



# ACCOUNTS RECEIVABLE

A successful company needs to manage its cash flow and customer information effectively. The OPEN SYSTEMS® Accounting Software (OSAS®) Accounts Receivable application helps you handle credit and collections tasks easily and securely. You can track every aspect of your sales and receivables in a timely manner, and use this vital information to improve the inflow of cash and make the most of sales trends.

You'll be able to assess your sales position by producing timely reports. Identify your best customers and stay on top of sales patterns. Evaluate your cash discounts program and spot delinquent accounts early. OSAS Accounts Receivable gives you the flexibility to deliver invoices, statements, and other forms in the format the customer prefers (email, fax, or paper); print an internal copy of the invoice or statement even though customer copies may have been emailed or faxed.

The screenshot displays two windows from the OSAS software. The top window, titled 'Edit Transactions', shows transaction details for SUNSHINE HOMES, INC. with a table of line items:

Item/Job ID	Qty Ordered	Units	Unit Price	Ext Price
550	3.0000	PKG	1433.6000	4300.81
Millwork Package	3.0000			
650	2.0000	PKG	29107.3235	58214.65
Steel Supports	2.0000			

The bottom window, titled 'Edit Line', provides detailed information for item 550, including GL Code, Sales Acct, COGS Acct, and Inv Acct. It also includes a table for pricing and discounts:

Quantity	Units	Price	Ext Price
Ordered	3.0000 PKG	1462.8615	4388.58
Shipped	3.0000	2.000	4300.81
Backord	.0000	1001.6700	3005.01

*With features like line-item discounts and on-demand invoice printing, OSAS Accounts Receivable will simplify your workflow and save you time.*

**Apply sales discounts to individual items by percentage or amount and then print the discounted amount on the invoice along with the original calculated price.**

**Compare results from multiple years by company, product line, or sales category.**

**Easily access customer credit information online with information windows; view customer comments and inventory item quantities and costs.**

# ACCOUNTS PAYABLE

## Additional Accounts Receivable Features:

- Discount or mark up prices with price codes by inventory item, inventory category, or customer using a flat dollar amount or percentage.
- Apply payments to customer accounts or reapply payments and credits to specific invoices by using cash receipts processing; simply enter the amount and method of payment and then scroll through the open invoices to apply the payment.
- Sort and view Accounts Receivable transactions using the Transaction Inquiry function, which you can also invoke during transaction entry.
- Use the drill-down features in General Ledger to simplify the process of linking GL transactions to the sales line items, invoice totals and cash receipt transactions that generated them, creating a complete audit trail for sales and payment transactions.
- Pay commissions based on either booked sales or paid invoices using the sales commission calculation and reporting function.
- Include the U.S. Postal Service Postnet barcode under the address of the recipient on plain paper forms you print.
- Sell items from any warehouse that has available inventory; selecting the warehouse closest to the customer can save on shipping costs, and the customer will receive only one invoice regardless of how many warehouses were used to fill the order.
- Enter or edit invoices and credit memos and view invoices with transaction processing from a single menu.
- Optionally require the entry of a ship-to address on any transaction for a specific customer.
- Analyze your sales over a two-year period with help from summary and detail history; history is kept until you purge the information.
- Compound taxes for multiple localities such as state, county, and city; Canadian tax handling (GST/PST) is also supported.
- Keep your customers' sensitive credit card information safe and secure from hacker threats and identity thieves through encrypted tables accessible only from OSAS functions.
- Set up multiple finance charges and identify rates for customers in different states.
- Produce graphical laser-printed, plain paper invoices and statements.

## Accounts Receivable Reports

Sales Journal	Customer Analysis Report
Miscellaneous Credits Journal	Commissions Report
Daily Sales Tax Report	Accounts Receivable Analysis Report
Cash Receipts Journal	Sales Analysis Report
Methods of Payment Journal	Detail History Report
Deposits Report	Customer Sales Report
Credit Card Authorization Report	Customer Activity Report
Open Invoice Report	Summary Invoice History
Aged Trial Balance	Promotional Analysis
Cash Flow Report	Tax Audit Report