

Creditor Master File Information User Guide



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Creditor Master File Information

Path: Creditors → Creditor Master File Information

Creditors must be set up in the Creditor Master File before ordering/invoice/payment processing is possible. The default Entity, General Ledger expense code and payment details must be attached to each creditor's record.

Create Creditors

Enter the Header Details

1.	Code; Enter a unique and easily identifiable creditor code with a maximum of 8 characters, in alpha, numeric or a combination of both. Once this Code is saved changes must be made through Creditors/ Housekeeping, this process re-links transactions to the new Code.
2.	Name; Enter the creditor's full name.
3.	Address Details; Enter the Creditors address, contact details and ABN.
4.	Analysis Code; Optional field. Select a code to allow reporting on specific areas of expenditure. This field enables the grouping of particular creditors who supply a specific area within a school budget.
4.	Pay Terms; Enter the standard payment terms in number of days. This term will be automatically added to the date of the processed invoice to calculate a due payment date.
4.	Payment Priority; Optional field. Enter a rating from 0, highest to 9, lowest for prioritising payments. This rating can be utilised during auto payment processing to restrict payments to only those creditors who have a payment priority rating of less than or equal to the priority stipulated.
4.	Credit Limit; Optional field. Enter any credit restrictions in \$ terms.
5.	THESE FIELDS MUST CONTAIN AN ENTRY. Select the Default Entity and Default General Ledger Account; this is where the expenses would normally be processed for this Creditor. When processing invoices the

	amount can be dissected to multiple entities and general ledger expense accounts.
6.	Payment Details for the Creditor need to be entered.

Path: Creditors → Creditor Master File Information

Enter the Creditor Payment Details

1.	Payment Method; Browse or enter the Creditors preferred method of payment, this can be overwritten when entering an invoice if the need arises. <ul style="list-style-type: none"> • EL (Electronic Lodgement) – complete all fields. • BP (Bpay) – move onto field 8, skipping fields 2 through to 7. • CH (Cheque) – move onto field 9, skipping fields 2 through to 8.
2.	Bank BSB Number; Enter the Creditors BSB number. (Aus only.)
3.	Account No; Enter the Creditors bank account number. (NZ include the BSb number)
4.	Bank; Select the Creditors bank.
5.	Email Pay Advice; Tick if for electronic payments the remittance is to be emailed out. Multiple emails can be entered in here if separated by a semicolon.
6.	Altered Bank Details; Tick will automatically appear when changes to bank account details on this screen are made.
7.	Electronic Pay Reference; This information will appear on the Creditors Bank Statement and will be used by them to identify your payment. Contact the Creditor for the reference code to use.
8.	BPay Pay Reference; Number provided by Creditor. NOTE: As yet BPay is not an automated feature of PCSchool and BPay Payments will need to be processed manually through your Banks Software.
9.	Payee Name and Address Details; These details will be printed on Cheques and Remittance Advices. Only enter if different to above.
10.	Update Payee Address; Click if payments are to be sent to the same address as entered in the top section or when address changes are entered in the top section. This will update the Payee Address Details below.
11.	Click Save .

Overview

Path: Creditors → Creditor Master File Information

This view holds all the details for individual creditors from contact information through to an accurate history of transaction details, and also from orders through to payment particulars.

The screenshot shows the 'Creditor Master File' window for 'Book Store Inc'. The window is divided into several sections:

- Header:** Code: BOOKSTORE, Name: Book Store Inc.
- Contact Information:** Address: 45 Reading Avenue, Town: TOWN, Contact Person: Tom Write, Email: twrite@bookstore.com, Web Site: www.bookstore.com.
- Identification:** Postcode: 4868, QLD, ABN: 12 345 678 901, Phone: 07 40 12 3456, Fax: 07 4023 4567, Mobile: 0417 123 456.
- Payment Details:** Analysis Code: Library Suppliers, Payment Priority: 0, Pay Terms: 30, Credit Limit: 5000, Def. Ledger Acc: 1310, 0, Library Expenses.
- Navigation Tabs:** 1 Payment Details, 2 History, 3 Transactions, 4 Orders, 5 Notes.
- Payment Method:** EL, Email Pay Advice (checked), Payee Name: Book Store Inc, Payee Address: PO Box 987.
- Bank Information:** Bank BSB Number: 123-456, Bank: ANZ, Account No: 987654321, Electronic Pay Reference: SchoolName, BPay Pay Reference: 789654, Postcode: 4868, State: QLD, Town: TOWN, Email: twrite@bookstore.com.
- Buttons:** Save Creditor (F2), Delete Creditor (D), Clear All (FS), Exit View (Esc).

Creditor History Tab

View Screen Only. View the accrual information on all transactions.

The screenshot shows the 'Creditor History Tab' for 'Book Store Inc'. The window displays the following information:

- Navigation Tabs:** 1 Payment Details, 2 History, 3 Transactions, 4 Orders, 5 Notes.
- Last Purchase:** 17/01/2008, 75.00 (1), Year to Date: 195.00 (4).
- Last Payment:** 21/01/2008, 120.00 (2), Balance: 75.00 (5).
- Prior Codes:** BOOKSTP (3), Outstanding Orders: 227.50 (6).

1.	Last Purchase; date and amount of the last invoice entered for the creditor.
2.	Last Payment; date and amount of last payment made to the creditor.
3.	Prior Codes; If creditor code has been changed through the Housekeeping the prior creditor code will be shown here.
4.	Year to Date; total purchases made in the current year.
5.	Balance; amount of invoices outstanding.
6.	Outstanding Orders; amount of orders still outstanding.

Creditor Transactions Tab

View Screen Only. Lists transaction detail based on Current Invoices, Payments or All Invoices. Transactions can also be displayed for a certain period using Date Range Criteria.

Reference...	Date >>	Description	Amount	Paid	Disc amt	Tax	Disc taken	Held	Pay reference	Pay Total	Batch
23456	17/01/2008	The Life of Plants	75.00	0.00	0.00	0.00		<input type="checkbox"/>		0.00	619

Fields for Transactions are displayed as follows:

1.	<p>Selection Criteria allows you to select;</p> <ul style="list-style-type: none"> • Current Invoice, these invoices are not yet paid. • Pay, lists all the paid invoices • All Invoices, show all the recorded invoices and payments.
2.	<p>Date Selection Criteria allows you to select;</p> <ul style="list-style-type: none"> • Defaults to All invoices • Select Range to view the details within a specified date range.
3.	These fields display the Reference (Invoice) number, invoice date and description.
4.	These fields display the Invoice amount. The Paid, Disc Amt, Tax etc fields will be blank for current invoices.
5.	Invoices can be tagged as Held if payment is to be deferred. Exclude this invoice from automatic selection during a payment run.
6.	Fields will be blank for current invoices.
7.	View the Creditor Invoice or Payment Batch number, depending upon your Selection Criteria.
8.	The Drill Down button allows you to look at the transaction details and dissection information as well as any associated transactions.

Creditor Drill Down

Creditor Drill Down

Code: BOOKSTORE
 Name: Book Store Inc
 45 Reading Avenue
 TOWN 4868 Phone: 07 4012 3456
 Contact: Tom Write

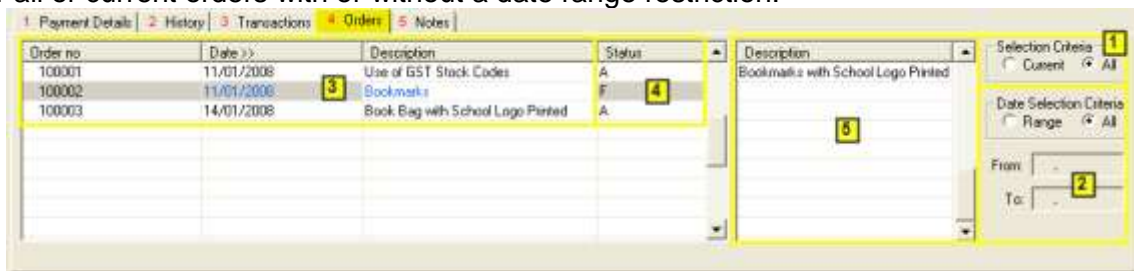
Inv No: 12345 Art in Perspective
 Inv Date: 21/01/2008 120.00 Amt Paid: 120.00 Ref:
 Batch Ref: 12345 Art in Perspective
 Date: 21/01/2008 120.00 Unapplied: 0.00 Batch No: 619

Account	Sub...	Project	Name	Amount	D...	GST ...
1310	0	0	Library Expenses	120.00	D	TE

1.	Highlight the transaction you wish to 'Drill Down' on.
2.	Click Drill Down, this will bring up the Creditor Drill Down window.
3.	Associated Transactions lists the invoice and payment/s connected to this transaction.
4.	Creditor contact information will be displayed.
5.	Depending upon your Associated Transaction selection at 3; <ul style="list-style-type: none"> • Inv; will allow you to view the Invoice number, date, amount, description and Creditor Invoice batch number. • Pay; will allow you to view the Payment date, amount, reference and Creditor Payment batch number.
6.	General ledger dissection information will be displayed.

Creditor Orders Tab

View Screen Only. View the details and status of any orders. Information can be filtered to show either all or current orders with or without a date range restriction.



1.	Selection Criteria; Allows you to select Current (goods not received) or All Creditor Orders.
2.	Date Range Selection; Will display orders within a specific date range.
3.	View the Order number, date and description.
4.	View the Order Status: <ul style="list-style-type: none"> • A = Active (goods not received) • F = Finalised (all goods received) • C = Cancelled • H = Holding (order deferred until a future date)
5.	This field will display a brief description of the goods ordered.

Creditor Notes Tab

Notes, is a freeform field. This allows you to record comments relating to this supplier.