

Baseplan Enterprise Training - Session Outline



Session: Debtors

Description:

This session is designed to give attendees both a general overview of the debtors module of Baseplan Enterprise as well as more advanced processing and some configuration. This session is designed for accounts users and will provide participants with the competencies to set up, manage and generally use the debtor's module.

What you will learn (Objectives):

- Add, lookup, edit and manage debtors master records
- Add, lookup, edit and manage debtors sites and contact records
- Customer invoices and receipting payments
- Debtors procedures eg. Chase, Post to Cashbook.
- Debtors management reporting

What you need to know (Pre-requisites):

Before attending this session, participants must have completed the Baseplan Enterprise - Orientation session and must be reasonably proficient with MS Windows. This includes confidence with use of the mouse and printing underneath Windows.

Length of session:

This session will take approximately 3 hours.

Session Content:

Introduction:

- Your presenter (Experience)
- Session objectives (What you will learn)
- Attendees roles
- Housekeeping items (toilets, breaks, data to be used)

Debtor Master Screen:

- General debtor fields

Debtor Site Screen:

- General site fields
- Tick boxes (Charge for Public Holidays Use, Invoice to Site)

Debtor View Menu:

- Debtor transactions history (types, drill downs)
- Account aging/periods
- Service and hire history

Debtor Operations Menu:

- Journal Entry
- Emailing Statements
- Chase and the Reminder system

Debtor Invoices screen:

- Invoice Sources
- Creating manual invoices
- Credit Notes
- Transferring an invoice
- Posting an invoice

Debtor Payments:

- Creating Payments
- Posting payments
- Reverse payments
- Cashbook Integration

Debtor Procedures:

- Post to Cashbook
- Chase and the Reminder system

Session Review

- Debtor master/site screens (displays all information and is link to history)
- Debtor view and operations menus
- Debtor invoices and payments

Questions**Thank you and Survey**