

PayBiz – Creditor Journals

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Creditor Journals

PayBiz main menu > Creditors > Creditor Journals

Allows you to add, review and edit Creditor Journal transactions.

Note:

- Journals can also be used by your Accountant to record a transaction for which there is no designated cashbook transaction. This may include recording depreciation, adjustments made for rounding or year-end adjustments.
- Journals are created automatically when an Account Transfer is done.

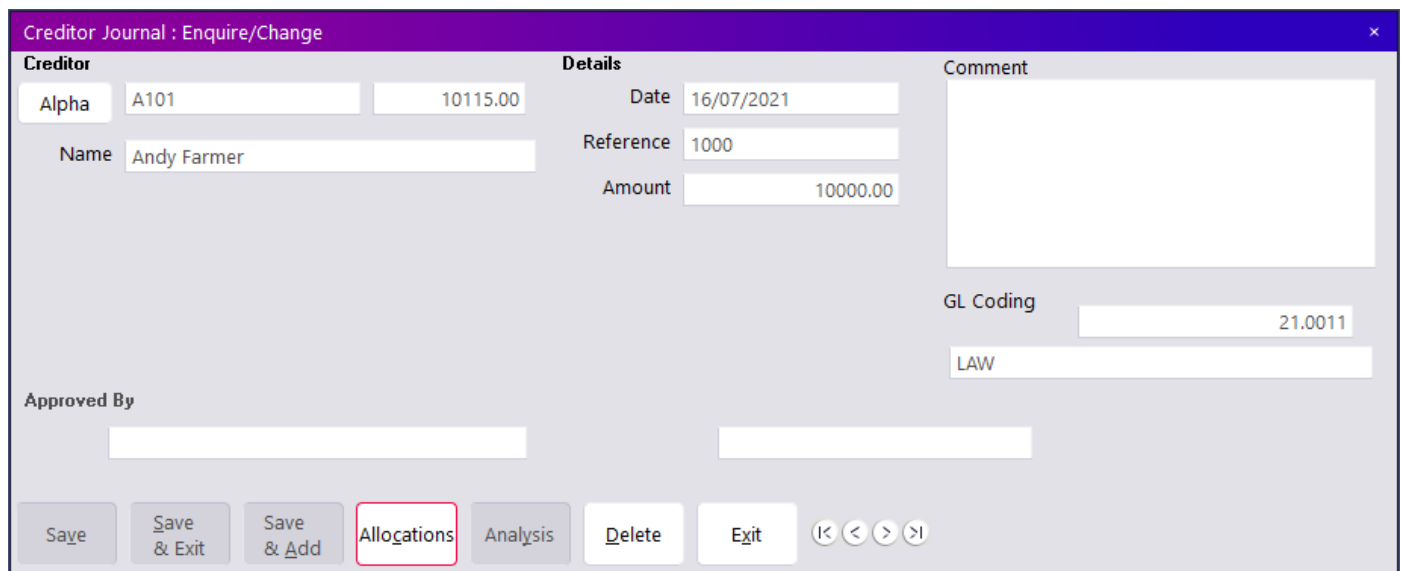


Figure 1: Creditor Journal screen

Field	Description
Creditor Act No / Alpha	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. Notes: <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 gray; 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	The Creditor name and outstanding balance will automatically display for the creditor.

Continued...

Field	Description
Details Date Reference Amount	Date of the Payment transaction. Up to 15 characters. Reference as entered in the bank transaction. Numeric value up to 2 decimal places.
GL Coding	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"><i>G/L fields are only enabled if the General Ledger optional module has been purchased.</i>
Comment	Free text field to add notes regarding this transaction.

Window Control Buttons

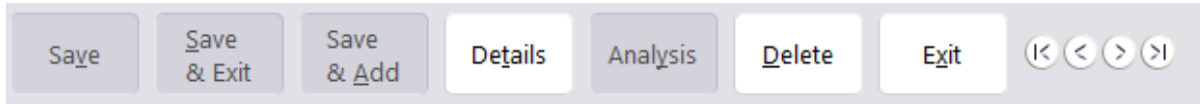



Figure 2: Window Control Buttons

Button	Description
Save	Saves the current record.
Save Exit	Saves and closes the current window.
Save & Add	Saves and opens an empty ADD window.
Allocation	Opens list of Allocation screen for this Journal transaction. Please refer to the Bank Transactions documentation for details.
Analysis	Not applicable for Creditor Journals.
Delete	Deletes the current Journal. <i>Notes:</i> <ul style="list-style-type: none"> • All allocations must be removed first. • The transaction must not be reconciled on a bank statement. • The period must be open.
Exit	Close the window.
	Go to: First / Previous / Next / Last record.