

# ACCOUNTS RECEIVABLE™

*Tomorrow's Integrated Information Systems*

The Keystone Accounts Receivable module offers an integrated management tool to centrally control invoicing. The module integrates with the facility scheduling, program registration, waste management and animal licensing modules, centralizing control of the invoicing and collection of the municipality's receivables.

- Produce invoices individually or in batches, one-time or recurring charges
- Access unlimited account history
- Reprint bills when necessary with updated name/address information if required
- Offer your customers the choice of electronic invoice delivery or standard mail, whatever their preference
- Take advantage of multiple accounts receivable clearing accounts, each one with its own billing group of customers
- Add finance charges to one or all billing groups at the same time
- Produce statements of account to improve collections and deliver them electronically or by mail
- Monitor outstanding accounts with summarized or detailed aging reports
- Reverse NSF cheques and optionally add NSF cheque charges to the account with the click of a button
- Offer preauthorized payment options
- Save time and reduce errors by importing bank files of online payments
- Print barcodes on invoices and statements to save time on subsequent payment entry and ensure accuracy
- Transfer outstanding amounts to property taxes for collection (where legally permitted)