

MODULE 2 :CREDIT SALE MANAGEMENT

Module Overview

Credit sales is an order where customers allowed to buy products on credit where each customer has a payment term, a credit status and credit limit. A payment term in this context is the delay within which a customer can pay the credit amount taken or allowed, for instance it can be 1 month, 6 months or 1 year. Credit limit is the maximum amount of credit that can be allowed to a customer.

Objectives

- Set credit limit for customer's
- How to do a credit sale
- Track Unpaid Invoices
- Receive payments
- Show ledger
- Generate customer statement of account
- View reports using Credit Payment Report.

A credit sales is an order where customers are allowed to buy products on credit where each customer has a payment term, a credit status and credit limit.

Set Credit Limit for Customer

In POSibolt, before making a credit sale, you need to make sure that your customer is eligible to buy items on credit.

The Credit details is set from the Administration → Customers. This menu keeps track of the customers, including their recent purchases, filter and analyze their shopping patterns, and make special offers. An easy way to communicate with the customers, market to them, and build customer loyalty.

You can set the credit details while creating a new customer.

Procedure : How to create a Credit Customer

1. Navigate to Administration menu, click on Customers → Add Customer.
2. To build up the customer profile, fill up the details,

Fields	Description
Name	Enter a name for the customer.
Organization	Set a specific organization for the customer, he will be recognized only in that organization.
VAT No & CST No	Enter any TAX id of the customer.
Contact and Address	Fill in the details of the customer.
Payment Rule	Set On Credit as the payment rule for the customer.
Credit Status	Set credit status as No Credit or Credit OK
Credit Limit	Enter the limit, Credit limit is the maximum amount of credit that can be allowed to a customer
Payment Term	the delay within which a customer can pay the credit amount taken or allowed. By default

	“immediate” term is created.
Price-list	Set privileged price-list here and save it so that it is easy to discriminate between prices and discounted prices for loyal customers.

3. Click on Save.

To set the credit details for an existing customer,

1. Search for the customer and highlight the customer.
2. Click on the Edit button.
3. In the Update Customer Screen, you will find the Credit details tab,

Procedure: How To Do A Credit Sale

To do a credit sales, please follow these steps:

1. Go to **Sales Order**, select **Sales** sub menu.
2. From the POS Order Screen, choose the **customer**.
3. When the customer is selected, the **payment rule is changed to Credit** (from the default Cash payment rule).
4. The credit status of the customer is also listed below.
5. Add the products to the cart.
6. Click on **check - Out**.

Barcode Product Name Description

Name	Description	UoM	Qty	Unit Price	Tax Amt	Incl Price	Total
BOT004	BOTTLE SPRAY BAG	Ea	1	5.23	0.52	5.75	5.75
BOT005	BOTTLE MILK 1L DEC	Ea	1	14.47	0.72	15.19	15.19
BOT006	BOTTLE PLST WTH ICE STICK	Ea	1	14.96	0.75	15.71	15.71
			3		1.99		36.65

KIMS - Main Sales Price List

Rs 36.65

Barcode : 7554154161863 

Product Name : BOT006
 Stock Quantity : 10
 List Price : 15.71

Quantity

Sales Rep
 Date Accounting

PAYMENT MODE

Patient

Customer Name : **Allya**
 Address : fathima flat
 Phone :
 Tax Exempt : No

Credit Available : 15000.00
 Credit Limit : 15000.00
 Open Balance : 0.00
 Loyalty No :
 Customer Code : cc45

Credit status of the customer

DISCOUNT QUICK DISCOUNT OPEN DRAWER CLEAR ALL IMPORT COPY ORDER ADD VOUCHER SETTLE PAYMENT INVOKE ORDER

Accounts Receivables

Accounts receivable is the money that a company has a right to receive because it had provided customers with goods and/or services. It is also important for a company to monitor its accounts receivable and to immediately follow up with any customer who has not paid as agreed.

Procedure : How to Track Unpaid Invoices

Posibolt reports all the unpaid invoices by customers making it easy and quick to monitor accounts receivables.

From main menu, Go to **Credit Sale Management** ,

1. Click on Receivables Management.
2. A blank search will display the receivables report of all the

customers. Else type in a customer name and click on Search.

3. On the right-hand side, you can view the business partner information.
4. Click on **Show Invoice wise Details**, this will **open the page** with open items, which are the **unpaid invoices**.
5. **Show Ledger** will display the **ledger report of the customer**.
6. **Show Allocated Invoice** check – box will display **all the invoices for which payments are done**.
7. The available payment modes in the pay back are displayed here.

Show Invoice-Wise Details

Invoice-wise Details is divided into:

- ✓ **Open Invoice:** Lists all the unpaid invoices of the customer.

Open Invoices 1 Found (0 Unallocated, 1 Partially allocated)												
Invoice No	Order No	Reference No	Date	Payment Term	Days due	Due Date	Grand Total	Paid Amount	Open	<input type="checkbox"/>	PayAmount	Trade Discount
J103013	56497		27-Jun-2016	30 days	-30	27-Jul-2016	1,000.000	400.000	600.000	<input checked="" type="checkbox"/>	550.000	50.000
Select the invoices to allocate payments. It will Allocate to the oldest invoices if nothing is selected							1,000.000	400.000	600.000			

The fields available here are:

Fields	Description
Invoice No	Invoice No of the credit sale. Click on the link to display the Invoice Details
Order No	Order No of the credit sale. Link will take to the order details page.
Reference No	Reference No mentioned in the order.
Date	Date when the credit sale is created.
Payment Term	Name of the Payment term for the customer or business partner group.
Days Due	Days left for the payment to be due.
Due Date	Date when the payment is due.

Grand Total	The total amount of the sale.
Paid Amount	Displays the amount already paid for the order.
Open	The balance amount to be paid back – open amount.
Pay Amount	A text box appears to enter the paying amount.
Trade Discount	Text box to enter the trade discounts, if any.

- ✓ **Drafted Payments:** The User can save a particular invoice and then complete it later, provided that the role has the privilege to do so. All the payments which are saved for the customer will be displayed under Drafted Payments. The user who has the privilege to complete the drafted payments, can complete it from here.

DRAFTED PAYMENTS				
Payment	Transaction Date	Tender Type	Payment amount	
554	21-Dec-2016	Cash	600.000	<input type="button" value="COMPLETE"/> <input type="button" value="DELETE"/>

The fields here are:

Fields	Description
Payment	Drafted Payment No is displayed here. Clicking on the link will display the payment details page.
Transaction Date	The date when the payment is done.
Tender Type	The payment mode used in the transaction.
Payment Amount	The amount paid in the transaction.
Complete	This action will complete the payment and it will be removed from the open invoice list.
Delete	As the name suggest, the payment can be deleted using this button.

Fields	Description
Invoiced Amount	The total amount invoiced for the customer.
Open	The amount due by the customer.
Past Due	The amount which has past the due date.

Once, you select an unpaid invoice, you can choose to:

- (i) **Receive a payment,**
- (ii) **Save** a payment and **complete** it later on, provided the role has the privileges to do so.

Procedure : How to Receive Payment v/s Invoice

1. Select the check-boxes against the invoices which you wish receive a payment.
2. You will get a Pay amount text box and trade discount text box.
3. Enter the amount being paid and the discount amount if any.
4. Click on the Pay button. A Receipt and Payment pop up box appears.
 - (a) Select the payment mode by clicking on their images,
 - (b) Enter amount to be paid.
 - (c) Enter the payment type details, like if payment mode is card, you will have to enter the card number etc..
 - (d) Enter the Date of Accounting.
 - (e) Click on Continue
 - (f) A confirm Payment pop up box appears. There a payment can be edited or deleted. A new payment can also be added.
 - (g) Click on Complete button to create a payment.
5. A transaction complete message will be displayed.

Procedure: How to Receive Payment Directly

Receiving Payment is very simple; you just need to enter your customer name and the amount you are receiving. This option is particularly useful when one of your customers is settling several invoices at the same time. The amounts received will added up as **Over Payments**. This will speed up the process and will allow you to allocate the amounts received against the right invoices at a later point in time.

1. Click on the Pay button.
2. In the receipt and payment pop up box, enter the payment details
3. Click on Continue.
4. From the Confirmation pop up box, click on Continue.
5. The payment will be saved as Over – payments.
6. To allocate this payment to an invoice,
 - (a) Click on the Allocate check-box to select the payments
 - (b) Select the invoices to which the payments need to be allocated.
 - (c) If no invoice is selected, then payments will be allocated to the oldest invoices.
 - (d) On the right – hand side, click on the Allocate button.

 Based on your store policies, you can configure Posibolt to allow Auto Allocate. For this, Go to **Client Configuration**. Under **Miscellaneous**, you can find “**Allow Auto Allocate Over Payment**”. When this option is enabled and when you receive a payment from a customer, it will automatically allocate to oldest open items.

Procedure: How to Complete a Drafted Payment

1. Select the check-boxes against the invoices which you wish receive a payment.
2. You will get a Pay amount text box and trade discount text box.
3. Enter the amount being paid and the discount amount if any.
4. Click on the Pay button. A Receipt and Payment pop up box appears.
 - i. Select the payment mode by clicking on their images,

- ii. Enter amount to be paid.
 - iii. Enter the payment type details, like if payment mode is card, you will have to enter the card number etc..
 - iv. Enter the Date of Accounting.
 - v. Click on Continue
 - vi. A confirm Payment pop up box appears.
 - vii. Click on Draft Button.
5. This payment will be listed under the Drafted Payments section.
 6. To carry out the drafted payment, click on the Complete button.

Post Dated Cheque

A post dated check is a check on which the user has stated a future date than the current date.

To issue a PDC

- Choose the payment type as Cheque .
- Enter the payment amount.
- Choose a future date from the cheque date field.
- Click on Continue.
- In the confirmation pop up box, click on Complete.

When we enter a cheque payment with future cheque date it is treated as PDC. A drafted payment is created for the same and the payment status will be In-Progress. The payment is not allocated to the chosen invoice and hence customer aging and outstanding will not get affected.

The invoice will be adjusted only when we clear or complete PDC payment and that is when allocation happens.

Procedure: How to process a PDC

The PDC Report lists all the post dated cheques (PDC) presented by the customer.

Now we need to process the cheque from the **Accounting** → **PDC Report menu**.

1. By default the report generates all the cheques that are due for the current date.
2. To search a cheque due for any particular date, then
 - i. Under Search By filter make it as Due Date (this will be the default value)
 - ii. From the Up to text box choose the date (by default current date will be displayed)
 - iii. All the cheque due for that day will be listed.

The screenshot shows the 'PDC REPORT' interface. At the top, there's a header with the 'posibolt' logo and the title 'PDC REPORT'. Below the header, there are several search filters: 'Bank Accounts' (All), 'Organisation' (*), 'PDC Status' (In Progress), and 'Relationship' (All). There are also fields for 'Name', 'Payment Type' (All), 'Routing Number', and 'Document Number'. A 'Cheque No' field is empty, and 'Search By' is set to 'Due date'. The 'Upto' date is '27-12-2016'. There are buttons for 'CSV', 'PDF', and a refresh icon. Below the filters, summary statistics are shown: 'No of AR Receipts :1', 'Total of AR Receipts :730.000', 'No of AP Payments :2', 'Total of AP Payments :(6,516.000)', 'No of items Found :3', and 'Total Payment :(5,786.000)'. At the bottom, a table lists the cheques:

Doc No	Due date	Cheque No	Name	PDC Status	Payment Amt	Payment Date	Routing Number			
557	26-Dec-2016	986315	7Emirates	In Progress	730.000	22-Dec-2016	2032	✓	✗	✎
1000985	10-Jun-2016		jeevas	In Progress	(1,000.000)	07-Jun-2016		✓	✗	✎
1000165	27-May-2015	121	Medic Enterprises	In Progress	(5,516.000)	26-May-2015	123456789	✓	✗	✎

3. The fields available here are:

Fields	Description
Bank Accounts	Lists all the bank accounts saved in the system.
Organization	Select an organization from the drop down
PDC Status	Search using the PDC Status like – In Progress or Canceled
Relationship	Select the type of business partner like – Customer or vendor
Name	Search using name of the customer or vendor

Payment Type	Search by selecting the payment mode
Routing Number	Search by entering the routing number.
Document Number	Search the table using the Document Number
Cheque No	Search by using cheque number
Search By	Search by using the Due Date or Pay date
Upto	Enter a date by which the search can be narrowed.

4. Click on the button . This will process the cheque.

After you have processed the check, you can come back to Credit Management and then complete the drafted order. After this the payment will be allocated.

PDC Effect Accounting

POSibolt also has the feature to allocate PDC to the invoice. We have Client Configuration called PDC Effect Accounting.

For this we need to create two Accounts in POSibolt.

1. Go to Accounting menu
2. Click on Chart of Accounts, and from there click on Create New button.
3. We will create PDC Receipt Account and PDC Payment Account
4. Fill up the form .

Fields	Description
Account Name	Short name for the Account
Account Type	type of the entries written to this account (Asset/Liability/Owner's Equity/Expense/Revenue/Memo)
Account Code	Unique code for the account

Summary Level	No entries can be posted to this account, this is a summary of the sub – accounts. All entries have to be submitted to the sub – accounts
Parent Account	Summary account where the entries of this account are summarized into.

Let us create Bank Accounts for each chart of accounts created. To do that

1. Go to Administration → Bank Accounts
2. Click on create new Button.
3. Create a bank account with name of the chart of accounts like: PDC Receipt Account

After this feature is enabled and the PDC accounts are created, when a PDC is entered as payment, this will get allocated to the invoice.

Unlike the former case, where the PDC must be processed for the allocation to happen.

Customer Ledger

Customer Ledger keeps track of the transactions of the customer and it is posted in the form of debits and credits. The open balance and the ledger balance must be same.

CUSTOMER LEDGER

Date Range: 01-11-2016 – 22-12-2016 Organization: * [SEARCH](#)

7 Lines Found

Customer ledger for 7Emirates (01-Nov-2016 to 22-Dec-2016)						
Date	Doc No	Details (Reference No)	Charge	Debit	Credit	Balance
		Previous Balance				600.000
21-Dec-2016	j103295	Account Sales		1,334.220	0.000	1,934.220
21-Dec-2016	554	Cash Receipt		0.000	600.000	1,334.220
21-Dec-2016	555	Cash Receipt - Advance		0.000	2,500.000	(1,165.780)
21-Dec-2016	j103296	Account Sales		1,770.100	0.000	604.320
21-Dec-2016	556	Cash Receipt - check		0.000	1,770.000	(1,165.680)
21-Dec-2016	556	Cash Discount - check		0.000	0.100	(1,165.780)
22-Dec-2016	j103297	Account Sales		730.000	0.000	(435.780)
				3,834.320	4,870.100	

Export options: [CSV](#) | [RTF](#) | [PDF](#)

The available fields here are:

Fields	Description
Date Range	Select the date range to display the ledger of the customer
Organization	Select an organization
Date	Displays date of the transactions
Doc No	Document number of the transactions
Details	Details of the transaction, like Account Sales or Cash Receipt etc..
Charge	Details of the charges, if present
Debit	Debit entry of the transaction
Credit	Credit entry of the transaction
Balance	Open balance of the ledger

Generate Customer Statement Of Account

A customer statement of account is a record of the transactions that have occurred on a customer's account during a specified period of time.

CUSTOMER STATEMENT

Statement Based On: Patient

Customer: 7Emirates -85213700

All Customers

All OutStanding Customers

Organisation: *

Statement By: Date Range, Month

Month/Year: Dec, 2016

File Format: PDF, CSV

SUBMIT CLEAR

Business Partner Info

Code : 1014717

Name : 7Emirates -85213700

City :

Address 1 : Abu Dhabi

Address 2 :

Mobile No :

Credit Available : 149,270.000

Credit Limit : 150,000.000

Open Balance : -435.780

User Incharge :

To run a Customer Statement of account,

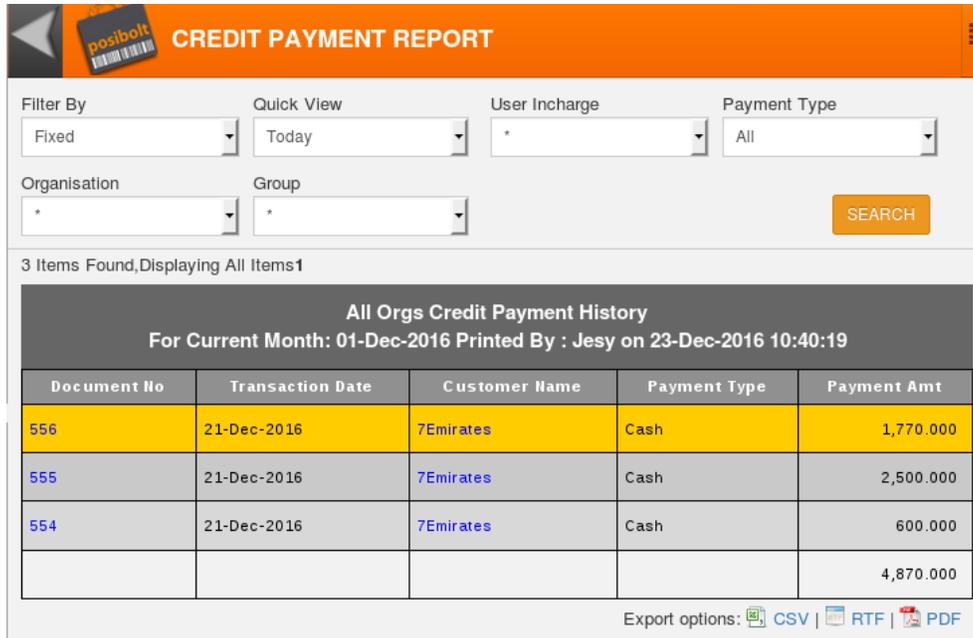
1. Select the customer's name and specify the period over which you

want to see this statement. Once done, you can make a print out.

2. You can select the 'All Customers' check – box to display all the customers statement.
3. From the statement by you can choose the Date Range from the drop down as month or custom. The Statement is also displayed using the Open invoices.
4. The line items on the account will record information about sales made by the customer, any payments received by the supplier and any other miscellaneous adjustments that have been made to the current balance due on the account.

Credit Payment Report:

This report will display all the payments received. You can add filters to track down any particular payments received.



The screenshot displays the 'CREDIT PAYMENT REPORT' interface. At the top, there is a navigation bar with the 'posibolt' logo and the title 'CREDIT PAYMENT REPORT'. Below this, a filter section contains four dropdown menus: 'Filter By' (set to 'Fixed'), 'Quick View' (set to 'Today'), 'User Incharge' (set to '*'), and 'Payment Type' (set to 'All'). There are also dropdowns for 'Organisation' and 'Group', both set to '*'. A 'SEARCH' button is located to the right of these filters. Below the filters, it indicates '3 Items Found, Displaying All Items1'. The main content is a table titled 'All Orgs Credit Payment History' with a subtitle 'For Current Month: 01-Dec-2016 Printed By : Jesy on 23-Dec-2016 10:40:19'. The table has five columns: 'Document No', 'Transaction Date', 'Customer Name', 'Payment Type', and 'Payment Amt'. It lists three transactions from Emirates on 21-Dec-2016, with a total payment amount of 4,870.000. At the bottom right, there are 'Export options' for CSV, RTF, and PDF.

Document No	Transaction Date	Customer Name	Payment Type	Payment Amt
556	21-Dec-2016	7Emirates	Cash	1,770.000
555	21-Dec-2016	7Emirates	Cash	2,500.000
554	21-Dec-2016	7Emirates	Cash	600.000
				4,870.000

Export options:  CSV |  RTF |  PDF

