sage software

*Your business in mind.*

SAGE ACCPAC

# Accounts Receivable and National Accounts Management

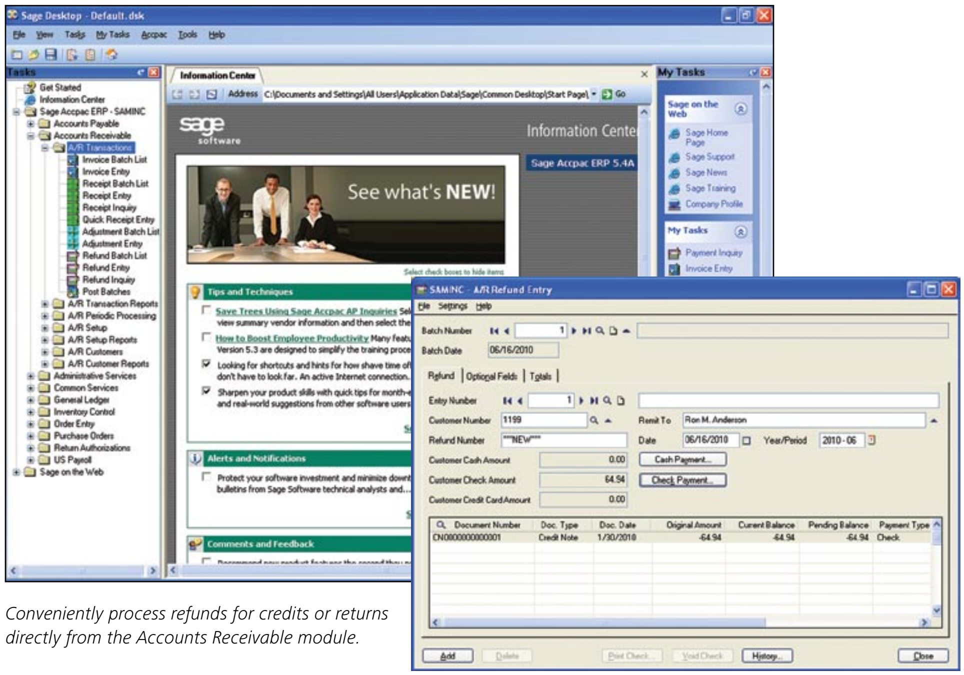
## About Sage Software

Sage Software offers leading business management software and services that support the needs, challenges and dreams of more than 2.6 million customers in North America. Its parent company, The Sage Group plc (London: SGE.L), supports over 5 million customers worldwide. For more than 25 years, Sage Software has delivered easy-to-use, scalable, and customizable software for accounting, customer relationship management, human resources, time tracking, and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit, and real estate industries.

## About Sage Accpac ERP

Sage Accpac ERP is an award-winning accounting system built on world-class architecture. Designed for companies of all sizes, Sage Accpac runs on your choice of database—providing the foundation for an integrated suite of end-to-end business management applications. Sage Accpac delivers high performance, advanced functionality, and unmatched freedom of choice.

**Visit us at www.sageaccpac.com or call 800-873-7282 today for more information about Sage Accpac ERP.**




*Conveniently process refunds for credits or returns directly from the Accounts Receivable module.*

## Accounts Receivable

With the Sage Accpac Accounts Receivable module, you can manage your customers and fine-tune customer relations by keeping track of important sales information and outstanding balances. Accounts Receivable allows you to easily apply cash to outstanding invoices and create recurring charges for quick invoicing of monthly charges. Accounts Receivable is also fully integrated with Bank Services, for complete bank reconciliation.

### Features

#### Maintaining Customers

- Organize customer records quickly and easily, and create an unlimited number of ship-to locations for each customer.
- Create a new customer and ship-to location on the fly when entering an invoice.
- Flag customer records as inactive when you wish to discontinue regular use but want to retain the record in the system for historical and reporting purposes.
- Make a customer inactive even when there are active recurring charges.
- Assign the ability to change a customer's credit information to specific users with the security selection.
- Prohibit customers and ship-to-locations from being deleted or set to inactive when documents exist that have not been posted.
- Use expanded features to set options by Customer Group that you can use as defaults for your customers.
- Specify a default inventory location for each customer so that goods are shipped from the nearest warehouse location.
- Automatically fill in appropriate salesperson information when setting up a new ship-to location for the customer.
- Change accounts within an account set even when the account set is in use by a customer.
- Assign a member of a national account a different account set than the national account.*

#### Creating Invoices

- Create summary or detailed invoices using the item price list and calculate taxes on a summary or line-by-line basis.
- Create adjustment batches automatically to write off small account or transaction balances, and choose whether to charge interest on overdue balances or individual invoices.
- Import transactions from other applications.

*Only available with the add-on National Accounts Management module.

Continued ▶

# Sage Accpac

## Accounts Receivable and National Accounts Management

- Schedule any number of recurring charge invoices for fast invoicing of monthly charges, and update recurring charges automatically by amount or percentage.
- Clear inactive recurring charges using the Delete Inactive Records form.
- Enter recurring charges with details that total to a zero amount.
- Check a customer's credit based on the pending transactions in both Accounts Receivable and Order Entry, the customer's current posted balanced in Accounts Receivable, and transactions contained in other integrated applications.
- Automatically carry forward descriptions and comments from one detail line to the next using quick entry mode in Invoice Entry.
- Designate a multi-currency rounding account.**
- Perform data integrity checks on specific functions within the Accounts Receivable module.
- Bill Project and Job Costing Fixed Price projects using a summary or item invoice.

### Entering Receipts

- Update Bank Services with deposit and receipt information.
- Enter multiple receipt batches on a single deposit slip.
- Automatically calculate taxes on miscellaneous receipts and update the Tax Tracking report.
- Mix currencies in a single batch.**
- Track credit card payments received from your customers.
- Easily write off small overpayments by adjusting the receipt in Adjustments.
- Choose to automatically apply a receipt to the transactions of open item customers.
- Enter and post a prepayment without specifying the document number to which the prepayment will be applied.
- Handle Advance Credit Claims in Receipt Entry.

### Generating Disbursements

- Record a refund by check, cash, or credit card from the Accounts Receivable module. Issue both credit refunds (for credit notes, pre-payments, unapplied cash, and receipts) and return refunds (refund issued automatically for returned goods).
- Decide if you want your system to issue a warning or an error when duplicate check numbers are processed.
- Void a check from Refund Entry.

### Tracking Retainage

- Track, calculate, and automatically retain a portion of an invoice to handle common billing practices in the construction industry.

### Posting

- Specify the posting accounts for transactions entered in Adjustment Entry and for miscellaneous adjustments in Receipt Entry.
- Automatically post General Ledger journal entry batches created from Accounts Receivable and specify which transaction details flow to the General Ledger.
- Post multiple invoice, adjustment, receipt, and refund batches simultaneously.
- Allow multiple users to add entries to the same batch at the same time.

### Performing Inquiries

- View your customer receipts by bank range, customer range, receipt status, transaction type, date range, year and period range, and receipt number range.
- Drill down from General Ledger transaction history to Accounts Receivable transactions and then to originating Order Entry transactions.
- Drill down from the customer's transactions and receipts in Customer Activity to the originating transactions and receipts.
- Perform on-screen aging and preview customer transactions.
- Review up-to-the-minute information including current balance, last activities and complete transaction details, and detailed statistics for each customer account.
- Save the selections you make to view transactions within Customer Activity (e.g. Order By) so that they can be used as defaults.
- Easily view and enter customer comments in date order.
- View year-to-date statistics for each customer and customer group.
- Track sales statistics for each salesperson.

### Reporting

- Create custom invoices, statements, and deposit slips.
- Print Aged Trial Balance, Overdue Receivables, Customer Transactions, Customer List and Statistics, and General Ledger transaction reports using sorting and selection options to focus on desired transactions.
- Print and review complete transaction details, including the details of receipts and adjustments applied to transactions, and transaction history.
- Send statements and invoices to your customer's billing address, customer's e-mail address, or contact's e-mail address.
- Set up standard e-mail messages you can automatically send to your customers with their documents.
- Print labels for the customer's ship-to location.
- Print a receipt document for receipt, prepayment, unapplied cash, and miscellaneous receipt transactions.
- Choose between a number of different statement formats based on the amount of detail you wish to have displayed.
- Print ANSI compliant checks for the U.S. and Canada for customer refunds.

## Key Reports

- Aged Trial Balance
- Batch Listing
- Batch Status
- Customer Transactions
- Deposit Slips
- General Ledger Transactions
- Invoices
- Item Sales History
- Posting Journals

## National Accounts Management

National Accounts Management lets you use Accounts Receivable to process a single payment from a customer's head office and apply it to multiple subsidiary accounts. The module also lets you limit the amount of credit you extend to a company in one step. During receipt entry, Accounts Receivable displays the transactions for all members of the national account at once, so you can quickly assign the payment to applicable customer accounts.

**Only available with the add-on Multicurrency module.

6700 Koll Center Parkway, Third Floor • Pleasanton, CA 94566 • 800-873-7282 • www.sagesoftware.com



06-5751 07/06 FSADAR0U-0706