INV-5b *Page| 1 of 3*

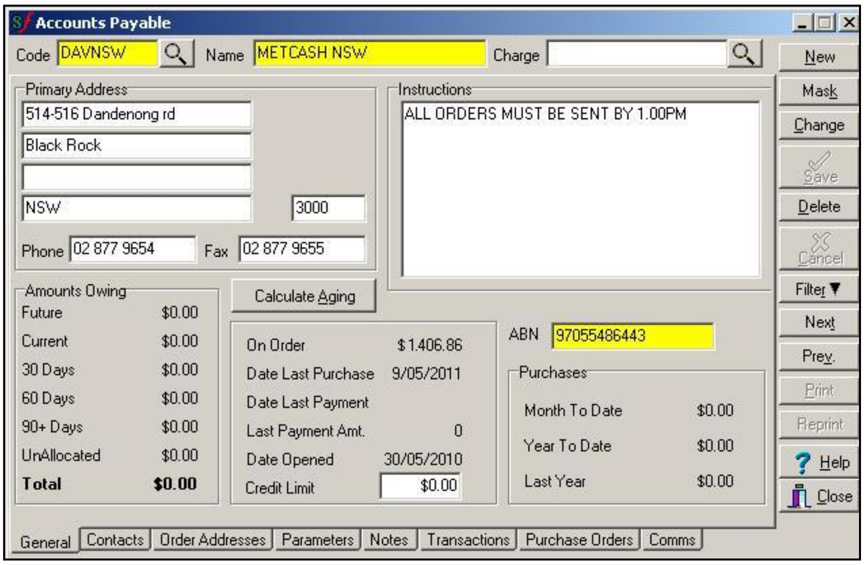
Category	Inventory
Course	Payables
Version	1.0
Client	Generic
Software	2.12.100

View/Edit a Supplier Account

Every supplier account record contains the following information:

- Contact information
- Special ordering instructions
- History of invoices, credit notes, and payments
- Outstanding purchase orders.

Procedure to View/Edit a Supplier Account

<table>
<tr><td>1.</td><td>From the BOS Payables menu, select Accounts.
Or click the Payables icon.</td><td></td></tr>
<tr><td>2.</td><td>In the Code field, type, or click [search] to search for, the supplier code; press Enter if you typed the code.</td><td>
</td></tr>
<tr><td>3.</td><td>
<table>
<tr><th>To view:</th><th>Then:</th></tr>
<tr><td>contact information</td><td>go to step 4.</td></tr>
<tr><td>amounts owing</td><td>go to step 4.</td></tr>
<tr><td>special instructions</td><td>go to step 4.</td></tr>
<tr><td>additional contact information</td><td>go to step 5.</td></tr>
<tr><td>supplier settings</td><td>go to step 6.</td></tr>
<tr><td>transaction history</td><td>go to step 7.</td></tr>
<tr><td>outstanding orders</td><td>go to step 9.</td></tr>
</table>
</td><td></td></tr>
<tr><td>4.</td><td colspan="2">Click the General tab to view the following information:
• Suppliers address and contact number.
• Purchase & payment summary.
• Ordering instructions.

</td></tr>
</table>

Hints and Tips

✓ **Editing the parameters:**

- If your Head Office manages accounts, check if you can edit parameters at store level.
- Overtype the existing entry in the applicable field, and then click **Save**.

✓ Click [Delete] to **delete** this supplier account.

- You can't delete the account if there's an outstanding amount owing.

✓ **General tab**

- Click [Change] if you need to change the suppliers account **Code.** This will update against the stock record and any outstanding orders.
- The **Amounts Owing** and **Payment** information is only relevant if your business records payments in SURE*fire;* many businesses use their own accounting software to manage payments. Click **Calculate Aging** to generate the current balance owing.
- Use the **Charge** field if another AP account will handle all charges/payments for this account; the primary account will list all transactions and all charges.
- The **Instructions** field is useful to record important notes for the person reviewing an order on the BOS Purchase Order function, such as order-cut off time.
- A $0.00 **credit limit** means that no limit is enforced by the supplier.

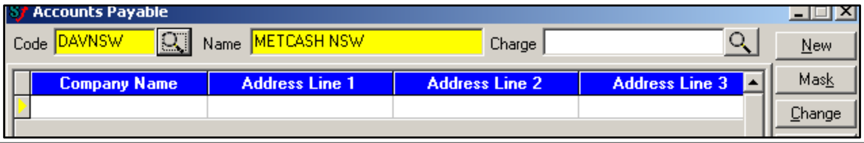
Hints and Tips

✓ **Parameters tab:**

- Contact SURE*fire* Retail Support if you need to set up **electronic communications** with the supplier.
- Your business can arrange several **customer account numbers** with a supplier. This is mainly so that each order is picked and delivered separately; this is useful to keep promotional and regular stock separate. You select the account when you export the order.
- Record additional account numbers in the HOS/BOS **Tools** -> **Codes and Descriptions** -> **Supplier Accounts** tab.
- When a supplier's cost changes, the Electronic Invoicing function may be configured to allow the user to **apply the new cost** to the stock record, and also **calculate a new retail** so that the margin is maintained. This is configured in **System** -> **Properties** -> **Payables** tab.
- The following check boxes are not used in this version: **Fax Orders**, **Print Orders**, **Reorder Calculation Days**, **Allow Back Ordering**, **Automatic Reorder**, and **Cost Price Includes GST**.
- The **Status** field indicates your stores account status given by the supplier.

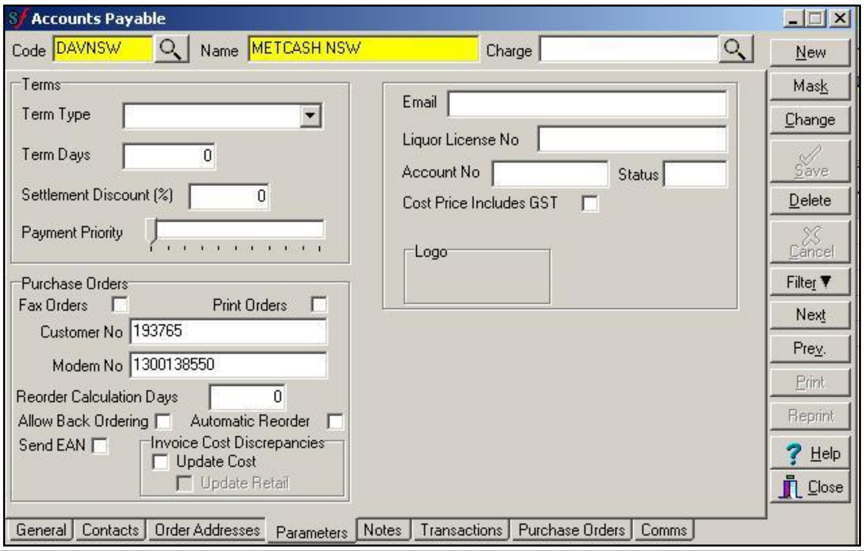
✓ Use the **Notes** tab to record any comments about the account. This is a free text field that isn't reported.

5.	**To view or record:**	**Click the:**
	your sales rep name & phone number non-reporting **Comments** about the contact/s.	**Contacts** tab. **You must enter a **First Name** & **Last Name**.** Click **Save** once finished. **Click **New** to add another blank row.**
	additional address information	**Order addresses** tab. **You must enter the **Company Name**.** Click **Save** once finished.



6. Click the **Parameters** tab to view the following key information:

- The payment **terms** and number of days.
- Your unique **customer no. ID** assigned by the supplier (**Account No.** field is the same ID).
- The **modem** phone number to connect to the supplier's dial-up mailbox.
- If **EAN** is included on an exported order.
- Whether the **Apply Cost** and/or **Calc Retail** check box/es in the **Electronic Invoicing** function are automatically selected for products with a changed cost price (if these fields are configured to be visible).
- The **email address** for the supplier.
- The suppliers **liquor licence number.**



Hints and Tips

✓ **Transaction tab:**

- Finalised receipts and delivery dockets are highlighted blue.
- Except for finalised receipts, these transactions only display if they've been processed using either the **Payables** -> **Electronic Invoicing** function or the **Payables** -> **Transactions** function.
- The **Item Details grid** displays the items in a selected transaction:
  - **Ordered** are the cases ordered; it's only populated for delivery dockets and invoices if you selected the order during processing.
  - **Supplied** are the cases in the transaction; this is the **receipt qty** (if the txn is highlighted blue), or the **invoice qty** once the receipt has been matched (there is no longer a record of the receipt.)
- The **Accounting Details** tab displays payments and credits applied to invoices (if recorded in SURE*fire*).

✓ To reprint the item details of several invoices, run the **Invoice Detail** report from the BOS **Reports** menu -> **Stock**.

- Select the **Supplier code**.
- **Invoice** Date is the date created, **Invoice Entry Date** is the date you processed (matched) the invoice.

✓ To reprint the item detail of several receipts, run the **Stock Receipt Report** from the BOS **Reports** menu -> **Stock**.

✓ **Purchase Order tab:**

- An order is 'outstanding' until you link it in the **Electronic Invoicing** function or **Transaction** function.
- Once an order has been linked against an invoice, it's moved to the **Transaction** tab.

✓ The **Comms** tab is only used under direction from SURE*fire* Retail Support.

7. Click the **Transaction** tab to view or print a list of receipts/delivery dockets, invoices, and credit notes.

Receipts/delivery dockets and invoices are referred to as an AP Invoice.

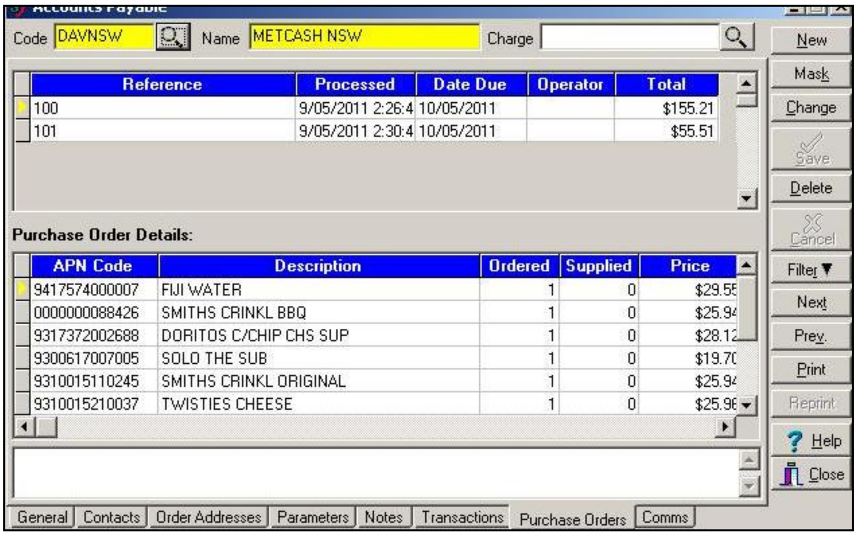
*Use the **Range From** section to filter for records between two specific dates (dd/mm/yyyy).**

8.

To:	Then:
print a summary of all transactions listed.	click Print **A preview is displayed.** Click and **OK.**
reprint a selected invoice (a duplicate invoice)	click Reprint **A preview is displayed.** Click and **OK.**

9. Click the **Purchase Orders** tab to view all outstanding purchase orders in SURE*fire*.

- Click Print to reprint a selected order; a preview is displayed, click and **OK.**



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