The ACCOUNTS RECEIVABLE SYSTEM is used to track and manage the monies owed to a business by its customers. Invoices created by the ORDER/INVOICING SYSTEM and the CYLINDER CONTROL SYSTEM can be automatically posted to this module. Payments received are then posted to the receivables ledger and applied to outstanding invoices.

Control journals are created each step of the way to monitor the dollars that pass through this system. Collections are improved through the use of a variable-period AGING report. Service or finance charges on delinquent balances can be automatically assessed and statements printed on your letterhead stationery or custom designed forms for mailing to the customer.

EDITING PROGRAMS

- The EDIT RECEIVABLES DATA program is used to add, change, delete or view transactions and information in the receivables database.
- The QUICKVIEW A/R INQUIRY is an optimized version of a full RECEIVABLES INQUIRY detailing a customer’s transaction history. It is designed for quick access to one customer’s information.

REPORTS

- The RECEIVABLES INQUIRY gives a detailed report of all information relating to a customer’s receivables history.
- The RECEIVABLES JOURNAL gives a numerical listing of transactions in the receivables database with subtotals by transaction type (invoice, payment, etc.).
- The RECEIVABLES AGING report displays all open items ( unpaid invoices and unapplied credits) for each customer’s account.

MONTH END PROCESSING

- The FINAL RECEIVABLES JOURNAL is similar to the regular RECEIVABLES JOURNAL. It is pre-configured to give only subtotals by transaction type for the just ended prior month. This journal is used to verify the manual control log to prove the integrity of the receivables information.
- The CREATE SERVICE CHARGE program automatically computes finance (service) charges on past due balances.
- The RECEIVABLES STATEMENT is a formatted printout of an account printed on custom forms available from INFONETICS for mailing to the customer. Various formats/layouts are available.
- The EMAIL/FAX A/R STATEMENT program facilitates electronic transmission of the Receivables Statement when the InfoFax and InfoMail modules are installed.

MISCELLANEOUS

- The FINAL RECEIVABLES AGING is similar to the regular RECEIVABLES AGING. It is pre-configured to include only transactions dated through the end of the just ended prior month. This report can be retained for hard copy record.
- The PURGE RECEIVABLES DATA program is used to remove closed items (paid invoices and checks) from the receivables database. Only transactions that have been invoiced and paid prior to the purge date are removed. All open items ( unpaid invoices and unapplied credits) are maintained indefinitely.
- The VERIFY RECEIVABLES DATA program is a maintenance program to ensure internal integrity in the receivables database.
The EDIT RECEIVABLES DATA program is used to add, change, delete or view transactions and information in the receivables database.

- Used to post and apply cash receipts, over/short payment adjustments, credit invoices and write-offs.

- Customer Contact Name, Telephone, C.O.D. Status, Special Comment, Last Payment Date and Amount, Credit Limit, Budget Amount and Current Aging appear on screen. Customer Notes are viewable.

- Provides view (or review) of open items (unpaid invoices and unapplied credits) for an account.

- Customer’s open invoices and unapplied credits can be viewed as payments are posted.

- Payments can be applied to a specific invoice for the dollar amount you choose or payments can be automatically applied to the oldest invoices.

- Payments applied to a specific invoice can be reviewed and/or changed.

- Payment and all other AR history is maintained and can be viewed indefinitely.

- Security permission modes to prevent deletion except by authorized personnel.

- Audit journal produced at the end of each editing session.
The RECEIVABLES JOURNAL gives a numerical listing of transactions in the receivables database with subtotals by transaction type (invoice, payment, etc.).

- **View transactions in numerical (journal) order.**
- **Detailed or Summary modes available.**
- **Application data** shows which payments paid a particular invoice and vice-versa.
- Report can be restricted to a range or single customer through a number of common profile properties, a range or specific date and a range or specific Type of transaction.
- Output can be directed to the screen, PDF preview, any printer, fax, email or a networked harddrive on the server.

### SETUP SCREEN: RECEIVABLES JOURNAL

#### SAMPLE OUTPUT: RECEIVABLES JOURNAL

```
Logon: root@innetics:13  INFONETICS, Inc.  Mon Feb 16 16:42:31 2009  Page: 1

For The Period 01/01/09 Thru 09/99/99

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Date</th>
<th>Amount</th>
<th>Debit</th>
<th>Credit</th>
<th>Running</th>
<th>Application</th>
<th>Balance</th>
<th>Tran I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I INVOICE</td>
<td>02/02/09</td>
<td>292.00</td>
<td>0.00</td>
<td>292.00</td>
<td>0.00</td>
<td>292.00</td>
<td>0.00</td>
<td>292.00</td>
</tr>
<tr>
<td>I 12345 JOE'S JOE'S BODY SHOP</td>
<td>02/02/09</td>
<td>65.50</td>
<td>65.50</td>
<td>65.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I 12346 LITTLE AUTO WRECKING CO.</td>
<td>01/20/09</td>
<td>226.53</td>
<td>292.03</td>
<td>226.53</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYMENT</th>
<th>Date</th>
<th>Amount</th>
<th>Debit</th>
<th>Credit</th>
<th>Running</th>
<th>Application</th>
<th>Balance</th>
<th>Tran I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>P PAYMENT</td>
<td>02/16/09</td>
<td>400.00</td>
<td>-400.00</td>
<td>5.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 9021 JOE'S JOE'S BODY SHOP</td>
<td>02/16/09</td>
<td>196.50</td>
<td>196.50</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P 9022 LITTLE AUTO WRECKING CO.</td>
<td>02/16/09</td>
<td>50.00</td>
<td>50.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SERVICE CH</th>
<th>Date</th>
<th>Amount</th>
<th>Debit</th>
<th>Credit</th>
<th>Running</th>
<th>Application</th>
<th>Balance</th>
<th>Tran I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>S SERVICE CH</td>
<td>01/01/09</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S 146 JOE'S JOE'S BODY SHOP</td>
<td>01/01/09</td>
<td>198.81</td>
<td>-11.04</td>
<td>187.77</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL **| 292.03 | 452.00 | -199.97| 462.00 | 292.00 |
```

INFOETICS, Inc. • 1729 Gateway Circle • Grove City, OH 43123 • 614/875-2006
Ver 2.22  Page 41
The QUICK VIEW A/R INQUIRY provides quick access to a customer’s Accounts Receivable transaction history within the selected date ranges. Designed for ease of use in credit rating, the program offers a <VIEW> option from the Customer ID field and is pre-configured to send output to the Screen.

The RECEIVABLES INQUIRY gives a detailed report of all information relating to a customer’s receivables history.

- Complete account transaction history (debits/credits).
- Application data shows which payments paid a particular invoice and vice-versa.
- First and last date of business (Open-Date/CloseDate), credit limit and budget amount.
- Days Old column; Days old for each transaction and weighted average for customer overall.
- Days To Pay column; Days to pay for each transaction and overall weighted average for customer.
- Subtotals by transaction type with last transaction dates (last payment date).
- Current Aging Totals with High Credit Balance.
- Report can be restricted to a range or single customer through a number of common profile properties, a range or specific date and a range or specific Type of transaction.
- Output can be directed to the screen, any printer, .PDF preview, fax modem, email or a networked harddrive.
## Sample Output: Quick View A/R Inquiry/Receivables Inquiry

### ACCOUNTS RECEIVABLE SYSTEM

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Date</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
<th>Days to Pay</th>
<th>Days Old</th>
</tr>
</thead>
<tbody>
<tr>
<td>I 196058</td>
<td>09/29/06</td>
<td></td>
<td>178.00</td>
<td>7689.99</td>
<td>9020</td>
<td>-178.00</td>
<td>0.00</td>
</tr>
<tr>
<td>I 196059</td>
<td>10/14/06</td>
<td></td>
<td>275.25</td>
<td>8156.14</td>
<td>9020</td>
<td>-275.25</td>
<td>0.00</td>
</tr>
<tr>
<td>I 19120</td>
<td>10/22/06</td>
<td></td>
<td>52.00</td>
<td>8127.14</td>
<td>9022</td>
<td>-52.00</td>
<td>0.00</td>
</tr>
<tr>
<td>I 196065</td>
<td>10/22/06</td>
<td>9997</td>
<td>479.62</td>
<td>8696.76</td>
<td>9022</td>
<td>479.62</td>
<td>0.00</td>
</tr>
<tr>
<td>I 19782</td>
<td>11/01/06</td>
<td></td>
<td>2446.39</td>
<td>11115.15</td>
<td>9022</td>
<td>2446.39</td>
<td>0.00</td>
</tr>
<tr>
<td>I 196053</td>
<td>11/29/06</td>
<td></td>
<td>46.90</td>
<td>11191.95</td>
<td>9022</td>
<td>46.90</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Type

<table>
<thead>
<tr>
<th>Adjustments</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
<th>Last Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
<td>06/14/94</td>
</tr>
<tr>
<td>弯曲</td>
<td>547.65</td>
<td>0.00</td>
<td>547.65</td>
<td>06/31/99</td>
</tr>
<tr>
<td>INV</td>
<td>2050.32</td>
<td>44.70</td>
<td>2050.32</td>
<td>01/20/09</td>
</tr>
<tr>
<td>Note Lines</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>04/15/06</td>
</tr>
<tr>
<td>Payment</td>
<td>48.65</td>
<td>1850.65</td>
<td>02/15/09</td>
<td>02/16/09</td>
</tr>
<tr>
<td>Rental</td>
<td>1249.14</td>
<td>0.00</td>
<td>1249.14</td>
<td>12/31/99</td>
</tr>
<tr>
<td>Service CH</td>
<td>319.26</td>
<td>0.00</td>
<td>319.26</td>
<td>06/31/99</td>
</tr>
</tbody>
</table>

### Customer Total

| Total | 3358.22| 3143.80| 3516.12| 87 | 69 |

**SCRIPT**

```
LOGON: root@infonetix/17
ACCOUNTS RECEIVABLE SYSTEM

SAMP. OUTPUT: Quick View A/R Inquiry/Receivables Inquiry

INFONETICS, Inc. • 1729 Gateway Circle • Grove City, OH 43123 • 614/875-2006
Ver. 2.22 Page 43
```
The RECEIVABLES AGING report displays all open items (unpaid invoices and unapplied credits) for each customer’s account.

- Lists only customer’s open items.
- Five (5) variable aging categories; current month and each previous month.
- Credits column separates out unapplied credits.
- Days Old column; weighted days old average by customer and overall.
- Can sort numerically by customer ID, alphabetically by name, or even by ZIP code.
- Can select only past due accounts (for example, all customers whose accounts are older than a given date), and/or for balances greater than a given minimum.
- Detailed mode: Customer, telephone, contact, all open items, original amount, days old, and balance due aged into appropriate aging categories with totals.
- Condensed mode: Customer, telephone, contact, weighted average days old, and aging totals.
- Report can be restricted to a range or single customer through a number of common profile properties, a range or specific date and a range of specific Type of transaction.
- Output can be directed to the screen, PDF preview, any printer, fax, email or a networked harddrive on the server.
SAMPLE OUTPUT: RECEIVABLES AGING WITH DETAIL

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Amount Due</th>
<th>Days Past Due</th>
<th>Payment Status</th>
<th>Credit Limit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>LITTLE LITTLE AUTO WRECKING CO.</td>
<td>226.53</td>
<td>30</td>
<td>CHECK ON CONTRACT</td>
<td>5076.95</td>
<td>528.01</td>
</tr>
<tr>
<td>MCDON MCDONALD'S RESTAURANT</td>
<td>119.37</td>
<td>50</td>
<td></td>
<td>119.37</td>
<td>119.37</td>
</tr>
<tr>
<td>MIDOH MID-OHIO MEDICAL CENTER</td>
<td>462.50</td>
<td>50</td>
<td></td>
<td>462.50</td>
<td>462.50</td>
</tr>
</tbody>
</table>

Customer Total: 8278.29

GRAND TOTAL: 8278.29

Highest Balance: 5076.95

Percent of Total: 3% 64% 1% 33% 0% 0%

AVE

8278.29 Highest Balance

Percent of Total **
The CREATE SERVICE CHARGE program automatically computes service (finance) charges on past due balances. Unpaid service charges may be compounded if desired.

- Service charges can be applied to selected customers.
- Produces Service Charge Invoice if desired.
- Service charge rate, days past due, and minimum finance charge can be changed at any time if desired.
The RECEIVABLES STATEMENT is a formatted printout of an account printed on custom forms available from IN- FONETICS for mailing to the customer. Various formats/lay- outs are available.

- **Open items format** lists only unpaid invoices and unapplied credits.
- **Activity format** lists balance brought forward and all transactions for the current period (month).
- **Aged dunning messages** can be printed to correspond to each aging period. The appropriate message, determined by the oldest open invoice for that customer, will be printed on the statement.
- Four **advertising lines** available for general use.
- Can be sorted **numerically** by customer ID, **alphabetically** by customer name, or even by **ZIP code**.
- Can be run for **only past due accounts** (for example, all customers whose accounts are more than 60 days old), and/or for **balances greater than a given minimum**.
- Statements can be generated **individually** for only selected customers, or in **batch**.
- **Five aging totals** are printed at bottom of statement.
- Output can be directed to the screen, .PDF preview, any printer, fax modem, email or a networked harddrive on the server.