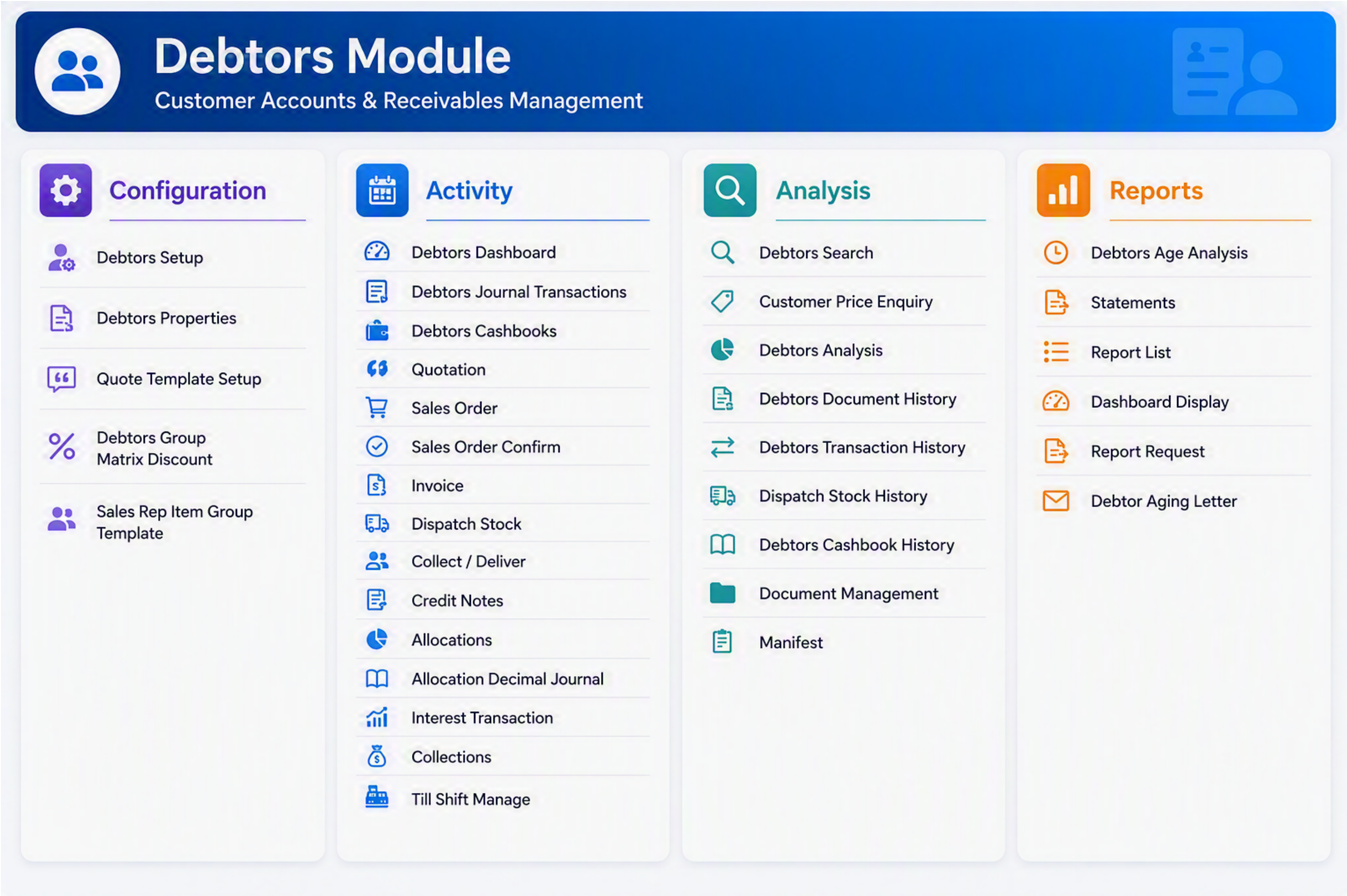
Debtors Module map

The **Debtors Module** manages the complete customer receivables process, from quotation and sales order entry through to invoicing, payment allocation, collections, customer analysis, and financial reporting. It provides sales staff, accounts receivable teams, and management with the tools required to control customer accounts, monitor outstanding debt, and improve cash flow.



Debtors Module - Menu Item Explanations

Configuration

Menu Item	Description
Debtors Setup	Defines the core configuration settings for the Debtors module, including numbering sequences, default values, and operational controls.
Debtors Properties	Maintains company-specific debtor parameters such as Shipping defaults, regions, divisions, sales mapping, item mapping, and defaults.
Quote Template Setup	Creates and maintains standard quotation templates used when generating customer quotations.

Menu Item	Description
Debtors Group Matrix Discount	Defines discount structures for customers based on debtor groups and item categories.
Sales Rep Item Group Template	Assigns commission structures, pricing rules, or defaults between sales representatives and product groups.

Activity

Menu Item	Description
Debtors Dashboard	Provides a real-time overview of customer balances, outstanding accounts, sales activity, and key debtor indicators.
Debtors Journal Transactions	Processes manual debtor journals to adjust customer balances, corrections, and transfers.
Debtors Cashbooks	Records cash receipts, banking transactions, and customer payments.
Quotation	Creates and manages customer quotations before converting them into sales orders.
Sales Order	Captures customer orders for goods or services.
Sales Order Confirm	Confirms approved sales orders and prepares them for fulfilment and invoicing.
Invoice	Generates customer invoices from sales orders, deliveries, or service transactions.
Dispatch Stock	Processes goods dispatches and updates inventory movements against customer orders.
Collect / Deliver	Manages collection and delivery tracking activities for customer orders.
Credit Notes	Creates customer credit notes for returned goods, pricing adjustments, or invoice corrections.
Allocations	Allocates receipts, credit notes, and journals against outstanding customer invoices.
Allocation Decimal Journal	Records rounding differences that can occur during allocation processes.
Interest Transaction	Calculates and posts interest charges on overdue customer accounts.
Collections	Assists with debtor collection activities and follow-up processes for overdue accounts.
Till Shift Manage	Opens, closes, reconciles, and manages point-of-sale till sessions and cash drawer activities.

Analysis

Menu Item	Description
Debtors Search	Searches customer transactions, balances, invoices, and account information.
Customer Price Enquiry	Views customer-specific pricing, discounts, and special pricing agreements.
Debtors Analysis	Analyses customer sales, profitability, outstanding balances, and account activity.

Menu Item	Description
Debtors Document History	Provides access to historical debtor documents including quotes, invoices, credit notes, and sales orders.
Debtors Transaction History	Displays a detailed audit trail of all recorded debtor transactions.
Dispatch Stock History	Reviews completed dispatches and stock movements relating to customer orders via invoices.
Debtors Cashbook History	Displays previous customer receipts, banking records, and cashbook transactions.
Document Management	Stores and retrieves customer-related documents such as contracts, correspondence, and supporting files.
Manifest	Reviews transport manifests and shipment documentation associated with customer deliveries.

Reports

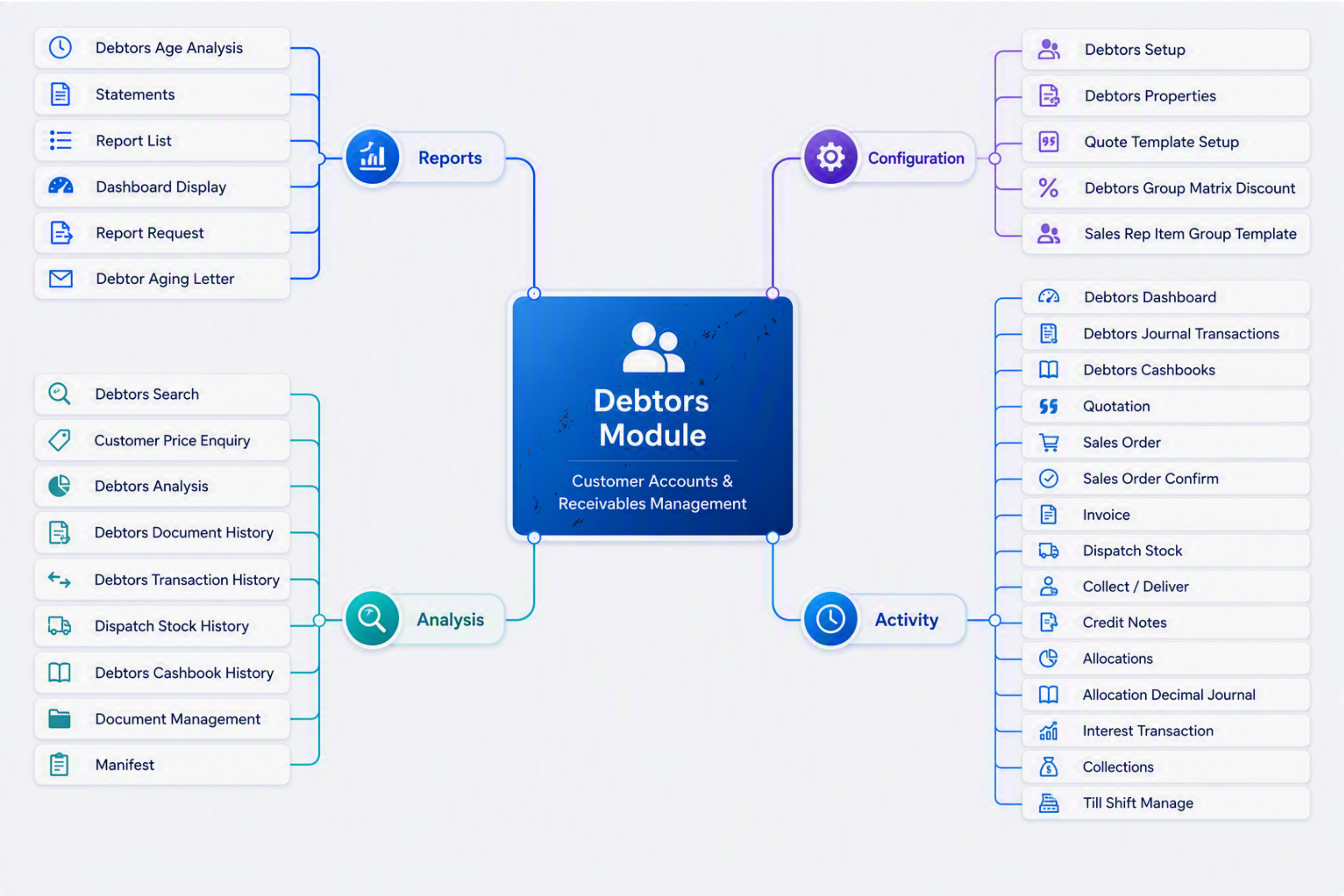
Menu Item	Description
Debtors Age Analysis	Produces ageing reports showing balances outstanding by period (Current, 30, 60, 90+ days).
Statements	Generates customer account statements showing transactions and balances.
Report List	Displays all available debtor reports within the system.
Dashboard Display	Provides visual dashboards and key performance indicators related to debtor activity.
Report Request	Allows users to generate, schedule, and distribute debtor reports.
Debtor Aging Letter	Produces reminder and collection letters for customers with overdue balances.

Debtors Workflow

Step	Purpose
Configuration	Configure customer account settings, quotation templates, discount structures, debtor groups, and sales-related defaults.
Activity	Process daily customer transactions including quotations, sales orders, invoicing, cash receipts, allocations, collections, and credit notes.
Analysis	Review customer activity, outstanding balances, pricing information, transaction history, document records, and stock movement information.

Step	Purpose
Reports	Generate debtor ageing reports, customer statements, collection letters, dashboards, and management reports to monitor receivables performance.

This structure follows the standard customer receivables process of **Configure → Process → Analyse → Report**, making the **Debtors Module** the central hub for managing customer accounts, sales transactions, collections, and cash flow.



Revision #4
Created 1 August 2023 21:04:52 by Paige
Updated 8 August 2026 19:22:57 by Malcolm