



Unisolv

Retail Pharmacy Solutions

How to delete creditors account

Betty Mokoena Unisolv Trainer

SOLUTION:

Step 1:

Use your username and password to log into Unisolv

```

UCS TECHNOLOGY SERVICES (PTY) LTD 2018/01/30
Ver:8.16.10.a

UNISOLV
Retail Solutions by UCS Technology Services (Pty) Ltd
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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 2018/01/30
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

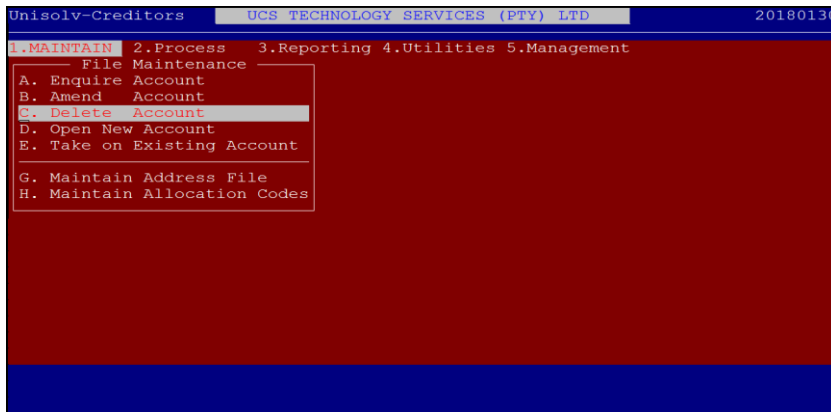
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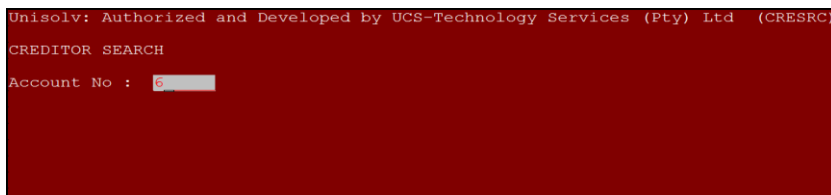
Step 3:

Under maintain select option C – Delete account

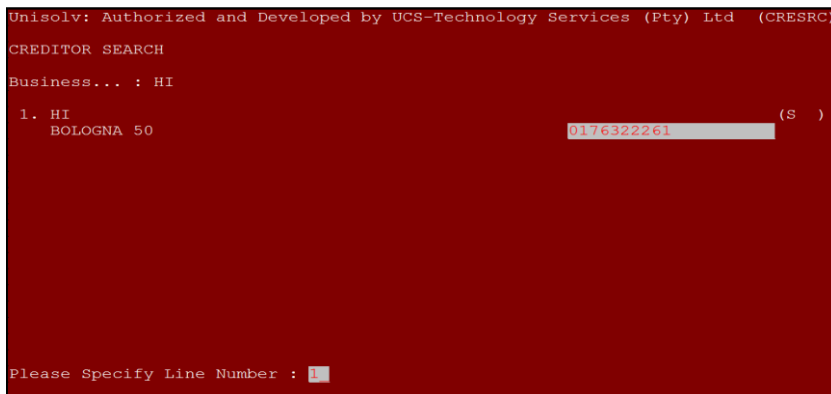


Step 4:

Type in the account number if you know it



Alternatively, search by the name of the supplier.



A screen that say Delete account will appear, at the bottom select D to Delete



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```
Unisolv: Authorized and Developed by UCS-Technology Services (Pty) Ltd (CRE006)
DELETE ACCOUNT
Account Number : 000006          Contact..:
Business       : HI             Link Acct:
Address ONE    : BOLOGNA 50
                EVANDER

Postal Code    :
Contact Tel. No : 0176322261    Credit Limit : 0.00
Contact Fax. No :                Credit Rating  : 0
Orders Tel. No  :                Balance B/F    : 10.00-
Orders Fax. No  :                Current Balance : 0.00
Language        : E      Claw-Back : 30 Day Balance : 10.00-
Account Type    : S      Order-Info: 101 60 Day Balance : 0.00
Open Item (Y/N) : N      Currency : 0     90 Day Balance : 0.00
Terms (0-6)     : 2      Pay By Day: 30  120 Day Balance : 0.00
Capital Ac (Y/N) : N      Tax-reg : Y     150 Day Balance : 0.00
Discount %      : 0.00    180 Day Balance : 0.00
Y.T.D. Purchases : 0.00    Account Balance : 10.00-
E-Mail Address  :
Please Press <D> to Delete, <Esc> to Exit : █
```

Step 5:

Account not dormant- cannot delete will display, this means that the account has a balance either positive or negative and it had movement on it for the 30 days, you can only delete an account that has no balance or no movement for 30 days

```
Unisolv: Authorized and Developed by UCS-Technology Services (Pty) Ltd (CRE006)
DELETE ACCOUNT
Account Number : 000006          Contact..:
Business       : HI             Link Acct:
Address ONE    : BOLOGNA 50
                EVANDER

Postal Code    :
Contact Tel. No : 0176322261    Credit Limit : 0.00
Contact Fax. No :                Credit Rating  : 0
Orders Tel. No  :                Balance B/F    : 10.00-
Orders Fax. No  :                Current Balance : 0.00
Language        : E      Claw-Back : 30 Day Balance : 10.00-
Account Type    : S      Order-Info: 101 60 Day Balance : 0.00
Open Item (Y/N) : N      Currency : 0     90 Day Balance : 0.00
Terms (0-6)     : 2      Pay By Day: 30  120 Day Balance : 0.00
Capital Ac (Y/N) : N      Tax-reg : Y     150 Day Balance : 0.00
Discount %      : 0.00    180 Day Balance : 0.00
Y.T.D. Purchases : 0.00    Account Balance : 10.00-
E-Mail Address  :
Please Press <D> to Delete, <Esc> to Exit : █

ACCOUNT NOT DORMANT - CANNOT DELETE          Press <ENTER> to Continue
```

Step 6:

If you choose an account with no balance you can delete.

```
Unisolv: Authorized and Developed by UCS-Technology Services (Pty) Ltd (CRE006)
DELETE ACCOUNT
Account Number : 000010          Contact..:
Business       : TEST          Link Acct:
Address ONE    : 123
                4568KL
                PRETORIA
Postal Code    : 0122

Contact Tel. No :                Credit Limit : 0.00
Contact Fax. No :                Credit Rating  : 0
Orders Tel. No  :                Balance B/F    : 0.00
Orders Fax. No  :                Current Balance : 0.00
Language        : E      Claw-Back : 30 Day Balance : 0.00
Account Type    : S      Order-Info: 101 60 Day Balance : 0.00
Open Item (Y/N) : N      Currency : 0     90 Day Balance : 0.00
Terms (0-6)     : 2      Pay By Day: 30  120 Day Balance : 0.00
Capital Ac (Y/N) : N      Tax-reg : Y     150 Day Balance : 0.00
Discount %      : 0.00    180 Day Balance : 0.00
Y.T.D. Purchases : 0.00    Account Balance : 0.00
E-Mail Address  :
Please Press <D> to Delete, <Esc> to Exit : █
```