

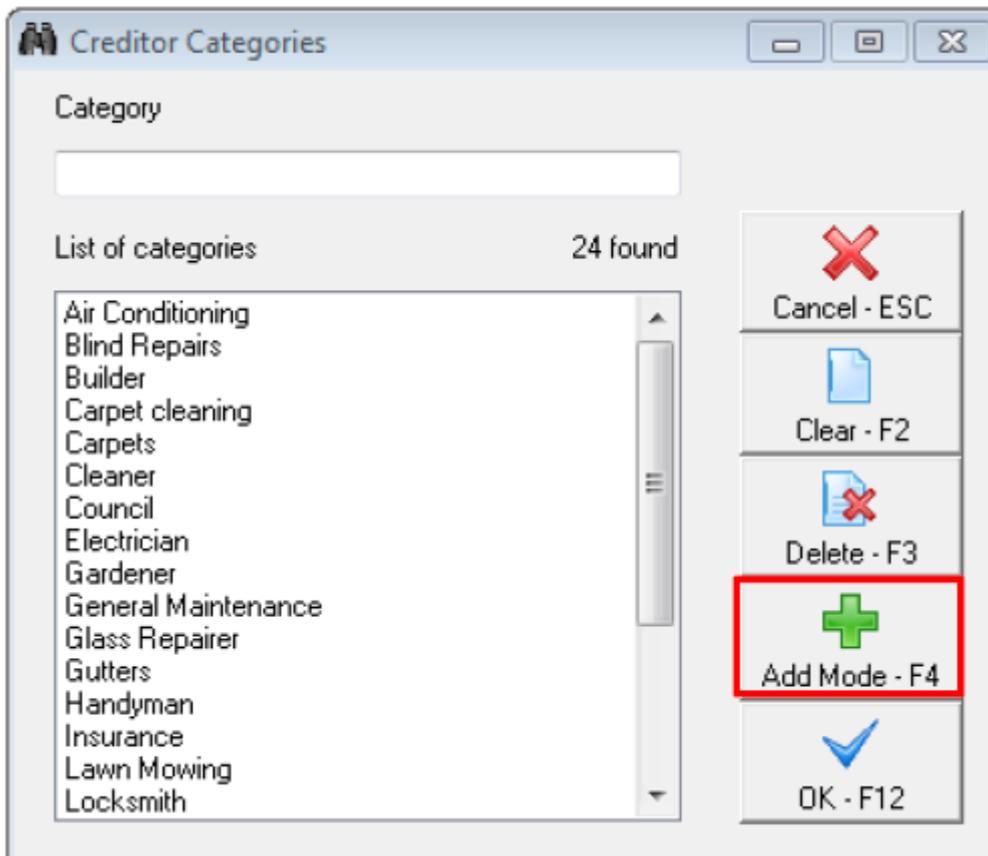
## How to Add a New Creditor Category in REST Professional

### Overview

This function allows you to add a new creditor category to the existing list of creditors and that specific category can later be searched within REST.

### Steps

1. Go to Files > Descriptors & Comments
2. Choose Creditor Categories



3. Click on the Add Mode-F4 to add in a new category
4. Add in the description for the new Category
5. Click OK-F12 to save

Once the categories are set up you can allocate to each creditor that you have in REST.

1. Go to Files > Creditor
2. Click on the category drop down box on the general tab and select the category
3. Click OK-F12 to save

**Creditor Details**

Alpha index: BRONNIE

Name: Bronnie's Cleaning Services

General | Payment | Notes | Barcode

Address: 25/247 Illawarra Road  
PETERSHAM NSW 2000

Contact: [W]

Salutation: Ms Bronnie

Email: emily.valictis@rockend.com.au

Phones:  
Work: 9567 4533 Home: 9567 4655  
Mobile: 0412 546 785 Fax: 9567 4656

Category: Cleaner

Default account code: 251 Cleaning

Temporary creditor:

Cancel - ESC  
Action - F1  
Clear - F2  
Delete - F3  
Add Mode - F4  
Search - F7  
Last Edits - F9  
OK - F12

A report for all the creditor categories is available and to access this go to Reports > Creditor > Detailed Report and you will see in the Advanced Section the ability to filter Creditor Category.

**Creditors Detail Report**

**Selection**

Month to Print: Current

All  
 Range Start at Alpha Index: [ ] Finish at Alpha Index: [ ]  
 Select: [ ]

**Advanced**

Creditor Category: ALL

Orientation F1 | Font Select F2 | Printer Select F3 | Print - F12 | Preview - F11 | Export - F10 | Cancel - ESC

Example of Report with a Category

Creditor Account		Payment		Phone
	Address			
BRONNIE	Bronnie's Cleaning Services 25/247 Illawarra Road PETERSHAM NSW 2000	Method:	Auto EFT consolidated	(H) 9567 4655
		Acct.Name:	Bronnie's Cleaning Services	(W) 9567 4533
		Acct.No.:	836483838	(M) 0412 546 785
		BSB:	082-765	(F) 9567 4656
		Comment:	CBA Marrickville	
	Email: emily.valiotis@rockend.com.au	Category:	Cleaner	
	ABN: 65455677665	Confirmed Y/N: Y	GST exempt: N	

Number of items - 1

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