

PayBiz – Creditor Invoices

29/09/2021

Contents

Creditor Invoices	2
Creditor Invoice Screen	2
Window Control Buttons	5
Allocation Button	6
Creditor Splits (Invoice Lines).....	9

Creditor Invoices

PayBiz main menu > Creditors > Creditor Invoices

The Creditor Invoice screen is where you can manually **Add** new invoices, **Edit** existing invoices or **View** and **Reprint** invoices.

Creditor Invoice Screen

Creditor Invoice : Enquire/Change

Branch: [] Entered By: Law

Creditor: Alpha TC 0.00 Name: Telecom Ltd

Invoice: Posted Date 15/04/2015 Invoice Date 15/04/2015 Reference [] P/Order []

Nett 2217.40 No Djsc. [] Gst 332.60 Gross 2550.00 Split by gross []

Payment Due: 20/04/2015 Amount: 2550.00

Payment [] Discout [] Approved [] Save Terms [] Print Options []

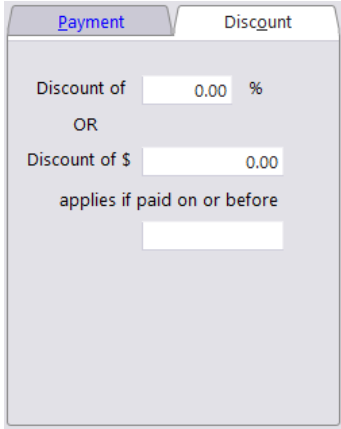
Analysis Code	Analysis Description	Purpose	Nett	Gst	Gross
		Mobile Phones Mar-Apr	2086.96	313.04	2400.00
		BP FUEL CARD	86.96	13.04	100.00
		BP FUEL CARD	43.48	6.52	50.00

Save Save & Exit Save & Add Allocations Analysis Delete Exit Move Lines

Figure 1: Creditor Invoice Screen

Field	Description
Act No / Alpha	<p>Click the button to toggle between Creditor Account No and Alpha Key (code). Enter the Creditor Account No or Alpha Key. Double click or F8 for a lookup.</p> <p>Notes:</p> <ul style="list-style-type: none"> Ctrl+F8 on a Creditor Acct No or Alpha Key will open the Creditor details. Set the checkbox in Company Details > Constants tab to default to Alpha Key: <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Use Debtor Alpha <input checked="" type="checkbox"/></p> <p>Use Creditor Alpha <input checked="" type="checkbox"/></p> </div>
Name etc	The Creditor name, address and outstanding balance will automatically display once a creditor has been selected.
Invoice Posted Date	Date field. Double click or F8 for a calendar to pick from. Determines the period the transaction is posted to the GL.
Invoice Date	Enter the date of the invoice. Double click or F8 for a calendar to pick from. Defaults to the same as the Posted Date . The Due Date calculates from this date.
Reference	Up to 15 characters.
P/Order	Up to 15 characters.
Nett Gst Gross)) Auto-generated fields that update automatically as lines are entered.)
No Disc	If set this will force the discount values to remain at 0 and not pick up the supplier's defaults.
Split By Gross	<p>Set to allow entry of the final, GST inclusive, price in the invoice lines (creditor splits). The net and GST will calculate automatically.</p> <p>Leave un-set to enter the net price. The GST and gross will calculate automatically.</p> <p>Note:</p> <ul style="list-style-type: none"> This can be set to set by default in Company Details on the Constants tab: <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Set Standard Cost on P/Ord <input checked="" type="checkbox"/></p> <p>Creditor Invoice Split by Gross <input checked="" type="checkbox"/></p> <p>Use Creditor Invoices by default <input checked="" type="checkbox"/></p> </div>

Continued...

Field	Description
<p>Payment Tab Approved</p> <p>Payment Due Amount</p>	<p>Set if invoice is approved for payment. Payments are not able to be allocated to invoices that are not approved.</p> <p>) Enter up to 6 due dates (if payments are staggered) and associated amounts.) The first payment due will default to the due date calculated from the invoice date) and the creditor's Payment Due settings.</p>
<p>Discount tab</p>	<div data-bbox="782 682 1120 1108" data-label="Form">  <p>The screenshot shows a 'Discount' tab with two input options: 'Discount of 0.00 %' and 'Discount of \$ 0.00'. Below these is a label 'applies if paid on or before' followed by a date input field.</p> </div> <p>Complete the details of the discount using percentage or dollar value, and the date on or before which the discount applies. The discount will automatically be applied if the bank payment is made on or before the stated date.</p>
<p>Non-Stock Grid</p> <p>Notes</p>	<p>Lists the creditor splits (invoice lines) on the invoice. Click on an existing row to open the Creditor Split for that row. Click on an empty row, or right click an existing row, to enter a new split.</p> <p>For internal notes. Comments entered here do not print or show on the invoice. The tab title will display blue if notes are present.</p>

Window Control Buttons

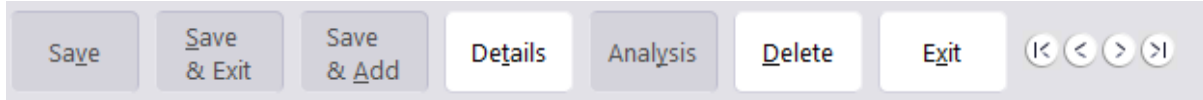



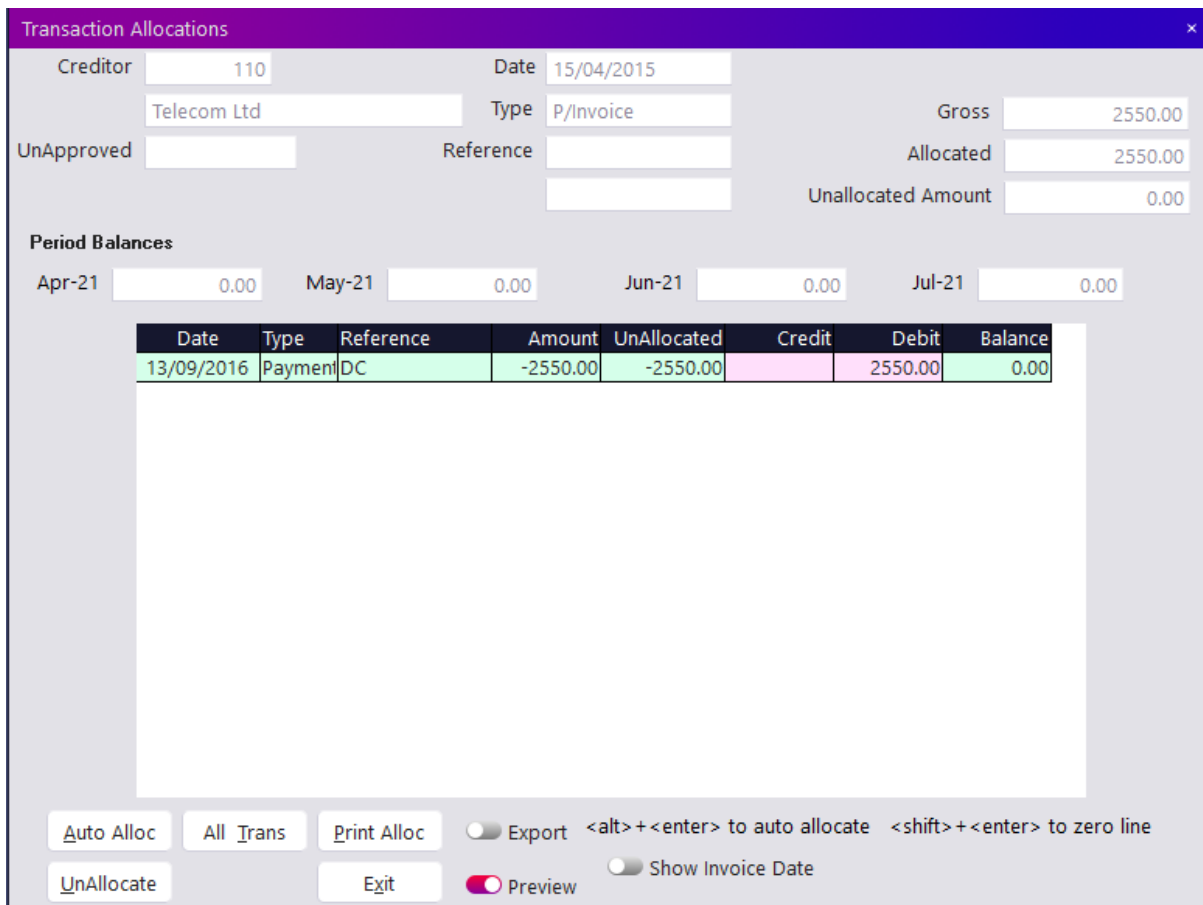
Figure 2: Creditor Invoice Window Control Buttons

Button	Description
Save	Saves the current invoice.
Save Exit	Saves and closes the current window.
Save & Add	Saves and opens an empty ADD window.
Allocation	See next section in this document.
Analysis	Not applicable for Creditor Invoices.
Delete	Deletes the current invoice. <i>Note:</i> <ul style="list-style-type: none"> All lines must be deleted first.
Exit / Exit No Save	Close the window.
	Go to: First / Previous / Next / Last record.

Allocation Button

Opens the Allocation window for the open Creditor Invoice.

This screen shows any Creditor transactions (payments, invoices or journals) that have been allocated to the invoice.



Transaction Allocations

Creditor: 110 Date: 15/04/2015
 Telecom Ltd Type: P/Invoice Gross: 2550.00
 UnApproved Reference: Allocated: 2550.00
 Unallocated Amount: 0.00

Period Balances

Apr-21 0.00 May-21 0.00 Jun-21 0.00 Jul-21 0.00

Date	Type	Reference	Amount	UnAllocated	Credit	Debit	Balance
13/09/2016	Payment	DC	-2550.00	-2550.00		2550.00	0.00

Auto Alloc All Trans Print Alloc Export <alt> + <enter> to auto allocate <shift> + <enter> to zero line
 UnAllocate Exit Preview Show Invoice Date

Figure 3: Creditor Invoice Allocation (Example 1 - allocated)

Field	Description
Header	The Creditor and Invoice details will automatically display.
Period Balances	Displays the last 4 months period balances for the creditor.
Grid	Lists all creditor transactions allocated to this invoice. If the invoice is not fully allocated, then all creditor transactions (payments, invoices and journals) that are not fully allocated will display. Click on any of the first 5 columns on any line to open the selected transaction.

Continued...

Transaction Allocations ✕

Creditor Date

Type Gross

UnApproved Reference Allocated

Unallocated Amount

Period Balances

Apr-21 May-21 Jun-21 Jul-21

Date	Type	Reference	Amount	UnAllocated	Credit	Debit	Balance
23/09/2014	Payment		-500.00	-238.00		0.00	-238.00
10/08/2016	P/Invoice	FUEL CARD	735.00	606.82	0.00		606.82
20/07/2017	Payment	test	-35.00	-35.00		0.00	-35.00

Export <alt>+<enter> to auto allocate <shift>+<enter> to zero line

 Preview
 Show Invoice Date

Figure 4: Creditor Invoice Allocation (Example 2 – not allocated)

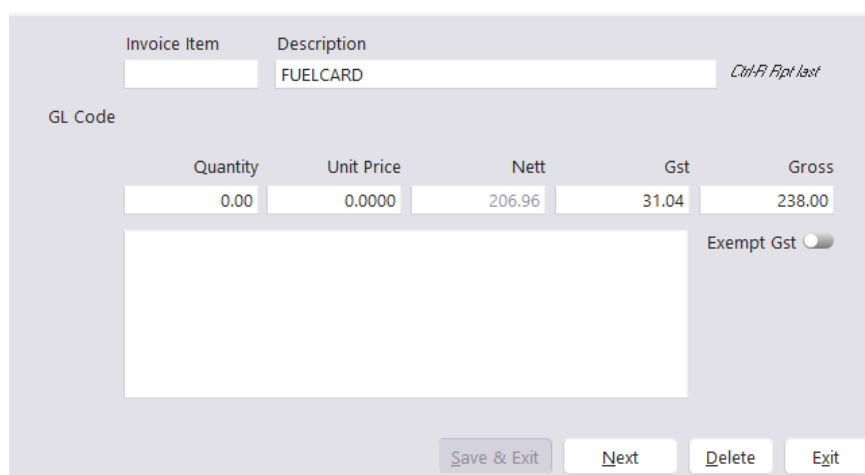
Field	Description
Grid (continued)	The example in Figure 5 shows an invoice that has not been allocated. The grid shows all the transactions for this creditor that are not fully allocated.
Grid Colours	Reference - Pink background indicated the currently selected row. Amount - Pink indicates a dispute on the invoice. UnAllocated - Blue indicates a partial allocation. - Yellow indicates a discount is available to take. Credit/Debit - Pink indicates editable columns. You can type the amounts in.
Credit Debit	Double click to manually allocate the outstanding amount. Double click to manually zero the line.
Auto-Alloc button UnAllocate button	Automatically allocates any unallocated payments to the invoice. Unallocates any allocated amounts.

Continued...

Field	Description
All Trans button	Shows All transactions that are not fully allocated.
Print Alloc Expt Preview	Prints the allocation list. Opens the export dialog window when Print Alloc is clicked. Previews the report when Print Alloc is clicked. <i>Note:</i> <ul style="list-style-type: none">• <i>Preview defaults to the Print Preview setting in the User file for the current user.</i>
Exit	Close the window
Show Invoice Date	If set then invoices will show the Invoice Date rather than the Posted Date .

Creditor Splits (Invoice Lines)

Click on a line in the grid on the Creditor Invoice screen to open the Creditor Splits screen. The minimum details required are the **Description** and **Gross**. Invoice Items can be used to speed the data entry process.



The screenshot shows a software interface for entering creditor split data. It includes input fields for 'Invoice Item' and 'Description' (containing 'FUELCARD'), a 'GL Code' field, and a table with columns for 'Quantity', 'Unit Price', 'Nett', 'Gst', and 'Gross'. The table contains one row with values: Quantity: 0.00, Unit Price: 0.0000, Nett: 206.96, Gst: 31.04, Gross: 238.00. There is also an 'Exempt Gst' toggle switch and buttons for 'Save & Exit', 'Next', 'Delete', and 'Exit'.

Figure 5: Creditor Split

Field	Description
Invoice Item	Optional. Enter the invoice item code. Double click or F8 for a lookup. Use Ctrl+R to use the last Invoice Item used.
Description	Up to 80 characters. Enter the description for the line. <i>Notes:</i> <ul style="list-style-type: none"> If an invoice item has been used, the description will default to that of the invoice item, but may be overwritten. Prints on the invoice.
GL Code Description	Enter the appropriate G/L code for this transaction. Double click or F8 for a lookup. Description will display automatically for the code entered. <i>Note:</i> <ul style="list-style-type: none"> G/L fields are only enabled if the General Ledger optional module has been purchased.
Quantity	Optional. Numerical value up to 2 decimal places.
Unit Price	Optional. Numerical value up to 4 decimal places. <i>Note:</i> <ul style="list-style-type: none"> If an invoice item has been used, the item Default Price will display, but may be overwritten.

Continued...

Field	Description
Nett	Numerical value up to 2 decimal places. Enter the nett value for the line. <i>Notes:</i> <ul style="list-style-type: none"> <i>This field is not enabled if Split By Grs has been set on the Invoice.</i>
Gst	GST value for the line. Automatically calculated.
Gross	Numerical value up to 2 decimal places. The GST inclusive total price. <i>Notes:</i> <ul style="list-style-type: none"> <i>This field is only enabled if Split By Grs has been set on the Invoice.</i> <i>If Split By Grs is not set the Nett and Gst values will automatically calculate once the Gross value has been entered.</i>
Exempt Gst	Set to set the Gst to zero for this line.
Comments	Free text area for comments that will print on the invoice.