Sage Timberline Enterprise

Accounts Receivable

Sage Timberline Enterprise Accounts Receivable gives you all the tools you need to stay in touch with clients and on top of receivables to proactively manage your cash position.

Accounts Receivable records complete client profiles to help you monitor relationships and facilitate timely payments. A customer contacts list records titles, e-mail addresses, pager numbers and other vital information to help you target communications.

Solid accounting capabilities make it simple to process cash receipts accurately and quickly. Automatically post payments to the oldest outstanding invoice or manually post to individual invoices or items. Enter unapplied customer payments, miscellaneous and job cost receipts all in one session. And easily issue debit and credit adjustments as needed.

Using integrated access tools, your receivables information is always immediately available. Interactive inquiries let you view stored information in seconds for quick lookups and over-the-phone answers. And customizable reports let you calculate and print information in any format you choose for in-depth receivables analysis.

Get your current staff and new hires up and running quickly on the software using the Accounts Receivable Process Map. With this visual interactive representation of the Accounts Receivable process, you can click on any section of the diagram to complete your work.

BENEFITS

- Customized reports at the touch of a button.
- Quick and easy cash receipt entries.
- Accurate and up-to-the-minute customer tracking.
- Invoice entries set up to your specifications.

Following is a detailed list of the features Accounts Receivable offers to help you manage your cash receipts and client relationships:

Customer tracking

- Record payments, credit histories, default billing information, rate tables, invoice formats, and more.
- Track customer totals by aging categories, outstanding amount, billed amount, payments, retainage, and more.
- Track last aging date, average days to pay, and average outstanding balance to monitor your customers' payment history.
- Use the invoice date or invoice due date to age customer balances by days or months.
- Establish customer credit limits and ratings.
- Maintain an online rolodex of customer contacts.
- Apply tax-exempt status to billable items using a customized list (for example, exempt, not exempt, total billed, subcontract, labor, equipment).
- Select tax exemption by type of cost for a customer or contract item.
- Add up to 250 user-defined data fields to track additional customer information.

Invoice entry

- Use Billing to post invoices to Accounts Receivable and enter manual invoices or electronically import invoices produced by other systems.
- Customize the invoice entry window.
- Predefine "days-before-due" for each customer to automatically assign invoice due dates.
- Automatically bill retainage by customer, contract, contract item, job or cost code.
- Bill retainage as percent of total held or a flat amount.
- Print invoices using a format you specify.

Cash receipt entry

- Define deposit types (for example, check, cash, wire, transfer).
- Enter unapplied customer payments, miscellaneous payments, job cost receipts, and other cash receipts in a single entry session.
- Distribute payments as needed (for example, distribute billed amounts to invoices, General Ledger accounts, customer cash receipts, jobs, contract items, cost types, and more).
- Automatically post payments to the longest outstanding invoice or manually post to specific invoices or invoice items.
- Post partial payments.
- Assign default General Ledger accounts for posting receivables, revenue and miscellaneous entries.
- Automatically post payment entries to a default bank account.
- Customize the cash receipts entry window.
- Write off retainage amounts on retainage billed invoices.

Receivable adjustment

- Edit and adjust invoices, cash receipts and adjusting entries.
- Adjust or write off billed amounts including billed retainage.
- Void invoices and maintain a record of voided invoices for audit purposes.
- Issue debit and credit adjustments to existing invoices or to customers' records for application to future invoices.
- Apply customer adjustments to invoices.
- Credit an invoice's unpaid balance.
- Change the status of an invoice.
- Mark a cash receipt as NSF.
- Enter refunds.
- Print debit or credit memos using a format you specify (for example, billed credit, billed debit, accounts receivable credit, accounts receivable debit, customer credit, customer debit, bad debt).

Workspaces

- Apply filters to display exactly the information you want to see.
- Search for specific information using exact match or partial match criteria.
- View stored information on the screen through an interactive inventory inquiry.
- Drill down from summary information to supporting detail.
- Perform actions against the shown information.

Reporting

- Choose from several pre-designed Accounts Receivable reports to calculate and print information at any time (for example, cash projection, statement of account detail/due date, customer aging summary).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Additional features

- Enter electronic notes to document information on customers, contacts, payments, adjustments and invoices.
- Attach other electronic files to customers, contacts, payments, adjustments, and invoices.
- Customize the toolbar for push-button access to reports, inquiries, and tasks.
- Change descriptions that are on the screen to match your company's standard terminology.
- Define security rights by user or group.
- Enter invoices to one company but apply cash receipts to another company (intercompany accounting).

Accounts Receivable is a part of Sage Timberline Enterprise, a tightly integrated business management software solution designed to simplify the complex needs of service and specialty contractors.

For a demonstration, pricing, and more information, contact:
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