

Family Based Debtors User Guide



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Family Based Debtor Reports

The Family Based Debtor Reports lists all families with outstanding balances complete with details of account rendered, invoice and receipt balances from the current period with total current balance owing.

1.	You have the option to select the families based on; <ul style="list-style-type: none"> • Selecting the Families to and from • Leave the from and to blank for all families • Use a Tag Set to select the families
2.	Select the Report to print from the drop down list.
3.	View the Report Alias (Name).
4.	Select from the various print options.
5.	Click Print to print the report.

Account Summary Report (Acc Rend Invoice Receipt Balance) – Name (Alias)
 ACCSUM1.RPT

Debtor's Account Summary					
Debtor Period:8					
		Account Rendered	Current Invoices	Current Receipts	Balance
ARORA01	Dr V & Dr P Arora	525.00		200.00	325.00
BELL05	Mr P & G Bellamy	2,989.00			2,989.00
BIRD02	Dr B M & Mrs Y J Bird	3,114.00			3,114.00
COOK01	Mr & Mrs R M Cook	5,441.00			5,441.00
GOVEN01	Drs H & V Govender	15,802.00		500.00	15,302.00

Debtor Aged Report as a set Date – Name (Alias) DEBTAGE6.RPT

Aged Debtor Report				
		Last Rcpt.	Balance at 20/09/2009	Current Balance
ARORA01	Dr V & Dr P Arora	13/08/2009	325.00	325.00
BELL05	Mr P & G Bellamy	16/07/2009	2,989.00	2,989.00

Debtor Aged Report based on Payment Frequency – Name (Alisa) DEBTAGE2.RPT

Debtors Payment Frequency Report					
Sunday, 20 September 2009					
				Frequency	Balance Last Receipt
ARORA01	Dr V & Dr P Arora	117 Herbert Road Hastings	Fethershill	Fortnightly	325.00 13/08/2009
BELL05	Mr P & G Bellamy	Box 123	Avondale Central 1481	Fortnightly	2,989.00 16/07/2009

Account Balances – ACCSUM2.RPT

Debtors Account Balances above \$200.00						
as at: 20/09/2009						
		Last Receipt	Account Rendered	Current Invoices	Current Receipts	Balance
ARORA01	Dr V & Dr P Arora	13/08/2009	525.00		200.00	325.00
BELL05	Mr P & G Bellamy	16/07/2009	2,989.00			2,989.00

Families not on Payment Frequency – Balances Last Receipt – Name (Alias)
 DEBTAGE4.RPT

Debtors Payment Report for Families <u>not</u> on Payment Frequency					
Sunday, 20 September 2009					
			Debtor		Balance
			Last Receipt Details		
GOVEN01	Drs H & V Govender	53B Poplar Lane Mtangzi, RD4 Fethershill 2021	Phone: 03 434 0334	\$500.00 13/08/09	15302.00
GREEN04	FF & FA Green	379 Mangorongo Road RD2 Pukekohe 2564	Phone: 03 433 3451		20130.00
MILL04	Mr P Hill & Mrs J Reid	3 Te Puroa Place Rungatangi Fethershill 2001	Phone: 03 455 5624		10407.00
MUNT01	P & H Hunt	999 River Road Woodstock Yepoon 4703	Phone:		17305.00
JAMES01	Mr MA & Mrs GAR James	P O Box 33 059 Fethershill 2034	Phone:		12496.00
NUNN01	CM & NJ Nunn	378 Uteer Street Beerscourt Fethershill 2001	Phone: 03 435 5256		12501.00
FITU01	Mrs Elizabeth Fittu	30 Neruda Road Fethershill 2001	Phone: 03 456 6536		12651.00
					\$100,792.00

Families on Payment Frequency with Balances and Last Receipt – Name (Alias)
DEBTAGE3.RPT

Debtor's Payment Frequency Report			
Sunday, 20 September 2009			
Frequency Details	Debtor Last Receipt Details	Balance	
Fortnightly			
Electronk Fortnightly			
BELL06 Mr P & G Bellamy	\$125.00 16/07/2009	2989.00	
Electronk Fortnightly	1		
Electronk Lodgement			
ARORA01 Dr V & Dr P Arora	\$0.00 13/03/2009	325.00	

Family Payment Plan Arrears – Name (Alias) DEPYPL.RPT

Payment Plan Arrears									
as at 20/09/2009									
Fortnightly									
ARORA01	Dr V & Dr P Arora	437 Herbert Road	Huntington	Fetherhill	Phone:	Arrears:	\$100.00		
26/08/2009	50.00	9/09/2009	50.00						
BELL05	Mr P & G Bellamy	Box 123	Auckland Central	1001	Phone: 05 523 5 461	Arrears:	\$625.00		
15/07/2009	125.00	29/07/2009	125.00	12/08/2009	125.00	26/08/2009	125.00	9/09/2009	125.00

Family Rebates – Name (Alias) FAMREBATE.RPT

FAMILY LISTING WITH CURRENT REBATES						
FamKey	Acc Phone	Name & Address	Code	Description	\$Value	
ARORA01		Dr V & Dr P Arora 437 Herbert Road Huntington Fetherhill	1	Hardship Concessions	500.00	
GREEN04	03 433 3451	FJ & FA Green 379 Mangaroa Road RD2 Pahiaka 2564	1	Hardship Concessions	650.00	
HUNT01		P & M Hunt 999 Rivas Road Woodstock Yapepon 4703	1	Hardship Concessions	900.00	
HUNT01		P & M Hunt 999 Rivas Road Woodstock Yapepon 4703			0.00	
Total Families					3	2,050.00