ARROW

integrated financial software

DEBTORS MODULE

The Debtors module has been designed to provide the operator with numerous time saving features, together with the ease of use which is a feature found throughout the ARROW accounting system.

DEBTORS MODULE FEATURES INCLUDE
- Credit Profile.
- Each customer may be set up as a weekly, fortnightly, four weekly or monthly debtor. The system will accept any combination of these debtor types.
- Runs under both Single and Multi-user operating systems.
- Set up text invoices and standard invoices for regular processing by debtor groups.
- Process automatic invoicing and select on debtor groups.
- Exception reporting for management reports.
- Consolidate debtors into parent account for statements.
- Default screens set up by the operator.
- System allows invoice discounts.
- Settlement discounts are automatically calculated if applicable.
- Screen inquiry of Debtor accounts, by transactions, type, eg. invoices, orders, etc.
- System allows operator to view Current, Old, Future or All transactions.
- Invoice text facility by line or block.
- System allows for Open item and Balance forward Debtors.
- Invoices may be posted to future periods.
- Dollar or Time credit limit can be applied, to individual debtors.
- Ability to create new Debtor at time of entering invoice.
- The System will warn you when a debtor has exceeded their credit limit and display the dollar amount/age period they have exceeded it by.
- Ability to view historical purchase details i.e view previous sell prices for this debtor and stock code combination at the time of invoice entry.
- Ability to calculate and generate invoices for interest charges on overdue accounts.

DEBTORS REPORTS INCLUDE
- Summary trial balance by Debtor type.
- Detailed trial balance by Debtor type.
- Statements by Debtor type.
- Debtor account ledger.
- Transaction/Tax listing, current and day book.
- Sales analysis by Debtor, summary and detailed.
- Sales by sales codes, summary and detailed.
- Exception reporting.
- Name and address listing and labels.
- Sales Commission Report.
- Unpaid Invoice Report.

DEBTORS FILE DEFINITIONS
Debtor code	6 digits
Debtor alpha code	6 characters
Debtor name	30 characters
Street name	30 characters
Suburb	30 characters
City	30 characters
Postcode	30 characters
Phone number	30 characters
Fax number	30 characters
Contact details	30 characters
Parent account no.	6 digits
Customer type	2 characters
Sales Code	2 characters
Tax Code (4 options)	1 character

W = wholesale R = retail C = certificate E = exempt
Balance type (Open item/Balance f'wd)

HOW THE DEBTORS MODULE HELPS
- Provides immediate generation of invoices, thereby ensuring as early as possible debt collection.
- Allows you to keep effective credit control, by warning if a customer is over their credit terms/limit.
- Provides summary and detailed trial balances, so you can monitor the amount of your customer debt.
- Quick and efficient on-screen inquiry, allowing you to provide excellent customer service.
  Helps plan future direction by analysing sales by customer type and sales code.
- Allows you to generate standard invoicing for groups of customers, thereby reducing the amount of time required to produce them.
- Allows you to enter and view current and future period invoices.
- Calculates sales commission.