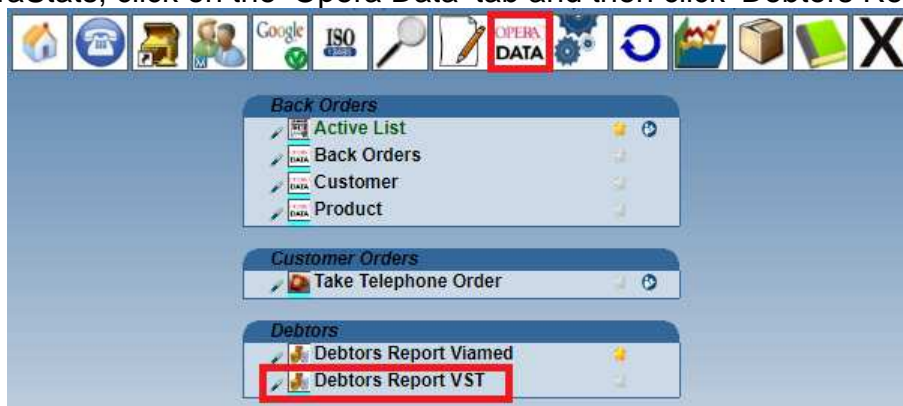


VM3COP20.67 - VST - Debtors Report

1. From IntraStats, click on the 'Opera Data' tab and then click 'Debtors Report VST'.



2. Look through the list and locate any customer whose account balances are in the '31-60Days', '61-90Days' or '91Days+' columns. If any accounts are in any of these three columns you will need to authorisation from one of the VST Directors to proceed.

Debtors Report Snapshot Taken: 13/Oct/2017

A/C	Name	Last Reminder	Log	91Days+	61-90 Days	31-60Days	0-30Days	Total
VST0001	JJ-CCR ApS	04/08/16	Reminder	£0.00	£0.00	£0.00	£7,019.50	£7,019.50
VST0002	Ambient Pressure Diving Ltd	03/08/16	Reminder	£0.00	£0.00	£6,240.00	£6,240.00	£12,480.00
VST006	rEvo	13/05/16	Reminder	£0.00	£0.00	£0.00	£5,416.50	£5,416.50
VST009	Innerspace Systems Corp.	04/09/17	Reminder	£0.00	£0.00	£0.00	£4,146.79	£4,146.79
VST010	Megalodon UK	12/09/17	Reminder	£0.00	£0.00	£0.00	£3,153.60	£3,153.60
VST011	Narked at 90 Ltd	04/09/17	Reminder	£0.00	£0.00	£0.00	£5,902.80	£5,902.80
VST023	Uncharted Diving Technology	23/08/17	Reminder	£30.17	£0.00	£0.00	£0.00	£30.17
VST025	Divesoft s.r.o.	15/09/15	Reminder	£0.00	£0.00	£0.00	£2,717.57	£2,717.57
VST027	Vobster Marine Systems Ltd	23/08/17	Reminder	£0.00	£0.00	£2,890.80	£0.00	£2,890.80
VST029	Divex3me	30/03/16	Reminder	£0.00	£0.00	£0.00	£542.57	£542.57
Total				£30.17	£0	£9130.8	£35139.33	£44300.3

Number of Debtors: 11

Note: Balances in the '0-30Days' column can be ignored as the payment is not yet due.

DO NOT proceed with director authorisation.

3. Click 'Reminder' on the account that is overdue.

A/C	Name	Last Reminder	Log	91Days+	61-90 Days	31-60Days	0-30Days	Total
VST0001	JJ-CCR ApS	04/08/16	Reminder	£0.00	£0.00	£0.00	£7,019.50	£7,019.50
VST0002	Ambient Pressure Diving Ltd	03/08/16	Reminder	£0.00	£0.00	£6,240.00	£6,240.00	£12,480.00
VST006	rEvo	13/05/16	Reminder	£0.00	£0.00	£0.00	£5,416.50	£5,416.50
VST009	Innerspace Systems Corp.	04/09/17	Reminder	£0.00	£0.00	£0.00	£4,146.79	£4,146.79
VST010	Megalodon UK	12/09/17	Reminder	£0.00	£0.00	£0.00	£3,153.60	£3,153.60
VST011	Narked at 90 Ltd	04/09/17	Reminder	£0.00	£0.00	£0.00	£5,902.80	£5,902.80
VST023	Uncharted Diving Technology	23/08/17	Reminder	£30.17	£0.00	£0.00	£0.00	£30.17
VST025	Divesoft s.r.o.	15/09/15	Reminder	£0.00	£0.00	£0.00	£2,717.57	£2,717.57
VST027	Vobster Marine Systems Ltd	23/08/17	Reminder	£0.00	£0.00	£2,890.80	£0.00	£2,890.80
VST029	Divex3me	30/03/16	Reminder	£0.00	£0.00	£0.00	£542.57	£542.57
Total				£30.17	£0	£9130.8	£35139.33	£44300.3

4. Scroll down to the 'Total Amount OVERDUE' section. This details all the overdue invoices to be paid.

Please update Addresses to Include Contact name if Possible

History of reminders

Vobster Marine Systems Ltd.

Add Contact

Vobster Quay
Upper Vobster
Radstock
Somerset
BA3 5SD
UK United Kingdom
Tel: 01373 814678
Opera: VST027
Type: OEM customer
Account Type: Credit
(Opera) Credit Limit: £3700
Current Balance: £

New Reminder Details: Add Contact

Name: Amy Stanton
Email Address: amy@vobster.com
Telephone: 01373 814678
Department:

Notes:

Sent Statement
Sent Copy Invoices
Via Phone
Email
Post
Fax

Submit

Current Statement

Account VST027 Unpaid Invoices but Within Terms:

Reminded Reference	Date	Customer Reference	Type	Goods Value	Nat Value	Total Value
VSTIN00933	25/08/17	VMS2572	Invoice	£2,409.00	£481.80	£2,890.80

Total Amount OVERDUE is: £2,890.80

SELECT * FROM VST_invoices WHERE Paid_Indic=" " AND Account=VST027 and year=2002 ORDER BY Date DESC Account VST027 OVERDUE Invoices

5. Login to VST Opera and click on 'S.O.P' > 'Processing'.

OPERA for Windows

File Edit

ESC Cancel F1 Help Ctrl+F4 Diary Ctrl+F5 Calculator Ctrl+F7 About Ctrl+F8 Date Ctrl+F9 E-Mail Ctrl+F10 Web Site Ctrl+F11 Viewer

System Stock S.O.P. P.Orders Reporter

Processing
Special Prices

6. Click 'Find' or press the 'F' key and type in the account number as displayed on IntraStats, then press 'Enter'.

Vobster Marine Systems Ltd.

Vobster Quay
Upper Vobster
Radstock
Somerset
BA3 5SD
UK United Kingdom
Tel: 01373 814678
Opera: VST027
Type: OEM customer
Account Type: Credit
(Opera) Credit Limit: £3700
Current Balance: £

OPERA for Windows

File Edit

ESC Cancel F1 Help Ctrl+F4 Diary Ctrl+F5 Calculator Ctrl+F7 About Ctrl+F8 Date Ctrl+F9 E-Mail Ctrl+F10 Web Site Ctrl+F11 Viewer

Find Customer

Account Code or Part(s) of Name: VST027

Address

Postcode

Telephone

Facsimile

Accts Contact

Order Contact

Ledger A/c

Invoice A/c

Options Terms Analysis Delivery VAT

7. Click 'View' or press the 'V' key, click on 'Outstanding' and then click the 'OK' button.

OPERA for Windows

File Edit

ESC Cancel F1 Help Ctrl+F4 Diary Ctrl+F5 Calculator Ctrl+F7 About Ctrl+F8 Date Ctrl+F9 E-Mail Ctrl+F10 Web Site Ctrl+F11 Viewer

Account VST027

Customer Vobster Marine Systems Ltd

Customer View Selection

Selection: All Outstanding

Date Range: From To

OK Cancel

Ledger A/c VST027 Vobster Marine Systems Ltd

Invoice A/c

Options Terms Analysis Delivery VAT

8. Check that total Opera figures matches the total IntraStats figure.

OPERA for Windows

Edit

ESC F1 F5 F6 F8 F9 CTRL+F
Cancel Help View2 Statement Zoom Print Search

Account View of VST027 Vobster Marine Systems Ltd

Date	Type	Ref1	Ref2	Stat	Debit	Credit	Balance
25/08/17	Ino	USTIN00933	UHS2572		2890.80		
					5 Months+ 0.00	4 Months 0.00	3 Months 0.00
					2 Months 2890.80	1 Month 0.00	Current 0.00
					Unallocated Receipts 0.00		Total 2890.80

SELECT * FROM VST_invoices WHERE Paid_Indic="" AND Account="VST027" and year>'2002' ORDER BY Date DESC Account VST027 OVERDUE Invoices

Reminded	Reference	Date	Customer Reference	Type	Goods Value	Vat Value	Total Value
<input checked="" type="checkbox"/>	VSTIN00933	25/08/17	MMS2572	Invoice	£2,409.00	£481.80	£2,890.80

Total Amount OVERDUE is : £2,890.80

9. If the figures match, then scroll to the bottom of the IntraStats page and click the 'Print' button in the top right corner.

printstatementvst.php 1 / 1

Vandagraph
Sensor Technologies

Vandagraph ST Limited
15 Station Road, Crosshills
Keighley, West Yorkshire, BD20 7DT
Telephone +44 (0) 1535 634 900
Fax +44 (0) 1535 635682
Email info@vandagraphst.com

David Jackson
Ambient Pressure Diving Ltd
Unit 2C
Water-Ma-Trout Ind. Estate
Helston
Cornwall
UK
TR13 0LW

Statement of Account 16 October 2017

Reference	Date	Customer Reference	Type	Goods Value	Vat Value	Total Value	Due
VSTIN00937	07/09/17	005324/06	Invoice	£5,200.00	£1,040.00	£6,240.00	*
VSTIN00944	29/09/17	005324/07	Invoice	£5,200.00	£1,040.00	£6,240.00	


Note: If the figures don't match, wait for the next big update which is usually completed first thing in the morning and again at lunch, then check again. If the figures still do not match, consult a VST director for instructions on how to proceed.

10. When the print dialog appears, click 'Change' and select 'Save to PDF'. Then click the blue 'Save' button.

Print

Total: 1 page

Save Cancel

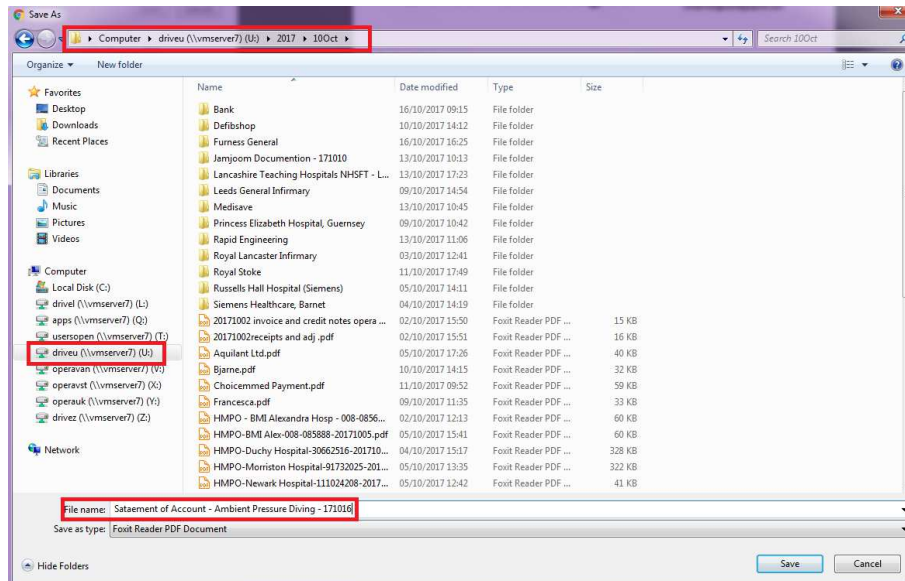
Destination  **Save as PDF**

Change...

Pages ☒ All

☐ e.g. 1-5, 8, 11-13

11. Navigate to drive U, then double click on the current year, then the current month. Then, enter the filename 'Statement of Account – Company Name – date backwards'.
E.g. 'Statement of Account – Ambient Pressure Diving – 171016'.



12. Using GoldMine, locate the email address of the person named on the statement of account. See VM3COP20.081 for details on how to do this.

Vandagraph
Sensor Technologies

Vandagraph ST Limited
15 Station Road, Crosshills
Keghley, West Yorkshire, BD20 7DT
Telephone +44 (0) 1535 634 900
Fax +44 (0) 1535 635582
Email info@vandagraphst.com

David Jackson
Ambient Pressure Diving Ltd
Unit 2C
Water-Ma-Trout Ind. Estate
Helston
Cornwall
UK
TR13 0LW

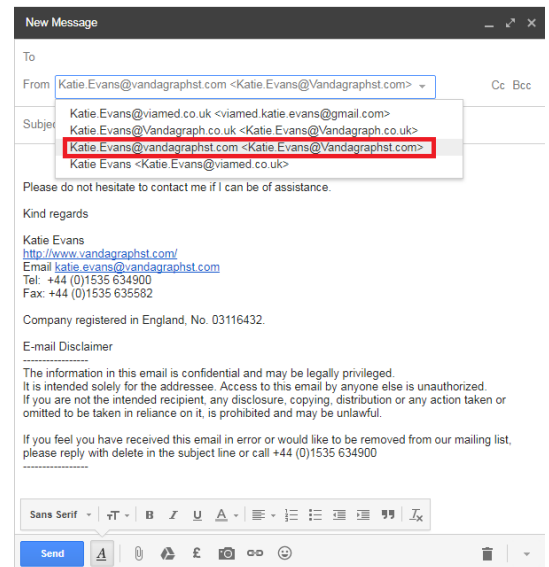
Gmail ▾

COMPOSE

Inbox
Starred
Important
Chats
Sent Mail
Drafts
All Mail
Spam

13. From your email inbox, click the large, red, 'Compose' button.

14. Change the 'From' email address to your '@vandagraphst.com' email address, this will ensure the correct signature is used.



15. Enter the customer's email address as located in GoldMine and type 'Statement of Account' as the subject of the email.

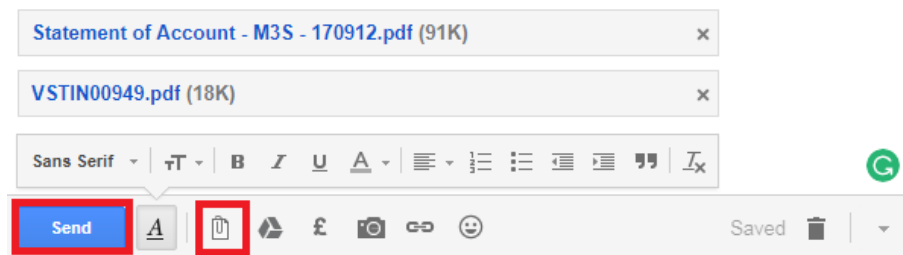
16. In the body of the email, type:

*"Dear *Customer Name*,*

Please find attached your statement of account. I have also attached a copy (or) copies of the overdue invoice(s) for your reference.

If you require any further information, please do not hesitate to contact me."

17. Attach the Statement of Account and the invoices noted on it by clicking the paperclip icon and navigating to the files, and then click the large, blue, 'Send' button.



Return to the debtors report page and select the name of the person you have emailed. Use the tick boxes to acknowledge what you have done, e.g. 'Sent Statement', and how you have done it, e.g. 'Email'.

If you have any notes, use the notes field to add them, or copy and paste your email into the notes field. Then click the 'Submit' button.

CID 9540
VST

Ambient Pressure Diving Ltd. [Add Contact](#)

Unit 2C
Water-Ma-Trout Ind. Estate
Helston
Cornwall
TR13 0LW
UK
Tel: 01326 563834
Opera: VST0002
Type: OEM customer
(Opera) Credit Limit: £15600
Current Balance : £

New Reminder Details: [Add Contact](#)

Name	Email Address	Telephone	Department
<input checked="" type="radio"/> David Jackson	dave@apdiving.com	01326 561040	
<input type="radio"/> Joanne Miners	accounts@apdiving.com	30 days from month end terms	Accounts
<input type="radio"/> Lisa	lisa@apdiving.com		

☒ Sent Statement
☒ Sent Copy Invoices
☐ Via Phone
☒ Email
☐ Post
☐ Fax

Notes:

Dear David,

Please find attached your statement of account. I have also attached a copy (or) copies of the overdue invoice(s) for your reference.

Saved (not submitted)

[Submit](#)