AR Receivables Features Checklist

em►POWER³

Invoices/Credit Memos

- Enter invoice/credit memo information with fewer keystrokes using customer defaults
- Automatic due date calculation using the terms code and the invoice date
- Assign different GL posting date than the invoice date
- Assign each invoice/credit memo to separate business units for ship to and bill to
- Ability to allocate line items to multiple GL accounts
- Ability to assign line items to a job/project account independent of the GL account
- Enter comments in addition to priced items
- Selling and pricing units of measure
- Descriptions, units of measure, and prices are automatically supplied for an item if the item is in the price table
- Enter standard price, discount price, special customer price for each item
- Establish prices by quantity purchased
- Automatic tax calculations
- Unlimited number of taxes per invoice
- Inter-company invoices
- Import invoices/credit memos from a text file
- Create invoices by copying an existing invoice
- Create credit memos by copying an invoice
- Create credit memos by copying an existing credit memo
- Apply credit memo to one or more invoices after creation
- Reverse credit memo applications at any time
- Print invoices/credit memos using pre-printed forms
- Print invoices/credit memos using cut sheet laser paper

Sales Analysis

- EmpowerAR offers a wide range of standard reports that group sales information over any user specified period of time:
    - Sales by Account Manager
    - Sales by Customer
    - Sales by Customer Class
    - Sales by Document Class
    - Sales by Item
    - Sales by Item Group

Cash Receipts

- Enter and apply cash receipts on the same window
- Select from one of four application methods:
    - Oldest first
    - Matching amount
    - Specific invoice number
    - Display and mouse click
- Enter cash, leave on account, then apply the cash later
- Apply cash from a single check to multiple ship to customers
- Separate application date from check date for GL posting
- Ability to enter adjustments or write-offs during cash application subject to a customer limit
- Automatically calculates prompt payment discounts during application. The user may override the discount.
- Non-AR cash receipts
- Reverse applications at any time
- NSFs automatically reverse applications and re-establishes the receivable
- Listing of all unapplied cash receipts
- The user may enter a deposit ID to cross reference with the bank's deposit ID, or have the system generate the deposit ID
- Multiple remit to addresses
- Assign remit to addresses by customer

Bank Accounts

- Unlimited number of bank accounts
- Reconcile bank statements easily online:
    - Reconcile outstanding deposits using keyboard/mouse
    - Reconcile by importing a file of transactions supplied by your bank
    - Enter interest and fees during reconciliation. Interest/fees are automatically posted to GL

AR Receivables Features Checklist

Customer Profiles

- Character or numeric customer IDs of up to 25 characters
- Address and contact repositories eliminate duplication
- Separate address/contact for ship to and bill to
- Inter-company customers
- Mailing labels
- Establish default values for:
  - Invoices/credit memos
  - Cash receipts

Reporting

- Complete library of standard reports including:
  - Detail/Summary Invoice/Credit Memo Batches
  - Sales Register
  - Deposit Register
  - Detail/Summary Aging
  - Customer Statements
  - Unreconciled Bank Register
- Easily modify any standard library report or create additional reports using the powerful PowerBuilder® report writer
- Database views enable novice users to create reports easily without having to worry about the underlying data structures

Inquiries

- Inquiries put information at your fingertips. EmpowerAR provides inquiries for:
  - Invoice payment status
  - Invoice items
  - Invoices/Credit memos received since
  - What check paid an invoice
  - What invoices were paid by a check
  - Checks received since
  - Customer aging
  - Customer credit analysis
  - Customer profile

Additional Features

- Multiple companies
- Multiple currencies with automatic gain/loss calculations
- Secure access via username and password
- Intuitive navigation
- Establish menus/navigation by job task or by user
- User preferences establish business rules for processing

Client Server Technology

- Open system architecture
- Multiple DBMS support for Oracle®, Microsoft SQLServer®, Sybase® and SQLAnywhere®
- Client support for WindowsNT®, Window 3.x® or Windows95®

Service and Support

- Onsite installation
- Onsite training
- Custom programming
- Source code
- Annual maintenance
- Software enhancement lists
- User conferences