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# DTE Accounts Receivable



The Down To Earth Accounts Receivable application records the sales your company makes and the exchange of money directly resulting from those sales. Accounts Receivable can stand alone as a complete application or be associated with Down To Earth's Sales Order Entry application.

If you also have installed Sales Order Entry, the *Sales* and *Credits* issued as invoices from within that application are automatically written to the Accounts Receivable files when those invoices are posted. The two applications work together sharing customers and accounting information for the Sales, Cost of Goods, A/R, and Inventory journal entries of each sale. For invoices that do not involve the exchange of actual inventory items, Accounts Receivable can also create and manage the invoice and follow-up statements to collect the money owed for your goods and services.

*Debit* and *Credit memo* adjustments are associated with an invoice for accurate history and managing the open items for your business. *Recurring invoices* are posted directly to the appropriate data files, saving the data entry time repeated every month. Recurring invoices are managed by assigning a Billing frequency code and posted when necessary.

*Cash receipts* and *discounts* can be associated with an invoice or applied on account until the invoice catches up with the payment. At that time, you can *Change the* (payment) *Apply to* number to zero out the balance and match the records together to purge at a later date. Pull down lists using the "Locate record" and "Find" shortcuts make it easy to look at each customer's account status, outstanding invoices and payments already applied. You can also enter *non-AR cash transactions* to no specific customer, generating only the General Ledger distribution.

The Accounts Receivable *Inquiry* provides an customer account screen display for most every special request, such as history detail, summary by month, and open item detail aged or with different sorting options.

There are various *standard reports* such as Open items Aging, Customer history, Sales tax, and commission reports. But the *Sales Analysis* (with many sorting options) and *Cash Flow Forecasting* provide history information you can use to analyze your business sales and help plan for the future.

In addition, periodic processing can also include the ability to

- ✓ Calculate the finance charges that apply to overdue invoices owed to your company.
- ✓ Routinely write off small customer balances to keep the aging report accurate and focus on the accounts needing your attention.
- ✓ Print standard invoices and statements to keep that close association and contact with your customers and to make sure the debts you are owed are collected.
- ✓ Follow up with dunning letters for those accounts needing special attention
- ✓ Use the various options for mailing labels for quick and easy organization for mailing any type of customer contact

*Year end* (and month end) is simple. It's automatically performed for each customer when the first new year's activity is posted. Month- and Year-to-date figures are completely accurate, without requiring the operator to watch the calendar.

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