

Accounts Receivable

The ABECAS® Accounts Receivable module is a full-featured open item accounts receivable system. It lets you fully manage your customer activity and collection of receivables. It provides management reports on your sales, cash receipts and collection activities. Invoices/credits may be entered and printed or they may be entered after they are issued. Transactions may be passed automatically from other ABECAS® modules.

All transactions -- invoices, credits, adjustments, debits, deposits due and finance charges -- are maintained in an open item file until paid. Finance charges may be automatically calculated according to your terms for each customer. Statements and overdue notices may be issued as desired.

The ABECAS® Accounts Receivable may be operated as a standalone module or interfaced with other ABECAS® modules. The ABECAS® billing modules use the AR Customer Master File for all customer information, including name, address, contact, phone numbers and terms. In addition selected modules use the AR Customer File for credit limits, current balance, remaining credit, Price Levels, discount percentage, Sales Tax Code, Ship-To Address Code, assigned salesperson, EDI requirements, invoicing and posting preferences ... and more. The AR posts accounting distributions to the General Ledger and Cost Accounting modules. It receives invoices/credits and cash from the various billing modules: Equipment Maintenance, Freight Billing, Grower Accounting, Job Planning, Register Sales, Service Billing, Sales Orders, Utility Billing and Warehouse Billing. It updates cash receipts back to Participant Settlements, and Sales Orders. And, it interfaces with the Contact Management module.

Benefits

- Complete management of all receivables ... the balance of each receivable is tracked as an open item
- Full integration with other ABECAS® modules
- Quick startup by importing customer and open item data
- Three additional user-defined indexes allow customers to be easily identified
- Detailed or summary aging reports
- Single Customer Code throughout ABECAS® ... can be added or updated whenever used
- Early payment discounts and adjustments can be easily handled ... available discounts display
- Ad hoc reporting with ASCII file export
- Statements, overdue notices
- Central control of terms credit limits, pricing, invoicing ... more
- Collection management
- Instant reporting of current balances and history ... in detail or summary

- Customer data base available for ad hoc analysis, labels, sales, payments, days-to-pay ... and more
- Full collections management functionality included.
- Cash receipts is quick and easy ... payments can be applied automatically by paying through items of entering the specific item

Standard Features

- Provides the Customer Code and information for use throughout ABECAS®. New customers may be added or existing customer information may be updated from all billing programs.
- Monthly data for each customer for net purchases, payments, discounts and adjustments is maintained for as many years as desired.
- Month-to-date, year-to-date, prior year and life-to-date information is available for each customer for net purchases, payments, discounts and adjustments.
- General Ledger AR Control Accounts are assigned by customer.
- Billing information for each customer depends on modules but can include Ship-To Address Code, Price Level Code, Salesperson Code, Terms Code, Sales Tax Code, resale number and trade discount percent, EDI requirements, invoicing ... and more.
- Automatic finance charge calculation is based on the Terms Code for each customer; these charges can be manually adjusted before posting.
- User-defined messages can be stored with the Terms Code for printing on invoices and statements.
- Cash received on account is applied against specific invoices/credits. The open items may be displayed and selected or the transaction number or the customer reference number may be entered. The distribution may be automatic, if preferred. Cash and discounts
- Background customer information includes contact person, business and fax phone numbers, date account opened, credit limit and class.
- Last transaction information for each customer includes last invoice date and amount, last payment and last finance charge.
- Terms, including early payment discounts, deposits, and finance charges, are defined as a code and are assigned by customer. Hence, terms need to be set up or changed only once.
- Alternate addresses may be tracked for each customer, as needed.
- The Customer lookup allows the user to select any of the 5 available indexes - customer code, zip code, or one of 3 user defined indexes. These may be used for name, phone, industry, telephone, location ... and more.
- Account balance information for each customer includes current balance, deposits, outstanding orders, last statement balance, payment history, and highest balance.
- Fully manages the receivable function on an open item basis.
- Invoices/credits can be entered and printed; the entry of line items is simplified by the use of Distribution Codes that automatically provide descriptions, unit prices, tax type, and all of the required GL/CA accounting codes.

- applied must balance with cash received and discounts given. Unallocated cash can be used to create an open credit.
- If interfaced with the GL/CA modules, then the transactions will post to these modules as appropriate.
 - User-defined Distribution Codes simplify the entry of transactions; distributions must balance with the transaction amount before proceeding; multiple distributions are allowed.
 - The General Ledger postings are to both a cash-basis and an accrual-basis General Ledger. This results in sales being posted on an accrual-basis when entered and on a cash-basis when the cash is received.
 - Overdue notices can be printed for up to five different groups based on user-defined "due dates". Each group can have a different message. A record of the "notice" can be maintained, if desired.
 - Access is controlled by module and then by menu selection.
 - Ad hoc analysis reports are available on all files.
 - An audit trail is provided of all transactions and cash receipts by year, month and batch.
 - All reports may be displayed to the terminal, printer or disk -- even reviewed before printing.
 - Statements may be automatically created and sent using email or faxes.
 - Statements' printing is flexible and includes "cycle billing."
 - Invoices, credits, debits, adjustments, and finance charges can be entered as fully paid, partially paid or completely open.
 - Open items may be split into multiple items, due dates and descriptions changed, or consolidated into a "Balance Forward" transaction.
 - A special screen is provided to query customer information, including current balance, open items, transactions, account aging, history, purchases, payments ... and more.
 - Menu descriptions and help messages are easily user customized.
 - Sales analysis reports are available in ascending or descending order.
 - Cash receipts can be projected based on "due date" for both a 12 week and 12 month period.
 - Customer transaction and payment history may be stored as long as desired.

Optional Features

- **Credit Approval** -- allows you to track credit references and to requalify customers as needed along with verifying credit when entering new transactions. .
- **Collections Management** -- allows you to monitor and manage your collection activities. Open notes can be reviewed as cash is received.

- **Master Customer** -- allows one check to cover payments for multiple customers.
- **Import Transactions** -- allows open items to be imported from non-ABECAS® programs.
- **Job Billing** -- uses the job billing information in CA to do percent of completion billing by job. Time and materials may also be billed.

Reports

- Customer Codes listings, phone lists, labels
- Bank deposit form based on cash receipts
- Edit reports for all posted and unposted transactions
- Distribution Code listing
- Customer sales summary -- descending order
- Summary of customer MTD, YTD, Prior Year, LTD and monthly activity
- GL/CA accounting distribution reports
- Customer recap of transactions/payments
- Historical cash receipts by customer, batch
- Historical transactions by customer, batch, number
- Ad hoc analysis of cash receipts
- Detailed Customer reports
- Ad hoc analysis of transactions and/or distributions
- AR current balances versus GL central accounts
- Terms Code listing
- Ad hoc analysis of Customer File
- Summary and detailed aging reports -- with or without unbilled transactions, by customer, module
- Statements/Overdue notices/Collection notes
- Ad hoc analysis of historical cash receipts
- Ad hoc analysis of the Transactions History
- Projected cash receipts for 12 weeks or 12 months
- Ad hoc analysis of Open Item File