Putting New Accounts On *Viamed, Vandagraph and VST* Opera
Generally the below applies, to find the next available account number use Intrastats.
   Find next available account number
6000's + 7000's = EXPORT need O & I account I first
8000's = AMBULANCE
9000's = SUPPLIER need O account only
20,000's = AUTOMOTIVE need O & I account
000124 = PRIVATE CUSTOMER need O & I account
ADD – set up the I account then O account
Acc Code = I
Cust Prof = UK, EU, USS
Proceed = YES
Fill in address details
TERMS
Profile Code = UK, EU, EX
= OK
ANALYSIS
Region = UK, UKA (UK Automotive) ECX (Europe), EX (Outside Europe)
Territory = Country
Cust Type = Automotive, Distributor, Company etc
Analysis = Country
= OK
DELIVERY
Despatch Method = CPT (UK & Export no INS), CIP (Export with INS),
EXW (Own Courier or Pick Up)
Order Priority = 3, Print Order Ack. tick box
= OK
VAT
Fill in VAT number, everyone in EU, if no VAT number then *VAT* will be charged.
REPEAT THE ABOVE FOR O ACCOUNT

On the O account in the field Ledger A/c put the I account number, this links the two accounts together.

This is only done on Viamed, Vandagraph and VST have one single account. For Vandagraph or VST it is best to review what has previously been used, on similar accounts.

Vandagraph accounts can be numbered or an abbreviate part of the company name used. Add the account but use the drop down to select Create Account Using A Model, pick the most suitable and tab down, fill in the details as with Viamed but there is no need to alter the Options / Terms. In Analysis put in the correct country, if export and put the correct delivery method in. Put in the VAT number where appropriate.

VST accounts are done the same as Vandagraph with Models but when it has been completed go back in to edit and add the Account ref in the Invoice A/c field this puts the address in both address filed when you put an order on.

Supplier accounts are put on as a singe account, we don't use a I and O accountin this case just an O account. Put in the next available account number and create Without a Model. In supplier profie find the most suitable one and tab down. Fill in the details and once at the bottom fill in the

Analysis tab with Supplier type, this is the region UK / EU / EX and then in Supply Code put the nominal account number, usually this will be 2002 – purchasing for resale, ok this and go to Orders, click Purchase Order, go to Invoice to PO Matching and select No Check and Ok tab down or F9 to complete.