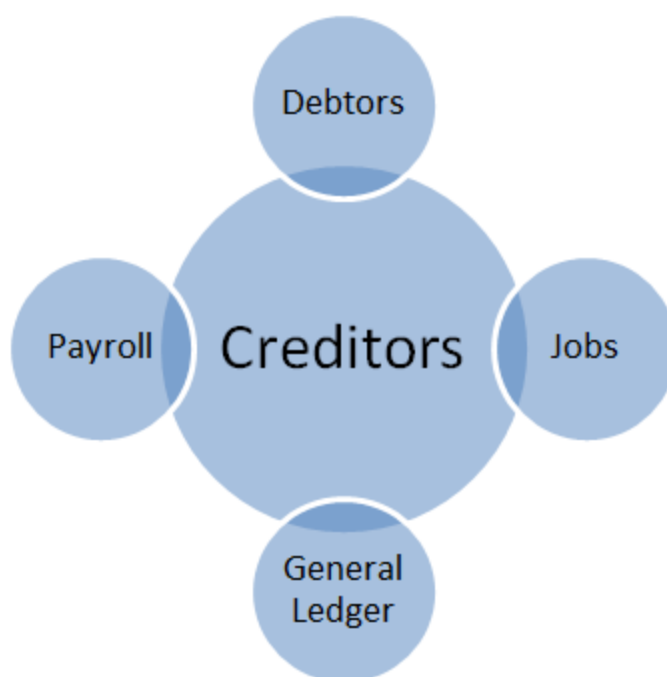




## CREDITOR MANUAL



Last Manual Update:

14/05/2015



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# CREDITORS - OVERVIEW

Accrivia provides a fully integrated Creditors module, with direct links to Debtors, Jobs, Manufacturing & General Ledger. Extensive functions include:

- Invoicing, including Standing Invoices
- Credit Notes including Credit Requests
- Purchase Orders, linked through Inventory module
- Manual Payment Entry
- Automated payments based on Creditor strategies, discount days or pay-by-date transaction stamping (Autopay)
- Direct creditor account payments
- Contra payments for Debtors/Creditors
- Expense Account Entry and Reporting linked to General Ledger
- PPS Tax
- Updating of Stock Quantities from Invoices
- Updating of Job Estimates from Invoices
- Cheque printing facilities
- Links directly to the General Ledger
- Import XML files direct from Suppliers
- Taxable Payment Annual Reporting

Full details on each of these functions are provided in the Creditors Manual, with additional information on specific modules available in the relevant manuals.

# CREDITORS - FILE MAINTENANCE (CFM)

Menu option: [CREDITORS -FILE MAINTENANCE | CREDITOR](#)

Information about the creditor, as well your trading activity terms with them can be found in the File Maintenance screen - commonly referred to as the Masterfile. A variety of tabs are available to enter details for each Creditor which provide you with the ability to record a large volume of information to assist in various other modules, including Jobs & General Ledger.

Any tab listed below that is not currently on your screen will need to be activated through User Access after speaking to your onsite Accrivia Supervisor assuming that function falls within your current package.

The purpose of the creditor information fields are described below:

## CFM - Details Tab

The screenshot shows the 'Creditor File Maintenance' window with the 'Details' tab selected. The interface is divided into several sections for entering creditor information:

- Code:** ACCRIVIA (with an 'Edit Code' button)
- Trading Name:** Accrivia
- Legal Name:** Accrivia
- ABN:** 91099013386 (with a 'Check ABN' button)
- Contact Name:** Jason Lugton
- Address:** PO Box 911, Warrnambool 3280
- Phone Number:** 5562 0700
- Fax Number:** 5562 0400
- Mobile Number:** (empty field)
- E-Mail Address:** (empty field)
- Group:** GENERAL (dropdown menu)
- Credit Limit:** (empty field)
- Payment Terms:** Pay by Date Days (empty), Discount Days on Statement (empty), Default Discount Rate (empty), Payment Terms (30 dropdown)
- Pay Details:** Drawer's Name (Accrivia), BSB/Bank Acct (000663, 123456), EFT Id (Accrivia), Pay by Credit Card (checked checkbox)
- Retention Defaults:** \$ / % (empty), Days (empty)

At the bottom, there is a navigation bar with buttons for back, forward, and other actions, along with a 'Merge...' button and a 'Show Redundant' checkbox.

### PAY DETAILS -

- **Code** - Unique code, with a maximum of 10 characters
- **Trading Name** - enter the creditors Trading Name
- **Legal Name** - enter the creditors Legal Name (enter even if Legal & Trading name are the same)
- **ABN** - enter the creditors Australian Business Number, this is a requirement and you will be prompted each time you use this creditor if an ABN is not entered.
- **Check ABN** - click this button to open a browser with a direct link to the ABN website allowing you to confirm that the ABN you have entered is the a valid legal entity. This is especially useful for clients who are required to produce Taxable Payment Reports as only valid entries will allow you to produce your yearly report.
- **Contact Name** - enter if you have a specific contact within the organisation.
- **Address** - enter details here, will be used when producing paperwork such as Purchase Orders, Remittance advices and TPAR reports.
- **Phone / Fax / Mobile / Email** - enter all details as required
- **Group** - You can assign each Creditor to a Group for both analysis in reports and can also be used in the Autopay function. For further details See "Creditors - Groups Overview" on page 49
- **Credit Limit** - if applicable enter the limit you have with the Creditor

#### **PAYMENT TERMS**

- **Pay by Date Days** - If a creditor requires payment a specific number of days from invoice date, enter these terms here (e.g. if a creditor requires payment of invoices 3 weeks from invoice date, enter 21 here). This will overwrite the standard payment terms set in the Payment Terms drop box.
- **Discount Days on Statement** - If a creditor offers a discount percentage for prompt payment, enter the number of days from statement that this discount applies for.
- **Default Discount Rate** - If the Creditor offers a discount percentage for prompt payment, enter this percentage rate here.
- **Payment Terms** - Enter the number of days from invoice date to when the payment is due. Standard selections are 0/7/14/30/45/60/90.
- **TOP** - Terms of Pay, for Creditors offering multiple discounts structures it is possible to enter up to 5 different "Pay Days" along with the specific Discount applicable if paid by that day.

- **Procurement** - (user specific option) tick if paying this Creditor a Procurement Fee
- **Drawers Name** - Enter the creditors Bank Account Name to be used in the bank file when processing a payment for them in the Autopay screen. Note maximum of 32 characters can be used for a bank file.
- **BSB/Bank Acct** - Enter the creditors BSB and Account Number details to be used in the bank file when processing a payment for them in the Autopay screen. Note - details must be entered in this field if you wish to pay Creditor by EFT.
- **EFT ID** - Enter the text that will appear on the creditors bank statement when they are paid via EFT. Most common reference is the Creditor Account Name (limit of 18 characters) \*\*\* **Note failure to enter an EFT ID will prevent a direct EFT payment being processed, data must be entered to process a bank file.**
- **Default Cashbook** - (used only if multiple Cashbooks are set up on your system). This field allows you to select the default Cashbook for this creditor.
- **Pay by Credit Card** - check this box only if the Autopay system should pay this Creditor using your Credit Card every time.
- **Retention Defaults** - (Site specific, may not be seen by all users) 3 fields are available to record retention details if applicable. The first field '\$' records a flat dollar value while the second '%' can record a percentage figure based on the total value of items purchased. The final field 'Days' records how many days you wish to retain the payment. For more details see - See "Creditors - Payment Retention" on page 29
- **Edit Code** - it is possible to change a Creditor code if required. For full details See "Creditors - Editing a Code" on page 25

# CFM - Options Tab

The screenshot shows the 'Creditor File Maintenance' window with the 'Options' tab selected. The 'Creditor Name' field is filled with 'Accrivia'. The 'Invoice Defaults' section includes 'Default Branch' (ADMIN), 'Default Expense Account' (1577), 'Totals Include GST' (checked), and 'Requires Authorisation' (checked). The 'Email Addresses' section has 'Credit Requests' (support@accrivia.com.au) and 'Purchase Orders' (sales@accrivia.com.au). The 'Auto Remittance' section has 'Send To' (Email) and 'E Mail' (ckoenig@accrivia.com.au). The 'Other Options' section includes 'Supplier' (checked), 'POrd \$ DSetSell' (unchecked), 'Supplier Cat' (IT SUPPORT), 'Minimum PO \$' (\$500.00), 'PO Credit Limit \$' (\$1,000.00), 'Shipping Method', 'Debtor Code', 'Show PO \$' (checked), 'No GST' (unchecked), and 'Show Del Date Reqd' (unchecked). The bottom of the window has a toolbar with navigation buttons and a 'Merge...' button, and a 'Show Redundant' checkbox.

## INVOICE DEFAULTS

- This entry is not compulsory and you can elect to enter just a Branch or and Expense Code or both, but it is handy if the Creditor always provides to the same Branch/Entity, or if the product they supply is always the same. This will then autofill these details whenever you are making payments, posting journals or entering stock. Any default entry made here can be over-riden at any stage if required.
- **Default Branch** - for clients with multi-company entities use the drop down to select the appropriate
- **Default Expense Account** - use the drop down to access the General Ledger account listing and select the appropriate GL code most commonly used for purchases from this Creditor.
- **Totals Include GST** - As not every Creditor will provide invoices with the same format this field can prove useful when entering invoice details on a line by line basis. eg: some invoices show a line total which excludes GST then a line at the bottom which totals the entire GST for that invoice, which means if you want to enter it correctly you have to manually work out

what portion of the entire GST value relates to each line - this can be very annoying and time consuming, Others show the total of each line including GST - if that is the case with this Creditor then ticking this field will let the system know that the value to enter already includes the GST portion.

- **Requires Authorisation** - ticking here controls the ability to make payments to this Creditor via the use of an Authorisation process. When invoices are entered they must pass through management to get approval before a payment can be made. Up to 2 levels of Authorisation can be set up if required.

#### **EMAIL ADDRESSES**

- If applicable to your site, you can enter email addresses here for both Credit Requests and Purchases Orders. These will then be accessed by the system when producing these items.

#### **AUTO REMITTANCE**

- The selection here advises the system how you wish to produce Remittances, the options being Printer / Fax / Email. Depending on your selection further fields will appear below to enter in the appropriate address or number etc.

#### **CURRENCY**

- This is a User specific option for clients who trade or purchase items from overseas where a different Currency needs to be taken into account. Select the Trading and Native Currency from the supplied list.

#### **OTHER OPTIONS**

- **Supplier** - tick this box if the items you purchase from this Creditor is an Inventory Stock item.
- **POrd\$ DSetSell** - Tick this box to use the sell prices for the linked debtor account for Purchase Order pricing.
- **Importer** - user specific, tick if the Creditor is an Importer
- **Supplier Cat** - This is a free-text field that can be used to group suppliers in reporting etc.
- **Minimum PO \$** - If this creditor requires a minimum purchase order value, specify this here.

- **PO Credit Limit \$** - If this creditor restricts you with a Credit Limit for purchase order values, specify this here.
- **Shipping Method** - Select a standard shipping method for items purchased from this creditor. Shipping methods can be added via the Inventory module.
- **Default Rate** - site specific when using sub-contractors for jobs, allows you to enter the default rate that they will be paid.
- **Debtor Code** - Double clicking in this field will bring up the Debtor code search screen. If this Creditor is also a Debtor and you wish to collate the details of monies owed by them when you are making your payments - enter their code here. For further details See "Creditors - Contra Payments for Debtor & Creditors" on page 142
- **PO Acct** - Enter the Creditor account code to move PO's in the PO Invoice process
- **Use Import Factor Calc** - (user specific) tick to use the Import Factor screen to update the cost of received stock
- **Show PO \$** - Tick this box to show dollar values on purchase orders generated for this Creditor.
- **Show Del Date Req** - Tick this box to show the delivery date purchase orders are required for this Creditor.
- **No GST** - tick to set the default for this customer as "NO GST" (useful for export accounts)
- **Job Contractor** - tick to define this Creditor as a Job Contractor

#### **CARRIER CHARGES**

- **Minimum \$** - site specific if using the Cartage charge option enter the minimum charge the carrier will charge for a job
- **Rate \$** - enter a per rate here, this will be calculated when producing the invoice and if the total exceeds the minimum value will be charged accordingly.
- **Vehicles** - click on this button to enter or choose a Vehicle for this account.

\*\*\* note Carrier Charges can only be added if at least one Vehicle has been set up



## CFM - Contact Details Tab

Creditor File Maintenance

Details Options Contact Details Notes Totals Postings Standing Invoices Contractor Changes Log Assoc. Files

Creditor Name: Accrivia

Type	Job Title	Salutation	First Name	Last Name	Mobile	Direct Number	E-Mail
Accounts	Accounts	Mrs	Cathy	Koenig		0355620700	ckoenig
* Purchase Order	Sales	Mr	John	Smith		03 6665778	

Navigation: Previous, Next, First, Last, Merge...

☐ Show Redundant

This tab provides space to enter up multiple contacts for this Creditor, these contacts are for information only and the numbers and email addresses cannot be accessed directly through any other are in the system.

# CFM - Notes Tab

The screenshot shows a software window titled "Creditor File Maintenance". It has a menu bar with tabs: Details, Options, Contact Details, Notes (selected), Totals, Postings, Standing Invoices, Contractor, Changes Log, and Assoc. Files. Below the menu bar, there is a text field for "Creditor Name" containing the value "Accrivia". The main area is divided into two sections: "Notes" and "Prompt Notes". The "Notes" section contains the text "Office opens 9.00 - 5.00" and "Account is Strictly 30 days". The "Prompt Notes" section contains the text "Must always provide an official purchase order". At the bottom, there is a toolbar with navigation buttons (back, forward, etc.), a "Merge..." button, and a checkbox labeled "Show Redundant".

- **Notes** - enter in any details that may be helpful to know at a later date - eg: reasons for a credit dispute, code items for specials etc. Can be very helpful for clients who have multiple people accessing the file so they can be kept up to date and can assist with queries even if the original user is not around.
- **Prompt Notes** - any entry made here will appear as a screen pop-up whenever you access this Creditor throughout the system. Useful for reminding users about specific details like Trading Terms or Purchase order requirements.

## CFM - Totals Tab

The screenshot shows a software window titled "Creditor File Maintenance". It has a menu bar with the following tabs: Details, Options, Contact Details, Notes, Totals (which is the active tab), Postings, Standing Invoices, Contractor, Changes Log, and Assoc. Files. Below the menu bar, there is a text field labeled "Creditor Name" containing the value "Accrivia". The main area of the window is divided into two columns of data. The left column shows invoice totals for different periods: Current (\$0.00), 31 - 60 Days (\$0.00), 61 - 90 Days (\$0.00), 90+ Days (\$14,500.00), and a Total (\$14,500.00). Below these is a blue button labeled "Refresh Totals". The right column shows year-to-date figures for Purchases (\$15,354.55 PTD, \$46,354.56 YTD), GST (\$2,035.45 PTD, \$5,135.44 YTD), and Discounts (\$0.00 PTD, \$0.00 YTD). At the bottom of the window is a toolbar with navigation icons (back, forward, etc.), a "Merge..." button, and a checkbox labeled "Show Redundant" which is currently unchecked.

Category	Value
Current	\$0.00
31 - 60 Days	\$0.00
61 - 90 Days	\$0.00
90+ Days	\$14,500.00
<b>Total</b>	<b>\$14,500.00</b>
Purchases PTD	\$15,354.55
Purchases YTD	\$46,354.56
GST PTD	\$2,035.45
GST YTD	\$5,135.44
Discounts PTD	\$0.00
Discounts YTD	\$0.00

Displays the total amounts invoiced (for current, 30/60/90+ days) also Year to date figures for Purchases, GST & Discounts if applicable.

Click **[REFRESH TOTALS]** to update to the most current data.

# CFM - Postings Tab

Date	Reference	Branch	Type	Amount	Remaining	GST
11/02/2015	EFT	ADMIN	EFT	\$182.68	\$0.00	
20/10/2014	9875	ADMIN	INV	\$12,500.00	\$12,500.00	\$1,136
4/09/2014	AUG PAY	ADMIN	CHQ	\$90.00	\$0.00	
4/09/2014	AUG FEES	ADMIN	INV	\$90.00	\$0.00	\$8
16/07/2014	000666	ADMIN	CHQ	\$251.40	\$0.00	
16/07/2014	000555	ADMIN	CHQ	\$500.00	\$0.00	
10/05/2014	958	SERVICE	INV	\$2,000.00	\$2,000.00	\$18
7/05/2014	CR954	ADMIN	CRDR	\$200.00	\$0.00	
7/05/2014	CR MAY 14	ADMIN	CRDR	\$117.32	\$0.00	
10/04/2014	321	ADMIN	INV	\$500.00	\$0.00	\$500
31/10/2013	CATHYP	ADMIN	CHQ	\$500.00	\$0.00	
31/10/2013	CATHY	ADMIN	INV	\$500.00	\$0.00	\$45
15/08/2013	000011	ADMIN	CHQ	\$33,000.00	\$0.00	
10/08/2013	MTHLY SUPP	ADMIN	EFT	\$350.00	\$0.00	
10/08/2013	ITSUPPORT	ADMIN	INV	\$350.00	\$0.00	\$35

Displays all Creditor transactions, including historical data (see PAST button). Detailed information is available for each entry by clicking the **[DETAILS]** button.

This screen shows a list of all transactions for the Creditor, listed in date order. All transactions are colour coded for easy searching -

**Blue** - for invoices (charges)

**Green** - for payments

**Red** - for credits

Scrolling across the screen further will show any extra details like Pay by Date, Original PO Ref, Retention etc. Note only current or unreconciled entries will appear on this screen. To access any reconciled transactions in previous periods click on the **[PAST]** button.

## ORDER OF POSTINGS

You can change the order the items appear by choosing an option at the bottom of the screen - Order by

- **Date** (default) - shows all entries in the Current screen in order of the oldest at the top
- **Reference** - shows all entries in the Current screen in order of the Reference entry

- **Reversal Date** - shows all entries in the Current screen in order of the most recent at the top
- **Sort by Department/Branch** - It is also possible to see each entity grouped in date order

### COMMENT

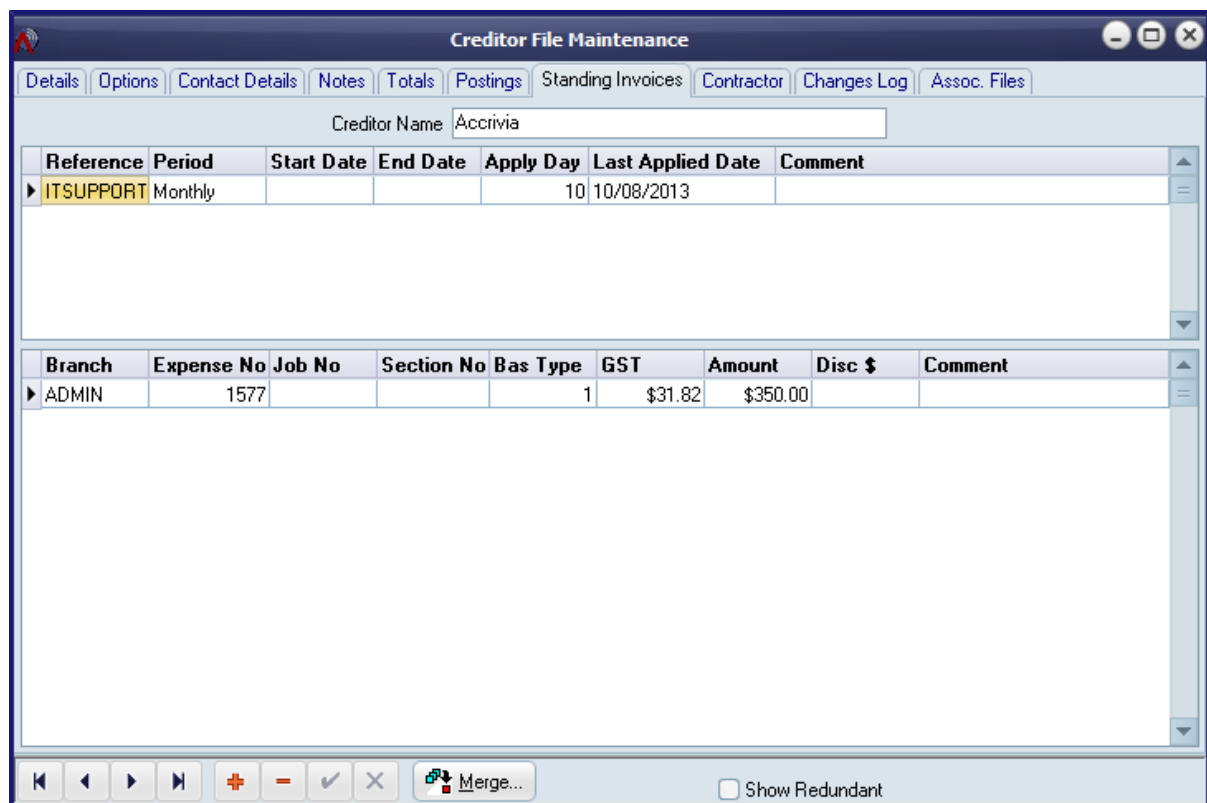
When selecting a transaction entry on the left of the screen, you can see at a glance any comments that were added to the entry at the time of posting.

### ASSOCIATED FILES

When selecting a transaction entry on the left of the screen, you can see at a glance any files that were added to the entry at the time of posting - these would traditionally be a copy of the invoice etc. Copies of all Associated files for this Creditor can be found on the Associated Files tab.

## CFM - Standing Invoices

Standing Invoices is a function whereby you can set up a 'template' of an common or regularly purchased item. This means that you can record the data and save it so that it can be re-invoiced over and over again, with only minor changes such as the date etc. For full details on this process See "cREDITORS - Standing Invoices " on page 82



The screenshot shows the 'Creditor File Maintenance' window with the 'Standing Invoices' tab selected. The 'Creditor Name' field is set to 'Accrivia'. Below this, there are two tables. The first table has columns: Reference, Period, Start Date, End Date, Apply Day, Last Applied Date, and Comment. The second table has columns: Branch, Expense No, Job No, Section No, Bas Type, GST, Amount, Disc \$, and Comment. The bottom of the window features a navigation bar with various icons and a 'Merge...' button, and a checkbox for 'Show Redundant'.

Reference	Period	Start Date	End Date	Apply Day	Last Applied Date	Comment
▶ ITSUPPORT	Monthly			10	10/08/2013	

Branch	Expense No	Job No	Section No	Bas Type	GST	Amount	Disc \$	Comment
▶ ADMIN	1577				1	\$31.82	\$350.00	

This screen will show details of any Standing Invoices currently set up in the system, showing when the invoice was last applied as well as the expense details.

# CFM - Contractor Tab

This screen provides fields to record details of any contractor information relating to this Creditor. Multiple contractors can be added if applicable.

**Creditor File Maintenance**

Details Options Contact Details Notes Totals Postings Standing Invoices **Contractor** Changes Log Assoc. Files

Creditor Name: Accrivia

Sub Contractor	OHS	Super	Redundancy	LSL

**Taxable Payments Reporting**

☒ Include in Contractor Reporting  
☐ Sole Trader (uses Individuals Name)

First / Second Name:    
Surname:

Address 1: PO BOX 911  
Address 2:

Suburb / State / PCode: WARRNAMBOOL VIC 3280

Navigation: [Back] [Previous] [Next] [Forward] [Add] [Delete] [Save] [Cancel] [Merge...]

☐ Show Redundant

New Taxation requirements that commenced in July 2013 also require that details be recorded and reported on for any Contractor who provides Labour in the Building & Construction industry. Details for this need to be added at the bottom of this screen. For full details on Taxable Payments Annual Report (TPAR) See "cREDITORS - Taxable Payment Annual Reporting (TPAR)" on page 152

This is a user specific field and clients in unrelated industries would not necessarily see this function unless it was turned on via User Access.

# CFM - Changes Log

Creditor File Maintenance			
Details	Options	Contact Details	Notes
Totals	Postings	Standing Invoices	Contractor
Changes Log	Assoc. Files		
Creditor Name Accrivia			
Date	User	Form	Changes
25/10/2012 10:32:07 AM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "31/08/2006 8:58:03 PM"
25/10/2012 10:32:26 AM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "25/10/2012 10:32:07 AM"
22/05/2013 1:43:51 PM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "25/10/2012 10:32:27 AM"
23/05/2013 11:48:21 AM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "23/05/2013 11:46:35 AM"
23/05/2013 11:54:07 AM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "23/05/2013 11:48:22 AM"
3/09/2013 10:35:54 AM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "15/08/2013 10:22:45 AM"
11/09/2013 11:31:44 AM	ACCRIVIA	Creditor File Maintenance	Field [EFT_ID] : Old = "" New = "Accrivia"; Field [LAST_U
11/09/2013 12:21:40 PM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "11/09/2013 11:31:44 AM"
11/09/2013 12:23:42 PM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "11/09/2013 12:21:40 PM"
11/09/2013 1:43:05 PM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "11/09/2013 12:23:43 PM"
26/09/2013 3:58:42 PM	ACCRIVIA	Creditor File Maintenance	Field [BSB_NO] : Old = "123123" New = ""; Field [BANK
28/11/2013 10:55:05 AM	ACCRIVIA	Creditor File Maintenance	Field [PERIOD_4] : Old = "0" New = "10"; Field [LAST_L
13/02/2014 9:42:44 AM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "28/11/2013 10:55:06 AM"
4/06/2014 3:42:08 PM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "7/05/2014 4:00:05 PM"
16/07/2014 1:00:45 PM	ACCRIVIA	Creditor File Maintenance	Field [LAST_UPDATE] : Old = "4/06/2014 3:42:08 PM"
16/07/2014 3:38:33 PM	ACCRIVIA	Creditor File Maintenance	Field [BSB_NO] : Old = "" New = "000663"; Field [BANK
19/08/2014 9:54:14 AM	ACCRIVIA	Creditor File Maintenance	Field [PERIOD_1] : Old = "532.68" New = "0"; Field [PEF
18/03/2015 9:46:36 AM	ACCRIVIA	Creditor File Maintenance	Field [CONTACT_NAME] : Old = "" New = "Jason Lugtor

This screen is a 'View only' function that tracks all major changes relating to this Creditor - can prove helpful when trying to track movements. Details on this screen cannot be changed by users.

# CFM - Associated Files

The screenshot shows a software window titled "Creditor File Maintenance". It has a menu bar with tabs: Details, Options, Contact Details, Notes, Totals, Postings, Standing Invoices, Contractor, Changes Log, and Assoc. Files (which is active). Below the menu bar, there is a "Creditor Name" field containing "Accrivia". To the right of this field are two buttons: "Add File" and "Remove File". Below these buttons is a checkbox labeled "Show Transaction Files" which is checked. Below the checkbox, there are two radio buttons for "Security Level": "Standard" (selected) and "Restricted". Below the radio buttons is a list box containing the file name "9875\_20102014\_CITRIX 1201059228\_2014\_12\_20.pdf". At the bottom of the window, there is a toolbar with navigation buttons (back, forward, etc.), a "Merge..." button, and a checkbox labeled "Show Redundant".

This screen records any Associated Files linked to this Creditor. Only Users with the correct Permissions can see this tab. For full details on this function - See "Creditors - Associated Files " on page 32


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## **Related Topics:**

*See "Creditors - Creating New Accounts" below*


# Creditors - Creating New Accounts

Menu option: **CREDITORS -FILE MAINTENANCE | CREDITOR**

To add a new creditor record, click  to insert a new record. A blank record will appear.

1. Fill in the information for this creditor. See "Creditors - File Maintenance (CFM)" on page 11 for a detailed explanation of each field. The minimum required fields are:
2.
  - Code
  - Creditor name and address



- ABN (if supplied)
  - Group (If a PAYG Group is selected, you will note a new Tab called TAB will be added to this account. will need to add the appropriate tax rate to this tab as per your PAYG agreement).
  - Payment Terms offered by this creditor
  - Payment Details - these can be filled in later however EFT payments through Auto-pay will fail if no EFT details are added in this field.
3. Work through each tab and fill in any relevant information as required.
  4. Click  to save the file.



Hold your mouse over each field to view a description in the 'hints' bar at the bottom of the screen

Failure to add the minimum details for a new account will result in a reminder pop-up before the new entry can be saved.

## Creditors - Updating Information

Menu option: [CREDITORS -FILE MAINTENANCE | CREDITOR](#)

The creditor's record can be updated at any time by simply adjusting their details in their masterfile. To do this:


1. Select the creditor you want to update and modify the required details.
2. If all details are correct then click  to save the new details. Click  to cancel these changes.

Moving to a different record, or closing the screen will also save your changes. Depending on how your system is configured, you may be notified that there are changes, and asked to confirm if you want to save these changes when moving off the record.

## Creditors - Editing A Code

Menu option: [CREDITORS -FILE MAINTENANCE | CREDITOR](#)

The Code field is how Accrivia identifies this record. When you change the Code, the system goes through and automatically changes any reference of it to the new code. This may take a few moments, depending on how much data is in your system. To change a code:

1. Select the creditor you want to update and click the **[EDIT CODE]** button.
2. Enter the new code, and click  to save it.

All transactions linked to the original creditor code will now be linked to the new code.

\*\*\* Note - the ability to Edit a code is a Permission option and will need to be activated in User Access.

## Creditors - Permissions to Edit codes

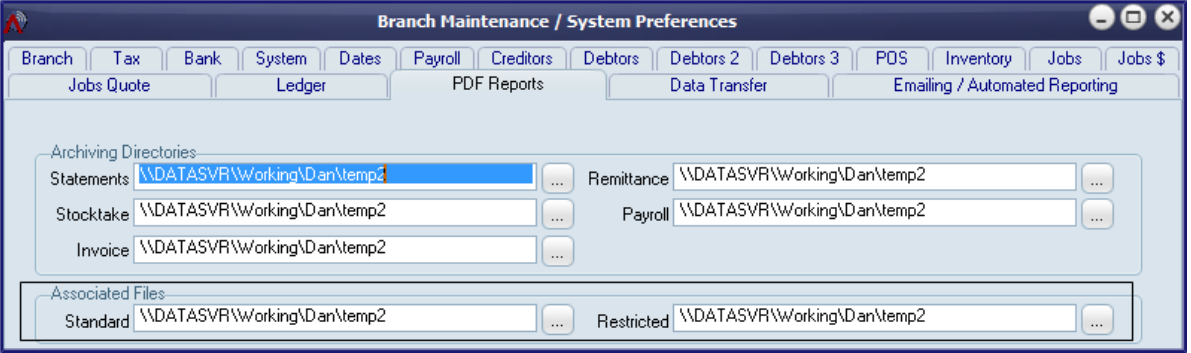
An extra level of security has been added which restricts the ability of a User to Edit codes in Creditors, Debtors or Jobs.

Individual permissions can be setup for Users in the User Access screen - you may need to contact your in house Accrivia Supervisor to get these permissions activated.

In order for Users to be able to see the **Edit Code** button in any of the modules, they must first have permission on the Menu Visibility fields in User Access, then also a tick in ASSOCIATED FILES - ENABLE RESTRICTED ACCESS field for the relevant module.

\*\*\* Care should be taken to ensure that the User is actually allowed Permission to see Associated Files - as this may not be the case just because they are allowed to Edit Codes.

It should be noted that a further system setting must also be in place in relation to Associated Files in order for a User to both Edit codes, but also save files to the Associated Files register. There must be a Filepath name set up in Associated Files fields both Standard and Restricted - these can be found in [FILE | SYSTEM SETTINGS | PDF REPORTS TAB](#)



## Creditors - Merging Two Files

Menu option: **CREDITORS -FILE MAINTENANCE | CREDITOR**

There may be times when you wish to merge two accounts - this could be because 2 different people have set up the exact same account, or possibly the spelling that was used was not correct which meant it was difficult to search on, or maybe the Creditor simply changed the name of their business.

Rather than have 2 accounts, it is a very quick option to simply merge the two accounts - which retains all the transactions for both accounts but combines them into the one account of your choosing.

1. Select the creditor you want to merge and click the **[MERGE]** button. All transactions from this creditor will be moved across to the next creditor you select. This creditor record (along with all of its contact details and payment settings etc) will be deleted.
2. The Creditor Selection screen will then be shown. Locate the creditor you want the file to be merged with and click **[OK]**. This is the creditor that will remain after the merge is complete.

Take care to follow the instructions carefully - once merged it is very difficult to separate them again.

## Creditors - Viewing Records (View Only)

Menu option: **CREDITORS -DETAILS**


Creditor records form the basis of all transactions processed through the Creditors module. These are setup and updated through the **CREDITOR | FILE MAINTENANCE** screen, commonly referred to as the Creditor Masterfile.

Not all sites allow staff to make entries or changes into the Masterfile, however most will need access to view the details of the Creditor from time to time. For this reason we have included a **"Read-Only"** view of the Masterfile and permissions can be set for each user to ensure this is the only screen they can access.

For details on how to set up User's Access permissions contact your supervisor . Details can be found in the Accrivia System Manual PDF.

Creditors are listed in this screen in alphabetical order, based on the Creditor Code. To find an existing creditor record:


1. If you know the creditor code - type this into the Code field (typing the first few letters of their code, then move out of the Code field or press your Tab button to take you to the closest code to the letters you typed).

2. To move through the records, one at a time - use the navigator buttons  to move to another creditor file from any of the tab screens.
3. To search for a specific creditor - Double click in the Code field. This will display the Creditor Selection screen. In the 'Search on...' box, select Code, Name or Address. Enter the information that you wish to search on, often just the first few digits is enough to get you to the right area.
4. Press **[F4]** to update the search results
5. Once you have found the creditor you are looking for, click **[OK]**. You will be taken to this creditor in the Masterfile.

## Creditors - Delete An Account

Menu option: **CREDITORS -FILE MAINTENANCE | CREDITOR**

A Creditor file cannot be deleted if it has had a transaction posted against it as these details may be required for reporting purposes. Use this delete function only if an account has been opened in error and has had no transactions logged to it.

1. Select the creditor you want to delete and click the  button.
2. A confirmation to delete the selected creditor will be displayed.
3. Answer **[OK]** to confirm deletion or **[CANCEL]** to return to the creditor file.

Once confirmation of a deletion is accepted the data is lost and cannot be retrieved!

## Redundant Accounts

To keep databases current and up to date it is possible to make an account 'Redundant'. This means it will no longer appear in Search routines and data cannot be added to the account by users.

In order to make an account Redundant, you must first ensure that all postings have been reconciled and there are no outstanding invoices, orders or payments, then follow these steps.

1. Open **CREDITOR FILE MAINTENANCE -|CREDITORS**
2. Place a tick in **[SHOW REDUNDANT]** field at the bottom of the screen

3. Place a tick in the box field marked Redundant
4. Save this entry

\*\*\* Note - Redundant accounts can still be viewed and searched simply by ticking the 'Show Redundant' button at the bottom of the screen both in the Details tab and also on the Search screen.

Any redundant account can be re-instated at any time by simply removing the tick in the Redundant box.

## Creditors - Payment Retention

As part of your initial set up for new Creditors, Accrivia offers a facility to allow for a Retention of Payment based on set terms. Commonly used in the Building & Construction industries, this process flows through the Auto Payment module to "hold back" a portion of the Invoice total - allows times to ensure the work is complete and is satisfactory.

In order to activate this facility you will need to ensure that you have ticked the option in the System Settings.

Open **FILE | SYSTEM | SETTINGS - Creditors tab**, then place a tick in the field marked **CREDITOR INVOICE RETENTION**

Click the Tick at the bottom of the screen to save these changes then close this screen to activate the changes throughout the rest of the system.

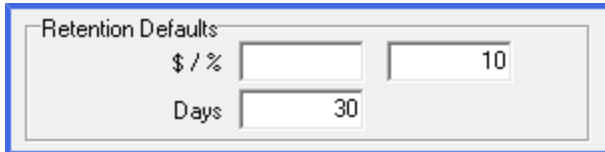
The screenshot shows the 'Branch Maintenance / System Preferences' window with the 'Creditors' tab selected. The window contains several input fields and checkboxes for configuring creditor settings.

**Fields and Checkboxes:**

- Expense Numbers:**
  - Last Expense No. that requires a Job No: 0
  - Single Job Purchases Expense Account: (dropdown menu)
  - Last Expense No. that prompts Stock Update: 1115.02
  - Expense No. for Stock Credit Request Allocation: 3255
- Autopay Settings:**
  - Autopay Before Due Days: 15
  - PAYG Penalty Rate: 48.25
- Invoice Retention and Authorization:**
  - Round down PAYG deductions: ☐
  - Creditor Invoice Retention: ☒
  - Pay Debtor Invoices in Autopay: ☒
  - Confirm File Maintenance Changes: ☐
  - Auto Pay - Cheque Sum - Include full words: ☐
  - Warn If Bank Acct Not Entered When Invoicing: ☐
  - Taxable Payments Reporting: ☒
  - Invoice Authorisation:
    - Invoice Requires Authorisation: ☒
    - Default Approver: ACCRIVIA (dropdown)
    - Second Approver: JASON (dropdown)
    - Authorisation Amount: \$5,000.00
- HIW/G Settings:**
  - Local File Directory: (text field with browse button)
  - HIW/G Freight Exp Acct No: (text field)
  - HIW/G Compatible: ☐
  - Always Post: ☐
  - Display Always Post: ☐

Now that your system is set up for Retention you will notice an extra section on the front screen of the Creditor Masterfile. For Creditors who you would always or at least regularly

retain payment, the details can be set up here and will automatically flow through when entering invoices and making payments.



Retention can be set up as either -

Field 1 = a set \$ amount - eg always retain \$500 from every invoice **OR**

Field 2 = a set % - eg always retain 10% of the total value of the invoice (so actual amount will change each time)

Field 3 = determines how many days after the original invoice is paid before the Retention is paid out. The example above shows that for this Creditor we always want to retain 10% of the total invoice value and pay that 30 days after the initial payment is made.

Note - this can be over-ridden if necessary when entering invoices

## Creditors - Set Up Automatic Remittances

1. Accrivia allows for 3 basic options for despatching a remittance. Click on the **CREDITOR MASTERFILE - Options** tab - Auto Remittance field; use the drop down selection to choose Email, Fax or Printer.
2. If the Email option is selected you will then be given a second field to enter an email address
3. If the Fax option is chosen, 2 fields will open to enter a fax number and also a Message to appear on the fax. The fax option requires a specific external programme and is therefore not commonly used. For further information on this option please contact Your Accrivia Support Team



# CREDITORS - ASSOCIATED FILES

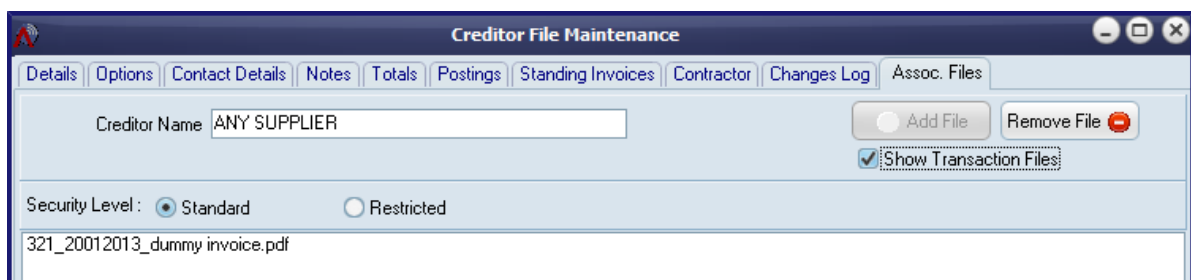
A new feature is available that will allow you to store related files directly into specific Creditor accounts - which means you can now store information directly into files that can then be accessed from the Creditor File Maintenance screen.

The function will accommodate a variety of file types - ie Word, Excel, JPEG, PDF etc, so there is no limit to the number of files that you may wish to store.

- Copies of Invoices
- Pricing Agreements
- Price Lists
- Contracts
- Product Photos

Specific settings are required for this function which will be set up by Your Accrivia Support Team

Once the System Settings have been set up - you will notice you have a new Tab in the **CREDITOR FILE MAINTENANCE** screen called **Assoc. Files**.



## GENERIC FILES

Generic Files can be associated with the Creditor that relate the account as a whole and are not specific to any one Invoice etc. You can add files to the **Assoc. Files** tab by using the **ADD FILE** button and searching your system files for the appropriate item, or Drag & Drop direct from your system file folders.

Files can also be deleted from the File Maintenance screen by highlighting the file then selecting **[REMOVE FILE]** or simply click on the **[DELETE]** button on the keyboard.

To see a list of all Transaction type files on the **Assoc. Files** tab - simply place a tick in the **[SHOW TRANSACTION FILES]**

## TRANSACTION FILES

Files can also be directly associated with individual invoices as the Invoice is posted via **CREDITOR | INVOICE**, or later from the Postings tab in **CREDITOR FILE MAINTENANCE**.



## Creditors - Add Associated File directly from Invoice screen

1. Open **CREDITOR | INVOICE**
2. Process as normal, adding all appropriate details
3. In the main ITEMS screen you will note a new button **[Assoc. Files]** in the top left of the screen. This button will be enabled only once all stock data has been entered and complete, and once the **[POST]** button has been enabled.
4. Click on this button and search for the file that you wish to attach directly to this invoice - it may be the copy of the creditor invoice, or the warranty, or a photo of the product you are receiving etc.

At this point the file is given a temporary name - ie the original file name prefixed with '{INVNO}' This prefix will be replaced with the Invoice Reference once the Invoice is Posted.

5. Complete the invoice as normal

Once the invoice has been processed the files will be stored against that particular invoice in the **CREDITOR FILE MAINTENANCE**. At any time, users can now select the appropriate creditor account and click on the **Posting tab**. Any invoice that was posted with an Associated File will now show that in the bottom right of the screen. Click on the file name to access the file.

Creditor File Maintenance							
<div> Details Options Contact Details Notes Totals Postings Standing Invoices Contractor Changes Log Assoc. Files </div>							
Creditor Name ANY SUPPLIER							
<div> Transactions Details </div>							
Date	Reference	Branch	Type	Amount	Remaining	GST	Comment
11/02/2015	EFT	ADELAIDE	EFT	\$100.00	\$0.00		
10/10/2014	2159	ADELAIDE	INV	\$5,500.00	\$5,500.00	\$500.00	
06/10/2014	6589	ADELAIDE	INV	\$5,400.00	\$5,400.00	\$490.91	
12/03/2014	951PAY	I&T	CHQ	\$75.00	\$0.00		
12/03/2014	951P-	ADMIN	CHQ-	\$75.00	\$0.00		
12/03/2014	951P	ADMIN	CHQ	\$75.00	\$0.00		
11/03/2014	951	I&T	INV	\$200.00	\$200.00	\$18.18	
11/03/2014	951	SERVICE	INV	\$75.00	\$0.00	\$6.82	
11/03/2014	951	CONTRACTS	INV	\$50.00	\$50.00	\$4.55	
11/03/2014	951	ADELAIDE	INV	\$100.00	\$0.00	\$9.09	
12/12/2013	98746	SERVICE	INV	\$11,077.74	\$11,077.74	\$1,007.07	
20/10/2013	357	ADMIN	INV	\$825.75	\$825.75	\$75.07	
10/07/2013	TEST	ADELAIDE	INV	\$300.00	\$300.00	\$27.27	
20/01/2013	321	SERVICE	INV	\$3,500.00	\$3,500.00	\$318.18	

Associated Files  
321\_20012013\_dummy invoice.pdf

If you forget to add a file from the invoice screen - you can simply add it later using the Drop & Drag function directly into the Assoc Files box in the Creditor account.

1. Open Creditor account
2. click on Postings tab
3. Ensure you have highlighted the correct Reference entry
4. Open your server files where the file is saved
5. Click on the file and Drag it into the Associated Files box in the bottom right of the screen

You will note that because you have added the file into the Posting screen, the system knows that the item you are saving is a 'Transaction' type and will therefore add it to the Transactions folder for this Creditor. The file name has also been renamed to include the Reference Number and the date of the transaction.

### Creditors - Pending Invoices (Associated Files)

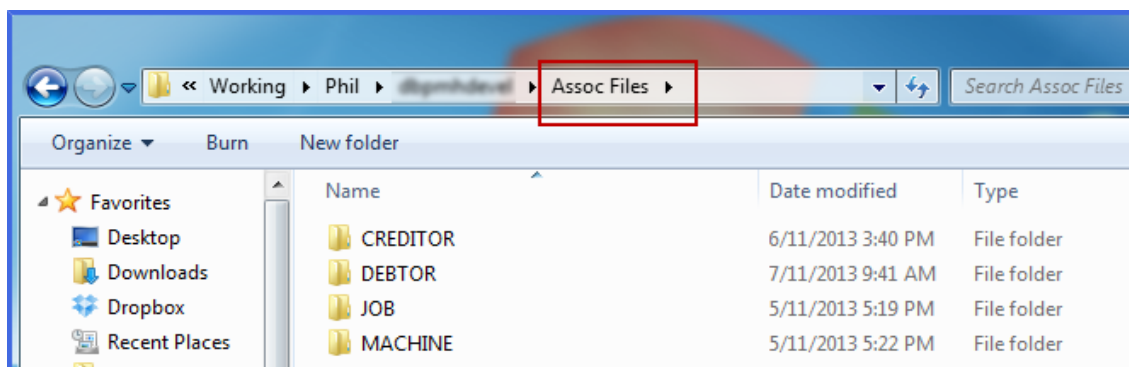
It is possible to save an invoice as a "Pending" as normal, bearing in mind that any Associated Files added at that point will be allocated the temporary file name with the prefix of {INVNO} as discussed above. Then once you click on the **[PENDING]** button, it will be reassigned with the correct Reference number from the Pending invoice.

When loading the Pending invoice, you have the ability to add more Associated Files if necessary. When the invoice is finally complete, all items added to the Associated Files for this invoice will be saved and listed with the final Reference and date prefix.

## Creditors - Associated File Storage

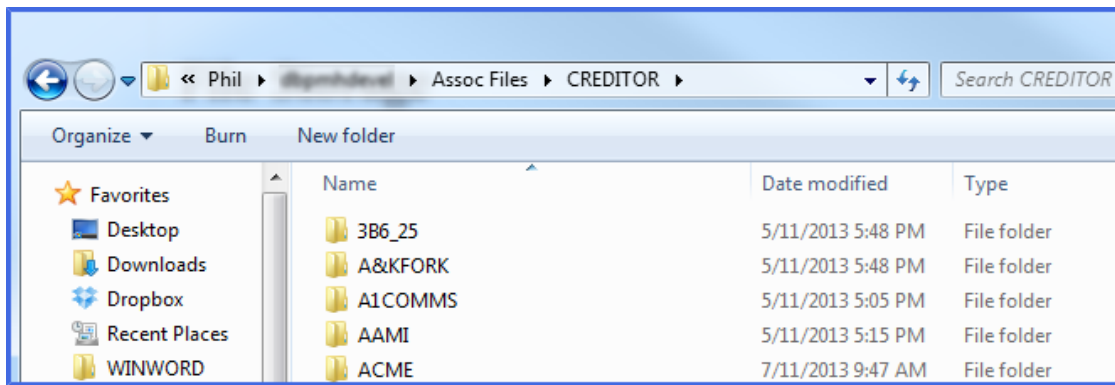
All files saved as Associated Files are kept in the system separated into the respective modules. You can access these files directly from the server if required, which can be helpful to see just which accounts have files associated.

The filepath name will be slightly different for each client, however once the first file is saved, it will always remain in the same master folder.

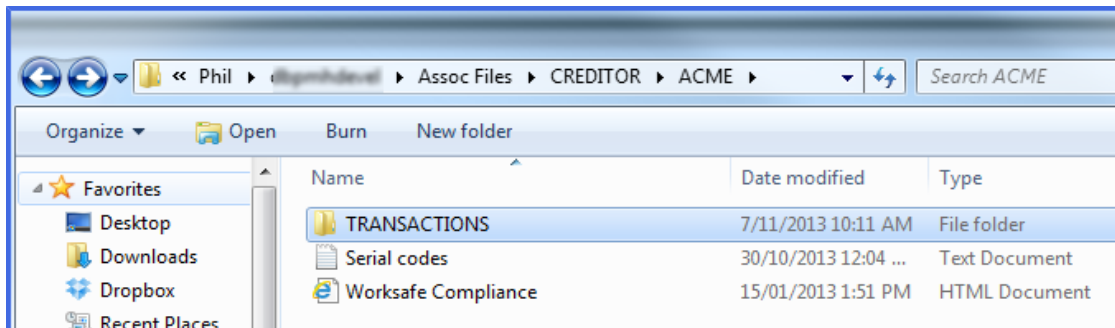


Within each module further folders are created - one for each Creditor/Debtor/Job/Machine. You can attach as many files as you like in each folder.

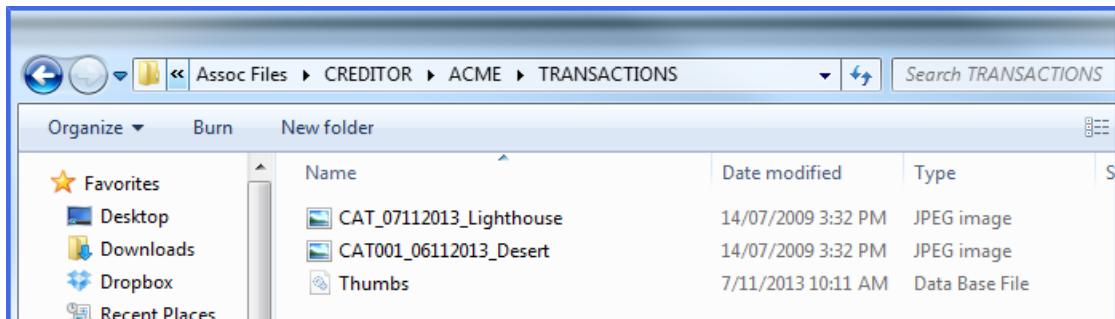
*Example of Creditor account folders:*



*Example of an individual Creditor folder:*



Note - any files Associated directly from the Invoice process are saved as a 'Transaction' and saved into a seperate folder with the Account file.



The Transaction will be allocated a name which contains a combination of the details saved:-

- CAT = the invoice reference
- 07112013 = the date of the invoice
- Lighthouse = the name of the file that was added

### Creditors - Changing Associated File Names

Details of Associated Files are stored on your server as discussed. It is crucial that the file names are not changed on the server as this will effectively sever the link in the relevant module.

While the original file name will still exist in the module Assoc. Files tab, it will no longer have a valid link to a recognised file.

# CREDITORS - CARTAGE CHARGES

An enhancement of the old Delivery system allows you to record default rates for delivery against each individual Creditor along with a pre-selected group of Vehicles.

Once the system settings have been activated, you will then be able to use this information to charge Cartage fees when producing Debtor Orders as well as Purchase Orders.

## Creditors - System Settings for Cartage

### USER ACCESS

In order to set up and allocate Vehicles, you will need to ensure you have activated the option in User Access.

#### VEHICLE ALLOCATION:

- Open File User Access (make sure to select the correct User name at top of the screen)
- Click on Debtors Tab
- Select Vehicle Allocation
- Save, close then restart Accrivia to activate this function.

#### REPORT OPTION:

- Open File User Access (make sure to select the correct User name at top of the screen)
- Click on Debtors report selection on the far right of the screen
- Find the report group called - Debt-Adm#2 - ensure this is selected with a Yes
- Find the actual report name - Cartage by Contractor/Int Veh - sure this is selected with a Yes
- Save, close then restart Accrivia to activate this function.

#### FILE - SYSTEM SETTINGS

1. Open the Debtors 2 tab
2. Ensure you have a tick in the 'Enable Delivery' field.

**Note:** having this field ticked without using the Cartage function will cause issues with invoicing. Please contact Your Accrivia Support Team if you have any queries.

## Creditors - Cartage, Creating New Vehicles

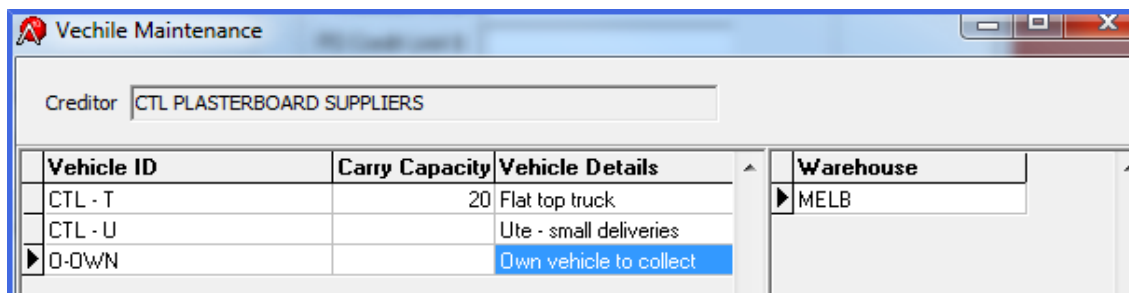
Vehicles set up in the Creditor Cartage are separate from the Vehicles you may have set up in the Delivery feature in the Debtors. As such they are set up in a separate screen, and each Vehicle ID must be unique and not duplicated in any other module. In order to set default rates against a Creditor you must have at least one 'Vehicle' set up for that Creditor.

With this in mind - you can use your own discretion as to what you want to use as a Vehicle ID, and there is no limit as to how many Vehicles you can log against a Creditor as there may be times when you use a different type of vehicle depending on the size of the load.

It would be recommended however, that you may wish to use a prefix for any Company owned vehicle so it presents in a group on reports.

To set up new vehicles:

1. Select the Creditor File Maintenance Account
2. Go to the Options tab
3. Enter the Minimum & Rate \$ amount
4. Click on the **[VEHICLES]** button to see the Vehicle Maintenance screen
5. Manually add as many Vehicle ID's as required (each ID on every Creditor account must be unique).
6. Carry Capacity - Optional, enter load weight if applicable
7. Vehicle Details - Optional, can enter extra details to assist with selection
8. Warehouse - Optional, choose a Warehouse if applicable



Vehicle ID	Carry Capacity	Vehicle Details	Warehouse
CTL - T	20	Flat top truck	MELB
CTL - U		Ute - small deliveries	
O-DWN		Own vehicle to collect	

---

### Related Topics:

Full instructions on the Delivery feature can be found in the Debtors Manual.

## Creditors - Cartage, Setting Default Details

To set the default fees it is required that you enter the details into each Creditor account individually (would only apply to accounts ticked as a Supplier).

**Note:** default amounts can only be added if at least one Vehicle has been set up against this Creditor

Creditor File Maintenance

Details Options Contact Details Notes Totals Postings Standing Invoices Contractor Changes Log Assoc. Files

Creditor Name CTL PLASTERBOARD SUPPLIERS

Invoice Defaults

Default Company MELB

Default Expense Account

Totals Include GST ☒

Requires Authorisation ☐

Email Addresses

Credit Requests

Purchase Orders

Auto Remittance

Send To Printer

Other Options

Supplier ☒ POrd \$ DSetSell ☐

Supplier Cat

Minimum PO \$

PO Credit Limit \$

Shipping Method

Default Rate

Debtor Code

Show PO \$ ☐ Show Del Date Reqd ☐

Carrier Charges

Minimum \$ \$25.00 Rate \$ \$0.20

Vehicles

### Creditors - Cartage on Debtor Orders

Assuming you have elected to use Cartage in Orders, you will now find that a new Cartage Contract pop-up will appear when you press 'Order' to complete a Debtor Order.

- Enter a Debtor Order as normal
- When complete press **[ORDER]**
- Follow the standard prompts from here to add Delivery charges and Notes if applicable
- When the Cartage Contract pop-up appears use the drop down selection to choose from the Vehicle ID's available.
- If the Vehicle is not known at this time select 'TBA', or if cartage is not required at all select 'No Delivery'

Debtor Orders

Debtor HAND - VIC HAND  
Date 27/02/2014

Reference 002429 Company MELB

Current Line 3 New < Details

Code [F4]	Quantity	Item Rate Ex	Total Price Ex	Supp WH
1   C5530 3000mm x 55 mm CORNICE	10.000 [L/M]	WH: MELB	\$ 204.04	
2   C7530 3000mm X 75mm CORNICE	2.000 [L/M]	WH: MELB	\$ 9.95	

Stock Code C7530  
In Stock 35  
Reserved 36  
On Order 20  
Available -1  
Pack Size 10  
NTHMELB 2  
RICHMOND 0

Cartage Contract

Cartage Vehicle: (Choose), (Choose), No Delivery, TBA, CTL - T, CTL - U, CTL\_VEHICLE, O-OWN, O\_VEHICLE\_1

3 Add Edit Delete Grid [F7]

1 Stock Desc. [F6]  
Disc Line 2 All 2

Ex Total \$213.99  
GST Payable \$21.39  
Delivery Total Inc \$0.00  
Order Total \$235.38

Order Invoice Quote Load Cancel Email Email Dkt Print Del Dkt Create PO Direct Del

**Note:** the Cartage Contract pop-up will not close until a selection is made.

## Creditors - Cartage on Debtor Invoices

Assuming you have elected to use Cartage on Invoices, you will now find that a new Cartage Contract pop-up will appear when you press 'INVOICE' to complete a Debtor Order.

Follow the same procedures as per Debtor Orders above selecting the appropriate Cartage vehicle when prompted.

## Creditors - Reporting on Cartage

Ensure you have activated the report name as per the initial instructions on this page, you can now produce a report showing any cartage that has been applied during the period you select, you can also elect to choose specific creditors or leave blank to see them all. It is also possible to elect to see Detailed information not simply a Summary by ticking the box at the bottom of the screen.



The image shows a 'Report Selection' window from an accounting software. It features a menu bar with various report categories like Debt-Inq, Debt-Docket, Debt-OnOrd, Debt-Info, Debt-PM, Debt-Sales, Debt-Profit#1, Debt-Profit#2, Debt-Profit#3, Debt-TrialBal, Debt-EDM, Debt-Trans, Debt-Adm, Debt-Adm#2, Debt-MailM, Debt-Prod, and Debt-StOrd. The 'Debt-Sales' menu item is highlighted with a red box. Below the menu bar, there are two main sections: 'Report Group' and 'Selection Criteria'. In the 'Report Group' section, the radio button for 'Cartage by Contractor/Int Veh' is selected and highlighted with a red box. The 'Selection Criteria' section contains fields for 'Starting Creditor', 'Ending Creditor', 'Starting Date', and 'Ending Date', each followed by a text input field. There are also checkboxes for 'Include Internal Debtors' (checked) and 'Show Detailed information, not just Summary' (unchecked). On the right side, there is a 'Company' list with 'MELB', 'NTHMELB', and 'RICHMOND' listed. Below the company list is a 'Groups' section. At the bottom of the window, there is a toolbar with buttons for 'Print', 'Preview', 'Email Me', 'Group', 'Data Exp', and 'Print All'.

# CREDITORS - REBATES

Rebates which are given as a discount on future invoices should be entered through the Creditors System as a debit adjustment.

To do this, set up a new creditor transaction type called 'REBATES' (See "Creditors - Transaction Types - Add " on page 52 )

This must be a 'D' type transaction which debits 'Trade Creditors' and credits 'Rebates Received' in the GL.

An adjustment for the amount of the rebate can be entered through the Creditor Payment screen and reconciled off against future invoices.

This REBATE transaction is simply a payment. There has been no crediting of GST.

Creditor Rebate Cheques - Where a rebate cheque is issued, instead of a REBATE adjustment type, you need to raise a Credit Note against a Rebate expense account. A CHQ- can be raised to represent the cheque being paid into your bank. This CHQ- can be reconciled against the Credit Note. The credit note will result in a reversal of any GST credits.

Alternatively, rebate cheques can be entered directly through the general ledger. This does not impact on your Creditor system at all. Simply post a journal which debits your bank account and credits your GL Rebate. If the rebate includes a GST component, ensure that your Rebate account is assigned a BAS Type of G1, this ensures your GST credits claimed through the creditor system are off set by a corresponding amount of GST collected on this payment.

# CREDITORS - EXPENSES - MANAGING ACCOUNT SETTINGS

It is important to understand the principles of expense accounts, and the impact that these have throughout the system to effectively setup and use them within the creditor's module.

Expense Accounts allow you to directly link the details of purchases to specific General Ledger accounts, which in turn provides a wider range of reporting features.

## Creditors - Expenses - Expense Accounts Vs Ledger Accounts

A Creditor Expense account is not a General Ledger account; however each account is linked to a General Ledger credit and debit account. Every time something is invoiced to this Expense No. it will automatically update the appropriate credit and debit ledger accounts. The general ledger credit account would usually be the Trade Creditors account, while the debit account would be the GL account you want purchases to this expense account to be recorded against.

Creditor expense accounts allow you to itemise your expenditure at a more detailed level than you may want to include in your general ledger chart of accounts.

**For example**, if all your company vehicle expenses are recorded against the GL account "210 – Motor Vehicles", but you would like to keep track of the individual expenses for each, you would copy the GL account across, and then create sub accounts for each vehicle ie "210.1 – Vehicle 1". Each sub account would be linked to the GL account 210. You will be able to access, and report on the company information you require, without cluttering up your GL reports.

If you do not link an account to a General Ledger credit and debit account, a General Ledger Accounts Selection screen will prompt you to select the appropriate accounts each time this expense account is selected in the invoice screen.

## Creditors - Expenses - Creating, Configuring And Deleting Expense Accounts

Menu option: **CREDITORS -FILE MAINTENANCE | EXPENSE**

The Creditor Expenses screen allows you to add, modify and configure expense accounts.

As a general rule your standard Expenses will have been set up here by your Accrivia Support team and therefore this screen need only be maintained and updated with any new items.

When setting up a new General Ledger account you will automatically be asked if you wish the system to add the account to this expense list - it is always recommended that you say Yes to this to avoid having to manually add it in later.

## Creditors - Expenses - Create An Expense Account

Menu option: **CREDITORS -FILE MAINTENANCE | EXPENSE**

1. Press the insert key, or arrow down from the last entry to create a new line on the Right hand column.
2. Type in a number for the new expense account you want to add.
3. Type a description and use the arrow keys to move to the next column.
4. Select the 'BAS Type' from the drop down box.
5. Place a tick in the check box if it is a capital purchase.
6. Enter the General Ledger Credit Account number or double click on the GL Acct C column to select the appropriate 'Creditors' account from the available account numbers.
7. Enter the General Ledger Debit Account number or double click on the GL Acct D column to select from the available account numbers.
8. Press the down or up arrow key to finish the entry.

Note - that Expense Accounts in the Stock Range must be assigned a BAS Type of '1' or '3'

To delete this entry, press **[CTRL] [DEL]**, and click **[OK]**.

For clients in the Building & Construction industry - the final column entitled 'Labour' must be ticked for any Labour codes to be used for the Taxable Payment Annual Report

## Creditors - Expenses - Assigning Expense Accounts

Menu option: **CREDITORS -FILE MAINTENANCE | EXPENSE**

1. Select the specific Entity (eg Branch/Company/Store/Division) you wish to assign expense accounts to - if running a multi-company system
2. The table on the left contains the Expense Accounts that are currently assigned to this company. The table on the right contains all Available Expense Accounts as set up in the General Ledger File Maintenance.
3. Click an expense account in the right-hand table to select it, select multiple accounts by holding down the control key when you click. Click [**<**] to copy it across to the left-hand table.
4. To copy all available accounts across to the selected company, click [**<<**].
5. To copy the selected accounts across to all companies, click the [**<<<**]
6. To remove expense accounts from those assigned to your company, select the account/s and click [**>**].
7. To remove all assigned expense accounts from your company, click [**>>**].
8. For clients using Contractors providing labour you will need to enter a tick in the [**LABOUR**] field for applicable codes, which will then be used when generating the Taxable Payment Annual Report (TPAR).

Creditor Expense File Maintenance						
Branch <b>ADMIN</b>		Available Expense Accounts				
No	Description		No	Description	BAS Type	Capital Labour GLAcct D
552	Creditor Pays Debtors		540	Discounts Received	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 540
1115	Purchases		552	Creditor Pays Debtors		<input type="checkbox"/> <input type="checkbox"/> 552
1510	Accountancy		1115	Purchases	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1115
1515	Advertising And Promotion		1510	Accountancy	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1510
1535	Audit Fees		1515	Advertising And Promotion	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1515
1540	Bad Debts		1535	Audit Fees	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1535
1545	Bank Fees And Charges		1540	Bad Debts	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1540
1546	Body Corporate Fees		1545	Bank Fees And Charges	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1545
1550	Borrowing Expenses		1546	Body Corporate Fees	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1546
1560	Casual labour		1550	Borrowing Expenses	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1550
1565	Cleaning/rubbish Removal		1560	Casual labour	1 GST Creditable	<input type="checkbox"/> <input checked="" type="checkbox"/> 1560
1577	Computer Expenses		1565	Cleaning/rubbish Removal	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1565
1580	Conference/seminar Costs		1577	Computer Expenses	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1577
1585	Consultants Fees					

Clients running multiple entities can customise each one to suit requirements. For example you may find the Head Office is the only Entity that needs access to the Rent or Bank Loans accounts etc, in which case you would not move these types of accounts over to the left column when setting up the accounts for a smaller site. This shortens the list of available expenses that the smaller site can see when entering invoices etc, which not only speeds up searches but also prevents accidental selection of incorrect accounts.

#### Related Topics:

See "*cREDITORS - Taxable Payment Annual Reporting (TPAR)*" on page 152

## Creditors - Expenses - Copy From The General Ledger

Menu option: **CREDITORS -FILE MAINTENANCE | EXPENSE**

If you are running the Accrivia General Ledger module you can manually define your own creditor expense accounts, or, to avoid double handling information and to make locating easier, you can choose to make a copy of your chart of accounts. If you have copied from your chart of accounts, any time you make changes or an addition to these accounts you will be given the option of having your creditor expense accounts updated automatically.

1. To add accounts from the General Ledger, right click in the table (for multi-company systems click on the right hand table).
2. Select Add Ledger Accounts – New Nos, if you want the selected accounts to be assigned the next available expense account numbers. Or, select Add Ledger Accounts – Old Nos, if you want the expense account numbers to correspond with the ledger numbering system.

3. Select the starting GL account. Click **[OK]**.
4. Select the ending GL account. Click **[OK]**.
5. Select the Trade Creditors account. Click **[OK]**.
6. The selected accounts will be added to the available Expense Accounts ready for selection.

\*\*\*NOTE Currently single entity clients do not have the same option to add accounts directly from the General Ledger using the same code numbers.

## Creditors - Expenses - Modify An Account Description

Menu option: **CREDITORS -FILE MAINTENANCE | EXPENSE**

1. Click on the Expense type you wish to modify.
2. Double Click in the column you want to change. Make the required changes by typing over the current entry.
3. Press enter or the arrow keys to accept each change and move to the next field.

\*\*\* NOTE - Changing the description details for an expense will mean that all past entries will now present with the new entry. For this reason care should be taken as this may cause confusion on any future reports

## Creditors - Expenses - Delete An Account

Menu option: **CREDITORS -FILE MAINTENANCE | EXPENSE**

1. Place the cursor on the Expense Type you wish to delete.
2. Press **[CTRL] [DEL]**, and click **[OK]**.

Before deleting an account it must be removed/un-assigned from the individual company lists. You cannot delete an account that has postings assigned to it, however by removing the entry from the company lists, this will ensure that you can no longer allocate a transaction to it.

Warning - Once confirmation of a deletion is accepted the data is lost and cannot be retrieved!

## Creditors - Expenses - Job Cost Range

If you are running the Costing Module, invoices can be costed against jobs/projects. It is required that all job related expense numbers be listed together at the start of your creditor expense account range. This range of accounts must be defined in the [FILE | SYSTEM | SETTINGS- Creditor](#) tab (from zero – highest job related expense number inclusive). All invoices referencing these expense numbers will prompt for costing details, and will update the actual cost of the jobs selected.

## Creditors - Expenses - Stock Range

It is required that all stock related expense numbers are also listed together at the start of your creditor expense account range (following on from any job related accounts). This range, from zero (or the last job account) to highest stock related expense number inclusively must be specified in the [FILE | SYSTEM | SETTINGS- Creditor](#) tab. All invoices referencing these expense numbers will prompt for stock details and update the inventory levels (except where stock levels have been updated through the [CREDITOR | PO RECEIVED](#) option).



# CREDITORS - GROUPS

## OVERVIEW

Menu option: **CREDITORS -FILE MAINTENANCE | GROUP**

Creditor Groups are used to categorise your creditors, (eg General Supplier, Subcontractor, Internal etc). Creditor Groups can be set up to assist with reporting or paying creditor accounts.

The **REPORT SELECTION – CREDITOR TAB** contains certain reports that will give you the option to select a 'group' of creditors to report on. You may for example set up groups to report on totals for 'subcontractors', or 'wholesalers' or '30 day accounts', or 'Small Accounts' , the choice is totally up to you.

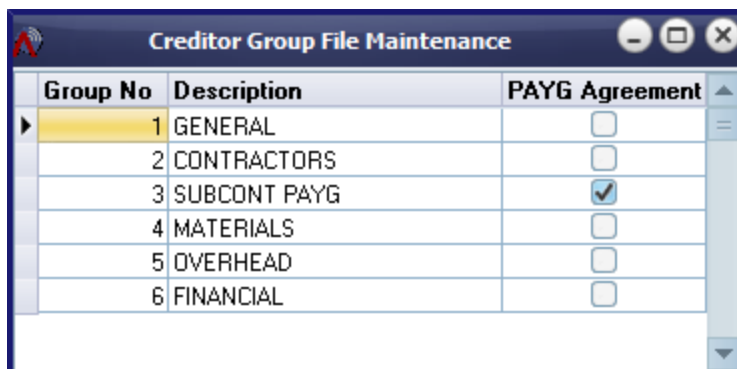
Similarly, in Creditor Autopay you have the option of selecting a group of creditors for payment – giving you the option for example, of generating an Autopay run just for your 'wholesalers'.

Once set up then each creditor is assigned to a group in the **CREDITOR | FILE MAINTENANCE** screen.

### Creditors - Groups - PAYG Tax on Payments

If a Creditor Group has the 'PAYG Tax' option ticked, a Tax Tab (for voluntary PAYG agreements) will be added to all creditors assigned to this group. PAYG Tax will be calculated at the rate specified in the creditor's Tax tab, and will be calculated automatically on all invoices for this creditor and deducted automatically from any payments made.

Within the Group screen you can view, add, modify and delete groups. Use the arrow keys or the scroll bar to move up and down the table of existing groups.



Group No	Description	PAYG Agreement
1	GENERAL	<input type="checkbox"/>
2	CONTRACTORS	<input type="checkbox"/>
3	SUBCONT PAYG	<input checked="" type="checkbox"/>
4	MATERIALS	<input type="checkbox"/>
5	OVERHEAD	<input type="checkbox"/>
6	FINANCIAL	<input type="checkbox"/>

---

### **Related Topics:**

See "Creditors - Add a new Group" on next page

See "Creditors - Modify a Group" on next page

See "Creditors - Delete a Group" on next page

# Creditors - Add A New Group

Menu option: **CREDITORS -FILE MAINTENANCE | GROUP**

1. Press the insert key, or arrow down from the last entry to create a new line.
2. Type in a NUMBER for the creditor group you wish to add - can be as simple a 1,2,3 etc as it is actually the Description name that will be used for selection and reporting.
3. Use the arrow keys to move to the next column and type a DESCRIPTION (limited to 15 characters)
4. If creditors belonging to this group have a PAYG tax agreement with you, double click or press the space bar in the 'PAY TAX' column.
5. Press the down or up arrow key to finish the entry.

# Creditors - Modify A Group

Menu option: **CREDITORS -FILE MAINTENANCE | GROUP**

1. Locate the Creditor type you wish to modify.
2. Change the DESCRIPTION by typing over the current entry.
3. Double click or press the space bar in the PAY TAX column to mark/unmark the group as paying tax.
4. Press Enter or use the arrow keys to accept each change and move to the next field.

# Creditors - Delete A Group

Menu option: **CREDITORS -FILE MAINTENANCE | GROUP**

A creditor group cannot be deleted once it has been allocated and transactions have been allocated to a Creditor. You can only delete a group after initial entry and before it is used. It is recommended that you locate any Creditor with that group and change the details in the Creditor Masterfile before deleting the Group itself. Once this group is no longer used on any account it can then be deleted.

1. Place the cursor on the creditor type you want to delete.
2. Press **[CTRL] [DEL]**, and click **[OK]**.

!!! Warning - Once confirmation of a deletion is accepted the data is lost and cannot be retrieved!

# CREDITORS - TRANSACTION TYPES - OVERVIEW

Menu option: [CREDITORS -FILE MAINTENANCE | TRANSACTIONS](#)

The Transaction Types screen allow you to manage all transaction types used for payments, adjustments, invoicing and credits, and the general ledger accounts that each effects.

To view or adjust transaction types, within the screen - use the arrow keys or the scroll bar to move up and down the table.

---

## **Related Topics:**

See "Creditors - Transaction Types - Add " below

See " Creditors - Transaction Type - Modify" on page 54

See "Creditors - Transaction Type - Delete" on page 54

## Creditors - Transaction Types - Add

Menu option: [CREDITORS -FILE MAINTENANCE | TRANSACTIONS](#)

1. Press the insert key, or arrow down from the last entry to create a new line (the new entry will be alphabetically sorted once saved)
2. Type in a unique CODE of up to 4 characters for the new transaction type you wish to add.
3. Use the Enter or arrow key to move to the next column. Type a DESCRIPTION of the new transaction type.
4. All adjustment transaction types should have a tick in the In the BAS column check box.
5. Enter the TYPE (eg. C for Credit or D for Debit).
6. Enter the General Ledger Credit Account number or double click on the GL ACCT C column to select from the available account numbers.
7. Enter the General Ledger Debit Account number or double click on the GL ACCT D column to select from the available account numbers.
8. For clients in the Building & Construction Industry who use the TPAR report, you must place a tick in the Payment field for any Transaction type that may be used to pay for Labour by a sub-Contractor.

9. To save the new Transaction details move off the current record. The new transaction type will be sorted alphabetically in the list.
10. To delete this entry, press **[CTRL] [DEL]**, and click **[OK]**

Note 'INV' and 'CRN' transaction types are not Adjustments. PAYMENT Types are not Adjustments – they adjust the amount you 'owe' a creditor, they do not change the total of your purchases and so have no effect on your GST input credits or PAYG liability.

### Reversal of entries

It is common for mistakes to be made when entering a transaction. To this end, it is recommended that for every Transaction type you have, you should also have a corresponding reversal type - eg: EFT should also have an entry called EFT-. This way if you ever have to reverse a transaction due to an error then the code will already be set up. See below an example of a Transaction type list.

\*\*\* NOTE it is important to use the same Tran spelling when entering the reverse entry so the system can link the two entries.

Creditor Expense File Maintenance						
Branch <b>ADMIN</b>		Available Expense Accounts				
No	Description		No	Description	BAS Type	Capital Labour GLAcct D
552	Creditor Pays Debtors		540	Discounts Received	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 540
1115	Purchases		552	Creditor Pays Debtors		<input type="checkbox"/> <input type="checkbox"/> 552
1510	Accountancy		1115	Purchases	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1115
1515	Advertising And Promotion		1510	Accountancy	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1510
1535	Audit Fees		1515	Advertising And Promotion	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1515
1540	Bad Debts		1535	Audit Fees	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1535
1545	Bank Fees And Charges		1540	Bad Debts	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1540
1546	Body Corporate Fees		1545	Bank Fees And Charges	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1545
1550	Borrowing Expenses		1546	Body Corporate Fees	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1546
1560	Casual labour		1550	Borrowing Expenses	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1550
1565	Cleaning/rubbish Removal		1560	Casual labour	1 GST Creditable	<input type="checkbox"/> <input checked="" type="checkbox"/> 1560
1577	Computer Expenses		1565	Cleaning/rubbish Removal	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1565
1580	Conference/seminar Costs		1577	Computer Expenses	1 GST Creditable	<input type="checkbox"/> <input type="checkbox"/> 1577
1585	Consultants Fees					

### Creditors - Transactions, General Ledger Account entries

To save time and to ensure that the correct account is used consistently, it is recommended that you enter both a Debit & Credit GL Account code for each Transaction type which is automatically used whenever that Tran Type is used.

While this is easy for transaction where the ledger accounts never change -

*eg: a cheque will always Debit the Trade Creditors and Credit the Bank account*

There will always be times when the balancing entry for a transaction may change from entry to entry based on the reason for the transaction.

*eg: ADJC - an adjustment may be done for several reasons, so for this Tran Type you would leave the Debit column blank. This means that whenever that Transaction Type is selected you will be prompted at the time to choose a GL account.*

## Creditors - Transaction Type - Modify

Menu option: **CREDITORS -FILE MAINTENANCE | TRANSACTIONS**

1. Locate the transaction type you wish to modify.
2. Make the required changes by typing over the current entry.
3. Press enter or use the arrow keys to accept each change and move to the next field.

\*\*\* NOTE: it should be noted that any changes to a Transaction type should only be to the information relating to the code. Do not alter the actual code itself, if that is required set up a new code entirely

## Creditors - Transaction Type - Delete

Menu option: **CREDITORS -FILE MAINTENANCE | TRANSACTIONS**

1. Place the cursor on the Transaction Type you want to delete.
2. Press **[CTRL] [DEL]**, and click **[OK]**.

A transaction type cannot be deleted if it has been used. Warning - Once confirmation of a deletion is accepted the data is lost and cannot be retrieved!

# CREDITORS - INVOICE OVERVIEW

Menu option: **CREDITORS -INVOICE**

The Creditor Invoice screen allows you to process standard invoices, invoices from purchase orders, stock invoices, job invoices, settlement discounts and payments. You will also be able to see at a glance, which accounts have been entered as a Job contractor - as set in the Creditor File Maintenance screen.

The initial screen provides several options which are discussed further in detail.

- Print Barcodes for incoming stock - See "Creditors - Invoice with Barcodes" on page 62
- Create a Standing Invoice - See "cREDITORS - Standing Invoices " on page 82
- Modify a Standing Invoice - See "Creditors - Standing Invoice - Modify/Delete" on page 84
- Re-Invoice a previous entry - See "Creditors - Copy an Existing Invoice" on page 76
- Select a specific Purchase Order to invoice

Code	Name	Address	Job Contr?
ABC	ABC CO PTY LTD	123 STREET ABCVILLE VIC 3699	<input type="checkbox"/>
ACCESS	Access Supplies	8 Access St ACCESSVILLE VIC 3800	<input type="checkbox"/>
ACCRIVIA	Accrivia	PO Box 911 Warrnambool 3280	<input type="checkbox"/>
ALTO	ALTO Pty Ltd	P O Box 8350 ALTOVILLE Business Centre,	<input type="checkbox"/>
ASUPPLIER	ANY SUPPLIER	98 SUPP ST MELBOURNE VIC 3000	<input type="checkbox"/>
AWM	AWM - SUPPLIER	5 CEMENT ROAD MELBOURNE VIC 3000	<input type="checkbox"/>
BUNNINGS	BUNNINGS WAREHOUSE	6 BIGLOT CRT EVERYWHERE VIC 3888	<input type="checkbox"/>
C-BUS	C-Bus	Locked Bag 999 Carlton South, Vic 3053	<input type="checkbox"/>
COINVEST	CoInvest	478 Albert St East Melbourne Locked Bag 4010 South Melbourne 3205	<input type="checkbox"/>
IDEAL	IDEAL SUPPLIES	23 BANK ST IDEALTOWN VIC 3877	<input type="checkbox"/>
LECKYS	LECKYS	1 MAIN ROAD MELBOURNE VIC 3288	<input type="checkbox"/>
LECKYS ELECTRICAL	Lecky's Electrical	Factory 2/92 Hallam Sth Rd Hallam, Vic 3803	<input type="checkbox"/>
MANUFACTURE	MANUFACTURE	...	<input type="checkbox"/>
MEKO	Meko Pty Ltd	P O Box 110 MEKOVILLE	<input type="checkbox"/>
MIDDYS	MIDDYS ELECTRICAL SUPPLIES	1 MIDDLE ST ALLTOWN VIC 3111	<input type="checkbox"/>
NECA	National Electrical & Comm. Assoc	Level 12/222 Kingsway South Melbourne 3205	<input type="checkbox"/>
NOTIFY	Notify Pty Ltd	Unit 2/ 32 Add St Addville	<input type="checkbox"/>
SEAMAN	Seaman FIS	66 WATER ROAD SEAVILLE VIC 3888 -	<input type="checkbox"/>
WAGNER	Wagner	Schleswigstrabe 5 D-30853 Langenhagen, Germany Att: Michael Brinkhaus	<input type="checkbox"/>
WATERS	Waters Electrical	P O Box 642 Electville VIC 3999	<input type="checkbox"/>

## Creditors -Process A Basic Creditor Invoice

Menu option: **CREDITORS -INVOICE**

To process a standard creditor invoice:

1. Load the Creditor Invoice screen - [CREDITORS | INVOICE](#)
2. Enter the first letters of the creditor code in the search code box or browse the table to locate the required creditor. If the creditor does not exist, click [\[ADD NEW\]](#) to create a new creditor. ( See "Creditors - Creating New Accounts" on page 24 )
3. If the Creditor selected has no ABN on their file, a message will appear asking you if you want to enter an ABN. Simply follow the prompts to fill in ABN and/or PAYG if required.
4. If you do not have a valid tax invoice for this transaction, or are otherwise required to withhold PAYG penalty tax, place a tick in the 'Withhold PAYG Penalty' check box. This will ensure tax is deducted from your payment, and the transaction recorded correctly in your BAS reports.

Please refer to your company Accountant or Tax Agent for information regarding the need for ABN or PAYG

5. If the invoice you have received shows each invoice line as GST-inclusive, tick the 'Amount Inc GST'. (Clear this box if you want to enter invoice line amounts exclusive of GST)
6. Click [\[INVOICE\]](#) to enter details of the invoice.
7. Fill out the date of the transaction and an invoice reference number.
8. Enter the 'PAY BY DATE' if required (if a pay by date was set up in the Creditor's file, this date will be calculated automatically, if left blank the invoice will be due as per the payment terms selected in their file).
9. Retention (if using) details entered into the Creditor Masterfile will automatically be entered here, but can be over-ridden if required. See ["Creditors - Payment Retention" on page 29](#)
10. Record any relevant details in the comment field. This comment will appear against this posting in the GL.
11. Press Tab or click on the bottom grid to enter the invoice items.
12. The **COMPANY** and **EXPENSE** account fields will default to those selected in the Creditor's file. If necessary, select an alternative value from the drop lists for these fields.
13. Press Enter to move to the next field.
14. Check that the BAS type is correct, if not select the correct type from the drop down box.
15. Enter the \$ AMOUNT from the invoice which is to be assigned to this expense account. GST will be calculated on this line as per the BAS type selected. Note that although BAS type '4 –



Private' calculates a GST component; it is not included in your Input Tax total at the bottom of the screen.

16. Enter an extra COMMENT for each line if needed. Any comment entered on this line will display on the appropriate General Ledger Report and is able to be viewed in [CREDITOR | FILE MAINTENANCE - Postings – Details](#) tab.
17. If the invoice you are posting relates to stock, purchase orders, jobs, discounts, or you would like to post a payment with this invoice, see the sections:
  - See "creditors - Invoice - Stock Purchases" on page 63
  - See "Creditors - Invoice - Purchase Orders" on page 64
  - See "Creditors - Invoice - Job-Related Expenses " on page 65
  - See "Creditors - Entering Creditor Settlement Discounts" on page 74
  - See "Creditors - Posting a payment with the invoice" on page 74
18. Press Enter or arrow down to finish the current entry and create a new line for the next invoice item.
19. When the invoice details match the creditor invoice received, press the up arrow to complete the entry.
20. Click on the **[POST]** button to create the invoice.

Accrivia also has the ability to place an invoice on HOLD until it has been Approved for payment. Details of this function are detailed in full - [See "Creditors - Invoice Payment Authorisation" on page 66](#)

The **[POST]** button will not be active if any of the following are left blank - Date/Reference/Expense No or if the Last line entry has not been saved.

To remove a line from the invoice, before completing the entry, press the Esc key and click **[OK]**

To remove a line from the invoice, when the entry is already complete press **[CTRL] + [DEL]** and click **[OK]**.

To cancel this invoice without posting click **CANCEL**

### **Related Topics:**

*See "Creditors - Invoice Pending" below*

*See "Creditors - Credit Requests" on page 87*

*See "Creditors - Credit Notes 'Pending'" on page 102*

*See "Creditors - Credit Note Processing" on page 87*

*See "Creditors - Invoice Payment Authorisation" on page 66*

## Creditors - Invoice Pending

Menu option: **CREDITORS -INVOICE**

The ability to partially enter details of a Creditor Invoice is available through the "Pending" feature. This allows you to enter as much detail from the invoice as you need without actually Posting the finished product. There may be times when you are waiting on confirmation of a price difference, or possibly waiting on confirmation on quantities from the warehouse.

While in the past you would get part way through your entry then realise something needed to be checked, you would have to cancel the entry and start again. This feature means you can save your work without updating the Creditor or Inventory files, then reload at a later date to complete it.

### **Creditors - Save an Invoice as Pending**

1. Process your invoice as normal See "Creditors -Process a Basic Creditor Invoice" on page 55
2. Complete as much as possible following all normal instructions, details of items to be queried can still be entered now as you can change quantities and prices etc later if required
3. When complete click the **[PENDING]** button - data will saved up to this point

### **Creditors - Re-Load a Pending Invoice**

All Pending invoices are kept in a log for each Creditor and multiple pending invoices can be entered for each Creditor.

1. To access this log - Open **CREDITOR | INVOICE**
2. Search for the relevant Creditor and double click or click the **[INVOICE]** button
3. Now instead of entering the details as you would for a new invoice entry - click on the **[LOAD PENDING]** button at the bottom of the screen.
4. A prompt screen will appear with a list of all pending invoices in the system for that Creditor . You can now scroll down through the list and select the correct invoice or use the Search function which searches on the Reference number used.

5. Click **[OK]** to select the required invoice
6. All details of the original entry will be loaded to the screen and changes to can be made to any field
7. Once all details are complete - click **[POST]** to save the data and update the Creditors and any other linked modules.

---

**Related Topics:**

*See "Creditors - Posting a payment with the invoice" on page 74*

*See "Creditors - Pending Invoices & Credits" below*

*See "Creditors - Delete Pending Invoice & Credits" on next page*

## Creditors - Pending Invoices & Credits

Menu option: **CREDITORS -INV/CRN PENDING**

You can reload a 'Pending' invoice or credit note from within the **CREDITOR | INVOICE** screen as discussed - *See " Creditors - Invoice Pending" on previous page* and *See "Creditors - Credit Notes 'Pending'" on page 102.*

You can also access the details of all Pending transactions from the **CREDITOR | INV/CRN PENDING** option. From this screen you can select the Creditor using the search function of either the Creditor account name or by the reference number if known. You can also narrow the search further by selecting only Invoices or Credit Notes or leave the default as ALL.

You can also select the relevant Company (eg Branch/Company/Store/Division)

- Making the appropriate selections of Company etc as required
- Select the required Creditor and Reference
- Place a tick in the **[ACCEPT]** field on each line (or choose the Accepted field at the top of the screen to auto accept all requests in the system).
- Enter the official Credit Note number in the **[POST REFERENCE]** field
- Enter the **[POST DATE]** of the Credit Note
- Add a comment if required
- Choose to Print or Preview if required
- Click **[POST]** to finalise

**Invoice/Credit Notes Pending**

Search For:  ☒ Code ☐ Reference ☒ All ☐ Invoices ☐ Credits ☐ Accepted

Company:

Creditor	Reference	Company	Date	Type	GST	Amount	Accept
ASUPPLIER	357CR	ADMIN	20/10/2013	CRN	\$0.07	\$0.77	<input type="checkbox"/>
ASUPPLIER	559CR	I&T	17/03/2015	CRN	\$15.90	\$174.88	<input type="checkbox"/>
ASUPPLIER	654CR	I&T	17/03/2015	CRN	\$15.90	\$174.88	<input type="checkbox"/>
ASUPPLIER	321CR	PRODUCT	01/07/2013	CRN	\$1.82	\$20.00	<input type="checkbox"/>

Buttons: Delete, Print, Preview

Pending ☒ Stock

Expense No	Description	Job No	Section No	Amount (Inc)	GST	Comment
3255	Purchases - Credit Request Pen			\$174.88	\$15.90	Stock Code:

Buttons: Print, Cancel, Post

## Creditors - Delete Pending Invoice & Credits

The ability to Delete a Pending Invoice or Credit is a User Access option as some clients wish to retain that option for Supervisors only. Contact your Supervisor for assistance with this.

- Go to User Access
- Select your User Name at the top of the screen
- Place a tick in the Creditor Menu option called 'Override PO Rate'
- Save, close and restart Accrivia to activate this option.

File Job Creditors Debtors Payroll

User Name ACCRIVIA

Menus & Reports **Branches**

Menu Visibility

☒ File Menu

☒ Job Menu

☐ Read Only Job

☒ Create New Jobs

☐ Edit Unit Details Only

☒ View Financial Pages

☒ View Postings Page

Restrict tabs / data based on:

Job Inv Limit

☒ Creditors Menu

☐ View Details Tabs Only

☒ Edit Creditor Codes

☒ Can Authorise Invoice

☒ Override PO Rate

If this menu option is not available to you please contact Your Accrivia Support Team

### Deleting a Pending item

- Open **CREDITOR | INV/CR PENDING**
- Highlight the Pending invoice reference you wish to delete
- Click on the **[DELETE]** button at the top right of the screen
- You will be presented with a confirmation of deletion - Say **Yes**

**Invoice/Credit Notes Pending**

Search For: ACCESS    ☒ Code    ☐ Reference    ☒ All    ☐ Invoices    ☐ Credits    ☐ Accepted

Company:  

Creditor	Reference	Company	Date	Type	GST	Amount	Accept
ASUPPLIER	559CR	I&T	17/03/2015	CRN	\$15.90	\$174.88	<input type="checkbox"/>
ASUPPLIER	654CR	I&T	17/03/2015	CRN	\$15.90	\$174.88	<input type="checkbox"/>
ASUPPLIER	321CR	PRODUCT	1/07/2013	CRN	\$1.82	\$20.00	<input type="checkbox"/>
ASUPPLIER	321SHORT	PRODUCT	2/07/2013	CRN	\$9.09	\$100.00	<input type="checkbox"/>

Buttons: Delete, Print, Preview

Pending    Stock

Stock Code	Description	Quantity	Cost	Amount (Ex)	Credit Type
1C095MM2BXP	XPSD11C095MM2	10	\$14.01	\$140.10	Short Supply
1C095MM2BXP	XPSD11C095MM2	10	\$0.90	\$8.98	Price Credit

Buttons: Print, Cancel, Post

## Creditors - Invoice With Barcodes

For selected clients, the ability to produce barcode labels is available within the Creditor Invoicing screen. Once all the normal details have been added to the screen regarding the creditor and the stock received, you can then click on the **[BAR CODE]** button at the bottom of the screen, then follow these steps:

1. If the first sheet of labels is partly used, enter the number of labels used. Your barcodes will be printed from the next available label.
2. To select stock items requiring barcodes, click on the first line of the table, or press the Insert key to create a new line.
3. Double click in the blank field in the STOCK CODE column to access the Stock line Selection screen. Select the required stock line and click **[OK]** or leave the search text blank and click **[OK]** to select the serial stock number for the required stock line.
4. Enter the quantity of barcodes required for each stock line.
5. To remove a stock line from the table, select it then press **[CTRL]** [delete], and click **[OK]**.
6. When all required stock lines have been selected, load the barcode labels into the printer.
7. Click **[PRINT]** to print the barcode labels.

# Creditors - Invoice - Stock Purchases

If you are running the Accrivia Inventory Module, you will have a 'Stock' column present, which allows you to update your stock values/costs when entering invoices for stock.

When a 'stock related' expense account is selected, you will be expected to enter stock details for that line.

To enter stock details for a line, select the relevant line and double-click in the 'Stock' Column. This will load the Stock Update screen.

1. For each stock line on the invoice:
  - Search for the appropriate codes in the search table in the top half of the screen.
  - Click on the required item and click **[ADD]** to add this line to your invoice.
  - Enter the quantity being invoiced.
  - Match the cost/GST details of the selected stock item to that of the invoice (changing any of the cost fields will cause the other cost fields to be recalculated).
2. Click **[DONE]** when all stock items on the invoice have been added. The cost/GST totals will be copied back to the Invoice screen.
3. Continue invoicing as for a basic invoice. (See "Creditors -Process a Basic Creditor Invoice" on page 55 )

\*\*\*Note - clients using the Credit Request option will note that from the **CREDITOR INVOICE |STOCK UPDATE** form (double click on the Stock/Dets column) there are additional columns for stating the difference between quantity invoiced and quantity received (by determining if stock was damaged, or not supplied but not backordered), and the difference between the invoice rate charged and the agreed rate. For further details See "Creditors - Credit Requests" on page 87

# Creditors - Invoice - Purchase Orders

If you have a purchase order in the system that you want to invoice, - See "[Creditors -Process a Basic Creditor Invoice](#)" on page 55 complete the following:

When a 'stock related' expense account is selected (See "[Creditors - Expenses - Stock Range](#)" on page 48), you will be expected to update the stock details of the invoice you are entering.

For each purchase order in the system that you want to add to the current invoice:

1. If you know the Purchase Order Number simply enter into the [select PO] field in the Invoice Posting screen which will then load the Purchase Order direct.
2. Alternatively, select the Creditor and click the [invoice] button (or simply press enter when highlighted). Then click the **[LOAD PO]** button and select the PO required from the list displayed.
3. Click **[OK]** to load the details of this PO into the Invoice screen.
4. If the PO contains stock the STOCK column will contain a 'Yes', Double click in the 'Stock' column to view the stock lines for this Purchase Order.
5. Check the stock quantities being received and modify if necessary;
6. You will not be able to alter quantities if this PO has already been received through the **CREDITOR|PO RECEIVED** option.
7. If the quantity of stock received is less than that ordered, the outstanding stock remains on the original PO, and is re-saved in the system.
8. Match the cost/GST details of the selected stock items to that of the invoice (changing any of the cost fields will cause the other cost fields to be recalculated).
9. Click **[DONE]** when all stock items on the invoice have been added. The cost/GST totals will be copied back to the Invoice screen.
10. You can add non-stock items to this invoice if necessary.

Clicking **[CANCEL]** in the Invoice screen, will prompt you to remove the PO. Answering NO will re-save any PO's as they were, clicking YES will delete the PO permanently from the system.

---

## **Related Topics:**

See "[Creditors - Credit Requests - Auto](#)" on page 92



## Creditors - Invoice - Job-Related Expenses

If you are running the Accrivia Costing / Jobs module, you will have additional fields to allow you to assign creditor purchases to selected jobs. You have the option of selecting which job and job section (if any) a non-stock creditor purchase relates to.

	Expense No	BAS Type	Amount (Inc GST)	GST Amount	Job No	Section	Allowed
*	2 - Job Costs	1 GST Credit	\$320.00	\$29.09	1007	4	\$1,412.36

To do this, the purchase must be assigned to a 'job related' creditor expense account (See "Creditors - Expenses - Job Cost Range" on page 48). Double-clicking on the 'Job No' and 'Section' columns will then allow you to choose which job/section this purchase relates to from a list, and records the amount specified against the job's 'actual costs' (see 'Estimated vs Actual' Costing report). The 'Allowed' column shows you how much you quoted for the selected job section.

If an appropriate job section does not exist, click [\[MODIFY JOB\]](#) to access the Job Setup screen to add a new section.

# CREDITORS - INVOICE PAYMENT AUTHORISATION

The Creditor Invoice Authorisation function provides the ability to control payments for selected creditors. By activating this system option, you can automatically place the payment of invoices on hold until authorisation has been given by a "nominated user".

The processing flow of this feature is:

1. At processing time, mark invoices as requiring authorisation (nominated creditors will mark these invoices as requiring approval by default). invoices will remain on hold until authorised.
2. Once works have been confirmed, authorised users mark the invoices as authorised for payment.
3. Invoices will then show as requiring payment.

## Creditors - Authorisation Using Multiple Approvers

For some companies the level of Approval for invoices is based on internal company procedures. By setting up a single 'Approver' it means that every invoice can be approved by one nominated person regardless of the value etc. Some clients prefer to have a second level of approval for multiple reasons:-

- Managers final approval on all invoices
- A second approver only when the value of the invoice exceeds a certain level
- Simply a second cross check across the business so that no one person has total control

This can be achieved by setting up 2 Approvers in your System Settings.

## Creditors - System Settings for Invoice Authorisation

To enable the Credit Invoice Authorisation function you need to activate some settings within the system. In order for the process to work correctly you must set up the User Access details before the System Settings screen:

### USER ACCESS

1. Select your User name at the top of the screen
2. Go to the Creditor tab at the top of the screen and select "Invoice Authorisation".
3. Activate the Creditor report found in Cred-Tran folder called "Invoices Req Authorization"

- Also ensure you place a tick on the left side under the Creditors Menu fields - called Can Authorise Invoice

The screenshot shows the Accrivia software interface. At the top, there are tabs: File, Job, Creditors, Debtors, and Payroll. Below these, the 'User Name' field is set to 'ACCRIVIA'. The 'Menus & Reports' tab is active, and the 'Branches' sub-tab is selected. Under 'Menu Visibility', the 'File Menu' and 'Job Menu' are checked. Under 'Creditors Menu', the 'Can Authorise Invoice' option is checked. The 'Job Inv Limit' field is empty.

- Save and close then restart Accrivia to activate the changes

### **SUPERVISORS**

Note that if the User is also ticked as a supervisor, they'll be able to see all valid Approvers via a drop box and due to this - will have the ability to look at and approve other Users invoices. There will however be a paper trail of these transactions in the comment field at all times.

Note that if you've got the company security turned on (i.e. you set who can see which stores at a user access level) the stores shown in this drop box will also be limited to what they can see.

### **FILE | SYSTEM | SETTINGS | CREDITORS TAB**

Work through each company and each of the fields below. The second approver and Authorisation Amount are required if you want a second approval to go through, for example, for all invoices over \$15,000.

Invoice Authorisation

Invoice Requires Authorisation ☒

Default Approver ACCRIVIA

Second Approver JASON

Authorisation Amount \$5,000.00

#### CREDITOR FILE MAINTENANCE

1. Select the Creditor you wish to use
2. Click on the Options tab
3. Place a tick in the "Requires Authorisation" field within the Invoice Defaults group at top left.

Creditor File Maintenance

Details Options Contact Details Notes Totals Postings Standing Invoices Contractor Changes Log Assoc. Files

Creditor Name Accrivia

Invoice Defaults

Default Branch ADMIN

Default Expense Account 1577

Totals Include GST ☒

Requires Authorisation ☒

Email Addresses

Credit Requests support@accrivia.com.au

Purchase Orders sales@accrivia.com.au

Auto Remittance

Send To Email

E Mail ckoenig@accrivia.com.au

Other Options

Supplier ☒ POOrd \$ DSetSell ☐

Supplier Cat IT SUPPORT

Minimum PO \$ \$500.00

PO Credit Limit \$ \$1,000.00

Shipping Method

Debtor Code

Show PO \$ ☒ Show Del Date Reqd ☐

No GST ☐

Navigation: Back, Previous, Next, Forward, Add, Remove, Merge...

Show Redundant ☐

#### JOB MODULE

Open - **JOB** | **SETUP** | **INFORMATION 2 TAB**

For clients using the Jobs Module, you can add Invoice Authorisation to this module as well. If you want to default an approver by Job, set this in the section shown below. If this is set, it'll overwrite the Creditor & Store defaulting.

## Creditors - Using Authorisation

Once the System Settings are in place, entering Invoices for this Creditor remains the same as normal in every way, except you will now notice a new field in the body of the invoice screen called '**Inv on Hold for Payment until Authorised**'. You will notice that this field automatically has a tick in it if this Creditor has the required tick in his Creditor File Maintenance. (No tick appears if the Creditor File Maintenance has not been ticked).

The Creditor Invoice screen now has a grid shown on the right hand side that shows who is going to approve each store's component of the invoice (obviously if there's only one store, there will be one approver shown here). You can overwrite the defaults – (the defaults works by first looking at the creditor for a default approver, and if there's none there, it'll look to the company default you set up first). An authoriser is required for each store shown in this grid.

Branch	Expense No	BAS Type	Amount (Inc GST)	GST Amount	Stock/Dets	Cr Comment	PO Type	C.R. GST	C.R. Amt (Inc GST)	PO Reference	Comment	Disc Days	Disc \$	Alt
ADMIN	1577 - Computer Expenses	1 GST Credit	\$68.00	\$6.18										

\*\*\* Note it is possible to manually place a tick in the Invoice screen for those one off occasions.

Any invoice that has been ticked using the above function has a notation added to the Creditor File Maintenance, Posting tab detailing that the transaction is waiting for Approval and the User name who will need to approve it.

These invoices will also be shown as on "HOLD" and therefore blocked for payment within the standard Creditors Autopay function.

While the "Hold" button is in place on the Autopay screen, the invoice will not be available to be selected using the normal strategies or by using the Pay All function, however the User can choose to override the "Hold" by manually typing in the dollar value in the Pay field. If the manual payment process is completed at this point, the hold flag will be removed and a Comment will be added to the Creditor Posting tab advising that the invoice was authorised manually.

### Creditors - Report on Invoices Waiting Authorisation Approval

While the person responsible for Authorising invoice can look at the screen at any time to determine what it waiting, there is also a report that can be run which will show a list of all Invoices currently in the system that are waiting for approval to be given. To see this report you may need to activate it in User Access if you cannot see it.

1. Open [FILE](#) | [REPORTS](#) | [CREDITORS](#) | [CRED-TRAN TAB](#)
2. Find report called 'Invoices Req Authorization'
3. Enter any specific details if you wish - or leave the selections blank to see the complete list of all invoices currently waiting for approval.

### AUTHORISING INVOICES FOR PAYMENT

Each company will have it's own policies regarding who can Authorise payments, and these should be followed now.

Users without 'Supervisor' status within User Access will only be able to see transactions logged to their name - however they can change the Approver if required. Only Users with 'Supervisor' status will have the Approver drop down selection option and be able to see other Users transactions.

Once it is determined that the invoice can be approved, the following steps should be taken to release the invoice for payment.

1. Click on Creditors Menu
2. Click on Invoice Authorisation
3. Choose the relevant Company/Branch - this will need to be done for each company if multiple entities are involved.
4. Ensure you have the correct Approver selected (use the drop down to change if required)
5. Find the relevant invoice that you wish to Authorise
6. Place a tick in the Authorise field on the end of the line
7. Continue to authorise any other invoices relating to this Company

8. When complete click on the Authorise button at the bottom of the screen.
9. Repeat for any other Companies as required.

Once all transactions have been actioned, the selected invoices will now be available in the Autopay screen ready for payment (with the hold tick removed), and details of when each invoice was Authorised and by which User will now appear in the Creditor File Maintenance Posting tab.

Creditor Code	Creditor Name	Inv Date	Reference	Amount (Inc)	Authorise	Reject	PO Reference	Branch	Job
ACCRIVA	Accrivia	20/10/2014	9875	\$12,500.00	<input type="checkbox"/>	<input type="checkbox"/>		ADMIN	
ACCRIVA	Accrivia	1/01/2015	35987	\$68.00	<input type="checkbox"/>	<input type="checkbox"/>		ADMIN	
ASUPPLIER	ANY SUPPLIER	1/02/2015	6578	\$350.00	<input type="checkbox"/>	<input type="checkbox"/>		ADMIN	7768 - Demoville Universit

You will note in the Authorisation screen - there are 3 fields on the right which provide information on each transaction.

- **Comments** - this field is auto-filled by the system to provide a running commentary on the progress of this transaction - most commonly it will advise that this invoice is awaiting Approval, and if the approval has been reset etc.
- **Authorisation / Rejection Comment** - Any transaction that is rejected by the authorised approver must have an entry here advising the details of why the transaction has been Rejected. For a transaction that is being approved you also have the option to add a comment if required.
- **Associated Files** - any files that have been attached to this invoice will appear in the field.

### Further Options

It is possible to use this screen to access or change some limited information regarding each transaction - by right clicking on any line you will be presented with 3 new options.

- **Change Approver** - if the wrong approver has been selected, you can change the details from here.
- **View Creditor Invoice** - It should be noted that the Authorisation screen will show only minimal detail including the final value of the relevant invoices, it does not however show the itemised details of the specific entries. Choosing this will take you to the Creditor File Maintenance Posting tab with the relevant invoice highlighted. From there you can choose to right click and view the actual details. Note this option shows you the Invoice details based on what was entered into Accrivia, to see the actual Creditors invoice click on the Associated Files field if you have saved an electronic copy. (Close the posting tab to return the approval screen).
- **View Purchase Order** - (use specific for clients using the Purchase Order function - if not this selection will be greyed out and not available for selection). To see a copy of the Purchase Order select this option, it is a view only option and changes cannot be made to the PO from the screen.

### Creditors - 2nd Authorisation Approval Option

For clients using the 2nd Approver option - the function works the same as a single option with one further step. The First Approver will see the details on the Authorisation screen and the Comments on the side will read that the transaction will need approval from 2 people.

Initially the transaction will only appear in the first Approvers screen. Once initial approval has been process the 2nd Approval will be able to see the transaction.

Once the first person has approved then the comment changes - to show that initial approval has been made and the details will now appear on the screen for the 2nd Approver - who can clearly see by the Comments that it is now his/her turn to make the final approval.

### Creditors - Authorisation, Rejecting an Invoice

The Authorised Person can at any time reject an invoice by checking the relevant box. If you choose to reject, you must enter a comment to explain why ( as seen above). You can also, at any time, see all previous rejected entries in the second tab of Invoice Authorisation screen.

To re-request authorisation, go to the **CREDITOR FILE MAINTENANCE – POSTINGS TAB**, right mouse click on the entry and re-request. You can also set an entry to require authorisation from this screen or change.

You can change who is authorising an invoice in both the Creditor Invoice Authorisation screen or Creditor File Maintenance postings tab by right mouse clicking the entry.

If you approve an entry but put a comment in against it, or if you reject an entry, the system automatically puts a reminder in the system back to the user that created the invoice. When you



go back into Accrivia the reminders screen will show. To re launch the reminders screen go to [FILE – VIEW REMINDERS](#) (you don't need to turn this on in user access).

### Creditors - Authorisation, Approval Reminders

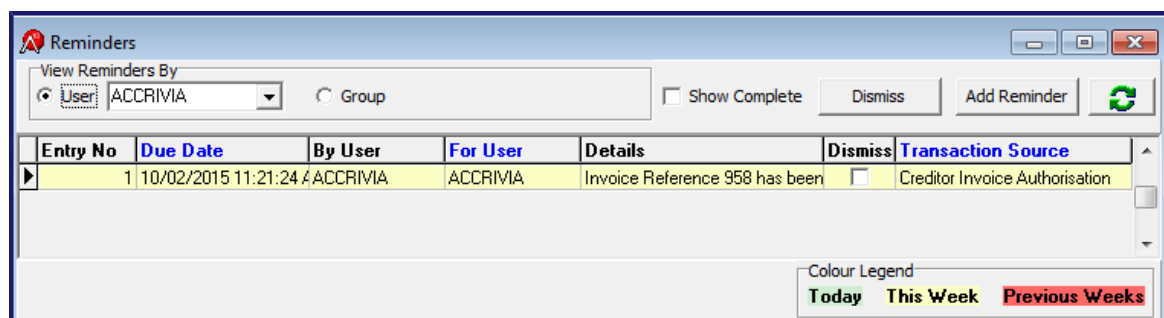
A reminder facility has been set up for Users that is utilised only when an invoice has been "Rejected" in the Authorisation screen. When this happens a reminder appears for the User who originally entered the invoice into the system and highlights to them that there are transactions in the system that may still need action.

This reminder is to ensure that a Rejected invoice is not simply left in limbo without approval, and reminds the User that the Supplier may need to be contacted to sort out any query before approval can be finalised.

The transactions will be colour coded to show the age of the entries as either Today, This Week or Previous Weeks.

To access the Reminder screen without restarting Accrivia - open [FILE | VIEW REMINDERS](#).

From this screen you can choose to see the reminders for a select User or the Group (if set up) and show the Complete list of all reminders. This can be handy for Managers to see the status of transactions in the system. You can also choose to Dismiss the reminder from the screen, or Add a new manual reminder if required. A standard Refresh button is available to bring the list up to date.



### Creditors - Authorisation, Manual Payments

Manual Payments can be entered into the system for account invoices currently on hold using [CREDITOR | PAYMENTS](#). The system will present a warning advising the User that the invoice is on hold and asks for confirmation that it is OK to proceed.

If the manual payment process is completed at this point, the hold flag will be removed and a Comment will be added to the Creditor Posting tab advising that the invoice was authorised by a manual payment.

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#### Related Topics:

See "Creditors - Auto Pay - Basic Steps " on page 122

See "creditors - Process a Single Payment" on page 110

## Creditors - Entering Creditor Settlement Discounts

Menu option: **CREDITORS -INVOICE**

If a discount is offered for early payment, enter the number of days in which you must pay to receive the discount, in the 'DISC DAYS' column.

1. In the DISC \$ column, enter the \$ value of the discount offered, or double click in this field to display the Discount Percent screen and enter a percentage (in whole numbers).

The screenshot shows the 'Invoice Posting' window. At the top, creditor details for 'ANY SUPPLIER' are entered, including address and account number. A summary table on the right shows payment terms: Current (\$12,118.52), 30-60 Days (\$3,850.00), 60-90 Days (\$0.00), 90+ Days (\$8,774.98), and a Total of \$24,743.50. Below this, payment details like Date (18/03/2015), Reference (3157), and Pay by Date are shown. A table with columns Branch, Expense No, Amount (Inc GST), BAS Type, GST Amount, Disc Days, and Disc \$ is displayed. The first row shows 'ADMIN' with Expense No '1115 - Purchases', Amount '\$200.00', BAS Type '1 GST Credit', GST Amount '\$18.18', Disc Days '10', and Disc \$ '\$20.00'. The Disc \$ field is highlighted with a red box. At the bottom, a summary section shows 'Discount Total' as '\$20.00', 'GST Total' as '\$18.18', and 'Invoice Total (Ex GST)' as '\$181.82'. The bottom bar contains buttons for Post, Payment, Pending, Cancel, Load PO, Load Pending, Bar Code, and checkboxes for Invoices, Amount, Print CR, and Email.

Branch	Expense No	Amount (Inc GST)	BAS Type	GST Amount	Disc Days	Disc \$	Stock/Dets	PO Type	PO Reference	Comment
ADMIN	1115 - Purchases	\$200.00	1 GST Credit	\$18.18	10	\$20.00				

Discount Total	\$20.00	GST Total	\$18.18	Invoice Total (Ex GST)	\$181.82
Input Tax Credit	\$18.18	Invoice Total	\$200.00		

## Creditors - Posting A Payment With The Invoice

Menu option: **CREDITORS -INVOICE**

A payment can be generated directly to a Creditor Invoice as part of the process of entering the invoice into the Accrivia system.

**Invoice Posting**

Creditor Name: Accrivia  
 Address: PO Box 911  
 Warrnambool 3280  
 Group: GENERAL  
 ABN: 91099013386  
 BSB: 000663  
 Account No: 123456

Description:  
 Address:  
 Section:

Current: \$0.00  
 30-60 Days: \$0.00  
 60-90 Days: \$68.00  
 90+ Days: \$14,500.00  
**Total: \$14,568.00**

Date: 20/10/2014 Reference: 147 Pay by Date: / / Retention: / /  
 Comment: Pay Ret'n: / /

☒ Inv on Hold for Payment until Authorised

Branch	Expense No	Amount (Inc GST)	BAS Type	GST Amount	Disc Days	Disc \$	Stock/Dets	PO Type	PO
ADMIN	1577 - Computer Expenses	\$150.00	1 GST Credit	\$13.64					

**Payment Details**

Enter the details of the corresponding payment(s)

Date: 20/10/2014  
 Reference: 147P  
 Tran Type: CHQ

Discount Total: \$0.00 GST Total: \$13.64  
 Input Tax Credit: \$13.64

Invoice Total (Ex GST): \$136.36  
 Invoice Total: \$150.00

To do this, enter the details of the invoice as normal then before posting the invoice, complete the following:

1. Click **[PAYMENT]** at the bottom of the window. The Payment details screen will appear, defaulting to the current date and payment type to cheque. Adjust these details if required by selecting an alternative form of payment from the dropdown list.
2. Enter a reference for the payment e.g. CHQ#####. Note this reference must be different to that of the invoice posting it relates to. This reference will appear in the Cashbook Reconciliation screen.
3. Click **[ok]** to post the payment to the system. This transaction will be automatically added to the Creditor Posting screen showing the invoice followed by the fully reconciled payment.

Note: This method can only be used for full payment, without adjustments. If you require a part payment containing discounts or adjustments, use the **CREDITORS | PAYMENT** or **CREDITORS | AUTOPAY** screen.

# Creditors - Copy An Existing Invoice

Menu option: **CREDITORS -INVOICE**

You can create a new creditor invoice, based on the detail lines of a previous existing invoice, as a way of saving time. This can be very useful for repetitive invoices like your phone bill that might have multiple Expense lines etc - allowing you to keep all the transaction lines and simply change the pricing.

This invoice can then be posted with new reference details 'as is' or can be modified to create a completely new invoice. The invoice being copied is not changed in any way.

1. Select a creditor as normal within the Creditor Invoice screen.
2. Click **[RE-INVOICE]** to view a list of existing invoices for that creditor.
3. Select an invoice and click **[OK]** to generate a new invoice based on the details of the existing invoice.
4. Enter the date and reference details.
5. Modify any details required.
6. Complete as for normal invoice.

# Creditors - Creating Non-Stock Purchase Orders

Menu option: **CREDITORS -NON STOCK PO**

Non-stock purchase orders can be used to track projected expenditure and to record authorisation of purchases for both internal purposes and for generating a purchase order for the supplier.

Stock Purchase Orders are created via the Inventory menu, and are covered as part of the Inventory Operational Manual.

## Creditors - To create a Non-Stock Purchase Order - Manual entry:

1. Open the Non-Stock Purchase Order
2. Enter the creditor code in the search code box or browse the table to locate the required creditor. Double click their record to move to the Items page.
3. To create a new purchase order, fill out the date of the transaction and a purchase order reference number (leave it blank if you want the system to assign a reference number automatically).

Alternatively, if you want to modify an existing purchase order, click **[LOAD PO]**, select the PO to load and click **[OK]**.

Note the delivery address field will be reset with a new department being stated, and clicking on the Company bullet will see the address refreshed to reflect the address of the Branch/Department selected in the grid (if multiple branches exist)

4. Enter the delivery address and any relevant details in the comment field. This information will be carried through to the Creditor Invoicing screen when it is invoiced.
5. **EXP DATE DEP & EXP DATE ARRIVE**- while not compulsory, dates can be added in these files if specific dates are required.
6. Shipping Method - not compulsory, use the drop down to select the appropriate method of shipping is using that function.
7. There are 3 options available to select how this order will be handled:
  - Company - the order will be delivered to normal warehouse as stipulated
  - Pickup - advises supplier you wish to collect the goods
  - Job - advised that the goods are to be shipped direct to a Job site.
8. Press Tab between each selection to move through the screen. Details of the specific items can now be added in the grid in the bottom half of the screen.
9. Select a **COMPANY** and **EXPENSE** account
10. If this is a purchase order for a job, enter a **JOB NO** and **SECTION NO**.
11. Enter either the dollar value of the line, or double-click on the **QUANS** column, and enter a **DESCRIPTION**, **QUANTITY**, **RATE** and **AMOUNT** for as many items as are required on this expense line. Click **[OK]** in the Non Stock Quantities screen to have Accrivia automatically insert the total amount in the **AMOUNT** column.

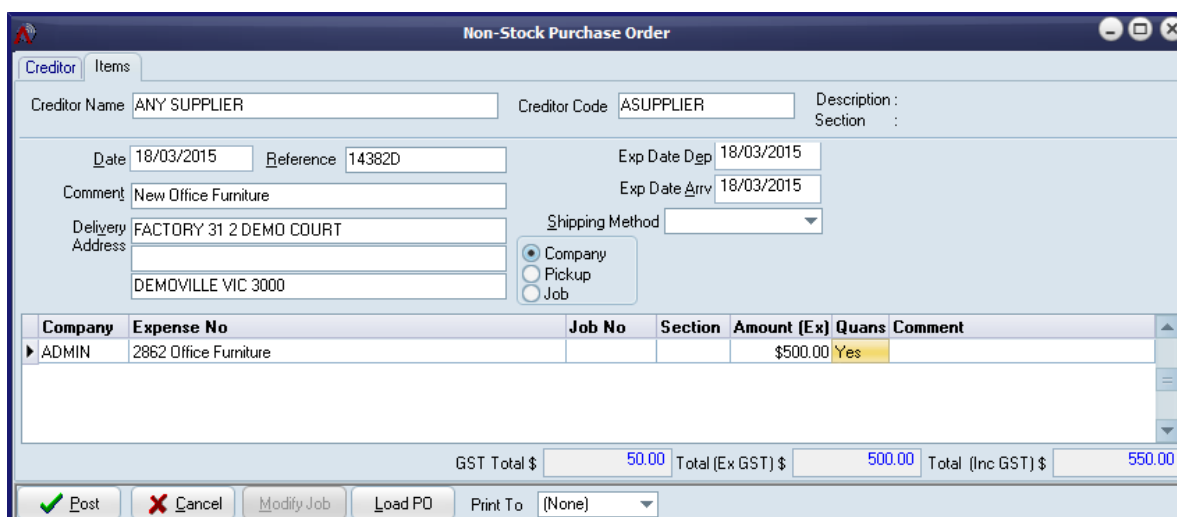
Non Stock Quantities

Enter the quantity details below

Description	Quantity	Rate [Ex]	Amount [Ex]
▶ Ergonomic Office Chair	1	\$300.00	\$300.00
Standard desk with return	1	\$200.00	\$200.00

Excel Debt Ord OK

12. Enter a **COMMENT** for the line if required.
13. Press Enter or arrow down to finish the current entry and create a new line for the next non-stock purchase order item.
14. Click on the **[POST]** button to create the purchase order. (You can print or email this purchase order by selecting a destination in the Print To drop down box)



**Non-Stock Purchase Order**

Creditor Name: ANY SUPPLIER    Creditor Code: ASUPPLIER    Description:    Section:   

Date: 18/03/2015    Reference: 14382D    Exp Date Dep: 18/03/2015    Exp Date Arr: 18/03/2015

Comment: New Office Furniture

Delivery Address: FACTORY 31 2 DEMO COURT  
DEMOVILLE VIC 3000

Shipping Method: ☒ Company ☐ Pickup ☐ Job

Company	Expense No	Job No	Section	Amount (Ex)	Quans	Comment
ADMIN	2862 Office Furniture			\$500.00	Yes	

GST Total \$ 50.00    Total (Ex GST) \$ 500.00    Total (Inc GST) \$ 550.00

Buttons:      (None)

### Creditors - To create a Non-Stock Purchase Order - From a Debtor Order:

You have the ability to create a Purchase Order directly from a Debtor Order that has already been entered in the Debtors module, saving time and double entry of stock.

1. Follow the normal steps as per a Manual entry shown above - up to Step 10, excluding the Delivery Address details as this will be drawn from the Debtor Order you are about to select.
2. After adding the Company, Expense No & Job details as applicable double click into the **QUANS** field.
3. You will be shown the Non Stock Quantities screen as usual, however in this instance select the **[DEBT ORD]** button at the bottom in order to see all current Debtor Orders in the system. Use the Search by options to speed up your selection or simply scroll through the list until you find the Debtor Order you are looking for - then click on the **[SELECT]** button.
4. The system will now access the details on the original Debtor Order and add it to the Non Stock Quantities screen ready for you to click **[OK]** to accept into the Purchase Order.
5. Full details will then be transferred (in a summary fashion) into the main Purchase Order Screen including the \$ value of the order along with the Delivery details etc.

6. Further items can also be added to the order at this point following the normal steps.
7. Click **[POST]** when purchase order is ready to complete.

### Creditors - To create a Non-Stock Purchase Order - From a Excel load:

For an order with a large quantity of items, or for an order that has already been entered into a spreadsheet, save time and double handling by using the system to automatically load the details directly from the spreadsheet.

Accrivia requires very little information in order to load, however this information must be set out in a specific way in order for the programme to know where to put the relevant information. See below and example of a typical spreadsheet

A	B	C	D
CODE	DESCRIPTION	QTY	TOTAL VALUE
011NLF-EST	011NLF-EST	10	209.90
013CSB-EST	013CSB-EST	2	350.00
Delivery charge		1	20.00

- **Column A** - add either the inventory stock code if applicable or a description of the item- *this column is compulsory and will be used in the upload.*
- **Column B** - for your information only not used in the upload
- **Column C** - enter the total number of items required for this order - *this column is compulsory and will be used in the upload.*
- **Column D** - this is the total \$ value of the items ordered - *this column is compulsory and will be used in the upload.*

The first row will always be assumed to be a header row and therefore ignored by the system when uploading.

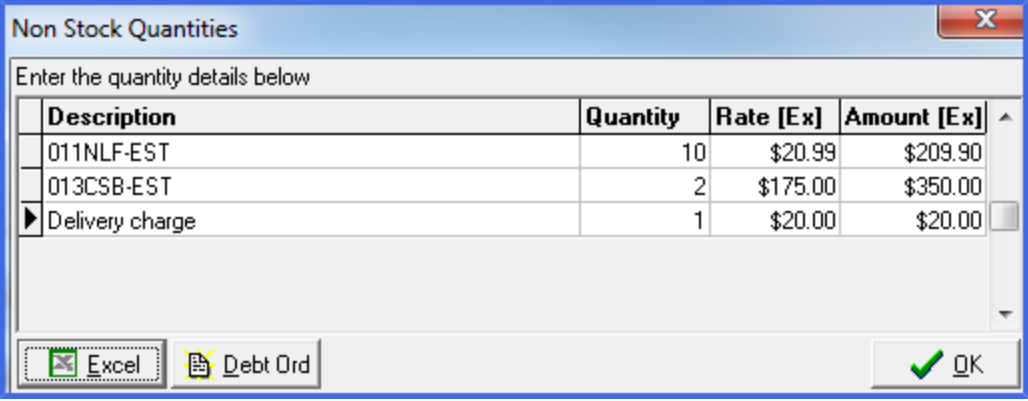
Prices in the Excel load should be entered as Ex GST.

You must ensure that all 4 columns are entered in a spreadsheet in the exact order to ensure the load transfers correctly.

1. Follow the normal steps as per a Manual entry shown above - up to Step 10
2. After adding the Company, Expense No & Job details as applicable double click into the **QUANS** field.
3. You will be shown the Non Stock Quantities screen as usual, however in this instance select the **[EXCEL]** button at the bottom. You will now see an Excel Selection popup

which allows you to nominate the Excel File name that you wish to use for this purchase order.

4. Use the File icon to search for the file location and then click **[ok]** to load the file. You will note that when uploaded the system has taken the information from your spreadsheet and entered the data into the appropriate columns, and also calculated the 'per item' value for each entry as well.



Description	Quantity	Rate [Ex]	Amount [Ex]
011NLF-EST	10	\$20.99	\$209.90
013CSB-EST	2	\$175.00	\$350.00
▶ Delivery charge	1	\$20.00	\$20.00

5. Confirm the details are what you expected then click **[ok]** to add to the purchase order.
6. Complete the Purchase Order as normal.



# CREDITORS - REVERSING AN INVOICE OR CREDIT NOTE

Menu option: [CREDITORS -REVERSAL](#) | [INV/CRN](#)

When an invoice is selected for reversal, a credit note will automatically be produced with the same details as the invoice being reversed. The reference for the credit note will be the same as that on the invoice followed by a '-'. Alternatively, if a credit note is being reversed, a corresponding invoice will automatically be produced with the same reference followed by a '+'. To reverse an invoice or credit note:

To reverse an invoice or credit note:

1. Open the Reversal screen.
2. At the top of this form select either Invoice or Credit Note.
3. Select a Creditor from the selection screen
4. Click **[SELECT]** to view all invoices or credit notes that are eligible for reversing for the selected creditor (see note below).
5. Use the Sort By options at the top of the screen to determine how the results are presented.
6. You will need to select a Reversal Date for this transaction. Be aware of the accounting implications of back dating to the original transaction date.
7. Double click in the select column to tick the required invoice/s or credit note/s to reverse.
8. Click the **[REVERSE]** button to generate a reversal entry (having no boxes ticked when you click the Reverse Button will result in nothing being reversed).

NOTE: Invoices and Credit Notes already moved to history, or ones that have been partly or fully reconciled, cannot be reversed. The [CREDITORS |REVERSAL|INV/CRN](#) screen will display only invoices and credit notes that are fully unreconciled and do not contain stock. This option will generate an INV/CRN and automatically reconcile it against the transaction being reversed; the original transaction is not deleted.

# CREDITORS - STANDING INVOICES

Menu option: [CREDITORS -INVOICE](#)

Standing Invoice is a time saving function for those recurring invoices you get every month - like the electricity bill or the rent on your premises. For those times when the creditor, expense codes and details don't change except possibly the \$ value and of course the date and reference number.

By setting up a 'Standing Invoice' you only have to do the work once, then when the bill comes in each month you can simply change the date and reference number and Post the invoice. You can also elect to add payment details at the same time - very useful for any Direct Debit payments you may have set up.

## Setup a new Standing Invoice:

1. Select a [CREDITOR | INVOICE](#)
2. Select the appropriate Creditor
3. Click the **Std Inv** button at the top of the screen

The screenshot shows the 'Invoice Posting' window. At the top, there are fields for 'Select a Creditor Code' (containing 'COINVEST'), 'Add New', 'Select PD', and checkboxes for 'Amount Inc GST' (checked) and 'Withhold PAYG Penalty'. Below these fields is a table of creditors. The 'COINVEST' entry is highlighted in yellow. At the bottom of the window, there are buttons for 'Bar Code', 'Modify Std Inv', and 'Re-Invoice'.

Code	Name	Address	Job Contr?
ABC	ABC CO PTY LTD	123 STREET ABCVILLE VIC 3699	<input type="checkbox"/>
ACCESS	Access Supplies	8 Access St ACCESSVILLE VIC 3800	<input type="checkbox"/>
ACCRIVIA	Accrivia	PO Box 911 Warrnambool 3280	<input type="checkbox"/>
ALTO	ALTO Pty Ltd	P O Box 8350 ALTOVILLE Business Centre,	<input type="checkbox"/>
ASUPPLIER	ANY SUPPLIER	98 SUPP ST MELBOURNE VIC 3000	<input type="checkbox"/>
AWM	AWM - SUPPLIER	5 CEMENT ROAD MELBOURNE VIC 3000	<input type="checkbox"/>
BUNNINGS	BUNNINGS WAREHOUSE	6 BIGLOT CRT EVERYWHERE VIC 3888	<input type="checkbox"/>
C-BUS	C-Bus	Locked Bag 999 Carlton South, Vic 3053	<input type="checkbox"/>
COINVEST	CoInvest	478 Albert St East Melbourne Locked Bag 4010 South Melbourne 3205	<input type="checkbox"/>
IDEAL	IDEAL SUPPLIES	23 BANK ST IDEALTOWN VIC 3877	<input type="checkbox"/>
LECKYS	LECKYS	1 MAIN ROAD MELBOURNE VIC 3288	<input type="checkbox"/>
LECKYS ELECTRI	Lecky's Electrical	Factory 2/92 Hallam St Rd Hallam, Vic 3803	<input type="checkbox"/>
MANUFACTURE	MANUFACTURE	...	<input type="checkbox"/>
MEKO	Meko Pty Ltd	P O Box 110 MEKOVILLE	<input type="checkbox"/>
MIDDYS	MIDDYS ELECTRICAL SUPPLIES	1 MIDDLE ST ALLTOWN VIC 3111	<input type="checkbox"/>
NECA	National Electrical & Comm. Assoc	Level 12/222 Kingsway South Melbourne 3205	<input type="checkbox"/>
NOTIFY	Notify Pty Ltd	Unit 2/ 32 Add St Addville	<input type="checkbox"/>
SEAMAN	Seaman FIS	66 WATER ROAD SEAVILLE VIC 3888 -	<input type="checkbox"/>
WAGNER	Wagner	Schleswigstrabe 5 D-30853 Langenhagen, Germany Att: Michael Brinkhaus	<input type="checkbox"/>
WATERS	Waters Electrical	P O Box 642 Electville VIC 3999	<input type="checkbox"/>

- 4.
5. You are now taken to the Invoice Posting screen to enter the rest of the details
6. Select a [PERIOD](#) from the dropdown box (this grouping can be utilised when applying invoices).

7. Use the start and end date to define the duration for which this standing invoice is valid (the system will prevent you from applying this invoice if the end date has expired). If no End date is entered the Standing Invoice will remain valid until such time as it is deleted.
8. Use the **APPLY DAY** to define which day of the period this invoice should be raised on and is determined by the system date at the time of invoicing - see examples below
  - **i.e. If the Apply period is 1/12/2013,**
    - and the apply day = 1, then the invoice date will be 1/12/2013.
    - and the apply day = 2, then the invoice date will be 2/12/2013.
    - and the apply day = 3, then the invoice date will be 3/12/2013.
    - and the apply day = 4, then the invoice date will be 4/12/2013.
  - **i.e. If the Apply period is 10/12/2013,**
    - and the apply day = 1, then the invoice date will be 10/12/2013.
    - and the apply day = 2, then the invoice date will be 11/12/2013.
    - and the apply day = 3, then the invoice date will be 12/12/2013.
    - and the apply day = 4, then the invoice date will be 13/12/2013.
9. Enter a **REFERENCE** (maximum 10 characters) and **COMMENT** (optional). The reference entered here is assigned each time this invoice is generated - so you may want to use your account number or name.
10. **PAY REF** - If you want a corresponding payment entry raised every time this invoice is generated, fill out the payment reference and transaction type details. The reference entered here will appear in your Bank Reconciliation screen so choose something self-explanatory. Leave this field blank if you do not wish a payment to be automatically generated with the invoice.
11. **TYPE** - select the appropriate option to allocate the payment of this invoice. Leave this field blank if you do not wish a payment to be automatically generated with the invoice.
12. Fill in the invoice lines as for a regular invoice.
13. Click **[POST]** to save the format of this standing invoice.

\*\*\* Pay Ref & Type work in conjunction with each other, if you choose to enter details for a payment then both fields must have an entry in order for the **[POST]** button to be activated.

A standing invoice is a template only – this process does not raise an invoice in the system.  
To generate an invoice from standing invoice go to [CREDITORS|STANDING INVOICE](#).

To view all available Standing Invoices for a particular creditor, see the [CREDITORS | FILE MAINTENANCE| CREDITOR - Standing Invoice](#) tab.

## Creditors - Standing Invoice - Modify/Delete

Menu option: [CREDITORS -INVOICE](#)

After setting up a standing invoice, if you wish to modify it (maybe the charges have increased etc) then ...

1. From the Creditor Invoice screen click the **[MODIFY STD INV]** button.
2. A list of all standing invoices in the system will be displayed.

3. Select the required invoice to modify.
4. Make changes as required, and click **[POST]** to re-save.

### Creditors - Deleting a Standing Order

1. From the Creditor Invoice screen click the **[MODIFY STD INV]** button.
2. A list of all standing invoices in the system will be displayed.
3. Select the required invoice you no longer to keep
4. Click on the Delete button at the bottom left of the screen.
5. You will be prompted to confirm that you wish to Delete - take care as once done it cannot be reversed.

## Creditors - Standing Invoice Processing

Menu option: **CREDITORS -STANDING INVOICE**

Creditor Standing Invoices										
Creditor	Reference	Period	Last Applied	Comment	Payment	Apply	St Date	End Date	Apply Day	Inv Amount
▶ ACCRIVIA	ITSUPPORT	Monthly	10/08/2013		<input checked="" type="checkbox"/>	<input type="checkbox"/>			10	\$350.00
WATERS	456698	Monthly	22/08/2013	Head Office Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/08/2013		22	\$200.00

☒ Apply
  / /

As discussed, setting up a Standing Invoice (template) does not actually post an invoice into the system - this must be done manually.

1. Open the Standing Invoices screen by going to **CREDITORS | STANDING INVOICES**.
2. Tick the standing invoices you require (you should only apply invoices of the same PERIOD TYPE in any one batch).

3. The PAYMENT field will read 'True' if the original template was set up to pay the invoice with a corresponding payment when the invoice is generated. 'False' will appear in this field if only an invoice is to be generated.
4. The APPLY DATE indicates on which day of the selected period the invoice will be dated.
5. Right mouse click on a transaction and select DETAILS to show information about the invoice being applied.
6. In the APPLY DATE field at the bottom of the screen, enter the start date (Day 1) for the period you want the invoices applied in.
7. For a monthly period you would choose the 1st of the month, for all other period types enter the start date of that period.
8. Click **[APPLY]** to automatically raise an invoice/payment for each of the selected transactions. You will be asked to confirm if you wish to apply these invoices - say OK.

The system will prevent you from applying this invoice if the end date on the standing invoice has expired.

## Creditors - Standing Invoice Example

Assume you have three recurring charges each month

- Rent is charged on the 15th of each month
- The Electricity bill is charged on the 22nd of each month
- The car lease is charged on the 25th of each month

By creating a standing invoice for each of the creditors with a Monthly period and an Apply Date as per above you can then set a reminder for yourself to run the Standing Invoice posting at the beginning of each month with the 'Apply Period' date set to the 1<sup>st</sup> of the month for which you want to raise these invoices.

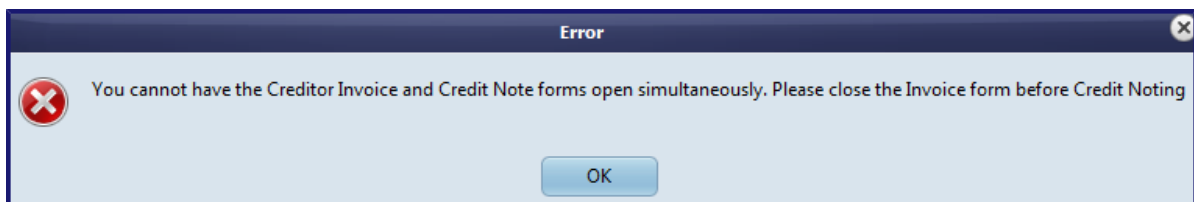
The system will then automatically raise an invoice in the system with the same details as the standing invoice, dated 15, 22 and 25 days after the 'Apply Period' date.

# CREDITORS - CREDIT NOTE PROCESSING

Menu option: **CREDITORS -CREDIT NOTE**

The Credit Note option is exactly the same as the Creditor Invoice screen, except that the system will recognise the transaction as a credit - with a large reminder in RED on the header screen that you are entering a Credit Note. Due to this there is no need to enter details as negative figures, the system will automatically allocate all entries as credits.

Note - as the system recognises that the Invoice & Credit Note screens are linked - you cannot have both screens open at the same time - a warning will be given if you try this.



To enter a credit - follow the same steps as per the Invoice screen, filling in each field as required.

1. It is important to enter credit notes against the exact the same expense accounts, job/sections, and stock lines (if applicable) as the original invoice so that totals of these sections, and stock on hand values will be accurate.
2. Similarly "BAS Types" must be correctly assigned so that any changes to GST and PAYG implications will be accounted for.

Note that the same Date/Reference combination cannot be used more than once in the Credit Note/Invoice posting screen. Try adding another character to the invoice reference you are reversing (i.e. INV Ref 6678, CRN Ref 6678-C).

All credit notes must be manually reconciled against creditor accounts - See "**Creditors - Reconciling Payments Manually**" on page 118

## Creditors - Credit Requests

Menu option: **CREDITORS -CREDIT REQUESTS**

There are two methods for raising credit requests –

1. **AUTO** - As a result of a supplier invoice where stock was “short supplied” (ie stock was not supplied or was damaged at the fault of the supplier), or as a result of correct quantities being supplied but the invoice rate being higher than the “agreed rate” for the goods (ie you’ve been overcharged).
2. **MANUAL** - By entering a “Request for Credit” manually, (for the return of goods, or because an error in an invoice was discovered after the invoice was finalised). This second method operates in a similar manner to entering a credit note.

Method 1 produces a document that can be forwarded to your Supplier requesting a credit on your account. While this can also be handled by utilising the Pending option See "Creditors - Credit Notes 'Pending'" on page 102), that option allows for the Credit to be Posted immediately (therefore updating the Creditor & Stock files) or holding it back by placing it in a Pending format until the credit has been received from the Supplier.

The formal Credit Request option follows the same procedure and uses an almost identical entry screen - however it assumes you **will** be waiting to receive an actual Credit Note therefore automatically puts the request into a Pending format when you post it. Then once the Supplier credit is received you reload the Credit request screen and load the Pending file to complete.

Creditor & Stock accounts are not updated by this procedure until the Pending Request is loaded and then Posted.

### User Permissions

For details on how to set up User's Access permissions contact your supervisor . Details can be found in the Accrivia System Manual PDF.

Site specific permissions allow users access to specific modules and these are determined by Management. Not all sites allow all users to produce a Creditor Credit Note, and may prefer allowing access only to the Credit Request option.

*EG: If the operator has permissions to raise Credit Requests (not Credit Notes), then the appropriately named menu called “Credit Requests” should be enabled for them instead of the “Credit Note” menu. These two menus both result in the ability to post a “Credit Request”, though the “Credit Request” menu will not allow a “Credit Note” to be posted.*

---

### Next Step:

See "Creditors - Credit Requests - Auto" on page 92

See "Creditors - Credits - Manual Entry" on the facing page



# CREDITORS - CREDITS - MANUAL ENTRY

Menu option: [CREDITORS - CREDIT REQUESTS](#)

This type of Credit Note would be produced when the credit is not as a side affect from entering a supplier invoice that is short supplied or overcharged.

The following description covers the usage of the "Credit Request" form. The same logic will apply to using the "Credit Note" form, with the only difference being the "Pending" button would be pressed to save the transactions, not the "Post" button [The "Pending" button in the "Credit Note" form = the "Post" button in the "Credit Request" form].

## Processing a Credit Request

1. Open [CREDITOR | CREDIT REQUESTS](#)
2. Select Creditor
3. Ensure you have the details of the original invoice as the details will be needed in order to complete the Credit Request. Details can also be found in the [CREDITOR | FILE MAINTENANCE - Postings Tab](#).
4. Enter the reference number from the original invoice - suggest adding CR at the end to indicate it is a credit relating to the invoice reference
5. The comment (at the top of the form) can be used to cross-reference the original invoice (if known) or supply any other details relating to this credit request.
6. Enter all other details as per screen fields as applicable - eg Branch, Expense Code, Job etc - details can be found as mentioned in Point 3.
7. If stock is being returned, you should double click on the "Stock/Dets" column and add the relevant stock to the credit request. **Example:**
  - If you're returning stock and your Stock On Hand count will be ultimately altered as a result of the credit you must specify the stock codes, quantities and "rate" for the credit.
  - If you're requesting a credit due to an overcharge and the Stock On Hand levels of the stock lines will not alter as a result of the credit (ie it's a financial credit only, not a stock credit) then DO NOT specify the stock code and

quantities, rather, key in all the information in the “Comment” field, including the stock code / quantities / any other relevant details.

8. When all data entered - click **[POST]**

A Batch number will be issued after Posting and will appear in the bottom right corner of the screen if you wish to record it on documentation.

Entering Requests from this screen will automatically place the data in a 'Pending' format for future confirmation and completion.

**Creditor Credit Request**

Creditor Name: Accrivia  
 Address: PO Box 911, Warrnambool 3280  
 Group: GENERAL  
 ABN: 91099013386  
 BSB: 000663  
 Account No: 123456

Description:  
 Address:  
 Section:

Current: \$0.00  
 30-60 Days: \$0.00  
 60-90 Days: \$68.00  
 90+ Days: \$14,500.00  
**Total: \$14,568.00**

Date: 01/11/2013 Reference: CATHYCR Pay by Date: / /  
 Comment: Item charged twice Assoc. Files

Approver: JASON Branch: ADMIN

Branch	Expense No	Amount (Inc GST)	BAS Type	GST Amount	Stock/Dets	PO Type	PO Reference	Comment	Disc Days	Disc \$
ADMIN	1577 - Computer Expenses	\$500.00	1 GST Credit	\$45.45						

Discount Total: \$0.00 GST Total: \$45.45  
 Input Tax Credit: \$45.45

Cr Req. Ttl (Ex GST): \$454.55  
 Credit Req. Total: \$500.00

Post Cancel Load Pending Batch No: 15505, Credits: Print \$0.00 Email

### Completing a Credit Request

All Pending Credit Requests are kept in a log for each Creditor and multiple pending Credits can be entered for each Creditor.

Load Invoice / Credit Notes Pending

Search For

Reference	Date	Branch	Tran Type	Amount (Inc)
▶ CR - CK	10/01/2013	ADMIN	CRN	\$1,000.00
CATHYCR	1/11/2013	ADMIN	CRN	\$500.00

example

1. To access this log - Open [CREDITOR | CREDIT REQUESTS](#)
2. Search for the relevant Creditor and double click or click the [\[CREDIT\]](#) button
3. Now instead of entering the details as you would for a new entry - click on the [\[LOAD PENDING\]](#) button at the bottom of the screen.
4. A prompt screen will appear with a list of all pending Credit Requests in the system for that Creditor . You can now scroll down through the list and select the correct invoice or use the Search function which searches on the Reference number used.
5. Click [\[OK\]](#) to select the required Credit request
6. All details of the original entry will be loaded to the screen and changes can be made to any field
7. Once all details are complete - click [\[POST\]](#) to save the data and update the Creditors and any other linked modules.

Place a tick in the box at the bottom marked [\[Print\]](#) or [\[Email\]](#) if you wish to print/email a copy

# CREDITORS - CREDIT REQUESTS - AUTO

The main function of this feature is not to produce a request for a credit as you would if you wished to return an item, but rather to encourage the warehousing/depot staff to take control of what is coming into the site and correctly adding details of what has actually been received when processing a Purchase Order through 'Stock Order Receive'.

\*\*\* NOTE: while it is expected that this process is handled by the warehouse/depot, the same results can be achieved by accepting the goods directly into stock in the Creditors Invoice screen.

The process works by 'Parking' a value for goods not received or damaged into a General Ledger account that has been set up the same way you would a Clearing Account. This means that if stock is not received (or is damaged) then the \$ value of those items is separated out into this Clearing account while waiting for an official Credit from your Supplier.

There are some basic system settings that need to be activated for this function to work.

## Creditors - System Settings for Credit Requests

### GENERAL LEDGER

You will need to set up a new General Ledger account for the clearing account - possibly called something like "Purchases - Credit Request Pending" (which would be a Pending Liability).

### CREDITORS

Once a new General Ledger account has been set up - ensure that you have allocated it as an approved Creditor Expense account.

### VIEWER

There are a couple of internal System Settings that need to be actioned - please contact Your Accrivia Support Team to do this for you.

### STATIONERY

If you choose to use this function you will need to contact Your Accrivia Support Team to organise an adjustment to your stationery to accommodate the new data.

## Creditors - Pending Credits- General Ledger Account

It should be noted that the 'Pending' account in the main is treated as a "Clearing" account and therefore would normally have a flow of entries and reversals when requests are made then accepted, leaving only valid requests sitting there at any one time. This means that if a Credit Request was ever rejected/declined by the Supplier that an official reversal would need to be performed to remove the details from the clearing account (further details on this below)

ie: "Purchases - Pending Credit Request"

This does not mean however, that you are restricted to this. If it suits your company's needs, then there is no reason why you cannot leave the details in this account, which means that instead of having to process a reversal you can simply Delete the original request from the system.

## Creditors - Receiving Stock with Credit Requests

Menu option: **INVENTORY - STOCK ORDER RECEIVE**

While there is no change to the standard routines for creating a new Purchase Order, you will notice that when using the Credit Request function that you have a couple of extra columns in the Inventory Stock Order Receive screen.

Example below is the entry of the original Stock Purchase Order

Stock Code	Description	Quantity	Supp Quan	Item Cost (Inc)	Amount (Inc)	Item Cost (Ex)	Amount (Ex)	Section
1C095MM28XP	XPSD11C095MM2	20	20	\$15.51	\$310.23	\$14.10	\$282.03	
2670-25	Spade bit 25mm	15	15	\$12.69	\$190.39	\$11.54	\$173.08	

Line M2 0.0000    Total M2 0.0000    Total Amount Ex \$455.11  
Line Weight 20.0000    Total Weight 35.0000    Total Amount Inc \$500.62

When the order has been received into your store room then you can process the Stock Order Receive function. From this screen we can now provide a more detailed description of what was actually received.

**Ordered** - this will automatically show the original order quantity

**Received** - this will start with the original quantity then auto fill to match the final entry in the Supp Quan Rec'd column

**Supp Quan Rec'd** - enter the final quantity of usable delivered items

**ETD** - an estimated time of departure could be entered if required

**Shipped Not Received** - enter a quantity of any goods that according to the delivery docket were shipped by the supplier but were not received in the delivery.

**Damaged** - enter a quantity of any goods that were received, but were damaged on arrival.

**Shipped** - this is auto filled based on the calculation of: Supp Quan Rec'd + Damaged + Shipped Not Rec'd

**Not Supplied** - this is auto filled based on the calculation of: Original order quantity - Shipped quantity

**Cost** - you have ability at this point to also record if the cost per item is different to what was originally expected - if so type in the amount you have been charged.

\*\*\* NOTE - as it is common for the warehouse staff to receive only a Delivery Docket, usually without pricing involved, the ability to record a Cost change would normally be done by the Accounting staff when producing the invoice, however if applicable it can be done through the Stock Order Receive screen.

Once any changes to quantities or costs have been entered - finish the Order Receipt as normal.

For clients using this function - you may be presented with a Stock Cost Update pop-up if you made changes to an expected Cost. As you are going to be 'parking' the value of this change until an official Credit is received - you would normally say NO to the update at this time.

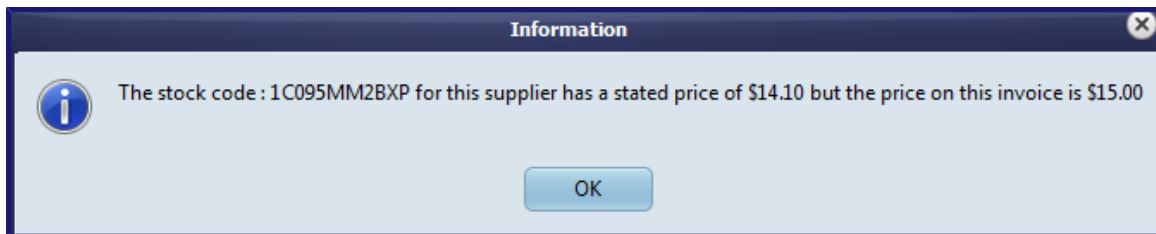
As an example - in the screen shot below you can see we made the following changes to the Purchase Order.

Stock Code	Supplier Stock Code	Description	Ordered	Rec'd	Supp Quan	Rec'd ETD	Damaged	Shipped	Not Recvd	Not Supplied	Shipped	Cost	Cost Ex	Amount	Amount Ex GST
1C095MM26XP	1C095MM26XP	XPS011C095MM2	20	10	10	17/03/2015	3	7	0	0	0	\$16.50	\$15.00	\$300.00	\$300.00
2670-25	2670-25	Spade bit, 25mm	15	15	15	15/17/03/2015	0	0	0	0	0	\$12.69	\$11.54	\$190.39	\$173.08

Received Lines: 25      Factor Total      Total Ex GST: \$473.08      Total GST: \$47.31      Total Amount Inc: \$520.39

Buttons: Bar Code, Price, Receive, Cancel, Rec Date, Print B/Orders

- Advised that 3 items were Damaged
- Advised that 7 items were not received in the shipment
- Changed the Received qty to 10 (this allows the Received/Damaged/Not Received grand total to balance with the original ordered quantity)
- (Unseen) we also changed the Cost field to show as an example that the order came in with a price that was different to what we expected. By doing this you will note that when the Purchase Order is processed through Creditor Invoice that a pop-up prompt advises the user that a price difference has been charged.



Once the Purchase Order has been received into stock and then processed through the Creditor Invoice screen you can see the internal results in the Creditor Posting tab.

From an internal prospective now - you would see that what the system has now done split up the values of that particular Order based on the entries we have made.

In this example - you can see that there are 3 entries (based on our Demo model, you may have more entries depending on your internal systems).

- One entry shows the value of what was actually received into stock
- One entry shows the value of goods that have not yet been received
- One entry shows the GL account that was set up to hold values in a 'Clearing' account until a credit is received.

## Creditors - Invoicing the Purchase Order (CR Requests)

Process the PO as normal in the Creditor Invoice screen by loading the required Purchase Order.

The most obvious difference with this type of PO is that because there is a Credit Request attached to it - the line entry will show in **RED**.

**Invoice Posting**

Creditor Name: ANY SUPPLIER  
Address: 98 SUPP ST  
MELBOURNE VIC 3000  
Group: GENERAL  
ABN: 357951258  
BSB: 000458  
Account No: 357895

Description: Address: Section:

Current: \$11,598.13  
30-60 Days: \$3,500.00  
60-90 Days: \$0.00  
90+ Days: \$8,774.98  
Total: \$23,873.11

Date: 17/03/2015 Reference: 559 Pay by Date: / / Retention: Retention %: 0.00%

Comment: Purchase Order No. #14381 Pay Ref'n: / / Assoc. Files

☒ Inv on Hold for Payment until Authorised

Branch	Expense No	BAS Type	Amount (Inc GST)	GST Amount	Stock/Dets	Cr Comment	PO Type	C.R. GST	C.R. Amt (Inc GST)	PO Reference	Comment	Disc Days	Disc \$	Alloc
1115	Purchases	1 GST Credi	\$520.39	\$47.31	Yes	Stock Code: Stock	\$16.80	\$184.77	14381					

Discount Total: \$0.00 GST Total: \$47.31 Input Tax Credit: \$47.31 Invoice Total (Ex GST): \$473.08 Invoice Total: \$520.39

Buttons: Post, Payment, Pending, Cancel, Load PO, Load Pending, Bar Code, Print, Print CR, Email, Batch No: 15501, Invoices: 0, Amount \$0.00

If you then click on the [Stock/Dets] field you will see the individual stock entries as normal, but you will also see the details of what was damaged, not received etc, as well as the changes that were made to any agreed pricing. If the goods have been receipted through the Stock Purchase Receive function - then you can no longer make further changes to the quantities in this screen. If this is required then you would need to use the Reversal option in the Stock module to remove the original Receipt and start again.

## Creditors - Agreed Pricing (CR Requests)

Accrivia has the ability to record Agreed pricing against any stock code against a Supplier. This would be found in the Stock File Maintenance - Supplier Tab. When receipting/Invoicing a Purchase Order the system will automatically locate any Agreed prices and enter it into the appropriate column in the Invoice screen. If the invoice rate on the invoice is different to what you expected, you should change it so it reflects exactly what the supplier is charging you. By doing this you should notice that the system will automatically change the Agreed rate column to match it. If this does not then comply with your agreement with the Supplier, you would take this time to change the figure in the Agreed Rate column to what you expected. This is what will then generate a Credit Request.

\*\*\* NOTE depending on your own company procedures, any pricing changes may not have been done at this point by the warehouse, however they can be done from this screen by entering a value in the **[AGREED RATE]** field (scroll across the screen to see this).

The next addition with this new function is that you clearly see at the bottom of the screen the value of items that are attached to the Credit Request (showing in blue in the picture).

These stock items will be adjusted when the transaction is Posted

Code	Sup Stock Code	Invoice Quan	Quan Received	Invoice Rate (Ex) GST	Cost (Inc)	Net (Inc)	Net (Ex)	Quan Damaged	Quan Inv'd	Not Rec'd	Agreed Rate (Ex)	Agreed Rate (Inc)	Supplier Agreed Cost (Ex)
1C095MM2BXP	1C095MM2BXP	20	10	\$15.00	\$1.41	\$15.51	\$300.00	3	7	0	\$14.10	\$15.51	\$14.10
2670-25	2670-25	15	15	\$11.54	\$1.15	\$12.69	\$190.39	0	0	0	\$11.54	\$12.69	\$11.54

Total (Ex) \$473.08 GST Total \$47.31 Amount \$520.39 Cr Req Amt (Ex) \$158.99 Done

Once you have finished with this screen you can click **[DONE]** to return to the main Invoice screen. From here you can double click on the field called **[Cr Comment]** (you may need to scroll to the far right of the screen to see this field). You will then be able to see the details of what has been captured in the Credit request - see below

**Cr Comment**

Stock Code: 1C095MM2BXP, Quan = 10, Invoice Rate (ex GST) = \$15.0000, Agreed Rate (ex GST) = \$14.1015, Claim (ex GST) = \$8.99  
Stock Code: 1C095MM2BXP, Invoice Quantity = 20, Received Quantity = 10, Invoice Rate (ex GST) = \$15.0000, Claim (ex GST) = \$150.00 [Not supplied = 7, Damaged = 3]

The final result once you choose to **[POST]** the invoice is that you will see the total value of what was actually received and is ready for payment, as well as a separate column that shows the total value of goods that have been logged to the 'Clearing' account pending the receipt of an official Credit from the Supplier (see CR Amt).



**Invoice Posting**

Creditor Name: ANY SUPPLIER  
Address: 98 SUPP ST  
MELBOURNE VIC 3000

Group: GENERAL  
ABN: 357951258  
BSB: 000458  
Account No: 357895

Description: Address: Section:

Current: \$11,598.13  
30-60 Days: \$3,500.00  
60-90 Days: \$0.00  
90+ Days: \$8,774.98  
**Total: \$23,873.11**

Date: 17/03/2015 Reference: 559 Pay by Date: / / Retention: Retention %: 0.00%

Comment: Purchase Order No. #14381 Pay Ref'n: / /

☒ Inv on Hold for Payment until Authorised

Approver: ACCRIVA Branch: I&T

Branch	Expense No	BAS Type	Amount (Inc GST)	GST Amount	Stock/Dets	Cr Comment	PO Type	C.R. GST	C.R. Amt (Inc GST)	PO Reference	Comment	Disc Days	Disc \$	All
I&T	1115 - Purchases	1 GST Cred	\$520.39	\$47.31	Yes	Stock Code: Stock		\$15.90	\$174.88	14381				

Discount Total: \$0.00 GST Total: \$47.31 Input Tax Credit: \$47.31 Invoice Total (Ex GST): \$473.08 Invoice Total: \$520.39

Post Payment Pending Cancel Load PO Load Pending Bar Code Print Print CR Email Batch No: 15501, Invoices: 0, Amount \$0.00

As the Creditor invoicing feature is a direct function of the Creditor module, you will see in the Postings tab the full details of this invoice, including an entry in the Comment field which advises that a Credit Request has been raised against this order.

**Creditor File Maintenance**

Details Options Contact Details Notes Totals Postings Standing Invoices Contractor Changes Log Assoc. Files

Creditor Name: ANY SUPPLIER

Transactions Details Stock

Date	Reference	Branch	Type	Amount	Remaining	GST	Pay By Date	Disc Days	Disc \$	Orig PO Ref	Retentic	Comment
17/03/2015	EFTDPAY	SERVICE	DPAY	\$243.79	\$0.00						\$0	
17/03/2015	EFT	SERVICE	EFT	\$3,256.21	\$0.00						\$0	
17/03/2015	654	I&T	INV	\$520.39	\$520.39	\$47.31				14380	\$0	
17/03/2015	559	I&T	INV	\$520.39	\$520.39	\$47.31				14381	\$0	
11/02/2015	EFT	ADELAIDE	EFT	\$100.00	\$0.00						\$0	
10/10/2014	2159	ADELAIDE	INV	\$5,500.00	\$5,500.00	\$500.00					\$0	
06/10/2014	6589	ADELAIDE	INV	\$5,400.00	\$5,400.00	\$490.91					\$0	

Purchase Order No. #14381  
Credit Request raised from this Invoice. Reference: 559CR  
Invoice posted requiring Authorisation for payment  
Approval will be required by ACCRIVA

And if you wish to look at the Details tab - you will see it listed out in detail how much of the invoice has been allocated to Purchases and how much is being held Pending a Credit. Clicking on the Stock tab will then also show you details of the actual items that were received at this time.

**Creditor File Maintenance**

Details Options Contact Details Notes Totals Postings Standing Invoices Contractor Changes Log Assoc. Files

Creditor Name: ANY SUPPLIER

Transactions Details Stock

Exp No	Description	Entry No	Job No	Section	Amount	GST	Tax Type
1115	Purchases	19783			\$345.51	\$31.41	1-GST Creditable
3255	Purchases - Credit Request Pending	19785			\$174.88	\$15.90	1-GST Creditable

## Creditors - Orders on Hold (CR Requests)

As a result of the Credit Request the system will in turn place this specific invoice ON HOLD so that it is not able to be paid via the Autopay function, using the assumption that you would wish to hold payment for this until you have received the Credit you have requested. You can over-ride this is you wish by manually un-ticking the Hold field in the Autopay screen.

## Creditors - Receiving the Credit (CR Requests)

At any time you can view a 'Pending' credit by locating it in **CREDITOR | INV/CR PENDING** function. You can also process the Credit from this screen as per the standard procedures as found in the Creditor Manual by:

- Making the appropriate selections of Company etc as required
- Select the required Creditor and Reference
- Place a tick in the **[ACCEPT]** field on each line (or choose the Accepted field at the top of the screen to auto accept all requests in the system.
- Enter the official Credit Note number in the **[POST REFERENCE]** field
- Enter the **[POST DATE]** of the Credit Note
- Add a comment if required
- Choose to Print or Preview if required
- Click **[POST]** to finalise

Creditor	Reference	Company	Date	Type	GST	Amount	Accept
ASUPPLIER	357CR	ADMIN	20/10/2013	CRN	\$0.07	\$0.77	<input type="checkbox"/>
ASUPPLIER	559CR	I&T	17/03/2015	CRN	\$15.90	\$174.88	<input type="checkbox"/>
ASUPPLIER	654CR	I&T	17/03/2015	CRN	\$15.90	\$174.88	<input type="checkbox"/>
ASUPPLIER	321CR	PRODUCT	01/07/2013	CRN	\$1.82	\$20.00	<input type="checkbox"/>

Expense No	Description	Job No	Section No	Amount (Inc)	GST	Comment
3255	Purchases - Credit Request Pen			\$174.88	\$15.90	Stock Code:

Once the Pending Credit has been posted you will be able to see the transaction in the Creditor File Maintenance screen Posting tab, and the HOLD will be unticked in the Autopay function.

## Creditors - Rejected Credit Requests (CR Requests)

If for some reason your Creditor did not accept the details of your request for Credit and therefore did not forward a credit note, then you cannot process the Pending credit as it stands as it will now need to be adjusted to reflect what the Creditor has elected to do.

They may have elected to just send you the missing stock or they might reject your claim on pricing. In either case you will need to manually adjust the system to correct the stock holding and/or remove the 'Pending' details and replace it with a stock receipt.

### **Adjusting Stock**

If the supplier has elected to send you the missing stock instead of crediting the original invoice then you need to make sure that the value currently sitting in the 'Pending Clearing' GL expense account is reversed out and that the goods are then entered into the correct Purchases account.

1. Open [CREDITOR | CREDIT NOTE](#)
2. Select the appropriate Creditor
3. Load the Pending Credit Request - the pending account would appear in RED
4. Insert a new line with the details of the appropriate GL Purchases Expense account .
5. Click on the Stock/Dets field which will take you to the actual Stock details screen. Locate the stock code and select - then add the [\[INVOICE QUANT\]](#) for the goods that have been sent as replacements.

This will effectively result in a \$0.00 value Credit note against that account, which has reversed the Pending credit, and added the Stock as received. The Invoice HOLD tick will be removed and will be available for payment.

### **Accepting Original Charges**

Should the Supplier decline your request for a price adjustment - you will need to once again reverse the original request so that the values are removed from the 'Pending Clearing' account and returned to the standard Purchases account with the correct value. Follow the same procedure as above.

\*\*\*NOTE - Remember that while in the Creditor Credit Note screen all entries by default are recognised by the system as a credit entry - even though they do not appear that way on the screen. Therefore if you are trying to reverse an entry you would in fact have to enter the value with a Negative in front so that the system can recognise that it is in fact the opposite of a normal Credit entry, and you can achieve an accurate \$0.00

balance.

Company	Expense No	Job No	Section	BAS Type	Allowed	Hours	Cont Rate	Amount (Ex GST)	GST Amount	Stock/Dets	Co
MELB	885 - Purchases - C			1 GST Credit				\$100.00	\$10.00		
MELB	271 - Purchases			1 GST Credit				-\$100.00	-\$10.00		

Company	Expense No	Job No	Section	BAS Type	Allowed	Hours	Cont Rate	Amount (Ex GST)	GST Amount	Stock/Dets	Cc
MELB	885 - Purchases - C			1 GST Credit				\$100.00	\$10.00		
MELB	271 - Purchases			1 GST Credit				-\$100.00	-\$10.00		

## Creditors - Non-Stock Purchase Order (CR Requests)

It is possible to also produce a Credit Request against a Non-Stock order. This would be done in the Creditor Invoice screen as there is no other Receipting function for Non-stock orders.

1. Produce the Order as normal
2. When goods are received - load the PO as normal into the Creditor Invoice screen
3. Clicking on the Stock/Dets field will bring up the items ordered and from here you will see the same extra fields - Damaged, Not Received, Agreed Price etc as per the normal Stock Receipt screen.
4. Make changes to quantities or prices as necessary to produce a Credit Request.

The rest is exactly the same as for Stock orders and will be completed as already detailed.

Creditors - Credits - Short Supply Or  
Overcharge

## Overview :

Stock can be received into the system via the “Stock Order Receive” menu, or via the “Creditor Invoice” menu. If the purchase order has been processed in the “Stock Order Receive” menu first prior to being loaded into the “Creditor Invoice” menu, then the quantities are “read only” as they’ve already been specified at the time of the Purchase Order being processed.

“Stock Order Receive” changes if Credit Request functionality is enabled.

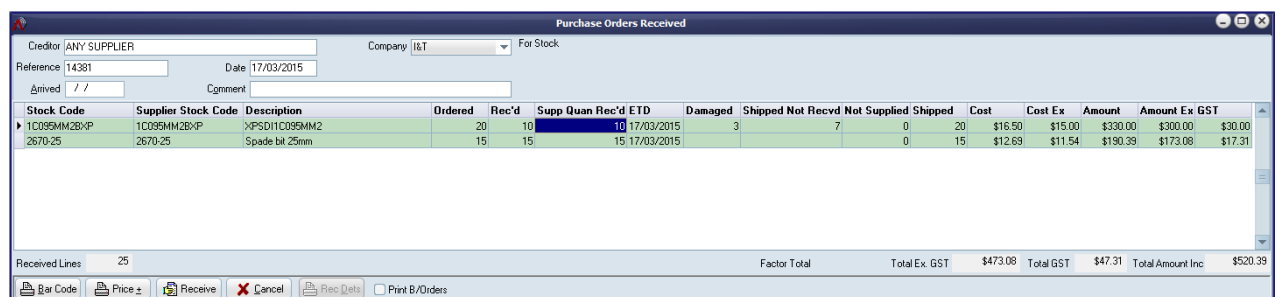
The details below cover the changes to the “Stock Order Receive” process when the “Credit Request” functionality is enabled, and then covers the changes to the “Creditor Invoice” entry process.

The “Purchase Order Receive” screen has 4 additional fields when the “Credit Request” functionality is enabled : Not Supplied, Shipped, Shipped not Recvd and Damaged.

Altering any of these fields may affect one or more other field values, as the formulas that will always “hold true” are :

- **Rec'd + Shipped Not Recvd + Damaged = Shipped**
- **Ordered = Not Supplied + Shipped**
- **Rec'd** = the quantity that will increase the SOH value
- **Shipped** = What we're expecting to be charged for
- **Shipped Not Recvd** = Supplier believes they sent it, we didn't receive it
- **Damaged** = Supplier sent it, but it was damaged in transit so we can't stock it
- **Not Supplied** = the quantity that is legitimately being backordered (or cancelled if we don't save non supplied stock as a back order) as the supplier didn't send it at this time

By default, the system will assume no damage and that all unsupplied quantities are backordered (ie no failure by the supplier).



Stock Code	Supplier Stock Code	Description	Ordered	Rec'd	Supp Quan	Rec'd ETD	Damaged	Shipped Not Recvd	Not Supplied	Shipped	Cost	Cost Ex	Amount	Amount Ex GST
1C095MM26XP	1C095MM26XP	>P5D11C095MM2	20	10	10	17/03/2015	3	7	0	20	\$16.50	\$15.00	\$300.00	\$300.00
2670-25	2670-25	Spade bit 25mm	15	15	15	17/03/2015			0	15	\$12.69	\$11.54	\$190.39	\$173.08

Received Lines: 25

Factor Total: Total Ex GST: \$473.08 Total GST: \$47.31 Total Amount Inc: \$520.39

Buttons: Bar Code, Price, Receive, Cancel, Rec Data, Print B/OOrders

## Creditors - Credits - Credits With Stock Handling

The stock system is always updated with the actual quantity received, not the quantity invoiced. As a result, when the credit request is finalised to be a credit note, the stock quantity does NOT update the stock on hand movement if the credit request was raised from an invoice at invoicing time, as the lesser quantity has been applied to the stock system already (and to impact with the credit request stock would result in it being impacted twice).

However, for completeness, the credit request stock will reflect in the movement screen with a “strike out” font, but will have no impact on the running balance.

If a credit request is raised “manually” for goods being returned, these items will reflect in the stock movement, but only when the credit request is finalised to be a credit note.

It is recognised that for the period of time between raising the credit request (and freighting the stock lines back to the supplier) and the credit request being finalised, the “stock on hand” balance will show a balance that does not recognise the stock has left the warehouse to be returned to the supplier (ie the stock on balance will be “high” by the quantity returned to the supplier until the credit note is finalised).

## Creditors - Credit Notes 'Pending'

Details on how to process a normal Credit Note have already been explained, - however it is also possible to enter details that are then saved as a Pending Credit, which is actually an official "Credit Request" and can be used to print and send to your supplier should there be a query with an account.

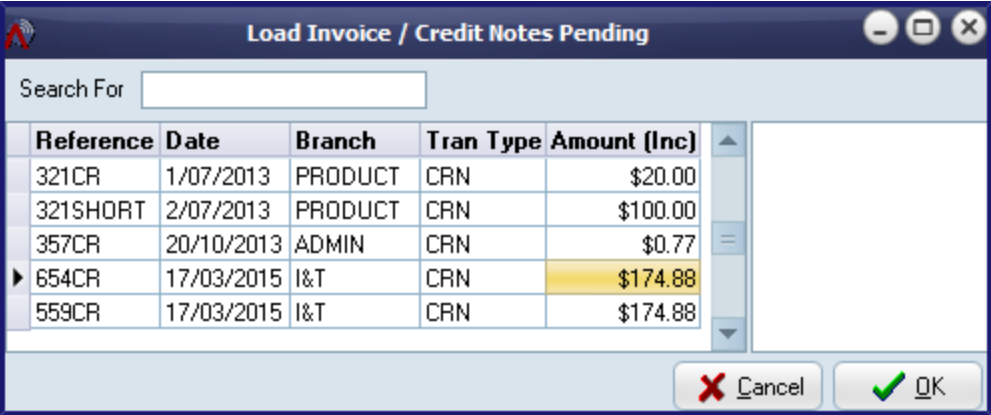
Once the Pending Credit has been entered, simply wait till you receive the requested Credit Note back from the supplier then Load the Pending Credit just as you would an Invoice. Posting the Credit as normal after that completes the process and reduces the balance on the account.

### Save a Pending Credit Note:

1. Process the initial details of a Credit as normal - See "[Creditors - Credit Note Processing](#)" on [page 87](#)
2. Complete all details of the request - referencing the original invoice and any comments necessary to explain the need for a credit
3. Click on **[PENDING]** button to save

### Re-Load a Pending Invoice

All Pending Creditors are kept in a log and multiple pending Credits can be entered for each Creditor.



Reference	Date	Branch	Tran Type	Amount (Inc)
321CR	1/07/2013	PRODUCT	CRN	\$20.00
321SHORT	2/07/2013	PRODUCT	CRN	\$100.00
357CR	20/10/2013	ADMIN	CRN	\$0.77
▶ 654CR	17/03/2015	I&T	CRN	\$174.88
559CR	17/03/2015	I&T	CRN	\$174.88

1. To access this log - Open [CREDITOR | CREDIT NOTE](#)
2. Search for the relevant Creditor and double click or click the **[CREDIT]** button

3. Now instead of entering the details as you would for a new entry - click on the **[LOAD PENDING]** button at the bottom of the screen.
4. A prompt screen will appear with a list of all pending Credits in the system for that Creditor . You can now scroll down through the list and select the correct invoice or use the Search function which searches on the Reference number used.
5. Click **[OK]** to select the required Credit request
6. All details of the original entry will be loaded to the screen and changes can be made to any field
7. Once all details are complete - click **[POST]** to save the data and update the Creditors and any other linked modules.

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**Related Topics:**

*See "Creditors - Pending Invoices & Credits" on page 59*

*See "Creditors - Delete Pending Invoice & Credits" on page 60*

## Creditors - Credits - Finalise, Reprint Or Delete

Menu option: **CREDITORS - INV/CRN PENDING**

When a credit request has been raised from an invoice, the **STOCK tab** shows the quantity of items not supplied or over charged. If the credit is for a pricing variation only (ie overcharge) the "Credit Type" shows as "Price Credit", if for non supply it shows "Short Supply". The Comment at the expense allocation level gives a full description of the credit request 'calculation' to arrive at the claim amount.

**Invoice/Credit Notes Pending**

Search For: ACCESS    ☒ Code    ☐ Reference    ☒ All    ☐ Invoices    ☐ Credits    ☐ Accepted

Company:

Creditor	Reference	Company	Date	Type	GST	Amount	Accept	Comment
ASUPPLIER	559CR	I&T	17/03/2015	CRN	\$15.90	\$174.88	<input type="checkbox"/>	
▶ ASUPPLIER	654CR	I&T	17/03/2015	CRN	\$15.90	\$174.88	<input type="checkbox"/>	
ASUPPLIER	321CR	PRODUCT	1/07/2013	CRN	\$1.82	\$20.00	<input type="checkbox"/>	credit request
ASUPPLIER	321SHORT	PRODUCT	2/07/2013	CRN	\$9.09	\$100.00	<input type="checkbox"/>	short supply

Buttons: Delete, Print, Preview

Pending    Stock

Expense No	Description	Job No	Section No	Amount (Inc)	GST	Comment
▶ 3255	Purchases - Credit Request Pen			\$174.88	\$15.90	Stock Code: 1C095MM2BXP

Buttons: Print, Cancel, Post

If the credit request was raised as a "Request for Credit" for returned goods, (rather than because of short supply / overcharge with an invoice), the Credit Type will read "Return" or "Price Credit".

**Invoice/Credit Notes Pending**

Search For: ACCESS    ☒ Code    ☐ Reference    ☒ All    ☐ Invoices    ☐ Credits    ☐ Accepted

Company:

Creditor	Reference	Company	Date	Type	GST	Amount	Accept
ASUPPLIER	559CR	I&T	17/03/2015	CRN	\$15.90	\$174.88	<input type="checkbox"/>
▶ ASUPPLIER	654CR	I&T	17/03/2015	CRN	\$15.90	\$174.88	<input type="checkbox"/>
ASUPPLIER	321CR	PRODUCT	1/07/2013	CRN	\$1.82	\$20.00	<input type="checkbox"/>
ASUPPLIER	321SHORT	PRODUCT	2/07/2013	CRN	\$9.09	\$100.00	<input type="checkbox"/>

Buttons: Delete, Print, Preview

Pending    Stock

Stock Code	Description	Quantity	Cost	Amount (Ex)	Credit Type
▶ 1C095MM2BXP	XPSD11C095MM2	10	\$14.01	\$140.10	Short Supply
1C095MM2BXP	XPSD11C095MM2	10	\$0.90	\$8.98	Price Credit

Buttons: Print, Cancel, Post

Note : When a credit request is raised against an invoice, the original invoice gets marked as "On Hold" so it won't be paid in the Creditor Autopay system. When the credit request is finalised, the Hold is removed from the invoice enabling it to be paid. This is to prevent



accidentally paying an invoice that is “in dispute” due to incorrect pricing or short supply.

# CREDITORS - REPORTS

The Reports screen offers a range of creditor reports to assist you with managing your creditor data.

The creditor reports tabs available within Accrivia are:

REPORT TAB	DESCRIPTION
Cred-FM	Lists of basic creditor data, including creditor contact details, expense account lists etc.
Cred-\$	Reports showing transactions by creditor. Selection criteria usually include a date and creditor range. Some can be selected by expense code or batch number.
Cred-Exp	Expense reports by creditors, jobs, reference, filtered by date range, expense code, creditor etc, in detailed and summary formats.
Cred-Tran	Variety of reports showing transactions, invoices & purchase details
Cred-Pay	Creditor payments, reconciliation information, and payment due dates
Cred-Stock	Stock purchases reports (relevant if running Inventory Module)
Cred-BAS	BAS reporting, including exceptions, and totals (for accrual and non-accrual reporting methods)
Full details of report selections listed below	

## Producing a Creditor Report

1. Select [FILE | REPORTS- Creditor tab.](#)
2. Select the relevant tab, and then report that you wish to run. (See 'Report Tabs' grid above for the details of reports that each tab contains.)
3. Some reports may prompt you to enter additional selection criteria for the report you require. If applicable, enter your selections in the fields provided.
4. Click [\[PREVIEW\]](#) to view this report.
5. Click [\[PRINT\]](#) to print a hard copy.

It is possible to run most of the Creditor reports for a specified period, at any time.

## Detailed description of available Creditor Reports

### [CRED-FM - tab](#)

- **Creditor Addresses, Phone No's** - listing of creditors as selected, with name, address, phones and ABN
- **Creditor Details by Name** - same as above
- **Creditor Mail Merge Fields** - provides full details of creditors as selected, includes contact, terms, and balances owed which can then be exported and sorted to produce a Mail Merge file.
- **Creditor Address Labels** - produces a list of creditor names & addresses set out in a label format for posting. Contact Your Accrivia Support Team to have the formatting adjusted to suit your stationery.
- **Tax File Creditors** - lists all creditors who have a Tax File number lodged
- **Invalid Tax File Creditors** - reports on any creditor with an invalid code
- **Creditor Tax PTD** - reports on creditors with Period to Date Tax figures
- **Expense Accounts Mast List** - produces a full list of all GL Expense Account codes along with the relevant GL
- **Credit and Debit GL Codes** - lists all Expense codes and descriptions separated into individual Entities (eg Branch/Company/Store/Division)

#### **CRED-\$ - tab**

- **Creditor Enquiry** - provides a snapshot of a specific Creditor, showing current Trial Balance figures, PTD & YTD figures as well as a listing of all current transactions
- **Creditor History** - same report as above, however you have option to select a specific date range
- **Creditor Aged Trial Balance** - provides a complete list of all creditors with Current, 30,60, 90 & Total columns
- **Creditor Trial Balance as at** - provides a snapshot of the total amount outstanding on a specific date - cannot isolate individual creditors
- **Creditor PAYG Tax Ded.** - reports on the total tax deductions for relevant creditors, can be date specific

#### **CRED-TRAN - tab**

- **Creditor Transactions** - produces a list of creditors transactions as defined in the selection. This report offers the following criteria selections – Start/End Account, Start/End Date and Period ranges.

- **Creditor Transactions by Creditor** - same as above but without the Period range option
- **Creditor Transactions by Transaction** - produces a report listing all transactions with each Transaction Type. This report offers the following criteria selections – Start/End Account, Start/End Date and Order by (Date or Reference) you can also elect to only show unrec-onciled items.
- **Creditor Invoice Details** - lists creditor invoices with Expense accounts split and sub-totalled by the specific Entity. This report offers the following criteria selections – Start/End Account, Start/End Date and Expense Account ranges.
- **Creditor Purchases Discount** - gives a list of all creditors showing Purchase PTD & YTD with Discount PTD & YTD if applicable. No selection options are available.

#### **CRED-EXP - tab**

- **Expense log Inc Job No's** - (only for clients using the Jobs Module) - lists all transactions split up by each Expense account and listing the relevant Job numbers attached. This report offers the following criteria selections – Start/End Account, Start/End Date .
- **Expense Log Summary** - list each Expense account with a summarised GST and Totals column. This report offers the following criteria selections – Start/End Account, Start/End Date .
- **Expense Log by Reference (inc Jobs)**- list each expense split and subtotaled by the Reference number and Creditor - includes Job numbers if applicable. This report offers the following criteria selections – Start/End Account.
- **Expense Log by Creditor Summary** - lists each Entity separately, showing each Expense code and a summary of transactions incurred for that code by Creditors. This report offers the following criteria selections – Start/End Expense & Creditor Account, Start/End Date.
- **Expense Log by Creditor Detailed** - same as above but details of each transaction are fully detailed.
- **Expense Log by Job** - lists all current Job numbers and the expense accounts logged to them. This report offers the following criteria selections – Start/End Job or Start/End Date .
- **Expense Log Sum, Date Paid** - a list of Expense Account totals and what period they were paid. This report offers the following criteria selections – Start/End Account, Start/End Date .
- **Expense Log (Jno's), Date Paid** - as above but reports with running totals and Job numbers if applicable.

- **Expense Account Tables** - individual pages for each Entity showing expense numbers with PTY, YTD and also YTD for the previous 4 years when available.
- **Expenses Financial Year** - reports on the total expense codes and costs for the financial year.
- **Expense Log Summary by Category** - (only for clients using Creditor Classifications) lists expenses split by Category classifications. This report offers the following criteria selections – Start/End Account, Start/End Date

**CRED-PAY - tab**

The ability to produce reports is dependant on the individual User's Access permissions. Contact your supervisor if the report you want does not appear in your selection screen. Details can be found in the Accrivia System Manual PDF - contact Your Accrivia Support Team for a copy

# CREDITORS - PROCESSING & RECONCILING PAYMENTS

Within the Creditor's module there are multiple options available to make payments for your accounts.

- Process payments for creditors in a batch (using the Autopay screen)
- Pay a single creditor using the Payment screen.
- Enter details of a payment directly from the Invoice screen.

If you are processing a single payment, you can choose to either reconcile this to invoices at the same time, or do this at a later time.

This section discusses the various options for processing payments, adjustments, discounts and reconciliation's for your creditors.

\*\*\* **Note** - Remittance Advices cannot be produced when making payments using any of these options. Remittance Advices can only be produced if using the Autopay function

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## **Related Topics:**

*See "Creditors - Auto Pay - Processing a Payment Run " on page 121*

*See "Creditors - Remittances" on page 139*

*See "Creditors - Contra Payments for Debtor & Creditors" on page 142*

## Creditors - Process A Single Payment

Menu option: **CREDITORS -PAYMENT**

As a general rule, it is recommended that you ensure the Creditor account is fully reconciled before making a payment to ensure that any existing credit notes or payments have been correctly reconciled so you have the most up to date final figure owing for payment.

**Payment / Adjustment Posting**

Name:

Address:

Current:   
30-60 Days:   
60-90 Days:   
90+ Days:   
Total:

Date:  Tran Type:

Reference:  Branch:

Amount:

Comment:

Branch	Date	Reference	Tran	Amount	Remaining	Reconcile	On Hold	Disc
ADMIN	20/10/2014	9875	INV	\$12,500.00	\$12,500.00		<input checked="" type="checkbox"/>	
ADMIN	1/01/2015	35987	INV	\$68.00	\$68.00		<input checked="" type="checkbox"/>	
SERVICE	10/05/2014	958	INV	\$2,000.00	\$2,000.00	\$2,000.00	<input type="checkbox"/>	

Total:

1. Enter the Creditor code in the search code box, or scroll through the list of creditors on the screen to select the required creditor.
2. Click the **[PAY/ADJ]** button.
3. Fill out the information about this payment:
  - **COMPANY** from the drop down list (multi company systems)
  - **DATE** of the payment
  - **REFERENCE** (e.g. cheque number) must be unique each time
  - **AMOUNT** (if deducting settlement discount then enter the amount of the payment you are making, not the invoiced amount).
  - **TRAN TYPE** (transaction type) from the drop down list (CHQ, EFT, CASH etc).
4. All current (unreconciled) postings against this creditor (for the company's cashbook you are working against) will now be listed in the grid below for you to reconcile your payment against.
5. Double click in the RECONCILE column next to the invoice/s you want to fully reconcile. Or if paying less than the full invoice amount, manually enter the amount you are paying against the invoice.

6. You can choose to pay an invoice either with or without discount. Details on how to do this are covered in the following sections – [See "Creditors - Reconcile Payments with Settlement discount." below](#)
7. Alternatively - if there are several invoices being paid and they are all going to be fully paid - a quick way to reconcile all of them is to choose the **[AUTO REC]** button at the bottom of the screen. This will start at the oldest invoice and allocate payments for each invoice until it has used up the entire amount of the payment.
8. Click **[POST]** to save the transaction.

If you choose not to reconcile some or all of the payment, you can click **[POST]** at any time once the header information has been entered and it can be reconciled later through the **CREDITORS | RECONCILIATION** option.

To automatically deduct discount amounts [see 'Paying Multiple Creditors \(Autopay\)'](#).

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#### **Related Topics:**

*To create payment direct from the Creditor Invoice screen - See "Creditors - Posting a payment with the invoice" on page 74*

## Creditors - Reconcile Payments With Settlement Discount.

Menu option: **CREDITORS -PAYMENT**

For Creditors who offer a settlement discount - it should be noted that the details of this discount offer must be included in the original invoices details if you plan to take up that discount later when paying.

If you have elected to take up a Settlement Discount you can enter the details from within the **CREDITOR | PAYMENT** screen as part of your reconciliation details.

1. Choose the appropriate invoice
2. If paying the full amount of each invoice (minus the discount) then double click in the 'Reconcile' field. If paying less than the full invoice amount, enter the amount of this payment that relates to each invoice.



3. Then click in the DISCOUNT column next to the required invoices, and enter the amount of discount you are deducting.
4. If you choose to reconcile less than the full amount of an invoice, you must manually enter the amount of discount that you are taking in relation to this payment.
5. If the invoice is made up of more than one 'BAS Type' (ie GST Inclusive and GST exclusive items), an Invoice Reconciliation Details screen will be displayed showing you how much discount is offered for each 'BAS Type'. You must allocate the discount amount you have specified to the appropriate 'BAS Types'.
6. Once all entries have been made - click **[POST]**
7. You will now be shown a General Ledger pop-up and you will need to select the appropriate code used for Discounts.

**Payment / Adjustment Posting**

Name: ANY SUPPLIER  
 Address: 98 SUPP ST  
 MELBOURNE VIC 3000

Current: \$12,318.52  
 30-60 Days: \$3,850.00  
 60-90 Days: \$0.00  
 90+ Days: \$8,774.98  
 Total: \$24,943.50

Date: 20/03/2015  
 Tran Type: CHQ  
 Reference: 3157P  
 Branch: ADMIN  
 Amount: \$180.00  
 Comment:

Branch	Date	Reference	Tran	Amount	Remaining	Reconcile	On Hold	Disc
ADMIN	18/03/2015	3157	INV	\$200.00	\$200.00	\$200.00	<input type="checkbox"/>	20.00
CONTRACT	11/03/2014	951	INV	\$50.00	\$50.00		<input type="checkbox"/>	
Total				\$200.00				
				Disc	\$20.00	Total Less Disc	\$180.00	

Post Cancel AutoRec

If the original invoice was incorrectly entered and did not include the discount value then you cannot take it up on the Payment screen directly. You will need to process a Creditor Adjustment that is then reconciled against the account.

#### **Related Topics:**

*See "Creditors - Enter a Creditor Payment Adjustment" on next page*

# Creditors - Enter A Creditor Payment Adjustment

Menu option: **CREDITORS -PAYMENT**

Creditor adjustments can be processed using a similar method to posting a creditor payment:

1. Open the Payment screen by selecting **CREDITORS | PAYMENT**.
2. Enter the Creditor code in the search code box, or scroll through the list of creditors on the screen to select the required creditor.
3. Click the **[PAY/ADJ]** button.
4. Fill out the information about this payment:
  - **COMPANY** from the drop down list (multi company systems)
  - **DATE** of the adjustment
  - **REFERENCE** (e.g. Acct Adj)
  - **AMOUNT** - enter amount of the adjustment
  - **TRAN TYPE** (transaction type) from the drop list - would be ADJC or ADJD

Adjustment Transaction Types should be ticked as a 'BAS Type' in the **CREDITORS | FILE MAINTENANCE/TRANSACTION** screen.

5. Reconcile your adjustment against outstanding invoices
6. All current (unreconciled) postings against this creditor (for the company's cashbook you are working against) will now be listed in the grid for you to reconcile your adjustment against.
7. Double click in the RECONCILE column next to the invoice/s you want to reconcile. Or if adjusting less than the full invoice amount, enter the amount you are paying against the invoice.
8. Click **[POST]** to save the transaction.

If you choose to reconcile less than the full invoice amount and this invoice is made up of more than one GST 'BAS Type' (i.e. GST Inclusive and GST exclusive items), an Invoice Reconciliation Details screen will be displayed. Allocate the amount you are reconciling against the appropriate 'BAS Types' available on the invoice.

# Creditors - Unreconcile A Payment

Menu option: **CREDITORS -UNRECONCILE**

There will be times when a payment has been entered incorrectly - possibly the wrong amount was entered, or the payment was reconciled to the wrong invoices. There are a couple of options available to fix this -

See "creditors - Payment Reversals" on next page

See "creditors - Reversing & Adjusting Payments Manually" on page 117

When a payment has been made and reconciled the data is stored and considered complete in the Creditor account file. By looking at the **CREDITOR | FILE MAINTENANCE - Posting Tab** you will see that the payment has been reconciled with the invoice and there are no remaining values. If choosing the Manual Reversal option it is critical that you first remove the reconciliation so that the payment can be reversed.

\*\*\* Note - once an invoice has been fully reconciled and rolled over into history during an End of Period process it can no longer be unreconciled or reversed.

## Unreconcile a Payment

1. Open the **CREDITOR | FILE MAINTENANCE - Posting Tab** - find the payment and make note of the reference and value. You will need to make sure of these details to ensure you select the right transaction to unreconcile.
2. Open **CREDITOR | UNRECONCILE**
3. Select the relevant Creditor code
4. You will now see all payments or credit notes currently in the system - these can be sorted by reference number or date and also items in Current or History. However while it present all details from History - you cannot unreconcile these entries unless the system date has been changed.
5. Scroll through till you locate the correct transaction and double click in the column marked Unreconcile
6. Click the **[UNREC]** button on the bottom of the screen

You can now see in the **CREDITOR FM - POSTINGS TAB** that all items reconciled against that payment are now valid again and the payment is sitting unreconciled with the total value listed as remaining.

From this point there are 2 options.

If the value of the payment was correct but just incorrectly reconciled proceed to - [See "Creditors - Reconciling Payments Manually" on page 118](#)

If the entire payment needs to be cancelled proceed to - [See "creditors - Reversing & Adjusting Payments Manually" on the facing page](#)

## Creditors - Payment Reversals

Menu option: **CREDITORS -REVERSAL | PAYMENT**

This option assumes that the entire payment was incorrect and will completely reverse the transaction in total. There is no need to Un-reconcile in this instance.

Select the payments to be reversed and then press the 'Reverse' button

Creditor Name: Access Supplies

Search: 000010

Reversal Date: ☐ System ☐ Original

Postings: ☒ Current ☐ History

Sort By: ☒ Reference ☐ Date

Reference	Date	Branch	Tran Type	Amount	Reverse
▶ 000010	15/08/2013	SERVICE	CHQ	\$630.00	<input type="checkbox"/>
000777	16/07/2014	PRODUCT	CHQ	\$225.00	<input type="checkbox"/>
6597P	30/06/2014	PRODUCT	CHQ	\$0.99	<input type="checkbox"/>
EFT	11/02/2015	PRODUCT	EFT	\$180.00	<input type="checkbox"/>
MAST	18/02/2015	PRODUCT	MAST	\$20.00	<input type="checkbox"/>
MAY A/CS	30/06/2014	PRODUCT	CHQ	\$200.00	<input type="checkbox"/>

☒ Reverse ☒ Cancel

1. Select the creditor for whom you want to reverse the transaction and click **[SELECT]**.
2. A list of all reconciled payments current in the system for this creditor will be displayed.
3. To view transactions from the History tables, select 'History' from the posting options at the top of the screen. Note that transactions from History can only be reversed if you are using a cash accounting system for GST purposes.
4. From the 'Reversal Date' option select how you want the reversal to be dated.
5. Locate the required posting/s in the table and double click in the 'REVERSAL' column to select it for reversal.

6. Click **[REVERSE]**.
7. All selected postings will be un-reconciled and reversed.
8. All invoices that were reconciled against these postings will be un-reconciled and available again for payment.

## Creditors - Reversing & Adjusting Payments Manually

Menu option: **CREDITORS -PAYMENT**

Manual payment reversals can be processed using a similar method to posting a creditor payment by simply changing the Transaction Type, however you will need to Un-reconcile the original payment first.

Branch	Date	Reference	Tran	Amount	Remaining	Reconcile	On Hold	Disc
ADMIN	20/10/2014	147P	CHQ	\$150.00	\$150.00	\$150.00	<input type="checkbox"/>	

Total: \$150.00

1. Ensure that the original payment has been Unreconciled - See "Creditors - Unreconcile a Payment" on page 115
2. Open **CREDITOR | PAYMENTS**
3. Select the Creditor as normal
4. **Date** - Enter the Date of the reversal - most commonly this should be the same day as the original entry.

5. **REFERENCE:** Enter the reference using the original payment reference followed an R (or other character to make it unique). E.g. for payment 000983, reversal reference could be 000983R. If forgotten you can find the original reference in [CREDITORS | FILE MAINTENANCE - Postings tab](#)
6. **TRAN TYPE:** From the transaction drop list, select the reversal type that corresponds to the payment you are reversing. E.g. reversing a cheque (CHQ) would mean using CHQ-. (These transaction types are defined in [CREDITORS | FILE MAINTENANCE | TRANSACTIONS](#))
7. **AMOUNT:** Enter the amount as a positive number. The system knows to subtract it by the selected transaction type you select.
8. **COMMENT:** It is preferable to enter a comment to provide an explanation of why the reversal was processed.
9. **RECONCILIATION:** when you click [\[RECONCILE\]](#) now you will find that only the transactions with the same time now appear - so your original CHQ entry will be listed. No invoices will be listed.
10. Click on the [\[AUTO REC\]](#) button or manually click in the Reconcile column - the click [\[POST\]](#)

Checking the [CREDITORS | FILE MAINTENANCE - Postings tab](#) will show that the original Payment now has a matching Reversed transaction and both show no remaining balances. These transactions will be moved to History at the next EOM rollover.

If you have to adjust a payment, consider reversing the transaction in full and re-entering the correct payment. This will be clearer to understand if you need to review this transaction at a later date.

## Creditors - Reconciling Payments Manually

Menu option: [CREDITORS -RECONCILIATION](#)

This same procedure applies when reconciling Credit Notes

**Creditor Reconciliation**

Name: Access Supplies

Address: 8 Access St  
ACCESSVILLE VIC 3800

Current: \$0.00  
30-60 Days: \$0.00  
60-90 Days: \$0.00  
90+ Days: \$0.99  
Total: \$0.99

Reference	Amount	Remaining	Tran Type	Date	Branch
▶ MAY A/CS	\$200.00	\$200.00	CHQ	30/06/2014	PRODUCT

Reference	Amount	Remaining	Tran Type	Date	Branch
3598	\$0.99	\$0.99	INV	10/05/2014	PRODUCT
▶ 6597	\$200.00	\$200.00	INV	20/05/2014	PRODUCT

Sort By: ☒ Date ☐ Branch ☐ Reference

Amount to Reconcile: \$200.00

1. Enter the Creditor code in the search code box, or scroll through the list of creditors on the screen to select the required creditor.
2. Click **[UPDATE]** Or double click on the Creditor account to be reconciled.
3. If you use more than one cashbook, select a cashbook from the VIEW CASHBOOK drop down box.
4. All available transactions debit postings are listed on the left hand grid. Credit postings are on the right.
5. In the lower left hand corner you have the option to sort these transactions by Date, Company or Reference.
6. For each debit posting that you want to reconcile:
  - Click on a debit posting in the left grid to select it as the reconciliation amount.
  - Then click on a credit posting to be reconciled in the second grid on the right.
  - The REMAINING column in both grids shows the unreconciled amount for each transaction. By default, the system will automatically determine the reconcilable amount to process (the lower unreconciled amount of the two

transactions). To overwrite this, enter the amount you want to reconcile in the AMOUNT TO RECONCILE field.

- Any remaining debit/credit can be reconciled later against another posting
- Click **[RECONCILE]** to reconcile this debit and credit transaction.

7. Click **[DONE]** to close out of this creditor.



# CREDITORS - AUTO PAY - PROCESSING A PAYMENT RUN

Menu option: **CREDITORS -AUTOPAY**

The Autopay function allows you to automatically select Creditor invoices to be paid either individually or based on payment terms and strategies that are pre defined through the Creditor File Maintenance. You can then enter and reconcile payments to these. Multiple creditors can be paid with just a few key strokes making this a fast and efficient way of dealing with a payment process.

Throughout the Autopay process, the system will allow you to :

1. Pay multiple creditors
2. Allows you to produce a payment run from different Cashbook accounts (each done seperately)
3. Put some creditors on hold
4. Reduce balances for creditors who also have a Debtor account See "creditors - Making a Creditor / Debtor Contra payment" on page 145
5. Assigns cheque numbers and print cheques
6. Create a bank file
7. Produce summary and detailed reports on payments to be processed
8. Generate and distribute remittance advices
9. Automatically updates both Creditor & Debtor files upon Update

## The Autopay Screen

The screenshot shows a software window titled "Creditor Autopay [2000 - Cash At Bank]". At the top, there are input fields for "Creditor" (ABC), "ABC CO PTY LTD", "Group" (GENERAL), and a checked "On Hold" checkbox. Below these is a table with columns: Date, Reference, Tran, Use Dis, Hold, Amount, Disc \$, Remaining, and Pay. The first row shows a date of 2/09/2014, reference 123, transaction INV, with an amount of \$165.00 and a remaining balance of \$165.00. Below the table is a row of buttons: "Pay All", "Clear Pay", "Debtor Pays", "Pays" (with a value of \$0.00), "Disc" (with a value of \$0.00), and "Total" (with a value of \$0.00). The bottom section contains several sub-sections: "Strategies" with a "Disc Post" button; "Tax" with a "Detail Rep" button; "Chq No/EFT" with a "Remittance" button; and "Debtor Payments" with a "Paying" button. There are also "Reset" and "Update" buttons. The bottom right corner shows a summary of values: Total (\$0.00), Disc (\$0.00), Tax (\$0.00), and Paying (\$0.00).

Date	Reference	Tran	Use Dis	Hold	Amount	Disc \$	Remaining	Pay
2/09/2014	123	INV	<input type="checkbox"/>	<input type="checkbox"/>	\$165.00		\$165.00	

Pay All Clear Pay Debtor Pays Pays \$0.00 Disc \$0.00 Total \$0.00

Strategies Disc Post Tax Detail Rep Chq No/EFT Debtor Payments Paying

Reset Update

Total \$0.00 Disc \$0.00 Tax \$0.00 Paying \$0.00

The screen is split into 2 distinct sections.

- The top half relates to the specific Creditor account showing (you can move through the different accounts using the arrow buttons). The Pays, Disc & Total fields in this top section relate purely to the selected Creditor.
- The bottom half relates to the entire Autopay run - therefore the totals in each of the value fields are a grand total of all the selected creditors from above.

This half also contains the Strategy selection buttons as well as the final Reporting and allocation buttons for Chq/Eft, Remittances and finally the Update button.

## Creditors - Auto Pay - Basic Steps

Menu option: **CREDITORS -AUTOPAY**

The following provides an outline of the steps required to complete an Autopay. Detailed instructions relating to each step follow this section.

**Creditor Autopay [2000 - Cash At Bank]**

Creditor: ACCRIVIA Accrivia Group: GENERAL ☐ On Hold

Date	Reference	Tran	Use	Dis	Hold	Amount	Disc \$	Remaining Pay	Ret	Company
10/05/2014	958	INV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00		\$2,000.00	<input type="checkbox"/>	SERVICE
20/10/2014	9875	INV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$12,500.00		\$12,500.00	<input type="checkbox"/>	ADMIN

Pays: \$0.00 Disc: \$0.00 Total: \$0.00

Strategies:

Period:

Date:

Debtor Payments: \$0.00

Total: \$0.00  
 Disc: \$0.00  
 Tax: \$0.00  
 Paying: \$0.00


1. Open the Autopay screen
2. Select accounts to pay manually - See "Creditors - Autopay - Manually select Invoices for Payment" on next page
3. Select accounts to pay using a payment strategy - See "Creditors - Auto Pay - Using a Payment Strategy" on next page
4. Review payments and adjust as necessary - See "Creditors - Auto Pay - Payments Review & Adjust " on page 126
5. Calculate tax on payments if necessary - See "Creditors - Auto Pay - Calculate tax on payments " on page 127
6. Allocate any contra amounts from the Debtors module if applicable - See "creditors - Making a Creditor / Debtor Contra payment" on page 145
7. Run the summary and detailed payment reports - See "Creditors - Auto Pay - Reports Summary & Detailed" on page 128
8. Assign EFT, Cheque and Credit Card payments - See "Creditors - Auto Pay - Assign EFT, Cheque and Credit Card payments " on page 131
9. Generate remittance advices, payment detail reports and EFT files - See "Creditors - Auto Pay - Generate an Creditor EFT File" on page 136
10. Commit the payments in the Autopay - See "Creditors - Auto Pay - Commit the Autopay" on page 136

**Topic Location - CREDITORS MANUAL**

# Creditors - Autopay - Manually Select Invoices For Payment

Menu option: **CREDITORS -AUTOPAY**

It is not always necessary to use a strategy - or pay Creditors strictly according to when the account is due. You can, at any time, elect to pay an account purely by manually selecting it to include in a payment run.

1. From the Autopay screen, use the navigator buttons  to scroll through the list of creditors/ invoices available for payment.
2. To select all invoices for a particular creditor, click **[PAY ALL]**.
3. To de-select all invoices for a particular creditor, click **[CLEAR]**.
4. To select/de-select individual invoices, double click in the 'Pay' column next to the invoice.
5. To pay an invoice without taking the settlement discount offered deselect the 'Use Disc' column.
6. To ignore any retention amounts on an invoice, de-select the 'Ret' column.
7. When selected, the full amount of the invoice will be entered in the 'Pay' column. To pay less than the full amount, manually enter the amount to pay in this column.
8. Once all accounts are selected - follow the normal procedure to complete this payment process.

---

## Next Step:

See "Creditors - Auto Pay - Reports Summary & Detailed" on page 128

# Creditors - Auto Pay - Using A Payment Strategy


Menu option: **CREDITORS -AUTOPAY**

Payment strategies use information about the creditor and invoice (including payment terms, invoice date, discount days etc) as set up in the Creditor file Maintenance screen, to determine which outstanding invoice should be paid. To run a payment strategy, select one of the following options.

Pay All	Clear Pay
Strategies	Cashbook
Disc Post	Comit Date
Period	Strat - AG
Date	Strat - SG

- **DISC [POST]** – Selects all invoices to take advantage of discounts for early settlement.
- **PERIOD** – Enter a period number (between 1 and 4) to select invoices that are due in or prior to that period.
- **DATE** – All invoices dated up to and including the date entered will be selected for payment.
- **STRAT AG** – This option uses the Creditor Group Type to determine who will be included in the selections. For this choice ALL Groups will be included and all invoices due as of the Autopay date will be included in the payment run.
- **STRAT SG** – This option uses the Creditor Group Type to determine who will be included in the selections. For this choice only Specific Groups of your choice will be included and all invoices due as of the Autopay date will be included in the payment run.
- **CASHBOOK** - Selects all invoices due as of the Autopay date that have the same Default Cashbook as the one selected on entry for this run.
- **COMMIT DATE** - (*User Specific - may not apply to all systems*) Selects all invoices due based on the dates committed in the TOP fields of the Creditor file Maintenance screen.

Remember that while there may be odd exception of a specific account you do not wish to pay, it may be quicker to allow the system to Auto select relevant accounts for payment using a Strategy and then simply untick the one or two you don't want, than to manually select each one yourself.

If you want to change a strategy or begin the pay run from scratch you can click  at any stage before updating.


# Creditors - Auto Pay - Payments Review & Adjust

An invoice is selected for payment when it has an amount in the PAY column. To review you can simply scroll through each of the selected accounts to check the details. Alternatively you can print or preview either the Summary or Detailed report to see at a glance what has been selected then use this to make any adjustments necessary.

These reports are especially useful if a secondary person like a supervisor needs to approve the payments before finalising.

Review the automatically selected invoices, or any invoices that have been manually selected using the following steps:

1. To de-select all invoices for a particular creditor, click **[CLEAR]**.
2. To select/de-select individual invoices, double click in the 'Pay' column next to the invoice.
3. To pay an invoice without taking the settlement discount offered deselect the 'Use Disc' column.
4. To ignore any retention amounts on an invoice, de-select the 'Ret' column.
5. When selected, the full amount of the invoice will be entered in the 'Pay' column. To pay less than the full amount, manually enter the amount to pay in this column.

If you want to begin the pay run from scratch you can click  at any stage before updating to clear all selections and bring you back to the start.

**Note** The Autopay option does not support settlement discount for partly paid invoices. To part pay an invoice and take discount you must pay the transaction through the **CREDITOR MANUAL / PAYMENT ADJUSTMENT** screen.

## Creditors - Auto Pay - Creditors On Hold

Creditors and Invoices can be placed on hold for various reasons, one of which is the Invoice Authorisation process if your company employs this function. However it is also possible to manually place an account or invoice on hold via the Autopay screen using the following steps:

### **CREDITORS**

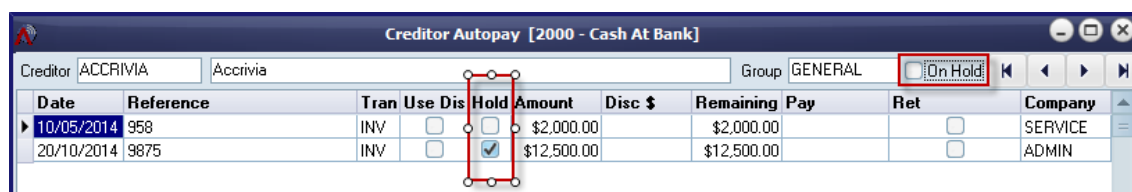
To hold all payments to a creditor, click in the ON HOLD checkbox in the top right of the screen. When on hold, a creditor cannot be selected for payment either manually or by a payment strategy.

To remove a creditor from 'on hold', click in the ON HOLD check box to de-select this option. This creditor can now be selected for payment.

## INVOICES

To hold payment on a specific invoice, click in the HOLD column in the table next to the required invoice. When on hold, an invoice cannot be selected for payment either manually or by a payment strategy. However, other invoices for the same creditor will be paid as normal.

To remove an invoice from 'hold', click on the HOLD check box to de-select this option. This invoice can now be selected for payment.



Date	Reference	Tran	Use Dis	Hold	Amount	Disc \$	Remaining Pay	Ret	Company
10/05/2014	958	INV		<input type="checkbox"/>	\$2,000.00		\$2,000.00	<input type="checkbox"/>	SERVICE
20/10/2014	9875	INV		<input checked="" type="checkbox"/>	\$12,500.00		\$12,500.00	<input type="checkbox"/>	ADMIN

### Related Topics:

See "Creditors - Invoice Payment Authorisation" on page 66

## Creditors - Auto Pay - Calculate Tax On Payments

If you have a creditor who has been set up as a PAYG Group then a separate payment will be made for this Tax payment when you authorise a payment in Auto Pay. Accrivia will take note of any Creditors with this set up each time an Auto Pay is opened and if there are any accounts to be paid, the **[TAX]** button will be enabled. Click on it to calculate tax on these payments.

Take note whenever you process an Autopay to see if the Tax button is enabled to ensure you complete this function.

In order to deduct PAYG Tax from a Creditor payment, the following must be in place:

- The Creditor must be set up with a Group code that is ticked for PAYG
- The Tax rate for PAYG must be entered into the TAX Tab of the Creditor File Maintenance screen.
- You must have a valid Creditor Transaction Type for TAX (both a debit & credit type) - the Debit account would then be linked to your PAYG General Ledger account and the other side would go to your Creditors General Ledger account (reverse this for the Credit type).

Creditor Transaction File Maintenance					
Trans.	Description	Type	BAS Adj	Payment	G
INT	INTEREST	C	<input type="checkbox"/>	<input type="checkbox"/>	
INV	INVOICE	C	<input type="checkbox"/>	<input type="checkbox"/>	
MAS-	MASTERCARD REV	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
MAST	MASTERCARD	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
TAXC	TAX CRED ADJUST	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
► TAXD	TAX DEB ADJUST	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Once you have completed and updated your Autopay run , you will note that the Creditors account now has 3 entries that make up the total transaction in the Postings Tab.

- An invoice - (INV)
- A Payment to the creditor - (CHQ or EFT)
- A Payment for Tax - (TAXD)

The TAXD General Ledger entry will then be picked up when you produce your monthly PAYG reports allowing you to make the payment to the Tax Office.

Creditor File Maintenance									
<a href="#">Details</a> <a href="#">Options</a> <a href="#">Contact Details</a> <a href="#">Notes</a> <a href="#">Totals</a> <a href="#">Tax</a> <a href="#">Postings</a> <a href="#">Standing Invoices</a> <a href="#">Contractor</a> <a href="#">Changes Log</a> <a href="#">Assoc. Files</a>									
Creditor Name <input type="text" value="ABC CO PTY LTD"/>									
<a href="#">Transactions</a> <a href="#">Details</a>									
Date	Reference	Branch	Type	Amount	Remaining	GST	Pay By Date	Disc Days	
► 18/02/2015	AMEXtax	ADMIN	TAXD	\$75.00	\$0.00				
18/02/2015	AMEX	ADMIN	AMEX	\$175.00	\$0.00				
08/01/2015	AMEX	ADMIN	AMEX	\$165.00	\$0.00				
18/10/2014	ASEF	ADMIN	INV	\$250.00	\$0.00	\$0.00			
02/09/2014	123	ADMIN	INV	\$165.00	\$0.00	\$15.00			

### Related Topics:

See "Creditors - Creating New Accounts" on page 24

See "Creditors - Groups Overview" on page 49

## Creditors - Auto Pay - Reports Summary & Detailed

Once all Invoices/Creditors have been selected, click either [\[DETAIL REP\]](#) or [\[SUM REP\]](#) at the bottom of the screen to check the details of the selected payments, and print this for your records.



These reports allow you to review the details, and possibly refer them to Management for final approval before actually allocating the payment type.

### Examples of Reports

Detailed Pre-Cheque / Remittance Report								
Accrivia								
3:19:56 PM 26/09/2013								
Cashbook : Cash At Bank								
Creditor: Accrivia								
Date	Branch	Refrence	Type	Amount	Remaining	Pay	Discount	Payment
10/07/2013	ADMIN	6544	INV	\$350.00	\$251.40	\$251.40	\$0.00	\$251.40
Creditor Code 90+ Days 61 - 90 Days 31 - 60 Days Current Discount Tax Debt. Invs Payment								
ACCRIVIA		\$0.00	-\$98.60	\$0.00	\$350.00	\$0.00	\$0.00	\$251.40
Creditor: C-Bus								
Date	Branch	Refrence	Type	Amount	Remaining	Pay	Discount	Payment
28/01/2013	ADMIN	10-12	INV	\$550.00	\$550.00	\$550.00	\$0.00	\$550.00
Creditor Code 90+ Days 61 - 90 Days 31 - 60 Days Current Discount Tax Debt. Invs Payment								
C-BUS		\$0.00	\$0.00	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
				Total	Discount	Tax	Debt. Invs	Payment
				\$801.40	\$0.00	\$0.00	\$0.00	\$801.40

Summary Pre-Cheque / Remittance Report									
Accrivia									
3:24:32 PM 26/09/2013									
Cashbook : Cash At Bank									
Creditor Code	90+ Days	60 Days	30 Days	Current	Cred Total	Discount	Tax	Debt. Invs	Payment
ACCRIVIA	\$0.00	-\$98.60	\$0.00	\$350.00	\$251.40	\$0.00	\$0.00	\$0.00	\$251.40
C-BUS	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
Total Pay						Total Dis	Total Tax	Total DPay	Payment
\$801.40						\$0.00	\$0.00	\$0.00	\$801.40

**Note** - at least one of these reports must be generated before the next step of choosing Chq/Eft details becomes active.

### Next Step:

For some clients once the reports have been generated, they can be passed to the Supervisor to authorise before continuing the process.

See "Creditors - Auto Pay - Assign EFT, Cheque and Credit Card payments " on page 131

# CREDITORS - AUTOPAY - USING CREDIT CARDS

Accrivia has the ability to record payments made with Credit Cards through the Autopay process. Allowances have been made to allow for multiple Credit Card bank accounts that can then be selected when making payments.

\*\*\*NOTE - it is critical to note that this process does not actually make a payment to your Creditor, this will still have to be done manually. This simply allows you to record the details of how the payment was made and which Credit Card was used. It is the only payment process which will result in a Remittance being generated.

There are some initial System Settings that must be activated in order for this process to work correctly.

- **General Ledger** - a new account should be set up - with a tick in the Bank Account field, so that the system is aware it is a valid Cashbook.
- **General Ledger** - each Credit Card account must be added to the 'Valid Cashbook' field in the Internal system - you may need to contact Your Accrivia Support Team to assist with this.
- **System Settings** - you will need to ensure that a default entry is entered into the BANK tab in the field called 'Credit Card Details' - this tells the system that you will be using the Credit Card Option in Autopay and therefore adds the extra fields to make the Cashbook selection possible.

Branch Maintenance / System Preferences

Ledger Bank System Dates Payroll Creditors Debtors Debtors 2 Debtors 3 POS Inventory Jobs Jobs \$ Jobs Quote

Bank Details

BSB No 083125

Account No 121212121

User No - Creds 551009

Creds Remitter DEMO COMPANY

User No - Payroll 551007

Payroll Remitter DEMO COMPANY

Payroll ABA Desc %EC

User No - Debtor

Debtor Remitter

Credit Card Details

Type MAST

No 9999888877776666

Expires 08/2016

Banking Software

☐ Automatically Launch Software

Banking Software Path:

Custom Import File Format

Cashbook 680

Column	Debit	Column
Acct No 1	6	
Desc 3 0 0	Credit 7	
Date 2	DMY	/

Internet Bank Statement ☐

Auto Balancing Accounts

Account	Description	Auto Balance
680	Cash at Bank	<input type="checkbox"/>

Branch: MELB - ACCRIVA DEMO PTY LTD

- **Creditor Transaction Type** - you must ensure that you have set up the appropriate Credit Card accounts as a Transaction Type (including a Reversal option)
- **Creditor File Maintenance** - if you wish to be able to allocate a Credit Card payment for a Creditor you must ensure you place a tick in the 'Pay by Credit Card' field on the Details tab of their account.

\*\*\* NOTE - It is possible to record both Bank Details and a Credit Card tick on the clients account - however the Credit Card will override the EFT options if you choose to click on the Credit Card button within the Autopay screen.

## Creditors - Auto Pay - Assign EFT, Cheque And Credit Card Payments

By following a progressive selection, the system will scan through every Creditor that has been selected for payment and apply the appropriate actions depending on what type of payment you select next.

- **Choose EFT first** - the system will assign a payment to any Creditor with the correct bank details in their file and add the details to the .aba bank file
- **Choose Cheque last** - this will then take any Creditor that is leftover and allocate a Cheque number to them (based on the number that enter in the field).
- **Choose Cr Card** - if you have the details of Credit Cards already set up in your system you have the ability to select from multiple cards using the dropdown 'Credit Card Selected' field. Once you have selected the Credit Card Cashbook and clicked on the Credit Card button, you then simply continue as normal choosing the EFT button to complete the process.

**RECOMMENDATION** - you should generate a separate Autopay Run when you pay using the Credit Card option, and select only those customers. Start a new Autopay if paying by EFT or Cheque.

Creditors who do not have the 'Pay by Credit Card' option ticked in their file will not be assigned the CR CARD option and will remain available for payment only by cheque or EFT.

### Creditors - Assigning the Payments in Autopay

1. Click **[CHQNo/EFT]** to display the CHQ Number / EFT Reference screen.
2. To assign a creditor to a payment type, you can use the starting and ending creditor selection fields to select specific creditors, or simply leave these set to the defaults.
3. Click the **[EFT]** button to search for and select any creditors available for payment by EFT as dictated by the details in the Creditor Masterfile.

If paying by EFT, you can generate an EFT file to load details of these payments directly to your banking software.

Creditors who do not have EFT details set up in their file will not be assigned EFT and will remain available for payment by cheque or credit card.

4. If paying by cheque you must enter the starting cheque number that will be used then click the **[CHQ]** button to assign sequential cheque numbers to all creditors who are not already assigned EFT or CR CARD. Always let the system assign the cheque numbers to the creditor before writing out the cheque - otherwise the numbers may not match what you have written.
5. Once all creditors are assigned a payment type the **[REMITTANCE]** button will be enabled.
6. If this does not happen, return to the CHQ Number / EFT Reference screen, and assign Credit Card or cheques numbers to any remaining payments

If a creditor in the selected range has already been assigned a payment type it will not be re-assigned. To change the payment type a creditor has been assigned click **[CLEAR PAY]** to clear all payment selections and start again.

**Note** - you must Assign all of the payments in order for the Remittance button to become active

---

**Next Step:**

See "Creditors - Auto Pay - Payment Reports" on next page

## Creditors - Auto Pay - Remittances

The Autopay function is the only payment option that can generate a Remittance advice. As a rule, many users will choose to email the remittance directly to the Creditor, making sure you have entered the email addresses into the Creditor File Maintenance screen.

It is also possible to simply Print the pages ready for mailing. Copies of all Remittances are automatically saved to your local PDF folder.

Options are available in the top right of the screen to select your Email or Print option within the Autopay screen. As a general rule, most clients choose to select the 'Email (if Possible) + Print, which means that if an email address has been added to the Creditors file then it will automatically send out the remittance as an Email and if no address is detected then the remittance will be printed.

The system will automatically add the current date as the release date for your payments, however you can also choose to change that if required.

A default Release Message also appears - but can be changed or added to if required.

## Creditors - Auto Pay - Payment Reports

Click the **REMITTANCE** button to access further reports which detail how each account has been paid, as well as allowing you to select the release date of all payments and the message that will appear on all files. Note - the release date can be future dated if you don't plan to send the .aba file to the bank immediately.

Click on each of these buttons in the following order.

**CHQ/EFT LIST** - clicking this button will provide a list of all accounts being paid and show how they are to be paid in the Payment Reference column - IE: by a cheque number reference, Cr Card or EFT

Report "Remittance Cheque Listing" (CRemChqL - 24)

1 of 1

Close

---

### Payment Summary

---

4:14:19 PM

---

Cashbook : Cash At Bank

Payment Ref.	Drawer	Payment Amount
EFT	Access Supplies	\$200.00
EFT	Accrivia	\$2,000.00
<b>Total Value of Payment :</b>		<b>\$2,200.00</b>

**EFT FILE** - this function is run in conjunction with your bank, and generates the details of any EFT payments so that the file can then be sent to the bank.

See "Creditors - Auto Pay - Generate an Creditor EFT File" on next page

\*\*\* NOTE this process only generates the bank file, it does not actually send the file to the bank - this must be done manually.

**CHQ** - (Site Specific - this button is only used for clients who already have pre-printed cheques set up) Clicking on this will launch the required feature. If you manually write the cheques there is no need to use this button, simply use the above report to determine which cheque number to use for each payment.

**REM ADV** - clicking this button will produce an individual remittance advice for all creditors being paid in this run. In the Creditor Autopay Run process make sure you have the box (Email if possible) + Print ticked. The Remittance Selection Window appears after you've run your Reports and clicked the remittance button.

**CLOSE** - clicking this button will close this screen.

## Next Step:

Ensure the bank file has been generated and preferably - sent to the bank successfully. Once done the final step is to Update the Autopay run.

See "Creditors - Auto Pay - Commit the Autopay" on next page

# Creditors - Auto Pay - Generate An Creditor EFT File

1. To generate a bank file (\*.aba) containing details of all EFT payments in this Autopay click on the **REMITTANCE** button and click **[EFT FILE]**.
2. Enter the release date for these payments. (can be future dated)
3. Name the file and save it to an appropriate folder.
4. The generated file will contain creditor information and bank details, your EFT reference and the transaction amount to automatically update your banking software.
5. This file will now be available to load into your banking software.

Please refer to your banking software for information on how to load this file.

**NOTE** it is recommended though not compulsory - that EFT files are processed through your bank prior to updating the Auto Pay run. This ensures any issues can be resolved before the final process. Future dating the release date allows you to check the file is correct without actually making the payment on the day.

# Creditors - Auto Pay - Commit The Autopay

Once you have completed the Autopay process and generated all reports, you can Commit/Update it – this will create all relevant payments and reconciliation's in the system. To do this:

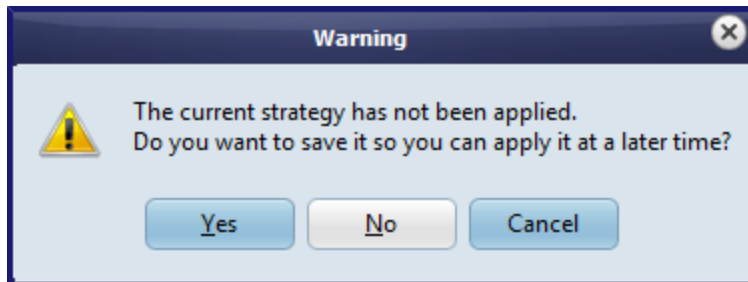
1. Click the **[UPDATE]** button.
2. You will be asked to confirm this update. Type "Yes" to continue (case sensitive).
3. If you have the option enabled to automatically launch your banking software, this will be activated at this point.

**Note:** it is recommended that bank files are sent to the bank for confirmation before committing although it is not compulsory. This ensures two things:  
a) That you don't forget to send the file  
b) That there are no issues with the file that need changing . Changes are harder to do once the payment file has been updated.

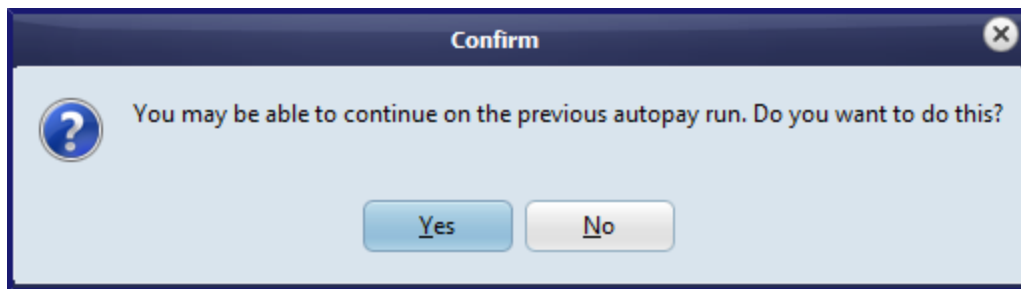


## Creditors - Auto Pay - Saving A Run In Progress

There may be times when you cannot finish an Autopay process in one sitting. The system allows you to save the work that has already been done before closing. This allows you to reload it at a later stage and continue working on it.



Next time you open the Autopay screen you will be asked if you wish to use the unfinished run in progress.



By clicking **Yes** to this prompt - it will bring back all entries made in the original Autopay run and you can complete it as normal.

By saying **No** - all previous data entries will be deleted and you will need to start from the beginning.

When re-loading an existing strategy the system will check to make sure that none of the selected invoices have been paid since you last worked on this Autopay run – if any have been paid these invoices will be removed.

## Creditors - Auto Pay - Reconcile Creditor Statements

You can use the Autopay function to reconcile your creditor invoices against their statements. This allows you to see quickly at a glance what has been entered and cross check the total due – making it easy to see if anything is missing.

By doing this as a standard procedure, it will give you time to find/enter missing items before the payments are due.

To do this – open an Autopay run as normal however **don't** use a strategy, just scroll through and check each account.

There is no need to save or process any payments, as this is a check system only.

# CREDITORS - REMITTANCES

It should be noted that the only way to produce a Remittance for a Creditor account payment is to use the Creditor Autopay function.

In order to email remittances direct to Creditors, there are a couple of settings that need to be set up within the Creditors File Maintenance screen. Failure to enter the correct details before a payment is made will prevent the remittance being emailed.

Open [CREDITOR](#) | [FILE MAINTENANCE](#) | [OPTIONS](#)

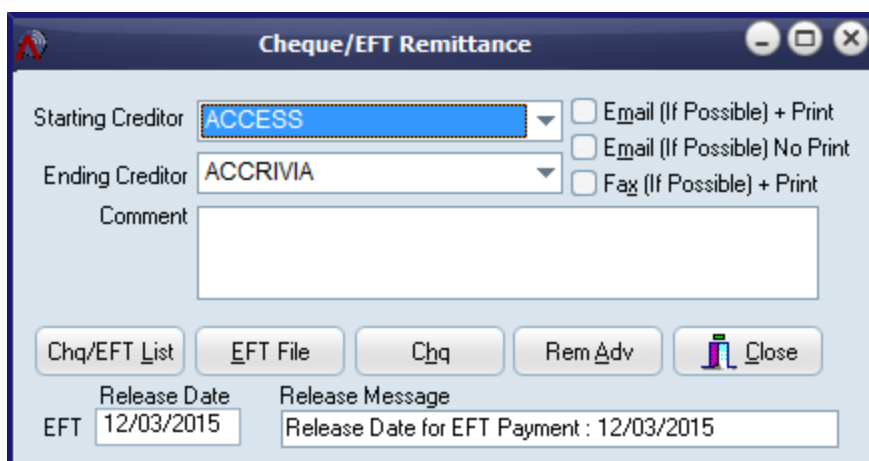
The screenshot shows the 'Creditor File Maintenance' window for 'Accrivia'. The 'Options' tab is selected. The 'Creditor Name' field contains 'Accrivia'. The 'Invoice Defaults' section includes 'Default Branch' (ADMIN), 'Default Expense Account' (1577), 'Totals Include GST' (checked), and 'Requires Authorisation' (checked). The 'Email Addresses' section has 'Credit Requests' (support@accrivia.com.au) and 'Purchase Orders' (sales@accrivia.com.au). The 'Auto Remittance' section shows 'Send To' (Email) and 'Email' (ckoenig@accrivia.com.au). The 'Other Options' section includes 'Supplier' (checked), 'POrd \$ DSetSell' (unchecked), 'Supplier Cat' (IT SUPPORT), 'Minimum PO \$' (\$500.00), 'PO Credit Limit \$' (\$1,000.00), 'Shipping Method', 'Debtor Code', 'Show PO \$' (checked), 'No GST' (unchecked), and 'Show Del Date Reqd' (unchecked). The bottom toolbar contains navigation buttons, a 'Merge...' button, and a 'Show Redundant' checkbox.

Find the Auto Remittance field in the bottom left of the screen and ensure you select EMAIL from the dropdown selection. Then add the correct email address into the field below.

## Remittances from the Autopay function

When all creditors have been assigned a payment type click the [\[REMITTANCE\]](#) button to enabled you to print a list of CHQ/EFT/CRCARD payments, print cheques and generate EFT files. Remittance advices can also be distributed from this screen by fax, email or hard copy to

creditors according to the Auto Remittance preferences set through the [CREDITOR | FILE MAINTENANCE](#) screen.



In the Remittance screen, ensure that the EFT release date and Release Message are correct, and then follow the steps to complete each of these tasks:

To generate the remittance advices, select the distribution methods you want to use:

1. **Email (If Possible) + Print** – Tick this to email all creditors who have Email nominated as their 'Send To' option in Creditor File Maintenance. All other creditors will have a hard copy printed of their remittance advice.
2. **Fax (If Possible) + Print** – You must have fax software (such as WinFax Pro by Symantec) and a modem configured on the workstation you are completing the Autopay on. Tick this to fax all creditors who have Fax nominated as their 'Send To' option in Creditor File Maintenance. All other creditors will have a hard copy printed of their remittance advice.  
\*\*\* Note very few clients still use the Fax option as email is far more efficient.
3. **Email (If Possible) No Print** – Tick this to email all creditors who have Email nominated as their 'Send To' option in Creditor File Maintenance. No other remittance advices will be generated for this creditor.
4. Click the **[REM ADV]** button.

### Creditor Remittance - Saved Copies

From within the Autopay function - when Remittances are generated and the file has been updated, the system will automatically save a copy of the remittances in a PDF format.

To access these files, go to [HELP | ACCRIVIA | PDF FOLDERS](#) and click the Remittance button.

## Creditor Remittance - Manual Copy

As mentioned an automatic remittance advice will only be generated if a payment is made through the Auto function. However some clients still prefer to send a formal document with their payment - or have been request from their Creditor for further details.

Accrivia does provide a report that can be used for this if required. Note it does not appear in the same format as a standard Remittance, however all the relevant information is included to allow them to process your payment against the relevant invoices.

1. Open - **FILE | REPORTS | CREDITORS | CRED PAY TAB**
2. Select the report called "Payment Reconciliation Details"
3. Choose the specific Creditor account
4. Enter the date range that the payment was made - this can be found in the Creditor Posting tab. If left blank the report will provide details of all payments logged to the account.
5. The result will be a list of all invoice references paid, along with the date and the type of payment (eg Cheque or EFT)

### Creditor Reconciliation Details

Selection Criteria : Creditor Code = ACCESS and Date = 30/06/2014, All Branchs

2:42:56 PM

18

Tran	Branch	Date	Reference	Amount	Recon
<b>ACCESS - Access Supplies</b>					
Payment/Credit Details : CHQ - 6597P, 30/06/2014				<b>\$0.99</b>	
INV	PRODUCT	20/05/2014	6597	\$200.00	
Payment/Credit Details : CHQ - MAY A/C S, 30/06/2014				<b>\$200.00</b>	
INV	PRODUCT	10/05/2014	3598	\$0.99	
INV	PRODUCT	20/05/2014	6597	\$200.00	

# CREDITORS - CONTRA PAYMENTS FOR DEBTOR & CREDITORS

## Creditors - System Settings For Contra Payments

For sites that have the same contact as a Debtor & a Creditor, the system can be configured to allow a Contra of all debits and credits and allow for only one payment. Obviously this process only works when the Creditor amount owing to them is larger than the Debtor amount owed to you.

*Example - A1 Tools purchase goods from you, but they also supply you with certain tools.*

*At the time payment is due -*

*You owe them \$5500.00*

*They owe you \$ 2000.00*

*Balance owed by you would be \$3500.00*

*Using the Contra function - you could select the invoice you need to pay, then also select the invoices that are owed to you. The system will then work out the difference, and once updated through the Autopay screen, both the Creditor & Debtor modules will be updated accordingly.*

Specific settings must be selected to allow this and your Support staff can assist with this if required.

- **FILE | SYSTEM SETTINGS | CREDITORS** - Place a tick in the field “Pay Debtor Invoices in Auto-pay”

Branch Maintenance / System Preferences

**CREDITORS**

Last Expense No. that requires a Job No:  Autopay Before Due Days:   
 Single Job Purchases Expense Account:  PAYG Penalty Rate:   
 Last Expense No. that prompts Stock Update:   
 Expense No. for Stock Credit Request Allocation:

Round down PAYG deductions: ☐  
 Creditor Invoice Retention: ☒  
 Pay Debtor Invoices in Autopay: ☒  
 Confirm File Maintenance Changes: ☐  
 Auto Pay - Cheque Sum - Include full words: ☐  
 Warn If Bank Acct Not Entered When Invoicing: ☐  
 Taxable Payments Reporting: ☒

**Invoice Authorisation**  
 Invoice Requires Authorisation: ☒  
 Default Approver:   
 Second Approver:   
 Authorisation Amount:

**HIW/G**  
 Local File Directory:    
 HIW/G Freight Exp Acct No:   
☐ HIW/G Compatible  
☐ Always Post  
☐ Display Always Post

- **LEDGER | ACCOUNT MAINTENANCE** - Set up a clearing account in this screen. Make it a “C” type and call it “Creditor Pays Debtors”. Either let the system enter this into your balance sheet report automatically or manually enter it yourself.
- **DEBTOR | FILE MAINTENANCE | TRANSACTION** - Set up a new pay type called “CPAY” and call the description Creditor Payment. The GL Acct C side of this transaction should point to your “Debtors” GL account and the GL Acct D side of this transaction should point to “Creditor Pays Debtor” clearing account that you just created.
- **CREDITOR | FILE MAINTENANCE | TRANSACTION** - Set up a new pay type called “DPAY” and call the description Debtor Payment. The GL Acct D side of this transaction should point to your “Creditors” gl account and the GL Acct C side of this transaction should point to “Creditor Pays Debtor” clearing account that you just created.

You can now use the “DPAY” pay type to make manual payments against creditor invoices, and then the “CPAY” payment type to make manual payments against debtor invoices.

## Creditor Settings For Contra Payments

Menu option: **CREDITORS -FILE MAINTENANCE | OPTIONS | OTHER OPTIONS**

Double Click in the Debtor Code field to bring up your Debtor details and use the search option to find the correct Debtor Code to match this Creditor – double click to accept the Debtor Code

or highlight the line and click **[OK]**. You have now linked your Creditor to the matching Debtor account.

Other Options

Supplier☒ POrd \$ DSetSell☐

Supplier Cat

Minimum PO \$

PO Credit Limit \$

Shipping Method

Debtor Code

Show PO \$☐

Show Del Date Reqd☐

No GST☐

# Creditors - Auto Pay - Setting For Contra Payments

When the appropriate System Settings are in place, you will now have access to an extra button in the Creditor Autopay screen – called **DEBTOR PAYS**. When processing a payment for a Contra account - make the selection for the invoices owed to the Creditor then click on the **DEBTOR PAYS** button to select the Debtor invoices.

Pay All		Clear Pay		Debtor Pays			
Strategies				Tax		X Reset	
Disc Post						✓ Update	
Period	Strat - AG	Detail Rep		Chq No/EFT		Debtor Payments	
Date	Strat - SG	Sum Rep		Remittance		\$0.00	

**Next Step:**

See "creditors - Making a Creditor / Debtor Contra payment" on the facing page

**Related Topics:**

See "Creditor Settings for Contra Payments" on previous page



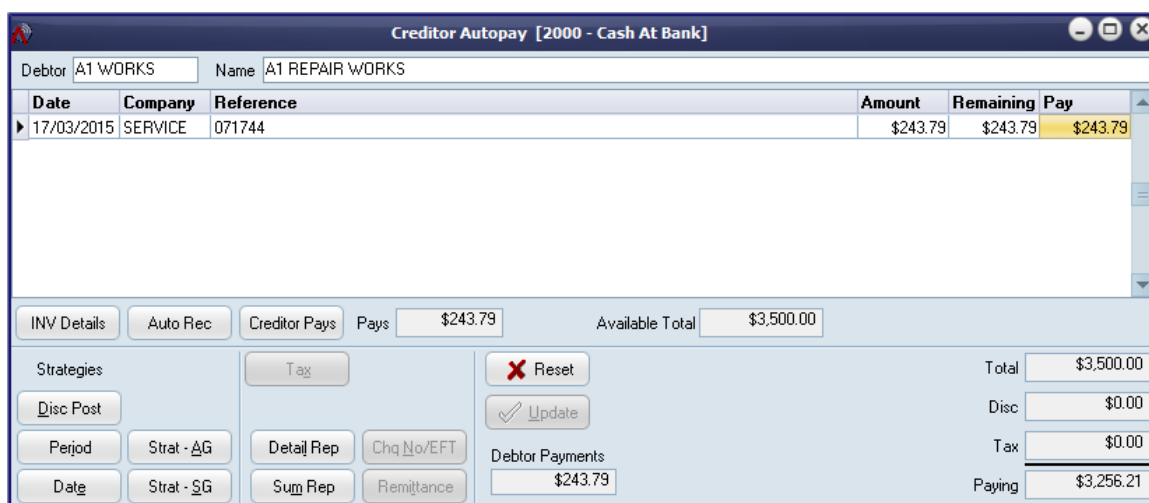
See "Creditors - Contra Payments for Debtor & Creditors" on page 142

See "Creditors - Contra Payment Examples - Final Masterfile entries " on page 147

## Creditors - Making A Creditor / Debtor Contra Payment

When processing a payment for a Creditor who has Contra facility the Autopay routine remains the same as normal, however any Creditor who has the correct settings will also have the new Debtor Pays button available.

1. Click in the Pay column of the outstanding Creditors invoices as required
2. Now click on the **[DEBTOR PAY]** button – you will then be taken to a second screen which will list out all invoices against the Debtor



Date	Company	Reference	Amount	Remaining	Pay
17/03/2015	SERVICE	071744	\$243.79	\$243.79	\$243.79

INV Details Auto Rec Creditor Pays Pays \$243.79 Available Total \$3,500.00

Strategies Tag X Reset Total \$3,500.00

Disc Post Update Disc \$0.00

Period Strat - AG Detail Rep Chq No/EFT Tax \$0.00

Date Strat - SG Sum Rep Remittance Debtor Payments \$243.79 Paying \$3,256.21

1. Click in the Pay column to select any invoices you wish to contra against the creditor payments
2. You can also look at the details of these invoices by clicking on the **[INV DETAILS]** button (click again to return to screen)
3. You should now be able to see the original Available total of the Creditor and also the total of the Debtor invoices you have selected
4. Click on the **[CREDITOR PAYS]** button to return to the main Autopay screen

**Creditor Autopay [2000 - Cash At Bank]**

Creditor: ASUPPLIER ANY SUPPLIER Group: GENERAL ☐ On Hold

Date	Reference	Tran	Use	Dis	Hold	Amount	Disc \$	Remaining	Pay	Ret	Company
20/01/2013	321	INV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$3,500.00		\$3,500.00	\$3,500.00	<input type="checkbox"/>	SERVICE
10/07/2013	TEST	INV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$300.00		\$300.00		<input type="checkbox"/>	ADELAIDE
20/10/2013	357	INV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$825.75		\$825.75		<input type="checkbox"/>	ADMIN
12/12/2013	98746	INV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$11,077.74		\$11,077.74		<input type="checkbox"/>	SERVICE
11/03/2014	951	INV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00		\$50.00		<input type="checkbox"/>	CONTRACTS
11/03/2014	951	INV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00		\$200.00		<input type="checkbox"/>	I&T
06/10/2014	6589	INV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$5,400.00		\$5,400.00		<input type="checkbox"/>	ADELAIDE

Pay All Clear Pay Debtor Pays Pays \$243.79 Disc \$0.00 Total \$3,500.00

Strategies Disc Post Period Strat - AG Date Strat - SG Detail Rep Chq No/EFT Sum Rep Remittance

Reset Update Debtor Payments \$243.79

Total \$3,500.00 Disc \$0.00 Tax \$0.00 Paying \$3,256.21

- You can see the adjusted totals the system is going to pay for this Creditor
- Complete the Autopay with any other entries required as usual, create a file or draw cheques and update the file.
- The Detailed & Summary remittance reports clearly show the total Creditor amount as well as the Debtors amount along with the grand total.

Detailed Pre-Cheque / Remittance Report								
Accrivia								
12:22:43 PM 17/03/2015								
Cashbook : Cash At Bank								
Creditor: ANY SUPPLIER								
Date	Branch	Refrence	Type	Amount	Remaining	Pay	Discount	Payment
20/01/2013	SERVICE	321	INV	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00
Creditor Code	90+ Days	61 - 90 Days	31 - 60 Days	Current	Discount	Tax	Debt. Invs	Payment
ASUPPLIER	\$12,274.98	\$0.00	\$3,500.00	\$11,077.74	\$0.00	\$0.00	\$243.79	\$3,256.21
Total				\$3,500.00	\$0.00	\$0.00	\$243.79	\$3,256.21

- Your remittance will be produced as normal, detailing not only the Creditor invoice that is being paid but also the details of any Debtor invoices that have been contra adjusted as well.

17/03/2015

**DEMO COMPANY**

**FACTORY 31 2 DEMO COURT DEMOVILLE VIC 3000**

Page 1

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EFT Remittance for : ANY SUPPLIER

Date	Reference	Tran Type	Balance	Running Total
20/01/2013	321	INV	\$3,500.00	\$3,500.00

PAYG Withheld: \$0.00

Discounts On Transactions: \$0.00

**DEBTOR INVOICES PAID**

Date	Reference	Tran	Amount	Discount	Remaining	Paying
17/03/2015	071744	INV	\$243.79	\$0.00	\$243.79	\$243.79
Total Invoices Paid :						\$243.79

EFT Total : \$3,256.21

### Next Step:

Continue with the normal steps to complete your Autopay run.

## Creditors - Contra Payment Examples - Final Masterfile Entries

**Debtors** – the Transaction type shows as a CPAY (Creditor payment)

Debtor File Maintenance								
<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>Details Options Contact Details Op. Notes Notes Posted Notes Totals Directors Delivery Pricing Postings</span> </div>								
Debtor: A1 REPAIR WORKS								
Date	Reference	Line No	Branch	Tran Type	Amount	Remaining	GST	Inv Paid Days
17/03/2015	071746	1	SERVICE	CPAY	\$243.79	\$0.00	\$0.00	
17/03/2015	071744	1	SERVICE	INV	\$243.79	\$0.00	\$22.16	
17/02/2015	071732	1	SERVICE	INV	\$1,099.99	\$0.00	\$100.00	
27/11/2014	071731	1	SERVICE	EFT	\$1,099.99	\$0.00	\$0.00	-124

**Creditors** – there are 2 entries showing against the creditor. The first is the actual payment to the Creditor, and the second is a type called DPAY (Debtor payment) which is the amount drawn from the Debtors

Creditor File Maintenance

DetailsOptionsContact DetailsNotesTotalsPostingsStanding InvoicesContractorChanges LogAssoc. Files

Creditor Name ANY SUPPLIER

TransactionsDetails

Date	Reference	Branch	Type	Amount	Remaining	GST	Pay By Date	D
17/03/2015	EFTDPAY	SERVICE	DPAY	\$243.79	\$0.00			
17/03/2015	EFT	SERVICE	EFT	\$3,256.21	\$0.00			
11/02/2015	EFT	ADELAIDE	EFT	\$100.00	\$0.00			
10/10/2014	2159	ADELAIDE	INV	\$5,500.00	\$5,500.00	\$500.00		
06/10/2014	6589	ADELAIDE	INV	\$5,400.00	\$5,400.00	\$490.91		
12/03/2014	951PAY	I&T	CHQ	\$75.00	\$0.00			
12/03/2014	951P-	ADMIN	CHQ-	\$75.00	\$0.00			
12/03/2014	951P	ADMIN	CHQ	\$75.00	\$0.00			
11/03/2014	951	I&T	INV	\$200.00	\$200.00	\$18.18		
11/03/2014	951	SERVICE	INV	\$75.00	\$0.00	\$6.82		
11/03/2014	951	CONTRACTS	INV	\$50.00	\$50.00	\$4.55		
11/03/2014	951	ADELAIDE	INV	\$100.00	\$0.00	\$9.09		
12/12/2013	98746	SERVICE	INV	\$11,077.74	\$11,077.74	\$1,007.07		
20/10/2013	357	ADMIN	INV	\$825.75	\$825.75	\$75.07		
10/07/2013	TEST	ADELAIDE	INV	\$300.00	\$300.00	\$27.27		
20/01/2013	321	SERVICE	INV	\$3,500.00	\$0.00	\$318.18		

# CREDITORS - END OF MONTH / YEAR PROCESSING

The Creditor End of Month routine rolls out transactions to history (that are fully reconciled), resets the Period to Date totals and re-aligns outstanding transactions to be reflected in the correct Period Total.

While it is not critical to run an End of Month routine within Creditors, it does allow you to keep a neater system where only the most current items are immediately available in the Posting tab.

A special backup should be created prior to running this process, to ensure a restore can be run if necessary. Save to a specially named file - eg CredEOM300613.

## Creditors - Before Running End Of Month

Always run a System Check before commencing any EOY or EOM procedures. Details on how to do this can be found in the Accrivia System Manual PDF - contact Your Accrivia Support Team for a copy

Details on how to produce a Back Up can be found in the Accrivia Features Manual PDF

When processing the **CREDITORS|END** option, you will be prompted to set the system date to the end of the month being closed.

When the date is set, a screen will prompt you to run a system check:

- If a System check has already been performed – click **[YES]** to continue
- Clicking NO will launch the System Check option. Run a system check to identify any errors in the creditor system (ensure any errors are corrected before continuing with the end-of-month procedure).

## Creditors - End Of Month Processing

Menu option: **CREDITORS -END | MONTH**

**IMPORTANT** - Set system date on your terminal to the last day of the month.

1. If you have creditors' set-up as taxpayers, print the Creditor Tax PTD report.

This report must be printed or saved, **DO NOT JUST PREVIEW IT**

2. Run all other End of Month related reports, at a minimum these would include:
  - Creditor Aged Trial Balance – Lists all creditor balances in 90-60-30 days and current
  - Expense Account Totals report - Lists expense totals PTD, YTD and prior YTD's (Optional)
  - Creditor Transactions by Creditor or Transaction report - Lists all transactions.
3. Close all other Creditor screens.
4. Select **CREDITORS |END|MONTH**.
5. Click on the **[OK]** button to run End of Month.

It is advisable at a minimum to print a Creditor Trial Balance and General Ledger Trade Creditors and reconcile these two accounts at the end of each month.


## Creditors - End Of Year Processing

Menu option: **CREDITORS -END | YEAR**

Always run a System Check before commencing any EOY or EOM procedures.

The Creditor End of Year routine resets the Year to Date totals and resets the Creditor Expense totals. To run the End of Year process:

1. Run Creditor End of Month.
2. Ensure the system date is set to the last day of the month (ie last day of the financial year).
3. Run all End of Year related reports (e.g. PPS Deduction forms, Expense and Financial Year reports)
4. Close all Creditor screens.

5. Select **CREDITORS |END|YEAR.**
6. Click  to run End of Year.

# CREDITORS - TAXABLE PAYMENT ANNUAL REPORTING (TPAR)

All businesses in the Building & Construction Industry who pay Contractors for Building & Construction labour services are required by law to produce a report of these payments, which must then be sent to the ATO by the 28th of August each year.

In accordance with the ATO requirements, your report must include the Contractor's ABN, Name, Address and the total amount paid to them for the year and include any GST content. This information will generally be contained in the invoices you receive from your contractors.

Accrivia has the ability to produce the data for this report very simply, and requires just a few initial setup steps to ensure the correct information is gathered. Some of the same criteria and restrictions apply as well in terms of wording etc as the ATO will use your data to cross reference against the information currently held against the ABN, so it is critical that you ensure the Trading & Legal Names appear correctly in your system and that a current valid ABN is entered against each creditor. (you will be prompted for an ABN before leaving the screen)

It is recommended that you cross check the current ABN details you have entered against each Creditor's invoice as it is possible they may have changed since the original entry. Only valid "Active" ABN numbers will be accepted by the ATO

It should be noted that the report is based purely on all Reconciled Payments made, so regardless of when the invoice was logged onto your system, the details of the purchase will not be recorded in this report until such time as it is paid for.

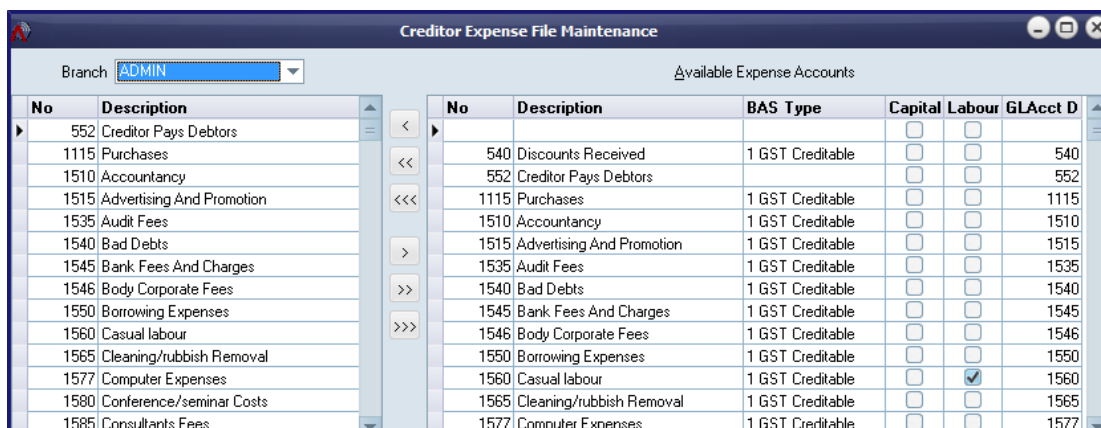
## Creditors - System Settings for TPAR

There are a few areas that need to be activated in order for the Taxable Payments Reporting function to work, however most of these are once off entries and once set up require no further maintenance.

- Go to [FILE | SYSTEM SETTINGS | CREDITORS](#), place a tick in the Taxable Payments Reporting field.
- Go to [FILE | SYSTEM SETTINGS | BRANCH](#), ensure that a valid ABN number is entered for each branch (entity).



- Go to **FILE | USER | ACCESS**, click on the Creditor tab at the top of the screen. Click on the field called END at the bottom then select Taxable Payments. You will then need to save this and close down Accrivia then re-open to activate this new option.
- Go to **CREDITORS | FILE MAINTENANCE | EXPENSE**, while all Expenses are already loaded into this field you will note a new column called **[LABOUR]** on the grid for single entity clients or on the right hand column for multi companies . You must now scroll down your entire Available Expense Accounts and place a tick in this column for any expense that directly relates to a 'Labour expense'.



No	Description	BAS Type	Capital	Labour	GLAcct D
552	Creditor Pays Debtors		<input type="checkbox"/>	<input type="checkbox"/>	
1115	Purchases	1 GST Creditable	<input type="checkbox"/>	<input type="checkbox"/>	1115
1510	Accountancy	1 GST Creditable	<input type="checkbox"/>	<input type="checkbox"/>	1510
1515	Advertising And Promotion	1 GST Creditable	<input type="checkbox"/>	<input type="checkbox"/>	1515
1535	Audit Fees	1 GST Creditable	<input type="checkbox"/>	<input type="checkbox"/>	1535
1540	Bad Debts	1 GST Creditable	<input type="checkbox"/>	<input type="checkbox"/>	1540
1545	Bank Fees And Charges	1 GST Creditable	<input type="checkbox"/>	<input type="checkbox"/>	1545
1546	Body Corporate Fees	1 GST Creditable	<input type="checkbox"/>	<input type="checkbox"/>	1546
1550	Borrowing Expenses	1 GST Creditable	<input type="checkbox"/>	<input type="checkbox"/>	1550
1560	Casual labour	1 GST Creditable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1560
1565	Cleaning/rubbish Removal	1 GST Creditable	<input type="checkbox"/>	<input type="checkbox"/>	1565
1577	Computer Expenses	1 GST Creditable	<input type="checkbox"/>	<input type="checkbox"/>	1577

For any expense that you feel can be used for labour 'sometimes' but not all, then you should tick the box for the purposes of this report. The ATO will determine what is relevant.

- Go to **CREDITOR | FILE MAINTENANCE | TRANSACTIONS**, You will see a column on the right called **[PAYMENT]**. You will need to place a tick in the field of any Transaction Type that relates to a payment as this will be used when generating the Taxable Payment Report. Note that this includes any negative (or reversal) types as anything relating to the addition or reduction of a payment is required in order to give an accurate report.
  - *Example - an invoice is entered and an EFT payment is made, therefore this payment will appear on the TPAR, however if you decided to reverse that payment with an -EFT this would effectively mean the payment had not been made so in order for that initial payment to be cancelled out in the TPAR then both the EFT & -EFT need to be ticked in Transaction Types.*

Creditor Transaction File Maintenance						
Trans.	Description	Type	BAS Adj	Payment	GL Acct D	GL Acct C
▶ ADJC	ADJ CREDIT	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3048
ADJD	ADJ DEBIT	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3048	
AME-	AMEX REVERSAL	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>		3048
AMEX	AMEX	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3048	2000
BPA-	B-PAY REVERSAL	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2000	3048
BPAY	B-PAY	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3048	2000
CASH	CASH PAYMENT	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3048	2000
<b>CHQ</b>	<b>CHEQUE</b>	<b>D</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>3048</b>	<b>2000</b>
CHQ-	CHEQUE ADJ	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2000	3048
CRDR	CR/DR ADJUST	D	<input type="checkbox"/>	<input type="checkbox"/>	3048	2101
CRN	CREDIT NOTE	D	<input type="checkbox"/>	<input type="checkbox"/>	3048	
DDBT	DIRECT DEBIT	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3048	2000
DISC	DISCOUNT	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3048	
DISD	DISCOUNT MINUS	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3048
DPAY	DEBTOR PAY	D	<input type="checkbox"/>	<input type="checkbox"/>	3048	4400
DRCR	DR/CR ADJUST	C	<input type="checkbox"/>	<input type="checkbox"/>	2101	3048
EFT	EFT	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3048	2000
EFT-	EFT-	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2000	3048
INT	INTEREST	C	<input type="checkbox"/>	<input type="checkbox"/>		3048
INV	INVOICE	C	<input type="checkbox"/>	<input type="checkbox"/>		3048
MAS-	MASTERCARD REV	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>		3048
MAST	MASTERCARD	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3048	2003
TAXC	TAX CRED ADJUST	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3394	3048
TAXD	TAX DEB ADJUST	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3048	3394

\*\*\* Invoices & Credit Notes are not 'payments' and therefore should not be ticked

You now need to decide which of your Creditors fall into the category of Contractor of Labour for the purposes of including them in all future TPAR reports.

The ATO provides full details on how to determine this and it is recommended that you read their document before proceeding. See the link below for ATO Information.

- Go to [CREDITOR | FILE MAINTENANCE | CONTRACTORS TAB](#)
- Note section at the bottom called **Taxable Payments Reporting**

- You will need to place a tick in 'Include in Contractor Reporting' against every applicable Creditor.
- If your contractor is a Sole Trader and uses their own name on the invoices (ie: doesn't have a registered business name) then you will need to place a tick in the Sole Trader field then add in the full name details into the required fields. The system will automatically use the Trading Name from the Details tab if no tick is entered here.

To confirm the official details of your Contractor, using their ABN search for the details at the following website - <http://abr.business.gov.au/>

- For a Sole Trader you will now need to manually add the Address into each of the relevant fields. The ATO requires each part of the address to appear in it's own field so do not just copy and past from the Details tab.

### Creditors - Reconciling Creditor Accounts for TPAR

Before commencing the reporting process - it is essential that you ensure you have no unreconciled payments for TPAR Creditors in the system. If need be you will need to manually

reconcile any payments in your system to ensure the final report is accurate.

The final TPAR report cannot generate if there are outstanding unreconciled accounts, an error report will be generated where you will be advised which accounts have not been reconciled.. Depending on the volume of Creditors you have who are eligible to report, you may find it easier & quicker to generate the report and let the system report as an error message. You can then take the list and reconcile these accounts then regenerate the TPAR file.

It is recommended that in general it is best to ensure all payments are reconcilled against invoices upon payment

## Creditors - Generating a Taxable Payments Report (TPAR)

Menu option: **CREDITORS - END | TAXABLE PAYMENTS**

The screenshot shows a software window titled "Creditor Taxable Payments Reporting". It features several input fields for reporting details. The "Period Start" is set to 1/07/2014 and "End" to 30/06/2015. "Contact Phone/Fax" has two entries: 03 12312312 and 03 12412412. The "Run Type" is a dropdown menu currently showing "Production". The "Organisation Name" is "I&T" with a dropdown arrow. The "ABN" is 53004085616. The "Contact Name" is JOHN SMITH and the "Authorised Person" is GEORGE DUFFY. The "Address" is FACTORY 31 2 DEMO COURT, "Suburb" is DEMOVILLE, "State" is VIC, "Post Code" is 3000, and "Email" is SUPPORT@ACCRIVIA.COM.AU. Below these fields, there are two boxes: "Available ABNs" (empty) and "Selected ABNs" (containing 14124925766, 44594264321, 51824753556, and 53004085616). At the bottom left, there is a button labeled "Generate File & Print".

- Open the TPAR reporting screen
- **Dates** - The system will automatically check your system date and determine what is the Period Start & End for the current Financial year and enter the dates for you.

As of July 2013, you will have the option to send these reports Quarterly and therefore you will be able to manually adjust these dates if this is how you choose to send the reports.

- As an extra security measure, the system will automatically check the date of your previous report, and therefore will not let you enter dates into the new report that fall prior to the last report sent.

- **ABN NO** - you will need to remove the spaces in this field at the top so that it matches the fields in the bottom.
- **Run Type**- choose from the drop down of Test or Production. It is possible to test the data for your report at any time - if you wish to do so choose Test in this field and send to the ATO using the testing function as explained in the video link below. For all other times choose Production.
- **Organisation Name** - selecting the relevant Entity here will then auto fill several other fields: the ABN connected that entity and the Address Details .
- **Contact Name** - you must manually add a name in this field and this will appear on the report for the ATO.
- **Authorised Person** - you must manually add a name in this field and this will appear on the report for the ATO.
- **Email** - you must add a relevant email address under the address field

Failure to add details into the last 3 fields will result in a warning message prompting you to do so.

- Now click on **[GENERATE FILE & PRINT]**
- You will be directed to advise where you wish to save the file, with the standard name format being (the date) TPAR.CO1- if producing multiple reports for entities then we recommend you change the digit at the end of the file name for each report.

**\*\*\* FILE PATH \*\*\*** It is Critical that the name of the file always include the word TPAR and file path extension .CO1. as this is what the ATO looks for when loading through the Portal. If you wish to rename a file simply add the extra wording to the default name - eg: TPAR Admin.CO1

When generating the file, the system uses a validation programme to confirm that the ABN numbers entered are valid - a warning message will be provided if you have invalid entries.

### Creditors - Taxable Payment Annual Report

Once generated a report will be produced for each Contractor selected in your system to whom you have made payments for labour that fall within the selected Date Periods.

While at this time, it is not a legal requirement to pass these reports onto your contractors, it is recommended that you do so as it advises the contractor as to what information has been provided to the ATO about their account, and may assist them in preparing their tax returns.

The system will automatically generate a backup of these reports and this file can be found in [HELP | ACCRIVIA/PDF FOLDERS | REMITTANCES](#)

Files will be saved in the Creditor Remittances folder and be named 'Remittance\_Taxable Payment Summaries\*end date\* \*date generated\*.

At this time there is no direct emailing option for these reports, although you may choose to print each one off as a PDF and email to each creditor.

### Reported taxable payments for year ending 30 June 2013

Accrivia  
PO BOX 911  
WARRNAMBOOL VIC 3280

Your ABN        91 099 013 386

#### INFORMATION FOR PAYEE

The information below will help you to complete your tax return. It is the total amount that has been reported to the ATO in a Taxable payments annual report.

Gross amounts paid  
(includes GST)

\$ 800.00

Total GST

\$ 72.72

Gross amount paid includes:

- Total of all payments made to you within the financial year (which may be different to invoiced amounts)
- GST.

Amounts invoiced, but not actually paid to you in the financial year are not included.

### Creditors - Negative Reporting Errors (TPAR)

On rare occasions you may find that a Creditor has a negative balance on the TPAR report, this could result from payment reversals etc. Should this occur you will receive an error message when generating the file advising the specific Creditor code.

A file with this type of error cannot be sent to the ATO and should be corrected before sending the final report.

To correct, it is recommended that you go to the Creditor File Maintenance and remove the 'Include' tick on the Contractor tab. You can now re-run the report which can then be lodged with the ATO.

\*\*\* Note - don't forget to re-tick the box after the report has been generated to include any purchases for the new financial period

### Creditors - Reporting TPAR to the ATO

Please find below an extract from the ATO Website as of 11/3/2014 advising permissible methods of advising the ATO.

#### Lodging your Taxable payments annual report

You can lodge your *Taxable payments annual report* by **one** of the following methods:

- online using the [Business, Tax Agent and BAS Agent Portals](#) or [Standard Business Reporting \(SBR\)](#)
- completing the [paper](#) form *Taxable payments annual report* (NAT 74109) and mailing it to us.



Spread sheets, CD-ROM, DVD, USB, floppy or zip disk formats – are not acceptable for this annual report.

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### Creditors - Taxable Payments Annual Report - Lodge Online

Once your TPAR report has been produced, the final step is to send the details to the ATO direct using the Portal on the ATO website (or by mail if not using the portal). Details on how to do this can be found in the ATO directed link to a You Tube video which explains how to lodge your Taxable Payments Report online. (published 14 May 2013)

<http://ato.gov.au/content/00351482.htm>

### Creditors - TPAR ATO Information

It is recommended that all clients in the building and construction industry who use Contractors, and will therefore need to provide this report, should refer to the Australian Tax Office website for more information on why this report is required and what information is needed along with how to forward reports. See [ato.gov.au/taxablepaymentsreporting](http://ato.gov.au/taxablepaymentsreporting)

This comprehensive website will provide information on:

- the taxable payments reporting system

- who needs to report
- what needs to be reported
- when your report is due
- how to register for an AUSkey
- other options for lodging your annual report including how to lodge it
- how to register for a free webinar



# CREDITORS - FAQ'S - HOW DO I ???

See "Creditors - Creating New Accounts" on page 24

See "Creditors - Expenses - Create an Expense Account" on page 44

See "Creditors - Add a new Group" on page 50

See "Creditors - Transaction Types - Add " on page 52

See "Creditors -Process a Basic Creditor Invoice" on page 55

See "Creditors - Reversing AN Invoice or Credit Note" on page 81

See "CreditorS - Reports" on page 106