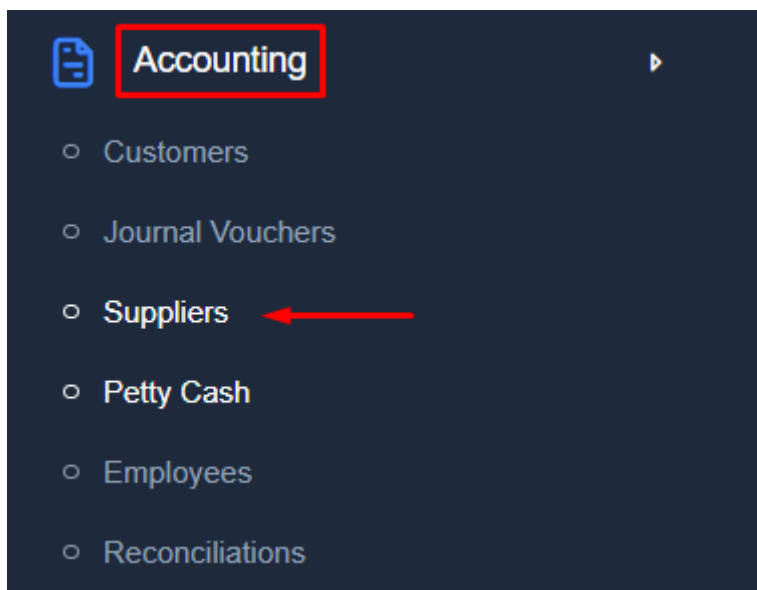


Suppliers

Suppliers has been updated to improve supplier management and provide better control over supplier records, contact details, balances, transactions, and related purchasing information, while making it easier to track supplier activities and maintain accurate records.

Find Suppliers

From the menu ----> **Accounting** -----> **Suppliers** - Search Suppliers, view supplier transactions, and record payments to suppliers.



Search Supplier Accounts

- Select the **Search Field** to choose the information you want to search for, such as **Account ID, Name, Email, or Tax Number**.
- Choose the **Search Method**:

- **Equal:** If you want the exact same value
- **Start With:** If the text starts with a specific letter or number
- **Contains:** If the text includes specific words or numbers
- **Not Contains:** If the text does not include specific words or numbers
- Enter the word or number you want to search for in the **Query** field.
- Select the **Order Field** if you want to sort the results, for example by **Account ID**.
- Choose the **Order Type:**
 - **Ascending:** From smallest to largest
 - **Descending:** From largest to smallest
- Select how many results you want to display on each page in the **Per-Page** field.
- Click **Submit** to show the **results**.
- Click **Reset** to clear all **filters**.

Accounts List

- **AC ID:** Shows the supplier account ID.
- **Full Name:** Displays the supplier name.
- **Create Date:** Shows when the supplier account was created.
- **Select Option:** Use the radio button on the right side to **choose a supplier account**.

Suppliers Help

Search Accounts

Search Field: AC ID Search condition: (Equal) Query: Order Field: (AC ID) Order: (Descending)

Per-Page: 100

Accounts

AC ID	FULL NAME	CREATE DATE	#
1863	Ahmad	2026-04-18 08:17:02	☒
1860	mohamad	2026-03-31 11:49:08	☐
1833	ANGO C.H. - COMERCIO E PRESTAÇÃO DE SERVIÇOS, (SU), LDA	2026-03-05 13:42:27	☐
1814	CHARLESCARGO - COMERCIO E SERVIÇOS, LDA	2026-03-04 08:41:44	☐
1537	Caetano Parts	2026-02-12 16:26:22	☐
1536	LSMO SU LDA	2026-02-12 15:51:36	☐
1389	VICO Auto Global	2026-02-02 11:49:16	☐
1285	Z.H.DRAGAO COMERCIO	2026-01-27 12:30:05	☐
1240	M.I.E.P.I & Ferragens	2026-01-24 14:49:52	☐
1181	PAINT DEL GADA	2026-01-21 15:36:37	☐
1180	NANCHONC HOYU - COMERCIO	2026-01-21 14:32:20	☐
1170	ANGOSHIV TRADING INTERNATIONAL COMERCIO, LDA	2026-01-21 09:18:20	☐
1050	AUTO PRCAS	2026-01-10 10:30:03	☐
1038	ACAIL ANGOLA	2026-01-08 13:11:58	☐

Suppliers Transactions

- **Type:** Select the transaction type such as payment or another transaction.
- **Debit:** Choose the debit account.

- **Credit:** Choose the credit account.
- **Amount:** Enter the required amount.
- **CUR:** Select the currency.
- **EXR:** Enter the exchange rate if needed.
- **Invoice Date:** Select the transaction date.
- **Posted:** Choose Yes if you want to post the transaction.
- **Payment Type:** Select the payment method such as Cash or Bank.
- **Notes:** Add internal notes if needed.
- **Print Notes:** Add notes that will appear when printing.
- **Add:** Click to save and add the transaction.

The screenshot shows a web form titled "Suppliers Transactions". The form contains several sections:

- Type:** A dropdown menu set to "Payments".
- Debit:** A dropdown menu set to "2000 - Accounts payable".
- Credit:** A dropdown menu set to "1000 - Bank checking account".
- Repeat Debit:** A text input field containing "1".
- Repeat Credit:** A text input field containing "1".
- CUR:** A dropdown menu set to "AOA".
- EXR:** A text input field containing "1".
- Repeat Transaction:** A text input field containing "1".
- Invoice Date:** A date picker showing "2026-04-22 10:13".
- Posted:** A dropdown menu set to "Yes".
- Payment Type:** A dropdown menu set to "Cash".
- Notes:** A large text area for adding notes.
- Print Notes:** A text area for adding notes that will appear when printing.
- Add:** A blue button at the bottom right of the form, highlighted with a red arrow.

Search COA Transactions

- **Start Date:** Choose the starting date for the transactions.
- **End Date:** Choose the ending date for the transactions.
- **Posted:** Select posted transactions only, or choose another option.
- **Submit:** Click to display the results.
- **Reset:** Click to clear filters and start again.

Summary Section

- Shows the total Purchase Orders.
- Shows the total Purchase Order Returns.
- Shows total Debit, total Credit, and final Balance Amount.

COA Transactions - Posted

- Displays all posted accounting transactions.
- You can use the search box to find specific records quickly.
- Shows details such as invoice date, currency, amount, debit, credit, and total balance.
- Use the export buttons (Excel, CSV, Print) if needed.
- **Create Reconciliation:** Click to match and reconcile transactions.

Purchase Orders

- Displays related Purchase Orders.
- Shows Purchase Order ID, type, item count, status, supplier name, and created by.
- Use the selection button on the right side to choose a record.

Search COA Transactions

Start Date

2026-04-07 00:00

End Date

2026-05-07 00:00

Posted

Yes

Submit

Reset

TOTAL PURCHASE ORDER	TOTAL PURCHASE ORDER RETURN	TOTAL DEBIT	TOTAL CREDIT	TOTAL AMOUNT
11,174.69	0.00	0.00	11,174.69	-11,174.69

COA Transactions - Posted

Copy

Excel

CSV

Print

Column visibility

Search:

R-ID	VA ID	RE ID	S-RT	NOTES	INVOICE DATE	CUR/EXR	AMOUNT	DEBIT	CREDIT	TOTAL AMOUNT	
								0.00	-5,700.00	-5,700.00	
507	9010		Invoice		2026 Apr 21	AOA/1	268.356	0	268.356	-5,968.36	☐
508	9011		Invoice		2026 Apr 21	AOA/1	286.334	0	286.334	-6,254.69	☐
509	9012		Invoice		2026 Apr 21	AOA/1	4,920	0	4,920.000	-11,174.69	☐
								0.00	-11,174.69	-11,174.69	
							0	0			

Create Reconciliation

No (0) data found

Purchase Orders

PO ID	TYPE	COUNT ITEMS	STATUS	SUPPLIER NAME	CREATED BY	#
505	Purchase Order	Cars - 7	Draft	1860 - mohamad	1862 - Hamza Taj Alden	☐

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