

## Optimize your Sage Accpac ERP AR system

### - from data entry to collections -

Tracking receivables is an essential part of managing your company's cash flow. During set up, maintenance or daily processes in your Accounts Receivable take advantage of these simple tips that will save you time and money.

- Speed up data entry by modifying the screens to fit your needs.
- Use the Working profiles to hide any fields that you are not using. This will not only “simplify” the screen but you do not have to tab through a lot of fields to get to the ones you are actually using (choose the File/Customize menu in the screen you want to customize)
- Reorganize columns in the detail area to keep the most used columns in the right side; order columns in the same order you do data entry, avoid clicking back and forth between columns; use the tab key to move from one column to another; drag unused columns to the right or hide them. Resize columns where necessary to see the whole info in the column in one glance
- Add customers “on the fly” to minimize interruptions ; use the “new customer” button located to the right of customer number field in the invoice and receipt entry screens
- Set a criteria for your finder in the “customer number” field to exclude inactive customers from searches; your look up list will be shorter and easier to manage
- If you regularly invoice some of your customers for the same charges, such as monthly rent, you can automatically set up and create invoices for predetermined schedules by using recurring charges; this saves you from having to retype long invoices each month manually.
- Make your monthly customer statement procedures more efficient by emailing your statements - save time, money and paper! Note: Sage Accpac ERP Accounts Receivable allows you to preset which customers will get their documents by mail and which by email (Processing tab in AR Customers screen)

## Accpac Tips and Tricks

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- Monitor your receivables using the Aged Receivables report; periodically clean up your AR by applying unapplied receipts (use Apply Document transaction type in AR Receipt entry screen) ; write off small over/under payments stopping these insignificant balances from cluttering your AR reports (use manual adjustments or automate the process with criteria based write off batches - located in AR Periodic Processing). This will make your AR easier to use for collections.
- Or better yet! Prevent those small over/under payments from getting into your AR. If you selected the Allow Adjustments In Receipt Batches option on the Options form, you can enter adjustments to individual invoices, credit notes, and debit notes at the time of entering the receipt.
- Use the Quick Receipt Entry screen. This form lets you enter cash, check, credit card, and other receipts quickly so that you can print a deposit slip and take the money to the bank in a timely manner.
- Use the Comments tab on the AR Customers master file to keep track of important notes and dates for customers
- Many of the above tips can be applied to other modules as well. Some of the features mentioned above are available only in some of the newer versions of Sage Accpac ERP.