

Opera II—Top Ten User Tips

Effectively reduce... and take control of your debtors (Part 1 of 2)

Debtors Letters.

Opera II's intelligent debt management provides you with the tools you need to significantly enhance your Credit Control procedures, reduce outstanding payments and take back control of your Debtors, whilst ensuring minimal impact of bad Debtors and optimising your cashflow.

Improve your Credit Control processes with Opera II's Debtors Letters, allowing you to chase customers with overdue accounts. Up to three levels of user definable Debtors Letters are available, which are easily configurable and can be printed or e-mailed at your preference. The Print Debtors Letters report allows individual or bulk print runs; that can also be split by level of letter as required. For each letter that is generated, Opera II will automatically populate a note against the relevant Customer Account.

You control how Debtors Letters are generated from Opera II, which includes the ability to:

- Specify the period of time to elapse between each level of Debtors Letter based on number of accounting periods or days overdue
- Produce Debtors Letters according to a Minimum Debt level; or even choose to exclude a sensitive customer completely
- Determine the number of periods you wish to keep Debtors History for
- Optionally activate Opera II to clear down the Debtors Letter Indicator when a Receipt is posted

The Debtors Report provides an accurate analysis of how much you are owed; and more importantly for how long. Run this report as required to display all outstanding debts aged according to length of time.

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▶ Top Tip No 8

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▶ DEBTOR LETTERS

Use it for greater efficiency and control.



Worth a try, we say!

Debtors Letters!
Use them for
cash flow reasons

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