

SimpleAcc Accounting Workflow

Student guide | Debtors, Creditors and Inventory Control

Learning level: introductory bookkeeping. All business names and amounts are fictional. The examples exclude VAT so that you can first master the transaction flow.

Learning outcomes

- Identify the source document, party, amount and date for a transaction.
- Explain how an invoice, payment and credit note change a balance.
- Track stock received, sold, returned and counted.
- Distinguish a recorded payment from a bank statement match.
- Review exceptions and make a verified backup.

1. The system map

Stage	Student question	SimpleAcc area
Set up	Who is the business dealing with, and which item is involved?	Company, customers, suppliers, inventory
Record	What document proves the sale or purchase?	Customer invoice or supplier invoice
Settle	What was paid, and which document does it settle?	Customer receipt or supplier payment
Check	Does stock and bank evidence agree with the records?	Inventory, bank matching, reports
Protect	Can records be recovered and changes reviewed?	Backup and change history

2. Debtors: customers who owe the business

An issued customer invoice creates an amount receivable. Record a receipt only when payment evidence exists, and allocate it to the correct invoice. The outstanding balance is invoice total less allocated receipts and issued credit notes.

Worked example: Invoice INV-101 is R600. A receipt of R400 is allocated to it. The outstanding balance is R200.

- A draft or preview is not an issued invoice.
- A receipt above the invoice balance needs review; do not force an over-allocation.
- An issued credit note adjusts an invoice when a valid correction or return is needed.

3. Creditors: suppliers the business owes

Capture the supplier invoice from the supplier document. Record the supplier payment against that invoice. The balance is the supplier invoice total less allocated payments and issued supplier credit notes.

Worked example: Supplier bill BILL-52 is R800. A payment of R300 leaves R500 outstanding.

- Check supplier identity, document number, date and item details before capture.
- A purchase of stock should select the stocked product so its quantity is updated.

4. Inventory: quantity and movement

Stocked products and services behave differently. Receiving selected stock on a supplier invoice adds quantity. Selling selected stock on an issued customer invoice reduces quantity. Services have no stock quantity.

Worked example: Receive 10 filter cartridges, then sell 3. Quantity on hand is 7. If a count finds 6, investigate the difference and record a documented stocktake adjustment.

- A manually typed line may not change stock; select the stocked item from inventory.
- Check available stock before issuing an invoice. Review returns and credit notes for their stock effect.

5. Banking and controls

Record the receipt or payment first. Import bank entries and match them to the recorded payments. A bank import does not itself post a missing payment. An unmatched entry is a question to investigate, not proof that the books are complete.

- Compare dates, amounts and references; investigate repeated identical bank rows.
- Review customer and supplier ageing, stock quantities and unbilled costs.
- Export and verify a backup after important work; retain a copy outside the device.

6. VAT and the scope of this course

SimpleAcc first-release study scope is Debtors, Creditors and Inventory Control. VAT amounts and reports are **for guidance purposes only**. This pack does not teach VAT return preparation or assert that a working report is a filed return.

Quick-reference formulas

Measure	Formula
Customer balance	Invoice total - allocated receipts - issued customer credit notes
Supplier balance	Supplier invoice total - allocated payments - issued supplier credit notes
Stock on hand	Opening stock + receipts + returns - sales +/- documented adjustments
Bank match	Recorded payment linked to corresponding bank entry after review

Glossary

Debtor: customer who owes money. **Creditor:** supplier owed money. **Source document:** evidence such as an invoice or receipt. **Allocation:** linking a payment to an invoice. **Credit note:** document correcting an issued charge. **Stocktake:** physical count compared with recorded stock. **Reconciliation:** comparison of independent records to find differences.