

Creditors Quick Start



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Creditor Quick Tip

Creditor Quick Tip can be used for training new staff members once the creditor manual is has been implemented for setting up creditor details. For setting up Creditor read the relevant sections of the Creditor Manual.

Process of Creditors:

1. Enter the Creditor invoice
2. Create the Payment
3. Execute the payment
4. Finalise the Ledger batch

Enter Creditors Invoices

Path: Creditors → Creditor Invoice Entry

Invoice Entry.

The screenshot shows the 'Creditor Invoice Entry' window with the following fields and tables:

- Creditor Code:** BOOKSTORE (1)
- ABN:** 123 456 789
- Name:** Bookstore P L
- Invoice Number:** 123abc (2)
- Description:** Library Books (3)
- Gross Amount:** 1000.00 (4)
- Invoice Date:** 24/10/2009
- Terms:** 30
- Due Date:** 23/11/2009
- Payment Method:** EL
- Entity Selection Table (5):**

Entity >>	Batch	P.	Amount	Unapplied
COLLEGE	19	10	1000.00	500.00
- Account Selection Table (6):**

Account >>	Sub	Projec	Name >>	Gross \$	GST Class
1320	0	0	Departmental / Faculty Exper	500.00	TE
1360	0		School Magazine Expenses	500.00	TE
- Buttons:** New Head, Save Head, Clear Head, Delete Head, Save Invoice (F2) (7), Clear Dissect, Delete Dissect, New Invoice (F5), Delete Invoice (D), Create Asset, Exit View.

1.	Select the Creditor.
2.	Enter the Invoice Number.
3.	Enter a description.
4.	Enter the Gross amount of the Invoice.
5.	Click into the column under the entity; <ul style="list-style-type: none"> • In the case of multiple entities select the correct entity.
6.	Enter the details of the invoice.
7.	Save Invoice.

Create the Payment

Path: Creditors → Creditor Payments

You can select the Invoices to pay through either the Payment Criteria or Outstanding Invoices Tab;

- If you are going to select the Invoices through the Outstanding Invoices tab filters can be selected in the Payment Criteria Tab.

Payment Criteria

1.	Select to pay all creditors or a single Creditor; <ul style="list-style-type: none"> • If you select to pay a single creditor you must select the Creditor Code.
2.	The Method of Payment will default to All, different methods can be selected.
3.	Click Commence Selection; <ul style="list-style-type: none"> • If you are going to go to the Outstanding Invoices tab do not click Commence selection, instead go to the Outstanding Invoices tab.
4.	Go to the Selected Invoices tab.

Outstanding Invoices

If you have clicked Commence Selection do not select any further invoices here. If you have not clicked Commence Selection you can tag invoices to Pay.

Code	Name	Inv No >>	Date >>	Description	Hold	Due	Tax	Due Date	Dis.	D.	P.	Elec.	Payment	Tag
BOOKST1	Bookstore P1	123	12/05/200	Testing unfinal	<input type="checkbox"/>	100.00	0.00	11/06/2009	0.00	30.00		Electronic Lc	Electronic Lc	<input checked="" type="checkbox"/>
BOOKST1	Bookstore P1	111	15/07/200	1000	<input type="checkbox"/>	1000.00	0.00	14/08/2009	0.00	30.00		Electronic Lc	Electronic Lc	<input checked="" type="checkbox"/>
BOOKST1	Bookstore P1	444	11/08/200	Books	<input checked="" type="checkbox"/>	2500.00	0.00	10/09/2009	0.00	0.00		Electronic Lc	Electronic Lc	<input checked="" type="checkbox"/>
BOOKST1	Bookstore P1	Test 1	18/08/200	Test 1	<input type="checkbox"/>	100.00	0.00	17/09/2009	0.00	30.00		Electronic Lc	Electronic Lc	<input checked="" type="checkbox"/>
BOOKST1	Bookstore P1	Test 2	18/08/200	Test 2	<input checked="" type="checkbox"/>	100.00	0.00	17/09/2009	0.00	30.00		Cheque	Cheque	<input checked="" type="checkbox"/>
BOOKST1	Bookstore P1	Test 3	18/08/200	Test 3	<input type="checkbox"/>	100.00	0.00	17/09/2009	0.00	30.00		Electronic	Electronic	<input checked="" type="checkbox"/>
BOOKST1	Bookstore P1	Test 4	18/08/200	Test 4	<input type="checkbox"/>	150.00	0.00	17/09/2009	0.00	30.00		American	American	<input checked="" type="checkbox"/>
BOOKST1	Bookstore P1	Test 5	18/08/200	Test 5	<input checked="" type="checkbox"/>	150.00	0.00	17/09/2009	0.00	0.00		Bankcard	Bankcard	<input checked="" type="checkbox"/>
BOOKST1	Bookstore P1	123abc	24/10/200	Library Books	<input type="checkbox"/>	1000.00	0.00	23/11/2009	0.00	30.00		Diner's Cl	Diner's Cl	<input checked="" type="checkbox"/>
CHRIS5	Chris's Busine	TA123	13/06/200	Testing Assets	<input type="checkbox"/>	2000.00	0.00	30/06/2008	0.00	30.00		JCB	JCB	<input checked="" type="checkbox"/>
ZZHSWB	Mr G Baas	HS20090701	17/07/200	Payment Willer	<input checked="" type="checkbox"/>	50.00	0.00	17/07/2009	0.00	0.00		Electronic Lc	Electronic Lc	<input checked="" type="checkbox"/>
					<input type="checkbox"/>							Cheque	Cheque	<input type="checkbox"/>

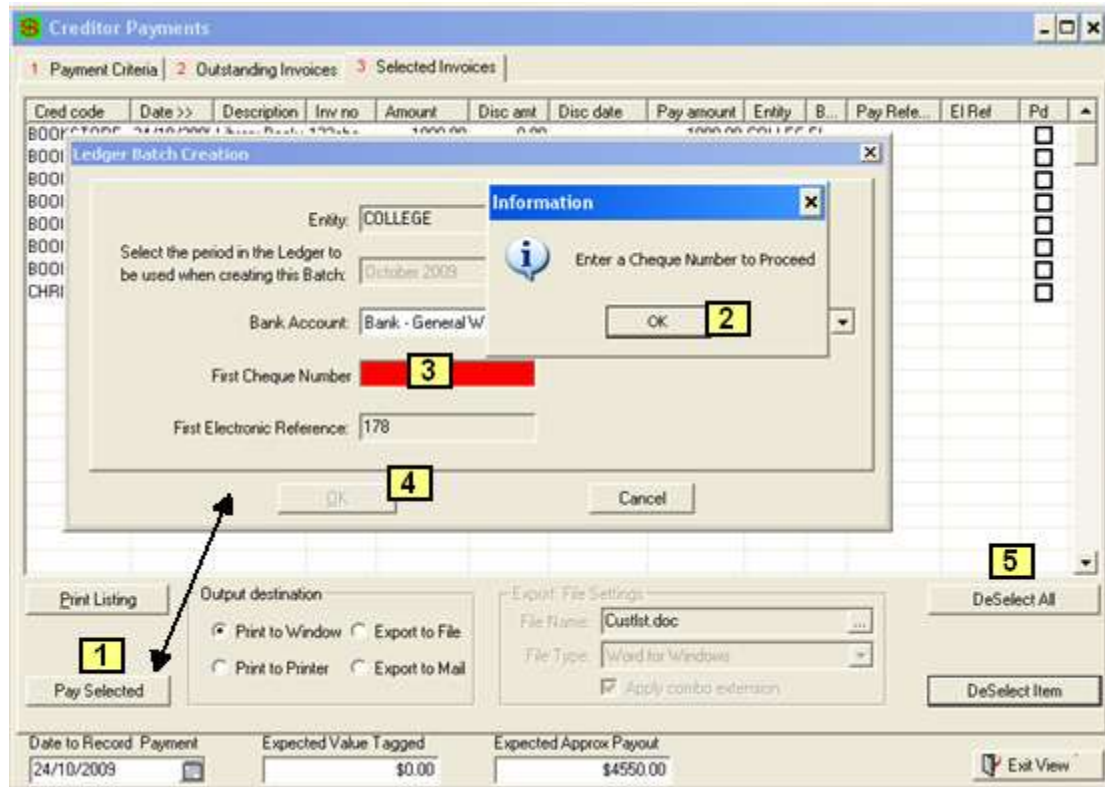
Buttons: Add Tagged to Selection, UnTag All, Tag All

Summary: Date to Record Payment: 24/10/2009, Expected Value Tagged: \$4550.00, Expected Approx Payout: \$0.00

1.	Tag All	Click if all the invoices are to be paid.
2.	Tag	Optional; Tag or Untag for individual invoice payment.
3.	Payment method	The payment method can be changed.
4.	Hold	Optional; Tick if individual invoices are not to be paid.
5.	Add Tagged to Selection	Click to pay the Tagged Invoices.

Selected Invoices

The Invoices will be in the Selected In

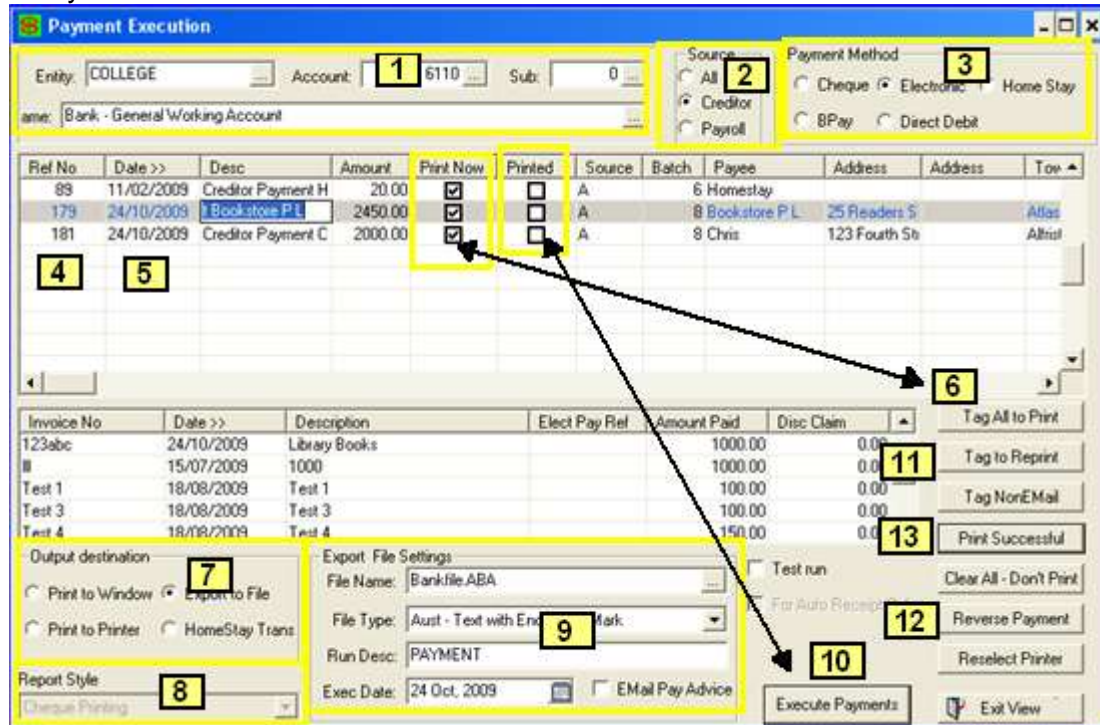


1.	Pay Selected	Click to start the process.
2.	Information	You will receive this if you do not have an open Creditor Payment Batch, click OK. <ul style="list-style-type: none"> If you have an open batch you will be asked if you want to add these transactions to it or close the batch first. You must select an option.
3.	First Cheque Number	If asked enter the first cheque or electronic number you wish to use.
4.	OK	OK will be active once the Cheque/ Electronic number is entered.
5.	DeSelect All	Click to Deselect this will remove all the invoices from this view.

Pay the Creditors

Path: Creditors → Payment Execution

Execute Payments

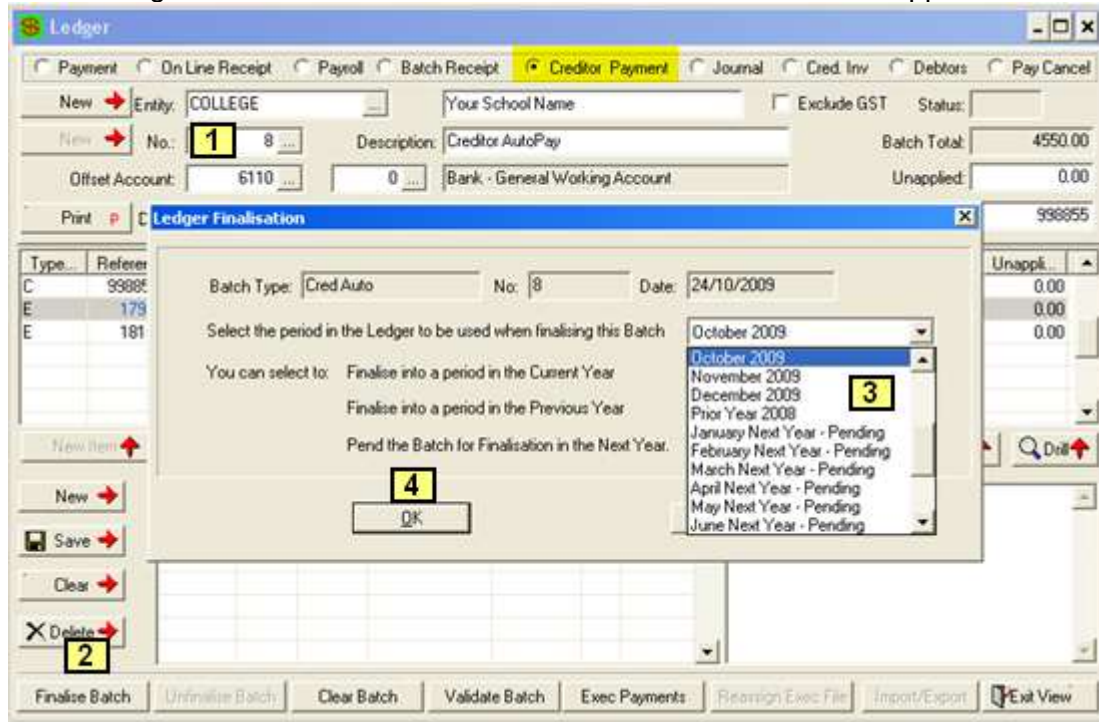


1.	Check you have the correct Entity and bank account selected.
2.	Select the payment Source .
3.	Select the Method of the Payment .
4.	The Reference Number is the cheque or electronic number and can be edited here.
5.	The Date will default but can be edited.
6.	Click Tag All to Print , a tick will be placed in the Print Now column.
7.	Select how this process is to print: <ul style="list-style-type: none"> • Print to Window for viewing reports prior to printing and checking information • Export to File if creating a bank file • Print to Printer to print Cheques and reports
8.	If Print to Printer is checked select what to print from the drop down list. Always print a Remittance Summary and check the details.
9.	If Export to File is selected enter the correct details: <ul style="list-style-type: none"> • File Name; Save the file where it can be found • File Type; your bank will advise you of the correct type • Run Description; will default • Exec Date; make sure the date for the file is correct
10.	Click Execute Payment , a tick will be placed in the Printed column, you can execute payments more than once after clicking Tag to Reprint.
11.	Click Tag to Reprint and repeat from step 7 to 11 until you have all the information required.
12.	Highlight a line and click Reverse Payment if you have a payment that you do not wish to pay; you may need to renumber the cheques.
13.	Click Print Successful to remove all payments with a tick in the Printed Column.

Finalise the Batch

Path: Gen Ledger → Batch Transaction Entry

Once all the processing has been completed the Batch must be finalised for the Transactions to impact on the Ledger. The Invoice batch must also be Finalised for this to happen.



1.	Select the Creditor Payment batch.
2.	Click Finalise batch.
3.	<p>Select the Period to finalise the batch to;</p> <ul style="list-style-type: none"> • Select a Period in the current year. • Select Prior Year to finalise to the 31st of December of the previous year. • Select Periods in Next Year Pending, these batches need to be finalised in the following year when the ledger is rolled.