

Click Settings and then Company Preferences. If requested, enter Sage password. Click on the Supplier Payments tab and then click on the Step 2 drop down.



A new bank ledger must be created. Enter an account reference and then click Save.



The new account reference will now show in Step 2.



You now need to tick Step 3 to enable Supplier Payments and then click OK.



You will be requested to log in with your Sage ID.



Once you have entered your Sage ID details, click on Log In.



This message will appear. Click on Grant.



Choose the correct business from the list, tick the terms and then click Link Account.



Supplier Payments now shows on the left hand side which confirms you have now been successfully linked.



You can click on Supplier Payments to open the dashboard to see what it looks like.

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Open supplier record and then click on the Bank tab. Change the payment method to Supplier Payments and then click Save.



This message will appear asking if you would like to submit the supplier now or later. Click Submit Now.



Open the Salary and Supplier Payments website and log in. Click on Approvals > Beneficiaries.



Click Select all and then Approve.

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Authenticate using Authy app

Follow the instructions on your phone when you receive a message from Authy.



No message on your phone? Make sure you have installed and registered the Authy app.

You will have to authenticate the approval using the Authy app.

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	Richard Davies	30-93-71 / 61375068	GBP	United Kingdom	Richard Davies	
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Your beneficiaries will now be approved.

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To now make a payment to your suppliers click on Bank Accounts and highlight the Supplier Payments e-account. Then click on Supplier Payment at the top.

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Choose the supplier and enter the date you want the supplier to receive the monies. Choose which invoices you would like to pay and then click Save.

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This message will appear. Click OK.



Open the Salary and Supplier Payments website and log in. Click on Approvals > Payments. Click Select all and then Approve.



This message will appear. Check the amount and click Approve.

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	Wed 17 Apr 2019 1:43pm	The Restaurant Group Payroll	Richard Davies 30-93-71 / 61375068 Week 3 Mages	Ext ref: c327ffff-ad0c-4c5b-b77d-9e83ed5c3b38 BID: P12000JSQ9	GBP	1,233.92	PENDING Dated to send Tue 23 Apr 2019	0
	Wed 17 Apr 2019 1:43pm	The Restaurant Group Payroll	Emily Green 30-93-71 / 61375068 Week 3 Mages	Ext ref: c021a90f-04c7-4027-9ae7-986ca6210972 BID: P12000JSQ8	GBP	961.92	PENDING Dated to send Tue 23 Apr 2019	0
	Wed 17 Apr 2019 1:43pm	The Restaurant Group Payroll	Sarah Smith 30-83-71 / 61375068 Week 3 Wages	Ext ref: ce579c57-28b1-40b9-90ef-169308a9b22b BID: P12000JSQ7	GBP	744.36	PENDING Dated to send Tue 23 Apr 2019	0
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Your payments will now be approved and will show in Pending payments. They will sit here until you fund the account/the date to pay arrives.