

# S O F T   O N E   E N T E R P R I S E

## Debtor Master Updation Guide

Using Debtor Master Updation module, you can update Debtor's information such as address, TIN and all other fields in any year of any firm.

Against Target Year and Target Firm, enter the year and select the firm whose debtor master is to be updated.

Against Source Year and Source Firm, enter the year and select the firm whose debtor master is to be used to update the fields in target debtor master.

For e.g. assume that you have manually entered Address, TIN Nos, Telephone Nos and other information in your firm ABC & Co. in the year 2011. Now, you wish to update the same data in debtor master of the same firm in the year 2012. However, instead of entering the data manually again in the debtor master in the year 2012, you can update it automatically using data of ABC & Co. in the year 2011. To achieve this, against Target Year and Target Firm, enter 2012 and select ABC & Co, respectively and against Source Year and Source Firm, enter 2011 and select ABC & Co, respectively. Similarly, if you wish to update data in another firm, say XYZ & Co, in the year 2011 or 2012 using the data of ABC & Co in the year 2011 then, against target year enter 2011 or 2012, as the case may be, select XYZ & Co against target firm and against Source Year and Source Firm, enter 2011 and select ABC & Co, respectively.

In this manner, using this module, you can update the data of debtor master of any firm of any year using the data of debtor master of any firm of any year.

Now, select the fields, such as Address, Tin Nos, etc. you wish to update. By default all the fields will be selected for updating. Use **SpaceBar** to select / deselect the fields as per your needs.

Thereafter, select the update option for each field. If you do not wish to update the field/s in target file which already has/have some data in it/them, then select the option "only if blank in target" using **SpaceBar**. However, if you wish to update the field in target irrespective of whether it is blank or not, choose "Always" option. Default option is "only if blank in target".

You can choose different updation option for different fields. For e.g. you can choose "only if blank in target" option for Telephone Nos and "Always" option to update TIN Nos, whatever is desirable.

Press **F5** or **Ctrl+W** to proceed for updation.

The selected fields will be updated for those debtors whose name and place in target file exactly matches the name and place in source file. The updation will not take place, even if there is slightest difference in name or place or both. For e.g. "ABC Stores" is different from "ABC Stores.". The updation will be done automatically if there is only one record for each debtor in the source and one matching record for it in target file.

However, if there are multiple records of a debtor in either target file or source file or both the files, then they will be displayed on the screen along with their current information such as address, telephone nos, etc. In such cases you will have to match the debtor record in target file with that in source file. Use **SpaceBar** to choose record from source as well as debtor file. Chosen records will have a dot mark on the left hand side of the debtor's name. After selecting records as above, press **U** to update the target debtor's data with source debtor's data. You may skip the updation of such debtors, if you so desire, by pressing **Esc**.

After completing updation as above, a report containing names of the debtors and fields updated for each of them, will be displayed.

### **Notes about multiple records of same debtor**

Multiple records having same name and place can be dealt in one of the two ways as mentioned below.

1. Multiple records may pertain to a single debtor. In such cases, it is advisable to merge them into one through respective year's program.

2. Multiple records may exist for different debtors but having exactly the same name and place. In such cases it is advisable to differentiate them by making some changes in either name or place or both of a debtor. For e.g. two different "ABC Stores" may exist in Andheri. You can differentiate them by changing place of one of the debtor to "Andheri-W" or "Andheri." or put a dot at the end of the name or in any other suitable way. Please note that these changes should not be done using Edit option in Debtor's master at all. Instead use Sales Entry for making changes in current year's sales bills, Old Sales Bills Entry for making changes in outstanding bills of previous year/s and Cheque Return Entry for returned cheques of the party.

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