



# DEBTORS Intech's Receivables and Sales Analysis System

## Overview

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The Intech **DEBTORS** and Sales Analysis system encompasses many features in addition to those required for conventional Debtors and Sales Analysis processing. There are also several sub-systems which are marked as add-on modules including point of sale, invoicing, stock control, banking, cheque writing and contract invoicing.

**Creditors Module:** **DEBTORS** can also be used as a Creditors and Purchase Analysis application – a switch setting in the Application options allows signs to be reversed as appropriate. A cheque writing option is then available.

**Integration:** If required, the application can also be integrated with Intech's standard Private Ledger package. This allows all the information produced in Sales Analysis Report 1 (or Purchase Analysis if used as a Creditors Ledger) to be taken across to the Private Ledger along with transaction details.

**Ledger Types:** The package handles multiple ledgers being processed simultaneously and each can have different requirements. Ledgers can have monthly, fortnightly or weekly cycles. It is also possible to have multiple cycles within one ledger. Pre-printed or 'skeleton' invoices and statements can be used.

**Sales Analysis:** The layout and content of Sales Analysis Reports are controlled by the client who establishes these by way of 'parameters' for each ledger. Reports can be generated using an almost limitless combinations of Sales Analysis variables.

**Invoice Analysis:** A detailed invoice analysis, showing details of all invoices, is available in addition to the Sales Analysis variables.

**Goods and Services Tax:** Goods and Services Tax is provided for. Invoices can be processed either as GST exclusive (with GST being automatically calculated on system generated invoices) or GST inclusive (with the split taking place at sales analysis print time). Alternatively GST may be suppressed.

**Pricing:** A currency conversion facility is available so that invoices produced in overseas currencies may be converted to local currency when posted to the debtors ledger and sales analysis. Price table facilities enable prices, discounts, interest and service charges, taxes and GST to be varied at an individual customer level. Interest and account service charges may be automatically generated by the system.

**Notes:** Free format 'notes' may be attached to individual **DEBTORS** Accounts. These may be recalled, displayed and amended as required.

**Multiple runs:** The application has the ability to allow multiple 'attempts' at the final processing run. Additional input or amendments may be added and the run reprocessed as often as necessary until correct results are obtained.

**Security:** Access to the application and functions within a ledger are controlled by a combination of passwords linked to authorised terminals.

**Environment:** The **DEBTORS** system handles multiple terminals concurrently and supports remote printers and terminals.



## Ledger Options

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A series of options are selected when the ledger is set up to specify what is required and the method of processing. There are many options including:

**Ledger Type:** Balance Forward, Open Item Combined Balance, Balance Forward and Open Item, Forward Dated or a combination thereof.

**Account Code Options:** Use of check digit verified codes and alpha keys.

**Statement Options:** Name and Address, sequence etc.

**Trial Balance Options:** Branches, sequence etc.

**Invoicing and Stock Options:** Computer prepared invoices, simple stock control.

**Transaction Options:** What data is to be keyed from source documents, how it is to be validated and how it is to be calculated, printed etc.

**Interest / Account Service Charges:** Generated Account Servicing Fees.

**GST Option:** GST calculation method.

**Sales Analysis Options:** Report names, content, sequence and presentation of each report.

**Banking and Cheque Writing Options:** If desired with Debtors and Creditors respectively.

## File Maintenance Data

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This includes additions and changes to:

**Debtors Records:** Debtor Information including code, name and address, sales analysis codes, discount indicators

**Sales Analysis Records:** Descriptions, cost and selling prices, discount and sales tax percentages, budgets etc.

**Letters:** Text and formats for up to nine letters are maintained. Full editing facilities are available.

**Customer Details:** Delivery details, buyer information and additional fields for special comment.

**Currency Information:** Up to five foreign currency exchange rates can be held for currency conversion purposes.

**Pricing Tables:** Up to 99 price tables can be established in order to provide total flexibility in selling prices, discounts, interest and service charges. This also allows for multiple sales tax and GST rates.



## Transaction Data

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Transactions will come from a variety of sources – for example Invoices, Credit Notes, Cash and Journal entries. All transaction data is batched with control totals, and is validated against Master Files as it is keyed. Debtors balances are updated as data is keyed. The parameters established in the ledger options control how data is to be keyed, so no unnecessary keying is required from the operator. Document total and batch total controls are provided as well as an overall run control account. A full audit trail is provided, and there are restart facilities in the event of an equipment malfunction or interruption.

## Information Held by the System

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**Debtor Data:** The data held on file for each debtor includes Debtor Code (up to 6 digits), Name & Address (4 lines of 30 characters), Alpha Key, Branch Code, 3 x Sales Analysis Codes, Credit Limit, Discount / Pricing indicators, Head Office Account Indicator, Post Code, Telephone Number, Mailing Indicators, Sales to Date – current year to date, last year, budgeted sales to date. Optionally, additional information such as Delivery Addresses, Buyers Name etc can be held.

**Sales Analysis Data:** Data maintained for each sales analysis item includes table code, code number, description, discount indicators, sales tax, cost price, selling price and recovery factor. Amounts, quantities and budget values are maintained for the current period and year to date. Twelve monthly comparative values are stored. Cost price values are also accumulated so that Gross Profit reporting is available. In addition, it is possible to establish page headings, sub-totals and column headings. For each of the 9 standard letters in the package, the user can set up 62 lines of text with each line containing 60 characters. Data can be extracted from the debtors records and inserted in the text of each letter.

## Processing Options

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**Input:** Maintenance data updates files as it is keyed. It can be performed at any time, but would normally precede transaction entry. There is no limit to the number of runs that can be processed in a 'period'. A period is usually a month, but can be such other periods as a week or a fortnight.

**Reporting:** Interim reports can be produced for any run. There is a separate end-of-period run which is normally processed as soon as the period's statements and sales analysis reporting has been satisfactorily completed. This run clears current balances of each debtor and sales analysis files and ages the debtors and sales balances.

**Inquiries:** Inquiries into Debtors' records can be by the numeric account number or by its associated alpha key. Updated balances are available at all times. For open item debtors, all unmatched transactions are also available. Detailed debtors' transactions can be displayed as can a customer sales analysis. Comprehensive sales analysis inquiry features are provided and there is a graphical display facility.



## Reports Available Include:

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**Proof Listing:** Detailed or totals only reports of all data input, new data only or selected batches.

**Invoices:** Associated reports are covered in a separate Invoicing document.

**Trial Balances:** These are available for each branch as well as the whole ledger in numeric or alphabetic sequence. They can also be printed showing all current transactions as well as the aged balances.

**Forward Dated Transactions:** A special report showing all such transactions and when they fall due.

**Open Item Transaction Analysis:** This shows up to six columns of amounts under user-defined headings. Short payments and over-payments are grouped together under one column with a credit and debit indicator as appropriate.

**Sales Analysis Reports:** Up to six reports may be established and the content of these can be changed as required. Sequences, sub-totals, page headings are all user-defined. Up to 8 fields of information can be printed across the page on any one report.

**Statements:** Statements can be produced on pre-printed stationery with the layout of your choice. Full restart printing capabilities are available in the event of paper jams. Statements can be written into the Intech **ARCHIVE** files and can alternatively be emailed reducing stationery requirements.

**Rebates or Cheques:** If the ledger is configured as a **DEBTORS** Ledger, rebates may be calculated and printed. If it is configured as a Creditors Ledger, cheques may be printed.

**Listings:** These include debtors names and addresses, sales analysis descriptions, labels, sales to date, dead accounts, stock / price and a stop list. Each of these have several options (for example numeric or alpha sequence, active, all, amended or selected account).

## Contact Details

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For further information relating to the Intech **DEBTORS** System



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