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
Viamed sales accounts needs an O & I account, put the I account on first. The rest, Viamed
purchasing, VST and Vandagraph sales and purchasing only have one account.

6000's + 7000's = EXPORT need O & I account
8000's = AMBULANCE need O & I account
9000's = SUPPLIER need O account only
20000's = AUTOMOTIVE need O & I account
000124 = PRIVATE CUSTOMER need O & I account

Use best judgement for Vandagraph and VST account numbers.

Add – set up the I account then O account, where applicable.
Account Code: – Put the account number, this is eight digits.
Create Account Without Model – for Viamed
Leave Model Account and Terms Profile blank
Cust. Profile: use UK, EU, USS depending on currency
Proceed? press YES
Fill in address details

Terms -
Profile Code use UK, EU, EX - OK (EX is countries outside the European Union)(EU is with in the
European Union)
Analysis -
Region use UK, UKA (UK Automotive) ECX (Europe), EX (Outside Europe)
Territory use the Country (if the country you are wanting is not in this can be added by Accounts)
Customer Type use Automotive, Distributor, Company etc
Analysis use the country code
Press OK
Delivery -
Desp. Method use CPT (Customer pays - UK & Export no INS), CIP (Customer pays - Export with
INS), EXW (Customers Own Courier or Pick Up)
Order Priority – refer to the list on intrastats
Print Order Ack. - tick this box (it allows Opera to print the Order when it is put on, so you don't
have to go back in to print it)
Press OK
VAT
You do not need a VAT number for UK, as we charge all customers VAT, with the exception of
certain organisations, like Charities, that have a VAT exempt Certificate. For EC/EU (countries in
the European Union EU) that want to be exempt from VAT they need a Valid VAT number, this
starts with two letters. If they do not have one we charge them VAT. You will need to go into the
Options tab remove the Profile Code and press enter, at this point you can change the Default VAT
Code to a 1 if charging VAT or an E if not charging VAT. If they are outside the EU we do not
charge VAT and do not need a VAT number. A list of the countries in the EU can be found on
Intrastats.
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 or 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 account in this case, just an O account. Put in the next available account number and create Without a Model. In supplier profile 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.