4. Creditors

Creditors - Maintenance

MAIN MENU

1. Point-of-Sale	5. Cash Book
2. Debtors	6. Purch Orders
3. Stock Control	7. General Ledger
4. Creditors	8. Utilities

Creditors Menu

1. Maintenance
2. Transactions
3. Enquiries
4. Reports

Maintenance Menu

1. ACCOUNTS
2. EXPENSE CATEGORIES
3. OUTSTANDING BAL. CAPTURE
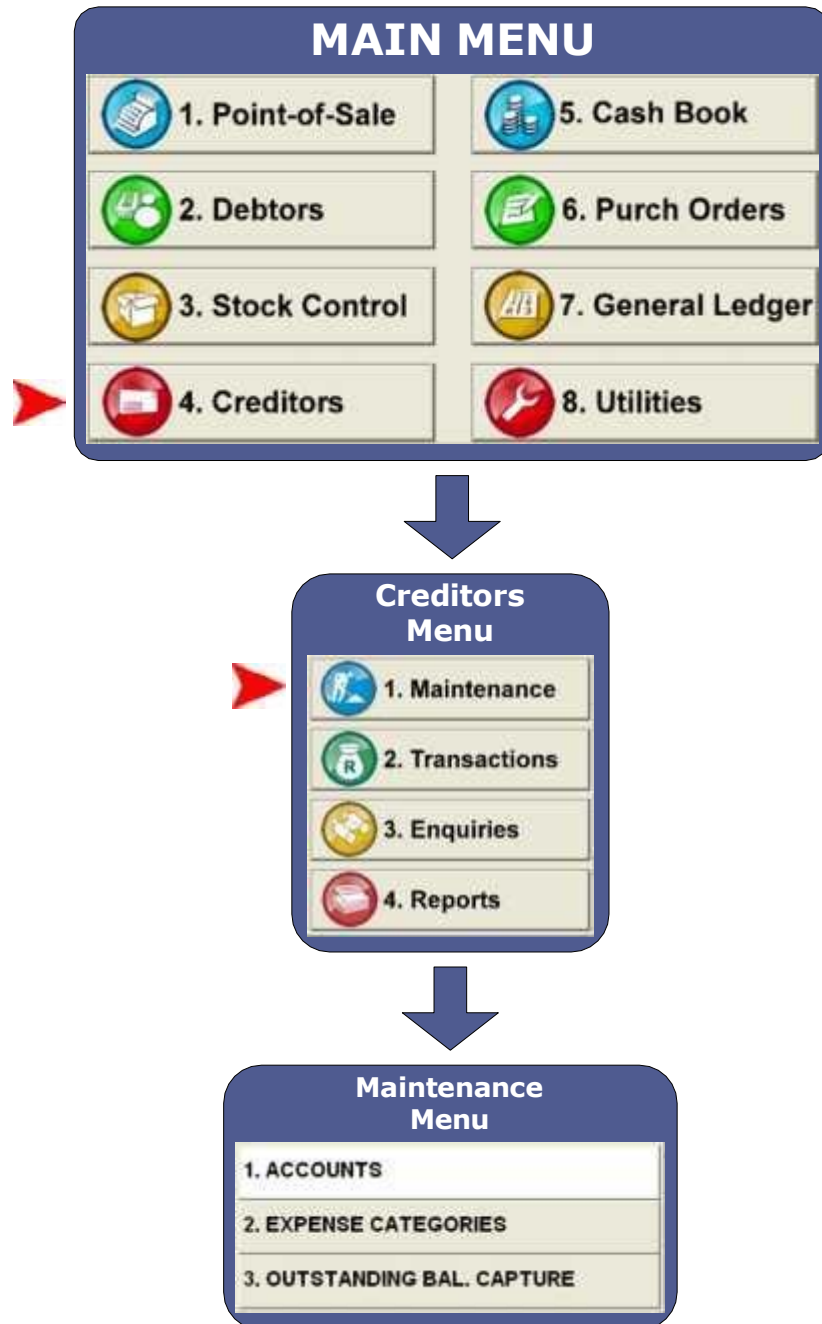
1. Accounts

Supplier Account Maintenance Options

ᵇ **Adding a New Supplier**

ᵇ **Modifying an Existing Supplier**

ᵇ **Deleting an Existing Account**

Adding a New Supplier

(a) At the Supplier Maintenance screen, enter a new Account number at the Account number prompt.

To select a new account number: Use the search facility to view your current Creditor Listing or alternatively press the [Page Down] key to allocate the next available account number or enter a series number (e.g. 500) and press the [Page Down] key to allocate the next available account number in that series.

Creditors – Maintenance

(b) Add the Supplier's account details. You will be prompted for the following:

Name	
Physical/Postal Addresses Telephone/Fax Numbers	
Account Type	**Blank** Balance Brought Forward **O** Open Item Account
E-Mail Address	
Contact Person	
Our Account Number	Our account number with the supplier. This prints on the Remittance Advice.
Update S/Pr on Stk Rec	**Y**es allows the selling price to be updated when new stock is received and the cost price has changed. **N**o retains the existing selling price when new stock is received
Credit Terms	30,60 or 90 days
Prompt Payment Discount %	
Capture Banking Details	**Y**es prompts for Bank Name, Branch Code and Account Number.

(c) When all details have been completed, click on
Accept All(CTL-W).
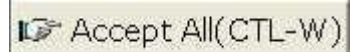
(d) At the Save Account prompt, click on Yes.

(e) Click on End(ESC) to return to the Creditor's Maintenance Menu.

1. Accounts

Modifying an Existing Account

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the select facility to view and select from the current Supplier listing. The Supplier's details will be displayed.

(b) Make the necessary modifications.

(c) Click **Accept All(CTL-W)** to save modifications.

(d) At the Save Account prompt, click on **Yes**.

(e) Click **End(ESC)** to return to the Creditor's Maintenance Menu.

Deleting an Existing Account

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the search facility to view and select from the current Supplier listing. The Supplier's details will be displayed.

(b) Click on **Delete(PgDn)** to delete the account.

(c) Click on **Yes** to confirm deletion.

(d) Click **End(ESC)** to return to Creditors Maintenance Menu.

Note: Deletion is not permitted when:

an account has a balance, or where transactions were posted to this account for the current month.

2. Expense Categories

Expense Category Maintenance Options:

🖰 **Creating New Categories**

🖰 **Modifying Existing Categories**

🖰 **Deleting Existing Categories**

When inserting a new category it is advisable to refer to the standard Accpick Xcellence Chart of Accounts. This is a numbering system that conforms to the setup requirements of the Accpick General Ledger. Category numbers may be 1-8 digit numeric codes.

Here is a typical, very general, numbering system:

4010	Advertising
4050	Bank Charges
4080	Computer Consumables
4120	Electricity and Water
4160	Insurance
4500	Postage
4540	Rent
4600	Salaries
4680	Security
4700	Stationery and Print
4750	Telephones
4755	Telephones - Cell

2. Expense Categories

Creating a New Expense Category

(a) Use the search facility to view your current Expense category listing. Select a new Expense category number. Press **[Escape]** to return to the Expense Category File Maintenance Screen.

(b) At the Category Number prompt, enter the new Expense category number. Press **[Enter]**.

(c) At the Category Name prompt, enter the new category name. Press **[Enter]**.

(d) At the Save Category prompt, click on Yes .

(e) Click on End(ESC) and return to the Creditors Maintenance Menu.

Note: At the time of installation, you may be issued with Expense Categories for the Creditors' Module and the Cash Book module. Common expenses will reflect the same category number. Further Expense Categories which are added at a later stage in one module (e.g. Creditors) and are common to another module (e.g. Cash Book) must be created separately in each module using the SAME category number.

Modifying an Existing Expense Category

(a) At the Category Number prompt, enter the Expense category's number or use the select facility to view and select from your current Expense category listing.

(b) At the Category Name prompt, edit the category name. Press **[Enter]**.

(c) At the Save Category prompt, click on Yes .

(d) Click on End(ESC) and return to the Creditors Maintenance Menu.

2. Expense Categories

Deleting an Existing Expense Category

(a) At the Category Number prompt, enter the expense category's number or use the search facility to view and select from your current Expense category listing.

(b) Click on **Delete(PgDn)** .

(c) At the Confirm Deletion prompt, click on **Yes** .

(d) Click on **End(ESC)** and return to the Main Menu.

Note: An Expense category cannot be deleted if there have been expenses recorded against this category.

3. Outstanding Balance Capture

Outstanding Balance Capture Options:

- **Balance Take-On – Balance Brought Forward**
- **Balance Take-On – Open Item**
- **Account Category Conversion**

Balance Take-On

(a) At the Order prompt, select and enter order of entry:

Take on Alpha / Numeric Order	N
Start at Account Number	1
Stop at Account Number	9999

A – Alphabetical Order (A – ZZZ)
N – Numerical Order as per Account Number (1 – 9999)

Note: The Balance Brought Forward Entry screen or the Open Item Entry screen will automatically appear according to the account category that was selected when the Supplier account was added in the Creditors Maintenance Menu.

Balance Take-On: Balance Brought Forward

(b) At the Ageing prompt, enter the outstanding balances from Current to 180 days. Press the **[Enter]** key to move through the ageing options.

Current	0.00
30 Days	0.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
150 Days	0.00

(c) At the Update prompt (Yes/No/Skip). Enter **Y**.

(d) Result: You will be prompted with the next account. Continue taking outstanding balances on.

3. Outstanding Balance Capture

Balance Take-On: Open Item

(a) Click on the **Add(+)** button.

(b) Click on the required transaction type from the list.

Trn.Type
Invoice
C/Note
Payment
D/Jnl
C/Jnl

(c) Enter the transaction number, the date and total amount of the transaction.

(d) Age the transaction by selecting and entering the appropriate number e.g. 2 = 30 days.

(e) Repeat for all outstanding transactions for this Debtor.

(f) Click on **End(ESC)** when completed.

(g) At the Post prompt, click on **Yes**.

(h) Result: You will be prompted with the next account. Continue taking outstanding balances on.

(i) When all account balances have been processed, click on **End(ESC)** to return to the Creditors Maintenance Menu.

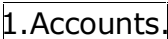### Account Category Conversions

Accpick allows you to change the Supplier's Account Category from Open Item to Balance Brought Forward and visa versa.

Open Item to Balance Brought Forward

(a) From the Creditors Maintenance Menu, select 1.Accounts.

(b) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the search facility to view and

3. Outstanding Balance Capture

select from the current Supplier listing. The Supplier's details will be displayed.

(c) Change the Account Category from

Account Type	O

(O = Open Item) to

Account Type	

(Blank = Balance Brought Forward)

(d) Click on [☞ Accept All(CTL-W)].

(e) At the Save Modification prompt, click on [Yes].

(f) At the Options prompt, click on **[Yes]** to confirm conversion from Open Item to Balance Brought Forward.

(g) Click on [↵ End(ESC)] to return to the Creditors Maintenance Menu.

Re-index all files in order to remove all redundant Open Item entries by selecting

[🔧 8. Utilities] **from the Main Menu and**

[🧩 3. Index Files] **from the Utilities Menu.**

Note: This is a single user operation! Make sure all other users are out of the system.

Balance Brought Forward to Open Item

It is recommended that this be done immediately after a month end ……. Print an Age Analysis prior to the conversion and immediately after the conversion to ensure that balances and ageing are correct.

(a) From the Creditors Maintenance Menu, select 1.Accounts.

(b) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the search facility to view and

Creditors – Maintenance

select from the current Supplier listing. The Supplier's details will be displayed.

(c) Change the Account Category from

Account Type	

(Blank = Balance Brought Forward) to

Account Type	O

(O = Open Item).

Note: The Open Item Entry Screen will automatically be displayed, showing the Total Outstanding Amount and the values in the ageing groups. The Open Item entries MUST equal in value to both the total and the ageing group.

(d) Click on [Add(+)] to enter all outstanding transactions.

(e) Click on [End(ESC)] when totals are in balance.

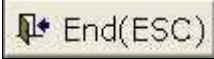(f) Click on [End(ESC)] to return to the Creditors Maintenance Menu.

If Ageing is not correct the following screen will appear:
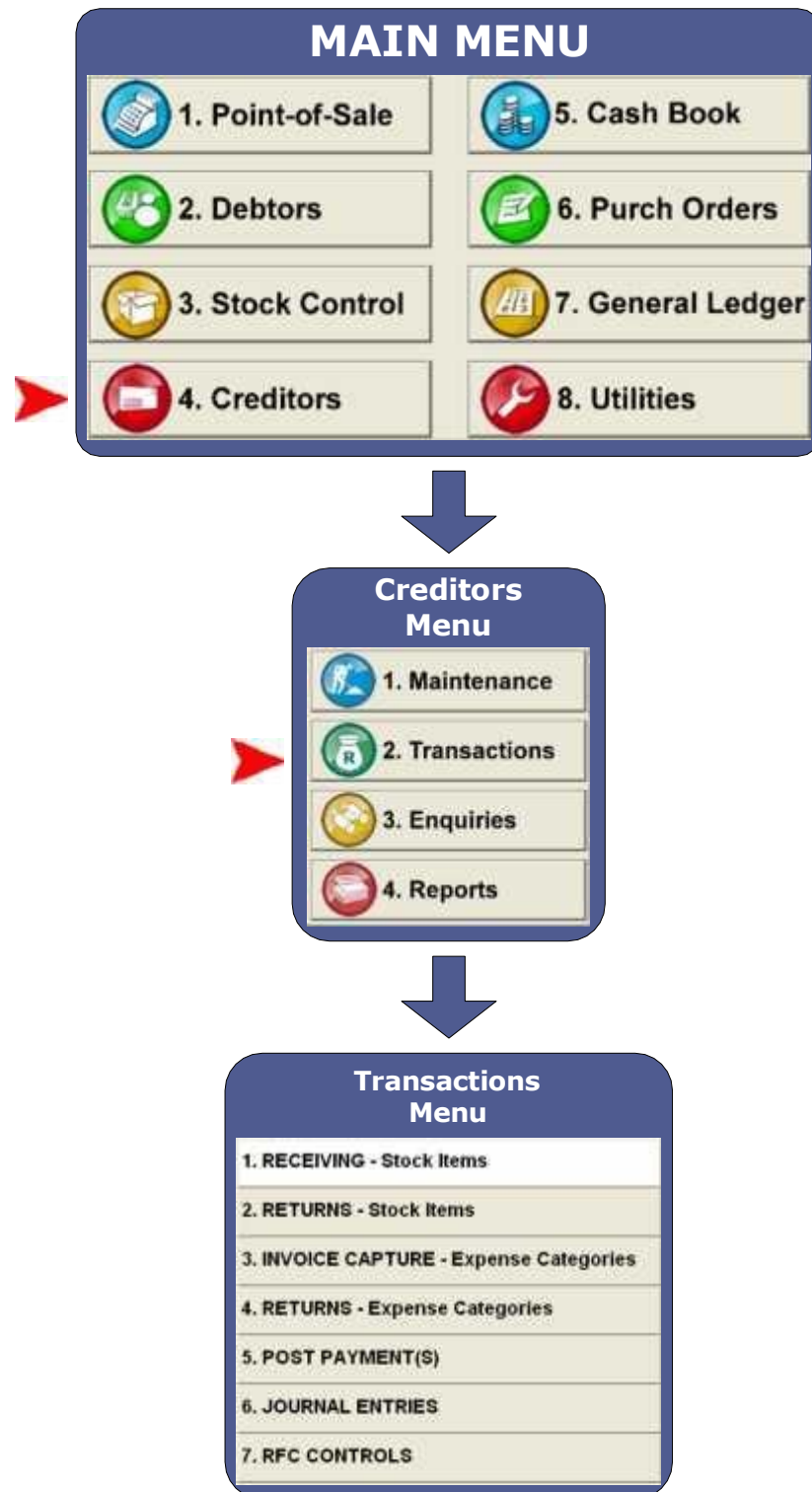
Ageing Differs !
O/items Ageing not Equal to
Master Balance Ageing

[Continue]   [Abandon]

Click on **[Continue]** and edit entry to correct ageing.

Click on [End(ESC)] to return to the Creditors Maintenance Menu.

Creditors - Transactions

MAIN MENU

1. Point-of-Sale	5. Cash Book
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Creditors Menu

1. Maintenance
2. Transactions
3. Enquiries
4. Reports

Transactions Menu

1. RECEIVING - Stock Items
2. RETURNS - Stock Items
3. INVOICE CAPTURE - Expense Categories
4. RETURNS - Expense Categories
5. POST PAYMENT(S)
6. JOURNAL ENTRIES
7. RFC CONTROLS

1. Receiving - Stock Items

(Goods Received Note)

(This option updates Stock, the Supplier's Balance and Vat Controls simultaneously.)

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the select option to view and select from the current Supplier listing.

(b) At the Account Options prompt, click on [Yes Correct] to verify the Supplier's details.

(c) At the Invoice Date prompt, enter the Invoice date. Suggest date is entered as date on which goods are received into stock. Press **[Enter]**.

(d) At the Inclusive / Exclusive of Vat prompt, enter [I] or [E] to enter the transactions **I**nclusive or **E**xclusive of Vat. Press **[Enter]** to accept the default selection.

(e) At the Invoice Number prompt, enter the Supplier's invoice number.

(f) At the Additional Reference prompt, enter any additional information.

(g) At the Code Selection prompt, click on Own as these are generally the same as the Suppliers Codes.

(h) At the Goods Received Note – From Supplier screen, click on Insert(+) to insert the transaction lines.

(i) The stock may be captured by:
   1.   Stock Code
   2.   Description.

(j) At the Stock Code prompt, enter the stock code or alternatively, at the Description prompt, press the [Page Down] key to view and select from the Stock Listing. Right click to toggle the stock search order by Stock Code, Supplier Code or Stock Description.

1. Receiving - Stock Items

Note: Once the Stock Code and Stock Description have been entered an information window is displayed on the right hand side listing the Stock Item's current quantity on hand, monthly sales to date and the Supplier's Code.

(k) At the Quantity prompt, enter the number of units received.

(l) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. This Tax Code can however be overwritten. Press **[Enter]** to accept the default tax status.

(m) Accpick will automatically calculate the unit cost inclusive or exclusive of vat depending on the option selected above. If the Cost Price per Unit displayed is different to the invoice price, enter the new cost price at the Cost prompt. Press **[Enter]**.

Note: New Cost Prices.

When the System registers a new cost price and the Supplier's Maintenance option: Update Selling Price on Stock Receipts, is set to YES, an Update Selling Price prompt will be displayed.

When NOW is selected, a Pricing Update screen is displayed with the new cost price, the current % markup for Selling Price 1,2 and 3. Adjustments to the markup % results in adjustments to the relative Selling Prices and vice versa. Press [Enter] to return to the Goods Received Note screen.

(n) When all the line items have been entered and the total quantity received, total vat and total inclusive amount on the Goods Received Note balances with the Supplier's invoice, click on to update the Goods Received Note.

(o) If the Goods Received Note and the Supplier's Invoice do not balance, use the arrow keys to move the incorrect transaction line/s to the top of the listing. Click on or

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1. Receiving - Stock Items

Delete(-) to make the correcting adjustments. Once correct, click on **End(ESC)** to update the Goods Received Note.

(p) The Update Options Menu will be displayed:

Update Options

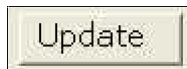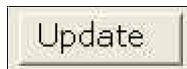| Update | Abandon | Continue | Surcharge | Pay & Update |
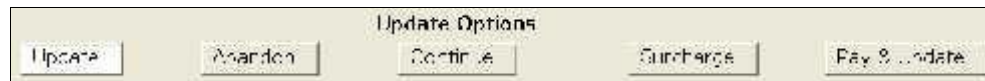
Note: Surcharge.

e.g. Transport Charges

This option allows the Supplier's surcharge to be apportioned to all line items and printed on the Goods Received Note. This amount is exclusive of vat.

Note: Pay and Update

Use the Pay and Update facility where a Supplier is paid cash out of the current day's cash sale money. The Payment Details window will be displayed allowing the payment details for the stock purchased to be entered and updated immediately. i.e. updating posts invoice and payment to the supplier, reduces cash in the drawer, increases pay outs, receives items into stock, updates vat controls and updates Day End Report.

(q) Click on **Update** to update the transaction and display the Print Options Menu.

GRN Print Options

| With Prices | S/Pr, Mkp & Gross | S/Pr & Gs Val | No Print |

(r) At the Print Options Menu, click on the required print options:

    a. Selling Price

    b. Selling Price, Markup and Gross Profit %

    c. Selling Price and Gross Profit Value

    d. No print

(s) The Goods Received Note – From Supplier screen will be displayed. Enter another Supplier number to continue entering further invoices.

(t) Once completed click on **End(ESC)** to return to the Creditors Transaction Menu.

2. Returns - Stock Items

(Credit Note or Goods Returned Note)

When a Supplier issues a Credit Note in respect of goods returned, this option updates Stock, the Supplier's account balance and the Vat controls simultaneously.

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the select option to view and select from the current Supplier listing.

(b) At the Account Options prompt, click on [Yes Correct] to verify the Supplier's details.

(c) At the Document Date prompt, enter the date. Press **[Enter]**.

(d) At the Inclusive / Exclusive of Vat prompt, enter [I] or [E] to enter the transactions **I**nclusive or **E**xclusive of Vat. Press **[Enter]** to accept the default selection.

(e) At the Document Number prompt, enter the Supplier's Credit Note number.

(f) At the Additional Reference prompt, enter any additional information.

(g) At the Goods Returned Note – To Supplier screen, click on
    Insert(+) to insert the transaction line/s on the Supplier's Credit Note.

(h) The stock may be captured by:
   1.　Stock Code
   2.　Description.

(i) At the Stock Code prompt, enter the stock code or alternatively, at the Description prompt, press the [Page Down] key to view and select from the Stock Listing. Right click to toggle stock search order by Stock Code, Supplier Code or Stock Description.
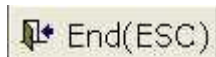
Note: Once the Stock Code and Stock Description have been entered an information window is displayed on the right hand side listing the Stock Item's current quantity on hand, monthly sales and the Supplier's Code.

2. Returns - Stock Items

(j) At the Quantity prompt, enter the number of units to be returned.

(k) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. This Tax Code can however be overwritten. Press **[Enter]** to accept the default tax status.

(l) Accpick will automatically calculate the unit cost inclusive or exclusive of vat depending on the option selected above

(m) When all the line items have been entered and the total quantity returned, total vat and total inclusive amount on the Goods Returned Note balances with the Supplier's credit note, click on [End(ESC)] to update the Goods Returned Note.

(n) If the Goods Return Note and the Supplier's Credit Note do not balance, use the arrow keys to move the incorrect transaction line/s to the top of the listing. Click on [Edit(=)] or [Delete(-)] to make the correcting adjustments.

(o) Once correct, click on [End(ESC)] to update the Goods Returned Note.

(p) The Update Options Menu will be displayed:

(q) Click on [Update] to update the transaction and display the Print Options Menu.

(r) The Ageing Menu will be displayed. Select the period to which the Credit Note must be allocated.

(s) Accpick will update the transaction and display the print options prompt. Click on [Yes] to print the Goods Returned Note.

(t) Enter another Supplier Number to continue entering further returns.

(u) Once completed, click on [End(ESC)] to return to the Creditors Transaction Menu.

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3. Invoice Capture - Expense

(E.g. Telkom and Stationery Accounts.)

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the select option to view and select from the current Supplier listing.

(b) At the Account Options prompt, click on [Yes Correct] to verify the Supplier's details.

(c) At the Invoice Date prompt, enter the Invoice date. Press **[Enter]**.

(d) At the Inclusive / Exclusive of Vat prompt, enter [I] or [E] to enter the transactions **I**nclusive or **E**xclusive of Vat. Suggest use **I** for inclusive. Press **[Enter]** to accept the default selection.

(e) At the Invoice Number prompt, enter the Supplier's invoice number.

(f) At the Additional Reference prompt, enter any additional information.

(g) At the Invoice – Expense Categories screen, click on
   Insert(+) to insert the transaction line/s.

(h) At the Category prompt, enter the account category number or alternatively use the select facility to view and select from the Expense category listing.

(i) At the Cost prompt, enter the cost amount inclusive or exclusive of vat depending on the option selected above.

(j) At the Tax prompt, enter the tax option or press **[Enter]** to accept the default option.1 = 14%, 2 = 0%.

(k) To make correcting adjustments to the line items, use the arrow keys to move the incorrect line/s to the top of the listing. Click on Edit(=) or Delete(-) and make the correcting adjustments.

(l) Once correct, click on End(ESC) to update the transaction.

3. Invoice Capture - Expense

(m) The Update Options Menu will be displayed.

Note: Pay and Update

Use the Pay and Update facility where a Supplier is paid cash out of the current day's cash sale money. The Payment Details window will be displayed allowing the payment details for the expense incurred to be entered and updated immediately. i.e. updating posts invoice and payment to the supplier, reduces cash in the drawer, increases pay outs, receives items into stock, updates vat controls and updates Day End report.

(n) Click on [Update] to update the transaction.

(o) The Print Options menu will be displayed. Click on [Yes] to print the Goods Received Note .

(p) Continue capturing Expense invoices by entering another Supplier Number.

(q) Once completed entering all Expense invoices, click on [End(ESC)] to return to the Creditors Transaction Menu.

4. Returns - Expense Categories

(E.g. Credit Notes for Advertising Account.)

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the select option to view and select from the current Supplier listing.

(b) At the Account Options prompt, click on [Yes Correct] to verify the Supplier's details.

(c) At the Document Date prompt, enter the document date. Press **[Enter]**.

(d) At the Inclusive / Exclusive of Vat prompt, enter [I] or [E] to enter the transactions **I**nclusive or **E**xclusive of Vat. Press **[Enter]** to accept the default selection.

(e) At the Document Number prompt, enter the Supplier's Credit Note number.

(f) At the Additional Reference prompt, enter any additional information.

(g) At the Returns – Expense Categories screen, click on Insert(+) to insert the transaction lines.

(h) At the Category prompt, enter the account category number or alternatively use the select facility to view and select from the Expense category listing.

(i) At the Cost prompt, enter the amount inclusive or exclusive of vat depending on the option selected above.

(j) At the Tax prompt, enter the tax option or press **[Enter]** to accept the default option. 1 = 14%, 2 = 0%.

(k) To make correcting adjustments to the line items, use the arrow keys to move the incorrect line/s to the top of the listing. Click on Edit(=) or Delete(-) and make the correcting adjustments.

(l) Once correct, click on End(ESC) to update the transaction.

(m) The Update Options Menu will be displayed:

Update Options		
Update	Abandon	Continue

4. Returns - Expense Categories

(n) Click on Update to update the transaction.

(o) The Credit Ageing Menu will be displayed. Select the period to which the Credit Note must be allocated.

(p) The Print Options menu will be displayed. Click on [Yes] to print the invoice.

(q) Continue capturing further Expense Credit Notes by entering another Supplier number.

(r) Once completed entering all Expense Credit Notes, click on End(ESC) to return to the Creditors Transaction Menu.

5. Post Payment(s)

(Use only if the Creditors Module is not integrated with the Cash Book.)

Post Payments Options:

☞ **Post Payments for Balance Brought Forward Creditors**

☞ **Post Payments for Open Item Creditors.**

☞ **Unallocated Payments for Open Item Creditors**

Balance Brought Forward Creditors

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the search facility to view and select from the current Supplier listing. The Supplier's details will be displayed.

(b) At the Account Options prompt, confirm the Creditor's details by clicking on [Yes Correct].

(c) At the Payment Date prompt, enter the payment date or press **[Enter]** to accept the default date.

(d) At the Payment Reference and the Additional Reference prompt, enter the payment reference information.

(e) In the Payment Details Screen, enter the amount due at the Amount Due prompt. Press **[Enter].**

(f) At the Amount Tendered prompt, enter the actual amount paid. Press **[Enter].**

(g) Accpick will automatically calculate the settlement discount amount. This is the difference between the amount due and the amount paid. Press **[Enter]** to accept this amount.

(h) Accpick also automatically calculates the settlement discount percentage. Press **[Enter]** to accept the percentage.

(i) The Total to Post Amount will be displayed.

(j) At the Payment Ageing prompt, allocate the payment to the correct ageing periods. Press **[Enter]**.

(k) At the OK to Update prompt, click on [Yes].

(l)   Accpick will automatically update the transaction and return to the Payments to Suppliers entry screen.

(m) Continue entering further payments by clicking on **Search(Enter)** to select a Creditor from the Creditor Listing.

(n)   When all payments have been entered, click on **Exit(ESC)** to return to the Creditors Transaction Menu.

Open Item Creditors

(a)   At the Supplier Number prompt, enter the Supplier's account number or alternatively use the search facility to view and select from the current Supplier listing.

(b)   At the Account Options prompt, click on [Yes Correct] to verify the Supplier's details.

When an Open Item Creditor is accessed, the Open Item Payment screen is automatically displayed on the top right hand corner as well as the total amount due.

(c)   At the Payment Date prompt, enter the Payment date. Press **[Enter]**.

(d)   At the Amount Paid prompt, enter the amount paid.

(e)   At the Payment Reference and Additional Reference prompt, enter the payment reference details.

The Open Item Payment screen will be displayed listing all unallocated transactions types making up the amount due.

(f)   To allocate payment, use the [↑] and [↓] arrows to move each of the transactions to be paid / allocated to the top of the transaction listing. Alternatively, click on **Locate(\)** to find the specific transaction by transaction number.

(g)   When the selected transaction is at the top of the transaction listing, click on **Allocate Payment(+)** to allocate payment against the transaction.

(h)   At the amount Paid prompt, enter the amount received. Press **[Enter]**.

(i)   At the Settlement Discount prompt, enter the settlement discount amount, if any. Press **[Enter]**.

5. Post Payment(s)

Note: Full Payment [*] vs Part Payment:

If the Balance due is being paid in FULL: Note that after you have entered the amount paid and where applicable, the settlement discount amount, a ✓ is displayed alongside the entry indicating that this has been settled in full. This entry will cease to appear in subsequent payment allocations leaving only the unallocated entries in the allocation screen.

If only part of the Balance due is being paid: Enter the value of the part payment being paid in the Amount Paid field, press enter through the Settlement Discount field. (No settlement Discount on part payments). Note, no ✓ appears alongside the entry and the entry with the balance due will reappear in subsequent allocation screens.

Note: Settlement Discount:

Where settlement discount is taken, we suggest that the invoice with the greatest value be allocated last, and that the total value of the settlement discount be allocated to this invoice

(j) When all transactions making up the receipt have been allocated, click on `Update(ESC)`.

As each payment is allocated, the "Allocated" and "Balance" amounts on the top right hand corner of the screen are being updated. The transaction may only be updated once the Amount Paid agrees with the "Allocated" and the "Balance" is zero.

(k) At the Allocate Payment prompt, click on `Yes`.

Accpick will update the transaction and return to the Payments to Supplier entry screen.

(l) Continue processing further payments by entering another Supplier Account number at the Supplier prompt.

(m) On completion, click `End(ESC)` and return to the Creditors Transaction Menu.

5. Post Payment(s)

Creditors - Transactions

Unallocated Payments on Open Item Creditors

What is an Unallocated Payment?

An unallocated payment is a payment to a creditor which has no transaction entry to which the payment must be allocated.

- .e.g.   - payment for an item not yet invoiced
-               - a payment is made which is NOT to be apportioned to any of the unallocated entries.

(a) At the date request, press the [Page Up] key to display the "Unallocated – Open Item Payment" screen.

(b) At the Unallocated - Open Item Payment prompt, enter the date and amount paid

(c) At the Post as Unallocated Payment prompt, click on Yes .

(d) Accpick will update the transaction and return to the Payments to Supplier Screen.

6. Journal Entries

Debit Journal – Reduce amount owing to Supplier

Credit Journal – Increase amount owing to Supplier.

Journal Entry Options:

 ☞ **Debit Journals**

  Balance Brought Forward Creditors

  Open Item Creditors

 ☞ **Credit Journals**

 **Balance Brought Forward Creditors**

  Open Item Creditors

Debit Journal for Balance Brought Forward Creditors

(a) At the Supplier prompt, enter the Supplier's account number or alternatively use the select facility to select a Creditor.

(b) Confirm the Creditor's details by clicking on **[Yes Correct]**.

(c) At the Date prompt, enter the journal date or alternatively press **[Enter]** through the default date.

(d) At the Journal Number prompt, enter the journal number or alternatively press **[Enter]** through the default journal number. Accpick automatically allocates journal numbers in a consecutive sequence.

(e) At the Additional Reference prompt, enter a short explanation motivating the journal. This information appears on the Creditor's Statement and on the Journal Transactions Report.

(f) At the Journal Amount prompt, enter the journal amount.

(g) Allocate Ageing accordingly. Ensure that the Total Aged balances with the Journal Amount. If not, Accpick will prompt you to make the correction.

Creditors - Transactions

(h) At the Update Journal prompt, click on [Yes]. The Debit Journal Posting entry screen is displayed allowing further journal entries to be captured.

(i) When completed capturing all journals in the batch, click on [End(ESC)] and return to the Creditors Transaction Menu.

Debit Journal for Open Item Creditors

The Open Item entry screen will automatically appear according to the Creditors Account category selected on the Creditor's Account Details Menu.

At the Debit Journal Posting Screen, follow the same procedure as for Balance Brought Forward Creditors but note the following differences:

The total value of the journal may only be allocated to ONE ageing period. Press the [↑] and [↓] arrow keys to highlight the period to which the total journal amount is to be allocated. Press [Enter] to update the journal transaction immediately.

Every journal entry must be allocated a unique journal number. The same journal number on open item journals is not allowed.

Credit Journal for Balance Brought Forward Creditors

(a) At the Account Number prompt, enter the Creditor's account number or alternatively use the search facility to select a Creditor.

(b) Confirm the Creditor's details by clicking on [Yes Correct].

(c) At the Journal Date prompt, enter the journal date or alternatively press [Enter] through the default date.

(d) At the Journal Number prompt, enter the journal number or alternatively press **[Enter]** through the default journal number. Accpick automatically allocates journal numbers in a consecutive sequence.

(e) At the Additional Reference prompt, enter a short explanation motivating the journal. This information appears on the Creditor's Statement and on the Journal Transactions Report.

(f) At the Journal Amount prompt, enter the journal amount.

(g) Allocate ageing accordingly. Ensure the Ageing Total balances with the Journal Amount. If not, Accpick will prompt you to make the correction.

(h) At the Ok to Update prompt, click on [Yes]. The Credit Journal Posting Menu is displayed allowing further journal entries to be captured.

(i) When completed capturing all journals, click on [End(ESC)] and return to the Creditors Transaction Menu.

Credit Journal for Open Item Creditors

The Open Item entry screen will automatically appear according to the Creditor's account category selected on the Creditor's Account Details Menu.

At the Credit Journal Posting Screen, follow the same procedure as for Balance Brought Forward Creditors but note the following differences:

The total value of the journal may only be allocated to ONE ageing period. Press the [↑] and [↓] arrow keys to highlight the period to which the total journal amount is to be allocated. Press [Enter] to update journal transaction immediately.

Every Journal Entry must be allocated a unique journal number. The same journal number on open item journals is not allowed.

7. RFC Controls

Return for Credit Control Options:

🖱 **1. Send Stock to Suppliers**

🖱 **2. Update Supplier Returns**

     Credit Granted

     Stock Replaced

🖱 **3. View RFC Status**

     By Stock Item

     By Supplier

🖱 **4. Value of Stock RFC**

This facility has been designed to control stock returned to Suppliers for either:

Stock Replacement

Rand Value Credit

Goods returned to Suppliers via RFC are transferred from the normal stock file to the "Returns for Credit" stock file. A value of all the stock on RFC is available and this figure, ought to be taken into account as part of the Final Stock Valuation in the Income Statement and Balance Sheet.

A Request for Credit document may be printed on POS stationery.

Once the Supplier has actioned the Request for Credit:

1. **Stock Replacement**: stock is transferred back from the Returns for Credit File to the Normal Stock file.

2. **Rand Value Credit**:
   a. Stock is transferred from the Returns for Credit file to the Normal Stock file.
   b. Stock is returned to the Supplier via a credit note.

c. Supplier's account is reduced by the value of the credit note.

Rand Value less than Credit Request:

Where Rand Value of Credit received is less than the Credit Request sent to the Supplier:

1. New Rand Value can be entered which will update the Supplier file.

2. Stock will be transferred from the Returns for Credit file back into normal stock

3. The immediate issue of a credit note will transfer the stock out of the Normal Stock file.

Note: The last cost price in Stock Maintenance remains unaltered.

Enquiry Facilities

Enquiry facilities provide options to view RFC status by

1. Stock Item

2. Supplier.

3. Total Value of RFC's.

4. Stock Movement

Where RFC's are outstanding for a specific Supplier, a Creditors enquiry into such supplier will indicate the outstanding RFC amount, **exclusive of vat,** on the bottom left hand side of the Creditors Enquiry screen.

Remittance Advice for Pending RFC's:

The total amount of outstanding RFC's, exclusive of vat, is printed at the bottom of the remittance advice.

7. RFC Controls

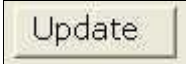## 1. Send Stock to Suppliers

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the select option to view and select from the current Supplier listing.

(b) At the Account options prompt, click on [Yes Correct] to verify the Supplier's details.

(c) At the Return Date prompt, enter the return date or alternatively, press **[Enter]** through the default date.

(d) At the Goods Returned for Credit/Replacement screen, click on ⬛ Insert(+) to insert the transaction line/s.

(e) The stock may be capture by:
   1. Stock Code
   2. Description.

(f) At the Stock Code prompt, enter the stock code or alternatively, at the Description prompt, press the [Page Down] key to view and select from the Stock Listing. Right click to toggle stock search order by Stock Code, Supplier Code or Stock Description.

Note: Once the Stock Code and Stock Description have been entered an information window is displayed listing the Stock Item's current quantity on hand, monthly sales and the Supplier's Code.

(g) At the Quantity prompt, enter the number of units to be returned.

(h) At the Tax Code prompt, Accpick will default to the tax status for this stock code which was set up in Stock Maintenance. This Tax Code can however be overwritten. Press **[Enter]** to accept the tax status.

(i) Accpick will automatically calculate the last unit cost inclusive and exclusive of vat.

(j) At the Comments prompt, enter an explanation motivating the return. Press **[Enter]**.

(k) At the Purchase Date prompt, enter the purchase date. Enter 00/00/0000 to leave this field blank.

(l) At the Reference Number prompt, enter the reference number. E.g. Original Invoice number. Press **[Enter]**.

(m) The transaction line information will be displayed.

(n) Enter further line items by clicking on **Insert(+)**.

(o) To edit or delete a line, use the arrow keys to move the incorrect transaction line/s to the top of the listing. Click on **Edit(=)** or **Delete(-)** to make the correcting adjustments.

(p) Once the Goods Returned for Credit/Replacement Note is complete, click on **End(ESC)** to update the transaction.

(q) The Update Options Menu will be displayed: Click on **Update** to update the transaction and display the Print Options Menu.

(r) Click on [Yes] to print the Goods Returned for Credit/Replacement Note.

(s) At the Values prompt, select Yes or No to print the values on the Goods Returned for Credit/Replacement Note.

(t) Click on **End(ESC)** to return to the Creditors Transaction Menu.

2.1. Update Supplier Returns: Credit Granted

The stock is not replaced and a credit note is passed.

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the select option to view and select from the current Supplier listing.

(b) At the Account options prompt, click on [Yes Correct] to verify the Supplier's details.

(c) At the Credit Date prompt, enter the date. Press **[Enter]**.

(d) At the Inclusive / Exclusive of Vat prompt, enter [I] or [E] to enter the transactions **I**nclusive or **E**xclusive of Vat. Press **[Enter]** to accept the default selection.

(e) At the Document number prompt, enter the Supplier's Credit Note number.

(f) At the Additional Reference prompt, enter any additional information.

(g) The RFC's – Credit Granted by Supplier screen will be displayed listing all the outstanding items.

(h) To create a Credit Note, **delete all the line items that are NOT being credited.** Use the arrow keys to move the transaction lines that are not required to the top of the listing. Click on [🗑 Delete(DEL)] to remove the transaction line/s**.**

(i) The screen should now only display the transaction items that the Supplier has agreed to credit.

(j) **If the Rand Value or the Quantity of the Credit Note is different**, use the arrow keys to move the incorrect transaction line to the top of the listing. Click on [📝 Edit(=)] and make the necessary adjustments to the Cost Price and/or the Quantity fields.

(k) Once the Credit note details and value are correct, click on [↵ End(ESC)] to update the Credit Note.

(l) Click on [Update] to update the transaction.

(m) The Ageing Menu will be displayed. Select the period to which the Credit Note must be allocated. Press **[Enter]**.

(n) At the Print Options prompt, click on [Yes] to print the Credit Note.

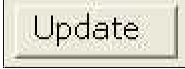(o) Click on [↵ End(ESC)] to return to the Creditors Transaction Menu.

2.2. Update Supplier Returns: Stock Replaced

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the select option to view and select from the current Supplier listing.

(b) At the Account options prompt, click on [Yes Correct] to verify the Supplier's details.

Creditors - Transactions

(c) At the Replacement Date prompt, enter the date. Press **[Enter]**.

(d) At the Document number prompt, enter the Supplier's document number.

(e) The screen will display all the outstanding items.

(f) Use the arrow keys to move the transaction line, which corresponds with the stock that is being replaced, to the top of the listing.

(g) Press [+] or [=] to accept the Credit.

(h) At the Quantity Replaced prompt, press **[Enter]** to accept the quantity or make the correcting adjustments and press **[Enter]**.

(i) Press the [Esc] button to Update and Exit.

(j) At the Update prompt, click on Update .

(k) At the Print Confirmation prompt, click on Yes

(l) Click on End(ESC) to return to the Creditors Transaction Menu.

3.1. View RFC Status: By Stock Item.

(a) At the Stock code prompt, enter the stock code.

(b) All outstanding RFC's for this stock item will be displayed.

(c) **To View the Listing:** Use the arrow and page keys move the line items.

(d) **[TAB]:** Press the Tab button to toggle the display between the Comment Line, Reference Number, the Purchase Date and RFC Number..

(e) **[-]:** Press the [−] minus button to remove the RFC at the top of the listing. At the Delete prompt, click on Yes to confirm deletion.

(f) **[*]:** Press the star button to print the listing.

(g) Click on End(ESC) to return to the Creditors Transaction Menu.

3.2. View RFC Status: By Supplier.

(a) At the Supplier Number prompt, enter the Supplier's account number or alternatively use the select option to view and select from the current Supplier listing.

(b) At the Account options prompt, click on [Yes Correct] to verify the Supplier's details. Press **[Enter]**.

(c) All outstanding RFC's for this Supplier will be displayed.

(d) **To View the Listing:** Use the arrow and page keys to move the line items.

(e) **[TAB]:** Press the Tab button to toggle the display between the Comment Line, Reference Number, the Purchase Date and RFC Number.

(f) **[-]:** Press the [−] minus button to remove the RFC at the top of the listing. At the Delete prompt, click on Yes to confirm deletion.

(g) **[*]:** Press the star button to print the listing.

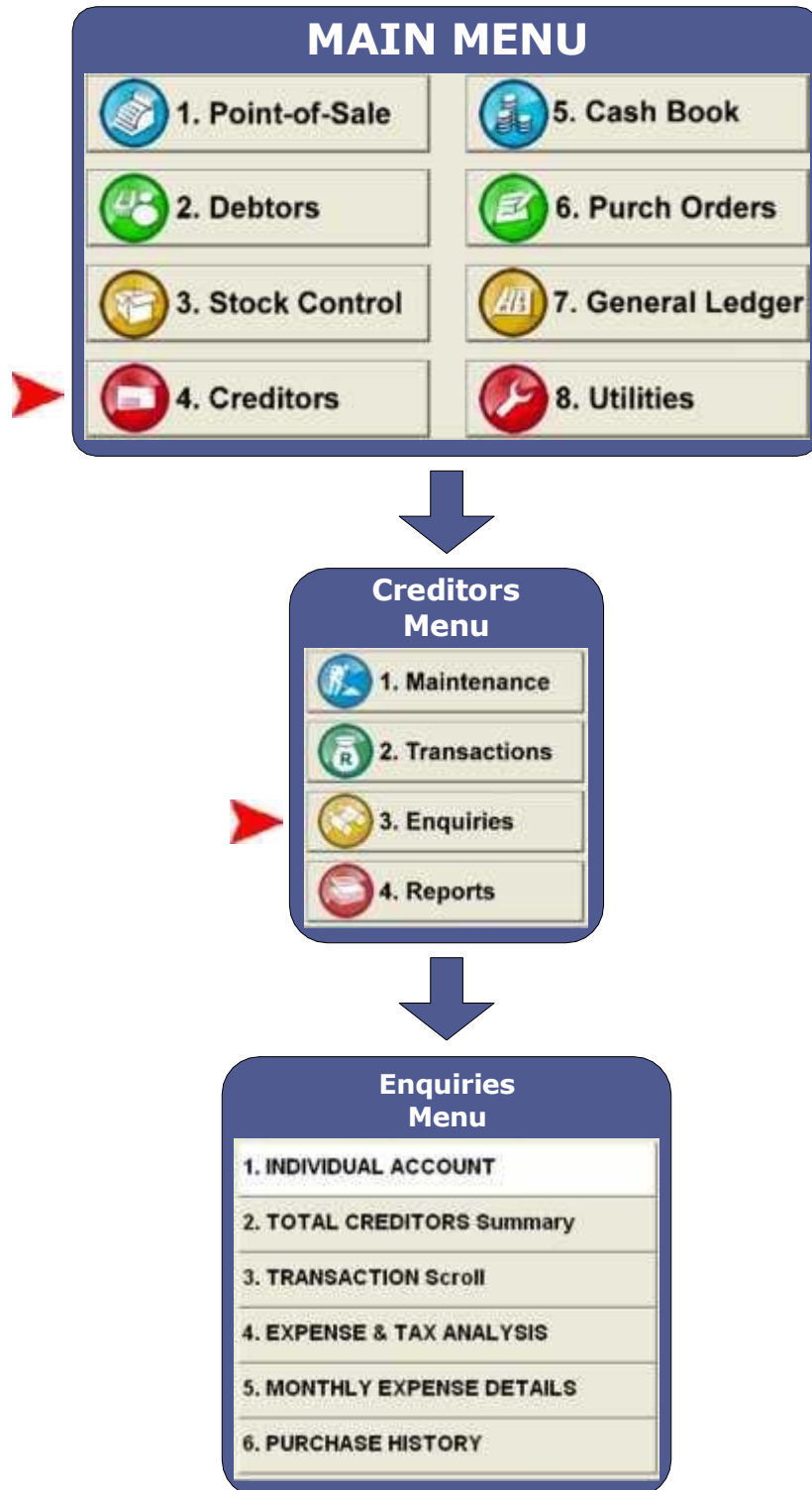(h) Click on [End(ESC)] to return to the Creditors Transaction Menu.

4. Value of Stock RFC

This lists all the Stock out on RFC.

(a) At the Select Month prompt, select the month from which the report data is to be extracted. Press **[Enter]**.

(b) At the specific Department prompt, enter **[Y]** to specify a department. Select the Department from the Department listing. Enter **[N]** to list all outstanding RFC's.

(c) The [Toggle(TAB)] facility toggles the display between the Unit Cost, Value, Supplier, Reference Number, Date of RFC and Comment Line.

(d) [Σ Totals(=)] displays the Value of the Total RFC Stock.

(e) [Print(*)] prints the RFC listing.

Creditors - Enquiries

MAIN MENU

1. Point-of-Sale
2. Debtors
3. Stock Control
4. Creditors

5. Cash Book
6. Purch Orders
7. General Ledger
8. Utilities

Creditors Menu

1. Maintenance
2. Transactions
3. Enquiries
4. Reports

Enquiries Menu

1. INDIVIDUAL ACCOUNT

2. TOTAL CREDITORS Summary

3. TRANSACTION Scroll

4. EXPENSE & TAX ANALYSIS

5. MONTHLY EXPENSE DETAILS

6. PURCHASE HISTORY

1. Individual Account Enquiry

Individual Account Enquiry options:

🖰 **Current vs Archive Enquiries**

🖰 **Balance Brought Forward Creditors**

🖰 **Open Item Creditors**

Current vs Archive Enquiries

Data Status
C:\TEST

On the Enquiries Menu, the Data Status window will indicate from which directory the enquiries will be made.

The default directory is the current directory.

Click on the Quick Functions drop down menu at the top of the screen to access archive directories.

Balance Brought Forward Creditors

(a) At the Supplier Number prompt, enter the Supplier's Account number or use the search facility to view and select from the Supplier Listing.

The Creditor's Details will be displayed including all outstanding balances, amounts last paid, purchases month to date and purchases year to date.

(b) <P>Purch.Hist displays the total purchase values for each month.

(c) Click on ⬗ Exit to return to the Creditor's Enquiry Menu.

1. Individual Account Enquiry

Open Item Creditor

(a) In addition to the above, [<O>pen Item] displays a listing of all unmatched Open Item transactions by Type, Transaction Number, Date, Balance Due and Ageing.

(b) [Op.Balance(=)] Total of Creditor's Open Item Entries Balance.

(c) [Locate(\)] enables a transaction search by transaction number.

(d) [Toggle Display(Tab)] facility toggles the display between the Original amount and the Ageing period.

(e) [Item History(+)] displays the audit trail for the line item at the top of the listing. I.e. the original amount and all payments thereon.

(f) [Print(P)] prints a listing of all unmatched transactions.

(g) Click on [Exit] to return to the Main Debtor's Enquiry Menu.

2. Total Creditors Summary

(Age Analysis)

> **Total Creditors Summary Options:**
> 🖰 **1. Age Analysis**
> 🖰 **2. Control Enquiry**

1. Age Analysis

(a) At the Order prompt, enter sequence listing options:
   A = alphabetically by account name,
   N = numerically by account number
   V = by value / amount outstanding.

(b) At the Skip Zero Balances prompt, enter [Y] to include all Creditors with zero balances in the listing or [N] to only list Creditors with balances.

(c) Accpick will extract the Creditor's balances and display the Age Analysis.

(d) **Toggle Display(Tab)** toggles the Creditor's Summary by:
   Account Number
   Account Name
   Total Due.

(e) **Σ Totals(=)** displays the Total Due for each ageing period, the Active and Inactive Account Status.

(f) From the Options Menu click Return to revisit the Age Analysis or Summary Print to print the Age Analysis.

(g) At the Date prompt, enter the date to appear on the report.

(h) Click on **Exit** to return to Creditors' Enquiry Menu.

2. Control Enquiry

(a) Accpick will extract and display the Control Totals.

(b) Click on [Print(*)] to print Creditors' Control Totals.

(c) Click on [Exit] to return to Creditors' Enquiry Menu.

3. Transaction Scroll

(a) At the Start and End Date prompts enter the enquiry dates.

Automatically Defaults to Current Period.

Accpick automatically defaults to the earliest and latest dates for which there are transactions in the Current period. Accpick will also default to the earliest and latest date for which there are transactions in each (archive) period.

Archive Periods

To access archive periods, use the Quick Function facility at the top of the screen to select an archive month.

(b) At the Enquiry type prompt, select:
Scroll: to list all transactions by type, transaction number, Creditor, Net Amount, Vat Amount and Total Amount.
Totals: to view transaction totals for each entry type

(c) Press ▸ Select(ENTER) to select entry types for enquiry:

Invoices
Payments
Credit Notes
Settle Discount
Debit Journals
Credit Journals
All the Above

(d) Use the Return or ▸ Continue(AnyKey) to return to the Main Creditor's Enquiry Menu.

4. Expense & Tax Analysis

1. Expenditure Totals:

The total expenditure and tax amount for the selected month is displayed.

Total Exp	133273.53
Tax	18644.29
Total Incl.	151917.82

To access totals for archive periods, use the Quick Functions facility at the top of the screen to select an archive month.

2. Expense Category Totals:

Use the ` View Breakdown(Enter)` facility to view month to date and tax value totals for each expense category.

Category	Name	MTD Value	Tax Value
4000	ACCOUNTING FEE	0.00	0.00
4010	ADVERTISING	200.00	28.00
4018	CARRAGE	1213.00	169.82
4090	COMMISSIONS PAID	0.00	0.00
4092	COMPUTER CONSUMABLES	48.25	6.75
4093	DONATIONS	0.00	0.00

3. Expense Category Details:

Use the ` View Details(Enter)` facility to view transaction details by date, transaction number, Supplier name, amount, tax and total amount for each individual expense category.

	Expense Category & Tax Analysis for		ADVERTISING		
Date	Tran #	<---- Supplier Name ---->	Amount	Tax	Total Amt
12/10/2005	111	WALTONS STATIONERY SUPPLIER	200.00	28.00	220.00

☞ Click on ` Exit` to return to the Creditors Enquiry Menu.

5. Monthly Expense Details

(a) At the Category Number prompt, enter the Expense Category number or alternatively use the select facility to view and select form the current Expense Category listing.

(b) The Monthly Expense totals from January to December together with the proportionate % to total expense ratio will be displayed for the selected expense category.

Category Number	4010	Graph(G)
Category Name	ADVERTISING	

Monthly Expense Analysis		
January	0.00	0.00 %
February	0.00	0.00 %
March	0.00	0.00 %
April	0.00	0.00 %
May	0.00	0.00 %
June	0.00	0.00 %
July	0.00	0.00 %
August	0.00	0.00 %
September	0.00	0.00 %
October	200.00	100.00 %
November	0.00	0.00 %
December	0.00	0.00 %
Total Year to Date	200.00	

(c) Use the Graph(G) facility to display a graphical representation of the data.

(d) Click on Exit to return to the Creditors Enquiry Menu.

6. Purchase History

(a) Net stock purchases exclusive of vat will be displayed by Supplier, Total Purchase amounts and Monthly Purchase amounts.

Supplier	Tot Purch	January	February	March
MEGACAGE	12818 70	9'5. 50	228. 20	27 .50
GOODYEAR (TYCON)	68620 60	61005 60	22980 CC	9000.CC
BRIDGESTONE	239170 15	862'8 '9	12 800 CC	7000.40
DOSAL AFRICA (PTY)LT	436'1 00	29''0 00	11920 00	2008.00

(b) Use the **Toggle Display(Tab)** facility to toggle the sort order by Supplier Number and Total Purchase amounts.

(c) Use the **Print(*)** facility to print the Net Stock Purchases report.

(d) Click on **Exit** to return to the Creditors Enquiry Menu.

Creditors - Reports

MAIN MENU

1. Point-of-Sale
2. Debtors
3. Stock Control
4. Creditors

5. Cash Book
6. Purch Orders
7. General Ledger
8. Utilities

Creditors Menu

1. Maintenance
2. Transactions
3. Enquiries
4. Reports

Maintenance Menu

1. ACCOUNT Details

2. AGE ANALYSIS

3. REMITTANCE Advices

4. TRANSACTION Report

5. EXPENSES & TAX REPORT

6. PAY OUTS
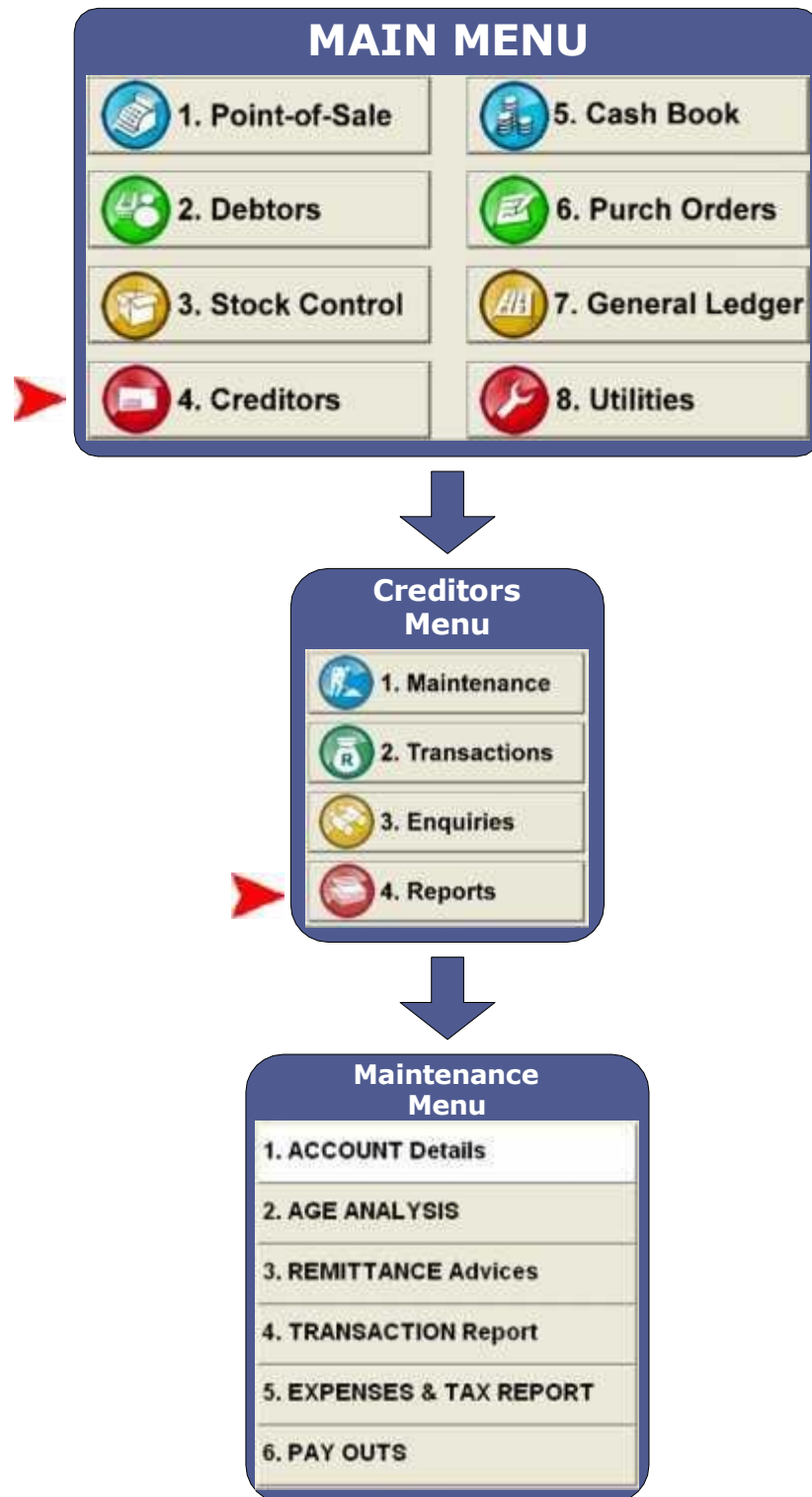
Creditors Reports

On the Creditor' Reports Menu, the Data Status Window will indicate which directory the reports will be extracted from.

The default directory is the current directory.

Data Status

Current Files

C:\TEST

Click on the Quick Functions drop down menu at the top of the screen to access archive directories.

For reports to print, the printer is required to be on-line.

The following reports are available for printing:

Reports	Report Options	Report Information
1. Account Details	Address Details: Include Postal/Delivery/None Alphabetical or Numerical Sequence Include Banking Details (Y/N)	Report lists all Creditors' details.
2. Age Analysis	Totals Summary or Detailed Include only Account Balances or transaction details Alphabetical or Numerical Sequence Include Zero Balances (Y/N)	Report lists all Creditors outstanding balances owing for the various periods according to the selected report options.

Reports	Report Options	Report Information
	Print Last Paid and Terms Details (Y/N) Print business account number and supplier's banking details Date to appear on Report	
3. Remittance Advices	Current Period or Historical Periods Enter date to appear on statement Print Additional Reference (Y/N) Include Zero Balances (Y/N) Alphabetical or numeric order Select Start at short name/account number and Stop at short name /account number	Report prints a remittance advice for selected suppliers. Remittance Advices will print for Balance Brought Forward Creditors and Open Item Creditors
4. Transactions	Start and End Dates Detailed or Totals Only Report Type Transaction Types: - Invoices - Payments - Credit Notes - Settlement Discounts - Debit Journals - Credit Journals - All the Above	Report lists all creditor related transactions. The system will default to the earliest and latest date for which there are transactions

Creditors Reports

Reports	Report Options	Report Information
5. Expense and Tax Reports	**Reports:** **1. Monthly and Tax Analysis** **2. Expense Analysis – YTD** **3. Detailed Transactions** **4. Categories by Range** **Report Criteria** Alphabetical or Numerical Sequence Report on Zero Expenses (Y/N) Date on Report Start and End Expense Category Print Points Chronological or Expense Category Order Print to Printer or File Print Categories by Date Range – Current or Historical.	Report lists Expense Category and Tax details by: - month - year-to-date - transactions - categories.
6. Payouts	Start and End Dates	Lists Payout details by Date and Amount. Totals the Payouts via POS and Payout Totals via Creditors.