

## SYSTEM OVERVIEW

The **Infinity POWER Accounts Receivable** module is designed to track all dollars owed to you. Normally, these “**receivables**” are the result of credit sales of goods or services to your customers. However, the system is quite capable of processing other types of payment transactions as well. This includes the processing of credit cards during both normal and cycle invoicing.

## GENERATING INVOICES

Providing the ability to generate invoices and customer statements is crucial to making the billing cycle flow properly. Billing options can be performed either “**on-line**” or “**after-the-fact**.” **Accounts Receivable** is central to all billing activity and customer maintenance. This includes the set up of all customer profiles, tax rate files, sales codes and much more.

## JOB COST BILLING FUNCTIONS

In addition to standard invoice generation, this module is designed to integrate fully with the **Job Cost Main Module** and provide the ability to automatically calculate the amounts that should be billed to a specific project at any point in time.

This requires the installation of the **Job Cost Main Module** for this feature to be available. Once bills are generated, this tight integration feeds all billing updates back to the project, which allows for complete cash flow and profit calculations by project or job.

Billing can be based on a percentage of completion, completed contract, time and materials, cost plus and bank draw basis. This information is essential when printing the **Application for Payment / Draw (AIA)** report.

## RETAINAGE TRACKING

The system calculates on each project any retainage amounts and tracks them separately on an aging report. Retainage is the way companies keep track of how much money their clients are holding back until each project is completed to the customer's satisfaction.

## DEFINABLE AGING CATEGORIES

The system provides detailed Accounts Receivable aging reports based on user-definable aging categories. This provides each user the flexibility to calculate agings based on the nature of their business. They may be printed by customer, sales region, or for a specific salesman.

## SALES ANALYSIS

One of the most important aspects of the **Accounts Receivable** module is the provision of a wide variety of sales analysis options. The numerous trend analysis, sales journals, commission reports and Color Analytical Graphs™, based on customer and manager information, provide invaluable management tools.

For instance, you can print the aging report with the option to include the top or bottom **500** customers based on sales, Number of Invoices, or Average Invoice.

## MULTIPLE SHIP TO ADDRESSES

Each customer may be set up with “**Multiple Ship To**” addresses. This allows for billing to a central location while shipping goods to several different locations. Each location may also be subject to varying tax rates and have its own unique salesman number for sales commission tracking by territory.

## DEFINABLE CUSTOMER TERMS

Terms may be defined differently for each customer. All fall within the following parameters:

- **Net Days.** A number of days from invoice date (**999 day maximum**).
- **Net Days EOM.** A specified number of days from the end of the current month (**999 days maximum**).
- **Specific Due Date.** Any specified date.

## FINANCE CHARGE CALCULATION

Finance charges may be automatically calculated on past due accounts. There is a yes/no field on each customer. Finance charge rates and calculation methods are also user definable. Year-end finance charge statements, if utilized, insure that all reporting requirements are met.

## COMMISSION CALCULATIONS

Commission calculations are made based on the variety of methods allowed on a salesperson by salesperson basis. All standard commission calculations are based on “**gross sales (sales less tax and freight)**” or “**net sales (sales less tax, freight, and cost of sales)**.”

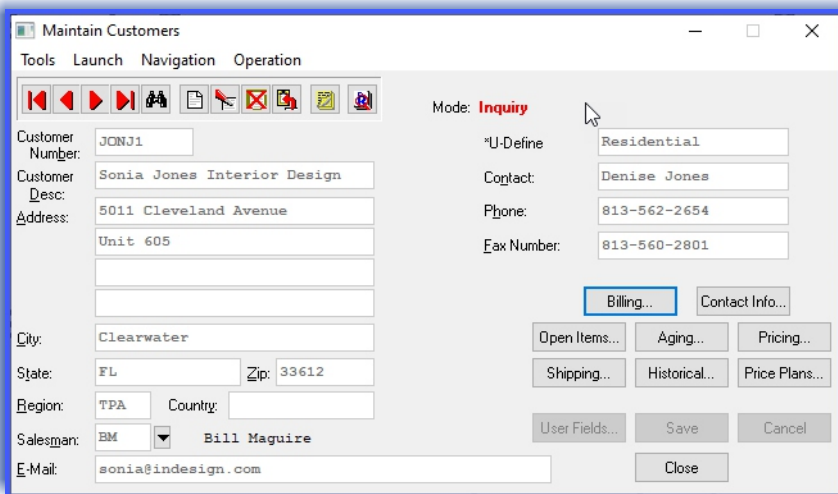
They can also be calculated at the time of sale or only upon receipt of cash payment. For each salesperson you define their commission basis, with up to three tiers of percentages based on sales levels.

These are the standard functions within the **Accounts Receivable** module itself. Additional calculations unique to any firm can easily be achieved due to the open architecture file structure of all **Data Pro** products.

## Reports

- Invoices, Credit/Debit Memos and Proposals
- Customer Statements
- Year End Customer Statements (*For Customers Paying Finance Charges*)
- Sales Journals by Date Range
- Aging of Open Customer Accounts (*Based on Normal Terms or Past Due Only, Age by Invoice Date or Due Date, Detailed, Summarized by Customer or Grand Totals Only*)
- Sales Journal By Customer & Salesman
- Sales Journal by Sales Code
- Sales Tax Reports/Listings (*Monthly, Quarterly, or Yearly*)
- Detailed Sales Journals (*Shows line item detail of each transaction*)
- Customer Trend Report
- Customer Ranking Report
- Customer Price List (*For Custom Price Plans*)
- Salesman Trend Report
- Sales Code Trend Report
- Commission Report
- Salesman Ranking Report
- Inventory Detail (*Historical*) By Customer
- Inventory Detail (*Historical*) By Salesman
- Sales Code Listing
- Salesman Listing
- Customer Listing (*Detailed or Non-Detailed*)
- Transaction Posting Audit Trails
- Cycle Invoice Listing
- Tax Rate Listing
- Mailing Labels & Rotary File Cards
- Deposit Register
- Suggested Billing Worksheet
- Actual Billing Summary
- Application for Payment/Draw (*AIA Draw Report*)
- Ship To Address Listing

Overview continued on next page



Unique commission plans may be generated through a wide range of third party applications or through the **Infinity POWER Report Writer** or **DP/AUTO** scripting system.

The results of these calculations may then be posted directly to either the **Accounts Payable** or **Payroll** modules for payment to the employee or commissioned agent.

## Module Overview

Continued

MODULE OVERVIEW

### CUSTOMER PRICE PLANS

One of the key features of integrating the **Accounts Receivable** module with the **Inventory Management** module is the ability to assign a unique "price plan" on a **customer-by-customer** basis. A price plan may be set up for a "timed" promotional period or defined as a fixed custom pricing plan that calculates or assigns pricing to a specific set of inventory items.

When assigned in the **Accounts Receivable** program, the price plan becomes the "default" pricing mechanism and overrides all other pricing assignments from other integrated programs. This is a highly important feature for those companies who deal with unique pricing requirements for a wide range of customers. This capability alone removes a tremendous concern over pricing each customer's orders incorrectly. Pricing may still be overridden at the time of each transaction. However, without intervention on the part of the clerk, the system will generate the customer's pricing correctly each time.

### SALES TAX MAINTENANCE

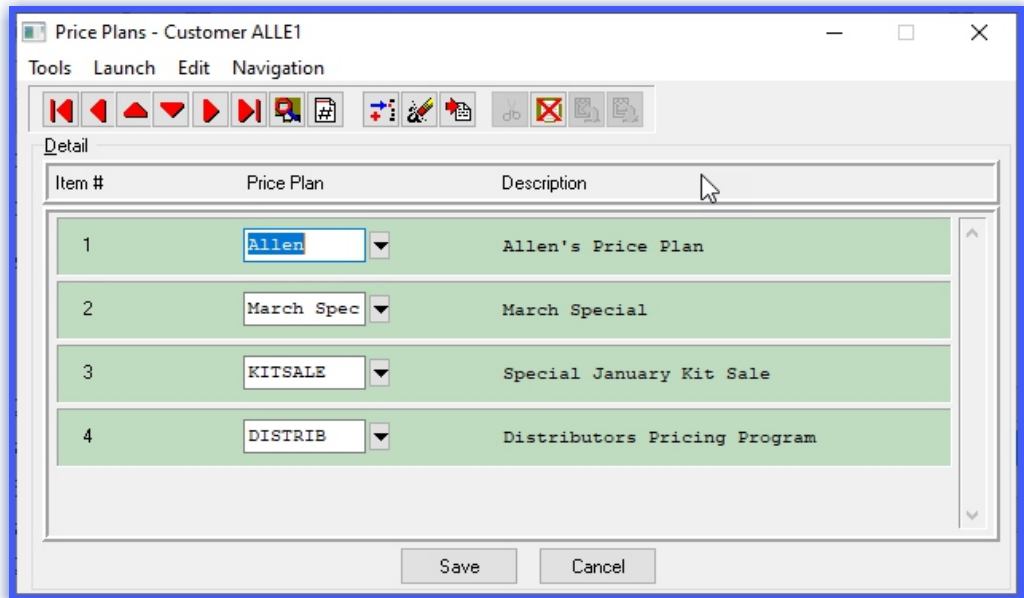
Central to **Accounts Receivable** processing is the proper calculation and reporting of Sales Tax by each taxing entity. The **Infinity POWER Accounts Receivable** program provides for State, County, local and other applicable jurisdictions. For most users, the tax rate tables may be set up and maintained directly through the program's maintenance options. However, as many firms with offices or field personnel located throughout the US and Canada continue to expand and begin doing business over the Internet, Tax Rate Maintenance becomes more of an issue.

**Infinity POWER** provides a regular update for users to seamlessly update their tax rate database changes to keep the firm always in compliance, even down to a zip code level. There are actually many zip codes in which there could be up to four different tax rates that apply depending on your specific location. This update supports all **50 US** states.

### CYCLE INVOICING OPTIONS

Multi-Cycle invoicing features are provided as part of the system. You can generate invoices on any recurring cycle; never missing an important billing to a customer. Featured in this module is the ability to assign a customer's encrypted credit card data, with all appropriate data for recurring billing.

Processing recurring charges each cycle with a payment method already established becomes very simple and a time-saving feature. The **Payment Innovators Managed Payer Data** feature does not store the actual customer credit card numbers in the **Infinity POWER** software or on the



merchant's local server, but securely on the **Payment Innovators** remote data vault. **Payment Innovators** provides a highly encrypted "token" which is stored in the merchant's **Infinity POWER** data files along with the expiration date of the credit card and billing address for use at the time of posting of deposits, payments and cycle invoice transactions.

### CUSTOMER ACCOUNT METHODS

Two methods of tracking customer accounts may be used within the system:

- Open Item
- Balance Forward

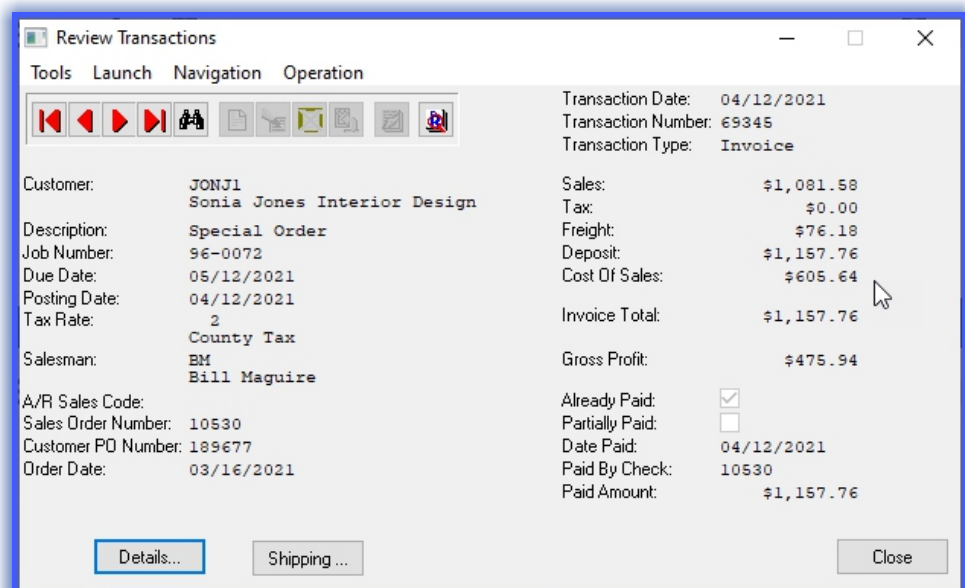
These methods are defined on a **customer-by-customer** basis so that certain customers may use the "open item" method and others may use "balance forward." The "Open Item" method allows you to track each unpaid invoice (or other transaction) as an individual item for aging purposes. These "open items" remain listed in your customers' files until individual payments or

credit memos are applied directly to each one. Each open item will "age" according to its specific due date. When making payments against an open item customer, the system displays a screen showing each open item transaction. You click a checkbox next to the items being paid which marks them for immediate payment.

The "Balance Forward" method allows you to summarize all transactions within a particular time period into one "balance forward" amount for aging purposes. Your selection of either of these methods is simply one of preference.

### ELECTRONIC FUNDS TRANSFER

The option to receive payments via **Electronic Funds Transfer (EFT)** can be configured on each customer's record. The **EFT Processor** is first set up in the **Check Reconciliation** module. Next, the customer's bank account and routing information is entered on the customer record. Once the option is enabled, **EFT** becomes a payment type choice during the "Post Payments" routine.



## Module Features

- Handles all Customer Account Management Features.
- Ten (10) Character Customer Numbers (alpha/numeric).
- Custom Pricing Matrix assigned and calculated by Customer.
- Handles Cycle Billing or Recurring Invoices.
- Definable "Special" Field and Sort Key.
- Customers Accessed by Customer Number, Customer Name or "Special" Field.
- Reports Sorted by Customer Number, Customer Name, "Special" Field or "User-Defined Indexes."
- Credit Hold by Customer.
- Unlimited Number of Customers.
- Unlimited Number of Open Items.
- Unlimited Number of Transactions.
- Unlimited Number of "Ship-To" Addresses.
- Credit warning feature based on Past Due Aging category.
- Allows for Multiple "Cash" Accounts for Deposits.
- Automatic Cost of Sales Adjustment Option (Corrects Invoices for proper cost when items are sold, but not in stock. Adjusts Inventory Management module automatically as well.)
- Allowed to remove/purge "Paid" Open Items by Date Range.
- Tracks Commissions by Salesman.
- Prints User-Selectable Preprinted Invoice, Statement, Credit Memo, Debit Memo, Proposal and Adjustments Forms.
- Ability to choose "Alternate Inventory Item" during Invoice Writing.
- Special ".text" Sales Code allows users to enter up to ten (10) lines of free-form text on invoices anywhere during invoice data entry which will be printed on the customer's invoice form. This can include multiple instances within the same invoice. Additionally, predefined versions may be saved in advance for repetitive use (i.e. warranty statements, guarantees, promotional offers and much more.) This information is also stored in a special detail file for future printing and access on demand.
- Prints Detailed Sales Journal including the Detail of each Invoice and Calculation of Profit by Line Item and Invoice Total.
- Allows Scheduling of Payments (Up to 360 Payments per Invoice).
- Supports Balance Forward or Open Item Method, by Customer.
- Sales Tax Calculation by Invoice/ Line Item.
- Provides Multi-State, Multi-County Tax Reporting with breakdown by Taxing Entity and Audit Trails. Updates by "Zip Code" in 50 US states included.
- Allows Sales Tax Break Point and Dual Tax Rates for Each County/Taxing District.
- Discounts by Invoice Total or by Line Item.
- Sales Analysis by Salesman, Sales Region, Customer and Sales Code (Including Sales Trend Analysis).
- Commissions Paid by either Gross Billings or on Collections with Commissions Based on either Total Sale Price or Gross Profit Per Sale.
- Tracks Sales and Payment History.
- Calculates and Imports Suggested Billing by Project based on the Billing Type: Direct Billing, Cost Plus, Percent Complete, Bank Draw, or Completed Contract.
- Allows Direct Billing of Projects with on-line update of detailed project billing information.
- Prints Project Oriented Invoices.
- Prints Aging Reports by "Project."
- User-Definable Terms, Aging Categories and Finance Charges.
- Multi-Line Address for "Bill To" and "Ship To" address by Customer.
- On-Line Add of a Customer (Quick Add, Change & Inquiry).
- On-Line Add an Inventory Item (Quick Add, Change & Inquiry).
- On-Line Add of "Ship To" Addresses (Quick Add, Change & Inquiry).
- Calculates and Tracks "Retainage."
- On-Line Change Inventory (Quick Add, Change & Inquiry).
- On-Line Customer Inquiry (Shows "Billing" Information, Open Items, Customer Aging and YTD Sales).
- On-Line Inventory Item Inquiry (Shows Pricing, All Quantities, Costs).
- Transaction Inquiry.
- Allows 450 Lines of Detail per Invoice.
- Automatic Pricing Based on Quantity Breaks or by Price Levels.
- Allows Payment Discounts, Unapplied Cash, Partial Payments/Deposits.

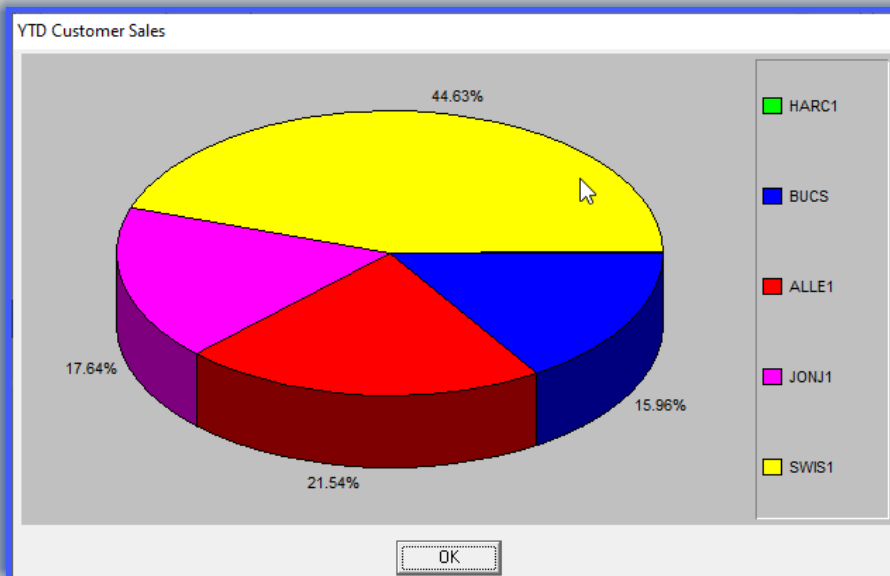
Customer Aging Summary - JONJ1

Unpaid Finance Charges:	\$0.00	Aging Date:	06/12/2021
Year-To-Date Finance Charges:	\$0.00	Aging Amounts:	
Available Credit:	\$93,946.47	Total Balance:	\$1,053.53
Last Check#:	17944	Current:	\$0.00
Check Date:	05/22/2021	31-60 Day:	\$891.31
Check Amount:	\$2,916.93	61-90 Day:	\$162.22
Year-To-Date Sales:	\$2,211.29	91-120 Day:	\$0.00
Average Days To Pay:	12	Over 120:	\$0.00
# Invoices In Average:	8	Last Invoice Date:	04/19/2021
High Balance:	\$60,456.29	Last Order Date:	04/19/2021

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- Date sensitive Accounts Receivable Aging Report.
- Allows display of "Customer Comments" during transaction entry.
- Supports Credit Cards as payment method on invoices and payments. This includes MasterCard, VISA, American Express and Discover.
- Requires DP/Charge Advanced Payment Server (Part #272), a Payment Innovator's Merchant ID and Internet access.
- Only customers using Infinity POWER (Version 7.5 and higher) are eligible to become PCI-DSS validated. Any lower version of Infinity POWER is not PCI-DSS compliant.
- Supports the Payment Innovators Managed Payer Data feature whereby actual customer credit numbers are not stored in the Infinity POWER software on the merchant's local server, but securely in the Payment Innovator's data vault remotely. Payment Innovators provides a highly encrypted "token" which is stored in the merchant's Infinity POWER data files along with the expiration date of the credit card and billing address for use at the time of posting of deposits, payments and cycle invoice transactions.
- All credit card data entry may be done through special "encrypted" EMV chip card readers sold by Payment Innovators to merchants so that no credit card information is ever captured at the merchant's PC without being fully encrypted first. This is the highest level of chip card protection available today.
- The Posting Payments option checks the transaction file for "Check Number" from customers to avoid duplicate check postings.
- Ability to search for a particular Invoice Number during posting of payments.
- Option to "Perform Automatic Cost of Sale Adjustments" is based on a date range, not transaction by transaction.
- Accounts Receivable Aging Report has an option to print "Aging with Grand Totals Only" which includes no detail lines.

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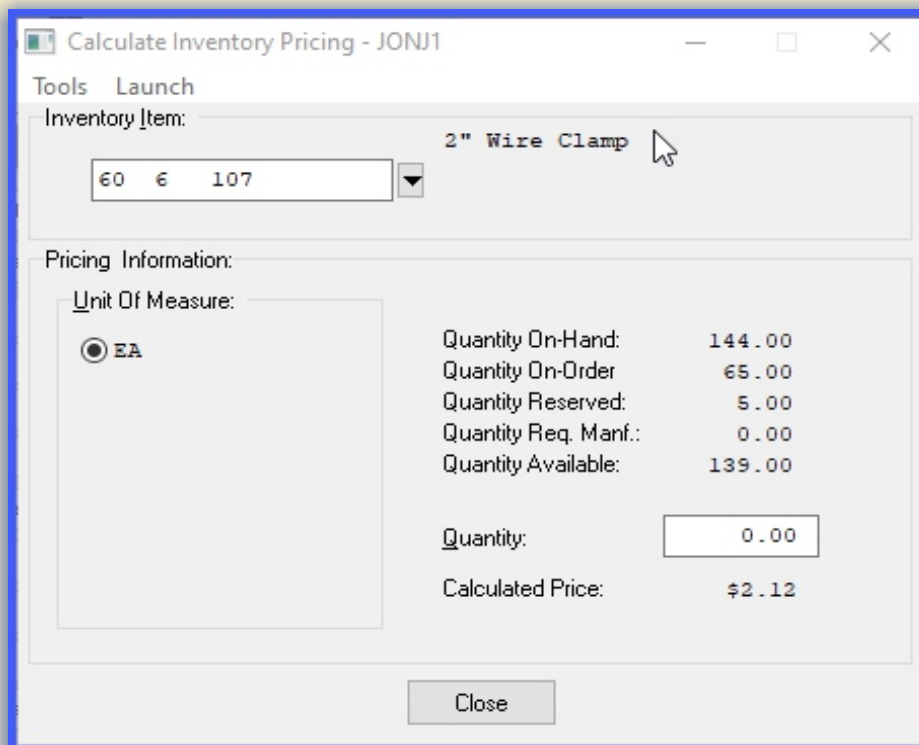


## Module Features

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MODULE OVERVIEW

- Date Paid and Check Number fields are included in “open item” file.
- Accounts Receivable Aging Report allows **Agings** as of a prior system date to match against the General Ledger Balance Sheet.
- Removing Paid Open Items through the option “**Consolidate New Balance Forward**” can be done for all items as of the System Date, instead of removing every “paid” open item.
- Default “**Job Number**” included as part of Customer Master File (to be used in conjunction with Sales Order Entry and Job Cost Main Module for tracking additional sales and cost of sales to a specific project).
- The system allows for Multiple Accounts Receivable Accounts.
- Allows entry of cash receipts to customer accounts with no current Accounts Receivable balance and allows distribution to five (5) General Ledger Accounts.
- Allows printing of Deposit Register by Date Range and Bank Account Number.
- The **Sales Tax Report** can be sorted by description so that it can be printed by “**State**” and then by “**County.**” This meets requirements where reporting is mandated on a county by county basis.
- Sales Codes include fields such as unit of measure, unit selling price, unit cost and default cost code and are ten (10) characters in length.
- Mailing Label option allows for multi-column labels (e.g., 3-up labels).
- International Addresses included for all Customer Files.
- “**Password**” field designed for use with **Infinity COMMERCE** modules. This password is designed to facilitate secure customer logins.
- Tracks FAX Number by Customer.
- Tracks E-Mail Address by Customer (100 characters).
- Customer “**Bill-To**” and “**Ship-To**” address lines include four (4) lines of thirty (30) characters each.
- “**Highest Credit Balance**” included on Customer Inquiry.
- “**Last Check Date/Number/Amount**” included on Customer Inquiry.
- Check Reconciliation Integration in Master Configuration allows automatic update of deposits directly to the Check Reconciliation file.
- Cycle Invoices print an invoice even when the cycle invoice has been setup to automatically pay by credit card. This is a big feature for those firms who are charging customers on a recurring basis (monthly) but still want to generate a form to send to their customers showing the charge and that it was paid via credit card.
- Specially “**encrypted data files**” on the **Payment Innovator’s** secure data vault allow for storage of secured credit card information for each customer blocking third party programs access to this vital information while allowing access to other accounts receivable data file information.
- Store multiple credit cards’ information **per customer** in encrypted format.
- “**Customer Bank Account Number**” and “**Bank Routing Number**” in the Customer File allow for convenient wires and **ACH** transactions.
- “**AR Sales Code**” is a masking feature on the Sales Journal reports.
- View up to **5000** open items in the Customer Inquiry option.
- The sales tax update and report options allow sales classified as taxable, **BUT** applied to a zero tax rate, to be reported as non-taxable sales.
- Includes an automatic update feature for Sales Tax Maintenance with monthly updates for all **50** US states, at no additional charge.
- Customer Ranking Report prints either the top or bottom **500** Customers based on Sales, Number of Invoices, or Average Invoice.
- Payment Allocations are included in the Sales Journal.



- Features “**EFT**” Electronic Funds Transfer in Cycle Invoice, Payments and Deposit posting options.
- The “**Print Deposit Slip**” option takes advantage of a LaserJet form from **DPAForms (800-660-8605)** which features the printing of over **23** lines of deposit ticket items per page, numbers each deposit slip page, marks it as “**attached list**” and then continues to the next deposit slip until the entire deposit is detailed.
- The Cycle Billing Option allows direct E-mailing of invoices to customers.
- The **Windows GUI** version allows the **Transaction Inquiry** in Sales Order Entry and Accounts Receivable to display which serial number on the detail line was shipped.
- The **Windows GUI** version includes a “**Ship to Address Report**” under Maintenance Reports.
- Allows “**Negative Deposits**” for reversing deposits made to the wrong customer account eliminating the need to create debit memos to make corrections.
- Includes option to “**Reverse Invoices**” which automatically creates credit memo with full line item detail from the original invoice transaction.
- Post Payment & Deposit button allows users to look up invoices and customers by the invoice number included on a check for payment.

### SYSTEM INTEGRATION (System Administrator Required)

- Inventory Management
- Sales Order Entry
- Point of Sale
- DP/DashBoard/CRM
- Check Reconciliation
- Job Cost Main Module
- General Ledger

### GRAPHS\*

- Sales Trends by Customer
- Sales Trends by Salesman
- Sales Trends by Sales Code
- Customer Comparison
- Salesman Ranking
- Sales Code Comparison
- Salesman Comparison

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