

# Accounts Receivable

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

S O U T H W A R E   E X C E L L E N C E   S E R I E S   >

## BENEFITS

### FINANCIAL MANAGEMENT

The screenshot displays the SouthWare Accounts Receivable interface. It includes a navigation menu on the left with options like 'My TaskWise', 'My Alerts', 'Customer Inquiry', 'Sales Inquiry', 'FYI for AR', 'Receivables Menu', 'Related Functions', and 'Help'. The main content area is titled 'Accounts Receivable' and shows data for 'Current Period: 7 (2004) 07/01/04 thru 07/31/04 (Period End)'. It features several tables and summary sections:

- AR Payments Received:** A table showing unposted payments for Operator - DEF CASH (ARC) across Checks, Cash, and Credit Card categories.
- Receivables Status as of 05/02/05 at 08:41:** A summary table with columns for CURRENT, 1 - 30 DAYS, 31 - 60 DAYS, and OVER 60 DAYS.
- AR Transactions:** A table showing unposted transactions for Operator - DEF AR SL (ARS) including Invoices, Credit Memos, and Other Documents.
- Customer Status:** Summary statistics for Customers, YTD Complaints, and Top Customer (Carl Sanders).
- Receivables Summary:** Key figures for Outstanding (\$43,587.27), Future (at least 30 days) (\$0.00), and Past Due (\$45,150).
- Recent Activity:** Summary of activity as of 05/02/05 over the last 30 days, including Invoices, Credits, Payment Tax, and Payments.

Smart WebView Menu Portal

- Know which customers owe you money and when it's due
- Regularly remind your 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 your sales people
- Reduce the time you spend 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 your customer relationships

SouthWare's Accounts Receivable is a complete system for promoting and tracking sales, payments, and other activity with your customers. You get efficient recordkeeping, 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 SouthWare Invoicing or entered in A/R
- Entry features customized per operator

### Customer Payments

- Apply as Open item or Balance Forward
- Allowances and discounts
- Cash, check, credit card
- Entry and reapply 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 salespersons
- 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

The screenshot shows the 'A/R Customer Maintenance' window in the SouthWare Excellence Series (DM) software. The window title is 'AR-07-01 SouthWare Excellence Series (DM) Demo Company rev11'. The main form is divided into several sections:

- Customer Information:**
  - \*1. Customer #: 1
  - 2. Name: Carl Sanders
  - 3. Address 1: 123 Magnolia Avenue
  - 4. Address 2: (empty)
  - 5. Address 3: (empty)
  - 6. City, State: Auburn AL
  - 7. Zip Code: 36830 Int?: N
  - 8. Approver: Carl Sanders
  - 9. +Phone/Other: 334-821-2342
- 18. +Invoicing:**
  - Pricing: 1
  - Disc %: (empty)
  - Req PO#?: N
  - Ship Via: P Customer Pickup
  - Tex Code: 1
  - Ship To: (empty)
  - Bill To: (empty)
- 19. +Type:** G
- 20. Group #:** (empty)
- 21. Tax #:** (empty)
- 22. A/R #:** (empty)
- 23. +User:** (empty)
- 24. +History:**
  - Sales PTD: .00
  - Sales YTD: .00
- Financial Summary:**
  - 10. Salesperson: BTR Blake Robbins
  - 11. Balance Method: Open Item Statement Monthly
  - 12. Terms Code: 2 2/10 Net 30
  - 13. Credit Limit: (empty) Rating: fdfs
  - 14. Avg Days to Pay: 26 Add Late Fee?: Y
  - 15. Current Balance: 1,462.38
  - 16. Past Due Amt: 1,488.58 As of: 04/24/05
  - 17. High Balance: 12,093.75 As of: 03/25/04

At the bottom, there are buttons for 'OK' and 'Cancel', and a status bar showing 'SW Web View Customer Maintenance' and 'DEMO 10/24/05 92'.

Accounts Receivable Customer Maintenance Record

### 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



SouthWare Innovations, Inc.  
P.O. Box 3040  
Auburn, AL 36831-3040  
Phone: 334-821-1108  
Fax: 334-821-1146