OneOffice™ 3000
know everything

Debtors Ledger

OneOffice 3000 Debtors Ledger offers full multi-company and EMU-compliant multicurrency processing plus complete integration with the OneOffice 3000 General Ledger. It also offers the capacity to accept information from sub-systems such as industry-specific order processing modules via a simple, clean autopostings interface.

Key Features at a Glance

- Multi-currency
- Multi-company
- Extensive reports and enquiries to enable informed management of customer collections and debtor management

Benefits

- Enables users to actively track status on customer transactions and deliver a high level of customer service
- Proactive management of customer payments maximises cashflow
- OneOffice Active Intelligence can monitor sales and collections to pre-empt issues

GLOBAL

OneOffice 3000 Debtors Ledger offers selling organisations a critical advantage, a higher standard of customer service. Whether your customer wants open item or balance forward statements, special trading terms, head office accounting or foreign currency billing, you have the capacity to satisfy that need.

OneOffice 3000 Debtors Ledger gives credit controllers all the debtors information they need at their fingertips: individual transaction details with dates and allocation, statistical data about payment performance at the touch of a key, plus a notepad facility for comments on collection issues.

OneOffice 3000 Debtors Ledger offers selling organisations in a wide range of industries the capacity to record sales, manage customer accounts and chase payments effectively. As well as featuring outstanding functionality, it offers the facility to be adapted via parameter settings to widely varying operational methods. In addition, user organisations can employ industry-standard database technology for straightforward integration with office automation tools. Ease of use is not an optional extra, OneOffice 3000 Debtors Ledger offers extensive pop-up search windows, exemplary use of colour and logical screen layouts. Another key feature is the facility to integrate directly with office applications, so you can format and print customer statements, for example, using Microsoft Word.
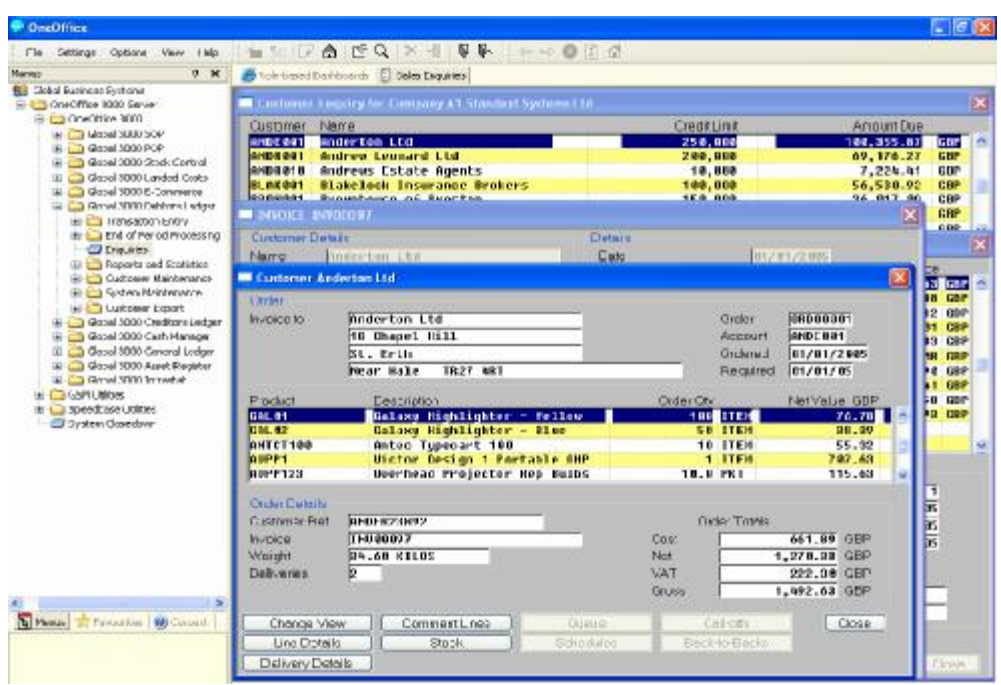

Figure 1. Customer Account Enquiry – In the example above we have selected a customer, drilled down to transaction we wish to know more about, and then drilled across to sales order that created the transaction.

Specification

Attributes

An unlimited number of attributes may be defined and attached to cutomers. Each attribute has an associated format (character, number, date), optional range or table of valid values, and description. Attributes may be applied, updated or removed individually or in groups, with the facility to define and store queries which select groups of operations, projects etc for updating of attributes. The use of attributes enables customers to be grouped for reporting or enquiry purposes in a uniquely powerful and flexible way.

Data Export

Starting from most Debtors Ledger reports and enquiries, data can be exported directly to industry-standard office applications. The data to be exported can be defined dynamically or using standard scenarios which can be stored and amended. Each scenario defines the format of the exported data (eg CSV), its content and sequencing. The receiving program (eg Word or Excel) can be invoked automatically. In addition, a review feature can be used to define, store and amend customer selections using customer attributes.

Multi-Company Processing

• Single or multi-company operation

• Any number of companies can be supported

• Separate customer balances and ledger control totals by company

Multi-Currency

• Single or multi-currency operation

• Euro-compliant currency handling including 'baskets' of currencies, triangulation, rounding and customer statements printed by currency

• Separate house and VAT exchange rate tables available for all currencies

Transactions

• Transaction types include invoices, credit notes, credit claims, payments, journals, reversal journals, refunds and dishonoured cheques

• Optional VAT analysis against any number of VAT codes

• The allocation of credit transactions to debit transactions can take place immediately or can be deferred to a separate allocation batch

• Partial payment, the allocation of debits to credits and over-allocation are all allowed

• Up to 99 periods of transaction history (including allocation history) can be kept.

• Last payment details by customer are stored to speed entry of banking details

• An autopostings interface can accept batch transactions from other modules. Alternatively, 'feeder' systems may update the database online

Reports

The following standard reports are available and in addition to standard printing options can be used in conjunction with the Data Export and Review features:

• Customer listing

• Aged debt

• Open transactions

• Trial balance

• Period postings

• Customer turnover

Other reports include:

• Tax analysis

• General Ledger analysis

• Company totals

Standard reports can be amended and additional reports defined using Global Reporter. Alternatively, industry-standard reporting tools may be used.

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Enquiries

• Enquiries are provided to allow fast retrieval of all aspects of customer or ledger activity

• Customer enquiries include aged balances, customer totals for the group and all transactions held on the account, including allocation details

• Transaction and allocation details can be held for all or just key accounts for up to 99 periods

• Company period control totals can be held for up to 99 periods

Interface To General Ledger

• Allows on-line, daily, on request or periodic posting to the General Ledger

• Postings can be in summary or detail with the roll-up determined by the general ledger account being posted to

Accounting Periods And Ageing

• Up to 13 periods a year

• Flexible period end dates

• A 'next' period allows transaction entry to continue while statements are printed for the current period

• Customers balances can be aged by accounting period or by days from invoice date

• 'Forward dated' invoices are allowed

Trade Debtors Control

The trade debtors amount can be posted to a single General Ledger account for each company or analysed by customer. In the latter case, if the control account at the customer level is changed, the outstanding account balance is automatically transferred to the new control account.

Customer Records

• Any number of addresses and/or contacts can be held for each customer

• Unlimited free notes can be held for each customer

• Head office and branchaccounting is supported

• Each account can be either open item or balance forward. Open item statements can be produced in balance forward format or statements can be suppressed completely

• An extensive set of user-defined tables can be used to classify each customer, over and above the standard trading terms, credit rating codes, sales reps, sales territories and customer classification

• For each company, financial data held by customer includes amount due, period balances, total credit claims and total unallocated credits. Other statistics held include last invoice details, last payment details, high balance and average days to pay

• EDI details, including whether or not and how EDI is used for various documents, product and code translation tables, and delivery address specific EDI account code

Help

On-screen help is available at a number of different levels. The help key displays program and field-level help at every point. Where data entry options are restricted (e.g. to validate customer codes), standard pop-up windows enable the user to select the one required.

• Customer and invoice balances held in local and foreign currencies

• Exchange gain/loss is calculated during allocation by currency

• Unrealised exchange gains/losses are fully reported

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**For more information, visit www.OneOffice3000.com
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