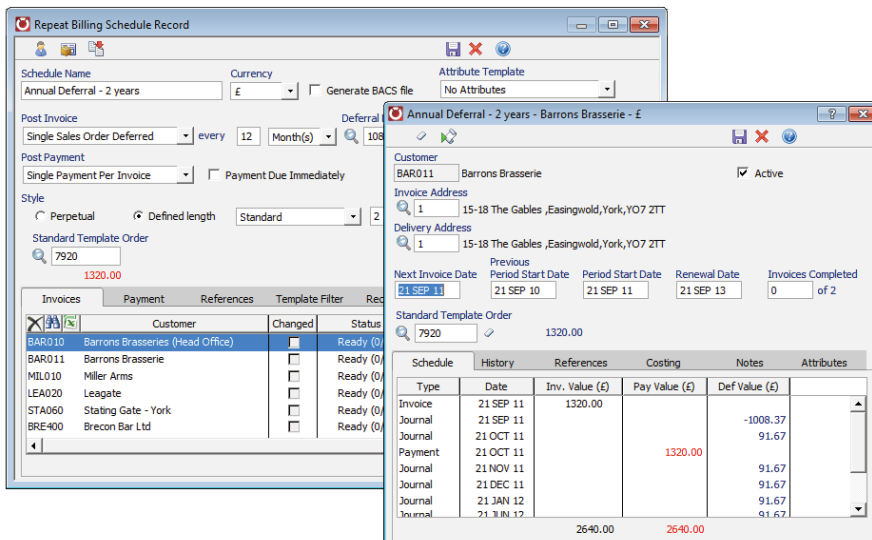


Repeat Billing

With our Repeat Billing module, you can eliminate time-consuming processes and save valuable time. This intuitive module makes it easy for you setup and automate your customer billing schedules, cash receipt generation and BACS collections. Simply define the frequency of invoices and payments, and let the automation begin. With fully automated bill collection and processing, you can trust each installment is correctly invoiced, collected and recorded within the accounts.



Schedule options: drill down to view individual customer schedules and make changes to template used, invoice frequency and number of deferrals as needed with just a few clicks.

Flexible billing

Invoices are created as templates so you can apply one bill type across many customers. The resulting sales order is then available for scheduling. Schedule options include: frequency of invoicing, number of deferrals (if appropriate), type of currency, payment type, BACS collections and defined period or perpetual scheduling. The resulting invoices can be sent to customers via email or as printed documents.

Single invoice, multiple payment:

typical of software resellers or annual service contract providers where the annual licence or contract cannot be recognised in the invoice period but is instead deferred over 12 months.

Multiple invoice: typical of subscription, membership or rental organisations. The frequency of the invoice and payments can be defined for each schedule.

Balloon payments: typical of a hire purchase or finance agreement where a lump sum is taken at the beginning or end of the contract with regular invoicing between.

Billing types

Our Repeat Billing module easily handles virtually any recurring payment type:

- **Lifecycle invoices** (e.g. five invoices and then close of contract)
- **Balloon payments:** agreements with larger values payable at the beginning or end of the contract
- **Perpetual:** never-ending agreements
- **Excess billing:** modify existing agreements to include additional extras
- **Deferred revenue** calculation and posting (spread payments received across the term of the project)
- **Payment plans:** a set number of payments over a set period of time (e.g. five payments of 20%).

Additional features

Contract renewal and expiry alerts

View forecasts over a defined period of time

Drill down to view payment history, put an account on hold or amend current agreements

Setup additional fields within the schedule to capture more details

Further information

If you would like to know more about the Access software portfolio, call us on **01206 322575**, email **info@theaccessgroup.com** or visit our website **www.theaccessgroup.com**