Sales Ledger

OneOffice Sales Ledger module maintains records of all accounting transactions between a company and its customer, providing facilities for credit control and detailed management information.

Key Features at a Glance

- Multi-period processing
- Multi-currency
- Multi-company
- Debit note management
- Extensive reports and enquiries to enable informed management of customer collections and sales ledger management

Introduction

One of the key features of this system is the multi-period processing facility giving the user maximum flexibility whilst maintaining tight control over this vital aspect of commercial business. In addition the multi-currency, multi-company features together with flexible "Terms" for payment and discount offer real benefits together with customer search facilities and DSO calculations for decision making.

Data Entry

Customer search on partial account code, alpha code or parts of name, address and telephone details

Posting transfer facility allowing transfer of transactions between accounts

Disputed transaction handling full range of options for cash allocation

Flexible currency handling with the ability to override exchange rates if authorised

Full debit note management

Direct Debit and Credit transfer facilities

Sales Ledger in Use

The OneOffice Sales Ledger can be used to initiate and manage a wide range of processes and transactions including:

- Account code of 10 alpha-numeric characters
- Multiple analysis codes e.g. sales person, classification, credit controller

Benefits

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

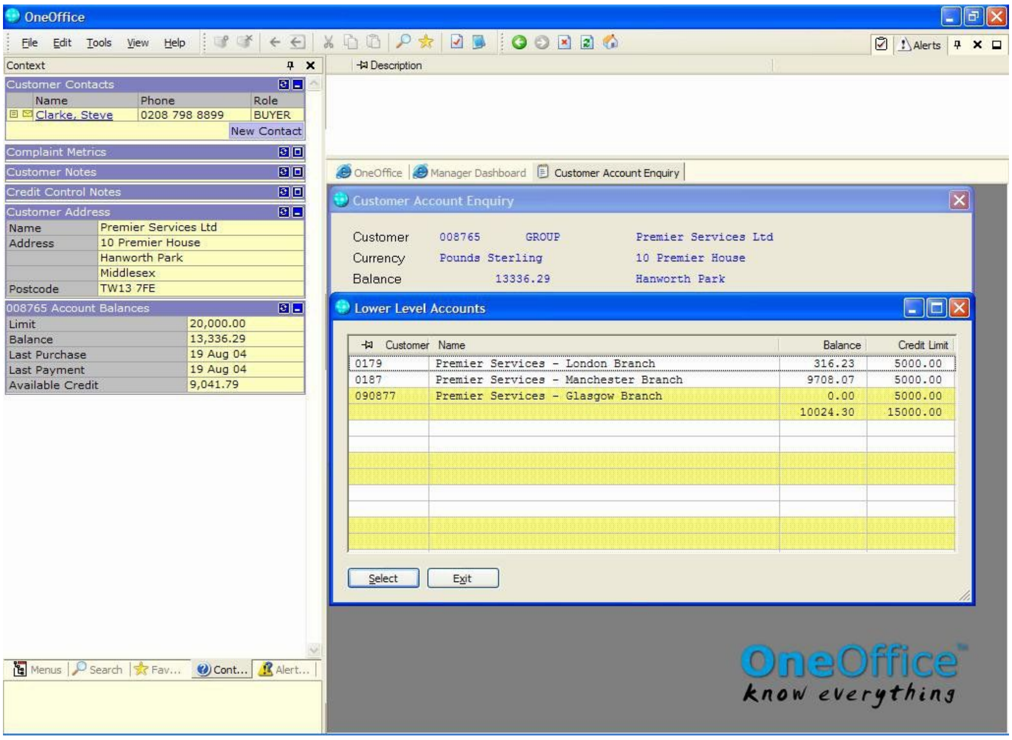

Figure 1. Drill-down to branch level information for multi-site customers.

- Flexible Terms Codes for payment and discount terms
- Option of treating settlement discounts as "memoranda" awaiting cash receipt or "potential cost"
- Batch control and numbering
- Multi-currency
- Multi-company
- Divisional Controls
- Open item accounts

Reporting

An extensive range of reports provide detailed analysis of Sales Ledger activity including:

- Consolidated statements for group accounts and for multi-branch clients
- Aged debtor reports with user defined ageing periods e.g. daily, monthly and quarterly
- Reminder letters for debt chasing
- Calculation of Days Sales Outstanding (DSO) and maintenance of DSO history
- Customer Master Listing
- Customer Label Print
- Customer Turnover report
- Transaction listing by document
- User defined statement and reports
- Period End report
- Serially numbered audit trail
- Agents commission reporting
- Commission reporting based on cash received

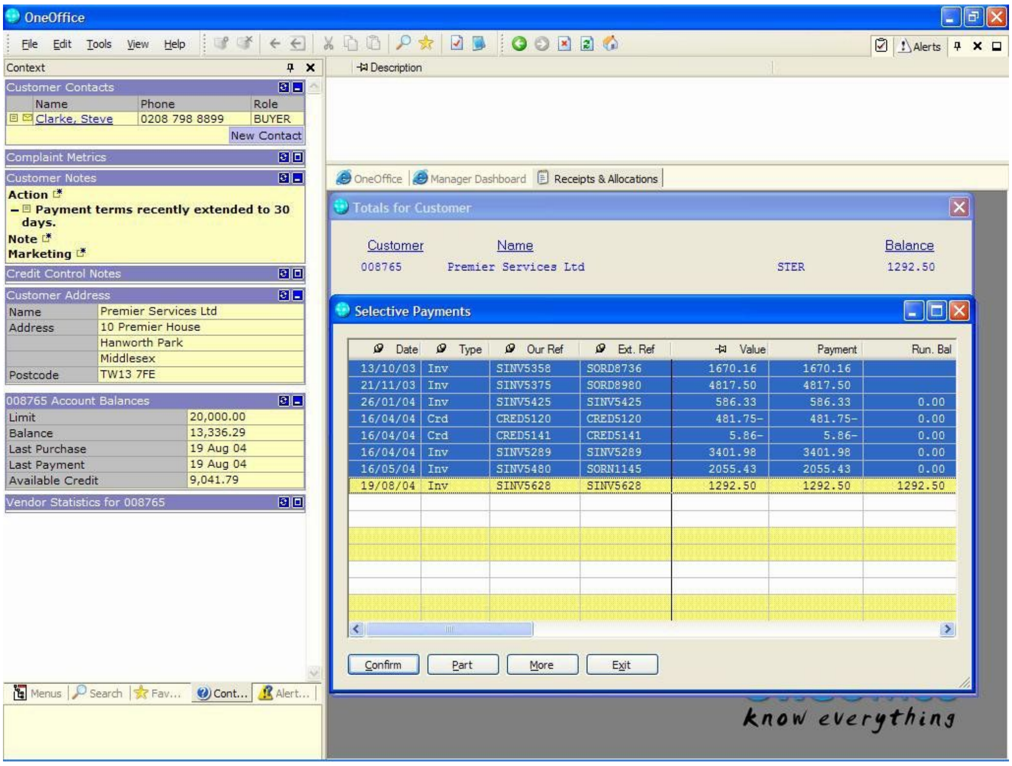

Figure 2. Allocate payments to outstanding invoices quickly and easily. Dashboards show additional information to assist users to make well informed decisions.

On-Screen Enquiries

On-Screen enquiries provide current information on transaction and customers, including:

- History of paid transactions retained as long as required
- Aged Debt report with user defined ageing periods
- Debtors Analysis
- Transaction Analysis
- Turnover Summary
- Remittance Display to view payment allocation on specific transactions
- Contact details by account
- Enquiry by division on customer account and status
- Historical data retained for enquiry purposes
- Option to view selected transaction types e.g. those due for payment
- Customer account contacts
- Full remittance enquiry

Official OneOffice reseller for Australia & New Zealand

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V3.0