

Sage Pastel Accounting



Sage Pastel Debtors Manager

The Pastel Debtors Manager module provides your collections team with a powerful set of collections tools that will improve their effectiveness, and help bring in the money sooner.

From a management point of view, Debtors Manager provides clear visibility of all aspects of the collections process. You can easily keep track of the reasons for overdue invoices, and monitor the activities of your collections department. Debtors Manager quantifies the outcome of all collection activities. Debtors Manager delivers results – it will boost your cash flow, reduce the number of days sales outstanding, and reduce the risk of write-offs.

Accurately forecast your cash flow based on customer promises-to-pay.

With ready to run reports for every outstanding invoice, you will determine:

- Why it is outstanding
- When it will be paid
- What has been done to date
- What still needs to be done
- Which sales person the invoice belongs to

Collection notes, quantifiable reason codes, and necessary actions are all recorded in one central place. Each collector no longer needs to print or export information and keep their own private notes. Cash flow forecasts are always in sync with your accounts receivable.

Improve your collections targets by managing your debtors' behaviour – Debtors Manager enables you to differentiate between reasons or excuses for late payment. Track reasons for non-payment, follow up on customer promises-to-pay, and hold them to their promises. Negotiate with hard facts at hand, and quickly bring late payments in line with your credit terms.

New features included in Debtors Manager

1. **Debtors Dashboard** – Monitor collection activity, and get instant visibility of vital debtors information.

The dashboard is set up for instant e-mailing to designated members of the management team.

To:	managment@company.com							
Cc:								
Subject:	Debtor Dashboard 02 October 2012							
Debtors Dashboard 02 October 2012								
Number of active debtors		21						
Number of debtors contacted (month to date)		5						
Number of contacts made (month to date)		5						
Total No of PTP's due within the next 30 days		8						
Total value of PTP's due within the next 30 days		R10160.78						
Total credits over the past 30 days		R0.00						
Total credits: month to date		R0.00						
Debtors balances	Total	Current	30 Days	60 Days	90 Days	120 Days	150 Days	180+ Days
	1 275 528.58	0.00	585 020.64	182 512.86	279 159.78	8 208.00	87 666.00	132 961.33
		0.0 %	45.9 %	14.3 %	21.9 %	0.6 %	6.9 %	10.4 %
Sales history	Total	Oct,2012	Sep,2012	Aug,2012	Jul,2012	Jun,2012	May,2012	Apr,2012
Including VAT	990 955.00	0.00	587 677.00	149 201.00	160 377.00	7 200.00	76 900.00	9 600.00

2. MS SQL database

- Developed specifically for clients with a high volume of debtor transactions in their database.
- MS SQL 2008 R2 provides speed and reliability
- Easy Softline Install Wizard to guide the SQL installation process
- No extra cost to clients that are currently using the Access version
- Conversion Wizard converts existing Access data to MS SQL data
- Sales Analysis – Displays sales per customer, per month for 12 months. This new analysis allows users to instantly identify a fall-off in sales activity, and refocus efforts on retaining existing client business.

3. SMS functionality – Use Debtors Manager to send automated SMS payment reminders to overdue customers. Select debtors according to their ageing bucket, along with other flexible filter options. You can also easily send marketing messages to your entire customer base.

4. Balance forward debtors – Improved functionality allowing both e-mail and SMS payment reminders to be sent to balance forward customers.

- 5. **Summarised contact report** – An ideal report for weekly management meetings with the collections team. This report displays an all-in-one view of the age analysis, the latest contact notes saved, as well as PTP' saved.

Summarised Contact Report

Report Date: 2012/10/08

Debtor Range From: To: ZZZZZ
 Category Range From: To: ZZZZZ
 Sales Code Range From: To: ZZZZZ

Account	Name	Total	Current	30 Days	60 Days	90 Days	120 Days	150 Days	180 Days	Last Date Of Contact	Last Note	Last PTP Date	Last QPTP Date
100	STARBUCKS	R 5 543.78	R 0.00	R 114.00	R 0.00	R 0.00	R 0.00	R 0.00	R 5 429.78	10/02/2012	phone line rings, no reply call our legal dept	10/30/2012	
200	SEATTLE	R 4 447.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 4 447.00	10/02/2012	Bill was sorry about the misadgmt. He said he would sort us out by friday	10/18/2012	10/08/2012
300	VIDA	R 14 782.30	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 14 782.30	10/04/2011	balance forward item		
400	THE BEANERY	R 670.32	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 670.32	10/02/2012	Called Mary-Ann again. Left another message		
500	HOUSE OF BEANS	R 3 731.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 3 731.00			10/17/2012	
505	FIVE ROSES	R 2 280.00	R 0.00	R 2 280.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	10/02/2012	Follow up next monday - disputed c/note		
508	ROBOSSIE	R 342.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 228.00	R 114.00				
510	GREEN TEA GROWER	R 24 825.78	R 0.00	R 0.00	R 0.00	R 24 825.78	R 0.00	R 0.00	R 0.00	10/08/2012	Boss was away on leave, returns this friday and will auth EFT that is waiting for		
511	ORGANIC LEAF	R 114.00	R 0.00	R 114.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00				
515	URTH CAFE	R 342.00	R 0.00	R 114.00	R 0.00	R 0.00	R 114.00	R 0.00	R 114.00	10/02/2012	Cheque is in the post!!!		
517	MANDARIN TEA CO	R 64 614.00	R 0.00	R 0.00	R 0.00	R 65 614.00	R 0.00	R 0.00	R -21 000.00				
600	COFFEECHERRY	R 178 824.00	R 0.00	R 0.00	R 87 780.00	R 63 270.00	R 0.00	R 27 474.00	R 0.00	10/08/2012	New staff member - Joyce - said she would find our invoices and settle asap. The coffee was cold, so they promised to make a new one and pay us on		12/04/2011
700	NESCAFE	R 21 543.72	R 0.00	R 0.00	R 6 723.72	R 0.00	R 0.00	R 0.00	R 14 820.00	10/08/2012			
750	JASMINE TEA GARDEN	R 66 121.14	R 0.00	R 0.00	R 66 121.14	R 0.00	R 0.00	R 0.00	R 0.00				
777	TREE LEAF CO	R 181 444.90	R 0.00	R 0.00	R 0.00	R 87 780.00	R 0.00	R 0.00	R 93 664.93				
778	THE COFFEE BEANER	R 570 570.00	R 0.00	R 570 570.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00			11/01/2012	
778	THE CHOC CASE	R 6 186.00	R 0.00	R 0.00	R 6 186.00	R 0.00	R 0.00	R 0.00	R 6 186.00				

How does it work?

- 1. From the age analysis, select a debtor or an aged balance and record why the amount is outstanding, what actions must be taken and the promise-to-pay date.

Debtor Age Analysis

180 Days Age Analysis for "STARBUCKS"

Print Export To Excel < Back

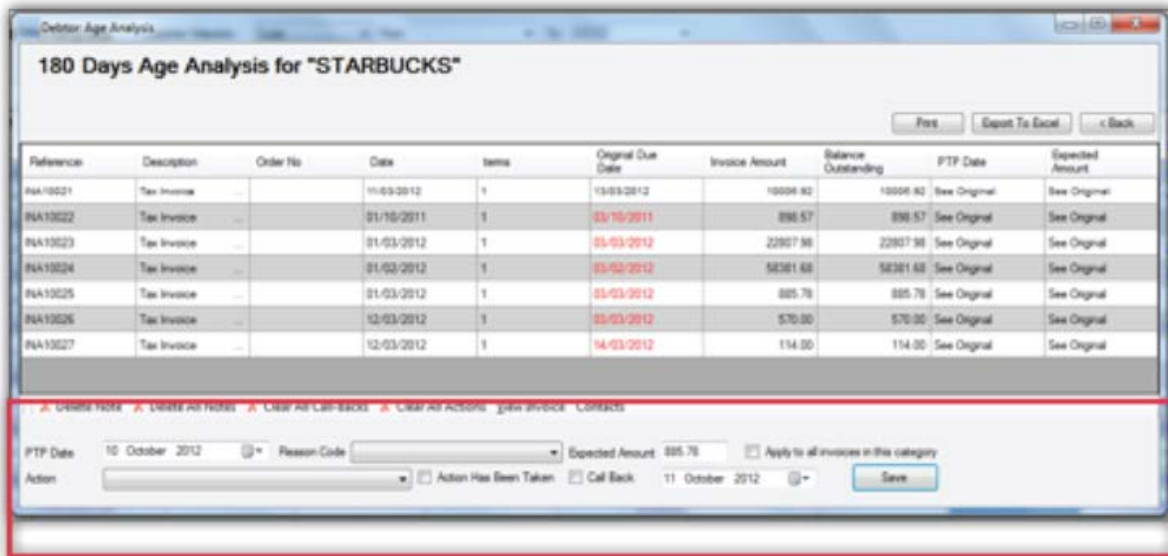
Reference	Description	Order No	Date	Items	Original Due Date	Invoice Amount	Balance Outstanding	PTP Date	Expected Amount
INA10021	Tax Invoice ...		11/03/2012	1	13/03/2012	10006.92	10006.92	See Original	See Original
INA10022	Tax Invoice ...		01/10/2011	1	03/10/2011	898.57	898.57	See Original	See Original
INA10023	Tax Invoice ...		01/03/2012	1	03/03/2012	22807.98	22807.98	See Original	See Original
INA10024	Tax Invoice ...		01/02/2012	1	03/02/2012	58381.68	58381.68	See Original	See Original
INA10025	Tax Invoice ...		01/03/2012	1	03/03/2012	885.78	885.78	See Original	See Original
INA10026	Tax Invoice ...		12/03/2012	1	03/03/2012	570.00	570.00	See Original	See Original
INA10027	Tax Invoice ...		12/03/2012	1	14/03/2012	114.00	114.00	See Original	See Original

Delete Note
 Delete All Notes
 Clear All Call-Backs
 Clear All Actions
 View Invoice
 Contacts

PTP Date: 10 October 2012 Reason Code: [] Expected Amount: 885.78 Apply to all invoices in this category

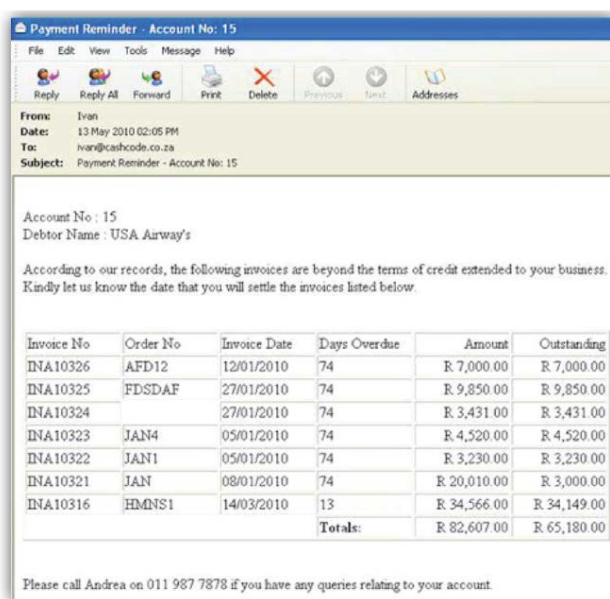
Action: [] Action Has Been Taken Call Back 11 October 2012

This screen illustrates how to record your debtor information (why it is outstanding, when it will be paid, what has been done and what still needs to be done).



2. The information recorded will be pulled through into ready to run reports that include:

- Instant cash flow reports that are up to date and accurate
- Instant reconciliations of outstanding invoices
- Actual days outstanding per invoice
- Full payment history listed per invoice, per debtor
- Details of all calls made to debtors, and promises made
- Daily call back reports and action lists for follow-up
- Age analysis movement report which tracks movement in balances per debtor, by aging category



This screen shows an example of an e-mail payment reminder.

Debtors Reconciliation Report

Below are some of the useful reports that Debtors Manager can generate.

The Debtors Reconciliation report below shows how the information is gathered and displayed in an easy to understand, but powerful report.

Payment History Per Invoice											
Report Date:		2012/10/08									
Calculated Days o/s from original due date											
Debtor Range	From:			To:	ZZZZZ						
Invoice Range	From:			To:	ZZZZZ						
Date Range	From:	1900/01/01		To:	2999/01/01						
Category Range	From:			To:	ZZZZZ						
Sales Code Range	From:			To:	ZZZZZ						
Account	Name	Inv No	Order No	Sales Code	Calculated Days o/s	inv date	Original Due Date	Payment Date	Amount Paid	Invoice Amount	Inv Bal o/s
600	COFFEE CHERRY	INA10032	CHERRY TREE		168	2012/06/01	2012/06/03		0.00	27 474.00	27 474.00
600	COFFEE CHERRY	INA10034		255	97	2012/07/01	2012/07/03		0.00	63 270.00	63 270.00
600	COFFEE CHERRY	INA10033			66	2012/08/01	2012/08/03		0.00	87 780.00	87 780.00
900	COFFEE KINGS	INA10040	OLSENS		219	2012/03/01	2012/03/03		0.00	5 244.00	5 244.00
900	COFFEE KINGS	INA10039			66	2012/08/01	2012/08/03		0.00	9 120.00	9 120.00
900	COFFEE KINGS	INA10038	POOLPLACE	CALL	35	2012/09/01	2012/09/03		0.00	8 866.78	8 866.78
505	FIVE ROSES	INA10029	BEARSALE	255	18	2012/09/18	2012/09/20		0.00	2 280.00	2 280.00
510	GREEN TEAGROWERS	INA10057	IB NOW		97	2012/07/01	2012/07/03		0.00	24 825.78	24 825.78
500	HOUSE OF BEANS	INA10009			282	2011/10/14	2011/12/31		0.00	1 144.00	1 144.00
500	HOUSE OF BEANS	INA10010			282	2011/10/14	2011/12/31		0.00	2 587.00	2 587.00

High Level Forecast Report

Generate cash flow forecasts that are accurate, and always up-to-date. Select from a menu of powerful reports. The High Level Forecast is a cash flow report that is easy to generate and understand.

High Level Forecast	
Total Debtors book at:	08 October 2012
Debtor Range	From: To: ZZZZZ
Date Range	From: 2012/10/08 To: 2999/12/31
Category Range	From: To: ZZZZZ
Salescode Range	From: To: ZZZZZ
Age Analysis Total	1 275 529.00
Total Cash To Collect	1 209 731.00
Provision for Credit Notes/Write Offs	28 871.82
Provision for Discount Allowed	5 387.14
Total	1 243 989.96
Monthly cash forecast for collection from the existing debtors book	
October 2012	251 776.34
November 2012	756 671.10
December 2012	44 340.87
January 2013	34 452.65
February 2013	22 153.34
March 2013	17 686.46
April 2013	0.00
May 2013	82 650.00
June 2013	0.00
July 2013	0.00
August 2013	0.00

Contact Report

This report maintains a full history of all contacts made with the customer. Keep track of all collection notes made, and follow up with ease. All notes are automatically date and time stamped.

Total	Current	30 Days	60 Days	90 Days	120 Days	150 Days	180 Days
R 670.32	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 670.32
Contact Date		NoteText					
02/10/12 04:40:05PM		Called Mary-Ann again. Left another message					

Account	505	Telephone		Contact	MrRoseBeeffe										
Name	FIVEROSES	Fax		E-Mail	victomiller@gmail.com										
Total	R 2,280.00	Current	R 0.00	30 Days	R 2,280.00	60 Days	R 0.00	90 Days	R 0.00	120 Days	R 0.00	150 Days	R 0.00	180 Days	R 0.00
Contact Date		NoteText													
02/10/12 04:41:03PM		Followup next monday - disputed quantity; credit note requested													
10/10/12 09:43:09AM		Creditnote passed - Rosiesaid payment was being processed today. Will follow up tomorrow.													
11/10/12 09:43:40AM		Rosie confirmed EFT was done today													

Account	510	Telephone		Contact											
Name	GREENTEA GROWERS	Fax		E-Mail											
Total	R 24,825.78	Current	R 0.00	30 Days	R 0.00	60 Days	R 0.00	90 Days	R 24,825.78	120 Days	R 0.00	150 Days	R 0.00	180 Days	R 0.00
Contact Date		NoteText													
08/10/12 03:49:36PM		Boss was away on leave, returns this friday and will auth EFT that is waiting for approval.													

The Reason Code Report

This report allows you to categorise and quantify your debtors book according to a customisable reason for the unpaid invoice.

Reason Code Summary

Report Date: 2012/10/08

Debtor Range From: To: ZZZZ
 Invoice Range From: To: ZZZZ
 Reason Code Range From: CFP To: Qty
 Category Range From: To: ZZZZ
 Sales code Range From: To: ZZZZ

IR - Invoice Requested

Account	Name	Description	Reference	Inv Date	PTP Date	Inv Bal o/s	Expected Amount
100	STARBUCKS	Tax Invoice	INA10012	2011/10/14	2012/10/30	815.78	815.78
100	STARBUCKS	Tax Invoice	INA10013	2011/10/14	2012/10/30	500.00	500.00
100	STARBUCKS	Tax Invoice	INA10014	2011/10/01	2012/10/30	5000.00	5000.00
100	STARBUCKS	Tax Invoice	INA10018	2012/03/11	2012/10/30	114.00	114.00
100	STARBUCKS	Tax Invoice	INA10028	2012/09/13	2012/10/30	114.00	114.00
						6 543.78	6 543.78

POD - POD Requested

Account	Name	Description	Reference	Inv Date	PTP Date	Inv Bal o/s	Expected Amount
500	HOUSE OF BEANS	Tax Invoice	INA10009	2011/10/14	2012/10/17	1144.00	1144.00
500	HOUSE OF BEANS	Tax Invoice	INA10010	2011/10/14	2012/10/17	2587.00	2587.00
778	THE COFFEE BEANI	Tax Invoice	INA10050	2012/09/01	2012/11/01	570570.00	570570.00
880	HOUSE OF MOCA J.	Tax Invoice - KOOL	INA10036	2012/06/01	2013/05/02	8094.00	8094.00
880	HOUSE OF MOCA J.	Tax Invoice	INA10037	2012/07/01	2013/05/02	9120.00	9120.00
880	HOUSE OF MOCA J.	Tax Invoice	INA10041	2012/04/01	2013/05/02	10944.00	10944.00
880	HOUSE OF MOCA J.	Tax Invoice - LTRX	INA10042	2012/05/01	2013/05/02	54492.00	54492.00
						656 951.00	656 951.00