



## **V6.09 Training Manual**



## **Debtors/Clients**



# Find the freedom to focus on what matters with Nimbus

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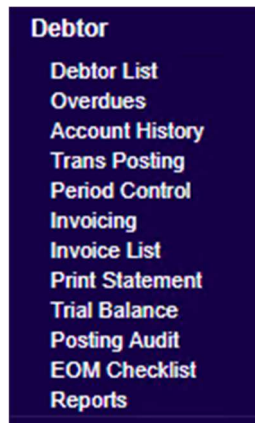
## Document Information

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## Debtor/Clients

The debtor/client process is built around the invoicing and processing of monies owed to the company.

There is a separate menu item for Debtors/Clients:



## Existing Debtors

Often a user will need to look up a Debtor Account for one reason or another e.g., to find a Debtor's contact details. A web report is available for this purpose.

To view existing debtors:

1. From the **Debtor** menu click on the **Debtor List** menu item. This report displays the Contacts page as shown below, filtered to only those contacts that are Debtors.

Contacts : Search addresses. Drill to Client, Supplier or relationship data.  
Filter : Edit Debtor equals D

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Shortname	Name	Street	Suburb	City	Client	Edit Debtor	New Job	SLA	Clos...	Phone
						=D				
A1 Con	A1 Concrete Pumping Ltd	128 Main Rd	Stoke	Nelson	A1 Con	D	J		0	5443199
ADCInt	ADC International	1327 Broadway		New York	ADCInt	D	J		0	
AutoElec	Automotive Electrical	25 Tay Street	SunnySide	Nelson 7020	AutoElec	D	J		0	+64 (03) 208 1508
Baily	Baily & Sons Ltd	56 Long St	Stoke	Gore	Baily	D	J		0	+64 (03) 208 1381
Baldrick	Baldrick Plumbers	29 Manners Street	Browns Bay	Auckland	Baldrick	D	J		0	+64 (09) 215 7351
Bartlett	GB Bartlett & Co Ltd	27 Horse Road		Marlborough	Bartlett	D	J		0	+64 (09) 208 2777
Benzi	Benzi Knees Pickup Serv	453 Main Street	Highland Park	Auckland	Benzi	D	J		0	+64 (09) 208 1254
Blight	Blight Electrical	49 Todd Road		New Plymouth	Blight	D	J		0	+64 (06) 356 4561
Bloomers	Bloomers Floral Display	354 Daisy Road	Ilam	Christchurch	Bloomers	D	J		0	+64 (03) 208 2016

2. In the **Client** column click on the name of the Debtor you want more information for. This action drills to their Client History report for this Debtor as shown below.

Client History : All customer account transactions for listing selection and drilling.  
Filter : Client equals AutoElec

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Client	Date	Debtor Group	Ref No	Trans Type	Order No	Job No	Text	Amount	Unmatched	GST Content	Excl Amount	GST %	Ledger	Period	GL Credit Entry	GL Debit Entry	GL GST	Bank Rec TransID	Inv Match	Rec Match	Posted by
=Aut																					
AutoElec	28/01/2015	Trade	2056	Contract			Contract Invoice	\$70,391.10	\$70,391.10	\$9,181.45	\$61,209.65	15...	Jobcost	31/01/2015		2943			1007	1588	Brian.Po
AutoElec	26/12/2014	Trade	2043	Contract			Contract Invoice	\$4,657.50	\$4,657.50	\$607.50	\$4,050.00	15...	Jobcost	31/12/2014		2913			1007	1575	Brian.Po
AutoElec	24/01/2015	Trade	2058	Quoted		1051	Invoice	\$1,656.09	\$1,656.09	\$216.01	\$1,440.08	15...	Jobcost	31/01/2015		2943			1007	1590	Brian.Po
AutoElec	26/12/2014	Trade	2046	QuotePM		1038	Invoice	\$1,568.27	\$1,568.27	\$204.56	\$1,363.71	15...	Jobcost	31/12/2014		2913			1007	1578	Brian.Po

3. Click the **Back** button to return to the **Contacts** report.

## Creating a New Debtor/Client

Businesses today offer credit facilities to their customers. It is therefore important to keep information about your Clients, especially the amounts they owe. To do this you will need to set up a new Customer in Nimbus together with as much information you have about them. It is important to set up a Debtor Account so that you can keep tabs on what they buy and the amounts they owe.

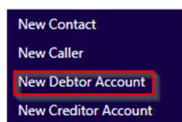
All information gathered about your Customer is entered on the debtor form. There are compulsory fields on the debtor form e.g., the Contact, Name and Debtor Index fields. If one of the compulsory fields is not completed, the record cannot be saved; a warning will be displayed when you click the **Apply** or **OK** button.

You should always check that the Debtor does not exist in the Nimbus database before creating a new Debtor. Creating two Debtor Accounts for the same Debtor will cause inaccurate information to be reported. It will also cause confusion for data entry personnel.

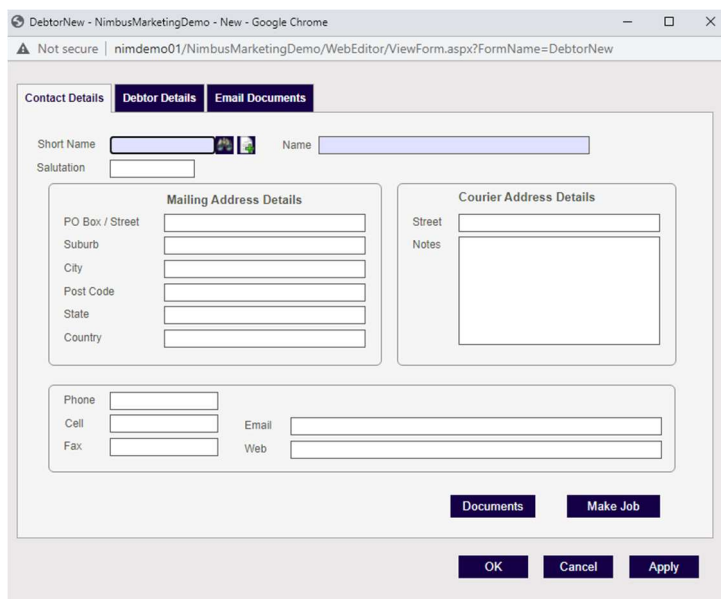
## Creating a New Contact and Debtor

To check whether a Debtor or their Contact address exists in the Nimbus database or not:

1. Click to the Enquiry, **Contacts** menu item.
2. Use the filters to search for contact details for this Debtor e.g., use the street and city filters.
3. If you are sure there is no Contacts Record for them, make a new Contact and Debtor record.
  - a) Click the **New Debtor Account** header link



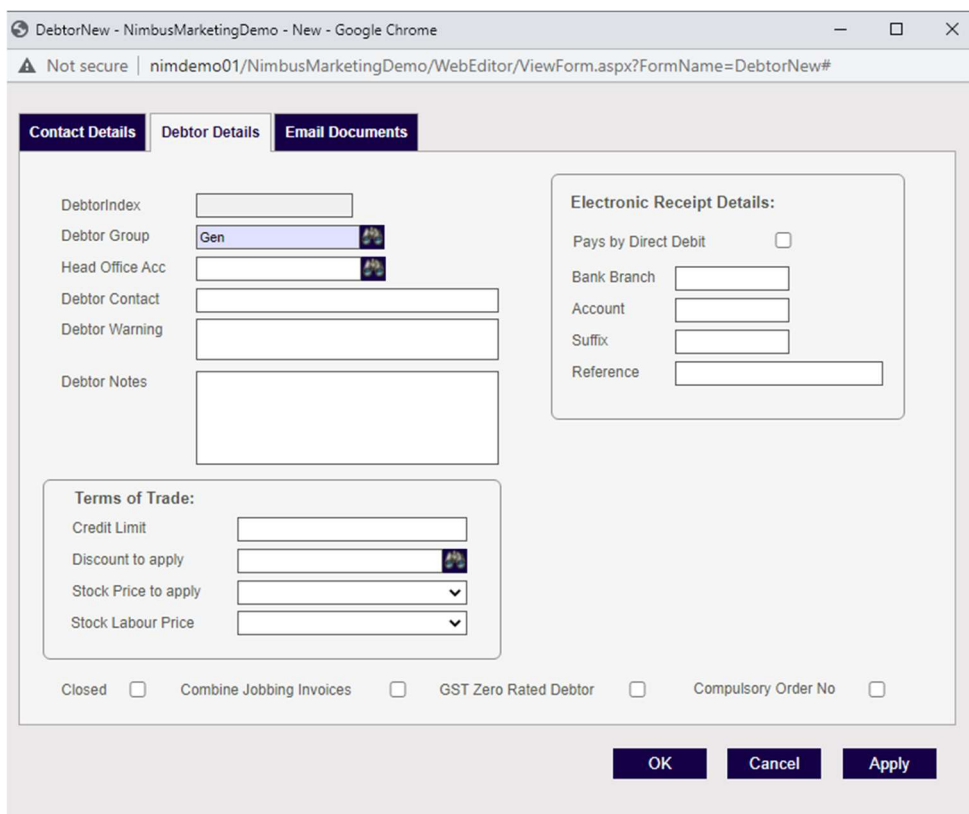
- b) This opens a form which allows you to simultaneously make a Contact and Debtor record.




c) Fill in the details on the Contacts Tab of this form.

Field	Explanation
Short Name	Note the plus sign next to this field. This indicates this form is going to make a new Contact as well as a new Debtor. This is a unique value, different to every other Contact. It is up to 12 Characters long and should not have any spaces. Usually use up to 8 Characters of the Surname, then Initials, finally a number, if necessary, e.g. MurrayAM2
Name	This is shown on Invoices, Statements, address's and so on.
PO Box / Street	Critical, as Invoices and Statements etc. are sent to this address.
Town / City	Critical, as the Post Code is suffixed to this for addressing mail
Street	Critical – if different from the street address above, it is the physical address, our staff are sent to this location to do work for them.

Then fill out the details on the **Debtors** Tab.



Field	Explanation
Debtor Index	Nimbus will already have filled it in from the Contacts Short Name.
Debtor Group 	Use this field to enter the Debtor Group you want this Debtor to belong to. Compulsory field. Click on the search button to bring up the list of Debtor Groups. Nimbus uses this information when reporting by Debtor Group.

Head Office Account	This field is only used if transactions for this Debtor are to be recorded on a Head Office Statement of Account. The field allows a link to be created to the Head Office Debtor so that transactions for this Debtor will be printed on the Head Office Statement; a separate Debtor Statement for this initial debtor will not be generated.
Debtor Contact	This is the name of the person who is your main contact in the organisation.
Debtor Warning	Use this field for any information you want everyone to see when this Debtor Account is used to process a transaction.
Debtor Notes	Use this field for any detailed notes you want to record about this Debtor.
Credit Limit	Enter an amount into this field if a credit limit applies to this Debtor. Nimbus will automatically format this amount to two decimal places.
Discount to apply Stock Price to apply Stock Labour Price	<p>If this Debtor is entitled to a discount, select the Discount Group this Debtor will be linked to. The set up for the Discount Group will calculate the discounted price for this Debtor. Discounts are calculated on Stock/Labour Prices therefore select the relevant Stock/Labour Price at the same time, e.g., sell price, cost price.</p> <p>Note that from V6.08.02 onwards this Stock Price was split into Stock Price and Stock Labour Price (any code that has a section like '%time%') e.g.</p> <p>Discount to apply <input type="text" value="Trade"/></p> <p>Stock Price to apply <input type="text" value="SellPrice"/></p> <p>Stock Labour Price to apply <input type="text" value="ListPrice"/></p> <p>The way this works is spelt out in depth in the Stock Resources manual.</p>
Pays by Direct Debit	If the Debtor will pay their account by electronic transfer of funds from their bank account to yours, tick this box.
Bank Branch Account Suffix	If this Debtor pays their account by electronic transfer of funds, enter the Bank and Branch number in the <b>Bank Branch</b> field (e.g. 060958), the bank account number in the <b>Account</b> field (e.g. 0055237) and the bank account suffix number in the <b>Suffix</b> field (e.g. 000).
Reference	The Debtor will use a reference when paying by electronic transfer. Record the reference used in this field; this is an alpha-numeric field. The reference field together with the bank account number fields (see above) are used to identify debtor receipts when importing electronic Bank Statements.
Closed	Discontinued. Tick if your organisation will not be supplying to this Debtor in the future. (Never delete a Debtor; mark them as discontinued instead.)
Combine Jobbing Invoices	Nimbus creates one invoice for every job, i.e. many jobs, many invoices. When ticked, Nimbus generates one invoice for all jobs not yet invoiced.
GST Zero Rated Debtor	Applies to overseas debtors only. When ticked, Nimbus will not calculate GST onto invoices generated for this Debtor.

Compulsory Order No	Nimbus can create a job with or without an order number. Some Debtors require you to hold an order number before a job can begin. When ticked, Nimbus cannot create a job without an entry in the Order Number field.
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d) Finally fill out the details on the **Emailing Documents** Tab.

Field	Explanation
Email for Invoices	Used for emailing invoices to client.
Email for Statements	Used for emailing debtor statements to client.
Copy Email Address	Used for sending a copy of the above to another address.

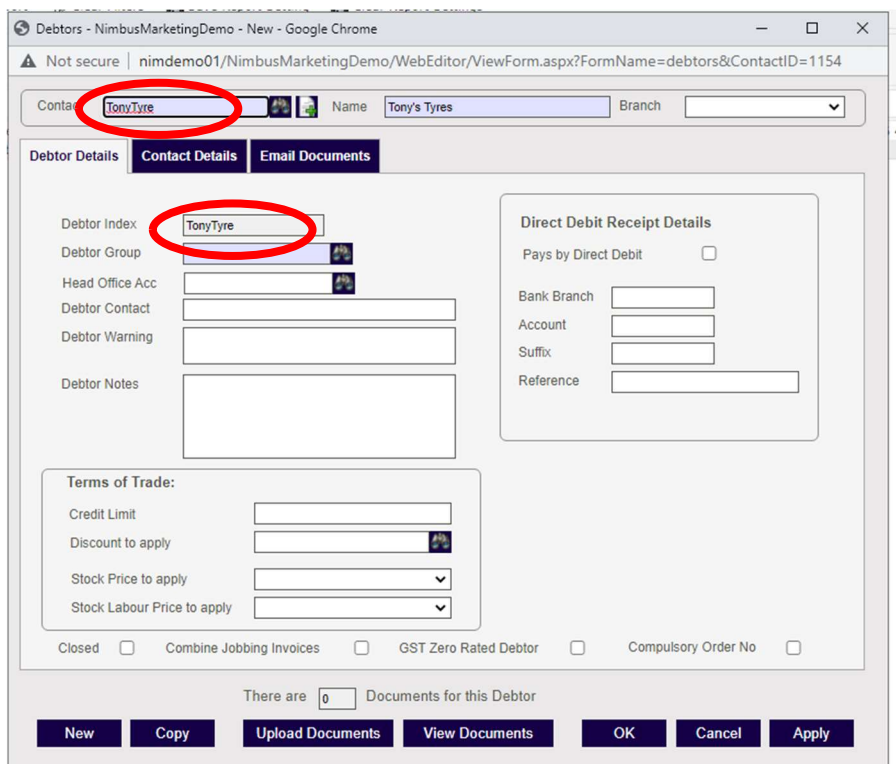
## Creating a New Debtor for Existing Contact

If the Customer is already in the database as a Contact:

1. Click to the **Contacts** menu item.
2. Use the filters to search for contact details for this Debtor e.g., use the street and city filters.
3. If the Customer is already in the database, but not set up as a debtor, then 'New' will be displayed in the Edit Debtor column.



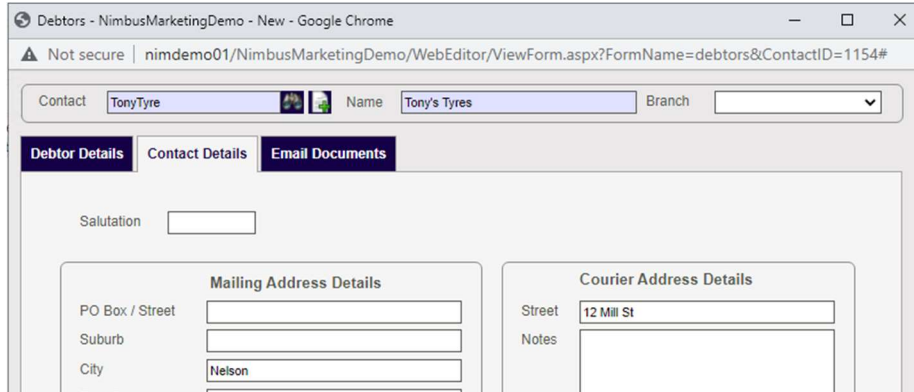
4. Click on **New** to open the Debtors form.



The screenshot shows a web browser window titled "Debtors - NimbusMarketingDemo - New - Google Chrome". The URL is "nimdemo01/NimbusMarketingDemo/WebEditor/ViewForm.aspx?FormName=debtors&ContactID=1154". The form is titled "Debtors" and has tabs for "Debtor Details", "Contact Details", and "Email Documents". The "Contact" field is set to "Tony Tyres" and the "Name" field is "Tony's Tyres". The "Debtor Index" field is also set to "Tony Tyres". The "Direct Debit Receipt Details" section includes fields for "Pays by Direct Debit", "Bank Branch", "Account", "Suffix", and "Reference". The "Terms of Trade" section includes fields for "Credit Limit", "Discount to apply", "Stock Price to apply", and "Stock Labour Price to apply". At the bottom, there are checkboxes for "Closed", "Combine Jobbing Invoices", "GST Zero Rated Debtor", and "Compulsory Order No". The form also displays "There are 0 Documents for this Debtor" and buttons for "New", "Copy", "Upload Documents", "View Documents", "OK", "Cancel", and "Apply".

Note the form opens with the Contact details filled in the header of the form, and the Debtor Index is also set to match the Contact **Shortname**.

- Because contact details exist in the database, the **Contact Details** tab will hold known information:



- Complete the Debtor Details form as outlined above when creating a Contact and Debtor at the same time.
- If sorting Debtors by branch is required, select the branch this Debtor will be assigned to from the drop-down list held in the **Branch** field (located in the form header).
- Click on the **Contact Details** tab. Check details listed here and edit if required.
- Click on the E-mail Documents tab and enter e-mail addresses invoices, statements and 'copy to'.
- Click the **Apply** button to save the details now held in the fields in the Debtor form. Note that when you use the **Apply** button, all entries are saved but the debtor form will not close. If you use the **OK** button, all entries are saved, and the debtor form closes at the same time.

## Client Transactions

### Client Transactions

In Nimbus, most debtor transactions come from Job Costing Invoices which is outlined in other relevant training documentation.

One of the responsibilities of a Debtors Clerk may be to generate the Invoices for Jobs that are ready to go.

### Invoicing

Nimbus provides a 'Bulk Invoicing' option. All you need to do is run each Invoice Type at the appropriate time. This is outlined in the Invoicing Documentation.

### Reprinting an Invoice

Office personnel are frequently asked to reprint an invoice for one reason or another. Invoices can be reprinted by Invoice Number or by Job Number. Note that when an invoice is reprinted, the invoice transactions are sent to MS Word for reprinting.

For an outstanding invoice:



1. From the **Debtors** menu, click on Overdues and then the **DebtorIndex** to open the **Client Account** report.

**Client Details**

DebtorID	1007	POBox	PO Box 567
DebtorIndex	AutoElec	City	Nelson 7020
Name	Automotive Electrical	Phone	+64 (0)3 208 1508
Street	15 Tay Street	AccountBalance	\$78,272.96
Suburb	SunnySide	Overdue	\$78,272.96
Warning	Exposure to Blenheim. Payment in advance.		

**Client Account** : Aged enquiry of current transactions.  
Filter : Client equals AutoElec

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Client	Ref No	Trans Type	Job Ref	Date	Text	Three Month	Two Month	One Month	Current	Balance	Name	Phone	Warning	Client Contact	Notes
	=AutoElec	0	Contract		26/12/20	Contract Invoice	\$4,657.50				\$4,657.50	Automotive Electrical	+64 (03) 208 1508	Exposure to Blenheim. Payment in advance.	Julia Murray	
	AutoElec	0	QuotePM	1038	26/12/20	Invoice	\$1,568.27				\$1,568.27	Automotive Electrical	+64 (03) 208 1508	Exposure to Blenheim. Payment in advance.	Julia Murray	
	AutoElec	0	2056		28/01/20	Contract Invoice	\$70,391.10				\$70,391.10	Automotive Electrical	+64 (03) 208 1508	Exposure to Blenheim. Payment in advance.	Julia Murray	
	AutoElec	0	2058		24/01/20	Quoted Invoice	\$1,656.09				\$1,656.09	Automotive Electrical	+64 (03) 208 1508	Exposure to Blenheim. Payment in advance.	Julia Murray	

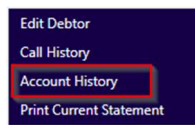
2. Click on **Ref No** to open the **Invoice Detail** report and see the invoice lines.

**Invoice Detail** : Job Invoice lines listing, selection and drilling.  
Filter : Client equals AutoElec and Invoice Number equals 2043

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Client	Invoice Number	Job Number	Job Description	Code	Description	Quantity	Price	Amount
	=AutoElec		"2043"						
	AutoElec	2043	RFT-Z	Retentions	zzGSTInv	GST Invoiced	-1	\$67.50	-\$67.50
	AutoElec	2043	RFT-Z	Retentions	zzCostInv	Sub Total	-1	\$450.00	-\$450.00
	AutoElec	2043	RFT-1	Design	zzGSTInv	GST Invoiced	1	\$675.00	\$675.00
	AutoElec	2043	RFT-1	Design	zzCostInv	Sub Total	1	\$4,500.00	\$4,500.00

3. Click on **Invoice No** to reprint the invoice For an invoice that has been paid: From the **Client Account** report (above), click on the **Account History** header link



4. This will open the Client History report.

**Client Details**

DebtorID	1007	POBox	PO Box 567
DebtorIndex	AutoElec	City	Nelson 7020
Name	Automotive Electrical	Phone	+64 (0)3 208 1508
Street	15 Tay Street	AccountBalance	\$78,272.96
Suburb	SunnySide	Overdue	\$78,272.96
Warning	Exposure to Blenheim. Payment in advance.		

**Client History** : All customer account transactions for listing selection and drilling.  
Filter : Client equals AutoElec

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Client	Date	Debtor Group	Ref No	Trans Type	Order No	Job No	Text	Amount	Unmatched	GST Content	Excl Amount	GST %	Ledger	Period	GL Credit Entry	GL Debit Entry	GL GST	Bank Rec TransID	Inv Match	Rec Match	Posted by	GenLedger CRIndex
AutoElec	28/01/2015	Trade	2056	Contract			Contract Invoice	\$70,391.10	\$70,391.10	\$9,181.45	\$61,209.65	15.00	Jobcost	31/01/2015	2943				1007	1588	Brian.Po	
AutoElec	26/12/2014	Trade	2043	Contract			Contract Invoice	\$4,657.50	\$4,657.50	\$607.50	\$4,050.00	15.00	Jobcost	31/12/2014	2913				1007	1575	Brian.Po	
AutoElec	24/01/2015	Trade	2058	Quoted		1051	Invoice	\$1,656.09	\$1,656.09	\$216.01	\$1,440.08	15.00	Jobcost	31/01/2015	2943				1007	1590	Brian.Po	
AutoElec	26/12/2014	Trade	2046	QuotePM		1038	Invoice	\$1,568.27	\$1,568.27	\$204.56	\$1,363.71	15.00	Jobcost	31/12/2014	2913				1007	1578	Brian.Po	

5. Click on **Ref No** to open the **Invoice Detail** report and see the invoice lines
6. Click on the **Invoice No** to reprint the invoice. Alternatively, you can list all invoices ever produced and select the invoice to be re-printed
7. From the **Debtors Menu**, click **Invoice List** to open the following report

**Invoice List** : See all invoices at a glance. Drills to details and re-print of Invoice.  
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Invoice Date	Period	Invoice Number	Job Number	Description	Debtor	Sale Amount	Amount Unmatched	Supervisor	Salesperson	Project
HO	31/01/2022	31/01/2022	2079	Project	New Construction	Baily	\$353,039.48	\$353,039.48	Adam		1097
HO	31/12/2021	31/12/2021	2078	Project	New Construction	Baily	\$683,116.03	\$683,116.03	Adam		1097
	27/10/2021	31/10/2021	2077	Project	Freeze Dryer Craik	Craik	\$817.65	\$817.65	Julie		FDC
	22/10/2021	31/10/2021	2076		Repair Dryer	Cityclea	\$78.20	\$78.20	Wayne		
	20/10/2021	31/10/2021	2075	1081	Repair front door	BrownMol	\$1,402.23	\$1,402.23	Michelle		
	31/10/2021	31/10/2021	2074	1093	Fabricate Grain Silo	Cooper	\$123,675.54	\$123,675.54	KF		
	31/10/2021	31/10/2021	2073	1092	Bathroom renovation	Cooper	\$11,686.99	\$11,686.99	Adam		

8. Use the filters to locate the invoice to be reprinted.

9. Click on the **Invoice No** and open the **Invoice Detail** report to see the invoice lines.
10. Click on **Job No** to reprint the invoice.

All reprinted invoices feature the word **'Copy'** on them, so that both you and the client know that it is not the original.

If the invoice was originally emailed, the reprinted invoice will locate the email address in the archive and email the invoice copy accordingly. If the invoice wasn't emailed, then you have options to print direct to the printer or view the invoice on the screen.

## Debtor Receipting

Once an invoice has been generated, the Client should send you the money, so the next debtor transaction is to process the receipt of their payment of the invoice. This is usually done in the **Debtor Receipts** application.

Amounts received from a Debtor can be processed at any time; however, you should process debtor receipts before beginning Bank Reconciliation work otherwise this work will be held up.

To record an amount received from a Debtor:

1. From the **Office** menu, click on the **Debtor Receipt** menu item. The Debtors Receipts application opens.
2. There are two **Receipt Types** available to choose from at the top of the screen: Direct Credit Receipt and Debtors Receipt. The **Direct Credit Receipt** type is used to process payments received straight into your bank account. A deposit slip is not printed for these. Use the **Debtors Receipt** type to process all other payments i.e., Cash, Card and Eftpos.
3. Click on the search button to open the **Debtor Lookup** window. Use the filters to select the name of the Debtor you need to process an amount received for and then click that debtor to enter the **DebtorIndex** and to display all open transactions held for this Debtor in the grid, as shown below.

DR Nimbus Debtors Receipts - Nimbus Optimum

File Help

Receipt Type: Direct Credit Receipt Date: 21-Feb-2022 Running Total: 0.00 Clear

Debtor: Benzi Notes: Benzi Knees Pickup Serv

Balance: 3,087.52 Reference: Drawer: Benzi Knees Pickup Serv

Enter Payment Auto Total Deposit Type: Direct Bank: ANZ ANZ NZ

Payment: Card Type: MasterCard Branch: Blenheim Blenhe New

Variance: 0.00 Transaction Text:

Matched: 0.00

Trans Date	TransType	Reference	Previous \$	Text	Original \$	Due \$	Receive	Pay	Discount Allowed	ans Discount
25-Dec-2014	QuotePM	2042	0.00	Invoice	3,087.52	3,087.52		<input type="checkbox"/>		0.00

Pay All Clear All Auto Match Print Receipt  Apply Cancel Exit

Open transactions for the selected Debtor are displayed in the grid.

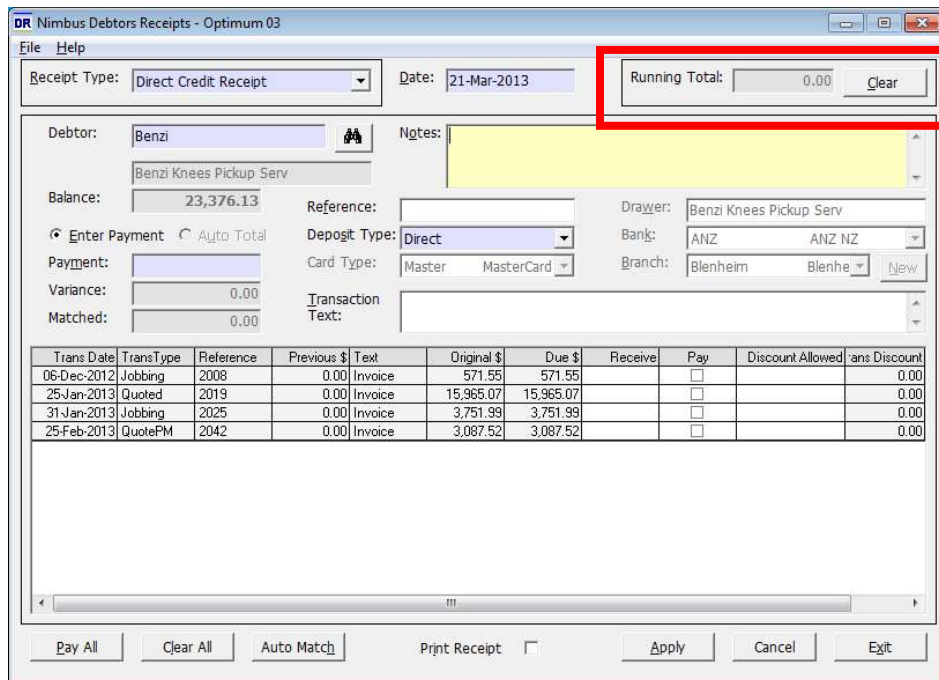
4. Enter the date the amount was received in the **Date** field. Note that the system will automatically return today's date therefore this step is only necessary if you do not process Debtor Receipts on a daily basis.
5. The amount owing by this Debtor is displayed in the non-editable **Balance** field.
  - a) If the amount received is EXACTLY the amount owing, click the **Pay All** button. Nimbus will automatically distribute the amount received between the Debtor Invoices held in the grid; the allocation is displayed in the **Rec** (received) column. Nimbus will also automatically tick the boxes in the **Pay** column and enter the total amount received in the **Payment** field. Check this is correct.
  - b) If the amount received is LESS THAN the amount owing, enter the amount received in the **Payment** field, using the Enter Payment option, and then press the **Tab** or **Enter** key.
  - c) If you want Nimbus to automatically distribute the amount received to invoices outstanding in the grid, click on the Auto Match button; the allocation is displayed in the **Receive** column. Where there is more than one Debtor Invoice in the grid, Nimbus assumes that the oldest invoices are paid first. If the automated distribution is not correct, override it by ticking the boxes held in the **Pay** column for each Debtor Invoice that payment has been received for.
  - d) Alternatively, enter the amounts directly in the **Receive** column. Once processed, Nimbus will calculate the difference and display this amount in the **Due \$** column next time you process an amount received for this Debtor.
  - e) If the amount received is GREATER THAN the amount owing, enter the amount received directly into the **Payment**, using the Enter Payment option field. (The actual amount received cannot be entered in the **Receive** column if the amount received is greater than the amount due.) Once processed, Nimbus will calculate the overpayment and display this amount as a negative in the **Due \$** column next time you process an amount received for this Debtor. The overpayment can be used to reduce a future amount owing.
  - f) If a rounding adjustment is necessary, enter the amount for the adjustment in the **Discount Allowed** column, e.g. assuming an amount of \$747.26 is held in the **Due \$** column but only \$747.00 was received, enter 0.26 in the **Discount Allowed** column and then tick the box in the **Pay** column to enter 747.00 in the **Receive** column. The amounts in the **Due \$** and **Receive** columns are now the same.
6. Nimbus displays different fields according to the **Deposit Type** selected as shown in the table below. Nimbus will not accept the debtor receipt transaction until all required Deposit Type details have been entered; Nimbus needs these details for furthering processing steps e.g., preparation of the Deposit Slip. Complete the **Card Type, Drawer, Bank** and **Branch** fields, if applicable. Note that any information entered in these fields will be transferred to the debtor form once the debtor receipt has been processed.

Deposit Type	Available Fields	Unavailable Fields
<b>Card</b> Use when the Debtor pays by card, e.g. Visa, Mastercard, etc.	<b>Card Type</b> If known, the default card type will be displayed in this field. If there are no defaults, select the card type from the drop-down list.	<b>Drawer, Bank, Branch</b> These fields are grayed out they do not apply when processing a bank card amount received.

<b>Cash</b> Use when the Debtor pays cash.		<b>Card Type, Drawer, Bank, Branch</b> These fields are grayed out as they do not apply when processing a cash amount received.
<b>Direct *</b> Use when the Debtor pays by Direct Credit.		<b>Card Type, Drawer, Bank, Branch</b> These fields are grayed out as they do not apply when processing an amount received by electronic funds transfer.
<b>EFTPOS</b> Use when the Debtor pays by EFTPOS.		<b>Card Type, Drawer, Bank, Branch</b> These fields are grayed out as they do not apply when processing an amount received by electronic funds transfer.

\* Direct Credits are often automatically posted from the BankRec by importing the Bank Statement if they have sent the correct Debtor Identification through.

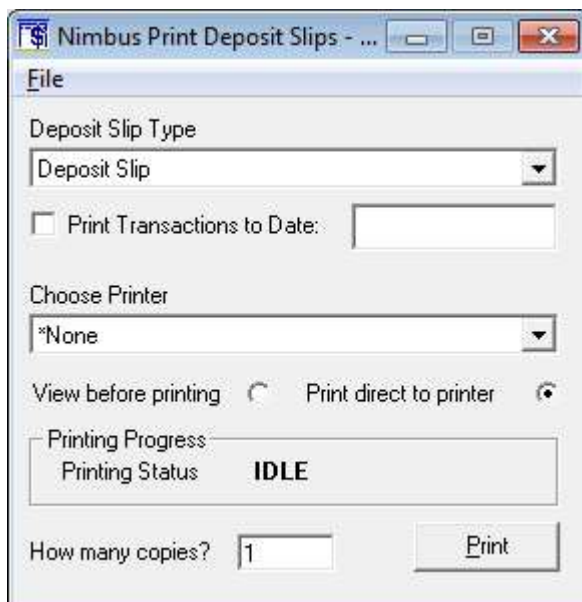
7. If the customer wants a receipt, tick the **Print Receipt** box located below the grid.
8. If the total amount received has not been automatically entered in the **Payment** field, enter the total amount received in this field now and then press the **Tab** key to follow tab order.
9. Enter any reference details for the amount received in the **Reference** field.
10. If applicable, enter any notes regarding this debtor receipt in the **Notes** field.
11. If necessary, use the **Clear All** button as a quick way of removing all amounts entered. This is useful if you need to start over. Alternatively, click the **Cancel** button.
12. If all amounts entered are correct, click the **Apply** button to post the amount received from this Debtor. This action will update the Debtors Ledger, i.e. all Debtor Invoices that have been paid will be removed from the grid. This action will also update the Bank Reconciliation application with the amount received.
13. Click the search button to process another amount received from a different Debtor.
14. Note the **Running Total** field, as shown in the screenshot below. The **Running Total** field displays a running total for all debtor receipts that have been processed this session. If required, the **Running Total** field can return to a 0.00 balance by clicking the **Clear** button. This is often used for checking the batch total against an adding strip.



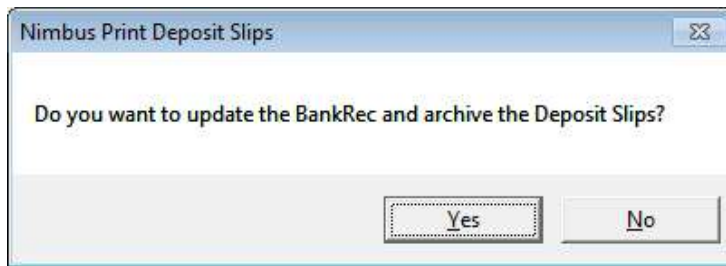
- Click the **Exit** button to close the Debtor Receipt application. Note that clicking the **Exit** button will automatically clear the **Running Total** field.

## Printing a Deposit Slip

If debtors' receipts have been processed for Cash, Eftpos or Card it is necessary to print a Deposit Slip for the bank. This saves you having to write one by hand. On exiting the Debtors Receipt application, the Print Deposit Slip application automatically starts. This can be turned off, and you can print deposits slips manually if you do not do your banking after the receipts are processed.



Choose either to 'View before printing' or 'Print direct to printer', the number of copies you would like and click on the Print button. Once the deposit slip has been printed you are prompted with the following question:



It is important to click Yes if you are now doing a banking and wish to send the deposit transaction to the Bank reconciliation.

## Overdue Accounts

When processing overdue accounts, it is important to keep track of what the client said last time, in order to collect your money from them. This information is made easily available to other staff, like salesmen and receptionists, in order that they are forewarned and can act appropriately in future with slow paying clients.

Nimbus has made this process particularly easy and integrated:

To chase up overdue accounts:

1. From the **Debtor** or Office menu, click **Overdues**. This is an aged Trial Balance, for last months and older transactions. To see a full trial balance, simply clear the Overdue Total filter. Sort to have the biggest amounts at the top, filter for a particular client.

**Debtor TB Summary** : Accounts Receivable summarised  
Filter : Overdue Total greater than 0

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Debtor	Name	Overdue Total	Overdue 2 mth	Overdue 1 mth	Due 20th	This Month	Account Total	Future	To Match	Date Last Payment	Last Payment	Months Overdue
			50										
	AutoElec	Automotive Electrical	\$78,272.96	\$78,272.96	\$0.00	\$0.00	\$0.00	\$78,272.96	\$0.00				84
HO	Baily	Baily & Sons Ltd	\$101.58	\$101.58	\$0.00	\$0.00	\$683,116.03	\$353,039.48	\$1,036,257.09	\$0.00			84
	Benzi	Benzi Knees Pickup Serv	\$3,087.52	\$3,087.52	\$0.00	\$0.00	\$0.00	\$3,087.52	\$0.00		26/01/2015	-\$20,288.61	84
	BrownMol	Brown & Molders	\$1,956.51	\$554.28	\$1,402.23	\$0.00	\$0.00	\$1,956.51	\$0.00		07/10/2021	-\$1,351.94	5
	Captcook	Captain Cook Hooks	\$1,131.03	\$1,131.03	\$0.00	\$0.00	\$0.00	\$1,131.03	\$0.00				84
	Cityclea	Cityclean Combined	\$6,040.38	\$5,962.18	\$78.20	\$0.00	\$0.00	\$6,040.38	\$0.00				83
	Citywide	Citywide Drainlayers.	\$10,750.36	\$10,750.36	\$0.00	\$0.00	\$0.00	\$10,750.36	\$0.00				83
	Connoley	Corio Consulting Ltd	\$132.25	\$132.25	\$0.00	\$0.00	\$0.00	\$132.25	\$0.00				86
	Cooper	H J Cooper Ltd	\$280,500.25	\$77,746.17	\$202,754.08	\$0.00	\$0.00	\$280,500.25	\$0.00		16/10/2014	-\$90.57	86
	CorkerC	Charlie Corker	\$7,368.19	\$7,368.19	\$0.00	\$0.00	\$0.00	\$7,368.19	\$0.00		17/11/2014	-\$741.84	83
	Craik	BN Craik & Sons	\$817.65	\$0.00	\$817.65	\$0.00	\$0.00	\$817.65	\$0.00		14/01/2015	-\$19,686.66	2
	DataStor	Data Store Computing	\$3,981.88	\$3,981.88	\$0.00	\$0.00	\$0.00	\$3,981.88	\$0.00				85
	ESNZ	Electrical Services NZ Ltd	\$305.05	\$305.05	\$0.00	\$0.00	\$0.00	\$305.05	\$0.00				84
	FreezeMe	Freezeme Foods	\$1,245.16	\$1,245.16	\$0.00	\$0.00	\$0.00	\$1,245.16	\$0.00		21/11/2014	-\$1,119.66	85
	FrightN	Fright Night Tours	\$9,257.03	\$9,257.03	\$0.00	\$0.00	\$0.00	\$9,257.03	\$0.00				83
	Geni	Geni	\$3,958.71	\$3,958.71	\$0.00	\$0.00	\$0.00	\$3,958.71	\$0.00				83
	LondonPI	London Plumber Ltd	\$1,244.88	\$0.00	\$1,244.88	\$0.00	\$0.00	\$1,244.88	\$0.00		26/01/2015	-\$1,290.30	2
	NMHS	Northern Municipal Health Serv	\$503.13	\$503.13	\$0.00	\$0.00	\$0.00	\$503.13	\$0.00		14/01/2015	-\$9,971.01	8
	TractorR	Tractor Repairs Ltd	\$691.73	\$691.73	\$0.00	\$0.00	\$0.00	\$691.73	\$0.00				84

2. Click the **Debtor** column to drill to the current transactions that are overdue for a specific client. From this screen there are different links available to manage this account.

**Client Details**

DebtorID	1007	POBox	PO Box 567
DebtorIndex	AutoElec	City	Nelson 7020
Name	Automotive Electrical	Phone	+64 (03) 208 1508
Street	23 Tay Street	AccountBalance	\$78,272.96
Suburb	SunnySide	Overdue	\$78,272.96
Warning	Exposure to Blenheim. Payment in advance.		

**Client Account** : Aged enquiry of current transactions.  
Filter : Client equals AutoElec

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Client	Calls	Ref No	Trans Type	Job Ref	Date	Text	Three Month	Two Month	One Month	Current	Balance	Name	Phone	Warning	Client Contact	Notes
	AutoElec	0	2043	Contract		26/12/20...	Contract Invoice	\$4,657.50				\$4,657.50	Automotive Electrical	+64 (03) 208 1508	Exposure to Blenheim. Payment in advance.	Julia Murray	
	AutoElec	0	2046	QuotePM	1038	26/12/20...	Invoice	\$1,568.27				\$1,568.27	Automotive Electrical	+64 (03) 208 1508	Exposure to Blenheim. Payment in advance.	Julia Murray	
	AutoElec	0	2056	Contract		28/01/20...	Contract Invoice	\$70,391.10				\$70,391.10	Automotive Electrical	+64 (03) 208 1508	Exposure to Blenheim. Payment in advance.	Julia Murray	
	AutoElec	0	2058	Quoted	1051	24/01/20...	Invoice	\$1,656.09				\$1,656.09	Automotive Electrical	+64 (03) 208 1508	Exposure to Blenheim. Payment in advance.	Julia Murray	

- Click the **Ref No** column to see **Invoice Details**, and to re-print the Invoice.
- Click the **Call History** header link to see their entire call history for overdue accounts on all Invoices.
- The **Calls** column indicates the number of times the client has been called regarding a specification transaction/invoice. Click this column to view the previous calls, or to make a first call (0).

**Contact Details**

ContactID	1008	CellPhone	02102792789
Shortname	AutoElec	Fax	+64 (03) 208 1567
Name	Automotive Electrical	WebAddress	www.autoelec.co.nz
Street	23 Tay Street	Type	Client
Suburb	SunnySide	Rating	Gold
POBox	PO Box 567	ClientBal	\$78,272.96
City	Nelson 7020	Overdue	\$78,272.96
Phone	+64 (03) 208 1508	Warnings	Exposure to Blenheim. Payment in advance.

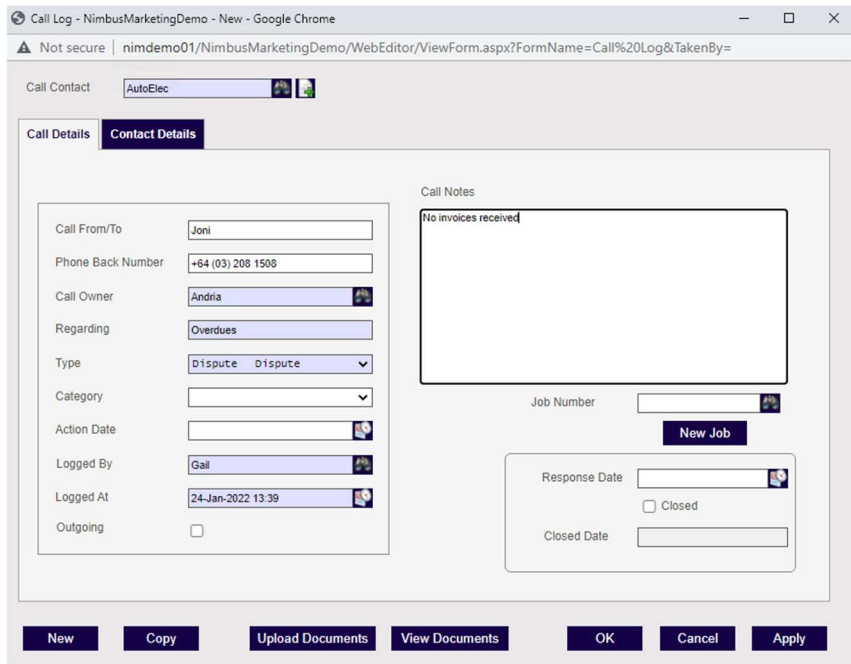
**Call Log** : Call log and message history  
Filter : Shortname contains auto

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Call Owner	Type	Call Date	Days Sp.	Action Date	Days To Go	Shortname	Client Name	Call From/To	Regarding	Category	Out Go.	Clo.	RepliedAt	Logged By	Job No	Job Status	Last Cost	Source Link	Source LinkID
Michelle	Informat	03/05/2021	266			AutoElec	Automotive Electrical	Pearson,Gary	...	CRMCall	1	1		Michelle					
Adam	DebtCall	15/05/2014	28	23/05/2014	-2	AutoElec	Automotive Electrical	Bill Smith	Reason for non payment of April Invoice	CRMCall	1	0		Grant	RFT-3	JP	11/05/2021		
Brian	Informat	11/05/2014	28			AutoElec	Automotive Electrical	Gary Pearson	Test new CRM	CRMCall	1	0		Brian					
Brian	Callback	11/05/2012	35	24/05/2012	-3	AutoElec	Automotive Electrical	Charles	Texting options	NewWork	0	0		Marlene					

The **Call Log and Messages History** report shows all the calls for a specific transaction. The Type column is useful to ascertain what action is required regarding this account i.e., **Callback** to follow up with another phone call, **7Days** to indicate the client has been sent a letter asking for payment with 7 days, **Dispute** indicating that the client is disputing the account etc.

- If you are logging your first call as outlined in 2c above, this is the call-log screen, where you record your conversation:



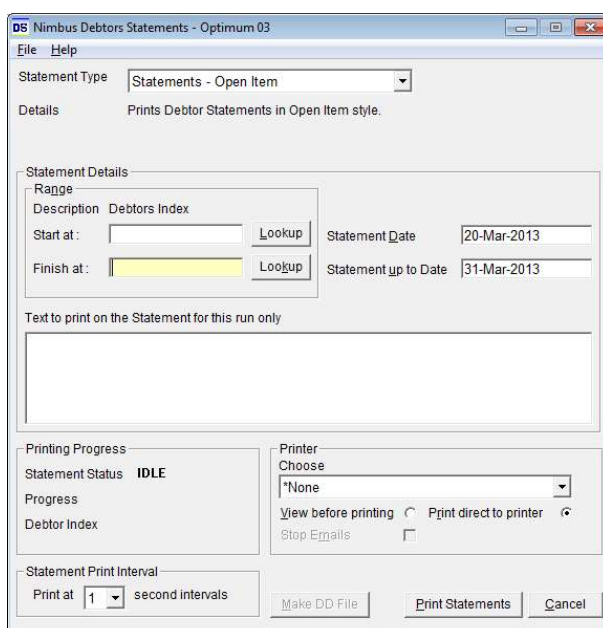
Complete the details in the form, taking special care to log this call to the correct person, with the correct **Type** and the **Action Date** required. Be specific regarding the **Call Notes** that should any other person look at this history, they will know exactly where the situation is placed.

## Debtor Statements

Printing the monthly Statements of Account is an important step in the debt collection process. Nimbus prints Debtor Statements through MS Word and can email these as a pdf.

To generate the monthly Statements of Account:

1. From the **Debtor** menu, click on the **Print Statement** menu item.
2. Select the **Statement Type** from the drop-down list; the details area below the **Statement Type** field explains the selected type.





3. Enter the range of Debtor Statements to be printed using one of the following methods:
  - To print all Debtor Statements, leave the Start at and Finish at fields blank.
  - To print only some Debtor Statements, click on the Lookup buttons to enter the range in the Start at and Finish at fields.
  - If the Finish at field is left blank, then all Debtor Statements from the item selected in Start at field to the end of list of Debtors will be processed.
4. Enter the date to appear on the Debtor Statement in the **Statement Date** field. By default, Nimbus will enter today's date in this field; enter another date if required.
5. Enter the date all transactions are to be collected up to in the **Statement up to Date** field. By default, Nimbus will enter the last day of the month; enter another date if required.
6. If applicable, enter any text to print for this Statement Run only in the **Text** field. This text field has been designed for messages such as announcing a change of address, a change of bank account number, etc. It can also be used for seasonal greetings such as 'Merry Christmas'.
7. Change the print interval for this Statement Run, if required. This is useful if you have many Statements to print. Whether you use this field or not depends on the relative speed of Nimbus processing to the speed of sending documents to the network printer. Change the print interval if you have noticed your Statements have appeared out of order in the past.
8. In the Printer section, select the **View Before Printing** or the **Print Direct to Printer** option depending on your requirements. If you utilise the Email option, then you must print direct to a printer.
9. If you use the Email option and wish to stop this for this run, then click on the **Stop Emails** item.
10. Click the **Print Statements** button. Progress will be displayed in the **Printing Progress** section of the form.
11. Outgoing documents can be automatically sent via email. The creation of PDF-format documents is enabled by a "**PDF printer driver**". The email options are set in the **Invoicing Setup** and **Debtors Statement Setup** applications within the printing tabs. When these options are set then Debtors with Email addresses will receive emailed documents and those without will print paper documents.

## Transaction Posting

Whenever possible you should always use the normal channels for the entering and posting of all debtor transactions i.e., through Job Posting, Invoicing and Debtors Receipting. However, when a debtor transaction does not fit the normal procedure, the Transaction Posting application can be used. The transaction types used in the Transaction Posting application use nonintegrated methods.



The available debtor transaction types are:

Invoice	This transaction type is used to post amounts directly to a Debtor where a paper invoice is not required, e.g., personal stationery. These amounts will appear as amounts receivable in the Debtor Receipts application.
Credit Invoice	This transaction type is used to reverse Debtor Invoices posted using the Invoice transaction type discussed above. The amount will appear as a negative amount in the Debtor Receipts application. The negative amount can be used for matching against the original entry.
Refund	This transaction type is used only when a Debtor makes an overpayment and has asked for a refund. This transaction type updates the Debtor Account and the Bank Reconciliation.
Journal Transfer	This transaction type is used to transfer an amount from one Debtor to another. Two entries of equal value are required, one a debit, the other a credit. For the credit leg enter a minus sign in the <b>Amount</b> column.
Opening Balance	This transaction type is used for entering initial Debtor amounts when setting up a new Nimbus system. It is not integrated and should not be used after the initial set up.

Not all of the above transaction types may be available to all users. This is dependent on the set up of each site.

To access the Debtor transaction types in the Transaction Posting application:

1. From the **Debtor** menu, click on the **Trans Posting** menu item.
2. From the report list

Ledger	TranType	Description	Detailed Description
-Debtors			
Debtors	InvCred	Credit Invoice	This transaction type is used to reverse invoice amounts posted to a Debtor.
Debtors	ManRec	Manual Receipt	Used to post manual receipts to a Debtor when it is not necessary to use the Debtor Receipts program. Note that this method does not match a payment to an invoice therefore this transaction type should not be used for payments of invoices that are already in the Debtors Ledger.
Debtors	Ref	Refund	This transaction type is used for Debtors who make an overpayment. In Debtor Receipts key in the amount received from the Debtor in Payment Amount \$ field. Then at a later stage, post the refund to Nimbus using this form. This form updates the Debtor Account and the Bank Reconciliation.
Debtors	Jnl	Journal Transfer	This transaction type is used to transfer an amount from one Debtor to another. Requires two entries of equal value, one a debit, the other a credit. For the credit leg put a minus sign in Amount column.
Debtors	Inv	Invoice	This transaction type is used to post amounts directly to a Debtor where a paper invoice is not required, eg. personal tolls, staff purchases.
Debtors	OpenBal	Opening Balance	This transaction type is used to enter Opening Debtors Balances - it is NOT integrated.

Select one of the transaction types discussed in the table above and click on the **Description** field to open the relevant form.

## Invoice Transaction Type

The invoice transaction type can be used to post an invoice amount directly to a Debtors Account.

Note that this method should only be used where:

1. A paper invoice is not required i.e., for processing personal expenses made by staff,
2. The amount does not need to be applied against a job (the form does not have a **Job** field).

To enter an invoice amount directly to the Debtors Ledger:

3. From the **Debtor** menu, click on the **Trans Posting** menu item.
4. Choose the **Invoice** option this opens the following form:

Debtor Invoice - NimbusMarketingDemo - New - Google Chrome

Not secure | nimdemo01/NimbusMarketingDemo/WebEditor/ViewForm.aspx?FormName=Debtor%20Inv

### Debtors Ledger Transaction

Transaction Type: Debtor Invoice

<b>Debtor Details</b>		<b>GL Account Details</b>		<b>Total Amount Details</b>	
Debtor	<input type="text"/>	Name	<input type="text"/>	GST Excl Amount	<input type="text" value="0.00"/>
Group	<input type="text"/>	Division	<input type="text"/>	GST Amount	<input type="text" value="0.00"/>
		Summary	<input type="text"/>	GST Incl Amount	<input type="text" value="0.00"/>
		Category	<input type="text"/>		

Trans Date	Debtor	GL Account	Description	Ref Number	GST Excl Amt	GST Amt	GST Incl Amt
...	...	...	...	...	...	...	...

Batch Total

5. Enter the date and then the Debtor Index of the Debtor in the **Debtor** field. A lookup is available, if required. Note that once the Debtor has been entered, the Debtor's Name and Group are displayed in the form header. Press **Tab**.
6. Because the invoice transaction type is not linked to a General Ledger account, the account that this transaction is to be posted to must be specified. Enter the ledger account name or number in the **GL Account** field. A lookup is available, if required. Note that once the GL account has been entered, the details for the set-up of this account are displayed in the form header. Press **Tab**.
7. Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
8. Enter the GST exclusive amount in the **GST Excl Amt** field. Press **Tab**. If GST applies, Nimbus will calculate the GST amount and enter it in the **GST Amt** field. Nimbus will also calculate the GST inclusive amount and enter this in the **GST Incl Amt** field.
9. If applicable, enter any notes in the **Notes** field.
10. Press the **Tab** key to enter another invoice line item, if applicable. Note that the form can be used to post invoice amounts to different Debtors, if required. Note that if more than one line is used, Nimbus will calculate the total amount that will be posted.
11. Click the **OK** button to post the transaction. The Debtor Account(s) will automatically be updated, and the amounts receivable will appear in the Debtor Receipts application.
12. The **Batch Total** at the bottom of the form behaves as follows:  
If you enter a total in the form it will stop you from being able to OK the form until it agrees e.g.:  
The batch total entered is \$100.00 but the total on this form is \$150.00 and the button is greyed out –

Trans Date	Debtor	GL Account	Description	Ref Number	GST Excl Amt	GST Amt	GST Incl Amt
25-Jan-2022	carterroger	8040120	Postage	100	130.43	19.57	150.00 ...
25-Jan-2022					0.00	0.00	0.00

Batch Total: 100.00

Buttons: Delete Row, OK, Cancel

The total on this entry is \$100.00 so the OK button is available to press –

Trans Date	Debtor	GL Account	Description	Ref Number	GST Excl Amt	GST Amt	GST Incl Amt
25-Jan-2022	carterroger	8040120	Postage	100	86.96	13.04	100.00 ...
25-Jan-2022	...	...	...	...	0.00	0.00	0.00

Batch Total: 100.00

Buttons: Delete Row, OK, Cancel

## Credit Invoice Transaction Type

This transaction type is used to reverse Debtor Invoices posted using the Invoice transaction type above. The amount will appear as a negative amount in the Debtor Receipts application. The negative amount can be used for matching against the original entry.

To process a Credit Invoice to a Debtor:

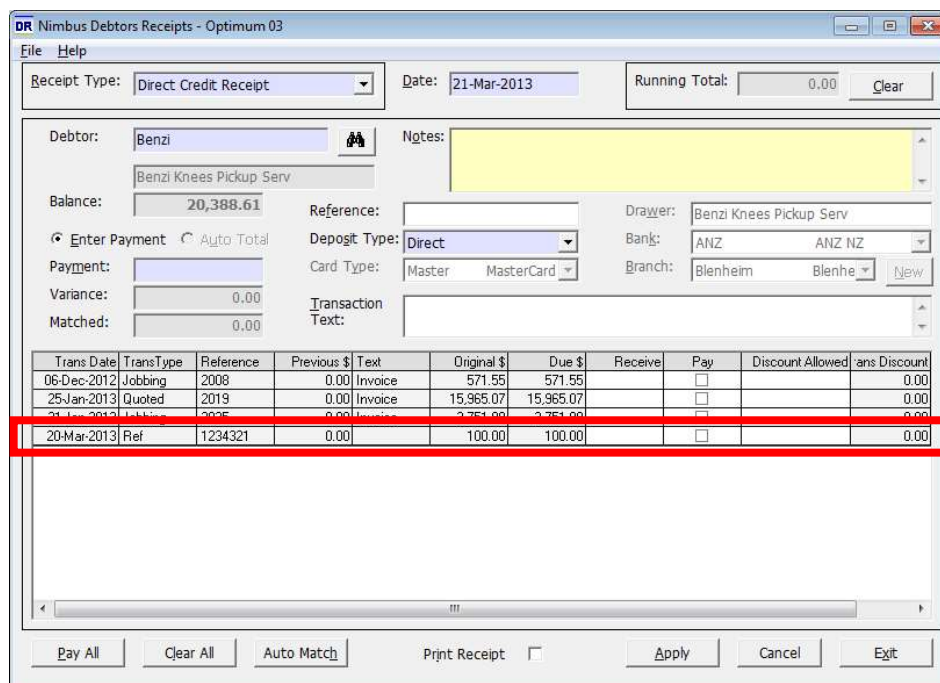
1. From the **Debtor** menu, click on the **Trans Posting** menu item.
2. Select the **Credit Invoice** transaction type and then click the **OK** button to open the refund transaction type form.
3. Enter the date in the **Trans Date** field. Press **Tab**.
4. Enter the Debtor Account this credit will be applied against in the **Debtor** field. A lookup is available, if required. Press **Tab**.
5. Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
6. Enter the GST inclusive amount to be refunded in the **Amount** field. Press **Tab**.
7. Enter any notes (if required) in the **Notes** field.
8. Click the **OK** button to record the credit.

## Refund Transaction Type

The refund transaction type is used when a Debtor has overpaid their account and has asked for a refund of the amount overpaid.

To refund an amount to a Debtor:

1. From the **Debtor** menu, click on the **Trans Posting** menu item.
2. Select the **Refund** transaction type and then click the **OK** button to open the refund transaction type form.
3. Enter the refund date in the **Trans Date** field. Press **Tab**.
4. Enter the Debtor Account this refund will be applied against in the **Debtor** field. A lookup is available, if required. Press **Tab**.
5. Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
6. Enter the GST inclusive amount to be refunded in the **Amount** field. Press **Tab**.
7. Enter any notes (if required) in the **Notes** field.
8. Click the **OK** button to record the refund.
9. The refund amount will now appear as a positive amount in the Debtor Receipts application, as shown in the screenshot below.



Trans Date	TransType	Reference	Previous \$	Text	Original \$	Due \$	Receive	Pay	Discount Allowed	ans Discount
06-Dec-2012	Jobbing	2008	0.00	Invoice	571.55	571.55		<input type="checkbox"/>		0.00
25-Jan-2013	Quoted	2019	0.00	Invoice	15,965.07	15,965.07		<input type="checkbox"/>		0.00
21-Mar-2013	Ref	1234321	0.00	Invoice	100.00	100.00		<input checked="" type="checkbox"/>		0.00

Match the positive amount against the overpaid amount (the negative amount) to remove the items from the Debtor Account. Do this by ticking the boxes held in the **Pay** column. This action will cause the negative and positive amounts to be entered in the **Receive** column. Click **Apply**.

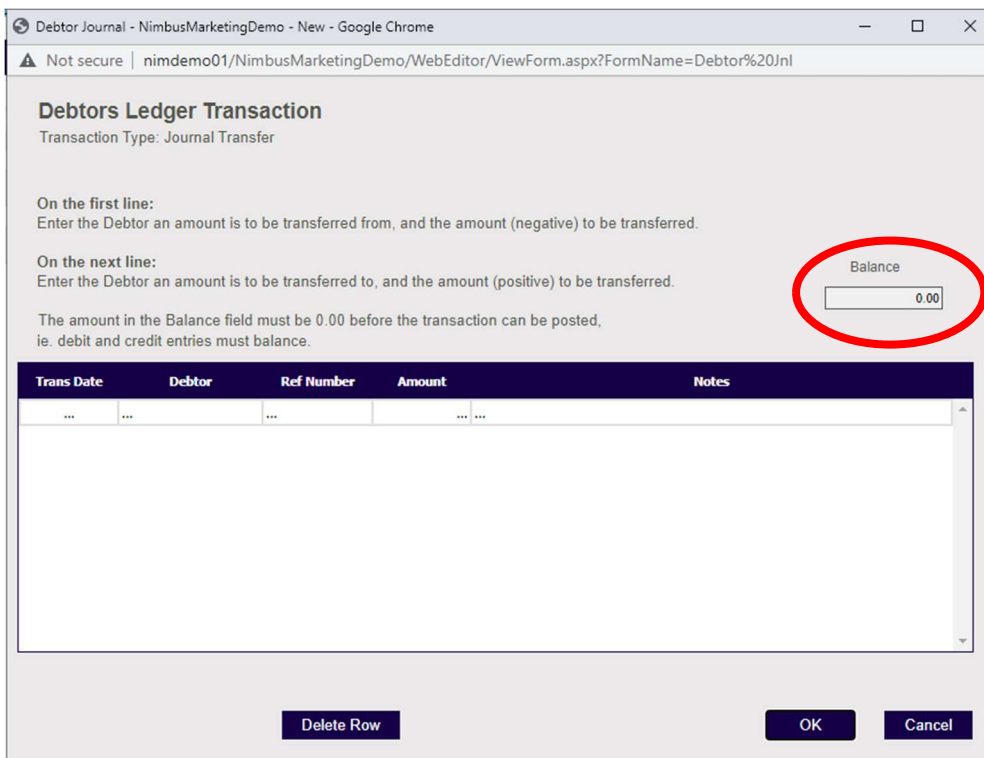
## Journal Transfer Transaction Type

The Journal Transfer transaction type is used to transfer an amount held in one Debtor Account to another Debtor Account. Examples of when this transaction type may need to be used are:

- An amount was posted to an incorrect Debtor and needs transferring to the correct Debtor.
- A Debtor has overpaid their account but instead of asking for a refund, the Debtor has asked that the amount be transferred to their parent company, another Debtor that still has an amount owing to you.

To transfer an amount from one Debtor Account to another:

1. From the **Debtor** menu, click on the **Trans Posting** menu item.
2. Select the **Journal Transfer** transaction type and then click the **OK** button. This action opens the Journal Transfer form. Note that this transaction type requires two entries of equal value to be entered in the form:



**Debtors Ledger Transaction**  
Transaction Type: Journal Transfer

On the first line:  
Enter the Debtor an amount is to be transferred from, and the amount (negative) to be transferred.

On the next line:  
Enter the Debtor an amount is to be transferred to, and the amount (positive) to be transferred.

The amount in the Balance field must be 0.00 before the transaction can be posted, ie. debit and credit entries must balance.

Trans Date	Debtor	Ref Number	Amount	Notes
...	...	...	...	...

Balance: 0.00

Delete Row OK Cancel

- a) A negative amount (e.g. -50.00). This is the amount being transferred **FROM** a Debtor Account.
  - b) A positive amount (e.g. 50.00). This is the amount being transferred **TO** another Debtor Account.
3. On the first line of the grid, enter the transfer details of the amount being transferred **FROM** a Debtor Account, as follows:
    - a) Enter the date for this transaction and then press the **Tab** key to follow tab order.
    - b) Enter the name of the Debtor Account you wish to transfer an amount FROM in the **Debtor** field.  
A lookup is available, if required. Press **Tab**.
    - c) Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.

- d) Enter the amount to be transferred FROM this Debtor Account in the **Amount** field; this will be the GST inclusive amount. Note that an amount being transferred is to be entered as a negative figure.
  - e) Enter any notes (if required) in the **Notes** field.
4. On the next line in the grid, enter the transfer details of the amount being transferred **TO** another Debtor Account, as follows:
- a) Enter the date for this transaction and then press the **Tab** key to follow tab order.
  - b) Enter the name of the Debtor Account you wish to transfer an amount TO in the **Debtor** field.  
A lookup is available, if required. Press **Tab**.
  - c) Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
  - d) Enter the amount to be transferred TO this Debtor Account in the **Amount** field; this will be the GST inclusive amount. Note that an amount being transferred is to be entered as a positive figure.
  - e) Enter any notes (if required) in the **Notes** field.
5. Click the **OK** button to record the transfer. The amount will now appear in the two Debtor Accounts. One Debtor Account will have had the amount removed from it; this will appear as a negative amount in the Debtor Receipts application. Match the negative amount against an amount to pay to remove it from the Debtor Receipts application. The other Debtor Account will have had the amount added to it. This amount will also appear in the Debtor Receipts application, as an amount to pay.

## Small Balance Write-offs

Sometimes a Debtor Account has a small balance, but it is technically not a Bad Debt or a Discount, e.g. a Debtor usually pays by electronic transfer but this month the Debtor paid cash and the amount had to be rounded up or down. The resulting small balance left in the Debtor Account is large enough to be a problem (any amount owing causes the system to generate a monthly Statement of Account) but small enough to not bother collecting it or refunding it. In either case the cost of the postage stamp is probably more than the amount to be collected! So, writing the amount off is the only solution.

There are two ways of dealing with small balances:

The amount can be treated as a discount.

The amount can be treated as 'unders and overs'.

If the small balance is to be treated as a discount during the **Debtors Receipt** process, the instructions for this are given [above](#).

The method that follows shows you how to treat the small balance as 'unders and overs'.

To write off a positive small balance showing in the Debtor Receipts application:

1. From the **Debtor** menu, click on the **Trans Posting** menu item.
2. Select the **Credit Invoice** transaction type.
3. Enter the date for this transaction and then press the **Tab** key to follow tab order.



4. Enter the name of the Debtor in the **Debtor** field. A lookup is available, if required. Note that once the Debtor has been entered, the Debtor's Name and Group are displayed in the form header. Press **Tab**.
5. Because the invoice transaction type is not linked to a General Ledger account, the account that this transaction is to be posted to must be specified. Enter the ledger account name or number in the **GL Account** field. The 'Rounding Write-offs' account can be used if your Chart of Accounts doesn't have a more appropriate account. A lookup is available, if required. Note that once the GL account has been entered, the details for the set-up of this account are displayed in the form header. Press **Tab**.
6. Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
7. Enter the GST exclusive amount in the **GST Excl Amt** field. Press **Tab**. If GST applies, Nimbus will calculate the GST amount and enter it in the **GST Amt** field. Nimbus will also calculate the GST inclusive amount and enter it in the **GST Incl Amt** field.
8. If applicable, enter any notes in the **Notes** field and then click the **OK** button to process the transaction.
9. From the **Office** menu click on the **Debtor Receipts** menu item. The small balance write-off amount appears as a negative amount. Match the positive amount against the negative amount to remove the items from the Debtor Account. Do this by ticking the boxes held in the **Pay** column. This action will cause the negative and positive amounts to be entered in the **Receive** column. Click **Apply**. Next time you bring up the same Debtor Account, the small balance amount will have disappeared from the grid. Note also that the amounts will have been removed from the Debtors Trial Balance too.

To write off a negative small balance showing in the Debtor Receipts application:

1. From the **Debtor** menu, click on the **Trans Posting** menu item.
2. Select the **Invoice** transaction type.
3. Enter the date for this transaction and then press the **Tab** key to follow tab order.
4. Enter the name of the Debtor in the **Debtor** field. A lookup is available, if required. Note that once the Debtor has been entered, the Debtor's Name and Group are displayed in the form header. Press **Tab**.
5. Because the invoice transaction type is not linked to a General Ledger account, the account that this transaction is to be posted to must be specified. Enter the ledger account name or number in the **GL Account** field. The 'Rounding Write-offs' account can be used if your Chart of Accounts doesn't have a more appropriate account. A lookup is available, if required. Note that once the GL account has been entered, the details for the set-up of this account are displayed in the form header. Press **Tab**.
6. Enter the reference details (if any) in the **Ref Number** field. Press **Tab**.
7. Enter the GST exclusive amount in the **GST Excl Amt** field. Press **Tab**. If GST applies, Nimbus will calculate the GST amount and enter it in the **GST Amt** field. Nimbus will also calculate the GST inclusive amount and enter it in the **GST Incl Amt** field.
8. If applicable, enter any notes in the **Notes** field and then click the **OK** button to process the transaction.
9. From the **Office** menu click on the **Debtor Receipts** menu item. The small balance write-off amount appears as a positive amount. Match the positive amount against the negative amount to remove the items from the Debtor Account. Do this by ticking the boxes held in the **Pay** column. This action will cause the negative and

positive amounts to be entered in the **Receive** column. Click **Apply**. Next time you bring up the same Debtor Account, the small balance amount will have disappeared from the grid. Note also that the amounts will have been removed from the Debtors Trial Balance too.

## Posting Audit

Sometimes a Debtor payment or invoice transaction may need following up from a different perspective i.e., *who* processed the transaction, rather than investigating via *client* details. Within the **Debtors** menu there is a **Posting Audit** report which is a complete audit trail of debtor's transactions posted within Nimbus.

**Debtor Postings** : Audit trail of all amounts posted to the Debtors Ledger  
 Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Batch No	Period	Trans Date	Date Time Posted	Ledger	Trans Type	Posted By	Debtor	Name	Ref No	Amount	GST Content	Text
HO		31/01/2022	31/01/2022	21/01/2022 16:41	Jobcost	Contract	karen.br	Baily	Baily & Sons Ltd	2079	\$353,039.48	\$46,048.63	Contract Invoice
HO		31/12/2021	31/12/2021	20/01/2022 16:30	Jobcost	Contract	karen.br	Baily	Baily & Sons Ltd	2078	\$683,116.03	\$89,102.09	Contract Invoice
		31/10/2021	07/10/2021	07/10/2021 16:50	Jobcost	POS	karen.br	BrownMol	Brown & Holders	2067	\$1,351.94	\$176.34	
	57	31/10/2021	07/10/2021	07/10/2021 16:50	Debtor	Rec	karen.br	BrownMol	Brown & Holders	2067	-\$1,351.94	\$0.00	
		31/10/2021	20/10/2021	20/10/2021 16:05	Jobcost	JobProg	wayne.ha	BrownMol	Brown & Holders	2075	\$1,402.23	\$182.90	Invoice
		31/10/2021	22/10/2021	26/10/2021 19:32	Jobcost	JobProg	wayne.ha	Cityclea	Cityclean Combined	2076	\$78.20	\$10.20	Invoice
		31/10/2021	31/10/2021	18/10/2021 13:48	Jobcost	Contract	karen.br	Cooper	H J Cooper Ltd	2072	\$67,391.55	\$8,790.20	Contract Invoice
		31/10/2021	31/10/2021	18/10/2021 15:49	Jobcost	QuotePM	karen.br	Cooper	H J Cooper Ltd	2073	\$11,686.99	\$1,524.39	Invoice
		31/10/2021	31/10/2021	19/10/2021 13:19	Jobcost	QuotePM	karen.br	Cooper	H J Cooper Ltd	2074	\$123,675.54	\$16,131.59	Invoice
		31/10/2021	27/10/2021	27/10/2021 15:24	Jobcost	Contract	wayne.ha	Craik	BN Craik & Sons	2077	\$817.65	\$106.65	Contract Invoice
		31/10/2021	07/10/2021	07/10/2021 16:52	Jobcost	POS	karen.br	JarrettD	Jarrett Developments	2069	\$921.84	\$120.24	
	58	31/10/2021	07/10/2021	07/10/2021 16:52	Debtor	Rec	karen.br	JarrettD	Jarrett Developments	2069	-\$921.84	\$0.00	
		31/10/2021	07/10/2021	07/10/2021 16:55	Jobcost	POS	karen.br	LandonPI	Landon Plumber Ltd	2071	\$1,244.88	\$162.38	
		30/09/2021	30/09/2021	07/10/2021 15:52	Jobcost	Contract	karen.br	Cooper	H J Cooper Ltd	2066	\$76,408.86	\$9,966.37	Contract Invoice

Use the filters in this report to search for the transaction you are looking for i.e. via an amount in the **Amount** column, a particular **Date Time Posted** or who posted the transaction in the **Posted by** column.

As a default within Nimbus, all **Transaction Posting** types are setup to automatically allocate a **refnum** when posting transactions, so you can easily see all transactions for a **Batch** in this **Posting Audit** report.

## Client Reports

Organisations often need to know debtor transaction history or other debtor information. The Nimbus web reports make this information readily available.

To find a listing of all Debtor related web reports:

1. From the **Debtor** menu, click on the Reports menu item. A listing of debtor web reports is displayed, as shown below. Note the Description column; this column details the purpose of each given report.

**Web Reports** : List of all Office Reports  
 Filter : Report Category equals DebtorO and ViewBy equals NAdmin

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Report Group	Report Category	Report	Report Description
	=DebtorO		
General	DebtorO	Bank Reconciliation	Bank reconciliation transactions.
General	DebtorO	Client Account	Aged enquiry of current transactions.
General	DebtorO	Client History	All customer account transactions for listing selection and drilling.
General	DebtorO	Client Listing	List all debtors/clients for Office Staff
General	DebtorO	Client Receipt Match	To show which transactions were matched against a receipt
General	DebtorO	Client Trans Match	To show details of debtors matching
General	DebtorO	Debtor Postings	Audit trail of all amounts posted to the Debtors Ledger
General	DebtorO	Debtor TB Summary	Accounts Receivable summarised
General	DebtorO	Deposit List	Deposit transactions waiting to be printed
General	DebtorO	Deposit Slip Hist	Bank Deposit Slip history
General	DebtorO	Recurr Inv Types	List of recurring Inv Types and date last run (inv Type like 'recur%')
General	DebtorO	Reprint Invoices	Reprint Job Invoices
General	DebtorO	Reprint PF Invoices	Reprint Pro Forma Job Invoices

2. Click on the name of the report to open the report.
3. Once a report is displayed the filters and links can be used to home in on the information you want.

## Debtor Transaction History

To view the transaction history for a single Debtor:

1. From the **Debtor menu**, click on the **Account History** menu item. This action opens the **Client History** report which shows all debtor transactions. Note that the **Client History** report is an excellent report for finding out which transactions have been matched and which have not.

**Client History** : All customer account transactions for listing selection and drilling.  
 Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Client	Date	Debtor Group	Ref No	Trans Type	Order No	Job No	Text	Amount	Unmatched	GST Content	Excl Amount	GST %	Ledger	Period
Baily	31/12/2021	Trade	2078	Contract			Contract Invoice	\$683,116.03	\$683,116.03	\$89,102....	\$594,013.94	15....	Jobcost	31/12/2021
Baily	31/01/2022	Trade	2079	Contract			Contract Invoice	\$353,039.48	\$353,039.48	\$46,048....	\$306,990.85	15....	Jobcost	31/01/2022
Cooper	31/10/2021	Trade	2074	QuotePM		1093	Invoice	\$123,675.54	\$123,675.54	\$16,131....	\$107,543.95	15....	Jobcost	31/10/2021
Cooper	30/09/2021	Trade	2066	Contract			Contract Invoice	\$76,408.86	\$76,408.86	\$9,966.37	\$66,442.49	15....	Jobcost	30/09/2021

2. Use the **Client** filter field to find the Debtor you want more information on.
3. Once the Debtor has been selected, the report will show the transaction history for this Debtor. Use the filters and links to home in on the specific information you want.