



**dk** Business Solutions

- First Steps -

## Quick Setup of Accounts payable

31. January 2012

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**Software release**

This documentation accompanies the software version 3.1 of dk Business Solutions.

**Reader comments**

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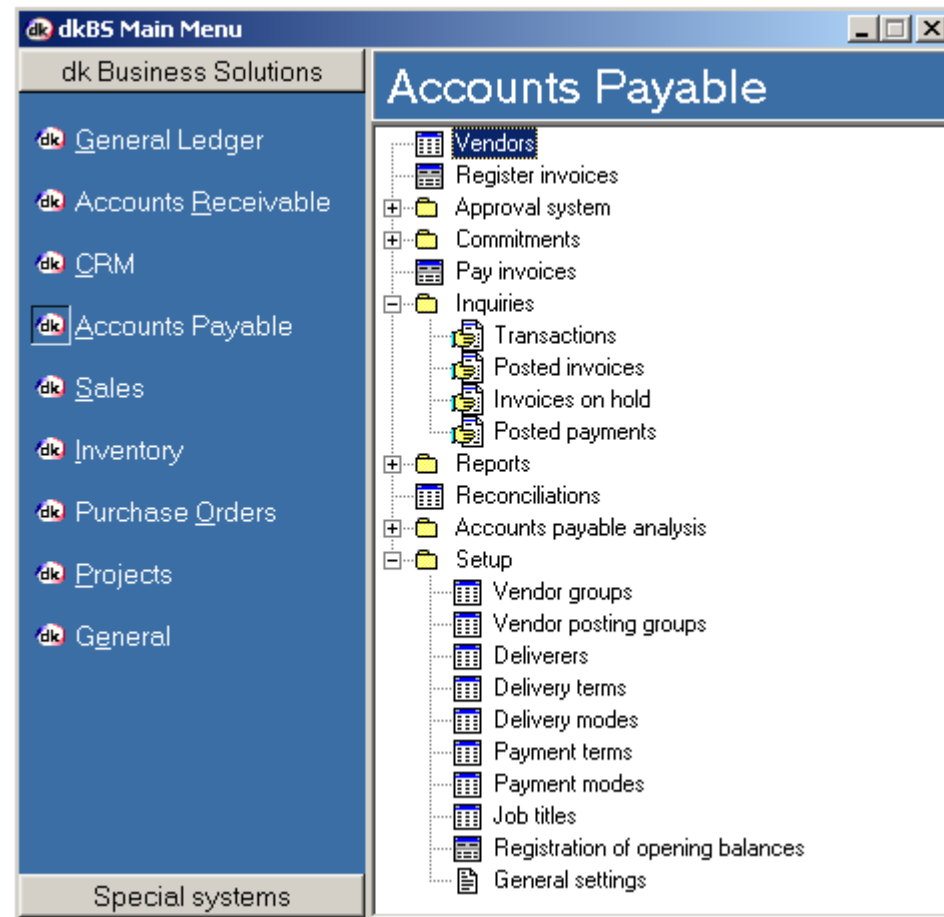
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## Introduction

The Quick Setup of the Accounts payable module tells you how to set up vendors, vendor groups, journals and enter transactions quickly and perform the basic tasks you need to run your business. More detailed information can be found in the various manuals that come along with dkBS.



The Accounts payable module is a subledger of the General ledger that list money your company owes to vendors. The Accounts Payable module stores vendor information, such as: Contacts, Credit limits, Payment terms and plans, Delivery terms, Delivery modes and Budgeting. dkBS tracks the amount your company owes vendors, and when payments are due based on agreements made with each vendor. The system keeps a record of amounts paid.

One of the most important purposes of Accounts Payable is to organize the detailed information on vendor accounts because the General Ledger focuses on a different kind of account detail. While the General Ledger provides information regarding your financial state, the Accounts Payable module provides a direct financial focus onto your company's activities. These financial activities can include purchases of merchandise, materials, supplies, equipment or services. The system passes on the relevant information from the Accounts Payable module to the General Ledger.

The features explained in the following are dependent of the licence key setting in your system. Because of this you do not necessarily have access to all of the fields and/or features explained.

## **Understanding the accounts payable process**

Working with Accounts Payable involves the following:

- Setting up specific information related to Accounts Payable (because you can select from the related tables in the Vendor table)
- Creating vendor accounts
- Accessing transactions
- Recording payments

As part of the process, dkBS records purchases based on information from vendor transactions. Accounts Payable automatically receives journal entries and transactions from the Purchase Order module. When you create a transaction, all of the information previously entered on the vendor account appears as default, but you can override it.

dkBS matches payments and credits against purchases, finance charges and other transactions that effect payables in a company.

Several transactions affect payables in your company. These include purchases you make, and any interest or finance charges you incur. dkBS matches your payments and any credits received from vendors with the purchase amounts you have entered.

You record invoices from the Purchase Order module when you use Inventory Management. You can record invoices on your other purchases from the Registering of invoices journal or the General ledger journal, such as invoices on office stationery, cleaning, or furniture. All approved invoices are then collected for payment using the Pay invoices function.

## **Performing accounts payable functions**

The features explained in the following are dependent of the licence key setting in your system. Because of this you do not necessarily have access to all of the fields and/or features explained.

To help you keep your Accounts payable accounting simple, the Accounts payable module gives you all of the tools necessary to perform the following functions:

- Recording vendor invoices and vendor credit notes.  
When the Purchase order module processes a vendor invoice, the information moves to the Accounts payable module.
- Recording payments to vendors.
- Verification of all Accounts payable balances.  
The Accounts payable module stores the detailed vendor account information necessary for you to verify transactions. You can track invoices, payments and credit notes.
- Reporting and inquiring on payables.
- Ledger agreement.

## **The Quick Setup**

### **Setting up Accounts payable**

Before you create your vendor accounts, you should set up specific information related to Accounts Payable. Accounts Payable set up involves performing the following tasks:

- Looking at general settings (Setting up Accounts payable parameters)
- Looking at vendor posting profiles (Setting up vendor posting groups)
- Looking at bank accounts
- Looking at inventory posting groups
- Looking at Deliverers, Delivery terms and Delivery modes
- Looking at Payment terms and Payment modes

To modify these tables, from the Accounts payable menu, select Setup and then the appropriate task. See appendix for more set up of specific information, like payment terms, payment modes, deliverers, delivery terms, delivery modes and bank accounts.

### **Creating vendor accounts**

When you have set up your Accounts Payable base data, the next step is to create vendor accounts. This involves:

- Creating vendor groups (optional)
- Creating vendors

You can create a record on each of your vendors that contain basic information you can use throughout dkBS.

### **Recording payments**

Payments are entered in the Pay invoices function in Accounts payable or through journals in General ledger. Recording payments involves the following tasks:

- Creating a payment batch or a journal, either in Accounts payable module or General ledger module
- Entering payments against invoices

Before we go on, let's take a quick look at what we need to do:

<b>Step/Task</b>	<b>Location in dkBS</b>
1. Setting up Accounts payable parameters	Accounts payable – Setup
2. Setup (look at) vendor posting groups	Accounts payable – Setup – Vendor posting groups
3. Create vendor groups	Accounts payable – Setup – Vendor groups
4. Create vendors	Accounts payable – Vendors
5. Create vendor contacts	Accounts payable – Vendors – F5 Menu - Contacts
6. Registering vendor invoices	Accounts payable – Register invoices
7. Paying vendor invoices	Accounts payable – Pay invoices
8. Printing remittance advice	Accounts payable – Pay invoices – F5 Menu – Print remittance advice
9. View posted transactions	Accounts payable – Inquiries – F5 Menu
10. Print payment plan	Accounts payable – Reports – Payment plan
11. Reconciling vendor accounts	Accounts payable – Reconciliations
12. Approving invoices	Accounts payable – Approval system
13. Create commitments	Accounts payable – Commitments
14. Working with reports	Accounts payable – Reports
15. Working with inquiries	Accounts payable – Inquiries
16. Working with analysis	Accounts payable – Accounts payable analysis

## Next 15 steps

### 1. Setting up accounts payable parameters

You can set up parameters to use as default settings in Vendor records and in posting payables in the following areas:

- General (registering vendor invoices and vendor commitments)
- Vendor payments (paying vendor invoices)
- Purchase orders

To set up parameters go to Accounts payable – Setup – General settings

The image shows two side-by-side screenshots of the 'Company setup' window. The left screenshot shows the 'Vendors - Register invoices' tab, which includes fields for 'Text on invoice transaction' (set to 'Invoice <R>'), 'Text on GL transaction' (set to '<N>'), 'Text on payment transaction' (set to 'Payment'), and a 'Voucher' section with 'Sep. voucher series' selected and 'Current voucher number' set to 'P10000'. The right screenshot shows the 'Vendors - Pay invoices' tab, which includes 'Bank payment posting' (Account: 7810, Text: Batch payment), 'Interest and finance charge posting' (Account: 6245, Text: Interest), and a 'Voucher' section with 'Sep. voucher series' selected and 'Current voucher number' set to 'PP0000'. Both windows have 'F1 Help', 'F12 Confirm', and 'ESC Exit' buttons at the bottom.

On the General tab, click Automatic allocation of vendor number, if you want dk to allocate number to new vendor.

On the Vendors – Register invoices tab, you can specify some default texts used when entering purchase invoices from vendors, such as the text for the invoice transactions that goes to the vendor. The symbol <R> returns the invoice number and <N> returns the vendor name. You can have a separate voucher series and specify the starting number.

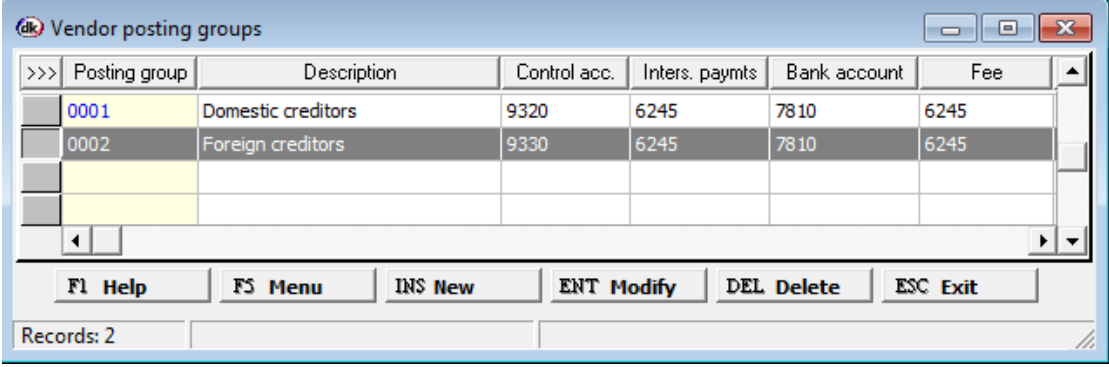
On the Vendors – Pay invoices, enter appropriate accounts and default text for the payment transaction and for the interest transaction. You can have a separate voucher series and specify the starting number.



## 2. Vendor posting groups

You can set up posting groups (profiles) that determine the automatic posting of vendor transactions (e.g. posting of vendor invoices, posting of vendor payments and posting of purchase orders / item reception). There is no limit on the number of vendor posting groups you can create. A posting group then needs to be connected to a specific vendor or all vendors.

To set up a vendor posting group, go to Accounts payable – Setup – vendor posting groups

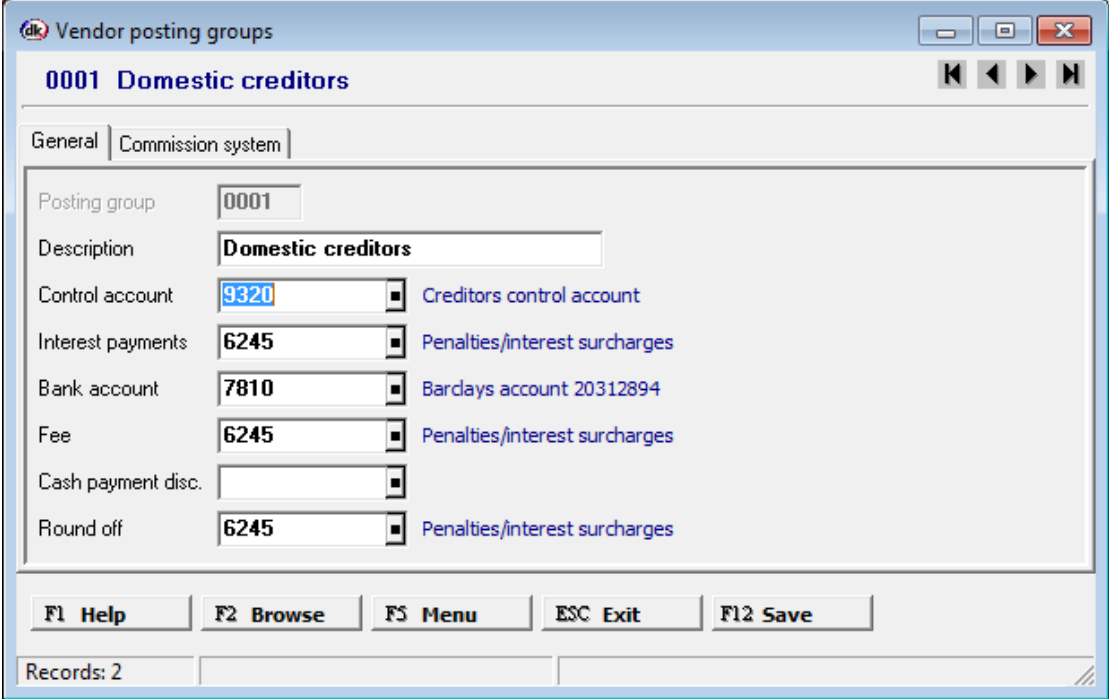


The screenshot shows the 'Vendor posting groups' window with a table containing the following data:

>>>	Posting group	Description	Control acc.	Inters. paymts	Bank account	Fee
	0001	Domestic creditors	9320	6245	7810	6245
	0002	Foreign creditors	9330	6245	7810	6245

Buttons at the bottom: F1 Help, F5 Menu, INS New, ENT Modify, DEL Delete, ESC Exit. Records: 2.

Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the vendor posting groups table. Press Enter key on the keyboard, or select the [ENT Modify ] button to modify the vendor posting group. It depends on the Chart of accounts you are using if you need to change the vendor posting group or create more vendor posting groups.



The screenshot shows the 'Vendor posting groups' window with the details for posting group 0001 Domestic creditors. The 'General' tab is selected, and the 'Commission system' is also visible. The fields are as follows:

Field	Value	Description
Posting group	0001	
Description	Domestic creditors	
Control account	9320	Creditors control account
Interest payments	6245	Penalties/interest surcharges
Bank account	7810	Bankdays account 20312894
Fee	6245	Penalties/interest surcharges
Cash payment disc.		
Round off	6245	Penalties/interest surcharges

Buttons at the bottom: F1 Help, F2 Browse, F5 Menu, ESC Exit, F12 Save. Records: 2.

### 3. Create vendor groups

You can create vendor groups to logically organize your vendors in a way that suits your business needs.

To create a vendor group, from the Accounts payable menu, select Setup, then Groups. Press Insert key on the keyboard, or select the [INS New ] button to create a new line.

In the Vendor group field, enter an alpha-numeric identifier for a vendor group. You can group vendors by location, size or a variety of other criteria. In the Description field, enter a short description for the vendor group.

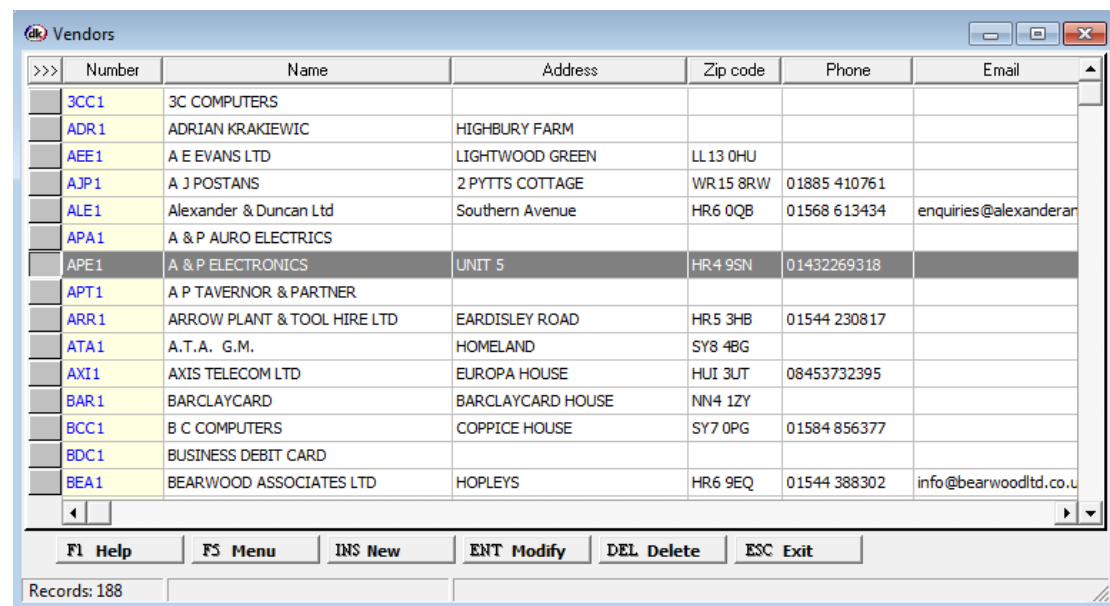
### 4. Create vendors

When you have set up your Accounts payable base data, the next step is to create vendor accounts.

#### Creating a customer

You can create a record on each of your vendors that contains basic information you can use throughout dkBS.

To create a vendor record select from the Accounts payable menu, Vendors



>>>	Number	Name	Address	Zip code	Phone	Email
	3CC1	3C COMPUTERS				
	ADR1	ADRIAN KRAKIEWIC	HIGHBURY FARM			
	AE1	A E EVANS LTD	LIGHTWOOD GREEN	LL13 0HU		
	AJP1	A J POSTANS	2 PYTTS COTTAGE	WR15 8RW	01885 410761	
	ALE1	Alexander & Duncan Ltd	Southern Avenue	HR6 0QB	01568 613434	enquiries@alexanderar
	APA1	A & P AURO ELECTRICS				
	APE1	A & P ELECTRONICS	UNIT 5	HR4 9SN	01432269318	
	APT1	A P TAVERNOR & PARTNER				
	ARR1	ARROW PLANT & TOOL HIRE LTD	EARDISLEY ROAD	HR5 3HB	01544 230817	
	ATA1	A.T.A. G.M.	HOMELAND	SY8 4BG		
	AXI1	AXIS TELECOM LTD	EUROPA HOUSE	HUI 3UT	08453732395	
	BAR1	BARCLAYCARD	BARCLAYCARD HOUSE	NN4 1ZY		
	BCC1	B C COMPUTERS	COPPICE HOUSE	SY7 0PG	01584 856377	
	BDC1	BUSINESS DEBIT CARD				
	BEA1	BEARWOOD ASSOCIATES LTD	HOPLEYS	HR6 9EQ	01544 388302	info@bearwoodltd.co.uk

Records: 188

Fl Help FS Menu INS New ENT Modify DEL Delete ESC Exit

Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the Vendor table.

For more information about working with the vendor table, see "Appendix".

On the General tab, do the following:

The screenshot shows a software window titled 'Vendors' with a sub-header 'ROU1 Roundabout Stationery Ltd'. Below the header are tabs: 'General', 'Purchase', 'Payments', and 'Dimensions'. The 'General' tab is active. The form is divided into two columns. The left column contains fields for 'Number' (ROU1), 'Name' (Roundabout Stationery Ltd), 'Address' (Unit 18, Coder Road, Ludlow Business Park, LUDLOW, Shropshire), 'Zip code' (SY8 1XE), 'Country' (GB - UNITED KINGDOM), 'VAT number', 'Group', and 'Tag'. The right column contains fields for 'Phone' (01584 878540), 'Phone extn.', 'Mobile phone' (07799 250541), 'Telex', 'Fax', 'Email', 'Website', 'Closed' (checkbox), and 'Gender' (Company). At the bottom, there are function key buttons: F1 Help, F2 Browse, F5 Menu, ESC Exit, and F12 Save. A status bar at the very bottom indicates 'Records: 188'.

Enter information in the applicable fields, such as Name, Address and contact information. Fields that are completed automatically are populated either from values entered on other tabs, or the first values from a list of choice.

Field	Action
Number	Enter a number for the vendor
Name	Enter a name for the vendor
Address	Enter address information for the vendor
Postcode	Enter the postcode for the vendor
Country	Enter the country for the vendor
VAT number	Enter the VAT number for the vendor
Group	Select the vendor group in which you want to place the vendor you are creating
Tag	Enter tag (marking) for the vendor. You can select from the F5 Menu Clear marking to clear marking put on vendors.
Phone	Optionally, enter contact information for the vendor.
Phone extn.	
Mobile phone	
Telex	
Fax	
Email	
Website	
closed	Specify whether you want the customer's account blocked from further invoicing and deliveries
Gender	Select the gender for the vendor

On the Purchase tab, optionally, do the following:

The screenshot shows the 'Vendors' window with the 'Purchase' tab selected for vendor 'ROU1 Roundabout Stationery Ltd'. The 'General' tab is also visible. The 'Purchase' tab contains the following fields:

Field	Value
Posting group	0001 Domestic creditors
Credit limit	0
Leave out VAT	<input type="checkbox"/>
Maximum withdrawal	0
Delivery terms	ASG Freight charges paid by sender
Cash payment disc.	0.00
Delivery mode	RPS RPS
Purchase manager	
Deliverer	
Expense account	

You must enter the posting group for the vendor and you may enter the normal delivery terms to the vendor, the usual delivery mode to the vendor and the usual deliverer. You may enter the credit limit you want to grant the vendor. Credit limit and Maximum invoice value are used in invoicing. dk monitors the amount of credit limit you extended to the vendor considering the limit you have set. Complete entering the information in the applicable fields.

On the Payments tab, optionally, do the following:

The screenshot shows the 'Vendors' window with the 'Payments' tab selected for vendor 'ROU1 Roundabout Stationery Ltd'. The 'General' and 'Purchase' tabs are also visible. The 'Payments' tab contains the following fields:

Field	Value
Balancing method	Balance to invoice
Payment terms	D30 30 days net
Payment mode	BT Bank transfer
Approve invoices	<input checked="" type="checkbox"/>
Approver	1 Rose
Sort-code	
Bank account no.	
Bank account name	
BACS reference	
Customer	

You may enter payment terms, payment mode, whether you want invoices from this vendor to be approved and by whom. You may enter bank information and specify an account number if the vendor is also a customer.

On the Dimension tab, optionally, select the dimensions to use when posting to the account and for reporting.

Fields that are completed automatically are populated either from values entered on other tabs, or the first values from a list of choices.

Optionally, click on the [F5 Menu ] button:

Click on		To...
Report – Vendor list		Print a list of all your vendors. You have several options, you can select type of report and whether to print information from the notebook.
Single labels		Print vendor information on a label.
Vendor transactions		View all transactions that you have entered to the vendor.
Reconciliate		Match payments against vendor invoices
Item list		View monthly statistics for the customer, like discounts, profit margin, turnover, payments and payment history.
Read in XML itemlist		Import vendor item list from a XML file into a vendor item list table.
Read from CSV-file		Import vendors from a CSV file. The column in the file must be labeled accordingly.
Contacts		Set up or view information on contacts
Information tree	Ctrl+T	View all information regarding the vendor on a tree like form.
Notebook	Ctrl+M	Set up or view additional information for the vendor in a notebook. The notebook can hold several sheets.
Notebook – Report		Print information from the notebook, you can select sheets.
Attached files		Attache files or folders to the vendor. The files can be of any type, i.e. doc, xls, pdf and jpg.

Shortcut key:

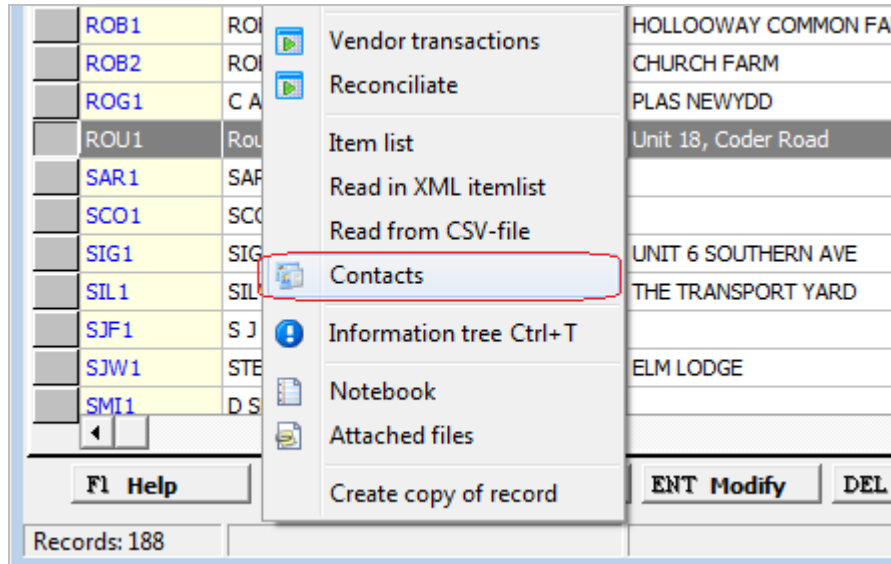
Alt + Insert To copy information from an existing vendor, with all attached information into a new one with the same information.

See “Working with the vendor table” in Appendix, for more information about the vendor table.

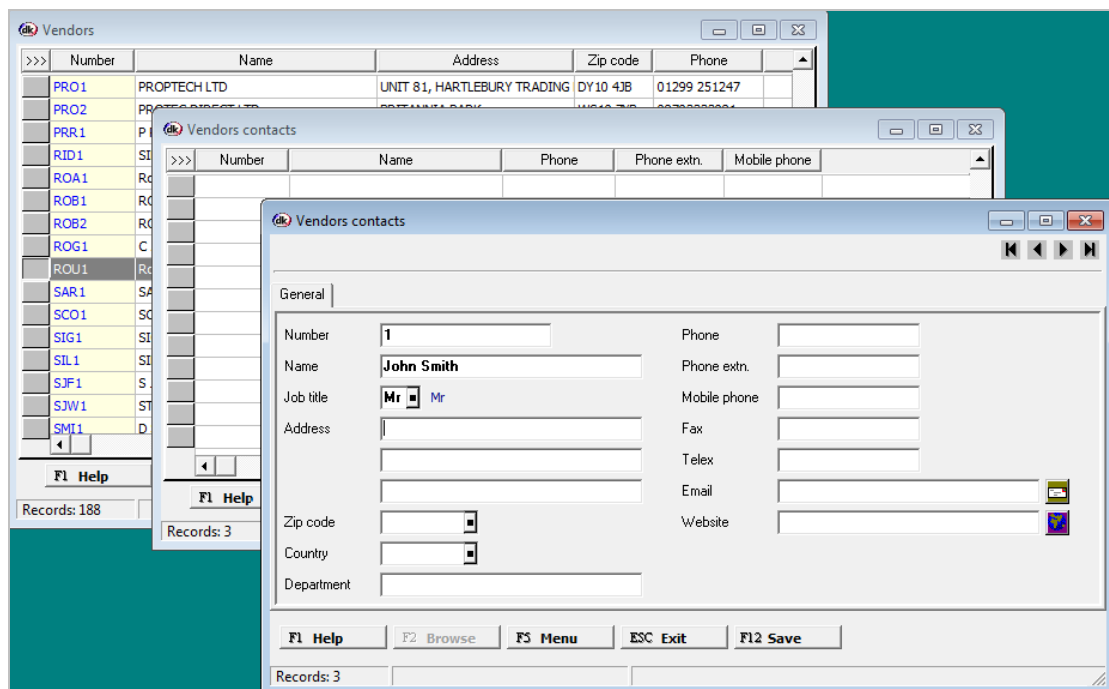
## 5. Create vendor contacts

Vendor contacts are set up in the contact table and can be accessed from the vendor table.

Select from the F5 Menu, Contacts



The contact table opens. Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the Vendor contacts table.



On the General tab, enter information in the applicable fields.

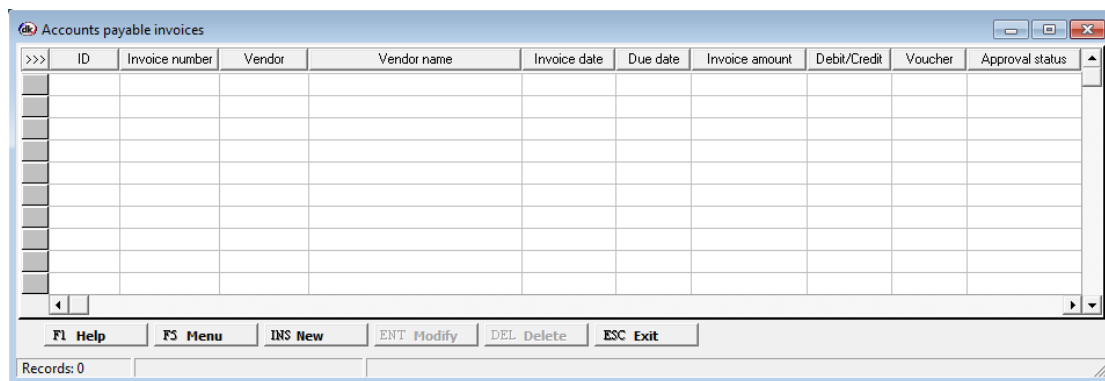
## 6. Registering vendor invoices

There are three ways of recording purchase invoices from vendors, through Register invoices in Accounts payable, through Item reception in Purchase orders module or through a journal in General ledger.

Let's say that you got four purchase invoices from two vendors. From DIE1 we got 192.11 pounds and 373.20 pounds and from ROU1 we got 75.76 pounds and 123.12 pounds. The invoices are all dated the 5<sup>th</sup> of April. You can enter these purchases into dk either through journal in General ledger, through registering invoices in Accounts payable or through item reception (or purchase orders) in Purchase orders.

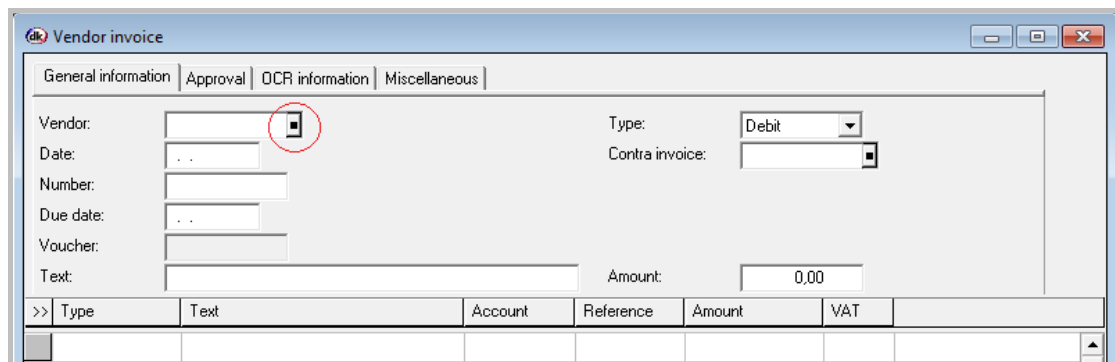
### a) Register invoices in Accounts payable

Go to Accounts payable – Register invoices



To gain the most from Accounts payable, enter invoices in this window when you receive them. Pay the invoices later in the Pay invoices windows.

Press Insert key on the keyboard, or select the [INS New ] button to register a vendor invoice in the purchase invoices table.



You fill in the top half of the window. Click the button in the vendor field or [F2 Browse ] button to choose a vendor from your vendor table. Enter the date, invoice number, description and the amount. dkBS can remind you when it is time to pay this invoice. Usually, you will enter invoices in this window, but occasionally, you might need to enter credit from a vendor. In that unusual situation, select Credit in the Type field and the Contra invoice.

In the lower half of the window, you enter the detailed information of the invoice. The detailed area enables you to keep track very specifically of what you spend

money on and whether any part of the invoice amount is VAT-related. You can keep track of the expense accounts this invoice applies to.

Now start entering these four purchase invoices you received, two from vendor DIE1 and two from vendor ROU1.

In the top half you enter the vendor, invoice date, invoice number, text (description) and the invoice amount. The due date and the voucher comes automatically. In the lower part you select General ledger and type in the expense account, you can choose the account from a list by pressing the [F2 Browse] button. dkBS enters the total invoice amount (from the Amount in the top half of the window) in the Amount column for you. If this is the only line item, press enter or [F12 Save]. If you are entering more detail lines, edit the amount for this line and press Enter or [F12 Save]. dkBS automatically calculates and displays the VAT amount. You can edit the VAT code if you need to (P1 is standard rated tax code).

Repeat these steps for each line in the detail area.

When you have entered all relevant information you can select:

- Press [F5 Menu] and select Post, to post the invoice to the vendor and to General ledger (you can then print the posted journal that is created in General ledger, by selecting General ledger – Reports – Posted journals)
- Press [F5 Menu] and select Post and print invoice, to post the invoice to the vendor and to General ledger and print out the journal in General ledger (you can always print the journal later or reprint it by selecting from General ledger, Reports – Posted journals)
- Press [Esc Exit] to save the invoice and return to the Accounts payable unposted purchase invoices. You can post the invoice later in a batch

If you choose to post the invoice right away and print out the journal, you will get the following printout.



Report - Printing journal

RDS - Demo Company  
22.1.2012 23:19

**POSTED JOURNAL**

Page 1

Tno	Date	Text	Voucher	Account	Reference	Sub-account	Debit	Credit	Cd	Entry
<b>JOURNAL: 504 Vendor inv. 30043</b>										
1	05.04.2011	Invoice 30043 - office supplies	PI811	9320				75,76		75,76-
2	05.04.2011	Roundabout Stationery Ltd	PI811	4120	ROU1		63,13		B	75,76
3	05.04.2011	Roundabout Stationery Ltd	PI811	9511	ROU1		12,63		V	12,63
							75,76	75,76		12,63

**INVOICE**

Vendor:  
ROU1  
Roundabout Stationery Ltd

Invoice: 30043  
Date: 05.04.2011  
Voucher: PI811  
Amount: 75,76

Page 1 of 1

If you don't post the invoice, but press the [Esc Exit ] to save the invoice and you do the same for the other three purchase invoices, you will get the following unposted invoices in the Accounts payable invoices (unposted)

Accounts payable invoices

>>>	ID	Invoice number	Vendor	Vendor name	Invoice date	Due date	Invoice amount	Debit/Credit	Voucher	Approval status
	1	CI-0043034	DIE1	DIESELEC SERVICES	05.04.2011	05.05.2011	192,11	Debit	PI809	Approved
	2	CI-0043092	DIE1	DIESELEC SERVICES	05.04.2011	05.05.2011	373,20	Debit	PI810	Approved
	3	30041	ROU1	Roundabout Stationery Ltd	05.04.2011	05.05.2011	75,76	Debit	PI812	Approved
	4	30123	ROU1	Roundabout Stationery Ltd	05.04.2011	05.05.2011	123,12	Debit	PI813	Approved

Records: 4

Post invoices  
Print registration - Invoices detail  
Create copy of record

F1 Help DEL Delete ESC Exit

You can always add more information to these purchase invoices, but when you are ready to post them, you select Post invoices from the [F5 Menu ].

You can print a report of these unposted invoices by selecting Print registration – Invoices detail.

Statement over unposted vouchers

Selection

Enter selection

Date: 01.04.2011 – 30.04.2011

Due date: 01.05.2005 – 31.05.2011

F1 Help F6 Screen F7 Print F10 Clear ESC Exit

Printer: \\ap-is-dc-dk01\Skriftofa Raggi og Daddi F5 Printers

By pressing [F6 Screen ] you get the following report

Report - Print registration - Invoices detail

RDS - Demo Company  
23.1.2012 20:25

**REGISTERED INVOICES**

Page 1

Type	Text	Account	Reference	Amount
The list is valid for unposted invoices registered 01.04.2011 to 30.04.2011 and with due date 01.05.2005 to 31.05.2011				
<b>DIE1 DIESELEC SERVICES</b>				
Inv: CI-0043034	05.04.2011	05.05.2011		Debit 192,11
Department: Cost centre: Fund:				
General Ledger	DIESELEC SERVICES	2220	DIE1	160,09
General Ledger	DIESELEC SERVICES	9511	DIE1	32,02
Inv: CI-0043092	05.04.2011	05.05.2011		Debit 373,20
Department: Cost centre: Fund:				
General Ledger	DIESELEC SERVICES	2220	DIE1	311,00
General Ledger	DIESELEC SERVICES	9511	DIE1	62,20
<b>ROU1 Roundabout Stationery Ltd</b>				
Inv: 30041	05.04.2011	05.05.2011	1	Rose Debit 75,76
Department: Cost centre: Fund:				
General Ledger	Roundabout Stationery Ltd	4120	ROU1	63,13
General Ledger	Roundabout Stationery Ltd	9511	ROU1	12,63
Inv: 30123	05.04.2011	05.05.2011	1	Rose Debit 123,12
Department: Cost centre: Fund:				
General Ledger	Roundabout Stationery Ltd	4120	ROU1	102,60
General Ledger	Roundabout Stationery Ltd	9511	ROU1	20,52
<b>Total</b>				<b>764,19</b>

Page 1 of 1

## b) Create a journal for purchase transactions through General ledger

You can also enter purchase invoices into the Accounts payable register through journal in General ledger.

Go to General ledger – Journal

Unposted journals

User:

>>	Description	Checked	Debit	Credit	Created	Modified	Cr
	April 2011 - P/L Transactions		0	192	18.1.2012 21:52:03	18.1.2012 21:57:17	

1:1

F1 Help F2 Browse F3 Menu INS New ENT Modify DEL Delete ESC Exit

Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the journal table.

Press Enter key on the keyboard, or select the [ENT Modify ] button to keep on entering transactions to an existing journal (April 2011 – P/L Transactions).

We select the journal: April 2011 – P/L Transactions

**Journal entry**

Descr.: **April 2011 - P/L Transaction** Acc. period: **2012** Code: **Normal**

Date	Text	Voucher	Type	Account	Reference	Amount	VAT	Amount ent.
05.04.2011	Invoice CI-0043034 - Repair	PI809	Vendors	DIE1		192,11-		192,11-
05.04.2011	DIESELECT SERVICES	PI809	Ledger	2220	DIE1	160,09	P1	192,11
05.04.2011	DIESELECT SERVICES	PI809	Ledger	9511	DIE1	32,02	P1	32,02
05.04.2011	Invoice CI-0043092	PI810	Vendors	DIE1		373,20-		373,20-
05.04.2011	DIESELECT SERVICES	PI810	Ledger	2220	DIE1	311,00	P1	373,20
05.04.2011	DIESELECT SERVICES	PI810	Ledger	9511	DIE1	62,20	P1	62,20
05.04.2011	Invoice 30041 - Office supplies	PI811	Vendors	ROU1		75,76-		75,76-
05.04.2011	Roundabout Stationery	PI811	Ledger	4120	ROU1	63,13	P1	75,76
05.04.2011	Roundabout Stationery	PI811	Ledger	9511	ROU1	12,63	P1	12,63
05.04.2011	Invoice 30123 - Office supplies	PI812	Vendors	ROU1		123,12-		123,12-

10:10

**Vendor information**

Select invoice - balance payment against invoice

Invoice number: 30123

Due date: 05.05.2011

In this journal you enter all purchases from vendors (Dieselect Services and Roundabout Stationery, four purchase invoices). You continue with the purchase invoice voucher series and the next number is PI809 (by pressing the [F2 Browse] you can browse in the voucher series table).

Notice that the Debit amount goes to expense account. You select Type=Ledger and Account=2220 for the Vehicle repair and 4120 for Office supplies. The Credit amount goes to vendor. You select Type=Vendors and Account=vendor number (by pressing the [F2 Browse] you can browse in the vendor table) and then you enter the invoice number we receive from the vendor.

It is recommended that you create at least one journal for each month. You can of course create a journal and enter as many transactions as you choose, i.e. just one purchase.

When you have enter all transactions, say for one month, you must exit out of a new line (by pressing the [ESC Exit] button) and go to F5 Menu

05.04.2011	DIESELECT SERVICES	PI810	Ledger	2220	DIE1	311,00	P1	
05.04.2011	DIESELECT SERVICES	PI810	Ledger	9511	DIE1	62,20	P1	
05.04.2011	Invoice 30041 - Office supplies	PI811	Vendors	ROU1		75,76-		
05.04.2011	Roundabout Stationery	PI811	Ledger	4120	ROU1	63,13	P1	
05.04.2011	Roundabout Stationery				ROU1	12,63	P1	
05.04.2011	Invoice 30123 - Office					123,12-		
05.04.2011	Roundabout stationer				ROU1	102,60	P1	
05.04.2011	Roundabout stationer				ROU1	20,52	P1	

**Check registration**

**Print registration**

**Post registration**

Browse transactions Ctrl+T

Text with line Ctrl+I

Print cashier receipt

You must check the registration to look for errors, print out the transactions in the journal and then post them.

### **c) Create a journal (item reception) for purchase transactions (GRN) through Purchase orders**

You can also enter purchase invoices into the Accounts payable register through purchase orders and item reception (Goods Received) in Purchase order. The Purchase order module keeps track of the products being ordered and also maintains the vendor information. In addition, dkBS automatically updates your inventory and appropriate financial accounts when you place an order and receive a purchase invoice.

Working with purchase orders involves three main tasks:

1. Creating a purchase order
2. Transferring the purchase order to item reception (goods received journal)
3. Posting the item reception

The system calculates applicable taxes and fees, updates stock values, verifies credit, alerts you to any obstacles, updates the Accounts payable and updates the General ledger.

The Purchase order module links related modules to provide an efficient flow of information through dkBS system. Purchase order module is linked to:

- Accounts payable
- Inventory management
- General ledger

The two main tables in Purchase order are the two Purchase entry table: Purchase order table and item reception table, but the module references the Vendor table in the Accounts payable module and the Item table in the Inventory module.

When you create a purchase order and enter a vendor number, the system pulls information from the vendor table, such as payment terms, payment mode, delivery mode and delivery terms. When you create a purchase order line, you enter an item number and the system pulls information from the item table, such as item texts, price information and item location. You can then send out the purchase documents.

When the items arrive, they are compared to the order, noting variances in quantity, or price. Then the purchase order is transferred to item reception. There the purchase invoice is compared to the item reception. You can expense freight, taxes and other charges, or you can include them in item's cost.

For more information on purchase orders and item reception, see "Quick Setup of Purchase orders".

## 7. Paying vendor invoices

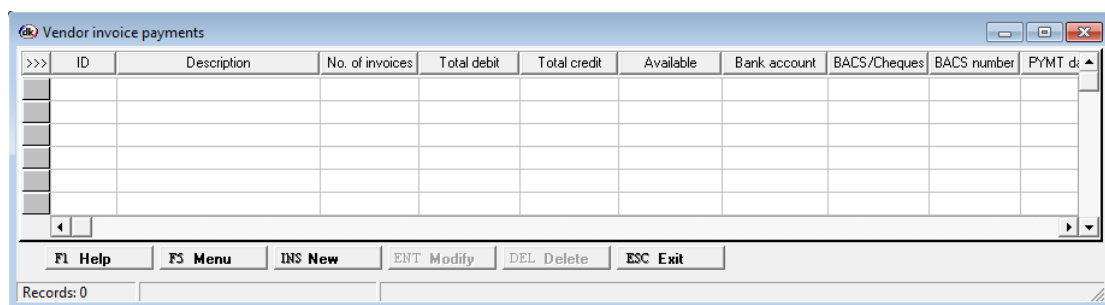
There are two ways of entering payments to vendors, through Pay invoices in Accounts payable or through journal in General ledger.

Let's say that you are going to pay these four purchase invoices you entered from two vendors. From DIE1 you are going to pay 192.11 pounds and 373.20 pounds and from ROU1 you are going to pay 75.76 pounds and 123.12 pounds. You can enter these payments into dk either through journal in General ledger or through pay invoices in Accounts payable.

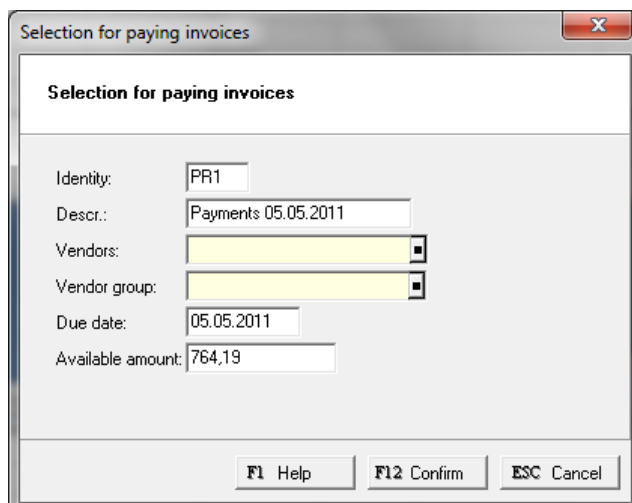
### a) Pay invoices in Accounts payable (Create payment run)

From the Pay invoices table it is possible to generate a proposal for payment. The proposal automatically generates lines for payment. These can be edited before they are posted.

To generate a payment proposal, go to Accounts payable – Pay invoices



Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the payment proposal table.



The Identity may be PR1 for Proposal 1 and you have to specify the due date (which is the last date for the vendor transaction to be included in the payment proposal) and optionally, you can specify vendors (i.e. DIE1,ROU1) and available amount which is the maximum amount you are willing to pay.

Press the [F12 Confirm ] to start the payment proposal generation

Invoice payment - CHEQUE RUN Dated: . .

Descr.: Payments 05.05.2011 Identity: PR1 Available amnt: 764,19 **CHEQUES**

>> Vendor	Description	Invoice no.	Voucher	Due date	Date	Amount	Outstanding	Pay	Cheque	Reference
DIE1	DIESELEC SERVICES	CI-0043034	PI809	05.05.2011	05.04.2011	192,11	192,11	192,11		
DIE1	DIESELEC SERVICES	CI-0043092	PI810	05.05.2011	05.04.2011	373,20	373,20	373,20		
ROU1	Roundabout Stationery Ltd	30043	PI811	05.05.2011	05.04.2011	75,76	75,76	75,76		
ROU1	Roundabout Stationery Ltd	30123	PI813	05.05.2011	05.04.2011	123,12	123,12	123,12		

Vendor: DIESELEC SERVICES Available amnt: 764,19  
Total paid: 764,19  
Difference: 0,00

F1 Help F2 Browse **F5 Menu** INS New ENT Modify DEL Delete ESC Exit F12 Save

1:4

You have 4 unpaid invoices. By pressing the [F5 Menu ] you can choose to

Invoice payment - CHEQUE RUN Dated: / /

Descr.: Payments 05.05.2011 Identity: PR1 Available amnt: 764,19

>> Vendor	Description	Invoice no.	Voucher	Due date	Date	Amount	Outstanding
DIE1	DIESELEC SERVICES	CI-0043034	PI809	05/05/2011	05/04/2011	192.11	
DIE1	DIESELEC SERVICES	CI-0043092	PI810	05/05/2011	05/04/2011	373.20	
ROU1	Roundabout Stationery Ltd	30043	PI811	05/05/2011	05/04/2011	75.76	
ROU1	Roundabout Stationery Ltd	30123	PI813	05/05/2011	05/04/2011	123.12	

Vendor:

Available amnt: 764,19  
Total paid: 764,19  
Difference: 0,00

F1 Help F2 Browse **F5 Menu** F6 DEL Delete ESC Exit

5:4

Post payment  
Add/change BACS information  
**Pay all invoices**  
Show invoice  
Print payment sheet  
Create BACS payment file  
Send remittance advice by e-mail  
Print remittance advice  
Assign cheque number(s)  
Working in header  
Setup

Pay all invoices, Post the payment, Print payment sheet, Create BACS payment file for the bank (Bank file layout can be defined for each bank account in banking), Print remittance advice and Assign cheque number(s).

You can also partly pay invoices by just entering the amount in to the Amount field. You can also press the + sign to pay the invoice amount. You can also delete invoices from this payment proposal, by just pressing the [DEL Delete ] button.

If you are writing cheques (not printing them from dkBS) for these payments, you can assign cheque number(s) to those invoices you are paying.

For bank transfer you can print the payment sheet. The payment sheet prints the vendor with bank information and those invoices you are going to pay.

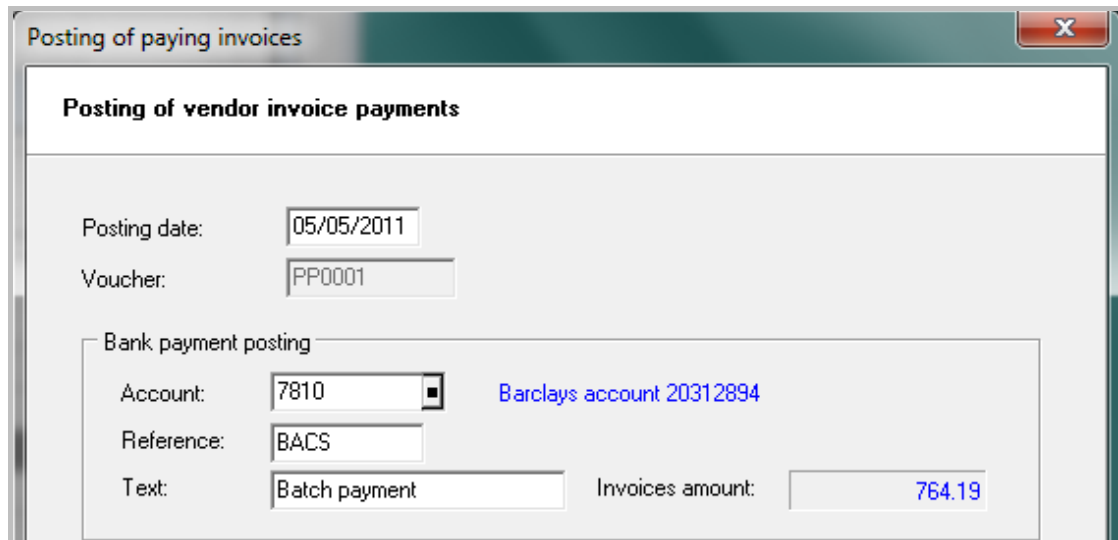
When all is done the last thing to do is to print the remittance advice and post the payment to the Accounts payable ledger and General ledger.

### Print remittance advice

Before you post the payments, you can print remittance advice to inform the vendor that listed invoices have been paid. You can also send remittance advice by email to those vendor that have email.

### Post payments

The last thing to do in the payment run is to post the payments to Accounts payable ledger and General ledger.



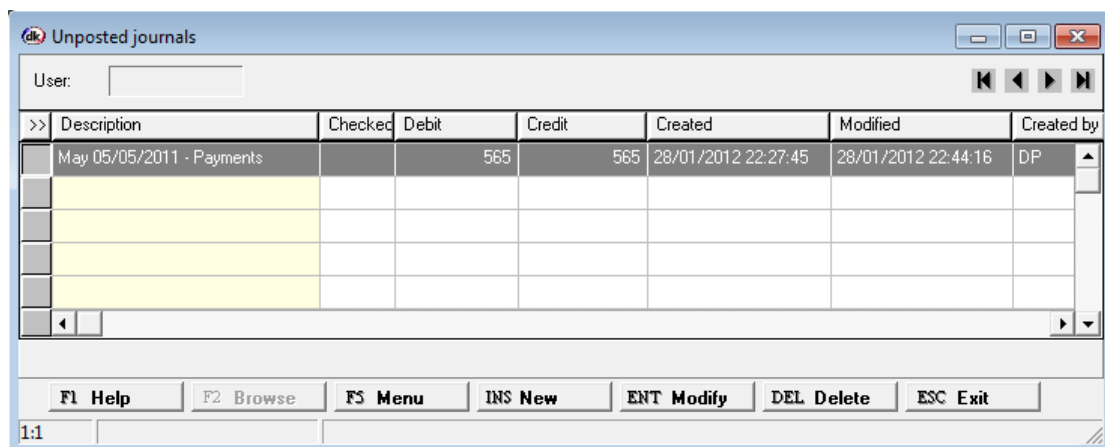
The screenshot shows a window titled "Posting of paying invoices" with a sub-header "Posting of vendor invoice payments". It contains several input fields: "Posting date:" with the value "05/05/2011", "Voucher:" with the value "PP0001", and a section for "Bank payment posting" which includes "Account:" (7810), "Reference:" (BACS), "Text:" (Batch payment), and "Invoices amount:" (764.19). A blue link "Barclays account 20312894" is visible next to the account number.

When you have entered all relevant information, press [F12 Confirm ] to post the payments.

### b) Create a payment journal through General ledger

You can also enter purchase payments into the Accounts payable register through journal in General ledger.

Go to General ledger – Journal



The screenshot shows a window titled "Unposted journals" with a table of journal entries. The table has columns: Description, Checked, Debit, Credit, Created, Modified, and Created by. The first row is highlighted in yellow and contains the text "May 05/05/2011 - Payments", with Debit and Credit values of 565. Below this are several empty rows. At the bottom of the window, there are buttons for "F1 Help", "F2 Browse", "F3 Menu", "INS New", "ENT Modify", "DEL Delete", and "ESC Exit".

>>	Description	Checked	Debit	Credit	Created	Modified	Created by
	May 05/05/2011 - Payments		565	565	28/01/2012 22:27:45	28/01/2012 22:44:16	DP

Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the journal table.

Press Enter key on the keyboard, or select the [ENT Modify ] button to keep on entering transactions to an existing journal (May 05/05/2011 – Payments).

We select the journal: May 05/05/2011 – Payments

Journal entry window showing a journal for May 05/05/2011. The journal has three entries:

Date	Text	Voucher	Type	Account	Reference	Amount	VAT	Amount ent.
05/05/2011	Purchase payments	PP0743	Ledger	7810	BACS	565.31-		565.31-
05/05/2011	Payment - CI-0043034	PP0743	Vendors	DIE1	BACS	192.11		192.11
05/05/2011	Payment - CI-0043092	PP0743	Vendors	DIE1	BACS	373.20		373.20

A 'Vendor information' dialog box is open, showing 'Select invoice - balance payment against invoice' with 'Invoice number: CI-0043092'.

In this journal you enter all payments to vendors. You select a voucher series that starts with PP0743 (Purchase Payments no. 743).

Notice that the Credit amount goes from bank. You select Type=Ledger and Account=7810. The Debit amount goes to vendor. You select Type=Vendors and Account=vendor number and then you enter the vendor invoice number you are paying.

It is recommended that you create at least one journal for each month. You can of course create a journal and enter as many transactions as you choose, i.e. just one payment.

When you have enter all transactions, say for one month, you must exit out of a new line (by pressing the [ESC Exit ] button) and go to F5 Menu

Journal entry window showing a journal for May 05/05/2011. The journal has five entries:

Date	Text	Voucher	Type	Account	Reference	Amount	VAT	Amount ent.
05/05/2011	Purchase payments	PP0743	Ledger	7810	BACS	565.31-		565.31-
05/05/2011	Payment - CI-0043034	PP0743	Vendors	DIE1	BACS	192.11		192.11
05/05/2011	Payment - CI-0043092	PP0743	Vendors	DIE1	BACS	373.20		373.20
05/05/2011	Purchase payments				BACS	198.88-		198.88-
05/05/2011	Payment - 30043				BACS	75.76		75.76
05/05/2011	Payment - 30123				BACS	123.12		123.12

A context menu is open over the third entry, showing options: Check registration, Print registration, Post registration, Browse transactions, Text with line, Print cashier receipt, Set vouchers, Reverse voucher, Change dates, Recurring journals, Working in header, and Setup.

You must check the registration to look for errors, print out the transactions in the journal and then post them.

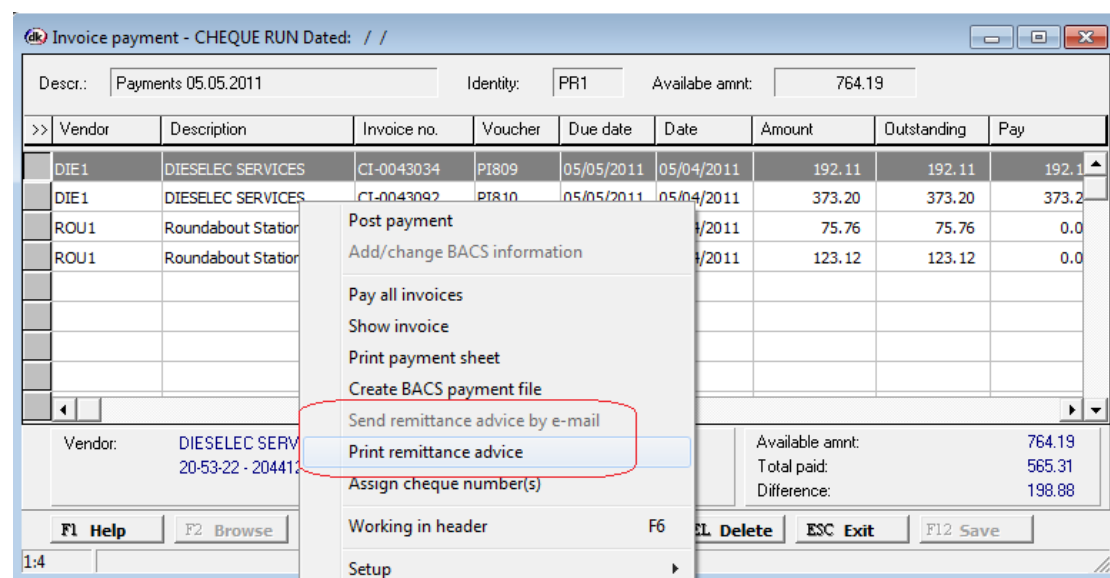


## 8. Printing remittance advice

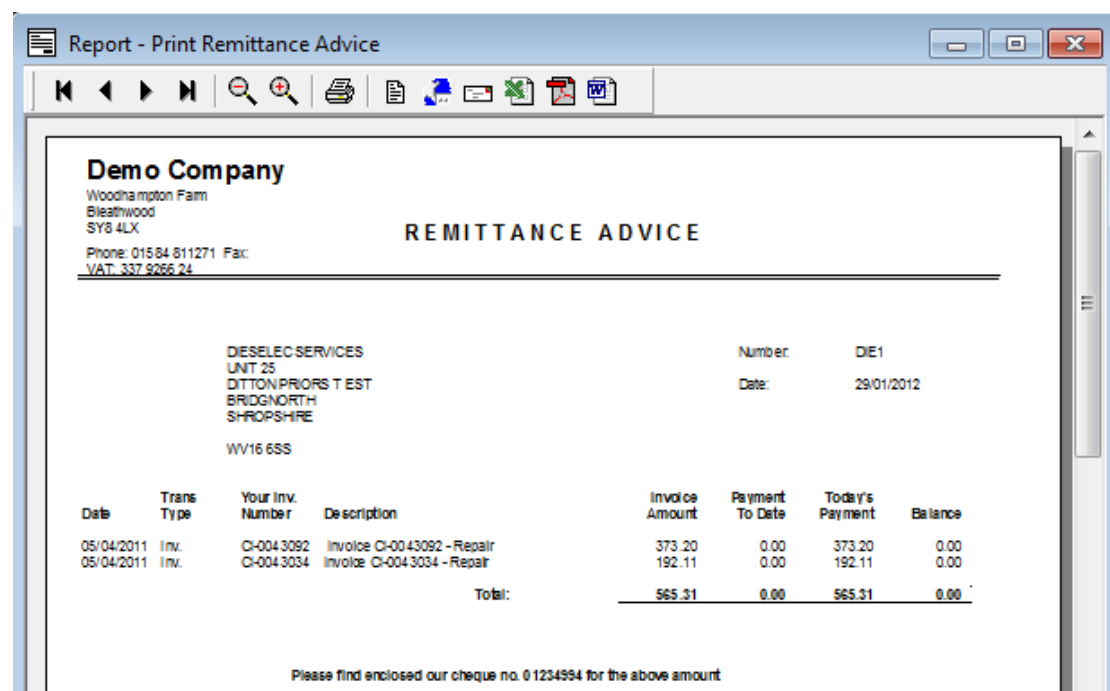
When you have paid vendor invoices you can print a remittance advice, to inform the vendor that listed invoices have been paid.

Remittance advices are not mandatory, however they are seen as a courtesy because they help the vendor's accounts receivable department to match invoices with payments. The remittance advice specifies the invoice number(s) for which payments is tendered.

To print remittance advice or send it by email, you have to create a payment run (select Pay invoices from the Accounts payable main menu), mark (select) those invoices you are going to pay as paid and then select from the [F5 Menu ], Print remittance advice or Send remittance advice by email



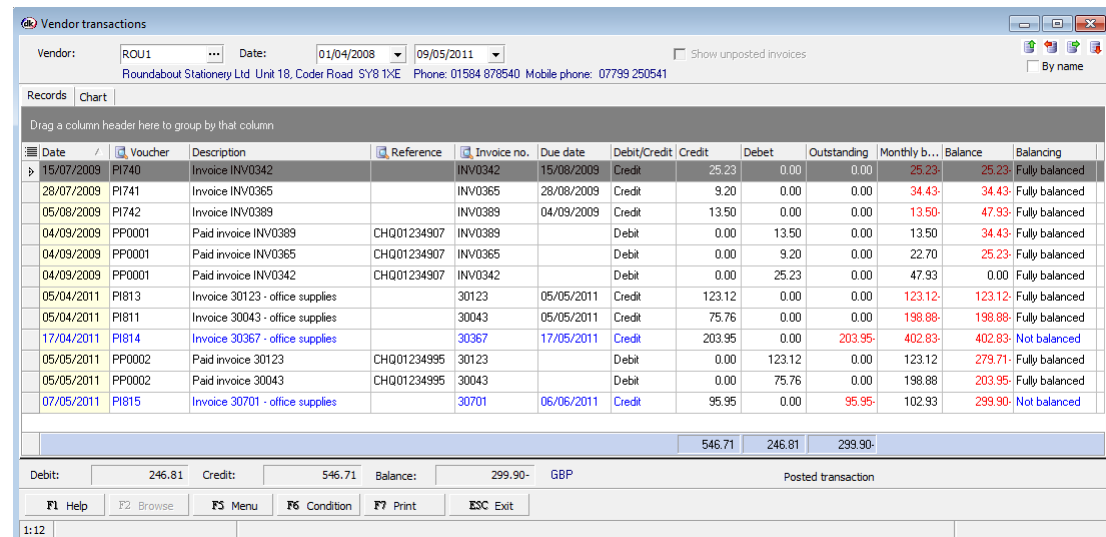
You select Print remittance advice and you get the following



## 9. View posted transactions

Inquiries show transactions of selected vendor for given period. The transactions are shown in windows, very similar to one another.

To view posted transaction go to the vendor table, highlight the appropriate vendor and from the F5 Menu select vendor transactions.



Date	Voucher	Description	Reference	Invoice no.	Due date	Debit/Credit	Credit	Debet	Outstanding	Monthly b...	Balance	Balancing
15/07/2009	PI740	Invoice INV0342		INV0342	15/08/2009	Credit	25.23	0.00	0.00	25.23	25.23	Fully balanced
28/07/2009	PI741	Invoice INV0365		INV0365	28/08/2009	Credit	9.20	0.00	0.00	34.43	34.43	Fully balanced
05/08/2009	PI742	Invoice INV0389		INV0389	04/09/2009	Credit	13.50	0.00	0.00	13.50	47.93	Fully balanced
04/09/2009	PP0001	Paid invoice INV0389	CHQ01234907	INV0389		Debit	0.00	13.50	0.00	13.50	34.43	Fully balanced
04/09/2009	PP0001	Paid invoice INV0365	CHQ01234907	INV0365		Debit	0.00	9.20	0.00	22.70	25.23	Fully balanced
04/09/2009	PP0001	Paid invoice INV0342	CHQ01234907	INV0342		Debit	0.00	25.23	0.00	47.93	0.00	Fully balanced
05/04/2011	PI813	Invoice 30123 - office supplies		30123	05/05/2011	Credit	123.12	0.00	0.00	123.12	123.12	Fully balanced
05/04/2011	PI811	Invoice 30043 - office supplies		30043	05/05/2011	Credit	75.76	0.00	0.00	198.88	198.88	Fully balanced
17/04/2011	PI814	Invoice 30367 - office supplies		30367	17/05/2011	Credit	203.95	0.00	203.95	402.83	402.83	Not balanced
05/05/2011	PP0002	Paid invoice 30123	CHQ01234995	30123		Debit	0.00	123.12	0.00	123.12	279.71	Fully balanced
05/05/2011	PP0002	Paid invoice 30043	CHQ01234995	30043		Debit	0.00	75.76	0.00	198.88	203.95	Fully balanced
07/05/2011	PI815	Invoice 30701 - office supplies		30701	06/06/2011	Credit	95.95	0.00	95.95	102.93	299.90	Not balanced
							546.71	246.81	299.90			
Debit:						246.81	Credit:	546.71	Balance:	299.90	GBP	Posted transaction

You see all transactions, black transactions are fully balanced (paid) and blue are unbalanced transactions. You can filter, group, sort and drill down (click the magnifying glass). Press F5 Menu for more functionality, like Vendor information tree.

The dark grey area is what we call a grouping area. You can drag a column header to that area or right click with the mouse on a column header and select Group By This Field.

By right clicking anywhere on transactions you get a menu where you can select, e.g. Show columns, Hide columns, Filter selection, Export to... and Print.

Export to... allow you to export transactions to Excel, Html, Txt or XML.

Filter selection brings up a dark grey area at the bottom, so called Filter area and by pressing the [Customize... ] button gives you a Filter. Another way to filter is by pressing the arrow button on a column header and select (Custom...). If you want the inquiry to show only outstanding invoices, you click on the arrow button on the Balancing column and tick Not balanced and you get the following

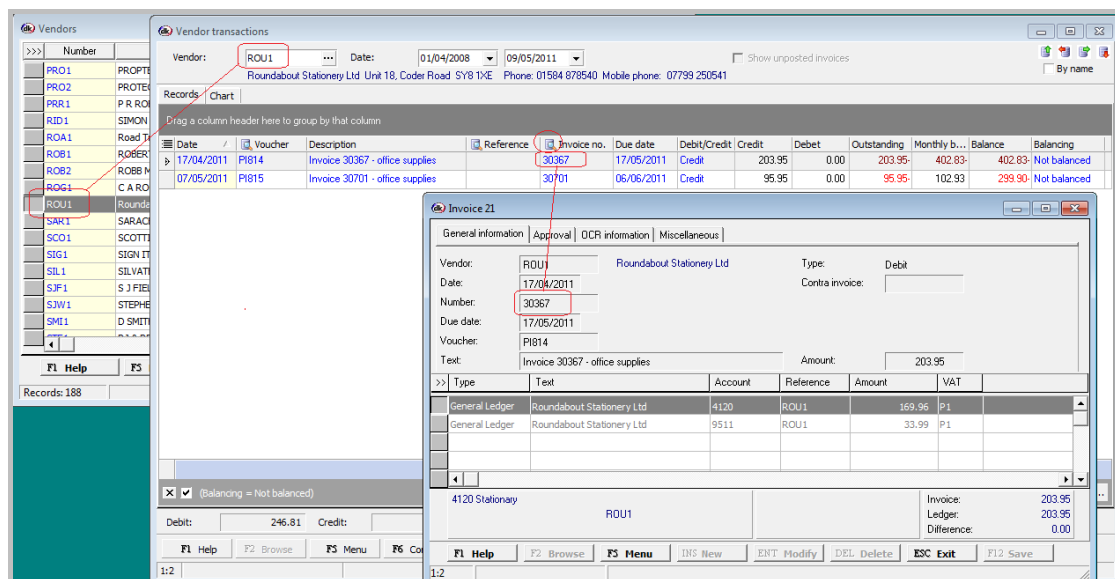


Date	Voucher	Description	Reference	Invoice no.	Due date	Debit/Credit	Credit	Debet	Outstanding	Monthly b...	Balance	Balancing
17/04/2011	PI814	Invoice 30367 - office supplies		30367	17/05/2011	Credit	203.95	0.00	203.95	402.83	402.83	Not balanced
07/05/2011	PI815	Invoice 30701 - office supplies		30701	06/06/2011	Credit	95.95	0.00	95.95	102.93	299.90	Not balanced
							203.95	95.95	102.93			
Debit:						95.95	Credit:	203.95	Balance:	102.93	GBP	Posted transaction

If you had forgotten to print remittance advice for those invoices you paid last time, you can highlight the last payment and choose Print remittance advice from the [F5 Menu ] (i.e. for those invoices you paid on 05/05/2011).

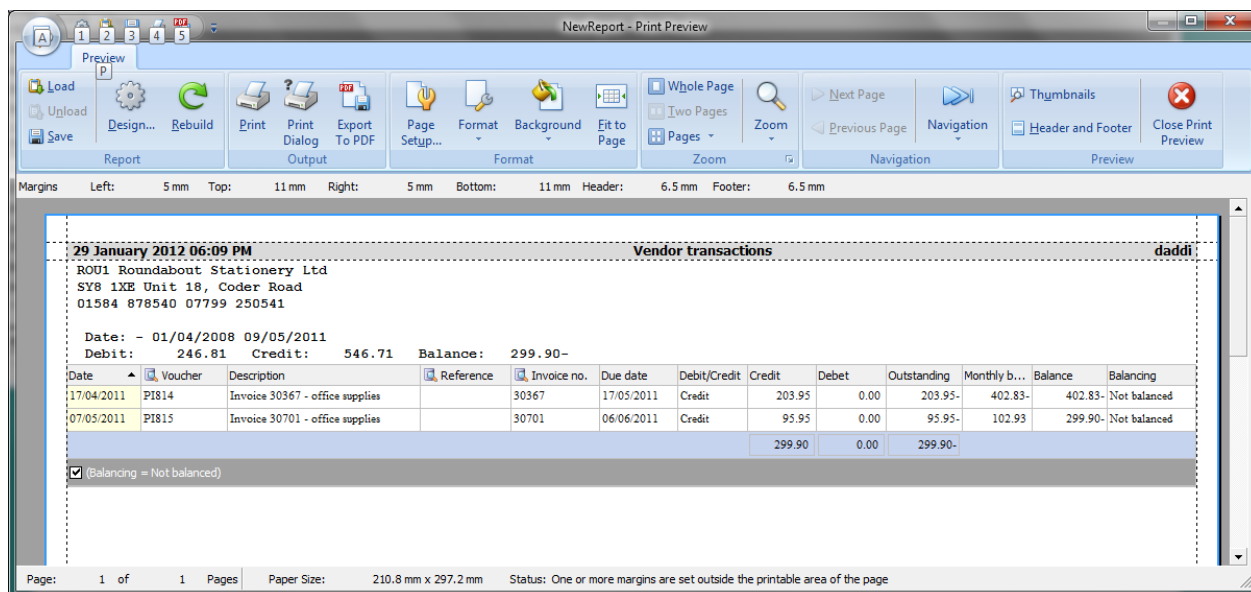
## Drill down

By clicking the magnifying glass button on the column you can drill down or open up a new window showing more information.



By highlighting a particular transaction and then pressing the Invoice magnifying glass button, you get a window showing the full invoice.

To print out the inquiry, press [F7 Print ] and select either a standard report or a list report.



## 10.Reconciling vendor accounts

From the Accounts payable menu select Vendor reconciliations.

The screenshot shows the 'Customer balancing' window. It contains a table with the following columns: >>>, Number, Name, Group, Balanced, and Amount. The data is as follows:

>>>	Number	Name	Group	Balanced	Amount
	BRU2	MR C BRULEY	01	X	0.00
	BRY1	MRS D BRYAN	01	X	0.00
	BUC1	MRS J BUCHANAN	01	X	0.00
	BUC2	BUCKNELL NURSERIES	01		0.00
	BUL1	THE BULL RING HOTEL		X	0.00
	BUR1	BURFORD HOUSE GARDENS			120.00
	BUR2	MR BURNETT	01	X	0.00
	BUR3	MRS G BURNATT	01	X	0.00
	BUR4	MR BURNHAM	01	X	0.00

Below the table is a section for 'Marketing list' with columns for 'Marketing list', 'Description', and 'Campaign'. At the bottom, there are tabs for 'Marketing list', 'Old sales history', and 'Properties'. Below the tabs are buttons: 'F1 Help', 'F5 Menu', 'INS New', 'ENT Modify', 'DEL Delete', and 'ESC Exit'. At the very bottom, it says 'Records: 610'.

Those vendors with X in the Balanced column are fully balanced (reconciled), those without X need to be checked by pressing the [ENT Modify ] button or double clicking the vendor. Then you get a window showing all unbalanced transactions.

Let's look at the vendor xxxxxxxxxx, Burford House Gardens. This vendor has an outstanding amount of zzzzzzzzzz pounds and some unbalanced transactions (No X in the Balanced column).

The screenshot shows the 'Customer balancing' window with details for 'BUR1 BURFORD HOUSE GARDENS'. The balance is 120.00. Below this is a table with the following columns: Marked, Date, Due date, Invoice, Voucher, Description, Amount, Amount credit, and Unbalanced. The data is as follows:

Marked	Date	Due date	Invoice	Voucher	Description	Amount	Amount credit	Unbalanced
	29/08/2006	/ /		SR0024	Invoice no. 3518	189.00		189.00
	19/09/2006	06/07/2009		CR0607025	CUSTOMER RECEIPTS		189.00	189.00
	31/05/2007	/ /	3598	SR-003598	Invoice: 3598	120.00		120.00
	13/03/2009	/ /	3834	SR-003834	Invoice: 3834	230.00		230.00
	22/04/2009	12/05/2009		CR158	CUSTOMER RECEIPT		230.00	230.00

Below the table is a section for 'Balance status' with 'Debit' 0.00, 'Credit' 0.00, and 'Balance' 0.00. At the bottom, there are buttons: 'F1 Help', 'F5 Menu', 'F7 Print', 'F12 Update', and 'ESC Exit'.

First step is to mark (match) transactions. You press the space bar to get X in the line, under column Marked. You see that there are four transactions that can be matched (marked). You press the space bar on each transaction and get the following:

Customer balancing								
BUR1 BURFORD HOUSE GARDENS						Bal.:	120.00	
Marked	Date	Due date	Invoice	Voucher	Description	Amount	Amount credit	Unbalanced
x	29/08/2006	/ /		SR0024	Invoice no. 3518	189.00		0.00
x	19/09/2006	06/07/2009		CR0607025	CUSTOMER RECEIPTS		189.00	0.00
	31/05/2007	/ /	3598	SR-003598	Invoice: 3598	120.00		120.00
x	13/03/2009	/ /	3834	SR-003834	Invoice: 3834	230.00		0.00
x	22/04/2009	12/05/2009		CR158	CUSTOMER RECEIPT		230.00	0.00

Next step is to update this balancing, by pressing the F12 Update button or select from the F5 Menu, Update balancing.

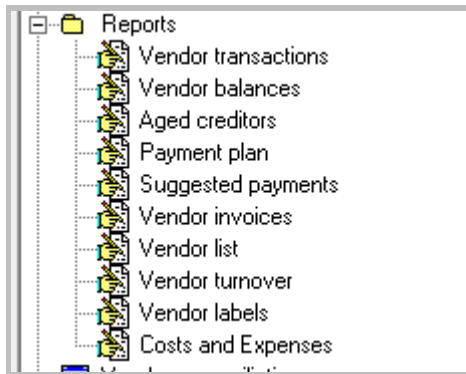
Customer balancing								
BUR1 BURFORD HOUSE GARDENS						Bal.:	120.00	
Marked	Date	Due date	Invoice	Voucher	Description	Amount	Amount credit	Unbalanced
	31/05/2007	/ /	3598	SR-003598	Invoice: 3598	120.00		120.00

And the vendor is fully balanced.

You repeat this for every unbalanced vendor account.

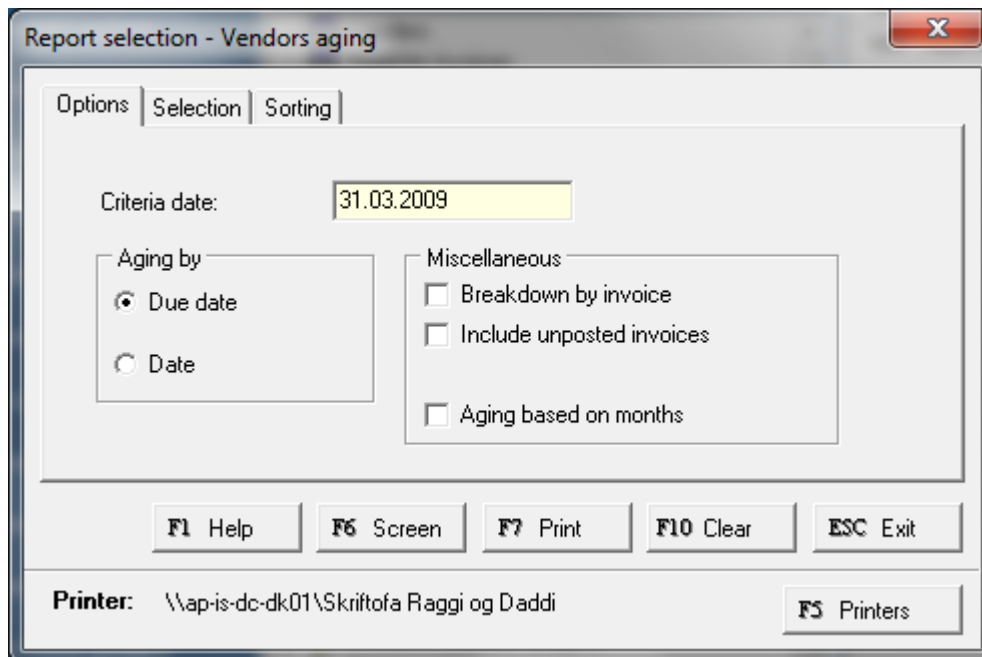
## 11. Working with reports

From the Accounts payable menu select Reports. Then you select the report you want to run.



The main reports folder in Accounts payable shows standard pre-set reports, such as Vendor transactions, Vendor balances, Aged creditors, Payment plan, Suggested payments, Vendor invoices, Vendor list, Vendor turnover, Vendor labels and Cost and Expenses. There are other reports which can be found under other folders.

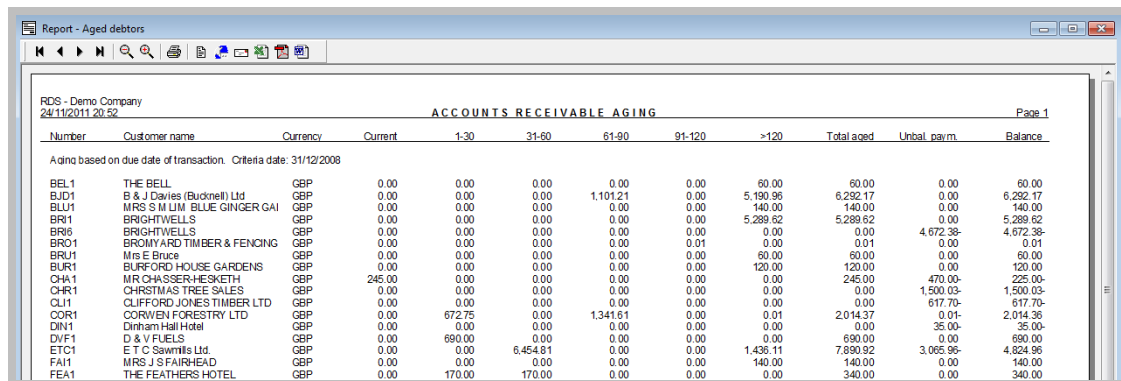
Let's take a look at Aged creditors report. This report gives you two types; either an aging summary or breakdown by invoices. Aging summary shows you which part of vendor's balance is not yet due and which part is past due (grouped by aging period). Breakdown by invoices list each unpaid invoice, grouped and subtotaled by aging period. Tells how many days an invoice is overdue.



On the Options, tab you can choose Aging by Due date or Date. You can choose whether you want the report to show the aging by month or days intervals. You can also choose whether you want the report to show outstanding invoices (Click Breakdown by invoice) and you can include unposted invoices. On the Selection tab, you can restrict the report to selected names or vendor groups.

On the Sorting tab, you can select to sort by name or group.

Press F7 Print to print the report to printer or F6 Screen to print to the screen.



Report - Aged debtors

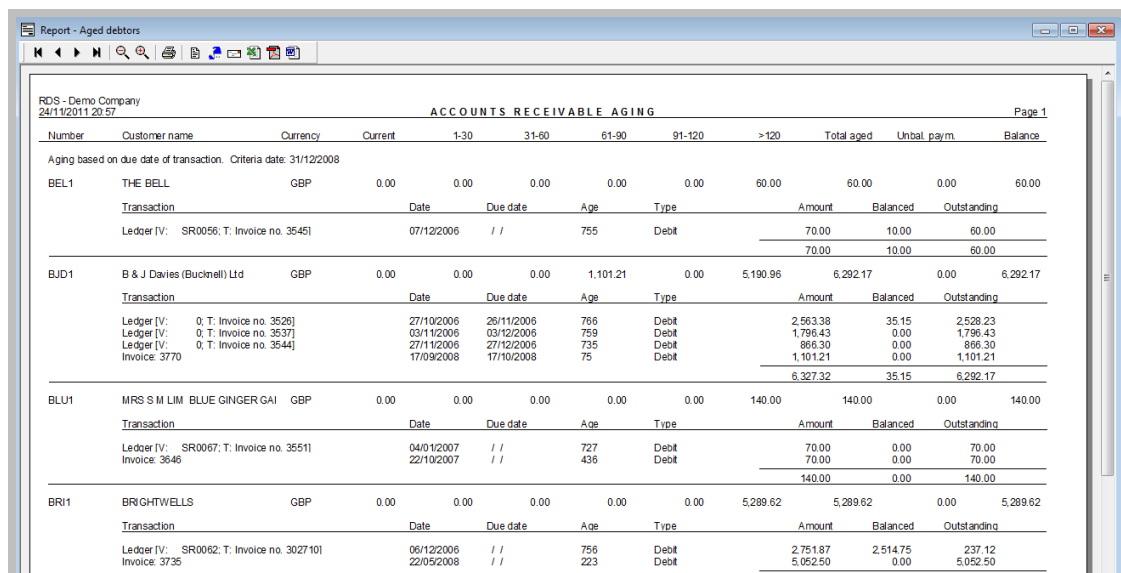
RDS - Demo Company  
24/11/2011 20:52

ACCOUNTS RECEIVABLE AGING Page 1

Aging based on due date of transaction. Criteria date: 31/12/2008

Number	Customer name	Currency	Current	1-30	31-60	61-90	91-120	>120	Total aged	Unbal. paym.	Balance
BEL1	THE BELL	GBP	0.00	0.00	0.00	0.00	0.00	60.00	60.00	0.00	60.00
BLD1	B & J Davies (Bucknell) Ltd	GBP	0.00	0.00	0.00	1,101.21	0.00	5,190.96	6,292.17	0.00	6,292.17
BLU1	MRS S M LIM BLUE GINGER GAI	GBP	0.00	0.00	0.00	0.00	0.00	140.00	140.00	0.00	140.00
BR11	BRIGHTWELLS	GBP	0.00	0.00	0.00	0.00	0.00	5,289.62	5,289.62	0.00	5,289.62
BR16	BRIGHTWELLS	GBP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,672.38	4,672.38
BRO1	BROMYARD TIMBER & FENCING	GBP	0.00	0.00	0.00	0.00	0.01	0.00	0.01	0.00	0.01
BRU1	Mrs E Bruce	GBP	0.00	0.00	0.00	0.00	0.00	60.00	60.00	0.00	60.00
BLR1	BURFORD HOUSE GARDENS	GBP	0.00	0.00	0.00	0.00	0.00	120.00	120.00	0.00	120.00
CHK1	M/R CHASSER-HESEKETH	GBP	245.00	0.00	0.00	0.00	0.00	0.00	245.00	470.00	225.00
CHR1	CHRISTMAS TREE SALES	GBP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.03	1,500.03
CLJ1	CLIFFORD JONES TIMBER LTD	GBP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	617.70	617.70
COB1	CORWEN FORESTRY LTD	GBP	0.00	672.75	0.00	1,341.61	0.00	0.01	2,014.37	0.01	2,014.38
DIN1	Dinham Hall Hotel	GBP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	35.00
DV/F1	D & V FUELS	GBP	0.00	690.00	0.00	0.00	0.00	0.00	690.00	0.00	690.00
ETC1	E T C Sawmills Ltd.	GBP	0.00	0.00	6,454.81	0.00	0.00	1,436.11	7,890.92	3,065.96	4,824.96
FAH1	MRS J S FAIRHEAD	GBP	0.00	0.00	0.00	0.00	0.00	140.00	140.00	0.00	140.00
FEA1	THE FEATHERS HOTEL	GBP	0.00	170.00	170.00	0.00	0.00	0.00	340.00	0.00	340.00

The same report but detailed down to outstanding invoices (click Breakdown by invoices)



Report - Aged debtors

RDS - Demo Company  
24/11/2011 20:57

ACCOUNTS RECEIVABLE AGING Page 1

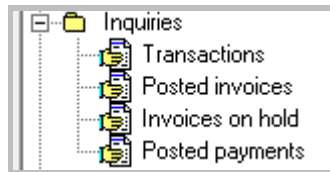
Aging based on due date of transaction. Criteria date: 31/12/2008

Number	Customer name	Currency	Current	1-30	31-60	61-90	91-120	>120	Total aged	Unbal. paym.	Balance
BEL1	THE BELL	GBP	0.00	0.00	0.00	0.00	0.00	60.00	60.00	0.00	60.00
<b>Transaction</b>											
				Date	Due date	Age	Type	Amount	Balanced	Outstanding	
	Ledger IV: SR0056; T: Invoice no. 3545			07/12/2006	/ /	755	Debit	70.00	10.00	60.00	
								70.00	10.00	60.00	
BJD1	B & J Davies (Bucknell) Ltd	GBP	0.00	0.00	0.00	1,101.21	0.00	5,190.96	6,292.17	0.00	6,292.17
<b>Transaction</b>											
				Date	Due date	Age	Type	Amount	Balanced	Outstanding	
	Ledger IV: 0; T: Invoice no. 3526			27/10/2006	26/11/2006	766	Debit	2,563.38	35.15	2,528.23	
	Ledger IV: 0; T: Invoice no. 3537			03/11/2006	03/12/2006	759	Debit	1,796.43	0.00	1,796.43	
	Ledger IV: 0; T: Invoice no. 3544			27/11/2006	27/12/2006	735	Debit	866.30	0.00	866.30	
	Invoice: 3770			17/09/2008	17/10/2008	75	Debit	1,101.21	0.00	1,101.21	
								6,327.32	35.15	6,292.17	
BLU1	MRS S M LIM BLUE GINGER GAI	GBP	0.00	0.00	0.00	0.00	0.00	140.00	140.00	0.00	140.00
<b>Transaction</b>											
				Date	Due date	Age	Type	Amount	Balanced	Outstanding	
	Ledger IV: SR0057; T: Invoice no. 3551			04/01/2007	/ /	727	Debit	70.00	0.00	70.00	
	Invoice: 3646			22/10/2007	/ /	436	Debit	70.00	0.00	70.00	
								140.00	0.00	140.00	
BR11	BRIGHTWELLS	GBP	0.00	0.00	0.00	0.00	0.00	5,289.62	5,289.62	0.00	5,289.62
<b>Transaction</b>											
				Date	Due date	Age	Type	Amount	Balanced	Outstanding	
	Ledger IV: SR0062; T: Invoice no. 3027101			06/12/2006	/ /	756	Debit	2,751.87	2,514.75	237.12	
	Invoice: 3735			22/05/2008	/ /	223	Debit	5,052.50	0.00	5,052.50	

See "Vendor reports" in Appendix, for more information about the vendor reports.

## 12. Working with inquiries

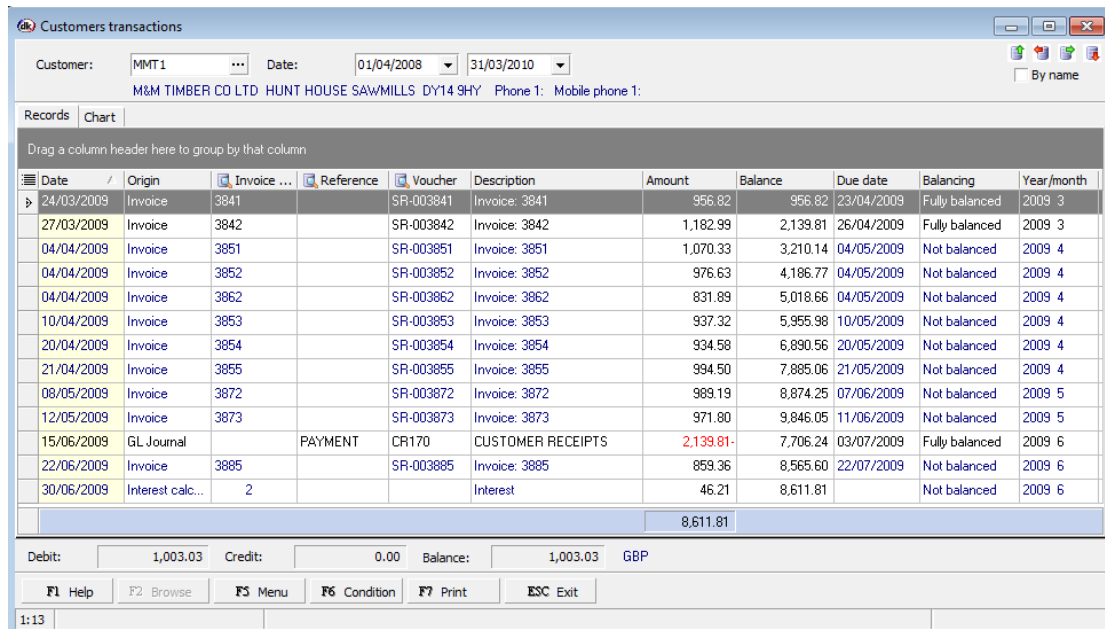
From the Accounts payable menu select Inquiries. Then you select the inquiry (lookup/query) you want to use.



The main inquiries folder in Accounts payable shows inquiries, like Transactions inquiry, Total inquiry, Sales information inquiry and Categories inquiry.

Let's take a look at Transactions inquiry. This inquiry will bring up all transactions in a specific period for a specific customer or all customers.

For all customers enter \* instead of a customer number. You select the period and press [F6 Load] to read in transactions.

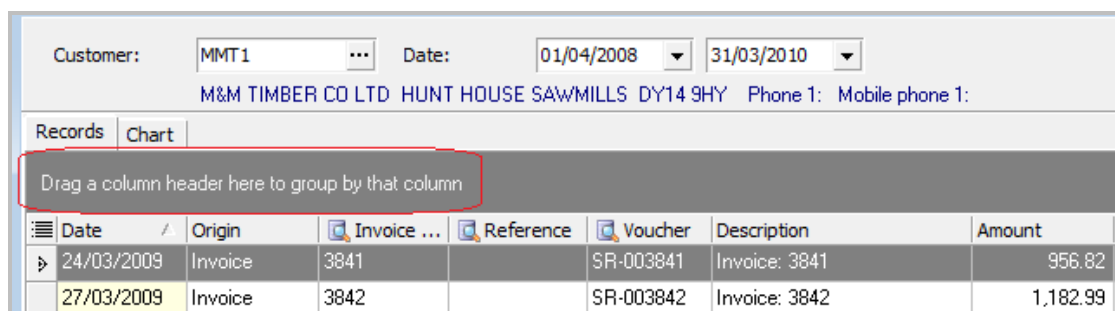


Date	Origin	Invoice	Reference	Voucher	Description	Amount	Balance	Due date	Balancing	Year/month
24/03/2009	Invoice	3841		SR-003841	Invoice: 3841	956.82	956.82	23/04/2009	Fully balanced	2009 3
27/03/2009	Invoice	3842		SR-003842	Invoice: 3842	1,182.99	2,139.81	26/04/2009	Fully balanced	2009 3
04/04/2009	Invoice	3851		SR-003851	Invoice: 3851	1,070.33	3,210.14	04/05/2009	Not balanced	2009 4
04/04/2009	Invoice	3852		SR-003852	Invoice: 3852	976.63	4,186.77	04/05/2009	Not balanced	2009 4
04/04/2009	Invoice	3862		SR-003862	Invoice: 3862	831.89	5,018.66	04/05/2009	Not balanced	2009 4
10/04/2009	Invoice	3853		SR-003853	Invoice: 3853	937.32	5,955.98	10/05/2009	Not balanced	2009 4
20/04/2009	Invoice	3854		SR-003854	Invoice: 3854	934.58	6,890.56	20/05/2009	Not balanced	2009 4
21/04/2009	Invoice	3855		SR-003855	Invoice: 3855	994.50	7,885.06	21/05/2009	Not balanced	2009 4
08/05/2009	Invoice	3872		SR-003872	Invoice: 3872	989.19	8,874.25	07/06/2009	Not balanced	2009 5
12/05/2009	Invoice	3873		SR-003873	Invoice: 3873	971.80	9,846.05	11/06/2009	Not balanced	2009 5
15/06/2009	GL Journal		PAYMENT	CR170	CUSTOMER RECEIPTS	2,139.81	7,706.24	03/07/2009	Fully balanced	2009 6
22/06/2009	Invoice	3885		SR-003885	Invoice: 3885	859.36	8,565.60	22/07/2009	Not balanced	2009 6
30/06/2009	Interest calc...	2			Interest	46.21	8,611.81		Not balanced	2009 6
						8,611.81				

Debit: 1,003.03 Credit: 0.00 Balance: 1,003.03 GBP

Now you have all transactions for the period 01/04/2008 – 31/03/2010, for the customer MMT1 M&M Timber Co Ltd. Let's take a look at what you can do now.

### Group transactions



Date	Origin	Invoice	Reference	Voucher	Description	Amount
24/03/2009	Invoice	3841		SR-003841	Invoice: 3841	956.82
27/03/2009	Invoice	3842		SR-003842	Invoice: 3842	1,182.99



The dark grey area is what we call a grouping area. You can drag a column header to that area or right click with the mouse on a column header and select Group By This Field.

If this grouping area is not visible, you can bring it up by right clicking on the transactions area and select Column grouping – Show.

**Note.** The shortcut key for the grouping area is Ctrl+G. By pressing this shortcut key you can toggle the grouping area on and off.

Let's now take a look at the lower part of the transaction window.

22/06/2009	Invoice	3885		SR-003885	Invoice: 3885	859.36	8,565.60	22/07/2009	Not balanced	2009 6
30/06/2009	Interest calc...	2			Interest	46.21	8,611.81		Not balanced	2009 6
						8,611.81				
<Filter is Empty>										
										Customize...

### Filter transactions

The dark grey area is the Filter area. By pressing the button [Customize... ] brings up a Filter. Another way to filter is by pressing the arrow button on the column header and select (Custom...).

Balance	Due date	Balancing	Year/month
956.82	23/04/2009	(All)	2009 3
2,139.81	26/04/2009	(Custom...)	2009 3
3,210.14	04/05/2009	Not balanced	2009 4
4,186.77	04/05/2009	Fully balanced	2009 4
		Not balanced	2009 4

### Example:

Say you want to filter all transactions not balanced (show only outstanding invoices). You click the [v] Not balanced:

If this filter area is not turned on, you can always turn it on by right clicking and select from the drop down menu Filter selection.

**Note.** The shortcut key for the filter area is Ctrl+B. By pressing this shortcut key you can toggle the filter area on and off.

Now turn your attention back to the inquiry and the transactions.

Customers transactions

Customer: MMT1 Date: 01/04/2008 31/03/2010

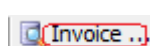
M&M TIMBER CO LTD HUNT HOUSE SAWMILLS DY14 9HY Phone 1: Mobile phone 1:

Records Chart

Drag a column header here to group by that column

Date	Origin	Invoice...	Reference	Voucher	Description	Amount	Balance	Due date	Balancing	Year/month
24/03/2009	Invoice	3841		SR-003841	Invoice: 3841	956.82	956.82	23/04/2009	Fully balanced	2009 3
27/03/2009	Invoice	3842		SR-003842	Invoice: 3842	1,182.99	2,139.81	26/04/2009	Fully balanced	2009 3
04/04/2009	Invoice	3851		SR-003851	Invoice: 3851	1,070.33	3,210.14	04/05/2009	Not balanced	2009 4
04/04/2009	Invoice	3852		SR-003852	Invoice: 3852	976.63	4,186.77	04/05/2009	Not balanced	2009 4

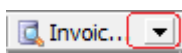
And look at following buttons:



You can sort the transactions by clicking on a column button. That column becomes yellow.



You can drill down (or go to the origin) by clicking the magnifying glass on a button.



This is a filter button. By clicking it you get a drop-down menu, where you can select (All), (Custom...) or just click those items you want filtered.



This button brings up a list of all columns you can show or hide. Those columns that are already marked are the ones that are shown in the inquiry, like Date, Origin, Invoice, Reference, Voucher, Description, Amount, Balance, Due date, ...

Another way to hide or remove columns is simply to click on the column and drag it up from the column line, above the grouping area

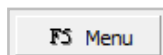
M&M TIMBER CO LTD HUNT HOUSE SAWMILLS DY14 9HY Phone 1: Mobile phone 1:

Records Chart

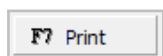
Ref...

Drag a column header here to group by that column

	Date	Origin	Invoice nu...	Reference	Voucher	Description
▶	24/03/2009	Invoice	3841		SR-003841	Invoice: 3841
	27/03/2009	Invoice	3842		SR-003842	Invoice: 3842



From the F5 Menu you can select Setup and Transaction notes.



To print a report of the transactions. The report has the same columns as is shown in the inquiry. This means that you can create your own report with those columns and subtotals you want.

Let's take a look at other menus that you can bring up.

By right clicking on a column header you get the following menu

Date	Origin	Invoice nu...	Voucher	Description
24/03/2009			SR-003841	Invoice: 3841
27/03/2009			SR-003842	Invoice: 3842
04/04/2009			SR-003851	Invoice: 3851
04/04/2009			SR-003852	Invoice: 3852
04/04/2009			SR-003862	Invoice: 3862
10/04/2009			SR-003853	Invoice: 3853
20/04/2009			SR-003854	Invoice: 3854
21/04/2009			SR-003855	Invoice: 3855
08/05/2009			SR-003872	Invoice: 3872
12/05/2009			SR-003873	Invoice: 3873
15/06/2009			CR170	CUSTOMER RECEIPT
22/06/2009			SR-003885	Invoice: 3885
30/06/2009				Interest

These menu items are self-explanatory. We have already talked about Group By This Field and Group By Box (Show Column Grouping). Remove This Column hides the column you right clicked on. Footer is the blue total line.

By right clicking anywhere on transactions you get the following menu

3842	SR.003842	Invoice: 3842	1,182.99
3851	<div> <div>+</div> <div>Show columns Ctrl+Alt+S</div> </div> <div> <div>■</div> <div>Hide columns Ctrl+Alt+F</div> </div> <div> <div>■</div> <div>Column adjustments ▶</div> </div> <div> <div>■</div> <div>Column grouping ▶</div> </div> <div> <div>✓</div> <div>Total line Ctrl+S</div> </div> <div> <div>✓</div> <div>Filter selection Ctrl+B</div> </div> <div> <div>📄</div> <div>Export to... ▶</div> </div> <div> <div>🖨️</div> <div>Print Ctrl+P</div> </div> <div> <div>🔍</div> <div>Record information</div> </div> <div> <div>📊</div> <div>Table information</div> </div>		1,070.33
3852			976.63
3862			831.89
3853			937.32
3854			934.58
3855			994.50
3872			989.19
3873			971.80
			PTS
			2,139.81-
3885			859.36
2			46.21

These menu items are self-explanatory. We have already talked about Column grouping (Show) and Filter selection.

**Export to...** allows you to export transactions to Excel, Html, Txt or XML.

You can also bring up this menu by selecting from the F5 Menu, Setup.

Let's take a look at the print out. As mentioned above you can look at this inquiry as a simple report writer. Where you can select columns and group them with subtotal. You can filter the transactions. You can define the report layout.

### Example:

Say you want to print all outstanding invoices for one customer and group them by months. You select the customer MMT1 M&M Timber co Ltd, click on the filter button on the Balancing column and click [v] Not Balancing and then drag the column Year/month to the grouping area. You get the following results

Customers transactions

Customer: MMT1 Date: 01/04/2008 31/03/2010

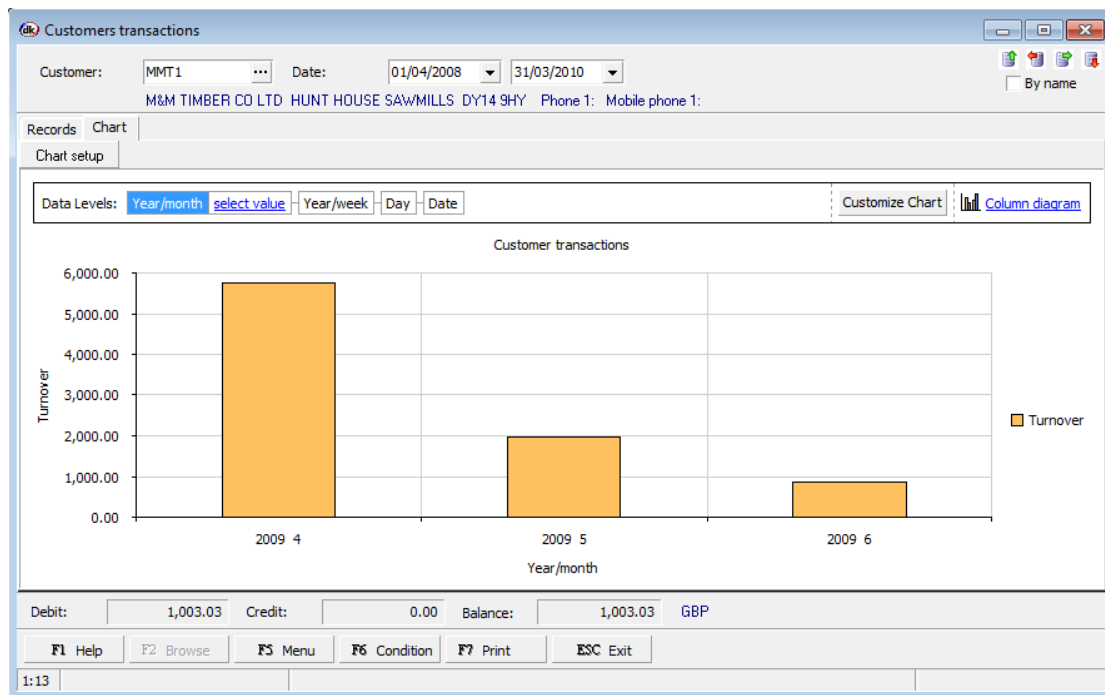
M&M TIMBER CO LTD HUNT HOUSE SAWMILLS DY14 9HY Phone 1: Mobile phone 1:

Records Chart

Year/month

Date	Origin	Invoice nu...	Voucher	Description	Amount	Balance	Due date	Balancing	Year...
Year/month: 2009 4									
04/04/2009	Invoice	3851	SR-003851	Invoice: 3851	1,070.33	3,210.14	04/05/2009	Not balanced	2009 4
04/04/2009	Invoice	3852	SR-003852	Invoice: 3852	976.63	4,186.77	04/05/2009	Not balanced	2009 4
04/04/2009	Invoice	3862	SR-003862	Invoice: 3862	831.89	5,018.66	04/05/2009	Not balanced	2009 4
10/04/2009	Invoice	3853	SR-003853	Invoice: 3853	937.32	5,955.98	10/05/2009	Not balanced	2009 4
20/04/2009	Invoice	3854	SR-003854	Invoice: 3854	934.58	6,890.56	20/05/2009	Not balanced	2009 4
21/04/2009	Invoice	3855	SR-003855	Invoice: 3855	994.50	7,885.06	21/05/2009	Not balanced	2009 4
					5,745.25				
Year/month: 2009 5									
08/05/2009	Invoice	3872	SR-003872	Invoice: 3872	989.19	8,874.25	07/06/2009	Not balanced	2009 5
12/05/2009	Invoice	3873	SR-003873	Invoice: 3873	971.80	9,846.05	11/06/2009	Not balanced	2009 5
					1,960.99				
Year/month: 2009 6									
22/06/2009	Invoice	3885	SR-003885	Invoice: 3885	859.36	8,565.60	22/07/2009	Not balanced	2009 6
30/06/2009	Interest calc...	2		Interest	46.21	8,611.81		Not balanced	2009 6
					905.57				
					8,611.81				
<input checked="" type="checkbox"/> (Balancing = Not balanced)									
Debit: 1,003.03 Credit: 0.00 Balance: 1,003.03 GBP									
F1 Help F2 Browse F3 Menu F6 Condition F7 Print ESC Exit									
1:13									

If you click the Chart button you get the following

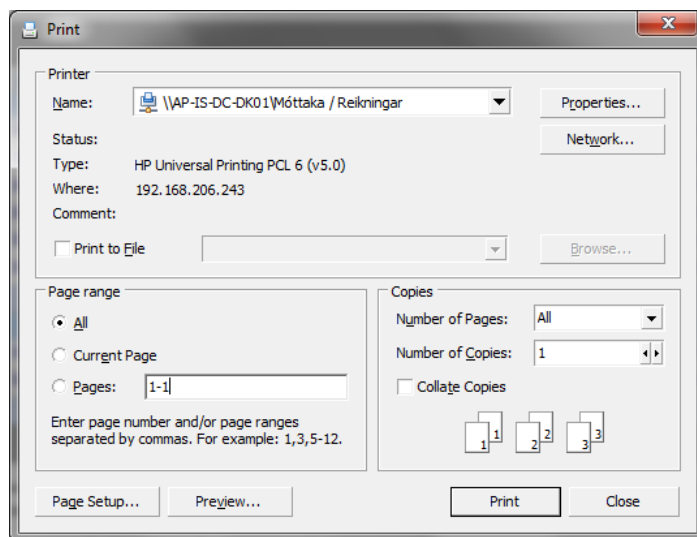


By pressing Column diagram, you can change the Chart to Pie diagram, Line diagram or Bar diagram.

By pressing the Customize Chart, you can to view Payments, Debit, Credit instead of Turnover.

Click the [F7 Print ] button to print the Graph.

Now get back to the transactions window by pressing the Records button and  
Then click the [F7 Print ] button to print the transactions report, select List and  
you get the following print menu



You select Preview... and you get the following report

NewReport - Print Preview

Preview

Load, Unload, Save, Design..., Rebuild, Print, Print Dialog, Export To PDF, Format, Background, Page Setup..., Edit to Page, Whole Page, Two Pages, Pages, Zoom, Navigation, Close Print Preview

Margins: Left: 5 mm, Top: 11 mm, Right: 5 mm, Bottom: 11 mm, Header: 6.5 mm, Footer: 6.5 mm

29 november 2011 03:15 Customers transactions DP

MMT1 M&M TIMBER CO LTD  
DY14 9HY HUNT HOUSE SAMMILLS

Date: - 01/04/2008 31/03/2010  
Debit: 10,751.62 Credit: 2,139.81 Balance: 8,611.81

Date	Origin	Invoice n...	Voucher	Description	Amount	Balance	Due date	Balancing	Year/...
Year/month: 2009 4									
04/04/2009	Invoice	3851	SR-003851	Invoice: 3851	1,070.33	3,210.14	04/05/2009	Not balanced	2009 4
04/04/2009	Invoice	3852	SR-003852	Invoice: 3852	976.63	4,186.77	04/05/2009	Not balanced	2009 4
04/04/2009	Invoice	3862	SR-003862	Invoice: 3862	831.89	5,018.66	04/05/2009	Not balanced	2009 4
10/04/2009	Invoice	3853	SR-003853	Invoice: 3853	937.32	5,955.98	10/05/2009	Not balanced	2009 4
20/04/2009	Invoice	3854	SR-003854	Invoice: 3854	934.58	6,890.56	20/05/2009	Not balanced	2009 4
21/04/2009	Invoice	3855	SR-003855	Invoice: 3855	994.50	7,885.06	21/05/2009	Not balanced	2009 4
					5,745.25				
Year/month: 2009 5									
08/05/2009	Invoice	3872	SR-003872	Invoice: 3872	989.19	8,874.25	07/06/2009	Not balanced	2009 5
12/05/2009	Invoice	3873	SR-003873	Invoice: 3873	971.80	9,846.05	11/06/2009	Not balanced	2009 5
					1,960.99				
Year/month: 2009 6									
22/06/2009	Invoice	3885	SR-003885	Invoice: 3885	859.36	8,565.60	22/07/2009	Not balanced	2009 6
30/06/2009	Interest calc...	2		Interest	46.21	8,611.81		Not balanced	2009 6
					905.57				
					8,611.81				

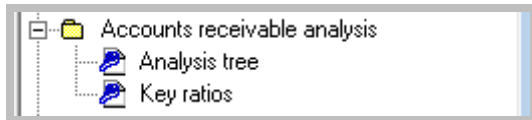
(Balancing = Not balanced)

Page: 1 of 1 Pages Paper Size: 210.8 mm x 297.2 mm Status: Ready

### 13. Working with analysis

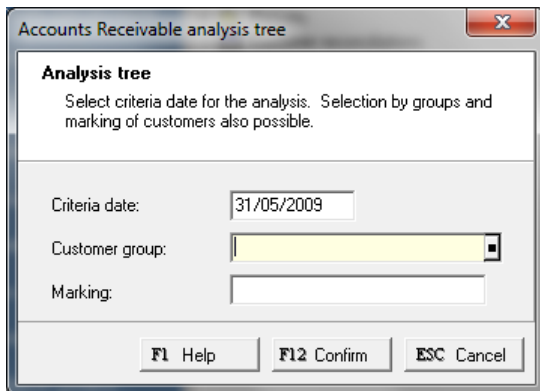
There are powerful analytical tools in Accounts payable. The analytical applications are functioning from the beginning and there is no need for a long and troublesome setup process with following experiments and tests. It is very easy to monitor the "big picture" and drill down into the data to specific transactions.

From the Accounts payable menu select Accounts payable analysis.



#### Analysis tree

Select the Analysis tree and you get the following window



You must specify a criteria date for the analysis. The aging summary is done as of this date. You can restrict the analysis to specific vendor groups or marking.

The analysis tree shows aging information about vendor's payment history. It shows which part of vendors balance is not yet due and which part is past due. dk determines these figures on the basis of terms you have established for the vendors, the due dates of invoices and payments you have made.

The Not due folder and Total current folder is not yet overdue.

Accounts Receivable analysis tree	
Accounts Receivable analysis tree	
Items	Criteria date: 31/05/2009
Customer balance	1,569-
Not due	93,126-
1 - 30 days	1,277
A LEWIS/ BESPOAKE LTD [A LEWIS/ BESPOAKE LTD]	1,200-
D & G OWEN [D & G OWEN]	683-
E T C Sawmills Ltd. [E T C Sawmills Ltd.]	414
FIREWOOD SALES [FIREWOOD SALES]	1,435-
H E LANGWELL [H E LANGWELL]	170-
I NODEN [I NODEN]	683-
JOHN WREN [JOHN WREN]	633-
M&M TIMBER CO LTD [M&M TIMBER CO LTD]	5,745
MR J HUGHES [MR J HUGHES]	80-
31 - 60 days	2,270
61 - 90 days	501
91 - 120 days	898
120+ days	86,613
Estimated payments	1,569-
Overdue	91,557
Next 7 days	4,469
Next 14 days	9,716
Next 30 days	12,967
Next 60 days	93,126-
Total current	93,126-

Vendor balance equals Estimated payments. Overdue folder equals the sum of the folders: 1-30 days, 31-60 days, 61-90 days, 91-120 days and 120+ days.

From the F5 Menu, you can see the Vendor balance on a graph by selecting Vendor balance and you can see the Estimated payments on a graph by selecting Estimated payments. You can export the analysis to Excel by selecting Export to → and then Excel.

The F7 Print button prints the analysis, All levels, As the tree is now or Just the first level.

By double clicking on a customer you drill down to the transactions. It brings up the inquiry window with transactions.

See "Vendor reports" in Appendix, for more information about the aging summary.

## Appendix

### Setting up accounts payable

Before you create your vendor accounts, you should set up specific information related to Accounts payable. Accounts payable set up involves performing the following tasks:

- Setting up payment modes
- Setting up payment terms
- Setting up deliverers
- Setting up delivery modes
- Setting up delivery terms

### Setting up payment modes

dkBS uses the payment modes that you set up for each vendor to determine the method of payment, which actually will be shown on each purchase order.

You can set up profiles for various payment modes that you use throughout the system. The payment modes for a vendor are used as default when entering purchase orders and purchase invoices.

#### To set up payment modes

From the Accounts payable menu select Setup, then Payment modes

Payment mode	Description
BT	Bank transfer
CASH	Cash
CC	Credit card
CHE	Cheque
COD	C.O.D.
DC	Debit card
DD	Direct debit

Records: 11

Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the payment modes table.

On the General tab you must specify a code, description and type for the payment mode.



## Setting up payment terms

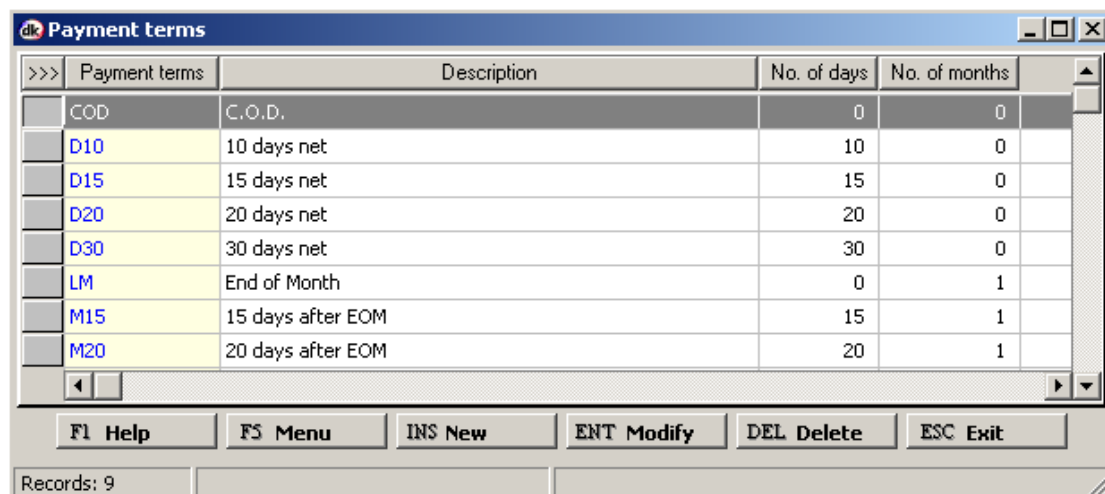
dkBS uses the payment terms that you set up for each vendor to calculate due dates, which actually will be shown on each purchase order. The payment terms control the calculation of the final due date when updating purchase invoices. Due dates are, for instance, 30 days net (full amount due within 30 days from invoice date), cash on delivery (COD), current month plus 20 (full amount of due 20 days after the end of invoice month), and so on.

Using this method, invoices can have different due dates. The automatically calculated due dates can be changed at a later time. Due dates are used for such functions as calculating balance list by due date, calculating interest on overdue invoices, printing collection letters in the Accounts receivable module and printing payment proposal in the Accounts payable module. This is a totally optional feature in dk and does not need to be modified unless the business plan calls for invoice due dates other than "upon receipt".

You can set up profiles for various payment terms that you use throughout the system. The payment terms for a vendor are used as default on purchase orders and purchase invoices.

### To set up payment terms

From the Accounts payable menu select Setup, then Payment terms



>>> Payment terms	Description	No. of days	No. of months
COD	C.O.D.	0	0
D10	10 days net	10	0
D15	15 days net	15	0
D20	20 days net	20	0
D30	30 days net	30	0
LM	End of Month	0	1
M15	15 days after EOM	15	1
M20	20 days after EOM	20	1

F1 Help F5 Menu INS New ENT Modify DEL Delete ESC Exit

Records: 9

Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the payment terms table.

On the General tab you must specify number of days, months and/or weeks.

## Setting up deliverers

The Deliverers are entered as base data in the vendor or customer table. Deliverers are used when recording sales orders, invoices and purchases. You can use this information optionally.

### To set up deliverers

From the Accounts payable menu select Setup, then Deliverers

>>>	Number	Deliverer	Address	Phone	Fax

Records: 0

Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the deliverers table.

On the General tab you must specify a deliverer's code, name, address, port of lading and contact info.

## Setting up delivery modes

dkBS uses the delivery modes that you set up for each vendor to determine the method of delivery, which actually will be shown on each purchase order and invoice.

You can set up profiles for various delivery modes that you use throughout the system. The delivery modes for a vendor are used as default on purchase orders and invoices.

### To set up delivery modes

From the Accounts payable menu select Setup, then Delivery modes

>>>	Delivery mode	Description
	AIR	Air
	COUR	Courier
	DHL	DHL
	DPOS	Datapost
	FEX	FedEx
	FRE	Freight
	POST	Postal Service

Records: 13

Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the delivery modes table.

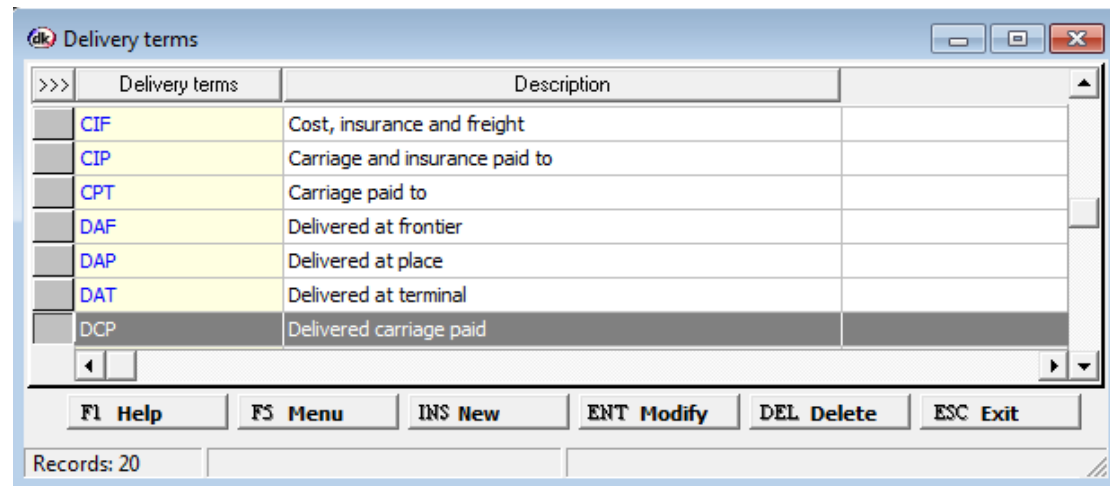
On the General tab you must specify a code and description for the delivery mode.

## Setting up delivery terms

The delivery terms are entered as base data in the vendor or customer table. Delivery terms are used when recording sales orders, invoices and purchases. Delivery terms specify the conditions for the item's transfer from seller to buyer. International terms are used, for example, FOB (free on board), CIF (cost, insurance and freight) and so on.

### To set up delivery terms

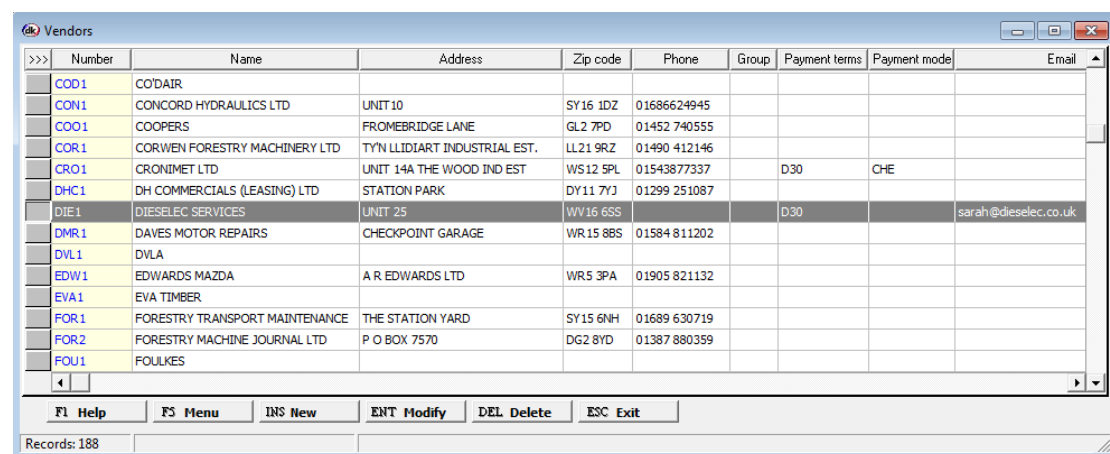
From the Accounts payable menu select Setup, then Delivery terms



Press Insert key on the keyboard, or select the [INS New ] button to create a new line in the delivery terms table.

On the General tab you must specify a code and description for the delivery term.

## Working with the vendor table



**Higher part.** Shows customers. You can move, group, sort, add and hide columns.

**Lower part.** Shows additional tables for specific customer. You can group, sort, add and hide columns

**Colours.** Black = active customers, Red = closed customers.

**Sort.** Click on a column to sort by that column. You can chose Ascending or Descending.

**Group.** Right click and select Column grouping → Show. The shortcut key for the grouping area is Ctrl+G. By pressing this shortcut key you can toggle the grouping area on and off.

**Add column.** Right click and select Show columns (Shortcut key Ctrl+Alt+S)

**Hide column.** Right click and select Hide columns (Shortcut key Ctrl+Alt+F). You can also click on the column and drag it out of the window.

**Filter.** Right click and select Filter selection. The shortcut key for the filter area is Ctrl+B. By pressing this shortcut key you can toggle the filter area on and off.

**Customer card.** By double clicking a record you get a maintenance card where you enter all basic information regarding the record. You can also just press Enter key on the keyboard or click on the [ENT Enter ] button to bring up the card.

**Information tree.** Each customer can be viewed and accessed via a comprehensive information tree view. This tree conveniently display links to much of the information, both financial and non-financial stored for a specific customer. The tree 'cut-across' the system and allow the user to work in just one location with ease. This is particularly useful when dealing with queries over the telephone. The shortcut key for the information tree is Ctrl+T.

**Print customer list.** Right click and select Print to print a list of all customers with displayed columns. By adding or hiding columns you can change the layout of the list.

**Export to Excel.** Right click and select Export to... → Excel to export those customer records that are shown in the table with displayed columns. By adding or hiding columns you can change the columns exported.

**Send Email.** You can filter customers and send them Email. From the F5 Menu, select Letter/post → and then Send Email.

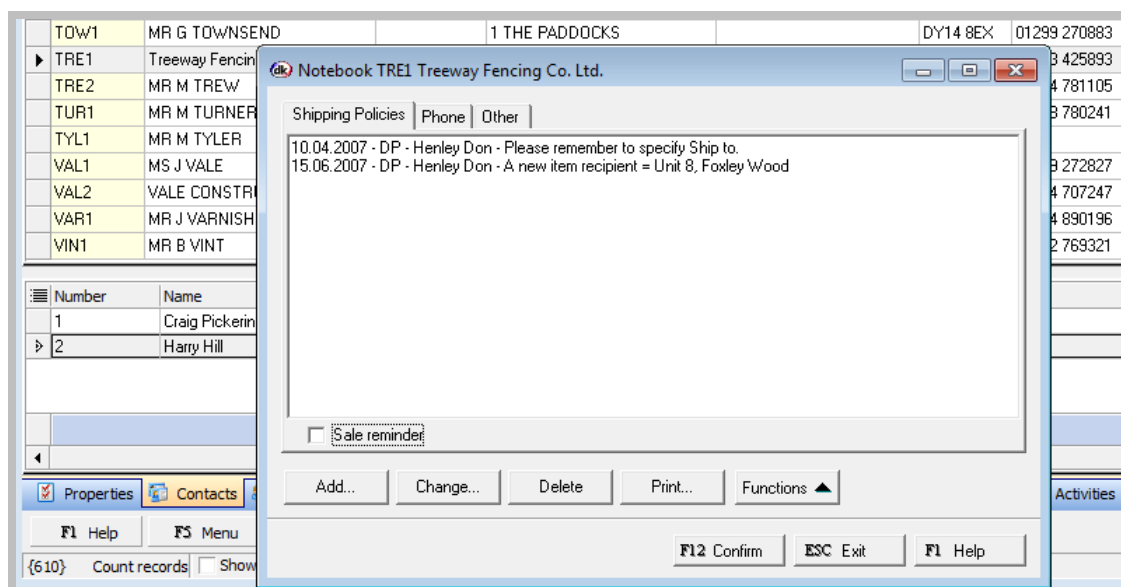
**Print letter.** You can filter customers and send them letters. From the F5 Menu, select Letter/post → and then Print letter/document.

**Print labels.** You can filter customers and then print them on labels. From the F5 Menu, select Letter/post → and then Print letter/document and from the Letter/document you select the type of labels you want to print.

## Vendor notebook

A notebook (notepad) can be created and maintained for any vendor. Multiple pages can be set up, each one dealing with different topics (e.g. telephone conversations, key financial details, preferences etc.). These can then be printed out or viewed on the screen by topic/page number or in total.

To open up vendor note book, select Notebook from the F5 Menu



You can access the notebook anytime you are viewing a vendor or transactions related to a vendor.

## Vendor attached documents

Files or folders can be attached to any vendor in dk; examples might include contracts/agreements, application forms, photographs, drawings, key spreadsheets etc. The links to these documents can be viewed from within a window accessed under the F5 menu and the documents can be opened simply by double-clicking on the relevant document icon.

To open up vendor attached documents, select Attached files from the F5 Menu

TOW1	MR G TOWNSEND	1 THE PADDOCKS	DY14 8EX	01299
TRE1	Treeway			01543
TRE2	MR M TR			01584
TUR1	MR M TU			01568
TYL1	MR M TY			
VAL1	MS J VA			01299
VAL2	VALE CC			01824
VAR1	MR J VA			01584
VIN1	MR B VIN			01432

Number	Name
1	Craig F
2	Harry H

Files attached to TRE1 Treeway Fencing Co. Ltd.

Attached files

Name	Size	Type	Modified
AForm #2.doc	32 KB	Microsoft Word 97 - 2003 ...	22/12/2006 - 15:32:...
Contract No. 502.doc	27 KB	Microsoft Word 97 - 2003 ...	25/02/2008 - 19:21:...
Contract No. 731.doc	27 KB	Microsoft Word 97 - 2003 ...	25/02/2008 - 19:21:...
IMG_1488.jpg	671 KB	JPEG Image	26/04/2005 - 11:28:...
Tree #880-1002.jpg	31 KB	JPEG Image	29/01/2001 - 13:32:...
Treew_SprSheet.xls	276 KB	Microsoft Excel 97-2003 W...	17/05/2003 - 22:32:...
w1.jpg			

“.”

MM

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