

## ACCOUNTS RECEIVABLE

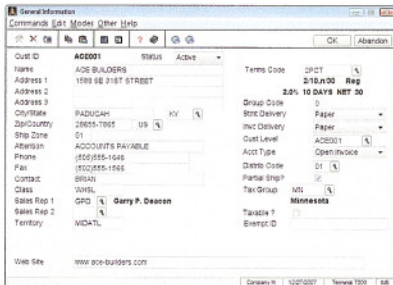
*Manage your cash, know your customers, analyze performance and trends*

A successful company needs to manage its cash flow and customer information effectively. OPEN SYSTEMS® Accounting Software (OSAS®) Accounts Receivable application helps you handle these tasks by tracking every aspect of your receivables in a timely manner. This vital management information—reported just the way you need it—gives you the power to improve the inflow of cash and capitalize on sales trends.

You'll be able to assess your financial position by producing timely reports. Identify your best customers and stay on top of sales trends. Evaluate your cash discount program, and spot delinquent accounts early.

Data entry is efficient and flexible with horizontal transaction entry functions and quick-entry tables. You'll also save time with online invoicing and information windows.

Your customers will appreciate the professional-looking statements and invoices. And if they call with questions on their account, you'll be ready to help out. You can quickly view detailed customer information and payment history.



General Information

Commands Edit Modes Other Help

OK Abandon

Cust ID: ACE001 Name: ACE BUILDERS Address 1: 1593 SE 2167 STREET Address 2: Address 3: City/State: PADUCAH KY Zip/Country: 29655-7951 US Ship Zone: 01 Abbreviation: ACCOUNTS PAYABLE Phone: (800)555-1546 Fax: (800)555-1546 Contact: BRAN Class: WHSL Sales Rep 1: GPO Garry P. Deacon Sales Rep 2: Territory: MIDATL Web Site: www.ace-builders.com	Status: Active Terms Code: 2PCT 2/10,n/30 Reg 2.0% 10 DAYS NET 30 Group Code: 0 Strc Delivery: Paper Inv Delivery: Paper Cust Level: ACE001 Acct Type: Open Invoice Charc Code: 01 Partner Ship: <input checked="" type="checkbox"/> Tax Group: NTS Minnesota Taxable ? Exempt ID:
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Company: 10270007 Version: 1000 1.0

*You can view general customer information, including terms code and email address.*

## OSAS Accounts Receivable Offers Choices and Flexibility With These Key Features

Easily access customer credit information online with information windows. Also view customer comments and inventory item quantities and costs.

Discount or mark up prices with price codes by inventory item, inventory category, or customer, using a flat dollar amount or percentage.

Apply payments to customer accounts or reapply payments and credits to specific invoices by using cash receipts processing. Simply enter the amount and method of payment and then scroll through the open invoices to apply the payment.

Gain easy access to sales and payment information. View it online by invoice date or invoice number when you use the customer history inquiry.

You'll benefit from online invoicing. It lets you print an invoice immediately after order verification and stores the next available invoice number for you.

Answer customers questions quickly when they call. Use the Customer Inquiry Function to locate the customer by name, zip code, telephone number, sales representative, or state/city.

You can use the drill-down features in General Ledger to simplify the process of linking GL transactions to the sales line items, invoice totals and cash receipt transactions that generated them. This provides a complete audit trail for sales and payment transactions.

Pay commissions based on either booked sales or paid invoices using the sales commission calculation and reporting function.

Multiple warehouses per order lets you sell items from any warehouse that has available inventory. Selecting the warehouse closest to the customer can save on shipping costs. Also, the customer will receive one invoice regardless of how many warehouses were used to fill the order. This saves time and paper.

Enter or edit invoices and credit memos and view invoices with transaction processing from a single menu.

Analyze your sales over a two-year period with help from summary and detail history. History is kept until you purge the information.

Manage your cash flow with an accurate aged trial balance. It is printed by the dates you select. You can view your aging online and print the information with any of three reports.

Compound taxes for multiple localities such as state, county, and city. Canadian tax handling (GST/PST) is also supported.

Powerful encryption technology ensures that you can keep your customers' sensitive credit card information safe and secure from hacker threats and identity thieves. Customer credit card information is stored in encrypted tables accessible only from OSAS functions.

Set up multiple finance charges and identify rates for customers in different states.

You can choose to print additional descriptions on the Sales Journal and the Miscellaneous Credits Journal in two formats.

E-mail and web site address fields in the Customer file help you make online contact with your customers.

You can produce statements and invoices for your customers using any of the traditional printed formats, or you can choose to deliver them via email.

BBj users can also produce enhanced laser-printed plain paper invoices and statements and deliver them to customers and PDF attachments.

An inactive flag for customers prevents new transactions from being entered for customers with whom you no longer do business. This prevents accidental use of a customer ID while still retaining the customer's information for historical reporting.

Transaction entry is easy and efficient with quick entry and defaults tables.

### Accounts Receivable Reports

- Sales Journal
- Miscellaneous Credits Journal
- Cash Receipts Journal
- Aged Trial Balance
- Detail History Report
- Accounts Receivable Analysis Report
- Sales Analysis Report
- Customer Activity Report
- Commissions Report
- Open Invoice Report
- Tax Report
- Customer Analysis Report