

The Accounts Receivable (AR) module provides effective automation and management of your receivables and collections. Its features include the ability to post customer beginning balances; set up and generate recurring invoices; record sales returns and finance charges; record and void payments, applied credits, refunds, and adjustments; implement multi-level pricing based on customer classification or order quantity; and a lot more. Its rich multi-currency feature helps you adapt to changes in the global market as it allows you to maintain an unlimited number of currency records, leveraging the ability to update currency exchange rates at any time, and track gains and losses due to currency fluctuations. It restricts unauthorized users from viewing confidential information by encrypting credit card numbers in various AccountMate screens and reports.

When integrated with the Sales Order (SO) and Upsell Management (UM) modules, you have the power of a complete order entry, billing, and receivables system giving you the tools you need to help improve your cash flow while providing customers with prompt service and achieving higher levels of customer satisfaction.

AccountMate 12 for LAN Accounts Receivable Module

Readily Accessible Customer Summary Information

Users have instant access to a customer's balance, past due amount, payment history on outstanding invoices, open credit, available credit, year-to-date (YTD) and accumulated-to-date (ATD) sales totals while processing an invoice or sales return. YTD sales information is calculated based on a user-defined start date that can be configured separately per customer for maximum flexibility.

Pay Code	Credit Card #	Exp Date	Cardholder Name
VISA CARD	*****3765	12/30	Mona Rice

Customer Maintenance - Settings Tab

Enhanced Customer Maintenance Functions

Average Days to Pay Information - Users can see the average number of days it takes to collect receivables from a customer before processing an invoice. Use this feature with the available credit information to evaluate the suitability of the credit terms granted to a customer.

Customer Ledger Card - Click the Balance field's Detail Analysis button to view the Customer Ledger Card which provides a snapshot of each customer's balance by displaying detailed information about sales and credit invoices, partial payments, invoice line items, finance charges, taxes, freight, and customer deposits.

Customer Credit Limit - Each customer is assigned a credit limit that is verified whenever an invoice is created. A temporary credit increase can be authorized when needed. It remains in effect until a user-defined expiration date. AccountMate tracks all changes made to the customer's credit limit and makes this information available to authorized users to facilitate customer credit reviews.

Automatically View NotePad Entries - Set AccountMate to display the NotePad tab automatically when entering or amending customer transactions. The NotePad tab is automatically displayed after the user enters the Customer # if there are Notepad entries in the customer record.

Credit Card Encryption - Credit card numbers are secured internally so that the ability to view the complete credit card number is restricted to those who have been granted the corresponding access right. If a user does not have the requisite access right, he or she will see only the last four (4) digits of the credit card number. Credit card numbers are also encrypted

in the database. AccountMate can also be configured so that credit card numbers used in customer transactions are only saved in transaction records but not in the customer file. These features allow companies to tightly control access to customer credit card information.

Comprehensive Inventory Information

Add a picture of the product to each inventory item record and enter product notes in the accompanying inventory notepad. These powerful customer-service tools can be quickly accessed while processing customer invoices. Inventory information such as on-hand quantities, on-order quantities, booked quantities, item classes, and product lines is also available on the AR invoice screen. Users who have the necessary access rights will be able to see the inventory cost when recording or amending customer invoices.

Multiple Substitutes for Inventory Items

Each inventory item can be assigned multiple substitute items that can be used to fill orders for items that have insufficient quantities on hand.

Multi-Level Pricing for Inventory Items

Users can set multi-level prices for inventory items. Different prices can be assigned to inventory items based on a customer's classification (i.e. price code) or based on the order quantity.

User-Defined Pay Codes with the Option to Define Complex Discount and Due Date Terms

An unlimited number of pay codes can be created to set credit terms and help management analyze and report receivables and customer payment information. Complex discount and due date terms can be configured using a date table. Users can define the discount day, discount month, due day, and due month of invoices issued on or before a particular day of the month or use the end-of-month discount and due terms.

Maintain Sales Tax Entities

Multiple sales tax entities can be set up and assigned to one or more sales tax codes. Users can define a tax rate, active/inactive status, and separate sales tax payable and sales tax cost General Ledger (GL) Account IDs for each sales tax entity. For more complex tax policies, users can set minimum and maximum taxable and tax amounts and select a rounding method.

Built-In Multi-Currency Feature

When multi-currency is activated, a foreign currency code can be assigned to a customer, providing billing in the appropriate currency. AccountMate automatically computes the realized gains or losses upon collection of foreign customer receivables. Outstanding foreign currency invoices can be revalued based on a user-defined exchange rate as of a selected revaluation date.

Recurring Invoices

Multiple recurring invoice templates can be set up for each customer. Invoices can be set to recur at different intervals with

defined limit to the number of recurring cycles and/or recurring end dates. Users can generate several invoices for multiple periods in one sitting. Use this feature to bill for professional or retainer fees, maintenance or service plans, and similar revenue transactions. This can save time and maximize productivity by eliminating duplicate data entries for recurring transactions.

Flexible Sales Return Processing

Users can process sales returns either based on an existing sales invoice or independent of one. The Create Sales Return with Invoice # function helps to ensure that the quantities returned do not exceed the quantity sold on a given invoice. Users have the Create Sales Return without Invoice # function to process returns on older transactions for which there may no longer be invoices in AccountMate.

Comprehensive Apply Payment Function

A customer's payments and open credits can be applied to its invoices along with any payment discounts, adjustments, or write-offs. In addition, AccountMate provides the option to post each type of payment adjustment to a different GL account. Non-customer payments can also be recorded using the same AccountMate function.

Refund or Write-Off Open Credits

Customer open credits can be partially or fully refunded, or they can be written off. Refunds can be issued as reversals of credit card charges, cash refunds, or check refunds. You can also create an AP invoice on-the-fly that you can use to issue a refund check.

Void Customer Payment, Refund, Adjustment, or Write-Off

AccountMate allows users to correct errors when applying payments or credits to invoices or when processing customer refunds or reversing open credit write-offs. Users can also separately void applied adjustments, discounts, or write-offs.

Enhanced Customer Statement Printing

Print Customer Statements directly from the drill-down Balance field caption on the Customer Maintenance screen. If the customer balance includes past-due invoices, a "Past Due" notation is automatically printed on the customer statement. For each customer, users can choose between printing balance-forward or open-item statements. To facilitate the collection, AccountMate also provides the option to print only the statements of those customers whose invoices are past a user-defined age category.

Integration with General Ledger, Sales Order, Upsell Management, Inventory Control, Lot Control, and Kitting Modules

- Integration with the General Ledger module enables users to easily post accounting entries for accounts for AR transactions in GL either temporarily or permanently using the Transfer Data to GL or Period-End Closing functions, respectively.

- Integration with the Sales Order module allows users to record and track a sales transaction from order entry, through shipment and invoicing, to collection; thereby allowing users to more effectively manage the company's inventory and customer relationships. Users can generate invoices as soon as a shipment is made or can combine multiple shipments into one invoice, thus providing the flexibility to tailor invoice generation to each customer's requirements.
- Integration with the Upsell Management module allows users to maintain a list of complementary or accessory items that can be sold along with other inventory items; track the sales of these items for commission purposes; and create a script that the sales team can use as a guide when upselling these items.
- With the Inventory Control module, users can set up multiple warehouses and bins for inventory items and assign various cost methods. Comprehensive inventory information is available during invoicing. Furthermore, this module gives users the option to scan bar codes to add line items.
- For tracking and inventory management purposes, integration with the Lot Control module supports the assignment of lot numbers to and tracks the expiration dates of an item's units.
- With the Kitting module, users can create kit items; define a formula for each; set up and process on-the-fly kit items; and assign kit numbers to kit units that are built to ease the tracking and proper management of the company's inventory.
- Apply and adjust finance charges
- Aging periods are user-defined
- Sort and filter the Profit Margin Report by customer class, industry, inventory type, item class, product line, and territory to determine which group of customers and inventory items are most profitable for the company.
- View but do not edit historical invoices in the Transaction screen
- Review and print history invoices and statements
- Set up customer alias to facilitate the grouping of related customer records
- Print, export, and email document at once after creating or amending an AR invoice, sales return, apply payment, advanced billing payment, and bank deposit transactions. It also provides the ability to attach files to the emailed invoice.
- Record bank deposits at once after saving invoice payment application
- Choice to not cancel, always cancel, or prompt for cancellation of shipment when voiding the AR invoice.
- Allows copying of data from Excel and pasting into the Line Items grid when creating invoices and recurring invoice templates.
- Choice to overwrite the unit cost of an inventory item when creating invoices, sales returns, and recurring invoice templates.

Other Features

- Customers can have unlimited shipping and billing addresses
- Invoices can be imported from text or .csv files using a user-defined import file layout

AccountMate Software Corporation

1445 Technology Lane | Suite A5 | Petaluma, California 94954 | USA
800-877-8896 | 707-774-7500 | www.accountmate.com