

HOW TO CREATE SUPPLIER MASTER RECORDS

The purpose of this document is to provide users with the basic knowledge of creating and maintaining supplier master records in Baseplan Enterprise.

Software Version: 1501

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ADDING A SUPPLIER MASTER RECORD

1. From the Menu, select **Suppliers > Supplier Master**

This will display the *Supplier Master* screen in Search/Filter mode. Thus, all the fields will be displayed in blue.

2. Click ADD NEW

The screen will refresh and change the colour of the fields ready for input.

Note:

- Several fields may already be populated based on defaults set in the parameters, but if the field is still white, the default can be changed.
- The date created is automatically populated with the current system date. This field is non-editable.
- Fields marked with an * indicate that they are mandatory, i.e. these are the minimum requirements before an item can be created (saved).

3. Enter the **Supplier Code** and **Supplier Name**

4. Click the ADDRESS button

This will open the *Address Details* screen allowing the user to enter the supplier address.

5. Enter the Account, Sales and Operations contact details such as **Name** and **Phone**, in the *Details* panel

6. Select the **Payment Terms**

Payment Terms are mandatory.

The **Settlement Discount** and Supplier Type will default based on the parameters. Changing the **Supplier Type** will change the **Settlement Discount** for that type, however, a specific discount can be entered for the supplier.

If the customer is also a supplier, the **Supplier Code** can be entered as the **Customer Number**.

7. Enter the type of **Electronic Delivery**, if applicable

The **Country** defaults to the country on the Company table. The country also determines the **Exchange Rate** and **Currency**.

If the supplier is an overseas supplier, the **Country** should be changed to that country. Changing the **Country** will automatically change the **Exchange Rate** and **Currency**.

8. If the supplier has a default expense account where invoices will be posted to, select the account details from the **Major, Minor, Account** and **Sub Account** drop down lists

9. Click SAVE in the toolbar

SUPPLIER VIEWS

From the *Supplier Master* screen, you will find further functions under **Views**.

Displaying a record in the *Supplier Master* screen and selecting **Views** will provide access to the following functions:

- Account Aging
- Account Periods
- Account Summary
- Audit Trail
- Notes
- Payment Details
- Supplier Delivery Methods
- Supplier Purchase Points
- Transactions

Adding Supplier Delivery Methods

The *Supplier Delivery Methods* screen is used to set up preferred delivery methods for the supplier, together with lead times and coverage for that supplier.

1. From the *Supplier Master* screen, select **Views > Supplier Delivery Methods**
2. Click ADD NEW
3. Enter the **Delivery Method**
4. Enter the **Lead Time** value then select the Time Period from the adjacent drop down list
5. Enter the **Coverage** value then select the Time Period from the adjacent drop down list
6. Click SAVE

Adding and Editing Payment Details for a Supplier

Once the supplier details have been entered and saved, the banking details must be entered.

This is particularly important for EFT and BPAY payments.

Typically, tightly controlled access to this screen (adding, editing, viewing) is granted to Accounts Payable personnel only. This structure allows for users other than Accounts Payable staff to add, edit, view supplier master records without having access to the banking details. Banking details are mainly relevant when processing supplier payments electronically. The **Payment Method** field defaults from configuration and is also populated in the *Supplier Master* screen.

1. From the *Supplier Master* screen, select **Views > Payment Details**
2. Click EDIT

The **Payment Method** is populated with the default from the *Supplier Master* screen, which defaults from the parameter. This can be changed.

3. Enter the supplier's **Bank**
4. Enter the supplier's **BSB No.**
5. Enter the supplier's **Account No.**
6. If using BPAY, enter the **Biller Code** provided by the supplier
7. Enter the **Reference**
8. Click SAVE

Transactions

All transactions for the supplier can be viewed, or balances $\neq 0$ only can be selected.

1. To view the details of a transaction, double click on the individual line or highlight the line
2. Click the VIEW button

The drill down will display the selected document details.

The drill down to only Payment Details is also available.

Account Periods

The total amount of each type of transaction for the selected supplier from the previous periods can be displayed.

Account Summary

Clicking the *Account Summary* displays a summary of Invoices, Payments, Credit Notes and Journals:

- Month to Date
- Year to Date
- Last Year Totals
- Life to Date (summary of transactions since the inception of the supplier)

Account Aging

Selecting **Views > Account Aging** will display an aging summary of the balance owing, the date and amount of the last invoice, and the date and amount of the last payment.

Notes

Notes can be added to the supplier master record.

1. Click on the NOTES icon to display the *Notes* screen
2. Click EDIT
3. Enter the notes as required
4. Click SAVE

Audit Trail

The Audit Trail is a trail of changes made to the *Supplier Master* screen, the user who made the change and the date of the change.

SUPPLIER ACTIONS

On the *Supplier Master* screen, additional functions can be found under **Actions**.

Select and view a supplier master record on the *Supplier Master* screen, then select **Actions** to access one of the below functions:

- Change Supplier Code
- Journal Entry

Change Supplier Code

Users can change the **Supplier Code** for an existing supplier. This may be necessary when a supplier has changed their business name. While the *Supplier Master* screen can be edited and the name changed, if the **Supplier Code** created previously was a combination of, for example, the first 3 characters of the name and 3 numbers, then this must also be changed.

The Change Supplier Code process, while changing the **Supplier Code** on the supplier master record, also changes every transaction relating to the old supplier code to the new supplier code.

After changing the **Supplier Code**, if the **Views > Transactions** is accessed for the supplier, the selected transactions will reflect the new **Supplier Code**.

1. Display the relevant supplier master record
2. Select **Actions > Change Supplier Code**
3. Enter the new **Supplier Code**
4. Click OK

Info: "Operation Successful."

5. Click OK

The **Supplier Code** and associated transaction history has been changed to the new **Supplier Code**.

Journal Entry

The *Supplier Journal Entry* screen allows for recording and posting a supplier journal.

1. Display the relevant supplier master record
2. Select **Actions > Journal Entry**
3. Enter the **Amount** for the journal entry
4. Enter the **Reference**

For example: Adjustment

5. Select the account that the entry must be made to, using the **Major, Minor, Account** and **Sub Account** drop down lists
6. Select the **Equipment** if the entry is made for an equipment item
7. Enter a comment explaining the entry in the **Narrative** field
8. Click OK

Info: "Accept this journal?"

9. Click YES

This posts the journal.

10. Click CLOSE on the *Supplier Journal Entry* screen

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