



APPLICABLE TO:	PS ACCOUNTING	PS PURCHASING	VERSION 6	EDUCATION	COMMERCIAL
	✓	X	✓	✓	X

Add or Edit Supplier Accounts

This document describes the process for adding a supplier account to the Purchase ledger in PS Accounting. However, the same process can be used for adding any account to any ledger, such as adding customer accounts to the Sales ledger, trips to the Trips ledger, staff to the Staff Expenses ledger, etc.



Note: The facility to add suppliers is sometimes restricted to certain users. If you need to be able to add suppliers, but the **Add** button is greyed out, please contact your System Administrator.

Within any ledger, each unique record is known as an account and is stored by its unique code in alpha-numeric order. An account code can be made up as follows:

- Maximum of 12 alpha-numeric characters.
- No spaces or special characters although an underscore _ can be used to replace a space.



Example: Adding a supplier account called Maples Stationery Company Ltd to the Purchase ledger which is shared across a Multi Academy Trust (MAT).

Where to Get More Help and Information



Our currently available documentation can be found at the following address:

<https://psfinancials.zendesk.com/hc/en-us/categories/360000797219-User-Documentation>

You can also utilise information on our Support Portal at the following address:

<https://psfinancials.zendesk.com>

PROVIDING FEEDBACK ON OUR DOCUMENTATION

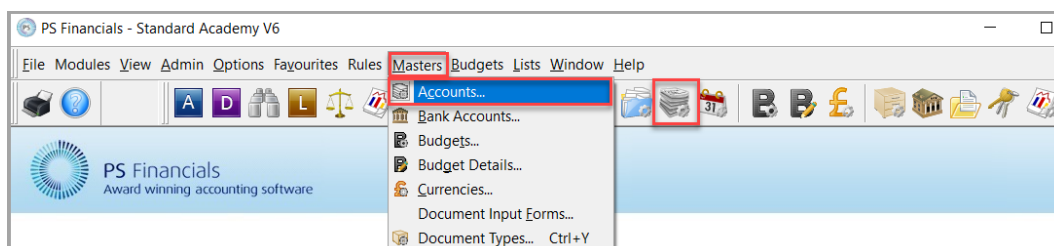
If you have any feedback, comments or suggestions regarding our documentation, please email:



documentation@psfinancials.com

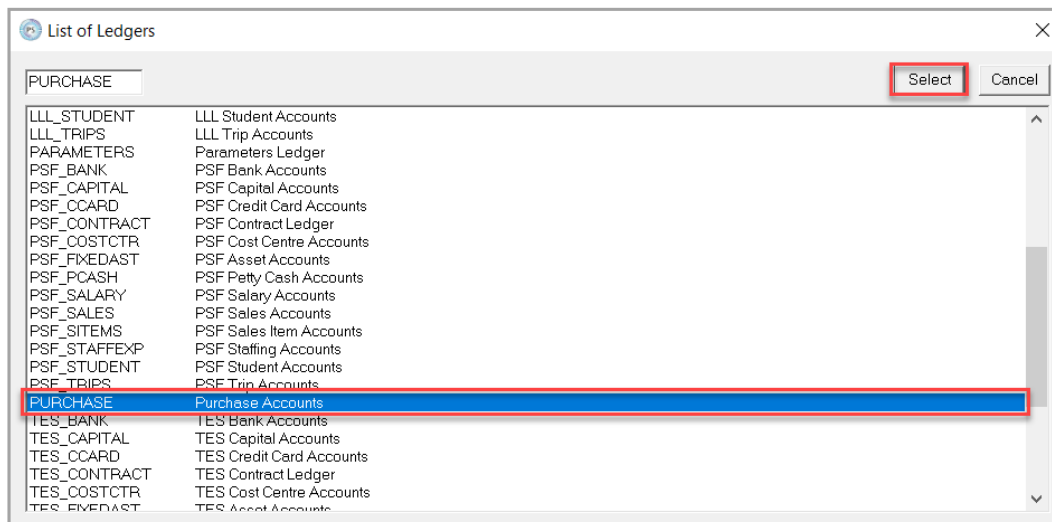
Adding/Editing a Supplier

- Select **Masters > Accounts** from the menu bar or click the **Maintain Accounts** icon on the toolbar.



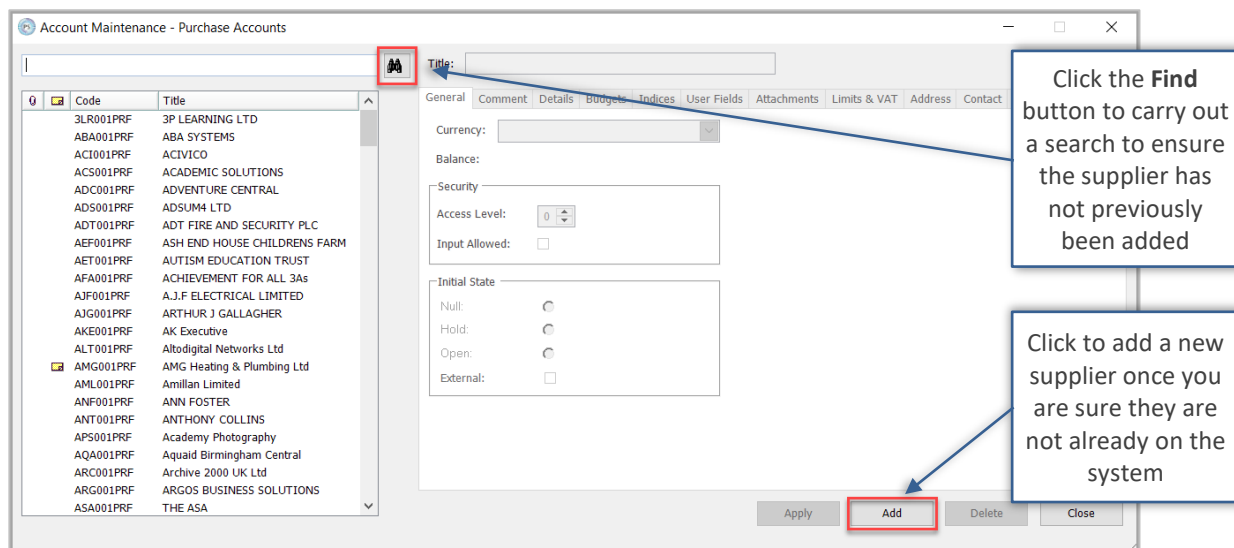


- From the **List of Ledgers** dialog, click the required ledger to highlight it then click the **Select** button (or double-click the required ledger) to open it.



Note: Some ledgers are preceded with a three-character location code e.g. **LLL**. Location codes are frequently used by Multi Academy Trusts (MATs) to identify the ledgers belonging to each academy in the trust. Some ledgers, such as the Purchase ledger are shared among all the academies within a trust.

- The **Account Maintenance** dialog is displayed showing a full list of accounts within the selected ledger – in this example, a list of existing suppliers. The information for each account is stored in a series of tabs, such as **General**, **Comments**, **Details**, etc. To edit an existing account, select the required tab and edit the information as required.





- Before adding a new account, it is strongly recommended that you carry out a search to ensure that the account does not already exist. This is achieved by clicking the **Find** button.

Select the field to be matched. This defaults to **Title** which is the name of the account/supplier. Enter your search criteria, then click the **Search** button. If no accounts are returned, you can continue to add the new account.

- Click the **Add** button to create a new account. The **New Account** dialog is displayed.



Note: If the **Add** button is greyed out, you do not have the applicable access levels. Please contact your System Administrator as required.

- Enter the code for the account ensuring that you adhere to any protocol defined by your academy/trust. In this example, we have used the three characters of the supplier name, followed by three numbers, followed by PRF - MAP001PRF. Click the **OK** button.



Important: If your academy is part of a Multi Academy Trust (MAT) and you use a shared ledger, e.g. PURCHASE, it is essential that the account code is suffixed with PRF. PRF identifies a preferred supplier which can be used by all locations within the academy/MAT and will be recorded against the location's own purchase ledger nominal.



Note: Account numbers have a maximum of 12 alpha-numeric characters with no special characters, excluding the underscore.



7. The **Account Maintenance** dialog is displayed with the newly created account code listed alphabetically within the account list. Enter the name of the supplier in the **Title** field.



Note: The tabs available in this dialog will vary based on the type of account you are adding, together with your access levels.



Tip: The size of the **Account Maintenance** dialog can be resized by dragging the bottom right-hand corner of the dialog. You can also increase or decrease the width of the supplier list by dragging just to the right of the list. For more information, please see the *Introduction to PS Financials user guide*.

8. Depending on the size of the **Account Maintenance** dialog, you may need to scroll to see additional tabs. Click the arrows on the top right-hand side as required.

9. Complete the tabs as follows:

GENERAL TAB

Complete the **General** tab as follows:

ITEM	DESCRIPTION
Title	Enter the name of the supplier.
Currency	Only required if your academy deals with international suppliers and has added currencies to your system. This <u>must</u> be left blank if currencies are not used.
Security	In conjunction with the roles defined on the Security tab, this determines who can access the supplier and whether data can be added/edited. Typically, the level would be set to 3 .



Initial State

Defaults to **Open** which means the account will be posted to the live database. Select **Hold** if you want to create the account where any invoices are automatically put on Hold and will need to 'un-held' before they can be allocated to a payment run. **External** is only required when creating bank nominal accounts and should not be selected for suppliers.

COMMENT TAB

Provides an unlimited field to enter notes about the account. For example, you may wish to add information on opening times for the supplier, delivery time scales, etc.

The screenshot shows the 'Comment' tab selected in the account setup window for 'Maples Stationery Company Ltd'. The 'Comment' tab is highlighted with a red box. The comment field contains the following text:

Place orders before 3pm for next day delivery.
Orders over £150 carriage free.
2 week lead time on ink cartridges for photocopier.

Below the comment field, there is a note: 'For a new line press Ctrl + Enter'. At the bottom right, there are four buttons: 'Apply', 'Add', 'Delete', and 'Close'.

Press **Ctrl + Enter** to add a new line.

DETAILS TAB

This tab is automatically populated with any transactions that have been entered for this account. This tab will be empty if you have created a new account.

The screenshot shows the 'Details' tab selected in the account setup window for 'Maples Stationery Company Ltd'. The 'Details' tab is highlighted with a red box. The 'Details' tab displays a table with the following columns: Type, Number, Date, Year, Period, Nominal, Ledger, and Account. The table is currently empty.



The following graphic shows the **Details** tab for an existing supplier. A maximum of 25 transactions is displayed. If you need to see all the transactions stored on the system for this supplier, right-click on any transaction and select **Account Enquiry** from the pop-up menu.

Title: AMG Heating & Plumbing Ltd

Type	Number	Date	Year	Period	Nominal	Ledger	Account	Value
LLPI	95	01/11/2017	2017/18	2017/18.03	LLL9500	PURCHASE	AMG001PRF	-
LLPI	70	01/10/2017	2017/18	2017/18.02	LLL9500	PURCHASE	AMG001PRF	-
LLPI	45	01/09/2017	2017/18	2017/18.01	LLL9500	PURCHASE	AMG001PRF	-
LLPI	17	02/05		16.09	LLL9500	PURCHASE	AMG001PRF	-
LLC1	100096	01/05		16.09	LLL9500	PURCHASE	AMG001PRF	-

The **Account Enquiry** window is displayed listing the full account history for the supplier (based on the pre-defined criteria applied via the **Criteria** button).

Account Enquiry

Page Setup Columns Criteria Load Settings Save Settings Settings Custom Columns Send to Excel Allocation Dispute Confirm

Selection Criteria

Drag a column header here to group by that column.

Type	Number	Date	Period	Nominal	Nominal Title	Account	Account Title	Description
LLPI	95	01/11/2017	2017/18.03	LLL9500	Purchase Ledger Control	AMG001PRF	AMG Heating & Plumbing Ltd	AMG
LLPI	70	01/10/2017	2017/18.02	LLL9500	Purchase Ledger Control	AMG001PRF	AMG Heating & Plumbing Ltd	AMG
LLPI	45	01/09/2017	2017/18.01	LLL9500	Purchase Ledger Control	AMG001PRF	AMG Heating & Plumbing Ltd	AMG
LLPI	17	02/05/2016	2015/16.09	LLL9500	Purchase Ledger Control	AMG001PRF	AMG Heating & Plumbing Ltd	AMG
LLC1	100096	01/05/2016	2015/16.09	LLL9500	Purchase Ledger Control	AMG001PRF	AMG Heating & Plumbing Ltd	Pay

Grand Summaries

You can add/remove columns as required by clicking the **Columns** button and selecting the required columns or change the order of the columns displayed by clicking the column heading and dragging it to the desired location.

The following columns are displayed by default:

ITEM	DESCRIPTION
Type	Identifies the type of transaction that was posted based on the type of document input form used. For MATs, the input form code is preceded by the first two characters of the location code. In the previous graphic, the input forms are preceded by LL for Lillington Lane Learning Academy. Some of the options available are: B1 – BACS Payment PC – Purchase Credit Note POIN – an invoice entered through PS Purchasing with a purchase order PI – an invoice directly in PS Accounting without going through the purchase order approval process available in PS Purchasing.
Number	A system generated sequential number created when the transaction was posted (with the exception of manual cheque numbers).



ITEM	DESCRIPTION
Date	The date of the document, in this case, the invoice date (which would not necessarily match the date it was entered into the system).
Year	The financial year to which the transaction relates.
Period	The accounting period to which the transaction was posted.
Nominal	The nominal to which the transaction relates.
Ledger	The ledger to which the transaction relates, e.g. the Purchase ledger.
Account	The account code to which the transaction relates, e.g. supplier code.
Value	Value of the transaction.
Description	Contains the supplier invoice/credit note number.

BUDGETS TAB

This tab is not applicable when creating supplier accounts.

INDICES TAB

This tab is used to link the account with a pre-defined variable (called an index). Indices are set up within the system to enable criteria other than nominals or ledgers to be selected or reported on, i.e. to group accounts in other ways. You may for example want to report on suppliers for your school and nursery separately (if applicable).

Some indices are optional while others are mandatory. On this tab, you must select a value for the **Activities** and **Fund Type** indices. If you are unsure what to select, check with your System Administrator or choose **XNODET**.

Title: Maples Stationery Company Ltd

General Comment Details Budgets **Indices** User Fields Attachments Limits & VAT Address Contact Payment Informatio < >

Index	Title
ACCSEARCH	Account Search
ACTIVITIES	Activities
DIRECTORATE	Directorate
FUNDTYPE	Fund Type

Value	Title
<input type="checkbox"/> BOARDING	Boarding
<input type="checkbox"/> EXTENDED	Extended
<input type="checkbox"/> LETTINGS	Lettings
<input type="checkbox"/> NURSERY	Nursery
<input type="checkbox"/> SCHOOL	School
<input checked="" type="checkbox"/> XNODET	No Detail Defined

Apply Add Delete Close



USER FIELDS TAB

Each academy/MAT has the facility to create its own user fields so that additional information can be recorded. There are also pre-defined user fields which can be completed as required.

User Field	Value
VAT_126_Description	
Purchase Order Address	
Purchase Order Address	
Purchase Order Address	
Purchase Order Address	
Purchase Order Address	
Purchase Order Address	
Purchase Order Address	
Counter Party Suppl/Cu	
DOCEMAIL	johnbrown@gmail.com
REMEMAIL	
EMAILSOURCE	USERFIELD

Buttons: Apply, Add, Delete, Close

The following default user fields are included on installation:

ITEM	DESCRIPTION
VAT_126_Description	If your academy/MAT is <u>not</u> VAT registered and makes a VAT 126 return, this field is mandatory. A VAT description outlining what the supplier provides in terms of goods and services must be entered here.
Purchase Order Address	Only required if the address to which purchase orders should be sent is different from the supplier's standard address.
Counter Party Suppl/Customer	If the supplier is a Statutory Funded body, ensure that you select Yes here. If your academy/MAT provides a Counter Party Suppliers Return, your suppliers (and Customers) need to be identified within the system.
DOCEMAIL	If the Document Emler module is in use, enter the email address of the person to whom purchase orders should be sent here.
REMEMAIL	If the Remittance Emler module is in use, enter the email address of the person to whom remittances should be sent here.
Email Source	If you have entered email addresses in either of the two previous fields, you must ensure that USERFIELD is selected here, otherwise the email address in the Contacts tab is used.



ATTACHMENTS TAB

This tab can be used to add attachments to the supplier which could include terms and conditions, catalogues, photos of particular purchases, quotes, copies of emails, etc.



Note: The document being attached needs to be stored somewhere on a shared drive if you need other users to access it. If you are a PS CLOUD user, there is a dedicated area for sharing files on the X:\ drive.

Name	Type	Modified
Maples Stationery Company T&Cs.pdf	PDF File	11/07/2018

Name: Maples Stationery Company T&Cs.pdf

Description:

Notes: Attach open document...

Apply Add Delete Close

1. Right-click anywhere in the **Attachments** tab and select **Browser for new attachment** from the pop-up menu.
2. Select the required file then click the **OK** button. The chosen attachment will then be displayed. Double-click the file to view it.

LIMITS & VAT TAB

Some suppliers may apply a restriction on the amount that can be spent on one order (**Transaction Limit**) or apply a maximum **Credit Limit**. If any limits have been applied by this supplier, enter them in the **Limits** section.

Limits

Credit Limit: 10000.00

Transaction Limit: 1000.00

VAT

Country: United Kingdom

Number: 127684567

Apply Add Delete Close



A warning will be displayed if a user tries to enter a transaction that exceeds the limit or enters an invoice or purchase order that places the account over the credit limit. That user is then given the option of continuing. The **VAT Number** must be provided if the supplier is VAT registered. The country only needs to be entered for non-UK suppliers. If the required country is not listed, please contact your System Administrator who can add this for you.

ADDRESS TAB

Title: Maples Stationery Company Ltd

General Comment Details Budgets Indices User Fields Attachments Limits & VAT **Address** Contact Payment Information < >

Format: United Kingdom

Pre-Name:

Name: Maples Stationery Company Ltd

Address: 123 High Street

Town: LONDON

County: London

Post Code: WE1 2AB Country:

Apply Add Delete Close

Complete the **Address** tab ensuring that the applicable spacing is applied to the post code. The **Pre-Name** field can be used for a department title to which purchase orders, etc. should be sent.

CONTACT TAB

Title: Maples Stationery Company Ltd

General Comment Details Budgets Indices User Fields Attachments Limits & VAT Address **Contact** Payment Information < >

Name: Mary Smith

Telephone: 01234567890

Fax:

Email: mary.smith@maplesscltd.co.uk

Salutation: Mrs

Apply Add Delete Close

Enter details for the main contact for this supplier. If entering the email address, the button adjacent to the **Email** field will automatically generate an email to the addressee.

Complete the salutation as you would like it to appear in any letters, purchase orders, etc. Just the person's title is required.



PAYMENT INFORMATION TAB

Enter the payment information for the supplier in the **Payment Information** tab.

Title: Maples Stationery Company Ltd

Comment Details Budgets Indices User Fields Attachments Limits & VAT Address Contact **Payment Information** Payme < >

Factor

Ledger: [v] Account: [v]

Payments

Media: BACS [v]

Account number: 12345678 Type: Current [v]

Sort code: 123456 Reference: Lillington Academy

Title: Maples Stationery Company Ltd

Apply Add Delete Close

Complete the following information as required:

ITEM	DESCRIPTION
Factor	If the supplier requires payments to be made to a factoring or holding company, the factoring company must first be set-up as a separate supplier. Once added, use the FACTOR section at the top of the tab. Select the Purchase Ledger from the Ledger drop-down list then select the required holding/factor company from the Accounts drop-down list. The payment details on the factor company's account will then be used by default to pay any outstanding invoices.
Media	Choose the method by which payments will be made. If BACS has been chosen, the account number, sort code and reference must be completed. If Direct Debit/Standing Order is chosen Account Number and Sort Code still need to be completed (but can be populated with zeros if not yet known).
Account Number	Maximum 8 digits.
Sort Code	6 digits – do not include dashes.
Type	Select the type of account, either Current or Deposit .
Reference	This is the reference the supplier will see against the payment. It could for example, contain your account number provided by the supplier or the name of the MAT/academy.
Title	This defaults to the title of the supplier. It should be the title of the supplier used by their bank.



PAYMENT TERMS

Most suppliers will provide a set of payment terms for their goods/services. The key term to record is the period of time in which invoices should be paid. The standard is usually 30 days, but this will obviously vary from supplier to supplier.

Profile	Title	Units	Type	Rate	N/G
30_DAYS	30 Days	30 Days	0.00	Net	

Discount Terms
Type: Days, Rate: 0.00, Net/Gross: Net, LLL9510
Grace Period: 0 day(s)

Additional Discount
10, Percentage

The number of days selected will be added to the invoice date for the invoices received from this supplier. This figure is then used to populate the **Due Date** for that invoice record which will help to determine which invoices need paying and when.

Profile	Title	Units	Type	Rate	N/G
30_DAYS	30 Days	30 Days	0.00	Net	

Discount Terms
Type: , Rate: 0.00, Net/Gross: Net
Grace Period: 0 day(s)

Additional Discount
0, Percentage

Right-click in the white area and select **Add Ledger Terms** then the applicable period from the pop-up menus. Enter any discounts offered for early payment, etc. in the bottom section.



Saving the Supplier

The supplier account can be saved once the mandatory information has been completed. An applicable warning will be displayed if the record cannot be saved. Click the **Apply** button to save the supplier.



Note: It can take up to 15 minutes for a new supplier account to appear in My Portal/PS Purchasing.

Hints and Tips

CHANGING THE DEFAULT TAB DISPLAYED

1. When any supplier is selected in the Purchase Ledger, the **General** tab is displayed first by default. Any tab can be the default tab. This is changed by selecting **Masters > Ledgers**.
2. From the **Ledger Maintenance** dialog, highlight the **PURCHASE** ledger.
3. Select the required tab from the **Default tab** drop-down list.

The screenshot shows the 'Ledger Maintenance' dialog box. On the left, a list of ledgers is shown, with 'PURCHASE' highlighted. The 'Title' field is set to 'Purchase Accounts'. On the right, various settings are visible, including 'Access Level' (3), 'Ledger Type' (Purchase), and 'Input Allowed' (checked). The 'Default tab' dropdown is set to 'Contact tab'. The 'User Fields' button is highlighted with a red box. At the bottom, the 'Validation' section shows 'Bank Details Required' and 'Payment Terms Required' checkboxes, both of which are unchecked. The 'Address Format' is set to 'GB United Kingdom' and the 'Country Code' is set to 'None'.

CHOOSING WHICH FIELDS ARE MANDATORY

As shown in the previous graphic, you can also determine which information is mandatory when creating supplier accounts. In the **Validation** section select the applicable **Bank Details Required** or **Payment Terms Required** if you want to make these fields mandatory.

Click the **User Fields** button to select which of the user fields should be mandatory, i.e. that you want to be completed when an account is created.



QUICKLY CHECKING THE SAME FIELD FOR EACH SUPPLIER

If you need to check the same field for multiple suppliers (to check if it has been completed for example), the checking process can be shortened by:

Account Maintenance - Purchase Accounts

KSL001PRF

Title: KEELE SCIENCE LEARNING CENTRE

Details Budgets Indices User Fields Attachments Limits & VAT Address **Contact** Payment Information Payment Ter < >

Name:

Telephone:

Fax:

Email:

Salutation:

Apply Add Delete Close

KSL001PRF KEELE SCIENCE LEARNING CENTRE

1. Selecting **Masters > Accounts** then select the **PURCHASE** ledger.
2. Click the first supplier to highlight them.
3. Select the required tab and then click the field to be checked. In this example, we are checking that an email address has been added for each supplier where available.
4. Either click or use the down arrow to move from supplier to supplier on the left-hand side.

DOCUMENT REFERENCE	DESCRIPTION
TM-190319-AES-ES-V6-1.0	Initial release