

## Accounts Receivable Collection Notes Enhancement



If your company needs to call customers to assure timely payment, then you know how tedious it can be to document a collections call and know when to call back if payment has not been made.

PUSLE Dashboard & Reporting software now makes your job easier by including collection notes and follow-up dates on the Accounts Receivable Aging reports that are included in the Executive module. The design of this new enhancement was influenced by several customers that contributed ideas and suggestions. We are implementing this new feature in two phases.

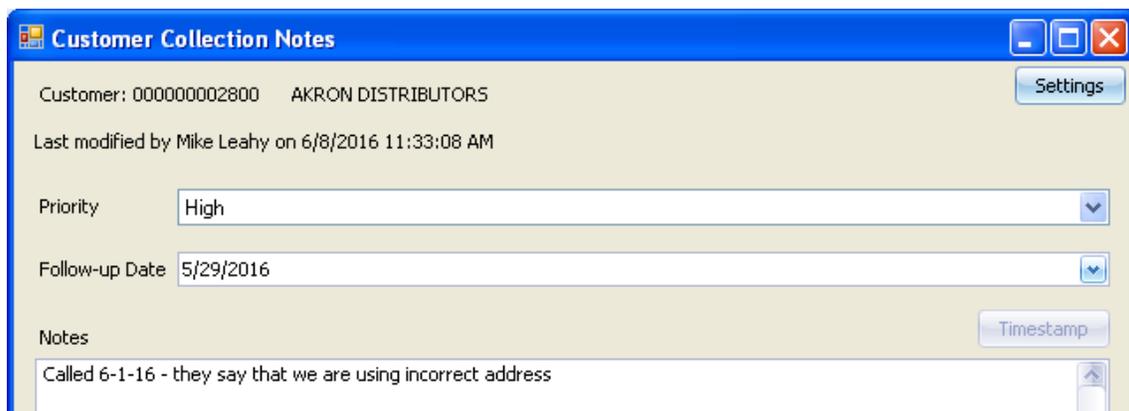
As you start using this feature, feel free to call our support desk at (513) 723-8095 for set-up assistance, to give feedback and to offer suggestions for improvements.

### Phase I enhancements:

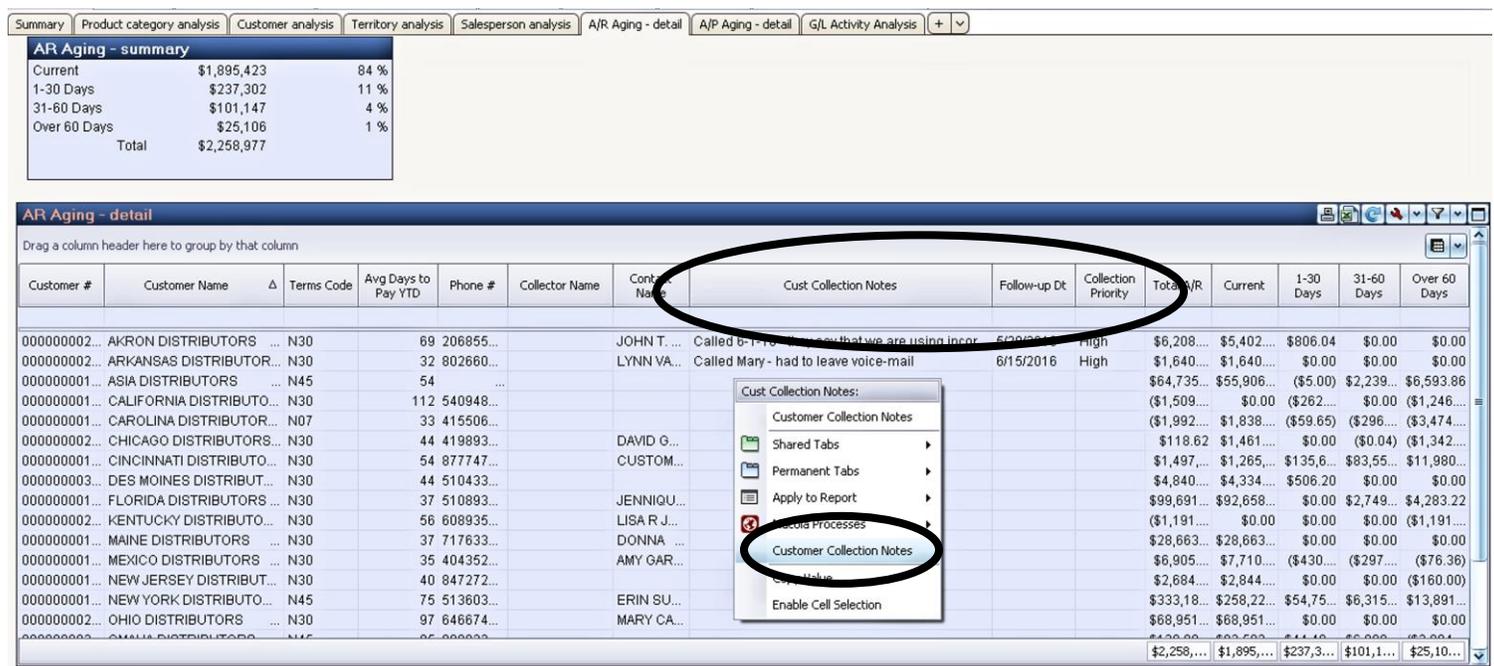
- Collection notes – You can key in unlimited length free-form notes for both customers and invoices. These can be modified or deleted at any time. The security for adding, changing or deleting notes is based on who has existing security to view this screen.
- Follow-up dates – You can key in a follow-up date for both customers and A/R items.
- Collection Priority code – You can key in a collections priority for a customer and you can setup the list of code to meet your unique needs.

### Using customer collection notes:

- When starting, use the column chooser to add three fields to your screen:
  - o Cust Collection Notes
  - o Follow-up Date, and
  - o Collection Priority
- To add a collection note, right-click on the 'Cust Collection Notes' column.
- The notes screen will display, you can key in an unlimited number of notes and optionally timestamp each one. See the example below.



This is an example of the customer collections screen when you right-click on the notes column. You can optionally sort, filter and group on any of the columns.



### Using invoice collection notes:

- When starting, use the column chooser to add two fields to the screen:
  - o Inv Collection Notes, and
  - o Follow-up date.
- To add a collection note, right-click on the 'Inv Collection Notes' column.
- The notes screen will display, you can key in an unlimited number of notes and optionally timestamp each one.

This is an example of the drill-down invoice collections screen and when you right-click on the notes column. You can optionally sort, filter and group on any of the columns.

Drag a column header here to group by that column

Doc #	Trx Doc Dt	Doc Type	Apply to #	Doc Due Dt	References	Inv Collection Notes	Follow-up Date	Total A/R	Current	1-30 Days	31-60 Days	Over 60 Days
231498	5/8/13	I	231498	6/7/13	Po: 2234 ...		4/29/2016	\$305.86	\$0.00	\$305.86	\$0.00	\$0.00
231909	5/9/13	C	231909	6/8/13	Memo 225...			(\$50.72)	\$0.00	(\$50.72)	\$0.00	\$0.00
	5/9/13	I		6/8/13	Po: 2236 ...	Never received - send another copy	6/24/2016	\$245.34	\$0.00	\$245.34	\$0.00	\$0.00
231910	5/8/13	I	231910	6/7/13	Po: 2235 ...			\$117.14	\$0.00	\$117.14	\$0.00	\$0.00
233666	5/19/13	I	233666	6/18/13	Po: 2236-R...	Never received invoice		\$50.72	\$0.00	\$50.72	\$0.00	\$0.00
233709	5/19/13	I	233709	6/18/13	Po: 2240 ...	Waiting for approval		\$137.70	\$0.00	\$137.70	\$0.00	\$0.00
234806	5/21/13	I	234806	6/20/13	Po: 2241 ...			\$305.04	\$305.04	\$0.00	\$0.00	\$0.00
234807	5/21/13	I	234807	6/20/13	Po: 2243 ...	Waiting for approval		\$24.62	\$24.62	\$0.00	\$0.00	\$0.00
235630	5/27/13	I	235630	6/26/13	Po: 2247 ...			\$105.92	\$105.92	\$0.00	\$0.00	\$0.00
236506	5/29/13	I	236506	6/28/13	Po: 2248 ...	Waiting for approval		\$368.52	\$368.52	\$0.00	\$0.00	\$0.00
237077	6/2/13	I	237077	7/2/13	Po: 2245 ...	Waiting for approval		\$63.91	\$63.91	\$0.00	\$0.00	\$0.00
								\$6,208.85	\$5,402.81	\$806.04	\$0.00	\$0.00

Customer # = 00000002800 AND Customer Name = AKRON DISTRIBUTORS AND Terms Code = N30 AND ... AND Follow-up Date is NULL

Macola Processes

- Invoice Collection Notes
- Shared Tabs
- Permanent Tabs
- Apply to Report
- Copy Value
- Enable Cell Selection

Trx Doc Dt Doc Type Total A/R

## Phase II pending enhancements:

- Color-coding – You will be able to establish rules for color-coding individual dollar amounts.
  - o For example, you may want to use red to color unpaid amounts over \$X or a percentage of the total owed.
- Place a customer on credit hold.
- Reprint a customer invoice, convert it to a PDF file and e-mail it to the customer.
- E-mail a formatted A/R customer statement to the customer.

**For more information or a demonstration, call (513) 723-8091**

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