

1 Min | Contact Detail | Print / SO

### AP Payables and Creditors Master

Account Code: [Text Field] | Managed Company: LOCAL 6

Company Name: [Text Field] | Current: 0.00

Client Ref: [Text Field] | Year-to-Date: 0.00

Client Name: [Text Field] | Qtr-to-Date: 0.00

Synchronize With Client |  Do Not Auto Match | Qtr-to-Date: 0.00

Transaction Status: open | Type: creditor | Current: 0.00

General Acct: [Text Field] | Open Acct: Y | Payable: [Text Field] | Current: 0.00

Category: Trade AP Creditors | Group: [Text Field] | Aging: 0-30: 0.00

Posting: [Text Field] | 31-60: 0.00

Tax Pkg # [Text Field] | 61-90: 0.00

Revised Type: LrvvLoc | 91-120: 0.00

Unallocated Pmts: 0.00

Current: 0.00

Year-to-Date: 0.00

Qtr-to-Date: 0.00

Qtr-to-Date: 0.00

Turnover: -

Current: 0.00

YTD: 0.00

Aging: -

Current: 0.00

YTD: 0.00

0-30: 0.00

31-60: 0.00

61-90: 0.00

91-120: 0.00

Unallocated Pmts: 0.00

Current Acct By: [Text Field]

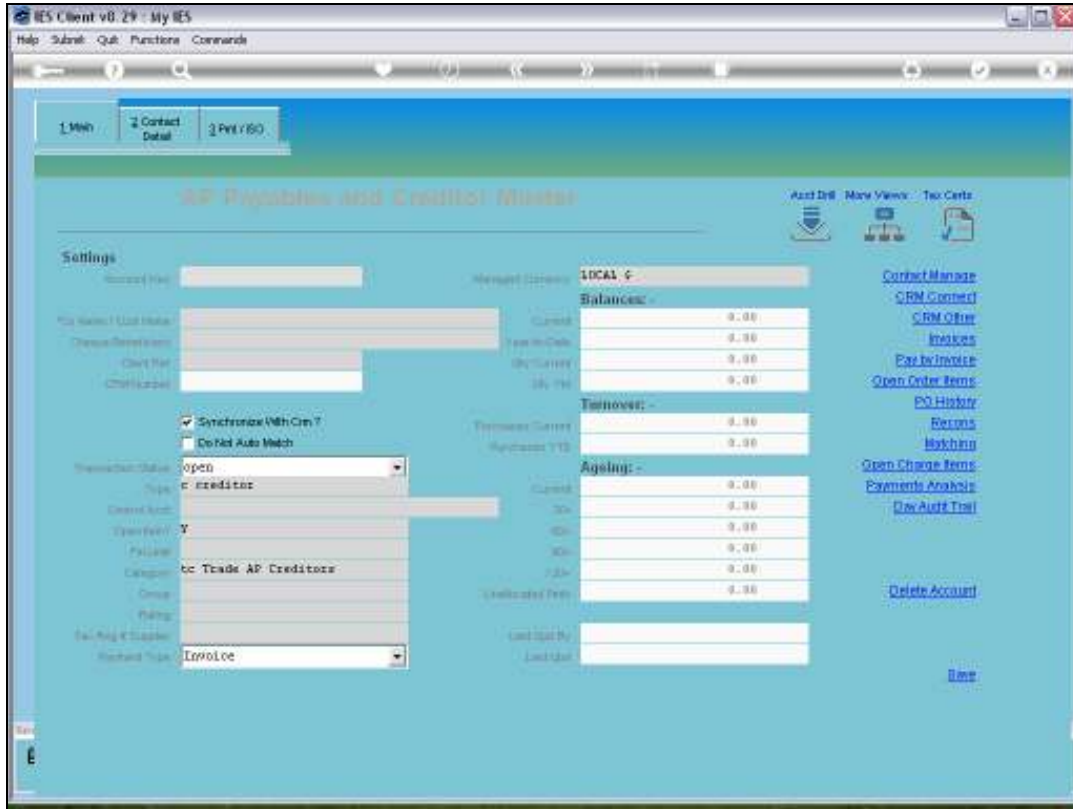
Last Acct: [Text Field]

[Contact Manage](#)  
[CRM Connect](#)  
[CRM Order](#)  
[Invoices](#)  
[Pay to Invoice](#)  
[Open Order Items](#)  
[PO History](#)  
[Returns](#)  
[Receiving](#)  
[Open Charge Items](#)  
[Payments Analysis](#)  
[Raw Audit Trail](#)  
[Delete Account](#)

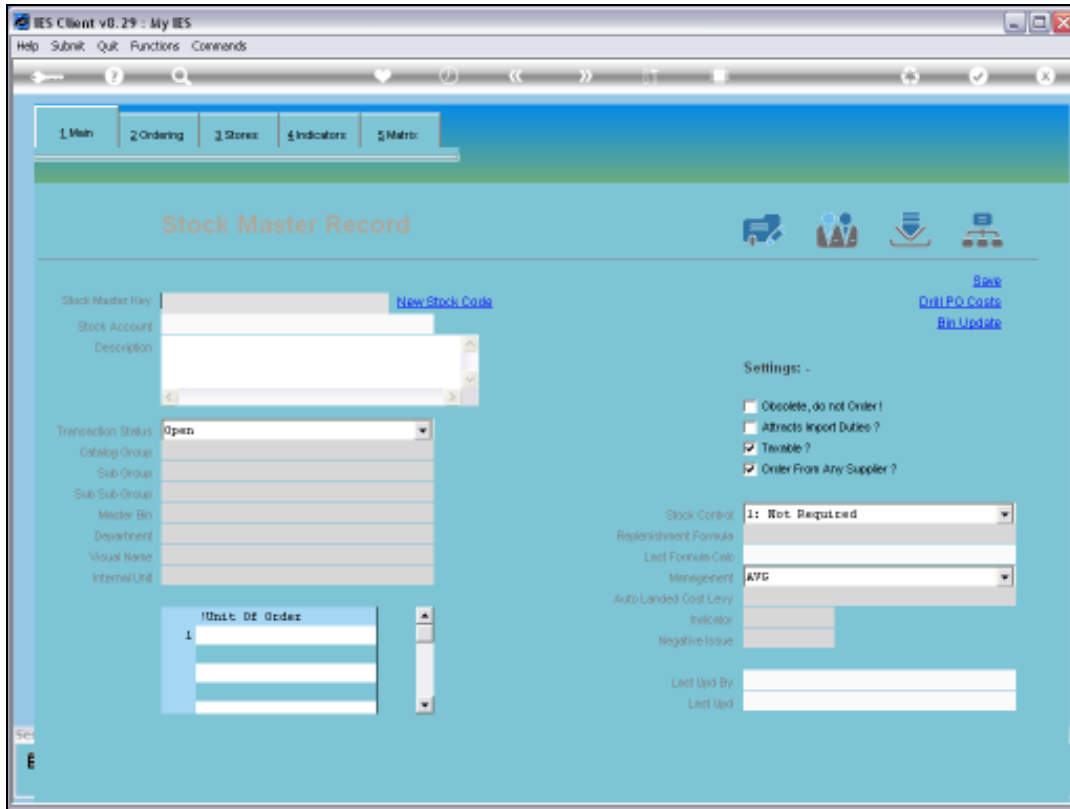
View

## Slide 1

Slide notes: There is a set of general functions that apply when we are looking to retrieve an Account Code in IES Business. For example, we can apply these principles when retrieving Creditor Account Codes.

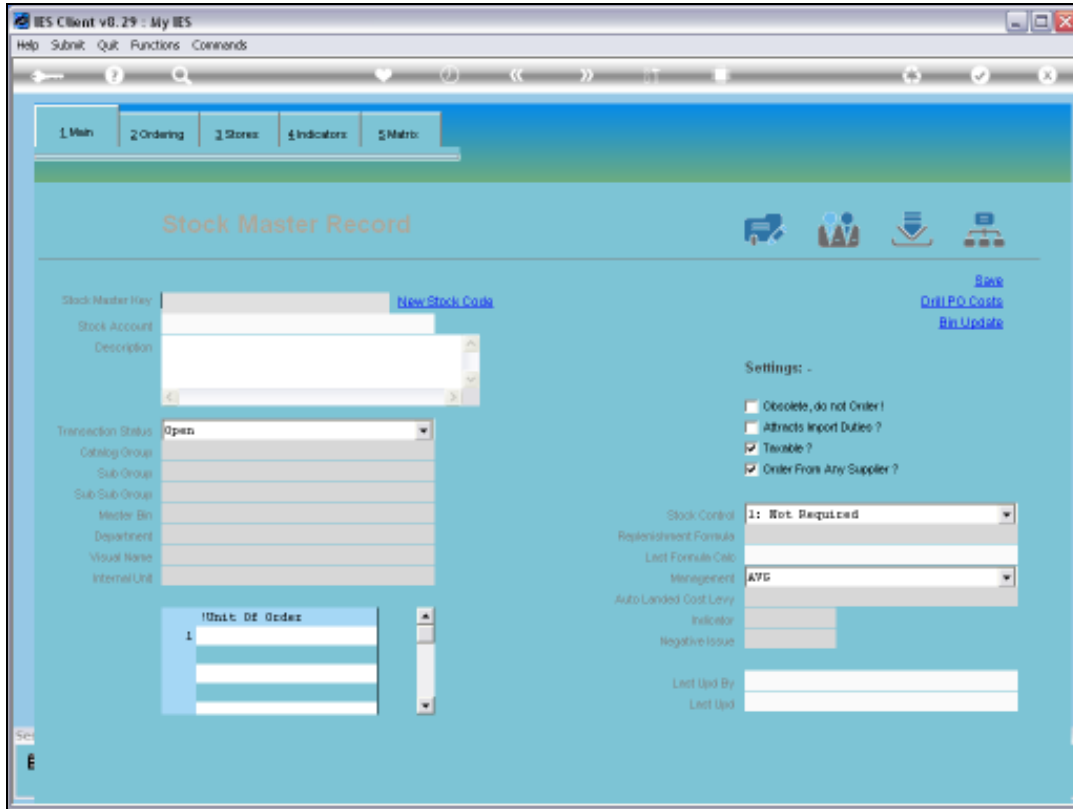


Slide 2  
Slide notes:

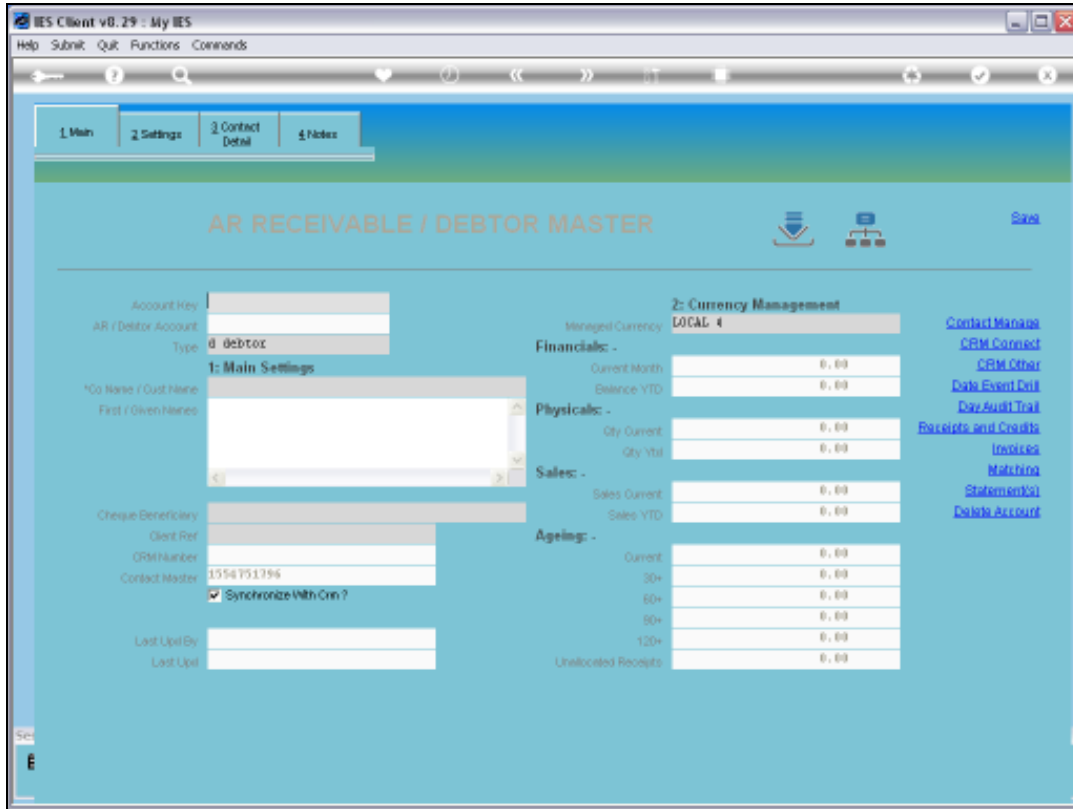


Slide 3

Slide notes: And we can apply the same principles for retrieving Stock Account Codes.



Slide 4  
Slide notes:



Slide 5

Slide notes: And we will now demonstrate some of these principles while retrieving Debtor Account Codes.

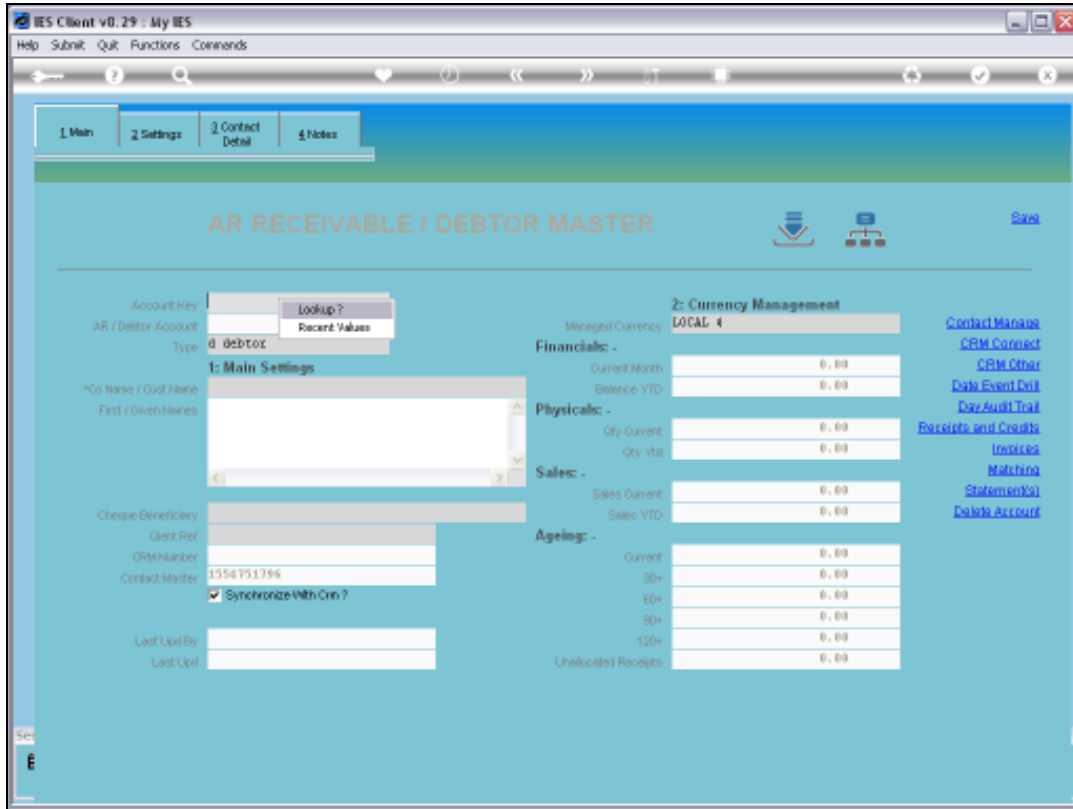
Account Key: [ ] **Lookup?**  
 AR / Debtor Account: [ ] Recent Values  
 Type: debtor  
 1: Main Settings  
 \*Co Name / Cust Name: [ ]  
 First / Given Names: [ ]  
 Cheque Beneficiary: [ ]  
 Client Ref: [ ]  
 CRM Number: [ ]  
 Contact Master: 1554751396  
 Synchronize With Crm?  
 Last Upld By: [ ]  
 Last Upld: [ ]

2: Currency Management  
 Managed Currency: LOCAL 4  
[Contact Manage](#)  
[CRM Connect](#)  
[CRM Other](#)  
[Data Export Tool](#)  
[Data Audit Trail](#)  
[Receipts and Credits](#)  
[Invoices](#)  
[Machings](#)  
[Statements](#)  
[Debit Account](#)

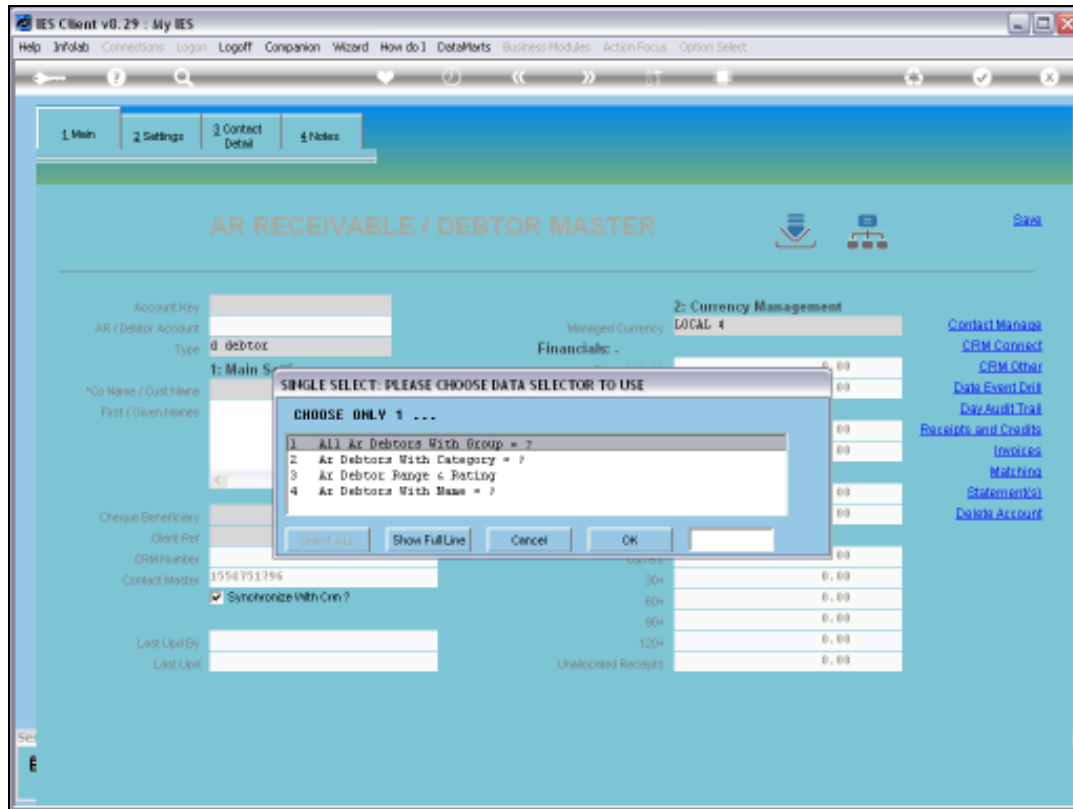
Financials: -	
Current Month	0.00
Balance YTD	0.00
Physicals: -	
Qty Current	0.00
Qty Ytd	0.00
Sales: -	
Sales Current	0.00
Sales YTD	0.00
Aging: -	
Current	0.00
30+	0.00
60+	0.00
90+	0.00
120+	0.00
Unallocated Receipts	0.00

## Slide 6

Slide notes: There is always a Lookup function available, and it can be requested from the lookup icon, by pressing the F2 key or a dbl-click.



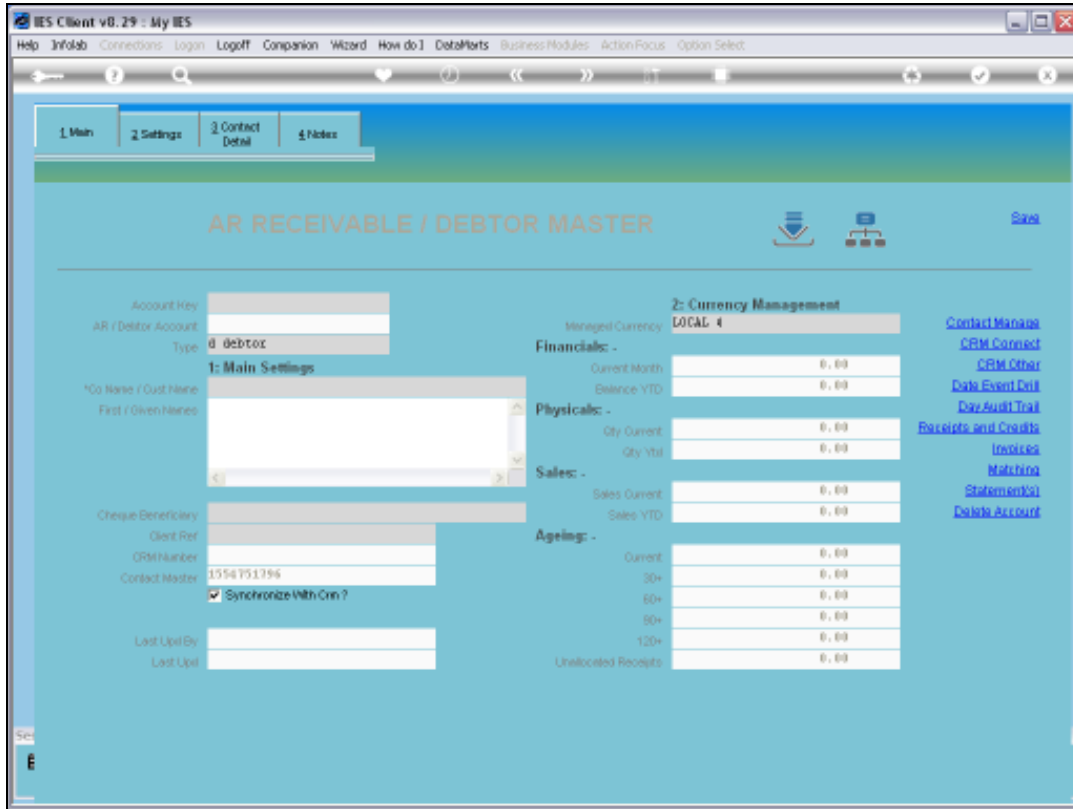
Slide 7  
Slide notes:



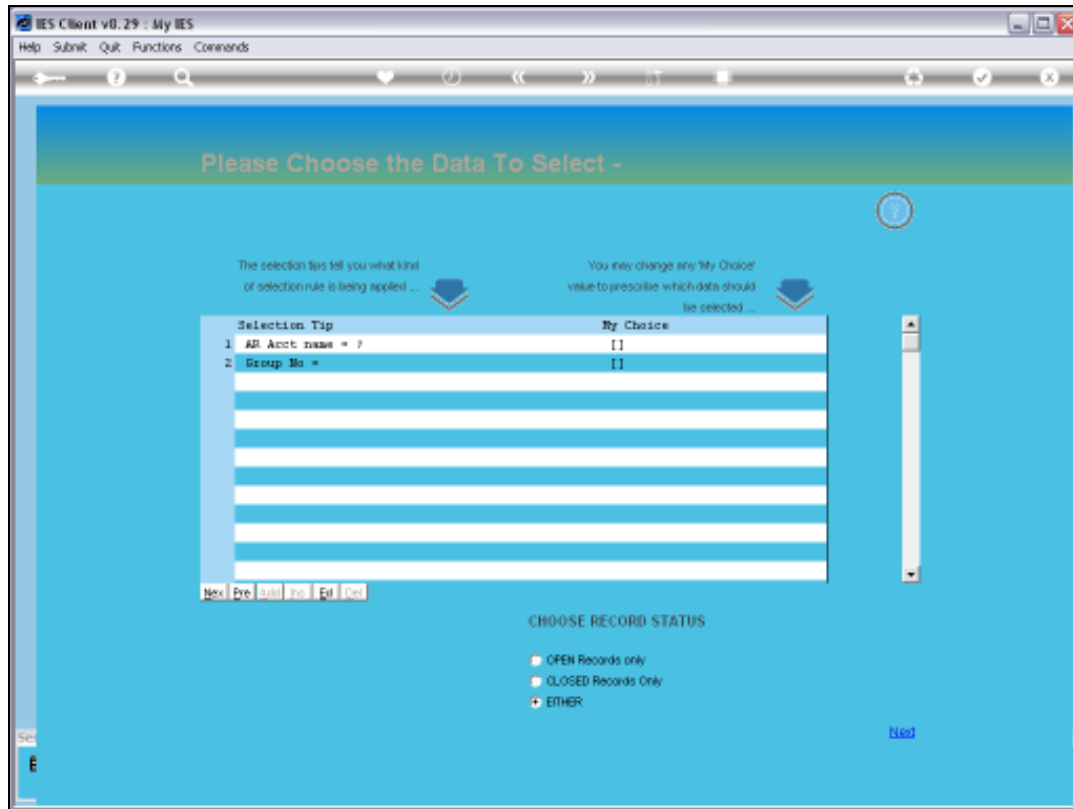
## Slide 8

Slide notes: The lookup may offer multiple methods that are available for the specific type of Account Code, and the selected method may lead to Selection Criteria that we may adapt to apply the rules to find only that data which we are looking for.



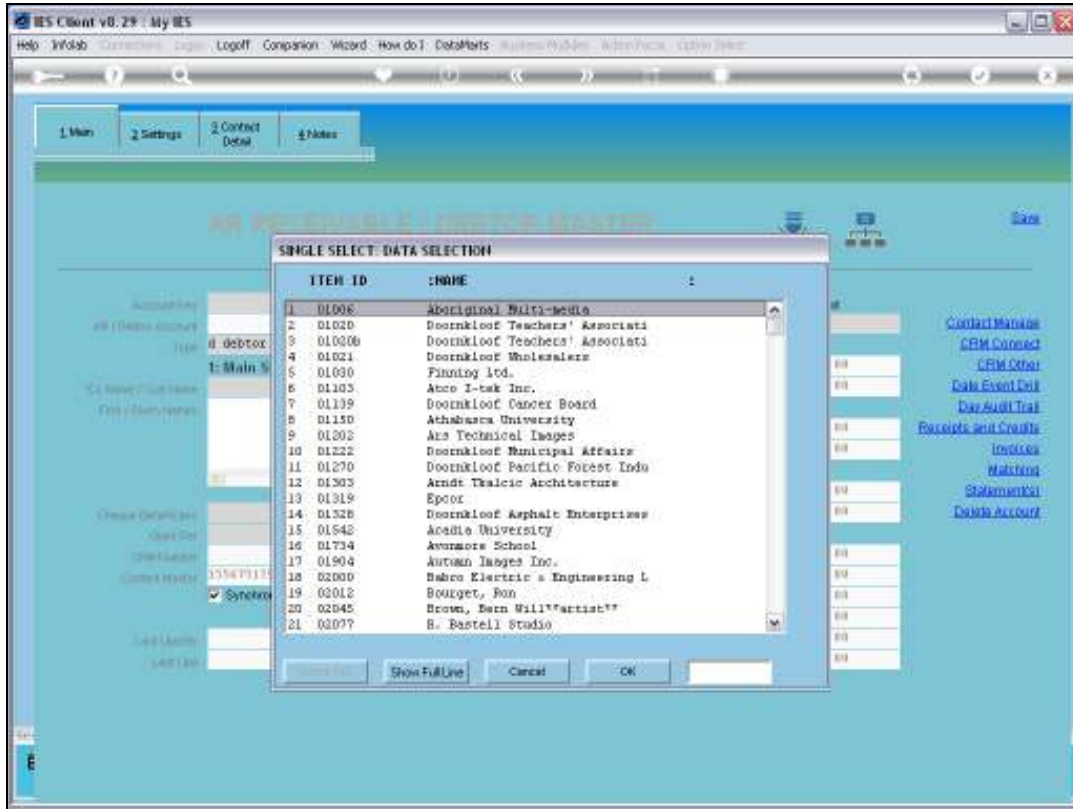


Slide 9  
Slide notes:



## Slide 10

Slide notes: In this case, we can retain the wildcards 'as is' or we can specify an Account Name pattern or a Group Number pattern, or both.



Slide 11

Slide notes: And this may result in a list of Account Codes that we may select from.

Account Code: 01300  
 AR / Debtor Account: 01300  
 Type: debtor

1: Main Settings  
 \*Co Name / Cust Name: ARMOT TRALCIC ARCHITECTURE  
 First / Given Names: [Empty]

Cheque Beneficiary: ARMOT TRALCIC ARCHITECTURE  
 Client Ref: [Empty]  
 CRM Number: 00072  
 Contact Master: 0000  
 Synchronize With Crm?  
 Last Upld By: [Empty]  
 Last Upld: [Empty]

2: Currency Management  
 Managed Currency: LOCAL #

Financials -

Current Month	0.00
Balance YTD	0.00

Physicals -

Qty Current	0.00
Qty Ytd	0.00

Sales -

Sales Current	0.00
Sales YTD	0.00

Aging -

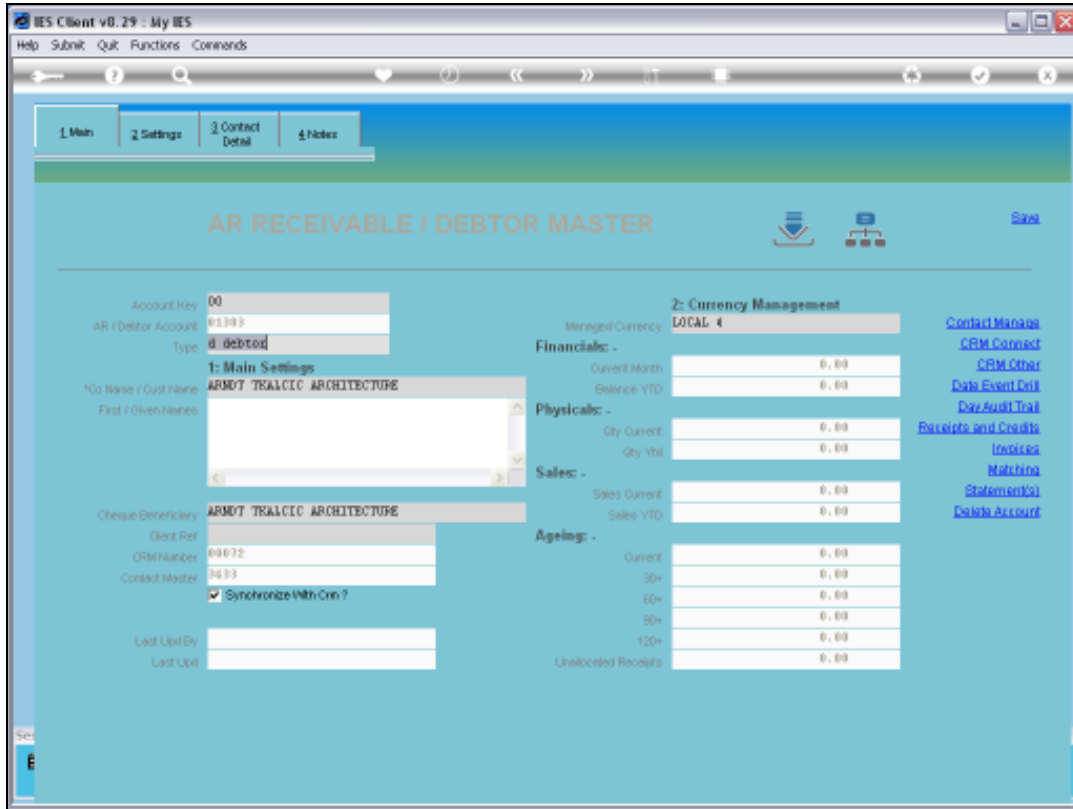
Current	0.00
30+	0.00
60+	0.00
90+	0.00
120+	0.00
Unallocated Receipts	0.00

Navigation: 1 Main | 2 Settings | 3 Contact Detail | 4 Notes

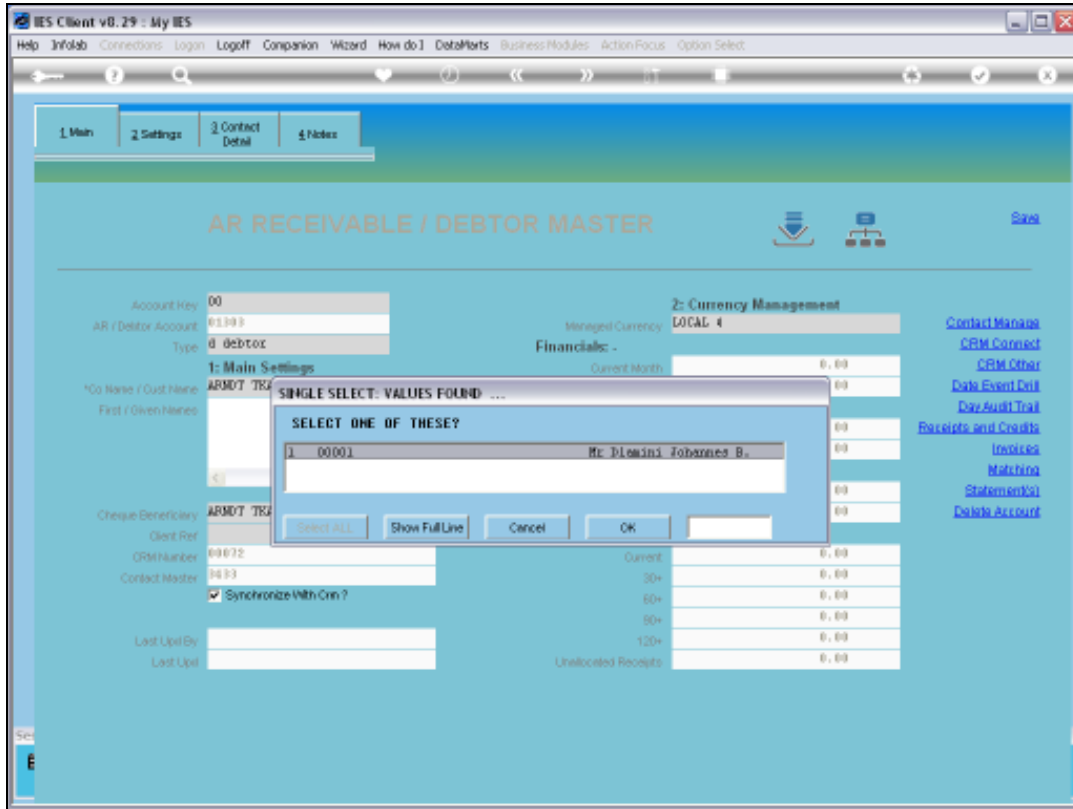
Buttons: Contact Manage, CRM Connect, CRM Other, Data Export PDF, Day Audit Trail, Receipts and Credits, Invoices, Matching, Statements, Debit Account

Slide 12

Slide notes: We can also just type some lead-in characters in the Account Code, where in this example we'd like to see Account Codes that start with '00'.

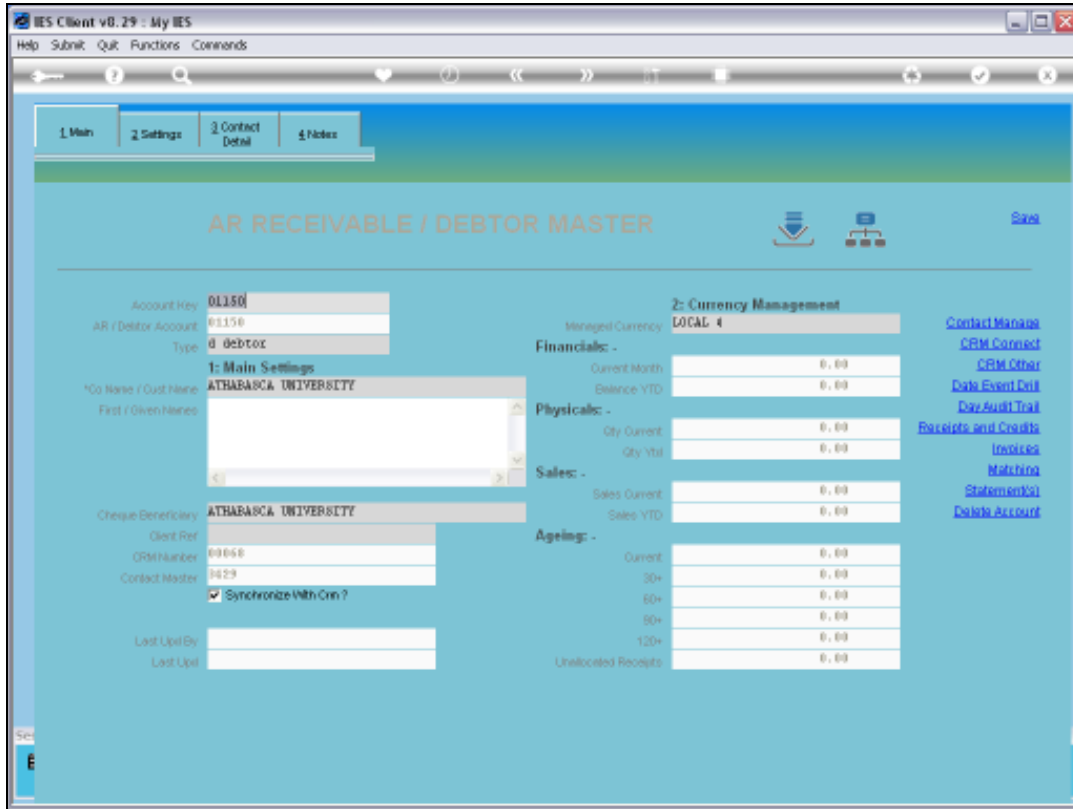


Slide 13  
Slide notes:



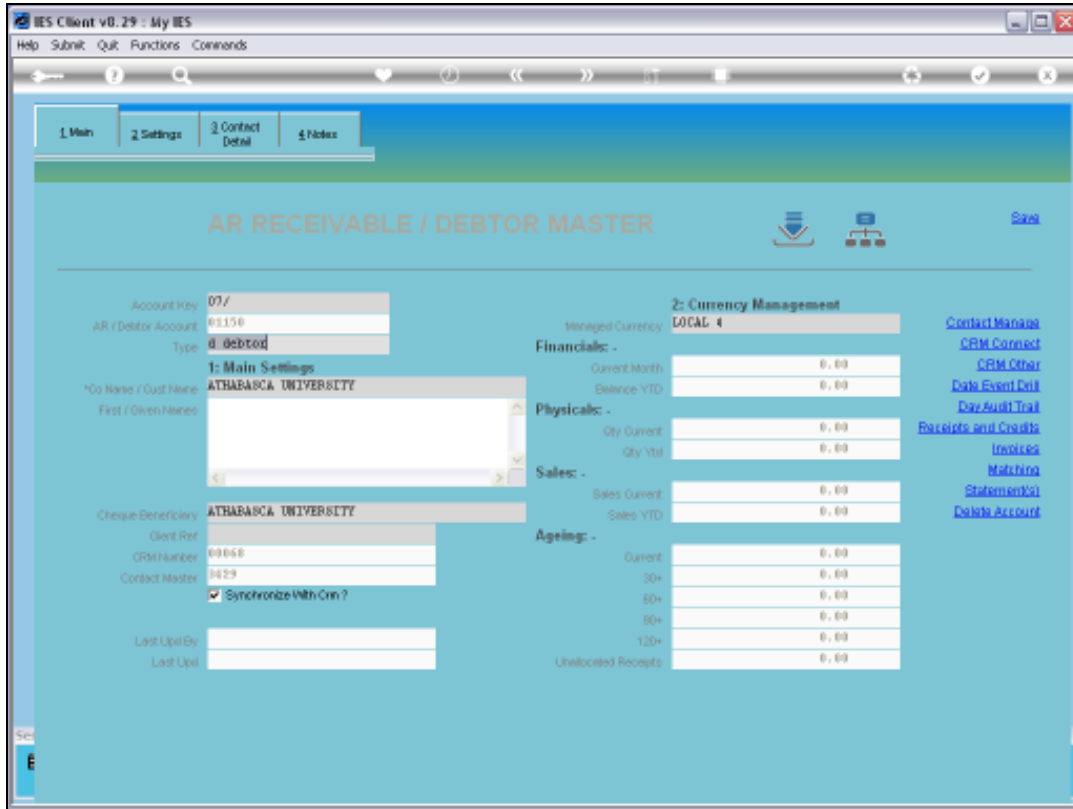
Slide 14

Slide notes: And we have a result.



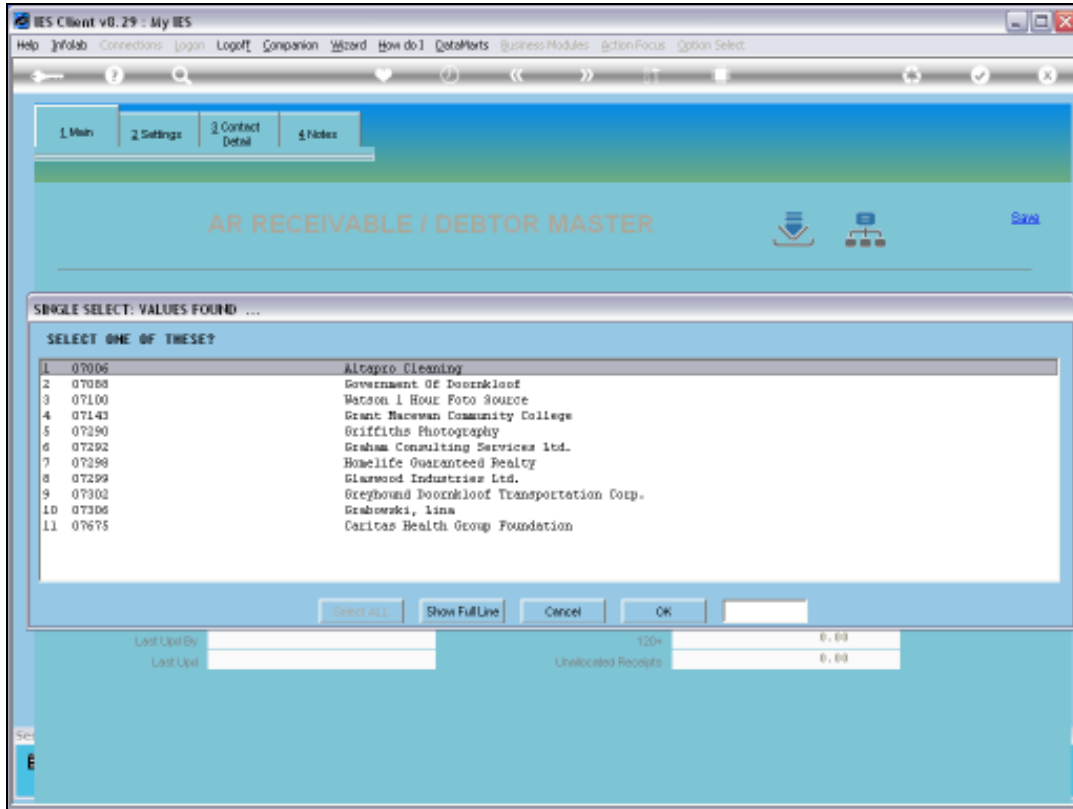
Slide 15

Slide notes: The lead-in characters may also be stated with a '/' character.



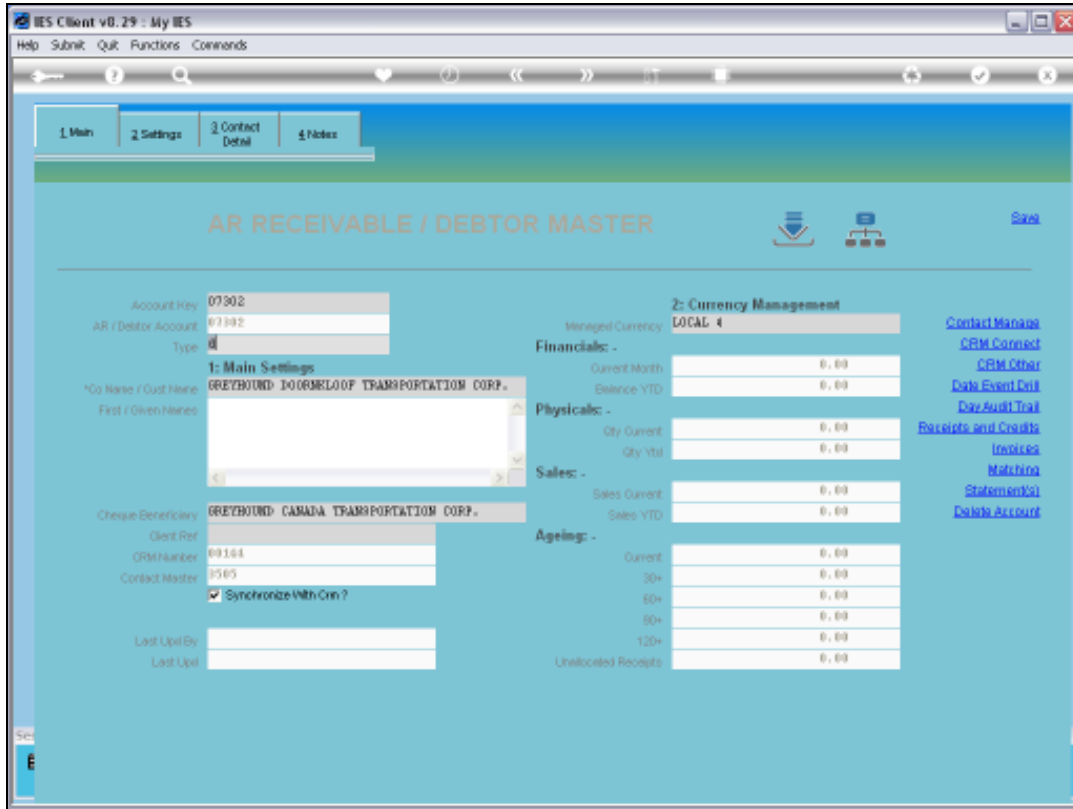
Slide 16  
Slide notes:





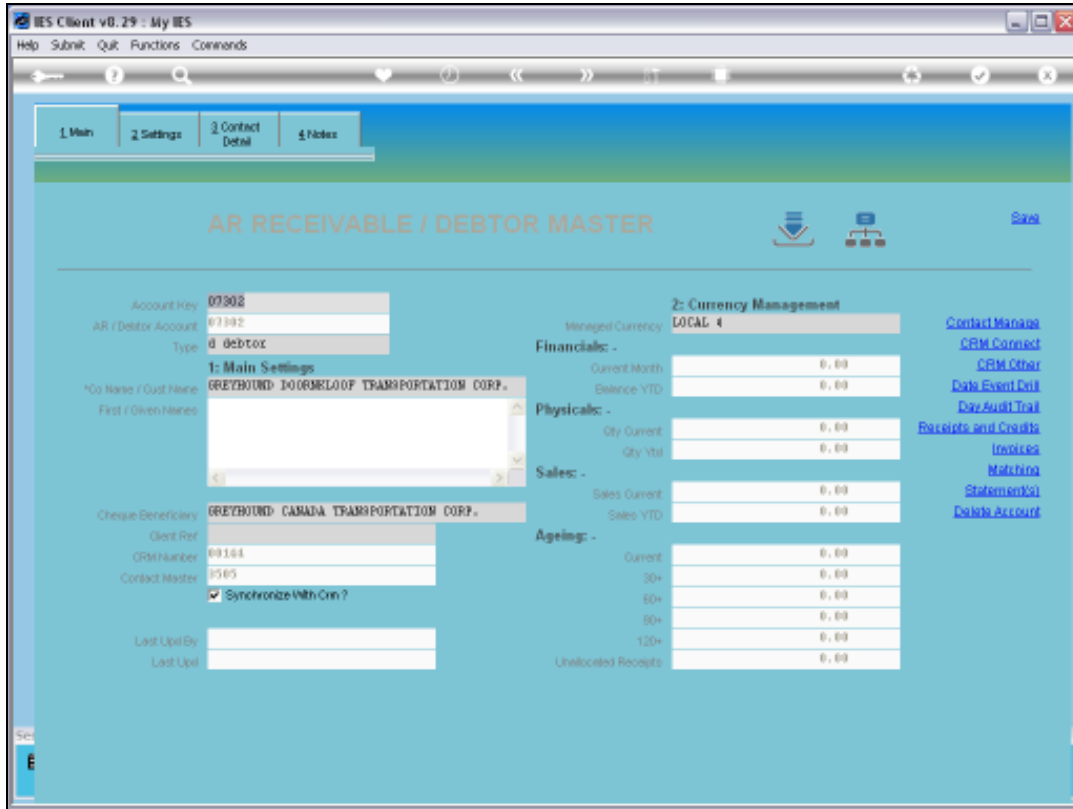
Slide 17

Slide notes: So in this case, all listed Account Codes start with '07'.



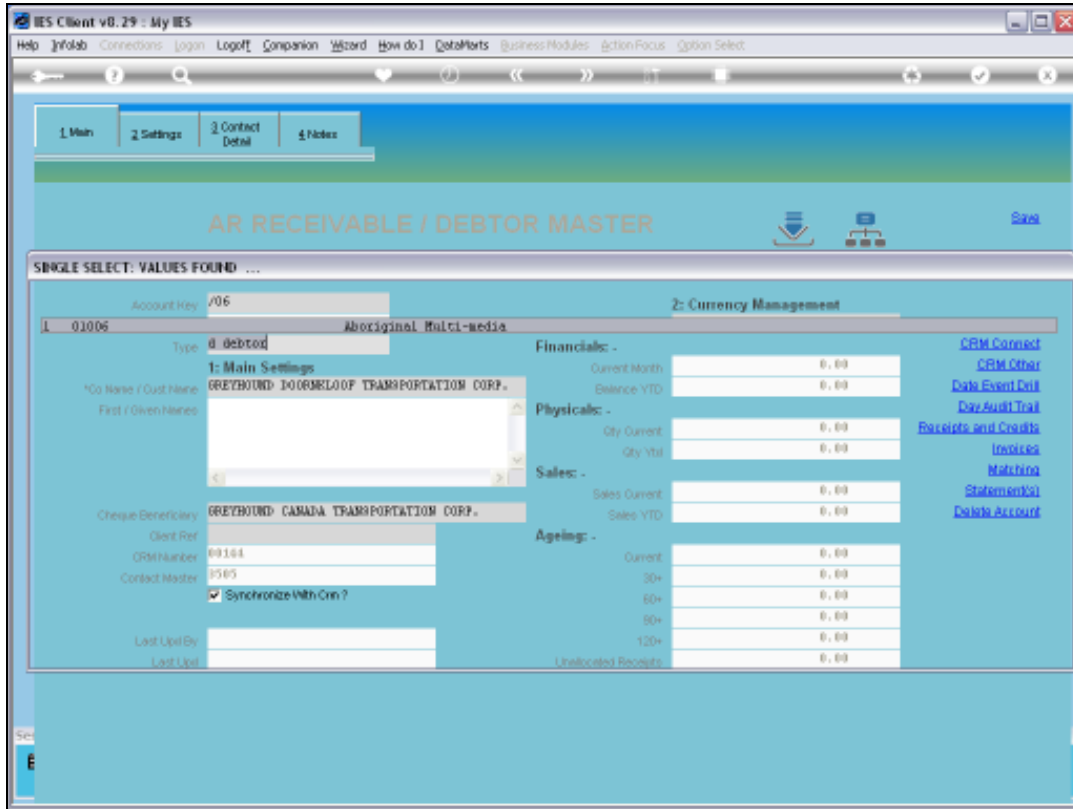
Slide 18

Slide notes:

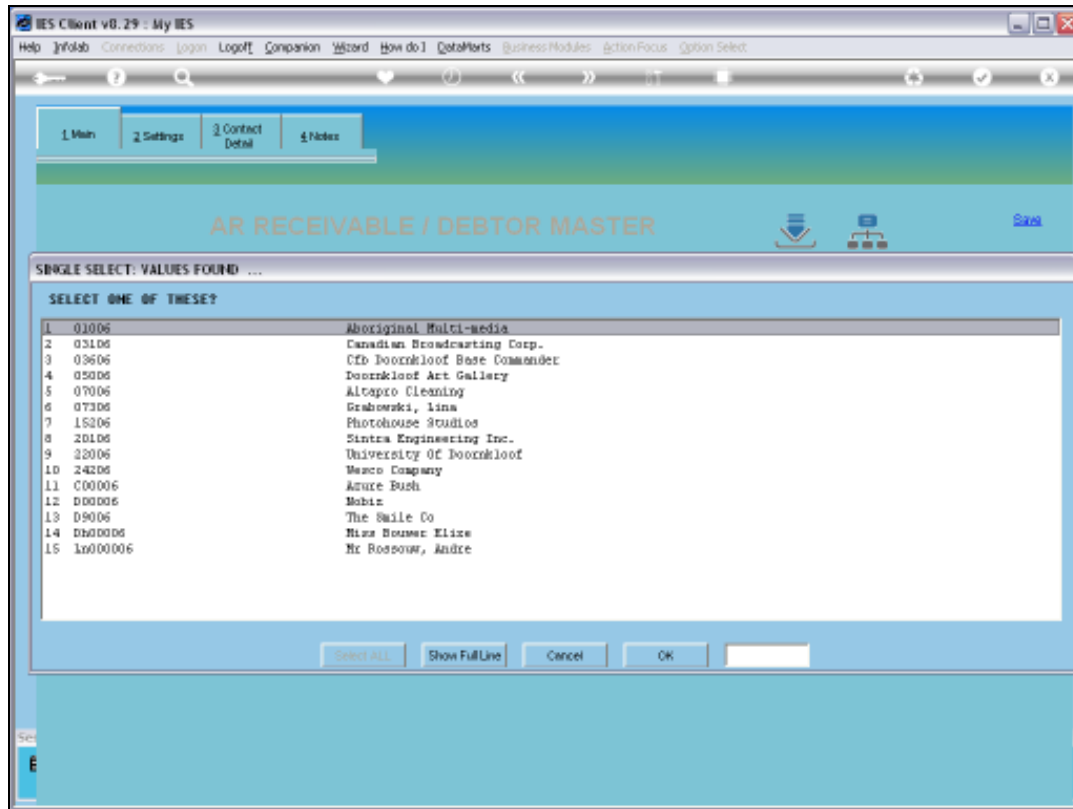


Slide 19

Slide notes: We can also start with a slash, wishing to retrieve Codes that 'end with'.

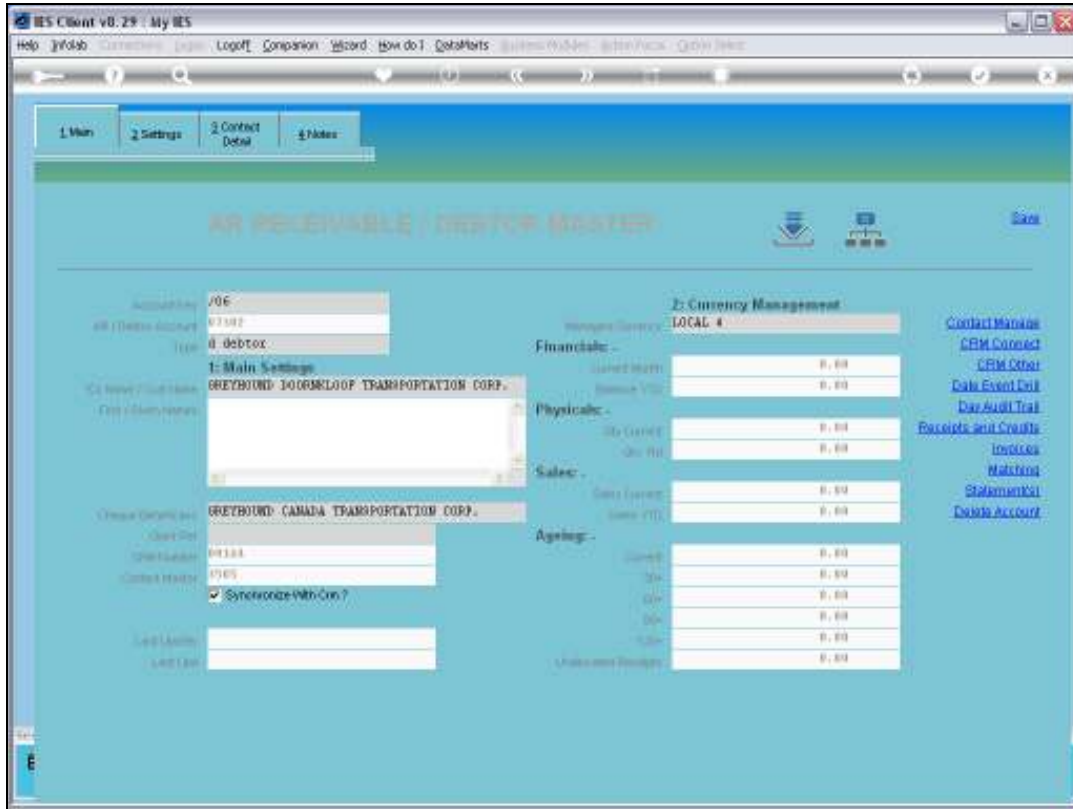


Slide 20  
Slide notes:

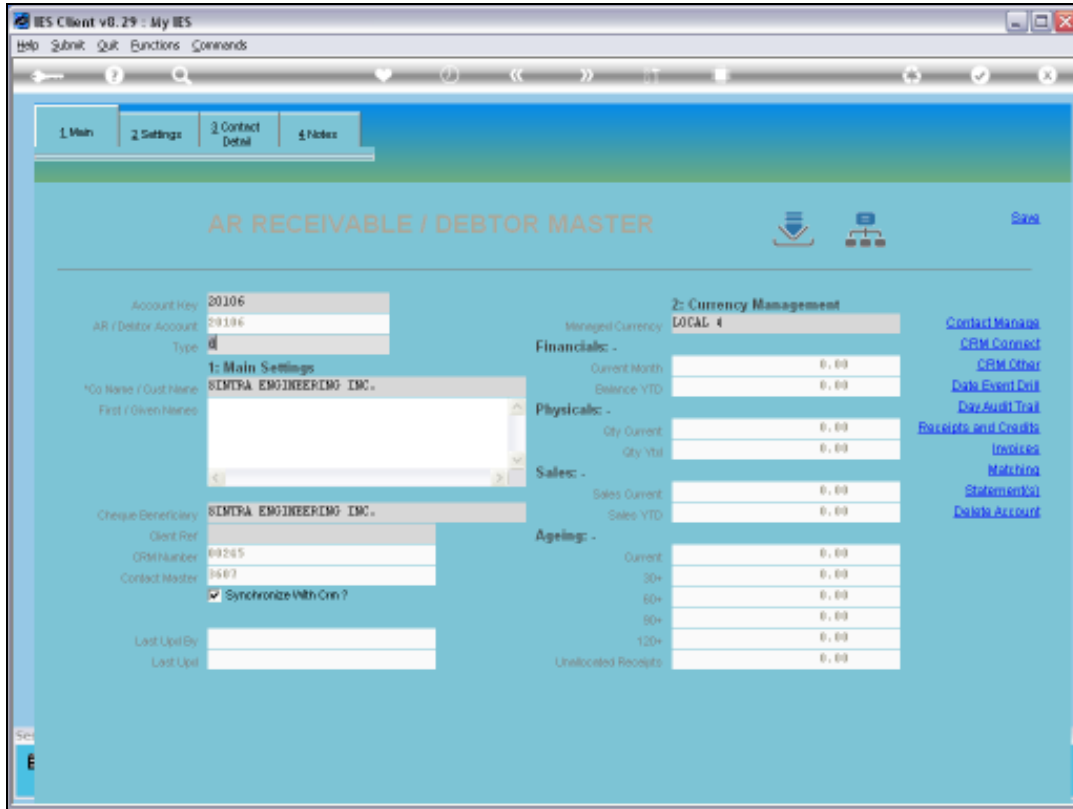


Slide 21

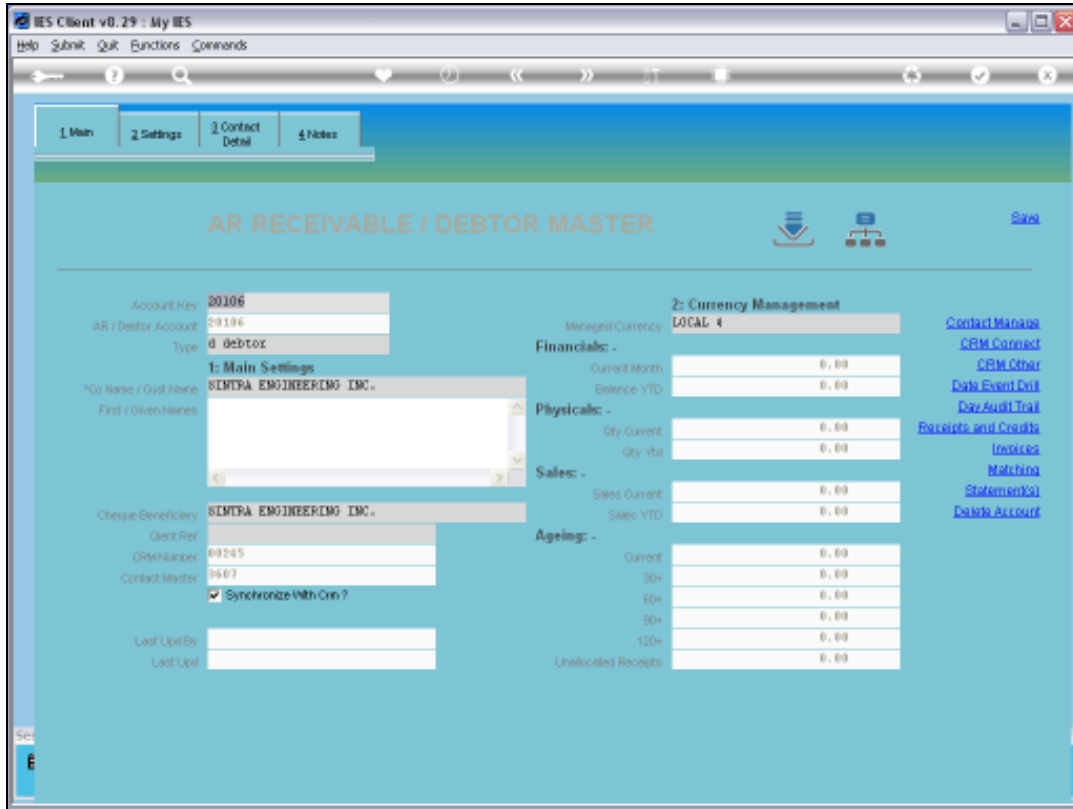
Slide notes: All these Account Codes end in '06'.



Slide 22  
Slide notes:



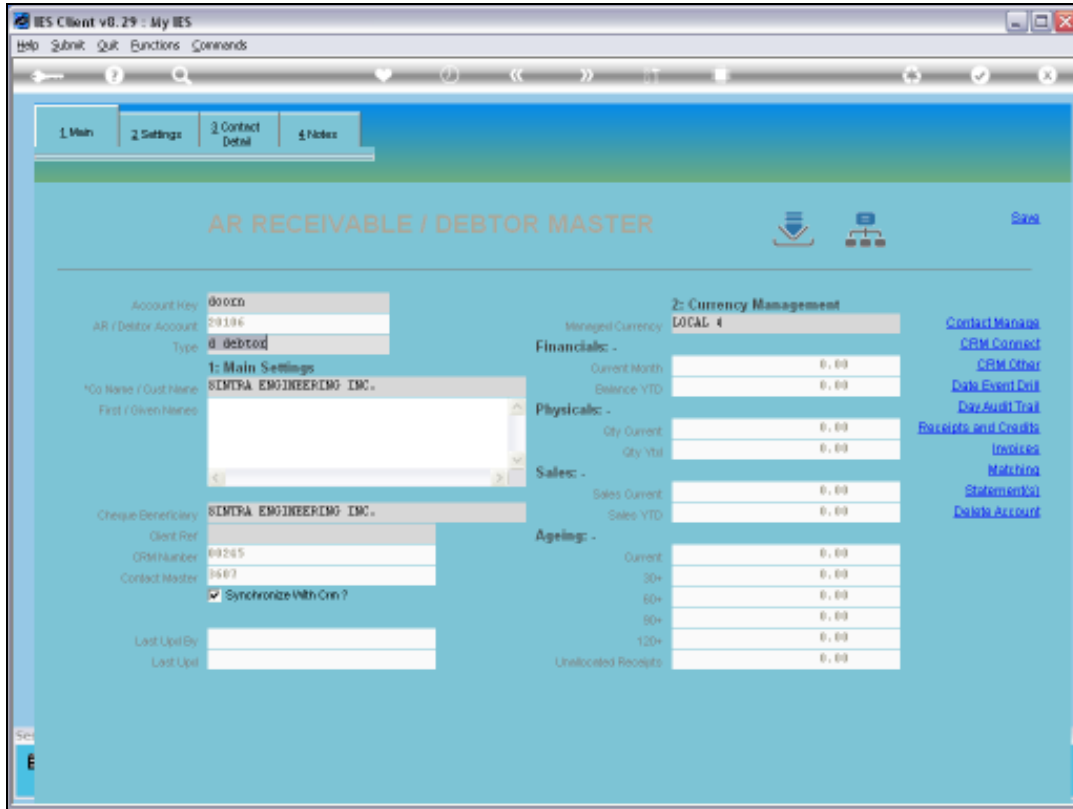
Slide 23  
Slide notes:



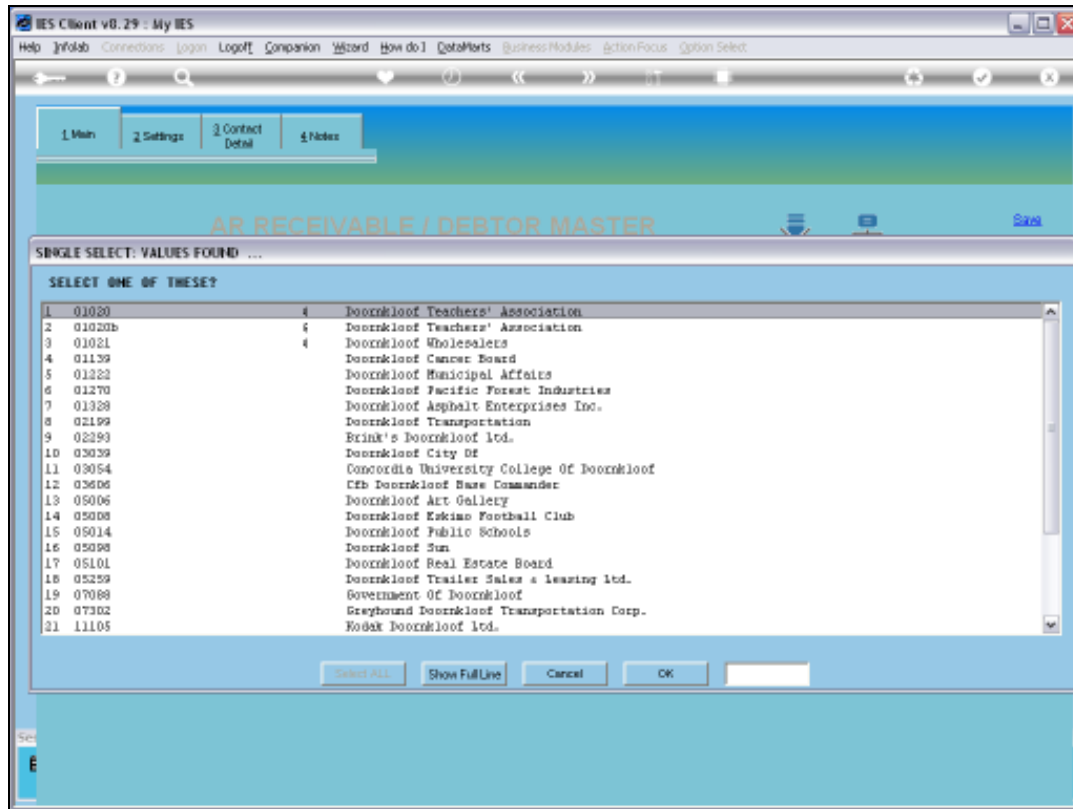
Slide 24

Slide notes: Or, we may simply type some text that appear in the Account Name.



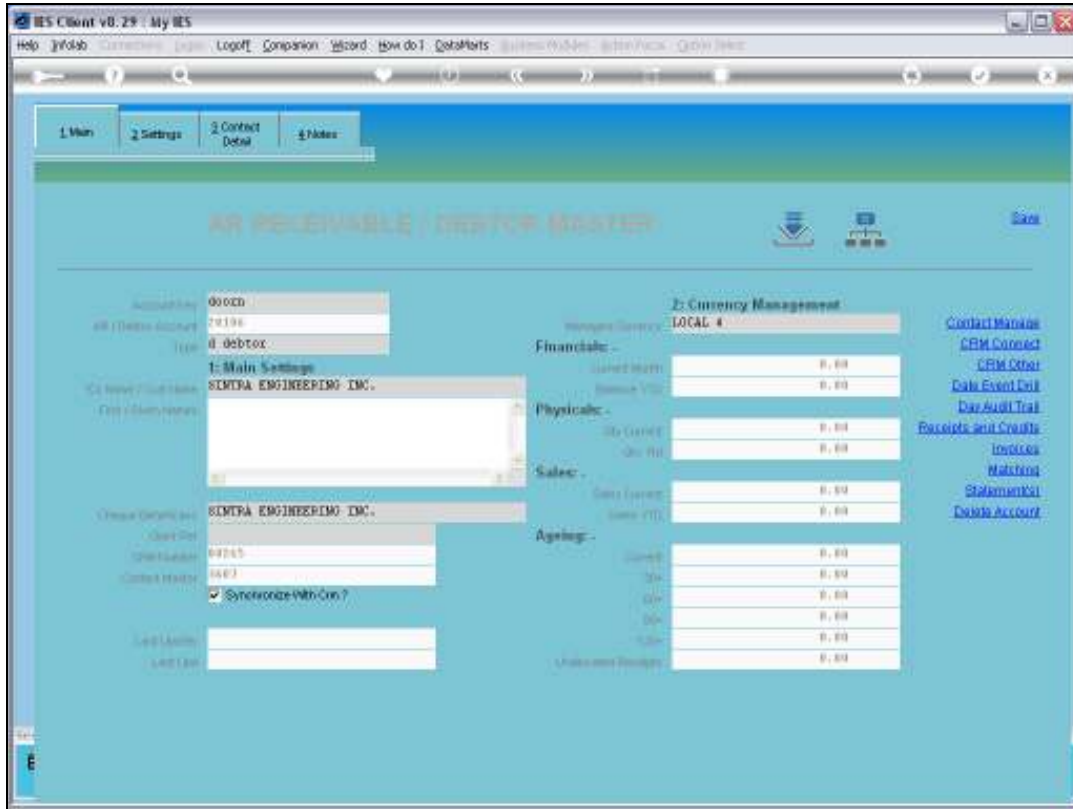


Slide 25  
 Slide notes:

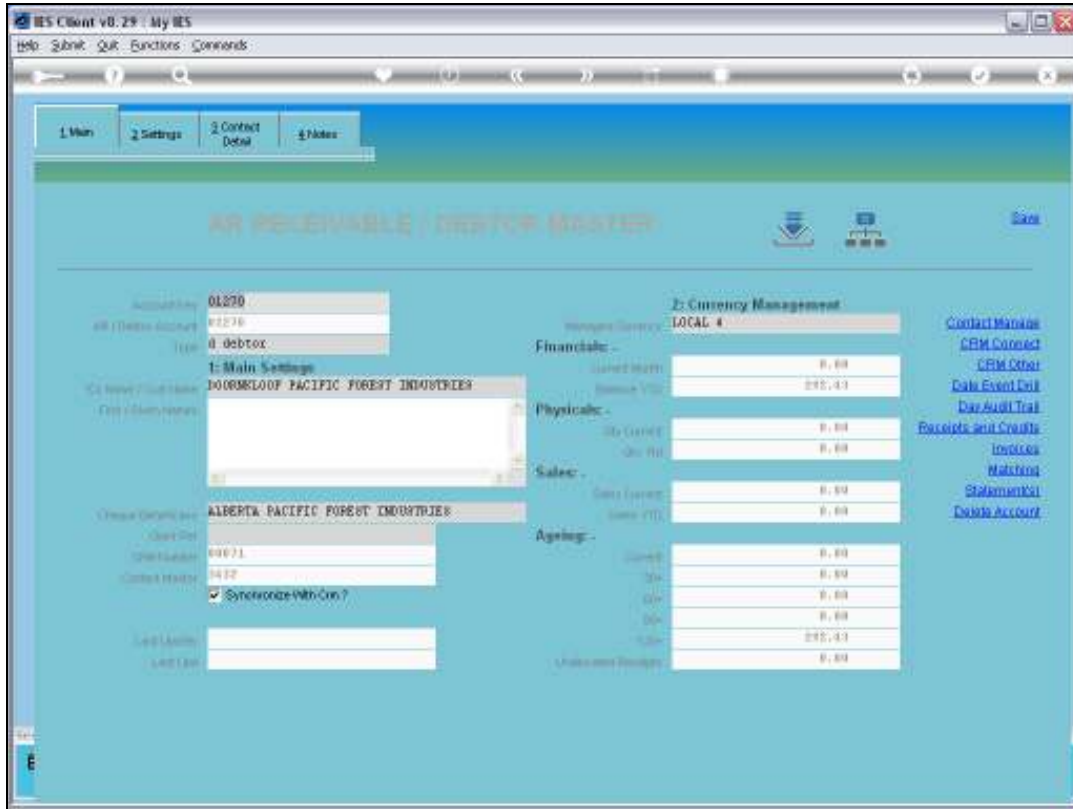


Slide 26

Slide notes: All these Accounts clearly include the text we have typed.

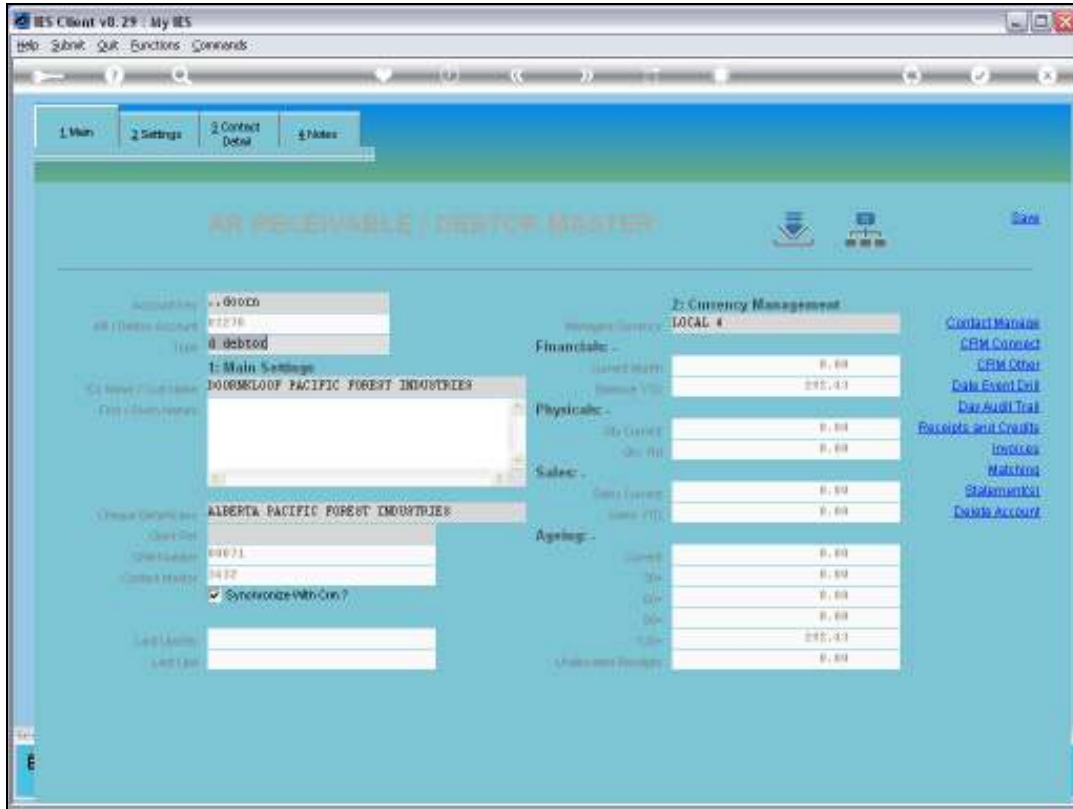


Slide 27  
Slide notes:

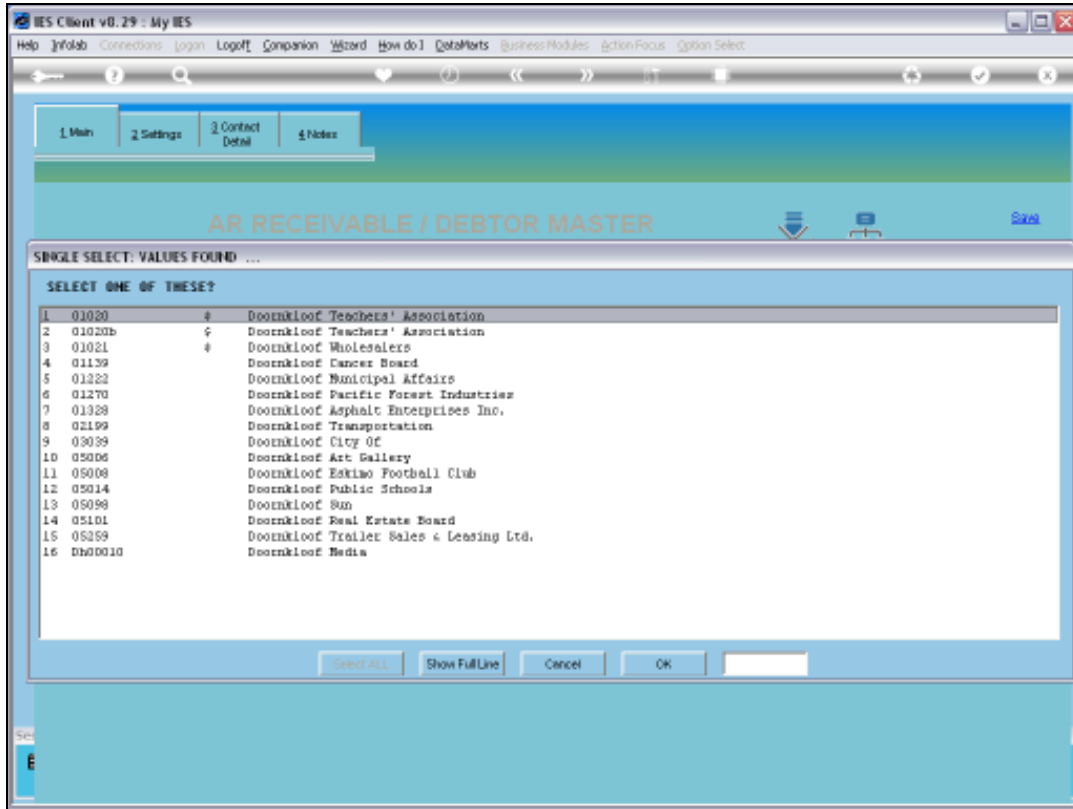


Slide 28

Slide notes: When we prefix the text we type with '..', then it means the Account Name must START WITH that text.

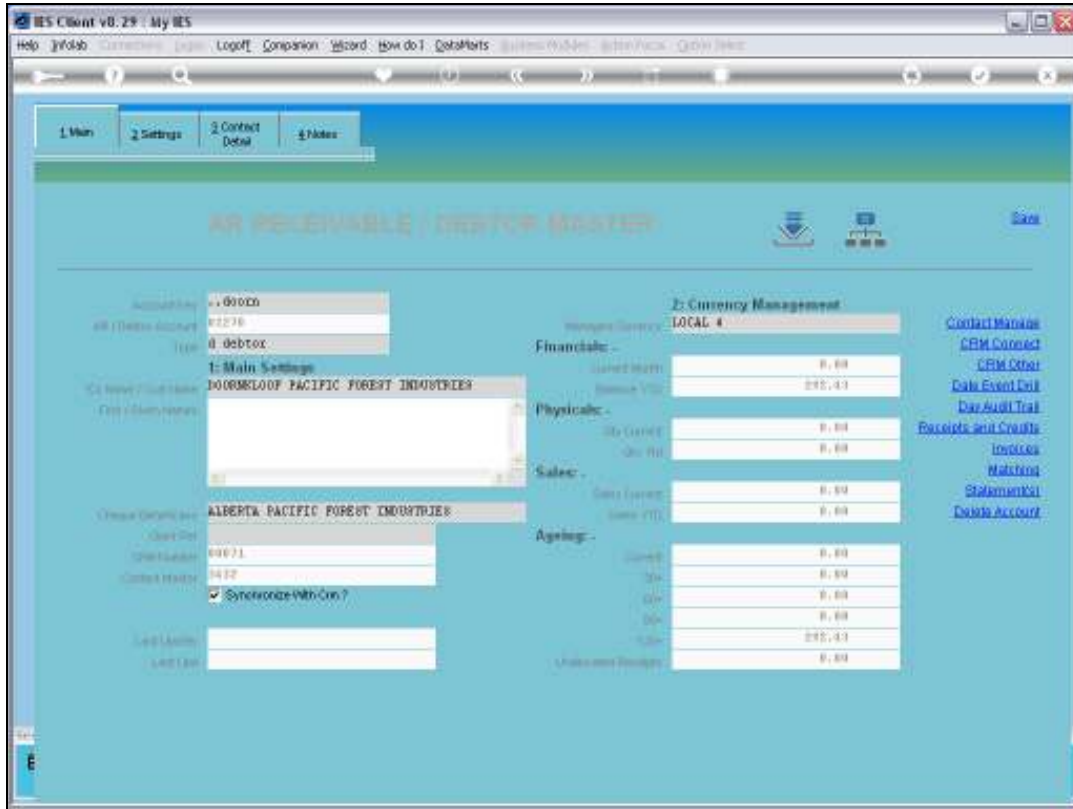


Slide 29  
Slide notes:

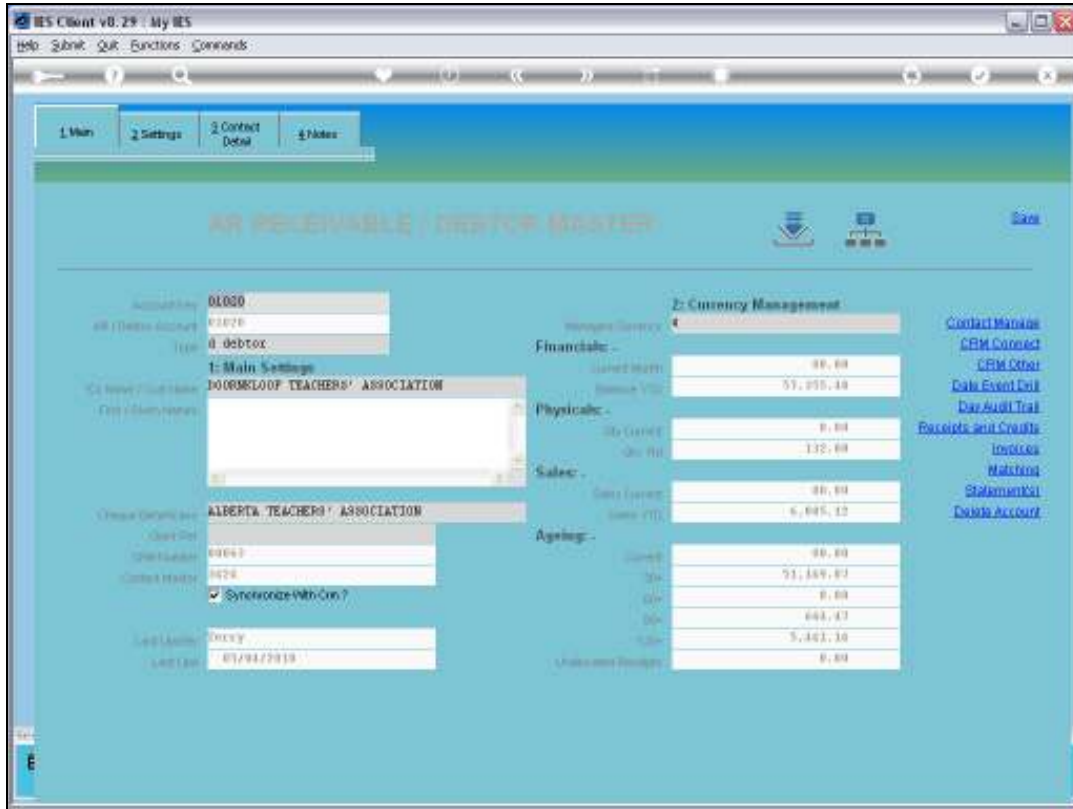


Slide 30

Slide notes: As we see here, all the Account Names starting with the specified text.

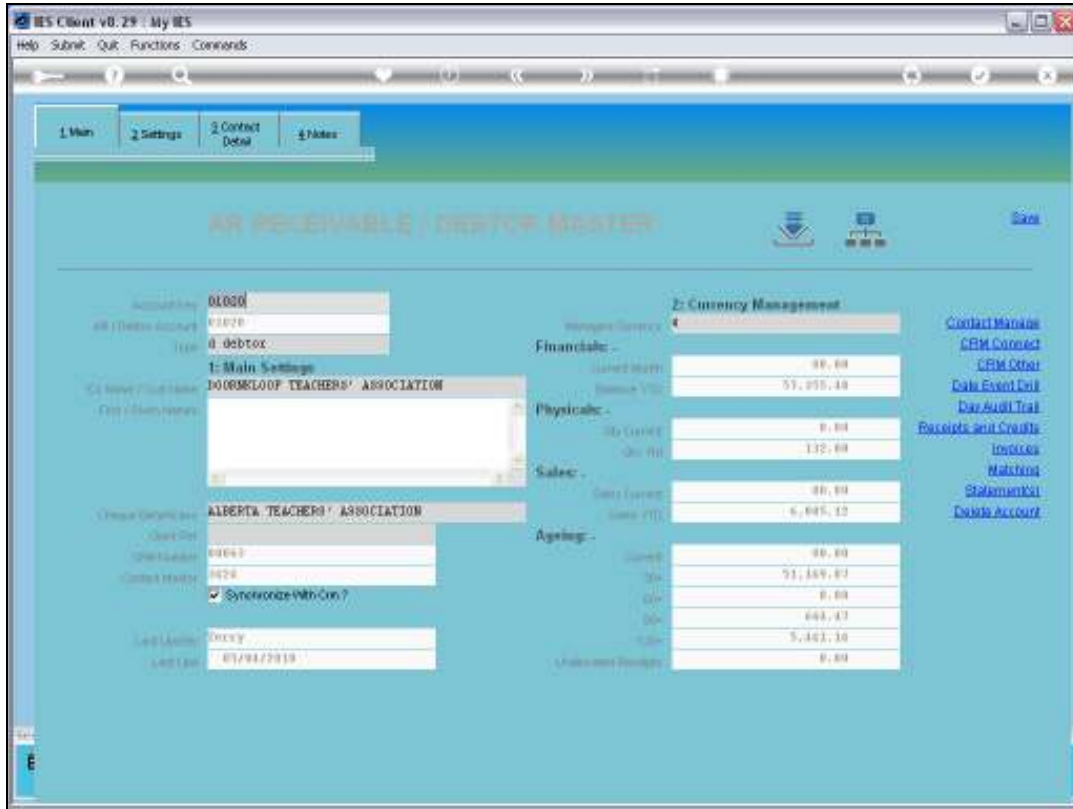


Slide 31  
Slide notes:

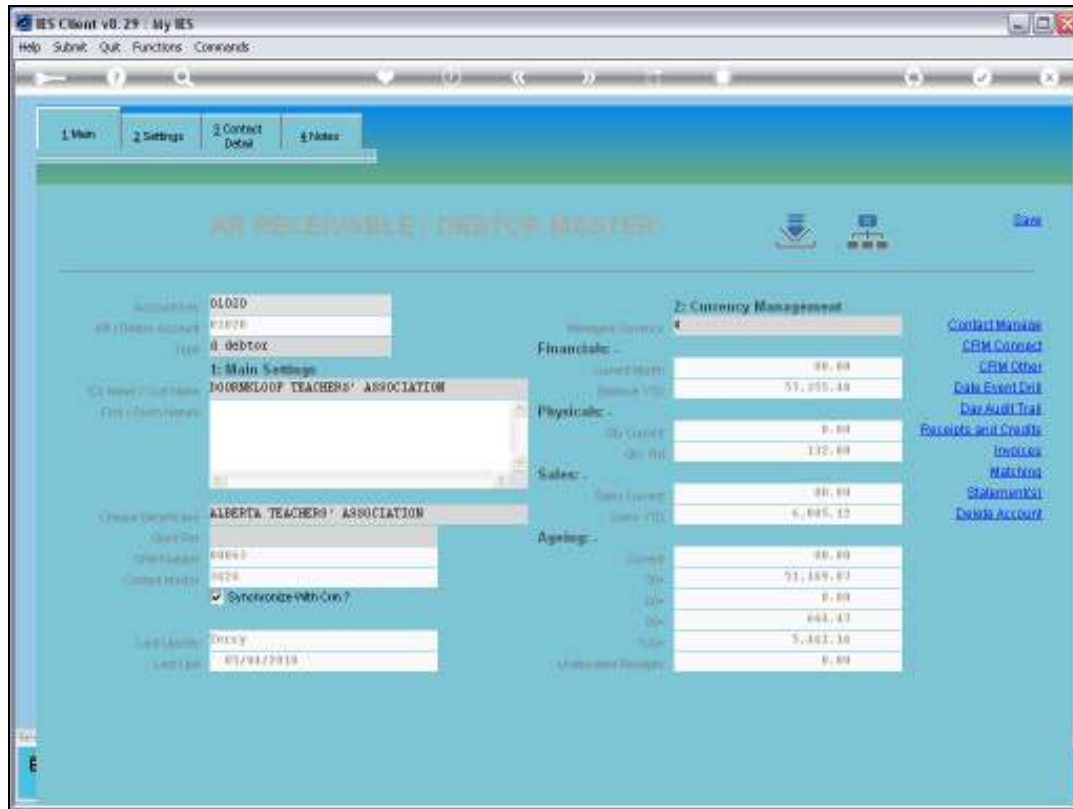


Slide 32  
Slide notes:



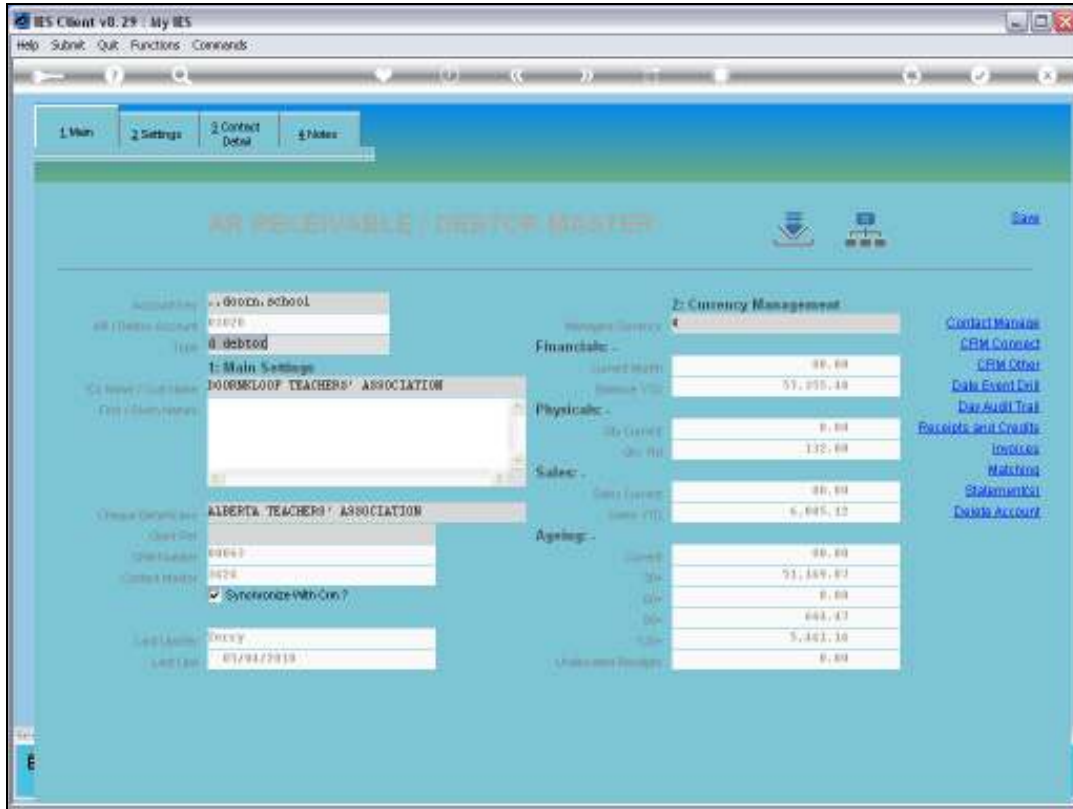


Slide 33  
Slide notes:

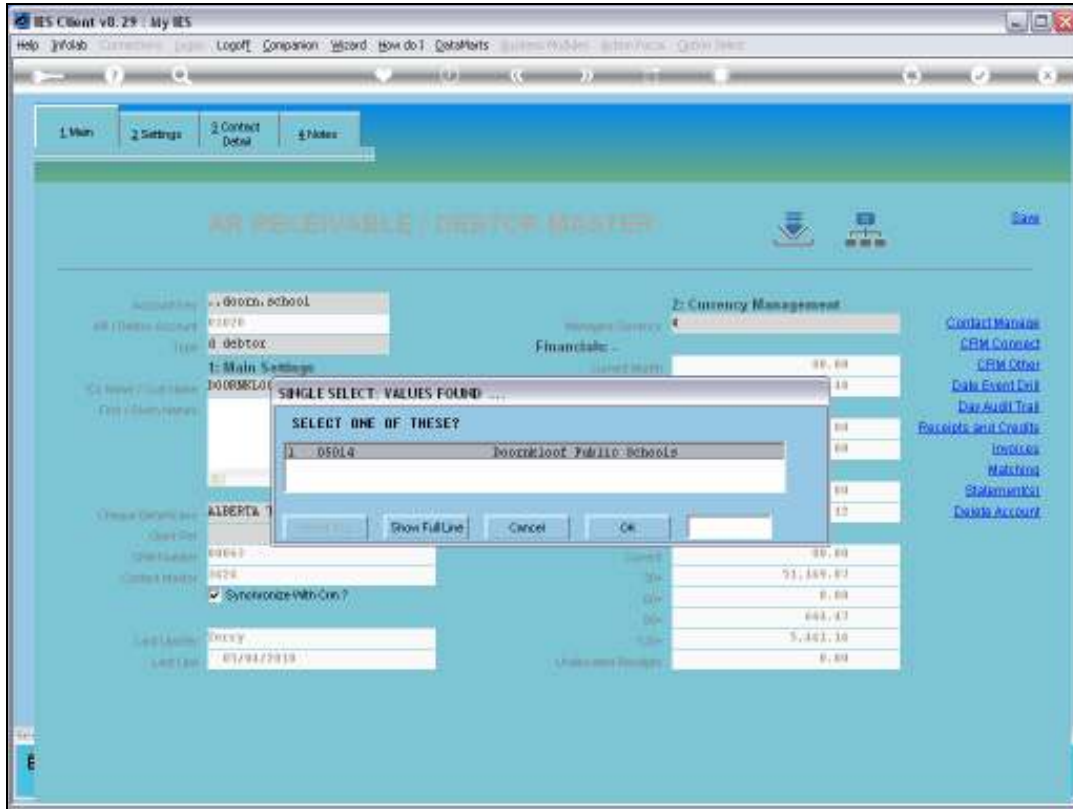


Slide 34

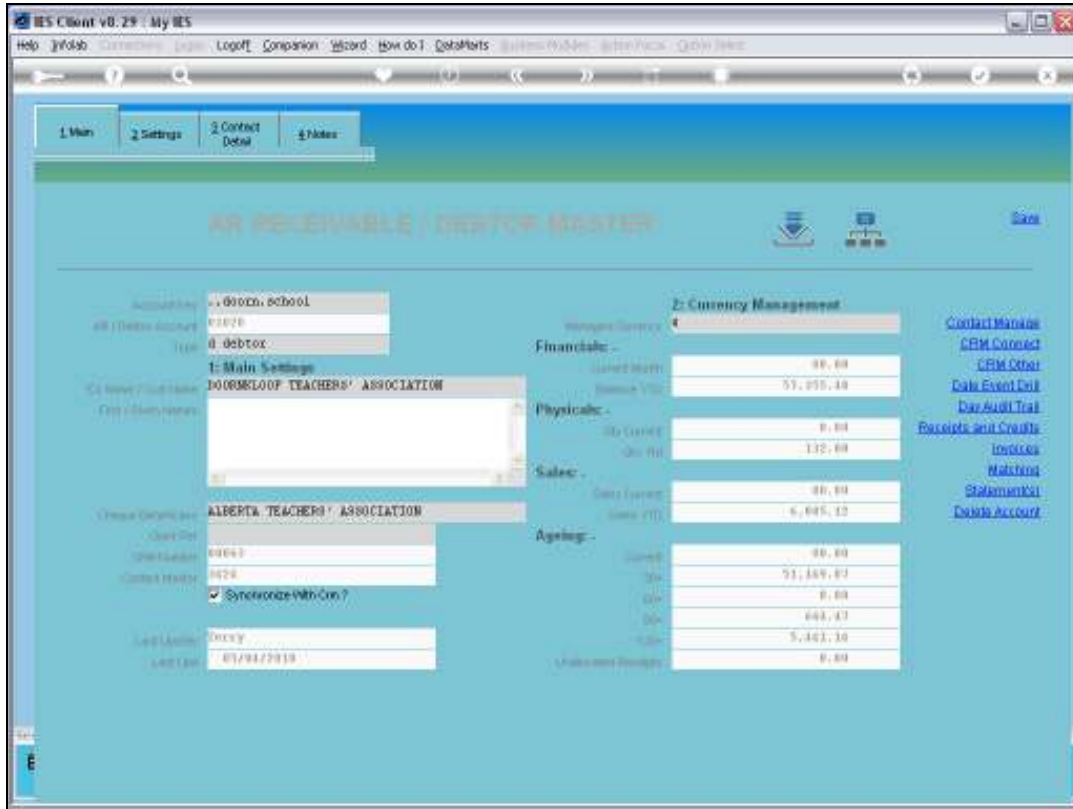
Slide notes: We can use the START WITH text with another 'AND' rule, meaning the text following another '.' MUST also be a part of the Name somewhere.



Slide 35  
Slide notes:



Slide 36  
Slide notes: Like this.



Slide 37  
Slide notes:

**AR RECEIVABLE / DEBTOR MASTER**

Account No: 05014  
 AR / Debtor Account: 05014  
 Type: debtor  
 Co Name / Cust Name: D000000000 PUBLIC 8CB0018  
 First / Given Name: [Empty]  
 Cheque Beneficiary: EDMONTON PUBLIC 8CB0018  
 Client Ref: 00125  
 CRM Number: 0006  
 Contact Master:  Synchronize With Crm?  
 Last Upd By: [Empty]  
 Last Upd: [Empty]

**2: Currency Management**  
 Managed Currency: LOCAL \$

**Financials -**

Current Month	0.00
Balance YTD	0.00

**Physicals -**

City Current	0.00
City YTD	0.00

**Sales -**

Sales Current	0.00
Sales YTD	0.00

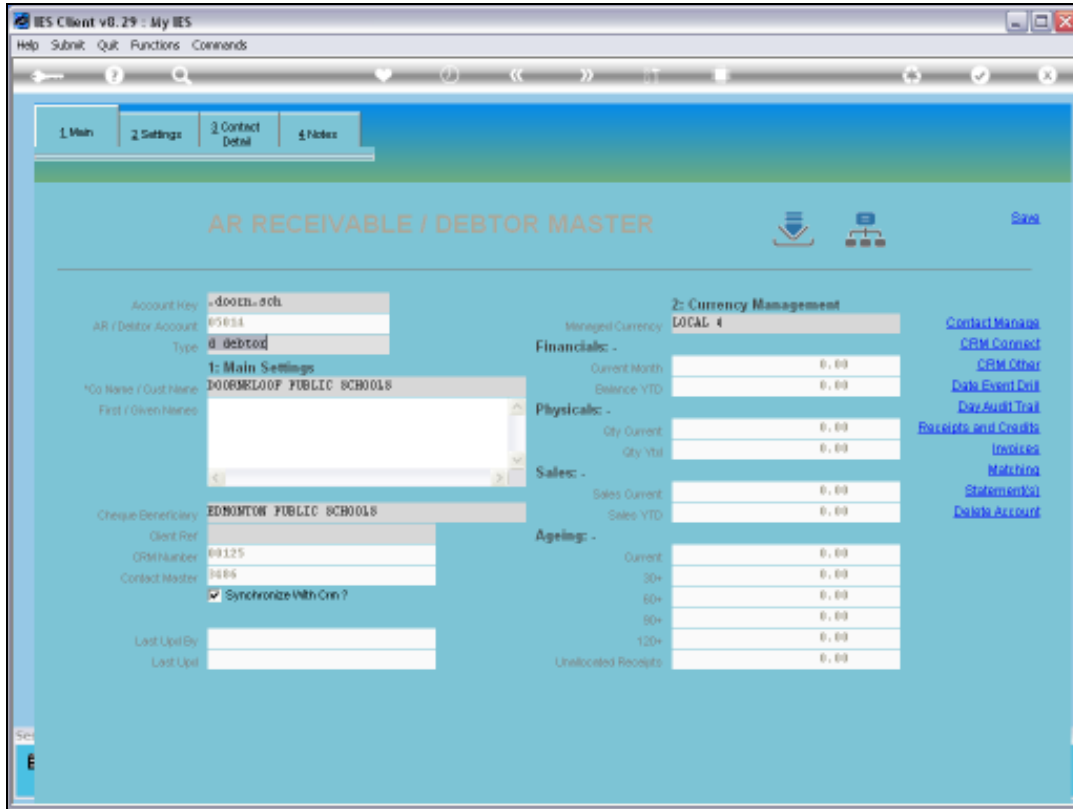
**Aging -**

Current	0.00
30+	0.00
60+	0.00
90+	0.00
120+	0.00
Unallocated Receipts	0.00

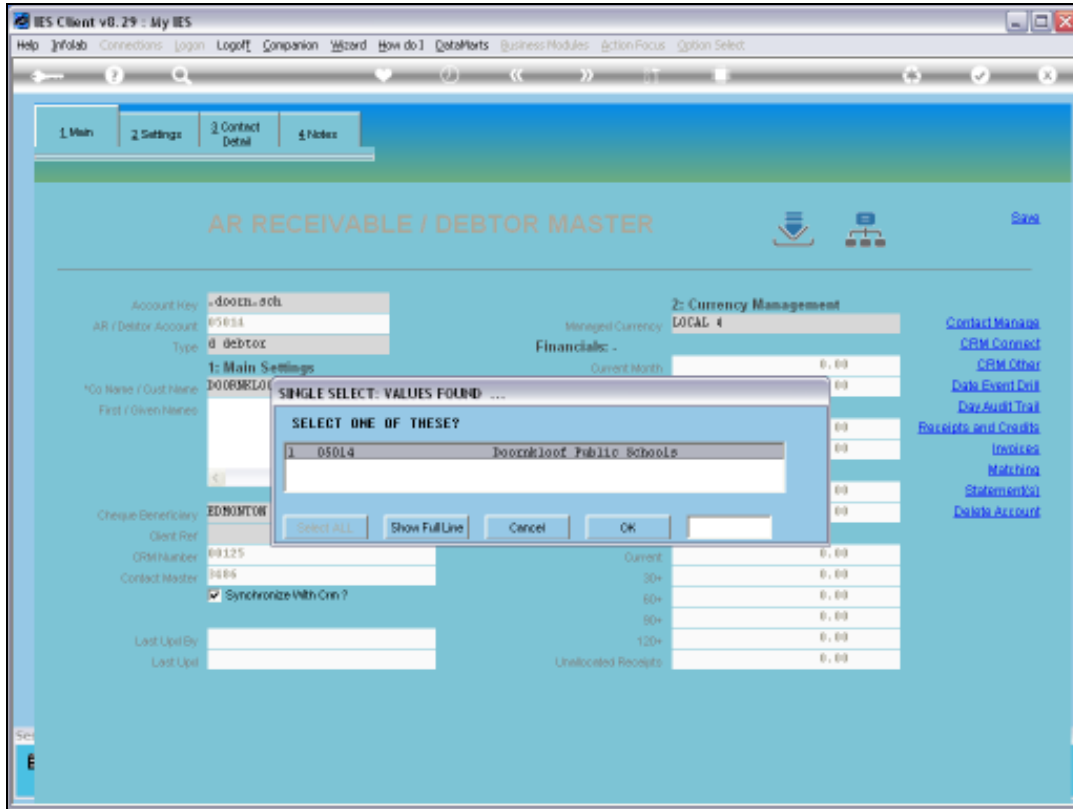
[Contact Manage](#)  
[CRM Connect](#)  
[CRM Other](#)  
[Data Export Tool](#)  
[Data Audit Trail](#)  
[Receipts and Credits](#)  
[Invoices](#)  
[Machings](#)  
[Statements](#)  
[Debit Account](#)

Slide 38

Slide notes: Or, we can just use a single '.' between any number of text pieces, and that means that ALL of these TEXT patterns must be in the Name somewhere, in any order.



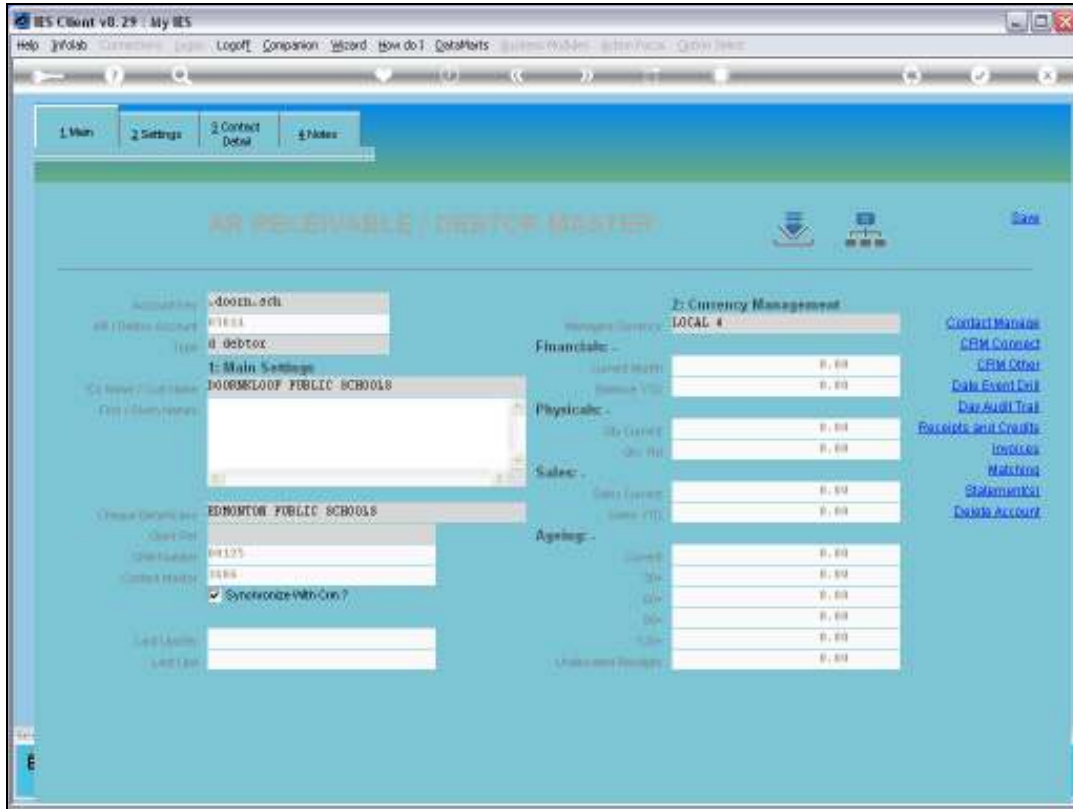
Slide 39  
Slide notes:



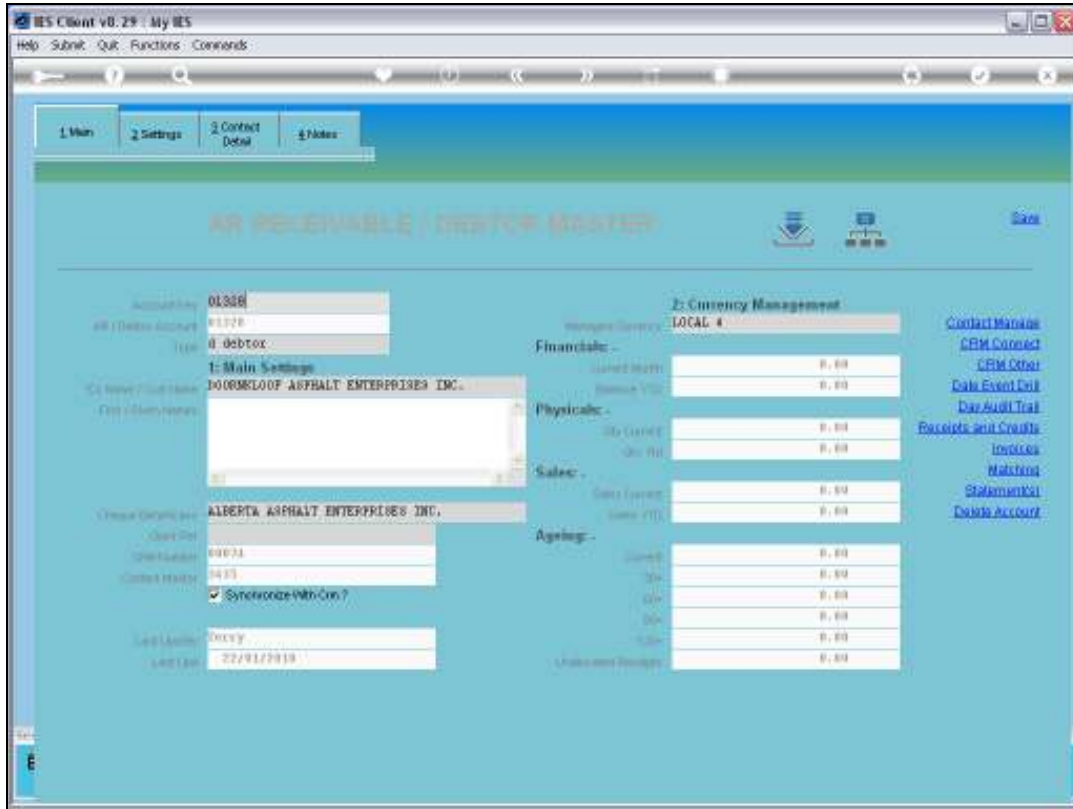
Slide 40

Slide notes: Like in this case.

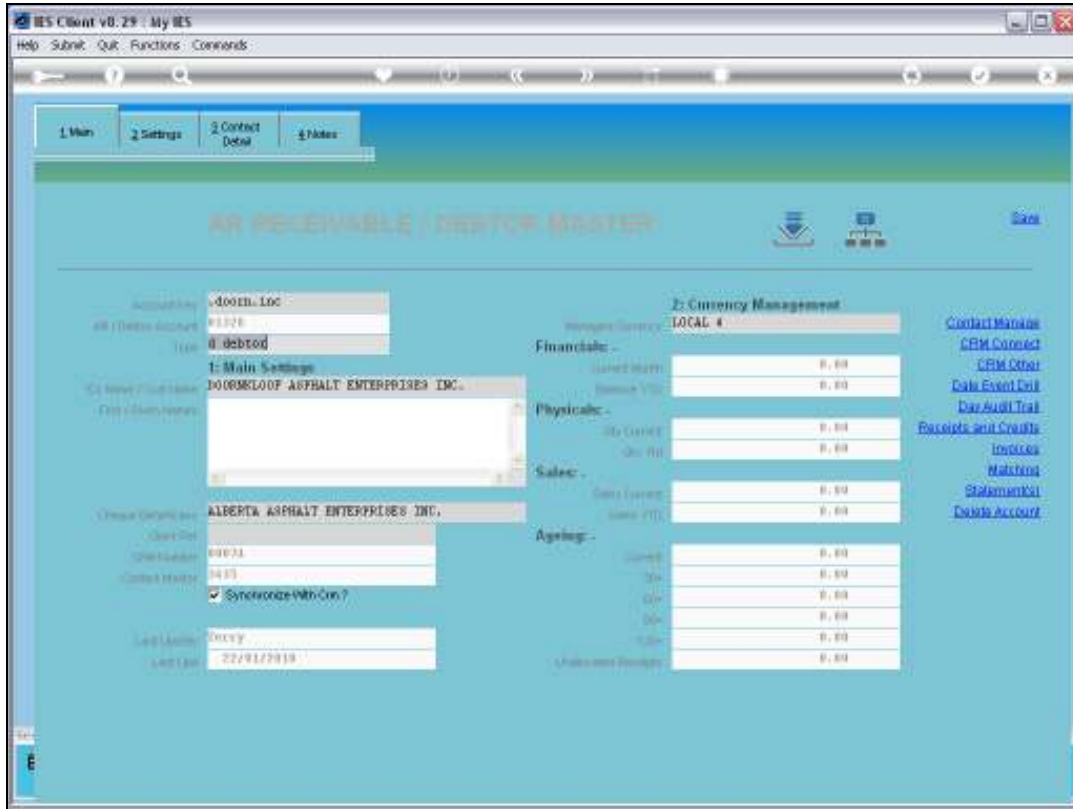




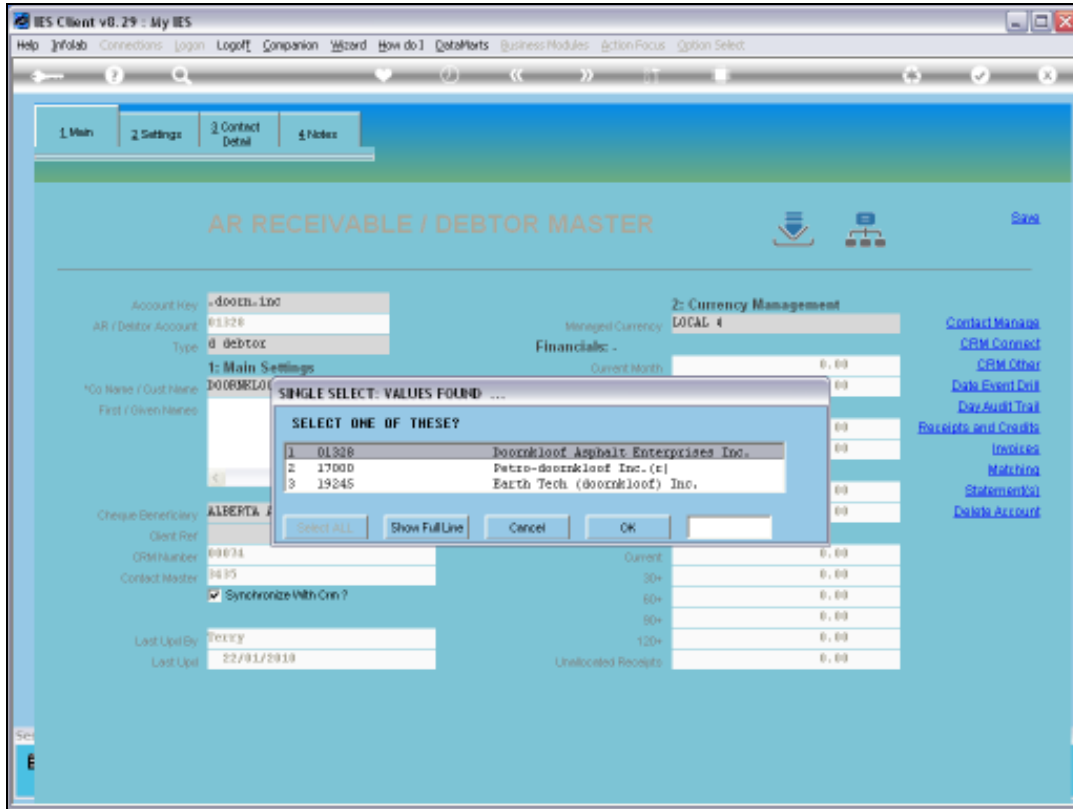
Slide 41  
Slide notes:



Slide 42  
Slide notes:

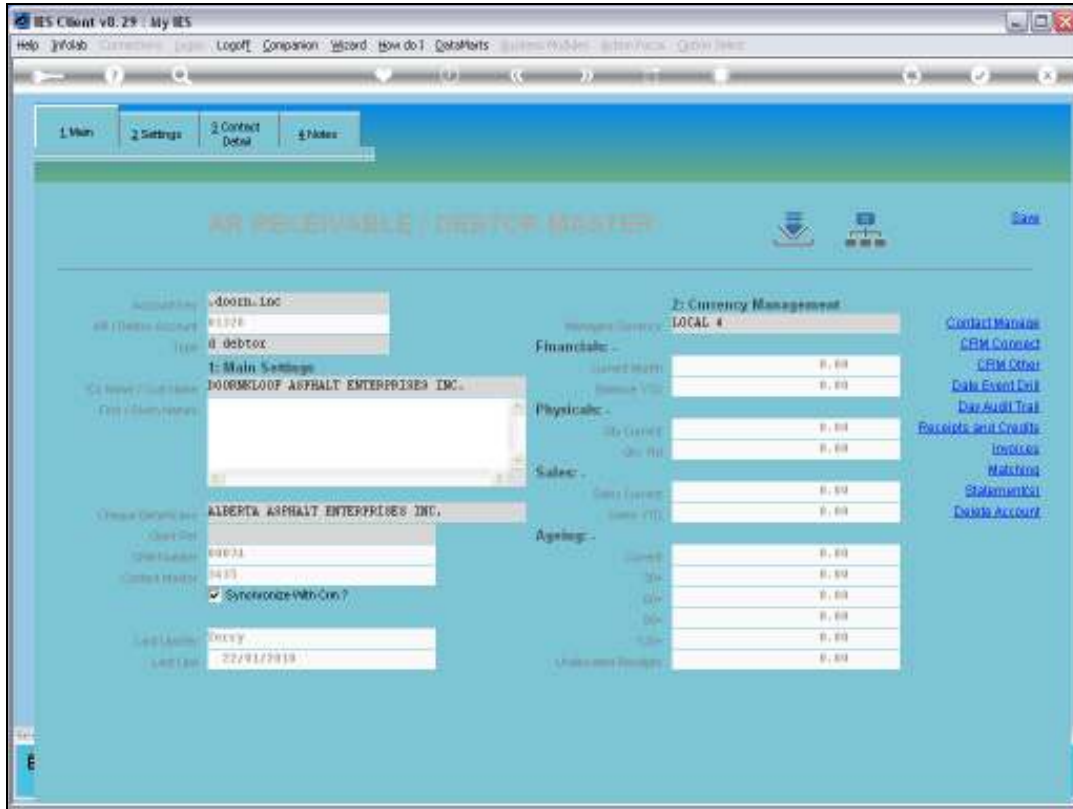


Slide 43  
Slide notes:

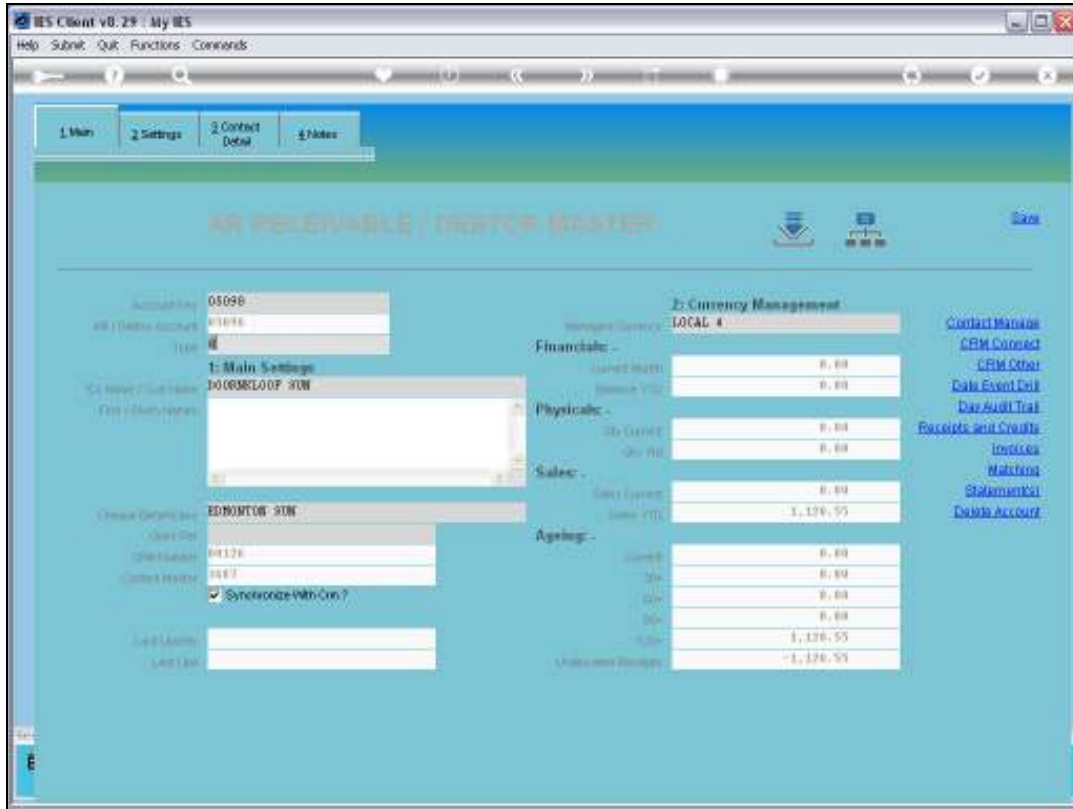


Slide 44

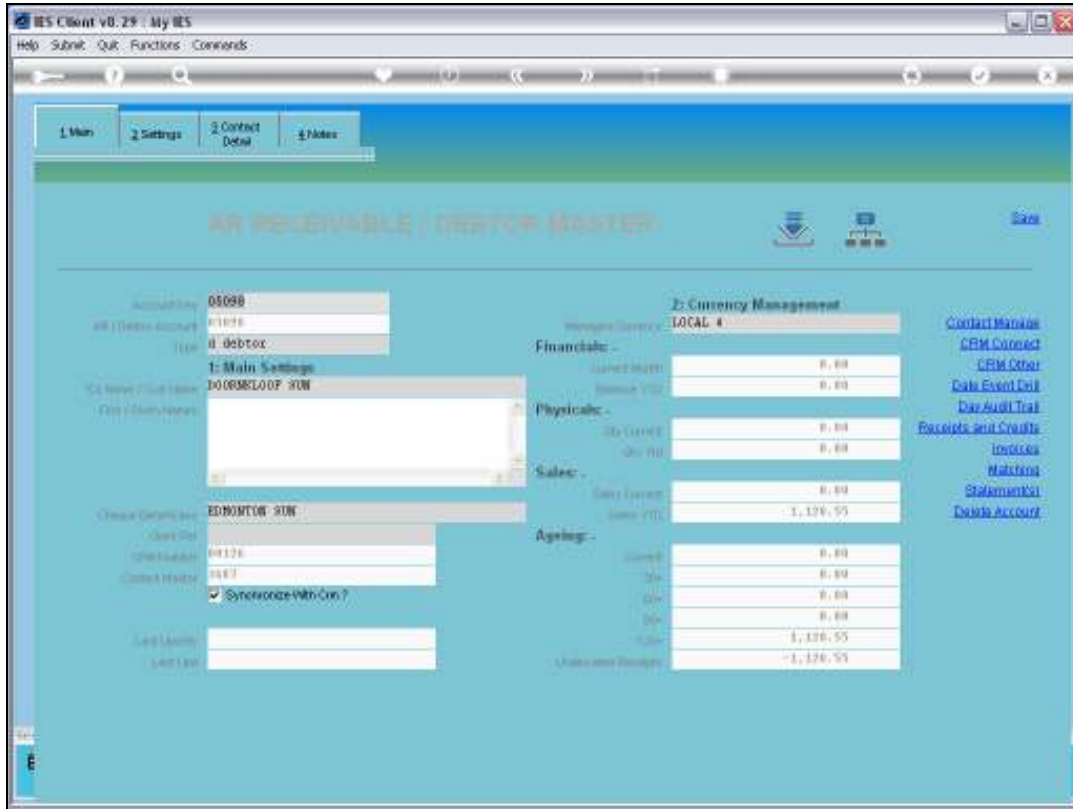
Slide notes: Or as in this case.



Slide 45  
Slide notes:

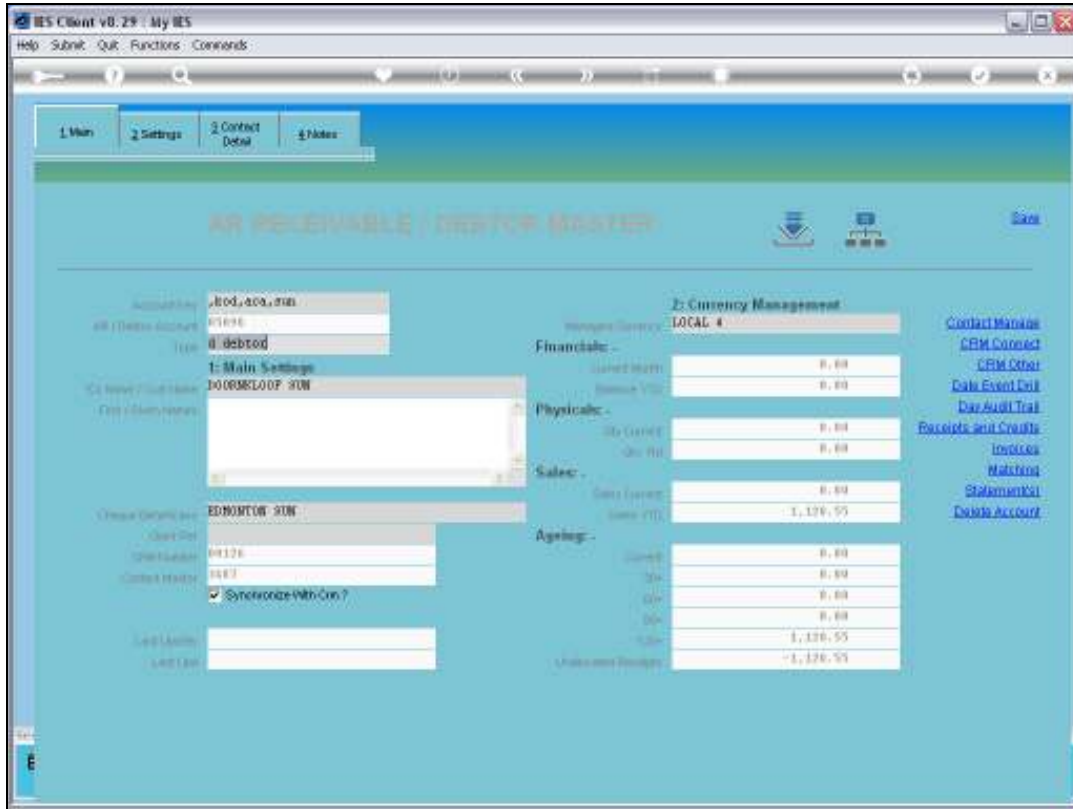


Slide 46  
Slide notes:



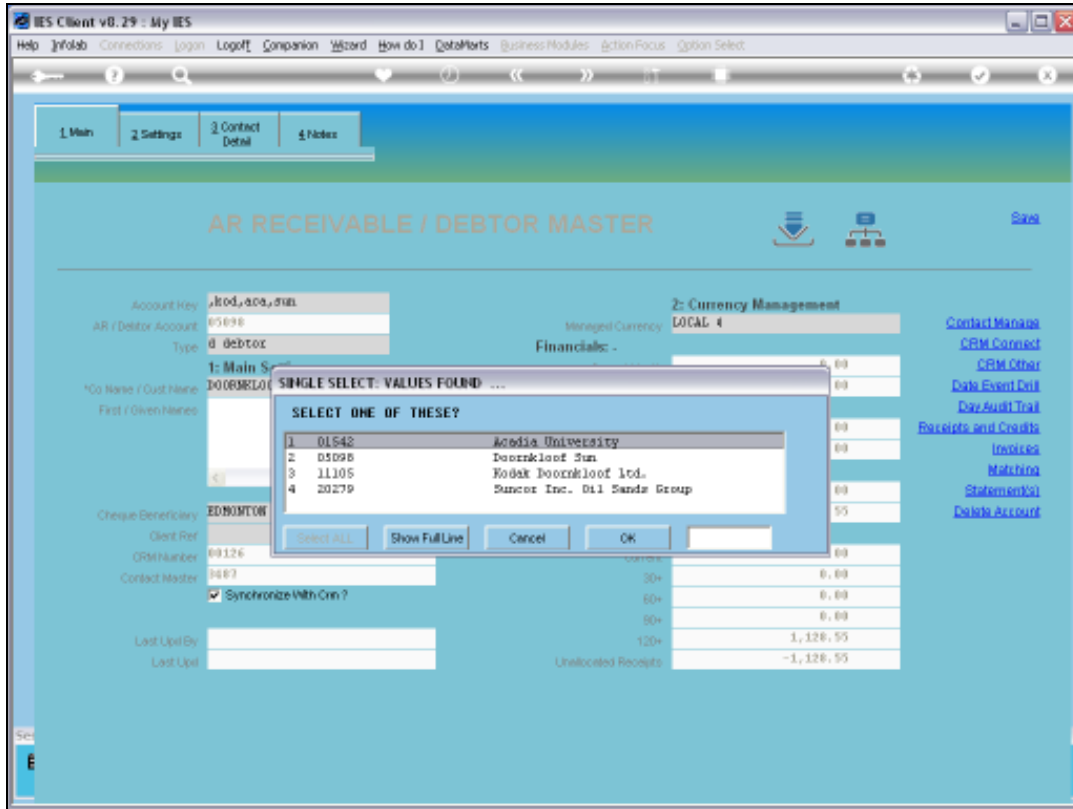
Slide 47

Slide notes: Or, we can use the comma as the 'OR' rule, meaning that the Account Name should include ANY OF the text specified between commas.



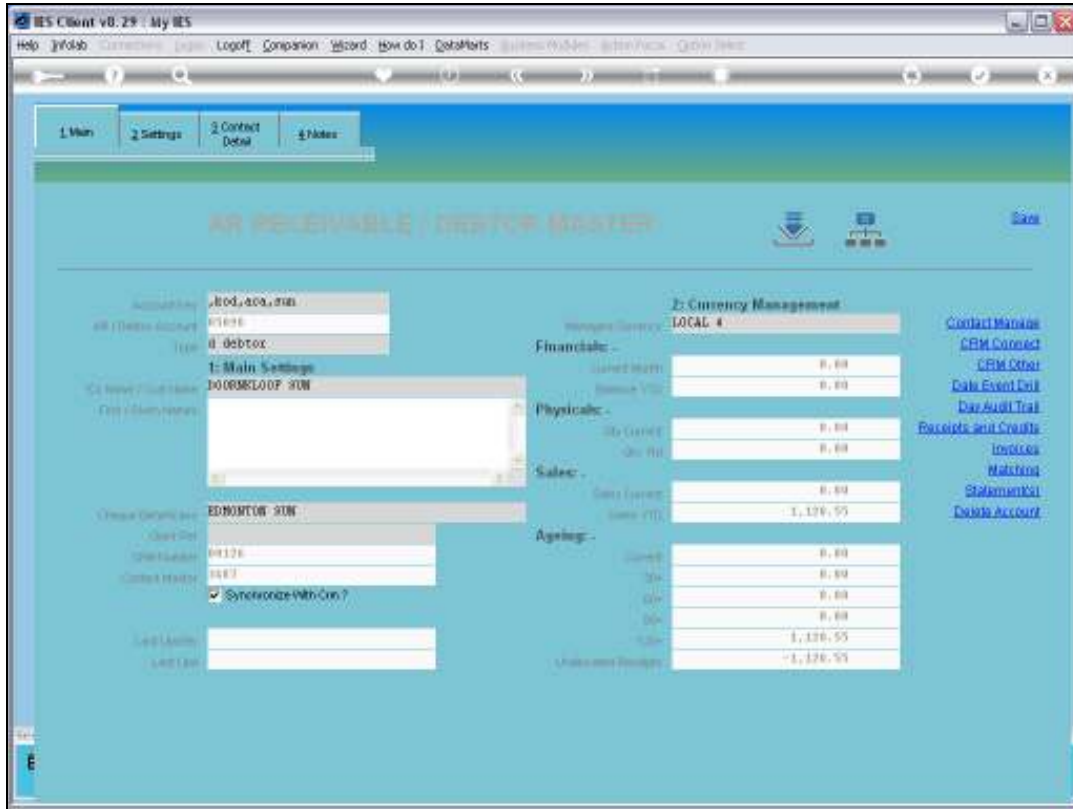
Slide 48  
Slide notes:





Slide 49

Slide notes: Each of these Accounts includes at least 1 of the Text patterns that we have specified.



Slide 50

Slide notes: So, we have many tools to easily and quickly retrieve an Account Code that we are looking for.