



Portal User Guide

Creditors and Contracts

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Managing suppliers and contracts

You can use the Portal to manage your suppliers and creditors, including:

- Recording creditor details.
See *Creditor Maintenance screen* on page 13.
- Comparing and maintaining supply contracts with creditors to find the cheapest supplier for each purchase order.
See *Managing creditor contracts* on page 40.
- Tracking invoices, transactions, creditor totals and accounts.
See *Managing creditor transactions and invoices* on page 67.
- Recording creditor cross-references for item codes to streamline procurement.
Creditor Cross Reference screen on page 29.
- Managing cost-to-sell matrices for suppliers to calculate automatic price markups from cost.
See *Managing price matrices* on page 133.

Also see:

- *Creditor Maintenance screen* on page 13.
- *Creditor Name and Address report* on page 36.
- *Creditor Cross Reference screen* on page 29.
- *Creditor Cross Reference report* on page 33.

What you can do:


- *Creating a creditor* on page 6.
- *Finding a creditor or supplier* on page 8.
- *Editing a supplier's email address* on page 11.
- *Adding supplier cross-references for items* on page 24.
- *Editing a supplier cross-reference for an item* on page 26.
- *Deleting supplier cross-references for items* on page 27.

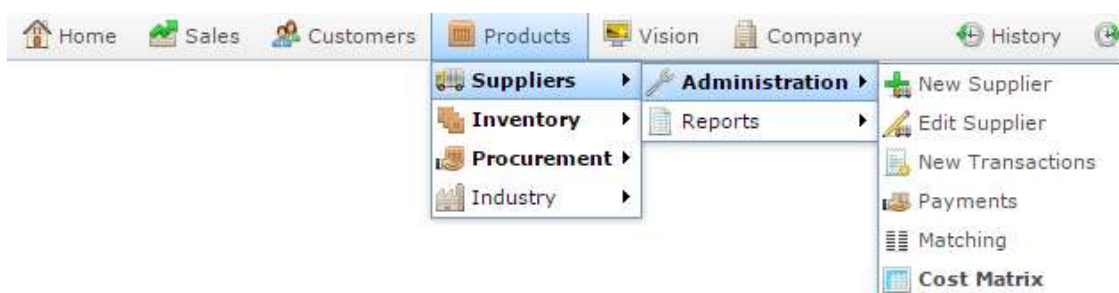
Creating a creditor

Create a creditor when you want to record a person or company from whom you purchase goods, services or supplies. You must create a creditor before you can create purchase orders or stock receipts for them.

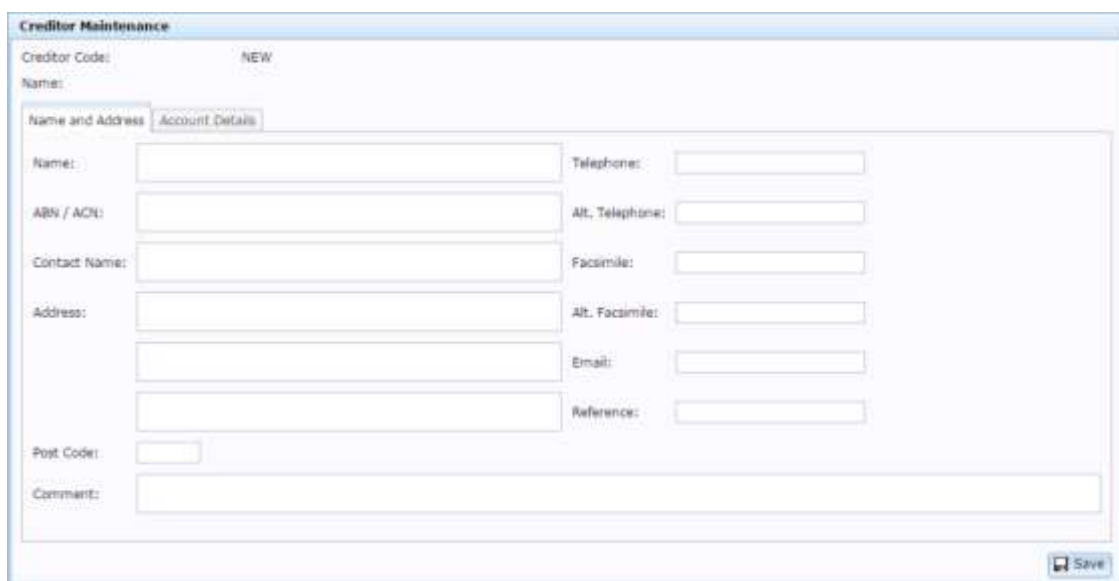
Note: Once you have created a creditor, you can then view their totals and enable the portal data interchange if they also use the AMC Convergent IT Portal. See *Setting up creditors for PDI*.

To create a creditor:

1. Press  **Products** in the main menu bar.
2. Press **Suppliers > Administration > New Supplier**.



3. The Creditor Maintenance Name and Address tab is displayed.

A screenshot of the 'Creditor Maintenance' form. The 'Name and Address' tab is selected. The form contains several input fields: 'Creditor Code' (NEW), 'Name', 'Name and Address' (with a sub-tab), 'Account Details', 'Name', 'Telephone', 'ABN / ACN', 'Alt. Telephone', 'Contact Name', 'Facsimile', 'Address', 'Alt. Facsimile', 'Email', 'Post Code', 'Reference', and 'Comment'. A 'Save' button is located at the bottom right.

4. Type the name of the company or entity in the **Name** field.
5. Type the creditor's company or business number in the **ABN / ACN** field.
6. Type the name of the person you most frequently deal with at the company in the **Contact Name** field.

7. Add the company's contact address, telephone number, fax number and email address in the fields.

See *Creditor Maintenance* screen on page 13.

8. If you want to be able to email purchase orders to the company, add their email address in the **Email** field.
9. Add a comment about the company if required.
10. Press the Account Details tab.

The Account details tab is displayed.

The screenshot shows the 'Creditor Maintenance' window with the 'Account Details' tab selected. The 'Creditor Code' is 'NEW'. The 'Name' field is empty. The 'Account Terms' field contains '21 days'. The 'Credit Limit' field is empty. The 'Customer Account' field is empty. The 'Early Payment Discount' field contains '0%'. The 'Lead Time' field contains '7 days'. On the right side, there are four checkboxes: 'GST Inclusive' (unchecked), 'Stock Supplier' (checked), 'Check Stock on Arrival' (unchecked), and 'DSD Supplier' (unchecked). A 'Save' button is located in the bottom right corner of the window.

11. Type in the payment terms the creditor typically provides on their invoices in the Account Terms field.
12. Type the maximum amount the creditor allows you to owe at once in the Credit Limit field.
13. Type your customer account number for the creditor in the Customer Account field.
14. Select or complete the fields as required.

See *Creditor Maintenance* screen on page 13

15. Press  Save .

The creditor is allocated a unique creditor number and saved to the Portal.

Finding a creditor or supplier

Find a creditor when you want to:


- View or edit the creditor's details.
- Create a purchase order for the creditor.
- Receipt stock from that creditor.
- Perform another task that requires specifying the creditor.

You can either:

- List all creditors starting with a chosen letter.
- Search for a creditor by typing information in the search fields.

Opening the Find Creditor window

To open the Find Creditor window:

1. Press  **Products** in the main menu bar.
2. Press **Suppliers > Administration > Edit Suppliers**.



The Find Creditor window is displayed.



Listing all creditors by letter:

To list creditors that start with a specific letter alphabetically:

1. Press the corresponding letter of the alphabet at the top of the search screen.

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:

Search

The creditors that start with that letter are listed alphabetically.

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

Names starting with 'A'

ACME Products (5001)

Search

Searching for creditors

You can search for a creditor based on their name or creditor number. The Portal searches for matches:

- Anywhere within the words of the field.
For example, **APP** matches both **apple**, and **pineapple**. If a field contains multiple words, it matches any word in the field.
- From the start of the creditor number.
For example, a search for a creditor number of **3** returns all creditor numbers starting with 3, not all creditor numbers that contain 3.
- Using the first search field that contains data.
For example, if you type **APP** in the **Name** field and **3** in the **Creditor Number** field, the Portal ignores the **Creditor Number** field and searches for matches to the creditor name.

To search for creditors:

1. If the custom search fields are not displayed, press the Custom tab.



The screenshot shows the 'Find Creditor' search interface. At the top, there is a 'Custom' tab highlighted with a yellow box. Below the tab is a horizontal menu with letters A through Z. The text 'Please choose a field to search on' is displayed. Below this, there are two input fields: 'Name:' and 'Creditor Number:'. A 'Search' button is located at the bottom right of the form.

2. Type the term you want to search on in the search fields.



The screenshot shows the 'Find Creditor' search interface. The 'Custom' tab is still highlighted. The 'Name:' and 'Creditor Number:' input fields are now highlighted with a yellow box, indicating that the user has entered search terms.

Note: Because the Portal uses the first field with data that it finds, you should only search for creditors using one search field at a time.


3. Press **Search**.

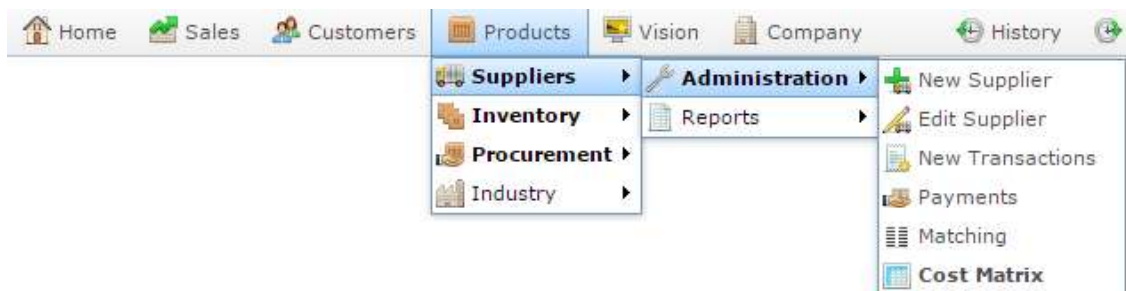
The search results are displayed.

Editing a supplier's email address

Edit a supplier's email address to specify the email address that purchase orders are sent to by the Portal.

To edit the supplier's email address:

1. Press  **Products** in the main menu bar.
2. Press **Suppliers > Administration > Edit Suppliers**.



The Find Creditor window is displayed.



3. Search for the creditor you want.

See *Finding a creditor or supplier* on page 8.

The Creditor Maintenance screen is displayed

Managing suppliers and contracts

Creditor Maintenance

Creditor Code: 5001
Name: ACMEx Products

Name and Address | Account Details | PDI Setup | Totals

Name: ACMEx Products Telephone: 95887965
ABN / ACN: 1245984385754 Alt. Telephone:
Contact Name: Jason Acme Facsimile:
Address: 391 High-street Road Alt. Facsimile:
Monash Email: Hello@ACMEX.com
Post Code: 3,4 Reference:
Comment:

Save New Creditor Report Payment Transactions

4. Type the email address into the **Email** field.

Creditor Maintenance

Creditor Code: 5001
Name: ACMEx Products

Name and Address | Account Details | PDI Setup | Totals

Name: ACMEx Products Telephone: 95887965
ABN / ACN: 1245984385754 Alt. Telephone:
Contact Name: Jason Acme Facsimile:
Address: 391 High-street Road Alt. Facsimile:
Monash Email: Hello@ACMEX.com
Post Code: 3,4 Reference:
Comment:

Save New Creditor Report Payment Transactions

5. Press  Save.


The changes are saved.

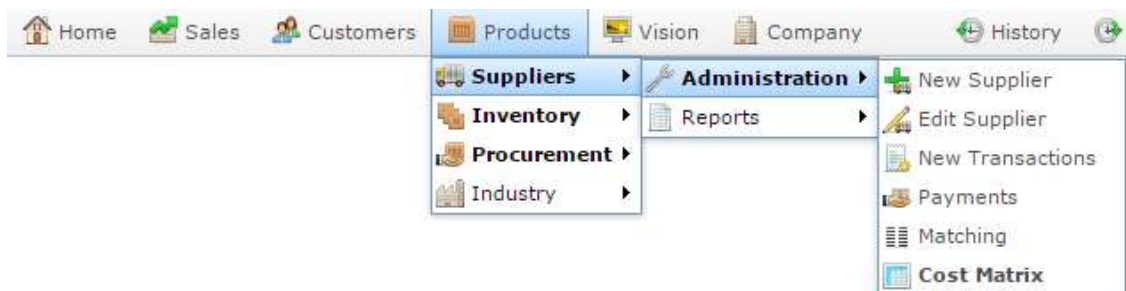
Creditor Maintenance screen

Use the Creditor Maintenance screen to view or edit creditor details.

Opening the Creditor Maintenance screen

To open the Creditor Maintenance screen:

1. Press  **Products** in the main menu bar.
2. Press **Suppliers > Administration > Edit Suppliers**.



The Find Creditor window is displayed.



3. Search for the creditor you want.

See *Finding a creditor or supplier* on page 8.

The Creditor Maintenance screen is displayed

Managing suppliers and contracts

Creditor Maintenance

Creditor Code: 5001
Name: ACMEx Products

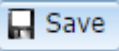
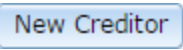
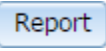
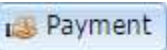
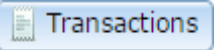
Name and Address | Account Details | PDI Setup | Totals

Name:	ACMEx Products	Telephone:	05687965
ABN / ACN:	1245984385754	Alt. Telephone:	
Contact Name:	Jason AcmeX	Facsimile:	
Address:	391 High-street Road	Alt. Facsimile:	
		Email:	Hello@ACMEX.com
	Monash	Reference:	
Post Code:	341		
Comment:			

Creditor Maintenance screen key fields and buttons

Common buttons

These buttons are common to all Creditor Maintenance tabs.

Field	Description
 Save	Save any changes you've made to the creditor information.
 New Creditor	Create a new supplier or creditor. See <i>Creating a creditor</i> on page 6.
 Report	Press to view a report of creditor invoices and transactions. See <i>Creditor Invoices report</i> on page 100.
 Payment	Record a creditor payment. See <i>Creditor Payments screen</i> on page 90.
 Transactions	Finalise creditor transactions. See <i>Creditor Transactions screen</i> on page 85.

Name and Address tab

Use this area to maintain the address and contact details of creditors and suppliers.

The screenshot shows a web application window titled "Creditor Maintenance". At the top, it displays "Creditor Code: 5001" and "Name: ACMEx Products". Below this is a tabbed interface with four tabs: "Name and Address" (selected), "Account Details", "PDI Setup", and "Totals". The "Name and Address" tab contains several input fields: "Name" (ACMEx Products), "Telephone" (95887965), "ABN / ACN" (1245984385754), "Alt. Telephone", "Contact Name" (Jason AcmeX), "Facsimile", "Address" (391 High street Road), "Alt. Facsimile", "Post Code" (3,4t), "Email" (Hello@ACMEX.com), "Reference", and a "Comment" text area. At the bottom right of the form are buttons for "Save", "New Creditor", "Report", "Payment", and "Transactions".

Field	Description
Name	The creditor's name.
ABN / ACN	The creditor's business registration number, such as ABN (Australian Business Number) or ACN (Australian Company Number).
Contact Name	Name of the person you normally contact at the creditor.
Address	Postal address of the creditor.
Post Code	Post code of the creditor's address.
Comment	Comments added about the creditor.

Field	Description
Telephone	Creditor's main phone number.
Alt. Telephone	Creditors secondary phone number.
Facsimile	Creditor's fax number.
Alt. Facsimile	Creditor's secondary fax number.
Email	Creditor's main email address.
Reference	Use this field to record additional information about the creditor.

Account Details tab

Use this area to maintain the financial details of creditors and suppliers.

The screenshot shows the 'Creditor Maintenance' window with the 'Account Details' tab selected. The form contains the following fields and options:

- Creditor Code: 5001
- Name: ACMEx Products
- Account Terms: 21 days
- Credit Limit: \$50,000.00
- Customer Account: (empty)
- Early Payment Discount: 0%
- Lead Time: 7 days
- Options: GST Inclusive, Stock Supplier, Check Stock on Arrival, DSD Supplier

Buttons at the bottom: Save, New Creditor, Report, Payment, Transactions.

Field	Description
Account Terms	Number of days the creditor indicates payment is expected after receiving an invoice.
Credit Limit	Maximum dollar amount creditor allows your organisation to owe them at a time.
Customer Account	Identifier for your organisation's account with the creditor.
Early Payment Discount	Discount offered for early payment of invoices. Note: This is a percentage. For example, if a creditor offers a 10% discount for early payment, type 10 .
Lead time	Amount of time between placing and receiving an order with this creditor.

Field	Description
GST Inclusive	Select if the creditor includes GST in their prices.
Stock Supplier	Select if this creditor is a supplier of stock for your organisation.
Check Stock On Arrival	Select if stock must be checked from this creditor upon arrival.
DSD Supplier	Select if this creditor is a direct supplier, rather than the company warehouse.

PDI Setup tab

Use this area to maintain the Portal Data Interchange information for a creditor or supplier.

Note: Portal Data Interchange allows you to streamline stock orders from suppliers who also use the AMC Convergent IT Portal. Both the supplier and receiver of stock must have the PDI setup configured for each other, and cross-reference numbers configured for all items. Without these configurations, the data interchange cannot function.



Important note: These settings control how the Portal sends and receives data across companies. Take care when changing this information, as an incorrect configuration could prevent you using the Portal Data Interchange feature. For more information on the individual elements, see *Using the Portal Data Interchange (PDI)*.

Field

Description

Element Name Name of the piece of information you're configuring.

Element Tag Name used to identify the piece of information to the other company.

Field	Description
Element Value	Value to include as that information to the other company.
Description	Description of the use of the information.
Enabled	Select whether to include this information in the Portal Data Interchange exchange for this creditor.

Totals tab

Use this area to view the total purchases and payments over the year and current period if you use the Portal to track and manage payments and finances with your creditors.

Creditor Maintenance			
Creditor Code:	5001		
Name:	ACMEx Products		
<div style="display: flex; border-bottom: 1px solid black;"> Name and Address Account Details POI Setup Totals </div>			
Purchase to Date:	\$158.62	Paid in Total:	\$0.00
Purchase this Year:	\$158.62	Payment this Year:	\$0.00
Amount Outstanding:	\$233.60	Payment this Period:	\$0.00
		Amount of Last Payment:	\$0.00
		Date of Last Payment:	30/12/1899
<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"/>			

Field	Description
Purchase to Date	Total dollar value of purchases ordered from this supplier.
Purchase this Year	Total dollar value of purchases ordered from this supplier this year.
Amount Outstanding	Total dollar amount that has not been paid to the creditor.
Paid in Total	Total dollar amount paid to the creditor.
Payment this Year	Total dollar amount paid to the creditor this year.
Payment this Period	Total dollar amount paid to the creditor this financial period.

Field	Description
Amount of Last Payment	Dollar amount of last payment to the creditor.
Date of Last Payment	Date the last payment was made to the creditor.

Adding supplier cross-references for items

You can configure a supplier cross-reference for an item, to record the supplier's item code. With a supplier cross reference you can:

- Send purchase orders using the supplier's item codes to streamline your ordering process.
- Search for and add items to requisitions, purchase orders and stock receipts by the supplier's code for easier ordering and receipting.
- Use the Portal Data Interchange (PDI) function to streamline your procurement.

See *Using the Portal Data Interchange (PDI)*.

Note: Each item can have several item codes for each supplier, if required.

To add a supplier cross-reference for an item:

1. Find the item in Item Maintenance.

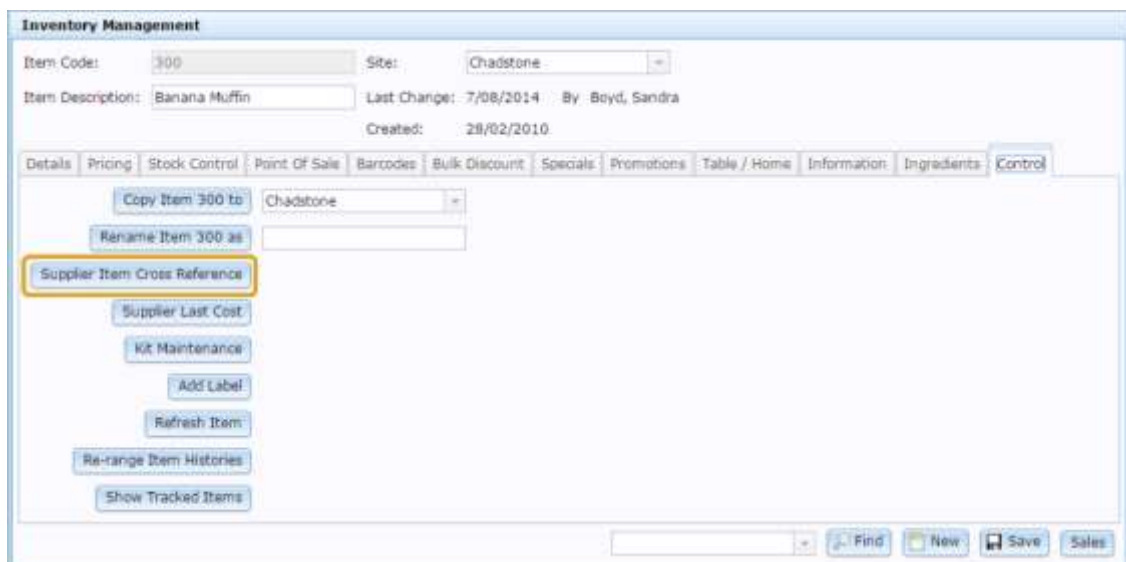
See *Finding an item using the search screen*.

The Details tab of Item Maintenance is displayed.

2. Press the Control tab.

The Control tab of Item Maintenance is displayed.

3. Press **Supplier Item Cross Reference**.



The Creditor Cross Reference screen is displayed.

Creditor Cross Reference

Item: 300
Description: Banana Muffin

Cross Reference

Creditor: ACMEx Products (5001) -
Cross Reference: 8977 + Add

Creditor #	Name	Cross Reference Item
5001	ACMEx Products	3459788
5001	ACMEx Products	8977

Update Delete

See *Creditor Cross Reference* screen on page 29.

4. Select the supplier you want to add a reference number for from the Creditor drop-down list.
5. Type the supplier's code for the item in the Cross Reference field.
6. Press + Add.

The cross reference code is added to the item.

Editing a supplier cross-reference for an item

Cross references for items cannot be edited once they have been added. If you need to change the cross reference for an item, delete the incorrect cross reference and add the correct one.

See:

1. *Deleting supplier cross-references for items* on page 27.
2. *Adding supplier cross-references for items* on page 24

Deleting supplier cross-references for items

You can delete a supplier cross reference for an item if the cross reference is no longer valid, or you no longer need a cross reference for that supplier.

Note: You cannot edit an existing cross reference. If you need to change a cross reference, you must delete the incorrect reference and add the correct one. See *Adding supplier cross-references for items* on page 24.

Note: Certain Portal functions such as searching by cross-reference and the Portal Data Interchange (PDI) will not function if items do not have supplier cross references. See *Using the Portal Data Interchange (PDI)*.

To add a supplier cross-reference for an item:

1. Find the item in Item Maintenance.

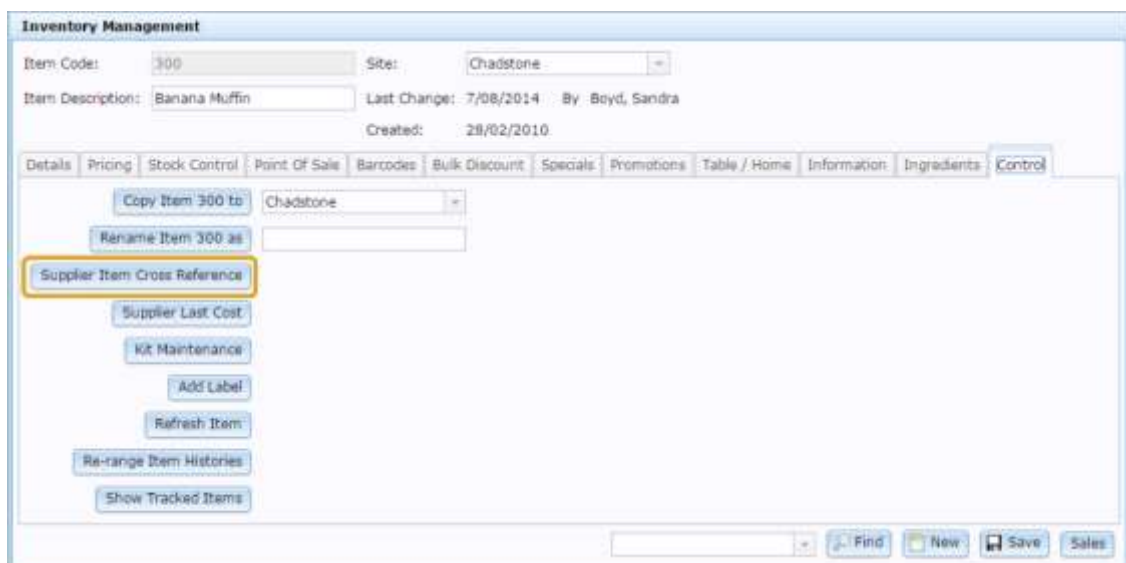
See *Finding an item using the search screen*.

The Details tab of Item Maintenance is displayed.

2. Press the Control tab.

The Control tab of Item Maintenance is displayed.

3. Press **Supplier Item Cross Reference**.



The Creditor Cross Reference screen is displayed.

The screenshot shows the 'Creditor Cross Reference' window. At the top, it displays 'Item: 300' and 'Description: Banana Muffin'. Below this, there are input fields for 'Creditor:' (set to 'ACMEx Products (5001)') and 'Cross Reference:' (set to '8977'), with an '+ Add' button. A table below contains the following data:

Creditor #	Name	Cross Reference Item
5001	ACMEx Products	3459788
5001	ACMEx Products	8977

At the bottom right, there are 'Update' and 'Delete' buttons.

See *Creditor Cross Reference* screen on page 29.

4. Select the cross reference you want to delete in the Cross Reference grid.

This screenshot is identical to the previous one, but the second row of the table (Creditor # 5001, Name ACMEx Products, Cross Reference Item 8977) is highlighted with a yellow border, indicating it is selected for deletion.

5. Press  **Delete**.


The cross reference code is deleted.

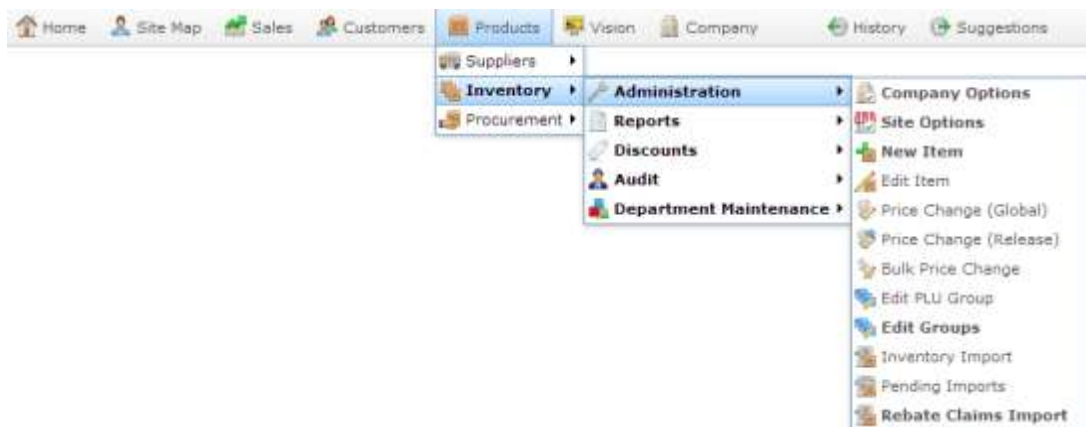
Creditor Cross Reference screen

Use the Creditor Cross Reference screen to view, add and maintain the supplier's codes for items that you stock.

Opening the Creditor Cross Reference screen

To open the Creditor Cross Reference screen:

1. Press  **Products** in the main menu bar.
2. Press **Inventory > Administration > Edit Item**.



3. Search for the item you want to edit.

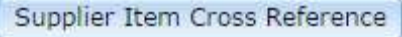
See *Finding an item using the search screen*.

Note: If you want to create a new item, see *Creating a new item*.

The Details tab of the Inventory Management screen is displayed.

4. Press the Control tab.

The Control tab of the Inventory Management screen is displayed.

5. Press .

Managing suppliers and contracts

Inventory Management

Item Code: 300 Site: Chadstone
Item Description: Banana Muffin Last Change: 7/08/2014 By: Boyd, Sandra
Created: 26/02/2010

Details Pricing Stock Control Point Of Sale Barcodes Bulk Discount Specials Promotions Table / Home Information Ingredients **Control**

Copy Item 300 to: Chadstone
Rename Item 300 as:
Supplier Item Cross Reference
Supplier Last Cost
Kit Maintenance
Add Label
Refresh Item
Re-range Item Histories
Show Tracked Items

Find New Save Sales

The Creditor Cross Reference screen is displayed

Creditor Cross Reference

Item: 300
Description: Banana Muffin

Cross Reference

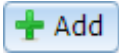
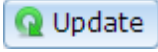

Creditor: ACMEx Products (5001)
Cross Reference: 8977

Creditor #	Name	Cross Reference Item
5001	ACMEx Products	3450788
5001	ACMEx Products	8977

Creditor Cross Reference screen key fields and buttons

Details area

Use this area to select a creditor and type a new cross reference number to add.

Field	Description
Item	The item you are adding cross reference numbers to.
Description	The item's description.
Creditor	The creditor you want to add a cross reference number for.
Cross Reference	The cross reference number you want to add.
	Press to add the cross reference number for the selected creditor to the item.
	Press to save any changes made to cross reference numbers in the cross reference grid.
	Press to delete the selected cross reference number.

Cross reference grid

Use this area to view or modify existing cross references for this item.


Field	Description
Creditor #	The number identifying the creditor for this cross reference.
Name	The name of the creditor for this cross reference.
Cross Reference Item	The cross reference number for this creditor.

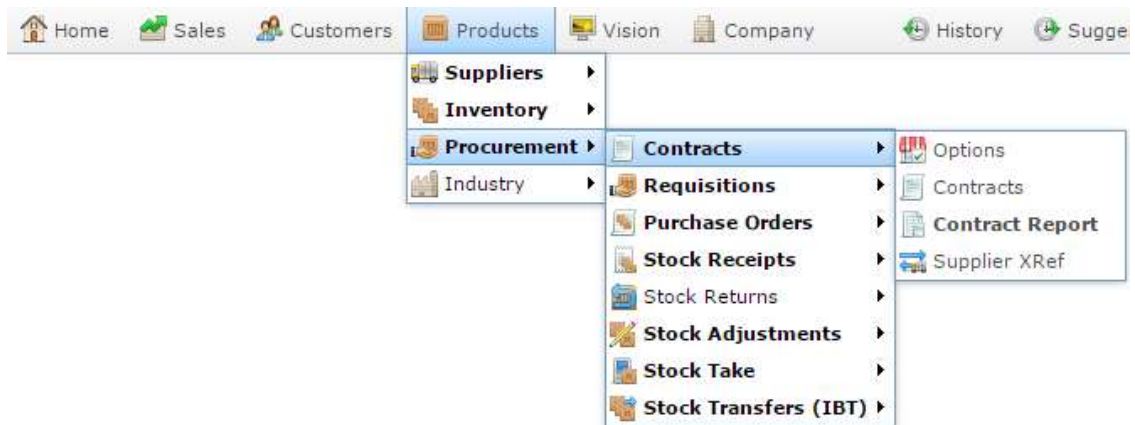
Creditor Cross Reference report

Use the Creditor Cross Reference report to view and access the item codes used by your suppliers for items that you stock.

Opening the Creditor Cross Reference report

To open the Creditor Cross Reference report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Contracts > Supplier XRef**.



The Creditor Cross Reference report is displayed.

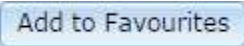
Creditor Cross Reference Report						
Description	Item Number	Creditor Item	Last Change	Created		
Plum Puddings Small	231	9786544	23-Jan-2015	23-Jan-2015		
Banana Muffin	300	3459788	16-Feb-2015	16-Feb-2015		
Banana Muffin	300	8977	16-Feb-2015	16-Feb-2015		

For more information on Creditor Cross Reference , see *Adding supplier cross-references for items* on page 24.

Creditor Cross Reference report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
Supplier / Creditor	Select the creditor or supplier to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the item. Note: Click on the description to access other options in a popup menu.
Item Number / Item	The item code of the item.
Creditor Item	Supplier's item code for this item.
Last Change	Date this information was last updated.
Created	Date the information was first created.

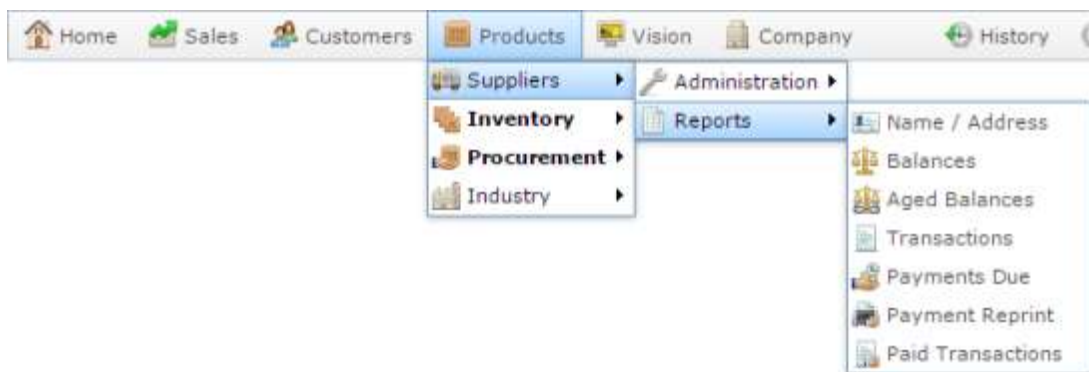
Creditor Name and Address report

Use the Creditor Name and Address report to view the contact details of creditors, or print off a list of contact details using your browser if required.

Opening the Creditor Name and Address report

To open the Creditor Name and Address report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Reports > Name / Address**.



The Creditor Name and Address report is displayed.

Creditor Name and Address

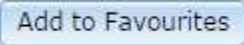
Name	Creditor Code	Phone	Fax	Address	Address	Suburb	Post Code	Balance
Yaardra's Supplies	5002	0599654598		31 Yardway Road	Yaraville		3111	\$0.00
ACME Products	5001	95887965		391 High street Road		Morash	3489	\$293.61

Print Load Edit

Creditor Name and Address report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name / Creditor / Supplier	Name of the creditor or supplier.
Creditor Code / Number / Account	Unique code identifying the creditor.
Phone	Contact phone number.
Fax	Contact fax number
Address	Contact address. <p>Note: Two fields are provided for the address to allow for units, apartments or similar additional address information.</p>
Suburb	Contact suburb.
Post Code	Contact post code.

Field	Description
Balance / Balance Owing	Balance on the creditor's account. A positive balance indicates money owed to the creditor.

Managing creditor contracts

You can create creditor contracts to define the terms for purchase and return of items from specific suppliers. Each item can have contracts with several different suppliers.

When placing an automated purchase order or generating a purchase order from a finalised requisition, the Portal calculates which supplier is the cheapest option for the quantity required by comparing contracts. If no contracts exist for that item, the Portal uses the last-used supplier for each item.

Note: You must configure contracts for your site before you can use them. See *Configuring creditor contracts for your site*.

Contracts for items are based upon:

- The pack size the supplier sells the item in.
- The cost the supplier sells the item in.
- Free items offered by the supplier.
- Discounts offered by the supplier.
- Whether the supplier accepts returns.
- The maximum number of units that can be purchased in a single order.
- The period of time during which the contract is active.

See:

- *Creditor Contract Maintenance* on page 58.
- *Creditor Contract report* on page 63.

What you can do:

- *Creating a creditor contract* on page 41.
- *Editing a creditor contract* on page 44.
- *Mark an item as non-purchasable* on page 47.
- *Mark an item as non-returnable* on page 50.
- *Expiring a creditor contract* on page 53.
- *Deleting a creditor contract* on page 56.

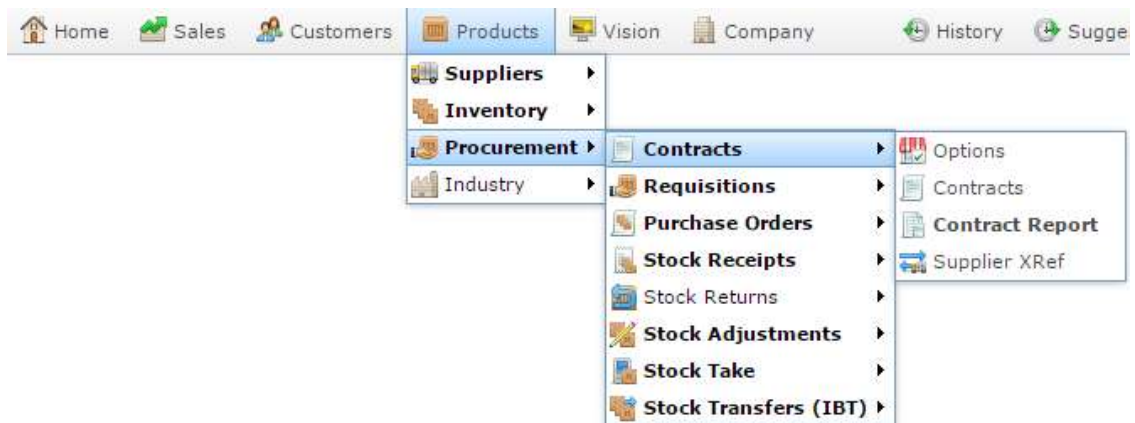
Creating a creditor contract

Create a creditor contract for an item to detail the terms under which a creditor agrees to deal in that item. For example, whether you may purchase that item from the creditor and at what cost, and whether an item can be returned. Contracts are created per-item.

When creating automated purchase orders, the Portal considers each contract listed for an item to choose the best supplier to order the item from.

To create a creditor contract:

1. Press  **Products**.
2. Press **Procurement > Contracts > Contracts**.



The Find Creditor screen is displayed.

 A screenshot of the 'Find Creditor' search screen. At the top, there is a 'Custom' tab and a row of letters from A to Z. Below this, the text 'Please choose a field to search on' is displayed. There are two input fields: 'Name:' and 'Creditor Number:'. A 'Search' button is located at the bottom center of the form.

3. Search for the creditor you want to edit a contract for.

See *Finding a creditor or supplier* on page 8.

The Creditor Contract screen is displayed.

Creditor Contract

Creditor Code: 5001
Name: ACMEx Products

Contracts

Location: Chadstone
Contract Code:
Item Code:

Description:
Price:

Descripti	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Goo	Free Multi	Active Da	Expiry Da	Discount	Purchase	Return Al	Max Qty
No Item				0	0	0	0			0			0

4. Select the site you want the contract to apply to in the **Location** drop-down list.
5. Type a number to identify the contract in the **Contract Code** field.

Note: You can use the contract code to identify which items are included in the same legal agreement with a creditor.

6. Search for the item to add in the **Item Code** field.

See *Finding an item with a search field*.

7. Press .

The item is added to the Item grid.

8. Select the item in the Item grid.

Creditor Contract

Creditor Code: 5001
Name: ACME Products

Contracts

Location: Chadstone

Contract Code:

Item Code:

Description:

Price:

Description	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Multi	Active Dat	Expiry Dat	Discount	Purchase	Return All	Max Qty
Mrtd Lamb Mini	321		123456	1	0	0	0	11-Jun-20	10-Jun-20	0	True	True	99

9. Type the number of units provided in a creditor's pack in the **Pack Size** field.
For example, if a creditor supplies an item in packs of 20 units, type **20**.

10. Type the cost the creditor charges per pack in the **Pack Cost** field.

Note: The Portal uses this information to calculate the best purchase option given the number of units you want to purchase.

11. If you want to limit the number of units that can be purchased in a single order, type that number in the **Max Qty** field.
12. Edit the remaining fields of the contract in the item grid as required.

See *Creditor Contract Maintenance* on page 58.

13. Press .

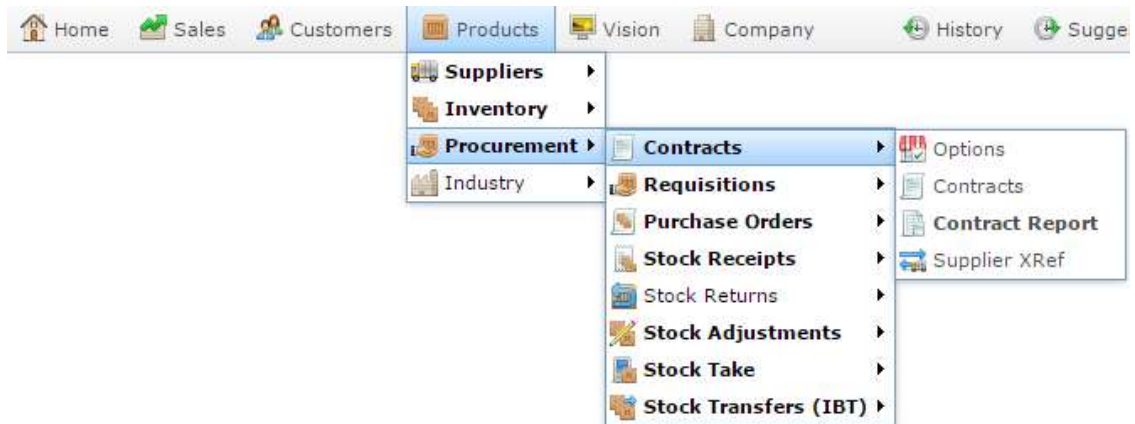
The contract is saved.

Editing a creditor contract

Edit a creditor contract for an item to change the terms under which a creditor agrees to deal for that item.

To edit a creditor contract:

1. Press  **Products**.
2. Press **Procurement > Contracts > Contracts**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to edit a contract for.

See *Finding a creditor or supplier* on page 8.

The Creditor Contract screen is displayed.

Creditor Contract

Creditor Code: 5001
 Name: ACMEx Products

Contracts

Location: Chadstone

Contract Code:

Item Code:

Find Item + Add

Description:

Price:

Descriptio	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Multi	Active Da	Expiry Da	Discount	Purchase	Return All	Max Qty
No Item				0	0	0	0			0			0

Update Delete

4. Select the site you want to edit a contract for in the **Location** drop-down list.
5. Select the item in the Item grid.

Creditor Contract

Creditor Code: 5001
 Name: ACMEx Products

Contracts

Location: Chadstone

Contract Code:

Item Code:

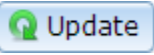
Find Item + Add

Description:

Price:

Descriptio	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Multi	Active Da	Expiry Da	Discount	Purchase	Return All	Max Qty
Mrtd Lamb Mini	321		123456	1	0	0	0	11-Jun-20	10-Jun-20	0	True	True	99

Update Delete

6. Edit the fields of the contract in the item grid as required.
 See *Creditor Contract Maintenance* on page 58.
7. Press .

Managing creditor contracts

The contract is saved.

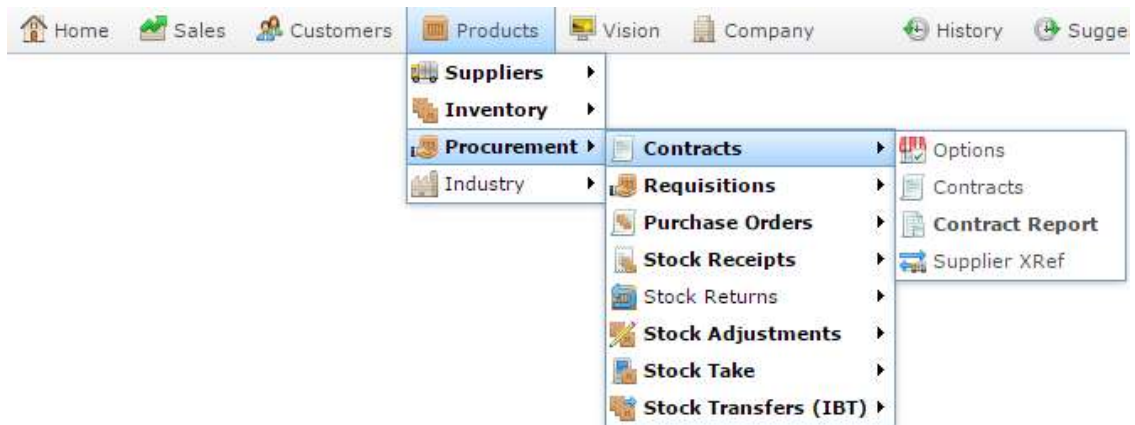
Mark an item as non-purchasable

Mark an item as non-purchasable from a creditor if you do not want the item purchased from this creditor.

Note: You can use this feature to prevent the item being purchased from the creditor even if you do have a contract with them. For example, to prevent future orders with a difficult creditor, even if they have the best price, or if a creditor is temporarily unable to supply the item.

To mark an item non purchasable:

1. Press  **Products**.
2. Press **Procurement > Contracts > Contracts**.



The Find Creditor screen is displayed.

The screenshot shows the 'Find Creditor' screen. At the top, there is a search bar with a 'Custom' dropdown and a grid of letters from A to Z. Below the search bar, the text 'Please choose a field to search on' is displayed. There are two input fields: 'Name:' and 'Creditor Number:'. A 'Search' button is located at the bottom of the form.

3. Search for the creditor you want to edit a contract for.

See *Finding a creditor or supplier* on page 8.

The Creditor Contract screen is displayed.

Managing creditor contracts

Creditor Contract

Creditor Code: 5001
Name: ACME Products

Contracts

Location: Chadstone

Contract Code:

Item Code:

Find Item + Add

Description:

Price:

Description	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Multi	Active	Date	Expiry Date	Discount	Purchase	Return	All	Max Qty
No Item				0	0	0	0	0			0				0

Update Delete

4. Select the site you want to edit a contract for in the **Location** drop-down list.
5. Either:
 - Select the item in the Item grid.

Creditor Contract

Creditor Code: 5001
Name: ACME Products

Contracts

Location: Chadstone

Contract Code:

Item Code:

Find Item + Add

Description:

Price:

Description	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Multi	Active	Date	Expiry Date	Discount	Purchase	Return	All	Max Qty
Mrt'd Lamb Mini		321	-123456	1	0	0	0	0	11-Jun-20	10-Jun-20	0	True	True		99

Update Delete

- Search for the item to add in the **Item Code** field and press .
See *Finding an item with a search field*.

6. Type **False** in the **Purchase Allowed** field.

See *Creditor Contract Maintenance* on page 58.

7. Press .

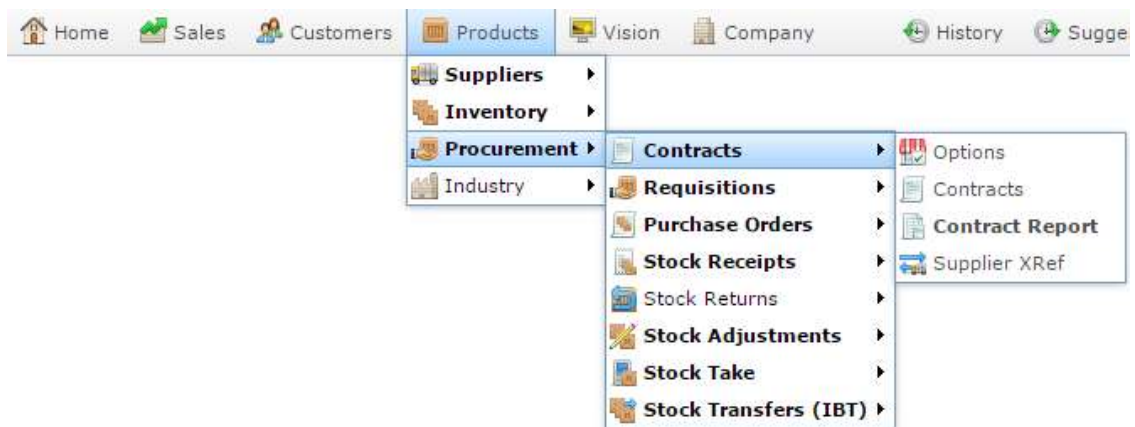
The contract is saved.

Mark an item as non-returnable

Mark an item as non-returnable from a creditor if you do not want the item to be returned to the creditor, or the creditor does not accept returns.

To mark an item non returnable:

1. Press  **Products**.
2. Press **Procurement > Contracts > Contracts**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to edit a contract for.

See *Finding a creditor or supplier* on page 8.

The Creditor Contract screen is displayed.

Creditor Contract

Creditor Code: 5001
 Name: ACME Products

Contracts

Location: Chadstone
 Contract Code:
 Item Code:

Find Item + Add

Description:
 Price:

Descripti	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Mult	Active Da	Expiry Da	Discount	Purchase	Return Al	Max Qty
No Item				0	0	0	0			0			0

Update Delete

4. Select the site you want to edit a contract for in the **Location** drop-down list.
5. Either:
 - Select the item in the Item grid.

Creditor Contract

Creditor Code: 5001
 Name: ACME Products

Contracts

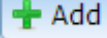
Location: Chadstone
 Contract Code:
 Item Code:

Find Item + Add

Description:
 Price:

Descripti	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Mult	Active Da	Expiry Da	Discount	Purchase	Return Al	Max Qty
Mrt'd Lamb Mini	321		123456	1	0	0	0	11-Jun-20	10-Jun-20	0	True	True	99

Update Delete

- Search for the item to add in the **Item Code** field and press  **Add**.
- See *Finding an item with a search field*.

6. Type **False** in the **Return Allowed** field.

Managing creditor contracts

See *Creditor Contract Maintenance* on page 58.

7. Press .

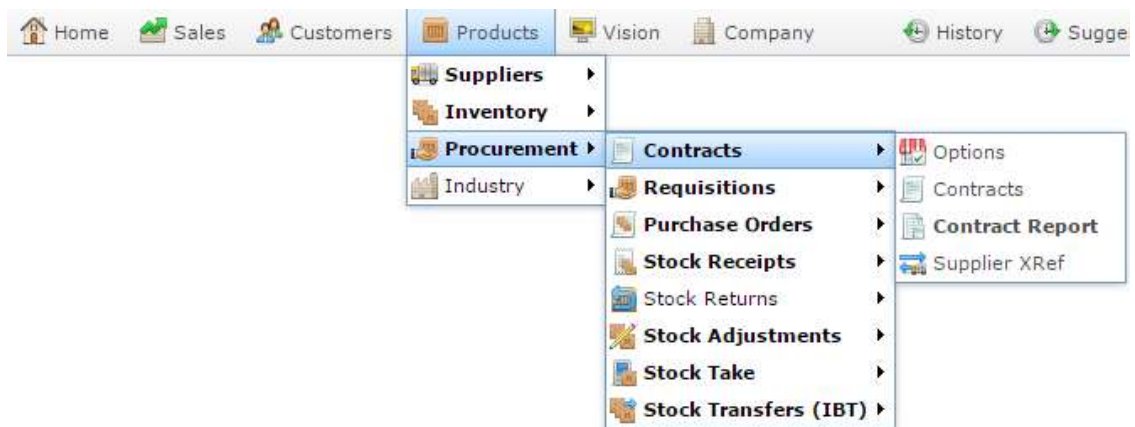
The contract is saved.

Expiring a creditor contract

Expire a creditor contract when you do not want the Portal to use it when calculating the best price, but want to retain the contract details for record-keeping purposes.

To expire a creditor contract:

1. Press  **Products**.
2. Press **Procurement > Contracts > Contracts**.



The Find Creditor screen is displayed.

 A screenshot of the 'Find Creditor' search screen. At the top, there is a 'Custom' dropdown and a row of letters from A to Z. Below this, the text 'Please choose a field to search on' is displayed. There are two input fields: 'Name:' and 'Creditor Number:'. A 'Search' button is located at the bottom center of the form.

3. Search for the creditor you want to edit a contract for.

See *Finding a creditor or supplier* on page 8.

The Creditor Contract screen is displayed.

Managing creditor contracts

Creditor Contract

Creditor Code: 5001
Name: ACMEx Products

Contracts

Location: Chadstone

Contract Code:

Item Code:

Find Item + Add

Description:

Price:

Descriptio	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Multi	Active Da	Expiry Da	Discount	Purchase	Return All	Max Qty
No Item				0	0	0	0			0			0

Update Delete

4. Select the site you want to edit a contract for in the **Location** drop-down list.
5. Select the item in the Item grid.

Creditor Contract

Creditor Code: 5001
Name: ACMEx Products

Contracts

Location: Chadstone

Contract Code:

Item Code:

Find Item + Add

Description:

Price:

Descriptio	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Multi	Active Da	Expiry Da	Discount	Purchase	Return All	Max Qty
Mrtd Lamb Mini	321		123456	1	0	0	0	11-Jun-20	10-Jun-20	0	True	True	99

Update Delete

6. Change the date in the **Expiry Date** field to yesterday's date.

Note: You can set the expiry date to any past date to expire the contract.

See *Creditor Contract Maintenance* on page 58.

7. Press .

The contract is saved.

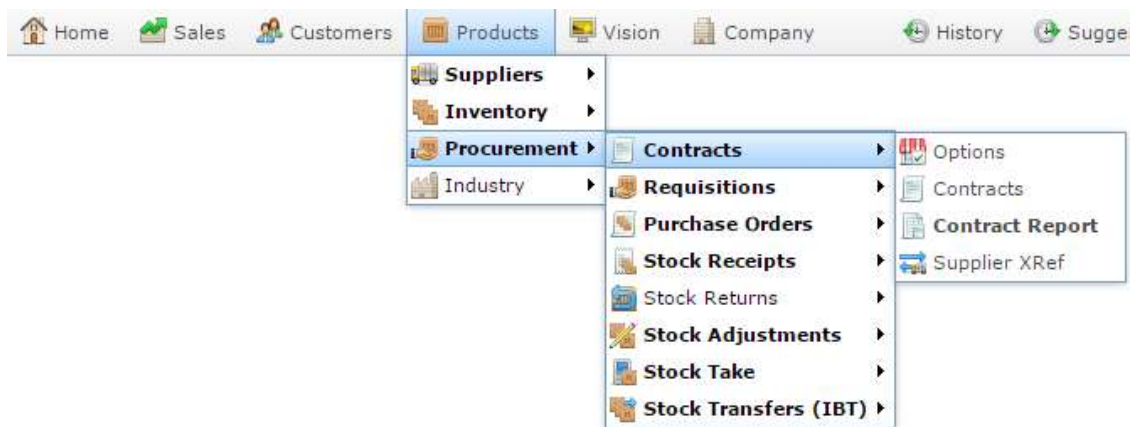
Deleting a creditor contract

Delete a creditor contract for an item to if you do not want to list an agreement with that creditor.

Note: You can mark a contract as expired instead of deleting it, if you want to make it inactive instead of removing all the contract details. You can also mark a product as non-purchasable if you want to retain a record of the contract, but not permit the item to be ordered. See *Expiring a creditor contract* on page 53. Also see *Mark an item as non-purchasable* on page 47.

To delete a creditor contract:

1. Press  **Products**.
2. Press **Procurement > Contracts > Contracts**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to edit a contract for.

See *Finding a creditor or supplier* on page 8.

The Creditor Contract screen is displayed.

Creditor Contract

Creditor Code: 5001
 Name: ACMEx Products

Contracts

Location: Chadstone

Contract Code:

Item Code:

Find Item + Add

Description:

Price:

Descriptio	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Multi	Active Da	Expiry Da	Discount	Purchase	Return All	Max Qty
No Item				0	0	0	0			0			0

Update Delete

4. Select the site you want to delete the contract from in the **Location** drop-down list.
5. Select the item in the Item grid.

Creditor Contract

Creditor Code: 5001
 Name: ACMEx Products

Contracts

Location: Chadstone

Contract Code:

Item Code:

Find Item + Add

Description:

Price:

Descriptio	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Good	Free Multi	Active Da	Expiry Da	Discount	Purchase	Return All	Max Qty
Mrtd Lamb Mini	321		123456	1	0	0	0	11-Jun-20	10-Jun-20	0	True	True	99

Update Delete

6. Press  .

The contract is deleted.

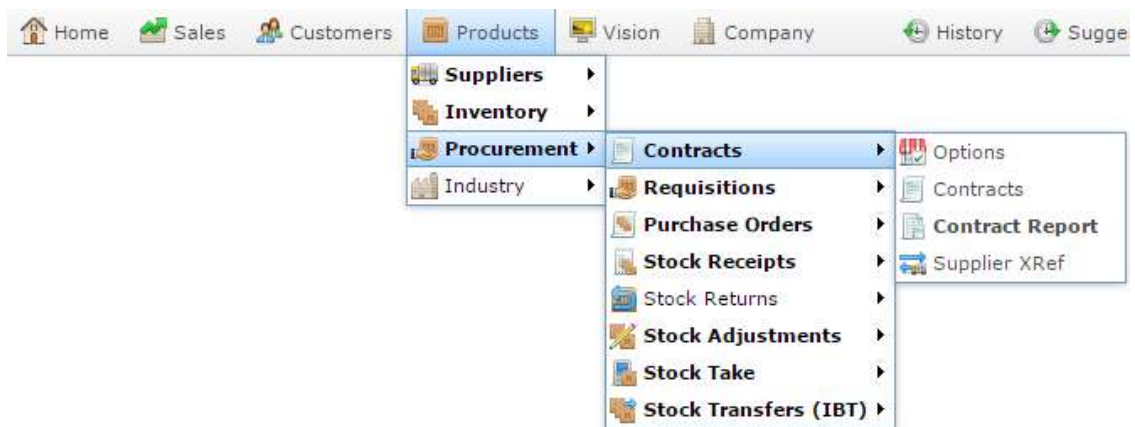
Creditor Contract Maintenance

Use the Creditor Contract screen to create and maintain contracts with creditors for individual items. The Portal can use contracts to determine which supplier offers the best price for a given item.

Opening the Creditor Contract screen

To open the Creditor Contract screen:

1. Press  **Products**.
2. Press **Procurement > Contracts > Contracts**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to edit a contract for.

See *Finding a creditor or supplier* on page 8.

The Creditor Contract screen is displayed.

Creditor Contract

Creditor Code: 5001
 Name: ACMEx Products

Contracts

Location: Chadstone

Contract Code:

Item Code:

Description:

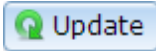
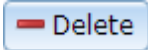
Price:

Descripti	Item	Cross Ref	Contract	Pack Size	Pack Cost	Free Goo	Free Multi	Active Da	Expiry Da	Discount	Purchase	Return Al	Max Qty
No Item				0	0	0	0			0			0

Creditor Contract screen key fields and buttons

Contract area

Use this area to select the site and contract number, and add new items to the contract.

Field	Description
Creditor Code	Unique code identifying the creditor.
Name	Name of the creditor.
Location	Site the creditor contract relates to.
Contract Code	Unique code identifying the contract.
Item Code	Search for an item to add a contract for.
Description	Description of the selected item.
Price	Price of the selected item.
	Save changes to existing contracts.
	Delete the contract for the selected item.

Item grid

Use this area to maintain contract options for each item.

Field	Description
Description	Description of the item under contract.
Item	Unique code identifying the item.
Cross Reference	Supplier's code identifying the item.
Contract	Unique number identifying the contract.
Pack Size	Number of units to a pack.
Pack Cost	Cost of a single pack.
Free Good	Number of free units of this item permitted by the contract.
Free Multiple	The number of items that must be ordered to receive the free item.
Active Date	Date this item contract is active.
Expiry Date	Date this item contract expires.
Discount	Discount offered on the item cost.
Purchase	Indicates whether the site is permitted to purchase this item from the


Field	Description
Allowed	supplier.
Return Allowed	Indicates whether the site is permitted to return this item to the supplier.
Max Qty	The maximum number of units of this item that can be ordered from this supplier.

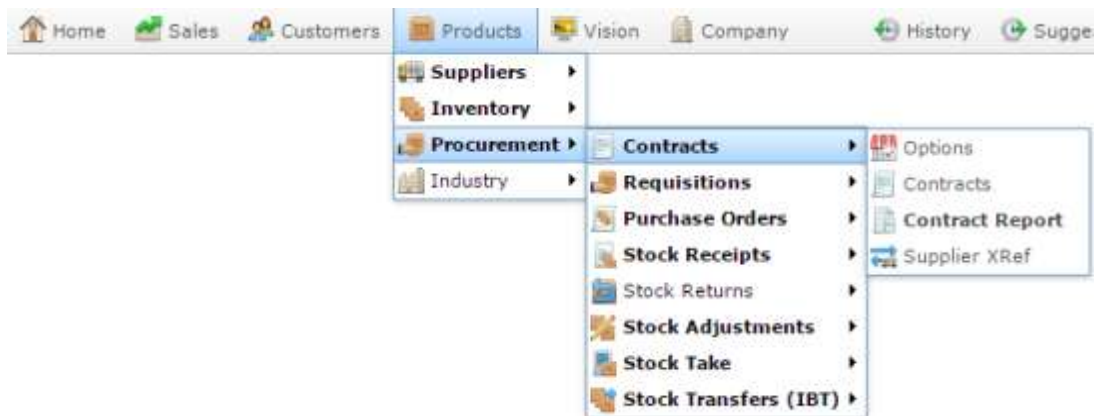
Creditor Contract report

Use the Creditor Contract report to view and open supplier contracts for individual items.

Opening the Creditor Contract report

To open the Creditor Contract report:

1. Press  **Products** from the menu bar.
2. Press **Procurement > Contracts > Contract Report**.



The Creditor Contract report is displayed.

Creditor Contract Report

Description	Item Number	Contract	Cost Price	Pack Size	Max Qty	Active	Expiry
Mild Lamb	321	123,456	\$0.00	1	89	11-Jun-2015	18-Jun-2016
Min							

Site
Chadstone

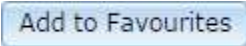
Creditor
ACME Products

Add to Favourites

Creditor Contract report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
Supplier / Creditor	Select to restrict the report to a particular supplier, or to items where the supplier has not been selected.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Description	Description of the item. Note: Click on the description to access other options in a popup menu.
Item Number / Item	The item code of the item.
Contract	Code identifying the contract. Note: This code may be shared across several items if being used to refer to a business contract.
Cost Price	Price the supplier agrees to charge per pack for the item.
Pack Size	Number of units supplied in a single pack by the supplier.
Max Qty	Maximum number of units that may be ordered at once under this contract.
Active	Date this contract is active from,

Field	Description
Expiry	Date this contract expires.

Managing creditor transactions and invoices

You can create transactions to record creditor activity such as:

- Invoices.
- Credit Notes.
- Debit Adjustments.
- Credit Adjustments.

Transactions are recorded against specific ledgers and relevant purchase orders, stock receipts or invoice numbers, and affect creditor balances and aged balances.

Note: You can also create invoices automatically during stock receipts. See *Receipting stock with an invoice*.

Paying invoices

You can record payments for creditor invoices via the Portal, paying multiple invoices either partially or in full. Payments record the:

- Payment type (cheque, cash, electronic transfer).
- Payment reference (cheque number, transfer reference).
- Date of payment.
- Comment on the payment.

Payments affect the creditor balances and aged balances.

Receipt matching

The Portal allows you to match delivery docket stock receipts to invoices manually. This may be convenient if:

- You want to record when invoices are received from the creditor.
- Creditors invoice for multiple stock receipts in the same invoice.
- You want to match stock receipts without having to record the invoice itself.

Matching a delivery docket stock receipt to an invoice does not create the invoice in the Portal. You can match stock receipts to invoice numbers that do not exist in the Portal if you just want to record the receipt as matched. If you want to also record the invoice in the Portal, you must first create the invoice.

See *Creating a creditor invoice* on page 69.

Also see *Managing stock receipts*.

Note: Only delivery docket stock receipts can be matched. Invoice stock receipts are automatically matched to an invoice by the Portal.

See:

- *Creditor Invoices report* on page 100.
- *Creditor Transactions screen* on page 85.
- *Creditor Transactions report* on page 110.
- *Creditor Open Transactions report* on page 114.
- *Creditor Payments report* on page 119.
- *Creditor Payments screen* on page 90.
- *Creditor Payments Due report* on page 104.
- *Reprint Creditor Payment report* on page 107.
- *Creditor Aged Balances report* on page 126.
- *Creditor Balances report* on page 129.
- *Stock Receipt Matching screen* on page 95.
- *Stock Receipt Matching report* on page 122.

What you can do:

- *Creating a creditor invoice* on page 69.
- *Creating a credit note or adjustment for a creditor* on page 73.
- *Editing a creditor transaction* on page 76.
- *Paying a creditor invoice* on page 78.
- *Matching a stock receipt to an invoice* on page 82

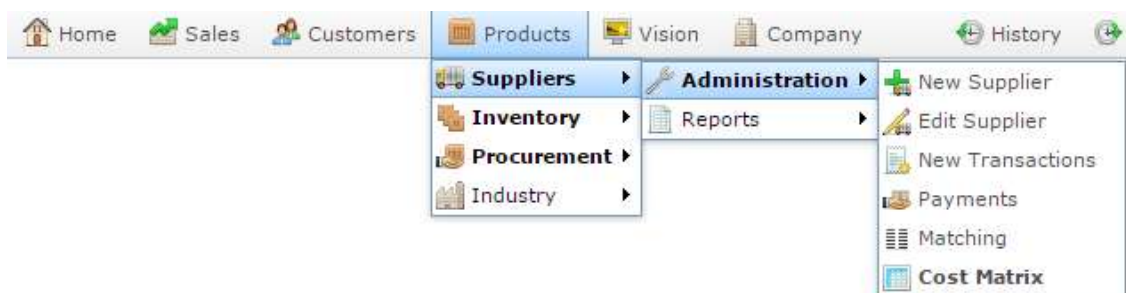
Creating a creditor invoice

Create a creditor invoice when you need to record money owed to a creditor for a good or service.

Note: Only create an invoice if you have received an invoice from the creditor, you did not create an invoice when receipting stock. If you need to adjust the amount of money you owe a creditor without an invoice, use a debit adjustment. See *Creating a credit note or adjustment for a creditor* on page 73. Also see *Receipting stock with an invoice*.

To create a creditor invoice:

1. Press  **Products**.
2. Press **Suppliers > Administration > New Transactions**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to create a transaction for.

See *Finding a creditor or supplier* on page 8.

The Creditor Transactions screen is displayed.

Managing creditor transactions and invoices

Creditor Transactions

Creditor Code:	5001	Terms:	21 days
Name:	ACMEx Products	Balance:	\$675.12
Site:	Chadstone	Credit Available:	\$49,324.89
Transaction Type:	Invoice		
Reference Numbers:		Date:	15/06/2015
Creditor Invoice Number:		Due Date:	6/07/2015
Order Number:			
Ledger Type:	Expenses	Discount:	\$0.00
Ledger:	No Ledger Update	Fee:	\$0.00
Amount (Inc):	\$0.00	Amount Paid:	\$0.00
Tax:	\$0.00		
Comment:			

4. Select the site you want to create the invoice for in the **Site** drop-down list.
5. Select **Invoice** in the **Transaction Type** drop-down list.

Creditor Transactions

Creditor Code:	5001	Terms:	21 days
Name:	ACMEx Products	Balance:	\$675.12
Site:	Chadstone	Credit Available:	\$49,324.89
Transaction Type:	Invoice		
Reference Numbers:		Date:	15/06/2015
Creditor Invoice Number:		Due Date:	6/07/2015
Order Number:			
Ledger Type:	Expenses	Discount:	\$0.00
Ledger:	No Ledger Update	Fee:	\$0.00
Amount (Inc):	\$0.00	Amount Paid:	\$0.00
Tax:	\$0.00		
Comment:			

6. Type a number in the **Reference Number** field to identify the transaction within the Portal.
7. Type the invoice number given to you by the creditor in the **Creditor Invoice Number** field.
8. If the invoice relates to a purchase order, type the purchase order number in the **Order Number** field.

Creditor Transactions			
Creditor Code:	5001	Terms:	21 days
Name:	ACMEx Products	Balance:	\$675.12
Site:	Chadstone	Credit Available:	\$49,324.89
Transaction Type:	Invoice		
Reference Numbers:	987654321	Date:	15/06/2015
Creditor Invoice Number:	32145687	Due Date:	6/07/2015
Order Number:			
Ledger Type:	Expenses	Discount:	\$0.00
Ledger:	No Ledger Update	Fee:	\$0.00
Amount (Inc):	\$0.00	Amount Paid:	\$0.00
Tax:	\$0.00		
Comment:			

9. Select the type of ledger to use in the **Ledger Type** field.
10. Select the ledger to use in the **Ledger** field.
11. Type the amount owed, including tax in the **Amount (Inc)** field.
12. Type the amount of tax owed in the **Tax** field.

Creditor Transactions			
Creditor Code:	5001	Terms:	21 days
Name:	ACMEx Products	Balance:	\$675.12
Site:	Chadstone	Credit Available:	\$49,324.89
Transaction Type:	Invoice		
Reference Numbers:	987654321	Date:	15/06/2015
Creditor Invoice Number:	32145687	Due Date:	6/07/2015
Order Number:			
Ledger Type:	Expenses	Discount:	\$0.00
Ledger:	No Ledger Update	Fee:	\$0.00
Amount (Inc):	\$679.00	Amount Paid:	\$0.00
Tax:	\$59.70		
Comment:			

13. Add any comments on the transaction in the **Comments** field.
14. Select the date the invoice was issued in the **Date** field.
15. Select the date the invoice is due to be paid in the **Due Date** field.

Managing creditor transactions and invoices

Creditor Transactions

Creditor Code:	5001	Terms:	21 days
Name:	ACMEx Products	Balance:	\$675.12
Site:	Chadstone	Credit Available:	\$49,324.89
Transaction Type:	Invoice		
Reference Numbers:	987654321	Date:	15/06/2015
Creditor Invoice Number:	32145687	Due Date:	6/07/2015
Order Number:			
Ledger Type:	Expenses	Discount:	\$0.00
Ledger:	No Ledger Update	Fee:	\$0.00
Amount (Inc):	\$679.00	Amount Paid:	\$0.00
Tax:	\$59.70		
Comment:			

16. Type any dollar discount offered by the creditor in the **Discount** field.
17. Type any fee incurred by the creditor in the **Fee** field.

Note: This field covers any fee related to the transaction, such as import duty, or government charges that are not taxes.

Creditor Transactions

Creditor Code:	5001	Terms:	21 days
Name:	ACMEx Products	Balance:	\$675.12
Site:	Chadstone	Credit Available:	\$49,324.89
Transaction Type:	Invoice		
Reference Numbers:	987654321	Date:	15/06/2015
Creditor Invoice Number:	32145687	Due Date:	6/07/2015
Order Number:			
Ledger Type:	Expenses	Discount:	\$0.00
Ledger:	No Ledger Update	Fee:	20.00
Amount (Inc):	\$679.00	Amount Paid:	\$0.00
Tax:	\$59.70		
Comment:			

18. Press .

The invoice is created.

Creating a credit note or adjustment for a creditor

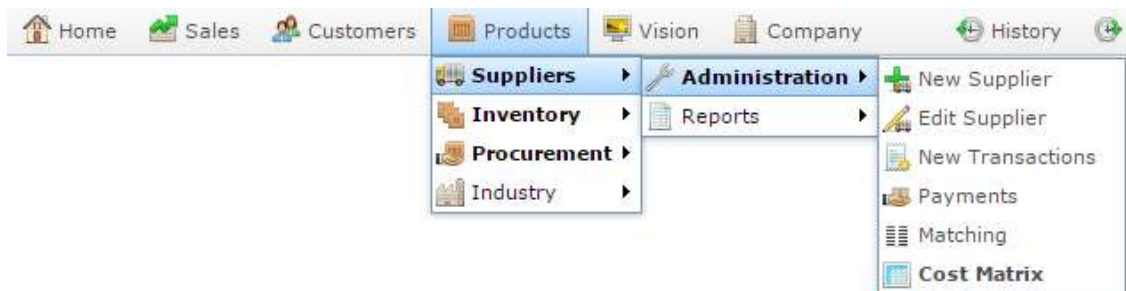
Create a creditor note or adjustment when you want to record:

- A credit note issued to you by a creditor.
- A correction of the amount owed to the creditor, either negatively or positively.

Note: Credit notes and adjustments may relate to a specific creditor invoice, but they do not have a payment due date. If you need to record an invoice received from a creditor, see *Creating a creditor invoice* on page 69.

To create a credit note or adjustment:

1. Press  **Products**.
2. Press **Suppliers > Administration > New Transactions**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to create a transaction for.

See *Finding a creditor or supplier* on page 8.

The Creditor Transactions screen is displayed.

Creditor Transactions

Creditor Code: 5001 Terms: 21 days
 Name: ACME Products Balance: \$675.12
 Site: Chadstone Credit Available: \$49,324.89
 Transaction Type: Invoice
 Reference Numbers: Date: 15/06/2015
 Creditor Invoice Number: Due Date: 6/07/2015
 Order Number:
 Ledger Type: Expenses Discount: \$0.00
 Ledger: No Ledger Update Fee: \$0.00
 Amount (Inc): \$0.00 Amount Paid: \$0.00
 Tax: \$0.00
 Comment:
Finalise

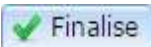
4. Select the site you want to create the credit note or adjustment for in the **Site** drop-down list.
5. Select the type of transaction in the **Transaction Type** drop-down list:
 - **Credit note** if you have received a credit note from the creditor.
 - **Debit Adjustment** if you need to increase the total amount of money owed to the creditor, because the Portal shows that you owe less money than you actually owe.
 - **Credit Adjustment** if you need to decrease the total amount of money owed to the creditor, because the Portal shows that you owe more money than you actually owe.

Creditor Transactions

Creditor Code: 5001 Terms: 21 days
 Name: ACME Products Balance: \$675.12
 Site: Chadstone Credit Available: \$49,324.89
 Transaction Type: Credit Adjustment
 Reference Numbers: 967654321 Date: 15/06/2015
 Creditor Invoice Number:
 Order Number:
 Ledger Type: Expenses
 Ledger: No Ledger Update
 Amount (Inc): \$0.00 Amount Paid: \$0.00
 Tax: \$0.00
 Comment:
Finalise

6. Type a number in the **Reference Number** field to identify the transaction within the Portal.
7. If the transaction relates to a creditor's invoice, type the invoice number given to you by the creditor in the **Creditor Invoice Number** field.
8. If the transaction relates to a purchase order, type the purchase order number in the **Order Number** field.

9. Select the type of ledger that should be used in the **Ledger Type** field.
10. Select the ledger to use under in the **Ledger** field.
11. Type the amount of the credit note or adjustment, including tax in the **Amount (Inc)** field.
12. Type the amount of tax owed in the **Tax** field.

13. Add any comments on the transaction in the **Comment** field.
14. Select the date the credit note or adjustment was issued in the **Date** field.
15. Press .

The credit note or adjustment is created.

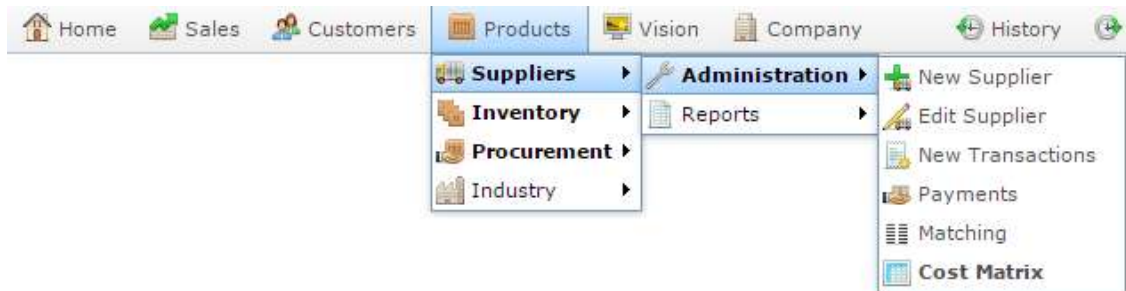
Editing a creditor transaction

You can edit an existing transaction if you need to make a correction.

Note: You will need to know the transaction's reference number before you start.

To edit a creditor transaction:

1. Press  **Products**.
2. Press **Suppliers > Administration > New Transactions**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to create a transaction for.

See *Finding a creditor or supplier* on page 8.

The Creditor Transactions screen is displayed.

Creditor Transactions

Creditor Code: 5001 Terms: 21 days
 Name: ACME Products Balance: \$675.12
 Site: Chadstone Credit Available: \$49,324.89
 Transaction Type: Invoice
 Reference Number: Date: 15/06/2015
 Creditor Invoice Number: Due Date: 6/07/2015
 Order Number:
 Ledger Type: Expenses Discount: \$0.00
 Ledger: No Ledger Update Fee: \$0.00
 Amount (Inc): \$0.00 Amount Paid: \$0.00
 Tax: \$0.00
 Comment:
Finalise

4. Select the site you want to create the invoice for in the **Site** drop-down list.
5. Type the reference number identifying the transaction in the Portal in the **Reference Number**.
6. Press the **Order Number** field.

The transaction is loaded.

Note: You can press any field other than the **Reference Number** field. The transaction loads once the **Reference Number** field is no longer selected.

7. The transaction
8. Make the changes required.
 See *Creditor Transactions* screen on page 85.

9. Press .

The invoice is created.


Paying a creditor invoice

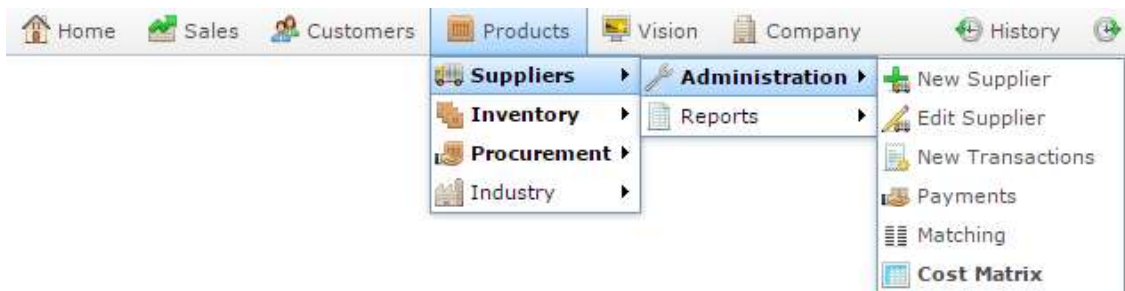
Pay a creditor invoice when you want to mark payment against specific creditor invoices.

You can pay multiple invoices either in full or partially with the same payment, and record the transaction number from your bank for accounting purposes.

Note: Payments cannot be undone. If you have incorrectly marked an invoice as paid, you must create an adjustment.

To pay a creditor invoice:

1. Press  **Products**.
2. Press **Suppliers > Administration > Payments**.



The Find Creditor screen is displayed.

A screenshot of the 'Find Creditor' screen. At the top, there is a 'Custom' dropdown menu with a keyboard layout (A-Z). Below it, the text 'Please choose a field to search on' is displayed. There are two input fields: 'Name:' and 'Creditor Number:'. A 'Search' button is located at the bottom center of the screen.

3. Search for the creditor you want to pay an invoice for.

See *Finding a creditor or supplier* on page 8.

The Creditor Payments screen is displayed.

Creditor Payments - ACMEx Products

Supplier: ACMEx Products Outstanding: \$675.12
 Code: 5001 Payment Total: \$0.00
 Type: **Warehouse**
 Location: All

Details

Payment Date: 15/06/2015
 Cheque Number / Payment Reference:
 Payment Type: T.Transfer
 Payment Sub Type: Cash
 Comment:

Location	Description	Select	Original	Owing	To Pay	Paid	Trans Date	Due Date	Transaction	Order #	Invoice #	Total
Chadstone	Invoice	<input type="checkbox"/>	\$158.62	\$8.62	\$8.62	\$150.00	20-Oct-2014	10-Nov-2014	5R-654987		654987	\$0.00
Chadstone	Invoice	<input type="checkbox"/>	\$100.00	\$100.00	\$100.00	\$0.00	11-Jun-2015	02-Jul-2015	987654781		987654781	\$0.00
Chadstone	Invoice	<input type="checkbox"/>	\$249.00	\$249.00	\$249.00	\$0.00	15-Jun-2015	06-Jul-2015	469878		44669987	\$0.00
Chadstone	Invoice	<input type="checkbox"/>	\$317.50	\$317.50	\$317.50	\$0.00	15-Jun-2015	06-Jul-2015	46997585		136564871	\$0.00

4. If you want to filter the invoices to a particular site, select that site in the **Location** drop-down list.
5. Select the date the payment was made in the **Payment Date** field.
6. Type the cheque number or transfer reference number in the **Cheque Number / Payment Reference** field.

Creditor Payments - ACMEx Products

Supplier: ACMEx Products Outstanding: \$675.12
 Code: 5001 Payment Total: \$0.00
 Type: **Warehouse**
 Location: All

Details

Payment Date: 15/06/2015
 Cheque Number / Payment Reference: N100006547893154
 Payment Type: T.Transfer
 Payment Sub Type: Cash
 Comment:

Location	Description	Select	Original	Owing	To Pay	Paid	Trans Date	Due Date	Transaction	Order #	Invoice #	Total
Chadstone	Invoice	<input type="checkbox"/>	\$158.62	\$8.62	\$8.62	\$150.00	20-Oct-2014	10-Nov-2014	5R-654987		654987	\$0.00
Chadstone	Invoice	<input type="checkbox"/>	\$100.00	\$100.00	\$100.00	\$0.00	11-Jun-2015	02-Jul-2015	987654781		987654781	\$0.00
Chadstone	Invoice	<input type="checkbox"/>	\$249.00	\$249.00	\$249.00	\$0.00	15-Jun-2015	06-Jul-2015	469878		44669987	\$0.00
Chadstone	Invoice	<input type="checkbox"/>	\$317.50	\$317.50	\$317.50	\$0.00	15-Jun-2015	06-Jul-2015	46997585		136564871	\$0.00

7. Select how the payment was made in the **Payment Type** drop-down list.

Managing creditor transactions and invoices

For example, by cheque, bank transfer or cash.

8. If relevant, select the payment sub-type in the **Payment Sub Type** field.
9. Add any comment you want to make about this payment in the **Comment** field.
10. Press the **Select** field of each invoice you want to pay with this payment.

The **To Pay** field of each selected payment automatically fills with the amount owing on that invoice.

Creditor Payments - ACMEx Products

Supplier: ACMEx Products Outstanding: \$675.12
Code: 5001 Payment Total: \$417.50
Type: **Warehouse**
Location: All

Details

Payment Date: 15/06/2015
Cheque Number / Payment Reference: N100006547893154
Payment Type: T.Transfer
Payment Sub Type: Cash
Comment:

Location	Description	Select	Original	Owing	To Pay	Paid	Trans Date	Due Date	Transaction	Order #	Invoice #	Total
Chadstone	Invoice	<input type="checkbox"/>	\$158.62	\$8.62	\$8.62	\$150.00	20-Oct-2014	10-Nov-2014	SR-654987		654987	\$0.00
Chadstone	Invoice	<input checked="" type="checkbox"/>	\$100.00	\$100.00	\$100.00	\$0.00	11-Jun-2015	02-Jul-2015	98765478		98765478	\$100.00
Chadstone	Invoice	<input type="checkbox"/>	\$249.00	\$249.00	\$249.00	\$0.00	15-Jun-2015	06-Jul-2015	469878		44669987	\$0.00
Chadstone	Invoice	<input checked="" type="checkbox"/>	\$317.50	\$317.50	\$317.50	\$0.00	15-Jun-2015	06-Jul-2015	46997585		13656487	\$317.50

Pay Selected

11. If you want to partially pay any invoice, adjust the **To Pay** amount of that invoice.

Creditor Payments - ACMEx Products

Supplier: ACMEx Products Outstanding: \$675.12
 Code: 5001 Payment Total: \$200.00
 Type: **Warehouse**
 Location: All

Details

Payment Date: 15/06/2015
 Cheque Number / Payment Reference: N100006547893154
 Payment Type: T.Transfer
 Payment Sub Type: Cash
 Comment:

Location	Description	Select	Original	Owing	To Pay	Paid	Trans Date	Due Date	Transaction	Order #	Invoice #	Total
Chadstone	Invoice	<input type="checkbox"/>	\$158.62	\$8.62	\$8.62	\$150.00	20-Oct-2014	10-Nov-2014	SR-654987		654987	\$0.00
Chadstone	Invoice	<input checked="" type="checkbox"/>	\$100.00	\$100.00	\$100.00	\$0.00	11-Jun-2015	02-Jul-2015	987654781		987654781	\$100.00
Chadstone	Invoice	<input type="checkbox"/>	\$249.00	\$249.00	\$249.00	\$0.00	15-Jun-2015	06-Jul-2015	469878		44669987	\$0.00
Chadstone	Invoice	<input checked="" type="checkbox"/>	\$317.50	\$317.50	100.00	\$0.00	15-Jun-2015	06-Jul-2015	46997585		136564871	\$100.00

Pay Selected

- Cross check the total amount you paid the creditor with the **Payment Total** field.

Creditor Payments - ACMEx Products

Supplier: ACMEx Products Outstanding: \$675.12
 Code: 5001 Payment Total: \$200.00
 Type: **Warehouse**
 Location: All

Details

Payment Date: 15/06/2015
 Cheque Number / Payment Reference: N100006547893154
 Payment Type: T.Transfer
 Payment Sub Type: Cash
 Comment:

Location	Description	Select	Original	Owing	To Pay	Paid	Trans Date	Due Date	Transaction	Order #	Invoice #	Total
Chadstone	Invoice	<input type="checkbox"/>	\$158.62	\$8.62	\$8.62	\$150.00	20-Oct-2014	10-Nov-2014	SR-654987		654987	\$0.00
Chadstone	Invoice	<input checked="" type="checkbox"/>	\$100.00	\$100.00	\$100.00	\$0.00	11-Jun-2015	02-Jul-2015	987654781		987654781	\$100.00
Chadstone	Invoice	<input type="checkbox"/>	\$249.00	\$249.00	\$249.00	\$0.00	15-Jun-2015	06-Jul-2015	469878		44669987	\$0.00
Chadstone	Invoice	<input checked="" type="checkbox"/>	\$317.50	\$317.50	\$100.00	\$0.00	15-Jun-2015	06-Jul-2015	46997585		136564871	\$100.00

Pay Selected

- Adjust the **To Pay** fields if necessary until the **Payment Total** field equals the amount you have paid the customer.

- Press .

The invoices are paid.


The portal displays a payment notice you can print or email to the creditor.

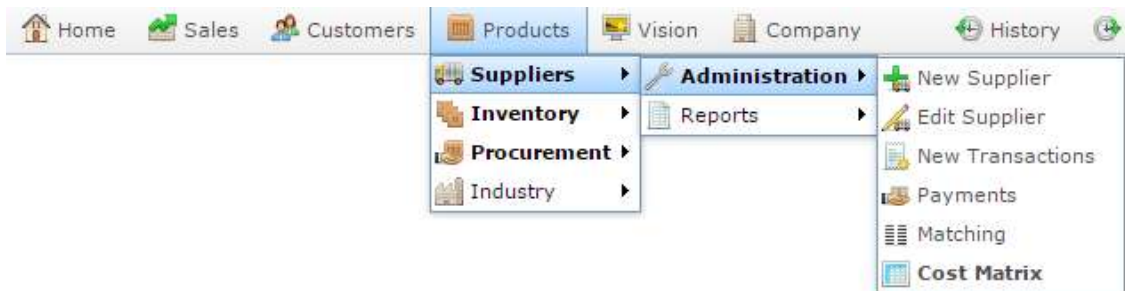
Matching a stock receipt to an invoice

Match a stock receipt to an invoice to record receiving an invoice for that stock receipt.

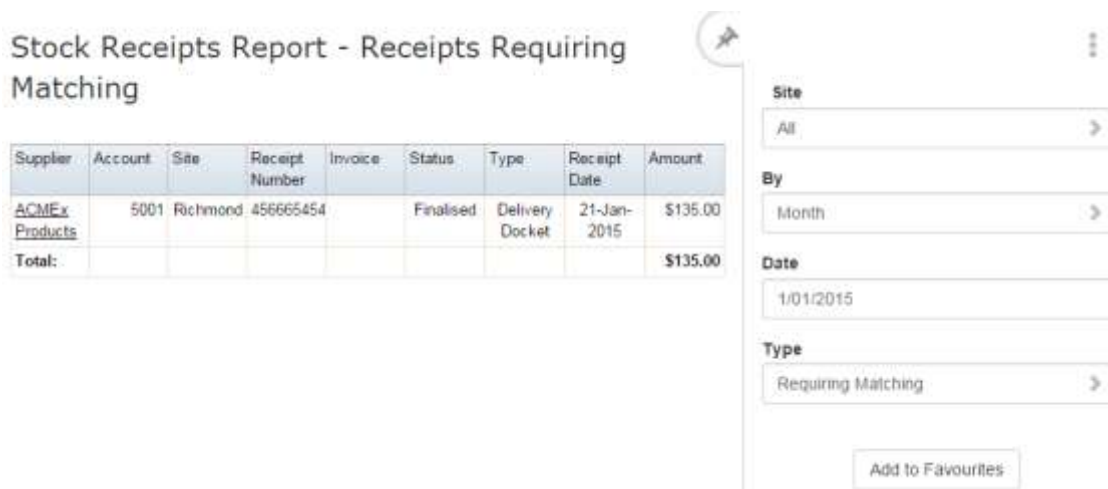
Note: Matching a receipt does not automatically create an invoice for that creditor. If you want to record the invoice, you must first create the invoice, then match it. See *Creating a creditor invoice* on page 69. If you want to just mark the stock receipt as matched to an invoice, you can skip the creation of the invoice and just use the creditor's invoice number.

To match a stock receipt with an invoice:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Administration > Matching**.



The Stock Receipt Matching report is displayed.



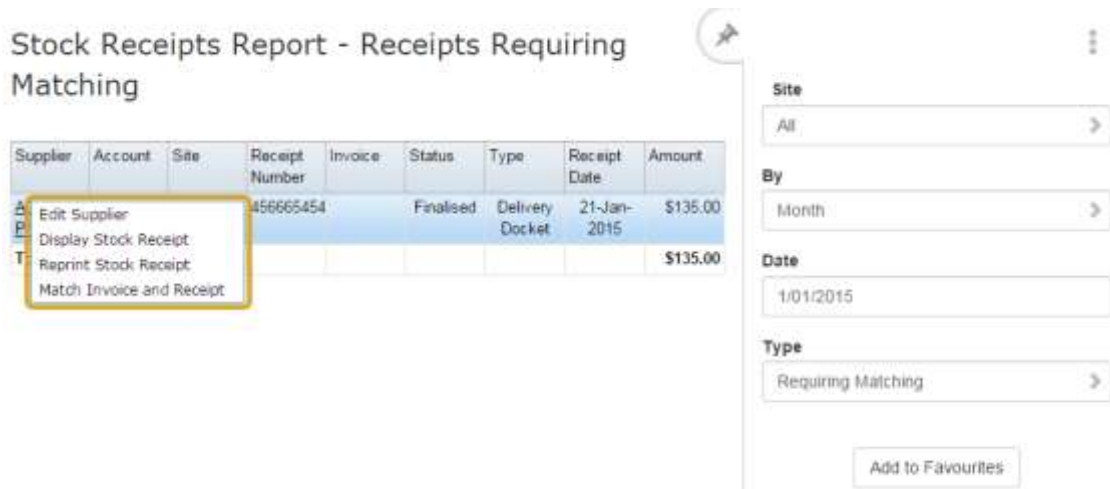
The screenshot shows the 'Stock Receipts Report - Receipts Requiring Matching' interface. It features a table with the following data:

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACMEx Products	5001	Richmond	456665454		Finalised	Delivery Docket	21-Jan-2015	\$135.00
Total:								\$135.00

On the right side of the report, there are several filters and controls:

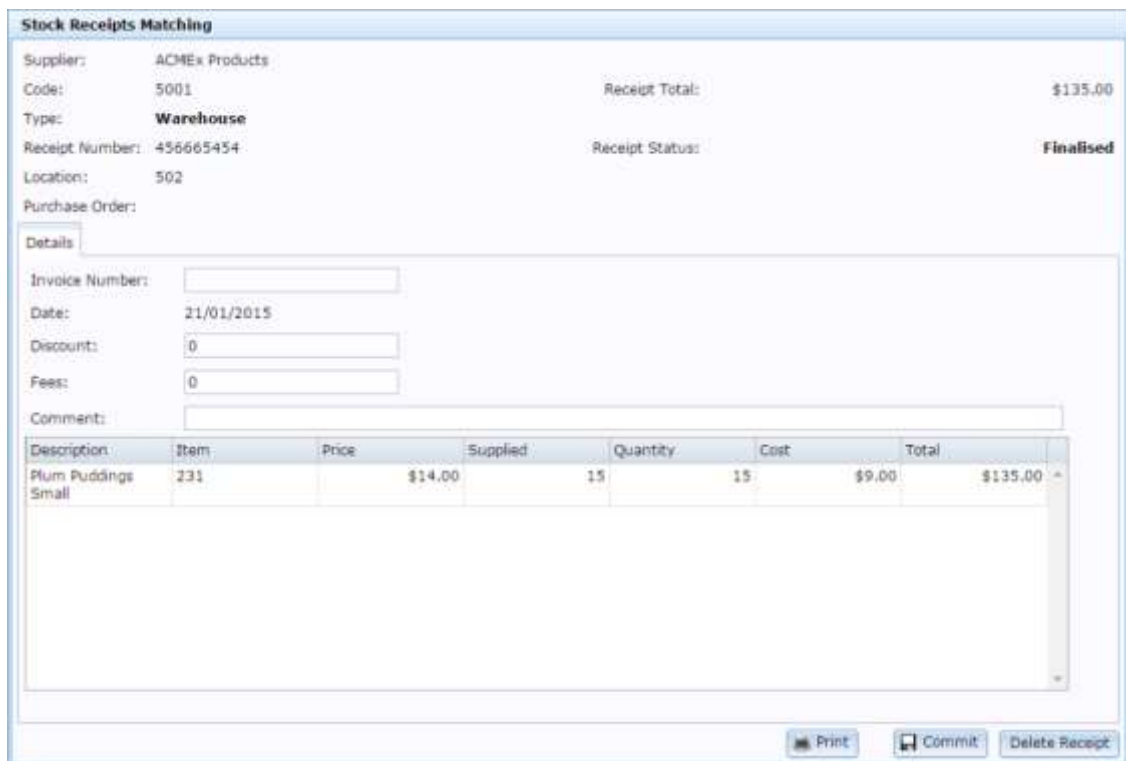
- Site:** A dropdown menu with 'All' selected.
- By:** A dropdown menu with 'Month' selected.
- Date:** A text input field containing '1/01/2015'.
- Type:** A dropdown menu with 'Requiring Matching' selected.
- Add to Favourites:** A button at the bottom.

3. Press the stock receipt you want to match.
A popup menu is displayed.



4. Press **Match Invoice and Receipt**.

The Stock Receipts Matching screen is displayed.



Stock Receipt Matching screen on page 95.

5. Double-check the contents of the stock receipt with your creditor invoice.
6. Type the identifying number of the creditor's invoice in the **Invoice Number** field.

Note: If you have created an invoice in the Portal, this should be the Portal's invoice number. If you are matching the receipt without adding the invoice, use the creditor's invoice number.

Managing creditor transactions and invoices

7. If your invoice includes a discount or fee, add these to the **Discount** and **Fees** fields.
8. Add any comment or note you want to include in the **Comment** field.



Important Note: Receipt matching cannot be undone. Ensure all your information is correct before finalising the match.

9. Press .

The receipt is matched.

Creditor Transactions screen

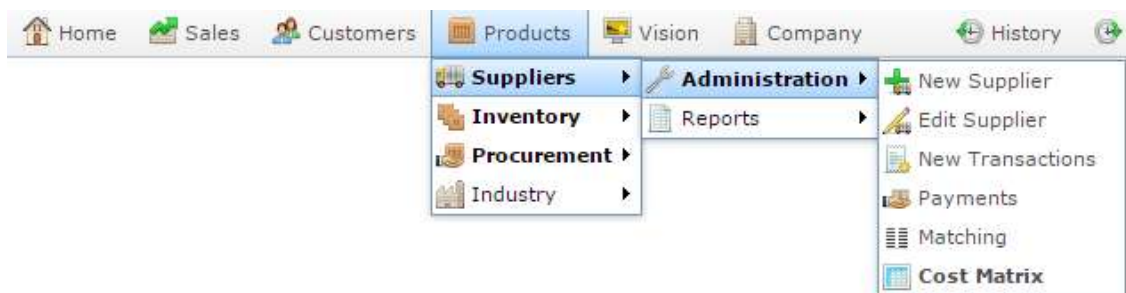
Use this screen to record creditor transactions such as invoices, credit or debit adjustments and credit notes sent to you by the creditor.

Note: This screen does not permit you to pay creditors. To pay creditors, see the Creditor Payments screen. *Creditor Payments screen* on page 90.

Opening the Creditor Transactions screen

To open the Creditor Transactions screen:

1. Press  **Products**.
2. Press **Suppliers > Administration > New Transactions**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to create a transaction for.

See *Finding a creditor or supplier* on page 8.

The Creditor Transactions screen is displayed.


Managing creditor transactions and invoices

Creditor Transactions			
Creditor Code:	5001	Terms:	21 days
Name:	ACMEx Products	Balance:	\$675.12
Site:	<input type="text" value="Chadstone"/>	Credit Available:	\$49,324.89
Transaction Type:	<input type="text" value="Invoice"/>		
Reference Number:	<input type="text"/>	Date:	<input type="text" value="15/06/2015"/>
Creditor Invoice Number:	<input type="text"/>	Due Date:	<input type="text" value="6/07/2015"/>
Order Number:	<input type="text"/>		
Ledger Type:	<input type="text" value="Expenses"/>	Discount:	<input type="text" value="\$0.00"/>
Ledger:	<input type="text" value="No Ledger Update"/>	Fee:	<input type="text" value="\$0.00"/>
Amount (Inc):	<input type="text" value="\$0.00"/>	Amount Paid:	\$0.00
Tax:	<input type="text" value="\$0.00"/>		
Comment:	<input type="text"/>		
<input type="button" value="Finalise"/>			

Creditor Transactions screen key fields and buttons

Field	Description
Creditor Code	Unique code identifying the creditor.
Name	Name of the creditor.
Site	Site the transaction is from.
Transaction Type	Type of the transaction: <ul style="list-style-type: none"> ▪ Creditor invoice. ▪ Credit note. ▪ Debit Adjustment. ▪ Credit Adjustment.
Reference Number	Unique number to identify the transaction in the Portal. Type the reference number of an existing transaction if you want to edit that transaction. The existing transaction is loaded when you select another field.
Creditor Invoice Number	Identifying number from the creditor's invoice, if applicable.
Order Number	Unique number identifying the relevant order, if applicable.
Ledger Type	Select the ledger type the transaction belongs to: <ul style="list-style-type: none"> ▪ Purchases. ▪ Expenses. ▪ Freight.

Field	Description
Ledger	<p>Select the ledger to update with this transaction.</p> <p>If you are not using ledgers in the Portal, select No Ledger Update to not include this transaction on a ledger.</p>
Amount (Inc)	The amount of the transaction, including tax.
Tax	The amount of the transaction that is tax.
Comment	Any comment about the transaction.
Terms	The number of days until the transaction must be paid in full.
Balance	Current amount of money owed to this creditor.
Credit Available	The amount of additional money that can be owed to this creditor.
Date	Date the transaction occurred.
Due Date	Date the invoice is due.
	<p>Note: This field only displays for invoice transactions.</p>
Discount	Any discount offered in the invoice.
	<p>Note: This field only displays for invoice transactions.</p>
Fee	Any fee included in the invoice, such as a delivery fee.

Field	Description
Note: This field only displays for invoice transactions.	
Amount Paid	Amount that has been paid so far for this transaction.
	Press to finalise the transaction and add it to your creditor's history.


Creditor Payments screen

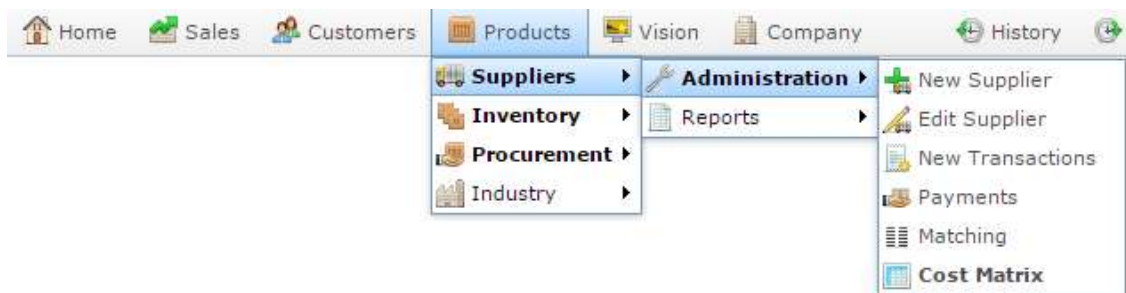
Use the Creditor Payments screen to pay creditor invoices.

See *Paying a creditor invoice* on page 78.

Opening the Creditor Payments screen

To open the Creditor Payments screen:

1. Press  **Products**.
2. Press **Suppliers > Administration > Payments**.



The Find Creditor screen is displayed.



3. Search for the creditor you want to pay an invoice of.

See *Finding a creditor or supplier* on page 8.

The Creditor Payments screen is displayed.

Creditor Payments - ACME Products

Supplier: ACME Products Outstanding: \$675.12
 Code: 5001 Payment Total: \$0.00
 Type: **Warehouse**
 Location: All

Details

Payment Date: 15/06/2015
 Cheque Number / Payment Reference:
 Payment Type: T.Transfer
 Payment Sub Type: Cash
 Comment:


Location	Description	Select	Original	Owing	To Pay	Paid	Trans Date	Due Date	Transaction	Order #	Invoice #	Total
Chadstone	Invoice	<input type="checkbox"/>	\$158.62	\$8.62	\$8.62	\$150.00	20-Oct-2014	10-Nov-2014	5R-654987		654987	\$0.00
Chadstone	Invoice	<input type="checkbox"/>	\$100.00	\$100.00	\$100.00	\$0.00	11-Jun-2015	02-Jul-2015	98765478		98765478	\$0.00
Chadstone	Invoice	<input type="checkbox"/>	\$249.00	\$249.00	\$249.00	\$0.00	15-Jun-2015	06-Jul-2015	469878		44669987	\$0.00
Chadstone	Invoice	<input type="checkbox"/>	\$317.50	\$317.50	\$317.50	\$0.00	15-Jun-2015	06-Jul-2015	46997585		13656487	\$0.00

Creditor Payments screen key fields and buttons

Payments area

Use this area to filter the list of sites and view the total amount owing.

Field	Description
Supplier	Name of the supplier.
Code	Unique code identifying the supplier.
Type	Type of supplier, either: <ul style="list-style-type: none">▪ Company warehouse.▪ Direct debit supplier.
Location	Select to filter invoices to a specific site.
Outstanding	The amount of money owed to the supplier.
Payment Total	The total of the invoices you have selected to pay.
Payment Date	Date you sent the payment to the creditor.
Cheque Number / Payment Reference	Cheque number or payment reference number for this payment.
Payment Type	Form of payment used. For example, cheque, bank transfer.

Field	Description
Payment Sub Type	Sub-type of the payment used, if relevant.
Comment	Any comment added to the payment.
	Pay the To Pay amount of the selected invoices. See <i>Paying a creditor invoice</i> on page 78.

Invoices grid

Use this area to select invoices and specify how much you want to pay.

Field	Description
Location	The site the invoice is for.
Description	The type of transaction, for example Invoice, or Credit Adjustment.
Select	Press to select this invoice for payment.
Original	The original amount owed.
Owing	The remaining amount owed.
To Pay	Type the amount you want to pay.
Paid	The amount already paid.


Field	Description
Trans Date	The date of the original transaction.
Due Date	The date the final payment of this invoice is due.
Transaction #	Unique number identifying the transaction.
Order #	Unique number identifying the order.
Invoice #	Unique number identifying the invoice.
Total	The total amount to be paid from this invoice.

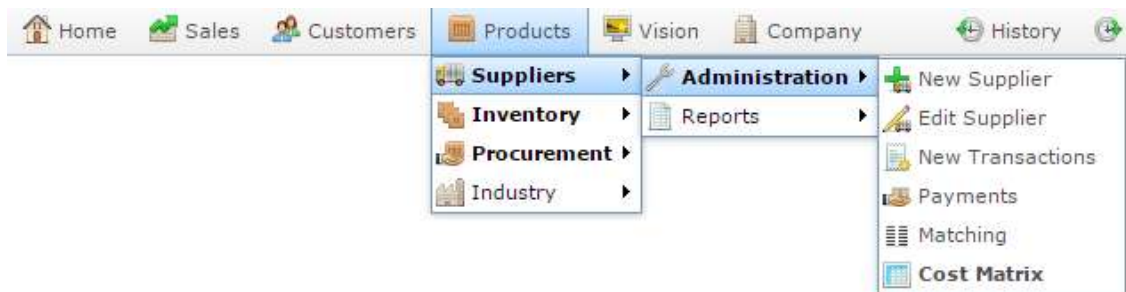
Stock Receipt Matching screen

Use the Stock Receipt Matching screen to match a stock receipt with a creditor invoice.

Opening the Stock Receipts Matching screen

To open the Stock Receipts Matching screen:

1. Press  **Products** from the menu bar.
2. Press **Supplies > Administration > Matching**.



The Stock Receipt Matching report is displayed.

Stock Receipts Report - Receipts Requiring Matching

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACMEx Products	5001	Richmond	456665454		Finalised	Delivery Docket	21-Jan-2015	\$135.00
Total:								\$135.00

Site
All

By
Month

Date
1/01/2015

Type
Requiring Matching

[Add to Favourites](#)

3. Press the stock receipt you want to match.
A popup menu is displayed.

Stock Receipts Report - Receipts Requiring Matching

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACME			456665454		Finalised	Delivery Docket	21-Jan-2015	\$135.00
								\$135.00

- Edit Supplier
- Display Stock Receipt
- Reprint Stock Receipt
- Match Invoice and Receipt

Site
All >

By
Month >

Date
1/01/2015

Type
Requiring Matching >

Add to Favourites

4. Press **Match Invoice and Receipt**.

The Stock Receipts Matching screen is displayed.

Stock Receipts Matching

Supplier: ACME Products
 Code: 5001
 Type: Warehouse
 Receipt Number: 456665454
 Location: 502
 Purchase Order:

Receipt Total: \$135.00
 Receipt Status: **Finalised**

Details

Invoice Number:
 Date: 21/01/2015
 Discount:
 Fees:
 Comment:

Description	Item	Price	Supplied	Quantity	Cost	Total
Plum Puddings Small	231	\$14.00		15	\$9.00	\$135.00

Stock Receipts Matching screen key fields and buttons

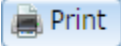
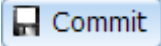
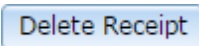
Receipt area

This area displays information about the receipt you have selected to match.

Field	Description
Supplier	Name of the supplier who you received stock from.
Code	Unique code identifying the supplier.
Type	Whether the supplier is a company warehouse or a direct debtor supplier.
Receipt Number	Unique number identifying the receipt.
Location	Code of the site the stock was received at.
Purchase Order	Unique number identifying the purchase order linked to the receipt, if any.
Receipt Total	Total amount owed in the receipt.
Receipt Status	Status of the receipt, for example Finalised.

Invoice area

Use this area to add information about the invoice you want to match the receipt to.

Field	Description
Invoice Number	Unique code identifying the invoice you want to match the receipt to in the Portal.
Date	Date the receipt is being matched. Note: This field is not editable.
Discount	Type any discount included in the invoice.
Fees	Type any fee included in the invoice.
Comment	Type any note or comment to include in the receipt matching.
 Print	Print the stock receipt invoice matching.
 Commit	Finalise the stock receipt matching to this invoice. See <i>Matching a stock receipt to an invoice</i> on page 82.
 Delete Receipt	Delete this stock receipt. This does not change the stock-on-hand for the items contained in the receipt.

Item grid

This area displays the items and quantities included in the stock receipt you are matching.

Note: You cannot change any quantities or costs in a finalised stock receipt.


Field	Description
Description	Description of the item received.
Item	Unique code identifying the item received.
Price	Retail price of the item received.
Supplied	Total number of units supplied of this item, including free items.
Quantity	Number of units of this item supplied and charged for, not including free items.
Cost	Supplier cost of the item received.
Total	Total of all charged units of this item.

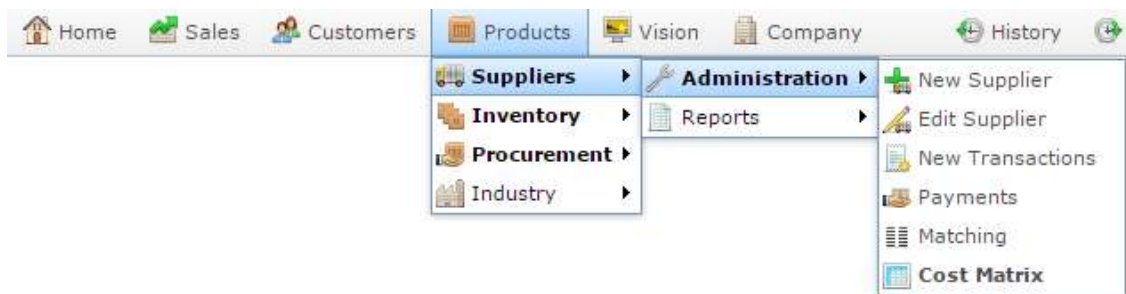
Creditor Invoices report

Use the Creditor Invoices report to view a creditor's transactions by type and site for each day over a week. You can also view the open transactions of a creditor. See *Creditor Open Transactions report* on page 114.

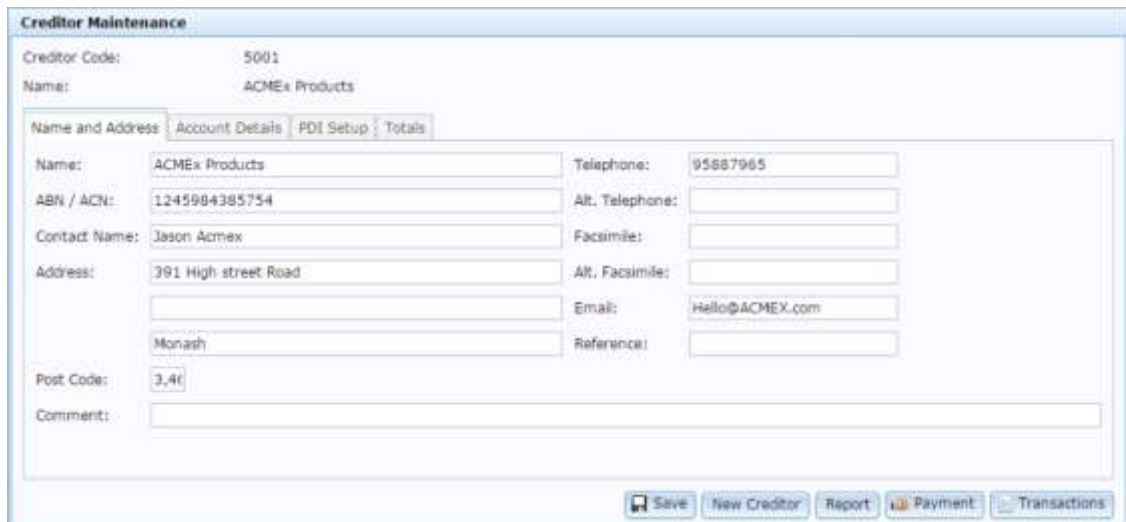
Opening the Creditor Invoices report

To open the Creditor Invoices report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Administration > Edit Supplier**.



The Creditor Maintenance screen is displayed.

A screenshot of the 'Creditor Maintenance' screen. The screen displays the following information:
Creditor Code: 5001
Name: ACMEx Products
Name and Address: Account Details | PDI Setup | Totals
Name: ACMEx Products Telephone: 95867965
ABN / ACN: 1245984385754 Alt. Telephone:
Contact Name: Jason Acnex Facsimile:
Address: 391 High-street Road Alt. Facsimile:
Monash Email: Hello@ACMEX.com
Post Code: 3,41 Reference:
Comment:
Buttons at the bottom: Save, New Creditor, Report, Payment, Transactions

3. Press .

The Creditor Invoices report is displayed.

Creditor - Invoices

Report Details	
Information	Details
Creditor	ACMEx Products
Account	5001

Creditor - Invoices							
Journal	Monday 15-Jun- 2015	Tuesday 16-Jun- 2015	Wednesday 17-Jun- 2015	Thursday 18-Jun- 2015	Friday 19-Jun- 2015	Saturday 20-Jun- 2015	Sunday 21-Jun- 2015
469678	\$249.00						
46997585	\$317.50						
99775586		\$155.36					
SR- 468793154		\$155.38					
SR- 65483215		\$1,854.16					

Site
Chadstone

Type
Invoices

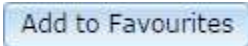
Date
16/06/2015

Add to Favourites

Creditor Invoices report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description												
	Press to add this report to your Portal favourites for easier access.												
Site	Select the site to report on.												
Date / Date From and Date To	Select the date or date period to report on.												
Type	Select the type of transaction to report on: <table border="1"><tbody><tr><td>Invoices</td><td>Display creditor invoices.</td></tr><tr><td>Credit Notes</td><td>Display credit notes.</td></tr><tr><td>Payments</td><td>Display payments to creditors.</td></tr><tr><td>Debit Adjustments</td><td>Display adjustments that debit your account with this creditor.</td></tr><tr><td>Credit Adjustments</td><td>Display adjustments that credit your account with this creditor.</td></tr><tr><td>All</td><td>Display all transactions with this creditor.</td></tr></tbody></table>	Invoices	Display creditor invoices.	Credit Notes	Display credit notes.	Payments	Display payments to creditors.	Debit Adjustments	Display adjustments that debit your account with this creditor.	Credit Adjustments	Display adjustments that credit your account with this creditor.	All	Display all transactions with this creditor.
Invoices	Display creditor invoices.												
Credit Notes	Display credit notes.												
Payments	Display payments to creditors.												
Debit Adjustments	Display adjustments that debit your account with this creditor.												
Credit Adjustments	Display adjustments that credit your account with this creditor.												
All	Display all transactions with this creditor.												

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name / Creditor / Supplier	Name of the creditor or supplier.
Account	Creditor code of the supplier.
Journal	Unique code identifying the transaction that occurred this day.
Day and Date (Monday 15-Jun-2015)	Amount of the transaction that occurred on this day.

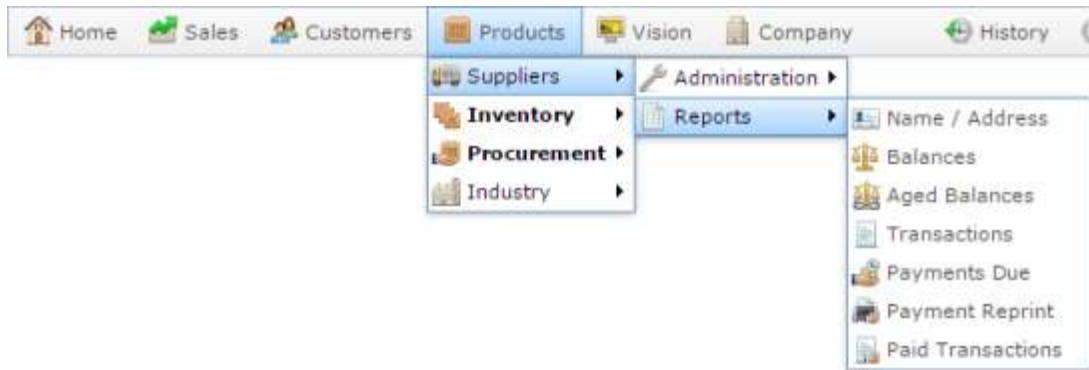
Creditor Payments Due report

Use the Creditor Payments Due report to view upcoming payments and their due dates.

Opening the Creditor Payments Due report

To open the Creditor Payments Due report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Reports > Payments Due**.



The Creditor Payments Due report is displayed.

Creditor Payments Due

Name	Site	Due Date	Balance
ACME Products	Chadstone	10-Nov-2014	\$158.62
Total			\$158.62

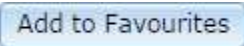
Site: Chadstone

Due: Next Week

Creditor Payments Due report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
Due	Select to display payments due: <ul style="list-style-type: none">▪ Last Week.▪ Today.▪ Tomorrow.▪ Next 2 days.▪ Next 3 Days.▪ Next 4 Days.▪ Next 5 Days.▪ Next Week.▪ Next Fortnight.▪ Next 3 Weeks.▪ Next Month.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.


Field	Description
Site	The name of the relevant site.
Name / Creditor / Supplier	Name of the creditor or supplier.
Due Date	The date the payment is due.
Balance	Balance due on this payment.

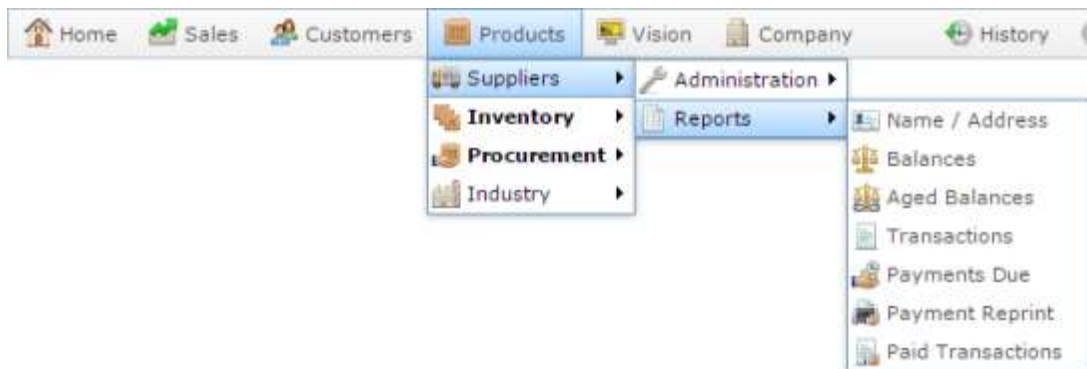
Reprint Creditor Payment report

Use the Creditor Payment Reprint report to reprint existing payments to creditors.

Opening the Creditor Payment Reprint report

To open the Creditor Payment Reprint report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Reports > Payment Reprint**.



The Reprint Creditor Payments report is displayed.

Reprint Creditor Payments Report

Supplier	Account	Payment Type	User	Payment Reference	Cheque Date	Amount
ACMEx Products	5001		bob	46588797	15-Jun-2015	\$285.00

Site: Chadstone

By: Month

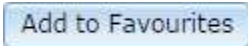
Date: 23/05/2015

Add to Favourites

Creditor Payment Reprint report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
By	Select to display the report for a specific day, week or month.
Date /	Select the date or date period to report on.
Date From and Date To	

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name / Creditor / Supplier	Name of the creditor or supplier.
Creditor Code / Number / Account	Unique code identifying the creditor.
Payment Type	Type of payment selected for this creditor payment.
User	Portal operator who recorded the creditor payment.
Payment Reference	Unique reference recording the payment in the Portal.
Cheque Date	Date the payment was recorded.
Amount	Amount that was paid.

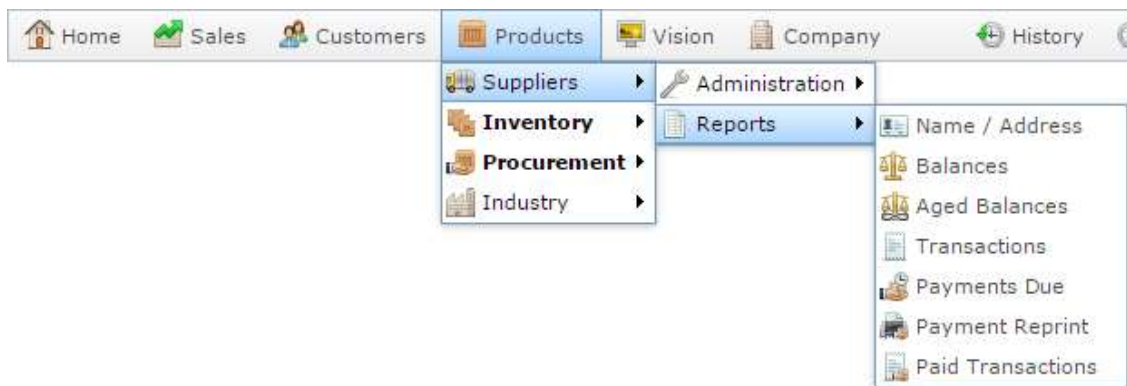
Creditor Transactions report

Use the Creditor Transactions report to view creditor's transactions by type and site over a given period. You can also view the open transactions of a creditor. See *Creditor Open Transactions report* on page 114.

Opening the Creditor Transactions report

To open the Creditor Transactions report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Reports > Transactions**.



The Creditor Transactions report is displayed.

Creditor Transaction Report - Invoices

Creditor	Year End	Year End	Year End	Year End	Year End	Year End	Year End	Total
	31-Dec-2005	31-Dec-2010	31-Dec-2011	31-Dec-2012	31-Dec-2013	31-Dec-2014	31-Dec-2015	
ACMEe Products						\$233.60		\$233.60
Total:						\$233.60		\$233.60

Site: Chadstone

By: Year

Type: Invoices

Date: 10/02/2015

Add to Favourites

Creditor Transactions report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description										
Add to Favourites	Press to add this report to your Portal favourites for easier access.										
Site	Select the site to report on.										
By	Select to display the report for a specific day, week, month or year.										
Date / Date From and Date To	Select the date or date period to report on.										
Type	Select the type of transaction to report on: <table border="1" data-bbox="544 1400 1377 1962"> <tbody> <tr> <td>Invoices</td> <td>Display creditor invoices.</td> </tr> <tr> <td>Credit Notes</td> <td>Display credit notes.</td> </tr> <tr> <td>Payments</td> <td>Display payments to creditors.</td> </tr> <tr> <td>Debit Adjustments</td> <td>Display adjustments that debit your account with this creditor.</td> </tr> <tr> <td>Credit Adjustments</td> <td>Display adjustments that credit your account with this creditor.</td> </tr> </tbody> </table>	Invoices	Display creditor invoices.	Credit Notes	Display credit notes.	Payments	Display payments to creditors.	Debit Adjustments	Display adjustments that debit your account with this creditor.	Credit Adjustments	Display adjustments that credit your account with this creditor.
Invoices	Display creditor invoices.										
Credit Notes	Display credit notes.										
Payments	Display payments to creditors.										
Debit Adjustments	Display adjustments that debit your account with this creditor.										
Credit Adjustments	Display adjustments that credit your account with this creditor.										

Field	Description
All	Display all transactions with this creditor.

Report area

This area displays report information.

Field	Description
Creditor	The name of the creditor for the transactions.
Date	The total dollar value of the transactions that took place during the defined periods.
Note: The date periods and the types of transactions displayed depends on your filter selections.	
Total	The total dollar value of the transactions displayed for this creditor.

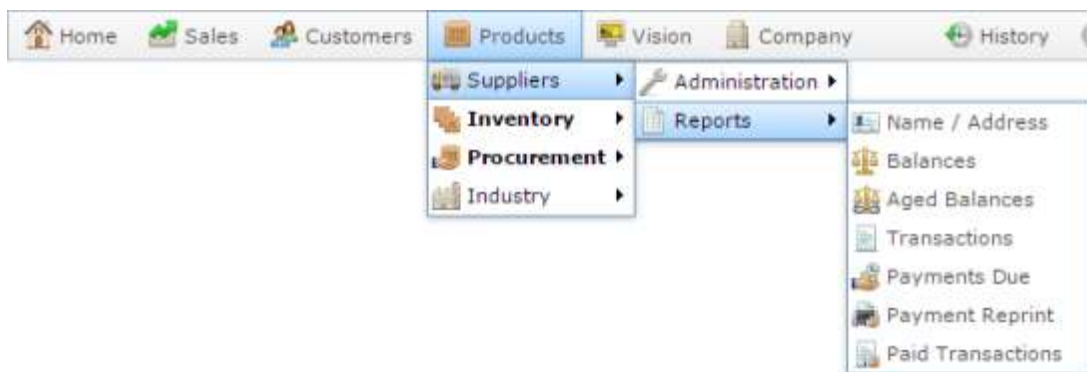
Creditor Open Transactions report

Use the Creditor Transactions report to view a creditor's open transactions by site, or print them using your browser.

Opening the Creditor Transactions report

To open the Creditor Transactions report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Reports > Transactions**.



The Creditor Transactions report is displayed.



The screenshot shows the 'Creditor Transaction Report - Invoices' interface. On the left is a table with columns for Creditor, Year End (31-Dec-2009 to 31-Dec-2015), and Total. The data shows a total of \$233.60 for the creditor 'ACME: Products'. On the right is a filter panel with fields for Site (Citydstore), By (Year), Type (Invoices), and Date (10/02/2015). There is also an 'Add to Favourites' button.

Creditor	Year End	Year End	Year End	Year End	Year End	Year End	Year End	Total
	31-Dec-2009	31-Dec-2010	31-Dec-2011	31-Dec-2012	31-Dec-2013	31-Dec-2014	31-Dec-2015	
ACME: Products						\$233.60		\$233.60
Total:						\$233.60		\$233.60

3. Press the name of the creditor you want to view open transactions for.
A popup menu is displayed.

Creditor Transaction Report - Invoices

Creditor	Year End	Year End	Year End	Year End	Year End	Year End	Year End	Total
	31-Dec-2009	31-Dec-2010	31-Dec-2011	31-Dec-2012	31-Dec-2013	31-Dec-2014	31-Dec-2015	
ACMEx Products								\$233.60
Edit Creditor								
Show Open Transactions for this Creditor								
Total:								\$233.60






Site

By

Type

Date

[Add to Favourites](#)

4. Press **Show Open Transactions for this Creditor**.

The Creditor Open Transactions report is displayed.

Creditor Open Transactions - ACMEx Products

Name	Site	Type	Order #	Invoice #	Balance	Amount	Paid	Due Date	Trans Date
ACMEx Products	Chadstone	Invoice		654987	\$158.62	\$158.62	\$0.00	10-Nov-2014	20-Oct-2014
Total					\$158.62	\$158.62	\$0.00		



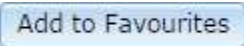



Site

Creditor Transactions report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site	The name of the relevant site.
Name / Creditor / Supplier	Name of the creditor or supplier.
Type	<p>The type of transaction:</p> <ul style="list-style-type: none"> ▪ Invoice. ▪ Credit Note. ▪ Credit Adjustment. ▪ Debit Adjustment.
	<p>Note: The transaction types available depend on the transactions that have occurred with your creditors.</p>
Order #	The purchase order number linked to this transaction.
Invoice #	The invoice number linked to this transaction.
Balance	The money still to be paid for this transaction.
Amount	The amount of the transaction.


Field	Description
Paid	The amount that has been paid of this transaction.
Due Date	The date the payment is due.
Trans Date	The date the transaction was finalised.

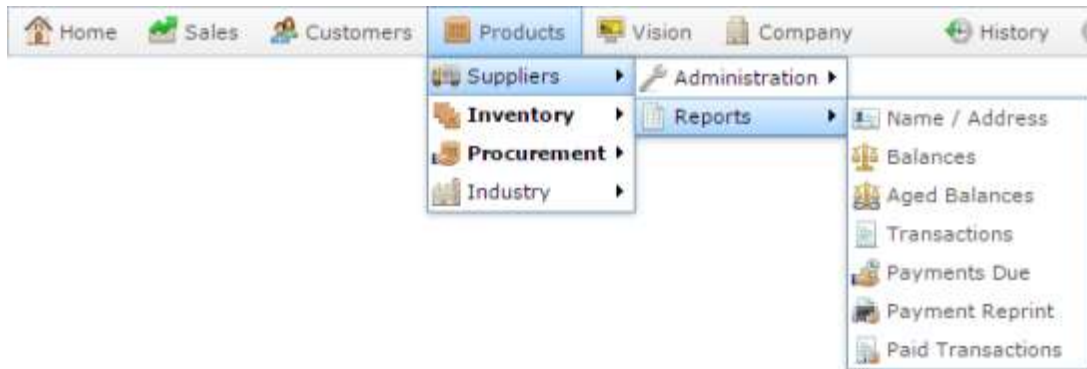
Creditor Payments report

Use the Creditor Payments report to view creditor transactions that have been paid.

Opening the Creditor Payments report

To open the Creditor Payments report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Reports > Payments**.



The Creditor Payments report is displayed.

Creditor Payments - Between '01 Jan 2015' and '30 Jun 2015'

Name	Number	Payment #	Date	Tax	Amount
ACMEs Products	5001	20150127	27-Jan-2015	\$6.82	\$74.98
Total				\$6.82	\$74.98

Site: Chadstone

Date: 10/02/2015

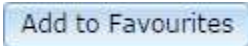
By: Current 1/2 Year

Add to Favourites

Creditor Payments report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
Period	Select to display the report for a specific financial period: <ul style="list-style-type: none">▪ Day.▪ Week.▪ Month.▪ Year.▪ Quarter.▪ Current 1/2 Year.▪ Financial Year.
Date /	Select the date or date period to report on.
Date From and Date To	

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name / Creditor / Supplier	Name of the creditor or supplier.
Creditor Code / Number / Account	Unique code identifying the creditor.
Payment #	Number identifying the transaction.
Date	The date the transaction was paid.
Tax	The tax included in the transaction.
Amount	The amount of the transaction.

Stock Receipt Matching report


Use the Stock Receipt Matching report to view stock receipts that need to be matched to creditor invoices, and open the Stock Receipt Matching screen to match them.

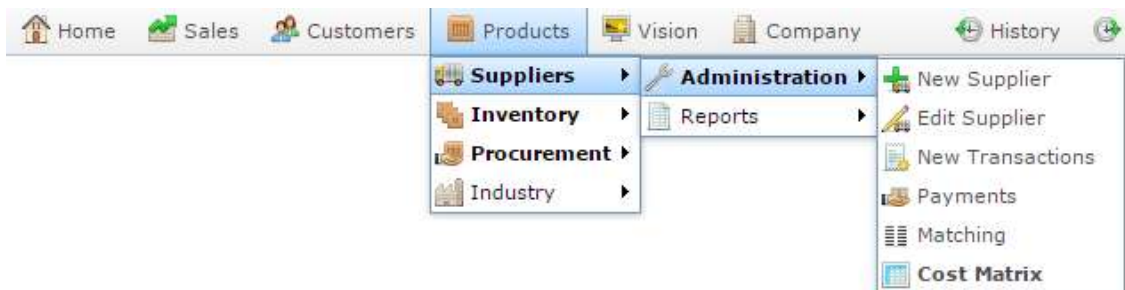
See *Stock Receipt Matching screen* on page 95.

Note: This report is an option within the Stock Receipt Summary report. See *Stock Receipt Summary Report*.

Opening the Stock Receipt Matching report

To open the Stock Receipt Matching report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Administration > Matching**.



The Stock Receipt Matching report is displayed.

Stock Receipts Report - Receipts Requiring Matching

Supplier	Account	Site	Receipt Number	Invoice	Status	Type	Receipt Date	Amount
ACMEx Products	5001	Richmond	456665454		Finalised	Delivery Docket	21-Jan-2015	\$135.00
Total:								\$135.00

Site: All

By: Month

Date: 1/01/2015

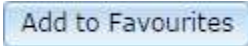
Type: Requiring Matching

Add to Favourites

Stock Receipt Matching report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description										
	Press to add this report to your Portal favourites for easier access.										
Site	Select the site to report on.										
By	Select to display the report for a specific day, week or month.										
Date / Date From and Date To	Select the date or date period to report on.										
Type	Select the type of stock receipt to report on: <table border="1" data-bbox="549 1317 1378 1921"> <tbody> <tr> <td>Pending</td> <td>Display stock receipts that have not yet been finalised.</td> </tr> <tr> <td>Finalised</td> <td>Display stock receipts that have been finalised.</td> </tr> <tr> <td>All</td> <td>Display all stock receipts except deleted receipts.</td> </tr> <tr> <td>Requiring Matching</td> <td>Display all stock receipts that need to be matched to invoices.</td> </tr> <tr> <td>Deleted</td> <td>Display stock receipts that have been</td> </tr> </tbody> </table>	Pending	Display stock receipts that have not yet been finalised.	Finalised	Display stock receipts that have been finalised.	All	Display all stock receipts except deleted receipts.	Requiring Matching	Display all stock receipts that need to be matched to invoices.	Deleted	Display stock receipts that have been
Pending	Display stock receipts that have not yet been finalised.										
Finalised	Display stock receipts that have been finalised.										
All	Display all stock receipts except deleted receipts.										
Requiring Matching	Display all stock receipts that need to be matched to invoices.										
Deleted	Display stock receipts that have been										

Field	Description
	deleted.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Supplier	Name of the supplier.
Account	Creditor code of the supplier.
Site	Site where the stock was received.
Receipt Number	Stock receipt identifier.
Invoice	Identifier of the invoice linked to the stock receipt.
Status	Status of the stock receipt.
Type	Type of stock receipt, either: <ul style="list-style-type: none"> ▪ Invoice. ▪ Delivery docket.
Receipt Date	Date the stock was received.
Amount	Total dollar value of the receipted goods.


Creditor Aged Balances report

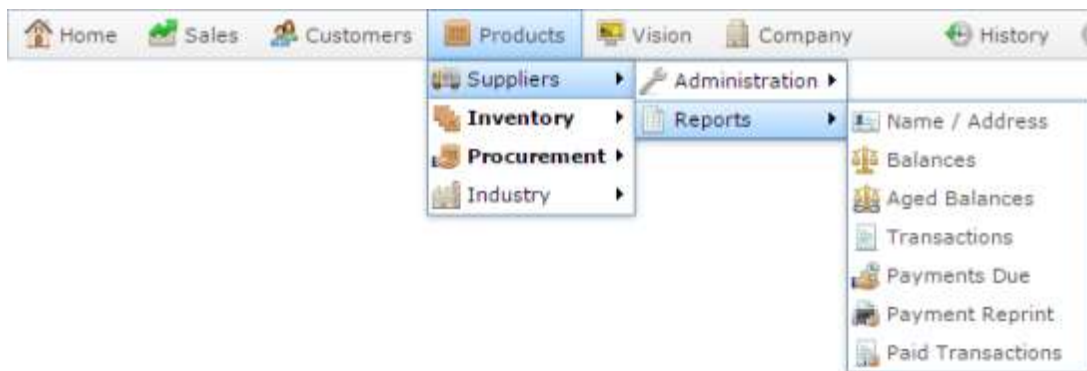
Use the Creditor Aged Balances report to view creditor balances adjusted for aging debts. You can print this information using your browser if required.

Note: Some fields may not be displayed, depending on the filter options you choose.

Opening the Creditor Aged Balances report

To open the Creditor Aged Balances report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Reports > Aged Balances**.



The Creditor Aged Balances report is displayed.

Creditor Balance Totals by Site Prior to 10 Feb 2015

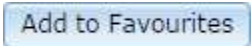
Site	Site #	Balance
Richmond	502	\$135.00
Chadstone	500	\$158.62
Total		\$293.61

Date: 10/02/2015
Period: Balance At Date
By: Totals Only

Creditor Aged Balances report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
Site	Select the site to report on.
Period	Select to display the report for a specific financial period: <ul style="list-style-type: none"> ▪ Day. ▪ Week. ▪ Month. ▪ Year. ▪ Quarter. ▪ Current 1/2 Year. ▪ Financial Year.
By	Select to display: <ul style="list-style-type: none"> ▪ Balance totals only. ▪ All non-zero balances. ▪ All balances.
Date / Date From and Date To	Select the date or date period to report on.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Site	The name of the relevant site.
Site #	The site code of the relevant site.
Name / Creditor / Supplier	Name of the creditor or supplier.
Creditor Code / Number / Account	Unique code identifying the creditor.
Balance / Balance Owing	Balance on the creditor's account. A positive balance indicates money owed to the creditor.

Creditor Balances report


Use the Creditor Balances report to display the contact and balance information of creditors. You can also select a creditor to:

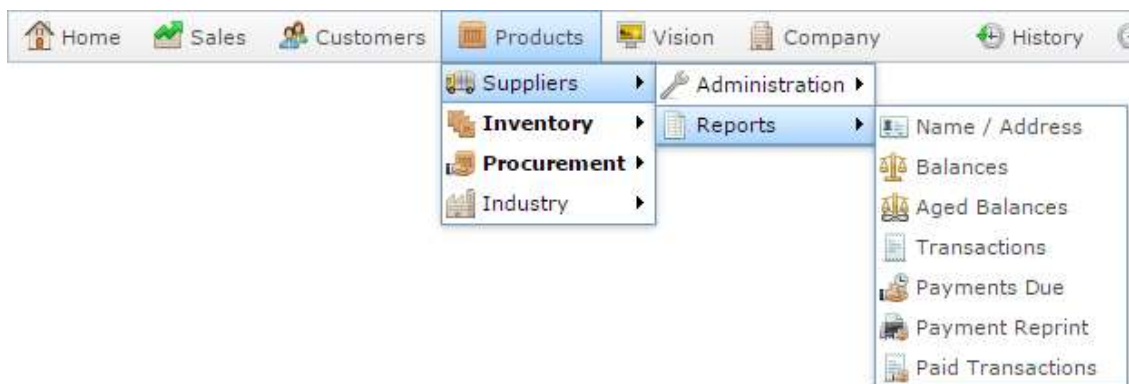
- View open transactions
See *Creditor Open Transactions report* on page 114.
- View paid transactions.
See *Creditor Payments report* on page 119.
- Pay a transaction.
See *Paying a creditor invoice* on page 78.
- View all transactions.
See *Creditor Transactions report* on page 110.

Note: Depending on your filter selections, not all report fields may be displayed.

Opening the Creditor Balances report

To open the Creditor Balances report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Reports > Balances**.



The Creditor Balances report is displayed.

Creditor Balances

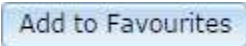
Totals	Balance Owng	Purchases	Paid	
Total		\$293.61	\$135.00	\$74.98

By:

Creditor Balances report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
By	Select to display: <ul style="list-style-type: none">▪ Balance totals only.▪ All non-zero balances.▪ All balances.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name / Creditor / Supplier	Name of the creditor or supplier.
Contact	Name of the person you speak to at the creditor.
Phone	Contact phone number.
Limit	The maximum amount you are allowed to owe this creditor at a time.
Last Paid	The last payment that was made.
Date [[Last Paid]]	The date of the last payment made.
Balance / Balance Owing	Balance on the creditor's account. A positive balance indicates money owed to the creditor.
Purchases	The total amount in purchases.

Field	Description
Paid	The amount of the balance that has been paid.

Managing price matrices

You can configure the Portal to automatically calculate price markups for different price levels based on the supplier's cost of the item. You can create different markup rules for different item costs, and enable or disable the calculations for each price level on each cost.

Items use the highest cost level applicable. For example, if you have cost levels at \$5, \$10 and \$15, an item that is \$17 uses the \$15 cost level. An item that is \$12 uses the \$10 level. An item that is \$3 does not use any of these cost levels.

Also see:

- *Supplier Cost To Sell Price Matrix screen* on page 141.
- *Supplier Cost Matrix report* on page 145


What you can do:

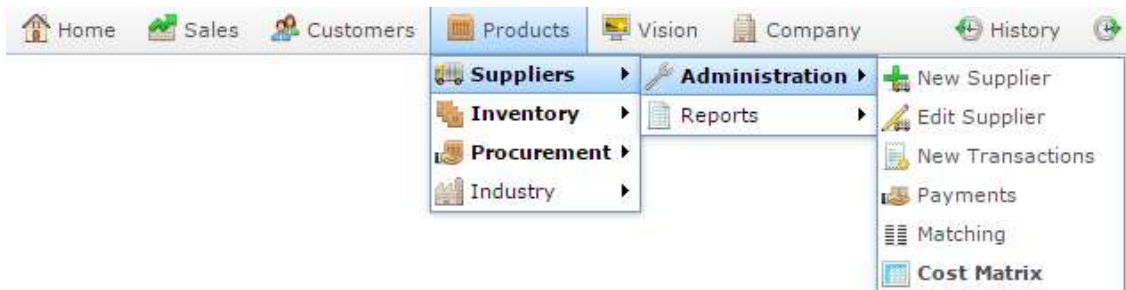
- *Adding a cost to sell level* on page 134.
- *Editing a cost to sell level* on page 137.
- *Deleting a cost to sell level* on page 139.

Adding a cost to sell level

Add a cost level to create rules for automatic price markup for each price level, based on the supplier's cost of an item.

To add a cost level to a supplier:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Administration > Cost Matrix**.



The Supplier Cost Matrix report is displayed.

Supplier Cost Price -> Price Matrix

Suppl #	Cost Point	Retail Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl	Chang	User
ACME 5001 Produ	\$5.00	0.00%	Yes	20.00%	Yes	0.00%	No	0.00%	No	0.00%	No	16/06	Bird, Bob

Site: Chadstone

Supplier: All

Add to Favourites

3. Press the supplier you want to edit.

Note: If the supplier does not appear in the report, select the supplier from the

filter, and press

Add To Supplier
Cost Matrix

. See *Supplier Cost Matrix* report on page 145.

The Supplier Cost To Sell Price Matrix screen is displayed.

Supplier Cost To Sell Price Matrix

Site: Chadstone

Supplier: ACMEx Products

Matrix

Cost:

Cost	Retail Markup	Retail Enable	Level 2 Markup	Level 2 Enable	Level 3 Markup	Level 3 Enable	Level 4 Markup	Level 4 Enable	Level 5 Markup	Level 5 Enable
\$5.00	0	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>

See *Supplier Cost To Sell Price Matrix* screen on page 141.

4. Select the site you want to apply the cost level to in the **Site** drop-down list.
5. Type the minimum cost at which you want this set of markup rules to apply in the **Cost** field.

Supplier Cost To Sell Price Matrix

Site: Chadstone

Supplier: ACMEx Products

Matrix

Cost:

Cost	Retail Markup	Retail Enable	Level 2 Markup	Level 2 Enable	Level 3 Markup	Level 3 Enable	Level 4 Markup	Level 4 Enable	Level 5 Markup	Level 5 Enable
\$5.00	0	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>

6. Type the percentage markup from the cost price for each of the price levels you want to calculate in the **Retail Markup** field and each of the **Level Markup** fields.

Managing price matrices

Supplier Cost To Sell Price Matrix

Site: Chadstone
Supplier: ACMEx Products

Matrix

Cost:

Cost	Retail Marku	Retail Enabl	Level 2 Mark	Level 2 Enab	Level 3 Mark	Level 3 Enab	Level 4 Mark	Level 4 Enab	Level 5 Mark	Level 5 Enab
\$5.00	0	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>

7. Press the **Enabled** field for each price level you want to calculate for this cost level.

Supplier Cost To Sell Price Matrix

Site: Chadstone
Supplier: ACMEx Products

Matrix

Cost:

Cost	Retail Marku	Retail Enabl	Level 2 Mark	Level 2 Enab	Level 3 Mark	Level 3 Enab	Level 4 Mark	Level 4 Enab	Level 5 Mark	Level 5 Enab
\$5.00	0	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>


8. Press .

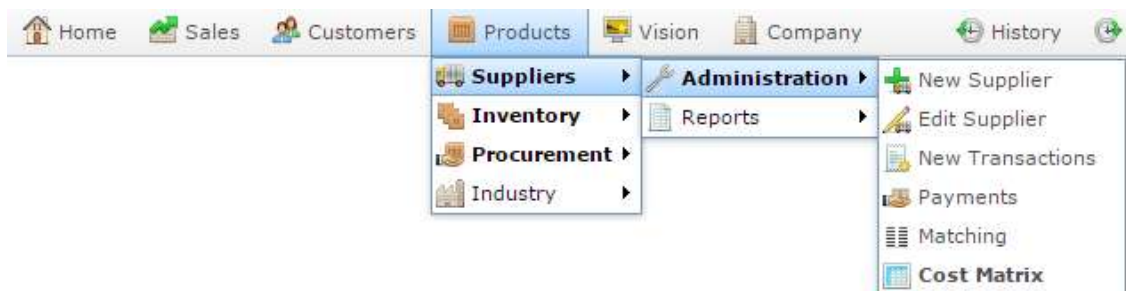
The cost to sell level is added.

Editing a cost to sell level

Edit a cost level to change the rules for automatic price markup for each price level, based on the supplier's cost of an item.

To edit a cost level to a supplier:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Administration > Cost Matrix**.



The Supplier Cost Matrix report is displayed.

Supplier Cost Price -> Price Matrix

Suppl #	Cost Point	Retail Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl	Chang	User
ACME 5001	\$5.00	0.00%	Yes	20.00%	Yes	0.00%	No	0.00%	No	0.00%	No	16/06	Bird, Bob

Site: Chadstone

Supplier: All

Add to Favourites

3. Press the supplier you want to edit.

Note: If the supplier does not appear in the report, select the supplier from the

filter, and press . See *Supplier Cost Matrix report* on page 145.

The Supplier Cost To Sell Price Matrix screen is displayed.

Managing price matrices

Supplier Cost To Sell Price Matrix

Site: Chadstone

Supplier: ACMEx Products

Matrix

Cost:

Cost	Retail Marku	Retail Enable	Level 2 Mark	Level 2 Enab	Level 3 Mark	Level 3 Enab	Level 4 Mark	Level 4 Enab	Level 5 Mark	Level 5 Enab
\$5.00	0	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>

See *Supplier Cost To Sell Price Matrix* screen on page 141.

4. Select the site you want to apply the cost level to in the **Site** drop-down list.
5. Select the cost level you want to edit in the grid.

Supplier Cost To Sell Price Matrix

Site: Chadstone

Supplier: ACMEx Products

Matrix

Cost:

Cost	Retail Marku	Retail Enable	Level 2 Mark	Level 2 Enab	Level 3 Mark	Level 3 Enab	Level 4 Mark	Level 4 Enab	Level 5 Mark	Level 5 Enab
\$5.00	0	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>

6. Make the required edits.

See *Supplier Cost To Sell Price Matrix* screen on page 141.

7. Press .


The cost to sell level is updated.

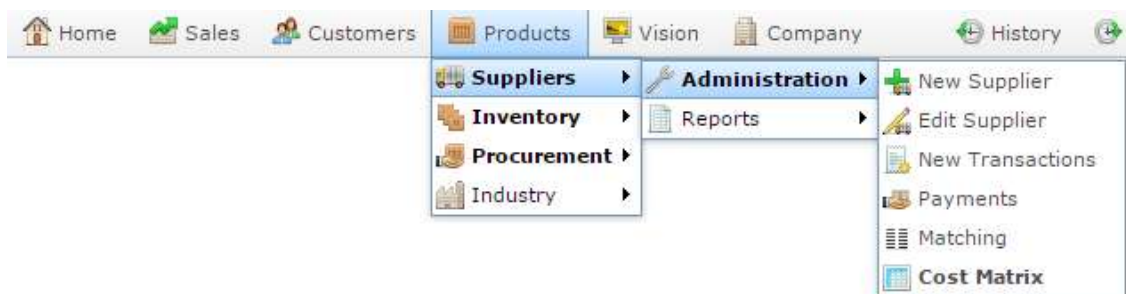
Deleting a cost to sell level

Delete a cost level to remove rules for automatic price markup for each price level, based on the supplier's cost of an item.

Note: You can disable rules without deleting them by clearing the **Enabled** field for each price level. See *Supplier Cost To Sell Price Matrix* screen on page 141.

To delete a cost level to a supplier:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Administration > Cost Matrix**.




The Supplier Cost Matrix report is displayed.



3. Press the supplier you want to edit.

Note: If the supplier does not appear in the report, select the supplier from the

filter, and press . See *Supplier Cost Matrix report* on page 145.

The Supplier Cost To Sell Price Matrix screen is displayed.

Managing price matrices

Supplier Cost To Sell Price Matrix

Site: Chadstone

Supplier: ACMEx Products

Matrix

Cost:

Cost:	Retail Marku:	Retail Enable:	Level 2 Mark:	Level 2 Enab:	Level 3 Mark:	Level 3 Enab:	Level 4 Mark:	Level 4 Enab:	Level 5 Mark:	Level 5 Enab:
\$5.00	0	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>

See *Supplier Cost To Sell Price Matrix* screen on page 141.

4. Select the site you want to delete the cost level from in the **Site** drop-down list.
5. Press the cost level you want to delete.

Supplier Cost To Sell Price Matrix

Site: Chadstone

Supplier: ACMEx Products

Matrix

Cost:

Cost:	Retail Marku:	Retail Enable:	Level 2 Mark:	Level 2 Enab:	Level 3 Mark:	Level 3 Enab:	Level 4 Mark:	Level 4 Enab:	Level 5 Mark:	Level 5 Enab:
\$5.00	0	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>

6. Press .


The cost to sell level is deleted.

Supplier Cost To Sell Price Matrix screen

Use the Supplier Cost To Sell Price Matrix screen to add, edit or remove rules that allow the Portal to automatically calculate price levels based on a supplier's cost per unit.

Opening the Supplier Cost To Sell Price Matrix screen

To open the Supplier Cost To Sell Price Matrix screen:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Administration > Cost Matrix**.



The Supplier Cost Matrix report is displayed.

Supplier Cost Price -> Price Matrix

Suppl #	Cost Point	Retail Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl	Chang	User
ACME 5001	\$5.00	0.00%	Yes	20.00%	Yes	0.00%	No	0.00%	No	0.00%	No	16/05	Bird, Bob

Site: Chadstone

Supplier: All

Add to Favourites

3. Press the supplier you want to edit.

The Supplier Cost To Sell Price Matrix screen is displayed.

Managing price matrices

Supplier Cost To Sell Price Matrix

Site:

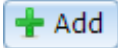
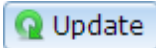
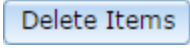
Supplier:

Matrix

Cost:

Cost	Retail Marku	Retail Enable	Level 2 Mark	Level 2 Enab	Level 3 Mark	Level 3 Enab	Level 4 Mark	Level 4 Enab	Level 5 Mark	Level 5 Enab
\$5.00	0 <input checked="" type="checkbox"/>		20 <input checked="" type="checkbox"/>		0 <input type="checkbox"/>		0 <input type="checkbox"/>		0 <input type="checkbox"/>	

Supplier Cost To Sell Price Matrix screen key fields and buttons

Field	Description
Site	Select the site the cost level applies to.
Supplier	Select the supplier you want to edit cost levels for.
Cost	Type a cost level dollar amount to add markup rules for it.
	Press to add the cost level for this supplier.
	Press to update any changes made to existing cost levels.
	Press to delete the selected cost levels.

Cost level grid

Use this area to define the markup percentages from the cost price for each price level.

Field	Description
Cost	The cost threshold for this rule. Items costed by the supplier at or above this cost use these markup rules.
	<div data-bbox="379 1644 1394 1850" style="background-color: #e6f2ff; padding: 10px;"> <p>Note: Items use the highest cost level applicable. For example, if you have cost levels at \$5, \$10 and \$15, an item that is \$17 uses the \$15 cost level. An item that is \$12 uses the \$10 level. An item that is \$3 does not use any of these cost levels.</p> </div>
Retail	The percentage markup to apply to the cost level to create the retail price.


Field	Description
Markup	
Retail Markup	Select to enable the Portalto calculate retail prices with this cost level.
Level 2 Markup	The percentage markup to apply to the cost level to create the Level 2 price.
Level 2 Enabled	Select to enable the Portalto calculate Level 2 prices with this cost level.
Level 3 Markup	The percentage markup to apply to the cost level to create the Level 3 price.
Level 3 Enabled	Select to enable the Portalto calculate Level 3 prices with this cost level.
Level 4 Markup	The percentage markup to apply to the cost level to create the Level 4 price.
Level 4 Enabled	Select to enable the Portalto calculate Level 4 prices with this cost level.
Level 5 Markup	The percentage markup to apply to the cost level to create the Level 5 price.
Level 5 Enabled	Select to enable the Portalto calculate Level 5 prices with this cost level.

Supplier Cost Matrix report

Use the Supplier Cost Matrix report to view and edit the markups applied per supplier for different cost levels.

Opening the Supplier Cost Matrix report

To open the Supplier Cost Matrix report:

1. Press  **Products** from the menu bar.
2. Press **Suppliers > Administration > Cost Matrix**.



The Supplier Cost Matrix report is displayed.

Supplier Cost Price -> Price Matrix

Suppl #	Cost Point	Retail Marku	Enabl	Level 2 Marku	Enabl	Level 3 Marku	Enabl	Level 4 Marku	Enabl	Level 5 Marku	Enabl	Chang	User
ACME 5001 Produ	\$5.00	0.00%	Yes	20.00%	Yes	0.00%	No	0.00%	No	0.00%	No	16/06	Bird, Bob

Site: Chadstone

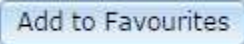
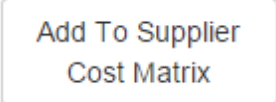
Supplier: All

Add to Favourites

Supplier Cost Matrix report key fields

Filters area

Use this area to filter the results shown in the report.

Field	Description
	Press to add this report to your Portal favourites for easier access.
	Press to add the selected supplier to the Supplier Cost Matrix.
Site	Select the site to report on.
Supplier / Creditor	Select to restrict the report to a particular supplier, or to items where the supplier has not been selected.

Report area

This area displays report information.

Note: Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
Name / Creditor / Supplier	Name of the creditor or supplier.
Creditor Code / Number / Account	Unique code identifying the creditor.
Cost Point	The supplier cost point above which this set of markup rules applies.
Retail Markup	The markup percentage to create the retail price for items at or above this cost point.
Enabled	Whether this automatic price markup calculation is in effect for this price level.
Level Markup	The markup percentages applied for each price level.
Changed	Date this markup cost level was last changed.

Field	Description
User	Name of the Portal operator who changed the markup cost level.

Glossary

Account

An account is a general ledger structure that categorises particular kinds of income or expenditure for financial reports. Accounts may also be called Ledgers in the Portal.

Aged balance

An aged balance is an amount of money owed that has been adjusted to factor an interest rate applied over time. For example: you owe a creditor \$1000, with a 10% interest. You pay \$700, leaving \$300 still to pay. After the interest period elapses, 10% interest is applied to the remaining \$300. Your aged balance is now \$330.

Balance

A balance is the total amount of money owed either by yourself to a creditor, or by a debtor to you. A balance may be:

- Positive, indicating money is owed.
- Zero, indicating no money is owed.
- Negative, indicating the party who owed money has over-paid. For example, if you pay a creditor \$1000 when you only owed \$999, your balance would be -\$1.

Barcode

A barcode is a string of numbers that links to an item. Items can have multiple barcodes assigned to them. Some barcodes called Price Embedded Barcodes encode information such as the quantity, weight or price of the item into the barcode. You can configure different types of price embedded barcodes in the Portal.

Batch (kit manufacture)

When manufacturing kits, a batch identifies a single point in time where a specified number of kits were manufactured together.

Batch (stock take)

When performing a continuous stock take, a batch identifies a collection of items scanned at one time by one or more PDTs.

Brand

A brand is a means of identifying items that belong to the same product line. Items can only have one brand, but items from different suppliers may have the same brand.

Company

A company represents your organisation within the Portal. A company can have one or more sites, representing physical locations of stores, including online stores. Some Portal configurations and features affect the entire company, other configurations can be specified per site.

Complete Order

A customer order is complete when:

- The order has been fulfilled on the Portal.
- The order has been marked as paid in full on the Portal or the customer has paid the remaining amount on the Point of Sale.
- The order has been collected or delivered.

Contract

A contract is a set of rules dictating the price, quantity and incentives offered by a supplier for a specific item, used by the Portal when calculating the best supplier to purchase a particular quantity of that item. Each contract relates to a singly supplier and item, and you can have multiple contracts for each supplier and each item.

Controlled purchase order / Controlled requisition

A controlled purchase order or requisition cannot be finalised until it has been authorised by Head Office.

Cost matrix / price matrix

A cost matrix or price matrix is a means by which the Portal can automatically calculate the price of an item at each price level based on the item's supplier cost. You can create multiple cost levels, so that the price levels of an item that cost \$5 might be calculated very differently from an item that cost \$10.

A price matrix can be:

- Department-based, where all items within a department follow the same cost level rules.
- Supplier-based, where all items from the same supplier follow the same cost level rules.

Only one method can be used. You can also elect to use neither.

Credit adjustment

A credit adjustment adds credit to a balance, decreasing the amount of money owed. For example, if you owed a creditor \$100, a \$10 credit adjustment would mean you owed \$90. Credit adjustments are usually used to correct errors. If you need to decrease money owed due to a refund or return, you should use a credit note instead.

Credit limit

A credit limit is the maximum amount of money a debtor is allowed to owe your organisation at any one time. For example, if a debtor's credit limit is \$1000 and they already owe \$900, they can only go into debt to the value of another \$100.

Credit note

A credit note adds credit to a balance, decreasing the amount of money owed. It is usually created when a balance needs to be adjusted due to a return, refund or rebate.

Creditor

A creditor is an entity to whom your company owes money. They may be a supplier, providing the items your company sells, or they may provide another service, such as a cleaner. The Portal treats suppliers and creditors the same. They have a balance tracking how much you owe them, and a credit limit that determines how much your company is allowed to owe them at a time.

Creditor payment

A creditor payment is a Portal record of paying invoices or debit adjustments. More than one invoice or debit adjustment may be paid either partially or in full in a single payment record. Creditor payments are a Portal record only and are not connected to your bank account.

Cross-reference

A cross-reference records the supplier's internal item code for an item to streamline the ordering process. Cross-references can make stock receipting easier, if suppliers use their internal codes on delivery dockets. Cross-references are also required to use the Portal Data Interchange (PDI) feature.

Colour

A colour is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Customer

A customer is a person or organisation who purchases items in advance, to be collected or delivered at a later date. Customers may also have debtor accounts, where they are allowed to owe money to your organisation and can pay off that debt via the Point of Sale.

Debit adjustment

A debit adjustment debits a balance, increasing the amount of money owed. For example, if you owed a creditor \$100, a \$10 debit adjustment would mean you owed \$110. Debit adjustments are usually only used for corrections. If you need to record a charge due to an order of goods or services, you should use an invoice.

Delivery docket

A delivery docket is a type of stock receipt that records the incoming stock without creating a creditor invoice. Delivery dockets can not record delivery fees or discounts. You can match delivery docket stock receipts to creditor invoices.

Department

A department is a means of categorising items in your inventory. Items can belong to only one department. Depending on your Portal configuration, you may have up to five levels of departments in a hierarchy, by default called Departments, Sub Departments, Categories, Sub Categories and Ranges.

Note: This documentation uses the Portal default names for these levels: Department and Division. Your Portal may be configured to use different names, but the function is the same. You can see the names and levels your Portal uses in the Department Layers tab of Company Maintenance.

Department promotion

A department promotion is a promotion that applies to all items within a specific department. A department promotion allows you to provide a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Discount

A discount is a reduction in the price of an item. Discounts can apply to:

- A selected item, calculated either per-unit or per-line.
- The whole transaction, calculated per-unit or per-line for every item in the transaction.

Note: Some items may have discount maximums. If the discount you select is greater than the maximum discount allowed for the item, the item is only discounted up to its maximum level.

Per-unit discounts can:

- Reduce an item's price by a percentage of the original price. For example, 10% off.
- Reduce an item's price by a flat amount. For example, \$1 off.
- Set the per-unit price to a set amount. For example, \$5 per item.
- Set the price of the item to its cost price plus a set amount.
- Remove the tax of an item.

Per-line discounts can:

- Cap the total price for an item line to a predetermined amount. For example, the line total may be anything up to a maximum of \$10.
- Set the total price for an item line to a predetermined amount. For example, the line total is \$10.

A discount may also prompt the operator for a discount amount.

Note: The item and transaction discounts available and the item discount maximums are configured in the Portal.

Note: Special discounts such as some senior citizens or disability discounts make an item tax exempt. If a tax exempt discount is applied, the customer must supply their Senior Citizen or Tax Exempt ID during the tender process in order to receive the discount. The Point of Sale displays the discount as if from the normal tax-inclusive price.

Division

Divisions are top-level classifications for departments in your company. The Portal offers two kinds of divisions to support the Oracle financial interfaces: Reporting and Financial. Each department belongs to a single reporting division and a single financial division.

DSD

A DSD is an external supplier that is not part of your company. You may configure different rules and restrictions for direct suppliers than are used for the company warehouse. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.

Employee

An employee is a member of your company staff that you want to roster on to your staff schedule. Employees may or may not have access to Portal and Point of Sale systems.

Fashion

Fashion is the Portal feature that allows you to create variation of items, such as different colours, sizes and styles of the same item. The default labels of colour, size and style can be changed to something that suits your inventory.

Fixture

A fixture is a physical structure or area within your site that contains stock. This may include gondolas, counters, refrigerators, back-room receipt trolleys, tables, wall sections or any other area that regularly contains stock on your site. Fixtures are used primarily during stock take.

Group promotion

A group promotion is a promotion that applies to all items within a group that you define. A group promotion allows you to provide a free item or a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Group purchase order

A group purchase order is a purchase order that combines the requisitions from several sites into one purchase order. Stock levels can be allocated to each site during the creation of the order.

Inventory

The inventory is the Portal feature of maintaining all items that you offer for sale in your company.

Invoice

An invoice details an amount owed by an entity such as your company or a debtor, and the goods or services that incurred that cost. An invoice usually details the period of time by which it must be paid.

You can also receipt stock using an invoice. An invoice stock receipt automatically creates an invoice for that creditor in your Portal records, and allows you to record additional information such as delivery fees and discounts.

Inter-branch transfers (IBT)

An inter-branch transfer is a transfer of stock from one site within a company to another.

Item

An item represents a good or service provided by your organisation. Items are added to transactions in order to sell or return them. An item will include information about its:

- Barcode.

Note: An item can have more than one barcode.

- Description.
- Unit of measurement, for example an item may be sold by weight or as individual units.
- Price per unit of measurement.

Items also have additional information stored on the Portal, such as stock on hand, promotions and discount maximums.

Item options

Items can be modified with options to detail the customer's specific request. For example, a coffee order may contain soy milk or extra sugar. The options available for each item must be configured in the Portal.

Item variation

An item variation is an item that uses Fashion variations of colour, size and style. The default labels of colour, size and style may be renamed for your Portal configuration.

Journal

A journal is a unique code identifying a date, site and terminal for a transaction within the Portal.

Kit

A kit is an item that is made up of several other items in your inventory. The kit item itself does not have a stock-on-hand. Instead, when a kit item is sold, the stock-on-hand of the component items is decreased accordingly.

Label

A label is attached to an item and displays information about that item, such as the item's price, best before date and quantity, cooking or nutritional information, or a barcode. Labels can be printed via the Point of Sale.

Ledger

A ledger is a financial category or general ledger grouping that a transaction corresponds to for accounting purposes. For example, Expenses, Staff Salary, etc. The Portal uses a ledger for the Trail Balance Profit report. Your Portal may be configured not to use other ledgers.

Ledger type

A ledger type is a category or grouping of ledgers for accounting and reporting purposes, such as Income or Expenses. Your Portal may be configured not to use ledgers.

Line minimum

A line minimum is the minimum number of different items that must be in a transaction to trigger an effect, such as a promotion. Each unique item in a transaction creates its own line. Multiple units of the same item are recorded on the same line. A line minimum of 3 requires 3 unique items to be purchased.

Manufactured Kit

A manufactured kit is an item that is made up of several other items in your inventory. The kit item must be manufactured on site before it can be sold, and the stock-on-hand of the kit item is tracked by the Portal. When you manufacture a kit, the stock-on-hand of the component items is decreased and the stock-on-hand of the kit item is increased accordingly.

Matching

Matching is the process of linking a delivery docket receipt with a creditor invoice you have created in the Portal. Invoice-type stock receipts automatically create a creditor invoice and do not need to be matched.

Menu area

A menu area is a category of items designed to group items into meal types during table service. For example, coffees, mains, desserts. Menu areas control which modifier items can be applied to which prime items.

Modifier item

A modified item is an item in your inventory that is used to add a modification to another item, such as adding 'soy milk' to a coffee. While modifier items can have costs and add to the price of the item they are modifying, they cannot be sold directly on the Point of Sale.

Open transaction

An open transaction is a transaction that has not yet been finalised. For example, a creditor invoice that has not been paid.

Operator

An operator is a staff member who uses the Point of Sale to process transactions or manage the cash drawer. Each operator is identified by a unique operator code and password that they use to log into the Point of Sale. Operator codes are unique to each site, but do not have to be unique within a company.

Pack

A pack represents the number of units that an item is supplied in. For example, you may sell cans of softdrink individually, but they are ordered in packs of 24 from the supplier. This is different to a referral, where both the single can and the pack of cans are tracked in the inventory.

Pallet

A pallet is a set of cartons containing items that are grouped together as a specific collection so they can be tracked from supplier through to sale via barcodes. A pallet usually has a special barcode that encodes the number of cartons it contains, while each carton has a special barcode detailing the quantity of items it contains and their expiry dates.

Pallet barcodes may also be linked electronically to the carton barcodes.

Payment terms

Payment terms is the number of days after issuing an invoice that a creditor expects to be paid. Common payment terms are 21, 30, 60 or 90.

PDT

A PDT, or portable data terminal, is a small hand-held device with a touchscreen and an in-built scanner that can interact with the Portal to sell, order or count stock via the PDT software interface. PDTs are registered as terminals for a site, just as full Point of Sale terminals are, and require operators to log in to use them.

Portal Data Interchange (PDI)

The Portal Data Interchange (PDI) is a Portal feature that allows two separate companies that both use the AMC Convergent IT Portal to streamline their procurement process by automating the creation of customer orders and stock receipts between the companies.

Permission

A permission is a configuration that determines whether an operator is allowed to perform a specific task. For example, the ability to authorise purchase orders or change employee records may be restricted to certain individuals.

Portal operator

A Portal operator is someone with login credentials to your company's Portal. What a Portal operator can do depends on their permissions. A Portal operator cannot use their Portal login to log into the Point of Sale.

Point of Sale operator

A Point of Sale operator is someone with login credentials to your site's Point of Sale and PDTs. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

Point of Sale supervisor

A Point of Sale supervisor is a Point of Sale operator with some additional permissions to do things like authorise changes to the Point of Sale terminal, authorise gift voucher returns, or anything else that your Point of Sale configuration requires a supervisor's authorisation for. Their supervisor status is separate from any Portal permissions they may have. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

Price change

A price change updates the Portal with new prices for each price level of an item. Price changes can only be performed by operators with sufficient Portal privileges.

Price level

The Portal inventory system can store multiple price levels. For example, you may have one price level for retail customers and another for corporate or wholesale customers. The Point of Sale can be configured to use the appropriate price level when a debtor or customer is added to the transaction.

Prime item

A prime item is an item that can be sold normally through your Point of Sale. Most of the items in your inventory are likely to be prime items.

Procurement

The procurement system is the set of Portal features that manage and maintain the act of replenishing your stock levels, including managing creditors, contracts, requisitions, purchase orders, stock receipts, returns, adjustments and stock take.

Promotion

A promotion is a Portal feature which lets you create sophisticated rules to offer discounts, free items or rebates when the customer purchases a particular set of or combination of items. The Portal allows you to create promotions based on departments, suppliers, or your own custom item groups.

Promotion group

A promotion group is a group of items you define that either is used to trigger a promotion, or has the effects of the promotion applied to it. You can use the same group for multiple promotions.

Purchase order

A purchase order is a request to an individual supplier to purchase a set quantity of specific items. Purchase orders can be created manually, automatically created from finalised requisitions, or generated using procurement configurations.

Rebate

A rebate is an amount of money offered back to the customer by a supplier as an incentive to purchase. As opposed to a discount, special or promotion, where your company covers the lost profit from the price reduction, the supplier is responsible for reimbursing your company.

Rebate group

A rebate group is a collection of rebate item groups, used to easily control start and end dates of rebates.

Rebate item group

A rebate item group is a collection of rebate items, where each item has its rebate rules defined.

Receipt

A receipt is the printed record of a transaction, including the items, quantities and prices, any loyalty information, the tenders submitted and the operator, the terminal and date the transaction took place at.

Referral

A referral is a connection between two items in your inventory, where one is considered part of the other. For example, if your inventory tracks both individual cans of softdrink and crates of 24 cans, you can use a referral so that purchasing a single can (Selling item) depletes your stock of crates (Stock item) by 1/24th. This is different to using packs, as both individual cans and whole crates of items are tracked in your inventory.

Referred item

A referred item is an item that is depleted by the sale of another item. For example, if your inventory tracks both individual cans of softdrink and crates of 24 cans and sells the cans individually, the referred item is the crate of cans, which is depleted every time an individual can is sold. Referred items are also called Stock items in this documentation.

Requisition

A requisition is a list of items requested by a particular site. Each item is given a requested supplier, and all items are included in a single requisition, even if they are from different suppliers. Finalising a requisition can automatically open a purchase order for the appropriate suppliers. Requisitions from multiple sites may be combined into a group purchase order for a supplier, if your Portal is configured to permit group purchase orders.

Roster

A roster is a schedule of when specific staff members are supposed to work.

Sale minimum

A sale minimum is a minimum transaction amount used to trigger a promotion or other effect. For example, a sale minimum of \$10 requires that at least \$10 of items are purchased in a single transaction.

Selling item

A selling item is an item that uses a referral to track its stock levels on a different item. For example, if your inventory contains both individual cans of softdrink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the individual can is the selling item.

Size

A size is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Note: This should not be confused with an item's size as defined in the Details tab of Inventory Maintenance, which details how units of an item should be measured and sold.

Snap count

A snap count is a record of the stock-on-hand of an item or set of items at the time of the snap count, as tracked by the Portal. Snap counts are used for calculations and reporting.

Special

A special is a temporary reduced price given to a specific item for a period of time. Where a promotion applies to a group of items, a special applies only to an individual item.

Stock adjustment / write-off

A stock adjustment is a record of increasing or decreasing an item's stock-on-hand, with a reason. For example, stock was found after stock take, or stock has been damaged.

Stock item

A stock item is an item that is referred to by another item, to track the stock-on-hand. For example, if your inventory contains both individual cans of softdrink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the crate of 24 cans is the stock item.

Stock on hand

Stock on hand is the number of units of a particular item a site currently has. It is updated automatically by stock receipting, transfers, adjustments and sales, and compared against stock take numbers to determine shrinkage.

Stock receipt

A stock receipt is the process of recording stock incoming from a supplier to a site. Stock receipts record the supplier, date, item and quantities, including any items that were received but not ordered, or items that were listed but not delivered. Stock receipts may use a delivery docket, which is a plain record of incoming stock, or an invoice, which creates a corresponding creditor invoice in the Portal to link with the stock receipt.

Stock return

A stock return is the process of returning stock to a supplier because it is faulty or otherwise unsuitable for sale. Stock returns record the date, item and quantity being returned and the reason for each item being returned.

Stock take

A stock take is the process of counting all units of stock at a particular site to obtain an accurate stock-on-hand level. Stock takes can either be continuous, where stock is counted while the site is still open for trading, or manual, where all stock is counted in a single session while the site is closed for trading.

Style

A style is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

Supplier

A supplier is a creditor from whom you purchase items in your inventory.

Supplier promotion

A supplier promotion is a promotion that applies to all items marked as purchased from a specific supplier. A supplier promotion allows you to provide a discount or supplier rebate for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

Terminal

A terminal is the tablet or other device that runs the Point of Sale. Each terminal is connected to the site via the base station, and is identified by a unique terminal number, which is recorded in every transaction made by the terminal.

Point of Sale Transaction

A Point of Sale transaction is an exchange of items, which represent goods or services provided by your organisation, for payment. Transactions include all the relevant information about the exchange:

- The date, time, site and location of the transaction.
- The operator who performed the transaction, and which terminal they used.
- The items purchased or returned and in what quantities.
- The amounts and types of payments provided, including any change or reimbursement provided to the customer or redeemed loyalty points.

Note: Transactions cannot be finalised until they balance. That is, the amount owed by the customer is zero, and any amount that has been overtendered has been issued as change.

- The loyalty number linked to the transaction, if applicable.

You can view what is currently included in the transaction in the Transaction list of the Point of Sale.

Note: In the Portal, a transaction also refers to an exchange of money, such as the payment of a creditor, or a debit adjustment.

Transaction line

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

Chicken Drum/stk 6.583kg N x \$2.99/kg	\$19.68
Crown Lamb Roast 1.426kg N x \$12.99/kg	\$18.52
Total:	\$38.20
Credit Card	\$20.00
CASH	\$50.00
Change	\$31.80

Warehouse

A warehouse is a supplier that represents your company's central warehouse, used when sites order some or all of their inventory from Head Office rather than directly from external suppliers. You may configure different rules and restrictions for warehouse suppliers than are used for direct suppliers. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.