

# CSoft Business Software

## *Debtors and Invoicing Module*

### **Overview**

Available in CSoft Business Startup, Business Accelerator and Business Advanced. The debtors system consists of a full customer database. This allows the user to prepare invoices and credit notes along with full reports and lookup facilities.

There are full aged debtor's reports and sales analysis reports. The invoice-printing screen can be customised if required. Enquiry facilities exist on any current or historical data.

### **Features**

Some of the features included in the Debtors and Invoicing Module are:

- ✓ Debtors ledger is fully integrated with other modules
- ✓ Debtor codes are alphanumeric
- ✓ A salesperson and/or a branch can be assigned to debtors
- ✓ Separate addresses for delivery, invoicing and statements can be recorded
- ✓ Multiple user definable debtor classification fields exist
- ✓ GST inclusive or exclusive invoicing preference can be set by debtor
- ✓ Terms of payment and credit limits for each debtor
- ✓ Dated notes can be entered against a Debtors file, useful for credit control.
- ✓ Open item or balance forward debtor balances are supported
- ✓ Open item/balance forward nature of the account can be set by debtor
- ✓ Head office billing arrangements are possible
- ✓ Sub accounts for debtors
- ✓ Discounts can be set that are applied during invoicing
- ✓ Bad debt write-offs can be processed
- ✓ Aged trial balance report by debtor
- ✓ Debtor mailing labels can be printed
- ✓ Manual invoices and credits can be processed
- ✓ Transaction history by debtor
- ✓ Internet e-mail/web home page address can be recorded for vendors
- ✓ System can export debtor transactions using queries that refer to values in user defined fields
- ✓ Statements can be printed for individual debtors, groups of debtors or all debtors at a time
- ✓ User can specify nil value statements not be printed if required

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