

Module 2: CREDIT SALE MANAGEMENT

2.1 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, Invoice Wise Analysis Report, and Receivables 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.

2.2 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.

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 : Aliya
 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

6. Click on **check - Out**.

2.3 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. |

- 📄 **Save button for an order** is enabled from the role configuration of the user. Go to Administration → Role → Choose the Role to change the configuration. Click on the **Set Role Configuration** icon on the top right. Under the **Other Settings** tab, Select the checkbox **Allow draft document**, click on **Save**.

- ✓ **Previous Over-payments :** If any payments are received from customer in advance, they are saved in the over-payments section.

| Previous overpayments | | | | | | | | |
|-----------------------|--------------|-------------|----------------|--------------------|----------|----------------------|-------------------|--------------------------|
| Payment | Date Account | Tender Type | Payment Amount | UnAllocated Amount | Discount | Discount UnAllocated | Total UnAllocated | Allocate |
| 555 | 21-Dec-2016 | Cash | 2,500.000 | 1,165.780 | 0.000 | 0.000 | 1,165.780 | <input type="checkbox"/> |
| Total | | | 2,500.000 | 1,165.780 | 0.000 | 0.000 | 1,165.780 | |

The fields in this table are:

| Fields | Description |
|--------------|---|
| Payment | Payment Document number link directs to the payment details page. |
| Date Account | Date when the payment has entered the system. |

| | |
|-----------------------|---|
| Tender Type | The payment mode used in the advance payment. |
| Payment Amount | The total amount paid as over payment. |
| Un - allocated Amount | Payment amount which is not allocated to any invoice. |
| Total Un - allocated | Total amount which is not allocated to any invoice |
| Allocate | Allocate check-box to select the payments which are to be allocated to the invoice. |

✓ **Aging:** The aging report displays which invoices are overdue for payment.

| AGEING | | | | | | |
|-----------------|-----------|---------------|----------------|----------------|---------------|-----------|
| Invoiced Amount | Open | Past Due > 91 | Past Due 61-90 | Past Due 31-60 | Past Due 1-30 | Past Due |
| 116,668.000 | 8,000.000 | 8,000.000 | 0.000 | 0.000 | 0.000 | 8,000.000 |
| Amount due | Due 0 | Due 0-30 | Due 31-60 | Due 61-90 | Due > 91 | |
| 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |

| 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.

2.4 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.

PDC REPORT
☰

Bank Accounts

Organisation

PDC Status

Relationship

Name

Payment Type

Routing Number

Document Number

Cheque No

Search By

Upto

No of AR Receipts :1
 No of items Found :3

Total of AR Receipts :730.000
 Total Payment :(5,786.000)

No of AP Payments :2

Total of AP Payments :(6,516.000)

| 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 | <input type="button" value="✓"/> | <input type="button" value="✗"/> | <input type="button" value="✎"/> |
| 1000985 | 10-Jun-2016 | | jeevas | In Progress | (1,000.000) | 07-Jun-2016 | | <input type="button" value="✓"/> | <input type="button" value="✗"/> | <input type="button" value="✎"/> |
| 1000165 | 27-May-2015 | 121 | Medic Enterprises | In Progress | (5,516.000) | 26-May-2015 | 123456789 | <input type="button" value="✓"/> | <input type="button" value="✗"/> | <input type="button" value="✎"/> |

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.

2.5 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: *

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 |

2.6 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.

The screenshot shows the 'CUSTOMER STATEMENT' interface. On the left, there is a search form with the following fields:

- Statement Based On: Patient (dropdown)
- Customer: 7Emirates -85213700 (text input)
- All Customers
- All Outstanding Customers
- Organisation: + (dropdown)
- Statement By: Date Range (dropdown) | Month (dropdown)
- Month/Year: Dec (dropdown) | 2016 (dropdown)
- File Format: PDF icon and CSV icon
- SUBMIT (orange button) | CLEAR (black button)

On the right, the 'Business Partner Info' table displays the following details:


| 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.

2.7 Credit Payment Report:

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


CREDIT PAYMENT REPORT

Filter By
Fixed

Quick View
Today

User Incharge
*

Payment Type
All

Organisation
*




Group
*

SEARCH

3 Items Found, Displaying All Items 1


All Orgs Credit Payment History
 For Current Month: 01-Dec-2016 Printed By : Jesy on 23-Dec-2016 10:40:19

| 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

2.8 Invoice-wise Analysis Report

This report displays a detailed information on the payments received, allocated and the balance amount.


INVOICE WISE ANALYSIS REPORT




| | | |
|--|---|--|
| Customer <input style="width: 90%;" type="text"/> | Organisation <input style="width: 90%;" type="text"/> | Invoice Status <input style="width: 90%;" type="text"/> |
| Invoice Type <input style="width: 90%;" type="text"/> | User Incharge <input style="width: 90%;" type="text"/> | Group <input style="width: 90%;" type="text"/> |
| Filter By <input style="width: 90%;" type="text"/> | Date Range <input style="width: 90%;" type="text"/> | <input type="button" value="SEARCH"/> |

Display All 8 Invoice(s) found

20 Items Found, Displaying 1 to 10 [First/Prev] 1, 2 [Next/Last]




All Orgs Invoice-wise analysis report As on 23-Dec-2016
Customer: 7Emirates Printed By : Jesy on 23-Dec-2016 15:04:19

| Date | Document No | Delivery Address | Details | Payment Amt | Invoice Amt | Allocated Amt | Balance Amt |
|-------------|-------------|------------------|--------------------|-------------|-------------|---------------|-------------|
| 07-Jul-2015 | 100834 | | | | 2,202.340 | | 2,202.340 |
| 26-Nov-2015 | 7767 | | Cash Discount | 2,202.340 | | 2,202.340 | 0.000 |
| 26-Nov-2015 | 101592 | | | | 20.000 | | 20.000 |
| 19-Sep-2015 | 7098 | | Cash | 5,000.000 | | 5.000 | 15.000 |
| 31-Dec-2015 | 8416 | | Cash | 10.000 | | 10.000 | 5.000 |
| 31-Dec-2015 | 8419 | | Cash | 1.000 | | 1.000 | 4.000 |
| 31-Dec-2015 | 8420 | | Cash -- Card | 4.000 | | 4.000 | 0.000 |
| 05-Jan-2016 | 53990 | | | | 5,495.000 | | 5,495.000 |
| 30-Jun-2015 | 6920 | | 986532741 -- Check | 500.000 | | 500.000 | 4,995.000 |
| 19-Sep-2015 | 7098 | | Cash | 5,000.000 | | 4,995.000 | 0.000 |

Export options:  CSV |  RTF |  PDF

PDC Report (1 Found)

| Acct Date | Check Date | Payment No | Check No | Routing No | Amount |
|-------------|-------------|------------|----------|------------|---------|
| 22-Dec-2016 | 26-Dec-2016 | 557 | 986315 | 2032 | 730.000 |
| | | | | | 730.000 |

Export options:  CSV |  RTF |  PDF

2.9 Receivables Report

The report shows basic customer receivable details with the option to do filtering based on the customer groups (Patient, Corporate, TPA...etc). A detailed report of each customers can be viewed by drilling down each entries.