



CF-03  
Customer and  
Supplier Files







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## Overview

### Objectives:

After completing this session you will:

- Understand the Customer Structure
- Be able to create new customers and amend existing customers.
- Understand the Supplier Structure
- Be able to create new suppliers and amend existing suppliers.

### Who should attend?

- Staff who require every day use of Customers and/or Supplier Files

### Dependencies

- K801 – K8 Introduction.

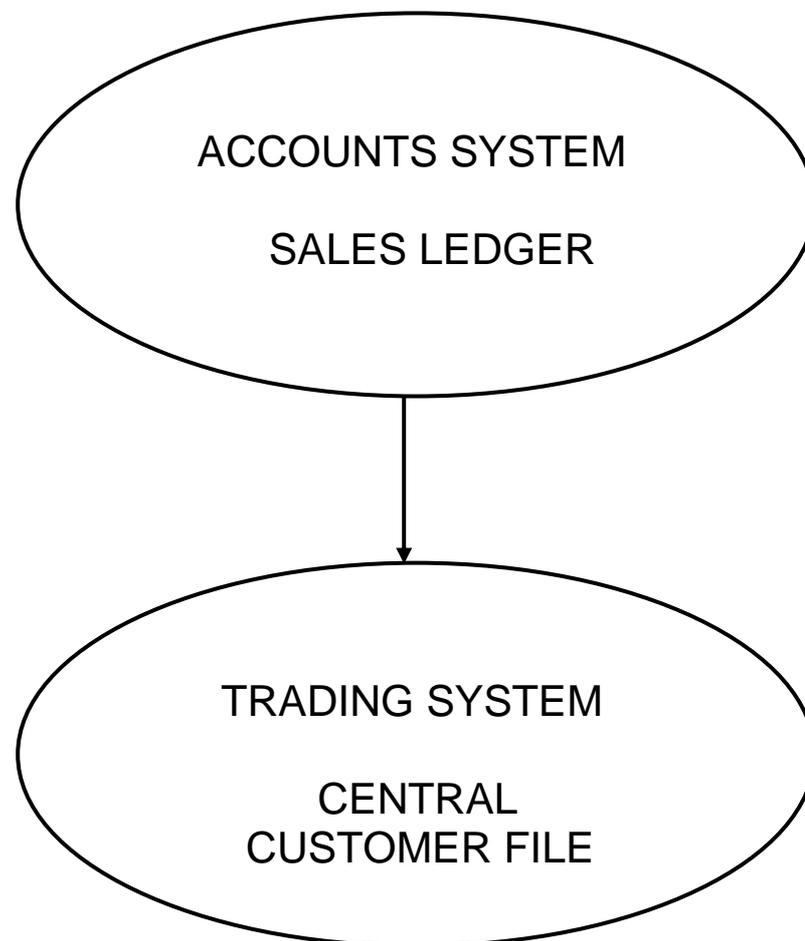
## The System Structure For Customers

The Kerridge K8 software package has two distinct areas, namely Trading and Accounts. The two areas are integrated so that information created in the Trading system, such as Sales Orders, are passed through to the Accounts system without the need to rekey.

However, for the integration to work Customers must be created firstly in the Accounts system and then copied over to the Trading system, for use in Sales Order Processing.

Note: If a customer is not created in the Sales Ledger and copied to Trading Central Customer File it will not be possible to create a sales order to that customer.

Also note that it is not possible to create customers within Sales Order Processing “on the fly”.



Note: There is also a Branch Customer File, which is covered on the Branch Training Courses.

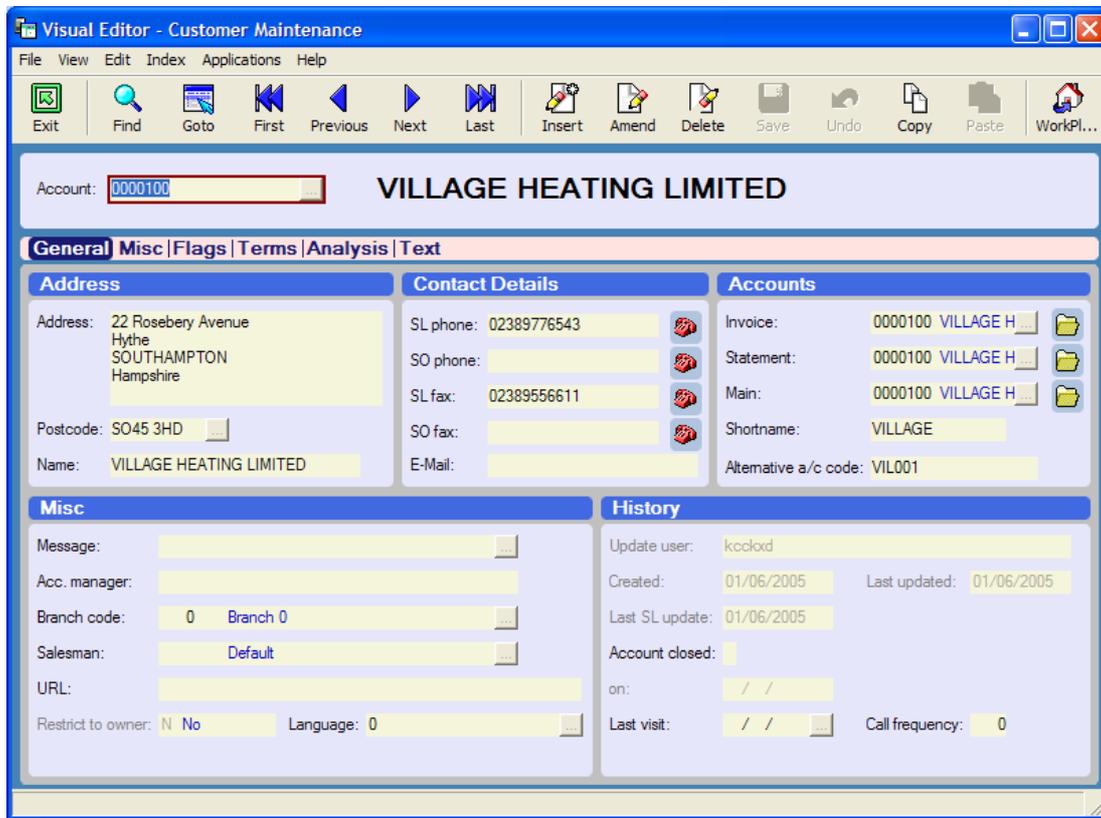


## Sales Ledger to Trading System.

Once you have created an account in the Sales Ledger, in order to be able to place Sales Orders in the Trading side of the K8 system, the account needs to be copied over to the Central Customer File.

There is an Agent option which runs overnight which will do this for you anyway but if the account is required to be used immediately this option must be ran manually.

# Customer Maintenance Form



There are 6 Tabs (Separate pages) within the form, these are:

- **General**
- **Misc.**
- **Flags**
- **Terms**
- **Analysis**
- **Text**

With each screen being further divided as necessary. The following few pages will take you through each screen, explaining what is required in each field.

**Account:** This field contains an account number which is unique to this customer. It is only filled in when a new account is created, and on systems where this is permitted. Existing account codes can never be changed. The account code is also subject to any mask that may have been agreed at the time of configuration of the system: i.e. you may find that it will only accept a particular combination of letters and numbers.



# General

## Address

**Address:** This consists of five fields containing the customer's address details.

**Postcode:** This field contains the customer's postcode. For consistency, and to enable customer postcode search facilities to function correctly, leave a space between the two elements of the postcode.

**Name:** This field contains the customer's trading name.

## Contact Details

**Phone 1:** This first field may contain a telephone number, with extension details. The number(s) should relate to the person within the customer's organisation who deals with Sales Ledger queries. The field is usually maintained within the Sales Ledger and it is not normally possible to amend it in the Trading system. It is usually included in the word search feature.

**Phone 2:** This is an optional field which may contain a telephone numbers or details of extensions. They relate to the person within the customer's organisation who is the main Trading contact. **This field may only be maintained in the Trading System** It is usually included in the word search feature.

**Fax 1:** This field may contain a fax number for the person at the customer's who deals with Sales Ledger queries. It is usually maintained within the Sales Ledger, and may not normally be amended in the Trading system.

**Fax 2:** This is an optional field which may contain a fax number. It relates to the person within the customer's organisation who is the main Trading contact. **This field may only be maintained in the Trading System** It is usually included in the word search feature.

**E-Mail:** This is an optional field which may contain an email address for the person at the customer's who is the main trading contact. **This field may only be maintained in the Trading System**

Note : If no Phone or Fax numbers appear in Phone/Fax fields, the system will print the Phone/Fax 1 by default.



## Accounts

**Invoice:** Unless it is changed, this field displays the Account code entered at the top of this form. It indicates that this is the account to which invoices will be sent. Only large customers will need further accounts set up as described below:

**Order point accounts**, which have an address different from the main account are created by the system cloning the original invoice account and adding an extra character to the code. In this way, all the appropriate details and default settings are automatically provided, and multiple delivery points can easily be set up for a single invoice account. If your customer has a very large number of order/delivery points, (building sites, for example), then the order point system, which works by appending letters, cannot create enough account numbers (it can create just twenty-six).

In this case, you need to go to **Delivery Point Accounts**. These are created in the Sales Ledger, like normal accounts, and can then be linked to the invoice account in Customer Maintenance.

**Statement:** By default, this field displays the Account code entered at the top of this form and indicates that this is where statements will be sent. It is most often amended in the case of customers who have multiple invoice accounts, but want their statements sent to a different address.

**Note:** Multiple statement accounts may also be set up for a customer, (particularly useful for large companies with Regional administrations). If it is permitted to create Invoice accounts in the Trading system, then an account number may be entered in this field to indicate which pre-existing customer account is the Statement account for this Invoice account. In most cases, however, this account number is the same as the Invoice account.

**Main:** This field normally displays, by default, the Account code entered at the top of this form, indicating that this is the account which is the "owning" or Head Office account for all the Statement and Invoice accounts. It is most often set up in the Trading system for customers who have multiple Statement or Invoice accounts and is used only for analysis purposes. If it is permitted to create Invoice accounts in the Trading system, then you may enter a value in this field to indicate which pre-existing customer account is the main (or Head office) account for this Invoice account. In most cases, though, this account number is the same as the Invoice account.

**Shortname:** This field contains a short name for account search purposes. It is optional, and used mainly by the searches in the Sales ledger module, and maintained there. Although short name searches may be used within the Trading system, more sophisticated word search facilities are more usual. This is because these include elements such as name and address, contact names, postcode and telephone numbers. Nonetheless, this field is usually included in the word search feature.



## Misc

**Message:** This field may optionally be used to display a short message whenever this account is selected in Sales Order Processing. **This field may only be maintained in the Trading System**

**Acc. manager:** This optional field is used to hold the name of the account manager who is responsible for this customer. It may alternatively be used for other text requirements **and may only be maintained in the Trading system.** This field is usually included in the word search feature.

**Branch code:** This field contains the code of the branch responsible for this customer. It may either be maintained within the Sales ledger, using the Br (Branch) field on the Sales Ledger account - General form or exclusively within in the Trading system. If maintained in the Sales ledger, this code must match one of the entries set up on the Nominal ledger - Miscellaneous options - Branch descriptions table. If maintained in the Trading system, this field must match one of the rows set up in the Branch file - Branch file maintenance option. To avoid mismatch problems, it is recommended that both tables should contain the same entries.

**Salesman:** This field is used to allocate the main salesman responsible for this customer. This code is normally passed into sales analysis through Sales Order Processing and may be used for representative performance reporting. The field is usually maintained in the Trading system. However, by special arrangement, it may be maintained in the Sales ledger. This code must match one of the rows set up in the Customer file - Miscellaneous & pricing menu - Sales people details option.

**Note:** Changes made to this field are not retrospective. I.e. only new orders raised on the system will start to use this salesman. Any existing orders on the system that you wish to reflect this change will need to be manually updated. You should consider the possible effects changes to this field may have on any historical data you may wish to view or report on. E.g. Sales Analysis.

**URL:** This column will be used to record the customers' web site address, if they have one. These details are later used by the Customer information option, on the Sales Order Processing Display Menu, to display the customer's website, if more details are required while raising a sale.

**Note:** You will also need a connection to the internet, for this to work.

**Restrict to owner:** This tick box  indicates whether the account is exclusive to a branch. If ticked, then all other branches are excluded from using this customer in Sales Order Processing. If the account is not allocated to a specific branch, this field is empty by default. **It may only be maintained in the Trading system.**

## History

**Update user:** This system-maintained field displays the UNIX login identifier of the operator who created or last amended this customer row within the trading system. If the row was amended from an external source, this field will normally contain the legend "UPDATE".

**Created:** This system-maintained date field holds the date of creation of this customer account row within the trading system.



**Last updated:** This system-maintained date field holds the date that this customer row was last amended within the trading system.

**Last SL update:** This is a system-maintained date field which holds the date that this row was last updated by an external source such as a Sales ledger system.

**Account closed:** This system-maintained, single-character flag field (Y/N) indicates whether the account has been closed. If this field is set to a "Y" it cannot be selected in Sales Order Processing and it thus shows "N" by default when creating new accounts. This flag is set automatically to a "Y", by the overnight update routines, if an entry is made in the Account closed date field on the Sales Ledger - Other form. Normally, this field may not be amended in the Trading system.

**On:** This system-maintained date field contains the date when this account was closed. If an entry is made in the 'Account closed' date field on the Sales Ledger - Other form, this is copied into this field by the overnight update routines. Normally, this field may not be amended in the Trading system.

**Last visit:** This optional date field may be used to indicate the last date that this customer was visited by the representative responsible. This can be used in conjunction with the 'Call frequency' field on this form to provide representative call scheduling reporting. Reports using these fields can be prepared using the Kerridge Report generator "Repgen". **This field may only be maintained in the Trading System**

**Call frequency:** This optional field may be used to indicate the number of days between salesman visits. It can be used in conjunction with the 'Last visit' on field on this form to provide representative call scheduling reporting. Reports using these fields can be prepared using the Kerridge Report generator "Repgen". **This field may only be maintained in the Trading System**



## Categories

**Customer category:** This is a single-character field containing a code which describes the customer category, e.g. Normal, Inter-branch, Staff, Adjustment, and Processing.

From information set up in the customer category table, this indicator can be used by Sales Order Processing to apply staff pricing rates to this account or to determine whether the account is used for "processing for stock".

This code can also be used to control nominal ledger postings through the Accounts postings tables. This field may either be maintained within the Sales ledger, using the Category field on the Sales Ledger account - General form or exclusively within in the Trading system.

Sales ledger account categories are defined in the Sales ledger - System maintenance - Categories option. Trading system account categories are maintained in the Customer file - Customer & pricing files - Customer categories table. If this field is maintained in the Sales ledger, both tables must contain the same entries. For information on nominal ledger posting generation controlled by the customer category, see Accounts postings - Sales postings tables.

**Note:** Changes made to this field are not retrospective. I.e. only new orders raised on the system will reflect changes made in this category. Any existing orders on the system that you wish to reflect this change will need to be manually updated.

**Account type:** This is a single-character field containing a code which describes the type of trading account, namely Cash, Internal, Credit, Maintenance or Stock adjustment. This indicator is used to determine how Sales Order Processing transactions will be treated. Valid entries are

C - Cash account. Will generate cash sales documentation and pass only "paid" transactions across to the sales ledger;

A - Credit account. Will produce appropriate credit sales documentation and (normally) generate transactions for centralised invoice production - this then creates postings to the appropriate sales ledger account.

I - Internal account. This is used for Inter-branch and "Own use" accounts

X - Maintenance account. This is currently unused by the system.

Y - Stock adjustment. This is used for stock movements and stock-take adjustments. It will only pass the appropriate Nominal ledger postings through the Sales ledger without generating any financial transactions (e.g. Mill account)

This field is normally maintained in the Sales ledger. However, the account type codes in the Sales ledger are user definable and these must then be translated into one of the above fixed codes. The system has been pre-configured and should require no change here.

**Order category:** This single-character field contains the default order category for this customer. This allows specific accounts to be put by default into categories such as Delivered or Collected in Sales Order Processing. A blank entry applies the SOP default for the data entry terminal being used to input the order. This field must also be used to set Stock Adjustment accounts to an appropriate "adjustment" order category (normally "A").

**This field may only be maintained in the Trading System**



This code must match one of the table items set up in Customer file - Customer & Pricing files - Order categories.

**Note:** Changes made to this field are not retrospective. I.e. only new orders raised on the system will reflect changes made in this category. Any existing orders on the system that you wish to reflect this change will need to be manually updated.

**Packaging category:** If used, this field is utilised in conjunction with the Packaging module. It indicates what kind of user of packaging the customer is.

**Area code:** This field is used for assigning an area code to a customer. This code can be used for reporting purposes, and within the sales analysis options. The area codes are set up on the following menu: Central Master Files - Company Structure - Area codes table

**Delivery location:** This is used in conjunction with the [Delivery management System](#). This is not part of a standard implementation.

## Vat / Currency

**VAT code:** This single-character field contains a code which describes the VAT status of this customer, e.g. Standard, Export, and Exempt. The code determines the default calculation of VAT on each line in Sales Order Processing (SOP) and thus subsequent analysis for VAT reporting purposes. This value may be overridden by the VAT status of a particular product or, under certain circumstances, by manual override within SOP. The field is usually maintained within the Sales ledger and, normally, may not be amended in the Trading system. This code must match one of the rows set up in the Nominal ledger - VAT options - VAT codes and rates option.

**VAT group:** This is controlled from the accounts system if you create your customer rows firstly via the Sales Ledger. Otherwise, it can be amended here.

VAT Group only applies in multi-company environments where an office is trading abroad. It is relevant if you are generating a VAT return for another country.

**VAT registration no.:** This optional field may be used to hold the VAT registration number of export customers within the European Union. This may be used for Intrastat reporting purposes using either the Kerridge report generator or the Kerridge Intrastat reporting module. It is usually maintained within the Sales ledger and may not normally be amended in the Trading system.

**Currency code:** This field displays the currency in which this customer trades. It is usually maintained within the Sales ledger and may not normally be amended in the Trading system. This code must match one of the rows set up in the Nominal ledger - Bank and currency options - Add/modify currency codes option.

**Fixed or variable:** This single-character field is used to describe how currency conversions will be undertaken for this account. Valid entries are "V" - Variable or "F" - Fixed. If set to Variable then any conversion calculations will be performed based on the current exchange rates held in the Nominal ledger - Bank and currency options - Add/modify currency codes row defined by the Currency field on this form. If set to Fixed then any conversion calculations will be performed based on an exchange rate held in the Exchange rate (2) field held on this form. This field is maintained in the Trading system and is only used when foreign currency conversions are required, otherwise it will normally show, by default, "F".

**Note:** Changes made to this field are not retrospective. I.e. Changes will only start to take effect on newly raised orders.

**Fixed exchange rate:** This field contains a fixed exchange rate between the trading and local currencies. It is only used when a fixed rate has been selected in the Exchange rate (1) field held on this form. **This field is maintained in the Trading system** and is only used when foreign currency conversions are required; otherwise it normally displays zeroes by default.

**Base/currency prices:** this is used within SOP to show whether the pricing is shown in BASE currency (GBP) or in the country's currency. Invoices will be shown in the country's currency regarding of this setting.

## Other

**Customer order no:** This optional field may contain a fixed order number for this customer. This order number then appears by default in all transactions raised for this account in Sales Order Processing, although it may be overtyped as required. **This field may only be maintained in the Trading System**

**Order validation image:** This optional field may contain a validation image for this customer's order number. This is used to force a standard layout according to the customer's requirements. Any of the twenty positions may be defined as alphabetic ("A"), numeric ("#"), alpha-numeric ("N"), any character ("X") or the special characters "-" (hyphen), "/" (forward slash), "." (Full stop). In Sales Order Processing, the operator will be forced to comply with this image when entering an order number.

The validation image may also be used in conjunction with the Order number field on this form which can be used to provide a partial template. For example, if a customer's order number structure is "522899/nnnn", with the first seven characters ("522899/") being fixed and the last four characters to be quoted each time an order is raised, "522899/?????" could be entered in the Order number field and "#####/#####" in Validation image. In SOP "522899/?????" would be automatically put into the order number, but because the last four characters do not comply with the validation image ("?" is not a numeric character), the operator will be forced to change the four question marks to four numeric characters. **This field may only be maintained in the Trading System**

**Mandatory order no:** This field contains a single-character code which describes how customers have instructed that their order numbers are to be supplied. Valid entries are "W" - Written, "V" - Verbal or "N" - None.

"W" - Written Means that this customer always provides some documentary order number, either via fax or post. In this case the operator will be prompted in Sales Order Processing to confirm that a written order number has been received - a negative response will prevent the order from being processed any further.

"V" - Verbal Means that the operator will be forced to enter an order number in SOP, although this could be text such as "Not given", etc.

"N" - "None" Means that this customer does not normally use order numbers, and the order number field will become optional in SOP.

**Supply status:** This single-character field indicates whether this customer will accept partial orders. Valid entries are "C" - Complete orders only; "P" - Partial orders accepted; "M" - Manual. If the "C" - Complete orders option is selected then Sales Order Processing (SOP) will not allow a despatch note to be printed unless all the lines on the order are available for delivery. It allocates PRO status to in-stock items but won't allow a pick note (or delivery note if pick notes are not being used).

If the "M" - Manual option is selected, the choice will be offered to the operator in SOP.

**Note:** Changes made to this field are not retrospective. i.e. only new orders raised on the system will reflect changes made. Any existing orders on the system that you wish to reflect this change will need to be manually updated.



# Flags

## Details

**Contact management:** this flag if ticked forces the operator to chose a contact for the chosen account in SOP, or create a new contact to be attached to that account. The free type Contact name in SOP is greyed out.

**Customer/supplier?** This tick box  indicates whether the customer is also a supplier. This can be useful as a Sales ledger indicator to determine whether contras can be made between Purchase and Sales ledgers for this account. It is usually maintained within the Sales ledger and, may not normally be amended in the Trading system.

**Can customer order:** This tick box  is used to indicate whether sales orders can be raised for this account within Sales Order Processing. This will normally only be left unticked in cases where a customer has a Main account which is not used for order processing. **This field may only be maintained in the Trading system.**

**Inter-branch orders:** This tick box  is used to indicate whether sales orders can be raised for this account at a remote branch, within Sales Order Processing. It is used to prevent branches obtaining goods for stock from another branch where this would not normally be permitted, for example via a Cash sales or Internal use account. **This field may only be maintained in the Trading system.**

**Product code indicator:** This single-character field (Y/N/L) is used to indicate whether this customer requires their own product codes to be shown on Sales Order Processing documentation. If this is the case, a table of customer part numbers needs to be set up, although this does not need to exist prior to entering a 'Y' here. Additionally, if the customer wishes to use 'Luckins' product codes then this field should be set to 'L'. **This field may only be maintained in the Trading system.** Customer's part numbers are set up in a table using the Customer file - Customer product code option.

**Display prices in CDU :** If using POS will show the prices to the customer facing display unit.

**Site addresses allowed :** usually default tp Y. cash accounts may be set to N as amending the delivery address will prompt the saving of a site address. Could cause a lot of unused site addresses.

**Message dialogue box:** Y/N/T if set to Y, the customer internal text box will pop up on entering the account in SOP. Useful if a user is to prompt the customer that his account is overdue. Can also be set by terminal.

**Direct type :** Directs, semi-directs or Both.

**Price List :** Can be set to select a standard or customer specific price list. Used in conjunction with Terms Matrix.

**Note:** Note that customers' product codes will only appear on SOP documents if they have been configured to print them.

**Account card mandatory:** This tick box  indicates whether the input of the customers account details, in sales order processing, can only be done using an account card.

**Record demand:** This tick box  is used to indicate whether product demand history should be updated from Sales Order Processing for this customer. Certain internal accounts such as Stock adjustment or special "one-off" accounts may be left unticked to avoid generating unwanted product demand figures. **This field may only be maintained in the Trading system.** Demand figures are displayed on the Stock file - History form.

**Note:** Changes made to this field are not retrospective. i.e. only new orders raised on the system will reflect changes made. Any existing orders on the system that you wish to reflect this change will need to be manually updated.

**Update sales analysis:** This tick box  is used to indicate whether sales analysis data should be generated from Sales Order Processing for this customer. It will normally be ticked. Certain internal accounts such as Stock adjustment or special "one-off" accounts may be left unticked to avoid generating unwanted sales analysis figures. **This field may only be maintained in the Trading system.**

**Update order intake analysis:** This tick box  is used to indicate whether sales analysis data should be generated from Sales Order Processing for this customer. It will normally be ticked. Certain internal accounts such as Stock adjustment or special "one-off" accounts may be left unticked to avoid generating unwanted sales analysis figures. **This field may only be maintained in the Trading system.**

**Alter invoice address:** This tick box  indicates whether invoice addresses may be edited for this customer within Sales Order Processing. If this box is left clear, then goods may only be invoiced to the account address. Normally, this field should only be ticked on a Cash sales account, if required. Security implications should be carefully considered before allowing credit account invoice addresses to be altered. **This field may only be maintained in the Trading system**

**Alter delivery address:** This tick box  indicates whether delivery addresses may be edited for this customer within Sales Order Processing. If this box is left clear, then goods may only be delivered to the account address. **This field may only be maintained in the Trading system.**

**Backorder priority:** This single-character field displays the backorder clearance priority level assigned to this account. Valid entries are 0 to 9, with 9 being the highest clearance priority. Thus, when stock of a particular product is replenished, the system will suggest clearance of outstanding backorders by date within priority level sequence. Normal practice is to set customers to "9", inter-company accounts to "5" and competitors to "0"

In this way, customer's backorders should always be cleared first, followed by inter-company, with competitors last. **This field may only be maintained in the Trading system.**

# Terms

## **Customer Terms**

**Standard terms:** This optional field contains a Terms class code. This is a table which describes the standard pricing and discounts which are applicable to this and many other customers. As these are standard terms, there are usually very few such tables per system, although each table will probably contain an entry for each product discount group.

**Special terms:** This optional field contains a Terms class. This is a table which describes the special pricing and discounts which are applicable to this customer. These are the exceptions to the standard pricing terms. As these are special terms, they are often unique to each customer, although this does not need to be the case.

**Contract terms 1:** This field, together with Contract 2 and Contract 3, contains the Contract class. This is a table which describes the prices and discounts which are applicable to this particular contract. These are exceptions to the standard pricing terms. As these are contract terms, they are often unique to each customer, although this does not have to be the case. The terms class code must match one of the Contract Pricing Terms rows set up in Pricing tables - Terms matrix.

**Contract terms 2:** This is the second field containing the Contract class, as described in 'Contract 1' (above).

**Contract terms 3:** This is the third field containing the Contract class, as described in 'Contract 1' (above).

## **References**

**User defined 1:** This is the first of three optional free-format fields available to the user to hold information for marketing or analysis purposes. Reports using this field can be prepared using the Kerridge Report generator "Repgen". **These fields may only be maintained in the Trading system.**

**User defined 2:** This the second of the fields available for marketing or analysis purposes as described in 'User defined 1' (above).

**User defined 3:** This the third of the fields available for marketing or analysis purposes as described in 'User defined 1' (above).

**EDI order:** This tick box  indicates whether or not a customer can use Electronic Data Interchange (EDI) to send sales orders.

**EDI reference 1:** This is the first of two optional fields which may contain Electronic Data Interchange (EDI) address information when a customer trades via an EDI network. These fields are maintained in the Trading system and are only required when an EDI trading system is set up by the user. For further advice, please contact your Kerridge consultant or the Kerridge support department.

**EDI reference 2:** This is the second of two optional fields which may contain Electronic Data Interchange (EDI) address information, as described in 'EDI reference 1' (above).

## Other

### VAT inclusive prices:

**Discount method:** This field contains a single-character code which describes how a customer requires his discount to be given. Valid entries are I or C. An entry of I 'Invoice' means that the invoice produced will have all the discounts applicable to this customer deducted from it. C 'Credit' means that an invoice will be produced showing gross goods values and a separate credit note will be raised for all the applicable discount amounts. The latter option is useful for trades where the tradesman is required to pass invoices on to the end customer showing the full non-trade prices.

**Default price method:** This field contains a single-character code which describes the basis for default pricing for this customer. This is the base price to which the percentage entered in the Default discount field is applied. Valid entries are:

- R - Retail;
- L - Manufacturer's list;
- A - Average cost;
- D - Distribution price;
- B - Base cost.

The Retail, Manufacturer's list and Base cost prices are derived from the pricing fields held on the Product file - Sales details form.

Average cost prices are taken from the local branch Stock table, Average cost field.

The Distribution price is the first delivered purchase price field and is held on the Product file - Purchase details form.

This entry can be used as a safety net in the event that certain products are not covered by any of the pricing terms entries on this form. Additionally, certain accounts such as "Cash sales" and "Staff sales" will probably only require an entry to be made here to obtain all the required pricing. For example, if cash sales are always priced at Retail, the Pricing terms block may be left blank and the letter "R" entered here.

**Default price discnt:** This field contains a discount or uplift percentage figure, with uplifts being shown as negative. This is used in conjunction with the entry in the Pricing method field to provide a default price for this account. For example, staff sales may always be priced at Average cost plus 10%. In this case, the Pricing terms block would be left blank, "A" would be entered in Pricing method and -10.00 (minus 10 per cent) entered here.

**Settlement disc code:** This field contains a code which describes the settlement discount terms applicable to this customer. The code will be used in Sales Order Processing to discount VAT calculations and to calculate a settlement figure which will be passed to the Invoicing and Sales ledger modules. This field is normally maintained in the Sales ledger and passed across to the Trading system customer row. The settlement discount code must match one of the rows set up in the Accounts system - Nominal ledger - Settlement terms table.

**Campaign flag:** This tick box  describes how campaign and promotional prices will affect this customer. Ticking this box means that the customer will be charged the campaign or promotional price if it is lower than any of his terms prices. Leaving this box clear means that campaign and promotional prices are never given to this customer. This can be useful for public bodies or large companies who find it difficult to cope with price variances. Campaigns are created using a special form of Terms matrix table and promotions are created using the Pricing tables - Product promotion groups' option.



This is the second optional field that may be used to specify which pricing campaigns are applicable to this customer. Up to 20 single-character campaign identifying letters may be entered in this field. Note that separate Central and Branch campaigns could both use the same letter, e.g. "A". In this case, if the letter "A" was entered anywhere in this field, both campaigns would be applicable to this customer. If this field is left blank, then all campaigns will apply. Campaigns are created using a special form of Terms matrix table.

**Credit terms:** This field contains a code which describes the credit period applicable to this customer. The text to which this code relates may be printed on invoice documents. This field is normally maintained in the Sales ledger and passed across to the Trading system customer row. This code must match one of the rows set up in the Accounts system - Nominal ledger - Terms of business table.

**Payment methods:** This optional field may contain up to sixteen valid payment methods for this customer. Each payment method is a single-character code. Normally, this field is left blank and, by default, allows the customer to pay by any method. If, however, a particular cash sale customer has a bad cheque payment history, the option to accept cheques can be removed. This is achieved by entering here the remaining options which are available to that customer, perhaps cash or credit card payments only. If this customer should then offer to pay by cheque at the point of sale, the system will not accept it. Each code entered must match one of the table entries set up in Customer file - Customer & pricing files - Sales cash types.

**Advice method:** This field contains a code (single-character) which describes how prices are to be displayed on advice notes for this customer. Valid entries are

P - Priced; U - Unpriced; L - List price.

**Price shown as:** This field contains a code (one character) which describes how prices are to be displayed on invoices and advice notes for this customer. Valid entries are "D" - Discount or "N" - Net price. The Discount option will display base prices (unless Base or Average cost) and discount percentages, whereas the Net option will only ever display a single net price. The "D" option may be overridden by "N" - Net entries in the appropriate fields on the product or terms matrix rows. The "D" option will also be ignored if uplift is applied to the base price, which is normally when Base, Average or Standard cost is used.

**Invoicing method:** This single-character field contains a code which describes how customers have instructed that they wish invoices to be produced. This allows, for example, multiple orders to be consolidated onto a single invoice either at a National or Branch level. Also, an "Immediate" print option is normally set up, although this is usually only used for Cash sale accounts.

**This field may only be maintained in the Trading system.**

**Note:** Changes made to this field are NOT retrospective and will only apply to newly raised orders following the changes. i.e. any sales orders currently in the system will need to manually updated if you wish this change affect them too.

**Warning:** Before Attempting to use methods B, C or E please contact your Kerridge consultant, as changes may need to be made to other areas of the system to accommodate these changes (e.g. Stationery formats will require reviewing/updating to handle consolidated invoicing



This code is set by the default on the customer record. However, this can be changed at the point the Sales order is being raised.

**Cutting charges:** This tick box  is used to indicate whether cutting charges are applicable to this customer. This is normally used within the electrical wholesale industry to apply surcharges for supplying cut lengths of cable from a reel.

**Long len. surcharge:** This tick box  is used to indicate whether timber long length surcharges are applicable to this customer. If ticked, this customer will be surcharged if the timber product has a long length table allocated and appropriate tally lengths have been entered. If left clear, no long length surcharges will be calculated. These surcharges can be added or overridden within a pricing window in Sales Order Processing.

**Automatic carriage:** This tick box  is used to indicate whether this customer is to be charged carriage on the supply of Specials. If ticked, a carriage figure is calculated as a percentage of the goods value, between set upper and lower limits maintained within the system.

**Legal indicator:** This is a single-character field, with values "blank" or "L", which indicates whether this account is in Solicitor's hands. In Sales Order Processing, if this indicator is set, no transactions, including credit notes, can be processed for this account. This field is usually maintained within the Sales ledger and, normally, may not be amended in the Trading system.

**Credit limit:** This field contains the customer's total credit limit. It is maintained in the Sales Ledger accounts module.

# Analysis

## ***Rep Codes and Targets***

Pac 1 Description	Code	Rep	Sales Target
APPAREL	A		0

**PAC 1 description:** This information, describing the product group for each field, is derived from the Description field held in the table set up in the Product file - Product miscellaneous - Product group sub-coding (level 1) option. This description directly corresponds to the code in the next field. Both the description and code are automatically displayed, whether they are being used or not.

**Code** The PAC 1 code from the Product file - Product miscellaneous - Product group sub-coding (level 1) option

**Rep** This optional field allows a different salesman to be allocated to each major product group and is most often used for internal telephone contacts. This code is normally passed into sales analysis through Sales Order Processing (SOP) and may be used for secondary representative performance reporting.

SOP will select the correct second salesman code based upon the contents of this table and the PAC-1 analysis code of the item being sold. Note that this feature

may only be used if the first level of analysis (PAC-1) is defined as a single alphabetic character.

Each code entered must match one of the rows set up in the Customer file - Customer & pricing files - Salesmen details option.

**Sales targets:** Each field in this column represents the Company sales target for this customer, per month, for each of the PAC level 1 product analysis codes. It is optional. Each field is expressed as an integer number of thousands of pounds of turnover, net of VAT. Note that this feature may only be used if the first level of analysis (PAC-1) is defined as a single alphabetic character. These fields may only be maintained in the Trading system. Reports using these fields can be prepared using the Kerridge Report generator "Repgen".



**Size of organisation:** This is a single-character field containing a code which may be used to categorise customers according to the size of their business, e.g. Large, Medium or Small. This field is used for reporting purposes and may only be maintained in the Trading system. If used, this code must match one of the items set up in the Customer file - Customer & pricing files - Organisation sizes table.

**Business type:** This field contains a code which may be used to categorise customers according to their type of business, e.g. General builder, Plumber, Joiner. This field is used for reporting purposes and may only be maintained in the Trading system. If used, this code must match one of the items set up in the Customer file - Customer & pricing files - Business types table.



# Text

**Customer Text:** These three forms (External, Internal and Branch), are used to hold any relevant details for this customer which you wish to maintain.

The contents of these forms can normally be displayed via a function key in the relevant operational module such as Sales Order Processing.

## Creating a new customer

Every new customer must have certain essential details entered into the system. This is known as a Customer Row.

You must create a Customer Row first in the Sales Ledger (go to Centre/Sales Ledger/Accounts Maintenance), before going on to do the same in Customer Maintenance.

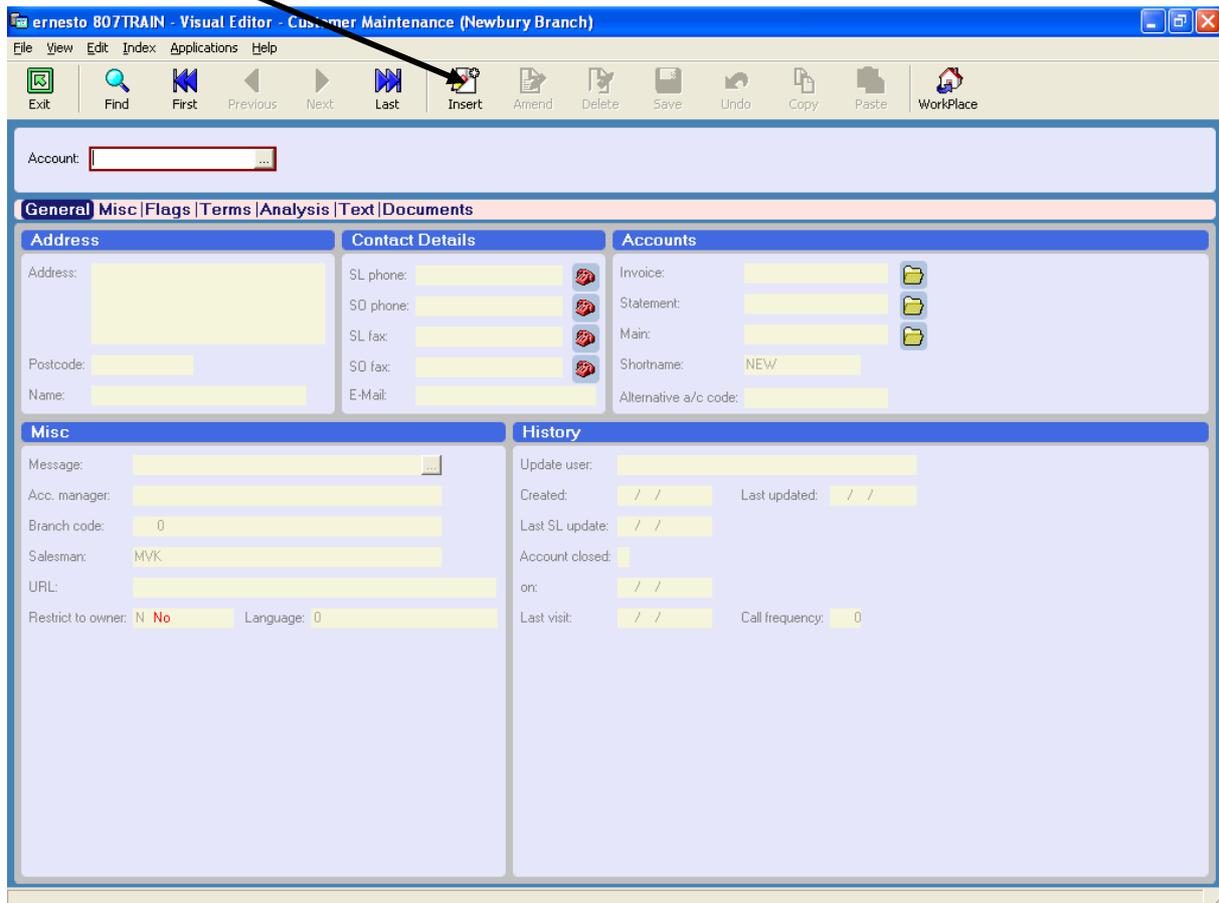
You must also be in the Central Company (and not Branch), as customer rows are created centrally.

(You can then add supplementary information at branch level: go to Branch File - Customer Files - Customer Maintenance).

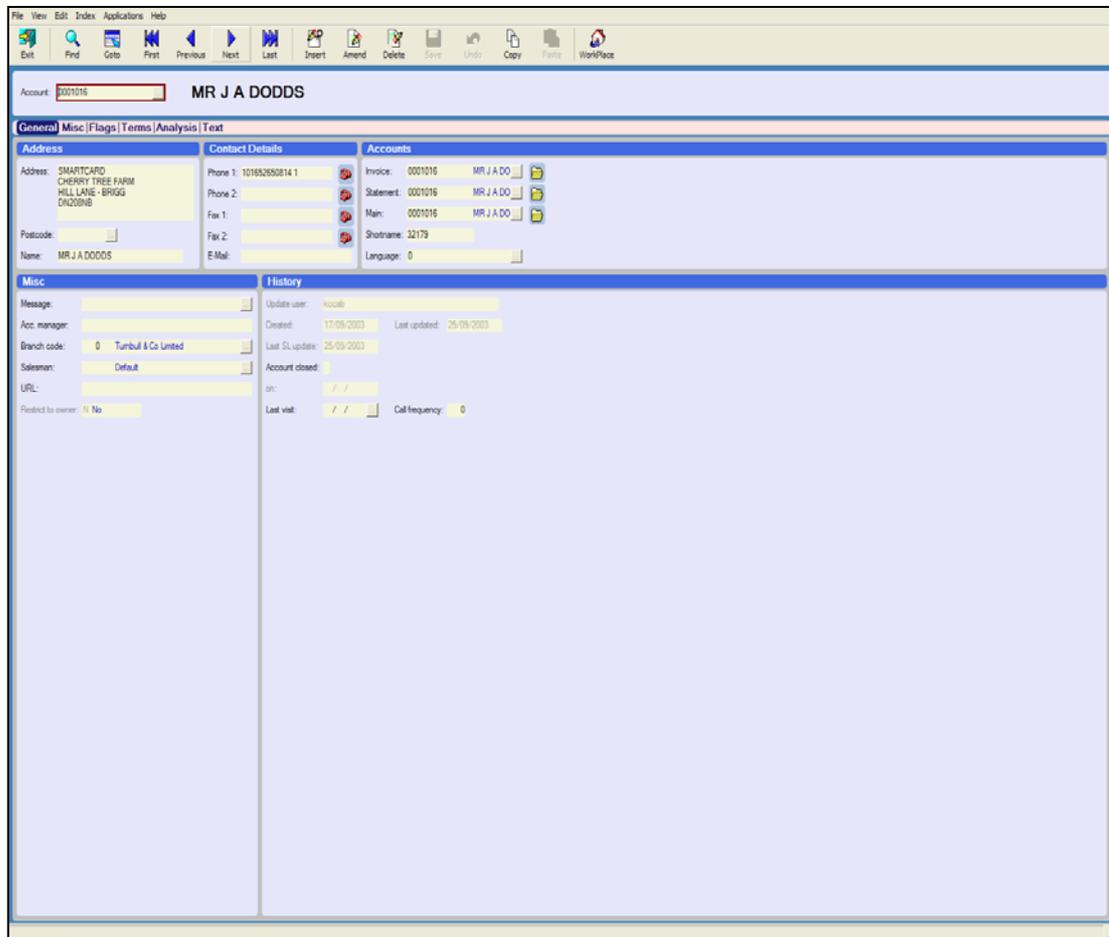
You can then create a Customer Row in the Trading System Go to the System menu and take the following path:

Central Master Files - Customer File - Customer Maintenance  
The Customer Maintenance form is displayed.

Click the 'Insert' button  , at the top of the form, to enter Create mode.



Enter an account code, (as created previously in the Sales Ledger). Details of the customer's address and account appear, brought in automatically from the Sales Ledger. Other details also appear, taken by the system from the default Customer Row.



Complete the remaining fields, or amend completed ones as appropriate

Click 'Save'  for the details to register. The customer's details remain displayed on the form, but you are free to move to another customer using 'Goto' , or to exit.

**Note:** If an error is made or the customer is not required, click 'Undo' . This will undo any changes that have been made, since the last time you saved.

## Amending an existing customer

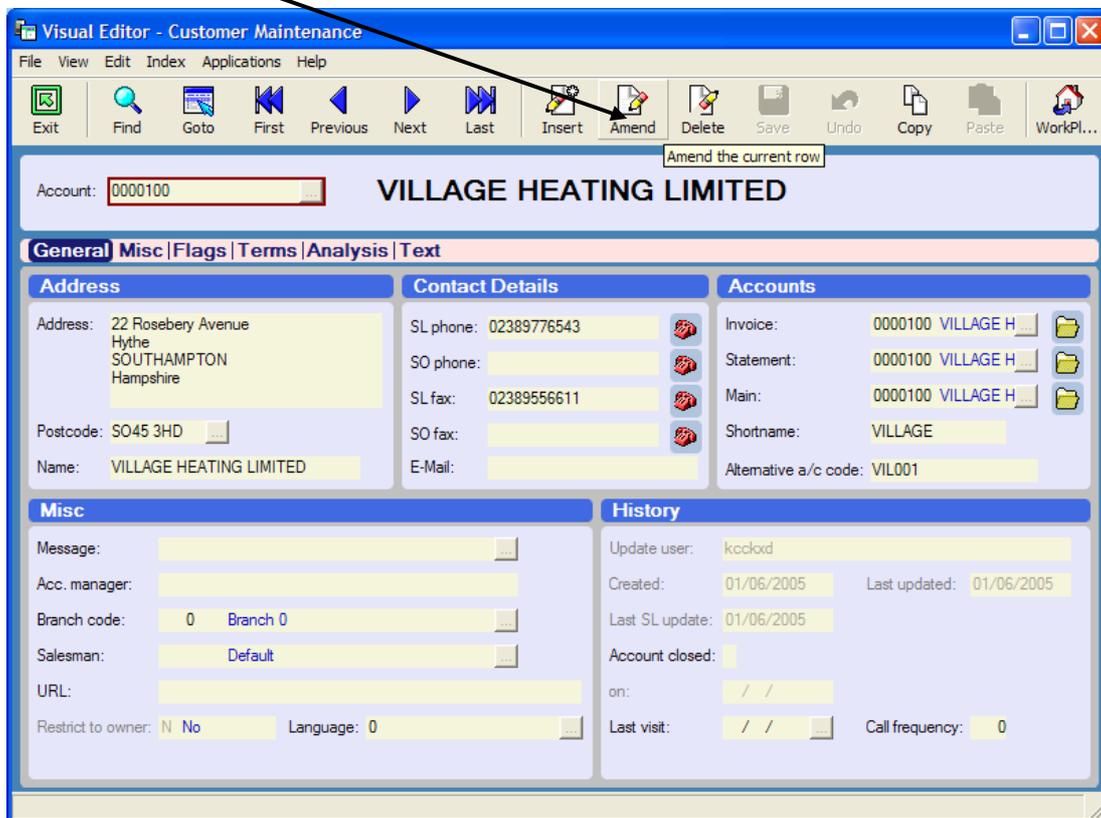
To make changes to an existing customer row, first ensure that you are in the Central Company.

From the System menu, take the following path:

Central Master Files - Customer File - Customer Maintenance  
 The Customer Maintenance form is displayed.

Enter the customer's code (use the searches if you are not sure what it is). This loads the details that currently exist for this customer.

Click 'Amend' , at the top of the form.



Make changes to the fields as required.

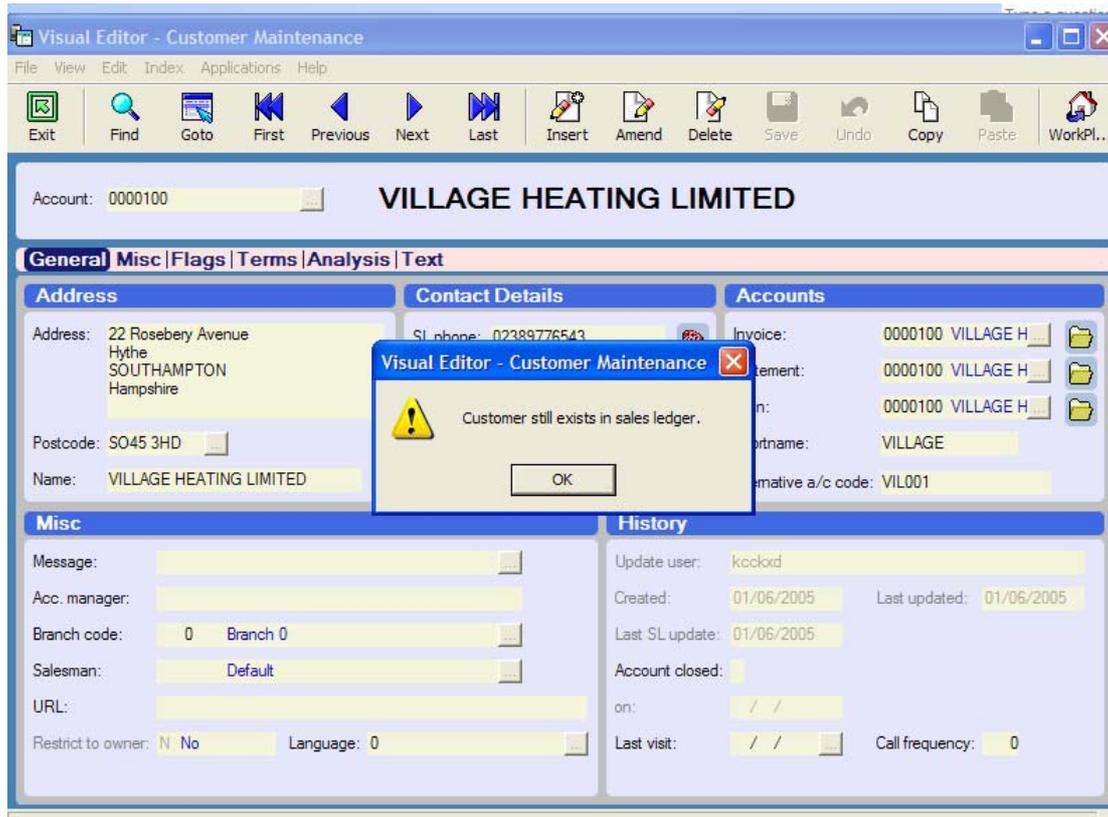
Click 'Save'  so that your changes are retained. The customer's details remain displayed on the form, but you are free to move to another customer using 'Goto' , or to exit.

**Note:** If an error is made or the amendments are not required, click 'Undo' button, . This undoes any changes that have been made since the last time you saved.

## Deleting a customer

**Warning:** You must first delete customer rows from the Sales Ledger before they can be removed from the Customer table.

Failure to do this will cause the following message to be displayed:



Go to the Sales Ledger and delete the customer. This will only be possible if there are no transactions on the account.

Note : If an account is to be closed, rather than deleting it, close it as this will all links to history will display "Row not found" in AA, etc.

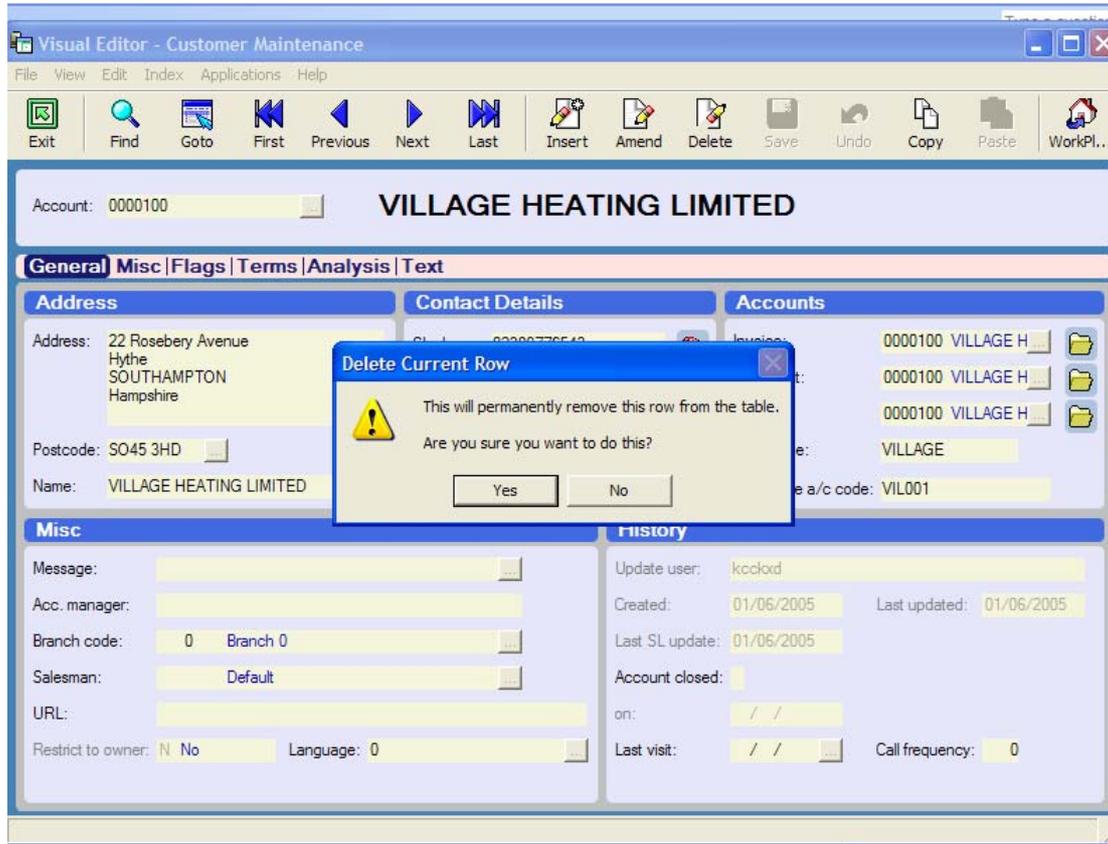
Before attempting deletion, make sure you are in the Central Company.

Go to the System menu, and take the following path:

Central Master Files - Customer File - Customer Maintenance  
 The Customer Maintenance form is displayed.

Enter the code for the customer you want to delete. The details that currently exist for this customer then appear in the form.

Click 'Delete' . A box appears, warning you that deletion is permanent.

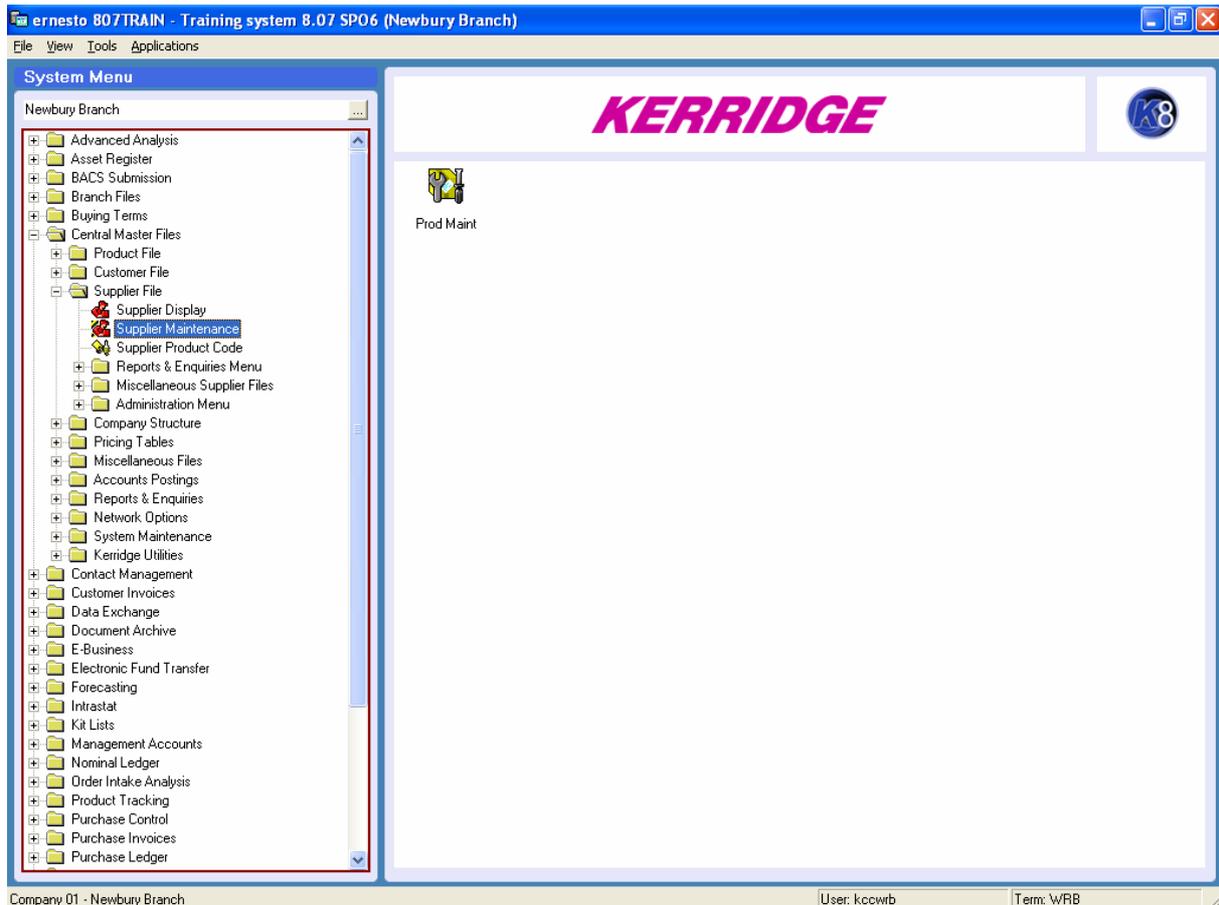


Confirm 'Yes'. The form changes to show details of the next customer on the table. The customer has now been deleted.

# Supplier Maintenance

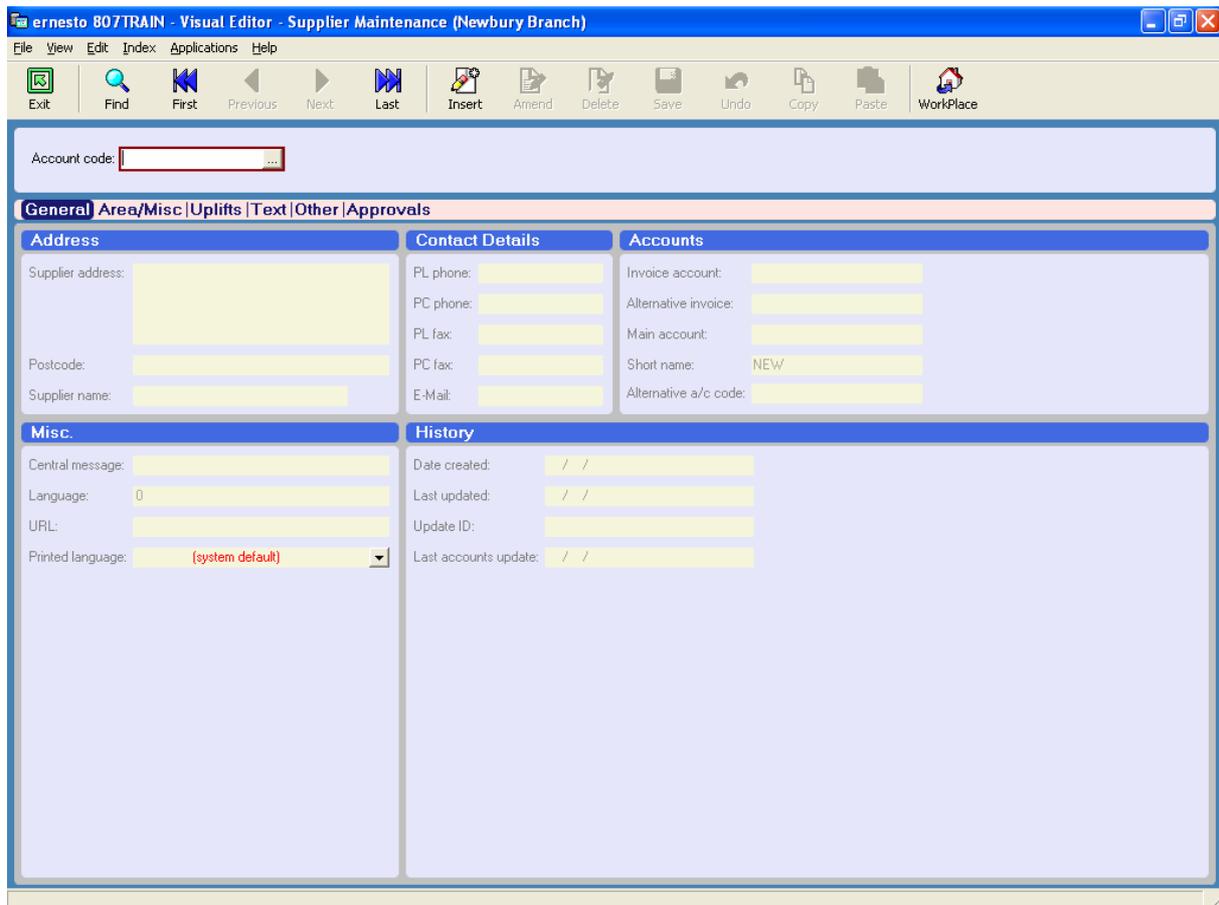
Is found via a menu option within:

Centre / Central Master Files / Supplier Files / Supplier Maintenance



Or via a shortcut on your favourites screen if you have it set up. (See appendix 1 for instructions on how to setup a shortcut on your favourites screen)

# Supplier Maintenance Form



There are 5 Tabs (Separate pages) within the form, these are:

- **General**
- **Area / Misc.**
- **Uplifts**
- **Text**
- **Approvals** ( Only used if customer is split nationally into regions )

With each screen being further divided as necessary. The following few pages will take you through each screen, explaining what is required in each field.



# General Tab

## **Address**

**Supplier Address:** As it suggests is the full postal address for the Supplier you are creating / amending.

**Note:** Changes made to these address fields only apply to new orders. You must update manually any old orders, which you want to display the new address details. Your changes may have an effect on printed reports or stationery, such as Advice notes and Invoices, produced by the system.

**Postcode:** This field contains the Suppliers Postcode, for consistency and to enable postcode search facilities to function correctly a space should be left between the two elements of the Postcode. i.e. IP26 5NN

**Supplier Name:** This is a field which contains the supplier's trading name.

**Note:** If you have a system where the supplier account is created in the Purchase Ledger, do not change the address, postcode or name fields.

The address, postcode and name fields are usually included in the word search facility when searching for a supplier.

## **Contact Details**

**Phone 1:** This field is used to contain the phone number of the person within the Suppliers organisation who deals with Purchase ledger queries. This is usually maintained within the Purchase ledger and, normally, may not be amended in the Trading system. It is usually included in the word search feature.

**Phone 2:** This is an optional field which may contain a telephone number for the person within the supplier's organisation who is the main trading contact. This field may only be maintained here in the Trading system. It is usually included in the word search feature.

**Fax 1:** This field may contain a Fax number for the person within the Suppliers organisation who deals with Purchase Ledger queries and as with the Phone 1 field is usually maintained within the Purchase Ledger and normally may not be amended in the trading system.

**Fax 2:** This is an optional field which may contain a fax number for the person within the supplier's organisation who is the main trading contact. This is the default number to be used when faxing Orders to this supplier within Purchase Order Processing, although this may be overridden. **This field may only be maintained in the Trading system.**



## Accounts

**Invoice account:** Unless it is changed, this field displays the Account code entered at the top of the form. It indicates that this is the account to which invoices will be sent. Some suppliers will require a second invoice.

**Alternative Invoice:** This is an optional field which may be used to set a default Factor account against a particular supplier. Factor accounts are used to cater for Buying societies which are not primary suppliers, but companies to whom a supplier will send invoices which will then be aggregated and passed on to the purchaser for payment. In Purchase Order Processing (POP), this account code will be defaulted as the "Invoice to" account, although it can be removed or overridden with another account code. "Invoice to" information must be configured to appear appropriately on the faxed/printed Purchase order documents. Whilst the factor supplier row must pre-exist for the account code to be selected here, this account is only checked to be a valid Factor account (Type field containing "F") when used in POP. **This field may only be maintained in the Trading system.**

**Main Account:** This is a field which normally defaults to the value of the Account code entered on this form and implies that this is the account to which payments will be made. If it is permitted to create Invoice accounts in the Trading system, then a value may be entered in this field to indicate which pre-existing supplier account is the main (or Head office) account for this Invoice account. In most cases, however, this account number is the same as the Invoice account and this is the default.

**Short name:** This is an optional field which contains a short name for account search purposes. This is mainly used as a search field in the Sales ledger module and will normally be maintained there. Although short name searches may be used within the Trading system, more sophisticated word search facilities are more usual. This is because these include elements such as name and address, contact names, postcode and telephone numbers. However, you will find that this field is usually included in the word search feature.

### **Misc.**

**Central message:** This is a field which may optionally be used to display a short message whenever this account is selected in Purchase Order Processing. **This field may only be maintained in the Trading system.**

**EDI reference no:** This is an optional field which may contain Electronic Data Interchange (EDI) address information when a supplier trades via the EDI network. This field is only defined when an EDI trading system is set up by the user. **This field may only be maintained in the Trading system.**

**EDI sub-reference:** This is an optional field which may contain Electronic Data Interchange (EDI) sub reference information when a supplier trades via the EDI network. This field is only defined when an EDI trading system is set up by the user. **This field may only be maintained in the Trading system**

**Language number:** Used to dictate the default language used

**Email:** This is an optional field which may contain an email address for the person within the supplier's organisation who is the main trading contact. **This field may only be maintained in the Trading system.**

**URL:** This column will be used to record the supplier's web site address, if they have one.



These details are later used by the Supplier Display option, which can be found in Purchase Control, Sales Order Processing and on the Branch and Central Supplier menus.

**Note:** You will also need a connection to the internet, for this to work.

## ***History***

**Date created:** This is a display-only field which holds the date of creation of this supplier account row within the trading system.

**Last updated:** This is a display-only field, which holds the date that this supplier row was last amended within the trading system.

**Last accounts update:** This is a display-only field which holds the date that this row was last updated by external data received from a Purchase ledger system. Such updates are usually carried out automatically by the overnight End-of-day routines.

**Update ID:** This is a display-only field which holds the UNIX login identifier of the operator who created or last amended this supplier row within the trading system

## Area / Misc Tab

### **Categories**

**Accounting division:** This is a field which contains a code describing the nominal ledger accounts division to which this supplier account belongs. This is usually maintained within the Purchase ledger and, normally, may not be amended in the Trading system. This code must match one of the rows set up in the Nominal ledger - Systems maintenance - Accounting division's option.

**Supplier type:** This field contains a single-character code which describes the type of trading account, e.g. Main, Address, Factor, Inter-company, and Haulier. This indicator is used to determine how Purchase Order Processing transactions will be treated. Main accounts will produce the full range of documentation and stock movement, while Address accounts are normally order points from which goods may be ordered but invoices are received from a main office. Factor accounts are used to cater for Buying societies which are not primary suppliers, but companies to whom a supplier will send invoices which will then be aggregated and passed on to the purchaser for payment, and service accounts such as Haulier are used within a purchase order to raise haulage charges and haulier documentation. Inter-company accounts are used when raising Inter-branch transfers.

This code must match one of the table items set up in miscellaneous supplier files - Supplier types. On most systems, this code is maintained in the Purchase ledger and these Supplier type entries must be duplicated in the Purchase ledger - miscellaneous tables - Categories table. Consequently, this field is not normally amendable in the Trading system.

**Note:** The supplier type is also verified against Purchase Order type when raising/processing orders. Be careful, therefore when changing this field that no outstanding orders exist in the system.

**Quality level:** This is an optional flag to indicate the quality of the supplier's products. These codes are set up in the Central Supplier Miscellaneous tables.

**Settlement discount:** This is an optional field which may contain a code which links this supplier to the appropriate buying terms. These terms are used, together with other fields in this row, to calculate buying prices in Purchase Order Processing. **This field may only be maintained in the Trading system.** If entered, this code must match one of the rows set up in the Nominal ledger - Miscellaneous options - Tables maintenance - Settlement terms option.

**Credit terms:** This field contains a code which describes the credit period applicable to this supplier. The text to which this code relates may be printed on invoice documents. This field is normally maintained in the Purchase ledger and passed across to the Trading system supplier row. This code must match one of the rows set up in the Nominal ledger - Miscellaneous options - Tables maintenance - Terms of business table.

**Account type:** This is a single-character display-only field which contains an account type indicator. Valid entries are "A" - Credit Account or "I" - Internal account. This indicator is automatically derived from an entry in the supplier type table selected in the Type field on the Supplier file - General form. This code is held in the Type field against the appropriate table item set up in Purchase ledger - System maintenance - Account types.



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**Order from supplier:** This is a tick box  which is used to indicate whether purchase orders can be raised for this account within Purchase Order Processing. This will normally only be left un-ticked, if the account is to be used for indirect services such as haulage etc. **This field may only be maintained in the Trading system.**

## Flags

**P/O Trans method:** This is a single-character field containing a code which describes the default method to be used when sending purchase orders to this supplier. These methods could include printed paper, EDI and Fax, dependent upon available system resources. This supplier default may be overridden at the time of raising a Purchase order. **This field may only be maintained in the Trading system.** This code must match one of the entries set up in the Supplier file - Miscellaneous supplier files - Transmission methods table.

**Advice method:** This is a single-character field containing a code which describes how this supplier normally advises deliveries. These methods could include printed paper, EDI and Fax, dependent upon available system resources. This supplier default may be overridden at the time of raising a Purchase order. **This field may only be maintained in the Trading system.** This code must match one of the entries set up in the Supplier file - Miscellaneous supplier files - Transmission methods table.

**Part receipts:** This is a tick box,  which is used to indicate whether this supplier normally fulfils outstanding balance orders. In the Purchase Order Processing "receipt" option, this flag will determine whether, on partial receipt of an order line, to default the outstanding balance as "to follow" (ticked) or to zero (blank), although this can be overridden by the operator. **This field may only be maintained in the Trading system.**

**Supplier products:** This is tick box,  which is used to indicate whether this supplier requires his own product codes to be shown in Purchase Order Processing documentation. In this case, a table of supplier part numbers needs to be set up, although this does not need to exist prior to entering a tick here. **This field may only be maintained in the Trading system.** Supplier's part numbers are set up in a table using the Supplier file - Supplier product codes option.

**Note:** Supplier's part numbers will only appear on purchasing documents. This is as standard . PC\_trans\_ALIAS is used (picking up details from CF\_supar) If there is no row, PC\_trans\_PART is populated into ALIAS.

**Price ruling:** This field contains a single-character code which determines the date at which this supplier's prices are effective.  
Valid entries are:

- "O" - Date of Order;
- "D" - Date of Despatch;
- "U" - Unknown.

If the "D" option is selected, then Purchase Order Processing will re-price orders when the goods are receipted. If "U" is selected, the operator will be given the option to re-price the order. **This field may only be maintained in the Trading system.**

## **Vat/Currency**

**VAT group:** This is a single-character field containing a code which describes the geographical VAT grouping for this supplier. This code is used to generate data required for Customs & Excise Intrastat returns. This is usually maintained within the Purchase ledger and, normally, may not be amended in the Trading system. This code must match one of the rows set up in the Nominal ledger - VAT options - VAT groups option.

**Currency code:** This is a field containing a code describing the currency in which this supplier trades. This is usually maintained within the Purchase ledger and, normally, may not be amended in the Trading system. This code must match one of the rows set up in the Nominal ledger - Bank & currency options - Add/modify Currency codes option.

**VAT code:** This is a single-character field containing a code which describes the VAT status of this supplier, e.g. Standard, Export, and Exempt. This code determines the default calculation of VAT in Purchase Order processing for the purposes of valuing orders and matching invoices. This value may be overridden by the VAT status of a particular product. This is usually maintained within the Purchase ledger and, normally, may not be amended in the Trading system. This code must match one of the rows set up in the Nominal ledger - VAT options - VAT codes and rates option.

**VAT registration no:** This is an optional field which may be used to hold the VAT registration number of suppliers within the European Union. This may be used for Intrastat reporting purposes using either the Kerridge report generator or the Kerridge Intrastat reporting module. This is usually maintained within the Purchase ledger and, normally, may not be amended in the Trading system.

**Country code:** This is used if statistics have to be provided for Import and Export purposes, or for European Union purposes. The Intrastat country code will default from the Purchase ledger, and cannot be maintained in the Supplier table. Till transactions will log this code in the log file to enable reporting to be carried out.

**Delivery terms:** This is a field containing a code describing the delivery terms for this supplier.

## **Other**

**Minimum order value:** This is an optional field which contains the minimum order value for this supplier. This is used in Purchase Order Processing to warn the operator if the value of Purchase order falls below this amount. **This field may only be maintained in the Trading system.**

**Gross or Net:** This is a single-character field which indicates whether the minimum order value specified for this supplier includes VAT. Valid entries for this field are "G" - Gross (includes VAT) or "N" - Net (excludes VAT). This indicator relates to the Minimum order value field, also on this form, which is used in Purchase Order Processing to warn the operator if the value of a Purchase order falls below this minimum amount. **This field may only be maintained in the Trading system.**

**Lead time:** This is a field which contains the average number of days lead time for this supplier from raising a Purchase Order to receipt of goods. This field is used in the Purchase re-ordering system to calculate maximum and minimum stock holding levels. **This field may only be maintained in the Trading system.**



**Packaging category:** Category for packaging waste

**Contact management:** This is a tick box  which is used to indicate whether the supplier is available within Contact management.

**Review frequency:** This is a 2-character field containing the order review frequency cycle for this supplier. Valid entries are "D" - Daily; "T" - Twice weekly, "R" - Replenishment calendar; "1" to "99" - every 1 to 99 weeks; "N" - None. This field is used in the Purchase re-ordering system to produce stock orders on an automatic basis. **This field may only be maintained in the Trading system.** The replenishment calendar days are maintained on the Branch Purchase control - System parameters - Replenishment form.

**First review day:** This is a field which is used to indicate which day of the week a review will take place for this supplier. Valid entries are from "1" to "7". This field is used in conjunction with the "Twice weekly" and "every 1 to 99 weeks" review frequency options selected in the Review (1) field on this form. This indicates which day of the week the review will take place, where 1 = Monday, 2 = Tuesday, etc. Any entries in this field are ignored by the other review options. This field is used in the Purchase re-ordering system to produce stock orders on an automatic basis. **This field may only be maintained in the Trading system.**

**Second review day:** This is a field which is used to indicate which day of the week a second review will take place for this supplier. Valid entries are from "1" to "7". This field is used in conjunction with the twice weekly option selected in the Review (1) field on this form. This indicates which day of the week the second weekly review will take place, where 1 = Monday, 2 = Tuesday, etc. Any entries in this field are ignored by the other review options. This field is used in the Purchase re-ordering system to produce stock orders on an automatic basis. This field may only be maintained in the Trading system.

**Review days:** This is an optional field which may be used to indicate the number of days between order reviews for this supplier. This field is used in conjunction with the "None" option selected in the Review (1) field on this form and is used in the Purchase re-ordering system to produce stock orders on an automatic basis. **This field may only be maintained in the Trading system.**

# Uplifts Tab

This uplift facility allows a supplier to have set up and maintained a default percentage or value that will be applied every time goods are receipted into stock. If the purchase order for the supplier has different products which incur different uplifts, then the relevant products would be receipted with one value and then the other lines would be receipted with another value. The uplifts values or percentages applied in this supplier form can be overridden at the time of purchase order creation or at the time of receipt.

**Uplift codes:** This is an optional field which will offer the choice which has been set up within the Supplier Miscellaneous Uplifts table. Users can only recall one of the choices offered on each occasion.

**Uplift % or value:** The value of the Value or % field is also driven by the table, but the supplier can have a value or percentage depending on the uplift code

# Text Tab

## **Buttons**

- Internal:** This form is used to hold any relevant details for this supplier which the user wishes to maintain. The contents of these forms can normally be displayed via a function key in the relevant operational module such as Purchase Order Processing.
- External:** This form is used to hold any relevant details for this supplier which the user wishes to maintain. The contents of these forms can normally be displayed via a function key in the relevant operational module such as Purchase Order Processing.
- Buying:** This form is used to hold any relevant details for this supplier which the user wishes to maintain. The contents of these forms can normally be displayed via a function key in the relevant operational module such as Purchase Order Processing.

# Creating a new Supplier

All suppliers will need to be created first in the Purchase Ledger and then in the trading system. All supplier rows are created centrally, with supplementary information being added at branch level.

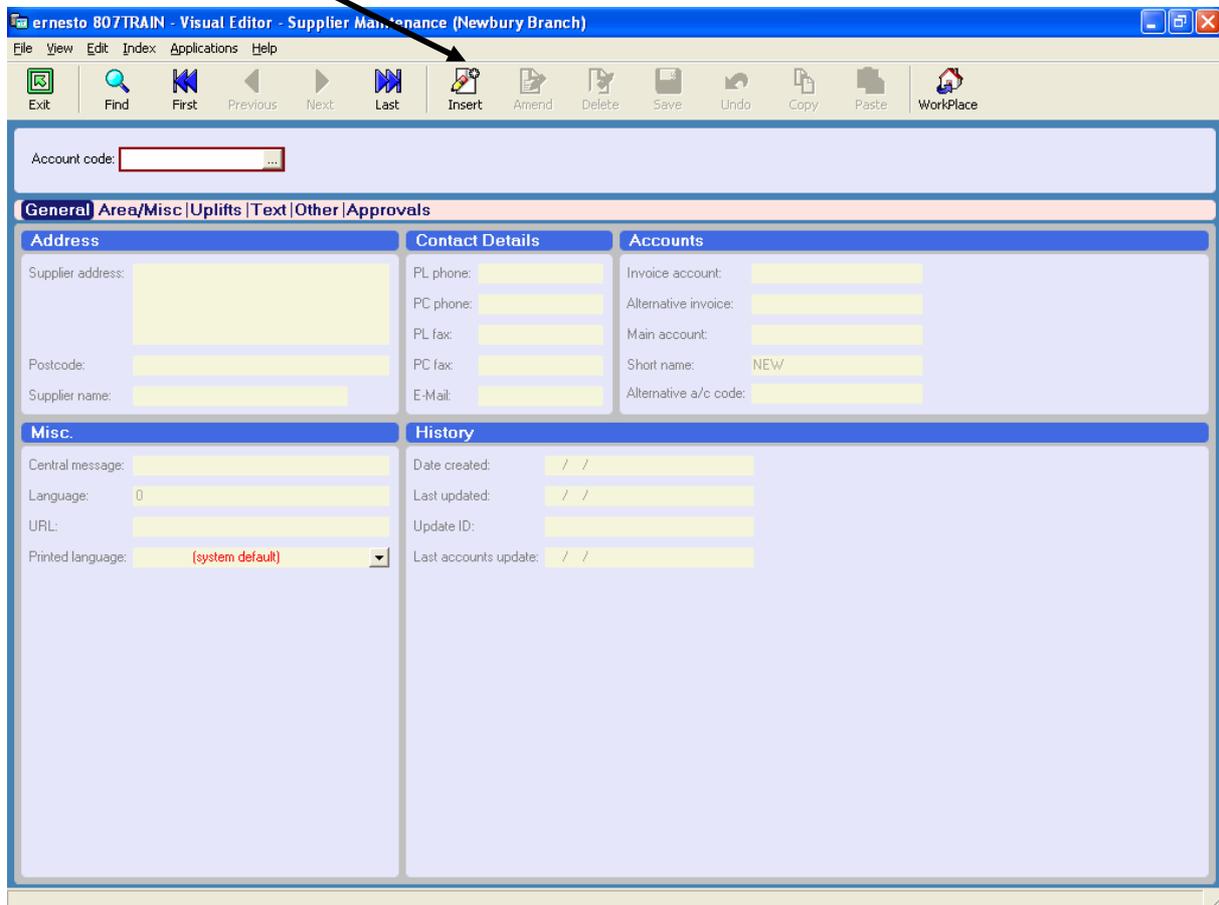
To create a new supplier row, you will, first, need to be in the Central Company.

The option to create a supplier is found in:

**Central Master Files / Supplier File / Supplier Maintenance**

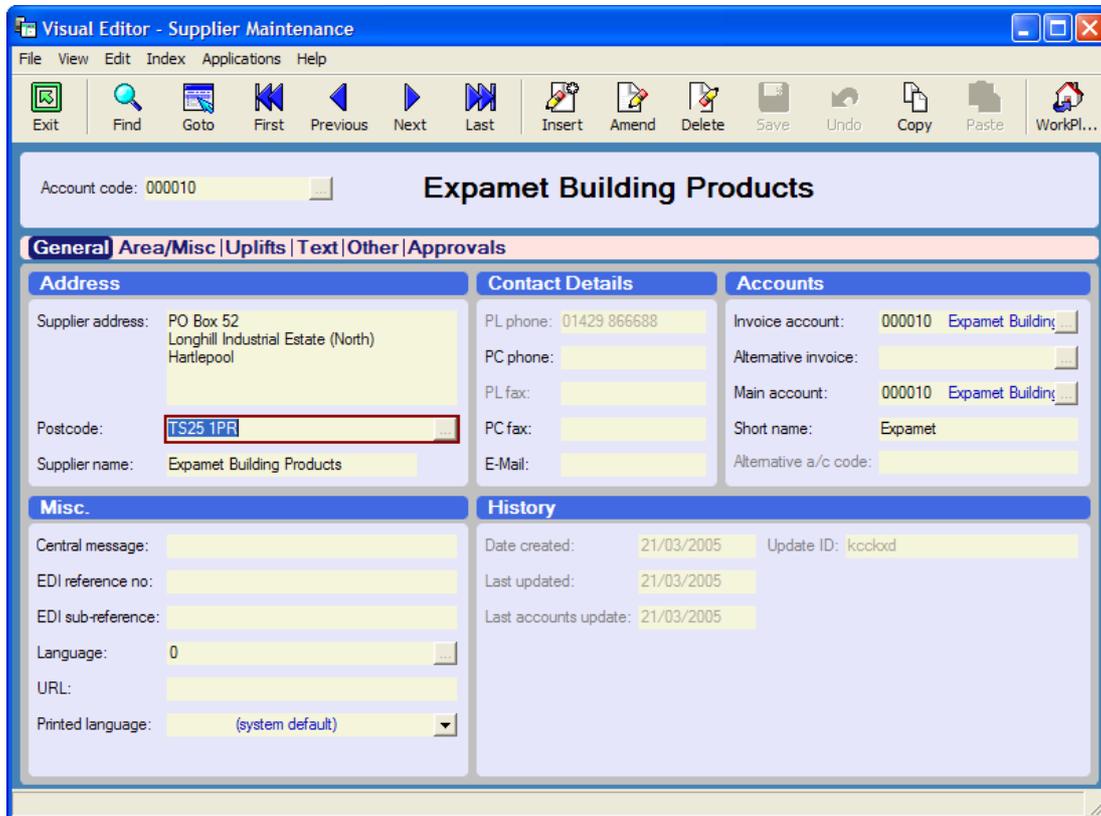
The Supplier Maintenance form is displayed.

Click the 'Insert' button,  at the top of the form, to get into create mode.



Enter a supplier code that has been created on the Purchase Ledger. This brings into the supplier table, default addresses and account details. The rest of the details that appear will come in from the default supplier row.

Complete the remaining fields or amend as appropriate, as detailed in the Supplier Maintenance section of this document.



Visual Editor - Supplier Maintenance

File View Edit Index Applications Help

Exit Find Goto First Previous Next Last Insert Amend Delete Save Undo Copy Paste WorkPl...

Account code: 000010 **Expamet Building Products**

**General** Area/Misc Uplifts Text Other Approvals

Address	Contact Details	Accounts
Supplier address: PO Box 52 Longhill Industrial Estate (North) Hartlepool	PL phone: 01429 866688	Invoice account: 000010 Expamet Building...
Postcode: TS25 1PR	PC phone:	Alternative invoice:
Supplier name: Expamet Building Products	PL fax:	Main account: 000010 Expamet Building...
	PC fax:	Short name: Expamet
	E-Mail:	Alternative a/c code:

Misc.	History
Central message:	Date created: 21/03/2005 Update ID: kccokxd
EDI reference no:	Last updated: 21/03/2005
EDI sub-reference:	Last accounts update: 21/03/2005
Language: 0	
URL:	
Printed language: (system default)	

**Note:** Navigation around the form can be done by either using the Tab and Shift Tab keys, to move forwards and backwards through the fields, or by using the mouse, to click on the appropriate field.

Click the 'Save' button  this needs to be selected in order to write the details away, when the forms have been completed.

**Note:** If an error is made and the supplier is not required, the 'Undo' button,  can be selected. This will undo any changes that have been made, since the last time the save button was used.

**Tip:** A new supplier can be created from an existing row, by using the 'Copy'  and 'Paste'  buttons. In order to use these, a supplier row must be displayed. Click the 'Copy' button, to save a copy of the displayed supplier into memory.

Click the 'Paste' button to paste the supplier, held in memory, onto the form. When using paste the system automatically assumes that you are creating a new supplier. When using paste you will need to change the supplier code to make it unique (and match one on the PL), and any other details that are different, i.e. the suppliers address.

## Amending an existing Supplier

To amend an existing supplier row, you will first, need to be in the Central Company.

The option to amend a supplier is found on the following menu:

***Central Master Files / Supplier File / Supplier Maintenance***

The Supplier Maintenance form is displayed.

Enter a Supplier code that has already been created in this table. This will load in the details that currently exist for this supplier.

Click the 'Amend' button,  at the top of the form, to get into amend mode.

Amend the fields required, as detailed in the Supplier Maintenance section of this document.

Click the 'Save' button, . This needs to be selected in order to write the details away, when the amendments have been completed.

**Note:** If an error is made or the amendments are not required, the 'Undo' button,  can be selected. This will undo any changes that have been made, since the last time you used the save button.

# Deleting a Supplier

**Warning:** When deleting supplier rows, you will have to delete them from the Purchase Ledger before they can be deleted from the supplier table.

If the Purchase Ledger row has not been deleted before hand you will see the following warning message:

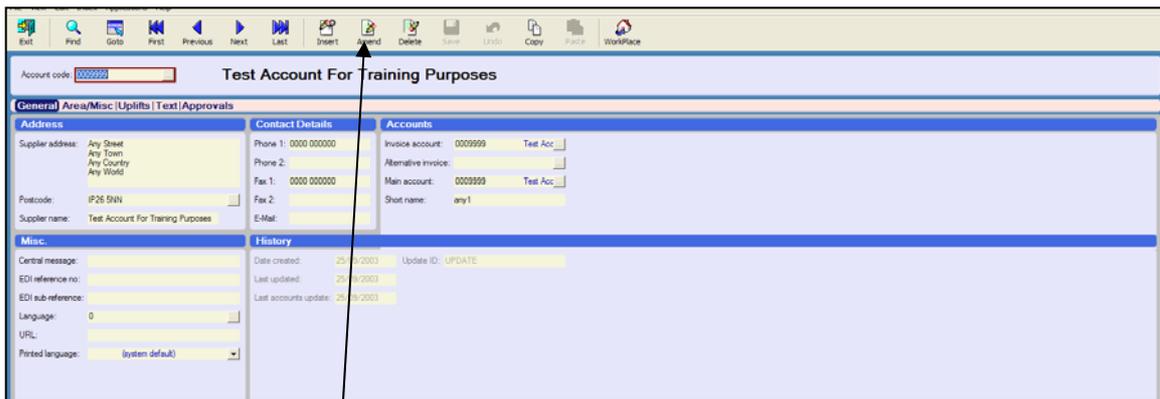
'Deletion not allowed. PL account Centre exists'

The option to delete a supplier is found on the following menu:

**Central Master Files / Supplier File / Supplier Maintenance**

The Supplier Maintenance form is displayed.

Enter a Supplier code that has already been created in this table. This will load in the details that currently exist for this supplier.



Click the 'Delete' button,  at the top of the form, to delete the currently loaded supplier row. You will be presented with a pop up window displaying the following message:

'This will permanently remove this row from the table  
Are you sure you want to do this? Yes / No

Click the 'Yes' Button to delete the row. Click the 'No' button to abort the deletion process.

## Appendix

### Buttons



Find

Click on the Find icon if you would like to select a **record** from a list.



Goto

Click the **Goto** icon and enter the code for the **record** if you know it.

If you prefer to just look through the records one by one use the following buttons:



First

Left Click on the **First** icon to select the first record in the list.



Previous

Left Click on the **Previous** icon to select the previous record in the list to the one you are looking at now (this will not work if you are already viewing the first record).



Next

Left Click on the **Next** icon to select the next record in the list to the one you are looking at now (this will not work if you are already viewing the last record).



Last

Left Click on the **Last** icon to select the last record in the list.



Insert

Left click **Insert** to add a new record to the table.



Amend

Left click **Amend** once you have selected a record you wish to edit.



Delete

Left click **Delete** to delete a record from the table.



Save

Left click **Save** to save any changes that you have made since clicking Amend.



Undo

Left click **Undo** to undo any changes made since clicking **Amend**.



Copy

Left click **copy** to copy the record you are viewing.



Paste

Left click **paste** to paste a record after you have clicked **copy**. This will create a new record with the attributes of the one you have copied.



WorkPlace

Left clicking on **Workplace** will open another K8 module. This is covered in another K8 training manual.

