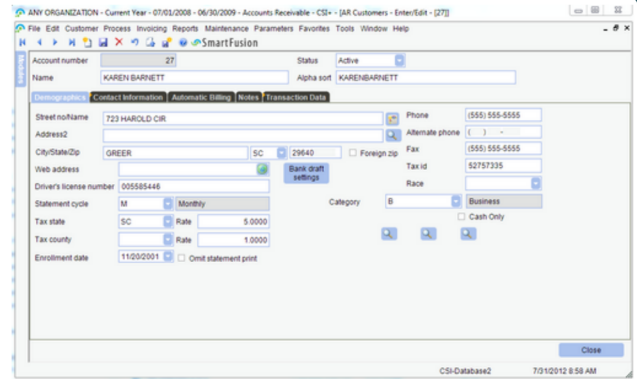# Accounts Receivable

The Accounts Receivable System provides the tools to generate invoices and statements, create automatic billing transactions, track delinquent accounts, generate reports, and maintain customer history.
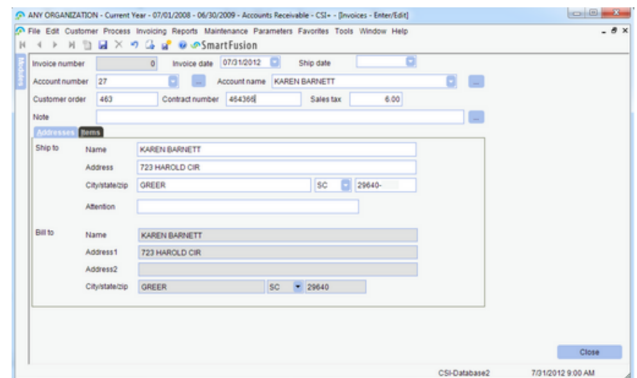
MANAGE ACCOUNTS

- Automatically update ledger based on account numbers assigned to user-defined transaction codes.
- Apply payments to each open line item or the account balance.
- Distribute payments automatically by transaction date or payment priority.
- Inquire by customer to display details of balances owed as well as a history of customer transactions.
- Late charges can be automatically applied to the customer's account.
- Flag customers as cash-only so that you know not to accept other forms of payment from them.
- Parameter files that allow user customization include:

  - Billing Cycles
  - Customer Categories
  - Customer Contact Types
  - County
  - Product Codes
  - Note Titles
  - Transaction Codes
  - System File

ACCOUNTS RECEIVABLE MASTER - ENTER/EDIT

CREATE INVOICES

- Recurring fixed charges, such as rent, garbage pickup, membership dues, etc. can be defined for each customer and automatically posted to the customer's account at the end of each billing cycle.
- Generate statements for all or for selected customers.
- Create bank draft files and post bank draft payments.
- Detailed invoices can be generated and automatically updated to the customer's account.
- Miscellaneous charges and credits not requiring an invoice can be added directly to the customer's account.
- Modify standard invoice format and statement format to meet your own needs or style, if you choose.

INVOICES - ENTER/EDIT

REPORTING

- **Customer Master List - Summary or Detail**
- **Customer Report by User-assigned Category Code**
- **Customer Statement**
- **Customer Invoice**
- **Mailing Labels**
- **Automatic Billing Report**
- **Sales Invoice Report**

- **Accounts Receivable Trial Balance**
- **Transaction Reports by Code**
- **Transaction Inquiry**
- **Account Aging Analysis**
- **Ledger Posting Journal**
- **Parameter Reports**