

Sage Timberline Office



Accounts Receivable

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. And a built-in correspondence log tracks client communications to help you follow up on concerns.

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 up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

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.
- Define your own aging periods and label them with a custom description.
- Use the invoice date or invoice due date to age customer balances by days or months.
- Establish customer credit limits and ratings.
- Maintain a customer correspondence log to enhance communication (for example, log phone conversations, letters, memos, faxes).
- Link correspondence to customers, contracts, contract items, change orders, invoices, jobs, extras, cost codes, and cash receipts.
- Track correspondence follow-up dates.
- Maintain an online rolodex of customer contacts.
- Track to-do's with a customer checklist (for example, credit checks, and references).
- 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.

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 specifically set up to your specifications.

