

sage PASTEL

SAGE PASTEL CASH MANAGER MODULE

The Pastel Cash Manager module has been designed to instantly implement management tracking and control in your debtors' collection department. It will provide you with reports to monitor collection progress, staff performance and accurately forecast cash flow. With ready to run debtors management reports for every outstanding invoice, you will determine:

- Why it is outstanding
- When it will be paid
- What has been done
- What still needs to be done

All reasons and necessary actions are recorded in one central place, so each collector no longer needs to print or export information and keep their own private notes. Complete transparency will allow you to optimise your collection process by managing your debtors' behavior. Negotiate with hard facts and quickly bring non-payments in line with your target ranges.

How does it work?

1. From the age analysis, select a debtor or an aged amount and record why the amount is outstanding, what actions must be taken and the promise to pay date.
2. The information recorded will be pulled through into ready to run reports that include:

This screen illustrates how to record your debtor information (Why it is outstanding, when it will be paid, what has been done and what still needs to be done).

- Instant cash flow reports that are up to date and accurate
 - Instant reconciliations of outstanding invoices
 - Actual days outstanding per invoice
 - Full payment history listed per invoice per debtor
 - Details of all calls made to debtors, and promises made
 - Daily call back reports and action lists for follow-up
 - Age analysis movement report which tracks movement in balances per debtor, by aging category
3. E-mail clear and concise payment reminders for every single overdue invoice per customer.

INV No	Description	Order No	Date	Terms	Original Due Date	Invoice Amount	Balance Outstanding	PTP Date	Expected Amount
INA10095	Tax Invoice - MEW...		16/03/2008	30	30/04/2008	5000.00	5000.00	2008/07/26	5000.00
INA10096	Tax Invoice - AMS... AMOTHEPHONE		16/03/2008	30	30/04/2008	7000.00	7000.00	2008/07/26	7000.00
INA10097	Tax Invoice - FME... FMEHT		16/03/2008	30	30/04/2008	4255.00	4255.00	2008/07/24	4255.00
INA10098	Tax Invoice - 1234... 1234R		16/03/2008	30	30/04/2008	10000.00	10000.00	2008/07/24	10000.00
INA10099	Tax Invoice - 727E... 727EUS		16/03/2008	30	30/04/2008	7490.00	7490.00	2008/07/24	7490.00
INA10100	Tax Invoice - 727V... 727VUSR		16/03/2008	30	30/04/2008	25000.00	25000.00	2008/07/24	25000.00
INA10101	Tax Invoice - 727F... 727FUSG123		16/03/2008	30	30/04/2008	12000.00	12000.00	2008/07/24	12000.00
INA10102	Tax Invoice - 638B... 638BANDMEW		16/03/2008	30	30/04/2008	21000.00	21000.00	2008/07/24	21000.00

PTP Date: 24 July 2008 Reason Code: Promise to Pay Expected Amount: 5000.00 Apply to all invoices in this category
Action: Interest To Be Charged Action Has Been Taken Call Back 14 August 2008 Save

The Debtors Reconciliation report below shows how the information is then quantified into a simple, but powerful report.

Debtors Reconciliation

Report Date: 20/08/2008

Calculated Days o/s from original due date

Debtor Range From: 777 To: 777
 Invoice Range From: 11111 To: 22222
 Date Range From: 01/01/2008 To: 31/12/2008
 Category Range From: 1 To: 4
 Sales Code Range From: 1224 To: 400

Account	Name	Inv No	Order No	Sales Code	Calculated Days o/s	Inv Date	Original Due Date	Payment Date	Amount Paid	Invoice Amount	Inv Bal o/s
777	F1 Faison	0A10073	EAGLE12	1224	173	10/01/2008	28/02/2008		0.00	5000.00	5000.00
777	F1 Faison	0A10090	POTR80TYE	1224	142	05/02/2008	31/03/2008		0.00	5000.00	5000.00
777	F1 Faison	0A10088	JIDD	1224	142	05/02/2008	31/03/2008		0.00	10000.00	10000.00
777	F1 Faison	0A10088	FRT34	1224	142	05/02/2008	31/03/2008		0.00	9999.00	9999.00
777	F1 Faison	0A10087	JKLS719v	1224	142	05/02/2008	31/03/2008		0.00	4999.00	4999.00
777	F1 Faison	0A10088	JIZRET	1224	142	05/02/2008	31/03/2008		0.00	5999.00	5999.00
777	F1 Faison	0A10081	JUHW154	1224	112	01/03/2008	30/04/2008		0.00	2000.00	2000.00
777	F1 Faison	0A10113	Y878	1224	81	03/04/2008	31/05/2008		0.00	8000.00	8000.00
777	F1 Faison	0A10114	AA187	1224	81	03/04/2008	31/05/2008	29/08/2008	1715.00	7555.00	5840.00
777	F1 Faison	0A10182	CASH008	400	-11	05/07/2008	31/08/2008		0.00	20000.00	20000.00
Totals:									1715.00	78552.00	76837.00



Contact Us

For more information on Sage Pastel's Cash Manager module contact your local Sage Pastel Business Partner.

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