



Unisolv

Retail Pharmacy Solutions

How to pay creditors

Betty Mokoena Unisolv Trainer

SOLUTION:

Step 1:

Use your username and password to log into Unisolv

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UCS TECHNOLOGY SERVICES (PTY) LTD 2018/02/05
Ver:8.16.10.a

UNISOLV
Retail Solutions by UCS Technology Services (Pty) Ltd
Software Copyright (C) 1986..2016

Runtime Serial#:531815
Runtime Version:07.02.00

USER LOGIN
User Name : BETTY-UCS
Password  :
Printer No : 99
    
```

Step 2:

From the unisolv master menu, select creditors program

```

UCS TECHNOLOGY SERVICES (PTY) LTD 2018/02/05
Ver:8.16.10.a
***** UNISOLV MASTER MENU *****
1. .... Pharmacy Program
2. .... Debtors Program
3 -->.... Creditors Program
4. .... Stock Program
5. .... Invoicing Program
6. .... Purchasing Program
7. .... Loyalty Program
8. .... Claim Settlement Program
9. .... CLAIMS PROCEDURES
10. .... DAILY / WEEKLY ROUTINES MENU
11. .... MANAGER'S UTILITY MENU
12. .... MONTH-END PROCEDURES
13. .... MONTH-END REPORTS IN BACKUP AREA
14. .... BACK-UP UTILITY MENU
15. .... CUSTOMISED UTILITY MENU
16. .... LINUX UTILITIES MENU

Menu No: 001      Enter Selection Number 1-16      <Esc> to Exit.
User: BETTY-UCS  9999/3                               Printer:0099
    
```



Unisolv

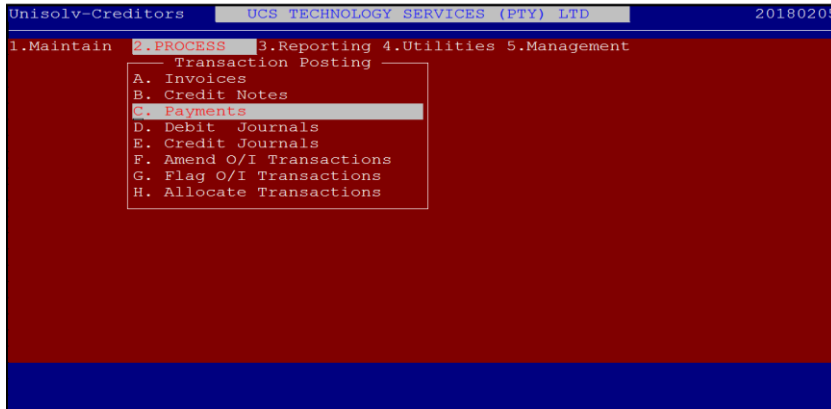
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Step 3:

Under process, select option C for payments

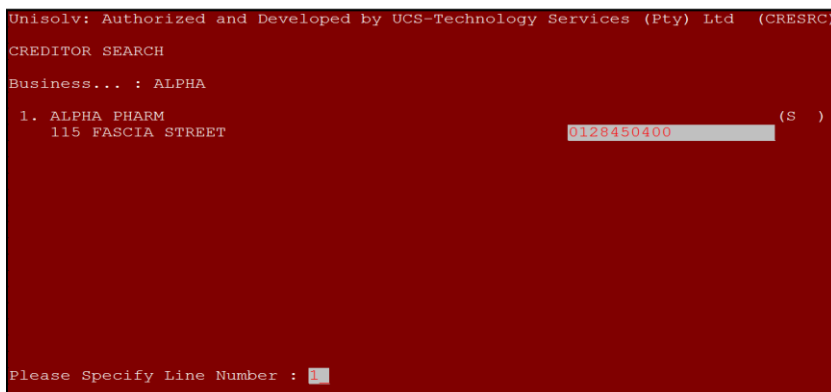


Step 4:

Select the account number of the supplier



Or search by name of the supplier.





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Step 5:

A payment screen will appear where you need to make your payment

```

Unisolv: Authorized and Developed by UCS-Technology Services (Pty) Ltd (CRE029)
PAYMENTS                                UCS TECHNOLOGY SERVICES (PTY) LTD
Account Number : 507984
Business       : ALPHA PHARM
Address        : 115 FASCIA STREET
                SILVERTONDALE PRETORIA

Date          : 20180205
Reference 1   : TEST
Reference 2   :
Amount       : 100000.00
Discount R   : 0.00
-----
Total >>>>>> 100000.00

B/F          : 1344207.51- <>
Current     : 814.92- <>
30 Day     : 722.44- <>
60 Day     : 0.00- <>
90 Day     : 65422.77- <>
120 Day    : 271.50- <>
150 Day    : 0.00- <>
180 Day    : 1177790.80- <>
-----
Balance     : 1245022.43- <>

Remarks :
    
```

The system will ask if you want to age to the oldest balance.

```

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60 Day     : 0.00- <>
90 Day     : 65422.77- <>
120 Day    : 271.50- <>
150 Day    : 0.00- <>
180 Day    : 1177790.80- <>
-----
Balance     : 1245022.43- <>

Age to Oldest Balance ? (Y/N) 
Please Press <RET> if Correct : ( <A> to Amend : <C> to Cancel )
    
```