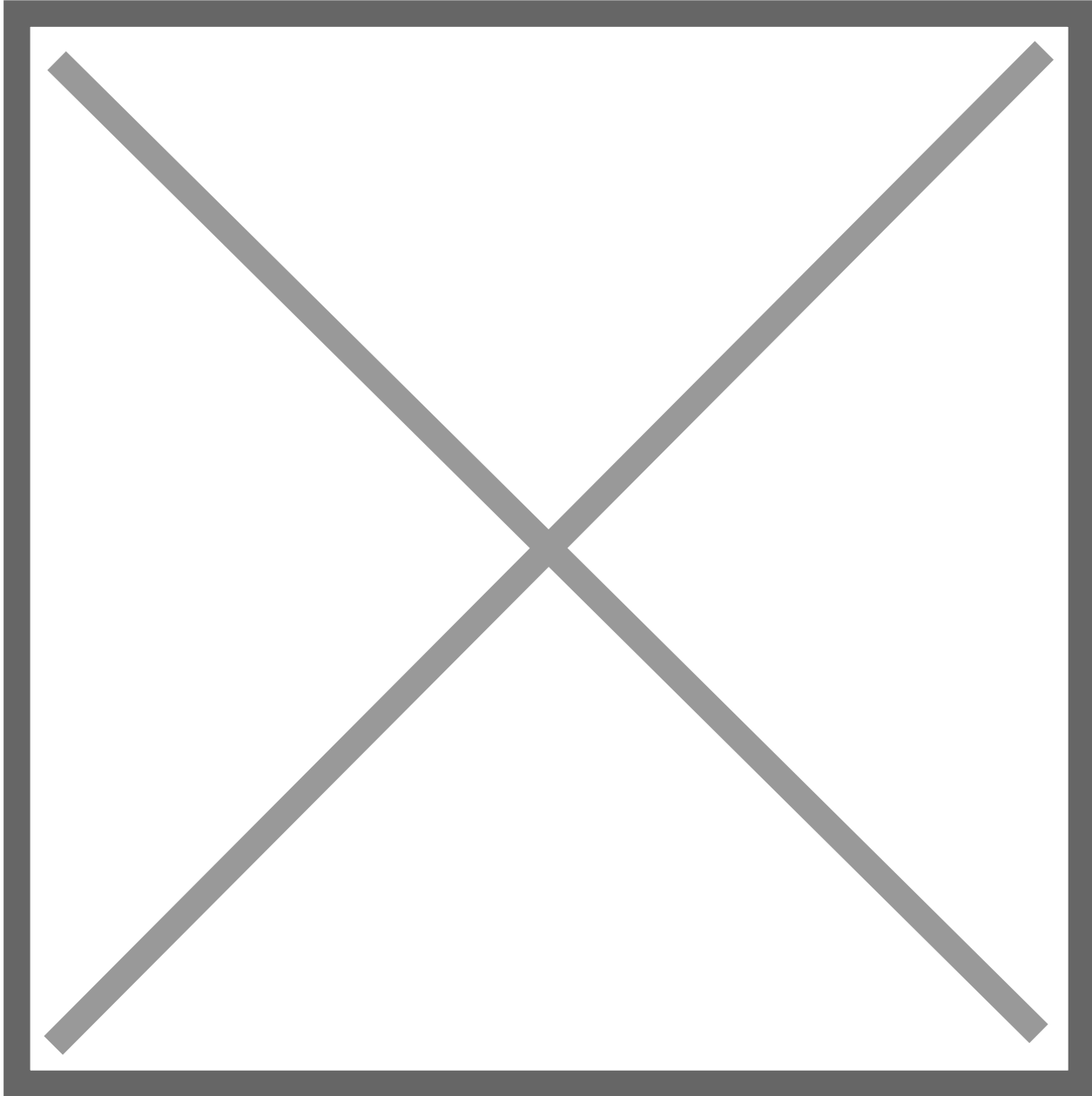


Creditors Setup

This is where the user creates a new Creditor or search for existing.



System buttons

Search button allows a user to search using Basic Search Tab and Custom Search Tab

Basic Search Tab - if the creditor's code in the basic search fields and other fields are left blank, this will bring back all the creditor's listed in the system sorted alphabetically. If the cursor is placed on Name at the column head, this will sort the names A-Z or Z-A as preferred.

Custom Search, Custom search searches according to the category selection on the drop down arrow

Main Tab – shows a list of all creditors added on the system

Details Tab – shows details of selected creditor

Address Tab – shows the selected creditors address

Contacts Tab – shows creditor's contacts

Standard Tab, has four buttons

Insert – to create a new creditor.

Amend –to make changes onto an existing creditor.

Delete – to delete an existing creditor provided the creditor has no transactions linked to it.

Insert Note – Allows a user to interact with the creditor via sms or email and only if the contact person has an email address for emailing and cell number for sms.

Print Tab has two buttons

Print button allows a user to print all the creditor's listed in the system sorted alphabetically

Export button - to exports creditors list to excel spread sheet.

Import Tab has one buttons

Import Contacts button –Import from the excel sheet to the system

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