

## Creditor Payments User Guide



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## Payment Execution

**Path:** Creditors → Payment Execution

Invoices will be available for Payment once they have been processed through;

- Creditor Payments
- General Ledger/Batch Transaction Entry/Payment, by selecting Exec Payments

Execute Payments is where the system creates an external output file such as printing cheques, emailing remittance advices or creating a file for uploading to your banking software.

### Invoice Details

1.	Shows the <b>Entity, GL Bank Account/ Sub Acc</b> the payment will be drawn against.
2.	<b>Source</b> options enable you to choose which transactions to view: <ul style="list-style-type: none"> <li>• <b>All:</b> Will show all transactions awaiting execution.</li> <li>• <b>Creditor:</b> Will show only transactions sourced from Creditor Auto Pay or General Ledger Payment batches.</li> <li>• <b>Payroll:</b> Will show only transactions sourced from General Ledger Payroll Batches.</li> </ul>
3.	Creditor payments will appear under the <b>Payment Method</b> of <b>Cheque, Electronic or BPay</b> . (Home Stay and Direct Debit are debtor related payment methods)
4.	Shows the <b>Reference No, Cheque or Electronic, payment Date</b> and payment <b>Amount</b>
5.	Tagging columns; <ul style="list-style-type: none"> <li>• Transactions tagged as <b>Print Now</b> will be processed.</li> <li>• Transactions tagged as <b>Printed</b> have been processed.</li> </ul>
6.	<b>Source</b> column shows where the transaction is from; <ul style="list-style-type: none"> <li>• <b>A</b> – Creditor Auto Payment</li> <li>• <b>C</b> – General Ledger Payment.</li> <li>• <b>Batch</b> column shows the batch number the transaction is in.</li> </ul>
7.	Displays the <b>Creditor Detail</b> ; name, address, Creditor Code etc.

8.	<p>Displays the <b>Invoice Detail</b> for the payment.</p> <ul style="list-style-type: none"> <li>• <b>Creditor Auto Pay</b> – if the payment is for multiple invoices the details of each invoice will be displayed.</li> <li>• <b>General Ledger Payment</b> – as no invoice is entered when using this method, only the description and amount paid will be displayed.</li> </ul>
9.	Continued next page.

## Execute Payments

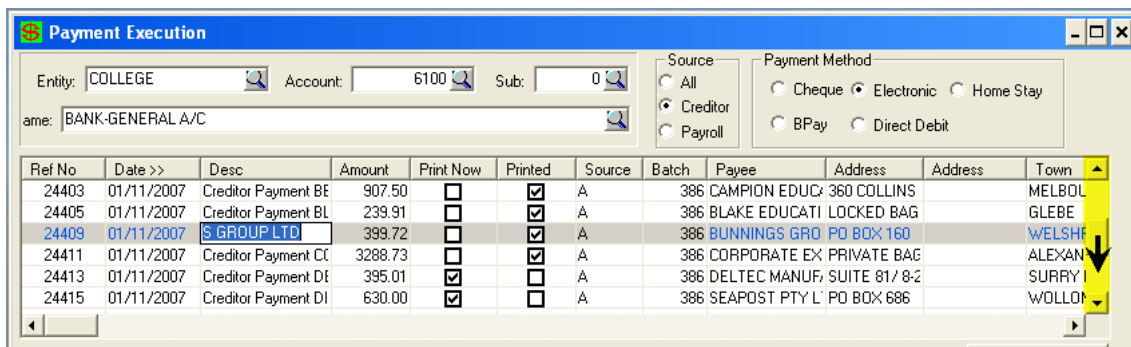
1.	<p>Tag transactions for processing:</p> <ul style="list-style-type: none"> <li>• <b>Tag All to Print</b> – Will tag all transactions to 'Print Now'. You can untag transactions you do not wish to include in this payment run.</li> <li>• <b>Tag to Reprint</b> – Will reselect transactions already processed, ie, Transactions with a tick in the 'Printed' column will be retagged to 'Print Now'.</li> <li>• <b>Tag NonEmail</b> – Will select creditor transactions that do not have a payee email address, allowing you to print a remittance advice.</li> </ul>
2.	<p>Output Destination options:</p> <ul style="list-style-type: none"> <li>• <b>Print to Window</b> – Allows you to view reports before printing or exporting them to PDF.</li> <li>• <b>Print to Printer</b> – Will print the report directly to the printer.</li> <li>• <b>Export to File</b> – Creates an electronic file for uploading to your banking software.</li> </ul>
3.	<p>Report Style options:</p> <ul style="list-style-type: none"> <li>• <b>Cheque Printing</b> – Prints detail on pre-printed cheques in the schools format.</li> <li>• <b>Remittance Advice</b> – Prints creditor address and invoice details in a format that can be attached to handwritten cheques or posted to creditors who have no email address.</li> <li>• <b>Remittance Summary</b> – Prints a summary report with creditor code, cheque number or bank account details and payment amount.</li> </ul>
4.	<p>Export File Settings for creating a file for uploading to your banking software:</p> <ul style="list-style-type: none"> <li>• <b>File Name</b> – Enter a name and save the file where you can find it.</li> <li>• <b>File Type</b> – Select the bank format you use. If unsure of the format contact your bank for this information.</li> <li>• <b>Run Desc</b> – Enter a description to appear on your bank statement for this fund transfer such as 'CredPay Batch 650'. This will help you identify the transaction for bank reconciliation purposes.</li> </ul>

- **Exec Date** – Funds will be transferred into the individual creditors’ banks on this date. This information is also on the remittance advices to inform the creditor of this payment date.
  - **Email Pay Advice** – If a Creditor Master File is tagged to receive an Email Payment Advice – on execution of the bank file an Email Advice will be automatically sent.
- 5. Execute Payments** will begin the print run or creation of the bank file.

## Reverse or Clear Transactions

- |           |  |
|-----------|--|
| <b>1.</b> | <p><b>Print Successful;</b> Will clear all entries tagged ‘Printed’;</p> <ul style="list-style-type: none"> <li>• Only do this after you have completed the Payment Execution, eg, printed cheques run reports or created the bank file.</li> </ul>  |
| <b>2.</b> | <p><b>Clear All – Don’t Print;</b> Will clear all entries from this view;</p> <ul style="list-style-type: none"> <li>• Only do this after you have completed the Payment Execution or if you do not wish to output a report or file.</li> </ul>  |
| <b>3.</b> | <p><b>Reverse Payment</b> - Highlight one entry at a time and click Reverse Entry;</p> <ul style="list-style-type: none"> <li>• This will reverse all payment detail from the Creditors and the GL Creditor Payment Batch.</li> <li>• Invoices will be re-classified as active and unpaid</li> <li>• The GL Payment batch must be unfinalised in order to reverse payment on entries.</li> </ul> |
| <b>4.</b> | <p><b>Reselect Printer</b> – Select a different printer option.</p>  |

**BEWARE:** There may be entries below what is viewable, use the scroll bar to view all entries before selecting Print Successful or Clear All – Don’t Print.



## Printing Cheques and Remittance Advices



1. Select **Creditor** to exclude other types of payments.
2. Select **Cheque** to view only cheque payments.
3. Click **Tag All to Print**; Will place a tag in the Print Now column. You can manually untag any transactions you do not want to pay.
4. Select Print to Window to view reports before printing or Print to Printer to print cheques or remittance summary directly to printer.
5. Select the report style:
  - **Cheque Printing** will default; this is used for PCSchool's pre-printed cheques.
  - **Remittance Advices** will print a separate remittance advice for each creditor.
  - **Remittance Summary** will print a list of the creditor payments.
6. Click **Execute Payments** to print the selected report (cheque, remittance advice or remittance summary)
7. Tag to Reprint will allow you to continue to Execute Payments until all reports and files have been created.
8. Once all cheques, remittance advices or remittance summaries have been successfully printed click **Print Successful** to clear the screen in readiness for the next payment run.

**Sample Reports**

**Example of Cheque Payment Remittance Advice Summary Report:**

Remittance Advice Summary						Kate's College
16/06/2009	Reference	Payee	Bank	BSB	Account	Amount
	70099	Audio Visions				49.50
	70100	Bolton Print				583.66
	70101	City Council				70.00
	70102	Catholic Leader				596.25
	70103	Ergon Energy				6,716.20
	70104	Hillmans Electrical				259.17
	70105	Lylidon Agencies				244.51
			<b>CHEQUES</b>		<b>Total:</b>	<b>\$8,519.29</b>

**Example of Payment Remittance Advice:**

**Kate's College**  
 ABN: 42 123 456 789  
 PO Box 123  
 TOWN QLD 4000

Telephone (07) 4045 1234 Facsimile (07) 4045 6789  
 Email help@pcschool.net

**Remittance Advice**

15/06/2009

Audio Visions  
 123 McDonalds Street  
 TOWN QLD 4000

**Sample Remittance Advice  
 Fits window style envelope**

Ref No: **70099**

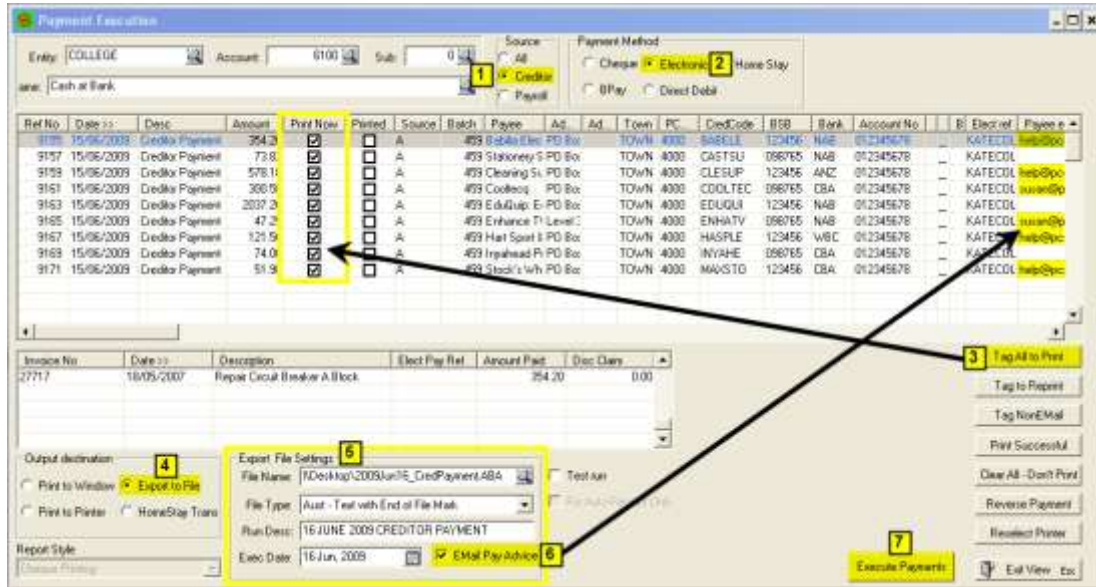
Date	Invoice	Description	Pay Reference	Paid	Discount
15/05/2007	5354	Repair VCR		49.50	
				<u>49.50</u>	
				<b>\$49.50</b>	



## Create a Bank File

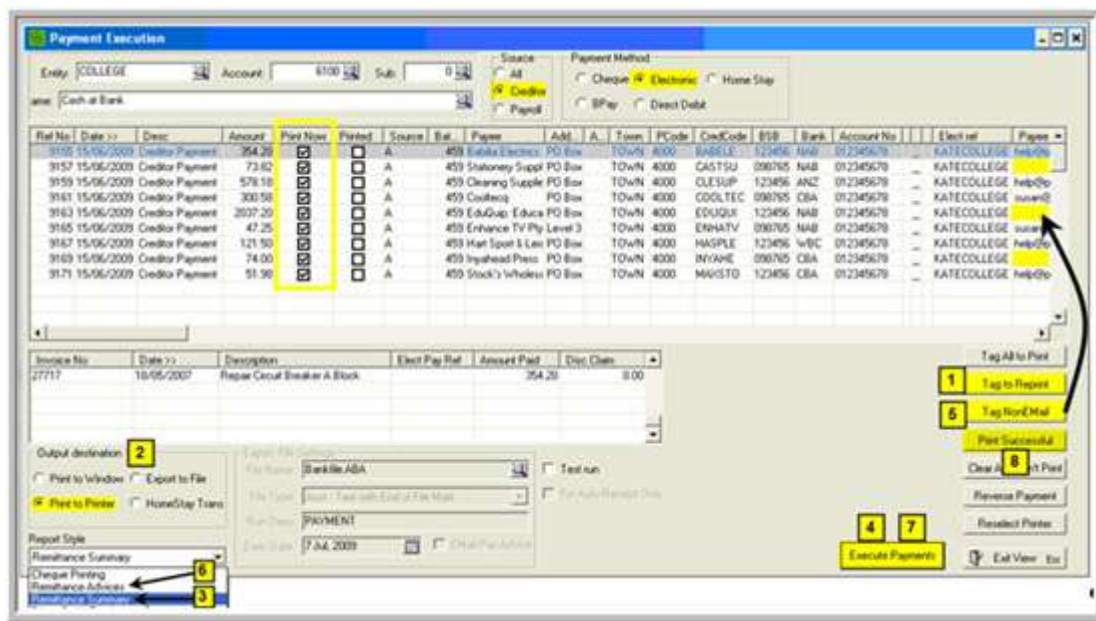
Regardless of whether the creditors are advised of payment by Email or via a faxed or posted Remittance Advice all entries within the batch need to be included when creating the bank file for processing through bank software.

### Create the Electronic File and Email Pay Advice



1.	Select <b>Creditor</b> to exclude other types of payments.
2.	Select <b>Electronic</b> to view only electronic payments.
3.	Click <b>Tag All to Print</b> ; Will place a tag in the Print Now column. You can manually untag any transactions you do not want to pay.
4.	Select to <b>Export to File</b> .
5.	Select or enter in the relevant <b>Export File Settings</b> for creating a file for uploading to your banking software: <ul style="list-style-type: none"> <li>• <b>File Name</b>; Enter a name and save the file where you can find it.</li> <li>• <b>File Type</b>; Select the bank format. If unsure of the correct format contact your bank for this information.</li> <li>• <b>Run Desc</b> – Enter a description that will appear on your bank statement for this fund transfer eg. 'CredPay Batch 650'. This will help you identify the transaction for bank reconciliation purposes.</li> <li>• <b>Exec Date</b>; Funds will be transferred into the individual creditors' banks on this date. This information is also printed on the remittance advices to inform the creditor of the payment date.</li> </ul>
6.	Tick to <b>Email Pay Advice</b> ; this will email remittance advices to those Creditors with an email address upon execution of payment.
7.	Click <b>Execute Payments</b> to create your electronic file and email remittance advices; <ul style="list-style-type: none"> <li>• Open your banking software and upload the electronic file as per your banks instructions.</li> </ul>

Print Remittance Summary and Remittance Advices for Non-Email Creditors



1. Select **Tag to Reprint**.
2. Select the Output Destination of **Print to Printer**, or **Print to Window** if you wish to preview.
3. Select the Report Style of **Remittance Summary**. Print a hardcopy record of the payments included in the current electronic payment run.
4. Select **Execute Payments** to print the report.
5. Select **Tag NonEMail**.
6. Select the Report Style of **Remittance Advice**. Print a remittance advice for those creditors with not eMail details. The remittance advice can be posted or faxed to the creditor.
7. Select **Execute Payments** to print the report.
8. Once the remittance advices and remittance summaries have been printed and the electronic file successfully uploaded to your banks software, click **Print Successful** to clear the screen in readiness for the next payment run.

Sample Reports

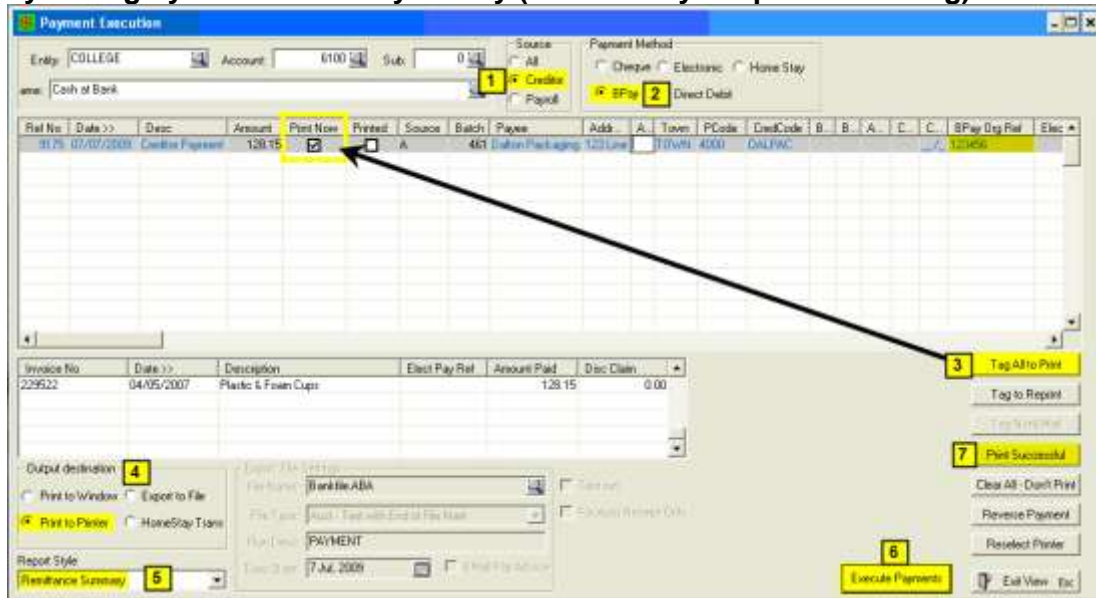
Example of Cheque Payment Remittance Advice Summary Report:

Remittance Advice Summary						Kate's College
Reference	Payee	Bank	BSB	Account	Amount	
9155	Babilia Electric	NAB	123456	012345678	354.20	
9157	Stationery Supplies	NAB	098765	012345678	73.82	
9159	Cleaning Supplies Pty Ltd	NAB	123456	012345678	578.18	
9161	Coolteq	NAB	123456	012345678	300.58	
9163	EduEquip: Education Specialists	NAB	123456	012345678	2,037.20	
9165	Enhance TV Pty Ltd	NAB	098765	012345678	47.25	
9167	Hart Sport & Leisure	WBC	123456	012345678	121.50	
9169	Inyhead Press	CBA	098765	012345678	74.00	
9171	Stock's Wholesale Food Service	CBA	123456	012345678	51.98	
<b>ELECTRONIC</b>					<b>Total:</b>	<b>\$3,638.71</b>



## Payment by BPay

This format **DOES NOT CREATE** a bank file and should only be used to record payments against invoices in the Creditor File and General Ledger. **These creditors will still need to be paid manually through your Banks BPay facility (online or by telephone banking).**



1.	Select <b>Creditor</b> to exclude other types of payments.
2.	Select <b>BPay</b> to view only BPay payments.
3.	Click on <b>Tag All to Print</b> . This will tag all transactions in the Print Now column. You can manually untag any transactions you do not want included in this payment run.
4.	Select to <b>Print to Printer</b> , or <b>Print to Window</b> if you wish to preview the report.
5.	Select <b>Remittance Summary</b> or <b>Remittance Advices</b> as the Report Style.
6.	Select to <b>Execute Payments</b> to print the report. <i>Open your banking software &amp; pay creditors manually as per your banks BPay instructions.</i>
7.	Once the remittance advices and remittance summaries have been successfully printed click <b>Print Successful</b> to clear the screen in readiness for the next payment run.

## Sample Report

Example of BPay Payment Remittance Advice Summary Report:

Remittance Advice Summary					
Reference	Payee	Bank	BSB	Account	Kate's College Amount
9175	Dalton Packaging Pty Limited				128.15
				<b>BILL PAY</b>	<b>Total: \$128.15</b>

Sample of Remittance Advice Summary

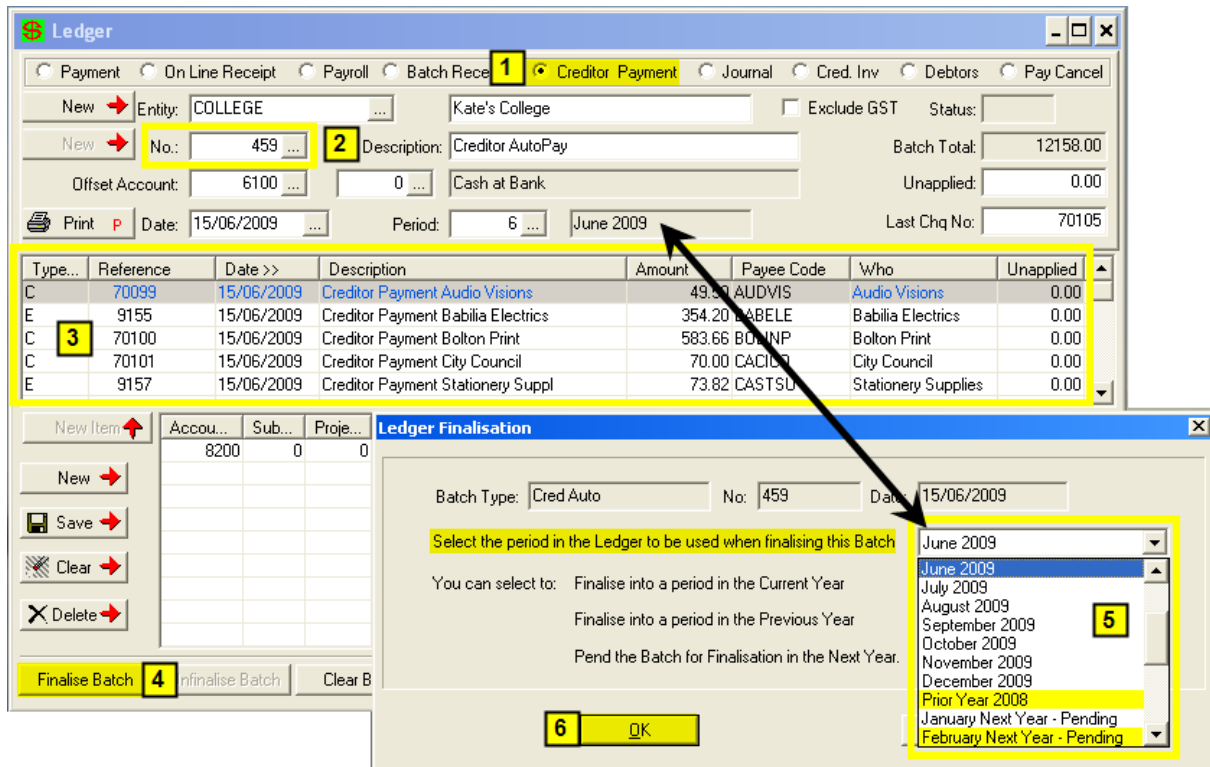
## Finalisation of the Creditor Payment Batch

**Path:** Gen Ledger → Batch Transaction Entry

The following need to be completed;

- Cheques printed
- Electronic bank file created
- Remittance advices emailed
- Reports Printed

Once all processing in completed the last step in the process is to finalise the Creditor Payment Batch that was automatically created via the Creditor Payment routine.



1.	Select the batch type of <b>Creditor Payment</b> .
2.	Will default to the most recent unfinalised batch, select the different batch if required.
3.	Creditor payments will be displayed and may include a mixture of Cheque (C), Electronic (E) or BPay (B).
4.	Select <b>Finalise Batch</b> .
5.	You will be asked to 'Select the period in the Ledger to be used when finalising this Batch'- <ul style="list-style-type: none"> <li>• <b>Finalise to a period in the Current Year:</b> The system will assume this batch is to be finalised into the current period of the ledger. You can also select a previous month or future month in the current year.</li> <li>• <b>Finalise to a period in the Previous Period:</b> Select Prior Year 200_ if you wish to finalise a batch back to December in the previous year. <i>NOTE:</i> this will affect the closing balances for the prior year and opening balances for the current year.</li> <li>• <b>Pend the Batch for finalisation in the Next Year:</b> This option is only used when the <i>GENERAL LEDGER</i> has not yet been rolled is sitting in the <i>PRIOR YEAR</i> (eg. December 2009) whereas processing in Creditors is to be finalised to a period in the current year (eg. April 2010). Pended batches will not impact on the general ledger until you roll into the new current year and the system will prompt you to finalise any pended batches.</li> </ul>
6.	Select <b>OK</b> to complete the finalisation process.