

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, Return Merchandise Authorization, Pricing Control, Upsell Management, Customer Inventory Manager and Inventory Specification modules integrate with Accounts Receivable to create a complete order entry, customer returns, billing and receivables system that delivers superior customer and inventory management.

## AccountMate 10 for SQL or Express 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 an invoice or a sales return.

#### **Average Days to Pay Information**

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

| Pay Code   | Credit Card #       | Exp Date | Cardholder Name |
|------------|---------------------|----------|-----------------|
| VISA CARD  | 4444-5555-6666-7779 | 05/26    | Hilary Vance    |
| MASTERCARD | 5555-6666-7777-8884 | 07/25    | Mona Rice       |

Customer Maintenance – Settings Tab

#### **Customer Ledger Card**

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.

#### **Archive Vendors**

Use the Activity tab to record and track details about your interactions with the customer. You can create an unlimited number of activity records with unlimited status values to represent different phases of each activity. Assign an invoice number to each activity entry that pertains to a specific customer invoice to make it easier to identify all communications about particular invoice transactions. You can also grant access rights to various AccountMate users thereby allowing them to view and/or update Activity tab entries.

#### **Automatically View NotePad Entries**

Set the system to automatically display the NotePad tab when entering or amending customer transactions. The NotePad tab is automatically displayed after the user enters the Customer # as long as there are NotePad entries in the customer record.

## Monitor Customer Credit History

AccountMate keeps a record of every time that 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 are restricted from seeing customer credit card numbers unless they are granted 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.

## National Account Management

You can associate 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 account who 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 item record and enter product notes in the accompanying inventory notepad. These tools can be quickly accessed while processing customer invoices and returns. Inventory information such as on-hand quantities, on-order quantities, booked quantities, item classes and product lines is also visible on the invoice and sales return screens.

## Keep a List of Substitute Items

Each inventory item can be assigned multiple substitutes that can be used to fill orders if it has insufficient quantities on-hand. When recording invoices or sales returns, a Subs... button will appear if the line item has substitute item records. If the item being ordered does not have enough units available, you can select another item from a list of substitutes that is displayed on the screen.

## Multi-Level Pricing for Inventory Items

You can set multi-level prices for inventory items. Different prices can be assigned to inventory items based on the customer's assigned price code (i.e. customer classification), based on the order quantity, or based on a combination of price codes and order quantity levels.

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

You can create an unlimited number of pay codes that can be used to set credit terms and help management analyze customer receivables and payments. 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).

## 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 computes the realized gains or losses upon collection of foreign customer invoices. Foreign currency invoices that are outstanding at the end of the fiscal year can be revalued at a user-defined exchange rate and the resulting unrealized exchange gains or losses can be posted to General Ledger to comply with US Generally Accepted Accounting Principles (US GAAP) and International Financial Reporting Standards (IFRS).

## 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. You can use this feature to bill for professional or retainer fees, maintenance or service plans and other recurring revenues.

## Record and Track Deferred Revenues

Accounts Receivable gives you the ability to defer the recognition of revenues. When this feature is activated, you can create inventory records that represent things like services, subscriptions, membership fees, warranties or maintenance plans in Inventory Maintenance and set them up for deferral. Select the method (straight line or specific), recurring cycle and the number of cycles during which the deferred revenue will be amortized. These settings can be customized per invoice. You can view and update a schedule showing the dates when the deferred revenues will be amortized and the revenue amount that will be realized on each date. You can also run a report that shows how much of your deferred revenue has been realized.

## Flexible Sales Return Processing

You can process sales returns either based on an existing invoice or independent of one. The Create 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

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. You can also apply receipts or open credits received from a "parent account" to the outstanding invoices of its related customers.

## Apply Payments to Advanced Bills

With the Sales Order module, you can create a pro-forma invoice (advanced bill) 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 advanced bills. Any amounts received in excess of payments applied to advanced bills will be added to the customer's open credit which can be applied to their outstanding invoices.

## 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 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. You can also create an Accounts Payable 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.

## Enhanced Customer Statement Printing

You can generate a customer statement 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 balance-forward or open-item statements. You also have the option to 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 selected customers. They can be calculated based on the statement balance or on individual invoices either by percentage or fixed amount. Applied finance charges can also be adjusted or voided.

## 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.
- Integration with the Upsell Management module allows you 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 your sales team can use as a guide when up selling these items.
- Integration with the Customer Inventory Manager module lets you cross-reference the customer's item numbers, descriptions and units-of-measurement to your own inventory. You can also set up customer-specific contract prices.
- Integration with the Return Merchandise Authorization Module gives you a complete invoicing and sales return processing system that is capable of tracking complex customer return processes such as returns for repair and returns for substitution.
- 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. Furthermore, this module helps streamline data entry by allowing you to scan bar codes when creating invoices or sales returns.
- The Pricing Control module removes the limit on the number of price code and/or order quantity prices you can set up per inventory item. You can set different minimum prices, basic prices and multi-level prices for each item specification and unit-of-measurement. You can also set pricing based on the last invoice or sales order price for the same inventory item.
- 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 type. You can assign up to two 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 a large number of inventory item records.
- This integrates with the Lot Control module to let you see the lot numbers and expiration dates assigned to the lot-controlled item and select the lots 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.

## Other Features

- Customers can have unlimited shipping and billing addresses.
- Invoices can be imported from other systems with user-defined import file layout.
- 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.
- View but not edit historical invoices in the Transaction screen.
- Review and print historical invoices and statements.
- Set up customer alias to facilitate grouping of related customer records.
- Print, export, and email document immediately after creating or amending an AR invoice, sales return, advanced billing payment, and bank deposit transactions.
- Record bank deposit immediately after saving invoice payment application.
- Option to specify whether the invoiced line items are for pick up by customers.

## AccountMate Software Corporation

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