

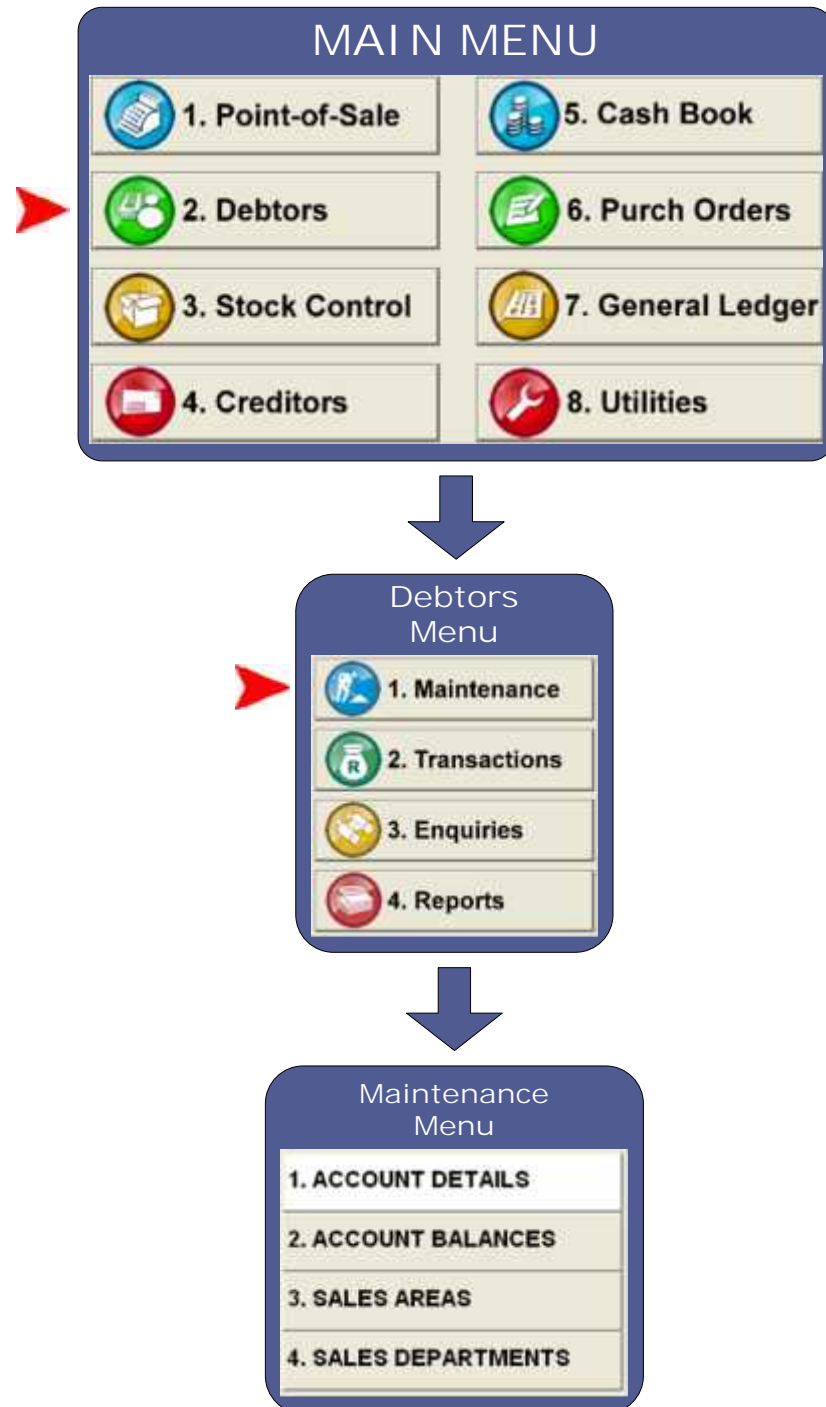


2. Debtors





Debtors - Maintenance





1. Account Details


Debtors - Maintenance


Tel 1/Tel 2/Fax/Email	
Area/Salesmen	<p>Press 0 (zero) and enter to view current list of Area/Salesmen.</p> <p>Click or press enter to select option.</p>
Additional Information	E.g. Cell number
Trade Discount	Enter % discount (if any) by which each line item at POS will automatically be reduced.
Credit Limit	Maximum amount Debtor may have outstanding on the account.
Price Code	<p>Defaults to Price Level 1.</p> <p>A Debtor may be linked to Price Level 1/2/3.</p> <p>Price levels are set up in the Stock Control – Stock Maintenance Menu.</p>
Charge Interest on overdue accounts	Yes or No
Search Name	<p>Quick access name for invoicing, enquiries etc.</p> <p>Usually the first five characters of the name.</p> <p>This field is also used for extracting enquiries and reports in alphabetical sequence.</p>
Account Category	<p>Blank Balance brought forward</p> <p>O Open Item</p> <p>C Cash type customer (Invoice update completes the sale with tender type routine. Invoice and payment are posted to the account.)</p>
Vat/Tax Reference No.	SARS Vat Number.

1. Account Details



Terms	30/60/90 days 0 days for Cash type customer C				
Prompt Discount %	% Value that the invoice may be reduced by if paid by due date as indicated by Terms.				
Print on Invoices	Yes – Prompt payment discount value and message is to appear on invoice. Discount Value is calculated from the terms and discount % as set above. No – No Prompt payment message will appear on the invoice				
Balance on POS Documents	Yes – If current balance on account is to print on invoices and receipts after each transaction.				
Change Block Status	What is block status? A Debtors account status is either active or blocked. When an account is blocked all transactions are barred as indicated by selected option. Block Options: If Yes – then the following options are available: <table border="1" style="margin-left: 20px;"> <tr><td>Never Block</td></tr> <tr><td>Block-No Reason</td></tr> <tr><td>Block-When over Cr/Limit</td></tr> <tr><td>Block-If Terms Exceeded</td></tr> </table> Select the relevant option.	Never Block	Block-No Reason	Block-When over Cr/Limit	Block-If Terms Exceeded
Never Block					
Block-No Reason					
Block-When over Cr/Limit					
Block-If Terms Exceeded					
Do you wish to save this account?	Yes or No.				

(c) At the Save Account prompt, click on .




(d) Click on  to return to the Debtor's Maintenance Menu.



1. Account Details






Modifying an Existing Account

- (a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view the current Debtor listing. The Debtor's details will be displayed.
- (b) .Make the necessary modifications.
- (c) Click  to save modifications.
- (d) At the Save Modification prompt, click on .
- (e) Click  to return to the Debtors Maintenance Menu.



Deleting an Existing Account

- (a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view the current Debtor listing. The Debtor's details will be displayed.
- (b) Click on  to delete the account.
- (c) Click on  to confirm deletion.
- (d) Click  to return to previous menu.



Note: Deletion is not permitted when:



an account has a balance, or where transactions were posted to this account for the current month.





2. Account Balances

Account Balance Maintenance Options:

-  Balance Take-On
-  Account Category Conversion



Account Category Types

Open Item vs Balance Brought Forward

All Debtors/Customer Accounts are processed as either Open Item or Balance Brought Forward Accounts.

Balance Brought Forward: If an account is Balance Brought Forward, the total outstanding amount is broken down into current, 30, 60, 90, 120, 150, 180 days. Receipts are allocated to the relevant ageing periods. The Accpick Monthly Statements will display an opening balance at the start of the period, all transactions for the current period and a closing balance together with the ageing of the total balance.

Open Item: If an account is Open Item, all outstanding and unmatched transaction types are listed. The Accpick Monthly Statements will display a list of all outstanding transactions from the previous periods and all the current transactions and the ageing of the above.

Receipts on Open Item Accounts must be allocated to specific transactions or posted as unallocated. This is useful for customers who pay on invoice number and whose remittance advice reflects this detail.



Balance Take-On

(a) At the Order prompt, select and enter order of entry:

- A – Alphabetical Order as per Short Account Name (A – ZZZ)
- N – Numerical Order as per Account Number (1 – 9999)

Take on Alpha / Numeric Order	N
Start at Account Number	1
Stop at Account Number	99999



2. Account Balances

Note: The Balance Brought Forward Entry screen or the Open Item Entry screen will automatically appear according to the account category that was selected when the Debtor/Customer account was added in the Debtors Maintenance Menu.

Balance Take-On: Balance Brought Forward


- (b) At the Ageing prompt, enter the outstanding balances from Current to 180 days. Press the [Enter] key to move through the ageing options.

CURRENT	0.00
30 Days	0.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
150 Days	0.00
180 Days	0.00

- (c) At the Update prompt enter Yes.
(d) Result: You will be prompted with the next account. Continue taking outstanding balance on.






Balance Take-On: Open Item

- (a) Click on the  button.
(b) Click on the required transaction type from the list.

Invoice
C/Note
Payment
D/Jnl
C/Jnl
Int.Chg

- (c) Enter the transaction number, the date and total amount of the transaction.
(d) Age the transaction by selecting and entering the appropriate number e.g. 2 = 30 days.
(e) Repeat for all outstanding transactions for this Debtor until you have arrived at the correct balance.



- (f) Click on  when completed.
- (g) At the Save and Post prompt, click on .
- (h) Result: You will be prompted with the next account.
- (i) When all account balances have been processed, click on  to return to the Debtors Maintenance Menu.



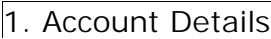







Account Category Conversions

Accpick allows you to change the Debtor's Account Category from Open Item to Balance Brought Forward and visa versa.



Open Item to Balance Brought Forward

- (a) Select ,  and .
- (b) Use the search facility to view your debtor listing and enter the Debtors account number at the Account number prompt.
- (c) Change the Account Category from  (O = Open Item) to  (Blank = Balance Forward)
- (d) Click on .
- (e) At the Save Modification prompt, click on .
- (f) At the Options prompt, click on [Yes] to confirm conversion from Open Item to Balance Brought Forward and [Yes] to clear all open item transactions..
- (g) Click on .



Re-index all files in order to remove all Open Item entries by selecting



from the Main Menu and



from the Utilities Menu.




Note: Re-indexing is a single user operation.



2. Account Balances






Balance Brought Forward to Open Item

- (a) Select  **2. Debtors**,  **1. Maintenance** and **1. Account Details**
- (b) Use the search facility to view your debtor listing and enter the Debtors account number at the Account Number prompt.
- (c) Change the Account Category from (Blank = Balance Forward)
 (O = Open Item)
- (d) Click on .
- (e) At the Save Modification prompt, click on .

Result: The Open Item Entry Screen will appear.

Total Balance				
.175 00				
Open Item - Take-On				
Tr	Trans. #	Date	Amount	Age
1.	2549	18/01/2015	575.00	1
1.	2547	15/12/2015	600.00	5

- (f) Click on  **Add(+)** to enter all outstanding transactions.
- (g) Click on  **End(ESC)** when totals are in balance.
- (h) Click on .



If Ageing is not correct the following screen will appear:

Ageing Differs !	
O/items Ageing not Equal to	
Master Balance Ageing	
<input type="button" value="Continue"/>	<input type="button" value="Abandon"/>

Click on [Continue] and edit entry to correct ageing.



3. Sales Areas / Salesmen

Sales Areas / Salesmen Maintenance Options:

- ☞ Add a new Sales Area / Salesman
- ☞ Modify an existing Sales Area / Salesman



All Debtors can be categorized by Area or by Salesman to enable the extraction of management or performance reports.

These are created at the time of system set up. Note that each category is allocated a number and a name.



Add a New Sales Area/Salesman

- (a) At the Sales Area / Salesman Number prompt enter a new number or, use the search facility to view your current Sales Area / Salesman Listing to allocate a new Sales Area / Salesman number [1 - 99] or,
- (b) At the Number prompt, press the [Page Down] key to allocate the next available Sales Area / Salesman number. Press [Enter].
- (c) At the Name prompt, type in the new Sales Area / Salesman name. Press [Enter].
- (d) At the Insertion Option prompt, click on .
- (e) Press to return to the Debtor Maintenance Menu.



Modify an Existing Sales Area/Salesman

- (a) At the number prompt, enter the Sales Area / Salesman number requiring modification or, use the search facility to view the current Sales Area / Salesman Listing.
- (b) Make the required adjustments.
- (c) At the Replacement request, click on .
- (d) Press to return to the Debtor Maintenance Menu.



4. Sales Departments

Sales Department Maintenance Options:

- ☞ Create a new Sales Department
- ☞ Modify an existing Sales Department



Accpick allows all Stock Items to be categorized into Departments/Categories/Groups to enable the extraction of management or performance reports. Each department is allocated a number (1 – 999) and a name.



Create a New Sales Department.

- (a) At the Sales Department number prompt enter a new Sales Department number or, use the search facility to view and select from the current Sales Department listing. [1 - 99] or,
- (b) At the Sales Department Number prompt, press the [Page Down] key to allocate the next available Sales Department number.
- (c) At the Sales Department Name prompt, type in the new Department name. Press [Enter].
- (d) At the Insertion Option prompt, click on .
- (e) Click to return to the Debtors Maintenance Menu.

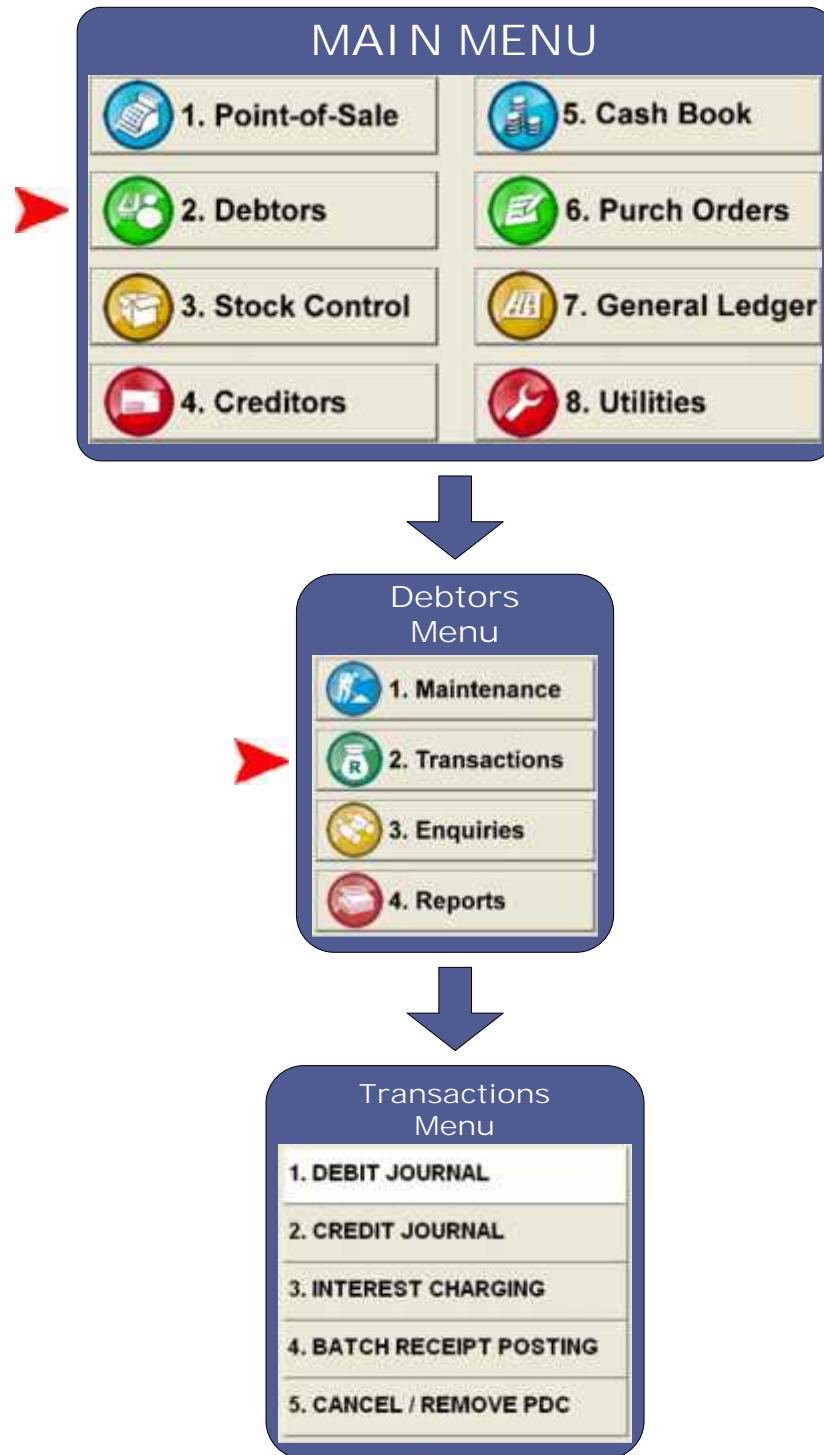


Modify a Sales Department.

- (a) At the Sales Department number prompt, enter the Sales Department number requiring modification or, use the search facility to view the current Sales Department Listing.
- (b) Select the Sales Department you wish to modify.
- (c) Make the required adjustments. Press [Enter].
- (d) At the Replacement request, click on .
- (e) Click to return to the Debtors Maintenance Menu.



Debtors - Transactions



I



1. Debit Journal

(Increases the balance owing by the Debtor)

Debit Journal Options

- ☞ Debit Journals for Balance Brought Forward Debtors
- ☞ Debit Journals for Open Item Debtors



Debit Journal for Balance Brought Forward Debtors


- (a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to select a Debtor.
- (b) Confirm the Debtor's details by clicking on [Yes Correct].
- (c) At the Date prompt, enter the journal date or alternatively press [Enter] through the default date.
- (d) At the Journal Amount prompt, enter the journal amount.
- (e) At the Additional Reference prompt, enter a short explanation motivating the journal. This information appears on the Debtor's Statement, the Journal Transactions Report and on the General Ledger Integration.
- (f) At the Journal Number prompt, enter the journal number or alternatively press [Enter] through the default journal number. Accpick automatically allocates journal numbers in a consecutive sequence. Should you repeat a journal number the following screen will appear:


Press <C> to continue with this repeat number
Press <S> to Scan for next available number
Press any other key to enter a new Journal Number

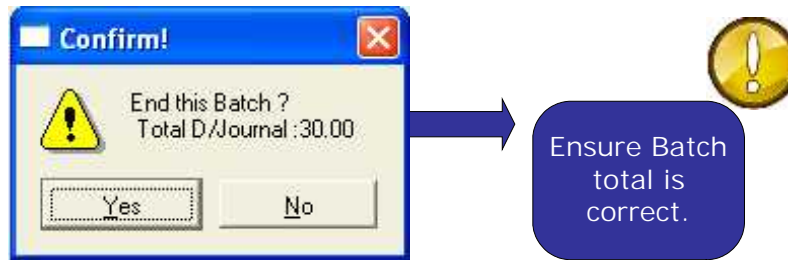
- (g) Allocate Ageing accordingly. Ensure the Ageing Total balances with Journal Amount. If not, Accpick will prompt you to make the correction.




1. Debit Journal

(h) At the Ok to Update prompt, click on . The Debit Journal entry screen is displayed allowing further journal entries to be captured.

(i) When completed capturing all journals in the batch, click on .



(j) Click on  to confirm batch total and end the batch. Accpick will return to the Debtors Transaction Menu.



Debit Journal for Open Item Debtors

The Open Item entry screen will automatically appear according to the Debtor's Account category selected on the Debtor's Account Details Menu.

At the Debit Journal Posting Screen, follow the same procedure as for Balance Brought Forward Debtors but note the following differences:

The total value of the journal may only be allocated to ONE ageing period. Press the [↑] and [↓] arrow keys to highlight the period to which the total journal amount is to be allocated. Press [Enter] to update the journal transaction immediately.

Every journal entry must be allocated a unique journal number. The same journal number on open item is not allowed.

Same Journal # on O/Item is
NOT ALLOWED !
Press <S> to Scan for next available number



2. Credit Journal

(Decreases the balance owing by the Debtor)

Credit Journal Options

- ☞ Credit Journals for Balance Brought Forward Debtors
- ☞ Credit Journals for Open Item Debtors



Credit Journal for Balance Brought Forward Debtors

- (a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to select a Debtor.
- (b) Confirm the Debtor's details by clicking on [Yes Correct].
- (c) At the Date prompt, enter the journal date or alternatively press [Enter] through the default date.
- (d) At the Journal Amount prompt, enter the journal amount.
- (e) At the Additional Reference prompt, enter a short explanation motivating the journal. This information appears on the Debtor's Statement, Journal Transactions Report and on the General Ledger Integration.
- (f) At the Journal Number prompt, enter the journal number or alternatively press [Enter] through the default journal number. Accpick automatically allocates journal numbers in a consecutive sequence. Should you repeat a journal number the following screen will appear:

Press <C> to continue with this repeat number
Press <S> to Scan for next available number
Press any other key to enter a new Journal Number

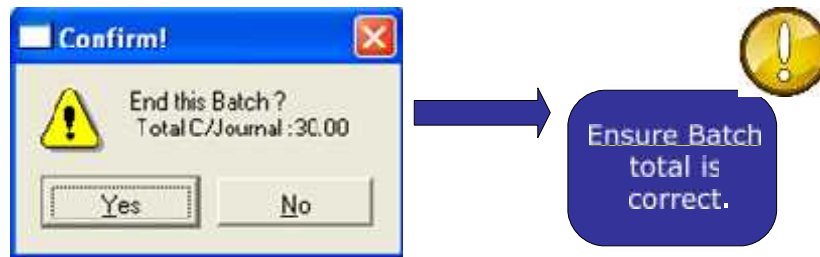
- (g) Allocate ageing accordingly. Ensure the Ageing Total balances with the Journal Amount. If not, Accpick will prompt you to make the correction.



2. Credit Journal

(h) At the Ok to Update prompt, click on . The Credit Journal Posting Menu appears which allows further journal entries to be captured.

(i) When completed capturing all journals, click on



(j) Click on to confirm batch total and end the batch. Accpick will return to the Debtor Transaction Menu.



Credit Journal for Open Item Debtors

The Open Item entry screen will automatically appear according to the Debtor's account category selected on the Debtor's Account Details Menu.

At the Credit Journal Posting Screen, follow the same procedure as for Balance Brought Forward Debtors but note the following differences:

The total value of the journal may only be allocated to ONE ageing period. Press the [↑] and [↓] arrow keys to highlight the period to which the total journal amount is to be allocated. Press [Enter] to update journal transaction immediately.

Every Journal Entry must be allocated a unique journal number. The same journal number on open item is not allowed.

Same Journal # on O/Item is
NOT ALLOWED !
Press <S> to Scan for next available number



3. Interest Charging



Note: This should only be done at month end after a backup.



- (a) Make a backup. Invoke the backup procedure by double clicking on the Accpick Back-Up Icon on the desktop.
- (b) Confirm backup procedure has been completed by clicking on . The Interest Charging Routine screen will be displayed.

Date for Interest Charge	31/03/2006
Start Charging at ?	2
Interest Rate - Monthly	1.00 %
Pay Interest Or Credit(s) ?	N

- (c) At the Date for Interest Charge prompt, enter the date interest is to be charged on – usually the Month End date. This date will appear on the Debtors' Statements and on the Transactions Report. Press [Enter].
- (d) At the Start Charging at prompt, select, from the display list, the period from which interest must be charged. E.g. If 2 is selected, interest will be charged on all outstanding balances in 30 days and above.

Start At
1-Current
2-30 Days
3-60 Days
4-90 Days
5-120 Days
6-150 Days
7-180 Days

- (e) Enter the monthly interest rate to be charged.
- (f) At the Pay Interest on Credit Balances prompt, enter N = No or Y = Yes.
- (g) Click on to invoke the process.



3. Interest Charging

The total interest amount for the current month will be displayed.

(h) At the Interest Information prompt, click on Ok to return to the Debtors Transaction Menu.

Note: To view the interest charges select:



4. Transactions

1. Date Selection

Leave Default Dates

Select Interest Charges

Note: To print the interest charges:



E. Transactions

Specific Date Range

Leave Default Dates

Select Interest Charges

Select Output to Printer or File.



4. Batch Receipt Posting



This procedure does not update the Cashier Day End Report.

Batch Receipt Posting Options:

- Receipt Posting for Balance Brought Forward Debtors
- Receipt Posting for Open Item Debtors
- Processing a Post Dated Cheque



Receipt Posting for Balance Brought Forward Debtors

- (a) At the Account Number prompt, enter the Debtor's Account number or alternatively use the search facility to view and select from the current Debtor listing.
- (b) Confirm the Debtor's details by clicking on [Yes Correct]. The Batch Posting of Payments Received screen will be displayed.

Amount Due	150.00
Amount Tendered	142.50
Settl.Discout Amount	7.50
Settl.Discout %	5.00

- (c) At the Date prompt, enter the date of the transaction. Press [Enter].
- (d) At the Amount Due prompt, enter the total amount due. Press [Enter].
- (e) At the Amount Tendered prompt, enter the amount received in respect of the amount due from the Debtor. Press [Enter].

Note: If a settlement discount has been taken, the amount tendered will be less than the amount due. Accpick will automatically calculate the settlement discount amount and the settlement discount percentage.



4. Batch Receipt Posting

- (f) At the Additional Reference prompt, enter any additional information. This information will appear on the Debtor's Statement and on the Debtor's Receipt Transactions Report.
- (g) Enter the Receipt Number or press [Enter] to accept the default Receipt number.
- (h) Allocate ageing accordingly. Total Ageing must balance with Amount Due and not Amount Tendered. If Ageing does not balance Accpick will prompt you to make the correction.
- (i) At the Ok to Update prompt, click on . Accpick will return to the Batch Posting of Payments Received screen.
- (j) Continue processing all Debtor's receipts.
- (k) On completion, click .



- (l) Click , to confirm batch total and end the batch. Accpick will return to the Debtors Transaction Menu



Receipt Posting for Open Item Debtors

- (m) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view and select from the current Debtor listing.
- (n) Confirm the Debtor's details by clicking on [Yes Correct]. The Open Item Receipt screen will appear in the top right hand corner.

Open Item Receipt	
Total Due	8717.15
Date	03/10/2005
Amount Paid	0.00
Receipt No.	6



- (o) At the Date prompt, enter the Date.

4. Batch Receipt Posting



- (p) At the Amount Paid prompt, enter the actual amount received from the Debtor.
- (q) At the Receipt number request, enter the receipt number. Accpick automatically allocates receipt numbers in a consecutive sequence. Should you repeat a receipt number the following screen will appear:

Press <C> to continue with this repeat number
Press <S> to Scan for next available number
Press any other key to enter a new Journal Number...

- (r) Confirm Open Item Allocation, by clicking on [OK]. The Open Item Payment Allocation screen will be displayed detailing all unallocated transactions making up the amount due.
- (s) To allocate payment, use the [↑] and [↓] arrows to move each of the transactions to be paid / allocated to the top of the transaction listing. Alternatively, click on  to find a specific transaction.
- (t) When the selected transaction is at the top of the transaction listing, click on  to allocate payment against the transaction.
- (u) At the amount Paid prompt, enter the amount received. Press [Enter].
- (v) At the Settlement Discount prompt, enter the settlement discount amount, if any. Press [Enter].


Note: Full Payment [*] vs Part Payment:

If the Balance due is being paid in FULL: Note that after you have entered the amount paid and the settlement discount amount, a * is displayed alongside the entry indicating that this has been settled in full. This entry will cease to appear in subsequent payment allocations leaving only the unallocated entries in the allocation screen.

If only part of the Balance due is being paid: Enter the value of the part payment being paid in the Amount Paid field, press enter through the Settlement Discount field. (No settlement Discount on part payments). Note, no * appears alongside the entry and the entry will reappear in subsequent allocation screens.




4. Batch Receipt Posting


(w) When all transactions making up the receipt have been allocated, click on .

(x) At the Allocate Payment prompt, click on .

(y) Continue processing all Debtor's receipts.

(z) On completion, click .



(aa) Click on , to confirm batch total and end the batch.

(bb) Accpik will return to the Debtors Transaction Menu.



Processing a Post Dated Cheque (PDC's)

The PDC facility is for information purposes only. i.e. PDC's are NOT automatically credited to the bank or the debtor's account on due date.

PDC's for tomorrow will print on today's final Day End report and clear as a reminder to process as a normal receipt.

To process PDC for information purposes:

(a) At the Account Number prompt, enter the Debtor's account number or alternatively use the search facility to view and select from the current Debtor listing. The Debtor's details will be displayed.

(b) Confirm the Debtor's details by clicking [Yes Correct].

(c) At the Date prompt, press the [Page Down] key.







(d) At the prompts, enter the cheque date and the cheque amount.

(e) At the Confirmation prompt, click on [Yes]



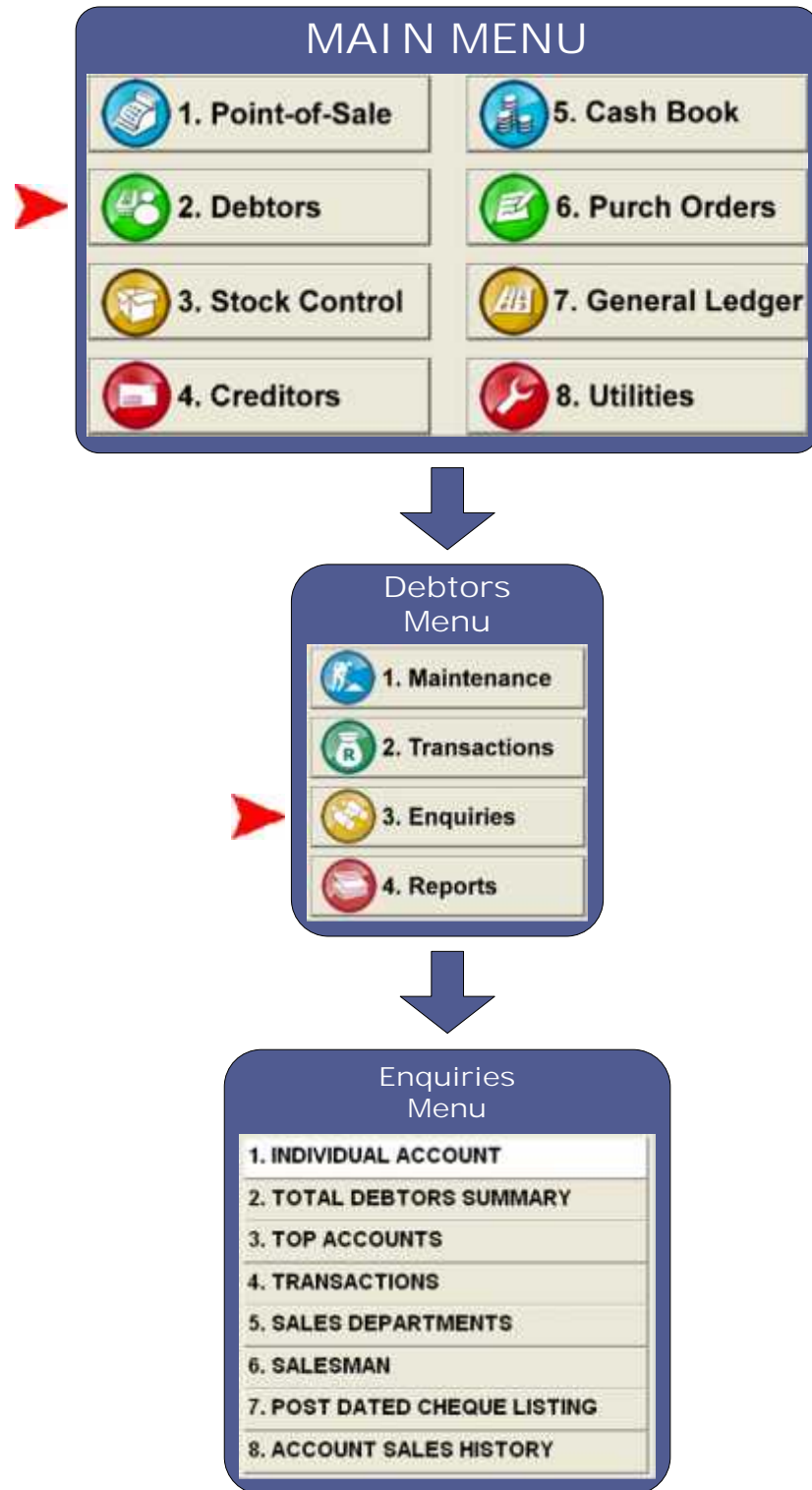
5. Cancel / Remove PDC



- (a) At the Cancel/Remove Post Dated Cheque entry screen, use the  and  arrows keys to move the cheque that needs to be cancelled or removed to the top of the listing. Alternatively, click on  to locate by account name.
- (b) When the selected cheque is at the top of the listing, click on  to cancel/remove the post dated cheque.
- (c) Confirm deletion by clicking on .
- (d) Click on  to return to Debtors Transaction Menu.



Debtors - Enquiries





1. Individual Account

Individual Account Enquiry options:

- ☞ Current vs Archive Enquiries
- ☞ Balance Brought Forward Debtors
- ☞ Open Item Debtors

Current vs Archive Enquiries

Data Status

C:\TEST

On the Enquiries Menu, the Data Status window will indicate from which directory the enquiries will be made.

The default directory is the current directory.


Click on the Quick Functions drop down menu at the top of the screen to access archive directories.





Balance Brought Forward Debtor


(a) At the Account Number prompt, enter the Debtor's Account number or use the search facility to view and select from the current Debtor listing.

(b)  Balance displays the Debtor's balance from Current to 180 days.

(c)  <S>SalesHist displays the Debtor's Sales Balance per month and Year to Date.

(d)  Trans.(Enter) displays a Debtor's transaction history which will include the total balance brought forward, all current transaction entries and the closing balance.


(e)  Locate(\) enables a transaction search by transaction number.

(f)  Details(+) displays the transaction details for the line item at the top of the listing. Select format to view:





1. Individual Account

Item Details, Quantity, Value plus Profit Details or Transaction Layout


- (g)  enables the insertion of an order number and/or a vat number.

Order Number	<input type="text"/>
Vat Ref #	<input type="text"/>

- (h)  displays the Header Details for the transaction displayed at the top of the listing.

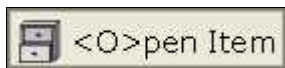
- (i)  prints the transaction screen.


- (j) Click on  to view another Debtor's Balance.


- (k) Click on  to return to the Debtor's Enquiry Menu.




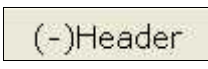
Open Item Debtor


- (a) In addition to the above,  displays a listing of all unmatched Open Item transactions by Type, Transaction Number, Date, Balance Due and Ageing.

- (b)  displays the Debtor's Opening Balance.

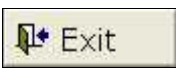
- (c)  enables the a transaction search by transaction number.

- (d)  displays the Debtor's transaction history.

- (e)  displays the Header Details for the transaction displayed at the top of the listing.

- (f)  prints a listing of all unmatched transactions.

- (g)  to toggle between Ageing and Balance Due.

- (h) Click on  to return to the Main Debtor's Enquiry Menu.



2. Total Debtors Summary (Age Analysis)

Total Debtors Summary Options:

- Weekly or Monthly Age Analysis
- Control Enquiry

Weekly or Monthly Age Analysis

(a) Select Summary Options.

Summary Options
1. Weekly
2. Monthly
3. Control Enquiry



Weekly Age Analysis:

- (b) At the Report Date prompt, enter the report date.
 - (c) At the Sequence prompt, enter sequence listing options:
 - A = alphabetically by account name,
 - N = numerically by account number
 - (d) At the Area/Salesman prompt, enter the Area/Salesman number.
 - (e) At the List if no Transactions prompt, enter [Y] to list all debtors with zero balance or [N] to only list debtors with balances.
- Accpick will extract the Debtor's balances and display the Age Analysis by week.
- (f) Press [Escape] to return to the Debtors Enquiry Menu.






2. Total Debtors Summary



Monthly Age Analysis

- (a) At the Sequence prompt, enter sequence listing options:
A = alphabetically by account name,
N = numerically by account number
- (b) At the Skip Zero Balances prompt, enter [Y] to list all debtors with zero balance or [N] to only list debtors with balances.
- (c) At the Area/Salesman prompt, enter the Area/Salesman number.

Accpick will extract the Debtor's balances and display the Age Analysis by month.



- (d) Click on  to view Debtor Summary by Account Number, Account Name or Total Due.
- (e) Click on  to view total due for each ageing period.
- (f) Select option to view Age Analysis again or to print a Summary Print or a list of Inactive Debtors.
- (g) Click on  to return to Debtors' Enquiry Menu.



Control Enquiry

- (a) Accpick will extract and display the Control Totals.

Opening Balance	50420.00	Fr	1
+ Invoices	88045.55		7
- Credit Notes	1702.00		1
- Payments	12000.00		4
Settlement Discounts	250.00		1
+ Debt Journals	230.00		2
Credit Journals	175.00		2
+ Interest Charged	3.75		1
- New Control Balance	59672.30		

- (b) Click on  to print Debtors Control.
- (c) At the Date prompt, enter the date to print on the report.
- (d) Click on  to return to Debtors' Enquiry Menu.



3. Top Accounts





- (a) At the Debtors Account Performance Menu, select the required options from the Menu box. Press [Enter] through each option.

Based on Month to Date / Year To Date (M/Y) ?	M
Based on Sales / Profit (S/P) ?	S
Specific Salesman / Area ?	N

or, left click on  to accept the default options.

Result: A Debtors' Account Performance Report will appear on the screen listing your debtors' performance.

- (b) Click on  to print the Top Accounts report or * to export this report to a CSV file.
- (c) Click on  to return to the Debtor's Enquiry Menu.



4. Transactions

Transactions Options:

- ☞ Date Selection
- ☞ Gross Profit
- ☞ Search
- ☞ Daily Totals
- ☞ Cashup Details



1. Date Selection


Automatically Defaults to Current Period.

Accpick automatically defaults to the earliest and latest dates for which there are transactions in the Current period.

Archive Periods

To access archive periods, use the Quick Function facility at the top of the screen to select an archive month. Accpick will default to the earliest and latest date for which there are transactions in the selected month.

(a) At the Start and End Date prompts enter the required dates or leave the default dates.

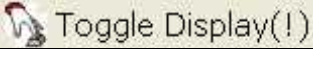

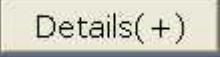



(b) Press  to select entry types for enquiry:

- Invoices
- Credit Notes
- Cash Sales
- Cash Returns
- Receipts
- Settle Discount
- Interest Charges
- Debit Journals
- Credit Journals
- Laybye Sales
- All the Above

The system displays all transactions by Type, Transaction Number, Date, Transaction Details, Sub Total, Vat Amount and Total Amount.



4. Transactions

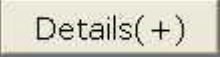

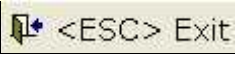
- (c)  to view listing by Transaction Number, Transaction Date, Transaction Details or Value.
-  to export data to a .csv file.
-  to view selected transaction details.
-  to view transaction totals.
-  to print listing with option to print Detailed listing or Totals Only listing.
- (d) Use the Return or  followed by [Escape] to return to the Debtor's Enquiry Menu.



2. Gross Profit

- (a) At the Start and Stop Transaction Number prompts, enter the transaction number or press [Enter] to accept the default numbers.
- (b) At the Include Cash Transactions prompt, enter Yes or No.
- (c) At the Specific Salesman/Area prompt, enter Yes or No. If Yes, enter the Salesman/Area number.

The system will display Transaction Details, Date, Account Name, Net Value, Profit Value and Gross Profit % per Transaction.

- (d)  to view selected transaction details.
-  to print listing.
- (e) Click on  to return to the Debtors Enquiry Menu.



3. Search

Search Criteria: By 1st Delivery Line Details
 By Transaction Number

1st Delivery Line Details

- (a) Select search criteria – First Occurrence or List All.

4. Transactions



- (b) At the Delivery Details prompt, enter the first delivery line details.

The system will display all transactions matching the selected delivery line details.

- (c) Use  and  to navigate through the listing.

 to view selected transaction's details.

 to print listing.

- (d) Click on  to return to the Debtors Enquiry Menu.

Transaction Number

- (a) At the Transaction Number prompt, enter the transaction number.

The system will display all transactions matching the selected transaction number.

Note: Should not have duplicate transaction numbers.

- (b) Use  and  to navigate through the listing.

 to view selected transaction's details.

 to print listing.


- (c) Click on  to return to the Debtors Enquiry Menu.




4. Daily Totals

The system will display Daily Transaction Totals by Total Sales, Total Returns and percentage value of Total Sales.

Day	Sales	Returns	Order	% of Total	
Monday	067 077 000	4600 00	0.00	4600 00	0.99
Monday	12: 05/ 2005	2572 57	0.00	2572 57	1.79
Monday	17: 077 000	0117 08	0.00	0117 08	7.94
Tuesday	23: 05/ 2005	2570 00	570.00	25640 00	16.71

 to print listing to printer or export to CSV file.

 to view Gross Profit Value and Percentage.

 to return to the Debtors Enquiry Menu.



4. Transactions



5. Cashup Details

The system will display Daily Cashup Totals by Date, Time, Cash, Cheque, Voucher, Speedpoint, Rounding, Abandoned, Invoices, Credit Notes, Cash Sales, Cash Returns, Receipts on Account, Payouts, New Laybyes, Laybye Receipts and Cancelled Laybyes.



to print listing.



to return to the Debtors Enquiry Menu.



5. Sales Departments

View month-by-month performance of selected Sales Departments.



- (a) At the Department Number Prompt, enter the Department number or use the search facility to view and selected from the Department listing. To view total for ALL Departments, press the page down key at the department prompt.
- (b) The Sales Totals with the proportionate % of the total sales ratio will be displayed for the selected department.

Department Number	12	
Department Name	FX-ALISTB	
	Value	% of Total
January	0.00	0.00
February	0.00	0.00
March	0.00	0.00
Apr	0.00	0.00
May	0.00	0.00
June	0.00	0.00
July	0.00	0.00
August	0.00	0.00
September	2268.54	19.59
October	0.00	0.00
November	0.00	0.00
December	9311.76	80.41
Total Year to Date	11580.30	

- (c) Use the facility to display a graphical representation of the data.
- (d) Click on to return to the Debtors Enquiry Menu.




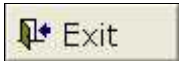
6. Salesman

View month-by-month performance of selected Salesmen/Areas.



- (a) At the Salesman Number Prompt, enter the Salesman number or use the search facility to view and selected from the Salesman listing.
- (b) The Sales Totals with the proportionate % of the total sales ratio will be displayed for the selected Salesman.

Salesman Number	Salesman Name	Value	% of Total
	EERT		
January		0.00	0.00
February		0.00	0.00
March		0.00	0.00
April		0.00	0.00
May		0.00	0.00
June		0.00	0.00
July		0.00	0.00
August		0.00	0.00
September		26233.32	100.00
October		0.00	0.00
November		0.00	0.00
December		0.00	0.00
Total Year to Date		26233.32	

- (c) Use the  Graph(G) facility to display a graphical representation of the data.
- (d) Click on  Exit to return to the Debtors Enquiry Menu.



7. Post Dated Cheque Listing



(a) Select Order of Listing:

Account
Date


(b) Result: The Post Dated Cheque Listing will be displayed.

Post Dated cheque listing			
Cheque Date	Account	Details	Cheque Amount
08/08/2003	1000	SEALED AIR MAIL	4000.00
17/09/2003	1079	SEVEN HILLS HOTEL	1200.00

Items: 2 Total: 5200.00

(c) Use the  and  keys to navigate through the Listing.

(d) Click on  Print(*) to Print Listing.

(e) Click on  Exit(Esc) to return to the Debtors Enquiry Menu.








8. Account Sales History



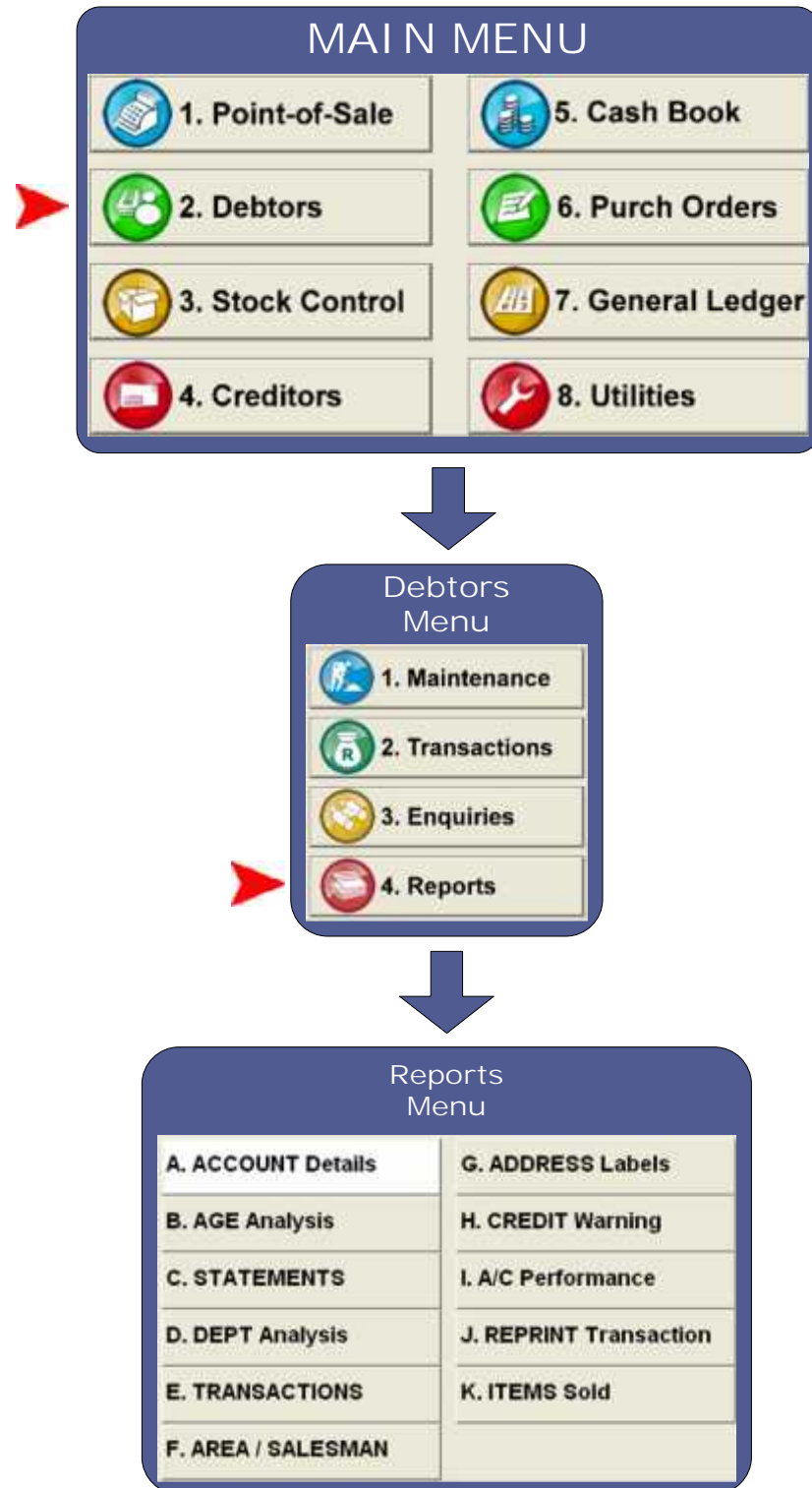
- (a) At the Start and End Date prompts enter the selected dates or press [Enter] to the accept default dates.
- (b) At the Account Number prompt, prompt, enter the Debtor's account number or alternatively use the search facility to view the current Debtor listing.

The system will display the sales transactions for the selected Debtor by Date, Stock Item, Quantity, Cost Price, Selling Price and Gross Profit.

- (c) Use  and  to navigate through the listing.
 Totals(=) to view sales totals.
 Print(*) to print listing.
- (d) Click on  Exit to return to the Debtors Enquiry Menu.



Debtors - Reports

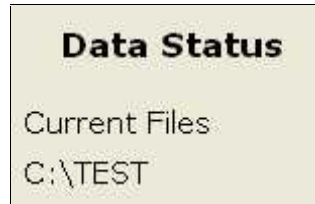




Debtors Reports

On the Debtors' Reports Menu, the Data Status Window will indicate which directory the reports will be extracted from.

The default directory is the current directory.



Click on the Quick Functions drop down menu at the top of the screen to access archive directories.

For reports to print, the printer needs to be on-line.

The following reports are available for printing:

Reports	Report Options	Report Information
A. Account Details	Alphabetical or Numerical Sequence Include Credit Limits or Not Address Details: Include Postal/Delivery/Both/None Report by Area/Salesman	Report lists all Debtors' details including: Account number, name, short-name, address, telephone number, area, vat number and credit limits.
B. Age Analysis	Weekly or Monthly Alphabetical or Numeric Sequence Start and End Areas Totals or Detailed	Report lists all Debtors outstanding balances owing for the various periods according to the selected report options.



Reports	Report Options	Report Information
	<p>Include Post Dated Cheques</p> <p>Print last paid, telephone numbers and credit limit information</p> <p>Select for: All accounts with Balances Selective Ageing Blocked Accounts Accounts with Credit Limits</p>	
<p>C. Statement Print - Current and - Historical</p>	<p>Current Period: Blank or Pre printed Stationery option</p> <p>Verify or amend statement address details</p> <p>Enter date to appear on statement</p> <p>Include all active accounts and / or exclude all zero balance accounts</p> <p>Insert message, if any, to print on all statements</p> <p>Alphabetical or numeric order</p>	<p>Report will print all monthly statements according to selected report options</p> <p>Statements will print for Balance Brought Forward Debtors and Open Item Debtors</p> <p>Balance Brought Forward Debtors' Statements will print the opening balance, all current transactions, current payments and a closing balance which is aged accordingly</p>



Reports	Report Options	Report Information
	<p>Select Start at short name/account number and Stop at short name /account number print points</p> <p>Print for specific area or salesman</p> <p>Print Open Item Statements as Open Item or Balance Brought Forward i.e. detail the current month's transactions only</p> <p>Print COD accounts with zero balances</p> <p>Option for line up</p> <p>Historical Period:</p>	<p>Open Item Debtors' Statements will print for unmatched items, the original value and all payments thereon, plus all unallocated transactions</p> <p>Historical statements for a selected date range may be accessed where there is archived data. Historical statements are first displayed on the screen.</p>
D. Department Analysis	<ol style="list-style-type: none"> 1. Current Period 2. Year to Date 3. Detailed Analysis for Selected Departments 4. Cash/Account Sales Split 	Report lists all information regarding the sales figures for selected departments and date ranges
E. Transactions	<p>Start and End Dates</p> <p>Detailed or Totals</p>	Report lists all account related transactions.



Reports	Report Options	Report Information
G. Address Labels – name and address details	Alphabetical or Numeric Order Specific Area Number of copies to print	Option prints address labels for statement envelopes.
H. Credit Limit Warning	Select and enter Date to appear on Report Alphabetical or Numerical sequence Based on Credit Limit of Terms	Prints Credit Warnings
I. Account Performance	Sales and GP (MTD and YTD): Alphabetical or Numerical sequence Start and Stop Area Start and Stop Account Number Option to Skip Zero Month-to-Date Values Date on Report Past 12 Months Sales: Specific area Y /N	Report prints month-to-date and year-to-date Sales and Profit per account.
J. Reprint Transaction	Select Date of Transaction Locate or use arrow keys to access required transaction to top of screen. Press Enter to display transaction details and Print	Reprints copy invoices, credit notes and cash sales and cash returns from current or archive months



Reports	Report Options	Report Information
K. Items Sold	<p>Month to Date, Historical and Average Area Department Totals</p> <p>Month to Date: Start and Stop Dates for a specific Debtor Account or for all Debtor Accounts Start and End Department Number Start and End Supplier Number Include Gross profit Include Supplier Name</p> <p>Historical: Account Number 3month History / Average or 12 month History / Average</p> <p>Area Department Totals: For selected Departments, lists Department Totals by Master Area.</p>	<p>Reports list stock items sold to selected Debtor / Master Area.</p>
L. Job Cards	Start and End Dates	<p>Report lists Job Details by job number, transaction details, date, account name, transaction value.</p>