## 3-1 How to use **Enter Supplier Site/Agent Opening Balance**?

*Version 9.1 (24 Jan 2006) or after – NCK*

Answer

- *Housekeeping→Run setup→General Setup→Page 2,* check the checkbox of **With Site**.
- Enter opening balance in *Creditors→Enter Supplier Site Opening Balance*, click on **Add**, select a supplier, key in site code (any code) and opening balance; click on *Distribute Last Year Aging* if you want to distribute the opening balance.
- You may assign the related site code during transaction of this creditor.
- Go to *Creditors→Print Remittance Advice*, specify the Site Code and check the checkbox of **Print By Site**, click on **OK**, Preview to view the result.

## 3-2 How to use **Print By Group Account** in *Creditors→Print Remittance Advice*?

*Version 9.1 (6 Mar 2006) or after – NCK*

Answer

- Go to *Creditors→Creditors File Maintenance*, assign 4000/A01 at **Group To** for both creditors 4000/A01and 4000/A02.
- Add transactions (invoices) to creditors 4000/A01and 4000/A02.
- Go to *Creditors→Print Remittance Advice*, select creditor no. from 4000/A01 to 4000/A02, check the checkbox of **Print By Group Account**.
- Preview the remittance advice; all related invoices will group to creditor no. 4000/A01.

## 3-3 How to set **Open Item Remittance Advice** to display voucher number (e.g. **PV5678**) in the column of *Ref.No.* instead of displaying **PAYMENT: PV5678** in description column?

*All Versions – NCK*

Answer

- Go to *Creditors→Open Item Menu Creditors→Print Remittance Advice*, set *Rename 'Payment' To* ***DESP** instead of **PAYMENT.**
- Click on **Ok** to preview the remittance advice.

## 3-4 How to use **Generate group (company) aging** in *Print Creditors Aging*?

*Version 9.0 (15 July 2003) or after – NCK*

Answer

- Go to *Creditors→Creditors File Maintenance*, assign 4000/A01 at **Group To** for both creditors 4000/A01and 4000/A02.
- Add transactions (invoices) to creditors 4000/A01and 4000/A02.
- Go to *Creditors→Print Creditors Aging*, select creditor no. from 4000/A01 to 4000/A02, check the checkbox of **Generate group (company) aging**.
- Preview the aging; all related invoices amount will group to creditor no. 4000/A01.

## 3-5 How to make **Area & Agent** viewable in creditor listing? *Ver 8.3 or after – NCK*

Answer

- Click on **Search** button to display creditors listing, double click on the column label **Creditor No.** or **Name(1)**, select option **Creditor No. - Name(1) – Area - Agent**, click **Ok.** (you may also select **Name(2)**, **Add(1)** ~ **Add(4)**.)

**3-6** What are options **By Account**, **By Bill** and **By Payment** in *Open Item Menu Creditors→Gain/Loss in Exchange Rate*? *Version 8.3s (23 Apr 2003) or after – NCK*

Answer
These three are sorting options before preview:

- **By Account** – sort by **Creditor No.**.
- **By Bill** – sort by **Invoice No.**.
- **By Payment** – sort by **Receipt No.**.