

Debtor Collections

The collections is a schedule of outstanding debtors

the collections schedule allows one to enter notes on correspondence with clients that have monies due

to create a collections schedule go to:

Debtors Module> Reports >Age analysis

Serach the period you wish to see outstanding debtors for.

Click the Collections button

Debtors Module

Configuration

Activity

Analysis

Reports

Debtors Age Analysis

Statements

Auto Invoice Process File Dow

Age Analysis

Search Company Details Analysis Print Export Collections

Basic Search

Expand

Date:2024-10-31

View Type:Standard

Calc Due & Overdue:

Print Type:Detail

Ageing:Current

Due:0.00

Branch:All

Billing Group:All

Overdue:0.00

Show Zero:

Sort By Code:

Show Negative:All

180+ days21 790 803.54

150 days(70 701 693.34)

120 days67 238.76

90 days6 299.15

60 days14 547.62

Page 1 of 1

Remove Paging:

#	Memo	HO	Debtor Code	Debtor Name	Ageing	Total	Branch Total	HO Link	Currency	180+ days	150 days	120 days
1			ABC001	A & B Construction	Date Of Statem...	(70 930 360.86)	(70 930 360.86)	ABC001	Rand South Africa	300.00	(70 930 660.86)	
2			ABC011	ABC MG Co	Date Of Statem...	1 732.00			Rand South Africa	1 559.50		
3			ABC007	ABD Company	Date Of Statem...	312 251.45	340 275.59	ABC007	Rand South Africa	87 071.23	227 713.04	
4			1008	ACE Traders	Date Of Statem...	27 276.64		ABC007	Rand South Africa	26 233.00		

Enter a code

Enter a description

Collections Create

Reference:OCT 2024

Description:Due Nov 2024

Date Of Aging:2024-10-31

CreateClose

Click the Create button

Then go to Activity

Collections

Debtors Module



Configuration

Activity

Customer Dashboard

Debtors Journal Transactions

Debtor Cash Book

Quotation

Sales Order

Sales Order Confirm

Invoices

Dispatch Stock

Collect / Deliver

Credit Notes

Allocations

Allocation Decimal Journal

Template List

Interest Transaction

Point Of Sale Invoice

Point Of Sale Credit Note

Collections

Collections

Search

Edit

Delete

Complete

Reference: Description:

Status:

Created & In Progress

Page 1 of 1

#	Status	Status	Collections No	Reference	Description	Date Of Aging	Captured By
1	Created		PAY48	OCT 2024	Due Nov 2024	2024-10-31	Imraan Saljee

You will note your collections schedule has been created

Double click to open the collections list

Collections Lines

Save

Complete

Attachment

Memo

Printing Options

Debtor History

Doc No: PAY48 Doc Status: Created Debtor Notes:

Reference: OCT 2024 Description: Due Nov 2024

Debtor Code: Debtor Name:

Sort By: Debtor Code

Division:

Basic

Audit

#	Select	Memo	Status	Debtor Code	Debtor Name	Division	Promised Amt	Promised Date	Comments	Amt Paid	Paid Date	Total	Current	30 days	60 days	Freeze	90 days	120 days
1	☐		Created	1174	Haneef							3 105.00					3 105.00	
2	☐		Created	IMR001	Imraan Test Acc	Accounting						2 070.18	(400.00)	1 500.00			970.18	
3	☐		Created	OTS001	Otisle	Installation						23 183.29			(23.00)		908.47	
4	☐		Created	1008	ACE Traders	Installation						27 276.64			(64.84)		849.73	258.75
5	☐		Created	ABC007	ABD Company	Wholesaler						312 251.45		(3 005.50)			472.68	
6	☐		Created	X001	X001 Debtor	Installation						19 055.79	11 044.03	2 469.00			200.00	44.79
7	☐		Created	ABC011	ABC MG Co							1 732.00					172.50	
8	☐		Created	1172	IMRAAN NEW							9 899.65	505.29	92.50	9 182.76		84.60	

Complete	Marks the schedule as complete and removes it from the grid. You will need to tick the select tick box and then the collected button
Debtor History	Displays the selected debtors' transaction history over the given date range
Collected	Marks the selected line as collected and hides it from the schedule
Delete Line	Deletes the selected line from the grid
Remove paging	Displays all debtors on a single page If the debtors list exceeds the default 100 lines
Show All lines	Displays all debtor lines including the hidden lines that have been marked as collected
Promised Amount	Enter the amount the debtor promised to pay
Promised Date	Enter the date the debtor promised to pay
Comments	Enter any comments or notes from correspondence with respective debtor
Paid Amount	Enter the amount paid
Paid Date	Enter the paid date

Revision #1

Created 11 November 2024 08:25:02 by Imraan

Updated 11 November 2024 10:09:18 by Imraan