**USER MANUAL**

Account Receivables

<table>
<thead>
<tr>
<th>Document Version</th>
<th>V 1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Author</td>
<td>DSPL</td>
</tr>
<tr>
<td>Client Name</td>
<td>[CLIENT NAME HERE]</td>
</tr>
</tbody>
</table>
KEY FEATURES

1. Support Multicurrency
2. Customer wise price structure
3. Parameterized taxing methods
4. Settlement Discounts
5. Invoice Balance Reconciliation
6. Customer Reminder Letters
7. Age Analysis
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Debtor Main Panel: Sub Section 1 (Master Files)
Area Master

Upon clicking **New**, the User will be prompted to insert a **Area Code** upon which the User will be prompted to Assign a **Area Name**, upon filling the fields the User may click **Save** to insert the entry into the system.

**Action Flow:**

New ➔ Area Code ➔ Area Name ➔ Click Save Icon

When it comes to **Editing** an entry in Area Master, the user will be able to edit an Entry. User must select **Edit** and then user can edit the **Area Name** as above Image. User can only Edit or make changes to the above mentioned Field and then user must click **Save**.

**Action Flow:**

Edit Icon ➔ Edit the Area Name ➔ Click Save Icon

In the case of **Deleting** an entry the user must select **Delete**, upon which the user will be prompted to select **Yes** or **No**. If the user wanted to delete the Entry, then select Yes, and the
Entry will be deleted as above Image. If the user already Used in other transactions and if it is in already in Process, then the user cannot delete the entry.

**Action Flow:**

Click Delete Icon ➔ Select Yes ➔ Deleted

**Rank Master**

Upon clicking **New**, the User will be prompted to insert a **Rank Code** upon which the User will be prompted to Assign a **Rank Name**, upon filling the fields the User may click **Save** to insert the entry into the system.

**Action Flow:**

New ➔ Rank Cod ➔ Rank Name ➔ Click Save Icon

When it comes to **Editing** an entry in Rank Master, the user will be able to edit an Entry. User must select **Edit** and then user can edit the, **Rank Name** as above Image. User can only Edit or make changes to the above mentioned Field and then user must click **Save**.

**Action Flow:**

Edit Icon ➔ Edit the Rank Name ➔ Click Save Icon
In the case of **Deleting** an entry the user must select **Delete**, upon which the user will be prompted to select **Yes** or **No**. If the user wanted to **delete** the Entry, then select Yes, and the Entry will be deleted as **above Image**. If the user already Used in other transactions and if it is in already in Process, then the user cannot delete the entry.

**Action Flow:**

Click Delete Icon  ➔  Select Yes  ➔  Deleted

**Sales Rep**

Upon clicking **New**, the User will be prompted to insert a **Sales Rep Code** upon which the User will be prompted to Assign a **Sales Rep Name**, **ID No**, **Address**, **Telephone No.**, **Mobile No.**, **Email** and **Status** upon filling the fields the User may click **Save** to insert the entry into the system.

**Action Flow:**

New  ➔  Sales Rep Code  ➔  Sales Rep Name  ➔  ID No  ➔  Address  ➔  Telephone No.  ➔  Mobile No  ➔  Email  ➔  Status  ➔  Click Save Icon
When it comes to **Editing** an entry in Sales Rep, the user will be able to edit an Entry. User must select **Edit** and then user can edit the **Sales Rep Name, ID No., Address, Telephone, Mobile, Email and Status** as above Image. User can only Edit or make changes to the above mentioned Fields and then user must click **Save**.

**Action Flow:**

Edit Icon ➔ Edit the mentioned Fields ➔ Click Save Icon

![](image)

In the case of **Deleting** an entry the user must select **Delete**, upon which the user will be prompted to select **Yes** or **No**. If the user wanted to **delete** the Entry, then select Yes, and the Entry will be deleted as **above Image**. If the user already Used in other transactions and if it is in already in Process, then the user cannot delete the entry.

**Action Flow:**

Click Delete Icon ➔ Select Yes ➔ Deleted
Upon clicking **New** the system user will be prompted to insert a **Unique Group Code** upon which the System User must Assign a **Group Name**, upon filling both fields the System User may click **Save** to insert the entry into the system.

**Action Flow:**

New ➔ Group Code ➔ Group Name ➔ Click Save Icon

When it comes to **Editing** an entry in Item Group, the user will be able to edit an Entry. User must select **Edit** and then user can edit the **Group Name** as **above Image**. User can only Edit or make changes to the Group Name and then user must click **Save**. User **cannot edit** the Group Code, that cannot be Edited or Changed.

**Action Flow:**

Edit Icon ➔ Edit the Group Name ➔ Click save Icon
In the case of **Deleting** an entry the user must select **Delete**, upon which the user will be prompted to select **Yes** or **No**. If the user wanted to **delete** the Entry, then select Yes, and the Entry will be deleted as **above Image**. If the user already Used in other transactions and if it is in already in Process, then the user cannot delete the entry.

**Action Flow:**

Click Delete Icon ➔ Select Yes ➔ Deleted

**Debtors**

Upon clicking New, the User will able to Insert the **Customer Code** and then proceed to fill the information as the **Customer Name, Customer Address, ID No, Date of Birth, Status, Remarks** in the Details Section and able to insert **Contact Details Section** then User can go to the **Group Tab**.
Above Image shows Grouping Tab of the Debtors, User must select Customer Group, Area, Sales Rep and Rank. After inserting these Details, the next tab is Delivery,

In the Delivery Tab, User can insert the Delivery Details as Delivery Person, Delivery Address, Telephone, Fax and Email. After inserting these Details, there will be two tabs such as Credit Control and Tax Details,

In the Credit Control Tab, User can insert Credit Period and Credit Limit. Then User Must Select Price Level to Save the Entry, when user skip the Price Level below pop up message will appear,
As above Image, In Tax Details User can select Tax Code and user may click Save.

When it comes to Editing an entry in Debtors, the user will be able to edit an Entry. User must select Edit and then user can edit the General Details of Debtors as above Image. User cannot Edit the Customer Code, User will be able to Edit all the fields in Grouping, Delivery, Credit Control and Tax Details Tabs. user can only Edit or make changes to the mentioned fields and then user must click Save.

Action Flow:

Edit Icon ➔ Edit the Mentioned Fields ➔ Click save Icon
In the case of **Deleting** an entry the user must select **Delete**, upon which the user will be prompted to select **Yes** or **No**. If the user wanted to **delete** the Entry, then select Yes, and the Entry will be deleted as **above Image**. If the user already Used in other transactions and if it is in already in Process, then the user cannot delete that particular entry.

**Action Flow:**

Click Delete Icon → Select Yes → Deleted

**Subsection 2 (Transaction)**-

**Debit Note**-

**New**-

It is a must for user to enter the details with red stars followed by each detail.
Upon clicking **New**, the User will be able to enter **Currency code, exchange rate, customer code, sales rep, credit account, gross amount, tax contribution code** and **remarks**. Once user has filled the required details, click on **save** icon to add new record.

**Action flow:**

New ➔ Add Details ➔ Add Account Details ➔ Add Values ➔ Tax Details ➔
Other Details ➔ Click Save Icon.

**Editing:**

Upon clicking **Edit**, user is enabled to edit **Currency code, exchange rate, customer code, sales rep, credit account** and **add tax combination** code if any. **Remarks** too can be added. Click **save** icon and the new edit will be saved.

**Action Flow:**

Edit ➔ Edit Details ➔ Edit Account Details ➔ Tax Details ➔ Edit Other Details ➔ Click Save Icon.
Deleting-

Upon clicking delete, user enters the reference number and selects the transaction. Then User must enter a reason to delete and select ‘Ok’ (As shown below).

![Debit Note]

Action Flow:

Click Delete  ➔ Enter Ref Number  ➔ Enter Reason  ➔ Click Ok

Credit Note:

New-

Upon clicking New, the User will able to enter **new currency code, credit note/ unallocated credit note, customer code, sales rep, debt account, debt account, total credit amount and tax calculate** (Yes/No) and **add remarks (if any)**. Click **Save** icon to add new entry.
Action Flow:

New → Details → Account Details → Value and Tax Details → Other Details → Click Save Icon.

Deleting-

Upon clicking delete, user enters the reference number and selects the transaction. Then User must enter a reason to delete and select ‘Ok’ (As shown below).

Action Flow:

Click Delete → Enter Ref Number → Enter Reason → Click Ok

Receipt-
New--
Upon clicking **New**, the User will be able to enter **Currency code, customer code, sales rep, cheque details** (cash, credit card, direct deposit, cheque, bank deposit, foreign currency cheques), **gross amount, tax contribution code** and **remarks**. Once user has filled the required details, click on **save** icon to add new record.

**Action flow:**

New → Add Details → Add Cheque Details → Add account details → Value and Tax Details → Other Details → Click Save Icon.

**Deleting**-

Upon clicking delete, user enters the reference number and selects the transaction. Then User must enter a reason to delete and select ‘Ok’ (As shown below).

If the cheque has already been presented, a pop up message will appear as shown below.

**Action Flow:**

Click Delete → Enter Ref Number → Enter Reason → Click Ok
Upon clicking **New**, the User will be able to enter **Currency code, customer code, sales rep, payment details (cash, credit card, direct deposit, cheque, bank deposit, foreign currency cheques), account details, values** and **remarks**. Once user has filled the required details, click on save icon to add new record.

**Action flow:**

New → Add Details → Add Payment Details → Add account details → Value Details → Other Details → Click Save Icon.
Deleting-

Upon clicking delete, user must choose **advance/cheque**, enters the **reference number** and selects the transaction. Then User must enter a reason to delete and select ‘Ok’ (As shown below).

Action Flow:

Click Delete → Enter Ref Number → Enter Reason → Click Ok

Advance Refund

New-
Upon clicking **New**, the User will able to enter **Currency code, customer code, sales rep, payee, account details, cheque details, values** and **remarks**. Once user has filled the required details, click on **save** icon to add new record.

**Action flow:**

New → Add Details → Add Account Details → Add Cheque details → Value Details → Other Details → Click Save Icon.

**Deleting**-

Upon clicking delete, user enters the reference number and selects the transaction. Then User must enter a reason to delete and select ‘Ok’ (As shown below).

**Action Flow:**

Click Delete → Enter Ref Number → Enter Reason → Click Ok
Advance Allocation -

New -

Upon clicking **New**, the User will able to enter **Currency code, customer code, sales rep, payee, values** and **remarks**. Once user has filled the required details, click on **save** icon to add new record.

**Action flow:**

New → Add Details → Value Details → Other Details → Click Save Icon.

Deleting-

Upon clicking delete, user enters the reference number and selects the transaction. Then User must enter a reason to delete and select ‘Ok’ (As shown below).
Action Flow:

Click Delete ➔ Enter Ref Number ➔ Enter Reason ➔ Click Ok

Over Payment Allocation-

New-

Upon clicking New, the User will able to enter Currency code, customer code, sales rep, payee, values and remarks. Once user has filled the required details, click on save icon to add new record.

Action flow:

New ➔ Add Details ➔ Value Details ➔ Other Details ➔ Click Save Icon.
Deleting-

Upon clicking delete, user enters the reference number and selects the transaction. Then User must enter a reason to delete and select ‘Ok’ (As shown below).

If allocated invoice is over paid a pop will appear as shown below.

Action Flow:

Click Delete ➔ Enter Ref Number ➔ Enter Reason ➔ Click Ok

Over Payment Refund-

New-
Upon clicking **New**, the User will be able to enter **Currency code, customer code, sales rep, payee, Account Details, cheque details (Cash/Cheque), Value and balance details** and **remarks**. Once user has filled the required details, click on **save** icon to add new record.

**Action flow:**

New ➔ Add Details ➔ Account Details ➔ Cheque Details ➔ Value and Balance Details ➔ Other Details ➔ Click Save Icon.

**Deleting-**

Upon clicking delete, user enters the reference number and selects the transaction. Then User must enter a reason to delete and select ‘Ok’ (As shown below).

![Delete Confirmation Dialog](image)

**Action Flow:**

Click Delete ➔ Enter Ref Number ➔ Enter Reason ➔ Click Ok
Subsection 3- Reports

Monthly Statement.

In order to generate the Monthly Statement, user must enter the **date range**, **customer group**, **area**, **rank**, **customer**, **sales rep** and **currency code**. Upon which click on the **print preview** icon to generate report.

**Action Flow:**

Date Range ➔ Customer Group ➔ Area ➔ Rank ➔ Customer ➔ Sales Rep ➔

Print Preview
In order to generate the Monthly Statement, user must enter the **date range**, **customer group**, **area**, **rank**, **customer**, **sales rep** and **currency code**. User can group by customer group/customer. If user chooses customer click detail and **segregate** according to **customer wise** page or **continuous page**. Further user can select **summary** or **sales rep** details. Upon which click on the **print preview** icon to generate report.

**Action Flow:**

Date Range ➔ Customer Group ➔ Area ➔ Rank ➔ Customer ➔ Sales Rep ➔

Group By ➔ Print Preview.
Age Analysis-

In order to generate the Monthly Statement, user must enter the date range, customer group, area, rank, customer, sales rep and currency code. User can group by customer group/customer. If user chooses customer click group by and segregate according to customer group, Area, Customer and Sales Rep. Upon which click on the print preview icon to generate report.

Action Flow:

Date Range ➔ Customer Group ➔ Area ➔ Rank ➔ Customer ➔ Sales Rep ➔ Group By ➔ Print Preview.
The above is the generation of the age analysis report. In the above report, all customers have been selected.

<table>
<thead>
<tr>
<th>Date</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2019</td>
<td>500</td>
<td>0</td>
<td>500</td>
</tr>
<tr>
<td>12/01/2019</td>
<td>0</td>
<td>500</td>
<td>0</td>
</tr>
</tbody>
</table>

Customer name and code.

Currency Code: LKR

Age= time period. Eg:- 0-30 day or 100+ days.
In order to generate the Monthly Statement, user must enter the date range, customer group, area, rank, customer, sales rep and currency code. Upon which click on the print preview icon to generate report.

**Action Flow:**

Date Range ➔ Customer Group ➔ Area ➔ Rank ➔ Customer ➔ Sales Rep ➔

Print Preview
Above is the generation of the Statement of Account. As it is seen, there is an age analysis shown as well.

**Pending Credit Note** -
In order to generate the Monthly Statement, user must enter the **date range, customer group, area, rank, customer, sales rep** and **currency code**. Upon which click on the **print preview** icon to generate report.

**Action Flow:**

Date Range → Customer → Group → Area → Rank → Customer → Sales Rep

**Print Preview**

Above is the generation of the Pending Credit Notes. All debtor groups have been selected. Therefore, the information for ‘All Selected’ appears as above.
In order to generate the Monthly Statement, user must enter the **date range**, **customer group**, **area**, **rank**, **customer**, **sales rep** and **currency code**. Upon which click on the **print preview** icon to generate report.

**Action Flow:**

Date Range → Customer Group → Area → Rank → Customer → Sales Rep →

Print Preview
In order to generate the Monthly Statement, user must enter the **date range**, **customer group**, **area**, **rank**, **customer**, **sales rep** and **currency code**. Upon which click on the **print preview** icon to generate report.

**Action Flow:**

Date Range ➔ Customer Group ➔ Area ➔ Rank ➔ Customer ➔ Sales Rep ➔ Print Preview
The above is the generated report for exceeding credit period.

Account Receivable Tax report:

These will appear as information is filled before the report generation. In this, no specific customer is selected. Hence, it shows all selected.

Enter Tax Code
In order to generate the Monthly Statement, user must enter the **date range**, **customer group**, **area**, **rank**, **customer**, **sales rep**, **Tax code** and **currency code**. Upon which click on the **print preview** icon to generate report.

**Action Flow:**

Date Range → Customer Group → Area → Rank → Customer → Sales Rep →

Tax Code → Print Preview

**Cash Balance-**

In order to generate report, it can be generated according to receipt/payment or both, Account wise/cashier wise and add date wise/transaction wise.

In order to generate the Monthly Statement, user must enter the **date range**, **Account**, **User**, **currency code**, select **receipt/payment/ both**, **account wise/cashier wise** and add date wise/transaction date wise. Upon which click on the **print preview** icon to generate report.
Action Flow:

Date Range ➔ Account ➔ User ➔ Currency Code ➔ Select Receipt/Payment/Both ➔
Select Account Wise/Cashier Wise ➔ Select Add ➔ Date Wise/Transaction Date Wise ➔
Print Preview.

<table>
<thead>
<tr>
<th>Date No</th>
<th>Date Range</th>
<th>Add Date</th>
<th>Debit Name</th>
<th>Cash</th>
<th>Cheque</th>
<th>Cash Card</th>
<th>Direct Deposit</th>
<th>Bank Draft</th>
<th>Dr</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/01/2000</td>
<td>01/01/2000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>22,700.95</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>01/01/2000</td>
<td>01/01/2000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>01/01/2000</td>
<td>01/01/2000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
<td>4</td>
<td>25/05/2000</td>
<td>25/05/2000</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
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<td>0.00</td>
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<td>0.00</td>
</tr>
</tbody>
</table>

Grand Total: 0.00

Cash Balance

<table>
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<tr>
<th>Cash Type</th>
<th>Balance</th>
<th>Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CASH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared By

Cashier Name: 
Checked By

Cashier Signature: 
Checked Signature: 

Software by Datamation Systems Pvt. Ltd. Tel: +91311 2512252

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Above is the generation of the Cash Balance Report.

**Exceeding Credit Limit**

In order to generate the Monthly Statement, user must enter the date range, customer group, area, rank, customer, sales rep and currency code. Upon which click on the print preview icon to generate report.

**Action Flow:**

Date Range ➔ Customer Group ➔ Area ➔ Rank ➔ Customer ➔ Sales Rep ➔

Print Preview
In order to generate the Monthly Statement, user must select the report name, enter **date range** (Transaction and System), **customer group**, **area**, **rank**, **customer**, **sales rep** and **currency code**. Upon which click on the **print preview** icon to generate report.

**Action Flow:**

Date Range ➔ Customer Group ➔ Area ➔ Rank ➔ Customer ➔ Sales Rep ➔

Print Preview
Inquiries-

Debtor Inquiry-

Debtor inquiry has five sections, namely general details, other details, account balance, outstanding invoices and documents.

Editing is not permitted by admin. Details entered by the user will appear.

General Details-

The above indicates the General Details which include Details Eg.- (Customer Code, Customer name, etc.), Customer Grouping and Contact Person.
Other details-

The above indicates **Tax details**, if tax registered the box will show ‘tick’. As per image above organization is not tax registered.

The bottom indicates the **credit period** in days and the **credit limit** for that client.

Account Balance-

[Image of account balance table]
The above indicates the account balances.

On to the left, the age analysis is shown and the appropriate sums receivable.

On to the right, Unallocated Advances and Credit notes ad PD cheques in hand normal and Advances. And at the end, the total balance.

Outstanding Invoices-

The above indicates the outstanding invoices.

Invoice/ Debit Note/ Ret Cheque, Date, Due days, Original amount, Outstanding Amount and PD cheque amount. The information generated in the outstanding invoices.

The original amount is the total amount receivable, the outstanding amount is the original amount less any payments made.
Documents-

Above indicates any documents.

For example, user can enter any document in form of **Word, Excel, PDF**, Etc. And if needed to be viewed, click the **view** icon.