

- The Debtor Module is used to manage customers, thus corresponding to accounts receivables. This is where you store and find information on your customers – base data, trade agreements, interest, currency and exchange rates, payment terms, etc.

## Debtor Module

### Base Data

Name, address and other customer information (e.g. Intrastat reporting and EU Sales Lists) can be entered in the customer base data record. Here you can make a whole range of specifications, enabling you to manage your customers flexibly and comprehensively. Both currency codes and languages can be specified for individual accounts. The language is used when printing reports. There are also different terms of payment for early settlement discount, and a date for final settlement.

### Pricing and Delivery

With the Debtor Module, each account can be integrated into a price and discount structure that incorporates all types of discounts. This means, for instance, that delivery notes and invoices can be automatically affected by information from the debtor's master data such as item discounts, group discounts, overall discounts, quantity discount scales and promotion prices, terms of payment, or terms of discount. This information can be overwritten manually if required.

Furthermore, working with delivery notes gives the possibility of booking the value of the transaction in temporary accounts in the general ledger. This gives you a complete overview of items in transit in the balance.

Updating a delivery note will book temporary turnover, consumption of goods, debtor entry and stock



**NAVISION®**  
The Way to Grow

reduction. When you invoice later, the system updates these temporary entries and automatically reverses them.

### Invoice Accounts

For a set of accounts it is possible to set up a common invoice account. This feature enables you to have alternative delivery addresses, but with all the orders billed in a single invoice.

### Settlements

The Debtor Module can operate using either the open transaction principle or the balance method. When a payment is registered, the user can specify an open voucher to be settled (open transaction). The user also can decide whether or not the payment should be an open transaction (used in connection with prepayments). Transactions then can be edited freely and settlements moved from one voucher to another.

Depending on the amount paid compared to the amount invoiced, you can select full settlement or excess payment. This enables you to adjust payments and settlement, for example, when cash discounts have not been accounted for correctly in the invoice.

Navision XAL contains checks for vouchers that are already marked for settlement in another worksheet.

The Debtor Module saves the history relating to settlements that have been executed, a feature which is useful when vouchers have been settled in currencies that may entail an exchange difference calculation.

### Exchange Differences

Differences in exchange are automatically calculated when vouchers are settled. Currency amounts in open vouchers can be revalued at regular intervals, ensuring that balances show the exact outstanding amount in local currency when account balances are printed.

Adjustment of exchange rate differences can follow one of three principles:

- Default. All entries are recalculated according to the rate specified.
- Min/Max. For making prudent assessments of amounts receivable and payable.
- Invoice. Exchange rate from transaction date is used.

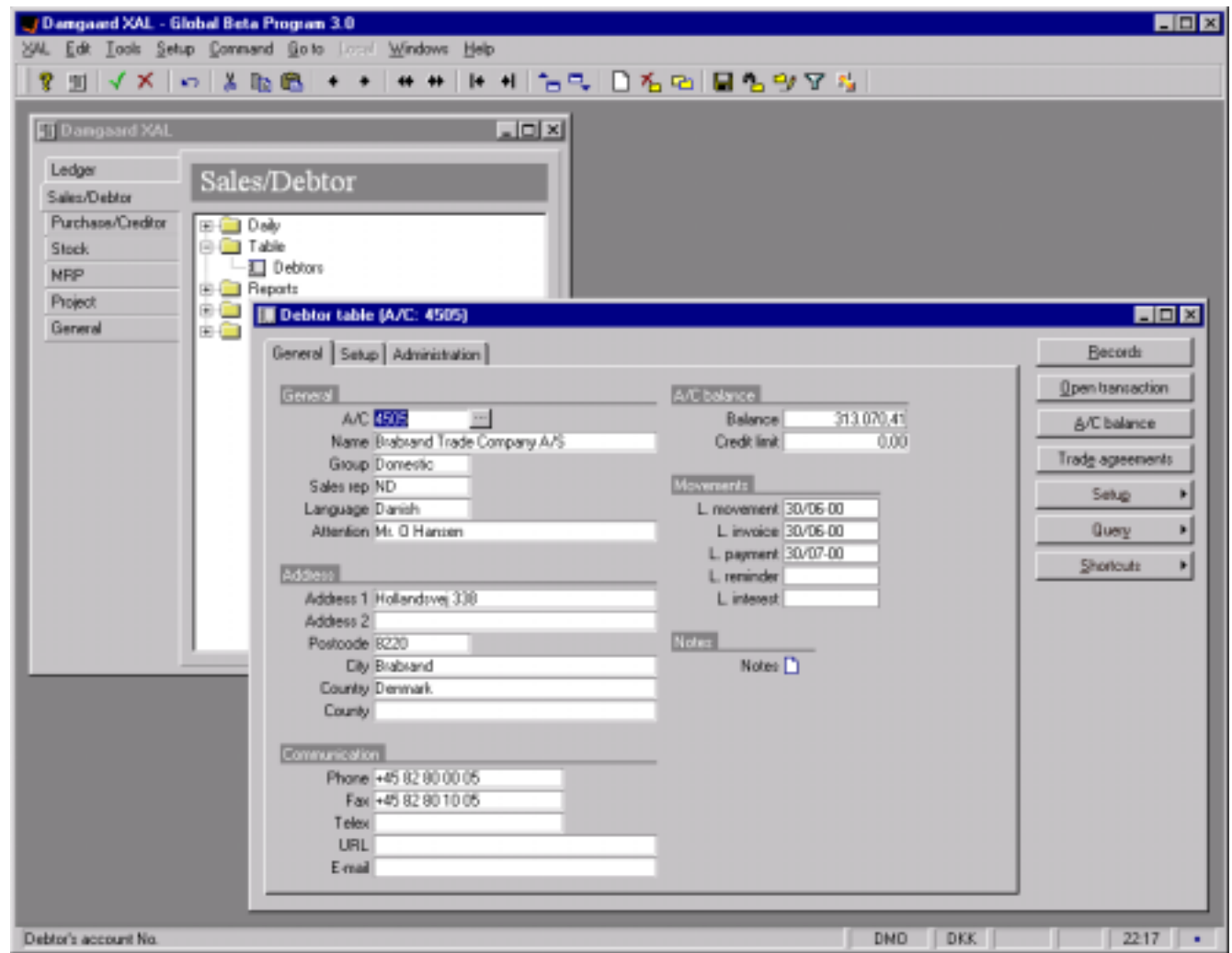
### Calculation of Interest

The interest calculation functions are used to process vouchers that have not been settled or only partly settled. Access to the voucher history is provided. The setup specifies the amount and the number of days on which the calculation is based for each interest transaction.

### Reminders

An extensive reminder function can be used as an adjunct to the interest calculation function for the tracking of overdue invoices. This enables, for example, individual reminder periods and texts to be entered for each customer. Individual open transactions can be locked for the reminder run, and customers can be locked automatically for future sales

**NAVISION®**  
*The Way to Grow*



The look and feel of Navision XAL is intuitive and very close to other programs, users are familiar with, e.g. Office products.

orders when specific reminder levels are reached.

## Dynamic Statistics

Statistics (stock item statistics and sales statistics) are generated in dynamic screen displays. The user specifies the current limit values at the time of calculating the statistics. These statistics then are shown in two columns for two freely-selectable periods. A third column can be used to display a number of optional calculations based on the data from the first two columns. Statistics also can be generated and displayed as the result of a periodic

batch job whose contents have been defined by the user. These kinds of statistics are immediately accessible, but their relevance depends on how often the statistics are updated. Data can be represented graphically, as well as exported.

## Copies of Invoices and Delivery Notes

All invoices and delivery notes relating to each account are stored. These can be reprinted as required.

**NAVISION®**  
The Way to Grow



Trade

## Stock Item Movements

All stock item movements (stock transactions) for a particular account can be viewed in a single screen.

## Debtor Payments

Payments can be entered manually or by loading data from diskettes in the diskette settlement procedure. From the Debtor payment worksheet you have easy access to the daily routines of receiving payments from debtors. You can indicate the actions to take in case the debtor makes too large a payment, and depending on the country, you might have the option of setting up direct links between your bank account and that of the debtor.

You also have access to “quick registration” of payments. By entering the number of the invoice paid, Navision XAL will collect all other necessary information.

## Flexible Blocking Of Debtors

When blocking a debtor, you either can do it completely, or block for invoicing only. In the latter case you can still send reminders and register payments.

Date	Invoice Sales rep	Inv. s/c Item No.	Order no.	Cost	Order bal.	Line disc.	Total disc. Commission	Net After commission
	ND	B-Ringbinder-Red		5.125,00	18.120,84			18.120,84
	ND	B-Ringbinder-Black		2.010,00	7.373,82			7.373,82
				20.900,10	80.154,20			80.154,20
20/06/00	5190	4520	11000	31.040,12	81.818,95			81.818,95
		I-Index20		15.022,20	24.020,00			24.020,00
		I-Index20		10.201,04	19.800,00			19.800,00
		B-Ringbinder-Blue		2.725,08	7.708,95			7.708,95
				31.040,12	81.818,95			81.818,95

Statistics are generated in dynamic screen displays.

**NAVISION®**  
The Way to Grow



Trade

## Reporting

Listed below is a selection of reports available in the Debtor Module:

- Interest Notes
- Reminders
- Sales statistics
- Customer/goods statistics
- Open transactions
- Invoice journals
- Telephone lists
- Labels

## List of Functions

- Language codes and additional languages on external documents
- Price and discount management
- Individual interest calculation
- Flexible VAT handling
- Automatic calculation of exchange rate differences
- Open transactions principle
- Creditor commissions
- Blocking accounts at different levels
- Interest advice and reminder
- Set credit limits for debtors and check them while entering a sales order
- Intrastat / EU sales list
- Balance list sorted by due date and currency
- Complete invoice and delivery note journal
- Invoice registration
- Posting of open transactions in the relevant currency
- Freely-definable reminder texts and deadlines
- Transaction information
- Ledger account transactions
- Alternative delivery addresses
- Settlement
- Additional statistics
- Diskette settlement

**NAVISION<sup>®</sup>**  
*The Way to Grow*



Trade

## Navision XAL – An Integrated Business

### Solution

All modules of Navision XAL are tightly integrated, and work together to form the heartbeat of your company.

The debtor module is linked to the general ledger, currency, sales order and project modules. The debtor module can output invoices without the aid of the sales order module. However, the sales order module is required for the invoicing of stock items from the stock module.

Functionality described in this fact sheet is contained in the following modules:

- Debtor
- Debtor payments
- Intrastat / EU sales lists
- Price / discount structures

For more information on Navision XAL integrated business solution, please also see the other brochures.

Copyright © 2001 Navision a/s (NavisionDamgaard a/s), CBR No. 76 24 72 18. The trademarks referenced herein and marked with either <sup>TM</sup> or ® belong to Navision a/s (NavisionDamgaard a/s) or Navision Development a/s. The names of actual companies and products mentioned herein may be the trademarks of their respective owners. No part of this document may be reproduced or transmitted in any form or by any means, whole or in part, without the prior written permission of Navision a/s. Information in this document is based on Navision XAL version 3.0 and subject to change without notice. All rights reserved.

### Address:

**[www.navision.com](http://www.navision.com)**

**NAVISION<sup>®</sup>**  
*The Way to Grow*