

Training Document - Masterfiles



In this lesson you will learn how to set up Masterfiles in Accredo.

After completing this lesson you will be able to:

- Create new Products
- Create new Customer
- Create new Suppliers
- Create new Jobs

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Setting up Masterfiles

Masterfiles are the details of Products, Customers, Suppliers Etc.

Creating a new Product

Products can be physical items, additional charges, labour units etc. Basically anything you would expect to see as an item on an invoice. A product stores the name, type, prices and more for an item.

Adding a New Basic Product:

- **Maintain / Inventory Control / Products**
- Click the insert (F4)  button to add a new product.
- On the “Product Tab” fill out the relevant details.
- **Stock Group:** This list defines the type of product.
 - This also defines where on the balance sheet this product will show.
- **Sales Group:** This list defines where the income from a product sale will be coded.
 - This also defines how a products sales show on the profit and loss
- **Category 1 & 2:** These categories allow you to provide further groupings to Products
- **Cost Price:** Enter a cost price in the standard cost field and copy this down to the Latest and Average costs.
- **Selling Price:** Enter a markup percentage beside “Selling Price 1” and click Markup Prices
 - (Ctrl + M). 
- Save (F9). 

Note: If a similar product already exists it will be faster to duplicate (Shift + F4)  the existing product and then change the relevant details, than creating a product from scratch.

Creating Other Types of Product

There are some additional steps necessary for creating non-physical products. Charges like Freight and Resources like a drill press never “run-out”.

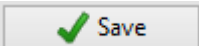
Adding a Resource type product:

- **Follow the general instructions for creating a product, in addition:**
 - Tick the non-diminishing checkbox.
 - Manually type in a Sales Value, Cost values should be left blank.

Adding a Charge (e.g. Freight) type product :

- **Follow the general instructions for creating a product, in addition:**
 - Tick the non-diminishing checkbox.
 - Tick the Manually Costed Checkbox

Adding a Customer

- **Maintain / Accounts Receivable / Customers:**
- Click the insert (F4)  button to add a new Customer.
- On the “Customer” tab fill out the relevant details.
- The following fields are important for reporting:
 - **Country:** This defines the customers currency.
 - **Customer Group:** This defines the balance sheet location.
 - **Sales Area: &**
 - **Sales Person:** These fields are for filtering reports
- Save (F9). 

Adding a Supplier

- **Maintain / Accounts Payable / Creditors:**
- Follow the general steps as for Customers.

Adding a Job

- **Maintain / Job Costing / Jobs:**
- Again this is the same as setting up the other masterfiles.

Contact Us

For further information or for assistance with Accredo please do get in touch with us.

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