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NATSOFT USER MANUAL

CREDITORS SYSTEM

VERSION 3.00

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DATA ENTRY AND SPECIAL KEYS

All Natsoft systems make use of special keys for data entry. This section should be fully understood BEFORE attempting to run any of the systems. Each key is referred to in the instructions by an abbreviation. This abbreviation is given next to each of the keys.

The following descriptions nominate the special keys and their specific purposes.

Return or Enter

When entering data into the system the Return or Enter key should be pressed once the entry is complete. The system will not recognize, and act upon your entry until the Return is pressed. The Return key is equivalent to the Enter key. The system usually indicates the field that is to be entered by the operator by a flashing cursor, and highlighted data.

Backspace or Delete

The Backspace and Delete keys are equivalent. The backspace is a character deletion key. If you have made a typing error then Backspace is pressed to delete the last character typed.

The backspace is also an error message recovery key. If an error message or warning message appears on the bottom of the screen and a beep is heard from the system, then the Backspace or Delete key is pressed to clear the message. If you press any other key then the system will respond with another beep. This is to ensure that error messages are acknowledged and the appropriate action is taken.

~

This is the screen dump key. Whenever this key is pressed the contents of the current screen will be sent to printer number zero.

Arrow Up (AU)

The Arrow Up key (or F5 on the IBM style keyboard with no separate cursor controls), is an abort or backup one step key. It is used to move to the previous entry field or to exit up out of an operation without making any changes. If you called up a wrong account then this key is used to return to the account entry. This key will allow you to re-enter the system date if it is pressed at the main menu. In posting routines this key will return you to the batch selection section of the system, thus allowing you to change posting modes quickly.

Arrow Down (AD)

The Arrow Down key (or F9 on the IBM style keyboard with no separate cursor controls), is an advancement key. It is used to advance to the next entry field. The Enter key will also perform this task. This key is used to move down through posting dissections, where the enter key will allow the changing of a dissection. This key has special purposes

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in some programs. When this key has a special purpose, this purpose is shown in the program or in the instructions of the program.

Arrow Across (AA)

The Arrow Across key (or F8 on the IBM style keyboard with no separate cursor controls), is a confirmation or program exit key. It is used to confirm an entry screen, or to, during posting procedures, indicate to the system that all transaction dissections are entered. This key is pressed to exit a program when there are no screen instructions on how to exit the program.

Arrow Back (AB)

The Arrow Back key (or F7 on the IBM style keyboard with no separate cursor controls), is used in the same way as a Backspace key to delete the previous character typed.

Function Keys

The system utilizes function keys 1, 2, 3 and 4 to perform various tasks. An explanation of the function of each of these keys may be found below.

Function Key One (F1)

Function key one or F1 is the help key. If the operator is at an entry within the system and does not understand what the system requires then this key may be struck and a help message will appear on the screen explaining the particular entry concerned. Once the operator is happy with the course of action that should be taken then the ENTER key should be struck to return the operator to the entry in question. The help message may be changed by entering C, and then the message.

Function Key Two (F2)

Function key two or F2 is the Load/Change key, and is used to allow the loading and changing of records. At any account entry this key can be used to load a new account, or change an existing one. For example new account may be loaded on to the system in the middle of a posting procedure by the use of F2. The new account code is keyed in followed by the F2 key instead of the Enter key. Not only can new accounts be loaded by this method but existing account details can be modified.

Function Key Three (F3)

Function key three or F3 is the screen inquiry key. At any account entry this key can be used to inquire into an account. For example this key may be used in the middle of a posting procedure if details of a particular debtor's transactions are required. The debtors code is keyed in followed by the F3 key instead of the Enter key. The operator is then placed in the inquiry mode.

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Function Key Four (F4)

Function key four or F4 is the keystroke record/playback key. This key is used to store sequences of key strokes that are of a repetitive nature. For example when end of period reports are being produced the keystrokes used can be stored in a file and recalled at the end of the period. When this key is pressed the name of the file in which the keystrokes are to be stored is entered. The record mode is selected by entering an R, and from that point all key strokes are recorded until the F4 key is pressed to stop the recording. To recall a key stroke file move to the same entry from which the recording was commenced and press the F4 key, the key stroke file name is then entered and the playback mode is selected by entering a P.

Date Entry

Most date entry is required in full without the /'s, ie enter 14021988 for 14/02/1988. When entering dates it is only necessary to enter as much of the date that needs to be altered. If the current date is 14/02/1988, and the required date is the 20/02/1988, then simply enter 20. For the 30/05/1988 enter 3005.

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CODING AND CALL UP OF ACCOUNTS

Creditor branches, purchase analysis and area analysis are given an unique account code. This account code may be alpha-numeric, ie it may consist of letters and/or numbers. This account code is used to call the relevant account up when requested to by the system. Accounts will be listed on reports in their account code sequence, this should be kept in mind when creating the account codes.

Branch Code

The branch code consists of three characters, and is usually alpha, and represents an abbreviation of the branch name.

Creditor Code

The creditor code consists of seven characters, and is usually alpha. It is recommended that a code is used that consists of the first five characters of the surname, plus the initials of the creditor. Where the creditor is a business an abbreviation of the business name is used.

Purchase Analysis Code

The purchase analysis code is seven characters long. This code is usually numeric.

Area Analysis Code

The area analysis code is four characters long.

CODE ENTRY - Load/Change Functions

During load/change functions when the system asks for an account code, simply key in the desired account code. If the account code exists then the system will perform a change operation. If the account code does not exist then the system will perform a load operation. Most change functions will allow the account code to be changed, for example when a creditor changes the account name.

CODE ENTRY - Other than Load/Change Functions

Whenever the system asks for an account code, key in the desired account code. If the account code is not found an error message is returned. If no code is entered or only part of a code is entered then all matches to the entered account code will be listed one screen at a time (see figure on the next page). To display the next screen press the Enter key. To select an account enter the number displayed next to the account and press return. To select no account code press the AU key.

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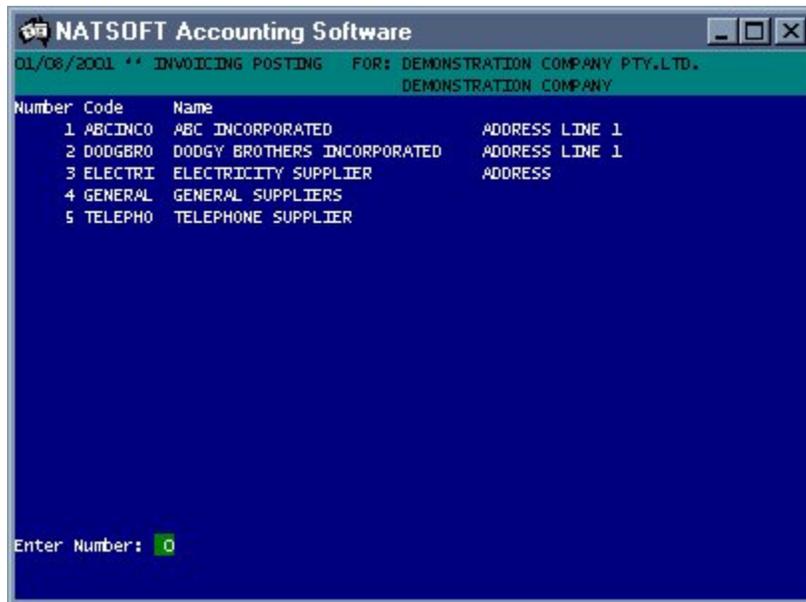
LOAD/CHANGE FACILITY DURING ACCOUNT ENTRY

At any account entry an account may be loaded into the system or changed, by keying the account code, followed by the F2 key instead of the Enter key.

SCREEN INQUIRY FACILITY DURING ACCOUNT ENTRY

At any account entry an online inquiry facility is available. To inquire on an account key in the account code, followed by the F3 key instead of the Enter key.

Sample of screen listing during code entry.



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SYSTEM PROCEDURE

To run the system, key in CRDSYS at the operating system prompt, or select the Creditors System option from the system menu. The system will detect whether the data files CRDT*. * are present. If they are not present they are created and the Service Control File job is run (option 1 on the creditors menu), to allow the system parameters to be keyed in.

Initial Setup

- (1) A branch record is loaded for each creditors branches to be used on the system by the use of job 2 from the menu. Each creditors branch operates as an individual creditors ledger. The parameters of the creditors ledger are entered during this procedure.
- (2) The creditor master files are loaded by the use of job 3 from the menu.
- (3) The purchase analysis, and area analysis files are loaded by the use of job number 4 from the menu.
- (4) The account balance is brought forward by the use of journal posting. Journal postings are performed for the 90 day balance, an end of period update is run, journal postings are performed for the 60 day balance, an end of period update is run, journal postings are performed for the 30 day balance and an end of period update is run.

The creditors system is now ready for period to period operation.

Period Cycle

- (1) Creditors invoice, credit note, payment, discount and journal postings are performed throughout the period.
- (2) Payment approvals are performed, and remittance advices are printed as required throughout the period. Remittance advices may be run each day.
- (3) Any report may be printed during the period.
- (4) Future postings can be performed (postings for the next period). This is activated by the setting of the future posting flag in service branch control file.
- (5) The trail balance, and detailed trial balance are produced. The reports may be produced in any order.
- (6) The required analysis reports are printed. These reports can be printed during the period also.
- (7) The end of period update is performed. If it is the end of year then the end of period and year update is performed. Future postings are transferred to current when the period update is run. The end of period update performs the general ledger integration.
- (8) The system is now ready for another periods operation.

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DATA BACKUP & INTEGRITY

The data files should be backed up or copied periodically. The backup should be made at least at the end of each day that the system is used. Backups should be performed before the end of period reporting and updates, or any program that operates on data without operator intervention.

The integrity of the data cannot be guaranteed if there is a power failure, or if the computer is turned off while it is in the middle of running the system, and therefore the data should be restored from the last backup. If the system has been returned to the main menu, or has been terminated, then a power failure will cause no harm. No harm will be caused in jobs that do not alter the data files, ie reports.

It is important that the computer is not left in the middle of programs that alter the data files, because if the power goes off you will not remember that you left the system in the middle of a job that updates files, and therefore you could risk data corruption. If you wish to leave the computer unattended then return the system to the main menu. If you are not sure of the integrity of your data after a power failure then restore the data from the last backup.

Power failures can cause uncorrectable data file corruption which can be avoided by restoring the data from the last backup.

At least 5 sets of backups should be kept. The backups are either named with the day for which they are used or numbered, they should be alternated each time a backup is performed. It is wise to keep a log detailing when each backup was done, and onto which media the backup was made. Keeping the backup media off the premises or in a secure and safe location is highly recommended, in the unfortunate but possible advent of fire or hazard the data can then be preserved.

All Natsoft data files should be included on the same backup, when all data files are backed up together it will contribute to a reliable backup should the data need to be restored.

Instructions for the backup up of your data will be provided by your software supplier, these will vary depending on your computer and operating system. If you require to restore a backup you should contact your software supplier for assistance.

Where integration is performed with other modules then all modules data should be backed up and restored at the same time.

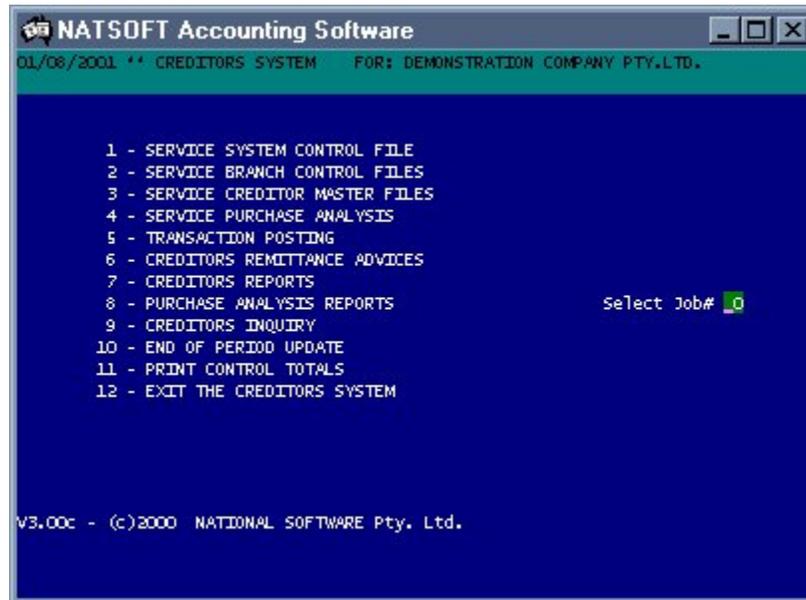
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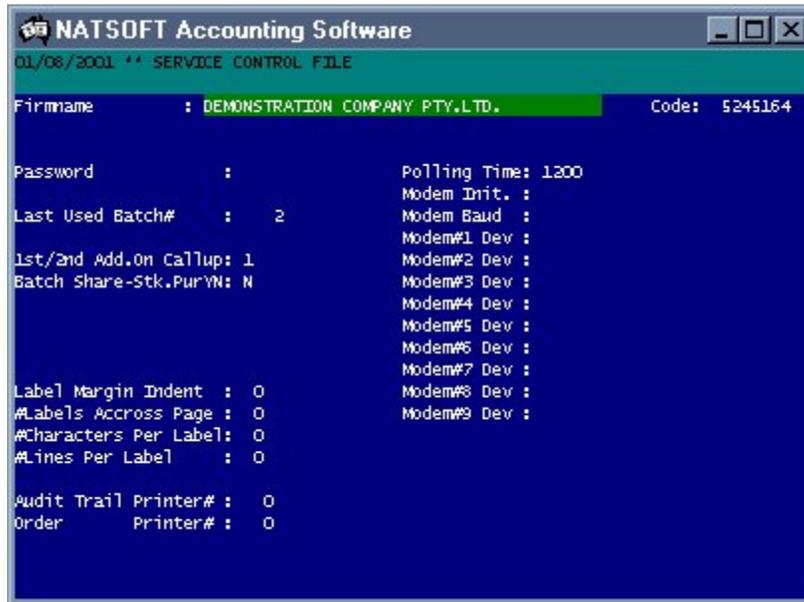
SYSTEM MENU (JOB LIST)

The job menu is used to select which job is to be run. The job is selected from the menu by entering the job number. The following sections explain each job.



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Job 1 - SERVICE CONTROL FILE



```

NATSOFT Accounting Software
01/06/2001 ** SERVICE CONTROL FILE

Firmname      : DEMONSTRATION COMPANY PTY.LTD.      Code: 5245164

Password      :                                     Polling Time: 1200
Last Used Batch# : 2                               Modem Init. :
Modem Baud    :                                     Modem#1 Dev :
Modem#1 Dev   :                                     Modem#2 Dev :
Modem#2 Dev   :                                     Modem#3 Dev :
Modem#3 Dev   :                                     Modem#4 Dev :
Modem#4 Dev   :                                     Modem#5 Dev :
Modem#5 Dev   :                                     Modem#6 Dev :
Modem#6 Dev   :                                     Modem#7 Dev :
Modem#7 Dev   :                                     Modem#8 Dev :
Modem#8 Dev   :                                     Modem#9 Dev :

Label Margin Indent : 0
#Labels Accross Page : 0
#Characters Per Label : 0
#Lines Per Label   : 0

Audit Trail Printer# : 0
Order Printer#      : 0
    
```

This job is used to define and maintain control information about the creditors system.

Firmname

Enter the name of the firm for which the creditors system is registered. A maximum of 40 characters can be entered.

Code

Enter the code number that relates to the firmname, this number is obtained from the supplier of the creditors system. The system will not accept a firmname unless the correct code is entered.

Password

A password may be entered to preserve the internal control of the system. Once a password has been entered, it must be keyed in when selecting any job from the main system menu.

To remove a password, you must first get to this entry and press the spacebar followed by the enter key.

Last Used Batch Number

Posting batches are allocated consecutive batch numbers by the creditors system. This is the last used batch number that was used. This number should not be altered at any time.

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Label Margin Indent, #Labels Across Page, #Characters Per Label, #Lines Per Label

The creditors system will print creditor name and address labels. The label parameters are keyed in here.

Audit Trail Printer#

Each of the printers on the computer system is assigned a number. You may specify which printer is to receive audit trails. Where there is only one printer this printer is number 0.

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Job 2 - SERVICE BRANCH CONTROL FILES

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.



This job is used to load, change and delete branch control files. A branch control record is loaded for each creditors ledger in the system. The branch control record holds the parameters and options of the creditors ledger.

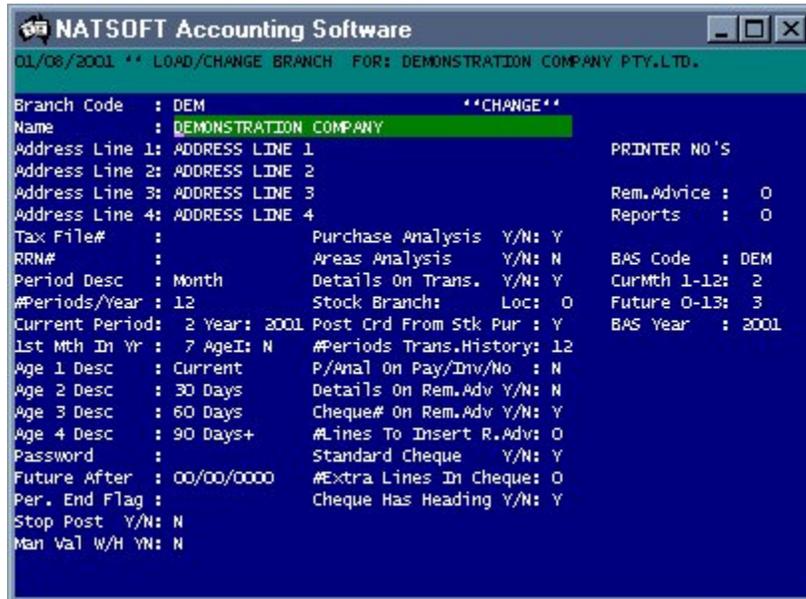
1 - LOAD/CHANGE BRANCHES

When this option is run two screens are displayed for entry. The following screen is the first screen displayed for entry.

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Branch Code

Enter the three character branch code.

Name, Address Line 1,2,3,4

These five lines are provided for you to enter the name & address of the creditors ledger. These lines will appear on the head of the remittance advices. Note that this area can be used for comments and phone numbers.

Period Desc, #Periods/Year

Enter the description of the period, ie MONTH or WEEK, and the number of periods that exist within one year.

Current Period, Current Year

Enter the current period and year. If a month period is being used enter the calendar month number. If any other period is being used enter the period number within the financial year.

Age 1,2,3,4 Desc

Enter the age code descriptions, where Age 1 is current and Age 4 is the oldest age code. Eight characters are allowed for age code descriptions.

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Password

Not implemented at this stage

Future After

Set future date here, once this value has a date value the system will prompt the user to enter the next future after date during the end of period update. All transactions entered after the future after date are current in the subsequent period.

Stop Post Y/N

If you wish to stop posting to the creditors ledger then enter Y else enter a N.

Purchase Analysis, Areas Analysis

Purchase analysis, and area analysis are options which may be enabled or disabled within the creditors ledger. To enable any analysis enter Y else enter N.

Stock Branch, Loc

The default stock branch & stock location, if applicable.

Details On Trans

An option exists which allows a 10 character description to be placed onto each creditor transaction, ie ORDER#. It is possible to have more than one line of detail on a transaction.

PRINTER NO'S - Rem.Advice, Reports

Enter the printer numbers for the printers that the remittance advices and the reports are to print on. When there is only one printer on a system this printer is usually number 0.

BAS Code

The Code entered here tells the cash book system where it is to send the GST transaction information to.

BAS Current Month 0-12

The number entered here tells the cash book system into which period it is to send the GST transaction information to.

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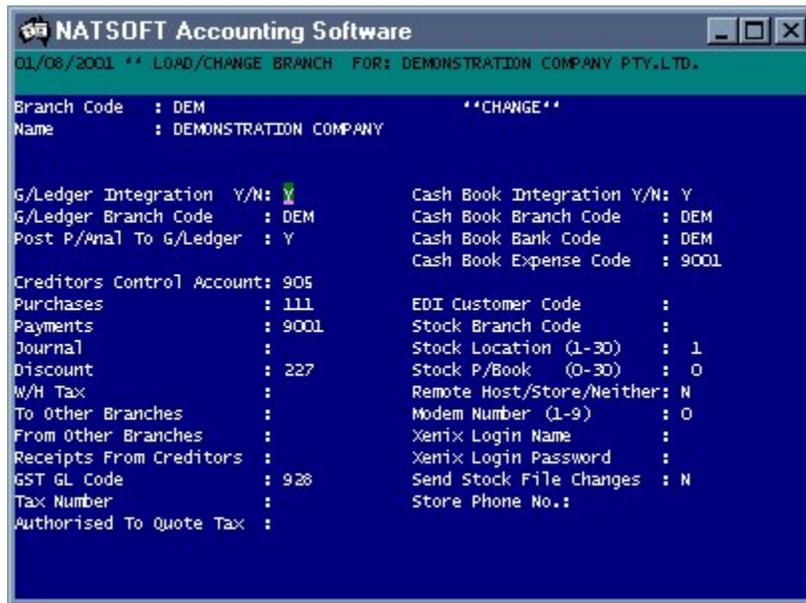
BAS Future Month 0-13

The number entered here tells the cash book system into which period it is to send the GST future transaction information to. Future period 13 represents period 1 in the new year when the current period is 12.

BAS Year

The BAS year into which the transaction information will post.

The following screen is the second screen that is displayed for entry.



G/Ledger Integration Y/N

If general ledger integration is required then enter Y and the rest of the parameters.

G/Ledger Branch Code, Post P/Anal To G/Ledger, Control Acc's

Enter the 3 character general ledger branch code. Each of the purchase analysis items may be separately posted to the general ledger (the general ledger codes are on the purchase analysis files), or the total purchases balance only can be posted to the general ledger. The general ledger account codes are entered against each of the control balances. The general ledger postings take place during the end of period update.

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Cash Book Integration Y/N

If cash book integration is required then enter Y and the rest of the parameters.

Cash Book Branch, Cash Book Bank, Cash Book Expense

Enter the 3 character cash book branch code. Enter the bank account code in the cash book that is used to draw the creditor cheques. Enter the expense code within the cash book that the cheques are to be posted to, this is usually a creditors payment clearing account.

2 - DELETE BRANCHES

This job is used to delete creditors branches or ledgers. The branch cannot be deleted unless there are no creditor master files, or purchase analysis files present. After entering the branch code enter Y to confirm the deletion.

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Job 3 - SERVICE CREDITOR MASTER FILES

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.



This job is used to load, change and delete creditor master files.

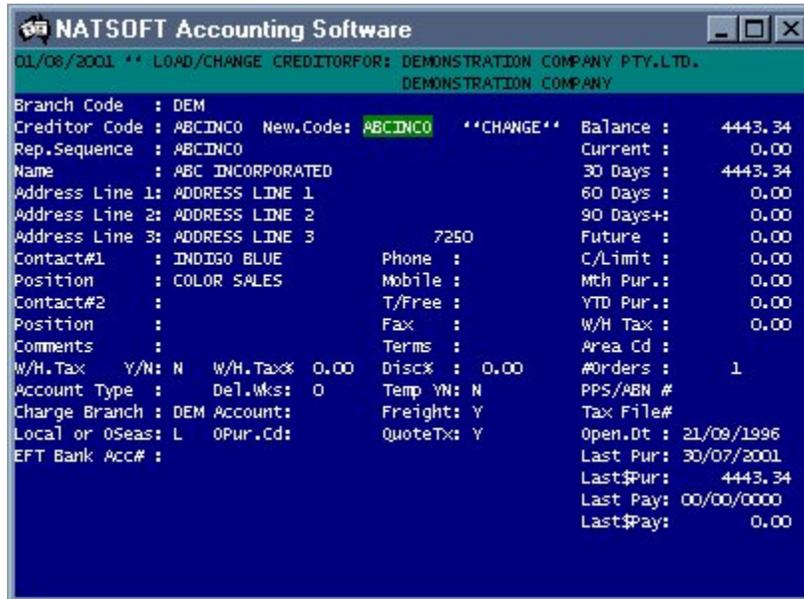
1 - LOAD/CHANGE CREDITORS

When this option is run the following screen is displayed for entry.

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Branch Code

Enter the 3 character branch code.

Creditor Code

Enter the 7 character creditor code.

New.Code

If the creditor code is to be changed then the new code is entered.

Rep.Sequence

The creditors are ordered on reports in the report sequence order. Creditors can therefore have numeric codes and be printed out on reports in alphabetical order. When alpha creditor codes are used the report sequence is usually the creditor code.

Name, Address Line 1,2 & 3, Post Code

These 4 lines of 30 characters are provided for you to enter the name and address of the creditor. These lines will appear on remittance advices. Note that there is a 4 character post code field.

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Contact

Enter the 20 character contact name.

Comments

Enter the 20 characters of comment.

Phone

Enter the 10 character phone number.

Terms

Enter the terms. The terms print on all reports except the remittance advices. Ten characters are allowed for the terms.

Account Type

Each creditor can be assigned a 2 character account type. All reports can be printed for a certain account type. For example remittance advices can be printed for account type "TR" or trade creditors.

W/H.Tax Y/N, W/H.Tax%

If the creditor is subject to withholding tax then enter a 'Y' and the percentage, otherwise enter an 'N'. The system will deduct the tax from payments made to the creditor and at the end of the period will produce a report detailing the amount paid to the creditor and the amount of tax deducted.

Charge Branch, Account

A charge branch and account is entered where any charges to this creditor are to be transferred to another creditor, the second creditor account code is entered. If this option is not required then the account is left blank.

Local or O/Seas

If using the overseas purchase facility enter the overseas creditor code in this field.

EFT Bank Acc #

For the purposes of remittance advice printing, when a value exists in this field the system will recognise the current creditor to be paid by EFT, if this field is blank then the system will assume they are paid by cheque.

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Balances

Since the creditors maintain an open item transaction file the balances cannot be entered. They are entered via journal posting as explained in the System Procedure section.

Credit Limit

If a credit limit is required then it is entered here, otherwise enter a zero.

YTD Pur.

Enter the YTD purchases to date. This balance does not have to be entered.

W/H Tax

Total withholding tax balance.

Area Cd

If area analysis is enabled, this field is used to define the default code for this creditor.

Orders

If the order entry system is being used in conjunction with the creditors, the total number of current orders for this supplier will appear here.

PPS/ABN #

Non-mandatory field for storing the suppliers ABN.

Tax File #

Store the suppliers tax file number in this filed.

Open Dt

The date that the creditors account was created.

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Last Pur

Displays the date of the last purchase from the creditor.

Last \$Pur

Total dollar amount of the last purchase from the current creditor.

Last Pay

Date of the last payment to the creditors account in the system.

Last \$Pay

The dollar amount of the last payment processed to the creditors account in the system.

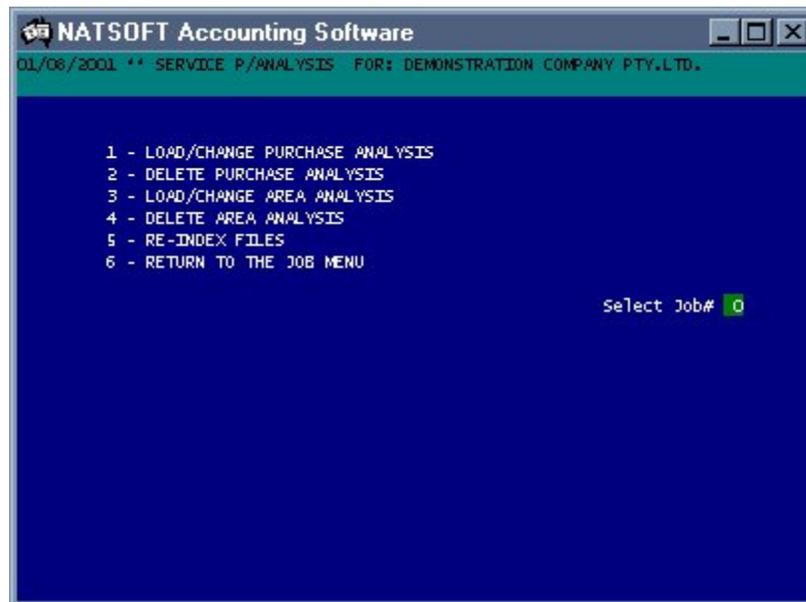
2 - DELETE CREDITORS

This job is used to delete creditors master files. A creditor cannot be deleted if there is a balance on file or if there are any transactions on file. To delete a creditor enter the account code and enter Y to the confirmation.

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Job 4 - SERVICE PURCHASE ANALYSIS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number.



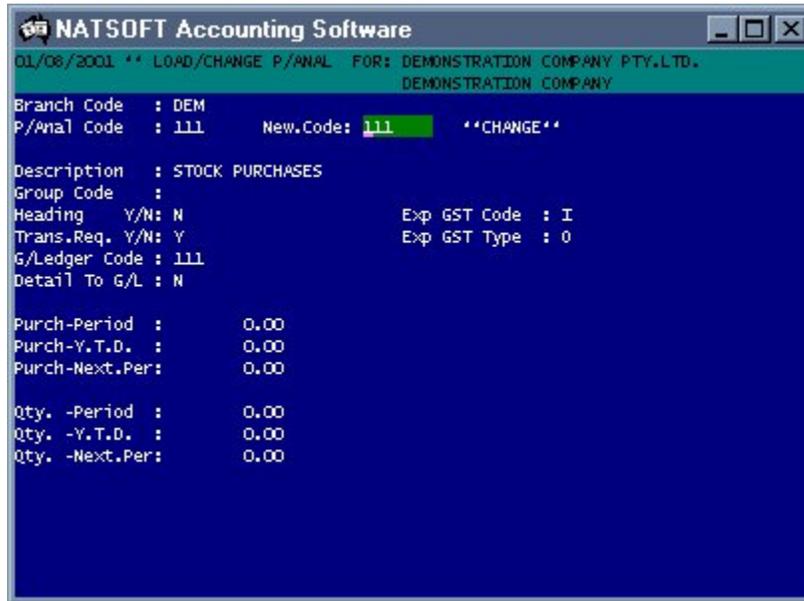
This job is used to load, change and delete purchase analysis and area analysis files.

1 - LOAD/CHANGE PURCHASE ANALYSIS

When this option is run the following screen is displayed for entry.



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Branch Code

Enter the 3 character branch code.

P/Anal Code

Enter the 7 character purchase analysis code.

New.Code

If the purchase analysis code is to be changed then the new code is entered.

Description

Enter the 30 character description.

Heading Y/N

If the account is to be a heading enter a Y else enter a N. Heading accounts cannot contain a balance, they are used to produce sub-totals in the purchase analysis report. Whenever the purchase analysis report strikes a heading account a sub-total to the previous heading is printed and the new heading is printed on the report.

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Trans.Req. Y/N

If transactions are required on the purchase analysis account enter Y. Transactions will detail each posting that is made to the purchase analysis, ie date, creditor, details, invoice number and amount.

G/Ledger Code, Detail To G/L

The 10 character general ledger code is entered. This code is printed on the purchase analysis report which can be used as a posting medium for the general ledger. If general ledger integration has been selected, and the purchase analysis is to be posted to the general ledger then the general ledger code must be entered here. To post each transaction on the purchase analysis to the general ledger enter Y to 'Detail To G/L'.

Purch Period, Qty Period

The amount posted to the analysis code for the current period.

Purch YTD, Qty.YTD

Enter the YTD balances for purchases and quantity purchases.

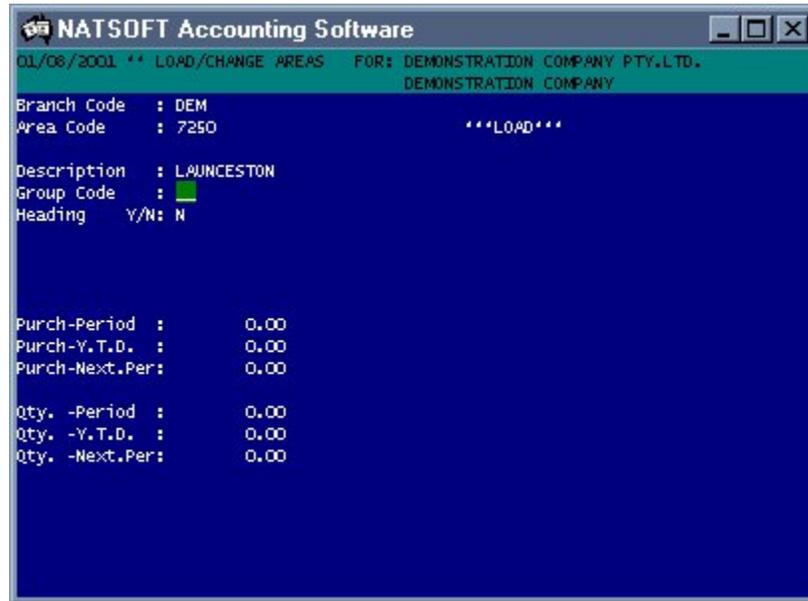
2 - DELETE PURCHASE ANALYSIS

This job is used to delete purchase analysis master files. A purchase analysis file that contains a balance cannot be deleted. To delete a purchase analysis file enter the account code and enter Y to the confirmation.

3 - LOAD/CHANGE AREA ANALYSIS

When this option is run the following screen is displayed for entry.

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Branch Code

Enter the 3 character branch code.

Area Code

Enter the 4 character area analysis code.

New.Code

If the area analysis code is to be changed then the new code is entered.

Description

Enter the 30 character description.

Heading Y/N

If the account is to be a heading enter a Y else enter a N. Heading accounts cannot contain a balance, they are used to produce sub-totals in the area analysis report. Whenever the area analysis report strikes a heading account a sub-total to the previous heading is printed and the new heading is printed on the report.

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Purch Period, Qty Period

The amount posted to the analysis code for the current period.

Purch YTD, Qty.YTD

Enter the YTD balances for purchases and quantity purchases.

4 - DELETE AREA ANALYSIS

This job is used to delete area analysis master files. A area analysis file that contains a balance cannot be deleted. To delete a area analysis file enter the account code and enter Y to the confirmation.

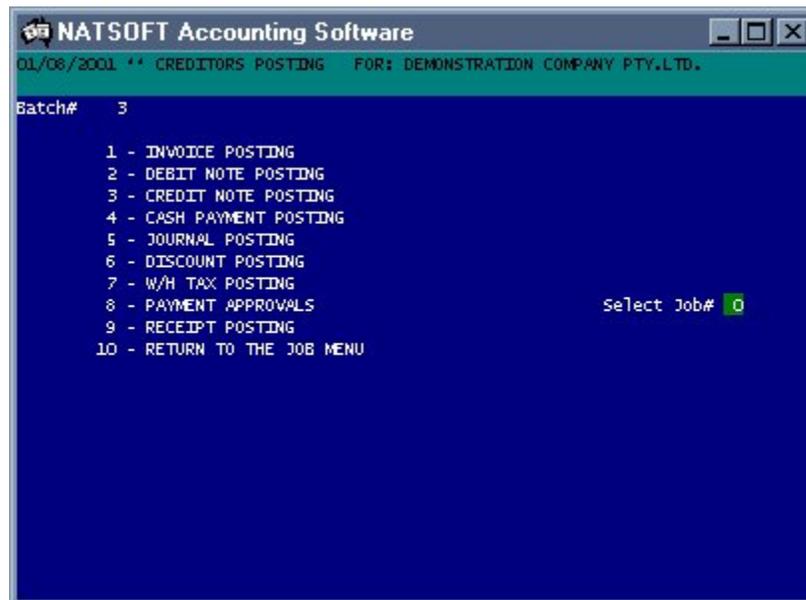
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Job 5 - TRANSACTION POSTING

This job is used to perform transaction posting to the creditors ledger. Transaction postings are kept by posting batches. Each posting batch is given a consecutive batch number. The last batch number is on the system control file. A posting batch or audit trail is not removed from the system until it is printed on a printer. If there are any outstanding posting batches then select the appropriate transaction batch, otherwise enter 0 and a new batch will be created.

To attach to an existing batch, enter the batch number. You will then immediately enter the posting mode of the batch. If the batch posting mode is undefined then you will be asked to define the batch.

If you created a new batch, or if the selected batch is undefined then the following screen is presented for entry.



Select the posting mode by entering the job number.

At the end of a posting session you will be asked if you want the batch or audit trail printed on the printer. If the batch is printed then it will be deleted, otherwise the batch number will remain on the system until it is printed. There is no audit trail to be printed for payment approvals, the batch is set to undefined when payment approvals is terminated and may be used for other posting modes.

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- 1 - INVOICE POSTING
- 2 - DEBIT NOTE POSTING
- 3 - CREDIT NOTE POSTING

These three posting modes operate in the same way. The following screen will be displayed for entry. This screen will vary depending upon the options that are setup in the branch control file.



Branch Code, Creditor Code

The 3 character branch code and the 7 character creditor code are keyed in.

Apply.Ref, Apply.Bal

This is the reference to which this transaction is to be applied. If this reference does not exist on the creditor then a new master reference is created on the creditor and the apply balance is "new". If the reference exists on the creditor then the balance on the reference will be displayed as the apply balance, and this posting will be applied to the reference.

Date

Enter the transaction date. This will default to the last used date. When changing the date it is only necessary to key in as much of the date that you want changed.

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Reference

Enter the reference number. If the apply reference is a new one then it will become the reference.

Amount

Enter to total value of the invoice.

Area

Enter the area code. This entry does not exist if area analysis is disabled.

Invoice Dissections

The invoice is now dissected among purchase analysis items, quantities and amounts. AU is used to move up through the dissections. AD is used to move down through the dissections. AA is used to confirm the postings. If the total of the dissections does not agree with the 'Amount' then an error will be produced, and the dissections can be edited.

Payment.Date, Total.Amount, Discount, Value.For.W/H, Comment

After the invoice dissections are entered it is necessary to enter the invoice payment details. Enter the date that the apply reference will be paid. This transaction will not be paid and will not appear on a creditors remittance advice until this date. A zero payment date will hold the transaction indefinitely for payment, a date may be entered at a later time by calling up the reference and entering a date by the use of payment approvals. Enter the amount to pay, the discount, the value to attract prescribed payments tax, and a 10 character comment which may be used to detail why a part payment is being made.

P/Anal

This entry does not exist if purchase analysis is disabled. Enter the purchase analysis code.

Details

This entry is the 10 character detail that will be placed on the transaction. This entry will not exist if "Details On Trans" has been disabled. The detail will default to the purchase analysis description.

P/Anal.Detail

If transactions on the the purchase analysis has been selected then the system will request for the purchase analysis detail. Enter the 28 character detail.

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Quantity, Amount

Enter the quantity and amount.

T

The GST code for the transaction, i.e. 'G' to add 10%, 'I' to calculate tax included, 'E' if exempt, 'A' if accounted for, 'P' for personal, 'T' for input taxed, 'Q' for exports, 'R' for related company transactions.

C

The type must be entered here, either 'O' for other or 'C' for capital purchases.

Tax

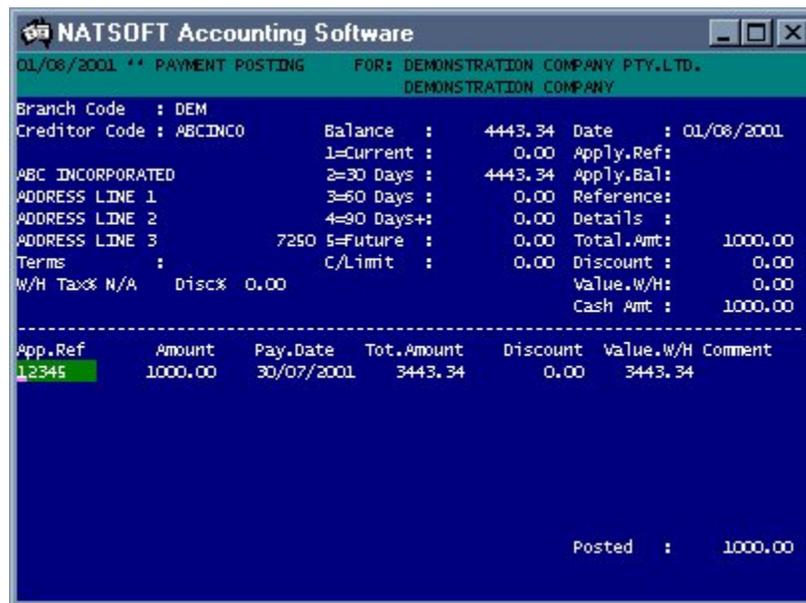
Displays the Tax amount included in this transaction, if any.



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4 - CASH PAYMENT POSTING

The following screen will be displayed for entry. This screen will vary depending upon the options that are setup in the branch control file.



Cash payment posting is used for entering manual payments to creditors where a remittance advice was not produced. Normally a payment is approved, a remittance advice is generated, and the payment is posted to the creditor automatically by the system.

Branch Code, Creditor Code

The 3 character branch code and the 7 character creditor code are keyed in.

Apply.Ref, Apply.Bal

This is the creditors invoice number or reference to which this transaction is to be applied. If this reference does not exist on the creditor then a new master reference is created on the creditor and the apply balance will show as "new". If the reference exists on the creditor then the balance on the reference will be displayed as the apply balance, and this posting will be applied to the reference. If this transaction is to be applied to more than one reference then this entry is left blank, and the system will request for several apply references and amounts at the bottom of the screen.

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Date

Enter the transaction date. This will default to the last used date. When changing the date it is only necessary to key in as much of the date that you want changed.

Reference

Enter the reference number. If the apply reference is a new one then it will become the reference.

Details

This entry is the 10 character detail that will be placed on the transaction. This entry will not exist if "Details On Trans" has been disabled.

Cash Amt, Discount, Value.W/H Tax

If the apply reference was entered then enter the cash amount, the discount and the value to attract withholding tax. After these entries the system will ask for the payment details of the apply reference.

Payment.Date, Total.Amount, Discount, Value.For.W/H, Comment

Enter the date that the apply reference will be paid. This transaction will not be paid and will not appear on a creditors remittance advice until this date. A zero payment date will hold the transaction indefinitely for payment, a date may be entered at a later time by calling up the reference and entering a date by the use of payment approvals. Enter the amount to pay, the discount, the value to attract prescribed payments tax, and a 10 character comment which may be used to detail why a part payment is being made.

Dissections

The system will only ask for dissections when the apply reference has been left blank. The cash posting is now dissected among apply references. Enter the apply reference followed by the amount that is to be dissected. It is also necessary to enter the payment details of the apply reference, ie the Total.Amount, Discount, Value.W/H and Comment. If Enter is pressed at the first dissection then the system will automatically call-up the apply references starting from the oldest references. AU is used to move up through the dissections. AD is used to move down through the dissections. AA is used to confirm the postings. If the total of the dissections does not agree with the total amount then an error will be produced, and the dissections can be edited.

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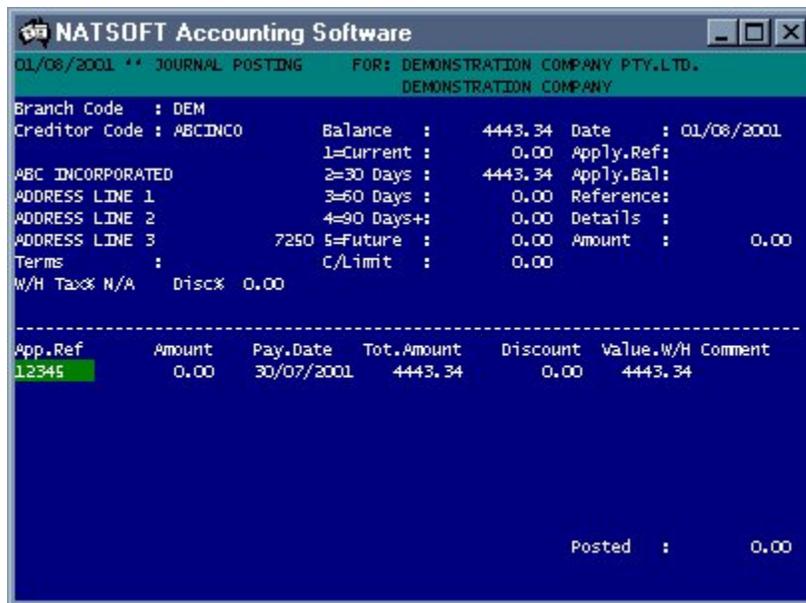
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5 - JOURNAL POSTING

6 - DISCOUNT POSTING

7 - W/H TAX POSTING

These three posting modes operate in the same way. The following screen will be displayed for entry. This screen will vary depending upon the options that are setup in the branch control file.



Branch Code, Creditor Code

The 3 character branch code and the 7 character creditor code are keyed in.

Apply.Ref, Apply.Bal

This is the reference to which this transaction is to be applied. If this reference does not exist on the creditor then a new master reference is created on the creditor and the apply balance is "new". If the reference exists on the creditor then the balance on the reference will be displayed as the apply balance, and this posting will be applied to the reference. If this transaction is to be applied to more than one reference then this entry is left blank, and the system will request for several apply references and amounts at the bottom of the screen.

Date

Enter the transaction date. This will default to the last used date. When changing the date it is only necessary to key in as much of the date that you want changed.

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Reference

Enter the reference number. If the apply reference is a new one then it will become the reference.

Details

This entry is the 10 character detail that will be placed on the transaction. This entry will not exist if "Details On Trans" has been disabled.

Amount

If an apply was entered then enter the amount. After this entry the system will ask for the payment details of the apply reference.

Payment.Date, Total.Amount, Discount, Value.For.W/H, Comment

Enter the date that the apply reference will be paid. This transaction will not be paid and will not appear on a creditors remittance advice until this date. A zero payment date will hold the transaction indefinitely for payment, a date may be entered at a later time by calling up the reference and entering a date by the use of payment approvals. Enter the amount to pay, the discount, the value to attract prescribed payments tax, and a 10 character comment which may be used to detail why a part payment is being made.

Dissections

The system will only ask for dissections when the apply reference has been left blank. The posting is now dissected among apply references. Enter the apply reference followed by the amount that is to be dissected. It is also necessary to enter the payment details of the apply reference, ie the Total.Amount, Discount, Value.W/H and Comment. AU is used to move up through the dissections. AD is used to move down through the dissections. AA is used to confirm the postings. If the total of the dissections does not agree with the total amount then an error will be produced, and the dissections can be edited.

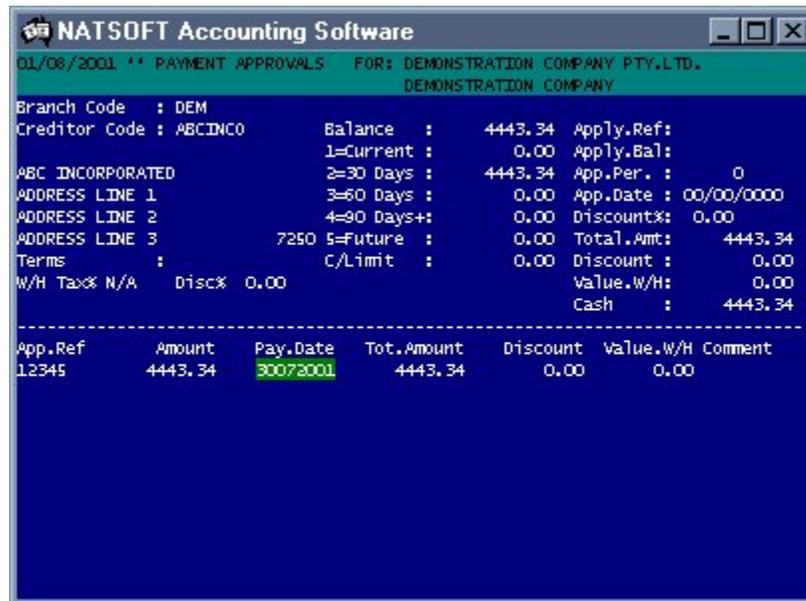
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8 - PAYMENT APPROVALS

The following screen will be displayed for entry when the payment approvals mode is selected.



This job is used to alter the payment approval dates on the creditors transactions.

Branch Code, Creditor Code

The 3 character branch code and the 7 character creditor code are keyed in.

Apply.Ref, Apply.Bal

Enter the reference of the transaction to approve for payment. The balance on the transaction will be displayed as the apply balance. This reference must exist on the creditor. To approve more than one reference then leave the apply reference blank, and the system will request for several apply references and approval details at the bottom of the screen.

App.Per

This entry only exists if the apply reference is left blank. If an apply period is entered then the system will call-up all transactions relating to that period. Enter zero to by-pass this option.

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App.Date

This entry only exists if the apply reference is left blank. Enter the approval date that will be set on all transactions that the system calls up. If a date is entered and no apply period was entered then the system will call-up every transaction on the creditor and set the approval date to this date. Enter zero to prevent the system from approving all transactions to this date. The transactions will retain their existing approval date.

Discount%

This entry only exists if the apply reference is left blank. Enter the discount percentage that is deducted from each transaction that the system calls up. Enter zero to by-pass this option.

Payment.Date, Total.Amount, Discount, Value.For.W/H, Comment

Enter the date that the apply reference will be paid. This transaction will not be paid and will not appear on a creditors remittance advice until this date. A zero payment date will hold the transaction indefinitely for payment, a date may be entered at a later time by calling up the reference and entering a date by the use of payment approvals. Enter the amount to pay, the discount, the value to attract withholding tax, and a 10 character comment which may be used to detail why a part payment is being made.

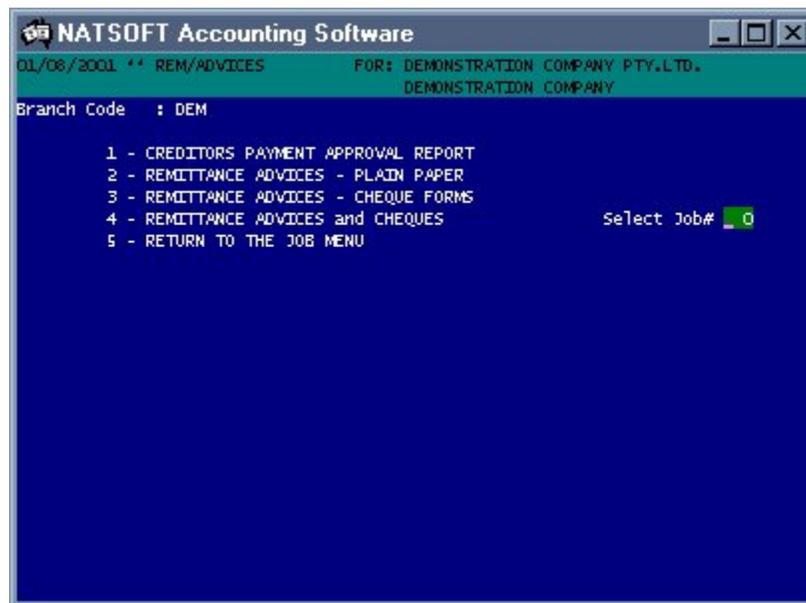
Dissections

The system will only ask for dissections when the apply reference has been left blank. Several apply references can be entered. If an apply period or an approval date was entered then all transactions relating to that period will be displayed. Enter the apply reference followed by the payment details of the apply reference, ie the Total.Amount, Discount, Value.W/H and Comment. If Enter is pressed at the first dissection then the system will automatically call-up the apply references starting from the oldest references. AU is used to move up through the dissections. AD is used to move down through the dissections. AA is used to confirm the approvals.

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Job 6 - CREDITORS REMITTANCE ADVICES

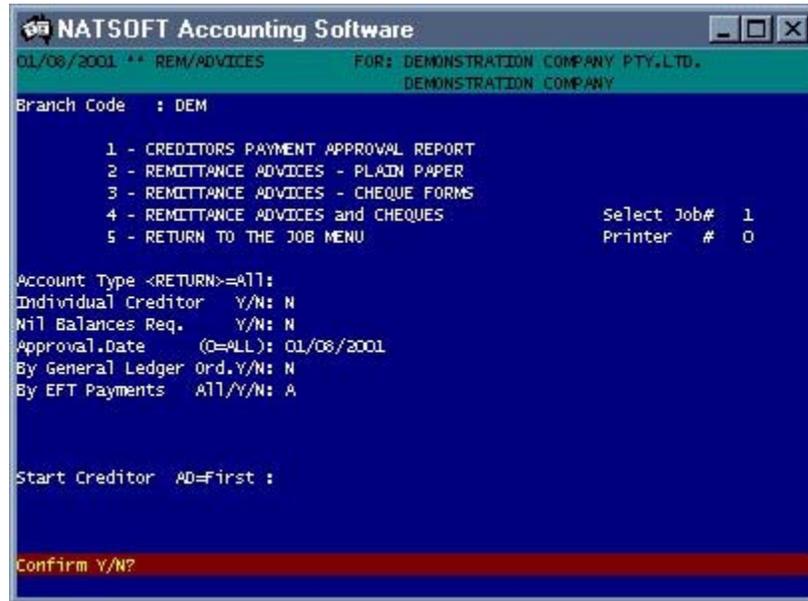
When this job is run the following sub-menu is displayed. The required option is selected by entering the job number after entering the branch code.



1 - CREDITORS PAYMENT APPROVAL REPORT

This job is used to produce a report showing what will be paid to each creditor. It is optionally run before printing the remittance advices to ensure what is to be paid is correct. If errors are found then payment approvals posting is used to correct them. The following screen is displayed for entry.

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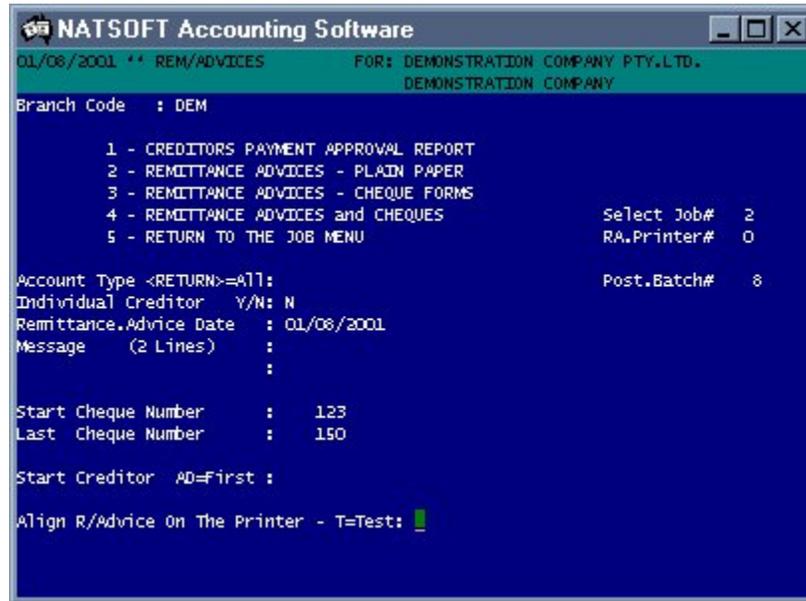
Select the printer that the report is to print on. Select the account type or press AD for all creditors. Select whether to list all creditors or individual creditors. If individual creditors is selected then you will have to enter the account codes of the creditors you wish to list. Select whether nil balances are required, Y will print all nil balances, and N will print no nil balances.

Enter the payment approval date or zero to report on all transactions.

Enter the start creditor code or AD for the first creditor.

2 - REMITTANCE ADVICES - PLAIN PAPER
3 - REMITTANCE ADVICES - CHEQUE FORMS

These two jobs produce the remittance advices and cheques, and post the cheques to the creditors files. After entering the branch code the following screen is displayed for entry.



Select the printer that the remittance advices are to print on.

If there are creditors posting batches in the system that have not been printed, then you will have to select a creditors remittance advice posting batch, otherwise the system will assign the next available batch. If you use an existing remittance advice batch, the system will ask whether to clear the previous remittance advice run. After the remittance advices are run the remittance advice posting batch becomes a cash payment posting batch. A batch will only remain as a remittance advice batch if the remittance advices are stopped by the operator. If you intend starting from where you stopped do not clear the previous remittance advice run. Select the account type or press AD for all creditors.

Select whether to list all creditors or individual creditors. If individual creditors is selected then you will have to enter the account codes of the creditors you wish to list.

Enter the payment approval date.

Enter the two lines of remittance advice message.

Enter the start and last cheque numbers in the cheque book. When the system runs out of cheque numbers the system will pause and ask for a new sequence of cheque numbers, or for more cheque forms to be loaded into the printer. This means that there does not have to be enough cheques in one cheque book, or computer cheque forms in one lot, to fulfil the remittance advice run.

NB. Press 'Enter' for EFT remittance run, Creditors to be paid by EFT are defined by entering a value in the 'EFT Bank Acc #' field on the Creditor Master File.

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Enter the start creditor code or AD for the first creditor.

Align the page on the printer. To check the alignment enter T.

After the remittance advices are printed the system will ask whether they are OK. If they are OK enter Y, otherwise enter N to abort the procedure, correct the mistake and start the remittance advice run again.

The system will turn the remittance advice posting batch into a cash payments posting batch and post the cheques to the creditors.

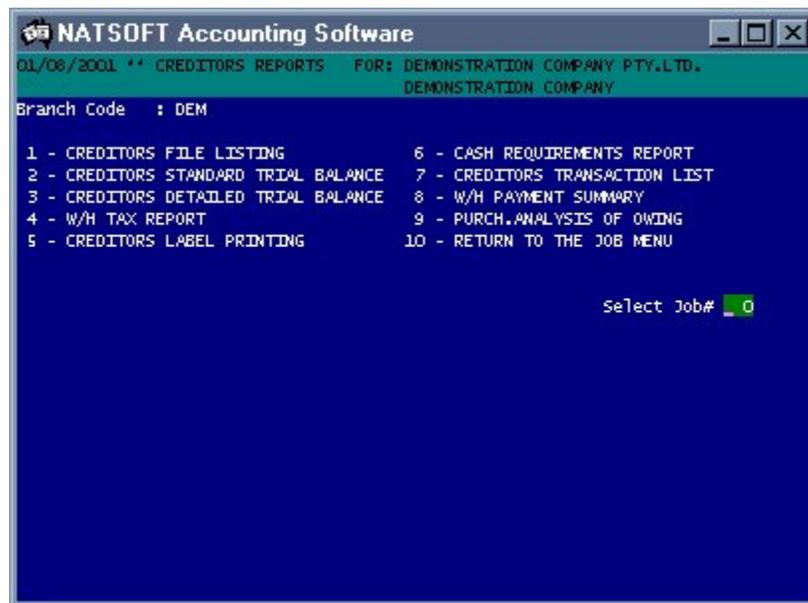
If cash book integration has been selected then the system will attempt to post the cheques to the cash book system. If it cannot post the cheques to the cash book system for any reason then the cash book posting procedure will be aborted and by-passed.

The system will ask whether to print the cash payments audit trail. If it is not printed then it can be printed at a later stage by the use of creditors posting.

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Job 7 - CREDITORS REPORTS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number after entering the branch code.



1 - CREDITORS FILE LISTING

This report will produce a creditors file listing. The following screen is displayed for entry. Select the printer that the listing is to print on.

Select the account type or press AD for all creditors.

Select whether to list all creditors or individual creditors. If individual creditors is selected then you will have to enter the account codes of the creditors you wish to list.

Select whether nil balances are required, Y will print all nil balances, T will print nil balances with transactions, and N will print no nil balances.

Enter the start creditor code or AD for the first creditor.

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2 - CREDITORS STANDARD TRIAL BALANCE

This report will produce a creditors standard trial balance.

Select the printer that the trial balance is to print on.

Select the account type or press AD for all creditors.

Select whether to list all creditors or individual creditors. If individual creditors is selected then you will have to enter the account codes of the creditors you wish to list.

Select whether nil balances are required, Y will print all nil balances, T will print nil balances with transactions, and N will print no nil balances.

Enter the start creditor code or AD for the first creditor.

3 - CREDITORS DETAILED TRIAL BALANCE

This report will produce a creditors detailed trial balance. This report shows the transactions and takes the place of copy remittance advices.

Select the printer that the trial balance is to print on.

Select the account type or press AD for all creditors.

Select whether to list all creditors or individual creditors. If individual creditors is selected then you will have to enter the account codes of the creditors you wish to list.

Select whether nil balances are required, Y will print all nil balances, T will print nil balances with transactions, and N will print no nil balances. T is recommended here.

Enter the start creditor code or AD for the first creditor.

4 – W/H TAX REPORT

This report will produce a creditors prescribed payments tax report, showing the amount paid to the creditor and the amount of tax deducted. Only creditors subject to the tax will be shown on the report.

Select the printer that the report is to print on.

Select the account type or press AD for all creditors.

Select whether to list all creditors or individual creditors. If individual creditors is selected then you will have to enter the account codes of the creditors you wish to list.

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Select whether nil balances are required, Y will print all nil balances, T will print nil balances with transactions, and N will print no nil balances. N is recommended here.

Enter the start creditor code or AD for the first creditor.

5 - CREDITORS LABEL PRINTING

This report will produce name and address labels.

Select the printer that the labels are to print on.

Select the account type or press AD for all creditors.

Select whether to list all creditors or individual creditors. If 'by individual creditor' is selected then you will have to enter the account codes of the creditors you wish to list.

Select whether nil balances are required, Y will print all nil balances, T will print nil balances with transactions, and N will print no nil balances.

Enter the start creditor code or AD for the first creditor.

Align the labels on the printer and press Enter, to print a test pattern enter T.

6 – CASH REQUIREMENTS REPORT

Reports the amounts due for payment according to the payment dates issued on each unpaid transaction. The information is listed in a similar format to that of the trial balance report, the columns include:

- Immediate - due for immediate payment.
- Period Steps - Due within i.e. if the days per step was 30, the columns would read as 30,60,90,120+. The number of days per step is entered in the report options.
- Undefined – any transactions with an undefined payment date.

7 – CREDITORS TRANSACTION REPORT

Print a report of all transactions for the period or by transaction type, i.e. Invoices, Payments, Journals etc.

8 – W/H PAYMENT SUMMARY

Summary of W/H tax amounts withheld.

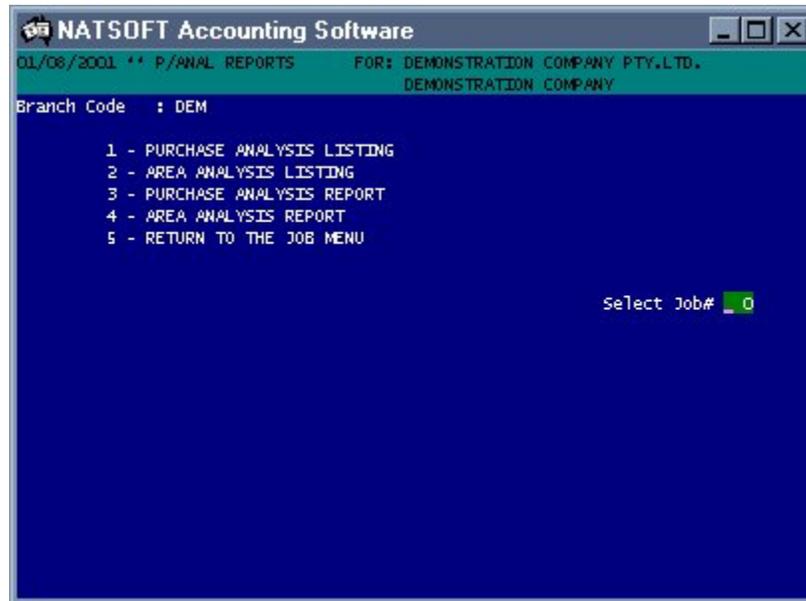
9 – PURCH.ANALYSIS OF OWING

Purchase analysis report of amounts owed to creditors.

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Job 8 - PURCHASE ANALYSIS REPORTS

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number after entering the branch code.



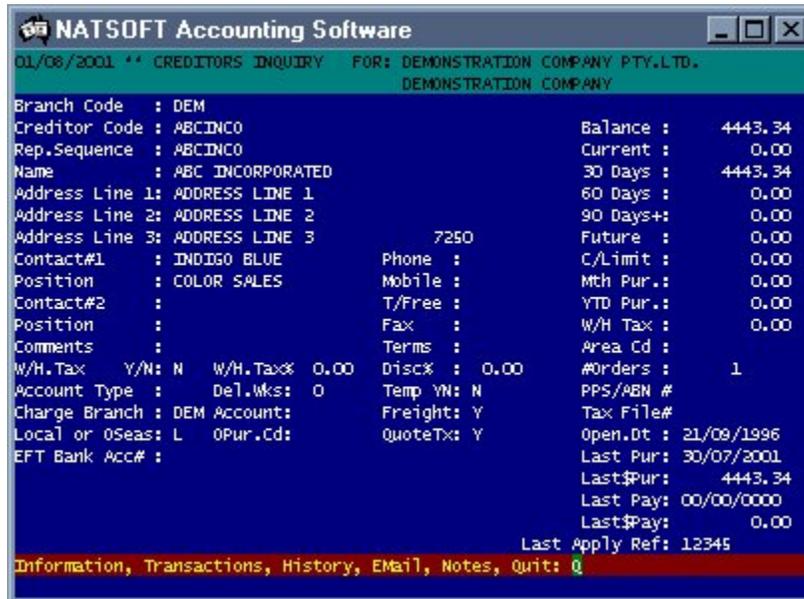
Options 1 to 2 produce account listings on the nominated printer.

Options 3 to 4 produce reports on the nominated printer showing period and year balances. When option 3 is selected the system will ask whether to print the transactions, and whether to start each heading on a new page.



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Job 9 – CREDITOR INQUIRY



I = Information displays the Creditor Master File information including balances, address, phone numbers etc.

T = Transactions, you can view the current periods transactions in summary or inquire right back over 12 months.

H = History, shows the purchase totals by period for the current year and two years prior.

E = Email, an option for entering or changing an electronic mail address used for sending orders or remittance advices (currently only available for customised programs – see Natsoft for further information).

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N = Notes, a facility for adding notes of Creditor information, if an asterisk is entered to replace the 'N' before the note text the notes are flagged as alert notes. This means they will appear each time the creditor code is called, for instance when invoicing, a creditor inquiry, entering a purchase order etc.

```
NATSOFT Accounting Software
01/08/2001 ** CREDITORS INQUIRY FOR: DEMONSTRATION COMPANY PTY.LTD.
DEMONSTRATION COMPANY
Branch Code : DEM
Creditor Code : ABCINCO ABC INCORPORATED 4443.34
Line Number : 1 Insert Mode: OFF
-----
Line# 0 Notes Total Lines: 4
-----
1 * THIS IS AN ALERT NOTE
2 SO THIS SCREEN WILL APPEAR
3 WHENEVER THE CREDITOR IS CALLED
4 TO STOP THIS REMOVE THE LINE WITH THE *
5 N
```

Q = Quit, will quit from the inquiry on the current Creditor.

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Job 10 - END OF PERIOD UPDATE

When this job is run the following sub-menu is displayed. The required option is selected by entering the job number after entering the branch code.

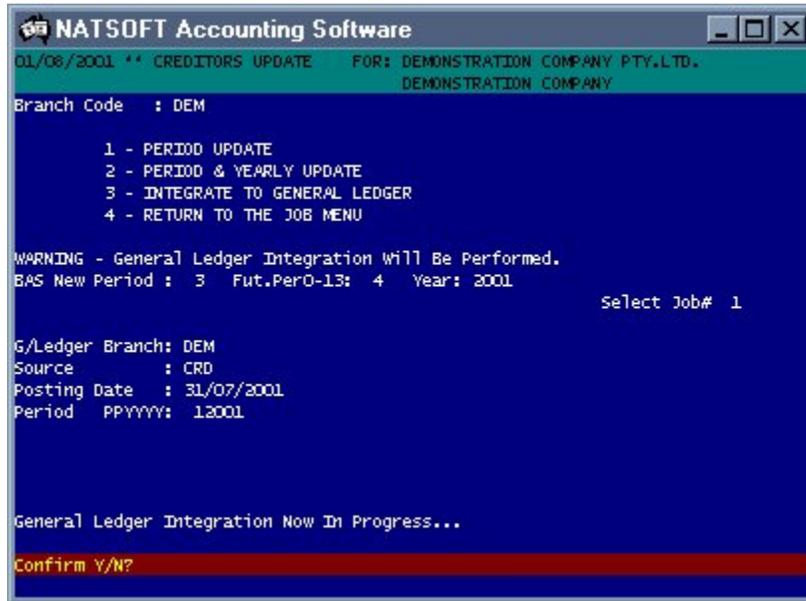
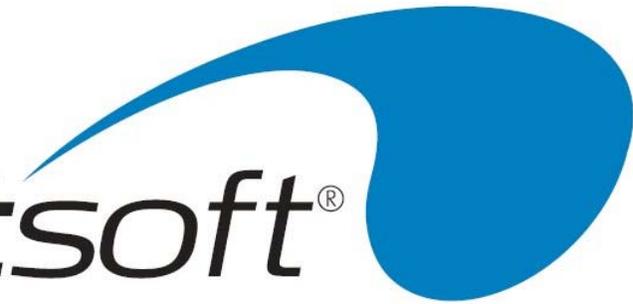


The end of period update prepares the creditors ledger for a new period and performs the general ledger integration. It clears period and/or year balances, updates the aging on the creditors, and clears paid transactions. It must be run at the end of each period. If it is the end of the year then option 2 is run, otherwise option 1 is run. Note that the yearly update also performs a period update. The update will clear the future posting flag on the branch control file.

General Ledger Integration

The period update will perform the general ledger integration if it is selected in the branch control file, the following screen will be displayed for entry.

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A creditors general ledger posting batch is selected (refer to the general ledger manual). The general ledger branch, source, posting date and period are selected.

The system will attempt to perform the general ledger postings. If a general ledger account is not found then the system will display the error and will abort the general ledger posting and the period update. You should then correct the error and attempt the integration and update again. Note that the period update is not performed unless the general ledger integration has been successful.

The system will ask whether to print the general ledger posting audit trail. If the audit trail is not printed it will remain on the system until it is printed, and may be printed by entering general ledger posting in the general ledger module.



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Job 11 - PRINT CONTROL TOTALS

This job is used to display the creditor control totals. After the branch code has been entered the following screen is displayed.

```
NATSOFT Accounting Software
01/06/2001 ** CREDITORS TOTALS FOR: DEMONSTRATION COMPANY PTY.LTD.
                                     DEMONSTRATION COMPANY
Branch Code : DEM
Current/Future:  Age: N
Opening Bal. :      7963.34
Invoices      :      0.00
Debit Notes   :      0.00
Credit Notes  :      0.00
Payments      :      0.00
Journal       :      0.00
Discount      :      0.00
P.P.S Tax     :      0.00
To 0/Branch   :      0.00
From 0/Branch :      0.00
Receipts      :      0.00
-----
Closing Bal.  :      7963.34
Last Batch    :      8
```

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Job 12 - EXIT THE CREDITORS SYSTEM

This job is used to exit the creditors system and return to operating system level, (Ready to perform a backup).

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