

Apex modules

Payment Follow-up Management

Rel. 1.2



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1 Background & Objective

The major pain area of every business is to maintain/recover their party outstanding and taking their follow-up on regular basis. Many of us are still depended on manual maintenance of this type of data and reports. Headache is to maintain the proper track of it. Just imagine how it would help you in taking follow-up of the same within tally. Tally.ERP9 has already provided default reports for all the outstanding (receivables as well as payables).

But what's next? Let's Understand...

All you have is tally data and most of the businesses take follow-up verbally or through e-mails etc. and records the data in excel sheets or on pages. The disadvantage is to make reports out of it.

Let's understand the challenges behind manual process...

- Maintaining multiple paperwork/excel sheets etc.
- Creating reports out of raw data.

Why payment follow-up module?

- To simplify the process.
- To maintain records of the bills.
- To prepare the reports accordingly.
- Easily Manage your follow-ups for accounts receivables.

2 Introduction

Payment Follow-up Management is something extraordinary that any business should go for. It lets you to record detailed information related to payment follow-up taken from your customers. Tally.ERP9 already provides you the report for your outstanding and Payment follow-up management module allows you to record the entry of follow-up and based on those entries it prepares reports on the same.

Good receivables management helps to prevent overdue payment or non-payment. It is therefore a quick and effective way to strengthen the company's financial or liquidity position.

The importance of receivables management:-

Every company wants to buy low and sell high. But they can lose everything with poor receivables management during the last phase of the sales process (payment). Over half of all bankruptcies can be attributed to poor receivables management, which demonstrates its importance. Receivables management involves much more than reminding customers to pay. It is also about identifying the reason for non-payment.

Receivables management is a comprehensive process consisting of:

- Determining the customer's credit rating in advance
- Frequently scanning and monitoring customers for credit risks
- Maintaining customer relations
- Detecting late payments in due time
- Reducing the total balance outstanding
- Preventing any bad debt in receivables outstanding

3 Feature list

- ✦ **Customer rating:** You can give rating to your customers based on their payment behavior.
 - ✦ **User wise group allocation:** You can also allot different customers to different users.
 - ✦ **Reports:** There are different reports such as log report, collection report etc.
 - ✦ **Follow-up record:** You can record follow-up entry within tally itself.
 - ✦ **Other features:** Pop-up on startup of company, scheduled pop-up etc.
 - ✦ **Bulk E-Mail outstanding report:** User can send the E-mail of the outstanding statement of particular parties in Bulk.
- ✓ Compatible with releases 6.0 onwards

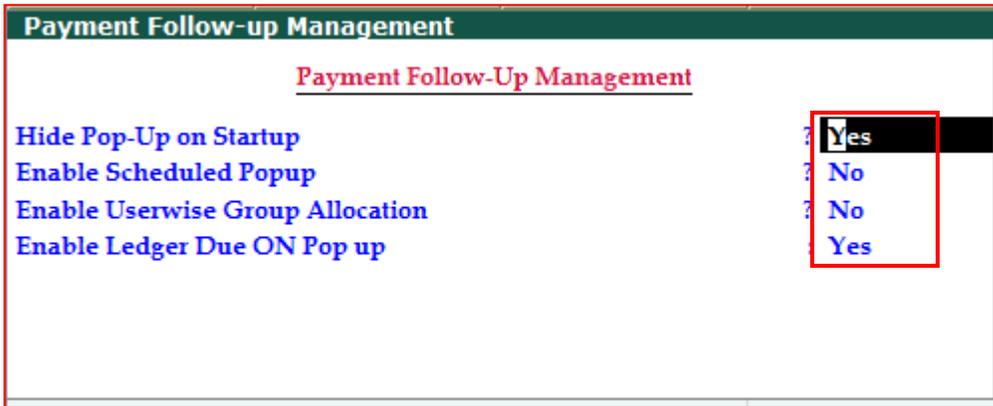
Important!!!

Ensure to take the data backup before using this module to avoid conflicts

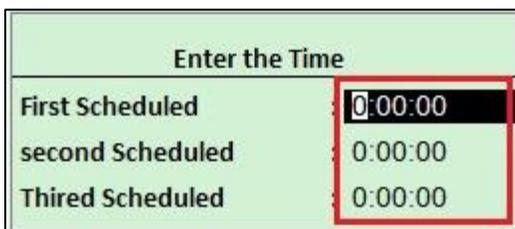
4 Configuring Payment Follow-up Module

To enable Payment Follow-up Module

Go to F11: **Addon features**→**enable module configuration**→ **Payment follow-up**.
Following screen will be displayed.



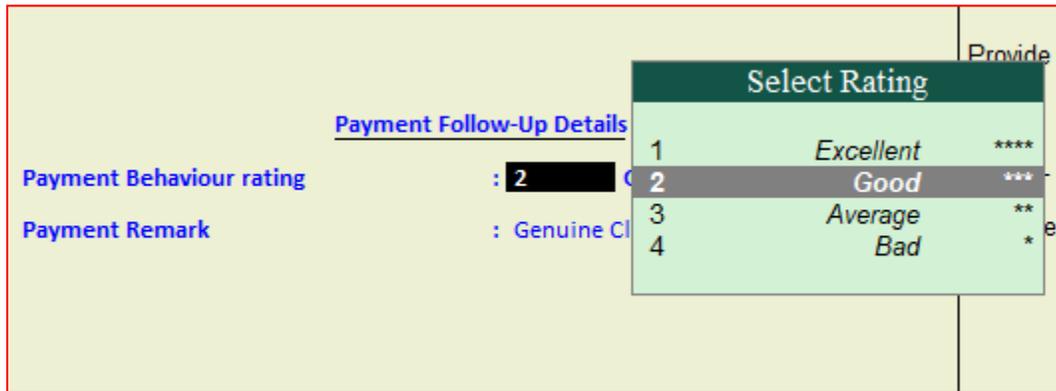
- ✓ Enabling '**Hide Pop-up on Startup**' allows you to **hide** the outstanding report pop-up appears on startup of Tally. *(By default it appears on startup you can disallow from here)*
- ✓ Enabling '**Scheduled popup**' allows you to preset time for the popup report as shown below. You can set maximum up to 3 schedules for popup as per your requirement.
- ✓ Enabling '**Userwise Group Allocation**' allows you to allocate different groups to different users.
- ✓ Enabling '**Ledger Due on Pop up**' Allows you to open the report of the parties which are about to cross their credit due date by 1 day on the startup of the tally.



Now you are able to use payment follow-up feature for your company.

Customer/Debtor master configuration

We have also introduced new feature in the customer master from which you can easily identify your customer behavior. Go to **Gateway of tally→Accounts info→ledgers→alter/create→select debtor party**. Below screen will appear in the party master



Contents:

1. Payment behavior rating: You can identify your customer’s payment behavior by giving them rating just like we give rating to any product on amazon/flipkart. You can rate them on:- I) Bad (*): If the party frequently falls default for their payments and you need to take rigorous follow-up of the party, you can set “bad” rating for them.

II) Average (**): If the party performs average for their payments and you need to take frequent follow-ups for the same, you can set “average” rating for them.

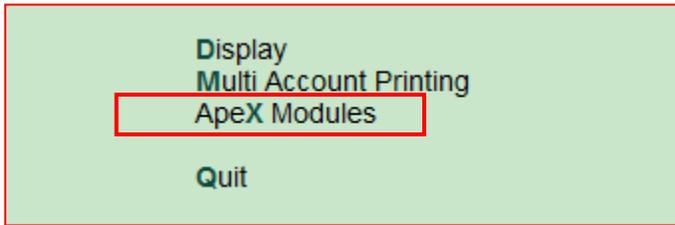
III) Good (***): If the party performs good for their payments, you only need to take 3-5 follow-ups as reminder then you can set “good” rating for them.

IV) Excellent (****): If party is excellent for their payments that you don’t need to take follow-up or rarely takes follow-up for the payments then you can set “Excellent” rating for them.

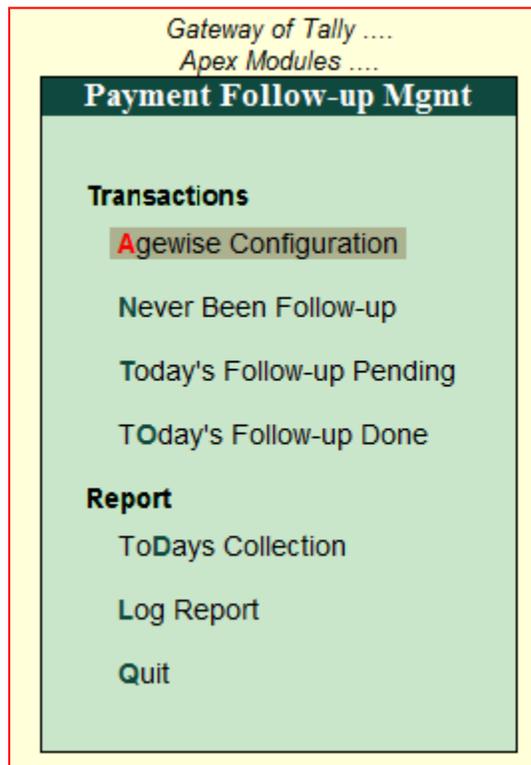
2. Payment remark: You can set a remark regarding the payment from the party which can be visible to the user at the time of the follow-up entry.

Using Payment-Follow-up Module

Step 1: Go to **gateway of tally**→**Apex Modules**→**Payment follow-up Management**



It will show following window.



Setting up Age-wise configuration

Just like a default ageing analysis report this works same but specifically for Payment follow-up module.

Go to **Gateway of Tally**→**Apex modules**→**Payment follow-up Management**→**Age-wise configuration**.

Days Configuration

Day's Configuration

Configuration : **Yes** → Set "Yes" to Configuration

From	To
0	90
91	180
181	270
271	365

You can set this ageing as per your wish like quarterly, Half yearly etc.

Ageing Analysis

Method of Ageing : **Ageing by due date**

Ageing Method

- Ageing by bill date
- Ageing by due date**

You can view your payment follow-up module reports by setting the ageing by "bill date" or "by due date" just like default ageing analysis report.



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5 Using Payment Follow-up module

Passing fresh follow-up transactions

To pass a follow-up transaction (for the first time): **Go to Gateway of Tally→ Apex Modules→Payment follow-up Management→“Never been follow-up”**

Following screen will appear. *(It will only show parties which are default for payments)*

Never Been Follow-up Report									
Apex Demo Data (2017-18)									
Never Been Follow-up Report									
Customer Name	Contact Person	Contact Number	Mobile Number	Closing Balance	Unadjusted	Due Date Wise			
						< 90 Days	90 - 180 Days	180 - 270 Days	271 - Above Days
Sneha Dr				9,92,708.01 Dr	140.00 Cr				
Tejas Dr				2,47,686.60 Dr					
Excelliber Industries Dr				1,18,000.00 Dr	1,69,048.14 Dr	78,638.46 Dr			
Consumer 1				46,071.43 Dr	18,000.00 Dr			1,00,000.00 Dr	
Consumer				35,400.00 Dr	46,071.43 Dr				
ROTEX Manufactures and Engineers Pvt. Ltd.				17,168.00 Dr		35,400.00 Dr			
Export Party				15,187.00 Dr			15,187.00 Dr		17,168.00 Dr
Gurukrupa Traders				14,932.29 Dr					14,932.29 Dr
Debtor				3,342.86 Dr		3,342.86 Dr			
Mr R & D				157.50 Dr	7.50 Dr				150.00 Dr
Total				14,90,653.69 Dr	2,32,987.07 Dr	1,17,381.32 Dr	3,23,027.00 Dr	8,17,258.30 Dr	
Q: Quit									

Enter on the party for which you are passing follow-up entry→“Add follow-up”(or simply press ctrl + F)→ Enter appropriate details in each field below→Accept.

Follow-up Details		Apex Demo Data (2017-18)		Ctrl + M	
Customer Background					
Customer Name	: Tejas Dr	Contact Person	: Tejas	Contact Number	: +2228818181 / 8856982289
Payment Terms	:	Payment Rating	: ***	(* - Bad, ** - Average, *** - Good, **** - Excellent)	
Payment Remark	: Genuine Client				
Last follow-up Details					
Last Follow - up Date	:	Last Follow - up Done With :			
Last Remark	:				
Today's Follow-up Status					
OUTSTANDING	----->	Total Amount	: 2,47,686.60	Overdue Amount	: 78,638.46
Follow - up Done With	:	Tejas			
Next Follow - up	----->	Date	:	Time	:
Remark	:				
Follow - up	:	Date	: 15-1-2018	Time	: 12:08

Contents:

- 1. Customer background:** It shows the same information we entered in the party master.
- 2. Last Follow-up details:** It shows the details of the last follow-up entry (if done). So that user can be able to communicate with the customer.
- 3. Today's Follow-up Status:** This is the area where a user can enter the current follow-up details taken by him/her.

It's that simple!



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Today's follow-up done

Today's follow-up done is the report for the follow-ups taken by the users in the current date/day. Go to **Gateway of Tally→Apex Modules→Payment follow-up → today's follow-up done.**

Agewise Today's Follow-up Report											Apex Demo Data (2017-18)	Ctrl + M
Today's Follow-up Report As On 15-Jan-2018-15-Jan-2018												
Customer Name	Contact Person	Mobile Number	Follow-up By	Follow-up Time	Closing Balance	Unadjusted	< 90 Days	90 - 180 Days	180 - 270 Days	271 - Above Days		
Tejas Dr	Tejas	8856982289		12:34	2,47,686.60 Dr	1,69,048.14 Dr	78,638.46 Dr					
Total					2,47,686.60 Dr	1,69,048.14 Dr	78,638.46 Dr					

Today's follow-up pending

This report is generated if we enter next follow-up date at the time of follow-up entry and we open this report on the next date. In short, this report is the reminder for all your pending follow-ups. **Gateway of tally→Payment follow-up→ Today's follow-up pending**

Today's Follow-up Pending Report											Apex Demo Data (2017-18)	Ctrl + M
Today's Follow-up Pending Report As On 1-Jan-2018-31-Jan-2018												
Customer Name	Contact Person	Contact Number	Mobile Number	Follow-up By	Follow-up Time	Last Remark	Closing Balance	Unadjusted	< 90 Days	90 - 180 Days	180 - 270 Days	271 - Above Days
Vivian Dr	Tejas	123456789	1234567890		17:07	Call Back Tomorrow	15,86,000.00 Dr					15,86,000.00 Dr
Tejas Dr	Tejas	+2228818181	8856982289		12:34	Call Back Tomorrow	2,47,686.60 Dr	1,69,048.14 Dr	78,638.46 Dr			
Total							18,33,686.60 Dr	1,69,048.14 Dr	78,638.46 Dr			15,86,000.00 Dr

You can add the columns by pressing Ctrl+C.

6 Reports

After setting up transactions on your follow-ups you can view its report in three types.

1. **Today's collection report:** It gives you summary information about all your collections done within current day. To view this report Go to **Gateway of tally** → **Apex modules** → **Payment follow-up** → **today's collection report**

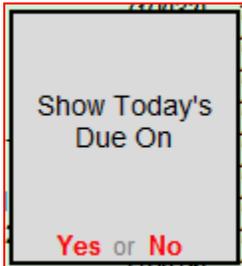
Following window will appear.

Daily Collection Report						
Apex Demo Data (2017-18)						
Daily Collection Report						
Period From 31-Jan-2018 to 31-Jan-2018						
Date	Receipt Vch No.	Group	Ledger Name	By Cash	By Bank	Total Amount
31-1-2018	20	Sundry Debtors	Consumer		35,400.00	35,400.00
Grand Total					35,400.00	35,400.00

2. **Log report:** This report will provide you the party wise log of the total follow-ups taken for that particular party till date. So, you can print or send e-mails of the reports to clients. To view this report, **go to Gateway of tally** → **Apex modules** → **Payment follow-up** → **Log report.**

Show Log						
Apex Demo Data (2017-18)						
Payment Follow - up Status						
Customer Details : Excaliber Industries Dr			Payment rating : ****			
Address :			(*- Bad, **- Average)			
Contact Person : tejas			(**- Good, ****- Excellent)			
Contact Number : 123455						
Follow-up Date	Follow-up By	Contact Person	Remark	Next Follow-up Date	Totals O/S Amount	Overdue Amount
24-3-2018	a	tejas	Call Back	25-3-2018	1,18,000.00	1,00,000.00

3. Ledger due on report: This report will give you summary of the invoices which are about to due from tomorrow based on system date. You can add pop-up for the same report on the startup of the company. Pop up will something like this,



To view the report, go to Gateway of Tally → Apex modules → payment follow-up management → Ledger due on report.

Ledger Due On Report							Apex Demo Data (2017-18)	Ctrl + M	F2: Sort Party Name
Ledger Due On Report As On 29-Mar-2018									
Sr. No	Ref. No	Voucher Date	Party Name	Pending Amount	To Be Due From	Days Left To Due			
1	ADD/17-18/ 51	1-3-2018	Abc	1,04,923.60	30-3-2018	1			
2	ADD/17-18/ 52	1-3-2018	Tejas 2	14,448.00	30-3-2018	1			
3	ADD/17-18/ 53	1-3-2018	Tejas Dr	14,448.00	30-3-2018	1			
4	ADD/17-18/ 54	1-3-2018	Tejas Dr	14,448.00	30-3-2018	1			
5	ADD/17-18/ 55	3-3-2018	Tejas Dr	3,18,718.00	30-3-2018	1			



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7 Release notes

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1. **Bulk E-Mail to parties:** - You can now send the E-mail to the parties about their outstanding statement/Due payments. You can send the Email to multiple parties in a single click.

Go to Apex Modules → Payment follow-up menu → outstanding report.

The below screen would appear.

Outstanding Report As On 31-Mar-2019			
Sr. No.	Customer Name	Email	Closing Balance
1	Abcd	suman@gmail.com	1,00,000
2	Excaliber Industries Dr	abc@gmail.com	8,52,000
3	Tejas Dr	tejas@apexproduct.in	7,08,815.72
4	Gurukrupa Traders	xyz@gmail.com	14,932.29
5	Vivian Dr		15,86,000
6	Sneha Dr		9,94,144.01
7	Mr R & D		150
8	ROTEX Manufactures and Engineers Pvt. Ltd.		17,168
9	Export Party	xyz@gmail.com	15,187
10	Tejas 2		9,10,000
11	Consumer	abc@gmail.com	35,400
12	Consumer 1	abc@gmail.com	8,53,648.58
13	Debtor	abc@gmail.com	3,342.86
14	Tejas	tejas@apexproduct.in	44,97,893.76
15	Abc		6,574.14
16	Interstate Party		1,31,506
17	Marconi Elevators Company		3,540
18	Holy Spirit Hospital		3,70,728.42
Total			1,11,01,030.78

Select the parties by pressing space button and simply **press F4** key to send E-mail.

About Us

Who are we?

- Started with the passion to help businesses.
- Delivering excellence in the form of products and services for business process management and MIS
- Blessed by the active co-operation of its staff and business associates.
- Having time tested values and ethics at heart
- Proud of its legacy of over a decade
- Enriched with customer success stories

Our vision

“To become the PIONEER in Tally products domain”

- We are constantly thriving for this goal.
- As certified 5 star sales & solutions and Partner developer for tally, we have both capability and opportunity to reach there.

Values

“Honesty, Integrity, Quest for Excellence”

- Tally has provided us the ethical foundation of doing business for noble causes.
- On its basis we are trying always to find better ways of doing things. It helps us realizing our vision.



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