



## Accounts Receivable

Accounts Receivable gives you tools 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, email 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 Gold's 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.

Following is a detailed list of the features Accounts Receivable offers to help you manage your cash receipts and client relationships:

### 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
- Track correspondence follow-up dates
- Maintain an online rolodex of customer contacts
- Track to-do's with a customer checklist (for example, credit checks, 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

### Invoice entry

- Enter manual invoices or electronically import invoices produced by other systems (if using Gold Billing, invoice information is automatically sent to Accounts Receivable)
- 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, GL 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

### Receivable adjustment

- Edit and adjust invoices, cash receipts and adjusting entries
- Adjust or write off billed amounts
- 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, AR credit, AR debit, customer credit, customer debit, bad debt)

### Inquiry

- Choose from 12 pre-designed 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
- Insert columns of data on-the-fly to quickly access additional information

*Your Timberline Solution Provider:*

- Modify any of the more than 100 inquiries contained in a complete Gold Extended system, or create new inquiries using the Gold Inquiry Designer

### Reporting

- Choose from 24 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 contained in a complete Gold Extended system, or create new reports using the Gold Report Designer

### 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 onscreen descriptions 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)

**Accounts Receivable** is one of many applications offered by the Gold Collection, Timberline's fully integrated accounting software system for construction and property management firms. Designed for the 32-bit multitasking environments of Microsoft® Windows® 95, Windows 98 and NT®, Gold gives you the tools to make better decisions, increase productivity and, ultimately, build profits.

*Software that fits your business™*



*Timberline Software Corporation*

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