



AccountMate Software That Fits

With AccountMate's Accounts Receivable module, you have the power of a complete invoicing, receivable, customer and inventory management system in order to provide customers with prompt service.

The Sales Order, Pricing Control, Upsell Management, Customer Inventory Manager and Inventory Specification modules can be integrated with Accounts Receivable to create a complete order entry, billing and receivables system to provide better customer and inventory management.

And when Accounts Receivable is integrated with AccountMate's Return Merchandise Authorization module, you have a complete customer returns, billing and receivable management system.

AccountMate 7 for SQL or Express Accounts Receivable Module

Instant Access to Customer Information

You 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. Year-to-date sales information is calculated based on a start date that is defined separately per customer for maximum flexibility.

Enhanced Customer Maintenance Functions

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 feature with the available credit information to evaluate the suitability of the credit terms granted to a customer.

Customer Ledger Card—Drill down information displays details of a customer's sales invoices and the related payment information, credit invoices, invoice line item distribution, finance charges, taxes, freight and customer deposits.

Pay Code	Credit Card #	Exp Date	Cardholder Name
MASTERCARD	*****8884	07/07	Mona Rice
VISA CARD	*****7779	05/08	Hillary Vance

Customer Maintenance—Settings Tab

Activity Tab—Record and track detailed contacts made with the customer within the Activity tab. You can define an unlimited number of activity records, with unlimited status values to represent different contact phases for each activity. It's possible to define access rights for various AccountMate users to view and/or update Activity tab entries.

Credit Card Encryption—Credit card numbers are secured internally so viewing of credit card numbers can be restricted to those who have been granted access rights. If an employee does not have the required access rights, they will see only the last four (4) digits of the credit card number preceded by asterisks (*). For further security, credit card numbers are also encrypted in the database. This allows companies to tightly control access to credit card information.

National Account Management—Link several customers to another customer that represents their Parent or National Account. This is useful not only to consolidated companies but also to multi-location companies with centralized payment processing systems. Set up separate customer records for locations or subsidiaries of the same company while designating a parent customer account from which payment is generally received. This simplifies the collection process, while still giving the flexibility to separately maintain sales, credit and receivable information for each location or subsidiary.

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 visible on the invoice screen.

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

Set multi-level prices for inventory items. Different prices can be assigned to inventory items based on a customer's 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 receivables and customer payment information. Complex discount and due date terms can be defined through a date table. You 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 there is an available option to use 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. You can define a tax rate, active/inactive status and separate sales tax payable and sales tax cost General Ledger Account IDs for each sales tax entity. For more complex tax policies, set minimum and maximum taxable and tax amounts as well as 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 number of recurring cycles and/or an end date. Use this feature to bill for

professional or retainer fees, maintenance or service plans and similar transactions.

Flexible Sales Return Processing

Process sales returns either based on an existing sales invoice record or independent of one. A validation process in the Create Sales Return with Invoice number function helps to ensure that quantities being returned do not exceed the "non-returned" quantities (invoiced quantity less accumulated returns) on a given 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 or write-offs. In addition, AccountMate provides the option to post each type of payment adjustment to a different General Ledger account. With the National Account Management feature, you can apply receipts or open credits received from a Parent Account to pay off the accounts of its various subsidiaries. The option is available to apply open credits from one subsidiary to another subsidiary's invoices.

Customer Refund

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

Void Customer Payment, Refund or Adjustment

AccountMate provides the ability to correct errors when applying payments, credits or when processing customer refunds. You can 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 printed on the customer statement. For each customer, you are able to choose between printing balance-forward or open-item statements. You are also able to define whether to combine the subsidiaries' invoices in a customer statement generated for a 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 General Ledger, Sales Order, Upsell Management, Customer Inventory Manager, Return Merchandise Authorization, Inventory Control, Pricing Control, Inventory Specification, Lot Control and Kitting Modules

- Integration with the General Ledger module enables you to easily post journal entries for accounts receivable transactions to the General Ledger.
- Integration with the Sales Order module allows the recording and tracking of a sales transaction from order entry, through shipment and invoicing, to collection; thus allowing more effective management of your customer base and inventory. You can generate invoices as soon as a shipment is made or combine multiple shipments into one invoice, giving 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 allows cross-referencing to the customer's item numbers, description and units-of-measurement and permits setting up of customer-specific contract prices.
- Integration with the Return Merchandise Authorization Module provides 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 define various cost methods. Comprehensive inventory information is available during invoicing. Furthermore, this module gives the option to use bar codes when entering line item data.
- With the Pricing Control module, you are able to enhance the multi-level pricing features to support an unlimited number of price code or order quantity prices. It allows set up of minimum prices, multiple prices based on item specification and unit-of-measurement as well as pricing based on last invoice or sales order price for your inventory items.
- With the Inventory Specification module, you can establish and track inventory using such codes as size and color. Define your own specification types and set up an unlimited number of codes under each type. Assign up to two specification types per item. Inventory

quantities, costs and prices are tracked at the inventory specification level giving the flexibility you need without the inconvenience of maintaining separate inventory records for the same item to represent each item specification.

- For tracking and inventory-management purposes, integration with the Lot Control module supports the assignment of lot numbers and expiration dates to individual inventory items.
- With the Kitting module, you can create kit items, define a formula for each and customize the standard kit formula for tracking and proper management of 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
- Review and print history invoices and statements
- Record and track in detail contacts made with the customer through the Activity tab
- Set up customer alias to facilitate grouping of related customer records

About AccountMate

Since 1984, AccountMate Software Corporation has provided customers with powerful and flexible accounting and business management software. AccountMate provides the most stable and technologically innovative modifiable accounting solutions for the mid-market. The accounting systems are sold by the module which enables customers to acquire the software they initially need and add modules as their business needs evolve. The availability of source code makes this software highly modifiable so that it can be adapted to any changing business environment.

AccountMate Software Corporation

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