

### Accounts Receivable Module Overview

The CYMA<sup>IV</sup> Accounts Receivable system provides advanced tools to manage customer relationships, process invoices, track payments and manage credit activities.

Sophisticated tax-processing capabilities, flexible invoice and statement processing, customization abilities and full integration with other CYMA modules (AR, IC, JC, etc.) make the CYMA Accounts Receivable module an invaluable tool.

Hundreds of available reports and custom report capabilities help track financial information. Custom fields, email invoices and plain paper AR invoices and forms ensure you have the flexibility to get the job done right. Look below for more CYMA Accounts Receivable software features.

### CYMA<sup>IV</sup> Accounts Receivable Features:

- Recurring Invoices may be automatically generated weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annually and annually
- Volume Billing allows invoicing for a common charge to a select list of customers such as monthly dues or tuition.
- Robust payment processing supports partial payments on a line item basis, overpaid amounts, miscellaneous payments, transfers between accounts, applications of unapplied payments, Write-Offs credits, and NSF checks all on one screen
- Payment types: Cash, Check or Credit Card, transfer and adjustment
- Single payment may be applied to multiple customer accounts and single payments may be applied to both customer and miscellaneous accounts
- Miscellaneous Payments will accept negative entries to allow the ability to enter a counter charge to an expense account such as a credit card fee
- Order and Invoice Activity drill down capability
- Attach a document(s), file(s) or location(s) to any Customer file
- Invoice Status Inquiry System
- Automatically generate COGS entries
- Credit Hold Treatments: Ignore, Warning Only, Hold With
- Set customer specific pricing by date range
- Global price updates
- Assign an alternate pricing code to an invoice line item or customer
- Discount percentages
- Accounts Receivable Invoices can update Inventory quantities on-hand.
- Powerful invoice entry support printed, manual, and email invoices
  - Quick or Detailed Invoice Entry.
- Quick or Detailed Payment Entry
- Enter invoices and associated payments on one screen
- Auto Apply Payments and Unapplied Payments
- Email invoices to single or multiple contacts
- Override, Hold Always
- Updates Jobs when invoices and payments post
- Full Integration with GL and all CYMA Modules
- User defined fields for customer and invoice records
- User Specific Quick Payment Entry Screens
  - User defined bank accounts may be uniquely assigned to different method of payments (one bank for credit cards, another for cash, etc.)
- Credit limit processing
- Full support of on account and deposit payments
- View payment history from Customer Activity screen
- User defined invoice & statement formats
- 15 character customer ID
- Unlimited number of tax id's and tax categories
- Unit Price supports 4 decimal places

