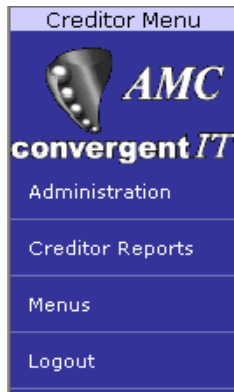


# PORTAL CREDITOR MANUAL

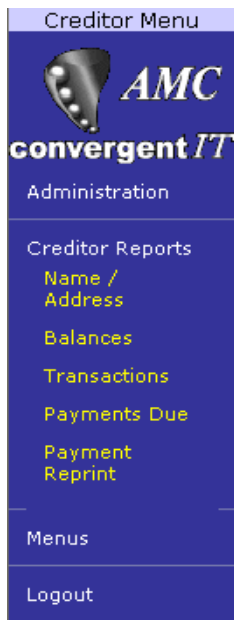


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## CREDITORS



- 1 Select Creditors from main menu it shows "Creditor Menu" at the top.



- 2 Creditor Reports IN ALL CASES TO PRINT A REPORT PRESS THE Print HYPERLINK ON THE TOP LEFT OF THE BROWSER.

- 2a Select Creditor Reports and this menu opens.

- 2b Name/Address

The side menu automatically disappears & a list of creditors with their details, including balance is shown.

The order of the list can be changed by *clicking* in the headings that are *underlined*. The list is sorted according to the selected heading.

The first click sorts the list in for example *ascending order* a second click sorts the list in *descending order*.

Creditor Name and Address							
<u>Name</u> ▼	<u>Phone</u>	<u>Fax</u>	<u>Address</u>	<u>Address</u>	<u>Suburb</u>	<u>Post Code</u>	<u>Balance</u>
YMCA PERTH XMAS TREES	9371 1258		57 SHORT STREET		PERTH WA	6000	\$0.00
YATES & CO	1300 369 074	02 9763 9300	PO BOX 6672		SILVERWATER NSW NSW	1811	\$1,082.45
WORM AFFAIR	9574 6646	9574 6588	PO BOX 272		MIDLAND WA	6936	\$24.20
WOODS COTTAGE NURSERY	9454 8508	9454 5901				0	\$0.00
WOAGIN NOMINEES	9862 6010		RMB 73		AUTHUR RIVER WA	6315	\$0.00
WINNERWORMS	9490 6982	0400 472 005	14 HONEYEATER GLADE		HUNTINGDALE WA	6110	\$0.00
WILLETTON OFFICE CHOICE	9354 3822	3457 6400	UNIT 2/161 HIGH ROAD		WILLETTON WA	6155	\$807.43
WILD AT HEART PETWARES	9244 9448	9244 9448	41 OXCLIFFE ROAD		DOUBLEVIEW WA	6018	\$0.00
WHITES WIRES	9353 2771	0412 201 545	11 FERGUSON STREET		KEWDALE WA	6105	\$0.00
WESTPET	9240 5422	9240 7899	13 GIBBERD ROAD		BALCATTWA WA	6021	\$0.00
WESTERN RURAL TRADERS	9356 1722	9356 1733	UNIT 2/37 FURNACE ROAD		WELSHPOOL WA	6106	\$0.00
WESTERN POWER	9326 4911	9326 4595				0	\$0.00
WESTCOAST PET SUPPLIES	9453 2933	9453 2267	CNR WELSHPOOL/LEWIS ROADS		WATTLE GROVE WA	6107	\$403.15

An arrow head indicates the sorted order in the column the list has been sorted by.

The list below has been sorted in *descending* balance order.

Creditor Name and Address							
Name	Phone	Fax	Address	Address	Suburb	Post Code	Balance ▼
ALLPET PRODUCTS	9472 3600	9470 2135	236 PLANET STREET		WELSHPOOL WA	6106	\$5,992.60
MASTERPET AUSTRALIA	0287841234 RO	1300 652 222	PO BOX 1191		LIVERPOOL NSW NSW	1871	\$4,932.13
KRA MAR	02 9644 7400		148 MILLER ROAD		VILLAWOOD.NSW NSW	2163	\$4,581.86
SAICOM P/L	9310 6940	9332 6790	6A SEDGMAN MEWS		MURDOCH WA	6150	\$4,064.06
GREENS_GENERAL FOODS	9455 1011	9455 4877	PO BOX 1444		CANNING VALE WA	6155	\$3,447.88
MASTERFOODS PETCARE	0418268608SUE	08 95279402	93675286 sue fax				\$3,423.90

The list below has been sorted in *ascending* balance order.

Creditor Name and Address							
Name	Phone	Fax	Address	Address	Suburb	Post Code	Balance ▲
MP STEPHEN PTY LTD	07 4663 9152	07 4663 9166				0	\$0.00
MIRBA ADVERTISING	9322 6999	9322 6400	FIRST FLOOR 93 PLAISTOWE MEWS	CITY WEST	WEST PERTH WA	6005	\$0.00
MUCHEA TREE FARM	9571 4090	9571 4297				0	\$0.00
MULGABBIE NURSERY ROSES/AZALEA	97291179					0	\$0.00
MUNNS LAWNS	9350 6433	9350 6455	UNIT 13/275 TREASURE ROAD		WELSHPOOL WA	6106	\$0.00
MULTICROP AUST PTY LTD	397202200	397205051	926 MOUNTAIN HWY		BAYSWATER VIC VIC	3153	\$0.00
MILMAR DISTRIBUTORS	9275 9288	9275 9388	21A WELLINGTON ROAD		MORLEY WA	6062	\$0.00
MILARUP GRAZING CO	9874 4013	9874 4068	PO LAKE KING		WA	6356	\$0.00
METLAND PRODUCTS	9355 3833		22 ADRIAN STREET		WELSHPOOL WA	6106	\$0.00
PLANT PURCHASES FOR SHOP	93837651	9387763	C/- CITY FARMERS WEMBLEY		WEMBLEY WA	6014	\$0.00
METROPOLITAN CASH REGISTER CO	9443 1455		24 COLRAY AVE		OSBORNE PARK WA	6017	\$0.00

Going back to the menu - find the Show menu underlined hyperlink on the top left of the browser page and click on it to bring back the creditor menu.

## 2c Balances

Select and click on the *balances* option in the side menu.

The following screen appears with a *drop down list* (shown).

From the drop down list select the option desired. The default is *Totals Only*

Report Options			
By	Totals Only ▼		
	Totals Only		
	Non Zero Balance		
	All		

Creditor Balances			
Totals ▼	Balance Owina	Purchases	Paid
Total	\$44,316.08	\$17,929.84	\$0.00

*Totals Only*

shows the balance owing, purchases and amount paid to a creditor.

*Non-zero Balance* shows creditor details as well as the credit limit, last paid amount & date, the balance, purchases and paid.

Report Options										
By <input type="text" value="Non Zero Balance"/>										
Creditor Balances										
Name ▼	Code	Contact	Phone	Limit	Last Paid	Date	Balance Owing	Purchases	Paid	
YATES & CO	192	JOHN	1300 369 074	\$1,000.00	\$0.00		\$1,082.45	\$1,082.45	\$0.00	
WORM AFFAIR	188	STEVE	9574 6646	\$1,000.00	\$0.00		\$24.20	\$24.20	\$0.00	
WILLETTON OFFICE CHOICE	233		9354 3822	\$1,000.00	\$0.00		\$807.43	\$807.43	\$0.00	
WESTCOAST PET SUPPLIES	190	STUART	9453 2933	\$1,000.00	\$0.00		\$403.15	\$403.15	\$0.00	
WESTFEEDS	186		9350 7000	\$1,000.00	\$0.00		\$786.03	\$786.03	\$0.00	
WATERFLORA NURSERY	111	DON	9296 3311	\$1,000.00	\$0.00		\$254.78	\$116.18	\$0.00	
TUCKERTIME	182		9455 3232	\$1,000.00	\$0.00		\$362.03	\$218.94	\$0.00	
TRIANGLE AGENCIES	183	ROD	9452 3944	\$1,000.00	\$0.00		\$838.24	\$838.24	\$0.00	

*ALL* shows all creditors whether money is owing or there have been transactions or not.

Report Options										
By <input type="text" value="All"/>										
Creditor Balances										
Name ▼	Code	Contact	Phone	Limit	Last Paid	Date	Balance Owing	Purchases	Paid	
YMCA PERTH XMAS TREES	433	ANGELA	9371 1258	\$1,000.00	\$0.00		\$0.00	\$0.00	\$0.00	
YATES & CO	192	JOHN	1300 369 074	\$1,000.00	\$0.00		\$1,082.45	\$1,082.45	\$0.00	
WORM AFFAIR	188	STEVE	9574 6646	\$1,000.00	\$0.00		\$24.20	\$24.20	\$0.00	
WOODS COTTAGE NURSERY	110		9454 8508	\$1,000.00	\$0.00		\$0.00	\$0.00	\$0.00	
WOAGIN NOMINEES	167	PETER	9862 6010	\$1,000.00	\$0.00		\$0.00	\$0.00	\$0.00	
WINNERWORMS	194	CHRIS/GEOFF	9490 6982	\$1,000.00	\$0.00		\$0.00	\$0.00	\$0.00	
WILLETTON OFFICE CHOICE	233		9354 3822	\$1,000.00	\$0.00		\$807.43	\$807.43	\$0.00	
WILD AT HEART PETWARES	34	ALLISON	9244 9448	\$1,000.00	\$0.00		\$0.00	\$0.00	\$0.00	

### 3 Transactions

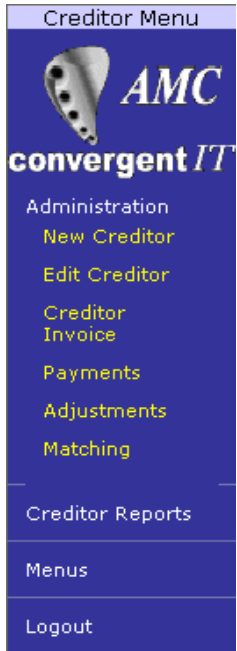
This option reports on the transactions processed in either the creditors or other areas of the system, such as *stock receipts*. The screen by default shows the invoices by day from the selected Date.

Report Options								
Store:	Bedford Park	By:	Day	Type:	Invoices	Date:	09 Jul 2005	
Creditor Transaction Report - Invoices								
Creditor ▲	Monday 04-Jul-2005	Tuesday 05-Jul-2005	Wednesday 06-Jul-2005	Thursday 07-Jul-2005	Friday 08-Jul-2005	Saturday 09-Jul-2005	Sunday 10-Jul-2005	Total
ALLPET PRODUCTS						\$1,155.67		\$1,155.67
CANNING PLANT FARM						\$170.83		\$170.83
CITY FARMERS WEMBLEY						\$354.53		\$354.53
CRAZY CRABS					\$83.05			\$83.05
GREENS GENERAL FOODS					\$2,312.04			\$2,312.04
KRA MAR					\$669.24			\$669.24
MASTERPET AUSTRALIA						\$145.06		\$145.06
PETSM-EAT SUPPLIES ASTONE NOM						\$103.90		\$103.90
ROSMAN AGENCIES					\$294.80	\$709.50		\$1,004.30
ROWORTH NURSERY						\$122.27		\$122.27
S&T GARDEN GOODIES					\$332.17			\$332.17
SAICOM P/L						\$946.55		\$946.55
SIGN&LINES					\$198.00			\$198.00
SNATCHWOOD NURSERY						\$38.72		\$38.72
SYMONDS SEED					\$799.71	\$305.92		\$1,105.63
TUCKERTIME						\$218.96		\$218.96
WATERFLORA NURSERY					\$116.18			\$116.18
<b>Total:</b>					<b>\$4,805.19</b>	<b>\$4,271.90</b>		<b>\$9,077.08</b>

The above snap shot shows the invoices processed at the store logged for the week including the date 9 Jul 05 by day.

The screen below shows the types of report available under the *Transactions* report option.

Report Options								
Store:	Bedford Park	By:	Day	Type:	Invoices	Date:	09 Jul 2005	
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <ul style="list-style-type: none"> <li>Invoices</li> <li>Credit Notes</li> <li>Payments</li> <li>Debit Adjustments</li> <li>Credit Adjustments</li> <li>All</li> </ul> </div>								
Creditor Transaction Report								
Creditor ▲	Monday 04-Jul-2005	Tuesday 05-Jul-2005	Wednesday 06-Jul-2005	Thursday 07-Jul-2005	Friday 08-Jul-2005	Saturday 09-Jul-2005	Sunday 10-Jul-2005	Total
ALLPET PRODUCTS						\$1,155.67		\$1,155.67
CANNING PLANT FARM						\$170.83		\$170.83
CITY FARMERS WEMBLEY						\$354.53		\$354.53



3 ADMINISTRATION

This is where creditors & suppliers are set up.

<u>New Creditor</u>	Set up a new creditor or supplier.
<u>Edit Creditor</u>	Change or amend creditor or supplier details.
<u>Creditor Invoice</u>	Process invoices received from creditors or suppliers (non-stock related).
<u>Payments</u>	Pay creditor or supplier invoices entered either through Creditor Invoice or Stock Receipts.
<u>Adjustments</u>	Process or create debit or credit adjustments for Creditors or Suppliers.
<u>Matching</u>	Match up <i>delivery dockets</i> generated through <u>Stock Receipts</u> with a creditor or supplier invoice.
<u>Creditor Reports</u>	Refer to 2.
<u>Menus</u>	Select another area of the system.

3A **New Creditor**

**Creditor Maintenance**

Creditor Code: NEW

Name:

Name: <input type="text" value="John Flanagan International Supplies Pty Ltd"/>	Telephone: <input type="text" value="03-9820-8872"/>
Contact name: <input type="text" value="Mick Johnston"/>	Alt. Telephone: <input type="text"/>
Address: <input type="text" value="Unit 237/416 St Kilda Road"/>	Facsimile: <input type="text" value="03-9560-9606"/>
<input type="text" value="Melbourne"/>	Alt. Facsimile: <input type="text"/>
<input type="text" value="Victoria"/>	Email: <input type="text" value="jflanagan@amcretail.com"/>
Postcode: <input type="text" value="3004"/>	
Comment: <input type="text"/>	

There are 2 tabs or folders to a creditor.  
The first is the *name and address* tab.

If a required field is left blank or has invalid data entered it will appear as a **red** field, with a *hint* of the nature of the error, to correct reposition the cursor to this red field and correct the information.  
 In the example the POSTCODE has been left blank.

**Creditor Maintenance**

Creditor Code: NEW  
 Name:

**Name and Address** | Account Details

Name: John Flanagan International Supplies Pty Ltd Telephone: 03-9820-8872  
 Contact name: Mick Johnston Alt. Telephone:  
 Address: Unit 237/416 St Kilda Road Facsimile: 03-9560-9606  
 Melbourne Alt. Facsimile:  
 Please enter a valid amount [X] [X]  
 Email: jflanagan@amcretail.com  
 Postcode:    
 Comment:

Enter the details relating to the creditor or supplier into the fields.  
 To move between fields, use the *tab* key - cursor movement is from left to right, or use the mouse and click in the next field.

**Creditor Maintenance**

Creditor Code: NEW  
 Name:

**Name and Address** | **Account Details**

Account terms: 30 days  GST Inclusive  
 Credit Limit: \$0.00  Check Stock on Arrival  
 Customer account: ABC123456  DSD Supplier  
 Early payment discount: 0%  
 Lead time: 5 days

In the second tab enter the following:

Account terms                      your trading terms with the supplier, usually 30 days, 14 or 7 days.



Credit Limit	the credit \$ allowed by the supplier, if this is \$0 then stock receipts from this supplier cannot be processed, as you have no credit with the supplier.
Customer account	this is your account code or number with the creditor or supplier.
Early payment discount	an <u>extra</u> discount offered to you by a supplier or creditor for paying their invoice early.
Lead time	the number of days that is required by the supplier between you placing an order and the supplier being able to deliver the goods to your store.
GST inclusive	Tick this box if the creditor or supplier invoice amounts are inclusive of tax.
Check Stock on Arrival	Tick this box if you want the system to prompt the operator to count this supplier's delivered quantities on arrival into your store.
DSD Supplier	Tick this box if this creditor is a supplier of goods to your store either without a purchase order needed or as an unsolicited stock arrival or is not subject to supplier contract. If this box is not set to DSD and the items to be ordered are also not selected as DSD (direct store delivery) the the item can only be ordered from your warehouse and not from this supplier.

**Creditor Maintenance**

Creditor Code: NEW

Name:

Name:	John Flanagan International Supplies Pty Ltd	Telephone:	03-9820-8872
Contact name:	Mick Johnston	Alt. Telephone:	
Address:	Unit 237/416 St Kilda Road	Facsimile:	03-9560-9606
	Melbourne	Alt. Facsimile:	
	Victoria	Email:	jflanagan@amcretail.com
Postcode:	3004		
Comment:			

Having completed both tabs of the form without error, CLICK the Save button on the lower right to commit the new creditor or supplier to the database.

The System automatically generates the Creditor Code for the new creditor.

In the save process any text fields that are too long are automatically truncated, check these fields when the form is

re-displayed to ensure they make sense.

Once saved the "new creditor" is displayed now with 3 tabs. The new tab being the TOTALS tab. Click on the TOTALS tab and you will see the figures of your turnover, owing, etc. to this creditor are all \$0.00 .

**NOTE:** the new buttons (besides the SAVE button) that have also appeared in the form.

**Creditor Maintenance**

Creditor Code: 1002  
Name: John Flanagan International Suppli

Account Details | **Name and Address** | Totals

Name: John Flanagan International Suppli Telephone: 03-9820-8872  
Contact name: Mick Johnston Alt. Telephone:  
Address: Unit 237/416 St Klida Road Facsimile: 03-9560-9606  
Melbourne Alt. Facsimile:  
Victoria Email: jflanagan@amcretail.com  
Postcode: 3004  
Comment:

Save New Creditor Report Payment Transactions

---

**Creditor Maintenance**

Creditor Code: 1002  
Name: John Flanagan International Suppli

Name and Address | Account Details | **Totals**

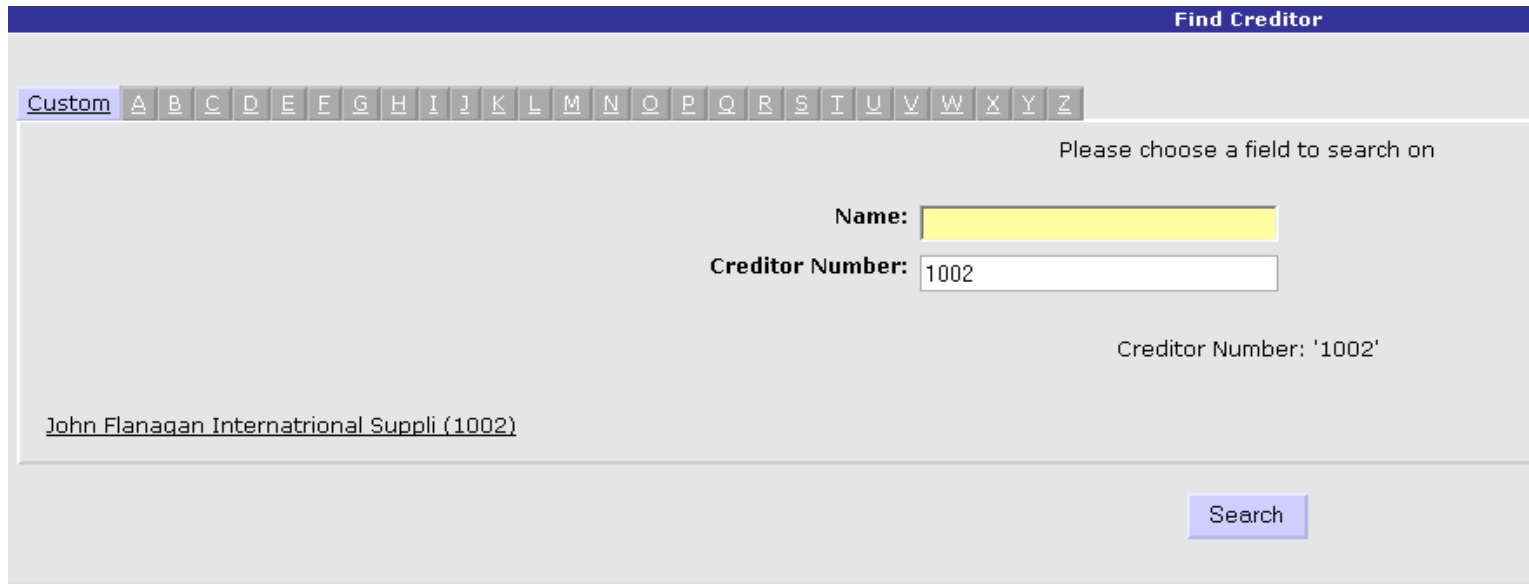
Purchase to Date:	\$0.00	Paid in Total:	\$0.00
Purchase this Year:	\$0.00	Payment this Year:	\$0.00
<b>Amount Outstanding:</b>	\$0.00	Payment this Period:	\$0.00
		Amount of last Payment:	\$0.00
		Date of last Payment:	30 Dec 1899

Save New Creditor Report Payment Transactions

This creditor or supplier has been created and is ready for use in either Creditor Transactions, Purchase Orders, Stock Receipts or Stock Transfers or setting up Supplier Cross References.

3B **Edit Creditor**

This is used to amend the details or trading terms or other aspects of a supplier or creditor.  
You cannot alter the TOTALS tab through this facility.



Find Creditor

Custom A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Please choose a field to search on

Name:

Creditor Number:

Creditor Number: '1002'

[John Flanagan Internatrional Suppli \(1002\)](#)

Search

A search facility is provided, simply click on the alphabetic list (A to Z) for the commencement letter or a creditor/supplier or enter the NAME or enter the CREDITOR NUMBER.

Do not enter both the name and creditor number, use one or the other.

Using the CREDITOR NUMBER will display a list of hyperlinks of all creditor numbers that contain that number.  
In the example above the number 1002 has been entered and a single match has been found.

In the next example the number '1' has been entered and 2 creditors containing the number 1 have been found.

In the example following the one above, the NAME "flana" has been entered and only one creditor match has been found.

Once the creditor list has been displayed and the one you want is shown, click on it to go to that creditor file maintenance.

**Find Creditor**

**Custom** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Please choose a field to search on

**Name:**

**Creditor Number:**

Creditor Number: '1'

[Creditor 1 \(1000\)](#)                      [John Flanagan Internatrional Suppli \(1002\)](#)

There are 2 creditors whose Creditor Number contains the number 1. 1000 and 1002

**Find Creditor**

**Custom** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Please choose a field to search on

**Name:**

**Creditor Number:**

Names containing 'flana'

[John Flanagan Internatrional Suppli \(1002\)](#)

Here the hyperlink to "John Flanagan International Suppli has been clicked on.

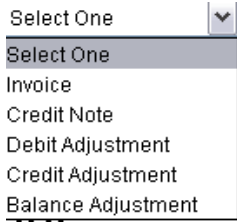
Creditor Maintenance			
Creditor Code:	1002		
Name:	John Flanagan International Suppli		
<b>Name and Address</b>   <b>Account Details</b>   <b>Totals</b>			
Name:	John Flanagan International Suppli	Telephone:	03-9820-8872
Contact name:	Mick Johnston	Alt. Telephone:	
Address:	Unit 237/416 St Kilda Road	Facsimile:	03-9560-9606
	Melbourne	Alt. Facsimile:	
	Victoria	Email:	jflanagan@amcretail.com
Postcode:	3004		
Comment:			
<input type="button" value="Save"/> <input type="button" value="New Creditor"/> <input type="button" value="Report"/> <input type="button" value="Payment"/> <input type="button" value="Transactions"/>			

This screen can be used to amend the details or Account details or view the totals of any creditor or supplier.

### 3C Transactions

Press the TRANSACTION button from the EDIT CREDITOR screen of the selected creditor.

Creditor Transactions			
Creditor Code:	1002	Terms:	30 days
Name:	John Flanagan International Suppli	Balance:	\$0.00
Location:	Rainbow 1	Credit Available:	\$0.00
Transaction Type:	Select One		
Reference Number:		Date:	10 Jul 2005
Creditor Invoice Number:			
Order Number:			
Amount:	\$0.00		
Tax:	\$0.00		
		Amount Paid:	\$0.00
Comment:			

Creditor Code	cannot be changed.
Name	cannot be changed.
Terms	cannot be changed.
Balance	cannot be changed.
Location	<p>the default location for your log in will be shown, in this case Rainbow1, however, a <i>drop down list</i> may appear where more than one site is controlled by the company <u>and</u> your log in allows you to perform data entry for these other locations.</p> <p>If appropriate use the <i>drop down</i> list to select the required location.</p>
Transaction type	<p>Select from the <i>drop down list</i>.</p> 
Reference Number	this is your internal reference number and <u>must</u> be provided.
a Creditor Invoice Number	the creditor invoice reference
b Order Number	the order number generated by the system or otherwise allocated.
NOTE:	One of either a or b <u>must</u> be provided.
Amount	\$ amount of the invoice or reference number or order number.
Tax	<p>\$ amount of tax included in the invoice or reference or order number.</p> <p>(Note: the tax whether included in the Amount or separate is driven by the creditor GST inclusive setting in "Edit Creditor" area.</p>
Comment	Free text entry - not searched upon.

In this example INVOICE has been selected, not the additional information displayed to the right of the fields previously discussed.

Creditor Transactions			
Creditor Code:	1002	Terms:	30 days
Name:	John Flanagan International Suppli	Balance:	\$520.67
Location:	Rainbow 1	Credit Available:	\$4479.33
Transaction Type:	Invoice		
Reference Number:	4	Date:	13 Jul 2005
Creditor Invoice Number:	4	Due Date:	12 Jul 2005
Order Number:			
Amount:	\$550.00	Discount:	
Tax:	\$50.00	Fee:	
Comment:	Invoice 4 Reference 4		
		Amount Paid:	

July 2005						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Today			Select Month...			

Creditor Transactions			
Creditor Code:	1002	Terms:	30 days
Name:	John Flanagan International Suppli	Balance:	\$520.67
Location:	Rainbow 1	Credit Available:	\$4479.33
Transaction Type:	Invoice		
Reference Number:	4	Date:	13 Jul 2005
Creditor Invoice Number:	4	Due Date:	12 Jul 2005
Order Number:			
Amount:	\$550.00	Discount:	\$10.00
Tax:	\$50.00	Fee:	\$0.00
Comment:	Invoice 4 Reference 4		
		Amount Paid:	\$0.00

Date is automatically provided, this may be overridden depending on the setup of your system, otherwise it is today.  
 Due Date is computed automatically through adding the trading terms to the "Date" of the invoice.  
but can be set to any date, past or future, using the CALENDAR function. The CALENDAR is accessed by clicking the cursor inside the Due Date field.  
 Use the arrows (< = previous, > = next month or << = previous year, >> = next year) and the cursor to select the required date. Click on a day within a month to select that day, month and year.

Discount is available for manual entry.  
 Fee is available for manual entry.  
 Amount Paid cannot be edited or entered.

When the transaction information is all entered select the FINALISE button to the lower right of the form

Reference # 4 Updated			
Creditor Transactions			
Creditor Code:	1002	Terms:	30 days
Name:	John Flanagan Internatrional Suppli	Balance:	\$1060.67
Location:	Rainbow 1 <input type="button" value="v"/>	Credit Available:	\$3939.33
Transaction Type:	Select One <input type="button" value="v"/>		
Reference Number:	<input type="text"/>	Date:	13 Jul 2005
Creditor Invoice Number:	<input type="text"/>	Due Date:	<input type="text" value="12 Jul 2005"/>
Order Number:	<input type="text"/>		
Amount:	<input type="text" value="\$550.00"/>	Discount:	<input type="text" value="\$10.00"/>
Tax:	<input type="text" value="\$50.00"/>	Fee:	<input type="text" value="\$0.00"/>
		Amount Paid:	\$0.00
Comment:	<input type="text"/>		

Any error is indicated by a red message indicating the nature of the error, position the cursor to the field requiring amending, amend it and click the FINALISE button. Repeat process until the message as above is shown or to CANCEL the transaction entry simply do not finalise it just go onto another one or change tasks.



Creditor Transactions			
Creditor Code:	1002	Terms:	30 days
Name:	John Flanagan Internatrional Suppli	Balance:	\$1060.67
Location:	Rainbow 1	Credit Available:	\$3939.33
Transaction Type:	Select One		
Reference Number:		Date:	13 Jul 2005
Creditor Invoice Number:		Due Date:	12 Jul 2005
Order Number:	Please enter a valid amount		
Amount:		Discount:	\$10.00
Tax:	\$50.00	Fee:	\$0.00
		Amount Paid:	\$0.00
Comment:			

The invoice amount is BLANK and this is an error, note the red outline of the field and the balloon message.

Correct the error(s) and click on the FINALISE button.

The *green* Reference #n Updated message appears when the transaction has been successfully saved.

3D **Credit Note**

Applied to existing INVOICE.

Select CREDITOR as per instructions in 3C.

Select LOCATION

Enter REFERENCE number for the CREDIT NOTE.

Enter CREDITOR INVOICE NUMBER to which CREDIT NOTE is being applied.

Enter AMOUNT of CREDIT NOTE, including tax if creditor is tax inclusive. AMOUNT is a POSITIVE figure.

e.g. Create a credit note on invoice 2 for 100.00 for creditor 1002.

Creditor Transactions			
Creditor Code:	1002	Terms:	30 days
Name:	John Flanagan International Suppli	Balance:	\$960.67
Location:	Rainbow 1	Credit Available:	\$4039.33
Transaction Type:	Credit Note		
Reference Number:	6	Date:	13 Jul 2005
Creditor Invoice Number:	2	Due Date:	12 Jul 2005
Order Number:			
Amount:	\$100.00	Discount:	\$0.00
Tax:	\$0.00	Fee:	\$0.00
		Amount Paid:	\$0.00
Comment:			

The BALANCE for Creditor 1002 before FINALISE is \$960.67

**After** FINALISE the BALANCE is \$860.67 (see next page) when the \$100 credit note has been applied.

**Reference # 6 Updated**  
**Creditor Transactions**

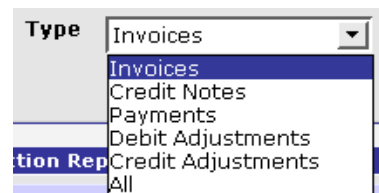
Creditor Code:	1002	Terms:	30 days
Name:	John Flanagan Internatrnal Suppli	Balance:	\$860.67
Location:	Rainbow 1	Credit Available:	\$4139.33
Transaction Type:	Select One		
Reference Number:		Date:	13 Jul 2005
Creditor Invoice Number:		Due Date:	12 Jul 2005
Order Number:			
Amount:	\$100.00	Discount:	\$0.00
Tax:	\$0.00	Fee:	\$0.00
		Amount Paid:	\$0.00
Comment:			

TRANSACTION HISTORY is viewed using the CREDITOR REPORTS --> TRANSACTIONS

Select CREDITOR REPORTS, then select *Transactions (yellow)*.

Report Options								
Site:	ALL	By	Day	Type	Invoices	Date	12 Jul 2005	
Creditor Transaction Report - Invoices								
Creditor ▲	Sunday 10-Jul-2005	Monday 11-Jul-2005	Tuesday 12-Jul-2005	Wednesday 13-Jul-2005	Thursday 14-Jul-2005	Friday 15-Jul-2005	Saturday 16-Jul-2005	Total
John Flanagan Internatrnal Suppli	\$190.00			\$890.67				\$1,080.67
<b>Total:</b>	<b>\$190.00</b>			<b>\$890.67</b>				<b>\$1,080.67</b>

The **Site** can be set using the *drop down list* to a specific site or ALL sites.  
 The **By** field can be set to *Day or Week or Month or Year*.  
 The **Type** can be set using the *drop down list* see diagram  
 The **Date** can be selected click in the field to see the CALENDAR.



If the **By** is set to *Day* the last 7 days are shown. If it is week the last 7 weeks or month the last 7 months or Year the last 7 years.

In this example, *By* is set to *Day*, *Type* is set to *Invoices* and *Site* is set to all and the date is set to the 12 Jul 2005.

The *creditor* having transactions (invoices) are shown and can be clicked upon (hyperlink) to view the detail of the transactions.

In the example *John Flanagan International Suppli* has had transactions on 10 Jul 2005 and 13 Jul 2005 and is owed a total of \$1080.67.

Clicking on the *Creditor* opens up the following menu.

Report Options								
Site:	ALL	By:	Day	Type:	Invoices	Date:	12 Jul 2005	
Creditor Transaction Report - Invoices								
Creditor ▲	Sunday 10-Jul-2005	Monday 11-Jul-2005	Tuesday 12-Jul-2005	Wednesday 13-Jul-2005	Thursday 14-Jul-2005	Friday 15-Jul-2005	Saturday 16-Jul-2005	Total
John Flanagan International Suppli	\$190.00			\$890.67				\$1,080.67
<b>Total:</b>	<b>\$190.00</b>			<b>\$890.67</b>				<b>\$1,080.67</b>

Selecting *Show Open Transactions for this Creditor* shows the report.

Report Options										
Site: ALL										
Creditor Open Transactions - John Flanagan International Suppli										
Name ▼	Site	Type	Order #	Invoice #	Balance	Amount	Paid	Due Date	Trans Date	
John Flanagan International Suppli	Rainbow 1	Invoice		1001	\$190.00	\$190.00	\$0.00	09-Aug-2005	10-Jul-2005	
John Flanagan International Suppli	Rainbow 1	Invoice		2	\$350.67	\$350.67	\$0.00	12-Aug-2005	13-Jul-2005	
John Flanagan International Suppli	Rainbow 1	Invoice		4	\$540.00	\$540.00	\$0.00	12-Jul-2005	13-Jul-2005	
John Flanagan International Suppli	Rainbow 1	Credit Note		2	\$20.00	\$20.00	\$0.00	13-Jul-2005	13-Jul-2005	
John Flanagan International Suppli	Rainbow 1	Credit Note		2	\$100.00	\$100.00	\$0.00	12-Jul-2005	13-Jul-2005	
John Flanagan International Suppli	Rainbow 1	Credit Note		2	\$90.00	\$90.00	\$0.00	12-Jul-2005	13-Jul-2005	
<b>Total</b>					<b>\$1,290.67</b>	<b>\$1,290.67</b>	<b>\$0.00</b>			

This shows all transactions in the selected period relating to this creditor, 3 invoices and 3 credit notes. All the credit notes relate to the same invoice (#2).

The only hyperlink available is on the *creditor*. Clicking this opens up a menu to either *Edit the Creditor* or to *Pay* these transactions.

Creditor Open Transactions - John Flanagan Internatrional Suppli									
Name ▼	Site	Type	Order #	Invoice #	Balance	Amount	Paid	Due Date	Trans Date
John Flanagan Internatrional Suppli	Rainbow 1	Invoice		1001	\$190.00	\$190.00	\$0.00	09-Aug-2005	10-Jul-2005
John Flanagan Internatrional Suppli	Rainbow 1	Invoice		2	\$350.67	\$350.67	\$0.00	12-Aug-2005	13-Jul-2005
John Flanagan Internatrional Suppli	Rainbow 1	Invoice		4	\$540.00	\$540.00	\$0.00	12-Jul-2005	13-Jul-2005
John Flanagan Internatrional Suppli	Rainbow 1	Credit Note		2	\$20.00	\$20.00	\$0.00	13-Jul-2005	13-Jul-2005
John Flanagan Internatrional Suppli	Rainbow 1	Credit Note		2	\$100.00	\$100.00	\$0.00	12-Jul-2005	13-Jul-2005
John Flanagan Internatrional Suppli	Rainbow 1	Credit Note		2	\$90.00	\$90.00	\$0.00	12-Jul-2005	13-Jul-2005
Total					\$1,290.67	\$1,290.67	\$0.00		

### 3E PAYMENTS

Select CREDITORS --> ADMINISTRATION --> PAYMENTS  
 Select CREDITOR.

Creditor Payments - John Flanagan Internatrional Suppli												
Supplier: John Flanagan Internatrional Suppli						Outstanding:			\$770.67			
Code: 1002						Payment Total:			\$0.00			
Type: <b>DSD Supplier</b>												
Location: ALL ▼												
Details												
Cheque Number: <input type="text"/>												
Payment Type: Cash ▼												
Payment Sub Type: Cash ▼												
Comment: <input type="text"/>												
Location	Description	Select	Original	Owing	To Pay	Paid	Tran Date	Due Date	Transaction	Order Number	Invoice Number	Total
Rainbow 1	Invoice	<input type="checkbox"/>	\$540.00	\$540.00	\$540.00	\$0.00	13-Jul-2005	12-Jul-2005	4		4	\$0.00
Rainbow 1	Credit Note	<input type="checkbox"/>	\$90.00	\$90.00	\$90.00	\$0.00	13-Jul-2005	12-Jul-2005	5		2	\$0.00
Rainbow 1	Credit Note	<input type="checkbox"/>	\$100.00	\$100.00	\$100.00	\$0.00	13-Jul-2005	12-Jul-2005	6		2	\$0.00
Rainbow 1	Credit Note	<input type="checkbox"/>	\$110.00	\$110.00	\$110.00	\$0.00	13-Jul-2005	13-Jul-2005	2		2	\$0.00
Rainbow 1	Invoice	<input type="checkbox"/>	\$190.00	\$190.00	\$190.00	\$0.00	10-Jul-2005	09-Aug-2005	1001		1001	\$0.00
Rainbow 1	Invoice	<input type="checkbox"/>	\$350.67	\$350.67	\$350.67	\$0.00	13-Jul-2005	12-Aug-2005	2		2	\$0.00
Page 1 of 1												
Pay Selected												

Select LOCATION - this should be the STORE unless the creditor is a global creditor being paid from Head Office.  
 Enter the CHEQUE NUMBER allocated to PAY these transactions to this creditor, *only if Payment Type is CHEQUE*.  
 Select PAYMENT TYPE from the *drop down list*. CASH CHEQUE T/TRANSFER, ETC.  
 Select the PAYMENT SUB-TYPE from the *drop down list* NOTES, COIN, OTHER, ETC.  
 Select the TRANSACTIONS being paid by clicking in the "SELECT" field in the grid following the field COMMENTS.  
 Use the forward and back arrows on the lower right hand side above the PAY SELECTED button to navigate to the transactions if there is more than one page.  
 Click on the PAY SELECTED button to pay the creditor.

Select all transactions relating to invoice 2 including the credit notes. (as shown)

**Creditor Payments -**

Supplier: John Flanagan International Suppli      Outstanding: \$770.67  
 Code: 1002      Payment Total: \$50.67  
 Type: **DSD Supplier**  
 Location: Rainbow 1

**Details**

Cheque Number: 00657  
 Payment Type: Cheque  
 Payment Sub Type:   
 Comment:

Location	Description	Select	Original	Owing	To Pay	Paid	Tran Date	Due Date	Transaction	Order Number	Invoice Number	Total
Rainbow 1	Invoice	<input type="checkbox"/>	\$540.00	\$540.00	\$540.00	\$0.00	13-Jul-2005	12-Jul-2005	4		4	\$0.00
Rainbow 1	Credit Note	<input checked="" type="checkbox"/>	\$90.00	\$90.00	\$90.00	\$0.00	13-Jul-2005	12-Jul-2005	5		2	-\$90.00
Rainbow 1	Credit Note	<input checked="" type="checkbox"/>	\$100.00	\$100.00	\$100.00	\$0.00	13-Jul-2005	12-Jul-2005	6		2	-\$100.00
Rainbow 1	Credit Note	<input checked="" type="checkbox"/>	\$110.00	\$110.00	\$110.00	\$0.00	13-Jul-2005	13-Jul-2005	2		2	-\$110.00
Rainbow 1	Invoice	<input type="checkbox"/>	\$190.00	\$190.00	\$190.00	\$0.00	10-Jul-2005	09-Aug-2005	1001		1001	\$0.00
Rainbow 1	Invoice	<input checked="" type="checkbox"/>	\$350.67	\$350.67	\$350.67	\$0.00	13-Jul-2005	12-Aug-2005	2		2	\$350.67

Page 1 of 1

**Pay Selected**

At the top right hand corner appears the *Outstanding* (\$770.67) to this creditor & the *Payment Total* being paid to this creditor for the selected transactions (\$50.67).

After clicking on the *Pay Selected* button a final warning appears. To abort the payment select *No*, to accept the payment select *Yes*.

**Creditor Payments -**

Supplier: John Flanagan International Suppli      Outstanding: \$770.67  
 Code: 1002      Payment Total: \$50.67  
 Type: **DSD Supplier**  
 Location: Rainbow 1

**Details**

Cheque Number: 00657  
 Payment Type: Cheque  
 Payment Sub Type:   
 Comment:

**AMC Portal Client**

? Are you sure you wish to Pay these Invoices, no changes can be done after finalisation?

Yes No

Location	Description	Select	Original	Ow	To Pay	Paid	Tran Date	Due Date	Transaction	Order Number	Invoice Number	Total
Rainbow 1	Invoice	<input type="checkbox"/>	\$540.00	\$540.00	\$540.00	\$0.00	13-Jul-2005	12-Jul-2005	4		4	\$0.00
Rainbow 1	Credit Note	<input checked="" type="checkbox"/>	\$90.00	\$90.00	\$90.00	\$0.00	13-Jul-2005	12-Jul-2005	5		2	-\$90.00
Rainbow 1	Credit Note	<input checked="" type="checkbox"/>	\$100.00	\$100.00	\$100.00	\$0.00	13-Jul-2005	12-Jul-2005	6		2	-\$100.00
Rainbow 1	Credit Note	<input checked="" type="checkbox"/>	\$110.00	\$110.00	\$110.00	\$0.00	13-Jul-2005	13-Jul-2005	2		2	-\$110.00
Rainbow 1	Invoice	<input type="checkbox"/>	\$190.00	\$190.00	\$190.00	\$0.00	10-Jul-2005	09-Aug-2005	1001		1001	\$0.00
Rainbow 1	Invoice	<input checked="" type="checkbox"/>	\$350.67	\$350.67	\$350.67	\$0.00	13-Jul-2005	12-Aug-2005	2		2	\$350.67

Page 1 of 1

**Pay Selected**

After saying YES to accept, the payment is made and the transactions that have been paid are not longer shown as outstanding.

**Payment Completed**  
**Creditor Payments -**

Supplier: John Flanagan International Suppli      Outstanding: \$720.00  
 Code: 1002      Payment Total: \$0.00  
 Type: **DSD Supplier**  
 Location: Rainbow 1

**Details**

Cheque Number:

Payment Type:

Payment Sub Type:

Comment:

Location	Description	Select	Original	Owing	To Pay	Paid	Tran Date	Due Date	Transaction	Order Number	Invoice Number	Total
Rainbow 1	<a href="#">Invoice</a>	<input type="checkbox"/>	\$540.00	\$540.00	\$540.00	\$0.00	13-Jul-2005	12-Jul-2005	4		4	\$0.00
Rainbow 1	<a href="#">Invoice</a>	<input type="checkbox"/>	\$190.00	\$190.00	\$190.00	\$0.00	10-Jul-2005	09-Aug-2005	1001		1001	\$0.00

Page 1 of 1

A remittance advice is printed using Adobe Acrobat format (PDF).

AMC Portal Creditors Module

**Payment To:**

Account : 1002
<b>To: John Flanagan Internatrional Suppli</b>
Atten: Mick Johnston
Unit 237/416 St Kilda Road Melbourne Victoria 3004

**Cheque 00657**

**Master**

NSW  
Australia  
Account : 1002

Date : 13-Jul-2005

**Total : \$50.67**

Description	Reference	Payment Type	Invoice #	Order #	Comment	User	Line Total
Credit Note	5	Cheque	2			MASTERUSER	-\$90.00
Credit Note	6	Cheque	2			MASTERUSER	-\$100.00
Credit Note	2	Cheque	2			MASTERUSER	-\$110.00
Invoice	2	Cheque	2			MASTERUSER	\$350.67
							=====
<b>Total</b>							<b>\$50.67</b>

This report can be reprinted on demand.