User Guide

UNISOLV Software Version 8 - Debtors Program

Document Version: 04.08.17

In this module you are shown how to:

- Open new Accounts for debtors

- How to amend existing accounts

- How to delete dormant accounts

- How to manually process invoices, credit notes and receipts

- How to process debit and credit journals

- How to do a month end

TABLE OF CONTENTS – MODULE 3: DEBTORS PROGRAM

1. Logging into the Debtors Program

User Number:	**Type your user number and press <ENTER>.**
Password:	**Type your password and press <ENTER>.**
Printer Nr:	**If this is not set up by default, type the printer number you wish to use.**

From the "UNISOLV Software Main Selection" select:

< Utilities Menu >
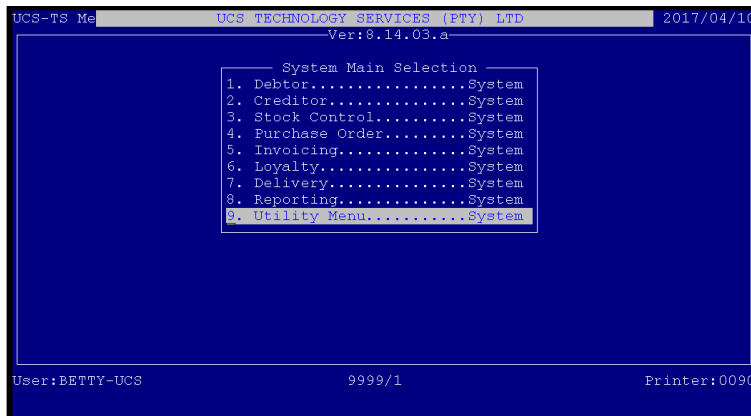
From the "UNISOLV Software Master Menu" select:

< 2 >   Debtors Program

This will take you to the Debtors Main Menu.

2. Account Maintenance

a. Open new Account.

From the Debtors Main Menu, select:

< 1 >   Maintain
< D >   Open New Accounts

```
                    --- LOAD NEW ACCOUNT ---

Surname.... :  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓          Init:
```
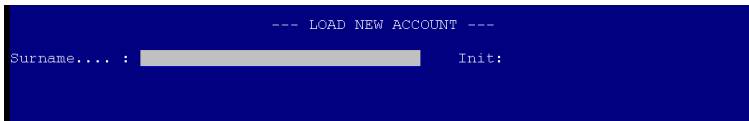
Surname:	**Type the customer's surname for whom you wish to open an account.**
Initials:	**Type the customers' initials and press <ENTER>.**

```
                    --- LOAD NEW ACCOUNT ---
                           STANDARD
Account  No : 000231
Surname    : MOKOENA                 Init:BM    Title: ▓▓▓▓
Address    :                              Cred-Limit:      0.00
  Postal                                  Bud  Limit:      0.00
                                          Crd-Rating: 0
Postal-Code : 0000
Language    : E   Occupation:             Balance BF:      0.00
ID No      :                              Current   :      0.00
Contact 1  :                               30 Day   :      0.00
Relation 1 :                               60 Day   :      0.00
Contact 2  :                               90 Day   :      0.00
Relation 2 :                              120 Day   :      0.00
Tel  No1   :             Tel No2:         150 Day   :      0.00
Cell No1   :             Cel No2:         180 Day   :      0.00
Fax No     :             Tax No :        -------------
Acc Type   : S00    Comment :             Acc Balance :    0.00
Branch     : 0000                    Sett Disc.Previous:   0.00
Terms      : 02 Interest: Y Rate %:  0.00 Sett Disc. Current:  0.00

   : Enter if Correct, <A>mend, <C>ancel,<Esc> Exit
```

Make sure that you capture the details for the customer correctly.

Address – Postal:	**This is for the postal address of the customer. If the customer's residential and postal addresses are the same, <ENTER> past and you will have the option to enter the customer's residential address.**
Address – Residential:	**Make sure you type this correctly because this is the address that would be used for deliveries. If the postal address and residential addresses are the same, this would be used to send the statements to as well.**
Address – Temporary:	**This address can be used when a customer's mail needs to be sent to a work address, etc.**
Occupation:	**The customer's occupation.**
ID Number:	**Enter the customer's ID number correctly.**
Contact 1:	**A contact person for the customer whose account it is other than the account holder.**
Relation 1:	**What is the relation of the above contact to the account holder.**
Contact 2:	**A second contact person for the customer whose account it is – other than the account holder.**
Relation 2:	**The relation of the second contact person to the account holder.**
Telephone number 1:	**Enter the customer's telephone number where he could be contacted.**
Telephone number 2:	**A second telephone nr where the customer could be contacted.**
Cell No 1:	**A cell phone nr the customer could be contacted on.**

Cell No 2:	**A second cell phone nr the customer could be contacted on.**
Fax No:	**A fax nr for the customer.**
Tax No:	**If the customer has an existing tax nr, this can be entered in this field.**
Account Type:	**The account type options are as follows:**
	S – Standard
	M – Monthly Budget (Account payments split up according to terms.)
	W – Weekly Budget (Account payments split up according to terms.)
	C – COD Account (This is created when you do a COD)
	L – Lay Bye Account (This is created when you do a lay bye sale.)
	A – A.K.H Buy Aid
	B – SMBA Buy aid
	K – Pretoria Buy Aid
	P – Period Accounts (You can decide what the "period" the account will run for is. The balance is split according to the terms as with the monthly and weekly budget accounts.)
	X – Handed Over Account (No sales can be done to this kind of account, only receipts.)
Comment:	**A comment could be added on the account.**
Terms:	**This is to determine how long the customer has to pay his account before it goes into arrears.**
	00 – No terms
	01 – 30 Days
	02 – 60 Days
	03 – 90 Days
	04 – 120 Days, etc.
Interest Y / N:	**Should interest be charged on this account when the terms are not met?**
Rate %:	**If interest should be charged on this account and the rate that will be charged is different to the standard rate, type in the rate to be used for this account.**
Credit Limit:	**If you wish to put a limit on the account, this would be the maximum limit the customer will be able to spend.**
Credit Rating:	**By comparing the terms and checking when last a payment has been received for the particular account, this will increment by 1 every time a payment is skipped. If this reaches 9, the account will be blocked for sales but receipts can still be done.**

Once all the details have been completed on this screen, a next screen with Extended details will open up. Press <A> to be able to amend these settings.

```
                    --- LOAD NEW ACCOUNT ---
                          STANDARD
Account  No : 000231
Surname    : MOKOENA                      Init:BM      Title:
─────────────────────── Extended Detail ───────────────────────
  IBT-Customer...: N    Open Items...: N      Disc. Acc. No: 000000
  Pre-Pay Account: N    Trans. Detail: N      Sett. Disc...: N
  Forced Order...: N    Area.........: 0000   Sett. Disc. %: .00
  Promotions.....:      Pin No.......:        Surcharge...%: .00
  Block Invoicing: N    CA. Terms....:
  Division.......: N    Rep..........: 0000   Alpha Acc. No:
  Linked Price...: 0                          Cash  Acc. No: 000000
  Loyalty Client.: N    Matrix.......:  0     Profile... No: 000000
  Consumer Credit: N    Trade Disc...: Y      Group Acc....: N
  Address links..: N    Trade Disc. %: .00    Group Acc. No: 000000
  SMS Detail.....: N    Cost-Plus Acc: N      Linked Acc No: NO LINK
  SMS Value......: .00                        Creditor Acc :
  E-Mail Stmnt's.: N    Tax...(Y/N/E): Y
  E-Mail Address.:

  Press <Enter> to continue <Esc> To exit <A>mend
```

Promotions:	**When this customer is not allowed to buy items that are on promotion, set this parameter to "N", otherwise if the customer is allowed to buy items that are on promotion on his account, this needs to be "Y".**
Block Invoicing:	**"Y" – No sales or receipts can be processed against this account.**
	"N" – This account is open for sales and receipts.
	"P" – This account is blocked for sales and only receipts can be processed against this account.
Trade Disc:	**If this is set to "Y" the cashier who does sales for the particular account will be able to give discount on the account. If it is set to "N" the customer would not be able to receive any discount.**
Trade Disc %:	**This is the maximum discount percentage that can be given against the account.**
TAX:	**If this is set to "Y" any sales that are done for this account will include VAT. If this is set to "N" and sales are done for this account, the line items will be exclusive of VAT and VAT will only be calculated on the sub total. If set to "E", no VAT will be charged to the account at all.**
Sett Disc:	**If you wish to allow the customer to receive settlement discount when paying on time, set this to "Y".**
Sett Disc %:	**The settlement discount percentage that will be allocated to an invoice if parameters are set up to allow for settlement discount.**

After the account has been opened the debtor can proceed to buy on the account.

b. Amending Account Details

From the Debtors Program Main Menu, select:

< 1 >   Maintain
< B >   Amend Account

```
1.MAINTAIN   2.Process   3.Reporting 4.Utilities 5.Management
────── File Maintenance ──────
A. Enquire Account
B. Amend   Account
C. Delete  Account
D. Open New Accounts
E. Take on Existing Account

G. Update Credit Limits
H. Maintain Department Discounts
I. Maintain Contract Discounts
J. Copy Contract Discounts
K. Maintain Address File
L. Lookup Linked Accounts
```

```
DEBTOR SEARCH

Account No :    _____           ( Press <TAB> for Buy-Aid )
```

Account Number: **If you know the account number for the account you
                                    wish to amend, type it in and press <ENTER>,
                                    otherwise press <ENTER> to search via surname.**

```
DEBTOR SEARCH

Surname.... : MOKOENA                    Init: BM

 1. MRS BM MOKOENA                  (S00)45840 SEC N

 2. BM MOKOENA                      (S00)123

__: Specify Line Number
```

Surname: **Type the first couple of characters of the surname
                                    you are looking for and press <ENTER>. A list of
                                    matching surnames will be displayed. If the surname
                                    you are looking for is displayed on the screen, press
                                    the corresponding line number to select it otherwise
                                    press <ENTER> to search again.**

```
                    UCS TECHNOLOGY SERVICES (PTY) LTD
AMEND ACCOUNT
                              STANDARD
Account  No : 000211
Surname    : MOKOENA                      Init:BM     Title: MRS
Address    : 45840 SEC N                  Cred-Limit:       1000.00
 Postal                                   Bud  Limit:          0.00
           PRETORIA                       Crd-Rating: 2
Postal-Code : 0122
Language    : E   Occupation: TRAINER        Balance BF:       548.77
ID No       : 8411040865082                  Current    :       435.38
Contact 1   :                                 30 Day    :         0.00
Relation 1  :                                 60 Day    :         0.00
Contact 2   :                                 90 Day    :       394.00
Relation 2  :                                120 Day    :       154.77
Tel  No1    :              Tel No2:          150 Day    :         0.00
Cell No1    :              Cel No2:          180 Day    :         0.00
Fax No      :              Tax No :          -------------
Acc Type    : S00      Comment :              Acc Balance :       984.15
Branch      : 0000                       Sett Disc.Previous:       0.00
Terms       : 01 Interest: N Rate %:   0.00   Sett Disc. Current:       0.00
Lst Inv Dte: 20170330  Lst Pay Dte: 20170112    (L=Link-Adr)    (P=Profile)
█ : Enter if Correct, <A>mend, <C>ancel,<Esc> Exit , <E>xtended Detail
```

The account you have selected will be displayed on the screen. If it is the correct account, press
< A > to amend it. This will allow you to change all the details on the account except for the
account number and balances.

c. Delete Accounts

Before an account can be deleted it has to be dormant for a specified time and the balance on the
account has to be zero.

From the Debtors Program Main Menu, select:

< 1 >   Maintain
< C >   Delete Account


```
1.MAINTAIN  2.Process   3.Reporting 4.Utilities 5.Management
   ─── File Maintenance ───
A. Enquire Account
B. Amend   Account
C. Delete  Account
D. Open New Accounts
E. Take on Existing Account

G. Update Credit Limits
H. Maintain Department Discounts
I. Maintain Contract Discounts
J. Copy Contract Discounts
K. Maintain Address File
L. Lookup Linked Accounts
```


```
DEBTOR SEARCH

Account No :  _____              ( Press <TAB> for Buy-Aid )
```


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Account Number: **If you know the account number you wish to delete, type it in and press <ENTER>. If you do not know the account number press <ENTER> to search via surname.**

```
DEBTOR SEARCH

Surname.... : MOK                        Init: BM

   1. DR. L MOKETE                       (S2 )SUITE C27 LIFE FOURWAYS HOSPIT
                                              CNR CEDAR AND CEDAR AVE WEST
   2. MRS BM MOKOENA                     (S00)45840 SEC N

   3. BM MOKOENA                         (S00)123




  2 : Specify Line Number
```

Surname: **Type the first couple of characters of the surname you are looking for and press <ENTER>. This will display a list of the matching names. If the name you are looking for is in the list, press the corresponding line number to select it, otherwise press <ENTER> to search again.**

```
DELETE ACCOUNT
                            STANDARD
Account  No : 000231
Surname     : MOKOENA                    Init:BM    Title:
Address     : 123                            Cred-Limit:        0.00
 Postal                                      Bud  Limit:        0.00
                                             Crd-Rating: 0
Postal-Code :
Language    : E   Occupation:                Balance BF:        0.00
ID No       :                                Current   :        0.00
Contact 1   :                                 30 Day   :        0.00
Relation 1  :                                 60 Day   :        0.00
Contact 2   :                                 90 Day   :        0.00
Relation 2  :                                120 Day   :        0.00
Tel  No1    :             Tel No2:           150 Day   :        0.00
Cell No1    :             Cel No2:           180 Day   :        0.00
Fax No      :             Tax No :          --------------
Acc Type    : S00     Comment :           Acc Balance :        0.00
Branch      : 0001                        Sett Disc.Previous:   0.00
Terms       : 02 Interest: Y Rate %:   0.00  Sett Disc. Current:   0.00

 D : Press <D> to Delete, <C>ancel, <Esc> to Exit
```

This will display the account you have selected. If it is the correct account, press <ENTER> to delete it.
NB!! An account can only be deleted if it has a zero balance and no transactions in the current month!

'

d. Account Enquiries

By doing an account enquiry, you are not able to change any details on the debtor's profile. You are only able to see the details as well as the transactions and history for the specified account.

From the Debtors Program Main Menu, select:

< 1 >   Maintain
< A >   Enquire Account
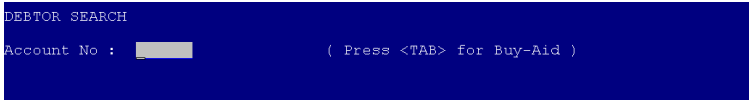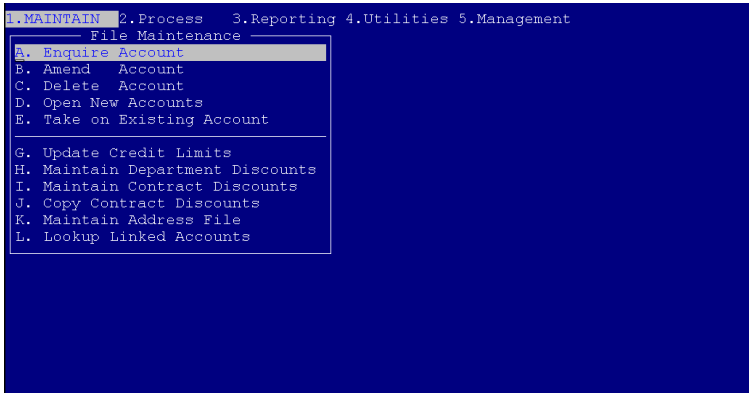
```
1.MAINTAIN   2.Process   3.Reporting 4.Utilities 5.Management
        —— File Maintenance ——
A. Enquire Account
B. Amend   Account
C. Delete  Account
D. Open New Accounts
E. Take on Existing Account

G. Update Credit Limits
H. Maintain Department Discounts
I. Maintain Contract Discounts
J. Copy Contract Discounts
K. Maintain Address File
L. Lookup Linked Accounts
```

```
DEBTOR SEARCH

Account No :                     ( Press <TAB> for Buy-Aid )
```

Account Number: **If you know the account number for the customer,
                                       type it in and press <ENTER>. If not press <ENTER>
                                       and search via surname.**
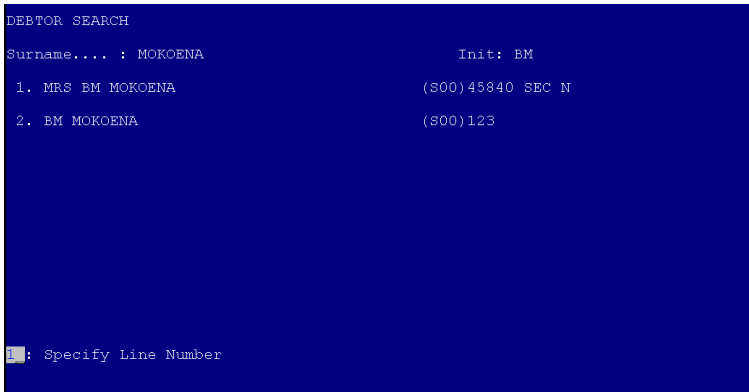
```
DEBTOR SEARCH

Surname.... : MOKOENA                  Init: BM

 1. MRS BM MOKOENA                (S00)45840 SEC N

 2. BM MOKOENA                    (S00)123









 1 : Specify Line Number
```

Surname: **Type the first couple of characters of the surname
                                  you are looking for and press <ENTER>. This will
                                  display a list of matching surnames. If the surname
                                  you are looking for is in the list, type the
                                  corresponding line number, otherwise press
                                  <ENTER> to search again.**

```
                         UCS  TECHNOLOGY  SERVICES  (PTY)  LTD
ACCOUNT  ENQUIRY
                                     STANDARD
Account  No : 000211
Surname     : MOKOENA                           Init:BM      Title: MRS
Address     : 45840 SEC N                           Cred-Limit:       1000.00
 Postal                                             Bud  Limit:          0.00
            PRETORIA                                Crd-Rating: 2
Postal-Code : 0122
Language    : E   Occupation: TRAINER              Balance BF:        548.77
ID No       : 8411040865082                        Current   :        435.38
Contact 1   :                                       30 Day   :          0.00
Relation 1  :                                       60 Day   :          0.00
Contact 2   :                                       90 Day   :        394.00
Relation 2  :                                      120 Day   :        154.77
Tel  No1    :                Tel No2:              150 Day   :          0.00
Cell No1    :                Cel No2:              180 Day   :          0.00
Fax No      :                Tax No :             -------------
Acc Type    : S00      Comment :               Acc Balance :         984.15
Branch      : 0000                          Sett Disc.Previous:         0.00
Terms       : 01 Interest: N Rate %:   0.00  Sett Disc. Current:         0.00

   : Enter for Next, Esc Exit ( A , E , H , I , J , O , P , Q , T , X, < )
```

This will take you to the selected account. If it is not the correct account, press <ENTER> to
search again.
To be able to view the transactions that have been done for the specific account press < T >.

```
                       UCS  TECHNOLOGY  SERVICES  (PTY)  LTD
Account Number :        211 Name : MRS      BM     MOKOENA
                                                                **




Do you wish to view HISTORY (Y/N) :
Do you wish to view by Date (Y/N) : N
     Date to View FROM (CCYYMMDD) :              ( <RET> for ALL )
```

Do you wish to view history: **Y / N**
Date to view from: **Type the date range for which you wish to be able to
                                      view the transactions.**
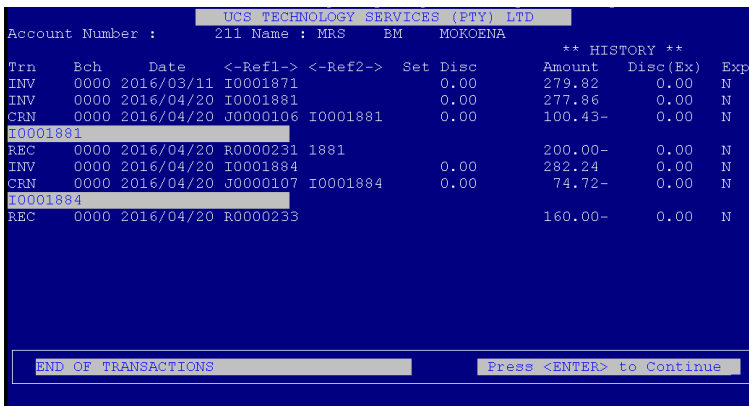
```
                         UCS TECHNOLOGY SERVICES (PTY) LTD
Account Number :        211 Name : MRS    BM    MOKOENA
                                                                    **




Select Transaction Type or <A> for All .......: █
        :Invoices                              :Journal Credits
        :Credit Notes                          :Journal Credits (C/S)
        :Payments on Account                   :Interest Charged
        :Payments on Account (Claim Sett)      :Unallocated Payments
        :C.O.D. Receipts                       :Payment Reversal
        :Deposits on Monthly Budget            :Medical Aid Scripts
        :Journal Debits                        :Medical Aid Levies
        :Journal Debits (Claim Sett)           :Cr/Notes Excl Levy
```

Transaction Type: **If you wish to view one transaction type only, press <ENTER> to select the transaction types. If you wish to see all the transactions for the account, press <A> and <ENTER>.**

```
                         UCS TECHNOLOGY SERVICES (PTY) LTD
Account Number :        211 Name : MRS    BM    MOKOENA
                                                        ** HISTORY **
Trn   Bch     Date    <-Ref1-> <-Ref2->  Set Disc      Amount    Disc(Ex)  Exp
INV   0000 2016/03/11 I0001871                0.00      279.82      0.00    N
INV   0000 2016/04/20 I0001881                0.00      277.86      0.00    N
CRN   0000 2016/04/20 J0000106 I0001881       0.00      100.43-     0.00    N
I0001881
REC   0000 2016/04/20 R0000231 1881                     200.00-     0.00    N
INV   0000 2016/04/20 I0001884                0.00      282.24      0.00    N
CRN   0000 2016/04/20 J0000107 I0001884       0.00       74.72-     0.00    N
I0001884
REC   0000 2016/04/20 R0000233                         160.00-     0.00    N




     END OF TRANSACTIONS                         Press <ENTER> to Continue
```
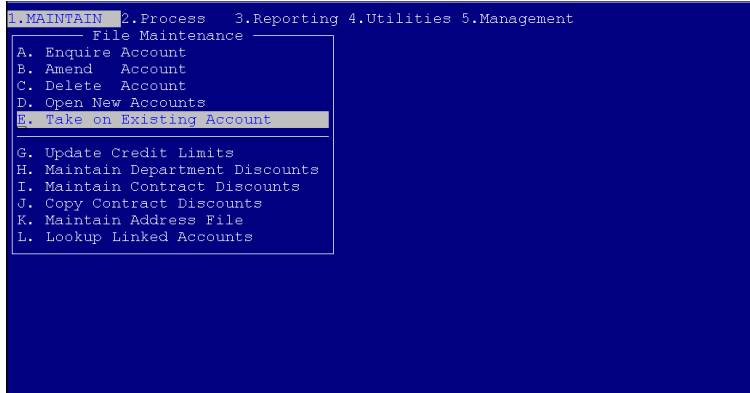
This will display all the relevant transactions for the specific account.

e. Take on Existing Account – New account with existing account nr on a different package.

From the Debtors Program Main Menu, select:

< 1 >   Maintain
< E >   Take on Existing Account

NOTE: This option should only be used if you wish to create your own debtor's account numbers and not let the system allocate numbers. It is also used when somebody starts using the UNISOLV SOFTWARE debtors for the first time and wishes to use their old account numbers.

The procedure for adding the customer's details is the same as when opening a normal account.
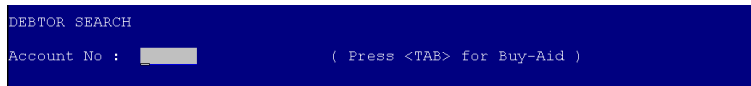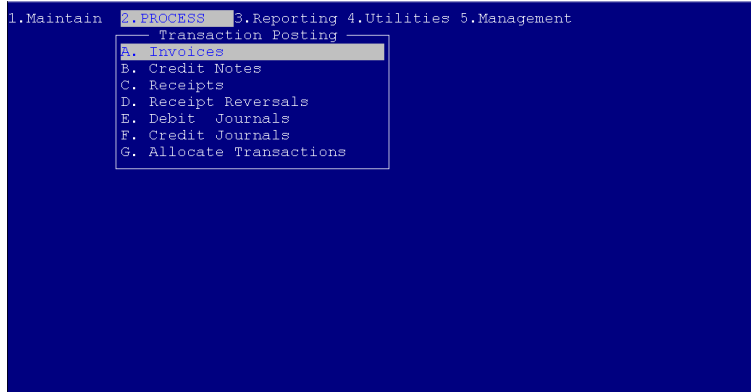
3. PROCESS

a. Invoices

NB!! This option should only be used if the UNISOLV Software Invoicing program is not installed. If not the totals will not be updated correctly.
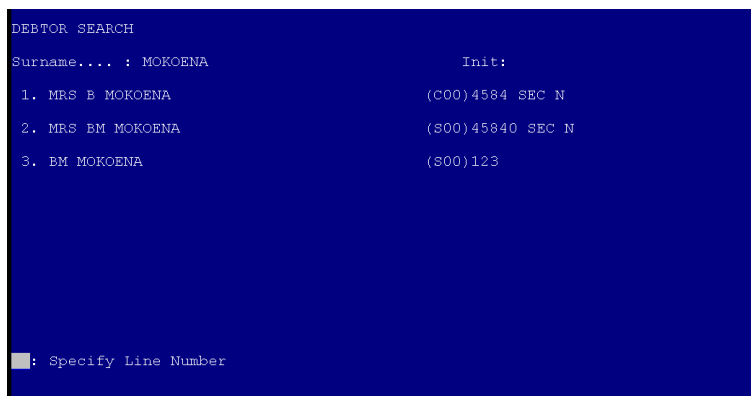
From the Debtors Program Main Menu, select:

< 2 >   Process
< A >   Invoices

```
1.Maintain  2.PROCESS   3.Reporting 4.Utilities 5.Management
           ── Transaction Posting ──
           A. Invoices
           B. Credit Notes
           C. Receipts
           D. Receipt Reversals
           E. Debit  Journals
           F. Credit Journals
           G. Allocate Transactions
```

```
DEBTOR SEARCH

Account No :   �_____              ( Press <TAB> for Buy-Aid )
```

Account number: **If you know the account number for the customer you wish to charge invoices to, type it in and press <ENTER>, otherwise press <ENTER> to search via surname.**

```
DEBTOR SEARCH

Surname.... : MOKOENA                    Init:

 1. MRS B MOKOENA                  (C00)4584 SEC N

 2. MRS BM MOKOENA                 (S00)45840 SEC N

 3. BM MOKOENA                     (S00)123




▮ : Specify Line Number
```

Surname: **Type the first couple of characters of the surname you are looking for and press <ENTER>. This will display a list of matching surnames. If the surname you are looking for is in the list, press the**

corresponding line number to select it. If not, press <ENTER> to search again.

```
INVOICES                          STANDARD ACCOUNT

Account No : 000211
Surname....: MOKOENA                        Init: BM    Title: MRS
Address....: 45840 SEC N
           :                                BEFORE    <>    AFTER
           : PRETORIA                       ------------<>------------
Date     :  20170410                B/F   :      548.77 <>      548.77
Reference-1:        |==============| Current:      314.15 <>
Reference-2:        | Credit Limit | 30  Day:        0.00 <>
Amount-Incl:        |      1000.00 | 60  Day:        0.00 <>
Discount  %:        | Credit Rating| 90  Day:        0.00 <>
            --------------| 0            | 120 Day:        0.00 <>
Sub-Total  :        | Last Payment | 150 Day:        0.00 <>
 ( V.A.T ) :        | 10/04/17     | 180 Day:        0.00 <>
            --------------|      620.00  | ------------<>------------
Total >>>>>:        |==============| Balance:      314.15 <>
            --------------                  ------------<>------------
Remarks....:


  : Press <Enter> if Correct, <A>mend, <C>ancel, <Esc> Exit
```

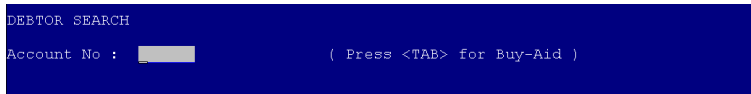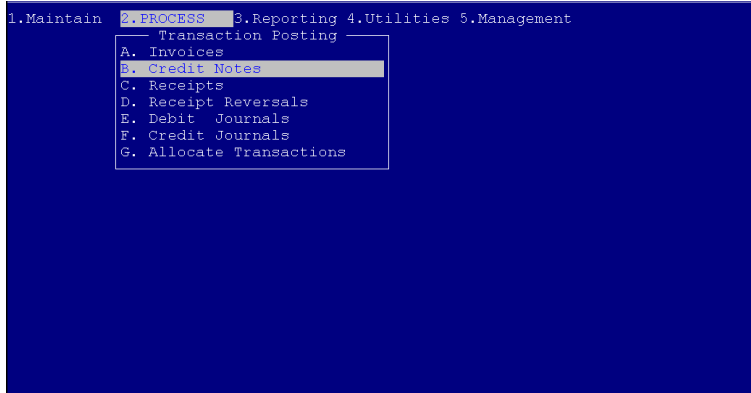|	
Date:	**The date will automatically be entered but it could be changed.**
Reference 1:	**Type in a reference for the invoice you wish to post to the account.**
Reference 2:	**If references are setup on the system, you are able to select one from the list. If not you are able to type another reference or leave the field blank.**
Amount – Incl:	**Type in the amount that needs to be charged to the account.**
Discount R / %:	**You have the option to either enter discount as a rand value or percentage value.**
Remarks:	**If you need to make a note for why this invoice is posted to the account, type it in this field.**

After all the details have been entered correctly, press <ENTER> to continue. This will then make a print out of everything on the screen for record purposes and write the transaction to the account.

b. Credit Notes

NB!! This option should only be used if the UNISOLV Software Invoicing program is not installed. If not the totals will not be updated correctly.
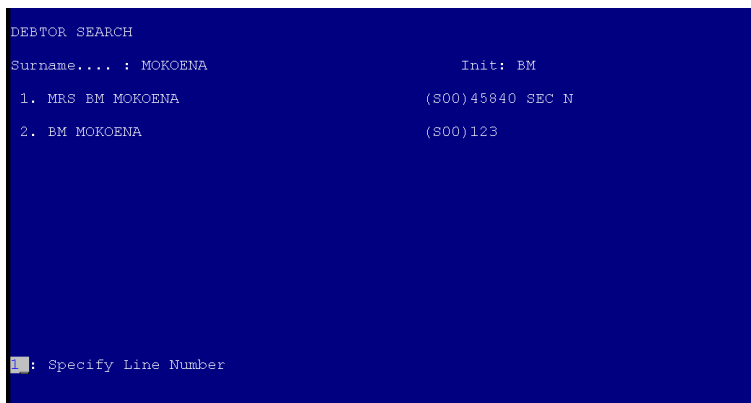
From the Debtors Program Main Menu, select:

< 2 >   Process
< B >   Credit Notes

```
1.Maintain  2.PROCESS   3.Reporting 4.Utilities 5.Management
              ── Transaction Posting ──
              A. Invoices
              B. Credit Notes
              C. Receipts
              D. Receipt Reversals
              E. Debit  Journals
              F. Credit Journals
              G. Allocate Transactions
```

```
DEBTOR SEARCH

Account No :  _____           ( Press <TAB> for Buy-Aid )
```

Account Number: **If you know the customer's account number, type it in and press <ENTER>. If not press <ENTER> to search using the surname.**

```
DEBTOR SEARCH

Surname.... : MOKOENA                 Init: BM

 1. MRS BM MOKOENA                 (S00)45840 SEC N

 2. BM MOKOENA                     (S00)123

1 : Specify Line Number
```

Surname: **Type the first couple of characters for the surname you are looking for and press <ENTER>. This will display a list of all the matching surnames. If the surname you are looking for is in the list, press the corresponding line number to select it, otherwise press <ENTER> to search again.**

```
CREDIT NOTES                         STANDARD ACCOUNT

Account No : 000211
Surname....: MOKOENA                      Init: BM    Title: MRS
Address....: 45840 SEC N
           :                              BEFORE    <>    AFTER
           : PRETORIA               ------------<>------------
Date      :  20170410         B/F    :     548.77 <>     548.77
Reference-1:        1  |=============| Current:    314.15 <>
Reference-2:           | Credit Limit | 30  Day:      0.00 <>
Amount-Incl:    200.00 |     1000.00  | 60  Day:      0.00 <>
Discount  %:      0.00 | Credit Rating| 90  Day:      0.00 <>
           -------------| 0            | 120 Day:      0.00 <>
Sub-Total  :    200.00 | Last Payment | 150 Day:      0.00 <>
 ( V.A.T )R:     24.56 | 10/04/17     | 180 Day:      0.00 <>
           -------------|    620.00    | ------------<>------------
Total >>>>>:    200.00 |=============| Balance:    314.15 <>
           -------------              ------------<>------------
Remarks....:
Please Enter Age Month  (0-6) : █
[0=CURR] [1=30DAYS] [2=60DAYS] [3=90DAYS] [4=120DAYS] [5=150DAYS] [6=180DAYS]
   : Press <Enter> if Correct, <A>mend, <C>ancel, <Esc> Exit
```

Date:	**The date is automatically picked up as the system date but it can be changed.**
Reference 1:	**Type in a reference for the transaction**.
Reference 2:	**If there are references set up on the system, select the preferred reference from the list. If not, you can enter your own reference or <ENTER> past the reference field to leave it blank.**
Amount – Incl:	**This is the amount inclusive of VAT that will be credited on the account.**
Discount:	**Type in the discount the customer would receive (if any).**
Remarks:	**If you wish to make a note on this transaction, type it in and press <ENTER>.**
Age Month:	**If a credit note is passed for an amount in the current period, press <0> for current, or select the correct month to credit.**

After this has been done and all the information has been entered correctly, press <ENTER>. A credit note will automatically be printed.

c. Debit and Credit Journals

ALL journals have to be done from the Debtors Program.

From the Debtors Program Main Menu, select:

< 2 >   Process
< E >   Debit Journals / < F >   Credit Journals

```
1.Maintain  2.PROCESS    3.Reporting 4.Utilities 5.Management
             ── Transaction Posting ──
             A. Invoices
             B. Credit Notes
             C. Receipts
             D. Receipt Reversals
             E. Debit  Journals
             F. Credit Journals
             G. Allocate Transactions
```

```
DEBTOR SEARCH

Account No :  _____           ( Press <TAB> for Buy-Aid )
```

Account Number: **If you know the account number for the customer, type it in and press <ENTER>. If not press <ENTER> to search using the surname.**

```
DEBTOR SEARCH

Surname.... : MOKOENA                    Init: BM

 1. MRS BM MOKOENA                (S00)45840 SEC N

 2. BM MOKOENA                    (S00)123










 ■: Specify Line Number
```

Surname: **Type the first couple of characters of the surname you are looking for and press <ENTER. This will display a list of matching surnames. If the surname you are looking for is in the list, type the corresponding line number to select it, otherwise press <ENTER> to search again.**

```
DEBIT JOURNALS                    ── Reference-Lookup(UNI014) ──
                                  No. Reference
Account No : 000211               ───────────────────────────────
Surname....: MOKOENA              01. DEBTORS
Address....: 45840 SEC N          02. RETURN
           :
           : PRETORIA
Date     :   20170410
Reference-1:            |=========
Reference-2:            | Credit L
Amount-Excl:            |     100
( V.A.T ) R:            | Credit R
           ------------- | 0
Total >>>>>:            | Last Pay
           ------------- | 10/04/20
                         |      62
                         |=========


Remarks....:
                                  Select Ref-no. ■
  : Press <Enter> if Correct, <A>mend
```

Date: **The date will automatically accept the system date but this can be changed.**

Reference 1: **Type a reference you want to appear on the transaction.**

Reference 2: **If the references are maintained on the system, select which reference you wish to use. If not, you are able to enter your own reference or <ENTER> past the field to leave the reference field blank.**

Amount: **Type the amount that needs to be credited / debited on the account. This amount could be VAT inclusive or exclusive.**

Plus VAT: **If the amount you entered was exclusive of VAT and the account is setup to be VAT inclusive, then the VAT amount needs to be entered here.**

Remarks: **Type in any notes you want to add on the transaction. This will be displayed when looking at the transaction history.**

Press <ENTER> to continue if all the above information is correct.
This will then print an automatic docket for you and the customer's account will be debited / credited with this amount.