



GAAP Hospitality Training Manual Version 1.4.270

MODULE EIGHT – DEBTORS & CREDITORS

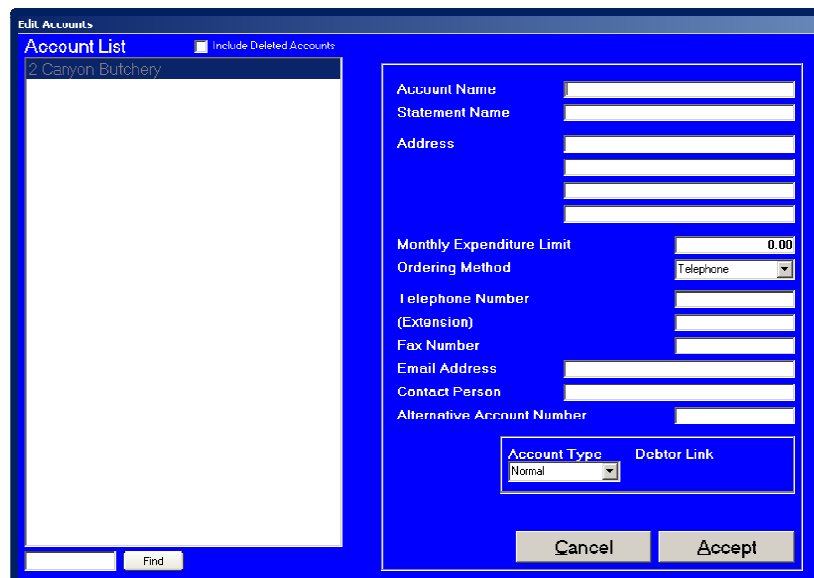
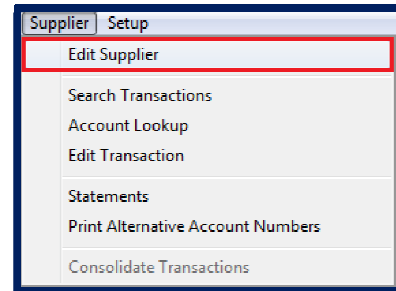
- Section 1** - Creating and Modifying Creditors
- Section 2** - Maintaining Creditors
- Section 3** - Creating and Modifying Debtors
- Section 4** - Maintaining Debtors

Debtors & Creditors

All suppliers are setup as creditors whether purchases are C.O.D or “on account”.

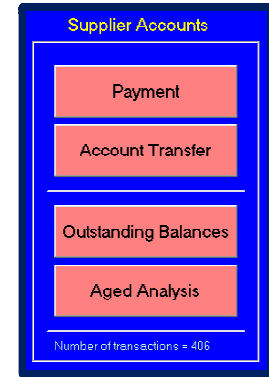
SECTION 1 – CREATING AND MODIFYING CREDITORS

- There are two ways to access Creditors in Hospitality Back Office:
 - Click on the **Orders Icon** (Shopping Cart).
 - Click on the second to the bottom button named **Supplier Accounts**.
 - Or click on the **General Procedures** dropdown menu.
 - Click on **Debtors and Creditors**.
 - Click on **Creditors**.
- At the top left of the new page, click on **Supplier**.
- In the dropdown, click on the tab **Edit Supplier**.
- There will now be three buttons to the right:
 - **Add Account** - Used to add a new debtor.
 - **Edit Account** - Used to change existing debtor details.
 - **Delete Account** - Used to remove a debtor.
(An account is never permanently deleted; it is just hidden from the list).
- Click on **Add Account**, fill in the name of the debtor in **Account Name** and click Accept. Nothing else needs to be filled in at this point.
 - **Monthly Expenditure Limit** - This allows you set a maximum credit limit for that supplier. You will not be able to process any orders once this limit has been exceeded.
 - **Alternative account number** - Used for the Pastel creditor account number.
 - **Account type** - This is for transferring stock to and from another business. This can be chargeable or non chargeable and can be linked to a Debtors account.
- If you want to edit any details of an existing debtor, you would click on **Edit Account**, make the changes and click **Accept**.
- To delete a supplier, click on the debtor you wish to remove from the list and click **Delete Account**. If you need to view this deleted account in the future, tick the tick box at the top of the Account List called **Include Deleted Accounts**. All deleted accounts will appear with an “@” before the name.



SECTION 2 – MAINTAINING CREDITORS

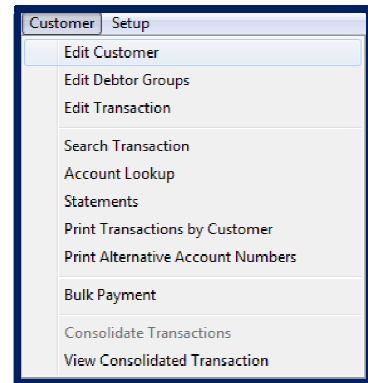
- There are two ways to access Creditors in Hospitality Back Office:
 - Click on the **Orders Icon** (Shopping Cart).
 - Click on the second to the bottom button named **Supplier Accounts**.
 - Or click on the **General Procedures** dropdown menu.
 - Click on **Debtors and Creditors**.
 - Click on **Creditors**.
- **PAYMENT** - Used to pay debtors' accounts and print mini-statements.
 - Enter an amount you wish to pay in the **Amount** field.
 - Select **Reverse Payment** if the debtor account needs to be credited.
 - Select **Date** if it is different from the current date.
 - Select how payment was made using the **Payment Method** drop down.
 - In the **Reason** field, enter any appropriate payment reference.
 - Click **Accept**.
 - The payment will now reflect in the **Transaction List** and the outstanding balance will be updated.
 - **Mini Statement**
 - Tick the **Show all transactions** checkbox to view all the debtor's transactions.
 - Alternatively, select the year and month required.
 - Click the **Print Mini Statement** button.
- **ACCOUNT TRANSFER** - Used to move amounts from one account to another.
- **OUTSTANDING BALANCES** - To view a list of total outstanding balances according to the selected period.
- **AGED ANALYSIS** - To view total outstanding balances split into columns of Older, 60, 30, Current and Totals.



Suppliers		Transaction List	
2 Bev Supplier	Bev Supplier	Day Reason	Amount
3 Second Bev Supplier	Current Balance	11/02/09 12514	-227.43
5 Food Supplier	Amount	14/09/11 1234	-1853.50
6 Coldrink Supplier	853.52	14/09/11 Receipt: Cash	1853.50
20 Supermarket	Change Date	14/09/11 1235	-323.83
35 Dry Goods Supplier	Reason	14/09/11 c/n 1235	36.30
38 Beverage Supplier	123456 Paid cash	10/01/12 123456	-853.52
	Reference	10/01/12 56543	-1360.40
	Payment Method	10/01/12 C/N 126	181.49
	Accept	10/01/12 Receipt: EFT JE	1000.00
	Exit	<input checked="" type="checkbox"/> Show all transactions Select Month: November Select Year: 2012	

SECTION 3 – CREATING AND MODIFYING DEBTORS

- Click on the **General Procedures** dropdown menu.
- Click on **Debtors and Creditors**.
- Click on **Debtors**.
- At the top left of the new page, click on **Customer**.
- In the drop down, click on the tab **Edit Customer**.
- There will now be three buttons to the right:
 - **Add Account** - Used to add a new debtor.
 - **Edit Account** - Used to change existing debtor details.
 - **Delete Account** - Used to remove a debtor.
(An account is never permanently deleted; it is just hidden from the list).
- Click on **Add Account**, fill in the name of the debtor in **Account Name** and click **Accept**. Nothing else needs to be filled in at this point.
 - **Alternative Account Number** - Used for the Pastel debtor account number
 - **Swipe Card** - Used if debtors are allocated swipe cards.
 - **Credit Limit** - Used to determine the maximum allowed expenditure. If set to 0.01, the account must be in credit.
- If you want to edit any details of an existing debtor, you would click on **Edit Account** make the changes and click **Accept**.
- To delete a debtor, click on the debtor you wish to remove from the list and click **Delete Account**. If you need to view this deleted debtor in the future, tick the tick box at the top of the debtor list called **Include Deleted Accounts**. All deleted accounts will appear with an "@" before the name.

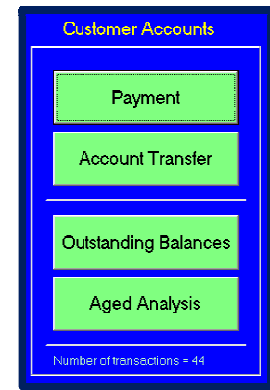


Account Name	<input type="text"/>
Statement Name	<input type="text"/>
Alternative Account Number	<input type="text"/>
Swipe Card	<input type="text"/>
Credit Limit	<input type="text" value="0.00"/>

Postal Address	<input type="text"/>	Delivery Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

SECTION 4 – MAINTAINING DEBTORS

- Click on the **General Procedures** dropdown menu.
- Click on **Debtors and Creditors**.
- Click on **Debtors**.
- **PAYMENT** - Used to pay debtors' accounts and print mini-statements.
 - Enter an amount you wish to pay in the **Amount** field.
 - Select **Reverse Payment** if the debtor account needs to be debited.
 - Select **Date** if it is different from the current date.
 - Select how payment was paid using the **Payment Method** dropdown.
 - In the **Reason** field, enter any appropriate payment reference.
 - Click **Accept**.
 - The payment will now reflect in the **Transaction List** and the outstanding balance will be updated.
 - **Mini Statement**
 - Tick the **Show all transactions** checkbox to view all the debtor's transactions.
 - Alternatively, select the year and month required.
 - Click the **Print Mini Statement** button.
- **ACCOUNT TRANSFER** - Used to move amounts from one account to another.
- **OUTSTANDING BALANCES** - To view a list of total outstanding balances.
- **AGED ANALYSIS** - To view total outstanding balances split into columns of Older, 60, 30, Current and Totals.



Customers		Transaction List	
No	Name	Day	Reason
7	Miss. M. Monroe	18/10/07	Invoice : 22
5	Mr. B. MCarthy	28/08/12	Invoice : 213
2	Mr. B. Skinstad		
8	Mr. E. Prestley		
1	Mr. J. Smith		
6	Mr. J. Soap		
3	Mr. N. Botha		
4	Mr. V. Matfield		

Mr. V. Matfield	
<input checked="" type="radio"/> Payment	<input type="radio"/> Reverse Payment
Balance	852.00
Amount	767.00
Change Date	05/11/2012
Reason	Receipt: Cash
Reference	
Payment Method	Cash
Accept	

Day	Reason	Amount
18/10/07	Invoice : 22	767.00
28/08/12	Invoice : 213	85.00

<input checked="" type="checkbox"/> Show all transactions	Print Mini Statement
Select Month	November
Select Year	2012

Find	Exit
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