



AccountMate
SOFTWARE THAT FITS

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, Pricing Control, Inventory Control, Lot Control, Kitting, and Inventory Specification modules integrate with Accounts Receivable to create a complete order entry, billing, receivable, and collection system that delivers superior customer and inventory management.

AccountMate Enterprise 2026 Accounts Receivable Module

Instant Access to Customer Information

Readily Accessible Customer Summary Information

You have instant access to the customer's balance, past due total, open credit, available credit, open orders, and year-to-date (YTD) and accumulated-to-date (ATD) sales totals while creating an invoice.

The screenshot displays the 'Customer Maintenance - Information Page' for 'Access Communications, Inc.'. The form is organized into several sections:

- General Information:** Includes fields for Customer # (ACC1), Company Name (Access Communications, Inc.), and Vendor #.
- Sales Tax Information:** Fields for FEIN/SSN (33-1421826), Resale # (29-92876108), and Tax Code (SAN RAFAEL CA).
- Primary Address:** Fields for Street (3398 Lincoln Ave Bldg A), City (San Rafael), State (CA), Zip (94901), and Country (United States).
- Primary Contact:** Fields for Contact Name (Rice, Mona), Salutation (Ms.), Title (Manager), Phone (415-258-0900), and E-mail (monar@access.com).
- Miscellaneous:** Fields for Record Since (1/1/2023), Status (Active), Credit Limit (20,000.00), Discount % (10.00), Customer Price Group (RETAIL), and Pay Code (2%10NET30).
- Transaction Defaults:** Fields for Bill To Address (Access Communications, Inc.), Ship To Address (Access Communications, Inc.), Ship Via (UPS), FOB (SHIP), Salesperson (GEORGEK), and Warehouse (MAIN).

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 balance, showing the invoices, sales returns, prepayments, partial payments applied to outstanding invoices, applied customer credits or deposits, finance charges, invoice line items, and GL distribution accounts.

Activity Page

Record and track details about your interactions with the customer in the Activity page. You can create an unlimited number of activity type records with unlimited activity code values to represent different phases of each activity. Assign an invoice number to each activity entry that pertains to a customer invoice to make it easier to identify all communications about specific invoices. You can also grant access rights to view and/or update Activity page entries to various AccountMate users.



Archive Customers

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

Monitor Customer Credit History

AccountMate keeps a record of each time a customer's credit limit is changed. This is available for authorized users to see in Customer Maintenance as well as the Customer Credit Limit and Discount Listing. This information can be useful during customer credit reviews.

Credit Card Encryption

Users can only see the full customer credit card number if given access rights. Otherwise, they will only see the first 6 and last 4 digits of the credit card number, and only if they have access rights to the functions or reports that show this information. While saved in transactions, credit card numbers can only be stored in the customer file if AccountMate is set to save credit card information and authorized by the customer to store it for future use. Credit card numbers are encrypted in the database; however, the security code (CVV or CVC) is never stored in the system, not even in transactions. These features give you better control over access to your customers' credit card information.

National Account Management

You can link several customers to another customer who serves as their "parent account". This is useful not only for consolidated companies but also for multi-location companies that have a centralized payment processing system. You can create separate customer records to represent different locations or subsidiaries of the same company while designating a parent customer number that usually pays for all their purchases. This simplifies the collection process while still allowing you to maintain separate sales, credit, and receivable records for each location or subsidiary.

Comprehensive Inventory Information

Add an image of the product to each inventory record and enter product notes in the accompanying inventory notepad. This information can be quickly accessed while processing customer invoices and returns. Inventory quantity information such as available quantity, on-hand quantity, booked quantity, on-order quantity, in-transit quantity, and in-process quantity is also visible on the invoice and sales return screens.

Maintain a List of Substitute Items

Each inventory item can be assigned multiple substitute items that can be used to fill orders of items with insufficient on hand quantities. When recording invoices or sales returns, 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 if the item being ordered does not have enough units available.

Effective Dates for List Prices and Special Prices

You can set up unlimited list prices and special prices for each inventory record. Prices can be created in the company's home currency and/or in the foreign customer's currency. This makes it easier to set up competitive pricing in the customer's location. Each list price has a start date, while each special price has a start date and end date. The system compares the order date to the start date and (if applicable) end date to determine which price to use in the invoice. This gives you the flexibility to set up list prices and special prices ahead of time.



Record Your Customers' Item Numbers

You can easily cross-reference your customers' item numbers, descriptions, and units-of-measurement to your own using the Customer Inventory Maintenance function. This makes it easier for the sales staff to identify the items specified on the customer's purchase orders and match them to the company's item numbers to ensure the correct items are entered in the invoice. This saves time and helps minimize mistakes. The customer item number, description and unit-of-measurement can be printed on sales orders and invoices.

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

Create an unlimited number of pay codes that can be used to set customer credit terms and help management evaluate customer receivables and payment behavior. 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 even create pay codes that will be used exclusively for customer payments that will be collected via ACH (Automated Clearing House). You can assign a default pay code to each customer to reduce data-entry time.

Maintain Sales Tax Entities

Multiple sales tax entities can be set up and assigned to one or more sales tax codes. The tax amount can be calculated using a tax rate or tax bracket. If set up to use a tax rate, you can enter the tax percentage rate and select a tax basis (i.e., price/cost, fixed amount per unit, another tax, or price plus tax). If set up to use a tax bracket, you can define the ranges of taxable amounts and the corresponding tax amount for each range.

You can also set minimum and maximum taxable and tax amounts and assign a rounding method. You can assign sales tax payable and sales tax cost GL Account IDs to each sales tax entity.

Unlimited Sales Tax Entities per Sales Tax Code

You can assign as many sales tax entities as you need to each sales tax code instead of being limited to three. This gives you more flexibility to configure the sales tax codes in such a way that will allow the system to correctly calculate the applicable tax for each sales transaction.

Supports Canadian Country Tax

You can create and maintain companies that use Canadian country tax. Under this setting, you can create tax entities that represent GST (i.e., goods and services tax), PST (i.e., provincial sales tax) or HST (i.e., harmonized sales tax). The Sales Tax Amount Report provides details about taxable sales, including the GST taxable amount, PST taxable amount, non-taxable amount, the applicable tax rate, and the tax amount. Use this report to complete your Canadian sales tax returns.

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. If prices are set up in the customer's currency code, AccountMate uses the corresponding foreign currency price list to populate the unit prices in the foreign customer's invoices. Otherwise, AccountMate automatically translates the home currency selling price of items sold to 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 (i.e., invoiced quantity less accumulated returns) for a particular invoice. Using this function, you can create one sales return for items sold under the same invoice number or across multiple invoice numbers, thus saving you time.

The Sales Return without Invoice # function allows you to process a return that involves a replacement or substitution. Simply enter a negative return quantity for a returned item and a positive return quantity for the replacement/substitute item. Since you can process the return and replacement or substitute in one transaction, this also saves you time.

Comprehensive Apply Payment Function

A customer's payments and open credits can be applied to its own invoices along with any payment discounts, adjustments and write- offs. AccountMate allows you to post each type of payment adjustment to a different GL account.

Payments and open credits from a parent customer can be applied to its own invoices or to its child/subsidiary customers' invoices.

If a customer is also a vendor, you can link them by entering the Vendor # in the customer record (or vice versa). This lets you offset any payable balances that have been authorized for payment against the amount the customer owes the company when you Apply Payment in the Accounts Receivable module.

You can use the Apply Payment function to record advance payments/deposits received from customers which will be added to their open credit. You can also use it to record non-customer payments. You can assign multiple GL distribution accounts to each non-customer payment.

Apply Payments to Advance Bills

With the Sales Order module, you can create an advance bill (a.k.a., pro-forma invoice) to bill your customers before shipping their orders. You can use the Accounts Receivable module to apply any deposits or down payments received from the customer to these advance bills. Any amounts received in excess of payments applied to advance bills will be added to the customer's open credit which can be applied to their outstanding invoices.



Collective 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, AccountMate will generate an ACH file that you can send to your bank to process the customer payments. If the deposit record has not been reconciled, you can amend the deposit and AccountMate 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 lets you 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.

Enhanced 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. You can also combine related customers' statements into a consolidated statement that is generated for their "parent account".

Apply and Adjust Finance Charges

Finance charges can be applied to all or to 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 AccountMate to apply compound finance charges, and/or to apply payment to outstanding finance charges first before applying payment to the rest of the outstanding balance. Applied finance charges can also be adjusted.

Contact Feature

You can create multiple contact records and set one as a primary contact either for a vendor, a customer or both. Customer contacts will only appear in customer records and customer related transactions. Vendor contacts will only appear in vendor records and vendor related transactions. Multiple addresses, phone numbers, and e-mail addresses can be recorded for each 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 configured per customer. The transaction's Notes screen is automatically displayed after the user enters the Customer # if there are entries in the Customer Maintenance Notes page. This allows sales staff to be immediately alerted if there are notes, important comments, or reminders about the customer and/or any customer-related transactions.



ClickToPay Feature

The ClickToPay feature gives you a convenient way to collect your receivables by providing your customers access to a secure online customer payment portal. You can create electronic invoices with a link to the payment portal where customers can enter their payment information themselves. Customers can pay via ACH or by credit/debit card. AccountMate downloads payments from the portal to automatically update customer balances and payment information, thereby saving you time.

Integrated Credit Card Processing

This feature allows users to pre-authorize, pay, and manage customer credit card transactions anytime, anywhere, directly within AccountMate. Credit card transactions are processed via a secure Transport Layer Security (TLS) Internet Protocol (IP) connection from each workstation without the need for any additional credit card equipment or software to use. This helps you save money that would have otherwise been spent on special equipment and software and frees up valuable employee time. This feature supports REPAY credit card processing provider.

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. General Ledger's control account feature also allows you to limit the use of the accounts receivable and other similar GL accounts to the Accounts Receivable module only.
- Integration with the Sales Order module allows you to record and track a sales transaction from order entry, through shipment and invoicing, to collection; thereby, 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. You can choose from these cost methods: Average, FIFO, LIFO, Lot Costing, Specific ID, and Standard Cost. You can also create list prices and special prices for each unit of measurement in which an item can be sold. Comprehensive inventory information is available during invoice and sales return processing. This module helps streamline data entry by allowing you to scan 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 records.
- This module integrates with the Lot Control module to let you see the lot numbers and expiration dates assigned to the lot-controlled items that are on hand. It also allows you to select the lot numbers of items 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 define multi-level prices for different groups of customers and different groups of items. Multi-level prices can be configured using one of these price types: list price +/- percentage, list price +/- amount, cost base +/- percentage, cost base +/- amount, or fixed amount. You can also set up minimum price, customer-specific contract price, and pricing based on last invoice or sales order price for your inventory items. Most price records have a Start Date, and some have an End Date. Pricing Control also provides the tools you need to perform a mass update of various inventory prices.

Other Features

- Customers can have unlimited shipping and billing addresses.
- You can set restrictions so that only specific users or groups of users can 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 allowing users to view old transactions or reprint any invoice or sales return.
- Set up customer alias to facilitate grouping of related customer records.
- Preview, print, email, or export reports (e.g., invoice) after creating or when viewing/amending existing transactions.
- Ability to attach supporting documents and files to AR transactions and customer records facilitates the company's efforts to go paperless.
- Create new AR transactions directly from the Customer Maintenance function screen.
- Email recipients (i.e., To, Cc, Bcc) for certain reports can be set up in the customer record.
- Allows copying of data from Excel and pasting into the Line Items grid when creating invoices, sales returns, and recurring invoice templates.