

Additional Debtors Properties Menu

- [Additional Debtors Properties Search](#)
- [Debtors Additional Properties](#)
- [Category Setup](#)
- [Invoice Group Setup](#)
- [Sales Item Map](#)
- [Billing Group](#)
- [Additional Debtor Property Import](#)
- [Credit Reason](#)
- [Shipping Terms](#)
- [Shipping Methods](#)
- [Payment Terms](#)

Additional Debtors Properties Search

This is where additional debtor's properties are added or amended.

If you wish to link debtors to Divisions, Regions and Invoice groups, this is where you would set up these respective properties.

To create a new Division for example, click the relevant Tab and click the insert button

Video Training Manual 2016 - [Click Here](#)

Debtors Module> Configuration> Add. Debtors Properties

#	Code	Description	Charge Up
1	ACC	ACCOUNTING	
2	CON	CONSULTING	
3	CDV	CUSTOM DEVELOPMENT	
4	DATA HOSTING	DATA HOSTING	
5	ESET	ESET ANTIVIRUS	
6	SUP	SUPPORT	
7	TRA	TRAINING	
8	WA-LIT	WEBACCOUNTING LITE	
9	WA-PRO	WEBACCOUNTING PRO	
10	WEBATAR	WEBATAR	

Search	Searches all the divisions either by code or description.
Add	Allows to create a new division
Edit	Allows changes on the existing division

Division Tab	Shows a list of all divisions
Region Tab	shows a list of regions

Status Tab	Shows Status of something in the process.
Invoice Group Tab	Invoice Groups
Sales Map Tab	shows movement of transaction in the divisions.

Debtors Additional Properties

The system caters for the categorization of master data as well as transactions.

Additional properties are used for these categorizations.

Several fields in the system can be used for categorization purposes such as Division, Region, Category, Billing group, etc.

The categories are Company-specific and as such can be defined by your company.

Should you wish to use these properties, you will need to first decide on whether you need to use a single category or multiple categories

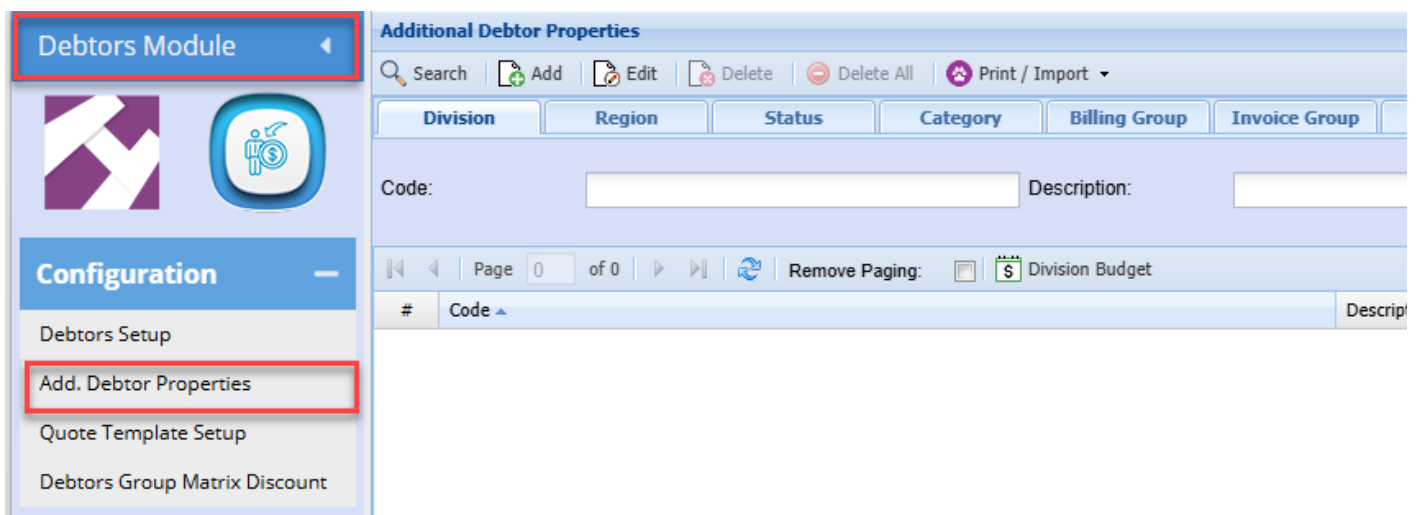
Once you have decided how many levels of categorization you require, you will choose which of the properties best suit your requirements.

if you have different branches, you could use Division as a means to distinguish transactions from one branch versus another

Or if you wish to differentiate your Clients by account terms, you could use billing Group Property

To add debtors/customers additional properties go to:

Debtors Module> Configuration> Add Debtor Properties



The screenshot shows the 'Additional Debtor Properties' configuration window. On the left, the 'Debtors Module' and 'Configuration' menus are visible, with 'Add. Debtor Properties' selected. The main window has tabs for 'Division', 'Region', 'Status', 'Category', 'Billing Group', and 'Invoice Group'. Below the tabs, there are input fields for 'Code' and 'Description'. At the bottom, there is a table with columns for '#', 'Code', and 'Description'.

1. Click on the Tab related to the respective Property you decided to use
2. Click Add Button
3. Enter a Code
4. Enter a Description

5. Click Save and Close or Save and New to add another option

The screenshot shows the 'Additional Debtor Properties' window. A modal titled 'Debtor Property Maintenance' is open in the foreground. The modal contains the following fields and controls:

- Code:** A text input field containing 'CPT' (callout 3).
- Description:** A text input field containing 'Cape Town' (callout 4).
- Weather Region:** A dropdown menu.
- Active:** A checkbox that is checked.
- Buttons:** At the bottom of the modal are four buttons: 'Save And New' (callout 5), 'Save And Close', 'Save', and 'Close'.

In the background, the 'Additional Debtor Properties' window has a toolbar with 'Add' (callout 2) and 'Edit' buttons. The 'Region' tab is selected (callout 1). A table below the modal lists debtor codes: 1 CENT, 2 CPT, 3 GAU, 4 PTA, 5 to delete.

Once you have added all the required options, you can click on another Tab, eg. Region and add the required option in a similar manner

Should you now wish to set default Divisions and Regions against the debtors, you can go to the Debtor Setup and edit the respective Debtor

Configuration> Debtors Setup>

Enter the Debtor code or name

Click Search

Edit the Debtor Setup

Click the Division Drop Down Arrow

Select the required Division this debtor is to be allocated to

Do the same with Region..

You do not need to use multiple of the properties. Should you choose, to only use one of the properties, this is fine

Edit Debtor

Debtors Details

Attachment Memo Create Reminder Debtor Enquiry View Attachments Functions Standard Alerts Close

Code : **ABC007** Debtor Name : **ABD Company** Outstanding Balance: **472.96**

Details Address Contacts Account Details Gen Details Statutory Info Custom Fields Activity

Code: ABC007

Name: ABD Company

Trading As:

Short Name: ABD

Commission: Otsile

Contacts: Tsile Loa

Company Registration No: 12345789/07

VAT No.: 47891236

Website: www.abd.co.za

Print Statement: ☒ Email Statement: ☒

Active: ☒ Is Head Office: ☒

Sync To Mobile: ☒ Enforce Commission Rep.: ☒

Debtor Image: ABD Logo.png

Division: Wholesaler E: ☐

Region: Cape Town E: ☐

Status: Good Rating

Category: Private

Linked Brands List: 40,MAN,50,CAT,ROOF,SLR,SHOP,

Linked Head Office: ,

Acc Manager: Arlecia van Rooyen

Billing Group: 30 Day Account

Partner:

Debtor Type: Debtor

Save and New Save and Close Save Close

Click Save and Close

This now sets the default properties on this debtor and when capturing transactions, the user does not need to remember to select the Division/ Region

When you capture a transaction, invoice as an example, you will note the Division/ Region automatically is populated

Attachments Memo Create Reminder Check Stock Qty's Functions Import Order History

Invoice

Detail **Address** Extras Link Shipping Action Scan

Address Type: Postal Contact Person: Tsile Loa - 081 123 12311 View

Address Line 1: 4 Play St Contact No.: 011 123 12311

Address Line 2: Klippiesdal Project:

Address Line 3: Paarl Division: Wholesaler

Address Line 4: Region: **Cape Town**

Address Code: 7646 Invoice Group:

VAT No.: 47891236 Branch: Web - Dev HSOF & Co

Save Close View Quote Print Invoice Process T & Cs Payments

Items

These filtering options can also be used to filter reports

You can generate the Debtors Age Analysis for only these filters

Age Analysis

Debtor: Date: 2024-08-08

Division: All P: Region: **Cape Town** P:

Status: All Sales Rep: All

Account Manager: Display By: Detail

Sort By: Name Sub Sort By: Name

Exclude Negative: ☐ Sales Rep Default: ☐ Billing Group: All

Include (Excluded Debtors): ☐ Due & Over Due: ☐

Category: Inter-Company: All

Show Inactive: ☐

Generate Close Report Request

Category Setup

To be able to select a category from debtor setup or to update debtors import the category needs to be created first

This is where the category is created

To add or edit a category go to:

Debtors module> Configuration> Add. Debtor Properties> Category Tab

Click the Category Tab

The screenshot shows the 'Debtors Module' configuration interface. On the left, the 'Configuration' menu has 'Add. Debtor Properties' highlighted with a red box. The main area is titled 'Additional Debtor Properties' and features a 'Category' tab, also highlighted with a red box. Below the tabs are input fields for 'Code' and 'Description'. A table lists existing categories:

#	Code	Description
1	0	None
2	BM-0	Brick & Mortar
3	GoV	Government
4	PRIVATE	Private
5	SEQ	Sound Equipment

Click Add (To create a new Category)

The 'Debtor Property Maintenance' dialog box is shown. It contains the following fields:

- Code:** BM-0
- Description:** Brick & Mortar
- Active:** ☒

At the bottom, there are four buttons: 'Save And New', 'Save And Close', 'Save', and 'Close'.

Code	Enter a Category Code
Description	Enter a Category Description

Click Save and close

To edit an existing Category, Highlight the required Category and Click Edit

Invoice Group Setup

Invoice group allows you to group and identify certain invoices in order to run detailed reports

To setup invoice group go to:

Debtors Module> Configuration> Add. Debtor Properties> Invoice Group Tab

Click add to create a new invoice group or click Edit to edit an existing invoice group

The screenshot shows the 'Additional Debtor Properties' window with the 'Invoice Group' tab selected. The window has a toolbar with 'Search', 'Add', 'Edit', 'Delete', 'Delete All', and 'Print / Import'. Below the toolbar are tabs for 'Division', 'Region', 'Status', 'Category', 'Billing Group', 'Invoice Group', and 'Sales Map'. The 'Invoice Group' tab is active, showing a form with 'Code' and 'Description' fields. Below the form is a table with 6 rows and 2 columns: '# Code' and 'Description'. The table contains the following data:

#	Code	Description
1	ACC	ACCOUNTING
2	ECHO	Echo
3	INT	International
4	MAN	Manufacturing
5	ROOFING	Roofing
6	to delete	to delete

The screen below will appear

The screenshot shows the 'Debtor Property Maintenance' window. It has a title bar with a close button. Below the title bar are two fields: 'Code' with the value 'ACC' and 'Description' with the value 'ACCOUNTING'. At the bottom of the window are four buttons: 'Save And New', 'Save And Close', 'Save', and 'Close'.

Code	Enter invoice group code
Description	Enter invoice group description

This will allow you to be able to select the group type when adding a new debtor/ customer or updating a debtor/ customer

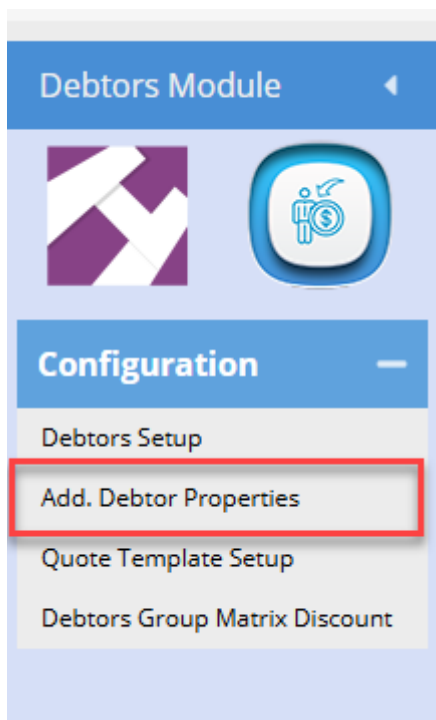
Sales Item Map

For every stock item you can choose which account it can post to

If you have ten items on an invoice and 1 is selected with sales item mapping it will not follow the posting of an invoice but it will follow the setup done on item mapping

This manual shows one how to set up Sales Item Mapping

Go to Debtors Module > Configuration > Add. Debtor Properties



Click on the tab for Sales Item Map and click on Search to check the current setup of Sales Item Mappings.

Additional Debtor Properties

Search Add Edit Delete Delete All Print / Import

Division Region Status Category Billing Group Invoice Group Sales Map **Sales Item Map** Credit Reason

Invoice Group: Stock Item:

Page 1 of 1 Remove Paging:

#	Stock Code	Item Description	Invoice Group Code	Invoice Group	Sales Account
1	02-01/3220930	Bend 80mm Black 90deg	MAN	Manufacturing	1000/3000
2	10	Glue Stick	ECHO	Echo	1000/05/01
3	18-01/RMTAAWG513P	Rivet Thunder Grey	MAN	Manufacturing	1-1000
4	18-01/RMTAAWG513P	Rivet Thunder Grey	to delete	to delete	1-1000
5	19-05/STHT8KA2651 Bremick	Screws 65mm 12g T17 Karaka	ROOFING	Roofing	6-2200
6	20-02/283701 Square	Tool Square Roofers 350x180mm	ROOFING	Roofing	1-1050
7	ACC FEE	Accounting Fee	ACC	ACCOUNTING	1000/05/01
8	DEV	Development	MAN	Manufacturing	4-2460

If Mapping does not exist or a new one is to be created

Click on the Add button to add a new Sales Item Map

Input the relevant field mappings required

Debtor Property Maintenance

Division: Manufacturing

Region: Gauteng

Invoice Group: Manufacturing

Sales Account: Sales - Manufacturing

COS Account: COS - Roofing Purchases

Save And New Save And Close Save Close

Field definitions

Invoice Group	Select the relevant Invoice group category This can also be found under the Invoice Group Tab
Stock Item	This is the service line item which is shown on the lines of the invoice

Sales Account	Insert the relevant sales ledger account
----------------------	--

Once Setup the Mappings will appear on the grid

Additional Debtor Properties

Search

Division:

Region:

Invoice Group:

Page 1 of 1

#	Division	Region	Invoice Group Code	Invoice Group	Sales Account Code	Sales Account	COS Account Code
1	Manufacturing	Gauteng			4-2460	Sales - Manufacturing	5-2860
2	Roofing		ROOFING	Roofing	4-2455	Sales - Roofing	5-2855
3	Manufacturing	Gauteng	MAN	Manufacturing	4-2460	Sales - Manufacturing	5-2855
4	to delete	to delete	to delete	to delete			
5	to delete	Pretoria	MAN	Manufacturing			

The Invoice layout shows you which data the system looks at to execute the mapping rule

Invoice

Detail

Address

Extras

Link

Shipping

Action

Scan

Address Type: Postal

Address Line 1: 4 Play St

Address Line 2: Klippiesdal

Address Line 3: Paarl

Address Line 4:

Address Code: 7646

VAT No.: 47891236

Contact Person: Tsile Loa - 081 123 12311

Contact No.: 0222989997

Project:

Division: Wholesaler

Region: Gauteng

Invoice Group: Manufacturing

Branch: Web - Dev HSOF & Co

Items

 Page 1 of 1

 Displaying 1 - 1 of 1

Therefore, the result will be as follows

Related Transactions

Related Transactions

Transaction Detail

Print Grid

Print T Acct.

Close

Transaction List

View T Accounts

Page 1 of 1

Displaying 1 - 5 of 5

#	Date	Account Code	Name	Reference	Description	Document Reference	Debit
1	2024-05-22	1-1600	Trade Customers	INV808848	Invoice INV808...	Test Contact	230,000.00
2	2024-05-22	4-2450	Sales - General	INV808848	Invoice INV808...	Test Contact	
3	2024-05-22	2-2200	GST Control	INV808848	Invoice INV808...	Test Contact	
4	2024-05-22	1-1100	Stock/ Inventory Control	INV808848	Invoice INV808...	Test Contact	
5	2024-05-22	5-2850	Cost of Sales/Purchases - General	INV808848	Invoice INV808...	Test Contact	200,000.00

Troubleshooting Revenue Unallocated

This happens when there is no Sales Item Mapping Link

You can check in the following places

1. Invoice line detail
2. Related Transactions
3. Income Statement detail lines

Invoice line detail	Check the invoice lines and then check on the Sales Item Mapping section to see if you have matches. If not, you will need to setup
Related Transactions	When this occurs one must check the invoice line details
Income statement (Financial Performance) reports	Run the report and print to screen

If you have amounts in the Revenue - Unallocated GL ledger, it means there are sales mappings missing

Therefore, the system will default to the default GL Links setup account.

Check the details of the invoices that make up the Revenue - Unallocated by clicking on the name to get the details.

You will now see all the invoices that make up the value of the sales revenue posting.

Now click on the Reference line of one of the invoices to see the details of the invoice

Go and check the following information on the invoice

Invoice Group + Service Code = GL Account (Sales Mapping setup)

Go and check the Sales Item Mapping grid to see if the Map exists, if not create a new one.

Once mapping is setup, next import or manual invoice will follow the sales item mapping rule.

Existing Revenue – unallocated posting in books. You must clear this account with a General Ledger Journal and allocate the values to the relevant Sales Revenue accounts.

One needs to check on a monthly basis that this account does not have any values.

Billing Group

Allows you to group and identify certain invoices in order to run and analyse information later.

Debtors Module> Add. Debtors Properties> Billing Group Tab> Add/Edit

Debtor Property Maintenance

Code:

14

Description:

14 Day Account

Save And New

Save And Close

Save

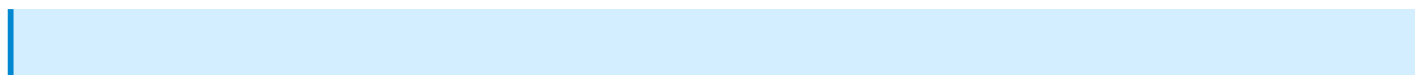
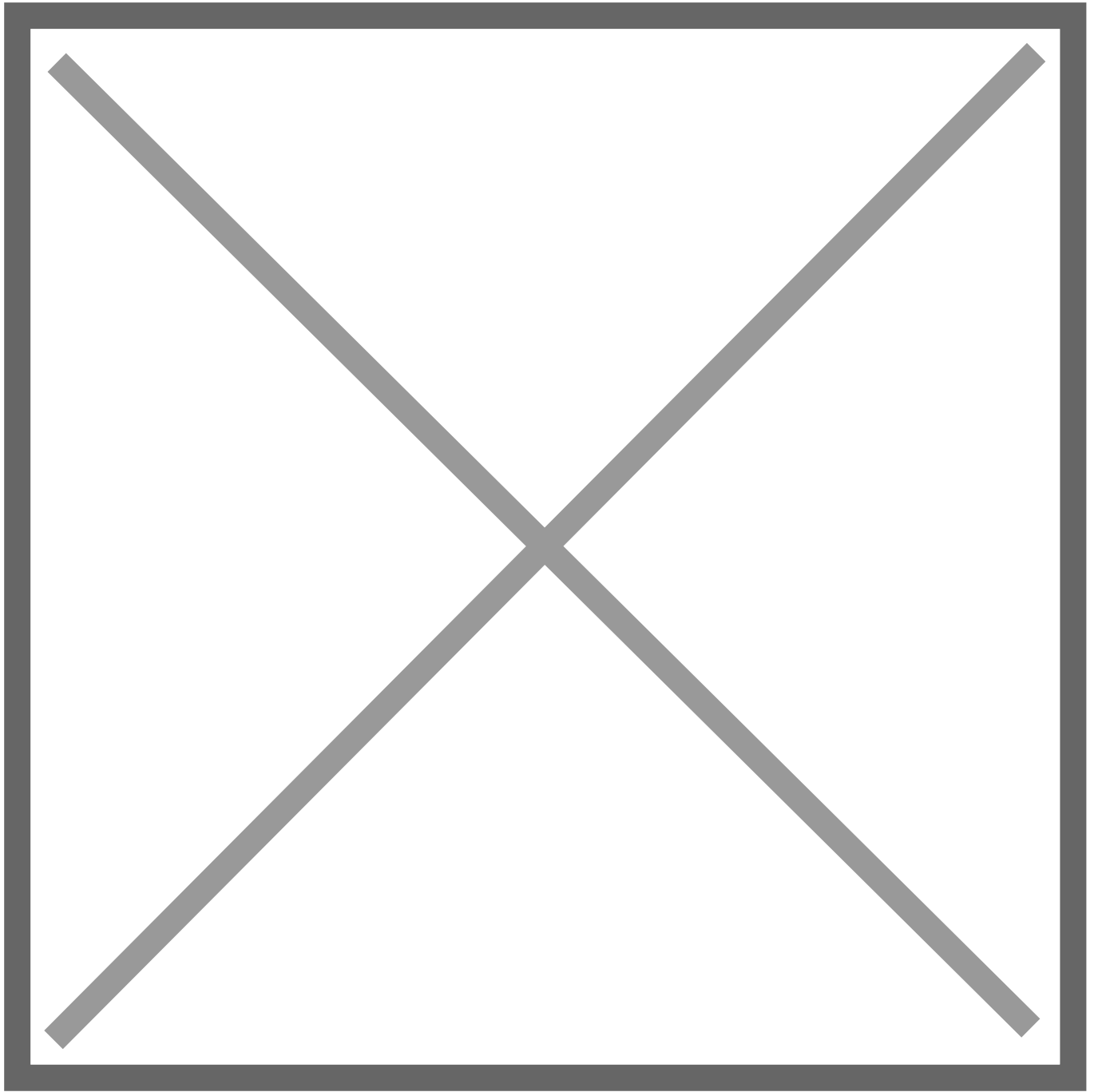
Close

Code	Enter a billing group code
Description	Enter billing Group description

Additional Debtor Property Import

[Debtors Module](#)> [Configuration](#)> [Add. Debtor Properties](#)

Populate your data in Excel into the below template:



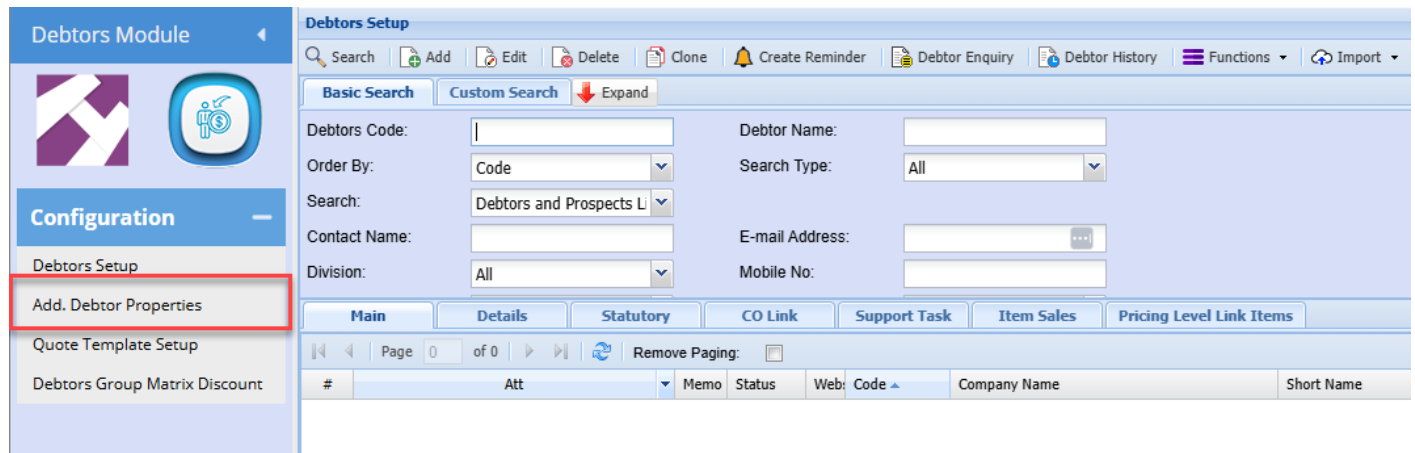
The input in the Division, Region, Status and Category fields is always the respective field code, not the description on the field setup. (this is the code on the setup above)

Once the file has been compiled, save the file as a CSV (comma Delimited) file

Upload Process:

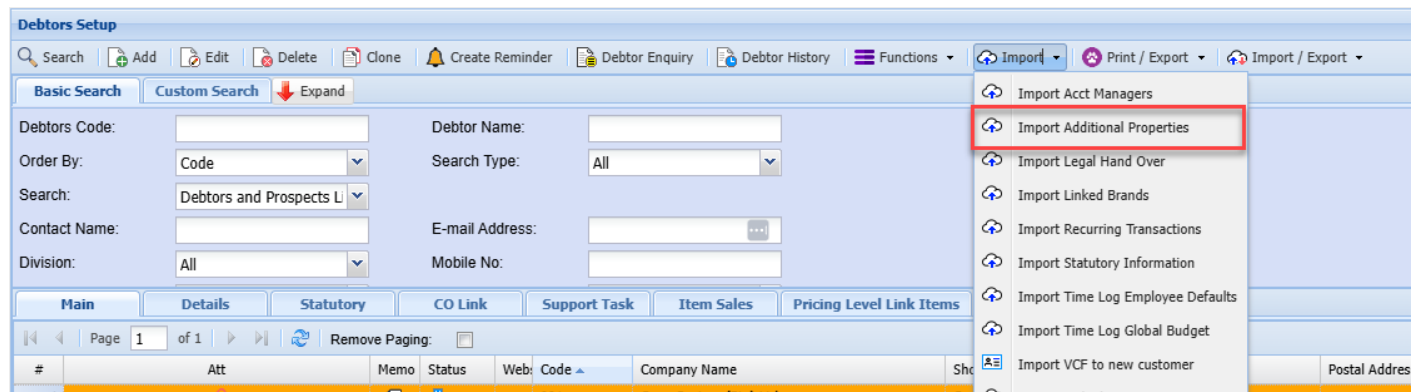
Log onto the company

Go to Debtors Module> Configuration> Debtor Setup



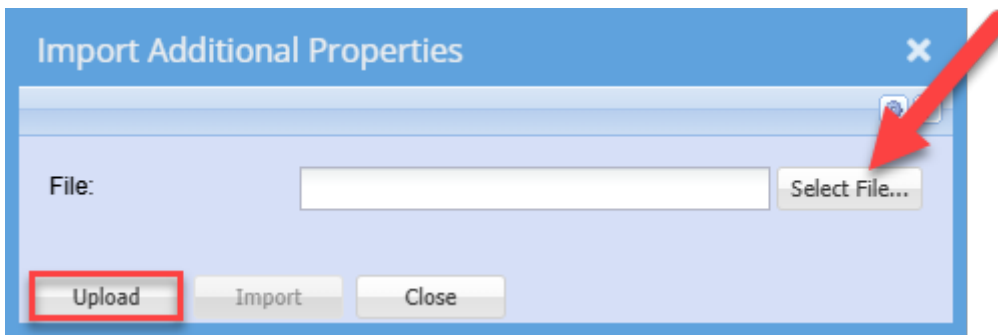
Click on the Import Tab dropdown arrow

Select "Import Additional Properties"

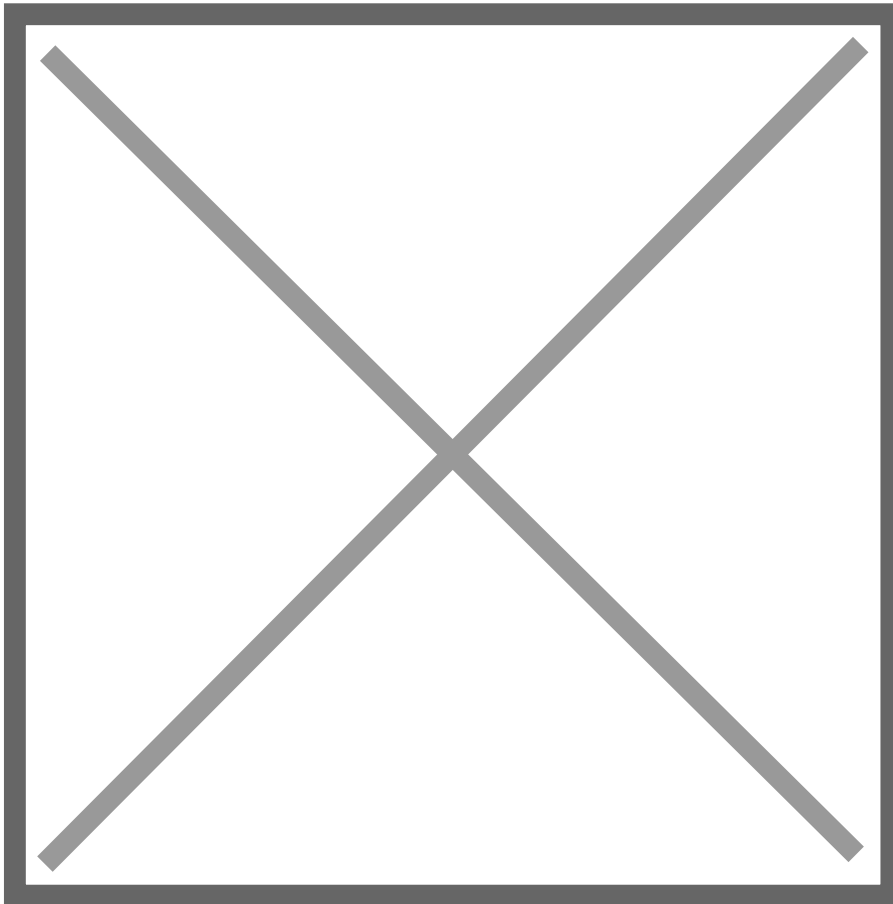


Search for the file that you saved earlier

Click Upload

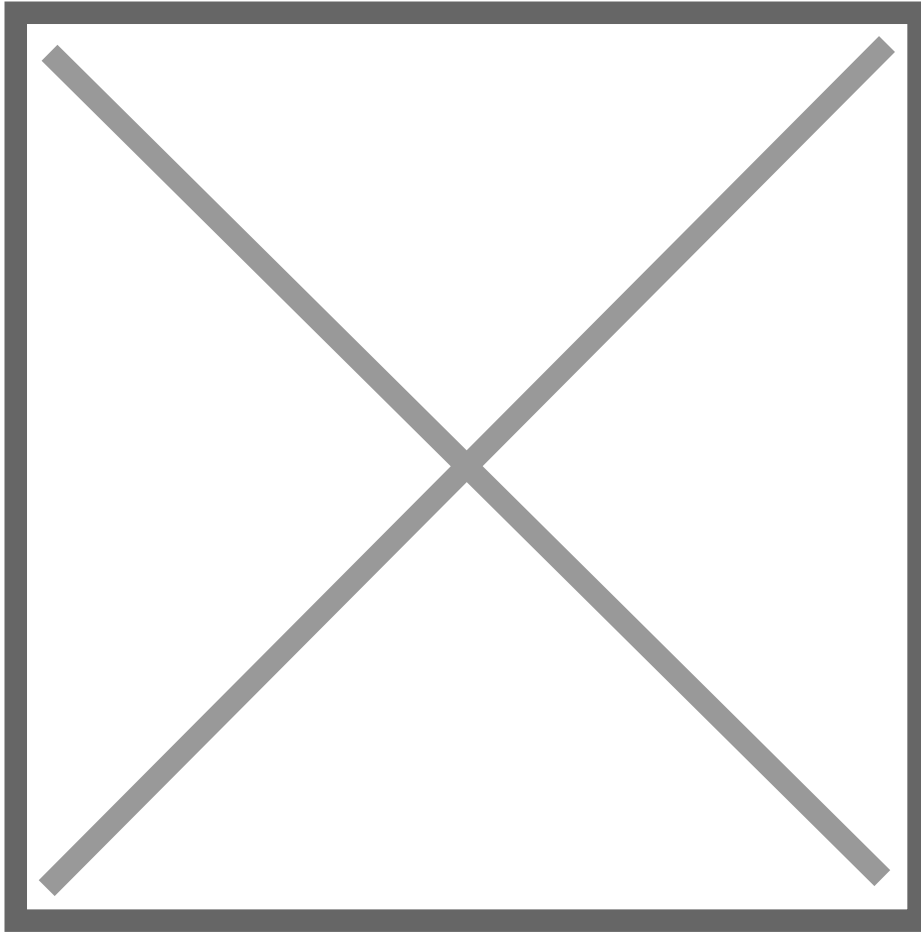


The below Message will be displayed (assuming the import file is correctly formatted)



Click OK

Click Import



The system will verify the details on your file, e.g. All account codes exist, and all category codes exist

If all is OK, the file will be imported and all respective debtor accounts updated accordingly.

If errors are received, these will be listed.

Make the necessary corrections on your import file and resave the file

Then retry the import as per the above process

Credit Reason

To be able to select a credit reason on credit notes credit reasons applicable to your business needs to be created first

To add or edit a credit reason go to:

Debtors module> Configuration> Add. Debtor Properties> Credit Reason

Click the tab Credit Reason

The screenshot shows the 'Additional Debtor Properties' window. On the left, the 'Configuration' menu is open, and 'Add. Debtor Properties' is highlighted with a red box. In the main window, the 'Credit Reason' tab is selected and highlighted with a red box. The 'Code' field is empty, the 'Description' field is empty, and the 'Active' checkbox is checked. The window also shows a 'Page 0 of 0' indicator and a 'Remove Paging' button.

Click Add to create a new Credit Reason

Enter a Code and Description

Click Save and close or,

Save and New to add another Credit reason

The screenshot shows the 'Debtor Property Maintenance' window. The 'Code' field is filled with 'FAULTY', the 'Description' field is filled with 'Faulty Item', and the 'Active' checkbox is checked. The window has buttons for 'Save And New', 'Save And Close', 'Save', and 'Close'.

Once all reasons have been setup, this will allow the user to select the applicable reason for the credit note when capturing a credit note.

AttachmentsMemoCreate ReminderChange WarehouseCreate Quote

Credit Note

DetailAddressLinkShippingExtrasDocsCustom Fields

Credit Note No.:PreparationDescription:Wastage Item

Customer:SASReference:

Customer Name:Sound And Security'sOrder No.:

Sales Rep.:Gerrit ComCredit Reason:Faulty Item

Credit Note Date:2024-09-02Currency View:Cancellation of contracts

Due Date:2024-10-0230 Days From Invoice 1Exchange Rate:Faulty Item

Customer Status:Commission CompleteComment:Incorrect Price

Stock Replacement

Save

Close

Print Doc

Process

T & Cs

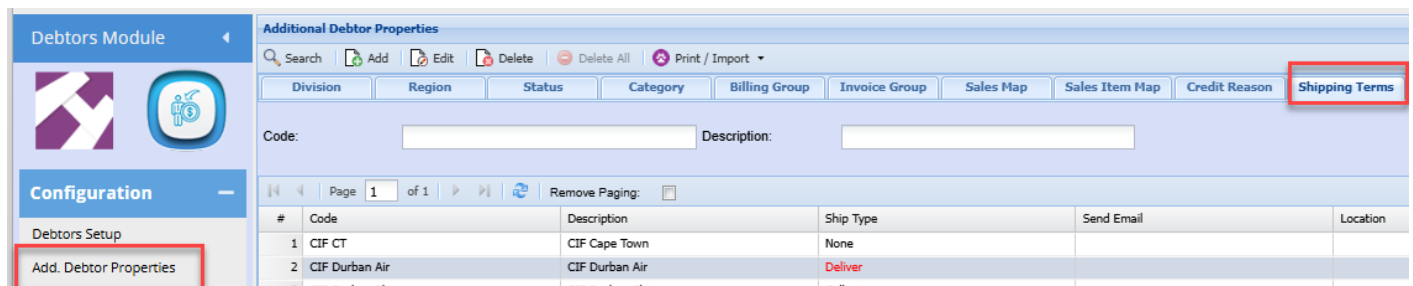
Shipping Terms

To be able to select shipping terms on sales documents, the respective options need to be setup

To add or edit a shipping term go to:

Debtors module> Configuration> Add. Debtor Properties

Click the tab Shipping Terms



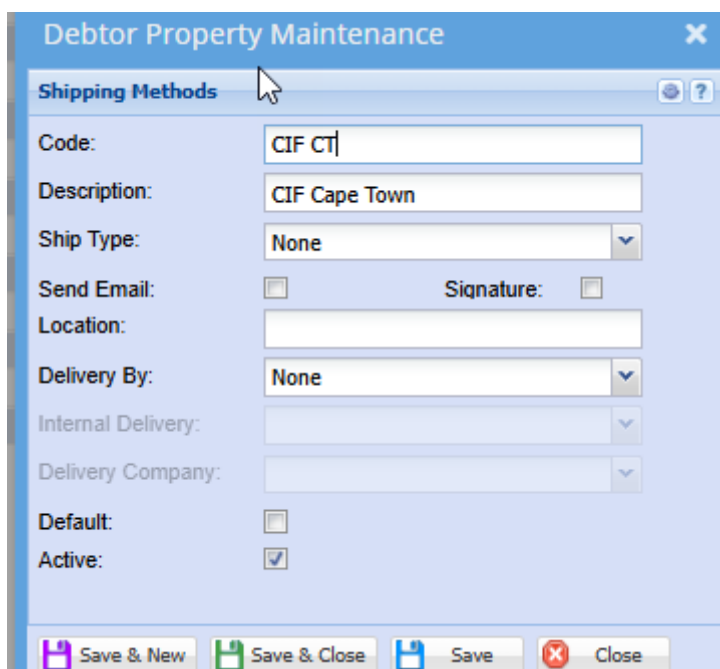
#	Code	Description	Ship Type	Send Email	Location
1	CIF CT	CIF Cape Town	None		
2	CIF Durban Air	CIF Durban Air	Deliver		
3	CIF Durban Ship	CIF Durban Ship	Collect		

Click Add To create a new Shipping term

Enter a Code and Description

Click Save and Close or,

Save and New to add another Shipping Term



Debtor Property Maintenance

Shipping Methods

Code: CIF CT

Description: CIF Cape Town

Ship Type: None

Send Email: ☐ Signature: ☐

Location:

Delivery By: None

Internal Delivery:

Delivery Company:

Default: ☐

Active: ☒

Save & New Save & Close Save Close

if you have a particular shipping term that us used majority of the time, you can set this term as a default. The default shipping term will then pre-populate on sales documents

The shipping term is found on sales documents > Shipping tab

Attachments Memo Create Reminder Check Stock Qtys Functions Import Order History

Invoice

Detail Address Extras Link **Shipping** Action Scan

Shipping Terms: CIF Cape Town

Collect / Ship Date: 2024-10-07 Time: 08:00

Shipping Options: ☐ Email ☐ Signature ☐ Saturday

Location:

Internal Delivery:

Pickup Instructions:

Delivery Instructions:

Delivery Company:

Address Type: Delivery Validate

Parcel Dimensions:

Service Type:

Tracking No:

Delivery Status: Courier API Details Save Shipping

Auto: ☐

Save Close View Quote Print Invoice Process T & Cs Payments

Shipping Methods

To be able to select shipping methods on sales documents, the respective options need to be setup

To add or edit a shipping methods go to:

Debtors module> Configuration> Add. Debtor Properties

Click the tab Shipping Methods

Debtors Module

Additional Debtor Properties

Search Add Edit Delete Delete All Print / Import

Division Region Status Category Billing Group Invoice Group Sales Map Sales Item Map Credit Reason Shipping Terms **Shipping Method**

Code: Description:

Page 1 of 1 Remove Paging:

#	Code	Description
1	Air	Air Bus 747
2	Rail	Rail

Debtors Setup

Add. Debtor Properties

Click Add To create a new Shipping Method

Enter a Code and Description

Click Save and Close or,

Save and New to add another Shipping Method

Debtor Property Maintenance

Code: Sea

Description: MSC Opera

Save And New Save And Close Save Close

The shipping method is found on sales documents > Shipping tab

Click the Details button

Invoices

The screenshot shows the 'Shipping' window with the 'Shipping' tab selected. In the 'Shipping Details' section, the 'Shipping Method' is set to 'SHIP - Ship'. The 'Collect / Ship Date' is 2024-10-08 and the 'Time' is 08:00. The 'Shipping Terms' are set to 'CIP Durban Harbour'. The 'Delivery Status' is 'Courier API'. The 'Details' button is also highlighted with a red box.

Payment Terms

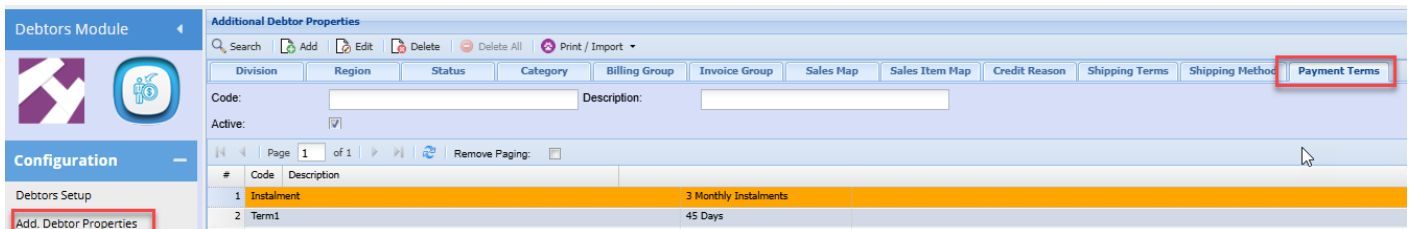
Debtors will typically have account terms such as COD, 30 days, 60 days etc. for accounts to be settled.

There are however instances where you may wish to allow an exception to these terms and apply special payment terms for specific purchases or you may have certain pre-defined custom terms. in such cases you can use the payment terms option.

To add or edit payment terms go to:

Debtors module> Configuration> Add. Debtor Properties> Payment Terms

Click the tab Payment Terms



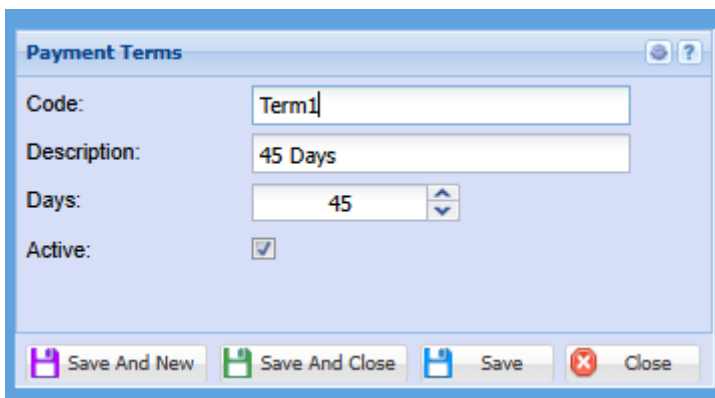
Click Add (To create a new Category)

Enter a Code and Description

Click Save and close or,



Save and New to add another Payment term



These payment terms options can be found on the sales documents, shipping tab

AttachmentsMemoCreate ReminderCheck Stock QtysFunctionsImportOrder History

Invoice

DetailAddressExtrasLinkShippingActionScan

Shipping Terms:Collect / Ship Date:2024-10-08Time:08:00Shipping Options:EmailSignatureSaturdayLocation:Internal Delivery:Pickup Instructions:Delivery Instructions:

Delivery Company:Address Type:DeliveryValidateParcel Dimensions:Service Type:Tracking No:Delivery Status:Courier APIDetailsSave Shipping

Auto:

Items

Shipping Details

DetailsCommercial

Supplier:Commercial Inv No:Commercial Date:Copy RefPayment Terms:Term1 - 45 Days45 - Days

Notify Customer:Notify Clearing Agent:Notify Forwarding Agent: