

Creditor Payments User Guide



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Creditor Payments

Path: Creditors → Creditor Payments

Following the entry of creditor invoices you can automatically generate payments.

Payment Criteria

Creditor Auto Payments can be based on various Payment Criteria such as an individual creditor, invoice due dates, invoice priority and payment method and automatically added to the **Selected Invoices**.

Outstanding Invoices

Alternatively any unpaid invoices listed in Outstanding Invoices can be manually tagged for payment. Tagged invoices can be added to the auto **Selected Invoices** as part of a payment run or a single invoice can be paid in an individual run. Individual Creditor's invoices or a single invoice can be processed for payment through this routine.

Selected Invoices

Clicking Pay Selected will update the Creditor Master File and create a Creditor Payment Batch. It is at this point that the system considers the invoice paid.

Payment Criteria

It is optional to select the invoices to pay through here using filters or through the Outstanding Invoices tab. If selected through here you can manually tag any extra invoices through the Outstanding Invoices tab.

Payment Criteria options are:

1.	Creditor Selection	Select invoices based on All Creditors or a Single Creditor
2.	Creditor Code	If Single Creditor, select the Creditor. You will only see this creditor in Outstanding Invoices.
3.	Select on Discount	<p>Always defaults and is generally selected;</p> <ul style="list-style-type: none"> Select all invoices with or without an applicable discount up to the specified date that are due for payment. <p>Only if Above Value;</p>

		<ul style="list-style-type: none"> Select invoices with a \$ discount above the entered \$ Value. Never; Select invoices based on due date, regardless of early settlement discount dates or amounts.
4.	Select Based on Priority	<p>The default is 0 to 9;</p> <ul style="list-style-type: none"> Enter from and to priority values to restrict the invoices to pay. The priority must be entered in the Creditor Master file or the Invoice.
5.	Select Based on Payment Method	<p>Defaults to All except In Kind, this will select all payment methods other than Barter Card.</p> <ul style="list-style-type: none"> Cheque, Electronic or BPay will select Invoices with only the selected payment method. In Kind will select invoices to be paid by Barter Card only.
6.	Select Invoices Due On or Before	Default date is 3 days from today's date. Can Edit.
7.	Entity Code/ Account/ Subacc/ Name	This is the bank account the payments will be made from. Accept the default Entity and Account or select an alternative.
8.	Action Required	<p>There are two options available for selecting invoices for payment:</p> <p>Auto Select ;</p> <ul style="list-style-type: none"> Will send all invoices that match the selected criteria to the Selected Invoice tab. Do not add them again from Outstanding Invoices. <p>Tag Outstanding;</p> <ul style="list-style-type: none"> Will tag all outstanding invoices within the selected criteria in the Outstanding Invoices tab where you can manually tag more invoices, then send them to the Selected Invoices tab.
9.	Date to Record Payment	Default is today's date. Can edit if you wish to record the Payment Batch for a different date.
10.	Commence Selection	Will scan outstanding invoices based on selected criteria and payment choices.
11.	Payment Values	<p>Expected Approx Payout;</p> <ul style="list-style-type: none"> Shows the total amount of the invoices selected during the scan and transferred to Selected Invoice tab. <p>Expected Value Tagged;</p> <ul style="list-style-type: none"> Shows the total amount of the invoices tagged but still held in Outstanding Invoices tab awaiting transfer to Selected Invoices tab.

Outstanding Invoices

Code	Name	Inv No	Date	Description	Hold	Due	Tax withheld	Due Date	Disc Amt	Disc Dat	Proposed pay	Electronic ref	Payment meth	Tag
AABEDU	B Equipmen	1000	05/09/2008	Photocopy R	<input type="checkbox"/>	100.00	0.00	05/10/2008	0.00		100.00	KatesSchool	Electronic Lodgen	<input type="checkbox"/>
BABELE	binds Elect	27717	18/06/2008	Repair Group	<input type="checkbox"/>	354.20	0.00	30/06/2008	0.00		354.20	KatesSchool	Electronic Lodgen	<input type="checkbox"/>
BOOKSTOR	Book Store Inc	23456	17/01/2008	The Life of Plea	<input type="checkbox"/>	100.00	0.00	16/02/2008	0.00		0.00	KatesSchool	Electronic Lodgen	<input type="checkbox"/>
CLESUP	Cams Clearing	35269	14/07/2008	Vinyl Gloves, G	<input type="checkbox"/>	183.72	0.00	04/08/2008	0.00		183.72	Acc1345	Electronic Lodgen	<input type="checkbox"/>
ENHATV	Enhance TV F	8419	08/05/2008	Crude Impact p	<input type="checkbox"/>	30.75	0.00	07/06/2008	0.00		30.75	KatesSchool	Electronic Lodgen	<input type="checkbox"/>
ENHATV	Enhance TV F	8354	04/08/2008	Peter Berner L	<input type="checkbox"/>	47.25	0.00	03/09/2008	0.00		0.00	KatesSchool	Electronic Lodgen	<input type="checkbox"/>
HASPLE	Hart Sport & L	95498	14/05/2008	Marker Sets, H	<input type="checkbox"/>	121.50	0.00	13/06/2008	0.00		121.50	KATSCH123	Electronic Lodgen	<input type="checkbox"/>
HAYELE	Haymans Elec	344088-22	02/05/2008	Ducting interna	<input type="checkbox"/>	281.44	0.00	01/07/2008	0.00		281.44		Electronic Lodgen	<input type="checkbox"/>
INVAHE	Inythead Ptes	10440	09/04/2008	Developing Ein	<input type="checkbox"/>	74.00	0.00	08/05/2008	0.00		0.00	KatesSchool	Electronic Lodgen	<input type="checkbox"/>
KEYSHD	Keyboard Sho	1347	03/05/2008	Keyboarding Bc	<input type="checkbox"/>	77.45	0.00	02/06/2008	0.00		77.45		Cheque	<input type="checkbox"/>
LDBVBS	Loves Bus Ser	SM236	09/11/2006	Buz to TAS - Yr	<input type="checkbox"/>	0.00	0.00	15/11/2006	0.00		0.00		Cheque	<input type="checkbox"/>
MONBUS	Max Stock's W	227647	04/05/2008	Sugar, Teabag	<input type="checkbox"/>	51.98	0.00	03/06/2008	0.00		0.00	KatesSchool	Electronic Lodgen	<input type="checkbox"/>
MONMUS	Mondo Music	77239	14/03/2008	Italian - Breed E	<input type="checkbox"/>	-24.95	0.00	13/04/2008	0.00		0.00		Cheque	<input type="checkbox"/>
MONMUS	Mondo Music	20070404	04/04/2008	Balance of Inv	<input type="checkbox"/>	11.01	0.00	04/05/2008	0.00		11.01		Cheque	<input type="checkbox"/>
NOSEC	NQ Security S	12000323	08/07/2008	Alarm Monitor	<input type="checkbox"/>	797.37	0.00	30/07/2008	0.00		0.00	KatesSchool	Electronic Lodgen	<input type="checkbox"/>
PEAEDU	Pearson Austr	6611083	04/08/2008	Access to Prev	<input type="checkbox"/>	49.95	0.00	03/09/2008	0.00		0.00	a/c899KAT	Electronic Lodgen	<input type="checkbox"/>
RICOH	RICOH Financ	308187	11/06/2006	Photocopier Co	<input type="checkbox"/>	3748.79	0.00	25/06/2008	0.00		3748.79	KatesSchool	Electronic Lodgen	<input type="checkbox"/>
SPECTR	Spectronics	40425	11/07/2008	Large Keyboard	<input type="checkbox"/>	178.00	0.00	25/07/2008	0.00		0.00		Cheque	<input type="checkbox"/>

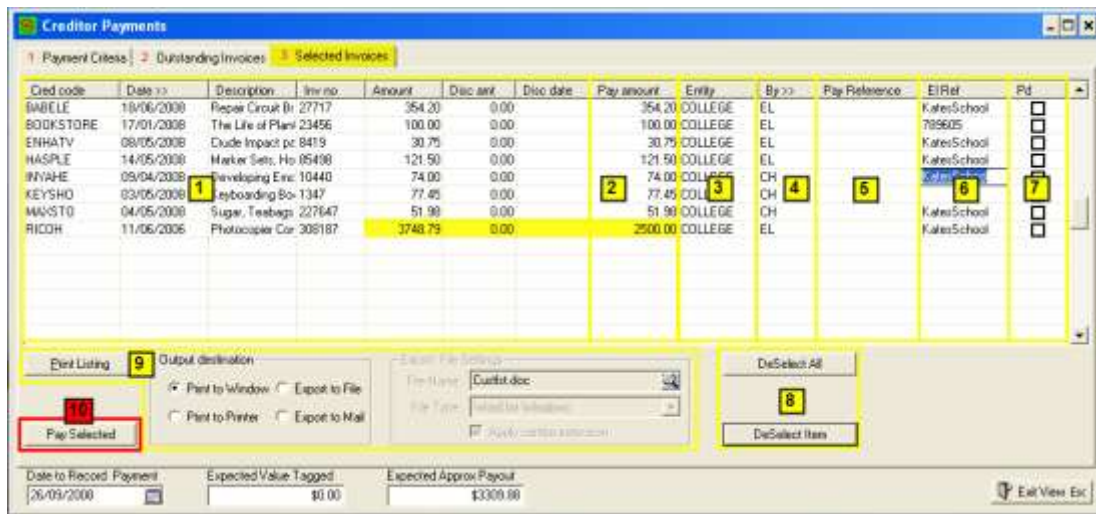
Add Tagged to Selection:
 UnTag All:
 Tag All:

Date to Record Payment: 26/05/2008
 Expected Value Tagged: \$4908.85
 Expected Amount Payout: \$0.00

Outstanding Invoices Tab contains the following details;

1.	Code & Name	Creditor Code and Creditor Name associated with the invoice.
2.	Invoice Details	Inv No, Date & Description; <ul style="list-style-type: none"> Will default. Can edit. Hold; <ul style="list-style-type: none"> The invoice will not be paid if there is a tick in the box. Due; <ul style="list-style-type: none"> The outstanding balance of the invoice will be displayed. Tax withheld; <ul style="list-style-type: none"> Aus only; will show additional tax due to the Creditor not providing an ABN. Due Date; <ul style="list-style-type: none"> Date the payment is due. Can edit.
3.	Discounts	Discount Amount; <ul style="list-style-type: none"> The \$ amount of discount allowed by the creditor. Can edit. Discount Date; <ul style="list-style-type: none"> Date invoice must be paid for discount to be received. Can edit.
4.	Proposed pay/ Expected Value Tagged	If the Invoices are tagged in the Tag column a \$ value will be in Proposed Pay. The total \$ value for all tagged invoices can be viewed in the Expected Value Tagged field.
5.	Electronic ref	Defaults to the electronic reference details entered in Creditor Master File. Can edit.
6.	Payment Method	The payment method selected during invoice entry. Can edit.
7.	Tag	Invoices can be tagged or untagged here.
8.	Un Tag/ Tag All	Can deselect all Tagged Invoices or select all Invoices for payment. Select All will include including those Invoices on hold.
9.	Add Tagged to Selection	Click to move the Invoices to the Selected Invoices tab for processing.
10.	Selected Invoices tab	View & process invoices for payment.

Selected Invoices



The Selected Invoices Tab contains the following:

1.	Creditor Information	View the invoice payment details.
2.	Pay Amount	Amount to be paid. Can edit, if a balance left it will stay in the Outstanding Invoice until paid in full.
3.	Entity	The Entity the invoice is attached to.
4.	By>>	The current Payment Method, this can be changed here; <ul style="list-style-type: none"> • EL= Electronic Lodgement • CH= Cheque • BP= BPay
5.	Pay Reference	Leave blank for automatic Cheque or Electronic numbers to be created; <ul style="list-style-type: none"> • Cheque numbers can be manually entered against invoices if necessary..
6.	El Ref	Defaults to the electronic reference details entered in the Creditor Master File. Can edit.
7.	Pay	Will be ticked automatically Pay Selected is performed.
8.	DeSelect	De Select All will remove the entries from this view, this should be done after the Pay Selected routine; <ul style="list-style-type: none"> • If done before the Invoices are paid they will return to the Outstanding Invoices tab. • It does not delete the invoices. • If forgotten, the Invoices will not be paid DeSelect Item will remove a highlighted invoice from the list.
9.	Print Listing	Create a report based on all the invoices to be paid.
10.	Pay Selected	Click to write all cheque and electronic payments to the specified bank account, This will flag the invoices as paid in the Creditor Master File and create a Creditor Payment Batch. The next step is to Execute the Payment.

Options for Tagging Outstanding Invoices

Multiple options are available for selecting invoices for payment. These options are outlined blow:

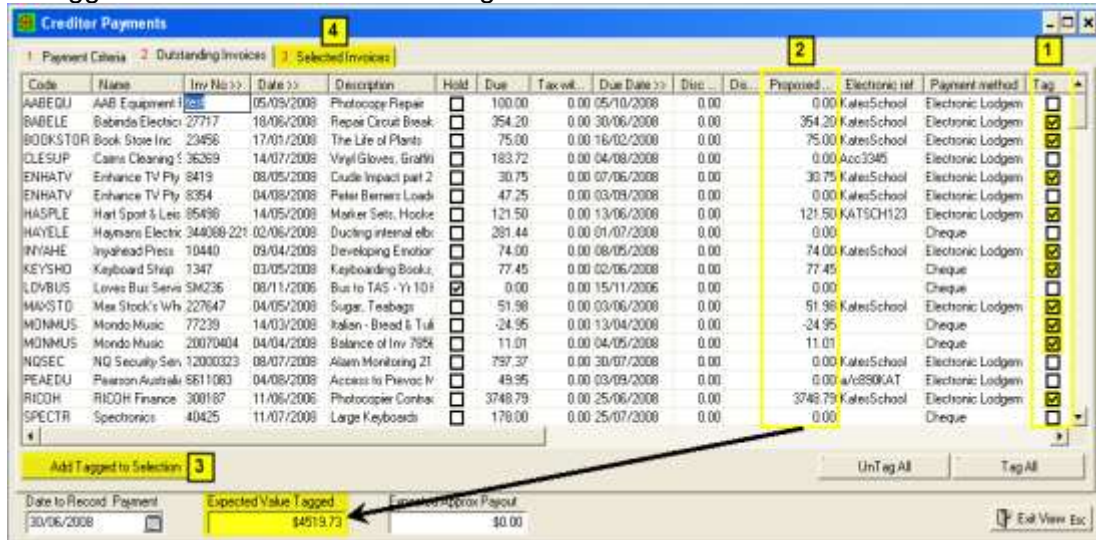
Tag Outstanding

Tag Outstanding Invoices through the Payment Criteria tab.

Select invoices to be tagged as follows:

1.	Enter a date to select invoices due for payment on or before.
2.	Leave default Entity and Bank Account , or select alternative entity and account.
3.	Base invoice selection on All Creditors .
4.	Select payment method on All except In Kind .
5.	Select Discount option as Always .
6.	Action required is to Tag Outstanding invoices only.
7.	Ensure the Date to Record Payment is correct.
8.	Click Commence Selection to begin the process.
9.	Once the process is complete, move to the Outstanding Invoices tab to view tagged invoices.

View the Tagged Invoices in the Outstanding Invoices Tab

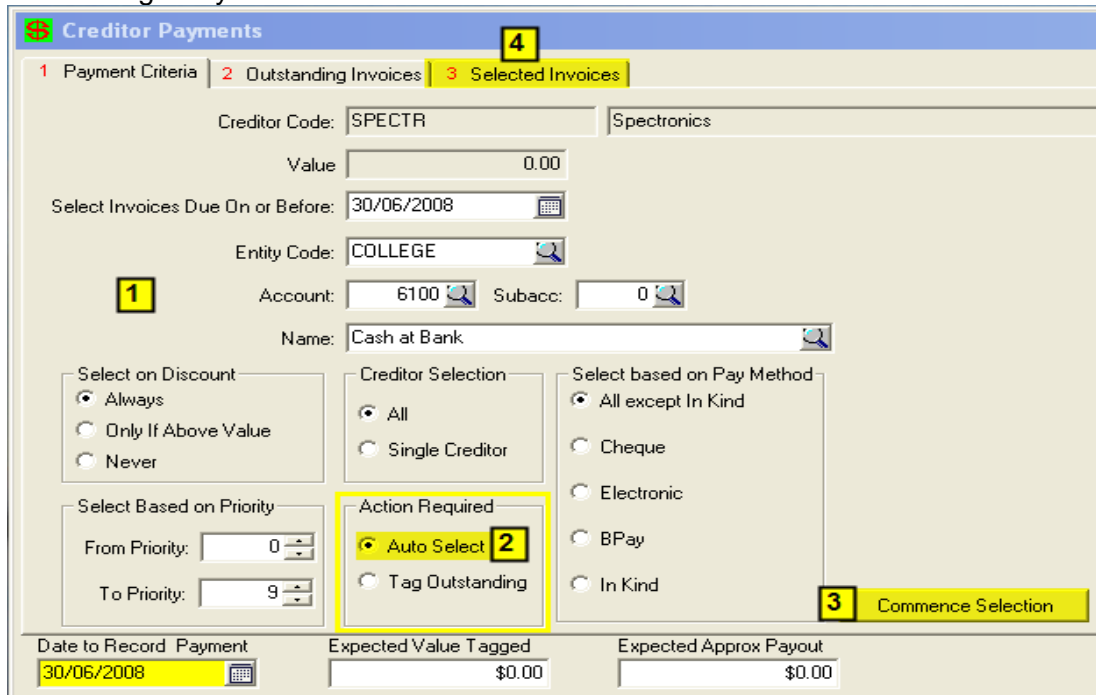


View auto tagged invoices:

- | | |
|----|--|
| 1. | The Tag column will show those invoices that have been tagged through the Payment Criteria tab. Additional invoices can be tagged in this view. |
| 2. | Tagged invoices will show a Proposed Payment amount. The total proposed payment for all tagged invoices will be displayed at the bottom of the screen in the Expected Value Tagged . |
| 3. | Click Add Tagged to Selection once all invoices required for payment have been tagged. |
| 4. | Once this process is complete move to the Selected Invoices tab to view selected invoices. |

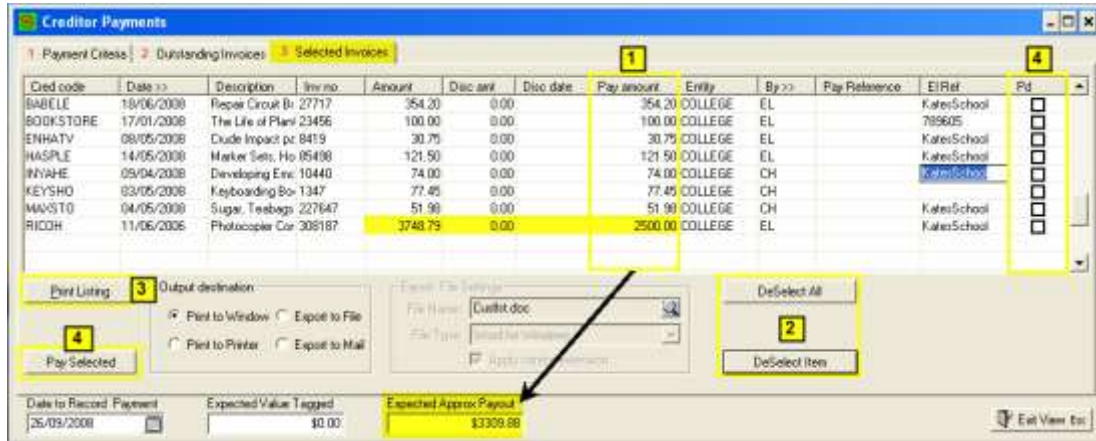
Auto Select

Auto Select through Payment Criteria



- | | |
|----|--|
| 1. | Make required selections on Date, Discount, Creditor, Pay Method etc. |
| 2. | Set Action Required to Auto Selected . |
| 3. | Click Commence Selection to begin the process. |
| 4. | Once the process is complete, move to the Selected Invoices tab to view auto selected invoices. |

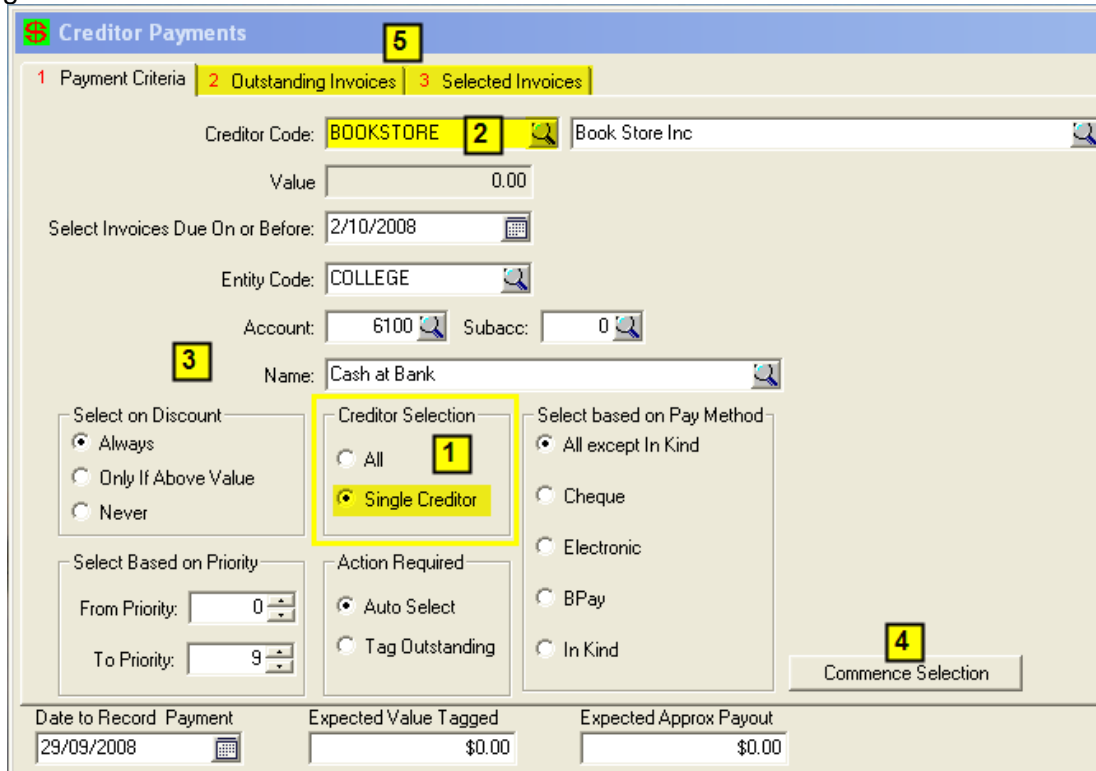
Selected Invoices Tab



- | | |
|----|---|
| 1. | The Selected Invoices tab will show invoices auto selected for payment. Changes to the Pay Amount, By and EI Ref can be made in this view. |
| 2. | DeSelect any invoices you do not wish to pay, or DeSelect All to clear this view and start again. |
| 3. | Print a Listing of selected invoices to review the details before payment. |
| 4. | Pay Selected will tag invoices as paid in the Pd column. |

Individually Tag

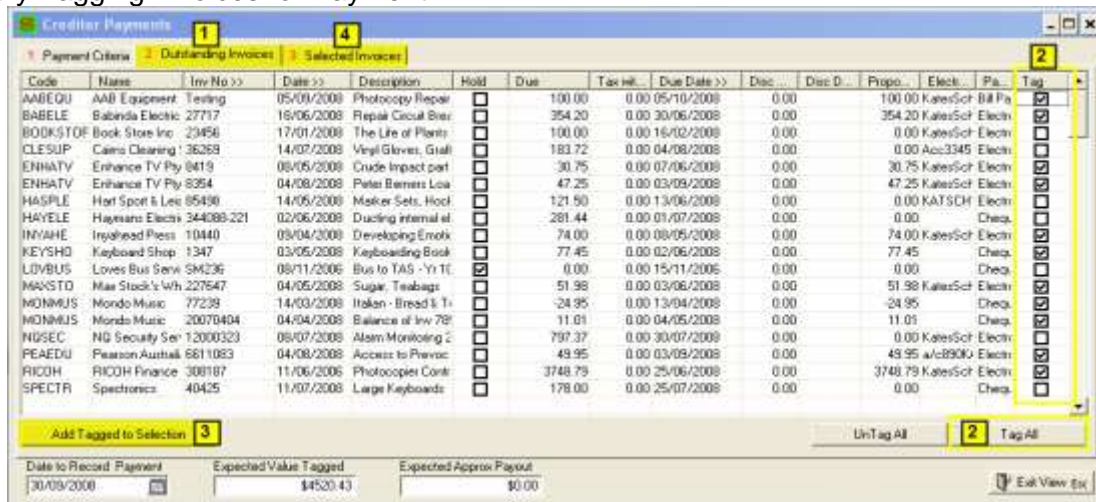
Tagging an Individual Creditors Invoices



- | | |
|----|---|
| 1. | Change Creditor Selection to Single Creditor . |
| 2. | Select the Creditor Code you wish to base your selection on. |
| 3. | Make required selections on Date, Discount, Creditor, Pay Method etc. |
| 4. | Click Commence Selection to begin the process. |
| 5. | Once the process is complete move to Outstanding Invoices to view the tagged invoices or to Selected Invoices tab to view auto selected invoices. |

Manually Tag

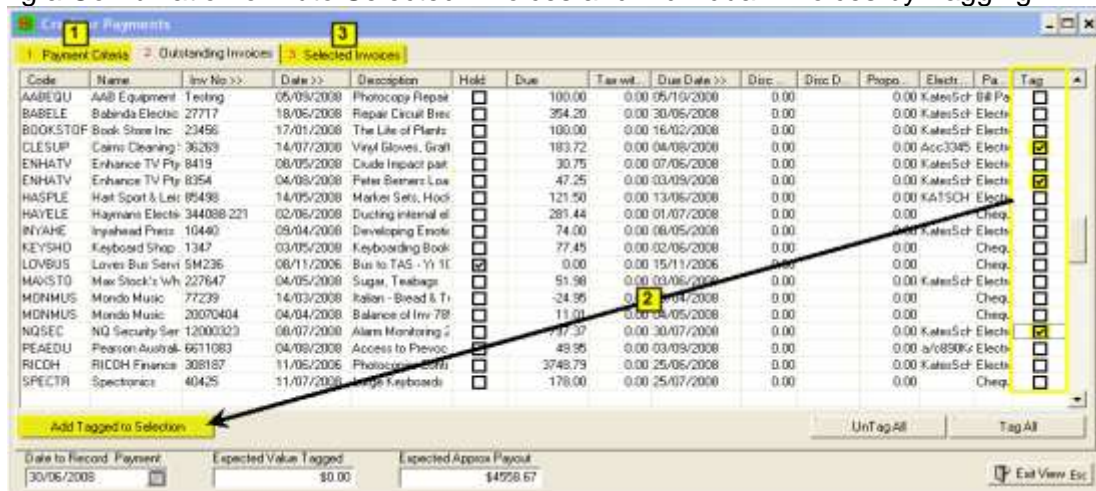
Manually Tagging Invoices for Payment



1. Go directly to the **Outstanding Invoices** tab (ignoring the Payment Criteria tab).
2. Place a tick in the **Tag** column against the individual invoices you wish to pay. Alternately if you wish to pay all invoices select **Tag All**.
3. Select **Add Tagged to Selection** once you have tagged all invoices requiring payment.
4. Once this process is complete move to the **Selected Invoices** tab to view selected invoices.

Auto Select and Manually Tag

Choosing a Combination of Auto Selected Invoices and Individual Invoices by Tagging.



1. **Payment Criteria**; Auto Select invoices.
2. **Outstanding Invoices**; Tag additional invoices only to pay. Select Add Tagged to Selection.
3. **Selected Invoices**; View both Auto Selected and Manually Tagged invoices.

Pay Selected Invoices

Once all required invoices have been brought into the Selected Invoices tab you are now ready to perform the print any necessary reports and run the Pay Selected routine.

Prior to running the Pay Selected routine it is advisable to Print a Listing of the payments, this will give you a true figure of the payout and may not necessarily match the Expected payout value.

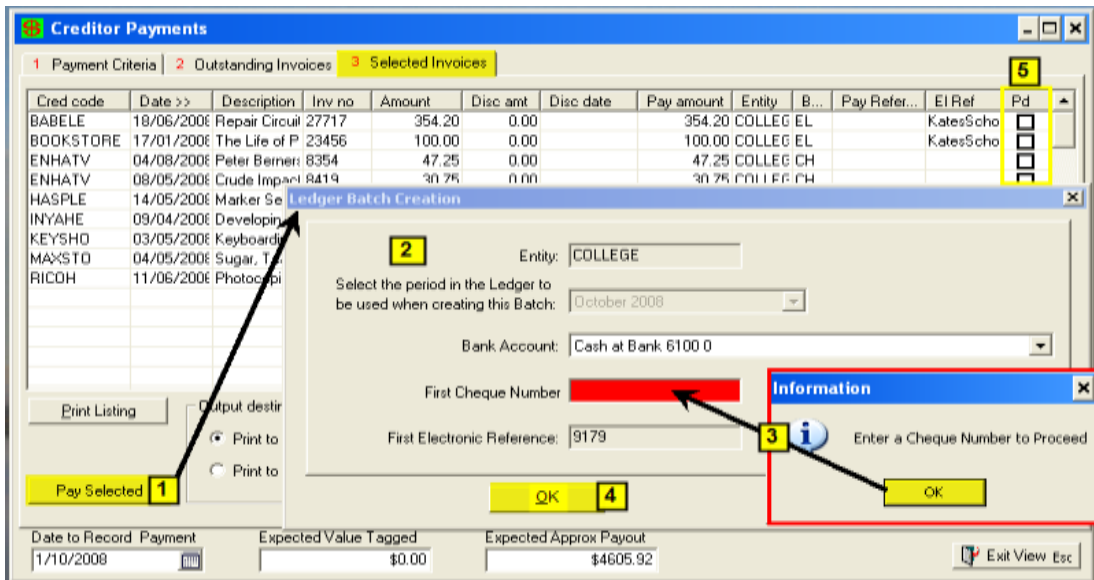


- | | |
|----|---|
| 1. | Select Print Listing . |
| 2. | This will produce a Generated Creditor Payment Report . This report will list invoice details by payment method (Cheque, Electronic, BPay). Retain a copy of this report for your records. |

Pay Selected – Ledger Batch Creation

Performing this routine will write the payment (both cheque and/or electronic) to the nominated bank account, flag the invoices as paid in the Creditor Master File and create a Creditor Payment Batch.

It is at this point, after performing Pay Selected that PCSchool considers the invoice paid. The next step is to Execute the Payment where cheques can be printed, remittance advices emailed or electronic files created for uploading to bank software.



1. Click **Pay Selected**, this will bring up the Ledger Batch Creation view.
2. The **Ledger Batch Creation** view shows;
 - **Entity** and the **Period** being used when creating the batch.
 - Offset **Bank Account** being used when creating the batch.
 - **First Cheque Number** (must be enter as per 3 below).
 - **First Electronic Reference** used in payment run will be automatically allocated.
3. You will be prompted to '**Enter a Cheque Number to Proceed**'. Click OK and enter in the correct/next available cheque number.
IMPORTANT: Regardless of whether the payments are by cheque or electronic the system will ask for the first cheque number. **Entry into this field is mandatory**, if all entries are electronic the system will not use this entered cheque number when processing.
4. Enter a cheque number and click **OK** to process your payments.
5. The system will automatically place a **tick in the Pd column** against all paid invoices.

Creditor Payment Batch

Path: Gen Ledger → Batch Transaction Entry

The system will now have created a Creditor Payment Batch for this payment run.

