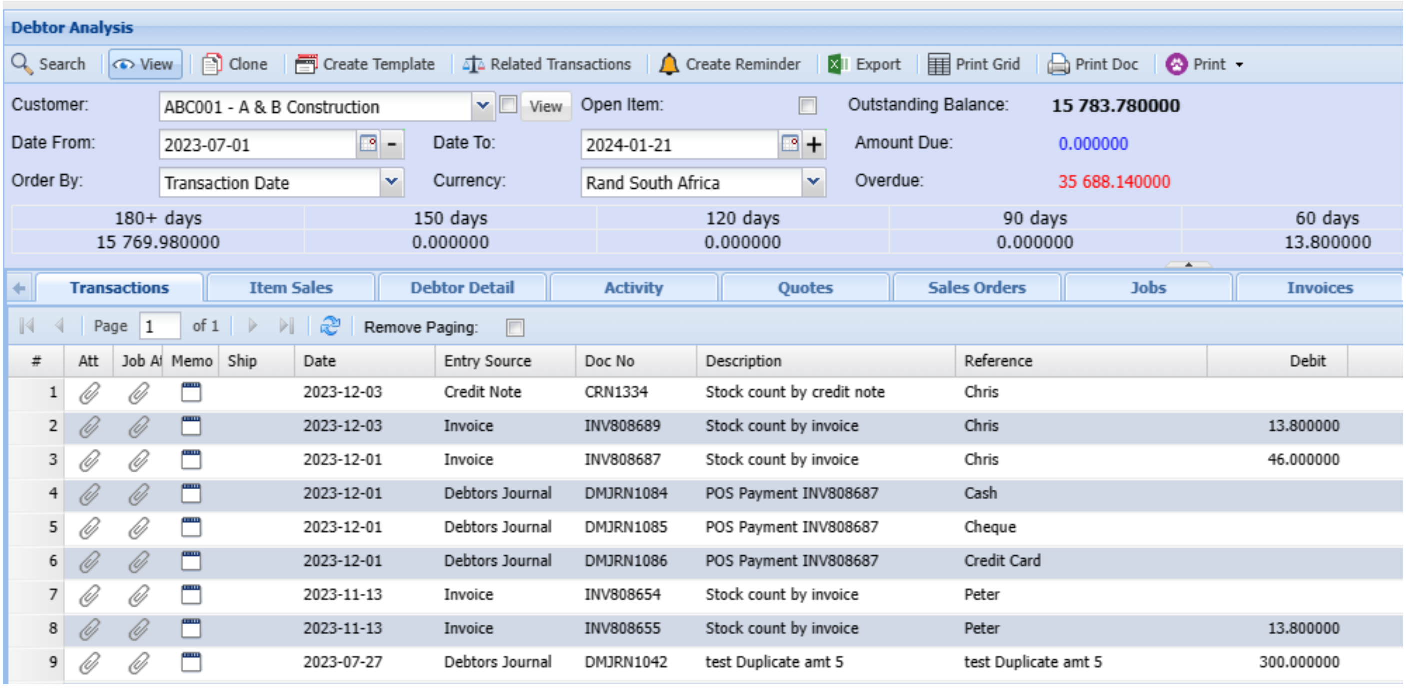
Debtor Analysis Menu

- Debtor Analysis Search

Debtor Analysis Search

Analysis of all the posted customer/ debtor information in one place



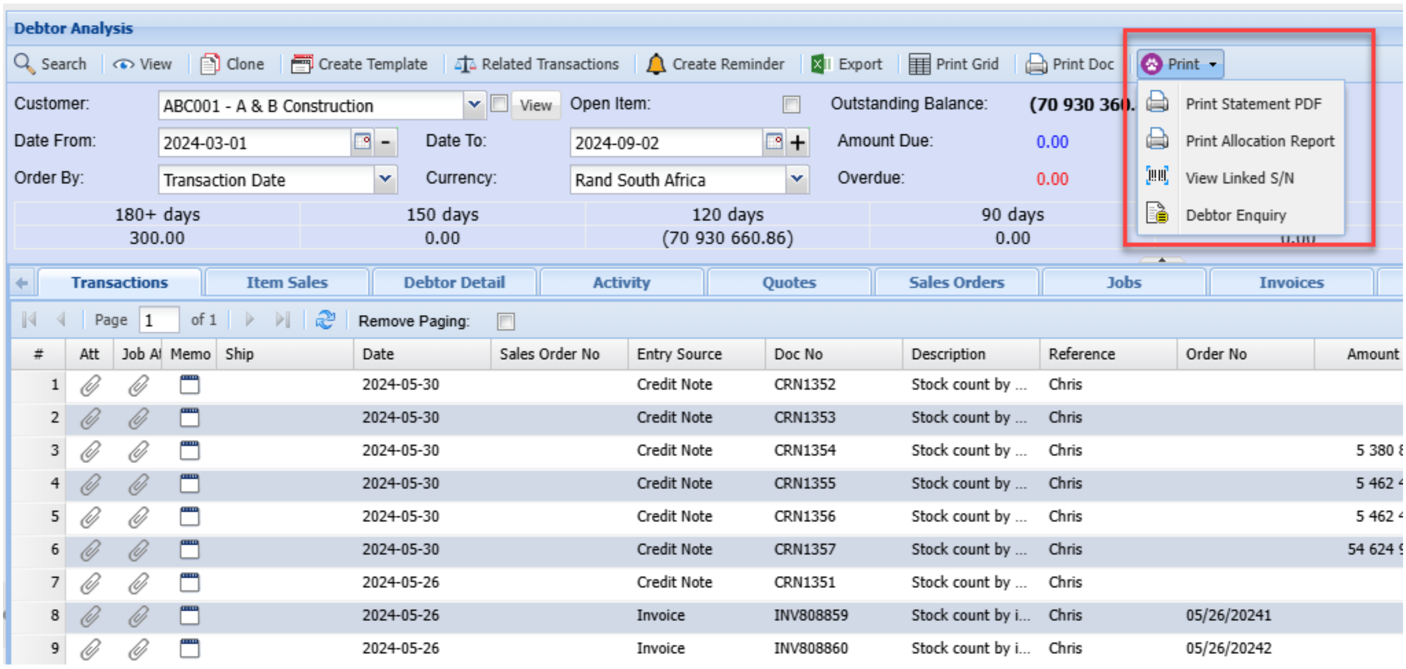
Search	The search button will search for the items you selected for the search
View	The View button allows the user to see the details of a quote or invoice etc.
Clone	This button allows you to create a duplicate copy of a transaction
Create Template	Save transaction documents as a template to use for similar transactions later
Related Transactions	This will show the related transaction of an invoice Quote etc.
Create Reminder	A reminder can be created in this field for this debtor or yourself depending on what the purpose of the reminder is for.
Export	The export button allows the exporting of data to an Excel spreadsheet
Print Grid	The print button will open a quote print selection window and that will allow you to select what you want to have on your printout
Print Doc	

Customer	This is where you enter the details of your customer.
Outstanding Balances	This is the monies owed to you by this client.
Date From and date to	This is the date range that governs the display of transactions against this client.
Order By	This is the directive in which you want the information to be displayed.
Currency	This is the currency used for this debtor as setup in the debtor’s setup.
Total, current, 30 days etc.	This displays the total monies due and at certain periods 4

Print Drop Down

The print drop down allows you to print customer/ debtor or customer information by the information below:

- Statement PDF
- Allocation Report
- Linked Serial Numbers
- Debtor Enquiry

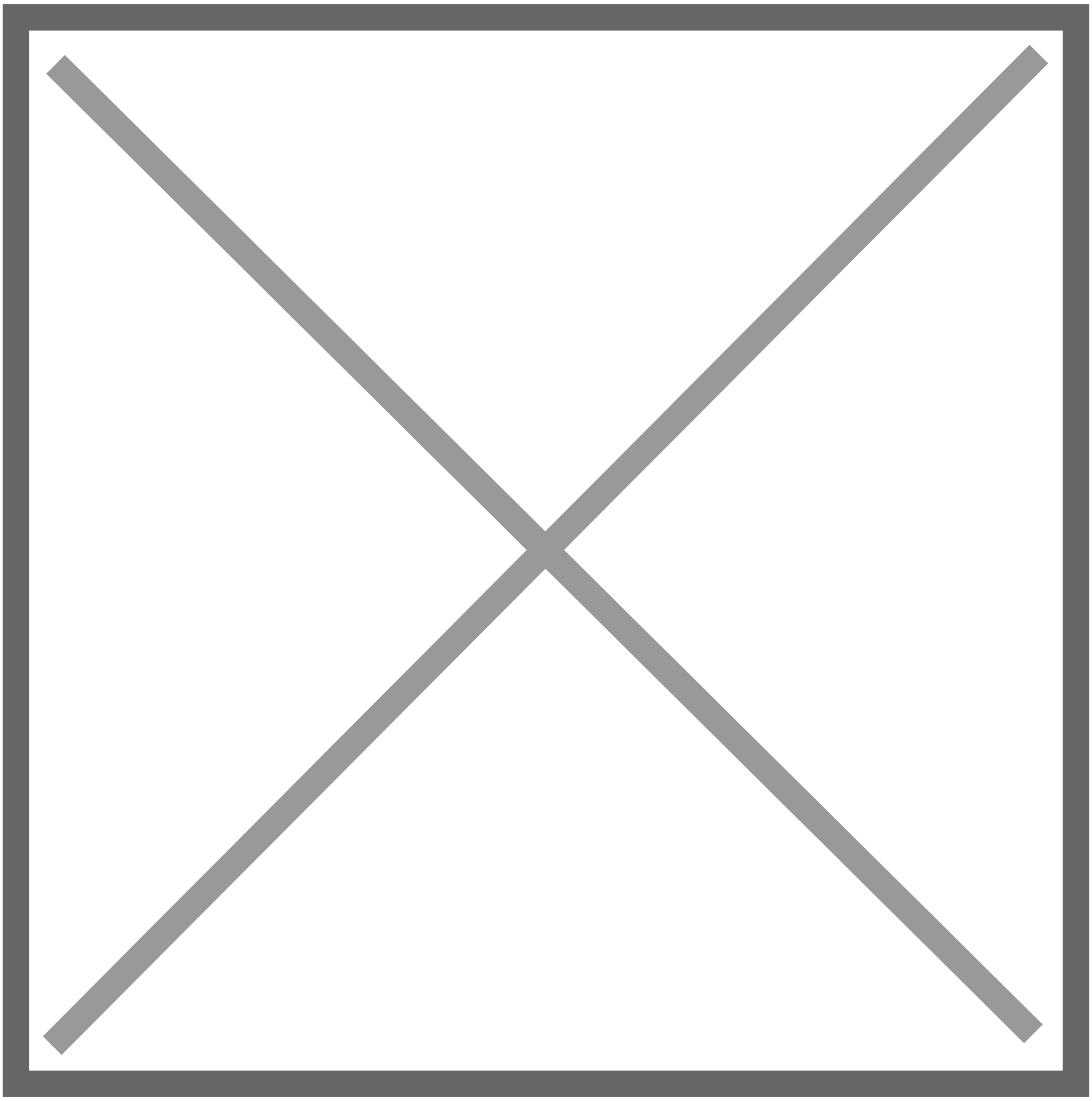


Print Statement PDF	A PDF statement for this debtor can be printed
Print Allocation Report	From here an allocation report for this debtor can be generated.

View Linked S/N	This allows the user to view serial numbers that are linked to items
Debtor/ Customer Enquiry	

Related Transactions

This part shows the accounts involved in a transaction

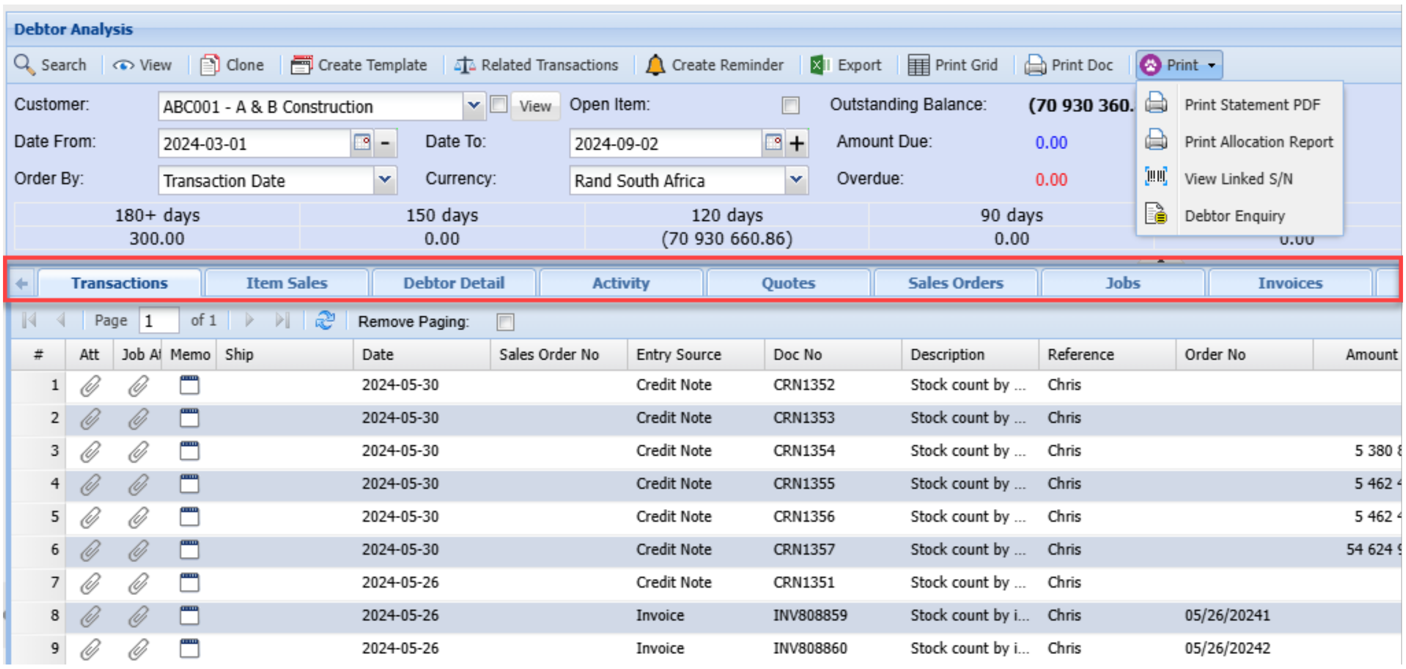


Transaction List Tab	Shows a list of transactions involved
View Accounts Tab	To view the t-accounts

Print Grid button	To print the transactions
Print T Account button	To print the T accounts

Tabs defined

The following tabs work like dashboard tabs where the user gets to have an overall view of the transactions against the selected Client.



Transactions Tab	Will list all the transactions for this debtor (date range inconsideration)
Debtor Detail	Will display the company information for the selected client
Quotes	will show all the quotes
Jobs	Shows all the Jobs
Invoices	Shows All the Invoices
Credit Notes	Any Available Credit Notes
Debit Allocations	Shows Debit allocations
Credit Allocations	Shows Credit allocations

Cashbooks	Shows you the available processed cashbooks
Journals	Will display all the processed Journals for this Debtor