

## ACCOUNTS RECEIVABLE

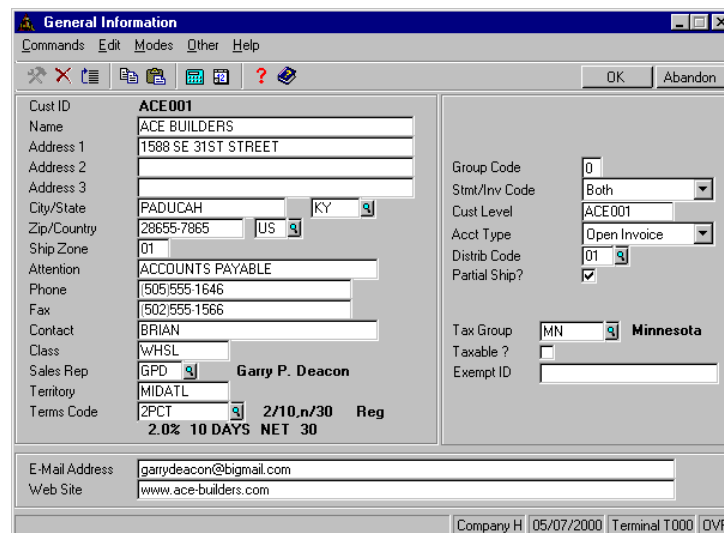
*Manage your cash, know your customers, analyze performance and trends*

A successful company needs to effectively manage its cash flow and customer information. 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 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	
Cust ID	ACE001
Name	ACE BUILDERS
Address 1	1588 SE 31ST STREET
Address 2	
Address 3	
City/State	PADUCAH KY
Zip/Country	28655-7865 US
Ship Zone	01
Attention	ACCOUNTS PAYABLE
Phone	505/555-1646
Fax	502/555-1566
Contact	BRIAN
Class	WHSL
Sales Rep	GPD Garry P. Deacon
Territory	MIDATL
Terms Code	2PCT 2/10,n/30 Reg 2.0% 10 DAYS NET 30
Group Code	0
Stmt/Inv Code	Both
Cust Level	ACE001
Acct Type	Open Invoice
Distrib Code	01
Partial Ship?	<input checked="" type="checkbox"/>
Tax Group	MN Minnesota
Taxable?	<input type="checkbox"/>
Exempt ID	
E-Mail Address	garrydeacon@bigmail.com
Web Site	www.ace-builders.com

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

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

- ☞☞ You can 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.
- ☞☞ You'll have 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 the 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 have the choice of paying 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.
- ☞☞ You can 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. Detail is kept until you purge the information.
- ☞☞ Transaction entry is easy and efficient with quick entry and defaults tables.
- ☞☞ You'll be able to 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.
- ☞☞ You can 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.

### 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

**Version 6.1**  
**OSSAR61**  
 06/01/00

