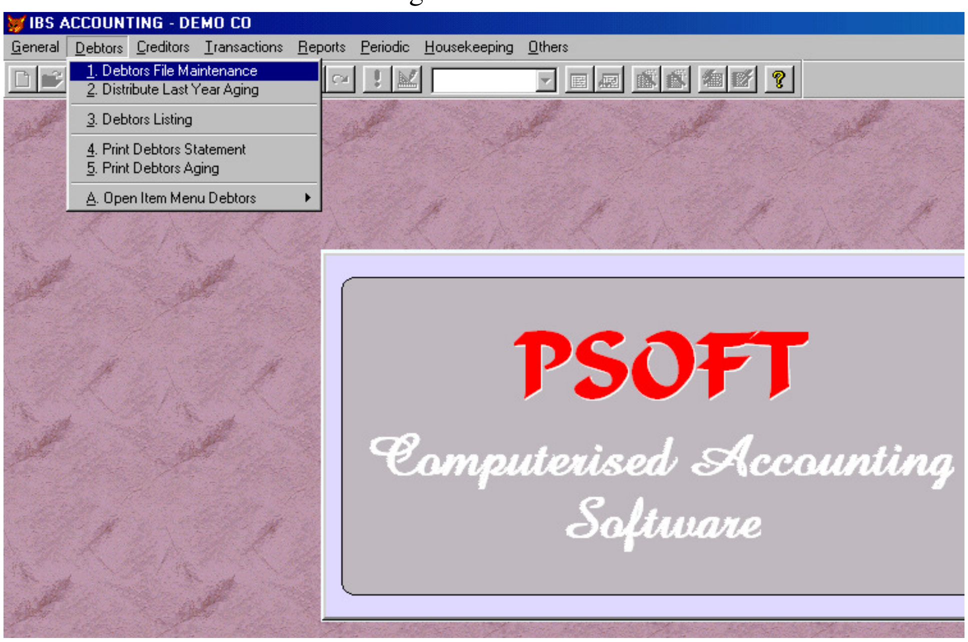
Chapter 2. Debtors

This Debtor section allows us to set up all the debtors' particulars like the Debtor's Account Number, Account Name, Address etc. It also let us distributes the debtor's last year aging, generate debtor reports, print the debtor's statement of accounts.

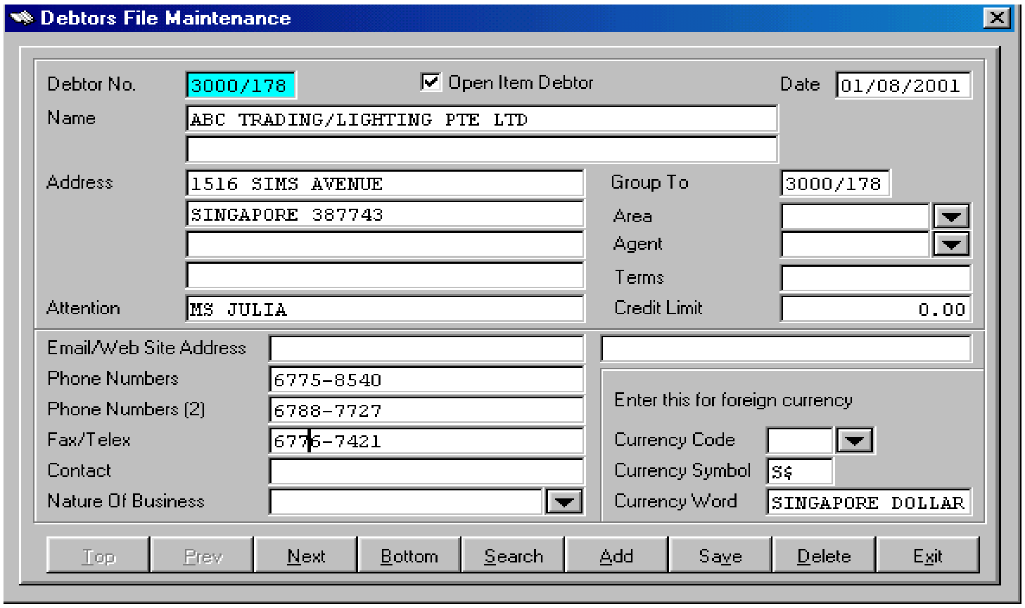
1. File Maintenance

This first option allows us to create account number for new debtor with all its particulars like Name, Address, Contact Phone Number/ Fax number and Contact Person.

Once the debtor account has been set up, we can then use it in the transaction and the reports. To create new debtor account, click the **Debtors** Option in the main menu bar and select the **Debtors File Maintenance** as shown in the Figure below:



Then the next menu will appear on the computer screen as shown below:



Add a new debtor

- Click **Add** button and enter the information as shown above.

Debtor Number : Assign an new account number for the new debtor. This account number must be 7 characters. The first 4 characters are for the debtor control account group, typically as 3000 in the Psoft system. The last 3 characters are the individual debtor's code. Example:

Debtor Name	Account Code
ABC Company	3000/A01
Axy Company	3000/A02
DIY PTE LTD	3000/D01

Note that the first 4 character 3000 refer to the Debtor Control account and A01 refer to the debtor's first alphabet Character A and 01 means this is the first debtor of the list.

Debtor Name : This is the debtor's Account name and it will appear in the debtor statement and report.

Address : Debtor's correspondence address.

Attention : Attention to the person in charge of this debtor account in the debtor company.

Phone Numbers : Debtor's Phone number.

Fax/Telex : Debtor's Fax/Telex Number.

Nature of Business : The kind of business or trade classification.

Area : Debtor's area code or geographical location of the company.

Agent : The salesman in charge of this debtor.

Terms : The terms of payment.
E.g. Cash, 3o days, 60 days….

Credit Limit : The credit facility or amount given. E.g. S$40000.

Country Code : This code specifies foreign currency code.

E.g.

Country Code	**Currency**
US	US Dollar
RM	Ringgit Malaysia

Currency Symbol : The currency symbol of the foreign country.

E.g.

Currency Symbol	**Currency**
US$	US Dollar
RM$	Ringgit Malaysia

Currency Word : The currency name.

E.g.

Currency Word	**Currency**
US Dollar	US$
RM$	RM$

Once we have completed, click **Save** button to save the debtor's particulars.

Search for an existing debtor

There are several ways for us to search for an existing debtor in our debtor database.

- To search for the first debtor, click the **TOP** button, the first debtor on the top of the debtor list will be shown.

- Click the **Previous** button and it will show the previous debtor.

- Click the **Next** button and it will show the next following debtor.

- Click the **Bottom** button and it will show the last or bottom debtor.

- Click the **Search** button and a dialog box will prompt us to search by debtor number or debtor name.

Modify an existing debtor

To modify an existing debtor, we can use the **Search** button to find the right debtor, and then click the **Edit** button to modify the debtor.

Once we have changed or modified the debtor, we must click the **Save** button in order to confirm the modification. However, if we decide not to save the change, then just click the **Cancel** button.

Delete an existing debtor

Similarly, to delete an existing debtor, we can search for the right debtor as above and then click the Delete button to delete it. However, only those debtors which have no transaction can be deleted.

Psoft will prompt us with a dialog box to confirm the deletion. Click the **Yes** button in the dialog box to confirm or the **No** button to cancel deletion.

Distribute Last Year Aging

This option allows us to distribute the debtor's opening balance into the correct periods. The opening balance amount consists of an arrears in different months from the previous accounting year.

To distribute the aging, do the following steps:

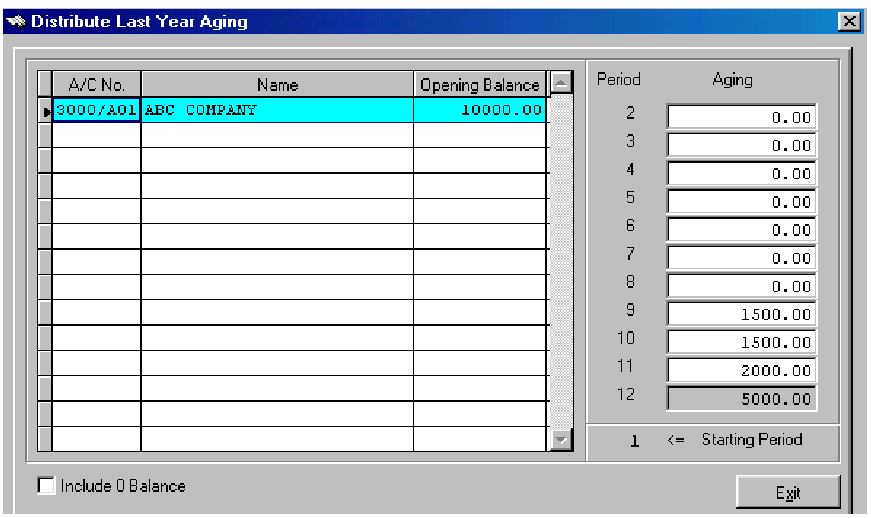
- Click the **Debtor** option in the Main menu bar and select the **Distribute Last Year Aging.**

- Click the **debtor account**, and distribute the aging from Period 11 backwards to Period 10, for E.g. as shown below table.

  If the Opening Balance is 10000/- with the aging shown:

Current Mth	1 Month	2 Month	3 Month	4 Month
0	5000	2000	1500	1500

Psoft system's aging distribution will be as shown in the Figure below:



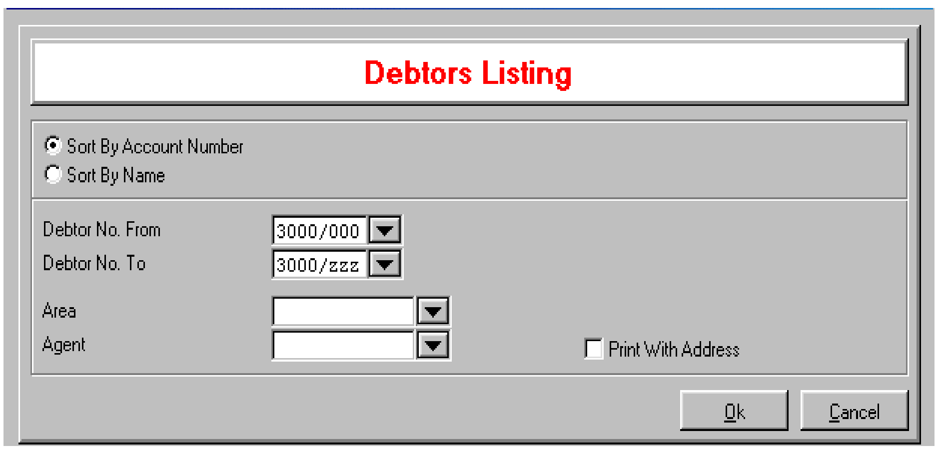
Debtor Listing

This option enable us to view and print a list of the debtors with their particulars.

- Click the **Debtor** Option in the Main Menu bar and select the **Debtor Listing**.

- We can select whether to print/view the listing sort by account number or sort by account name.

- We can also set the range of debtor listing by selecting the limits of the debtors and also select the listing by Agent as shown:



- Notice from the above figure that we can also select to print the list with address by ticking the square box.

- Once decided, then click **OK** button to print/view the list.

Print Debtor Statement

This option enables us to print a statement of account transactions for the debtor any time. The statement of account will show the debtor's total outstanding amount and its aging details.

- Click the **Debtor** Option in the Main Menu bar and select the **Print Statement** option.

- When we print the statement of account, we can select the number of debtors to be printed or any of the following ranges:

Period From	:	The starting period
Period To	:	The ending period
Date From	:	The starting date of the transaction
Date To	:	The ending date of transaction
Statement Date	:	The date of the statement when printed
Debtor No. From	:	The starting debtor number
Debtor No. To	:	The ending debtor number
Area	:	Debtor area code
Agent	:	The Salesman in charge

In addition to these, we can also include the following option:

- Include 0 Balance : This is to print debtor statement even if their outstanding balance is zero.

Once decided, then click **OK** button to start printing.

Print Debtor Statement

This option allows us to print debtor's monthly aging analysis for 6 month or 12 months respectively.

- Click the **Debtor** Option in the Main Menu bar and select the **Print Aging**.

- When we print the debtor aging report, we can also select the ranges of the debtors, period:

Period From	:	The Month/period of the report
Debtor No. From	:	The starting debtor number
Debtor No. To	:	The ending debtor number
Area	:	Debtor area code
Agent	:	The Salesman in charge
Report Date	:	The date when the report printed

Once decided, then click **OK** button to start printing.