

# Passport Business Solutions™

## Accounts Receivable

*Tracks money owed by customers. Identifies delinquent bills and helps improve cash flow. Creates quotes, standard bills, and detailed invoices with unlimited notes to communicate products delivered and services rendered in detail.*

Handles open item as well as balance forward customers with unlimited number of A/R accounts and cash accounts.

Recurring bills entered, edited and selected to later turn into invoices.

Quick pasting of standard bills (lists of standard services and/or goods) into invoices.

Cash projection reports.

Automatic calculation and posting of finance charges, with edit list and journal.

Handles item drop shipping directly from supplier to customer.

Up to 99 user defined statement formats may be created and stored.

Sales tax entry for individual line items.

Allows for reprinting of invoices which have already been printed and posted.

Handles advance payment/deposit acknowledgements and tracking.

When invoicing, up to three prepayments may be applied to an A/R invoice.

Commissions due calculation by either booked invoices or fully paid invoices.

Up to 99 user designed invoice formats may be used. Formats can be defined to work with preprinted forms, plain paper or company letterhead. Envelopes can be printed separately or together with your statements depending on your hardware.

Provides invoice history.

Displays up to 10 description lines per services line item, plus an unlimited notes display for invoices.

Calculate sales taxes using the tax-on-tax method, including Canadian GST and PST.

Sales tax processing, up to five tax rates per jurisdiction.

Enhanced Collections Report and View Customer Account, which show current and past due balance, first and last sale date, and last payment date and amount..

Automatically handles checks returned for reasons such as non-sufficient funds (NSF).

Records are reversed, including General Ledger distributions. You can easily enter bank charges as well as charges to the customer for returned checks or other credit problems and have the information applied appropriately throughout the system.

An on-credit-hold flag for individual customers with overdue accounts prevents unauthorized sales.

Many standard Accounts Receivable reports available.

*Runs stand alone or optionally interfaces with PBS General Ledger, Job Cost, Order Entry, Inventory Control, Check Reconciliation, Point of Sale, Sales Analysis, and PBS Manufacturing.*

## PASSPORT SOFTWARE INC.

Since 1983, Passport Software, Inc. has provided superior accounting and business software solutions for companies who are serious about their business software performance.

There are thousands of installations of Passport Business Solutions in North America, supported by a community of accounting professionals and systems integrators. Decades of business experience assist in making your company more productive and more profitable.

We listen to our clients and have developed long-standing relationships with strategic partners and vendors who specialize in many industries, resulting in a broad array of solutions tailored to fit many unique business requirements.



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