Debtor Collections

The collections is a schedule of outstanding debtors

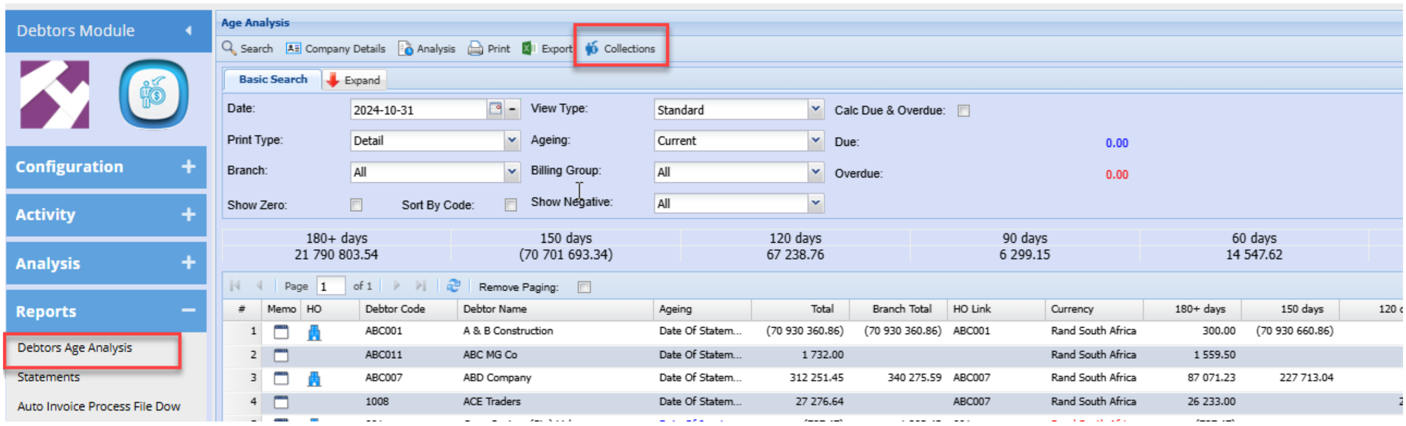
the collections schedule allows one to enter notes on correspondence with clients that have monies due

to create a collections schedule go to:

Debtors Module> Reports >Age analysis

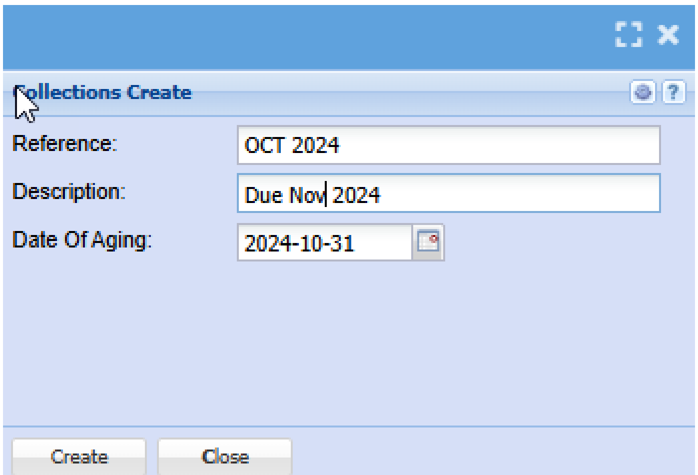
Serach the period you wish to see outstanding debtors for.

Click the Collections button



Enter a code

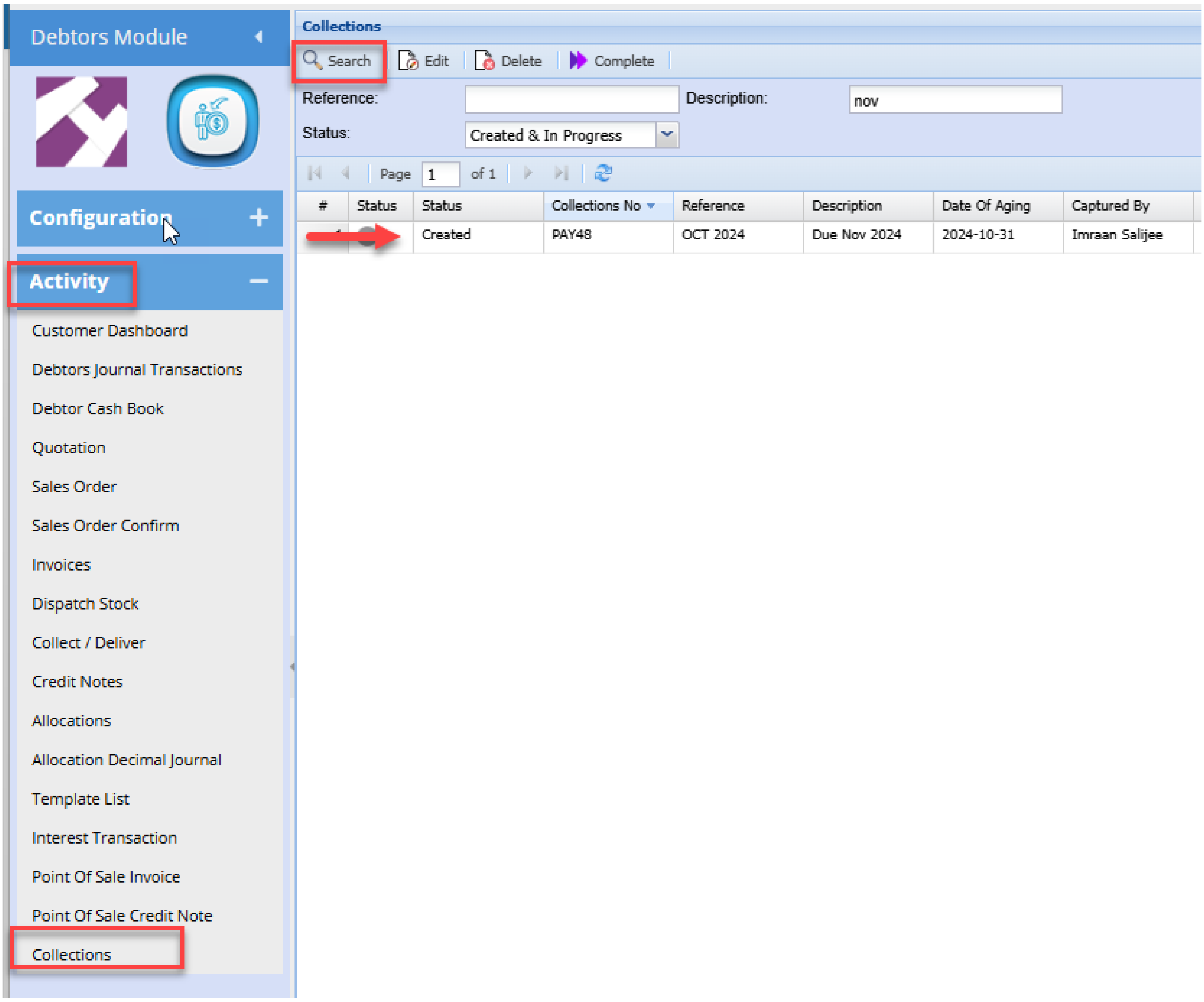
Enter a description



Click the Create button

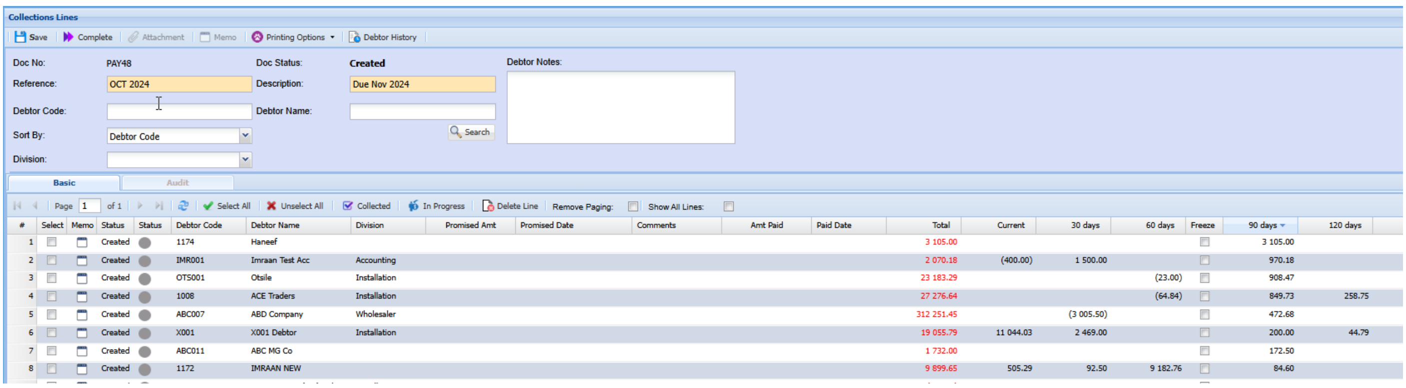
Then go to Activity

Collections



You will note your collections schedule has been created

Double click to open the collections list



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