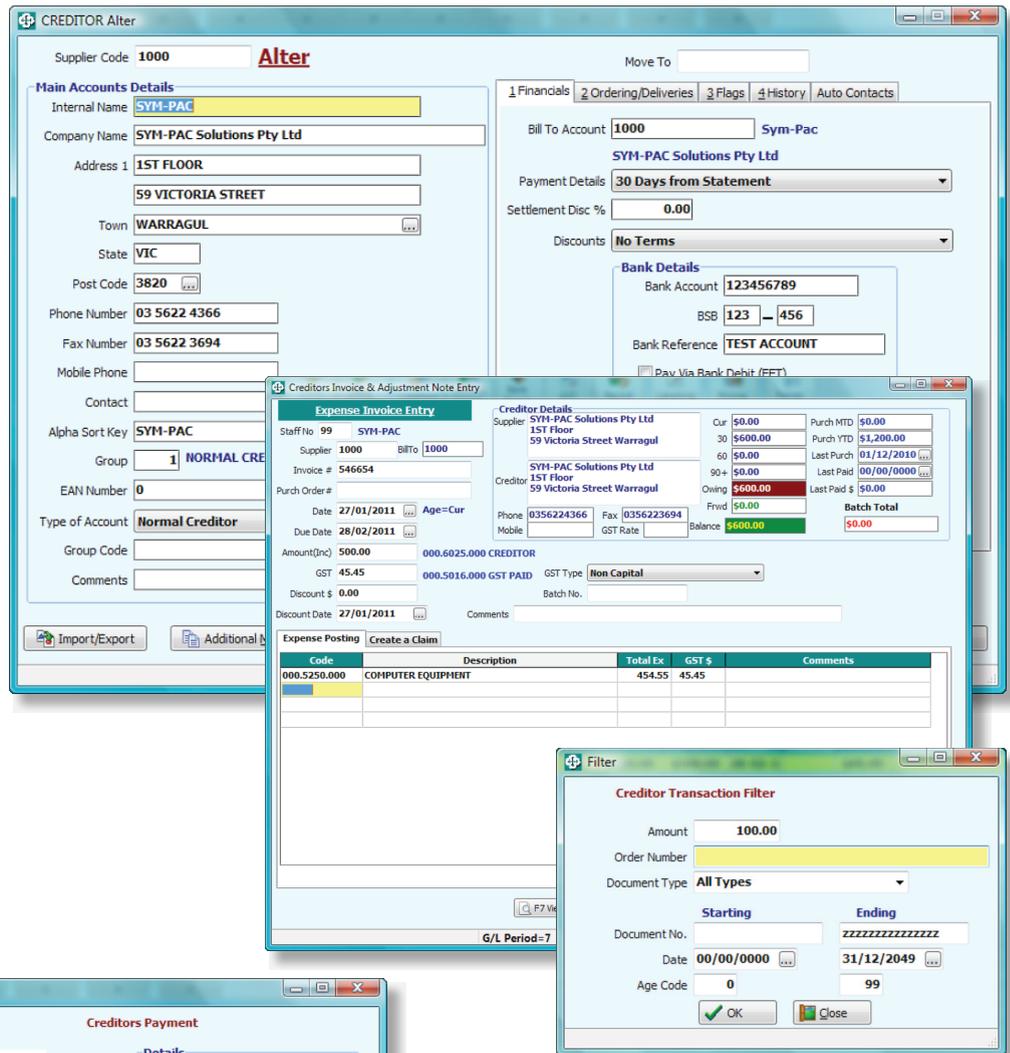


## Features + Benefits

- + Efficiently manage Invoices, Credits and Payments
- + Sympac's Creditors module can act as a stand alone module, or can be integrated with Inventory and General Ledger

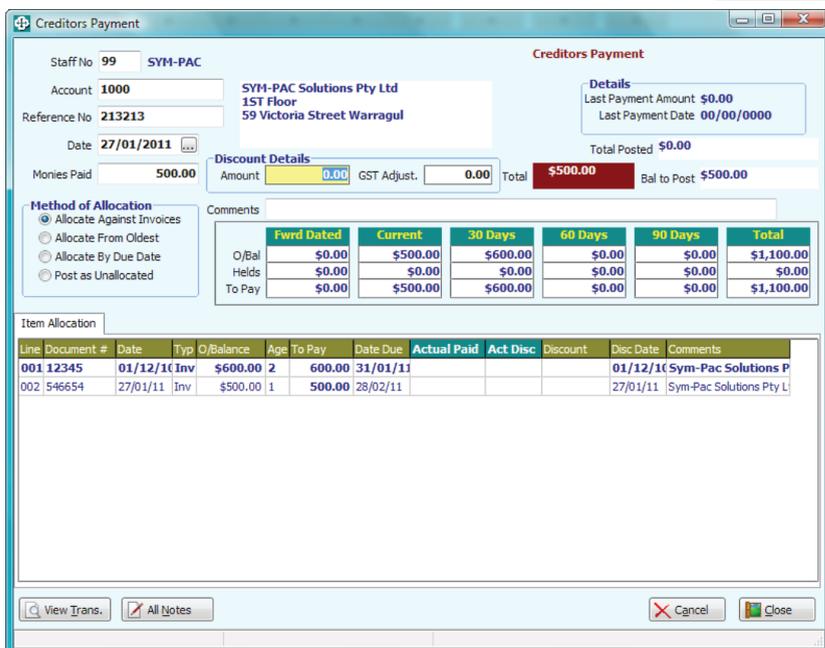
## + More Features

- + A comprehensive database of supplier information ensures you have the information you require on screen.
- + Automatic allocation of payment against oldest invoices, or the choice to allocate a payment to individual invoices, ensure easier reconciliation of accounts payable.
- + The ability to release or hold invoices for cash requirements listing, allowing for accurate cash flow planning.
- + A choice of Days Due for each supplier, eg. 30,60,90 or a specific number of days to automate the invoice due date.
- + The option to selectively print cheques during the print run, ensures that only the cheques you want are updated.



The screenshots show the following windows:

- CREDITOR Alter:** Displays supplier details for SYM-PAC Solutions Pty Ltd, including address (59 VICTORIA STREET, WARRAGUL, VIC, 3820), phone, and payment terms (30 Days from Statement).
- Expense Invoice Entry:** Shows an invoice for \$500.00 dated 27/01/2011, with a total payable of \$500.00. It includes a table for expense posting with columns for Code, Description, Total Ex, and GST \$.
- Filter:** A 'Creditor Transaction Filter' window with fields for Amount (100.00), Order Number, Document Type, Date range (00/00/0000 to 31/12/2049), and Age Code (0 to 99).



The 'Creditors Payment' window shows a payment of \$500.00 on 27/01/2011. It includes a table for the allocation of the payment:

	Fwd Dated	Current	30 Days	60 Days	90 Days	Total
O/Bal	\$0.00	\$500.00	\$600.00	\$0.00	\$0.00	\$1,100.00
Holds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
To Pay	\$0.00	\$500.00	\$600.00	\$0.00	\$0.00	\$1,100.00

Below the table is an 'Item Allocation' table with columns for Line, Document #, Date, Typ, O/Balance, Age To Pay, Date Due, Actual Paid, Act Disc, Discount, Disc Date, and Comments.

## + More Features

- + Central billing facility allows supplier invoices to be billed against the creditor, whilst retaining purchase analysis against the manufacturer ensures accurate reporting.
- + Full transactional history kept on all Creditors for enquiry purposes means you can review creditor history.
- + Automatic Bank Payments via a standard 'ABA' file, may help to reduce any bank fees associated with printing cheques.
- + Payment History with the ability to view invoices by cheque, and to enquire on the payment of documents.

- + The ability to flag creditors and suppliers as no longer trading, and the ability to identify the method of payment.
- + Comprehensive reporting options include:
  - Supplier Listing
  - Audit Listing
  - Transaction Listing
  - Aged Creditors Trial Balance
  - Remittance Advice
  - Cash Requirements
  - Cash Flow Requirements
  - Transactions by due date
  - Cheque Listing
  - Labels
  - Free-form Remittance Advices and Cheques
- + The ability to email Remittance Advices to suppliers upon payment.
- + NewCreditors Release / Hold function gives you the full picture – showing all invoices from all suppliers at the same – allowing you to see all the information before deciding what to release.

Creditor Transactions

By Creditor : 1000-Sym-Pac Solutions Pty Ltd, 1ST Floor, 59 Victoria Street

Doc No	Doc Date	Batch No	Type	Amnt	Stat	Balance	To Pay	Date	Date Cleared	GST	Freight	Disc	Comments	Supplier
546654	27-01-11		Inv	1		\$500.00	Rel	\$500.00	\$500.00	28-02-11			\$45.45	27-01-11 Sym-Pac Solution 1000-Sym-Pac So 001
123245	27-01-11		Pay	1		\$500.00	Rel						00-00-00	1000-Sym-Pac So 001
12345	01-12-10		Inv	2		\$600.00	Rel	\$100.00	\$100.00	31-01-11			\$54.55	00-00-00 Sym-Pac Solutions Pt 1000-Sym-Pac Solu 001

Creditor/SupplierTransactions

Creditor Transaction Enquiry

Sequence:  By Creditor  By Supplier

Name & Address Details

Creditor Code: 1000

Alpha Key: SYM-PAC Bill To: 1000

Name: SYM-PAC Solutions Pty Ltd

Address: 1ST Floor, 59 Victoria Street Warragul

Phone: 0356224366 Mobile: Mobile

Fax: 0356223694

Current: \$500.00

30 Days: \$100.00

60 Days: \$0.00

90 Days: \$0.00

120+ Days: \$0.00

Owing: \$600.00

Plus Frwd: \$0.00

Balance: \$600.00

Less Claims: \$0.00

Purch MTD: \$500.00

Purch YTD: \$1,700.00

Last Purch: 27/01/2011

Last Paid: 27/01/2011

Total: \$600.00

F10 Re-Balance to Current

Creditors Trial Balance

Selection Range

Starting: Creditor Code, Alpha, Group

Ending: ZZZZZZZZZZ, ZZZZZZZZZZ, 999

Fields Required

- Account Code
- Account Name
- Group
- Total Owing
- Claims
- Total
- Forward Dated
- Current
- 30 Days
- 60 Days
- 90 Days+
- Print MTD Purchases
- Print YTD Purchases
- Last Payment Date
- Last Payment Amount
- Phone No
- Fax No
- Contact Name

Columns Wide: 142 Landscape

CREDITOR Alter

Supplier Code: 1000 Alter

Main Accounts Details

Internal Name: SYM-PAC

Company Name: SYM-PAC Solutions Pty Ltd

Address 1: 1ST FLOOR, 59 VICTORIA STREET, WARRAGUL, VIC, 3820

Phone Number: 03 5622 4366

Fax Number: 03 5622 3694

Alpha Sort Key: SYM-PAC

Group: 1 NORMAL CREDITOR

EAN Number: 0

Type of Account: Creditor (Expense Only)

Alternate Key:

Comments:

Move To: Financials, Ordering/Deliveries, Flags, History, Auto Contacts

Email Print: accounts@sympac.com.au

Email Addresses: sales@sympac.com.au

Remittances:

Purchase Orders:

Spare 1:

Spare 2:

Create Banking Data

Path of Free Form Layout: FORMBANK.DTA

Selection Range

Starting: Creditor Code, Alpha, Group

Ending: ZZZZZZZZZZ, ZZZZZZZZZZ, 999

Selection Criteria

Due Date: 31/01/2011

Start Reference No: 1

Date To Be Processed: 27/01/2011

Prompt for Each Creditor

Early Payment for Settlement Discount

Bank File Creation Options

Bank Account Format: ABA Banking Format (Zero Filled, 9 digits)

Creditors Release/Hold

Released Documents

Held Documents

Tick the Box if you want to "HOLD" the Item.

Invoice No	Type	Invoice Date	Due Date	Creditor No	Name	Original \$	Balance \$	Discount \$	Pay \$
<input type="checkbox"/> 12345	INV	01/12/2010	31/01/2011	1000	SYM-PAC Solutions Pty Ltd	600.00	100.00	0.00	100.00
<input type="checkbox"/> 546654	INV	27/01/2011	28/02/2011	1000	SYM-PAC Solutions Pty Ltd	500.00	500.00	0.00	500.00

Total Balance: 0.00

Records : Accessed=2 Loaded=2



1800 796 722  
www.sympac.com.au

Level 1 / 59 Victoria Street, Warragul, Victoria, 3820.