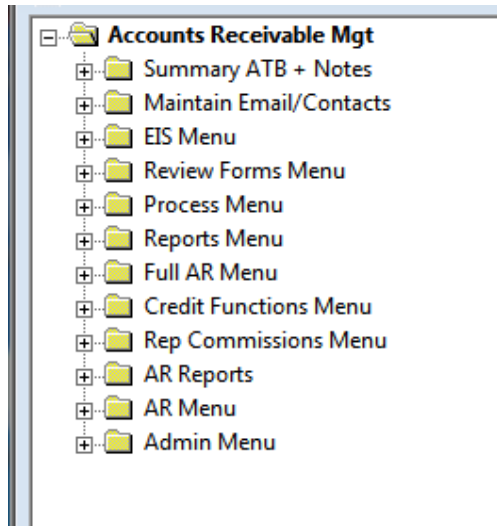


Debtors Review Functions Ver 111

The Debtors Review provides 16 Data-Grids of Debtor Master file details to increase accounts receivable productivity and is broken into 12 major areas.



The primary functions other than the data-grid review forms include the importing CSV cash receipts, processing rebates interactively, bulk import of product claims/returns and many import/update functions.

The Main Functions fall into 5 Major Groups

1. The Aged Trial Balance with all details and control functions.
2. Review Forms menu including various form review of All debtors
3. Process Functions including cash and credit control functions
4. Reports Menu – large set of reports including email Invoices/Statements
5. Admin Menu – System limited facilities.

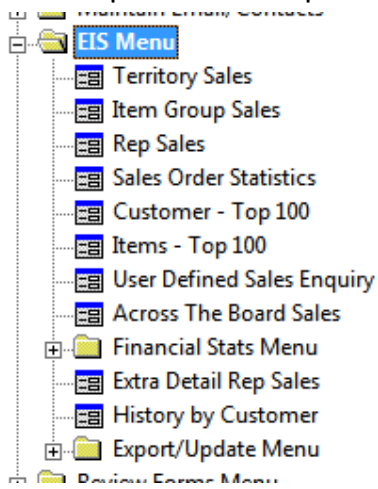
The Summary ATB with Notes Data Grid provides full maintenance and debtor control

- It is a very wide grid and most columns allow filters to be entered to limit the views. The entries in Red highlight accounts requiring attention.
- .Details Mode opens the normal deb Master Maintenance.
- .Correct allows quick correct of most non credit control fields.
- .Billto will open a Grid of All Soldto Accounts linked this debtor Account, with further detail and orders drill down.
- .Transaction – opens a Grid of Current Transactions.
- .Notes open the full Notes options.
- .cClaims open all open Credit Claims>Returns.

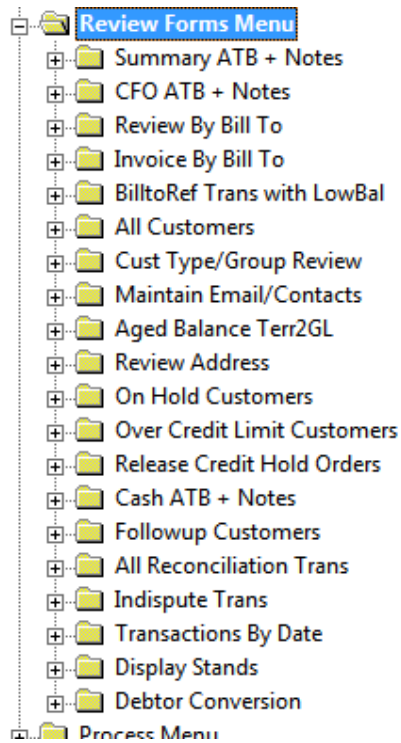
The Data Grid Maintain Emsail/Contacts

Allows Correction of the 5 email addresses of each Soldto/Billto Account with a send one statement or an email to any customer and a bulk import of addresses/email address details.

The EIS option Allows quick Review of key performance information



.Review Forms Menu.



All Customers Data Grid – include options to filter on current Credit Limit eg 0=COD customers. As well several other fields.

Maintain Debtor Details																									
Standard																									
acc...	bill-to	shortname	Te...	T	G...	S	A...	L	Rep	A...	Send	St...	Re...	F/R...	F	M	P	Created	r...	r...	Balance	Co...	Email Sales	P	C
100MON	100MON	100 Monkeys Wholefoods & Or	DEL	OT	C		31	N	OS								Y	13-MAY-2008	0		0.00			5	0
137CAR	137CAR	137 Carlisle Pty Ltd	DEL	FO	C		1	N	OS								Y	18-NOV-2014	0		0.00			5	0
1812TH	1812TH	The 1812 Theatre Ltd	DEL	OT	C		10	Y	OS								Y	07-MAR-2000	0		0.00			5	A
25MORE	25MORE	25+ More	DEL	OT	C		24	N	OS								Y	18-JAN-2007	0		0.00			5	0
222GAL	222GAL	222 Gallery	DEL	FO	C		2	N	OS								Y	02-FEB-2006	0		0.00			5	0
260CAF	260CAF	@Two Sixty Cafe Bar Restaurar	DEL	FO	C		48	N	OS								Y	23-MAY-2013	0		0.00			5	0
28SCOHU	28SCOHU	28S Coffee Hun and Party Food	1AF	OT			4	N	AF								Y	19-AUG-2015	0		132.52	Tidlenovo@gmail.com		5	0
3STCAF	3STCAF	3 Star Cafe	DEL	OT	C		2	N	OS								Y	16-MAY-2012	0		0.00			5	0
3STPIE	3STPIE	3 Station Pier	DEL	RC	C		2	N	OS								Y	30-MAY-2007	0		0.00			5	0
4DOCAF	4DOCAF	Four Doors Cafe Restaurant	DEL	FO	C		7	N	OS								Y	17-JUL-2012	0		0.00			5	0
4STAMI	4STAMI	4 Star Milkbar	DEL	MB	C		8	N	OS								Y	16-OCT-2002	0		0.00			5	0
501REC	501REC	501 Receptions	DEL	FO	C		12	N	OS								Y	10-MAY-2002	0		0.00			5	0
7HCOST	7HCOST	7 Hills Convenience Store	DEL	SH	C		5	N	OS								Y	31-MAR-2010	0		0.00			5	0
88KEYS	88KEYS	88KeysMelbourne Pty Ltd	4MML	FO			5	N	MML								Y	03-NOV-2016	0		0.00			5	0
A&KFOO	A&KFOO	A&K Foods Pty Ltd	DEL	OT	C		78	N	OS								Y	09-JAN-2003	0		0.00			5	J
A&PSUP	A&PSUP	A & P Supermarket Pty Ltd	DEL	ID	C		28	Y	OS								Y	31-JAN-2013	0		0.00			5	E
ABBVID	ABBVID	Abbouchi Video	DEL	OT	C		4	N	OS								Y	02-FEB-2012	0		0.00			5	0
ABFFO	ABFFO	Abbruzzi Fine Foods	DEL	DE	C		91	N	OS								Y	19-APR-2005	0		0.00			5	0
ABGLFR	ABGLFR	Absolutely Gluten Free Store	1FA	DE			5	N	FA								Y	14-FEB-2008	0		0.00			5	0
ABLME	ABLME	Able Merchandising	DEL	OT	C		7	N	OS								Y	10-APR-2007	0		0.00			5	2
ABOCAF	ABOCAF	Abol Cafe Bar	DEL	FO	C		29	N	OS								Y	04-JUL-2006	0		0.00			5	0

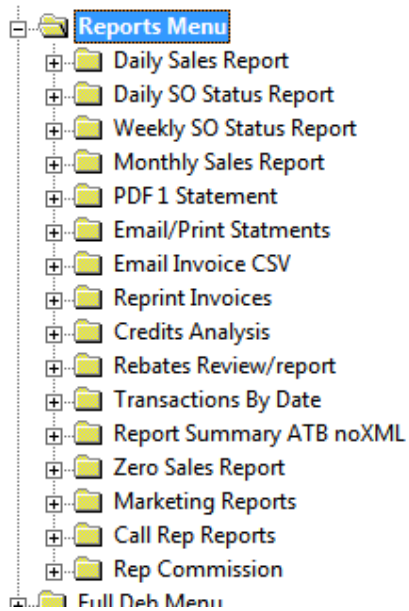
100 Monkeys Wholefoods & 293 Rossiter Road Vic
 Organics Store & Cafe Koo Wee Rup 3981

End Detail Transactions Correct Address Billto Orders Tag All Xtra_Menu OneStatement

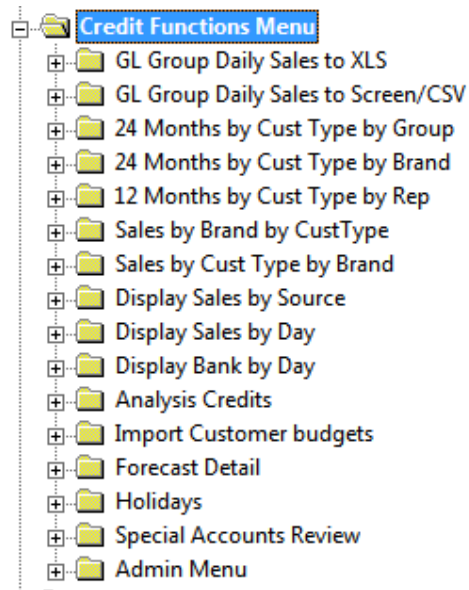
2. Process Menu Functions

- Process Menu
 - Customer Returns
 - Approve RA Credit
 - Reprint Invoices
 - Credits Analysis
 - Load Cash Remittance
 - Upload Credits CSV
 - Consolidate Customers
 - Price Maintenance
 - Clear 10Cents Review (\$1)
 - Credit Limit Review
 - Proforma Invoice
 - Load New Price List
 - Maintain Web Restrictions
 - Copy RRP to RRPinc
 - Aged Balance
 - Reports Menu

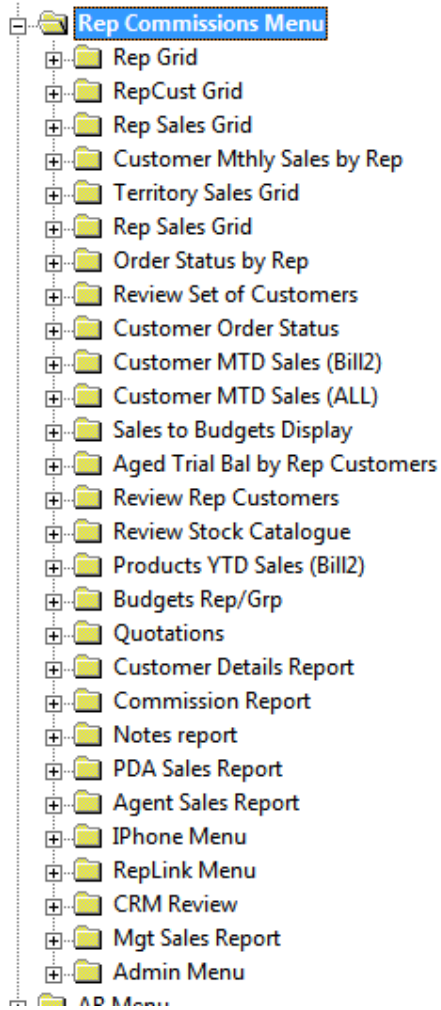
3 Reports Menu



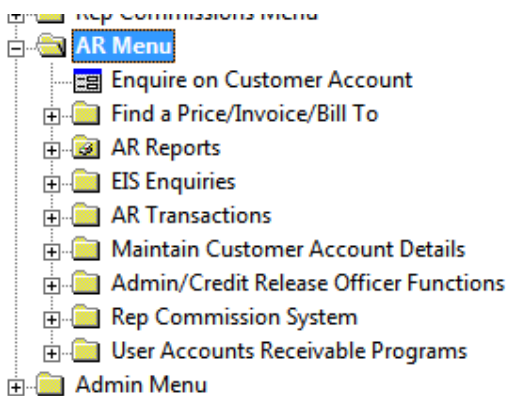
4. The Credit Control Menu



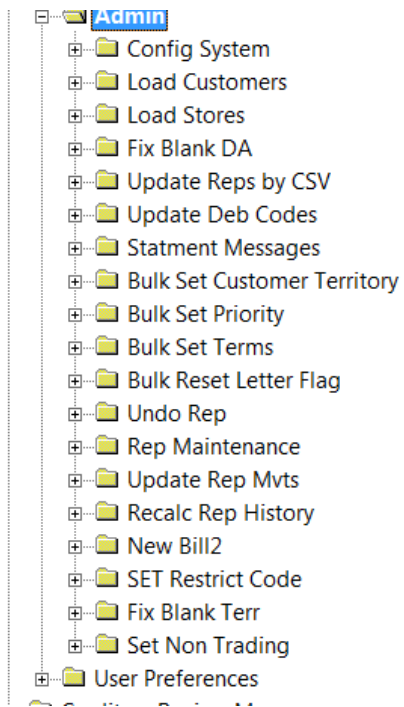
7.Rep Commions Menu



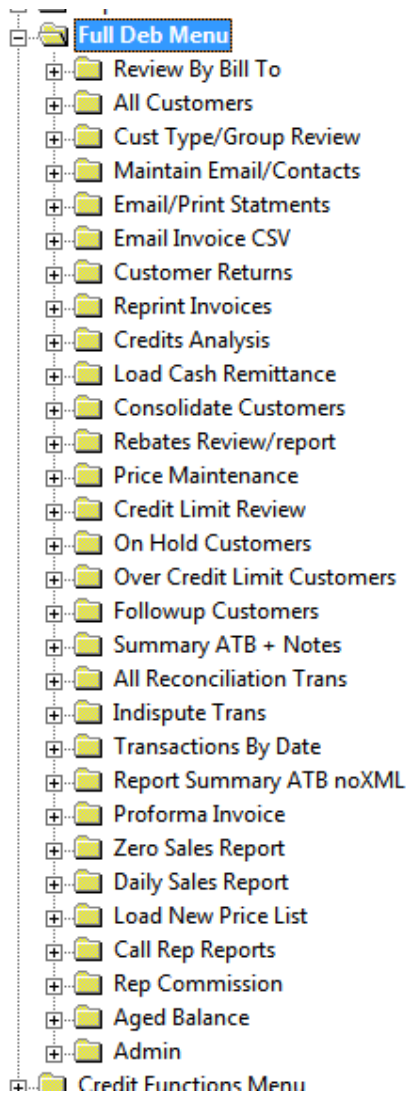
AR Menu is the existing Debtors Main Menu.



4 Admin Menu.



The Full Deb Menu is for legacy users provides direct access to all options



Miscellaneous Functions.

To send a CSV or XML document or a Excel XLS document to a Billto Customer

The a5emailcsv option in the reports menu

The screenshot shows a dialog box titled "Email CSV/XML file to Customer" with a version number of "version 20mar2017". It contains several input fields: "Format S/I/P/B/C/E:" with a dropdown menu showing "E", "Bill To Code:", "Email Address:", "Start date:", and "End date:".

The Email option in the Review Email address.

The screenshot shows a dialog box titled "Send Email To Customers". It has fields for "Start:" and "End:" both containing "WH", and an "Attachment:" field. Below these are six lines of text: "Line1: Heritage are changing to non paper statements to ensure best", "Line2: service to our customers", "Line3:", "Line4: Some customers may have received an email where the subject", "Line5: line total was a random figure. Our programmer is sorry for", and "Line6: any inconvenience but the attached STATEMENT.txt is correct." A "Confirmation" dialog box is overlaid on top, containing the text "send a valid email address" and "(CANCEL returns to the last field)", with "Yes", "No", and "Cancel" buttons.

.end of a1debtors ... 22mar2017