sage software

Your business in mind.

SAGE PRO

Accounts Receivable and Customer Management

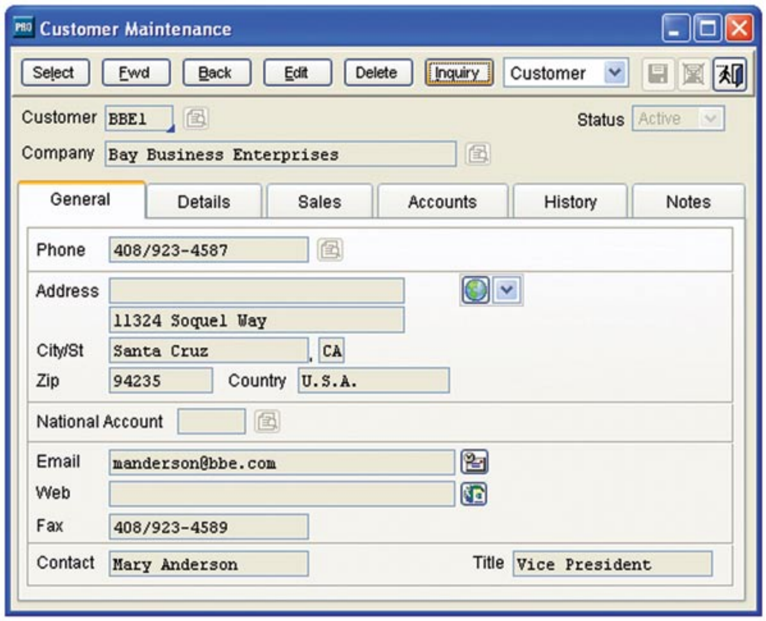
About Sage Software

Sage Software supports the needs, challenges, and dreams of more than 2.6 million small and midsized business customers in North America through easy-to-use, scalable, and customizable software and services. Our products support accounting, operations, customer relationship management, human resources, time tracking, merchant services, and the specialized needs of the construction, distribution, healthcare, manufacturing, nonprofit, and real estate industries. Sage Software is a subsidiary of The Sage Group plc, a leading international supplier of accounting and business management software and services. Sage, listed on the London Stock Exchange, now has 5.0 million customers and employs over 10,500 people worldwide.

About Sage Pro ERP

Sage Pro ERP is an award-winning accounting and manufacturing system that can be fully tailored to work the way you do. Proactive, growth-oriented businesses choose Sage Pro for its advanced customization tools, easy access to critical, real-time business information, and full integration with a complete suite of end-to-end business management solutions.

Visit us at www.sageproerp.com or call 800-873-7282 today for more information about Sage Pro ERP.



The Accounts Receivable module updates customer records in real time, providing you with the most current information at all times.

Accounts Receivable

The Sage Pro Accounts Receivable module is a complete billing and accounts receivable system with extensive sales analysis reports. Accounts Receivable delivers incomparable invoice management capabilities, including expert tracking of complete invoice history and highly flexible invoice creation and printing options. This module instantly displays and prints 24-month customer sales and 36-month item sales histories and graphs, and updates customer and inventory records in real time, providing you with the most current information at all times. An extensive array of reports is available, including the powerful Real-time Business Status Report, which provides an instant snapshot of many key receivables and inventory indicators.

Features

Maintaining Customers

- Supports virtually unlimited ship-to addresses per customer with smart defaults and convenient pop-up pick lists.
- Set up defaults for credit limits, payment terms, and priority in Accounts Receivable setup.
- Customer and vendor merge capabilities.
- User-defined transaction category codes allow you to post transactions to sets of accounts based on both the customer and the item sold, so you can easily report cost and revenue distribution.
- Warns you when a customer's balance exceeds available credit.
- New expanded capabilities have been added to the Customer Payment Terms Maintenance screen.
- New National Accounts functionality has been added to easily manage national account and branch account relationships with customers.
- Customers' records have an Active/Inactive status indicator.

Creating Invoices

- Partial shipments or shipments from selected invoices can be combined into a single invoice.
- New customer or inventory items can be added on the fly during invoicing.
- Companies requiring inventory item-level taxation for Value-Added Tax (VAT) may define as many as 26 different pre-designated tax rates.
- Multiple tax codes can be assigned to a single line item for specialized tax requirements.
- Prints, faxes, or sends invoices by e-mail in batches or individually.
- Supports data entry in multiple windows at the same time, which enables simultaneous processing of invoices and cash receipts.

Continued ▶

- Provides individual printing of invoices for point-of-sale transactions.
- Provides options for recurring billings for services, rental charges, etc.
- Computes and posts finance charges for specified customers.
- Allows viewing of customer or inventory records during transaction entry.
- Generates tax-only credit memos.
- Cost, price, and margin percentage displays by individual line item or total invoice during Invoice Entry.

Entering Payment Receipts

- Accepts and tracks non-accounts receivable receipts (e.g., interest paid by bank, tax refund, etc.).
- Create deposits by customers, grouping receipts for easier bank reconciliation.
- Apply credit memos to invoices automatically or manually.

Tracking Customer History

- Tracks complete invoice history for accurate audit trail.
- Displays and prints 24-month customer sales complete with graphs in Microsoft Excel.
- Locates customer records by full or partial phone numbers on pick lists.

Reporting

- Sales tax can be tracked and reported for multiple tax jurisdictions.
- Create marketing and dunning letters for customers through a DDE link.
- Statements can either be open item or balance forward—set at the customer level.
- Prints invoices by customer terms, enabling you to mail the most urgent ones quickly.
- Automatic commission (or reversal of commission) generated when saving invoices or credit memos.
- Real-time Business Status Report provides immediate status for current balance, inventory value, period-to-date gross margin, billings, receipts, discounts, and cost of goods sold.
- Provides for user-defined aging of receivables, including the ability to re-create aging reports from prior dates.

Key Reports

Each report can be customized from a matrix of user-selected options: displayed, printed, exported to a spreadsheet, faxed, sent by e-mail, or saved on disk. Some of the reports included are:

- Accounts Receivable Journal Report
- Business Status Report
- Cash Receipts
- Credit Applications
- Customer File
- Customer Ledger Listing
- Customer Mailing and Folder Labels
- Customer Statements
- General Ledger Linking Codes
- Inventory File
- Invoice Register
- Invoices
- National Accounts Ledger
- National Accounts Listing
- Open Receivables
- Past Due Items
- Recommended Reorders
- Recurring Billings
- Sales Analysis Report
- Sales Price List
- Sales Tax by Territory

Credit Card Processing

Sage Pro Credit Card Processing is a new module available in Sage Pro 100 and Sage Pro 200 that enables clients to accept credit cards as a payment type, and actually process the credit card transaction in real time from within Sage Pro. This enables both the Order Entry and Accounts Receivable modules to transmit the credit card number of a customer to a credit card processor for approval, and then automates the funds transfer into the user's bank account.

Features

- Supports IP-based network connectivity.
- Supports both workstation- and server-based processing.
- Supports 128-bit encryption of all credit card numbers.
- Maintains multiple credit cards per customer, indicating default credit card.
- Creates credit card receipts, deposits, and refunds.
- Creates pre-authorization transaction during the order process and completes the sale by performing a Post-Authorization transaction.
- Enter credit card receipt during invoice entry and apply directly to the new invoice.
- Enter credit card receipt on shipment and auto apply directly to the new invoice.

Customer Connect

The Sage Pro Customer Connect module delivers comprehensive contact management for current or prospective customer and vendor company records. It allows an unlimited number of contact records per company and an unlimited number of transaction events per contact. All transactions are updated in real time for up-to-the-minute, on-screen access. When Customer Connect is used in conjunction with the Executive Dashboard, access to customer and vendor companies is easily extended across the web.

Features

Working with Customer and Vendor Company Contacts

- Utilizes a powerful search screen to search on any field with support for filter and /or string expressions.
- Maintains an unlimited number of contact records per company.
- Tracks an unlimited number of events per contact record.
- Supports a real-time to-do list by pressing a single function key.
- Supports an unlimited number of user-defined call types.
- Automatically generates company ID numbers in a user-defined format.
- Supports user-defined screen labels for key terminology.
- Provides a total of 24 user-definable information fields with generous field lengths and support for memo fields.
- Allows eight phone numbers per contact record.
- Maintains a personal memo field for each contact record.
- Provides an unlimited memo field for each transaction event.
- Supports a separate company database from customers and vendors.
- Imports customer records and creates company and contact records.
- Imports vendor records and creates company and contact records.
- Supports SIC coding of companies and title coding of contacts for effective prospect profiling.
- Allows an unlimited user-defined search capability.
- Allows nine user-defined fields to be validated by system rule tables.
- SIC and NAIC codes included in the customer table.

Inquiries

- Provides single-click access to open orders, payables, receivables, shipments, receipts, purchase history, and more.
- Tracks subject thread number for easy management of multiple contact events.
- Sales Orders can be entered from a contact record with a single click when linked to Order Entry.
- Purchase Orders can be entered from a contact record with a single click when linked to Purchase Orders.
- Maintains a contact's alternate address, birthday, and anniversary.

File Merge Capabilities

- Provides a robust Quick Merge screen for OLE support to Microsoft Word for documents, envelopes, and labels as well as MAPI support for e-mails.
- Sends and automatically logs MAPI-compliant e-mail messages.
- Creates and automatically logs OLE documents from Microsoft Word.
- Provides unlimited user-defined templates that can be added and customized on the Quick Merge screen.
- Features remote synchronization of Customer Service data files.
- Provides mail merge capabilities with prospect, customer, and vendor records.
- Imports from external file formats.

Reporting

- Prints customizable contact sheets for prospects, customers, and vendors with an option grid that enables the user to specify the amount of event history to include.
- Support for reports to be exported to Microsoft Excel or HTML.
- Automatically calculates call durations.

Key Reports

- Summary Sales Analysis
- Source Contribution to Sales
- Activity Report by Company
- Activity Report by Event Date
- Activity Report by Event Type
- Activity Report by User ID
- Individual User To-Do Lists
- Contact Report by Company
- Contact Report by Event Date
- Contact Report by Event Type
- Contact Report by User ID
- Prospect Company Listing

sage software

6700 Koll Center Parkway, Third Floor • Pleasanton, CA 94566 • 800-873-7282 • www.sagesoftware.com

© 2006 Sage Accpac International, Inc. All rights reserved. Sage Software, Sage Software logos, and all Sage Accpac International product and service names are registered trademarks or trademarks of Sage Accpac International, Inc., or its affiliated entities. All other trademarks are the property of their respective owners.

06-7571 10/06 FSPSAR0U-1006