

# A/R Invoicing Adapter

The first step in getting paid for your sales is getting a clear and accurate invoice to your customer right away. The longer you wait to bill a customer the longer you can expect to wait to get paid. And if the invoice doesn't clearly detail the reason for the bill then you may wait even longer. For a great solution to your billing needs, get SouthWare's A/R Invoicing Adapter.

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## BENEFITS

## FINANCIAL MANAGEMENT

The screenshot displays the 'Enter/Edit Billing Information' window in the SouthWare Excellence Series (DM) software. The window title is 'AR:01.04.01.01 SouthWare Excellence Series (DM) Demo Company re'. The menu bar includes File, Edit, Approx, Search, Next, Previous, Enter, Options, Breakout, Link, and Help. The status bar shows 'Period 7 thru 07/31/04', 'DE # Open: 21', and '\$ Open: 6,644.99'. The 'Header' tab is active, showing 'Order# 124' and 'Buttons & Bows'. The 'Type' is 'Regular'. A table lists one line item: 'S 10 S LBR/MISC Labor charges 001 Hrs 1.000 Qty B/O .000 Unit Price 45.000 Extended Price 45.00'. The 'Payments' section includes fields for '33 Pay Type' (34 Drawer), '35 Cash', '36 Check', and '37 CCard/oth'. The 'Subtotal' is 45.00, 'Discount' is .00, '31 Misc Charges' is 5.00, '32 Tax' is .39 (7.5000%), 'Invoice Total' is 50.39, and 'Payment Total' is .00. '38 Terms' are '3 Due 30 Days' for 50.39. The interface includes a 'Print' button, 'OK', and 'Finish' buttons. The bottom status bar shows 'DEMO', '10/24/05', and '8781'.

Streamlined Invoice Entry

- Produce an invoice quickly
- Streamline the handling of complex sales situations
- Put as much detail on an invoice as you need
- Bill jobs and retainage if you use Job Cost
- Ensure that standard pricing is used on your invoices
- Get your invoices recorded in A/R almost instantly
- Know the details of past invoices
- Standardize your miscellaneous add-on charges
- Keep your A/R system updated with sales tax and commission information

The A/R Invoicing Adapter is an add-on option for SouthWare's Accounts Receivable. With it you can enter the details of your invoices and print them to give to your customers. You get many of the powerful features found in SouthWare's other invoicing modules without paying for features you don't need. You also get invoice history and an automatic interface to A/R and G/L for even more efficient processing of your billing.



## Features & Functionality

### Billing Entry Features

- Streamlined entry and printing of an invoice
- Standard service codes for default descriptions, pricing, and other info
- Handles returns, special orders, pricing adjustments, and payments on account
- Option to bill jobs and retainage if using Job Cost
- Option to change billing or shipping info
- Commission and sales tax info
- Option to add a customer on an invoice
- Credit limit checking
- Option to look up past invoice pricing
- Unlimited text lines on an invoice
- Any combination of cash, check, credit card, or on account payment
- Up to 4 miscellaneous charges per invoice
- Notes and optional Extended Data™

### Integration with A/R Features

- Invoices update A/R open items, sales tax, commissions, G/L, customer info
- A/R inquiry option to zoom on invoices
- Statement option to print invoice detail

### Reporting Features

- Interactive or batch invoice printing
- End of day sales register
- Billing history report for invoice detail

### Other Features

- User-defined miscellaneous charges
- User-defined standard services

### Standard Products / Service Codes

### A/R Invoicing Adapter can help you answer such questions as:

- How can we be sure that we get our invoices out the same day as the sale?
- How can we make sure our customers know the details of the services and items they purchased?
- How can we eliminate the lost time spent trying to explain to a customer the details of each invoice on their statement?
- How do we produce a customer receipt for a payment on account?
- Can we reduce the time we spend figuring out the details for our sales tax reports?
- How can we make sure we don't accidentally pay commission on the sales that are not subject to commission?
- How do we check on past invoices to answer customer questions?



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