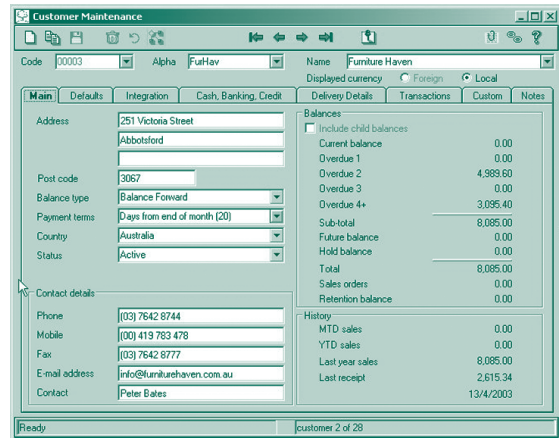


Accounts Receivable



In today's hectic business world, time is critical. Nowhere is this more important than in your company's Accounts Receivable department - the nerve centre of your accounting operations - where a good portion of the information that can make or break your business is stored.



Key Features

Internet Enabled

Greentree is enabled for Internet deployment, out of the box, using its thin client technology. This allows remote offices or travelling executives to obtain secure access to the complete functionality of Greentree.

Tracking Customers

Customers can be quickly located using a wide range of search criteria. Use your mouse or function keys to scroll through the customer file, depending on your personal preference. Individual customer accounts may be tracked on an Open Item or Balance Forward basis - and you can switch between these at any time.

Collecting money owed by customers is critical to cashflow and business survival. Disputed invoices may be placed on hold, allowing the balance owed to be more easily collected and unlimited free format notes can be recorded for each customer.

Managing Overdue Accounts

Businesses today need to offer more flexible payment terms - which may vary for particular sales to individual customers. Accounts Receivable allows the default customer payment terms for each invoice to be modified as they are entered. Greentree tracks invoices so you know exactly when each invoice is due for payment. Additionally customer credit limits can be defined as a total and/or each overdue period.

Recurring Invoices

If your company has a requirement for recurring invoices, these may be defined just once and automatically generated when required. This gives easy control over areas such as rental charges or maintenance billing.

Multiple Delivery Addresses

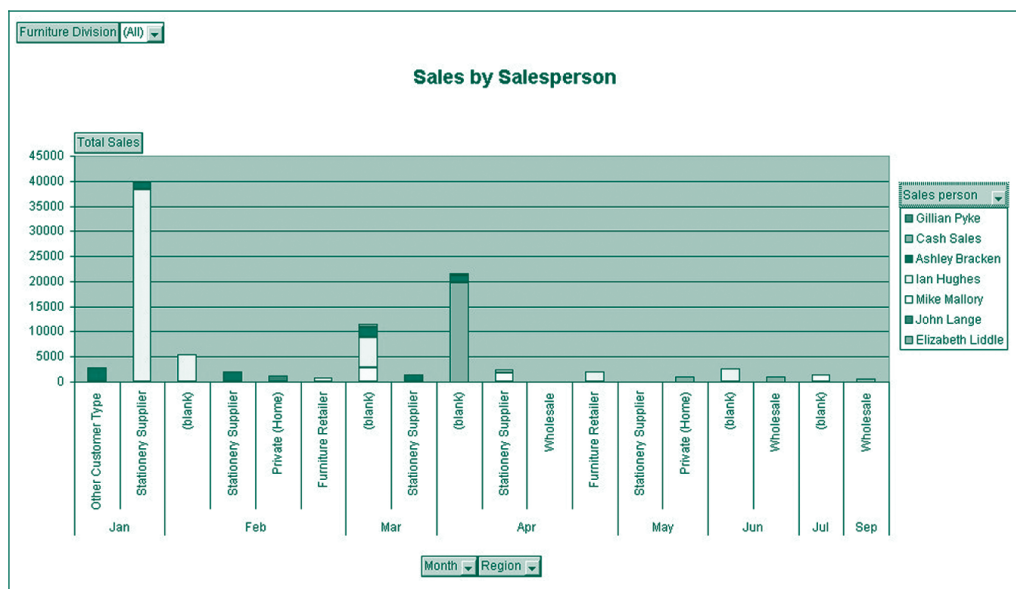
With up to 999 delivery addresses per customer, you are assured of being able to cope with almost any number of customer locations or delivery instructions. Each address may also include a contact person, fax and phone numbers and even a run and drop number to assist in delivery scheduling.

Sophisticated Discount Options

Both invoice and statement discounts are available, so that discounts to a customer may be provided on an individual invoice line or as an incentive for early account payment. A wide range of discount or special pricing arrangements may be defined for selected customers or customer groups. This may include quantity discounts and/or a discount or price, which applies within a specific date range only.

Sales Analysis

Greentree captures detailed sales analysis information, including analysis by user defined Customer, Inventory and Transaction Trees. Using links to a number of industry standard data warehousing tools including Microsoft Excel, allows you to view profit and sales trends through multiple levels and from different angles with complete flexibility. You are then able to control and really understand where your sales strengths and challenges are.



Related Modules

Foreign Currency

If the Foreign Currency module is used, the system will allow foreign currency customers to be maintained and transactions to be entered in the customer's local currency. Your foreign exchange exposure may be reported via an unrealised gains/losses report at any time and realised variances are automatically calculated and tracked.

eReporting

Greentree's standard eReporting capability across the entire system, provides the ability to email or fax reports from within Greentree. With the addition of Greentree's advanced eReporting module, this extends to provide automatic formatting, processing and delivery of business documents, including Accounts Receivable invoices and statements, Accounts Payable remittances and Purchase Orders, by the appropriate delivery format defined for each customer or supplier.

Transaction Analysis

Greentree's Transaction Analysis provides the ability to define General Ledger transaction analysis trees that are captured during entry of Accounts Receivable transactions. This powerful capability expands the already extensive analysis capabilities to include selected General Ledger accounts or transaction types.

Debt Collection

This module works in conjunction with the Greentree Accounts Receivable and CRM modules and assists in the collection of overdue accounts. The user can track customer communications and agreements made, be prompted with follow-up actions required and place time stamped notes against individual invoices and customers.

Advanced Security

Advanced Security provides a very sophisticated security option over the standard security that is included with the Greentree System Manager. With the Advanced Security module, you can control exactly which customers, suppliers and General Ledger accounts that a user can access. You can also control each user's ability to add, change, delete and post as separate security options. For example a user can be set to view all customers but only edit a customer that is in their business division. Going one step further, users can be permitted to add and change invoices, but only for a customer that is in their business division, however they cannot delete invoices at all (requiring, say, a supervisor to delete an incorrectly entered invoice). Advanced Security applies to General Ledger, Accounts Receivable, Accounts Payable, Sales Orders, and Purchase Orders.

Workflow Designer

This module provides the ability to define user specific “Workflow desktops” which include Bookmarks, Favourites and Global Attachments. Attachments can be of any document format, including Microsoft Word, Excel or Adobe PDF and linked to any customer record and recalled at any time, and could include scanned copies of invoices or statements, or contractual documents.

Data update from Microsoft Excel

Greentree allows the user to create both masterfiles and transactions from within Microsoft Excel. All database validation rules and user security are respected, giving a totally secure flow of data from Microsoft Excel to Greentree. This is commonly used to transfer customer data from legacy systems, as well as process invoices entered into Excel templates, by users that are remote to the office.

eCommerce WebStore

Greentree WebStore provides a flexible and secure Internet-based solution that can be easily customised to suit individual requirements. This can include allowing customers to easily access their account details, place orders, check on stock availability and pricing, plus access a whole range of product or other information.

Analytics

Greentree’s Analytics harnesses the power of the extensive sales analysis data captured within Greentree and provides a dynamic and flexible reporting structure for reporting sales by a variety of filters, groups, sort sequences and columns.