



Down To Earth

Software Solutions for Today's Business

Accounts Receivable

One solution, part of the Accounting & Distribution application suites

Reports/Inquiry

- Inquiry
 - ▶ Name/Address
 - Accounts Payable
 - Accounts Receivable
 - Inventory Item
 - Item Special Pricing
 - Item kits
 - Sales Orders
 - Sales Order Status
 - Sales Order Invoice History
 - Sales Order Cust History
 - Sales Order Item History
 - Sales Order Ship Track
 - Purchase Orders
 - Purchase Order Status
 - Bill of Materials Assembly
- Down To Earth Codes
- Aged trial balance-detail
- Aged trial balance-summary
- Dunning letters
- Statements
- Sales Analysis
- Cash flow forecast
- History
- Sales Tax
- Sales commission
 - ▶ Commission history
 - Compute commissions
 - Commissions report
 - Set commissions paid
- A/R to G/L distribution
- Custom reports
- Queued reports

The screenshot shows a software window titled "Accounts Receivable" for "Company 01". The main area displays a "Customer Inquiry" for "Driftwood Arts Inc". Key information shown includes:

- Credit limit: 15,000.00
- Current bal: 13,580.84
- Remaining: 1,419.16
- High balance: 15,452.27
- High-bal date: 9/21/2006

Below this is a table titled "A/R Aged Open" showing transaction details:

Apply-To Tran	Doc-Date	Ref-No	Per-1	Per-2	Per-3	Per-4	Balance
00009309 INUC	9/13/2006	00009309	10,200.00				13,580.84
00007713 INUC	6/22/2006	00007713		250.00			3,380.84
00007518 PYMT	8/06/2006	00000318			890.00		3,130.84
00007518 INUC	7/27/2006	00007518			890.00		4,020.84
00004120 INUC	7/07/2006	00004120			445.00		3,130.84
00003335 INUC	6/26/2006	00003335			35.40		2,685.84
00002836 INUC	6/20/2006	00002836			128.60		2,650.44
00001005 INUC	4/11/2006	00001005			54.40		2,521.84

Down To Earth Accounts Receivable provides a positive control over your cash flow and monitors your customer accounts, at the same time. Early detection and correction for a customer's situation is an easy method to detour future problems. Direct interaction with DTE Sales Order Entry creates a gentle follow-up for customer invoices in addition to analysis reporting to give you what you need, when you need it.

Accounts Receivable application can also stand alone, without interface to Sales Order Entry, for those businesses providing a service rather than tangible items. Sales Invoice, Credit memo, and Debit memo transactions as well as the invoices themselves are enabled within A/R in addition to monthly statements.

Options are what make DTE unique and able to apply to almost any type of business. Commission, invoice / statement format, unique messaging / follow up letters, and analysis reporting offer flexibility. Customer pricing levels, credit control, and taxation options present the controls necessary for anyone.

Office operations need to be efficient. In addition to the standard reports such as an Aged Trial Balance, the Sales Analysis, Sales Tax, and Sales commissions reports make each of your personnel be the most effective they can be. Accounting distributions from Sales Order Entry center in Accounts Receivable along with cash receipts entered for interface directly into General Ledger. A deposit log is created during cash receipt entry as backup for the bank. All these features work together help you, help your business.

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Features	
▪ Name and addresses	Customers, Vendors, Ship to, Mail to, and individual Contacts, all managed within a single Name/Address application. Information specific to your customers and their shipping arrangements are all in one entry window.
▪ Customer pricing options	Define customer price levels one through five associated with standard prices one through five for any inventory item. Special pricing is also available by customer, customer and item, and customer and category code grouping. With all the pricing options, you also establish pricing priorities for the best one possible.
▪ Customer billing	Choose if a customer also receives a statement, whether to print open items or balance forward style, and if dunning messages should apply. Attention to the individual customer's needs is always appreciated.
▪ Customer Credit	Establish a credit limit, carry credit card information, and convey credit comments to Sales Order Entry. Then within Sales Order Entry, optionally define orders to be placed on "Hold" if a customer is placed on sales hold, reached their credit limit, or past due in payment arrangements.
▪ Invoices and Payments	Invoices are generated within Accounts Receivable, Sales Order Entry, or both applications. Payments are entered, for selected invoice or on-account while generating an attachable deposit slip for the bank record.
▪ Recurring invoices	Recurring invoices keep data entry to a minimum for those services or non-item billings. Possible recurring invoices could be for rentals, contract agreements, or repetitive services, all associated with a frequency code.
▪ Forms are standard or custom to match your needs	Both invoice and statement form options provide a selection of standard multi-part, laser, or custom design your format. In addition, any form can be left on a designated printer and automatically sent to minimize operator printing errors.
▪ Sales tax reporting	Calculate sales tax for government reporting based on the invoice as simply Billed or only if Paid . Sales tax codes are broken down into four different percentages, each with an associated user defined district code to assure proper distribution.
▪ Sales commission calculations	Commission history lists each customer and invoice, is computed from an intricate sales representative code definition, and reported for verification and payment.
▪ Analyze past due receivables	Choose your aging cycles within different Terms. What is overdue for some customers, may not be for others. Then age your accounts in detail or summary and include all aging partitions or only one.
▪ Interface with General Ledger	Journal distributions are automatically created for any Accounts Receivable or Sales Order Entry transaction and interfaced directly to General Ledger when needed.
▪ Collecting made easy	You can start with statement messages and finance charge calculation, progress to dunning letters, or end up writing an amount off as bad debt. It happens ... but DTE provides many tools to collect before customer accounts ever get to that point in your business.