



## TakeStock Data Sheet: Accounts Receivable

**Accounts Receivable is a smooth and flexible accounting process, which can save distributors valuable time and effort, thereby enhancing productivity.**

The Accounts Receivable system is a core solution that provides extensive maintenance, tracking and control of customer transactions. Customer sales history, payment history, open invoices, aging, credit status and internal notes are maintained and reported, enabling management to make timely and informed decisions. Daily employee productivity is enhanced with the automated application of cash receipts, immediate access to detailed payment information, on-line inquiry to past sales for better customer service and integration with orders.

### **Accounts Receivable Controls**

- AR hold options based upon credit limit, number of days past due, number of days since last sale date, terms code override, and if override selling price in sales order exceeds an allowed percentage
- Automatically calculates due and discount dates for one or multiple payments based on day of the month, number of days, or a specific date
- Customizes handling of credit limits, with option to display a warning, place on hold, or not accept orders exceeding the customer's credit limit
- Provides one-time set-up of customer information such as salesperson, payment terms, tax code, pricing level, credit limit, DUNS number, website and other data
- Optionally relates each customer to one or more parent customers, allowing application of one check to multiple customers' invoices
- Record promise to pay date on open invoices, follow up on failed promises to pay



focus on essentials



## KEY REPORTS:

Aged Trial Balance Reports

Open Receivables Reports

Payment History Reports

Statement Reports

### Customer Options

- Links to a corporate phone book, maintaining multiple contacts with phone numbers
- Allows integration of zip codes which enables entry of zip codes to populate city and state
- Allows placement of customers on hold to prevent further order processing
- Controls whether a purchase order number is required when placing an order
- Maintains and tracks multiple ship-to's for each customer
- Maintains up to five statement messages tied to aging
- Defines whether backorders are allowed

### Receivables Management

- Monitors and reports each customer's sales and payment history, open invoices, aging, credit status and notes
- Allows documents in dispute to be placed on hold, with option to exclude from service charges and credit checks
- Tracks first and second returned checks, and automatically levies returned check charges
- Prints statements on stock paper or preprinted forms with option to include aging
- Maintains detailed payment history, with ability to correct payment applications
- Provides controls for up to five dunning letters based on user-defined criteria
- Maintains, tracks and controls customer transactions and balances
- Classifies groups of customers for analysis purposes
- Ages with up to five user-defined aging categories
- Levies service charges for all or selected customers, with General Ledger.

### Customer Inquiry

- Recaps monthly sales history including gross margin for a user-defined number of years
- Details payment history including ability to view specific invoices paid by specific check
- Provides quick access to customer receivables, sales and open orders information
- Analyzes payment history, including average and weighted average days to pay
- Details all transactions affecting a customer's balance in a viewable ledger
- Drills down to view full invoice and order detail

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