

CAPITAL V8

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Capital Business Software Tutorial Series

# Supplier Accounts Using Capital Business Manager V8 1.0

CAPITAL OFFICE BUSINESS SOFTWARE

# Capital Business Software Tutorial Series

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## Basic Navigation

### *Various Techniques You Can Use To Navigate Through Supplier Accounts*

To save time in the future, print a copy of this document. Click **Print** on the **File** menu. With the printed document in hand, position yourself in front of the software and work through the following exercises.

**Begin by launching the software** and then return to this tutorial.

### The Explorer Bar

Use the Explorer Bar to open new areas of the software. Such as the suppliers area, stock area, cash manager, and the various transactions found in the system. The Explorer Bar is found on the left of the application's main work area. To open a new area click on the applicable icon.

The Explorer Bar is divided into a series of bands. The standard band titles include:

**Manager**  
**Transactions**  
**Products**  
**Reports**  
**Service**  
**Maintenance**

To view the grouping of functions associated with each band, click on the band name with your mouse.

## NAVIGATION BASICS



The supplier's area is found on the **Manager** band which is open when the software first starts.

To move to the supplier's area click on the **Suppliers** icon.

(If this icon is not visible, click on the word **Manager** first.)



The Explorer Bar remains to the left of the application even when the supplier area opens. You can open other areas of the software at the same time by clicking again on the Explorer Bar. For example, click on the **Customers** icon to open the customer area as well.

You now have two different areas of the software open at the same time. To return to the supplier area press the **green** go back button on the tool bar above the supplier list.



Continue to press the go back and go forward area buttons to toggle through all open areas in the software. You can also view the list of all open areas by selecting WINDOW from

## NAVIGATION BASICS

the menu at the top of the application.

To open the same area more than once hold down the SHIFT key and click on the area with your mouse. For example, to open the supplier list twice, click on the **Supplier** icon while holding down the SHIFT key. (If you don't hold down the SHIFT key, clicking on the icon will just return you to whatever area is already open represented by that icon.)



To close an area, locate the blue arrow close button in the top left hand corner of the application and click on it. To close all open areas select Close All from the WINDOW menu at the top right of the application. To then close the application locate the blue arrow close button in the top left hand corner of the application and click on it.

Using the keyboard you can also press ALT+F4 to close the application.

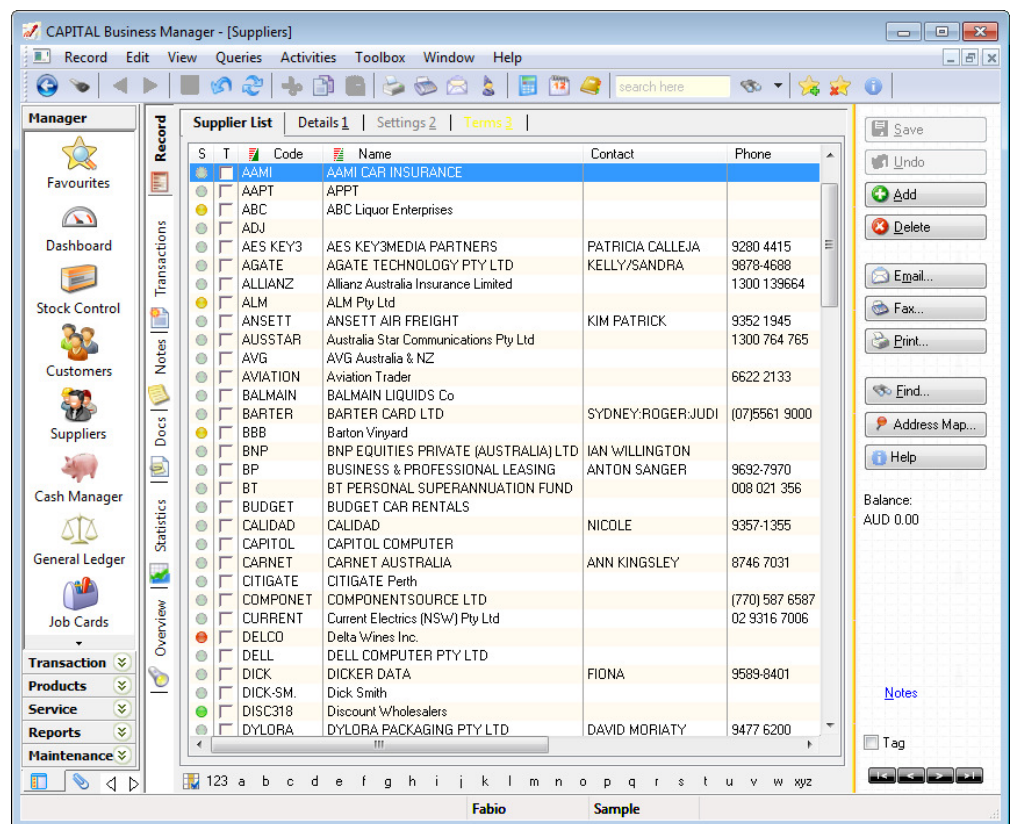
## Supplier Lists

### How To View, Search, Navigate And Alter Your Supplier List

The supplier area allows you to view your supplier records: such as their contact and address information. Other information is also found here such as:

- Credit limits, trading terms, pricing arrangements, etc.
- Any notes or comments associated with each supplier.
- Linked documents such as marketing brochures, etc.
- Transaction activity and history.
- Account status information such as balances owing.

When you first open the suppliers area the supplier list is displayed:

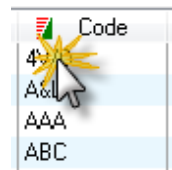


## Finding Suppliers

To navigate through the list use the up and down arrow keys or the PGUP and PGDN keys to move pages at a time. You can also press the HOME key to move to the top of the list and the END key to move to the bottom.

At times it may be difficult to find the supplier you want if the supplier list (also referred to as the “record list”) is not sorted in the way you need it to be.

**Ways To Sort A Record List** Fortunately, the sorting of the record list can be changed by clicking on the column heading of the column you wish to sort the list by. The column heading must have a **red/green** block next to the column heading name for it to be sortable.



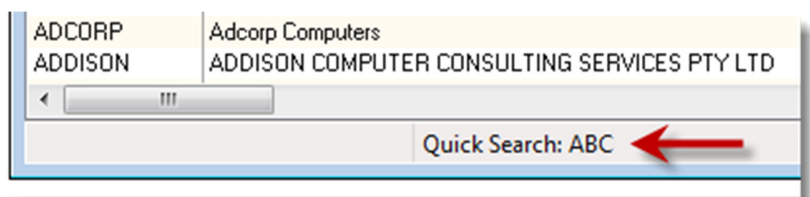
When the bottom block turns a solid **green** the list is sorted by that column in ascending sequence. Click on the column heading again to reverse the sorting. The top block will turn a solid **red** and the record list will be sorted in descending sequence.

You can also change the sorting of the record list by using the keyboard. Press SHIFT+F10 and then select the applicable “Sort by” method from the pop-up menu.

### Quick Search

Rather than use the arrow and PGUP and PGDN keys to scroll through the record list, there is a faster way to find what you are looking for: Just begin to type. The information that most closely matches what you have typed will come into view. But it’s important to remember that information is searched for based on the currently sorted column. If your column is sorted by supplier name, then as you type, the software will try to find the supplier by searching for a match under the supplier name column.

For example, if you typed ‘ABC’ using your keyboard the Quick Search feature would display these characters below the record list.




To erase what you have typed and re-start the Quick Search, hold down the CTRL key and press BACKSPACE. Then restart your search by typing again.

### Global Text Search

If the information you are looking for cannot be found in a specific column on the record list, you can press the **Find** button on the right side of the list. The **Find** button



can be used to match *any* information within the record itself, such as a phone number, contact name, email address and so on. This is referred to as a ‘Global Text Search’.



A Global Text Search can be slow if your record list is large. It may also produce too many matches to search through if the information you are looking for is not very specific. This is usually not a problem for a supplier list, but some businesses do have a very large number of suppliers!

Nonetheless, it is a good method to use when you are searching for a specific and relatively unique set of letters or numbers. (Such as a phone number or person's full name.)

A Global Text Search will compile a list of all the records that match your criteria. Enter what you are looking for under **Text To Find** and then press **Find** again. (It is also possible to expand your search by ticking other areas to look into, under the **Include** heading.)



Don't use the Global Text Search function to locate a transaction number, such as an invoice number. Besides being slow, it will also probably match information you are not looking for or not find the transaction number anyway. Always use Quick Search to search for a transaction number.

### Supplier Columns

## Status

The supplier list presents columns of information that can be moved or rearranged in various ways. The first column starts with the letter **S** and this is the “status” column. A symbol, typically a “traffic light” will appear under this column next to each account.



To find out what a symbol means, click on it using your mouse. Some of the more common colour meanings are:

- **Green** – The account’s status is normal.
- **Grey** – There have been no purchase related activity for over a year.
- **Yellow** – The account is moderately overdue.
- **Red** - The account is significantly overdue.
- The “hand” symbol means the account is on hold.

### Tag

Next to the **S** column is found the **T** column. If a supplier is “tagged” then a tick will appear under this column next to the supplier’s record. You can “tag” or tick a supplier by clicking on the square under the **T** using your mouse.

Tagging is useful for when you wish to select one or more suppliers for some specific purpose. For example, if you needed to send a particular email to a small set of suppliers, you could tag the suppliers and then use the *Send Document Wizard* to email everybody you had just tagged.



If you need to send emails or remittances or process larger groups of suppliers in other ways, then tagging is not necessarily very efficient. In these cases it is usually better to use a tool called *Query Builder* to create a filtered list of suppliers matching the criteria you specify. Query Builder is not discussed in this tutorial.

### Code

While you can always search by supplier name, another method of searching that can be efficient is to locate an account by using the supplier’s account code.

An ‘account code’ is a short unique reference to a supplier’s account record. It can be up to 8 characters long. Account codes are handy because you can type them in quickly if you happen to know what the supplier’s account code is.

### Name

This is the supplier’s name (of course).

### Contact

This is the supplier’s primary contact name.

You can set-up as many contacts associated with a supplier account as you wish, however the main contact columns refer to your *key* contact.

### Other Columns

The other columns on the column list should be relatively self-explanatory. Use the right arrow key or scroll bars to navigate further along the list to see other columns of information such as email address, phone number, and so on.

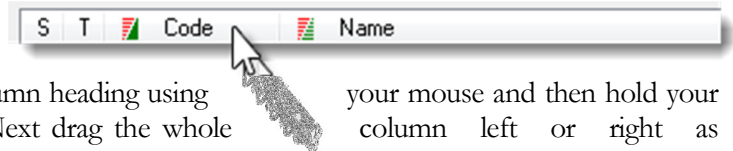
## Column Properties Manager

The columns of your supplier list need not be static. You can re-arrange the columns, add more that you may need or remove those that you don’t, or change any of their widths.

## NAVIGATION & LISTS

To change the width of a column move your mouse *between* any two column headings until the mouse pointer changes into a “double arrow” symbol. Hold down your left mouse button and then drag the mouse left or right to resize the column.

To move a column into a new position on the list, click on the column heading using your mouse button down. Next drag the whole



your mouse and then hold your column left or right as applicable.

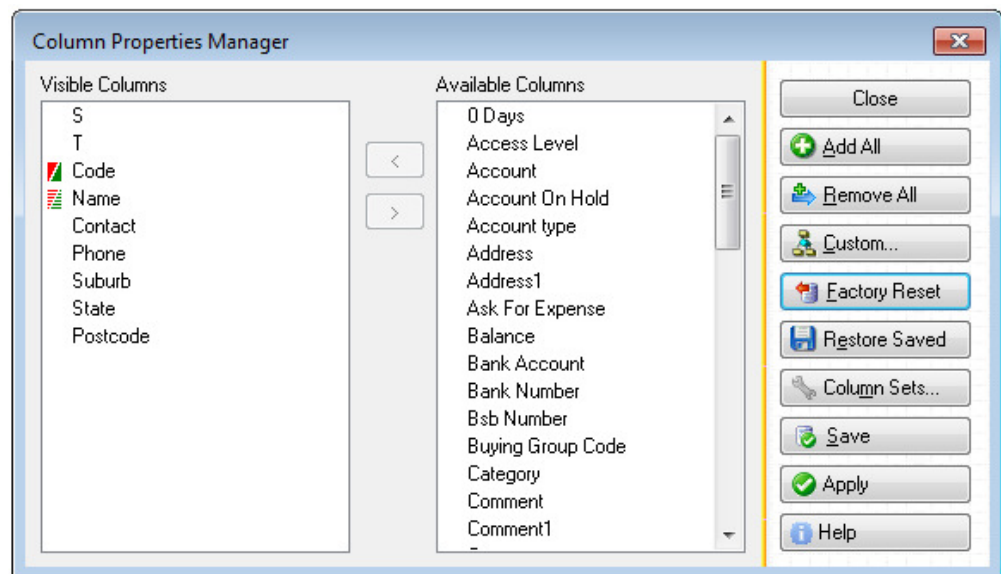


You cannot move the **S** and **T** columns. These will always appear on the left side of your supplier list.

Adding and removing columns involves a few additional steps:

1. Begin by clicking on the grid using your right mouse button.
2. A pop-up menu will appear. Click on **Column Properties**

The following window will then open:



This window presents all the columns currently visible in the left panel and all the columns available to you (the “column library”) in the right panel.

To add a column to your supplier list, click on a column that appears in the right panel, and then press the **<** button to move it into the left panel.

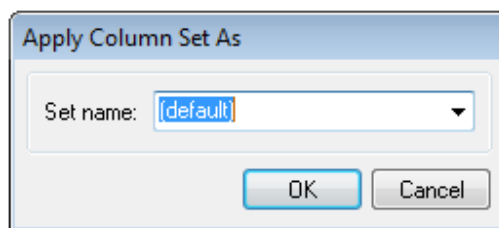
In a like manner, use the same technique to remove a column from the supplier list. Click on a column in the left panel and then press the **>** button to move it into the right panel.

## NAVIGATION & LISTS

If you are satisfied with the changes you have made, you can press the **Apply** button to temporarily update your supplier list or press the **Save** button to “permanently” update your supplier list.

The main difference between **Apply** and **Save** is that if you press **Apply**, the changes you have made will be forgotten the next time you close and restart the software. If you press **Save**, your changes will be remembered until such time as you decide to change your column arrangements again.

When you go to either apply or save your changes the software will prompt you with an additional question:



When this window appears, simply press **OK** to save your column arrangements.



*What is a Column Set?* Column sets are useful when you want to create multiple *sets* of lists and quickly toggle between them. For example, you might create one list of columns holding your supplier contact details and another list containing information to help you with managing payments. Since this feature is more advanced, it will not be discussed further here. However, you can find out more by reading the Reference Guide.

### Fixing Mistakes



If you want to go back to the way the software’s column arrangements were originally set, then a simple way to do this is to press the **Factory Reset** button. This is also an easy way to recover if you have made mistakes and want to restore things back to the way they were originally. But don’t forget to press **Save** afterwards.

When you add and remove columns, the columns may not always appear automatically in the positions you want them in. To move columns to the positions you desire while still inside the *Column Properties Manager*, click on the column you wish to move (be sure you are clicking in the left panel) and while still holding the mouse down, “drag” the column to its new position.

Keep repeating this process until the columns have the ordering you want, before pressing **Apply** or **Save**.



Remember that if you rearrange your supplier list, those changes will be forgotten the next time you restart the software or log back in using your password, unless you save them first.

To save your column arrangements:

1. Click on the grid using your right mouse button.
2. From the pop-up menu select **Column Properties**
3. Press **Save** and then **OK**
4. Press **Close** to close the *Column Properties Manager*.

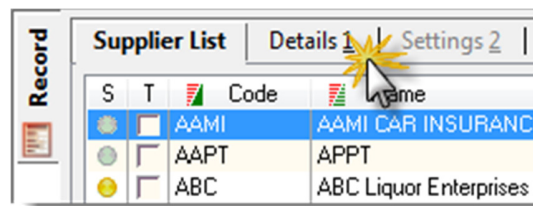
Column arrangements are linked to your password. So even if you work from a different computer, your preferred column arrangements will still appear after you log in.

## Editing Supplier Records

### *How To Change Supplier Account Details*

Once you've located the supplier account you are after, you can also edit its record details. To do this is very easy. Either:

- Double-click on the selected record to view its details
- Click on the **Details 1** tab button.



This will present the supplier's record in more detail. Change the information you wish to alter, be sure to press the TAB key to move off any field you have changed, and then press **Save** to record the changes you have made.

You can also reverse any changes you have made by pressing the **Undo** button. However, you must press this button *before* you press **Save**. Once your changes have been made, you cannot then undo what you have entered without retyping the correct information and pressing **Save** again.

Also experiment by pressing any additional tab buttons found at the top of the supplier record to the right of **Details 1**. These areas hold additional information relating to your supplier.

### **Multiple Addresses & Contacts**

Although this will vary from system to system, as your system administrator may have altered the standard arrangement of your supplier record screens to better suite your business, by default there is typically only provision for a single mailing address, contact name, phone number, email address, and so on, on each supplier record.

You can, however, add additional addresses and business contacts under the supplier's record, by accessing the *Contacts & Addresses* List.

## EDITING SUPPLIER RECORDS

To do this click on the “notebook” icon found on the toolbar above the supplier’s record.



This will open the list of associated contact records for this supplier. Press the **Add** button to add further contacts. Associated contacts might include additional delivery addresses, other employees of your supplier, and so on.

## Notes & Document Links

### *More Ways To Manage Your Supplier Records*

This section of the tutorial explains how to add and manage notes, the different types of notes found in the system, and attaching files such as documents and images to your supplier records.

#### Account Notes

Assuming you already have a supplier account selected in front of you, press the **Notes** vertical tab button to view the notes history area for that supplier.

The account notes area that opens is useful for tracking general note information for your supplier that is intended for internal consumption.

For example, if your supplier has special requirements (or challenges when dealing with them!) these may be recorded here. You can create as many notes as you wish, and each note may have a subject heading. When the note is entered, the system records the date and time it was created and who created it.

These types of notes also allow you to use different fonts and colours and have integrated spell checking similar to what you find in word processing programs. You can also print them or copy and paste these notes into other areas of the software or other software packages if you wish.



You can also open and view account notes by press CTRL+N (hold down the CTRL key and then press N). And if Account Notes (or any type of note) is found under a supplier's account, a green tick will appear on the right side of the account's record.

✓ Notes

#### System Notes

The second type of note associated with a supplier account is called a *System Note*.

System Notes are found on the supplier menu. Select them from the VIEW menu found at the top of the supplier record. These types of notes do not support fonts or colours. There are two main types:

#### General Notes

General notes are standard blocks of text that may (optionally) appear on documents such as purchase orders. Whether they appear on these documents or not is a matter



## NOTES & DOCUMENT LINKS

decided by your system administrator. But if you do display standard - but account specific – messages on such documents, the text for those messages appear in this area.

To enter or edit such text, select from the supplier menu View | General Notes.

### Reminders & Alerts

Reminder and alert notes are typically “pop-up” messages that appear when documents such as purchase orders are created for your suppliers. Such messages are normally used to remind you of such matters as payment terms, special shipping requirements and so forth.

To enter or edit such text, select from the supplier menu View | Reminders & Alerts.

### Document Links

It also possible to associate or attach files to particular supplier accounts. This is done by pressing the **Docs** vertical tab button. And then by pressing **Add**.

Only documents specific to your supplier will be displayed here. Your document may be a physical file found on your network, or a link to a web page found on the internet or on your internal intranet.

When linking a document you will be prompted to provide the following information:

#### Document

This is a title for the document you wish to attach. This may vary from the name of the actual file.

#### File

This is the file name of the file you wish to attach. You can press the button next to this input field in order to search for the document.



It is important to only attach documents that are accessible from all areas of your network. If you attach a file that is only found on your local “C drive” then other users will not be able to open the document. Therefore, for shared documents, be sure to move them to a centrally accessible location first.

If you wish to link to a file or web page or other document found on the internet be sure to specify the full internet address, such as:

<http://www.capitaloffice.com.au/downloads/brochure.pdf>

#### Application

If Windows does not automatically understand how to open the document you have just attached, or for special reasons you wish to override which program Windows prefers to use, then you can enter the path and name of the program to use. In almost every case you should leave this input blank. Windows should understand how to open common files such as spreadsheets, “PDF’s”, Word Documents, graphic files and web pages, automatically.

## NOTES & DOCUMENT LINKS

### **Argument**

This should always be left blank unless you have received special instructions from your System Administrator to put codes here.

### **Category**

You may file your attachment under various categories created by you or your System Administrator. Select the most appropriate category if applicable, before pressing **Save**.

## Entering Invoices

### *How To Enter A Supplier Invoices And Other Types Of Transactions*

**A**n invoice transaction is an entry that affects the balance of your supplier's account. If you need to purchase or return stock then you should not create a supplier transaction – at least not initially.

Instead consult the tutorial: *Purchase Orders Using CAPITAL Business Manager V8* and other related tutorials that cover product purchasing and returns.

#### When To Use Supplier Transactions?

- When you have received an invoice from a supplier that is not product related.
- When you have received an invoice from a supplier but you do not use the purchase order system.
- When you need to enter opening balances for new accounts.
- They are handy for applying basic adjustments to account balances.

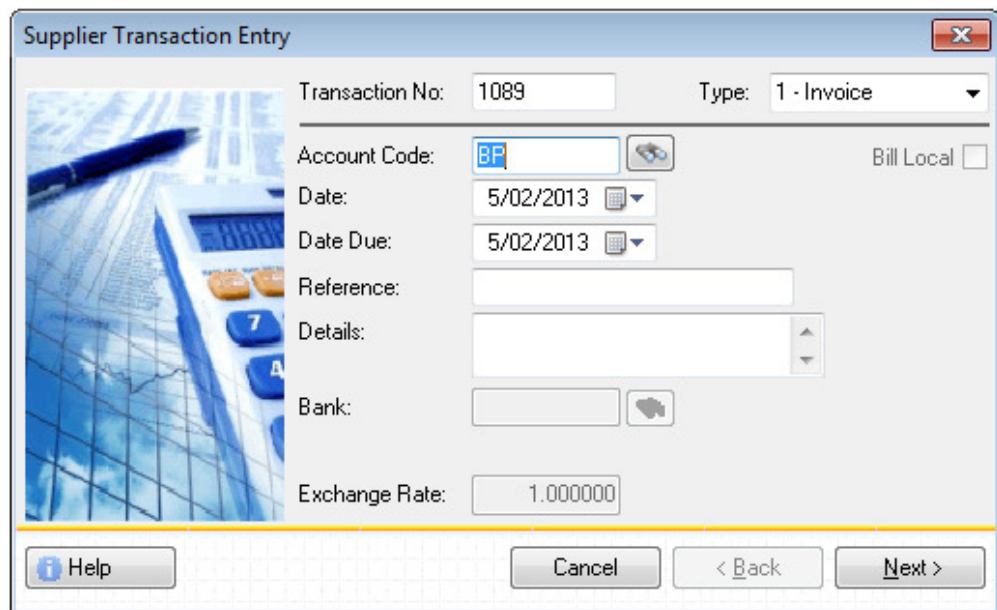


To enter a supplier transaction begin by opening the supplier's area and select the supplier to whom you wish to assign the transaction.

Next press the **Transactions** vertical tab button, and then press the **Add** button found to the right side of the transaction list.

The Supplier Transaction window will open.

## ENTERING TRANSACTIONS



The image shows a software window titled "Supplier Transaction Entry". It contains several input fields: "Transaction No:" with the value "1089", "Type:" with a dropdown menu showing "1 - Invoice", "Account Code:" with the value "BP", "Date:" with the value "5/02/2013", "Date Due:" with the value "5/02/2013", "Reference:" (empty), "Details:" (empty), "Bank:" (empty), and "Exchange Rate:" with the value "1.000000". There is also a "Bill Local" checkbox which is unchecked. On the left side of the dialog, there is a small image of a calculator and a pen. At the bottom, there are buttons for "Help", "Cancel", "< Back", and "Next >".

First begin by verifying that the supplier's **Account Code** is correct. If you are unsure, you can press F12 to verify that the correct account has been selected.

The other key pieces of data to enter are the date, a reference, and the amount. Each of these will be discussed in turn.

### The Transaction Date

Move to the transaction date by pressing the TAB key. If you accidentally overstep, press SHIFT+TAB to move backwards or click on the **Date** using your mouse. Enter the date of your invoice transaction here.



Since your software is rather strict about the way dates are entered into the system, it is worthwhile to spend a few minutes to point out some things about entering dates.

Firstly, you can clear a date and start over by pressing the DEL key. This will erase what you have typed so you can type a new date from scratch. To paste today's date back into a date field press F2.

When entering dates you must enter them in DD / MM / YY format if you are in the Australian region. For example, if you were entering the 2<sup>nd</sup> of March 2013, you would enter on your keyboard 2 followed by slash (/) followed by 3 followed by slash (/) followed by 13.



If you made a typing mistake press the up and down arrow keys to increment or decrement the number. For example, if you typed 12 instead of 13, press the up arrow key to increment the year by 1.

## ENTERING TRANSACTIONS

You can also use the left and right arrow keys to move between segments of the date. If the day is selected, pressing the right arrow key will move you to the month, and pressing right arrow again will move you to the year. Pressing left arrow will move you in the opposite direction.

When you are finished with the date, press the TAB key to complete the entry.

And of course, you can click on the calendar symbol next to the date to open the calendar. From the calendar you can click on the day you want or use the arrow keys to navigate around the calendar. Another quick way to open the calendar from within a date is to press F12.

### The Reference

The reference is typically your supplier's invoice number, but if there is no number this may be left blank or you may fill in something that might help you to identify the purpose of the transaction later on. Such as the text "Opening balance" if this transaction was put into the system in order to establish an opening balance for the account.

The **Reference** field is typically one of those columns that will appear on your supplier's remittance. So keep this in mind when entering information into this area.



A common mistake is to enter the supplier's invoice number into the **Transaction No** field found at the top of the input window. This is not recommended as this number is used to help you uniquely identify it later on when printing reports and reconciling your records. It should therefore not be the same as the invoice number. (And the **Transaction No.** is also assigned automatically so you can leave it unchanged.)

### Expensing Your Invoice

Once you have entered your key information above, namely the date and reference, the next step is to describe its purpose. Was it a purchase of stock? Or a rental bill or some other expense or purchase?

Press the **Next>** button to fill in this information.

The *Transaction Allocation* window will open.

## ENTERING TRANSACTIONS

**Transaction Allocations**

BP BUSINESS & PROFESSIONAL LEASING 1.000000

Amount: 0.00 Save & Pay Save & Add Save & Copy

Tax: 0.00 \$ % Save As Template

Type	Code	Description	Amount	Tax
Direct			0.00	

Allocated So Far: 0.00 Balance: 0.00

Help Cancel Find... Insert... Delete... Back Next >

In this area you must specify what the supplier invoice was in relation to, by entering an applicable expense (or general ledger) code.

For example, if the supplier invoice was in relation to cleaning, and your expense code for cleaning is 20400, you would enter 20400 under the **Code** column and then press **TAB**.

(You can in fact enter one code or many codes. But this tutorial discusses a simple example where your supplier invoice is for a single specific expense category.)

If you can't remember the code, you can look it up. Click directly under the **Code** column so that the "cell" below it is selected as per the image above, and press F12. Or you may click on the **Code** column heading using your mouse.

A list of available codes will appear. Choose the correct one and press **Select**. This will close the look-up window and paste the code into the selected cell.



If you are better at working with descriptive names for your expense or general ledger categories, you can TAB to the **Description** column instead and type in the name of the expense or general ledger code. If a match is found, the code will be filled in for you.

Next, press TAB until the “cell” below **Amount** is selected and enter the amount of the invoice.

## ENTERING TRANSACTIONS

In the following example, \$140 has been entered as an ex GST amount. The software has calculated that \$14 GST was applicable, and added it to the entry automatically.

Note also that the **Amount** at the top of the window has changed from zero dollars to \$154, which adds up to \$140 plus \$14 tax.

The screenshot shows the 'Transaction Allocations' window. At the top, there are fields for 'ALM' and 'ALM Pty Ltd', and a balance of '1.000000'. Below this, the 'Amount' is '154.00' and the 'Tax' is '14.00'. There are buttons for 'Save & Pay', 'Save & Add', 'Save & Copy', and 'Save As Template'. The main table has columns for 'Type', 'Code', 'Description', 'Amount', and 'Tax'. It contains two rows: 'Direct 20400 Cleaning' with 'Amount 140.00' and 'Tax GST', and 'Direct 40300 GST Inputs Clearing' with 'Amount 14.00' and 'Tax ITC'. At the bottom, there are buttons for 'Help', 'Cancel', 'Find...', 'Insert...', 'Delete...', '< Back', and 'Finished'. The status bar shows 'Allocated So Far: 154.00' and 'Balance: 0.00'.

Type	Code	Description	Amount	Tax
Direct	20400	Cleaning	140.00	GST
Direct	40300	GST Inputs Clearing	14.00	ITC

### Tax Codes

It is possible to enter an amount either exclusive of GST or inclusive of GST.

Depending on the way your software has been set-up by your system administrator, the code for Cleaning in this case was assumed to be exclusive of GST when an amount was entered against it.

This is because the code GST was assigned to code 20400.

You can, however, override this assumption by changing the tax code that appeared automatically under the **Tax** column.

The default code for GST inclusive amounts is GSI. If you changed the code from GST to GSI, the tax calculation would also change.

In this particular case, 154 could be entered under the **Amount** column instead, and the Tax code changed to GSI. Even though your input was different (the first time you entered the invoice total ex GST and now you entered it inclusive of GST), the resulting calculations would be the same.

## ENTERING TRANSACTIONS



The tax code ITC standards for *Input Tax Credit*, and this is the amount of GST that can be claimed back on transactions that are entered into your system. If all or part of a supplier invoice is not claimable, then a different tax code should be assigned to part or all of the invoiced amount.

Note: The ITC amount is calculated, which means that it cannot be directly altered by you. Its amount is based on the other entries you have made and the tax codes you have used.

Other common codes include FRE (free of tax) and FSP (foreign supply, used when tax is also not applicable).

If you enter an expense or general ledger code and no **Tax** code appears next to it automatically, you will need to fill this in manually. You will not be able to save a transaction unless tax codes have been assigned to all entries.

### The Transaction Amount

You can also begin the allocation process the other way around, by specifying the invoice amount first, and then allocating expenses or other codes afterwards.

If you take this approach, your expenses must add up to the total amount you have entered before you will be able to save the transaction. When you enter an amount directly into the **Amount** field you effectively “lock” the transaction’s total to the amount you have specified. You will then not be able to save the transaction until your expenses and taxes add up to this amount (or you change the amount at the top again).

### Credits

If you had entered your transaction amount as a negative number, that is to say, you put a “-” (negative sign) in front of the amount, you will also be prompted to “allocate” the transaction. Credits, adjustments and payments typically need to be “allocated”. The next section of this tutorial will explain what “allocating” involves in some depth. It also explains in more detail how to correctly enter a credit.

### Viewing Transaction Lists

In this section you clicked on the **Transactions** vertical tab button and this area presented to you a list of all transactions assigned to your selected supplier. (That is to say, if any existed under that supplier’s record.)

You can also, however, view the list of all supplier transactions. Click on the **Overview** vertical tab button to do this.

If you need to find information by some criteria other than supplier, such as by invoice number but you do not necessarily know the supplier it is related to, or by date, then open the **Overview** area instead of the **Transaction** area. You can toggle between both areas as well, if you wish.



## Entering Payments

### *How To Enter Payments And Credits*

When you issue a payment to a supplier it must be recorded against your supplier's account. This is done in a similar way to entering a supplier transaction, which was discussed in the previous section.

To enter a payment begin by opening the supplier area and select the supplier to whom you wish to assign the payment to. Next press the **Transactions** vertical tab button, and then press the **Payment** button found on the right side of the transaction list.



The Supplier Transaction window will open.

Supplier Transaction Entry

Transaction No: PS28 Type: 6 - Payment

Account Code: ALM Bill Local ☒

Date: 18/04/2012

Date Due: 1/05/2012

Reference:

Details:

Bank: CBA

Exchange Rate: 1.000000

Help Cancel < Back Next >

First begin by verifying that the supplier's **Account Code** is correct. If you are unsure, you can press F12 to verify that the correct account has been selected. Or click on the "binoculars" button next to the **Account Code**.

## PAYMENTS

The other key pieces of data to enter are the date, a reference, where the amount has been drawn from and the amount itself.

### The Payment Date

Move to the payment's date by pressing the TAB key. If you accidentally overstep, press SHIFT+TAB to move backwards or click on **Date** using your mouse. Enter the date when you issued the payment here.

### The Reference

The reference of your payment depends on the type of payment you have issued. If you have issued a cheque, then the cheque number would be entered here. If you are entering a direct deposit, then the banking receipt number should be entered here.

### Bank

Next move down to the **Bank** input and enter the code representing your bank account. If you're unsure what your bank account code is, press F12 to display a list of banks available to you. Or click on the "binoculars" button next to **Bank**.

If you need to add additional comments or reference information (sometimes referred to as a "narration") this can be put in the **Details** area.

Once you have completed entering the main details of your payment, press the **Next>** button to allocate it.

## Allocating Payments

The purpose of "allocating" is to assign your payment against outstanding invoices or other transactions. While it may not always be possible to do this, i.e., because you are making a pre-payment or deposit, your software will always give you the option to allocate your payment.

When it becomes necessary to allocate a payment the *Payments & Credits Allocation* window will open.

The *Payments & Credits Allocation* window will display all transactions that have not yet been paid. That is to say, those transactions that still have outstanding balances.

## PAYMENTS

[illegible]

The quickest way to allocate your payment to one or more invoices is to “tick off” those transactions that your payment has paid. Do this by ticking with your mouse under the **P** column, the applicable transactions. A green tick will appear next to the transaction that has been paid off.

However, if you prefer, you may enter the exact amount to allocate against an applicable invoice. Do this by clicking under the **Allocate** column with your mouse or by tabbing across to it using your keyboard. Then simply enter the amount to allocate and press ENTER or RETURN.



In most cases it should be sufficient to tick the transactions you wish to pay but if you wish to part allocate an invoice a specific amount, then it is always possible to enter that specific amount under the **Allocate** column against that transaction.

In the example below, \$230 has been entered against invoice 1207 which has a total outstanding balance of \$500.

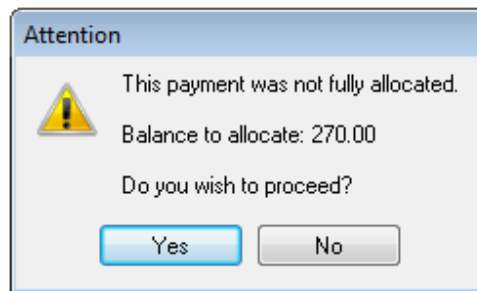
S	Date	Tran No.	Reference	Balance	P	Allocate	Discount
	01/02/13	1207		500.00	<input checked="" type="checkbox"/>	230.00	0.00

Note that the tick under the **P** column turns grey to indicate that the invoice has only been partly paid.

## PAYMENTS

Once you are satisfied that your allocations are correct, press the **Finished** button to complete the entry of the payment.

If you have not fully allocated your payment you will receive the following confirmation prompt:



If you have made a mistake – your intention was to fully allocate your payment against outstanding invoices – press **No**. But if this is what you intended, press **Yes**.

It's worth noting again that it is not always possible to fully allocate your payments right away. This may be because the invoice has not yet been entered, or you are issuing a pre-payment or deposit.

### The Amount (Total)

As you tick the various transactions to pay, the **Amount** value increases. It will add up to the total value of all the transactions you have marked to pay.

You can, however, enter the amount of the payment into the **Amount** field directly. Your software will automatically insert a “-” (negative sign) in front of the number for you. This is because a positive number always *increases* the balance of an account and a negative number always *decreases* the balance. When you pay a supplier, you are *decreasing* the amount you owe them.



There are also times when you may need to enter a payment from a supplier rather than issue a payment. This typically occurs when you have over paid an account or have requested a refund and do not wish to leave your account in credit. In such cases you would enter the payment as a *positive* number.

### Credit Notes

You can also use the above method to enter a credit note or adjustment note. Use this method if your credit is not related to the return of any product items. If you need to return goods to a supplier, you should enter a stock return transaction instead.

To enter a credit or adjustment note follow these steps:

1. Begin by opening the supplier's area and select the supplier to whom you wish to assign the transaction.

## PAYMENTS

2. Next press the **Transactions** vertical tab button, and then press the **Add** button found on the right side of the transaction list.
3. The Supplier Transaction window will open. Click on or TAB to **Type** and change the transaction type to “Adjustment Note” or “Credit Note” or whichever transaction description best describes the intention of your transaction.

The remaining steps are the same as those for entering both a supplier invoice *and* a payment, except there is no need to specify a bank to draw any money from.

Be sure to review the steps discussed in the previous section on how to allocate your credit. The steps involved in allocating a credit are the same as entering a supplier invoice, except your amounts are entered as negative numbers. And like a payment, you may also allocate a credit to one or more transactions that are shown under the supplier’s account as unpaid. Or you may leave your credit unallocated if necessary.

If you do leave your credit unallocated you can always go back later, edit the transaction, and allocate it when it becomes possible to do so.



And remember, of course, that credits are entered as *negative* numbers.

Unlike payments, the software will not necessarily insert a negative sign for you automatically. In these cases you must remember to enter a “-” (negative sign) in front of your numbers when you type them into the various **Amount** fields.

## Quick Review

### *Important Points To Remember*

- When clicking on the Explorer Bar hold down the SHIFT key to open the same area more than once.
- When using Quick Search, press CTRL+BACKSPACE to clear what you have typed and start the search over.
- Pressing F12 will open a look-up list or calendar when available.
- The HOME key moves you to the top of a list and the END key to the bottom.
- You can change the column arrangement of a list by clicking on it with the right mouse button and then selecting **Column Properties**.
- Each supplier account has a primary contact (mail address, contact name, phone number, etc.) but may have an unlimited number of secondary addresses or contacts.
- You can attach an unlimited number of notes and files to each of your supplier accounts.
- Use stock returns to return goods or stock receipts and purchase orders to receive goods. But always enter supplier invoices directly when product items are not involved in the transaction.
- The quickest way to close the whole application is to press ALT+F4



## QUICK REVIEW

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