Synergy 2010 Accounts Payable Manual

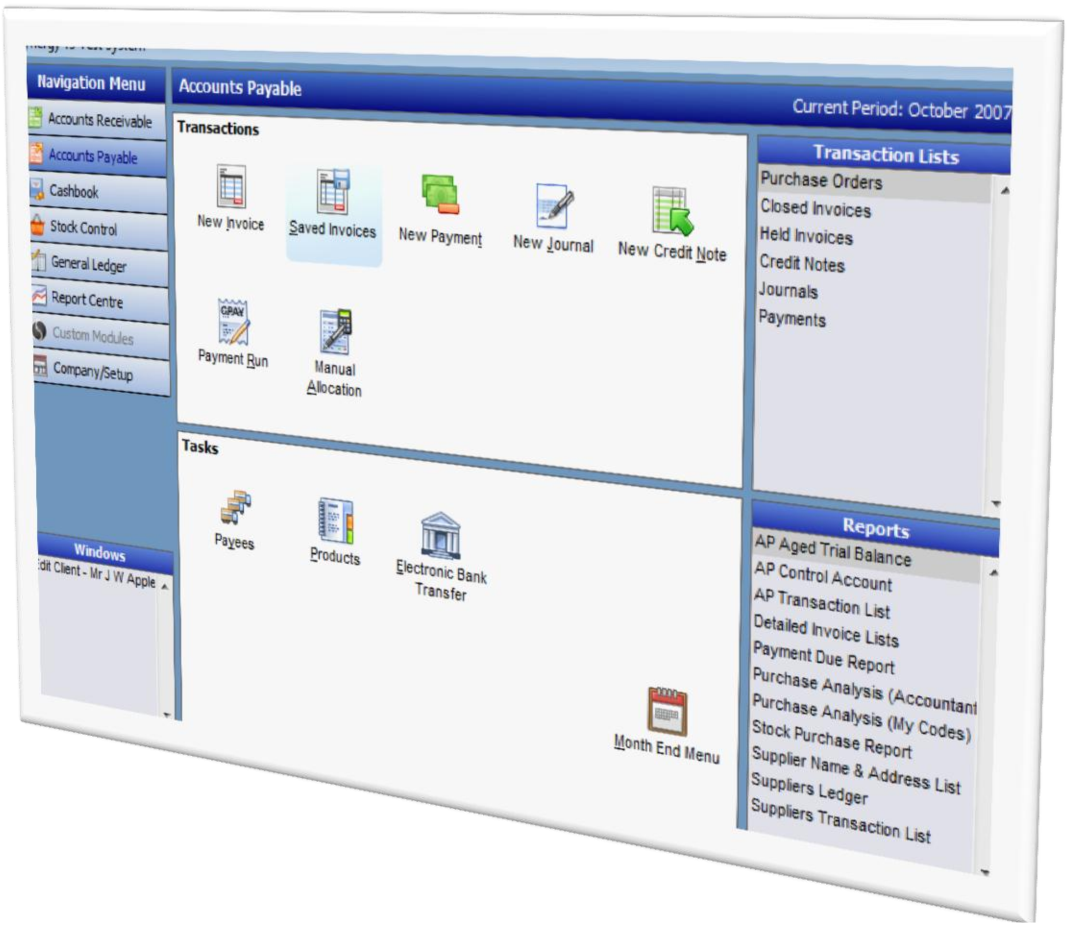
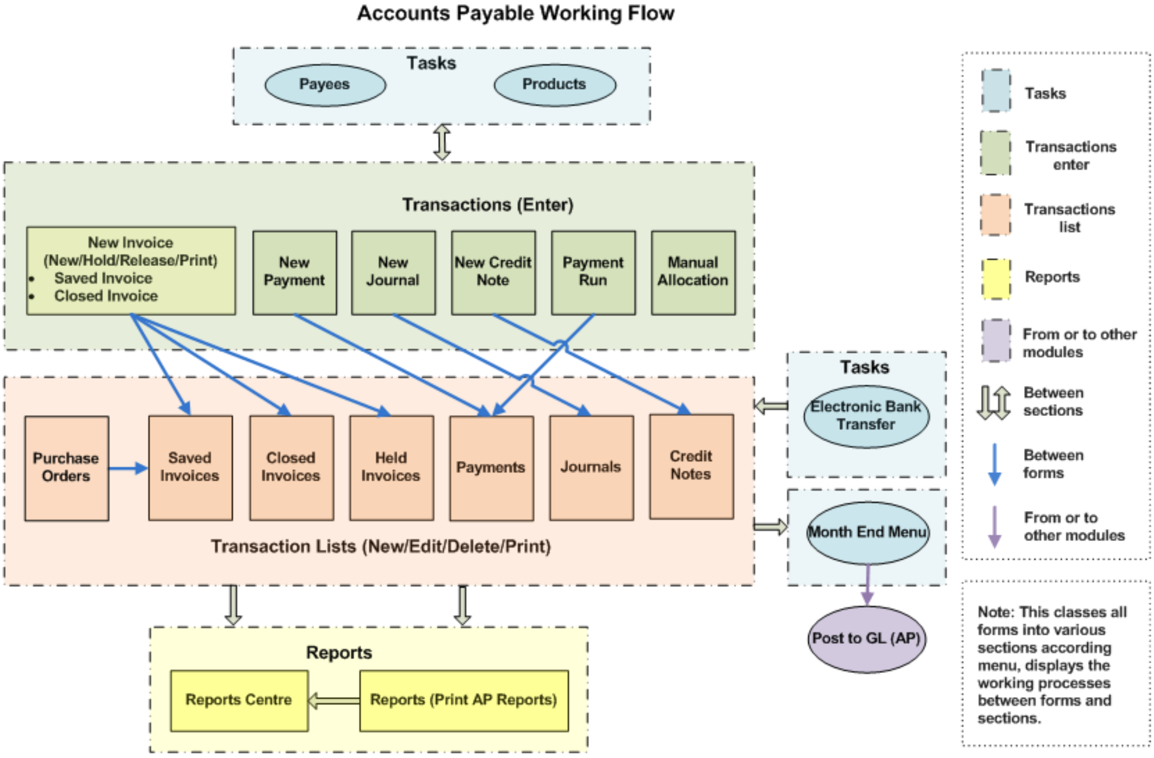


Table of Contents

Accounts Payable

The Accounts Payable module controls all aspects of trade accounts owing to suppliers; this includes entry of supplier invoices, payments, journals, credit notes, etc. Payments can be made by way of cheque or through automatic posting to electronic banking software. There is also a full range of analysis and status reports enabling you to evaluate what your business owes at any one time and where the money is being spent.

Working Flow



Hotkeys

Hotkeys are keyboard shortcuts used to access important areas of Synergy quickly. Hold down the Alt key on your keyboard and the relevant letter simultaneously.

A list of hotkeys are available from the links below. Alternatively, a hotkey is indicated within Synergy by an underlined letter. For example, within Accounts Receivable New Quote is underlined, as so. Hold down Alt and the letter Q on your keyboard to open the New Quote screen.

Accounts Payable - Transactions

Function	Hotkey
Manual Allocation	Alt + A
New Credit Note	Alt + N
New Invoice	Alt + I
New Journal	Alt + J
New Payment	Alt + T
Payment Run	Alt + R
Saved Invoices	Alt + S

Accounts Payable - Tasks

Function	Hotkey
Electronic Bank Transfer	Alt + E
Month End Menu	Alt + M
Products	Alt + P
Payees	Alt + Y

Transactions

Items	Description
New Invoice	New AP Invoice allows you to enter an invoice from your suppliers or a buyer created invoice (an invoice you create to keep a record of your purchases).
Saved Invoices	This area allows you to create, edit, close or delete any saved invoice in your Accounts Payable/Stock Control modules.
New Payment	This screen is used to make one payment at a time. You have the option to pay as much or as little as you wish. A Payments Due report is usually run before entering this screen to determine how much should be paid.
New Journal	This function allows you to alter the balance owed to a supplier without the entry becoming part of the Product Analysis reports.
New Credit Note	This area allows you to enter credit notes from your suppliers for stock you have returned to your suppliers or for any refunds.
Payment Run	This facility allows you to pay in one run all suppliers due for payment on or before a certain date. Only transactions that are flagged as 'released' for payment will be included in this.
Manual Allocation	This menu allows you to manually allocate payments and credits against a supplier's account.
Select a Supplier	This area allows you to select a supplier.
Select an Analysis Code	This area allows you to select an analysis code.

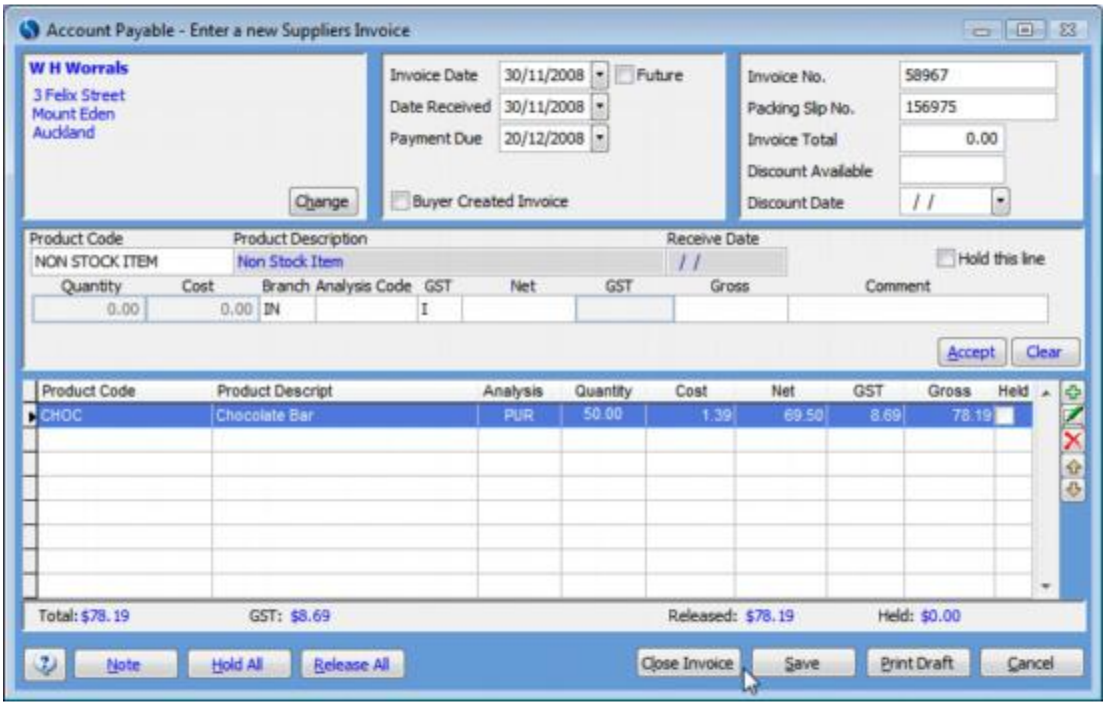
Note: Most of the Default Periods of the Transactions section of the Accounts Payable module will be the current month, if today is still in the current month. If today is not in the current month, it will be the last day of the current month.

New Invoice

New AP Invoice allows you to enter an invoice from your suppliers or a buyer created invoice (an invoice you create to keep a record of your purchases).

Select a Supplier

Creating a Suppliers Invoice



Items	**Description**
Change	Select if you wish to change the current supplier you are creating an invoice for.
Invoice Date	This field shows the default date. This can be changed by entering an alternate date or selecting a date from the drop down calendar. **Note:** Most of the Default Periods of the Transactions section of the Accounts Payable module will be the current month. If today is still in the current month, it will be today. If today is not in the current month, it will be the last day of the current month.
Future	If the Invoice Date is in a future period, then this item will be ticked. You can tick this box if the supplier's invoice belongs to the next month.
Date Received	Select the date the invoice was received.
Stock Inv	Select if this is a Stock Invoice.
Payment Due	Select the date the payment is due. The default date is the default Invoice Date plus the default Payment Due period. **Note:** The default Payment Due period is set up in Edit Payees/Payment Terms/Standard Terms.
GST Rate	If applicable you can change the GST Rate.
Bill To	Select a Head Office from the drop down list if you want to bill to a Head Office. The default is Self (yourself).
Buyer Created Invoice	Select if this is a buyer created invoice.
Invoice No.	Enter the invoice number.
Packing Slip No.	Enter the packing slip number.

Invoice Total	Enter the total of the invoice.
Discount Available	Enter any discount available, if applicable.
Discount Date	Enter the discount date, if applicable.
Product Code	If you know the product code, enter it in this field. If there is no such code the product list will display. Further information applicable to this product will then display in the fields to the right. You can also use the function keys to search for products: • F2 : Product Search by Product Code/Part Number/Description • F3 : Non Stock Product Search • F4 : Standard Job Search • F6 : Product Group & Category Search • F7 : Product String Search • F10: Price Book Item Search
Product Description	This will display automatically when you select the Product Code. You can edit the product description here, if necessary.
Hold this line	Select to change the status of this line to "Held."
Quantity	This will display automatically when you select the Product Code. Enter the quantity. The default is 1.00.
Cost	This will display automatically when you select the Product Code. Enter in the cost of the product excluding GST.
Branch	This will display automatically when you select the Product Code. Select which branch the invoice relates to.
Analysis Code	This will display automatically when you select the Product Code.
GST	This will display automatically when you select the Product Code. Select which GST Code the transaction will have, e.g. E = exclusive, I = inclusive, etc.
Net	This will display automatically when you select the Product Code. It displays the net cost before GST.
GST	This will display automatically when you select the Product Code. It displays the amount of GST. **Note:** It is Read Only.
Gross	This will display automatically when you select the Product Code. It displays the gross cost after cost.
Comment	Make a comment.
Accept	Select this to confirm the line you have entered and move to the next line.
Clear	Select this to clear the line you have entered.
Note	Invoice note for this client.
Hold All/Release All	Changes the status of all the lines on the invoice to "Held."
Close Invoice	Select to close the invoice.
Save	Retain any changes.
Print Draft	Select to display a range of printing options.
Cancel	Return to the previous screen without saving any changes.

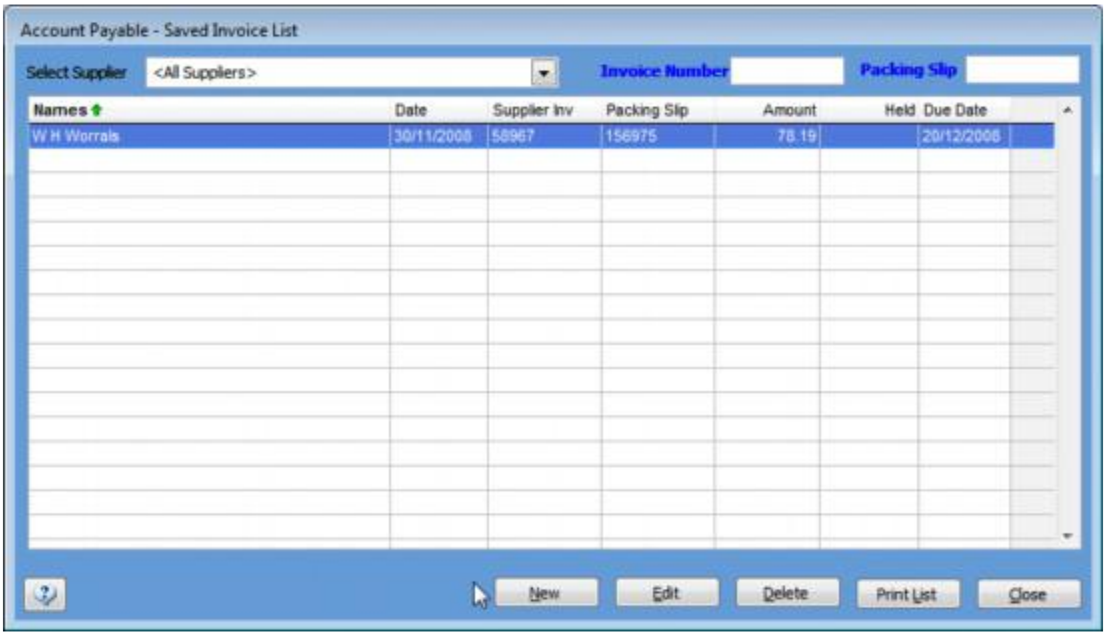
To create a New Suppliers Invoice:

1. Select "New Invoice" from the Accounts Payable Transactions menu.
2. Search for a supplier if necessary.
3. Click on the supplier you wish to create an invoice from and click "Select."
4. Enter the relevant details of the invoice in the fields.
5. Select "Save" if you want to return to it later to complete or edit, "Print Draft" to print a draft Suppliers Invoice to check over before finalising or "Close Invoice" to complete the Suppliers Invoice.

Saved Invoices

This area allows you to create, edit, close or delete any saved invoice in your Accounts Payable and/or Stock Control modules.

Saved Invoice List



Items	**Description**
Select Supplier	Select "All Suppliers" or a particular supplier from the drop down list.
Invoice No	If you know the invoice number you can click here to enter it and find the invoice immediately.
Packing Slip	You can also search by packing slip if you have the packing slip number.
Edit	Select to edit an invoice.
New	Allows you to create a New Invoice.
Delete	Select to delete an invoice.
Close	Return to the main menu.

Select a Supplier

Creating/Editing an Invoice

Items	**Description**
Change	Select if you wish to change the current supplier you are creating an invoice for.
Invoice Date	This field shows the default date. This can be changed by entering an alternate date or selecting a date from the drop down calendar. **Note:** Most of the Default Periods of the Transactions section of the Accounts Payable module will be the current month. If today is still in the current month, it will be today. If today is not in the current month, it will be the last day of the current month.
Future	If the Invoice Date is in a future period, then this item will be ticked. You can tick this box if the supplier's invoice belongs to the next month.

"This Manual is continually being updated with more specific information. If you see an area you think needs more explanation or have any suggestions on content, please don't hesitate to contact us at info@synergy.net.nz with your ideas."

Date Received	Select the date the invoice was received.
Payment Due	Select the date the payment is due.
Buyer Created Invoice	Select if this is a buyer created invoice.
Invoice No.	Enter the invoice number.
Packing Slip No.	Enter the packing slip number.
Invoice Total	Enter the total of the invoice.
Discount Available	Enter any discount available, if applicable.
Discount Date	Enter the discount date, if applicable.
Product Code	If you know the product code, enter it in this field. If there is no such code the product list will display. Further information applicable to this product will then display in the fields to the right. You can also use the function keys to search for products: • F2 : Product Search by Product Code/Part Number/Description • F3 : Non Stock Product Search • F4 : Standard Job Search • F6 : Product Group & Category Search • F7 : Product String Search • F10: Price Book Item Search
Product Description	This will display automatically when you select the Product Code. You can edit the product description here, if necessary.
Hold this line	Select if this line is to be held.
Quantity	Enter the quantity. The default is 1.00.
Cost	This will display automatically when you select the Product Code. Enter in the cost of the product excluding GST.
Branch	This will display automatically when you select the Product Code. Shows which branch the invoice relates to.
Analysis Code	This will display automatically when you select the Product Code.
GST	This will display automatically when you select the Product Code. Select which GST Code the transaction will have, e.g. E = exclusive, I = inclusive, etc.
Net	This will display automatically when you select the Product Code. It displays the net cost before GST.
GST	This will display automatically when you select the Product Code. It displays the amount of GST. **Note:** It is Read Only.
Gross	This will display automatically when you select the Product Code. It displays the gross cost after cost.
Comment	Make a comment.
Accept	Select this to confirm the line you have entered and move to the next line.
Clear	Select this to clear the line you have entered.
Note	Invoice note for this client.
Hold All/Release All	Changes the status of all the lines on the invoice to "Held."
Close Invoice	Select to close the invoice.
Save	Retain any changes.
Print Draft	Select to display a range of printing options.
Cancel	Return to the previous screen without saving any changes.

To create a New Suppliers Invoice:

Refer to New Invoice.

To edit/close/print a Saved Suppliers Invoice:

1. Select "Saved Invoices" from the Accounts Payable Transactions menu or Stock Control Transactions menu.
2. Select a Saved Invoice and select "Edit."
3. Edit the relevant details in the fields.
4. Select "Close Invoice" to close the invoice, "Save" to save as a Saved Invoice or "Print" to print the invoice.

Deleting a Saved Suppliers Invoice

To delete a Saved Suppliers Invoice:

1. Select "Saved Invoices" from the Accounts Payable Transactions menu or Stock Control Transactions menu.
2. Select a Saved Invoice and select "Delete."
3. Confirm that "Yes" you wish to delete the Saved Invoice.

Closing a Saved Suppliers Invoice

To close a saved Suppliers Invoice:

1. Select "Saved Invoices" from the Accounts Payable Transactions menu.
2. Search for an invoice if necessary.
3. Click on the invoice you wish to close and select "Edit."
4. Select "Close Inv."
5. Confirm that "Yes" you wish to close and print the invoice.

New Payment

This screen is used to make one payment at a time. You have the option to pay as much or as little as you wish. A Payments Due report is usually run before entering this screen to determine how much should be paid.

Select a Supplier

Pay Accounts

Items	**Description**
Date of Payment	This field shows the default date. This can be changed by entering an alternate date or selecting a date from the drop down calendar. **Note:** Most of the Default Periods of the Transactions section of the Accounts Payable module will be the current month. If today is still in the current month, it will be today. If today is not in the current month, it will be the last day of the current month.
Current/Future	Choose whether the payment is to be made in the current month or in the month following.
Supplier	Enter the Supplier you wish to make the payment to.
Payment Method	Choose how you will be paying the supplier.
Bank Account	Choose which of your bank accounts the payment will be coming from.
Reference	Enter a reference number for your own records.
Cheque No.	Enter a cheque number if you are paying the Supplier by cheque. **Note:** This field will change to transaction number if you choose to pay by direct credit.
Discount Charge Date	Enter the discount you have received if applicable.
Payment	Enter the amount you wish to pay.
Total	This will calculate automatically with the discount added to the amount you are paying.
Print Remittance	Check this if you want the remittance advice printed.
Accept	Accepts and finalises the payment you have just entered.
Transaction Details	View or print the transaction history for this supplier.

Close	Select to return to the main menu.

To make an AP Payment:

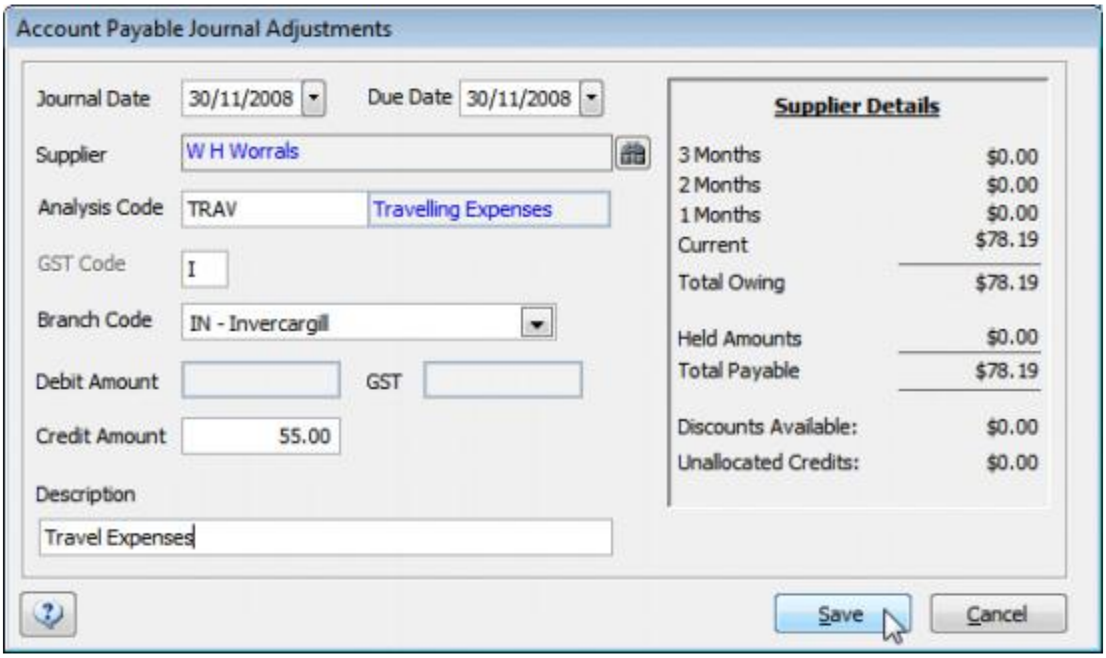
1. Select "New Payment" from the Accounts Payable Transactions menu.
2. Search for a supplier if necessary.
3. Select the supplier you wish to create a New Payment for, and then choose "Select."
4. Enter the relevant details in the fields.
5. Select "Accept."

New Journal

This function allows you to alter the balance owed to a supplier without the entry becoming part of the Product Analysis reports.

Select a Supplier

Accounts Payable Journal Adjustments



Items	**Description**
Journal Date	This field shows the default date. This can be changed by entering an alternate date or selecting a date from the drop down calendar. **Note:** Most of the Default Periods of the Transactions section of the Accounts Payable module will be the current month. If today is still in the current month, it will be today. If today is not in the current month, it will be the last day of the current month.
Due Date	In Accounts Payable, all debit transactions need a payments due date so that the Payments Due Report and Payment Run function correctly. When entering a debit journal the program needs a "Due Date" so that it knows when an amount is due for payment. However the date has no relevance for credit journals so here you can simply accept the program's suggested date.
Supplier	Enter the supplier the journal is for.
Analysis Code	Enter the analysis code that you wish the journal to be reported against. Refer to Analysis Codes.
GST Code	Enter the GST code for this journal, i.e. inclusive, exclusive, etc.
Branch Code	Enter the branch code if you have branches set up.
Debit amount	Enter the amount of the journal here if it is a debit amount.
GST	The GST will be automatically calculated here.
Credit amount	Enter the amount of the journal here if it is a credit amount.
Description	Enter a description of what the journal is for, e.g. bad debt.
Save	Processes the journal you have just entered.

Cancel	Select to return to the previous menu.

To make a New AP Journal Adjustment:

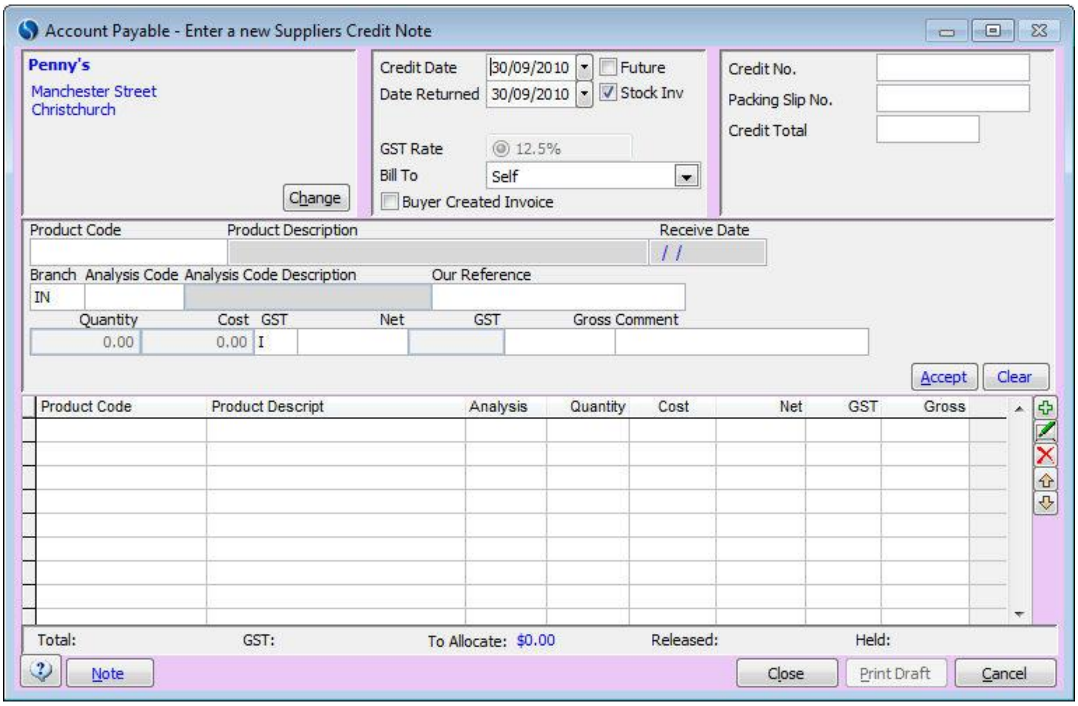
1. Select "New Journal" from the Accounts Payable menu.
2. Search for a supplier if necessary.
3. Select a supplier and click on "Select."
4. Enter the details in the relevant fields.
5. Select "Save."

New Credit Note

This area allows you to enter credit notes from your suppliers for stock you have returned to your suppliers or for any refunds.

Select a Supplier

New Suppliers Credit Note



Where you have returned goods or received credit from a supplier for other reasons, a credit note may need to be created to reduce the amount you owe them and to match their statement.

Items	**Description**
Change	Select if you wish to change the current supplier you are creating a credit note for.
Credit Date	This field shows the default date. This can be changed by entering an alternate date or selecting a date from the drop down calendar. **Note:** Most of the Default Periods of the Transactions section of the Accounts Payable module will be the current month. If today is still in the current month, it will be today. If today is not in the current month, it will be the last day of the current month.
Future	If the Credit Date is in a future period, then this item will be ticked. You can tick this box if the supplier's credit note belongs to the next month.
Date Returned	Select the date the credit note was returned.
Stock Inv	Select if this is a stock invoice.
GST Rate	If applicable you can change the GST Rate.
Bill To	Select a Head Office from the drop down list if you want to bill to a Head Office. The default is Self (yourself).
Buyer Created Invoice	Select if this is a buyer created invoice.
Credit No.	Enter the credit number.
Packing Slip No.	Enter the packing slip number.

Credit Total	Enter the total of the credit.
Product Code	If you know the product code, enter it in this field. If there is no such code the product list will display. Further information applicable to this product will then display in the fields to the right. You can also use the function keys to search for products: • F2 : Product Search by Product Code/Part Number/Description • F3 : Non Stock Product Search • F4 : Standard Job Search • F6 : Product Group & Category Search • F7 : Product String Search • F10: Price Book Item Search
Product Description	This will display automatically when you select the Product Code. You can edit the product description here, if necessary.
Quantity	This will display automatically when you select the Product Code. Enter the quantity. The default is 1.00.
Cost	This will display automatically when you select the Product Code. Enter in the cost of the product excluding GST.
Branch	This will display automatically when you select the Product Code. Select which branch the credit note relates to.
Analysis Code	Press F2 to select an analysis code.
GST	This will display automatically when you select the Product Code. Select which GST Code the transaction will have, e.g. E = exclusive, I = inclusive, etc.
Net	This will display automatically when you select the Product Code. It displays the net cost before GST.
GST	This will display automatically when you select the Product Code. It displays the amount of GST. **Note:** It is Read Only.
Gross	This will display automatically when you select the Product Code. It displays the gross cost after cost.
Comment	Make a comment.
Accept	Select this to confirm the line you have entered and move to the next line.
Clear	Select this to clear the line you have entered.
Note	'Credit Note' note for this client.
Close	Select to close the credit note.
Print Draft	Select to display a range of printing options.
Cancel	Return to the previous screen without saving any changes.

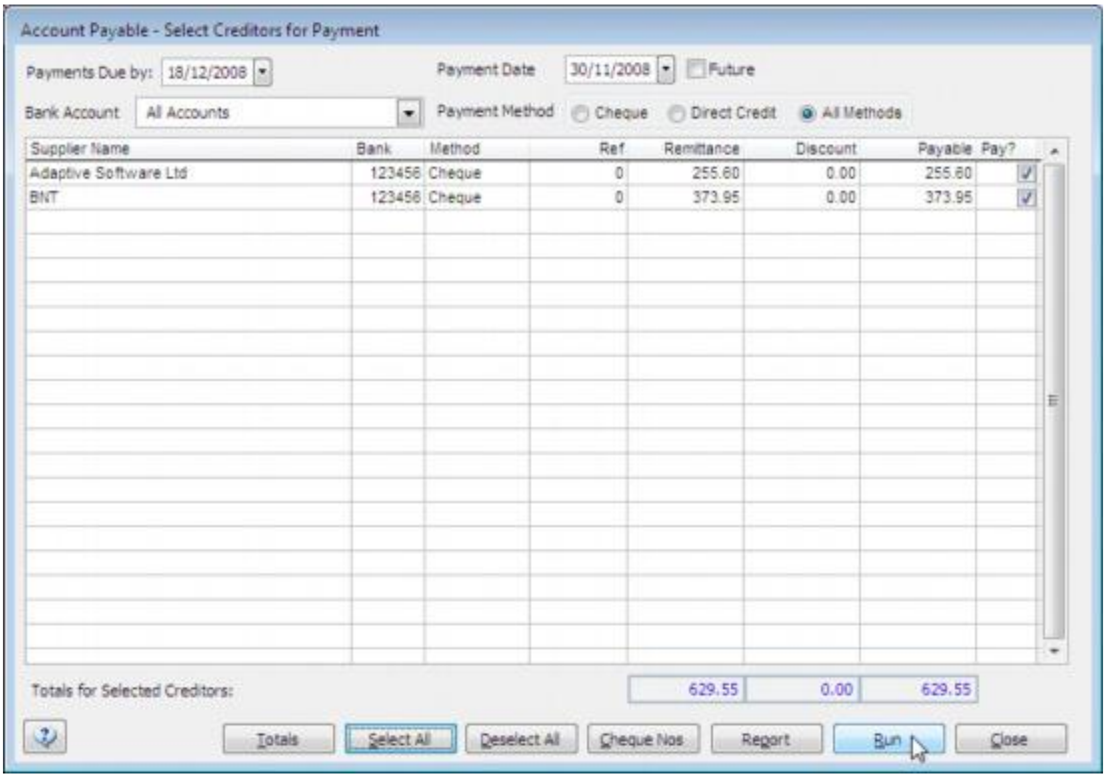
To create a New Credit Note:

1. Select "New Credit Note" from the Accounts Payable Transactions menu.
2. Search for a supplier if necessary.
3. Click on the supplier you wish to create a credit note from and click "Select."
4. Enter the relevant details of the credit note in the fields.
5. Select "Close" or "Print Draft."

Payment Run

This facility allows you to pay in one run all suppliers due for payment on or before a certain date. Only transactions that are flagged as 'released' for payment will be included in this. Once the line(s) have been released, the payment run will pay the balance of invoice.

Select Creditors for Payment



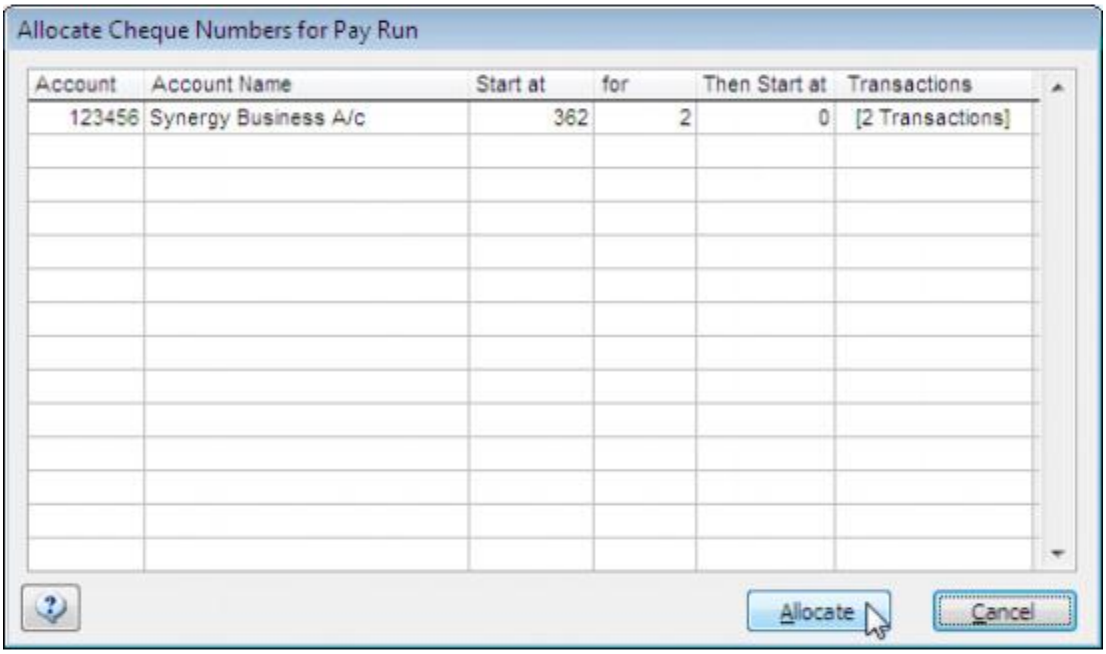
Items	Description
Payments Due by	Select a date. This will give you a list of all of your payments that are due by that date.
Payments Date	Select a date for this payment run to be made on. Generally you will choose today's date.
Future	If the Payment is in a future period, then this item will be ticked. You can tick this box if the payment belongs to the next month.
Bank Account	Choose which account to pay from.
Payment Method	Choose if you would like to show suppliers who can be paid be either cheque, direct credit or both.
Pay?	To select the suppliers to pay simply check the box at the right hand side of the screen in the "Pay?" column.
Totals for Selected Creditors	Displays the totals for the selected creditors.
Totals	Shows the totals of transactions marked for payment.
Select All/Deselect All	Select or deselect all suppliers on the list.
Cheque Nos	Opens a menu that allows you to allocate cheque numbers, this menu will be explained below.
Report	This will print a detailed report of your payment run for your records.
Run	Processes all of the payments you have chosen to make.
Close	Return to the main menu.

To create a Payment Run:

1. Select "Payment Run" from the Accounts Payable menu.
2. Select the relevant details from the fields.
3. Tick the check boxes "Pay?" next to the supplier transactions that you want to run. Use "Select All" and "Deselect All" to aid in this process.
4. Select "Run."
5. Select whether to "Manually Allocate All" or "Only Where Required."
6. Follow the on screen prompts.

Cheque Numbers

This feature allows you to allocate cheque numbers for any payments you are making to suppliers by cheque. It will list all of the payments you have chosen to make and will have a cheque number already allocated to start with.



Items	**Description**
Allocate	This will automatically allocate cheque numbers for all of your payments.
Cancel	Select to return to the previous menu.

To allocate Cheque Numbers:

1. Select "Payment Run" from the Accounts Payable menu.
2. Tick the "Pay?" boxes of the payments you want to run. Use "Select All" and "Deselect All" to aid in this process.
3. Select "Cheque Nos."
4. Select an Account.
5. Enter details in the "Start at," "for," "Then Start at" and "Transactions."
6. Select "Allocate."

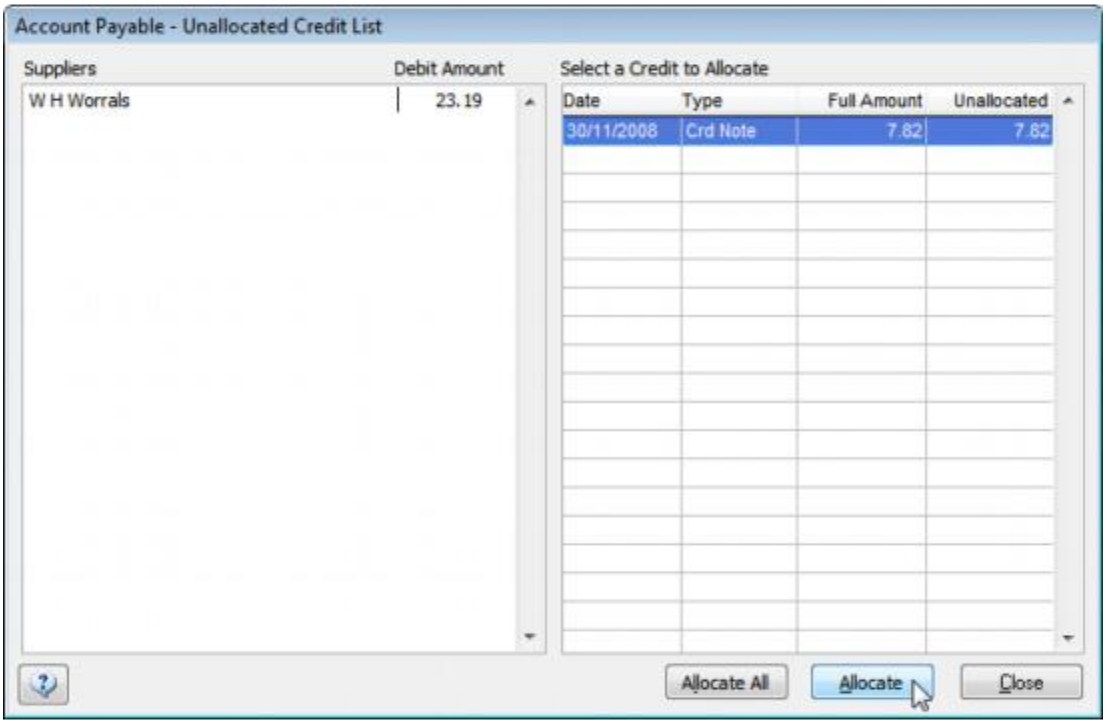
Creating a Creditors Run Report

1. Select "Payment Run" from the Accounts Payable menu.
2. Select "Report."

Manual Allocation

This menu allows you to manually allocate payments and credits against a supplier's account.

Unallocated Credit List



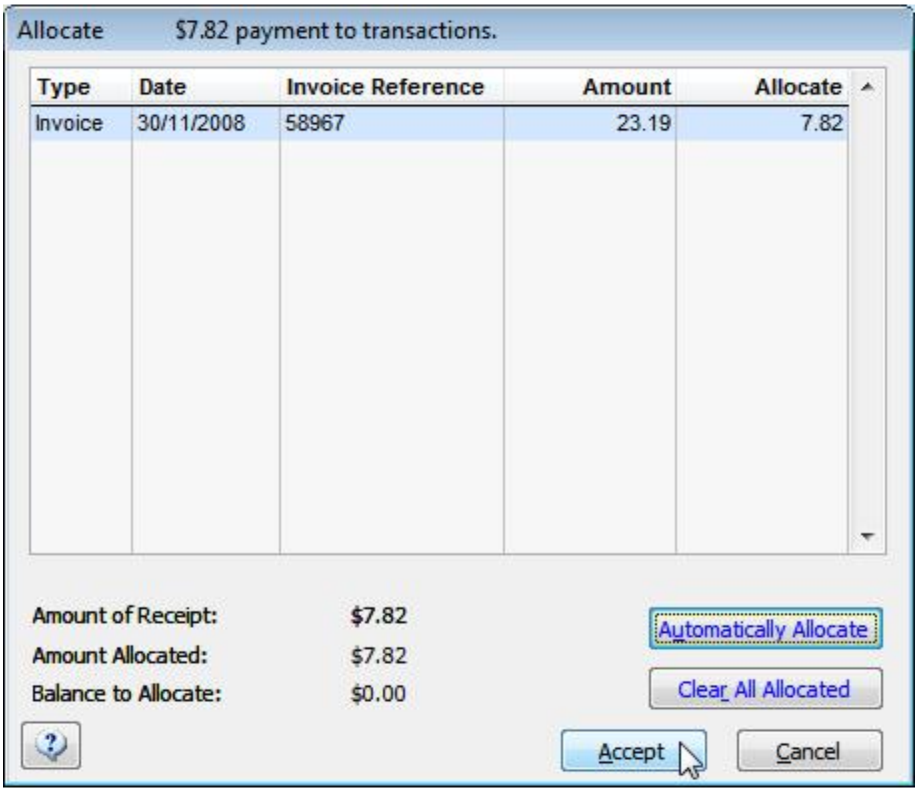
Items	Description
Suppliers	Left click on the supplier to highlight.
Debit Amount	This shows how much each supplier is owed.
Select a Credit to Allocate	Select which credit you wish to allocate by left clicking on it.
Allocate All	Will Allocate All credits for the selected supplier.
Allocate	Takes you to the Allocation screen.
Close	Select to return to the main menu.

To Allocate a Payment:

1. Select "Manual Allocation" from the Accounts Payable Transactions menu.
2. Select a Supplier.
3. Select a Credit to Allocate.
4. Select "Allocate" or "Allocate All."
5. Select "Automate Allocate" or Enter the allocate amount in the table manually.
6. Select "Accept."

Allocate

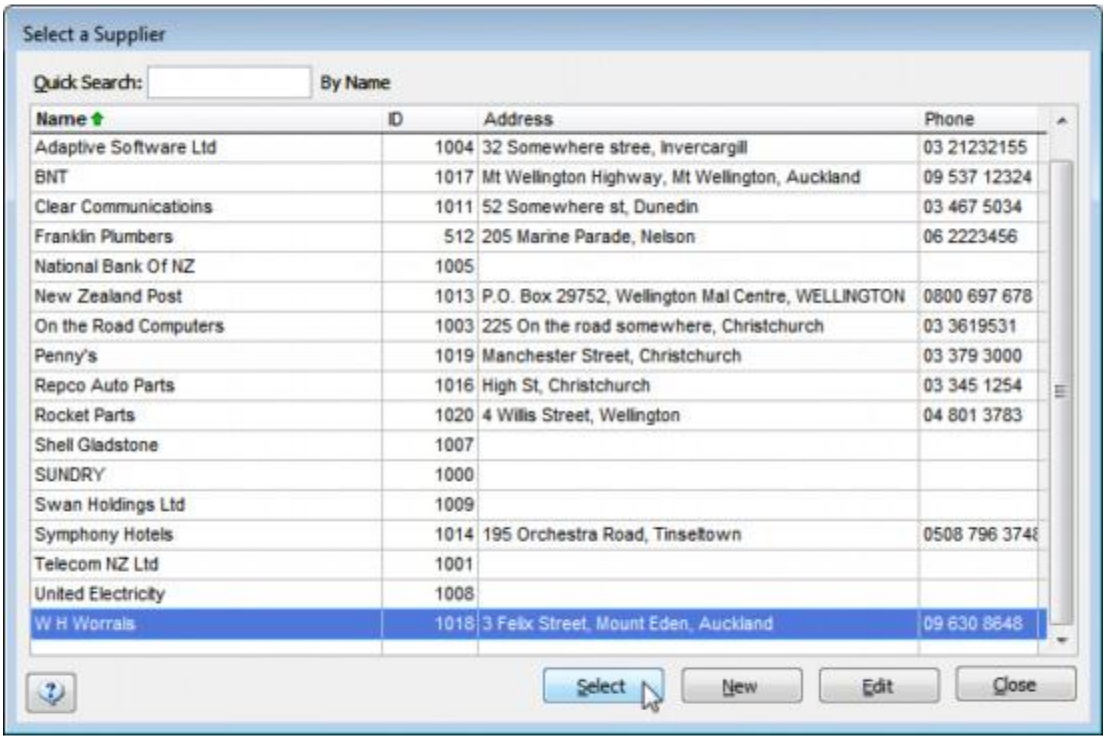
Allocate Payment to Transactions



Items	Description
Type	Shows you which type of transaction is available to be allocated to.
Date	Shows you which date the transactions were completed on.
Supplier's Reference	The reference number for different kinds of debit transactions, e.g. Invoice/Debit journal.
Amount	Displays the original amount of the transaction.
Allocate	Displays the amount that is left unallocated.
Automate Allocate	Automatically allocates the credits to the transactions on the list
Clear All Allocate	Removes the automatic allocation if you find you have made an error.
Accept	Accepts the allocations you have made and takes you back to the Accounts Payable Allocation screen.
Cancel	Takes you back to the Accounts Payable Allocation screen without processing any of the changes you have made.

Select a Supplier

This area allows you to select a supplier.



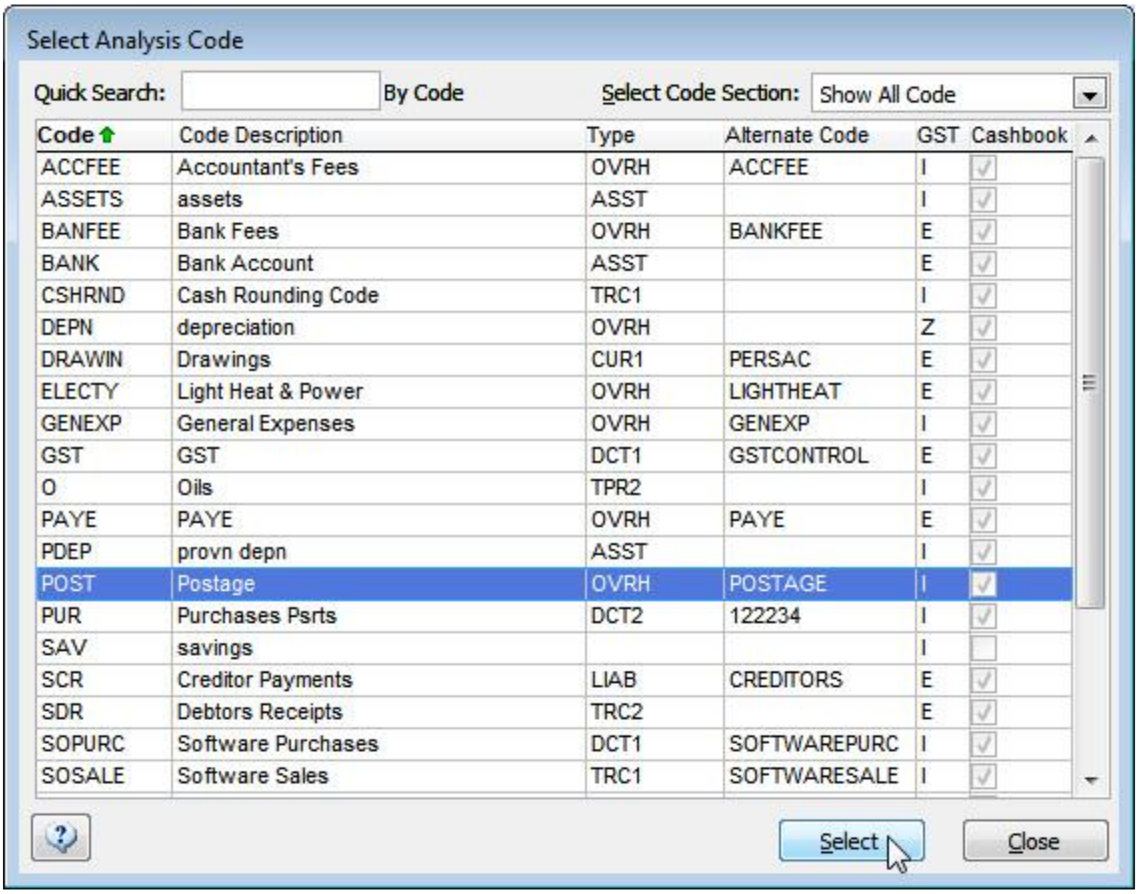
Items	**Description**
Quick Search	Allows you to search for a supplier. You can search by Name, ID, Address or Phone by clicking on the corresponding column header then entering a key word in the "Quick Search" box. **Note:** Clicking on the headings will sort your suppliers in the displayed list by the selected heading.
By	This item will show which column to search by (Name, ID, Address or Phone).
Select	To select an item click on it once, then choose "Select." Alternatively, double-click on that item.
New	Select to create a new supplier.
Edit	Select to edit an existing supplier.
Close	Return to the main menu.

New/Edit Suppliers

Refer to Payees/Payers.

Select an Analysis Code

This area allows you to select an analysis code.



Items	**Description**
Search By	Enter a key word to search by.
Select Code Section	Select which section(s) to show analysis codes for.
Cashbook	This is ticked if it is used in Cashbook.
Select	To select an item click on it once, then choose “Select.” Alternatively, double-click on that item.
Close	Return to the main menu.

Transaction Lists

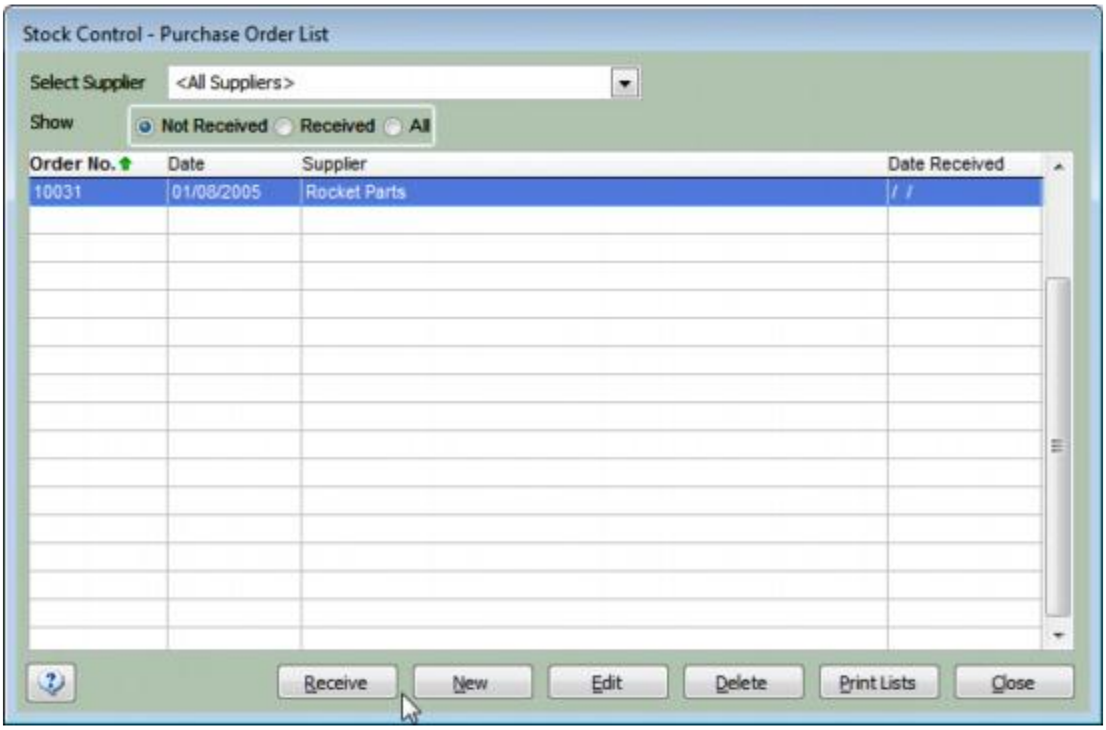
Items	Description
Purchase Orders	This function allows the quantities of stock to be updated to include orders that arrive from your suppliers. In addition, the cost and pricing details for each stock item can be updated without going to the Product Maintenance area. The receiving stock option can either be used to match goods received against computer generated orders or simply to enter stock without matching. Refer to New Invoice.
Closed Invoices	This will give you a list of closed AP invoices.
Held Invoices	This area gives you a list of any supplier’s invoices you are currently disputing.
Credit Notes	This allows you to view any credit notes in the Accounts Payable module.
Journals	This area allows you to view a list of journals that have been entered in to the Accounts Payable module.
Payments	This area allows you to view your AP payments list and reverse any AP payments if necessary.

Note: Most of the Default Periods of the Transaction Lists section of the Accounts Payable module will be 13 months from the start of this financial year.

Purchase Orders

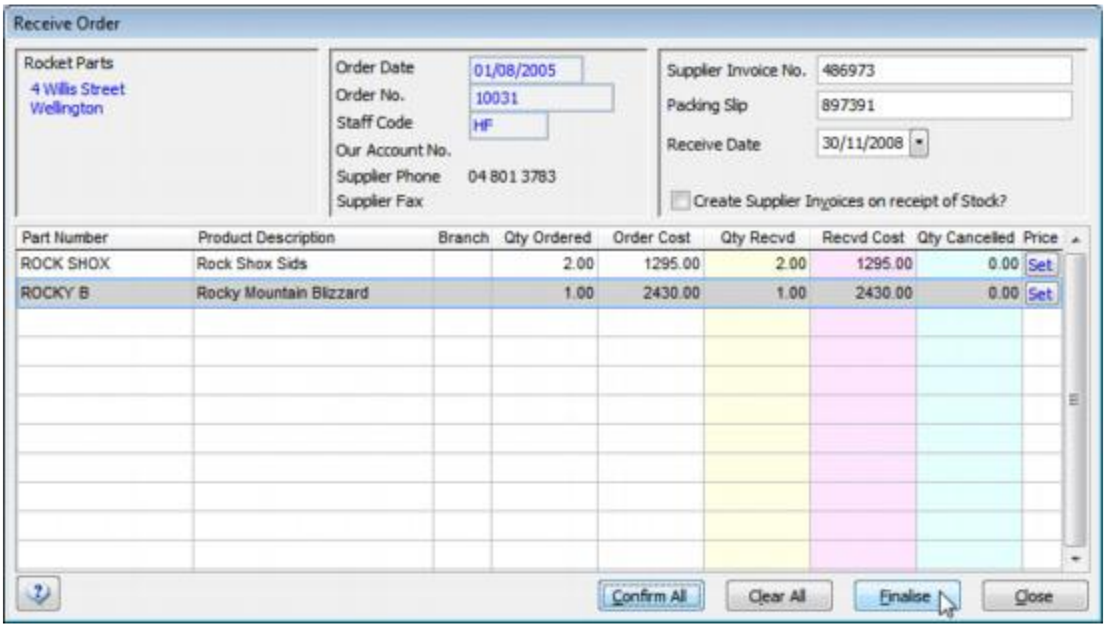
This function allows the quantities of stock to be updated to include orders that arrive from your suppliers. In addition, the cost and pricing details for each stock item can be updated without going to the Product area. The receiving stock option can either be used to match goods received against computer generated orders or simply to enter stock without matching.
Note: Clicking on the headings will sort the list by the selected heading if there is a green down arrow when you are clicking on the headings (Date can be decreasing or increasing).

Purchase Order List



Items	**Description**
Select Supplier	Will display all purchase orders for all suppliers if "All Suppliers" is selected from the drop down menu. Alternatively, if a particular supplier is selected, only their transactions will display.
Delete Range	This will allow you to delete a range of purchase orders. A box will display allowing you to enter the date you wish to delete received orders up to. **Note:** This will display if Show "Received" or "All" is selected. It will not display for "Not Received." **Note:** Most of the Default Periods of the Transaction Lists section of the Accounts Payable module will be 13 months from the start of this financial year.
Show	Select whether to show "Not Received," "Received" or "All" orders in the list.
Receive	Select if you have received goods for a selected order. **Note:** You can only 'receive' goods that have not been received.
New	Select to create a new purchase order.
Edit/View	This area will allow you to edit an order that is in the system. You can add products, change quantities, change the cost of the product if your supplier offers you a cheaper rate.
Delete	Select to delete an order.
Preview/Print List	Will print a list of all purchase orders displayed, based on your search criteria.
Close	Return to the main menu.

Receive Stock (ordered)



Items	**Description**
Order Date	Displays the date for this order. The defaulted date is the last day of current month. This can be changed by entering a date or selecting a date from the drop down calendar.
Order No.	The order number will display here. **Note:** It is Read Only.
Staff Code	Select the staff code of the relevant staff member associated with this receipt of stock.
Our Account No.	Will display your account number with the supplier. **Note:** It is Read Only.
Supplier Phone	Will display the supplier's phone number. **Note:** It is Read Only.
Supplier Fax	Will display the supplier's fax number. **Note:** It is Read Only.
Supplier Invoice No.	Enter the supplier's invoice number here.
Packing Slip	Enter the packing slip number here.
Receive Date	Select the date you received the order from the drop down calendar.
Create Supplier Invoice on Receipt of Stock?	Tick this box to automatically create supplier invoices on the receipt of stock.
Qty Recvd	Enter the quantity received here.
Recvd Cost	Enter the cost of the item received.
Qty Cancelled	Enter the quantity of any items cancelled.
Set	Use this if you want to change the price of an item.
Confirm All	Will confirm your receipt of goods.
Clear All	Will clear all item fields.
Finalise	Allows you to finalise an order if you have not done so already.
Close	Return to the main menu.

To Finalise the Receipt of an Order:

1. Select "Receive Stock (ordered)" from the Stock Control Transactions menu or "Purchase Orders" from the Accounts Payable Transaction Lists menu.
2. Select an order and choose "Receive."
3. Enter the relevant details in the fields.
4. To confirm all displayed orders, Select "Confirm All." Confirm that "Yes" you wish to finalise the order now. Alternatively, enter the orders received in the "Qty Recvd" box, then select "Finalise."

Select a Supplier

Creating/Editing an Order

Items	Description
Change	Select if you wish to change the current supplier you are creating a purchase order for.
Order Date	Displays the date for this order. The defaulted date is the last day of current month. This can be changed by entering a date or selecting a date from the drop down calendar.
Order No.	This will generate automatically. **Note:** It is Read Only.
Staff Code	Select the staff code of the relevant staff member associated with this purchase order.
Our Account No.	This will display your account number with the supplier if applicable. **Note:** It is Read Only.
Supplier Phone	This will display the phone number of the supplier. **Note:** It is Read Only.
Supplier Fax	This will display the fax number of the supplier. **Note:** It is Read Only.
Delivery Address	Enter the delivery address.
Product Code	If you know the product code, enter it in this field. If there is no such code the product list will display. Further information applicable to this product will then display in the fields to the right. You can also use the function keys to search for products: • F2 : Product Search by Product Code/Part Number/Description • F3 : Non Stock Product Search • F4 : Standard Job Search • F6 : Product Group & Category Search • F7 : Product String Search • F10: Price Book Item Search
Part Number	This will display automatically when you select the Product Code. You can edit the part number here, if necessary.
Product Description	This will display automatically when you select the Product Code. You can edit the product description here, if necessary.
Branch	This will display automatically when you select the Product Code. Shows which branch the product relates to.
Quantity	Enter the quantity you wish to order. The default is 1.00.
Cost	This will display automatically when you select the Product Code. Edit the cost of the product excluding GST here.
Accept	Select to confirm the line you have entered and move to the next line.
Clear	Select this to clear the line you have entered.
Instruction	Enter any instructions related to the purchase order.
Notes	Purchase order notes.
Print	Allows you to print the order.
Save	This will save the order so you can edit it later if you wish.
Cancel	Return to the previous screen without saving any changes.

To create a New Purchase Order:

Refer to New Purchase Order.

To edit an existing Purchase Order:

1. Select "Receive Stock (ordered)" from the Stock Control Transactions menu or "Purchase Orders" from the Accounts Payable Transaction Lists menu.
2. Select a purchase order and choose "Edit."
3. Edit the relevant details of the purchase order in the fields.
4. Select "Print" or "Save."

Deleting a Purchase Order

To delete a purchase order:

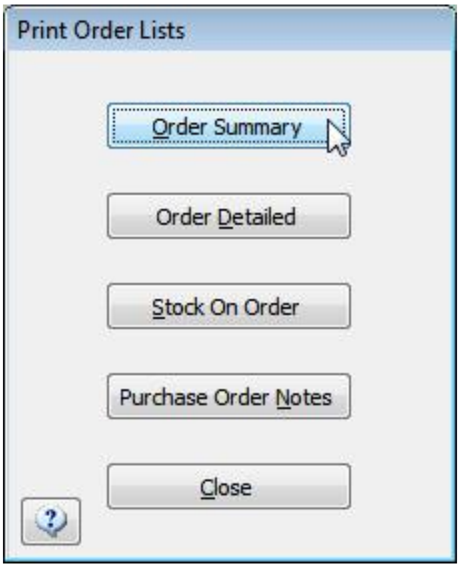
1. Select "Receive Stock (ordered)" from the Stock Control Transactions menu or "Purchase Orders" from the Accounts Payable Transaction Lists menu.
2. Select a purchase order and choose "Delete."
3. Confirm that "Yes" you do wish to delete this order.

Deleting a Batch of Received Purchase Orders

To delete a batch of received purchase orders:

1. Select "Receive Stock (ordered)" from the Stock Control Transactions menu or "Purchase Orders" from the Accounts Payable Transaction Lists menu.
2. Select "Received" or "All."
3. Select "Delete Range." **Note:** This button will not display if "Not Received" is selected.
4. Select the date you have received orders up to from the drop down calendar.
5. Select "Accept."
6. Confirm that "Yes" you do wish to delete the orders up to the selected date.

Print Lists



Items	**Description**
Order Summary	Produces a Summary Order Listing.
Order Detailed	Produces a Detailed Order Listing.

Stock on Order	Produces a Stock on Order Listing.
Purchase Order Notes	Produces a Purchase Order Notes Listing.
Close	Return to the previous menu.

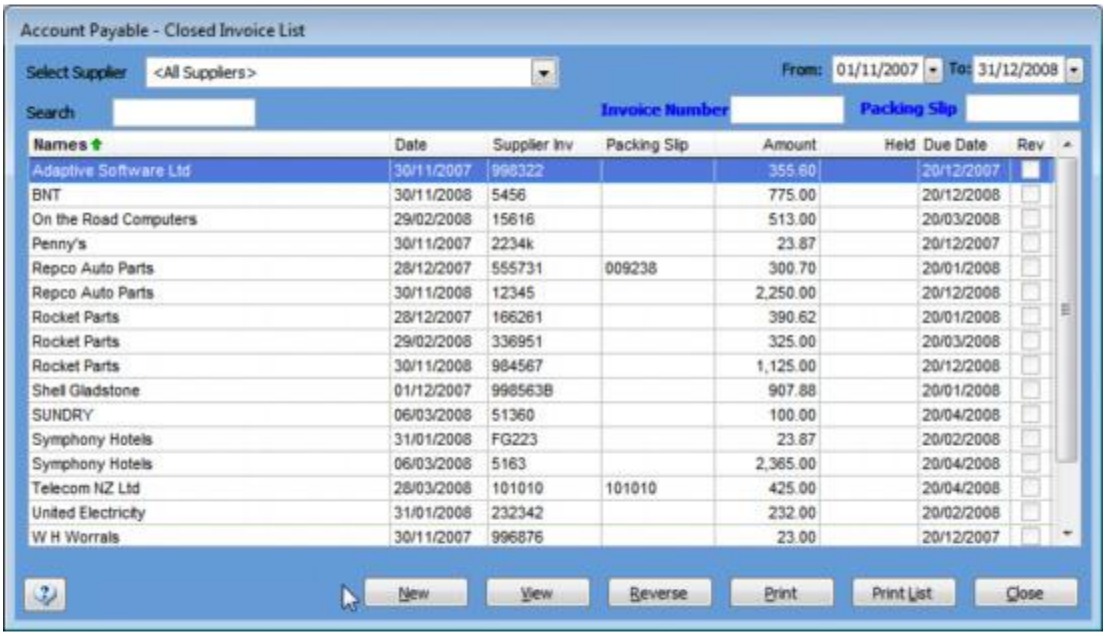
To Print Lists:

1. Select "Receive Stock (ordered)" from the Stock Control Transactions menu.
2. Select a list to print.
3. The selected list will display. Select the printer icon to print.

Closed Invoices

This will give you a list of closed AP invoices.

Closed Invoice List



Items	**Description**
Select Supplier	Will display all closed invoices for all suppliers if "All Suppliers" is selected from the drop down menu. Alternatively, if a particular supplier is selected, only their transactions will display.
From/To	Select the date range that you wish to view supplier invoices by from the drop down calendars. **Note:** Most of the Default Periods of the Transaction Lists section of the Accounts Payable module will be 13 months from the start of this financial year.
Search	Search the active closed invoice list for a particular keyword or part of a keyword to find the one transaction that best meets your search criteria. You can search by Names, Supplier Invoice or Packing Slip by clicking on the corresponding column header then entering a keyword in the "Search" box. **Note:** Clicking on the headings will sort the list by the selected heading if there is a green down arrow when you are clicking on the headings (Date can be decreasing or increasing).
Invoice Number	Enter an invoice number or part of an invoice number, then press the tab or enter key to display a list of all transactions that meet your search criteria based on the active closed invoice list.
Packing Slip	Enter a packing slip number or part of a packing slip number, then press the tab or enter key to display a list of all transactions that meet your search criteria based on the active closed invoice list.
Rev	This box will be ticked if the invoice has been reversed.
New	Allows you to create a New AP Invoice.
View	Allows you to view the supplier's invoice you have highlighted.
Reverse	Select to reverse an invoice.
Print	Select to print.
Preview/Print List	Will print a list of all closed invoices displayed, based on your search criteria.
Close	Return to the main menu.

To view Closed Invoices:

1. Select "Closed Invoices" from the Accounts Payable Transaction Lists menu.
2. Search for an invoice if necessary by search by "All Suppliers" or a particular "Supplier" and/or selecting a "From" and "To" date from the drop down calendars.
3. Select an invoice.
4. Select "View."

Creating a New Suppliers Invoice

Refer to New Invoice.

Reversing a Closed Invoice

To reverse a Closed Invoice:

1. Select "Closed Invoices" from the Accounts Payable Transaction Lists menu.
2. Search for an invoice if necessary by searching "All Suppliers" or a particular "Supplier" and/or selecting a "From" and "To" date from the drop down calendars.
3. Select an invoice.
4. Select "Reverse."
5. Confirm that "Yes" you do want to reverse this invoice.
6. A notification will appear to tell you that the invoice has been reversed.

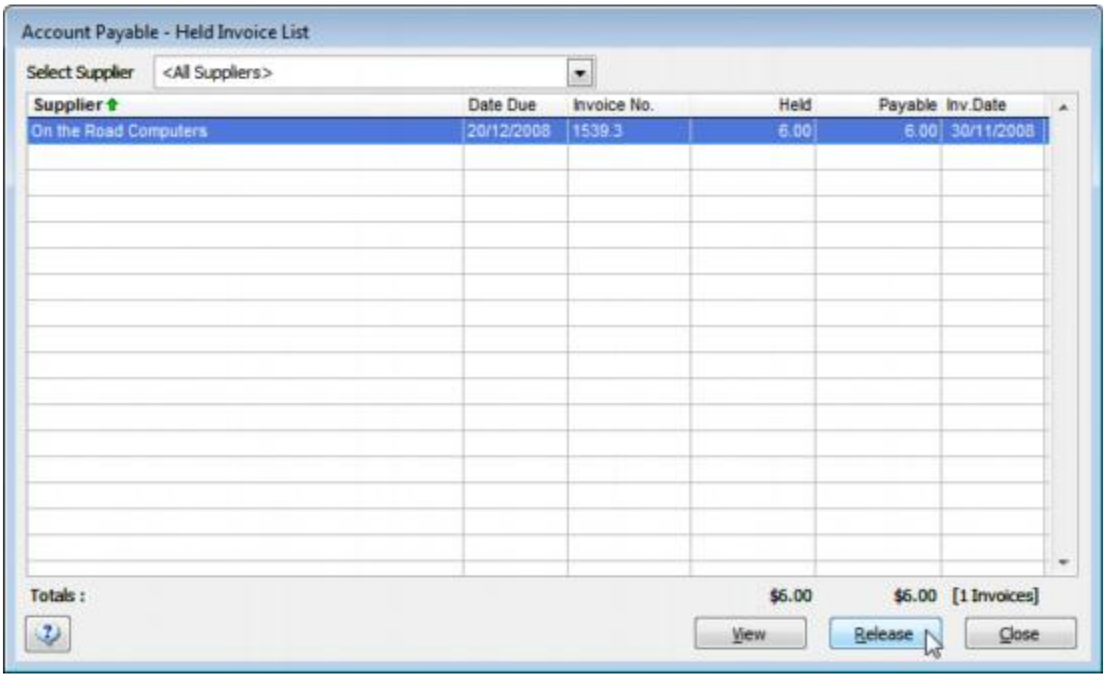
Printing a Closed Invoice

Refer to Print Controller.

Held Invoices

This area gives you a list of any supplier's held invoices you are currently disputing.
Note: These invoices only come from the closed invoices. Saved invoices do NOT appear in the held invoices list.
Note: Clicking on the headings will sort the list by the selected heading if there is a green down arrow when you are clicking on the headings (Date can be decreasing or increasing).

Held Invoice List



Items	Description
Select a Supplier	Will display all held invoices for all suppliers if "All Suppliers" is selected from the drop down menu. Alternatively, if a particular supplier is selected, only their transactions will display.
View	View a held invoice.
Release	Will release a held invoice.
Print List	Will print a list of all held invoices displayed, based on your search criteria.
Close	Return to the main menu.

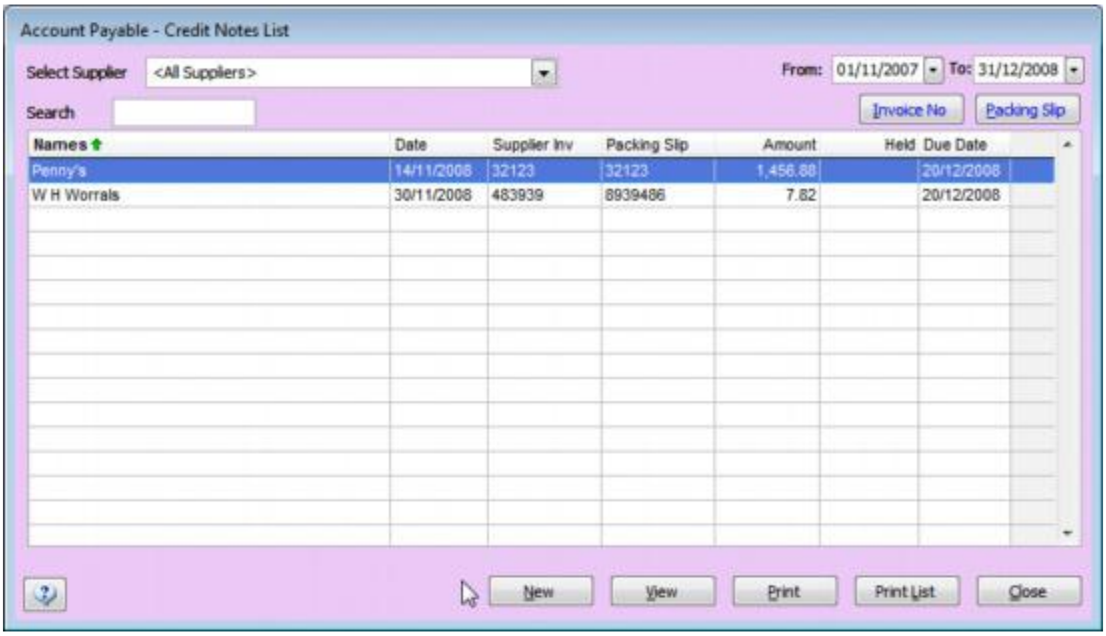
To release a Held Invoice:

1. Select "Held Invoices" from the Accounts Payable Transaction Lists menu.
2. Select the invoice you wish to release.
3. Select "Release."
4. Confirm that "Yes" you wish to release this invoice.

Credit Notes

This allows you to view any credit notes in the Accounts Payable module.

Credit Notes List



Items	**Description**
Select Supplier	Will display all credit notes for all suppliers if "All Suppliers" is selected from the drop down menu. Alternatively, if a particular supplier is selected, only their transactions will display.
From/To	Select the date range that you wish to view supplier invoices by from the drop down calendars. **Note:** Most of the Default Periods of the Transaction Lists section of the Accounts Payable module will be 13 months from the start of this financial year.
Search	Search the active credit note list for a particular keyword or part of a keyword to find the one transaction that best meets your search criteria. You can search by Names, Supplier Invoice or Packing Slip by clicking on the corresponding column header then entering a keyword in the "Search" box. **Note:** Clicking on the headings will sort the list by the selected heading if there is a green down arrow when you are clicking on the headings (Date can be decreasing or increasing).
Invoice No	Enter an invoice number or part of an invoice number, then press the tab or enter key to display a list of all transactions that meet your search criteria based on the active credit note list.
Packing Slip	Enter a packing slip number or part of a packing slip number, then press the tab or enter key to display a list of all transactions that meet your search criteria based on the active credit note list.
New	Allows you to create a New AP Credit Note .
View	Allows you to view the credit note you have selected.
Print	Select to print the selected credit note.
Preview/Print List	Will print a list of all credit notes displayed, based on your search criteria.
Close	Return to the main menu.

To view an AP Credit Note:

1. Select "Credit Notes" from the Accounts Payable Transaction List menu.
2. Select whether to search by "All Suppliers" or "Supplier," or alternatively "Invoice No" or "Packing Slip."
3. Select a “From” and “To” date from the drop down calendars.
4. Select a supplier.
5. Select "View."

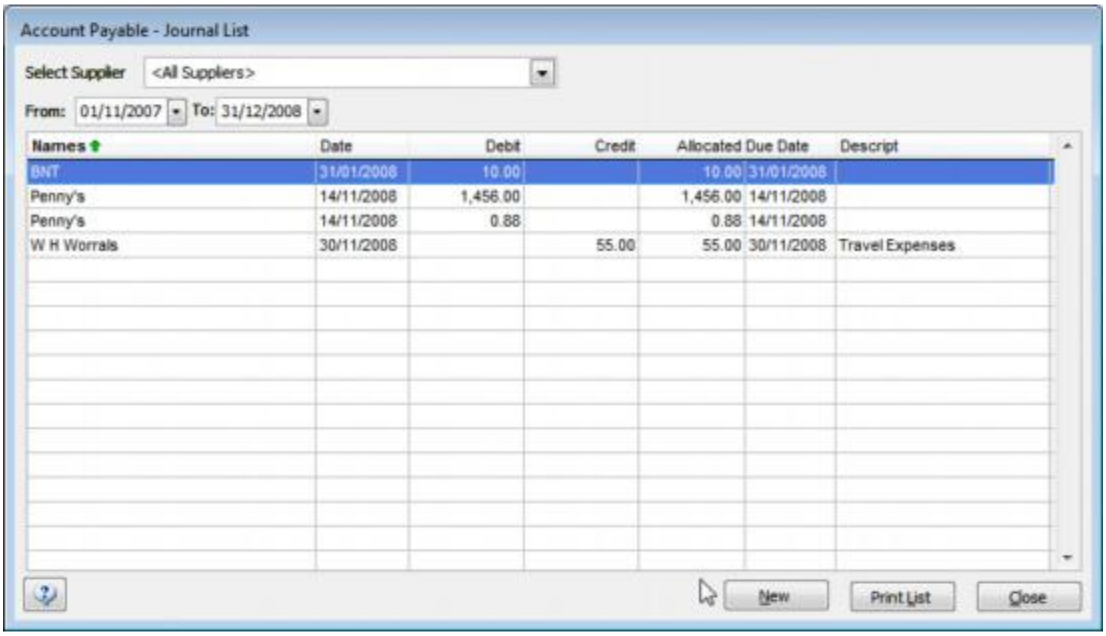
Creating a New Credit Note

Refer to New Credit Note.

Journals

This area allows you to view a list of journals that have been entered in to the Accounts Payable module.
Note: Clicking on the headings will sort the list by the selected heading if there is a green down arrow when you are clicking on the headings (Date can be decreasing or increasing).

Journals List



Items	Description
Select Supplier	Will display all journals for all suppliers if "All Suppliers" is selected from the drop down menu. Alternatively, if a particular supplier is selected, only their transactions will display.
From/To	Select the date range that you wish to view journals by from the drop down calendars. **Note:** Most of the Default Periods of the Transaction Lists section of the Accounts Payable module will be 13 months from the start of this financial year.
New	Select to create a new journal.
Preview/Print List	Will print a list of all journals displayed, based on your search criteria.
Close	Select to return to the main menu.

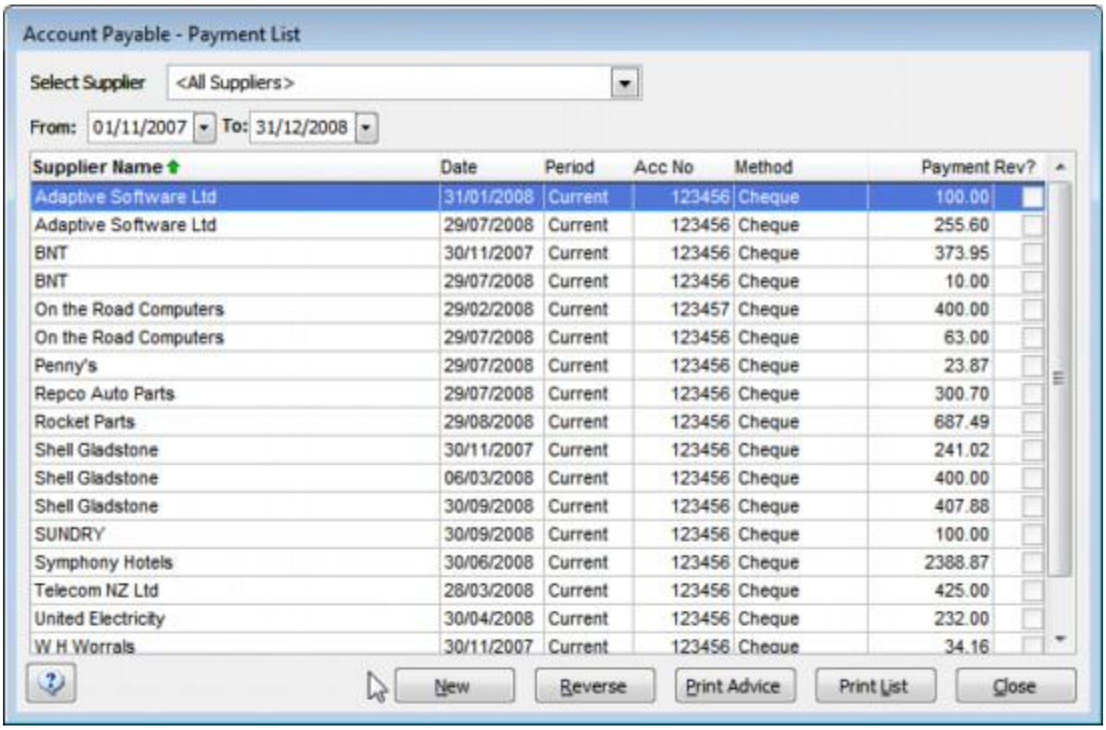
Creating a New Journal

Refer to New Journal.

Payments

This area allows you to view your AP payments list and reverse any AP payments if necessary.
Note: Clicking on the headings will sort the list by the selected heading if there is a green down arrow when you are clicking on the headings (Date can be decreasing or increasing).

Payment List



Items	**Description**
Select Supplier	Will display all payments for all suppliers if "All Suppliers" is selected from the drop down menu. Alternatively, if a particular supplier is selected, only their transactions will display.
From/To	Select the date range that you wish to view AP payments by from the drop down calendars. **Note:** Most of the Default Periods of the Transaction Lists section of the Accounts Payable module will be 13 months from the start of this financial year.
Reverse Invoice	This field will become automatically ticked once you have chosen to reverse an AP payment.
New	Allows you to make an AP payment.
Print Advice	Allows you to print the AP payment advice sheet.
Reverse	Once you have selected an AP payment you would like to reverse, click on this button and a tick will be placed in the "Rev?" field and the payment will be reversed.
Preview/Print List	Will print a list of all payments displayed, based on your search criteria.
Close	Select to return to the main menu.

To Reverse an AP Payment:

1. Select "Payments" from the Accounts Payable Transaction Lists menu.
2. Select whether to search by "All Suppliers" or a particular "Supplier."
3. Select a date range.
4. Select "Reverse."
5. Confirm that "Yes" you do wish to reverse the selected payment.

Creating a New AP Payment

Refer to New Payment.

Printing a Payment Advice

Refer to Print Controller.

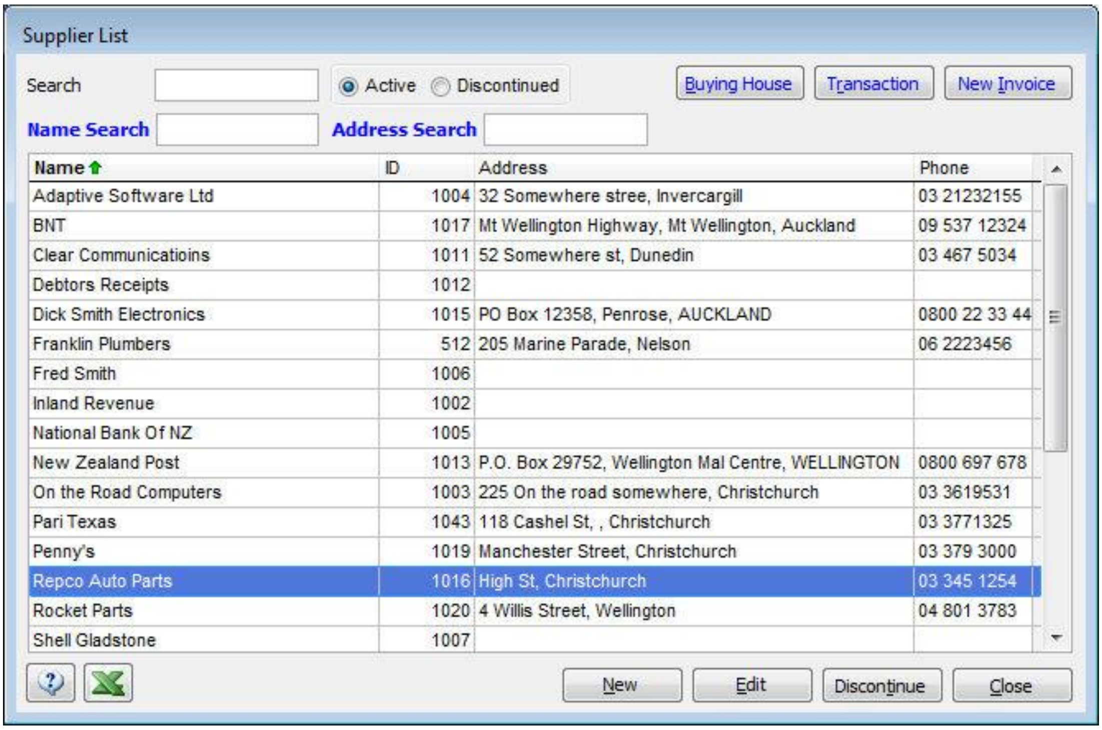
Tasks

Items	Description
Payees	This section allows you to set up the details of various payee/payer accounts that you will be purchasing from. Names are used to refer to your payees/payers in Accounts Payable and Stock Control , as well as to describe the source or destination of a transaction in Cashbook. This screen allows you to set up all aspects of these names for all modules. Some options will not display depending on which modules you have installed.
Products	This section allows you to set up product details.
Electronic Bank Transfer	Payments made to suppliers where 'direct credit' was nominated as the payment method can be transferred to your electronic banking software if the account you are paying them out of has this option enabled in Bank Accounts. This process will create a file in the place nominated in your Bank Accounts setup. Please refer to your banks software manual for instructions on uploading this file into their software.
Month End Menu	The Month End menu is designed to ensure that all tasks essential to the closing of a month are carried out. The functions are grouped here largely for convenience. They are also shown on the menu **in the order in which they should be completed**. The End of Month Balance Forward is an **irreversible process** that substantially alters the shape of the data in the system - all other tasks must be completed before this is done. **Note: Do not process any transactions for the new month until the previous month has been properly balanced forward, unless you have future transaction processing enabled.**

Payees

This section allows you to set up the details of various payee/payer accounts that you will be purchasing from. Names are used to refer to your payees/payers in Accounts Payable and Stock Control , as well as to describe the source or destination of a transaction in Cashbook. This screen allows you to set up all aspects of these names for all modules. Some options will not display depending on which modules you have installed.

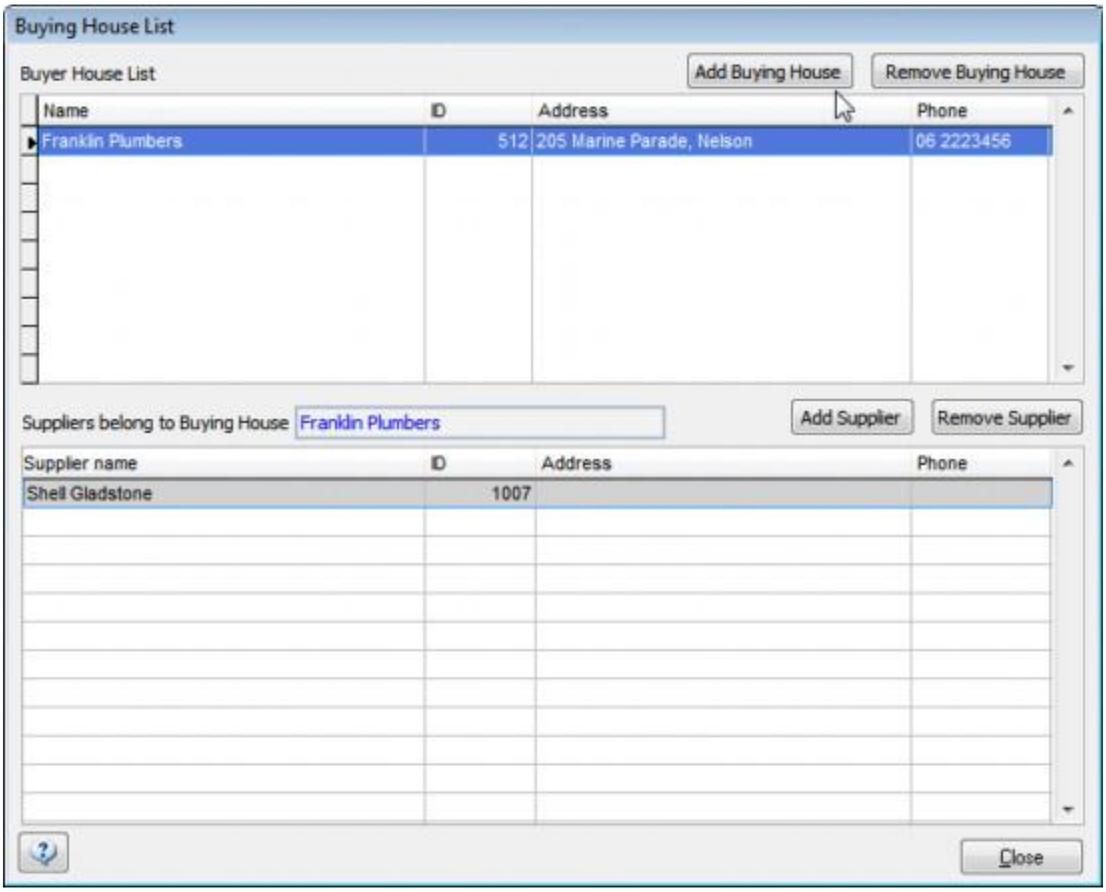
Payee/Payers List



Items	**Description**
Search	Search the active supplier list for a particular keyword or part of a keyword to find the first vehicle in the list that meets your search criteria. You can search by Name, ID, Address or Phone by clicking on the corresponding column header then entering a keyword in the "Search" box. **Note:** Clicking on the headings will sort the list by the selected heading if there is a green down arrow when you are clicking on the headings (Date can be decreasing or increasing).
Active/Discontinued	Select to display either Active or Discontinued payees/payers.
Buying House	Bring up the Buying House Account list.
Transaction	Displays an Accounts Payable Transaction List for the highlighted supplier.
New Invoice	Create an Accounts Payable invoice for this supplier.
Name Search	Enter a keyword or parts of a keyword based on a name, then press the tab or enter key to display a list of all transactions that meet your search criteria based on the active supplier list.
Address Search	Enter a keyword or part of a keyword based on an address, then press the tab or enter key to display a list of all transactions that meet your search criteria based on the active supplier list.
New	Select to create a new payee/payer.
Edit	Lets you edit the payee/payer you have selected.

Discontinue	Discontinues the payee/payer you have selected.
Close	Return to the main menu.

Buying House

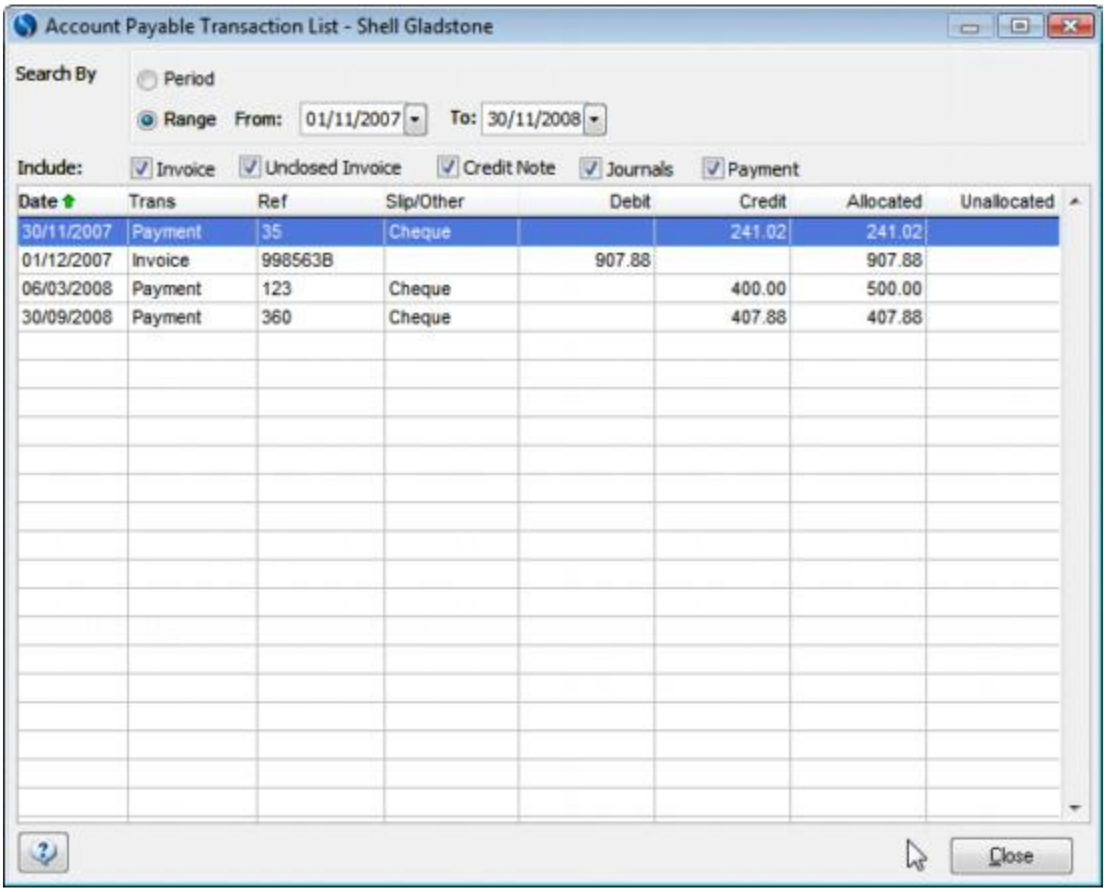


Items	**Description**
Add Buying House	Add a Buying House account.
Remove Buying House	Change a Buying House account back to being a normal supplier. All suppliers linked to this buying house will be removed too.
Suppliers belong to Buying House	Show which Buying House the suppliers in the table belong to.
Add Supplier	Add a supplier to the selected Buying House account.
Remove Supplier	Remove a supplier from the selected Buying House account.
Close	Return to the main menu.

To view/edit Buying House information:

1. Select "Payees/Payers" from the Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Select "Buying House."
3. In this window you can add a new Buying House, remove a Buying House, as well as adding or removing suppliers belonging to that Buying House.

Transaction



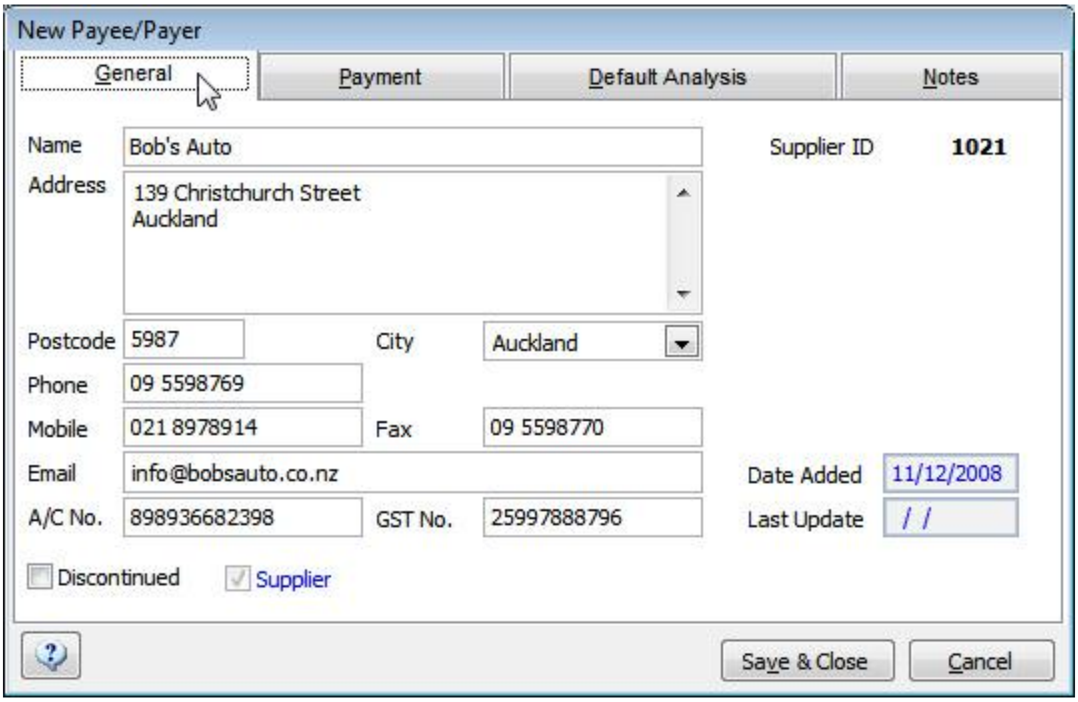
Items	Description
Search By	Period - Select from the drop down list the applicable transaction period (for example, All, Today, This Week, etc.). Range - Select From and To dates from drop down calendars and all transactions in between the selected dates will display.
Include	Invoice - Includes AP Invoices. Credits - Includes AP Credit Notes. Payment - Includes AP Payments. Journals - Includes AP Journals.
Close	Return to the main menu.

To view Transaction History for a supplier:

1. Select "Payees" from the Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Select "Transactions."
3. Select/enter search information.

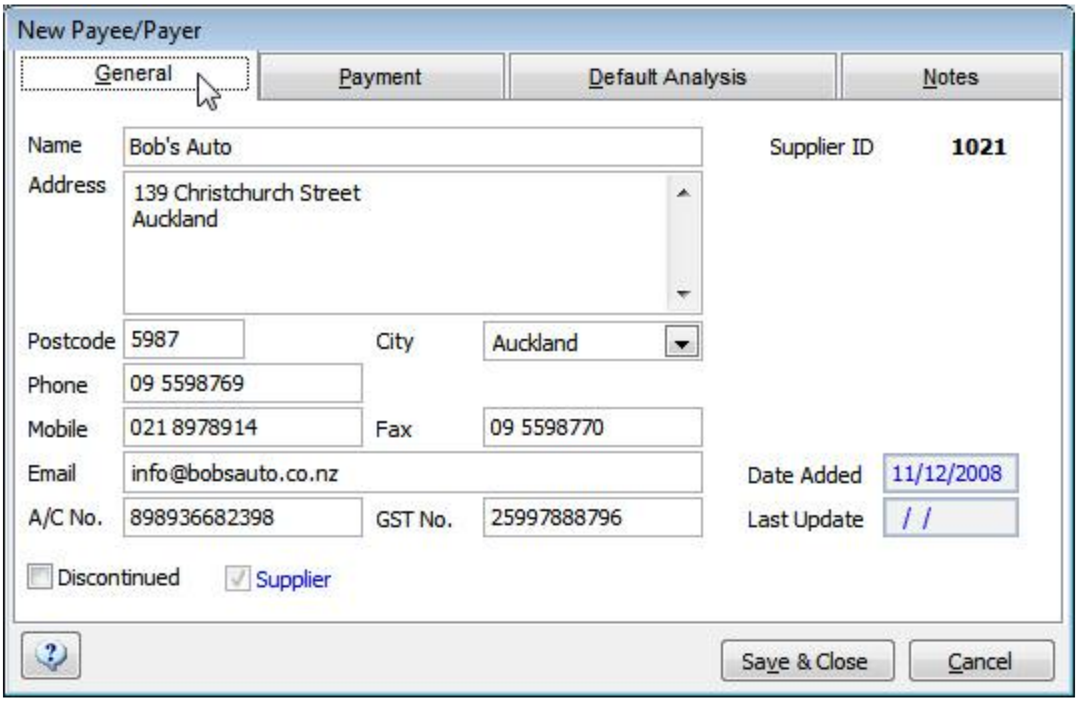
New/Edit/Discontinue Payees

General



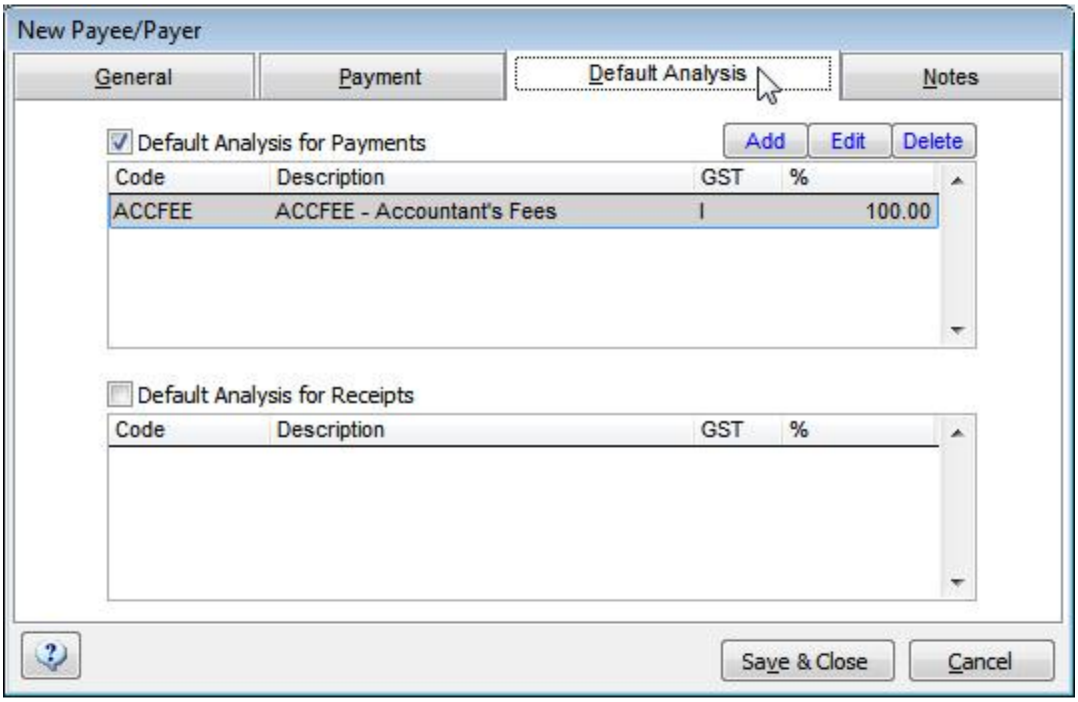
Items	Description
Name	This is the name that will appear on all lists within the program, as well as the name that will print on your reports.
Supplier ID	A Supplier ID will automatically be assigned to the client.
Address	Enter the payee/payer's details.
Postcode	The postcode of the supplier.
Phone	The phone number for the supplier.
Mobile	The mobile number of the supplier.
Fax	The fax number of the supplier.
Email	The email address of the supplier.
A/C No.	This is your trade account number with this particular supplier. It will display in the code field of the electronic banking software if that payment option is chosen.
GST No.	Enter the supplier's GST Number.
Discontinued	If this checkbox is selected the name will no longer be available to create new transactions. Names that have been used and then discontinued cannot be deleted as they are required for historical reports.
Supplier	This box will be checked automatically as this is a supplier.
Save	Select to retain any changes made to the payee/payer details.
Save & Close	Select to retain any changes made to the payee/payer details and close.
Close	Return to the previous screen.

Payment



Items	**Description**
Standard Terms	Enter the standard payment terms. Select between day of the month following or days from purchase.
Print Remittance Slip?	Choose whether to Print Remittance Slip or not, when making a payment.
Normal Discount %	The percentage of discount you normally receive.
Discount Terms	The terms of the discount.
Preferred Payment Method	Select whether your preferred method of payment is cheque or direct credit.
Supplier's A/C Details	Enter the supplier's account details.
Name	Enter the supplier's account name.
Supplier's Reference	Enter a supplier's reference.
Default Bank Account to pay from	Select the default bank account to pay from.

Default Analysis

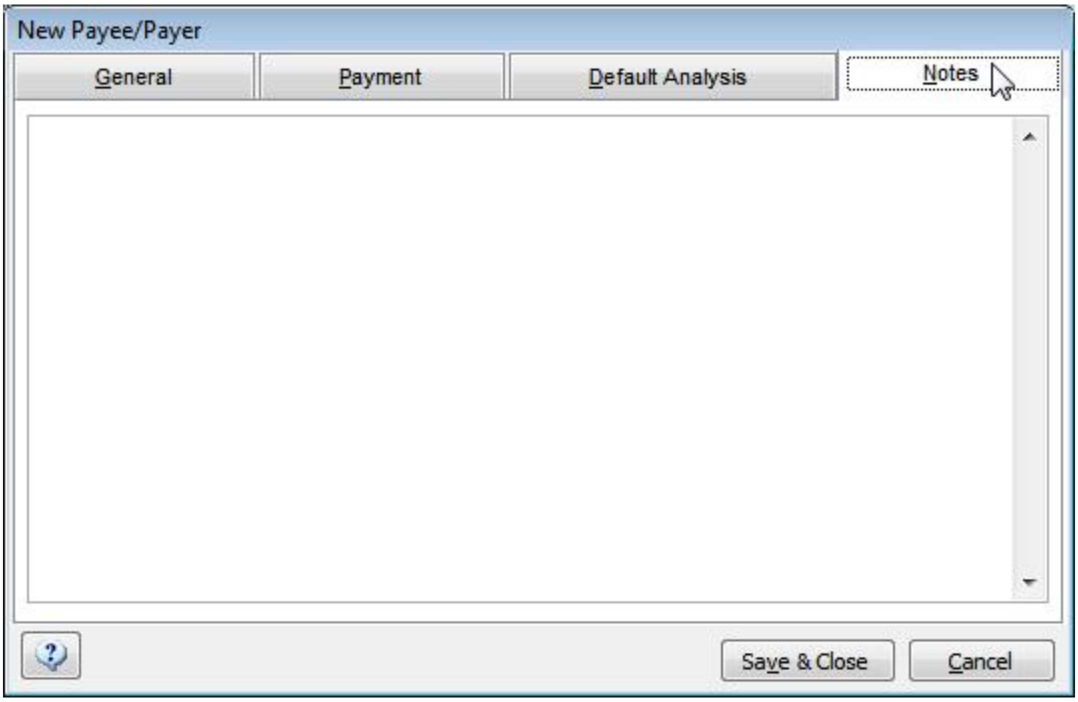


Items	**Description**
Default Analysis Codes for Payments	Allows you to add a default analysis code for payments.
Default Analysis Codes for Receipts	Allows you to add a default analysis codes for receipts.
Add	Allows you to add a default analysis code.
Edit	Allows you to edit an existing default analysis code.
Delete	Allows you to delete an existing default analysis code.

Add/Edit Default Analysis Codes

Items	**Description**
Supplier Name	The supplier name will be displayed. **Note:** It is Read Only.
Analysis Code	Select an Analysis Code from the drop down menu.
GST Code	The GST Code will display. **Note:** It is Read Only.
Percentage %	Enter the percentage of payments to be allocated to the selected Analysis Code.
Save	Retain any changes.
Cancel	Return to the previous menu.

Notes



Items	**Description**
Notes	Allows you to enter notes relevant to this payee/payer.

To create a New Supplier:

1. Select "Payees/Payers" from the Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Select "New."
3. Enter the relevant details of the supplier in the fields.
4. Select "Save & Close."

To edit an existing Supplier:

1. Select "Payees/Payers" from the Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Search for a client if necessary.
3. Click on a client and select "Edit."
4. Edit the relevant details of the supplier in the fields.
5. Select "Save" or "Save & Close."

Discontinuing a Supplier

To discontinue a Supplier:

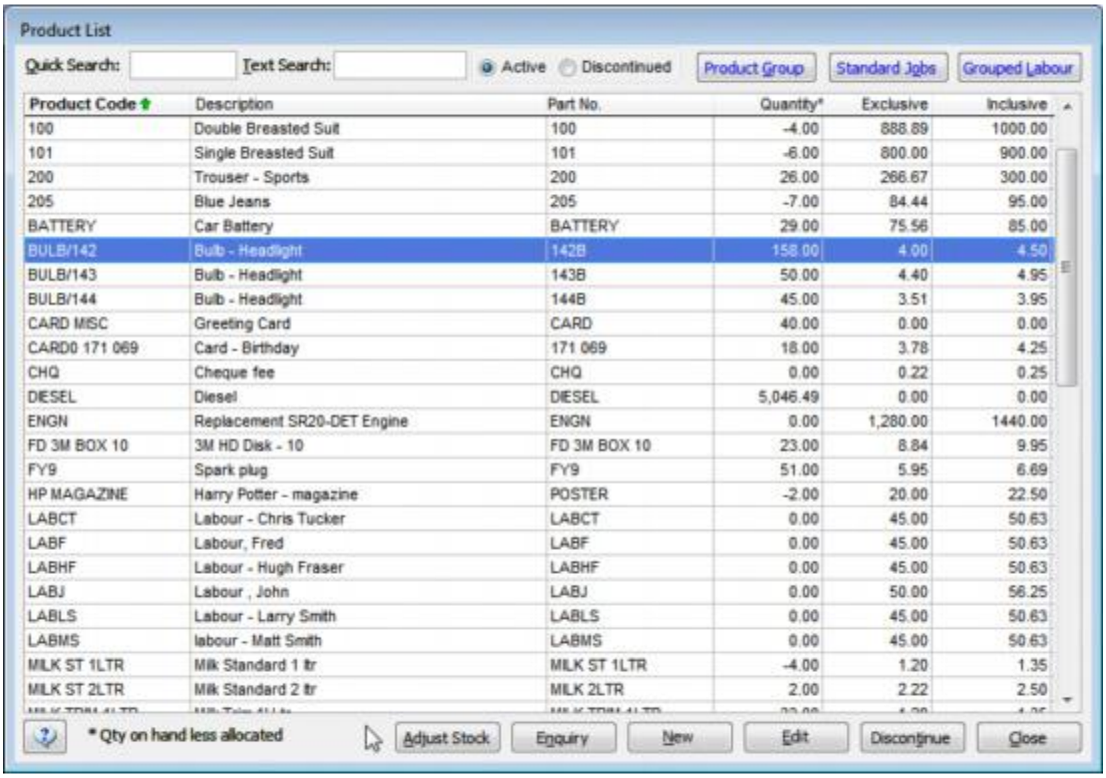
1. Select "Payees/Payers" from the Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Search for a client if necessary.
3. Click on a client and select "Discontinue."
4. Confirm that "Yes" you wish to discontinue this supplier.

Products

This section allows you to set up product details.

- Adjust Stock - Adjust the current quantity of product.
- Enquiry - Get the transaction information for the selected product.
- New/Edit Products - Create new products or edit existing products.
- Discontinue Products - Discontinue products that are no longer in use.
- Product Group - Search for a product by group and category.
- Standard Jobs - Set up a product and then specify that when you sell that product which individual components make it up.
- Grouped Labour - Combine any other grouped labour lines on that particular invoice and print them out at the bottom of the invoice as only one line called "Labour."

Product List

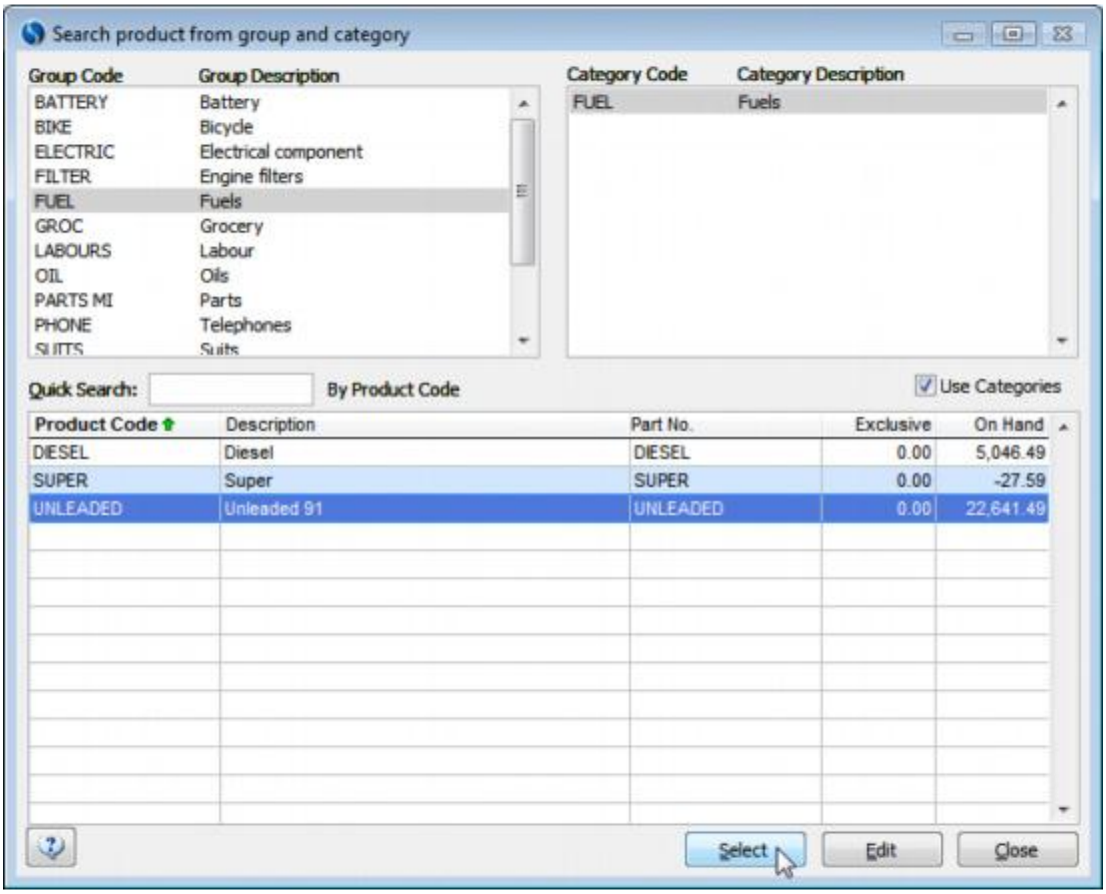


Items	**Description**
Quick Search	Allows you to search for a product. You can search by Product Code, Description or Product No. by clicking on the corresponding column header then entering a key word in the "Quick Search" box. **Note:** Clicking on the headings will sort your clients in the displayed list by the selected heading
Text Search	Type a keyword into the Text Search box.
Active/Discontinued	Select to display either Active or Discontinued product.
Product Group	Allows you to search for a product from its product group or category.
Standard Jobs	Allows you to maintain your standard jobs.
Grouped Labour	Allows you to maintain your grouped labours.

Adjust Stock	Allows depleting stock item's cost to be adjusted at any time without doing a stock take.
Enquiry	This screen allows you to make a product enquiry. This means that you can view the details of a product, including supply and sales histories.
New	Select to add a new product.
Edit	Select to edit details of an existing product.
Discontinue	This option allows you to Discontinue a particular product. It will remove the product from all current and active lists. You can however reinstate the client if required.
Close	Return to the main menu.

Product Group

This allows you to search for a product by group and category.



Items	Description
Quick Search	Allows you to search for a product. You can search by Product Code, Description or Part No. by clicking on the corresponding column header then entering a key word in the "Quick Search" box. **Note:** Clicking on the headings will sort your clients in the displayed list by the selected heading.
By	This item will show which column to search by (Product Code, Description or Part No.).
Use Categories	Select whether to use product categories or not.
Select	Select the product.
Edit	Edit the selected product.
Close	Select to return to the main menu.

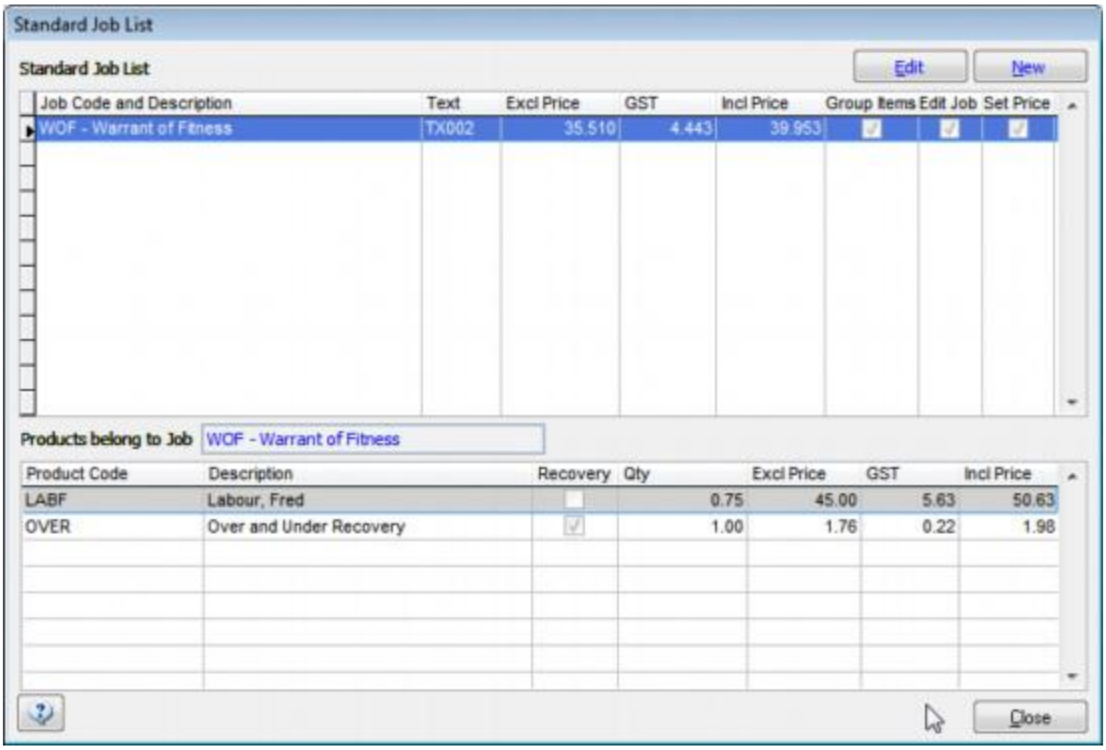
To Search Product from Group and Category:

1. Select "Products" from the Accounts Receivable Tasks menu, Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Select "Product Group."
3. Search for a product if necessary.
4. Click on a product and select "Select".

Standard Jobs

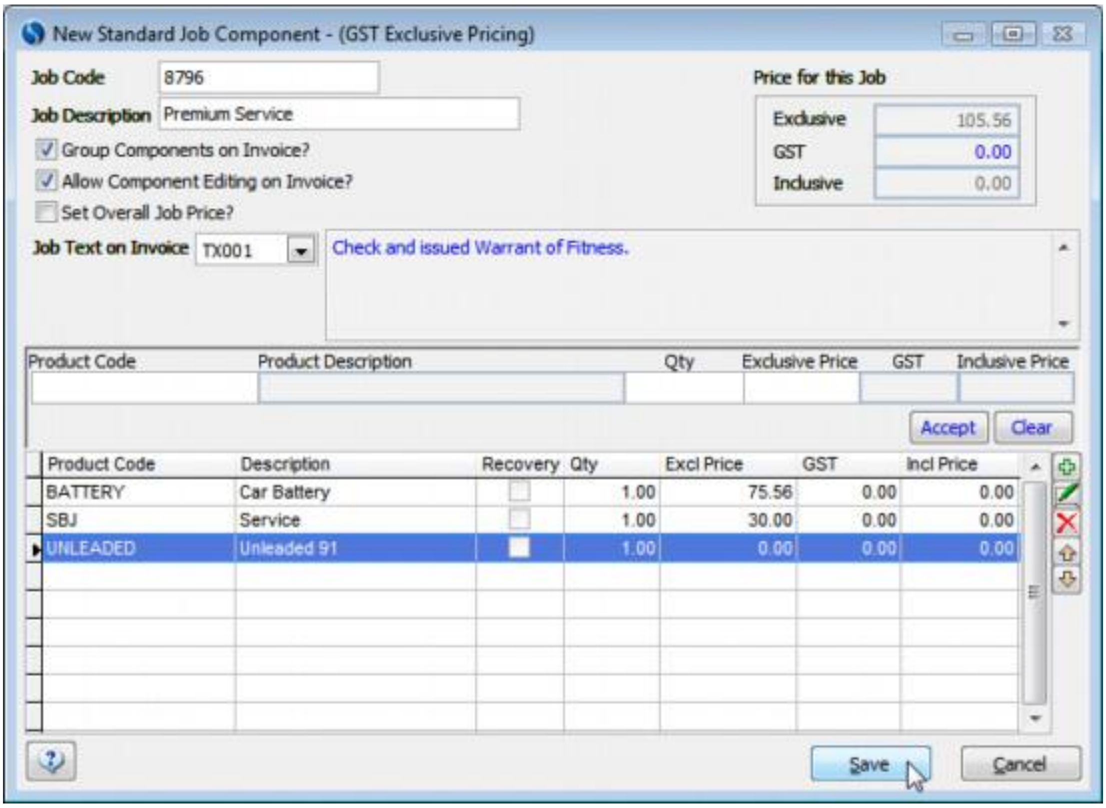
Standard Job functionality is the equivalent of kit-sets or components. This allows you to set up a product and then specify that when you sell that product, which individual components make it up. For example, you may say that a Lube and Service for $99.95 includes 1 hour of labour, 10 litres of oil and 1 oil filter. When the sale goes through, these individual items are adjusted off stock. On the client's invoice either all the component lines can display or just the overall lines for Lube and Service.

Standard Job List



Items	**Description**
Edit	Select to edit details of an existing standard job.
New	Select to add a new standard job.
Close	Return to the main menu.

Creating/Editing a Standard Job



Items	Description
Job Code	Standard job code.
Job Description	Standard job description. Enter a description of the standard job that will clearly convey the correct information about the standard job on both the invoice and to the customer.
Group Components on Invoice	When this option is selected, the client will see only one printed line on the invoice (plus text if there is any) for this job. If this is not selected, they will see all the component lines of the invoice. If this is a fixed price job, then this setting is always selected.
Allow Component Editing on Invoice	This option is only important if you have selected the set overall job price. If this option is selected then when the job is selected for sale an intermediary screen will appear allowing you to edit the components of the job, even changing them completely. If this option is not selected then the job will import straight into the invoice as you have set it up. If it is a set price job you will then not be able to edit the lines in the invoice. **Note:** This does not affect non-set price jobs.
Set Overall Job Price	If this option is selected it means that whatever the individual components added, the client will get charged the fixed price. If you nominate "No" then the price is the sum of the components based on this price and discount settings.
Job Text on Invoice	On entering this field you can nominate a standard text, which will accompany this job if required.
Price of this Job	The total price of this standard job.
Recovery Line	If the option of Set Overall Job Price is selected, then there is a detail line where the price can be changed automatically to meet the total price of this standard job.
Save	Select to retain any changes.
Cancel	Return to the previous screen without saving any changes.

To create a new Standard Job:

1. Select "Products" from the Accounts Receivable Tasks menu, Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Select "Standard Jobs."
3. Select "New."
4. Enter the relevant details of the standard job in the fields.
5. Select "Save".

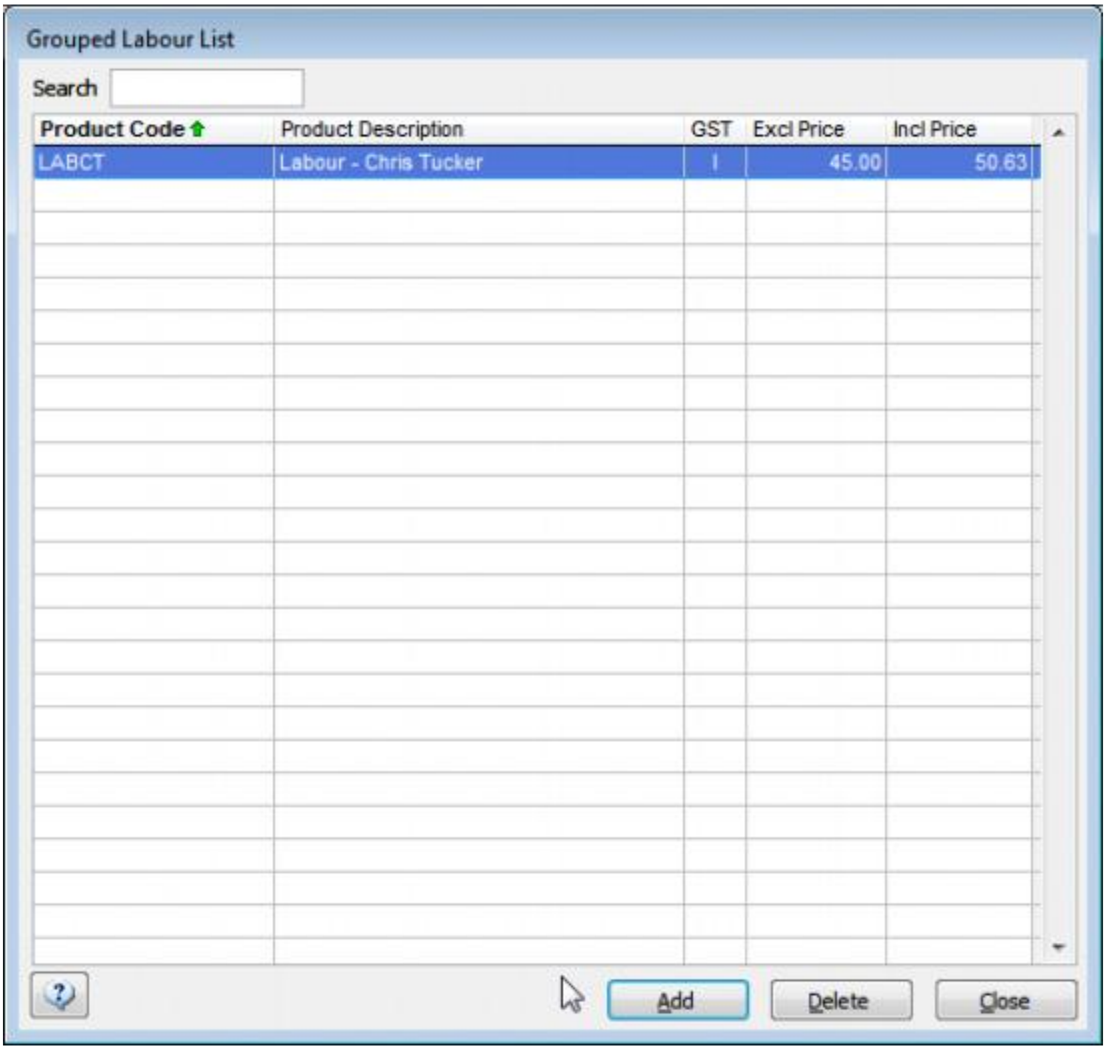
To edit an existing Standard Job:

1. Select "Products" from the Accounts Receivable Tasks menu, Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Select "Standard Jobs."
3. Select a standard job and choose "Edit."
4. Edit the relevant details of the standard job in the fields.
5. Select "Save."

Grouped Labour

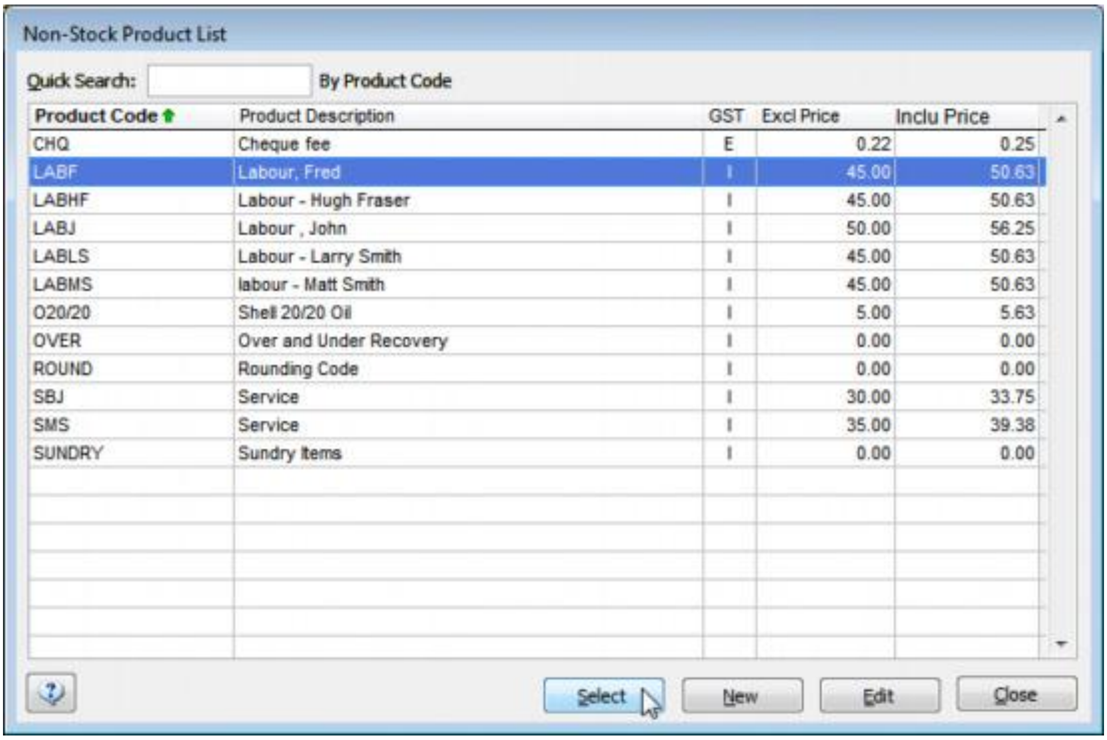
This allows you to combine any other grouped labour lines on that particular invoice and print out at the bottom of the invoice as only one line called "Labour." This allows you to have several employees work on a job. Yet while their time is analysed in detail, only one line of labour is included on the invoice.

Grouped Labour List



Items	Description
Search	Allows you to search for a grouped labour. You can search by Product Code or Product Description by clicking on the corresponding column header.
Add	Add an existing non-stock product to grouped labour.
Delete	Delete an existing grouped labour.
Close	Select to return to the main menu.

Non-Stock Product List



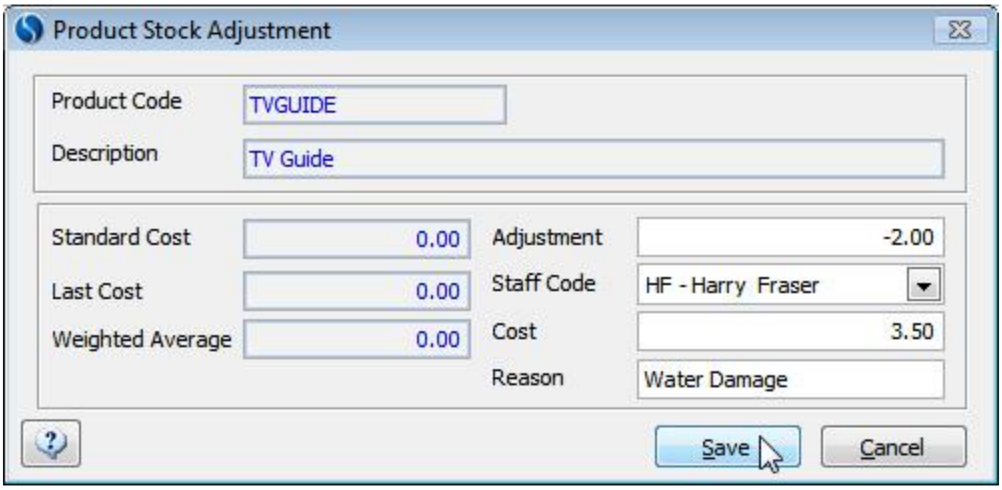
Items	Description
Quick Search	Allows you to search for a non-stock product. You can search by Product Code or Product Description by clicking on the corresponding column header then entering a key word in the "Quick Search" box. **Note:** Clicking on the headings will sort your clients in the displayed list by the selected heading.
By	This item will show which column to search by (Product Code or Product Description).
Select	Proceed with your selection.
New	Select to create a new non-stock product.
Edit	Select to edit an existing non-stock product.
Close	Return to the main menu.

To create a Grouped Labour:

1. Select "Products" from the Accounts Receivable Tasks menu, Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Select "Grouped Labour."
3. Select "Add."
4. Select the relevant non-stock product and choose "Select."

Product Stock Adjustment

This allows you to adjust the current quantity of product.



Items	Description
Product Code	This displays the Product Code. **Note:** It is Read Only.
Description	This displays the Product's Description. **Note:** It is Read Only.
Standard Cost	This displays the Product's Standard Cost. **Note:** It is Read Only.
Last Cost	This displays the Product's Last Cost. **Note:** It is Read Only.
Weighted Average	This displays the Product's Weighted Average Cost. **Note:** It is Read Only.
Adjustment	Enter the amount of the adjustment.
Staff Code	Select the staff member performing the stock adjustment.
Cost	The actual cost for this product.
Reason	Enter a reason for the stock adjustment taking place.
Save	Select to retain any changes.
Cancel	Return to the previous screen without saving any changes.

To Adjust Stock:

1. Select "Products" from the Accounts Receivable Tasks menu, Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Search for a product if necessary.
3. Click on a product and select "Adjust Stock."
4. Enter the adjustment information.
5. Select "Save."

Product Stock Enquiry

This allows you to get the transaction information for the selected product.

Items	**Description**
Product Code	This is a unique code that will identify the product.
Description	This is a description of the product that clearly conveys the correct information about the product on both the invoice and to the customer.
Opening Stock	The opening stock quantity of this product.
Sales	The sale information of this product.
Transferred	The transfer stock information of this product.
Received	The received stock information of this product.
Adjustments	The adjusted stock information of this product.
Closing Stock	The quantity and value physically on hand.
Quantity	The available quantity of Opening Stock, Sales, Transferred, Received, Adjustments and Closing Stock.
Value	The value of Opening Stock, Sales, Transferred, Received, Adjustments and Closing Stock.
Allocated (Current)	This shows the units of product that are currently allocated to unclosed jobs.
Allocated (Future)	This shows the units of product that are allocated to unclosed jobs in the future period.
Total Available	This shows the quantity available to sell. It is the Closing Stock, plus Total on Order, less Allocated.
Total On Order	The total of this product on order with your suppliers but not yet received.
Supply History	Displays a list of all the stock receipts for this item, it only functions with Stock Control.
Sales History	This displays a list of all the sales of this product with the most recent at the top.

	The purchaser, invoice number and sales price are displayed.
View Orders	This display the order information of this product.
View Allocations	Lists unclosed invoices including this product.
Close	Return to the main menu.

To make a Product Enquiry:

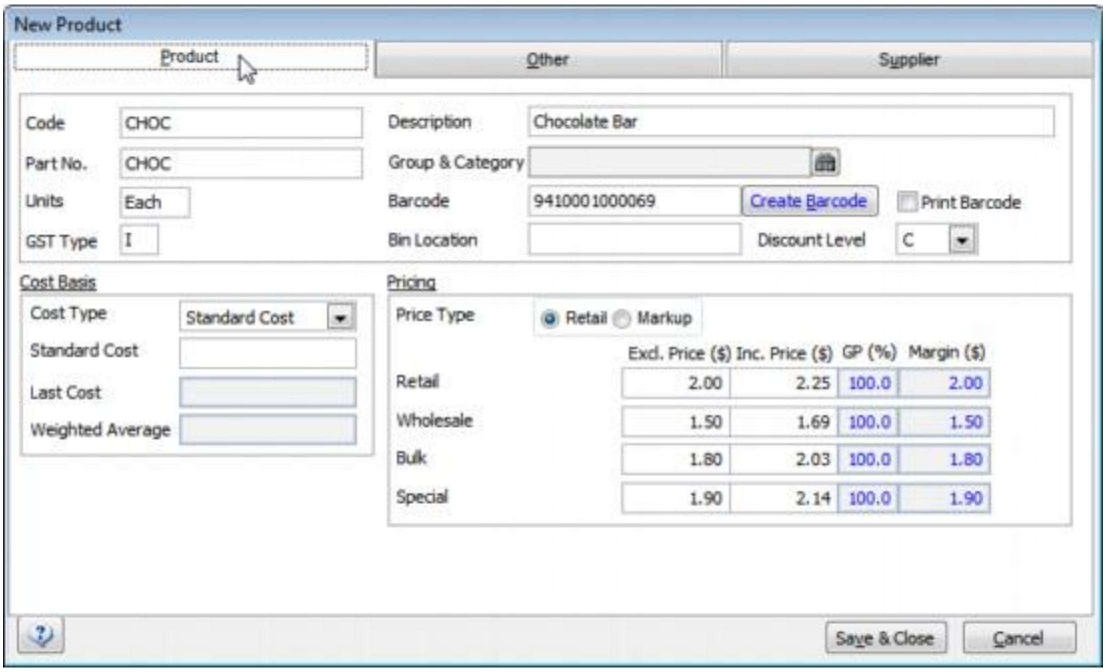
1. Select "Products" from the Accounts Receivable Tasks menu, Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Search for a product if necessary.
3. Click on a product and select "Enquiry."
4. Make further enquiries by selecting "Supply History," "Sales History," "View Orders" or "View Allocations."

New/Edit/Discontinue Products

This allows you to create new products or edit existing products.
Note: Before new products are added, the Groups and Categories they belong to should first be set up.

Creating/Editing a Product

Product

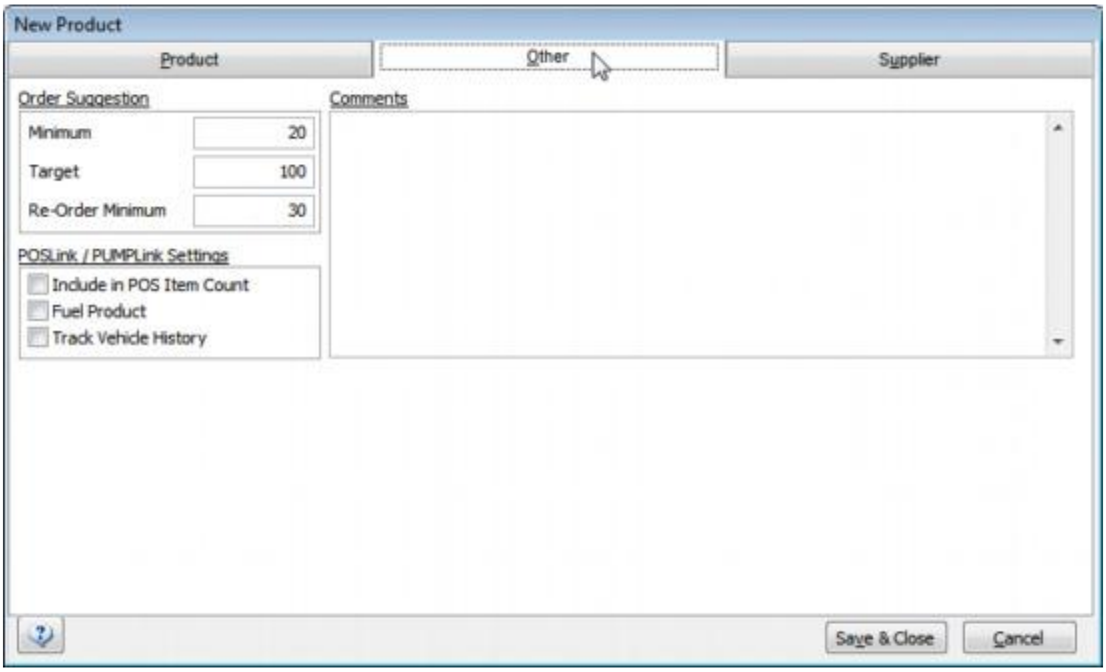


Items	Description
Code	Enter a code that you will use to identify the product, e.g. the manufacturer's part number or your own code to suit the business and staff. Keep codes simple and easy to use, e.g. DSLSBWXL = Dress Shirts (product), Long Sleeve (group), Black & White (category), Xtra Large (size).
Description	Enter a description of the product that will clearly convey the correct information about the product on both the invoice and to the customer. This description can be edited once you are working in the invoice screen.
Part No.	Enter a part number if applicable. This is usually the supplier's code.
Group & Category	Click the browse button to add a group and category to the product. **Note:** This must first be set up in Groups & Categories.
Units	Enter a description of the units that the product is sold in, e.g. each, litres, pairs, etc. This unit description will print on the invoice beside the quantity.
Barcode	Enter a Barcode if required.
Create Barcode	Generate a Barcode automatically.
Print Barcode.	Click on the checkbox if you require Barcodes to print.
GST Type	Indicates which GST rate applies to the product, e.g. export goods and cheque fees will require either an E for exempt or Z for zero-rated.
Bin Location	This is the location of the product on your shelving system.
Discount Level	If applicable enter the discount level for the product. Refer to Product Discount Structure for setup instructions.
Cost Basis	This setting governs which cost will be used in pricing a product.
Pricing	Price Type - Select from Retail or Markup.

"This Manual is continually being updated with more specific information. If you see an area you think needs more explanation or have any suggestions on content, please don't hesitate to contact us at info@synergy.net.nz with your ideas."

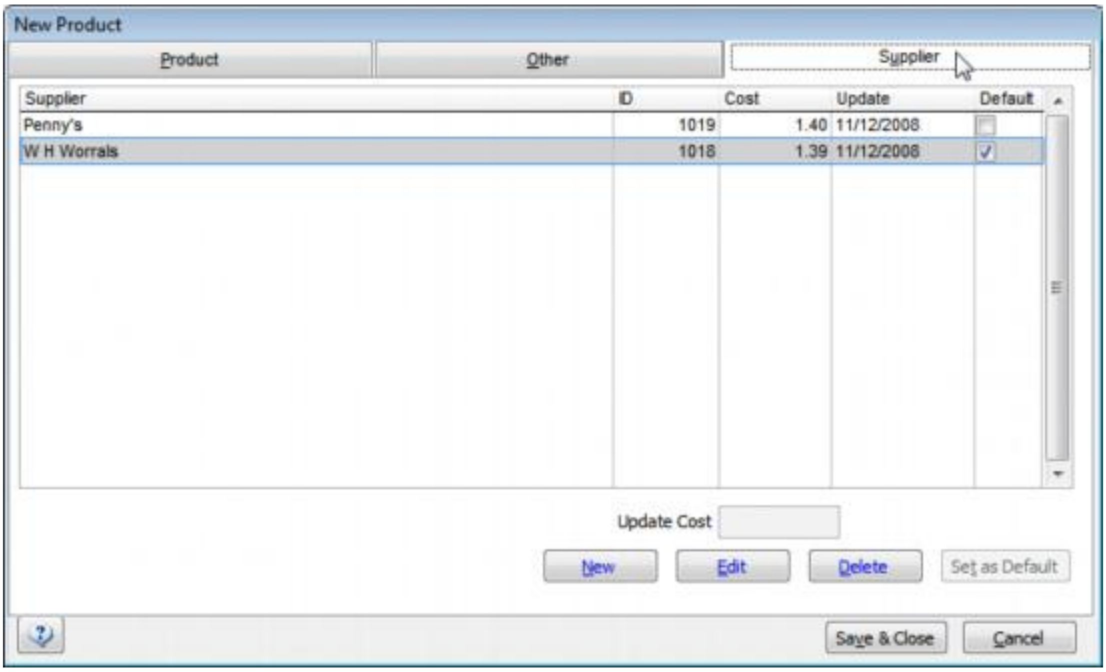
	Price Table - Displays all pricing information pertaining to the product.
Enquiry	Do the product enquiry for this product.
Save	Select to retain any changes to the product.
Save & Close	Select to retain any changes to the product and close.
Cancel	Return to the previous screen without saving any changes.

Other



Items	Description
Order Suggestion	Minimum - Minimum order quantity. Target - Target order quantity. Re-Order Minimum - Re-Order minimum quantity.
POSLink/PUMPLink Settings	Allows the product to be included in POS reports. This tells PUMPLink whether the product is a fuel product or not for wet stock calculations. **Note:** Only available if you have POS/PUMPLink
Comments	Enter comments about the product.

Supplier



Items	Description
Update Cost	The updated cost of this product.
New	Select to enter a new supplier for the product.
Edit	Select a supplier then click "Edit" to edit information about a supplier for this product.
Delete	Select a supplier then click "Delete" to remove the supplier from this product.
Set as Default	Select a supplier then click "Set as Default" to make them your default supplier for this product.
New Blank	Add another new blank product.
Set Default	Set default value for new products, e.g. Group & Category, Units, Bin Location, GST Type, etc.

To create a new Product:

1. Select "Products" from the Accounts Receivable Tasks menu, Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Select "New."
3. Select the type of product - "Stock Product" or "Non Stock Product," then click "Add."
4. Enter the relevant details of the product in the fields.
5. Select "Save & Close."

To edit an existing Product:

1. Select "Products" from the Accounts Receivable Tasks menu, Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Search for a product if necessary.
3. Click on the product you wish to edit and click "Edit."
4. Edit the relevant details in the fields.
5. Select "Save" or "Save & Close."

"This Manual is continually being updated with more specific information. If you see an area you think needs more explanation or have any suggestions on content, please don't hesitate to contact us at info@synergy.net.nz with your ideas."

Discontinuing a Product

To discontinue an existing Product:

1. Select "Products" from the Accounts Receivable Tasks menu, Accounts Payable Tasks menu or Stock Control Tasks menu.
2. Search for a product if necessary.
3. Click on a product and select "Discontinue."
4. Confirm that "Yes" you do wish to discontinue the client.

Electronic Bank Transfer

Payments made to suppliers where 'direct credit' was nominated as the payment method can be transferred to your electronic banking software if the account you are paying them out of has this option enabled in Bank Accounts. This process will create a file in the place nominated in your Bank Accounts setup. Please refer to your banks software manual for instructions on uploading this file into their software.

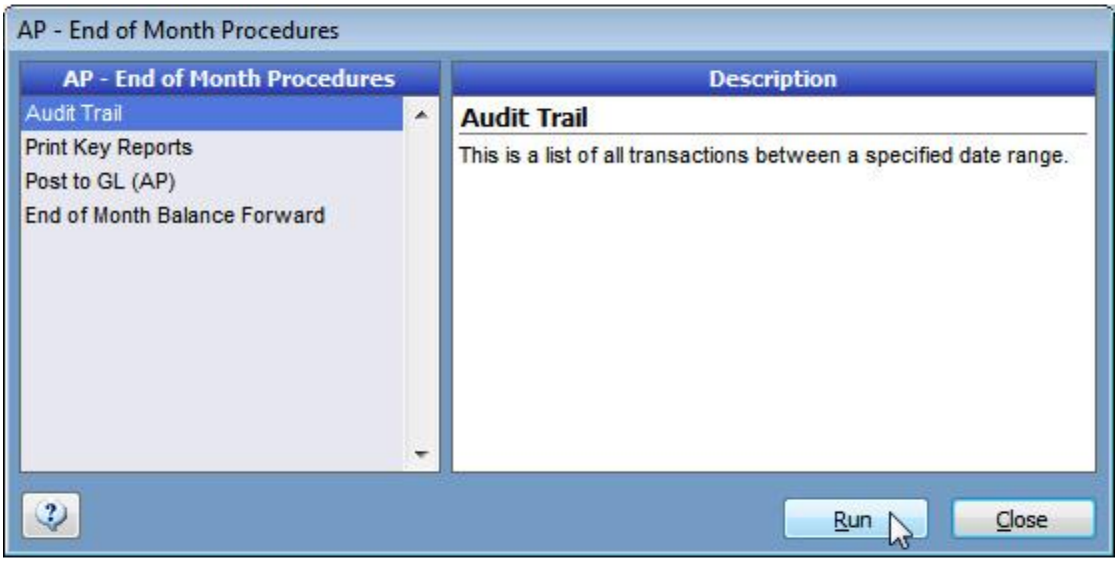
Items	**Description**
Electronic Bank List	Select a bank account from the drop down list.
Selected	Select which remittances you would like to include by checking the "Selected" box.
Select All/Deselect All	• Select All - Allows you to select all remittances on the list. • Deselect All - Removes all selected remittances.
Report	Allows you to print a report summarising the batch so you can keep it in your records.
Remove	This will remove a remittance from the batch transfer. **Note:** Once a remittance is removed it will never be in the electronic batch transfer, you will need to send it to the bank manually.
Generate	This will create the electronic batch. **Note:** Only click on "Generate" once you have finished adding all the remittances you want to the batch.
Close	Return to the main menu.

To make an Electronic Transfer to the Bank:

1. Select "Electronic Bank Transfer" from the Accounts Payable menu.
2. Select an Electronic Bank Account.
3. Tick the checkboxes "Selected" next to the supplier transactions that you want to generate.
4. Select "Generate."

Month End Menu

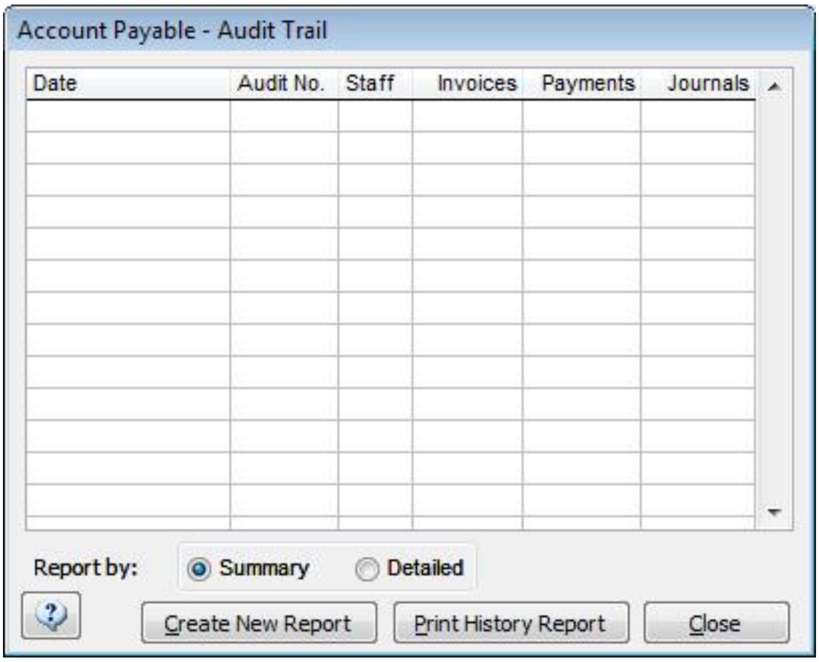
The Month End menu is designed to ensure that all tasks essential to the closing of a month are carried out. The functions are grouped here largely for convenience. They are also shown on the menu **in the order in which they should be completed**. The End of Month Balance Forward is an **irreversible process** that substantially alters the shape of the data in the system - all other tasks must be completed before this is done. **Note: Do not process any transactions for the new month until the previous month has been properly balanced forward, unless you have future transaction processing enabled.**



Items	Description
Audit Trail	This is a list of all transactions since the last time the Audit Trail was printed.
Match Ageing	The match ageing function looks for negative and positive amounts in the Client's Ledger, and if they are found will zero the matched amount out.
Print Key Reports	A print queue can be created to enable all the reports required at the end of the month to be run off without going through the various menus. Which reports you run off will depend on your business, it is however strongly recommended that the Control Account and Aged Trial Balance be run off as they cannot be obtained at a later date. The analysis reports can be re-printed at any time in the future.
Post to GL (AP)	This process will transfer all unposted Accounts Payable transactions (Including invoice, credit notes and journals) in the current month to the general ledger. **Note:** This process is irreversible.
End of Month Balance Forward	This rolls the current Accounts Payable period into the next month. At financial year end it also moves Accounts Payable into the new financial year. **Note:** This process is irreversible and should only be done after all the other steps are completed. After End of Month Balance Forward is run, the system will be ready for the new month's transactions to be entered.
Run	Run the selected item.
Close	Return to the main menu.

Audit Trail

This is a list of all transactions since the last time the Audit Trail was printed.



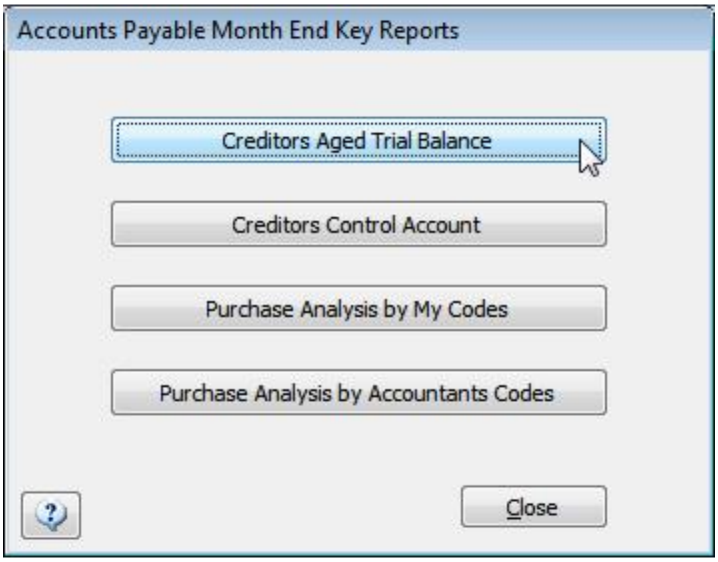
Items	Description
Include Gross Profit Figures in the Audit Trail?	Select if you wish to include gross profit figures in the audit trail.
Create New Report	Allows you to create a new audit trail report.
Print History Report	Allows you to print a previous audit trail report.
Close	Return to the previous menu.

Match Ageing

The match ageing function looks for negative and positive amounts in the Client's Ledger, and if they are found will zero the matched amount out.

Print Key Reports

A print queue can be created to enable all the reports required at the end of the month to be run off without going through the various menus. Allows you to print the key reports for your business from Creditors, Aged Trial Balance, Creditors Control Account, Purchase Analysis by My Codes and Purchase Analysis by Accountants Codes. **Note:** Which reports you run off will depend on your business, it is however strongly recommended that the Control Account and Aged Trial Balance be run off as they cannot be obtained at a later date. The analysis reports can be re-printed at any time in the future.



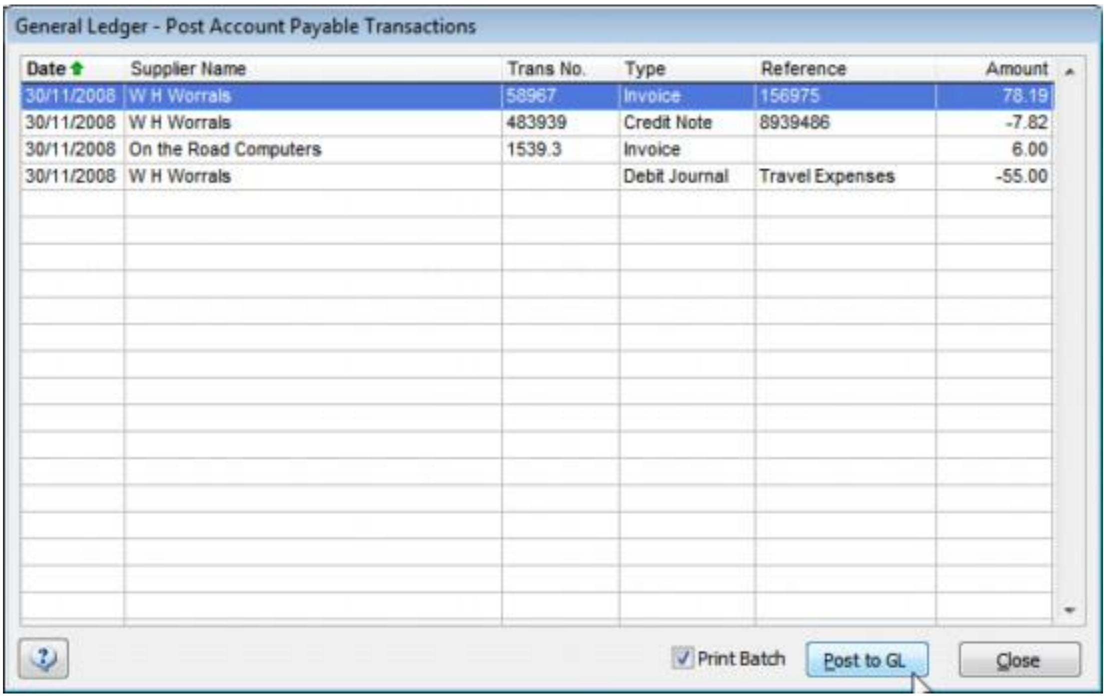
Items	**Description**
Creditors Aged Trial Balance	Provides a report of current supplier balances aged between current, one month, two month and three months and over. It is a crucial report for credit control and should be monitored regularly.
Creditors Control Account	Gives an overview of progress for the month. The detail that supports each total is available from one or more of the other reports that the system provides.
Purchase Analysis by My Codes	This report works on the analysis codes entered with each supplier's invoice within Accounts Payable.
Purchase Analysis by Accountants Codes	This report works in an identical manner to the analysis report by "My Codes" however it sorts by the accountants' codes which you have linked each analysis code to. See Analysis Codes.
Close	Select to return to the main menu.

To Print Month End Key Reports:

1. Select "Month End Menu" from the Accounts Payable Tasks menu.
2. Select "Print Key Reports."
3. Select the relevant options for that report.
4. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu. **Note:** Not all these options are available for every report.

Post to GL (AP)

This process will transfer all unposted Accounts Payable transactions (including invoice, credit notes and journals) in the current month to the General Ledger. **Note:** This process is irreversible.



Items	Description
Print Batch	Tick this box to print the batch report automatically once you post Accounts Payable transactions to General Ledger.
Post to GL	Select to post all Accounts Payable transactions, which are displayed in the list, to General Ledger. The General Ledger will be updated automatically.
Close	Return to the main menu.

To post Accounts Payable Transactions to General Ledger:

1. Select "Post to GL (AP)" from the General Ledger Tasks menu or Month End Menu in the Accounts Payable Tasks menu.
2. Tick the "Print batch once General Ledger Updated" box if you want the batch to print automatically once posted.
3. Select "Post to GL."

End of Month Balance Forward

This rolls the current Accounts Payable period into the next month. At financial year end it also moves Accounts Payable into the new financial year. **Note: This process is irreversible** and should only be done after all the other steps are completed. After End of Month Balance Forward is run, the system will be ready for the new month's transactions to be entered.

Items	Description
Continue	Select to proceed with Financial Year End rollover. **Note: This process is irreversible.**
Cancel	Return to the main menu.

To roll the current Accounts Payable period into the next month:

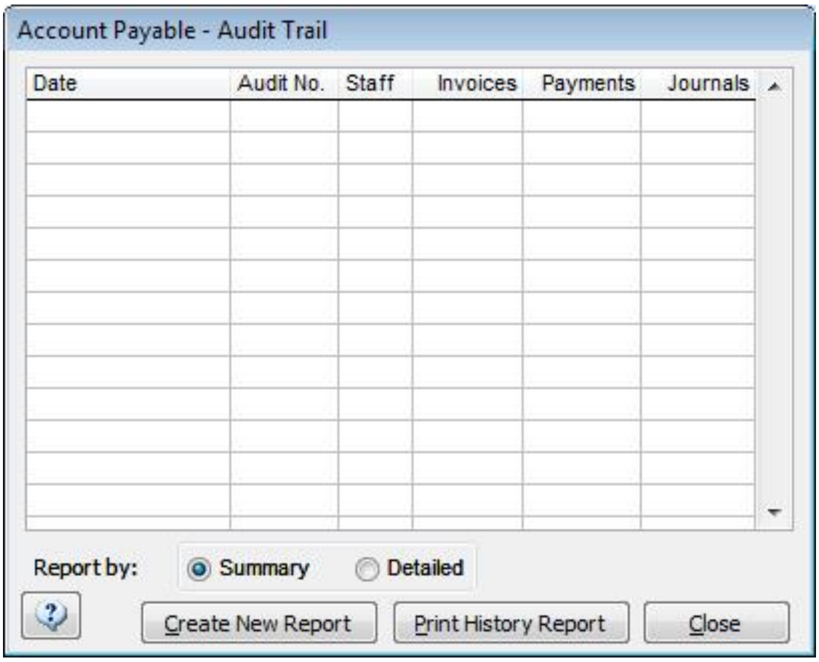
1. Select "Month End Menu" from the Accounts Payable Tasks menu.
2. Select "End of Month Balance Forward."
3. Select "Continue" if you are **sure** you want to move the current Accounts Payable period into the next month. **This is irreversible**.

Reports

Items	Description
AP Aged Trial Balance	This report displays supplier balances aged between current, one month, two month and three months and over. It is a crucial report for credit control and should be monitored regularly.
AP Control Account	This report displays an overview of progress for the selected month. It is divided into four sections: 1. The top section provides information relating to progress during the month, including the total invoiced, receipted and balances outstanding. 2. The centre "Check Balance" shows whether the data in the system has integrity. It should always read $0.00, as the program automatically recalculates this every time you access the control account. 3. The middle section displays the GST collected during the month. 4. The bottom section displays the total of all unclosed invoices in the system (work in progress) as well as future transactions **Note: If for some reason "Check Balance" does not read zero please contact your Synergy Support Person ASAP.**
AP Transaction Lists	This report displays a list of transactions based on the transaction types (invoices, credit notes, payments and journals) for a specified period.
Detailed Invoice Lists	This report displays a detailed list of Unclosed Invoices, Closed Invoices or Unpaid Closed Invoices.
Payment Due Report	This report displays amounts due to be paid and any applicable discount for a specified period. It could be used for instance to determine cash flow requirements for the month ahead.
Purchase Analysis (Accountants Codes)	This report displays purchase invoice details based on the selected accountant codes for the specified period.
Purchase Analysis (My Codes)	This report displays purchase invoice details based on the selected analysis codes for the specified period.
Stock Purchase Report	This report displays all purchase details listed by group/category/product based on the selected suppliers for the specified period.
Supplier Name & Address List	This report displays the full name and address report for all of the suppliers. From this option you can print a name and address list or envelopes for chosen suppliers.
Suppliers Ledger	This report displays current suppliers with transaction information and balances (current, one month, two month and three months and over) for the specified period. It is a crucial report for credit control and should be monitored regularly.
Suppliers Transaction List	This report displays a list of all transactions for a supplier or group of suppliers for a specified period.

Audit Trail

This is a list of all transactions since the last time the Audit Trail was printed.



Items	**Description**
Include Gross Profit Figures in the Audit Trail?	Select if you wish to include gross profit figures in the audit trail.
Create New Report	Allows you to create a new audit trail report.
Print History Report	Allows you to print a previous audit trail report.
Close	Return to the previous menu.

AP Aged Trial Balance

This report displays supplier balances aged between current, one month, two month and three months and over. It is a crucial report for credit control and should be monitored regularly.

Items	Description
Preview	View the report. You can print the report here once it is displayed.
Print	Print the report without viewing it first.
Export	Export the report in PDF or XLS (Excel) format to the file location of your choice.
Close	Return to the main menu.

To produce an AP Aged Trial Balance Report:

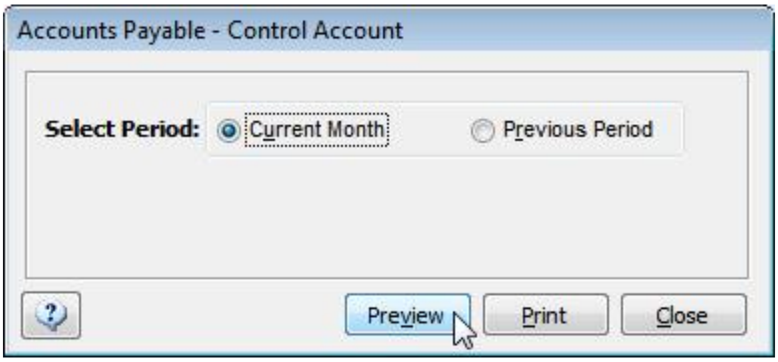
1. Select "AP Aged Trial Balance" from the Accounts Payable Reports menu or the Report Centre.
2. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu.

AP Control Account

This report displays an overview of progress for the selected month.
It is divided into four sections:

1. The top section provides information relating to progress during the month, including the total invoiced, receipted and balances outstanding.
2. The centre "Check Balance" shows whether the data in the system has integrity. It should always read $0.00, as the program automatically recalculates this every time you access the control account.
3. The middle section displays the GST collected during the month.
4. The bottom section displays the total of all unclosed invoices in the system (work in progress) as well as future transactions

Note: If for some reason "Check Balance" does not read zero please contact your Synergy Support Person ASAP.



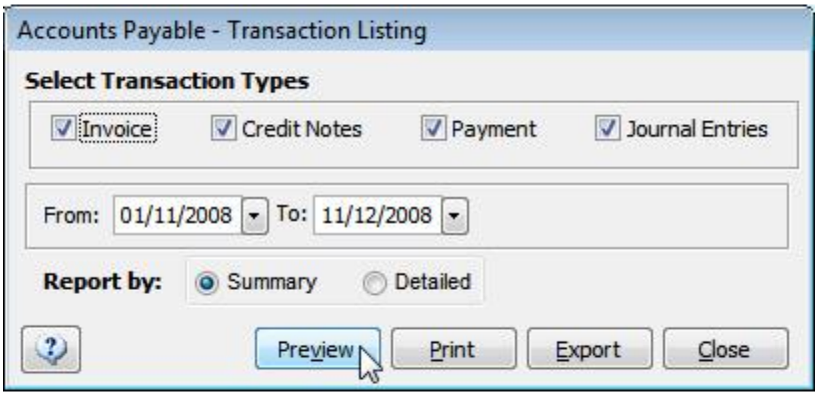
Items	**Description**
Select Period	Select whether to report Current Month or a Previous Period. If Previous Period is selected, choose a "From" and "To" date from the drop down menus.
Preview	View the report. You can print the report here once it is displayed.
Print	Print the report without viewing it first.
Close	Return to the main menu.

To produce an AP Control Account:

1. Select "AP Control Account" from the Accounts Payable Reports menu or the Report Centre.
2. Select a Period.
3. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu.

AP Transaction List

This report displays a list of transactions based on the transaction types (invoices, credit notes, payments and journals) for a specified period.



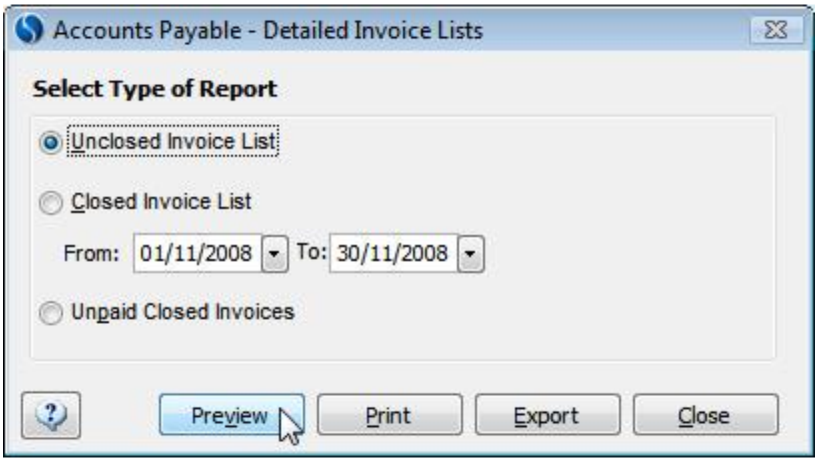
Items	Description
Select Transaction Types	Select between Invoices, Credit Notes, Journals and/or Receipts.
From/To	Set the date range which you wish to report. The default is AP current month. You can enter any other period you wish.
Report by	• Summary - Report in Summary format. • Detailed - Report in Detailed format.
Preview	View the report. You can print the report here once it is displayed.
Print	Print the report without viewing it first.
Export	Export the report in PDF or XLS (Excel) format to the file location of your choice.
Close	Return to the main menu.

To produce an AP Transaction List:

1. Select "AP Transaction List" from the Accounts Payable Reports menu or the Report Centre.
2. Select the Transaction Types to be included in the report.
3. Select a "From" and "To" date from the drop down calendars.
4. Select whether to report in "Summary" or "Detailed" format.
5. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu.

Detailed Invoice Lists

This report displays a detailed list of Unclosed Invoices, Closed Invoices or Unpaid Closed Invoices.



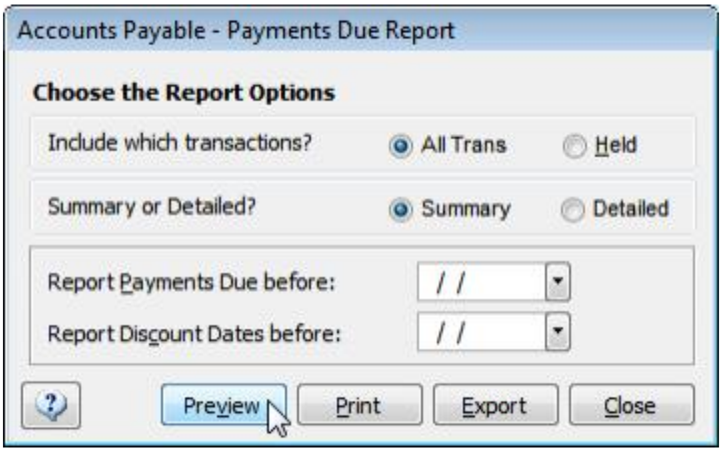
Items	Description
Select Type of Report	• Unclosed Invoice List - Will display a detailed list of Unclosed Invoices. • Closed Invoice List - Will display a detailed list of Closed Invoices. • Unpaid Closed Invoices - Will display a detailed list of Unpaid Closed Invoices.
From/To	If "Closed Invoice List" is selected set the date range which you wish to report. The default is AP current month. You can enter any other period you wish.
Preview	View the report. You can print the report here once it is displayed.
Print	Print the report without viewing it first.
Export	Export the report in PDF or XLS (Excel) format to the file location of your choice.
Close	Return to the main menu.

To produce a Detailed Invoice List:

1. Select "Detailed Invoice Lists" from the Accounts Payable Reports menu or the Report Centre.
2. Select the "Type of Report."
3. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu.

Payment Due Report

This report displays amounts due to be paid and any applicable discount for a specified period. It could be used for instance to determine cash flow requirements for the month ahead.



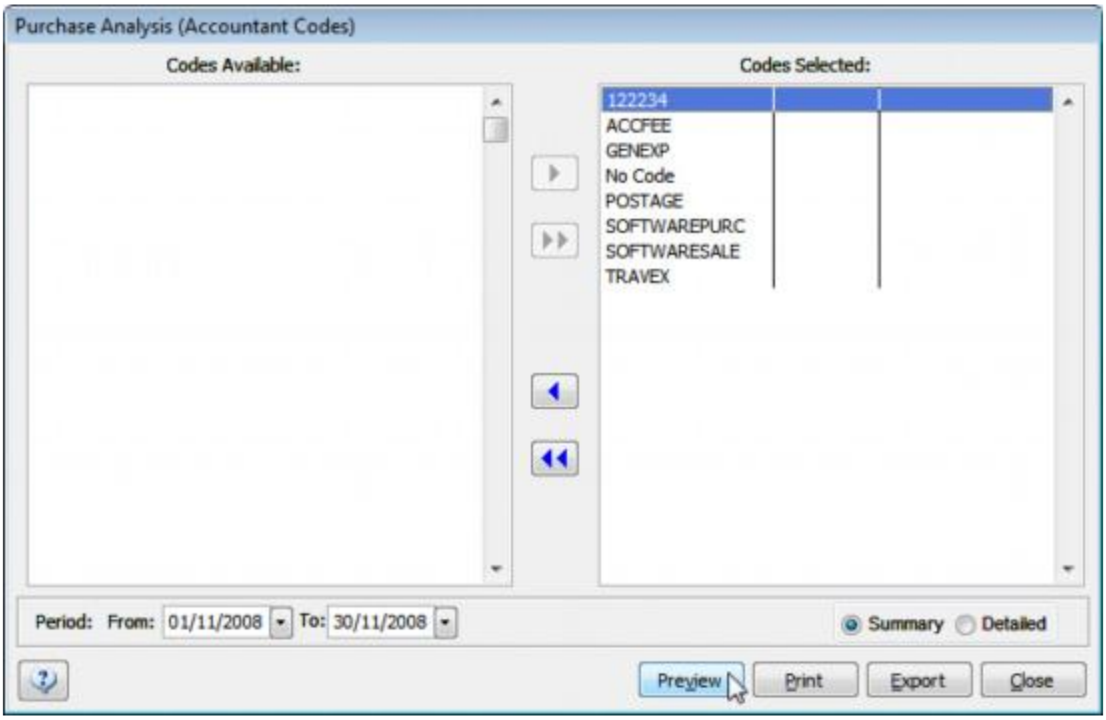
Items	Description
Include which transactions?	Nominate whether you wish to view All transactions or only those which have been Released for payment.
Report Payments Due before	Enter the payment date which you wish to report on, e.g. for all accounts due on or before the 20th of October 2008 enter 20/10/2008. **Note:** This date can be left empty in which case all transactions in the system which are unpaid, regardless of the date they are due, will be reported.
Report Discount Dates before	Enter the discount date. This can be used instead of payment date to establish which accounts need to be paid to receive the discount. **Note:** This date can be left empty in which case all transactions in the system which are unpaid, regardless of the date they are due, will be reported.
Summary	Displays only the total owing per supplier. **Note:** The unallocated credits column refers to payments, journal credits or credit notes which have not been allocated to a specific invoice. To allocate these go to Manual Allocation.
Detailed	Displays a report, which shows individual transactions that make up the total owing. Displays only the total owing per supplier. **Note:** The unallocated credits column refers to payments, journal credits, or credit notes which have not been allocated to a specific invoice. To allocate these go to Manual Allocation.
Close	Return to the main menu.

To produce a Payment Due Report:

1. Select "Payment Due Report" from the Accounts Payable Reports menu or the Report Centre.
2. Select your Report Options: Include which Transactions and Summary or Detailed.
3. Select dates from the drop down calendars of which you wish to report Payments Due before and Discount Dates before.
4. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu.

Purchase Analysis (Accountants Codes)

This report displays purchase invoice details based on the selected accountant codes for the specified period.



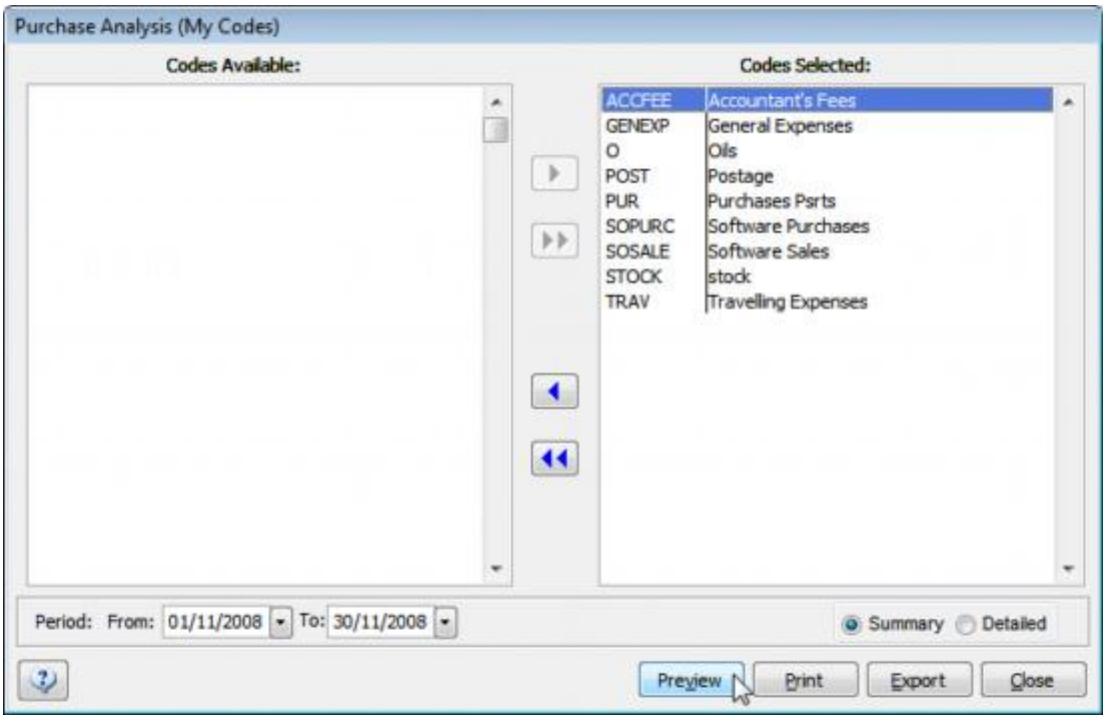
Items	Description
Analysis Codes Available	Displays all analysis codes available for selection. Any that you select will move to the right-hand list.
Analysis Codes Selected	Displays all analysis codes that will show in the report.
From/To	Set the date range which you wish to report. The default is AP current month. You can enter any other period you wish.
Summary/Detailed	• Summary - Report in Summary format. • Detailed - Report in Detailed format.
Preview	View the report. You can print the report here once it is displayed.
Print	Print the report without viewing it first.
Export	Export the report in PDF or XLS (Excel) format to the file location of your choice.
Close	Return to the main menu.

To produce a Purchase Analysis report by Accountants Codes:

1. Select "Purchase Analysis (Accountants Codes)" from the Accounts Payable Report menu or the Report Centre.
2. Move the analysis codes to be included in the report from the "Analysis Codes Available" column to the "Analysis Codes Selected" column.
3. Select a "From" and "To" date from the drop down calendars.
4. Select whether to report in "Summary" or "Detailed" format.
5. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu.

Purchase Analysis (My Codes)

This report displays purchase invoice details based on the selected analysis codes for the specified period.



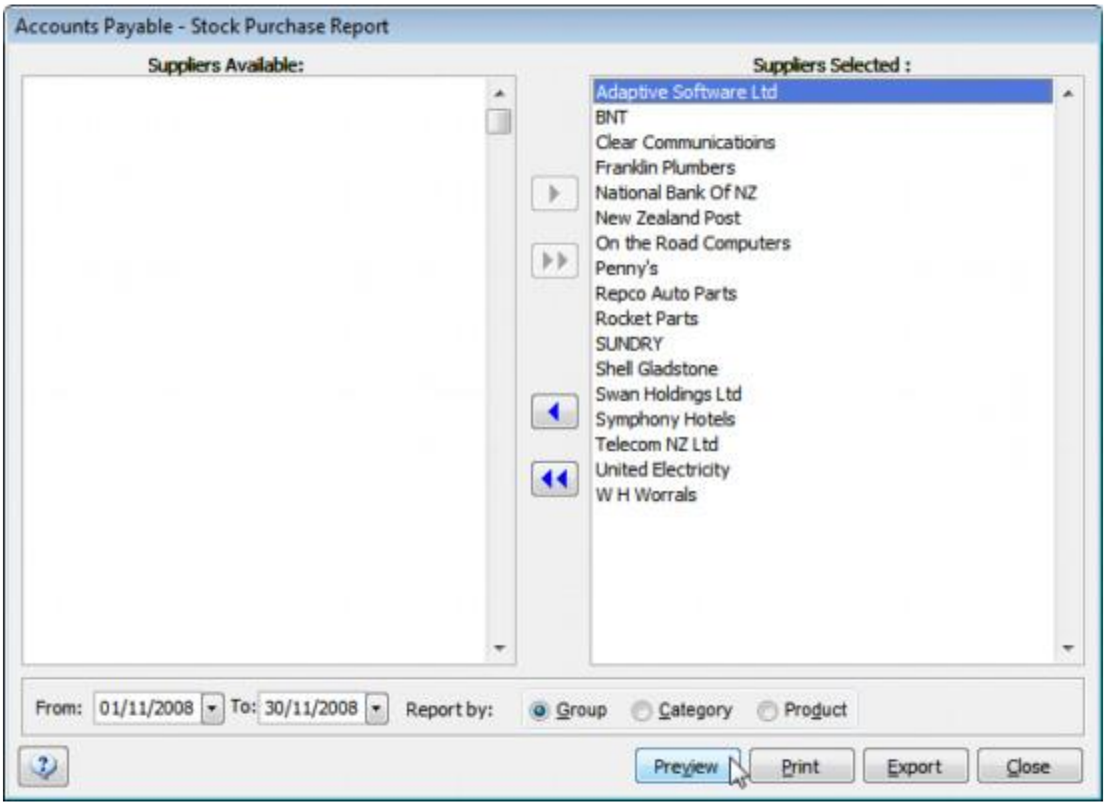
Items	Description
Analysis Codes Available	Displays all analysis codes available for selection. Any that you select will move to the right-hand list.
Analysis Codes Selected	Displays all analysis codes that will show in the report.
From/To	Set the date range which you wish to report. These dates relate to the "invoice date" entered when creating the invoice, not the received date or the date of payment. The default is AP current month. You can enter any other period you wish.
Summary/Detailed	• Summary - Report in Summary format. • Detailed - Report in Detailed format.
Preview	View the report. You can print the report here once it is displayed.
Print	Print the report without viewing it first.
Export	Export the report in PDF or XLS (Excel) format to the file location of your choice.
Close	Return to the main menu.

To produce a Purchase Analysis report by My Codes:

1. Select "Purchase Analysis (My Codes)" from the Accounts Payable Reports menu or the Report Centre.
2. Move the analysis codes to be included in the report from the "Analysis Codes Available" column to the "Analysis Codes Selected" column.
3. Select a "From" and "To" date from the drop down calendars.
4. Select whether to report in "Summary" or "Detailed" format.
5. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu.

Stock Purchase Report

This report displays all purchase details listed by group/category/product based on the selected suppliers for the specified period.



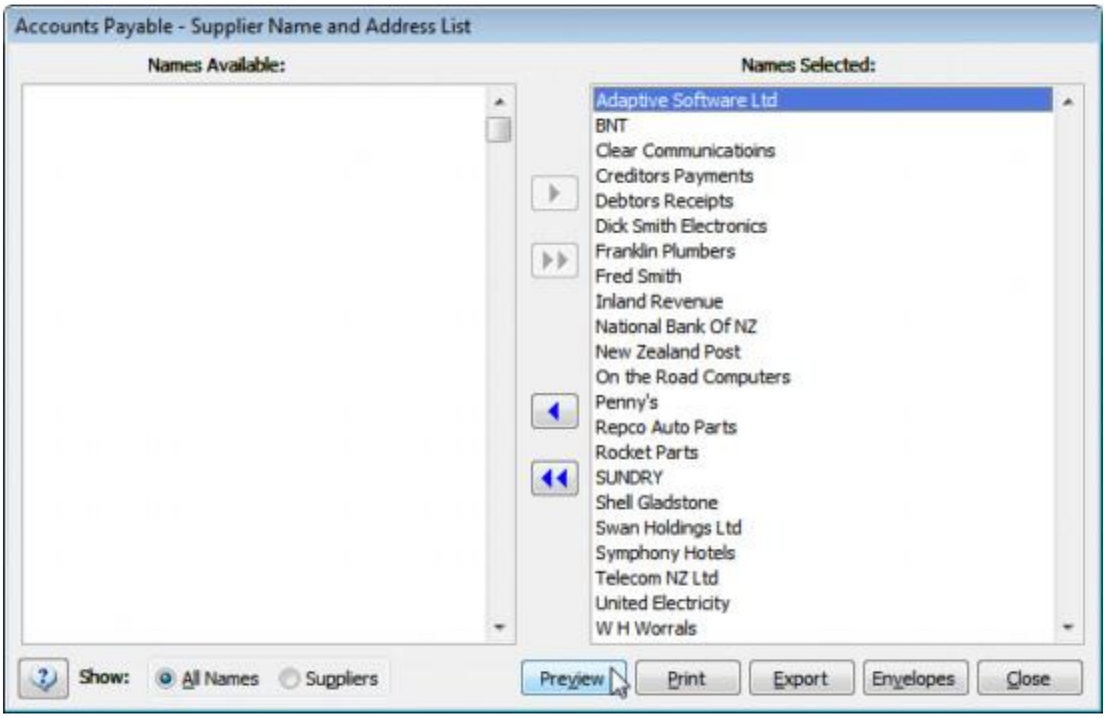
Items	**Description**
Suppliers Available	Displays all suppliers available for selection. Any that you select will move to the right-hand list.
Suppliers Selected	Displays all suppliers who will show in the report.
From/To	Set the date range which you wish to report. The default is AP current month. You can enter any other period you wish.
Report by	• Group - Will display the total purchases per product group for each supplier. • Category - Will display the total purchases per product category for each supplier. • Product - Will display the total purchases per individual product item for each supplier.
Preview	View the report. You can print the report here once it is displayed.
Print	Print the report without viewing it first.
Export	Export the report in PDF or XLS (Excel) format to the file location of your choice.
Close	Return to the main menu.

To produce a Stock Purchase Report:

1. Select "Stock Purchase Report" from the Accounts Payable Reports menu or the Report Centre.
2. Move the suppliers to be included in the report from the "Suppliers Available" column to the "Suppliers Selected" column.
3. Select a "From" and "To" date from the drop down calendars.
4. Select whether to report by "Group," "Category" or "Product."
5. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu.

Supplier Name & Address List

This report displays the full name and address report for all of the suppliers. From this option you can print a name and address list or envelopes for chosen suppliers.



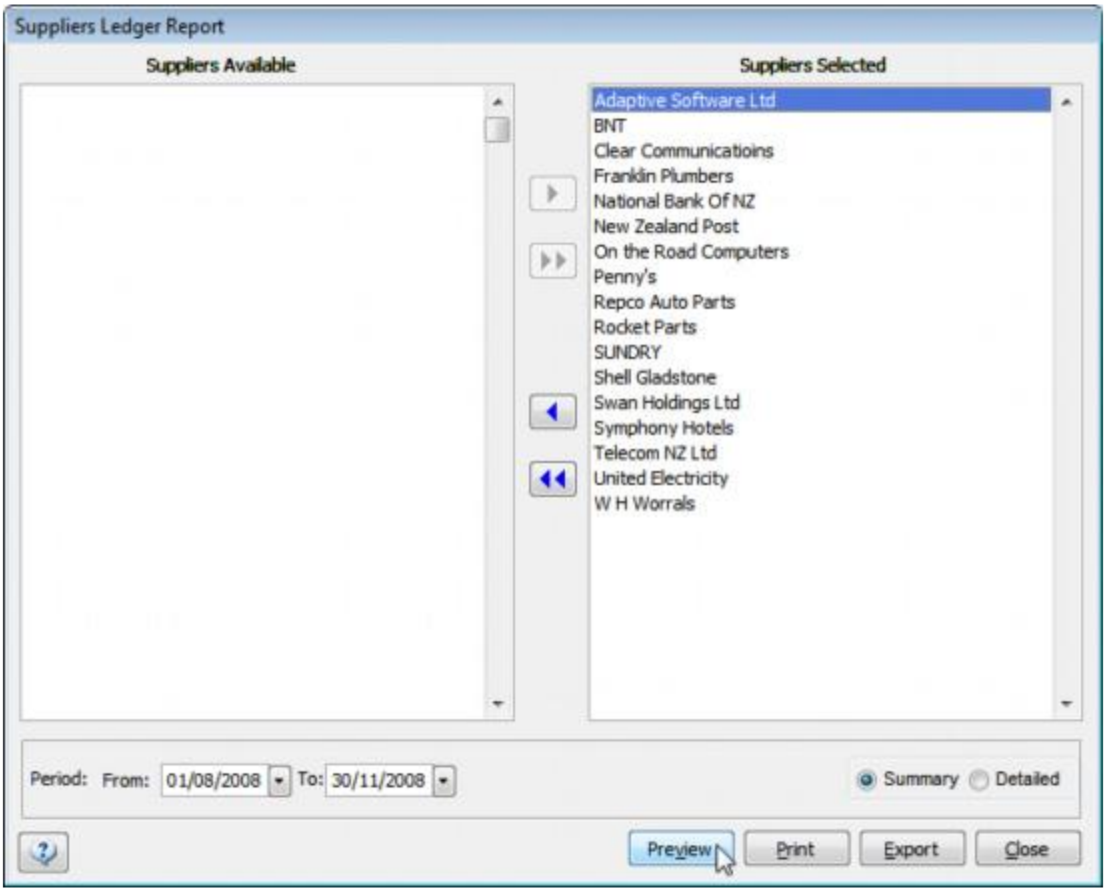
Items	Description
Names Available	Displays all names available for selection. Any that you select will move to the right-hand list.
Names Selected	Displays all names that will show in the report.
Show	Choose whether to show All Names or Supplier Names in the selection list.
Preview	View the report. You can print the report here once it is displayed.
Print	Print the report without viewing it first.
Export	Export the report in PDF or XLS (Excel) format to the file location of your choice.
Envelopes	Allows you to print several formats of envelopes for the nominated supplier. On selecting, choose the position your printer requires the envelopes to be fed in from and where the printing should be placed on the envelope.
Close	Return to the main menu.

To produce a Supplier Name & Address List:

1. Select "Supplier Name & Address List" from the Accounts Payable Reports menu or the Report Centre.
2. Choose whether to show "All Names" or "Suppliers."
3. Move the names to be included in the report from the "Names Available" column to the "Names Selected" column.
4. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, "Envelopes" to produce envelopes for the selected names or "Close" to return to the main menu.

Suppliers Ledger

This report displays current suppliers with transaction information and balances (current, one month, two month and three months and over) for the specified period. It is a crucial report for credit control and should be monitored regularly.



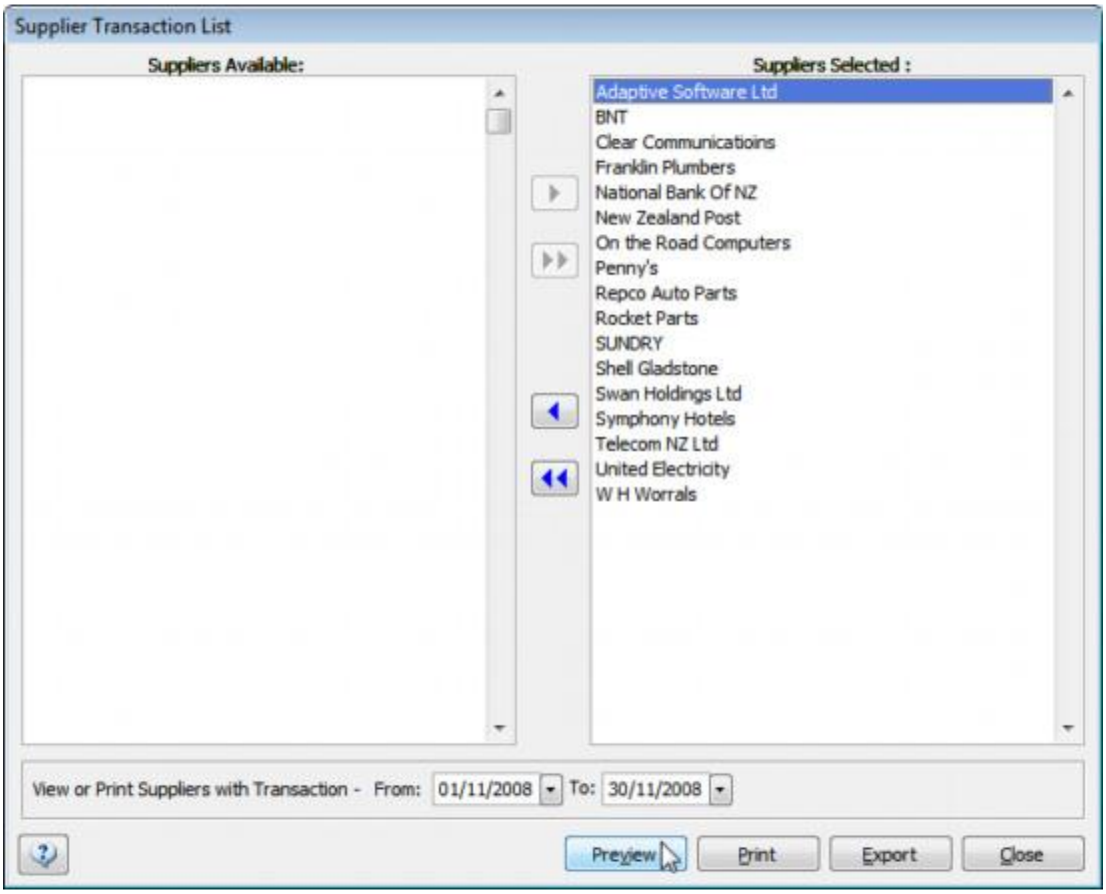
Items	**Description**
Suppliers Available	Displays all suppliers available for selection. Any that you select will move to the right-hand list.
Suppliers Selected	Displays all suppliers who will show in the report.
From/To	Set the date range which you wish to report. The default is four months to the end of the current month. You can enter any other period you wish.
Summary/Detailed	• Summary - Report in Summary format. • Detailed - Report in Detailed format.
Preview	View the report. You can print the report here once it is displayed.
Print	Print the report without viewing it first.
Export	Export the report in PDF or XLS (Excel) format to the file location of your choice.
Close	Return to the main menu.

To produce a Suppliers Ledger:

1. Select "Suppliers Ledger" from the Accounts Payable Reports menu or the Report Centre.
2. Move the suppliers to be included in the report from the "Suppliers Available" column to the "Suppliers Selected" column.
3. Select a "From" and "To" date from the drop down calendars.
4. Select whether to report in "Summary" or "Detailed" format.
5. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu.

Suppliers Transaction List

This report displays a list of all transactions for a supplier or group of suppliers for a specified period.



Items	**Description**
Suppliers Available	Displays all suppliers available for selection. Any that you select will move to the right-hand list.
Suppliers Selected	Displays all suppliers who will show in the report.
From/To	Set the date range which you wish to report. The default is AP current month. You can enter any other period you wish.
Preview	View the report. You can print the report here once it is displayed.
Print	Print the report without viewing it first.
Export	Export the report in PDF or XLS (Excel) format to the file location of your choice.
Close	Return to the main menu.

To produce a Suppliers Transaction List:

1. Select "Suppliers Transaction List" from the Accounts Payable Reports menu or the Report Centre.
2. Move the suppliers to be included in the report from the "Suppliers Available" column to the "Suppliers Selected" column.
3. Select a "From" and "To" date from the drop down calendars.
4. Click "Preview" to view the report, "Print" to print the report without viewing it, "Export" to produce a Portable Document Format (PDF) or MS Excel spreadsheet (XLS) file, or "Close" to return to the main menu.