

- The Creditor Module is used to manage your relations to your suppliers, thus corresponding to accounts payable. This is where you store and find information on your suppliers – base data, trade agreements, interest, currency and exchange rates, payment terms, etc.

## Creditor Module

### Base Data

Name, address and other information (e.g. Intrastat reporting and EU Sales Lists) can be entered in the creditor base data record. A number of separate conditions, which apply to different suppliers, also can be entered. Prices and the supplier's external stock item numbers can be created in the price and discount structure together with the company's own stock item numbers.

### Terms

Payment terms, cash discount terms, interest terms, delivery terms and delivery modes can be specified as default values for invoicing and delivery. The user also can specify an alternative invoice account for individual accounts if the invoice is to be paid to an account other than the stock item supplier (e.g. factoring company).

### Currency And Language

Both currency codes and languages can be specified for individual accounts. The language is used when producing written reports. This enables delivery terms, stock item descriptions, purchase orders, etc., to be produced in several languages.

### Settlements

The Creditor Module can operate using either the open transaction principle or the balance method. When a payment is registered, the user can specify

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an open voucher to be settled by the actual payment (open transaction). The user also can decide whether or not the payment should be an open transaction (used in connection with prepayments). Transactions then can be edited freely and settlements moved from one voucher to another.

When entering payments from a creditor, the system ensures that the creditor is not paid twice, in case the same payment should be entered in another worksheet simultaneously. The Creditor Module also saves the history relating to settlements, which have been executed - a feature which is useful when vouchers have been settled in currencies that may entail a difference in the exchange rate calculation.

### Exchange Rate Differences

Differences in exchange rates are automatically calculated when vouchers are settled. Currency amounts in open vouchers can be revalued at regular intervals, ensuring that balances show the exact outstanding amount in local currency when account balances are printed.

Adjustment of exchange rate differences can follow one of three principles:

- Default. All entries are recalculated according to the rate specified.
- Min/Max. For making prudent assessments of amounts receivable and payable.
- Invoice. Exchange rate from transaction date is used.

### Payment Proposals

The Creditor Module can be used to create payment proposals. Depending on the payment method

specified in the creditor's base data, the proposed payments can either be printed out as a check or bank transfer form, or a data medium can be prepared for handing over to the bank as part of the diskette settlement procedure.

### Dynamic Statistics

Statistics (stock item statistics and purchase order statistics) are generated in dynamic screen displays. The user specifies the current limit values at the time of calculating the statistics. These statistics then are shown in two columns for two freely selectable periods. A third column can be used to display a number of optional calculations based on the data from the first two columns. Statistics also can be generated and displayed as the result of a periodic background job whose contents have been defined by the user. These kinds of statistics are immediately accessible, but their relevance depends on how often the statistics are updated. Data can be represented graphically as well as exported.

### Invoices and Delivery Notes

All incoming invoices and delivery slips are saved for each creditor so that this information is always available and can be reprinted as required. This function is particularly helpful when the user wishes to compare these with the vouchers received from the vendor. When registering invoices from a creditor, you can check whether the same invoice number has been used before, and you can enter the invoice number with both figures and letters (alphanumeric).

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## Stock Item Movements

All stock item movements (stock transactions) for a particular creditor can be viewed in a single screen.

## Invoice Entry

The Creditor Module contains a tool used to create an acceptance and accounting procedure for incoming invoices. When entering an incoming invoice, the user must enter the name of the employee who will be accepting the invoice. The invoice then is entered in a temporary liability and a temporary cost account. Once the invoices have been accepted, the transactions are transferred to the account for outstanding vendors and the relevant cost account.

## Price and Discount

Each account can be integrated into a price and discount structure incorporating all types of discounts. This means, for instance, that information from the creditor's master data such as item discount, group discount, overall discount, quantity discount scales and promotion prices, terms of payment, and terms of discount are automatically retrieved in relevant forms. This information can be overwritten manually if required.

Furthermore, working with delivery notes provides the option that the value of the transaction can be booked in temporary accounts in the general ledger. This gives you the complete overview of items in transit in the balance.

## Intrastat / EU Sales List

When trading among EU countries, Intrastat and EU sales list information must be reported regarding

quantity and value of movements of goods, category of goods, type of transport, and type of movement.

Base data (including Country codes, Stock Item codes, Trade terms, Transport terms, Port, and statistical procedures) are set up centrally, and default values for specific information relating to one trade (e.g. weight, tariff no., country of origin, etc.) can be set up on item level.

## Reporting

The following is a selection of reports that are accessible with the Creditor Module:

- Open transactions
- Invoice journals
- Statistics
- Ledger reconciliation report
- Telephone lists
- Labels

## List of Functions

- Language codes and additional languages on external documents
- Price and discount management
- Flexible VAT handling
- Automatic calculation of exchange rate differences
- Open transactions principle
- Intrastat /EU sales list
- Balance list sorted by due date and currency
- Complete invoice and delivery note journal
- Invoice registration
- Payment proposals

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- Supplier stock item numbers
- Editing settlements
- Exchange rate adjustments
- Invoice entry and verification

For more information on Navision XAL integrated business solution, please also see the other brochures.

## Navision XAL – An Integrated Business Solution

All modules of Navision XAL are tightly integrated, and work together to form the heartbeat of your company.

The Creditor module link closely to general ledger and currency, and forms the link between general ledger and sales orders. It also connects directly to the purchase and stock modules.

Functionality described in this fact sheet is contained in the following modules:

- Creditor
- Intrastat / EU sales lists
- Price / discount structures

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