Sage 300
Construction and Real Estate

Accounts Receivable

Sage 300 Construction and Real Estate (formerly Sage Timberline Office) Accounts Receivable gives you all the tools you need to stay in touch with clients and on top of receivables to proactively manage your cash position.

Accounts Receivable records complete client profiles to help you monitor relationships and facilitate timely payments. A customer contacts list records titles, e-mail addresses, pager numbers and other vital information to help you target communications. And a built-in correspondence log tracks client communications to help you follow up on concerns.

Solid accounting capabilities make it simple to process cash receipts accurately and quickly. Automatically post payments to the oldest outstanding invoice or manually post to individual invoices or items. Enter unapplied customer payments, miscellaneous and job cost receipts all in one session. And easily issue debit and credit adjustments as needed.

Using integrated access tools, your receivables information is always immediately available. Interactive inquiries let you view stored information in seconds for quick lookups and over-the-phone answers. And customizable reports let you calculate and print information in any format you choose for in-depth receivables analysis.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. And the Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout.

Customer tracking

- Record payments, credit histories, default billing information, rate tables, invoice formats, and more.
- Track customer totals by aging categories, outstanding amount, billed amount, payments, retainage, and more.
- Track last aging date, average days to pay, and average outstanding balance to monitor your customers' payment history.
- Define your own aging periods and label them with a custom description.
- Use the invoice date or invoice due date to age customer balances by days or months.
- Establish customer credit limits and ratings.
- Maintain a customer correspondence log to enhance communication (for example, log phone conversations, letters, memos, faxes).
- Link correspondence to customers, contracts, contract items, change orders, invoices, jobs, extras, cost codes, and cash receipts.

Benefits

Customized reports at the touch of a button.

Quick and easy cash receipt entries.

Accurate and up-to-the-minute customer tracking.

Invoice entries specifically set up to your specifications.

- Track correspondence follow-up dates.

- Maintain an online rolodex of customer contacts.

- Track to-do's with a customer checklist (for example, credit checks, and references).

- Apply tax-exempt status to billable items using a customized list (for example, exempt, not exempt, total billed, subcontract, labor, equipment).

- Select tax exemption by type of cost for a customer or contract item.

- Add up to 250 user-defined data fields to track additional customer information.

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Invoice entry

- Use Billing to post invoices to Accounts Receivable and enter manual invoices or electronically import invoices produced by other systems.

- Customize the invoice entry window.

- Predefine "days-before-due" for each customer to automatically assign invoice due dates.

- Automatically bill retainage by customer, contract, contract item, job or cost code.

- Bill retainage as percent of total held or a flat amount.

- Print invoices using a format you specify.

Cash receipt entry

- Define deposit types (for example, check, cash, wire, transfer).

- Enter unapplied customer payments, miscellaneous payments, job cost receipts, and other cash receipts in a single entry session.

- Distribute payments as needed (for example, distribute billed amounts to invoices, General Ledger accounts, customer cash receipts, jobs, contract items, cost types, and more).

- Automatically post payments to the longest outstanding invoice or manually post to specific invoices or invoice items.

- Post partial payments.

- Assign default General Ledger accounts for posting receivables, revenue and miscellaneous entries.

- Automatically post payment entries to a default bank account.

- Customize the cash receipts entry window.

- Write off retainage amounts on retainage billed invoices.

Receivable adjustment

- Edit and adjust invoices, cash receipts and adjusting entries.

- Adjust or write off billed amounts including billed retainage.

- Void invoices and maintain a record of voided invoices for audit purposes.

- Issue debit and credit adjustments to existing invoices or to customers' records for application to future invoices.

- Apply customer adjustments to invoices.

- Credit an invoice's unpaid balance.

- Change the status of an invoice.

- Mark a cash receipt as NSF.

- Enter refunds.

- Print debit or credit memos using a format you specify (for example, billed credit, billed debit, accounts receivable credit, accounts receivable debit, customer credit, customer debit, bad debt).

Inquiry

- Choose from several customizable Accounts Receivable inquiries (for example, aging, last invoice/receipt, activity by contract).

- Drill down on summary information to view supporting detail (for example, click on a customer to see invoice aging detail).

- Apply conditions to display only the information you want to see.

- View and insert electronic notes and file attachments.

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- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several pre-designed Accounts Receivable reports to calculate and print information at any time (for example, cash projection, statement of account detail/due date, customer aging summary).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup Wizard

- Enter customer information manually or copy and paste from a spreadsheet.
- Stay on the right track with built-in Tips and Tricks.
- Enter Beginning Balances and tie back to the GL.
- Automatically back up your data.

Workflow Center

- Quickly access frequently performed tasks in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance topics with a click of the mouse.
- Easily reconcile General Ledger to AR sub-ledgers.

Additional features

- Enter electronic notes to document information on customers, contacts, payments, adjustments and invoices.
- Attach other electronic files to customers, contacts, payments, adjustments, and invoices.
- Customize the toolbar for push-button access to reports, inquiries, and tasks.
- Change descriptions that are on the screen to match your company's standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Define security rights by user or group.
- Enter invoices to one company but apply cash receipts to another company (intercompany accounting).

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