

# AR Receivables

EmpowerAR is a comprehensive tool that enables you to effectively manage your receivables operation.

Starting with a flexible, table driven setup, EmpowerAR's features facilitate efficient processing of customer information, invoices, credit memos, and cash receipts. In addition to easily handling your receivables transactions, EmpowerAR provides easy to use credit and collection tools to insure timely follow-up of overdue accounts.

EmpowerAR also offers a comprehensive means for creating and printing invoices. With features such as automatic price verification and email, entering and sending invoices has never been easier.

Flexible and easy to use, EmpowerAR's check entry module improves the efficiency of recording cash receipts. Using any one of

EmpowerAR's four automatic application methods, the application of cash to open invoices has never been faster. Features such as NSF checks and the ability to reverse any application means greater accuracy and elimination of unnecessary paperwork.

With EmpowerAR's intuitive question and answer inquiry, you have access to information when you need it. Knowing a customer's receivables position at all times means you can manage your business better.

Analysis of a customer's credit history, showing their current aging and a summary of transactions, is just one of many EmpowerAR inquiries.

**Empower**  
File View Edit Action Inquiries Window Help

**Credit Analysis As Of 8/29/97 for Sam Miller Publishing**

<b>Current:</b>	\$19,351.22	<b>Contact:</b>	Jerry Henson
<b>Over 1:</b>	\$0.00	<b>Phone:</b>	
<b>Over 30:</b>	\$4,297.00	<b>Db Number:</b>	
<b>Over 60:</b>	\$0.00	<b>Credit Rating:</b>	
<b>Over 90:</b>	\$0.00		
<b>Over 120:</b>	\$4,601.00		
<b>Unapplied Cash:</b>	(\$150.00)		
<b>Total:</b>	\$28,099.22		

	Month To Date	Year To Date	Last Year	Life To Date
<b># of Invoices:</b>	1	18	0	68
<b>Sales:</b>	\$300.00	\$50,875.52	\$0.00	\$166,812.94
<b>Max Days To Pay:</b>	219	742	0	742
<b>Ave Days To Pay:</b>	80	138	0	100

Ready Administration User 8/29/97 10:47 am

# Credit And Collection Tools Help To Control Your Receivables Position

## Increase Your Efficiency When Creating Invoices/Credit Memos

Helping you reduce the time required to enter, print, and verify the accuracy of invoice and credit memo information is one of EmpowerAR's strengths.

All EmpowerAR invoices and credit memos provide a number of time saving features including:

- Different ship to and bill to names and addresses when required.
- Print invoices using pre-printed forms or directly email invoices to your customers.
- Ability to use different GL posting dates from the invoice date.
- Automatically assign the item price using EmpowerAR's price table, indexed by quantity/customer class.
- Ability to allocate each line item to an unlimited number of GL accounts.
- Real time update to EmpowerGL balances.

EmpowerAR's Credit and Collection module provides the tools necessary to insure you have up to the minute information about each customer's activity.

## Aging Reports

Starting with a summary or detail aging of your customer's accounts, you can see your receivable position as of any point in time. This means you can request an aging as of this minute, or ask to see the aging as of the close of the prior fiscal period.

## Statements

EmpowerAR also provides the ability to send statements to customers to inform them of their receivables position.

## Intuitive Inquiries

Perhaps the most powerful tool in EmpowerAR's Credit and Collections module is the Customer

Inquiry. EmpowerAR's inquiries provide a total picture of a customer's activity. From a single window you can easily receive information to answer any question you might have about a customer's account. Having this information at your fingertips is especially useful when discussing a problem with a customer over the phone.

Another time saving feature of EmpowerAR's inquiries is the ability to drill down from a summary inquiry to the supporting detail. A click of the mouse can take you from a display of a check, to the invoices it paid. Another click and you can view the invoice line items.

And since you can easily print or email the contents of any inquiry, you can provide more information to more people faster and easier than ever before.

Customer	Name	Contact Name	Phone	Ave Past Due	Max Past Due	Delinq Invoice Count	Total Delinquent Amount	Next Followup Date
HSC	Health Sciences Centre	Don Sleeva		555	1320	3	\$11.37	12/31/99
SKN-PRP	Sinks and Stoves, PRP	Craig Brooks	6046675550	378	507	3	\$104.61	00/00/00
SSO	Sydney Software	Bruce Barclay	0078492966	316	436	2	\$581.10	00/00/00
ATHOL	American Theater of Lc	Steven Parker	5067894341	298	314	2	\$2,040.00	00/00/00
HMF	Henry Martin Furniture	Roy Cashman	6163923101	314	314	1	\$75.00	00/00/00
MLT	MLT Healthcare Inc.	Judy Erickson	6124703036	264	314	3	\$3,075.45	00/00/00
MWW	Midway Water Works	Philip Crossdale	6036246494	314	314	1	\$50.00	00/00/00
SKN	Sinks and Stoves, Inc.	Max Stellmacher	6046882225	281	314	4	\$225.04	00/00/00
CTG	Computer Training Grot	Chuck Portman		264	298	6	\$8,575.68	00/00/00
USER96	User Group 96	David Sonnensche (800) 937-044		262	284	3	\$763,966.95	09/14/99
KRAFT	Crafts and Hobbies Cer	Jim Whitlin	7089983733	235	271	5	\$8,051.65	09/01/99
CHW	Cooke, Harper and Whi	Drena Lapointe	4142662673	221	249	5	\$12,240.00	00/00/00
HVR	Medical Management S	Chris walker	6105979600	115	221	8	\$36,000.00	00/00/00

EmpowerAR's Delinquent Customer window captures all accounts with a past due balance and sorts the information by oldest outstanding invoice. Collection agents can record notes and follow-up dates after talking with a customer (contacted accounts appear in red). EmpowerAR refreshes the information each day, so when a contacted account pays the delinquent invoice, they are automatically removed.



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