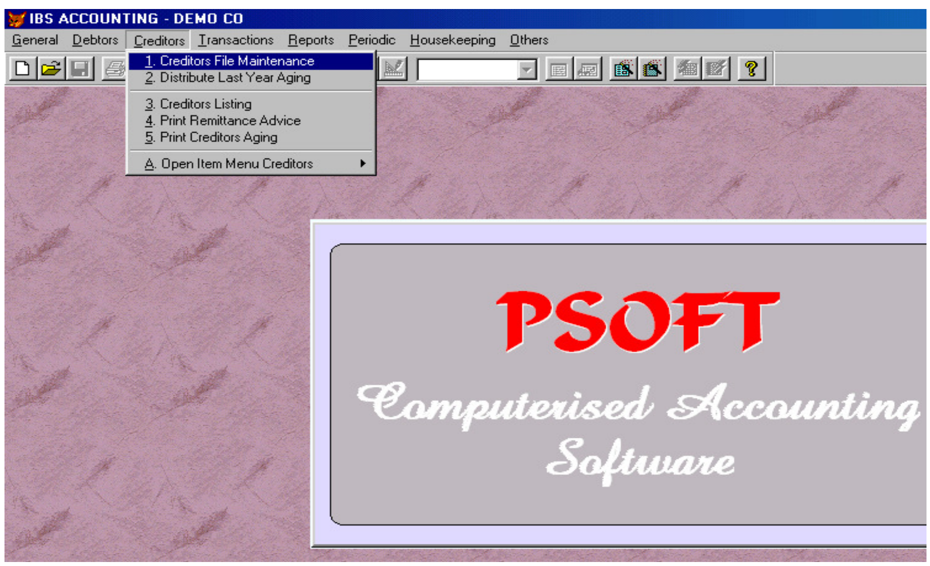
Chapter 3. Creditor

This Creditor section allows us to set up all the creditors' particulars like the Creditor's Account Number, Account Name, Address etc. It also let us distribute the creditor's last year aging, generate creditor reports, print the Creditor's statement of accounts.

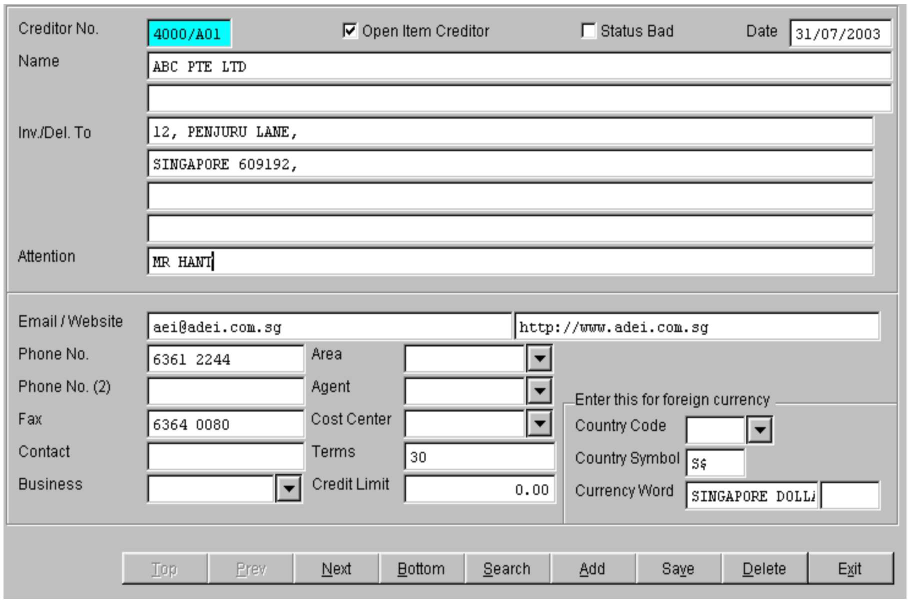
1. File Maintenance

This first option allows us to create account number for new creditor with all its particulars like Name, Address, Contact Phone Number/ Fax number and Contact Person.

Once the creditor account has been set up, we can then use it in the transaction and the reports. To create new creditor account, click the **Creditors** Option in the main menu bar and select the **Creditors File Maintenance** as shown in the Figure below:



Then the next menu will appear on the computer screen as shown below:



Add a new creditor

- Click **Add** button and enter the information as shown above.

Creditor Number : Assign an new account number for the new creditor. This account number must be 7 characters. The first 4 characters are for the creditor control account group, typically as 4000 in the Psoft system. The last 3 characters are the individual creditor's code. Example:

Creditor Name	Account Code
ABC Company	4000/A01
Axy Company	4000/A02
DIY PTE LTD	4000/D01

Note that the first 4 character 4000 refer to the Creditor Control account and A01 refer to the creditor's first alphabet Character A and 01 means this is the first creditor of the list.

Creditor Name : This is the creditor's Account name and it will appear in the creditor statement and report.

Address : Creditor's correspondence address.

Attention : Attention to the person in charge of this creditor account in the creditor company.

Phone Numbers : Creditor's Phone number.

Fax/Telex : Creditor's Fax/Telex Number.

Nature of Business : The kind of business or trade classification.

Area : Creditor's area code or geographical location of the company.

Agent : The salesman in charge of this creditor.

Terms : The terms of payment.
E.g. Cash, 3o days, 60 days….

Credit Limit : The credit facility or amount given. E.g. S$40000.

Country Code : This code specifies foreign currency code.

E.g.

Country Code	Currency
US	US Dollar
RM	Ringgit Malaysia

Currency Symbol : The currency symbol of the foreign country.

E.g.

Currency Symbol	**Currency**
US$	US Dollar
RM$	Ringgit Malaysia

Currency Word : The currency name.

E.g.

Currency Word	**Currency**
US Dollar	US$
RM$	RM$

Once we have completed, click **Save** button to save the creditor's particulars.

Search for an existing creditor

There are several ways for us to search for an existing creditor in our creditor database.

- To search for the first creditor, click the **TOP** button, the first creditor on the top of the creditor list will be shown.
- Click the **Previous** button and it will show the previous creditor.
- Click the **Next** button and it will show the next following creditor.
- Click the **Bottom** button and it will show the last or bottom creditor.
- Click the **Search** button and a dialog box will prompt us to search by creditor number or creditor name.

Modify an existing creditor

To modify an existing creditor, we can use the **Search** button to find the right creditor, and then click the **Edit** button to modify the creditor.

Once we have changed or modified the creditor, we must click the **Save** button in order to confirm the modification. However, if we decide not to save the change, then just click the **Cancel** button.

Delete an existing creditor

Similarly, to delete an existing creditor, we can search for the right creditor as above and then click the Delete button to delete it. However, only those creditors which have no transaction can be deleted.

Psoft will prompt us with a dialog box to confirm the deletion. Click the **Yes** button in the dialog box to confirm or the **No** button to cancel deletion.

Distribute Last Year Aging

This option allows us to distribute the creditor's opening balance into the correct periods. The opening balance amount consists of an arrears in different months from the previous accounting year.

To distribute the aging, do the following steps:

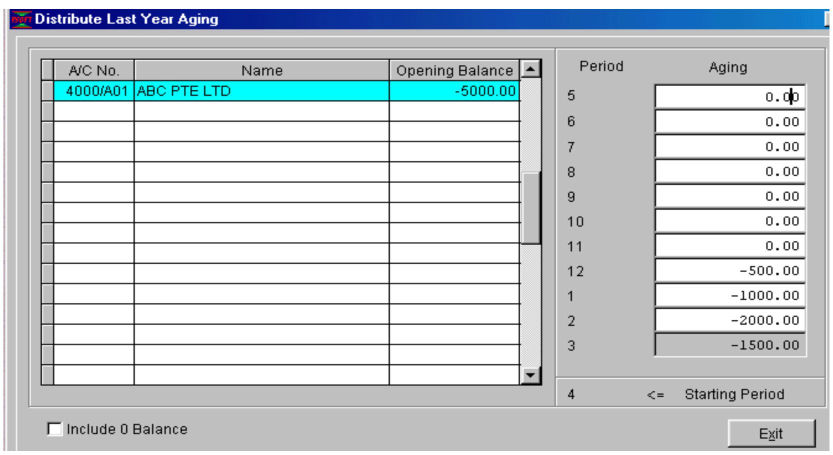
- Click the **Creditor** option in the Main menu bar and select the **Distribute Last Year Aging.**

- Click the **creditor account**, and distribute the aging from Period 11 backwards to Period 10, for E.g. as shown below table.

  If the Opening Balance is 5000/- with the aging shown:

Current Mth	1 Month	2 Month	3 Month	4 Month
0	500	1000	2000	1500

Psoft system's aging distribution will be as shown in the Figure below:



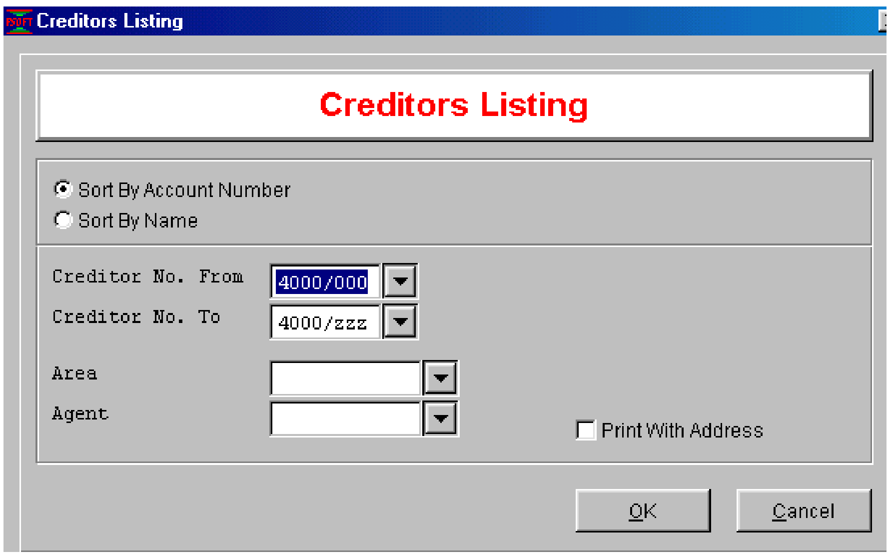
Creditor Listing

This option enable us to view and print a list of the creditors with their particulars.

- Click the **Creditor** Option in the Main Menu bar and select the **Creditor Listing**.

- We can select whether to print/view the listing sort by account number or sort by account name.

- We can also set the range of creditor listing by selecting the limits of the creditors and also select the listing by Agent as shown:



- Notice from the above figure that we can also select to print the list with address by ticking the square box.

- Once decided, then click **OK** button to print/view the list.

Print Creditor Remittance

This option enables us to print a statement of account transactions for the creditor any time. The statement of account will show the creditor's
total outstanding amount and its aging details.

- Click the **Creditor** Option in the Main Menu bar and select the **Print Statement** option.

- When we print the statement of account, we can select the number of creditors to be printed or any of the following ranges:

Period From	:	The starting period
Period To	:	The ending period
Date From	:	The starting date of the transaction
Date To	:	The ending date of transaction
Statement Date	:	The date of the statement when printed
Creditor No. From	:	The starting creditor number
Creditor No. To	:	The ending creditor number
Area	:	Creditor area code
Agent	:	The Salesman in charge

In addition to these, we can also include the following option:

- Include 0 Balance : This is to print creditor statement even if their outstanding balance is zero.

Once decided, then click **OK** button to start printing.

Print Creditor Statement

This option allows us to print creditor's monthly aging analysis for 6 month or 12 months respectively.

- Click the **Creditor** Option in the Main Menu bar and select the **Print Aging**.

- When we print the creditor aging report, we can also select the ranges of the creditors, period:

Period From	:	The Month/period of the report
Creditor No. From	:	The starting creditor number
Creditor No. To	:	The ending creditor number
Area	:	Creditor area code
Agent	:	The Salesman in charge
Report Date	:	The date when the report printed

Once decided, then click **OK** button to start printing.