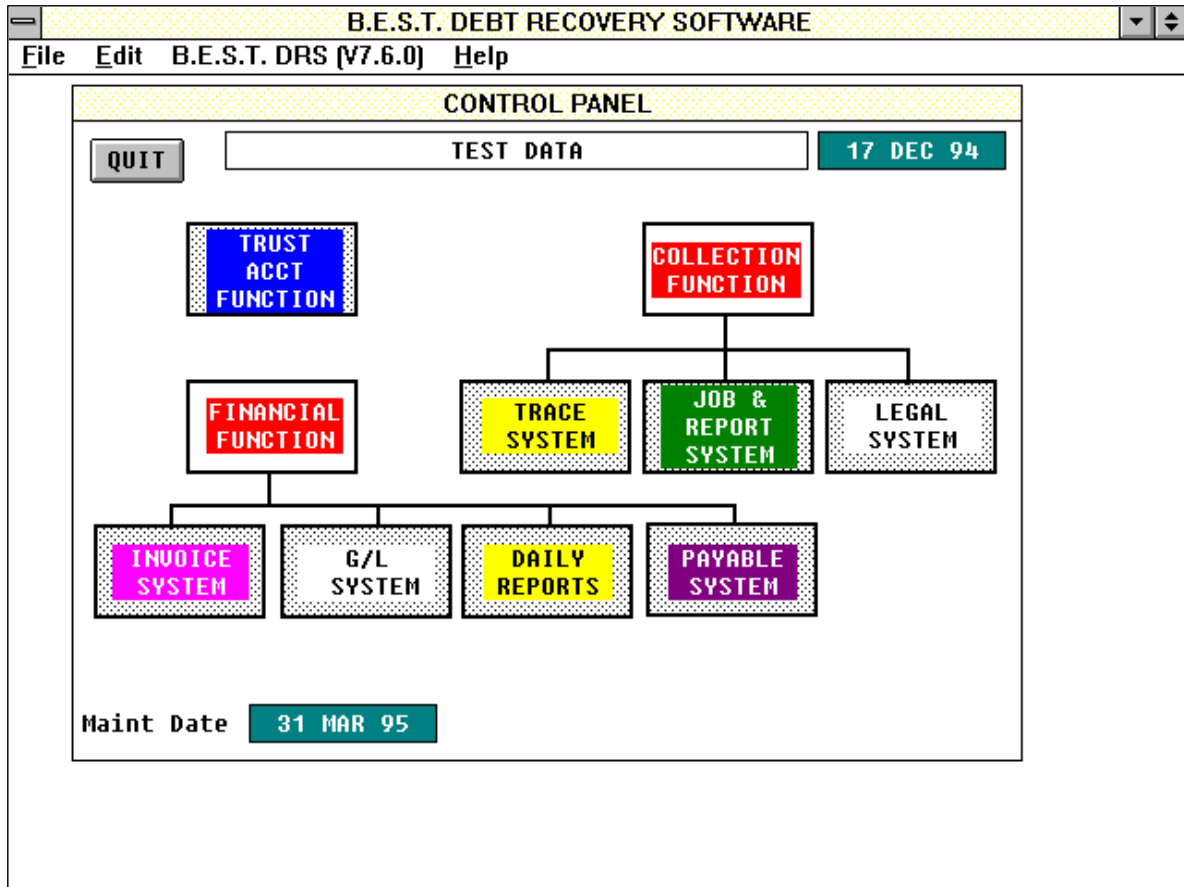


# B.E.S.T. DEBT RECOVERY SYSTEM

From RIPOSE Pty Ltd



TRUST ACCOUNT FUNCTION includes the following functions:

- Maintain Client's Debtor information
- Record Debtor payments (either direct to Client or through the G/L Trust Account)
- Process RD Cheques
- Create Bad Debts
- Reports include Aged Invoices, Bad Debt listing, Recoveries, Arrangements
- Debtor Statement of Account

INVOICE SYSTEM includes the following functions:

- Create and print Client Invoices for work performed (with automatic G/L updates)
- Credit Note processing (with automatic G/L updates)
- Record Client payments for services rendered (with automatic G/L updates)
- Produces Client Statements (all or selected)
- Produces Aged Outstanding Client Invoices
- Breakdown of income by various categories
- Monthly Client Billing

GENERAL LEDGER SYSTEM includes the following functions:

- Maintain Ledgers, Groups and Account Details
- Post Cashbook and Journal Entries
- Produces Trial Balance and Profit & Loss Reports

DAILY REPORTS includes the following functions:

- Daily Invoices, Credit Notes and Payments
- General Ledger Postings

PAYABLE SYSTEM includes the following:

- Record Suppliers and their products
- Maintain Purchase Orders (with automatic G/L updates)
- Purchase Order Payments (with automatic G/L updates)

TRACE SYSTEM includes the following functions:

- Record Goods for repossession
- Search facilities by Name, Address, Date of Birth or Drivers Licence
- Record Client, Staff and Agent details

JOB & REPORT SYSTEM includes the following functions:

- Recording of Job details as well as storing and retrieving reports on Job activities (includes a Diary function)
- Invoices extracted by Job
- Printout of Jobs
- Provides for Debtors to enter into an arrangement to settle their debt
- Listing of arrears on arrangements
- List all diary entries for Collection Agents
- List of follow up diary actions

LEGAL SYSTEM includes the following functions:

- Recording of Court details
- Recording of Legal Firms and solicitors appearing for Plaintiffs
- Produces relevant documentation (Pleadings available in Microsoft Word Format) for the following;
  - 460 Notices
  - Local and District Court Statement of Debt
  - Application for and Recording of Judgement Information
  - Issuing Writs and Garnishee Notices
  - Examination Summonses
- Calculates Interest on Summonses according to Court Rules
- Reports - including List of Summonses, Unserved and Served
- Various Letters printed with your specific wording

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