

Creditors Defaults Tab

System Config > Defaults > Supplier

System Configuration

Administration

- Company Profiles
- Defaults
- Financial Periods Setup
- Backups
- Multicurrency
- Multilingual
- Custom Fields
- Reference Values
- Custom Period Setup
- Imports

General

General Ledger Lin...

System Defaults

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

System Defaults General Ledger Debtors Creditors

Document Import.

Default Item: DEF/ITEM

Doc Import Supplier: Default Supplier

Statement Defaults.

Creditors Statements: ☐ Normal ☒ Open Items

View Type: Standard

Print Type: Detail

Creditor Payments Defaults.

GL Bank Account: 1-1000 - Bank Account Main &

CashBook Type: Monthly Cashbooks

Creditor Cash Book Export Format.

Export Bank Format: ANZ Bank

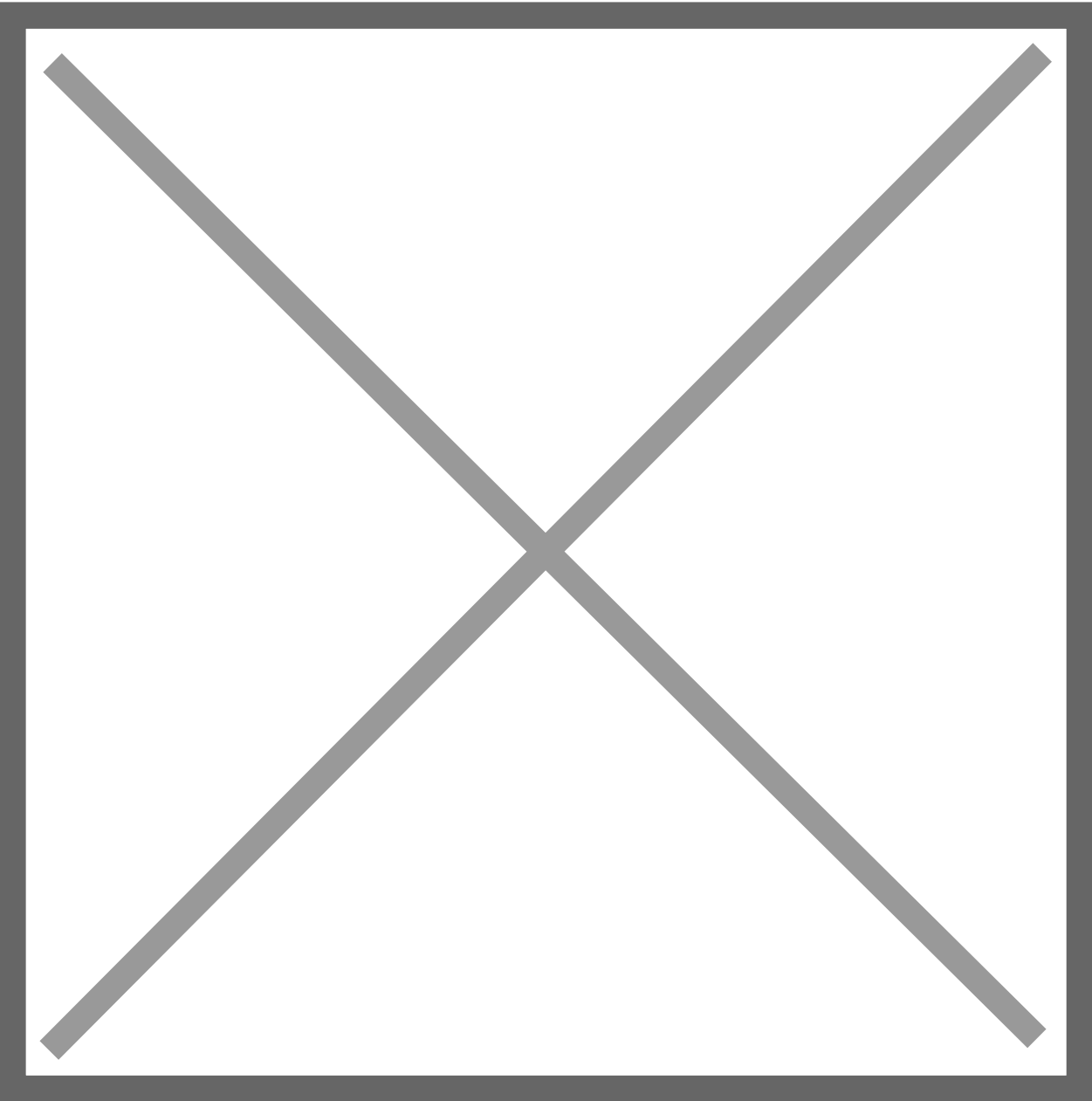
Set PO to update supplier cost when authorized

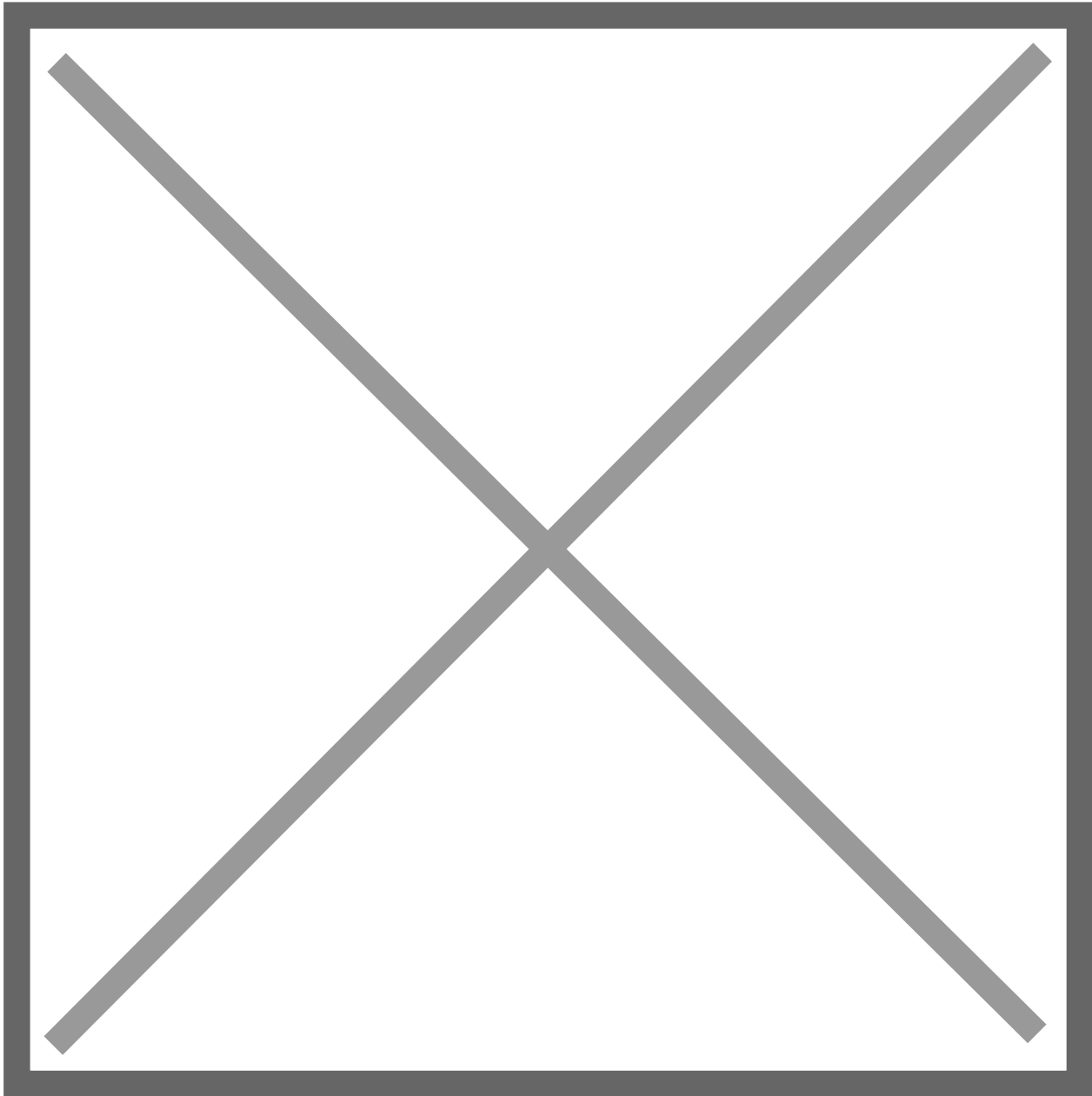
Update Supplier Cost On Authorized: ☒

Activate warning for PO with no Job No

Activate Warning: ☐

Used in Purchase Order and GRV imports





Statement Defaults

Auto set defaults on the creditors statements

System Defaults

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

System Defaults General Ledger Debtors Creditors In

Document Import.

Default Item: DEF/ITEM

Doc Import Supplier: Default Supplier

Statement Defaults.

Creditors Statements: ☐ Normal ☒ Open Items

View Type: Standard

Print Type: Detail

Statements

Set the type for statements

Creditors Module

Configuration +

Activity +

Analysis +

Reports -

Creditors Age Analysis

Creditors Statements

Report List

Statements

Search Select All Select None Print Print PDF Email Export

Creditor From: Date From: 2023-12-01 Date To: Show Zero: ☐ Currency: Show Branch:

Type: ☐ Normal ☒ Open Item

Page 0 of 0 Remove Paging: ☐

#	Selected	Code	Name
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Creditors Age Analysis

Set the Print Type and View Type for Age analysis

Creditors Module



Configuration

Activity

Analysis

Reports

Creditors Age Analysis

Creditors Statements

Report List

Age Analysis

Search Load Totals Company Details Creditor History Export Print

SearchExpand

Date:2023-12-31View Type:Standard

Print Type:DetailAging:Current

Show Zero:Sort By Code:Branch:All

Show Negative:AllCurrency:All

180+ days150 days120 days

Page 0 of 0Remove Paging:

#	Memo	Code	Name	Ageing
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Creditor Payments Defaults

Set the payment defaults for Bank account and Cashbook type when promoting to a cashbook from Creditor Payment

System Defaults

SavePlease Note: Remember to save your default setting before leaving

System Defaults

General Ledger

Debtors

Creditors

Document Import.

Default Item:DEF/ITEM

Doc Import Supplier:Default Supplier

Statement Defaults.

Creditors Statements:NormalOpen Items

View Type:Standard

Print Type:Detail

Creditor Payments Defaults.

GL Bank Account:1-1000 - Bank Account Main &

CashBook Type:Monthly Cashbooks

When processing a Creditor payment supplier to a cashbook it will then create the Creditor Payments Defaults.

Creditors Module



Configuration

Activity

Creditors Dashboard

Creditors Journal Transactions

Creditor Payment Search

Creditor Cash Book

Stock Order Search

Request For Quote (RFQ)

Creditor Payment

Search Add Edit Cancel Request Authorization Authorize Bulk Authorize Process

Document No.: Status: Preparation, Pending & Authorized

Payment Type: All Supplier:

Description:

Date From: Date To: 2023-12-16

Payment Schedules Documents

Page 1 of 1 Remove Paging: Total Pmt Amt: 3 761 885.3500 Total Amt. Due.: 3

#	Att	Memo	Status	Bank Account	Read	Document No.	Date Created	Remitta
1				1-1000 - Bank Acco...	☐	CMP1129	2023-11-09	
2					☐	CMP1128	2023-11-08	
3					☐	CMP1127	2023-11-06	2023-11
4					☐	CMP1126	2023-11-06	
5					☐	CMP1122	2023-01-24	
6				1-1000 - Bank Acco...	☒	CMP1121	2022-11-24	2022-11
7				1-1000 - Bank Acco...	☒	CMP1120	2022-11-16	2022-11

Creditor cashbook export format

Set the bank format when exporting the creditors payments to the bank

System Defaults

 Save **Please Note: Remember to save your default setting before leaving**

← **System Defaults** General Ledger Debtors Creditors

Document Import.

Default Item: DEF/ITEM ▼

Doc Import Supplier: Default Supplier ▼

Statement Defaults.

Creditors Statements: ☐ Normal ☒ Open Items

View Type: Standard ▼

Print Type: Detail ▼

Creditor Payments Defaults.

GL Bank Account: 1-1000 - Bank Account Main & ▼

CashBook Type: Monthly Cashbooks ▼

Creditor Cash Book Export Format.

Export Bank Format: ANZ Bank ▼

Set PO to update supplier cost when authorized

Update Supplier Cost On Authorized: ☒

Sets the default for bank export

CM Cash Book

Attachments Create Reminder Allocate Insert Template Save As Template Print **Export Cash Book** Close

Cash Book Details Custom Fields

Cash Book Number: Bank Accounts: 1-1000 - Bank Account Main & (R)

Cash Book Date: 2021-10-29 Cash Book Type: Monthly Cashbooks

Cash Book Name: All Suppliers

Reference: October

Branch: Warehouse

Copy Reference:

Copy Previous Line Description:

Page 1 of 1

Export Creditor Cash Book For Bank Processing

Export Bank Format: ANZ Bank

Cash Book Name: All Suppliers

Cash Book Reference: October

Continue Close View Files

#	Att	Allocated	Line Date	Line Description	Account	Company Name	Acct. Type	Reference
1			2021-10-29	Trade Suppliers	CM	USD Supplier	Current Liabilities	C
2			2021-10-29	Trade Suppliers	CM	DIAD SOUND E...	Current Liabilities	C
3			2021-10-29	Trade Suppliers	CM	New Payable	Current Liabilities	C
4			2021-10-29	Trade Suppliers	CM	OL TEST	Current Liabilities	C
5			2021-10-29	Trade Suppliers	CM	Rectron	Current Liabilities	C
6			2021-10-29	Trade Suppliers	CM	Steel Supplier	Current Liabilities	C
7			2021-10-29	Trade Suppliers	CM	Storm Trader S...	Current Liabilities	C
8			2021-10-29	Trade Suppliers	CM	Synergychem	Current Liabilities	C
9			2021-10-29	Trade Suppliers	CM	Allied Suppliers	Current Liabilities	C
10			2021-10-29	Trade Suppliers	CM	Creditors test	Current Liabilities	C

Total Debit: 0.0000 Total Credit: 1 695 216.5700 Total VAT: 0.0000

Save Save And Close Close

Set PO to update supplier cost when authorised

Use this to update the cost of the supplier before processing a delivery note or GRV

System Defaults

 Save **Please Note: Remember to save your default setting before leaving**

← **System Defaults** General Ledger Debtors Creditors

Document Import.

Default Item: DEF/ITEM ▼

Doc Import Supplier: Default Supplier ▼

Statement Defaults.

Creditors Statements: ☐ Normal ☒ Open Items

View Type: Standard ▼

Print Type: Detail ▼

Creditor Payments Defaults.

GL Bank Account: 1-1000 - Bank Account Main & ▼

CashBook Type: Monthly Cashbooks ▼

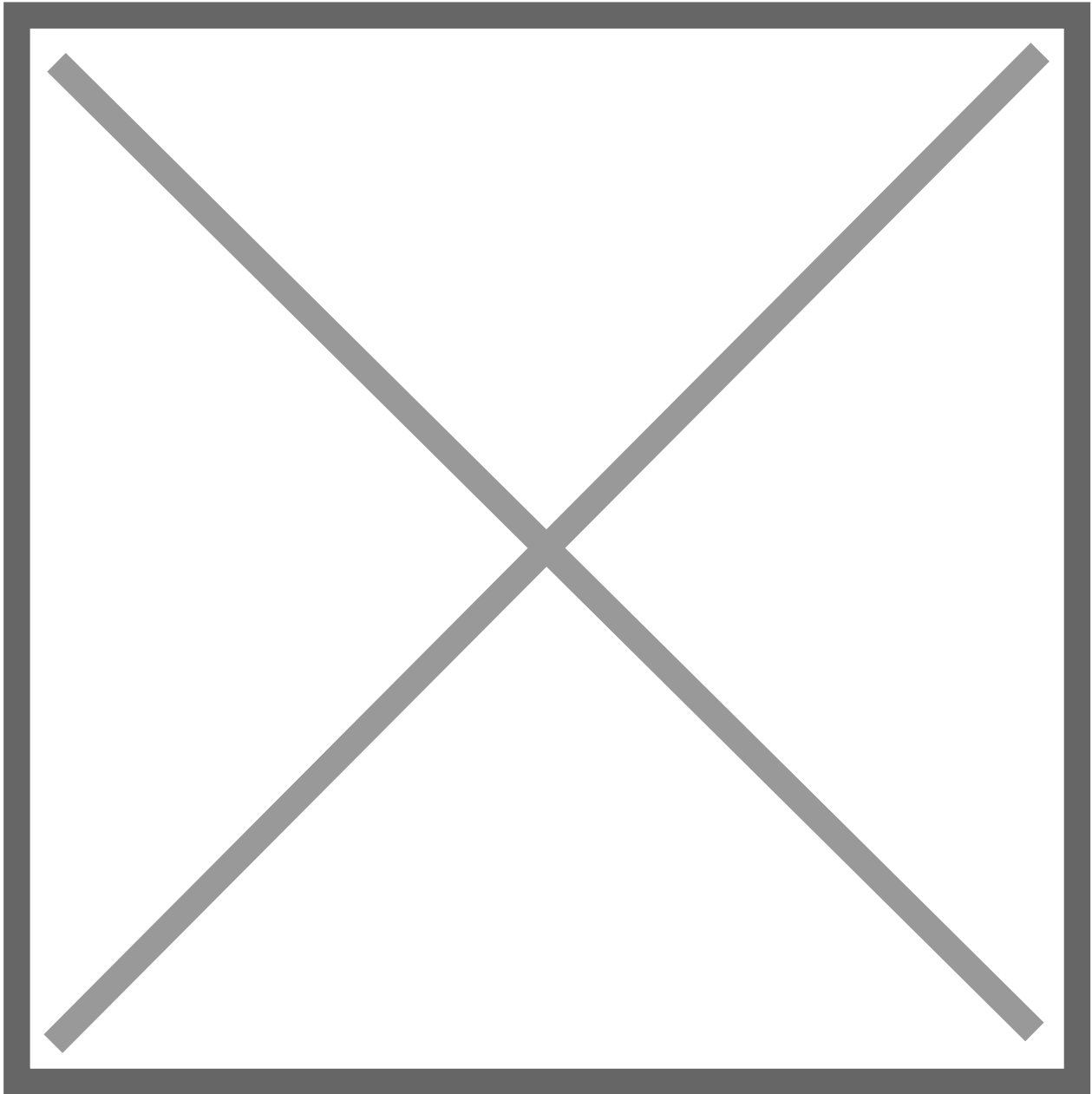
Creditor Cash Book Export Format.

Export Bank Format: ANZ Bank ▼

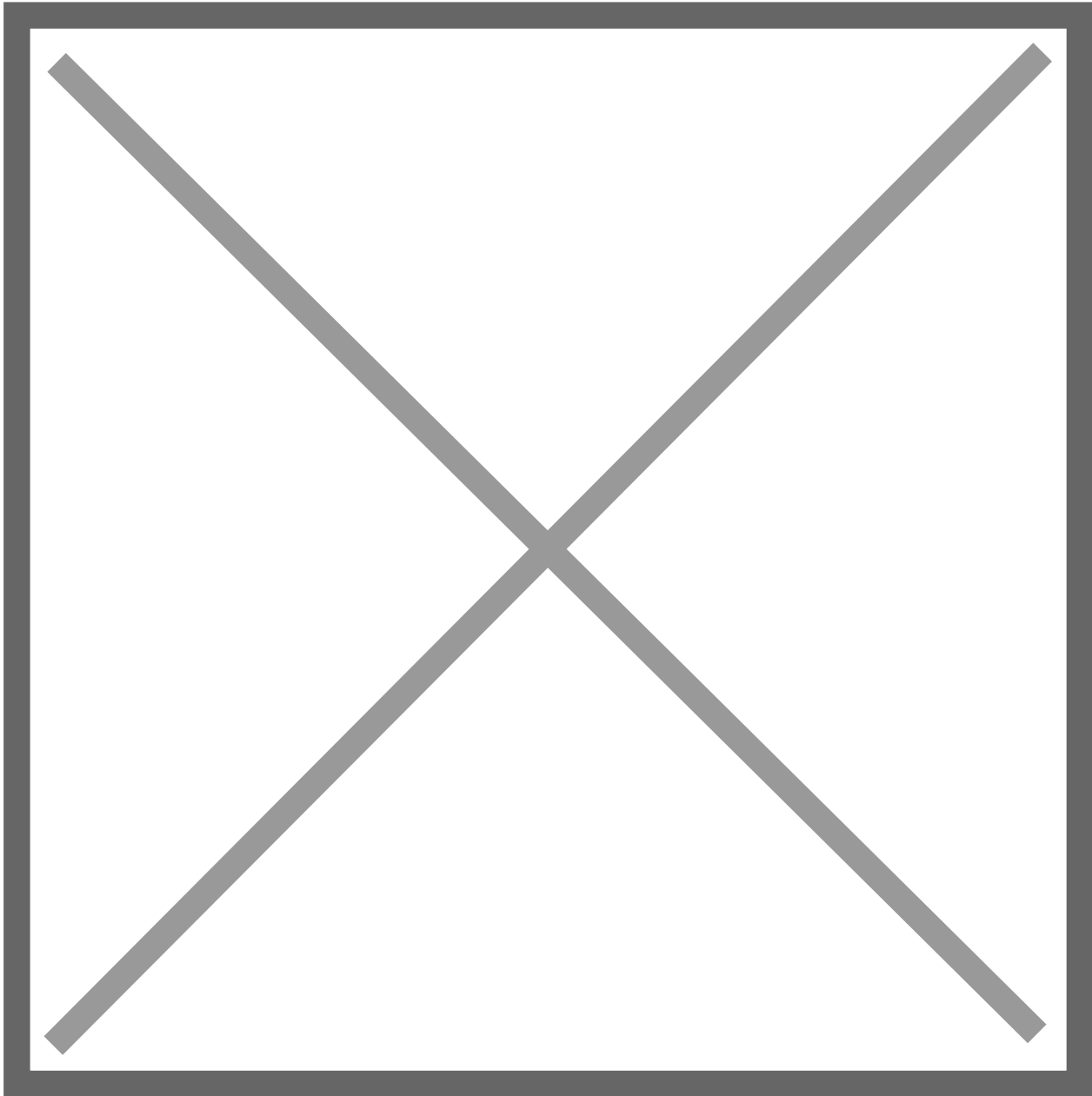
Set PO to update supplier cost when authorized

Update Supplier Cost On Authorized: ☒

When creating a Purchase Order and authorise, the system will update the supplier cost price against the inventory item set.



Inventory item updated in the Supplier item cost price.



Activate warning for PO with no Job No

Activate a warning in Purchase Order save when Purchase Order does not have a Job number allocated.

Used to prevent purchase order lines from not having a job number allocated.

System Defaults

 Save Please Note: Remember to save your default setting before

← System Defaults General Ledger Debtors Creditors

Document Import.

Default Item: DEF/ITEM ▼

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Statement Defaults.

Creditors Statements: ☐ Normal ☒ Open Items

View Type: Standard ▼

Print Type: Detail ▼

Creditor Payments Defaults.

GL Bank Account: 1-1000 - Bank Account Main & ▼

CashBook Type: Monthly Cashbooks ▼

Creditor Cash Book Export Format.

Export Bank Format: ANZ Bank ▼

Set PO to update supplier cost when authorized

Update Supplier Cost On Authorized: ☒

Activate warning for PO with no Job No

Activate Warning: ☐

Warning appears on each save to check if job number is added to purchase order

Purchase Order

Attachments Memo Reminder Terms And Conditions Update Recurring View Stock Request Ship To: Branch

Basic Address Extras Shipping Custom Fields Scan Docs

PO Number: PO421394 Created Description:

Supplier: CRED01 Reference:

Supplier Name: Creditors test Shipping Method:

PO Date: 2023-12-12 Currency View: Document Currency

Acc Due Date: 2024-01-20 20 Days From Month End 1 Exchange Rate: 1 Rand South Africa

ETA Date: 2023-12-12 Job:

Warning

This Purchase Order does not have a Job Number assigned to it. Confirm that this Purchase Order is for Stock

OK

Items

Page 0 of 0

#	Seq.No	Image	Delivery Date	Description	Order Qty	Customer
No data to display						

Collect Button Text

You can now setup your own collection wording for suppliers/ creditors

System Defaults

Save

Please Note: Remember to save your default setting before leaving

System Defaults

General Ledger

Debtors

Creditors

Inven

Document Import.

Default Item:

Doc Import Supplier:

Statement Defaults.

Creditors Statements:

☐ Normal

☒ Open Items

View Type:

Print Type:

Detail

Creditor Payments Defaults.

GL Bank Account:

CashBook Type:

Creditor Cash Book Export Format.

Export Bank Format:

Set PO to update Creditor cost when authorized

Update Creditors Cost On Authorized:

☐

Activate warning for PO with no Job No

Activate Warning:

☐

Collect Button Text

Address Line 1:

To be Collected

Address Line 2:

Revision #9

Created 17 July 2023 20:34:21 by Paige

Updated 21 November 2024 20:55:39 by Otsile