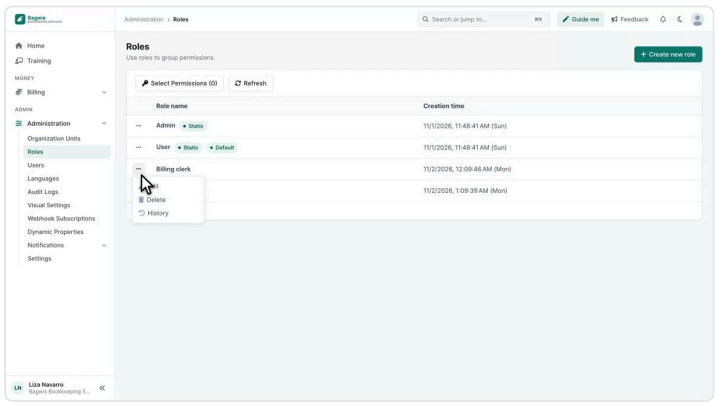


Here are your roles.

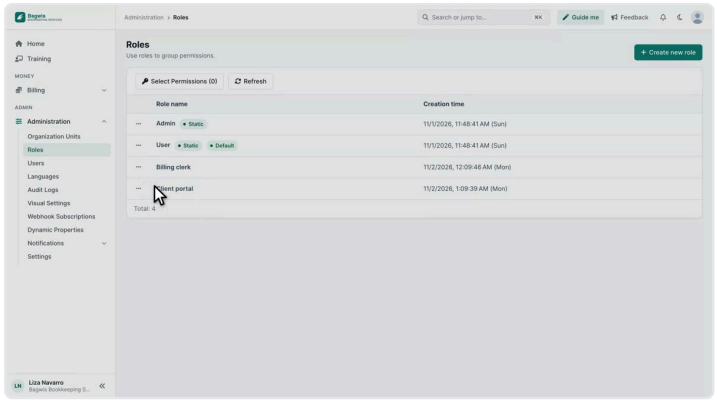


Ben has **Billing clerk**.

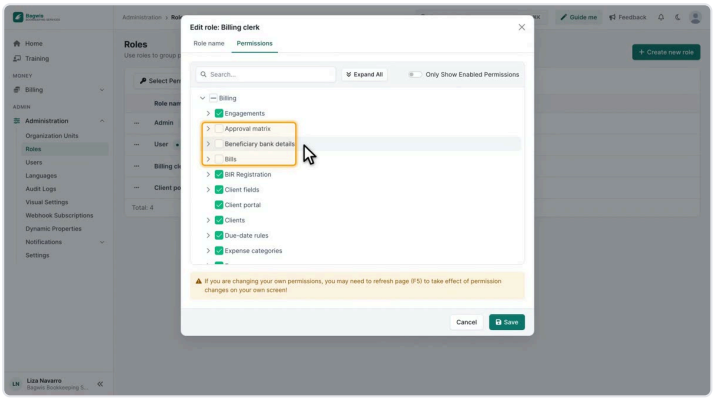
2 **On Billing clerk, click the row's menu: the three dots (⋯).**



3 **Click Edit.**



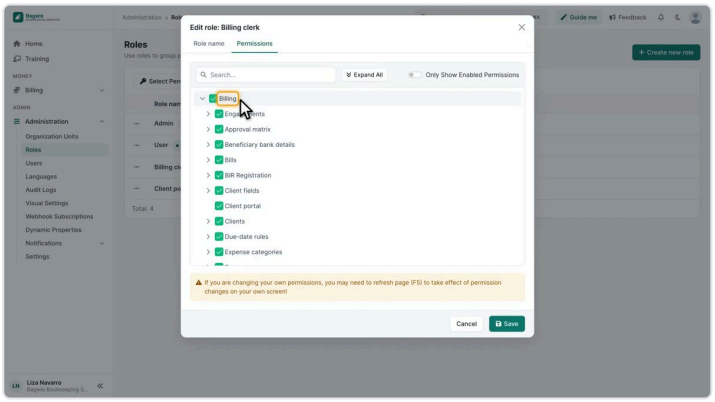
4 **Click Permissions.**



Approval matrix, **Beneficiary bank details** and **Bills** are new screens. They are off for Ben.

5 Ben does the supplier work too.

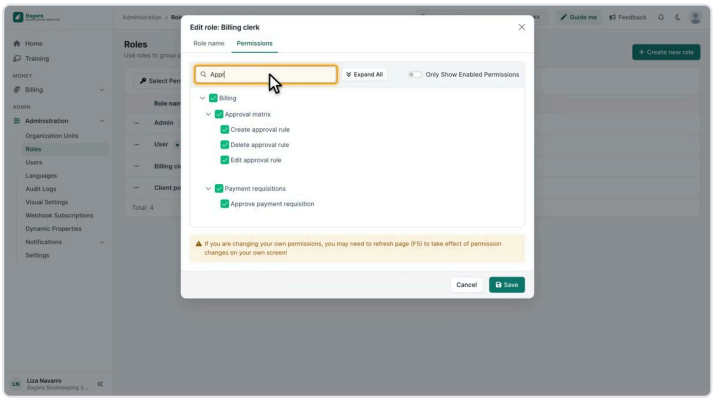
Turn on Billing.



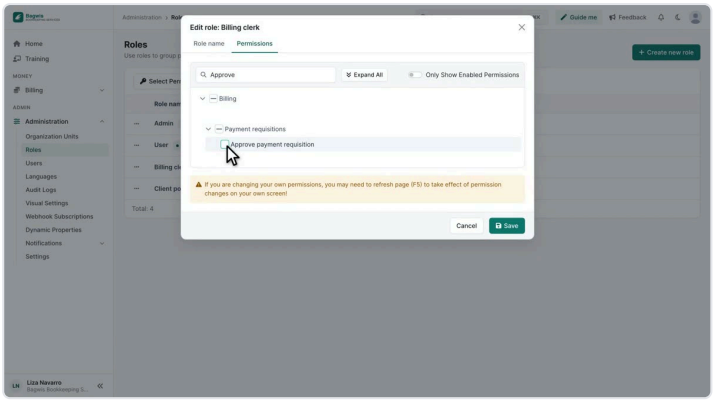
Everything under **Billing** is on now.

6 Four permissions stay with you, the owner. Ben must not have them.

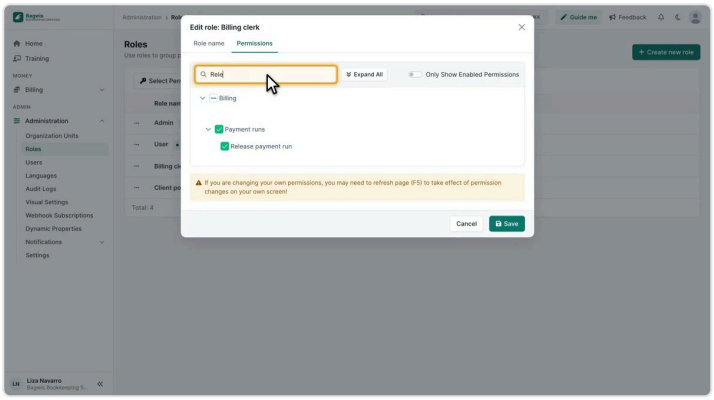
Find "Approve" in the search box.



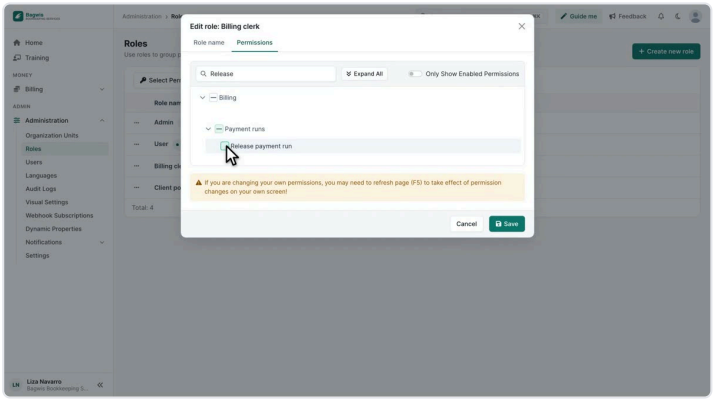
7 Turn off **Approve payment requisition**.



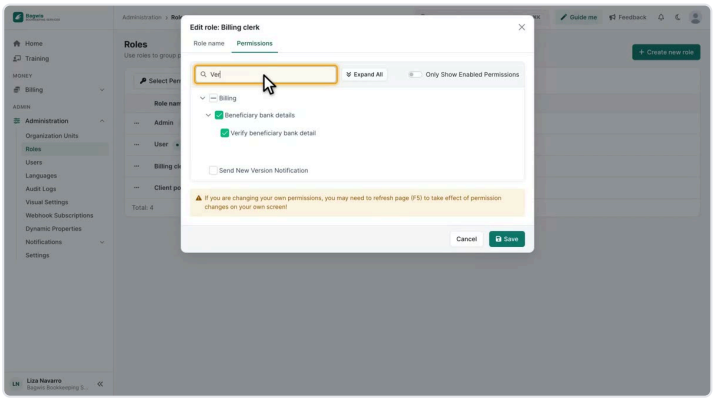
8 Find "Release" in the search box.



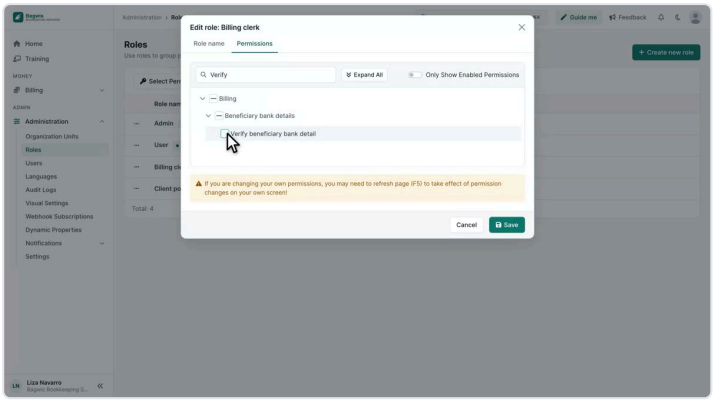
9 Turn off **Release payment run**.



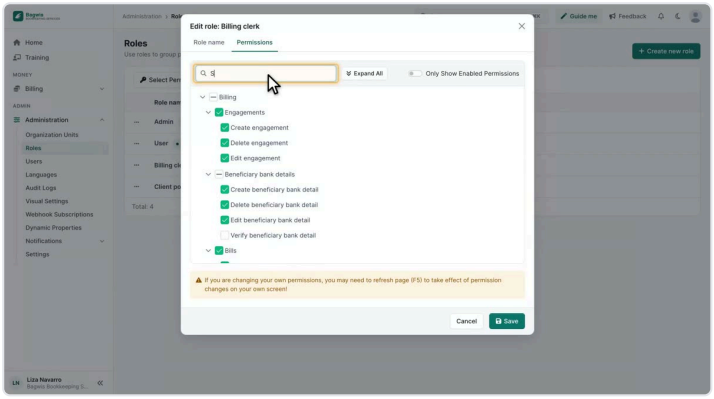
10 Find "Verify" in the search box.



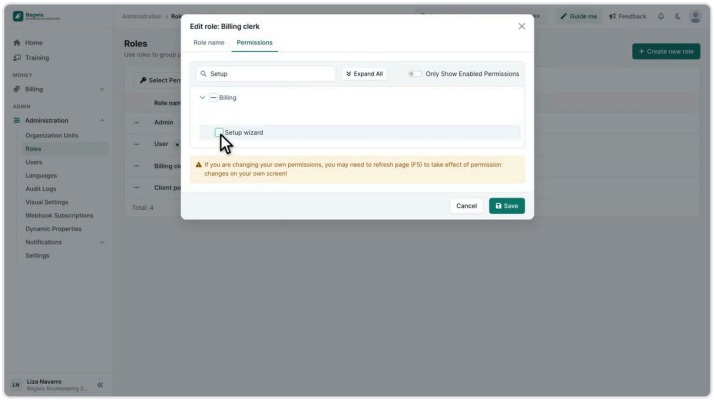
11 **Turn off Verify beneficiary bank detail.**



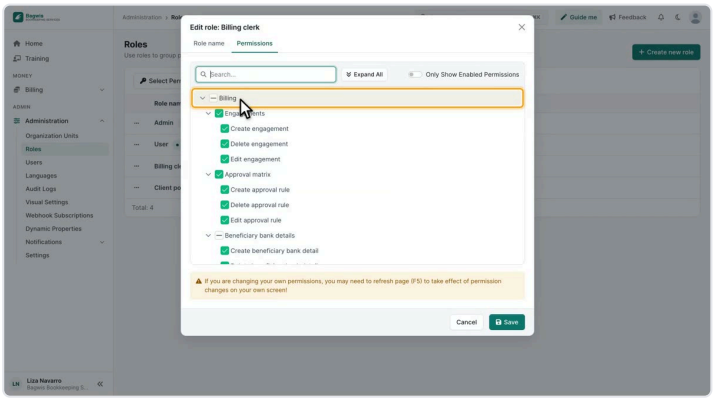
12 **Find "Setup" in the search box.**



13 **Turn off Setup wizard.**

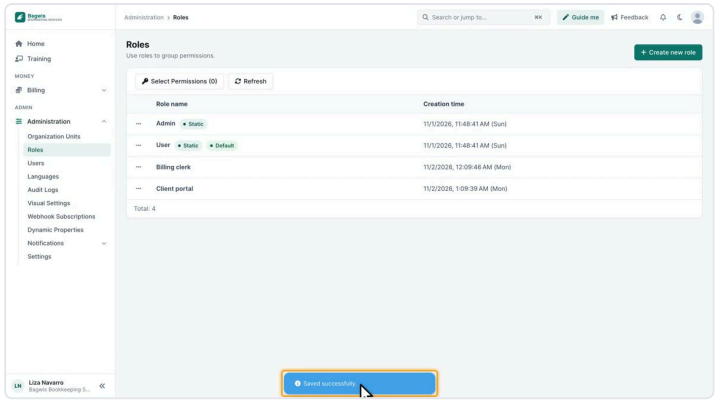


14 **Clear the search box.**



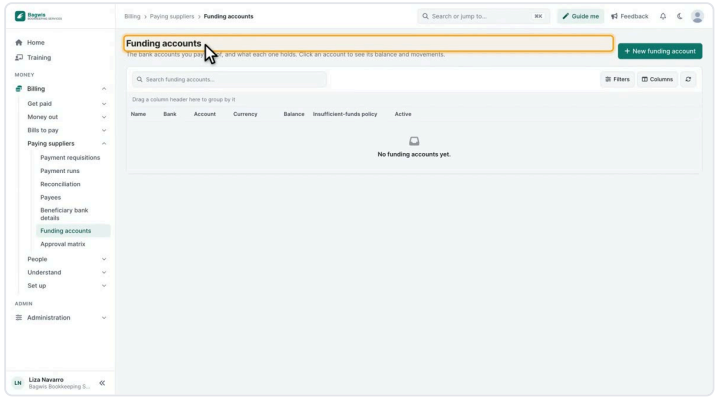
Billing now shows a dash: most of it is on, not all.

15 **Click Save.**



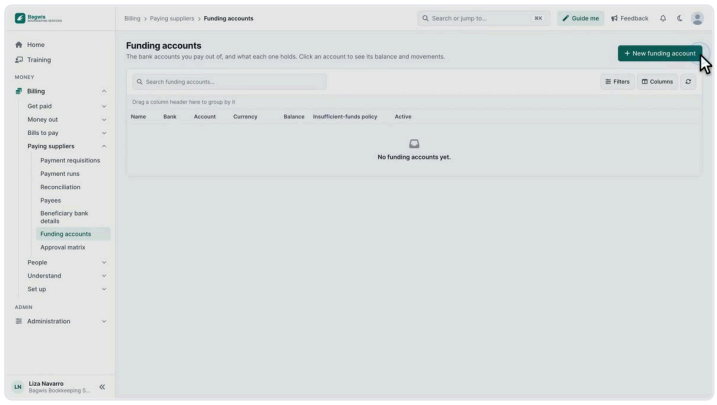
Billing clerk is saved. Next, the bank account you pay from.

16 **Open Billing, then Paying suppliers, then Funding accounts.**

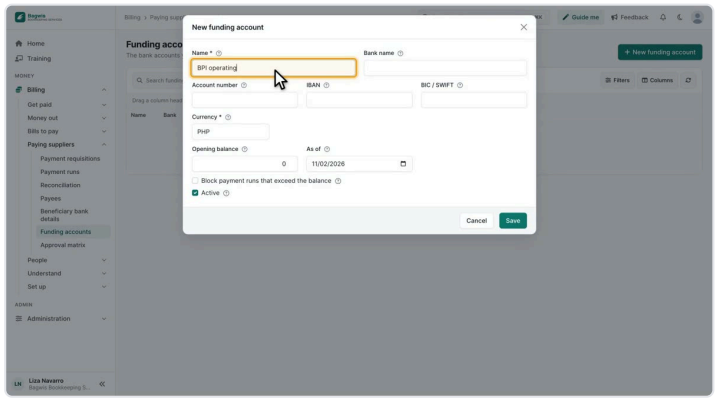


This is **Funding accounts**. A funding account is a bank account you pay suppliers from.

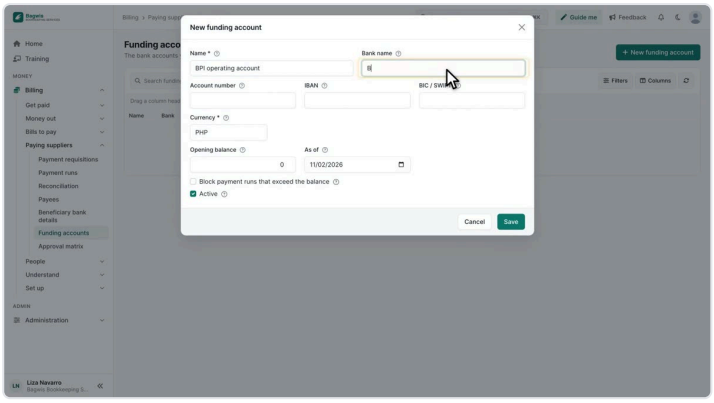
17 **Click New funding account.**



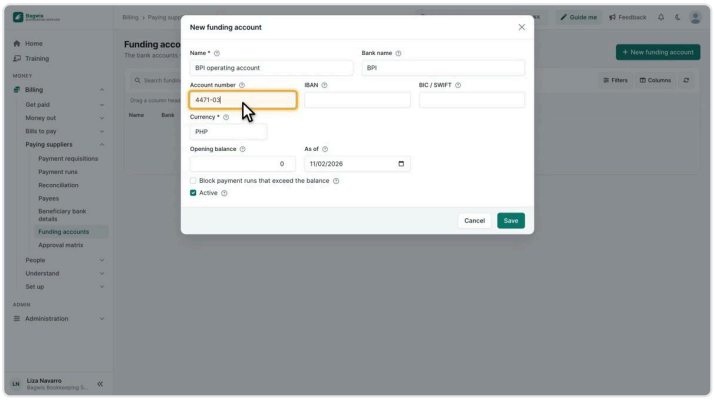
18 **Type a name you will know it by in Name.**



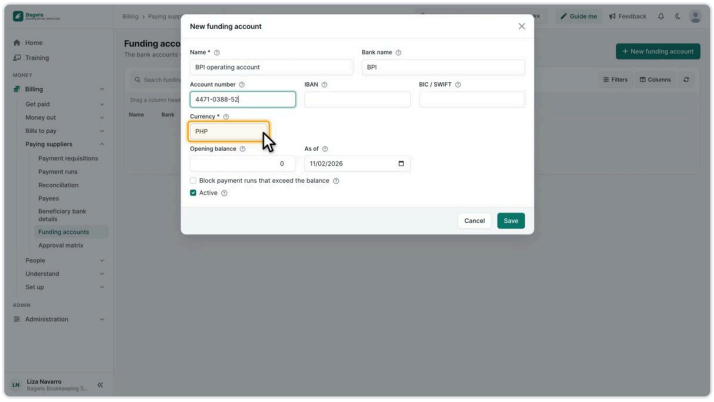
19 Type BPI in **Bank name**.



20 Type the account number in **Account number**.

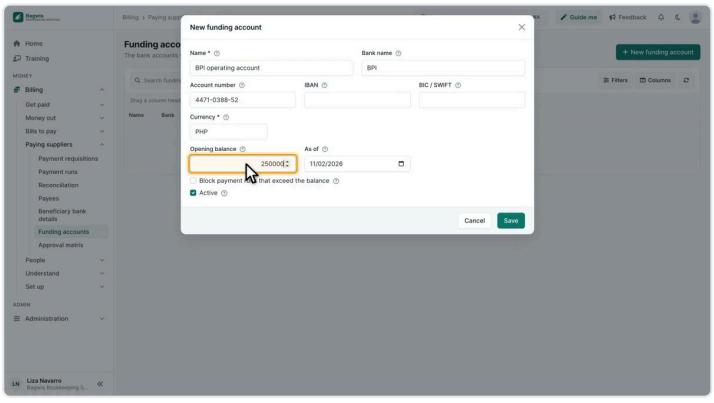


21 **Currency** already shows PHP.

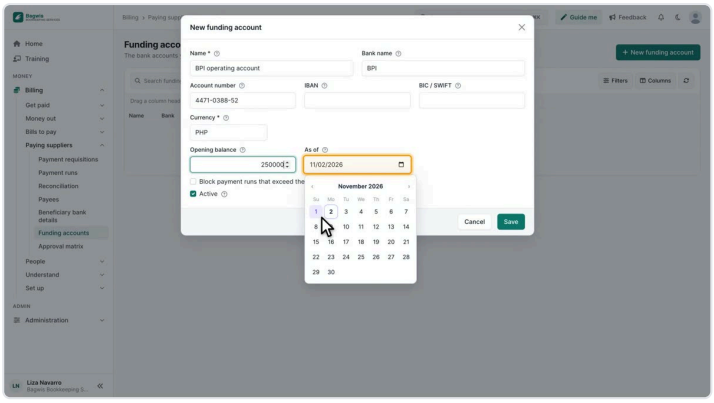


22 **Opening balance** is what the account held on the day you start using it here.

Type 250000 in Opening balance.

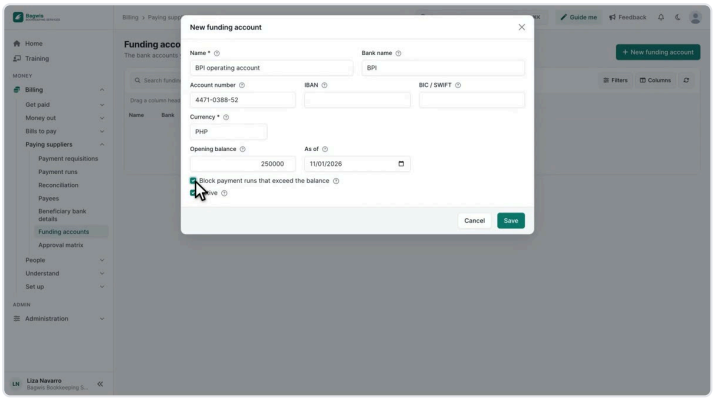


23 **Pick 1 November in As of.**

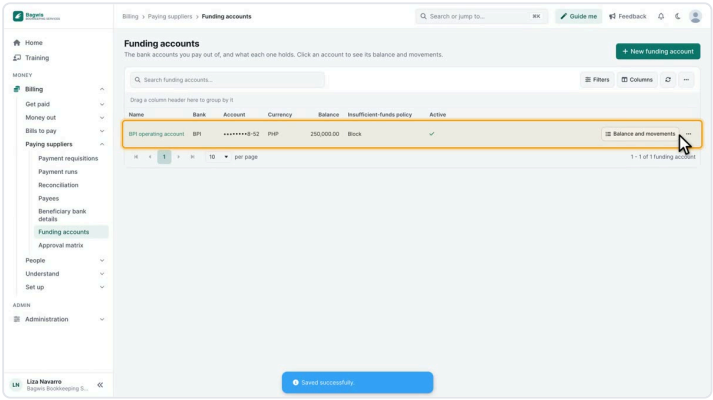


24 A payment run is a batch of supplier payments. This stops one larger than your balance.

Turn on Block payment runs that exceed the balance.

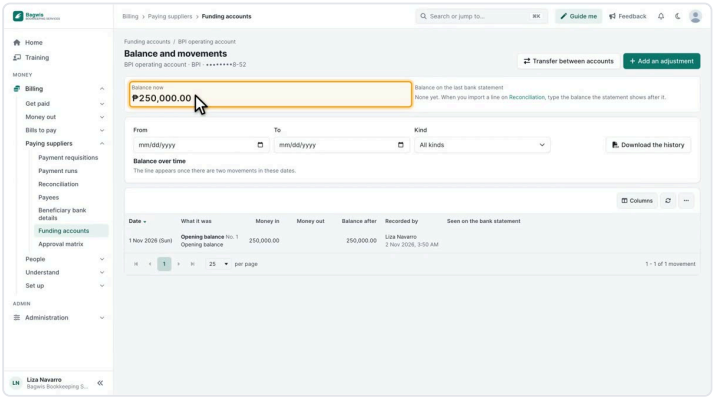


25 **Click Save.**



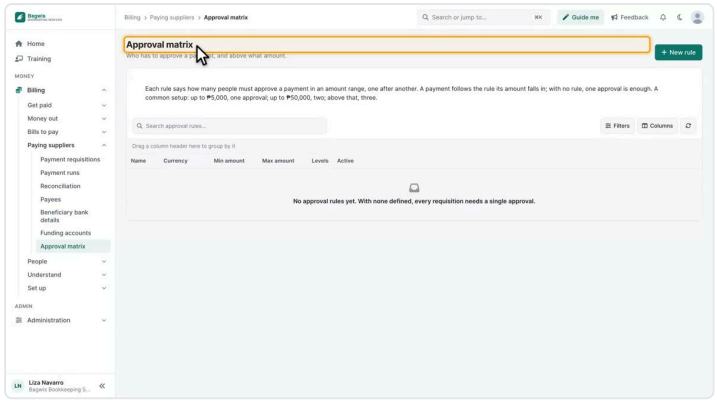
BPI operating account is on the list, with a **Balance and movements** button.

26 **Click Balance and movements.**



Balance now shows two hundred fifty thousand pesos. One line so far: the opening balance. Every payment from this account adds a line.

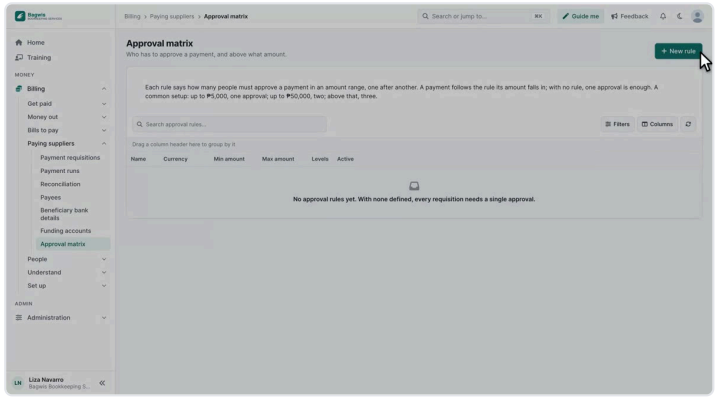
27 **Now decide who approves. Open Billing, then Paying suppliers, then Approval matrix.**



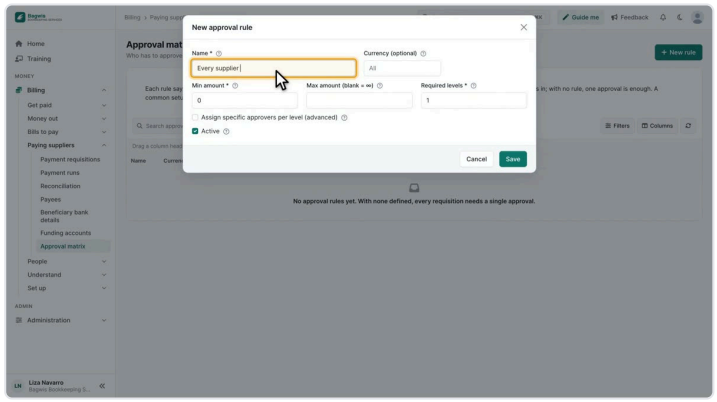
This is the **Approval matrix**. Its rules say how many approvals a payment requisition needs.

28 Ben asks to pay a supplier. You approve it first. One rule covers every amount.

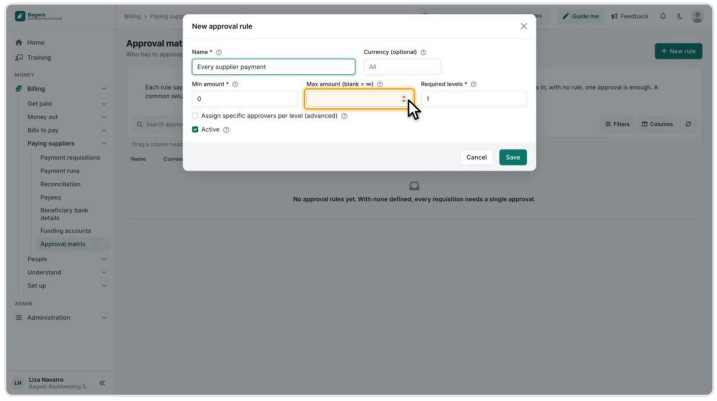
Click New rule.



29 **Type Every supplier payment in Name.**

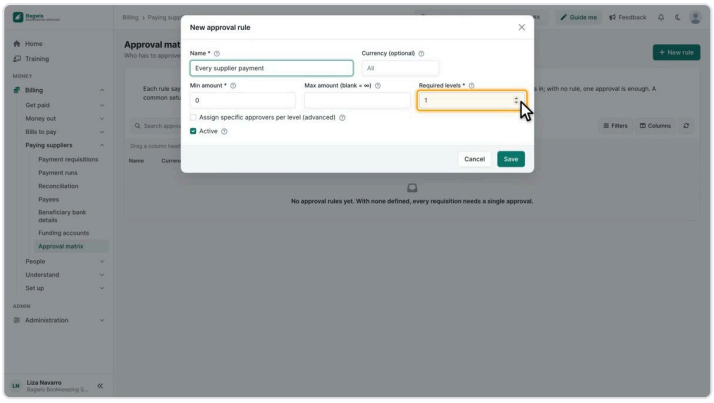


30 **Min amount already shows 0.**

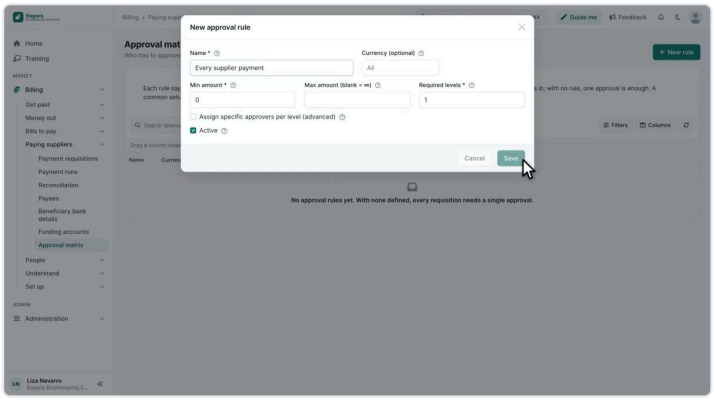


Leave **Max amount** empty. The rule then covers every amount.

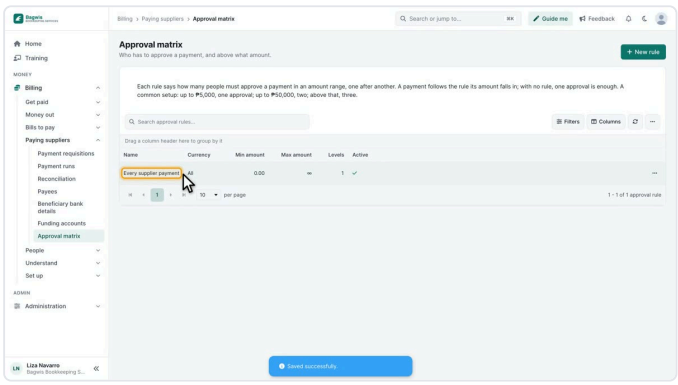
31 **Required levels** already shows 1: each payment requisition needs one approval.



32 Click **Save**.



Check



Here is your rule: every supplier payment needs one approval.

Ben has the new screens, except four: approving, releasing, verifying, and the Setup wizard. You added your BPI account, and a rule that every supplier payment needs one approval. Next, Ben adds a supplier's bank account, and you check it.

Check yourself

Which Accounts Payable permissions does the billing clerk not get?

Where do you add the bank account you pay suppliers from?

Which switch stops a payment run that is larger than your balance?

Where do you see what is in a bank account you pay from?

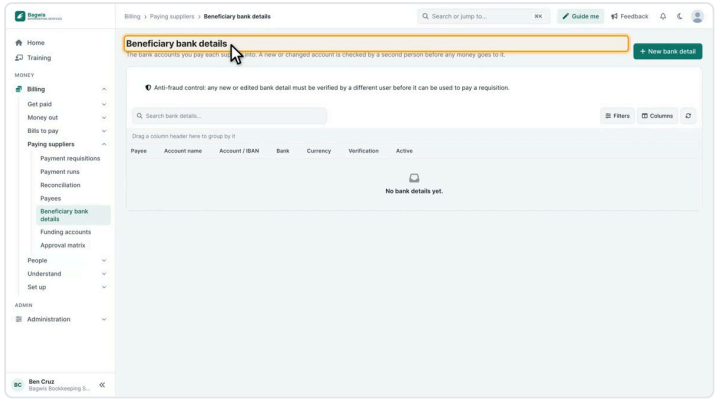
Lesson 03 · staff + owner · 2 min · `payables-onboard-03.webm`

A supplier's bank account

> **At the end you will have:** Rizal's account added by Ben, verified by Liza

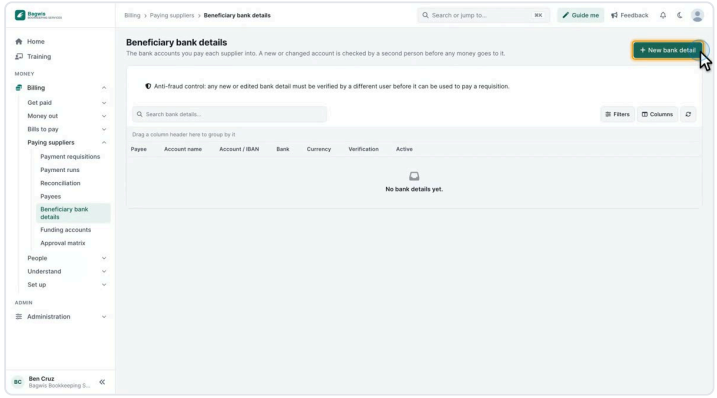
> **Before you start:** You need Rizal Paper Supply from lesson one, and Ben's new screens from lesson two.

1 **Open Billing, then Paying suppliers, then Beneficiary bank details.**



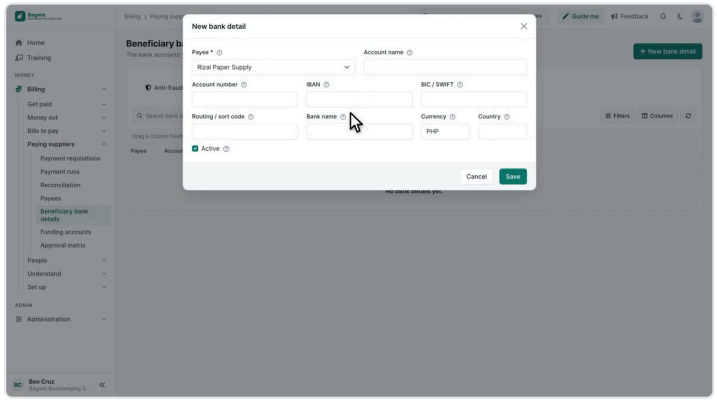
This is **Beneficiary bank details**: the bank accounts of the people you pay.

2 **Click New bank detail.**



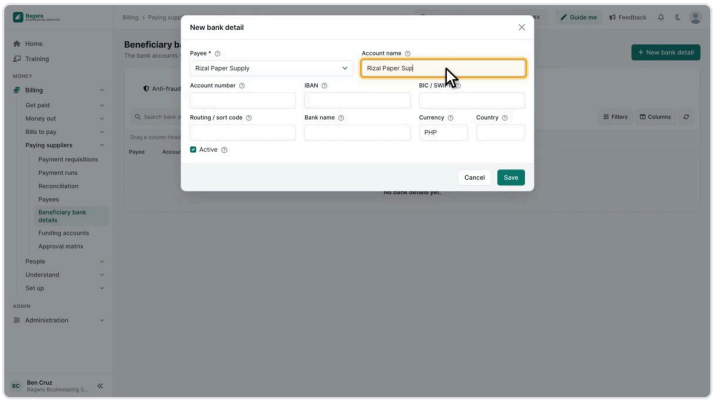
3 A payee is anybody you pay. Rizal Paper Supply is one.

Choose Rizal Paper Supply in Payee.

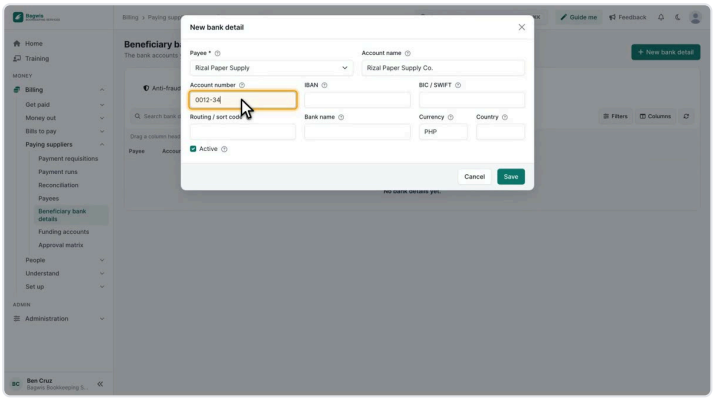


4 Copy the details from the supplier's letter.

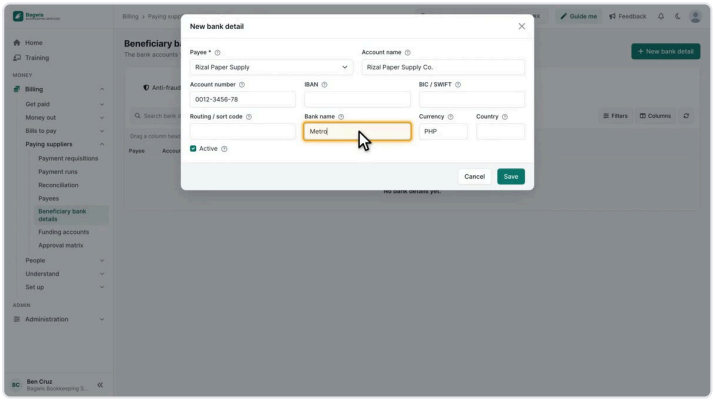
Type the account name in Account name.



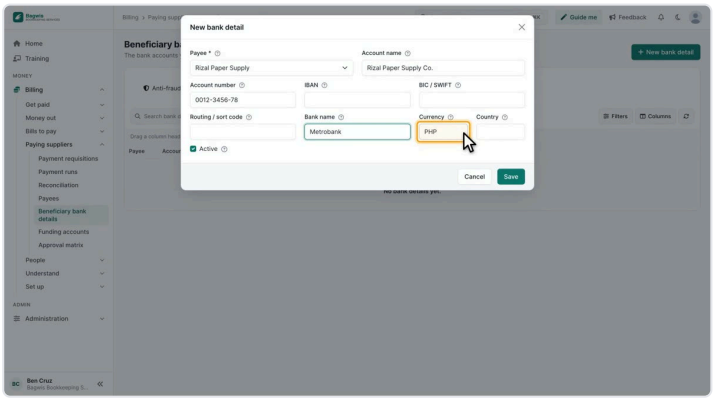
5 **Type the account number in Account number.**



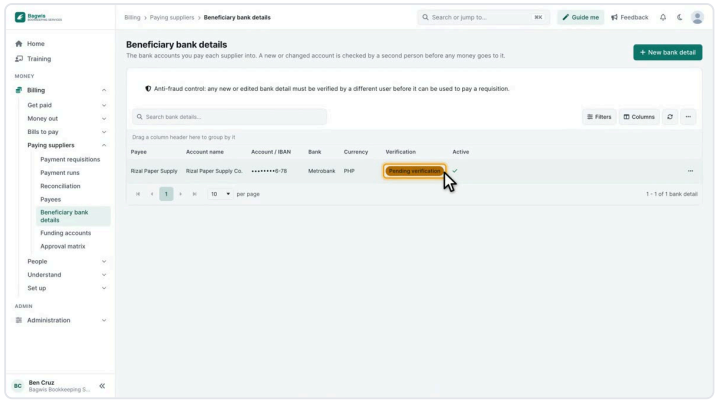
6 **Type the bank name in Bank name.**



7 **Currency already shows PHP.**



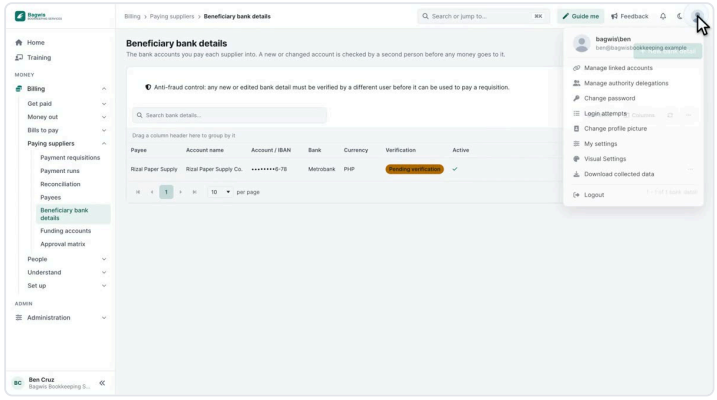
8 **Click Save.**



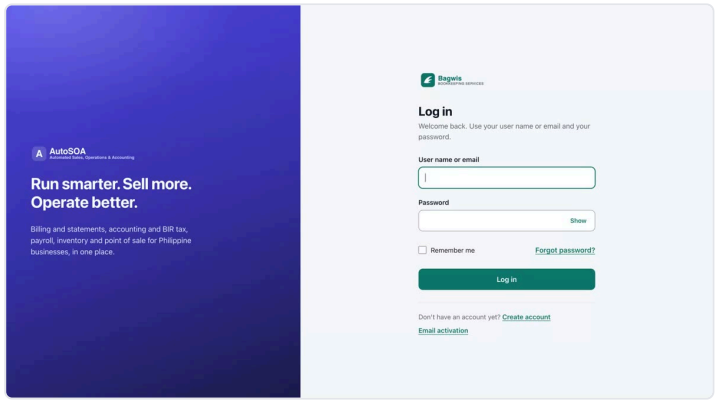
It says **Pending verification**. Nobody can pay into it until a second person checks it.

9 Now you check it. First, Ben logs out.

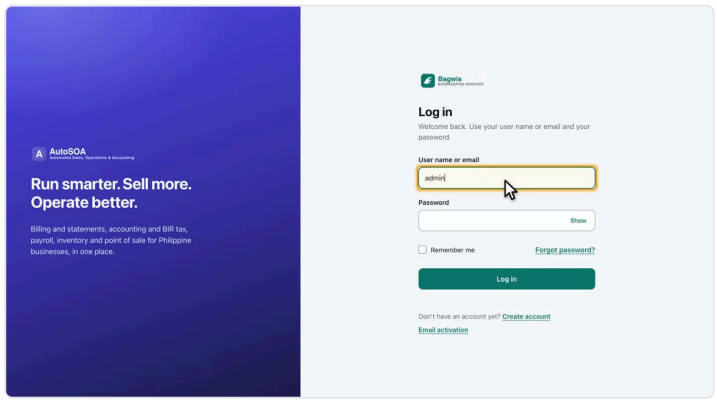
Click your picture.



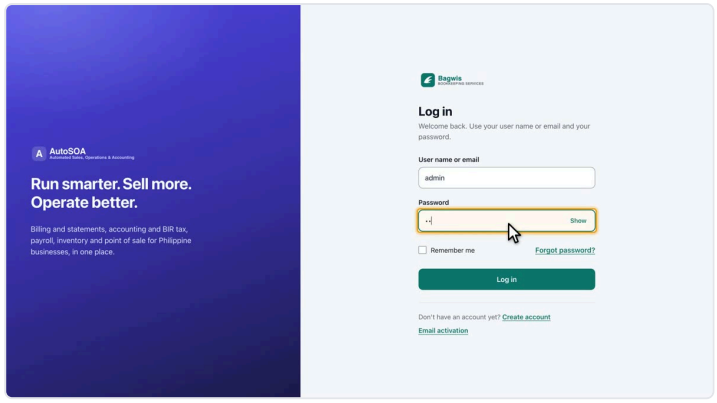
10 **Click Logout.**



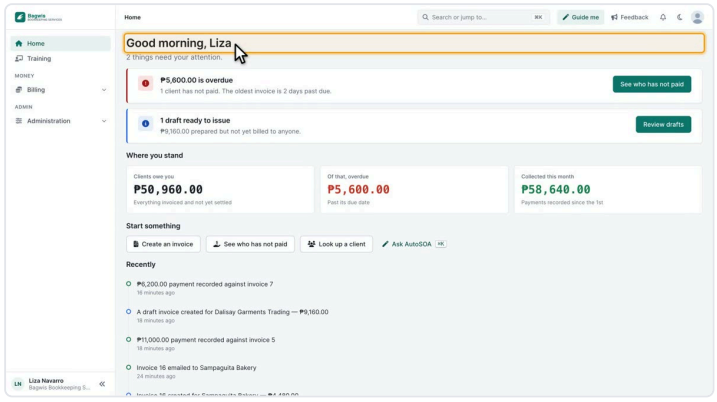
11 **Type your user name in User name or email.**



12 **Type your password in Password.**

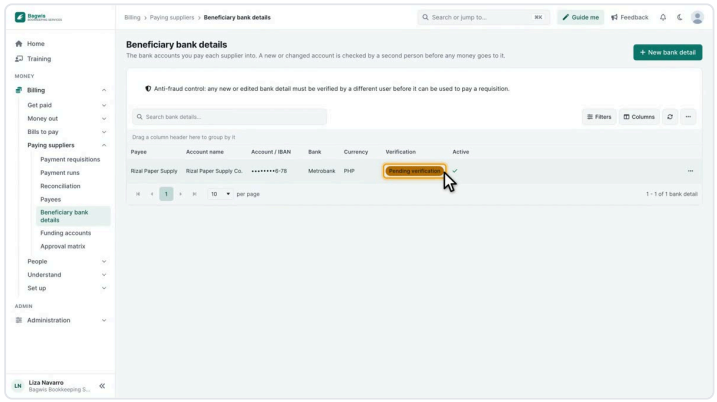


13 **Click Log in.**



Home greets you by name. You are signed in.

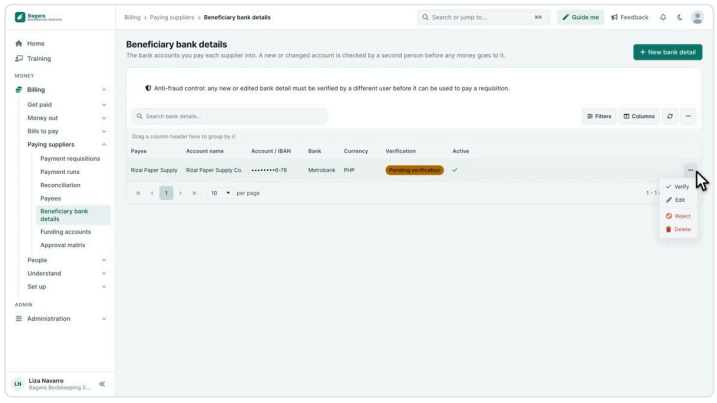
14 **Open Billing, then Paying suppliers, then Beneficiary bank details.**



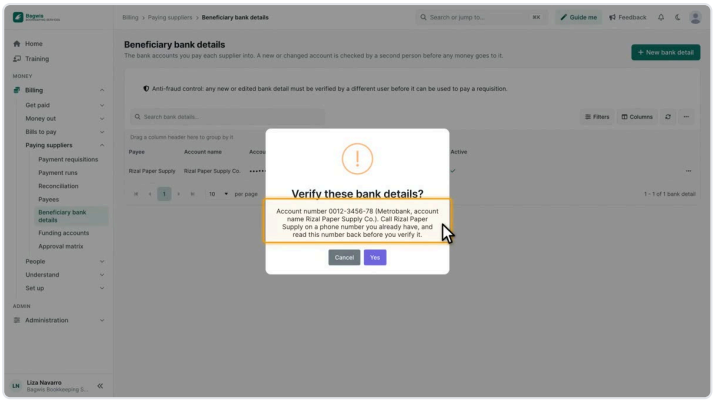
Here is the account Ben added, waiting for you.

15 Check the account number with the supplier, by phone, before you verify it.

Click the row's menu.



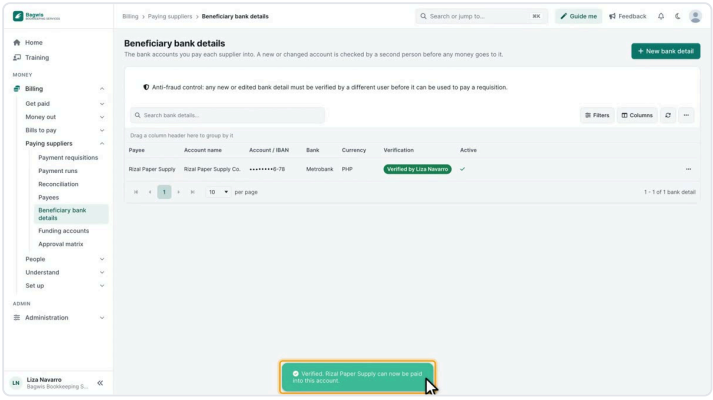
16 **Click Verify.**



The message shows the whole account number. It says to call Rizal Paper Supply on a number you already have.

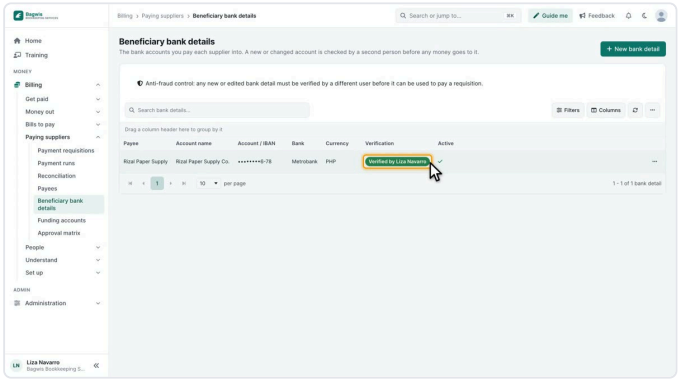
17 Ask the supplier to confirm this number, on the phone.

Click Yes.



A message says Rizal Paper Supply can now be paid into this account.

Check



It says **Verified by Liza Navarro**. Everybody can see who checked it.

Ben added Rizal Paper Supply's bank account. You checked it, and verified it. Next, Ben enters a supplier's bill.

Check yourself

Where does the clerk add a supplier's bank account?

How does the owner verify a new bank account?

Who can verify a bank account?

Common mistakes

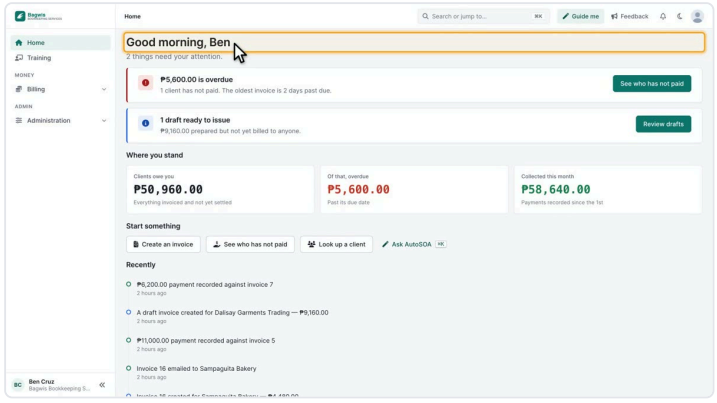
The screen says	What to do
Pending verification	Nobody can be paid into the account yet. The owner checks it with the supplier by phone. Then the owner clicks the row's menu, then **Verify**.
The menu has **Payees** as well as **Suppliers**.	They show the same records. **Payees** lists everybody you pay. **Suppliers** shows what you owe each supplier. Add a supplier once, on **Suppliers**.

Lesson 04 · staff · 2 min · `payables-onboard-04.webm`

Enter a supplier's bill

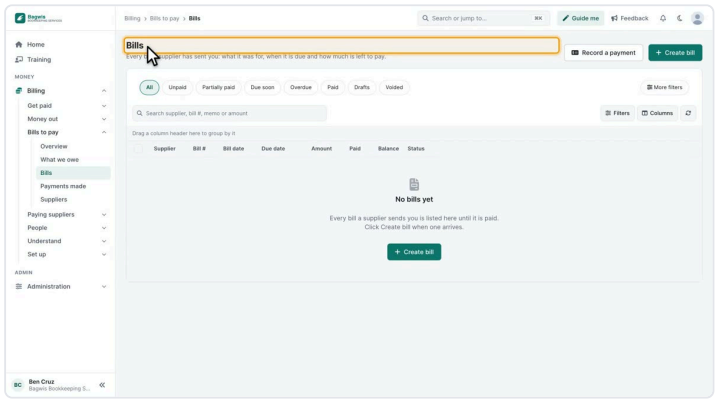
> **At the end you will have:** bill RPS-0457, owed and not yet due

> **Before you start:** You need Rizal Paper Supply from lesson one, and the Office supplies category from lesson eighteen of the Billing course.



Ben is signed in for this lesson.

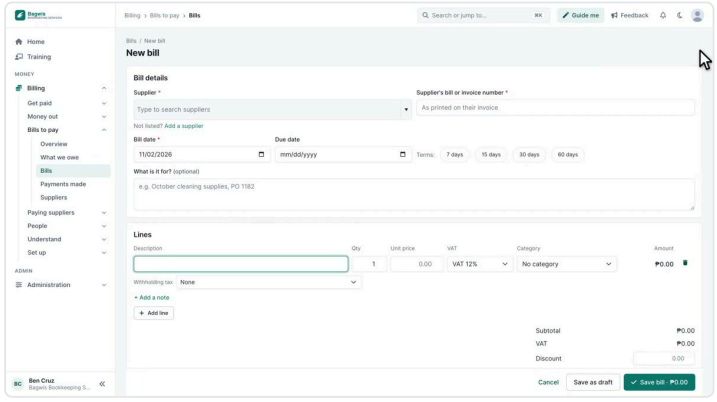
1 **Open Billing, then Bills to pay, then Bills.**



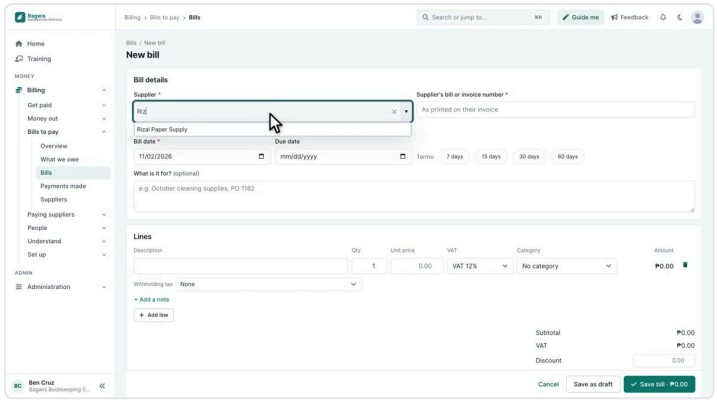
This is **Bills**: every bill Bagwis has from its suppliers.

2 Rizal Paper Supply delivered toner, and Bagwis pays in thirty days.

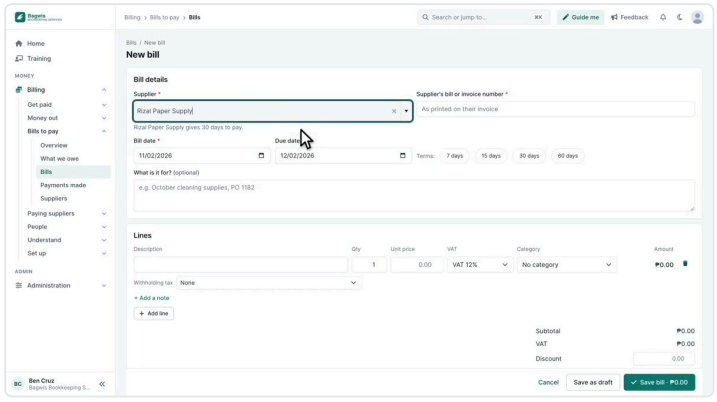
Click Create bill.



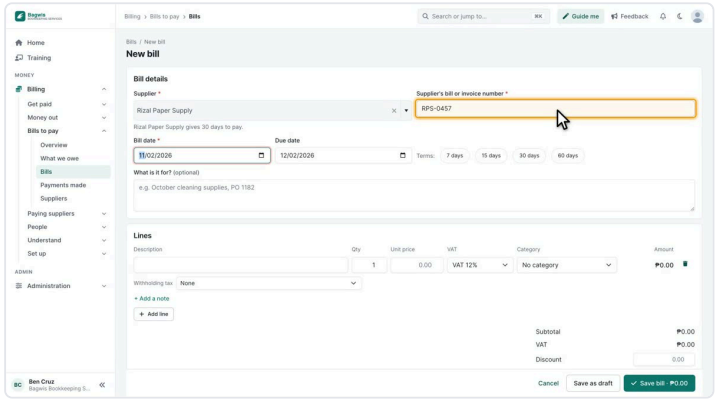
3 **Type Rizal in Supplier.**



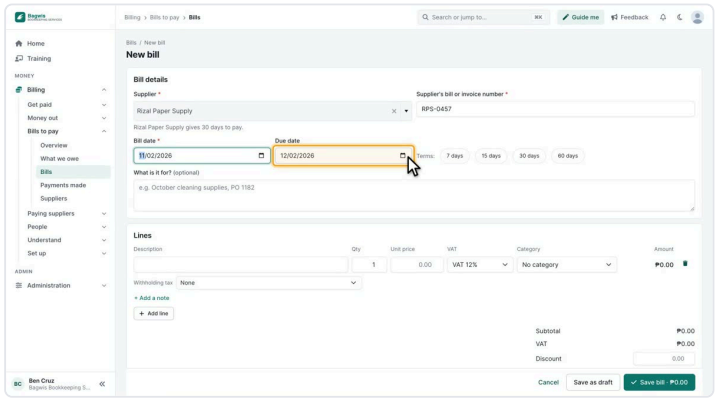
4 **Choose Rizal Paper Supply in the list.**



5 **Type the bill's number in Supplier's bill or invoice number.**

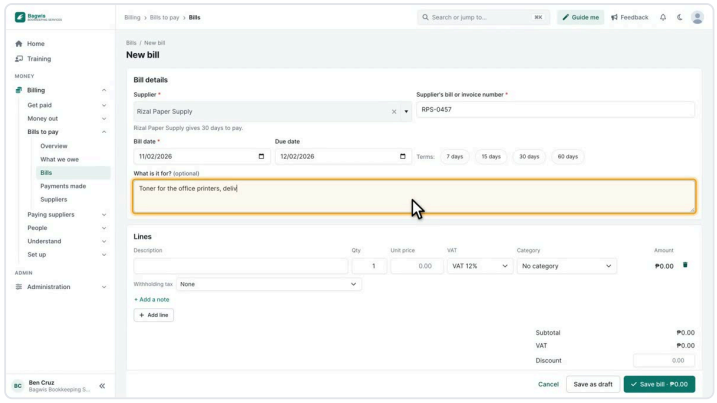


6 **Pick the date on the bill in Bill date.**

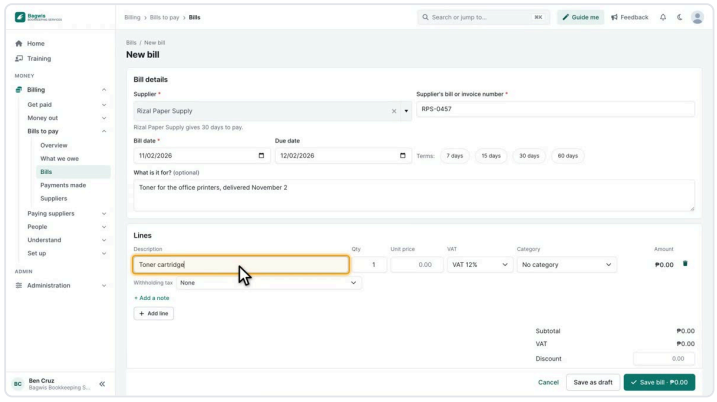


Due date fills in from the supplier's terms: thirty days later.

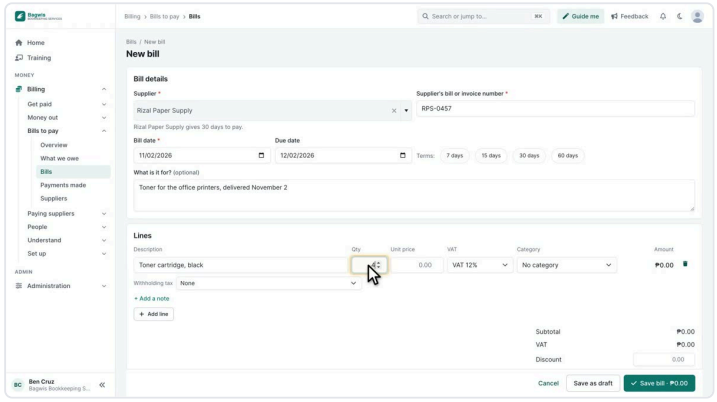
7 **Type what the bill is for in What is it for?**



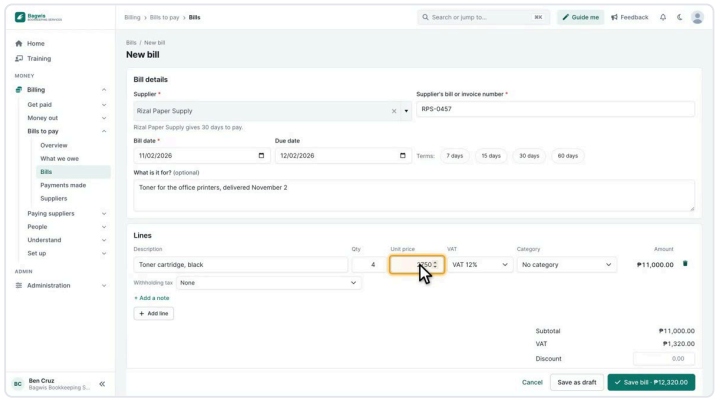
8 **On the first line, type the item in Description.**



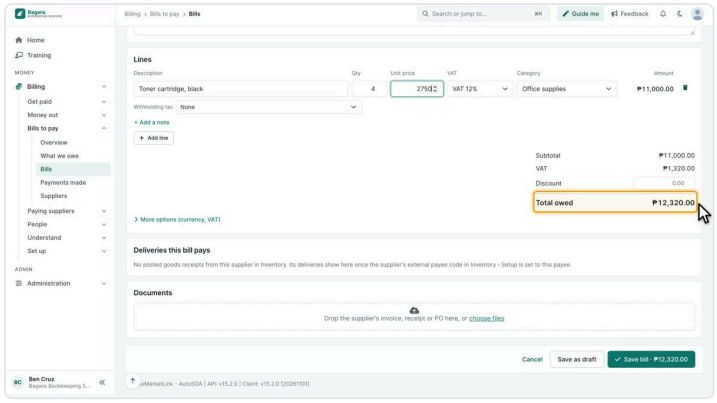
9 **Type 4 in Qty.**



10 **Type 2750 in Unit price.**

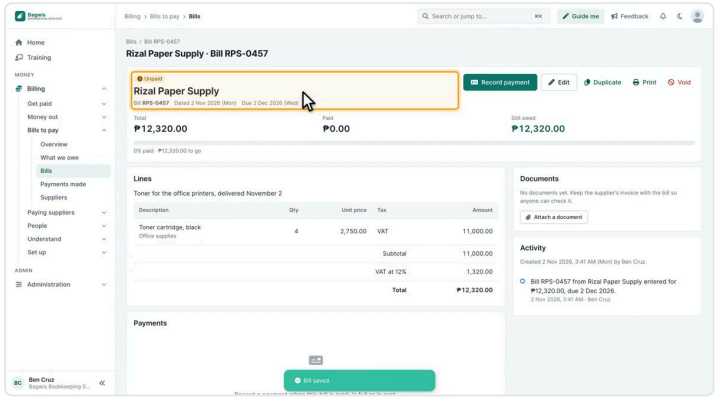


11 Choose **Office supplies** in **Category**.



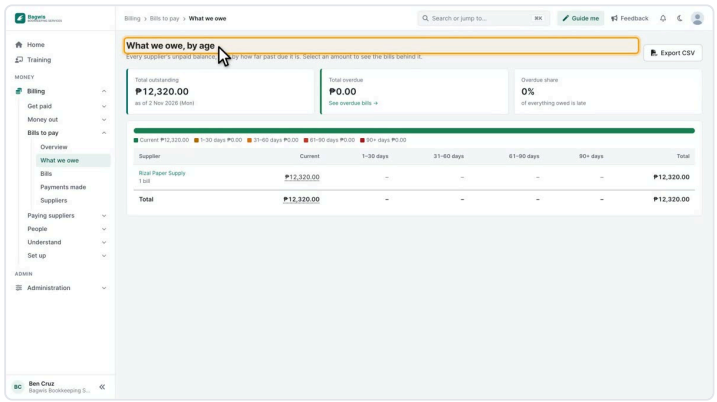
The VAT is added on top. **Total owed** is 12,320.00.

12 Click **Save bill**.



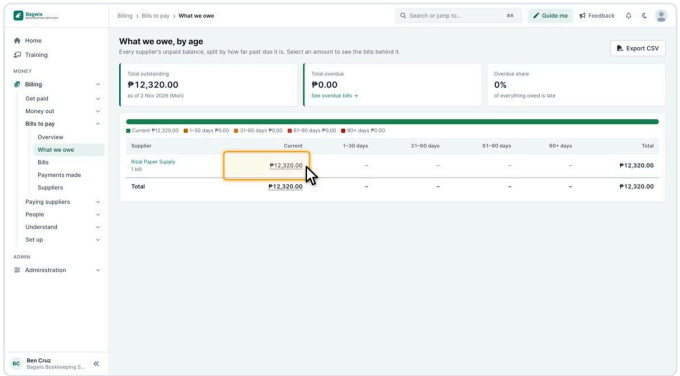
The bill is saved. It shows **Unpaid**.

13 Now open **Bills to pay**, then **What we owe**.



This is **What we owe, by age**: what Bagwis owes each supplier, by how late it is.

Check



Rizal Paper Supply is owed twelve thousand three hundred twenty pesos, not due yet.

Bagwis knows what it owes Rizal Paper Supply, and when. In the next lesson, Ben asks to pay this bill, and Liza approves.

Check yourself

Where do you enter a supplier's bill?

Where does a bill's due date come from?

Where do you see what you owe each supplier?

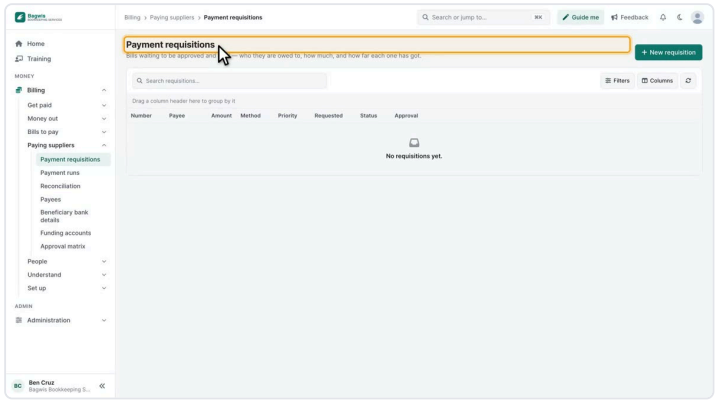
Lesson 05 · staff + owner · 3 min · `payables-onboard-05.webm`

Ask to pay a supplier, and approve it

> **At the end you will have:** Ben's request paying RPS-0457, approved by Liza from Home's card

> **Before you start:** You need the bill from lesson four, and Rizal's bank details from lesson three.

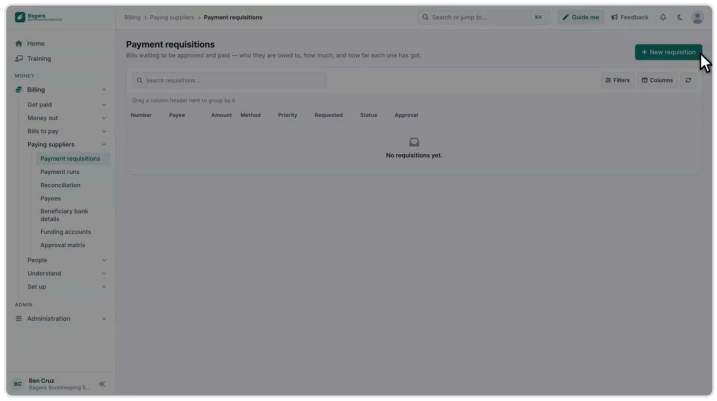
1 **Open Billing, then Paying suppliers, then Payment requisitions.**



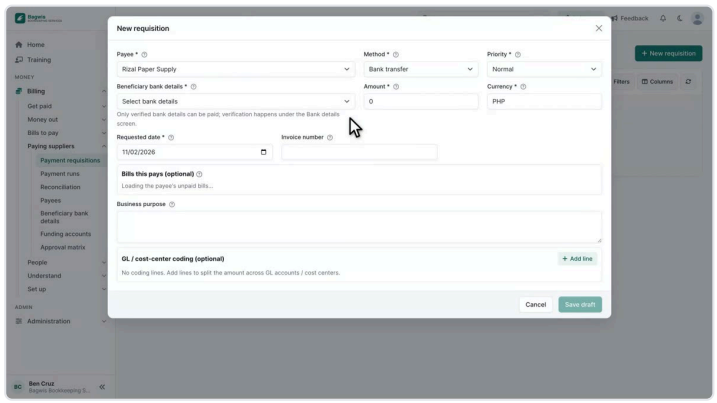
This is **Payment requisitions**: every request to pay somebody, and how far each has got.

2 Nobody pays a supplier until a request is approved.

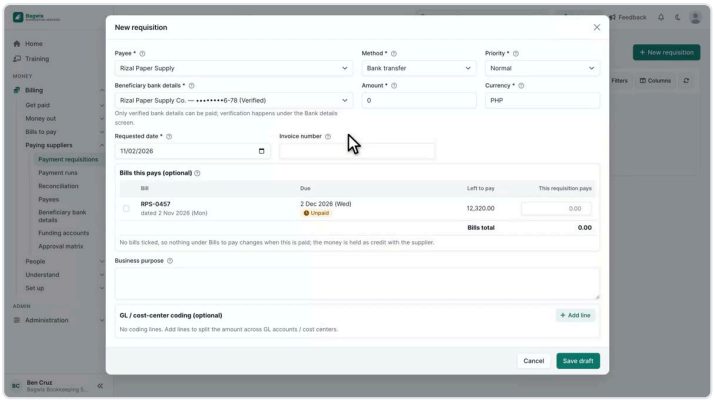
Click New requisition.



3 **Choose Rizal Paper Supply in Payee.**

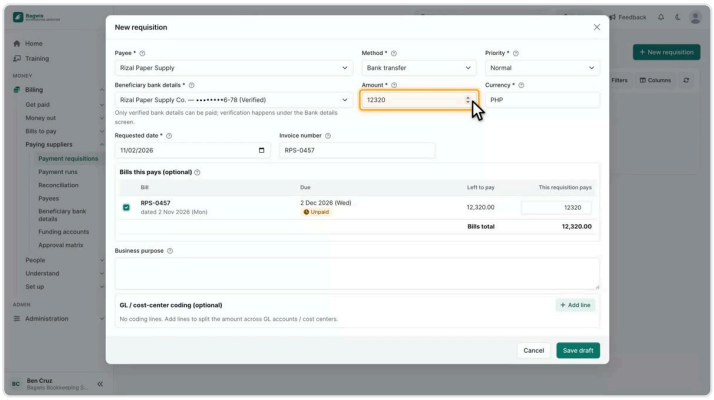


4 **Choose the verified account in Beneficiary bank details.**



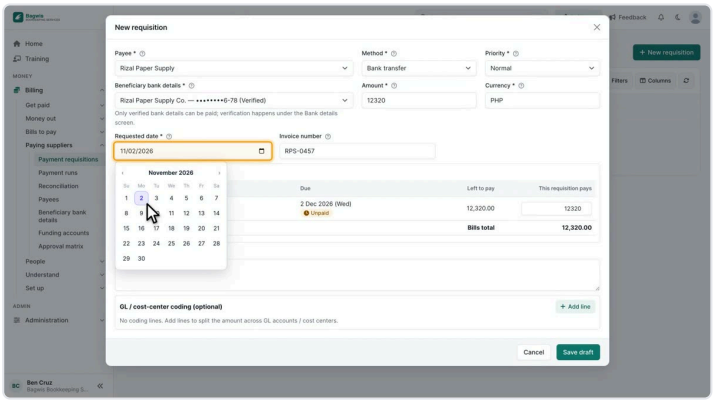
5 Name the bill this pays. When the money goes out, the bill is marked paid.

Turn on RPS-0457 in Bills this pays.

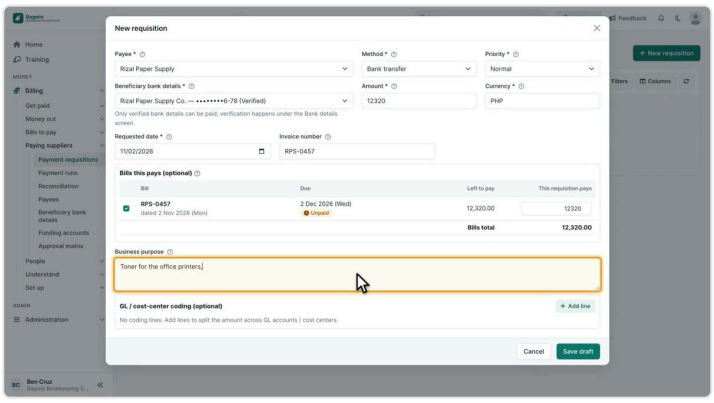


Amount and **Invoice number** come from the bill: twelve thousand three hundred twenty pesos.

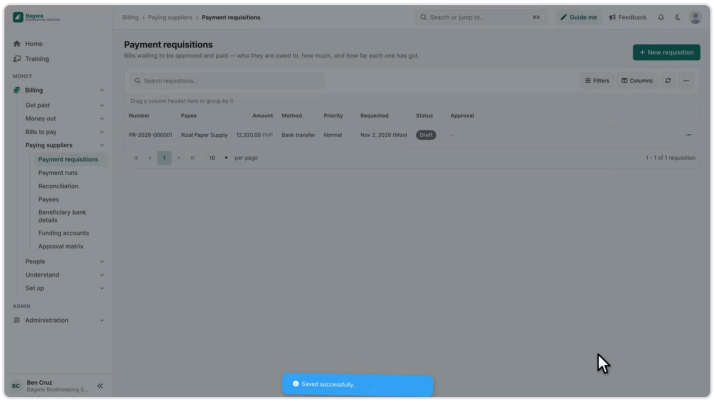
6 **Pick today's date in Requested date.**



7 **Type what the payment is for in Business purpose.**

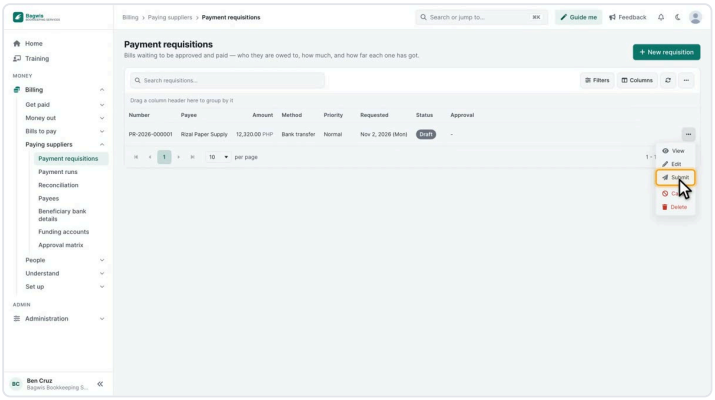


8 **Click Save draft.**

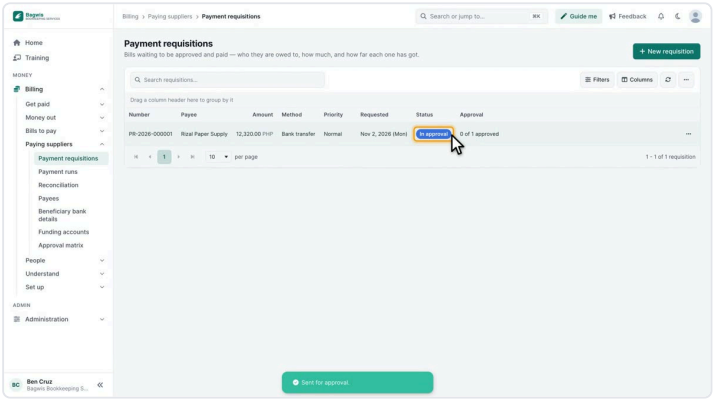


9 A draft goes nowhere until you submit it.

Click the row's menu, then click Submit.

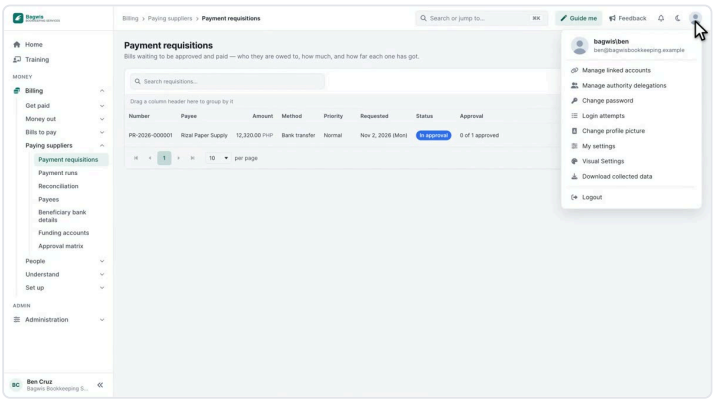


10 **Click Yes.**

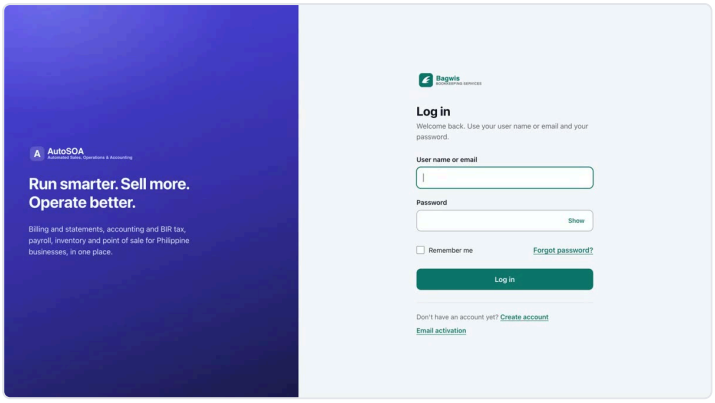


The request shows **In approval**.

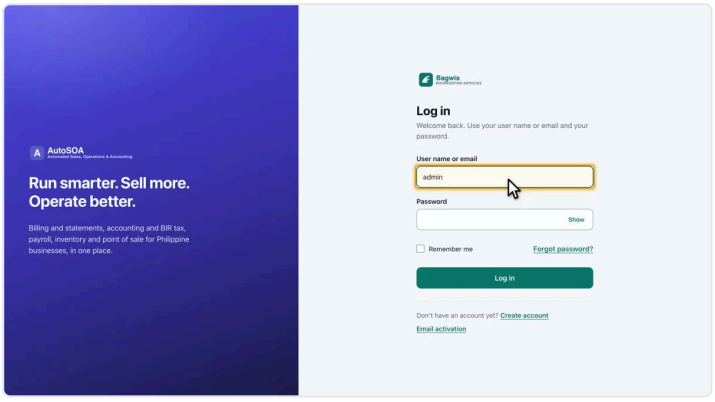
11 **Next, Liza approves it. Click your picture.**



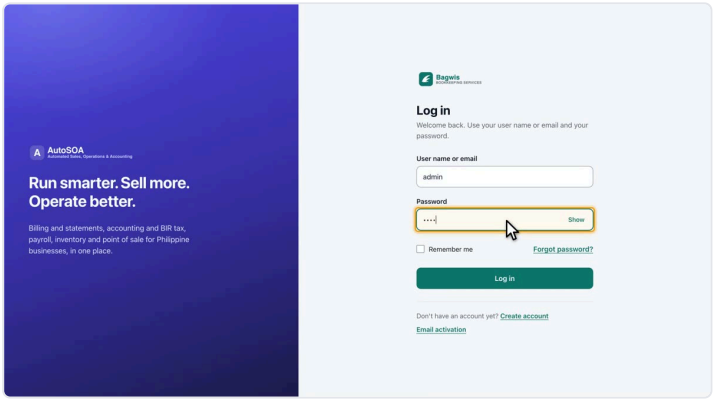
12 Click **Logout**.



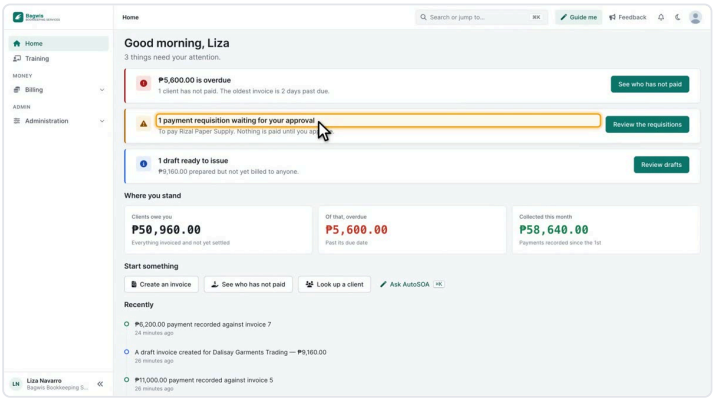
13 Type admin, Liza's user name, in **User name or email**.



14 Type her password in **Password**.

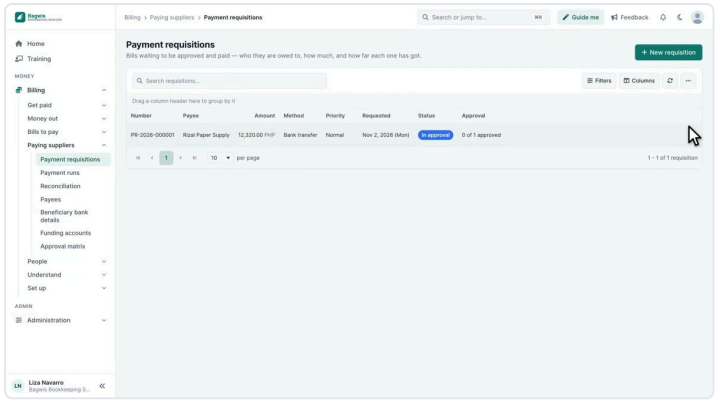


15 Click **Log in**.

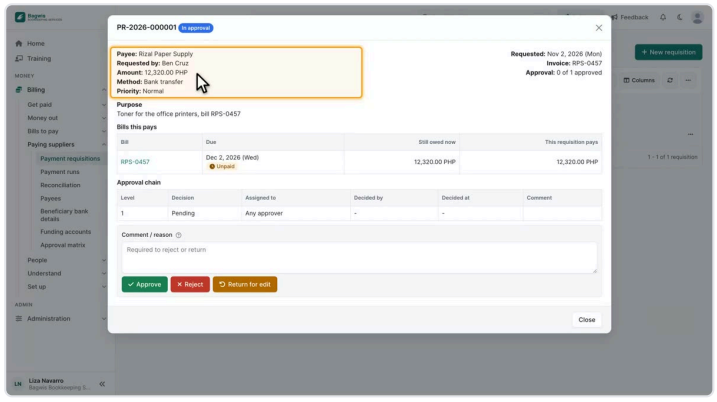


Home shows one payment requisition waiting for your approval.

16 Click **Review the requisitions**.

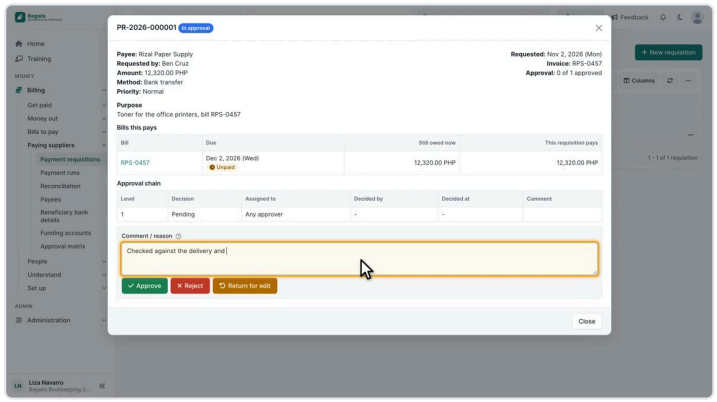


17 Click the row's menu, then click **View**.

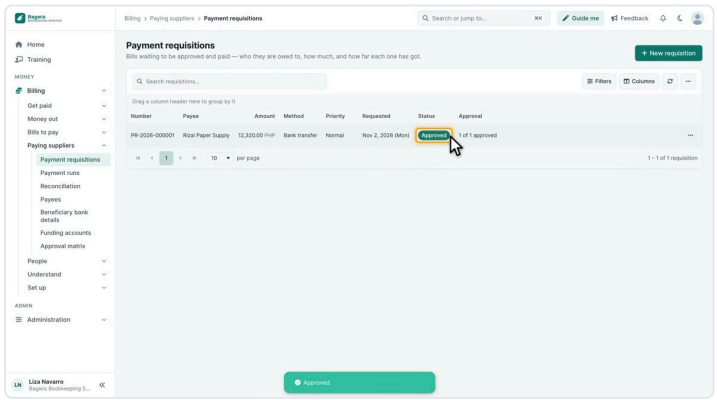


Requested by shows Ben Cruz. **Payee** and **Amount** show who is paid, and how much.

18 Type a comment in **Comment / reason**.

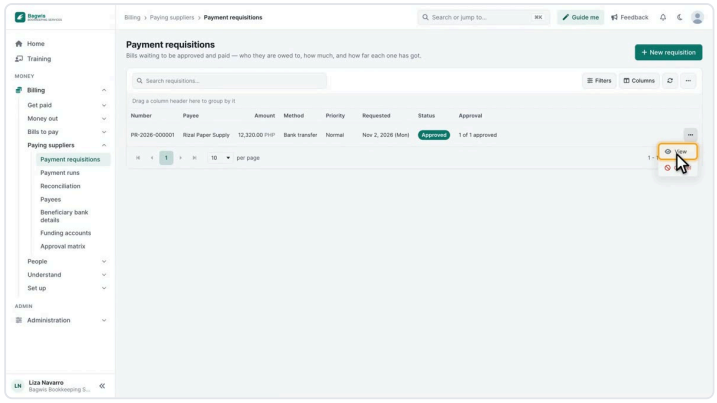


19 Click **Approve**.

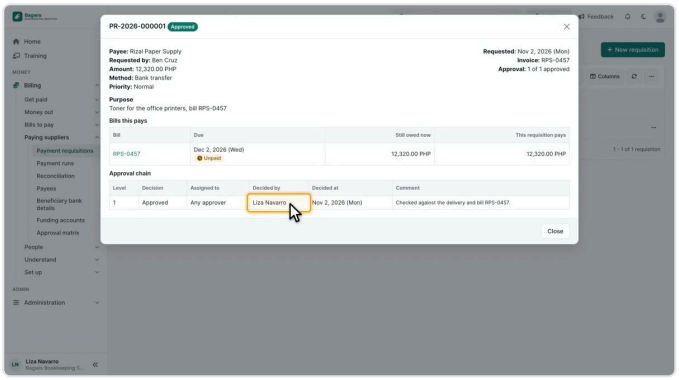


The request shows **Approved**.

20 **Click the row's menu, then click View.**



Check



The approval carries Liza's name and her comment.

Ben asked to pay a bill, and Liza approved it. One person asks, another approves. In the next lesson, Ben puts the payment in a payment run, and Liza releases it.

Check yourself

Where does the clerk ask to pay a supplier's bill?

What sends a draft request to the owner?

How does the owner approve a request?

Common mistakes

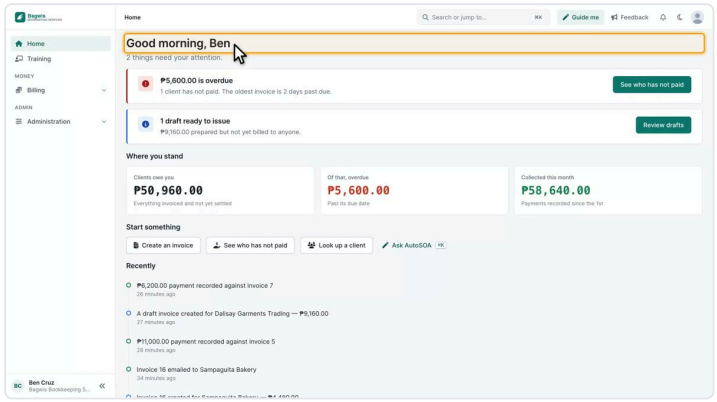
The screen says	What to do
Bills this pays says "No open bills from this payee."	Enter the supplier's bill first: open **Billing**, then **Bills to pay**, then **Bills**, and click **Create bill**. Then make the request.
The request shows **Draft**, and **Home** shows the owner nothing waiting.	A draft goes nowhere until you submit it. Click the row's menu, then **Submit**, and click **Yes**.

Lesson 06 · staff + owner · 4 min · `payables-onboard-06.webm`

The payment run

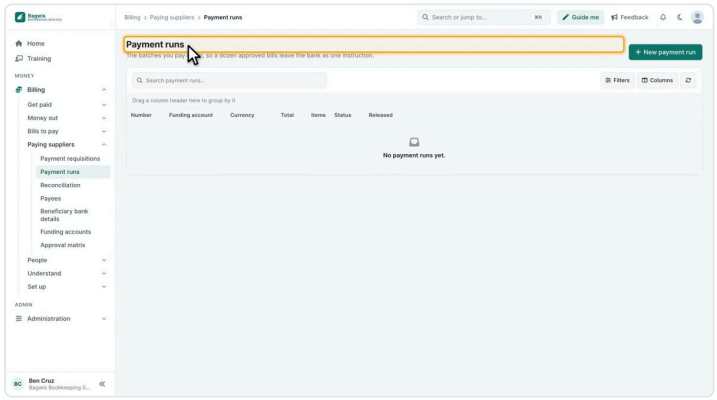
> **At the end you will have:** the run made by Ben, released by Liza from Home's card; on the BPI account's balance; matched to the bank line; RPS-0457 Paid

> **Before you start:** You need the approved request from lesson five, and the BPI account from lesson two.



Ben is signed in for this lesson.

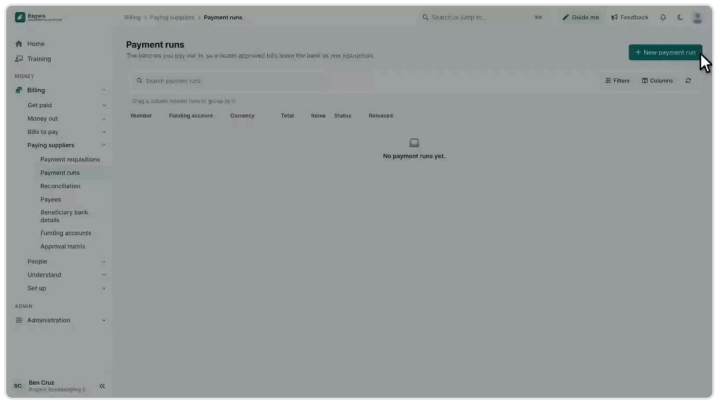
1 **Open Billing, then Paying suppliers, then Payment runs.**



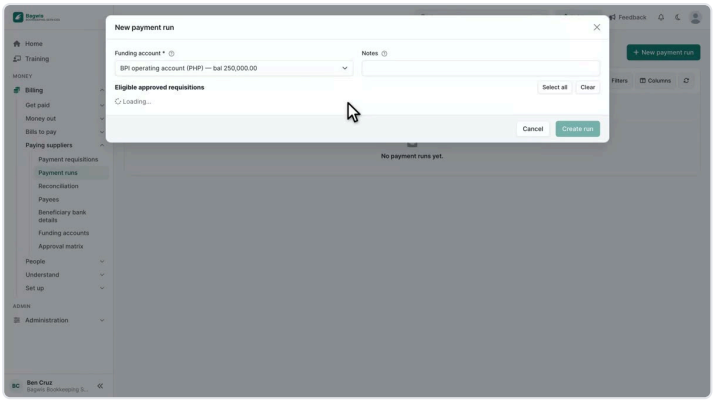
This is **Payment runs**. A payment run is a batch of approved payments that leave one bank account together.

2 Ben puts the approved request in a run.

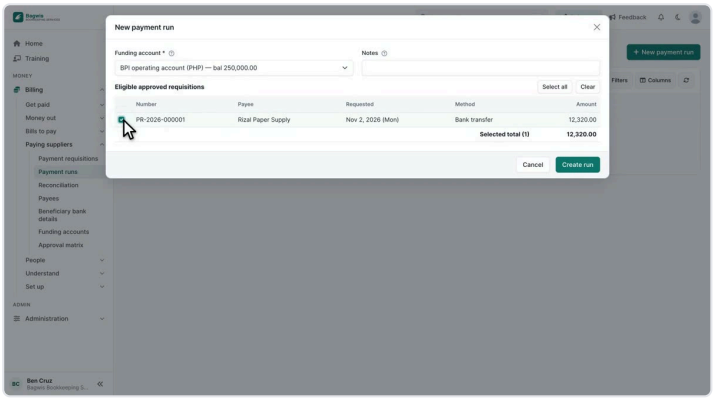
Click New payment run.



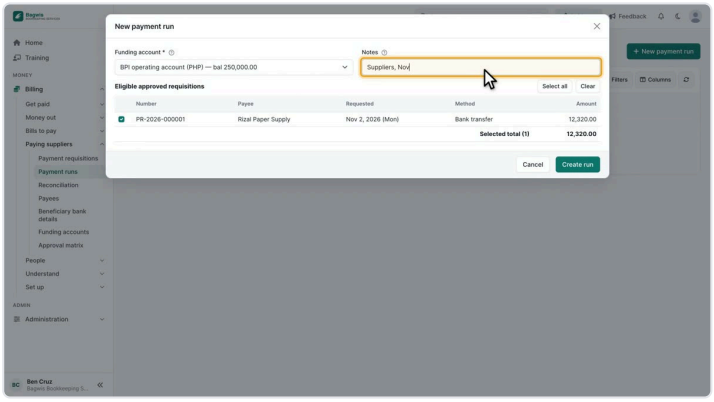
3 Choose **BPI operating account** in **Funding account**.



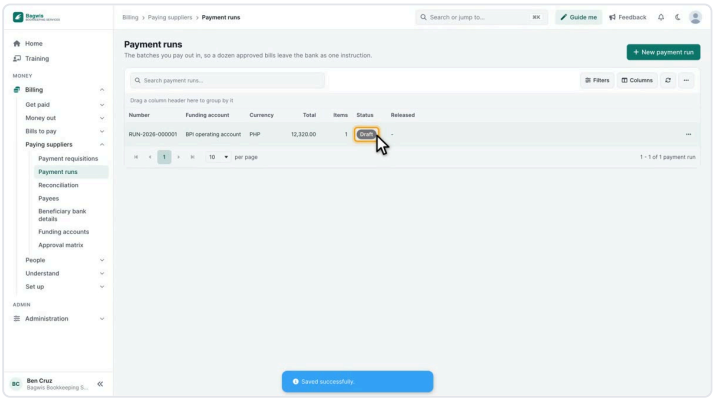
4 Turn on the approved request to **Rizal Paper Supply**.



5 Type a note in **Notes**.

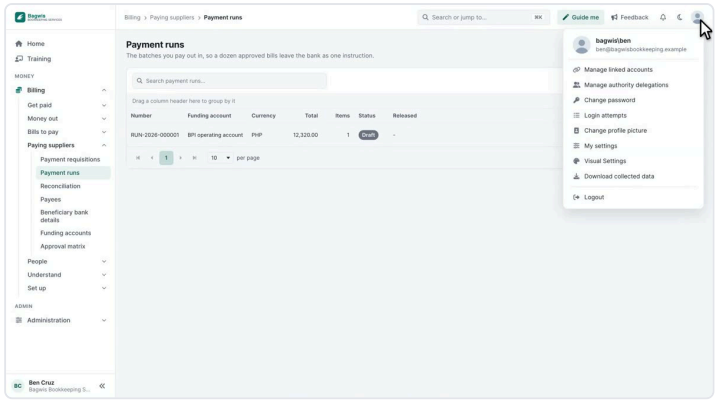


6 Click **Create run**.

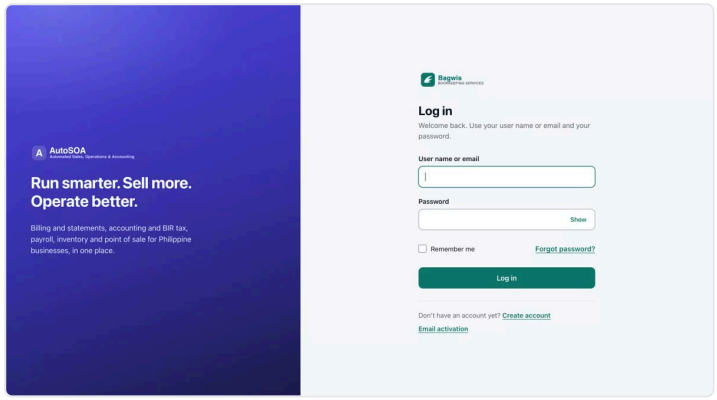


The run shows **Draft**. Ben cannot release it himself.

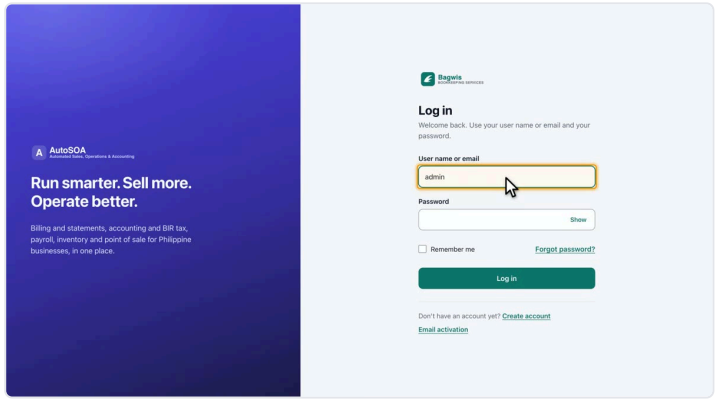
7 **Next, Liza releases the run. Click your picture.**



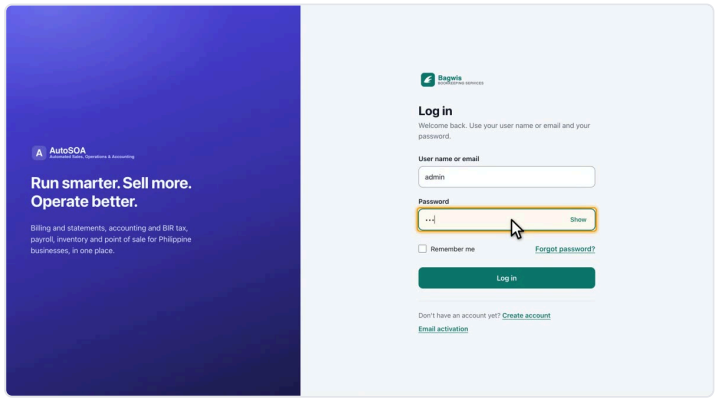
8 **Click Logout.**



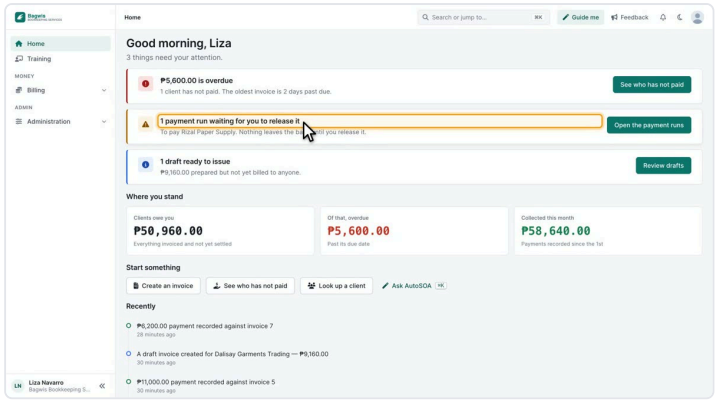
9 **Type admin, Liza's user name, in User name or email.**



10 **Type her password in Password.**

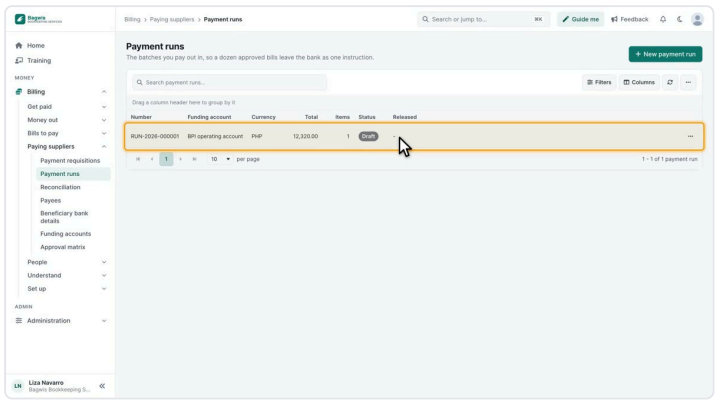


11 **Click Log in.**



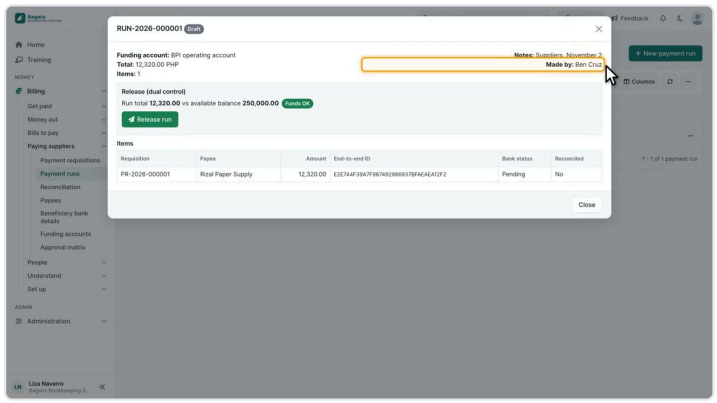
Home shows **1 payment run waiting for you to release it**.

12 **Click Open the payment runs.**



Here is Ben's run. It shows **Draft** until Liza releases it.

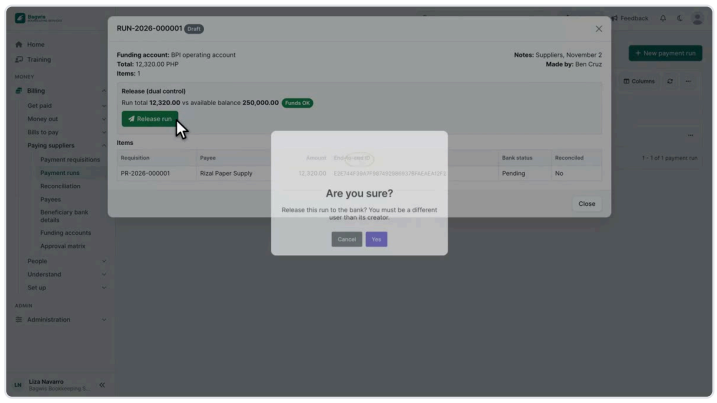
13 **Click the row's menu, then click View.**



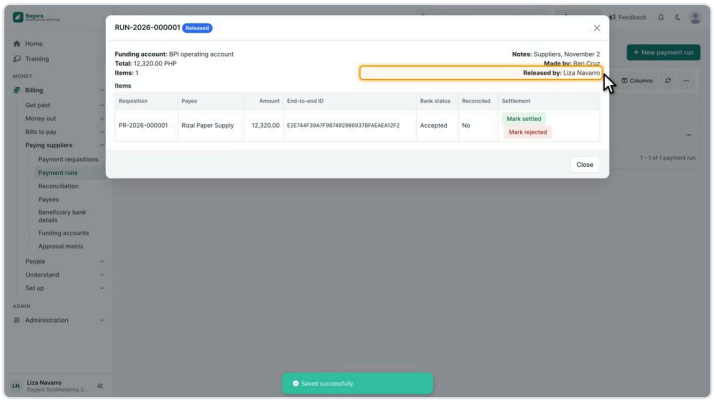
Made by shows Ben Cruz.

14 Releasing sends the payment to the bank. The person who made the run cannot release it.

Click Release run.

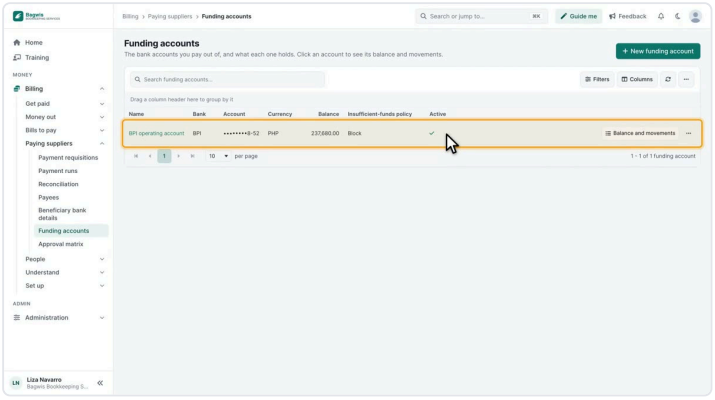


15 **Click Yes.**



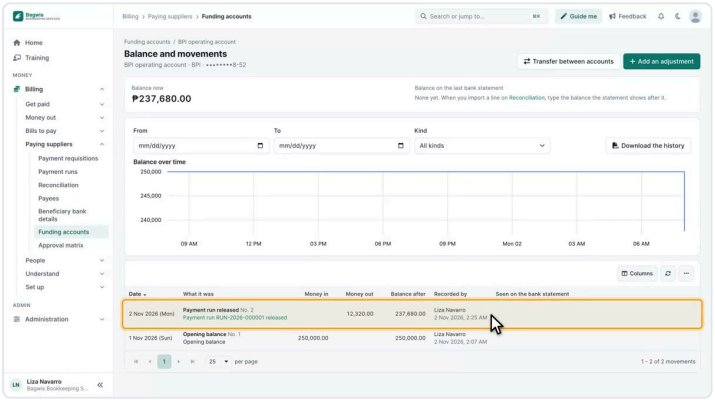
Released by shows Liza Navarro.

16 **Open Paying suppliers, then Funding accounts.**



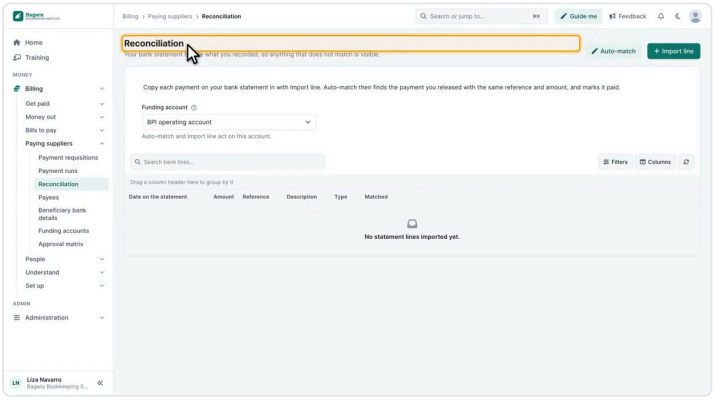
Here is the **BPI operating account**.

17 **Click Balance and movements on the BPI operating account's row.**



The run is **Money out**: 12,320.00. **Balance after** it is 237,680.00.

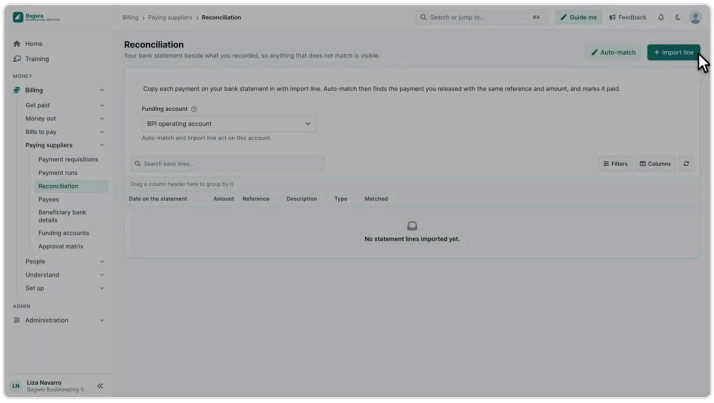
18 **When the BPI statement shows the transfer, open Paying suppliers, then Reconciliation.**



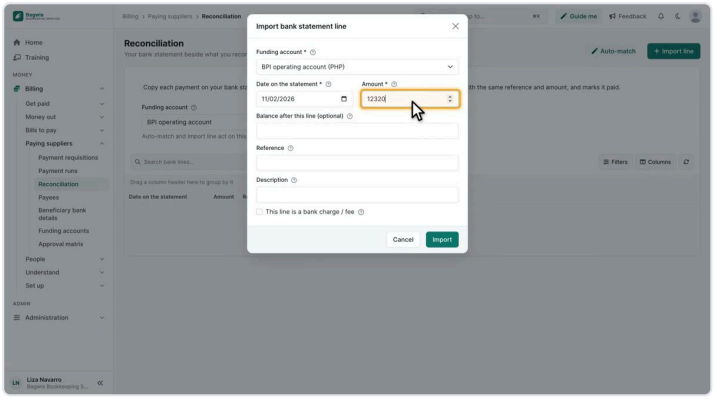
This is **Reconciliation**. Here you match your bank statement to what you paid.

19 Copy the statement line in.

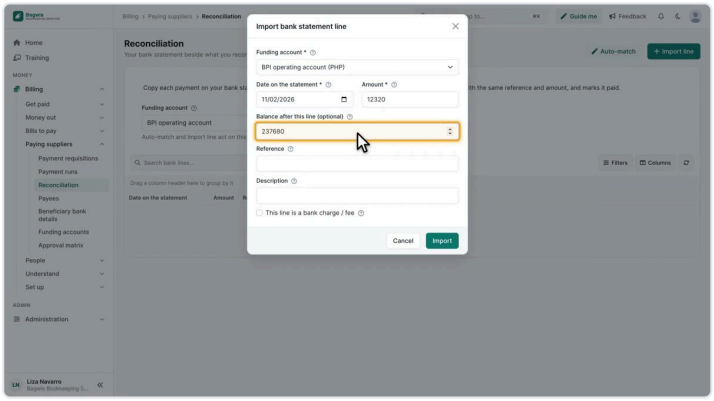
Click Import line.



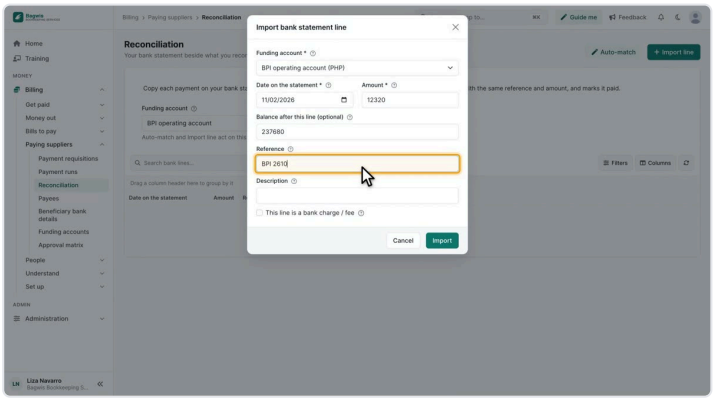
20 **Type 12320 in Amount.**



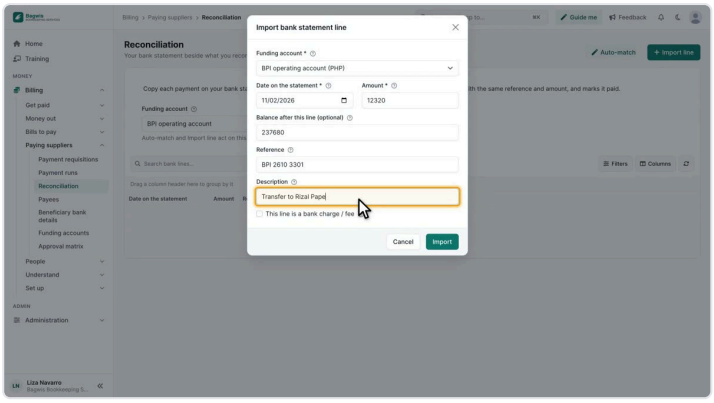
21 **Type 237680 in Balance after this line.**



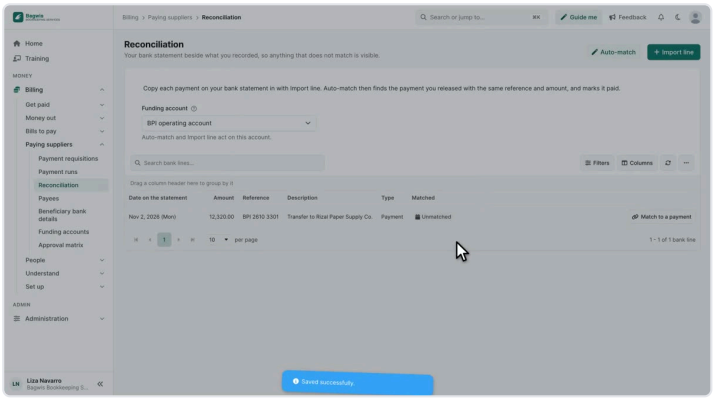
22 **Type the bank's reference in Reference.**



23 **Type the statement's description in Description.**

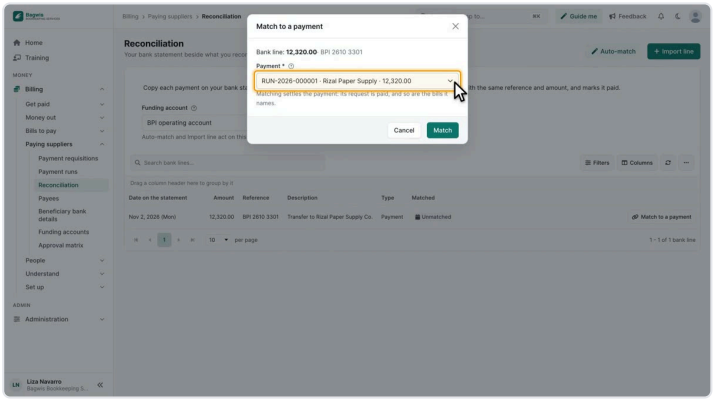


24 **Click Import.**



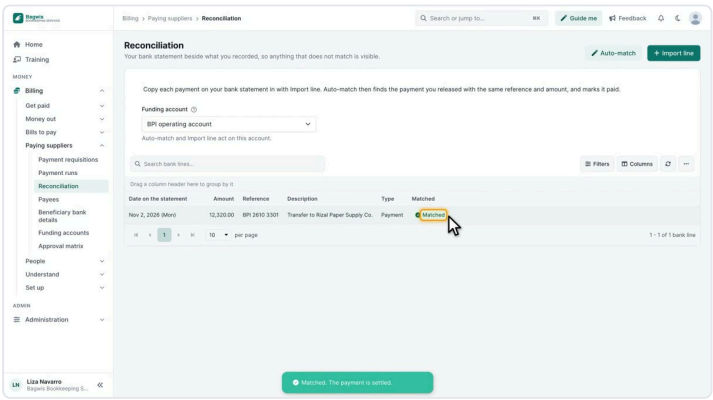
25 The line shows **Unmatched**. It is not linked to a payment yet.

Click Match to a payment.



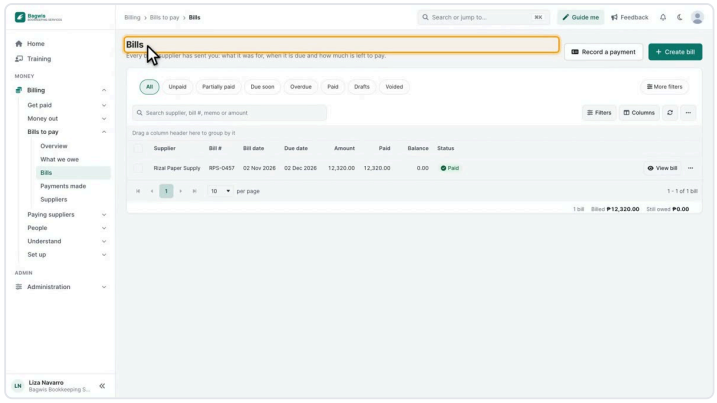
Payment already shows Rizal Paper Supply, for the same amount.

26 **Click Match.**



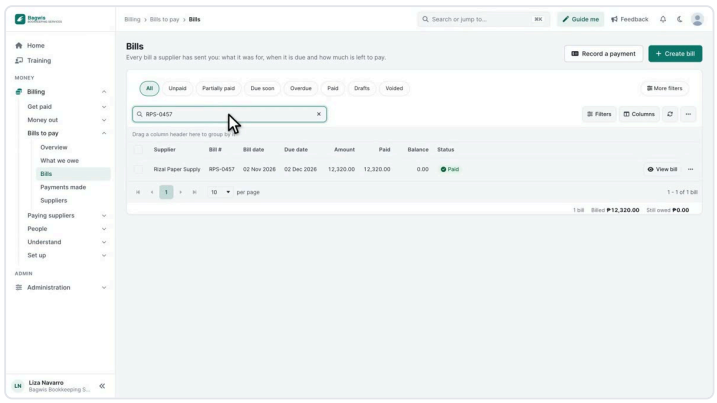
The line shows **Matched**, and the payment is settled.

27 **Now open Bills to pay, then Bills.**

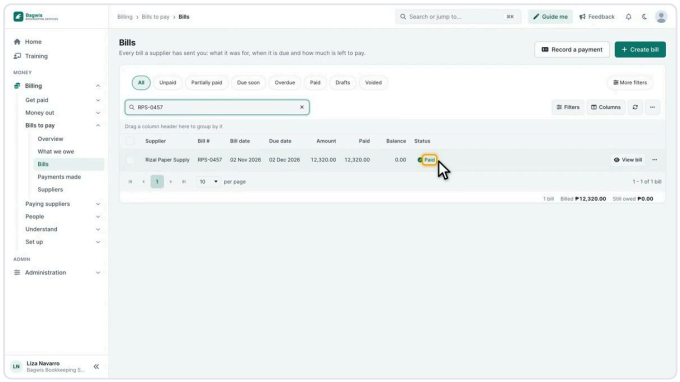


This is **Bills**, with every supplier bill.

28 **Find "RPS-0457" in the search box.**



Check



Bill RPS-0457 shows **Paid**.

Ben made the run, Liza released it, and the bank line settled the bill. In the next lesson, Liza looks over the month.

Check yourself

Where does the clerk put approved requests into a payment run?

Who releases a payment run, and how?

How do you match a bank statement line to a payment?

Common mistakes

The screen says	What to do
Release run is refused: the run is larger than the account's balance.	Check your bank. If the money is there, open the account's **Balance and movements** and add what is missing: a deposit, or a transfer from another account. Then click **Release run** again.
Payment does not show the supplier's payment.	Check that the run was released, and that the amount you typed is the statement's. AutoSOA offers only released payments from the same bank account, the same amount first.

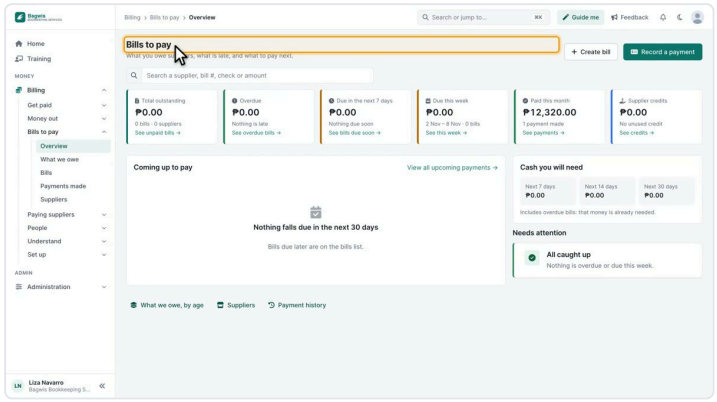
Lesson 07 · owner · 2 min · `payables-onboard-07.webm`

Month-end with your suppliers

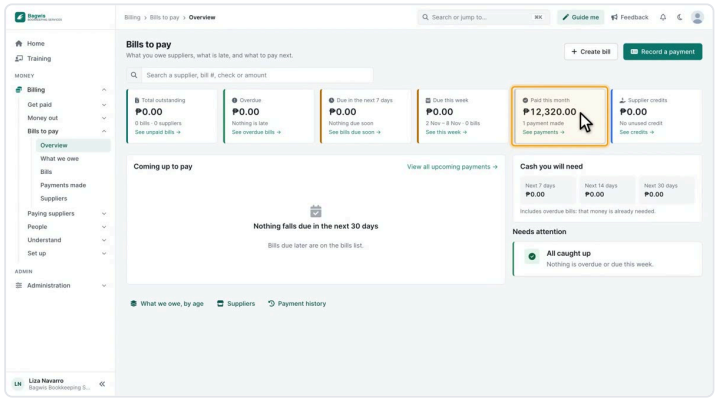
> **At the end you will have:** November's supplier side looked over: paid this month; the toner in Income & expenses; the account's balance against the bank's

> **Before you start:** You need the payment run from lesson six. Lesson nineteen of the Billing course showed the rest of month-end.

1 **Open Billing, then Bills to pay, then Overview.**

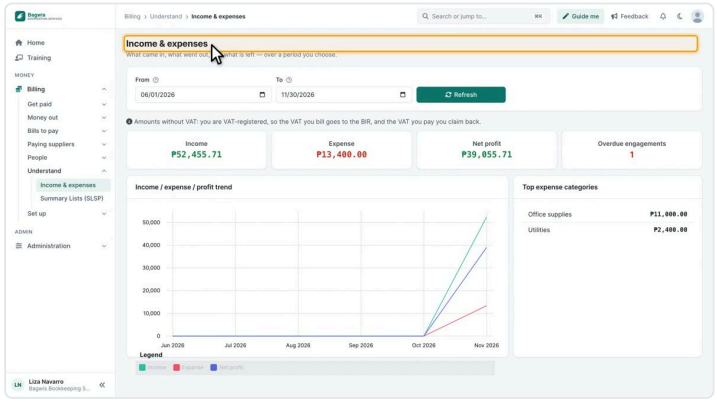


This is **Bills to pay**: what Bagwis owes its suppliers, and what to pay next.



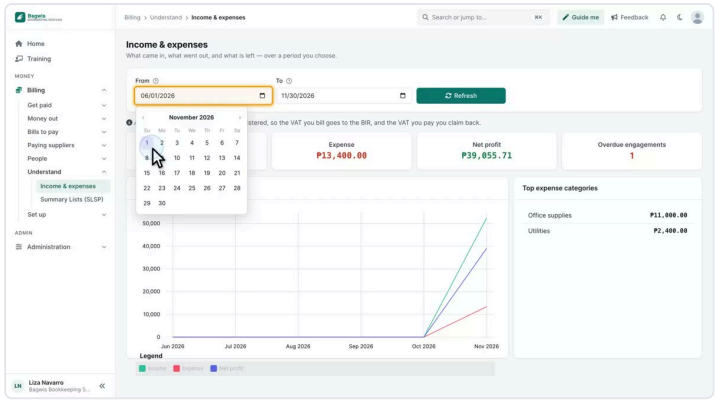
Paid this month shows twelve thousand three hundred twenty pesos: the toner bill.

2 **Now open Understand, then Income & expenses.**

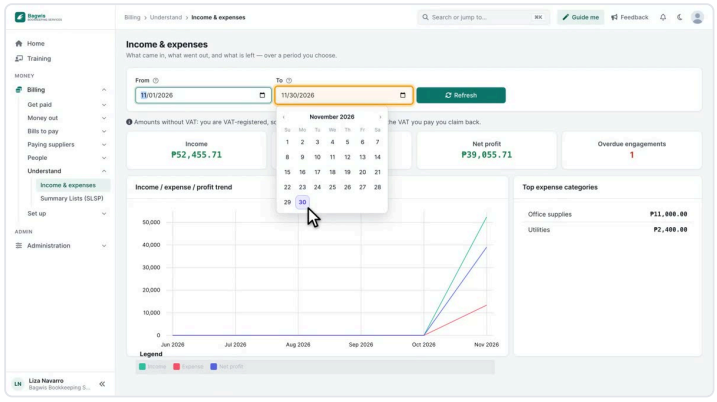


This is **Income & expenses**: what came in and what went out, over the dates you choose.

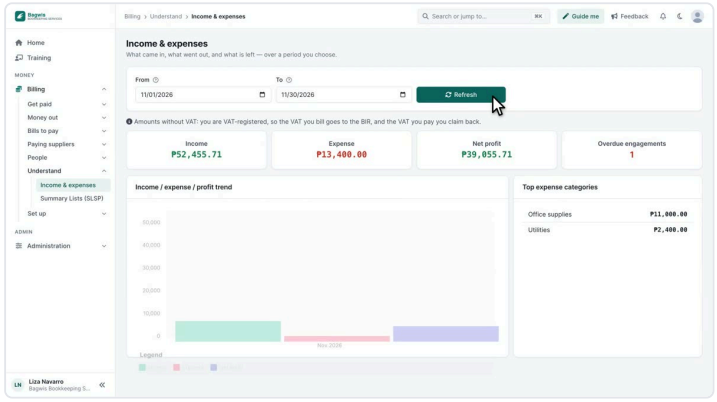
3 **Pick November first in From.**



4 **Pick November thirtieth in To.**

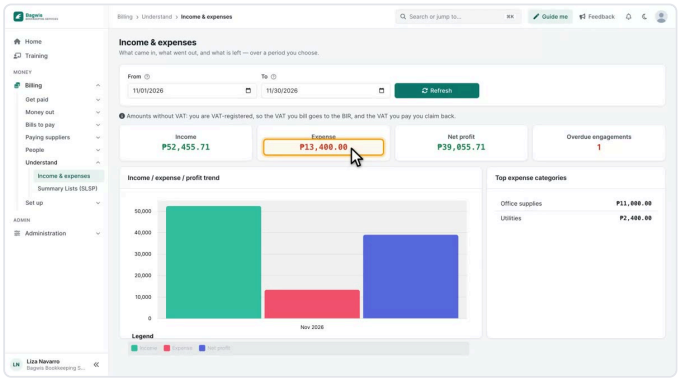


5 **Click Refresh.**

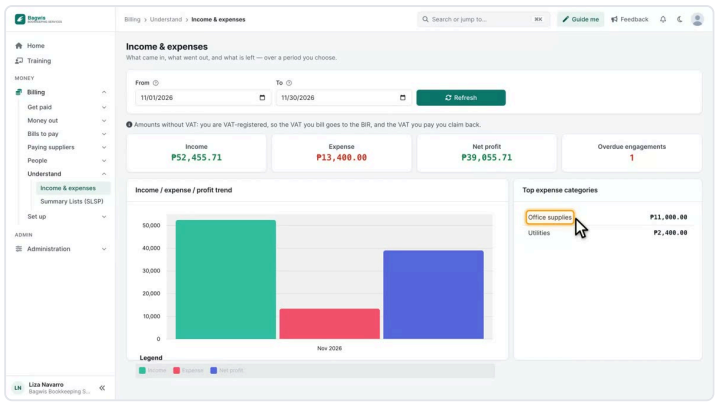


What changed

Bagwis is VAT-registered, so the amounts leave out VAT. The VAT it bills goes to the BIR.

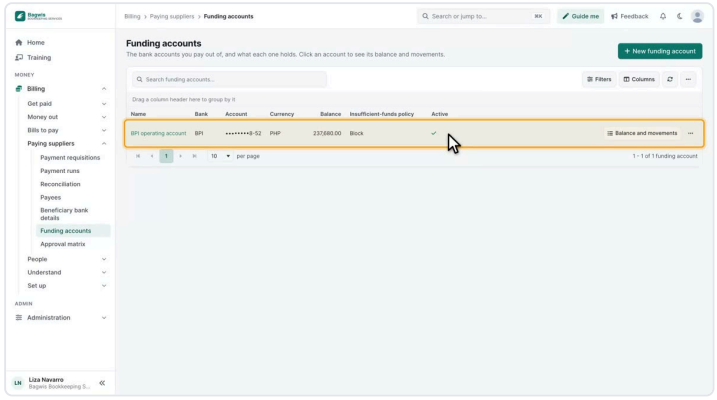


Expense includes the toner bill paid by the payment run.



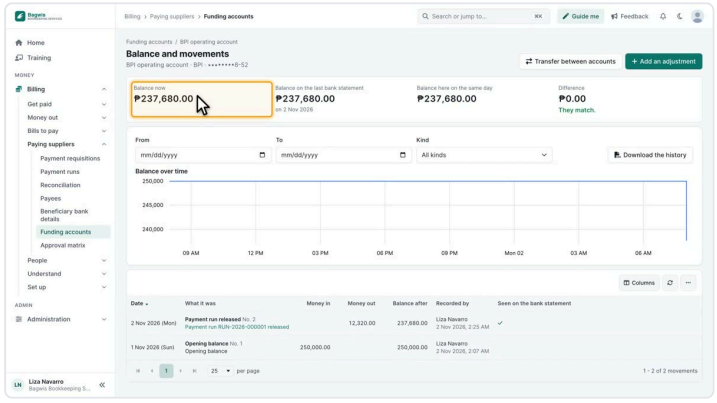
Office supplies is November's biggest expense now: the toner.

6 **Open Paying suppliers, then Funding accounts.**

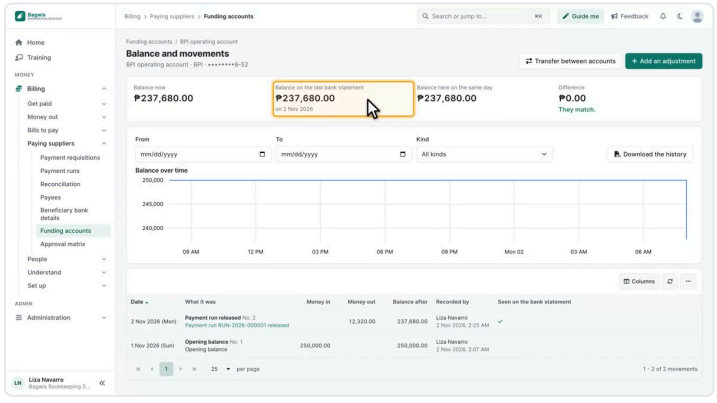


Here is the **BPI operating account**.

7 **Click Balance and movements on the BPI operating account's row.**

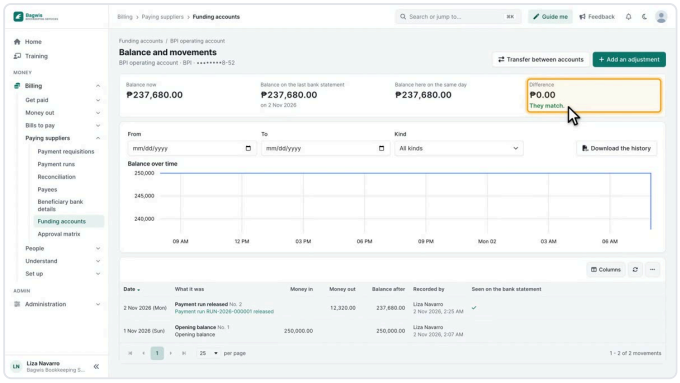


Balance now is 237,680.00.



Balance on the last bank statement is the line from the payment run. **Balance here on the same day** is beside it.

Check



Difference says **They match.** If it did not, a payment, a deposit or a bank charge is not entered here yet.

You saw what Bagwis paid its suppliers in November, where it counts as an expense, and that the bank agrees. Next, Ben enters a supplier's bill with Guide me.

Check yourself

Where do you see what you paid suppliers this month?

How do you check the bank account against the bank's statement?

Common mistakes

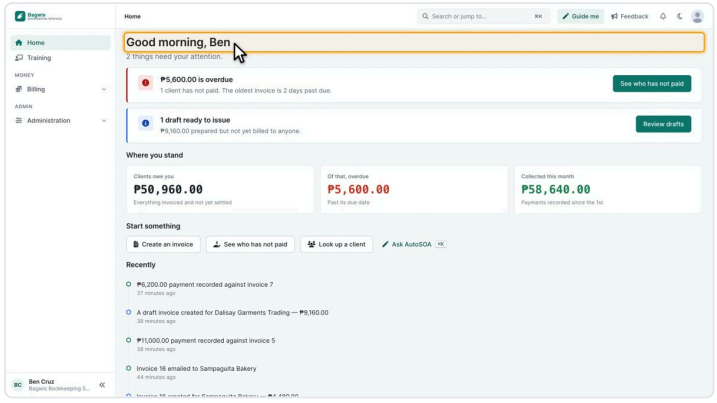
The screen says	What to do
A supplier's bill you entered is not in **Expense**.	A bill counts on the day a payment run pays it. Until then, it shows on **Bills to pay**.
A payment, a deposit or a bank charge is not entered here yet, or the bank has not shown one yet.	Find the line on the bank statement that is not here. Enter it where it belongs, or click **Add an adjustment** for a bank charge or interest.

Lesson 08 · staff · 3 min · `payables-onboard-08.webm`

Enter a supplier's bill with Guide me

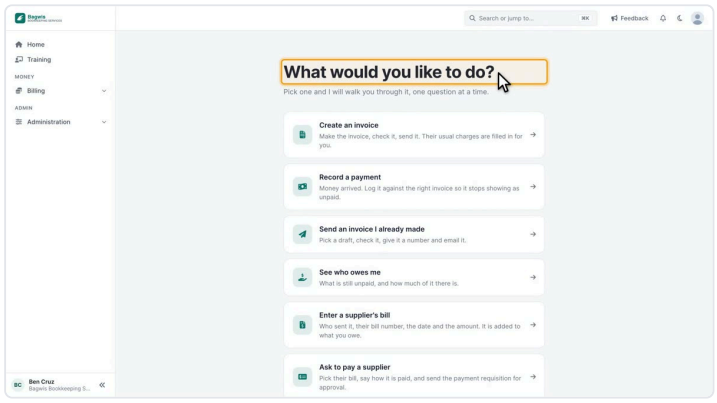
> **At the end you will have:** Lungsod Fiber Internet's November bill, entered through Guide me

> **Before you start:** You need lesson four: how a bill is entered. Lungsod Fiber Internet is a supplier from lesson eighteen of the Billing course.



Ben is signed in for this lesson.

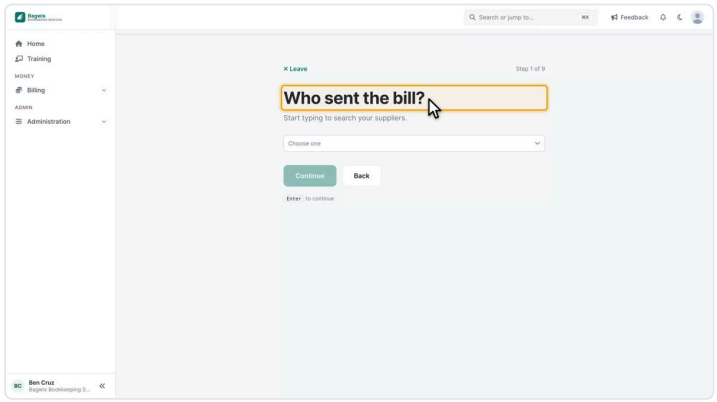
1 **Click Guide me, at the top of the page.**



Guide me asks **What would you like to do?** Each card is one task.

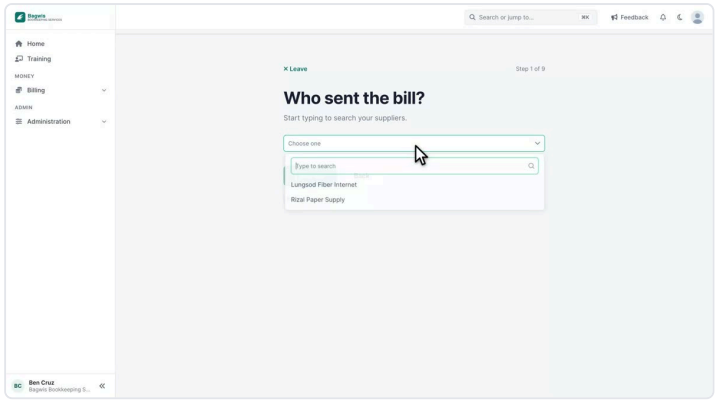
2 Lungsod Fiber Internet's bill for December came by email.

Click Enter a supplier's bill.

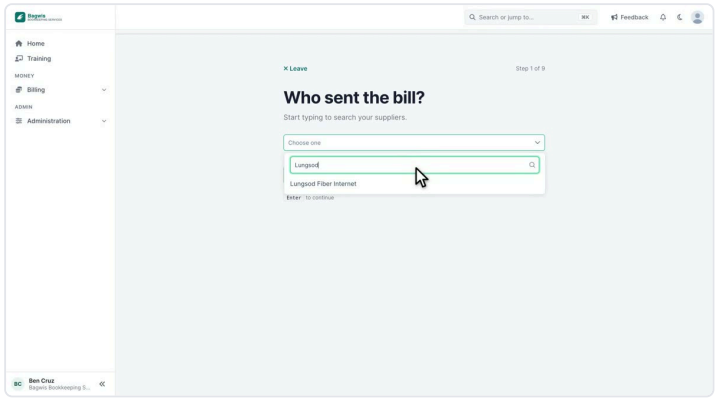


It asks one question at a time. First: **Who sent the bill?**

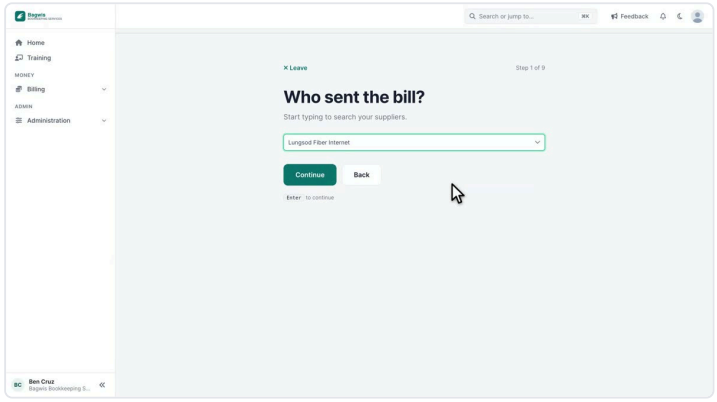
3 Click **Choose one**.



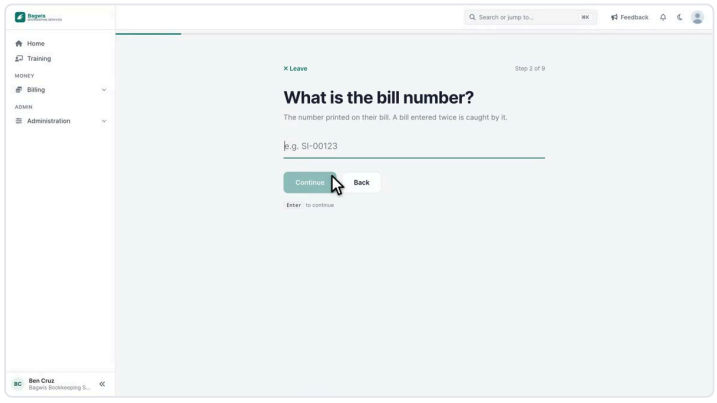
4 Type Lungsod in the search box.



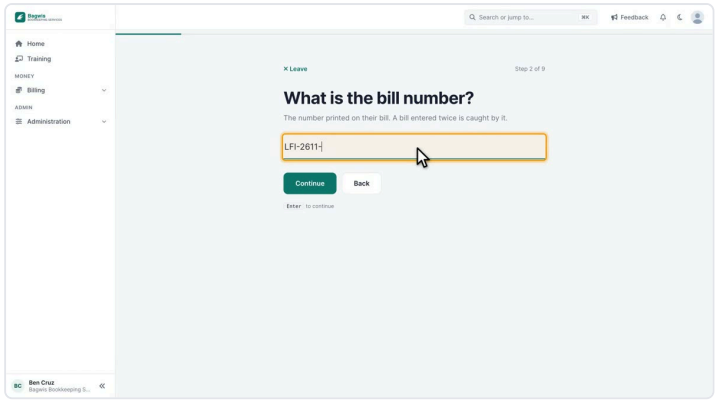
5 Choose **Lungsod Fiber Internet**.



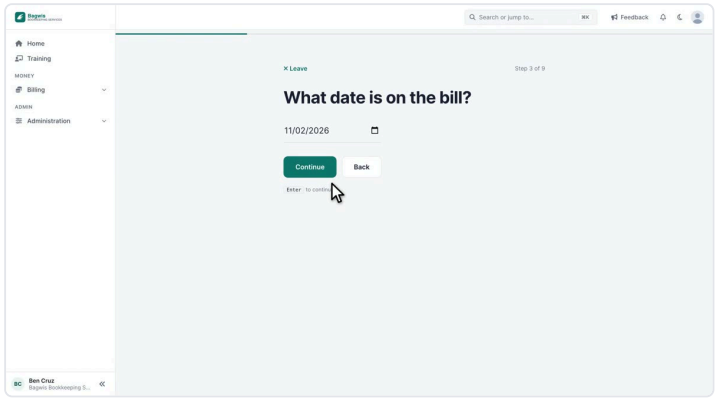
6 Click **Continue**.



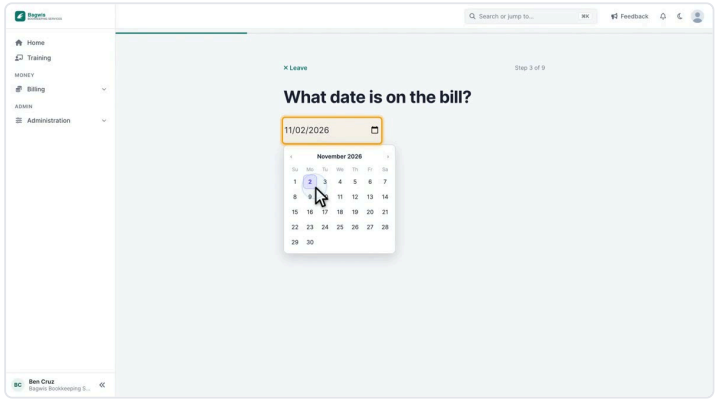
7 **Type the bill's number.**



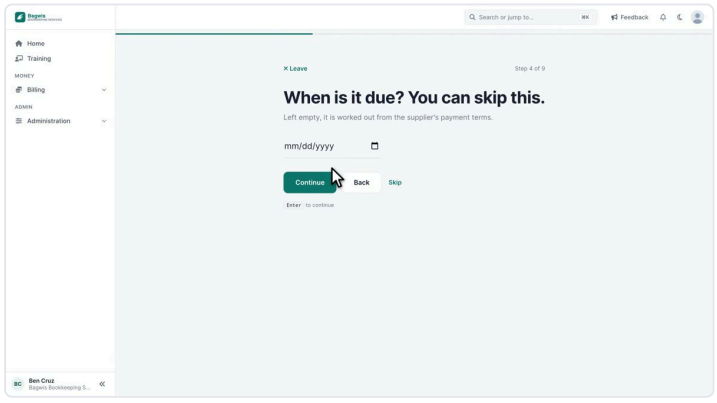
8 **Click Continue.**



9 **Pick the date on the bill.**

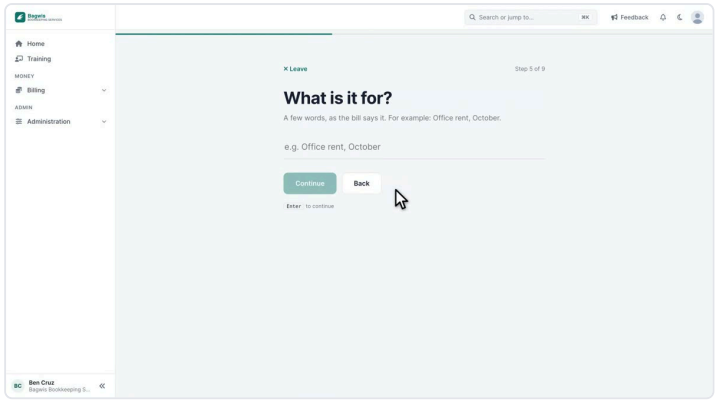


10 **Click Continue.**

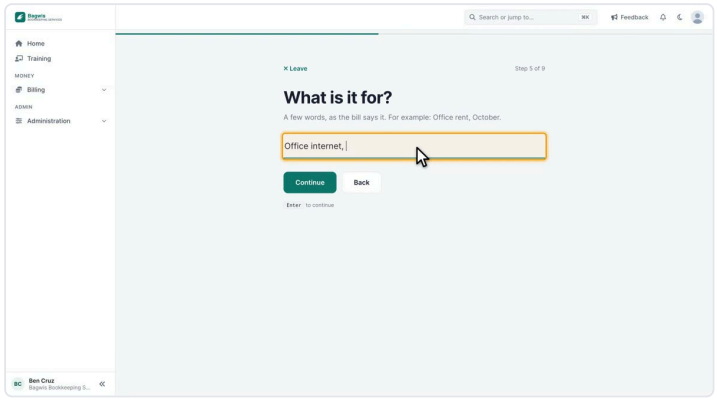


11 **When is it due?** Left empty, the supplier's payment terms decide.

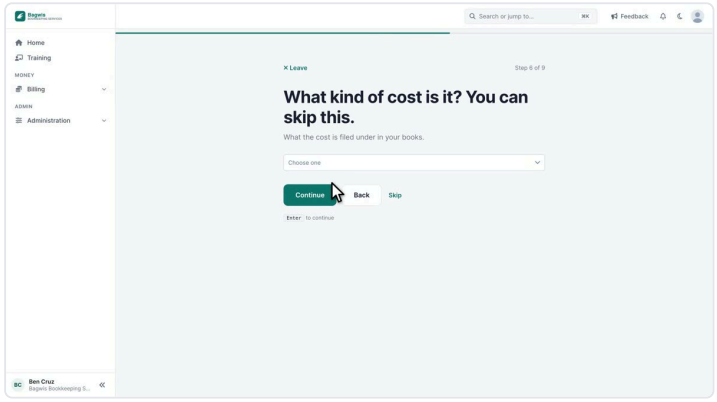
Click Skip.



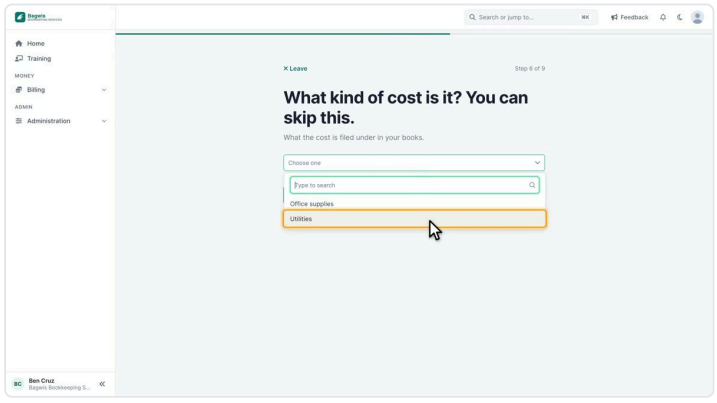
12 **Type what it is for: Office internet, December.**



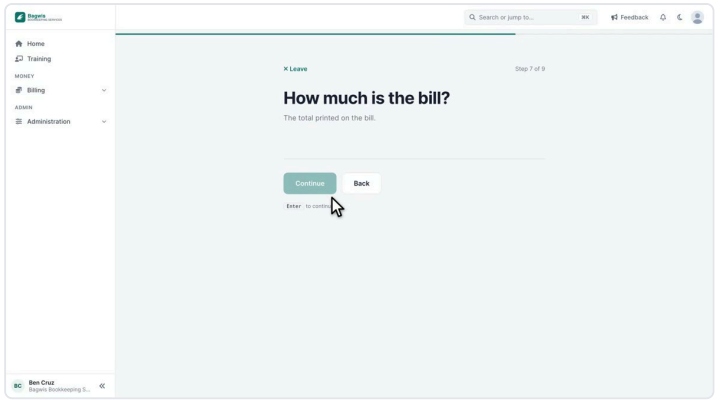
13 **Click Continue.**



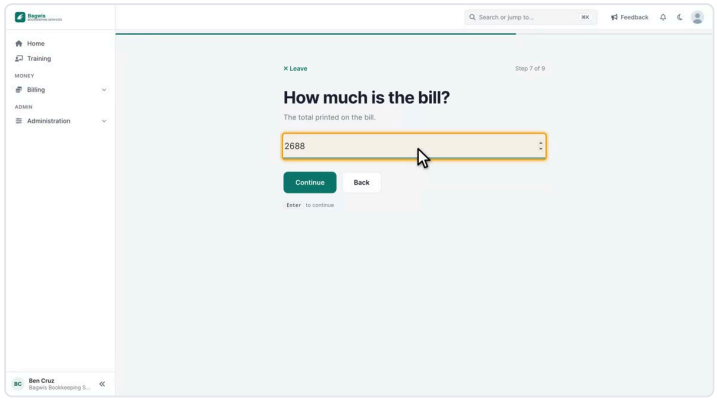
14 **Choose Utilities in the list.**



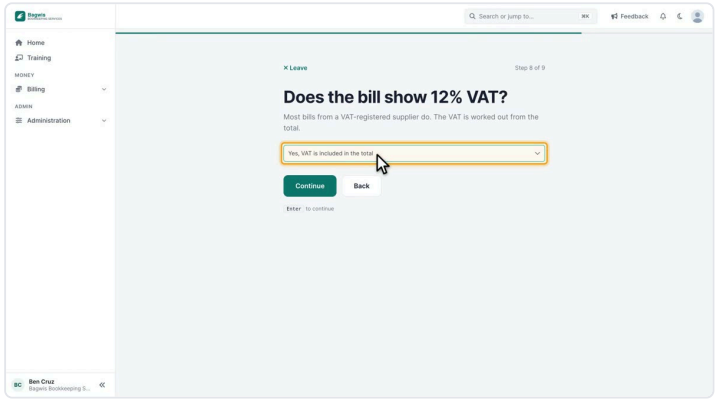
15 **Click Continue.**



16 **Type 2688, the total on the bill.**

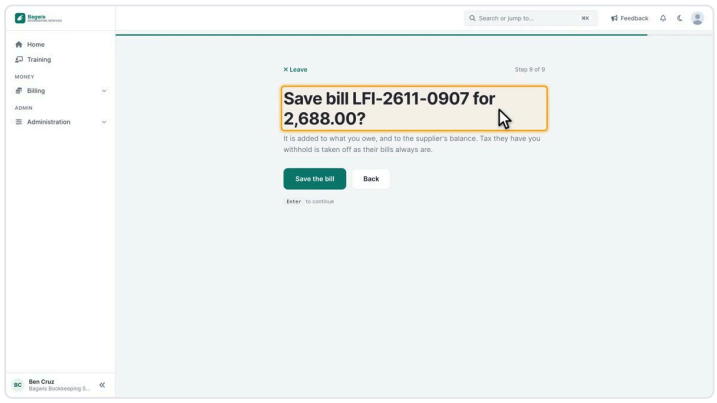


17 **Click Continue.**



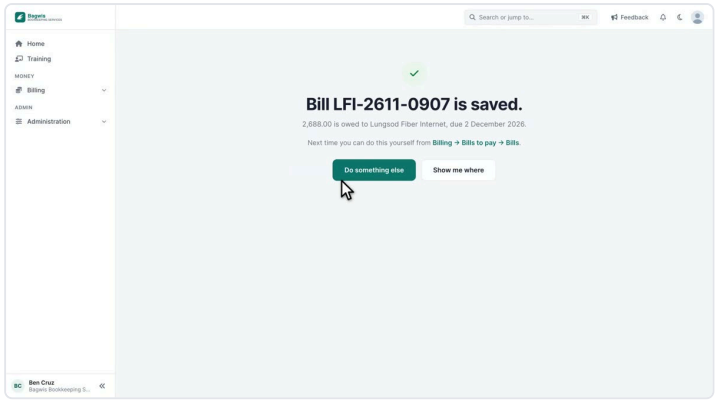
Yes, VAT is included in the total is already chosen. The bill shows 12% VAT.

18 **Click Continue.**

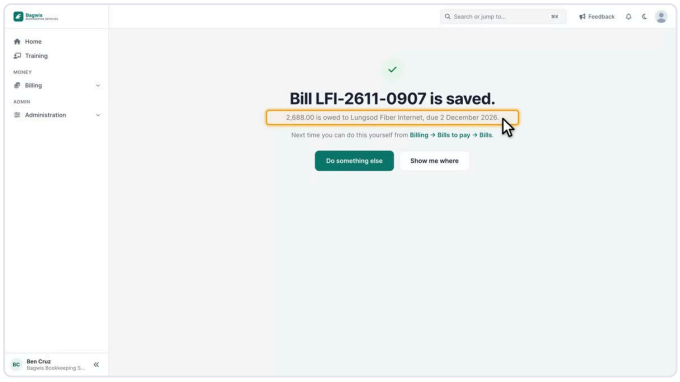


It asks you to confirm: save the bill for two thousand six hundred eighty-eight pesos.

19 Click **Save the bill**.

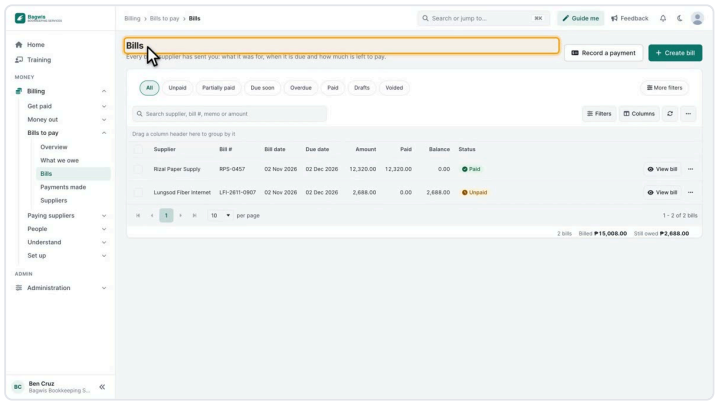


What changed



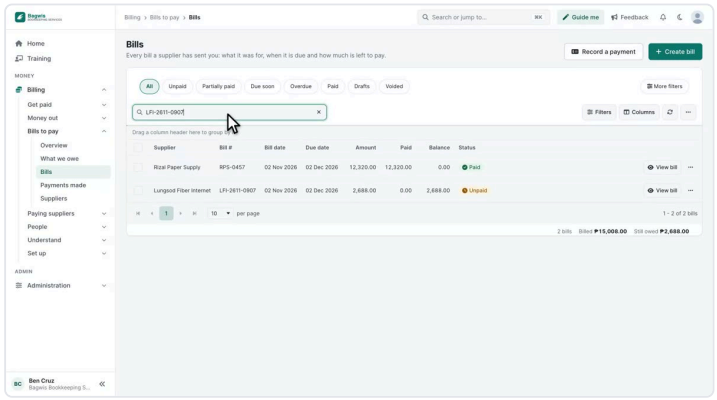
The bill is saved. It is owed to Lungsod Fiber Internet.

20 Click **Show me where**.

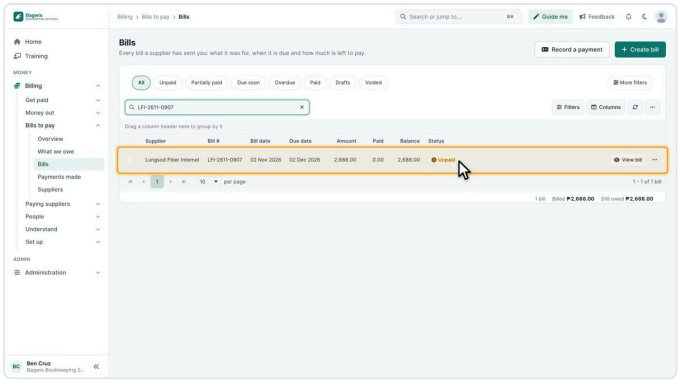


Guide me opens **Bills**, where this task lives.

21 **Find the bill's number in the search box.**



Check



Here is Lungsod Fiber Internet's bill: two thousand six hundred eighty-eight pesos, owed.

Guide me took Ben through the bill, one question at a time. The next lessons show what to do when something goes differently.

Check yourself

Where is Guide me?

What does Guide me ask for a supplier's bill?

Common mistakes

The screen says	What to do
Enter a supplier's bill is greyed out, with "Add a supplier first."	Add the supplier first: click **Add a supplier** in Guide me, or see lesson one.

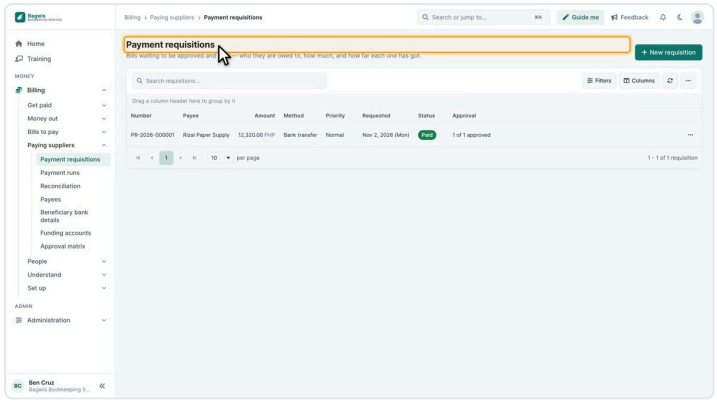
Lesson 09 · staff + owner · 2 min · `payables-onboard-09.webm`

S7 · A payment request is turned down

> **At the end you will have:** Ben's advance request rejected with Liza's reason

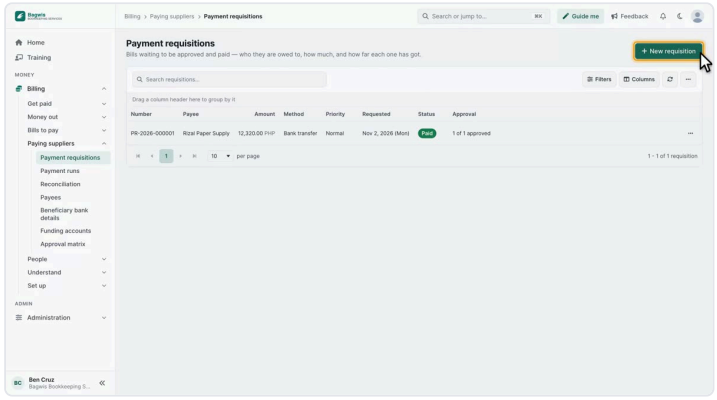
> **Before you start:** You need lesson five: how a request is made and approved.

1 **Open Billing, then Paying suppliers, then Payment requisitions.**

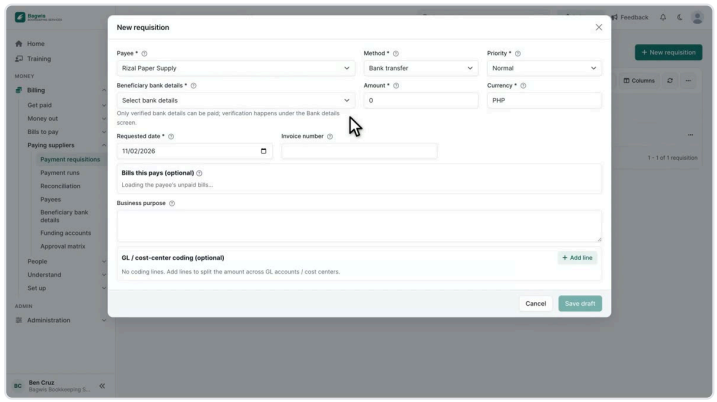


This is **Payment requisitions**: every request to pay somebody.

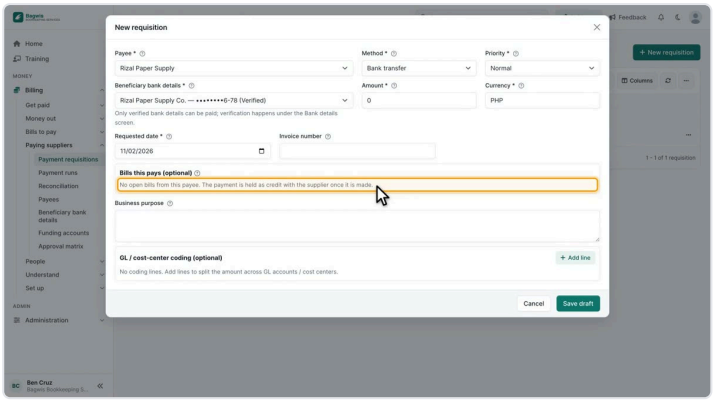
2 **Click New requisition.**



3 **Choose Rizal Paper Supply in Payee.**

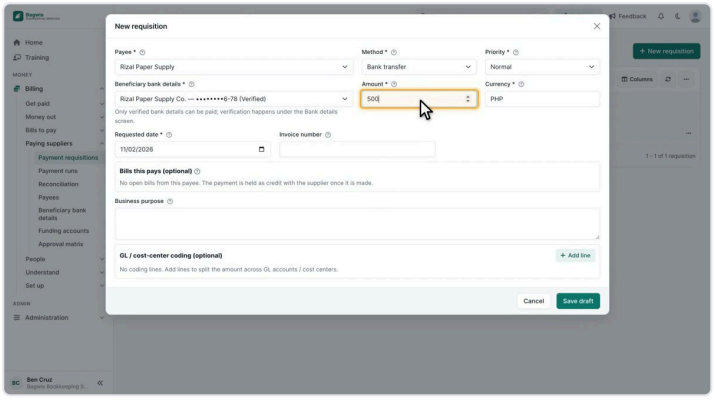


4 **Choose the verified account in Beneficiary bank details.**

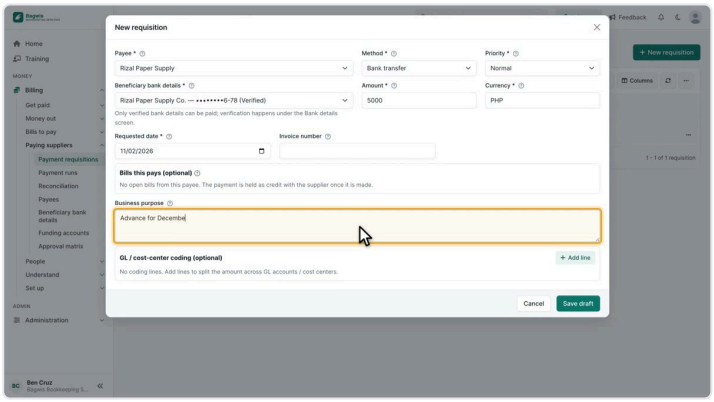


Bills this pays says No open bills from this payee.

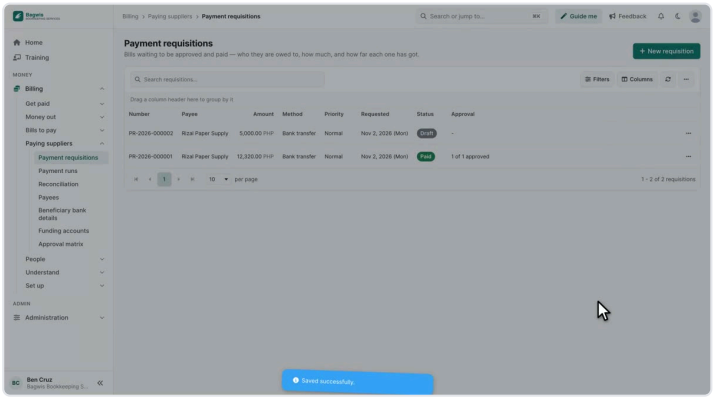
5 **Type 5000 in Amount.**



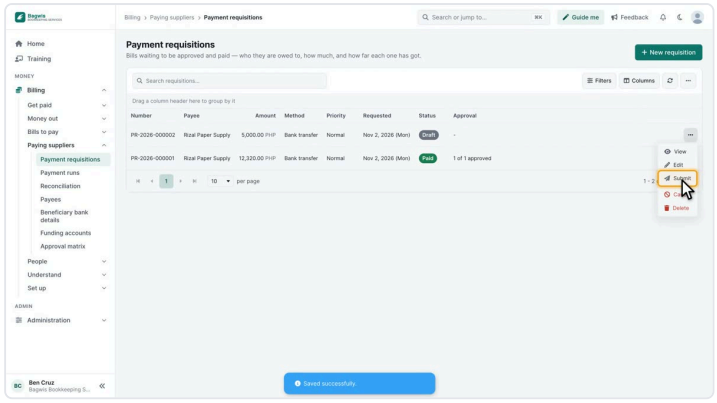
6 **Type what it is for in Business purpose.**



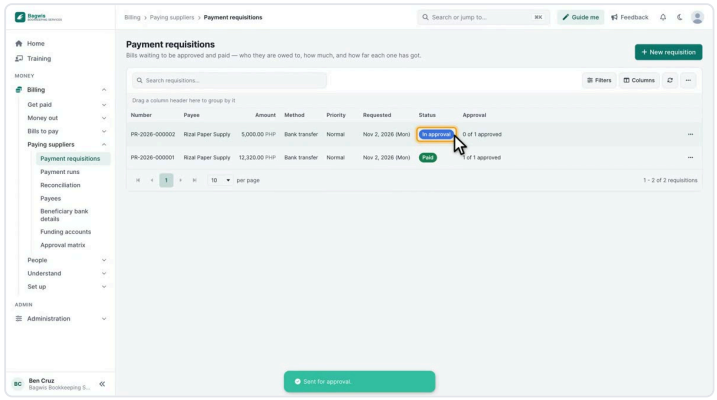
7 **Click Save draft.**



8 **Click the row's menu, then click Submit.**

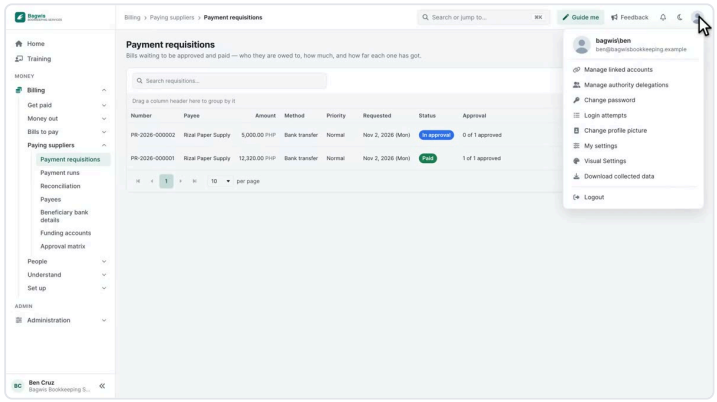


9 **Click Yes.**

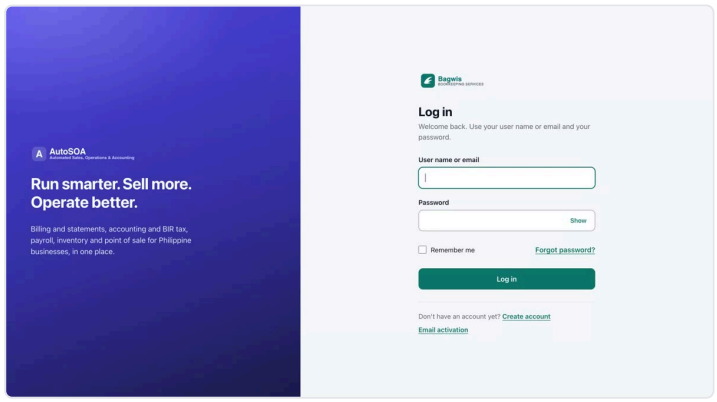


The request shows **In approval**. It now waits for Liza.

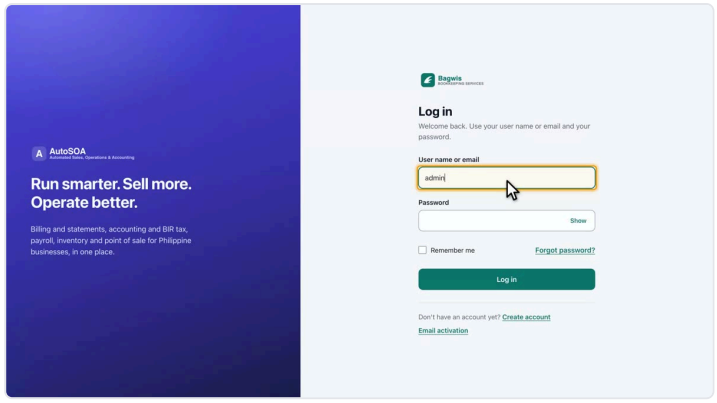
10 **Now Liza decides. Click your picture.**



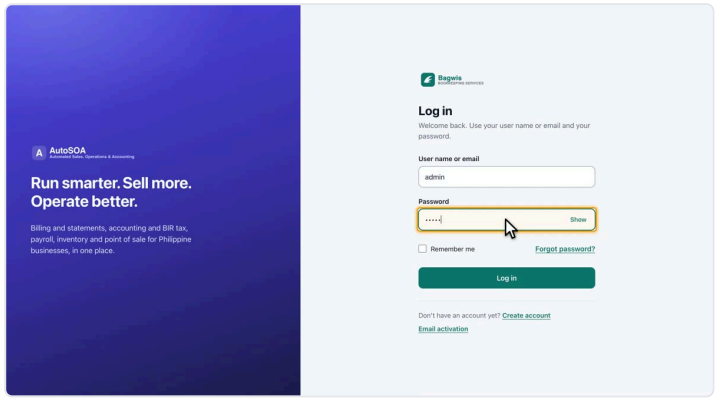
11 **Click Logout.**



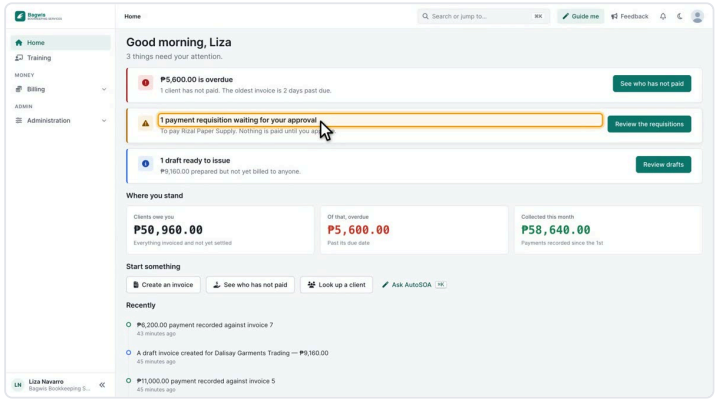
12 **Type admin, Liza's user name, in User name or email.**



13 **Type her password in Password.**

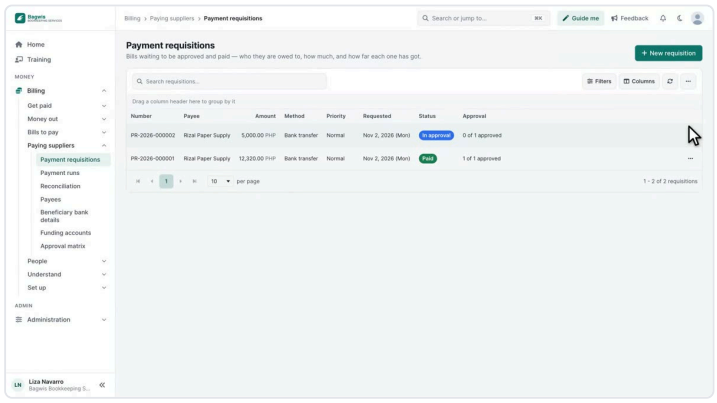


14 **Click Log in.**

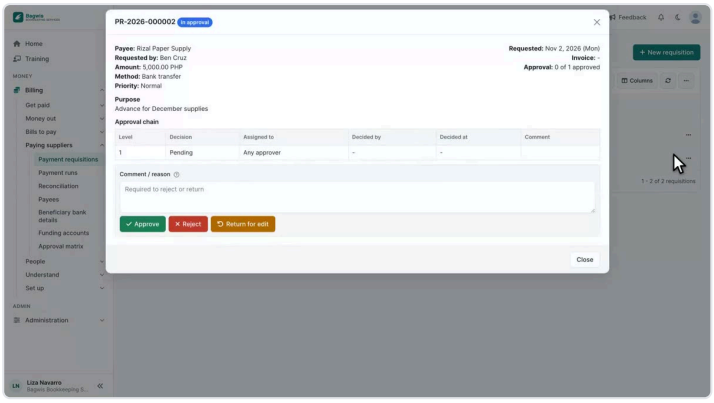


Home shows one payment requisition waiting for your approval.

15 **On Home, click Review the requisitions.**

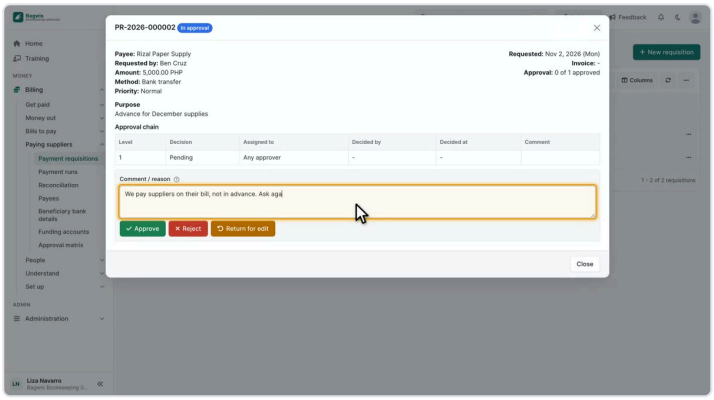


16 **On the request for five thousand pesos, click the row's menu, then click View.**

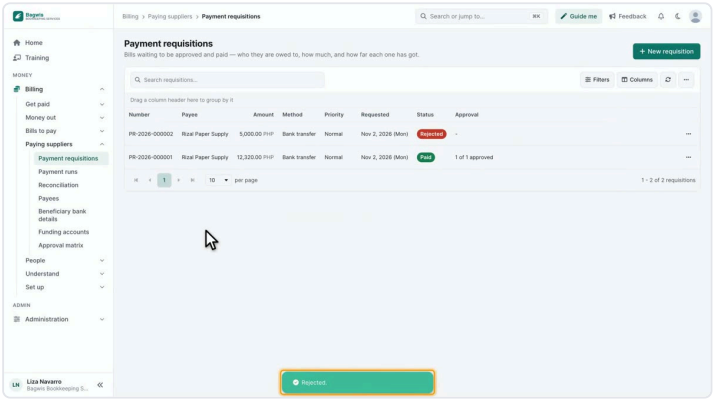


17 An advance with no bill behind it is not how Bagwis pays.

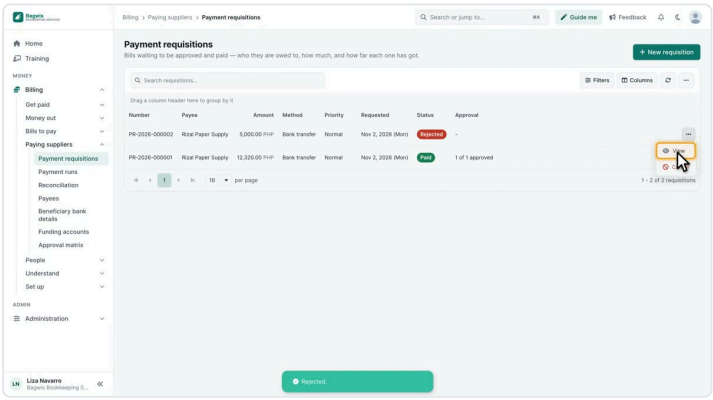
Type the reason in Comment / reason.



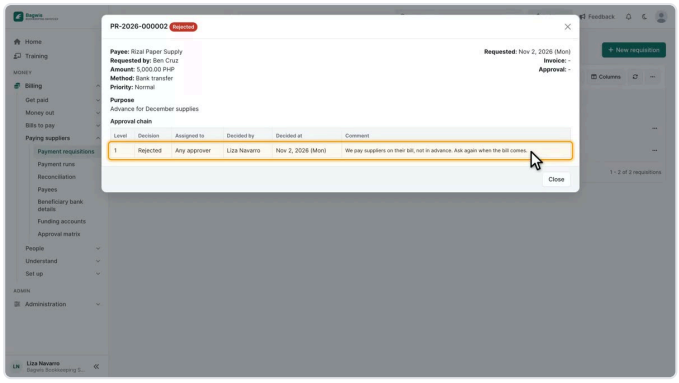
18 **Click Reject.**



19 **Click the row's menu, then click View.**



Check



It shows **Rejected**, with Liza's name and her reason. Nothing is paid.

> **The rule to remember:** The rule: a rejected request pays nothing. If the money is still owed, make a new request.

A request that is turned down pays nothing, and says why. In the last lesson: what if a supplier's bank account changes?

Check yourself

How does the owner turn down a payment request?

What does the clerk do if a rejected payment is still owed?

Common mistakes

The screen says	What to do
Bills this pays says "No open bills from this payee."	The request pays no bill. If the supplier sent a bill, enter it first: open **Bills to pay**, then **Bills**, and click **Create bill**. Then make the request.
The request shows **Rejected**.	It pays nothing. If the money is still owed, make a new request.

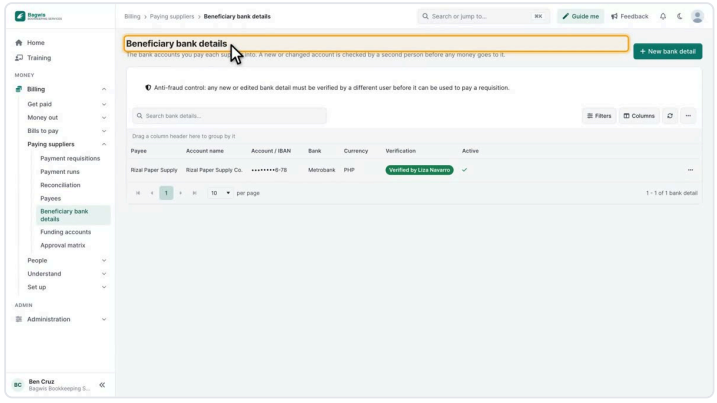
Lesson 10 · staff + owner · 3 min · `payables-onboard-10.webm`

S8 · A supplier's bank account changes

> **At the end you will have:** Rizal's new BDO account added by Ben, verified by Liza; the old one inactive

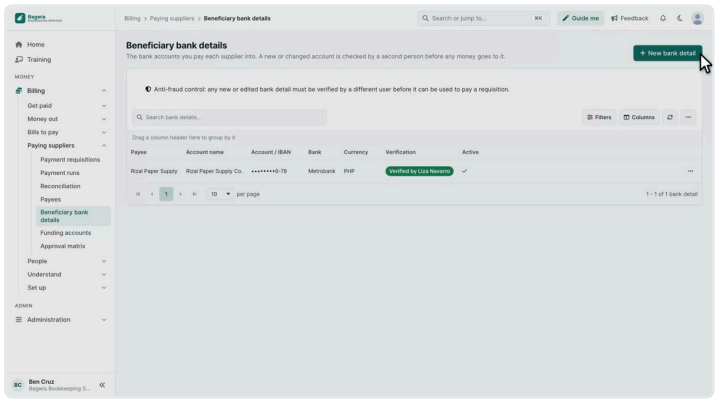
> **Before you start:** You need lesson three: how a bank account is added and verified.

1 Open **Billing**, then **Paying suppliers**, then **Beneficiary bank details**.

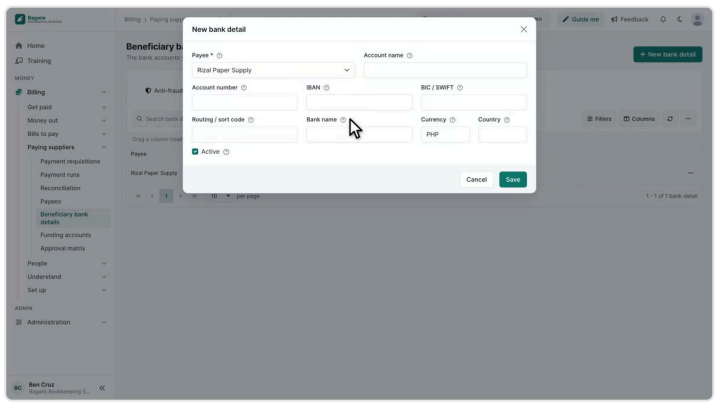


Here are the bank accounts Bagwis pays into.

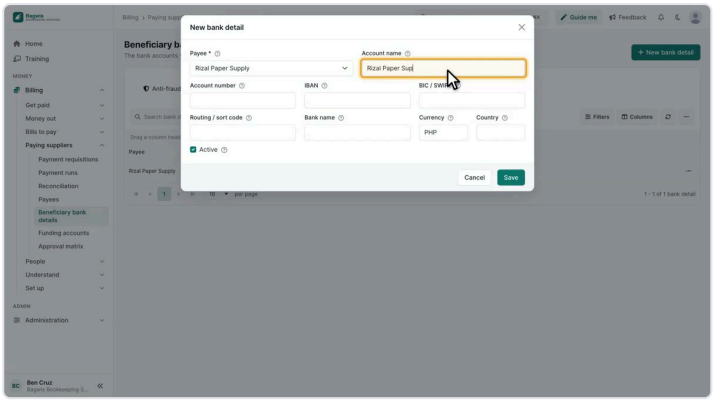
2 Click **New bank detail**.



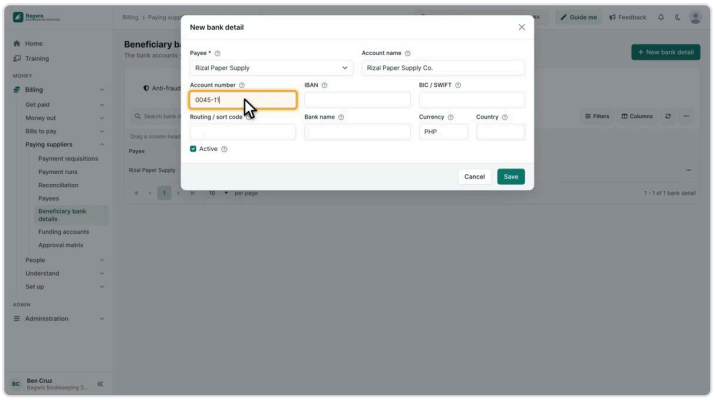
3 Choose **Rizal Paper Supply** in **Payee**.



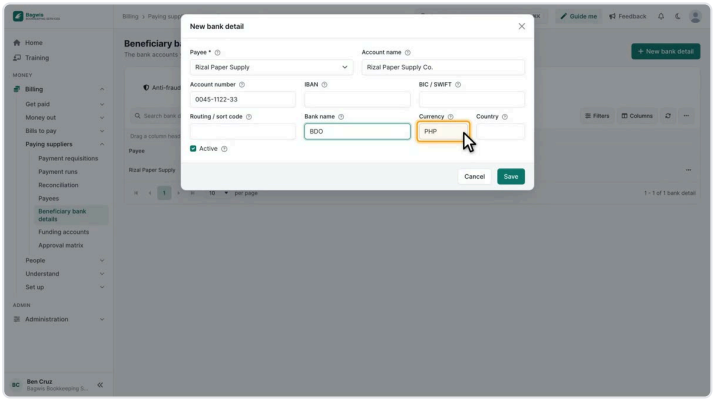
4 **Type the name from the supplier's letter in Account name: Rizal Paper Supply Co.**



5 **Type the new account number in Account number: 0045-1122-33.**

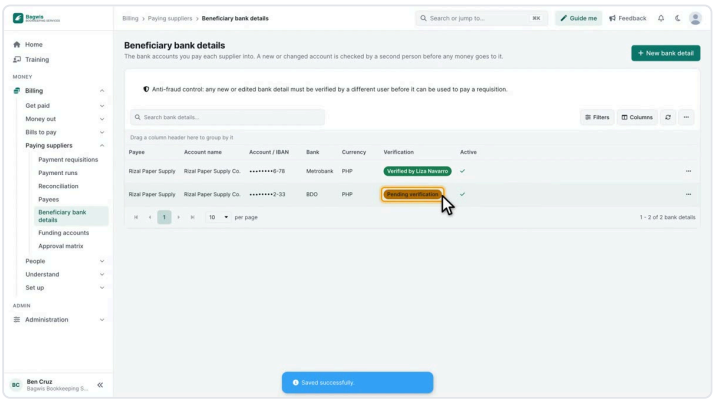


6 **Type BDO in Bank name.**



Currency already shows PHP.

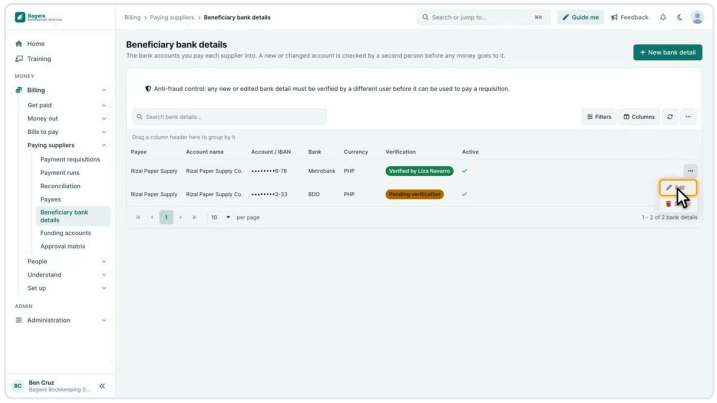
7 **Click Save.**



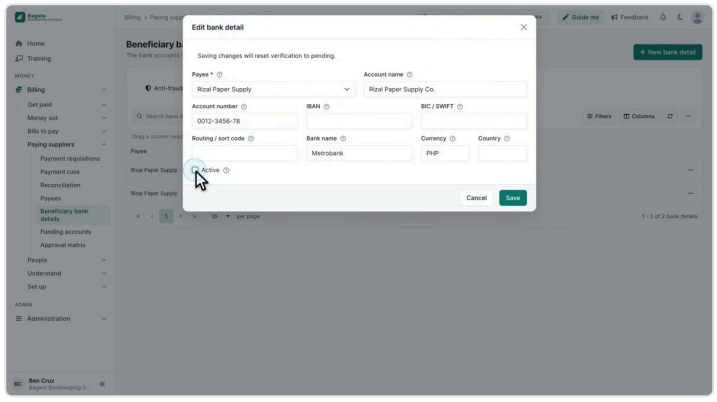
It shows **Pending verification**. Nothing can be paid into it yet.

8 The old Metrobank account is still active, so a payment could still go to it.

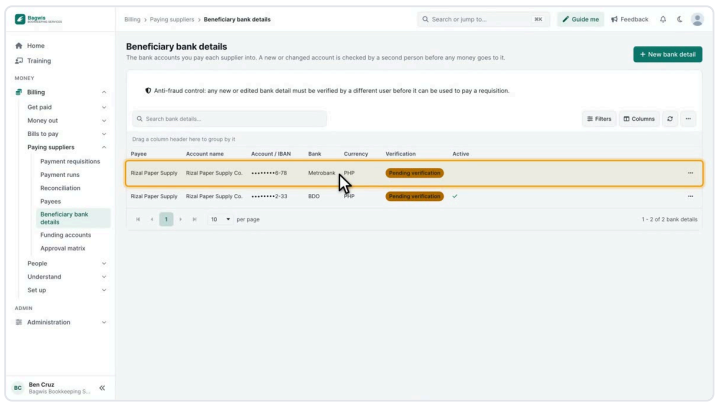
On the Metrobank account, click the row's menu, then click Edit.



9 **Turn off Active.**



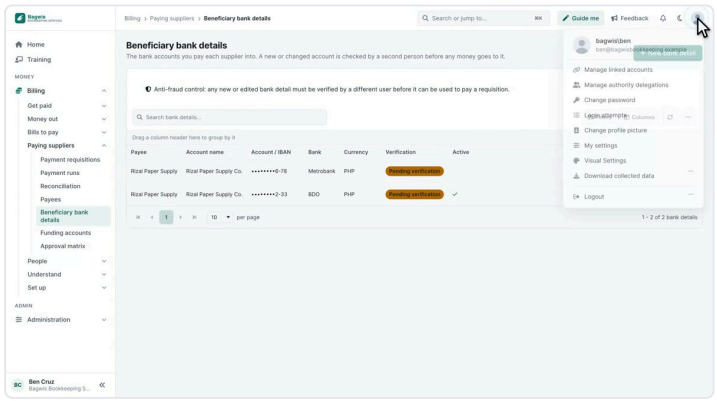
10 **Click Save.**



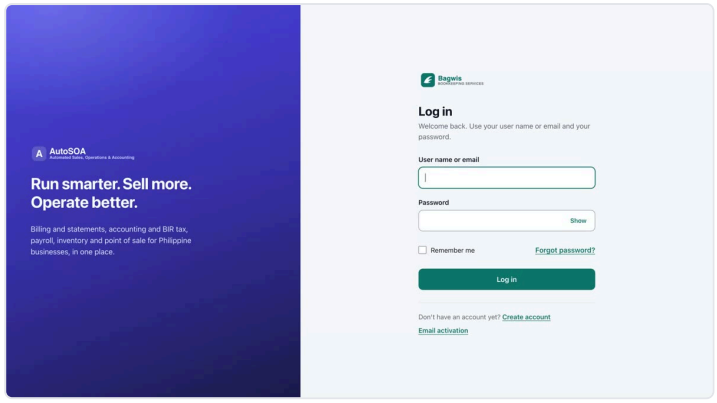
The Metrobank account is not active now. Any change sends an account back to **Pending verification**.

11 A second person must check the new account. Ben logs out, and Liza logs in.

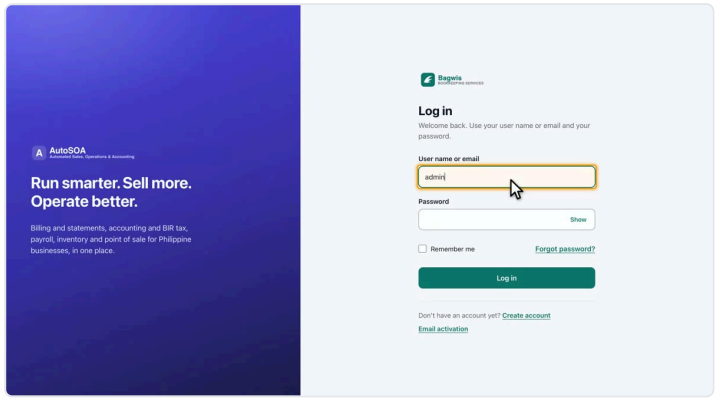
Click your picture.



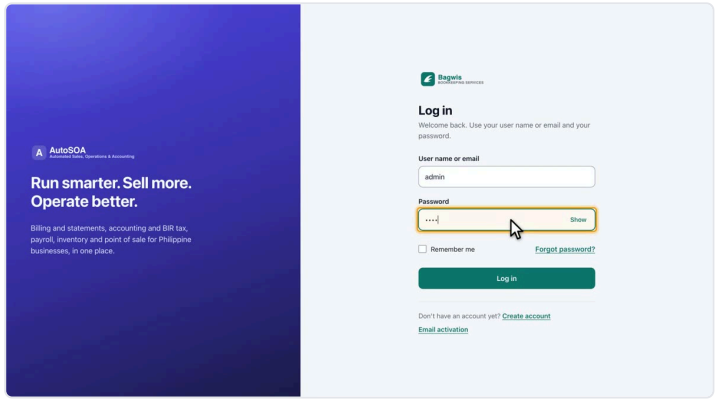
12 Click **Logout**.



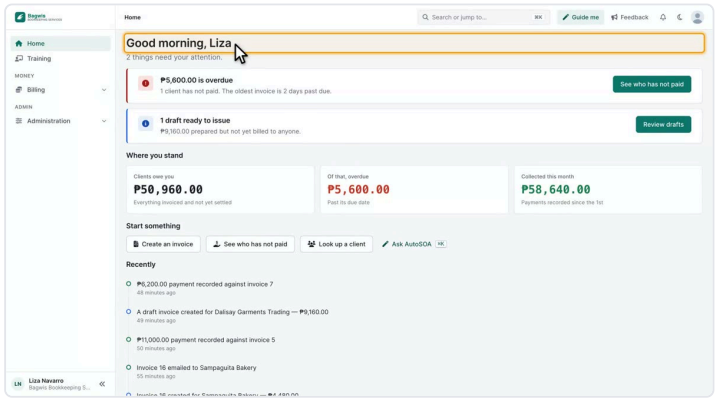
13 Type admin in **User name or email**. It is Liza's user name.



14 Type Liza's password in **Password**.

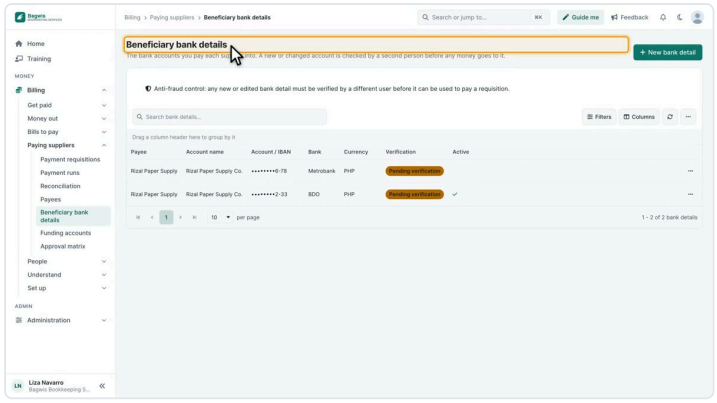


15 Click **Log in**.

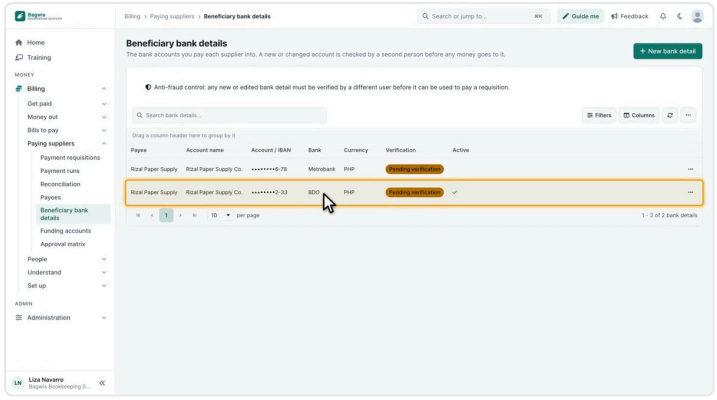


Liza is signed in now.

16 **Open Billing, then Paying suppliers, then Beneficiary bank details.**



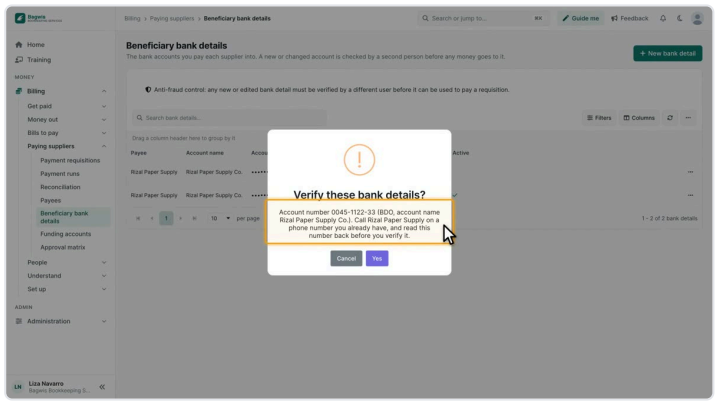
Here are the same bank accounts, as Liza sees them.



Here is the new BDO account, waiting for Liza.

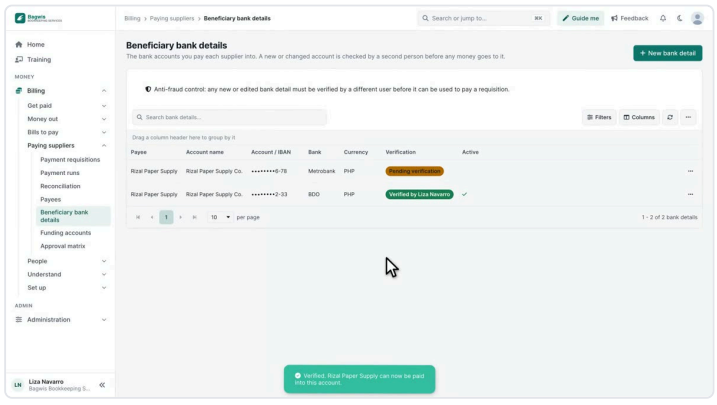
17 Liza calls Rizal Paper Supply on the number she already has, to check the new account.

Click the row's menu, then click Verify.

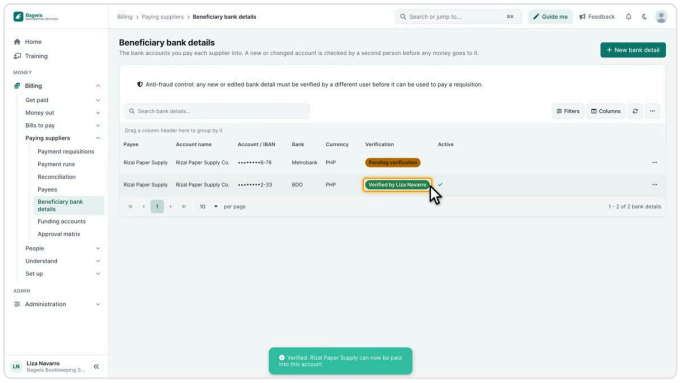


The full account number shows here. Liza reads it back on the phone before she verifies it.

18 **Click Yes.**



Check



It shows **Verified by Liza Navarro**.

> **The rule to remember:** The rule: nobody is paid into an account until a second person checks it.

The new account was added by one person, and checked by another. The old one can no longer be paid into. That is the end of the Accounts Payable course. Bagwis pays its suppliers with two people on every payment.

Check yourself

Who adds a supplier's new bank account, and who verifies it?

What do you do with the supplier's old bank account?

What does the new account show until it is verified?

Common mistakes

The screen says	What to do
Pending verification	Nothing can be paid into it yet. The owner calls the supplier on a number already on file. Then the owner clicks the row's menu, then **Verify**.

Cheat sheet

When	Task	Where	Lesson
When a supplier's bill comes	Enter it	Bills to pay › **Bills** › **Create bill**, or **Guide me** › **Enter a supplier's bill**	04, 08
Before a bill is due	Ask to pay it (the owner approves from Home)	Paying suppliers › **Payment requisitions** › **New requisition**	05
On payment days	Make the run (clerk), release it from Home (owner), match the bank line	Paying suppliers › **Payment runs**, then **Reconciliation**	06
Every month, at the end	Look over what you paid, and the bank account's balance against the bank's	Bills to pay › **Overview**; Understand › **Income & expenses**; the funding account's **Balance and movements**	07
A request should not be paid	Reject it, with the reason (owner)	**Payment requisitions** › **View** › **Reject**	09
A supplier's bank account changes	Add the new one (clerk), verify it (owner), turn the old one off	Paying suppliers › **Beneficiary bank details**	10

Glossary

Term	What it means for your business	Where you see it
Supplier	A business you buy from.	Billing › Bills to pay › Suppliers (01)
Payment terms (days)	How many days you have to pay a supplier's bills.	A supplier's form (01)
Funding account	A bank account you pay suppliers from.	Billing › Paying suppliers › Funding accounts (02)
Opening balance, As of	What the account held on the day you start using it here.	A funding account's form (02)
Balance and movements	A funding account's page: Balance now, every movement in and out (Payment run released, Money out, Balance after), and the Balance on the last bank statement against the Balance here on the same day, with the Difference.	Funding accounts › Balance and movements, on the account's row (02, 06, 07)
Balance after this line	The balance the bank statement prints after a line, typed in with the line; the account compares its own balance with it.	Reconciliation › Import line (06)
Payment run	A batch of approved payments that leave one bank account together.	Billing › Paying suppliers › Payment runs (02, 06)
Approval rule	How many approvals a payment requisition needs. The page is called Approval matrix.	Billing › Paying suppliers › Approval matrix › New rule (02)
Payee	Anybody you pay: a supplier, a member of staff, a tax office.	Payee on Beneficiary bank details and on Payment requisitions (03, 05)
Beneficiary bank details	The bank accounts of the people you pay.	Billing › Paying suppliers › Beneficiary bank details (03, 10)
Pending verification, Verify, Verified by	Nobody can be paid into a new bank account until a second person reads the whole number back to the supplier and clicks Verify.	Beneficiary bank details (03, 10)
Bill	A supplier's bill: what you owe them, and by when.	Billing › Bills to pay › Bills (04, 06, 08)
What we owe	What you owe each supplier, by how late it is. The page heading is What we owe, by age.	Billing › Bills to pay › What we owe (04)
Payment requisition (payment request)	A request to pay somebody. Nobody is paid until it is approved.	Billing › Paying suppliers › Payment requisitions; Home (05, 09)
Submit, In approval	A draft request goes for approval only once it is submitted.	Payment requisitions › the row's menu › Submit (05, 09)
Approve, Reject (a request)	The owner's decision, with a comment or a reason. A rejected request pays nothing.	Payment requisitions › View › Comment / reason (05, 09)

Term	What it means for your business	Where you see it
Release	Sends a payment run to the bank. The person who made the run cannot release it.	Home's card, then Payment runs › View › Release run (06)
Reconciliation	Matching your bank statement to what you paid.	Billing › Paying suppliers › Reconciliation: Import line, Match to a payment (06)
Bills to pay, Paid this month	The overview of what you owe and what you paid this month.	Billing › Bills to pay › Overview (07)
Guide me	Walks you through a task, one question at a time.	Guide me, at the top of every page (08)

Go-live checklist

Step	Who	Done
Turn on Accounts Payable for the client's account (Host › Tenants › Modules), then restart the API	AutoSOA (implementer)	☐
Run the production grants the release notes list for Accounts Payable	AutoSOA (the user runs these)	☐
Return the questionnaire, with the supplier file and the bank account	Client (owner)	☐
Give the clerk the new screens, add the bank account and the approval rule (lessons 01–02)	Client (owner)	☐
Add the suppliers' bank accounts; a second person verifies each (lesson 03)	Client (clerk and owner)	☐
Pay the first bills with the implementer watching: bill, request, run, release, reconcile (lessons 04–06)	Client (clerk and owner)	☐
Sign-off: the first payment run is released and matched to the bank	Client and AutoSOA	☐

Getting help

- Email **admin@autosoa.com** with your business name, the screen you were on and what it said.
- Guide me, at the top of every page, walks you through entering a bill and asking to pay a supplier.