

The *Accounts Receivable* package allows you to effectively control and manage receivables. On-line entry, editing, invoice posting, credit memos and receipts provide a clear and accurate financial picture.

Collections

- ◆ Pinpoint problem customers by listing all outstanding receivable balances in 4 user-defined aging periods.
- ◆ Print monthly statements with remittance advice that the customer can tear off and return with the payment. The return slip insures that the payment is credited to the right account.
- ◆ Record pertinent collection notes for each customer (such as “promises to pay by 10/7”).

Ageing Reports

- ◆ Print by salesperson, customer classes, and Accounts Receivable date to assist in collections.
- ◆ Change the ageing days spread as needed.
- ◆ Print detailed or summary ageing reports.

Cash Receipts

- ◆ Update the system at your convenience when applying payments made on account to specific invoices.
- ◆ Apply cash received to individual invoices or to the individual customer account. The system automatically applies cash to the oldest invoices, and allows editing as needed.
- ◆ Place an outstanding credit memo on existing invoices.
- ◆ Adjust invoice amounts as needed such as bad debt write-offs, shipping charges, NSF checks, etc.
- ◆ Generate transaction register and deposit slips.

Interface

- ◆ Integrated with the Service Management, Job Cost, and General Ledger packages.
- ◆ Update Accounts Receivable automatically from Service Management and Contract Billing, with appropriate summary figures forwarded to the General Ledger.

Inquiries

- ◆ Access customer account status, transactions, current balance, invoice adjustments, and credit memos.

Statements

- ◆ Specify which customers will receive statements regularly, periodically, or not at all.
- ◆ Apply service charges and define percentage on a customer-by-customer basis.
- ◆ Optionally exclude zero or credit balance accounts.
- ◆ Optionally include aged totals on statements.

Other Features

- ◆ Merge old detail into a single balance forward transaction based upon a cutoff date.
- ◆ List and total outstanding amounts based on each customer’s paying habits, to help you plan and regulate your company’s cash flow more accurately with the *Expected Cash Flow* report.
- ◆ Print a *Sales Tax* report.
- ◆ Print a *Deposit Slip*.

Invoicing System

- ◆ Use Invoicing for over-the-counter parts sales with an interface to Inventory Control.
- ◆ Generate invoices for other charges not billed by the service department, or contract billing systems.