



Creditor - Workflows Tech Tip

Flowchart - from processing orders to payment

Order Entry and Control

- *Using the Ordering System is optional*, creditor invoices can be processed and payment made without the use of orders.
- Process / raise purchase orders as required.
- Flag orders as supplied or part supplied.

Creditor Invoice Entry

- Invoices can be entered on a regular basis (daily, weekly) depending on volume.
- Invoice entry creates a batch based on the invoice date.
- Invoice batches do not have to match in entry and \$ value to the Creditor Payment Batches if running a true accrual system.
- Batches must be finalised to impact on the General Ledger.

Creditor Payments

- Payments can be made daily, weekly, fortnightly or monthly.
- Invoices can be selected for payment individually, or based on due date or priority.
- It is at this point that the system regards the invoices as paid.
- Payment processing creates a batch which must be finalised to impact on the GL accounts.

Execute Payments

- This view is a holding file of all payments, here is where you choose your output options.
- Payments can be printed in the form of cheques, remittance advices and/or to a file for electronic payment processing.
- Payments can be re-tagged and printed in various formats (doing so will NOT DUPLICATE the payment run).
- Payments can be reversed through this view.

Go to General Ledger /Creditor Payments and finalise the batch created

Once output is sent to bank and all remittance advices and reports printed – go back to ***Execute Payment*** and select entries and select “**PRINT SUCCESSFUL**” (this will delete all the entries in readiness for the next run)

Go to ***Creditor Payments*** and “**DeSelect ALL**” to remove all as already paid

Reporting

- Creditor Invoice and Creditor Payment batches can be printed to paper or pdf format

END OF MONTH

There is no end of month procedure for Creditors but you should run the following each month and print and save a copy:

- **Aged Creditor** - Reports can be printed for 'up to date outstanding balances' at least monthly for audit purposes or when required (this report is a REAL TIME report and will only print based on CURRENT data). – this should = the Creditor Reconciliation top of page.
- **Creditor Reconciliation** - Reports should be done at least monthly to validate the creditor data against the General Ledger Control Account. – if a variance this needs to be looked into – see manual