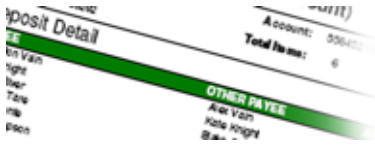


Accounts Receivable



✓ It's included

The A/R Guru has always wanted to ask you some questions.

Can you set customers up with a credit limit and allow an additional requirement for a credit override when their balance reaches a certain aging level?

Can you set specific people up to perform credit overrides directly at Point of Sale while allowing your credit manager and specified others to do remote overrides on a screen that shows all pertinent information about the customer being assessed?

If someone else does an override, can the system inform the credit manager and the assigned salesperson automatically?

Can you elect to have statements emailed or faxed with invoice reprints, complete with signatures, included? Do you have the option to print statements from one laser printer tray while collating one, two, or four per page invoice reprints from another tray with a different paper color?

Can you mix and match billing at the job level or at the master account level, open item or balance forward, with a summary page and a remit page or without? Can your system post payments globally under your defined circumstances?

Can you enter a debit adjustment and assess finance charges right from the next billing cycle close if it is due to a returned check?

Is a billing cycle close completely automatic, based on your calendar? Can you print the statements you want to print at your leisure the next day?

“Take good care of your customers and take good care of your company too.”

Can customers pay at your front counter, or do they have to go to the bookkeeper's office—and does their credit limit reflect the payment right away?

Can you attach customer credit applications, tax exempt certificates, legal documents, letters, emails, faxes, lien letters, dunning letters, maps, and anything else in your paper files to your customers so you can stop filing paper?

Can you globally change a specific field for all your customers (or those in a specified class), or do you have to manually change them one by one?

Do you have access to quality pre-defined reports and Crystal Reports, the most widely-accepted Windows® reporting tool? Can you get more system specific Crystal templates free (including personalized credit letters) on a continuing basis?

Can you help customers by giving them the option of enforcing authorized purchasers (with photos for easy identification) on their accounts?

Can you set up an unlimited number of different contacts for each customer or job?

Can you drill down from an account status screen right into the invoice, then see all related documents (including everything from the scanned quote request to the A/R posting reports that included that invoice)?

Does your software integrate with BlueTarp seamlessly?

Can you mark invoices as disputed right in A/R Posting?

Can you set a “promised payment” date at the customer level and run reports based on it?

Can you *proactively manage your business*?



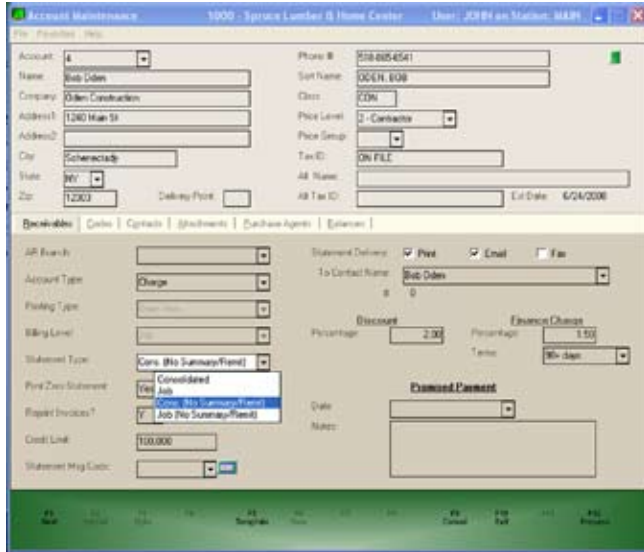
Though it's optional, automated posting will give you more time for other duties—and it won't take away the control you need to do things right.

SpruceWare.NET
has the answers.

How it works

Managing Accounts Receivable with your SpruceWare.NET software is simple and effective, in keeping with the entire system's design.

It is in the **Account Maintenance** window that you will make changes to the way a single account is set up. This is where you will add new customers as well.



The Receivables tab of the Account Maintenance Window

The tabs along the middle of the screen represent different categories of information on the account. For example, if you wanted to attach a credit application or any other account documents, you would choose the “attachments” tab.

The **job setup** screen is similar. A number of fields default to the master setting but can be set differently for different jobs by de-selecting the “use master setting” checkbox.

When a Point of Sale transaction requires a **Credit Override**, the transaction can be approved in one of three ways: through entry of one of the two passwords (known as the store manager password for accounts you trust most and the credit manager password for less reliable accounts) or through a remote override, usually performed by the credit manager. The remote override screen is simple to invoke and it displays all the information needed to make a good override decision. If an override is not approved, the transaction can still be put on hold for later resumption.

Payments can be taken through Point of Sale (as unapplied credits) or through Accounts Receivable (as unapplied credits or while being applied).

Closing the billing cycle is actually done on the SpruceWare.NET system automatically, based on a schedule set up in advance. So you can print/fax/email the statements and, when applicable, accompanying invoices anytime that works for you after that billing cycle close.

You can **keep in touch** with your customers in a number of ways through SpruceWare.NET:

- ✓ Selection of an automatic invoice message
- ✓ Selection of an automatic statement message, optionally keyed to the aging of the account's oldest open invoice
- ✓ Automatic email to a customer when their special order is received or their manufacturing work order is completed
- ✓ Automatic emailing or faxing of statements and, optionally, invoice copies with the statement run
- ✓ Crystal Reports credit letters allow you to send personalized requests for payment; a tweakable template is available free from the sprucecomputer.com customer area (Crystal can also be used to reward or thank customers who reach specified purchase levels).



The Status tab of the A/R status inquiry

In addition to looking up credit-related information such as that on the example above, the **A/R Status** can show current, last statement, or last 120-day listings of charges and credits. The history tab also allows a look at all activity on the account for any time period, and can be done for a specified job or for all jobs (consolidated). There is an option to print the information in a current-status “statement” format or as a historical activity list.