



Accounts Receivable

The Sage BusinessWorks Accounts Receivable module provides an efficient and reliable means of managing your entire receivables process. From credit management to sales analysis, this powerful module provides your organization with extensive information and reporting features to make quicker business decisions.

The Accounts Receivable module also provides an effective and organized system for maintaining customer information, and, in turn, can lead to improved customer service and profitability. The easy-to-use, yet comprehensive customer maintenance features allow you to maintain your customers' e-mail addresses, bill-to and ship-to addresses, month- and year-to-date totals, current balance, open credits, deposits, and last payment information. You will also be able to prepare customer statements on demand automatically. Plus, with a series of additional time-saving features and reporting options, the Accounts Receivable module streamlines your entire receivables process.

In addition to working in conjunction with the General Ledger module, the Accounts Receivable module integrates with the Order Entry, Job Cost, Custom Office, and Cash Management modules. This module makes the accounting process efficient, saving your company time and money.

SPECIFICATION (MAXIMUM LIMITS)

• Customers	Unlimited***
• Standard items	Unlimited***
• Invoices per customer	12,000**
• Recurring invoices	100
• Sales representatives	250
• Sales accounts	999
• Sales tax jurisdictions	10,000*
• Line items per invoice	Unlimited***
• Sales accounts per invoice	999
• Sales tax jurisdictions per invoice	3
• Months to keep history	60
• Maximum customer balance	\$99,999,999.99
• Maximum standard item price	\$999,999.99
• Maximum amount per invoice	\$9,999,999.99

NUMBER OF:

• Characters (alpha-numeric) in customer ID	12
• Custom fields per customer	5
• Payment terms	99
• Cash accounts	9
• Digits in invoice number	6
• Characters in an invoice line item description	950
• Characters in a standard item description (3 lines, 28 characters each)	84
• Characters in receipts reference field	20

Specifications denoted with an asterisk () are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

**This number represents the total number of invoices per customer, not only the open invoices.

***Limited only by disk space.

REPORTS AND FORMS

- Aging Report
- Bank Deposit Report
- Business Graphics
- Cash Flow Report
- Credit Limit Report
- Credit Memo
- Customer Deposit Report
- Customer History Report
- Customer List
- Customer Price List
- Customer Statement (plain paper)
- Customer Statement (preprinted form)
- Customer Worksheet
- Debit Memo
- Delinquent Accounts Report
- Detail Report
- Finance Charge Calculation Report
- Flash Report
- Invoice—plain paper and preprinted
- Invoice Detail Report
- List of Recurring Invoices
- Monthly Activity Report
- Open Credit Report
- Open Invoice Report
- Payment Analysis Report
- Sales Account List
- Sales Analysis Report by Customer
- Sales Analysis Report by Sales Account
- Sales Analysis Report by Sales Rep
- Sales Rep List
- Sales Tax List

General Features

- Easily locates a customer based on an invoice number alone. This is particularly beneficial when you receive a payment and the check does not match the customer's account name.
- Saves valuable data entry time by importing customer information, standard items, and invoices from a text file.
- Allows exports of Accounts Receivable information for analysis, forecasting, presentations, reports, and more. Exportable formats include recent versions of HTML, Microsoft® Word, Microsoft Excel, RTF, TXT, CSV, tab-delimited, DIF, SYLK, and clipboard.
- Optionally posts to the Job Cost module on a transaction-by-transaction basis, providing better management of the billing process.

Maintenance Features

- Maintains complete customer information, including e-mail address, bill-to and ship-to addresses, month- and year-to-date totals, sales history, current balance, highest balance, open credits, deposits, and last payment.
- Model customer enables fast creation of default information for new customer records.
- Allows global changes to multiple customer records simultaneously, expediting the record updating process.
- Customer categories permit classification of customers for more precise reporting.
- Customize your customer records to track more information and meet your unique needs with five user-definable fields.
- Assign part prices to inventory parts by customer when used in conjunction with the Inventory Control Module.
- Lets you place customers on immediate credit hold until all outstanding issues are resolved.
- Tracks cash sales and one-time customers.
- Allows quick location of customers, standard items, and General Ledger accounts with flexible search features.
- Minimize data entry errors and maintain clutter-free lookups by hiding inactive customer records from search windows.
- Tracks invoice discount dates, discount amounts, and due dates.
- Tracks sales by customer, sales representative, and sales account for detailed revenue reporting.
- Lets you add new customers “on the fly” during invoice and transaction entry to minimize interruptions during data entry.
- Alerts you when a customer exceeds a credit limit to help you control the customer's liability to you.
- Alerts you when you try to delete a customer who has an open quote or order in Order Entry.
- Optionally provides warning of duplicate invoice numbers for each customer.
- Lets you assign flexible finance charge rates on a customer-by-customer basis or globally.

Form Features

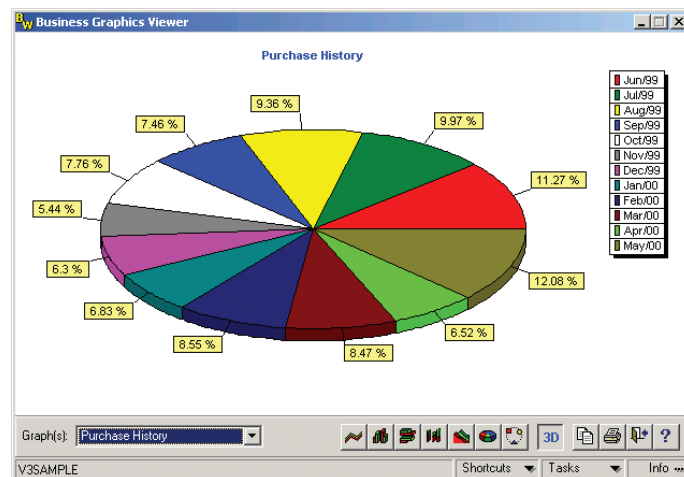
- Prints invoices, credit memos, debit memos, and statements on plain paper or preprinted forms.
- Supports several invoice formats. You choose the format and, if needed, customize it to personalize it for your business.
- Lets you disable specific invoice entry fields to customize and simplify invoice entry.

"Our clerks enter purchase orders into the system, and then Sage BusinessWorks takes it from there. It writes checks, balances the checkbook, and makes sure that all of our customers are paying us on time. Everything is so much easier now."

Dani Gregory
Vice President
Tuffy Security Products, Inc.

Processing Features

- Offers instant customer history inquiry "on the fly" during data entry for easy access to all transactions affecting an invoice, as well as the sales account to which the invoice was posted.
- Lets you group individual payments into bank deposits for bank reconciliation.
- Accepts payments and allows the application of deposits and open credits at time of invoicing.
- Allows you to "write off" balances during cash posting.
- Enables previously entered payments to be voided.
- Posts recurring invoices on a monthly, bimonthly, quarterly, semiannual or annual basis.
- Allows comments, miscellaneous charges, and labor charges on invoices.
- Enables discounts and sales tax application on a line-by-line basis.
- Allows calculated tax amounts to be overridden during invoice entry.
- Lets you exclude tax and freight amounts during early payment discount calculation.
- Tracks when a payment is received from a customer using a credit card.
- Provides automatic calculation of sales tax on credit memos.
- Calculates finance charges and allows recalculation later in the same month.
- Provides both balance forward and open item statement formats on a customer-by-customer basis with optional aging information.
- Enables you to process customer statements on the screen at any time.
- Offers the ability to print and reprint invoices, credit memos, and debit memos.
- Lets you easily modify invoice description and terms at any time.
- Open credits and deposits can be applied to invoices, finance charges, or as cash refunds.
- Distribute invoices and statements by e-mail, helping you collect on receivables more quickly and reducing postage and preprinted forms cost.



▲ **Business Graphics:** *Gain the insights to make more informed business decisions with valuable graphical reports.*

Reporting Capabilities

- Provides user-defined aging periods.
- Prints the aging report by invoice date or due date.
- Allows aging and open invoice reports to be run "as of" a particular date.
- Payment analysis report shows history of average days to pay.
- Able to base sales analysis (commission) report on paid invoices.
- Sorts many reports by customer ID, customer name, or sales representative.
- Provides cash flow projections based on customers' payment histories.
- Streamline report information to exclude inactive customer records by using the Report Filter feature.



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