# Sage Enterprise Suite — Accounts Receivable

## Web-Based Reporting

All Accounts Receivable reports can be generated and viewed through Microsoft Internet Explorer with our Web Reports module, at the same high level of security as with the module's standard output.

## Reporting Features

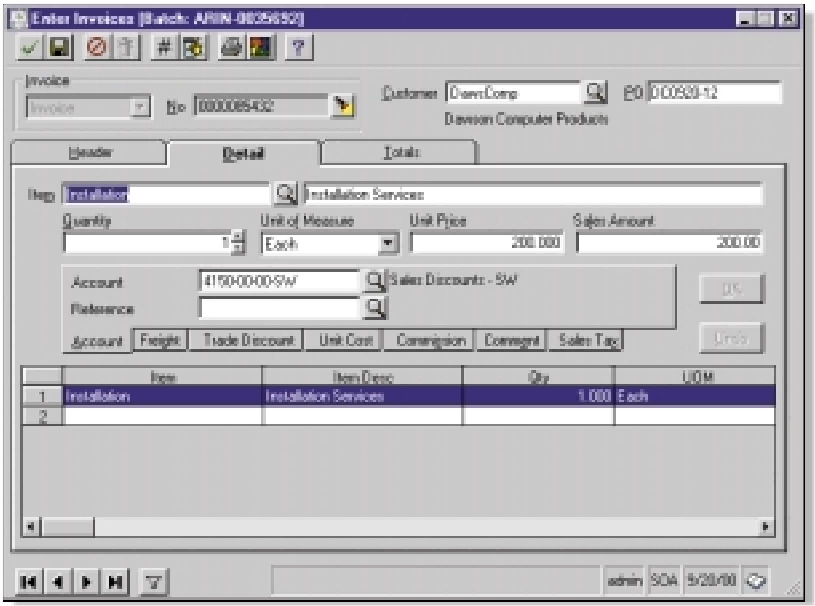
- Maintain custom form layouts for printed forms used throughout all Sage Enterprise modules
- Tailor Accounts Receivable forms to your organization's design requirements
- Export all report data to an external file. Data types supported include ASCII text, delimited, Excel, Lotus 1-2-3, HTML, RTF, or Microsoft Word
- Create customized, presentation-quality reports with Crystal Reports software

## Reports

- AR Analysis
- Customer Sales Analysis
- Cash Expectations
- Sales Activity
- Sales Tax
- Customer Payment Activity
- Salesperson Analysis
- Commission
- Period-End Audit
  - Aged Receivables
  - AR Trial Balance
- Audit Registers
  - Invoice
  - Cash Receipts
  - Commission
  - Payment Application

### *Sage Enterprise Suite of Modules:*

*General Ledger, Accounts Payable, Accounts Receivable, Cash Management, Financial Reporting, Web Reports, Fixed Assets, Multicurrency Management, Advanced Allocations, Consolidations, Advanced Budgeting, Purchase Order, Sales Order, eCustomer, Inventory Management, Inventory Replenishment, Human Resources, Manager and Employee Roles, Payroll, Customizer, Application Framework, Module Source Code*




## Maximize Cash Flow and Improve Customer Satisfaction

Sage Enterprise Suite's Accounts Receivable module helps you improve cash flow while enhancing customer service through more effective management of your entire collections process. It is a key component of Sage Enterprise Suite, a highly reliable, robust and integrated series of business applications that delivers a flexible, scalable and full-featured total e-business management solution.

Accounts Receivable gives you the power of automation to speed up and streamline every step in your collection efforts, from invoice entry to the recording of payments. The system automatically calculates sales taxes, discounts, commissions and due dates, and automatically distributes invoice amounts to the appropriate General Ledger account based on the item sold. During payment application, Sage Enterprise Suite lets you automatically apply cash receipts to open invoices and write off those balances that are within predefined tolerances. In addition, you can use the Sage Enterprise Office desktop integration tool to quickly and easily create customized dunning letters, without any programming knowledge or familiarity with the underlying database.

In addition to maximizing productivity, the Accounts Receivable module helps you enhance communication with your customers, thus improving customer service and satisfaction, and fostering stronger, more lasting relationships. The system's extensive drill-down capabilities give you fast, convenient access to a complete online record of vital customer information, including invoice history, payment history and customer totals.

You'll improve your collection efforts — and cash flow — because Accounts Receivable lets you monitor your customer accounts with a whole new level of timeliness and efficiency. With just a few clicks of the mouse, you can access up-to-the-minute statistical summaries, as well as summarized or detailed transaction listings, and generate in-depth management reports.

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**System Implementation Options** *Provide flexibility and tailor processing options to your particular system requirements.*

- Establish an unlimited number of companies with different customers
- Designate customers to allow for default processing options as well as different billing methods
- Post transactions in detail or summary to the General Ledger
- Maintain an audit log of additions, changes and deletions to the customer record
- Customize batch journal and transaction IDs for invoices, memos and cash receipts for improved inquiry analysis

**Customer Management** *Maintain complete online records for all customer accounts to improve your productivity and customer service.*

- Create and maintain extensive customer contact information including name, title, phone number, fax number, and e-mail address
- Set up a 12-character customer ID field for each customer
- Enter multiple bill-to and ship-to addresses for a single customer
- Assign a status of active, inactive or temporary
- Establish credit limits for each customer
- Designate unique, customer-specific sales tax schedules
- Attach contact notes and an unlimited number of files to each customer record
- Set up customer defaults to streamline data entry

**Salesperson and Commission Management** *Design flexibility into your commission structure with the ability to split commission payments and create vouchers for commission payment.*

- Automatically create vouchers in Accounts Payable for commission payment
- Base commission calculations on sales, gross profit, and actual or standard cost
- Apply a standard commission percentage to each sales item or service
- Split sales history and commission among multiple salespeople

**Batch Processing Controls** *Process invoices and payments by batch according to your pre-defined requirements.*

- Process invoices, memos or payments by batch (with or without control totals)
- Post batches of transactions at any time
- Place batches on hold to prevent posting
- Create private batches to prevent unauthorized access
- Use the account segment override option to streamline data entry

**Invoice and Memo Processing** *Assign invoice or memo numbers automatically or manually, and instantly check unapplied payments, credit limits and past due amounts.*

- Automatically or manually assign invoice or memo numbers
- Designate a reference code for each line of an invoice
- Assign a reason code to an invoice or memo
- Post recurring invoices by processing cycle
- Automatically check credit limits and past due amounts, and place invoices on hold when credit limits are exceeded or past due amounts exist

**Cash Receipt Processing** *Automatically apply cash receipts to open invoices, accept cash on account, and write off balances that fall within predefined tolerances.*

- Automatically apply the payment amount to invoices and memos
- Record prepayments or down payments automatically
- Post miscellaneous payments and record to the appropriate revenue account
- Write off invoice balances within assigned tolerances during payment application
- Enter cash receipts on account and apply at a later time

**Multicurrency Processing** *Enter invoices and cash receipts in their natural currencies, as well as recognize and accrue unrealized gains and losses when applying cash receipts to invoices.*

- Enter and process invoices and cash receipts in multiple currencies
- Automatically calculate unrealized and realized gains and losses
- Support third-currency settlement

**Period-End Processing** *Overcome the chaos inherent at the end of your peak financial periods.*

- Specify the reports to print automatically at period end
- Purge data at any time, or at period end based on user-defined retention time
- Post to current and future periods, or reopen and post to a previously closed period
- Retain detailed postings or monthly summaries for an unlimited number of years

**Security** *Gain peace of mind by limiting access to sensitive Accounts Receivable records.*

- Set up specific security groups, thus limiting access to a defined group of users
- Establish access permissions such as display only, excluded, add/change/delete, or supervisory

**Receivables Analysis** *Provide superior customer service by supporting drill-down or drill-around within any customer field, or from the inquiry menu, to access important customer information.*

- Analyze customer purchase activity using a variety of search options including invoice amount, date, customer classification, customer bill-to or ship-to address, salesperson, and more
- Research customer payment activity based on user-defined criteria such as payment amount, date, customer classification or customer

**Data Exchange** *Transfer transaction records to and from external files using ASCII text and a number of other formats with Accounts Receivable's versatile data exchange.*

- Use ASCII text and delimited files to import critical customer account and transaction information from an external file
- Export data to an external file using any Accounts Receivable report

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