CREDITORS

CONTENTS

OVERVIEW

The Creditors module is used for purchasing Retail/Materials from suppliers, marking the products as received, updating stock levels and pricing, and paying the suppliers that you purchased goods or services from.

SUPPLIERS

Supplier Details

The following three fields will always be shown on a Supplier file, regardless of the tab that you are in.

Name	This is the actual company name of the Supplier
Code	Abbreviation of the supplier name. An abbreviation used to easily identify or search for the supplier. This is not a unique ID of the supplier but works as an alias or common name.
Status	Current status of the supplier. There are only two available options to choose from, **'Active'** or **'Inactive'**. Active is for suppliers that you currently use, Inactive is for suppliers you no longer buy from

General Tab

The general tab will allow you to enter relevant details about the supplier.

Postal/Delivery	This section is divided into 3 tabs allowing you to enter the postal address - for all posted mail, the delivery address – for all delivered or couriered mail for the supplier.
Street Num	Enter only the number of the location or, if the supplier uses post office boxes then enter the post office box details.
Street	Refers to the street name. You can either type it in or select from the drop down list provided.
Suburb	Select the suburb from the pick list provided. VetlinkPRO allows you to add that suburb and the correlating city to the pick list if it is missing by pressing 'Shift F2' on the keyboard.
City	Once you have selected a particular suburb, VetlinkPRO automatically displays the city for you.
Post Code	Refers to the post code of the supplier.
Distance	This is how far a supplier is located from the clinic. Enter the figure in kilometres.
Note	This field allows you to enter any notes such as the actual directions on how to get to the location – for your own reference.
Contact Numbers: Voice / Fax / Mobile	Enter all the contact numbers for the supplier. The numbers do not have to be in any particular format but it is advisable to enter them in such a way that they can easily be read and where applicable, with the corresponding area codes.
E-mail	The supplier's e-mail address. This is displayed in a purple colour, which signifies that you can automatically activate the mailbox and send an e-mail just by double-clicking on the address.
Web	The supplier's web address. This can be used in the same manner as the e-mail option. It activates your web browser and goes straight to the supplier's website.
Branch Based	The branch contact details for the given supplier.
Rep Name	Your particular Sales Representative or your main contact person for this supplier.
Phone	Phone number for the local branch of your supplier.
Fax	Fax number for the local branch of your supplier.
Email	Email address for the local branch of your supplier.
Ebiz Type / Client Id / Connection	These settings are used by CFL when setting up and configuring your EBIZ connection to this supplier

Category 1 / Category 2	These relate to the reporting categories the supplier is under. This is a pre-set pick-list that can be customised to your requirements in pick-lists setup.
Account Balances	This section gives you a quick view of the amounts you owe your supplier. Accurate current, 30, 60 and 90 day balances for a particular supplier are displayed on this part of the screen. You are also able to perform account reconciliations by clicking on the, , button.

Financial Tab

This tab shows all of the financial information relating to the supplier's account. This is also where you enter bank details for Direct Credit payments and general financial information about this suppliers account.

Account Type	Type of account you have with the supplier, whether it is a 'pay on the 20th of the month following, pay after a specified amount of time, or immediate payment account
Def Due Day	Default Due Day. The day of the month that payment will default to.
Days Due In	*Not implemented yet*.
Account Ref	Your account number according to the supplier's computer system.
Def Payment	The default payment method for this supplier.
Exempt GST	Yes or No.
Bank	The bank that your supplier uses. This is used for any Direct Credit payments. The bank needs to be set up in Picklists before you can select a bank from the drop down list.
Branch	The branch of the bank that your supplier uses.

Ac Num	The suppliers bank account number. This should not include bank and branch numbers but should include the suffix, e.g. the highlighted number is the account number and a suffix 00 – 0000 - 0000000- 000.
Ac Nam	The name of the Bank Account, e.g. Pet Fanatics.
Payee Ref 1/2/3	Reference fields for Direct Credit payments. These are the Payee fields that will show both on your bank statement and the supplier's. This should contain information like your company name, your Account number that the supplier knows you by, and any other relevant fields that your supplier may specify that they need to know. This is the only information they have to know that a Direct Credit payment is from your company and not someone else's, so be clear about who you are here. Many companies include their account number with their supplier to reduce the chance of confusing the payment with another client of the supplier.

History Tab

This tab shows the purchase history for the supplier. It is split into three tabs. Each tab shows various histories.

Orders

This tab shows all orders made for this supplier, the date the order was made, the status of the order, when the order is expected to arrive, the cost of the order and the staff member who made the order.

Invoices

This tab shows all invoices/refunds made for this supplier, the invoice number, the day the goods arrived or were sent back, the status of the invoice/refund, the type of transaction (invoice or refund), the order number the Invoice relates to (if any), the amount of the invoice, the staff member who processed the transaction, the supplier code, and whether the invoice has been paid, and if so, what the payment number is.

Payments

This tab shows all the payments you have made to the supplier. It shows the payment number, the date the payment was made, the date the payment was actually due, the total of the payment, the status of the payment and the staff member who processed the payment.

Doc Mgr Tab

The document manager is for recording any sort of communication that you have had with your supplier.

This is broken down in to six sections:
- A: All
- N: Note
- P: Phone
- L: Letter
- E: Email
- Z: Other

By clicking on each tab, you are given a listing of all entries made under each type of communication.

Search Function

The supplier search function is used in many areas of the program, for example when creating orders, searching for invoices or simply looking up supplier details. Regardless of what you are doing, when searching for a supplier the same search options and dialogue boxes are used throughout the program.

How to Perform a Basic Supplier Search

1. From the main menu click on the **'Creditors'** button.

2. From the creditors menu click on the **'Suppliers'** button. Clicking on the supplier button will open a supplier search window.

3. Type in the first few letters of the supplier name or code.

4. Once you have entered the details, click **'F12: Search'**.

5. This will display a **'Results'** window. You can scroll up and down with your arrow keys to highlight the supplier required.

6. Find the supplier you are looking for and click on **'F12: Accept'**.

Using Advanced Search Options

If you cannot find the supplier you need, or if there are too many results to search through, you can narrow your search by using the advanced search function.

1. Open up a normal supplier search screen and click on the **'Advanced'** button.

Number:	The system generated number automatically assigned to this supplier.
Name:	The name of the supplier
User Code:	Alternative user defined search code.
Cat1 / Cat2:	The user defined categories the supplier is classed under.
Status:	Allows you to view Active only, Inactive only or either Active and Inactive clients.

2. The advanced supplier search form will now open. This form provides more options for you to search by such as the supplier number, category and the supplier's status. Once you enter a few details in any of the options provided, the program will list only the suppliers that match the details in the results window below. This generally reduces the list of suppliers to look through.

3. When you have highlighted the supplier you require, press **'F12 Accept'**, and the supplier record will now be displayed.

How to Create a New Supplier

1. From the main menu click on the **'Creditors'** button.

2. From the creditors menu click, on the **'Suppliers'** button. Clicking on the supplier button will open a supplier search window.

3. Click on the **'F7: New'** button and a blank supplier record will be displayed.

4. Enter the relevant information for the supplier and once finished click on the red tick button to save the new supplier record.

How to Change Supplier Details

1. From the main menu click on the **'Creditors'** button.

2. From the creditors menu click on the **'Suppliers'** button and a supplier search window will open.

3. Search for the supplier.

4. Select a supplier and their supplier record will open.

5. Modify any of the information fields for the supplier and once finished click on the red tick button to save the new supplier record.

Setting Up Supplier Categories

Categories group clients, products, suppliers or patients together for reporting purposes. Common categories for clients could include beef, diary or sheep. You can then generate a report for a particular category to see their sales figures or profitability. See below for instructions on creating a new category.

1. Click on the **'Options'** menu and select **'Picklists Setup'**.

2. Expand the client, patient, product or supplier menu depending on what type of category you are setting up.

3. Double-click on category 1 or 2. If you are creating a product category you have an extra three categories to choose from.

4. If you are creating a new category click on the red plus button at the bottom of the form. (If you are editing a category name just click on the name with the mouse and type in the new name.)

5. A blank line will be added at the bottom of the grid. Type in the name of the category and click on the red plus button to save.

6. When creating a new client, patient, product or supplier record, or when editing an existing record you should now be to assign that record to a category.

ORDERING

VetlinkPRO allows you to track your inwards goods recording from order through to packing slip, then to Invoice and finally to payment.

The following flow chart describes the process of ordering stock through VetlinkPRO.
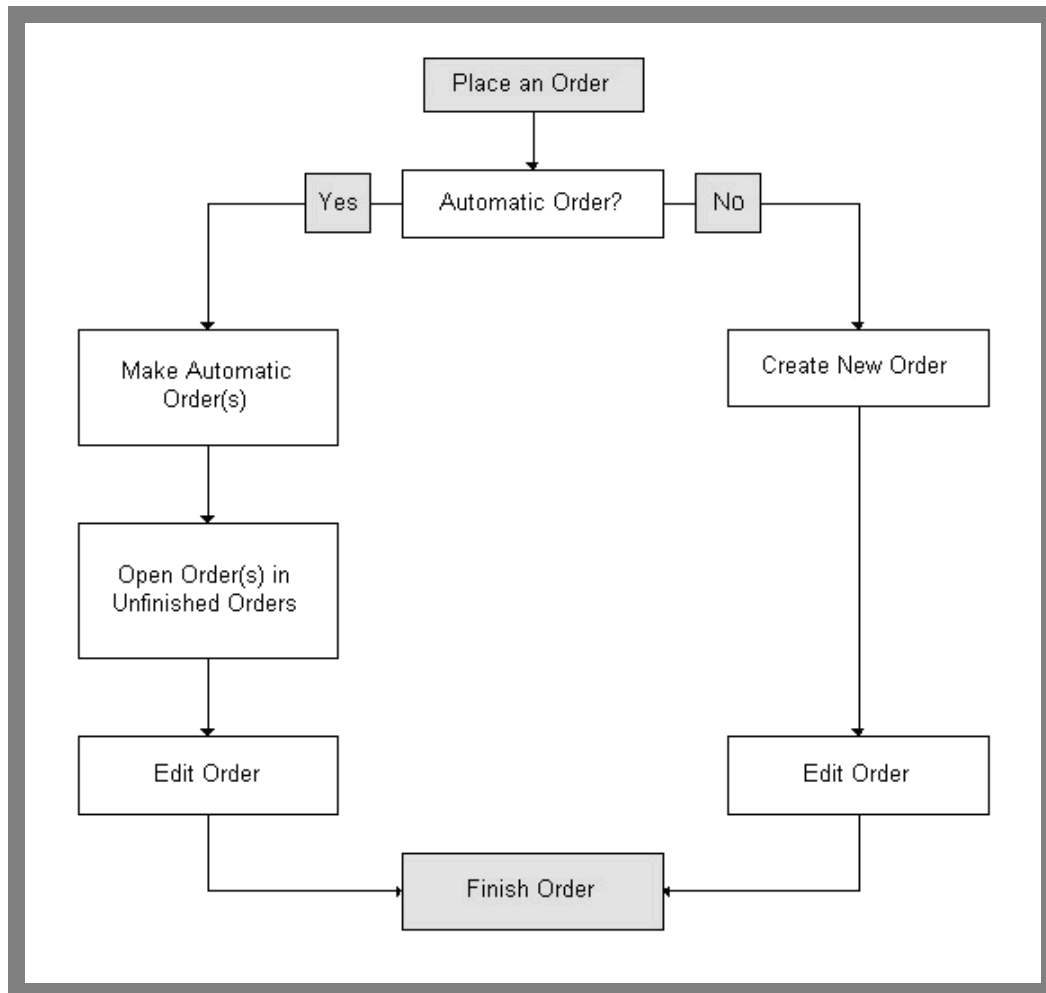
Manual Orders

1. Click on the **'Creditors'** button.

2. Click on the **'Orders'** button and a menu will be displayed.

3. Click the **'New Order'** selection. A supplier search window will pop open.

4. Search for the supplier.

5. Once you have selected a supplier, an order form will open.

6. Enter your staff ID and the store you are ordering for.

7. Press tab to move down to the **'Prd_Num'** field or you can click on it with your mouse. This will open a goods & services search window to enable you to load the products onto the order.

8. Search for the product you wish to order.

> **NOTE:** All products with this supplier as the preferred supplier show in black text. If they are not the preferred supplier they will show in red. You can still , however, order products that are displayed in red text.

9. Once the item has been selected you are able to change the supplier code if you wish and the quantity ordered. Press the down arrow key to open a new search window for your next product.

> **NOTE:** If the supplier code is added or changed, it will give you the option of updating your product file for future use when ordering **this** product from **this** supplier.

10. Enter any notes for this order which will be printed on the bottom of the order. Once you have finished entering everything you need, you need to pick one of the following buttons at the bottom of the form.

    a. To finish the order click on **'F12 : Finish'.**
    b. To return to the order later by click on the **'Save and Exit'** button.
    c. Click on the **'SF10: Cancel'** button the cancel the order.

Automatic Orders

This feature requires some set up in the product file first as Automatic Ordering is taken from the preferred supplier on the product file, and uses the minimum and maximum stock levels for the product.

Automatic Order Setup

Advanced Automatic Ordering

Automatic ordering can be setup in two different ways. You can have 1 min and max value that is used for the whole year, or you can have min and max values for each month if the order amount varies by season. To set up advanced automatic ordering go to **Options | Setup | Product |** and tick **Advanced Ordering**.

Supplier Set Up

Before automatic ordering can work all the suppliers you wish to use must be created with a supplier record. See Supplier section for more information on creating suppliers.

Product Set Up

1. Search for and open a product record you wish to use for automatic ordering.

2. On the **'General'** tab in the **'Preferred Supplier'** field select the supplier that this product will be ordered from when making automatic orders.

3. On the **'Stock'** tab enter the **'Min'** and **'Max'** levels that you want to use to trigger automatic ordering.

   NOTE: A Min or Max of zero will exclude the product from Automatic Orders

Making an Automatic Order

Make sure that there are no **'Open'** orders as the system will not allow you to start automatic ordering.

1. Click on the **'Creditors'** button.

2. Click on the **'Orders'** button and select **'Make Automatic Orders'**.

3. The **'Automatic Orders Window'** will open. Select your Staff ID, Order Date and Store.

4. Change the **'Consider open/Batched Bills for Stock on Hand'** to **'Yes'** if you would like to the stock on hand to include these bills.

5. Select the type of automatic order you wish to do.

   a. **Make Order for a Preferred Supplier:** This button will make an order for ONE supplier that you select based on the min and max values.
   b. **Make Orders for Preferred Supplier(s):** This button will make order for ALL Suppliers based on the min and max values.
   c. **Make Order from Last Order:** This button will make orders for ALL suppliers, but will order the same as you ordered last time on a previous order.

6. Once the orders have been created a box will saying **'Finished Making Orders'.** Click **'OK'** to this prompt.

7. The **'Unfinished Orders Search Window'** will now open where you can select your order.

8. Check the items on it and make any changes you require. Once you are happy with the order press **'F12 Finish'** to complete the order process.

Unfinished Orders

Use this menu item to find an order that you have opened but not yet finished.

1. Click on the **'Creditors'** button.

2. Click the **'Orders'** button and select **'Unfinished Orders'**.

3. An order search form will be shown on screen.

4. Search for the order you want to open.

5. Once an order is selected, an order form will appear on the screen.

6. Make any changes to your order, then finish your order, or save it again.

How to Clear Back Orders

There may be times when you wish to clear the quantities on back order for certain products on order, or for all products on backorder. For example, if the supplier no longer stocks a particular item or if you wish to create a new order for that item.

1. Click on the **'Creditors'** button.

2. Click the **'Orders'** button and select **'Clear Back Orders'**.

3. The **'Clear Back Orders'** window will open. Select the type of back orders you wish to clear.

4. The first back order matching your previous selection will open.

5. Click on **'SF10 Clear Backorder'** and then **'Yes'** to the prompt to cancel the order if you wish to cancel the back order. If you wish to view another back order use the scroll buttons at the bottom of the window.

> **NOTE:** If the order has been converted to an invoice, and the invoice has the status of **'Open'**, you cannot cancel the back order, until you have finished the invoice. A message will appear telling you to finish the invoice.
>
> You will need to go to **'Unfinished Invoices'**, and process the invoice before you can cancel the back order.
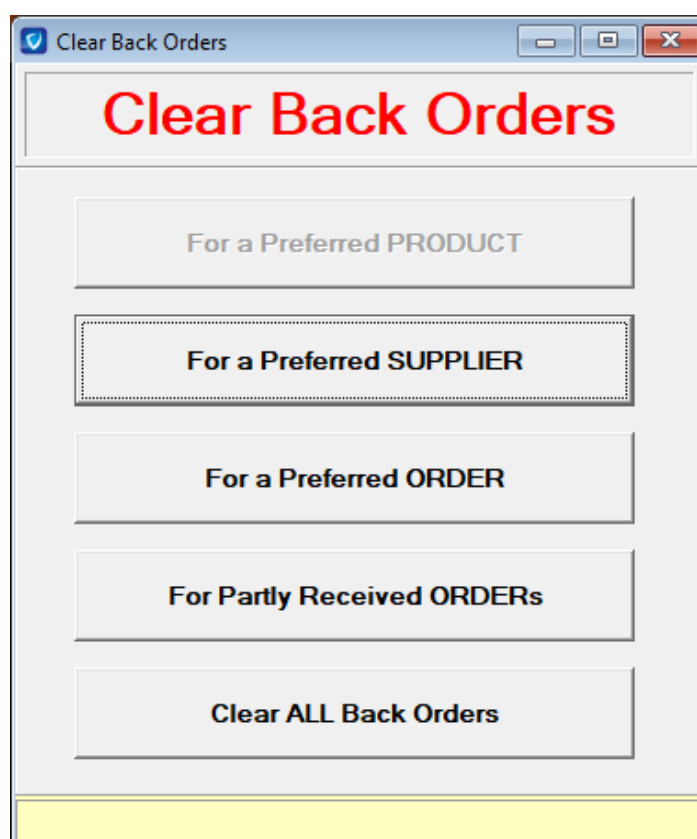
Viewing Order History

This menu item allows you to look at any order that has been previously created.

1. Click on the **'Creditors'** button.

2. Click on the **'Orders'** button and then **'Order History'**.

3. An order search form will be shown on the screen. Search for the order.

4. The order should now appear on the screen for viewing.

> **NOTE:** The **'Order History'** screen gives you the ability to view the orders but you cannot change any details on the orders. You do have the option of **'SF10: Cancel'** the order if it is still open, or you can **'Print'** the order by using the buttons on the bottom of the form. You can also clear any items that may be on Back Order.

How to Print All Open Orders

1. Click on the **'Creditors'** button.

2. Click the **'Orders'** button and select **'Print All Open Orders'**.

3. A window will open telling you how many orders there are to print and confirming that you wish to print them.

4. If you choose **'Yes'** it will preview each order.

5. Click the **'Print'** button to print off the order.

6. When you have printed them a confirmation box will ask you if you want to change the status of the orders to **'Closed'**.

> **NOTE:** If you choose **'Yes'** to **'Mark all the orders as closed'** you will not then be able to find them in **'Unfinished Orders'**. It will assume that once you have printed the order, you have finished the order and faxed or mailed it to the supplier. So if you wish to leave the order open after printing select **'No'** when prompted.

7. If you say **'Yes'**, the order will now be marked as **'Finished'** and **'Printed'**.

Order Search Function

The order search function is used in many areas of the program, for example when viewing historical orders or searching for unfinished orders. Regardless of what you are doing, when searching for an order the same search options and dialogue boxes are used throughout the program.

How to Perform a Basic Order Search

1. Open the **'Order Search'** window.

2. If you know the order number, type that into the number field and press **'F12 : Search'**.

3. If a result is found click on **'F12: Accept'** to go into that order.

> **NOTE:** To see a list of all available orders in the system, leave the **'Number'** Filed blank, then click on the **'F12: Accept'** button.

How to Perform an Advanced Order Search

If you don't know the order number the advanced order search function can be used to expand the search options available.

1. Open up a basic **'Order Search'** window and click on the **'Advanced'** button.

2. An advanced order search form will open. You can now search by supplier, the staff member who entered the order or by a date range.

3. To search by a supplier or staff member click on the **'…'** button next to the corresponding field.

4. A supplier or staff search form will open. Type the search details into the fields and click on **'F12: Search'**.

5. When the correct result is found click on the **'F12: Accept'** button.

6. You will be taken back to the order search form.

7. To search by date range click on the date drop down menu and a calendar will appear.

8. Select date ranges required and any orders in between these dates that still satisfy the other search criteria will be found.

9. Once you have entered the entire search criteria click on the **'F12: Search'** button and a list of matching results will be found.

10. Select the correct order and click on **'F12: Accept'** to go into that order.

PACKING SLIP

The packing slip function enables you to update your stock on hand levels as soon as the goods arrive from the supplier and before their invoice arrives. You should only use this function if you have received the goods but the invoice is being sent later. Do not use packing slips if you already have the actual invoice.

The following diagram shows the process flow of using a packing slip.
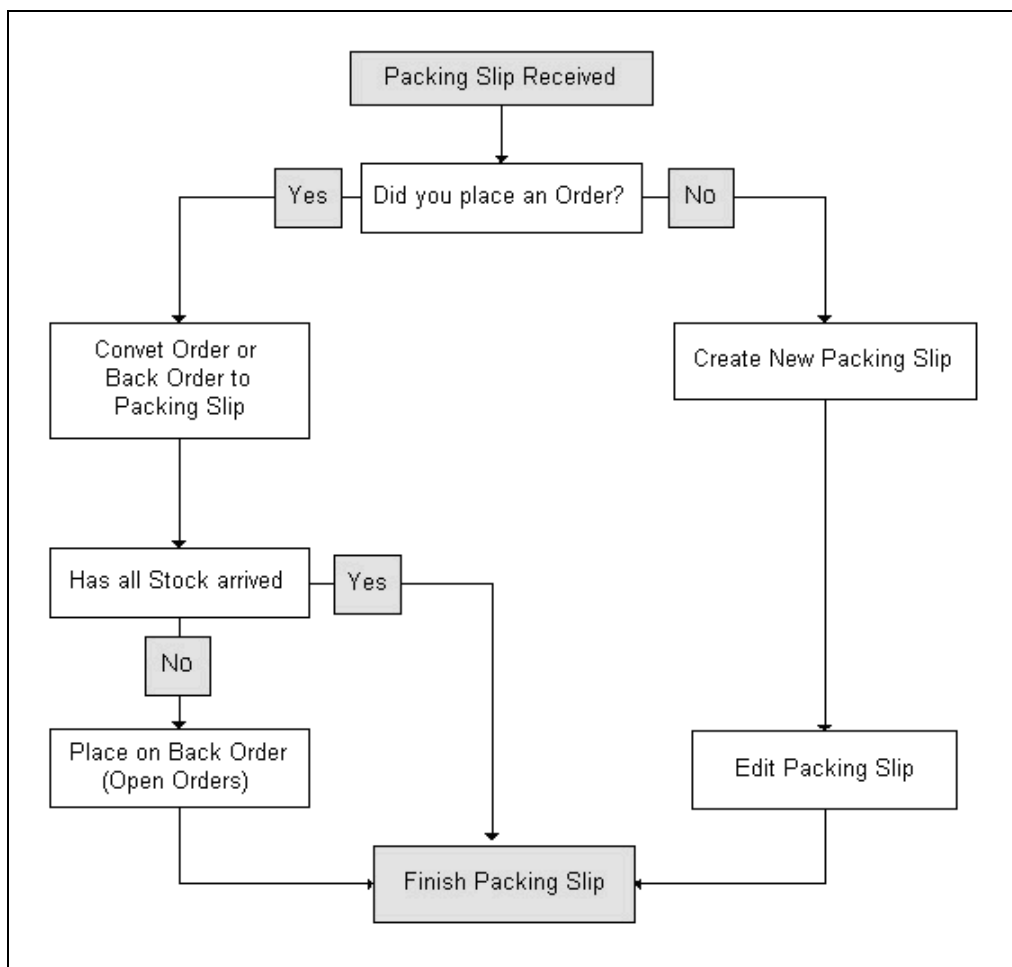
Converting an Order to a Packing Slip

If you are using purchase orders, you can convert the order to a packing slip. This will eliminate the need to re-enter the items you have ordered.

1. Click on the **'Creditors'** button.

2. Click on **'Packing Slip'** and **'Convert Order to Invoice'**.

3. The Order Search window will appear.

4. Search for the order and select it.

5. The packing slip form should now appear on the screen for you to edit.

New Packing Slips

If you are not using purchase orders but wish to adjust only your stock levels when the goods arrive and not the pricing, you can just create a new packing slip.

1. Click on **'Creditors'** button.

2. Click on the **'Packing Slip'** button and then select **'New Packing Slip'**.

3. This form will list all the packing slips and orders that are open for that supplier. Each order or packing slip will show the supplier reference so you can tell if someone has already started entering a packing slip for this supplier.

4. If your new packing slip is not one of the ones listed, click **'F7 New'**.

5. The packing slip form should now appear on the screen to edit.

Unfinished Packing Slips

Use this menu item to find a packing slip that you have opened but not yet finished.

1. Click on **'Creditors'**.

2. Click on 'Packing Slip' and **'Unfinished Packing Slip'**.

3. Because the packing slip number is the same as the number used in an inwards goods invoice, the inwards goods search window will appear.

4. Search for the packing slip.

5. The packing slip form should now appear on the screen to edit.

Processing a Packing Slip

1. Select your Staff ID.

2. Enter a **'Supp Ref'** (Supplier Reference) for the Packing Slip (The supplier's reference for the packing slip).

3. Change the **'Arv Date'** if the goods arrived at a previous date. The arrival date will always default to today's date.

4. If the supplier has combined two or more orders together in the packing slip you can add another order to the VetlinkPRO by clicking on the **'SF6: Add Order'** button.

5. Sort the packing slip to match the supplier invoice. The current sort order is indicated by the fifth button, e.g. 'Number'. Clicking on this button will allow you to change the sort order by Order number, Description or whether the order item has been verified.

6. Check the items that are on your screen are the goods that have arrived. You are able to enter information into the following fields.

Sup Code	The supplier's code for the particular item can be entered.
Str	The store the item will be added to.
Qty Arv	The quantity arrived. This is defaulted to the number ordered.
Bonus Arv	The quantity of stock that you are not paying for. e.g. if you have bought five and received two for free, you would enter two into the bonus arrived field.
BC Lbl	If you wish to print barcode labels for this item change to **'U'**, to print out labels with the unit price, **'P'** to print out labels with the pack price or **'N'** to print out no labels.

7. Once an item in VetlinkPRO has been checked against the supplier invoice place a tick in the verified box. This shows the user it has already been checked.

8. Add any extra items that may have arrived but were not on the order if required. You can use the down arrow on keyboard when you have selected the last item to add more products to the packing slip. You can also click on the red **'+'** button.

9. Where the item did not arrive you may either enter zero in the **'Qty Arv'** field or delete the line item. If you enter zero it will ask you whether you wish to place the product on back order when you click finish, or if you delete the line, it will ask you immediately if you wish to place the product on back order.

> **NOTE:** Back Orders are only used when an order has been converted to a packing slip.

10. When you say **'Yes'** to back order, a new order will be created. You may convert this new order to a packing slip when the goods arrive, or you may convert it straight to an invoice, if the goods arrive with the invoice.

> **NOTE:** You are **not** able to change any pricing information on the packing slip. The prices are there for reference only from the current prices on the product file.

11. Notes can be made in the bottom panel, which will be printed on the finished packing slip.

12. Choose the next action to perform from the buttons below

   a. The **'F12: Finish'** button will complete the packing slip and the stock levels will be adjusted by the quantity arrived. If you have put the quantity arrived at zero for any items, you will now get the above prompt asking if you wish to place the product on back order.
   b. The **'F7: Barcodes'** button allows you to make the barcodes for the products on your packing slip, if the **'BC Lbl'** field was changed to **'U'** or **'P'**. You will be prompted to print the barcodes when you finish the packing slip, or if you say **'No'**, you can open a 'Product Record', go to the **'Stock'** tab, press the **'Barcodes'** button and view/print/delete all barcodes from there.
   c. The **'F8: Old'** button will bring up a search screen to search for open packing slips. The packing slip you were editing will be automatically saved and exited.
   d. The **'F9: New'** button will open up a new packing slip. The packing slip you were on will be saved and exited.
   e. The **'SF10: Cancel'** button cancels the packing slip. If the packing slip is generated from an order, it will allow you to convert the order again at a later stage.
   f. The **'F11: Save/Exit'** button will save the packing slip and exit this function. The packing slip will be available again for editing from **'Unfinished Packing Slips'**.

Returns

You are unable to process a return based upon a packing slip, therefore, when trying to add a return, it will pop up a warning. If you wish to make a return, you will first need to finish your Packing Slip, then convert your Packing Slip to an Invoice. The Return will then have to be done from the Inwards Goods Menu.

Viewing Packing Slip History

This menu item allows you to look at any packing slip that has been previously created.

1. Click on **'Creditors'** button.

2. Click on **'Packing Slip'** and **'Packing Slip History'**.

3. You can now enter the packing slip number you wish to view. If you don't know the packing slip number you can enter the supplier name to get a list of all packing slips for that supplier.

4. Alternatively, you can just click on **'Browse'** and it will open up the first packing slip in VetlinkPRO and you can use the navigation buttons to scroll through them all.

5. When viewing packing slip history you have the option to **'SF10 Cancel'** the packing slip if it is open or **'F7 Barcodes'** to make barcodes for items required by clicking the corresponding buttons at the bottom of the form.

Printing Barcode labels

This menu item is self-explanatory. Choose to print the barcode labels that are in your queue.

INVOICES

The inwards goods invoice is used to update the financial aspects of the purchase to the suppliers file as well as the product file. It can also update the stock levels if the supplier invoice is entered directly or converted from an invoice but not when converted from a packing slip.

Inwards Goods Search Function

1. Type in the inwards goods number, supplier name or supplier reference number and click on the **'F12: Search'** button.

2. Choose the correct inwards goods invoice and click on the **'F12: Accept'** button.

3. The inwards goods invoice will now open on the screen.

Converting an Order to an Invoice

If you have already entered an order for the goods that you are about to invoice, but you have not used a packing slip, you can convert the order to an invoice. This will eliminate the need to re-enter the items you have ordered. This option will update suppliers, product stock levels as well as product prices if changed.

1. Click on the **'Creditors'** button

2. Click on the **'Invoice'** button and **'Convert Order to Invoice'**.

3. When you click on this option, it will give you the order search screen.

4. The invoice form should now appear on the screen with the converted order. See section 'Processing an Invoice' more information on completing the invoice.

Converting a Packing Slip to an Invoice

If you have used a packing slip when the goods arrived, you <u>HAVE TO</u> convert the packing slip to an invoice. This will avoid adjusting stock figures twice and will eliminate the need to re-enter the items you have received.

1. Click on the **'Creditors'** button.

2. Click on the **'Invoice'** button and **'Convert Packing Slip to Invoice'**.

3. When you click on this option an inwards goods search screen will pop up. Remember a packing slip uses the same number sequence as inwards goods invoices, so you can either select by packing slip number or you can search by supplier to bring up the required packing slip.

4. The system will then convert the **'Packing Slip'** into an **'Inwards Goods Invoice'**.

5. The packing slip form should now appear on the screen.

How to Create a New Invoice

If you have not created an order or used a packing slip when the goods arrived, you can use this option to create a new inwards goods invoice.

1. Click on the **'Creditors'** button

2. Click on the **'Invoice'** button and **'New Invoice'**.

3. When you click on this option, VetlinkPRO will give you the supplier search screen for you to select the supplier. Once you have selected the supplier it will display a blank purchase invoice.

4. The invoice form should now appear on the screen.

Unfinished Invoices

Use this menu item to find an invoice that you have started but not yet finished.

1. Click on the **'Creditors'** button.

2. Click on the **'Invoice'** button and select **'Unfinished Invoice'**.

3. You will be given the inwards goods search window.

4. Search for the inwards goods invoice.

5. A new inwards goods invoice will be displayed.

NOTE: Invoices shown in your list in red are refunds.

Processing an Invoice

1. Open the order you want to process.

2. Enter the Invoice Details as required

Staff ID	ID of the Staff Member who is entering the invoice.
To Pay	The **'To Pay'** field is a cross-checked total with the **'Total'** at the bottom of the invoice. You can enter the total cost of the supplier invoice to make sure that you have keyed in all the correct quantities and prices on the invoice lines. If the **'To Pay'** field does not match the **'Total'**, an error box will appear when you try to finish the invoice. You must then check to see where the totals are different; whether a product has been missed off the bill, if the GST figure is different, or simply if freight was left off.
Sup Ref	This is usually the supplier's invoice number, or a number/date that will ensure you will know how this invoice relates to the supplier generated invoice
Sup Inv Date	The date the supplier invoice arrived.
Arv Date	This is the date the goods arrived, and this field will default to today's date. You are able to change it but make sure that you don't change it to a date in a closed off month. If you have converted from a packing slip it will use the packing slip date.
Pmt Due Date	This is the date that payment for this invoice is due. When extracting invoices to be paid during a payment run this is the date that is looked at.
Inv Num	The VetlinkPRO generated invoice number. Not editable
Branch	The branch the invoice is being entered at. Not editable
Penalty	Not implemented.

3. If the supplier has combined two or more orders together in the invoice you can add another order to the VetlinkPRO invoice by clicking on the **'SF6: Add Order'** button.

4. You can sort the VetlinkPRO Invoice to match the supplier invoice. The current sort order is indicated by the fifth button, e.g. 'Number'. Clicking on this button will allow you to change the sort order by Product Number, Order number, Description or whether the order item has been verified or Supplier Code. The last used sort method will be saved and used on the next invoice that you create.

5. Check all of the items on the invoice, and make sure quantities and prices are exactly what you have received. Adjust the items if necessary by clicking on the **'Price Change View'/'Normal View'**. Check all fields relevant to each item.

   a. If the List Price changes enter the new list price in the **'New List (Excl)'** field. If you would like this new list to be updated on the product record as well place a tick in the **'Update'** column next to the **'New List (Excl)'** column. The old price in also shown for comparison.

b. If the List Price changes the **'New Unit Sell'** will automatically update. You can also manually type a New Unit sell price into this field as well. If you would like this **'New Unit Sell'** to be updated on the product record as well place a tick in the **'Update'** column next to the **'New Unit Sell'** column. The old price in also shown for comparison.

c. If the List Price changes the **'New Sell (Incl)'** will automatically update. You can also manually type a New Sell price (Pack Sell Price) into this field as well. If you would like this **'New Sell (Incl)'** to be updated on the product record as well place a tick in the **'Update'** column next to the **'New Sell (Incl)'** column. The old price in also shown for comparison.

NOTE: On each product record users can customise price change logic for individual products to automate list and sell price changes when entering inwards goods invoices. E.g. What should happen when a list price increases? This gives greater control over price changes, helping to ensure that prices are updated correctly when staff members are entering inwards goods invoices, especially when staff members are unfamiliar with price update procedures. Any automatic changes can be tweaked if necessary.

Verified	Let's you mark off which items you have reconciled against the suppliers' invoice.
Ord Num	Is the VetlinkPRO order number this item was converted or added from.
Prd#	VetlinkPRO item number.
Description	The item name in VetlinkPRO.
Sup Code	The supplier code for the particular item may be added/changed.
Store	The store into which you are adding the item (for multi-store systems only).
Qty Arv	The quantity arrived. This defaults to the number ordered. If you enter less than the number ordered when finishing the invoice, you will be prompted to see if you want to place items on back order.
Bonus Arv	Any bonus stock that may have arrived in addition to the goods (i.e. Stock that you have received, but are not going to pay for).
List (Excl)	This is the standard price given by the supplier to all clients, excluding GST. If you receive a discount from the supplier, this is the price is before the discount. This defaults to the list price from the product file. If you change the list price, the sell price will be updated using the current mark up.
Buy (Excl)	This is the actual price you pay from the supplier, excluding GST. It is the list price less any discount you get from the supplier. This defaults to what is currently on the product file. If you change the buy price because the supplier has charged you a different price, it will only adjust the average cost for this product for profit calculations. It will NOT affect the sell price in any way.
Buy Size	The number of units in a pack when purchasing. This is defaulted to the **'Buy Size'** on the product file.

Unit Sell	The sell price for each 'unit'. If the goods come in a pack of 100, this would be the cost of 1 of the 100 purchased. This is defaulted to the unit sell on the product file. This price includes GST.
Total Buy	The total cost of purchasing these items. Qty x Buy Price = Total Buy.
Sell (Incl)	This is the sell price for this item, including GST. It is usually calculated by multiplying the list price by the mark up set in the product file. If the sell price is changed here, it will adjust the mark up and retain the list price. If the sell price is set to 0 (zero), it will retain the original sell price in your product file. **Note:** Change the sell price to zero when your list price has changed, but you wish to retain the sell price.
BC Lbl	If you wish to print barcode labels for this item change to **'U'** to create labels with the unit price on them, **'P'** for labels with the pack price on them or **'N'** if you do not wish to generate a label. This is defaulted from product file under the **'More'** tab and **'Generate Barcode for this Product'** – **'U'**, **'P'** or **'N'**.
Price Change View (additional Fields)	
Old Buy (Excl)	List price before any changes. Used for comparison with New Buy.
New Buy (Excl)	New Buy price after changes.
Old List (Excl)	List price before any changes. Used for comparison with New List.
New List (Excl)	New List price after changes.
Old Unit Sell	The Unit Sell price on product record before any changes. Used for comparison with New Unit Sell.
New Unit Sell	New Unit Sell after changes.
Old Sell (Excl)	The Sell price (Pack Sell) on product record before any changes. Used for comparison with New Sell (Excl).
New Sell (Excl)	New Sell (Excl) after changes.
Update	After New List (Excl), New Unit Sell, New Sell (Excl) the update column tick boxes allow you to confirm whether to update the product record as well for the corresponding fields.

6. Once an item in VetlinkPRO has been checked against the supplier invoice place a tick in the verified box. This shows the user it has already been checked.

7. Add extra products if required for any extra items you have received. Where the item did not arrive you may either enter zero in the **'Qty Arv'** field or you can delete the line item altogether. If you enter less than the number ordered when finishing the Invoice you will be prompted to see if you want to place the items on back order.

8. Notes can be made in the bottom panel which will be printed on the finished invoice.

9. Click on the **'Show Differences'** button to quickly show only items that have price differences / changes. You can click the **'Show All'** to revert back to showing all items again.

10. The buttons at the bottom are used to take you to your next action required.

a. **F12: Finish** - This button will complete the invoice. Supplier balances are updated, stock levels will be adjusted by the amount arrived, and pricing will be updated on the product file if you have made any changes.

b. **F7: Barcodes** – This button allows you to make the barcodes for the products on your Invoice, if the **'BC Lbl'** field was changed to **'U'** or **'P'**. You will be prompted to print the barcodes when you finish the invoice, or if you say **'No'**, you can open a product record, go to the **'Stock'** tab, press the **'Barcodes'** button and view/print/delete all barcodes from there.

c. **SF10: Cancel** – This button cancels the invoice. If the invoice is generated from an order, it will allow you to convert the order again at a later stage.

d. **F11: Save/Exit** – This button will save the invoice and exit this function. The Invoice will be available again for editing from **'Unfinished Invoices'**.

Returns

Use this menu item when you wish to return an item and do a supplier refund. There are two options under this menu – **'New'** and **'Use Old Invoice'**.

New

This facility allows you to create a new **'Refund Invoice'** for a supplier. When you click this option you get the supplier search.

1. Click on the **'Creditors'** button.

2. Click on the **'Invoice'** button, **'Returns'** then **'New'**.

3. Select the supplier required and a **'Refund Invoice'** will open that looks just like an ordinary invoice.

4. Enter the items you wish to refund and then **'F12 Finish'** as you would for a regular inwards goods invoice. The supplier balance and stock levels will be adjusted as a negative figure (credit) and in some areas, like invoice history the return will display in red.

Use Old Invoice

This facility allows you to refund an invoice already created and finished.

1. Click on the **'Creditors'** button.

2. Click on the **'Invoice'** button, **'Returns'** then **'Use Old Invoice'**.

3. When you click on this item you will get the inwards goods search to enable you to select a specific invoice. The entire invoice will then be displayed as a refund.

4. Review the items on the invoice, make any changes that you wish and then click **'F12 Finish'** as you would for a normal invoice. The supplier balance and stock levels will be adjusted as a negative figure (credit) and in some areas will display in red.

Viewing Invoice History

This menu item allows you to look at any invoice that has been previously created. When you select this item it will give you the inwards goods search screen where you can enter the Invoice number you wish to view.

If you don't know the invoice number you can enter the supplier name to get the list of invoices for that supplier to select from or you can click **'Browse'** and it will open up the first invoice ever made in your system and you can use the navigation buttons to view all the invoices.

When viewing invoice history you have the option to **'SF10 Cancel'** the invoice if it is open or **'F7 Barcodes'** to make barcodes for the items required.
Printing Barcode Labels

This option will open the **'Barcode Labels Maintenance'** window. It will list all the barcodes currently saved in your queue, allowing you to delete any barcodes that may have been saved accidentally. From here you can print all barcode labels that are in the queue.

EBIZ WITH VETLINKPRO

Ebiz is VetlinkPRO's online integration with suppliers for uploading orders and downloading invoices online.

Ebiz Setup

Integration Partners

To enable the integration please contact sales@cfl.co.nz so we can begin the setup process. Our integration partners are;

New Zealand

- SVS – Ordering and Invoicing
- Provet – Ordering and Invoicing
- Masterpet – Ordering Only

Australia

- Provet – Ordering and Invoicing
- Cenvet – Ordering and Invoicing
- Lyppard – Ordering and Invoicing
- Therapon – Ordering and Invoicing
- Vetshare – Ordering and Invoicing

United Kingdom

- NVS – Ordering and Batch/expiry download

Supplier Setup

The supplier record in VetlinkPRO will need to be set up with your customer ID from your supplier as well as the type of Ebiz connection you will be using. CFL can help you set this up or follow the steps below;

1. Click on the **Creditors** button
2. Click on the **Supplier** button
3. Search for and open supplier
4. In Branch Based Settings
   a. Set **Ebiz Type** to ALL
   b. Ebiz **Client ID** to clinic's supplier number
   c. **Ebiz Connection** to relevant supplier connection
5. Click the tick to save and exit supplier record.

Setting/Editing Supplier Codes on Product Record

For the ordering and invoicing the work you products must have the supplier codes assigned. The supplier codes can be entered on the Order and Invoice screen directly. You can also do this from the product record as shown below.

1. Click on **Product** button
2. Search for and open Product record
3. Click on **Actions** button in bottom right hand corner and select **Supplier Codes.**
4. The Supplier codes window should open.
5. Click the **+** button to search for the supplier then enter code in **Sup Cod** field.
6. Click the tick to save and exit.

NOTE: With the clinics permission CFL can download your product list and send it to your supplier so they can populate the codes. Once the codes are populated CFL will then import them back into VetlinkPRO.

Setting Price Update Settings

When goods are receipted price change logic on the product record can be set to automatically update prices on the inwards goods invoice. The price changes can still be overwritten on the inwards goods invoice by unticking the update box for the relevant Price field.

Update List Price when buy Price Exceeds: If set to yes, if the new buy price on the invoice exceeds the old list price then the list price is updated. If the list price updates then sell prices will also update based on the markup.

Update Sell Price When…: for some items you may not want small price increases if you are in competition with the pet store down the road. This setting lets you set a % or $ threshold that the price must increase by before prices will update in VetlinkPRO. 0 means there is no threshold.

Making an e-biz Order from VetlinkPRO

1. Click on the **Creditors** button.

2. Click on the **Orders** button and create a New order, Automatic Order or load an Unfinished Order created from the StockLink app.

3. Locate the Supplier.

4. If you create a new order and there are any open orders for that supplier you can choose to select existing order. Otherwise to create a new order, click on the **F7: New** button.

5. An order form should now open on screen. Your cursor should be in the **Staff ID** box where you should enter your staff id.

6. If you have multiple stores, choose the store for which you are ordering for.

7. Press tab or down arrow button on the keyboard to open the goods & services search window to enable you to load the products onto the order.

8. Enter the items you wish to order onto the form.

9. Once the item has been selected you are able to change the supplier code if you wish and the quantity ordered by clicking on the appropriate column.

10. Press the down arrow key to open a new search window for your next product.

11. Enter any notes for this order which will be printed on the bottom of the order.

12. <u>For SVS only</u> the CHECK button will be available. Once you have inputted your order you can click the CHECK button and it will connect to the supplier and check things like; if the supplier codes are correct, the items are still stocked by the supplier or if the items will be placed on backorder. After checking it will return results if any problems are found. Depending on the error you will need to fix or remove the item. For backorder warnings if you are happy for the item to be placed on backorder then continue to send otherwise remove the item. For Provet Connect it will open up automatically for you to check/send the order from there.

13. When you are happy with the order and have resolved any check errors then click on the **F12: Send** button to send.

14. The order may take up to **15-40 seconds** to send and confirm depending on your connection. While the order is in the process of sending you should see the words **Sending** in blue at the bottom of the order.

15. Once the order has sent a prompt will appear telling you the order has been sent successfully.

Note: For NVS only a product confirmation file is returned which will appear in the event log. Click the **Server notification** icon at the top of VetlinkPRO to view it. This will open a list of events, double-click on the event called EBIZ: ORDER CONFIRMATION to see the order confirmation message. Depending on your setup at NVS it will either show items successfully ordered or items that were not able to be ordered.

For NVS only Click Server notification icon to see Order Confirmation message

Receipting Invoices via EBIZ (Online)

The automatic download of invoices into VetlinkPRO is available for the following Suppliers;

- SVS
- Provet
- Therapon
- Lyppard
- Vetshare
- Cenvet

For other suppliers please refer to the section on converting Orders to Invoice to complete receipting stock.

Automatic Import of Invoices via Ebiz

VetlinkPRO will automatically check the supplier for new invoices to import every hour and import them into the VetlinkPRO database. These automatically imported invoices can be found under **Creditors | F5: Invoices | Unfinished/ Imported Invoices** and will display Downloaded in the Status column.

To process the order see the Processing Invoice from Ebiz section.
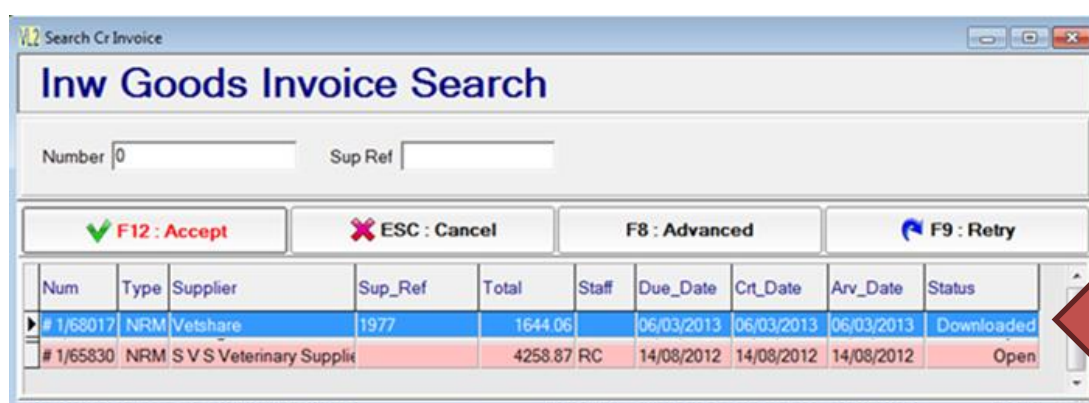
Importing Invoices manually from New Invoice Function

If the invoice has not yet been downloaded automatically the user can go to **Creditors | F5: Invoices | New Invoice | Select Supplier | F8: Download**. This will poll the supplier for new invoices and return any new invoices found for the user to process.
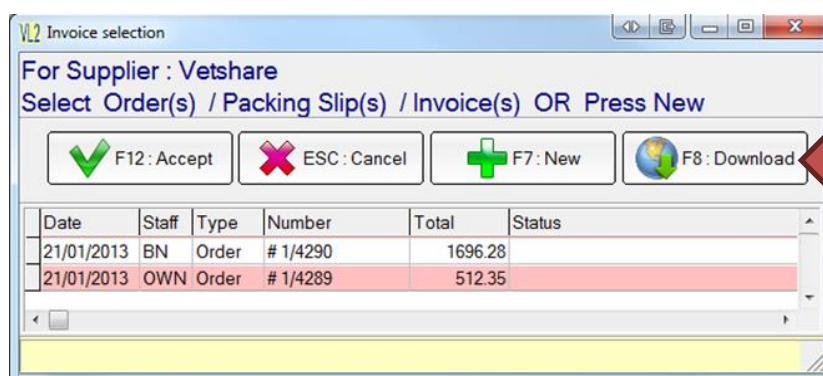
Processing the Imported Invoice from Ebiz

Once an invoice has been Imported/Downloaded they function in a much the same way as normal invoices

- Item prices are automatically coloured if the buy price has changed.
    - **Prices coloured blue are where the price has increased.**
    - **Prices coloured in Red are where the price has decreased.**
- Price change logic under the more tab of each Product record will determine if list price and sell price should be updated.
- By default if the buy price exceeds the old list price then the list price is updated. If the list price updates then sell prices will update as well by the mark-up. Price updates can be disabled by unticking the relevant tick box on the inwards goods invoice.
- Items with errors (no matching supplier code in VetlinkPRO) will be highlighted by an exclamation mark icon next to the product name. These items must be linked correctly before finishing. To do this double click on exclamation icon to search and link to existing product OR double click on icon and select new to create new product.
- Buy prices, Quantities, insert and deletion of items is disabled for imported invoices.
- VetlinkPRO Invoice totals are shown to verify downloaded totals, however the downloaded total is what is used when finished the invoice.
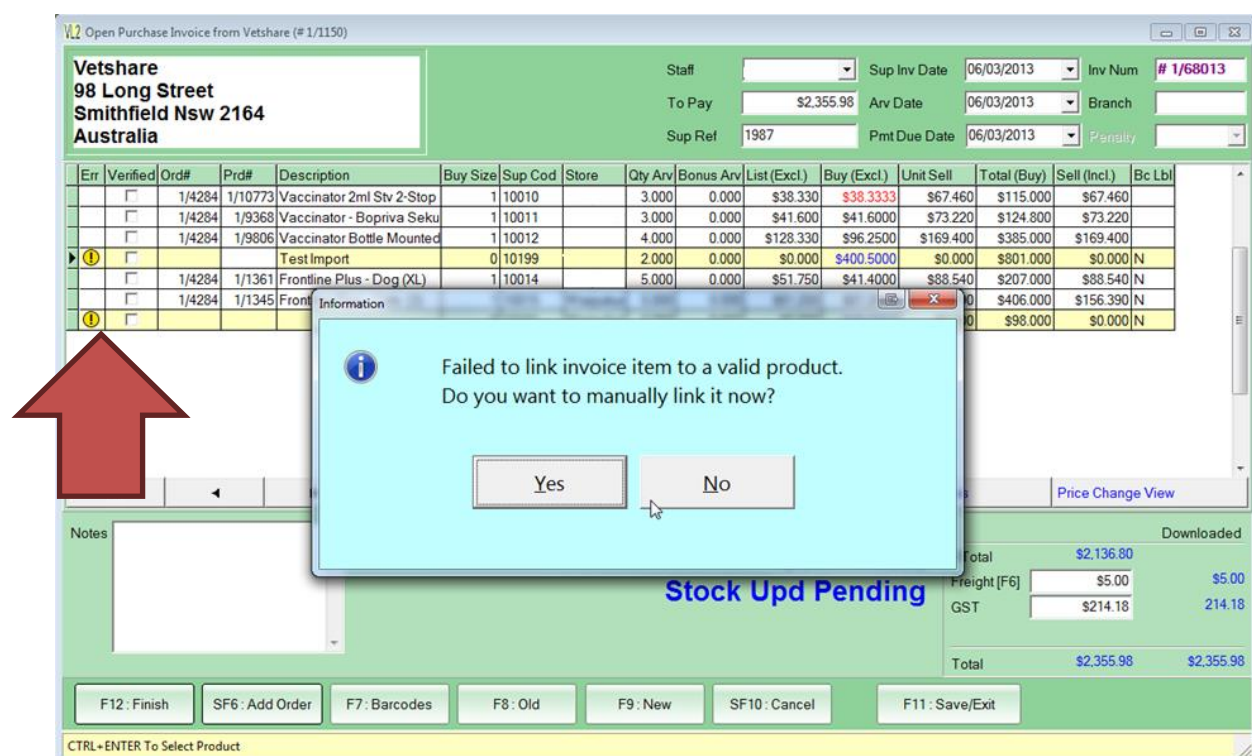
Double click exclamation mark to link supplier code to new or existing product

Convert Order to Invoice (Non Ebiz Invoice download)

Converting an order to an invoice is used where the supplier does not have the invoice download facility. These suppliers include;

- NVS
- Masterpet (NZ)
- Any other supplier that does not have ebiz integration

To convert an order to invoice you must have already created the order in VetlinkPRO previously. When the order is converted you it copies all the items you ordered onto the invoice for you to verify what has come in. This saves time when compared to entering all the items one by one to a new invoice.

To convert the order follow the steps below.

1. Click on the **Creditors** | **Invoice** | **Convert Order to Invoice**.
2. Search for and open the order you wish to convert.
3. The invoice should open with all the items and quantities from the original order.
4. Enter Invoice, Arrival and Payment dates.
5. Enter the supplier invoice number in the **Sup Ref** field. (For NVS this is required to download the batch/expiry details)
6. Edit Items / Quantities that have arrived
   a. Click the **Add Order** button to find and add any back orders that have been included on the current invoice. It is important to clear the back orders as items on back orders will affect the quantities generated in automatic ordering.
   b. Click the **+** button to add any extra items onto the invoice that were not on the original order.
   c. For any bonus stock that you are not paying for enter those values in the bonus stock column.
   d. By default prices will not be updated. You can however update prices if needed by clicking the **Price change View** button and changing the relevant price field and ticking the corresponding update field.
7. For NVS only, once all items and quantities are entered click the **Download batch** button.
   a. VetlinkPRO will now connect to NVS and download the batches based on the Sup Ref number entered and match up batches by supplier code.
   b. All items in the batch download file must be in the VetlinkPRO invoice with sufficient quantities otherwise the whole download will give an error.
8. Click **Finish** to receipt the invoice and update SOH, batches and expiries.

PRICE IMPORT (NVS UK ONLY)

What does Price import do?

The Price Import is used for clinics where instead of updating prices as they receipt invoices, they instead receive a price file and/or Discount file that they update the prices from in bulk instead. The price file will be from the Supplier whereas the discount file may be from a buying group. The prices/discounts are usually updated monthly but can be done as regularly as they wish.

**Currently the price file imported is formatted for NVS. Support for new discount files will need to be added by supplying CFL with the discount file being used.

Price File
- The Price file for may be called something like vetfile1.001.
- It is in format of example below

Supplier Code	Name	Size	Cost
00000061	LEUKOCELL 2	PK25	0294.930
00000152	PROGRAM CAT AMPS 133MG ORANGE	PK6	0025.920

Discount File
- The current Discount file may be called something like PMS_PriceFile.csv.
- It is in format of example below

Supplier Code	Disc1	Disc2	Disc3
00114492	0.00	12.00	0
00882665	0.00	12.00	0

How to Update Prices
1. The Price file import will be a shortcut on the user's desktop.
2. To use just open and select relevant files then click update prices.
3. Buy Prices and Discounts will be automatically updated in VetlinkPRO. Sell prices will also be automatically recalculated based on the Price Scheme set on the product record.

Note: Because prices are being updated via the price/discount files you would normally set the Update Sell Prices field on the More tab of the Product record to Never. This is so prices are never updated when an inwards goods invoice is receipted.

****Note:** The Price import can only be used for one supplier that is specified in Setup.
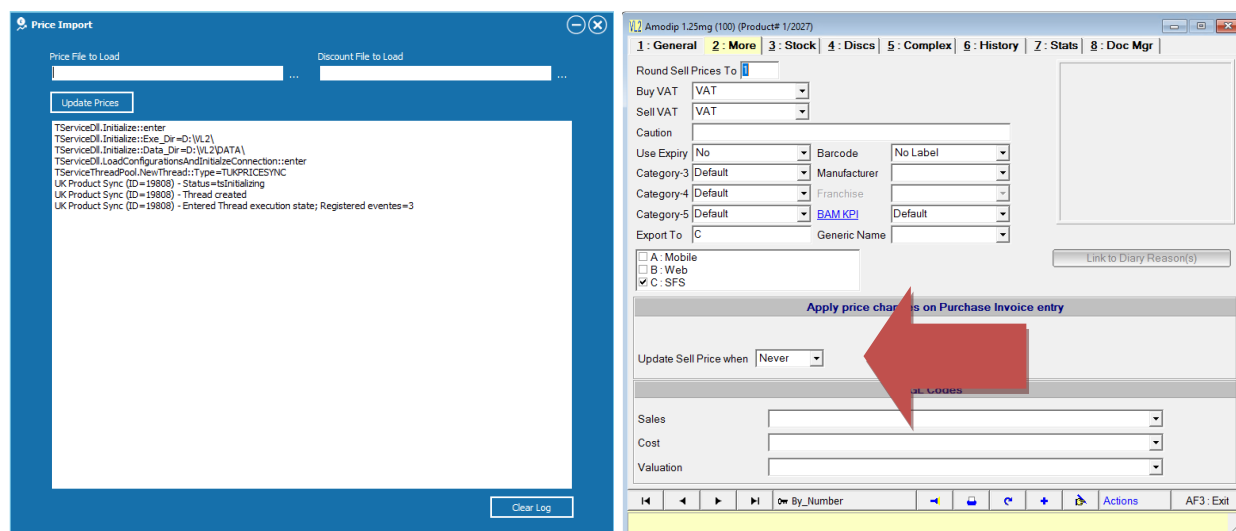
Price Import Setup

1. Go to **Options |Setup | Misc | External**.
    a. Set Discount file Pattern – currently only pattern is for PMS*.csv
    b. Set Discount file Pattern – currently only pattern is for vetfile?*.*
    c. Set Max UserCode Length – Set number of digits supplier code should be.
    d. Set Supplier Reference – Eg. Supplier Number in VetlinkPRO
    e. Set UserCode Pad Char – This field will add digits to the supplier code to make it required length. Eg. code may be entered as 123456, but should be 8 digits with 0's at the front. Putting 0 in UserCode Pad Char will add 0's front of supplier code to make it 8 digits.
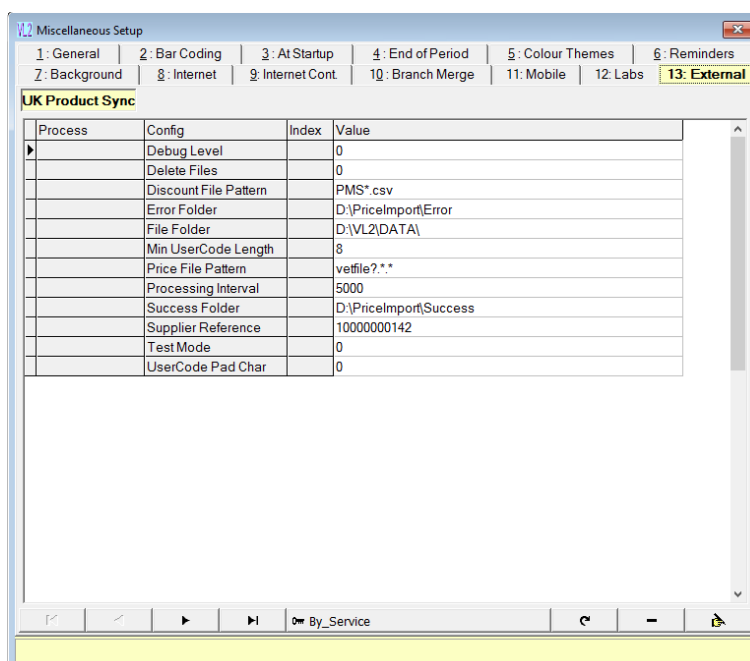
PAYMENTS

This section covers payments to be made for purchases and expenses.

Payment Run

This option is used when you wish to make multiple payments to suppliers who have outstanding amounts owed.

1. Click on the **'Creditors'** button.

2. Click on **'Payments'** button and then select **'Payment Run'**.

3. The **'Payment Run'** Screen will open. Select the date range of outstanding invoices due.

4. Each supplier has a default payment method so tick the payment methods you wish to include in this payment run.   If you select Direct Credit check to make sure the path for the output file is correct. This is a customisable feature that is pre-set in the **'Setup'**.

5. Click on the **'F5 Extract Suppliers for Payment Run'** button to get the following screen:

6. This screen will have all the suppliers who have invoices due in the period selected and meet the payment method criteria selected.

7. You will now need to review each supplier and select which invoices you wish to include in this payment run. To do this you need to double click on the supplier to get a list of unpaid invoices.

8. If you wish to change the amount to be paid for a particular invoice in this run you can do so in the **'Pay this Run'** field. Once you have checked the invoices and adjusted the amount to be paid this month click on **'F12 OK'**.

9. The corrected **'Paying'** amount will be displayed on the payment line for that supplier. Continue the above process for all of the suppliers in the payment run.

10. When you have finished you may print (<u>VERY HIGHLY RECOMMENDED</u>) out the details or a summary of the run by using the **'F6 Print Details'** or **'F7 Print Summary'** buttons on the bottom of the form.

11. When you are ready to complete the payment run, you must select the **'Payment Date'** before clicking on **'F12 Make/Print Payments'**. The system will then create payments for all the suppliers included in the payment run and generate a report and/or output file depending on the payment method used.

12. Now click **'F12 Finish'**.

13. The suppliers' account balances will be adjusted if the payment date was in the current period or before. If you have entered the payment date later than the current open period it will not be processed by the background processor until the End of Month.

Barrys Point Vet Clinic
21 Barrys Point Road. Takapuna. Auckland.
Ph: (09) 489-2280

Creditor Payment Run Details

Due Date: 1/02/2013 - 30/04/2013

Supplier	Inv. Date	Due Date	Inv. Total	Total Owed	Paying
Cheque					
J Leutenegger Pty Ltd (2/18)					**-10.30**
1/7192	06/03/2013	06/03/2013	-10.30	-10.30	-10.30
					-10.30
Direct Credit					
Masterpet Corporation Ltd (1/1037)					**127.95**
1/7187	09/01/2013	06/02/2013	127.95	127.95	127.95
S V S Veterinary Supplies (1/1002)					**11,500.00**
1/7189	20/02/2013	12/03/2013	11,500.00	11,500.00	11,500.00
					11,627.95
Total for 3 Payments					**11,617.65**

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21 Barrys Point Road. Takapuna. Auckland.
Ph: (09) 489-2280

Creditor Payment Run Summary

Due Date: 1/02/2013 - 30/04/2013

Supplier		Total Owed	Paying
Cheque			
2/18	J Leutenegger Pty Ltd	-10.30	-10.30
			-10.30
Direct Credit			
1/1037	Masterpet Corporation Ltd	127.95	127.95
1/1002	S V S Veterinary Supplies	11,500.00	11,500.00
			11,627.95
Total for 3 Payments			**11,617.65**

One off Payment

If you wish to pay only one supplier you can use this **'One Off Payment'** facility.

1. Click on the **'Creditors'** button from the main menu.

2. Click on **'Payments'** then **'One Off Payment'**.

3. Search for the supplier you wish to pay and a payment screen will open.

4. Select the date range of the invoices you wish to pay and click on **'F5 Extract Invoices to Pay'** button and the form will be populated with the outstanding invoices for that supplier.

5. Review each invoice and adjust the **'Pay This Run'** amount as required. Notice that if there are refunds you may incorporate these in the payment to reduce the amount to pay.

6. When you are happy with the payment details enter a **'Payment Date'** and any payment reference details you wish. Now click on **'F12 Make/Print Payment'**. The system will generate a payment for this supplier and it will adjust the supplier balances.

7. You have the option to post the payment now or later. If you answer **'Yes'** to this confirm prompt you will be passed automatically to the 'Print/Post Payments 'process. Should you answer **'No'** you can do this at a later stage.

Print/Post Payments

This facility is used if you have chosen not to **'Post Payments'** for the Direct Credit payment method, when using the **'One Off Payment'** option.

1. Also if there is a problem with creating the output file in the payment run process the system will leave unfinished payments in here so you can post and print them by manually.

2. Click on the **'Creditors'** button from the main menu.

3. Click on **'Payments'** then **'Print / Post Payments'**.

4. When you click on this menu item you will get the following screen.

5. The system will list the payments that need to be posted. You have the option of changing the name of the output file and can either click **'F12: Post All'** or **'F11: Post Selected One'**. The system will then produce the output file specified and will post the payment transaction to update the creditors balances.

Refund

If you are required to reverse a payment to a supplier for any reason you can use the creditor refund payment option.

1. Click on the **'Creditors'** button.

2. Click on **'Payments'** then **'Refund'**.

3. If you click on this menu item you will be given the supplier search screen. Enter the supplier, then search for the payment you wish to refund.

4. Once you have selected the payment you wish to refund, the system will display the screen below.

5. You need to enter in your **'Staff ID'** and change the **'Pmt Date'** from the default of today if required. You are not able to edit the details on the refund. The system just reverses the original payment.

6. Click on **'F12: Finish'** to finish the refund. You will be prompted with the option to print out the refund payment if you wish.

7. You have the option to post the payment now or later. If you answer **'Yes'** to this confirm prompt you will be passed automatically to the Print/Post Payments process. Should you answer **'No'** you can do this at a later stage.

8. The system will then adjust the creditor balances and update the Amount Paid on the original invoice so they will appear again in the next payment run.

Printing a Payment Due Report

This option produces a report that lists all supplier invoices that are due in the specified date range. This is useful to see what payments are overdue or what payments are coming up.

1. Click on the **'Creditors'** button.

2. Click on **'Payments'** and then **'Payment Due Report'**.

3. A filter screen will open. Choose the date range for the report and a supplier. You can choose **'All'** for the supplier.

4. Click on the **'Next'** button and on the following form you can choose to either print of preview the report.

Viewing Payment History

This option allows you do access all payments that have been made on the system.

1. Click on the **'Creditors'** button.

2. Click on **'Payments'** then **'Payments History'**.

3. When you click this option you will be given a search screen that will allow you to enter the payment number to go to the payment directly.

4. If you don't know the payment number you can enter the supplier details and click **'F12'**.

5. You will then be given a screen with the list of payments for that supplier from which you can choose the payment.

6. You can also click **'Browse'** and navigate your way through the payments with the navigation buttons at the bottom of the form.

EXPENSES

Paying Expenses by Supplier

1. Click on the **'Creditors'** button and then on **'Expenses'**.

2. From the menu select **'Pay Expense By Suppliers'**.

3. A supplier search form will now open. Search for the supplier you wish to pay.

4. A goods and services search form will now open. Search for the expense you wish to pay.

5. An inwards goods invoice will now open on screen.

6. Enter your Staff ID.

7. Enter a supplier reference for the expense invoice if you wish in the **'Sup Ref'** field. You can leave this field blank.

8. Enter the date on the supplier invoice in the **'Sup Inv Date'** field. This will default to today's date.

9. Enter the date that payment is due by in the **'Pmt Due Date'** field.

10. Insert any other items as required on the expense invoice.

11. Choose how you wish to pay the expenses by choosing the payment method I the **'How Paid'** field.

12. Enter your own payment reference in the **'Pmt Ref'** field. You can leave this field blank.

13. To make the payment now tick the **'F6 Make Payment Now'** check box and the payment will be made on the date entered in the **'Pmt Date'** field. If this box is not ticked the invoice will need to be paid using the payment run function.

14. When you are happy with the invoice you can click on **'F12: Finish'** to complete the invoice **'SF10 Cancel'** to cancel the invoice. **NOTE:** You cannot save an expense invoice.

Paying Expenses by Expense Code

1. Click on the **'Creditors'** button and then on **'Expenses'**.

2. From the menu select **'Pay By Expense Code'**.

3. A product search form will now open. Search for the expense you wish to pay.

4. A supplier search form will now open. Search for the supplier you wish to pay.

5. An inwards goods invoice will now open on screen.

6. Enter your Staff ID.

7. Enter a supplier reference for the expense invoice if you wish in the **'Sup Ref'** field. You can leave this field blank.

8. Enter the date on the supplier invoice in the **'Sup Inv Date'** field. This will default to today's date.

9. Enter the date that payment is due by in the **'Pmt Due Date'** field.

10. Insert any other items as required on the expense invoice.

11. Choose how you wish to pay the expenses by choosing the payment method I the **'How Paid'** field.

12. Enter your own payment reference in the **'Pmt Ref'** field. You can leave this field blank.

13. To make the payment now tick the **'F6 Make Payment Now'** check box and the payment will be made on the date entered in the 'Pmt Date' field. If this box is not ticked the invoice will need to be paid using the payment run function.

14. When you are happy with the invoice you can click on **'F12: Finish'** to complete the invoice **'SF10 Cancel'** to cancel the invoice. **NOTE:** You cannot save an expense invoice.

How to Browse Expenses

The browse expenses function will let you view all the expenses you have entered into the system.

1. Click on **'Creditors'** | **'Expenses'** button then select **'Browse Expenses'**.

2. The product record will open for the first expense you have entered into the system.

3. Use the blue scroll buttons at the bottom of the product record to scroll through each expense. Alternatively you can click on the **'Table View'** button and it open a form listing all the expenses in your system.