

# Livestock Office – Payments: Creditor Cashbook Transactions

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## Paying Creditors - Find Creditors Due for Payment

### Payment Due Report

- **Creditors > Payment Due**  
This report lists the Payments due by the specified date.

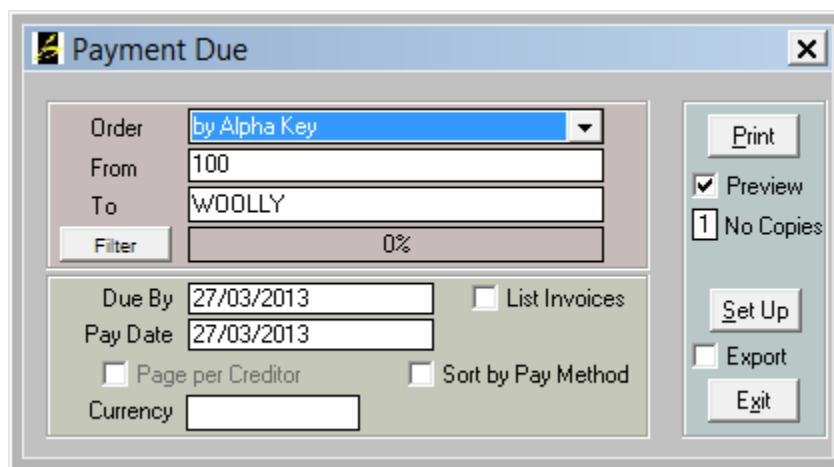


Figure 1: Payments Due Report screen

Field	Description
Order	By Alpha Key - prints in Creditor code order By Account No - prints in Creditor account no order
From	Select the start of the range of Creditors to print. Defaults to the first
To	Select the end of the range of Creditors to print. Defaults to the last
Filter	Click this to enter any other criteria
Due By	Enter the Invoice Due Date. Defaults to today
Pay Date	Enter the Pay Date. Defaults to today. Takes into account any discount based on the pay date
List Invoices	Lists the related invoices beneath each Creditor
Page per Creditor	If <b>List Invoices</b> is ticked, this will cause each creditor to print on a new page
Sort by Pay Method	Sorts and groups the list by payment method eg Cheque, Direct Credit etc
Currency	Not used

## Creditors Aged Trial Balance

Creditors > Aged Trial Balance

This report lists the outstanding Creditor Payments broken down into the current and previous 3 periods. It also includes the totals of any forward transactions that are not yet due.

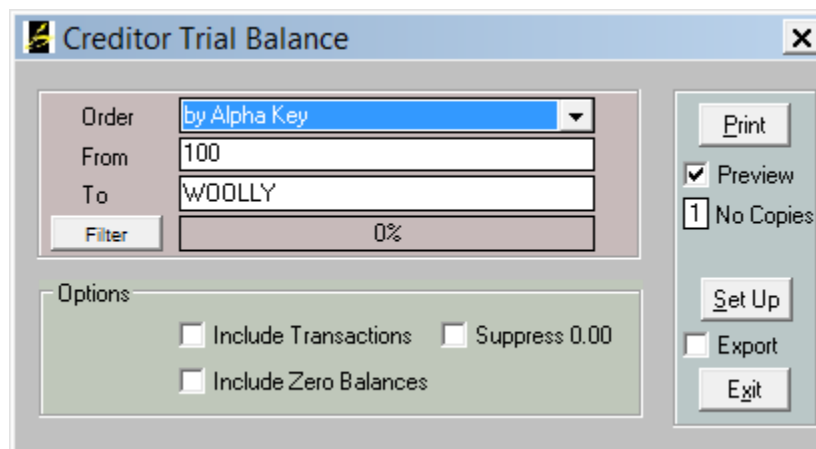


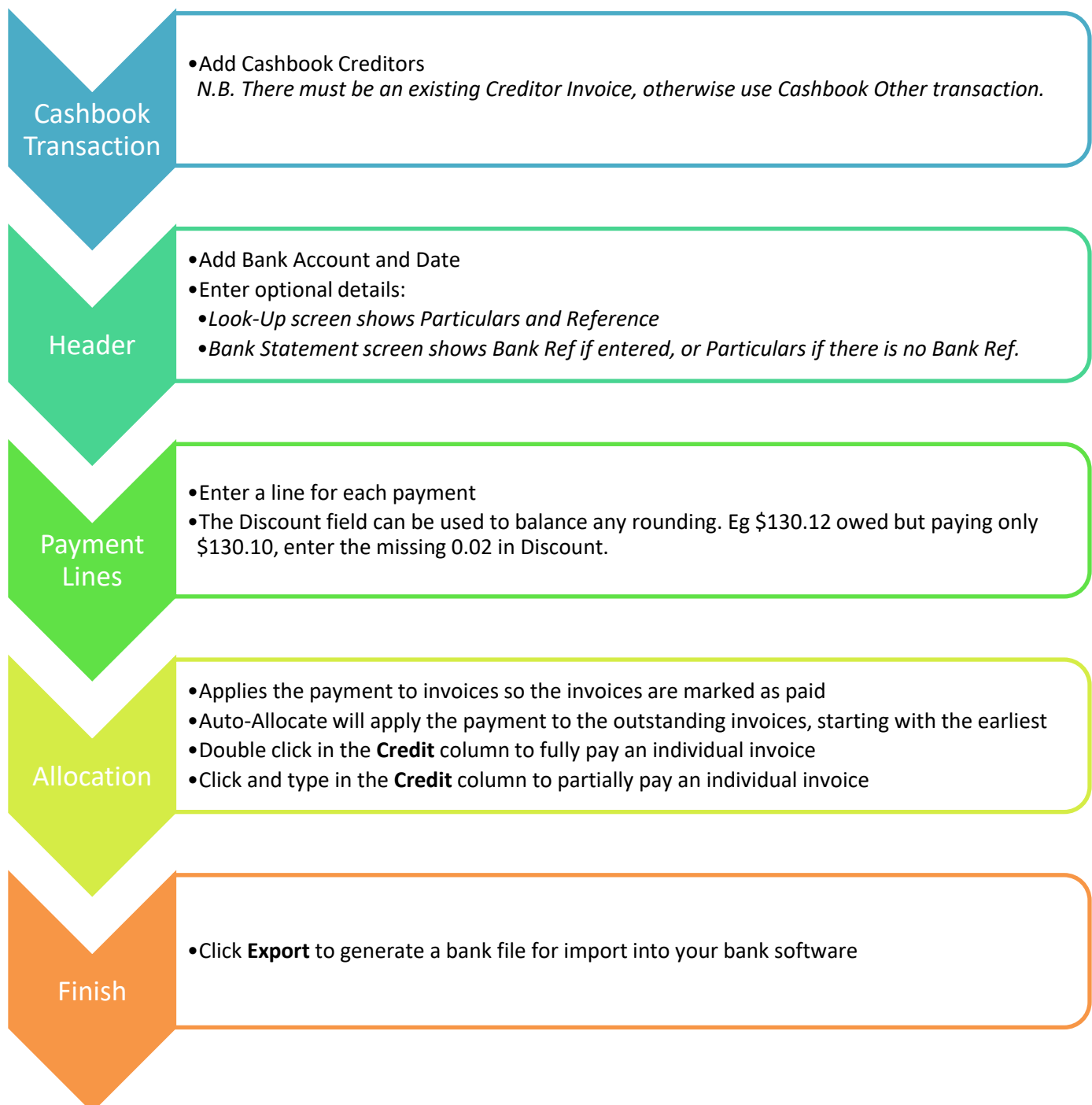
Figure 2: Cr Aged Trial Balance screen

Field	Description
Order	By Alpha Key - prints in Creditor code order By Account No - prints in Creditor account no order
From	Select the start of the range of Creditors to print. Defaults to the first
To	Select the end of the range of Creditors to print. Defaults to the last
Filter	Click this to enter any other criteria
Include Transactions	Prints the invoice details beneath each creditor on the report
Include Zero Balances	Prints ALL creditors, including those with Zero balances
Suppress 0.00	Suppresses the printing of 0.00 values, leaving white space instead. This can make the report easier to read

## Processing Payments Flowchart

Process the payments to your vendors and suppliers.

- Vendors will have an invoice generated from sales.
- Suppliers need to have their Creditor Invoices manually entered. Eg Power, Phone etc

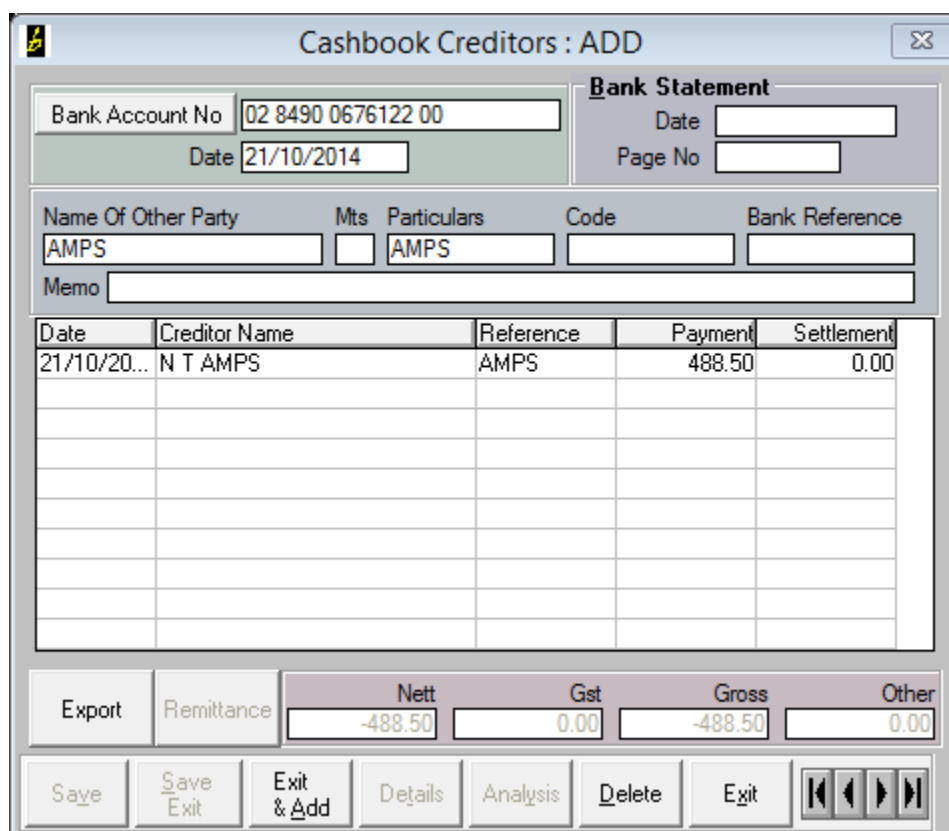


## Creditor Transactions / Payments

This is where you enter payments made to your suppliers/vendors who have Creditor Invoices entered.

**Notes:**

- Single payments can also be made via the **Pay** button on the **Creditors** screen.
- Multiple payments can also be made via **Creditors > Batch Payments**



Date	Creditor Name	Reference	Payment	Settlement
21/10/20...	N T AMPS	AMPS	488.50	0.00

Export	Remittance	Nett	Gst	Gross	Other
		-488.50	0.00	-488.50	0.00

Figure 3: Cashbook Creditors screen

Field	Description
Bank A/c Name	Mandatory. Click to alternate between <b>Bank Account No</b> and <b>Bank A/c Name</b> . Enter the correct bank account. Double click or F8 for a lookup.
Date	Mandatory. Enter the date for the transaction. Double click or F8 for a calendar to pick from.

Continued...

Field	Description
Name of Other Party, Mts, Particulars, Code, Bank Reference  Memo	) Use these fields to enter relevant information, or as off the bank statement. ) <b>Name of Other Party</b> prints on the Bank Statement Report. ) Other fields show on Lookup screens. ) If paying by Cheque, enter the cheque No into the <b>Bank Reference</b> field. ) The <b>Bank Reference</b> displays on the Bank Statement screen.  Free text field for any comments.
<b>Bank Statement</b> Date Page No  Grid  Export button  Nett, Gst, Gross, Other	Bank statement date that this transaction is on. Page No of the bank statement that this transaction is on. Note: <ul style="list-style-type: none"> <li><i>Fields are blank if the transaction is not yet cleared on a bank statement.</i></li> </ul> Lists the lines on this Creditor transaction. Click on an existing row to open the details for that row. Click on an empty row, or right click an existing row, to enter a new line (see below).  If the bank has an Export Type defined, click Export to generate the bank file for the transactions on this page. See later in this document.  The totals of all the lines entered will display here automatically.

## Payment Lines

Click on any line in the grid to open the details for that line.

Add a new line by clicking on a blank line or right clicking an existing line in the grid.

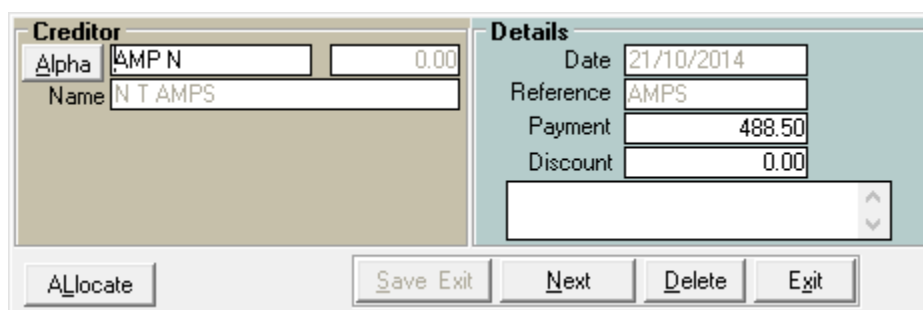


Figure 4: Payment Line

Field	Description
<b>Creditor</b> Act No / Alpha  Name	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. <b>Notes:</b> <ul style="list-style-type: none"> <li>Ctrl+F8 on a Creditor Acct No or Alpha Key will open the Creditor details.</li> <li>Tick the checkbox in Company Details &gt; Constants tab &gt; <b>Use Creditor Alpha</b> to default to Alpha Key.</li> </ul> The Creditor name and outstanding balance will automatically display for the Creditor.
<b>Details</b> Date  Reference  Receipted  Discount  Comment	Date of the Creditor transaction.  Up to 15 alphanumeric characters. Reference as entered in the bank transaction.  Numeric value up to 4 decimal places.  Numeric value up to 4 decimal places. Discount offered at receipt time, adds to the payment amount to allocate off invoices.  Free text field for comments to record notes about the payment.

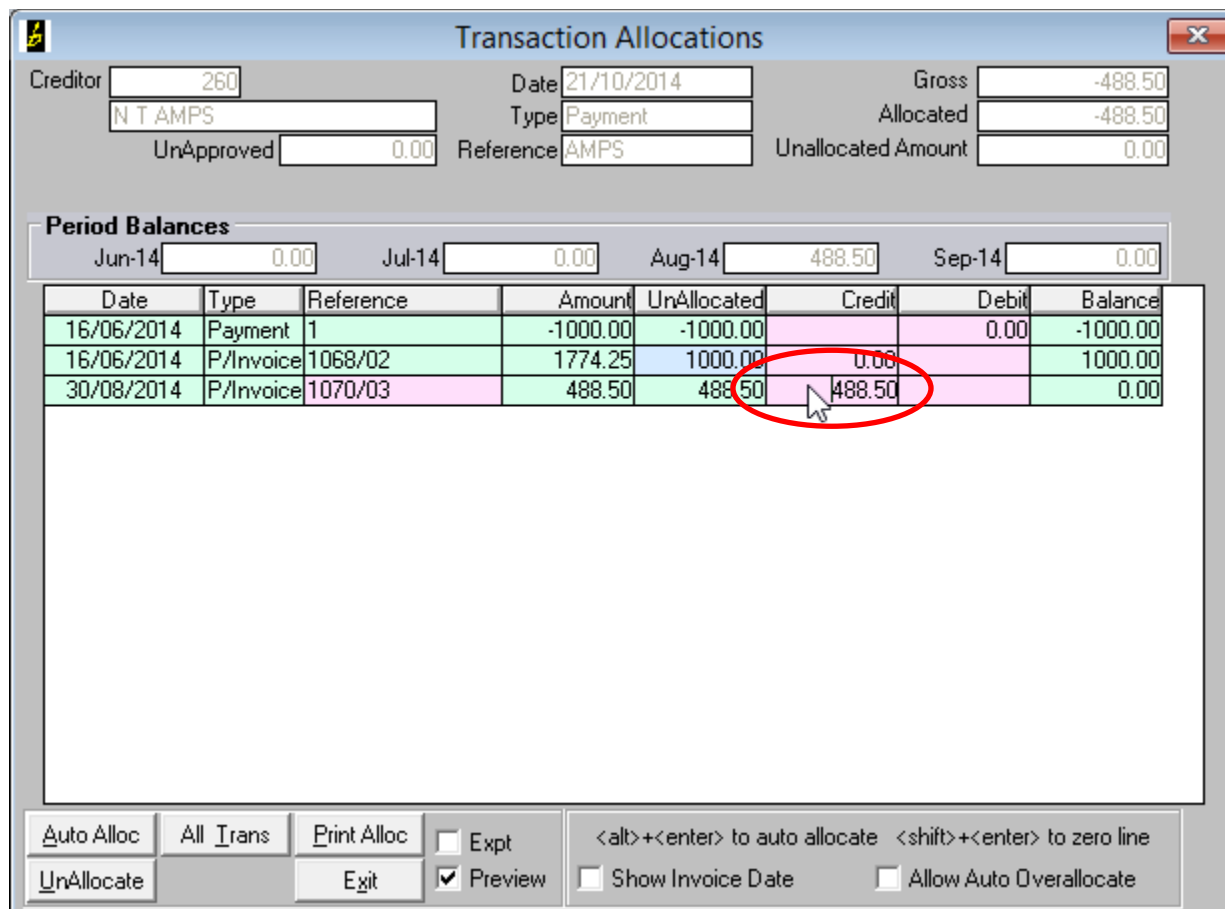
Continued...

Field	Description
Allocate	See next section
Print	Prints the transaction details and cheque in the Cheque Format selected in <b>Company Details &gt; Constants</b> . <i>Notes:</i> <ul style="list-style-type: none"> <li>• <i>Enabled only if there is a <b>bank Reference</b> entered.</i></li> <li>• <i>Refer to the Company Details documentation for samples of each cheque format.</i></li> </ul>
Save Exit	Saves the current record and exits.
Save & Next/Next	Saves the current record and moves to the next line.
Delete	Deletes the current line. <i>Notes:</i> <ul style="list-style-type: none"> <li>• <i>You must remove any allocations first.</i></li> </ul>
Exit	Close the window and return to the Creditor Transaction main screen.



## Creditor Allocations

Click on the **Allocation** button when in the **Payment Line** screen.



**Transaction Allocations**

Creditor: 260 N T AMPS Date: 21/10/2014 Type: Payment Gross: -488.50  
UnApproved: 0.00 Reference: AMPS Allocated: -488.50  
Unallocated Amount: 0.00

**Period Balances**

Jun-14: 0.00 Jul-14: 0.00 Aug-14: 488.50 Sep-14: 0.00

Date	Type	Reference	Amount	UnAllocated	Credit	Debit	Balance
16/06/2014	Payment	1	-1000.00	-1000.00		0.00	-1000.00
16/06/2014	P/Invoice	1068/02	1774.25	1000.00	0.00		1000.00
30/08/2014	P/Invoice	1070/03	488.50	488.50	488.50		0.00

Auto Alloc All Trans Print Alloc ☐ Expt ☒ Preview <alt>+<enter> to auto allocate <shift>+<enter> to zero line  
UnAllocate Exit ☐ Show Invoice Date ☐ Allow Auto Overallocate

**Figure 5: Creditor Allocations**

Field	Description
Header	The Creditor and Payment details will automatically display.
Period Balances	Displays the last 4 months period balances for the creditor.
Grid	Lists all creditor transactions available to be allocated to this payment, or if already allocated, lists the creditor transactions allocated to this payment. Click on any of the first 5 columns on any line to open the selected transaction.


Continued...

Field	Description
Grid colours	Reference - Pink background indicates 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	Double click to manually allocate the outstanding amount (circled).
Debit	Double click to manually zero the line.
Auto-Alloc button	Automatically allocates any unallocated receipts to the invoice.
UnAllocate button	Unallocates any allocated amounts.
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 <b>Print Alloc</b> is clicked. Previews the report when <b>Print Alloc</b> is clicked. <i>Note:</i> <ul style="list-style-type: none"> <li>Preview defaults to the Print Preview setting in the User file for the current user.</li> </ul>
Exit	Close the window
Show Invoice Date	Tick to show the Invoice Date rather than the Posted Date for invoices in the grid.
Allow Auto Overallocate	If set and using Alt+Enter to allocate, the system will fully allocate the last transaction causing the source to overallocate.

## Window Control Buttons



Figure 6: 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 for the same transaction type.
Details	) Not applicable for Cashbook Transactions. )
Analysis	
Delete	Deletes the current Cashbook Transaction. <i>Note:</i> <ul style="list-style-type: none"> <li>• All transaction lines 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 / Exit No Save	Close the window.
	Go to: First / Previous / Next / Last record.