

Highlights

- Client set up is quick with defaults you define and new companies can be set up easily using the client copy feature
- Store unlimited client contacts and billing addresses
- Incisive payment trend analysis tracks and identifies changes in client payment patterns
- Comprehensive invoice and credit memo processing options
- Extensive adjustment and correction options
- Unlimited free form notes right down to invoice detail level
- Flexible receipts processing with entry and inquiry for miscellaneous receipts with no client or invoice
- Dynamic collections processing options
- Sophisticated tax structures to handle any calculation method and phased in rate changes
- Versatile listings and inquiries with flexible options for managing cash flow and collections
- Multi-company and multi-currency are standard features in this module
- Seamless interface with Project Costing and General Ledger
- Practical support options, training and customization available

Accounts Receivable

Aspire Accounts Receivable provides the tools to **manage cash flow and expedite collections with confidence**. Client set up includes classes, types, credit categories, terms and geographic breakdowns that allow you to group like clients for more meaningful reports and inquiries. New companies can be added using the time saving copy feature. Billing and general comments can be stored for each client as well as unlimited contacts and billing addresses. Contacts can be organized by a user defined contact type to make them easier to find.

Client statistics are collected with every invoice, adjustment and receipt to provide a historic look at activity dates and for monitoring purchasing and payment trends. A change in the payment patterns of a client can indicate that closer attention may be required. Trends can be viewed for any user specified twelve month period.

Invoice entry is straightforward with intuitive windows that provide browses and lookups and hint help. Invoice and payment are recorded in one step when prepaid. Adjustments are entered accurately with the *reverse and re-enter* feature. Credit memos can be applied to one or more invoices and entire invoices can be reversed.

All receipts are entered through one window, including receipts against invoices, deposits, unapplied receipts not yet attached to an invoice and miscellaneous receipts with no client and invoice. The convenient *quick pick* feature provides **speedy selection of invoices on a receipt**. Any receipt can be reversed in full or transferred to another invoice. Deposits allocated to projects are immediately visible in Project Costing inquiries.

The collections processing feature is an **excellent way to manage your outstanding receivables**. With options to organize clients by outstanding receivables balance, age of receivables or credit status you can ensure accounts get the appropriate amount of attention.

From the collections window you **can analyze payment trends, view client statistics and access all client activity**. Contact information is readily available in this window when you want to communicate directly with the client while viewing aging information. The collections history window allows you to immediately record arrangements, set up call back information and document follow up action. Organize collections history by subject line, user, entry date or action date. There are an extensive selection of filters, sorts and formats for viewing receivables activity.

Coupled with Accounts Payable, Aspire Accounts Receivable provides all the tools to effectively manage your cash flow.

Request more information or a free evaluation today.

Visit www.bedford-systems.com or call **1-800-819-4978**.

Accounts Receivable Features

General Features

- Multi-company and multi-user with multi-dimensional security access that includes selective company control. Multi-currency up to 99 banks
- Seamless interface to Project Costing and General Ledger
- Unlimited clients, invoices, credit memos, receipts, tax rates and table codes
- Practical support options, training and customization available

Client Set Up

- User defined defaults allow quick, consistent set up of clients
- Credit category, limit, rating and status can be assigned to clients to easily monitor account activity
- Multiple bill to addresses can be set up for each client
- A default posting account, cost centre, and department can be assigned to each client
- Client type, class, terms, region and territory, as well as account executive, province/state and tax class can all be assigned for efficient invoice entry and flexible reporting
- Miscellaneous client feature speeds up one time client invoice processing

Invoice and Credit Memo Processing

- Many invoice and credit memo fields default to values set up at client level to save time
- Invoice and payment can be entered in one step for prepaid invoices
- Every invoice field validated to ensure interfacing modules updated correctly
- Exceptions only proof listings save time and paper. All proof listings can be viewed on screen. Project Costing and General Ledger information can be verified *before* posting
- Time-saving options for unposted invoices include client, project and invoice# replace
- Adjustments automatically update interfacing modules with a full audit trail

Receipts and Deposits

- The *quick pick* feature can be used for speedy selection of invoices on a receipt
- Deposits can be recorded and optionally allocated to one or more projects
- Unapplied receipts can be entered and applied later to one or more invoices
- Miscellaneous receipts (without a client or invoice) can be entered

Inquiries and Browsers

- All client activity is available in one location, including invoice detail, adjustments, receipts and deposits. Client contacts, billing addresses, comments and collections history are also available
- Invoice inquiries provide flexible sorts and selection criteria to tailor the view
- The miscellaneous receipts inquiry window provides a complete history of all receipts entered without a client or invoice

Collections Processing

- The collections process allows you to prioritize clients by size or age of the outstanding balance, by credit status and more. The detail window shows user defined aging categories with all invoice detail attached
- Client statistics, payment trends, invoice and receipt history, adjustments, receipts and deposits are all available in the collections window
- Free form comments track collections history including call backs, follow up information for the client and any other information used for account management purposes
- Collections history can be organized by user, subject line, entry date, action date or user defined comment type and can be viewed in many convenient locations

Notes and Comments

- General and billing comments can be stored indefinitely for each client
- Invoice header notes and detail notes can be entered during data entry and viewed or edited at any time from any invoice inquiry window

Reports and Listings

- Standard reports and listings include flexible sorts, formats and selection criteria for tailoring each to your specific requirements
- Reports and Listings can be printed in hard copy or viewed in a window