

# Sage 500 ERP

## Accounts Receivable

### Maximize Cash Flow and Improve Customer Satisfaction

The Sage 500 ERP (formerly Sage ERP MAS 500) Accounts Receivable module helps you improve cash flow while enhancing customer service through more effective management of your entire collections process. It is a key component of Sage 500 ERP, a highly reliable, robust, and integrated series of business applications that delivers a flexible, scalable, and full-featured total business management solution.

Accounts Receivable gives you the power of automation to speed up and streamline every step in your collection efforts, from invoice entry to the recording of payments, and even to issuing customer refunds. The system automatically calculates sales taxes, discounts, commissions, and due dates and automatically distributes invoice amounts to the appropriate General Ledger account based on the item sold. During payment application, Sage 500 ERP lets you automatically apply cash receipts to open invoices and write off those balances that are within predefined tolerances. In addition, you can use the Sage 500 ERP Office integration tool to create customized dunning letters quickly and easily, without any programming knowledge.

In addition to maximizing productivity and cash flow, the national accounts features in Accounts Receivable give you maximum customer management flexibility. National accounts enable you to group customers into parent and subsidiary relationships to facilitate orders, invoices, and settlements. Moreover, customers can be grouped for credit checking, so you can be assured that all affiliated companies are in good standing when an order is placed.

Improve customer satisfaction and user efficiency with the ability to enter and track overpayments as negative invoices and issue customer refunds directly from Process Cash Receipts. Group and apply overpayments, credit memos, and invoices on one selection screen . . . then enter a check number to record a manual check or leave it blank to generate a system check, all from within one task.

Tran Type	Count	Amount
CR	4	147,454.10
RV	1	-11,076.00

Collection efforts—and cash flow—are improved because Accounts Receivable lets you monitor your customer accounts with a whole new level of timeliness and efficiency. With just a few clicks you can access up-to-the-minute statistical summaries, as well as summarized or detailed transaction listings, and generate in-depth management reports.

## BENEFITS

- Improve cash flow with timely and efficient collections management.
- Design flexibility into your commission structure with the ability to split commission payments and create vouchers for commission payment.
- Improve productivity and customer service by maintaining complete online records for all customer accounts.
- Assign invoice or memo numbers automatically or manually, and instantly verify unapplied payments, credit limits, and past-due amounts.
- Automatically apply cash receipts to open invoices, accept cash on account, and write off balances that fall within predefined tolerances.
- Enter invoices and cash receipts in their natural currencies, as well as recognize and accrue unrealized gains and losses when applying cash receipts to invoices.
- Create and track overpayments and issue customer refunds from Process Cash Receipts
- Provide superior customer service using drill-down or drill-around capabilities within any customer field, or from the inquiry menu.
- Manage related customers with parent or subsidiary relationships.

“This is a strong enterprisewide financial solution that meets the needs of mid-sized companies very nicely.”

Leesa Dupree  
Financial Analyst  
New Horizons Computer  
Learning Centers

### Customer Management

Maintain complete online records for all customer accounts to improve your productivity and customer service.

- Create and maintain extensive customer contact information, including name, title, phone number, fax number and email address.
- Set up a 12-character customer ID field for each customer.
- Enter multiple bill-to and ship-to addresses for a single customer.
- Designate unique, customer-specific sales tax schedules.
- Attach contact notes and an unlimited number of files to each customer record.
- Set up customer defaults to streamline data entry.

### Salesperson and Commission Management

Design flexibility into your commission structure with the ability to split commission payments and create vouchers for commission payment.

- Automatically create vouchers in Accounts Payable module for commission payment.
- Base commission calculations on sales, gross profit, and actual or standard cost.
- Apply a standard commission percentage to each sales item or service.
- Split sales history and commission among multiple salespeople.

### Batch Processing Controls

Process invoices and payments by batch according to your predefined requirements.

- Process invoices, memos, or payments by batch (with or without control totals).
- Post batches of transactions at any time.
- Place batches on hold to prevent posting.
- Create private batches to prevent unauthorized access.

### Invoice and Memo Processing

Assign invoice or memo numbers automatically or manually; and instantly verify unapplied payments, credit limits, and past-due amounts.

- Designate a reference code for each line of an invoice.
- Assign a reason code to an invoice or memo.
- Post recurring invoices by processing cycle.
- Automatically place invoices on hold when credit limits are exceeded or past-due amounts exist.
- Assign invoices to projects in Project Accounting module.

### Cash Receipt Processing

Automatically apply cash receipts to open invoices, accept cash on account, and write off balances that fall within predefined tolerances.

- Automatically apply the payment amount to invoices and memos.
- Record prepayments, down payments, and overpayments automatically.
- Record miscellaneous payments and record to the appropriate revenue account.
- Write off invoice balances within assigned tolerances during payment application.
- Enter cash receipts on account and apply at a later time.
- Record or generate customer refunds.

### Multicurrency Processing

Enter invoices and cash receipts in their natural currencies, as well as recognize and accrue unrealized gains and losses when applying cash receipts to invoices.

- Enter and process invoices and cash receipts in multiple currencies.
- Automatically calculate unrealized and realized gains and losses.
- Support third-currency settlement.

### Period-End Processing

Overcome the chaos inherent at the end of your peak financial periods.

- Specify the reports to print automatically at period end.
- Post to current and future periods, or reopen and post to a previously closed period.
- Retain detailed postings or monthly summaries for an unlimited number of years.

### Receivables Analysis

Provide superior customer service by supporting drill-down or drill-around capabilities within any customer field, or from the inquiry menu, to access important customer information.

- Analyze customer purchase activity using a variety of search options, including invoice amount, date, customer classification, customer bill-to or ship-to address, salesperson, and more.
- Research customer payment activity based on user-defined criteria such as payment account, date, customer classification, or customer.

### National Accounts

Manage related customers with parent or subsidiary relationships.

- Optionally consolidate billing statements to speed payment and reduce outstanding receivables.
- Create two levels of credit checking—both at the individual company and at the national account level—to minimize credit risk.
- Directly invoice the head office of a subsidiary customer, and apply payments across a national account when settlement is received.