

AR & Collections Manager

Addon for Microsoft Dynamics NAV



Dynamics NAV Addons
a Vertical Leap company

Dynamics NAV Versions: 4.0, 5.0, 2009, 2013, 2015, 2016, 2017 – Languages: English – Countries: Any

Price: Contact Us for Pricing Information

Track and collect overdue accounts and manage the collection process.



- Reduces accounts receivable balances and increases cash flow.
- Collection responsibility may be assigned to named individuals.
- Instantly identify overdue invoices.
- Use the built-in Contact Manager to track and resolve each outstanding invoice.
- Comprehensive management oversight functions.
- A three day reduction in your Average Days to Collect translates to approximately \$8,000 of improved cash flow per million of gross revenue.

Exception List

An Exception List displays all overdue invoices, unapplied payments, and unapplied credit memos related to an account. Accounts may be assigned to an individual Collection Representative. The Exception List can be viewed as “To Do” list with constantly updated activity due dates.

The Exception List can be used by managers to monitor and control the collection process.

Next Contact Date	Customer Name	Type	Document No.	Remaining Amount	Invoice Date	Due Date	Last Prom. Pay Date	Status	Category	Last Contact Rep.	Customer No.	Responsible Coll. Rep.
4/27/2013	Beef House	Credit Memo	2805	-1,541.10	1/22/2014	2/22/2014		New	Unapplied ...		49525252	WIN2008R2STD\PHIL
4/27/2013	Autohaus Mielberg KG	Credit Memo	2810	-770.55	1/23/2014	2/23/2014		New	Unapplied ...		49633663	WIN2008R2STD\PHIL
4/27/2013	The Cannon Group PLC	Credit Memo	104001	-382.86	1/12/2014	1/12/2014		New	Unapplied ...		10000	WIN2008R2STD\PHIL
5/4/2013	Selangorian Ltd.	Invoice	00-8	75,752.48	12/31/2013	1/9/2014	4/27/2013	Follow Up	Overdue	WIN2008R2...	20000	WIN2008R2STD\PHIL
2/20/2014	Selangorian Ltd.	Invoice	103009	279.57	1/12/2014	1/26/2014		New	Overdue		20000	WIN2008R2STD\PHIL
2/20/2014	Guldford Water Department	Invoice	103020	822.00	12/1/2013	12/15/2013		New	Overdue		50000	WIN2008R2STD\PHIL
2/20/2014	Selangorian Ltd.	Invoice	103008	1,019.32	1/8/2014	1/22/2014		New	Overdue		20000	WIN2008R2STD\PHIL
2/20/2014	John Haddock Insurance Co.	Invoice	103021	1,114.37	1/13/2014	1/31/2014		New	Overdue		30000	WIN2008R2STD\PHIL
2/20/2014	Autohaus Mielberg KG	Invoice	103011	1,159.58	1/11/2014	1/25/2014		New	Overdue		49633663	WIN2008R2STD\PHIL
2/20/2014	Selangorian Ltd.	Invoice	103014	1,482.74	1/13/2014	1/27/2014		New	Overdue		20000	WIN2008R2STD\PHIL
2/20/2014	Deerfield Graphics Company	Invoice	103019	1,736.39	12/9/2013	1/9/2014		New	Overdue		40000	WIN2008R2STD\PHIL
2/20/2014	Beef House	Invoice	2802	3,082.20	1/4/2014	2/3/2014		New	Overdue		49525252	WIN2008R2STD\PHIL
2/20/2014	Designstudio Gruenden	Invoice	103007	3,112.13	1/10/2014	2/10/2014		New	Overdue		43687129	WIN2008R2STD\PHIL
2/20/2014	Antarcticoopy	Invoice	103010	3,218.14	1/6/2014	1/20/2014		New	Overdue		32656565	WIN2008R2STD\PHIL
2/20/2014	Beef House	Invoice	2801	3,852.74	1/3/2014	2/3/2014		New	Overdue		49525252	WIN2008R2STD\PHIL

Filter the list to key in on any metric.

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Exception Manager

The Exception Manager provides the same general functionality as a Contact Manager, but is geared specifically to the collection requirements.

Collections Representatives can access customer's complete payment history, aging reports, open sales order and invoice details, NAV's Credit Manager and other critical information from one access point. Users can reprint invoices or statements and access e-mail from within the application, as well as comments recorded during previous contacts.

Once a contact has been completed, a Next Contact Date is assigned and the invoice is assigned a new position in the Exception List depending on this date. If a customer disputes an invoice, even though it may not be overdue, it can be moved to the application automatically.

Trigger Points

Trigger points determine when an overdue invoice will be added to the Exception List for collection activity.

A default, global Trigger Point (Invoice Due Date + X Days) can be defined for all customers, or specific Trigger Points can be assigned to individual customers.

Users may group invoices from customers so that a single call can be made regarding all overdue invoices.

Categories of payment history can be created so that customers who are chronically late can be contacted sooner than customers who, on the average, are not late.

Partially-paid invoices, customer chargebacks and unidentified payments can be displayed immediately in the AR & Collections Manager rather than waiting for an invoice to become overdue.

Exceptionally large invoices can be treated differently from regular invoices.

Once contact has been made, a follow-up activity is automatically scheduled. If payment is made, the invoice automatically drops off the list.

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Occasionally customers, for one reason or another, do not pay their invoices in full. This may be due to disagreements about pricing, damage in shipping, missing merchandise, refusal to pay shipping charges or sales tax, or many other reasons. This causes a lot of extra work for the accounting department to identify and handle these Issues. This process is streamlined in the newest release of AR & Collections Manager

Accounting posts the Cash Receipts journal using a REASON CODE to describe why the Invoice was no paid In full.

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Reason Code	Bal. Account Type	Bal. Account No.	Appl... (Yes...)	Applies- Doc. Ty
3/12/2014	Payment	G02010	Customer	20000	Selangorian Ltd.]	1,025.00	DAMAGE	Bank Acco...	WWB-OPE...	<input type="checkbox"/>	

Whenever the REMAINING AMOUNT of an invoice is less than the original invoice amount, a line will appear In the Exceptions List indicating that the invoice was paid short, the reason for the short pay, and the remaining amount.

Next Cont...	Customer Name	Type	Document No.	External Docume...	Remaining Amount	Short Pay	Write Off	Reason Code	JV Cre...	Invoice Date	Due Date	Las Pay
3/15/2015	Autohaus Mielberg KG	Credit Memo	2810		-770.55	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1/22/2015	2/22/2015	
3/15/2015	The Cannon Group PLC	Credit Memo	104001		-382.86	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1/11/2015	1/11/2015	
3/15/2015	Selangorian Ltd.	Invoice	103023	123145	48.82	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DAMAGE	<input checked="" type="checkbox"/>	12/10/2013	12/24/2013	
3/15/2015	John Haddock Insurance Co.	Invoice	103021		114.37	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAMAGE	<input checked="" type="checkbox"/>	1/12/2015	1/31/2015	
3/15/2015	Selangorian Ltd.	Invoice	103009		279.57	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1/11/2015	1/25/2015	
3/15/2015	The Cannon Group PLC	Invoice	103022		604.52	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	2/3/2014	3/3/2014	

The collections rep may elect to pursue payment in full or to write the amount off by placing a check mark in the WRITE OFF column and clicking on the WRITE OFF button in the ribbon. A Journal Entry is created in the exact amount that will zero out the balance with the application already set. The journal may then be reviewed and posted. The posted entry will contain a REASON CODE of "Write Off" for future analysis.

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Reason Code	Bal. Account Type	Bal. Account No.	Applied (Yes/No)	Applies-to Doc. Type	Applies-to Doc. No.
3/15/2015	Payment	103023	Customer	20000	Selangorian Ltd.	-48.82	WRITEOFF	G/L Account	45200	<input checked="" type="checkbox"/>	Invoice	103023
3/15/2015	Payment	103021	Customer	30000	John Haddock Insurance Co.	-114.37	WRITEOFF	G/L Account	45200	<input checked="" type="checkbox"/>	Invoice	103021
3/15/2015	Payment	103023	Customer	20000	Selangorian Ltd.	-48.82	WRITEOFF	G/L Account	45200	<input checked="" type="checkbox"/>	Invoice	103023
3/15/2015	Payment	103021	Customer	30000	John Haddock Insurance Co.	-114.37	WRITEOFF	G/L Account	45200	<input checked="" type="checkbox"/>	Invoice	103021

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