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

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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 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

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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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