Convert Debtors to Creditors

Instructions in this article relate to *Convert Debtors to Creditors* located by searching or selecting in GLMax.

If you need to pay a debtor on a regular basis convert them to a creditor without entering all the information a second time. This option is available in *GLMax*.

1. Select GLMax Company using Building Selector Tool.

2. Search or select *Convert Debtors to Creditors.*

3. Click *OK* to the message to Convert Debtor to Creditor.

4. Select 'Local Only' or 'Local and Master Chart' and click *OK*.
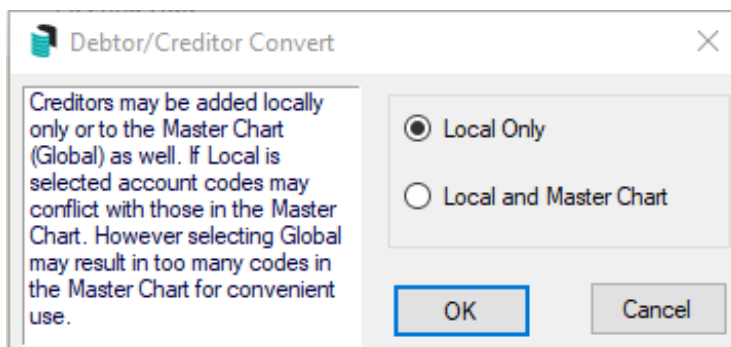
5. Select either BCMax or GLMax depending on where the debtor originates. If an owner in a building, select BCMax, if a debtor in a GLMax company select GLMax > click *OK*.
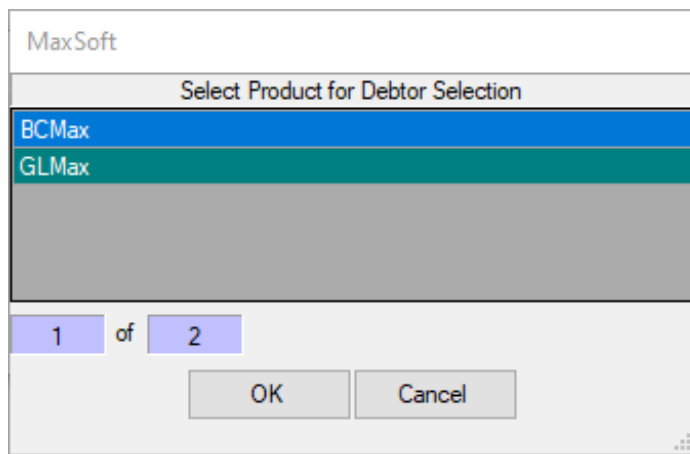
6. Debtor information will now be located in *Creditor Maintenance*.