Add Creditor

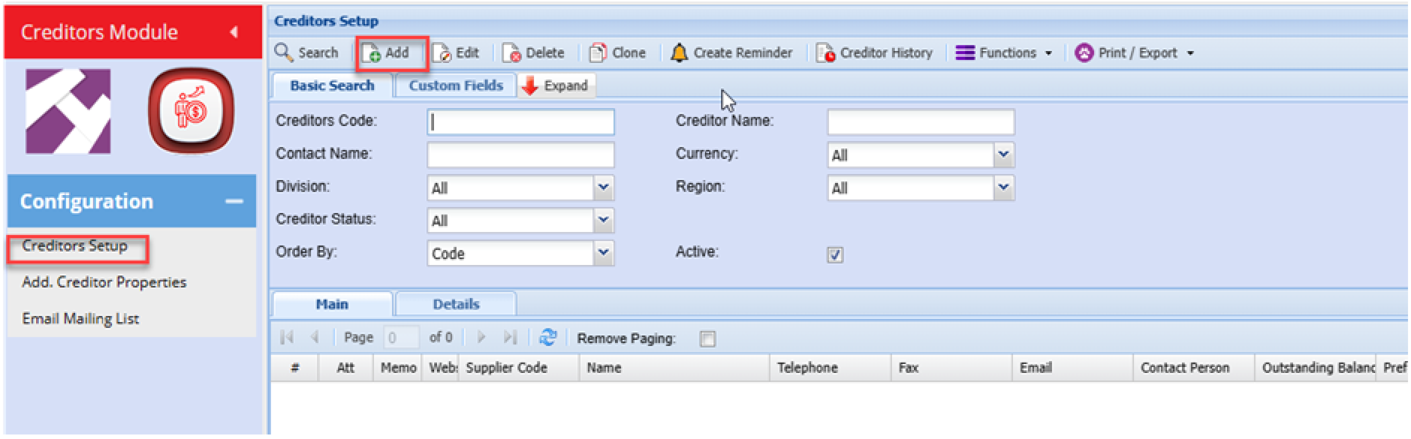
Adding or Editing a new Creditor / Supplier.

This has many tabs and sections to be filled in.

To create a new Creditor or edit and existing Creditor:

Go to: **Creditors Module> Configuration> Creditors Setup**

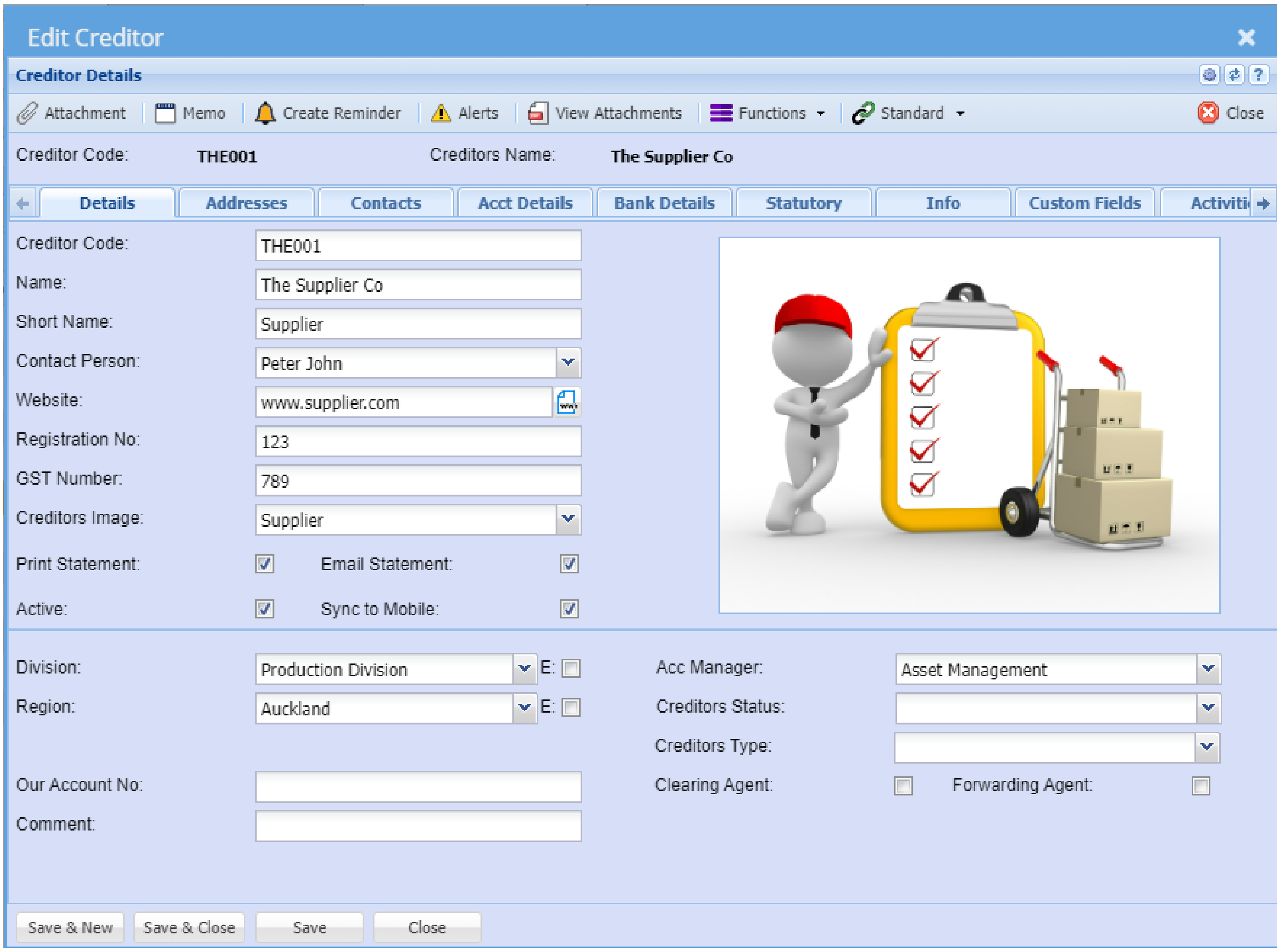
To edit an existing Creditor click the Edit Button or to add a new Creditor Click the Add Button



Details Tab

In this section add the basic information for the Creditor

Minimum details are Creditor Code and Name



Creditors Code	Create a unique code that identifies the supplier/creditor. The Code field can be Alfa Numeric. Recommend: If using only numbers for the code, do not start the code with the number zero (0), as this may cause complications when exporting data.
Name	Enter the name of the supplier/creditor. This will ideally be the registered name of the Creditor. The Name field can be Alfa Numeric and over 500 Characters long
Short Name	This is essentially a shortened form of the supplier company name, e.g.: ABI
Contact Person	This is a drop down and only shows contact Names which has being entered from the Contact Persons tab: A default contact person can be added against the Supplier
Website	Enter the website address for the Supplier
Registration No	Enter the registration number for the Supplier
VAT Number	Enter the VAT number for the Supplier (if applicable).

Creditor Image	This drop down will only shows Images which have being uploaded as attachments. Select an image for the creditor to show on the right

Tick the boxes “Print Statement and Email Statement. This allows for statements (Remittance Advise) to be generated and emailed directly to the Creditor/ Supplier.

Active	Indicates and sets the Creditor as an active creditor. Should you no longer deal with the particular Creditor and do not want to see the creditor on searches, then remove the tick on this box
Sync to Mobile	This tick allows for the particular Creditor to be sync to the Webatar Mobile App

Creditors can be categorized by using one or more of the following fields:

Division, Region, Creditor Type, Creditor Status

These fields are user defined as such options can be added to suite your companies specific requirements.

Division	Could be used for differentiating creditors specific to different branches of the organization
Region	Could be used for Geographic region the creditor is located
Our Account No.	
Comment	
Acc Manager	
Creditor Status	
Creditor Type	Could be used for the type of supplier, i.e. Raw Materials, Consumables, etc.
Clearing Agent Tick	
Forwarding Agent Tick	

Once you have entered the above information, click the save button for the Address and Contacts Tabs to be activated.

> Note: All the above fields are not mandatory by default. The creditor Code and Name are minimum requirements

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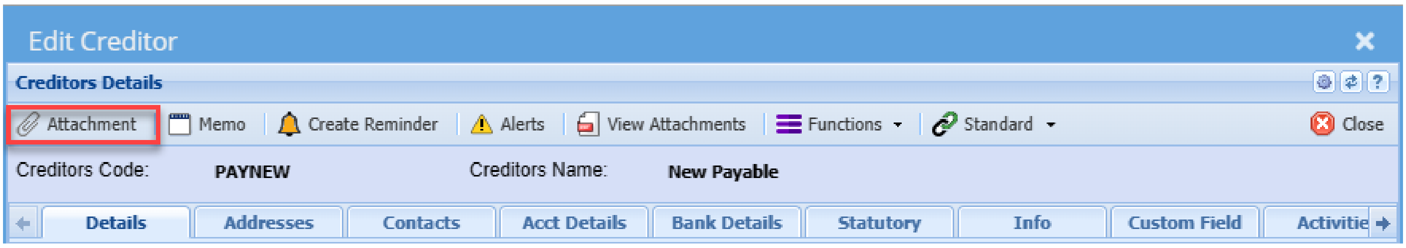
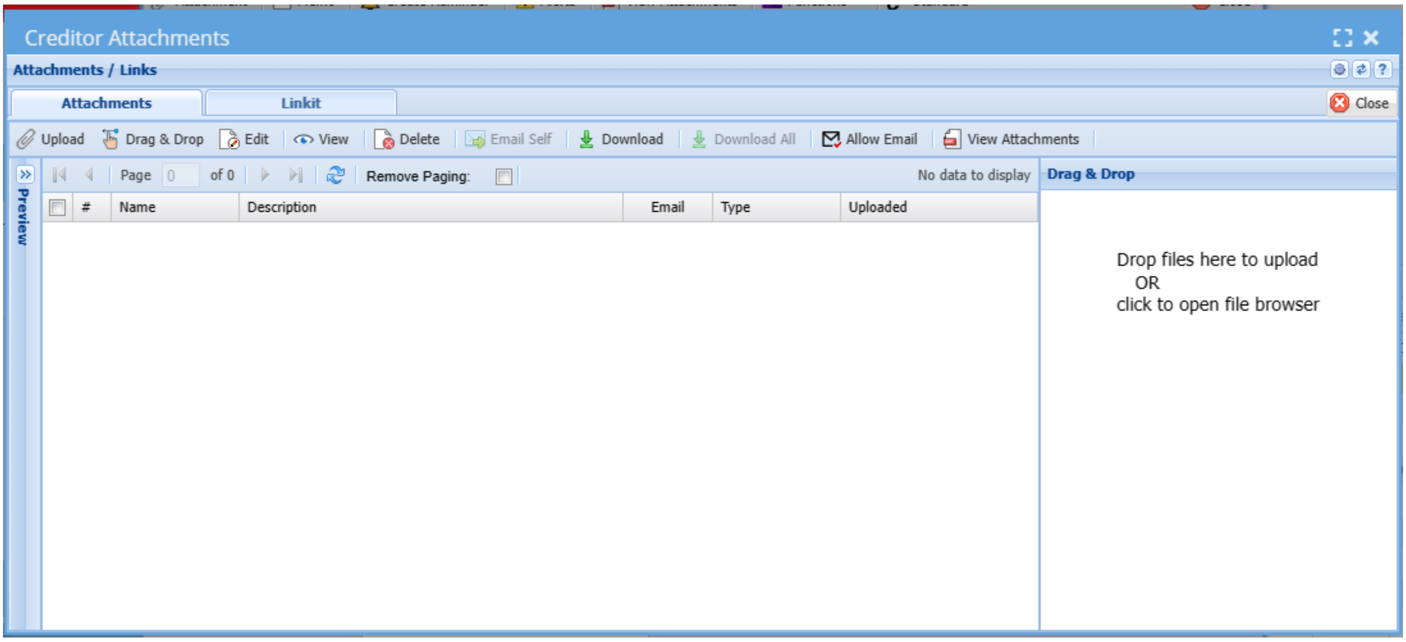
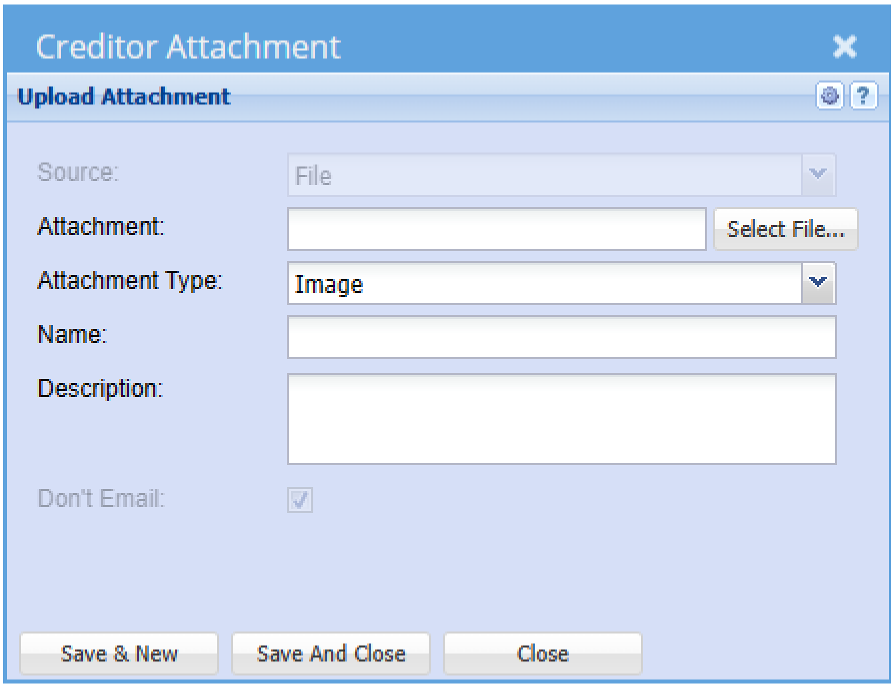
Attachments

In this tab we allow for unlimited amount of uploads of documents to be attached to the Creditor. You can attach pictures, Excel sheets, Word and PDF Documents and any file you wish.



When you click on the Attachments Button the following will come up. You can then drag & drop or upload any documents required.

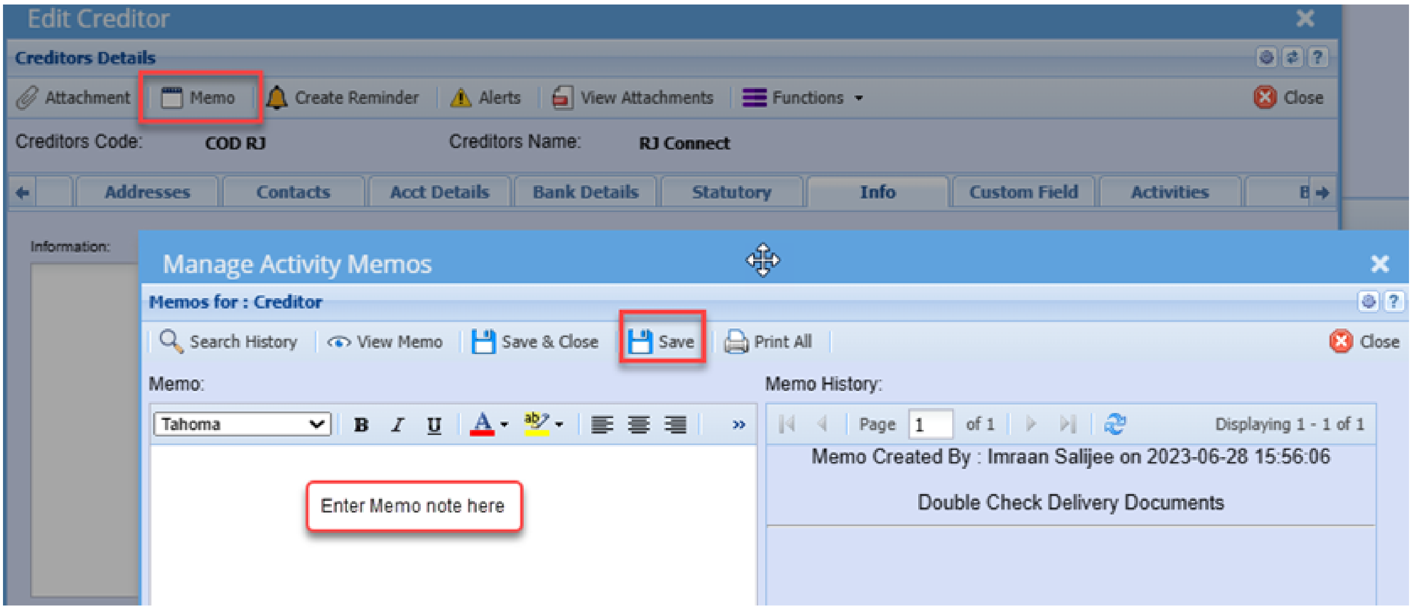




Memo

Should there be any information or comments related to the Credit that you wish to note for users to access and be aware of, you can enter this information on the memo note

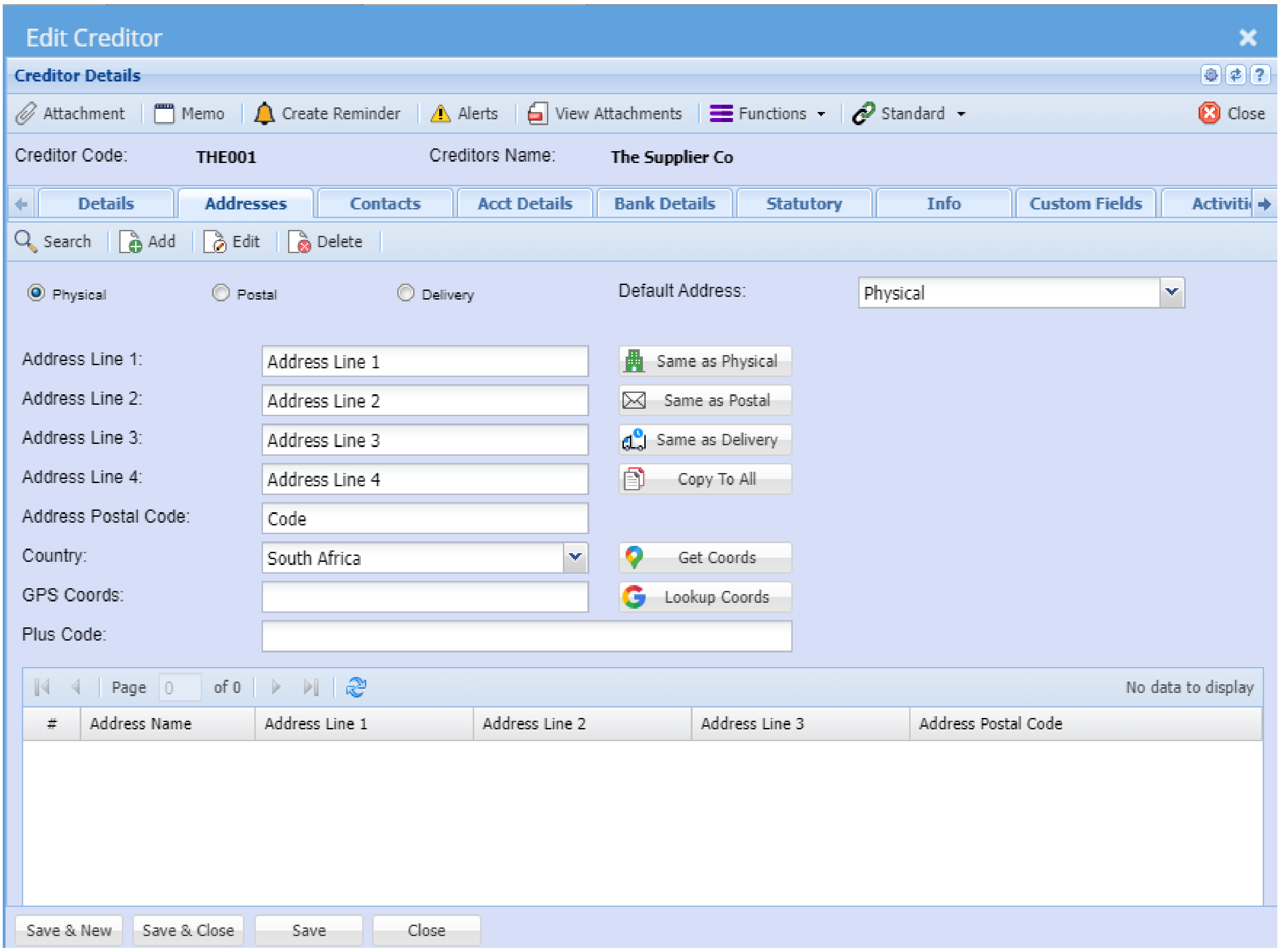
Memo notes are Date and time stamped and also logs the user how added the Memo



Address Tab

Fill in the Physical, Postal and Delivery addresses in the Address Tab. There are buttons called “Same as Physical” etc., once the Postal area button is clicked, it will copy all the details from the Physical Address to the Postal address.

The system also allows the entering of multiple Delivery addresses. All addresses created can be selected at the time of the documents i.e. Purchase Orders.



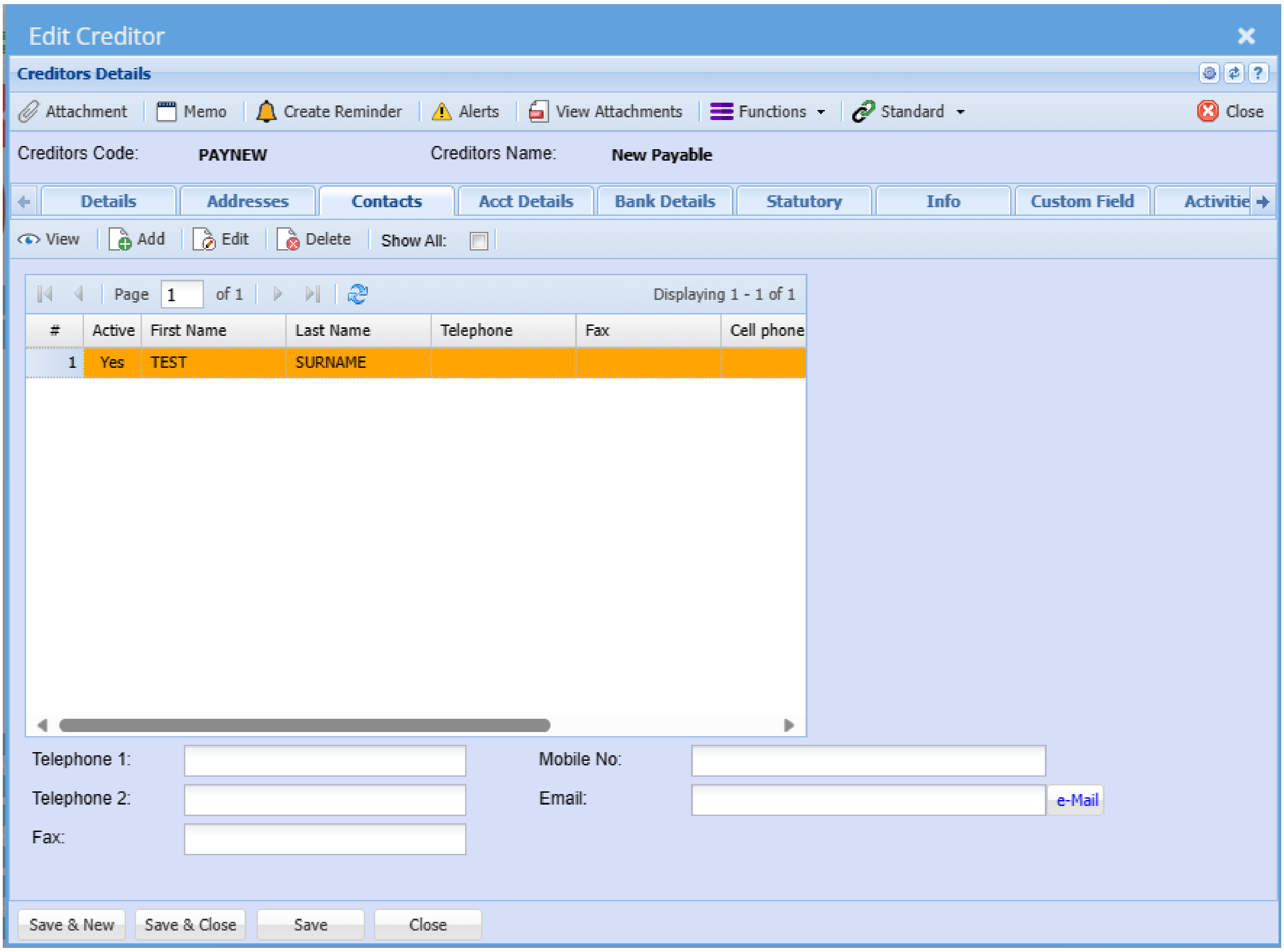
Physical	Physical address default setting
Postal	
Delivery	
Default Address	This can be selected to be used whenever a document is created, you can override the address selection at the document level.
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Address Postal Code	
Country	
GPS Coords	
Plus Code	
User defined address grid	

Buttons to define address

Same as Physical	
Same as Postal	
Same as Delivery	
Copy to All	
Get Coords	
Lookup Coords	

Contacts Tab

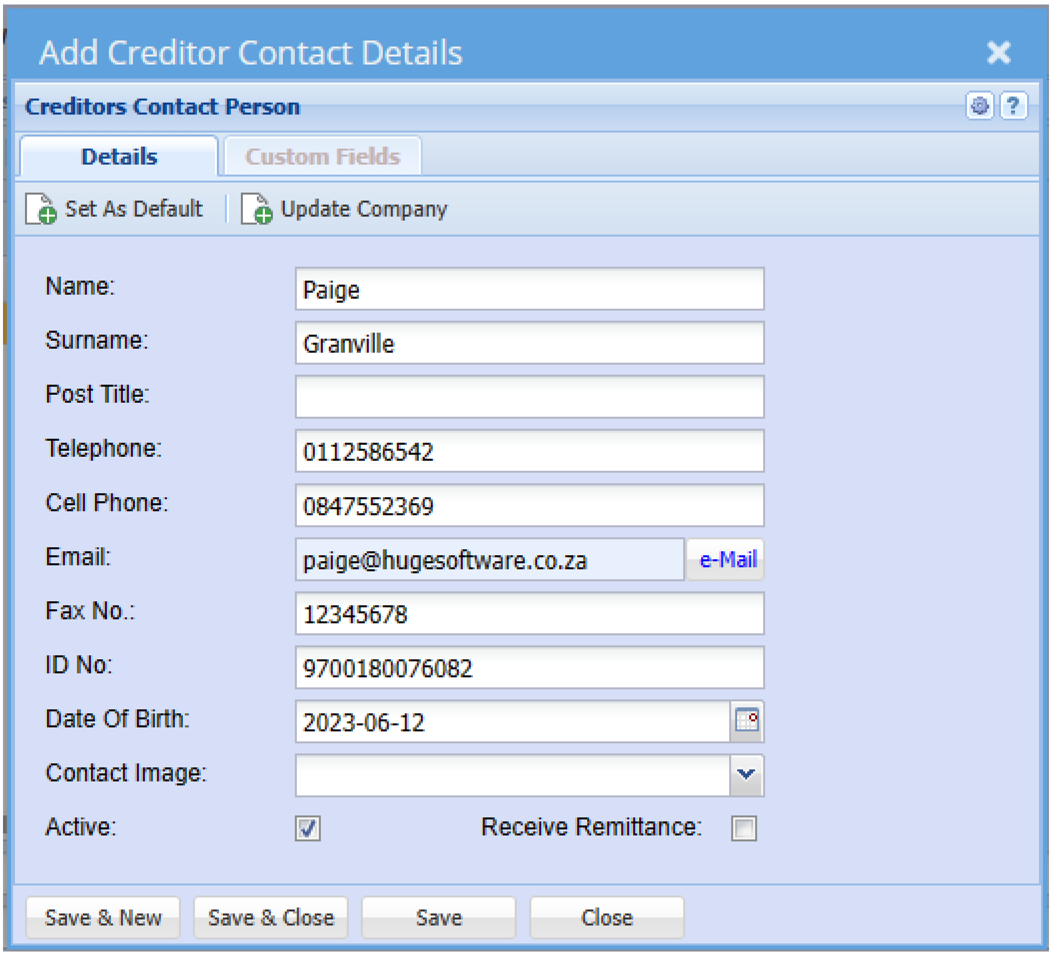
In this tab you can create all the relevant people who work for this company, including all their details.



View button	to view the contact
Add button	to add a new contact
Edit button	to edit the contact
Delete button	to delete the contact person
Show All Tick	

Telephone 1	
Telephone 2	
Fax	
Mobile No	
Email	

Click the Add button to add Creditors contacts details



Enter the contact persons First Name, Surname, Contact Numbers and email address:

You can add the addition details if preferred

If the particular Contact person being added is the default contact for this particular Creditor, you can click the Update Company and Set as Default button, which saves you from recapturing these details as default contacts

Receive Remittance	Ticking this box implies that the particular Contact can receive remittance advises when emailed from the system.

Recommended that the contact person’s email addresses are captured as this will save the

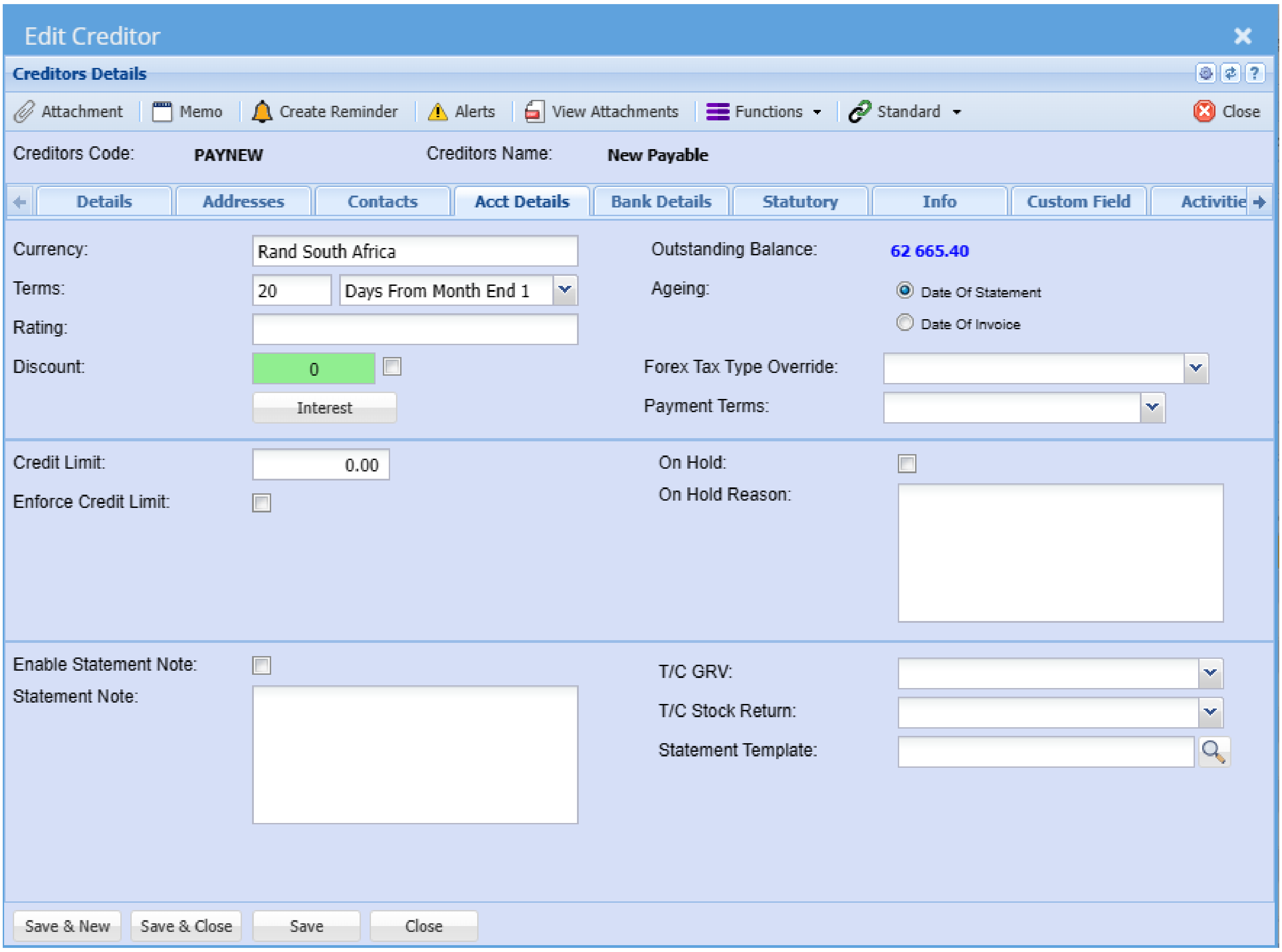
User from manually having to type the email each time documents are emailed from the system.

Account Details Tab

The account details tab stores all the specific account information related to this creditor

Important information about the Creditor can be added in the Account Details. For purposes of security, lock down this tab as a precaution against users who should not have access to these details.

When doing a Goods Received Note for example a message will appear to the user that the account is on hold and will give the reason for it.

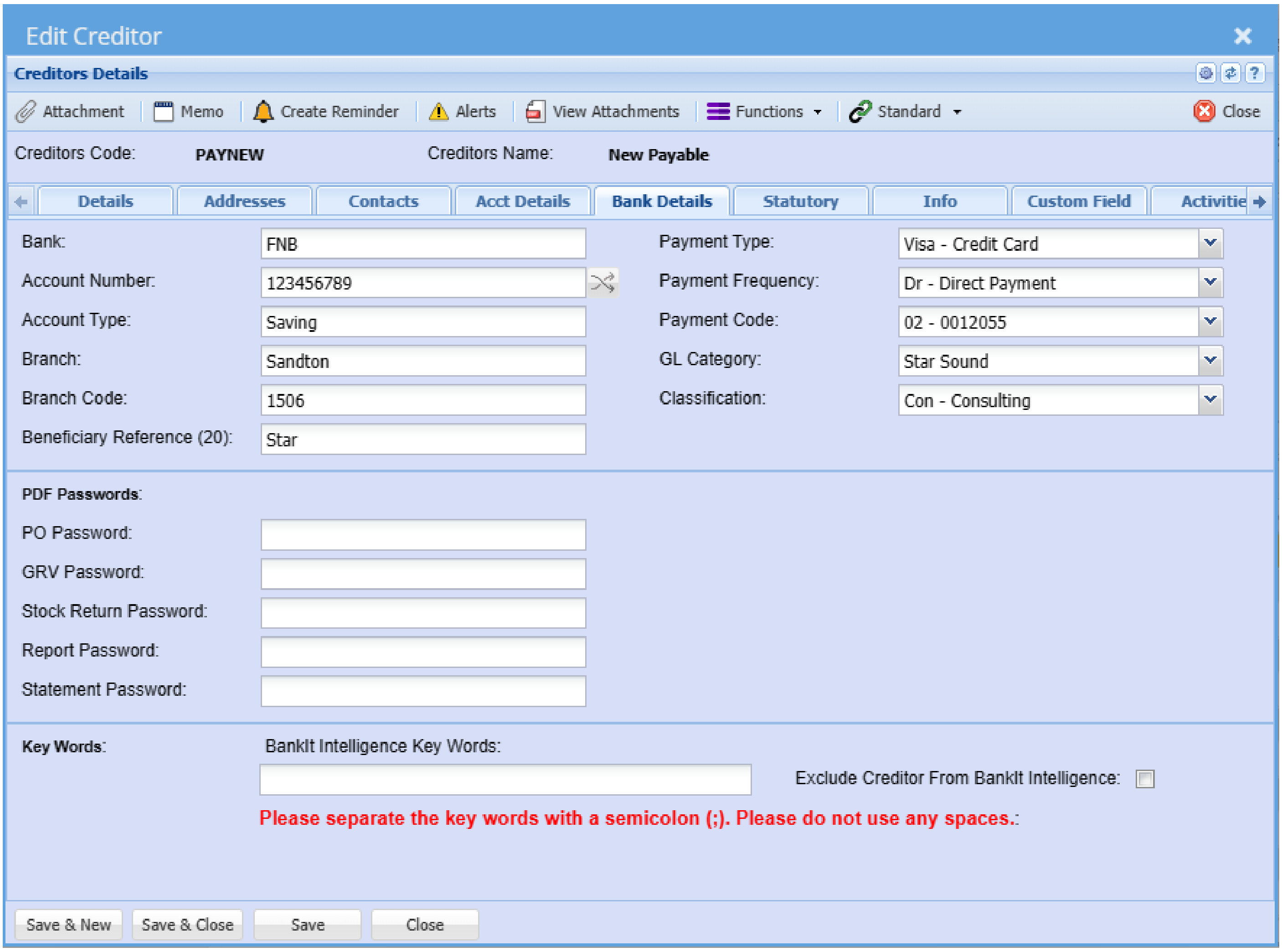


Currency	The system caters for Multicurrency. As such one can setup a foreign creditor account and all values could then be in USD, Euro etc. When working with multi-currency Suppliers, you can select the default currency to work with on that Supplier. Note - Once the first transaction has been posted against the currency you cannot change the currency.
Account Terms	Select the terms of your Supplier in the drop down. This is the account payment terms that the organization has with the creditor, e.g. COD, 30 Days, 60 Days, etc. Note: The account terms set here will determine and auto populate the due dates on Purchase orders.
Rating	
Discount	Used as an indication of discount rates received from the Supplier. Should the creditor always allow a discount percentage to all purchases made, you can set this on the discount field and the discount percentage will then pull through to all purchase Orders created.

Outstanding Balance	This is the running balance of the Supplier irrespective of transaction dates.
Aging	We allow for aging of Date of Statement and Date of Invoice per Creditor. This is the ageing method for outstanding accounts is the terms calculated from Date of Invoice or Month End (Statement) Date.
Forex Tax Type Override	This field is only used for Foreign Creditors where the default GRV VAT type will not apply You can select Non-VAT or Import VAT here, which will pull through to order and prevent users from erroneously selecting GRV VAT. For local Creditors, you will leave this blank
Payment Terms	
Credit Limit	This field is used to enter the purchasing limit from a Supplier. This could be enforced or used as an indicator. You can enter a purchase limit value and select to enforce the limit or not if this limit is reached, the system will notify the user that the credit limit will be exceeded and provide option to continue (depending on if limit is enforced or not)
Enforce Credit limit	Tick this check box if you want to enforce the credit limit indicated in the Credit limit box.
On Hold	Tick this box to put the Supplier account on hold. Should you wish to not deal with a particular supplier but do not want to de activate the creditor, you can set the Creditor on hold, which will prevent any orders from being processed.
On Hold Reason	Put in a reason for putting the Supplier on hold.
Enable Statement Note	
Statement Note	If you tick the box and put a message in the Statement text box, this message will appear on this Supplier’s statement only. If you have added a global message under System Configuration Module – Administration Company Profiles both messages will appear on the statement
T/C GRV	
T/C Stock Return	
Statement Template	

Bank Details Tab

Put in all the information of the Creditor’s bank details.



Bank	Name of the bank of the Supplier
Account Number	Account number of the Supplier
Account Type	The type of account the Supplier has example, Current or Savings etc.
Branch	The Branch name of the bank of the Supplier
Branch Code	The branch code of the bank of the Supplier
Beneficiary Reference (20)	
Payment Type	
Payment Frequency	
Payment Code	
GL Category	
Classification	

PDF Passwords	PDF passwords allow passwords to be attached to the various documents for security purposes. Only give the passwords to the Supplier so he can open the documents. If the fields are left blank, the PDF will just open. We have split PDF passwords to various document types so each document can be directed to various people in the organization.
Note	When a document is generated with the PDF password it cannot be changed on that specific document when it was created. You can however change PDF passwords every month, but it is a good idea to write all passwords down for the specific months.
PO Password	
GRV Password	
Stock Return Password	
Report Password	
Statement Password	
Key Words	This fields allows for specific words which appear on Bank statement entries and is used on the BankIT intelligence feature in the system

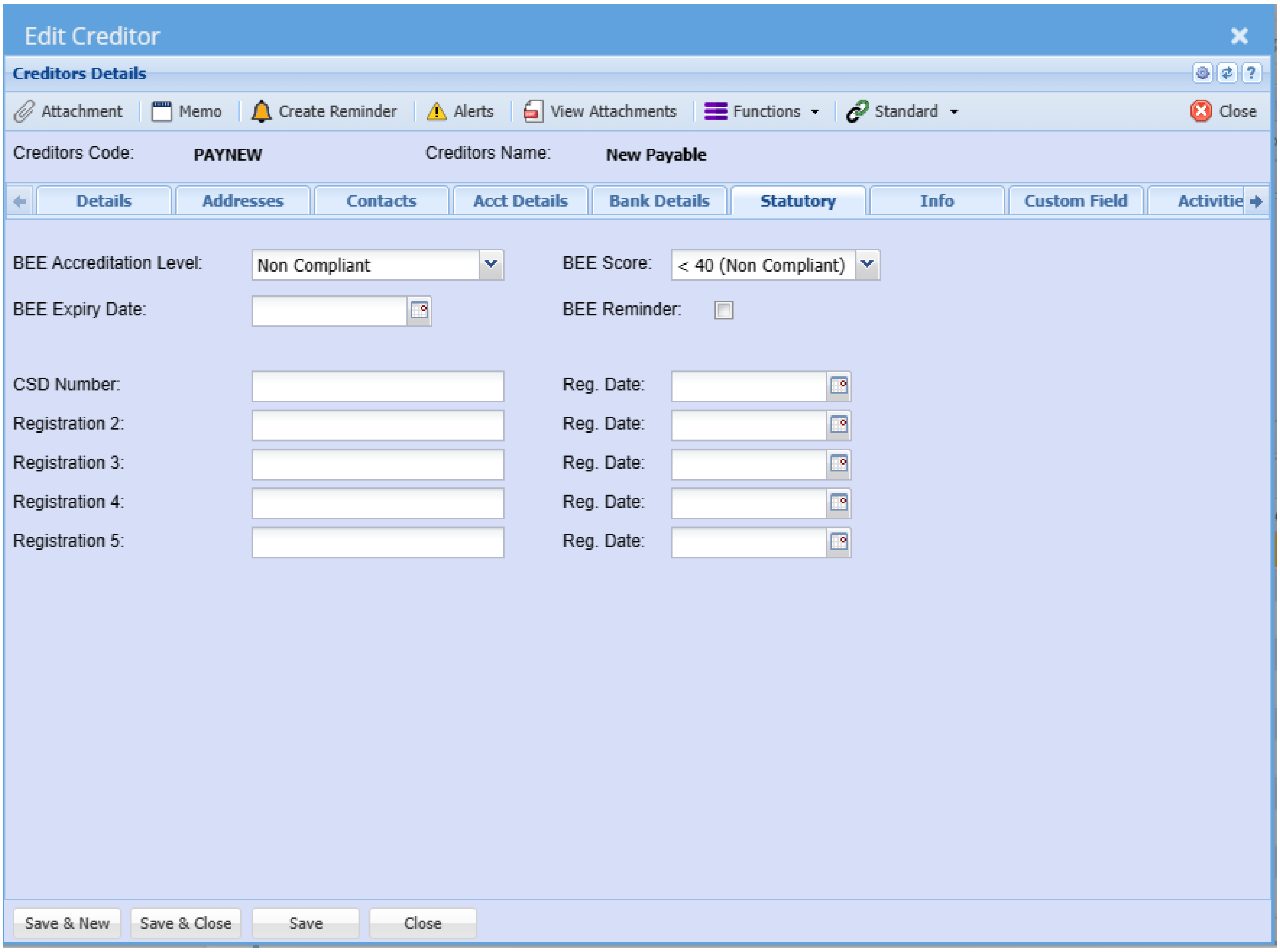
> Note: When a document is generated with the PDF password it cannot be changed on that specific document when it was created. You can however change PDF passwords every month, but it is a good idea to write all passwords down for the specific months.

Statutory Tab

This tab caters for entering the BEE details of the Creditor

You can also set reminders, whereby the system will send an email reminder to the dedicated user when the BEE certificate is due to expire.

The Registration 1 to Registration 5 fields are customizable to the organization’s preference

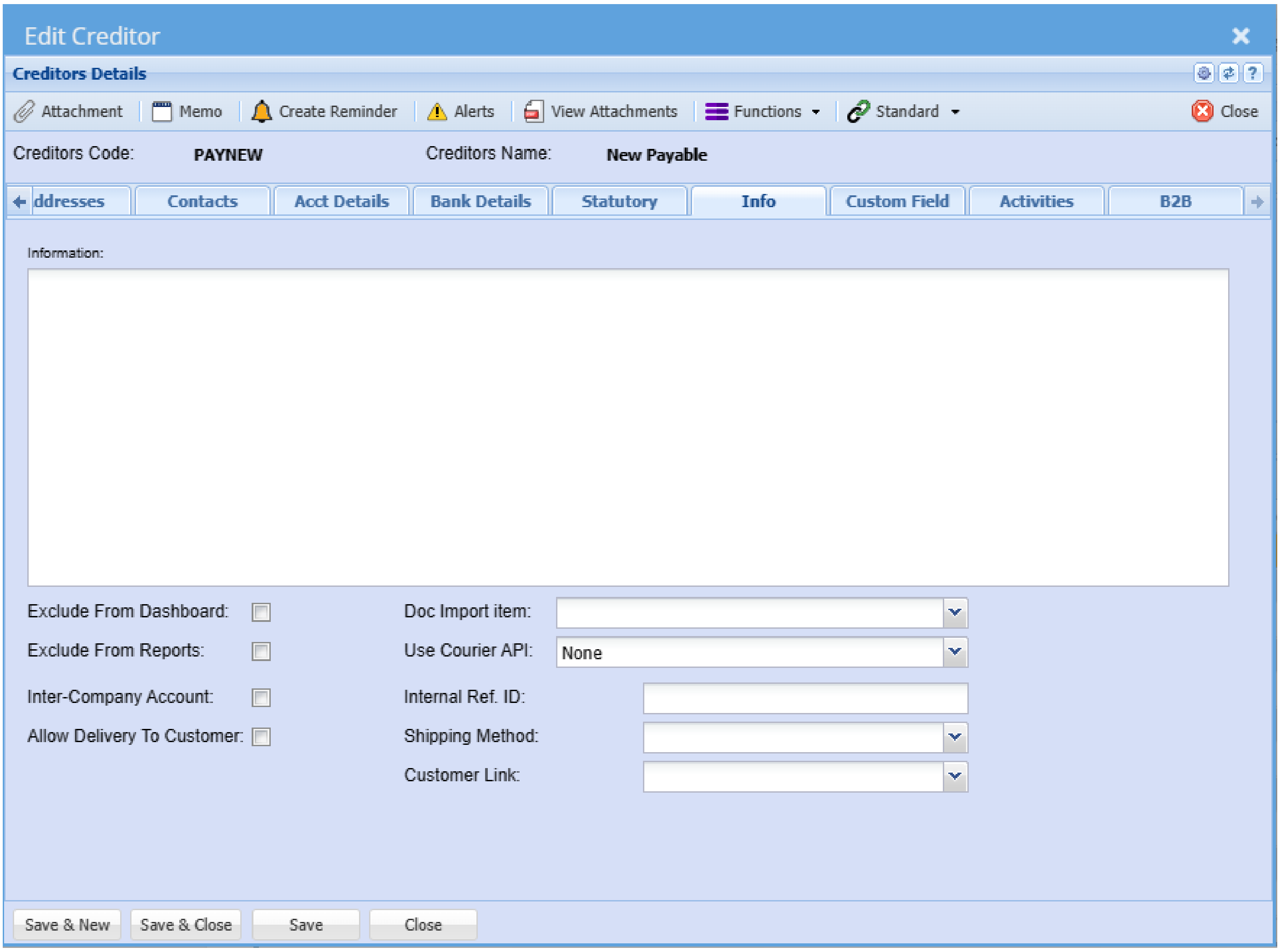


BEE Accreditation Level	
BEE Expiry Date	
CSD Number	
Registration 2	
Registration 3	
Registration 4	
Registration 5	
BEE Score	
BEE Reminder	
Reg. Date	

Info Tab

This tab allows you to insert any additional notes against the company.

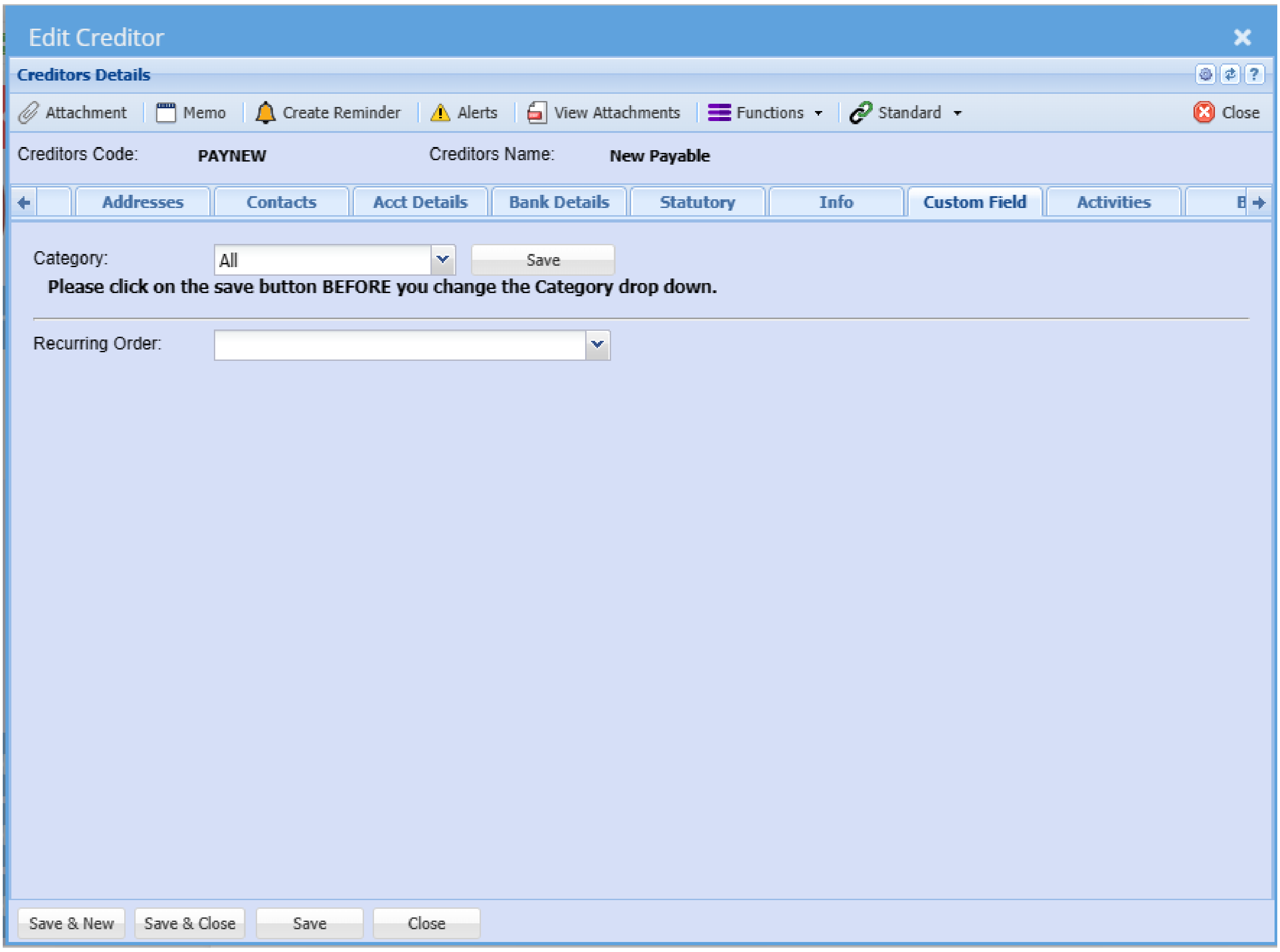
You can also set additional indicators as per the respective tock boxes.



Information	
Exclude From Dashboard	
Exclude From Reports	
Inter-Company Account	This identifies the creditor as an intercompany Supplier and as such can be excluded from certain reports if need be.
Allow Delivery To Customer	
Doc Import Item	
Use Courier API	
Internal Ref. ID	This is where one can enter a unique identifier of the creditor that may apply to a third-party application.
Shipping Method	This allows you to select the default shipping method for this creditor so as not to select on each document
Customer Link	

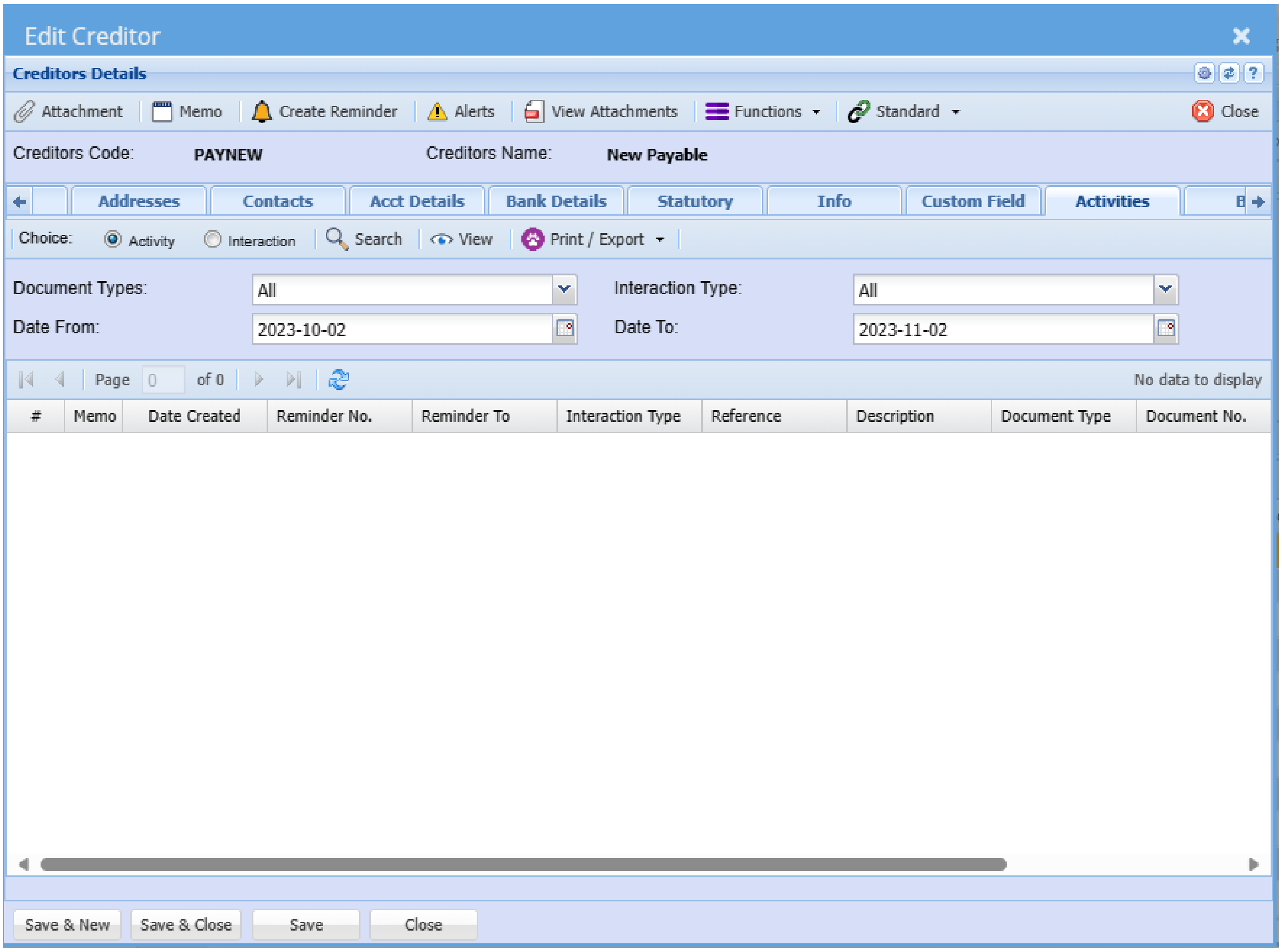
Custom Field Tab

Under the Custom Fields tab, this is where you can insert predefined user fields. Add as many custom fields as you require for additional information.



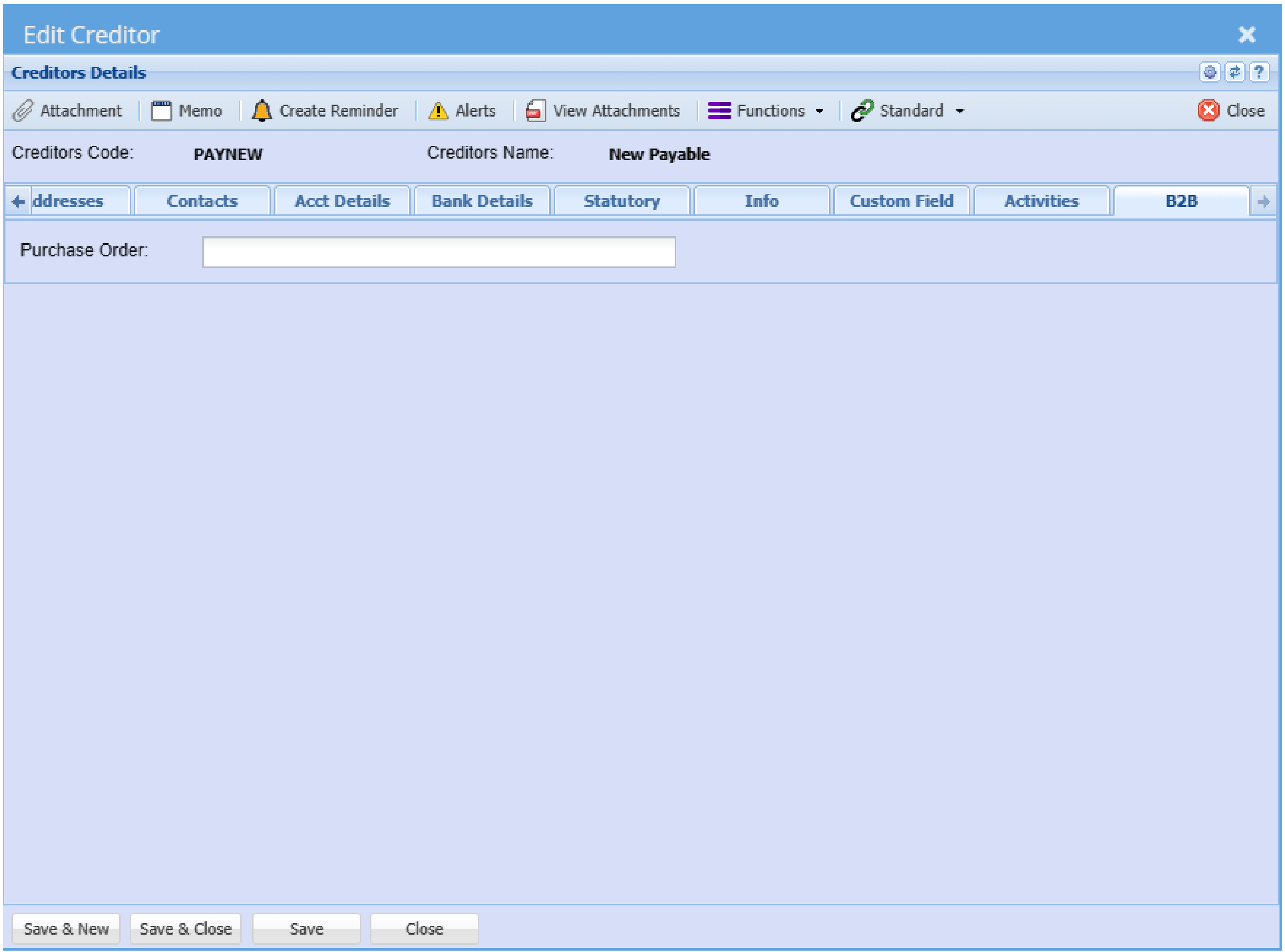
Category	
Recurring Order	

Activities Tab



Choice: Activity - Interaction	
Search	
View	
Print / Export	
Document Types	
Date From	
Interaction Type	
Date To	

B2B Tab

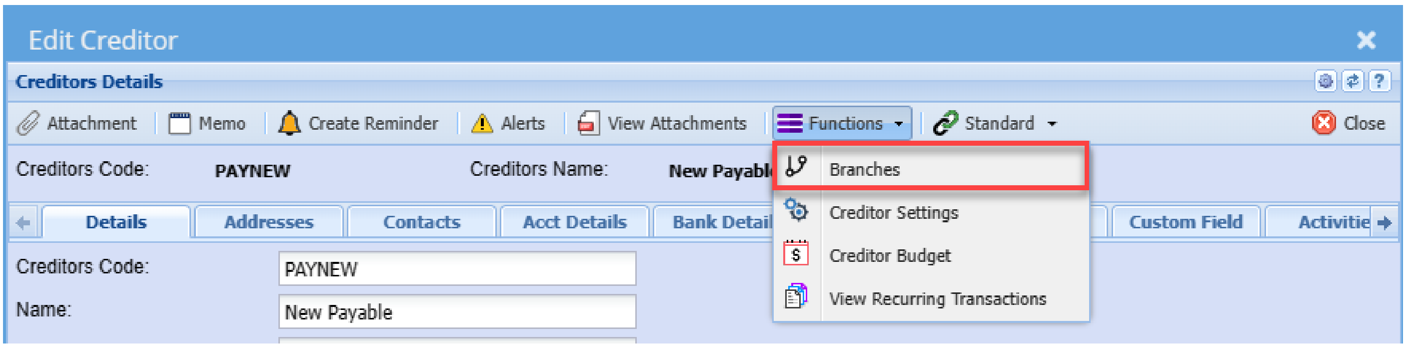


Functions dropdown

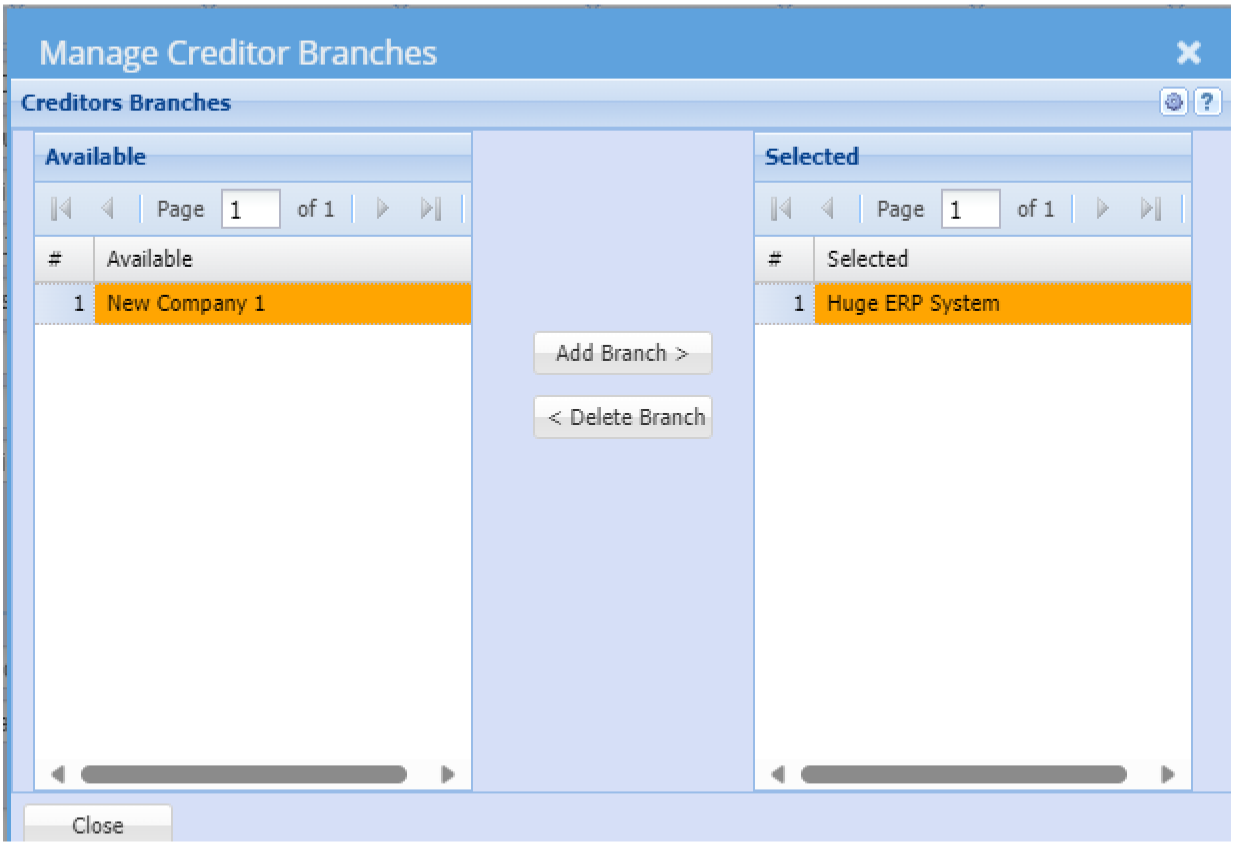
Branches

Should you be running multi-branches you can select the branch that this Supplier is linked to.

When searching users will then only see the Creditors linked to the branch they have access to.



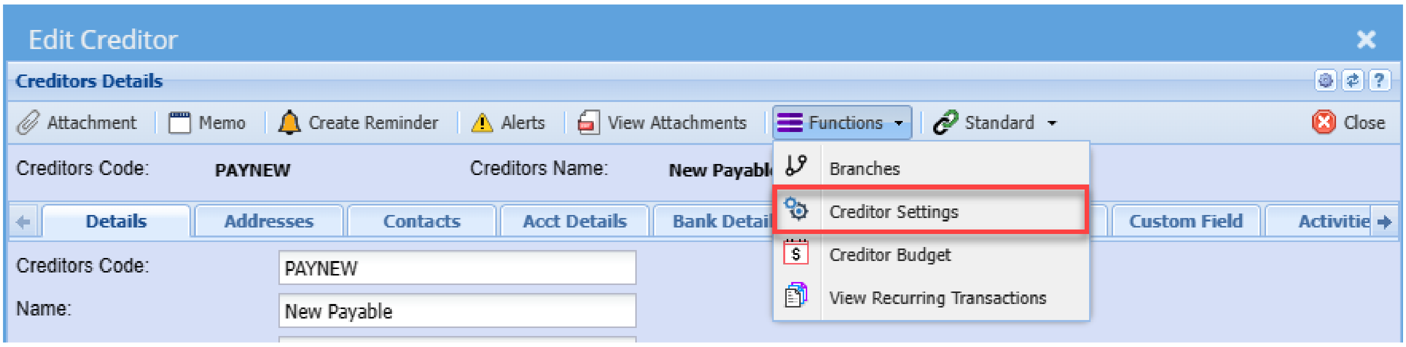
Move the branch to the right for access

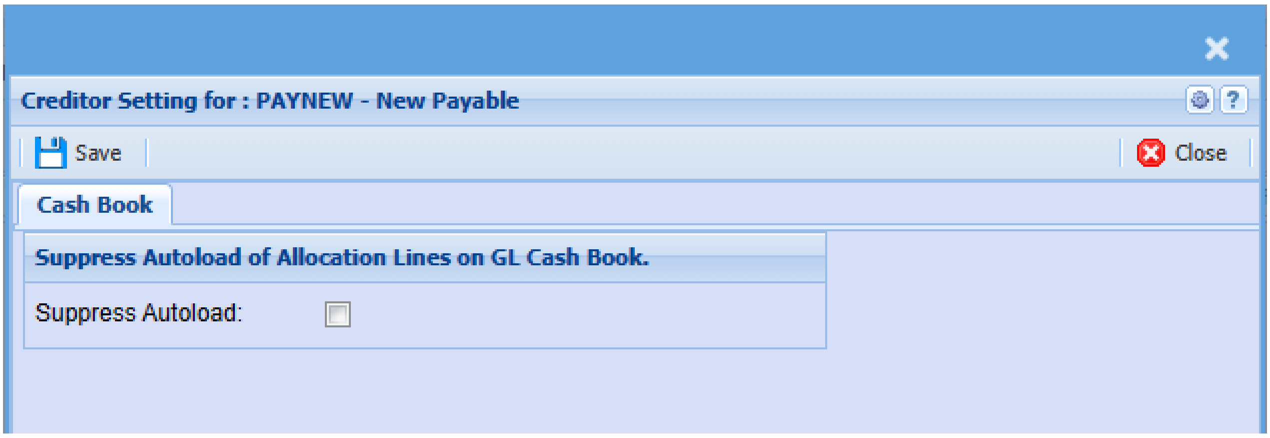


The right-hand column is the selected branch, i.e. Branches the Creditor is linked to and users with access to these selected branches will then be able to search select these creditors

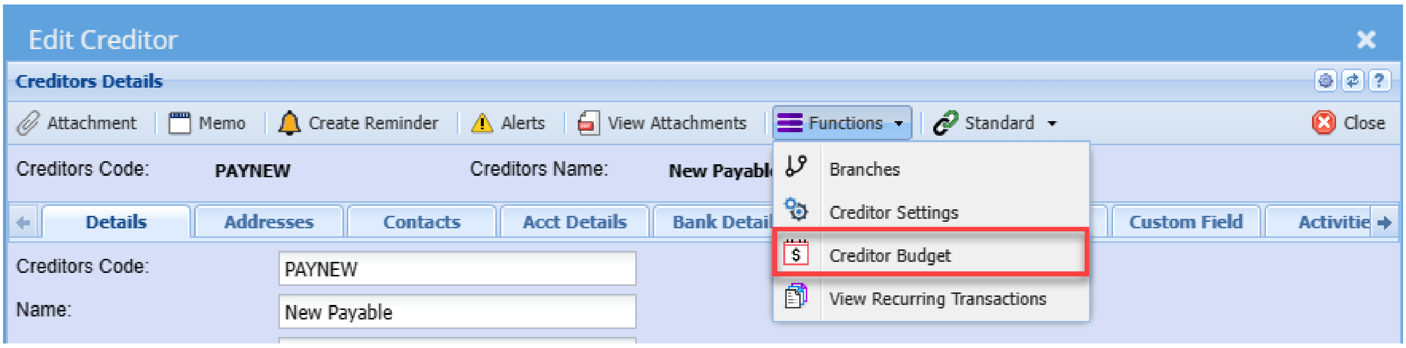
You can have multiple branches linked to a Creditor

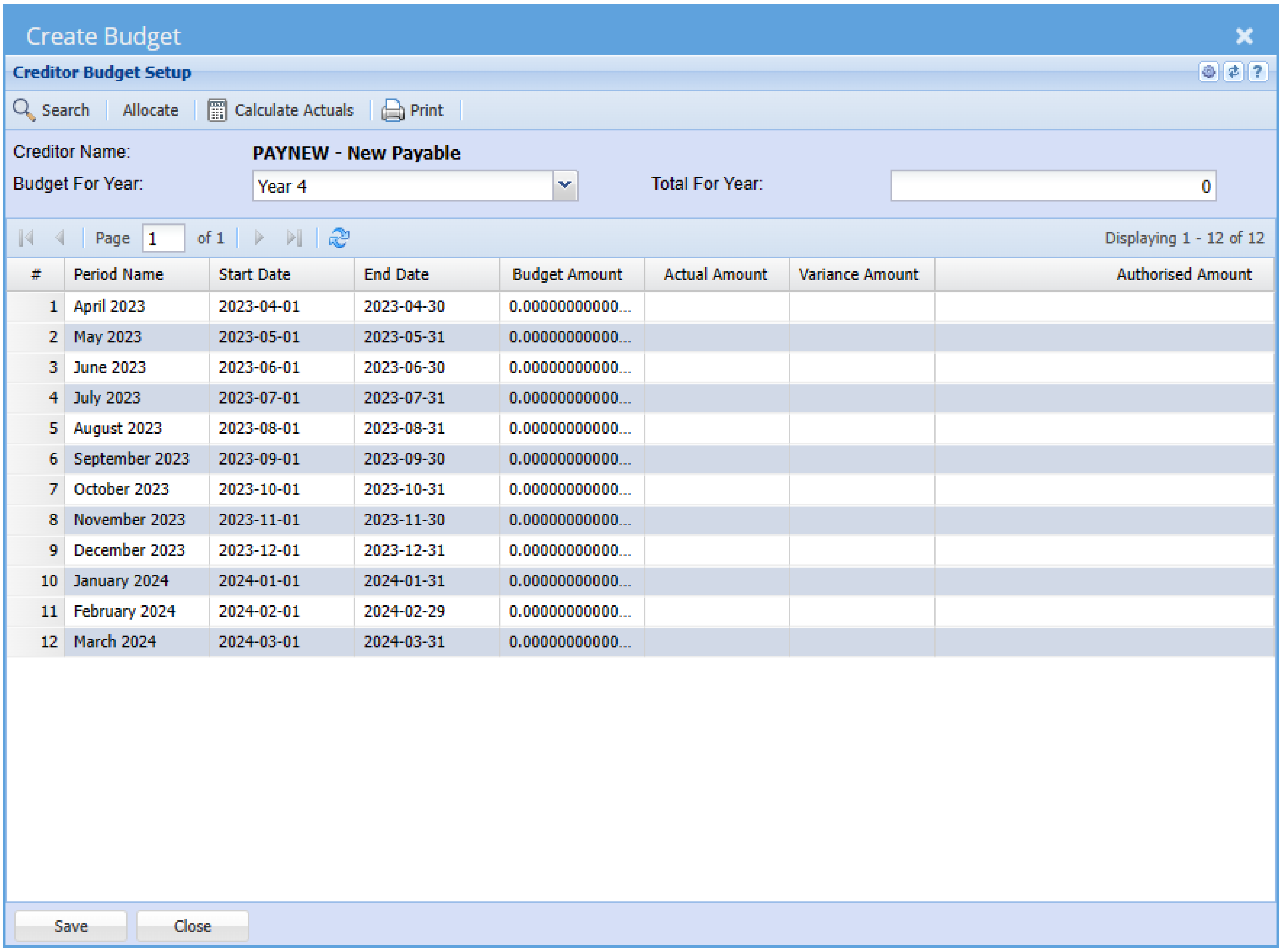
Creditors Settings





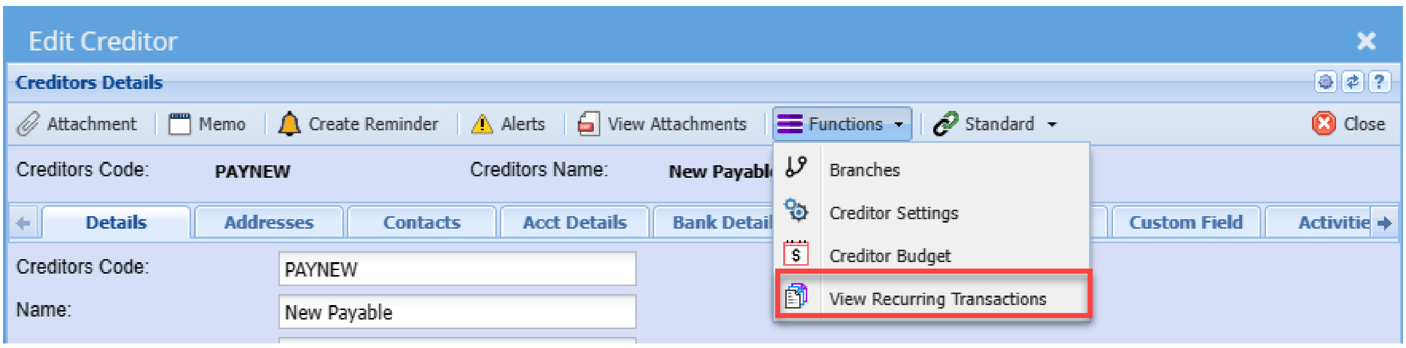
Creditor Budget

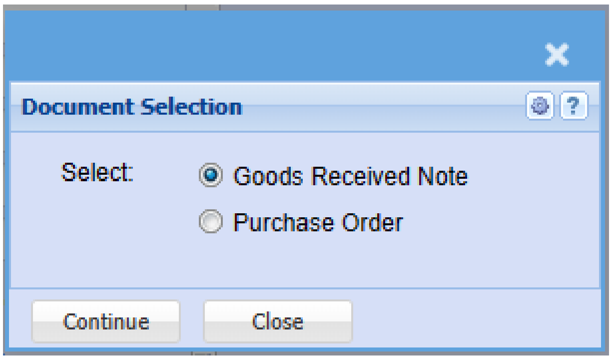


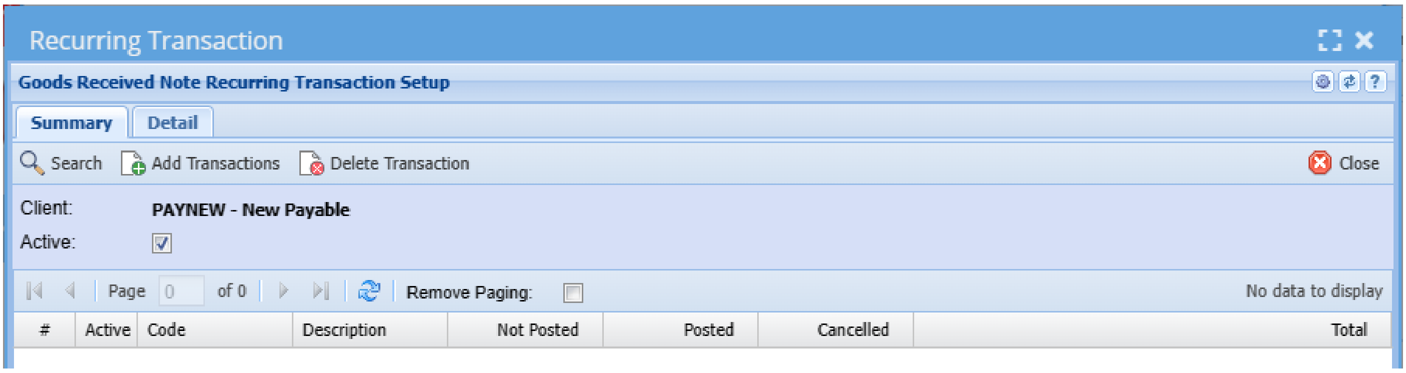


Search	
Allocate	
Calculate Actuals	
Print	

View Recurring Transactions

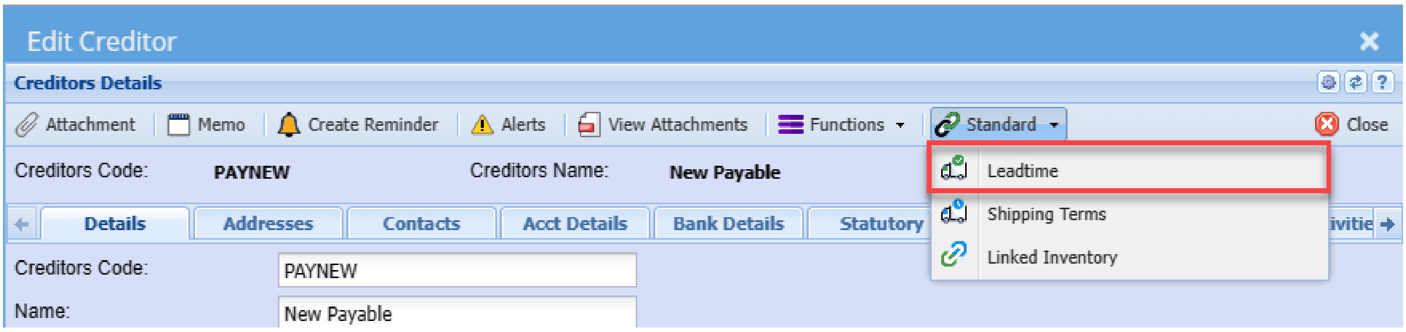


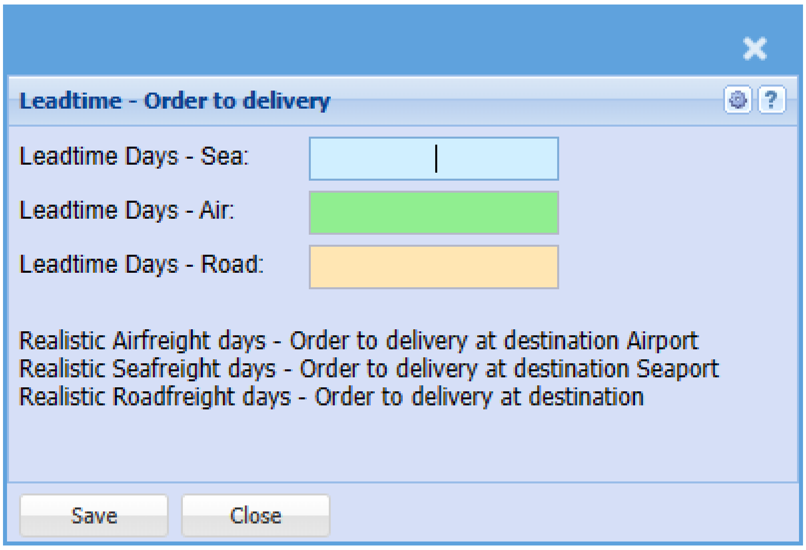




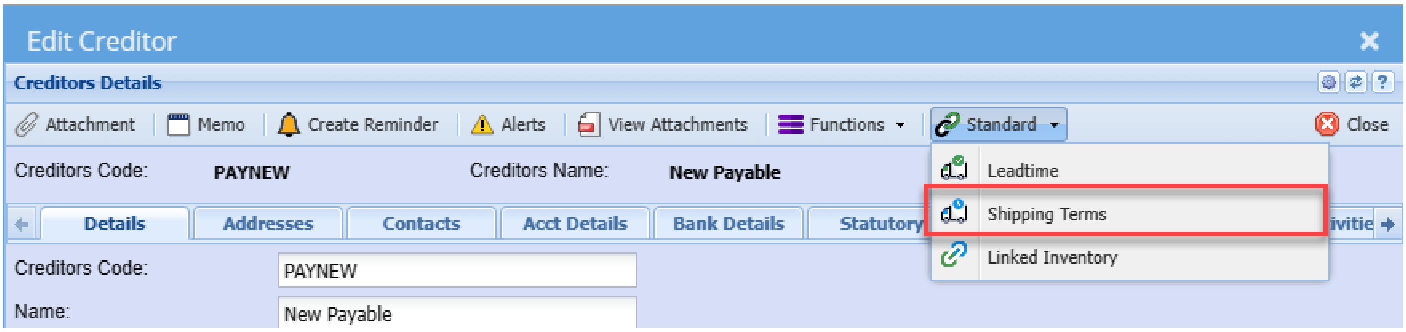
Standard Dropdown

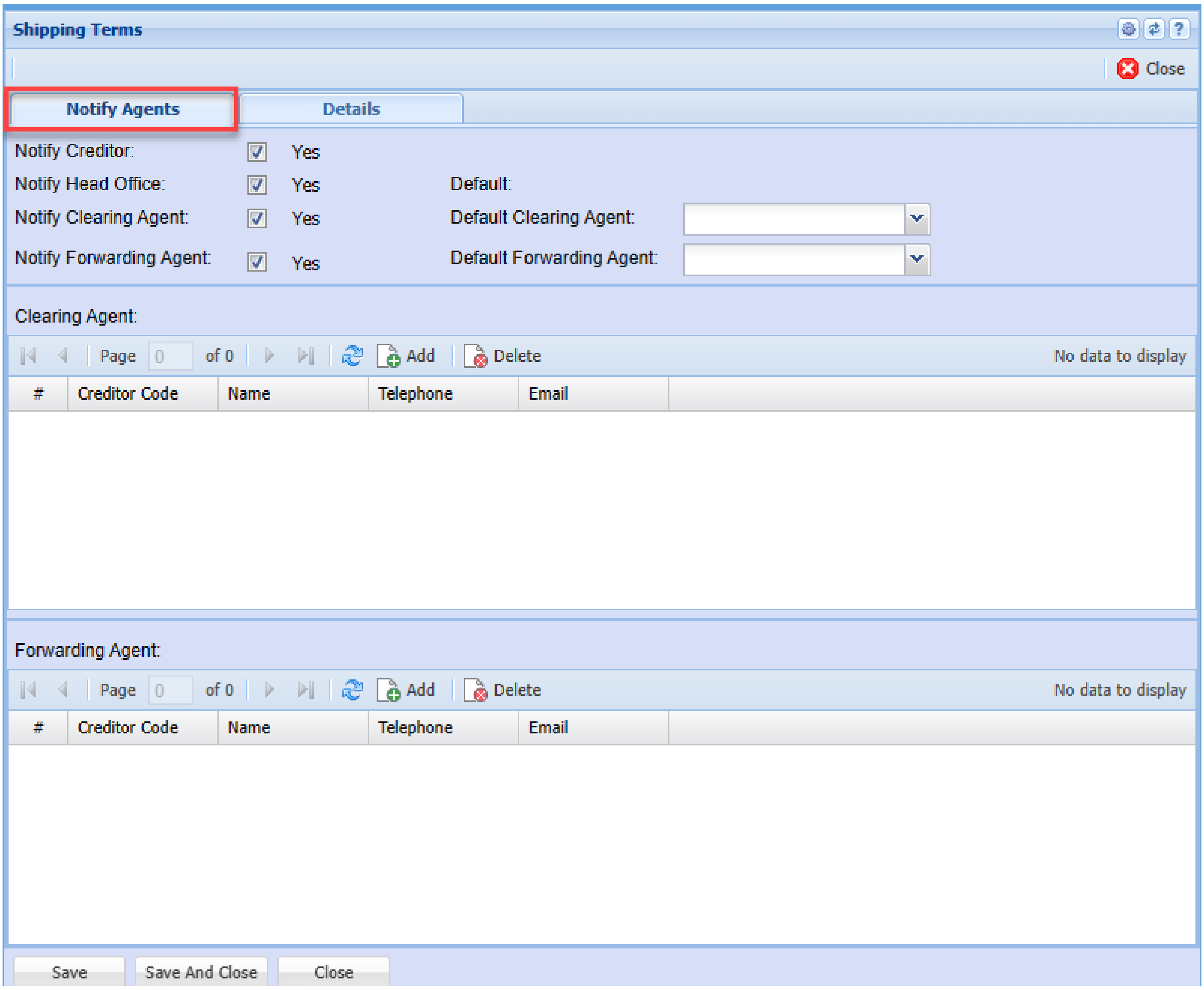
Leadtime



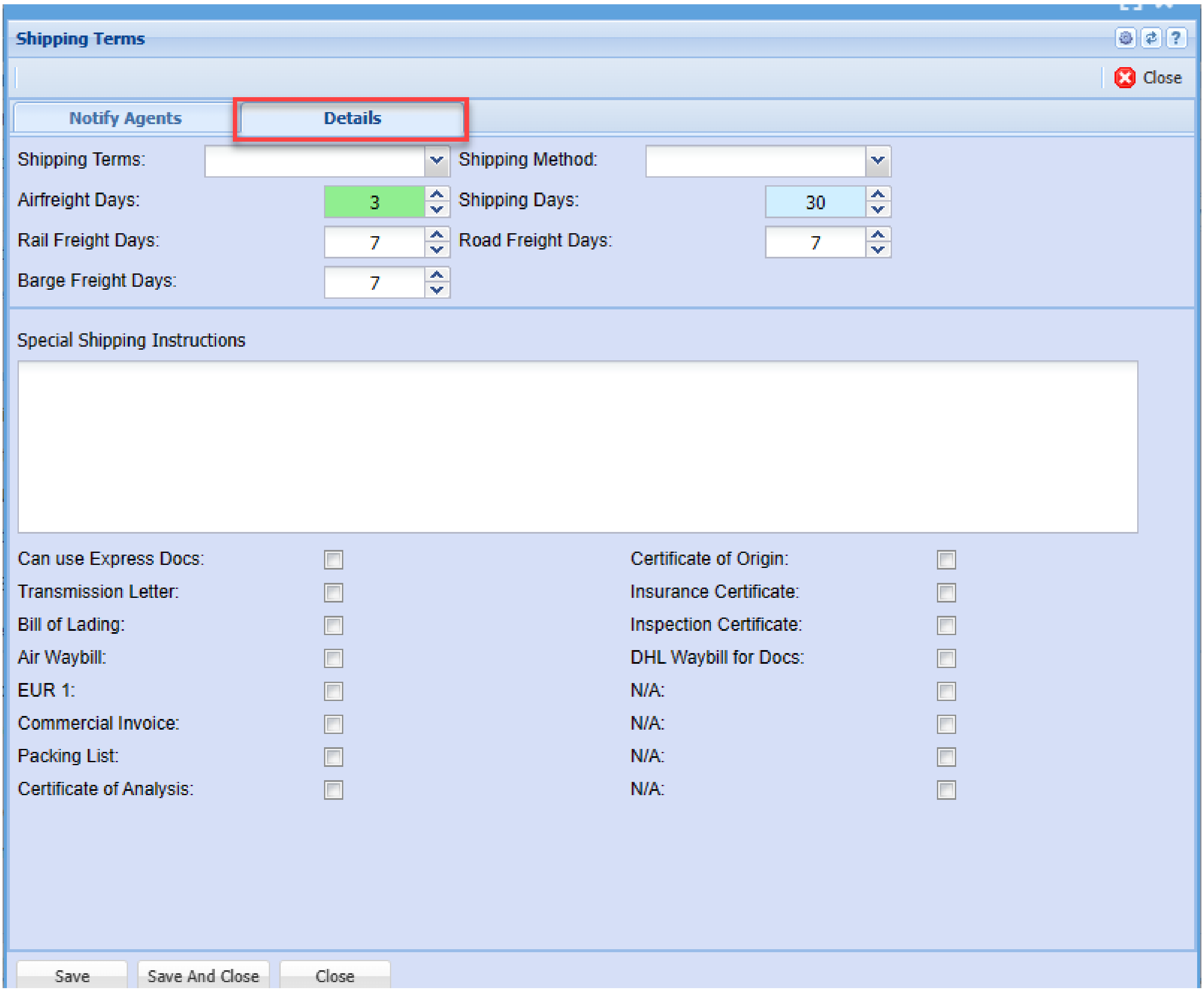


Shipping Terms





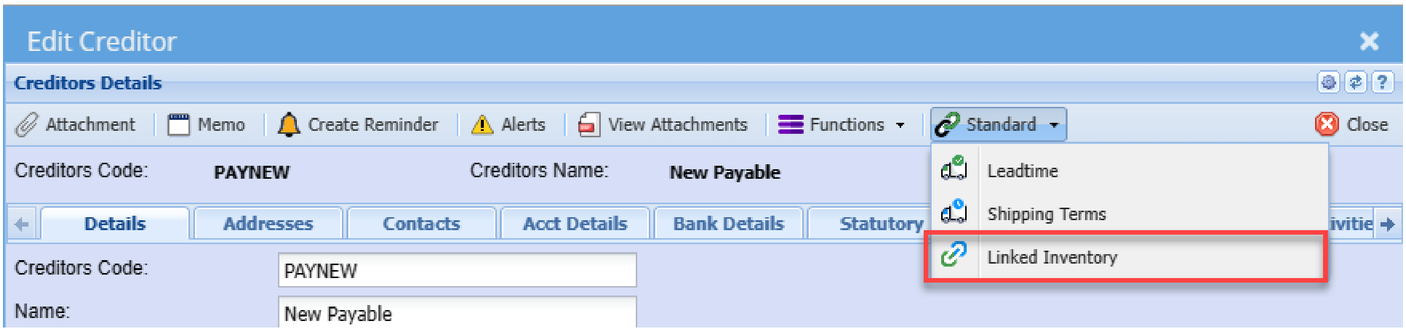
Notify Creditor	
Notify Head Office	
Notify Clearing Agent	
Notify Forwarding Agent	
Default	
Default Clearing Agent	
Default Forwarding Agent	

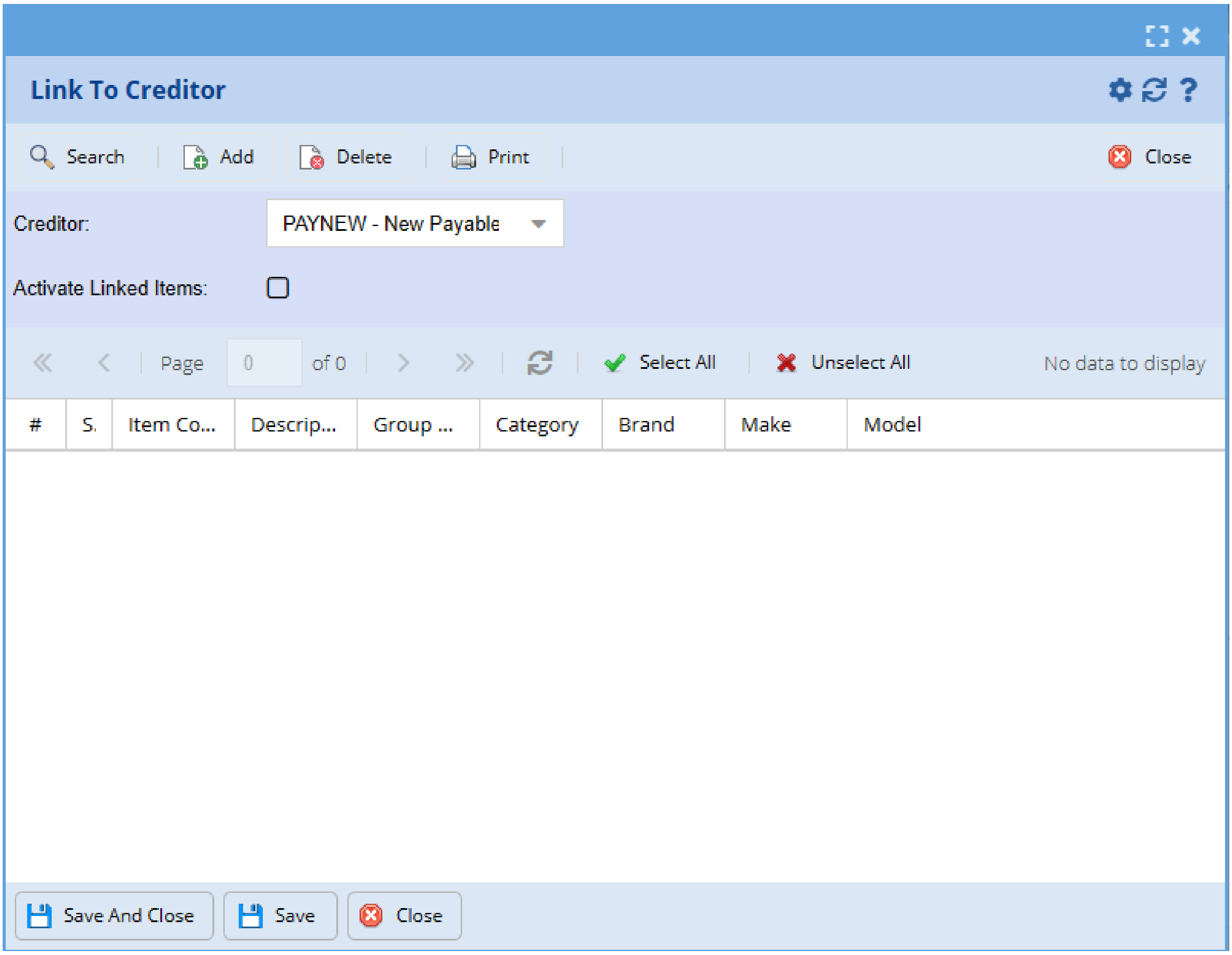


Shipping Terms	
Airfreight Days	
Rail Freight Days	
Barge Freight Days	
Shipping Method	
Shipping Days	
Road Freight Days	
Special Shipping Instructions	
Can use Express Docs Tick	
Transmission Letter Tick	
Bill of Lading Tick	
Air Waybill Tick	
EUR 1 Tick	

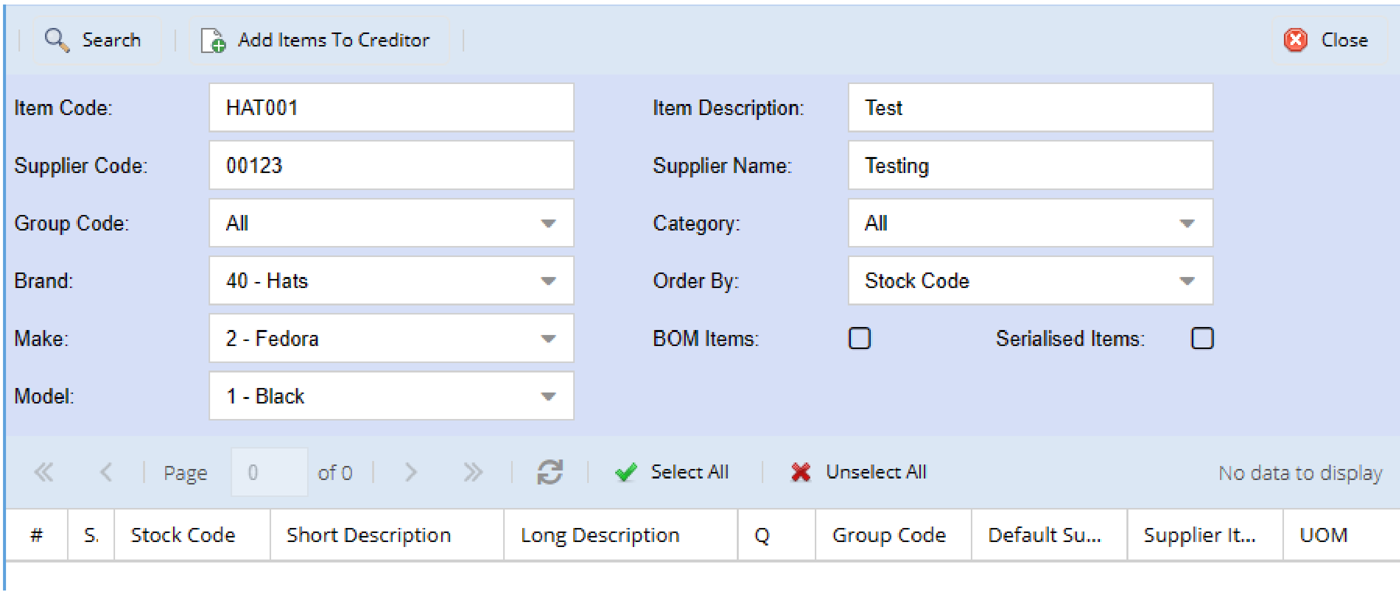
Commercial Invoice Tick	
Packing List Tick	
Certificate of Analysis Tick	
Certificate of Origin Tick	
Insurance Certificate Tick	
Inspection Certificate Tick	
DHL Waybill for Docs Tick	
N/A Ticks	

Linked Inventory





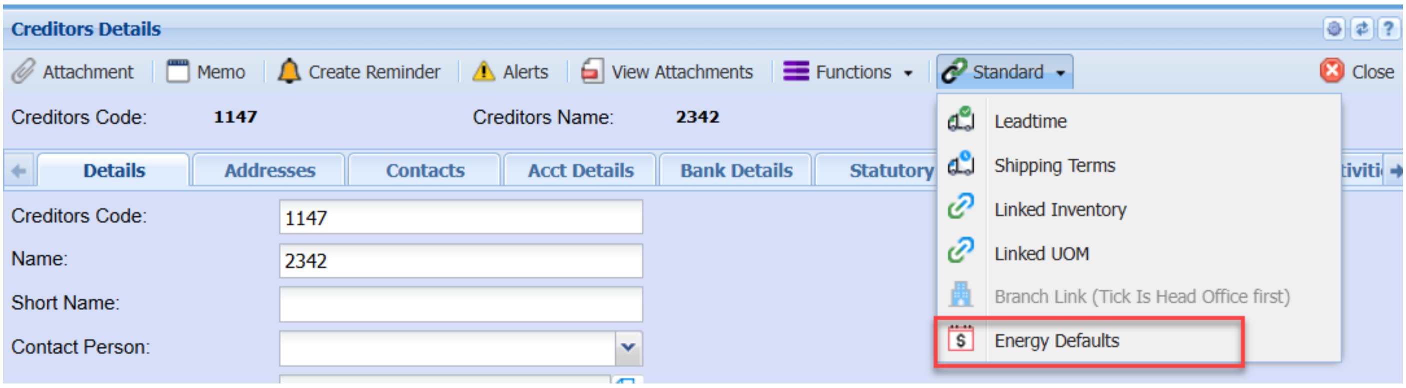
Click Add and fill in the information

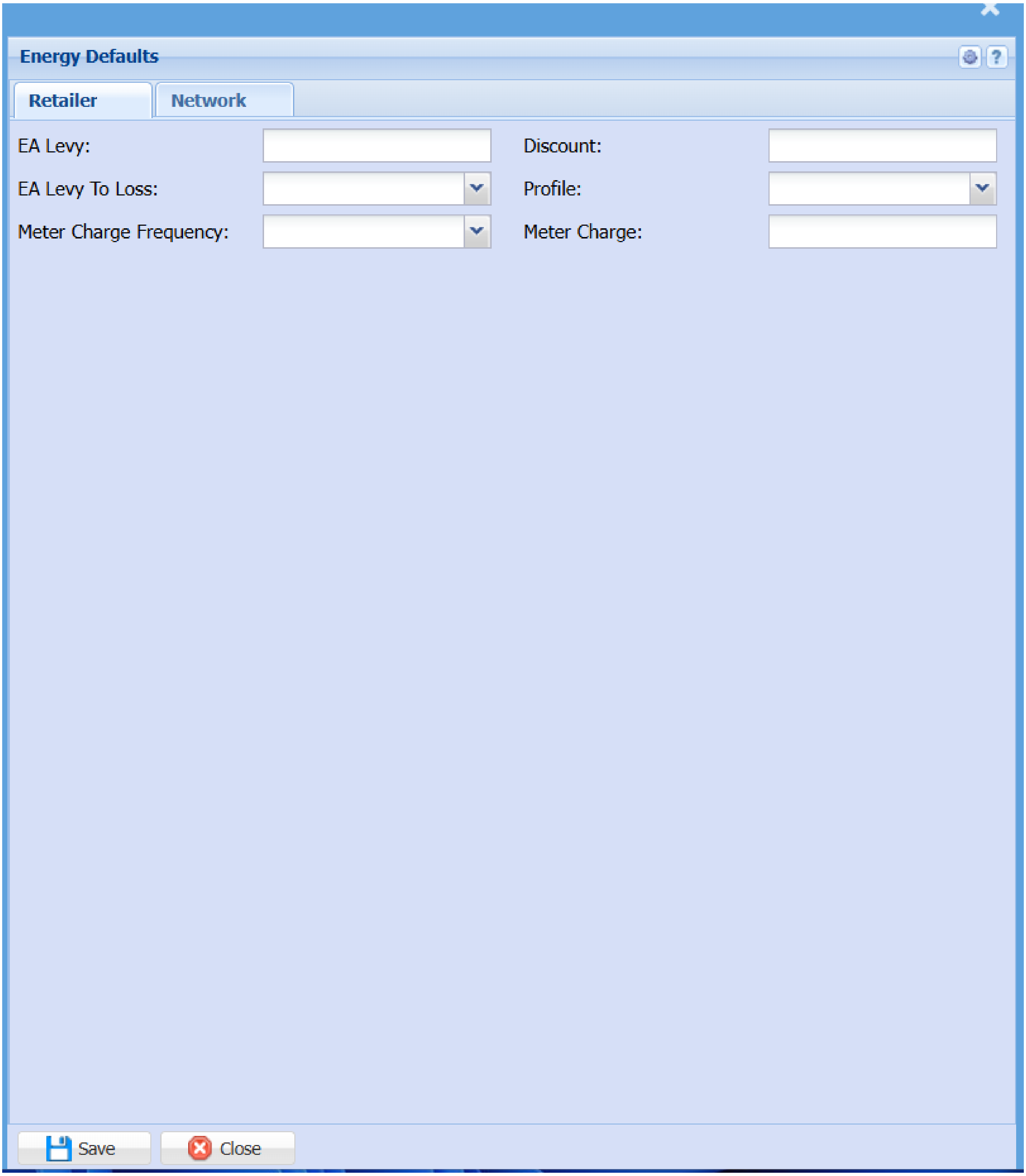


Add Items To Creditor	
Item Code	

Supplier Code	
Group Code	
Brand	
Make	
Model	
Item Description	
Supplier Name	
Category	
Order By	
BOM Items Tick	
Serialized Items Tick	

Energy Defaults




Energy Defaults
Retailer
Network
EA Levy:
Discount:
EA Levy To Loss:
Profile:
Meter Charge Frequency:
Meter Charge:
Save
Close

Revision #16
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