

# DEBTORS

## OVERVIEW

CASHMAN/DEBTORS provides the capability to maintain a Debtors Ledger, produce Sales Invoices and Debtors Statements, and provide a series of Reports that assist in the management of cash collections and overdue accounts. The program lets you organise your Debtors Accounts and streamline your collection procedures.

A key design criteria for CASHMAN/DEBTORS is simplicity, so that you will be able to use this program with a minimum amount of self training. To assist users to effectively use the program and all of its capabilities, a comprehensive, but easy to follow FAMILIARISATION EXERCISE and a SET UP CHECKLIST are provided with the program.


The program incorporates an extensive range of capabilities, including :

- GST – The program has been updated to cater for Australian GST. This includes the AUSTRALIAN BUSINESS NUMBER and the ability to produce a TAX INVOICE containing the specified information.
- When Cash Receipts are entered they can be automatically aged against the Debtors oldest balance or allocated against nominated invoices. The program caters for discounts.  
  
When Cash Receipts have been entered you can produce a bank deposit slip to accompany the banking of cheques cash and credit card receipts.
- Comprehensive Sales Analysis.
- A Write Up Sales Journal option that lets you quickly enter the details of Sales Invoices that are not prepared by the computer. eg. Invoices handwritten by sales staff. You don't have to prepare a dummy invoice.
- Optional unique descriptions can be processed against each Debtors Invoice. These descriptions display on the Debtors statements.
- For firms with laser or bubblejet printers, the program allows the computer to print presentation style Statements and Invoices, with your logo, on plain paper or on your letterhead (see example overpage). This will greatly reduce printing costs as you no longer need to have pre-printed Statements and Invoices made up.
- Entries processed to the Debtors Ledger can be easily edited.. This enables you to change the details of entries already processed without having to process separate "adjustment" entries. This facility will also ensure that you can produce a Sales Journal and Debtors Statements that only show the correct entries.
- No month-end or year-end close-off and no Balance Forward procedures. Paid Invoices entries can be purged as required.
- Where required, store two addresses for each Debtor viz Post Office Box number and actual address.
- A "Dispute Invoice" capability exists which enables you to tag the whole or part of an invoice as disputed. Cash Receipts will then not be aged against the disputed amounts.
- Statements can be produced in the standard BALANCE FORWARD format or in the OPEN ITEM format.
- User defined messages can be printed on Debtors Statements, Sales Invoices, Credit Notes etc.
- A variable AGING period can be nominated viz monthly, weekly, fortnightly.
- A QUICK LEDGER capability is provided, which lets you quickly display the relevant current details for a nominated Debtors Account on the Computer screen.
- Producing name and address labels to stick on envelopes etc.

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**INVOICES**

The program lets you use the Computer to prepare Sales Invoices and Credit Notes. This page contains samples of Invoices produced by the Program on plain paper. The firms logo has been scanned and stored in the Program. This approach enables the Computer to print "presentation style" invoices, which eliminates the need for pre-printed invoices.



**BSP PRODUCTS PTY LTD**  
ACN 999-999-999  
**PO BOX 75, PYMBLE NSW 2073**

**INVOICE**

Invoice to :-  
 Gray Building Contractors  
 P O Box 342  
 Pymble N S W 2073

Deliver to :-  
 Gray Building Contractors  
 P O Box 342  
 Pymble N S W 2073

Attn : Mr. S. Penny

Our Ref : gray01

Your Ref : d906

Invoice # : 916


Invoice Date : 10/08/02

Code	Description	S/T	Quantity	Unit Price	Amount
bk04	BBQ Kit-Size 4	1	2.00	192.00	384.00
pc06	Patio Kit-S.6	2	1.00	1720.00	1720.00
	Assorted Parts	0	1.00	100.00	100.00
<b>Net Invoice</b>					2204.00
<b>Sales Tax</b>					592.80
<b>Total Invoice</b>					2796.80

#	%	Sales	Tax	
0	Non-Tax	100.00		
1	20.00	384.00	76.80	
2	30.00	1720.00	516.00	

Left - is an example of a product style invoice. A Product Code file is used to store the information required to produce invoices (eg. product description, pricing etc.)

Right - is an example of a Memo Style Text Invoice for service type organisations like architects, solicitors etc., for whom product style invoices are not appropriate. To save typing, you can pre-store standard text paragraphs.



**BSP PRODUCTS PTY LTD**  
ACN 999-999-999  
**PO BOX 75, PYMBLE NSW 2073**

**MEMORANDUM INVOICE**

To :-  
 Gray Building Contractors  
 P O Box 342  
 Pymble N S W 2073

Attn : Mr. S. Penny

Our Ref : gray01

Invoice # : 917

Invoice Date : 10/08/02

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Design and drafting of landscaping for Wilson  
 includes preparation of plans for submission to Council

500.00

Total

500.00


## AGED ANALYSIS

This report can list all Debtors balances or only overdue Debtors balances. Disputed items are highlighted.

Entity#:9997		B S P PRODUCTS PTY LTD				
		AGED ANALYSIS REPORT AS AT 31/08/2002				
ID	Debtor Name	Total	Current	30 Days	60 Days	90+Days
aaaa	CASH SALES	250.00	250.00	0.00	0.00	0.00
batt01	Batten Roofing Co.	2284.50	2125.00	159.50	0.00	0.00
data01	Data Supplies Pty Ltd	901.11	0.00	571.57	75.00	254.54
	Disputed :	159.60	0.00	0.00	0.00	159.60
gray01	Gray Building Contractors	8329.60	7893.80	0.00	55.24	380.56
hart01	Mrs. J. Hartford	890.00	890.00	0.00	0.00	0.00
mara01	Margan Engineering	1075.00	625.00	0.00	450.00	0.00
	Disputed :	125.00	125.00	0.00	0.00	0.00
tida01	Tidal Publications Pty Ltd	1580.00	930.00	0.00	0.00	650.00
		15310.21	12713.80	731.07	580.24	1285.10

## DEBTORS STATEMENT

The Debtors Statement, which is normally forwarded to the Debtor each month, incorporates a remittance advice at the bottom. The following is a sample of a statement produced by the Program on plain paper. The firms logo has been scanned and stored in the Program. This approach enables the Computer to print a "presentation style" statement which eliminates the need for pre-printed statements.



**BSP PRODUCTS PTY LTD**  
ACN 999-999-999  
**PO BOX 75, PYMBLE NSW 2073**

### STATEMENT

Statement to :-

Data Supplies Pty Ltd  
 46 Stevens Avenue  
 MONA VALE N S W 2103

Account Number : data01

Statement Date : 31/08/02

Date	Ref	DR	CR	Balance										
	Brought Forward	901.11		901.11										
05/08/02	Payment, Thank You		135.00	766.11										
	Discount Allowed		15.00	751.11										
11/08/02	906	150.00		901.11										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">90+Days</td> <td style="width: 20%;">60 Days</td> <td style="width: 20%;">30 Days</td> <td style="width: 20%;">Current</td> <td style="width: 20%;">Amount Due</td> </tr> <tr> <td style="text-align: right;">254.54</td> <td style="text-align: right;">75.00</td> <td style="text-align: right;">571.57</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">901.11</td> </tr> </table>					90+Days	60 Days	30 Days	Current	Amount Due	254.54	75.00	571.57	0.00	901.11
90+Days	60 Days	30 Days	Current	Amount Due										
254.54	75.00	571.57	0.00	901.11										

Please detach and return with your payment

**BSP PRODUCTS PTY LTD**  
ACN : 999-999-999  
**P O BOX 75**  
**PYMBLE NSW 2073**

REMITTANCE ADVICE

Account Number/Name : data01    Data Supplies Pty Ltd

Amount Due (as at 31/08/02) :    901.11

## SALES ANALYSIS

The Program produces Reports for analysing Sales. eg. Sales by Products; Sales by Debtor. The Report below analyses Sales by Product code for each Debtor.

Entity# : 9997		B S P PRODUCT PTY LTD		31/08/2002	
SALES ANALYSIS BY DEBTOR & PRODUCT - data01 to gray01					
Product ID		Qty		Amt	
-----					
Debtor data01					
c204		1.00		150.00	
f201		1.00		75.00	
		-----		-----	
Total for Debtor data01		2.00		225.00	
		=====		=====	
Debtor gray01					
bk04		2.00		384.00	
c204		1.00		150.00	
gr01		2.00		575.00	
hr01		1.00		1624.80	
pc06		3.00		5160.00	
		-----		-----	
Total for Debtor gray01		9.00		7893.00	
		=====		=====	

## DEBTORS LEDGER

The Debtors Ledger Report is available on demand for any Debtors ledger account, showing details of all transactions posted to that Debtors account that have not been purged. This eliminates the need to refer to copies of monthly statements for reconciliation and query purposes.

Entity# : 9997		B S P PRODUCTS PTY LTD		31/08/2002				
LEDGER REPORT FOR THE PERIOD								
Date	Doc #	Type	*=unpaid	DR	CR	Balance	Tran#	Invoice Desc
-----								
gray01	Gray Building Contractors							
-----								
31/05/2002	641	Invoice	*	380.56		380.56	11	
30/06/2002	718	Invoice	*	55.24		435.80	12	
31/07/2002	909	Invoice		150.61		586.41	13	
05/08/2002		Receipt			150.61	435.80	23	
07/08/2002	905	Invoice	*	475.00		910.80	14	
22/08/2002	913	Invoice	*	7418.80		8329.60	15	

## OTHER REPORTS

The Program also produces a variety of other useful Reports, including :

- a columnar style Sales Journal & Credit Note Journal with a sundries column and summary
- a Cash Receipts journal
- a Credit Control Report
- a Debtors Names & Addresses Listing
- a List of Invoices by Debtor
- a Reconciliation Report