

Sage Evolution

by Sage Pastel



Sage Debtors Manager Module

Get serious about getting paid. With Sage Evolution Debtors Manager there are no more excuses.

The Sage Evolution Debtors Manager module has been designed to instantly implement management tracking and control in your debtors collection department. It will provide you with reports to monitor collection progress, staff performance and accurately forecast cash flow. With ready to run debtors management reports for every outstanding invoice, you will determine:

- Why it is outstanding.
- When it will be paid.
- What has been done.
- What still needs to be done.

All reasons and necessary actions are recorded in one central place, so each collector no longer needs to print or export information and keep their own private notes. Complete transparency will allow you to optimise your collection process by managing your debtors behaviour. Negotiate with hard facts and quickly bring non-payments in line with your target ranges.

How does it work?

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

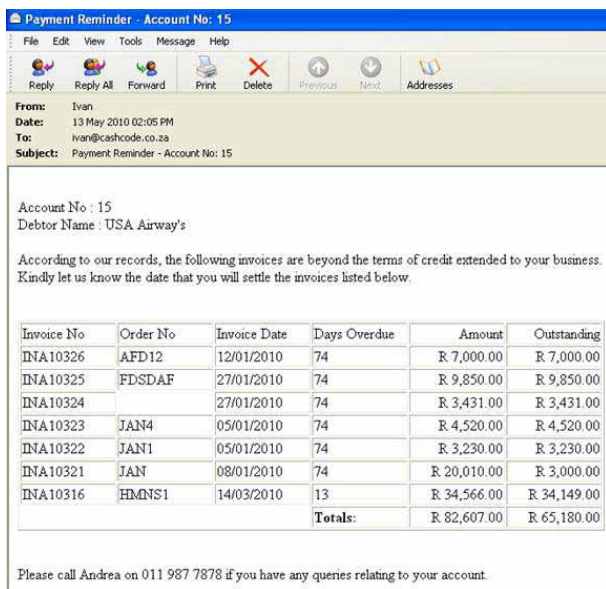
Invoice No.	Invoice Date	Invoice Amount	Invoice Status	Days Overdue	Days Past Due	Days Past Due	Days Past Due
000001	2012/01/01	1000.00	Open	180	180	180	180
000002	2012/01/02	2000.00	Open	179	179	179	179
000003	2012/01/03	3000.00	Open	178	178	178	178
000004	2012/01/04	4000.00	Open	177	177	177	177
000005	2012/01/05	5000.00	Open	176	176	176	176
000006	2012/01/06	6000.00	Open	175	175	175	175
000007	2012/01/07	7000.00	Open	174	174	174	174
000008	2012/01/08	8000.00	Open	173	173	173	173
000009	2012/01/09	9000.00	Open	172	172	172	172
000010	2012/01/10	10000.00	Open	171	171	171	171

← 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.

3. E-mail clear and concise payment reminders for every single overdue invoice per customer.



This screen shows an example of a payment reminder.

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

The Debtors Reconciliation report below shows how the information is then quantified into a simple, but powerful report.

The screenshot shows a report titled "Payment History Per Invoice". It includes a summary section with the following data:

Invoice No	Order No	Invoice Date	Days Overdue	Amount	Outstanding
JAN02	AFD12	12/01/2010	74	R 7,000.00	R 7,000.00
JAN03	FDSDAF	27/01/2010	74	R 9,850.00	R 9,850.00
JAN04	JAN4	05/01/2010	74	R 4,520.00	R 4,520.00
JAN05	JAN1	05/01/2010	74	R 3,230.00	R 3,230.00
JAN06	JAN	08/01/2010	74	R 20,010.00	R 3,000.00
JAN07	HMNS1	14/03/2010	13	R 34,566.00	R 34,149.00
Totals:				R 82,607.00	R 65,180.00

This report displays the expected cash flow per month based on collections from the entire debtors book.

High Level Forecast

Total Debtors book at:	13 May 2010	
Debtor Range	From: 10	To: 9019
Date Range	From: 13/05/2010	To: 31/12/2010
Category Range	From: 0	To: 4
Sales code Range	From: 100	To: 400
Age Analysis Total	1,827,808.00	
Total Cash To Collect	1 628 236.00	
Provision for Credit Notes/Write Offs	31 188.79	
Provision for Discount Allowed	161 000.10	
Total	<u>1 821 413.89</u>	

Monthly cash forecast for collection from the existing debtors book

May 2010	1,189,046.08
June 2010	134,315.71
July 2010	59,849.11
August 2010	53,439.58
September 2010	47,948.06
October 2010	47,948.06
November 2010	47,948.06
December 2010	47,948.06
Total Cash To Collect	<u>1,628,234.72</u>

This report tracks all contact made with the debtor, with automatic date and time stamps of each contact.

Contact Report

Report Date: 21/05/2009

Debtor Range	From: 10	To: 777
Category Range	From:	To: ZZZZZ
Sales Code Range	From:	To: ZZZZZ

Account	1015	Telephone	0829029222	Contact	Ivan		
Name	BRANSON	Fax	0117866863	E-Mail	ivan@cashcode.co.za		
Total	Current	30 Days	60 Days	90 Days	120 Days	150 Days	180 Days
R 245,398.20	R 111,093.00	R 0.00	R 69,848.94	R 0.00	R 2,280.00	R 0.00	R 62,176.30
Contact Date	NoteText						
23/04/2008 13:45:11	Marjorie said her internet connection was down, so she could not do an EFT payment.						
04/06/2008 19:06:29	Marjorie resigned, and Lettie took over. She said payment of R20 000 would be made by EFT as soon as the boos came back from overseas to authorise the payment and release it.						
24/06/2008 19:07:29	Lettie left the company without doing the EFT. Called Mr Senior (the director) and he would not take my calls.						
20/10/2008 16:13:17	called customer again						

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

Reason Code Summary

Report Date: 13/05/2010

Debtor Range	From:	To: ZZZZZ
Invoice Range	From:	To: ZZZZZ
Reason Code Range	From: POD	To: Qty
Category Range	From:	To: ZZZZZ
Sales code Range	From:	To: ZZZZZ

POD - POD Requested

Account	Name	Description	Reference	Inv Date	PTP Date	Inv Bal o/s	Expected Amo
17	US Alrs'	Tax Invoice - L'	INA10205	03/02/2009	04/05/2009	0.00	0
747	Jumbo Jet	Tax Invoice	INA10112	03/04/2008	31/07/2008	7 770.00	770
9	Virgin Atlantic	Tax Invoice - V200	INA10109	01/02/2008	23/06/2008	57 813.00	57 813
						<u>65 583.00</u>	<u>58 583</u>

Price - Price Disputed

Account	Name	Description	Reference	Inv Date	PTP Date	Inv Bal o/s	Expected Amo
727	Airbus	Tax Invoice - ANEW ONE	INA10022	01/03/2007	21/10/2009	-8 544.00	-8 544
727	Airbus	Tax Invoice - NEWAIRBUS	INA10095	16/03/2008	14/10/2009	5 060.00	5 060
727	Airbus	Tax Invoice - ANOTHERONE	INA10096	16/03/2008	31/12/2009	7 030.00	5 689
777	F1 Falcon	Tax Invoice - SUNNY1	INA10320	10/01/2010	16/06/2010	1 010.00	101
818	British Airways	Tax Invoice - BA777	INA10173	18/10/2008	30/11/2008	70 000.00	70 000
9	Virgin Atlantic	Tax Invoice - VPOWER	INA10216	01/03/2009	04/05/2009	7 000.00	7 000
9	Virgin Atlantic	Tax Invoice - GYTS7	INA10242	26/06/2009	29/07/2009	777 565.00	77 756
						<u>859 121.00</u>	<u>157 062</u>

PTP - Promise to Pay

Account	Name	Description	Reference	Inv Date	PTP Date	Inv Bal o/s	Expected Amo
10	Swiss Air	Tax Invoice - BACKDATED	INA10308	06/01/2010	01/06/2010	1 090.00	1 090
10	Swiss Air	Tax Invoice - BACKDATED2	INA10309	08/01/2010	01/06/2010	6 600.00	6 600
10	Swiss Air	Tax Invoice - BDATED32	INA10310	13/01/2010	01/06/2010	5 678.00	5 678

These are only some of the available reports. Simply call or e-mail us for further information and take the first step minimising non-payment excuses.