

Standard Drop Down

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Debtors Module > Configuration > Debtors Setup > Edit Debtor > Standard

Edit Debtor

Debtors Details

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

Code: **ABC007** Debtor Name: **ABD Company**

Details Address Contacts Account Details Gen Details Statutory Info

Code: ABC007

Name: ABD Company

Short Name: ABD

Commission: Erica Molefe

Contacts: Imraan Saljee

Company Registration No: 12345789/07

VAT No.: 47891236

Website: www.abd.co.za

Customs Client No (CCN):

Print Statement: ☒ Email Statement: ☒

Active: ☒ Is Head Office: ☒

COMPANY

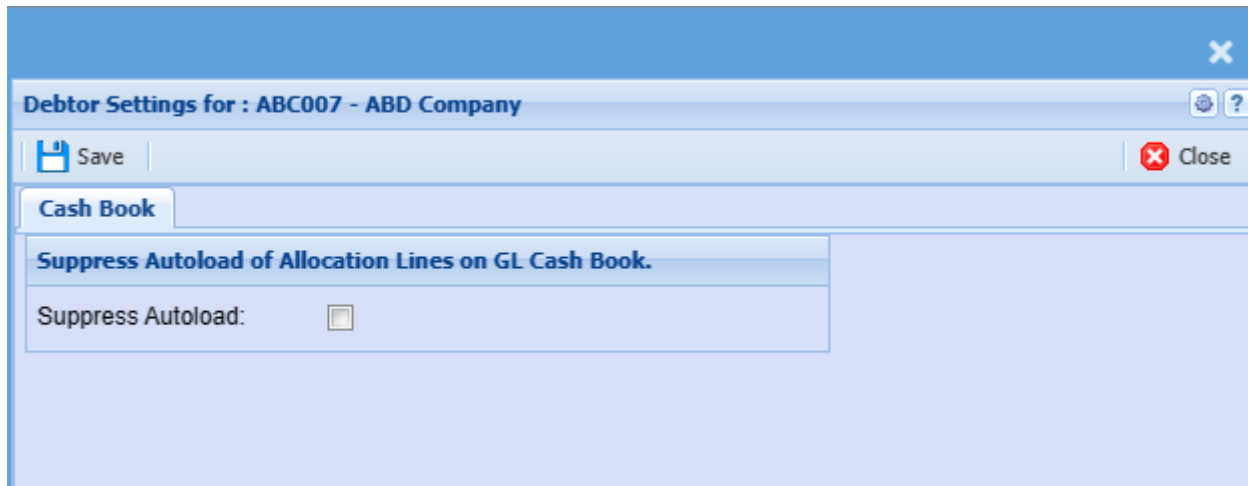
Debtor Settings	Allows a user to tick a tick to suppress the autoload of allocations line on GL cash book
Company Profile Branches	Allows you to select branches to be attached to the debtor/ customer
Branch Link (Tick Is Head Office First)	Allows you to group debtors/ customers under their head office company
Branch Ledger Accounts	Allows you to manage branch setup
Linked Brands	Allows you to link brands to a debtor/ customer
Support Task	Allows you to link support tasks to a debtor/ customer
Linked Inventory	Allows you to link inventory items to a debtor/ customer
Linked UOM	Allows you to link unit of measure to a debtor/ customer

Debtor Settings

Suppress Autoload of Allocation Lines on GL Cashbook

Put a tick to suppress autoload of allocation lines on the general ledger cash book

Leave a tick off if you do not wish to suppress autoload of allocation lines on the general ledger cash book



Debtor Settings for : ABC007 - ABD Company

Save Close

Cash Book

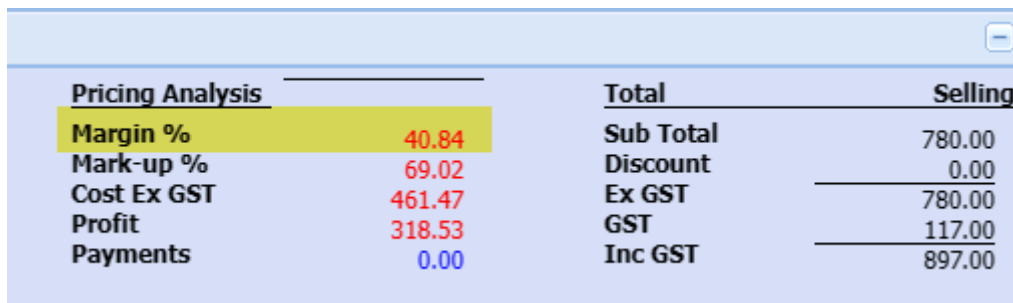
Suppress Autoload of Allocation Lines on GL Cash Book.

Suppress Autoload: ☐

Margin check and enforce

Margin check and enforce checks sales documents for minimum margin on overall sales document

1. Invoice
2. Quote
3. Sales Order
4. Job Usage invoice
5. Job Percentage invoice



Pricing Analysis		Total	Selling
Margin %	40.84	Sub Total	780.00
Mark-up %	69.02	Discount	0.00
Cost Ex GST	461.47	Ex GST	780.00
Profit	318.53	GST	117.00
Payments	0.00	Inc GST	897.00

Margin check

Margin check is per debtor, but set at the system configuration

Margin check, is on Save and process with warning message

Save	Brings up a warning message to say that this document is trading under margin
Process	Brings up a warning message to say that this document is trading under margin but with a Continue or Cancel

Enforce Margin

Authorised Sales Margin users are setup at the user setup

Process	Brings up a warning message to say that this document is trading under margin, but with a continue or cancel
Continue	Requires that an additional supervisor must authorises the invoice

The screenshot shows the 'Edit Debtor' window with the following details:

- Code:** MARGINCUST
- Debtor Name:** Margin Customer
- Debtor Settings for : MARGINCUST - Margin Customer**
 - Cash Book**
 - Suppress Autoload of Allocation Lines on GL Cash Book.**
 - Suppress Autoload: ☐
 - Sales Margin Check**
 - Low Margin Warning: ☒
 - Enforce Margin: ☐
 - Minimum Margin: 5

A red arrow points to the 'Sales Margin Check' section, and a red box highlights the 'Debtor Settings' menu item on the right.

System Configuration default settings

Set defaults for all new debtors to be setup as

1. Creating a new debtor
2. Creating a customer from Webatar mobile app

System Defaults

Save Please Note: Remember to save your default setting before le

System Defaults General Ledger **Debtors** Creditors

Statement Defaults.

Debtors Statements: ☐ Normal ☒ Open Items

View Type: Standard

Print Type: Detail

Sales Margin Check

Low Margin Warning: ☒

Enforce Margin: ☐

Minimum Margin: 30

Update All Customers

Sales Margin Supervisor setup

Setup user to allow to override enforce margin on process of sales document

Edit Employee Info

Employee Management

Attachments Restrict Access Set Password Incident Functions Close

Details 1 Details 2 **Module Access** Address Account Details Email Custom Fields

System Configuration Module: Full Access System Config Reports And Security Role: Administrator

General Ledger Module: Full Access General Ledger Favourite Role: Basic Shortcut Role

Debtors Module: Full Access Debtors Modul Form Security: Full Security Role

Creditors Module: Full Access Creditors Modu CRM: Webatar Full Security Acce

Inventory Module: Full Access Inventory Modi Asset: Asset Tracker Role Access

Job costing Module: No Access Lab Module: No Access

Allow Multiple Module Windows: ☒ Job Supervisor: ☒ Mobile Access: ☒

Show Column Selector: ☒ Financial Supervisor: ☒ Mobile Role: Mobile Full Access Security

View Security Button: ☒ Change Control Supervisor: ☒ Add Edit Delete

Allow Statement Export: ☐ Password Supervisor: ☒ Exclude CRM: ☐

Storeman: ☒ Purchase Supervisor: ☒ Preferred Users: Preferred Users

Change Control Manager: ☒ Messages Supervisor: ☒ Warehouse Access: Warehouses

Creditors Bank Acct. Change: ☐ **Sales Margin Supervisor** ☒ Default Warehouse: MAST - Master Warehouse

Sales Order Status: Preparation And Authorized Default Storeman: Malcolm Granville

Default Favourites Report: ☒ Hide Slider Menu: ☐

Module Dashboard: ☐

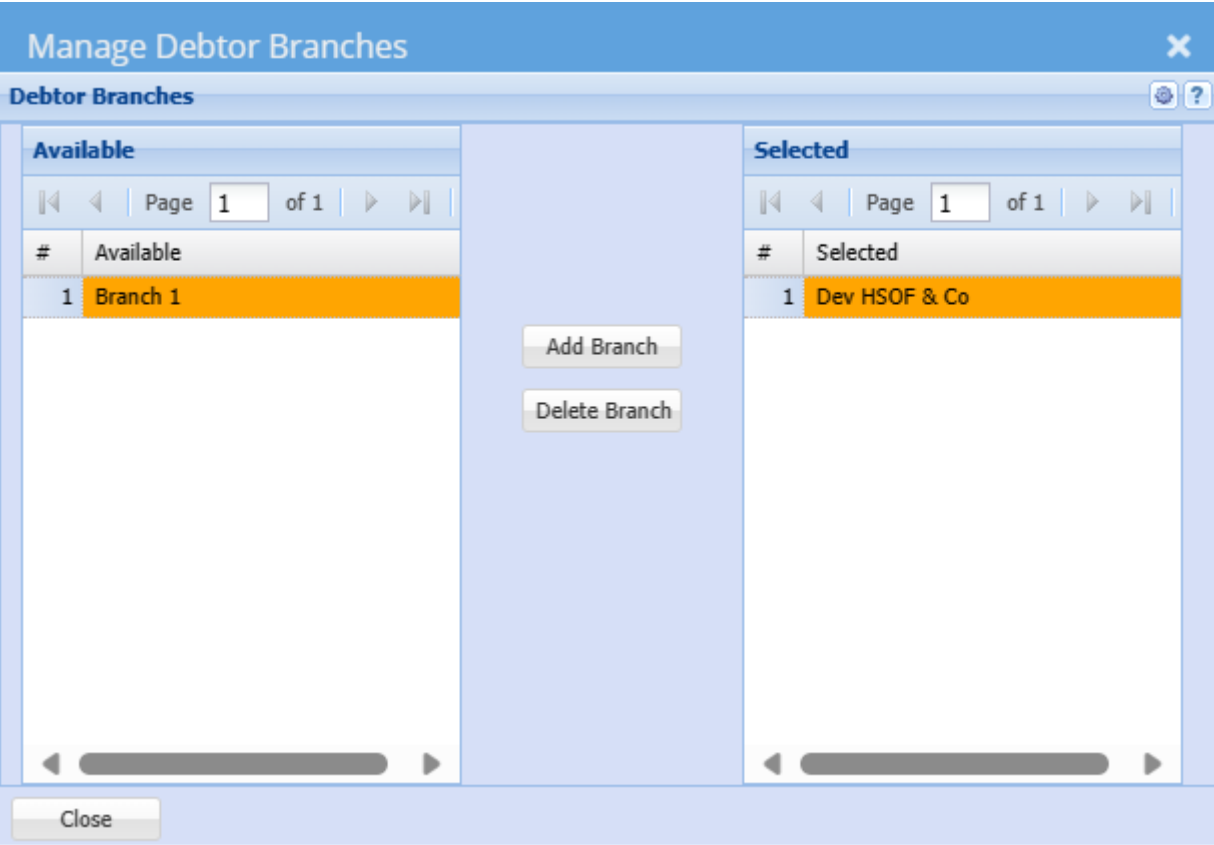
Save Close

Company Profile Branches

This part shows debtors branches.

On the left you will see a list of available Braches and to be able to select a branch you need to move it to the right.

To move branch to the right you need to highlight it and click on add branch or double click on it



Buttons

Add Branch	First, highlight the branch you want to move to the right or want to activate then click add branch If you don't want to click add branch you can double-click the branch you want to select or move across
Delete Branch	Removes branch from the right column to the left column or double click on the selected branch to deactivate it

Branch Link (Tick Is Head Office First)

Tick on denotes - Head office

Links Branches to the head office

Select a Debtor:
▼
Add

◀◀
◀
Page 1 of 1
▶
▶▶
🔄
Displaying 1 - 3 of 3

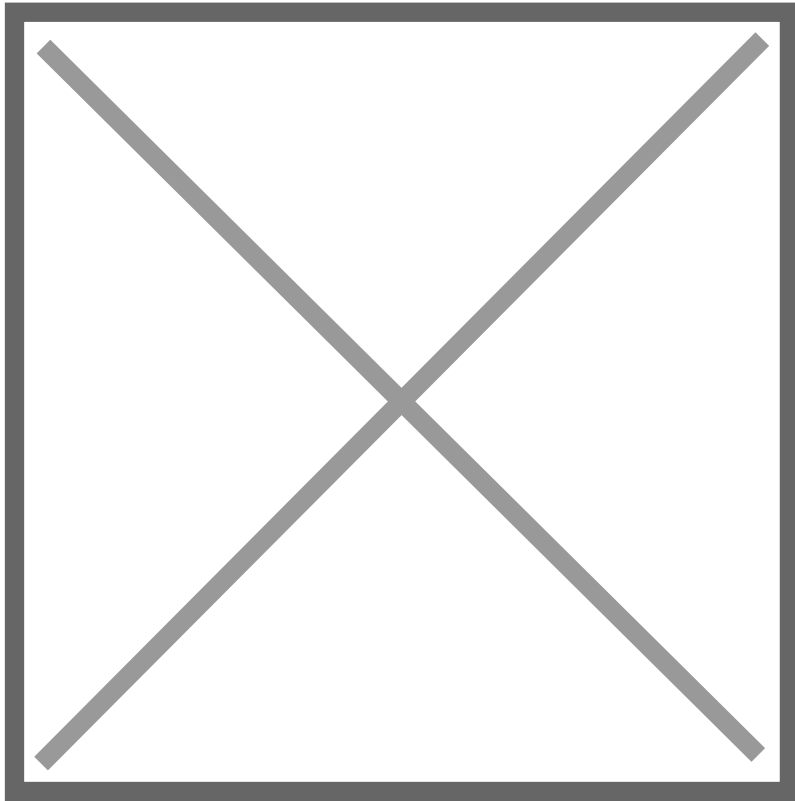
#	Code	Name
1	1008	ACE Traders
2	10145	test 2
3	1042	test 4

Close

Add Button	To add debtors/customers associated with the branch you need to click on the select a debtor/ customer drop down Click on the debtor/ customer that you want to add then click add
Grid	A list of branches associated with the head office will appear on the grid

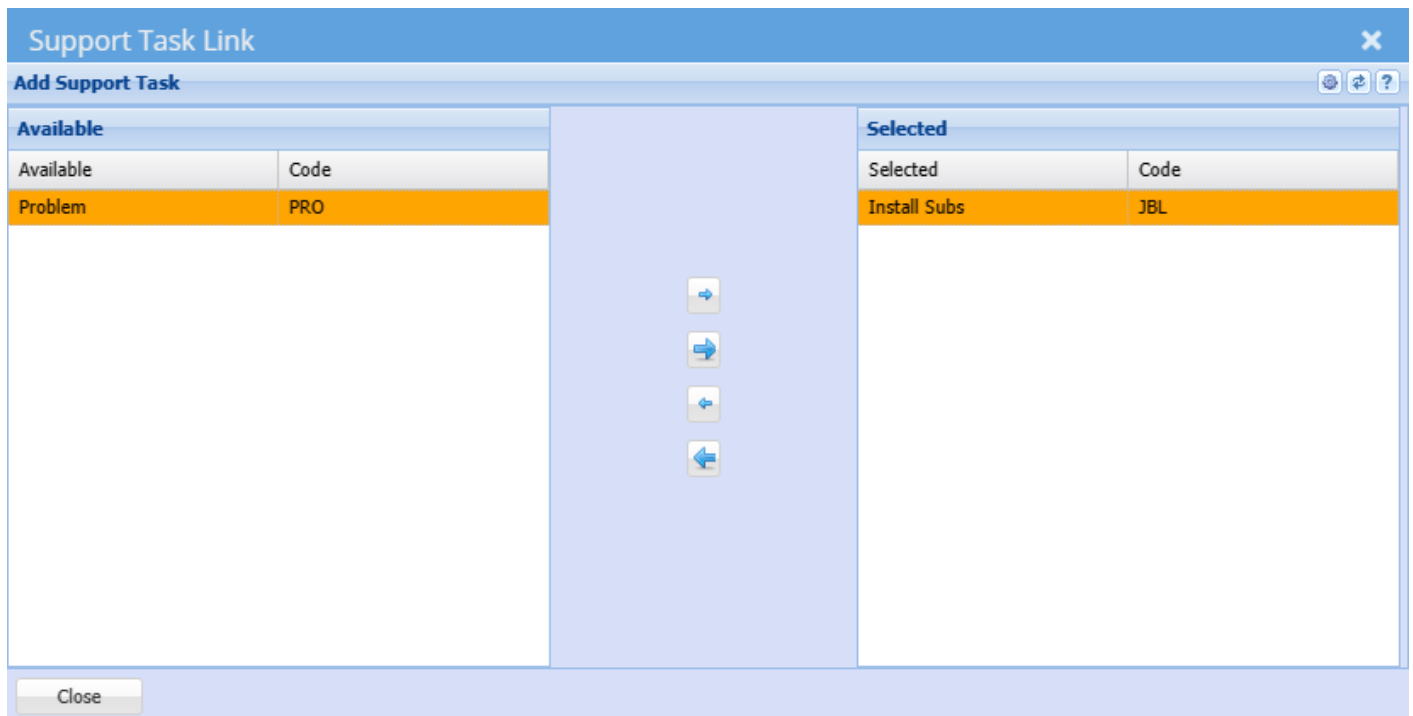
Branch Ledger Accounts

It's where debtor's internal branches are setup for movement of transactions.



Branch	Select a branch
Is a Branch	If it's a branch the box will be ticked
Sales Account	Sales account should be selected for the movement of transactions between the branches
Cost of Sales Account	Cost of Sales account should be selected for the movement of transactions between the branches

Support Task



Small Arrow Pointing Right	Highlight a support task you want to move across and click the small arrow to do so
Big Arrow Pointing Right	Move all support tasks from available to the selected side
Small Arrow Pointing Left	Deactivate one support task by highlighting it and moving it across to the available side
Big Arrow Pointing Left	Deactivate all support tasks by moving them across to the available side

Linked Inventory

Click on the dropdown to select the inventory items you want to link to a debtor/ customer

⌵ ⌵ ⌵

Inventory Link To Debtor
⚙️ ↺ ?

🔍 Search | ➕ Add | ✖ Delete | 🖨 Print
✖ Close

Customer: ABC007 - ABD Company

Activate Linked Items: ☐

⏪ ⏩ | Page 1 of 1 | ↺ | ✔ Select All | ✖ Unselect All
Displaying 1 - 3 of 3

#	Select	Item Code	Description	Group Name	Category	Brand	Make	Model
1	☐	1002	Sugar					
2	☐	40	Fedora Hat	HATS		Hats	Tsotsi	
3	☐	109	Molasis 1kg	Raw Materi...				

💾 Save And Close
💾 Save
✖ Close

Buttons

Add	Select the inventory items you want to link to a debtor/ customer then click add
Delete	To delete a inventory item linked to a debtor/ customer, select a debtor/ customer then click delete button

Linked UOM

This is where you link a unit of measure associated with a client

Available	
Code	Description
JBL	JBL Sound
Star	Star Sound

Selected	
Code	Description
Bag	Bag
Box	Box

Buttons between tables: →, ⇨, ⇩, ←

Small Arrow Pointing Right	Highlight unit of measure you want to move across and click the small arrow to do so
Big Arrow Pointing Right	Move all unit of measures from available to the selected side
Small Arrow Pointing Left	Deactivate one unit of measure by highlighting it and moving it across to the available side
Big Arrow Pointing Left	Deactivate all unit of measures by moving them across to the available side

Revision #17

Created 19 July 2023 15:34:20 by Paige

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