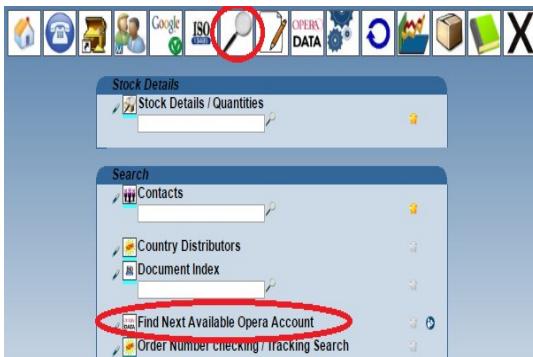


## VM3COP20.12 - Putting New Accounts On Viamed, Vandagraph and VST Opera



To find the next available account number use IntraStats>Magnifying Glass>Find next available Opera account



Select the appropriate option and click the button named, "Find next available account". This will present you with a list of available account numbers beneath the button.

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

1 to 5999 = NHS and Private Hospitals. If the NHS trust has an account on already for a different hospital. Try and find an account number near it, if possible.

6000 to 7999 = Export need O & I account

8000 to 8999 = Ambulance need O & I account

9000 to 9999 = Supplier need O account only. On purchase account.

10000 to 19999 = Private customer or Companies need O & I account

20000 upwards = Automotive 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:

0001 – UK end user

0002 – UK distributor

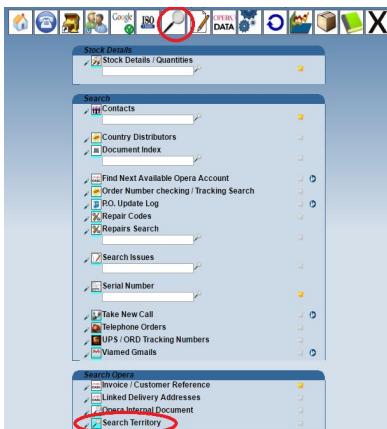
0003 – EU end user

0004 – EU distributor

0005 - Export (outside of the EU) end user

0006 - Export (outside of the EU) distributor

## Analysis - .



Region, use UK, UKA (UK Automotive) ECX (Europe), EX (Outside European Union)

Territory, use the country code found in IntraStats>Magnifying Glass> Search territory (if the country you are wanting is not in this can be added by Accounts)

Customer Type, use AUT (Automotive), DIS (Distributor), COM (Company) HOS (Hospital), OTH (private individual)

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 VM3COP03.01 (Use 3 as standard)

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)

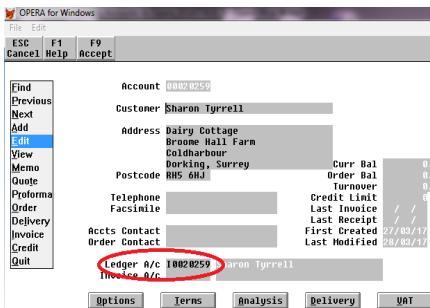
Press OK

## 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”, enter 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

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**

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.

## **Suppliers**

Supplier accounts are put on as a singe account, I accounts are not used 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.