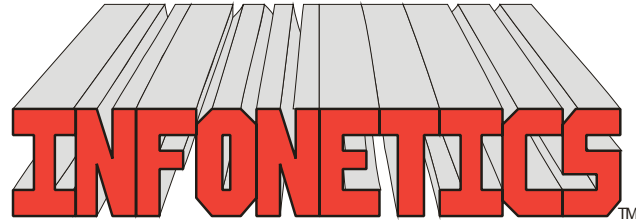# ACCOUNTS RECEIVABLE SYSTEM

The ACCOUNTS RECEIVABLE SYSTEM is used to track and manage the monies owed to a business by its customers. Invoices created by the ORDER/INVOICING SYSTEM and the CYLINDER CONTROL SYSTEM can be automatically posted to this module. Payments received are then posted to the receivables ledger and applied to outstanding invoices.

Control journals are created each step of the way to monitor the dollars that pass through this system. Collections are improved through the use of a variable-period AGING report. Service or finance charges on delinquent balances can be automatically assessed and statements printed on your letterhead stationery or custom designed forms for mailing to the customer.

INFONETICS

1729 Gateway Circle, OH 43123 • Grove City, OH 43123 • Phone 614-875-2006
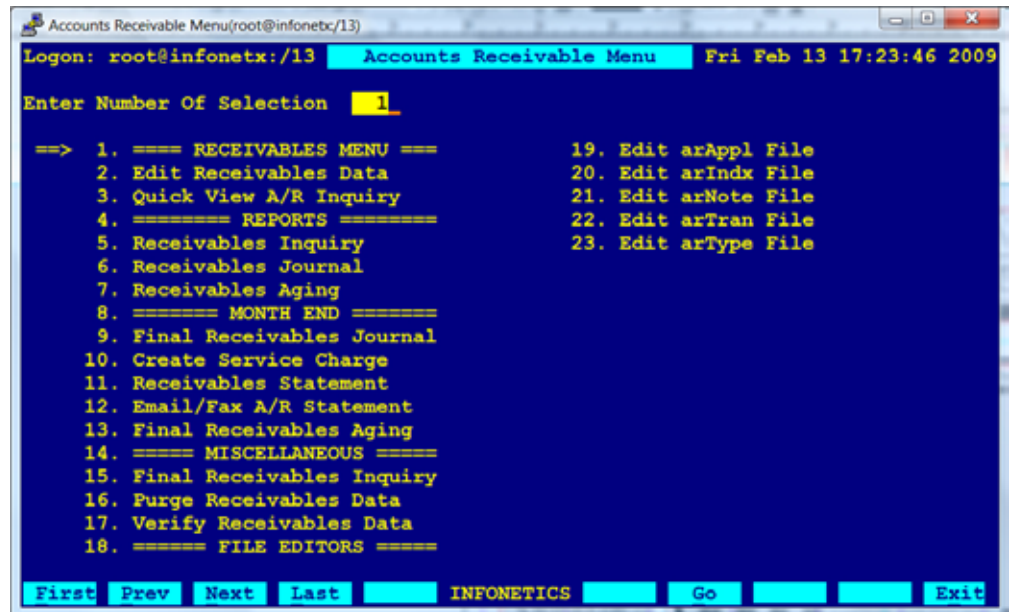www.infonetx.com • e-mail: info@infonetx.com • Fax 614-875-7761

ACCOUNTS RECEIVABLE MENU

EDITING PROGRAMS

- The **EDIT RECEIVABLES DATA** program is used to add, change, delete or view transactions and information in the receivables database.

- The QUICKVIEW A/R INQUIRY is an optimized version of a full RECEIVABLES INQUIRY detailing a customer's transaction history. It is designed for quick access to one customer's information.

REPORTS

- The **RECEIVABLES INQUIRY** gives a detailed report of all information relating to a customer's receivables history.

- The **RECEIVABLES JOURNAL** gives a numerical listing of transactions in the receivables database with subtotals by transaction type (invoice, payment, etc.).

- The **RECEIVABLES AGING** report displays all open items (unpaid invoices and unapplied credits) for each customer's account.

RECEIVABLES MENU

MONTH END PROCESSING

- The **FINAL RECEIVABLES JOURNAL** is similar to the regular RECEIVABLES JOURNAL. It is pre-configured to give only subtotals by transaction type for the just ended prior month. This journal is used to verify the manual control log to prove the integrity of the receivables information.

- The **CREATE SERVICE CHARGE** program automatically computes finance (service) charges on past due balances.

- The **RECEIVABLES STATEMENT** is a formatted printout of an account printed on custom forms available from INFONETICS for mailing to the customer. Various formats/layouts are available.

- The **EMAIL/FAX A/R STATEMENT** program facilitates electronic transmission of the Receivables Statement when the InfoFax and InfoMail modules are installed.

- The **FINAL RECEIVABLES AGING** is similar to the regular RECEIVABLES AGING. It is pre-configured to include only transactions dated through the end of the just ended prior month. This report can be retained for hard copy record.

MISCELLANEOUS

- The **FINAL RECEIVABLES INQUIRY** is similar to the regular RECEIVABLES INQUIRY. It can be printed for hard copy record before purging the receivables database.

- The **PURGE RECEIVABLES DATA** program is used to remove closed items (paid invoices and checks) from the receivables database. Only transactions that have been invoiced and paid prior to the purge date are removed. All open items (unpaid invoices and unapplied credits) are maintained indefinitely.

- The **VERIFY RECEIVABLES DATA** program is a maintenance program to ensure internal integrity in the receivables database.

The EDIT RECEIVABLES DATA program is used to add, change, delete or view transactions and information in the receivables database.

- Used to **post and apply cash receipts, over/short payment adjustments, credit invoices and write-offs**.

- **Customer Contact Name**, **Telephone**, **C.O.D. Status**, **Special Comment**, **Last Payment Date** and **Amount**, **Credit Limit**, **Budget Amount** and **Current Aging** appear on screen. **Customer Notes** are viewable.

- Provides **view (or review) of open items** (unpaid invoices and unapplied credits) for an account.

- Customer's **open invoices and unapplied credits can be viewed** as payments are posted.

- Payments can be **applied to a specific invoice** for the dollar amount you choose or payments can be **automatically applied to the oldest invoices**.

- **Payments applied to a specific invoice** can be reviewed and/or changed.

- **Payment and all other AR history** is maintained and can be viewed indefinitely.

- **Security permission modes** to prevent deletion except by authorized personnel.

- **Audit journal produced** at the end of each editing session.

EDITING SCREEN: EDIT RECEIVABLES DATA

SAMPLE OUTPUT: EDIT RECEIVABLES AUDIT JOURNAL

SETUP SCREEN: RECEIVABLES JOURNAL

The RECEIVABLES JOURNAL gives a numerical listing of transactions in the receivables database with subtotals by transaction type (invoice, payment, etc.).

• View transactions in **numerical** (**journal**) **order**.

• **Detailed** or **Summary** modes available.

• **Application data** shows which payments paid a particular invoice and vice-versa.

• Report can be **restricted** to a range or single customer through a number of common profile properties, a range or specific date and a range or specific Type of transaction.

• Output can be directed to the screen, .PDF preview, any printer, fax, email or a networked harddrive on the server.

SAMPLE OUTPUT: RECEIVABLES JOURNAL

The QUICK VIEW A/R INQUIRY provides quick access to a customer's Accounts Receivable transaction history within the selected date ranges. Designed for ease of use in credit rating, the program offers a <VIEW> option from the Customer ID field and is pre-configured to send output to the Screen.

SETUP SCREEN: QUICK VIEW A/R INQUIRY

RECEIVABLES INQUIRY

The RECEIVABLES INQUIRY gives a detailed report of all information relating to a customer's receivables history.

- Complete account **transaction history** (debits/ credits).

- **Application data** shows which payments paid a particular invoice and vice-versa.

- **First and last date of business** (Open-Date/CloseDate), credit limit and budget amount.

- **Days Old** column; Days old for each transaction and weighted average for customer overall.

- **Days To Pay** column; Days to pay for each transaction and overall **weighted average** for customer.

- Subtotals by transaction type with last transaction dates (**last payment date**).

- **Current Aging Totals** with **High Credit Balance**.

- Report can be **restricted** to a range or single customer through a number of common profile properties, a range or specific date and a range or specific Type of transaction.

- Output can be directed to the screen, any printer, .PDF preview, fax modem, email or a networked harddrive.

SETUP SCREEN: RECEIVABLES INQUIRY

```
Logon: root@infonetx:/17          INFONETICS, Inc.                    Tue Feb 17 17:52:44 2009        Page:  1
                                             Receivables Inquiry
                                       For The Period 09/01/08 Thru 99/99/99

Customer--------------------------------- ------------------ -CR Limit ---Budget OpenDate ClosDate
LITTL  DAVID LITTLE AUTO WRECKING CO.     Tele: 216-793-8917    500.00    500.00 01/31/04 00/00/00
       YARD #2                            Type: INDUSTRIAL
       15 PLANK ROAD                      Rep:  WILHELM WESTLAND
       NEW SPRINGFIELD, OH  44403         Terr: NORTH ROUTE # 1
Cont:  MS. LILLY LITTLE                   COD:

Tran I.D. --Date-- Description--------- ----Debit ---Credit ---Balance Tran I.D. ---Amount UnApplied DaysToPay --DaysOld
           BALANCE BROUGHT FORWARD 30815.68 23103.79   7711.89
I  198058 09/29/08              178.00              7889.89 P   9020    -178.00     0.00      93
I  198059 10/14/08              275.25              8165.14 P   9020    -275.25     0.00      78
I   19120 10/22/08               52.00              8217.14 P   9022     -52.00     0.00     117
I  198065 10/22/08 9997         479.62              8696.76                479.62                         118
I   19782 11/01/08             2448.39             11145.15               2448.39                         108
I  198053 11/29/08               46.80             11191.95                 46.80                          80
P    9020 12/31/08 CK#                     8282.01  2909.94 I  19694      429.73
                                                            I  19716       37.00
                                                            I  19741      133.35
                                                            I  19772      639.29
                                                            I  19773      389.81
                                                            I  19775      717.59
                                                            I  19779      304.04
                                                            I  19784      623.52
                                                            I 198038     2093.66
                                                            I 198039      625.64
                                                            I 198047     1209.49
                                                            I 198058      178.00
                                                            I 198059      275.25
                                                            I 1980391     625.64     0.00
R  100038 12/31/08 12456       3850.30              6760.24               3850.30                          48
R  100039 12/31/08 9663         574.50              7334.74                574.50                          48
R  100040 12/31/08 9663         628.45              7963.19                628.45                          48
R  100041 12/31/08 9663          23.70              7986.89                 23.70                          48
I  198074 01/20/09 9997         226.53              8213.42                226.53                          28
P    9022 02/16/09 CK#                       52.00  8161.42 I  19120       52.00     0.00
                               --------- --------- ---------                        --------- ---------
           CUSTOMER TOTAL *   39599.22  31437.80   8161.42                               87        69

Type------ ----Debit ---Credit --Balance LastDate
ADJUSTMENT   100.00     0.00    100.00 06/14/94
DEMURRAGE    587.65     0.00    587.65 03/31/89
INVOICE    26074.32  5568.44 20505.88 01/20/09
NOTE LINES     0.00     0.00      0.00 04/18/06
PAYMENT       48.85 25869.36 -25820.51 02/16/09
RENTAL     12469.14     0.00 12469.14 12/31/08
SERVICE CH   319.26     0.00    319.26 08/31/99

------Date------- --Current ------A-- ------B-- ------C-- ------D-- --------- -----High --Average --Current
--From-- --Thru--  01/18/09 12/19/08 11/19/08 10/20/08 00/00/00 --Balance ---Credit DaysToPay -Days Old
09/29/08 99/99/99   226.53  5076.95    46.80  2928.01     0.00   8278.29 11191.95        87       69
```

SAMPLE OUTPUT: QUICK VIEW A/R INQUIRY/RECEIVABLES INQUIRY

The RECEIVABLES AGING report displays all open items (unpaid invoices and unapplied credits) for each customer's account.

- Lists only customer's **open items**.

- **Five (5) variable aging categories;** current month and each previous month.

- **Credits column** separates out unapplied credits.

- **Days Old** column; weighted days old average by customer and overall.

- Can **sort numerically** by customer ID, **alphabetically** by name, or even by **ZIP code**.

- Can select **only past due accounts** (for example, all customers whose accounts are older than a given date), and/or for **balances greater than a given minimum**.

- **Detailed mode**: Customer, telephone, contact, all open items, original amount, days old, and balance due aged into appropriate aging categories with totals.

- **Condensed mode**: Customer, telephone, contact, weighted average days old, and aging totals.

- Report can be **restricted** to a range or single customer through a number of common profile properties, a range or specific date and a range of specific Type of transaction.

- Output can be directed to the screen, .PDF preview, any printer, fax, email or a networked harddrive on the server.

SETUP SCREEN: RECEIVABLES AGING

SAMPLE OUTPUT: RECEIVABLES AGING WITHOUT DETAIL

```
Logon: root@infonetx:/16          INFONETICS, Inc.                    Thu Feb 19 16:34:55 2009
                                      Receivables Aging                                   Page: 1


-Cust- Name----------------------------- Contact-------------------------- Telephone--- -CR Limit ---Budget LastPaid
   Tran I.D. --Date-- Description --Disc ----Amount Day  01/20/09  12/21/08  11/21/08  10/22/08  01/01/08 ---Credits ---Balance

LITTL  DAVID LITTLE AUTO WRECKING CO.      LITTLEVMS. LILLY               216-793-8917    500.00    500.00 02/16/09
       YARD #2                             CHECK ON CONTRACT
       15 PLANK ROAD
       NEW SPRINGFIELD, OH  44403
   I  198065 10/22/08 9997     4.47     479.62 120                                 479.62                            479.62
   I  19782  11/01/08                   2448.39 110                                2448.39                           2928.01
   I  198053 11/29/08                     46.80  82                       46.80                                      2974.81
   R  100038 12/31/08 12456              3850.30  50            3850.30                                              6825.11
   R  100039 12/31/08 9663                574.50  50             574.50                                              7399.61
   R  100040 12/31/08 9663                628.45  50             628.45                                              8028.06
   R  100041 12/31/08 9663                 23.70  50              23.70                                              8051.76
   I  198074 01/20/09 9997                226.53  30    226.53                                                       8278.29
                                            AVE ---------- ---------- ---------- ---------- ---------- ---------- ----------
                           CUSTOMER TOTAL *  71    226.53    5076.95     46.80    2928.01                            8278.29

MCDON  MCDONALDS RESTAURANT                RANDALL\JIM                   412-667-8824      0.00      0.00 02/19/09
       BACK DOOR
       332 WEST BROAD
       COLUMBUS, OH  45145
   R  100042 12/31/08                    119.37  50             119.37                                               119.37
                                            AVE ---------- ---------- ---------- ---------- ---------- ---------- ----------
                           CUSTOMER TOTAL *  50              119.37                                                  119.37

MIDOH  MID-OHIO MEDICAL CENTER             KAREN JOHNSON                 614-555-1212      0.00      0.00 02/19/09
       1234 HIGH STREET
       COLUMBUS OH 43000
   R  100043 12/31/08                    452.50  50             452.50                                               452.50
                                            AVE ---------- ---------- ---------- ---------- ---------- ---------- ----------
                           CUSTOMER TOTAL *  50              452.50                                                  452.50

                                            AVE ========== ========== ========== ========== ========== ========== ==========
        3 Customers            GRAND TOTAL **  70    226.53    5648.82     46.80    2928.01      0.00      0.00     8850.16
   8278.29 Highest Balance  PERCENT OF TOTAL **           3%        64%        1%       33%        0%        0%
```

SAMPLE OUTPUT: RECEIVABLES AGING WITH DETAIL

The CREATE SERVICE CHARGE program automatically computes service (finance) charges on past due balances. Unpaid service charges may be compounded if desired.

- Service charges can be applied to **selected customers**.

- Produces Service Charge **Invoice** if desired.

- **Service charge rate, days past due**, and **minimum** finance charge can be changed at any time if desired.

SETUP SCREEN: CREATE SERVICE CHARGE

SAMPLE OUTPUT: CREATE SERVICE CHARGE

The RECEIVABLES STATEMENT is a formatted printout of an account printed on custom forms available from IN-FONETICS for mailing to the customer. Various formats/layouts are available.

```
Receivables Statement(root@infonetx:/16)
Logon: root@infonetx:/16        Receivables Statement        Thu Feb 19 16:47:38 2009

Customer          ID          Name                        ZIP Code
~~~~~~            ~~~~~~~~~~~~~~~~~~~~~~~~~~~~              ~~~~~~~~~~
Sequence (N/A/1/2/C/Z)  N  Num ID, Alpha, Addr1, Addr2, City, Zip ABCDEFGHIJKLM
Customer Codes    Type      Rep      Terr      State      Flags            G
                  ~~         ~~~~      ~~~~      ~~~~~~                ~~~~~~~~~D~~~
Ending Date       13109    ------ Aged Dunning Messages ------
Current Date      10109    THANK YOU FOR YOUR PAYMENT!
-- A -- Date      120108   YOUR ACCOUNT IS PAST DUE.
-- B -- Date      110108   PLEASE DON'T ABUSE OUR CREDIT.
-- C -- Date      100108   YOU ARE 90 DAYS PAST DUE, PAY NOW!
-- D -- Date          0    FUTURE PURCHASES WILL BE C.O.D.
Message Line 1    ***********************************
Message Line 2    * COMING IN SEPT, 20% OFF OF ALL *
Message Line 3    *   POWER TOOLS AND ACCESSORIES   *
Message Line 4    ***********************************
Minimum/Maximum Amount    0.00        0.00
Age Criteria              A, B, C, D, -(Credits), +(Partials), 0(Zero's)
Print Grand Total Page    Y
Output Device             1
                          INFONETICS        Go    View        Exit
```

SETUP SCREEN: RECEIVABLES STATEMENT

• **Open items format** lists only unpaid invoices and unapplied credits.

• **Activity format** lists balance brought forward and all transactions for the current period (month).

• **Aged dunning messages** can be printed to correspond to each aging period. The appropriate message, determined by the oldest open invoice for that customer, will be printed on the statement.

• Four **advertising lines** available for general use.

• Can be **sorted numerically** by customer ID, **alphabetically** by customer name, or even by **ZIP code**.

• Can be run for **only past due accounts** (for example, all customers whose accounts are more than 60 days old), and/or for **balances greater than a given minimum**.

• Statements can be generated **individually** for only selected customers, or in **batch**.

• **Five aging totals** are printed at bottom of statement.

• Output can be directed to the screen, .PDF preview, any printer, fax modem, email or a networked harddrive on the server.

STATEMENT

Your Company Name & Logo Goes Here

1234 Somewhere Street • Some City, OH 43123
Phone (123) 123-1234 • Fax (123) 123-1235

SOLD TO

NEW MIDDLETOWN FINANCE CO.
P.O. BOX 9987
ATTN: LITTLE AUTO WRECKING CO.
NEW MIDDLETOWN, OH 44304

CUSTOMER	DATE	CUSTOMER	DATE	PAGE
LITTL	01/31/09	LITTL	01/31/09	1
		NEW MIDDLETOWN FINA		

DATE	TRANS. I.D.	DESCRIPTION	AMOUNT	BALANCE	TRANS. I.D.	AMOUNT
10/22/08	I 19120		52.00	52.00	I 19120	52.00
10/22/08	I 198065	9997	479.62	531.62	I 198065	479.62
11/01/08	I 19782		2448.39	2980.01	I 19782	2448.39
11/29/08	I 198053		46.80	3026.81	I 198053	46.80
12/31/08	R 100038	12456	3850.30	6877.11	R 100038	3850.30
12/31/08	R 100039	9663	574.50	7451.61	R 100039	574.50
12/31/08	R 100040	9663	628.45	8080.06	R 100040	628.45
12/31/08	R 100041	9663	23.70	8103.76	R 100041	23.70
01/20/09	I 198074	9997	226.53	8330.29	I 198074	226.53
01/25/09	S 147	SERVICE CH	45.40	8375.69	S 147	45.40

YOU ARE 90 DAYS PAST DUE, PAY NOW!

```
*********************************
* COMING IN SEPT, 20% OFF OF ALL *
*   POWER TOOLS AND ACCESSORIES   *
*********************************
```

PLEASE PAY YOUR BUDGET AMOUNT OF $500.00.

CURRENT	30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS	DUE NOW		DUE NOW
271.93	5076.95	2495.19	531.62	0.00	8375.69		8375.69

A FINANCE CHARGE OF 1.5% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE APPLIED TO YOUR UNPAID PAST DUE BALANCE.

PLEASE RETURN THIS STUB WITH PAYMENT

SAMPLE OUTPUT: RECEIVABLES STATEMENT