

# SOP – Account Receivables

The **SIMPLE OFFICE PACKAGE (SOP) – ACCOUNT RECEIVABLES (A/R)** is an application software designed to automate, monitor and regulate cash flow. The system allows businesses not only to improve cash flow but also to capitalize on sales trends that will translate to excellent customer service and eventually lead to business growth.

**SOP- ACCOUNT RECEIVABLES** automates the credit and collection function of the company, allowing users to track every aspect of receivables in a timely manner.

## Key Features

### Comprehensive Set-up Options

- File relevant customer, salesman and area classification details

### Extensive Account Receivable Transactions

- Manage a series of account receivable transactions: sales, payments, check replacements, credit and debit memoranda

### Sales and Payment Entry

- Track outstanding customer receivables and record relevant sales information such as receivable payments and customer advances

### Systematic Payment Management

- Handle cash and check payments, including bounced and replacement check transactions through the corresponding provisions
- View listings of checks for deposit, as well as records of bounced and replacement checks

### Credit and Debit Memo

- File credit records which cover returns, unapplied payment offsetting and settlement of bounced and returned checks
- Enter debit transactions in the form of returned checks, sales, etc.



**Sales Register**  
Covering Period: 1/20/2001 - 1/24/2001

Date	Sales Number	Customer	Salesman	Amount
13/01/2001	131	10003-AH THAO I AMTIME	JE	5,000.00
13/01/2001	132	10003-AH THAO I AMTIME	JE	10,000.00
13/01/2001	133	10003-AH THAO I AMTIME	JE	15,000.00
13/01/2001	134	10010-A BIT	SE	5,000.00
13/01/2001	137	10009-A PINE	SE	15,000.00
13/01/2001	138	10003-AH THAO	SE	8,000.00
13/19/2001	139	10011-AMERTIME EMPORIUM	OP	10,000.00
13/19/2001	140	10006-AMY TAN	JE	5,000.00
13/19/2001	141	10011-AMERTIME EMPORIUM	OP	5,000.00
13/09/2001	145	10009-BETTY WONG	JE	5,000.00
13/09/2001	146	10009-BETTY WONG	JE	5,000.00
13/07/2001	147	10009-BETTY WONG	JE	8,000.00
13/10/2001	148	10010-BONG CHONG	SE	10,000.00
13/19/2001	149	10010-BONG CHONG	SE	5,000.00
13/01/2001	149	10010-BONG CHONG	SE	5,000.00
13/11/2001	149	10010-BONG CHONG	SE	5,000.00
Total Sales Delay Issued: 16				160,000.00
Total Sales Delay Cleared: 0				

Sales Register

**New Check Replacement**

Provisional Receipt No.: \_\_\_\_\_ Date: 01/17/2002

Customer: 100111 AMERTIME EMPORIUM

Cash  
Amount: 0.00

Check  
Date: 01/17/2002

Local  
 Regional  
 Out-of-town

Bank: \_\_\_\_\_ Check No.: \_\_\_\_\_  
Amount: 0.00

**Bounced Check to be Replace**

Bank	Check	Amount

Buttons: Add, Delete, OK, Cancel

Check Replacement Screen

# SOP – Account Receivables

**Customer-Based Queries**

- Generate a variety of customer receivable reports including transaction ledgers, open item invoices and summaries through the online query feature
- View detailed accounts of customer transactions, corresponding receivable lists, as well as customer profiles and outstanding post-dated checks

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
	Estimated Balance as of 09/30/2001			3.00
12/01/2001	DP # 123	90,000.00		89,997.00
12/02/2001	DP # 124		10,000.00	99,997.00
12/03/2001	DP # 125		15,000.00	114,997.00
12/04/2001	DP # 123 + 1-893-000123 + 12/04/2001			
	123	21,100.00		93,897.00
	123	500.00		94,397.00
12/10/2001	DP # 124 + 1-893-000124 + 12/10/2001			
	123	0,000.00		94,397.00
	124	10,000.00		104,397.00
	123	34,000.00		138,397.00
12/18/2001	DP # 125 + 1-893-000125 + 12/18/2001			
	125	0,000.00		138,397.00
12/20/2001	DP # 140 + 1-893-000140 + 12/20/2001			
	140		10,000.00	148,397.00
12/27/2001	DP # 125 + 1-893-000125 + 12/27/2001			
	125		0,000.00	148,397.00
12/28/2001	DP # 125 + 1-893-000125 + 12/28/2001			
	125		0,000.00	148,397.00

**Customer-Based Queries**

**Comprehensive Account Receivable Reports**

- Monitor receivable accounts through statements of account based on the last statement issued or open item, and detailed or summarized aging reports
- Accurately track company sales records in terms of salesman performance and overall list of sales, with user-defined covering period
- Generate transaction registers and monthly posting control reports for audit trail purposes

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
01/01/01	DP # 001		1,000.00	1,000.00
01/15/01	DP # 100		1,000.00	2,000.00
01/31/01	DP # 200		1,000.00	3,000.00
02/15/01	DP # 300		1,000.00	4,000.00
02/28/01	DP # 400		1,000.00	5,000.00
03/15/01	DP # 500		1,000.00	6,000.00
03/31/01	DP # 600		1,000.00	7,000.00
04/15/01	DP # 700		1,000.00	8,000.00
04/30/01	DP # 800		1,000.00	9,000.00
05/15/01	DP # 900		1,000.00	10,000.00
05/31/01	DP # 000		1,000.00	11,000.00

**Statement of Account**

Customer	Total Amount	Current	1-30 days	31-60 days	61-90 days	91-120 days	Over 120 days	P D C
103 CUSTOMER								
ADV PAYMENT	9,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	9,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
106	12,042.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00
Total	6,000.00	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00
107	13,015.00	500.00	0.00	800.00	0.00	0.00	0.00	0.00
Total	500.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00
108	13,992.00	3,000.00	0.00	3,000.00	0.00	0.00	0.00	0.00
Total	3,200.00	0.00	3,200.00	0.00	0.00	0.00	0.00	0.00
Grand Total	4,500.00	0.00	8,000.00	0.00	0.00	0.00	0.00	0.00

**Detailed Receivables Aging Report**

Salesman	Particulars	Amount
10012001	100	1,000.00
10012001	101	1,000.00
10012001	102	1,000.00
10012001	103	1,000.00
10012001	104	1,000.00
10012001	105	1,000.00
10012001	106	1,000.00
10012001	107	1,000.00
10012001	108	1,000.00
10012001	109	1,000.00
10012001	110	1,000.00
Total		15,000.00

**Salesman Commission Report**

**HARDWARE REQUIREMENTS:**

**Computer**

Any Pentium processor with 64MB RAM

**Operating System**

Window-based platform

(Windows 9X, ME, Windows NT 4.X, 2000)

**POWERED BY:**

**Application Language**

Borland Delphi

**Database**

Interbase SQL Server



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