# An efficient management of Payables & Receivables which is key of managing ***working capital***

Businesses are collaborative term that comprises multiple entities such as vendors, customers, payment & non-payment parameters etc. For that, making some advanced systems and tracking of cash flow plays a vital role in managing the organization well. To handle the customers and business partners at the same time with satisfied experience, it is mandatory to have a constant tracking of income and investments for any business.

Account receivables and payables tracking is a daunting task when it comes to accurate **accounting** **management** domain. It is difficult to manage such things without a resourceful team having a niche for account receivable services.

It requires high-level **management** as well as maintenance of cash flow. Also, the tracking of customers’ receipts is another important aspect of any business.

CapActix plays a vital role in managing both receivables and payables of the organization. So the organization can simply focus on the production hours and business deals without employing an entire team for these tasks.

CapActix offer regular follow-ups and keeping eye on regular activities and business deals with the clients to ensure that organization is getting payment on time. We require corresponding details in order to communicate with the respected clients of the company/ organization for **receivables management services**.

**Scope of our Accounts Receivable Services is as follows:**

* Invoice creations as per the products/service delivery and sales order
* Invoice update onto the systems
* Account receivable details update on time
* Regular corresponding for receivables collection
* Accounts receivables ledger update on receipts
* Updating advances received, besides receipts against credit sales, etc.
* Dealing with the incomplete payments by raising appropriate queries
* Preparation of account statements and updating clients for reconciliation
* Updating clients/touch points for differences in the reconciliation of records in account statements.
* Various **account** receivable analysis such as aging analysis, business segment analysis, customer area analysis etc.
* Cash Flow prediction based on outstanding receivables

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**Scope of our Accounts Payable Services is as follows:**

* Accounting system updates based on the purchase order, purchase invoices and goods receipt notes
* Analyzing the supplier approvals based on the follow-ups with suppliers as well as purchase orders
* Resolving issues for the below-mentioned points:

- Unauthorised or non-budgeted purchase orders

- Unauthorised receipt of services/goods

- Non-receipt of services/goods against supplier invoices

- Miss-matching of supplier bills with purchase order

- Computational errors in suppliers’ bill

* Supplier bills posting onto the accounting system
* Advice on premature payment and discount availability
* Payment instructions drafting for the due payments
* Different drafting for credit and debit notes as well as the statement for the vendor accounts
* Vendor account statement reunion
* Timely reporting for outstanding PO commitments, unpaid amount of supplies etc
* Payables aging analysis, segment analysis, etc.
* Vendors purchase history and price trends analysis

**Industries we serve**