

Accounts Receivable Collection Notes Enhancement

If your company calls customers to ensure timely payment, you know how tedious it can be to document a collections phone call and know when to call back if payment was not made.

The PUSLE Dashboard & Analysis software makes your job easier by including collection notes and follow-up dates on the Accounts Receivable Detail Aging report. Feel free to call our support desk at (513) 723-8095 for set-up assistance, to give feedback, and to offer suggestions for improvements.

Features:

- <u>Collection notes</u> You can key in unlimited-length free-form notes for both customers and invoices. These can be modified or deleted at any time.
- <u>Follow-up dates</u> You can set a follow-up date for any item.
- <u>Collection Priority code</u> You can key in collection priorities and codes to meet your unique needs.
- <u>Statement</u> You can email a statement to the customer during a collections phone call.

Getting started:

- Add the following columns to your A/R Aging Detail screen:
 - Cust Collection Notes
 - Follow-up Date, and
 - Collection Priority
- Right-click on the 'Cust Collection Notes' column to add a collection note.
- The notes screen will display. You can key in an unlimited number of notes and optionally timestamp each one.

🖳 Customer C	ollection Note	s			_		×
Customer: 0000	00002800 A	RON DISTRIBUTORS				Se	ttings
Last modified by	mleahy on 8/24	/2022					
Priority							~
Follow-up Date	8/31/2022						~
Notes New person in A	l/P - 8-2-22 - m	entioned that we are	sending invoices t	o wrong address		Timesta	amp

Below is an example of adding a customer collections screen when you right-click on the "Cust Collection Notes" column.

agemen	t Overview Open Custome	er Orders Deta	I A/R Aging	Custo	mer analysis	Product	ategory analysis	Territory analysis	Salesperson analysis	A/P Aging G/L A	ctivity Analysis Data in	tegrity screens New	/ Tab
AR A	Aging - summary												
Curre	nt \$1,8	395,423	8	4%									
1-30 [Days \$2	237,302	1	1%									
31-60	Days \$1	101,147		4%									
Over 6		\$25,106		1%									
	Total \$2,2	258,977											
- d e	etail												
n hea	der here to group by that col	ump											
Innea		umm											
#	Cust Name 🛛 🛆	Default AR Terms Cd	Cust Avg Pay Ytd	Cust Phone	Cust Contar	Cust Collection Notes			Follow-up [t Cust Collection Priority	n Inv\$	Current	1-3
	8 <mark>0</mark> 0	RBC	-	A C	8 <mark>0</mark> 0	8 <mark>0</mark> C			-	R B C	=	=	-
2800	AKRON DISTRIBUT	N30	69	2068	ЈОНИ	New per	son in A/P - 8-2-2	2 - mentioned th	at we ar 9 81/2022		\$6,208	.85 \$5,402.81	
2100	ARKANSAS DISTRIB	N30	32	8026	LYNN V	leahyco	nsulting 2/12/202	0] Check is in the	e mail.		\$1,640	.48 \$1,640.48	
1500	ASIA DISTRIBUTOR	N45	54			[leafter-		l laft maccora fo	ante.		\$64,735	.21 \$55,906.75	
1600	CALIFORNIA DISTRI	N30	112	5409		CL	st Collection				(\$1,509.	81) \$0.00	(
1200	CAROLINA DISTRIB	N07	33	4155			Customer Colle	ction Notes			(\$1,992.	71) \$1,838.25	
2300	CHICAGO DISTRIBU	N30	44	4198	DAVID	P	Shared Tabs	•			\$118	.62 \$1,461.56	
1000	CINCINNATI DISTRI	N30	54	8777	CUSTO				2/5/2020		\$1,497,069	.64 \$1,265,875.70	\$13
3100	DES MOINES DISTR	N30	44	5104			Permanent Tab	s 🕨			\$4,840	.27 \$4,334.07	
1300	FLORIDA DISTRIBU	N30	37	5108	JENNIQ		Apply to Report	t →			\$99,691	.93 \$92,658.90	
1300	KENTUCKY DISTRI	N30	56	6089	LISA R	8	Macola P				(\$1,191.	60) \$0.00	
2000											\$28,663	.20 \$28,663.20	
2000	MAINE DISTRIBUTO	N30			DONNA								
2000	MAINE DISTRIBUTO MEXICO DISTRIBUT	N30 N30	35	4043	AMY GA		Customer Colle	ection Notes			\$6,905	.30 \$7,710.13	(
2000	MAINE DISTRIBUTO MEXICO DISTRIBUT NEW JERSEY DIST	N30 N30	35		AMY GA		Customer Colle Senv Value	action Notes			\$6,905 \$2,684		
2000 1900 1400	MAINE DISTRIBUTO MEXICO DISTRIBUT	N30 N30 N45	35 40 75	4043 8472 5136	AMY GA			\sim				.00 \$2,844.00	

The following is an example of adding a collection note to an individual invoice.

		3									
# △	Inv #	Trx Doc Dt	Doc Type	Apply to #	Doc Due Dt	Reference	Inv \$	Inv Collection Notes		F/U Date	Current
	-	-	REC	-	=	8 B C	-			=	=
231498	231498	5/8/21	I	231498	6/7/21	Po: 2234	\$305.86	Lost the invoice - sent another		8/31/2022	\$0.
231909	231909	5/9/21	С	231909	6/8/21	Memo 22555	(\$50.72)				\$0.
	231909	5/9/21	I		6/8/21	Po: 2236	\$245.34	Inv	Collection Notes:		\$0.
231910	231910	5/8/21	I	231910	6/7/21	Po: 2235	\$117.14		Invoice Collection Notes		\$ 0.
233666	233666	5/19/21	I	233666	6/18/21	Po: 2236-RUS	\$50.72				\$0.
233709	233709	5/19/21	I	233709	6/18/21	Po: 2240	\$137.70		Shared Tabs		\$0.
234806	234806	5/21/21	I	234806	6/20/21	Po: 2241	\$305.04		Permanent Tabs		\$305.
234807	234807	5/21/21	I	234807	6/20/21	Po: 2243	\$24.62		Apply to Report		\$24.
235630	235630	5/27/21	I	235630	6/26/21	Po: 2247	\$105,92	6			\$105.
236506	236506	5/29/21	I	236506	6/28/21	Po: 2248	568.52	3	Macola Processes		\$368.
237077	237077	6/2/21	I	237077	7/2/21	Po: 2245	±63.91		Invoice Collection Notes		\$63.
237311	237311	6/3/21	I	237311	7/3/21	Po: 2250	\$1,755.30		1/1		\$1,755.
237733	237733	6/4/21	I	237733	7/4/21	Po: 2244	\$174.24				\$174.
238170	238170	6/5/21	I	238170	7/5/21	Po: 2242	\$111.96		Enable Cell Selection		\$111.
238389	238389	6/6/21	I	238389	7/6/21	Po: 2251	\$258.84				\$258.
239482	239482	6/10/21	Т	239482	7/10/21	Po: 2252	\$749.38				¢749

For more information or a demonstration on any aspect of our PULSE Dashboard & Analytics software, call (513) 723-8091

Leahy Consulting is an independent ERP consulting company with over 30 years of experience supporting and optimizing Macola® ERP systems. Leahy Consulting is not associated with ECi® Software.

Copyright © 2022 by Leahy Consulting, Inc. Cincinnati, Ohio 45208 USA



Independent ERP and Macola[®] Specialists Expert Support/Optimization for 25 years Developer of Pulse Dashboard software