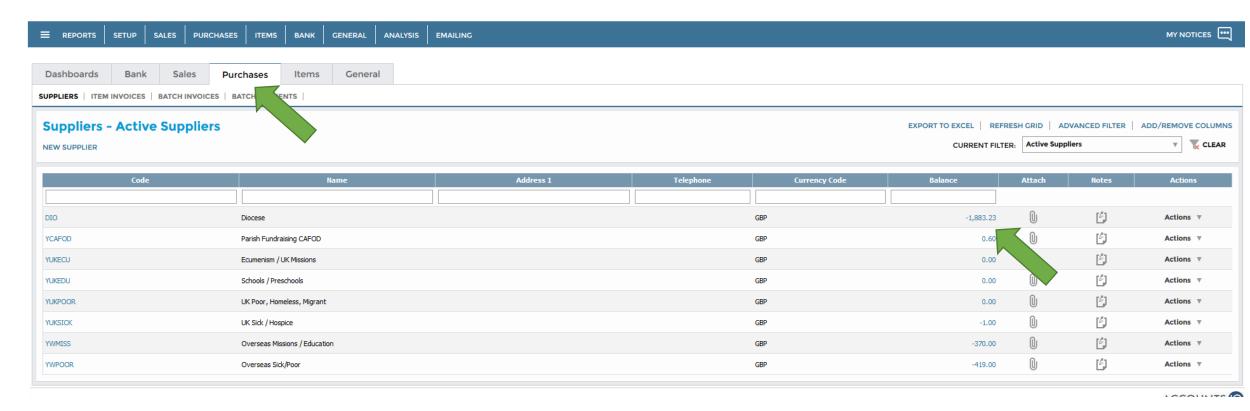
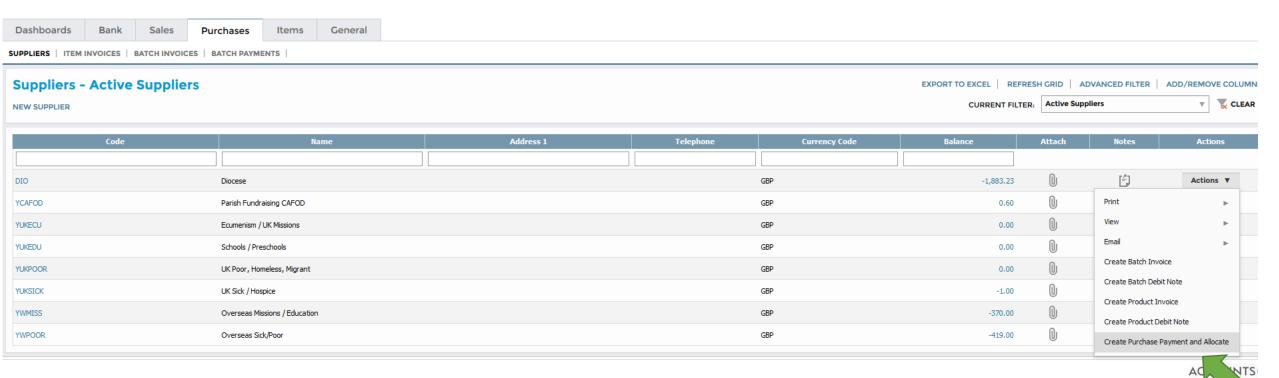
Booking a payment to the Diocese

Levy, Special Collections, Third Party Collections settled by the Diocese, Recharges for parish staff salaries and pensions

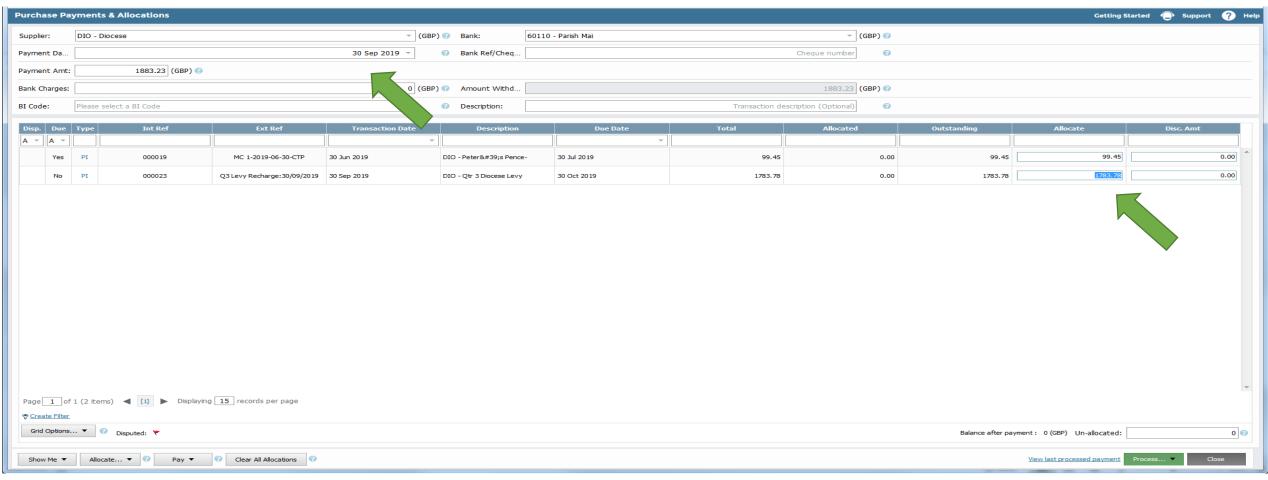
- 1. Go to **Purchases Tab** to get started
- 2. To view what is owed click on Suppliers The screen will then show the list of suppliers and what is owed. Diocese is the first.
- 3. By Clicking on the Balance shown one will be able to see amounts due to the Diocese.



- 3. To start the payment process click on 'Actions' on the right hand side of the Balance
- 4. Select 'Create Purchase Payment and Allocate'



- 5. Add the payment date and fill in the Allocate column
- 6. Click on the green process button to post the payment. The posting is now created and can be ticked in the bank reconciliation



If you do not recognise the transactions or were not expecting them do not process them – contact us in Hove and we will resolve your query.

