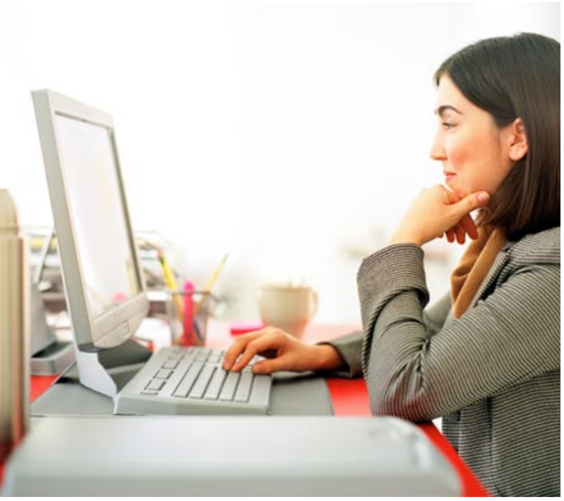
Accounts Receivable



Accounts Receivable lets you provide services to one client and assign the payment responsibility to another.

Designed specifically for nonprofit organizations, Blackbaud's **Accounts Receivable** allows you to separately track individual clients, organizations and funding sources. **The ability to establish default payment responsibility for each client record enables you to bill a third party for a portion, or all, of a client's charges and services rendered.** You can also apply one payment (whether cash, check or credit card) to multiple client accounts. Also, receiving payments is now easier and more efficient with electronic funds transfer (using Blackbaud's **Electronic Funds Transfer™** module).

Increase your productivity by using numerous timesaving features, including:

- Automatic application of payments from multiple funding sources to invoices.
- Configure fee structures on a per usage or flat fee basis.
- Automatically generate finance charges, statements and recurring invoices.
- Access up to the minute, real-time information, track sales and service trends and instantly view account balances and credit availability to make effective decisions.

Accounts Receivable is a component of Blackbaud's **The Financial Edge™**, an integrated financial management system for your entire business office.

Enhanced Client Management and Service

Accounts Receivable offers two types of client records — individual and organizational — allowing you to provide services to one client and assign the payment responsibility to another. Track relationships and payment responsibility between individuals and organizations.

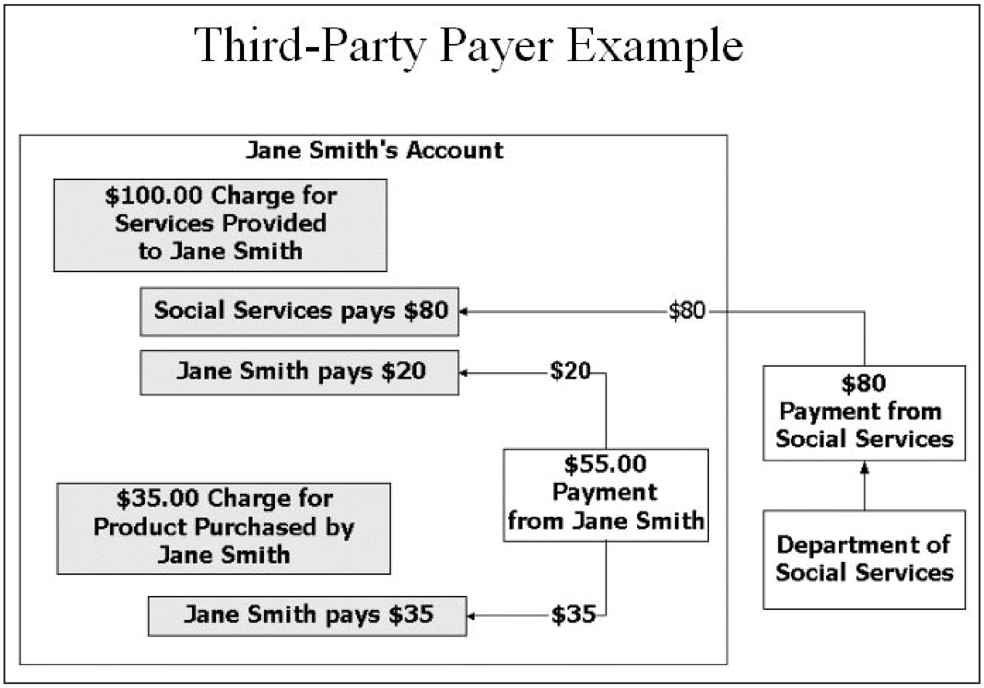
Tailor statement cycles for each client, based upon his needs. Quickly respond to requests for invoices, statements and information, easily print the requested information, and provide clients with recap statements for any range of dates.

Flexible Billing & Payment Responsibility

Separately track individual clients, organizational clients and service providers. The ability to establish default payment responsibility information for each client record enables you to assign a portion, or all, of a client's charges to a third party. You can also apply one payment to multiple accounts.

- Make the recipient 100% responsible for charges, but send copies of the statement to multiple parties.

- Make one or more third parties responsible for charges.
- Apply one payment to multiple accounts.



See an instant snapshot of a client's activity — balance and available credit — and instantly compare lifetime, year to day and this year's totals.

Flexible Statement Processing

Define statement cycles — the system will automatically know when to generate statements and who is responsible for charges.

- Send statements to multiple payers for single client's activity, and send copies to anyone.
- Include only those charges that the client or organization is responsible for, or include all applicable charges.

Account Information

Immediate access to real-time account balance and credit availability with the ability to place client accounts on hold if they exceed their credit limit. See an instant snapshot of a client's activity — balance and available credit — and instantly compare lifetime, year to day and this year's totals.

- View a complete and unlimited lifetime history of client transactions, or filter the information to view only invoices, payments, credit summaries, etc.
- Instantly "drill down" and view the details of a transaction, or reverse a transaction as a sales return or credit memo.
- Add line items to an invoice with the easy and fast product lookup feature.

- The system keeps a running total so that you can instantly provide your clients with the sum of their order.
- Store miscellaneous information in the convenient notepads. Automatically merge duplicate client records. Store media or files associated with an individual or organization.

Billing & Payment Application

Give your clients the option of paying by cash, check, credit card, money orders, CODs and bank drafts. Automatically apply payments and credits to a specific charge, one or more invoices, or based on oldest or newest charges. Handle client deposits and prepayments and apply on future invoices. Distribute invoices proportionately across individual clients and the responsible third party funding source.

Automate Tasks & Create Recurring Invoices

Enter invoice templates for items which clients pay a fixed, recurring payment. Enter the information once, and the system generates the invoices automatically according to the schedule you establish.

- View a complete list of scheduled and generated invoices for a recurring invoice.
- Create groups of invoices listing a user-defined template.
- Receive payment via electronic funds transfers (with the **EFT** optional module).

Enter invoice templates for items which clients pay a fixed, recurring payment. Enter the information once, and the system generates the invoices automatically according to the schedule you establish.

Bill for Services or Products

- Configure fee structures on quantity, time or flat rate billing basis for service or product and determine date-driven pricing schedules in advance.
- All charges appear as separate line items on your statements.

Finance Charges

- Automatically calculate finance and late charges based on transactions past due or overall past due balance.
- Tailor the program to your way of doing business — base charges on an overdue balance or on individual invoices, choose between applying a fixed-amount late fee or a percentage charge, or exempt charges for selected clients with whom you might have special arrangements.

Sales Tax

- Establish unlimited tax and value-added tax categories based on geographic regions and industry-specific tariffs.

- Automatically calculate taxes on a line-item basis to give your clients a clear picture of exactly what portions of their payments are going towards taxes.
- Additionally, the system produces simple and accurate reports to keep you up to date on all of your tax activity.

Payment Application

- Enter multiple cash, check and credit card payments in a single batch.
- Any client can pay or be made responsible for a portion or all of another client's balance.
- Apply one payment to multiple accounts.
- Seamlessly issue an Accounts Receivable refund check through the Accounts Payable.

Invoices, Statements, Memo & Letters

"Wizards" guide you through the process of producing invoices, statements, credit memos, debit memos and dunning letters. They also give you the ability to email all correspondence to vendors and clients and post forms to your intranet or Web site for your staff to use.

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Automate Tasks

Print invoices and sales returns as you enter them, or later, in batches. Accounts Receivable automatically finds bills past due and prints dunning letters to save you time.

Instant Accounting Forms

Save time and money by using the Accounting Forms module to print low-cost, high-quality invoices and statements on blank paper stock. The system tells your printer where to print the graphics, lines and text that appear on these forms. Everything aligns perfectly. Specify a minimum amount due before generating your statements, so you don't spend money and time on minimal printing jobs.

Customize Messages

Print client-specific or general messages on invoices and statements — a great way to market upcoming events, change payment procedure or spread awareness of additional services offered.

Reports

Accounts Receivable offers ready-to-go, customizable client services trend and transaction reports, giving you instant access to the type of information you need to make mission-critical decisions, determine the budget and identify and understand your in-demand services.

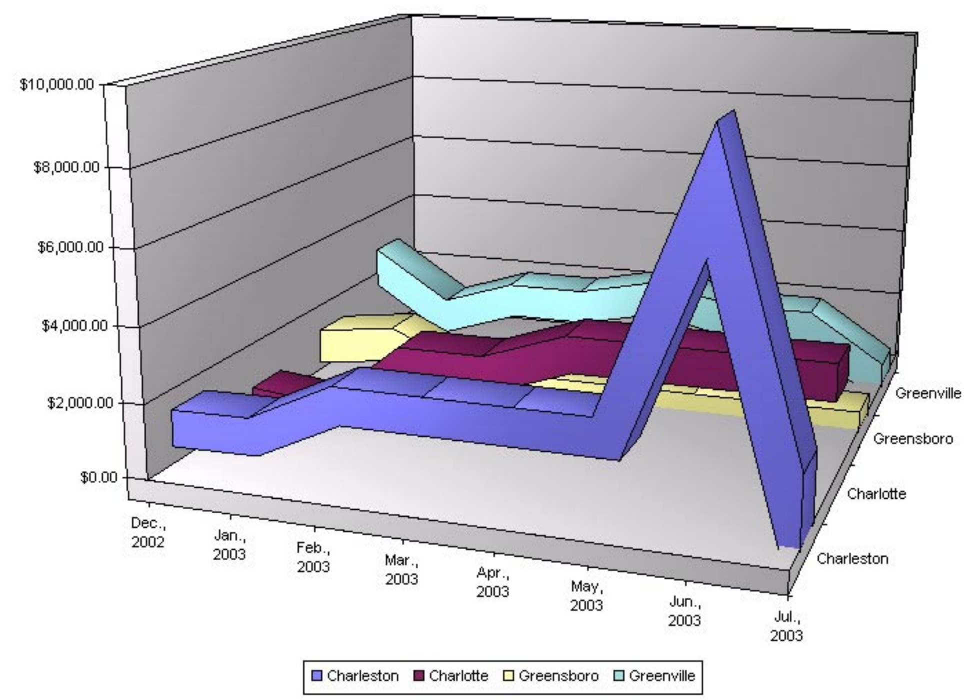
Let the "wizards" walk you through creating standard reports — and, with the Crystal Reports report writer, create an endless variety of custom reports tailored to your organization's, auditors and donors needs.

Standard and Customized Reports

Let the "wizards" walk you through creating standard reports — and, with the **Crystal Reports** report writer, create an endless variety of custom reports tailored to your organization's, auditors and donors needs. System allows you to segment your data based on the criteria you define: client activity, service, fiscal year, date range, location, etc.

Available Reports:

- Service and Sales Analysis and Trend Analysis — Powerful reporting for analysis and trend identification
- Aged Accounts Receivable
- Cash Receipts Journal
- Account Distribution
- Open Items
- Sales Tax
- Product Item List
- Client Lists and Statistics
- General Ledger Posting



Blackbaud Brings the Nonprofit Picture Together: The Complete Blackbaud Solution

The Financial Edge has a built-in interface with **The Raiser's Edge®**, to help make your business office operate more efficiently and maintain the integrity of your data. We also offer consulting services and comprehensive training to help you fully take advantage of your Blackbaud system so you can use it in the most productive and efficient way.

Blackbaud's The Financial Edge™

- Accounting Forms™
- Accounting Queue™
- Accounts Payable™
- Accounts Receivable™
- Advanced Budget Management™
- Advanced Security™
- Allocation Management™
- Application Programming Interface™
- Budget Management™
- Cash Management™
- Cash Receipts™
- Consolidation Management™
- Electronic Funds Transfer™
- eRequisitions™
- Fixed Assets™
- General Ledger™
- Payroll™
- PaperSave®
- Point of Sale™
- Project, Grant and Endowment Management™
- Purchase Orders™
- School Store Manager™
- Student Billing™
- View-only Licenses™
- Visual Basic for Applications™ (VBA)

get started today

To learn more about Blackbaud's **Accounts Receivable**, visit **http://www.blackbaud.com/products/financial/modules.aspx**, or contact your Blackbaud account representative.

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