**Department: Finance**

**Information regarding our department to use as preparation to the interview.**

We mostly use an accounting program call Exact. This program is used keep track and manage our financial records. Other programs we use are Word and Excel.

Before a contract is finalized with a client we assess the client’s credit standings. When this is verified we enter the client’s data and information into Exact.

When the client makes use of a product or service, invoices will be made and send to the client.

With nonpayment a collection agency will be engaged and in the case of a limit breach the respective account manager will be informed and will take action accordingly.

If there are changes to be made in the client’s information (for example the client’s address) this will be done as soon as our department is brought up to speed.

When we started using Exact we decided what information we would enter, this decision is still to our liking. This classification still suits us fine. Our customer information and data could be useful for other departments but unfortunately they are not aware of this. An example of this is when a client breaches his limit on nonpayment other departments could be notified. In case of further automation we suggest Exact be used as a starting point. Of course taking into account laws concerning confidentiality when this is done.

The fields we use in Exact are:

|  |  |
| --- | --- |
| Debtors information | Creditors information |
| **Number** | **Number** |
| **Company name** | **Company name** |
| **Adress1** | **Adress1** |
| **Zipcode1** | **Zipcode1** |
| **Place1** | **Place1** |
| **Adress2** | **Adress2** |
| **Zipcode2** | **Zipcode2** |
| **Place2** | **Place2** |
| **Contact person** | **Contact person** |
| **Initials** | **Initials** |
| **Phone number** | **Phone number** |
| **Fax number** | **Fax number** |
| **E-mail** | **E-mail** |
| Bank account number | Bank account number |
| Credit balance | Credit balance |
| Number of invoices | Number of invoices |
| Gross revenue | Gross revenue |
| Limit | Limit |
| Ledger account number | Ledger account number |
| Tax code | Tax code |

Sincerely yours

W. Vorselaars