

AccountMate's Accounts Receivable module offers a complete billing, receivable, customer and inventory management system that helps you provide customers with accurate and prompt service.

The Sales Order, Inventory control, Lot-control, Kitting, and Inventory Specification modules integrate with Accounts Receivable to create a complete order entry, billing and receivables system that delivers superior customer and inventory management.

AccountMate Enterprise 2023 Accounts Receivable Module

Instant Access to Customer Information

Readily Accessible Customer Summary Information

You have instant access to customer balances, past due totals, payment history on outstanding invoices, open credit, available credit, open orders and year-to-date (YTD) and accumulated-to-date (ATD) sales totals while processing a sales quote or order.

Section	Field	Value
General Information	Customer #	ACC1
	Company	Access Communications, Inc.
	Alias	
	Vendor #	
Sales Tax Information	FEIN/SSN	33-1421826
	Resale #	29-92876108
	Tax Code	SAN RAFAEL CA
Primary Address	Address Code	ACC1
	Street	3398 Lincoln Ave Bldg A
	City	San Rafael
	State	CA
	Zip	94901
	Country	United States
Primary Contact	First Name	Mona
	Last Name	Rice
	Salutation	Ms.
	Title	Manager
	Phone	415-258-0900
	Email	monar@access.com
Transaction Defaults	Bill To Address	ACC1
	Ship To Address	AT
	Ship Via	UPS
	FOB	SHIP
	Salesperson	GEORGEK
	Warehouse	MAIN
Miscellaneous	Record Since	01/01/2022
	Status	Active
	Credit Limit	20,000.00
	Discount %	10.00
	Customer Price Group	RETAIL
	Pay Code	2%10NET30
Website	www.access.com	
Currency	USD	
Class	BUSINESS	
Industry	PUBLISHING	
Territory	WEST	

Customer Maintenance – Information Page

Average Days to Pay Information

View the average number of days it takes to collect receivables from a customer before processing an invoice. You can use this information along with the available credit information to evaluate the suitability of the credit terms granted to or requested by a customer.

Customer Ledger Detail Analysis

Drill down to a screen that displays details of a customer's outstanding invoices and the related payment information, applied customer credits or deposits, invoice line items, finance charges, taxes, and freight.

Activity Page

Record and track details about your interactions with the customer in the Activity page. Create an unlimited number of activity records with unlimited status values to represent different phases of each activity. Assign a sales order number to each activity entry that pertains to a specific customer order to make it easier to identify all communications about customer transactions. User access rights to view and/or update Activity page entries can be set per AccountMate user.

Archive Customers

Inactive customers that have no outstanding balance or pending orders can be archived without losing their transaction history. Archived customer records can be reactivated (unarchived) at any time thus eliminating the need to recreate data.

Comprehensive Inventory Information

Add an image of the product to each inventory item record and enter product notes in the accompanying inventory notepad. These tools can be quickly accessed while processing customer orders. Item information such as on-hand quantities, on-order and booked quantities, item specification and item weight is also visible on the invoice and sales return screens.

Credit Card Encryption

Users are restricted from seeing customer credit card numbers unless they are granted the appropriate access rights. If a user does not have the required access rights, he or she will see only the last four (4) digits of the credit card number preceded by asterisks (*) and only if he/she has access rights to the functions or reports that show this information. For further security, credit card numbers are also encrypted in the database. Credit card numbers are only saved in transaction records and not stored in the customer file; however, if the customer allows you to keep the credit card used in a transaction on file for future use, you can set the system to save the credit card information. The customer's credit card security code (CVV or CVC) is never stored in the system, not even in transaction records. These features give you better control over access to your customers' credit card information.

Maintain a List of Substitute Items

Each inventory item can be assigned multiple substitute items. Substitute items can be used to fill orders of inventory items with insufficient quantities on-hand. When entering orders, the substitute icon will appear in the grid toolbar if the line item has substitute item records. You can select another item from a list of substitutes that is displayed on the screen if the item being ordered does not have enough units available.

User-Defined Pay Codes with Ability to Set Discount and Due Date Terms

Create an unlimited number of pay codes that can be used to set credit terms to customers. You can set complex discount and due date terms using a date table. You can specify 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 date terms. You can assign a default pay code to each customer to reduce data-entry time. You can even create pay codes that will be used exclusively for customer payments that will be collected via ACH (Automated Clearing House). The pay code feature helps management analyze customer receivables and payments.

Maintain Sales Tax Entities

Multiple sales tax entities can be set up and assigned to one or more sales tax codes. You can designate a tax rate, set the status to active or inactive and assign sales tax payable and sales tax cost GL Account IDs to each sales tax entity. You can also set minimum and maximum taxable and tax amounts and assign a rounding method to tax entities that have more complex tax policies.

Built-in Multi-Currency Feature

When multi-currency is activated, a foreign currency code can be assigned to customers allowing you to bill them in their own currency. The system automatically translates the selling price of items sold to foreign customers into the corresponding foreign currencies. This eliminates the need to manually calculate the foreign price values.

Recurring Invoices

Multiple recurring invoice templates can be created for each customer. Invoices can be set to recur at different intervals with a defined limit to the number of recurring cycles and/or a recurring end date. This saves valuable time and reduces data entry errors. This feature can be used to bill for professional or retainer fees, maintenance or service plans, and other recurring revenues.

Flexible Sales Return Processing

Sales returns can be processed either based on an existing invoice or independent of one. The Sales Return with Invoice function helps ensure that quantities being returned do not exceed the "non-returned" quantities (invoiced quantity less accumulated returns) for a particular invoice.

Comprehensive Apply Payment Function

Customer payments and open credits can be applied to its own invoices along with any payment discounts, adjustments and write-offs in just one screen. The Apply Payment function is straightforward making the process of payment application to customer invoices a breeze. AccountMate allows you to post each type of payment adjustment to a different GL account.

Collect Customer Payments via ACH

You can assign an ACH pay code to the payment receipt when applying customer payments. When you record a bank deposit in the Accounts Receivable module for these receipts, the system will generate an ACH file that you can send to your bank to process the customer payments. As long as the deposit record has not been reconciled, you can amend the deposit and the system will generate an updated ACH file. If the ACH file is misplaced or deleted, you can easily generate a replacement. This feature allows you to take advantage of your bank's ACH services to speed up collection of the company's receivables.

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. When integrated with the Accounts Payable module, you can 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 you to correct mistakes by voiding payments or credits applied to invoices, voiding customer refunds or reversing open credit write-offs. You can also void applied adjustments, discounts, or receivable write-offs.

Comprehensive Customer Statement Printing

Customer Statements can be generated from the Reports menu or by drilling down on the Balance field caption in the Customer Maintenance screen. If the customer balance includes past-due invoices, a "Past Due" notation is printed on the customer statement. For each customer, you can choose between printing either balance-forward or open-item statements.

Apply and Adjust Finance Charges

Finance charges can be applied to all or selected customers. These charges can be calculated based on the past due statement balance or on individual past due invoice balance either by percentage or fixed amount. You can also set the system to compound finance charges and/or to apply payment against outstanding finance charges first before applying payment to the rest of the outstanding balance. Applied finance charges can also be adjusted or voided.

Multiple Contact Feature

Create multiple contact records and set one as a primary contact either for a vendor, a customer or for both. Customer contacts will show only in customer related transactions. Multiple phone numbers, e-mail addresses, and social media accounts can be recorded to one contact record.

Automatically View Customer Notes Page

Set the system to automatically display the Notes screen when creating or amending customer transactions. This feature is set up per vendor. When activated, it allows sales staff to be immediately alerted if there are notes, important comments, or reminders you might have about the customer and/or any customer related transactions. This helps ensure that users get the chance to read these notes before proceeding with the transactions they are working on.

Integration with Other Modules

- Integration with the General Ledger module allows you to post journal entries for invoices, sales returns, payments, and other Accounts Receivable transactions.
- Integration with the Sales Order module allows you to record and track a sales transaction from order entry, through shipment and invoicing, to collection thus helping you effectively manage your customer base and inventory. You can generate invoices as soon as a shipment is made or combine multiple shipments into one invoice thus giving you the flexibility to tailor invoice generation to each customer's requirements.
- With the Inventory Control module, you can set up multiple warehouses and bins for inventory items and use cost methods other than Average. Comprehensive inventory information is available during invoice and sales return processing. Also, this module helps streamline data entry by allowing you to scan item bar codes when creating invoices or sales returns.
- With the Inventory Specification module, you can maintain one inventory record for all variations of an item. Create your own specification types (e.g., size, color, make or model) and set up an unlimited number of specification codes (e.g., small, medium, or large) for each specification type. You can assign up to five specification types per item. Inventory quantities, costs and prices are tracked at the inventory specification level which gives you the flexibility you need without the inconvenience of maintaining numerous inventory item records.
- This module integrates with the Lot Control module to let you see the lot numbers and expiration dates assigned to the lot-controlled item that are on hand. It also allows you to select the lot number of item units that will be invoiced or returned.

- With the Kitting module you can create kit items, define a formula for each and keep a record of kit items that were included in an invoice or sales return to properly manage your inventory.
- With the Pricing Control module, you can enhance inventory item pricing feature to support a multi-level price structure including different prices for each unit-of-measurement for each item specification. You can also set up minimum price, list price, special prices and pricing based on last invoice or sales order price for your inventory items. It further enables the establishment of customer-specific contract prices as well as the automatic update of these prices.

Other Features

- Customers can have unlimited shipping/billing addresses and contact records.
- Authorize only specific users or group of users to access and create transactions for certain customers.
- Aging periods can be defined.
- Sort and filter the Profit Margin Report by customer class, industry, territory, inventory type, item class and product line to determine which group of customers and inventory items are most profitable for the company.
- Maintains unlimited data history thereby enabling users to review on-screen or reprint any sales invoice.
- Set up customer alias to facilitate grouping of related customer records.
- Preview and print documents after creating or amending certain transactions.
- Record bank deposit immediately after saving invoice payment application.
- Create AR transactions directly from the Customer Maintenance function screen.
- A variety of reports (e.g., showing payment receipts, distribution, invoice aging and status) can be generated.
- Inactive setting assigned to customer, salesperson and inventory records prevents further use in transactions.
- Export or email invoice immediately after creating or amending invoice transactions.

AccountMate Software Corporation

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