

Creditor House-Keeping User Guide



Table of Contents

<u>Creditor House-Keeping.....</u>	<u>2</u>
------------------------------------	----------

Creditor House-Keeping

Path: Creditors → Creditors House-Keeping

There is no End of Period routine for Creditors but the files can be tidied up by;

- Changing Creditor Codes.
- Deleting Finalised Transactions up to a selected Period.
- Deleting Finalised Orders up to a Selected Period.
- Deleting Tagged Creditors.

Change Creditor Codes

1.	Select, Change Creditor Codes.
2.	Select the Code to be changed.
3.	Enter the new Code. If this is already in the database you will not be able to continue.
4.	Click Begin to Globally change the Creditors Code.

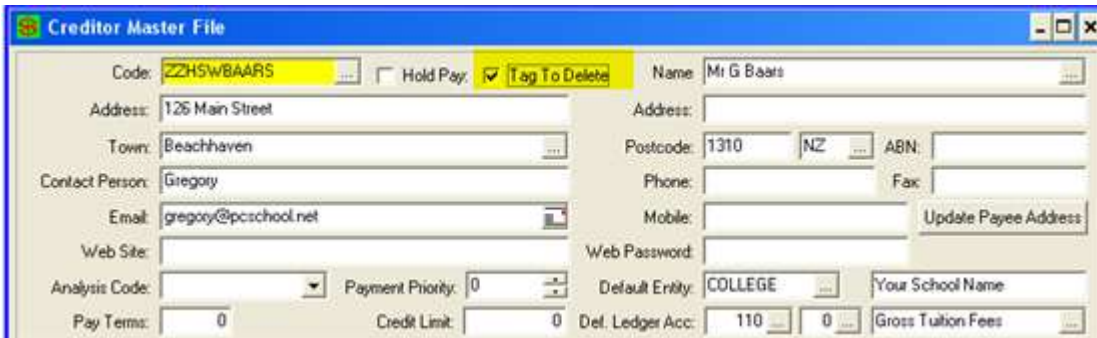
Delete Finalised Transactions/Orders

1.	Select either; <ul style="list-style-type: none"> • Delete Finalised Transactions or • Delete Finalised Orders.
2.	Select the appropriate Date.
3.	Click Begin.

Delete Tagged Creditors.

Path: Creditors → Creditors Master File

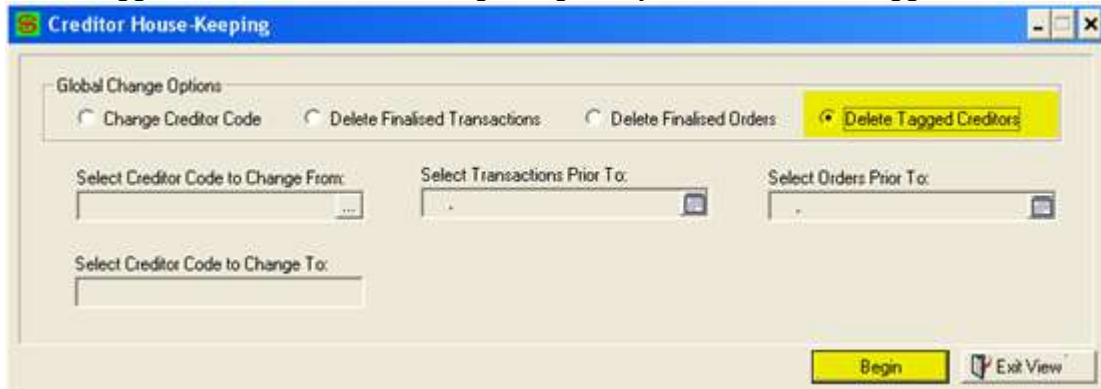
Creditors tagged in the Creditor Master File, Tag to Delete Field can be globally deleted from the system.



The screenshot shows the 'Creditor Master File' window. The 'Code' field is 'ZZHSWBAARS'. The 'Tag To Delete' checkbox is checked and highlighted in yellow. Other fields include Name 'Mr G Baars', Address '126 Main Street', Town 'Beachhaven', Contact Person 'Gregory', Email 'gregory@pcschool.net', Postcode '1310', and Country 'NZ'. There are also fields for Payment Priority, Credit Limit, and Def. Ledger Acc.

Path: Creditors → Creditors House-Keeper

Select Delete Tagged Creditors and click Begin to globally remove all the Tagged Creditors.



The screenshot shows the 'Creditor House-Keeper' window. Under 'Global Change Options', the 'Delete Tagged Creditors' radio button is selected and highlighted in yellow. Below this are three selection fields: 'Select Creditor Code to Change From:', 'Select Transactions Prior To:', and 'Select Orders Prior To:'. At the bottom, there are 'Begin' and 'Exit View' buttons.