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

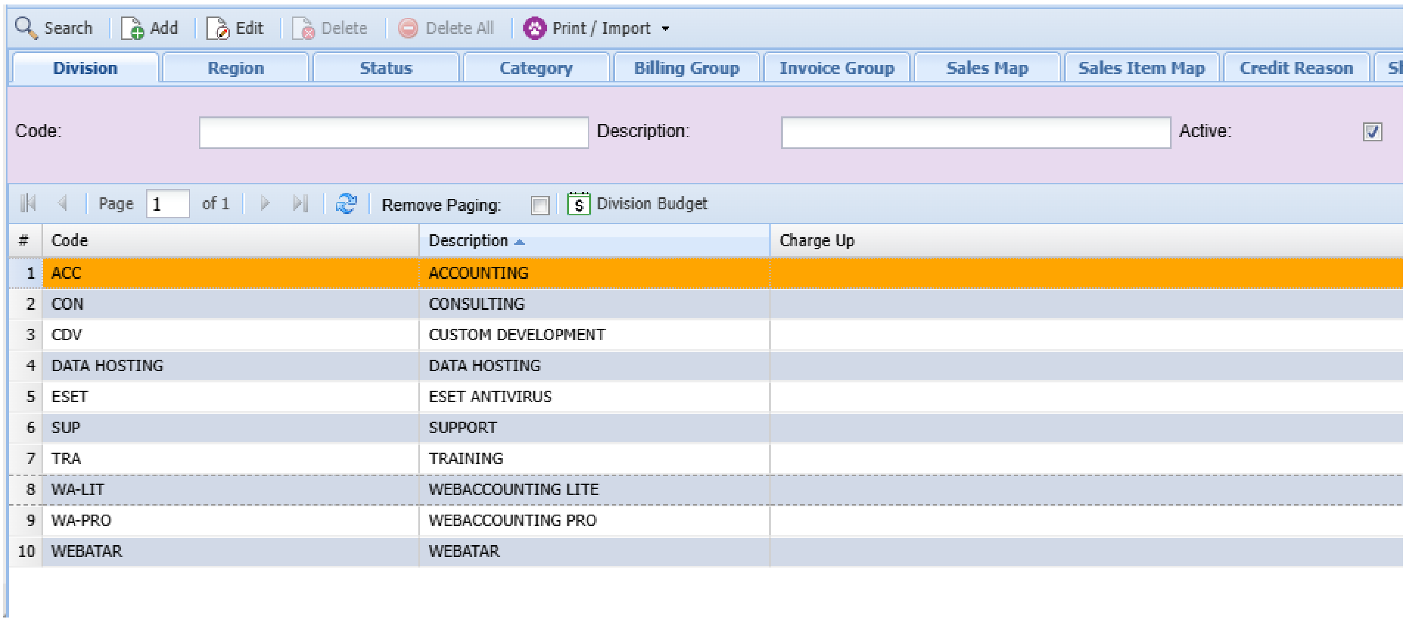
This is where additional debtor’s properties are added or amended.

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



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

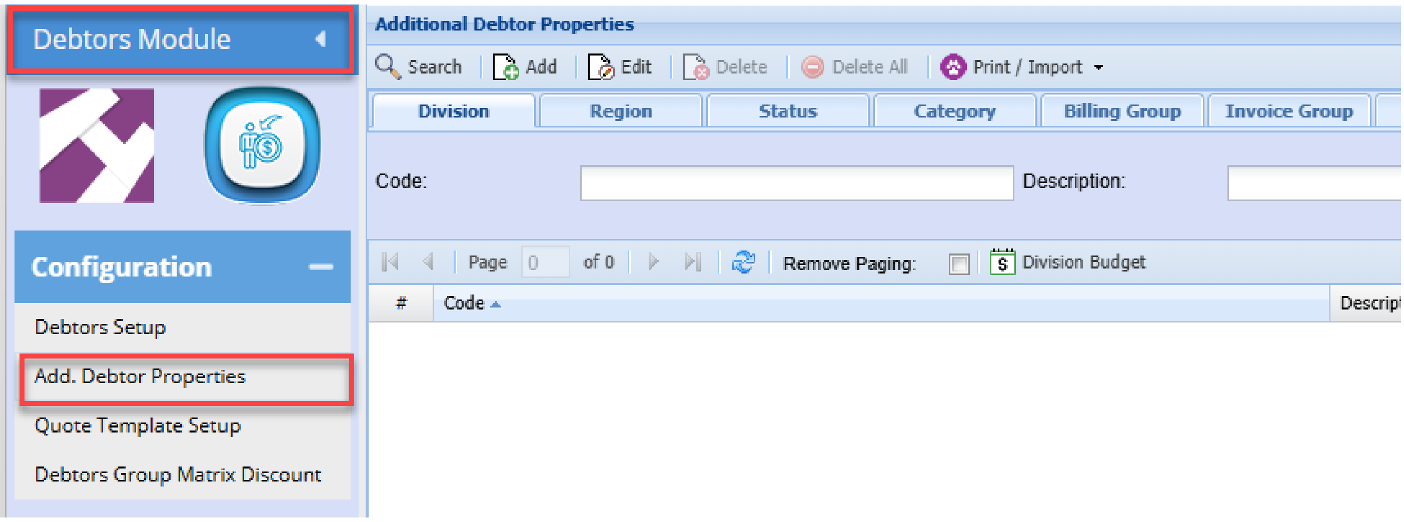
Once you have decided how many levels of categorization you require, you will choose which of the properties best suit your requirements.

> 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

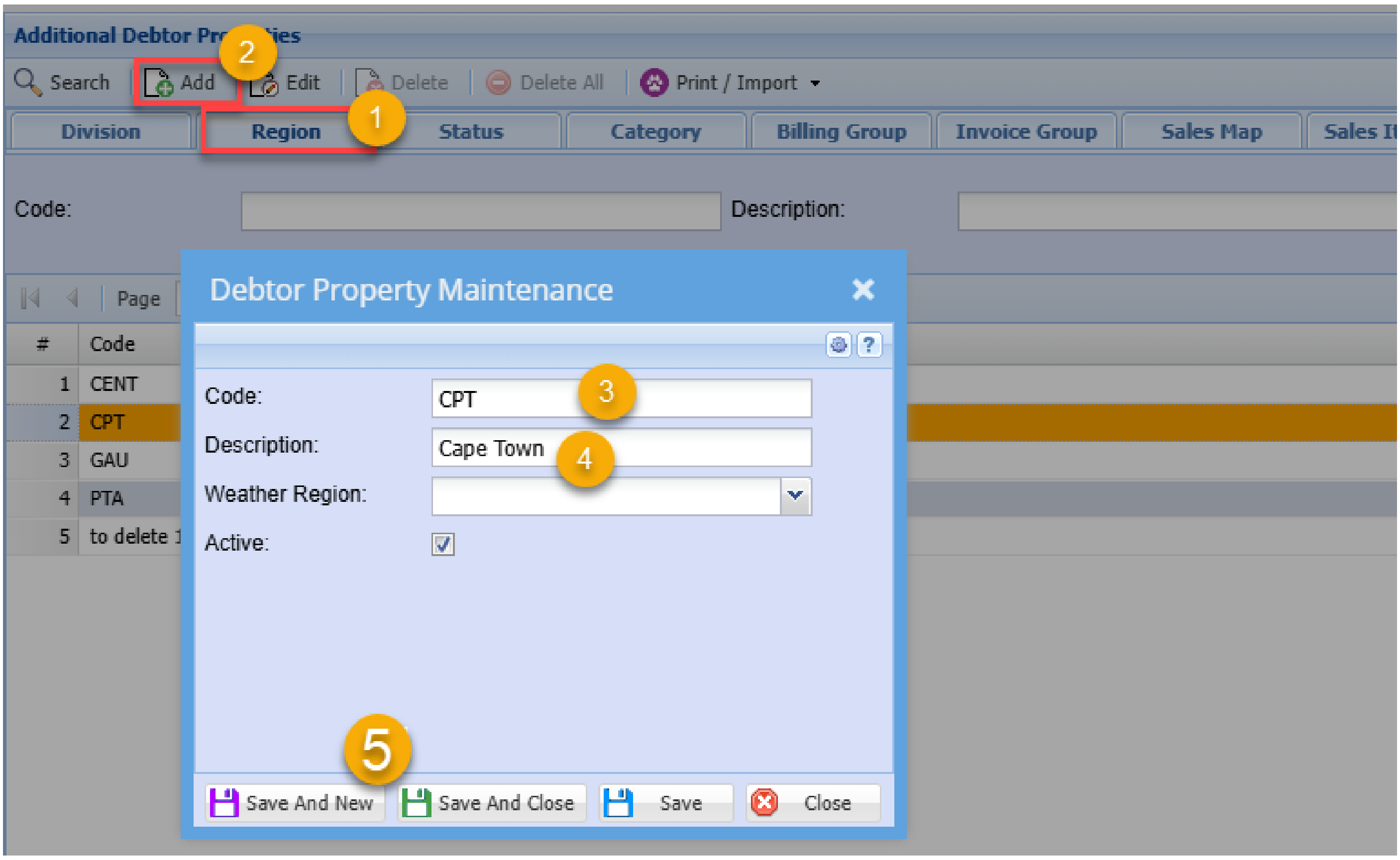
To add debtors/customers additional properties go to:

Debtors Module> Configuration> Add Debtor Properties



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



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

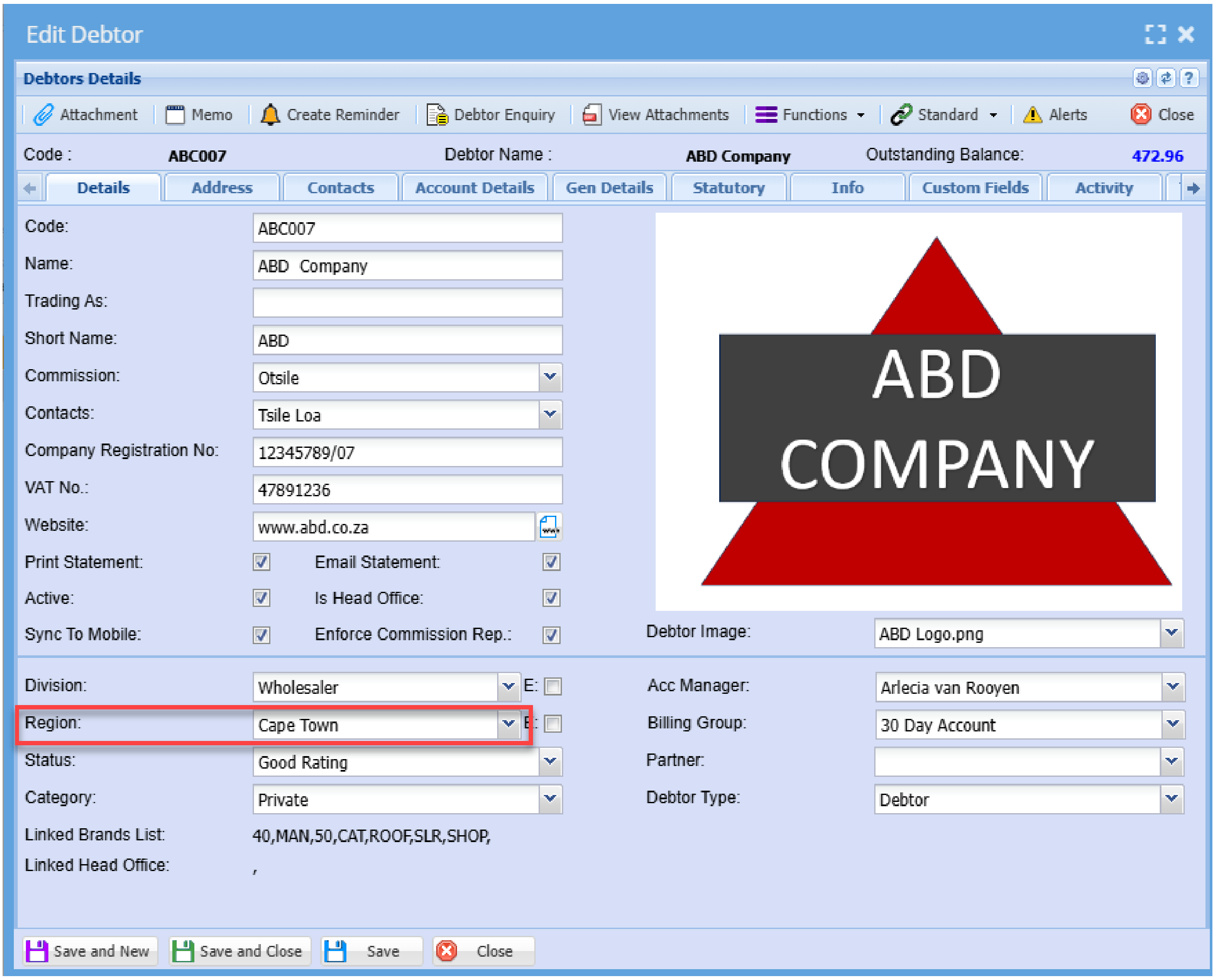
Edit the Debtor Setup

Click the Division Drop Down Arrow

Select the required Division this debtor is to be allocated to

Do the same with Region..

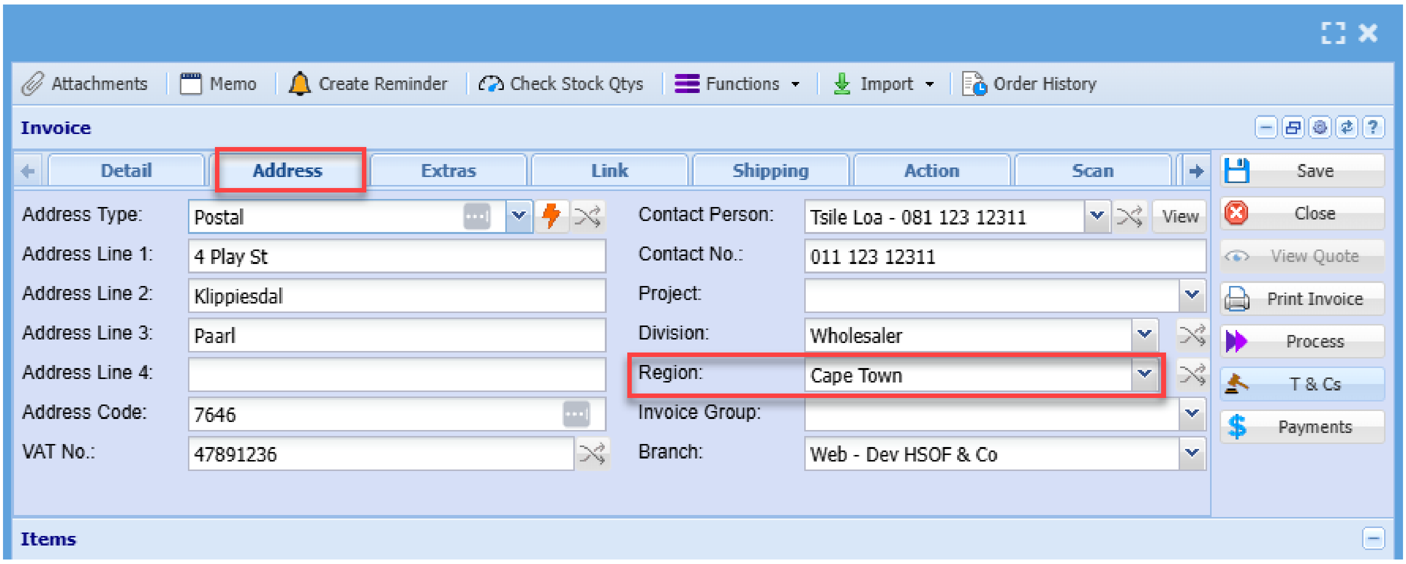
> You do not need to use multiple of the properties. Should you choose, to only use one of the properties, this is fine



Click Save and Close

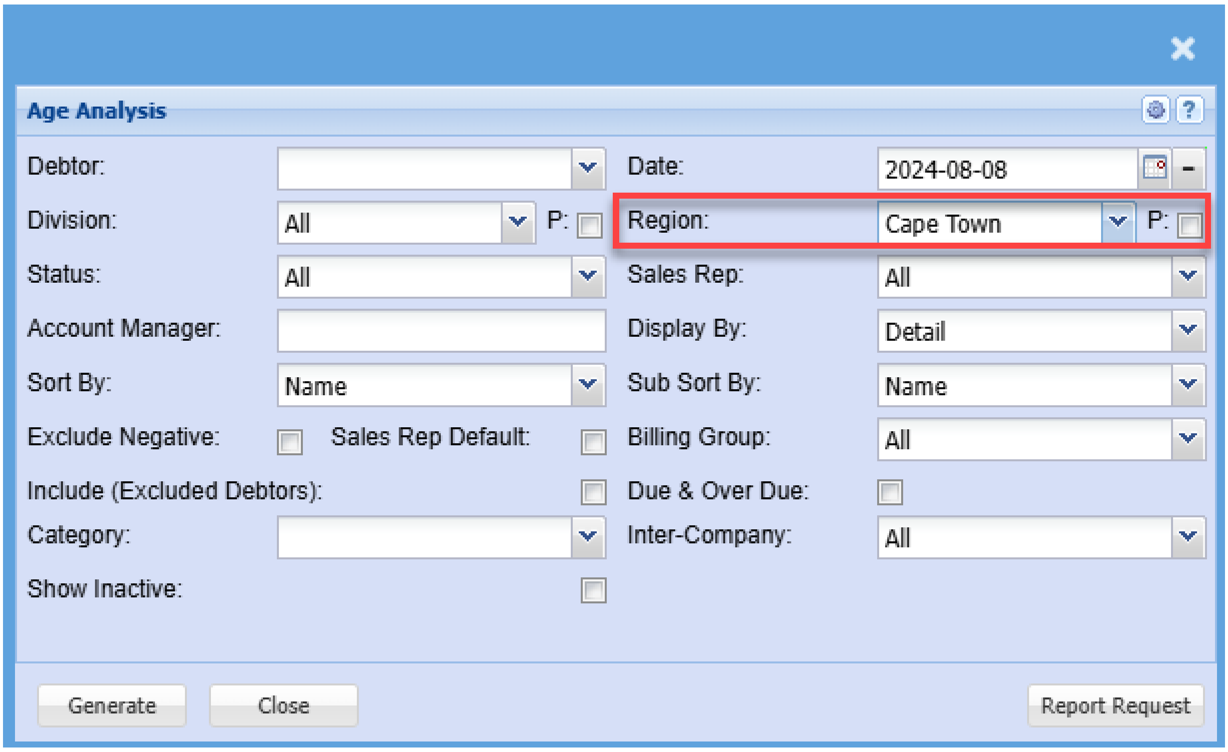
This now sets the default properties on this debtor and when capturing transactions, the user does not need to remember to select the Division/ Region

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



These filtering options can also be used to filter reports

> You can generate the Debtors Age Analysis for only these filters



Category Setup

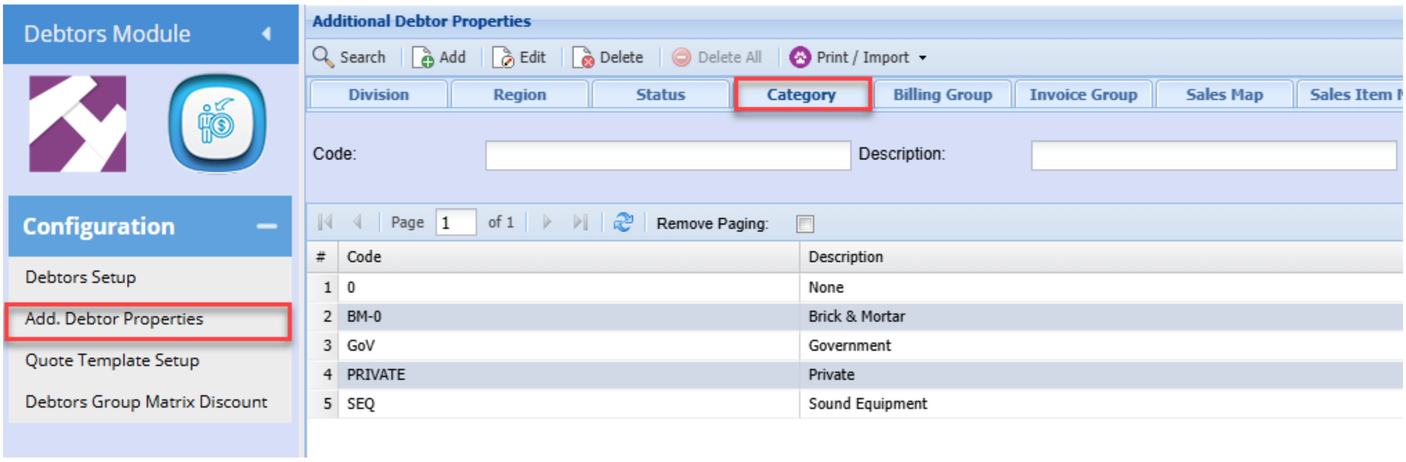
To be able to select a category from debtor setup or to update debtors import the category needs to be created first

This is where the category is created

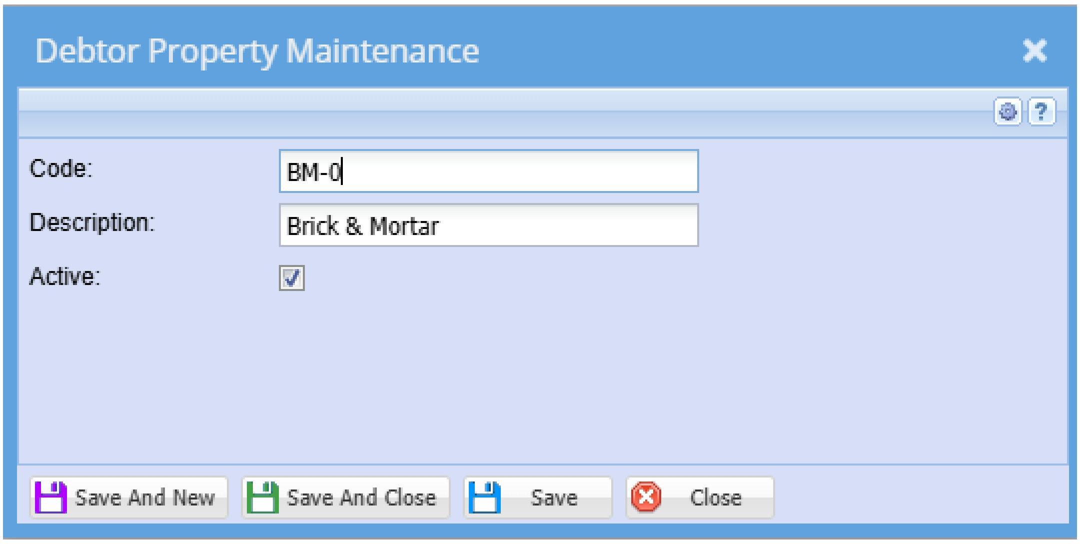
To add or edit a category go to:

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

Click the Category Tab



Click Add (To create a new Category)



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

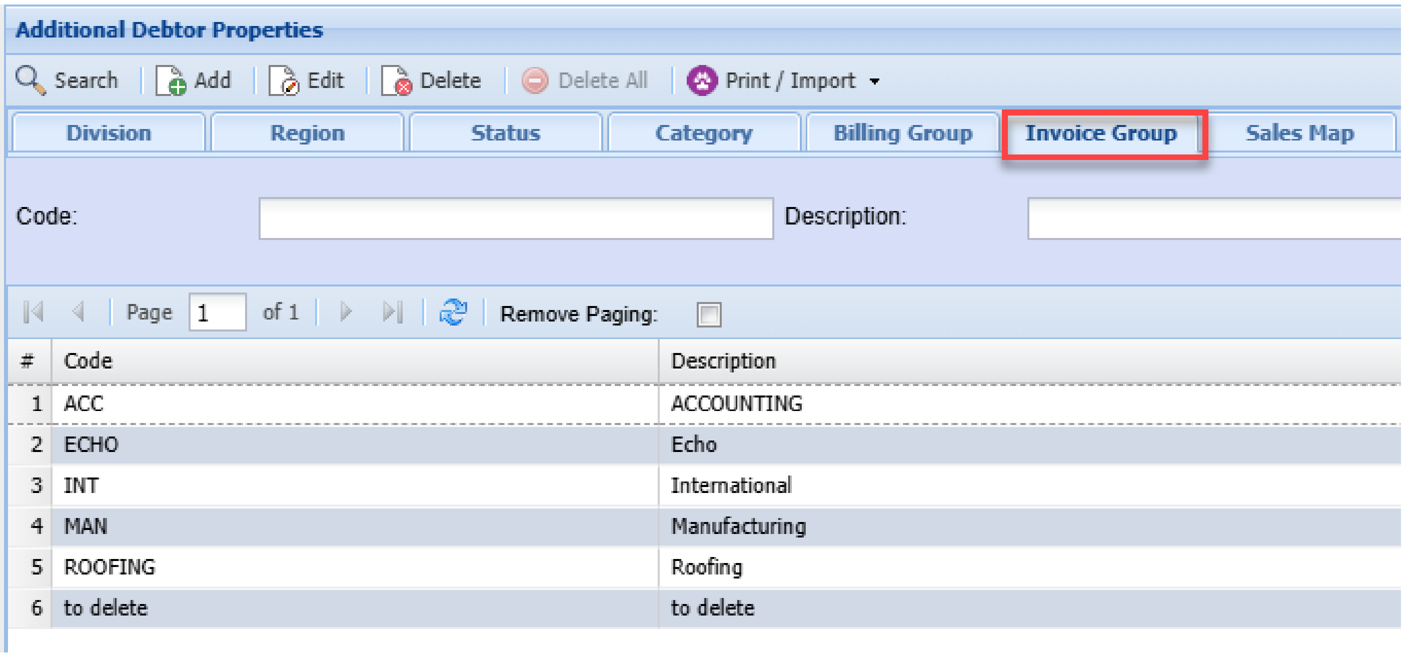
Invoice Group Setup

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

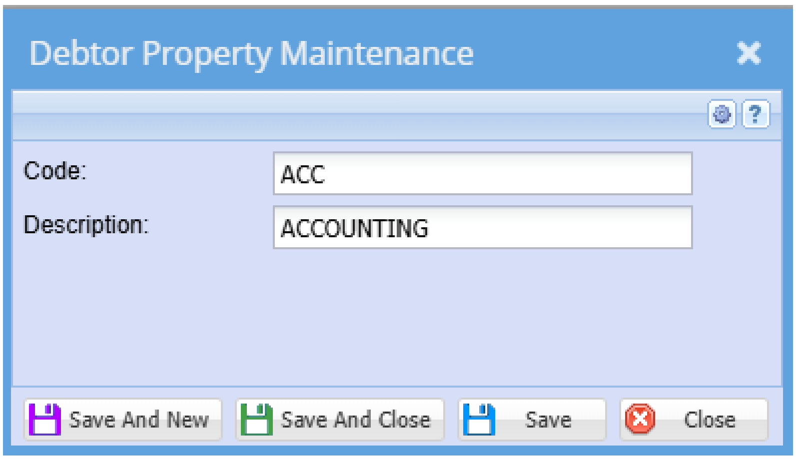
To setup invoice group go to:

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 screen below will appear



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

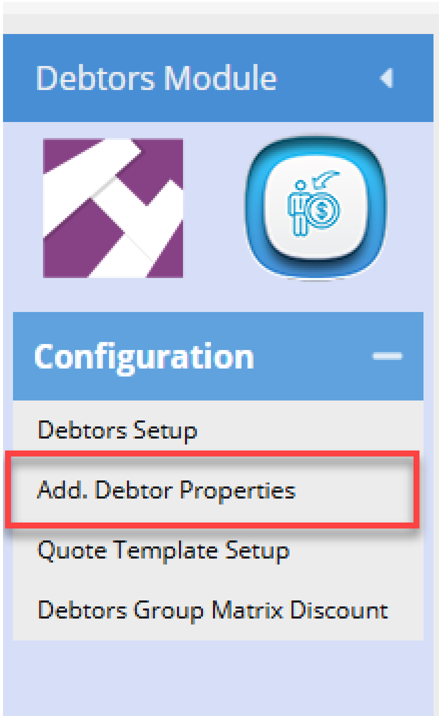
Sales Item Map

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

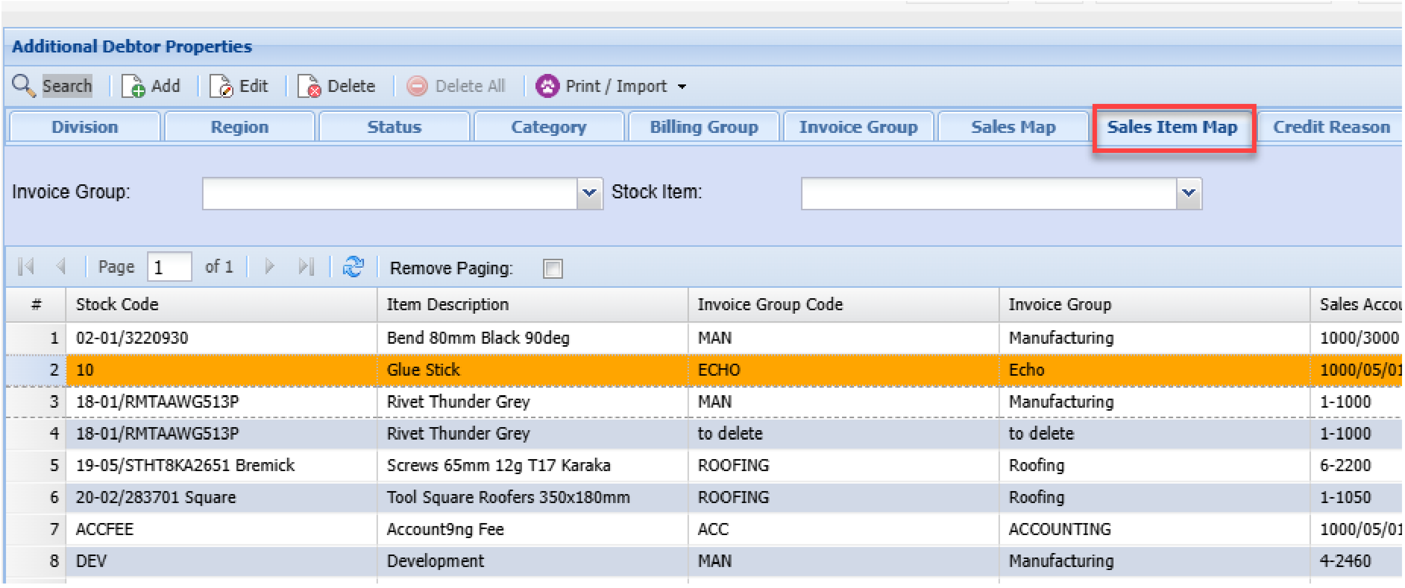
If you have ten items on an invoice and 1 is selected with sales item mapping it will not follow the posting of an invoice but it will follow the setup done on item mapping

This manual shows one how to set up Sales Item Mapping

Go to Debtors Module > Configuration > Add. Debtor Properties



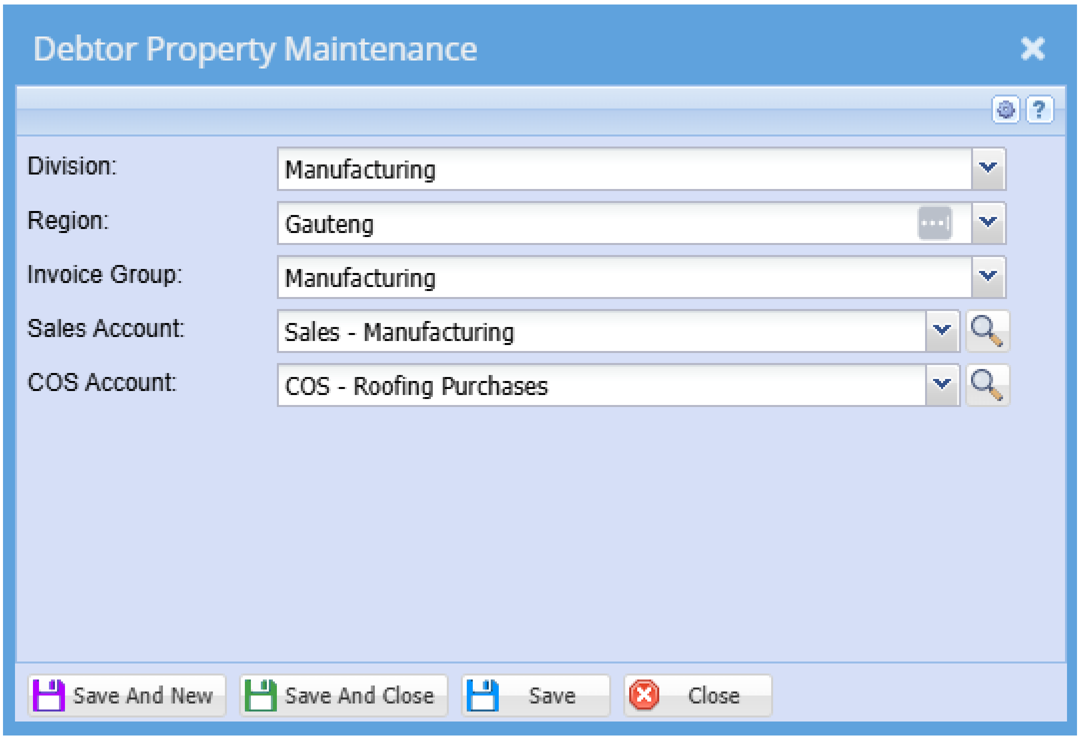
Click on the tab for Sales Item Map and click on Search to check the current setup of Sales Item Mappings.



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

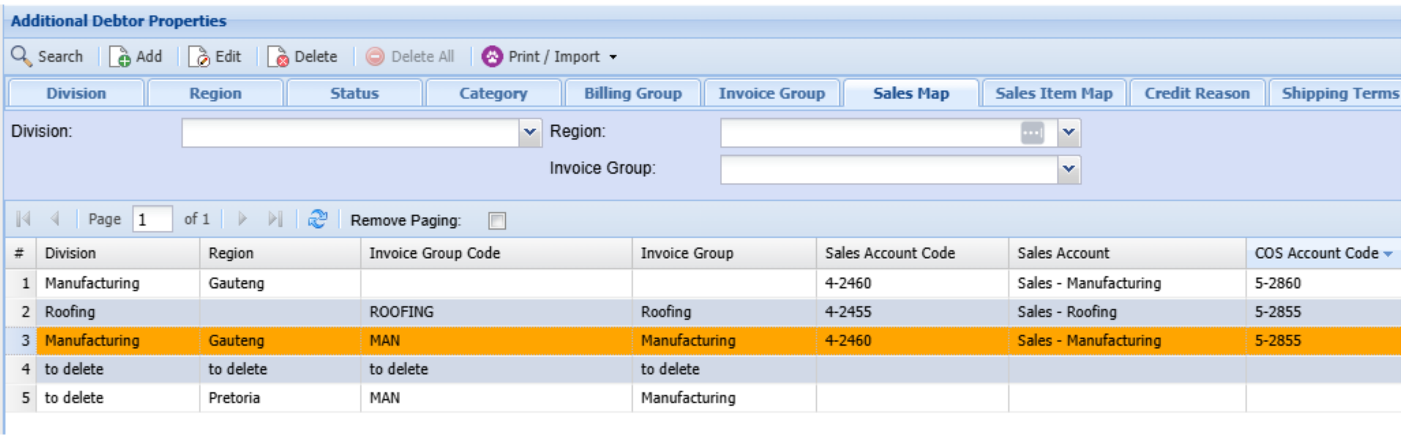


Field definitions

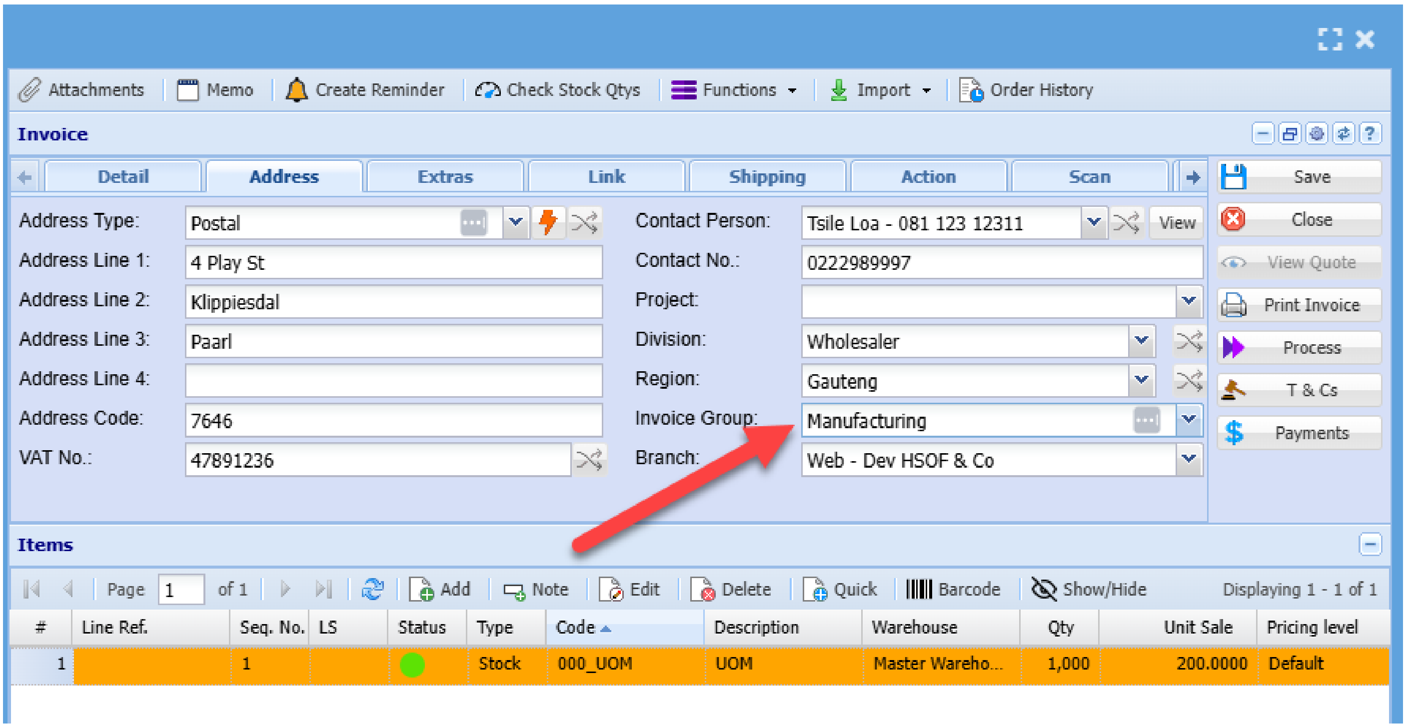
Invoice Group	Select the relevant Invoice group category This can also be found under the Invoice Group Tab
Stock Item	This is the service line item which is shown on the lines of the invoice

Sales Account	Insert the relevant sales ledger account

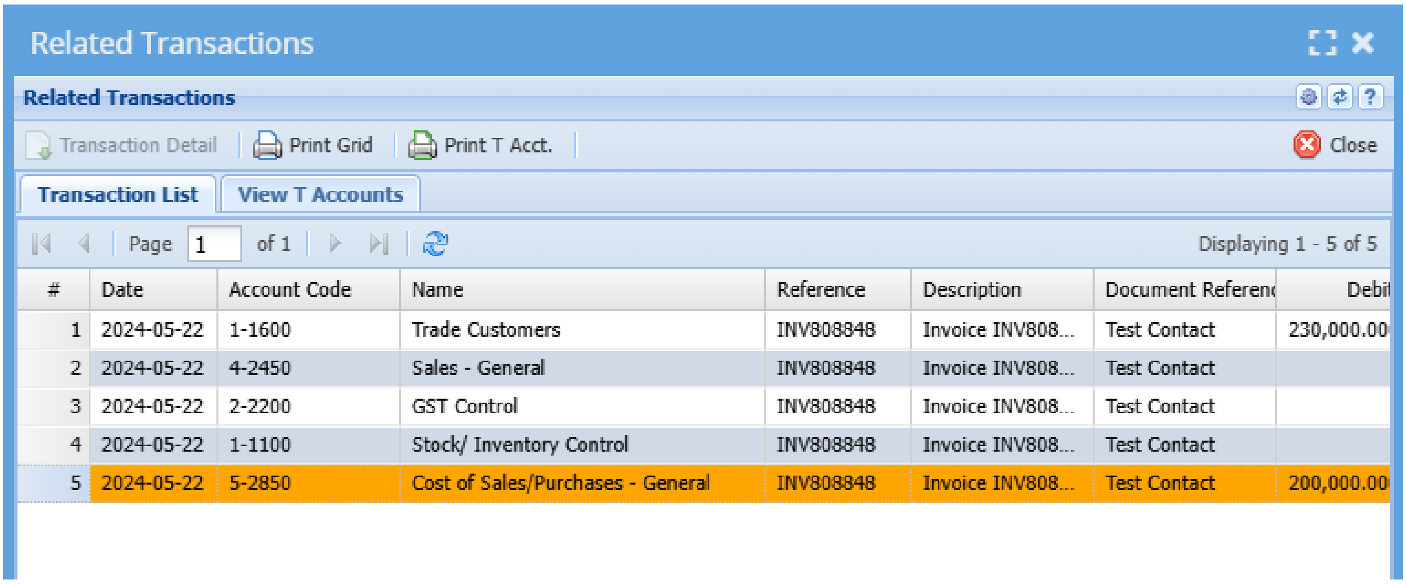
Once Setup the Mappings will appear on the grid



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



Therefore, the result will be as follows



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.

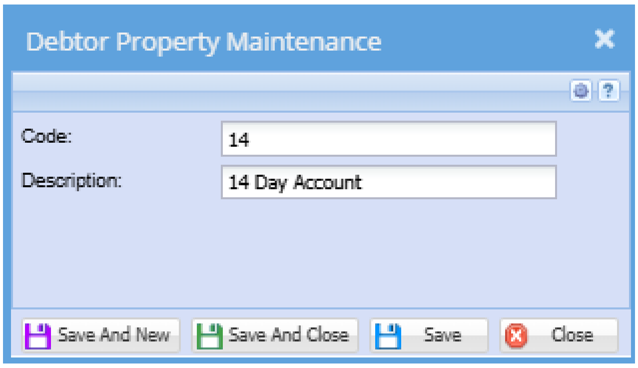
> Existing Revenue – unallocated posting in books. You must clear this account with a General Ledger Journal and allocate the values to the relevant Sales Revenue accounts.

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

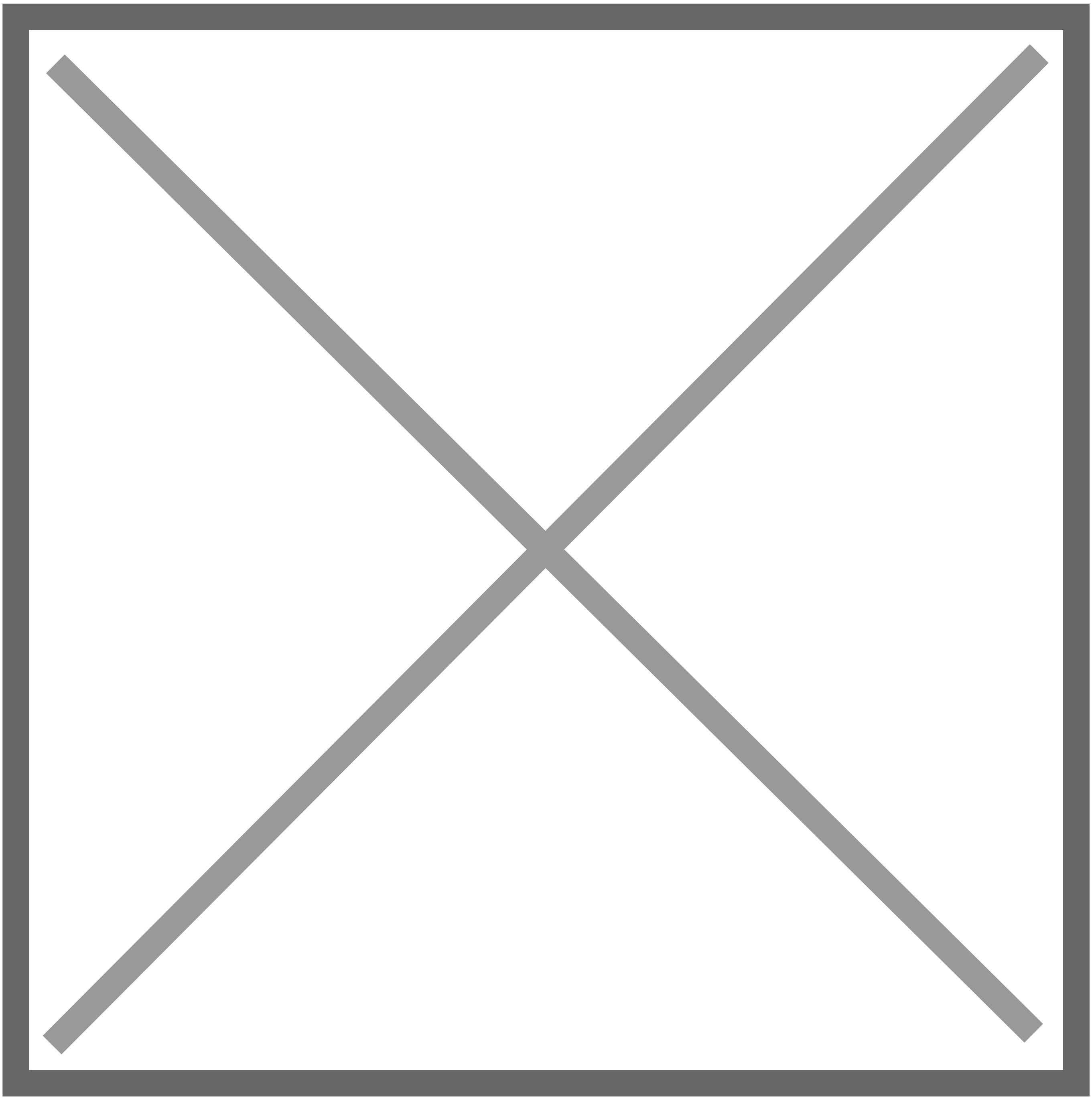


Code	Enter a billing group code
Description	Enter billing Group description

Additional Debtor Property Import

Debtors Module> Configuration> Add. Debtor Properties

Populate your data in Excel into the below template:



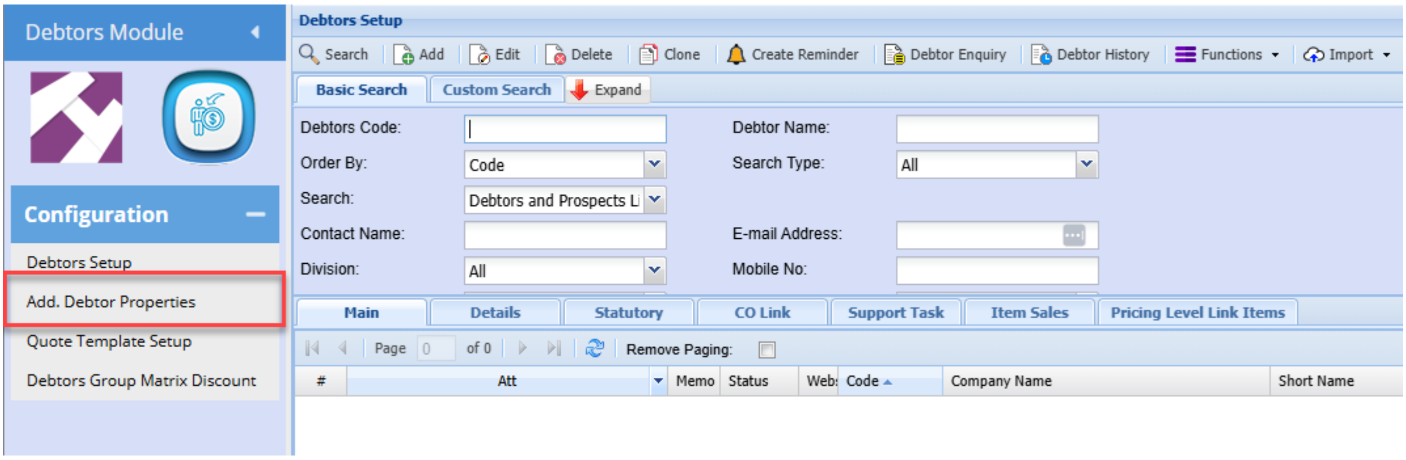
> The input in the Division, Region, Status and Category fields is always the respective field code, not the description on the field setup. (this is the code on the setup above)

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

Upload Process:

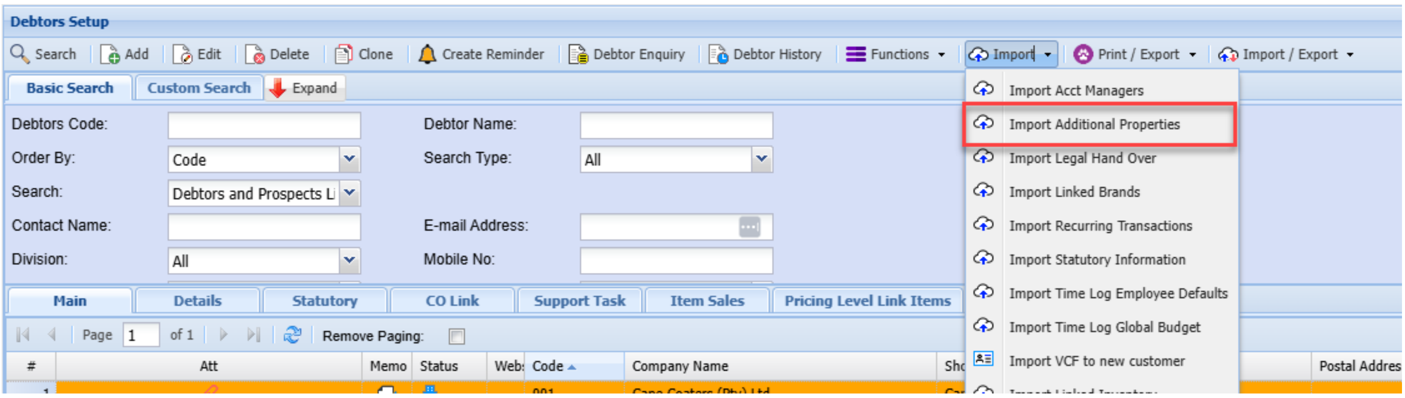
Log onto the company

Go to Debtors Module> Configuration> Debtor Setup



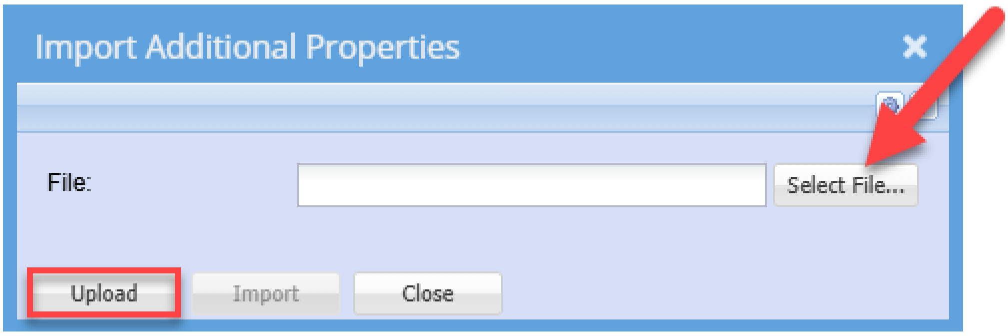
Click on the Import Tab dropdown arrow

Select “Import Additional Properties”

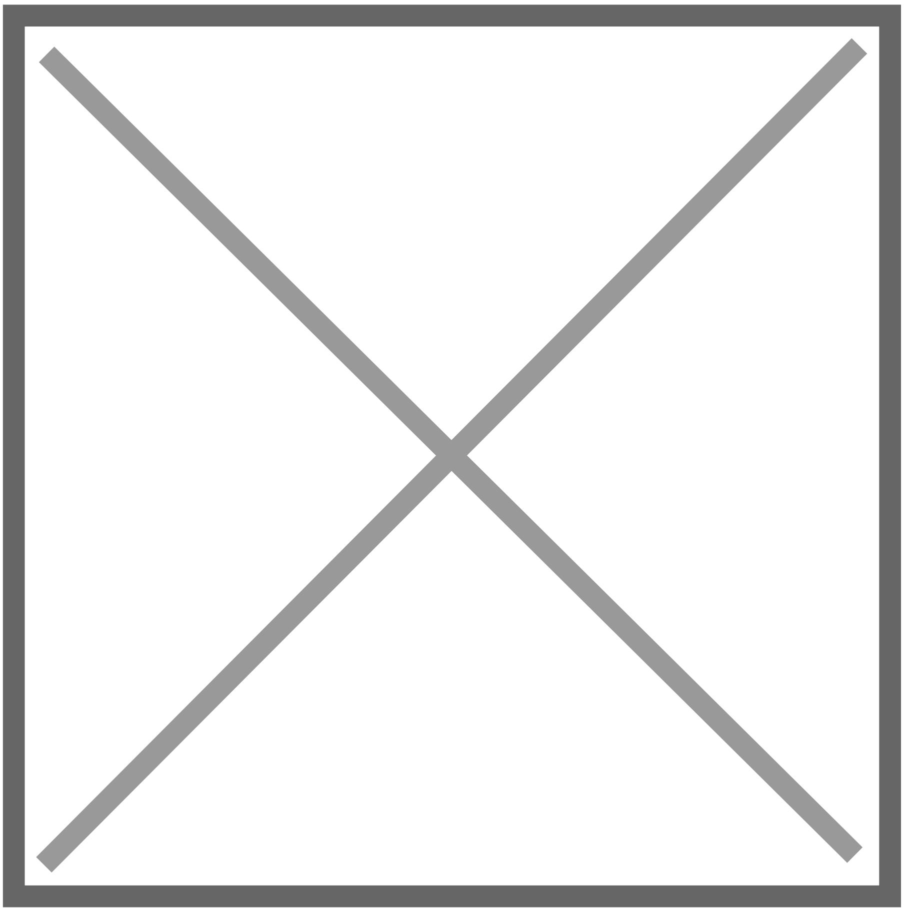


Search for the file that you saved earlier

Click Upload

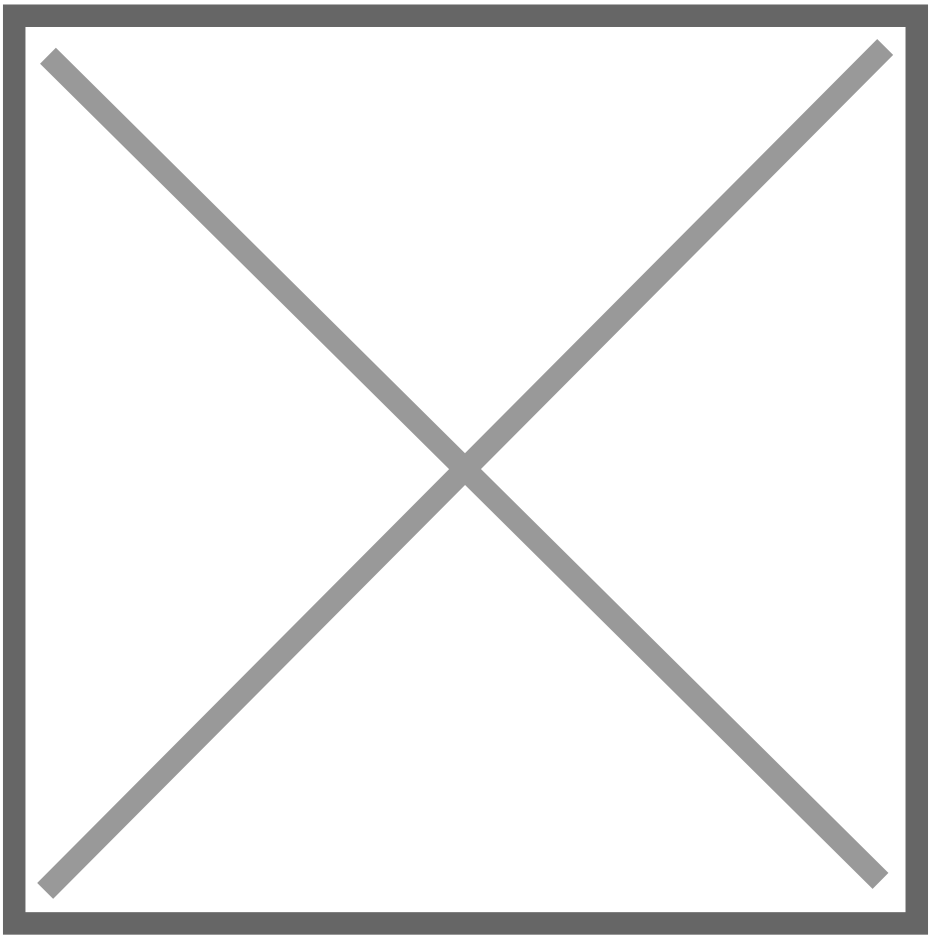


The below Message will be displayed (assuming the import file is correctly formatted)



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

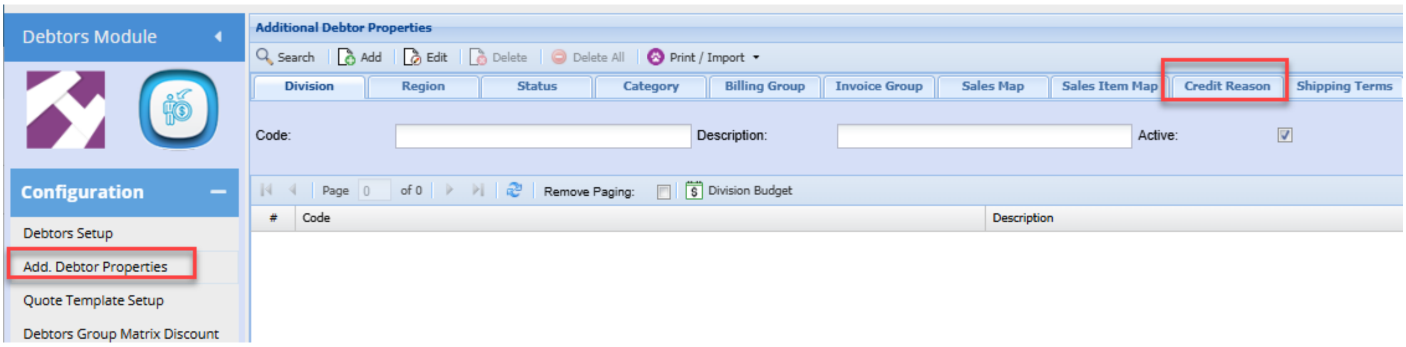
Credit Reason

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

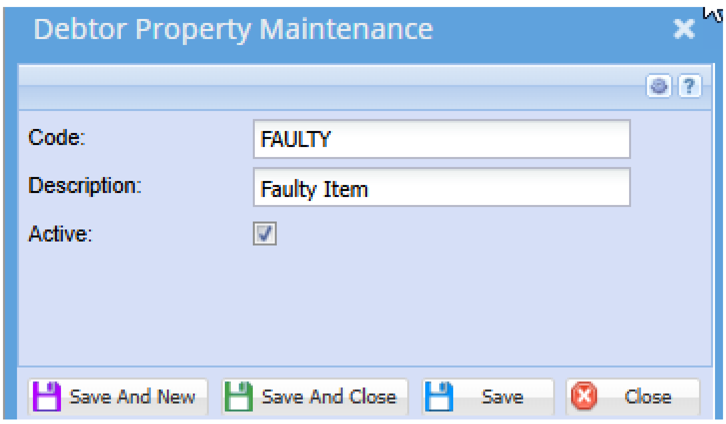


Click Add to create a new Credit Reason

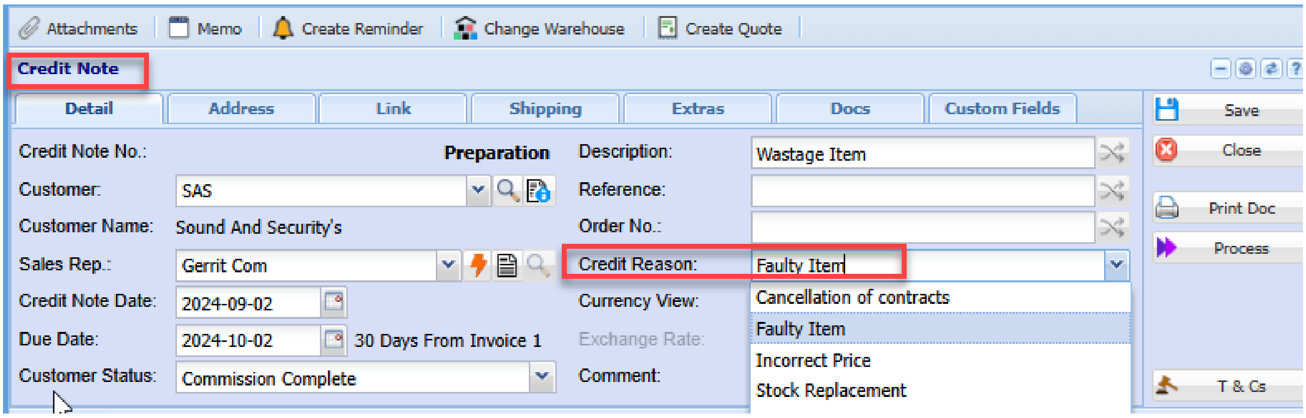
Enter a Code and Description

Click Save and close or,

Save and New to add another Credit reason



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.


Attachments
Memo
Create Reminder
Change Warehouse
Create Quote
Credit Note
Detail
Address
Link
Shipping
Extras
Docs
Custom Fields
Save
Close
Print Doc
Process
T & Cs
Credit Note No.:
Preparation
Customer:
SAS
Customer Name:
Sound And Security's
Sales Rep.:
Gerrit Com
Credit Note Date:
2024-09-02
Due Date:
2024-10-02
30 Days From Invoice 1
Customer Status:
Commission Complete
Description:
Wastage Item
Reference:
Order No.:
Credit Reason:
Faulty Item
Currency View:
Exchange Rate:
Comment:
Cancellation of contracts
Faulty Item
Incorrect Price
Stock Replacement

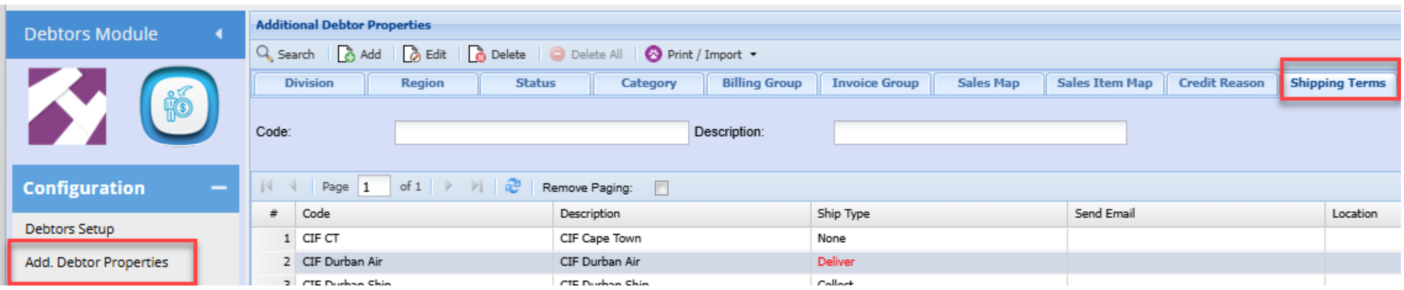
Shipping Terms

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

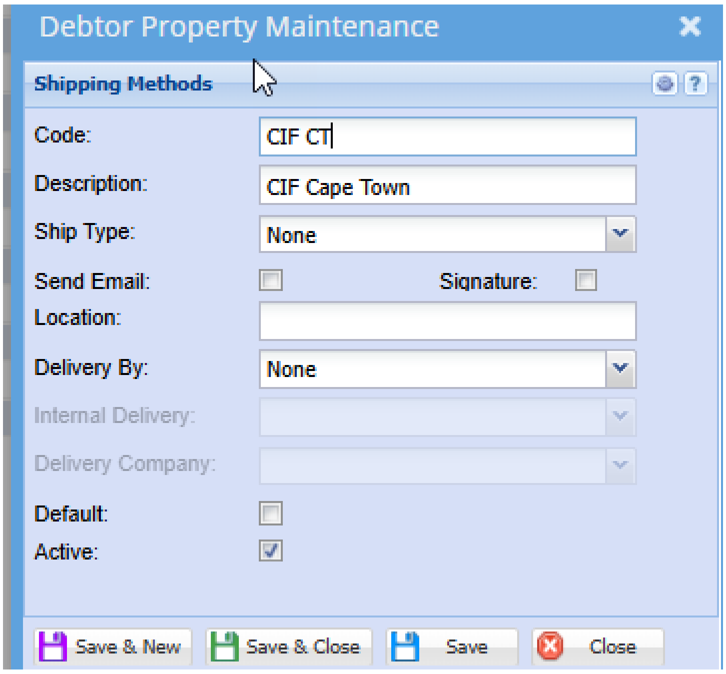


Click Add To create a new Shipping term

Enter a Code and Description

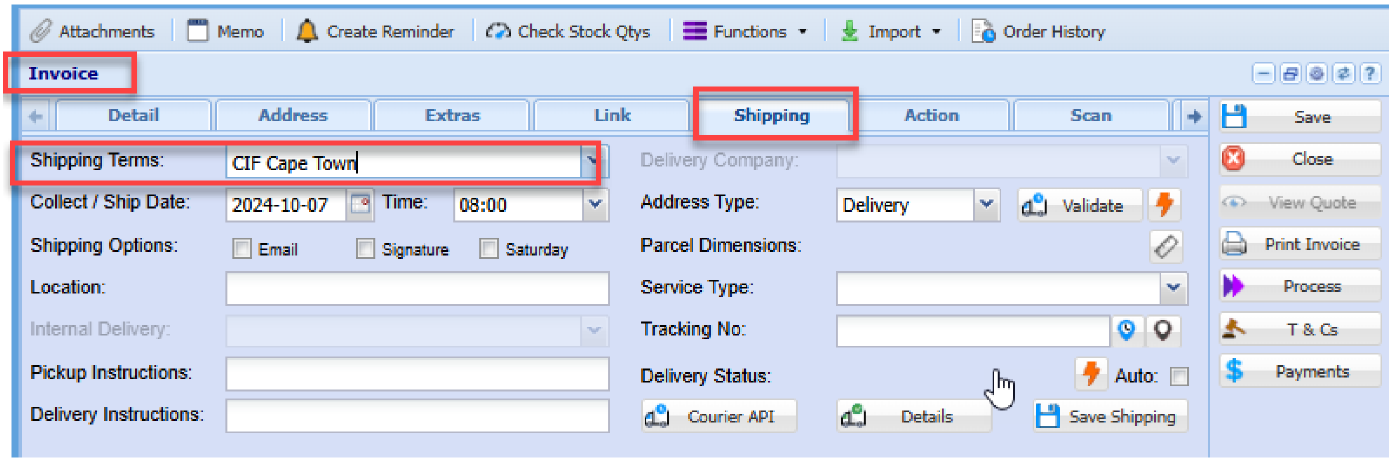
Click Save and Close or,

Save and New to add another Shipping Term



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



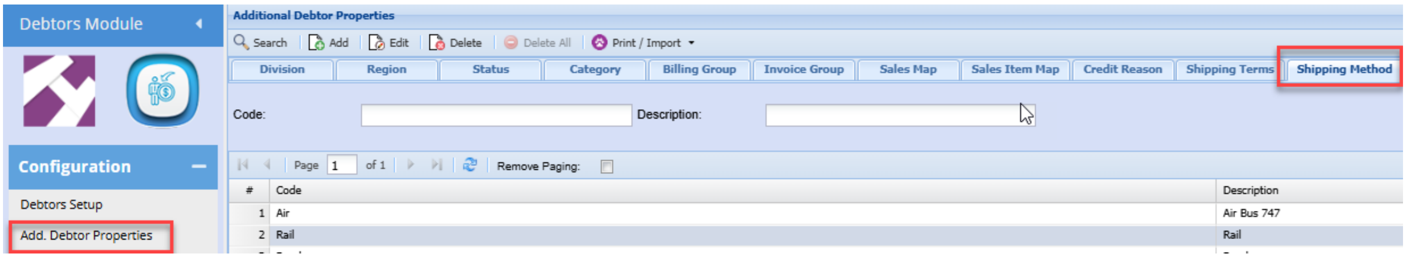
Shipping Methods

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

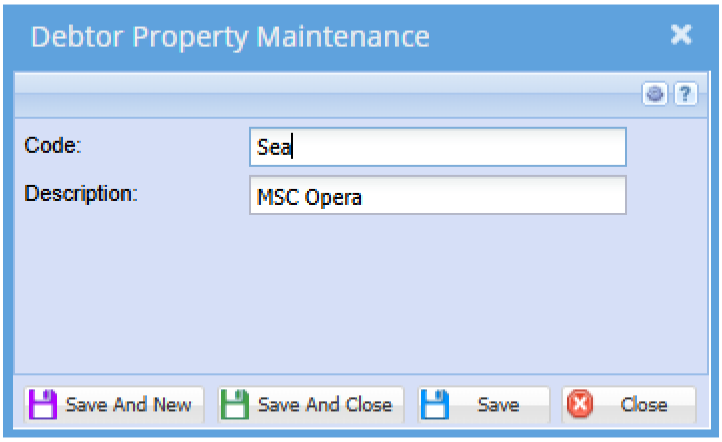


Click Add To create a new Shipping Method

Enter a Code and Description

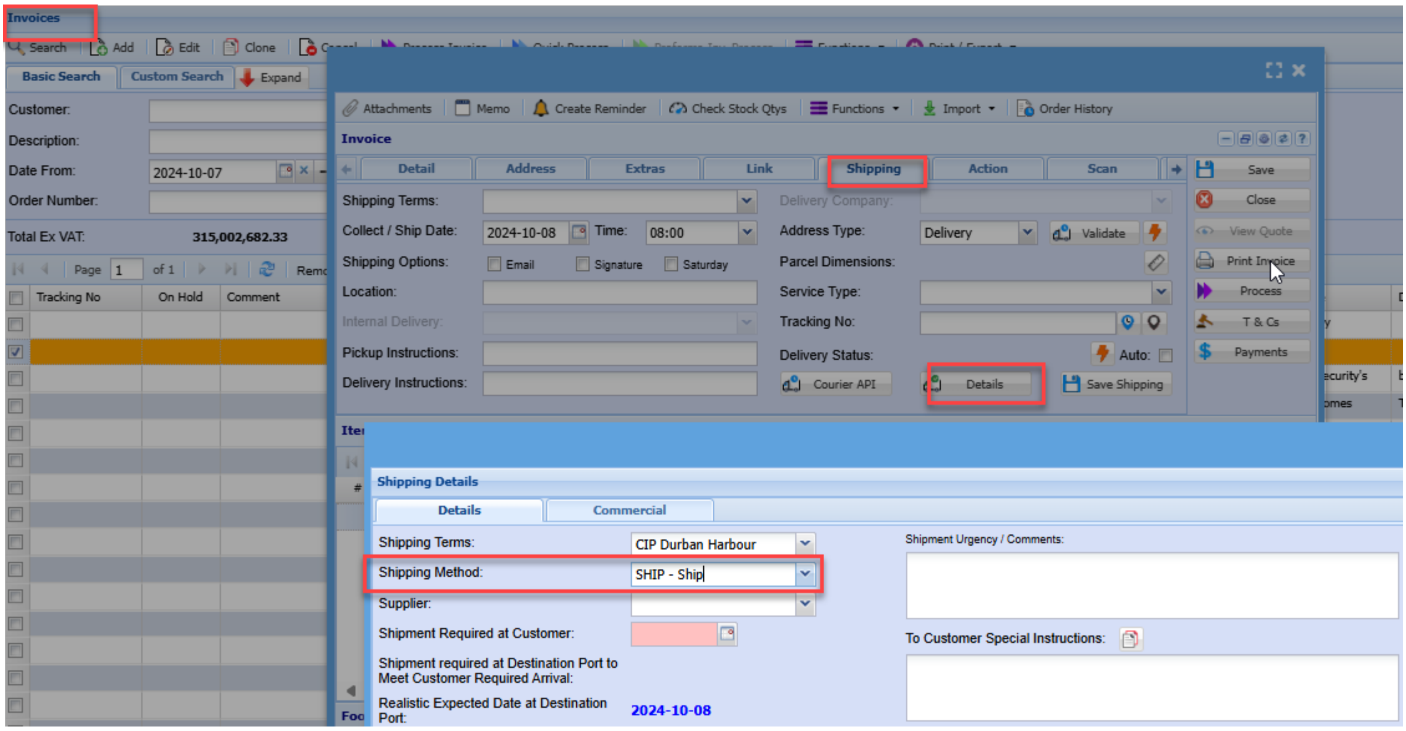
Click Save and Close or,

Save and New to add another Shipping Method



The shipping method is found on sales documents > Shipping tab

Click the Details button


Invoices
Search
Add
Edit
Clone
Basic Search
Custom Search
Expand
Customer:
Description:
Date From:
2024-10-07
Order Number:
Total Ex VAT:
315,002,682.33
Page
1
of 1
Tracking No
On Hold
Comment
Attachments
Memo
Create Reminder
Check Stock Qtys
Functions
Import
Order History
Invoice
Detail
Address
Extras
Link
Shipping
Action
Scan
Save
Close
View Quote
Print Invoice
Process
T & Cs
Payments
Shipping Terms:
Collect / Ship Date:
2024-10-08
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:
Auto:
Courier API
Details
Save Shipping
Shipping Details
Details
Commercial
Shipping Terms:
CIP Durban Harbour
Shipping Method:
SHIP - Ship
Supplier:
Shipment Required at Customer:
Shipment required at Destination Port to Meet Customer Required Arrival:
Realistic Expected Date at Destination Port:
2024-10-08
Shipment Urgency / Comments:
To Customer Special Instructions:

Payment Terms

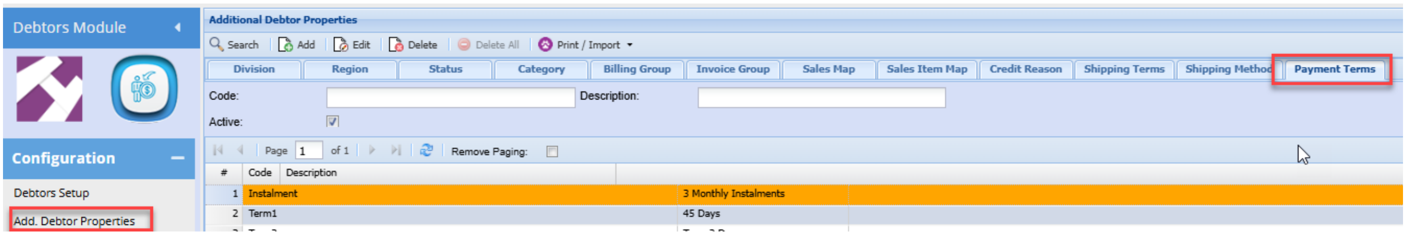
Debtors will typically have account terms such as COD, 30 days, 60 days etc. for accounts to be settled.

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

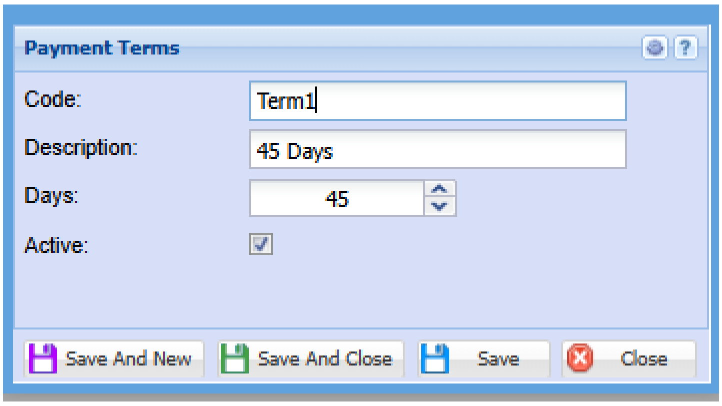


Click Add (To create a new Category)

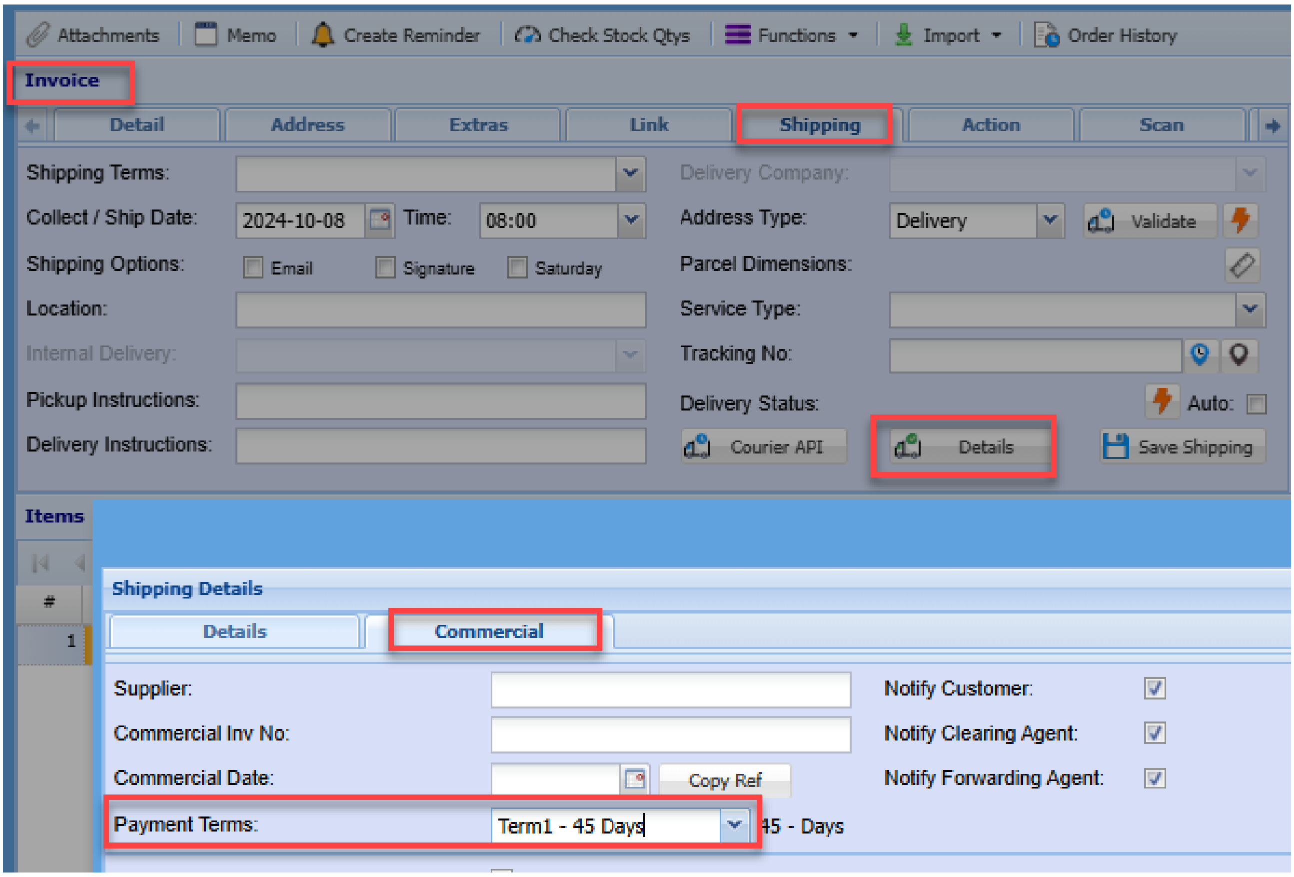
Enter a Code and Description

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


Attachments
Memo
Create Reminder
Check Stock Qtys
Functions
Import
Order History
Invoice
Detail
Address
Extras
Link
Shipping
Action
Scan
Shipping Terms:
Delivery Company:
Collect / Ship Date:
2024-10-08
Time:
08:00
Address Type:
Delivery
Validate
Shipping Options:
Email
Signature
Saturday
Parcel Dimensions:
Location:
Service Type:
Internal Delivery:
Tracking No:
Pickup Instructions:
Delivery Status:
Auto:
Delivery Instructions:
Courier API
Details
Save Shipping
Items
#
1
Shipping Details
Details
Commercial
Supplier:
Notify Customer:
Commercial Inv No:
Notify Clearing Agent:
Commercial Date:
Copy Ref
Notify Forwarding Agent:
Payment Terms:
Term1 - 45 Days
45 - Days