



## **V6.09 Training Manual**

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### **Creditors/Suppliers**

# Find the freedom to focus on what matters with Nimbus

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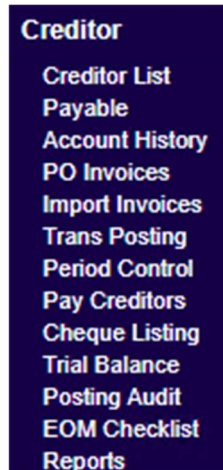
## Document Information

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## Creditors/Suppliers

The creditor/supplier process is built around the processing of invoices owing to the suppliers.

There is a separate menu item for creditor/supplier:



## Existing Creditors

Often a user will need to look up a Creditor Account for one reason or another, i.e. to find out how much the organisation is owed. A report is available for this purpose.

To view existing creditors:

1. From the **Creditor** menu, click on the **Creditor List** menu item. This report displays the contact details as shown below of all Creditors/Suppliers in Nimbus.



**Supplier List** : List of all suppliers.  
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Creditor	Name	PO Box	Street	Suburb	Phone	GST Exempt
	14234	Benzi Knees Pickup Serv	PO Box 4232	453 Main Street	Highland Park	+64 (09) 208 1254	0
	A1 Con	A1 Concrete Pumping Ltd	PO Box 2285	128 Main Rd	Stoke	5443199	1
	Adam	Adam Langbridge	54 Mount St.	56 Mount St			0
	ADCInt	Electrical Depot	P O Box 456	56 Tahunanui Drive	Tahunanui	+64 (03) 208 1588	0
	Blight	Blight Electrical	PO Box 432	49 Todd Road		+64 (06) 356 4561	1
	BPollock	Brian Pollock	80 Cleveland Tce	80 Cleveland Tce			0
	Bunnings	Bunnings	P O Box 333	Main Road	Stoke		0
	Carters	Carters Building Supplies	PO Box 123	70 Nayland Rd	Stoke	65656534	0
	Cash Purchas	Cash Sales	Make this address your own.	Our Street QA			0
	CLWell	Computerland Wellington	PO Box 4589	45 Taeiri Rd		+64 (04) 598 4904	0
	DataStor	Data Store Computing	PO Box 4563	45 Key Street		+64 (09) 215 7350	0
	Davies	Davies Consultants Ltd	Box 456	23 Victory Square			0
	ElecDepot	Electrical Depot	P O Box 456	56 Tahunanui Drive	Tahunanui	+64 (03) 208 1588	0
	Fletcher	Fletcher Steel	Box 456 Penrose	230 Penrose Rd	Penrose		0
	GeneralMotor	General Motors	PO Box 48372 New York	345 Tainsley St		+1 (716) 542 1001	0
	HirePool	Hire Pool Tahuna	Box 123 Tahuna	123 Munitai St	Tahuna	03 547839	0
	Hynds	Hynds Ltd	P O Box 32	44 Pascoe Street			0
	IRD	Inland Revenue Department	PO Box 3754				0
	JARussell	J A Russell Ltd	PO Box 1111	264 Queen Street			0
	Johnson	KP Johnson	PO Box 5526	12 Columbo Street	Richmond	+64 (03) 208 2397	0
	Jones	Jones & Associates	PO Box 45	65 Brand Street		+64 (03) 208 1000	0
	Keller I	Keller Investments	PO Box 5732	9 Howard Street	Pamure	+64 (09) 213 7312	0
	KellyS	Steve Kelly	PO Box 532	52 Parks Road		+64 (03) 208 1762	0
	LandonPl	Landon Plumber Ltd	PO Box 5632	345 Takapuna Drive	North Shore Mail Centre	+64 (09) 208 1127	0

- Use the filters to find the relevant Creditor. In the **Creditor** column, click on the name of the Creditor you want more information for.

CreditorID	1032	POBox	PO Box 432
CreditorIndex	Blight	City	New Plymouth
Street	49 Todd Road	Phone	+64 (06) 356 4561
Name	Blight Electrical		

Supplier List : List of all suppliers.  
Filter : Creditor contains bl

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Creditor	Name	PO Box	Street	Suburb	Phone
	bl					
	Blight	Blight Electrical	PO Box 432	49 Todd Road		+64 (06) 356 4561

This automatically filters the report by Creditor and opens the transaction history report for this Creditor:

Supplier History : All creditor/supplier transactions for listing, selection and drilling.  
Filter : Creditor equals Blight

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Creditor	Trans Date	Ledger	Trans Type	Period	Ref No	View	Amount	Amount Unmatched	GST Content	Excl Amount	GL Debit Account	Text
	=Blight												
	Blight	30/06/2021	Creditor	Inv	30/06/2021	6678		-\$138.00	-\$138.00	-\$18.00	-\$120.00	8040570	replace lights in staff room
	Blight	12/09/2019	PO	JobInvD	30/09/2019	LM1		-\$25.00	-\$25.00	\$0.00	-\$25.00		
	Blight	12/09/2019	PO	OHInv	30/09/2019	15967		-\$3.00	-\$3.00	\$0.00	-\$3.00		
	Blight	12/12/2014	PO	JobInv	31/12/2014	8642		-\$287.50	-\$287.50	-\$37.50	-\$250.00		

If the Amount Unmatched column is NIL, then the payment for that transaction has been processed. If there is a value present, then the amount is outstanding.

## Creating a New Supplier/Creditor

Because your business will have amounts owing to Creditors, it is important to keep as much information as you can about these liabilities. To do this you will need to set up a new Supplier in Nimbus together with as much information that you have about them. While it is not necessary to complete all of the fields in the form when first setting up a Supplier in Nimbus, it is important to set up a Creditor Account so that you can begin keeping tabs on the amounts owed to them.

All information gathered about your Supplier is entered on the creditor form. There are compulsory fields on the creditor form, i.e. Shortname, Name and Creditor Index fields. If one of the compulsory fields is not completed, the record cannot be saved; a warning will be displayed when you click the **Apply** or **OK** buttons.

You should always check that the Creditor does not exist in the Nimbus database before creating a new Creditor. Creating two Creditor Accounts for the same Creditor will cause inaccurate information to be reported. It will also cause confusion for data entry personnel.

The list of existing Creditors is found in the **Creditors** menu, **Creditor List** report:

**Supplier List:** List of all suppliers.  
**Filter:** No Filter - 30 records match

Run Report

Branch	Creditor	Name	PO Box	Street	Suburb	Phone	Mobile Lookup	Email
	A1 Con	A1 Concrete Pumping Ltd	PO Box 2285	128 Main Rd	Stoke	5443199	0	
	Blight	Blight Electrical	PO Box 432	49 Todd Road		+64 (06) 356 4561	0	
	Carters	Carters Building Supplies	PO Box 123	70 Nayland Rd	Stoke	65656534	0	sales@Carters.co.nz
	Cash Purchas	Cash Sales	Make this address your own.	Our Street QA			0	

To check whether a Creditor exists in the Nimbus database or not:

1. From the **Enquiry** menu, click on the **Contacts** menu item; the **Contacts** report is displayed.

**Contacts:** Search addresses. Drill to Client, Supplier or relationship data.  
**Filter:** No Filter - 102 records match

Run Report

Shortname	Name	Street	Suburb	City	Client	New Job	SLA	Closed	Phone	Edit Debtor	New Prospect	New POS	New SO	Supplier	Edit Creditor
A1 Con	A1 Concrete Pumping Ltd	128 Main Rd	Stoke	Nelson				0	5443199	New	P			A1 Con	C
Adam	Adam Langbridge	56 Mount St		Nelson	Adam	J				D	P	S	I		New
ADCInt	ADC International	1327 Broadway		New York	ADCInt	J		0		D	P	S	I		New
Andria	Andria	No Street Address						0		New	P				New
APrakash	Amit Prakash	No Street Address						0		New	P				New
AutoElec	Automotive Electrical	25 Tav Street	SunnySide	Nelson 7020	AutoElec	J		0	+64 (03) 208 1508	D	P	S	I		New
Baily	Baily & Sons Ltd	56 Long St	Stoke	Gore	Baily	J		0	+64 (03) 208 1381	D	P	S	I		New
Baily	Baily & Sons Ltd	56 Long St	Stoke	Gore	Captcook	J		0	+64 (03) 208 1381	D	P	S	I		New
Baldrick	Baldrick Plumbers	29 Manners Street	Browns Bay	Auckland	Baldrick	J		0	+64 (09) 215 7351	D	P	S	I		New
bang	Janene Bang	No Street Address						0		New	P				New
Bartlett	GB Bartlett & Co Ltd	27 Horse Road		Marlborough	Bartlett	J		0	+64 (03) 208 2777	D	P	S	I		New
Benzi	Benzi Knees Pickup Serv	453 Main Street	Highland Park	Auckland	Benzi	J		0	+64 (09) 208 1254	D	P	S	I		New

2. Use the filters to search for contact details for this **Creditor**, if they are already a creditor they will exist as an entry in the Supplier column and a C in the Edit Creditor column.
  - a) Please take note that the new **Creditor** may already be in your Nimbus database as a Contact, or Debtor but not be a Supplier. A 'D' in Edit Debtor indicates that the Contact is set up as a Debtor, but the 'New' in Edit Creditor indicates that they are not yet set up as a Creditor. 'New' in both Edit Debtor and Edit Creditor indicates that the entry is a Contact only.

**Nimbus** Contacts In/Out My Schedule Reset Optimum 03

**Contacts:** Search addresses. Drill to Client, Supplier or relationship data.  
**Filter:** No Filter - 92 records match

Run Report

Shortname	Name	Street	Suburb	City	Client	Edit Debtor	New Job	SLA	New Prospect	New POS	New SO	Relate	Phone	Supplier	Edit Creditor
Adam	Adam Langbridge	54 Mount St		Nelson		New			P			R			New
ADCInt	ADC International	No Street Address		New York	ADCInt	D	J		P	S	I	R			New
Aprakash	Amit Prakash	No Street Address				New			P			R			New
Andria	Andria	No Street Address				New			P			R			New
AutoElec	Automotive Electrical	25 Tav Street	SunnySide	Nelson 7020	AutoElec	D	J		P	S	I	R	+64 (03) 208 1508		New
Baily	Baily & Sons Ltd	56 Long St	Stoke	Gore	Baily	D	J		P	S	I	R	+64 (03) 208 1381		New
Baldrick	Baldrick Plumbers	29 Manners Street	Browns Bay	Auckland	Baldrick	D	J		P	S	I	R	+64 (09) 215 7351		New
Benzi	Benzi Knees Pickup Serv	453 Main Street	Highland Park	Auckland	Benzi	D	J		P	S	I	R	+64 (09) 208 1254		New
Blight	Blight Electrical	49 Todd Road		New Plymouth	Blight	D	J		P	S	I	R	+64 (06) 356 4561	Blight	C
Bloomers	Bloomers Floral Display	354 Daisy Road	Ilam	Christchurch	Bloomers	D	J		P	S	I	R	+64 (03) 208 2016		New

3. If there is no Contacts Record for them, then make a Contact record.
  - a) Go to the **Enquiry, Contacts** report
  - b) Click the **'New Contact'** header link, which opens the new Contact Form.

Contacts - NimbusOPTIMUM - New - Internet Explorer

Shortname  Name  Salutation

**Address Details** **CRM Details**

**Mailing Address Details**

PO Box / Street:

Suburb:

Town / City:

Post Code:

State:

Country:

**Courier Address Details**

Street:

Delivery Notes:

**Other Contact Details**

Phone:  CellPhone:

Fax:

E-mail Address:

Web Address:

Social Media:

Closed

c) Fill in the details on this form and click on the **OK** button.

Field	Explanation
Short Name	This is a unique value, different to every other Contact. It is up to 12 Characters long and should not have any spaces. Usually use up to 8 Characters of the Surname, then Initials, finally a number if necessary.
Name	This is shown on Invoices, Statements, and so on.
PO Box / Street; Suburb; City; PostCode	Critical, as , Purchase Orders, Remittance Advices, Invoices and Statements etc. are sent to this address.
Street	Critical, is the physical address.

d) Refresh the Contacts Page, so that your Contact now shows up.

4. When Contact details have been set up you can set up the creditor.

a) Filter to the contact that is to be set up as a Creditor

b) Click on **'New'** in the **Edit Creditor** column.

If 'C' is displayed in this column for this contact, the contact has already been set up as a Creditor and their Shortname will be displayed in the **Supplier** column. Clicking on the 'C' opens the Creditor form. The form will display the details held in the database for this Creditor, which can be edited.

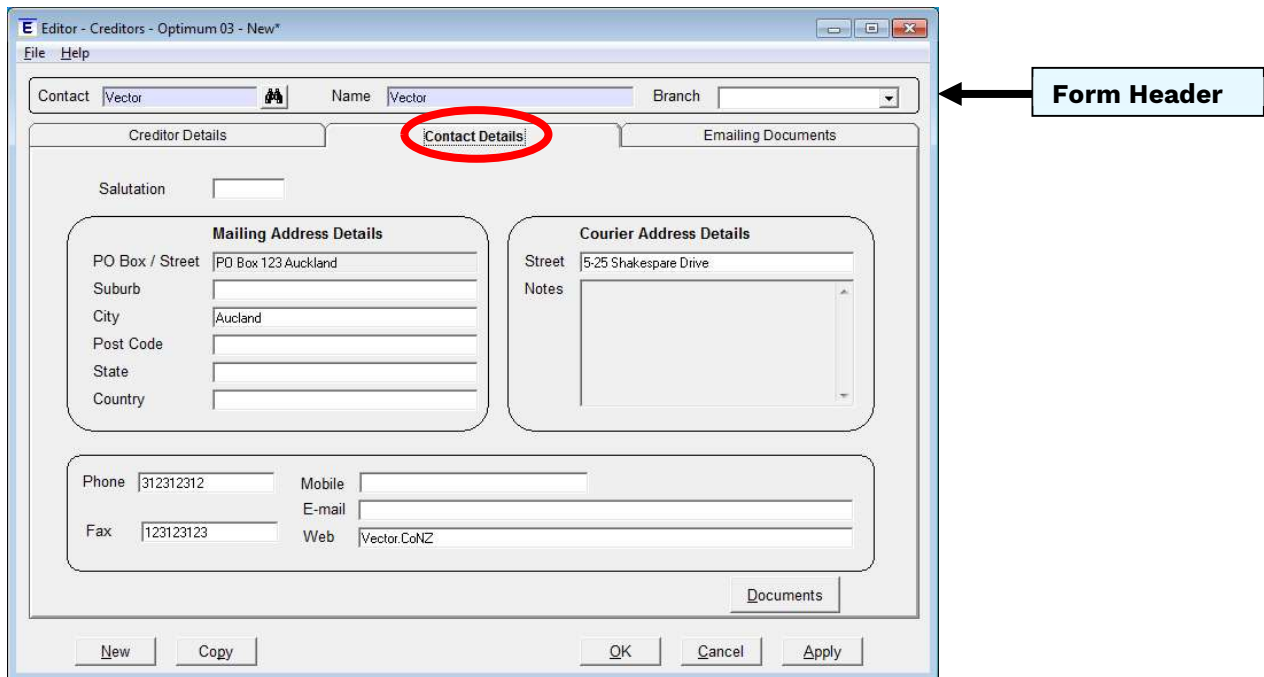


Contacts: Search addresses, Drill to Client, Supplier or relationship data.  
Filter: No Filter - 102 records match

Run Report


Shortname	Name	Street	Suburb	City	Client	New Job	SLA	Closed	Phone	Edit Debtor	New Prospect	New POS	New SO	Supplier	Edit Creditor
A1 Con	A1 Concrete Pumping Ltd	128 Main Rd	Stoke	Nelson				0	5443199	New	P			A1 Con	C
Adam	Adam Langbridge	56 Mount St		Nelson	Adam	J		0		D	P	S	I		New
ADCInt	ADC International	1327 Broadway		New York	ADCInt	J		0		D	P	S	I		New
Andria	Andria	No Street Address						0		New	P				New
APrakash	Amit Prakash	No Street Address						0		New	P				New
AutoElec	Automotive Electrical	25 Tay Street	SunnySide	Nelson 7020	AutoElec	J		0	+64 (03) 208 1508	D	P	S	I		New
Baily	Baily & Sons Ltd	56 Long St	Stoke	Gore	Baily	J		0	+64 (03) 208 1381	D	P	S	I		New
Baily	Baily & Sons Ltd	56 Long St	Stoke	Gore	Captcook	J		0	+64 (03) 208 1381	D	P	S	I		New
Baldrick	Baldrick Plumbers	29 Manners Street	Browns Bay	Auckland	Baldrick	J		0	+64 (09) 215 7351	D	P	S	I		New
bang	Janene Bang	No Street Address						0		New	P				New
Bartlett	GB Bartlett & Co Ltd	27 Horse Road		Marlborough	Bartlett	J		0	+64 (03) 208 2777	D	P	S	I		New
Benzi	Benzi Knees Pickup Serv	453 Main Street	Highland Park	Auckland	Benzi	J		0	+64 (09) 208 1254	D	P	S	I		New

- This opens the Creditor form. Because contact details exist in the database, the **Contact Details** tab is filled out with this information; see screenshot below. Known information is also passed into the **Contact** and **Name** fields (in the header) and into the **Creditor Index** field on the **Creditor Details** tab; See screenshot further below.




Note that there are three tabs on this form.

- To create a new Creditor, the **Creditor Details** tab will need to be completed. Click on this tab.

Contact   Name  Branch

**Creditor Details** | Contact Details | Emailing Documents

Creditor Index:

Creditor Group:  

Creditor Contact:

Creditor Warning:

Creditor Notes:

GST Number:

GST Exempt:

Payment Terms:

Currency:

**Direct Credit Payment Details**

Pay by Direct Credit

BankBranch:

Account:

Suffix:

Particulars:


Code:

Reference:

Allow Duplicate Reference Numbers  
 Unticked - Check for duplicates, warn or ban per the PO or Creditor Transaction Type setting.  
 Ticked - Allow duplicates irrespective of the PO or Creditor Transaction Type setting.

Closed

7. Complete the fields as required. Fields are explained below.

Field	Explanation
Creditor Index	Nimbus will already have filled it in from the Contacts Short Name.
Creditor Group 	Use this field to enter the Creditor Group you want this Creditor to belong to. Compulsory field. Click on the search button to bring up the list of Creditor Groups. Select the Creditor Group to return to the Creditor form. Nimbus uses this information when reporting by Creditor Group or to generate payments for specific groups at a time.
Creditor Contact	This is the name of the person who is your main contact in the organisation.
Creditor Warning	Use this field for any information you want everyone to see when this Creditor Account is used to process a transaction.
Creditor Notes	Use this field for any detailed notes you want to record about this Creditor.
Allow Duplicate Reference Numbers	Nimbus checks to see that the same invoice is not used more than once for a creditor. Tick this box if you wish to allow duplicates (depending on a setting in the Posting setup).
Payment Terms	Credit facilities are subject to terms of trade. Use this field to enter the payment terms for this Creditor, i.e. payable by the 20 <sup>th</sup> of next month. A lookup is available if required.



Currency	Leave blank if NZD, otherwise use the drop down list to choose the appropriate currency.
Pay by Direct Credit	If the Creditor is to be paid by the electronic transfer of funds into their bank account, tick this box. It defaults to this.
Bank Branch Account Suffix	If the Creditor is to be paid by the electronic transfer of funds, use these fields to enter the Creditor's bank account details. Enter the Bank and Branch numbers in the <b>Bank Branch</b> field (i.e. 060958), the bank account number in the <b>Account</b> field (i.e. 0055237) and the account suffix number in the <b>Suffix</b> field (i.e. 000).
Particulars Code Reference	Use these fields to enter any information that is to appear on the Creditor's bank statement when they are paid by electronic transfer of funds. These are alpha-numeric fields.
Closed	Discontinued. Tick if your organisation will not be purchasing from this Creditor in the future. (Never delete a Creditor; mark them as discontinued instead.)

If your creditors belong to a particular branch of your firm, select the branch this Creditor will be assigned to from the drop- down list held in the **Branch** field (located in the form header).

8. Click on the **Contact Details** tab. Check details listed here and edit if required.
9. Click on the **Emailing Documents** tab. Three email addresses can be held so that Purchases Orders and Remittance Advices can be automatically converted to a PDF file and sent by email if your site is set up for this. When set up, Creditors with Email addresses in the appropriate Emailing Documents fields will receive emailed documents. Those without will be printed for mailing. Enter the email addresses even if your site is not using emailing, so that they are there when you decide to start using this function.
10. Click the **Apply** button to save the details now held in the fields in the Creditor form. Note that when you use the **Apply** button, all entries are saved but the creditor form will not close. If you use the **OK** button, all entries are saved, and the creditor form closes at the same time.

## Dealing With The Creditor Process

### Creditor Invoices

In Nimbus, most creditor transactions are entered through **Purchase Orders**. Items required for Jobs and/or Stock are ordered, received and priced using the **Purchase Order** application. When the Creditors Invoice is received, this is also entered through the **Purchase Order** application. Nimbus makes it easy to find the relevant Purchase Order and the Creditors Invoice can be entered from there. Once the Creditors Invoice has been entered, the record moves into the **Pay Creditors** application.

To enter a Creditors Invoice for an existing Purchase Order that orders for a Job and/or for the Store:

11. From the **Creditors** menu, click on the **PO Invoices** menu item. This action opens a report listing all Purchase Orders at the 'ordered', 'received' and/or 'priced' status, i.e. all Purchase Orders for which a Creditors Invoice has not yet been received.

12. It is highly likely that the Creditors Invoice received will show the Purchase Order number. Enter this number into the **PO No** filter and then press **Enter**. (If the Purchase Order number is not known, use the other filter fields to find the Purchase Order required.)
13. To enter the Creditors Invoice, click on the order number in the **PO No** column, as shown below.

PO Invoice: For posting Invoices against Purchase Orders.  
Filter: No Filter - 8 records match

Apply Filter

Client Report  
Direct Invoice  
Direct Overhead Inv

Branch	PO No ↓	Creditor	Type	Status	Ordered By	Ordered	Received	Priced	Priced Amount	Job No	Code	Item Description	Stock Group
MN	2068	RoadingS	JobOrd	Ordered	Brian.Po	5	0		\$0.00			50 x 25 mm Rad Dressing DR MS H	Stock
	2068	PlacemakersN	JobOrd	Priced	Brian	30	30	\$1.64	\$49.20	1038	2291789	Rimu BOL18 x 10mm Bolection Moul	Stock
	2065	ElecDepot	JobOrd	Received	Brian	2	2	\$0.00		1047	PDL19G	19G LIGHT FITTING ACC. PDL	Stock
	2064	PlumbWorld	JobOrd	Ordered	Brian	1	0	\$0.00		1048	FM18C	Dorf Flickmixer 1 Basin Mixer/CO	Stock
		ElecDepot	JobOrd	Priced	Brian	1	1	\$44.00	\$44.00	1038	PDL16G	16G LIGHT FITTING ACC. PDL	Stock
	2038	NCC	OHOrd	Ordered	Wayne	1	0	\$0.00			OH	Rubbish bags	OH
	2024	ElecDepot	JobOrd	Priced	Brian	10	10	\$5.50	\$55.00	FDC-4	20618352	CABLE WELD 16 SQMM 513/0.2MM E.P	Stock
	2017	Johnson	JobOrd	Ordered	Brian.Po	20000	0	\$0.00		WKE-3	SUB	Roof Cladding Contract	Outwork
									\$148.20				

This opens a Purchase Orders form.

PO Nimbus Purchase Orders - Optimum 03 - [Invoice Job Orders - Order 1]

PO File Edit View Insert Tools Window Help

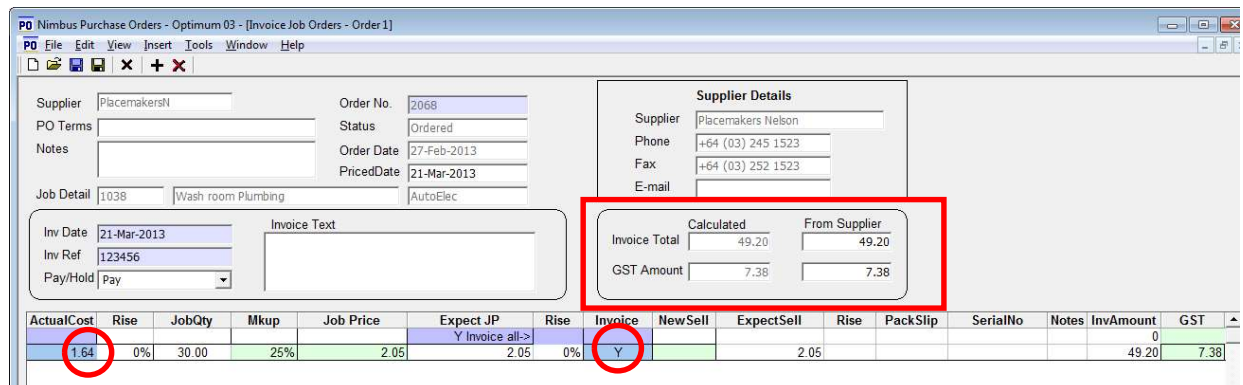
Supplier: PlacemakersN      Order No.: 2068  
 PO Terms:      Status: Ordered  
 Notes:      Order Date: 27-Feb-2013  
                  PricedDate:      Job Detail: 1038 Wash room Plumbing AutoElec

Supplier Details  
 Supplier: Placemakers Nelson  
 Phone: +64 (03) 245 1523  
 Fax: +64 (03) 252 1523  
 E-mail:      Invoice Total: Calculated 0.00 From Supplier  
                  GST Amount: 0.00

Status	Job No	Code	Description	Ordered	Received	BackOrder	ExpCost	ActualCost	Rise	JobQty	Mkup	Job Price
Ordered	1038	2291789	Rimu BOL18 x 10mm Bolection Moul	30.00	0.00		1.64	0.00	-100%	30.00	25%	0.00

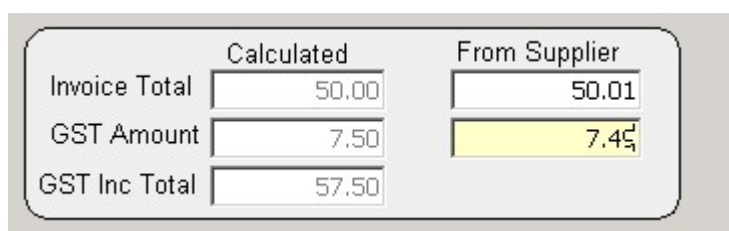
1. Enter the date of the Creditors Invoice in the **Inv Date** field. Press **Tab** to follow tab order.
2. Enter the Creditors Invoice number in the **Inv Ref** field. Press **Tab**.
3. Enter the invoice details in the grid, as follows:
  - a) The **Ordered** column displays the number of items that were ordered and the **Received** column displays the number of items that have been delivered. The amount in each **Received** field is completed as the goods arrive. Check that the number in this field is not greater than the number being invoiced. Press **Tab**.
  - b) The **Expect Cost** column displays the expected cost price per unit. Enter the actual cost price per unit in the **Actual Cost** column. Note that a cost price may or may not have already been entered in the **Actual Cost** field. If an actual cost price per unit has already been entered, it should be the same as the cost price per unit given on the Creditors Invoice. If not, adjust the actual cost by entering the cost price per unit as given on the Creditors Invoice. (If the difference is great, check this out before entering anything in the **Actual Cost** field.) Press **Tab**.

- c) Enter a 'Y' in the **Invoice** field. A 'Y' in this field indicates that 'yes' an invoice for the line item has arrived. Press **Tab**. Now that an invoice has been entered, Nimbus calculates the invoice total based on the entries held in the **Received** and **Actual Cost** fields. The calculations are entered in the **Invoice Total Calculated** and **GST Amount Calculated** fields in the header, as shown below.



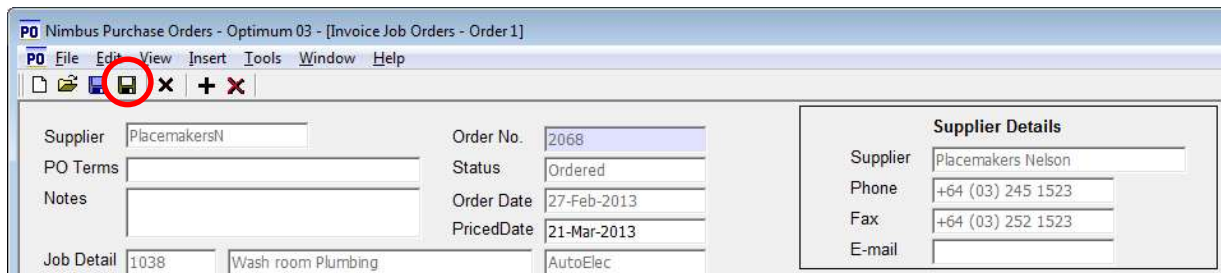
ActualCost	Rise	JobQty	Mkup	Job Price	Expect JP	Rise	Invoice	NewSell	ExpectSell	Rise	PackSlip	SerialNo	Notes	InvAmount	GST
1.64	0%	30.00	25%	2.05	Y Invoice all->	2.05	0%		2.05					49.20	7.38

- a) Check the calculated amounts against the Supplier amounts on the Invoice. Occasionally the Supplier amount is different from the calculated amount; this is due to rounding. Where the amount differs, Nimbus will use the Supplier amounts so that the **Pay Creditors** application will pay the exact amount owing. This means that if the difference is great, it should be investigated. Note that any differences are posted to a rounding account in the General Ledger.
- b) Check the pay status. If required, use the drop-down list in the **Pay/Hold** field to change the status.
- c) Enter any notes about the line item in the **Notes** field in the grid. Alternatively, use the **Invoice Text** field in the header.
4. If the Total on the Creditors Invoice differs from the totals Calculated in the Purchase Order header:
- a) Enter the GST exclusive total amount in the **Invoice Total From Supplier** field. Press **Tab**.
- b) Enter the GST amount in the **GST Amount From Supplier** field. Press **Tab**.



	Calculated	From Supplier
Invoice Total	50.00	50.01
GST Amount	7.50	7.45
GST Inc Total	57.50	

- c) This will then post a small adjustment as necessary.
5. Using the toolbar in the form header (shown below), click the **Save** button to save the record and close the Purchase Order form. Alternatively click on the OK button. This action also returns you to the **PO Invoice** report.



PO Nimbus Purchase Orders - Optimum 03 - [Invoice Job Orders - Order 1]

Supplier: PlacemakersN, Order No.: 2068, Status: Ordered, Order Date: 27-Feb-2013, PricedDate: 21-Mar-2013

Supplier Details: Supplier: Placemakers Nelson, Phone: +64 (03) 245 1523, Fax: +64 (03) 252 1523

Job Detail: 1038, Wash room Plumbing, AutoElec

- Refresh the **PO Invoice** report. Because this report only lists Purchase Orders that have not reached the 'invoiced' status, the Purchased Order that has reached the 'invoiced' status is removed.

## Overhead Expenditure

The Purchase Order application is most often used for ordering items for Jobs and/or Stock, however it can also be used to order overhead items, i.e. coffee/tea, furniture, cleaning products, assets etc. When the Creditors Invoice arrives for this type of expenditure, the process is the same as for any other PO, but the form for entering the Creditors Invoice into the system is a little different.

To enter a Creditors Invoice for an existing Purchase Order that orders an overhead item:

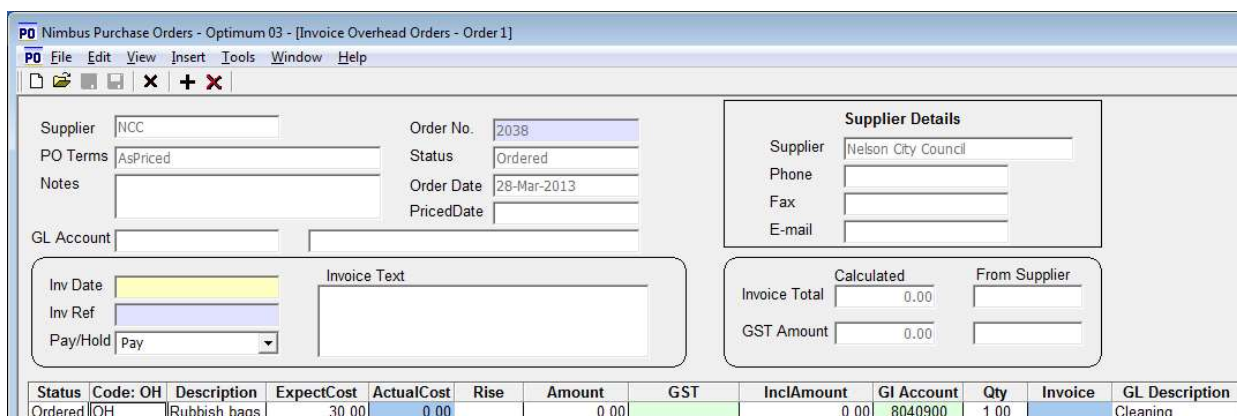
- From the **Creditors** menu, click on the **PO Invoices** menu item. This action opens a report listing all Purchase Orders at the 'ordered', 'received' and/or 'priced' status, i.e. all Purchase Orders for which a Creditors Invoice has not yet been received.
- It is highly likely that the Creditors Invoice received will record the Purchase Order number. Enter this number into the **PO No** filter and then press **Enter**. (If the Purchase Order number is not known, enter 'OHOrd' in the **Type** filter and then press **Enter**. The 'OHOrd' type displays a list of all Purchase Orders that order overhead items. If the list is large, use other filter fields to find the Purchase Order required.)
- To enter the Creditors Invoice, click on the order number in the **PO No** column, as shown below.



PO Invoice: For posting Invoices against Purchase Orders.  
Filters: (Type contains oh) - 1 records match

Branch	PO No	Creditor	Type	Status	Ordered By	Ordered	Received	Priced	Priced Amount	Job No	Code	Item Description	Stock Group
	2038	NCC	OHOrd	Ordered	Wayne	1	0	\$0.00	\$0.00		OH	Rubbish bags	OH

This opens a special form for Overhead orders.



PO Nimbus Purchase Orders - Optimum 03 - [Invoice Overhead Orders - Order 1]

Supplier: NCC, Order No.: 2038, Status: Ordered, Order Date: 28-Mar-2013

Supplier Details: Supplier: Nelson City Council

Inv Date: [Yellow], Inv Ref: [Blue], Pay/Hold: Pay

Invoice Text: [Empty]

Calculated: Invoice Total: 0.00, GST Amount: 0.00

From Supplier: [Empty]

Status	Code	Description	ExpectCost	ActualCost	Rise	Amount	GST	InclAmount	GI Account	Qty	Invoice	GL Description
Ordered	OH	Rubbish bags	30.00	0.00		0.00		0.00	8040900	1.00		Cleaning

4. Enter the date of the Creditors Invoice in the **Inv Date** field. Press **Tab** to follow tab order.
5. Enter the Creditors Invoice number in the **Inv Ref** field. Press **Tab**.
6. Enter the invoice details in the grid, as follows:
  - a) The **Expect Cost** column displays the expected cost price. Enter the actual cost price from the **Creditors Invoice** in the **Actual Cost** column. Press **Tab**.
  - b) When the actual cost is entered, a 'Y' is automatically entered in the **Invoice** field. A 'Y' in this field indicates that 'yes' an invoice for the line item has arrived.
  - c) Check that the GL account to be charged with this purchase cost has been entered. If not, enter the GL account – a lookup is available.
  - d) Now that an invoice has been entered, Nimbus calculates the invoice total based on the entries held in the **Received** and **Actual Cost** fields. The calculations are entered in the **Invoice Total Calculated** and **GST Amount Calculated** fields in the header.



The screenshot shows the Nimbus software interface for a purchase order. The form includes fields for Supplier (NCC), Order No. (2038), Status (Ordered), Order Date (28-Mar-2013), PricedDate (21-Mar-2013), Supplier Details (Nelson City Council), GL Account (1516), Cleaning, Inv Date (21-Mar-2013), Invoice Text, Inv Ref (233245), Pay/Hold (Pay), Invoice Total Calculated (32.00), and GST Amount Calculated (4.80). The grid below shows a line item for 'Rubbish bags' with an 'Actual Cost' of 32.00 and an 'Invoice' status of 'Y'.

Status	Code	OH	Description	ExpectCost	ActualCost	Rise	Amount	GST	InclAmount	Gl Account	Qty	Invoice	GL Description
Ordered	OH		Rubbish bags	30.00	32.00	7%	32.00	4.80	36.80	8040900	1.00	Y	Cleaning

- e) Check the calculated amounts against the Supplier amounts on the invoice. Occasionally the Supplier amount is different from the calculated amount; this is due to rounding. Where the amount differs, Nimbus will use the Supplier amounts so that the **Pay Creditors** application will pay the exact amount owing. This means that if the difference is great, it should be investigated. Note that any differences are posted to a rounding account in the General Ledger.
  - f) Check the pay status. If required, use the drop-down list in the **Pay/Hold** field to change the status. For example, if the difference between the Supplier amount and the calculated amount is great, change the status to 'freeze' while this is being investigated.
  - g) Enter any notes about the line item in the **Notes** field in the grid. Alternatively, use the **Invoice Text** field in the header.
7. Enter the total amounts printed on the Creditors Invoice, as follows:
    - a) Enter the GST exclusive total amount in the **Invoice Total From Supplier** field. Press **Tab**.
    - b) Enter the GST amount in the **GST Amount From Supplier** field. Press **Tab**.



8. Using the toolbar in the form header, click the **Save** button to save the record and close the Purchase Order form. Alternatively click on the OK button. This action also returns you to the **PO Invoice** report.
9. Refresh the **PO Invoice** report. Because this report only lists Purchase Orders that have not reached the 'invoiced' status, the Purchased Order that has reached the 'invoiced' status is removed.

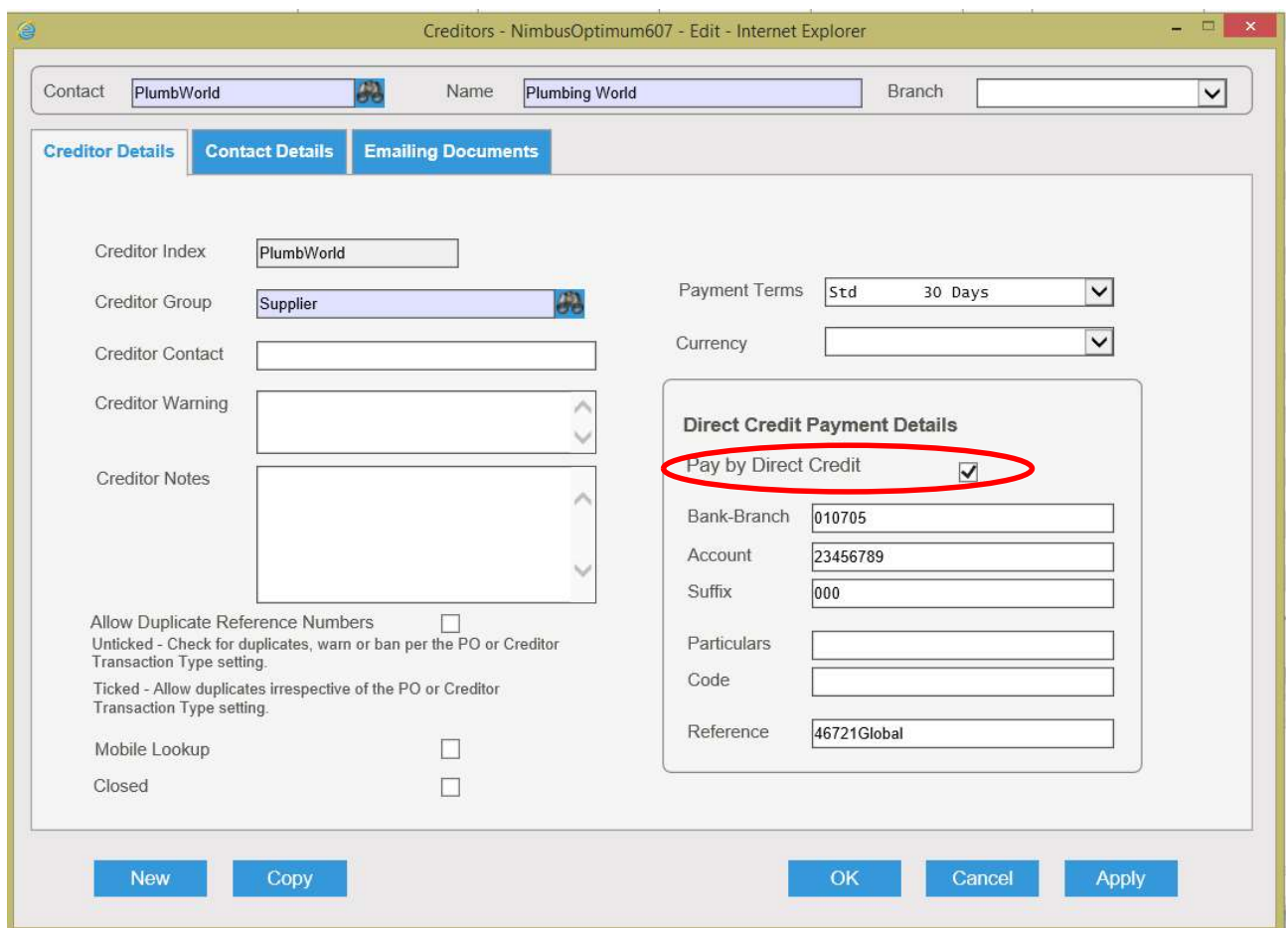
## Paying Creditors

In Nimbus, creditor payments are set up so that a batch of amounts payable can be processed at the same time, however individual amounts payable can also be processed. In addition, the **Pay Creditors** application can also be used to set the amount payable where progress payments are to be made.

Creditor payments can be processed in Nimbus at any time although it is common to process creditor payments once a month for payment on the 20<sup>th</sup> of the month.

### Direct Credit Payments

The setup for a Creditor that is to be paid by direct credit is shown below, i.e. the **Pay by Direct Credit** field in the Creditor form has been ticked and the bank account details have been entered for the Creditor. For one-off cheque payments, simply un-tick the **Pay by Direct Credit** field to put the Creditor in the list for the next cheque run.



Creditors - NimbusOptimum607 - Edit - Internet Explorer

Contact:  Name:  Branch:

**Creditor Details** | Contact Details | Emailing Documents

Creditor Index:

Creditor Group:

Creditor Contact:

Creditor Warning:

Creditor Notes:

Payment Terms:

Currency:

**Direct Credit Payment Details**

Pay by Direct Credit

Bank-Branch:

Account:

Suffix:

Particulars:

Code:

Reference:

Allow Duplicate Reference Numbers   
 Unticked - Check for duplicates, warn or ban per the PO or Creditor Transaction Type setting.  
 Ticked - Allow duplicates irrespective of the PO or Creditor Transaction Type setting.

Mobile Lookup

Closed



## Pay Status

Pay status options are used when an amount owed is not to be paid for one reason or another.

The pay status options are:

Pay	This pay status allows the Creditors Invoice to be paid in full.
<b>Hold</b>	This pay status holds the Creditors Invoice from payment for this payment run only. This means that after the payment run has been processed, Nimbus automatically changes the pay status back to <b>Pay</b> so that the Creditors Invoice is ready for payment in the next payment run.
<b>Freeze</b>	This pay status holds the Creditors Invoice from payment until further notice. This means that a payment for this Creditors Invoice will not proceed until the status is deliberately changed.

When Nimbus calculates the amount payable, an adjustment is automatically made for all Creditor Invoices marked 'Hold' or 'Freeze'. For example, if the total amount owing is \$3,000 but one invoice for \$1,000 is marked 'Hold' and another invoice for \$500 is marked 'Freeze', Nimbus will calculate an amount of \$1,500 to be paid to this Creditor in the next payment run.

Before a payment run is processed, always check the pay status first and make any adjustments necessary. For instance, if the organisation is cash-poor this month, the 'Hold' pay status will need to be applied to some Creditors so that payment does not exceed available cash.


Checking the pay status is most easily done using a report, however it can also be done after the initial payment amount has been calculated in the **Pay Creditors** application.

To use the **Supplier Account** report to check the pay status for outstanding Creditor Invoices:

1. From the Creditor menu, click on the Payable menu item. This action opens the Creditors Trial Balance showing all amounts owing.

**Creditor TB Summary:** Accounts payable summarised.  
**Filter:** No Filter - 12 records match

[Run Report](#)

Branch	Creditor	Overdue 2 mth	Overdue 1 mth	Due 20th	This Month	DueTotal	Account Total	Future	LastPayment	LastPayDate	Terms
											
	Blight	-\$287.50				-\$287.50	-\$287.50				
	Carters	-\$12,379.53				-\$12,379.53	-\$12,379.53		\$41,591.79	26/01/2015	60Days
	ElecDepot	-\$333.76				-\$333.76	-\$333.76		\$752.68	26/01/2015	
	Fletcher	-\$5,478.20				-\$5,478.20	-\$5,478.20		\$30,802.54	26/01/2015	
	HirePool	-\$1,035.00				-\$1,035.00	-\$1,035.00				
	Johnson	-\$6,290.50				-\$6,290.50	-\$6,290.50		\$142,427.50	21/11/2014	
	Jones	-\$5,607.40				-\$5,607.40	-\$5,607.40		\$86,207.29	26/01/2015	
	KellyS	-\$5,002.50				-\$5,002.50	-\$5,002.50		\$31,050.00	26/01/2015	
	MasterT	-\$6,359.50				-\$6,359.50	-\$6,359.50				
	MicoNelson	-\$1,541.00				-\$1,541.00	-\$1,541.00		\$3,841.00	21/11/2014	
	PlacemakersN	-\$67.62				-\$67.62	-\$67.62		\$3,997.61	26/01/2015	
	PlumbWorld	-\$563.16				-\$563.16	-\$563.16		\$428.95	26/01/2015	
		-\$44,945.67	\$0.00	\$0.00	\$0.00	-\$44,945.67	-\$44,945.67	\$0.00			

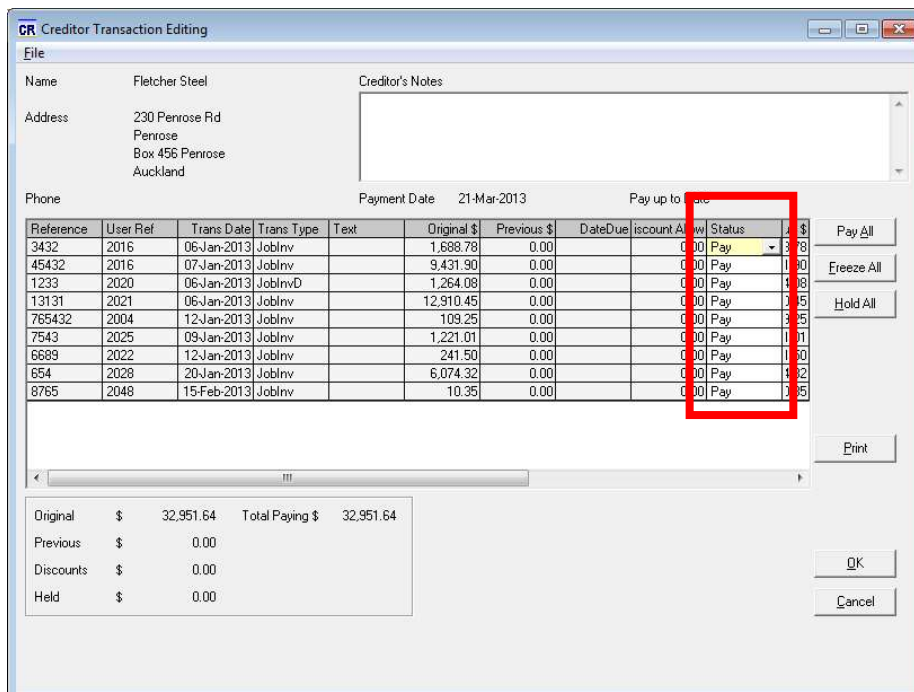
2. For an amount owing that needs the pay status adjusted, click on the name of the Creditor. This action opens the **Supplier Account** report, as shown below.

Supplier Account: Aged current account balances for creditors/suppliers.  
 Filter: (Creditor = Carters) - 6 records match

Run Report

Branch	Creditor	Ref No	Ledger	Trans Type	Trans Date	Due Date	Pay	Three Month	Two Month	One Month	Current	DueTotal	Balance	Future	In Use	Text
	=Carters'	8888														
	Carters	8888	PO	JobInv	22/12/2014	set	ok	-\$402.50				-\$402.50	-\$402.50			
	Carters	323232	PO	JobInv	23/12/2014	set	ok	-\$611.80				-\$611.80	-\$611.80			
	Carters	7654	PO	JobInv	16/12/2014	set	ok	-\$362.25				-\$362.25	-\$362.25			
	Carters	7654	PO	JobInv	15/12/2014	set	ok	-\$345.00				-\$345.00	-\$345.00			
	Carters	42324	PO	JobInv	28/12/2014	set	ok	-\$10,583.23				-\$10,583.23	-\$10,583.23			
	Carters	8888	Creditor	Inv	20/12/2014	set	ok	-\$74.75				-\$74.75	-\$74.75			Duplicate
								-\$12,379.53	\$0.00	\$0.00	\$0.00	-\$12,379.53	-\$12,379.53	\$0.00		

- Check the **Pay** column for the current pay status. If 'ok' has been entered in this column, the line item will be paid. To change the pay status, click in the **Pay** column on the line item that needs changing. This action opens the Creditor Transaction Editing application.
- Use the drop-down list in the **Status** field (shown below) to change the pay status for each invoice that is not to be included in the next payment run.



Reference	User Ref	Trans Date	Trans Type	Text	Original \$	Previous \$	Date Due	Discount	Amount	Status
3432	2016	06-Jan-2013	JobInv		1,688.78	0.00			0.00	Pay
45432	2016	07-Jan-2013	JobInv		9,431.90	0.00			0.00	Pay
1233	2020	06-Jan-2013	JobInvD		1,264.08	0.00			0.00	Pay
13131	2021	06-Jan-2013	JobInv		12,910.45	0.00			0.00	Pay
765432	2004	12-Jan-2013	JobInv		109.25	0.00			0.00	Pay
7543	2025	09-Jan-2013	JobInv		1,221.01	0.00			0.00	Pay
6689	2022	12-Jan-2013	JobInv		241.50	0.00			0.00	Pay
654	2028	20-Jan-2013	JobInv		6,074.32	0.00			0.00	Pay
8765	2048	15-Feb-2013	JobInv		10.35	0.00			0.00	Pay

Original	\$	32,951.64	Total Paying \$	32,951.64
Previous	\$	0.00		
Discounts	\$	0.00		
Held	\$	0.00		

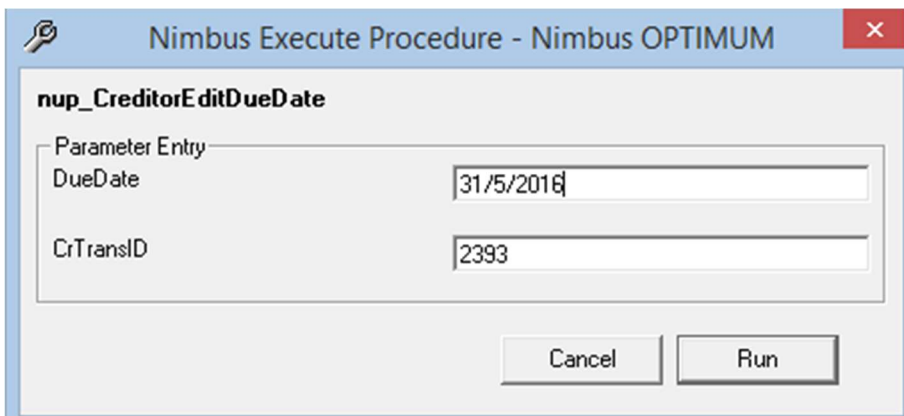
- Click the **OK** button to save the record and close the Pay Creditors application. This action also returns you to the **Supplier Account** report.
- Refresh the **Supplier Account** report to update any adjustments made to the pay status.
  - Where the 'hold' pay status has been used, 'H' will be displayed in the **Pay** column (shown below).
  - Where the 'freeze' pay status has been used, 'F' will be displayed in the **Pay** column (shown below).

Supplier Account: Aged current account balances for creditors/suppliers.  
 Filter: (Creditor = JARussell) - 18 records match

Run Report

Branch	Creditor	Ref No	Ledger	Trans Type	Trans Date	DueDate	Pay	Three Month	Two Month	One Month	Current	DueTotal	Balance
	=JARussell												
JARussell		16450355	PO	Suppinv	28/02/2016	set	F		-\$36.23			-\$36.23	-\$36.23
JARussell		16450356	PO	Suppinv	28/02/2016	set	ok		-\$163.42			-\$163.42	-\$163.42
JARussell		16450357	PO	Suppinv	28/02/2016	set	ok		-\$101.45			-\$101.45	-\$101.45
JARussell		16450358	PO	Suppinv	29/02/2016	set	H		-\$132.83			-\$132.83	-\$132.83
JARussell		16450359	PO	Suppinv	29/02/2016	set	ok		-\$18.10			-\$18.10	-\$18.10
JARussell		16450360	PO	Suppinv	29/02/2016	set	H		-\$42.10			-\$42.10	-\$42.10
JARussell		16450361	PO	Suppinv	30/03/2016	set	ok			-\$7.03		-\$7.03	-\$7.03
JARussell		16450362	PO	Suppinv	30/03/2016	set	ok			-\$449.09		-\$449.09	-\$449.09
JARussell		16450363	PO	Suppinv	30/03/2016	set	ok		-\$69.48			-\$69.48	-\$69.48
JARussell		1113	PO	Suppinv	31/03/2016	set	ok		-\$36.23			-\$36.23	-\$36.23
JARussell		1114	PO	Suppinv	31/03/2016	set	ok		-\$163.42			-\$163.42	-\$163.42
JARussell		2035	PO	Suppinv	31/03/2016	set	ok		-\$101.45			-\$101.45	-\$101.45
JARussell		3056	PO	Suppinv	31/03/2016	set	ok		-\$132.83			-\$132.83	-\$132.83
JARussell		3059	PO	Suppinv	29/02/2016	set	ok		-\$18.10			-\$18.10	-\$18.10
JARussell		3060	PO	Suppinv	29/02/2016	set	ok		-\$42.10			-\$42.10	-\$42.10
JARussell		4050	PO	Suppinv	30/03/2016	set	ok			-\$7.03		-\$7.03	-\$7.03
JARussell		5555	PO	Suppinv	30/03/2016	set	ok			-\$449.09		-\$449.09	-\$449.09
JARussell		7777	PO	Suppinv	30/03/2016	set	ok			-\$69.48		-\$69.48	-\$69.48
								\$0.00	-\$554.33	-\$1,485.13	\$0.00	-\$2,039.46	-\$2,039.46

- The Supplier Account report also has a column of **Due Date**. You can click on this link to enter a **Due Date** for this invoice, which is used instead of the **Transaction Date** when determining if it is in or out of a **Payment run**. Where no **Due Date** has been entered 'set' appears in the column. **On** clicking the link the following form opens.



Enter the **Due Date** for the invoice and click **Run**. Refresh the **Supplier Account** report. The Due Date you entered will appear in the **Due Date** column of the report.

Supplier Account: Aged current account balances for creditors/suppliers.  
 Filter: (Creditor = JARussell) - 18 records match

Run Report

Branch	Creditor	Ref No	Ledger	Trans Type	Trans Date	DueDate	Pay	Three Month	Two Month	One Month	Current	DueTotal	Balance	Future
	JARussell	16450355	PO	Suppinv	28/02/2016	set	F							
	JARussell	16450356	PO	Suppinv	28/02/2016	set	ok							
	JARussell	16450357	PO	Suppinv	28/02/2016	set	ok							
	JARussell	16450358	PO	Suppinv	29/02/2016	set	H							
	JARussell	16450359	PO	Suppinv	29/02/2016	set	ok							
	JARussell	16450360	PO	Suppinv	29/02/2016	set	H							
	JARussell	16450361	PO	Suppinv	30/03/2016	set	ok							
	JARussell	16450362	PO	Suppinv	30/03/2016	set	ok							
	JARussell	16450363	PO	Suppinv	30/03/2016	31/05/2016	ok							
	JARussell	1113	PO	Suppinv	31/03/2016	set	ok							
	JARussell	1114	PO	Suppinv	31/03/2016	set	ok							
	JARussell	2035	PO	Suppinv	31/03/2016	set	ok							
	JARussell	3056	PO	Suppinv	31/03/2016	set	ok							
	JARussell	3059	PO	Suppinv	29/02/2016	set	ok							
	JARussell	3060	PO	Suppinv	29/02/2016	set	ok							
	JARussell	4050	PO	Suppinv	30/03/2016	set	ok							
	JARussell	55555	PO	Suppinv	30/03/2016	set	ok							
	JARussell	77777	PO	Suppinv	30/03/2016	set	ok							
								\$0.00	-\$554.33	-\$1,415.65	\$0.00	-\$1,969.98	-\$2,039.46	-\$69.48

**Note:** The Due Date field is not to be used in the sense that it is the day the payment must be made, it is to be used in the sense as to what period the transaction will be gathered into for payment i.e. if the due date has been entered as 31 May 2016 then it will be gathered with other May payments to be paid on the 20th June 2016.

### Processing Direct Credit Payments

1. Check and adjust the pay status for all outstanding **Creditor Invoices**, as above.
2. From the **Creditor** menu, click on the **Pay Creditors** menu item.

CR Nimbus Creditor Payments - NimbusMasters609

File Help

Payment Type  Details

3. The **Payment Type** field defaults to the Direct Credit Payment type.
4. In the **Range** section, select the Creditors to pay by entering the range in the **Start at** and **Finish at** fields. Use the lookups beside each of these fields to make your selection.

*NOTE: If a range is selected, payments will be processed for only those Creditors in the range. If no range is selected the batch will be processed for all Creditors.*

5. Press **Tab** to follow tab order.
6. Enter the date the payment will be made in the **Payment Date** field. This will also be the posting date.
7. Enter the date amounts owing are to be paid up to in the **Pay up to Date** field, i.e. last date of the previous month as shown below. Entering dates in this way will mean that Nimbus will only select amounts owing up to this date. The **Pay up to Date** field is compulsory; i.e. Nimbus will not process a payment run until a date has been entered in this field.

Payment Date	<input type="text" value="20-Mar-2013"/>	Buy Exchange Rate	<input type="text"/>
Pay up to Date	<input type="text" value="28-Feb-2013"/>	Cheque Number	<input type="text" value="24520"/>

8. In the **Details** section, click the **Calculate** button. This action causes Nimbus to calculate and display the total amount that is required to pay all Creditors in this run, as shown below.

Details

Original Amount	\$	42,344.47	Calculate
Amount Paying	\$	42,344.47	Edit
			Pay
			Cancel

- Pay status should have already been checked using the **Supplier Account** report; refer to instructions above. However, if the amount being calculated to pay needs further adjustment, click the **Edit** button. This action opens the **Outstanding Creditors** form. This form lists all outstanding amounts owing and all amounts to be paid, as shown below.

CR Outstanding Creditors

File

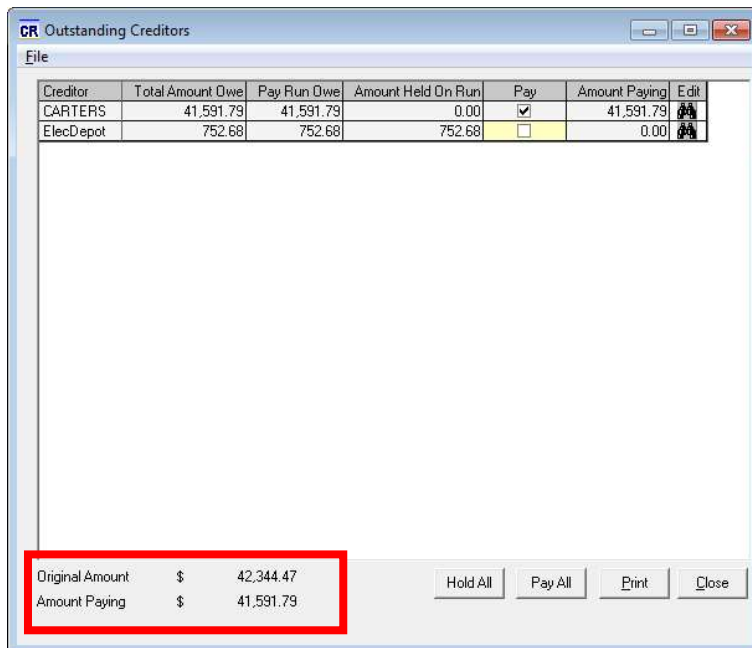
Creditor	Total Amount Owe	Pay Run Owe	Amount Held On Run	Pay	Amount Paying	Edit
CARTERS	41,591.79	41,591.79	0.00	<input checked="" type="checkbox"/>	41,591.79	PA
ElecDepot	752.68	752.68	0.00	<input checked="" type="checkbox"/>	752.68	PA

Original Amount \$ 42,344.47

Amount Paying \$ 42,344.47

Hold All Pay All Print Close

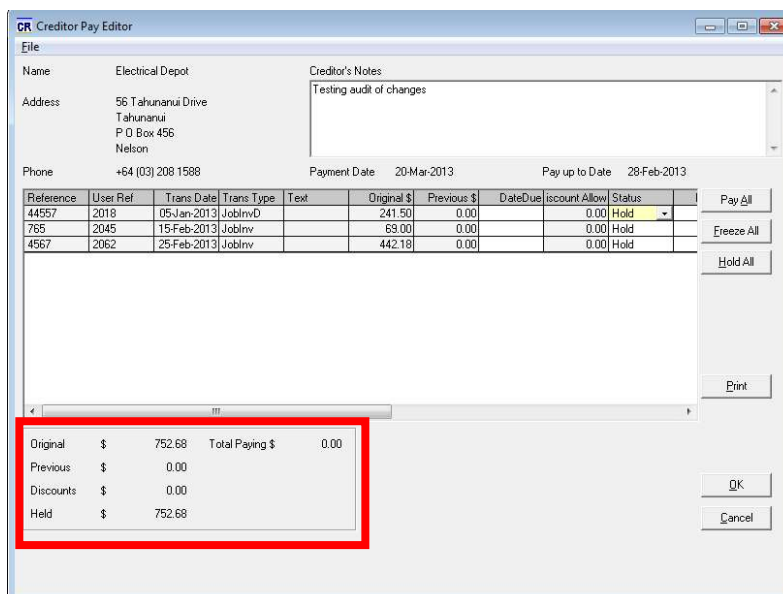
- Adjust an amount to be paid to a particular Creditor by un-ticking the tick box field in the **Pay** column for that Creditor. As each tick is removed, the amount to be paid is recalculated and displayed below the grid, as shown below. In addition, the amounts held in the **Amount Held on Run** and **Amount Paying** columns are recalculated also. Note that if you un-tick the tick box field in the **Pay** column in error, simply tick the field again. Amounts in the grid are adjusted accordingly.



Creditor	Total Amount Owed	Pay Run Owed	Amount Held On Run	Pay	Amount Paying	Edit
CARTERS	41,591.79	41,591.79	0.00	<input checked="" type="checkbox"/>	41,591.79	
ElecDepot	752.68	752.68	752.68	<input type="checkbox"/>	0.00	

Original Amount    \$    42,344.47  
 Amount Paying       \$    41,591.79

11. Where a part payment only is to be made, double click on the name of the Creditor to open the **Creditor Pay Editor** form by clicking on the binoculars. This displays all Creditor Invoice amounts owing.
12. On this form, note the **Status** column. This Status is the same as the Pay Status explained previously. If you need to change a status, click on it and select the appropriate status from the drop down list.
13. To pay a different amount from that displayed in the **Paying** column, enter the amount to pay in the column.
14. Click the **OK** button to save the record and close the Creditor Pay Editor form
15. During the editing process amounts held back and amounts to pay are continually being recalculated based on the adjustments made. These amounts are displayed below the grid, as shown below.



Reference	User Ref	Trans Date	Trans Type	Text	Original \$	Previous \$	Date Due	Discount Allow	Status	Pay All
44557	2018	05-Jan-2013	JobInvD		241.50	0.00		0.00	Hold	<input type="checkbox"/>
765	2045	15-Feb-2013	JobInv		69.00	0.00		0.00	Hold	<input type="checkbox"/>
4567	2062	25-Feb-2013	JobInv		442.18	0.00		0.00	Hold	<input type="checkbox"/>

Original    \$    752.68    Total Paying \$    0.00  
 Previous    \$    0.00  
 Discounts   \$    0.00  
 Held        \$    752.68

16. When all adjustments have been made for this Creditor, click the **OK** button to save changes and return to the **Outstanding Creditors** form.

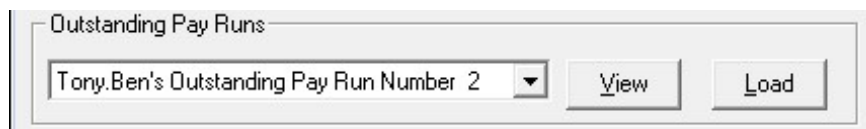


17. Adjust any other amounts payable by repeating steps 10-15 above. When all adjustments have been made, click on the **Close** button to save changes and return to the **Creditor Payments** form.
18. Take a look at the **Details** section of this form. If any adjustment were made in the previous steps, this is reflected here.

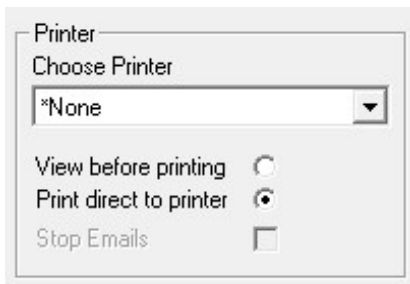


Details			
Original Amount	\$	42,344.47	Calculate
Amount Paying	\$	41,591.79	Edit Pay Cancel

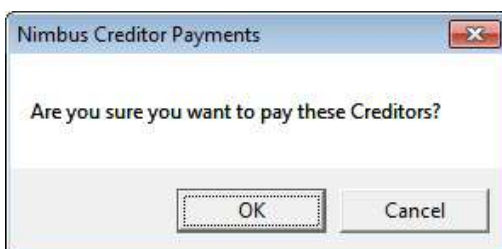
19. You are now ready to process the payment run.
20. If you do not want to process the payment run, but you do want to save the payment run details, click the **Save** button and then click the **Exit** button. This action will save all adjustments made and then close the **Pay Creditors** application. To return to your saved payment run:
  - a) Open the **Pay Creditors** application.
  - b) Select the payment run from the drop-down list in the **Outstanding Pay Runs** field, as shown below.



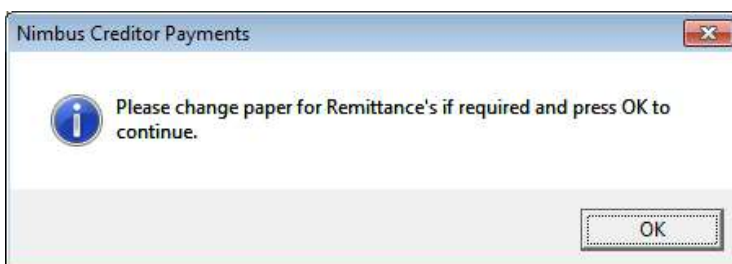
- c) Click the **View** button to view the saved payment run details. If the details displayed are not correct, select another saved payment run from the drop-down list.
  - d) When the correct saved payment run details has been selected, click the **Load** button to load the saved payment run. The saved amounts will now be displayed in the **Details** section.
21. To cancel a saved payment run, click the **Cancel** button once the saved payment run is loaded. Nimbus will require confirmation that you wish to proceed before it cancels the saved payment run.
22. To pay the amount displayed in the **Details** section, select the printing option for the **Payment Run** template and the **Remittance** template (if applicable). The printing options are held in the **Printer** section of the **Creditor Payments** form, as shown below. Where emailing of remittances is setup, those Creditors with an email address present in their Creditors Details will be emailed their remittance, those without will be printed.



23. To proceed with the payment run, click the **Pay** button held in the **Details** section. Nimbus will check for confirmation, as below. Click **OK** to proceed. Nimbus will now print the payment run details through MS Word. This report shows the details held in the **Outstanding Creditors** window. Print & file the report.



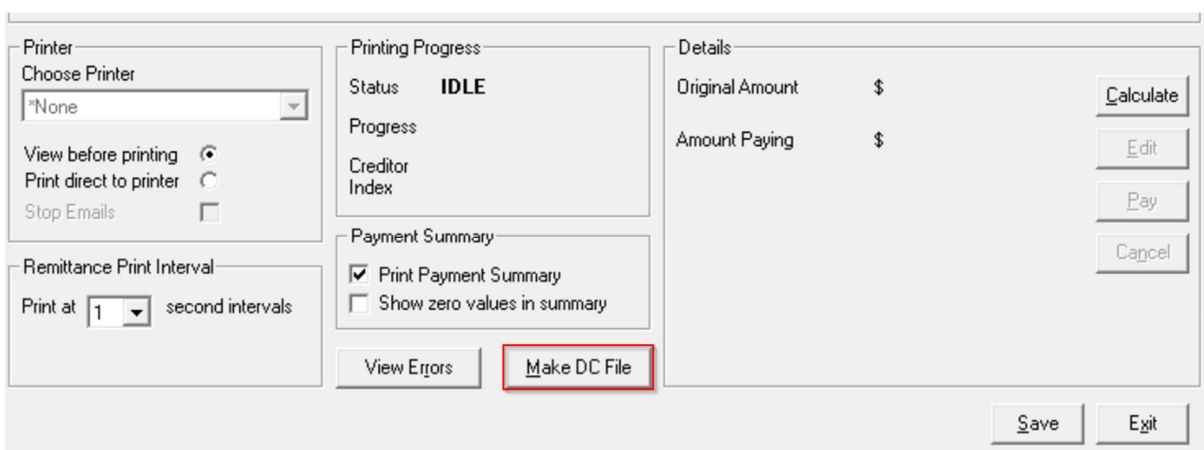
24. Nimbus will now prompt you to load Remittance Stationery in the printer. If you use preprinted stationery, load the stationery in the printer and then click **OK** to proceed. This Remittance Advice Slips will now be printed through MS Word, one for each Creditor being paid. Alternatively remittances can be emailed.



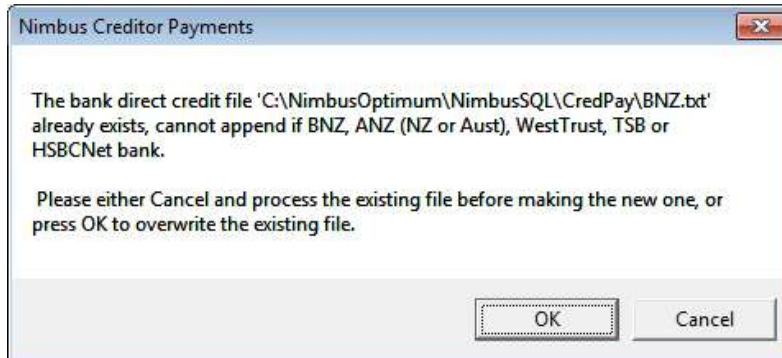
25. Click the **Exit** button to close the **Pay Creditors** application. Upon clicking Exit you will be prompted as to whether you wish to create/append the Bank DC file. See the next note

**To create a direct credit file:**

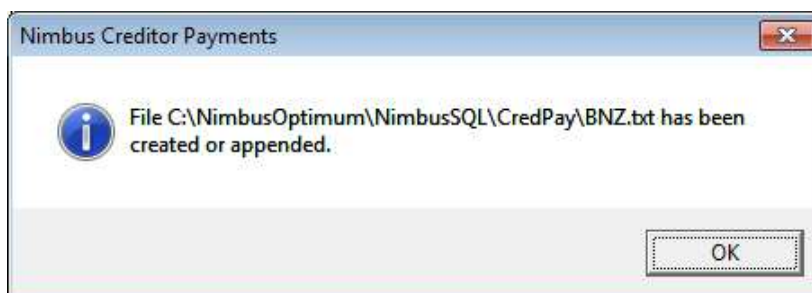
1. Click the **Make DC File** button once you have finished processing the payment run.



2. A **DC File** is stored in a directory on the Server. When a new **DC File** is created, it will replace (read 'delete') the previously created DC File, therefore, before creating a new **DC File**, Nimbus will seek confirmation of this action, as shown below. Click the **Yes** button to overwrite. (Chances are that the old file is no longer required. However, to be on the safe side, Nimbus will prompt you just in case!)



3. During the process of creating the **DC File**, Nimbus exports the payment run data according to your bank specifications and then creates a file that your banking software will be able to use/read. Nimbus will name the file **Creditor.txt** and then it will put the file in the location that has been set up for your system. You will be notified when these actions have been completed, as shown below. The message supplies the file path should you wish to view the **DC File**.



4. Open your banking software application and import the **DC File** using the file path given. Process the electronic transfer of funds as per your Bank's instructions. This will cause the necessary withdrawal from your bank account which will appear in a subsequent Bank Statement. Nimbus will have updated its Bank Reconciliation application with the DC payment made; check the **Matching** tab to view the entry.
5. Note that if you attempt to close the **Pay Creditors** application by clicking on the **Exit** button without creating a **DC File**, Nimbus will ask if you would like to create a **DC File**. Click the **Yes** button to create the **DC File**. Note that once the **Pay Creditors** application has been closed without creating a **DC File**, you will have lost the opportunity to create it.

## Non-Integrated Posting

Whenever possible you should always use the Purchase Order application for entering and posting creditor transactions. The Purchase Order application handles Jobs and/or Stock items. However, there are times when a creditor transaction does not fit the normal process. When this is the case, the Transaction Posting application can be used but only if: (1) the transaction does not need to be applied against a Job, and (2) the transaction does not require a Code entry for a stock or non-stock item. This is because the Transaction Posting application cannot process Job or Code transactions.

The transaction types used in the Transaction Posting application use nonintegrated methods.

The available creditor transaction types are:

<b>Invoice</b>	This transaction type is used to post Creditor Invoices that are not entered into the system through Purchase Orders e.g. Power, Telecommunications accounts etc. These amounts will appear for payment in the Pay Creditors application.
<b>Credit Invoice</b>	This transaction type is used to reverse Creditor Invoices posted using the Invoice transaction type discussed above. The amount will appear as a negative amount in the Pay Creditors application. The negative amount can be used to match against the original entry.
<b>Payment</b>	This transaction type is not generally used because payments received from Creditors should be posted through the Pay Creditors application. However, the form can be used for processing reversals of payments made in error. Note that this transaction type updates the Bank Reconciliation application whenever it is used.
<b>Discount Received</b>	This transaction type is only used when the organisation wants to record the discount amounts received. Many organisations prefer to enter the net amount payable, thereby ignoring the discount received.
<b>Refund</b>	This transaction type is used when Creditors have been overpaid and a refund is in order. The transaction type updates the Bank Reconciliation application and the Creditor Account.
<b>GST Clearing</b>	This transaction type is used to clear the GST holding accounts at the end of each GST period. The balance ends up in the IRD Creditor Account awaiting payment. A separate training session is required to learn how to use this transaction type.
<b>Journal Transfer</b>	This transaction type is used to transfer an amount from one Creditor to another. Two entries of equal value are required, one a debit, the other a credit. For the credit leg enter a minus sign in the <b>Amount</b> column. (It is not recommended you use this transaction type unless you know your debits from your credits.)

To access the transaction types in the Transaction Posting application:

1. From the **Creditor** menu, click on the **Trans Posting** menu item.
2. Choose the relevant type

**Trans Posting List** : List of transposting types available to your User Group  
**Filter** : Ledger equals Creditors  
**UserGroup** : NAdmin

Refresh Report   Print   Export   Clear Sort   Clear Filters   Save Report

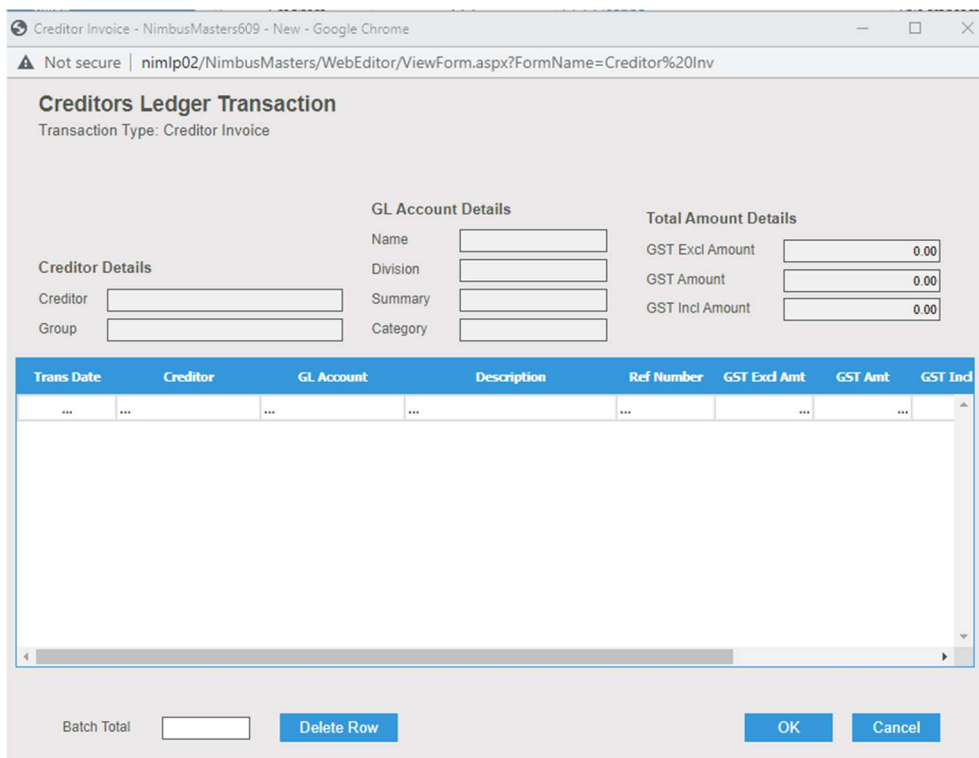
Ledger	TranType	Description
=Creditors		
Creditors	InvCred	Credit Invoice
Creditors	Disc	Discount Received
Creditors	GST	GST Clearing
Creditors	Inv	Invoice
Creditors	Jnl	Journal Transfer
Creditors	ManPay	Payment
Creditors	Refund	Refund

## Invoice Transaction Type

The **Invoice** transaction type can be used to post Creditor Invoices that are not entered into the system through Purchase Orders. That is, the invoice amount is entered directly to the Creditors Ledger so that when the amount is due to be paid it will appear in the Pay Creditors application. Note that this method should only be used where: (1) the amount does not need to be applied against a job (the form does not have a **Job** field), and (2) a code entry does not need to be made (the form does not have a **Code** field).

To enter an invoice amount directly to the Creditors Ledger:

1. From the **Creditor** menu, click on the **Trans Posting** menu item.
2. Select the **Invoice** transaction



3. Enter the date of the Creditors Invoice in the **Trans Date** field. Press the **Tab** key to follow tab order.
4. Enter the name of the Creditor in the **Creditor** field. A lookup is available, if required. Note that once the Creditor has been entered, the Creditor's Name and Group are displayed in the form header. Press **Tab**.
5. Because the invoice transaction type is not linked to a General Ledger account, the account that this transaction is to be posted to must be specified. Enter the ledger account name or number in the **GL Account** field. A lookup is available, if required. Note that once the GL account has been entered, the details for the set-up of this account are displayed in the form header. Press **Tab**.
6. Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
7. Enter the GST exclusive amount in the **GST Excl Amt** field. Press **Tab**. If GST applies, Nimbus will calculate the GST amount and enter it in the **GST Amt** field. Nimbus will also calculate the GST inclusive amount and enter this in the **GST Incl Amt** field.
8. If applicable, enter any notes in the **Notes** field.

9. Press the **Tab** key to enter another invoice line item, if applicable. Note that the form can be used to post invoice amounts to different Creditors, if required. If more than one line is used, Nimbus will calculate the total amount that will be posted. This is displayed in the **Total Amount Details** section in the form header.
10. Note that there is a Batch Total field which will display the total for all lines in this batch.
11. Click the **OK** button to post the transaction. The Creditor Account(s) will automatically update and the amounts owing will appear in the Pay Creditors application.

### Credit Invoice Transaction Type

When a Creditors Invoice (or part of a Creditors Invoice) needs to be reversed, the Creditor will send a Credit Note. Because the Creditors Invoice is in the system, the Credit Note must be entered to remove the amount owing. In Nimbus a Credit Note is referred to as a **Credit Invoice**. The **Credit Invoice** transaction type is used to enter Credit Notes received. Note that this method of entering Credit Notes should only be used where: (1) the amount does **not** need to be applied against a job (the form does not have a **Job** field), and (2) a resource code entry does not need to be made (the form does not have a **Code** field).

To enter a Credit Invoice directly to the Creditors Ledger:

1. From the **Creditor** menu, click on the **Trans Posting** menu item.
2. Select the **Credit Invoice** transaction type and then click the **OK** button to open the credit invoice transaction type form.
3. Enter the date of the Credit Note in the **Trans Date** field. Press the **Tab** key to follow tab order.
4. Enter the name of the Creditor in the **Creditor** field. A lookup is available, if required. Note that once the Creditor has been entered, the Creditor's Name and Group are displayed in the form header. Press **Tab**.
5. Because the invoice transaction type is not linked to a General Ledger account, the account that this transaction is to be posted to must be specified. Enter the ledger account name or number in the **GL Account** field. A lookup is available, if required. Note that once the GL account has been entered, the details for the set-up of this account are displayed in the form header. Press **Tab**.
6. Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
7. Enter the GST exclusive amount in the **GST Excl Amt** field. Press **Tab**. If GST applies, Nimbus will calculate the GST amount and enter it in the **GST Amt** field. Nimbus will also calculate the GST inclusive amount and enter this in the **GST Incl Amt** field.
8. Note that there is a Batch Total field which will display the total for all lines in this batch.
9. If applicable, enter any notes in the **Notes** field.
10. Click the **OK** button to save the Credit Note entry.
11. The Credit Note amount now appears as a negative amount in the Pay Creditors application. The negative amount will be used to pay an amount owing. Process the 'payment' as normal to remove the negative amount from the Pay Creditors application.



## Refund Transaction Type

The refund transaction type is used when Creditors have been overpaid and a refund is in order. The refund transaction type processes the amount that has been refunded to the Creditor Account so that it can be matched against an outstanding amount to pay in the Pay Creditors application. Note that this transaction type updates the Bank Reconciliation application.

To process a refunded amount received from a Creditor:

1. From the **Creditor** menu, click on the **Trans Posting** menu item.
2. Select the **Refund** transaction type and then click the **OK** button to open the refund transaction type form.
3. Enter the date the refund was received in the **Trans Date** field. Press **Tab**.
4. Enter the Creditor Account this refund will be posted to in the **Creditor** field. A lookup is available, if required. Press **Tab**.
5. Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
6. Enter the GST inclusive amount to be refunded in the **Amount** field. Press **Tab**.
7. Enter any notes (if required) in the **Notes** field.
8. Note that there is a Batch Total field which will display the total for all lines in this batch.
9. Click the **OK** button to record the refund received.
10. The refund appears as a positive amount in the **Pay Creditors** application. Process the 'payment' as normal to remove the amounts from the **Pay Creditors** application.
11. The refunded amount will also appear in the Bank Reconciliation application as a deposit.

## Journal Transfer Transaction Type

The Journal Transfer transaction type is used to transfer an amount held in one Creditor Account to another. Examples of when this transaction type may need to be used are:

- An amount was posted to an incorrect Creditor and needs transferring to the correct Creditor.
- A Creditor has overpaid their account but instead of asking for a refund, the Creditor has asked that the amount be transferred to their parent company, another Creditor that owes an amount to you.

To transfer an amount from one Creditor Account to another:

1. From the **Creditor** menu, click on the **Trans Posting** menu item.
2. Select the **Journal Transfer** transaction type. This action opens the Journal Transfer form. Note that this transaction type requires two entries of equal value to be entered in the form:

Creditor Journal - NimbusMasters609 - New - Google Chrome

Not secure | nimlp02/NimbusMasters/WebEditor/ViewForm.aspx?FormName=Creditor%20Jnl

### Creditors Ledger Transaction

Transaction Type: Journal Transfer

On the first line:  
Enter the Creditor an amount is to be transferred from, and the amount (negative) to be transferred.

On the next line:  
Enter the Creditor an amount is to be transferred to, and the amount (positive) to be transferred.

The amount in Balance field must be 0.00 before the transaction can be posted, ie. debit and credit entries must balance.

Balance:

Trans Date	Creditor	Ref Number	Amount	HoldPayment	Notes
30-Apr-2022	Keller I	125L	100.00	Pay	Transfer
30-Apr-2022	ElecDepot	125L	-100.00	Pay	Transfer

- a) A negative amount (i.e. -60.00). This is the amount being transferred FROM a Creditor Account.
  - b) A positive amount (i.e. 60.00). This is the amount being transferred TO another Creditor Account.
3. On the first line of the grid, enter the transfer details of the amount being transferred FROM a Creditor Account, as follows:
    - a) Enter the date of the transfer in the **Trans Date** field. Press the **Tab** key to follow tab order.
    - b) Enter the name of the Creditor Account you wish to transfer an amount FROM in the **Creditor** field. A lookup is available, if required. Press **Tab**.
    - c) Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
    - d) Enter the amount to be transferred FROM this Creditor Account in the **Amount** field; this will be the GST inclusive amount. Note that an amount being transferred is to be entered as a negative figure.
    - e) Enter any notes (if required) in the **Notes** field.
  4. On the next line in the grid, enter the transfer details of the amount being transferred TO another Creditor Account, as follows:
    - a) Enter the date of the transfer in the Trans Date field. Press the Tab key to follow tab order.
    - b) Enter the name of the Creditor Account you wish to transfer an amount TO in the **Creditor** field.  
A lookup is available, if required. Press **Tab**.
    - c) Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
    - d) Enter the amount to be transferred TO this Creditor Account in the **Amount** field; this will be the GST inclusive amount. Note that an amount being transferred is to be entered as a positive figure.
    - e) Enter any notes (if required) in the **Notes** field.
  5. Click the **OK** button to record the transfer. The amount will now appear in two Creditor Accounts. One Creditor Account will have had the amount removed from it; this will appear as a negative amount in the Pay Creditors application. Match the negative amount against an amount owing to remove it from the Pay Creditors

application. The other Creditor Account will have had the amount added to it. This amount will also appear in the Pay Creditors application, as an amount to pay.

## Posting Audit

Sometimes a Creditor transaction may need following up from a different perspective i.e. *who* processed the transaction, rather than investigating via *supplier* details or it may be that a transaction has been posted to the wrong Supplier, you know the value, but you cannot find it. Within the Creditors menu there is a Posting Audit report.

**Creditor Postings** : Audit trail of all amounts posted to the Creditors Ledger.  
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Batch No	Period	Trans Date	Date Time Posted	Posted By	Ledger	Trans Type	Creditor Index	Creditor Name	Ref No	Amount	GST Content	Text
	54	30/09/2021	20/09/2021	20/09/2021 12:09	Lorna.Mu	Creditor	Jnl		Carters Building Supplies	31	-\$25.00	\$0.00	1357
	54	30/09/2021	20/09/2021	20/09/2021 12:09	Lorna.Mu	Creditor	Jnl		Carters Building Supplies	32	\$25.00	\$0.00	1356
	53	30/04/2021	05/05/2016	14/06/2021 10:23	Lorna.Mu	Creditor	Inv		Blight Electrical	2888941	-\$1.15	-\$0.15	ANDERS JORDAN/MR FCM Consolidated Invoice Transaction Fee 08/02/2021
	53	30/04/2021	05/05/2016	14/06/2021 10:23	Lorna.Mu	Creditor	Inv		Carters Building Supplies	2888941	-\$1.15	-\$0.15	ANDERS JORDAN/MR FCM Consolidated Invoice Transaction Fee 08/02/2021
	52	30/09/2019	12/09/2019	12/09/2019 14:24	Amy.Lang	Creditor	InvCred		Fletcher Fletcher Steel	020	\$11.50	\$1.50	
	51	30/09/2019	12/09/2019	12/09/2019 14:21	Amy.Lang	Creditor	Inv		Fletcher Fletcher Steel	017	-\$11.50	-\$1.50	
	51	30/09/2019	12/09/2019	12/09/2019 14:21	Amy.Lang	Creditor	Inv		Fletcher Fletcher Steel	018	-\$11.50	-\$1.50	
	51	30/09/2019	12/09/2019	12/09/2019 14:21	Amy.Lang	Creditor	Inv		Fletcher Fletcher Steel	019	-\$11.50	-\$1.50	
	50	30/09/2019	12/09/2019	12/09/2019 14:18	Amy.Lang	Creditor	Inv		Fletcher Fletcher Steel	004	-\$11.50	-\$1.50	

Use the filters to search for the relevant transactions i.e. enter the amount in the **Amount** column filter, or search by who posted the transaction in **Posted by**. This is a full audit list of all Creditors transactions.

As a default within Nimbus, all **Transaction Posting** types are setup to automatically allocate a **refnum** when posting transactions, so you can easily see all transactions for a **Batch** in this **Posting Audit** report.

## Creditor Reports

Organisations frequently need to know how much they owe Creditors. They also need to know transaction history or other Creditor information. The Nimbus reports make this information readily available.

To find a listing of all Creditors related reports:

1. From the **Creditor** menu, click on the **Reports** menu item. A listing of creditor reports is displayed, as shown below. Note the **Description** column; this column details the purpose of each given report.

**Web Reports** : List of all Office Reports  
Filter : Report Category equals CreditO and ViewBy equals NAdmin

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Report Group	Report Category	Report	Report Description	ViewBy
		=CreditO		=NAdmin
General	CreditO	Creditor Acc Changes	Audit of changes to Creditors Bank Account numbers	NAdmin
General	CreditO	Creditor Cheque List	Listing of all cheques written	NAdmin
General	CreditO	Creditor Pay Match	To show which transactions were matched against a payment	NAdmin
General	CreditO	Creditor Payments	Lists all Creditor Payments, drills to details paid and reprints remittance advice	NAdmin
General	CreditO	Creditor Postings	Audit trail of all amounts posted to the Creditors Ledger.	NAdmin
General	CreditO	Creditor TB Summary	Accounts Payable summarised	NAdmin
General	CreditO	Creditor Trans Match	To show details of creditors matching	NAdmin
General	CreditO	PO Import Summary	One row per Invoice being imported	NAdmin
General	CreditO	PO Invoice	For posting Invoices against Purchase Orders.	NAdmin
General	CreditO	PO MW Match	Match Mobile Worker initiated Purchase Orders	NAdmin
General	CreditO	PO Price Check	View Invoiced Prices to Price List for Inventory. Expected Price = Actual where invoices imported.	NAdmin
General	CreditO	Reprint Remittances	Reprint Creditors Remittances	NAdmin
General	CreditO	Subbie Rec	Subcontractors Reconciliation	NAdmin
General	CreditO	Supplier Account	Aged current account balances for creditors/suppliers.	NAdmin
General	CreditO	Supplier History	All creditor/supplier transactions for listing, selection and drilling	NAdmin
General	CreditO	Supplier List	List of all suppliers.	NAdmin
General	CreditO	Supplier Rolling Pur	Rolling 12 month report showing spend with suppliers going back 12 mths to LM	NAdmin

2. Click on the name of the report to open the report.
3. Once a report is displayed the filters and links can be used to hone in on the information you want.

## Creditor Transaction History

To view the transaction history for a single Creditor:

1. From the **Creditor** menu, click on the **Account History** menu item. This action opens the **Supplier History** report. Note that the **Supplier History** report is an excellent report for finding out which transactions have been matched and which have not.
2. Use the **Creditor** filter field to find the Creditor you want more information on.
3. Once the Creditor has been selected, the report will show the transaction history for this Creditor. Use the filters and links to hone in on the specific information you want.
4. Reprint a remittance Advice, for when a Supplier wants details of which items you were paying. Filter the Trans Type column to 'Payments', then click on the Amount of the payment concerned.

## Amounts Owed to Creditors

To view the amounts owed to Creditors as at today:

1. From the **Creditor** menu, click on the **Payables** menu item. This action displays all outstanding creditor amounts payable as at today. This report also sorts by due date and totals each of the columns. This is useful for the management of Creditor payments.
2. If the list is long, use the **Creditor** filter to search for an individual Creditor. Once you've found the Creditor you want, click on the name of the Creditor. This action opens the **Supplier Account** report. A breakdown of the amount owing to that Creditor is displayed.
3. If required, change the pay status showing in the **Supplier Account** report. Click on the pay status (in the **Pay** column) for the line item that requires a change of status. The Pay Creditors application opens. Click in the **Status** column to change pay status; options are Hold, Freeze or Pay.

To view the amounts owed to Creditors as at a certain point in time choose the Creditor menu Trial Balance option.