



# Commercial Debtors.web

the alpha school system

If your school is active in the hiring of facilities or providing services to non-parent customers, the Commercial Debtors module provides a convenient tool to manage customer transactions from invoice entry, to statement production, account aging, overdue analysis and payment processing.

e-commerce



Invoices and statements can be produced as PDF® documents and emailed to customers directly, saving the school time and money in administering commercial debtors.

The screenshot shows an email client interface. On the left, there's a sidebar with folders like 'Inbox', 'Deleted Items', etc. The main pane shows an email from 'bursar@alphacollege.com.au' with the subject 'Alpha Demonstration School - Statement'. The email content includes a PDF attachment 'CustomerStatement\_SCO01\_1.pdf'. A window titled 'Invoice/Credit Print' is overlaid on the email, showing options like 'Export To PDF', 'Deliver by email where possible', and 'Include Summary Page'. To the right, a preview of the PDF statement is visible, showing 'The Alpha Progressive School' logo and a table of transactions.

DATE	DETAILS	DEBIT	CREDIT	BALANCE
01/01/2008	Invoice	42	\$220.00	\$220.00
28/08/2008	Payment	6	\$400.00	\$400.00
28/08/2008	Invoice	46	\$330.00	\$180.00
01/10/2008	Invoice	47	\$188.00	\$318.00

transactions and reporting



Facilities available within the module include:

- Commercial Debtors
  - Customer Information
  - Customer Transactions
    - Invoices
    - Credits
    - Receipts
    - Bank Deposit Report
    - Invoice/Credit Upload
  - Listings & Reports
    - Invoice/Credit Print
    - Customer Details Report
    - Debtors Trial Balance
    - GST on Revenue Report
  - Period End
  - Setup Information

- Invoice/credit entry program
- Invoice/credit print program (with option to email documents directly to customers)
- Receipting function with associated bank deposit report
- Upload program for credit and invoice transactions
- Trial balance and GST reports
- Customer statement production (with option to email statements directly to customers).

transaction upload



A Commercial Debtors invoice upload program is available to load data in a prescribed CSV (Comma Separated Value) format. This can save a lot of time in re-keying recurring invoices that would otherwise need to be manually entered on a regular basis.

## school shop integration



Commercial debtors can be linked to the TASS.web school shop module.

This means that a commercial debtor can then become a customer in a school shop. Sales of stock items made to the customer will pass through to the commercial debtor's account and appear on the customer's statement.

GL Account	GL Description	Source	Analysis	Transaction Description	Debit Amount	Credit Amount
01-0440-00-00	Hire of School Facil	SAM01		Hire of school hall.	\$0.00	\$1,500
01-4094-00-00	GST Collected on Com	SAM01		Invoice 65. Line 1	\$0.00	\$150
01-6210-00-00	Debtors - Other			CD Invoice Balancing	\$1,650.00	

## general ledger integration



The Commercial Debtors module is integrated to the TASS.web General Ledger module to produce journals and to update the cash book.

No re-keying of data is required to create the accounting transactions in the main school ledger.

## GST reporting



A separate GST collected on revenue report is available. The module also can be mapped to the BAS preparation tool in the TASS.web General Ledger.

#	Stock Code	Description	Qty	Price	Tax	Total	Action
1	6MTHS	6 Months Gym Membership	1.00	700.0000	70.0000	\$770.00	Edit Delete

Net Total \$700.00 Tax Total \$70.00 Invoice Total \$770.00

## comprehensive customer record



A single access point provides extensive customer information including:

Account Information
Customer Type: GYM Gym Center
Term Code: 30 Payment due within 30 days
Tax Code: TS Taxable Supply
Sales Person: DGB David
Hold Sales: [ ]
Statement Message: 1 Standard Statement Messages
Department Barcode: [ ] Active
Invoice Footer - Message Text
Message Line 1: Payment can be made directly to:
Message Line 2: BSB NNN NNN
Message Line 3: Account NNN NNN
Message Line 4: Reference: Account Code (Above)
Message Line 5: [ ]

- Address details
- Contact details
- Account Information
- Unpaid invoices
- Transactional history
- Ledger details
- Notes.

## school administration software for the web