# Datahawk Software
# Creditors Sequence Check List

The Creditors system runs up to 20 days later than Debtors and is normally closed off somewhere between the 10$^{th}$ to the 20$^{th}$ of the month after all previous month outstanding invoices and statements have been received and loaded ready for payment.

## Step 1 – Print Final Summary Reports

- GL Batch Creditors
- Expenses Summary

**Optional Reports (These can be printed later if desired)**

- GST Report (Expenses)
- Creditor Payments Made
- Creditor Payments Due
- Creditor Balances (Owing)

## Step 2 - Run Creditors End of Month Update

Choose 'Creditors End Month Update' from the 'Update' menu. You will need to have all other users exit the Datahawk system during the update to ensure that no one interrupts the processing.

**Step 3 - Catch up on payments** - Input all payments and direct debits made since the 1$^{st}$ day of the current calendar month and then start paying your 20$^{th}$ of the month creditors when ready.

**Step 4 - Continue entering invoices and payments** - until the last day of the month.

**Step 5 – Finalise Bank Reconciliation** (See Debtors Check List)

**Step 6 – Wait For Invoices/Statements** - Hold the Creditors system open until you have received and processed all invoices and statements dated for the previous month.

Repeat...