

# PayBiz – Creditor Payments

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## Creditor Payments

PayBiz main menu > Creditors > Creditor Payments

Allows you to review and edit existing Creditor Payment transactions.

Note:

- New Payments must be entered via **Banking > Bank Transactions**

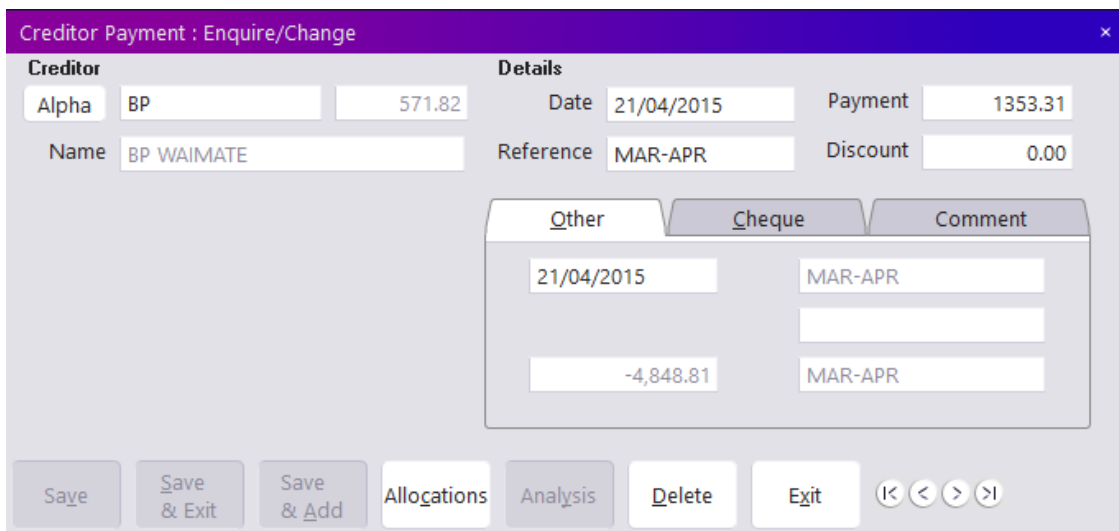
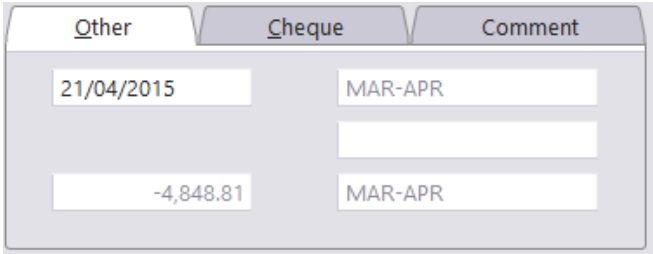


Figure 1: Creditor Payments screen

Field	Description
Creditor 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"> <li>• <i>Ctrl+F8</i> on a Creditor Acct No or Alpha Key will open the Creditor details.</li> <li>• Set the checkbox in Company Details &gt; Constants tab to default to Alpha Key:</li> </ul> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <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
<b>Details</b>	
Date	Date of the Creditor transaction.
Reference	Up to 15 characters. Reference as entered in the bank transaction or the cheque No if paid by cheque.
Payment	Numeric value up to 4 decimal places. The amount paid.
Discount	Numeric value up to 4 decimal places. The value of any discount applied.
<b>Other tab</b>	 <p style="text-align: center;"><b>Figure 2: Cr Payment - Other tab</b></p> <p>The date determines the period the transaction is posted to. The other fields show the Amount, Particulars, Code and Reference as entered on the <b>Bank Transaction</b> for this payment.</p>
Print button	Print the cheque in the format selected in Company details.
<b>Comment tab</b>	Free text field for comments to record notes about the payment.

## Window Control Buttons

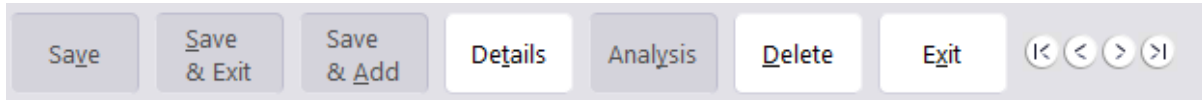



Figure 3: Window Control Buttons

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 payment transaction. Please refer to the <b>Bank Transactions</b> documentation for details.
Analysis	Not applicable for Creditor Payments.
Delete	Deletes the current Payment. <i>Note:</i> <ul style="list-style-type: none"> <li>• All allocations must be removed first.</li> <li>• The transaction must not be reconciled on a bank statement.</li> <li>• The period must be open.</li> </ul>
Exit	Close the window.
	Go to: First / Previous / Next / Last record.