

# A/R Invoicing Adapter

The first step in getting paid for your sales is getting a clear and accurate invoice to your customer right away. The longer you wait to bill a customer the longer you can expect to wait to get paid. And if the invoice doesn't clearly detail the reason for the bill then you may wait even longer. For a great solution to your billing needs, get SouthWare's A/R Invoicing Adapter.

S O U T H W A R E E X C E L L E N C E S E R I E S >

## BENEFITS

## FINANCIAL MANAGEMENT

The screenshot displays the 'Enter A/R Billing Information' window in the SouthWare Excellence Series (S/W) software. The window title bar indicates 'AB 01 04 01 01 - SouthWare Excellence Series (S/W) - Grand Computer, Inc.' and shows the file path 'File Edit Action Search Next Previous Print Options Windows Help'. The interface includes a 'Header' section with fields for 'Order#', 'Type', and 'Address & Contact'. Below this is a table with columns: 'Line #', 'Type', 'Item ID', 'Description', 'Loc', 'U/M', 'H/C', 'Quantity', 'Qty B/O', 'Unit Price', and 'Extended Price'. A single line item is visible: '5 11 5 LHMVPC License charges 001 Hrs 1 000 000 45.000 45.00'. The 'Payments' section on the left has fields for '34 Driver', '35 Cash', '36 Check', and '37 Credit/Off'. The right side contains a 'Subtotal' section with fields for '31 - Misc. Charges', '32 Tax', and '33 Terms'. At the bottom, there are 'Invoice Total' and 'Payment Total' fields, along with 'OK' and 'Print' buttons.

Streamlined Invoice Entry

- Produce an invoice quickly
- Streamline the handling of complex sales situations
- Put as much detail on an invoice as you need
- Bill jobs and retainage if you use Job Cost
- Ensure that standard pricing is used on your invoices
- Get your invoices recorded in A/R almost instantly
- Know the details of past invoices
- Standardize your miscellaneous add-on charges
- Keep your A/R system updated with sales tax and commission information

The A/R Invoicing Adapter is an add-on option for SouthWare's Accounts Receivable. With it you can enter the details of your invoices and print them to give to your customers. You get many of the powerful features found in SouthWare's other invoicing modules without paying for features you don't need. You also get invoice history and an automatic interface to A/R and G/L for even more efficient processing of your billing.



## Features & Functionality

### Billing Entry Features

- Streamlined entry and printing of an invoice
- Standard service codes for default descriptions, pricing, and other info
- Handles returns, special orders, pricing adjustments, and payments on account
- Option to bill jobs and retainage if using Job Cost
- Option to change billing or shipping info
- Commission and sales tax info
- Option to add a customer on an invoice
- Credit limit checking
- Option to look up past invoice pricing
- Unlimited text lines on an invoice
- Any combination of cash, check, credit card, or on account payment
- Up to 4 miscellaneous charges per invoice
- Notes and optional Extended Data™

### Integration with A/R Features

- Invoices update A/R open items, sales tax, commissions, G/L, customer info
- A/R inquiry option to zoom on invoices
- Statement option to print invoice detail

### Reporting Features

- Interactive or batch invoice printing
- End of day sales register
- Billing history report for invoice detail

### Other Features

- User-defined miscellaneous charges
- User-defined standard services

The screenshot shows the 'Maintain Services File' window in the SouthWare Excellence Series (DMF) software. The window title is 'AR-01-04-03-02 SouthWare Excellence Series (DMF) Demo Company re'. The menu bar includes File, Edit, Approx, Search, Next, Previous, Enter, Options, Breakout, Link, and Help. The toolbar contains various icons for file operations. The main area is a form with the following fields:

- \*1. Service Code: LBR/MISC
- 2. Service Type: LABOR
- 3. Description: Labor charges
- 4. Description: (empty)
- 5. Description: (empty)
- 6. Pricing Code: U RATE/UNIT 0.3
- 7. Unit of Measure: Hrs
- 8. Units Entry Method: Entered
- 9. Miscellaneous Svc?: N Inactive? N
- 10. Reference Price/Rate: 45.000
- 11. Level 1 Price/Rate: 45.000
- 12. Level 2: 40.000
- 13. Level 3: 35.000
- 14. Level 4: 0.000
- 15. Level 5: 0.000
- 16. Minimum Bill: Not Appl
- 17. Unit Cost: TECHREQ 25.000
- 18. User - Services: (empty)
- 19. Tech/Skill Pricing?: N
- 20. Taxable Sale?: N
- 21. Commissionable Sale?: Y
- 22. Prorate Sale?: N
- 23. Sales Account Number: 4010-000
- 24. Cost of Sales Acct: 5020-000
- 25. Cost Offset Acct: 6010-000
- 26. Unearned Revenue?: N Not Appl
- 27. Location Overrides: N

Buttons at the bottom right include 'OK' and 'Cancel'. The status bar at the bottom shows 'SW Web View Service Code Maintenance' and 'DEMO 10/24/05 92'.

### Standard Products / Service Codes

### A/R Invoicing Adapter can help you answer such questions as:

- How can we be sure that we get our invoices out the same day as the sale?
- How can we make sure our customers know the details of the services and items they purchased?
- How can we eliminate the lost time spent trying to explain to a customer the details of each invoice on their statement?
- How do we produce a customer receipt for a payment on account?
- Can we reduce the time we spend figuring out the details for our sales tax reports?
- How can we make sure we don't accidentally pay commission on the sales that are not subject to commission?
- How do we check on past invoices to answer customer questions?



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