

Xtreme Accounting User Manual



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Chapter 1 – Welcome to Xtreme Accounting

Introduction

Congratulations on your purchase of Xtreme Accounting from Stark Software. This User Manual has been written so that you can get the information you need quickly and easily. Each icon on the Main Menu has a Chapter dedicated to it. Furthermore, each option tab, as well as entry field has a description of the functionality and/or contents associated with it.

Installation and Setup

Installing the Program

1. Insert the Xtreme Accounting CD in your CD-ROM or DVD-ROM drive
If the Autorun function is enabled, the installation process will begin automatically. Skip to Step 6
2. Click on the Start button
3. Click on My Computer icon
4. Click on the CD/DVD drive (normally D: drive)
5. Click on Setup.exe
6. Follow the Installation instructions and prompts
7. Click Finish to complete installation
8. Remove the Xtreme Accounting CD from your CD-ROM or DVD-ROM drive
As part of the installation, the Program Files/XTREME_ACC folder will have been created, and a shortcut icon will have been placed on your desktop.
9. Start the program by double clicking the Xtreme Accounting icon on your Desktop
10. Log on. The default Username is **SYSADMIN** and the password is **XTREME**. Please note that the password is case sensitive so **XTREME** and **xtreme** are interpreted by the system as two completely different passwords.
You will, by default, be logged on to the DEMO company. It is advisable to set up your own users and limit the use of the default user name.

Congratulations, your installation and setup of Xtreme Accounting is complete. You are now ready to load your company details and begin processing.

Important Notes

1. Before switching off your computer, ensure that the Xtreme Accounting program has been correctly closed. Failure to do so may result in data corruption and/or data loss.
2. Perform regular backups of your data. These backups should be stored off-site. Refer to the Data Backup in the Administration section later in the manual.
3. Consider using an Uninterrupted Power Supply (UPS) to protect your system from power spikes and dips. The UPS should be of a sufficient size to enable you to close all your open programs (including Xtreme Accounting) in an orderly manner, before the UPS power supply is exhausted.

Conventions

1. All module functions can be selected via the tabs at the top of the screen. These tabs will show you drop down menu options that can be selected.
2. Additionally, all the modules can also be selected by clicking on the corresponding module button which will open additional buttons pertaining to the module you chose.
3. Should a button/tab or drop down box option be “greyed out”, this indicates that your user rights prevent you from accessing that particular feature. If this function is required, please ask your System Administrator to allocate you the required access.
4. When this Manual refers to a selection sequence of mouse clicks, they will be denoted in *italics*. For example, to generate a Customer Age Analysis, the sequence is as follows : *Customers ... Reports ... Age Analysis*. This sequence means the following :
 - a. Click on the *Customer* icon on the Main Menu
 - b. Click on the *Reports* icon on the Customers Menu
 - c. Click on the *Age Analysis* option on the Report Menu.
5. Reports are generated in the widely-used PDF format, from which they can be viewed, saved, e-mailed or printed. If your computer does not have a PDF viewer, this can be downloaded and installed using the following link : <http://www.adobe.com/products/acrobat/readstep2.html>

Using the Program

Starting the Program

Starting the program can be done in 1 of 2 ways :

1. Click on the Xtreme Accounting icon
2. Click on *Start ... All Programs ... Xtreme Accounting ... Xtreme Accounting*

Login

Once the software has loaded, the next step is to login. The login will control your user rights, and access to certain menu options can be restricted via the user access rights.

The default user is ***SYSDBA*** and password is ***masterkey***. It is advisable to set up your own users and restrict the use of the default user name.

The login screen will show you the company you are about to start working in. Click on “*Open Another Company*” to change the company you want to work in. Refer to the Companies section in Chapter 2 for more details.



After a successful login, the Main screen will be displayed. This screen contains all the buttons for all the available modules. These modules can be accessed via the big blue module buttons, or via the tabs and drop down menu's at the top of the screen.



Closing the Program

The Xtreme Accounting software can be closed down in one of two ways :

1. Click on the File tab at the top of the screen. Click on the Exit tab
2. Click the red and white cross in the top right hand corner.

Backup Your Data

It is good practice to perform regular backups of your data. A good time to perform the backup is just prior to logging off at the end of the day. For more details, refer to the Data Backup in Chapter 4 – Admin Module section.

Chapter 2 - Setting up your Company

Refer to the Setup Module for all the Company Setup options available in Chapter 3

Companies

Overview

Xtreme Accounting enables you to work in multiple companies. In all versions, you can create an unlimited number of companies. Each company will represent an individual trading entity. As such, all maintenance (on any module) will apply to that company only, and will not apply to other companies. As a result, each company is setup and run in isolation and completely independent of other companies that may exist in the system. Even users access rights are granted in each company. Thus, a user may have full access rights in one company, and no rights in another.

The creation, copying, setting default company and deleting company is achieved in the Administration module (Chapter 4). The maintenance of the company information is performed in the *Setup ... Company Parameters* section.

Changing Companies

To open a company other than the one you are currently working in, you can do this in 1 of 2 ways :

1. Click on the File tab, and select the *Open Company* option. Select the company you want. The system will then prompt you to login again in the selected company. This step is necessary because in many businesses, some user's access rights limit them to specified companies. You are able to give a user access to the system, but may want to prevent the user from accessing a particular company
2. On starting Xtreme Accounting, you can click "*Open Another Company*" and select the company in which you wish to work.

Default Company

The system stores a default company, and will open this company each time you start the program. To set the default : *Admin ... Set Default Company*.

Chapter 3 - Setup Module

For each new company (i.e. a new set of accounts), the Setup Module is the section where most of the parameters can be set up according to your requirements for that company.



Company Parameters

Your first task is to load the company details, and choose the settings that will apply throughout the software, when this company is selected. You can setup and operate as many companies as you wish. Each company may have different settings.

If you are loading a new company, after entering the Company name, click OK to add the name to the database. Thereafter, the additional data in the 4 tabs can be entered.

Company name

The company name that will appear on all documents.

Company Code

Each company that you load can be assigned a Company Code. This field will also be used should you require your version of Xtreme Accounting to be customised to your unique requirements. Please contact Stark Software for all software customisation requests.

Company Details Tab

This tab opens the screen that will allow you to capture all the static contact information for the company.

Postal Address

3 postal address lines and a postal code line are provided for. These address details are used on numerous company documents like invoices etc.

Physical Address

3 physical address lines and a postal code line are provided for. These address details are used on numerous documents like invoices etc.

Contact Details

Telephone. The telephone number is used on numerous company documents like invoices etc

Fax The fax number is used on numerous company documents like invoices etc

Cell

Email The email address is used on numerous company documents like invoices etc

Web Address The company website address details are used on numerous company documents like invoices etc

Other Details

VAT No The company VAT number is important and if VAT registered, this number must be entered as it appears on most company documents, specifically invoices, credit notes etc.

Reg No The company Registration number is required by law to be included on all official company documents like invoices, statements etc.

Banking Details

The banking details entered below will appear on invoices, statements etc, and will provide these details to your customers, making it easier for them to make payment into your bank account.

Account Name – Company Bank Account Name

Account No – Company Bank Account Number

Bank – Banking Institution Name

Branch – Banking Institution Branch Name

Branch Code – Banking Institution Branch Code

Settings Tab

This tab opens the screen where most of the initial environment and accounting period settings will be set.

Periods

Number of Periods – The system can be configured to have from 3 to 12 periods for each accounting cycle. Most businesses will operate with 12 periods corresponding to the 12 months in a year. Choose the period by clicking on the required radio button.

Current Period - 1 through to 12. This is normally set to 1, except if you are in the middle of a financial year when you move to Xtreme Accounting.

Other Settings

Date Format – Choose the date format that suits you. The options are as follows :

DDMMYYYY (eg. 21032009)
MMDDYYYY (eg. 03212009)
YYYYMMDD (eg. 20090321)

Date Separator – Choose the date separator that suits you. Select “/” for 21/03/2009 or “-“ for 21-03-2009)

Currency – Enter the currency symbol of your choice (Eg “**R**” for S.A. Rands, “**\$**” for US Dollars)

Negative Sign Symbol – Choose the negative sign symbol of your choice. Select “**()**” for (299.00) or “**-**” for R -299.00)

Update General Ledger - (Default = Active)

Email Settings

Email Sent – Select your email option. The options are :

Interactive – the system will prompt you

Automatic – the system will automatically send the email

Numbers Tab

This tab opens the screen that will allow you to set the next starting document numbers when loading the company, or for changing the document sequence number at a later date. These numbers are updated automatically once the current number has been used. If the company is new, the default number (1) can be used. If the company has been trading, then the next document number in each case must be entered.

Company Parameters

Company name: New Company

Company Code: BART01

Company Details | Settings | **Numbers** | GL Settings | Other Settings

Customer Processing

Invoice Number: 1

Credit Note Number: 1

Debit Note Number: 1

Sales Order Number: 1

Quotation Number: 1

Supplier Processing

Supplier Invoice Number: 1

Return / Debit Number: 1

Purchase Order Number: 1

Batch Number

Batch Number: 5

Ok Cancel

The following document numbers can be maintained :

Customer Processing

Invoice Number – The next invoice number the system will use

Credit Note Number – The next credit note number the system will use

Debit Note Number – The next debit note number the system will use

Sales Order Number – The next sales order number the system will use

Quotation Number – The next quotation number the system will use

Batch Number

Batch Number – The next batch number the system will use

Supplier Processing

Supplier Invoice Number – The next supplier invoice number the system will use

Return/Debit Number – The next return or debit number the system will use

Purchase Order Number – The next purchase order number the system will use

GL Settings Tab

The GL Settings tab opens the screen where the various GL control accounts are setup and defined.

GL Settings		
Customer Control	8000/000	
Supplier Control	9000/000	
Vat Control	9500/000	
Sales Code	1000/000	
Cost Of Sales	2000/000	
Inventory Control	7700/000	
Inventory Adjustment	2100/000	
Count Variance	2150/000	
Purchase Variance	2200/000	
Retained Income Code	5200/000	

These control accounts are the contra accounts that are used when any processing is done.

Customer Control (Default=8000/000)

Supplier Control (Default = 9000/000)

Vat Control (Default = 9500/000)

Sales Code (Default = 1000/000)

Cost Of Sales (Default = 2000/000)

Inventory Control (Default = 7700/000)

Inventory Adjustment (Default = 2100/000)

Count Variance (Default = 2150/000)

Purchase Variance (Default = 2200/000)

Retained Income Code (Default = 5200/000)

Other Settings Tab

To enable you to setup Xtreme Accounting in a way that best suits the way you work, there are a number of additional configurable parameters that can be applied to each company that you load. Click on the option to activate it.

Customers

- Show Aging for Customers during Document Processing (Default = Active)
- Allow Invoicing if Credit Limit Exceeded (Default = Active)
- Warn if Credit Limit Exceeded (Default = Active)
- Create Notes for all Documents Processed (Default = Active)
- Use 'G' as the default Line Type entry for Invoices (Default = Active)
- Always Enter Customer Order No (Default = Not Active)

Suppliers

- Show Aging for Suppliers during Document Processing (Default = Active)
- Always Enter Supplier Reference (Default = Active)
- Always Enter Supplier Order No (Default = Not Active)


Batch Processing

- Repeat Account No During Batch Processing (Default = Active)
- Consolidate Bank – 1 Transaction per Batch (Default = Active)
- Repeat Description During Batch Processing (Default = Active)
- Consolidate Customer/Supplier Control – 1 Transaction per Batch (Default = Active)

Other Settings

- Customer and Supplier Names and Addresses in UPPERCASE (Default = Not Active)
- Inventory Description in UPPERCASE (Default = Not Active)

Company Parameters

Company name: 

Company Code:

Company Details | **Settings** | **Numbers** | **GL Settings** | **Other Settings**

Customers

- ☒ Show Aging for Customers during Document Processing
- ☒ Allow Invoicing if Credit Limit Exceeded
- ☒ Warn if Credit Limit Exceeded
- ☒ Create Notes for all Documents Processed
- ☒ Use 'G' as the default Line Type entry for Invoices
- ☐ Always Enter Customer Order No

Suppliers

- ☒ Show Aging for Suppliers during Document Processing
- ☒ Always Enter Supplier Reference
- ☐ Always Enter Supplier Order No

Batch Processing

- ☒ Repeat Account No During Batch Processing
- ☒ Consolidate Bank - 1 Transaction per Batch
- ☒ Repeat Description During Batch Processing
- ☒ Consolidate Customer/Supplier Control - 1 Transaction per Batch

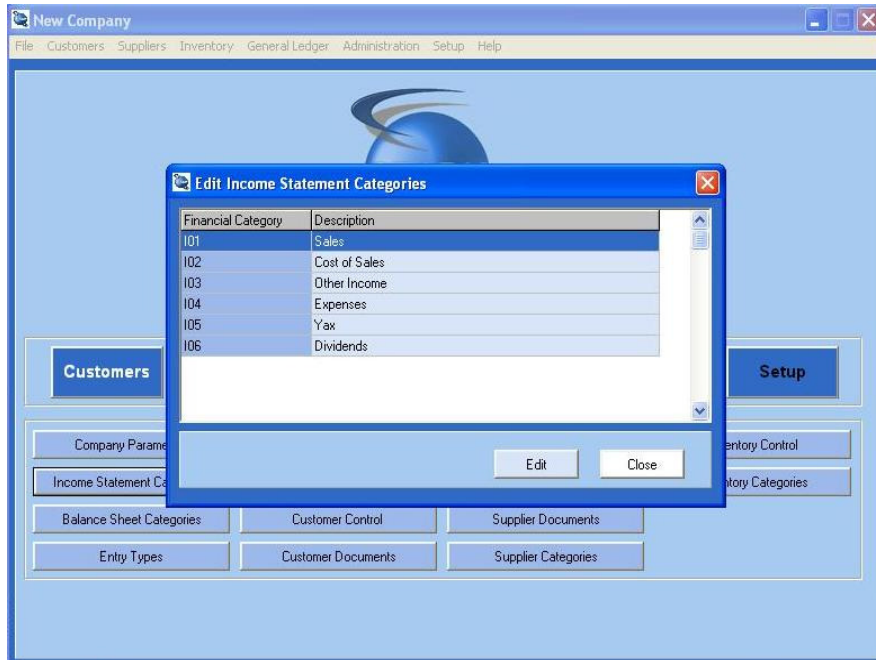
Other Settings

- ☐ Customer and Supplier Names and Addresses in UPPERCASE
- ☐ Inventory Description in UPPERCASE

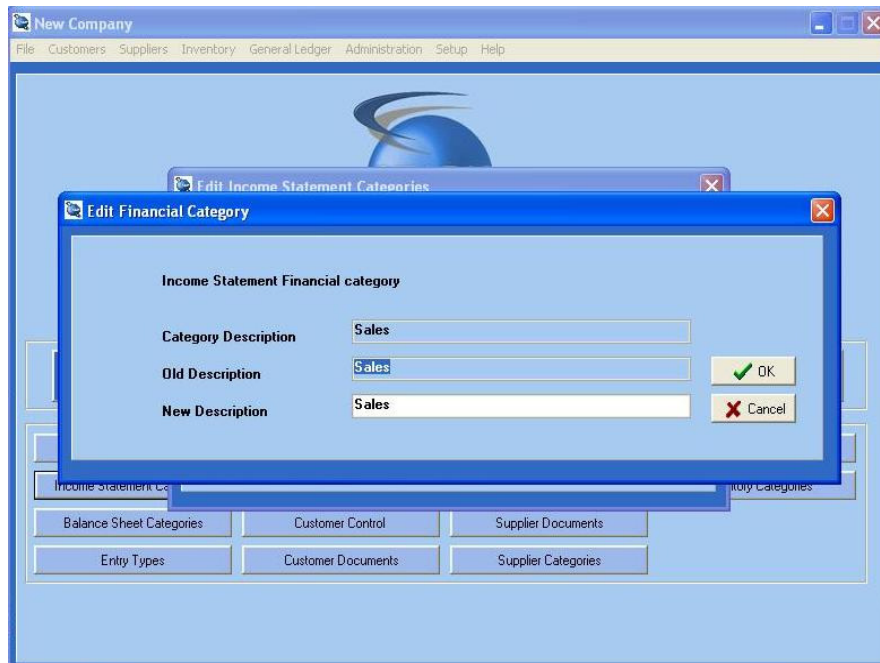
Income Statement Categories

The 6 Income Statement Categories can be edited. The default categories are :

- I01 Sales
- I02 Cost of Sales
- I03 Other Income
- I04 Expenses
- I05 Tax
- I06 Dividends



To Edit, double click on the required Financial Category, or click on the Category and click Edit. Enter the New Description as required. Click OK to save the changes or Cancel to exit without saving.

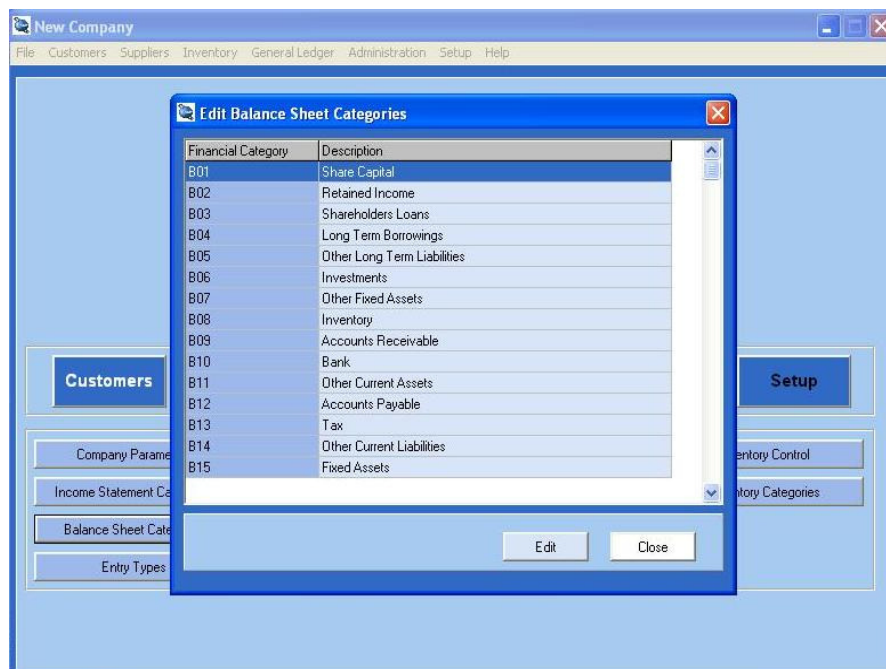


Balance Sheet Categories

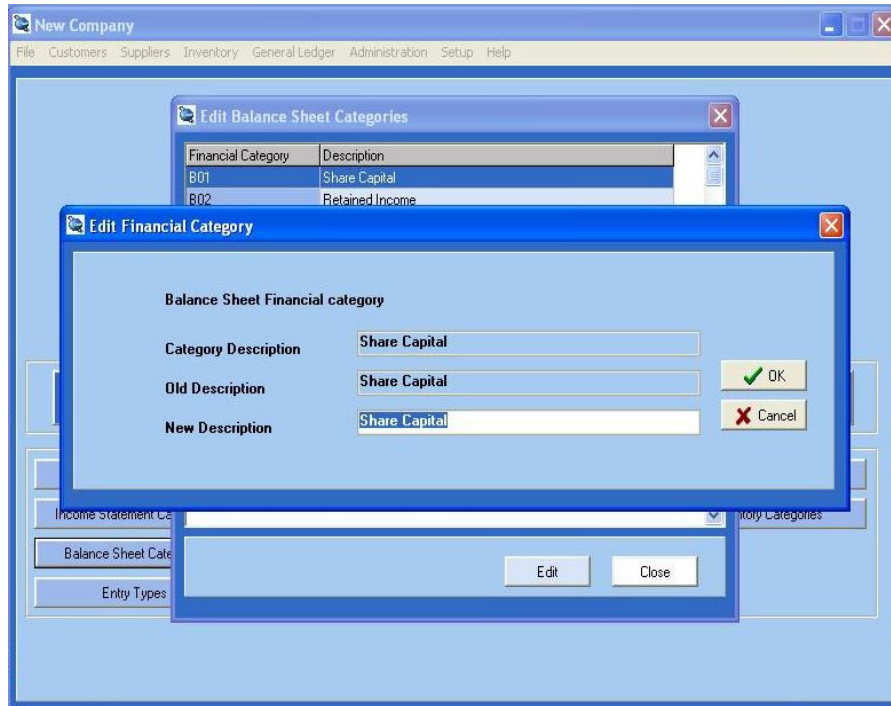
The 15 Balance Sheet Categories can be edited. The default categories are :

- B01 Share Capital
- B02 Retained Income
- B03 Shareholders Loans

B04 Long Term Borrowings
 B05 Other Long Term Liabilities
 B06 Investments
 B07 Other Fixed assets
 B08 Inventory
 B09 Accounts Receivable
 B10 Bank
 B11 Other Current Assets
 B12 Accounts Payable
 B13 Tax
 B14 Other Current Liabilities
 B15 Fixed Assets



To Edit, double click on the required Financial Category, or click on the Category and click Edit. Enter the New Description as required. Click OK to save the changes or Cancel to exit without saving.

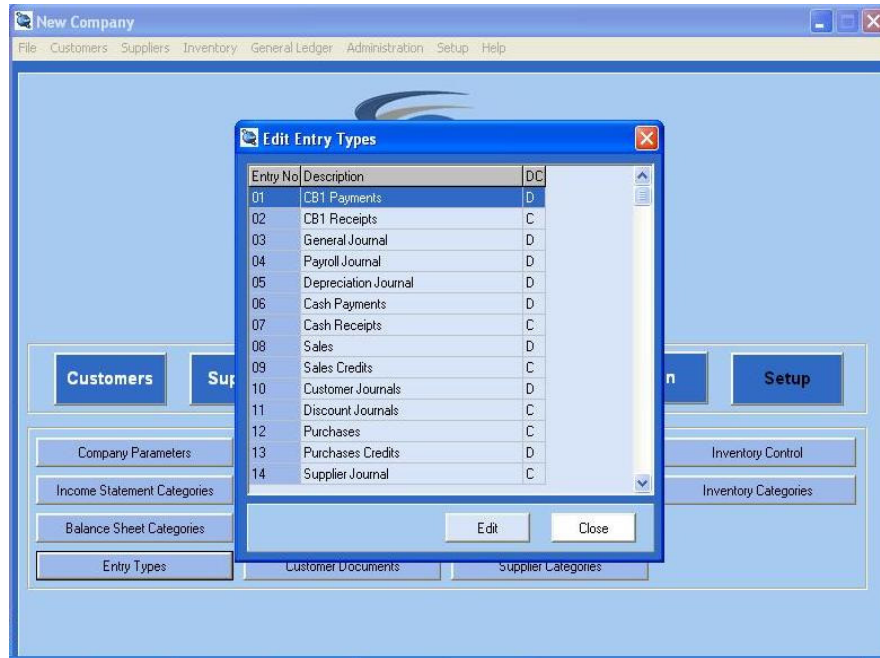


Entry Types

This section allows you to create and maintain transaction Entry Types. Xtreme Accounting allows you up to 99 different transaction Entry Types that can be defined. In addition to defining the description, you need to define the default action – (D)ebit or (C)redit.

The following Entry Types have been pre-defined but may be edited or deleted as required.

- 01 CB 1 Payments (Default = D)
- 02 CB 1 Receipts (Default = C)
- 03 General Journal (Default = D)
- 04 Payroll Journal (Default = D)
- 05 Depreciation Journal (Default = D)
- 06 Cash Payments (Default = D)
- 07 Cash Receipts (Default = C)
- 08 Sales (Default = C)
- 09 Sales Credits (Default = D)
- 10 Customer Journals (Default = D)
- 11 Discount Journal (Default = C)
- 12 Purchases (Default = D)
- 13 Purchases Credits (Default = D)
- 14 Supplier Journal (Default = C)
- 15 Inventory Journal (Default = C)
- 16 Interest Journal (Default = D)



To Edit, double click on the required Entry Type, or click on the Entry Type and click Edit. Enter the default values that will be applied to this Entry Type. As these are only defaults, they can be amended during processing.

To Add a new Entry Type, navigate to the next available Entry Type and then double click on the line, or click on the line and click Edit. Enter the default values that will be applied to this Entry Type. As these are only defaults, they can be amended during processing.

Entry No – The unique Entry Type number (1 – 99)

Description – Description of the Entry Type

D/C – D = Debit, C = Credit

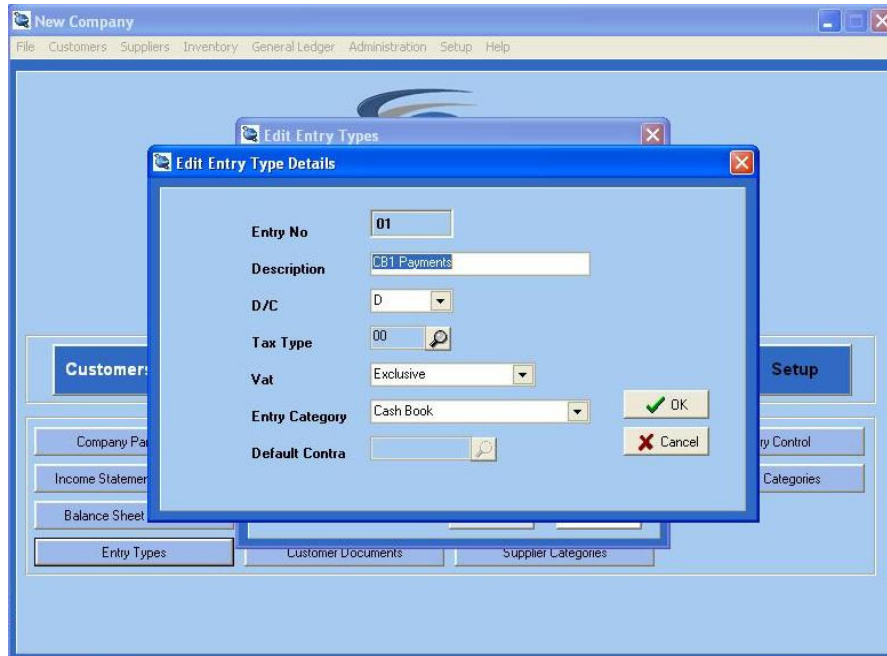
Tax Type – The drop down list will display the valid Tax Codes loaded (Admin ...Tax Codes).

Vat – Exclusive or Inclusive.

Entry Category – General Ledger, Customers, Suppliers, Inventory, Cash Book

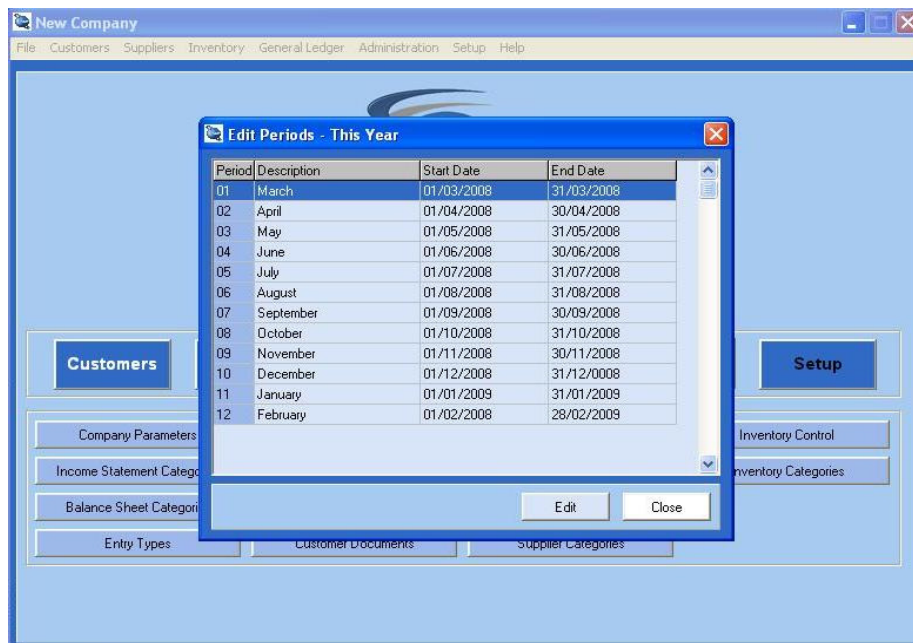
Default Contra – Default Contra G/L Code for the Entry Type.

Once complete, click OK to save the changes or click Cancel to exit without saving.

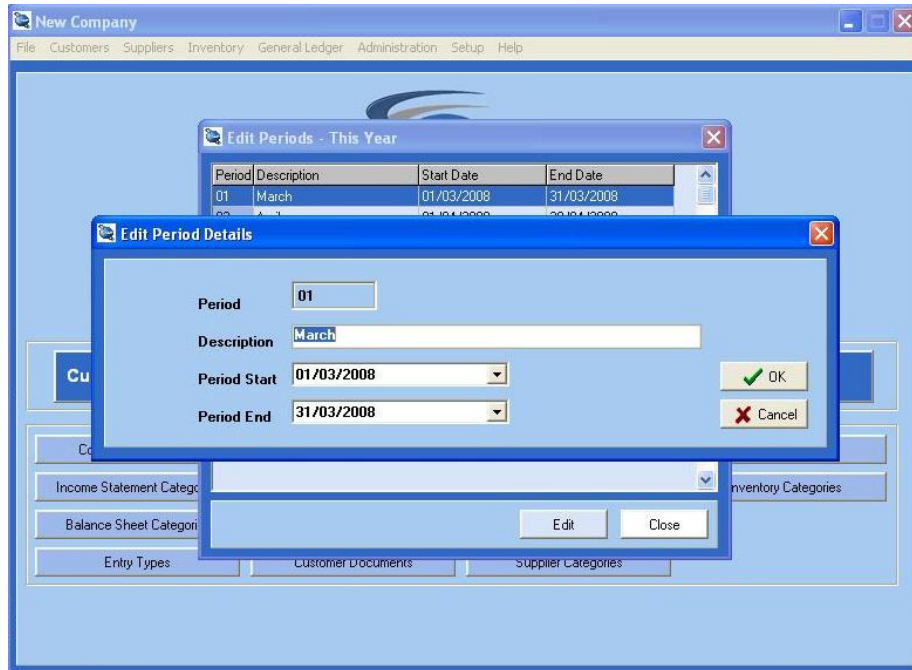


Periods – This Year

This option allows you to maintain the period descriptions for the current year. The number of periods will have been defined in the *Company Parameters ... Settings ... Number of Periods*.

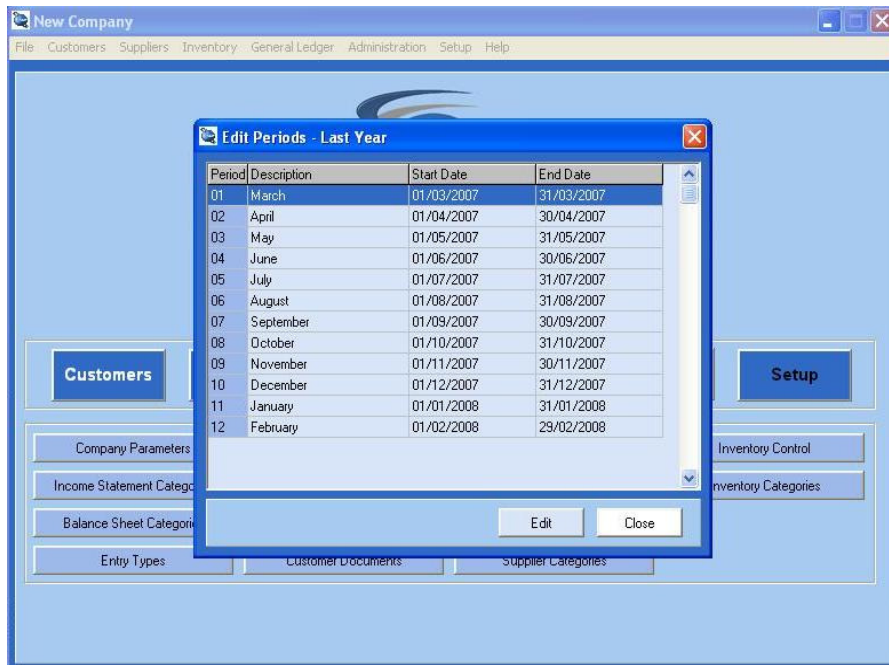


You are able to edit the Description, Period Start date and Period End date for each accounting period.

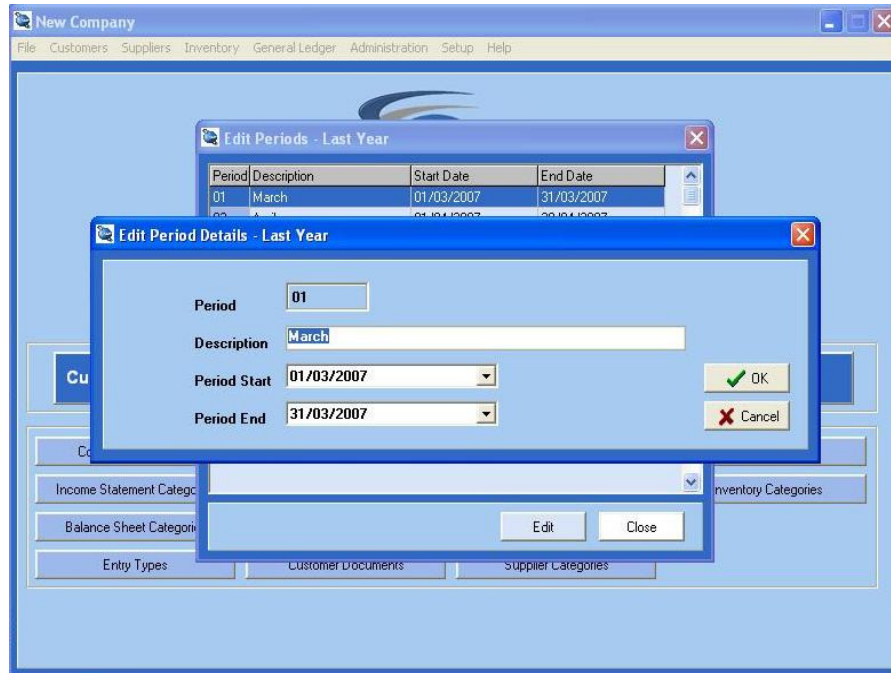


Periods – Last Year

This option allows you to maintain the period descriptions for the previous year. The number of periods will have been defined in the *Company Parameters ... Settings ... Number of Periods*.



You are able to edit the Description, Period Start date and Period End date for each accounting period.



Customer Control

This tab controls all the configurable parameters applicable to Customers.

Configuration

Customer Control

The control account for the Customers can be maintained here. The default Customer Control Account number is 8000/000.

Interest

This section controls how arrear interest raising will be performed.

Interest Account - The Account number the interest will be credited to can be changed from the 2750/000 default.

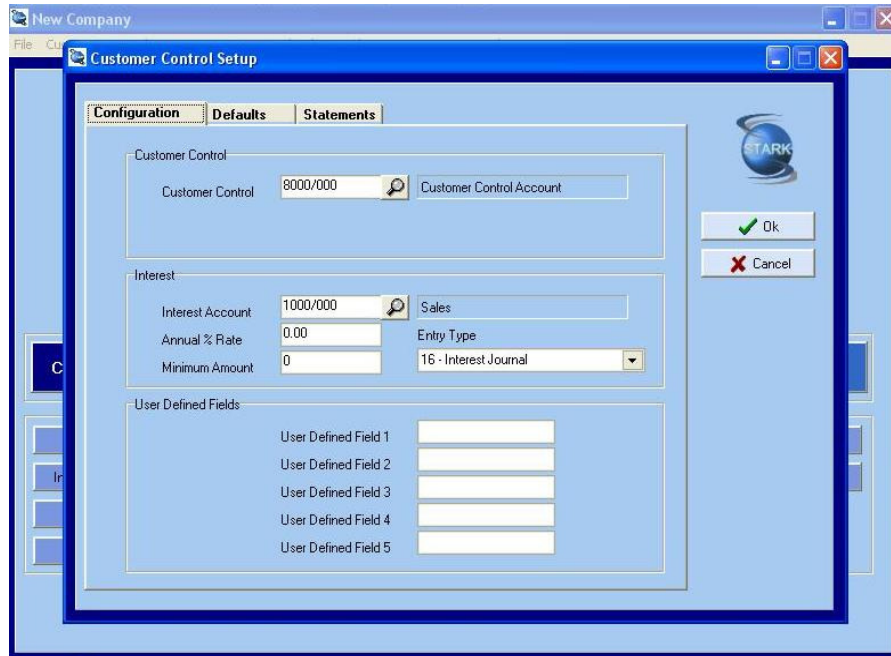
Annual % Rate - The applicable interest rate

Minimum Amount - The minimum amount that will be raised can also be set. The minimum amount prevents transactions with unnecessary small amounts from being created.

Entry Type - The default Entry Type for the Interest is 16 – Interest Received.

User Defined Fields

The system allows for 5 additional User Defined Fields to be set up.



Defaults

During the setup of your Customers, the system enables you to configure numerous options that simplify your use of the system.. To make this process even easier, this tab can set up the defaults that will automatically be applied to new Customer accounts loaded. Should you want to set up a Customer differently from these defaults, you can change them during the loading of the Customer.

The following Customer configuration settings can be set as the default :

Debtor Category Code – Any Customer Categories loaded in *Setup ... Customer Categories*

Default Sales Code – Any Sales Code loaded in *Admin ... Sales Code Maintenance*

Default Terms – Current, 30 Days, 60 Days, 90 Days, 120 Days

Default Early Payment - Any Early Payment Term loaded in *Admin ... Payment Code Maintenance*

Tax Entry – Exclusive or Inclusive

Default Tax Code – Any Tax Code loaded in *Admin ... Tax Code Maintenance*

Discount Percentage – The default percentage discount applicable to customers

Credit Limit – The default credit limit that customers will be allowed.

Interest From – 30 Days, 60 Days, 90 Days, 120 Days. This is the default ageing that will attract arrear interest.

Document Printing – Default document handling options. Print Document, Email Document or Print & Email Document

Statement Printing – Default statement handling. Print Statement, Email Statement, Print and Email Statement, or Do not Send Statement

Quotes are valid for – number of days a quote loaded on the system will be valid.

Default Price List – The price list that will be applied to all customer's unless changed specifically for the customer. Price List 1 to Price List 10. The Price List's can be defined in *Setup ... Inventory ... Prices*.

The actual prices for the Inventory item, can be maintained in *Inventory ... Inventory Maintenance ... Edit ...Prices*.

Default Personalised Statement Message – The personalized statement message that will be printed if no other statement message applies.

The screenshot shows the 'Customer Control Setup' dialog box with the 'Statements' tab selected. The dialog contains various configuration options for customer statements, including codes, terms, percentages, and printing options. The 'Default Personalised Statement Message' field is currently empty.

Statements

This tab defines the various Statement Message options that will be printed on the Customer Statement. These will take the place of the default personalised statement message.

Universal Statement Message - Applies to all statements printed.

These are 5 other Statement Message options that will be printed, depending on the ageing of the amounts outstanding on the Customer account.

Terms

Terms + 1

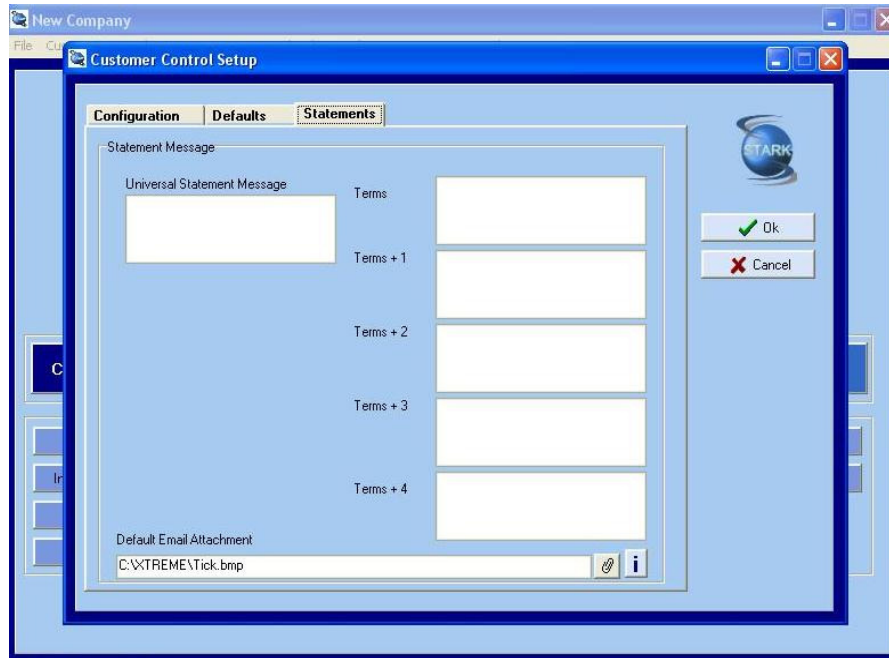
Terms + 2

Terms + 3

Terms + 4

The system will therefore allow you to define standardised Statement messages which will be printed automatically by the system.

Default Email Attachment – If you are sending your customers statements via email, you may want to send a standard attachment with these statements. To set this up, navigate to the location of the attachment file, and click on the paper clip. This default attachment file can be changed during Statement Processing.



Customer Documents

This section controls how Customer documents are configured. This involves the printing options, as well as naming options

Document Output Options

These options allow you to select the output method when a Customer Document is processed. This setting applies to Invoices, Credit Notes and Debit notes only.

Print/Email on Completion of Document – when this option is selected, the system will always print the document.

Print Document when required – the document will only be printed when you specifically require it to be printed.

The 5 document tabs control the names of the respective documents, as well as the number of copies that will be printed by default.

The definitions and/or functions of each field are as follows :

Original Name – This field is the name of the original document being setup

Copies – The number of copies of the Original Document that are to be printed. Set this to 0 if you want to suppress printing of the Original Document

Supporting Name – This field is the name of the supporting document that can be generated together with the Original Document

Copies – The number of copies of the Supporting Document that are to be printed. Set this to 0 if you want to suppress printing of the Supporting Document

Copy Name – This field is the name given to the copy of the Official Document

Copies – The number of copies of the Copy Document that are to be printed. Set this to 0 if you want to suppress printing of the Copy Document

Entry Type – This option allows you to define the default entry type to be used with each document.

Message – The system allows for customised messages to be set up for each document type.

Invoices Tab

Original Name (Default = Tax Invoice)

Copies (Default = 1)

Supporting Name (Default = Delivery Note)

Copies (Default = 1)

Copy Name (Default = Copy Tax Invoice)

Copies (Default = 1)

Entry Type (Default = 08 – Sales)

Message – The default message that will appear on the invoice

The screenshot shows the 'Customer Documents Setup' dialog box with the 'Invoices' tab selected. The 'Document Output Options' section has a dropdown menu set to 'Print/Email on Completion of Document' and a checkbox for 'Print/Email Document after completion.' Below this, the 'Default Email Attachment' field contains the path 'C:\XTREME\Stop.bmp'. The 'Invoices' tab is active, showing fields for 'Original Name' (Tax Invoice), 'Supporting Name' (Delivery Note), 'Copy Name' (Copy Tax Invoice), 'Entry Type' (08 - Sales), and 'Email Body' (Your invoice is attached. Regards, Stark Software). The 'Copies' field for 'Original Name' is set to 1, and for 'Supporting Name' and 'Copy Name' it is set to 0. The 'Comment' field is empty. The 'Email Body' field contains the text 'Your invoice is attached. Regards, Stark Software'.

Credit Notes Tab

Original Name (Default = Credit Note)

Copies (Default = 0)

Supporting Name (Default = Customer Return)

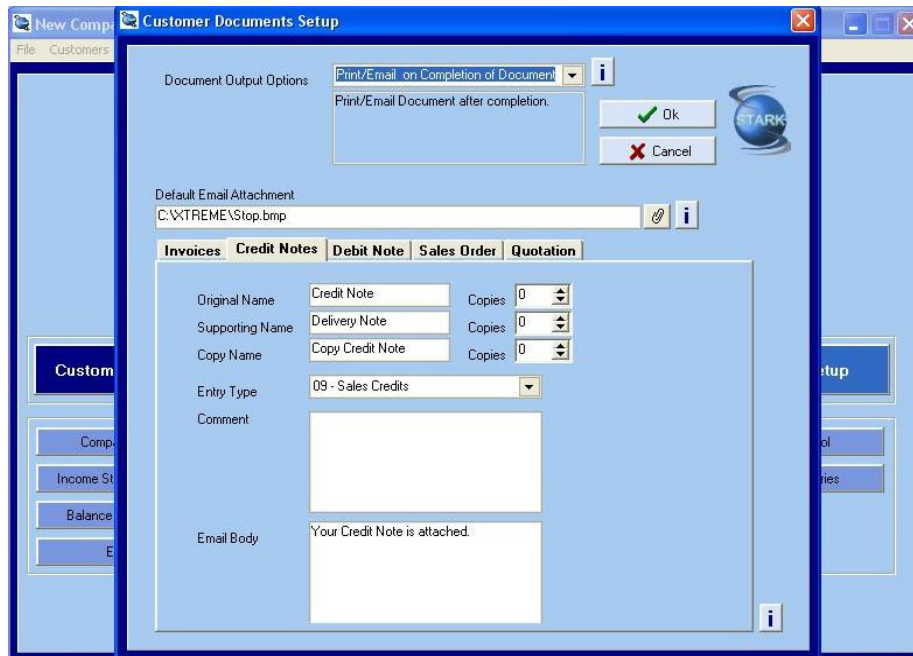
Copies (Default = 0)

Copy Name (Default = Copy Credit Note)

Copies (Default = 0)

Entry Type (Default = 09 – Sales Credits)

Message – The default message that will appear on the credit note



Debit Note Tab

Original Name (Default = Debit Note)

Copies (Default = 1)

Supporting Name (Default = Delivery Note)

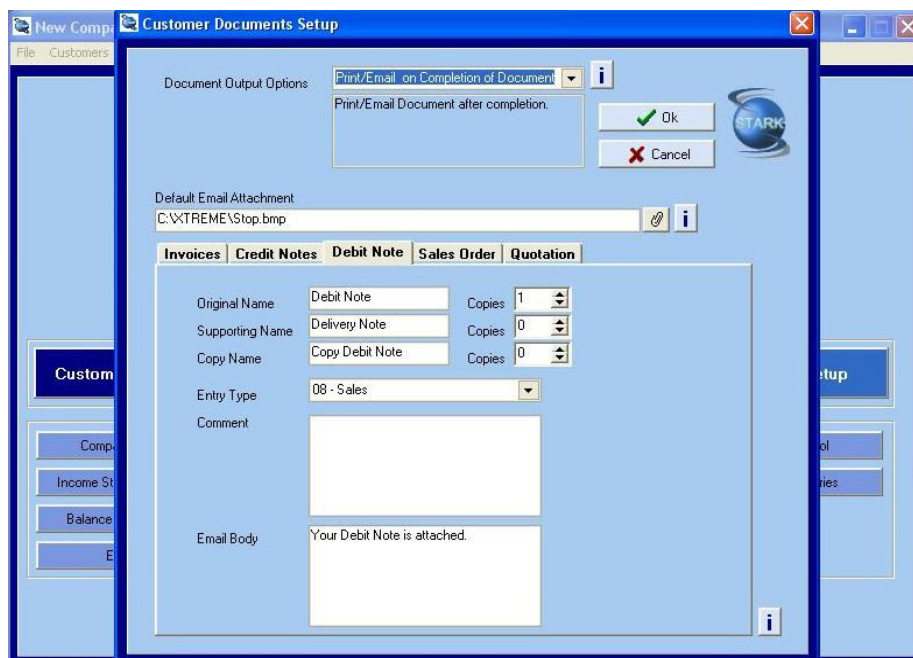
Copies (Default = 0)

Copy Name (Default = Copy Debit Note)

Copies (Default = 0)

Entry Type (Default = 08 – Sales)

Message – The default message that will appear on the debit note



Sales Order Tab

Original Name (Default = Sales Order)

Copies (Default = 0)

Supporting Name (Default = Picking Slip)

Copies (Default = 0)

Copy Name (Default = Copy Sales Order)

Copies (Default = 0)

Message – The default message that will appear on the sales order

Quotation Tab

Original Name (Default = Quotation)

Copies (Default = 1)

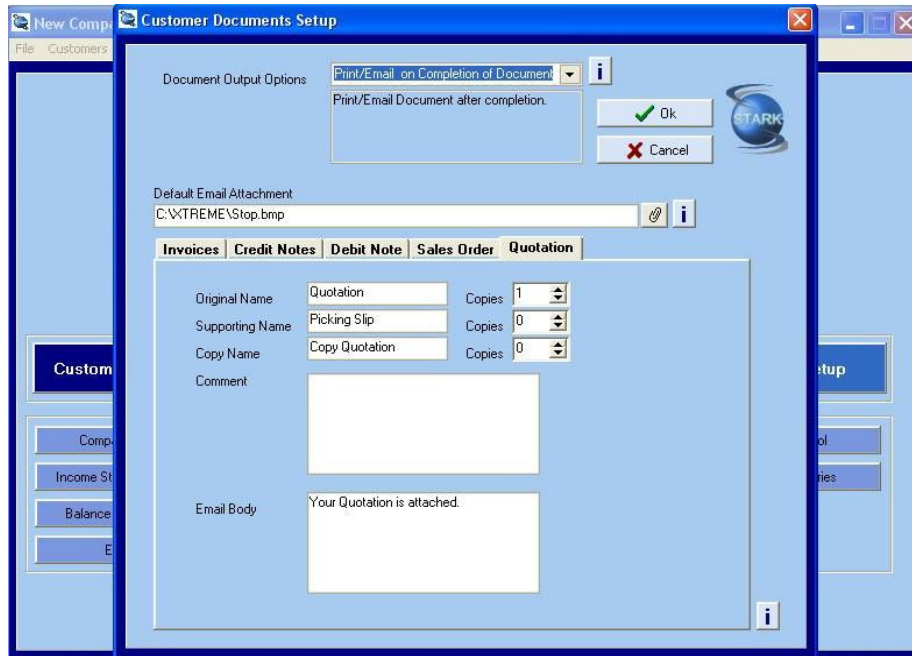
Supporting Name (Default = Picking Slip)

Copies (Default = 0)

Copy Name (Default = Copy Quotation)

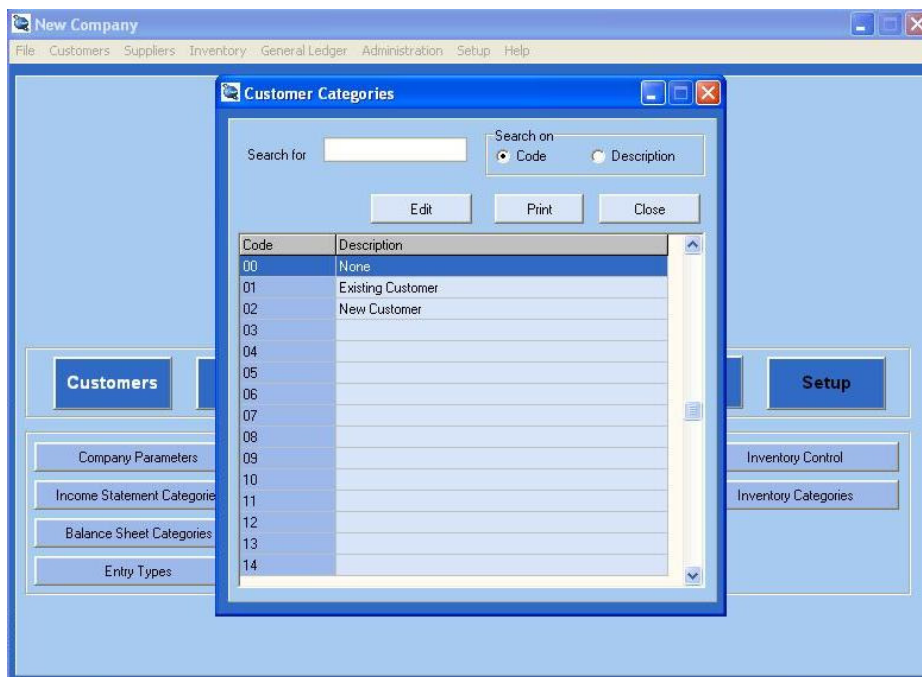
Copies (Default = 0)

Message – The default message that will appear on the quotation



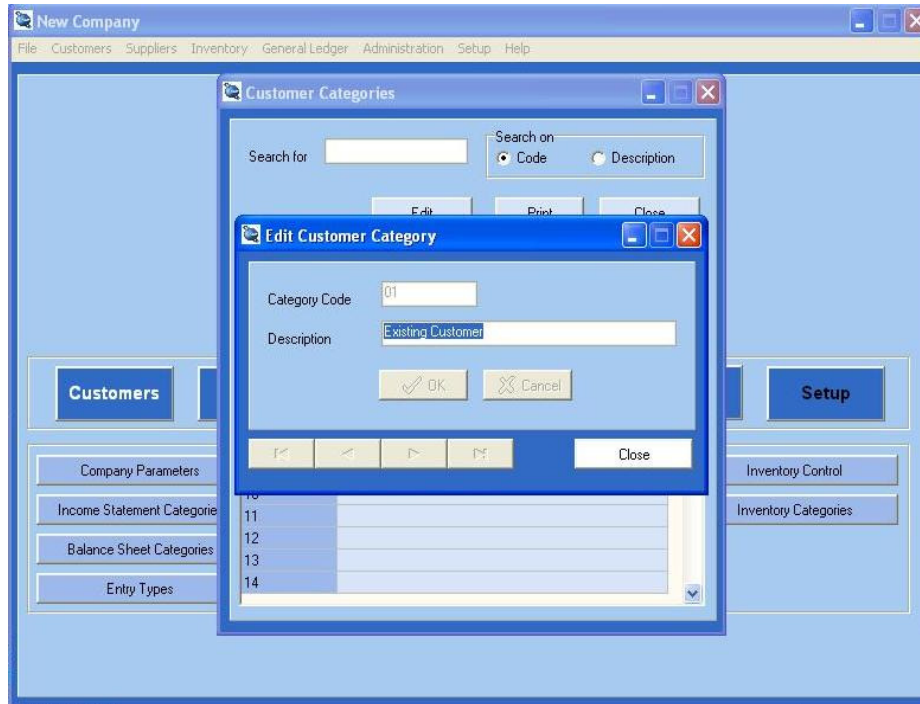
Customer Categories

This section controls the set up and maintenance of up to 99 Customer Categories. To make editing exiting Categories easier, the system allows you to search the exiting Categories by Category Code or Description. The search can further be refined by typing in the first few letters of the Code / Description.



Click "Print" to print out a report showing all Customer Categories loaded.

To edit the Code selected, either double click on the line required, or click on the line and then click Edit. To load a new Customer Category, double click on the next available line. This action opens up the Edit screen where you can add the new Category description.



Supplier Control

This tab controls all the configurable parameters applicable to Suppliers.

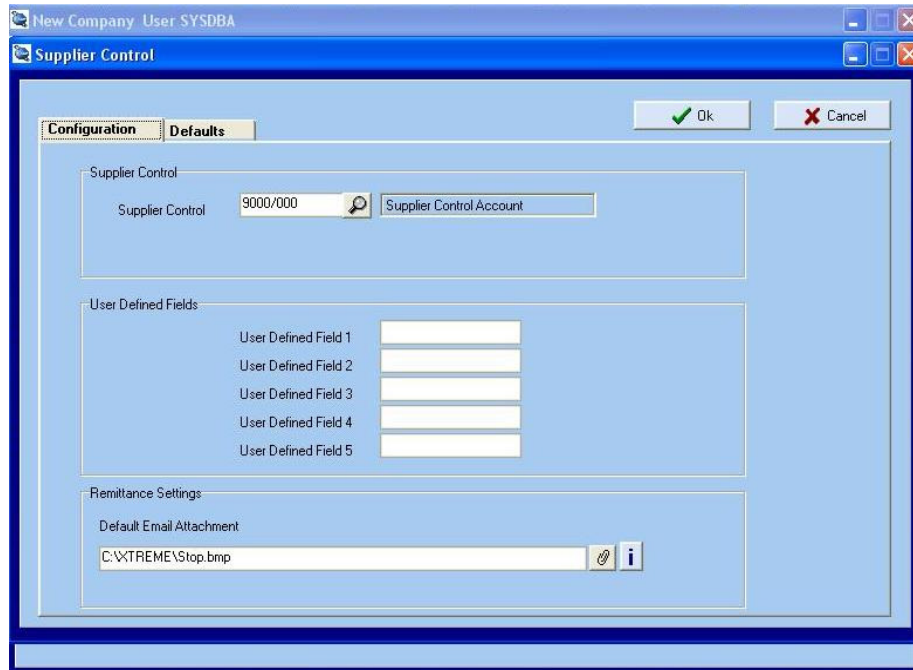
Configuration Tab

Supplier Control

The control account for the Suppliers can be maintained here. The default Control Account number is 9000/000.

User Defined Fields

The system allows for 5 additional User Defined Fields to be set up.



Defaults Tab

During the setup of your Suppliers, the system enables you to configure numerous options that simplify your use of the system.. To make this process even easier, this tab can set up the defaults that will automatically be applied to new Supplier accounts loaded. Should you want to set up a Supplier differently from these defaults, you can change them during the loading of the Supplier.

The following Supplier configuration settings can be set as the default :

Supplier Category Code – Any Supplier Categories loaded in *Setup ... Supplier Categories*

Default Terms – Current, 30 Days, 60 Days, 90 Days, 120 Days

Default Early Payment - Any Early Payment Term loaded in Admin ... Payment Code Maintenance

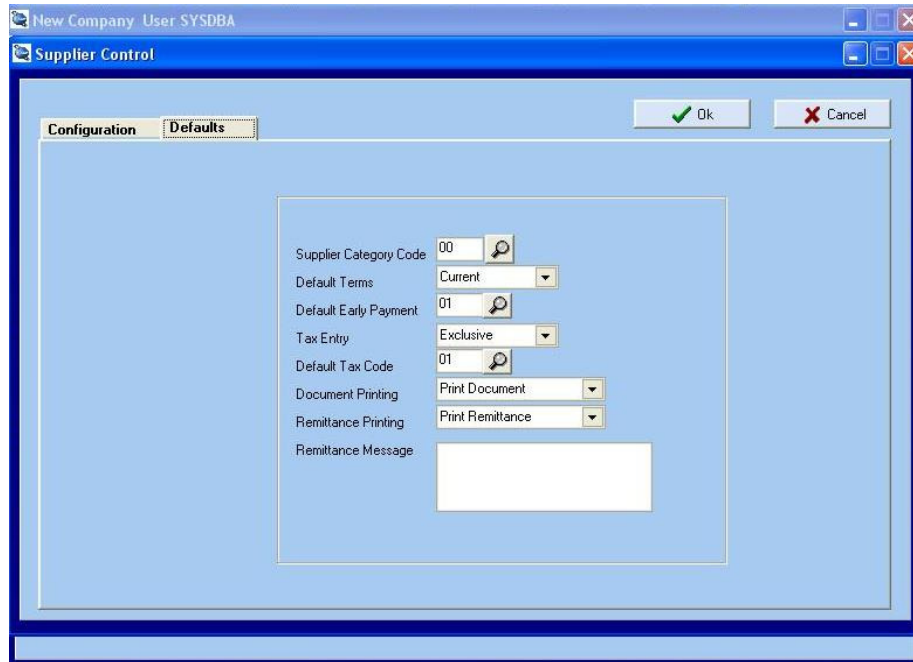
Tax Entry – Exclusive or Inclusive

Default Tax Code – Any Tax Code loaded in Admin ... Tax Code Maintenance

Document Printing – Default document handling options. Print Document, Email Document or Print & Email Document

Remittance Printing – Default remittance handling. Print Remittance, Email Remittance, Print and Email Remittance, or Do not Send Remittance

Remittance Message – The remittance message that will be printed if no other message applies.



Supplier Documents

This option controls how Supplier documents are configured. This involves the printing options, as well as naming options.

The Document Printing Options allow you to select the “printing” method when a Supplier Document is processed. This setting applies to Invoices and Returns. There are 2 options :

Print/Email on Completion of Document – when this option is selected, the system will always print the document.

Print Document when required – the document will only be printed when you specifically require it to be printed.

The 3 document tabs control the names of the respective documents, as well as the number of copies that will be printed by default.

The definitions and/or functions of each field are as follows :

Original Name – This field is the name of the original document being setup

Copies – The number of copies of the Original Document that are to be printed. Set this to 0 if you want to suppress printing of the Original Document

Supporting Name – This field is the name of the supporting document that can be generated together with the Original Document

Copies – The number of copies of the Supporting Document that are to be printed. Set this to 0 if you want to suppress printing of the Supporting Document

Copy Name – This field is the name given to the copy of the Official Document

Copies – The number of copies of the Copy Document that are to be printed. Set this to 0 if you want to suppress printing of the Copy Document

Entry Type – This option allows you to define the default entry type to be used with each document.

Message – The system allows for customised messages to be set up for each document type.

Invoices Tab

Original Name (Default = Supplier Invoice)

Copies (Default = 1)

Supporting Name (Default = Goods Received Note)

Copies (Default = 0)

Copy Name (Default = Copy Supp Invoice)

Copies (Default = 0)

Entry Type (Default = 12 – Purchases)

Comment – The default message that will appear on the invoice

Email Body – The default message that will appear in the Email Body when the Invoice is emailed.

The screenshot shows the 'Supplier Document Settings' dialog box with the 'Invoices' tab selected. The 'Document Printing Options' section has a dropdown set to 'Print Document when Required' and a text box with 'Print Documents via the Supplier - Reports - Print Documents.' Below this is the 'Default Email Attachment' field with the path 'C:\XTREME\budf.txt'. The 'Invoices' tab contains fields for 'Original Name' (Supplier Invoice), 'Supporting Name' (Goods Received Note), 'Copy Name' (Copy Supp Invoice), 'Entry Type' (12 - Purchases), and 'Email Body' (Supplier Invoice Attached). Each of the first three fields has a 'Copies' dropdown set to 1, 0, and 0 respectively. The 'Comment' field is empty. The dialog has 'Ok' and 'Cancel' buttons and a 'STARK' logo.

Return/Debit Tab

Original Name (Default = Supplier Return)

Copies (Default = 1)

Supporting Name (Default = Supplier Return)

Copies (Default = 0)

Copy Name (Default = Copy Supplier Return)

Copies (Default = 0)

Entry Type (Default = 13 – Purchases Credits)

Comment – The default message that will appear on the Return/Delivery note

Email Body – The default message that will appear in the Email Body when the Return/Debit is emailed.

Supplier Document Settings

Document Printing Options: Print Document when Required
 Print Documents via the Supplier - Reports-
 Print Documents.

Default Email Attachment: C:\XTREME\budf.txt

Invoices | Return / Debit | Purchase Order

Original Name: Supplier Return Copies: 1
 Supporting Name: Supplier Return Copies: 0
 Copy Name: Copy Supplier Return Copies: 0
 Entry Type: 13 - Purchases Credits
 Comment:
 Email Body: Return/Debit Note Attached.

Purchase Order Tab

Original Name (Default = Purchase Order)

Copies (Default = 1)

Supporting Name (Default = Purchase Order)

Copies (Default = 0)

Copy Name (Default = Copy Purchase Order)

Copies (Default = 0)

Comment – The default message that will appear on the purchase order

Email Body – The default message that will appear in the Email Body when the Purchase Order is emailed.

Supplier Document Settings

Document Printing Options: Print Document when Required
 Print Documents via the Supplier - Reports-
 Print Documents.

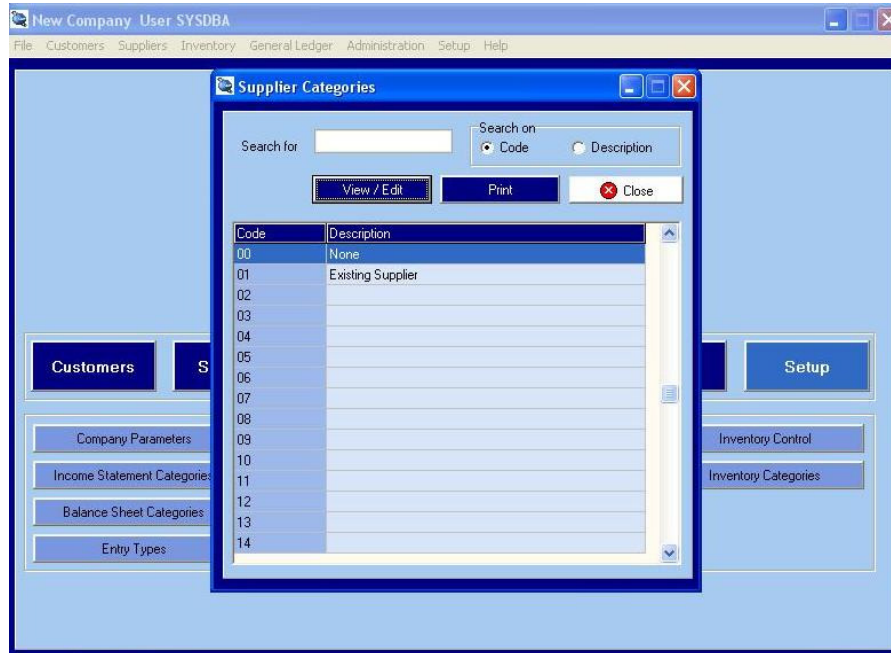
Default Email Attachment: C:\XTREME\budf.txt

Invoices | Return / Debit | Purchase Order

Original Name: Purchase Order Copies: 1
 Supporting Name: Purchase Order Copies: 0
 Copy Name: Copy Purchase Order Copies: 0
 Comment:
 Email Body: Purchase Order Attached.

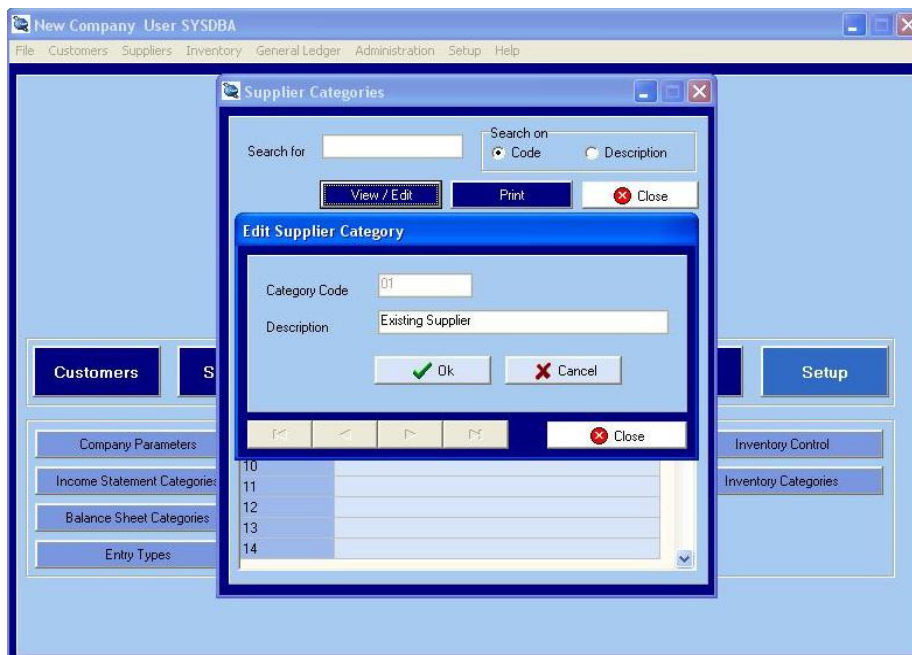
Supplier Categories

This section controls the set up and maintenance of up to 99 Supplier Categories. To make editing existing Categories easier, the system allows you to search the existing Categories by Category Code or Description. The search can further be refined by typing in the first few letters of the Code / Description.



Click on "Print" to print a full list of Supplier Categories.

To edit the Code selected, either double click on the line required, or click on the line and then click Edit. To load a new Supplier Category, double click on the next available line. This action opens up the Edit screen where you can add the new Category description.



Inventory Control

The Inventory Control option controls how the Inventory and Prices are setup

Defaults Tab

Define the defaults that will be applied to all Inventory processing.

Debtor Inventory Category - Any Inventory Category loaded in *Setup ... Inventory Categories*

Sales Tax Type – Define the default Sales Tax Code applicable. These Tax Codes are loaded in *Admin ... Tax Code Maintenance*.

Purchase Tax Type - Define the default Purchases Tax Code applicable. These Tax Codes are loaded in *Admin ... Tax Code Maintenance*.

Fixed Description / Cost or **Change While Invoicing** - The system will allow you set as the default whether the stored Description and Cost are used during Invoicing, or whether the system will allow these Descriptions and/or Costs to be changed at Invoice time.

Physical Item or **Service Item** - The default item type can be set to Physical or Service. Physical item means that the system will update the stock on hand during invoicing etc. A Service item does not have the stock on hand updated. An example of a Service item is Courier Charges.

Inventory Journal Processing - The General Ledger Entry Type that will be used as the default for Inventory related G/L entries (Default = 15 – Inventory Journal)

The screenshot shows a software window titled 'New Company User SYSDBA' with a sub-window titled 'Inventory'. The 'Inventory' window has three tabs: 'Defaults', 'Prices', and 'User Defined'. The 'Defaults' tab is active. It contains several input fields and radio button groups. The 'Debtor Inventory Category' field is set to '000'. The 'Sales Tax Type' field is set to '01'. The 'Purchases Tax Type' field is set to '01'. There are two radio button groups: one for 'Fixed Description / Cost' (unselected) and 'Change While Invoicing' (selected), and another for 'Physical Item' (unselected) and 'Service Item' (selected). At the bottom, there is a section for 'Inventory Journal Processing' with a dropdown menu for 'Entry Type' set to '15 - Inventory Journal'. The window has 'Ok' and 'Cancel' buttons in the top right corner.

Prices Tab

Price List Descriptions

The Inventory Setup enables you to name 10 price lists (Default – Price List 1 to Price List 10) that can be referred to when processing invoices that affects Inventory. Each Customer can be linked to one of the defined Price List as their default price list. See *Customers ... Customer Maintenance ... Edit ... Financial*.

The screenshot shows the 'Inventory' window with the 'Prices' tab selected. The 'Price List Descriptions' section contains a list of 10 price lists, each with a text input field for its name. The list is as follows:

Price List	Description
Price List 1	Price List 1
Price List 2	Price List 2
Price List 3	Price List 3
Price List 4	Price List 4
Price List 5	Price List 5
Price List 6	Price List 6
Price List 7	Price List 7
Price list 8	Price List 8
Price List 9	Price List 9
Price List 10	Price List 10

The window also features 'Ok' and 'Cancel' buttons at the top right.

User Defined Tab

User Defined Fields – The system allows you to set up 5 additional User Defined Fields (Default = User Defined 1 to User Defined 5).

The screenshot shows the 'Inventory' window with the 'User Defined' tab selected. The 'User Defined Fields' section contains a list of 5 user defined fields, each with a text input field for its name. The list is as follows:

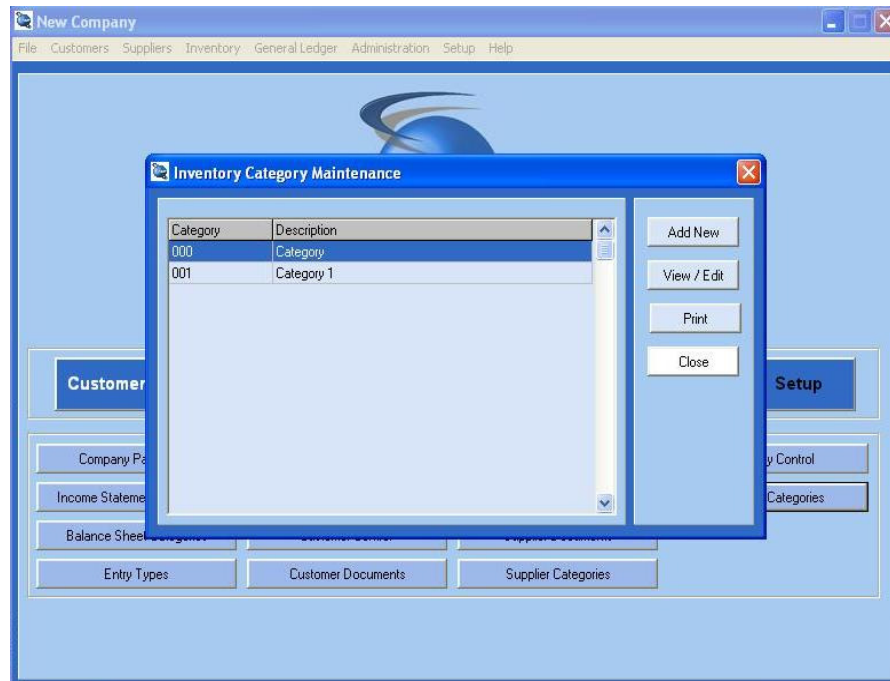
User Defined Field	Description
User Defined Field 1	
User Defined Field 2	
User Defined Field 3	
User Defined Field 4	
User Defined Field 5	

The window also features 'Ok' and 'Cancel' buttons at the top right.

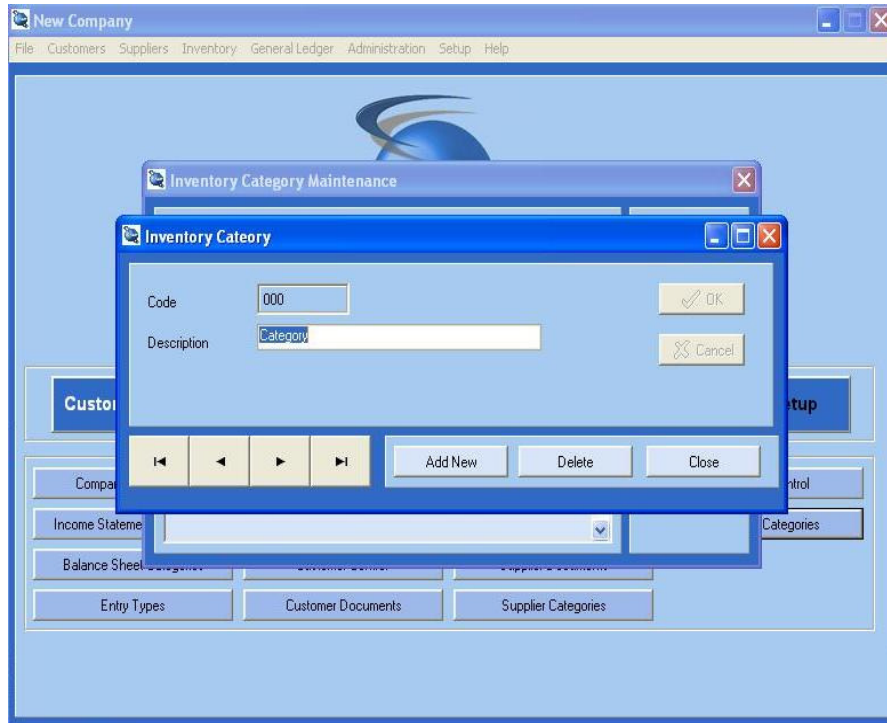
Inventory Categories

This section controls the set up and maintenance of an unlimited number of Inventory Categories using a 3 digit Category Code.

To Edit an Inventory Category, double click on the required Category or click on the Category and click "View/Edit". Once complete, click OK to save the changes.



To load a new Inventory Category, click on the Add New button. Enter your 3 digit Category Code and press Enter. Click OK on the "Inventory Group Added". Enter the Category Description. Once done, click OK, and click "OK" on the "Saved" button.



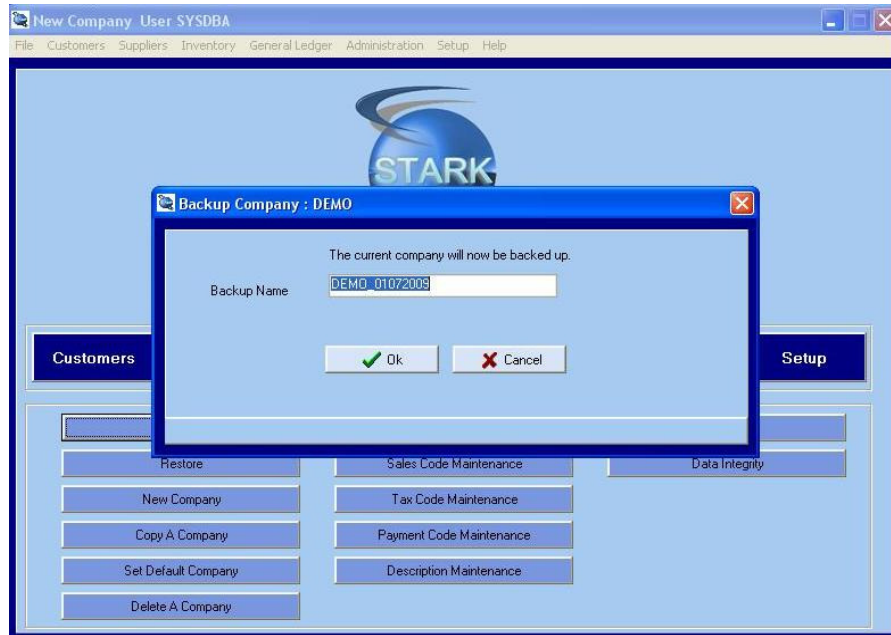
Chapter 4 - Admin Module

This module groups together all the maintenance and administration tasks that are required to keep your system functioning in the way that suits your business.

Backup

This option allows you to back up the data for the Company you are currently working in. Performing regular backups are a vital administration task that should not be neglected.

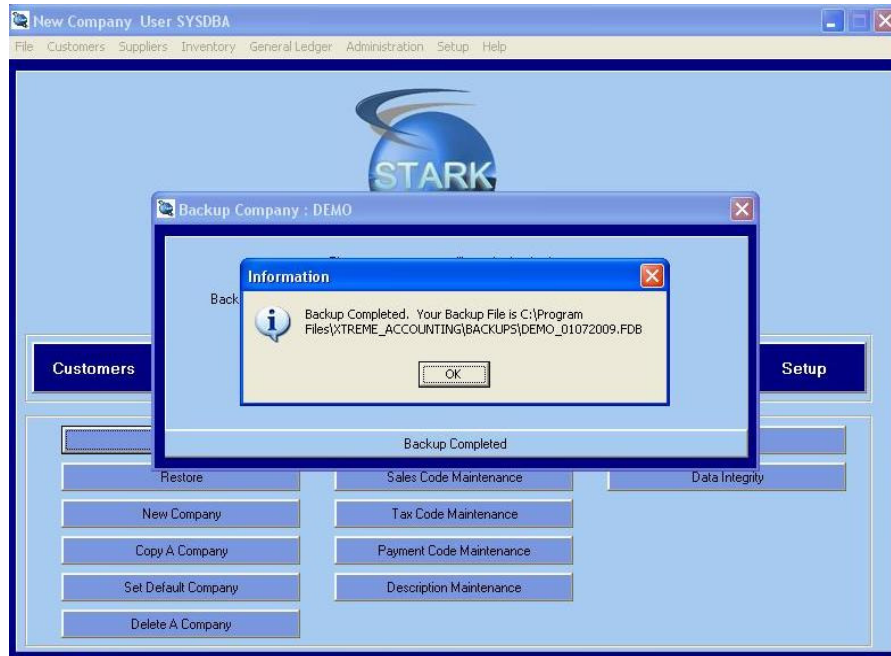
Backup Name - The system creates a default Backup Name for you using the company name and the system date. You can change the Backup Name to whatever name suits you. We recommend that you use a naming convention that will make finding the correct backup data easy to find.



Should you enter a Backup Name that exists, Xtreme Accounting will inform you, and prompt you to enter a different name. This has been done to prevent you from inadvertently overwriting a valuable backup file.

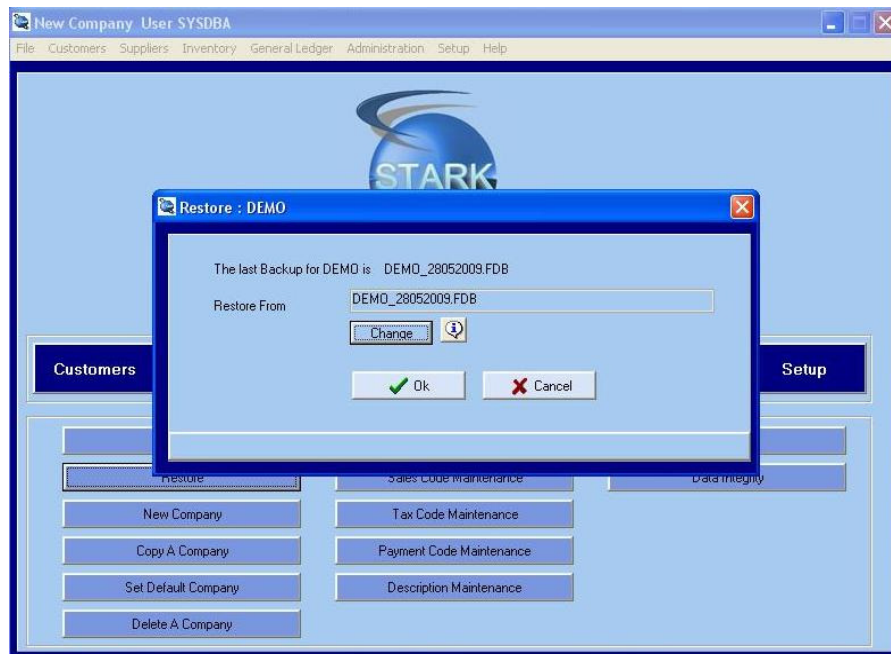


Click OK. The system will perform the backup and create a file with the Backup Name. On completion of the backup, click OK to return to the Menu.

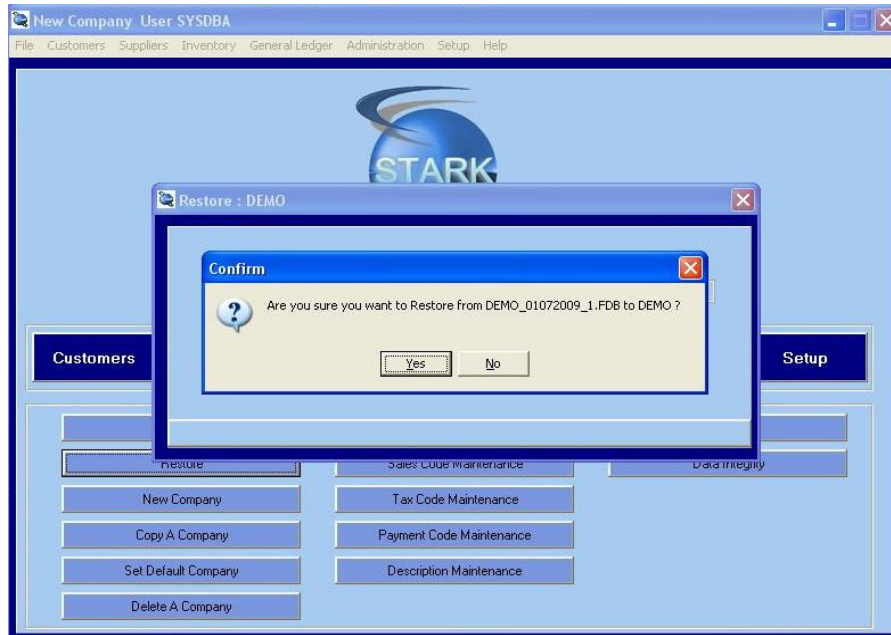


Restore

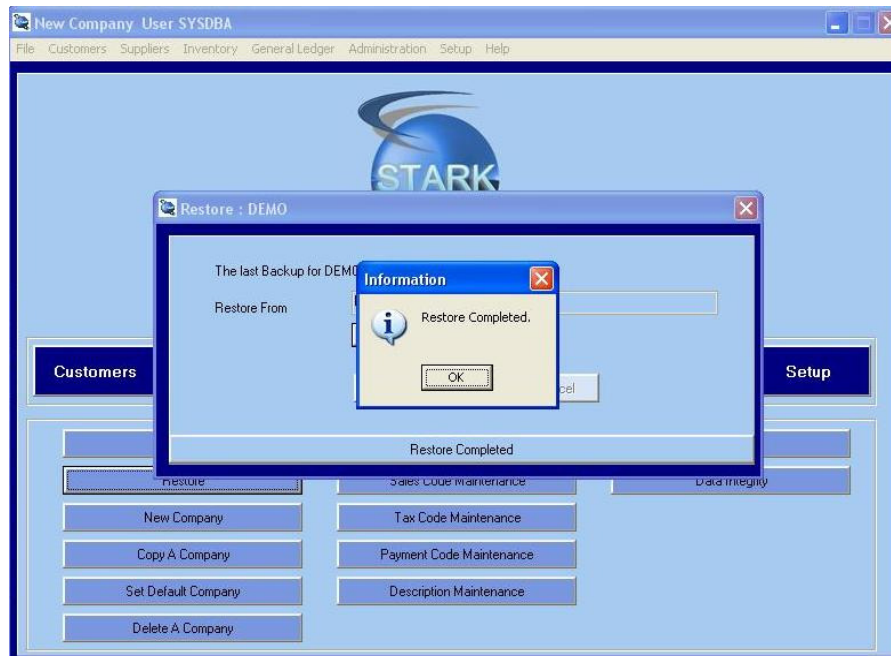
To facilitate easier restoring of the most recent backup, during the Backup process, the system stores the Name of the backup. When performing a Restore, the system will use this information as your default Restore data. Should you wish to Restore data other than the most recent backup data, click on Change, and navigate to the required Backup File name.



Once you have selected the desired Backup File, click OK. The system will ask you to confirm that this is what you want to do. Please note that by clicking Yes, you will be overwriting your current data with the data stored in the selected backup folder.

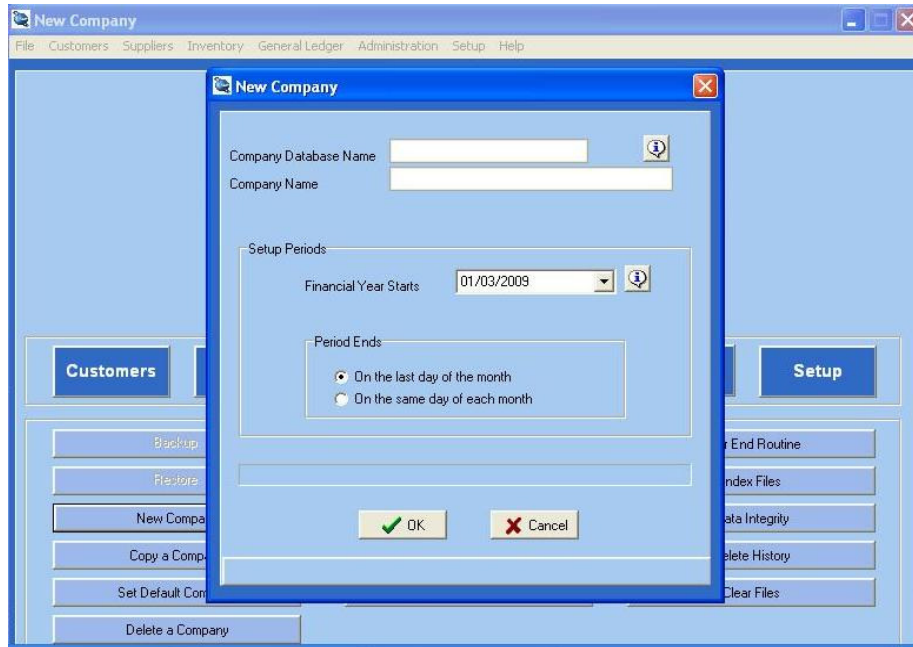


Once the Restore is complete, click OK to return to the Menu.



New Company

This option enables you to create a new company using the pre-defined set of accounts that are supplied with the system. When entering the Company Database Name and Company Name, only _, [,], (,), 0-9 and A-Z characters are allowed.



Company Database Name – This defines the database name that will store all the data pertaining to that company, and must be 20 characters or less

Company Name – This is the name of Company that will appear on all system generated documents. The Company Name must be 40 characters or less. The Company Name is case sensitive so you can set the name up in all capitals, or with the first letter of each word capitalised.

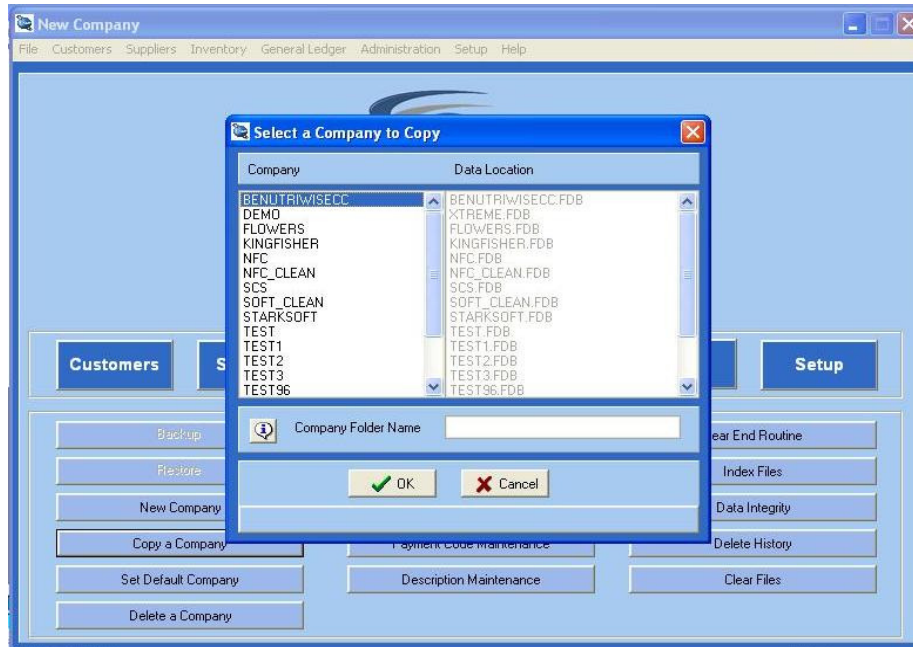
Setup Periods

Financial Year Starts - Enter the first date of the financial year. For eg. 01/03/2009

Period Ends - If the period ends on the same day each month, select that option, and the system will prompt you to enter the date (for eg 25 – for when your period end on the 25th of every month). Alternatively, if your company accounting period ends on the last day of the month, choose this option. Click OK. The system will automatically set up the company as well as create the start and end date of each accounting period using the details you have just supplied. Once complete, the system will open the Company Parameters screen to allow you to load all the company information. Refer to *Setup ... Company Parameters* in the Setup Module section.

Copy a Company

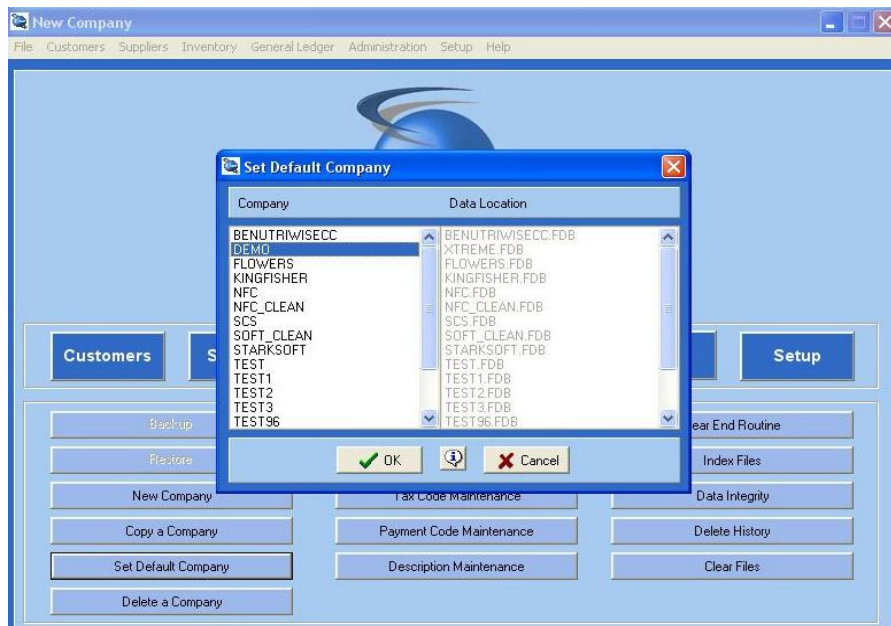
Rather than setting up a new company from scratch, you can elect to use an existing company's settings as the basis for the new company you wish to open. To perform this operation, click "Copy a Company". The system will list all the existing companies and their data locations. Select a company you wish to copy by clicking on the name. Enter the new Company Database Name. Click OK. The selected company's setup details will be copied into the new Company Database file. Once complete, you can change to the new company, and then change the name and/or any other details as you would for any other stored company.



Set Default Company

The Default Company is the company that the system will automatically open when you start (run) the program. The system will show all Company's and their Data Locations.

Click on the Company you wish to make the default. Click OK. The system will confirm the Company that has been set as the default company. Click OK to return to the Menu.

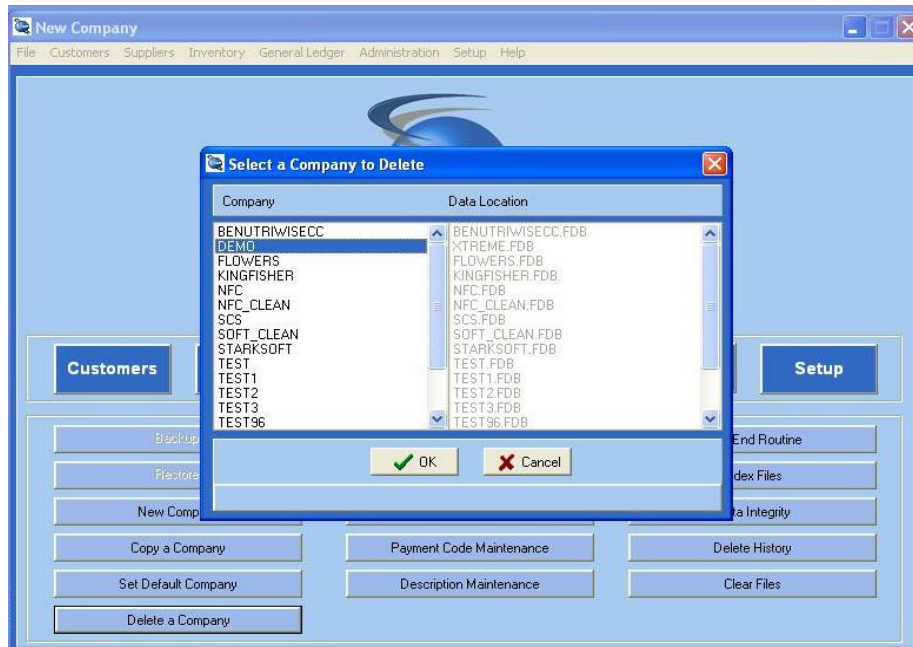


Delete a Company

This option must be used with caution. Deleting a Company will remove all the data and settings associated with that company.

The system will show all Company's and their Data Locations.

Click on the Company you wish to delete. Click OK. The system will ask you to confirm that you want to delete the selected Company. If this is what you want to do, click Yes. All the Company data and settings will now be deleted. The system will confirm the company was deleted. Click OK to return to the Menu.



User Code Maintenance

Xtreme Accounting controls the access to menu options etc via the user's login profile. All access rights are checked against those stored in the user file before allowing a user access to it. It is therefore important that the System Administrator correctly set up the user's login and their associated access rights. This menu option controls this functionality. If access to any option is "greyed out", this means that the user has not been granted access rights to that option.

Add New User

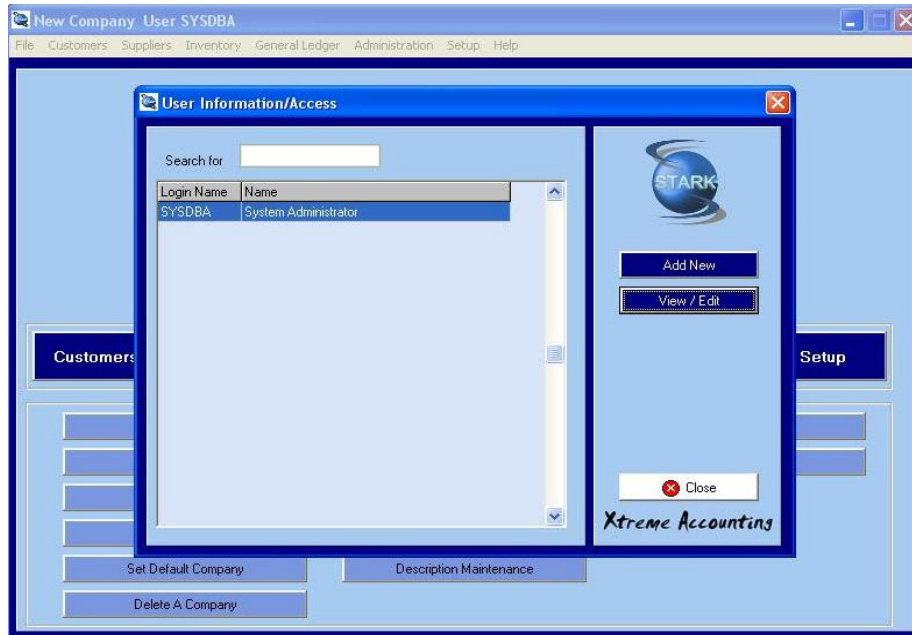
To add a new user to the system, click on "Add New". The system will display the Add User screen. This screen is used to capture the basic identity of the user

User Login – This is the login name that the user will enter every time that they need to log into the system

Name – This is the name of the user and will be used on reports etc

Password – This is a 10 character maximum password that is never displayed and should be kept secret. Users should be encouraged to change their passwords regularly.

Email Address – The email address can be used to email Invoices to the user's email account during this processing.



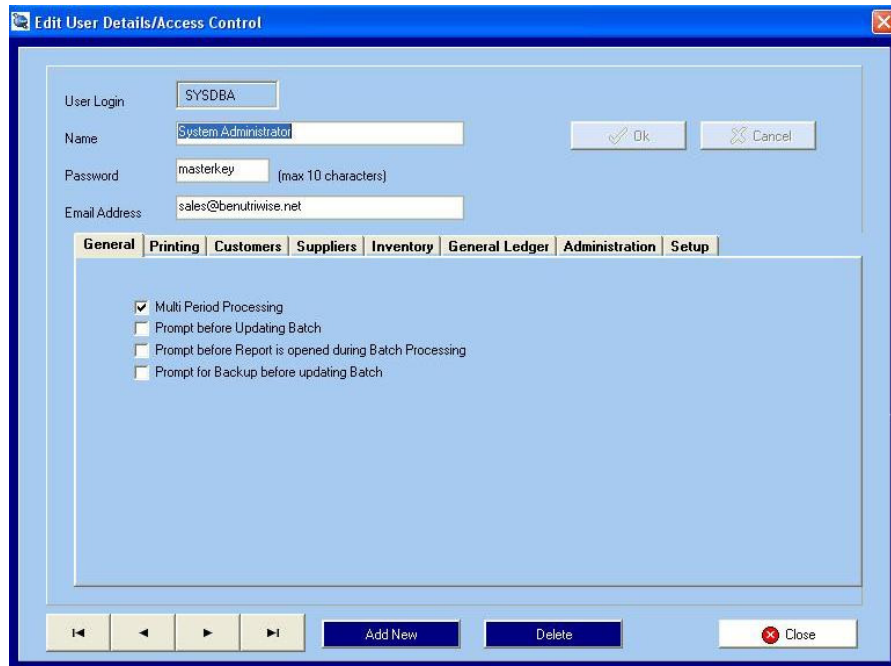
General Tab

Multi Period Processing – This allows a user to process transactions outside of the current period. i.e. in any of the periods defined for the company at any time.

Prompt before Updating Batch - If this option is selected, the system will prompt the user before a batch is posted. This will enable the user to confirm that the batch is to be posted.

Prompt before Report is opened during Batch Processing – If you select this option, on completion of the posting of a batch, the system will open the relevant document for viewing and/or printing.

Prompt for Backup before updating Batch – Posting a batch in error can lead to numerous entries having to be reversed. Xtreme Accounting offers this option to perform a backup before the batch is processed. If this option is not selected, you will not have the option of performing a backup before posting a batch.



Printing Tab

This section defines the default printers for the user for the various documents that can be printed. All the printers the user has access to, will be available to be selected as the relevant default document printer. For almost all document printers, you can further select 2 further options:

Print Directly to Printer – Selecting this option means that the document will not be opened for viewing before printing, and will be sent directly to the printer.

Dot Matrix Printing – If the printer you select is a Dot Matrix printer, you must select this option to ensure that the correct printer layout is used.

Invoice Printer – The default printer the user will use when printing Customer invoices

Credit Note Printer – The default printer the user will use when printing Customer Credit Notes

Debit note Printer – The default printer the user will use when printing Customer Debit Notes

Sales Order Printer – The default printer the user will use when printing Customer Sales Orders

Quotations Printer – The default printer the user will use when printing Customer Quotations

Waybill/Label – The default printer the user will use when printing Waybill Labels

Statement Printer – The default printer the user will use when printing Customer Statements

Report Printer – The default printer the user will use when printing system reports

Supplier Documents – The default printer the user will use when printing Supplier documents.

Edit User Details/Access Control

User Login: SYSDBA
 Name: System Administrator
 Password: masterkey (max 10 characters)
 Email Address: sales@benutriwise.net

Buttons: OK, Cancel

Tabs: General, **Printing**, Customers, Suppliers, Inventory, General Ledger, Administration, Setup

Document Type	Printer	Print Directly to Printer	Dot Matrix Printing
Invoice Printer	HP LaserJet 4050 Series PCL	<input type="checkbox"/>	<input type="checkbox"/>
Credit Note Printer	\\MIKE\HP LaserJet 5L	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debit note Printer	\\MIKE\OKI MLT1190	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sales Order Printer	PrimoPDF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quotations Printer	Microsoft Office Document Image Writer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Waybill/Label	HP LaserJet 4050 Series PCL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Statement Printer	\\MIKE\HP LaserJet 5L	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Printer	PrimoPDF	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier Documents	HP LaserJet 4050 Series PCL	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: Add New, Delete, Close

Customers Tab

Edit/Processing

Edit/Process Customers – If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to editing and/or processing customers and their transactions. If this option is selected, it becomes possible to individually select the options below. If the user is allowed access, tick the appropriate block.

View
 Edit
 Add New
 Delete
 Enquiry
 Block Account
 Invoicing

Credit Notes
 Sales Orders
 Quotations
 Debit note
 Recurring Invoice
 Change Selling Price while processing documents

Processing

Processing – If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to processing specific customer transactions. If this option is selected, it becomes possible to individually select the options below. If the user is allowed access, tick the appropriate block.

Receipts
 Customer Journals
 Raise Interest
 Create Recurring invoice batch
 Post Recurring Invoice Batch

Reports

Reports – If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to generating customer reports. If this option is selected, it becomes possible to individually select the options below.

If the user is allowed access, tick the appropriate block.

- Age Analysis
- Customer Details
- Account Balances
- Statements
- Invoices Due
- Overdue Customer
- Detailed Ledger
- Detailed Ledger By Entry Type
- Sales Journal
- Sales By Customer
- Sales By Sales Code
- Sales Code List
- Sales Code Totals
- Sales Code Commissions
- Sales Code Invoices
- Outstanding Quotations – Summary
- Outstanding Quotations – Detail By Customer
- Outstanding Quotations – Detail By Sales Code
- Outstanding Sales Order – Summary
- Outstanding Sales Order – Detail By Customer
- Outstanding Sales Order – Detail By Sales Code
- Print Documents
- Recurring Invoice Report

User Login: SYSDBA

Name: System Administrator

Password: masterkey (max 10 characters)

Email Address: sales@benutrivise.net

Buttons: Ok, Cancel

Tabs: General, Printing, Customers, **Suppliers**, Inventory, General Ledger, Administration, Setup

Sub-tabs: Edit / Processing, Processing, **Reports**

Reports (all checked):

- Age Analysis
- Customer Details
- Account Balances
- Statements
- Invoices Due
- Overdue Customer
- Detailed Ledger
- Detailed Ledger By Entry Type
- Sales Journal
- Sales By Customer
- Sales By Sales Code
- Sales Code List
- Sales Code Totals
- Sales Code Commissions
- Sales Code Invoices
- Outstanding Quotations - Summary
- Outstanding Quotations - Detail By Customer
- Outstanding Quotations - Detail By Sales Code
- Outstanding Sales Order - Summary
- Outstanding Sales Order - Detail By Customer
- Outstanding Sales Order Detail By Sales Code
- Print Documents
- Recurring Invoicing Report

Buttons: Add New, Delete, Close

Suppliers Tab

Edit/Processing

Edit/Process Suppliers - If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to editing and/or processing suppliers and their transactions. If this option is selected, it becomes possible to individually select the options below. If the user is allowed access, tick the appropriate block.

- View
- Edit
- Add New
- Delete
- Enquiry
- Block Account
- Invoices
- Return/Debit
- Purchase Order

Edit User Details/Access Control

User Login:

Name: Ok Cancel

Password: (max 10 characters)

Email Address:

General | Printing | Customers | Suppliers | Inventory | General Ledger | Administration | Setup

Edit / Processing | Processing | Reports

☒ Edit/Process Suppliers

- ☒ View
- ☒ Edit
- ☒ Add New
- ☒ Delete
- ☒ Enquiry
- ☒ Block Account
- ☒ Invoices
- ☒ Return / Debit
- ☒ Purchase Order

Navigation icons Add New Delete Close

Processing

Processing - If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to processing specific customer transactions. If this option is selected, it becomes possible to individually select the options below.
If the user is allowed access, tick the appropriate block.

Receipts
Supplier journals

Edit User Details/Access Control

User Login:

Name: Ok Cancel

Password: (max 10 characters)

Email Address:

General | Printing | Customers | Suppliers | Inventory | General Ledger | Administration | Setup

Edit / Processing | Processing | Reports

☒ Processing

- ☒ Receipts
- ☒ Supplier journals

Navigation icons Add New Delete Close

Reports

Reports – If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to generating supplier reports. If this option is selected, it becomes possible to individually select the options below.

If the user is allowed access, tick the appropriate block.

- Reports
- Age Analysis
- Supplier Details
- Account Balances
- Remittances
- Invoices Due
- Overdue Supplier
- Detailed Ledger
- Detailed Ledger By Entry Type
- Purchases Journal
- Outstanding Purchase Orders – Summary
- Outstanding Purchase Orders – Detail
- Print Documents

The screenshot shows a window titled "Edit User Details/Access Control". It contains fields for User Login (SYSDBA), Name (System Administrator), Password (masterkey), and Email Address (sales@benutriwise.net). Below these fields are tabs for General, Printing, Customers, Suppliers, Inventory, General Ledger, Administration, and Setup. The "Reports" tab is selected, showing a list of permissions with checkboxes. All checkboxes are checked.

Permission	Selected
Reports	<input checked="" type="checkbox"/>
Age Analysis	<input checked="" type="checkbox"/>
Supplier Details	<input checked="" type="checkbox"/>
Account Balances	<input checked="" type="checkbox"/>
Remittances	<input checked="" type="checkbox"/>
Invoices Due	<input checked="" type="checkbox"/>
Overdue Supplier	<input checked="" type="checkbox"/>
Detailed Ledger	<input checked="" type="checkbox"/>
Detailed Ledger By Entry Type	<input checked="" type="checkbox"/>
Purchases Journal	<input checked="" type="checkbox"/>
Outstanding Purchase Orders - Summary	<input checked="" type="checkbox"/>
Outstanding Purchase Orders - Detail	<input checked="" type="checkbox"/>
Print Documents	<input checked="" type="checkbox"/>

Inventory Tab

Maintenance/Journals

Inventory Maintenance - If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to editing and/or processing inventory details and transactions. If this option is selected, it becomes possible to individually select the options below.

If the user is allowed access, tick the appropriate block.

- View
- Edit
- Add New
- Delete
- Block Item
- Edit Selling Price
- View/Edit Cost Prices

Inventory Journals – This option allows or denies access to processing Inventory Journals

Reports

Reports – If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to generating inventory reports. If this option is selected, it becomes possible to individually select the options below.

If the user is allowed access, tick the appropriate block.

- Re-order
- Activity Summary
- History
- Movement
- Sales By Item
- Purchases By Item
- Quantities
- Valuation
- Item Listing
- Price List
- Slow Moving Inventory
- Outstanding Quotations By Item
- Outstanding Sales Order By Item
- Outstanding Purchase Order By Item

General Ledger Tab

GL Maintenance

GL Maintenance - If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to editing and/or processing general ledger details and transactions. If this option is selected, it becomes possible to individually select the options below. If the user is allowed access, tick the appropriate block.

- View
- Edit
- Add New
- Delete
- Enquiry
- Block Account
- View/Edit Budgets

Edit User Details/Access Control

User Login: SYSDBA

Name: System Administrator Ok Cancel

Password: masterkey (max 10 characters)

Email Address: sales@benutrivise.net

General | Printing | Customers | Suppliers | Inventory | General Ledger | Administration | Setup

GL Maintenance | Processing | Reports

☒ GL Maintenance

- ☒ View ☒ View / Edit Budgets
- ☒ Edit
- ☒ Add New
- ☒ Delete
- ☒ Enquiry
- ☒ Block Account

Back Forward Up Down Add New Delete Close

Processing

Processing - If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to processing specific general ledger transactions. If this option is selected, it becomes possible to individually select the options below. If the user is allowed access, tick the appropriate block.

Receipts
Payments
Journals

Edit User Details/Access Control

User Login: SYSDBA

Name: System Administrator Ok Cancel

Password: masterkey (max 10 characters)

Email Address: sales@benutrivise.net

General | Printing | Customers | Suppliers | Inventory | General Ledger | Administration | Setup

GL Maintenance | Processing | Reports

☒ Processing

- ☒ Receipts
- ☒ Payments
- ☒ Journals

Back Forward Up Down Add New Delete Close

Reports

Reports - If this option is not selected, all the options below are automatically unselected. This option allows or denies general access to generating general ledger reports. If this option is selected, it becomes possible to individually select the options below.
If the user is allowed access, tick the appropriate block.

- Income Statement
- Trial Balance
- Balance Sheet
- Detailed Ledger
- Detailed Ledger By Entry Type
- Entry Type Details
- Cash Book Details
- Account Listing
- Budget Listing
- Account Balances

The screenshot shows a window titled "Edit User Details/Access Control". It contains fields for User Login (SYSDBA), Name (System Administrator), Password (masterkey), and Email Address (sales@benutivise.net). Below these fields are tabs for General, Printing, Customers, Suppliers, Inventory, General Ledger, Administration, and Setup. The "Reports" sub-tab is selected, showing a list of report options with checkboxes. All checkboxes are checked.

Reports	
<input checked="" type="checkbox"/> Income Statement	<input checked="" type="checkbox"/> Cash Book Details
<input checked="" type="checkbox"/> Trial Balance	<input checked="" type="checkbox"/> Account Listing
<input checked="" type="checkbox"/> Balance Sheet	<input checked="" type="checkbox"/> Budget Listing
<input checked="" type="checkbox"/> Detailed Ledger	<input checked="" type="checkbox"/> Account Balances
<input checked="" type="checkbox"/> Detailed Ledger By Entry Type	
<input checked="" type="checkbox"/> Entry Type Details	

Administration Tab

- Backup
- Restore
- New Company
- Copy a Company
- Set Default Company
- Delete a Company
- User Code
- Sales Analysis Codes
- Tax Codes
- Payment Codes
- Customer Category Codes
- Descriptions
- Year End Routines
- Index Files
- Data Integrity
- Delete history
- Clear Files

Edit User Details/Access Control

User Login:

Name:

Password: (max 10 characters)

Email Address:

General | Printing | Customers | Suppliers | Inventory | General Ledger | Administration | **Setup**

<input checked="" type="checkbox"/> Backup	<input checked="" type="checkbox"/> User Code	<input checked="" type="checkbox"/> Year End Routine
<input checked="" type="checkbox"/> Restore	<input checked="" type="checkbox"/> Sales Analysis Codes	<input checked="" type="checkbox"/> Index Files
<input checked="" type="checkbox"/> New Company	<input checked="" type="checkbox"/> Tax Codes	<input checked="" type="checkbox"/> Data Integrity
<input checked="" type="checkbox"/> Copy a Company	<input checked="" type="checkbox"/> Payment Codes	<input checked="" type="checkbox"/> Delete history
<input checked="" type="checkbox"/> Set Default Company	<input checked="" type="checkbox"/> Customer Category Codes	<input checked="" type="checkbox"/> Clear Files
<input checked="" type="checkbox"/> Delete a Company	<input checked="" type="checkbox"/> Descriptions	

Setup Tab

Company Parameters
 Financial Categories
 Entry Types
 Periods
 Customer Setup
 Supplier Setup
 Inventory Setup

Edit User Details/Access Control

User Login:

Name:

Password: (max 10 characters)

Email Address:

General | Printing | Customers | Suppliers | Inventory | General Ledger | Administration | **Setup**

<input checked="" type="checkbox"/> Company Parameters
<input checked="" type="checkbox"/> Financial Categories
<input checked="" type="checkbox"/> Entry Types
<input checked="" type="checkbox"/> Periods
<input checked="" type="checkbox"/> Customer Setup
<input checked="" type="checkbox"/> Supplier Setup
<input checked="" type="checkbox"/> Inventory Setup

Sales Code Maintenance

This section controls the set up and maintenance of an unlimited number of Sales Codes for each Sales person in your company. The Code is a 6 digit field and is input at invoicing time to allocate the Sale to the applicable Sales Code.

Add New Sales Code

To add new Sales Codes, click on “Add New”
Enter the 6 digit unique Sales Code and press Enter.
Enter the Sales Person’s name
The following tabs enable you to enter the required data :

Contact Details Tab

The screenshot shows a software window titled "View/Edit Sales Code Data". At the top, there are fields for "Sales Code" (containing "MSMITH") and "Name" (containing "Mike Smith"). To the right of the "Name" field is a "Blocked" checkbox. Below these fields are "OK" and "Cancel" buttons. A tabbed interface is present with three tabs: "Contact Details" (selected), "Commission", and "Sales Activity". The "Contact Details" tab contains a large light blue area with several input fields: "Address" (with "24 Main Road" and "Durban" entered), a postal code field (with "4001" entered), "Telephone" (with "031 5629990" entered), "Fax" (with "0866100190" entered), "Cell" (with "0824130192" entered), and "Email" (with "mike@stark.co.za" entered and an email icon). At the bottom of the window are navigation buttons (left, right, first, last), and "Add New", "Delete", and "Close" buttons.

Address
Telephone
Fax
Cell
Email

Commission Tab

Sales Code: **MSMITH**

Name: **Mike Smith** ☐ Blocked

Commission Tab:

Commission On: ☒ Sales ☐ Gross Profit

Commission Type: ☐ Fixed ☒ Sliding Scale

Amount Above	Comm %
10000.00	10.00
20000.00	12.00
30000.00	14.00
40000.00	15.00
60000.00	20.00

Buttons: Add New, Delete, Close

Commission On – Sales or Gross Profit

Commission Type – Fixed or Sliding Scale

Commission % - The applicable commission percentage. The system provides for 5 different commission structures, each with a sales amount and a commission %.

Sales Activity Tab

Sales Code: **MSMITH**

Name: **Mike Smith** ☐ Blocked

Sales Activity Tab:

Period	This Year			Last Year		
	Sales	Profit	Commission	Sales	Profit	Commission
Opening Balance	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
1	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
2	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
3	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
4	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
5	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
6	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
7	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
8	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
9	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
10	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
11	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
12	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
Totals	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00

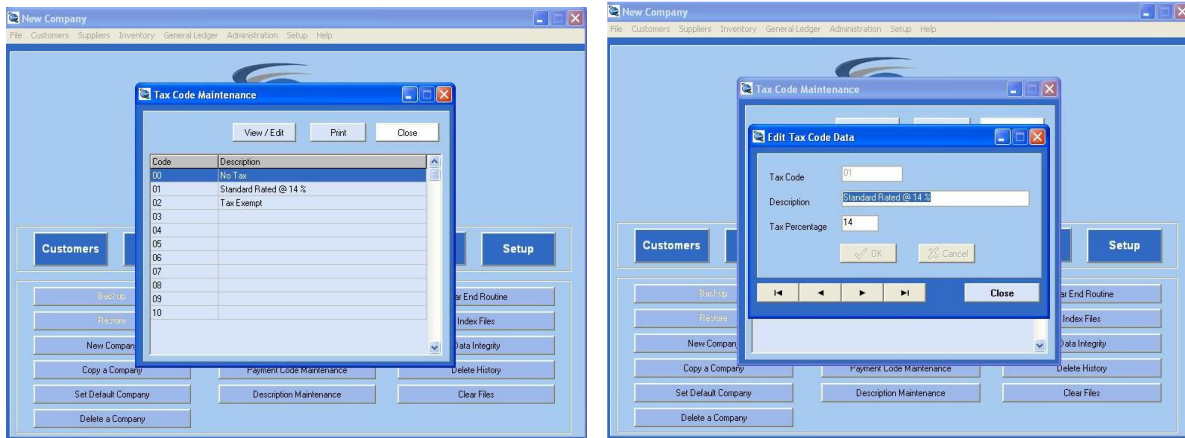
Buttons: Add New, Delete, Close

This is an enquiry screen that details the Sales levels, Profit, and Commission associated with the Sales Code for all 12 accounting periods for both This Year and Last Year.

View/Edit

To make viewing/editing exiting Sales Codes easier, the system allows you to search the exiting Sales Codes by Code or Name. The search can further be refined by typing in the first few letters of the Code / Name. To edit the Code selected, either double click on the line required, or click on the line and then click Edit.

Tax Code Maintenance



This section controls the set up and maintenance of up to 10 Tax Codes. There are 3 pre-defined Tax Codes that are shipped with Xtreme Accounting. These are :

- 00 – No Tax - This option cannot be edited.
- 01 – Standard Rate @ 14%
- 02 – Tax Exempt

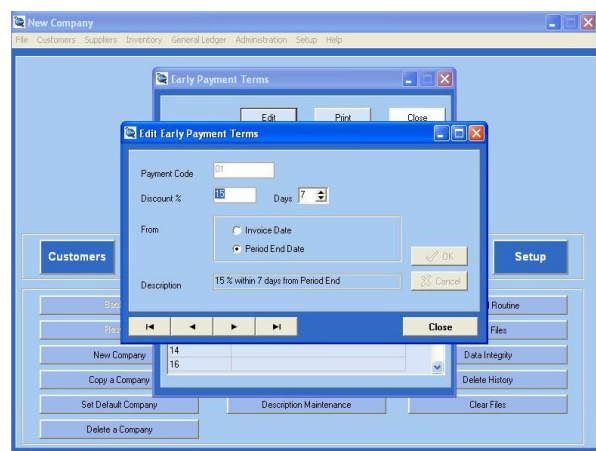
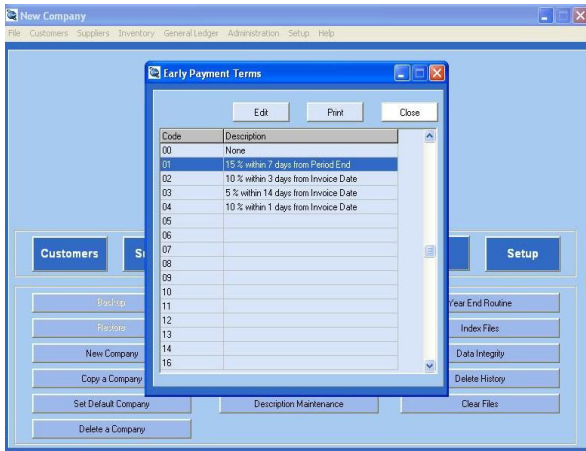
Editing or Adding a New Code

To edit the Tax Code, double click on the required line, or click on the required line, and then click “View/Edit”. To add a new entry, double click on the next available blank entry, or click on the line and click “View/Edit”. To print a list of the entered Tax Codes, click “Print”.

Payment Code Maintenance

This section controls the set up and maintenance of up to 99 Early Payment Terms. There are 5 pre-defined Payment Codes that are shipped with Xtreme Accounting. These are :

- 00 – None
- 01 – 15% within 7 days from Period End
- 02 – 10% within 1 days from Invoice Date
- 03 – 5% within 14 days from Invoice Date
- 04 – 10% within 1 days from Invoice Date



Editing or Adding a New Code

To edit the Payment Code, double click on the required line, or click on the required line, and then click "Edit". To add a new entry, double click on the next available blank entry, or click on the line and click "Edit". To print a list of the entered Tax Codes, click "Print".

Discount % - Enter the discount percentage applicable for the Early Payment Term you are adding or editing

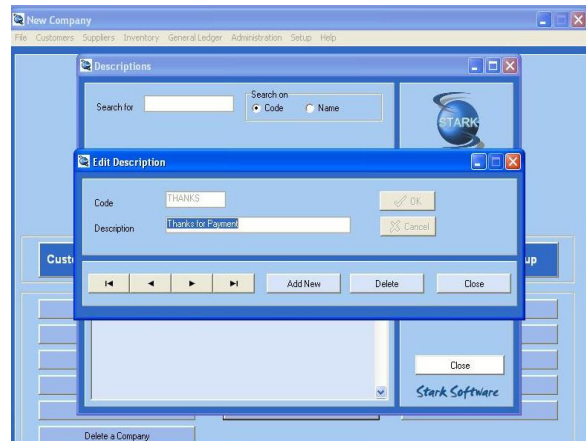
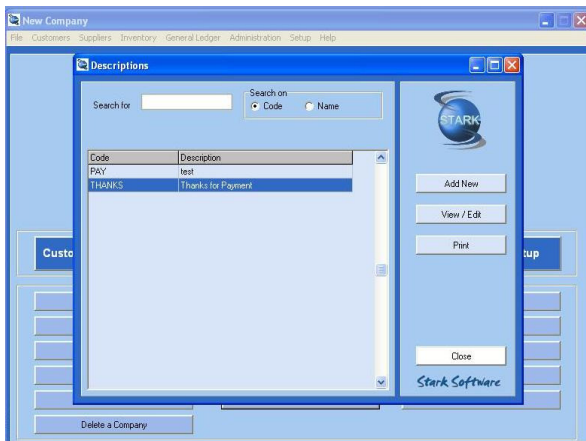
Days – Allowable values are 1 to 30. This is the payment period in which the discount percentage will be applied.

From – Choose either Invoice Date or Period End Date. Click on OK.
The system will generate the description based on your choices made.

Description Maintenance

This section controls the set up and maintenance of an unlimited number of Transaction Descriptions using a 6 digit Description Code.

To make editing exiting the Transaction Descriptions easier, the system allows you to search the exiting Descriptions by Code or Description. The search can further be refined by typing in the first few letters of the Code / Description.



Editing or Adding a New Description

To edit or view the Code selected, either double click on the line required, or click on the line and then click "View/Edit". To load a new Transaction Description, click on the "Add New" button. Enter your 6 digit Code and press Enter. Enter the Description. Once done, click OK.

To print a list of the entered Transaction Codes, click "Print".

Year End Routine

This routine should be used with caution, and should only be run when all transactions, reports etc for the current year have been processed and/or printed.

The Year End Routine performs the following :

- Set the current period to period 1.
- Increment the dates for the periods.
- Update all general ledger accounts.
- Deletes last years transactions.
- Copy current budgets to last year budgets,, next years budget to current.

Please be advised of the following before continuing with the year end.

- Ensure a backup had been done.
- Copy the Company if required.

Perform a Backup of the Company data.

Copy Company Name – Enter the name of the Company Name that the current data will be copied to. It is important to establish a naming convention that will make it easier to identify the data at a later stage. For example use the Company Name and the year end date i.e. DEMO_2008. IF you leave this field blank, the system will warn you that it will not be creating a copy of the company details as part of the Year End Routine.

Click "Continue" to perform the Year End Routine.

The system will need confirmation that you indeed want to run the Year End. If this is indeed your intention, click "Yes"

Index Files

When the computer system stops functioning and you have to re-boot without shutting the system down normally, or users are disconnected due to a network problem, the files that sort the data may become corrupt. If this type of situation is suspected, it is advisable to perform an Index of the files. To do this, all users must be logged off the system. The system will warn you to ensure that all user are logged off. When ready, click "Continue". Once complete, click OK to return to the Menu.

Data Integrity

Delete History

Clear Files

Chapter 5 - Customers Module

This module controls the Accounts Receivable (Debtors). All processing and/or reporting pertaining to this module is accessed here. Each customer must be loaded onto the system with a unique customer code which can be up to 8 characters long. To make searching easier, the system enables you to click on the Search On radio button, enabling you to access the customer (during editing or processing) in account number or account name sequence. The customer entry in the file stores the customer's address details, contact information, summarized sales amounts and balances, processing options, as well as banking information.



Customers are added in the *Customers ... Customer Maintenance ... Add New* menu option, and edited/deleted in the *Customers ... Customer Maintenance ... View/Edit* menu option.

Processing can be accessed via the *Customers ... Processing* menu option, or via the *Customers ... Customer Maintenance ... View/Edit* menu option.

Customer Categories

Before loading customers, the customer categories need to be set up. The system pre-defines 3 Codes but up to 99 Category Codes can be added or maintained *Setup ... Customer Categories*.

Customer Maintenance

Clicking on the "Customer Maintenance" tab, will open the main customer screen. From this screen, most of the customer functionality can be accessed. This includes all the enquiry options as well as a short-cut to most of the customer processing options.

The list of customers will be shown on the left hand side. This list can be navigated by simply scrolling up and down the list. The order of this list can be changed to Code or Name by selecting the order you require (Search On). In addition, the list of customers can be refined by adding a search criteria (i.e. first few letters of the customer name, or first few letters of the customer account number).

To select a customer, navigate to the required customer and double click on that entry. Alternatively, click on the required customer, and then click "View/Edit". The system will display the customer details screen.



Add New Customer

Enter the unique customer account number.

Press enter. System will add the account number to the database and check that the customer account number is unique to avoid duplication.

The various customer details can now be added by accessing the Tabs detailed below.

Click OK to save the details you have loaded, or Cancel to exit without saving the changes. Please note that clicking Close will have the same effect as clicking Cancel.

Name – Customer's name

Category Code – The list of Category Codes can be added or maintained in *Setup ... Customer Categories*.

Click OK

Details Tab

All contact details pertaining to the customer are captured on this screen. The system provides for 1 main contact. However, should you require additional contacts, click on "Contacts" and you can load an unlimited number of contact details for the customer.

Postal Address – Postal address for the customer which is used for all correspondence

Delivery Address – Delivery address if different to postal address. This address will be used on invoices, delivery notes etc.

Contact – This is the name of the primary contact person for this customer. Additional contacts can be added by clicking on the “Contacts” option (See below)

Telephone – Telephone number for the primary contact at the customer.

Fax - Fax number for the primary contact at the customer.

Cell - Cellphone number for the primary contact at the customer.

Email – Email address for the primary contact at the customer. Clicking on the small envelope icon will open your email software and allow you to email the contact.

Web Address – The customer’s website address details. Clicking on the icon will open your internet browser and route you to the customer’s website.

Other Details – Any other details pertinent to the customer can be added here.

Contacts

This button opens the screen to allow you to add unlimited additional contacts for the customer.

Add Contact

To add a contact. Clicking on this option opens the Add Contact Screen. On this screen all contact details for the additional contacts can be added.

First Name – First Name of the additional contact at the customer

Surname – Surname of the additional contact at the customer

Telephone – Telephone number for the additional contact at the customer.

Fax - Fax number for the additional contact at the customer.

Cell - Cellphone number for the additional contact at the customer.

Email – Email address for the additional contact at the customer.

Address – The contact address for the additional contact at the customer.

View/Edit Contact

To View/Edit existing additional contact details, click on the required contact, and click "View/Edit". Alternatively, double click on the additional contact.

Delete Contact

Click on the additional contact you want to delete. Click "Delete Contact". The system will ask you to confirm that you want to delete the selected contact. If this is what you want to do, click Yes. If you do not want to delete the contact, Click No.

Financial

All details relating to the Customer's financial status are captured on this screen. This includes sales codes, payment terms, credit limits, discount rates, tax types, VAT number etc.

The screenshot shows the 'Edit Customer Details' window with the 'Financial' tab selected. The window has a blue title bar and a standard Windows-style interface. At the top, there are fields for 'Account No' (ABC), 'Name' (ABC Company), and 'Category Code' (01). There are also 'OK' and 'Cancel' buttons. Below these are several tabs: 'Details', 'Financial' (selected), 'Document Processing', 'Balances / Sales', 'User Defined', 'Banking', and 'Sales Garph'. The 'Financial' tab contains several sections: 'Payment Terms' with radio buttons for 'Current', '30 Days' (selected), '60 Days', '90 Days', and '120 Days'; 'Interest From' with a dropdown set to '60 Days'; 'Early Payment Terms' with a dropdown set to 'None'; 'Vat Number' (empty); 'Credit Limit' (0); 'Discount' (0.00); 'Sales Code' (empty); 'Price List' (Price List 1); 'Tax' section with 'Tax Type' (01, Standard Rated @ 14 %) and radio buttons for 'Exclusive' (selected) and 'Inclusive'; 'Created On' (01/04/2009); and 'Created By' (SYSDBA). At the bottom, there are navigation buttons (back, forward, etc.) and a row of action buttons: 'Invoice', 'Credit Note', 'Debit Note', 'Sales Order', 'Quotation', 'Add New', 'Delete', 'Enquiry', 'Recurring Invoice', and 'Close'.

Payment Terms – Current, 30 Days, 60 Days, 90 Days, 120 Days. This is the Payment Terms applicable to this customer. The default is loaded in *Setup ... Customer Control ... Defaults*

Interest From – 30 Days, 60 Days, 90 Days, 120 Days. This is the customer ageing that will attract arrear interest. The default is loaded in *Setup ... Customer Control ... Defaults*

Early Payment Terms – The Early Payment Terms. The default is loaded in *Setup ... Customer Control ... Defaults*

Created On – Information field detailing the date the new customer account was created.

Created By – Information field detailing which user created the new customer account.

Vat Number – The customer's VAT number that is required on invoices to the customer.

Credit Limit – The credit limit that will apply for this customer. The default is loaded in *Setup ... Customer Control ... Defaults*

Discount Percentage – The percentage discount applicable to this customer. The default is loaded in *Setup ... Customer Control ... Defaults*

Sales Code – The sales code of the sales person who was responsible for the sale. This code is used to calculate sales commissions. The default is loaded in *Setup ... Customer Control ... Defaults*. New Sales Codes can be loaded in *Admin ... Sales Code Maintenance*.

Price List – The primary price list that will be used for the customer. The default is loaded in *Setup ... Customer Control ... Defaults*. Additional Price Lists can be created in *Setup ... Inventory Control ... Prices*

Tax

Tax Type – The Tax Type applicable to this customer. Tax codes can be setup in *Admin ... Tax Code Maintenance*.

Exclusive or Inclusive - This determines whether the pricing on each line of the invoice will entered Inclusive or Exclusive of VAT.

Document Processing Tab

Controls the printing options available on the system for the customer for statements, as well as for other customer documents.

The screenshot shows the 'Edit Customer Details' window with the 'Document Processing' tab selected. The 'Account No' is 'ABC', 'Name' is 'ABC Company', and 'Category Code' is '01'. The 'Blocked' checkbox is unchecked. The 'Document Processing' tab shows 'Document Printing' set to 'Print Document' and 'Statements' set to 'Print Statement'. There are also fields for 'Personalised Statement Message' and 'Terms Message'. At the bottom, there are buttons for 'Invoice', 'Credit Note', 'Debit Note', 'Sales Order', 'Quotation', 'Add New', 'Delete', 'Enquiry', 'Recurring Invoice', and 'Close'.

Documents

Document Printing – Default document handling options for this customer. Print Document, Email Document or Print & Email Document. These settings will apply to Invoices, Credit Notes, Sales Orders and Quotations only.

Statements

Statement Printing – Default statement handling. Print Statement, Email Statement, Print and Email Statement, or Do not Send Statement.

Personalised Statement Message – This message will print only for this customer in addition to the Terms Message (if any) and the universal statement message. The personalised statement message size is limited to 100 characters.

Terms Message – This controls the Term Message that will be printed on the statement. The options are Print Oldest Terms Message or Print General Terms Message.

Balances/Sales Tab

This screen will show a summary of the sales and balances for the customer, per period.

Edit Customer Details

Account No: ABC
 Name: ABC Company
 Category Code: 01 Existing Customer
☐ Blocked

Details | Financial | Document Processing | **Balances / Sales** | User Defined | Banking | Sales Garph

Date Last Invoiced: Date Last Paid:

Period	Sales This Year	Sales Last Year
1	R0.00	R0.00
2	R0.00	R0.00
3	R0.00	R0.00
4	R0.00	R0.00
5	R0.00	R0.00
6	R0.00	R0.00
7	R0.00	R0.00
8	R0.00	R0.00
9	R0.00	R0.00
10	R0.00	R0.00
11	R0.00	R0.00
12	R0.00	R0.00
Totals	R0.00	R0.00

Period	Balances This Year	Balances Last Year
1	R0.00	R0.00
2	R0.00	R0.00
3	R0.00	R0.00
4	R0.00	R0.00
5	R0.00	R0.00
6	R0.00	R0.00
7	R0.00	R0.00
8	R0.00	R0.00
9	R0.00	R0.00
10	R0.00	R0.00
11	R0.00	R0.00
12	R0.00	R0.00
Totals	R0.00	R0.00

Navigation: [Previous] [Next] [Invoice] [Credit Note] [Debit Note] [Sales Order] [Quotation] [Add New] [Delete] [Enquiry] [Recurring Invoice] [Close]

Date Last Invoiced – The date the last invoice for this customer was processed.

Date Last Paid – The date the last Payment was received for this customer

Period – The accounting period (1 – 12)

Sales This Year – Total of the sales for the current year for this accounting period

Sales Last Year - Total of the sales for the previous year for this accounting period

Balances This Year – The balance at the period end for this year

Balances Last Year – The balance at the period for the previous year

These 4 analysis columns are totaled for the 12 periods.

User Defined Tab

To allow for flexibility of the system, you are able to add 5 additional fields to store information for the customer. The details of these fields can be changed in the Setup module (*Setup – Customers – Customer Control*)

Edit Customer Details

Account No:

Name:

Category Code: Existing Customer

☐ Blocked

Details | Financial | Document Processing | Balances / Sales | User Defined | Banking | Sales Graph

Large empty box with a question mark icon and five horizontal lines for text entry.

Navigation buttons: < < > >

Action buttons: Invoice, Credit Note, Debit Note, Sales Order, Quotation, Add New, Delete, Enquiry, Recurring Invoice, Close

Banking Tab

The customer's banking details and comments are captured on this screen.

Edit Customer Details

Account No:

Name:

Category Code: Existing Customer

☐ Blocked

Details | Financial | Document Processing | Balances / Sales | User Defined | Banking | Sales Graph

Large empty box with a question mark icon and five horizontal lines for text entry.

Navigation buttons: < < > >

Action buttons: Invoice, Credit Note, Debit Note, Sales Order, Quotation, Add New, Delete, Enquiry, Recurring Invoice, Close

Bank Name – The name of the customer's bank.

Branch Name – The branch name of the customer's bank.

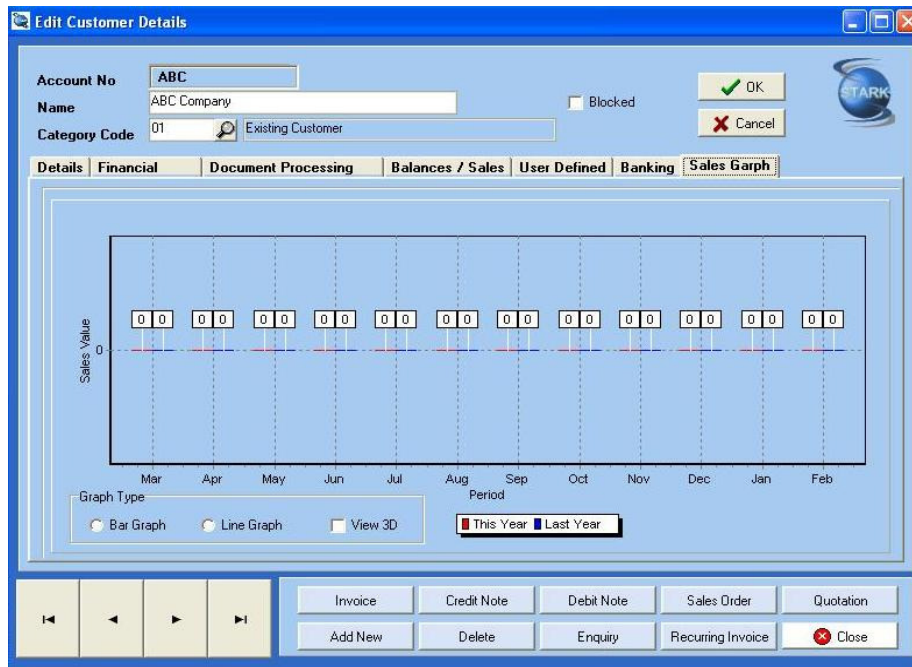
Branch No – The branch number of the customer's bank

Account number – The customer's bank account number

Comments – The system provides you with 5 fields to make necessary comments pertaining to the customer.

Sales Graph Tab

This tab graphically depicts the Sales volumes of the customer for the current and previous years. The sales analysis graph can be a Bar Graph or a Line Graph. In addition, the graph can be viewed in 2D (default) or in 3D by selecting “View 3D”



View/Edit

Similar to loading new customers, existing customer's details can be viewed or edited. Select the Customer you want to view or edit from the displayed list on the left hand side of the screen. The search for the Customer you want can be done via Customer Code or Customer Name by simply choosing the appropriate Search option. Once this option is selected, it is possible to further refine the list by entering the first few letters of the Customer Code or Customer Name. Navigate to the required Customer. Open the View/Edit screen by double clicking on the Customer, or by clicking on the “View/Edit” button. The system will display the details of the selected Customer. You can then Edit or View all details pertaining to the Customer similar to the way in which Customer details were added.



Enquiry

Clicking on this button, opens a drop-down box that allows you to select from Transactions, Sales Orders or Quotations.

Transactions

This option enables you to view all the transactions for the selected Customer.

Sales Orders

This option will display all loaded Sales Order for the selected Customer. You will then be able to Edit, Delete or Invoice the Sales Order. The Invoice option allows the Invoice to be created utilising the details that were captured during the creation of the Sales Order. The Invoice contents can be altered as required.

Quotations

This option will display all loaded Quotations for the selected Customer. You will then be able to Edit, Delete or Invoice the Quotation. The Invoice option allows the Invoice to be created utilising the details that were captured during the creation of the Quotation. The Invoice contents can be altered as required.

Invoice

This option opens the Invoicing screen. Refer to the Customer Processing section for details pertaining to customer invoicing.

Credit Note

This option opens the Credit Note screen. Refer to the Customer Processing section for details pertaining to issuing credit notes to customers.

Debit Note

This option opens the Debit Note screen. Refer to the Customer Processing section for details pertaining to issuing debit notes to customers.

Sales Order

This option opens the Sales Order screen. Refer to the Customer Processing section for details pertaining to the creation of Sales Orders for customers.

Quotation

This option opens the Quotation screen. Refer to the Customer Processing section for details pertaining to the creation of Quotations for customers.

Recurring Invoice

This option opens the Recurring Invoicing screen. Refer to the Customer Processing section for details pertaining to loading recurring invoices.

Processing

The processing facility for customers can be accessed via the Customer Maintenance option, or via the "Processing" option.



The following processing options are available :

Invoicing

This option is where all invoice processing for a Customer is done.

The screenshot shows a 'Tax Invoice' window with the following fields and sections:

- Account:** A search icon and a text box.
- Delivery Address:** A multi-line text area.
- Period:** A dropdown menu showing '03 - 01/05/2008 - 31/05/2008 - May'.
- Date:** A dropdown menu showing '01/05/2008'.
- Customer Reference:** A text box.
- Due Date:** A dropdown menu showing '31/03/2008'.
- Early Payment Terms:** A dropdown menu showing '00'.
- Sales Code:** A text box with a search icon.
- Discount %:** A text box showing '0.00'.
- Table:** A table with columns: Type, Code, Quantity, Description, Tax, Disc %, Each, Amount. It contains one row with 'G' in the Type column and '0' in the Quantity column.
- Terms:** A section with 'Current' and 'Credit Limit' fields, both showing '0.00', and a 'Balance' field showing '0.00'.
- Invoice Message:** A text box.
- Buttons:** 'Ok' (green checkmark) and 'Cancel' (red X).
- Summary:** A section with 'Sub Total', 'Discount', 'Amount Excl Tax', 'Tax', and 'TOTAL' fields, all showing 'R0.00'.

Account – Select the customer's account. The customer name will appear in the display box

Delivery Address – These details are automatically loaded from the customer details database. You are able to amend the Delivery Address for the invoice being processed.

Period – The current period that you are working in will be selected. You can change the period for the invoice being printed.

Date – The current system date is automatically selected. You can change the date by selecting an alternate date from the calendar that pops up.

Customer Reference – A reference field that will print on the invoice. This field is limited to 15 characters.

Due Date – The date the invoice is due and payable is selected. The system defaults to the last date in the current period. You can change the Due Date for this invoice date by selecting an alternative Due Date from the pop-up calendar.

Sales Code – The Sales Code applicable to this invoice is entered here. If a default Sales Code has been entered for the customer, this is automatically selected. You can change the Sales Code for this invoice by clicking on the icon and selecting an alternative Sales Code.

Early Payment Terms – The default Early Payment Term (if setup for this customer) is auto selected. You can change the Early Payment Term for this invoice by clicking on the icon and selecting an alternative Early Payment Term.

Discount % - The discount percentage applicable to the customer for this invoice is entered here. If the default Discount percentage has been set up for this customer, this amount will be automatically selected. You can change the Discount percentage for this invoice by entering a new value.

Type – This field details the invoice line type. The possible values are :
G = G/L Code – A G/L Code will be used for the invoice line

I = Item Code – An Inventory Item Code will be used for the invoice line
R = Remarks – This is not an actual invoice line, but a Remarks line that can be used to add further detail to the preceding invoice line.

Code – The code that must be entered will be determined by the Type value entered above. Clicking on the icon will generate a list of all applicable Codes. Click on the Code you require. Alternatively, if you know the Code, you may enter it directly without going via the search list option.

Quantity – The value entered here is the number of units. The default quantity is 1. Any amount in the range -9999 to 999999 can be entered.

Description – This describes the invoice line entry. If the “G” Type is used, the G/L Code Description will be automatically entered in this field. If the “I” Type is used, the Inventory Description will be automatically entered in this field. Using the “R” Type leaves this field blank and the field becomes the “Remarks” field. The Description can be amended by you as required.

Tax – The Tax Type applicable to this Invoice line is entered here. The default Tax Type for this customer will be selected as the default. You can change the Tax Type by clicking on the entry field. This will bring up a list of all the valid Tax Types loaded. Choose the required Tax Type.

Disc % - The discount percentage applicable to this line of the invoice can be entered. The system defaults to 0.

Each – The price of the item is entered here. The maximum amount that can be entered for each line of the invoice is 9,999,999.99.

Amount – This value is calculated by multiplying the Quantity value by the Each value. This amount is entered by the system and cannot be altered by a user.

Terms – The system displays the current Payment Term settings for the customer

Credit Limit – The system displays the current Credit Limit for the customer. The Credit Limit displayed does not include the value of the current invoice being processed.

Balance – The current customer balance. The balance does not include the value of the current invoice being processed.

Invoice Message – The invoice-specific message that will be printed on the current invoice only.

Sub Total – This is a system generated value that is the sum of all the invoice lines loaded. This amount includes any discount calculated on the individual invoice line based on the Disc % entered.

Discount – This is a system generated value that calculates the discount applicable on the invoice total (i.e. the Sub Total value). This discount is only calculated if the customer details have a valid discount percentage. This discount is in addition to the individual invoice line discount.

Amount Excl Tax – This is a system generated value that calculates the total pre-tax amount. This is done by subtracting the discount amount from the Sub-Total.

Tax – The system generates the tax amount based on the Tax Type used for the customer.

Total – The system generates this amount, which is the sum of the Amount Excl Tax and the Tax amount. The system also displays the current customer ageings. The ageings displayed do not include the value of the current invoice being processed.

Click OK to finalise the invoice. If the invoice amount, once posted, will result in the credit limit being exceeded. The system will warn you and ask you to confirm that you want to post the invoice.

Credit Note

This option is where a Credit Note for a Customer is generated.

Account – Select the customer's account. The customer name will appear in the display box.

Delivery Address – These details are automatically loaded from the customer details database. You are able to amend the Delivery Address for the credit note being processed.

Period – The current period that you are working in will be selected. You can change the period for the credit being printed.

Date – The current system date is automatically selected. You can change the date by selecting an alternate date from the calendar that pops up.

Customer Reference – A reference field that will print on the credit note. This field is limited to 15 characters.

Due Date – The date the credit note is due and payable is selected. The system defaults to the last date in the current period. You can change the Due Date for this credit note date by selecting an alternative Due Date from the pop-up calendar.

Sales Code – The Sales Code applicable to this credit note is entered here. If a default Sales Code has been entered for the customer, this is automatically selected. You can change the Sales Code for this credit note by clicking on the icon and selecting an alternative Sales Code.

Early Payment Terms – The default Early Payment Term (if setup for this customer) is auto selected. You can change the Early Payment Term for this credit note by clicking on the icon and selecting an alternative Early Payment Term.

Discount % - The discount percentage applicable to the customer for this credit note is entered here. If the default Discount percentage has been set up for this customer, this amount will be automatically selected. You can change the Discount percentage for this credit note by entering a new value.

Type – This field details the credit note line type. The possible values are :

G = G/L Code – A G/L Code will be used for the credit note line

I = Item Code – An Inventory Item Code will be used for the credit note line

R = Remarks – This is not an actual credit note line, but a Remarks line that can be used to add further detail to the preceding credit note line.

Code – The code that must be entered will be determined by the Type value entered above. Clicking on the icon will generate a list of all applicable Codes. Click on the Code you require. Alternatively, if you know the Code, you may enter it directly without going via the search list option.

Quantity – The value entered here is the number of units. The default quantity is 1. Any amount in the range -9999 to 999999 can be entered.

Description – This describes the credit note line entry. If the "G" Type is used, the G/L Code Description will be automatically entered in this field. If the "I" Type is used, the Inventory Description will be automatically entered in this field. Using the "R" Type leaves this field blank and the field becomes the "Remarks" field. The Description can be amended by you as required.

Tax – The Tax Type applicable to this credit note line is entered here. The default Tax Type for this customer will be selected as the default. You can change the Tax Type by clicking on the entry field. This will bring up a list of all the valid Tax Types loaded. Choose the required Tax Type.

Disc % - The discount percentage applicable to this line of the credit note can be entered. The system defaults to 0.

Each – The price of the item is entered here. The maximum amount that can be entered for each line of the credit note is 9,999,999.99.

Amount – This value is calculated by multiplying the Quantity value by the Each value. This amount is entered by the system and cannot be altered by a user.

Terms – The system displays the current Payment Term settings for the customer

Credit Limit – The system displays the current Credit Limit for the customer. The Credit Limit displayed does not include the value of the current credit note being processed.

Balance – The current customer balance. The balance does not include the value of the current credit note being processed.

Credit Note Message – The credit note-specific message that will be printed on the current credit note only.

Sub Total – This is a system generated value that is the sum of all the credit note lines loaded. This amount includes any discount calculated on the individual credit note line based on the Disc % entered.

Discount – This is a system generated value that calculates the discount applicable on the credit note total (i.e. the Sub Total value). This discount is only calculated if the customer details have a valid discount percentage. This discount is in addition to the individual credit note line discount.

Amount Excl Tax – This is a system generated value that calculates the total pre-tax amount. This is done by subtracting the discount amount from the Sub-Total.

Tax – The system generates the tax amount based on the Tax Type used for the customer.

Total – The system generates this amount, which is the sum of the Amount Excl Tax and the Tax amount. The system also displays the current customer ageings. The ageings displayed do not include the value of the current credit note being processed.

Click OK to finalise the credit note. If the credit note amount, once posted, will result in the credit limit being exceeded. The system will warn you and ask you to confirm that you want to post the invoice.

Debit Note

This option is where a Debit Note for a Customer is generated.

Account – Select the customer’s account. The customer name will appear in the display box.

Delivery Address – These details are automatically loaded from the customer details database. You are able to amend the Delivery Address for the debit note being processed.

Period – The current period that you are working in will be selected. You can change the period for the debit note being printed.

Date – The current system date is automatically selected. You can change the date by selecting an alternate date from the calendar that pops up.

Customer Reference – A reference field that will print on the debit note. This field is limited to 15 characters.

Due Date – The date the debit note is due and payable is selected. The system defaults to the last date in the current period. You can change the Due Date for this debit note date by selecting an alternative Due Date from the pop-up calendar.

Sales Code – The Sales Code applicable to this debit note is entered here. If a default Sales Code has been entered for the customer, this is automatically selected. You can change the Sales Code for this debit note by clicking on the icon and selecting an alternative Sales Code.

Early Payment Terms – The default Early Payment Term (if setup for this customer) is auto selected. You can change the Early Payment Term for this debit note by clicking on the icon and selecting an alternative Early Payment Term.

Discount % - The discount percentage applicable to the customer for this debit note is entered here. If the default Discount percentage has been set up for this customer, this amount will be automatically selected. You can change the Discount percentage for this debit note by entering a new value.

Type – This field details the debit note line type. The possible values are :
 G = G/L Code – A G/L Code will be used for the debit note line
 I = Item Code – An Inventory Item Code will be used for the debit note line
 R = Remarks – This is not an actual debit note line, but a Remarks line that can be used to add further detail to the preceding debit note line.

Code – The code that must be entered will be determined by the Type value entered above. Clicking on the icon will generate a list of all applicable Codes. Click on the Code you require. Alternatively, if you know the Code, you may enter it directly without going via the search list option.

Quantity – The value entered here is the number of units. The default quantity is 1. Any amount in the range -9999 to 999999 can be entered.

Description – This describes the debit note line entry. If the “G” Type is used, the G/L Code Description will be automatically entered in this field. If the “I” Type is used, the Inventory Description will be automatically entered in this field. Using the “R” Type leaves this field blank and the field becomes the “Remarks” field. The Description can be amended by you as required.

Tax – The Tax Type applicable to this debit note line is entered here. The default Tax Type for this customer will be selected as the default. You can change the Tax Type by clicking on the entry field. This will bring up a list of all the valid Tax Types loaded. Choose the required Tax Type.

Disc % - The discount percentage applicable to this line of the debit note can be entered. The system defaults to 0.

Each – The price of the item is entered here. The maximum amount that can be entered for each line of the debit note is 9,999,999.99.

Amount – This value is calculated by multiplying the Quantity value by the Each value. This amount is entered by the system and cannot be altered by a user.

Terms – The system displays the current Payment Term settings for the customer

Credit Limit – The system displays the current Credit Limit for the customer. The Credit Limit displayed does not include the value of the current debit note being processed.

Balance – The current customer balance. The balance does not include the value of the current debit note being processed.

Debit Note Message – The debit note-specific message that will be printed on the current debit note only.

Sub Total – This is a system generated value that is the sum of all the debit notes loaded. This amount includes any discount calculated on the individual debit note line based on the Disc % entered.

Discount – This is a system generated value that calculates the discount applicable on the debit note total (i.e. the Sub Total value). This discount is only calculated if the customer details have a valid discount percentage. This discount is in addition to the individual debit note line discount.

Amount Excl Tax – This is a system generated value that calculates the total pre-tax amount. This is done by subtracting the discount amount from the Sub-Total.

Tax – The system generates the tax amount based on the Tax Type used for the customer.

Total – The system generates this amount, which is the sum of the Amount Excl Tax and the Tax amount. The system also displays the current customer ageings. The ageings displayed do not include the value of the current debit note being processed.

Click OK to finalise the debit note. If the debit note amount, once posted, will result in the credit limit being exceeded. The system will warn you and ask you to confirm that you want to post the debit note.

Sales Order

This option is where a Sales Order for a Customer can be created.

Account [Search Icon] [Text Box]

Delivery Address [Text Box]
[Text Box]
[Text Box]
[Text Box]

Period [03 - 01/05/2008 - 31/05/2008 - May]
Date [01/04/2009]
Customer Reference [Text Box]
Delivery Date [01/04/2009] **Sales Code** [Search Icon] [Text Box]
Early Payment Terms [00] [Search Icon] **Discount %** [0.00]

Type	Code	Quantity	Description	Tax	Disc %	Each	Amount
G		1		00	0	R0.00	R0.00

Terms [Current] **Credit Limit** [0.00] **Balance** [0.00]

Sales Order Message [Text Box] [Ok] [Cancel]

Sub Total	R0.00
Discount	R0.00
Amount Excl Tax	R0.00
Tax	R0.00
TOTAL	R0.00

Account – Select the customer’s account. The customer name will appear in the display box

Delivery Address – These details are automatically loaded from the customer details database. You are able to amend the Delivery Address for the sales order being processed.

Period – The current period that you are working in will be selected. You can change the period for the sales order being printed.

Date – The current system date is automatically selected. You can change the date by selecting an alternate date from the calendar that pops up.

Customer Reference – A reference field that will print on the sales order. This field is limited to 15 characters.

Delivery Date – The date on which the goods/services on the sales order must be delivered. The system defaults to the current system date. You can change the Delivery Date for this sales order by selecting an alternative Delivery Date from the pop-up calendar.

Sales Code – The Sales Code applicable to this sales order is entered here. If a default Sales Code has been entered for the customer, this is automatically selected. You can change the Sales Code for this sales order by clicking on the icon and selecting an alternative Sales Code.

Early Payment Terms – The default Early Payment Term (if setup for this customer) is auto selected. You can change the Early Payment Term for this sales order by clicking on the icon and selecting an alternative Early Payment Term.

Discount % - The discount percentage applicable to the customer for this sales order is entered here. If the default Discount percentage has been set up for this customer, this amount will be automatically selected. You can change the Discount percentage for this sales order by entering a new value.

Type – This field details the sales order line type. The possible values are :
 G = G/L Code – A G/L Code will be used for the sales order line
 I = Item Code – An Inventory Item Code will be used for the sales order line
 R = Remarks – This is not an actual sales order line, but a Remarks line that can be used to add further detail to the preceding sales order line.

Code – The code that must be entered will be determined by the Type value entered above. Clicking on the icon will generate a list of all applicable Codes. Click on the Code you require. Alternatively, if you know the Code, you may enter it directly without going via the search list option.

Quantity – The value entered here is the number of units. The default quantity is 1. Any amount in the range -9999 to 999999 can be entered.

Description – This describes the sales order line entry. If the “G” Type is used, the G/L Code Description will be automatically entered in this field. If the “I” Type is used, the Inventory Description will be automatically entered in this field. Using the “R” Type leaves this field blank and the field becomes the “Remarks” field. The Description can be amended by you as required.

Tax – The Tax Type applicable to this sales order line is entered here. The default Tax Type for this customer will be selected as the default. You can change the Tax Type by clicking on the entry field. This will bring up a list of all the valid Tax Types loaded. Choose the required Tax Type.

Disc % - The discount percentage applicable to this line of the sales order can be entered. The system defaults to 0.

Each – The price of the item is entered here. The maximum amount that can be entered for each line of the sales order is 9,999,999.99.

Amount – This value is calculated by multiplying the Quantity value by the Each value. This amount is entered by the system and cannot be altered by a user.

Terms – The system displays the current Payment Term settings for the customer

Credit Limit – The system displays the current Credit Limit for the customer. The Credit Limit displayed does not include the value of the current sales order being processed.

Balance – The current customer balance. The balance does not include the value of the current sales order being processed.

Sales Order Message – The sales order-specific message that will be printed on the current sales order only.

Sub Total – This is a system generated value that is the sum of all the sales orders loaded. This amount includes any discount calculated on the individual sales order line based on the Disc % entered.

Discount – This is a system generated value that calculates the discount applicable on the sales order total (i.e. the Sub Total value). This discount is only calculated if the customer details have a valid discount percentage. This discount is in addition to the individual sales order line discount.

Amount Excl Tax – This is a system generated value that calculates the total pre-tax amount. This is done by subtracting the discount amount from the Sub-Total.

Tax – The system generates the tax amount based on the Tax Type used for the customer.

Total – The system generates this amount, which is the sum of the Amount Excl Tax and the Tax amount. The system also displays the current customer ageings. The ageings displayed do not include the value of the current sales order being processed.

Click OK to finalise the sales order.

The stored sales order can be converted into an invoice without having to re-capture all the information from the sales order. *Customers ... Customer Maintenance ... Enquiry ... Sales Order*

Select the sales order you want to invoice to the customer.

Click “Invoice”

Click OK to finalise the invoice. If the invoice amount, once posted, will result in the credit limit being exceeded. The system will warn you and ask you to confirm that you want to post the invoice.

Batch Processing Options

For all customer receipts and journals, the following action tabs are available at the bottom of the data entry screen :

Options

Batch Setting

This Year or Last Year – Select the default Year for the batch

Tax Type – Select the default tax type for the batch

Exclusive or Inclusive – Set the default action as to whether the Inclusive or Exclusive batch amount will be entered

Consolidate Bank – One Transaction per Batch – Consolidate the individual cash receipts into 1 transaction for the entire batch

Repeat Account No – The same account number is retained from one line of the batch to the next.

Repeat Description – The same description is retained from one line of the batch to the next.

Copy Recurring Batch

This option will create a new batch from the stored recurring batch. The system will prompt you for details that will be used when copying the recurring batch and creating a current batch.

Period – The accounting period in which the new batch must be set up.

Month – This value, together with the Year value, will be used to create the batch transaction date for each transaction. The day value will be collected from the data stored in the recurring batch.

Year - This value, together with the Month value, will be used to create the batch transaction date for each transaction. The day value will be collected from the data stored in the recurring batch.

Reference – The reference to be used for the new batch that will be created from the recurring batch data.

Description - The description to be used for the new batch that will be created from the recurring batch.

Click “Copy Recurring Batch” to create the new batch, or “Cancel” to abort the copy process.

Update Batch

This option will post the batch and print the details of the posted batch.

Print Batch

This option will print the batch before that it is posted.

Delete Line

The selected line will be deleted if this option is clicked.

Delete Batch

The entire batch will be deleted if this option is clicked.

Receipts

This option is used to process Cash Book Receipts for a Customer.

Refer to the Receipts processing in the G/L Processing.

Journals

This option is used to process journal entries for a Customer.

Period	Date	Account No	Reference	Description	DC	Tax	Exclusive	Inclusive	Contra
01	31/03/2008	44444446			D	00	R0.00	R0.00	1000/000

Entry Type – Select the Entry Type into which you intend processing the journal transactions. The default entry type is 08 – Sales. The list of Entry Types are maintained *Setup ... Entry Types*.

Batch Type – Normal Batch Entry or Recurring Batch Entry

Normal Batch Entry – These are the normal batches which are posted for the chosen Entry Type.

Recurring Batch Entry – This is a batch into which transactions that occur often can be stored. This batch is then used to generate a Normal Batch for the chosen Entry Type, thereby reducing the amount of data capture.

Period – Period in which the chosen Entry Type Journal Entries are to be processed

Date – Date on which. the chosen Entry Type Journal Entries are to be processed

Account No – The account number of the customer account into which the chosen Entry Type Journal Entry is to be processed.

Reference – 10 digit journal entry reference

Description – 35 digit description field. If the Transaction Descriptions (*Admin ... Description Maintenance*) have been defined, these can be selected from the drop down list. Alternatively, you can enter a description of your choice.

DC – The journal entry transaction can be either a Debit (D) or a (C)redit.

Tax – The Tax Code applicable for this journal entry. The list of valid Tax Codes will be displayed in a drop down box.

Exclusive – The journal entry transaction amount excluding Tax. The system will prompt you to enter this amount if your batch settings are set to Exclusive. In this case, the Inclusive amount will be calculated by the system and automatically displayed.

Inclusive – The journal entry transaction amount including Tax. The system will prompt you to enter this amount if your batch settings are set to Inclusive. In this case, the Exclusive amount will be calculated by the system and automatically displayed.

Contra – The contra account is the associated account that will complete the double entry transaction. If the DC field is set to “D”, the amount of the journal entry will be credited to the contra account. Similarly, if the DC field is set to “C”, the amount of the journal entry will be debited to the contra account.

Batch Total - The cumulative batch total is incremented after each new journal entry transaction is complete and represents the Journal Entry Batch Total for the current batch.

Quotation

This option is where a Quotation for a Customer is created.

Account – Select the customer's account. The customer name will appear in the display box.

Delivery Address – These details are automatically loaded from the customer details database. You are able to amend the Delivery Address for the quotation being processed.

Period – The current period that you are working in will be selected. You can change the period for the quotation being printed.

Date – The current system date is automatically selected. You can change the date by selecting an alternate date from the calendar that pops up.

Customer Reference – A reference field that will print on the quotation. This field is limited to 15 characters.

Expiry Date – The date on which the quote for the goods/services will expire. The system defaults to the current system date. You can change the Expiry Date for this quotation by selecting an alternative Expiry Date from the pop-up calendar.

Sales Code – The Sales Code applicable to this quotation is entered here. If a default Sales Code has been entered for the customer, this is automatically selected. You can change the Sales Code for this quotation by clicking on the icon and selecting an alternative Sales Code.

Early Payment Terms – The default Early Payment Term (if setup for this customer) is auto selected. You can change the Early Payment Term for this quotation by clicking on the icon and selecting an alternative Early Payment Term.

Discount % - The discount percentage applicable to the customer for this quotation is entered here. If the default Discount percentage has been set up for this customer, this amount will be automatically selected. You can change the Discount percentage for this quotation by entering a new value.

Type – This field details the quotation line type. The possible values are :

G = G/L Code – A G/L Code will be used for the quotation line

I = Item Code – An Inventory Item Code will be used for the quotation line

R = Remarks – This is not an actual quotation line, but a Remarks line that can be used to add further detail to the preceding quotation line.

Code – The code that must be entered will be determined by the Type value entered above. Clicking on the icon will generate a list of all applicable Codes. Click on the Code you require. Alternatively, if you know the Code, you may enter it directly without going via the search list option.

Quantity – The value entered here is the number of units. The default quantity is 1. Any amount in the range -9999 to 999999 can be entered.

Description – This describes the quotation line entry. If the “G” Type is used, the G/L Code Description will be automatically entered in this field. If the “I” Type is used, the Inventory Description will be automatically entered in this field. Using the “R” Type leaves this field blank and the field becomes the “Remarks” field. The Description can be amended by you as required.

Tax – The Tax Type applicable to this quotation line is entered here. The default Tax Type for this customer will be selected as the default. You can change the Tax Type by clicking on the entry field. This will bring up a list of all the valid Tax Types loaded. Choose the required Tax Type.

Disc % - The discount percentage applicable to this line of the quotation can be entered. The system defaults to 0.

Each – The price of the item is entered here. The maximum amount that can be entered for each line of the quotation is 9,999,999.99.

Amount – This value is calculated by multiplying the Quantity value by the Each value. This amount is entered by the system and cannot be altered by a user.

Terms – The system displays the current Payment Term settings for the customer

Credit Limit – The system displays the current Credit Limit for the customer. The Credit Limit displayed does not include the value of the current quotation being processed.

Balance – The current customer balance. The balance does not include the value of the current quotation being processed.

Quotation Message – The quotation-specific message that will be printed on the current quotation only.

Sub Total – This is a system generated value that is the sum of all the quotations loaded. This amount includes any discount calculated on the individual quotation line based on the Disc % entered.

Discount – This is a system generated value that calculates the discount applicable on the quotation total (i.e. the Sub Total value). This discount is only calculated if the customer details have a valid discount percentage. This discount is in addition to the individual quotation line discount.

Amount Excl Tax – This is a system generated value that calculates the total pre-tax amount. This is done by subtracting the discount amount from the Sub-Total.

Tax – The system generates the tax amount based on the Tax Type used for the customer.

Total – The system generates this amount, which is the sum of the Amount Excl Tax and the Tax amount. The system also displays the current customer ageings. The ageings displayed do not include the value of the current quotation being processed.
Click OK to finalise the quotation.

The stored quotation can be converted into an invoice without having to re-capture all the information from the quotation. *Customers ... Customer Maintenance ... Enquiry ... Quotation*

Select the quotation you want to invoice to the customer.

Click "Invoice"

Click OK to finalise the invoice. If the invoice amount, once posted, will result in the credit limit being exceeded. The system will warn you and ask you to confirm that you want to post the invoice.

Raise Interest

This option automatically raises interest on overdue customer accounts as per the Interest defaults defined in the Setup ... Customer Control ... Interest.

It is recommended that you back up your company data before starting this function as numerous transactions could be created.

Period – Select the period you want to raise the interest in. The amount overdue is calculated using this period as the reference point.

Annual % Rate – Enter the interest rate that you want to use for the interest raising. The amount must be entered as the annual equivalent i.e. 24% not 2%

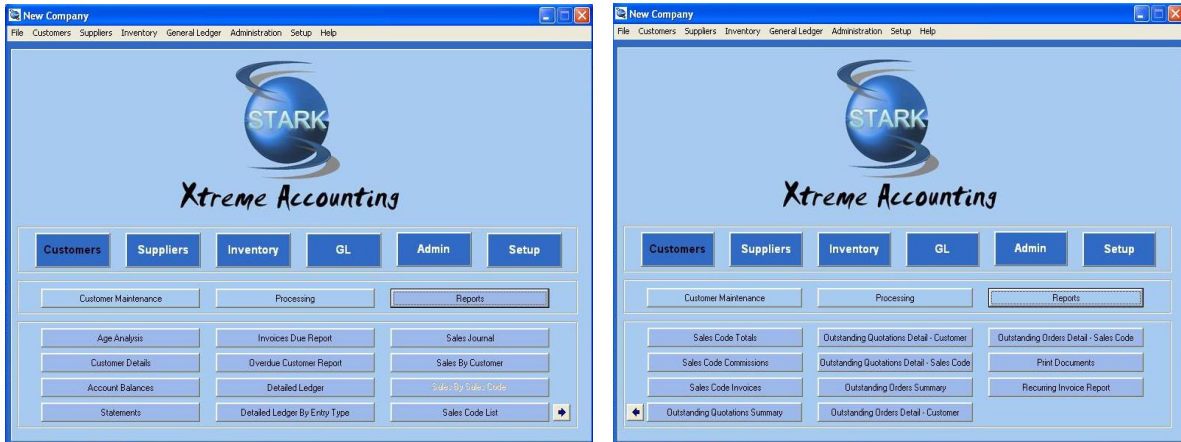
Minimum Amount – Interest will not be raised on any account which has a balance less than or equal to the Minimum Amount.

Backup – Click on this option to perform a Backup before the interest raising is performed.

Click "Raise Interest" to carry on and raise the interest.

Click "Cancel" to close the screen without raising the interest.

Reports

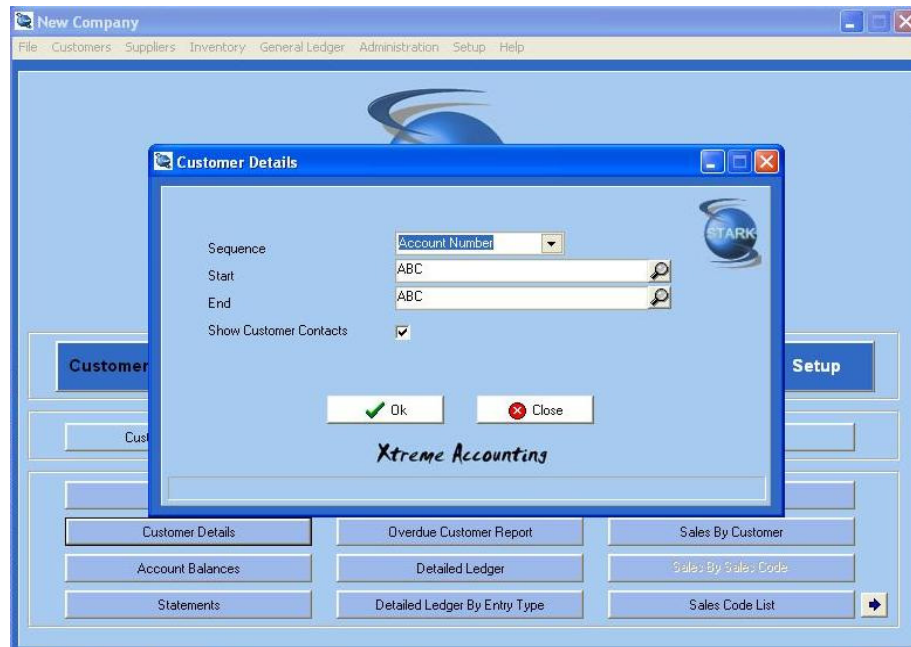


The following Customer reports are available :

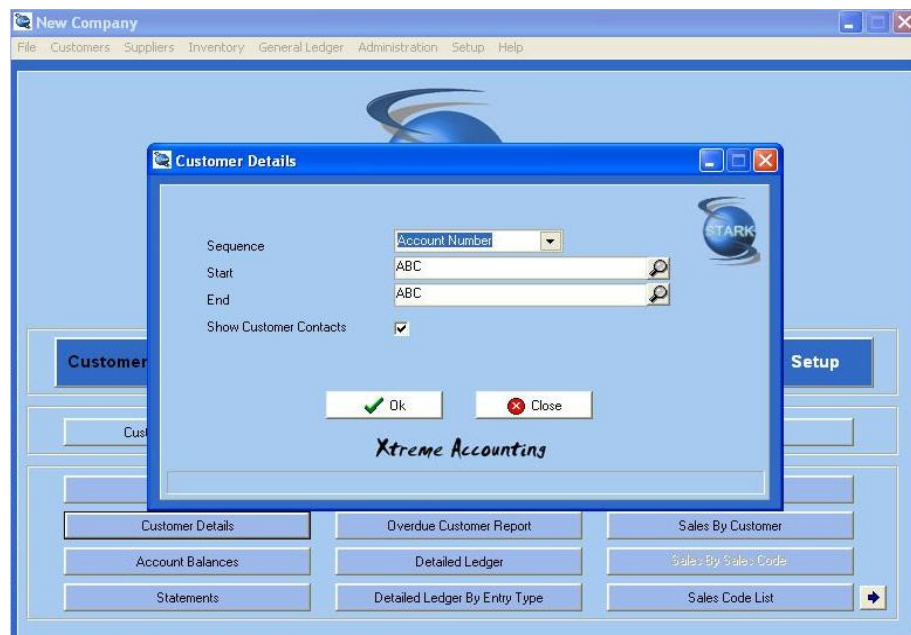
Age Analysis



Customer Details



Account Balances



Statements

New Company

File Customers

Customer Statements

Statement Date: 01/04/2009

Sequence: Account Number

Start: ABC

End: ABC

This Year: ☒

Period Start: 01 - 01/03/2008 - 31/03/2008 - March

Period End: 01 - 01/03/2008 - 31/03/2008 - March

Terms: Current and Over

Amount Range: Both Debits/Credits

Print Zero Balances: ☐

Blocked/Unblocked: Both

Output Options: Create PDF to View/Print - All

Ok Close

Xtreme Accounting

Invoices Due Report

New Company

File Customers Suppliers Inventory General Ledger Administration Setup Help

Supplier Invoice Due Report

Starting Account No: XYZ

Ending Account No: XYZ

Invoice Due From: 01/04/2009

Invoice Due To: 01/04/2009

Show Details: ☐

Order By: Invoice Due Date

Ok Close

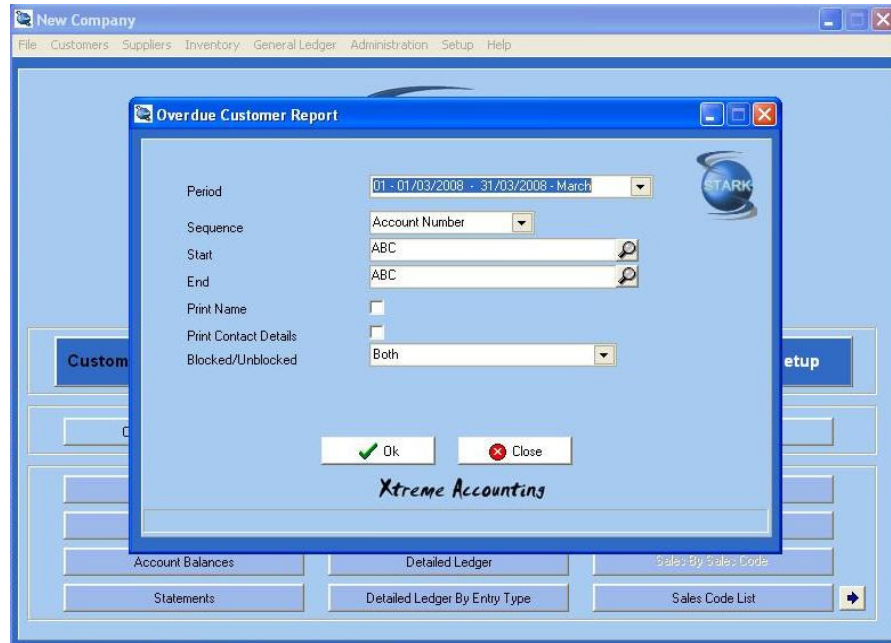
Xtreme Accounting

Customers Setup

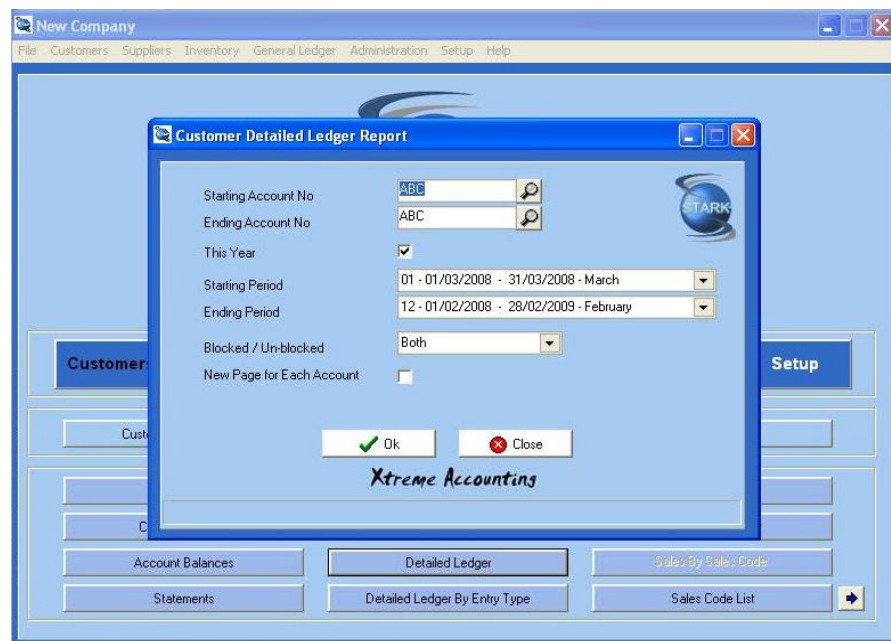
Account Balances Detailed Ledger Sales By Sales Code

Statements Detailed Ledger By Entry Type Sales Code List

Overdue Customer Report



Detailed Ledger



Detailed Ledger by Entry Type

New Company

File Customers Suppliers Inventory General Ledger Administration Setup Help

Customer Detailed Ledger Report by Entry Type

Starting Account No: ABC

Ending Account No: ABC

This Year: ☒

Starting Period: 01 - 01/03/2008 - 31/03/2008 - March

Ending Period: 12 - 01/02/2008 - 28/02/2009 - February

Starting Entry Type: 01 - CB1 Payments

Ending Entry Type: 16 - Interest Journal

Blocked / Un-blocked: Both

New Page for Each Account: ☐

Ok Close

Xtreme Accounting

Customer Detailed Ledger Report by Entry Type

Account Balances Detailed Ledger Sales By Sale Code

Statements Detailed Ledger By Entry Type Sales Code List

Sales Journal

New Company

File Customers Suppliers Inventory General Ledger Administration Setup Help

Sales Journal

Starting Account No: ABC

Ending Account No: ABC

Starting Document No: 00000000

Ending Document No: //

Date Start: 01/03/2008

Date End: 28/02/2009

Show Details: ☒

Invoices only: ☐

Ok Close

Xtreme Accounting

Sales Journal

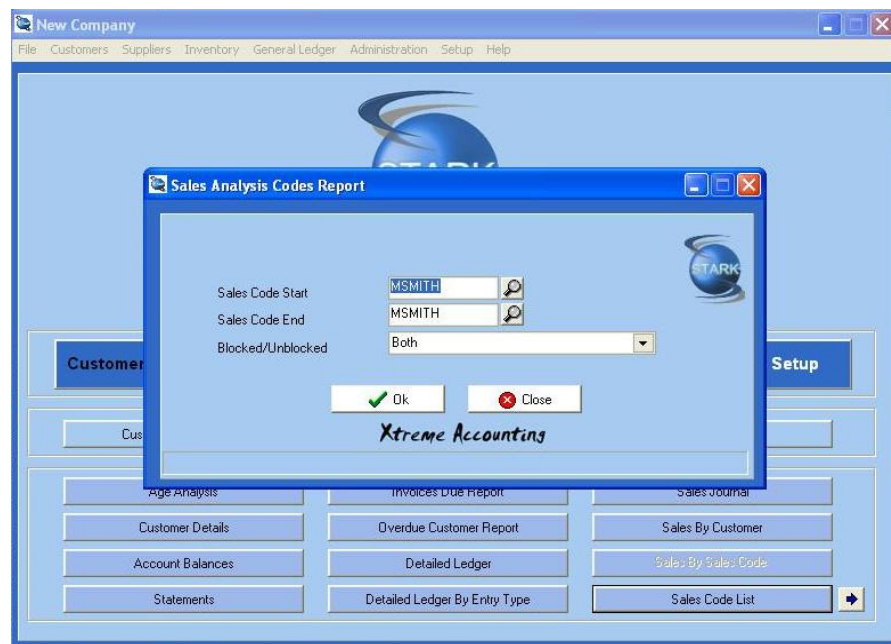
Account Balances Detailed Ledger Sales By Sale Code

Statements Detailed Ledger By Entry Type Sales Code List

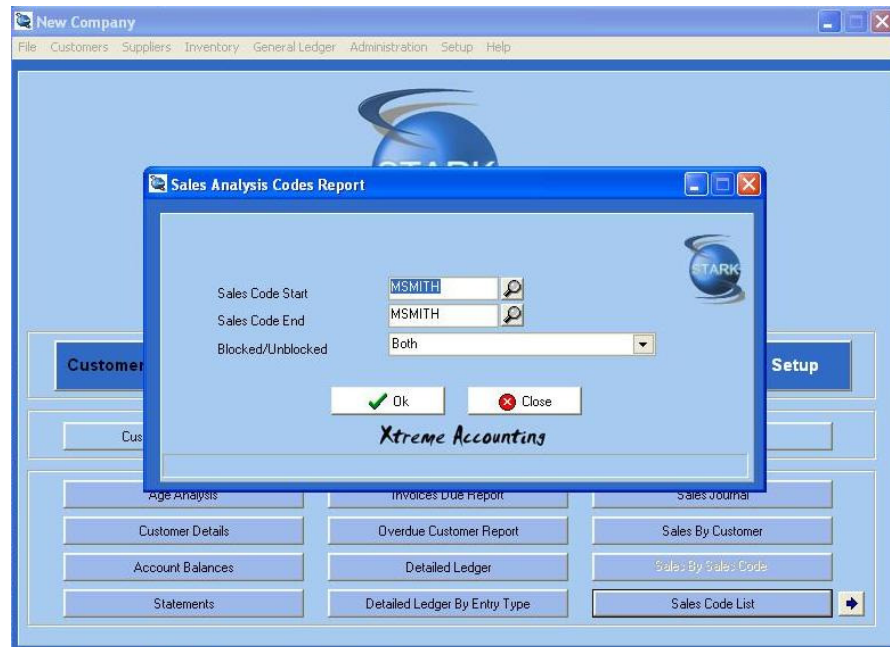
Sales By Customer



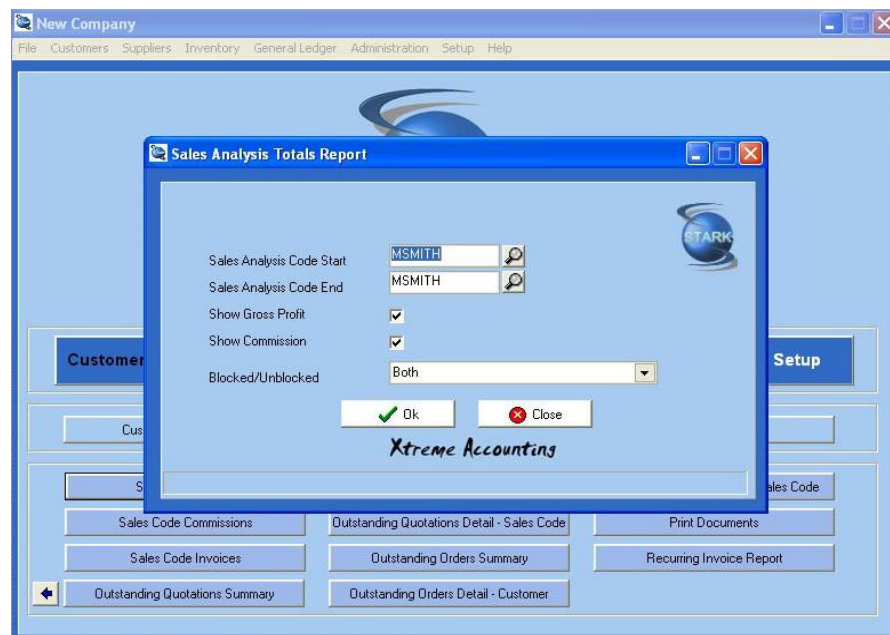
Sales By Sales Code



Sales Code List



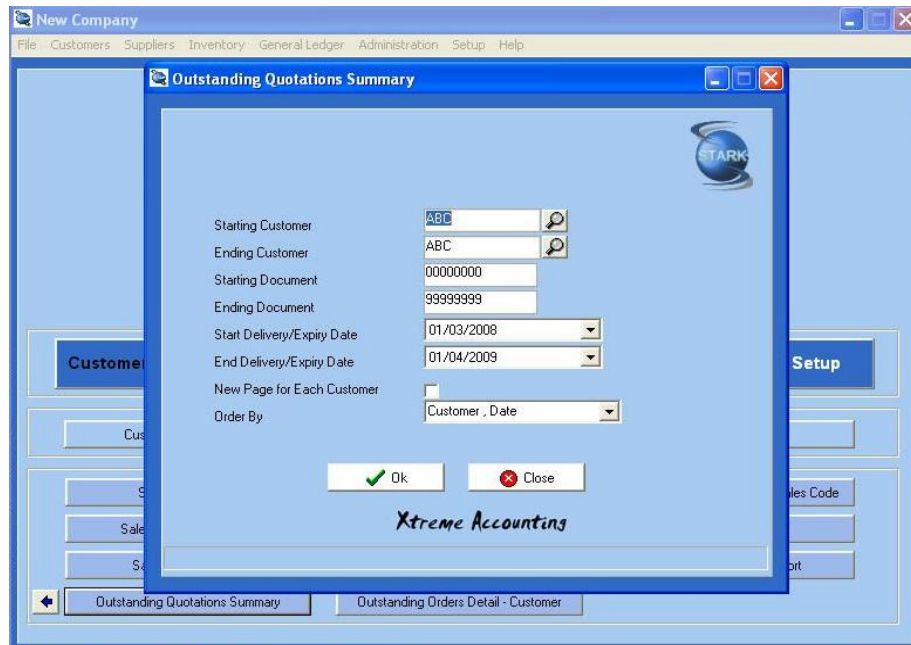
Sales Code Totals



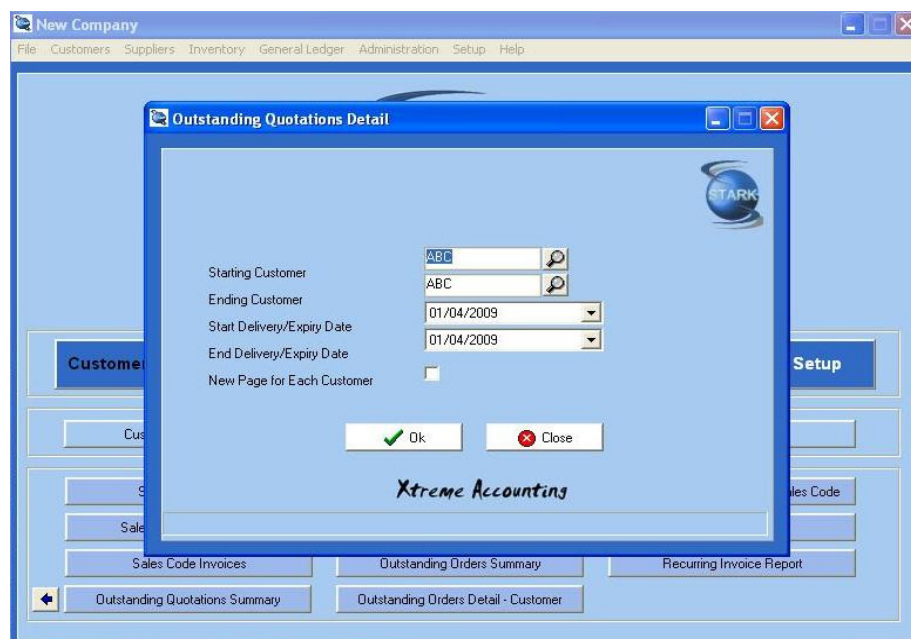
Sales Code Commission

Sales Code Invoices

Outstanding Quotation Summary



Outstanding Quotation Detail Customer

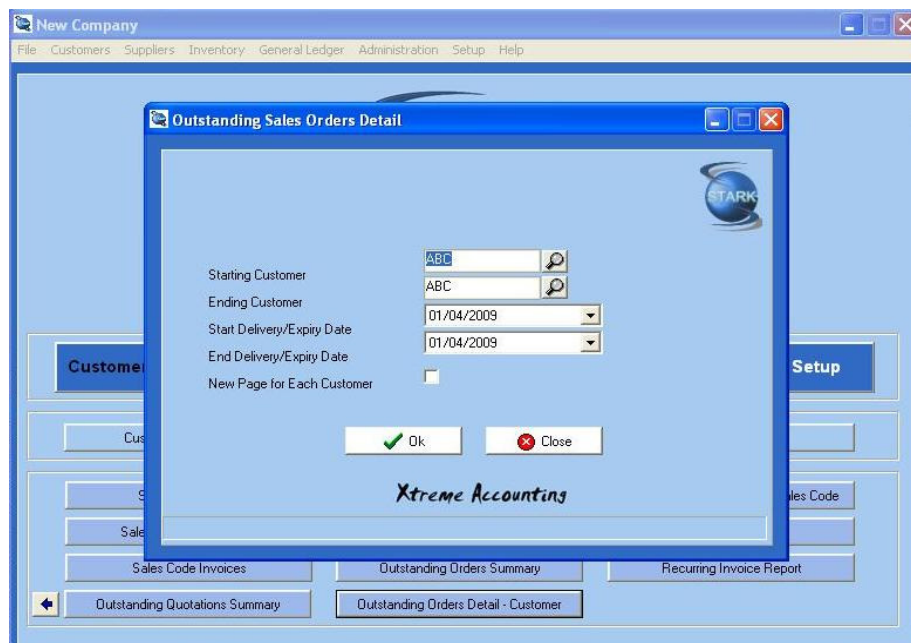


Outstanding Quotations Detail – Sales Code

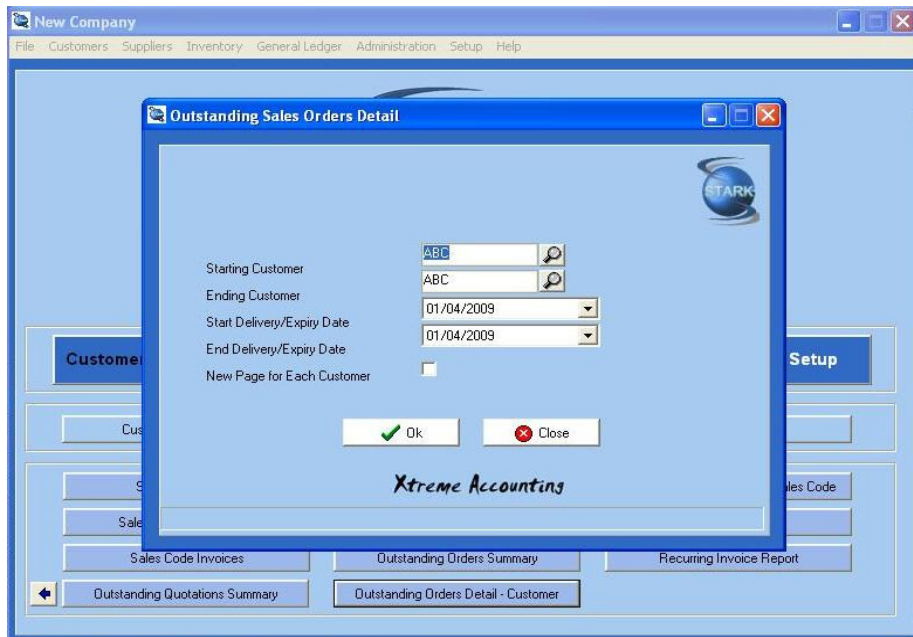
Outstanding Orders Summary



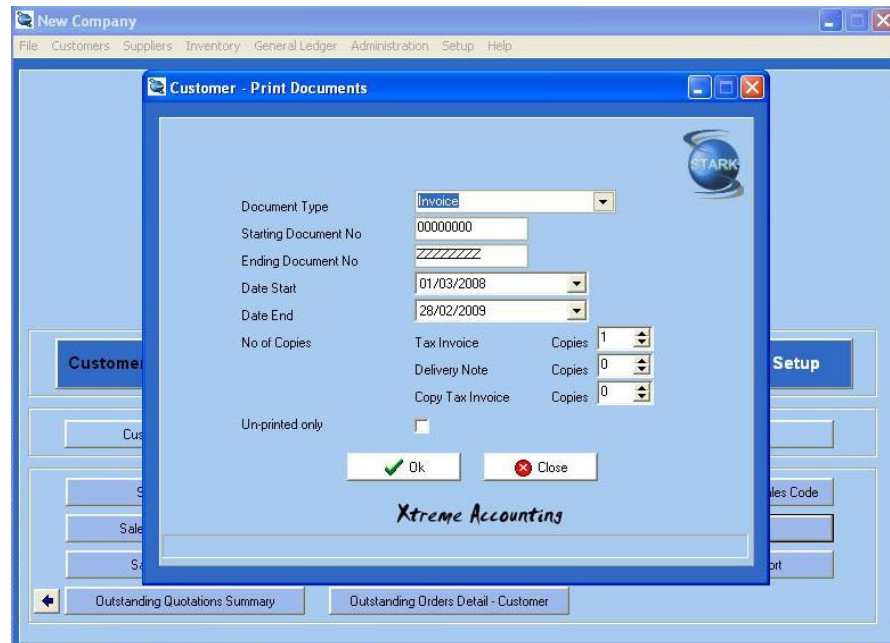
Outstanding Orders Detail Customer



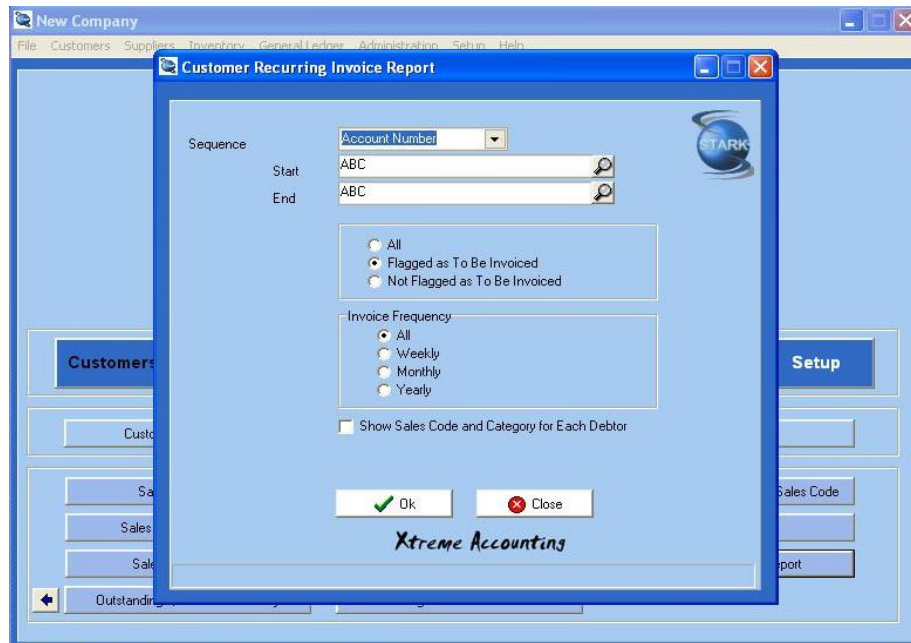
Outstanding Orders Details – Sales Code



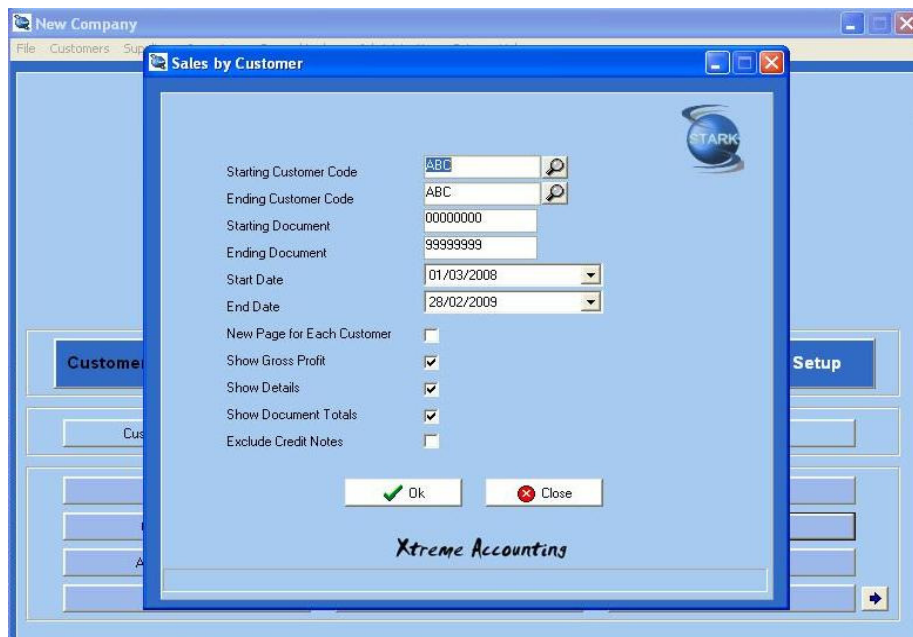
Print Documents



Recurring Invoice Report



Sales by Customer



Chapter 6 - Supplier Module

This module controls the Accounts Payable (Creditors). All processing and/or reporting pertaining to this module is accessed here. Each supplier must be loaded onto the system with a unique supplier code which can be up to 8 characters long. To make searching easier, the system enables you to click on the Search On radio button, enabling you to access the supplier (during editing or processing) in account number or account name sequence. The supplier entry in the file stores the supplier's address details, contact information, summarised purchase amounts and balances, as well as all processing options.



Suppliers are added in the *Suppliers ... Supplier Maintenance ... Add New* menu option, and edited/deleted in the *Suppliers ... Supplier Maintenance ... View/Edit* menu option.

Processing can be accessed via the *Supplier ... Processing* menu option, or via the *Suppliers ... Supplier Maintenance ... View/Edit* menu option.

Supplier Categories

Before loading suppliers, the Supplier Categories need to be set up. The system pre-defines 3 Codes but up to 99 Category Codes can be added or maintained.

Supplier Maintenance

Clicking on the “Supplier Maintenance” tab, will open the main supplier screen. From this screen, most of the supplier functionality can be accessed. This includes all the enquiry options as well as a short-cut to most of the processing options.

The list of suppliers will be shown on the left hand side. This list can be navigated by simply scrolling up and down the list. The order of this list can be changed to Code or Name by selecting the order you require (Search On). In addition, the list of suppliers can be refined by adding a search criteria (i.e. first few letters of the supplier name, or first few letters of the supplier account number).

To select an entry, navigate to the required supplier and double click on that entry. The supplier details screen will appear.

Add New Supplier

Enter the unique supplier account number

Press enter. System will add the account number to the database and check that the supplier account number is unique to avoid duplication.

The various supplier details are now added utilising the Tabs detailed below.

Click OK to save the details you have loaded, or Cancel to exit without saving the changes. Please note that clicking Close will have the same effect as clicking Cancel.



Name – Supplier's Name

Category Code – The list of Category Codes can be added or maintained in *Setup ... Customer Categories*

Contact Details Tab

All contact details pertaining to the supplier are captured on this screen. The system provides for 1 main contact. However, should you require additional contacts, click on “Contacts” and you can load an unlimited number of contact details for the supplier.

Postal Address – Postal address for the supplier which is used for all correspondence

Delivery Address – Delivery address if different to postal address. This address will be used on Purchase Orders, Credit Notes etc.

Contact – This is the name of the primary contact person for this supplier. Additional contacts can be added by clicking on the “Contacts” option (See below)

Telephone – Telephone number for the primary contact at the supplier.

Fax - Fax number for the primary contact at the supplier.

Cell - Cellphone number for the primary contact at the supplier.

Email – Email address for the primary contact at the supplier. Clicking on the small envelope icon will open your email software and allow you to email the contact.

Web Address – The supplier’s website address details. Clicking on the icon will open your internet browser and route you to the supplier’s website.

Other Details – Any other details pertinent to the supplier can be added here.

Contacts

This button opens the screen to allow you to add unlimited additional contacts for the supplier.

Add Contact

To add a contact. Clicking on this option opens the Add Contact Screen. On this screen all contact details for the additional contacts can be added.

First Name – First Name of the additional contact at the supplier

Surname – Surname of the additional contact at the supplier

Telephone – Telephone number for the additional contact at the supplier.

Fax - Fax number for the additional contact at the supplier.

Cell - Cellphone number for the additional contact at the supplier.

Email – Email address for the additional contact at the supplier.

Address – The contact address for the additional contact at the supplier.

View/Edit Contact

To View/Edit existing additional contact details, click on the required contact, and click “View/Edit”. Alternatively, double click on the additional contact.

Delete Contact

Click on the additional contact you want to delete. Click “Delete Contact”. The system will ask you to confirm that you want to delete the selected contact. If this is what you want to do, click Yes. If you do not want to delete the contact, Click No.

Financial Tab

All details relating to the company’s financial status with the Supplier are captured on this screen. This includes payment terms, credit limits, discount rates, tax types, VAT number, banking details etc.

Vat Number – The supplier's VAT number that is required on any documents for the supplier.

Credit Limit – The credit limit that will apply for purchases with this supplier. The default is loaded in *Setup ... Supplier Control ... Defaults*.

Discount – The percentage discount applicable to purchases with this customer. The default is loaded in *Setup ... Supplier Control ... Defaults*.

Creation Date – Information field detailing the date the new supplier account was created.

Created By – Information field detailing which user created the new supplier account.
Banking Details

Account Name - The supplier's bank account name

Account No – The supplier's bank account number

Bank – The name of the supplier's bank.

Branch – The branch name of the supplier's bank.

Branch Code – The branch number of the supplier's bank

Payment Terms – Current, 30 Days, 60 Days, 90 Days, 120 Days. This is the Payment Terms applicable to this supplier. The default is loaded in *Setup ... Supplier Control ... Defaults*.

Early Payment Terms – The Early Payment Terms. The default is loaded in *Setup ... Supplier Control ... Defaults*

Tax

Tax Type – The Tax Type applicable to this supplier. Tax codes can be setup in *Admin ... Tax Code Maintenance*.

Exclusive or Inclusive - This determines whether the pricing on each line of the invoice will entered Inclusive or Exclusive of VAT.

Document Processing Tab

Controls the printing options available on the system for the supplier for remittance advices, as well as for other supplier documents.

Edit Supplier Details

Account No: XYZ
Name: XYZ Company
Category Code: 01 Existing Supplier
☐ Blocked
Ok Cancel

Document Processing

Documents
Document Printing: Print Document (Invoice / Credit Note / Sales Order / Quotation)

Remittance Printing
Remittance Printing: Print Remittance

Navigation: [Back] [Forward] [Home] [Search]
Actions: Invoice Return / Debit Purchase Order
Add New Delete Enquiry Close

Documents

Document Printing – Default document handling options for this supplier. Print Document, Email Document or Print & Email Document. These settings will apply to Invoices, Credit Notes, Sales Orders and Quotations only.

Remittance Printing

Remittance Printing – Default remittance handling. Print Remittance, Email Remittance, Print and Email Remittance, or Do not Send Remittance.

Balances/Purchases Tab

This screen will show a summary of the purchases and balances for the supplier, per period.

Edit Supplier Details

Account No: XYZ
 Name: XYZ Company
 Category Code: 01 Existing Supplier

☐ Blocked

Ok Cancel

STARK

Contact Details Financial Document Processing **Balances / Purchases** User Defined Purchases Graph

Date Last Purchased:

Period	Purchases This Year	Purchases Last Year	Period	Balances This Year	Balances Last Year
1	R0.00	R0.00	1	R0.00	R0.00
2	R0.00	R0.00	2	R0.00	R0.00
3	R0.00	R0.00	3	R0.00	R0.00
4	R0.00	R0.00	4	R0.00	R0.00
5	R0.00	R0.00	5	R0.00	R0.00
6	R0.00	R0.00	6	R0.00	R0.00
7	R0.00	R0.00	7	R0.00	R0.00
8	R0.00	R0.00	8	R0.00	R0.00
9	R0.00	R0.00	9	R0.00	R0.00
10	R0.00	R0.00	10	R0.00	R0.00
11	R0.00	R0.00	11	R0.00	R0.00
12	R0.00	R0.00	12	R0.00	R0.00
	R0.00	R0.00		R0.00	R0.00

Invoice Return / Debit Purchase Order
 Add New Delete Enquiry Close

Date Last Purchased – The date the last supplier invoice for this supplier was processed.

Period – The accounting period (1 – 12)

Purchases This Year – Total of the purchases for the current year for this accounting period

Purchases Last Year - Total of the purchases for the previous year for this accounting period

Balances This Year – The balance at the period end for this year

Balances Last Year – The balance at the period for the previous year

These 4 analysis columns are totaled for the 12 periods.

User Defined Tab

To allow for flexibility of the system, you are able to add 5 additional pieces of information. The details of these fields can be changed in the Setup module (*Setup ... Suppliers ... Supplier Control*)

Edit Supplier Details

Account No: XYZ
 Name: XYZ Company
 Category Code: 01 Existing Supplier

☐ Blocked

Ok Cancel

Contact Details Financial Document Processing Balances / Purchases User Defined **Purchases Graph**

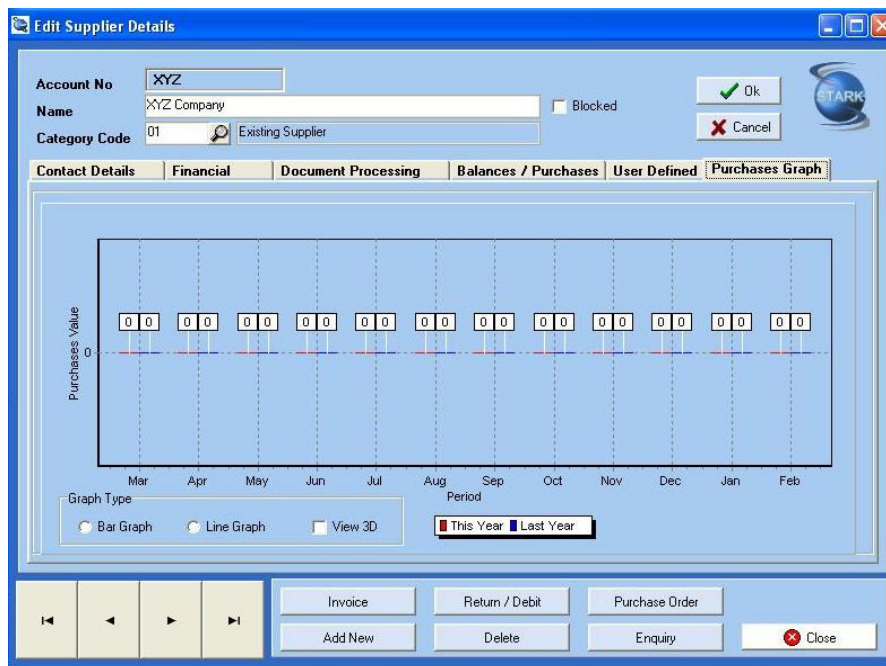
Key icon and input fields

Navigation: Previous, Next, First, Last

Buttons: Invoice, Return / Debit, Purchase Order, Add New, Delete, Enquiry, Close

Purchases Graph Tab

This tab graphically depicts the Purchases volumes of the supplier for the current and previous years. The purchases analysis graph can be a Bar Graph or a Line Graph. In addition, the graph can be viewed in 2D (default) or in 3D by selecting "View 3D".



View/Edit

Similar to loading new suppliers, existing supplier's details can be viewed or edited. Select the Supplier you want to view or edit from the displayed list of Suppliers on the left hand side of the screen. The search for the Supplier you want can be done via Supplier Code or Supplier Name by simply choosing the appropriate

Search option. Once this option is selected, it is possible to further refine the list by entering the first few letters of the Supplier Code or Supplier Name. Navigate to the required Supplier. Select the Supplier by double clicking on the Supplier, or by clicking on the "View/Edit" button. The system will display the details of the selected Supplier. You can then Edit or View all details pertaining to the Supplier similar to the way in which Supplier details were added.

Enquiry

Clicking on this button, opens a drop-down box that allows you to select from Transactions and Purchase Orders.

Transactions

This option enables you to view all the transactions for the selected Supplier.

Purchase Orders

This option will display all loaded Purchase Orders for the selected Supplier. You will then be able to Edit, Delete or Invoice the Purchase Order. The Invoice option allows the Supplier Invoice to be created utilising the details that were captured during the creation of the Purchase Order. The Invoice contents can be altered as required.

Invoice

This option opens the Invoicing screen. Refer to the Supplier Processing section for details pertaining to supplier invoice processing.

Return/Debit Note

This option opens the Return/Debit Note screen. Refer to the Supplier Processing section for details pertaining to Debit Note processing for suppliers

Purchase Order

This option opens the Purchase Order screen. Refer to the Supplier Processing section for details pertaining to the creation of Purchase Orders for suppliers

Processing

The processing facility for Suppliers can be accessed via the Supplier Maintenance option, or via the "Processing" icon.



The following processing options are available :

Invoicing

This option is where all Supplier invoices are processed.

Type	Code	Quantity	Description	Tax	Disc %	Each	Amount
G		1		01	0	R0.00	R0.00

Sub Total	R0.00
Discount	R0.00
Amount Excl Tax	R0.00
Tax	R0.00
TOTAL	R0.00

Account – Select the supplier's account. The supplier name will appear in the display box

Period – The current period that you are working in will be selected. You can change the period for the invoice being processed.

Date – The current system date is automatically selected. You can change the date by selecting an alternate date from the calendar that pops up.

Supplier Reference – A reference field that will print on the supplier invoice. This field is limited to 15 characters.

Due Date – The date the invoice is due and payable is selected. The system defaults to the last date in the current period. You can change the Due Date for this invoice date by selecting an alternative Due Date from the pop-up calendar.

Early Payment Terms – The default Early Payment Term (if setup for this supplier) is auto selected. You can change the Early Payment Term for this invoice by clicking on the icon and selecting an alternative Early Payment Term.

Discount % - The discount percentage applicable to the supplier for this invoice is entered here. If the default Discount percentage has been set up for the supplier, this amount will be automatically selected. You can change the Discount percentage for this invoice by entering a new value.

Type – This field details the invoice line type. The possible values are :

G = G/L Code – A G/L Code will be used for the invoice line

I = Item Code – An Inventory Item Code will be used for the invoice line

R = Remarks – This is not an actual invoice line, but a Remarks line that can be used to add further detail to the preceding invoice line.

Code – The code that must be entered will be determined by the Type value entered above. Clicking on the icon will generate a list of all applicable Codes. Click on the Code you require. Alternatively, if you know the Code, you may enter it directly without going via the search list option.

Quantity – The value entered here is the number of units. The default quantity is 1. Any amount in the range -9999 to 999999 can be entered.

Description – This describes the invoice line entry. If the “G” Type is used, the G/L Code Description will be automatically entered in this field. If the “I” Type is used, the Inventory Description will be automatically entered in this field. Using the “R” Type leaves this field blank and the field becomes the “Remarks” field. The Description can be amended by you as required.

Tax – The Tax Type applicable to this Invoice line is entered here. The default Tax Type for this customer will be selected as the default. You can change the Tax Type by clicking on the entry field. This will bring up a list of all the valid Tax Types loaded. Choose the required Tax Type.

Disc % - The discount percentage applicable to this line of the invoice can be entered. The system defaults to 0.

Each – The price of the item is entered here. The maximum amount that can be entered for each line of the invoice is 9,999,999.99.

Amount – This value is calculated by multiplying the Quantity value by the Each value. This amount is entered by the system and cannot be altered by a user.

Terms – The system displays the current Payment Term settings for the supplier

Credit Limit – The system displays the current Credit Limit for this supplier. The Credit Limit displayed does not include the value of the current invoice being processed.

Balance – The current balance on the suppliers account. The balance does not include the value of the current invoice being processed.

Invoice Message – The invoice-specific message that will be printed on the current invoice only.

Sub Total – This is a system generated value that is the sum of all the invoice lines loaded. This amount includes any discount calculated on the individual invoice line based on the Disc % entered.

Discount – This is a system generated value that calculates the discount applicable on the invoice total (i.e. the Sub Total value). This discount is only calculated if the supplier details have a valid discount percentage. This discount is in addition to the individual invoice line discount.

Amount Excl Tax – This is a system generated value that calculates the total pre-tax amount. This is done by subtracting the discount amount from the Sub-Total.

Tax – The system generates the tax amount based on the Tax Type used for the supplier.

Total – The system generates this amount, which is the sum of the Amount Excl Tax and the Tax amount. The system also displays the current supplier ageings. The ageings displayed do not include the value of the current invoice being processed.

Click OK to finalise the invoice. If the invoice amount, once posted, will result in the credit limit being exceeded. The system will warn you and ask you to confirm that you want to post the invoice.

Return / Debit Note

This option is where all Supplier Returns or Debit Notes are processed.

The screenshot shows the 'Supplier Return' window with the following fields and data:

- Account:** [Empty]
- Period:** 01 - 01/03/2008 - 31/03/2008 - March
- Date:** 01/03/2008
- Supplier Reference:** [Empty]
- Due Date:** 31/03/2008
- Early Payment Terms:** 00
- Discount %:** 0.00

Type	Code	Quantity	Description	Tax	Disc %	Each	Amount
G		1		01	0	R0.00	R0.00

Return / Debit Message: [Empty]

Summary Table:

Sub Total	R0.00
Discount	R0.00
Amount Excl Tax	R0.00
Tax	R0.00
TOTAL	R0.00

Ageing Table:

120 Days +	90 Days	60 Days	30 Days	Current
R0.00	R0.00	R0.00	R0.00	R0.00

Buttons: Ok, Cancel

Account – Select supplier's account. The supplier name will appear in the display box

Period – The current period that you are working in will be selected. You can change the period for the Return/Debit Note being processed.

Date – The current system date is automatically selected. You can change the date by selecting an alternate date from the calendar that pops up.

Supplier Reference – A reference field that will print on the Return/Debit Note. This field is limited to 15 characters.

Due Date – The date the Return/Debit Note is due and payable is selected. The system defaults to the last date in the current period. You can change the Due Date for this Return/Debit Note date by selecting an alternative Due Date from the pop-up calendar.

Early Payment Terms – The default Early Payment Term (if setup for this supplier) is auto selected. You can change the Early Payment Term for this Return/Debit Note by clicking on the icon and selecting an alternative Early Payment Term.

Discount % - The discount percentage applicable to the supplier for this Return/Debit Note is entered here. If the default Discount percentage has been set up for the supplier, this amount will be automatically selected. You can change the Discount percentage for this Return/Debit Note by entering a new value.

Type – This field details the Return/Debit Note line type. The possible values are :
G = G/L Code – A G/L Code will be used for the Return/Debit Note line
I = Item Code – An Inventory Item Code will be used for the Return/Debit Note line
R = Remarks – This is not an actual Return/Debit Note, but a Remarks line that can be used to add further detail to the preceding Return/Debit Note line.

Code – The code that must be entered will be determined by the Type value entered above. Clicking on the icon will generate a list of all applicable Codes. Click on the Code you require. Alternatively, if you know the Code, you may enter it directly without going via the search list option.

Quantity – The value entered here is the number of units. The default quantity is 1. Any amount in the range -9999 to 999999 can be entered.

Description – This describes the Return/Debit Note line entry. If the “G” Type is used, the G/L Code Description will be automatically entered in this field. If the “I” Type is used, the Inventory Description will be automatically entered in this field. Using the “R” Type leaves this field blank and the field becomes the “Remarks” field. The Description can be amended by you as required.

Tax – The Tax Type applicable to this Return/Debit Note line is entered here. The default Tax Type for this customer will be selected as the default. You can change the Tax Type by clicking on the entry field. This will bring up a list of all the valid Tax Types loaded. Choose the required Tax Type.

Disc % - The discount percentage applicable to this line of the Return/Debit Note can be entered. The system defaults to 0.

Each – The price of the item is entered here. The maximum amount that can be entered for each line of the Return/Debit Note is 9,999,999.99.

Amount – This value is calculated by multiplying the Quantity value by the Each value. This amount is entered by the system and cannot be altered by a user.

Terms – The system displays the current Payment Term settings for the supplier

Credit Limit – The system displays the current Credit Limit for this supplier. The Credit Limit displayed does not include the value of the current Return/Debit Note being processed.

Balance – The current balance on the suppliers account. The balance does not include the value of the current Return/Debit Note being processed.

Return / Debit Message – The Return/Debit Note-specific message that will be printed on the current Return/Debit Note only.

Sub Total – This is a system generated value that is the sum of all the Return/Debit Note lines loaded. This amount includes any discount calculated on the individual Return/Debit Note line based on the Disc % entered.

Discount – This is a system generated value that calculates the discount applicable on the Return/Debit Note total (i.e. the Sub Total value). This discount is only calculated if the supplier details have a valid discount percentage. This discount is in addition to the individual Return/Debit Note line discount.

Amount Excl Tax – This is a system generated value that calculates the total pre-tax amount. This is done by subtracting the discount amount from the Sub-Total.

Tax – The system generates the tax amount based on the Tax Type used for the supplier.

Total – The system generates this amount, which is the sum of the Amount Excl Tax and the Tax amount. The system also displays the current supplier ageings. The ageings displayed do not include the value of the current Return/Debit Note being processed.

Click OK to finalise the Return/Debit Note. If the Return/Debit Note amount, once posted, will result in the credit limit being exceeded. The system will warn you and ask you to confirm that you want to post the Return/Debit Note.

Purchase Order

Create a Purchase Order for the Supplier.

Purchase Order

Account

Period

Date

Supplier Reference

Delivery Date

Early Payment Terms Discount %

Type	Code	Quantity	Description	Tax	Disc %	Each	Amount
G		1		01	0	R0.00	R0.00

Terms Credit Limit Balance

Purchase Order Message

120 Days +	90 Days	60 Days	30 Days	Current	
R0.00	R0.00	R0.00	R0.00	R0.00	

Sub Total	R0.00
Discount	R0.00
Amount Excl Tax	R0.00
Tax	R0.00
TOTAL	R0.00

Account – Select the supplier's account. The supplier name will appear in the display box

Period – The current period that you are working in will be selected. You can change the period for the purchase order being printed.

Date – The current system date is automatically selected. You can change the date by selecting an alternate date from the calendar that pops up.

Supplier Reference – A reference field that will print on the purchase order. This field is limited to 15 characters.

Delivery Date – The date on which the goods/services on the purchase order must be supplied. The system defaults to the current system date. You can change the Delivery Date for this purchase order by selecting an alternative Delivery Date from the pop-up calendar.

Early Payment Terms – The default Early Payment Term (if setup for this supplier) is automatically selected. You can change the Early Payment Term for this purchase order by clicking on the icon and selecting an alternative Early Payment Term.

Discount % - The discount percentage applicable to the supplier for this purchase order is entered here. If the default Discount percentage has been set up for this customer, this amount will be automatically selected. You can change the Discount percentage for this purchase order by entering a new value.

Type – This field details the purchase order line type. The possible values are :

- G = G/L Code – A G/L Code will be used for the purchase order line
- I = Item Code – An Inventory Item Code will be used for the purchase order line
- R = Remarks – This is not an actual purchase order line, but a Remarks line that can be used to add further detail to the preceding purchase order line.

Code – The code that must be entered will be determined by the Type value entered above. Clicking on the icon will generate a list of all applicable Codes. Click on the Code you require. Alternatively, if you know the Code, you may enter it directly without going via the search list option.

Quantity – The value entered here is the number of units. The default quantity is 1. Any amount in the range -9999 to 999999 can be entered.

Description – This describes the purchase order line entry. If the “G” Type is used, the G/L Code Description will be automatically entered in this field. If the “I” Type is used, the Inventory Description will be automatically entered in this field. Using the “R” Type leaves this field blank and the field becomes the “Remarks” field. The Description can be amended by you as required.

Tax – The Tax Type applicable to this purchase order line is entered here. The default Tax Type for this supplier will be selected as the default. You can change the Tax Type by clicking on the entry field. This will bring up a list of all the valid Tax Types loaded. Choose the required Tax Type.

Disc % - The discount percentage applicable to this line of the purchase order can be entered. The system defaults to 0.

Each – The price of the item is entered here. The maximum amount that can be entered for each line of the purchase order is 9,999,999.99.

Amount – This value is calculated by multiplying the Quantity value by the Each value. This amount is entered by the system and cannot be altered by a user.

Terms – The system displays the current Payment Term settings for the supplier

Credit Limit – The system displays the current Credit Limit for the supplier. The Credit Limit displayed does not include the value of the current purchase order being processed.

Balance – The current supplier balance. The balance does not include the value of the current purchase order being processed.

Purchase Order Message – The purchase order-specific message that will be printed on the current purchase order only.

Sub Total – This is a system generated value that is the sum of all the purchase orders loaded. This amount includes any discount calculated on the individual purchase order line based on the Disc % entered.

Discount – This is a system generated value that calculates the discount applicable on the purchase order total (i.e. the Sub Total value). This discount is only calculated if the supplier details have a valid discount percentage. This discount is in addition to the individual purchase order line discount.

Amount Excl Tax – This is a system generated value that calculates the total pre-tax amount. This is done by subtracting the discount amount from the Sub-Total.

Tax – The system generates the tax amount based on the Tax Type used for the supplier.

Total – The system generates this amount, which is the sum of the Amount Excl Tax and the Tax amount. The system also displays the current supplier ageings. The ageings displayed do not include the value of the current purchase order being processed.

Click OK to finalise the purchase order.

The stored purchase order can be converted into an invoice without having to re-capture all the information from the purchase order. *Suppliers ... Supplier Maintenance ... Enquiry ... Purchase Order*

Select the purchase order that matches the supplier invoice you have received from the supplier.

Click “Invoice”

Click OK to finalise the invoice. If the invoice amount, once posted, will result in the credit limit being exceeded. The system will warn you and ask you to confirm that you want to post the invoice.

Batch Processing Options

For all supplier payments and journals, the following action tabs are available at the bottom of the data entry screen :

Options

Batch Setting

This Year or **Last Year** – Select the default Year for the batch

Tax Type – Select the default tax type for the batch

Exclusive or **Inclusive** – Set the default action as to whether the Inclusive or Exclusive batch amount will be entered

Consolidate Bank – One Transaction per Batch – Consolidate the individual cash receipts into 1 transaction for the entire batch

Repeat Account No – The same account number is retained from one line of the batch to the next.

Repeat Description – The same description is retained from one line of the batch to the next.

Copy Recurring Batch

This option will create a new batch from the stored recurring batch. The system will prompt you for details that will be used when copying the recurring batch and creating a current batch.

Period – The accounting period in which the new batch must be set up.

Month – This value, together with the Year value, will be used to create the batch transaction date for each transaction. The day value will be collected from the data stored in the recurring batch.

Year - This value, together with the Month value, will be used to create the batch transaction date for each transaction. The day value will be collected from the data stored in the recurring batch.

Reference – The reference to be used for the new batch that will be created from the recurring batch data.

Description - The description to be used for the new batch that will be created from the recurring batch. Click "Copy Recurring Batch" to create the new batch, or "Cancel" to abort the copy process.

Update Batch

This option will post the batch and print the details of the posted batch.

Print Batch

This option will print the batch before that it is posted.

Delete Line

The selected line will be deleted if this option is clicked.

Delete Batch

The entire batch will be deleted if this option is clicked.

Payments

Process Cash Book Payments to a Supplier
Refer to the Payments processing in the G/L Processing.

New Campany
Process Cash Book Payments

Select Cash Book: 01 - 8400/000 - Bank Batch Type: Normal Batch Entry

Period	Date	Type	Account No	R	Reference	Description	Tax	Exclusive	Inclusive
01	31/03/2008	S					00	R0.00	R0.00

Batch Total: R0.00

Options Update Batch Print Batch Delete Line Delete Batch Close

Journals

Capture journals for a Supplier

Period	Date	Account No	Reference	Description	DC	Tax	Exclusive	Inclusive	Contra
01	31/03/2008				C	00	R0.00	R0.00	9990/000

Entry Type – Select the Entry Type into which you intend processing the journal transactions. The default entry type is 12 – Purchases. The list of Entry Types are maintained in *Setup ... Entry Types*

Batch Type – Normal Batch Entry or Recurring Batch Entry

Normal Batch Entry – These are the normal batches which are posted for the chosen Entry Type.

Recurring Batch Entry – This is a batch into which transactions that occur often can be stored. This batch is then used to generate a Normal Batch for the chosen Entry Type, thereby reducing the amount of data capture.

Period – Period in which the chosen Entry Type Journal Entries are to be processed

Date – Date on which. the chosen Entry Type Journal Entries are to be processed

Account No – The account number of the supplier into which the chosen Entry Type Journal Entry is to be processed.

Reference – 10 digit journal entry reference

Description – 35 digit description field. If the Transaction Description (*Admin ... Description Maintenance*) have been defined, these can be selected from the drop down list. Alternatively, you can enter a description of your choice.

DC – The journal entry transaction can be either a Debit (D) or a (C)redit.

Tax – The Tax Code applicable for this journal entry. The list of valid Tax Codes will be displayed in a drop down box.

Exclusive – The journal entry transaction amount excluding Tax. The system will prompt you to enter this amount if your batch settings are set to Exclusive. In this case, the Inclusive amount will be calculated by the system and automatically displayed.

Inclusive – The journal entry transaction amount including Tax. The system will prompt you to enter this amount if your batch settings are set to Inclusive. In this case, the Exclusive amount will be calculated by the system and automatically displayed.

Contra – The contra account is the associated account that will complete the double entry transaction. If the DC field is set to “D”, the amount of the journal entry will be credited to the contra account. Similarly, if the DC field is set to “C”, the amount of the journal entry will be debited to the contra account.

Batch Total - The cumulative batch total is incremented after each new journal entry transaction is complete and represents the Journal Entry Batch Total for the current batch.

Reports

The following Supplier module reports are available :

Age Analysis

The screenshot shows the 'Supplier Age Analysis' dialog box. It has a title bar with 'New Company' and 'Supplier Age Analysis'. The 'File' menu is open, showing 'Customers'. The dialog contains the following fields and options:

- This Year:** ☒
- Period:** 01 - 01/03/2008 - 31/03/2008 - March
- Sequence:** Account Number
- Start:** XYZ
- End:** XYZ
- Print Name:** ☐
- Print Contact Details:** ☐
- Terms:** Current and Over
- Amount Range:** Both Debits/Credits
- Print Zero Balances:** ☐
- Blocked/Unblocked:** Both

At the bottom, there are 'Ok' and 'Close' buttons, and the 'Xtreme Accounting' logo.

Supplier Details

The screenshot shows the 'Supplier Details Report' dialog box. It has a title bar with 'New Company' and 'Supplier Details Report'. The 'File' menu is open, showing 'Customers', 'Suppliers', 'Inventory', 'General Ledger', 'Administration', 'Setup', and 'Help'. The dialog contains the following fields and options:

- Sequence:** Account Number
- Start:** XYZ
- End:** XYZ
- Show Supplier Contacts:** ☒

At the bottom, there are 'Ok' and 'Close' buttons, and the 'Xtreme Accounting' logo. Below the dialog, there is a grid of buttons for various reports:

Supplier Details	Overdue Supplier Report	Outstanding Purchase Orders Summary
Account Balances	Detailed Ledger	Outstanding Purchase Orders Detail
Remittances	Detailed Ledger By Entry Type	Print Documents

Account Balances

New Company

File Customers Suppliers Inventory General Ledger Administration Setup Help

Supplier Account Balances Report

Period Start: 01 - 01/03/2008 - 31/03/2008 - March

Period End: 01 - 01/03/2008 - 31/03/2008 - March

Sequence: Account Number

Start: XYZ

End: XYZ

Print Zero Balances: ☐

Ok Close

Xtreme Accounting

Supplier Details Overdue Supplier Report Outstanding Purchase Orders Summary

Account Balances Detailed Ledger Outstanding Purchase Orders Detail

Remittances Detailed Ledger By Entry Type Print Documents

Remittance

New Company

File Customers Suppliers Inventory General Ledger Administration Setup Help

Supplier Remittances

Remittance Date: 01/04/2009

Sequence: Account Number

Start: XYZ

End: XYZ

This Year: ☒

Period Start: 01 - 01/03/2008 - 31/03/2008 - March

Period End: 01 - 01/03/2008 - 31/03/2008 - March

Terms: Current and Over

Amount Range: Both Debits/Credits

Print Zero Balances: ☐

Blocked/Unblocked: Both

Ok Close

Xtreme Accounting

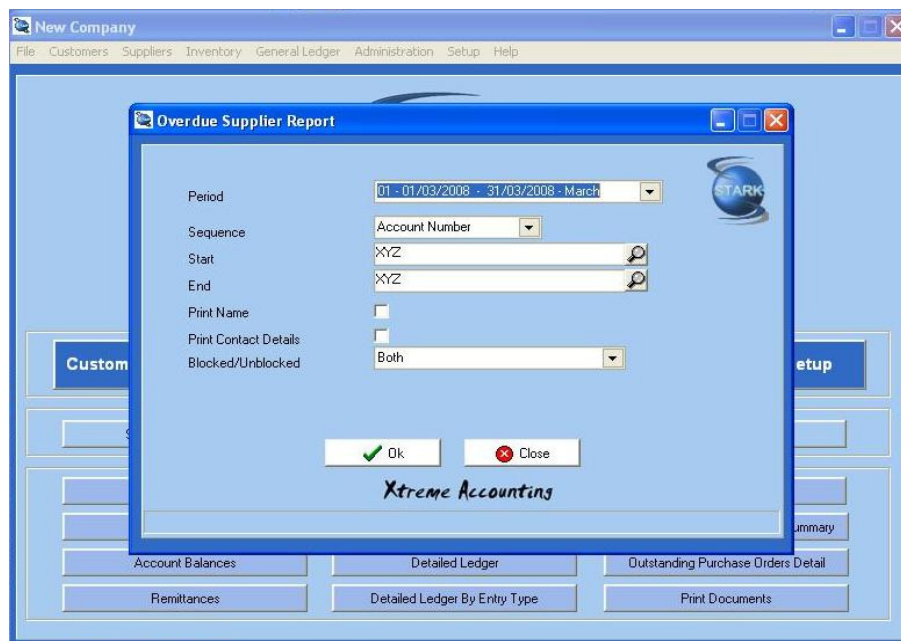
Custom Setup

Summary Detail

Invoices Due Report



Overdue Supplier Report



Detailed Ledger



Detailed Ledger by Entry Type



Purchases Journal

New Company

File Customers Suppliers Inventory General Ledger Administration Setup Help

Purchases Journal

Starting Account No: XYZ

Ending Account No: XYZ

Starting Document No: 00000000

Ending Document No: ZZZZZZ

Date Start: 01/04/2009

Date End: 01/04/2009

Show Details: ☒

Invoices only: ☐

Ok Close

Xtreme Accounting

Customer Suppliers Summary Account balances Detailed Ledger Outstanding Purchase Orders Detail Remittances Detailed Ledger By Entry Type Print Documents

Outstanding Purchase Orders Summary

New Company

File Customers Suppliers Inventory General Ledger Administration Setup Help

Outstanding Purchase Orders

Starting Supplier: XYZ

Ending Supplier: XYZ

Starting Document: 00000000

Ending Document: 99999999

Start Delivery/Expiry Date: 01/04/2009

End Delivery/Expiry Date: 01/04/2009

New Page for Each Supplier: ☐

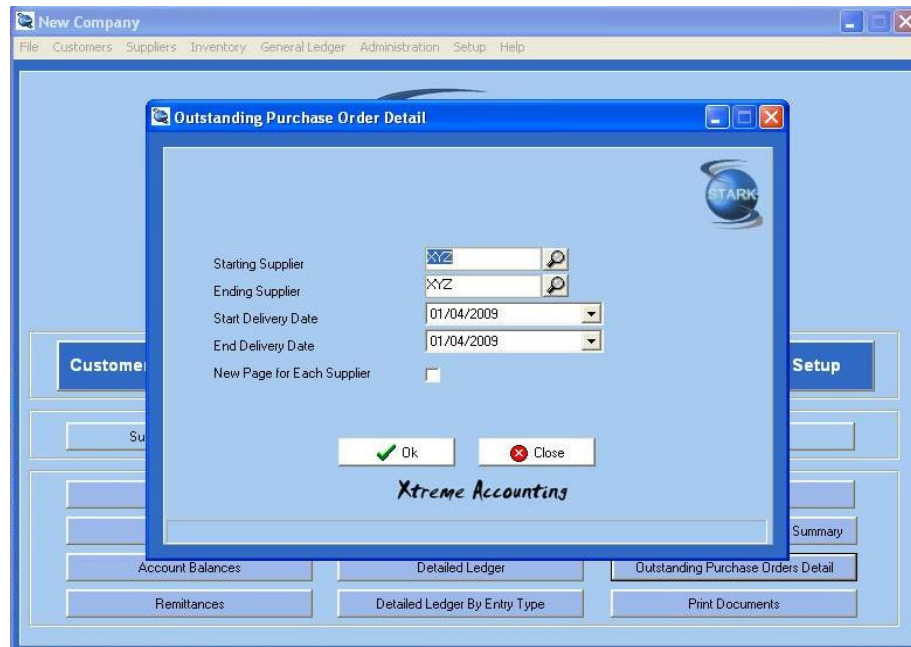
Order By: Supplier, Date

Ok Close

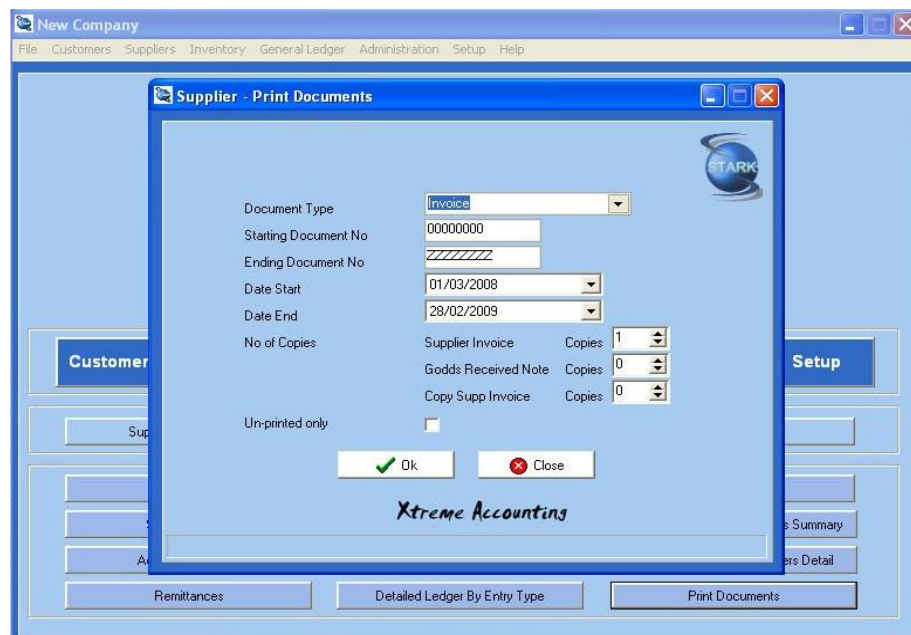
Xtreme Accounting

Customer Suppliers Summary Account balances Detailed Ledger Outstanding Purchase Orders Detail Remittances Detailed Ledger By Entry Type Print Documents

Outstanding Purchase Orders Detail



Print Documents



Chapter 7 - Inventory Module

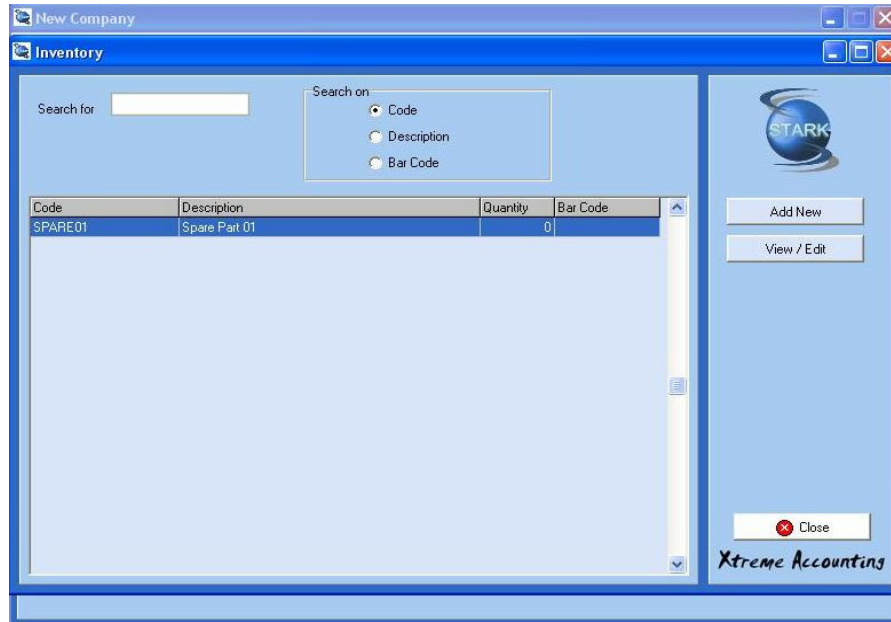
Inventory Maintenance

Clicking on the “Inventory Maintenance” tab, will open the main inventory screen. From this screen, you can add, view or edit inventory.



The list of existing inventory codes will be shown on the left hand side. This list can be navigated by simply scrolling up and down the list. The order of this list can be changed to Code, Description or Bar Code by selecting the order you require (Search On). In addition, the inventory list can be refined by adding a search criteria (i.e. first few letters of the inventory item's code, first few letters of the description, or the first few numbers of the item's bar code).

To select an entry, navigate to the required inventory item and double click on that entry. The existing details screen will appear.



Add New Inventory Item

Enter the unique inventory item code.

Press enter. System will add the entered inventory code to the database and check that the inventory code is unique to avoid duplication.

The various inventory item's details are now added utilising the Tabs detailed below.

Click OK to save the details you have loaded, or Cancel to exit without saving the changes. Please note that clicking Close will have the same effect as clicking Cancel.

Enter the description of the inventory item and then click OK.

Details Tab

Inventory Category – The Category type for this inventory item can be selected by clicking on the icon and selecting the required Category. Maintenance of these Inventory Categories can be performed using *Setup ... Inventory Categories*

Bar Code – The 15 digit bar code that will uniquely identify the Inventory item.

Bin Number – The 15 digit Bin number where the Inventory item will be stored.

Unit – The 9 digit field to describe the unit of measure for this Inventory item. Examples are “Each”, “Metre”, etc

Tax Types

Purchases – The default tax type for the Purchases entries involving Inventory items. The default is 01. The Tax Types for the Company are defined using *Admin ... Tax Code Maintenance*

Sales - The default tax type for the Sales entries involving Inventory items. The default is 01. The Tax Types for the Company are defined using *Admin ... Tax Code Maintenance*

Processing Options

Fixed Description/Cost – Select this option for the Inventory item if the description and cost are to remain fixed, and not allow it to be altered when processing the invoice.

Change While Invoicing – Select this option for the Inventory item if you want the description and cost to be editable when processing the invoice.

Physical Item – This option identifies the Inventory item as a physical item. When using this option, the stock on hand quantity will be updated each time the Code is used during Invoicing (Customer and Supplier)

Service Item – This option identifies the Inventory item as a service item, and not a physical Inventory item. When using this item, the stock on hand quantity is not updated.

Cost Prices

Average Cost – The Average Cost of the items loaded thus far. This is a system generated field that cannot be edited.

Last Cost – The most recent cost of the item.

Prices Tab

This tab enables you to load the Exclusive and Inclusive prices of the Inventory Item. The system allows you to create 10 different price lists (Price List 1 to Price List 10). In addition, you can enter a “Special Price” to be used during a promotion of the Inventory item.

Description – This is the name Price List defined in the *Setup ... Inventory ... Prices*.

Exclusive – The selling price (excluding tax) for the Inventory item for the selected Price List. On entering the Exclusive amount, the system will automatically calculate and enter the Inclusive amount, based on the ruling tax rate.

Inclusive – The selling price (including tax) for the Inventory item for the selected Price List. On entering the Inclusive amount, the system will automatically calculate and enter the Exclusive amount, based on the ruling tax rate. This will happen even if an Exclusive amount was previously entered.

GP% - This percentage is the Gross Profit percentage based on the Selling price entered, and the cost price entered on the Details tab. This value is calculated by the system for you.

GP Amount – This is the Gross Profit amount that is calculated on the Exclusive amount using the calculated Gross Profit percentage. This amount is calculated by the system for you.

Special Prices

Exclusive – The “Special” price of the Inventory item excluding tax. Enter the amount, and the system will automatically calculate the Inclusive price.

Inclusive - The “Special” price of the Inventory item including tax. Even if you have entered the Exclusive amount, by entering the Inclusive amount, the system will calculate the Exclusive amount, and amend your input accordingly.

Applies From – This field will only be displayed once a non-zero Special price has been entered. This field allows you to control the date from which the Special pricing will apply. The system will default to the current date, but by clicking on the icon, any date can be selected from the pop-up calendar.

Applies Until - This field will only be displayed once a non-zero Special price has been entered. This field allows you to control the date on which the Special pricing will no longer apply. . The system will default to the current date, but by clicking on the icon, any date can be selected from the pop-up calendar.

Description	Exclusive	Inclusive	GP	GP Amount
Price List 1	0.00	0.00	0.00	0.00
Price List 2	0.00	0.00	0.00	0.00
Price List 3	0.00	0.00	0.00	0.00
Price List 4	0.00	0.00	0.00	0.00
Price List 5	0.00	0.00	0.00	0.00
Price List 6	0.00	0.00	0.00	0.00
Price List 7	0.00	0.00	0.00	0.00
Price List 8	0.00	0.00	0.00	0.00
Price List 9	0.00	0.00	0.00	0.00
Price List 10	0.00	0.00	0.00	0.00

Reorder Tab

This tab controls all the information pertinent to re-ordering process.

Recommended Supplier Details

Account Code – Enter the preferred Supplier Code, or click on the icon and select the supplier.

Inventory Code – 45 characters long inventory code.

Re-order Level

Minimum – The minimum number of Inventory items that are held in stock. When Inventory levels drop below this amount, the Inventory item will appear on a Reorder List.

Maximum – The maximum Inventory levels that can be held of this Inventory item. This value is used to determine the re-order quantity.

Current Quantities

Available – This system field shows how many Inventory items are on hand.

On Sales Order - This system field shows how many Inventory items have been removed from the Available quantity with the creation of a Sales Order.

On Purchase Order - This system field shows how many Inventory items have not been added to the Available quantity with the creation of a Purchase Order.

Edit Inventory Details

Code: SPARE01
Description: Spare Part 01 ☐ Blocked

OK Cancel

Details Prices Reorder Activity GL Codes User Defined Sales Comparison Picture

Recommended Supplier Details

Account Code:
Inventory Code:

Re-order Level

Minimum: 0.00 Maximum: 0.00

Current Quantities

Available	0.00
On Sales Order	0.00
On Purchase Order	0.00

Navigation buttons: [Back] [Forward] [Add New] [Delete] [Close]

Activity Tab

This tab is an enquiry screen that gives you a snapshot of the movement of the Inventory item. This is detailed by accounting period together with totals for the year.

Date Last Invoiced – The date of the last invoice that affected the Inventory levels of the Inventory item.

Date Last Purchased – The date the last purchase of this Inventory item was made.

Period – The accounting period

Purchases Quantity – The quantity of Inventory items purchased in the accounting period

Adjust Quantity – The adjustments made to the Inventory levels of the Inventory item for the accounting period

Sales Quantity - The quantity of Inventory items sold in the accounting period

Quantity On Hand – The Inventory levels at the end of the accounting period.

Sales Value – The invoiced value of the Inventory items sold during the accounting period.

Average Cost – The averaged cost of the Inventory Items for the accounting period.

Edit Inventory Details

Code: ☐ Blocked

Description:

Ok Cancel

Details Prices Reorder Activity **GL Codes** User Defined Sales Comparison Picture

Date Last Invoiced: Date Last Purchased:

Period	Purchases Quantity	Adjust Quantity	Sales Quantity	Quantity On Hand	Sales Value	Average Cost
Opening Balance		0.00		0.00		
1	0.00	0.00	0.00	0.00	R 0.00	R 0.00
2	0.00	0.00	0.00	0.00	R 0.00	R 0.00
3	0.00	0.00	0.00	0.00	R 0.00	R 0.00
4	0.00	0.00	0.00	0.00	R 0.00	R 0.00
5	0.00	0.00	0.00	0.00	R 0.00	R 0.00
6	0.00	0.00	0.00	0.00	R 0.00	R 0.00
7	0.00	0.00	0.00	0.00	R 0.00	R 0.00
8	0.00	0.00	0.00	0.00	R 0.00	R 0.00
9	0.00	0.00	0.00	0.00	R 0.00	R 0.00
10	0.00	0.00	0.00	0.00	R 0.00	R 0.00
11	0.00	0.00	0.00	0.00	R 0.00	R 0.00
12	0.00	0.00	0.00	0.00	R 0.00	R 0.00
Totals	0.00	0.00	0.00	0.00	R 0.00	

Navigation: < << >> > Add New Delete Close

GL Codes Tab

This tab sets up the default GL codes that the system will use for this Inventory Code. The default values are pre-defined in the *Setup ... Company Parameters ... GL Settings* option.

Sales Code (Default = 1000/000)
 Cost Of Sales (Default = 2000/000)
 Inventory Control (Default = 7700/000)
 Inventory Adjustment (Default = 2100/000)
 Count Variance (Default = 2150/000)
 Purchase Variance (Default = 2200/000)

Edit Inventory Details

Code: ☐ Blocked

Description:

Ok Cancel

Details Prices Reorder Activity **GL Codes** User Defined Sales Comparison Picture

Sales Code	<input type="text" value="1000/000"/>	
Cost Of Sales	<input type="text" value="2000/000"/>	
Inventory Control	<input type="text" value="7700/000"/>	
Inventory Adjustment	<input type="text" value="2100/000"/>	
Count Variance	<input type="text" value="2150/000"/>	
Purchase Variance	<input type="text" value="2200/000"/>	

Navigation: < << >> > Add New Delete Close

User Defined Tab

To allow for flexibility of the system, you are able to add 5 additional pieces of information. The details of these fields can be changed in the Setup module (*Setup ... Inventory ... Inventory Control*)

The screenshot shows a software window titled "Edit Inventory Details". At the top, there are fields for "Code" (containing "SPARE01") and "Description" (containing "Spare Part 01"). To the right of the description is a "Blocked" checkbox. Below these fields are "Ok" and "Cancel" buttons. A tabbed interface is present with tabs for "Details", "Prices", "Reorder", "Activity", "GL Codes", "User Defined" (which is selected), "Sales Comparison", and "Picture". The "User Defined" tab contains a large rectangular area with a small icon on the left and five horizontal input fields on the right. At the bottom of the window, there are navigation buttons (back, forward, etc.), "Add New" and "Delete" buttons, and a "Close" button.

Sales Comparisons Tab

This tab is an Inventory Enquiry screen that details the Sales Quantities and Sales Values for both This Year as well as Last Year, by Accounting period (1 to 12). All 4 data columns are totaled for the entire year.

Period - The accounting period

Sales Quantities This Year – The number of Inventory items sold this year for the accounting period

Sales Quantities Last Year – The number of Inventory items sold last year for the accounting period

Sales Values This Year – The monetary value of the Inventory items sold this year for the accounting period.

Sales Values Last Year – The monetary value of the Inventory items sold last year for the accounting period.

Code: SPARE01
Description: Spare Part 01

Blocked: ☐

Ok Cancel

Details Prices Reorder Activity GL Codes User Defined Sales Comparison Picture

Period	Sales Quantities		Sales Values	
	This Year	Last Year	This Year	Last Year
1	0.00	0.00	R 0.00	R 0.00
2	0.00	0.00	R 0.00	R 0.00
3	0.00	0.00	R 0.00	R 0.00
4	0.00	0.00	R 0.00	R 0.00
5	0.00	0.00	R 0.00	R 0.00
6	0.00	0.00	R 0.00	R 0.00
7	0.00	0.00	R 0.00	R 0.00
8	0.00	0.00	R 0.00	R 0.00
9	0.00	0.00	R 0.00	R 0.00
10	0.00	0.00	R 0.00	R 0.00
11	0.00	0.00	R 0.00	R 0.00
12	0.00	0.00	R 0.00	R 0.00
Totals	0.00	0.00	R 0.00	R 0.00

Add New Delete Close

Picture Tab

To further help you with identification of the inventory item, this tab allows you to store a picture of the stock item.

File Name – The filename and location of the file that contains the picture of the Inventory item.

To add a picture, click on “Select File”, and navigate to the picture you require.

To delete the existing picture, click “Delete File”

Code: SPARE01
Description: Spare Part 01

Blocked: ☐

Ok Cancel

Details Prices Reorder Activity GL Codes User Defined Sales Comparison Picture

File Name

Select File Delete File

Add New Delete Close

View/Edit

Similar to loading new Inventory items, existing Inventory details can be viewed or edited. Select the Inventory item you want to view or edit from the displayed list on the left hand side of the screen. The search for the Inventory item you want can be done via Inventory Code, Description or Bar Code by simply choosing the appropriate Search option. Once this option is selected, it is possible to further refine the list by entering the first few letters of the Inventory Code or Description, or the first few numbers of the Bar Code. Navigate to the required Inventory item. Select by double clicking on the Inventory item, or by clicking on the "View/Edit" button. The system will display the details of the selected Inventory item. You can then Edit or View all details pertaining to the Inventory Item similar to the way in which Inventory item details were added.

Processing

Inventory Journals

Journal Entries affecting Inventory can be processed from this menu option.

Period – The accounting period in which the transaction will take place

Date – The transaction date. The system defaults to the last date in the accounting period. This date can be changed by entering a new date, or clicking on the icon and selecting a new date from the pop-up calendar. This date must fall within the date range of the period selected.

Code – Enter the Inventory code, or click on the icon and select the Inventory Code from the list.

Description – The description as stored for the Inventory item, will be entered for you. The description can be changed by clicking on the description and entering the description you want.

Reference – Enter the Inventory Journal reference you want to use.

In – Enter the number of Inventory items to be added to the Inventory level. If you enter a value here, the system will not allow you to enter an "Out" value.

Out – Enter the number of Inventory items to be removed from the Inventory level. You will only be able to enter a value here, if you left the "In" value as zero.

Avg Cost – The average cost of the item is displayed. This is a system value and cannot be amended.

New Cost – Enter the cost of the Inventory item to be used in this journal transaction.

GL Code – The G/L Code of the G/L account that will be affected by this journal adjustment. The system defaults to 2100/000 as this is the default Inventory Adjustment account.

Batch Total – The monetary value of the Inventory Journals loaded.

Period 01 - 01/03/2009 - 31/03/2009 - March ☐ Last Year

Date	Code	Description	Reference	In	Out	Avg Cost	New Cost	GL Code
31/03/2009				0	0	0	R 0.00	

Batch Total R 0.00

Settings Update Batch Print Batch Delete Line Delete Batch Close

Update Batch

Post the Inventory Journal batch

Print Batch

Print the Inventory Journal Batch

Delete Line

Select a line of the batch by clicking on it. Clicking on "Delete Line" will delete the selected line.

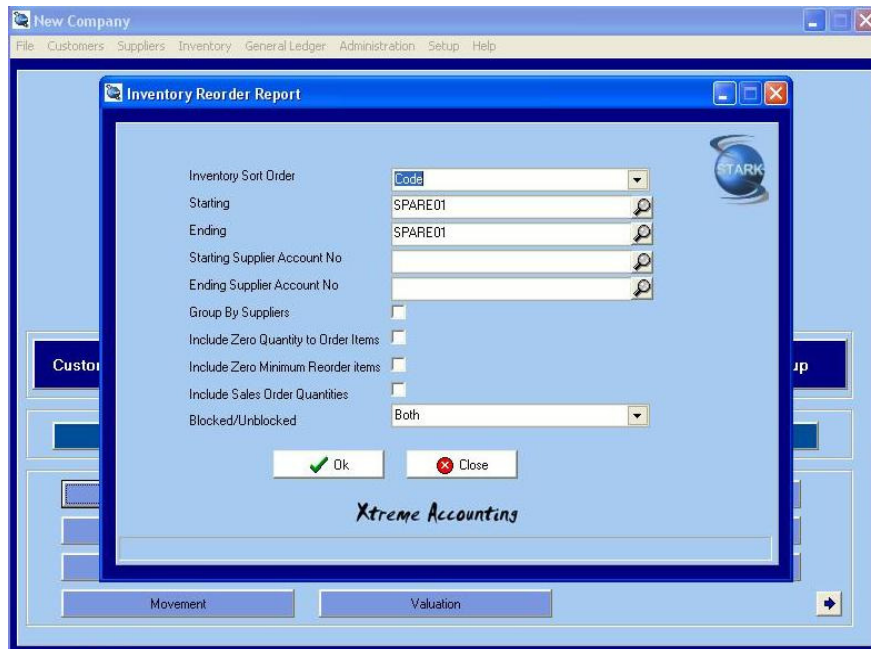
Delete Batch

Selecting this option will delete the entire batch.

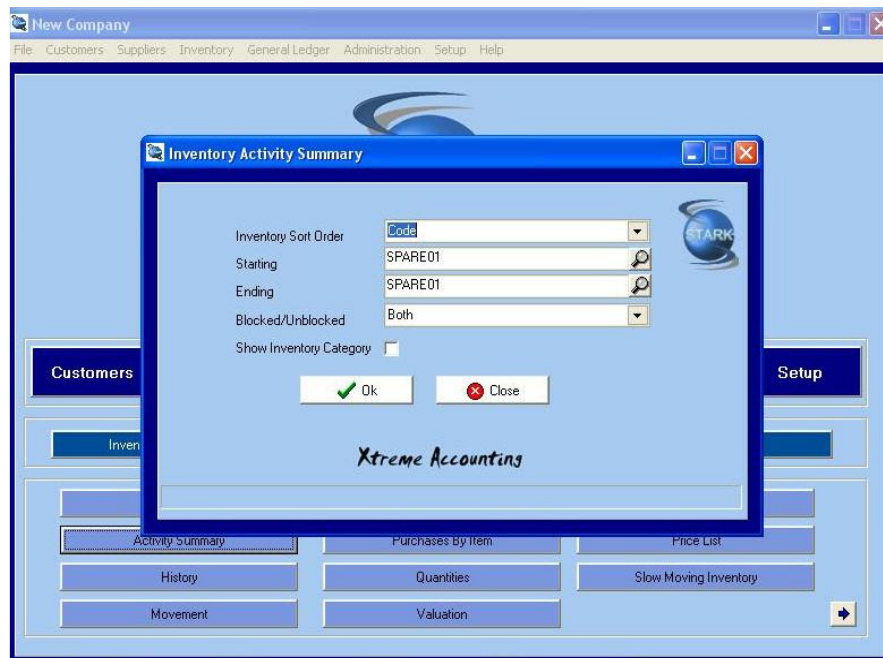
Reports

The following Inventory module reports are available :

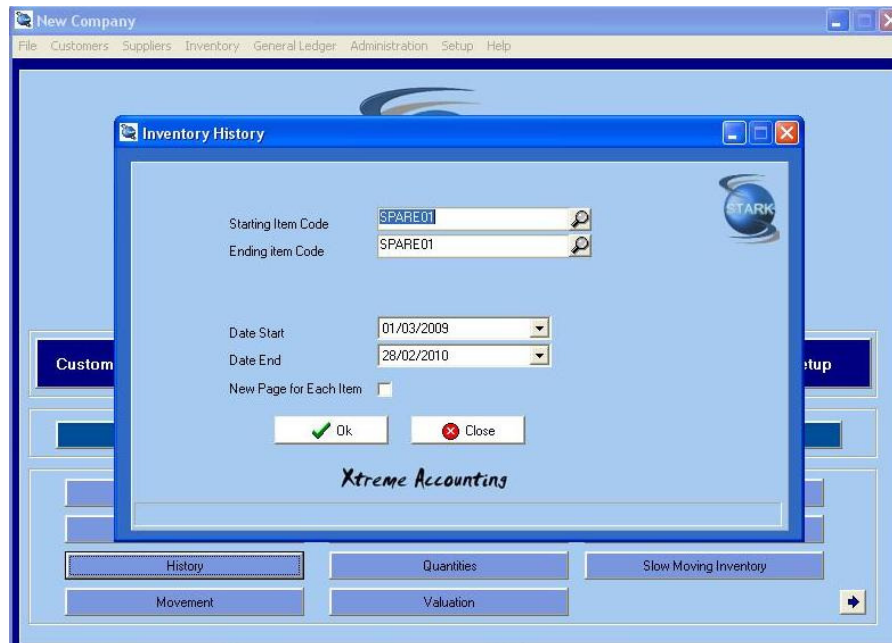
Re-Order



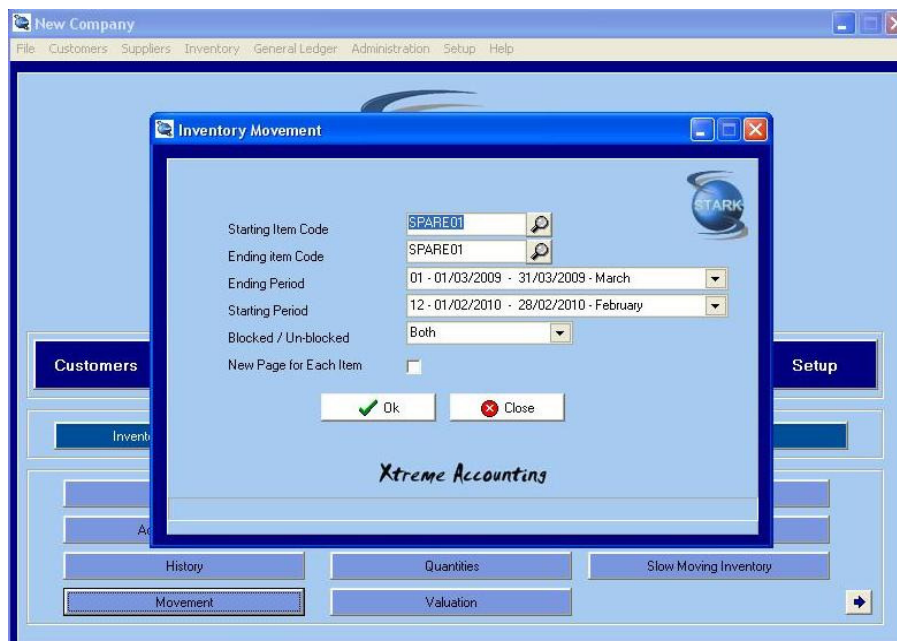
Activity Summary



History



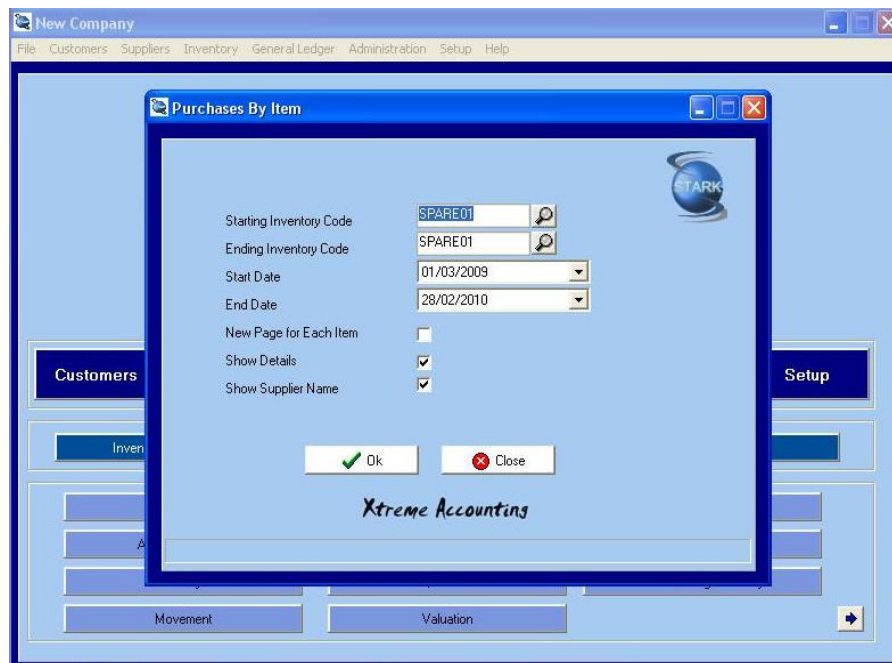
Inventory Movement



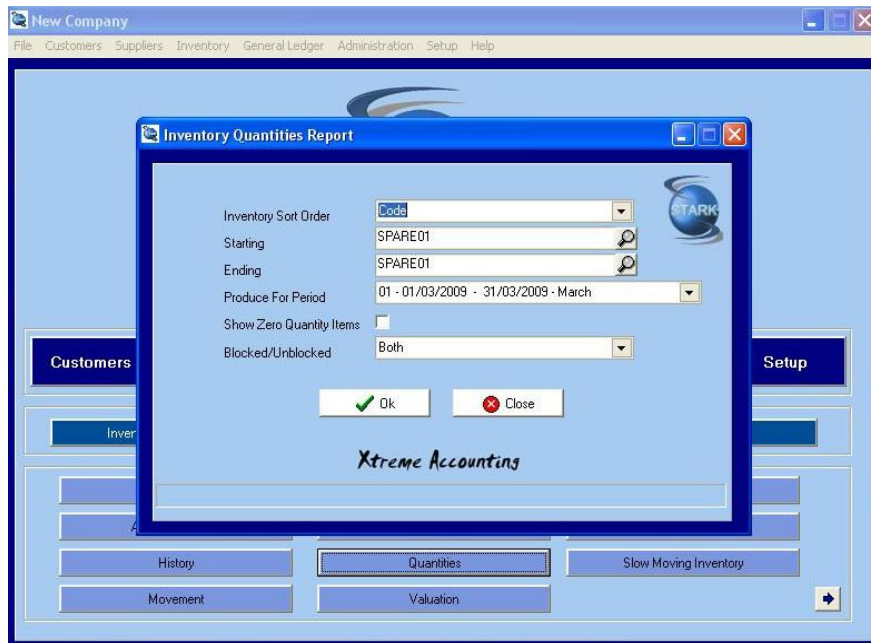
Sales By Item



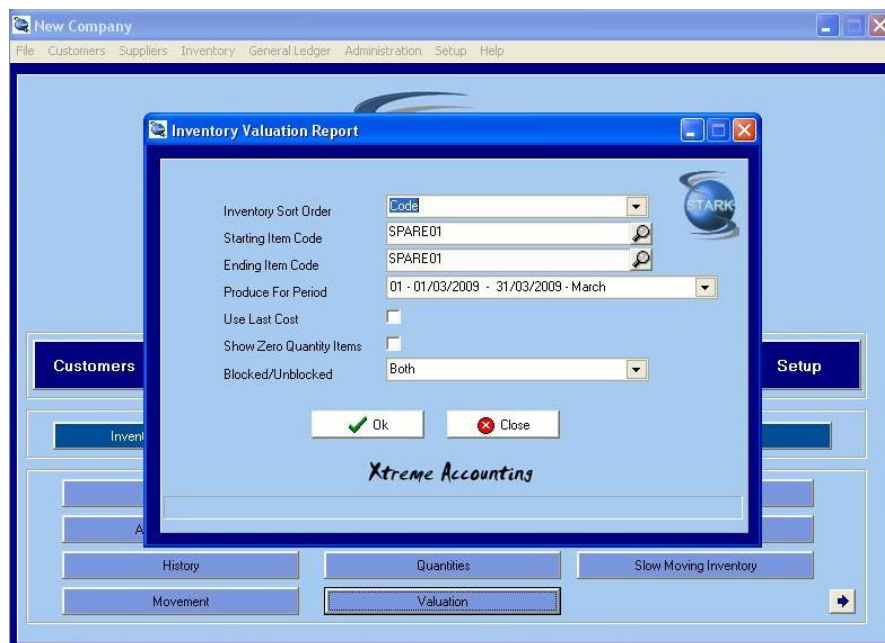
Purchases By Item



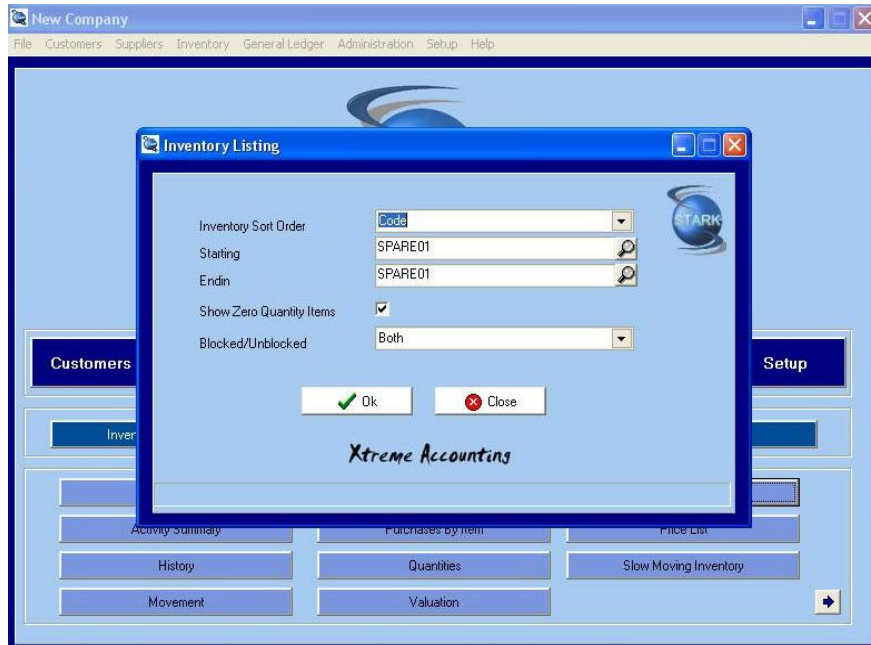
Quantities



Valuation



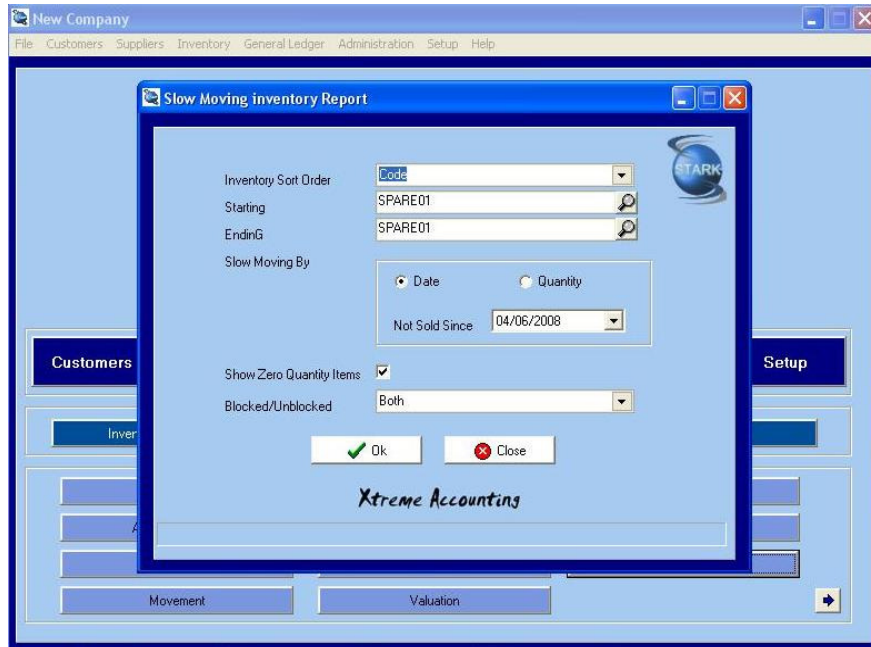
Inventory Listing



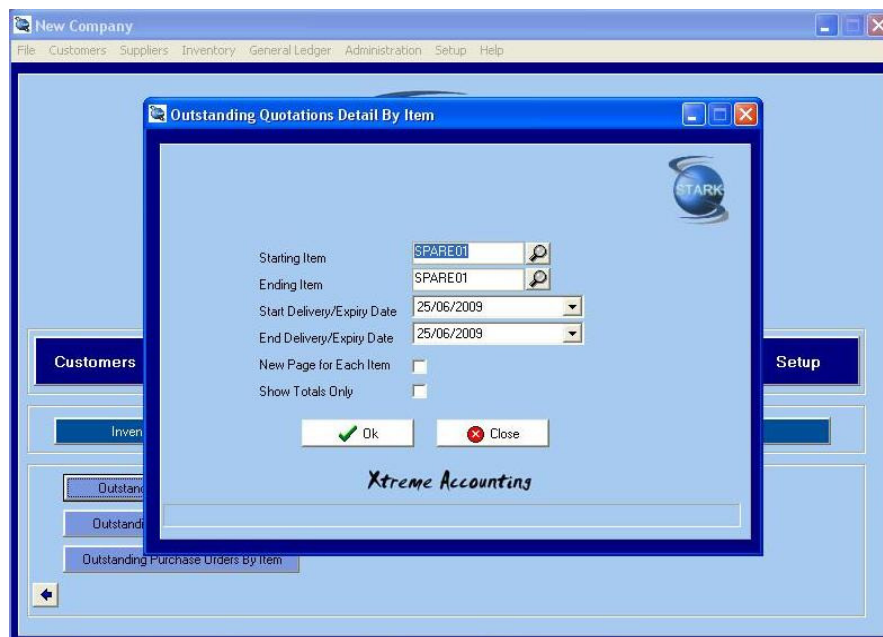
Price List



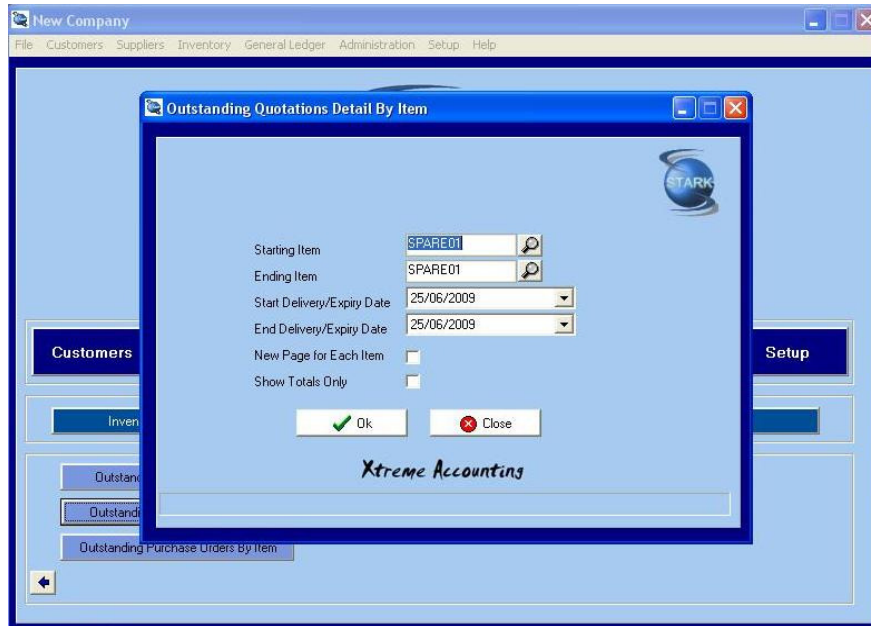
Slow Moving Inventory



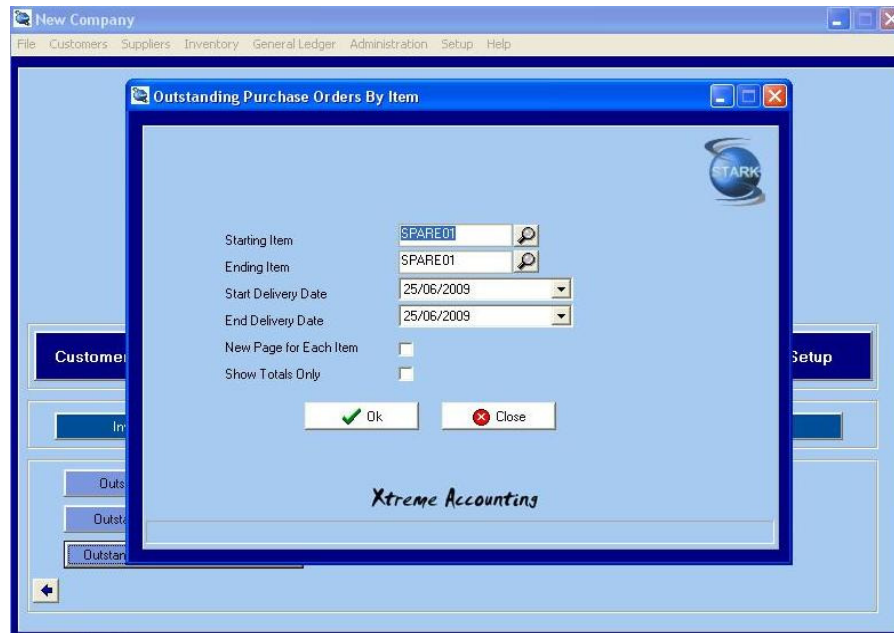
Outstanding Quotation by Item



Outstanding Sales Order by Item



Outstanding Purchase Order by Item



Chapter 8 - GL Module



The system, as installed, comes with a pre-defined set of GL codes. These codes may be used as is, added to, or deleted and your own codes loaded.

All processing and/or reporting pertaining to this module is accessed here. Each GL account must be loaded onto the system with a unique GL code which can be up to 8 characters long. Each GL code is made up of 4 numbers, followed by a slash ("/"), which is then followed by 3 numbers (example 4050/000). The first 4 numbers are the GL code of a main GL account, and the 3 numbers denote the existence of a sub account of the main GL code. For example :

4050/000 - Levies

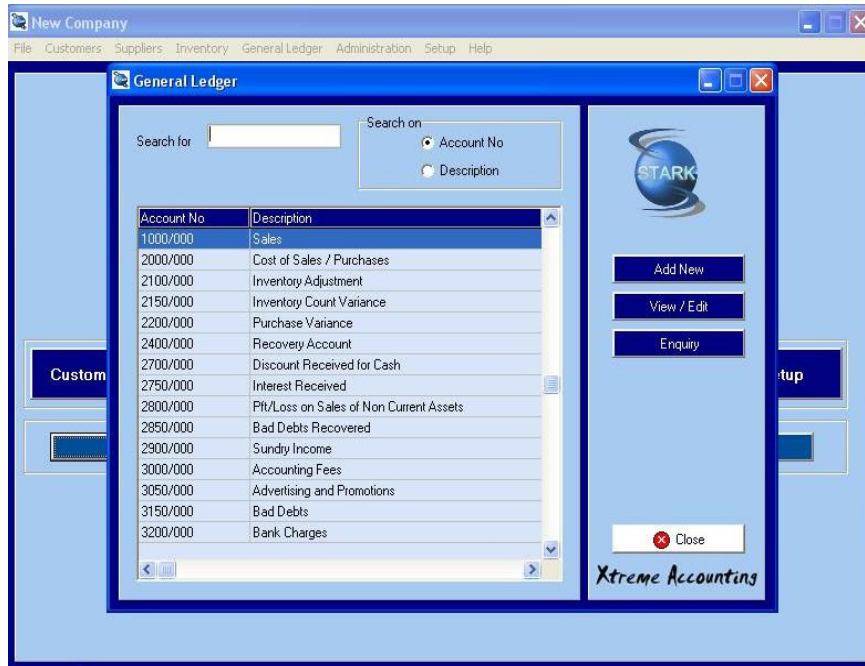
4150/000 – Motor Vehicle Expenses

4150/100 – Petrol and Oil

4150/200 – Maintenance and Servicing

4150/300 – Toll Fees

In the above example, the Levies account is a main account with no sub-accounts. You can therefore post transactions directly to the main account (4050/000). However, the Motor Vehicle Expenses main account is sub-divided into 3 sub-accounts. You can create and post transactions to the 3 sub-accounts but not the main account, as the main account (4150/000) acts as a summary of the 3 sub-accounts. If there are no sub-accounts defined, you can process transactions to the Main Account. When extracting certain GL reports, you can elect to Show/Hide sub-accounts. The Main Accounts will always be shown if they have no sub-accounts or if you elect to hide the sub-accounts.



To make searching easier, the system enables you to click on the Search On radio button, enabling you to access the GL Account (during editing or processing) in account number or account description sequence. The GL Account entry in the file stores the account details, balances and budget amounts.

GL Accounts are added in the *GL ... GL Maintenance ... Add New* menu option, and edited/deleted in the *GL ... GL Maintenance ... View/Edit* menu option.

Processing can be accessed via the *GL ... Processing* menu option, or via the *GL ... GL Maintenance ... View/Edit* menu option.

GL Maintenance

Clicking on the “GL Maintenance” tab, will open the main GL Account detail screen. From this screen, most of the GL Account functionality can be accessed.

The list of GL Accounts will be shown on the left hand side. This list can be navigated by simply scrolling up and down the list. The order of this list can be changed to Account No or Description by selecting the order you require (Search On). In addition, the list of GL Accounts can be refined by adding a search criteria (i.e. first few numbers of the GL Code, or first few letters of the GL Description).

To select an entry, navigate to the required GL Account and double click on that entry. The GL Account details screen will appear.

Add New GL Account

Enter the unique GL Account number in the following format NNNN/NNN, where the NNNN is the Main Account Number and the NNN is the sub account number. If the Main Account is being loaded, the NNN value must be 000 (For Example 3400/000). Once the Main Account has been loaded, sub accounts can be added (For Example, 3400/100, 3400/200, 3400/300 etc) Press enter. System will add the account number to the database and check that the GL Account number is unique to avoid duplication.

The various GL Account details are now added utilising the Tabs detailed below.

Click OK to save the details you have loaded, or Cancel to exit without saving the changes. Please note that clicking Close will have the same effect as clicking Cancel.

Details Tab

All details pertaining to the GL Account are captured on this screen.

Financial Reports

Income Statement – The G/L account will be included in the Income Statement

Balance Sheet - The G/L account will be included in the Balance Sheet

Financial Category – The Financial Category of the G/L account must be selected. Click on the icon, and a drop-down box of all valid Categories is displayed. The entries in the drop-down box will depend on the Financial Report option chosen above. These Financial Category entries can be maintained in *Setup ... Income Statement Categories* and *Setup ... Balance Sheet Categories*.

Tax Type – The Tax Code applicable for transactions affecting this G/L Code must be selected. Tax code maintenance can be performed at *Admin ... Tax Code Maintenance*.

Edit General Ledger Account Details

Main Account: 1000 Sales
Sub Account: 000

☐ Blocked

Ok Cancel

Details Balances Budget Movement Graph Actual / Budget Graph

Financial Report

☒ Income Statement
☐ Balance Sheet

Financial Category: 101 - Sales

Tax Type: 00 No Tax

Navigation: Previous, Next, Add New, Delete, Enquiry, Close

Balances Tab

Period – The accounting period

Balances This Year – The stored balance on this G/L code for the period for the current year.

Balances Last Year - The stored balance on this G/L code for the period for the previous year.

Movement This Year - The net movement on this G/L code for the period for the current year.

Movement Last Year - The net movement on this G/L code for the period for the previous year.

Edit General Ledger Account Details

Main Account: 1000 Sales
Sub Account: 000

☐ Blocked

Ok Cancel

Details Balances Budget Movement Graph Actual / Budget Graph

Period	Balances This Year	Balances Last Year	Period	Movement This Year	Movement Last Year
1	R 0.00	R 0.00	1	R 0.00	R 0.00
2	R 0.00	R 0.00	2	R 0.00	R 0.00
3	R 0.00	R 0.00	3	R 0.00	R 0.00
4	R 0.00	R 0.00	4	R 0.00	R 0.00
5	R 0.00	R 0.00	5	R 0.00	R 0.00
6	R 0.00	R 0.00	6	R 0.00	R 0.00
7	R 0.00	R 0.00	7	R 0.00	R 0.00
8	R 0.00	R 0.00	8	R 0.00	R 0.00
9	R 0.00	R 0.00	9	R 0.00	R 0.00
10	R 0.00	R 0.00	10	R 0.00	R 0.00
11	R 0.00	R 0.00	11	R 0.00	R 0.00
12	R 0.00	R 0.00	12	R 0.00	R 0.00
				R 0.00	R 0.00

Navigation: Previous, Next, Add New, Delete, Enquiry, Close

Budget Tab

Period – The accounting period. The month of the year is displayed automatically by the system.

Last Year – This is the budget amount for the period for the previous year, and cannot be edited.

This Year – Enter the budget amount for the period for the current year

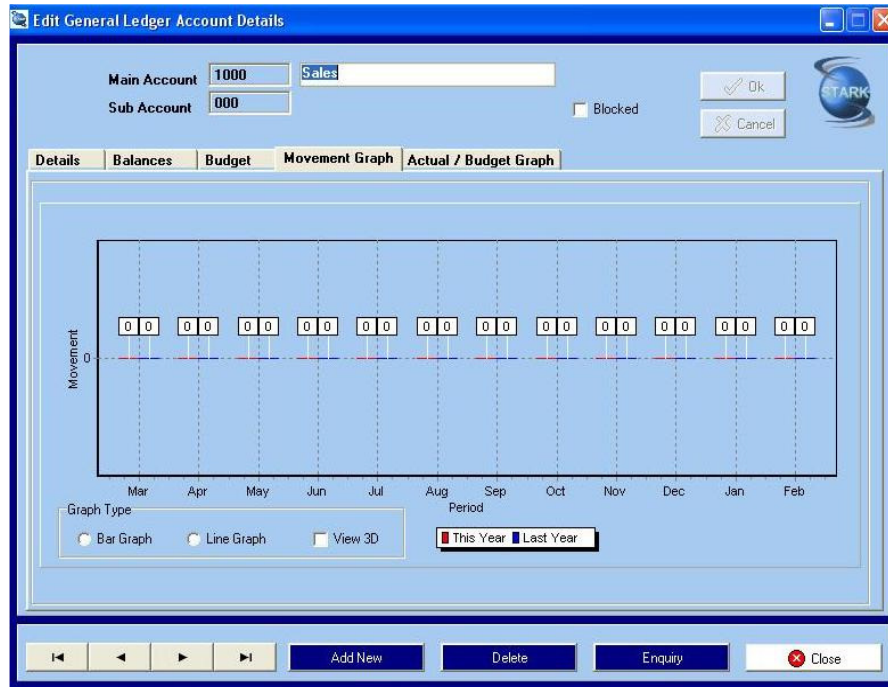
Next Year - Enter the budget amount for the period for the previous year

The screenshot shows a software window titled "Edit General Ledger Account Details". At the top, there are fields for "Main Account" (1000) and "Sub Account" (000), with a "Sales" dropdown menu. To the right, there is a "Blocked" checkbox and "Ok" and "Cancel" buttons. Below this is a tabbed interface with "Details", "Balances", "Budget", "Movement Graph", and "Actual / Budget Graph". The "Budget" tab is active, displaying a table with 12 rows representing months (Period 01 to Period 12). Each row has three columns: "Last Year", "This Year", and "Next Year". The "Last Year" column contains the value "0.00" for all periods. The "This Year" and "Next Year" columns contain input fields, each with a "0" entered. At the bottom of the window, there are navigation buttons: "Add New", "Delete", "Enquiry", and "Close".

		Last Year	This Year	Next Year
Period 01	March	0.00	0	0
Period 02	April	0.00	0	0
Period 03	May	0.00	0	0
Period 04	June	0.00	0	0
Period 05	July	0.00	0	0
Period 06	August	0.00	0	0
Period 07	September	0.00	0	0
Period 08	October	0.00	0	0
Period 09	November	0.00	0	0
Period 10	December	0.00	0	0
Period 11	January	0.00	0	0
Period 12	February	0.00	0	0

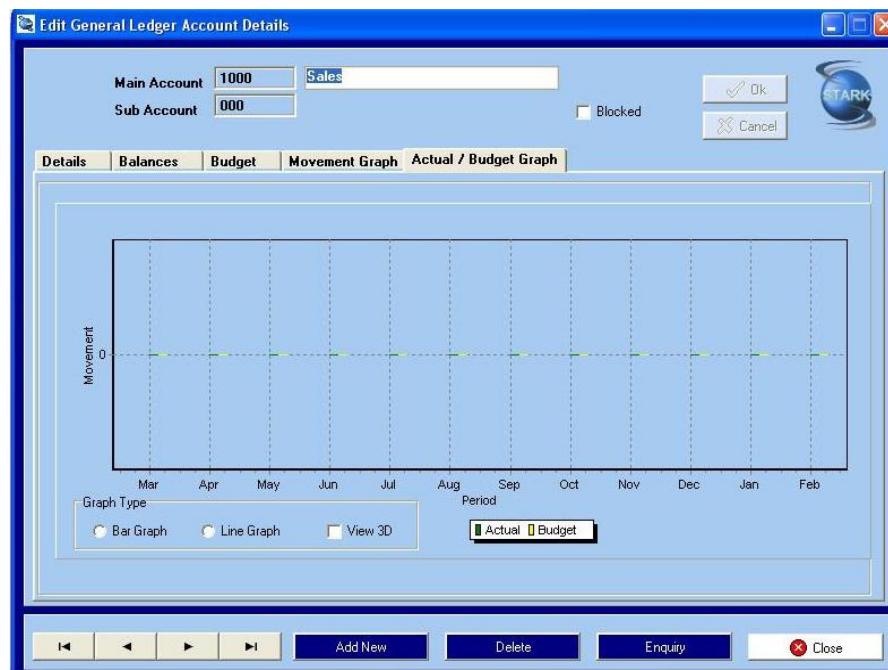
Movement Graph Tab

The system generates a graph that plots the movement on the G/L account for both This Year and Last Year. You can choose between a Bar Graph or a Line Graph. In addition, you can view these graphs in 2D or 3D.



Actual/Budget Graph Tab

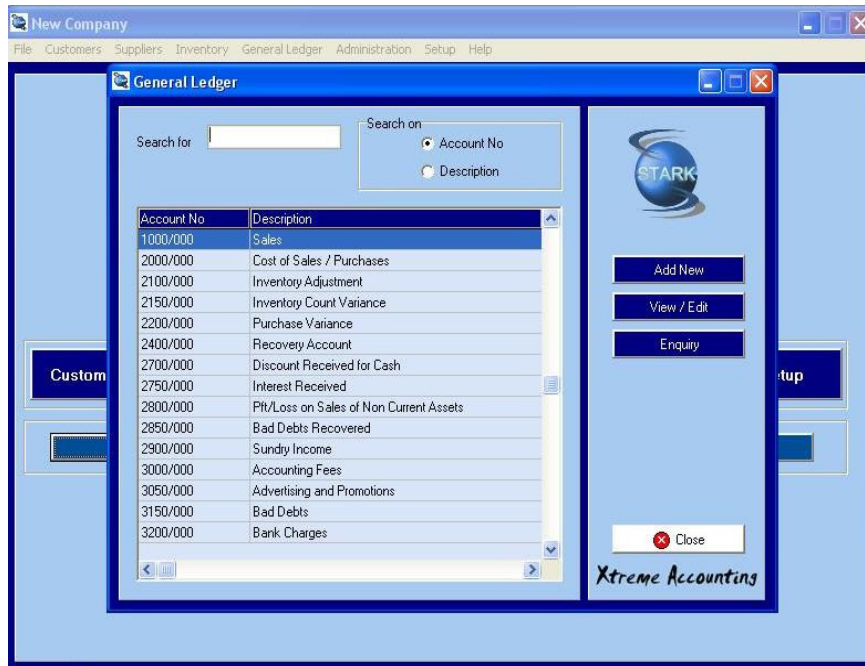
The system generates a graph that plots the Actual and Budget values on the G/L account for both This Year and Last Year. You can choose between a Bar Graph or a Line Graph. In addition, you can view these graphs in 2D or 3D.



View/Edit

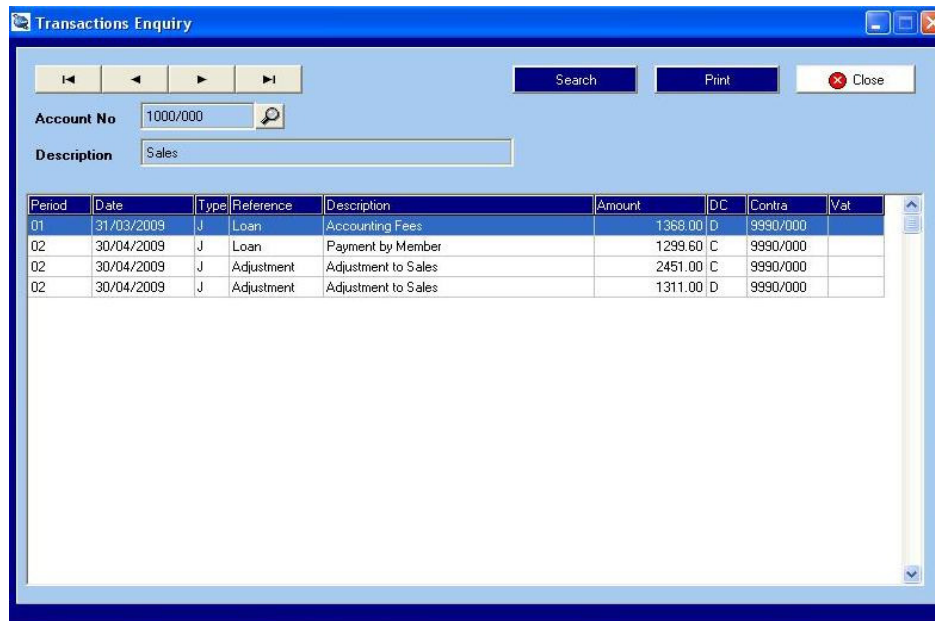
Similar to loading new GL Accounts, existing GL Account details can be viewed or edited. Select the GL Account you want to view or edit from the displayed list of Accounts on the left hand side of the screen. The search for the GL Account you want can be done via the Account No or Description by simply choosing the appropriate Search option. Once this option is selected, it is possible to further refine the list by

entering the first few letters of the Description or the first few numbers of the GL Code. Navigate to the required GL Account. Select the Account by double clicking on it, or by clicking on the “View/Edit” button. The system will display the details of the selected GL Account. You can then Edit or View all details pertaining to the GL Account similar to the way in which the details were added.



Enquiry

Clicking on this button, opens the enquiry screen where the transactions for the selected GL Account can be viewed. The system allows further navigation from within this enquiry screen. You can skip though the Accounts, or you can select a new Account to view. From within this enquiry screen, you can also print out a copy of the GL Account transactions.



Processing

Click on the “Processing” option to access the processing facility for GL Accounts.



Batch Processing Options

For all receipts, payments and journals, the following action tabs are available at the bottom of the data entry screen :

Options

Batch Setting

This Year or Last Year – Select the default Year for the batch

Tax Type – Select the default tax type for the batch

Exclusive or Inclusive – Set the default action as to whether the Inclusive or Exclusive batch amount will be entered

Consolidate Bank – One Transaction per Batch – Consolidate the individual cash receipts into 1 transaction for the entire batch

Repeat Account No – The same account number is retained from one line of the batch to the next.

Repeat Description – The same description is retained from one line of the batch to the next.

New Company
Process Cash Book Receipts

Select Cash Book: 01 - 8400/000 - Bank Batch Type: Normal Batch Entry

Period	Date	Type	Account No	R	Reference	Description	Tax	Exclusive	Inclusive
01	31/03/2009	C	ABC		Deposit	Payment from Customer	00	R 1,000.00	R 1,000.00
01	31/03/2009	C	A					R 0.00	R 0.00

Batch Total: R 1,000.00

Options Update Batch Print Batch Delete Line Delete Batch Close

Copy Recurring Batch

This option will create a new batch from the stored recurring batch. The system will prompt you for details that will be used when copying the recurring batch and creating a current batch.

Period – The accounting period in which the new batch must be set up.

Month – This value, together with the Year value, will be used to create the batch transaction date for each transaction. The day value will be collected from the data stored in the recurring batch.

Year - This value, together with the Month value, will be used to create the batch transaction date for each transaction. The day value will be collected from the data stored in the recurring batch.

Reference – The reference to be used for the new batch that will be created from the recurring batch data.

Description - The description to be used for the new batch that will be created from the recurring batch. Click "Copy Recurring Batch" to create the new batch, or "Cancel" to abort the copy process.

New Company
Process Cash Book Receipts

Select Cash Book: 01 - 8400/000 - Bank Batch Type: Normal Batch Entry

Period	Date	Type	Account No	R	Reference	Description	Tax	Exclusive	Inclusive
01	31/03/2009	C	ABC		Deposit	Payment from Customer	00	R 1,000.00	R 1,000.00
01	31/03/2009	C	A					R 0.00	R 0.00

This will copy transactions from the recurring batch into the normal batch. Transactions will remain in the recurring batch until deleted.

Select the period in which you would like to copy the batch into

Period: 01 - 01/03/2009 - 31/03/2009 - March

Enter the month and year. The day will be picked up from the date in the recurring batch.

Month: 3
Year: 2009

Reference: March 2009

Description:

Copy Recurring Batch Cancel

Options Update Batch Print Batch Delete Line Delete Batch Close

R 1,000.00

Update Batch

This option will post the batch and print the details of the posted batch.

New Company
General Journals

Entry Type: 03 - General Journal Batch Type: Normal Batch Entry

Posting Information

Batch Has Been Posted

OK

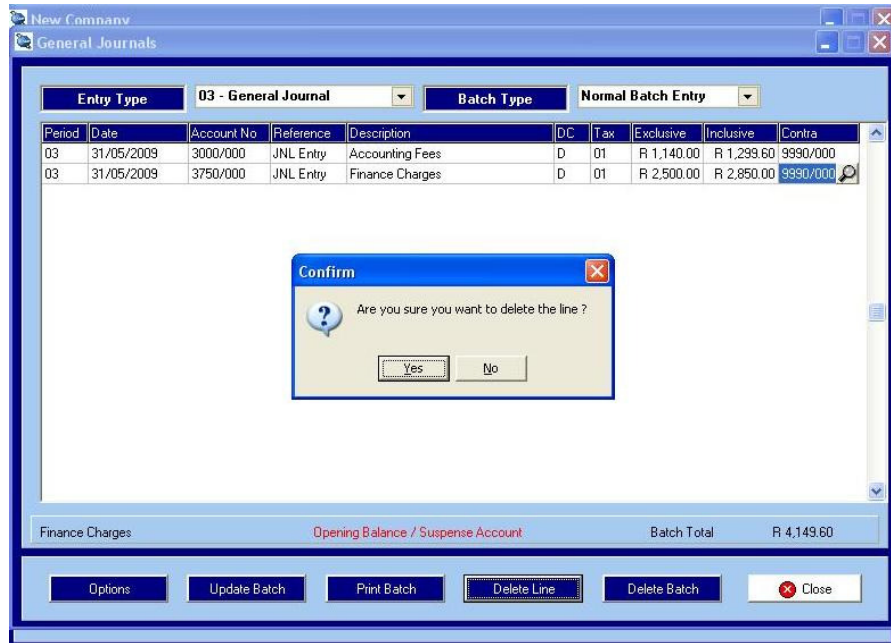
Options Update Batch Print Batch Delete Line Delete Batch Close

Print Batch

This option will print the batch before that it is posted.

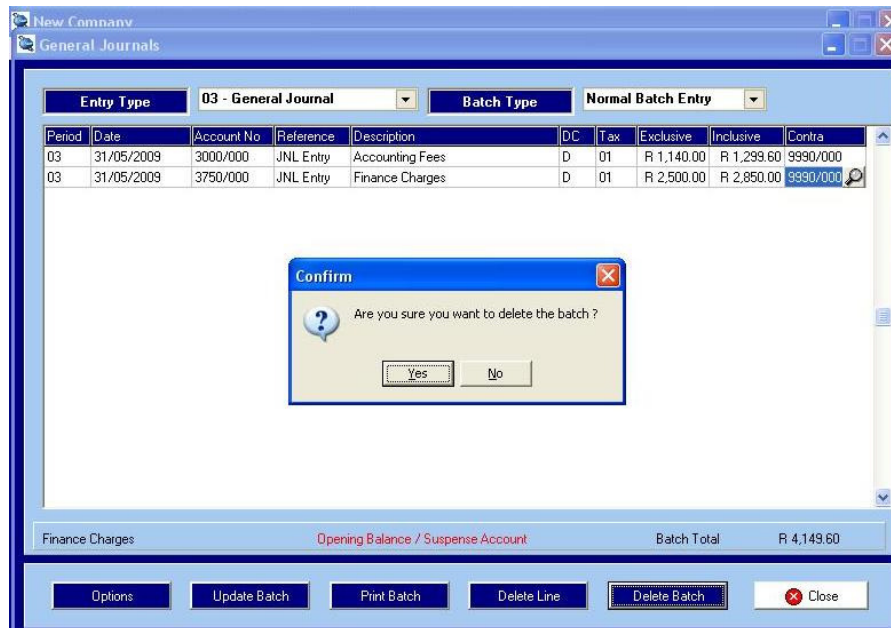
Delete Line

The selected line will be deleted if this option is clicked.



Delete Batch

The entire batch will be deleted if this option is clicked



Receipts

Select Cash Book – Select the Cash Book that represents the bank account into which the receipts were made and into which the processing needs to be done.

Batch Type – Normal Batch Entry or Recurring Batch Entry

Normal Batch Entry – These are the normal batches which are posted to the Cash Book.

Recurring Batch Entry – This is a batch into which transactions that occur often can be stored. This batch is then used to generate a Normal Batch thereby reducing the amount of data capture.

Period – Period in which the Cash Receipt is to be processed

Date – Date on which the Cash Receipt is processed.

Type – C = Customer or G = General Ledger

Account No – If Type chosen is “C”, then the Account number will be the customer account. If Type chosen is “G”, then the Account No will be the G/L code.

R – If left blank, the entry will not be considered during the Bank Reconciliation process. If the checkbox is ticked, the Cash Book entry will appear as a Reconciling item on the Bank Statement.

Reference – 10 digit receipt reference

Description – 35 digit description field. If the Transaction Description (*Admin ... Description Maintenance*) have been defined, these can be selected from the drop down list. Alternatively, you can enter a description of your choice.

Tax – The Tax Code applicable for this receipt. The list of valid Tax Codes will be displayed in a drop down box.

Exclusive – The amount of the receipt excluding Tax. The system will prompt you to enter this amount if your batch settings are set to Exclusive. In this case, the Inclusive amount will be calculated by the system and automatically displayed.

Inclusive – The amount of the receipt including Tax. The system will prompt you to enter this amount if your batch settings are set to Inclusive. In this case, the Exclusive amount will be calculated by the system and automatically displayed.

Batch Total -The cumulative batch total is incremented after each new cash receipt entry is complete and represents the Receipts Batch Total for the current batch.

Period	Date	Type	Account No	R	Reference	Description	Tax	Exclusive	Inclusive
01	31/03/2009	C	ABC		Deposit	Payment from Customer	00	R 1,000.00	R 1,000.00
01	31/03/2009	C	ABC		Deposit	Payment from Customer	00	R 0.00	R 0.00

Batch Total R 1,000.00

Payments

Select Cash Book – Select the Cash Book that represents the bank account out of which the payments were made and into which the processing needs to be done.

Batch Type – Normal Batch Entry or Recurring Batch Entry

Normal Batch Entry – These are the normal batches which are posted to the Cash Book.

Recurring Batch Entry – This is a batch into which transactions that occur often can be stored. This batch is then used to generate a Normal Batch thereby reducing the amount of data capture.

Period – Period in which the Cash Payments are to be processed

Date – Date on which the Cash Payments are processed.

Type – S = Supplier or G = General Ledger

Account No – If Type chosen is “S”, then the Account number will be the supplier account. If Type chosen is “G”, then the Account No will be the G/L code.

R – If left blank, the entry will not be considered during the Bank Reconciliation process. If the checkbox is ticked, the Cash Book entry will appear as a Reconciling item on the Bank Statement.

Reference – 10 digit receipt reference

Description – 35 digit description field. If the Transaction Description (*Admin ... Description Maintenance*) have been defined, these can be selected from the drop down list. Alternatively, you can enter a description of your choice.

Tax – The Tax Code applicable for this payment. The list of valid Tax Codes will be displayed in a drop down box.

Exclusive – The amount of the payment excluding Tax. The system will prompt you to enter this amount if your batch settings are set to Exclusive. In this case, the Inclusive amount will be calculated by the system and automatically displayed.

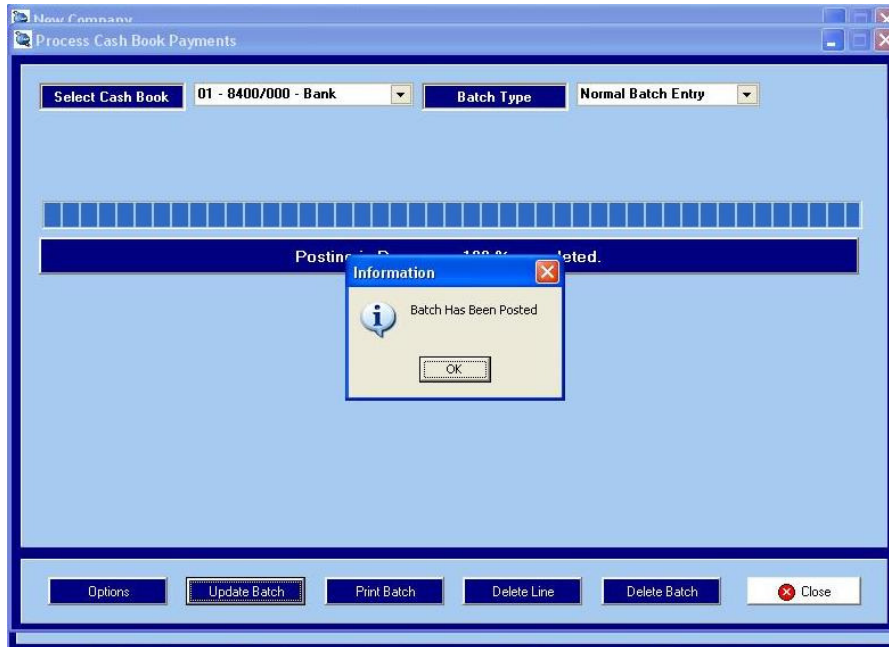
Inclusive – The amount of the receipt including Tax. The system will prompt you to enter this amount if your batch settings are set to Inclusive. In this case, the Exclusive amount will be calculated by the system and automatically displayed.

Batch Total -The cumulative batch total is incremented after each new cash payment entry is complete and represents the Payments Batch Total for the current batch.

Period	Date	Type	Account No	R	Reference	Description	Tax	Exclusive	Inclusive
01	31/03/2009	S	XYZ	<input type="checkbox"/>	Chq 12345	Payment to Supplier	00	R 750.00	R 750.00
01	31/03/2009	S	XYZ	<input type="checkbox"/>	Chq 12345	Payment to Supplier	00	R 0.00	R 0.00

Batch Total R 750.00

Options Update Batch Print Batch Delete Line Delete Batch Close



Journals

Entry Type – Select the Entry Type into which you intend processing the journal transactions. The list of Entry Types are maintained in *Setup ... Entry Types*

Batch Type – Normal Batch Entry or Recurring Batch Entry

Normal Batch Entry – These are the normal batches which are posted for the chosen Entry Type.

Recurring Batch Entry – This is a batch into which transactions that occur often can be stored. This batch is then used to generate a Normal Batch for the chosen Entry Type, thereby reducing the amount of data capture.

Period – Period in which the chosen Entry Type Journal Entries are to be processed

Date – Date on which. the chosen Entry Type Journal Entries are to be processed

Account No – The G/L Code of the account into which the chosen Entry Type Journal Entry is to be processed.

Reference – 10 digit journal entry reference

Description – 35 digit description field. If the Transaction Description (*Admin ... Description Maintenance*) have been defined, these can be selected from the drop down list. Alternatively, you can enter a description of your choice.

DC – The journal entry transaction can be either a Debit (D) or a (C)redit.

Tax – The Tax Code applicable for this journal entry. The list of valid Tax Codes will be displayed in a drop down box.

Exclusive – The journal entry transaction amount excluding Tax. The system will prompt you to enter this amount if your batch settings are set to Exclusive. In this case, the Inclusive amount will be calculated by the system and automatically displayed.

Inclusive – The journal entry transaction amount including Tax. The system will prompt you to enter this amount if your batch settings are set to Inclusive. In this case, the Exclusive amount will be calculated by the system and automatically displayed.

Contra – The contra account is the associated account that will complete the double entry transaction. If the DC field is set to “D”, the amount of the journal entry will be credited to the contra account. Similarly, if the DC field is set to “C”, the amount of the journal entry will be debited to the contra account.

Batch Total - The cumulative batch total is incremented after each new journal entry transaction is complete and represents the Journal Entry Batch Total for the current batch.

New Campany
General Journals

Entry Type: 03 - General Journal Batch Type: Normal Batch Entry

Period	Date	Account No	Reference	Description	DC	Tax	Exclusive	Inclusive	Contra
01	31/03/2009	3000/000	Loan	Accounting Fees	D	01	R 1,000.00	R 1,140.00	9200/000
01	31/03/2009	3000/000	Loan	Accounting Fees	D	01	R 0.00	R 0.00	9990/000

Opening Balance / Suspense Account Batch Total R 1,140.00

Options Update Batch Print Batch Delete Line Delete Batch Close

New Campany
General Journals

Entry Type: 03 - General Journal Batch Type: Normal Batch Entry

Posting Information Batch Has Been Posted

OK

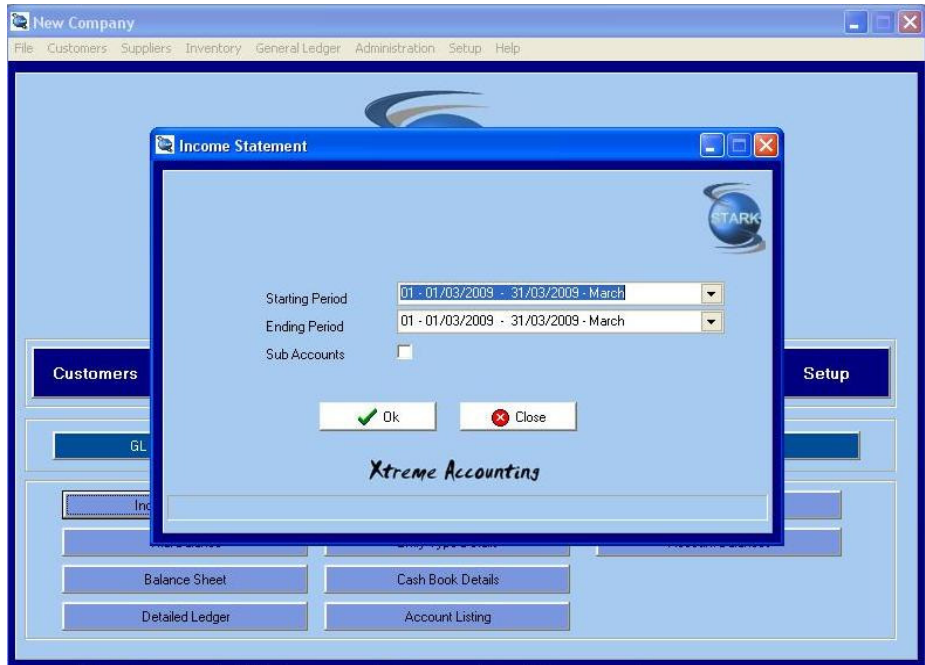
Options Update Batch Print Batch Delete Line Delete Batch Close

Bank Reconciliation

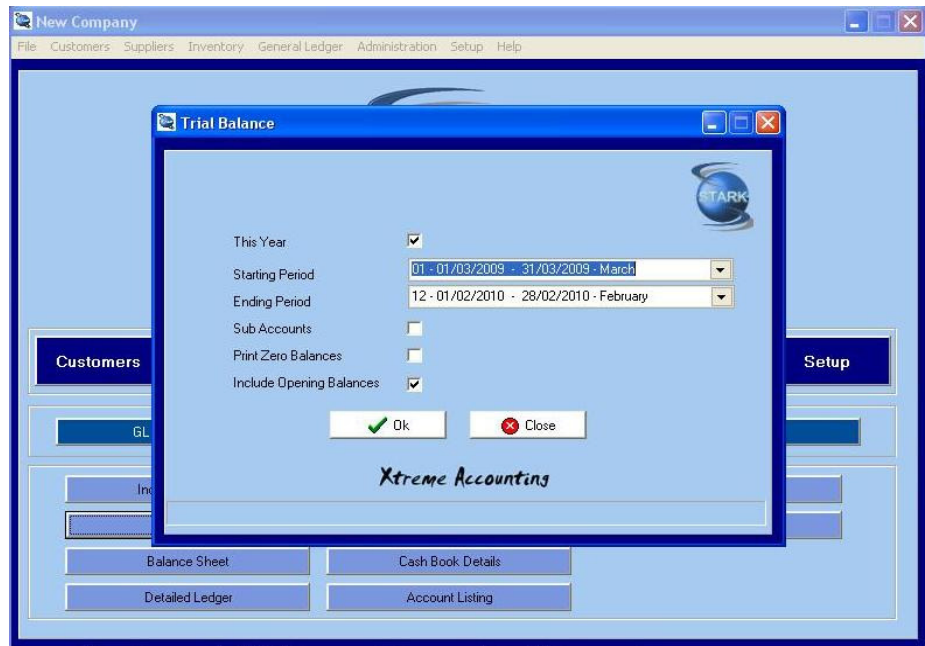
Reports

The following GL module reports are available :

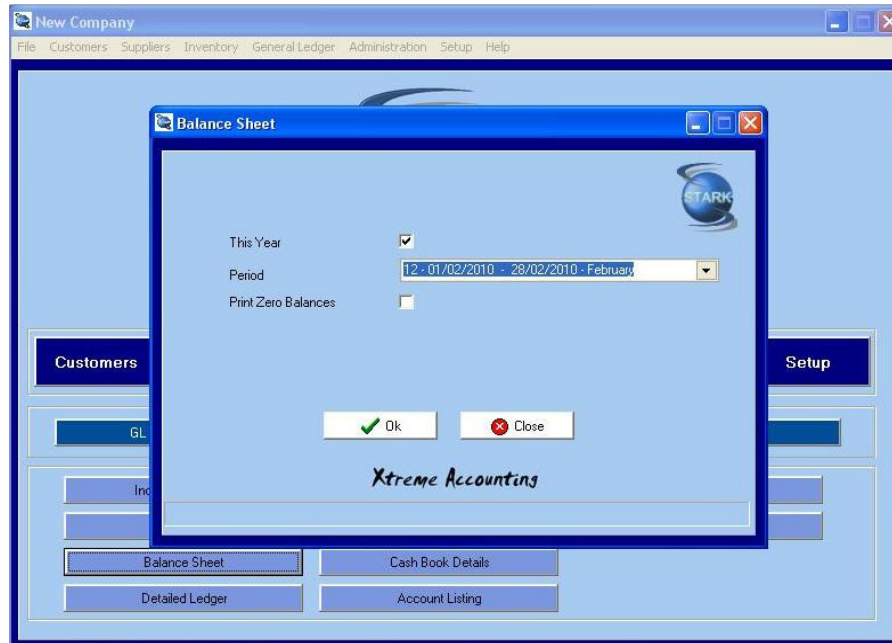
Income Statement



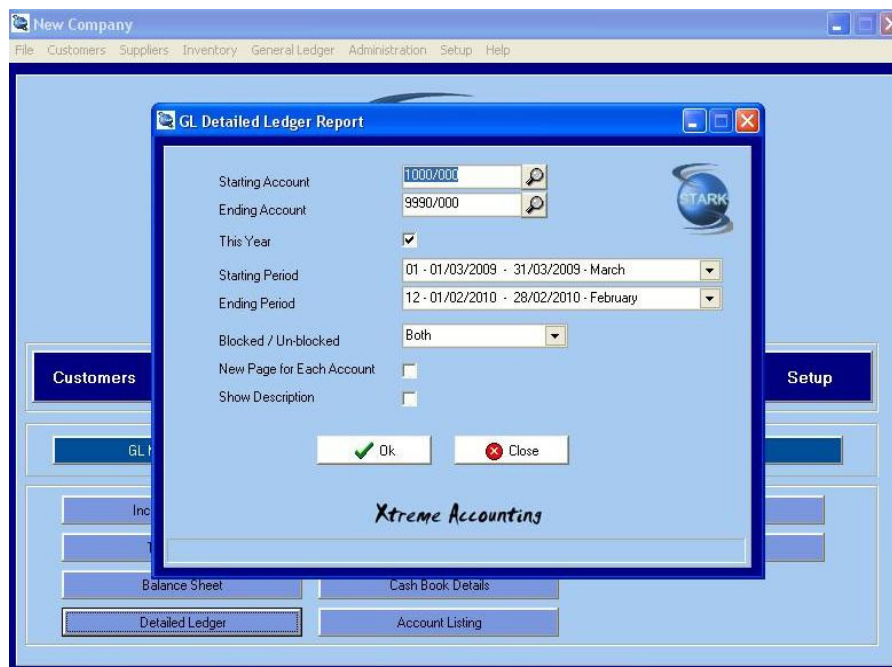
Trial Balance



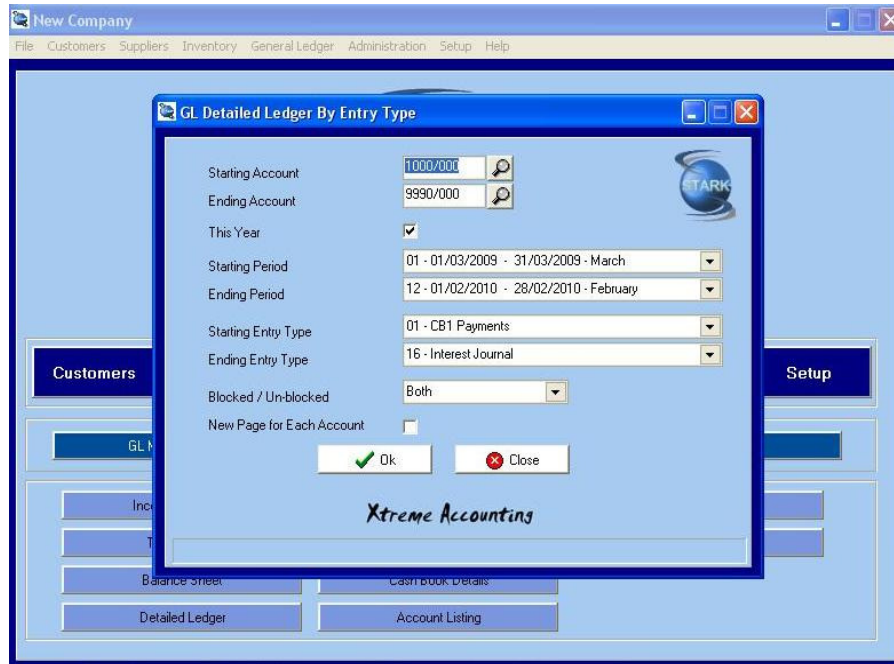
Balance Sheet



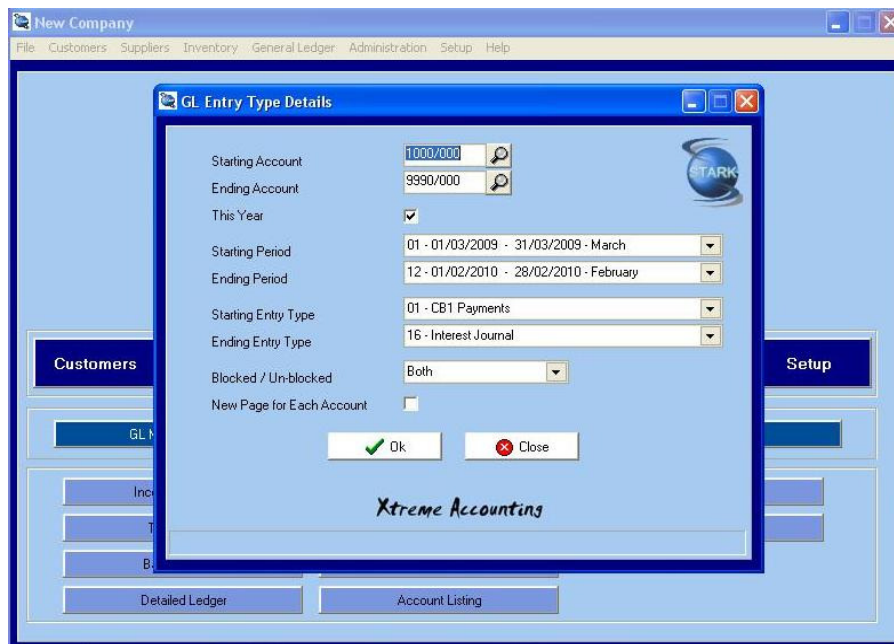
Detailed Ledger



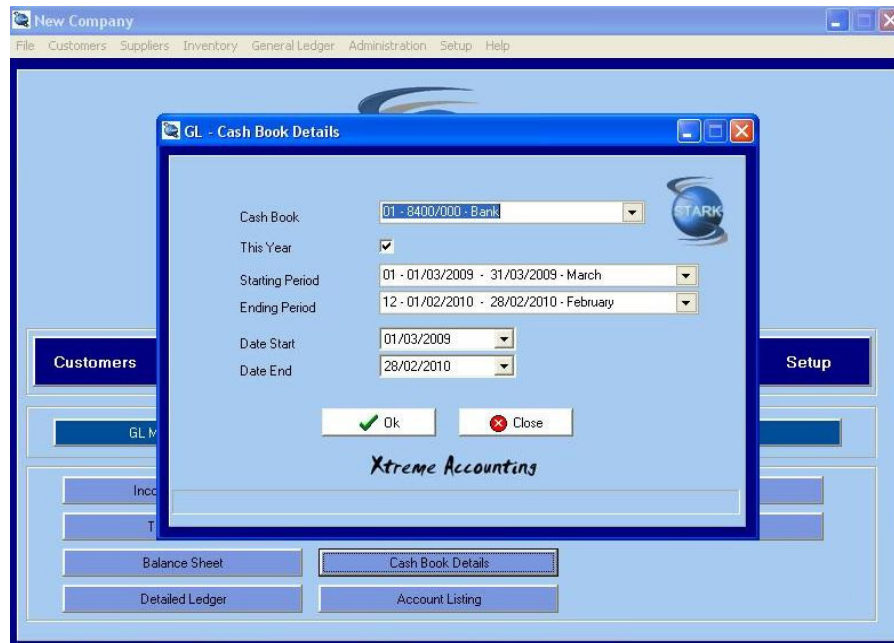
Detailed Ledger By Entry Type



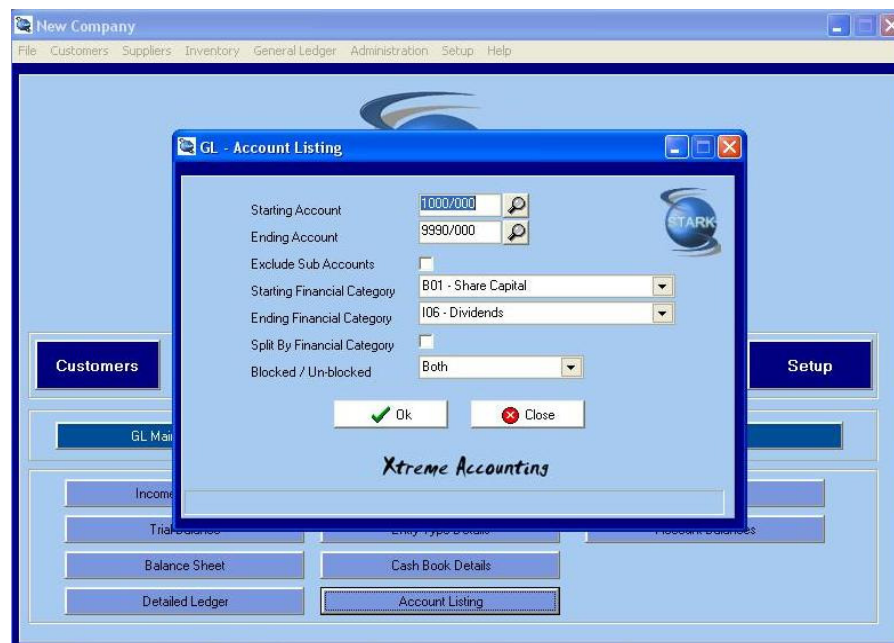
Entry Type Details



Cash Book Details



Account Listing



Budget Listing



Account Balances

