

#### **ADDITIONAL FACILITIES**

LEO can also handle adequately the variable factors which are unavoidable in any cash control system. These include the handling of payments from those who prefer to pay cash with order and from those customers who receive monthly credit. Other variables such as the collection of payment for items supplied by the salesman direct from his own stock and the credits and other unavoidable adjustments which sometimes have to be made by Head Office can be dealt with without any trouble.

## The **LEO** Automatic Office

### CASH CONTROL

JOB NO. L.5b-c

#### **GENERAL**

This job covers the control of the collection of cash from dealers for goods supplied under an invoicing system carried out as a separate job by this LEO Automatic Office. Goods are supplied on weekly credit terms and salesmen make weekly calls to take orders and to collect payment for the deliveries made during the previous week.

#### **COLLECTION LISTS**

LEO prepares a cash collection list, a copy of which is printed for each salesman. This list gives each dealer's number, the total amount to be collected from each dealer and sub-totals for previous weeks.

The list covers the calls to be made by the salesman during one day and it is supplied to him before he starts his visits. The salesman need make no record if amounts are paid in full, but sums unpaid or subject to allowances for breakages, etc., are entered by the salesman in the column provided on the collection list.

At the end of each day the salesman completes a summary showing the cash collected, the total of any allowances made and the adjustments made to correct any previous arithmetical errors in his accounts which may have been revealed by LEO. He then calculates the total of cash to be banked, records the amount banked that day and the amount he intends to bank the following day.



### SALES CHECKS

At the same time as it prepares the collection list LEO keeps a record for each dealer showing the number of weeks which have elapsed between the placing of consecutive orders. It also prints a list of dealers who fail to place an order over a given period. This information enables the sales organization to see immediately any falling off of orders and to discover the reason for it.

LEO checks at each stage that the data presented to it is for the correct day and the correct territory. It prints a rejection report to draw attention to any discrepancy. In addition cards are punched which can be used subsequently for controlling bankings by salesmen. A complete reconciliation is made to confirm the accuracy of the calculations for every salesman.

### CHECKING SALESMEN'S BANKINGS

From the salesman's cash collection list and his daily summary the following information is punched as input data for LEO:

- (a) Dealer's number and amounts unpaid
- (b) Dealer's number and allowances made
- (c) Salesman's cash summary totals.

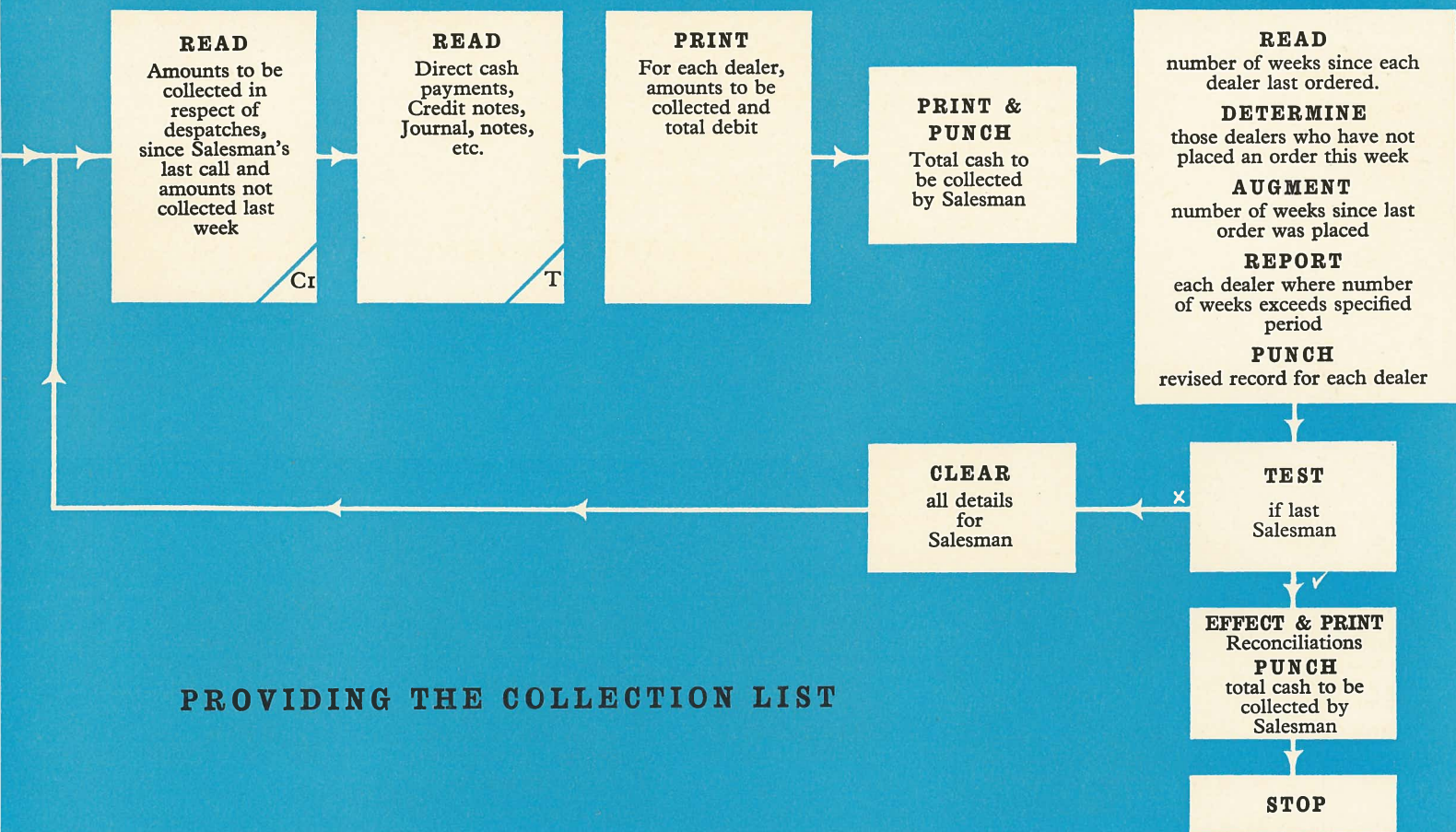
This information is added to that which has previously been prepared and recorded by LEO on punched cards as a by-product of previous jobs. This includes running totals for each salesman of amounts to be collected and details of under or over banking.

LEO then produces the information needed for the reconciliation of bankings which includes three statements:

- (a) The salesman's reporting bankings—for checking with the cash book.
- (b) Details of under or over bankings and of any errors that may have been made.
- (c) The total allowances made by the salesman for breakages or for any other reason.

The information needed for the preparation of the cash collection list for the same journey the following week and for future banking reconciliations is automatically punched on record cards. LEO checks on the accuracy of its own work by printing at the end of each day a reconciliation of the computations which it has carried out.

### PROVIDING THE COLLECTION LIST



### CHECKING SALESMEN'S BANKINGS

