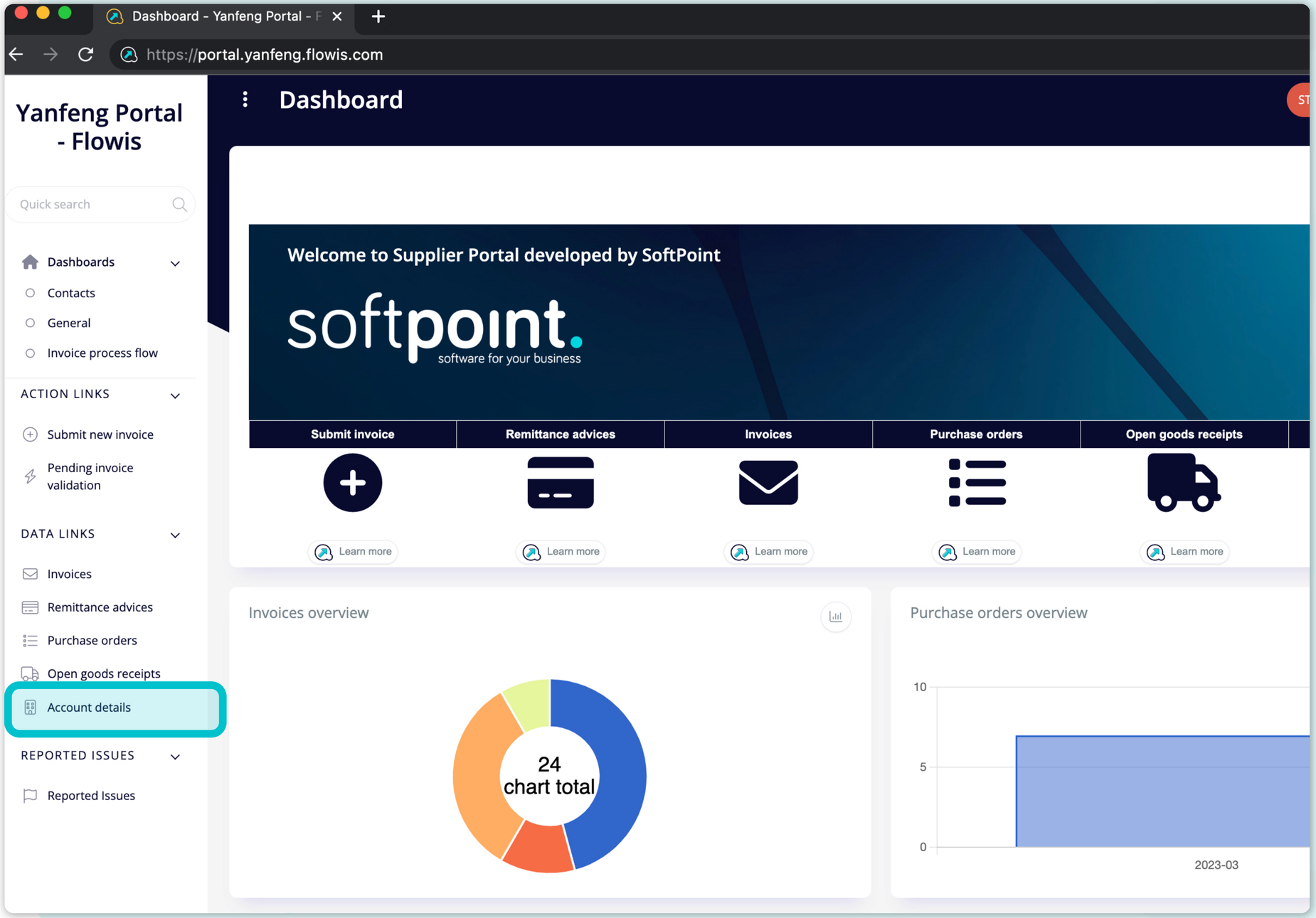
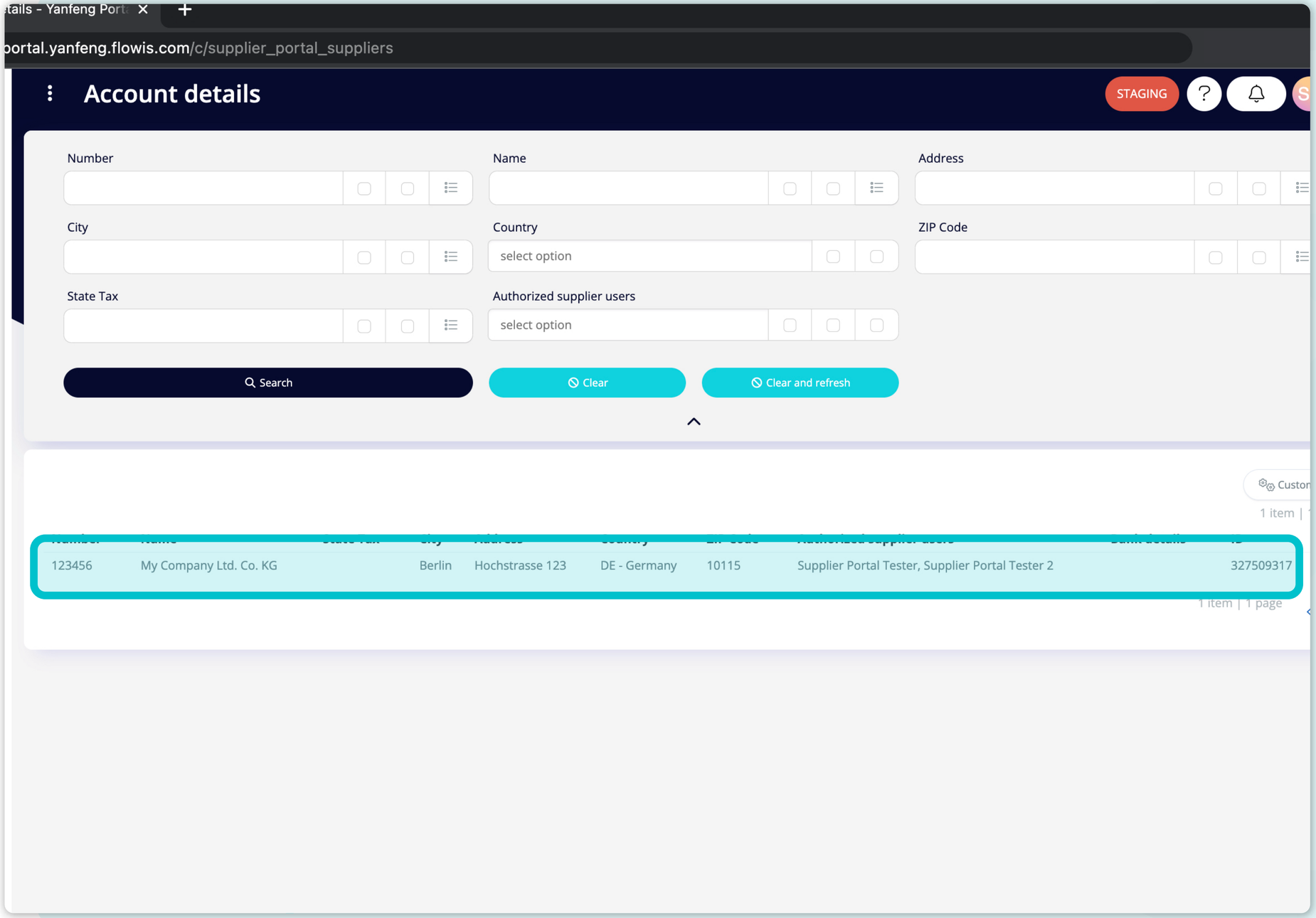
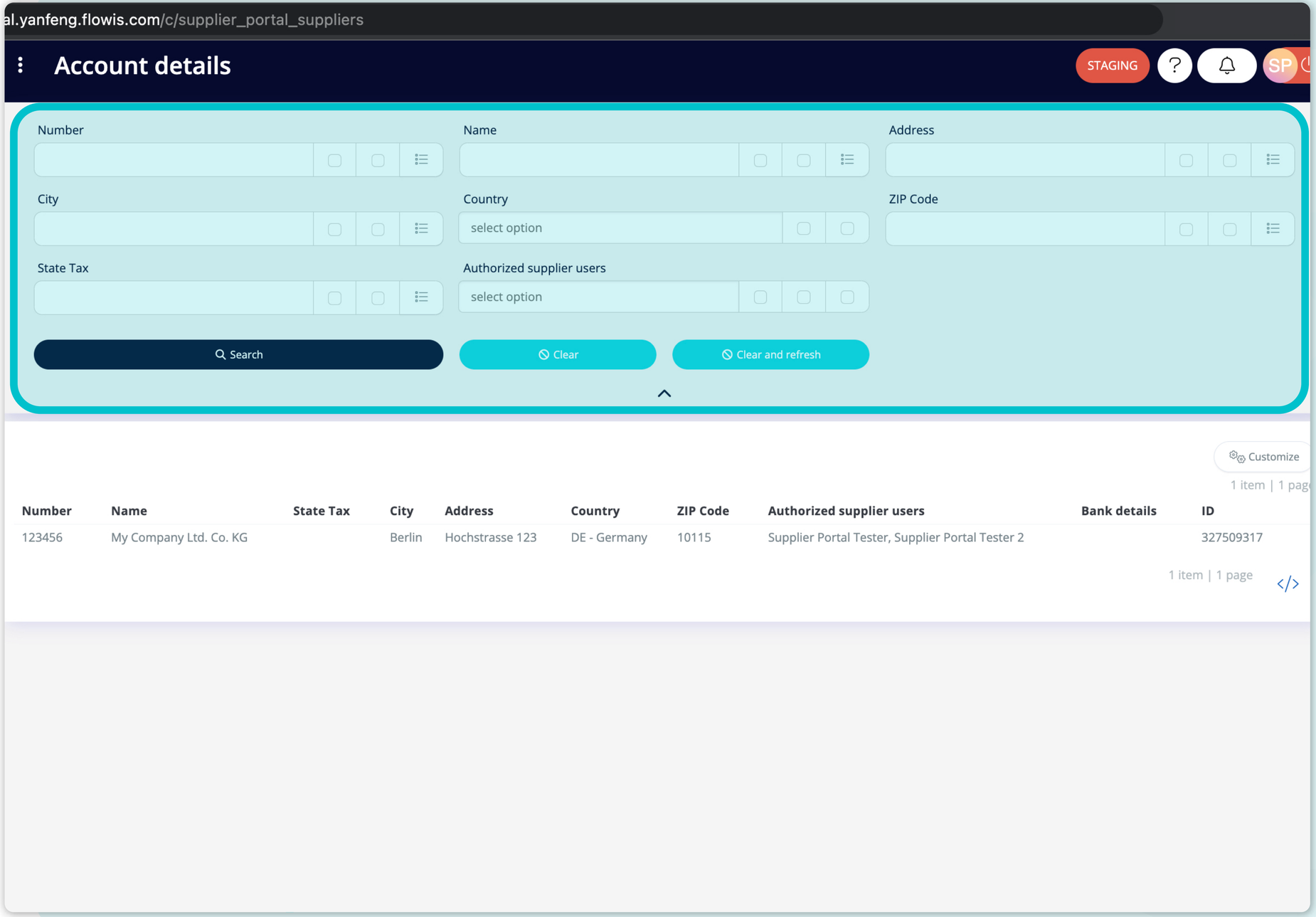
7 How to view Supplier Accounts Details



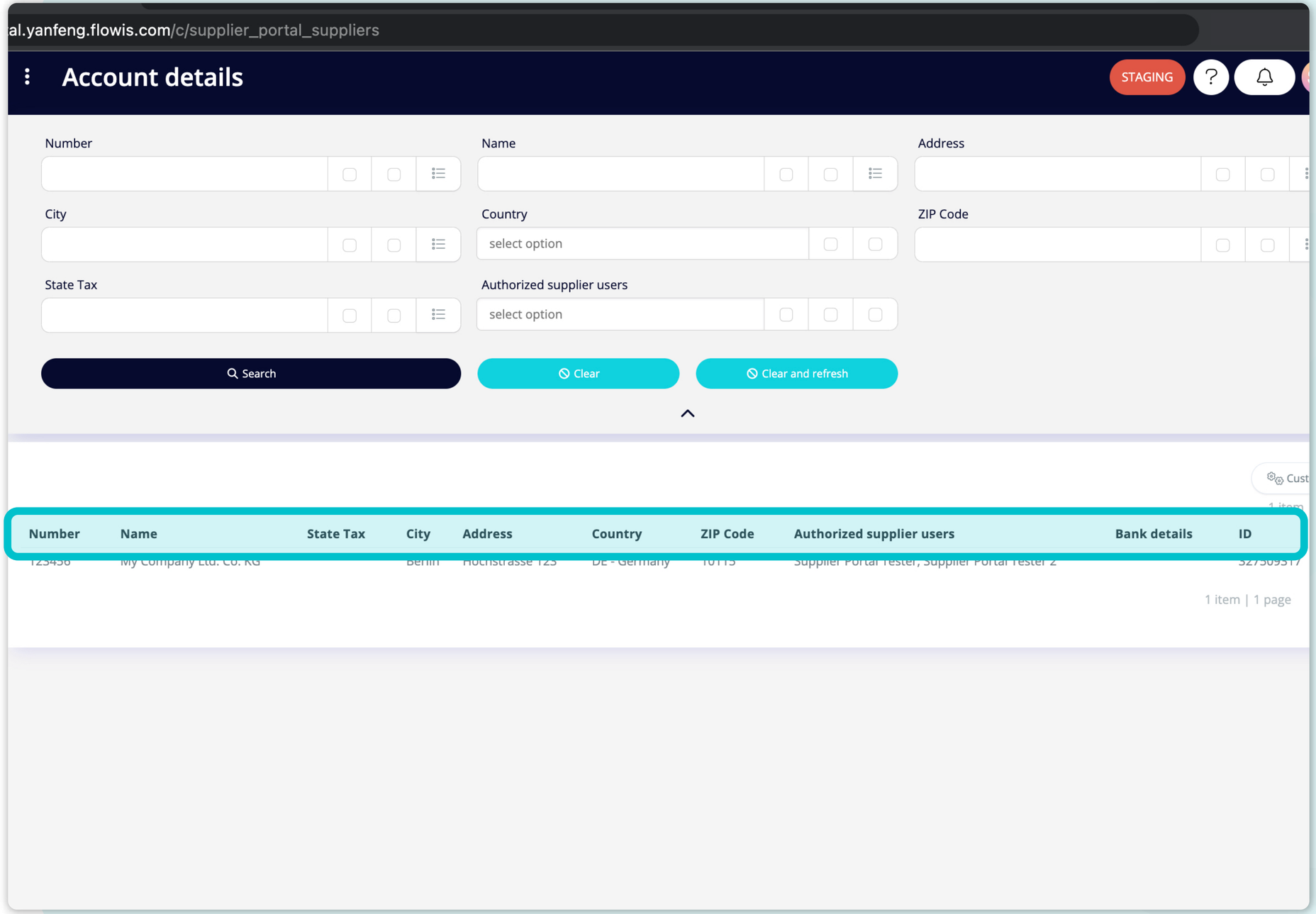
Users can access their supplier account details by **clicking on the "Account details"** tab on the left side of the screen.



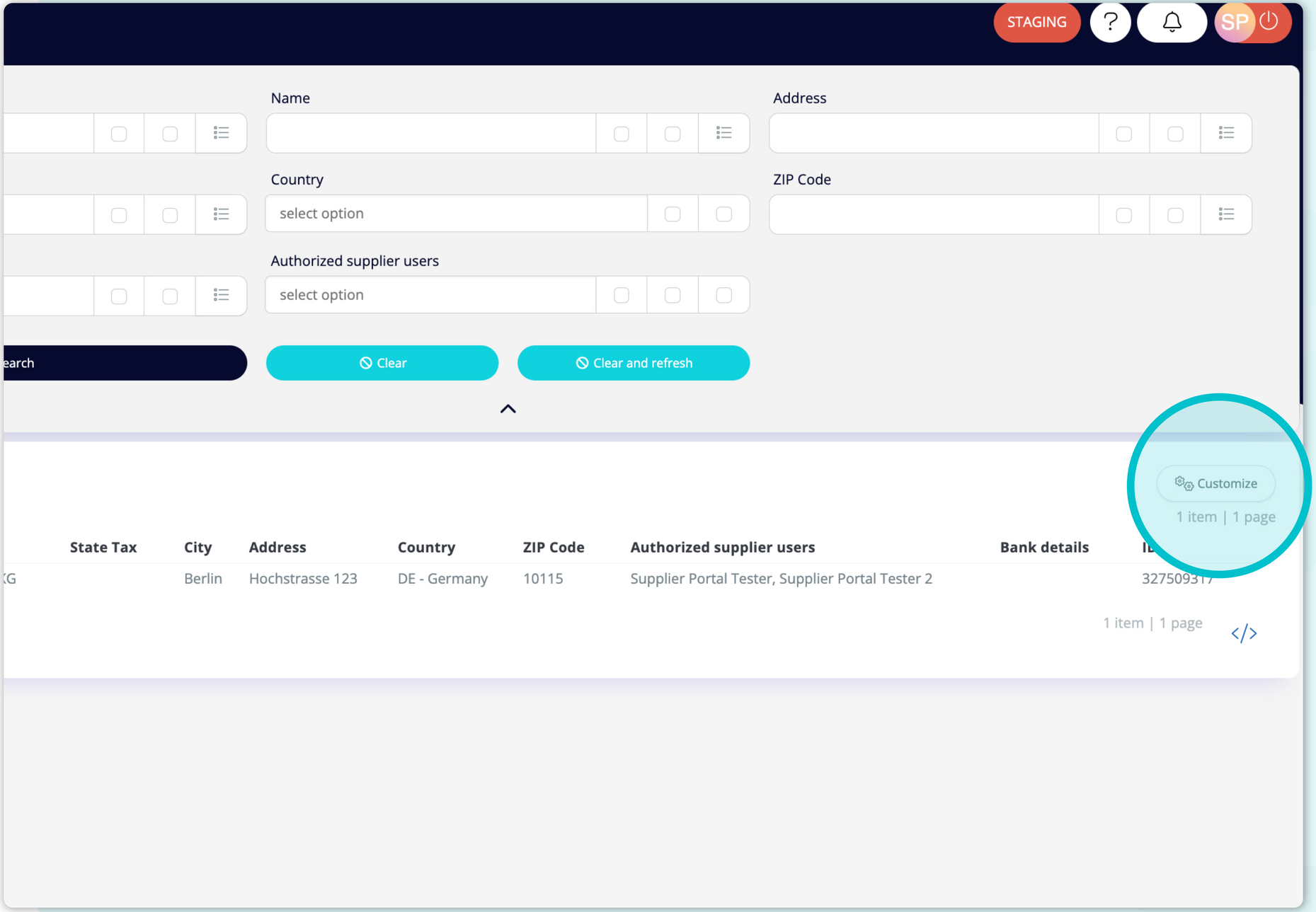
By clicking on the account details tab, **users will get the complete list** of their master data details.



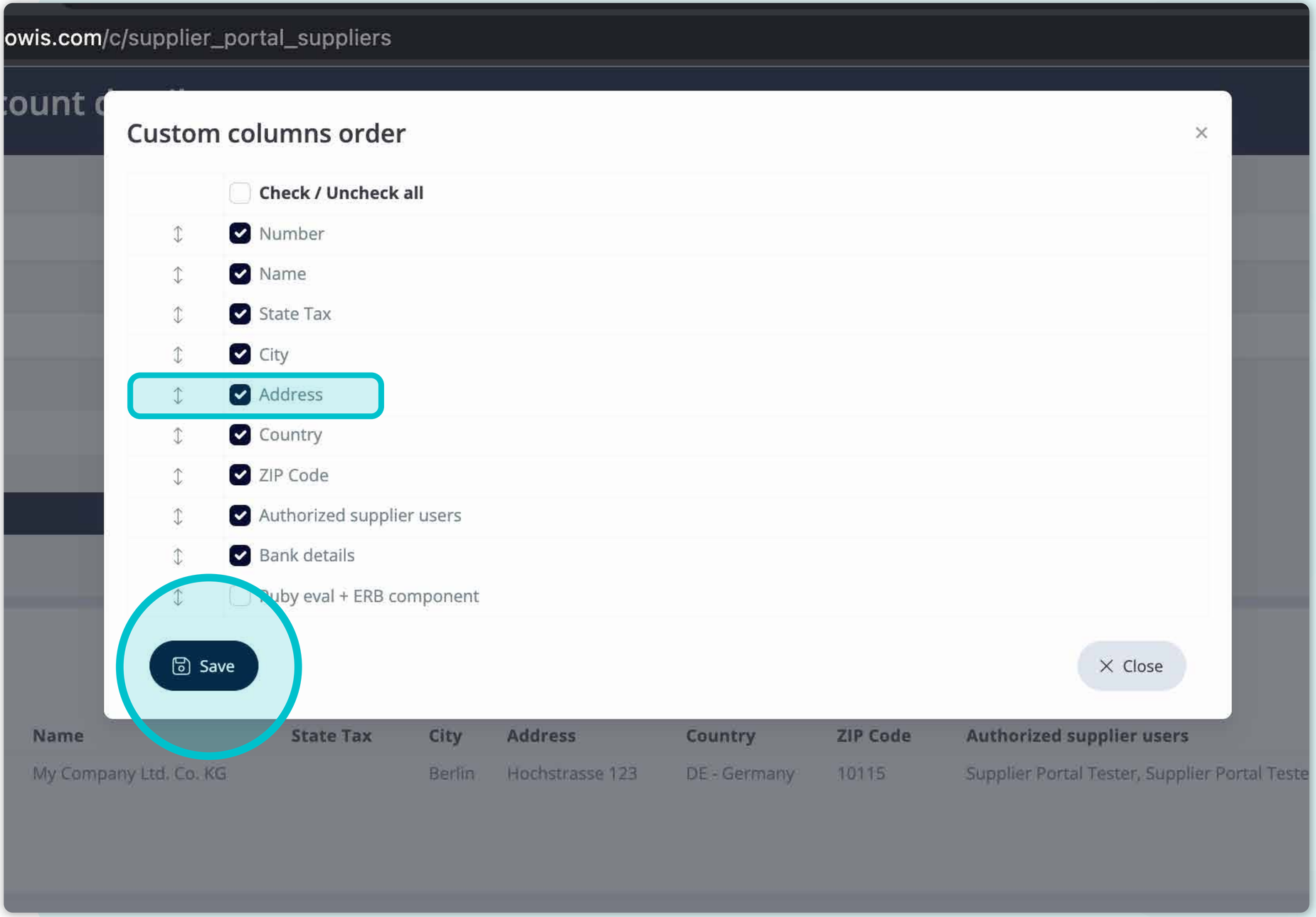
Fields in the upper section can be used to **filter the displayed list.**



The list of your items **contains multiple columns with information.**

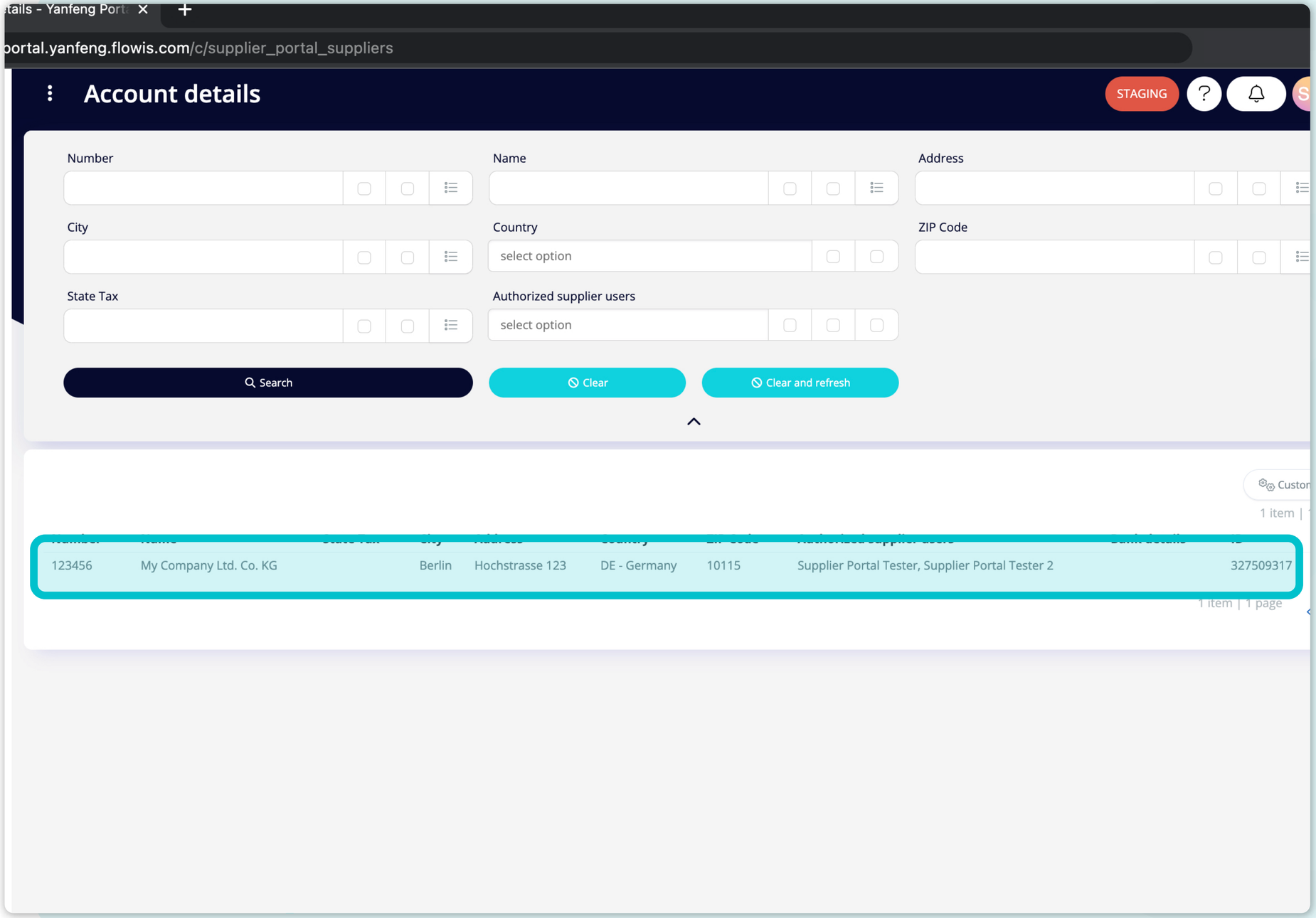


If you want to change **the order of the columns** or to add or remove some, **click on the “Customize” button**.

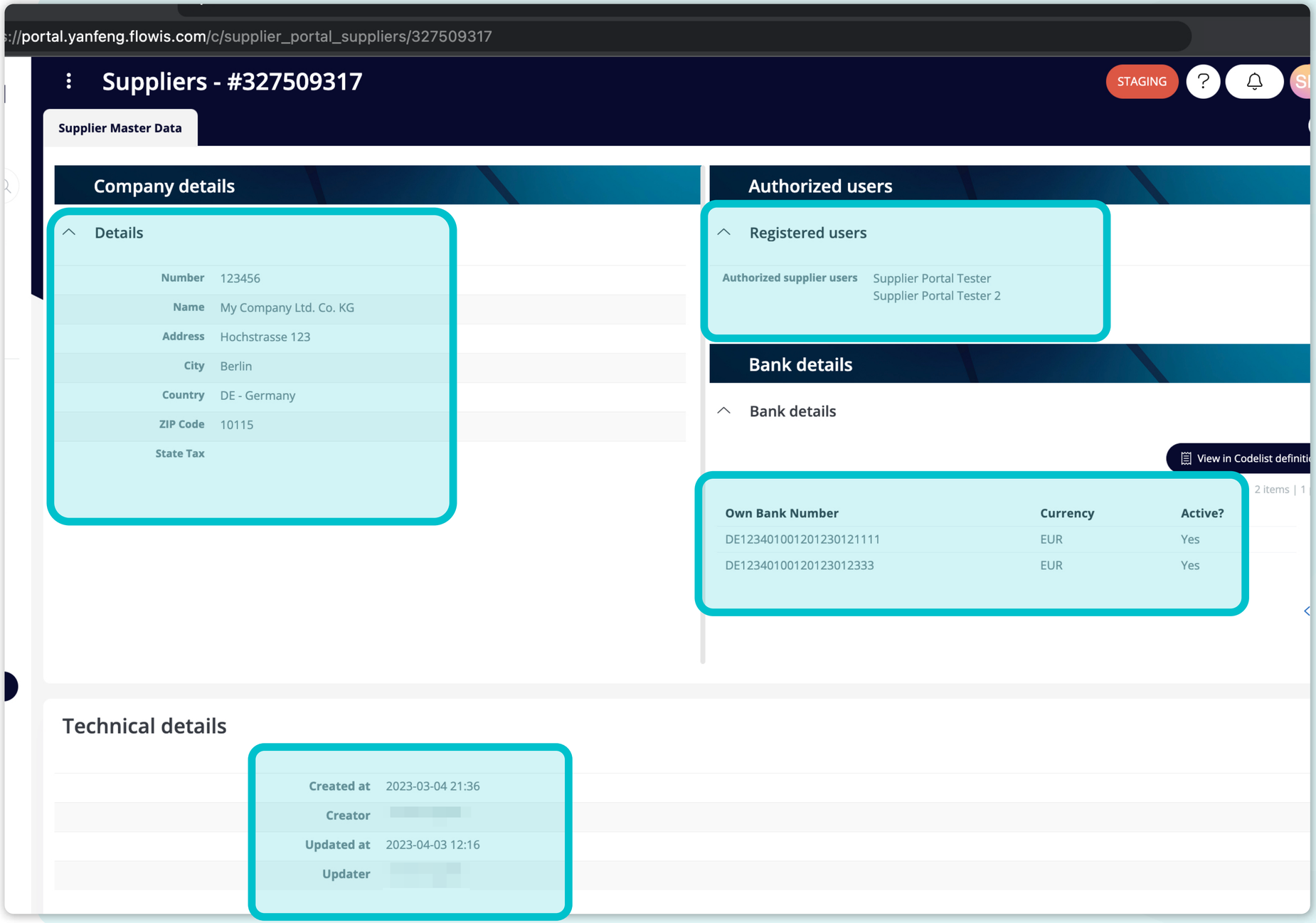


Add or remove columns **by marking checkboxes and moving them with arrows on the left.**

Once you are done, go to the button and **save it as your personal view.**



To display details and preview some **specific supplier account details**, simply **click on the item, which you'd like to inspect,** and the system will open a single view screen for you.



In this single-view screen, users can see the **Company details, Authorized user details, Bank details, and some technical details.**

At SoftPoint we also address other key finance processes such as:

GL

General ledger

- **Fixed assets:** fixed assets register, multiple books (e.g. GAAP, statutory, tax, etc.), different depreciation methods, and handling of acquisitions, disposals, and transfers.
- **Intercompany:** submission of exchange requests, routing, and approval, simultaneous posting to various ERP systems, reconciliation of intercompany balances, and payment approval.
- **Account reconciliations:** reconciliation cover sheets and balance explanations, auto-reconciliations, routing and approval, and integration with accounting software.
- **Lease accounting:** IFRS 16 requirements, lease obligations, and calculation of BS / PL balances.
- **Manual journals:** routing & approval, and automated recurring journals.
- **GL reporting**

AR

Accounts receivable

- **Cash application:** matching customer payments with open items, automated breakdown of payments with remittances, and routing of discrepancies to relevant business owners.
- **Billing:** processing of billing requests and automated billing.
- **Business teams:** the resolution of discrepancies, submission of billing requests, and cash-flow forecasting.
- **AR reporting.**

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