Sage Pro ERP

Accounts Receivable

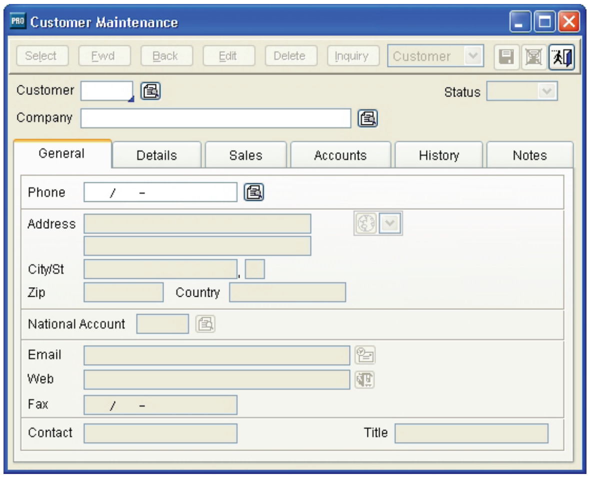
Sage Pro Accounts Receivable is a complete billing and accounts receivable (A/R) system with extensive sales analysis reports. Sage Pro Accounts Receivable delivers invoice management capabilities like expert tracking of complete invoice history and flexible invoice creation and printing options. This 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 current information at all times. Work with an extensive array of reports, including the powerful Real-Time Business Status Report, which provides an instant snapshot of key receivables and inventory indicators.

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.
- Customer and vendor merge capabilities.
- User-defined transaction category codes let you post transactions to accounts based on customer and item sold for easy cost reporting and revenue distribution.
- Warns you when a customer's balance exceeds available credit.
- National Accounts helps you manage national and branch account relationships with customers easily.
- Maintain multiple credit card details for each customer

Creating Invoices

- Combine partial shipments or those from selected invoices 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 predesignated 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.
- Provides options for recurring billings for services, rental charges, and more.
- 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.



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

Entering Payment Receipts

- Accepts and tracks non-accounts receivable receipts (for example, interest paid by bank or tax refund).
- Creates deposits by customers, grouping receipts for easier bank reconciliation.
- Applies credit memos to invoices automatically or manually.

Tracking Customer History

- Tracks complete invoice history for accurate audit trail.
- View historical data from all periods from Customer Maintenance Inquiry screen.
- Displays and prints 24-month customer sales complete with graphs in Microsoft Excel®.

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.

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Key Reports

Each report can be customized from a matrix of user-selected options: Display, print, export to a spreadsheet, fax, send by e-mail, or save on disk. Some of the reports included are:

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

Credit Card Processing

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

- 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 or on shipment and apply directly to the new invoice.
- Supports integration with Sage Payment Solutions Gateway.

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 transaction events per contact. Transactions are updated in real time for up-to-the-minute, on-screen access. Use Customer Connect in conjunction with the Executive Dashboard for easy access to customer and vendor companies across the Web.

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 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.
- Supports a separate company database for customers and vendors.
- Imports customer or vendor records and creates company and contact records.
- Supports SIC and NAIC coding of companies and title coding of contacts for effective prospect profiling (SIC and NAIC codes included in customer table).
- Allows nine user-defined fields to be validated by system rule tables.

Inquiries

- Provides single-click access to open orders, payables, receivables, shipments, receipts, purchase history, and more.
- 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.

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.
- 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.
- Support for reports to be exported to Microsoft Excel or HTML.
- Automatically calculates call durations.

Key Reports include:

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

SGEN software generation

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