

Creditor Enquiry

Module Guide: Creditor Enquiry

Module Location

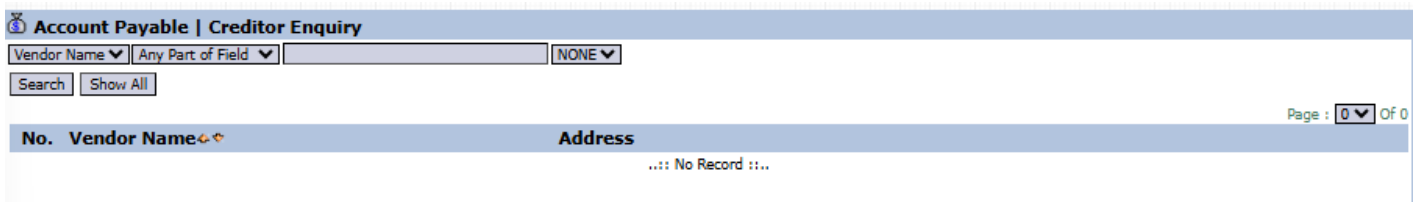
Accounts Payable > Creditor Enquiry

Module Objective

The **Creditor Enquiry** module serves as a search and information display tool (inquiry tool) for viewing the list of all suppliers/vendors (creditors) registered in the system. This module is **read-only** and is used by the Accounts Payable (AP) team to quickly look up basic vendor data.

1. Main View (Creditor List)

The main page of this module is a list that displays all of the company's vendors.



The screenshot shows the 'Account Payable | Creditor Enquiry' interface. At the top, there are search filters: 'Vendor Name' (dropdown), 'Any Part of Field' (dropdown), and 'NONE' (dropdown). Below these are 'Search' and 'Show All' buttons. The main area displays a table with columns 'No.', 'Vendor Name', and 'Address'. The table is currently empty, showing '...: No Record ...'. The page number is 'Page : 0 Of 0'.

View Explanation & Filters

This page is the center for basic information about suppliers.

- **Filter:** You can search for a specific vendor using the **Vendor Name** search bar at the top. You can search by name or a part of the name.

- **Vendor List:** The table below will display the search results. The table currently shows "...No Record...".

Column Explanation

- **Vendor Name:** Displays the official name of the supplier (creditor).
- **Address:** Displays the address of the supplier.

2. Workflow & Integrated Business Process

It is important to understand that this module is **not the place to create or modify vendor data.**

- **Data Source:** Creditor (Vendor/Supplier) data is not created in this module. The vendor master data is created and managed centrally in the **8. Purchasing > Supplier** module.
- **Function:** This Creditor Enquiry module functions as an 'address book' or reference list for the Accounts Payable and Finance teams to view vendor data that is relevant to the payment process without having to go into the Purchasing module.

Tips & Important Notes

- Use this module to quickly find a vendor's address or basic details when processing payments or for confirmation purposes.
- If you find that any vendor data is incorrect or you need to add a new vendor, you must do so through the **Purchasing**

Module.

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