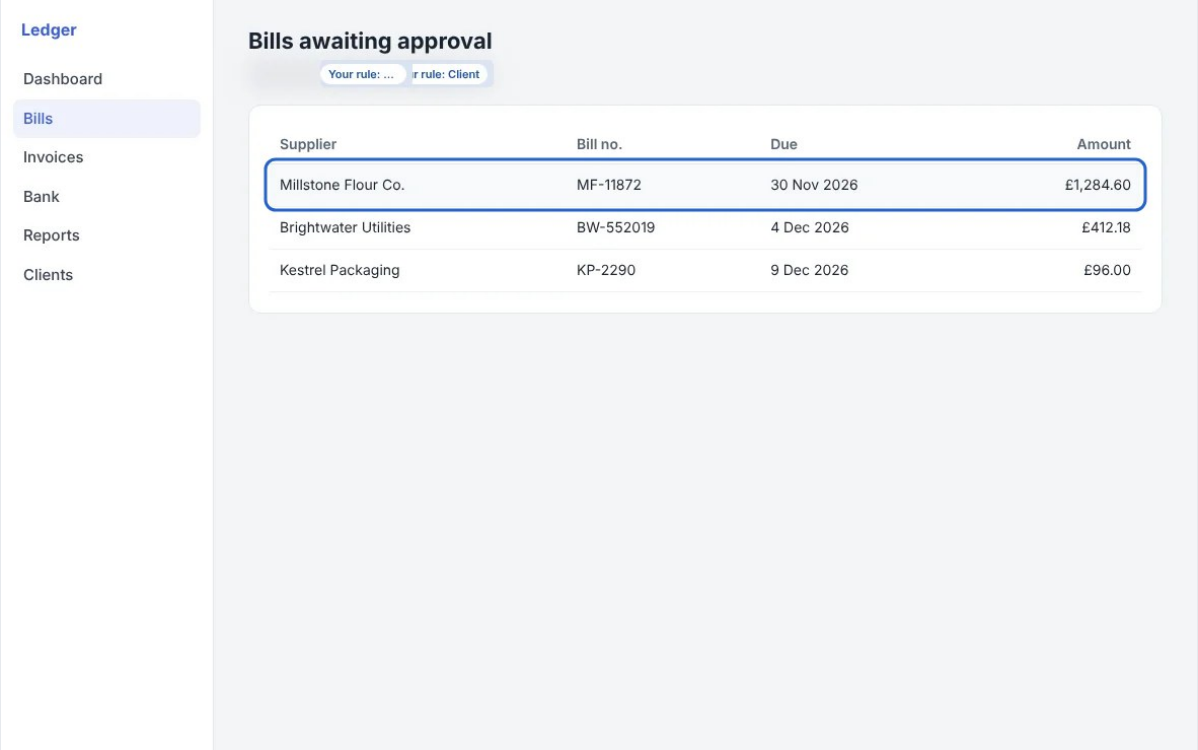
Approve a supplier bill and schedule payment

6 steps · Updated November 25, 2026

For junior bookkeepers. Checks a bill against its purchase order, approves it and schedules the payment for the due date.

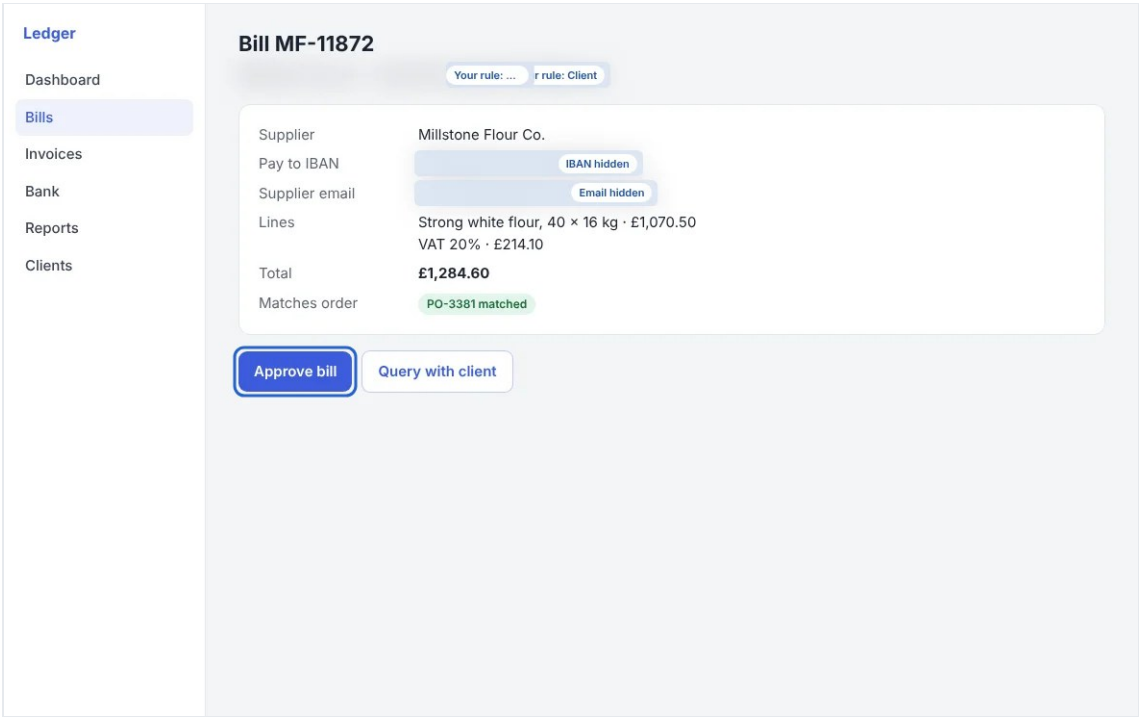
1 Open the bill from the approval list

Bills are listed by due date. Start with the oldest.



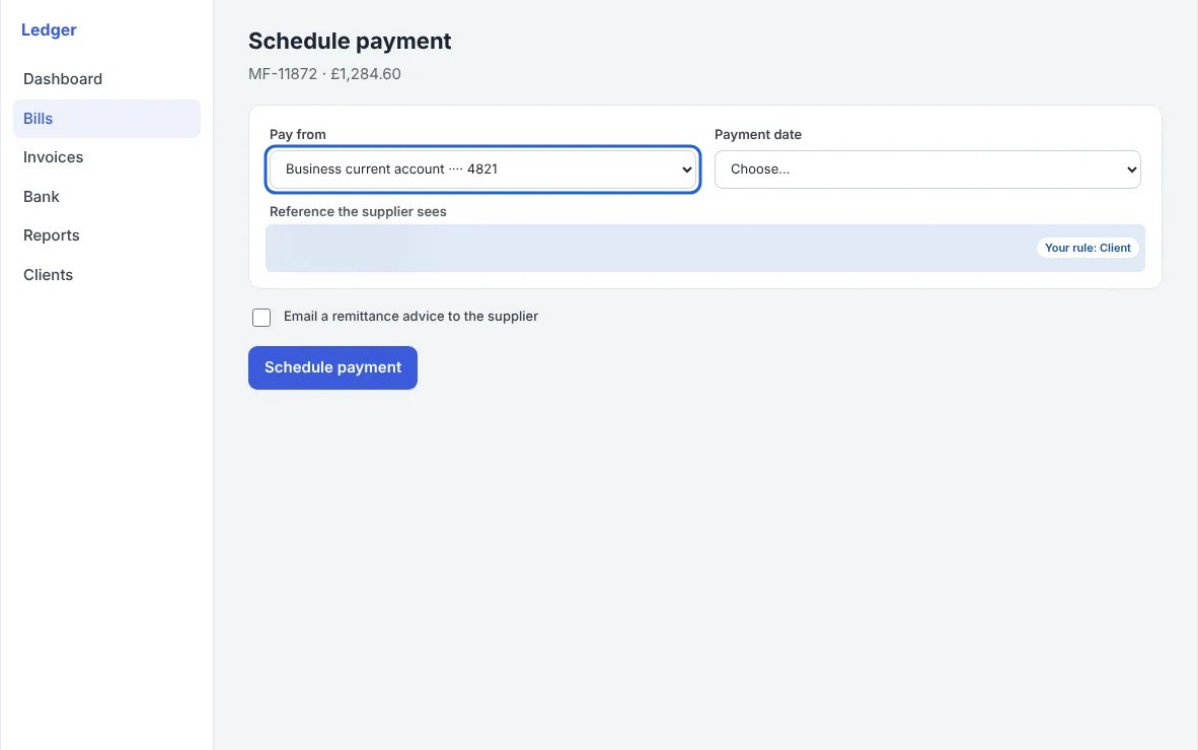
2 Click Approve bill

Before you approve, check that the purchase order shows **matched** and the total agrees with the supplier's invoice. If it doesn't, click **Query with client** instead.

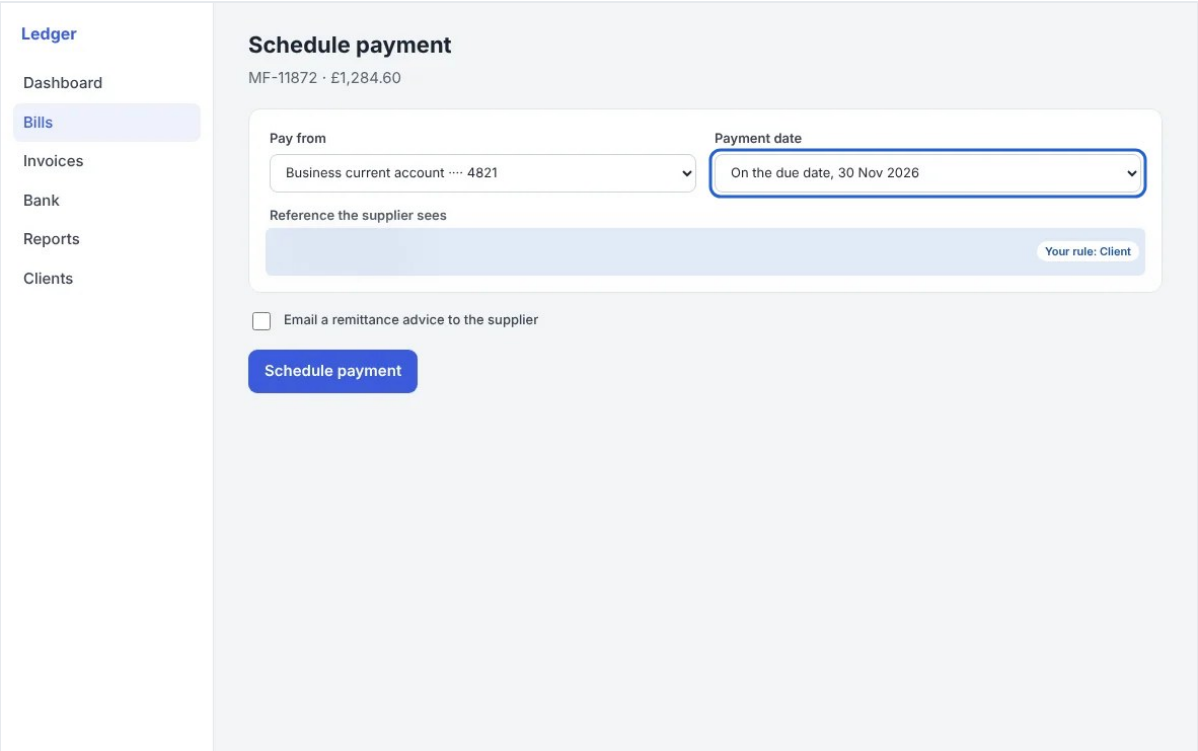


3 Choose Business current account ···· 4821 in Pay from

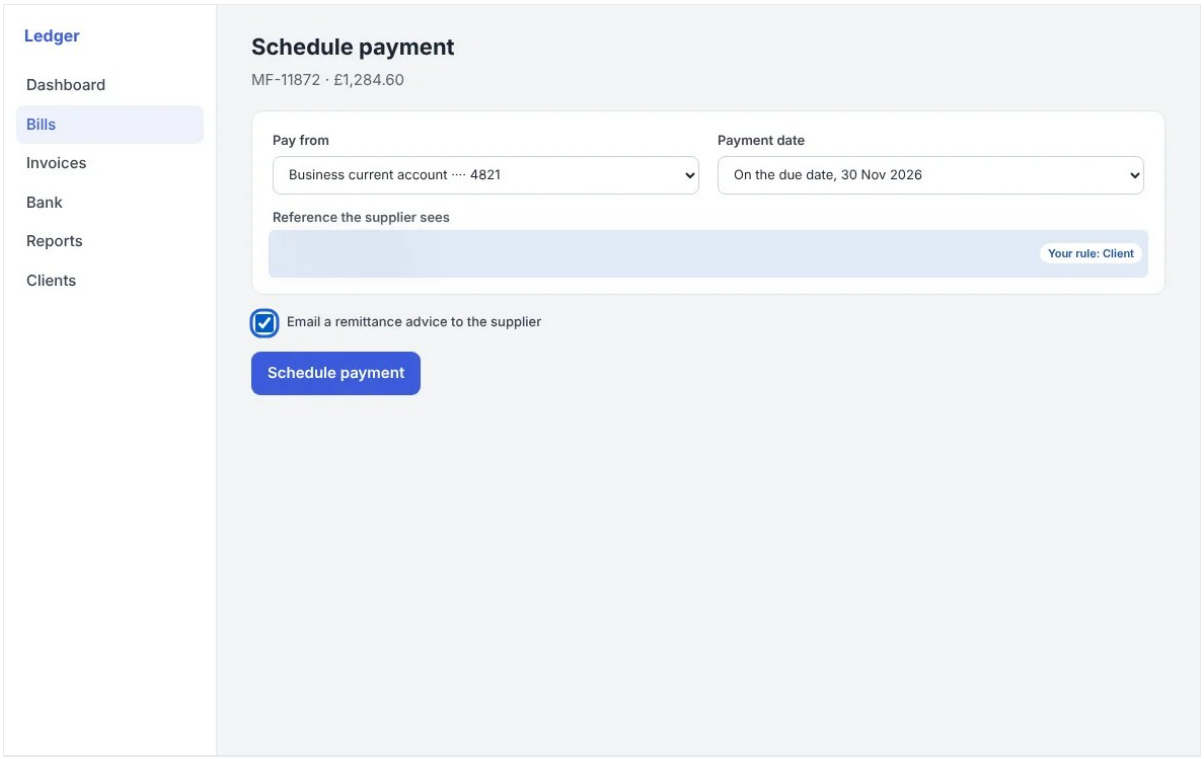
Pay from the account the client named in their engagement letter.



4 Choose On the due date, 30 Nov 2026 in Payment date



5 Tick Email a remittance advice to the supplier



6 Click Schedule payment

The bill now shows as Approved, and the payment appears under **Bank** as scheduled.

