Product Information
Accounts Receivable Features

Computer Distributors, Inc.
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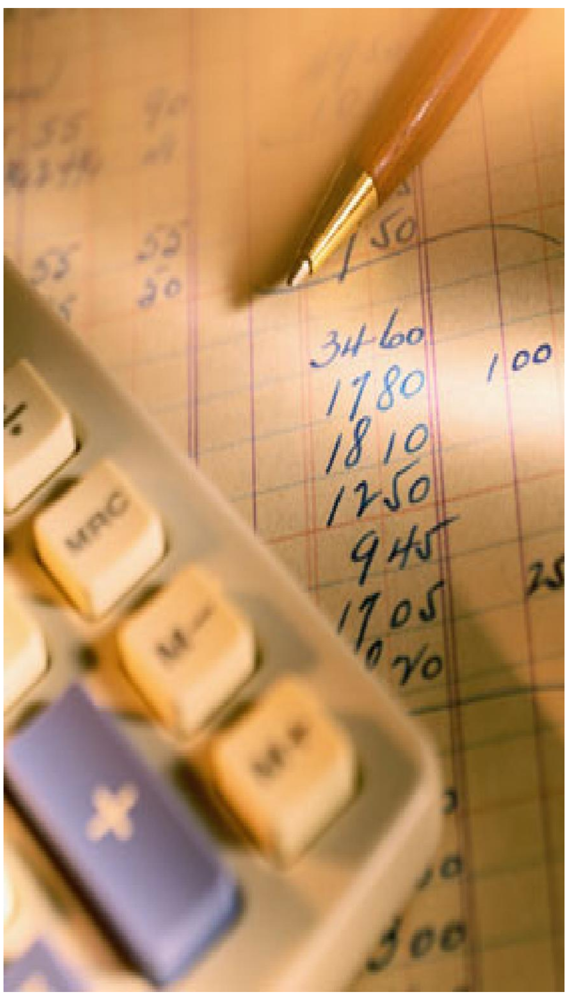
For Information Call Victor Rodriguez 787-793-3434 vrodriguez@comdist.com

For any company battling for market share, success can depend on several key factors. Talented salespeople mine potential leads. Marketing departments endlessly brainstorm eye-catching campaigns. **And just as importantly—but perhaps not as visibly—credit and collections divisions must work hard to manage risk**. The latter can be a particularly thorny issue for firms that aim to protect their receivables. Achieving and sustaining best practices in the credit and collections arena can prove to be a broad undertaking.



Are you experiencing:

--Increasing DSO's
--Rising bad debt expense/surprise losses
--Chaos in the Credit Department
--High turnover
--Pressure to reduce overhead
--Lack of innovation in managing credit
--Increasing personnel costs
--Inconsistent results

- For every business serious about maintaining optimum cash flow, it is imperative that effective practices be implemented for securing monies owed and curtailing potential debtors. The past several years have seen some troublesome statistics materialize with respect to business debt collections.

- The CDI Premium Accounts Receivable system provides advanced tools to manage customer relationships, approve credit, track payments and manage credit activities, flag potential problems etc.

- Multiple comprehensive screens, reports and custom report capabilities help companies keep track of detailed financial information. Custom fields, email collections letters, and plain paper AR invoices and forms ensure the flexibility to get the job done right.

- Sophisticated search and filters capabilities are available to detect potential problems.

- Statement processing, easy customization and full integration with the Word Excel or PDF tools.

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CDI Premium's Accounts Receivable is a full-function receivable system that improves cash flow, tracks delinquent accounts, and provides immediate information required to make sound business decisions. Among this system's unique features are:

Gateway to Sales Journal
Receipts Journal
Check Processing
Payment Register
Bank Reconciliation.

1. Automatically calculate invoice due dates and early payment discounts.

2. Instantly view and invoice's entire transaction history, with related payments and credits.

3. Automatically add invoices to system journals for review prior to posting.

4. Eliminate under and over payments, as well as unrecorded and duplicate payments, maintain a clear and concise audit trail store all pertinent customer data in a customer profile, insuring that sales documents contain the correct payment terms, contact information, ship-to address and shipping method.

5. Either use the company's own customer account numbering (alphanumeric) system or have a sequential numbering system generated by the system.

6. Specify user-defined payment terms and unique discount criteria (If at the time of collection the discount criteria has been met, the system will prompt the user appropriately).

7. Produce monthly customer statements with all relevant account information, including A/R aging, payment history, and monthly transactions.

- Distribute revenue and costs to an unlimited number of accounts based upon the item code, item category, salesman customer type and many more.

- Accrue liability and create expenses for miscellaneous costs associated with non-inventoried items like freight and labor charges to provide an accurate up to the minute results on your financial statements.

- View on-line posted and net customer balance information. CDI Premium's unique journalized processing method maintains up to the minute balances without the delays associated with conventional batch processing methods.
- Utilize ASCII and DBF Import capability for A/R and recurring sales transactions.

- Pay an order or invoice immediately, taking into account previous deposits and partial payments (System allows an unlimited number of payments on an order or invoice).

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- **Simultaneously accept payments from customers for multiple documents with automatic document updates and complete pass-through transaction tracking of the invoice**
- **Apply customer credits to multiple sales documents**
- **Maintain a payment register that allows quick reference to any payments received, with advanced search capabilities for locating credit card charge-backs, insufficient funds, or other payment information**
- **Receive a receipts report with an exact breakdown of all funds collected for each payment method - including, but not limited to, cash, checks, or credit cards**
- **Search for documents by customer and document number, account name, and PO numbers, and home or work phones**
- **Check a customer's payment history from anywhere in the program. (CDI Premium shows a customer's A/R aging, with all open documents allowing immediate decision-making)**
- **Follow a document's complete accountability trail - who, what, where, and when**

More Highlights	**Forms:**
Flexible invoicing and cash application Powerful audit trail capabilities Easy customer account management Quick review and analysis of receivables Complete, customizable reporting Upgrade from any prior version of CDI Premium.	Statements Collection Letters Labels
Quick Data Review Perform on-screen aging and preview customer transactions. Review up-to-the-minute information including current balance, last activities, and complete transaction details.	Review current and historical transactions, as well as detailed statistics for each customer account. Display customer receipts by bank or status and drill down into receipt to review all documents applied. Create your own reports with the Results report writer.

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Customer Handling

Flag any customer as close accounts if you want to stop using them on a daily basis but wish to retain them in the system for historical and reporting purposes.

Handles open-item balances

Use national accounts to group customers whose invoices are paid to a single location. Set up any number of control accounts to assign to customers.

Choose whether to charge interest on overdue balances or individual invoices.

Share customer information with Order Entry.

Powerful Audit Trail Capabilities

Keep details of fully paid transactions for as long as you choose, and include them on reports and statements as desired.

Transaction audit trails provide full details of receipts and adjustments applied to transactions allowing you to include full details on reports or online inquiries.

- Posting journals provide complete audit trails of all transactions posted.
- Accurate Management of Customer Records
- Easy and fast organization of customer records.
- Create an unlimited number of customer groups for statistical and reporting purposes.
- Create an unlimited number of ship-to locations for each customer.
- Accumulate customer statistics by periods that you specify, and retain that information for as long as you need it.
- Flexible Invoicing and Cash Application
- Import transactions from other accounting systems or applications.
- Automatically create adjustment batches to write off small account or transaction balances.

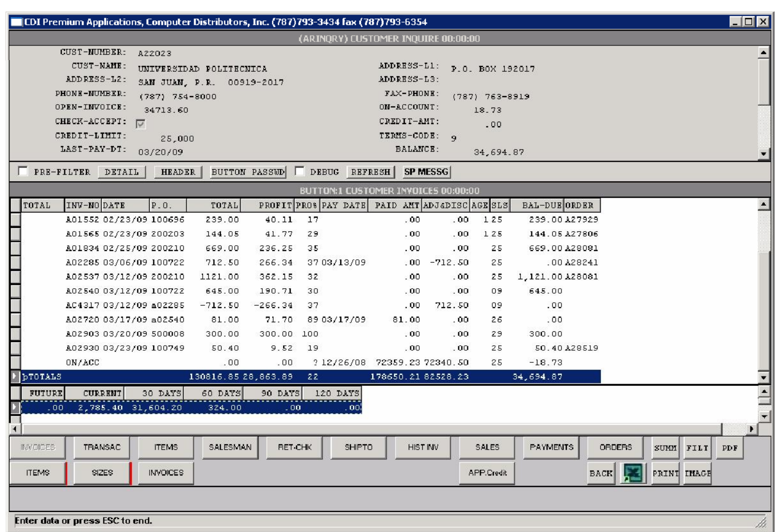

Figure 1 Customer Inquiry