

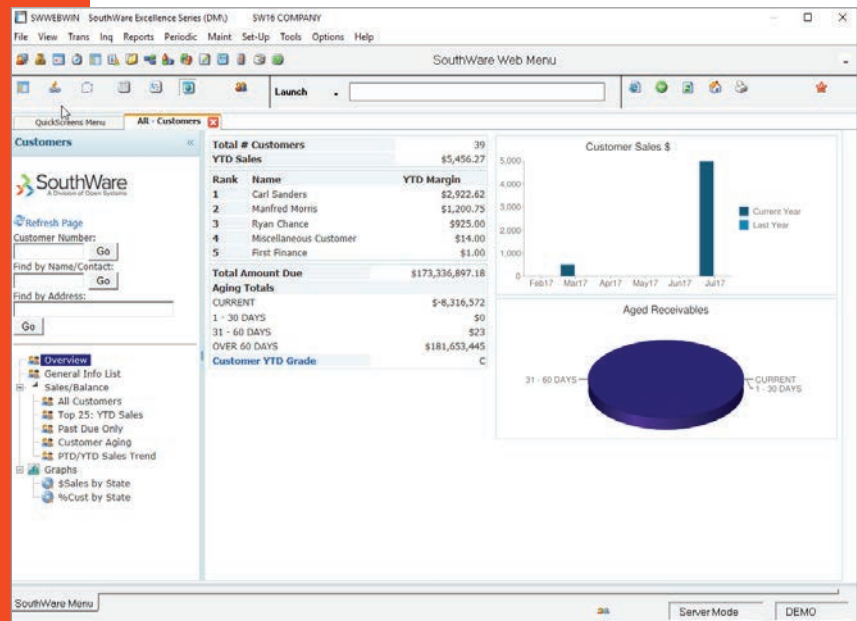
# ACCOUNTS RECEIVABLE

## Financial Management

Your receivables are one of your most valuable assets. Managed correctly, they encourage higher sales with minimal cost. Managed incorrectly, they could put you out of business. A great way to manage your receivables the right way is with SouthWare's Accounts Receivable.

### Benefits

- Know which customers owe money and when it's due
- Regularly remind customers that you're watching their accounts closely
- Encourage timely payments
- Instantly answer a question about a customer's current or past activity
- Keep accurate commission records for sales people
- Reduce time spent on sales tax reporting
- Know the aging status of each receivable type, customer, and invoice
- Evaluate each customer's sales and payment performance
- Spend less time entering data and more time managing customer relationships



Accounts Receivable Portal

SouthWare's Accounts Receivable is a complete system for promoting and tracking sales, payments, and other activity with your customers. You get efficient record-keeping, accurate records, and the tools to help you get paid on time. You also get instant answers to the questions you or your customers ask about customer accounts.

# FEATURES & FUNCTIONALITY

## CUSTOMER DATABASE

- Extensive standard data
- Credit terms, credit limit, credit rating
- Multiple ship-to and bill-to addresses
- Excellence history per period for 5 years
- Notes and optional Extended Data™

## SALES TRANSACTIONS

- Invoices, credits, debits, from invoicing or entered in accounts receivable
- Entry features customized per operator

## CUSTOMER PAYMENTS

- Apply as open item or balance forward
- Allowances and discounts
- Cash, check, credit card
- Entry and reapplication of open credits
- Review mode for fast entry

## COMMISSIONS

- Commissions based on sales or profit
- Option to pay on paid items only
- Split among multiple salespeople
- Option for sophisticated commission schemes on inventory/sales invoices

## SALES TAX

- Summary/detail reporting per tax locality
- Automatic or override tax calculations
- Line item tax cutoff or maximum tax per invoice if using SouthWare Invoicing

## STATEMENTS AND LATE FEES

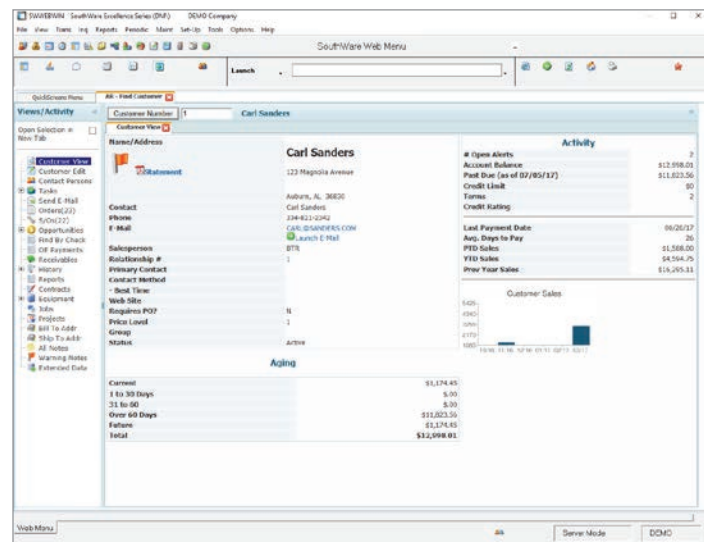
- Statements on demand, for past due only, or based on scheduled frequency
- Option to print invoice detail
- Late fees can be calculated per invoice

## REPORTING

- Inquiry and numerous aging, sales analysis, and other management reports

## OTHER SPECIAL FEATURES

- Option to reprint invoices
- Cash basis accounting option
- Track vendor refunds



Accounts Receivable Customer View