CAPITA
IB SOLUTIONS

Sales Ledger

Finance & Accounting

A fully functional multi-company, multi-currency ledger, Integra Sales Ledger can be installed as part of a total financial environment with integration to Integra Cash Management, Purchase Ledger and General Ledger modules.

Integrated Business Solutions

The Sales Ledger is one of the comprehensive range of modules making up the entire suite of the Integra Financial Management System.

A fully functional multi-company, multi-currency ledger, it can be installed as part of a total financial environment with integration to Integra Cash Management, Purchase Ledger and General Ledger modules.

Alternatively, the Sales Ledger can be operated in its own right, with the option to integrate the additional modules in any combination in order to suit the individual business and implementation needs of the organisation.

As with all the Integra modules, the Sales Ledger module is available to users on either a web -based or client server platform.

Flexibility

As with all Integra packages, extensive functionality and flexibility of operation are evident.

For example, the Sales Ledger contains its own Product/Price matrix facility. Unlimited pricing categories can be defined for each product.

In addition, the system has the facility to hold a current price, with the option of two additional prices which can be implemented automatically on a given date to reflect the future price changes.

The flexibility of the Integra Sales Ledger stems from the use of definable parameters throughout the product.

These operate at both the overall system level, defining, for example, the financial calendar, the integration with other Integra modules, and within the Sales Ledger itself defining areas such as the base currency, VAT codes and rates, default General Ledger posting codes, credit terms, customer categories, etc.

The Ledger also boasts powerful multi-currency facilities which can hold details of exchange rates, currency descriptions, foreign currency bank accounts and General Ledger codes for posting of realised and unrealised gains/losses.

Customer Details

Integra holds extensive general information against each customer account.

This includes full name, contact details, address, telephone/fax, credit terms and invoice/statement details, and also additional details such as email addresses and web links that serve to illustrate the comprehensive nature of the Ledger.

For example, a customer can be identified as an export account so that appropriate documentation will be produced when the sales invoice is printed. Sales invoices/credit notes can be transmitted via email to selected customers using XML.

Transactions, Allocations and VAT

Transactions can be entered directly into the Sales Ledger and are validated on-line. Transaction types include manual template, recurring invoices, credit notes, debit notes, account transfers and journal adjustments.

The Ledger also processes receipts, including direct debits, credit cards, discounts and adjusting journals. If linked, receipts can be optionally or compulsorily passed from the Integra Cash Management System or third-party systems.

Features

- Easy to use
- Fully integrated
- Flexible
- Web-based or client server

Business Benefits

- Accurate control of credit
- Access mission-critical information
- Comprehensive analysis of sales activities
- Prompt invoicing

The Integra Sales Ledger's functionality is particularly comprehensive in the treatment of allocations.

Each transaction can be allocated at the point of entry or, alternatively, placed on account for subsequent processing. A full history of all allocations is held.

The module offers extensive features to handle the various complexities of VAT legislation.

Apart from standard VAT treatment, the module provides facilities for the processing of EC VAT, full and partial reclaims and Intrastat reporting.

Most significantly, VAT can be recorded at either document or line level, thereby allowing multiple VAT rates to be applied to a single invoice.

In addition, Integra has the capability to send sales invoices/credit notes to customers using the BASDA approved XML standard.

The advantage of using XML is the reduction of paper flow throughout the organisation.

Credit Control

The Integra Sales Ledger contains comprehensive facilities to assist the credit controller.

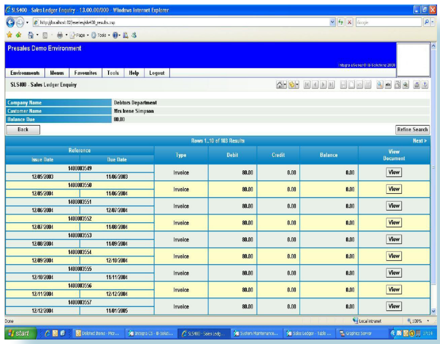
These include transaction ageing, full multi-currency enquiries, aged balance reporting, and statement production by a variety of selection and exclusion criteria, flexible instalment facilities and user-definable reminder letters.

A credit history display allows the controller to identify immediately how the customer has performed against their credit terms over the previous year. Individual invoices can be flagged as being under query by the customer.

A diary held on the Ledger allows the credit controller to enter and maintain a history of relevant conversations and notes against each account.

In addition, a note can be maintained on the customer record to indicate which credit controller is responsible for the account.

Reports and enquiries can then be selected relevant to the needs of each controller. The Integra Sales Ledger incorporates a debtor instalment facility.



This works on the basis that a debtor can be flagged, either at set up or at a later date, as a debtor eligible for payment of invoices by instalment, which can be administered by a user-definable scheduler.

Sales Analysis

The Ledger offers complete flexibility of analysis of sales information. User-definable criteria can be maintained to analyse customer sales data.

Budgetary or target details can also be recorded, which allows period variance analysis in terms of both value and volume.

Professional Services

Capita IB Solutions has an excellent track record of delivering expert support and consulting to Public, Private and Not for Profit Organisations. Ranging from top-down business analysis and enterprise modelling to database design, application implementation and tuning, a comprehensive package of methodologies, support, training and consultancy services has been developed to ensure the success of all projects within a defined framework of quality, cost and time.

Business Strategy	Technical Support	Healthchecks	Implementation & Design
Our consultants can work with you to ensure your business strategy is supported by coherent and business-aligned systems.	We offer a full range of technical consultancy and support services to ensure the effective delivery of your Integra solution.	Our regular healthchecks review the solution architecture and recommend changes or enhancements.	We assist clients during all phases of the development life cycle, with teams encouraged to acquire the knowledge to maintain and support the systems.

> "All organisations can take easy steps to improve the performance of their sales ledger. By effectively managing credit risk, bad debts will be reduced. And by reducing the time customers take to pay outstanding invoices cash flow will be improved."

Workflows

Throughout the Integra system, user-definable workflows can be set up to automate internal business processes.

For example, aged debt analysis reports can be automatically sent to authorised personnel within an organisation.

The utilisation of workflows automates work processes within an organisation, enabling users to exploit the full potential of the Integra system.

Reports and Enquiries

Flexible and comprehensive report and enquiry facilities are standard. For example, account enquiry options not only provide for individual account examination, but also for the related Head Office view of grouped or linked accounts.

Full 'Drill Down' is available to reveal the original line on the invoice or credit note from the balance or transaction shown on the account.

The many reports produced by the system include Sales Ledger daybook, invoices and credit notes, VAT analysis, cash flow projections, currency revaluations, aged debt analysis and, of course, statements and reminder letters.

Printouts of all screen enquiries are available.

In addition, the full functionality of the integrated report writing application, Crystal Reports, is available to enable the creation of both regular and adhoc reports.

These can be added to any system menu to form part of a regular, but highly individualised, process.

The use of Integra system tools and utilities supports the creation of additional data fields and screen forms.

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