

User Guide

UNISOLV Version 8 - Creditors Program

Document Version: 05.08.17



Module 5: Creditors Program

In this module you are shown how to:






-  Create new accounts for wholesalers
 -  Amend existing accounts
 -  Delete dormant accounts
 -  To process invoices, payments and credits manually
 -  To process debit and credit journals
-

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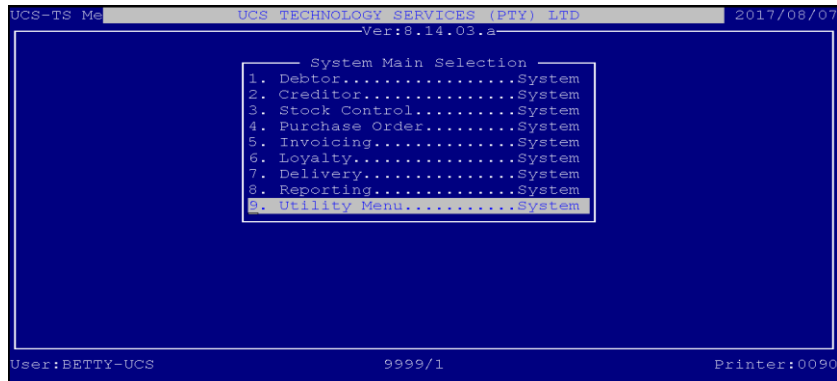
1. Login

From the UNISOLV SOFTWARE Login, login as your user.



From the UNISOLV Software Main Menu, select:

< 9 > Utility Menu



From the UNISOLV Software Master Menu, select:

< 3 > Creditors Program

```

UCS TECHNOLOGY SERVICES (PTY) LTD                               2017/08/07
Ver:8.14.03.a
***** UNISOLV MASTER MENU *****
1. .... Pharmacy Program
2. .... Debtors Program
3 -->.... Creditors Program
4. .... Stock Program
5. .... Invoicing Program
6. .... Purchasing Program
7. .... Loyalty Program
8. .... Claim Settlement Program
9. .... CLAIMS PROCEDURES
10. .... DAILY / WEEKLY ROUTINES MENU
11. .... MANAGER'S UTILITY MENU
12. .... MONTH-END PROCEDURES
13. .... MONTH-END REPORTS IN BACKUP AREA
14. .... BACK-UP UTILITY MENU
15. .... CUSTOMISED UTILITY MENU
16. .... LINUX UTILITIES MENU

Menu No: 001          Enter Selection Number 1-16          <Esc> to Exit.
User: BETTY-UCS      9999/1                               Printer: 0090

```

This will take you into the Creditors Program Main Menu.

1. Account Maintenance

a. Open a New Account

From the Creditors Main Menu, select:

- < 1 > Maintain
- < D > Open New 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 Account
E. Take on Existing Account
G. Maintain Address File
H. Maintain Allocation Codes

```

```

LOAD NEW ACCOUNT
Business : UPD

```

Business:

Type the name of the business you wish to create an account for.

```

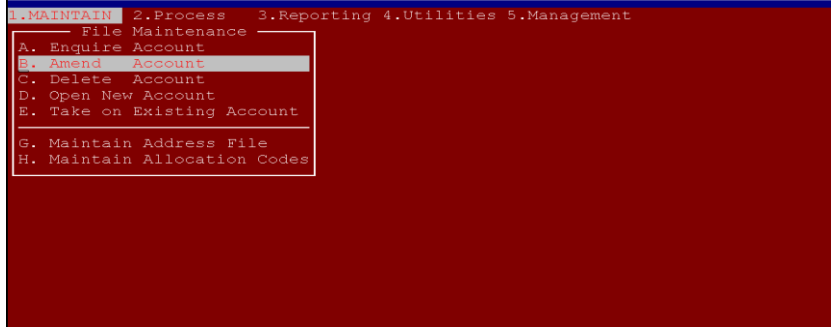
LOAD NEW ACCOUNT
Account Number : 000007
Business       : UPD
Address ONE   : 123 ABC
                MIDRAND
                GAUTENG
Postal Code   : 0111
Contact Tel. No : 0112652600
Contact Fax. No :
Orders Tel. No :
Orders Fax. No :
Language      : E      Claw-Back :
Account Type  : S      Order-Info: 101
Open Item (Y/N) : N      Currency : 0
Terms (0-6) : 2      Pay By Day: 30
Capital Ac (Y/N) : N      Tax-reg : Y
Discount %    : 0.00
Y.T.D. Purchases :
E-Mail Address :
Press <Enter> if Correct :
Contact..:
Link Acct:
Credit Limit : 0.00
Credit Rating : 0
Balance B/F : 0.00
Current Balance : 0.00
30 Day Balance : 0.00
60 Day Balance : 0.00
90 Day Balance : 0.00
120 Day Balance : 0.00
150 Day Balance : 0.00
180 Day Balance : 0.00
Account Balance : ----- 0.00
<A>mend, <C>ancel

```

Options are as follows:

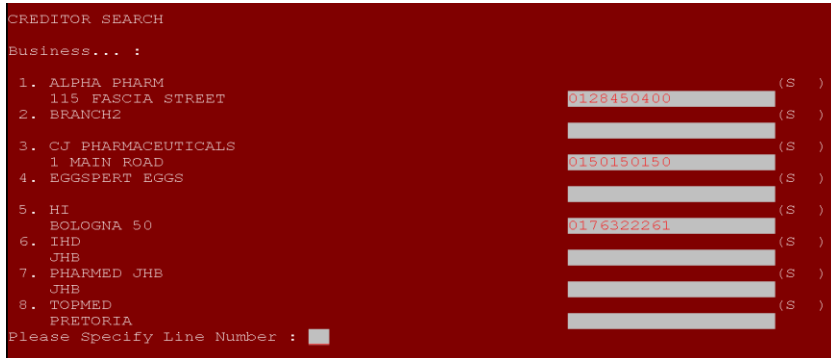
| Option: | Description: |
|------------------|---|
| Address ONE: | This is used for the address of the business (postal / physical) |
| Address TWO: | This is used for the address of the business (postal / physical) |
| Contact Tel. No: | The telephone number to contact the business. |
| Contact Fax. No: | The fax. number to be used for the business. |
| Orders Tel. No: | The telephone number for placing orders. |
| Orders Fax. Nr: | The fax number for placing orders. |
| Language: | English / Afrikaans |
| Claw Back: | As per contract with supplier. |
| Account Type: | Select the account type you wish the business to have. |
| Order Info: | Information that can be entered with regards to how often you pay this supplier / creditor. |
| Open Item: | If this is set to "YES" when a payment is made for the account it should be paid according to particular invoices. If set to "NO" a payment can be made at any time and does not have to be linked to an invoice. |
| Currency: | If you buy and sell items using different currencies, you can set up the creditor to a specific currency. |
| Terms: | How long you have before the account is to be paid. |
| Pay by Date: | This is the date of the month the account should be paid on. |
| Tax-Reg: | If set to "Y", all the items charged on a creditor account (via batch receiving) will include tax, thus the total for the invoice would be tax inclusive. IF set to "N", then the lines will be charged excl of Vat and the VAT will only be added on the total at the end of a transaction. When set to "E", the creditor is completely Tax exempted and no tax will be charged to this account. |
| Discount%: | If the supplier gives discount the default % can be entered here. |
| Email Address: | Enter an email address for the contact person at the supplier. |
| Contact: | The contact person for the particular account. |
| Credit Rating: | When this is set to "9", then the account will be blocked and no receiving can be done on it. |

After all the above information has been entered, a block will pop up with the "Extended Details" for the creditor.



Account Number:

If you know the account number you wish to amend, type it in the field and press <ENTER>. This will take you into the account. If you do not know the account number you are able to press <ENTER> to search via surname.



Business:

Type the first couple of characters of the name of the business you are looking for and press <ENTER>.This will display a list of matching names. If the name of the business you are looking for is displayed in the list, press the corresponding line number to select it, otherwise press <ENTER> to continue searching.


```

AMEND ACCOUNT
Account Number : 507984
Business : ALPHA PHARM
Address ONE : 115 FASCIA STREET
              SILVERTONDALE PRETORIA
Postal Code :
Contact Tel. No : 0128450400
Contact Fax. No : 0128450444
Orders Tel. No :
Orders Fax. No :
Language : E
Account Type : S
Open Item (Y/N) : N
Terms (0-6) : 1
Capital Ac (Y/N) : N
Discount % : 0.00
Y.T.D. Purchases : 1187267.61-
Contact..:
Link Acct:
Credit Limit : 0.00
Credit Rating : 0
Balance E/F : 1343485.07-
Current Balance : 0.00
30 Day Balance : 65422.77-
60 Day Balance : 271.50-
90 Day Balance : 0.00
120 Day Balance : 0.00
150 Day Balance : 0.00
180 Day Balance : 1277790.80-
Account Balance : 1343485.07-
E-Mail Address :
Press <Enter> if Correct : 
              <A>mend, <C>ancel, <P>rofile, <E>xtend

```

After entering the account number or selecting the business from the list, the details for the account will be displayed. If it is the correct account you wish to amend press <A> to amend and all the details (except the totals) can be changed. You are also able to press <E> to amend the extended details for the account. If it is not the account you want to amend press <C> to cancel or <ENTER> to be able to search for the correct account.

c. Delete Accounts

An account can only be deleted when there is no balance on the account and when there are no transactions in the current month for the customer.

From the Creditors 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 Account
E. Take on Existing Account
G. Maintain Address File
H. Maintain Allocation Codes

```

```

CREDITOR SEARCH
Account No : 

```

Account Number:

If you know the account number of the customer you wish to delete, type it in and press <ENTER>, otherwise press <ENTER> to search via surname.

```

CREDITOR SEARCH
Business... : UPD

1. UPD                                     (S )
2. UPD                                     (S )
   123 ABC                                0112652600

Please Specify Line Number : 1

```

Business:

Type the first couple of characters of the business you are looking for and press <ENTER>. A list of matching names will be displayed. If the business you are looking for is displayed in the list, press the corresponding line number to select it, otherwise press <ENTER> to continue searching.

```

DELETE ACCOUNT
Account Number : 000001
Business       : UPD
Address ONE    :

Postal Code    :
Contact Tel. No :
Contact Fax. No :
Orders Tel. No :
Orders Fax. No :
Language       : E   Claw-Back :
Account Type   : S   Order-Info: 101
Open Item (Y/N) : N   Currency  : 0
Terms (0-6)    : 2   Pay By Day: 30
Capital Ac (Y/N) : N   Tax-reg   : Y
Discount %     :      0.00
Y.T.D. Purchases :      36620.10-

E-Mail Address :
Please Press <D> to Delete, <Esc> to Exit :

```

| | |
|---|---|
| <pre> Contact..: Link Acct: Credit Limit : 50000.00- Credit Rating : 0 Balance E/F : 40052.11- Current Balance : 0.00 30 Day Balance : 0.00 60 Day Balance : 0.00 90 Day Balance : 0.00 120 Day Balance : 0.00 150 Day Balance : 0.00 180 Day Balance : 0.00 Account Balance : 0.00 </pre> | <pre> ----- Account Balance : 0.00 </pre> |
|---|---|

The account you have selected will be displayed on the screen. If it is the correct account you wish to delete, press <ENTER>, otherwise press <ESC> to go out.

Note: An account can only be deleted if the balance is zero and there are NO transactions in the current month. If an account is deleted, all the transactions and all the history for that account will also be deleted!

d. Account Enquiries

This option is used to check if the details for the account are correct as well as to recall the transaction history for the specified account.

From the Creditors Main Menu, select:

< 1 > **Maintain**

< A > **Enquire Account**

The image shows two screenshots from a terminal-based application. The top screenshot displays a menu titled '1.MAINTAIN' with sub-options: '2.Process', '3.Reporting', '4.Utilities', and '5.Management'. Under '2.Process', there is a sub-menu 'File Maintenance' with options: 'A. Enquire Account', 'B. Amend Account', 'C. Delete Account', 'D. Open New Account', 'E. Take on Existing Account', 'G. Maintain Address File', and 'H. Maintain Allocation Codes'. The bottom screenshot shows the 'CREDITOR SEARCH' screen with a prompt 'Account No : ' followed by a text input field.

Account Number:

If you know the account number you wish to lookup, type it in and press <ENTER>, otherwise press <ENTER> to search via business name.

The image shows the 'CREDITOR SEARCH' screen. It displays 'Business... : UPD' and a list of results:

| | | | |
|----|-----|---------|------|
| 1. | UPD | | (S) |
| 2. | UPD | 123 ABC | (S) |

Below the list, there is a prompt 'Please Specify Line Number : ' followed by a text input field.

Business:

Type the first couple of characters of the business you are looking for and press <ENTER>. This will display a list of 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 continue searching.

```

ACCOUNT ENQUIRY
Account Number : 000007
Business       : UPD
Address ONE    : 123 ABC
                MIDRAND
                GAUTENG
Postal Code    : 0111
Contact Tel. No : 0112652600
Contact Fax. No :
Orders Tel. No :
Orders Fax. No :
Language       : E
Account Type   : S
Open Item (Y/N) : N
Terms (0-6)    : 2
Capital Ac (Y/N) : N
Discount %     : 0.00
Y.T.D. Purchases : 0.00
Contact..:
Link Acct:
Credit Limit   : 0.00
Credit Rating  : 0
Balance E/F    : 0.00
Current Balance : 0.00
30 Day Balance : 0.00
60 Day Balance : 0.00
90 Day Balance : 0.00
120 Day Balance : 0.00
150 Day Balance : 0.00
180 Day Balance : 0.00
Account Balance : 0.00
E-Mail Address :
Please Press <RET> for Next : █ (<T>ran. <H>ist. <,>Back <A>ddr. <P>rof. <E>xt.)

```

The account you have selected will be displayed on the screen. If it is not the correct account press <ENTER> to select another account. The options are as follows:

- < T > Transactions: **This will display the transactions for the account. You have the option to view history or current.**
- < H > History: **This will display the history for the account selected.**
- < A > Toggle Address: **This will change the address from the Residential to the Postal address or vice versa.**
- < P > Profile **If an extended profile has been captured for the account, press <P> to display the details.**
- <E> Extended Details **This will display the extended details for the customer.**

e. Take on Existing Account

This is done when the creditors are taken from another system and the customer wishes to start using the UNISOLV Software Creditors Program. This is used to create the same creditor's account number in the UNISOLV Software as what was used on the previous program.

From the Creditors Program Main Menu, select:

- < 1 > **Maintain**
- < E > **Take on Existing 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 Account
  E. Take on Existing Account
  G. Maintain Address File
  H. Maintain Allocation Codes

```

```

TAKE-ON EXISTING ACCOUNT
Account Number : 
Business       :
Address ONE    :

Postal Code    :
Contact Tel. No :
Contact Fax. No :
Orders Tel. No :
Orders Fax. No :
Language       :
Account Type   :
Open Item (Y/N) :
Terms (0-6)    :
Capital Ac (Y/N) :
Discount %     :
Y.T.D. Purchases :

Contact..:
Link Acct:

Credit Limit :
Credit Rating :
Balance B/F :
Current Balance :
30 Day Balance :
60 Day Balance :
90 Day Balance :
120 Day Balance :
150 Day Balance :
180 Day Balance :
Account Balance : -----

E-Mail Address :
Press <Enter> if Correct : <A>mend, <C>ancel, <Esc>

```

Account Number: **You are able to type any numeric number or alpha numeric number for the customer in this field. If you press <ENTER>, the system will create an account number from the next available number.**

All the options are the same as when opening a new account. The only difference is you now have the option to enter the balances for the accounts.

2. Process Transactions on Accounts

a. Invoices

NOTE: This option should only be used if you do NOT do stock receiving through the Stock Program, otherwise the stock figures will not be updated. (This only updates the totals for the Creditors and not Stock!)

From the Creditors 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. Payments
D. Debit Journals
E. Credit Journals
F. Amend O/I Transactions
G. Flag O/I Transactions
H. Allocate Transactions

```

```

CREDITOR SEARCH
Account No : 

```

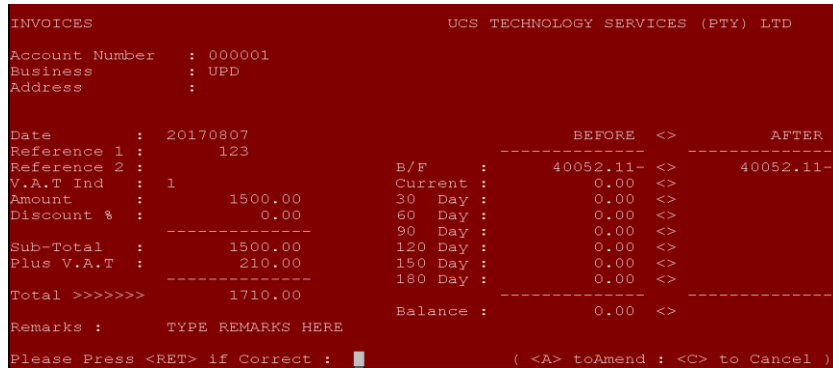
Account Number:

If you know the account number you wish to press an invoice for, type it in and press <ENTER>, otherwise press <ENTER> to search by business name.



Business:

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

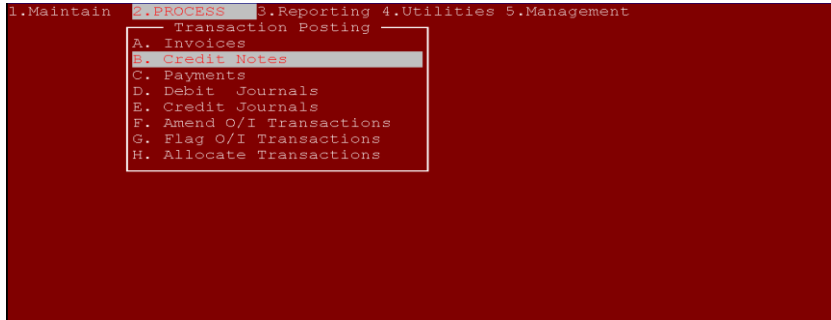


| Option: | Description: |
|--------------|---|
| Date: | This will default to today's date, but it can be changed to the date required. |
| Reference 1: | This can be used to enter a reference for the invoice being done. This will be stored on the transaction file. |
| Reference 2: | This can be used to enter a reference for the invoice being done. This will be stored on the transaction file. |
| Strip VAT: | "YES" – The amount that will be entered will be inclusive VAT. "NO" – The amount entered will be Exclusive of VAT and the system will calculate the VAT. |
| Amount: | This is the amount the account should be debited with. |
| Discount %: | If the creditor qualifies for discount the percentage discount can be entered in this field. |
| Remarks: | Any additional information you wish to add onto the transaction. |

b. Credit Notes

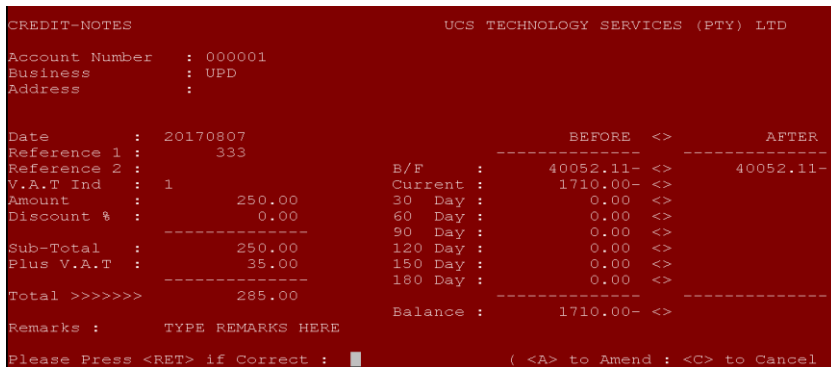
From the Creditors Program Main Menu, select:

- < 2 > **Process**
- < B > **Credit Notes**



Account Number:

If you know the account number for the business, type it in and press <ENTER> otherwise press <ENTER> to search via the name of the business.



| Option: | Description: |
|--------------|--|
| Date: | This will default to today's date, but it can be changed to the date required. |
| Reference 1: | This can be used to enter a reference for the credit note being done. This will be stored on the transaction file. |
| Reference 2: | This can be used to enter a reference for the credit note being done. This will be stored on the transaction file. |
| Strip VAT: | "YES" – The amount that will be entered will be inclusive of VAT. "NO" – The amount entered will be Exclusive of VAT and the system will calculate the VAT. |
| Amount: | This is the amount the account should be credited with. |
| Discount %: | If the creditor qualifies for discount the percentage discount can be entered in this field. |
| Remarks: | Any additional information you wish to add onto the transaction. |

```

CREDIT-NOTES                                UCS TECHNOLOGY SERVICES (PTY) LTD
Account Number : 000001
Business       : UPD
Address       :
Date          : 20170807
Reference 1   : 333
Reference 2   :
V.A.T Ind    : 1
Amount       : 250.00
Discount %   : 0.00
Sub-Total    : 250.00
Plus V.A.T   : 35.00
Total >>>>>> 285.00
B/F          : 40052.11- <>
Current      : 1710.00- <>
30 Day      : 0.00 <>
60 Day      : 0.00 <>
90 Day      : 0.00 <>
120 Day     : 0.00 <>
150 Day     : 0.00 <>
180 Day     : 0.00 <>
Balance     : 1710.00- <>
Age to Oldest Balance ? (Y/N)
Please Press <RET> if Correct : ( <A> to Amend : <C> to Cancel )

```

You are able to allocate the credit to the oldest balance <Y> or <N> to a particular month.

```

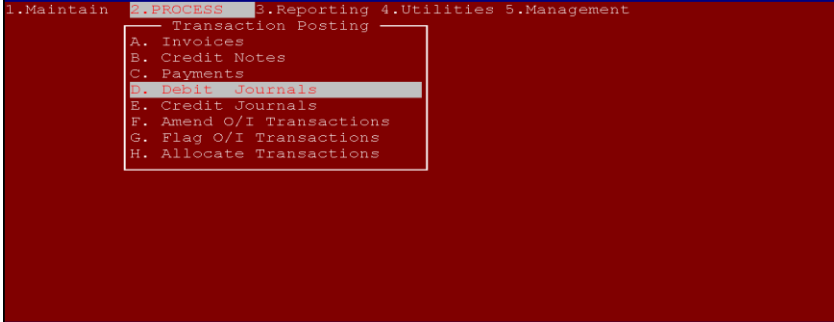
CREDIT-NOTES                                UCS TECHNOLOGY SERVICES (PTY) LTD
Account Number : 000001
Business       : UPD
Address       :
Date          : 20170807
Reference 1   : 333
Reference 2   :
V.A.T Ind    : 1
Amount       : 250.00
Discount %   : 0.00
Sub-Total    : 250.00
Plus V.A.T   : 35.00
Total >>>>>> 285.00
B/F          : 40052.11- <>
Current      : 1710.00- <>
30 Day      : 0.00 <>
60 Day      : 0.00 <>
90 Day      : 0.00 <>
120 Day     : 0.00 <>
150 Day     : 0.00 <>
180 Day     : 0.00 <>
Balance     : 1710.00- <>
Curr: 30dy:
150d: 180d:
Please Press <RET> if Correct : ( <A> to Amend : <C> to Cancel )

```


c. Debit and Credit Journals

From the Creditors Main Menu, select:

- < 2 > Process
- < D > Debit Journal / < E > Credit Journal



Account Number:

If you know the account number for the business, type it in and press <ENTER> otherwise press <ENTER> to search via the name of the business.



Business:

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

```

DEBIT JOURNALS                                UCS TECHNOLOGY SERVICES (PTY) LTD
Account Number : 000001
Business       : UPD
Address       :
Date          : 20170801
Reference 1   :
Reference 2   :
Amount-Excl  :
Plus V.A.T   :
Total >>>>>>
Remarks :

                                B/F :
                                Current :
                                30 Day :
                                60 Day :
                                90 Day :
                                120 Day :
                                150 Day :
                                180 Day :
                                Balance :

                                BEFORE <> AFTER
                                -----
                                40052.11- <> 40052.11-
                                1710.00- <>
                                0.00 <>
                                0.00 <>
                                0.00 <>
                                0.00 <>
                                0.00 <>
                                0.00 <>
                                0.00 <>
                                1710.00- <>

```

| Option: | Description: |
|-----------------------|--|
| Date: | This will default to today's date, but it can be changed to the date required. |
| Reference 1: | This can be used to enter a reference for the journal being done. This will be stored on the transaction file. |
| Reference 2: | This can be used to enter a reference for the journal being done. This will be stored on the transaction file. |
| Amount Excl | This is the amount the account should be debited / credited with. |
| Plus VAT | Add the VAT amount if need be. |
| Remarks: | Any additional information you wish to add onto the transaction. |
| Age to Oldest Balance | Should the amount be added / subtracted from the oldest balance on the account. If "N", the user will have the option to choose which month to add / subtract the amount to / off. |