



# Accounts Receivable

## SALES LEDGER

The main purpose of a sales ledger is to analyse and manage both income and debt. Up to 999 sub ledgers can be defined allowing the institution to define separate sub ledgers for different sources of income, e.g. students and sundry income. In addition to the sales ledger enquiry, a fully integrated debt management module enables users to manage their debt effectively.

The Agresso QL workbench enables users to design and define their view of enquiries and reports, subject to their access and authority levels. Utilising the set up grid enables users to pick the fields they would like to display. Once the content has been chosen users can sort by and group by particular fields. These views can then be emailed to other users or saved to their desk top, saving time and effort defining the view again.

The information displayed in the grid can be easily "dragged and dropped" to a third party desktop product for further analysis. A whole host of standard reports are available in addition to the on screen analysis that can be achieved.

Full drill down to related modules and transactions is available throughout the system. For example, users can document track from a cash transaction in the cash book to the associated transaction on the customer account in the sales ledger simply by double clicking the transaction.

Customer Code	Customer Name	Total Balance	Aged Balance	Current Balance
<b>STUD - Total Balance = 45,069.92</b>				
00000875	Mr Paul Bolton	0.00	0.00	
00000899	Miss Lisa Rachel Barron	0.00	0.00	
02001646	Miss Linda Hill	0.00	0.00	
00000892	Miss Daniela Hill	0.00	0.00	
00000851	Mr David Thomas Ian Bolton	0.00	0.00	
00000845	Miss Sarah Jane Kinnear	0.00	0.00	
00000901	Miss EMMA WAKEFIELD	0.00	0.00	
00000900	Miss CAROLYN GOPAR	0.00	0.00	
02001656	Miss Margaret Hope	0.00	0.00	
02001655	Mr Anthony Grass	0.00	0.00	
02001652	Miss Joanna Lamplight	0.00	0.00	
<b>SPON - Total Balance = 1,490.00</b>				
BAR002	Barclays Bank	0.00	0.00	
923	LANCASHIRE COUNTY COUNCIL	0.00	0.00	
922	KENT COUNTY COUNCIL	0.00	0.00	
915	ESSEX COUNTY COUNCIL	0.00	0.00	
911W	WEST DEVON COUNTY COUNCIL	0.00	0.00	
911S	SOUTH DEVON COUNTY COUNCIL	0.00	0.00	
911N	NORTH DEVON COUNTY COUNCIL	0.00	0.00	
911E	EAST DEVON COUNTY COUNCIL	0.00	0.00	
906	CHESHIRE COUNTY COUNCIL	0.00	0.00	

## AGED DEBTORS

Aged debtor reporting can be by user-defined reporting periods, giving users total flexibility over debt control. An on line real time analysis is available with full grouping, sorting and drill down facilities in addition to static standard reports. Both real time and static reports can include all customers or a selected range of customers. To aid in debt chasing, notes or action points can be added to either the customer's account or at transaction level. The notes can then be displayed on aged debtors reports enabling users to reference them whilst contacting a customer.

Analysis fields can be defined and attached to customers further aiding the analysis and reporting capabilities.

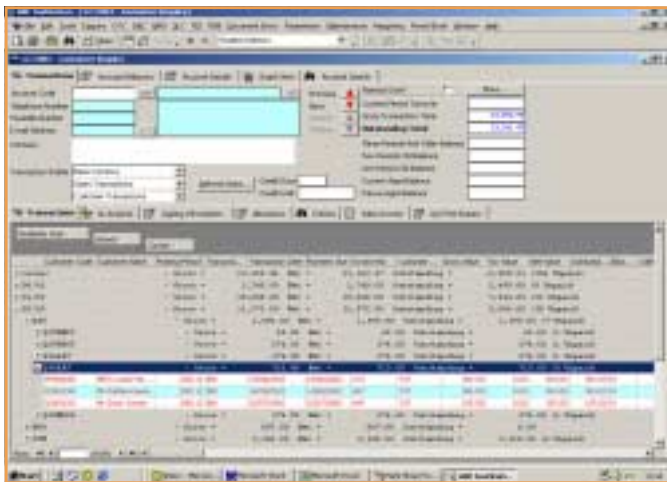
## DEBT MANAGEMENT

The debt management within Agresso QL accommodates a diverse customer base and allows the user to easily analyse their debt. There are extensive features to assist in debt management, including:

- A full diary system with tracking of disputed invoices and reporting
- Debt analysis codes can be easily defined. E.g. debt by transaction date, value etc. These filters can then be used for both enquiry and letter production purposes
- The enquiry screen displays all the customers that fit the filter criteria in the top half of the screen. The transactions relating to the customer are displayed in the bottom, and can be document tracked to the customer account for further analysis.
- Each time a letter is produced a note can be automatically generated against the customer's account providing users with the full history of debt chasing for a customer

Account Code	Name	Telephone Number	Total Balance
02001415A	Mr Matthew Watts - 0000006154		300.00
02001416	Miss Anna Wells - 01792 345678	01792 345678	1,725.00
02001416A	Miss Anna Wells - 0000006154	01792 345678	450.00
02001433	Mr TONY EVANS		875.00
02001433A	Mr TONY EVANS - SL0001		150.00
02001439	Mr Spencer Thomas		355.00
02001439A	Mr Spencer Thomas - 0000006154		670.00
02001442	Miss Sara Gee		825.00
02001442A	Miss Sara Gee - 0000006154		200.00
02001616	Mr Charles Drakeford		800.00
02001616A	Mr Charles Drakeford - 0000006154		200.00





## CUSTOMER ANALYSIS/ENQUIRY

Agresso QL provides product and customer analysis directly from within the Accounts Receivable module, the structure of which is fully user definable.

Users can sort and group data providing them with an online report instantly. All transactions can be document tracked, enabling users to enquire on the related transactions in other modules.

From one screen users can gain the following information by utilising a series of tabs;

- ◆ Authorised users can view and edit any payment plans that have been set up for the customer.
- ◆ General ledger analysis of each transaction
- ◆ Any allocations that have been made
- ◆ Payment terms and address details

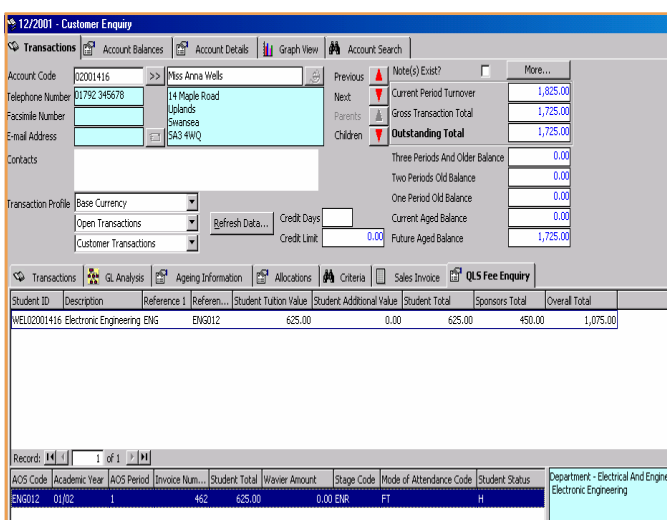
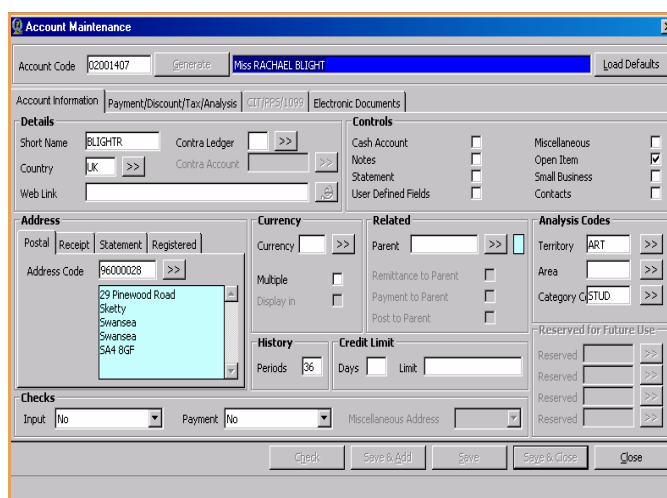
## CUSTOMERS

Customer codes are alpha numeric, although they can be automatically generated if they are kept as numeric. Various look ups and search facilities help the users, to find the customer they require.

Separate addresses can be kept for all correspondence including 'dunning' letters.

## CUSTOMER RELATIONSHIPS

Agresso QL allows a three level customer hierarchy to be established. This is to cater for the sale of services and goods to customers who have a branch/head office structure and for those students who have sponsors. All postings can be made within this hierarchy, e.g. invoices can be raised for a customer at one level, receipted to another customer at another level. Allocations can be made between customers in the hierarchy. Full enquiry and reporting facilities are available that highlight and allow drill-down across any defined set of customer relations.



## Agresso QLS INTEGRATION

If Agresso QLF is used in conjunction with Agresso QL Students all of the student fee details entered in Agresso QLS can be enquired on utilising the Agresso QLS fee enquiry tab. This is an integrated solution and therefore there is no need to import the data.

The benefits of this include:

- On-line creation of student/sponsor debtor accounts
- Seamless integration between the student record and debtor account
- Course income analysis directly integrated to the General Ledger
- Debtor analysis by Academic year, department, course
- Finance staff do not need access to the student system to obtain the information they require

