

Improve cash collection effectiveness

- ▶ Customise to suit your business
- ▶ Increase productivity
- ▶ Improve cash collection effectiveness
- ▶ Quick definitions of important services
- ▶ Post cash by Bill To Customer
- ▶ Post cash by Group Customer
- ▶ Capture payments by Tender i.e. Credit/Debit card etc.

A vital part of the accounts process, Answer Accounts Receivable can be easily customised to suit your policies and procedures.

Use this module to help increase productivity and effectively correspond with your customers.

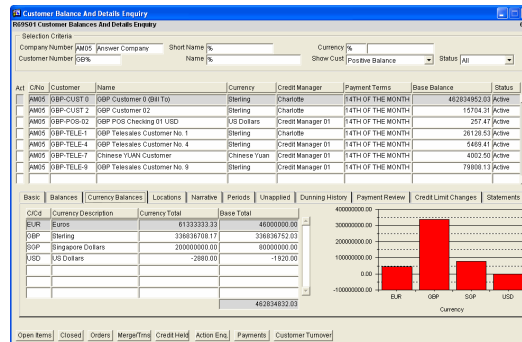
Make quick definitions of important data structures such as Terms of Sale, Currency Rates, Credit Limit details, Dunning details, Interest accrual details and more..

Apply cash/payments received quickly and easily, either for individual Customers or Group Customers. Cash/Payments received are automatically posted to Cash Book as 'Uncleared', ready for reconciliation.

Use the Answer Cash and Action Management facilities to provide credit controllers with a workbench that will support the collection of cash.

Place 'actions' for follow up on given days, put an account on stop, record promises to pay and much more.

Access to all customer and credit related functions within Answer Enterprise are available via this workbench.



- ▶ Generate Statements, Dunning/Follow Up letters for Customers as and when required.
- ▶ Optionally generate and post 'Interest' against delinquent/overdue debts.
- ▶ Manage Payment Terms from the very simple to the complex, with or without any Terms based discounts.
- ▶ Create, manage and process Recurring Invoices quickly and easily.

As an integral component of Answer Enterprise, Accounts Receivable integrates with Sales Order Processing and General Ledger, Accounts Payable and Cash Book modules to ensure Accounts Receivable works with the rest of your business.

Cash Management

- ▶ Post Cash in Batches for Customers
- ▶ Easily identify customers and payments with the comprehensive search facilities
- ▶ Post Cash in Batches for Group Customers i.e. in predefined groups of Bill To Customers
- ▶ A single Group Customer payment can pay multiple items, with and without discounts, across multiple Bill To Customers with full traceability facilities
- ▶ Post Cash as Unapplied or On Account
- ▶ Post Cash Automatically To; Clear the Balance, Clear a Nominated Ageing Period, To a Specific Date, Oldest Receivable First
- ▶ Post Cash Manually
- ▶ Post Cash fully or partially and take into account Credits and Debits
- ▶ Post Cash to clear a balance, clear a particular aging period or clear up to a certain date – all with full operator viewing capabilities
- ▶ Post Debit and Credit Adjustments with all required Financial Controls
- ▶ Optionally write off small values as part of cash posting with full accounting controls
- ▶ Capture Project and Task details when posting adjustments for a complete history and analysis
- ▶ Full Audit Trail of all cash postings and adjustments with associated enquiries and reports
- ▶ Capture payments made by alternative Tenders i.e. credit/debit cards and more, all under user control
- ▶ Generate Currency Gains and/or Losses
- ▶ Post to Cash Book as Received but Uncleared by payment individually or per Cash Receipt cycle
- ▶ In conjunction with Cash Book, easily locate what was paid by who and when
- ▶ If Cash Book Posting option 'Post Cash In Bulk' is selected, optionally capture and track the individual customer payment for subsequent enquiry and reporting
- ▶ Ability to automatically post cash as a result of an Intercompany Payment Run, with the option for automatic Cashbook reconciliation
- ▶ Ability to automatically post cash from an ASCII structure containing payment details with option for automatic Cashbook reconciliation
- ▶ Provides 'contra' processing with Accounts Payable for effective Cash Management
- ▶ Enable discounts, both authorised and unauthorised with optional Charge Back
- ▶ Full Audit Trail reporting and analysis
- ▶ Flexible on line ageing of debts which ensures immediate and up to date analysis
- ▶ Full Cash and Action Management which gives both Sales and Purchase Ledger facilities to manage and collect/pay cash combined with an Action Diary to prompt Users to perform certain activities on certain dates.
- ▶ Ability to enquire by Cheque Number to determine what Customers have paid

Interest Management and Accrual

- ▶ Optionally calculate Interest Accruals for overdue items
- ▶ Post calculated Interest Accruals to the General Ledger
- ▶ Flexible Interest Rate selection. Interest Group Rate, Company/Currency Rate or Specific Bank Account Rate
- ▶ Accrue Interest on Disputed or Interest items
- ▶ Apply as Interest items or Interest activity
- ▶ Define Interest Accrual Groups that have common facilities, interest rates etc
- ▶ Define Interest Rates as Bank specific, Interest Group specific or generic to the Company/Currency
- ▶ Assign Customers to Interest Groups
- ▶ Run Interest Accrual simulations or postings which will perform all necessary accounting transactions

Effective Customer Management

- ▶ Merge Customers and/or Items
- ▶ Customer and Open Items Status Management
- ▶ Enter and Control Miscellaneous non SOP Invoices and Credits
- ▶ Optionally combine into Groups for Credit Control, Dunning Control, Interest Calculation and Payment Processing purposes
- ▶ Adjustment Definition with authorisation restrictions and values
- ▶ Payment Term Definition with user defined Payment Days, Discount Days and Point of Calculation
- ▶ Payment Terms can be easily defined with links to external financial systems when Answer Sales Order Processing is used with non Answer Financials
- ▶ Dunning Letter Definition and Severity Levels
- ▶ Maintain Unlimited Narrative at Customer and/or Item Detail Level
- ▶ Maintain and view customers by Groups to accommodate special credit arrangements
- ▶ Track changes to Credit Limits
- ▶ Track Statements Dunning Letter
- ▶ View Payment Profiles by Customer
- ▶ View Customer turnover
- ▶ View Customer information in tabular and graph format

Recurring Invoice Management

- ▶ Recurring Invoice Entry and Change
- ▶ Base Recurring Invoices on User Definable Frequencies
- ▶ Select and Post required Recurring Invoices
- ▶ Print/Reprint Recurring Invoices

Transaction

- ▶ Post external/manually generated Invoices
- ▶ Merge Customers or transfer Open Items

Direct Debit/Auto Collect Management

- ▶ Use for Direct Debit, Auto Collection, In Casso Processing
- ▶ Select Details for Collection
- ▶ Confirm Collection Details
- ▶ Generate Collection Details and Post Structures for External Transmission to Banks/Financial Institutions
- ▶ Report on Collection Details
- ▶ Optionally Limit Collection to Agreed Maximum Values
- ▶ Confirm Collection Fully or by Exception
- ▶ Post Confirmed Collections which automatically updates Items and reconciles Cash Book

Effective Credit Control

- ▶ Supports on line access to full credit information, including Terms Days versus Actual Average days, and on line retrieval of open items
- ▶ Track comparative payment habits over a period of time
- ▶ Credit Check or Not
- ▶ Multiple Credit Check Methods; Traditional, Order Value Plus Open Order plus Receivables Balance Compared with Credit Limit
- ▶ Debt in a Nominated or Older Ageing Period
- ▶ Order is Over a Certain Value
- ▶ Consider Open Orders Value Only
- ▶ Consider Open Receivables Value Only
- ▶ Various Combinations
- ▶ Use Credit Groups
- ▶ Assign Credit Managers who can be assigned restriction and authorisation values
- ▶ On demand printing of statements, dunning letters and other customer generated documents
- ▶ Period End saves Customer debt values and age profiles for management and analysis

Cash and Action Management

- ▶ Ability to view total Cashflow picture, by day, with details from Sales and Purchase Ledgers
- ▶ Ability to create User defined Actions and Responses together with what information should be recorded
- ▶ Ability to attach Actions at Customer or Customer/Item level, Vendor and Vendor Transaction level
- ▶ Ability to reassign Actions to other Answer Users
- ▶ Outstanding Actions, by day, for the User are displayed
- ▶ Actions can be responded to and linked to other Actions
- ▶ Ability to perform all Credit, Customer and Sales related functions from within Cash and Action Management
- ▶ Actions can attach Customer Hold Codes or Stop Order and Stop Shipments to assist in effective cash management

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