

Creditors Payment Menu

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- [Add Creditor Payment](#)
- [Bulk Add Creditor Payments](#)

Creditors Payment Search

Video manual 2020 - [Click Here](#)

Creditors Module > Activity > Creditors Payment

Creditor Payment

Search

Add

Edit

Cancel

Request Authorization

Authorize

Bulk Authorize

Process

Bulk Process

Update Batches

Printing Options

Document No.:

Status:

Preparation, Pending & Authorized

Payment Type:

All

Supplier:

Description:

Date From:

2023-10-06

Date To:

2023-11-06

Payment Schedules

Documents

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Remove Paging:

Total Pmt Amt:

Total Amt. Due.:

No data to display

#	Att	Memo	Status	Ready	Document No.	Date Created	Remittance Date	Creditor Payment Type	Payable Amnt.	Bank Account	Description
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Search	
Add	
Edit	
Cancel	
Request Authorization	
Authorize	
Bulk Authorize	
Process	
Bulk Process	
Update Batches	

Printing Options

Creditor Payment

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Edit

Cancel

Request Authorization

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Bulk Authorize

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Bulk Process

Update Batches

Printing Options

Document No.:

Status:

Pending

Payment Type:

All

Supplier:

Description:

Date From:

Date To:

2023-11-08

Payment Schedules

Documents

Print Creditor Payment

Print Grid

Print Remittance

Bulk Remittance Email

Bulk Print

Print Creditor Payment	
Print Grid	
Print Remittance	
Bulk Remittance Email	
Bulk Print	

Documents Tab

Creditor Payment

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Document No.:

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Pending

Payment Type:

All

Supplier:

Description:

Date From:

Date To:

2023-11-08

Payment Schedules

Documents

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Remove Paging:

Show All:

Sort

View Attachments

Displaying 1 - 100 of 360

#	Att	PDF	Memo	Verify	Dispute	Batch No.	Creditor Code	Creditor Name	Assign	Payable Amnt.	OK	Amount Due	Payment Date	Currency	Doc. D
1						CMP1121	ACC001	Allied Suppliers	\$	10	☐	10.00	2022-11-24	Rand South...	202
2						CMP1121	ACC001	Allied Suppliers	\$		☐	1 199.28	2022-11-24	Rand South...	202

Remove Paging Tick	
Show All Tick	
Sort	

View Attachments

Allows you to view all attachments.

Payment Schedules

Documents

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Remove Paging:

Show All:

Sort

View Attachments

Displaying 1 - 100 of 360

#	Att	PDF	Memo	Verify	Dispute	Batch No.	Creditor Code	Creditor Name	Assign	Payable Amnt.	OK	Amount Due	Payment Date	Currency	Doc. D
---	-----	-----	------	--------	---------	-----------	---------------	---------------	--------	---------------	----	------------	--------------	----------	--------

#	Name	Description	Uploaded
1	CMJRN1028 25451123456	Due: 32500	AMX Logistics
1	GCRN.pdf	GCRN.pdf	
2	ISP.pdf	ISP.pdf	
2	GRV390907 789	Due: 4940.4	AMX Logistics
1	Bayfield Brief	Bayfield Brief	
2	arichtextdocument.rtf	arichtextdocument.rtf	
3	Webatar Help Manuals.docx	Webatar Help Manuals.docx	
4	test1.csv	test1.csv	
3	GRV390918 IS06	Due: 575	AMX Logistics
1	TaskList.txt	TaskList.txt	
4	GRV390928 123123123123	Due: 11.5	AMX Logistics
1		motorcycle-1217238__340	
5	GRV391056 IINV23654	Due: 115	Allied Suppliers
1	Bass-Pro-BP12d.jpg	Bass-Pro-BP12d.jpg	
6	GRV390921 test att 100	Due: 9.17	Creditors test
1	54e8dd444253a514f1dc846...	54e8dd444253a514f1dc846...	
7	PO421173	Due: 11.5	Creditors test
1	song1_1920.jpg	Picked Photo 2	
2	ship1_1920.jpg	Picked Photo 1	
3	sea1_1920.jpg	Picked Photo 3	
4	cdv_photo_1670233568.jpg	Chris 2022-12-05 22:46:08	
8	PO421187	Due: 2702.5	Creditors test
1	song1_1920.jpg	Picked Photo 1	
2	insect1_1920.jpg	Picked Photo 3	
3	landscape1_1920.jpg	Picked Photo 2	
9	PO421212	Due: 2311.5	Creditors test



Add Creditor Payment

Click on Creditors **Module> Activity> Creditor Payment Search**

Click Add button to create a new Creditor Payment

Creditor Payment

Save

Authorize

Process

Attachment

Memo Note

View Document

Printing Options

Creditor History

Add New Document(s)

View Attachments

Close

Select:

All Creditors

Selected Creditor

Authorize	
Process	
Attachment	
Memo Note	
View Document	
Creditor History	
Add New Documents	
View Attachments	

Printing Options Dropdown

Creditor Payment

Save

Authorize

Process

Attachment

Memo Note

View Document

Printing Options

Creditor History

Add New Document(s)

View Attachments

Close

Select:

All Creditors

Selected Creditor

Selected Creditor Lines

Doc. No.: CMP1131

Preparation

Bank Accounts: 1-1000 - Ba

Remittance Date: 2024-09-30

Creditor Code: X001

Creditor Name: X001 Creditor

Payment Date: 2024-09-03

Print Payment Doc

Print Documents

Print Remittance

Print Payment Doc	
Print Documents	
Print Remittance	

Print Payment Doc

✕

Creditor Payment Selection

⚙️

?

Print Only Payment Amounts: ☐

Continue

Close

All Creditors

Creditor Payment

Save

Authorize

Process

Attachment

Memo Note

View Document

Printing Options

Creditor History

Add New Document(s)

View Attachments

Close

Select:

All Creditors

Selected Creditor

All Creditors Search

Date:2023-11-08

Branch:All

Aging:Current

Plus Days:☐

Currency:Rand South Africa

Division:All

Region:All

Status:All

Acct. Manager:

Payment Date:2023-11-08

Sort By Code:☐

Include Authorised Purchase Orders:☐

Include Prepared GRVs:☐

Description:All Suppliers

Reference:November

Previous

Next

Date	
Branch	
Aging	
Plus Days	
Currency	
Division	
Region	
Status	

Acct. Manager	
Payment Date	
Sort By Code	
Include Authorised Purchase Orders	
Include Prepared GRVs	
Description	
Reference	

Selected Creditor

Creditor Payment

Save

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Add New Document(s)

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Select:

All Creditors

Selected Creditor

Selected Creditor Search

Creditor:

Branch:

All

Include Authorized Purchase Orders:

Include Prepared GRVs:

Remittance Date:

2023-11-30

-

+

Payment Date:

2023-11-08

Description:

Reference:

November

Previous

Next

Creditor	
Branch	
Include Authorized Purchase Orders Tick	
Include Prepared GRVs Tick	
Remittance Date	
Payment Date	
Description	
Reference	

Click Next

Creditor Payment

Save

Authorize

Process

Attachment

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Creditor History

Add New Document(s)

View Attachments

Close

Select

All Creditors

Selected Creditor

All Creditor Lines

Doc. No.:CMP1129

Bank Accounts:1-1000 - Bank Account Main &

Doc.Status:

Description:All Suppliers

Reference:November

Notes:

Creditor Code:

Creditor Name:

Search

Clear Cash Book Amounts

Update Amount:Update from Amount Due Column

Update

Update All Values:☐

Page1of 1

Select All

Unselect All

Remove Paging:

Total Pay Amt:0.00

Total Amt. Due:707.25

Total Doc. Amt.:0.00

#	Select	Creditor Code	Creditor Name	Payable Amt.	Assign	Currency	Amount Due	Payment Date	Comment	Line Description
1	☐	ACC001	Allied Suppliers		\$	Rand South Afri...	506.00	2023-11-08		
2	☐	95 AMXLOG01	AMX Logistics		\$	Rand South Afri...	201.25	2023-11-08		

Previous

Next

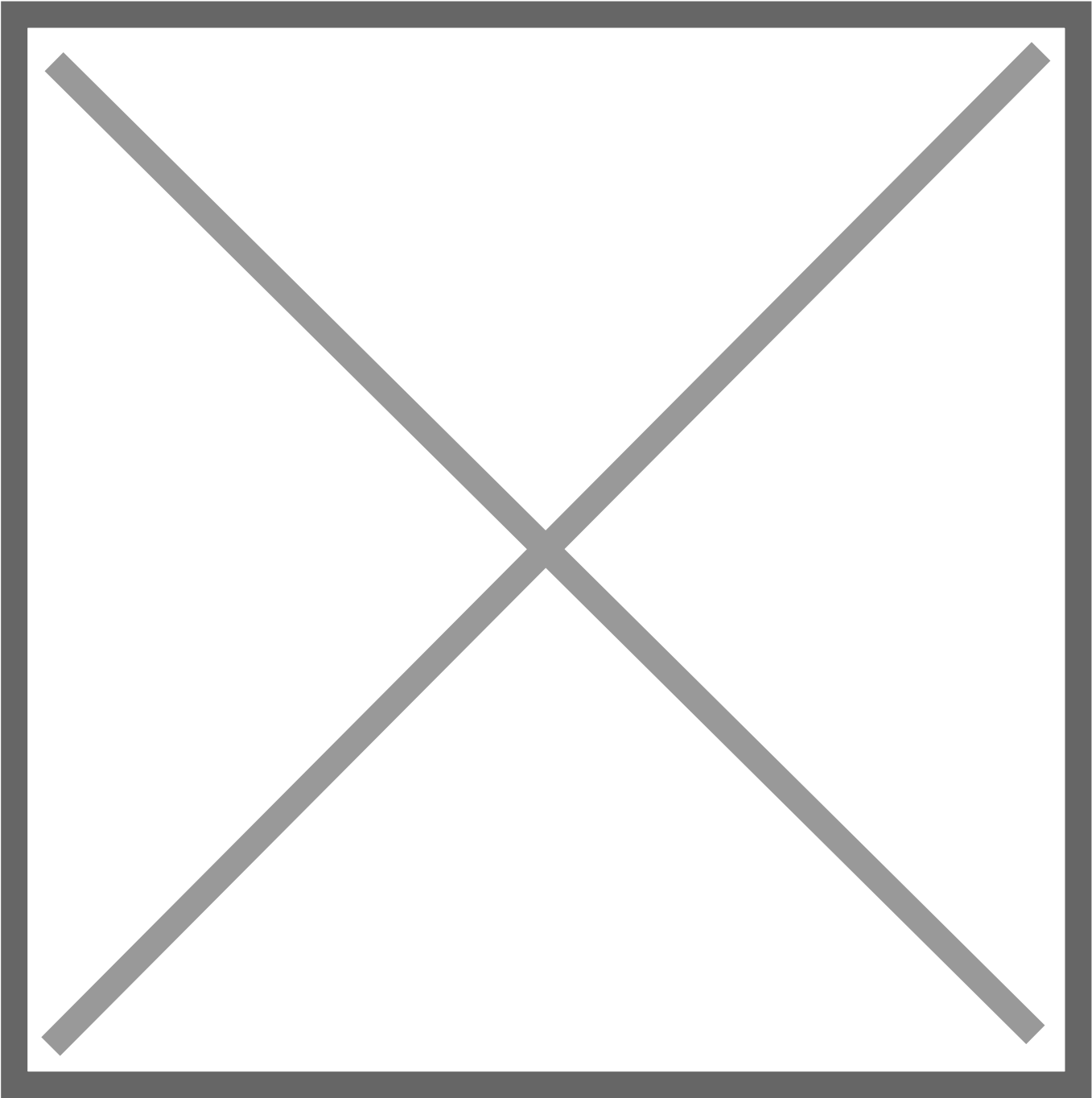
Doc. No.	
Description	
Creditor Code	
Bank Accounts	
Reference	
Creditor Name	
Doc. Status	
Notes	
Clear Cash Book Amounts	
Update	
Update All Values	

Payment Verify Lines

Supplier Payments batch includes a verify data to ensure that all lines are valid and checks for any changes

1	Removes invoice lines that are already fully allocated
---	--

2	Updates payment balances due on supplier invoices
3	Updates allocation comments which are blank on the payment batch



The system allows one to create multiple cash book payments for the same day but separate them as individual cashbooks.

If you put the tick on for “force new cash book” then this will not add to existing cash book but create new cash books.

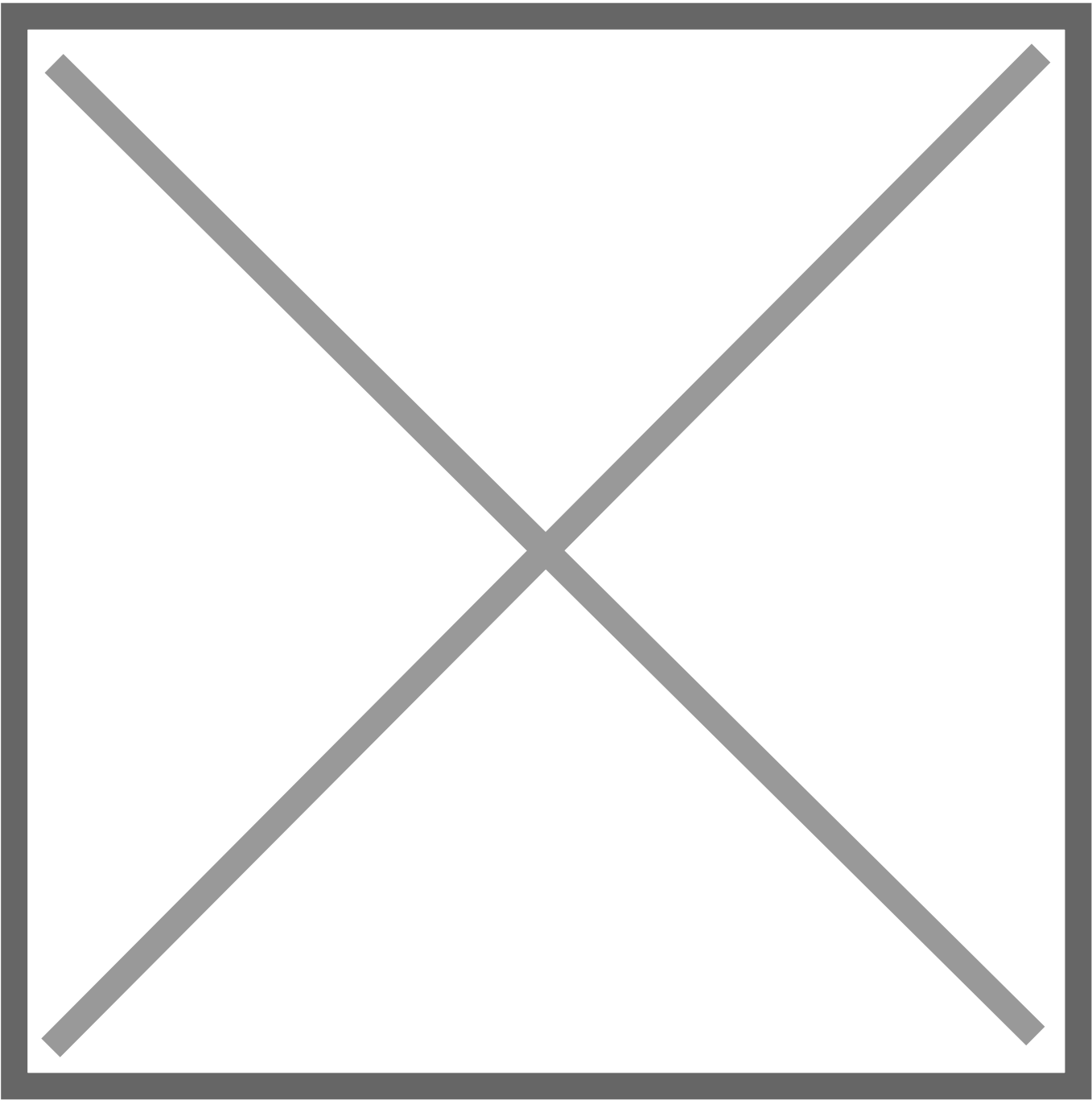
This will not work on bulk process batches.

This will sort out issues where you want to create multiple payment cash books for the same day.

☐

☐

☐



Add New Document(s)

Creditor Payment

Save

Authorize

Process

Attachment

Memo Note

View Document

Printing Options

Creditor History

Add New Document(s)

Select:

All Creditors

Selected Creditor

Selected Creditor Lines

Doc. No.: CMP1131

Preparation

Bank Accounts

Creditor Code: X001

Creditor Name

Description: X001 Creditor

Reference:

Document Number:

Document Type

Search

Verify Lines

Update Amount: Update from Amount Due Column

Remittance Date: 2024-09-30

Enforce Remittance Date: ☒

Only allow documents dated equal to or earlier than the Remittance date:

Continue

Close

Page 1 of 1

Select All

Unselect All

4 240.94

Total Amt. Due:

Bulk Add Creditor Payments

This function allows one to add multiple suppliers for payments

Creditors Module



Configuration

Activity

Creditors Dashboard

Creditors Journal Transactions

Creditor Payment Search

Creditor Cash Book

Stock Order Search

Request For Quote (RFQ)

Purchase Orders (PO)

O/S Stock Orders & Receiving

Creditor Payment

Search Add Bulk Add Edit Cancel Request Authorization Authorize Bulk Aut

Document No.: Status: Preparation, Pending & Authorized

Payment Type: All Supplier:

Description:

Date From: 2025-05-27 Date To: 2025-06-27

Payment Schedules Documents

Page 1 of 1 Remove Paging: Total Pmt Amt: Total Amt. D

	#	Att	Memo	Status	Bank Account	Ready	Document No.	Date Created
	1						CMP1135	2025-06-27
	2						CMP1134	2025-06-27

Select options for suppliers and then tick suppliers for payments

Bulk Add Multiple Supplier Payments

Branch: All Bank Account: 7900/0000 Current Account (NZD)

Include Authorised PO: ☐ Remittance Date: 2025-06-30 - +

Include Prepared GRV: ☐ Payment Date: 2025-07-20

Description: June Payment Reference: 202506

#	Code	Supplier Name	Balance
1	DEF001	DEF Company	15 752.2500
☒	2 REC001	Rectron	740 161.2400
☐	3 FIL001	Filvent JHB	3 482.6000
☐	4 IMA001	Image Skin Supplier	71 629.6200
☒	5 THE001	The Supplier Co	160 221.0100
☒	6 CLBS001	Wonkey Walley's Wholesales	1 431.2100
☒	7 CLBS002	X Marks the Spot Logistics	5.7500
☐	8 CLBS003	Yellow Cab Transporters	362.7100
☐	9 DAIKIN	Daikin	38 053.5000
☐	10 PAKnSAVE	Pak n Save	9 131.4100
☐	11 RETAILER A	Genesis	693.4400
☐	12 INTERNAL	Internal Growth Move	5 720.1000
☐	13 FEDEX01	FedEx Express New Zealand	73.0000

>>> Continue Cancel

Creditors payments created

Creditors Payment

Search
 Add
 Bulk Add
 Edit
 Cancel
 Request Authorization
 Authorize
 Bulk Authorize
 Process
 Bulk Process
 Update Batches

Document No.: Status:

Payment Type: Creditors:

Description:

Date From: Date To:

Payment Schedules

Documents

		Page	1	of 1			Remove Paging: ☐	Total Pmt Amt: --	Total Amt. Due.: 323 068.4800		
☐	#	Att	Memo	Status	Document No.	Ready	Date Created	Remittance Date	Creditors Name	Creditors Payment Type	Reference
☐	1				CMP25	☐	2025-07-04	2025-06-30	X Marks the Spot Lo...	Selected Creditors	June Payment
☐	2				CMP24	☐	2025-07-04	2025-06-30	Wonkey Walley's W...	Selected Creditors	June Payment
☐	3				CMP23	☐	2025-07-04	2025-06-30	The Supplier Co	Selected Creditors	June Payment
☐	4				CMP22	☐	2025-07-04	2025-06-30	Rectron	Selected Creditors	June Payment