## Manual for Configuration and Usage of Outstanding Statement Tracking Module

This module helps you keep a track of the collection procedure for outstanding bills as and when they become due.

### Summary of Modules Provided / Changed -

- 1. Introduction
- 2. Group Setup Entry of Mobile No. for SMS
- 2. Outstanding Tracking Module

08.09.2009

#### 1. Introduction

You can assign the follow up process to any user of the FA package and can enter / update reminder date for the next follow up. The user and reminder dates can be set for each and every bill of a customer.

In addition to the above information, you can also enter / update comments if required.

If you wish to send the details via SMS, you need to buy a Bulk SMS package which we can provide. Like wise for sending the data thru Fax, a fax / modem has got to be installed in the system from where you are sending the fax. For sending the data thru emails, you need to have configured either Outlook Express or Microsoft Outlook on the system from where you are sending the email.

#### 2. Group Setup – Entry of Mobile No. for SMS

Before sending SMS you need to update the group setup master with the mobile sending mobile number. The mobile number you enter will NOT be used to send the SMS; it will just be displayed on the recipient's mobile.

Set-up Parameters for Entry Modules / Reports	$\mathbf{X}$
Group Name * AGE Address Line 1	
<ul> <li>✓ Print <u>Company Name / Report Header on Each Page</u></li> <li>✓ Print <u>Rundate on Each Page</u></li> <li>✓ Print <u>Page Number on Each Page</u></li> </ul>	Sequence Type           Account         Item           C Alphabetical         C Alphabetical           C Custom         C Custom
Show Transactions for 0 Days (0-365)	Maintain Log for Days
SHS From Cell No. 9820142517 Backup Path	
1	Save Defaults

#### 3. Outstanding Tracking Module

Access the module from "Consolidated Reports" -> 'Outstanding Tracking'

O/s Tracking Option		•	
Dates Report 07/09/09	Show Bills for Days OverDue	All Companies	A/c Year 0910 💌
Debit Upto 07/09/09	Calc.Days Old from		
Credit Upto 07/09/09	○ <u>D</u> ocument Date ○ D <u>u</u> e Date	Include UnAdj cr./dr. 🔽	
Consider Bill Upto 07/09/09			
Groups			
	▼ >		
	<		
Accounts			
	▼ >		
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			<u>P</u> review E <u>x</u> it

Select the appropriate options and click on [Preview] button.

A list of all the bills meeting the criteria selected above will be displayed. By default bills to be followed up by all the users are displayed.

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_			0/s Repo	rt				_				0/s Re	port Details			
С	lear highlighting altern	ate cus	tomer								ľ	F2 - clear user	F3 for	duplicate pre	vious deta	il reco
	Customer	Doc Dt	Doc No	Src	Dr	Cr	Balance	Age	Due Dt	Use	er	Reminder Dt	Comme	nts	Sel	-
	Ankush Enterprise	12/04/09	AMC.04.07	SHAM	5,691.00		5,691.00	149	19/04/09	BA	-	21/08/09				
		12/06/09	AMC.06.03	SHAM	64,885.00	62,930.00	1,955.00	88	12/06/09	BA	-	21/08/09				
		31/07/09	AMC.07.23	SHAM	966.00		966.00	39	31/07/09	вА	-	21/08/09				_
		18/08/09	SW.08.05	SLSW	524.00		524.00	21	18/08/09	BA	-	21/08/09				
		27/08/09	HW.08.21	SLHW	2,590.00		2,590.00	12	27/08/09	BA	-	21/08/09				
			Total		74,656.00	62,930.00	11,726.00									
	Avean International Pvt. Ltd.	02/09/09	SW.09.01	SLSW	5,019.00		5,019.00	6	02/09/09		-					
			Total		5,019.00		5,019.00				_					
	Agencies & Cargo Care Ltd	02/09/09	SW.09.02	SLSW	5,019.00		5,019.00	6	02/09/09		-					
)			Total		5,019.00		5,019.00				_					
	Silver Land Developers Pvt Ltd	27/07/09	AMC.07.20	SHAM	496.00		496.00	43	27/07/09	BA	-	21/08/09				
2		29/08/09	HW.08.25	SLHW	395.00		395.00	10	29/08/09	BA	-	21/08/09				
3		31/08/09	AMC.08.28	SHAM	7,721.00		7,721.00	8	31/08/09	BA	-	21/08/09				
4			Total		8,612.00		8,612.00				_					
5	Billion Plastics Pvt Ltd	25/04/09	SW.04.48	SLSW	6,618.00	3,309.00	3,309.00	136	25/04/09	KE	-	01/10/09				
;		13/08/09	AMC.08.18	SHAM	966.00		966.00	26	13/08/09	BA	-	28/08/09				
7		19/08/09	HW.08.14	SLHW	2,782.00		2,782.00	20	19/08/09	BA	-	28/08/09				
			Total		10,366.00	3,309.00	7,057.00									
,	Bipin Synthetics P Ltd	15/04/09	HW.04.02	SLHW	2,000.00	1,933.00	67.00	146	15/04/09	SKM	•	21/08/09				
)		21/07/09	HW.07.19	SLHW	1,232.00		1,232.00	49	21/07/09	SKM	-	21/08/09				
L		22/07/09	SW.07.05	SLSW	55,150.00		55,150.00	48	22/07/09	SKM	-	21/08/09				
2		18/08/09	AMC.08.19	SHAM	828.00		828.00	21	18/08/09	SKM	-	21/08/09				
		20/08/09	SW.08.07	SLSW	4,964.00		4,964.00	19	20/08/09	SKM	-	21/08/09				
		20/08/09	SW.08.08	SLSW	4,192.00		4,192.00	19	20/08/09	SKM	-	21/08/09				
5		26/08/09	19	CNSL		19,635.00	-19,635.00	13	26/08/09	SKM	-	21/08/09				
-			Tabel		68.266.00	01 ECO.00	46 708 00	_			_					

You can filter out the bills assigned to a particular user by selecting the user at the top and the reminder date range (if required) and then clicking on the [Get] button. In this case only the bills that are assigned to the selected user are displayed. You can change the assigned user, the reminder date or the comments and update the same back to the database by clicking on the [Update] button.

[Preview] – will display the report and let you print it if required **[Export to Excel**] – will create an excel file of the data displayed.

You can drill down to any invoice by double clicking on the specific row.

If you wish to check / update the customer's address or other contact details, double click on the customer's name. Be sure to click on the [Update] button to save any info that you may have updated in the report. Also after having updated the customer's details, be sure to click on the [Get] button so that the information you have updated gets refreshed in this report.

In case if any of the customers require a statement of outstanding you have an option to send it via email, fax or an SMS. To send this you need to select the customer in the first tab.

User Reminder Date Range Get O/s Report User O/s Report Details Letter Header Text The following a your statement of outstanding Overdue Bills as per our books for your perusal and early action.
Letter Header Text The following is your statement of outstanding. Overdue Bills as per our books for your perusal
The following is your statement of outstanding. Overdue Bills as per our books for your perusal
Etter Footer Text         We request you to olear the above outstanding Overdue Bills at earliest and oblige.         Email Subject         Reminder for Out Standing Overdue Bills         Email Hessage Body         Daar Sin.         Daar Sin.         Attached here with, please find your statement of Out Standing Overdue Bills
Email Eax SMS

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