

PayBiz – Creditor Groups

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Creditor Groups

PayBiz main menu > Creditors > Creditor Groups

Creditor Groups give you the ability to split your Supplier/Vendor (creditor) database into sub groups.

Creditor Groups can be used to enable reporting on specific subgroups of your supplier database, or to produce mail merge documents or labels.

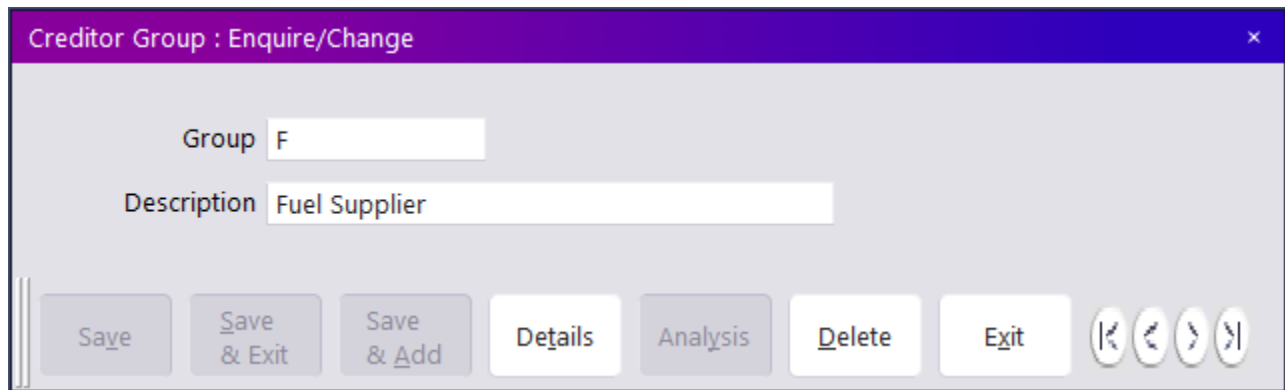


Figure 1: Creditor Groups screen

| Field | Description |
|-------------|---|
| Group | Up to 6 characters. Unique code assigned to the creditor group in the database. |
| Description | Up to 30 characters. Enter a description for the group. |

Creditor Screen

PayBiz main menu > Creditors > Creditor Groups

Each creditor can be a member of up to four groups. Add the group codes into the **Creditor Groups** section on the **Creditor** screen:

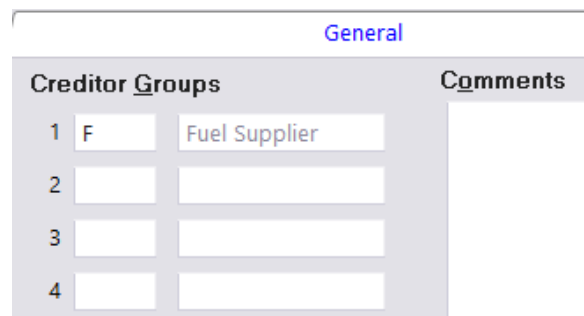


Figure 2: Creditor Groups on the Creditor's screen

Window Control Buttons

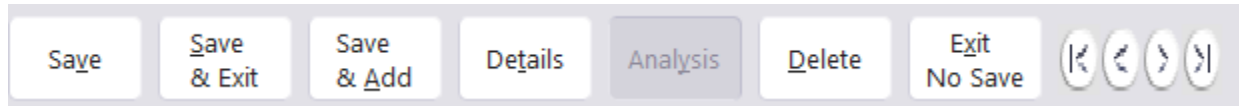



Figure 3: Window Control Buttons

| Button | Description |
|---|--|
| Save | Saves the current record. |
| Save Exit | Saves and closes the current window. |
| Save & Add | Saves and opens an empty ADD window. |
| Details | Opens lists of Creditors for this Creditor Group. <i>Notes:</i> <ul style="list-style-type: none"> • Double click on any line to open the Creditor screen for that customer. • This gives you very fast access to the creditors in the group for Search and Report functions including Mail Merge, Labels, Comparative Analysis and Pivot Tables. |
| Analysis | Not applicable for Creditor Groups. |
| Delete | Deletes the current Creditor Group record. <i>Note:</i> <ul style="list-style-type: none"> • A Creditor Group can only be deleted if there are no creditors using this group. |
| Exit / Exit No Save | Close the window. |
|  | Go to: First / Previous / Next / Last record. |