



Debtor Management using Jim2

Payment Terms – For effective debtor management you should ensure that your payment terms are setup correctly in your Jim2 database, and that the customers have the correct payment terms selected on their cardfiles.

Go to Tools>Setups>Cardfiles>Payment terms to check what has been setup. Add new terms if necessary (press F1 for online help).

Accounting Budgets	Code	Description	Payment Terms	Disc. Days	Due Days	Dis
Currency	COD	Strictly COD	C.O.D	0	0	
- GL Departments	LEG-PS-3	7 37 days after Invoice date, 3.00% EPD	In a given # of Days		37	
- Stock GL Groups	NET-I-07	Net 7 Days from Invoice	In a given # of Days	0	7	
- Tax Codes	NET-I-14	Net 14 Days from Invoice	In a given # of Days	0	14	
Banking Bayment Tupe	NET-I-21	Net 21 Days from Invoice	In a given # of Days		21	
Tils	NET-I-30	Net 30 Days from Invoice	In a given # of Days	0	30	
CardFles	NET-S-EO	EOM after Statement	Day of Month after EOM	31	31	
Contact Types Payment Terms Price Levels						

Customer CardFiles - Go to CardFiles>Create CardFile List for your customers,

Name	Contact	Address	Suburb	State	Postcode	Country	Cust Terms
ABECK	Peter Bracken	72 Bonds Road	Mortdale	NSW	2223	Australia	Net 7 Days
Advance Knowledge	Pixie Strawberry	Suite 1/11, Hattie Avenue	Panorama	SA	5041	Australia	COD
Bracken Commercial Printing	Adrian West	64 Bunbury Road	Perth	WA	6000	Australia	COD
Checkers Printers Pty Limited	Barry Allen	Suite 24, 16 Barry Avenue	Mortdale	NSW	2223	Australia	Net 7 Days
Computer Wholesalers	Richard Hutchinson	Unit 541-550 Liverpool Road	Ashfield	NSW	2131	Australia	COD
Daycom Electronics Pty Limited	Anthony Veramis	Unit 54, 224 Perth Street	Brisbane	QLD	4000	Australia	5% 7, Net 21 Days
	Name ABECK Advance Knowledge Bracken Commercial Printing Checkers Printers Pty Limited Computer Wholesalers Daycom Electronics Pty Limited	ABECK Peter Bracken Advance Knowledge Pixie Strawberry Bracken Commercial Printing Adrian West Checkers Printers Pty Limited Barry Allen Computer Wholesalers Richard Hutchinson Daycom Electronics Pty Limited Anthony Veramis	Name Lontacc Patoress ABECK Peter Bracken 72 Bonds Road Advance Knowledge Pixie Strawberry Suite 1/11, Hattie Avenue Bracken Commercial Printing Adrian West 64 Bunbury Road Checkers Printers Pty Limited Barry Allen Suite 24, 16 Barry Avenue Computer Wholesalers Richard Hutchinson Unit 541-550 Liverpool Road Daycom Electronics Pty Limited Anthony Veramis Unit 54, 224 Perth Street	Name Jodress Jodress <thjodress< th=""> <thjodress< th=""> <thjodr< td=""><td>Name Lotitact Jadoress Staburb <th< td=""><td>Name Lontack Padoress South Istate Postcole ABECK Peter Bracken 72 Bonds Road Mortdale NSW 2223 Advance Knowledge Pixie Strawberry Suite 1/11, Hattle Avenue Panorama SA 5041 Bracken Commercial Printing Adrian West 64 Bunbury Road Perth WA 6000 Checkers Printers Pty Limited Barry Allen Suite 24, 16 Barry Avenue Mortdale NSW 2223 Computer Wholesalers Richard Hutchinson Unit 541-550 Liverpool Road Ashfield NSW 2131 Daycom Electronics Pty Limited Anthony Veramis Unit 54, 224 Perth Street Brisbane QLD 4000</td><td>Name Lotract Address State Protocole Contrivy ABECK Peter Bracken 72 Bonds Road Mortfale NSW 2223 Australia Advance Knowledge Pixie Strawberry Suite 1/11, Hattle Avenue Panorama SA 5041 Australia Bracken Commercial Printing Adrian West 64 Bunbury Road Perth WA 6000 Australia Checkers Printers Pty Limited Barry Allen Suite 24, 16 Barry Avenue Mortdale NSW 2223 Australia Computer Wholesalers Richard Hutchinson Unit 54,1259 Uiverpool Road Ashfeld NSW 2131 Australia Daycom Electronics Pty Limited Anthony Veramis Unit 54, 224 Perth Street Brisbane QLD 4000 Australia</td></th<></td></thjodr<></thjodress<></thjodress<>	Name Lotitact Jadoress Staburb Staburb <th< td=""><td>Name Lontack Padoress South Istate Postcole ABECK Peter Bracken 72 Bonds Road Mortdale NSW 2223 Advance Knowledge Pixie Strawberry Suite 1/11, Hattle Avenue Panorama SA 5041 Bracken Commercial Printing Adrian West 64 Bunbury Road Perth WA 6000 Checkers Printers Pty Limited Barry Allen Suite 24, 16 Barry Avenue Mortdale NSW 2223 Computer Wholesalers Richard Hutchinson Unit 541-550 Liverpool Road Ashfield NSW 2131 Daycom Electronics Pty Limited Anthony Veramis Unit 54, 224 Perth Street Brisbane QLD 4000</td><td>Name Lotract Address State Protocole Contrivy ABECK Peter Bracken 72 Bonds Road Mortfale NSW 2223 Australia Advance Knowledge Pixie Strawberry Suite 1/11, Hattle Avenue Panorama SA 5041 Australia Bracken Commercial Printing Adrian West 64 Bunbury Road Perth WA 6000 Australia Checkers Printers Pty Limited Barry Allen Suite 24, 16 Barry Avenue Mortdale NSW 2223 Australia Computer Wholesalers Richard Hutchinson Unit 54,1259 Uiverpool Road Ashfeld NSW 2131 Australia Daycom Electronics Pty Limited Anthony Veramis Unit 54, 224 Perth Street Brisbane QLD 4000 Australia</td></th<>	Name Lontack Padoress South Istate Postcole ABECK Peter Bracken 72 Bonds Road Mortdale NSW 2223 Advance Knowledge Pixie Strawberry Suite 1/11, Hattle Avenue Panorama SA 5041 Bracken Commercial Printing Adrian West 64 Bunbury Road Perth WA 6000 Checkers Printers Pty Limited Barry Allen Suite 24, 16 Barry Avenue Mortdale NSW 2223 Computer Wholesalers Richard Hutchinson Unit 541-550 Liverpool Road Ashfield NSW 2131 Daycom Electronics Pty Limited Anthony Veramis Unit 54, 224 Perth Street Brisbane QLD 4000	Name Lotract Address State Protocole Contrivy ABECK Peter Bracken 72 Bonds Road Mortfale NSW 2223 Australia Advance Knowledge Pixie Strawberry Suite 1/11, Hattle Avenue Panorama SA 5041 Australia Bracken Commercial Printing Adrian West 64 Bunbury Road Perth WA 6000 Australia Checkers Printers Pty Limited Barry Allen Suite 24, 16 Barry Avenue Mortdale NSW 2223 Australia Computer Wholesalers Richard Hutchinson Unit 54,1259 Uiverpool Road Ashfeld NSW 2131 Australia Daycom Electronics Pty Limited Anthony Veramis Unit 54, 224 Perth Street Brisbane QLD 4000 Australia

Check the Cust Terms on the list to ensure they are set correctly. They can be amended via the Customer Tab on the CardFile. Check the Contacts Tab to ensure that a contact phone number is entered (against the primary contact if there is more than one contact) so that it prints on the Aged Receivables Reports. You may want to save time and money by emailing invoices and statements, so you should add an Email Accounts contact type and email address for the accounts contact person.

Debtors Notes – Use debtor notes to add comments and set follow up dates for debt collection. The follow up dates show in the Debtors list, and turn red when the date is reached to remind you that you should follow up now.

	st												ð ×
CardFile Deta	als										Aged By	100	
Ousta		Date Due >		Cont	act						Invoice Date	Balance <>	0 *
Searce		Dute Due P			104						· invoice bate	Balance 30	
As of	•	Date Due <	*	Na	me					*	C Due Date	Balance 60	
		Groups								OR	O bue bate	Balance 90	
Send via		Price Level										Credit Hold	-
Drag a column	n header here to gr	oup by that col	umn										
Drag a column	n header here to gr	oup by that col	lumn	Total	Curren	30 Davs	60 Days	90 Days +	Folow Lip	Via	Terms	Cre	dit Hok
Drag a column	Name	oup by that col	lumn	Total 3278.00	Curren	t 30 Days	60 Days	90 Days +	Folow Up 24/06/2010	Via	Terms Net 7 Days	Cre	dit Hold
Drag a column Code ABECK BRACKEN.PR	n header here to gr Name ABECK Bracken Commerc	oup by that col	lumn	Total 3278.00 -130.00	Curren 0.0 0.0	t 30 Days	60 Days 550.00 0.00	90 Days + 2728.00 -130.00	Follow Up 24/06/2010	Via Print Print	Terms Net 7 Days COD	Cre	dit Hold
Drag a column Code ABECK BRACKEN.PR CHECKERS	Name Name ABECK Bracken Commerc Checkers Printers	oup by that col cial Printing s Pty Limited	umn	Total 3278.00 -130.00 2970.00	Curren 0.0 0.0 0.0	t <u>30 Days</u> 0 0.00 0 0.00 0 0.00	60 Days 550.00 0.00 0.00	90 Days + 2728.00 -130.00 2970.00	Folow Up 24/06/2010 30/06/2010	Vla Print Print Print	Terms Net 7 Days COD Net 7 Days	Cre	dit Hold
Drag a column Code ABECK BRACKEN.PR CHECKERS DAYCOM	Name ABECK Bracken Commerc Checkers Printers Daycom Electroni	cial Printing s Pty Limited cs Pty Limited	umn	Total 3278.00 -130.00 2970.00 2275.00	Curren 0.0 0.0 0.0 0.0	t <u>30 Days</u> 0 0.00 0 0.00 0 0.00 0 0.00	60 Days 550.00 0.00 0.00 0.00	90 Days + 2728.00 -130.00 2970.00 2275.00	Folow Up 24/06/2010 30/06/2010	Via Print Print Print Print	Terms Net 7 Days COD Net 7 Days 5% 7, Net 21 Days	Cre	dit Hold
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NOTE: It is useful to pin your debtors list, so you only have to run it each time you log into Jim2 – click on the Pin icon at the top right of the list. Press your enter key to refresh the list.







Debtors List							1	ð ×
CardFile Details		a		1490 US		Aged By	Balance <> 0	0 -
Qust#		Date Due>		IS Contact	•	Invoice Date	Balance 30	
As of		Date Due <		Name	•		Balance 60	
		Groups			OR	O Due Date	Balance 90	
Send via	*	Price Level	-				Credit Hold	-

To add a Debtors Note, edit the debtor record, click on the Notes tab at the bottom and click Add. Select a note type, and a contact person (they have to be setup on the contacts tab of the cardfile), add a subject, enter the information into the body of the note and set a follow up date.

Date	24/06/2010	Created By	System administrator	*	Follow Up	23/06/2010	-
Туре	Accounts ~	Contact	Peter Bracken	~	Completed	H Da	
ubject	Chase payment of ove	erdue invoices					
/6/10 N	o funds received so calle	ed Peter. He wa	s not there so left a message	asking him to	call me back.		
	and a state of the state of the	volce engine to F	ater converting a promote de	to He called	had and advis	ad that the m	VIAN

You can keep a record of all conversations and correspondence relating to a specific debt collection issue within one note by selecting the note and editing, so you have the entire history in one note. You can change the Follow Up date as required until the issue is resolved. You should then mark the note as Completed.

					i onon op	2 100/2010	
Туре	Accounts +	Contact	Peter Bracken	-	Complete	d	
Subject	Chase payment of over	due invoices			5		
4/5/10 Eu	nds received into bank a	eccount OK					_
., ., .,					- 11 I.V.		
3/6/10 No	funds received so calle	Peter. He was	s not there so left a message a	asking him to	call me back.		

You may need to set up your note types first – go to Tools>Setups>Other>Notes>Add eg Accounts, and save.

Setup - Note Type	5	
Accounting	Туре	
Budgets	Accounts	
Currency GL Departments Stock GL Groups Tax Codes	Sales 63	
Banking		

Managing your Debtors – It is important to keep your debtor records up to date so the information within them is accurate, before you start chasing people for payment. All payments received should be entered promptly and credits applied to invoices when applicable.







You can filter your debtors list to identify accounts with unallocated credits, so they can be verified and applied to invoices. From the selection at the top right of the Debtors List select Unallocated and run.

Debtors List						4 🗗 🗙
CardFile Details	 				Aged By	Balance <> 0 *
Qust#	Date Due>	- 3	Contact		Invoice Date	Balance <> 0
As of	 Date Due <	*	Name	-		Balance > 0 Balance < 0
	Groups			OR	O Due Date	Unalocated
Send via	Price Level +					Credit Hold *

The resulting list will only contain debtor records with unapplied credits on the account.

Debtors L	ist											ð×
CardFie Del	tails									Aged By	Unallocated	
<u>C</u> ust#		Date Due>		15 Contact						Invoice Date	Ralance	20 100
As of	-	Date Due <		Name					-		Balance	i0 E
		Groups							OR	Due Date	Balance	0
Send via	-	Price Level	-								Credit Hold	*
Drag a colun	nn header here to gr	oup by that co	lumn									
Code	Name			Total	Current	30 Days	60 Days	90 Days + Follow Up	Via	Terms	Cr	edit Hold
BRACKEN.PR	Bracken Commer	cial Printing		-130.00	0.00	0.00	0.00	-130.00	Print	COD		[27]
OATLEY TAF	Oately TAFE			-13264.37 N	0.00	0.00	0.00	-13264.37	Print	5% 7, Net EOM + 5	Days	E

Any green text in the Total column indicates that there are unapplied credits on the account. If there is a credit balance then you cannot apply the credits until there are invoices to apply to.

Before starting to chase people for payment, you can filter your Debtors List by Due Date, nominate a due date and run.

Debtuis Lis	t										I 🗘
CardFile Deta	ls									Aged By	Balance (b.O. a
Qust#		Date Due>		IS Contact						Invoice Date	Balance <>0
As of		Date Due <	24/06/2010 -	Name							Balance 30
		Groups							- 0	Due Date	Balance 60 Balance 90
Send via		Price Level								13	Credit Hold +
Drag a column	header here to gro	up by that c	olumn								
Drag a column	header here to gro	up by that co	alumn	Total	Orrent	30 Dave	60 Dave	00 Dave + Enlow Up	Ma	Tarme	Credit H
Drag a column Code	Name	up by that co	olumn	Total 3278.00	Current	30 Days	60 Days	90 Days + Follow Up	Via	Terms Net 7 Days	Credit Ho
Drag a column Code ABECK BRACKEN.PR	header here to gro Name ABECK Bracken Commercia	up by that co	olumn	Total 3278.00 -130.00	Current 0.00 0.00	30 Days 0.00 0.00	60 Days 550.00 0.00	90 Days + Folow Up 2728.00 -130.00	Via Print Print	Terms Net 7 Days COD	Credit Ho
Drag a column Code ABECK BRACKEN.PR CHECKERS	Name ABECK Bracken Commercia Checkers Printers P	op by that of al Printing Pty Limited	olumni	Total 3278.00 -130.00 2970.00	Current 0.00 0.00 0.00	30 Days 0.00 0.00 0.00	60 Days 550.00 0.00 0.00	90 Days + Follow Up 2728.00 -130.00 2970.00 30/06/2010	Via Print Print Print	Terms Net 7 Days COD Net 7 Days	Credit Ho
Drag a column Code ABECK BRACKEN.PR CHECKERS DAYCOM	header here to gro Name ABECK Bracken Commercia Checkers Printers I Daycom Electronice	up by that of al Printing Pty Limited s Pty Limited	olumn	Total 3278.00 -130.00 2970.00 2275.00	Current 0.00 0.00 0.00 0.00	30 Days 0.00 0.00 0.00 0.00	60 Days 550.00 0.00 0.00 0.00	90 Days + Folow Up 2728.00 -130.00 2970.00 30/06/2010 2275.00	Via Print Print Print Print	Terms Net 7 Days COD Net 7 Days 5% 7, Net 21 Days	Credit Ho
Drag a column Code ABECK BRACKEN.PR CHECKERS DAYCOM MODEM.COMP	header here to gro Name ABECK Bracken Commercia Checkers Printers I Daycom Electronic The Modem Compa	up by that co al Printing Pty Limited s Pty Limited any	olumn	Total 3278.00 -130.00 2970.00 2275.00 1251.50	Current 0.00 0.00 0.00 0.00 0.00	30 Days 0.00 0.00 0.00 0.00 0.00	60 Days 550.00 0.00 0.00 0.00 0.00	90 Days + Folow Up 2728.00 -130.00 2975.00 2275.00 1251.50	Via Print Print Print Print Print	Terms Net 7 Days COD Net 7 Days 5% 7, Net 21 Days Net 7 Days	Credit Ho
Drag a column Code ABECK BRACKEN.PR CHECKERS DAYCOM MODEM.COMP DATLEY.TAF	Name ABECK Bracken Commercia Checkers Printers I Daycom Electronics The Modem Compe Oately TAFE	up by that or al Printing Pty Limited s Pty Limited any	olumn	Total 3278.00 -130.00 2970.00 2275.00 1251.50 -13264.37	Current 0.00 0.00 0.00 0.00 0.00 0.00	30 Days 0.00 0.00 0.00 0.00 0.00 0.00	60 Days 550.00 0.00 0.00 0.00 0.00 0.00	90 Days + Folow Up 2728.00 -130.00 2970.00 30/06/2010 2275.00 1251.50 -13264.37	Via Print Print Print Print Print Print	Terms Net 7 Days COD Net 7 Days 5% 7, Net 21 Days Net 7 Days 5% 7, Net EOM + 5	Credit He

The resulting list will include only invoices that are due for payment up to the date you have set. You can print the Detailed Aged Receivables Report to reflect the information in the list for the debt collection person to work from.

Preview	Email	Report	Aged Receivable Detailed	6	*
		Debto	r List Reports		J







Aged Receivables	
As of: Curre	nt
Aging Method	
Period	
Oate	
Aged by	
Invoice date	
Oate Due date	and the second s
Factored	-0
Factored	
Factor Date	•
ОК	Cancel

Cardfile Groups – You may have more than one person responsible for debt collection, and each person may be responsible for a specific group of customers. You can use Cardfile Groups (Non Report Level) to assign the debtors to the person responsible for their account. Each person can then run their Debtors List and reports based on only the customers they are responsible for – the group Ros is selected in the example below.

Debtors I	List											ð×
CardFie De	Aged By	Balance <	>0 *									
Qust#		Date Due> - IS Contact									Balance	30 1
As of	-	- Date Due < 24/06/2010 - Name]	Balance	60
		Groups	Groups Ros O							Due Date	Balance	90 🔳
Send via	•	Price Level	* 43								Credit Hold	-
Drag a colu	mn header here to gro	sup by that c	olumn									
Code	Name			Total	Current	30 Days	60 Days	90 Days + Follow Up	Via	Terms	0	edit Hold
ABECK	ABECK			3278.00	0.00	0.00	550.00	2728.00	Print	Net 7 Days		(#C)
DAYCON	Daycom Electronics Pty Limited			2275.00	0.00	0.00	0.00	2275.00	Print	5% 7, Net 21 Days		107

To add Cardfile Groups go to Tools>Groups>Cardfile>Non Report Level right click on 'Root' and add Group.

Report Non Report Regions			
Group	Code	Description	Region
I 🔁 (root)	ABECK	ABECK	
Ros N	ADV.KNOW	Advance Knowledge	
-	BRACKEN.PR	Bracken Commercial Printing	
	CHECKERS	Checkers Printers Pty Limited	
	COMP.WHOLE	Computer Wholesalers	
	DAYCOM	Daycom Electronics Pty Limited	

With 'Root' selected you can see all customer records. You can left click on the relevant records to select them, and holding the left mouse button down you can drag them into the relevant group.

For further assistance or information please call Happen support on 02 9570 4696 or email support@happen.biz

