

PayBiz – Creditors (Suppliers/Vendors)

30/09/2021

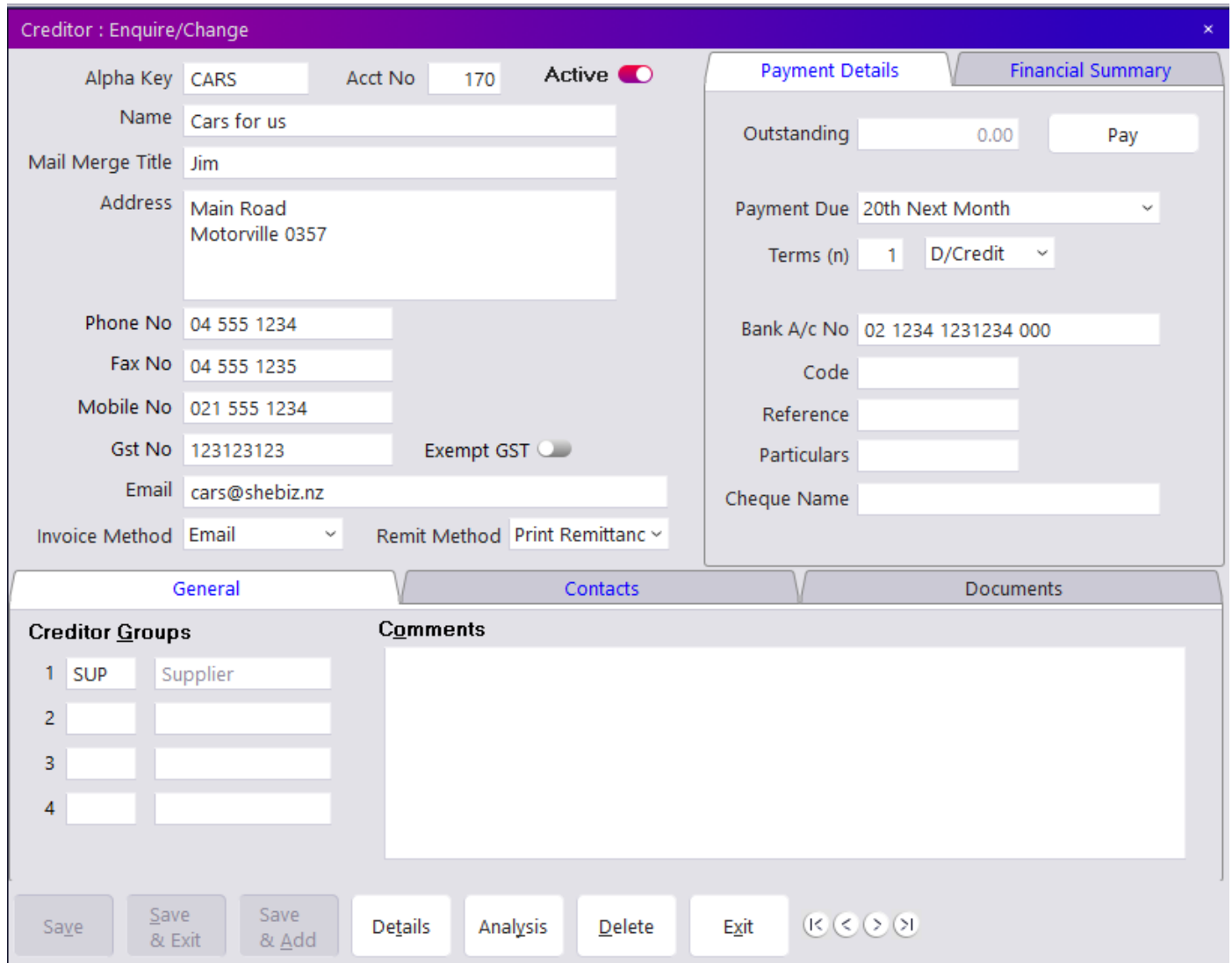
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Creditors

PayBiz main menu > Creditors > Creditors

This is where you set up your suppliers and vendors.



Creditor : Enquire/Change

Alpha Key Acct No Active

Name

Mail Merge Title

Address

Phone No

Fax No

Mobile No

Gst No Exempt GST

Email

Invoice Method Remit Method

Payment Details | **Financial Summary**

Outstanding

Payment Due

Terms (n)

Bank A/c No

Code

Reference

Particulars

Cheque Name

General | **Contacts** | **Documents**

Creditor Groups

1	SUP	Supplier
2		
3		
4		

Comments

Figure 1: Creditors screen

Minimum details required:

- Alpha Key (code), Name and Address.
- It is also very useful to add a Creditor Group.

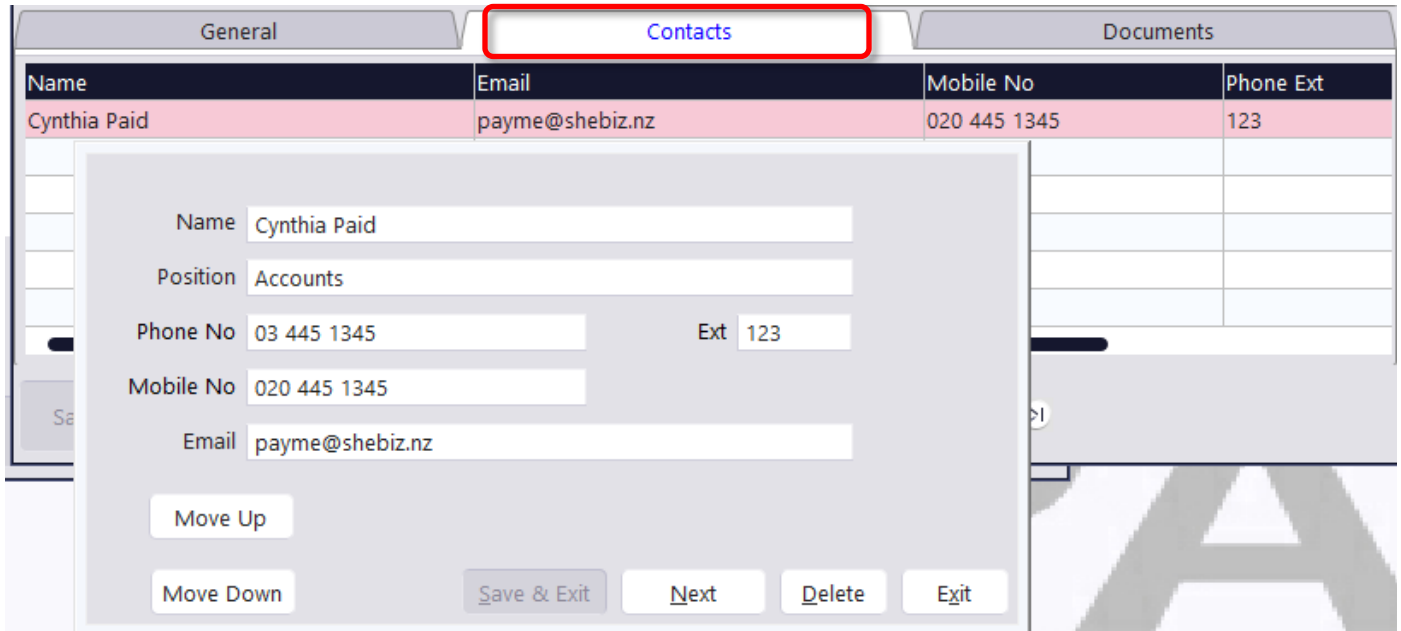
Field	Description
Alpha Key	Up to 12 characters. Unique code assigned to the creditor in the database.
Acct No	Auto generated internal account number.
Active	NOT set to mark the Creditor as Inactive. <i>Notes:</i> <ul style="list-style-type: none"> • <i>Set by default on new Creditors.</i> • <i>Creditor lookup screens show only Active Creditors by default.</i> • <i>Only Active Creditors can be used on Creditor Invoices.</i>
Name	Up to 52 Characters.
Address	Enter up to 4 lines of address details (up to 60 characters for each line).)) Enter up to 20 characters.
Phone No	
Mobile No	
Gst/ABN No	If entered, this must be a valid GST/ABN No.
Exempt GST	If set, GST will NOT be added to invoices for this creditor.
Email	Up to 60 characters. If entered, must be a valid email address format.
Mail Merge Title	Up to 52 characters. <i>Notes:</i> <ul style="list-style-type: none"> • <i>The salutation to use in Mail Merges.</i> • <i>If left blank, this will default to the Name.</i>
Outstanding	Auto generated field shows the total amount owing to the creditor
Pay button	Click to make a payment to this creditor (see later in this document for details).
Payment Due	Select the applicable terms of payment from the drop-down list.
Terms (n)	For some Payment Due options, this is the "n" parameter e.g. nth month
Payment Method	Select from the drop-down list how this supplier is to be paid. <i>Notes:</i> <ul style="list-style-type: none"> • <i>This parameter is used in the Batch Payments screen.</i> • <i>The following Direct Credit message will print on the bottom of Creditor Invoices for Creditors with a Direct Credit payment method:</i> 'This amount will be direct credited to your bank account <i>bank acct no</i> on <i>date</i>' (short format)

Continued...

Field	Description
<p>Bank A/c No</p> <p>Invoice Method Remit Method</p> <p>Code</p> <p>Reference</p> <p>Particulars</p> <p>Creditor Groups 1, 2, 3 and 4</p> <p>Comments</p>	<p>Up to 20 characters.</p> <p>) Select the method to use from the drop-down list.)</p> <p>Up to 12 alphanumeric characters. Code used for the direct credit payment to a creditor.</p> <p>Up to 12 alphanumeric characters. Reference used for the direct credit payment to a creditor.</p> <p>Up to 12 alphanumeric characters. Particulars used for the direct credit payment to a creditor.</p> <p>Enter the appropriate Creditor Group code. Double click or F8 for a lookup. The Description will display automatically once a code has been entered or picked. <i>Note:</i></p> <ul style="list-style-type: none"> • <i>Useful for reporting or to produce a mail merge document for letters or labels for a specific group of suppliers.</i> <p>Free text area for internal comments.</p>
<p>Financial Data (on Financial Summary tab)</p> <p>GL Code (on Financial Summary tab)</p>	<p>Auto generated fields showing the last 4 months balances, current outstanding, forward transactions, last payment details and the Month to date, Year to date and History to date purchase totals.</p> <p>Balance Sheet GL Code for this creditor's transactions. Double click or F8 for a lookup. <i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Defaults to the Creditors GL Code set in Company Details.</i> • <i>Enabled only if the General Ledger optional module is installed.</i>

Contacts

Click on the **Contacts** tab to enter various contacts for this debtor:



Name	Email	Mobile No	Phone Ext
Cynthia Paid	payme@shebiz.nz	020 445 1345	123

Modal Form Fields:

- Name: Cynthia Paid
- Position: Accounts
- Phone No: 03 445 1345
- Ext: 123
- Mobile No: 020 445 1345
- Email: payme@shebiz.nz

Buttons: Move Up, Move Down, Save & Exit, Next, Delete, Exit

Figure 2: Creditor Contacts

Field	Description
Name	Up to 54 characters. Name of the contact.
Position	Up to 60 characters. Enter the position of the contact.
Phone No Ext	Up to 20 characters each. Enter the phone number and extension details.
Mobile No	Up to 20 characters. Mobile No for the contact.
Email	Up to 60 characters. Email address for the contact.
Move Up Move Down) Click to move the contact up or down in the list of contacts.)

Window Control Buttons

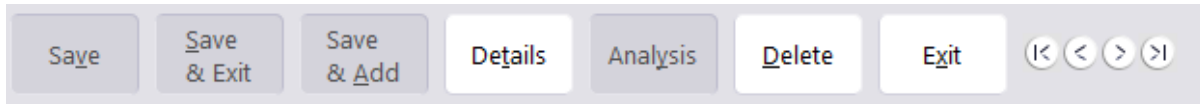


Figure 3: Window Control Buttons

Button	Description
Save Save Exit Save & Add	Saves the current record. Saves and closes the current window. Saves and opens an empty ADD window.
Details	Opens lists of transactions for this Creditor. <i>Notes:</i> <ul style="list-style-type: none"> Includes the full Transaction History, Outstanding Transactions and Forward Transactions for this creditor. Double click on a line in one of the lists to open the selected transaction. Useful for Search and Report functions.
Analysis	Click to display the monthly and weekly sales data for this creditor. <i>Notes:</i> <ul style="list-style-type: none"> The monthly data will display the last 12 months. The weekly data will display the last 3 months. Click the Add All button to display the full history. Data can be printed, exported (ie to Excel) or graphed. Eg:

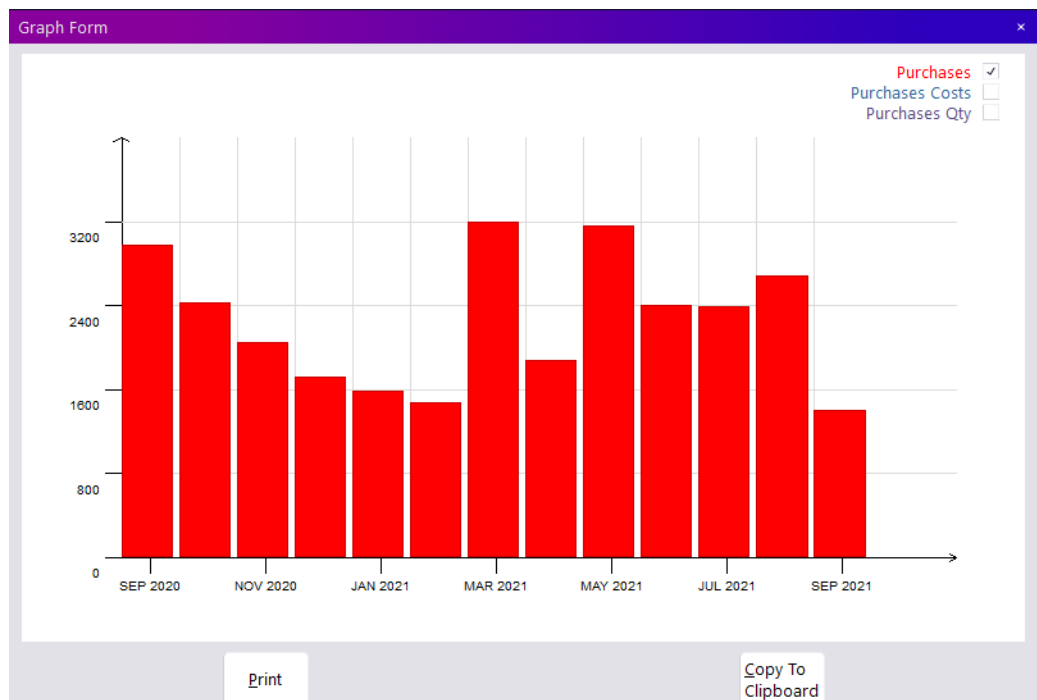



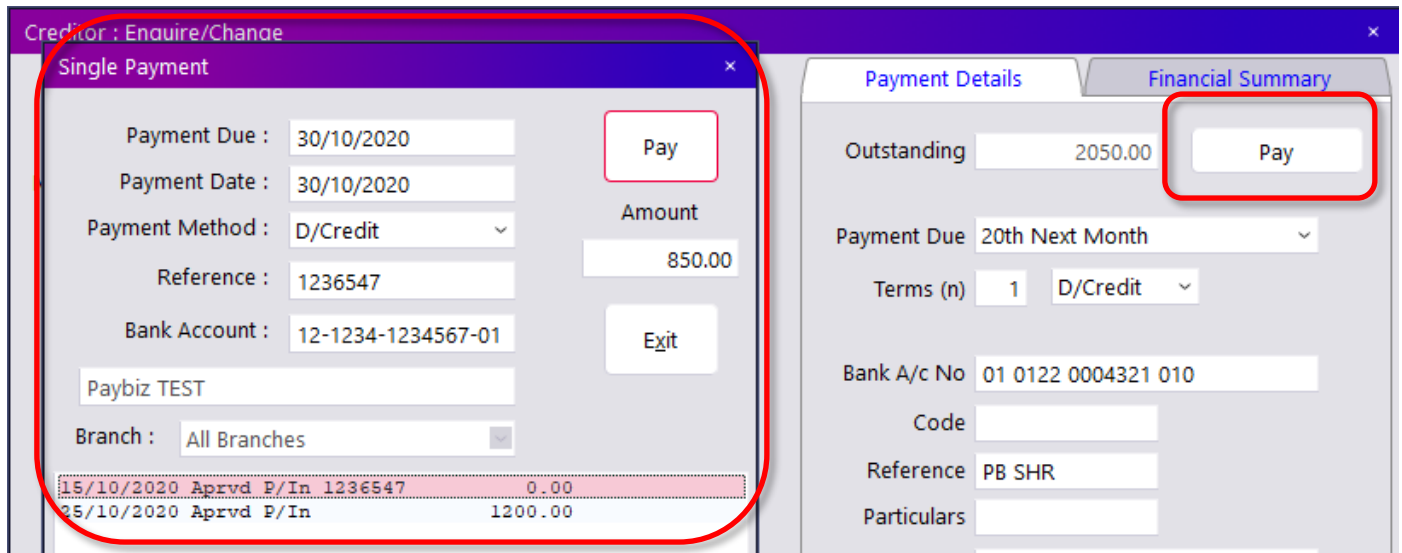
Figure 4: Creditor Purchases Graph

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Button	Description
<p data-bbox="144 501 228 531">Delete</p> <p data-bbox="144 695 371 724">Exit / Exit No Save</p>  A set of four navigation buttons: a home icon (house), a left arrow, a right arrow, and a last icon (vertical bar).	<p data-bbox="427 501 862 531">Deletes the current Creditor record.</p> <p data-bbox="427 535 508 564"><i>Notes:</i></p> <ul data-bbox="475 569 1433 657" style="list-style-type: none"><li data-bbox="475 569 1219 598">• <i>Creditor can only be deleted if they have no transactions.</i><li data-bbox="475 602 1433 657">• <i>Remove the tick from the Active checkbox to deactivate a Creditor so they cannot be used.</i> <p data-bbox="427 688 646 718">Close the window.</p> <p data-bbox="427 749 959 779">Go to: First / Previous / Next / Last record.</p>

Pay Creditor

Click the **Pay** button on the Creditor screen to open the **Single Payment** screen to make a payment for this creditor:

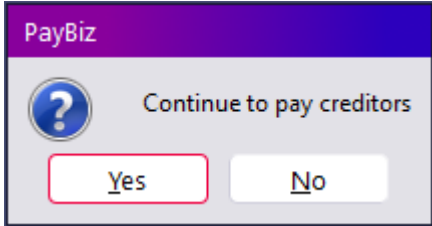


Field	Description
Payment Due	The Payment Due date. Double click or F8 for a calendar to pick from. Defaults to the current date.
Payment Date	The actual date the payment is being made. Double click or F8 for a calendar. Defaults to the current date. This is the bank transaction date.
Payment Method	Select the payment method (D/Credit, Cash, C/Card or D/Debit) from the drop down list. Defaults to the default payment method for the creditor.
Reference	Enter up to 12 characters. This appears in the Bank Transaction.
Bank Account	Enter the bank account to make the payment from. Double click or F8 for a lookup.

Figure 5: Pay Creditor

Field	Description
Payment Due	The Payment Due date. Double click or F8 for a calendar to pick from. Defaults to the current date.
Payment Date	The actual date the payment is being made. Double click or F8 for a calendar. Defaults to the current date. This is the bank transaction date.
Payment Method	Select the payment method (D/Credit, Cash, C/Card or D/Debit) from the drop down list. Defaults to the default payment method for the creditor.
Reference	Enter up to 12 characters. This appears in the Bank Transaction.
Bank Account	Enter the bank account to make the payment from. Double click or F8 for a lookup.

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Field	Description
Transaction List	<p>Displays the unallocated transactions for this Creditor. Double click on a line to open the selected transaction. Single click to select the transaction/s you want to pay.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Hold down the Ctrl key to select multiple lines. • Hold down the Shift key to select a range of lines. • The Amount will update automatically as lines are selected.
Pay button	<p>Click to pay the selected lines. A 'Continue to pay creditors' confirmation message will display:</p> <div data-bbox="743 758 1172 982" data-label="Image">  </div> <p>Click Yes to continue. A Creditor Bank transaction will be automatically created and allocated to the invoices selected.</p>
Amount	<p>Amount of the payment. Updates automatically as lines are selected.</p>
Exit	<p>Close the window.</p>

Notes:

- Use the **Creditors > Batch Payments** option to pay multiple creditors at once.
- Please refer to the **Batch Payments** documentation for details.