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

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.

3. Outstanding Tracking Module

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

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.

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.

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