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Creditors system. August 2005

To start using the creditors system for the first time, these are the steps required.

1. From the main creditors menu, click on Ledgers, then add few ledger codes and descriptions.
2. Click on Creditors details and click on add to add a new creditor.
3. Then click on Enter transactions. Click on Add to add a transaction.
4. Type in the date, code and press enter to continue with the rest. Click on next and type in the amount in the selected ledger code. When invoice total is same as ledger total, click on save and exit. Then add another transaction or click on Cancel / Finish to end this process.
5. At the end of the month, after entering all the transactions, click on Transactions report and print out this report.
6. When ready to pay the creditors, click on Enter payments. Select a creditor and click on details. Details will show all the invoice for payments. Click in This payment column. To pay the whole amount of an invoice, double click in this column. When finished, click on Exit, which will update all the paid creditors and invoices.
7. At the end of the month, after paying the creditors and printing all the required reports, do an end of the month backup then click on End of the month button. Once a year click on End of the year button.

There are other reports you can print and all the transactions are saved in the history. Other functions can be added to this module if required.

More pages will be added to this manual in future.