



Onyx **ERP** v8.1

**Vendors Systems**

**Vendors Management System**

**User Guide**

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## Introduction

**Vendors Management System** is one of the **Onyx ERP** systems, which are developed to meet the requirements of different organizations, regardless of their domains and/or industries. This system offers smart advanced solutions that help keep up with rapid developments taking place in information technology and cover multiple aspects, from system configuration by managing general determinants and parameters included in **Vendors General Configuration**, to basic information and data associated with all system inputs essential to operating Vendors Management System, as well as processes involving the set of tasks and methods used by the system to handle the inputs and eventually produce various outputs covering multiple work domains with vendors and providing facility management with real opportunities to improve vendor relationship management.

**Vendors Management System** user manual includes methods for how to work at the level of each screen field for system components, i.e., Vendors System Configuration, Inputs, and Transactions, and clarifies the nature of data included in these components while explaining the impact of the general parameters as well as the options they provide on the methods of calculation and processing implemented by the system.

# Chapter One

## System Setup

## Introduction

**Vendors Management System** configuration is the group of general parameters and determiners that include vendors types, vendors categories, purchase invoices types, purchase returns types, purchases charges, and so on, which are used to adjust the vendors' management system to follow the policies adopted by the organization while carrying out its activities.

## Vendors System Parameters

**Use:** This screen is one of the most important screens that exist within the **Vendors Management System**. It includes several parameters that reflect the policies and requirements of the organization in the purchase field. With the help of the options available within these parameters, the user can configure this screen as required and needed by the organization in the near future. It should be noted that the user should be precise and accurate when using these parameters because they direct the system to the requirements, policies, and objectives of the organization's management.

## How to use the screen

The screen is used after clicking the **Modify** button as follows:

### First: Vendors System

- Vendor Number Length:** In this field, the user determines the maximum length allowed for the vendor number. For example, if the user enters the number 9, the system will not allow vendor numbers that exceed 9 digits in the **Vendors Data** screen.

**Remark:** The system will not allow users to modify the length of the vendor number after the data entry process is completed in the

### Vendors Data.

- Decimal Places:** In this field, the user determines the maximum number of decimal places to which the value of the transactions amounts and vendors' balances will be rounded.

- **Vendor Number Type:** In this field, the user determines the vendor number type; whether **Numerical** or **Alphanumeric**. If the user selects **Numerical**, the system will allow automatic sequencing of the vendor number. If the user selects **Alphanumeric**, the user will have to enter the serial number of the vendor manually.
- **Link Vendors to General Ledger:** With the help of this parameter, the user determines how the vendor accounts will be linked to the **General Ledger** system, by selecting one of the link options briefly outlined below:
  - **Multi Accounts:** If the user selects this option, each vendor needs to have an account coded in the **Chart of Accounts**.
  - **Accounts Group:** If the user selects this option, a new account is created in the chart of accounts for the vendors' groups where all vendors defined in the **Vendors Data** screen are linked, each to the related group.
- **Document Sequence:**
  - **Automatic Can Be Modified:** When the user selects this option, the system generates the document sequence automatically and allows the user to modify it.
  - **Manual:** When the user selects this option, they will need to determine the document sequence manually.
  - **Automatic Cannot Be Modified:** When the user selects this option, the system generates the document sequence automatically and does not allow the user to modify it.
- **Vendors Numbers Sequence Type:**
  - **General:** When the user selects this option, the system generates one sequence for each vendor.
  - **By Group:** When the user selects this option, the system generates an independent sequence for every group of vendors.
- **Show Date:**
  - **Automatic Can Be Modified:** When the user selects this option, the system generates the document date automatically and allows the user to modify it. This privilege is given to the user from the **Transactions Privileges** screen.
  - **Manual:** When the user selects this option, they will need to determine the document date manually.

- **Automatic Cannot Be Modified:** When the user selects this option, the system generates the document date automatically and doesn't allow the user to modify it.
- **Purchase Requests Sequence:**
  - **Accumulative:** When the user selects this option, the system generates one sequence for all purchase requests.
  - **By Type:** When the user selects this option, the system generates an independent sequence for every purchase request type that is determined in the **Purchase Requests** screen.
- **Purchase Orders Sequence:**
  - **Accumulative:** When the user selects this option, the system generates one sequence for all purchase orders.
  - **By Type:** When the user selects this option, the system generates an independent sequence for every purchase order type that is determined in the **Purchase Orders** screen.
- **Purchase Invoices Sequence:**
  - **Accumulative:** When the user selects this option, the system generates one sequence for all purchase invoices at the branch level.
  - **Type (Local, External):** When the user selects this option, the system generates an independent sequence for local purchase invoices and another for external purchase invoices for each branch separately.
  - **Payment Method (Cash, Credit, etc.):** When the user selects this option, the system generates an independent sequence for every payment method at each branch level. For example, it generates an independent sequence for cash purchase invoices, another for credit purchase invoices, and another for purchase invoices by check based on the beginning of the serial number determined by the user.
  - **Cost Center:** When the user selects this option, the system generates an independent sequence for the branch based on the related cost center.
  - **Warehouse:** When the user selects this option, the system displays the purchase invoices sequence based on the selected option in the Sequence field within the **Warehouse Data** screen.

- **Warehouse and Cost Center:** When the user selects this option, the system generates the sequence based on the selected warehouse and cost center.
- **Invoice Type:** When the user selects this option, the system generates a sequence for each invoice type that is defined in the **Invoices Types** screen
- **Warehouse and Invoice Type:** When the user selects this option, the system generates the sequence based on both invoice type and warehouse.

#### - Purchase Returns Sequence:

- **Accumulative:** When the user selects this option, the system generates one sequence for all purchases return documents at the branch level.
- **Payment Method (Cash, Credit, etc.):** When the user selects this option, the system generates an independent sequence based on each payment method. For example, it creates an independent sequence for cash purchase returns invoices, another for credit purchase return invoices, and another for check purchase return invoices.
- **Cost Center:** When the user selects this option, the system generates an independent sequence based on the selected cost centers.
- **Warehouse:** When the user selects this option, the system generates the purchase return invoices sequence based on the selected warehouse bearing in mind the option selected in the Sequence field within the **Warehouse Data** screen.
- **Type:** When the user selects this option, the system generates the purchase return invoices sequence based on the return invoice type.
- **Warehouse and Type:** When the user selects this option, the system generates the sequence based on both invoice type and warehouse.

#### - Domestic Purchases Goods Received Note Sequence:

This parameter appears when the **Use Domestic Purchases Goods Received Note** parameter is activated, and it includes the following options:

- **Accumulative:** When the user selects this option, the system generates one sequence for all domestic purchases' goods received notes.
- **By Type:** When the user selects this option, the system generates a sequence for domestic purchases' goods received notes based on their type.

- **Cost Center:** When the user selects this option, the system generates an independent sequence for every domestic purchase's goods received note based on the related cost center.
  - **By Warehouse:** When the user selects this option, the system generates a sequence for every domestic purchase's goods received note based on the related warehouse.
- **Link Contracts to Purchase Order:** With the help of this parameter, the user could link the contracts to purchase orders and purchase invoices using one of the following options:
- **Unused:** When the user selects this option, the system will not link contracts to purchase orders.
  - **Optional:** When the user selects this option, linking contracts to purchase orders will be optional.
  - **Mandatory:** When the user selects this option, linking contracts to purchase orders will be mandatory.
- **Use Purchases Return Request:** When this parameter is ticked, the Purchase Return Request screen is activated. Here, the user determines whether it is allowed or not to request purchase returns by selecting one of the following options:
- **Unused:** When selecting this option, the purchase invoice return request cannot be used.
  - **Optional:** When the user selects this option, the system allows purchase return requests; however, submitting a purchase return request before a purchase return occurs will be optional.
  - **Mandatory:** When the user selects this option, the system will not allow any purchase returns unless a purchase return request is submitted.
- **Vendor's Invoice Number Is Mandatory:**
- **Unused:** When the user selects this option, the invoice number will not be used.
  - **All:** When the user selects this option, entering the vendor's invoice number in both the purchase orders and purchase invoices will be mandatory.
  - **Purchase Orders:** When the user selects this option, entering the vendor's invoice number in the purchase orders only will be mandatory.

- **Purchase Invoices:** When the user selects this option, entering the vendor's invoice number in the purchase invoices only will be mandatory.
- **Show Additional Fields at the Details Level:** With the help of this parameter, the user determines the number of required fields that will be shown in the document's details noting that they can select as many fields as needed.
- **Cost Center/ Project/ Activity Type:** With the help of these parameters, the user determines how the cost centers, projects, and activities will be used in the purchases screens; including **Purchase Requests**, **Purchase Orders**, **Domestic Purchases GRN**, **Invoices**, **Returns**, by selecting one of the following options:
  - **Unused:** When the user selects this option, no cost center, project, or activity will be used in the Purchases screen.
  - **Single:** When the user selects this option, the system displays a field in the Master Data section within the Purchases screen where only one cost center/project/activity is determined.
  - **Multiple:** When the user selects this option, the system displays multiple columns in the **Detailed Data** section within the purchases screen where the cost center/project/ activity is determined for each item.
- **Duplicate Item in Purchases:** With the help of this parameter, the user determines how an item will be duplicated in purchase transactions' documents, including requests, orders, invoices, and returns by selecting one of the following options; **Do Not Allow**, **Allow with Alert**, **Allow with No Alert**.
- **VAT Calculation Method:** With the help of this parameter, the user determines how VAT on a purchase will be calculated when the selected option in the **Tax Usage Method** field is **All Vendors** by selecting one of the following options:
  - **Price:** When the user selects this option, the system calculates the VAT on purchase invoices based on the item price before applying any discount.
  - **Price – Discounts:** When the user selects this option, the system calculates the VAT after deducting all discounts, i.e., based on the item's net cost.
  - **Price – First Discount:** When the user selects this option, the system calculates the tax after deducting the first discount.
  - **Price – (First + Second Discounts):** When the user selects this option, the system calculates the tax after deducting both the first and second discounts.

- **Tax Usage Method:**
  - **All Vendors:** When the user selects this option, the system uses one tax method for all vendors and accordingly applies the selected option in the **VAT Calculation Method** field to all vendors.
  - **By Vendor:** When the user selects this option, the system uses a single tax method at the vendor level based on the selected option in the **Vendors Data** screen.
- **Use Free of Charge Quantities:** Activating this parameter allows the user to use the **Free Of Charge Quantity Impact** parameter.
- **Show Free Of Charge Quantity Percentage:** Activating this parameter allows the system to show the free-of-charge quantity percentage that is determined in the **Other Data** tab within the **Items Data** screen of the **Purchase Invoices** in the **Inventory Management System**.
- **Include Free Of Charge Quantity Percentage in Purchases Return:** Activating this parameter allows the system to automatically include the free-of-charge return quantities in the return invoice, which is equal to the return quantity percentage divided by the purchased item quantity multiplied by the free-of-charge quantity.
- **Free of Charge Quantities Impact:** This parameter is activated when the Use Free Quantity parameter is activated and it includes the following options:
  - **Unused:** When the user selects this option, the system prevents the use of free quantities in purchases.
  - **Affects /Reduces Cost:** When the user selects this option, the system distributes the total item cost on the item goods received including purchased quantities and free-of-charge quantities as shown in the following table:

Item	Qty		Total Costs	Primary Cost	Unit Cost After Free Qtyp Distribution
	Qty	FOC Qty			
Item 1	100	20	300,000	3,000	$300,000 \div 120 = 2,500$
Item 2	50	10	100,000	2,000	$100,000 \div 60 = 1,666.67$

- **Post to Free of Charge Quantities Account:** When the user selects this option, the system assumes that the free-of-charge quantities have the same value as that of the purchased quantities, which is stated in the invoice, calculates it as part

of the item cost, and then, posts their value as revenue to the account determined for the cost of free of charge quantity in the **Link Stock Accounts to General Ledger** screen as follows:

Item	Qty		Total Costs	Primary Cost	FOC Qtys Cost Total	
	Qty	FOC Qty				
Item 1	100	20	300,000	3,000	3,000 * 20=60,000	
Item 2	50	10	100,000	2,000	2,000 * 10= 20,000 pieces	
Total:					80,000	

The cost of free-of-charge quantities is equal to FOC Quantities × Item Price in the Purchases Invoice. Thus, the entry will be as follows:

Date	Description	Debit	Credit
Transaction Date	From/ Inventory Account	480,000	
	To/ FOC Quantities Revenues Account		80,000
			400,000
	Vendor Account		

- **Rounding Fractions Method:** This parameter includes the following options:
  - **Unused:** When the user selects this option, the system leaves the fractions as-is after the decimal point without rounding them.
  - **Auto Add Fractions to Discount:** When the user selects this option, the system automatically adds fractions to the discount, and the discount is handled according to the method determined in the **Discount Calculation Method** parameter.
  - **Fractions Less Than 0.5 is Discount and Greater is Charge:** When the user selects this option, the system records fractions less than 0.5 as an earned discount, handled based on the determined option in the **Discount Calculation Method** parameter, and records fractions greater than 0.5 as charges incurred by the organization. It should be noted that users can determine the default charge on the **Purchase Charges** screen by ticking the **Auto Deal with Charges Fractions in Invoice** flag.
  - **Round Discount Amount to Nearest Integer:** By selecting this option, users will need to determine the denomination to which the amount will be rounded. For

example, if users entered 10, and the amount of the invoice was 453, the system will calculate 450 as a net amount and add the remaining 3 to the discount.

- **Round Amount to Nearest Decimal Place (Discount):** By selecting this option, users will need to determine the decimal places to which the result will be rounded.

For example, if the decimal place is determined as 10 and the invoice amount is 453.667, the system will round the number to be 453.6 and the remaining 0.067 will be added to the discount.

- **Discount Calculation Type (Earned):** Through this parameter, the user determines how the fractions are handled on the system by selecting one of the following options:

- **Distribute to Item Cost:** When the user selects this method, the system deducts the discount value from the cost of received items, which is stated in the purchase invoice.

Consider a purchase invoice of \$400,000 for two items, one of which is a computer and the other a laser printer. If the company, in this case, acquires an earned discount of \$40,000. Then, the earned discount will be distributed, depending on the determined discount distribution process among the items' cost by selecting one of the two options below:

- **Manual Distribution:** By selecting this option, the system reduces the cost of the item according to the discount entered next to the item in the **Discount** column at each item level, provided that the **Use Discount at Items' Level** parameter is activated. Moreover, discount can be allowed at the item level by ticking the **Allow Discount – Purchases** flag on the **Items Data** screen.
- **Automatic Distribution To Invoice:** When the user selects this option, the system distributes the discount value to the invoice, based on the item value percentage in the total invoice.

<b>Item Name</b>	<b>Qty</b>	<b>Cost</b>	<b>Total</b>	<b>Each Item Percentage of Invoice Value</b>	<b>Item Value Reduced based on Earned Discount</b>
Computer	100	3,000	300,000	75%	$40,000 * 75\% = 30,000$
Printer	50	2,000	100,000	25%	$40,000 * 25\% = 10,000$
<b>Total</b>			400,000	100%	<b>Discount to be Distributed= 40,000</b>

- Post to Earned Discount Account:** By selecting this option, the system handles the earned discount as revenue gained by the organization, and the value is posted to the Revenues Account. The Earned Discount's accounting entry will be as follows:

Description:	Debit	Credit
From/ Stock Account	40,000	
To/ Earned Discount Account		40,000

- Item Discount Type:** This parameter appears when the **Use Discount at Items' Level** parameter is activated, and it includes the following options:
  - Percentage:** When the user selects this option, the system applies the discount on the purchase invoice as a percentage.
  - Amount:** When the user selects this option, the system applies the discount on the purchase invoice as an amount.
  - Percentage/ Amount:** When the user selects this option, the system applies the discount on the purchase invoice as a percentage/amount.
- Number of Discounts:** This parameter appears when the **Use Discount at Items' Level** parameter is activated. Here, the user can select one of the several options provided (none, one, two, or three discounts). These multiple discounts can help audit total discounts granted to an organization. In this case, the system creates special columns –for the discounts specified here– in both the purchase and returns invoices and then posts these discounts to the earned discount account.
- Discount Coding Type:** In this field, the user determines how the discount is coded within the **Code Purchases Discount** screen so that it can be later fetched to the **Purchases Invoice** screen by selecting one of the following options:
  - Unused:** When the user selects this option, the system doesn't display the **Coding Purchases Discount** under **Purchases System Configuration**.
  - By Item:** When the user selects this option, the earned discount is coded based on the items that are defined in the **Coding Purchases Discount** screen where all items requiring discount coding are defined. Afterward, the system fetches the defined discount per item to the **Purchases Invoice** screen.

- **By Vendor:** When the user selects this option, the earned discount is coded based on the vendors that are defined in the **Coding Purchases Discount** screen where all vendors who earned a discount that requires coding are defined. Afterward, the system fetches the defined discount per vendor to the Purchases Invoice screen.
  - **By Item:** When the user selects this option, the earned discount is coded based on both items and vendors that are defined in the **Coding Purchases Discount** screen.
  - **By Item, Vendor and Pricelists:** When the user selects this option, the earned discount is coded based on the item, vendor, and price lists that are defined in the **Coding Purchases Discount** screen.
- **Use Discount At Items' Level:** When this parameter is activated, a column called **Discount** will appear in the sales invoice and across the transactions' screens in which the discount on each item in the invoice is fetched. Moreover, another two parameters; **Item Discount Type** and **Number of Discounts** appear on the **General Parameters** screen. However, if this parameter is not activated, the system will apply the discount to the invoice total.
- **First\ Second\ Third Discount Doesn't Affect Vendor Account:** When these parameters are activated, the system posts the selected discount to an intermediary account named **Purchases Discount Intermediary Account** within the **Intermediary Accounts** screen. Otherwise, the system applies the discount per item to the purchase invoice as a first discount, second discount, and third discount which accordingly affects the vendor account.
- **Use Discount by Period:** When this parameter is activated, the system displays two columns **From Date** and **To** in the **Coding Purchases Discount** screen where the user determines the start and end dates of the discount, noting that the discount will be valid only during the specified period.
- **Calculate Discount at Invoice Level from Total Price after Items Discount:** When this parameter is activated, the user can enter the discount percentage at the invoice level. Then, the system calculates the discount at the invoice level after subtracting the granted discount at the item level from the invoice total amount.

- **Post Tax to Due Account is Possible:** When this parameter is activated, the system displays the **Post Tax to Accruals Account** flag in the **Purchases Invoice** screen which when activated allows the system to post the tax amount to the accruals account as the credit side instead of the original accounts that are used to register payments either made through bank transfer, in cash... etc., and the debit side becomes the tax account determined on the **Tax Types** screen in the **Taxes System**.
- **Calculate Tax on Free–Of–Charge Quantities in Purchases:** When this parameter is activated, the system calculates the tax on free–of–charge quantities obtained by the organization on purchase and simultaneously displays the automatically ticked flag **Calculate Tax on Free–Of–Charge Quantities in Purchases** in the **Purchase Invoice** screen – which can be unticked as needed.
- **Use Multiple Warehouses:** When this parameter is ticked, the user can record the goods in multiple warehouses within the **Detailed Data** section of the **Purchases** screen. Otherwise, the system will allow users to enter only the goods in the warehouse defined within the **Master Data** section of the **Purchases**.
- **Use Domestic Purchases GRN:** When this parameter is activated, the system shows the **Domestic Purchases Goods Received Note** screen and does not allow using domestic purchases invoice unless a domestic purchases goods received note is provided. However, it should be noted that an organization can grant a user the privilege of skipping the goods received quantity when fetching the related data to the **Purchase Invoice** screen from the **Transactions Privilege** screen.
- **Fetch GRN More Than Once to Invoice:** When this parameter is activated, the system enables the user to fetch the purchase goods received note (GRN) multiple times to the purchase invoice.
- **Approve within Local Purchases GRN:** This parameter is activated when the **Use Domestic Purchases GRN** parameter is activated which allows the system to display the **Approve** button in the **Domestic Purchase GRN** screen. Therefore, the user will need to define the GRN approval levels within the **Approval Levels** screen.
- **Use Fixed Accounts for Letters of Credit:** When this parameter is activated, the accounts of letter of credit (LC Accounts) will not be repeated for each letter of credit that is included in the chart of accounts. Instead, They will be coded once, then linked with the **Letter of Credit Type** that is determined within the **Purchase Cost Types**

screen noting that the amount of each letter of credit is then recognized based on the letter of credit number that is defined on the **Letters of Credit Data** screen.

Account No.	Acc. Name	Currency	L/C No.
12601	Letters of Credit		These accounts are fixed for all Letters of Credit
126010001	Invoice Account	USD	
126010002	Cargo Account	USD	
126010003	Insurance Account	SAR	
126010004	Customs Account	SAR	
126010005	Other Expenses	SAR	

If this parameter is not activated, every letter of credit will have independent accounts in the chart of accounts and these accounts will be linked to each letter of credit defined within the Letter of Credits screen.

Letter of Credit (First)			
Account No.	Acc. Name	Currency	L/C No.
12601	Letter of Credit (First)		These accounts are repeated for each letter of credit.
126010001	Invoice Account	USD	
126010002	Cargo Account	USD	
126010003	Insurance Account	SAR	
126010004	Customs Account	SAR	
126010005	Other Expenses Account	SAR	

- **Use Letter of Credit Batches:** This parameter is activated when the **Use Fixed Accounts for Letters of Credit** parameter is activated. It enables the user to do the following:
  - Divide letters of credit (LC) into batches such that each batch represents part of total LC costs. In other words, each batch will have its own cost and will represent a share of LC expenses. Then, at closing, the entry is posted to the general journal at the batch level.
  - Create multiple purchase invoices using the same letter of credit and then distribute the LC costs to the purchase invoices within the **Foreign Purchases Costs** screen by manually modifying the cost items' amounts.

- Record the actual expenses of the letters of credit after receiving goods and calculating their fixed estimated cost as indicated in the **Purchased Items Expenses** screen.
  - Detect in the invoice LC account any balance that is related to a letter of credit that belongs to another invoice that is closed by mistake when creating a foreign purchases invoice and recording the hypothetical notional items and quantities therein on the vendor account then discovering that goods received are incomplete. In this case, the user can select the multiple batches-letter of credit to generate the journal entry needed to address the data entered by mistake.
- **Fetch Letter of Credit Amount To Journal Entry:** This parameter is activated when the **Use Fixed Accounts for Letters of Credit** parameter is activated. It allows the system to fetch the letter of credit value and all related accounts to the **Journal Entry** screen as the debit side. If this parameter is not activated, the system will directly fetch the letters of credit journal entries from the **Journal Entry** screen and record them in the **General Ledger**.
- **Purchases Inspection:** When activating this parameter, the **Purchases Inspection** flag appears on the **Purchase Orders Types** screen to determine the types that will be subject to inspection upon receiving, and the **Purchase Orders Inspection** screen appears. Moreover, when ticking the **Inspect Upon Receiving** flag on the **Purchase Order** screen –appears ticked by default if it was ticked in **Purchase Orders Types** screen–, the related purchase orders will be inspected using the **Purchase Orders Inspection** screen before fetching them into the **Goods Received Note** or the **Invoice**.
- **Use L/C in Inspecting Purchases:** This parameter appears when activating the Purchases Inspection parameter, and it is used to determine the authorized person who can be granted the approval privilege on the **Approval Levels** screen.
- **Show Estimated Cost in Purchase Request:** Activating this parameter allows the system to display a column for the estimated cost that is entered manually in the purchase request. This facilitates the auditing process of actual items' costs on purchase.

## Second: Advanced Options

User: 1 - Administrator		Vendor Systems - Vendors Management System - Vendors System Parameters		2023 / 22	31/12/2023
Vendors System [Advanced Options]					
<input type="checkbox"/> Conn. Item By Vendor Mandatory <input type="checkbox"/> Link Item to More Than One Vendor <input checked="" type="checkbox"/> Check Linking Item to Vendor <input checked="" type="checkbox"/> Add Sales Price from Pur. Invoice <input checked="" type="checkbox"/> Enter Selling Price from Purchase Order <input type="checkbox"/> Determining Invoice No for Previous Year is Mandatory <input checked="" type="checkbox"/> Allow Modifying Return In Invoices <input checked="" type="checkbox"/> Use BOEs <input checked="" type="checkbox"/> BOE Effect on Vendor's Account		<input type="checkbox"/> Auto Update Vendors Prices <input checked="" type="checkbox"/> Show Vendor Item Code <input type="checkbox"/> Enter Vendor Price in Purchase Order <input type="checkbox"/> Use Selling Price as Purchasing Price <input checked="" type="checkbox"/> Use Vendors Price Lists <input checked="" type="checkbox"/> Use Service Items <input type="checkbox"/> Use Return without Selecting Purchase Invoice No. <input type="checkbox"/> Use Delivery in Returns <input type="checkbox"/> Pay Instalments Manually		Vendors Items Pricing Method: 1-Minimum Unit Invoice Due Date: 1-By Credit Period <input checked="" type="checkbox"/> Purchase Return From Same WH Pricing Level <input checked="" type="checkbox"/> Use Vendors Claim <input checked="" type="checkbox"/> Use Charges in Invoices Charges Type by Item: 2-By Item And Vendor Charges Type by Item for Warehouses: 2-By Warehouses	
<input type="checkbox"/> Link PO to PR <input type="checkbox"/> Link Invoice to PO <input type="checkbox"/> Notify When There is an Unprocessed Prev. Item Pu <input type="checkbox"/> Notify When There is an Unprocessed Prev. Item Pu <input checked="" type="checkbox"/> Allow Serial Number Repurchasing <input checked="" type="checkbox"/> Use Pading Data <input checked="" type="checkbox"/> Check Warehouses Associated with Brn <input type="checkbox"/> Include Ref No In Compare Purchase Requests With Po <input checked="" type="checkbox"/> Allow Using Deferred Docs No <input checked="" type="checkbox"/> Bill of Entry <input type="checkbox"/> Allow Partial Fetching For Incoming Orders In Pi		<input checked="" type="checkbox"/> Show Total Amount in Invoice <input checked="" type="checkbox"/> Show Total Quantity <input checked="" type="checkbox"/> Show Statement, Per Item <input checked="" type="checkbox"/> Show Item Specifications <input checked="" type="checkbox"/> Show WH. In Pr. Request <input checked="" type="checkbox"/> Show Barcode No. <input checked="" type="checkbox"/> Show Group Name in PO <input checked="" type="checkbox"/> Show Item Size in Transactions <input checked="" type="checkbox"/> Show Item Total Amt. in Net.		Allow Duplicating Bill. No Vendor: 1-Allow Repeat Check Method Bill. No Vendor: 2-By Branch Allow Duplicating Ref. No: 1-Allow Repeat Check Method Ref. No: 1-General Method of Fetching Purchase Orders In Grn: 1-Auto Fetch To Items And QTY <input checked="" type="checkbox"/> Fixing Template <input type="checkbox"/> Entering Ref. Code in Invoice is Mandatory <input type="checkbox"/> Inserting Statement Is Mandatory <input type="checkbox"/> Entering Ref. No Is Mandatory <input checked="" type="checkbox"/> Enter Container No. In GRN Mandatory <input type="checkbox"/> Check Item Cost Limit in PO	
Inserted by: 1 Administrator		Insert Date: 24/03/2021 10:38:36		Input Device:	No of Printing Times: 1
Updated On: 1 Administrator		Update Date: 14/03/2023 11:00:52		Modification Device:	No of Modifications: 1
<a href="#">Activate Windows</a> <a href="#">Go to Settings to activate Window</a>					

- Link Item to Vendor Is Mandatory:** When this parameter is activated, linking an item when defining it in the **Items Data** screen, under **Inventory system Inputs**, to a vendor becomes mandatory. If the user activates this parameter after coding some items, then those items are linked to the vendor either automatically on the first purchase carried out after activating this parameter, or manually within the **Vendor Items** screen under the **System Inputs**.
- Link Item to Multiple Vendors:** Activating this parameter allows the system to display the **Vendor Items** screen under **Purchases Management System Inputs** where the user can link an item to multiple vendors. In addition to this, the system will automatically link any vendor, who's not linked, within the **Vendor Items** screen based on the items indicated in the purchase invoice. And, if the **Auto Update Vendors Prices** parameter is activated, all vendor prices are automatically updated in every purchase. This helps the user know the item price per vendor and decide on the most suitable vendor noting that the vendor item number can be determined in the **Item Number** field within any of the **Purchase Transactions** screens so that the system can display the item number based on the vendor item number.
- Check Item–Vendor Linking:** Activating this parameter prevents the user from carrying out any purchase and also from receiving items in purchase invoices or purchase orders unless the vendor is linked to the selected item in the **Items Data** screen or **Vendor Items** screen.

- **Fetch Selling Price from Purchase Invoice/ Fetch Selling Price from Purchase Order:** When activating this parameter, the user can determine the selling price of the item, for the pricing level determined in the **Pricing Level** parameter, in a column that appears when activating the parameter on the **Purchase Orders** and **Purchase Invoice** screens on purchasing the item. Thus, this determined price will be approved as a selling price. It should be noted that the user needs to be granted the related privilege to do that on the **Transactions Privileges** screen.
- **Invoice Number of Previous Year is Mandatory:** When this parameter is activated, the system prevents the user from entering the purchase returns for the previous years unless they determine the number of the invoice based on which the return is carried out. Otherwise, the user can return items without determining a certain invoice number.
- **Allow Modifying Vendor in Invoices:** When this parameter is activated, the system allows the user to modify the vendor, if needed, in the **Master Data** section of the **Purchase Invoices** screen after saving.
- **Use Promissory Notes:** Activating this parameter allows the use of credit promissory notes and linking them to letters of credit as well as vendors, in addition to the following:
  - It allows the system to show both the **Credit Promissory Notes** and **Due Credit Promissory Notes** screens.
  - It allows the user to define a promissory note-specific document in the **Journal Entry Types** screen under the **General Ledger Configuration** and then tick the **Promissory Note** box to fetch the promissory notes that are issued in the **Promissory Notes** screen within the **Journal Entry**.
  - It allows the system to display in the intermediary accounts a promissory notes-specific field which is later used upon issuing a credit promissory note.
  - It allows the system to activate the **Promissory Notes Impact on Vendor's Account** parameter.
- **Promissory Notes Impact on Vendor's Account:** This parameter is activated when the **Use Promissory Notes** parameter is activated. Thus, the system affects the vendor account upon issuing and recording the credit promissory note. Otherwise, the promissory note is registered in the intermediary account that is selected in the **Intermediary Accounts** field within the **Credit Promissory Notes** screen.

- **Link Purchase Order to Purchase Request:** When this parameter is activated, the system prevents the issuance of purchase orders without purchase requests.
- **Link Invoice to Purchase Order:** When this parameter is activated, the system prevents the issuance of purchase invoices without purchase orders.
- **Notify with Previous Unprocessed Item Purchase Request:** When this parameter is activated, the system notifies the user that there exist unfulfilled purchase requests if any when issuing a new purchase request.
- **Notify with Previous Unprocessed Item Purchase Order:** When this parameter is activated, the system notifies the user that there exist unfulfilled purchase orders if any when issuing a new purchase order. When this parameter is activated, the system notifies the user that there exist unfulfilled purchase requests if any when issuing a new purchase request.
- **Allow Serial Number Repurchase:** When this parameter is activated, the system allows the user to repurchase the serial number that has already been used with the same item or another item.
- **Use Packing Data:** When this parameter is activated, the system shows the two fields **Total Size** and **Total Weight** as part of the data provided in the **Purchases Management System** transactions screens.
- **Check Warehouses Linked to Requests and Orders:** When this parameter is activated, the system checks whether or not a certain warehouse is linked to the branch that is determined in requests and orders, and thus displays only the warehouses that are linked to the branch.
- **Check Reference Number When Comparing Purchase Orders with Purchase Requests:** When the user ticks this parameter, including a reference number in the items purchase orders and purchase requests become mandatory at the item level. This way, upon fetching data from the **Purchase Orders** screen to the **Purchase Requests** screen, the system compares the item reference number that is mentioned in them both.
- **Use Numbers of Deleted Documents:** Activating this parameter allows the use of the serial numbers of deleted documents. Otherwise, the system will hold the numbers of deleted documents and prevents using them for audit purposes.

- **Bill of Entry:** When this parameter is activated, the system displays a field in the Foreign Purchases GRN screen, where the user enters the number of the certificate of origin that is issued for imported items.
- **Auto Update Vendors Prices:** When this parameter is activated, the system automatically updates the vendor item price – on purchase – in the **Vendors** tab within both the **Items Data** screen in the **Warehouse Management System Inputs** and **Vendor Items** screen in the **Purchases Management System Inputs**.
- **Show Vendor Item Number:** When this parameter is activated, the system displays a column named **Vendor Item Number** within the **Vendor Items** screen, under **Purchases Management System Inputs**, where the user can link the number of the item that an organization has and the number of the vendor item that the user enters based on the purchases invoice data.
- **Enter Vendor Price From Purchase Order:** When this parameter is activated, the system updates the vendor price in the **Vendor Items** screen based on the data of the purchase order and purchase invoice. Otherwise, the system updates the vendor price based on the invoice only.
- **Use Selling Price as Purchase Price:** The profit-earning capacity of some of the items sold by an organization, such as medicines, depends on the free-of-charge quantities and discounts. In this case, the selling price of those items is the same as their purchasing price. Thus, when this parameter is activated, the system assumes that the selling price value is the same as that of purchasing price and then displays a field where the user can determine the appropriate pricing level. Otherwise, the system uses the default pricing level.
- **Use Vendors Pricelists:** When activating this parameter, the **Vendors Pricelists** screen appears in the **Purchases System** Inputs. This screen is used to price each of the items sold to the organization by vendors for whom the **Use Vendors Pricelists** flag is activated upon defining them in the **Additional Data** tab on the **Vendors Data** screen. It should be noted that upon the annual closing, the last purchase date is transferred from the vendors' pricelists to be saved as an opening pricelist for the vendors who have pricelists, and the date of the pricelist will be the start of the new year.

- **Use Service Items:** Activating this parameter enables the use of service items in purchase invoices through one of the following methods:
  - **First Method:** By ticking the **Service Invoice** flag in the **Domestic Purchases Invoice** screen, which then allows the system to display the **Financial Data** tab where the user determines the debit side of the service purchases invoice, and according to the selected payment method the credit side could be the vendor's account, the cash account, etc. However, it should be noted that this flag affects only the service items in the domestic purchases invoice.
  - **Second Method:** By recording both service items and consumer goods items in a single invoice, provided that the Service Invoice flag is not ticked. In this case, the user could determine the debit account of the service purchases – the account where the value of all purchased service items is recorded – in the **Items Data** or **Link Stock Accounts to General Ledger** screen.
- **Use Return without Selecting Purchase Invoice Number:** When this parameter is activated, the user can issue a purchase return/ purchase return request without specifying an invoice number.
- **Use Delivery in Returns:** When this parameter is activated, the system displays the Deliver button in the taskbar of the **Purchase Returns Invoice** screen. This way the returns are delivered under an inventory notice, and the user will be able to print the returns invoice reports according to the delivery status for audit purposes.
- **Pay Installments Manually:** When this parameter is activated, the system allows the user to determine which installment will be paid upon issuing a certain amount to the vendor by filling in the necessary data in the **Debit Number** and **Installment Number** columns that appear within the **Payment Voucher** screen. In addition to this, the system shows another screen, **Vendors Installments Settlement**, where the user can determine the installments that need to be settled. Meanwhile, if this parameter is not activated, the system will automatically pay the installments as per priority.
- **Show Total Amount in Invoice:** When this parameter is activated, the system displays – in the **Purchases Invoice** screen – the **Total Amount** mandatory field where the user should enter the total amount of the purchases invoice so that the system can match it to the total invoice amount that is displayed automatically at the bottom of the invoice for auditing purposes.

- **Show Total Quantity:** When this parameter is activated, the system displays –in the **Purchases Invoice** screen – the **Total Quantity** field where the user should enter the item's total quantity as stated in the invoice so that it can be matched to the actual quantity as a part of data entry validation.
- **Display Description at the Item Level:** When this parameter is activated, the system displays a **Description** column for each item in all purchase transactions screens where the user can enter a description at the item level if needed.
- **Show Item Specifications:** When this parameter is activated, the system displays the specifications of each item in the **Purchases Invoice** screen. Specifications are any additional item-related data determined in the **Items Data** screen. They appear next to the item name on purchase, to help the user distinguish between the items that have similar names but different specifications.
- **Show Warehouse in Purchase Request:** When this parameter is activated, the system displays a field named Warehouse in the **Purchase Request** screen where the user can determine a certain warehouse for each request. This helps an organization monitor available quantities in warehouses before each request.
- **Show Barcode Number:** When this parameter is activated, the system displays a **Barcode** column in the **Detailed Data** section within both the **Purchase Orders** and **Purchase Invoices** screens, where the **Barcode** of items is automatically shown.
- **Show Group Name in Purchase Order:** When this parameter is activated, the system displays the warehouse group name in the purchase order within the **Group Name** column that appears in the **Detailed Data** section next to the item number.
- **Show Item Size in Transactions:** When this parameter is activated, the system shows the Size column at the item level in the **Detailed Data** section of the **Purchases System** transactions screens.
- **Show Item Total Amount in Net:** When this parameter is activated, the system shows a column where the net value of each item appears ( $\text{Unit Price} \times \text{Quantity} - \text{Discount}$ ) in the **Detailed Data** section of invoices.
- **Vendors Items Pricing Method:** With the help of this parameter, the user can determine the method that will be followed for items pricing by selecting one of the following options:

- **Document Unit:** In this method, the vendor items' pricing depends on the measurement unit that is determined in the purchase invoice.
  - **Minimum Unit:** In this method, the vendor items' pricing depends on the minimum measurement unit. If the unit of measurement included in the purchase invoice is bigger than the smallest measurement unit, then, the system will convert it to the smallest unit of measurement that has been defined in the **Items Data**.
- **Invoice Due Date:** With the help of this parameter, the user controls how the due date of the credit purchase invoices is determined by selecting one of the following options, noting that they can modify the due date displayed by the system based on the selected option:
- **By Credit Period:** When the user selects this option, the system determines the due date of credit invoices based on the credit period specified by the vendor in the **Vendors Data** screen. In case there aren't any credit periods specified for the vendor, the due date of the invoice will be the same as the issuance date.
  - **End of Month:** When the user selects this option, the system shows the due date of the credit invoice at the end of the month regardless of the credit period specified for the vendor.
  - **End of Month for Unspecified Credit Period:** When the user selects this option, the system shows the due date of the credit invoice for the vendors who don't have a specified credit period in the Vendors Data screen at the end of the month. However, if the vendors have a specified credit period, the system uses this period to automatically show the due date.
  - **Manually:** When users select this option, they will have to enter the due date manually.
- **Purchase Return from Same Purchase Warehouse:** When this parameter is activated, the system will allow only the purchase returns issued from the same warehouse where the purchase is made.
- **Pricing Level:** This field appears when the Use Selling Price As Purchase Price parameter is activated. Here the user determines the default pricing level based on which the prices will be updated as per priority.
- **Use Vendors Claim:** Activating this parameter allows the system to do the following:
- Display the **Vendors Claims** screen under **Vendor Transactions**.

- Display the **Due Period Type** field in the **Additional Data** tab within the **Vendors Data** screen where the user can determine whether or not to use the claim for a certain vendor.

With the help of this parameter, the user can compile multiple invoices in one claim, and then use this claim to request installment of all the invoices specified thereof at one time for a specified time.

- **Use Charges in Invoices:** Activating this parameter allows the system to do the following:

- Activate both the **Charges Type by Item** and **Charges Type by Item for Warehouses** parameters.
- Display the **Charges** screen under **System Configuration** where the user can define the accounts of charges that represent other expenses or amounts added to/ deducted from purchases invoice noting that, unlike charges by item, charges by invoice do not affect the item cost.

- **Use Charges for Items by Periods:** This parameter is activated when the selected option in the **Charges Type by Item** parameter is **By Item** or **By Item and Vendor**. In this case, the system displays two columns; **From Date** and **to date**, on the **Purchase Charges – Items** screen under **Purchases Configuration** where the user can determine the required period noting that unless the charge is included in the selected period, the system will not allow users to fetch it.

- **Charges Type by Item:** This parameter is activated when the **Use Charges in Invoices** parameter is activated. Here, the user determines how the system should handle the charges by selecting one of the following options:

- **Unused:** When the user selects this option, the system handles the charges regardless of the item type and accordingly without displaying the **Purchase Charges – Items** screen or the **At the Item level** option in the **Impact type** field within the **Charges Coding** screen.
- **By Item:** When the user selects this option, the system handles the charges at the item level and accordingly displays the **Item Number** column in the **Purchase Charges – Items** screen, under, which the user can calculate the charges at the item level.

- **By Item and Vendor:** When the user **Purchases System Configuration** selects this option, the system handles the charges related to every item and vendor and accordingly displays the **Item Number** and **Vendor Number** columns in the **Purchase Charges – Items** screen, under **Purchases System Configuration**, where the user can calculate the charges at both the item and vendor level.
- **Charges Type by Item for Warehouses:** This parameter is activated when the user selects either the **By Item** or **By Item and Vendor** option in the **Charges Type by Item** parameter. It includes the following options:
  - **General:** When the user selects this option, the system applies charges to the items in all warehouses.
  - **By Warehouses:** When the user selects this option, the system displays a **Warehouse** column in the **Purchase Charges – Items** screen where the user can determine the warehouse at the item level and then applies the charges per item warehouse.
- **Duplicate Reference Number/ Duplicate Vendor Invoice Number:** With the help of these parameters, the user can determine whether a particular reference number or vendor invoice number will be duplicated by selecting one of the following options: **Allow**, **Not allow**, or **Allow with Alert**.
- **Check Duplicate Vendor Invoice Number/ Duplicate Reference Number:** These parameters are used to determine the method of checking the duplication of the vendor invoice number and the reference number by selecting one of the two options included in each; **General** or **By Branch**. Consequently, the selected option's effect will be applied to the related system transactions.
- **Fetch Purchase Orders into Domestic Purchase Received Notes:** This parameter is used to select the method of fetching the quantities of the purchase orders items into the domestic purchase received notes by selecting one of the following options:
  - **Auto Fetch Items and Quantities:** When users select this option, the system automatically fetches the items and their quantities from the purchase order.
  - **Auto Fetch Items at Zero Quantity:** When users select this option, the system fetches the items of the purchase orders at zero quantities. Then, users enter the quantity received manually and calculate the previously fetched quantity.

- **Fixing Template:** Activating this parameter allows the user to fix some of the basic data, including the date, document type, currency, etc. For this to apply, the system saves the most recent date and type values as well as some of the data that is used on a previous document, provided that the user doesn't log out from the screen. This helps the user save time and effort when entering previously recorded vouchers. Otherwise, i.e., if no data template is fixed, the system will display the real-time date while the rest of the fields appear empty.
- **Representative Number is Mandatory:** When this parameter is activated, entering the number of the purchase-related representative in both the **Purchases Invoice** and **Purchase Returns** screens becomes mandatory.
- **Reference Number/ Description is Mandatory:** When these parameters are activated, the user will need to enter the reference number and the description number in all purchase documents before saving.
- **Container Number in GRN Is Mandatory:** When this parameter is activated, the user will need to enter the container number next to each item in the Container Number column within the Foreign Purchases GRN screen before saving.
- **Check Item Cost Limit in Purchase Order:** When this parameter is activated, the system refers to the item cost limits that are determined in the **Cost Min. Percent** and **Cost Max. Percent** fields within the **Other Data** tab in the **Items Data** screen and **Inventory System parameters**.

## Vendors Types

**Use:** Through this screen, the user could classify the vendors into different types such as local vendors, foreign vendors, or based on their activity, for example, food vendors, electricity tools vendors, building tools vendors... etc. This helps organizations generate reports based on each type.

The screenshot shows the 'Vendors Systems - Vendors Management System - Vendors Types' screen. At the top, there are standard system navigation icons. Below the header, there are input fields for 'Type No.', 'Type Name', and 'Foreign Name'. At the bottom of the screen, there is a row of audit log and status information fields. The status bar at the bottom right indicates 'Activate Windows', 'Go to Settings to activate Windows', 'No of Printing Times', and 'No of Modifications'.

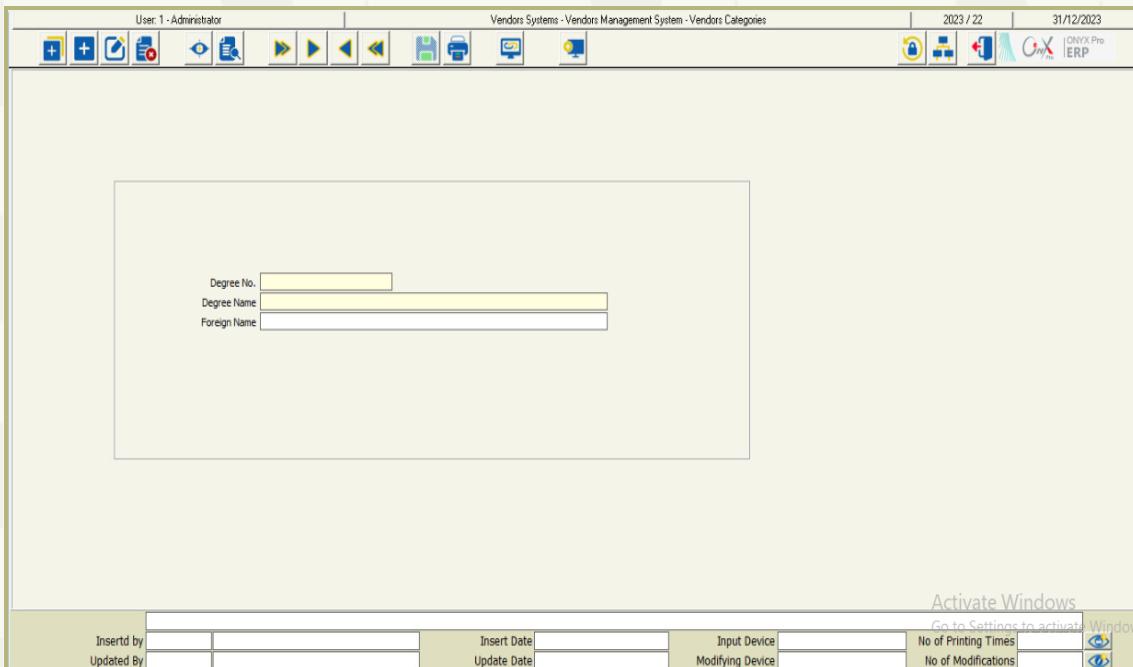
### How to use the screen

To start working on this screen, users should click the **Add** button, then follow the steps as instructed below:

- **Type Number:** In this field, the serial number of the vendor's type is displayed.
- **Type Name:** In this field, the user enters the name of the vendor's type in both the local and foreign languages that are determined on the system.
- **Save:** Users save data after completing data entry.

## Vendors Categories

**Use:** Through this screen, the user can classify vendors into different categories that represent their level based on the privileges they offer to the organization. This classification provides organizations with overall control of the vendors' database and helps them generate vendor reports based on the required category.



Degree No:	<input type="text"/>
Degree Name:	<input type="text"/>
Foreign Name:	<input type="text"/>

Insert by:	<input type="text"/>
Updated By:	<input type="text"/>

Insert Date:	<input type="text"/>
Update Date:	<input type="text"/>

Input Device:	<input type="text"/>
Modifying Device:	<input type="text"/>

No of Printing Times:	<input type="text"/>
No of Modifications:	<input type="text"/>

## How to use the screen

The screen is used after clicking the **Add** button as follows:

- **Category Number:** In this field, the system automatically displays the category number and allows users to modify it.
- **Category Name:** In this field, the user needs to enter the name of the vendor category name in both the local and foreign languages that are determined on the system.
- **Save:** Users save data after completing data entry

## Additional Discounts Types

**Use:** Through this screen, the user could add the types of additional discounts, and determine whether a certain type will be returned on the invoice or not.

User 1 - Administrator | Vendors Systems - Vendors Management System - Add Discount Types | 2023 / 22 | 31/12/2023

Type No.   
Type Name   
Foreign Name   
 Allow Return In Sales Returns

Activate Windows  
Go to Settings to activate Window

Inserted by	<input type="text"/>	Insert Date	<input type="text"/>	Input Device	<input type="text"/>	No of Printing Times	<input type="text"/>
Updated By	<input type="text"/>	Update Date	<input type="text"/>	Modifying Device	<input type="text"/>	No of Modifications	<input type="text"/>

### How to use the screen

The screen is used after clicking the **Add** button as follows:

- Type Number:** In this field, the system automatically displays the type number, and allows the user to modify it as needed.
- Type Name:** In this field, the user enters the name of the discount type in the default system language.
- Foreign Name:** In this field, the user enters the name of the discount type in the foreign language.
- Return Upon Making Returns:** Users can tick this flag if they want to deduct the share of the returned quantity from the additional discount on the purchases' return invoice.
- Save:** After completing the data entry, users should click save.

# Chapter Two

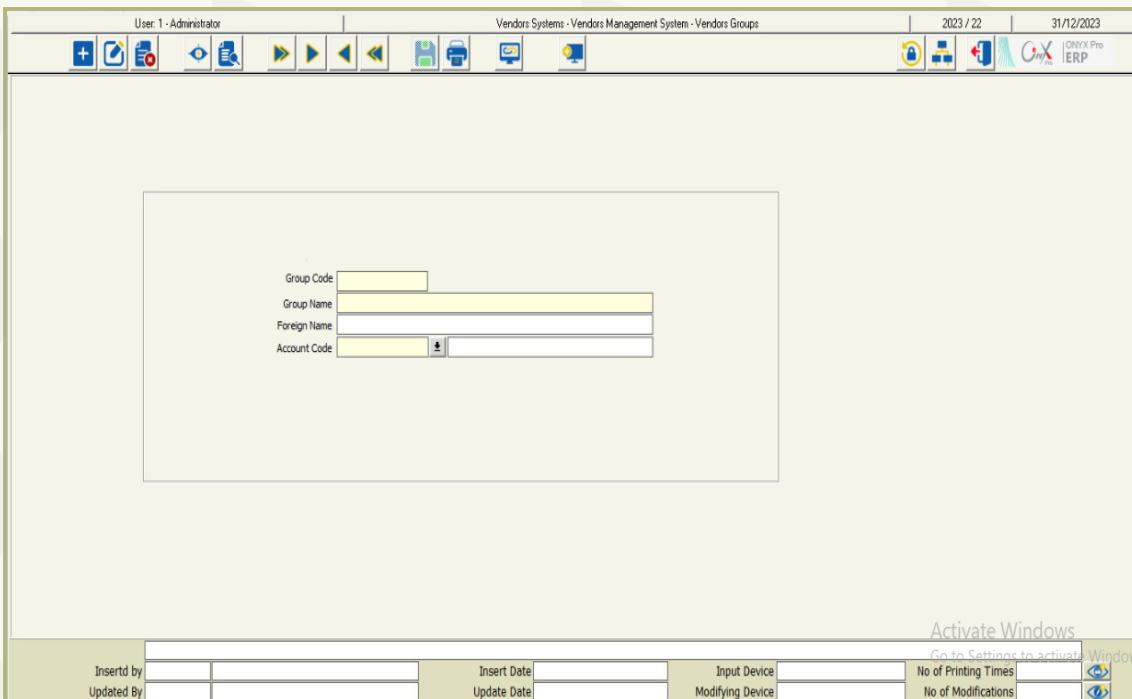
## System Inputs

## Introduction

Vendors Management System inputs are the main data and information based on which the purchases and vendors systems, as well as the rest of the systems linked to vendors and purchases, work. They include screens such as Vendors Groups, Vendors Data, Purchase Representatives' Data, and Vendors Opening Balances where the data that the Vendors Management System operation depends on exists.

## Vendors Group

**Use:** Through this screen, the user can define similar groups of vendors, such as local vendors, foreign vendors, food vendors, electricity materials vendors...etc. This way the account could be linked at the group level when the selected option in the **Link Vendors to General Ledger** parameter within the **Vendors System Parameters** screen is **Accounts Group**. This applies to all the vendors that are linked to the group. However, if the selected option in the **Link Vendors to General Ledger** parameter is **Multi Accounts**, an independent account will be linked to each vendor in the **Vendors Data** screen.



Group Code	
Group Name	
Foreign Name	
Account Code	

Inserted by		Insert Date		Input Device	
Updated By		Update Date		Modifying Device	

Activate Windows  
 Go to Settings to activate Windows  
 No of Printing Times  
 No of Modifications

## How to use the screen

The screen is used after clicking the **Add** button as follows:

- **Group Number:** In this field, the system automatically displays the group number that can be modified.
- **Group Name/ Foreign Name:** In these fields, the user adds the group name in both the default language and foreign language that are defined on the system.
- **Account Number:** This field appears when the selected option in the **Link Vendors to General Ledger** parameter within the **Vendors System Parameters** screen is **Accounts Group**. Here, the user selects the number of the account that is defined in the chart of accounts as a vendor account only by pressing the **F9**. Thus, this account will be affected by the transactions that are carried out on the vendors linked to this group. However, if the selected option in the **Link Vendors to General Ledger**

parameter within the **Vendors System Parameters** screen is **Multi Accounts**, the group account field will not be displayed on this screen and the account will be linked to the defined vendor on the **Vendors Data** screen.

- **Save:** Users save data after completing data entry

## Vendors Data

**Use:** Through this screen, the user can enter all the data related to vendors, which are used in the organization's vendor-related transactions, across the **Onyx Pro ERP** systems.

### How to use the screen

The screen is used after clicking the **Add** button as follows:

#### First: Master Data

If the user wants to link vendors to the general ledger in parameters and the selected option is **By Accounts Group**, the following applies:

- **Group:** This field is a mandatory field where the user should select the name of the group to which the vendor will be added from the list of groups that are defined in the Groups Screen.
- **Account Number:** Once the user selects the group in the previous field, the system automatically displays the group account number here. Thus, all vendor-related accounting transactions will be posted financially to the group account that is defined in the chart of accounts.
- **Account Name:** Once the user selects the group, the system displays the group account name automatically here.
- **Vendor Number:** In this field, the system displays the serial number of the vendor and allows the user to modify it by selecting one of the options provided in the **Vendors Numbers Sequence Type** parameter; whether **General** or **By Group**.

- **Vendor Name/ Foreign Name:** In these fields, the user needs to enter the name of the vendor in both the default language and foreign language that are defined on the system.
- If the user wants to link vendors to the general ledger in parameters and the selected option is **Multi Accounts**, the following applies:
  - **Group:** Here, the user selects the name of the group to which the vendor will be added from the list of groups that are defined in the **Groups** Screen.
  - **Account Name/ Account Number:** In these fields respectively, the user determines the name and number of the vendor account that is defined in the chart of accounts from the list of accounts that appears when pressing the **F9** button.
  - **Vendor Number/ Vendor Name/ Foreign Name:** In these fields respectively, the user determines the number and name of the vendor in both the local and foreign languages.

## Second: Main Data

- **Cost Center:** Here, the user determines a certain cost center from the provided list of cost centers and then links it to the vendor. This way, the selected cost center is affected by all vendor-related transactions. If no cost center is selected, the system allows the user to select a cost center upon carrying out each transaction.
- **Branch Number:** In this field, the user determines a certain branch from the provided list of branches list and links it to the vendor. This way the vendor appears only in this selected branch. However, if no particular branch is selected, the system will show the vendor in all available branches.
- **Vendor Type:** In this field, the user selects the vendor type from the list of types that are defined in the Vendors Types screen.
- **Vendor Category:** In this field, the user selects the vendor category; whether **Excellent**, **Good**, or **Fair** based on the categories that are defined in the **Vendors Categories** screen.
- **Inactive:** When the user ticks this flag, the system stops handling the vendor for whatever reason determined by the user. However, this action can be undone when the **Inactive** flag is unticked.

- **Favorite Accounts:** If the user activates this flag, the system shows the vendor **Favorite Accounts** within the screen in the assisting systems to display the vendor balance.
- **Currency:** In this column, the user determines the currency that will be used with the vendor by ticking the box next to it.
  - **Maximum Amount for Requests:** In this column, the user determines the maximum allowed amount in the requests that are issued to a particular vendor at the currency level.
  - **Maximum Amount for Purchase Orders:** In this column, the user determines the maximum allowed amount for the purchase orders that are issued to a particular vendor at the currency level.
  - **Inactive:** When the user ticks one of these flags, the system suspends the usage of the currency as well as all related amount limits next to it as needed. However, this action can be undone when the flag is unticked.
  - **Default:** When this flag is activated, the system displays the currency that is selected as the default currency in the transactions' screens; however, it allows the user to modify it.

### Third: Other Data

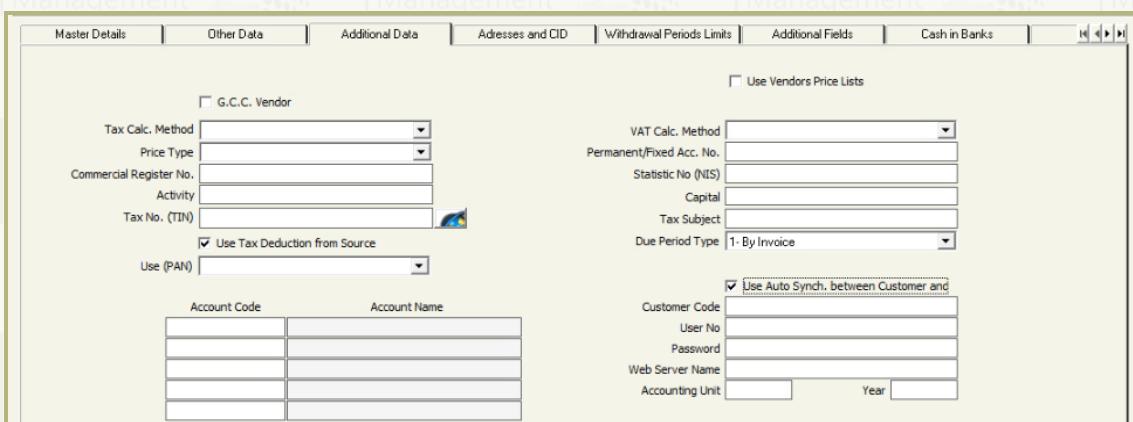
In this tab, the user can optionally enter the data that is related to the vendor's organization, such as country, city, mobile number, telephone number, P.O.box number, and whether the customer will be added to the blacklist... etc. These metadata are independent of the data that the system displays automatically based on the movements. They include the last purchase date, last invoice value, last payment date, and last reconciliation date.

Below are some fields included in this tab:

- Credit Period:** In this field, the user determines the credit period in days. This is the period during which an organization is obliged to pay the vendor, and based on which the credit purchases invoice due date is determined.
- Blacklist:** Ticking this flag directs the system to include a particular vendor in the blacklist that is displayed when reports are generated.
- Reason:** In this field, the user could enter the reason for including a certain vendor in the blacklist.

#### Fourth: Additional Data

In this tab, the user can optionally enter the business data that is related to the vendor as illustrated below:



Master Details		Other Data		Additional Data		Addresses and CID		Withdrawal Periods Limits		Additional Fields		Cash in Banks	
<input type="checkbox"/> G.C.C. Vendor Tax Calc. Method Price Type Commercial Register No. Activity Tax No. (TIN) <input checked="" type="checkbox"/> Use Tax Deduction from Source Use (PAN)				<input type="checkbox"/> Use Vendors Price Lists VAT Calc. Method Permanent/Fixed Acc. No. Statistic No (NIS) Capital Tax Subject Due Period Type: 1- By Invoice						<input checked="" type="checkbox"/> Use Auto Syncrh. between Customer and			
Account Code Account Name										Customer Code User No Password Web Server Name Accounting Unit Year			

- Use Vendors Pricelists:** When activating this flag, the related vendor, defined on this screen, will be handled on the **Vendors Pricelists** screen in the Inputs of the **Purchases Management** system. It should be noted that when performing the annual closing, the last purchase price is posted from the vendors pricelists and saved in an opening pricelist for each of the vendors who have pricelist. Also note that the date of this pricelist is the date of the new year.
- Gulf Council Committee Vendor:** Activating this flag indicates that the vendor is part of the **Gulf Cooperation Council** countries. This helps the user upon generating reports.
- Tax Calculation Method:** In this field, the user determines the method that will be used to calculate tax from the list of methods that are defined on the **Tax Calculation Methods** screen in the **Taxes System**, noting that the user could be granted privilege at the method level from the **Inputs Privileges** screen.
- VAT Calculation Method:** Through this parameter, the user can determine which method will be used to calculate the value-added tax on purchase invoices for each

vendor when the selected option in the **Tax Calculation Method** is **By Vendor** by selecting one of the following options:

- **Price:** When the user selects this option, the system calculates the **VAT** on purchase invoices based on the item price before applying any discount.
- **Price – Discounts:** When the user selects this option, the system calculates the VAT after deducting all discounts, i.e., based on the item's net cost.
- **Price – First Discount:** When the user selects this option, the system calculates the tax after deducting the first discount.
- **Price – (First + Second Discounts):** When the user selects this option, the system calculates the tax after deducting both the first and second discounts.
- **Price Type:** In this field, the user determines the type of price a vendor uses; whether it includes tax or doesn't include tax. Then, whether the **Price Includes Sales Tax** parameter is activated or not, this price type appears by default in the **General Parameters** screen of the **Onyx System**.
- **Commercial Register Number/ Activity/ Tax Number/ Permanent Account Number/ Statistical Number/ Capital/ Tax Article:** In all of these fields, the user enters the business data related to the vendor manually.
- **Use Tax Deduction at Source:** This flag appears when activating the **Use Tax Deduction at Source** parameter on the **General Parameters** screen in the **Onyx ERP** system. This flag is ticked for the vendors from whom the tax will be deducted in the domestic purchases invoices and directly reported to the tax authority. This flag is also in the domestic purchases invoices and appears ticked automatically for the vendors to whom the tax deduction at source applies.
- **Use PAN:**
- **Accruals Period Type:** This field appears when the **Use Vendors Claim** parameter is activated within the system and includes the following options:
  - **By Invoice:** If the user selects this option, the invoice installments for the selected vendor will be at the invoice level.
  - **By Claim:** Selecting this option allows the system to assemble the return invoices in the **Vendor Claims** screen under system transactions. Thus, the installments tab will not be displayed within the **Purchases Invoice** or the **Purchases Return** screen.

- Auto Sync between Customer and Vendor:** Ticking this flag allows the system to sync both the organization's vendor data and customer data across the web services. This way the customer will be able to submit and approve the purchase request, which is then synced and appears to the vendor as if submitted from the organization. This applies after all the customer-related data are appropriately filled in as follows:
  - Customer Number:** In this field, the customer number that is known to the vendor is added.
  - User Number:** In this field, the organization needs to enter the user number – that is agreed upon by both the customer and vendor – noting that it must comply with the security and safety policies related to web server connection.
  - Password:** In this field, the organization needs to enter the password agreed upon by both the customer and vendor.
  - Web Service Name:** In this field, the organization determines the web service name that will link both the customer and vendor together.
  - Accounting Unit:** In this field, the organization determines the accounting unit to be contacted and through which the customer's request will be saved.
  - Year:** In this field, the organization determines the year during which the customer will be connected to the vendor, and the customer's request will be saved.

#### Fifth: Addresses and IDs

In this tab, the user determines the vendor's website address guide and tax ID list including commercial register, tax article number, and tax number.

Master Details	Other Data	Additional Data	Addreses and CID	Withdrawal Periods Limits	Additional Fields	Cash in Banks	
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 1px solid #ccc; height: 100px; margin-bottom: 10px;"></div> <div style="border: 1px solid #ccc; height: 100px;"></div> </div>							

Here, the system displays automatically the content of the fields based on what is determined on the screen that appears when the user clicks the button next to the fields.

## Sixth: Withdrawal Period Limits

This screenshot shows the 'Addresses and CID' tab of the vendor management system. The top header includes fields for 'Administrator', 'Adresses and CID', '2023 / 22', and '31/12/2023'. Below the header are buttons for edit, add, and delete. The main area contains a form with 'Classification' set to '3- Vendor', a 'Vendor' search field, and tabs for 'Address Data' and 'Identifier List'. A dropdown menu shows '1- Main Address'. A large table below lists address details with columns for 'Number', 'Local Name', and 'Foreign Name'. The bottom right corner shows the identifier 'ERP\_ADRS\_CID'.

Through this tab, the user can determine the limits of the amounts needed to purchase from the vendor during certain periods at the currency level. If these limits are exceeded, the system will notify the user.

This screenshot shows the 'Withdrawal Periods Limits' tab. The top header includes tabs for 'Master Details', 'Other Data', 'Additional Data', 'Adresses and CID', 'Withdrawal Periods Limits' (which is selected), 'Additional Fields', and 'Cash in Banks'. The main area displays a grid table with columns for 'S/N', 'From Date', 'To Date', 'Currency', 'Amount', and 'Description'. The table has 10 rows for input.

## Seventh: Additional Fields

In this tab, the user can record any additional vendor-related data that is not included in the other screen tabs and then rename the fields they create as needed from the **Texts Translation** screen under **General Configuration**. This helps the user generate different reports on the vendor.

This screenshot shows the 'Additional Fields' tab. The top header includes tabs for 'Master Details', 'Other Data', 'Additional Data', 'Adresses and CID', 'Withdrawal Periods Limits', 'Additional Fields' (selected), and 'Cash in Banks'. The main area displays a list of five custom fields labeled 'Field1' through 'Field5'.

## Eighth: Banks

In this tab, the user can manually record any information about the banks that the vendor deals with and then use it later with the vendors' bank accounts information. This applies to all data entered in this tab except for the currency that is selected from the list.

Bank Account Code	Bank No	Bank Key	Bank Name	Currency	Swift Code	IBAN	Country

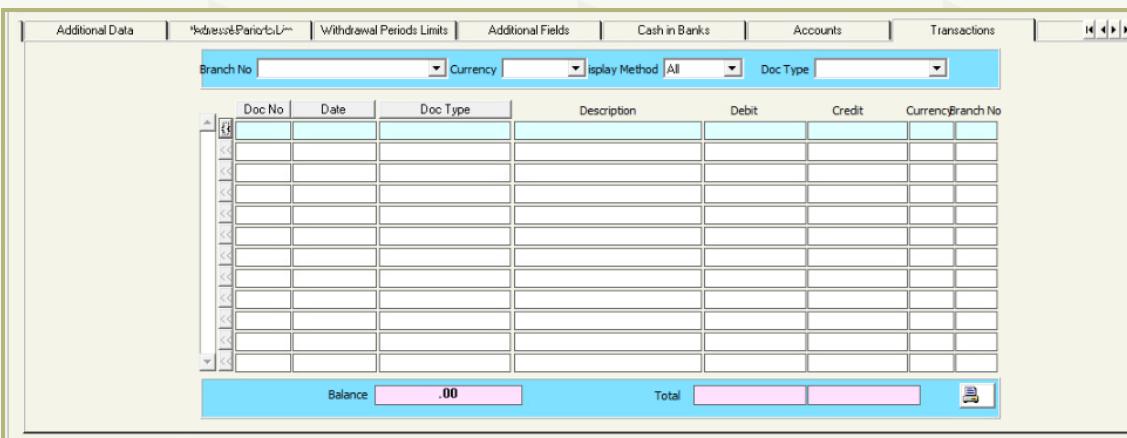
Beneficiary Name

## Ninth: Accounts

In this tab, the user determines the accounts that will be used to record the current transactions between the vendor and the organization apart from the main account of the vendor, which is allocated to the activity transactions. This way, the user can generate an account-type-specific statement or a general account statement:

- **Current:** In this account, the user can record transactions that are not related to purchases.
  - **Advance Payment:** In this account, the user records the advance payments made to vendors, which helps them generate related reports later.
  - **Insurance:** This account is related to the vendor's insurance account. Here, the user records the insurance amounts paid to vendors to help generate reports on the insurance paid to vendors.

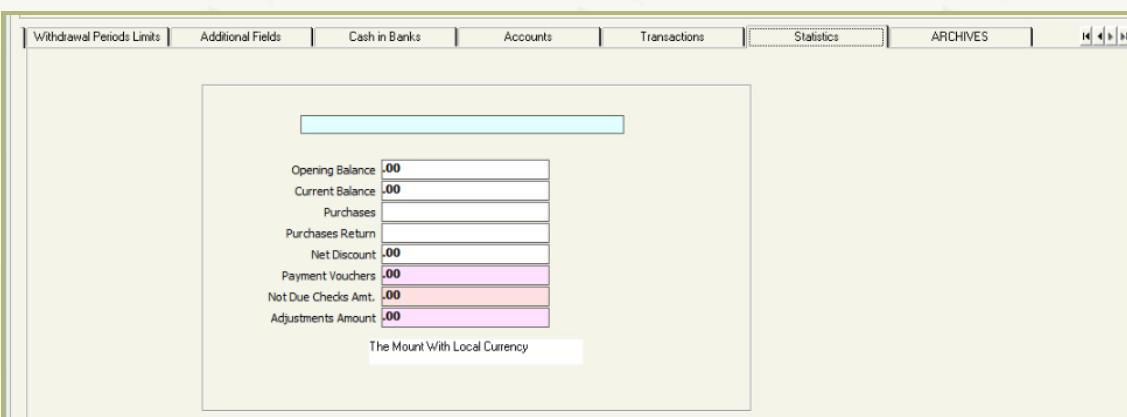
## Tenth: Transactions



The Transactions tab allows users to view and manage vendor transactions. It features a grid where each row represents a transaction. The columns include Doc No, Date, Doc Type, Description, Debit, Credit, Currency, and Branch No. At the bottom of the grid, there are summary fields for Balance (.00) and Total.

With the help of this tab, the user can automatically display the transactions that are carried out for the vendor during the financial year.

## Eleventh: Statistics

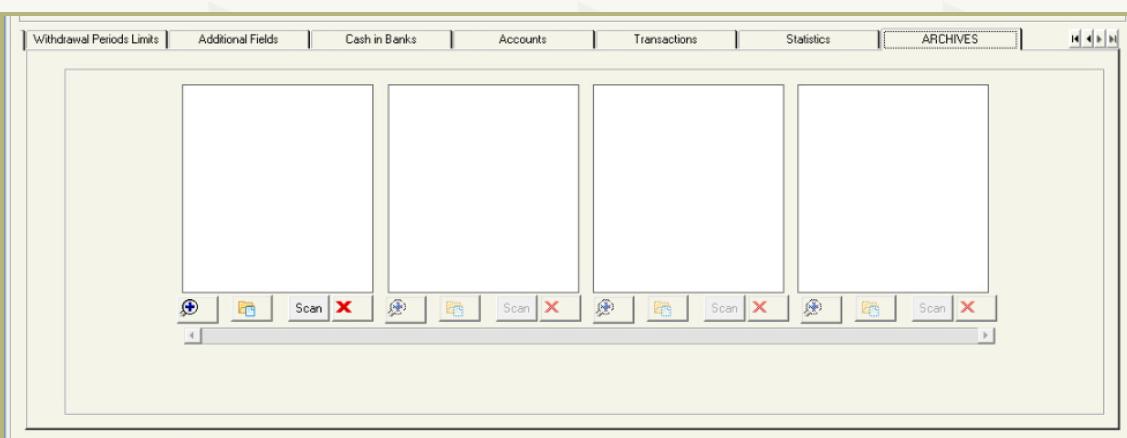


This tab automatically displays a summary statistical report on the vendor's transactions from the beginning of the specified period, which includes information on the opening balance, current balance, purchases, purchase returns, net discount, payment vouchers, undue checks' amounts, and adjustments amounts.

This tab automatically displays a summary statistical report on the vendor's transactions from the beginning of the specified period, which includes information on the opening balance, current balance, purchases, purchase returns, net discount, payment vouchers, undue checks' amounts, and adjustments amounts.

## Twelfth: Archive

With the help of this tab, the user could archive and save vendor-related documents in the database for later reference when needed.



The ARCHIVES tab provides a central location for managing vendor-related documents. It displays four document thumbnails. Below each thumbnail are buttons for adding (+), deleting (X), and scanning (Scan). Navigation arrows at the bottom allow users to browse through more documents.

## Modify Vendors Data

Through this screen, the user could modify the vendors' data in bulk using the multiple fields included by clicking the button at the top of the screen or by manually importing the data modified in bulk from an **Excel** file.

The screenshot shows a software interface titled "Procedure". The top bar includes "User 1 - Administrator", "2023 / 22", "31/12/2023", and the "ONX Pro ERP" logo. The main area has sections for "Vendors Groups", "Vendors Types", "From Vendor No.", "To", and "Field Name" dropdowns. A "Fetching Data" button is present. Below these is a large grid table with columns: "Vendor Name", "Account Code", "Field Name", and "Field Value". To the left of the grid is a vertical list of field names: 11-Contact Person, 12-Trans. Date, 13-Credit Period, 14-Block/Unblock, 15-Branch, 16-Remarks, 17-Branch, 18-Price Type, and 19-Tax Calc. Method. The "Field Name" dropdown also lists these options.

## Import Vendor's Data from Excel File

The user can import the vendors' data from an Excel file that is formatted as indicated on the screen based on the illustrated instructions. Then, this template could be exported by clicking the related button on the toolbar.

The screenshot shows a software interface titled "Procedure". The top bar includes "User 1 - Administrator", "2023 / 22", "31/12/2023", and the "ONX Pro ERP" logo. The main area has sections for "Excel Path" (set to "C:\Program Files\Microsoft Office\root\Office16\EXCEL.EXE"), "Import From Excel Sheet" (set to "Sheet1"), "Format File" (set to "V.code - V.name - Foreign name - Ac.code - Vendor Type - Vendor Group - Curr - Price Type"), and a note "Note : 1- Start Read From Second Row In Excel File.". On the right, there are two columns: "Available Columns" (listing City No, Country, P.O. Box, Mobile No., Fax No, Telephone No, Degree No, Cost Center) and "Selected Columns" (empty). Below this is a grid table with columns: S/N, Vendor No., Account Name, Foreign Name, Account Code, Vendors Types, Vendors Groups, Currency, and Price Type.

- **Save:** Users save data after completing data entry

## Purchase Representative Data

**Use:** In this screen, the user can define and code purchase representatives as well as their personal information, identification data, residence addresses, phone numbers, and warranties. They can also manage any user privileges or transactions and generate purchase reports related to representatives.

### How to use the screen

The screen is used after clicking the **Add** button as follows:

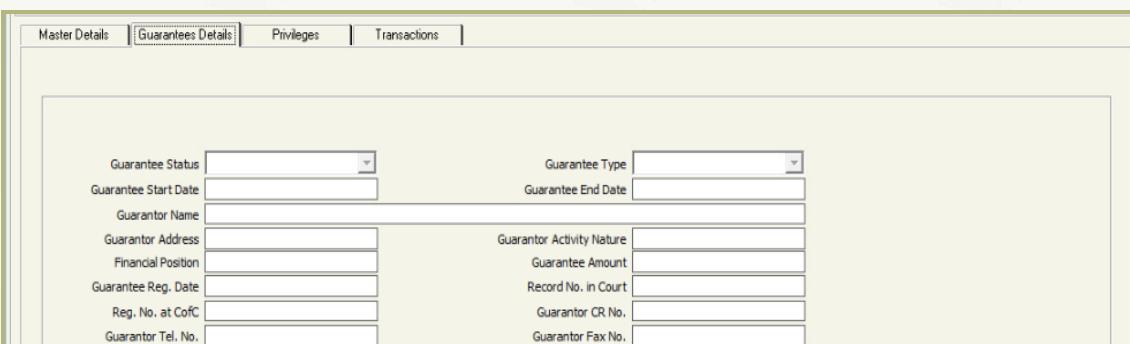
#### First: Main Data

- Representative Number:** In this field, the system automatically displays the representative's serial number; however, it allows the user to modify it.
- Main Representative Number:** This is an optional field that the user will need to fill in if the representative that they are defining is linked to a main representative. For example, if the number of the representative that is being defined is (2) and the number of the main representative is (1), then here, the user should enter (1).
- Representative Name/ Foreign Name:** In these fields respectively, the user enters the name of the representative in both the default language and foreign language that are defined on the system.
- Address:** In this field, the user enters the address of the representative

#### Second: Master Data

- Phone/ PO Box/ Fax/ Mobile Number:** These are optional fields that the user needs to fill in manually.
- Country:** In this field, the user enters the country where the representative works.

- **City:** In this field, the user enters the city where the representative works.
- **Region Number:** In this field, the user selects the number of the region where the representative works.
- **Remarks:** In this field, the user enters any necessary remarks about the representative.
- **Deactivate:** When the user ticks this flag, the system holds carrying out any transactions with the selected representative. This can be undone when the user unticks this flag.
- **User Responsible for Deactivation/ Deactivation Date:** Once the user ticks the **Deactivation** flag, the system automatically displays the user's name who has suspended any transactions related to the selected representative and the date of suspension.
- **Deactivation Reason:** In this field, the user enters the reason for suspending the transactions of the selected representative.



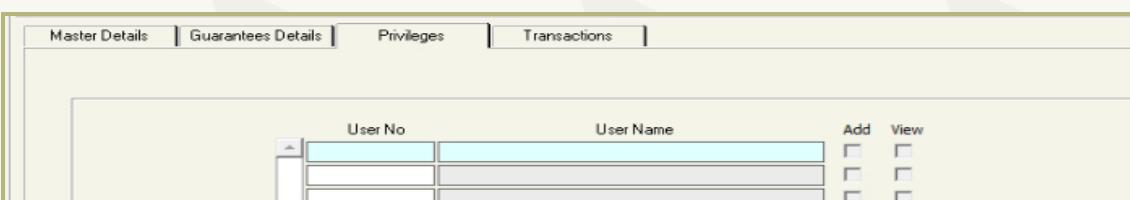
The screenshot shows the 'Guarantees Details' tab of a software interface. At the top, there are four tabs: 'Master Details', 'Guarantees Details' (which is active), 'Privileges', and 'Transactions'. Below the tabs, there is a large form area containing the following fields:

Guarantee Status	Guarantee Type
Guarantee Start Date	Guarantee End Date
Guarantor Name	
Guarantor Address	Guarantor Activity Nature
Financial Position	Guarantee Amount
Guarantee Reg. Date	Record No. in Court
Reg. No. at CofC	Guarantor CR No.
Guarantor Tel. No.	Guarantor Fax No.

### Third: Guarantees Details

- **Guarantee Status:** Here, the user determines the guarantee status; whether **Active** or **Inactive**.
- **Guarantee Type:** In this field, the user determines the type of guarantee from the provided list.
- **Rest of Fields:** **Guarantee Start Date/ Guarantee End Date/ Guarantor Name/ Guarantor Address Guarantor Fax No...etc.** In these fields, the user should fill in the data manually.

### Fourth: Privileges



The screenshot shows the 'Privileges' tab of a software interface. At the top, there are four tabs: 'Master Details', 'Guarantees Details', 'Privileges' (which is active), and 'Transactions'. Below the tabs, there is a large form area containing the following fields:

User No	User Name	Add	View
---------	-----------	-----	------

Below the table, there is a grid of rows and columns, likely representing a list of users with their respective details and permission checkboxes.

Through this tab, an organization could manage different privileges related to purchase representatives by selecting the users who have the privileges to add a representative, display related reports, or both.

## Privileges Granting Method

- **Modify:** The user will need first to click the Modify button in the toolbar at the top of the screen.
  - **Add:** When the (✓) checkbox next to a certain user is ticked, this user will have the privilege to carry out different transactions with the representative.
  - **View:** When the (✓) checkbox next to a certain user is ticked, this user will be able to view the reports on representatives

## Fifth: Transactions

Here, the system automatically displays the purchase invoices to which representatives are linked.

- **Save:** Users save data after completing data entry

## Vendors Opening Balances

**Use:** In this screen, the user enters the opening balances of the vendors manually when they work on the system for the first time (these are the debts an organization owes the vendor during a previous period). Afterward, the system automatically transfers the opening balances to the following years noting that the balance of every individual vendor is entered in their specific account that is defined as part of a particular group in the chart of accounts. This way, the financial effect of the total added balances is rendered to the main account of the vendors group to which every vendor belongs.

### How to use the screen

The screen is used after clicking the **Add** button as follows:

- **Balance Type:** In this field, the system automatically displays the balance type based on the vendor given that the screen is allocated to the balances of vendors.
- **Display Method:** Through this field, the user could determine how data are displayed when fetched to the screen. For example, if the user selects **By Accounts**, the system will activate the **From Account Number/ To/ From Vendor Number/ To** fields. If the user selects **By Center**, the system will activate both the **From Center Number** and **To** fields where the user can enter the balances at the center level.
- **From Account/ To:** These fields appear when the user selects the **By Accounts** option in the **Display Method** field. Here, the user determines the range of accounts that will be fetched by pressing the **F9** button.
- **From Vendor/ To:** In these fields, the user determines the range of vendors whose opening balances will be entered by pressing the **F9** button.

- **From Center/ To:** These fields appear when the user selects the **By Centers** option in the **Display Method** field. Here, the user determines the range of the centers that will be fetched.
- **Currency:** In this field, the user selects the currency that will be fetched and used while the balances of vendors are entered. If the user selects the All option, the system will display the vendors for all currencies.
- **Fetch Accounts:** After completing the data entry in the previous fields, the user clicks the **Fetch Accounts** button. This way, the system automatically displays accounts in the fields selected below the screen.

**Hint:** The user can enter data in the section below the screen directly without fetching them from the previously filled-in fields for each detail account.

In the detailed data section, the user records the balance of each vendor; either debit or credit, as follows:

- **Debit or Credit Balance in Local Currency:** In this case, the user simply enters the balance in the designated column, whether it is a debit or credit balance.
- **Debit or Credit Balance in Foreign Currency:** In this case, the user enters the balance in the designated column, whether it is a debit or credit balance, and the system will automatically multiply the entered amount by the exchange rate that is determined in the system to calculate the balance in the local currency.
- **Save:** Users save data after completing data entry

### Modify Vendor Opening Balance Screen:

- **Modify Vendors Balances:** With the help of the **Search** icon, users can search for the vendor whose balance they need to modify, select them, click the **Modify** button to start modifying, and then click save.
- **Deletion Process:** To delete a certain balance, the user needs first to click on the **Search** icon to find and select the number of the vendor whose balance will be deleted. Afterward, they can click **Delete** to remove the selected vendor's balance, and then click **Save**.

# Chapter Three

## System Transactions

## Introduction

Vendors transactions are the activities and methods through which the vendors system inputs are processed into outputs. These activities and methods include contract data, contract renewal, payment vouchers, purchase invoices additional discounts, vendor installments settlement, credit promissory notes, due promissory notes, and vendors claims. It should be noted that they can differ according to the objectives of each organization.

## Contracts Data

**Use:** In this screen, the user can record the data of the contracts that the organization signs with vendors, and then link them to purchase orders and purchase invoices so that all necessary documents are completed. Users can also determine the start and end dates of each contract, set an automatic alert that notifies the organization before the end of the contract, add funds to the contract amount, and allow implementation of the contract on purchases invoices in specific batches.

User: 1 - Administrator      Vendors Systems - Vendors Management System - Contracts Data      2023 / 22      31/12/2023

Master Details | Other Data | Period Extension | Add Amount | Batches Data | Additional Fields | Guarantee Data |

Branch No		Tax Calc. Method		<input type="checkbox"/> Used
Contract No	Date	Renewed from Contract		L/C Status
Contract Start Date	Contract End Date	Extension Expiry Date		
Vendor No.	Vendor Name	Cost Center		
Currency	Exch. Rate			
Description				
Ref. Code	Amount			

---

S/N	Item Code	Item Name	Unit	Qty	FOC Qty	Price	Tax	Total	Description	Account Code	Cost Center
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

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Discount	Total Discount	Net Amount
	Tax	Total

Activate Windows  
Go to Settings to activate

Inserted by	Insert Date	Input Device
Updated By	Update Date	Modifying Device

## How to use the screen

The screen is used after clicking the **Add** button as follows:

## First: Master Data

- **Branch Number:** In this field, the system automatically displays the branch number to which the user access, yet, it allows the user to modify it as per the selected privileges.
  - **Tax Usage Method:** This parameter appears when the **Use VAT** parameter is activated within the **General Parameters** screen of the **Onyx ERP system**. Here, the User determines how the tax will be calculated by selecting one of the methods defined on the **Tax Calculation Methods** screen under the **Taxes System**.
  - **Contract Number:** In this field, the user can enter the serial number of the contract, which is used based on the selected option in the **Document Sequence** parameter in the **Vendor Parameters** screen; whether it is **Automatic can be Modified**, **Automatic**

**Cannot be Modified**, or **Manual**. In addition, the system could display here the number of the contract that has been renewed within the **Renew Contract** screen.

- **Date:** In this field, the user enters the date of the contract, which is then used based on the selected option in the **Show Date** field within the **Vendors Parameters** screen; whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Renewed from Contract:** In this field, the system automatically displays the original contract number if the contract that will be displayed represents a renewal of a previous contract.
- **Contract Start Date:** In this field, the user enters the contract start date.
- **Contract End Date:** In this field, the user enters the contract end date.
- **Extension Expiry Date:** In this field, the system automatically displays the contract extension expiry date.
- **Vendor Number/ Vendor Name:** Once the user selects the vendor number by pressing the **F9** button, the system automatically displays the vendor name.
- **Currency:** In this field, the user selects the currency of the contract from the provided list if the vendor is using multiple currencies. Otherwise, the system will automatically display the currency.
- **Exchange Rate:** In this field, the exchange rate of the foreign currency into the local currency appears, with the possibility of modification according to the limits specified in the **Currencies Setup** screen.
- **Description:** This is an optional field where the user could enter an explanatory description for the contract. However, if the **Enter Description is Mandatory** parameter is activated in the **General Parameters** screen, the user will need to enter a description in this field.
- **Reference Number:** In this field, the user enters the number of the contract's reference, either in numbers or letters. This reference could be a manual document number, a file number, or any other data that the user refers to when carrying out a transaction or uses in the search process. This is an optional field that becomes mandatory if the **Enter Reference Number is Mandatory** parameter is activated within the **Vendors System Parameters** screen.

- **Amount:** In this field, the user manually determines the contract value in the currency that is selected within the Currency field.
- **Cost Center/ Project/ Activity:** These fields appear if the selected option in the **Cost Center/ Project/ Activity Type** parameter within the **Vendor System Parameters** screen is **Single**. Here, the user determines the center, project, or activity from the list provided based on the organization's policy. However, if the selected option in the previously mentioned parameters is **Multi**, then, these data will need to be filled in at the item level in the **Detailed Data** section. This helps the user carry out stocktaking based on the selected center/ project/ activity and then generate summary accounting and inventory reports.
- **Used:** This flag appears ticked to indicate that the contract is used in the **Purchase Orders** screen.
- **Approval Status:** In this field, the system automatically displays the approval status based on the selected option in the contract approval field; **Not approved**, **Approved**, **Rejected**, or **In progress**.

#### Second: Detailed Data:

Items entry in the **Detailed Data** section is an optional step that could be done when the contract items are determined or could be entered from the **Purchase Orders** screen while linking the purchase order with the contract.

- **S/N:** In this column, the system generates the serial number of every item once determined in the next field.
- **Item Number/ Name:** Once the user determines the item number from the provided list of items by pressing the **F9** button in the **Item Number** column, the item name appears automatically in the **Item Name** column.
- **Unit:** In this column, if the item has one unit of measurement, it appears automatically when users select the item number, otherwise, users will need to select the required unit in this column.
- **Quantity:** In this column, the user determines the quantity of items determined in the contract manually.
- **FOC Quantity:** In this column, the user enters the free quantity manually if any.
- **Price:** In this column, the user determines the price of a single piece of the items that are specified in the contract.

- **Discount %:** This column appears, at the item level, when the **Use Description on Items Level** parameter within the **Vendors Management System** parameters screen is activated. Here, the user adds the discount percentage that is determined in the contract if any, provided that the **Allow Purchases Discount** is activated within the **Other Data** tab in the **Items Data** screen under the **Inventory Management System**.
- **Tax:** In this column, the system automatically displays the amount of tax on an item, if any.
- **Total:** In this column, the system automatically displays the total, which is equal to the quantity required of an item multiplied by the purchase price.
- **Account Number/ Cost Center:** These columns are used with service items. Here, the account number of the service item that is specified in the **Items Data** appears, and the appropriate cost center is determined.
- **Totals Below Contract:**
  - **Items Discount:** Here, the system automatically displays the total discount applied at the items level.
  - **Discount:** Here, the user manually enters the discount amount if any at the contract level.
  - **Total Discount:** Here, the system automatically displays the total discount, which is equal to the items discount + discount.
  - **Tax:** Here, the system automatically displays the total tax applied at the items level.
  - **Net Amount:** Here, the system automatically displays the net amount, which is equal to the Contract Amount – Total Discount + Tax.
  - **Total Amount:** Here, the system automatically displays the total amount, which is the contract total.

### Third: Other Data

Master Details	Other Data	Period Extension	Add Amount	Batches Data	Additional Fields	Guarantee Data
----------------	------------	------------------	------------	--------------	-------------------	----------------

Remarks

Alert Contract Expiry before   Inactive

Alert when Processed Amount is Less Than   Inactive

- **Remarks:** In this field, the user could enter any necessary remarks related to the contract.

- **Alert Contract Expiry Before:** In this field, the user determines the number of days before which the system should alert the user that the contract end date is approaching.
  - **Alert when Processed Amount is Less Than:** In this field, the user determines the minimum allowed remaining amount of the contract value. Then, if the remaining available amount of the contract value reaches the value determined here, the system alerts the user.
  - **Deactivation:** When this flag is ticked, the system conducts vendor transactions without using the selected contract. However, this can be undone by unticking the flag.
  - **Deactivation Date:** The system automatically displays the suspension date of the contract.

## Fourth: Period Extension

In this tab, the user could extend the contract period for any reason by following the steps instructed below:

**This tab is used as follows:**

- **Renewal Date:** In this column, the user needs to enter the renewal date manually, provided that the new renewal date is at the same time as the original contract end date or later.
  - **From Date:** Here, the user enters the contract start date after the extension.
  - **To Date:** Here, the user enters the contract end date after the extension.
  - **Reference Number:** In this column, the user records the reference number.
  - **Description:** Here, the user enters an explanatory description regarding the contract extension.
  - **Entered By:** In this column, the system displays the user who conducted the contract extension process.

### **Fifth: Add Amount**

In some cases, the user may need to add a further amount to the value of the contract. In this tab, the user can add whichever amount they need if they have the privilege to do so.

First, they need to click the Search button to find the contract where they will make the addition. Afterward, they could add the new amount to the previous value, click the **Modify** button, and then follow the steps illustrated below:

- **Renewal Date:** In this column, the user enters the renewal date manually provided that the renewal date is the same as the original contract end date or later.
  - **Amount:** In this column, the user determines the amount that should be added to the contract.
  - **Reference Number:** In this column, the user enters the reference number.
  - **Description:** Here, the user enters an explanatory description for the amount that needs to be added to the contract value.
  - **Entered By:** In this column, the system displays the user who added the amount to the contract value.

## Sixth: Batches Data

Through this tab, users can distribute the contract value into monthly or periodic payment batches, and accordingly, a purchase invoice is generated for each payment.

First, they need to click the **Search** button to find and select the contract whose value will be distributed into payment batches, click the **Modify** button, and then follow the steps illustrated below:

- **Number of Batches:** In this field, the user determines the number of payment batches that the contract value will be distributed into.
  - **Distribution Method:** In this field, the user determines how the contract value will be distributed into payment batches by selecting one of the following options:

- **Monthly:** When users select this option, the number of payments will be the number of months during which the contract amount will be paid. For example, when users enter **10** in the **Number of Batches** field, the contract amount will be distributed over **10** months only.
- **Period in Days:** When users select this option, they will need to determine the number of days between payments.
- **Number of Days:** This field appears when users select the **Period In Days** option in the **Distribution Method** field. In this field, users enter the number of days between payments.
- **Batch Number:** This column displays the payment batch number based on the number of batches that is determined in the **Number of Batches** field.
- **Date:** In this column, the system displays the due date of each payment batch based on the selected option in the **Distribution Method** field, whether Period in Months or **Period in Days**, yet it allows users to modify it.
- **Amount:** In this column, the system distributes the contract total amount to the determined payment batches; whether the selected option in the **Distribution Method** field is Period in Months or **Period in Days** noting that every batch amount can be modified provided that the total amount of all payment batches is equal to the total amount of the contract.

## Seventh: Additional Fields

In this tab, the user can enter any additional data that is required for the contract and is not included in the other screen tabs. These data can also be configured using the **Additional Fields Configuration** screen. It should be noted that the newly created fields can be renamed as needed from the **Texts Translation** screen under the system **General Configuration**. This helps with generating reports on the contracts' data.

Master Details	Other Data	Period Extension	Add Amount	Batches Data	<b>Additional Fields</b>	Guarantee Data
					ADD FIELD1 ADD FIELD3 ADD FIELD5 ADD FIELD7 ADD FIELD9	ADD FIELD2 ADD FIELD4 ADD FIELD6 ADD FIELD8 ADD FIELD10

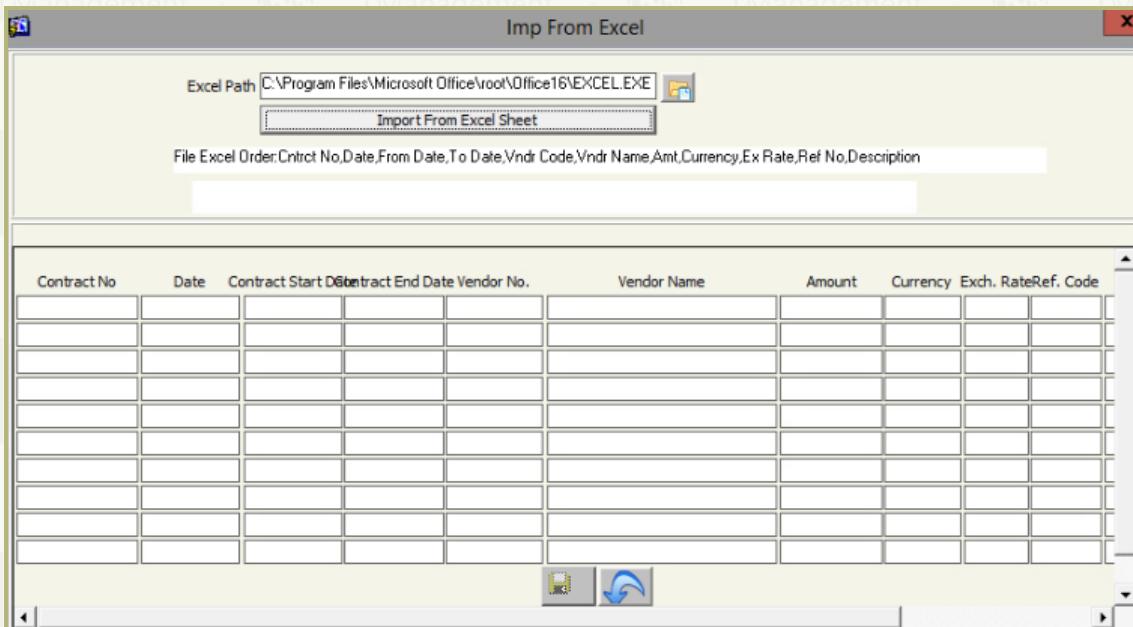
## Eighth: Guarantees Details

Through this tab, the user can enter the data of the contract guarantees including their type, value, start and end dates, as well as the name and address of the guarantor.

- **Save:** Users save data after completing data entry.

Master Details	Other Data	Period Extension	Add Amount	Batches Data	Additional Fields	Guarantee Data
Guarantee Type		<input type="button" value="▼"/> 1- Trading 2- Banking 3- Building 4- Crediting 5- Voucher To Order 6- Consignment Deliver 7- Check 8- Nothing		Guarantee Value		
Guarantee Start Date				Guarantee Expiry Date		
Guarantor Name						
Guarantor Address						

- **Approval:** After saving, the user approves the data using the Approve button in the taskbar.



- **Import Contracts from an Excel File:** After clicking the **Add** button, users click the **Import button on the taskbar.**

- **Excel Path:** For every user, the Excel file path can be determined through the Default Values tab within the Users Data screen.
  - **Formatting and Importing Excel File:** The users prepare and order the **Excel** sheet according to the format supported by the system. It is installed in the **Contracts Data** screen. It includes columns that have been already selected and ordered by the users. So, the users prepare and order the **Excel** sheet according to the selected format.

## **Renew Contracts**

**Use:** This screen is used when an organization needs to renew a contract for any reason.

## How to use the screen

The screen is used after clicking the **Add** button as follows:

- **Branch Number:** In this field, the system automatically displays the branch number to which the user access, yet, it allows the user to modify it as per the selected privileges.
  - **Tax Usage Method:** This parameter appears when the **Use VAT** parameter is activated within the **General Parameters** screen on the **Onyx system**. Here, the user determines how the tax will be calculated by selecting one of the methods defined on the **Tax Calculation Methods** screen in the **Taxes System**.
  - **Contract Number:** In this field, the system automatically displays the contract number once the contract that needs to be renewed is determined in the **Renewed from Contract** field, noting that the renewed contract includes the original contract number. For example, if the number of the original contract is (2), then the number of the contract that is renewed for the first time will be (2.1), (2.2) if renewed a second time, and so on.
  - **Date:** In this field, the user enters the date of the contract, which is then used based on the selected option in the **Show Date** field within the **Vendors Parameters** screen; whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or

- **Renewed from Contract:** In this field, the original contract required to be renewed will be selected from the list provided that the selected contract is one of the approved contracts available on the system.
- **Contract Start Date:** In this field, the system automatically sets the start date of the renewed contract on the day following the expiry date of the previous contract.
- **Contract End Date:** In this field, the user enters the contract end date.
- **Auto Display Fields Data:** Once the user determines the contract in the **Renewed From Contract** field, the system automatically displays the data of the rest of the fields in the **Master Data** and **Detailed Data** sections noting that the user can modify the **Detailed Data** section of the renewed contract.
- **Rest of Fields and Tabs:** As for the rest of the fields and tabs, the user can fill them in the same way as indicated in the **Contracts Data** screen.
- **Save:** Users save data after completing data entry
- **Approval:** After saving, the user approves the data using the **Approve** button in the taskbar.
- **Importing Renewed Contracts from Excel File:**
  - **Excel File Path:** For every user, the **Excel** file path can be determined through the **Default Values** tab within the **Users Data** screen.
  - **Formatting and Importing Excel File:** It should be noted that the **Excel** file needs to be formatted as indicated on the system within the **Renew Contracts** screen. This format includes the columns that are previously selected and arranged, which helps the user prepare the **Excel** file accordingly.

## Additional Discounts on Purchase Invoices

**Use:** In this screen, the user records any additional discount that an organization receives from the vendor on credit purchase invoices for whatever reason and which in return will decrease the amount of debts this same organization owes to the vendor. This discount applies either at the invoice level or at the item level nothing that the discount value should not exceed the invoice total value, and it does not affect the stock. It affects only the vendor's account or the intermediary account if any depending on the user's needs. If the user wants the discount to affect the item's cost, they can fetch it from the [Purchases Additional Discounts](#) screen to the [Inventory Adjustment](#) screen (to affect the costs). This way, the system will distribute the discount to the items and quantities, taking into account the selected method of cost calculation, type of costs as well as the inventory posting method that is specified in the [Warehouse System parameters](#).

S/N	Item Code	Item Name	Unit	Invoice No	Invoice Date	Qty	Price	WH	Previous Additional Discount	Amount	Qty	Total Discount Amt.	Net	Tax	Description
1															
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### How to use the screen

The screen is used after clicking the **Add** button as follows:

- **Branch Number:** In this field, the system automatically displays the branch number to which the user access, yet, it allows the user to modify it as per the selected privileges.
- **Document Number:** In this field, the user enters the document's serial number depending on the selected option in the **Document Sequence** field within the **Vendors Parameters** screen; whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.

- **Date:** This field is used to handle the date of the discount based on the document date configuration that has been made in the **Vendors Parameters** screen, whether **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**. In order to modify data, the user needs to be granted the privilege of modifying it from the **Transactions Privileges** screen.
- **Type:** In this field, the user determines the type of additional discount from the provided list of types that are added within the **Additional Discounts Types** screen.
- **Discount Type:** In this field, the user determines the type of discount by selecting one of the following options:
  - **By Invoice:** When the user selects this option, the additional discount is applied at the invoice level, not at the items level.
  - **By Item:** The user selects this option when the additional discount is entered at the item level. This way, the system generates empty fields within the **Detailed Data** section next to each item under a column named **Additional Discount**. Thus, the field of the additional discount applied at the invoice level disappears from the **Master Data** section. It should be noted that the **Use Discount at Items' Level** parameter needs to be activated to use this option (**Discount Type**).
- **Posted:** The system displays this flag automatically ticked upon posting the document.
- **Stock Adjustment Processed:** The system automatically displays this flag ticked upon fetching the discount to the **Stock Adjustment** screen by ticking the **Costs Adjustment** flag and fetching data from the purchases additional discounts.
- **Type:** When selecting the **By Invoice** option in the **Discount Type** field, the Select Invoice Number type appears in this field and it cannot be changed.
- **Tax Calculation Method:** In this field, the user determines the method that will be used to calculate tax from the list of methods that are defined on the **Tax Calculation Methods** screen under the **Taxes System**. It should be noted that the user needs to be granted privilege at the method level from the **Inputs Privileges** screen.
- **Beneficiary Branch:** In this field, users determine the branch for which the discount will be recorded and then the system will deduct the discount from the vendor balance.
- **Warehouse:**

## First: Discount Type (By Invoice)

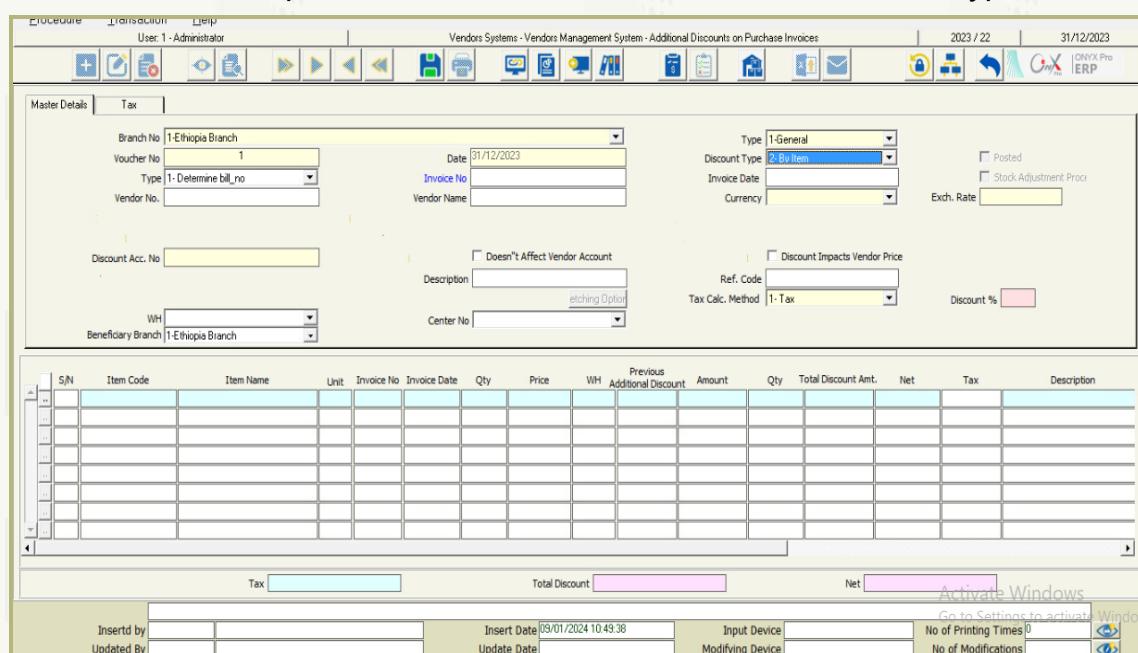
- **Vendor Number:** Here, the user selects the number of vendor that will receive the discount from the list that appears when pressing the **F9** button.
- **Currency:** In this field, the user selects the currency of the invoice from the list of currencies in case they are using multiple currencies. If the vendor uses only one currency, the system will automatically display it once the vendor is selected.
- **Invoice Number:** In this field, the user selects the number of the invoice from the list of credit purchases' invoices provided when pressing the **F9** button.
- **Invoice Date:** In this field, the system automatically displays the invoice date once the invoice is selected.
- **Invoice Amount:** In this field, the system automatically displays the invoice amount once the invoice is selected.
- **Previous Additional Discounts:** In this field, the system automatically displays the previous discounts on the invoice if any.
- **Additional Discount Percentage:** In this field, the user enters the additional discount percentage that will be deducted from the invoice value if the granted discount will be applied as a percentage.
- **Additional Discount:** In this field, the user enters the additional discount percentage that will be deducted from the invoice value if the granted discount will be applied as a percentage.
- **Discount:** This field shows the total discounts applied on an invoice. It represents the sum of the previous discounts in addition to the value of the current discount.
- **Net:** In this field, the system displays the net value of the invoice after applying the discounts.
- **Account Number:** In this field, the user selects the number of the account to which the additional discount amount will be posted and which will be affected as the credit side.
- **Detail Account:** This field appears when using an account of the **Other Debit** or **Other Credit**, and in which, the detail account for the used account is entered.
- **Returns Amount:** In this field, the system displays the purchase returns of the invoice to which the additional discount will be applied if any.

- Tax and Charges:** In this field, the system automatically displays the tax charges on a purchase invoice.
- Description:** In this field, the user could enter a description of the additional discount process.
- Cost Center/ Project:** In this field, the user could determine the related cost center\project.
- Accounting Entry:** In case of any additional discounts, the following accounting entry is generated:

Date	Description:	Debit	Credit
	From/ Vendor Account	x	
	To/ Additional Discount Account		x

## Second: Discount Type (By Item)

Once the additional discount is determined at the item level, the system displays a screen for the detailed data that includes any detailed data related to the item number, item name, unit, invoice number, invoice date, quantity, price, warehouse, discount percentage, amount, previous additional discounts, and value at the item level. It should be noted that the **Use Discount At Items' Level** parameter needs to be activated to use this type.



- Type:** If the selected discount type in the **Discount Type** field is **By Item**, the options included in this field appear as follows:
  - Select Invoice Number:** This option is used if there is a specific purchase invoice on the system to which the discount will be applied.

- **Without Specifying Invoice Number:** This option is used if there is no purchase invoice entered into the system to which the discount will be applied. For instance, deducting from the opening balance to apply a discount of a purchase invoice that is not entered into the system.
- **Doesn't Affect Vendor Account:** When this flag is ticked, the system creates a field for the intermediary account to which the additional discount will be posted instead of the vendor account.
- **Discount Impacts Vendor Price:** The user could tick this flag if the additional discount will affect the price of the vendor's item.
- **Detailed Data Fields:** Once the user selects the purchases invoice, the system automatically fills in the necessary data in the detailed fields which also include the following:
  - **Additional Discount Percentage:** In this field, the user enters the percentage of the additional discount that will be applied at the item unit level, if the selected option in the **Discount Type** field within the **Vendor Parameters** screen is **Percentage**.
  - **Additional Discount:** In this field, the user enters the discount value at the item unit level if the selected option in the **Discount Type** field within the **Vendor Parameters** screen is **Amount** noting that the discount value appears automatically if the discount percentage is entered in the previously mentioned **Additional Discount Percentage** field.
  - **Total Discount Amount:** In this field, the total discount amount appears at the item level. It is equal to the discount value multiplied by the item quantity.
- **Accounting Entry:** In case of using an intermediary account instead of the vendor's account while applying the additional discounts, the accounting entry generated will be as follows:

Date	Description	Debit	Credit
	From/ Intermediary Account	x	
	To/Additional Discount Account		x

## Additional Discount Impact on Charges

If an organization decides to render the additional discount value effect on the cost of items, the user can use the **Stock Adjustment** screen that is called upon from the taskbar, to adjust the costs and accordingly apply the additional discount value to the cost of items. To do this, the user selects the **Purchases Additional Discounts** option in the **Fetch Data From** field within the **Stock Adjustment** screen for items with known quantities. Thus, the accounting entry generated will be as follows:

Date:	Description:	Debit	Credit
	From/ Additional Discount Account	x	
	To/ Stock Account		x

- **Save:** Users save data after completing data entry

# Settle Vendors Installments

**Use:** Through this screen, the user can distribute the amounts paid to vendors in their credit balances that an organization has recorded by defining each paid amount and its corresponding credit balance. This screen appears when the **Pay Installments Manually** is activated within the **Vendors System Parameters** screen. For example, assume that an organization is debited to the vendor's balance with USD 1,000,000, (200,000 of which is an opening balance and 800,000 of which is the value of four purchase invoices, each worth 200,000). In this case, if the organization paid the vendor a 400,000 USD check, then the user will need to manually make sure that the paid amount is 400,000 for the first and third purchase invoices only and is not related to the opening balance, second or fourth invoice, and so on.

## How to use the screen

The screen is used after clicking the **Add** button as follows:

## First: Master Data

In this part of the screen, the user could enter the master data that is related to the transaction and determine the debit documents that will be distributed to the credit documents.

- **Document Number:** In this field, the system automatically displays the serial number of the installment settlement; yet it allows the user to modify it.
  - **Date:** In this field, the user determines the settlement date based on the selected option in the **Show Date** field, within the **Vendors Parameters** screen; whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.

- **Vendor Number:** In this field, the user selects the vendor for whom the installment settlement is required, from the list of vendors provided when pressing the **F9** button.
- **Currency:** In this field, the user determines the currency that will be used to settle installments.
- **Document Type:** In this field, the user determines the type of document that will be distributed and has been recorded in the vendor's debit account; whether an opening balance, journal entry, payment voucher, purchase returns invoice, goods out order, purchase additional discounts, or auto-reverse entries generated at monthly closing.
- **Document Number:** In this field, the user determines the number of document that will be distributed.
- **Document Date:** In this field, the system displays the document date automatically once selecting the document.
- **Amount:** When users select the required document, the system displays the document amount automatically in this field.
- **Remaining Amount:** In this field, the system displays the amount that has not been distributed; but could be distributed, of the document that is selected in the previously mentioned Document Number field.

### Second: Detailed Data:

This section of the screen determines the credit documents that will be settled and to which the debit amounts will be distributed.

- **Document Type:** The user selects the type of credit document whose installments will be settled. These are the documents that have been registered for the account of the vendor such as the opening balance, journal entry, receipt voucher, and vendor claims, which appear when the **Use Vendor Claims** parameter is activated for the vendors whose accruals period is determined based on claims, purchase invoices of the vendors whose accruals period is determined based on invoice, goods received order, auto-reverse entries generated at monthly closing, health care, and medicine).
- **Document Number:** In this field, the user selects the number of the document that will be settled.
- **Installment Number:** In this field, the user selects the installment that will be settled if the document includes installments.

- **Document Date:** In this field, the system displays the document date automatically once selecting the document.
- **Amount:** When users select the required document, the system displays the document amount automatically in this field.
- **Previous Paid Amount:** In this field, the system shows the amount that is settled for the same document in previous settlement transactions.
- **Paid Amount:** In this field, the user determines the amount to be settled from the document.
- **Save:** Users save data after completing data entry

## Credit Promissory Notes

**Use:** Credit promissory notes are used as a basic proof of payment made to entities and individuals during the purchase process. In this screen, the user can link credit promissory notes to letters of credit when the purchase is carried through the bank, or alternatively to a vendor, or other accounts on purchase when one of these accounts is used noting that the user should select in the journal entry type the **Promissory Note** option so that the system could use it to generate the financial entry of promissory note.

### How to use the screen

The screen is used after clicking the **Add** button as follows:

- **Branch Number:** The system automatically displays the branch that the user accesses based on the privileges granted.
- **Document Number:** In this field, the user determines the serial number of the promissory note based on the selected option in the **Document Sequence** field within the **Vendors Parameters** screen; whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Date:** In this field, the user determines the date of the promissory note based on the selected option in the **Show Date** field within the **Vendors Parameters** screen; whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Type:** Through this field, the user can select the type of transaction by selecting one of the following types:

- Letter of Credit.
- Vendor.
- Other accounts.

Below is a detailed description of each of these types.

### First Type: Letter of Credit

#### First: Master Data

- **Letter of Credit Number:** In this field, the user determines the number of letter of credit (LC) by selecting one from the list that appears when pressing the **F9** button.
- **Letter of Credit Invoice Account:** This field shows the invoice letter of credit account automatically based on the letter of credit.
- **Invoice Number:** In this field, the user selects the purchase invoice number from the list that appears when pressing the F9 button.
- **Invoice Date:** In this field, the system automatically shows the date of the invoice once the user selects it in the previously mentioned field.
- **Invoice Currency:** In this field, the system automatically shows the invoice currency.
- **Commission Account Number:** In this field, the user selects the commission account number from the list of accounts that appears when pressing the F9 button.
- **Commission Percentage:** In this field, the user records the commission percentage. Thus, the system multiplies the invoice value by the entered commission percentage to calculate the commission value that will be added to the value of credit promissory notes.
- **Bank:** In this field, the user selects the bank number that will issue the promissory note by pressing the **F9** button.
- **Expenses Impact:** Through this field, the user could determine the credit side that will be affected by the expenses that are related to the promissory note by selecting one of the provided options. If the selected option is Bank, the credit side of the entry will be a bank, and if the selected option is Promissory Note, then the credit side of the entry will be a promissory note.
- **Expenses Account:** In this field, the user determines the expenses account (Debit) from the chart of accounts list that appears when pressing the **F9** button. This account will be charged with the expenses spent on promissory notes.

- **Currency:** In this field, the user determines the currency of the expenses account, noting that the currency of the expenses can be different from that of the promissory note.
- **Expense Percentage:** In this field, the user determines the percentage of the amount spent on the purchase invoice. Thus, the system multiplies the invoice value by the specified percentage to calculate the spent amount value and display it in the designated field.
- **Insurance Account:** In this field, the user selects the number of the insurance account from the chart of accounts list that appears when pressing the **F9** button. This is the account where the insurance amount covering the issuance of the selected promissory note is recorded if any.
- **Currency:** In this field, the user selects the currency of the insurance account noting that the insurance currency can be different from that of the promissory note.
- **Insurance Amount/ Percentage:** In the Insurance Percentage field, the user determines the insurance percentage which the system then multiplies by the value of the invoice to calculate the insurance amount and then displays it in the designated field.
- **Divide Amount Evenly:** When this flag is ticked, the system equally distributes both the promissory note and commission amounts to the number of issued promissory notes. Otherwise, this distribution will be manual.
- **Number of Installment Days:** In this field, the user determines the number of installment days noting that the system automatically distributes the due dates and days of each installment in the **Detailed Data** depending on the number of issued promissory notes. For example, if there are 4 issued promissory notes and the specified number of installment days is (10) days, the system will assign four due dates each is 10 days apart from the other.
- **Number of Promissory Notes:** In this field, the user determines the number of credit promissory notes that will be issued.
- **Insurance Recovery:** When this flag is ticked, the system reverses the insurance value entry, so that the debit side is the bank account and the credit side is the insurance expense account.

- Center/ Project/ Activity Number:** In these fields, the user selects the related cost center/project/activity as needed from the list that appears when pressing the **F9** button.
- Description:** In this field, the user enters an explanatory description about the issued promissory note.
- Fetch Data:** When the user clicks this button, the system displays all the data that is related to promissory notes, commissions, and due dates in the **Detailed Data** section of the screen.

## Second: Detailed Data

Once the user clicks the **Fetch Data** button, the system automatically displays the detailed data as follows:

S/N	BOE No	L/C No.	Invoice No	Currency	Invoice Amt	Commission Amt.	BOE Amt	Due Date	Description
1	1	1	1	USD	13,500.00	135.00	13,635.00	30/01/2024	
2	2	1	1	USD	13,500.00	135.00	13,635.00	29/02/2024	
3	3	1	1	USD	13,500.00	135.00	13,635.00	30/03/2024	
4	4	1	1	USD	13,500.00	135.00	13,635.00	29/04/2024	
5	5	1	1	USD	13,500.00	135.00	13,635.00	29/05/2024	
6	6	1	1	USD	13,500.00	135.00	13,635.00	28/06/2024	
7	7	1	1	USD	13,500.00	135.00	13,635.00	28/07/2024	
8	8	1	1	USD	13,500.00	135.00	13,635.00	27/08/2024	
9	9	1	1	USD	13,500.00	135.00	13,635.00	26/09/2024	

- Promissory Note Number:** In this column, the system automatically generates the numbers of promissory notes based on the number specified in the **Promissory Notes Number** field.
- Letter of Credit Number:** In this column, the system displays the number of each letter of credit corresponding to a promissory note based on the number specified in the **Promissory Notes Number** field.
- Invoice Number:** In this column, the system displays the number of each invoice corresponding to a promissory note, taking into consideration that the promissory note is part of the invoice value.
- Currency:** In this column, the system shows the currency of the purchase invoice next to each promissory note.
- Invoice Amount:** In this column, the system divides the purchase invoice amount among the number of credit promissory notes.
- Commission Amount:** A commission represents a certain percentage of each invoice value. Once the commission percentage is determined in this field, the system automatically multiplies it by the invoice value to calculate the commission amount that will be added to the promissory note amount.

- **Promissory Note Amount:** In this column, the system shows both the invoice installment amount added to the commission installment amount.
- **Due Date:** In this column, the system displays the due date on which every promissory note should be paid to the bank.

## Second Type: Vendor

Once the user selects this type, all fields related to the letter of credit disappear and the following fields appear instead:

### First: Master Data

- **Vendor Number:** In this field, the user selects the vendor number from the list that appears by pressing the **F9** button.
- **Vendor Name/ Foreign Name:** Once the user selects the vendor number, the system automatically displays the name of the vendor in this field.
- **Reference Number:** In this field, the user records the number of the promissory note reference. This could be a manual document number, a file number, or any other data that the user refers to when carrying out any process or during the search process. However, it should be noted that this remains an optional field provided that the **Reference Number is Mandatory** parameter is not activated within the **Vendors Parameters** screen.
- **Invoice Number:** In this field, the user selects the number of the purchase invoice from the list that appears when pressing the **F9** button.

- **Invoice Date:** In this field, the system automatically displays the date of the invoice once the user determines its number in the previously mentioned field.
- **Currency:** In this field, the system automatically displays the invoice
- **Center/ Project/ Activity Number:** In these fields, the user selects the related cost center/project/activity as needed from the list that appears when pressing the **F9** button.
- **Divide Amount Evenly:** When this flag is ticked, the system equally distributes both the promissory note and commission amounts to the number of issued promissory notes. Otherwise, this distribution will be manual.
- **Number of Installment Days:** In this field, the user determines the number of installment days noting that the system automatically distributes the due dates and days of each installment in the **Detailed Data** depending on the number of issued promissory notes. For example, if there are 4 issued promissory notes and the specified number of installment days is (10) days, the system will assign four due dates each is 10 days apart from the other.

### Second: Detailed Data:

Once the user clicks the **Fetch Data** button, the system automatically displays the detailed data as previously stated above for the selected option **Letter of Credit**.

### Third Type: Other Accounts

This option is used the same way as the second type (**Vendor**), except for the vendor number and invoice number parts.

The screenshot shows the 'Vendors Systems - Vendors Management System - Credit Bills of Exchange' window. At the top, there are tabs for Procedure, Transaction, and Help, and a user information bar for User: 1 - Administrator. The main area has several input fields: 'Branch No' (1-Ethiopia Branch), 'Type' (3-Other Acct), 'Doc No' (1), 'Date' (31/12/2023), 'Account' (empty), 'Account Name' (empty), 'Ref. Code' (empty), 'Amount' (empty), 'Center No' (empty), 'Equal Amt. Distributio' (checkbox), 'No of BOEs' (empty), and 'Description' (empty). Below these are buttons for 'Fetching Data', 'Activate Windows', 'Go to Settings to activate Window', and various system status indicators like 'Insert by', 'Updated By', 'Insert Date', 'Update Date', 'Input Device', 'Modifying Device', 'No of Printing Times', and 'No of Modifications'. A large grid table at the bottom lists columns for S/N, BOE No, Currency, BOE Amt, Due Date, and Description.

- **Save:** After completing the data entry, users should press save.

Date	Description	Debit	Credit
	From/ Selected Debit Account	x	
	Commission Account (If the selected type is a letter of credit)		
	To / Promissory Note	x	
	Record the value of the promissory note related to invoice No.		

## **Due Credit Promissory Notes**

**Use:** Through this screen, the user can audit and control the closure of promissory note amounts, which is done only in the bank or vendor account after approving the maturity of each promissory note based on the selected option in the **Accruals** column, whether **Due** or **Under Collection** or **Return**.

## How to use the screen

## First: Master Data

- **Branch Number:** In this field, the system displays the number of the branch that the user access; and allows them to modify it as per the granted privileges.
  - **Type:** In this field, the user determines the type of promissory note; letter of credit, vendor, or other Accounts from the list that appears.
  - **Document Number:** In these fields, the user could determine the numbers range within which the documents they need to be filtered and displayed fall.
  - **Date/ To:** In these fields, the user enters the from and to dates so that only the documents that are related to this date are fetched.
  - **Invoice Number:** Through these fields, the user determines the numbers range within which the purchase invoices they need fetched fall by pressing the **F9** button.
  - **Letter of Credit Number:** Through these fields, the user determines the numbers range within which the letters of credit they need fetched fall by pressing the **F9** button.

- Promissory Note Number:** Through these fields, the user determines the numbers range within which the promissory notes they need fetched fall by pressing the **F9** button.
- Fetch Data:** When the user clicks this button, the system fetches all the related analytical data based on what is determined in the previously mentioned fields.

### Second: Detailed Data:

After displaying the necessary analytical data in the detailed data section of each promissory note, the accruals are determined as follows:

- Under Collection:** When this option is selected, this means that the promissory note is still under collection and is yet to be deducted by the bank.
- Due:** When this option is selected, this means that the promissory note amount is deducted from the organization's bank account. Thus, the following accounting entry:

Date	Description	Debit	Credit
	From/ Credit Promissory Note Account	x	
	To/ Bank Account		x

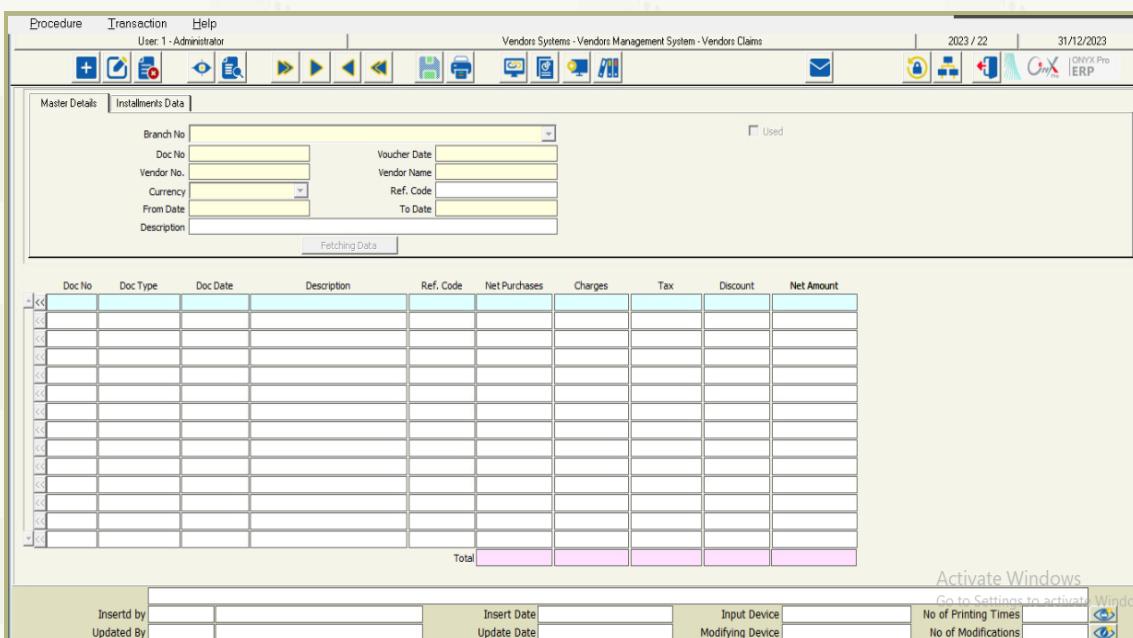
- Return:** In this case, the system generates a reversed to prove the promissory note amount entry as follows:

### Return Entry

Date	Description	Debit	Credit
	From/ Promissory Notes Account	x	
	To/ Selected Debit Account		x
	Commission Account		
	Promissory Note Return No.... of the Invoice No....		

## Vendors Claims

**Use:** This screen appears when the **Use Vendors Claims** parameter is activated under the system configuration. Here, the user could prepare the claims of vendors. A vendor claim is usually an installment approach that includes multiple credit purchase invoices issued by a particular vendor and is carried out for all invoices at once. Before the claim is prepared, the system cancels any other installment approaches set for the invoices and fetches the installment approach of the claim to the payment vouchers or journal entries.



Doc No	Doc Type	Doc Date	Description	Ref. Code	Net Purchases	Charges	Tax	Discount	Net Amount
Total									

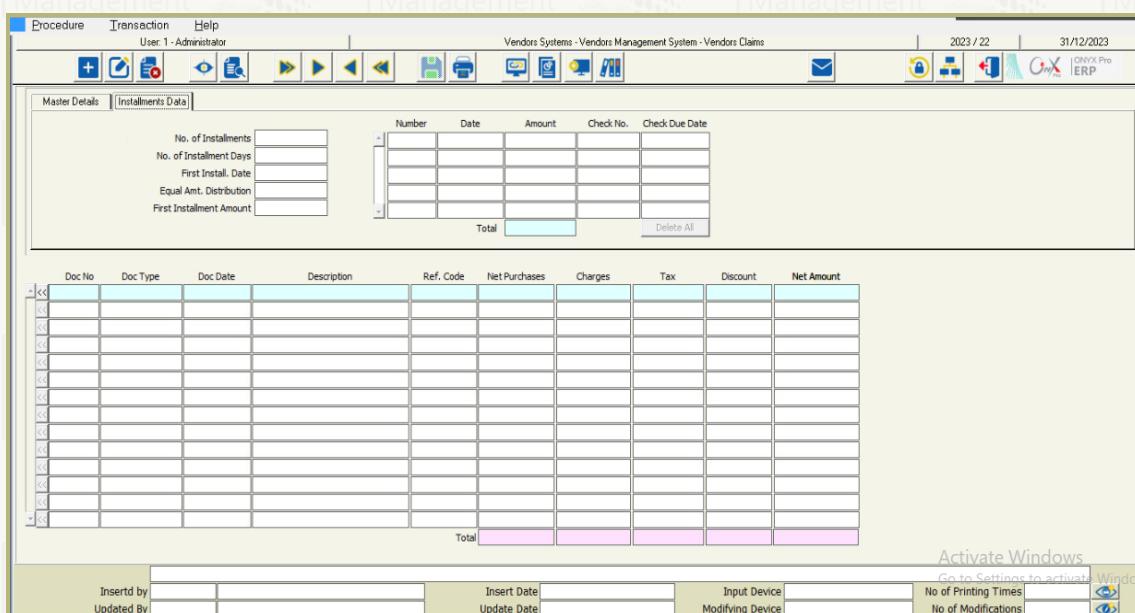
Activate Windows  
Go to Settings to activate Windows  
No of Printing Times:   
No of Modifications:

### How to use the screen

The screen is used after clicking the **Add** button as follows:

- **Branch Number:** The system automatically displays the branch that the user accesses based on the privileges granted.
- **Document Number:** In this field, the user determines the serial number of the claim based on the selected option in the **Document Sequence** field within the **Vendors Parameters** screen; whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Doc Date:** In this field, the user enters the date of the claim, which is then used based on the selected option in the **Show Date** field within the **Vendors Parameters** screen; whether it is **Automatic Can be Modified**, **Automatic Cannot be Modified**, or **Manual**.
- **Vendor Number/ Name:** Here, the user could select the number and name of the vendor respectively by pressing the **F9** button.

- Currency:** In this field, the user selects the currency used from the list provided. If the vendor uses one currency, then the system will display it automatically.
- Date/ To:** Through these fields, the user specifies the period needed to prepare the claim.
- Description:** Here, the user enters an explanatory description of the claim.
- Fetch Data:** Once the user clicks this button, the system displays the vendor's credit purchase invoices data during the specified period.
- Installments Data:** In this tab, the user enters the data of the claim installments within the fields on the left side of the screen. This way, the system could automatically fetch and distribute the installments to the columns on the right side of the screen.



The screenshot shows the 'Installments Data' tab of the Vendors Claims screen. At the top, there are input fields for 'No. of Installments', 'No. of Installment Days', 'First Install. Date', 'Equal Amt. Distribution', and 'First Installment Amount'. Below these are two tables: one for 'Master Details' with columns Number, Date, Amount, Check No., and Check Due Date; and another for 'Installments Data' with columns Doc No, Doc Type, Doc Date, Description, Ref. Code, Net Purchases, Charges, Tax, Discount, and Net Amount. The 'Installments Data' table has a 'Total' row at the bottom. At the bottom of the screen, there are fields for 'Insert by' (with 'Updated By' below it), 'Insert Date' (with 'Update Date' below it), 'Input Device', 'Modifying Device', 'Activate Windows' (with a link to 'Go to Settings to activate'), 'No of Printing Times', and 'No of Modifications'.

- Number of Installments:** In this field, users enter the number of installments by which the claim amount is divided.
- Number of Installment Days:** Here, users enter the number of days between installments; in order to set the installments' dates based on the number of days. For example, if the number of installments' days is 5, the system will determine the date of the next installment after 5 days of the previous installment with the possibility of modifying it.
- First Installment Date:** Here, the date of the first installment will be determined, noting that it is the date that will be the basis for calculating the installment dates.
- Divide Amount Evenly:** This is a modifiable field where the user enters the total claim amount that the system will equally distribute to a certain number of installments.

- **First Installment Amount:** In this field, the user determines the amount of the first installment and thus, the system distributes the rest of the claim amount to the other installments.
- **Save:** Upon entering the needed data, the users can save data using the available means of saving.

**Remark:** After saving the claim data, the system fetches the claim installments to the **Payment Voucher or Journal Entries** screen.

# Chapter Four

## System Reports

## Introduction

The information system outputs are the end product that the organization management gets from using the system and uses it to make decisions about how to handle various scenarios and reports. The ultimate goal of using an information system is to produce outputs, which is frequently what drives an organization to buy and utilize a certain information system in the first place. When speaking of the information system, it is anticipated that it will offer the management of the organization a variety of reports covering the department's needs and requirements through the data and flags it contains, serving as an effective tool for decision-making that will strengthen and develop the organization's policies at various levels and areas to ensure the achievement of organizational goals.

It should be noted that the **Onyx ERP** system provides a unified mechanism for generating and printing reports, which has been explained in the **Onyx ERP Basics** user guide, which can be used for reference whenever needed.

# Vendors Management System Reports

# Vendors Data Report

Tele No.	Vendors Details					
Fax No.						
Fax No.						
Vendor No	Vendor Name	Vendor Account	City	Phone	Inactivation Date	Dealing Date
1	Vendor 1	21110001				
Total :		1				

## Opening Balances Report



### **Opening Balances - Final Balance**

From Date : 01/01/2022 To Date : 31/12/2022

Summary by : Vendor No. Account Code		Currency	Opening Balance	
Number	Name		Debit	Credit
1 22101001	J Vendor 1 Local Creditors	SAR	10,200.0	
No of Records :	1 Total by Curr. : SAR Ten Thousand And Two Hundred Saudi Riyal		10,200.0	0.0
No of Records :	1 Grand Total in Local Curr. : YER Million And Six Hundred And Thirty Two Thousand	Debit Ba		10,200.0
			1,632,000.0	
		Debit Bal		1,632,000.0

## Account Statement Report



### Account Statement Detail - Balance At End

Report Date: 01/01/2020

Vendor No.		1	Vendor 1				
Account Code		22101001	Local Creditors		Currency	SAR	Saudi Riyal
Date	Doc Type	Doc No	Description	Ref. Code	Amount		
					Debit	Credit	
<b>Opening Balanc</b>					10,200.0		
31/12/2022	Journal	11	For You...		2,000.0		
31/12/2022	Purchase Inv. Credit	1	لكم فاتورة مشتريات أجل		144,000.0		
31/12/2022	Add Purches Discount	1			2,880.0		
<b>Number :</b>					<b>SAR Total Trans.</b>	<b>4,880.0</b>	<b>144,000.0</b>

This Statement is True and Has Been Approved In Case We Haven't Received Any Written Objections Within 15 Days.

Debts Ages Report



Aged Debts To Date 31/12/2022 - Total

.Vendor No	Vendor Name	Type	Balance	Due Amount	0-30	31-60	61-90	91-120	>120
1	Vendor 1	SAR	128,920.00	128,920.00	128,920.00				
2	Vendor 2	SAR	2,000.00	2,000.00	2,000.00				
Total :			130,920.00		130,920.00				

## Installments Report



### Installment Reports : Summary

.Vendor No	Vendor Name	Currency	Install. Amount	Paid Amount	Remaining Amour
2	Vendor 2	SAR	2,000.00	0.00	2,000.00
			Total :	2,000.00	0.00 2,000.00

## Contracts Data Report



بيانات العقود

**Contract 11** Date : : 31/12/2022  
 Contract Start Date : 01/01/2022 Contract End Date : 01/01/2022  
 Amount : 2400000 Currency : SAR Exch. Rate : 160  
 Vendor No. : 1 Vendor Name : Vendor 1

Project :

Description :

Description :

Item Code	Item Name	Unit	Qty	Price	Amount	Specifications
001-001	Raw Material 1		200	12,000.00	2,400,000.00	
			Total :		2,400,000.00	

## Purchases Additional Discounts Report



### Purchases Invoices Add. Discounts

From Date : 01/01/2022 To Date : 31/12/2022

Doc No	Voucher Dat	Invoice No	Date	Curre	Vendor Name	Discount Typ	Net Invoice	Previous Additional	Returns Am	Additional Dis	Net Purchases
1	31/12/2022	1	31/12/2022	SAR	Vendor 1	By Invoice	144,000.00			2,880.00	141,120.00
						Total :	144,000.00	0.00		2,880.00	141,120.00