### AR & Collections Manager 🧃 🥇

Addon for Microsoft Dynamics NAV

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.

- > Reduce accounts receivable balances and increase cash flow.
- > Assign collection responsibility to specific individuals.
- Instantly identify overdue invoices.
- > Track and resolve each outstanding invoice using the built-in Contact Manager.
- > Employ 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 a "to-do" list with constantly updated activity due dates.

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

🏄 View - Exception Li	ist - WIN2008R25TD\PHIL												_ 🗆 🗵
Home	Actions											AR & Colle	ections 🔞
Edit View Ac	dministration Customer	up by Cust. : ption Manager	Show Sh	ow as chart Sh	Notes Lin								
Exception List -										Type to filter (	F3) Nex	t Contact Date 🔹 🔿	
Sorting: Next Conta	ct Date,Remaining Amount 🔻	A ↓							Filter: Unassigne	ed,New,Follow Up,	,Query,Return,	Transfer,Paid Off/Below M	fin. Amt.
Next Contact Date	Customer Name	Туре	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	Guildford 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 Gmunden	Invoice	103007	3,112.13	1/10/2014	2/10/2014		New	Overdue		43687129	WIN2008R2STD PHIL	
2/20/2014	Antarcticopy	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	-
							1		· ·		1		lose

Filter the list to key in on any metric.





## **AR & Collections Manager**



Aging Report

Credit Management

Coll.Rep.

WIN2008

1/17/2014 -1,482.74 Credit

selangorian.ltd@cronus

WIN2008R2STD PHIL

⊖ Ledger Entries ⊖ Statement

1/9/2014

Г

Г

Statistics

AR & Collections

0

Contacts

RM Contacts

78,254.54

-2,502.06

75,752.48

Prom, PD

4/27/2013

0.00

0.00

^

OK

Comments

Addon for Microsoft Dynamics NAV

### **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 a customer's complete payment history, aging reports, open sales orders and invoice details, as well as NAV's Credit Manager and other critical information from one access point. Users can reprint invoices or statements and access email 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 given 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.

n I td.In

⊖ Initiate Query to... ⊖ Delete

Add New Comments

Launch Email

⊖ | **⇒**Card

Θ

Due Date:

inal ∆m

Total Payments:

Total Applications:

Remaining Amount:

Invoice in Dispute

Partially Paid on Time:

This is a test

Mr. Mark McArthu

Contact Specific Comments

Total Credits:

7

Card

-

Action

PHONE

Transfer to...

Return Query

Navigate

5/4/201

Overdue

Follow Up

Selangorian Ltd.

20000

Invoice

12/31/2013

Contact Name

8:11:44.2... Mr. Mark McArthur

00-8

Time

Home Actions

Exception Comments Summary

Selangorian Ltd.Invoice: 00-8

Customer History

General Next Contact Date:

Category:

Customer No.

Customer Name

Document No

Currency Code:

Contact Event History

Date

4/27/2013

Ind Filter

No

1

Collection Rep.

Last Payment

Last Contact Details

Invoice Date:

Status:

Type:

#### **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 average, are not late. 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.

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.

Here's an example of how you can save time with AR & Collections Manager. 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

### **AR & Collections Manager**



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merchandise, refusal to pay shipping charges or sales tax, or many other reasons. This causes a lot of extra work for the accounting department. 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 not paid in full.

H	OME										AR Co	llection 2	013R2 (
Delete anage	Apply Entries.	Reconcile	Card Dimensions Insert Conv. Prepare	\$ Rndg. Lines		st and Test Print Report	Ledger Entries History	Email as Microso Attachment Excel Send To	ft Refresh	Find ge			
atch Nar	me: BA	NK	•										
Post	ing Date	Document Type	Document No.	Account Type	Account No.	Description		Amount	Reason Code	Bal. Account Type	Bal. Account No.	Appl (Yes	Applies Doc. T
	2/2014	Payment	G02010	Customer	20000	Selangorian Ltd.		1,025.00	DAMAGE	Bank Acco	WWB-OPE		

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.

HOME	ACTIONS									AR	Collection 2013	BR2
Edit View	Off	Ustomer	p by Cust. ption Manager		Notes Links	Refresh	Clear Filter Page	Find				
ception Li	iet -						Ī			Next Contact D	ate 👻 🚽	•
Next	Customer Name	Туре	Document No.	External Docume	Filter: U Remaining Amount	Inassigne Short Pay	d,New,Fo Write Off	Illow Up, Query Reason Code	y,Return,Tr JV Cre	ansfer,Paid Off/ Invoice Date	'Below Min. Ami Due Date	
Next		Type Credit Memo			Remaining 🔔	Short	Write	Reason	JV			La
Next	Customer Name		No.		Remaining 🔺 Amount	Short Pay	Write Off	Reason	JV Cre	Invoice Date	Due Date	 :. La
Next Cont A 3/15/2015	Customer Name Autohaus Mielberg KG	Credit Memo	No. 2810		Remaining Amount -770.55	Short Pay	Write Off	Reason	JV Cre	Invoice Date	Due Date 2/22/2015	 :. La
Next Cont • 3/15/2015 3/15/2015	Customer Name Autohaus Mielberg KG The Cannon Group PLC	Credit Memo Credit Memo Invoice	No. 2810 104001	Docume	Remaining Amount -770.55 -382.86	Short Pay	Write Off	Reason Code	JV Cre	Invoice Date 1/22/2015 1/11/2015	Due Date 2/22/2015 1/11/2015	 :. La
Next Cont 3/15/2015 3/15/2015 3/15/2015	Customer Name Autohaus Mielberg KG The Cannon Group PLC Selangorian Ltd.	Credit Memo Credit Memo Invoice	No. 2810 104001 103023	Docume	Remaining Amount -770.55 -382.86 48.82	Short Pay	Write Off	Reason Code DAMAGE	JV Cre	Invoice Date 1/22/2015 1/11/2015 12/10/2013	Due Date 2/22/2015 1/11/2015 12/24/2013	 :. La

The collections rep may elect to pursue payment in full or to write off the amount 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.

HOME												AR Co	ellection 2013R2
elete Apply Entries	Descelle	Card Dimensions Insert Conv.		Post Po	st and Test Print Report	Ledger Entries	Email as Attachment	X Microsoft Excel	Refresh Find				
nage		Prepare		F	Posting	History	Send	To	Page				
tch Name: W													
con Name: W	RITEOFF	*											
Posting Date		Document No.	Account Type	Account No.	Description		Amount	Reason Code	Bal. Account Type	Bal. Accou	Applied (Yes/No)	Applies-to Doc. Type	Applies-to Doc. No.
	Document Type	Document		Account No.	Description Selangorian Ltd.		Amount -48.82	Code	Туре				
Posting Date	Document Type	Document No.	Туре			surance Co.		Code WRITEOFF	Type G/L Account	Accou	(Yes/No)	Doc. Type	Doc. No.
Posting Date	Document Type Payment	Document No. 103023	Type Customer	20000	Selangorian Ltd.	surance Co.	-48.82 -114.37	Code WRITEOFF WRITEOFF	Type G/L Account G/L Account	Accou 45200 45200	(Yes/No)	Doc. Type Invoice	Doc. No. 103023

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