

## Accounts Receivable Tools for Sage 300

Accounts Receivable Tools, available for \$695 + \$140 per year, integrate seamlessly with the desktop, activation and security features of Sage 300.

Tool	Specific Benefits
<b>Apply Documents</b>	Matches and applies unapplied documents to invoices
<b>Extended Customers</b>	Maintains multiple contacts per customer
	Finds customers like a search engine, matching multiple tables
	Copies customers from one company to many
<b>Mass Billing</b>	Creates a large number of invoices for a single A/R item
	Includes many options to annotate invoice batches, logs all changes
<b>Mail Merge</b>	Creates mail-merge documents directly from Sage 300 ERP
	Simplifies operation by eliminating export and data source setup
	Merges ACTIVE instead of 1, calculated fields
	Eliminates guesswork by providing meaningful field names

### Apply Documents:

The screenshot shows the 'PTDEMO - Apply Documents' window. It has a menu bar with 'File' and 'Help'. Below the menu is a section 'Select Documents To Apply' with 'Select By' set to 'Document Date', 'From' and 'To' date fields, and checkboxes for 'Prepayments', 'Receipts', 'Unapplied Cash', and 'Credit Notes'. A 'Load' button is present. Below this is a table with columns: Apply, Skip, Customer, Document, Nat. Acct., Amount, Balance, Pending, Total Applied. The table shows a list of documents with their respective amounts and balances. At the bottom, there is an 'Auto Apply' button and a 'Process' button.

Apply	Skip	Customer	Document	Nat. Acct.	Amount	Balance	Pending	Total Applied
Yes	No	1100	CN0012	BARMART	-78.60	-78.60	0.00	-78.60
No	No	1100	TRCRE-007	BARMART	-274.39	-92.56	0.00	0.00
No	No	1105	PY00000000000000000031	BARMART	-499.03	-448.70	0.00	0.00
No	No	1200	CN000000000000000001		-129.88	-129.88	0.00	0.00
No	No	1200	CR00000000000000000002		-43.30	-43.30	0.00	0.00
No	No	1200	PP00000000000000000001		-50.00	-50.00	0.00	0.00
No	No	1200	PY00000000000000000032		-2,171.08	-212.10	0.00	0.00
No	No	1200	PY00000000000000000049		-2,245.47	-621.99	0.00	0.00
No	No	1200	UC00000000000000000009		-68.59	-38.59	0.00	0.00

Number of Documents: 25

Apply	Skip	Customer	Document	Paym...	Amount	Balance	Pending	Applied	Total Applied
Yes	No	1100	IN0000000000000005	1	974.09	283.18	0.00	78.60	78.60
No	No	1100	IN000000000000010	1	974.09	283.18	0.00	0.00	0.00
No	No	1100	IN000000000000021	1	329.90	95.87	0.00	0.00	0.00
No	No	1100	IN000000000000027	1	974.09	283.18	0.00	0.00	0.00
No	No	1100	IN000000000000036	1	3,285.39	943.94	0.00	0.00	0.00
No	No	1100	IN000000000000058	1	687.82	687.82	0.00	0.00	0.00
No	No	1100	IN000000000000060	1	565.63	565.63	0.00	0.00	0.00

Number of Documents: 10

### Mass Billing Options:

The screenshot shows the 'Mass Billing Options' window. It has a 'Billing Information' section with the following fields: 'Batch Description' (Optional School Programs), 'Invoice Description' (November Science Field Trip Fees), 'Invoice Date' (10/30/2019), 'Due Date' (11/15/2019), 'Item Number' (MISCPURCHASES), 'Unit of Measure' (EACH), and 'Item Price' (50.00). A 'Load' button is at the bottom right.