AccountMate®

AccountMate

Software That Fits

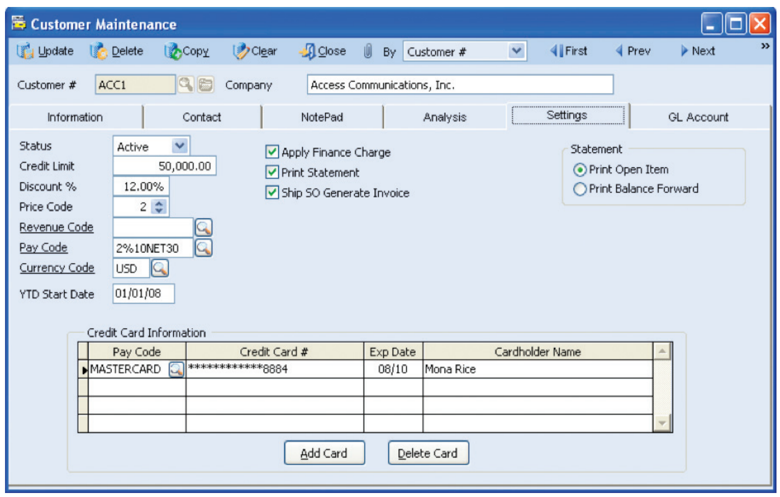
The Accounts Receivable module provides effective automation and management of your receivables and collections. Its features include: the ability to post customer beginning balances; set up and generate recurring invoices; void payments, applied credits, refunds and adjustments; implement multi-level 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 and Upsell Management 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 and provide customers with prompt service and achieve higher levels of customer satisfaction.

AccountMate 7 for LAN Accounts Receivable Module

Instant Access to Customer Information

Users have instant access to customer balances, past due totals, payment history on outstanding invoices, open credit, available credit, and year-to-date and accumulated-to-date sales totals while processing an invoice or a sales return. Year-to-date sales information is calculated based on a user-defined start date that is defined individually per customer for maximum flexibility.



Customer Maintenance—Settings Tab

Enhanced Customer Maintenance Functions

Average Days to Pay Information—Users can view 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—The Customer Ledger Card provides a snapshot of each customer's balance by displaying detailed information about sales and credit invoices, partial payments of outstanding invoices, invoice line item distribution, finance charges, taxes, freight, and customer deposits.

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 will see only the last four (4) digits of the credit card number preceded by asterisks (*). Credit card numbers are also encrypted in the database for further security from the IT staff members who may have access to the database but are not granted access to customer credit card information.

Comprehensive Inventory Information

Add a picture of the product to each inventory item record. 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 visible on the AR invoice screen. Users who have the requisite access rights can also view item cost information 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 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 defined 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 choose to use E.O.M. (End-of- Month) discount and due terms.

Maintain Sales Tax Entities

Multiple sales tax entities can be set up and attached 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 GL Account IDs for each sales tax entity. For more complex tax policies, users can also 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. The system automatically computes the realized gains or losses upon collection of foreign customer invoices. 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 a defined limit to the number of recurring cycles and/or a recurring end date. 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 entry for recurring transactions.

Flexible Sales Return Processing

Users can process sales returns either based on an existing sales invoice record or independent of one. A validation process helps to ensure that quantities being returned do not exceed the "non-returned" quantities (invoiced quantity less accumulated returns) on a given invoice. Returns can also be processed on older sales for which there may no longer be invoices maintained in the system.

Comprehensive Apply Payment Function

A customer's payments and open credits can be applied to its own 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 General Ledger account. Non-customer payments can also be recorded using the same AccountMate function.

Customer Refund

Customer open credits can be partially or fully refunded. Refunds can be issued as credit card reversals, cash refunds, or check refunds. Users can also post on-the-fly an AP invoice against which they can issue a refund check.

Void Customer Payment, Refund or Adjustment

AccountMate provides the ability to correct errors when applying payments or credits to invoices or when processing customer refunds. Users can also separately void applied adjustments, discounts or write-offs.

Enhanced Customer Statement Printing

Print Customer Statements directly from the drill-down balance on 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, users can choose between printing balance-forward or open-item statements.

Apply Finance Charges

Finance charges can be applied to all or selected customers; and can be calculated based on the statement balance or on individual invoices, either by percentage or fixed amount.

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 receivable transactions to the General Ledger 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; thus allowing users to more effectively manage their customer base and inventory. Users can generate invoices as soon as a shipment is made or combine multiple shipments into one invoice, 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 up selling these items.
- With the Inventory Control module, users can set up multiple warehouses and bins for inventory items and define various cost methods. Comprehensive inventory information is available during invoicing. Furthermore, this module gives users the option to use bar codes when entering line item data.
- For tracking and inventory-management purposes integration with the Lot Control module supports the assignment of lot numbers and expiration dates to an item’s units.
- With the Kitting module, users can create kit items; define a formula for each; customize the standard kit formula; set up and process on-the-fly kit items; and assign kit numbers to kit units that are built for tracking and proper management of the company’s 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
- Review and print history invoices and statements
- Set up customer alias to facilitate grouping of related customer records
- Invoices and checks posted prior to a specific date can be purged.

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