Delivery Notes Setup

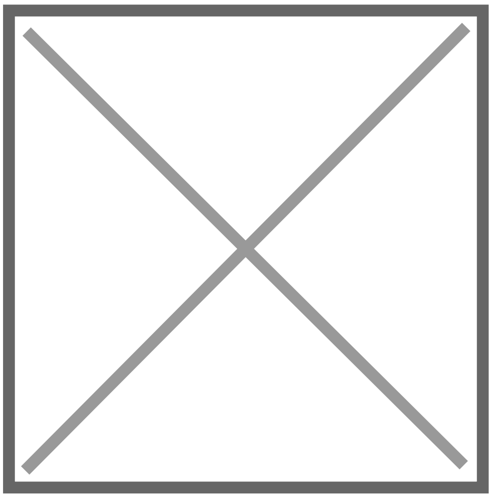
In order to use the Delivery notes functionality, one has to create General Ledger accounts and setup GL Links and Company profile settings.

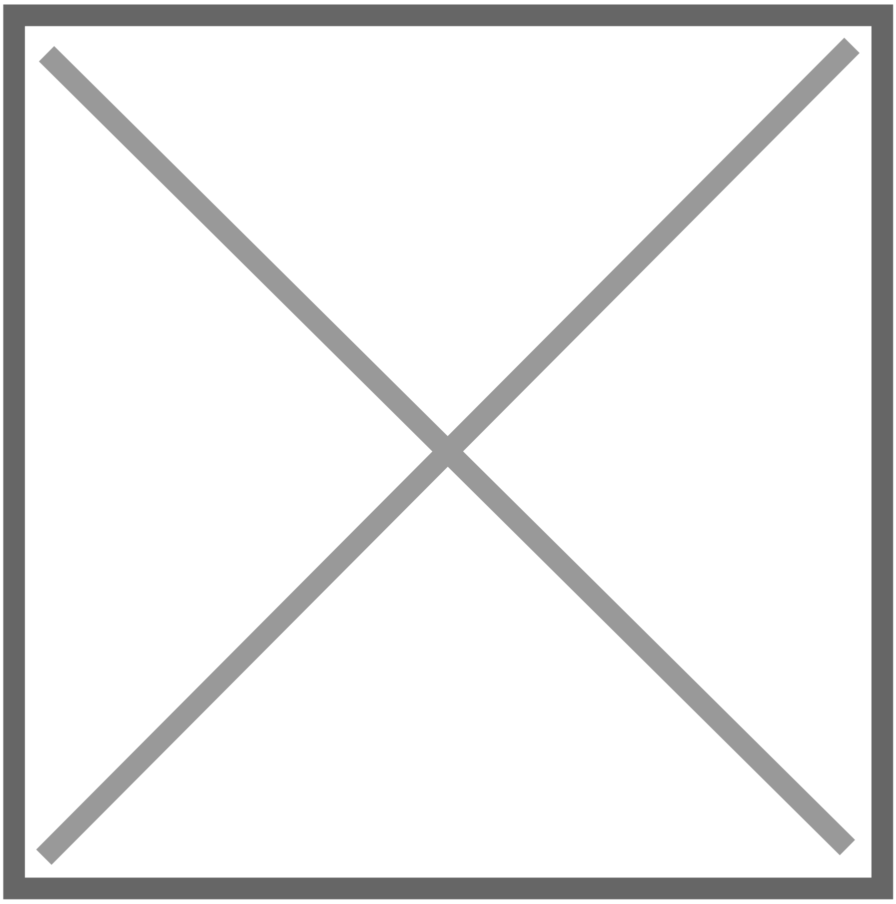
General Ledger Accounts

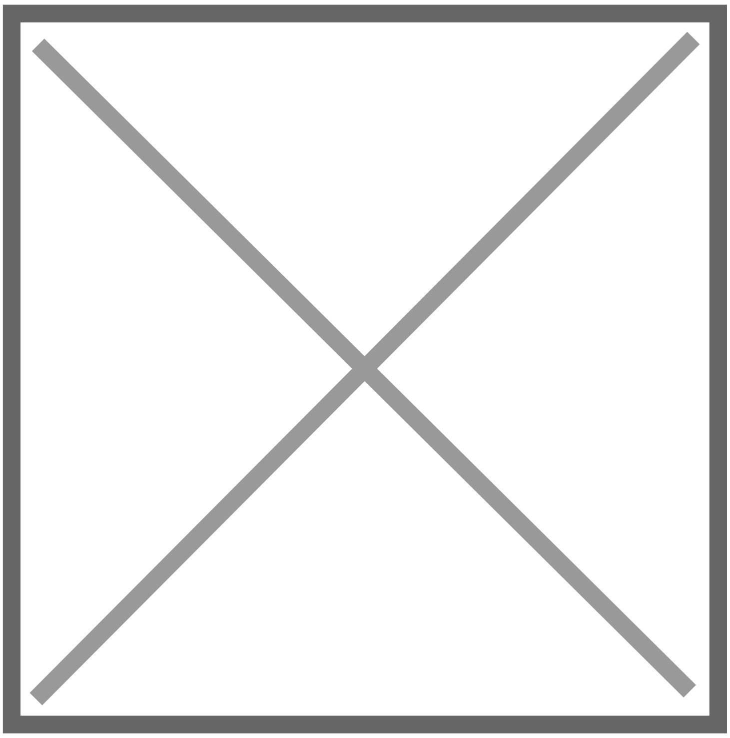
You will need to create two new accounts

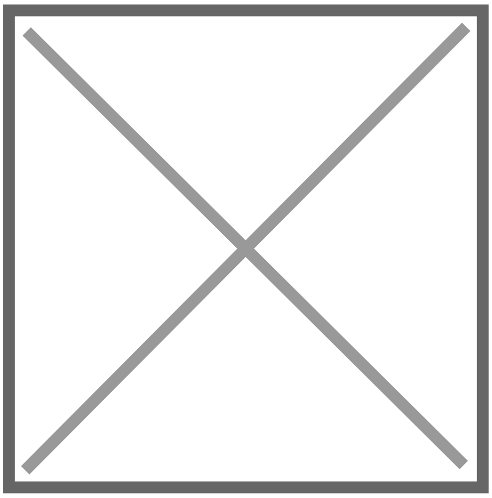
Creditors Delivery Note	Current Liability Account
Price Variance	Cost of Sales Account

Creditors Delivery note setup

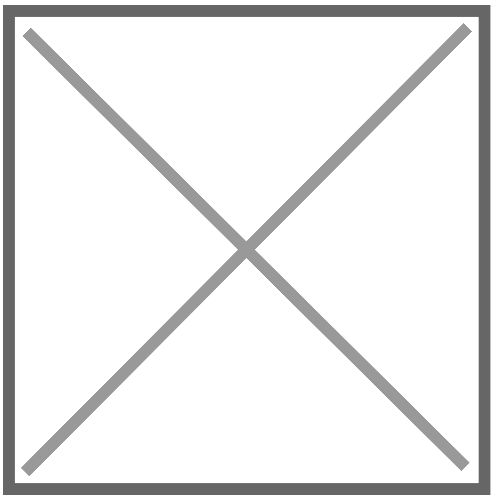


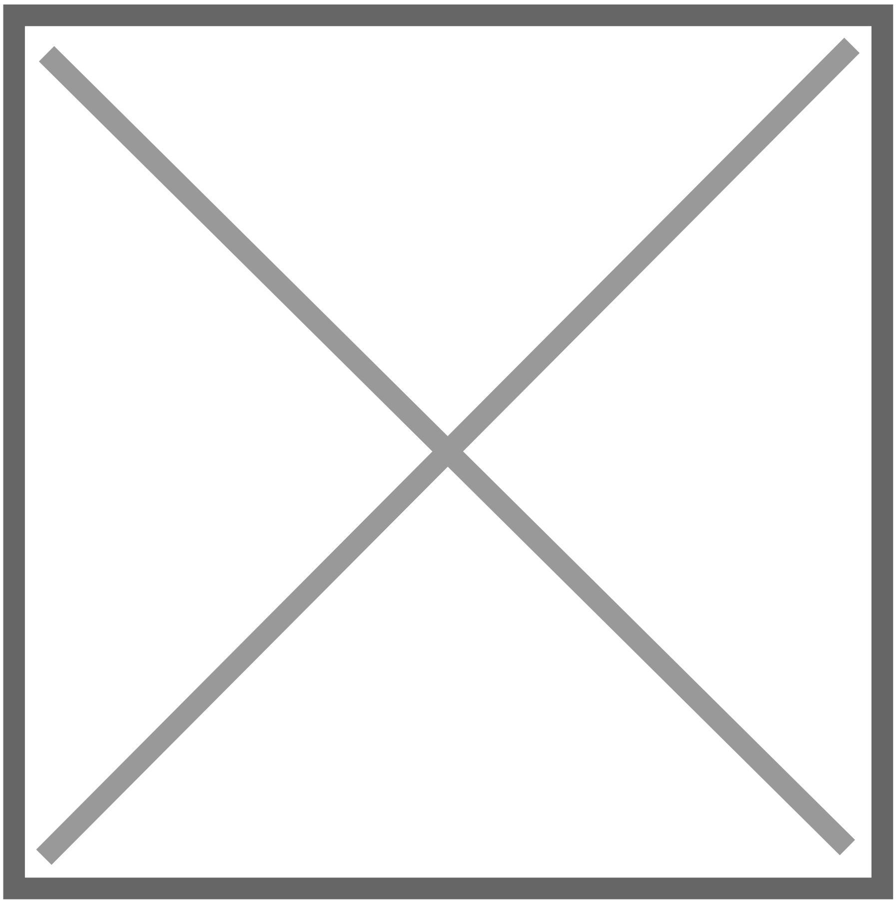


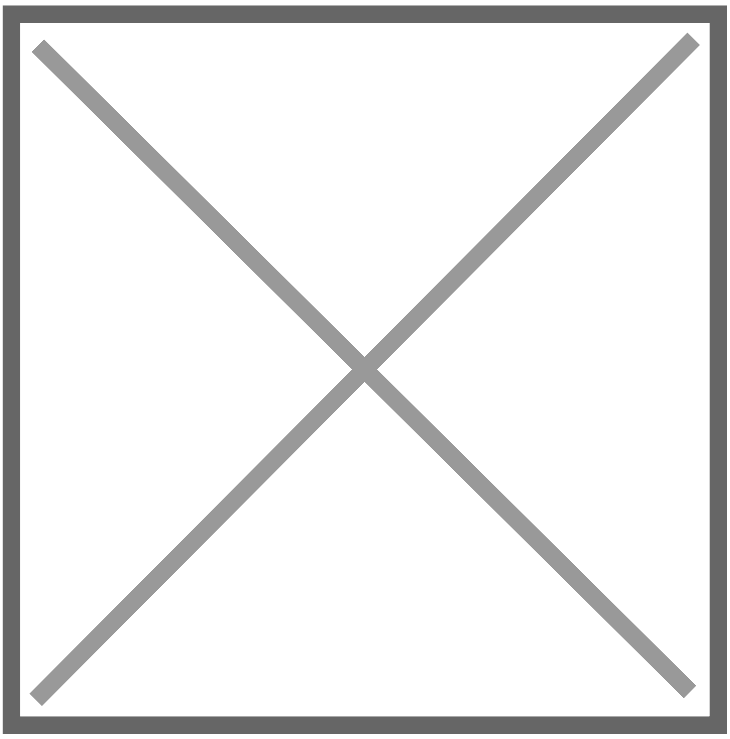


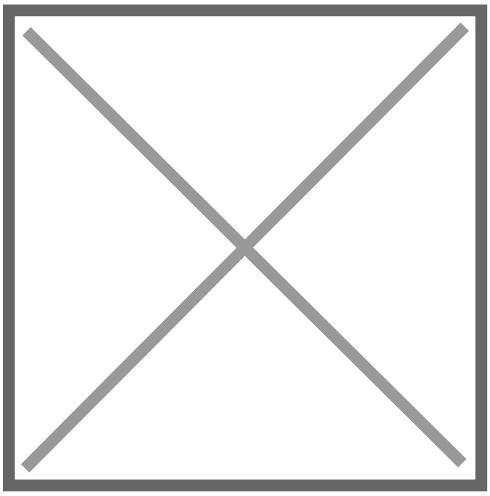


Price Variance General Ledger account setup









General Ledger Links Setup

We will now setup the General Ledger links which is found under System Configuration Module> General Ledger Links > GL Links Setup.

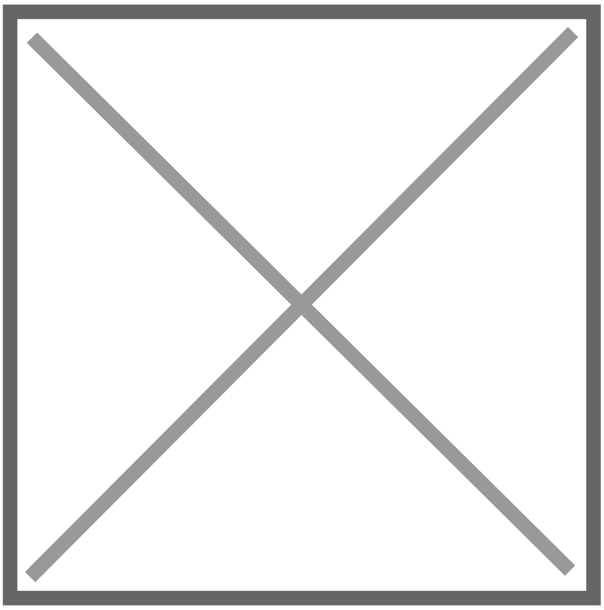
These only have to be setup once per company.

There are three GL Links which need to be setup.

1	Delivery Note Journal
2	Delivery Note GRV
3	Delivery Note Correction

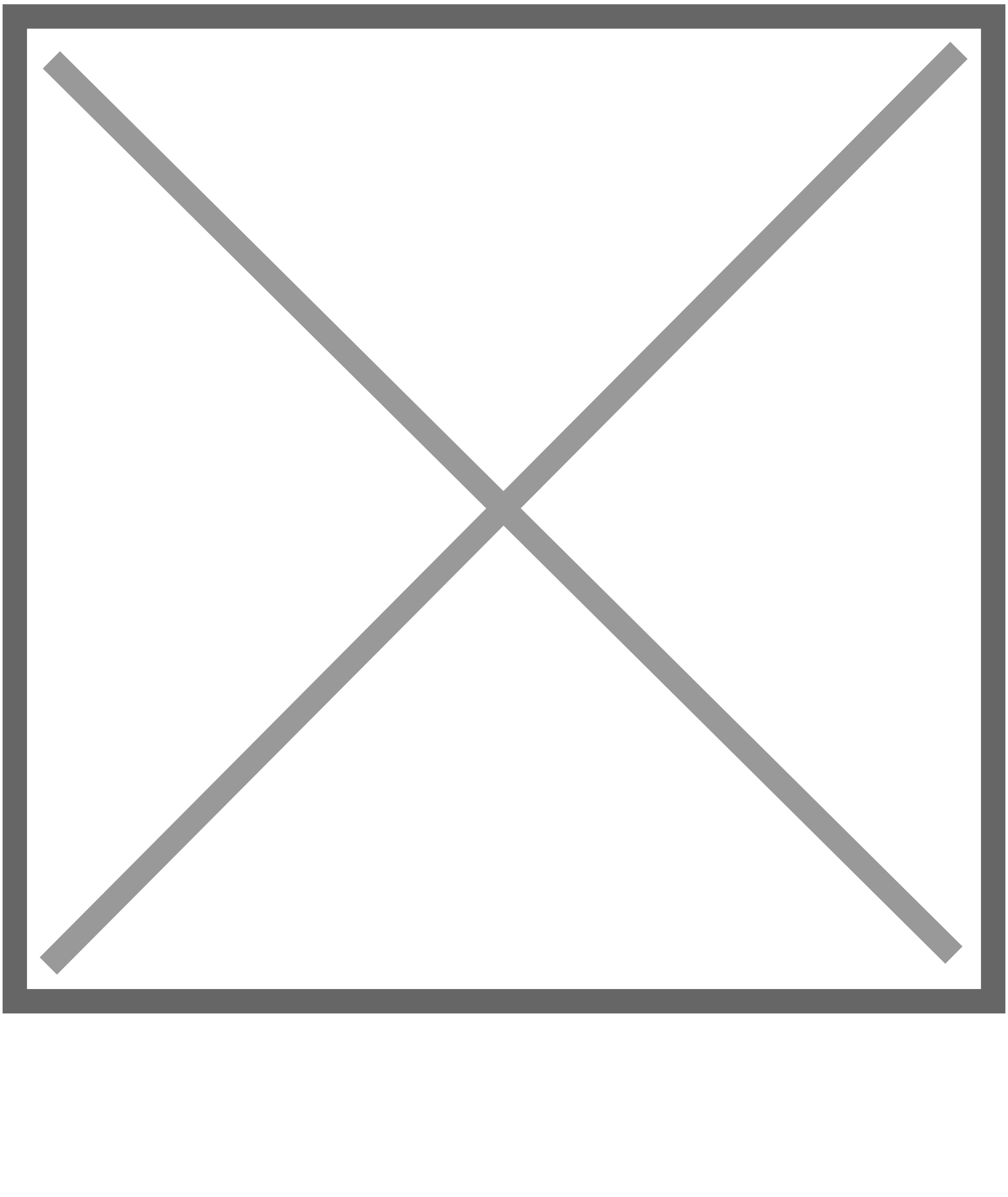
Each section of the GL Links will need to be setup for each Link namely:

1	Links Tab
2	Groups Tab
3	Group Links Tab

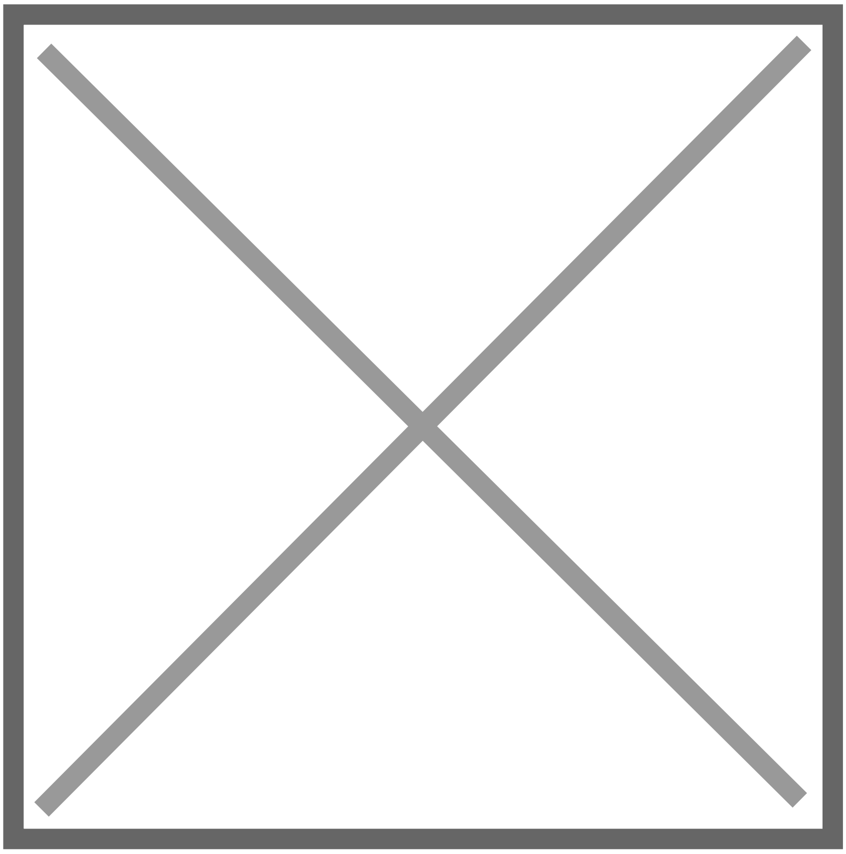


Delivery Note Journal Setup

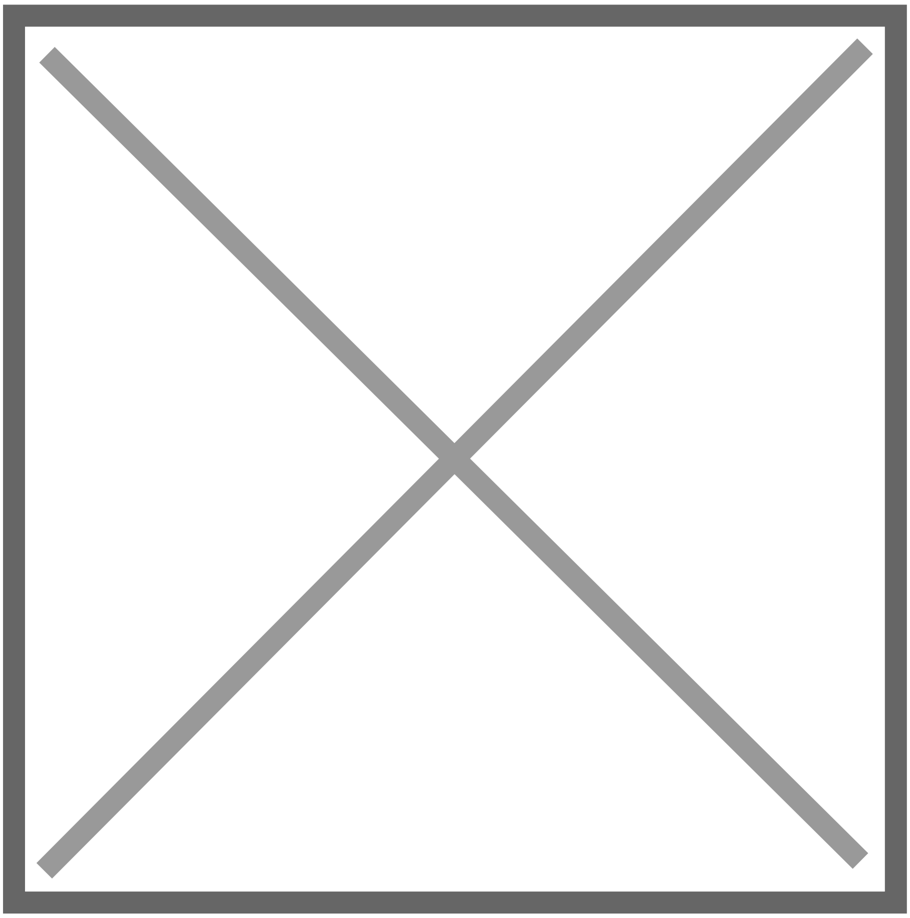
Link



Group

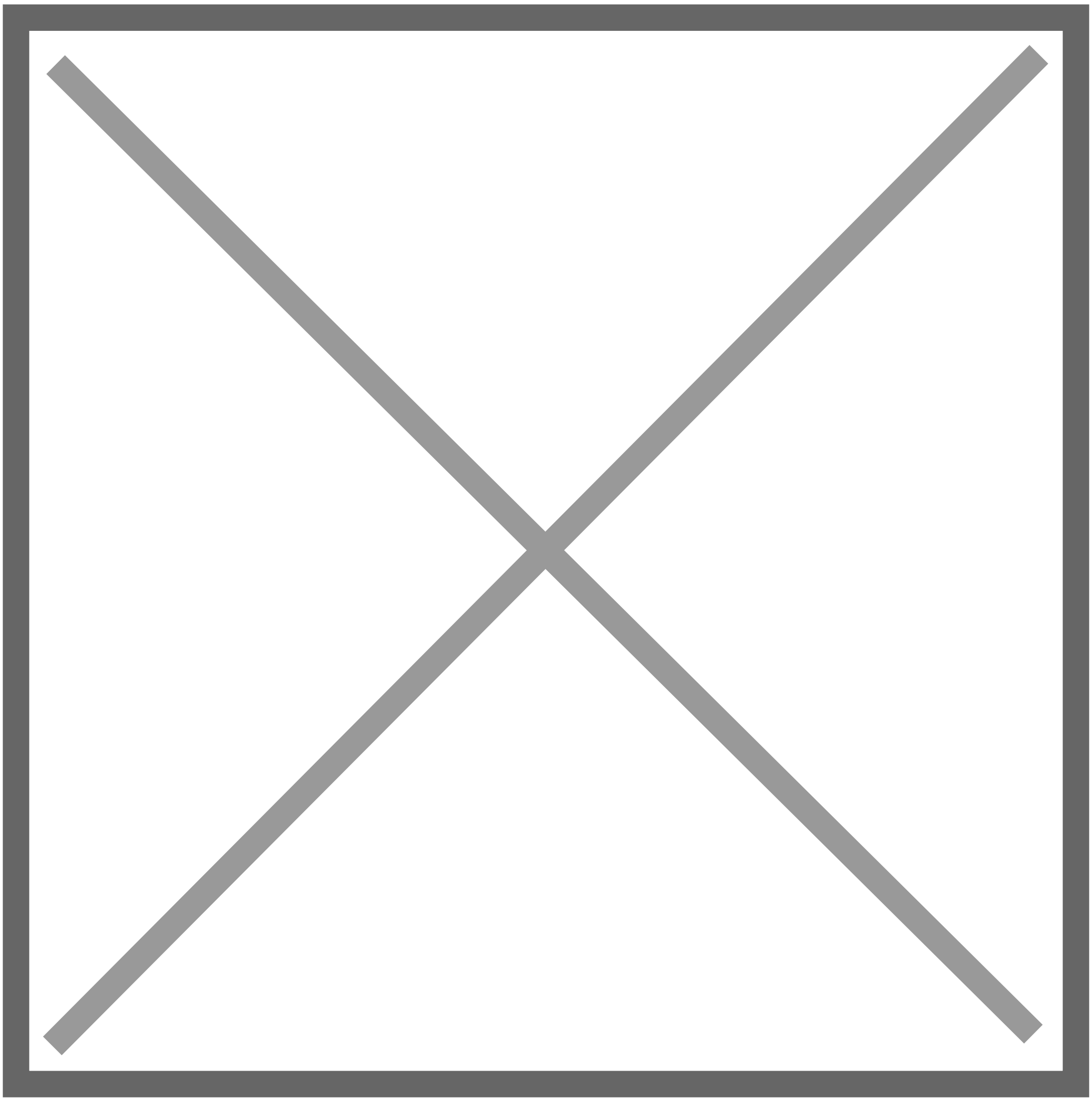


Linking Link to Group under Group Links

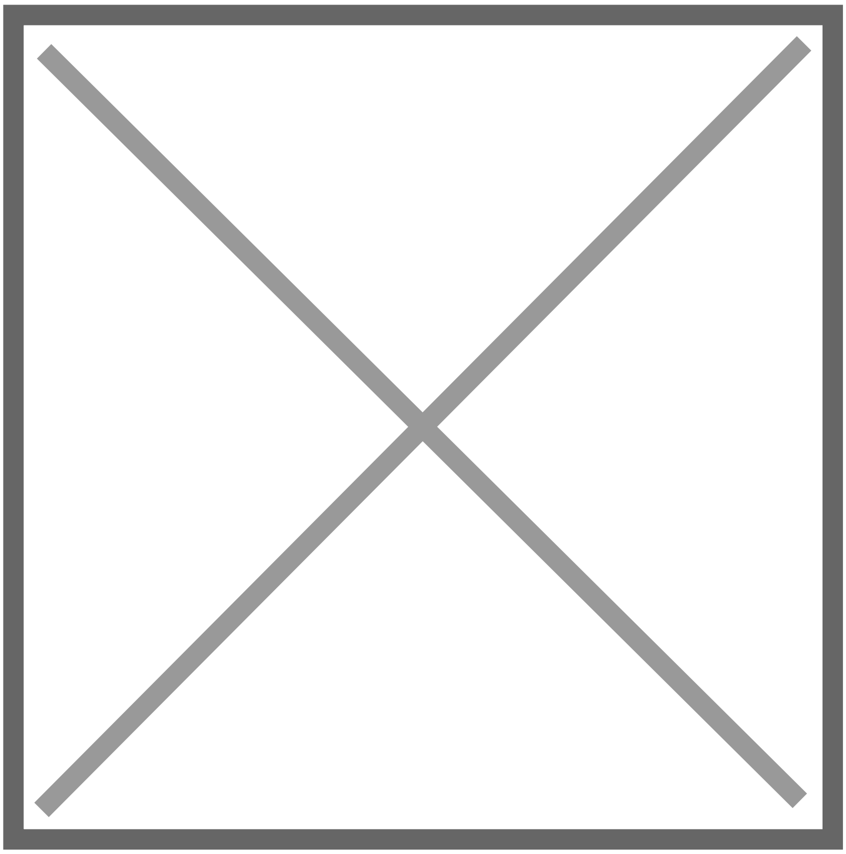


Delivery Note GRV Setup

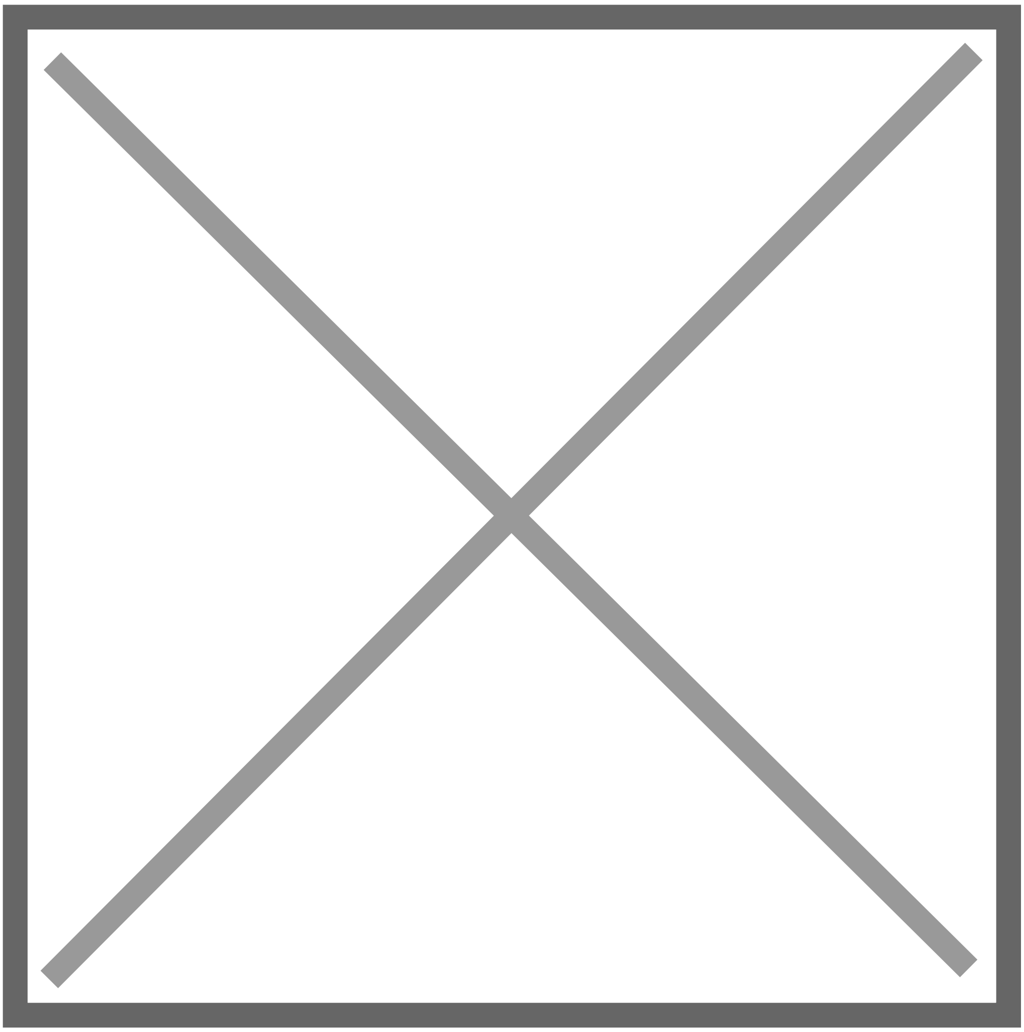
Link



Group



Linking Link to Group under Group Links

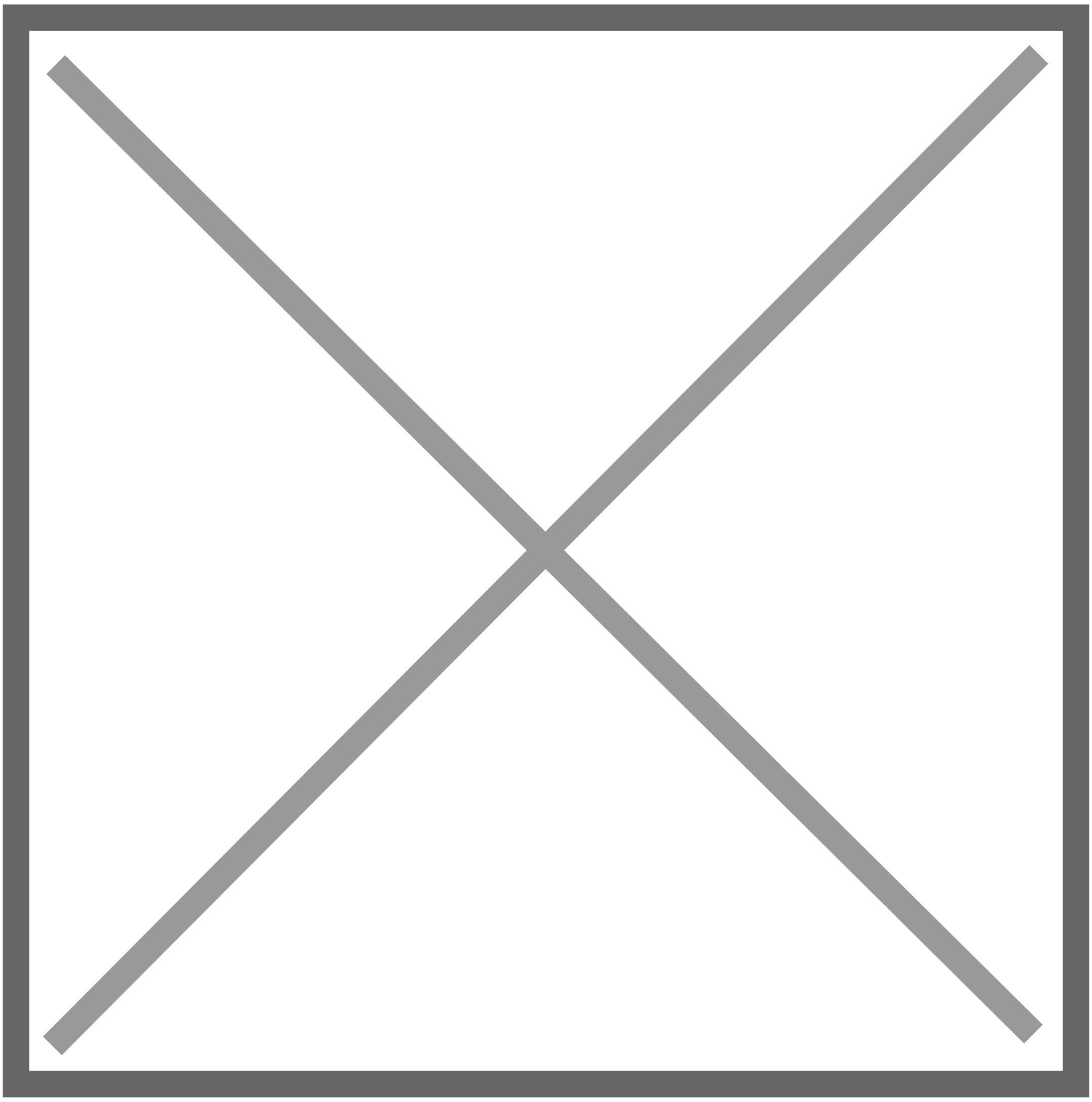


Delivery Note Correction Setup

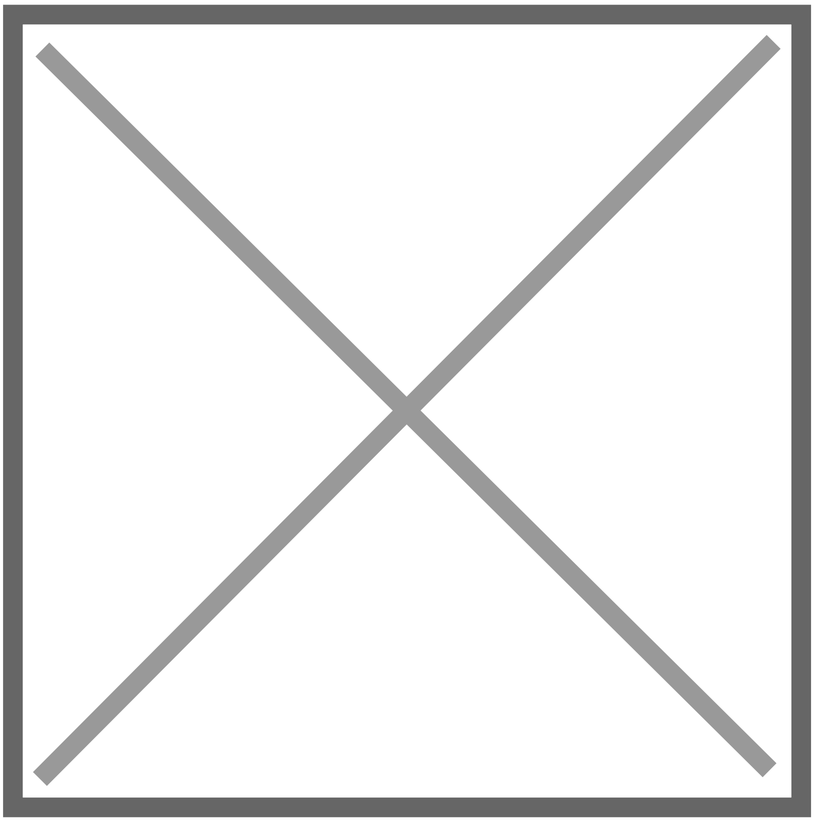
Link

NOTE:

Note that this Link has only one account and has a tick activated on Delivery Notes. It is the only link to have this ticked. Should this tick not be ticked and another ledger account is selected it will cause the posting to the books to be out of balance.



Group

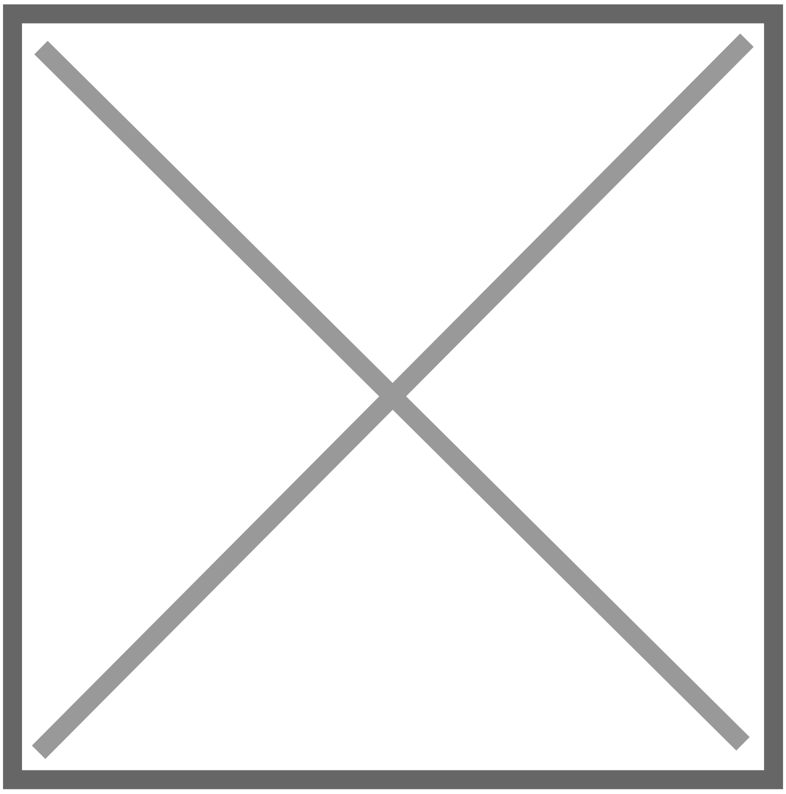


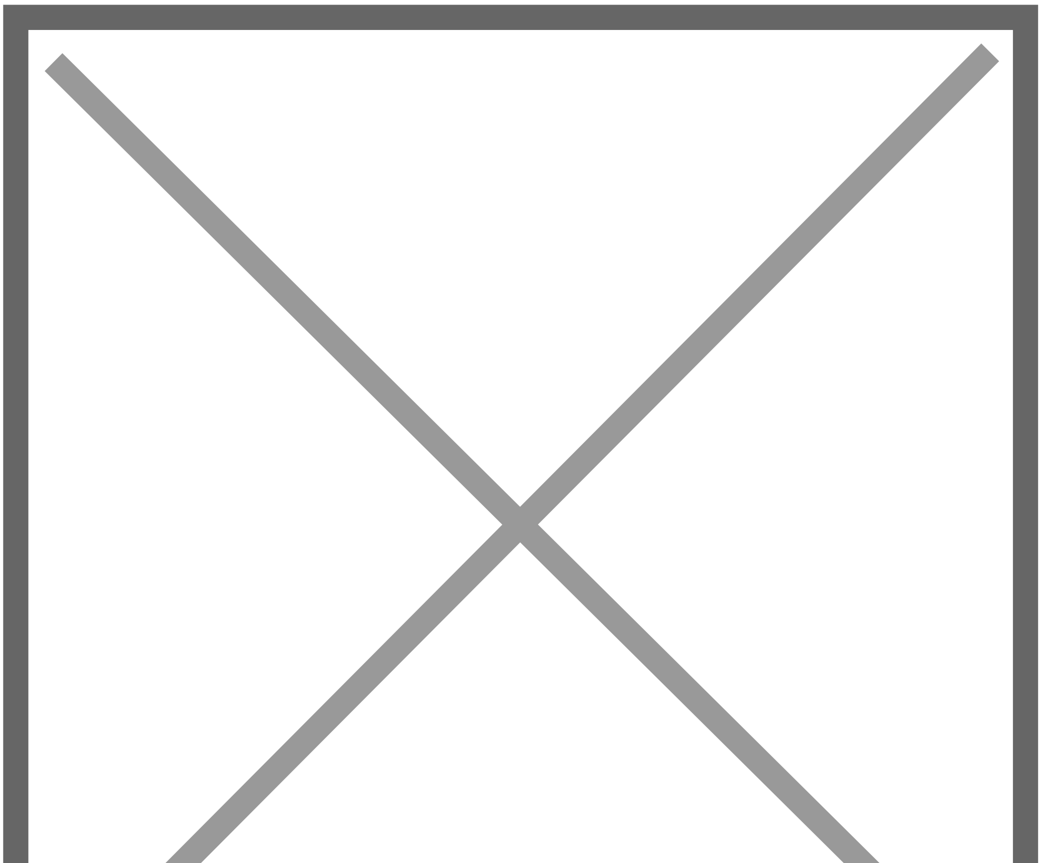
Linking Link to Group under Group Links

NOTE:

If you select the incorrect ledger account under Delivery Note GRV Correction it will stop you as you have to have the correct link with the tick activated.

This message will appear if you have not selected the correct account with the tick activated for Delivery note for Delivery Note Correction.

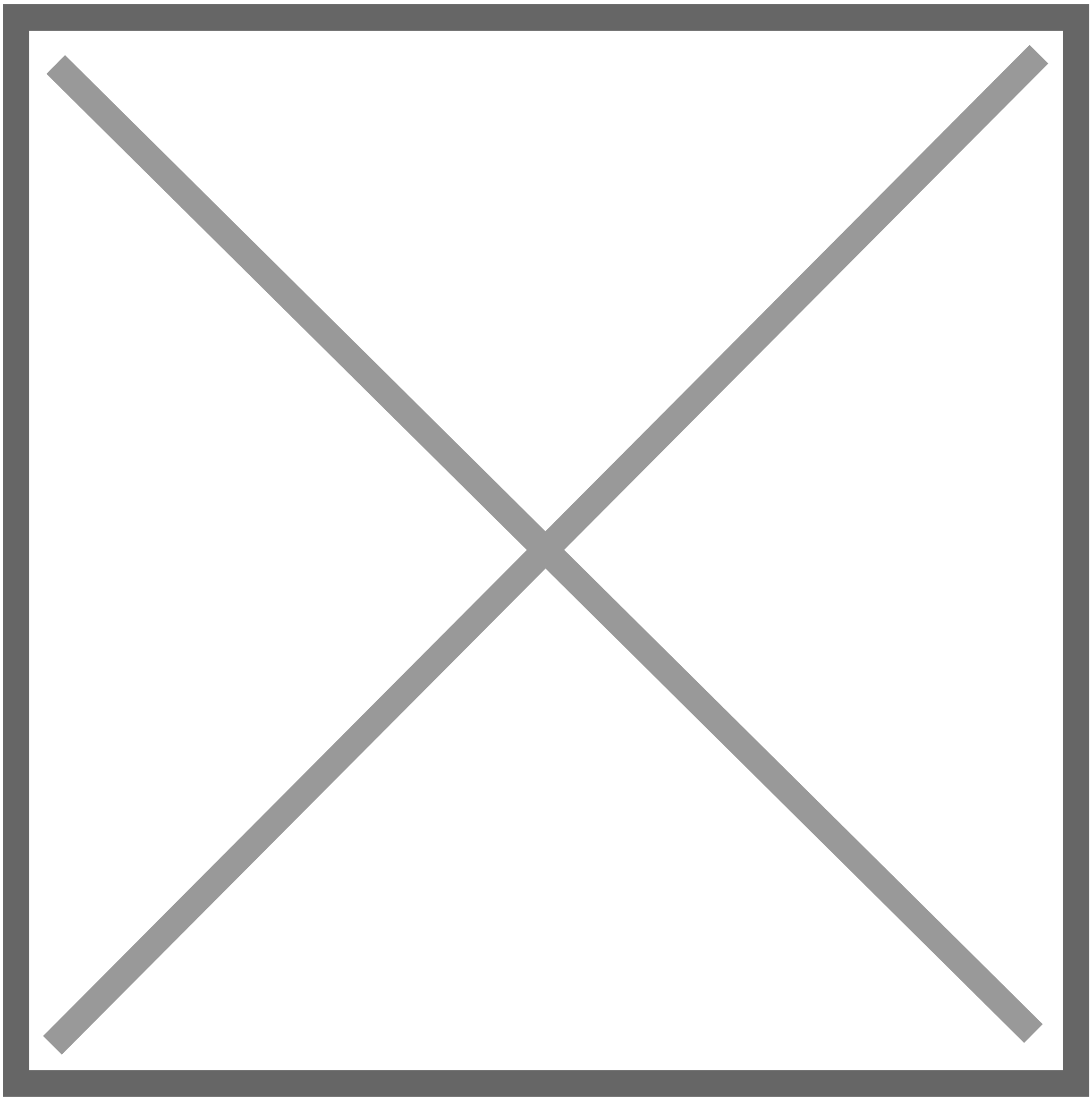




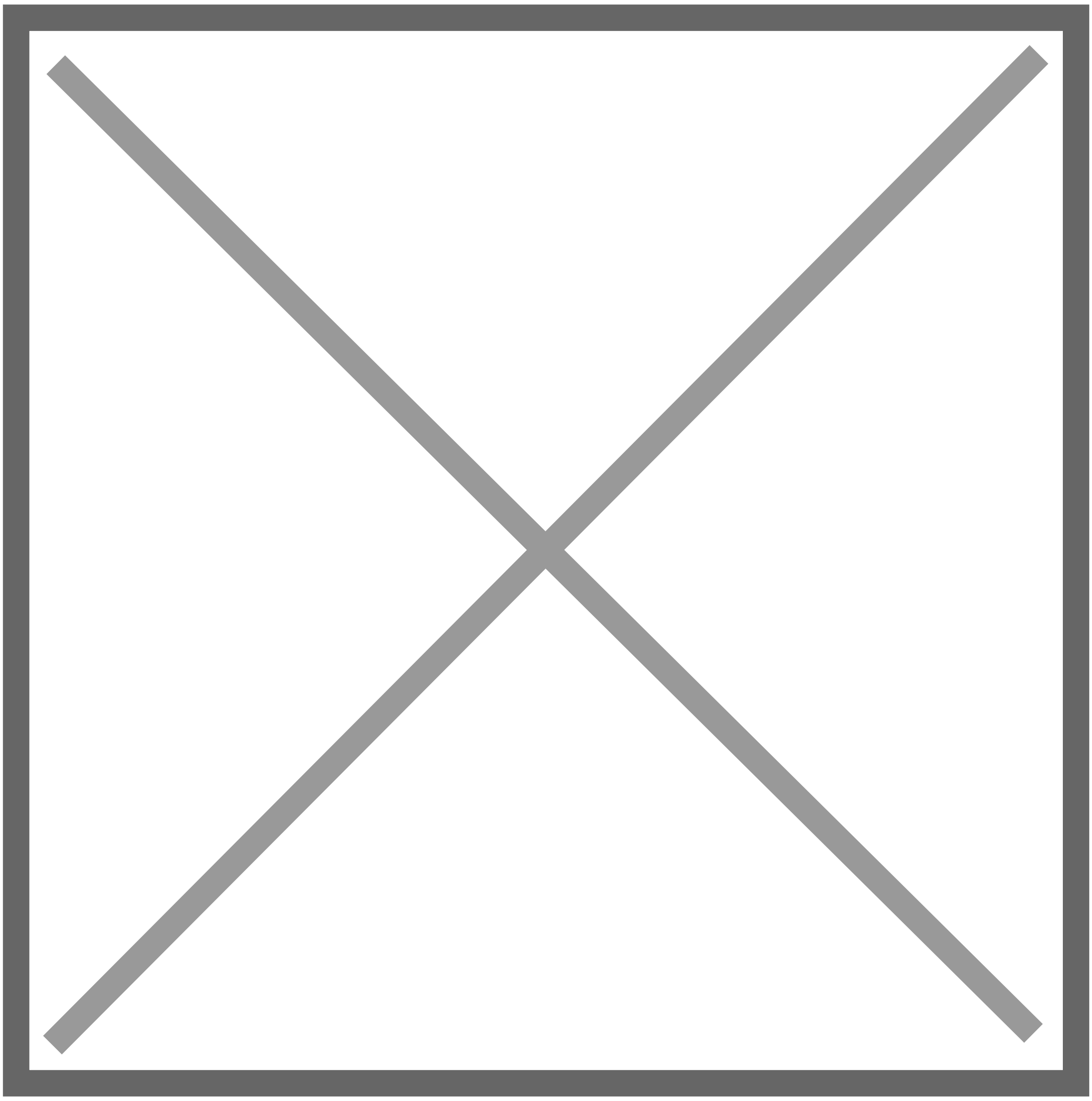
Company Profile settings

You will need to select the General Ledger Links under the company profile, should you have multiple branches you will need to set them up as well.

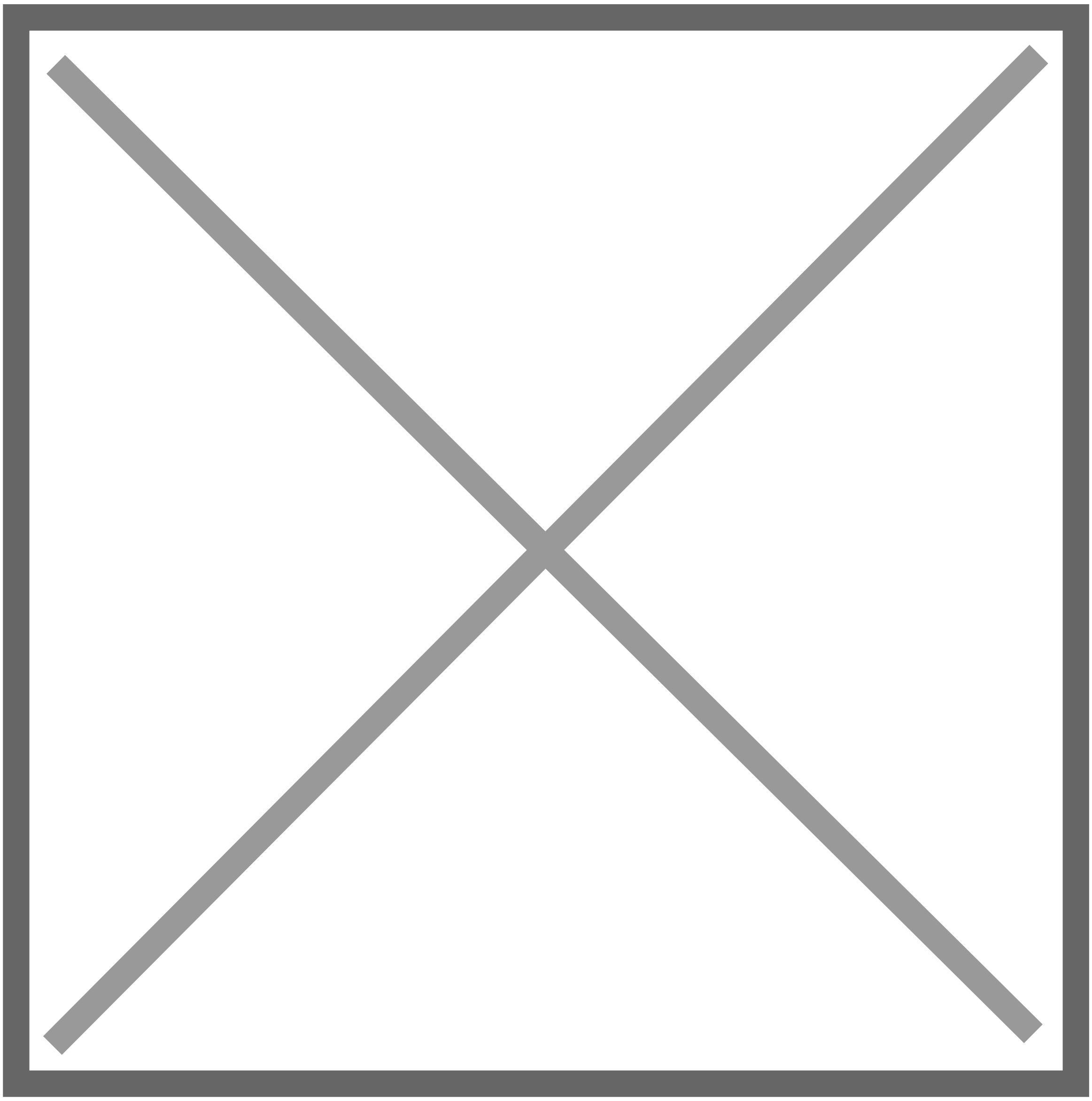
Go to System Configuration > Administration > Company Profiles. Amend your head office branch and then click on the More Options button



Click on the second tab called General Ledger Links and select the three Links.



Once you have select the accounts, click on Save and Close, then Save button and Close button on the next screen. Log out of the system and log back in for the settings to take affect.



This needs to be done for each branch.

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Created 21 July 2023 10:03:40 by Paige
Updated 21 January 2024 06:17:49 by Paige