

Collections Management

Main window used by Collectors

Collections Management Main Window - TWO (sa)

Actions: New Note, Query, Tasks, E-Mail, Extras, Redisplay

Options: Options, History

File: File, Contact, Print

Tools: Tools, Help, Add Note

Customer ID: **BAYLOR01** Hold

View: All Query: (No Current Query)

Customer Name: Baylor Hospital System

Address ID: BAYLOR01

Contact Person: AP

Phone: (214) 555-1212 Ext. 0000

Fax: (000) 000-0000 Ext. 0000

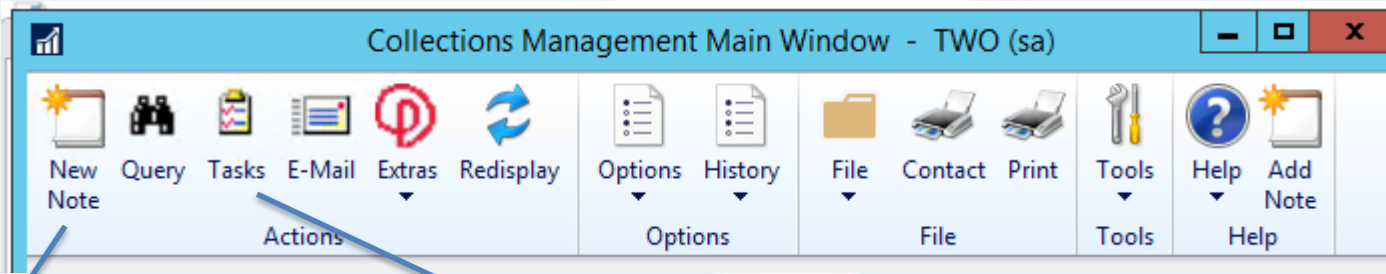
Last Payment:

Display:	Aging Periods	Amount
Current		\$0.00
31 - 60 Days		\$0.00
61 - 90 Days		\$0.00
91 - 120 Days		\$14,000.00
121 - 150 Days		\$0.00
151 - 180 Days		\$0.00
Total Due		\$14,000.00

Payment Terms	Net 30	Credit Limit	\$20,000.00	Average Days to Pay	
Year to Date Sales	\$14,000.00	Salesperson	NANCY B.	Year to Date	
Last Year Sales		Territory ID	TERRITORY 3	Last Year	
Life to Date Sales	\$14,000.00	Parent ID		Life to Date	
Unposted Sales	\$9,000.00	Collection Plan ID	REGULAR		
Unposted Cash	\$0.00	Total Outstanding	\$23,000.00		
Unposted Orders	\$0.00	Credit Manager	LAUREN		

Created Date	Last Updated	Note\Comment	Action Date	Action Amount	Action Promised
Customer ID	User ID	Action Assigned to			Completed
4/12/2017	8/16/2016	Total Action Amount:	\$14,000.00****		AGING 1
4/12/2017	8/16/2016	Total Action Amount:	\$14,000.00****		CALL1

Navigation: |< < > >| by Customer ID [Expedite collection with one-click payment link.](#)



Collections Management Notes - TWO (sa)

Save Delete Cancel Options File Print Tools Help Add Note

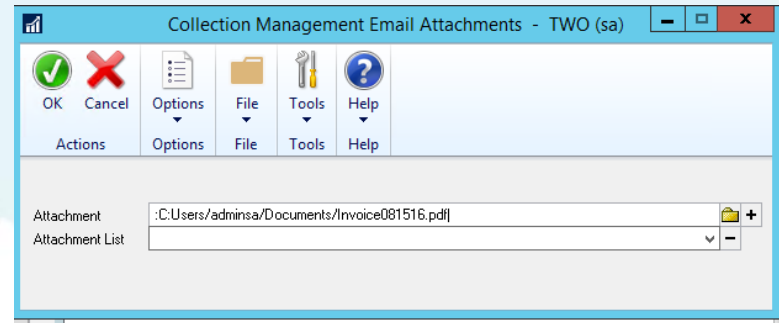
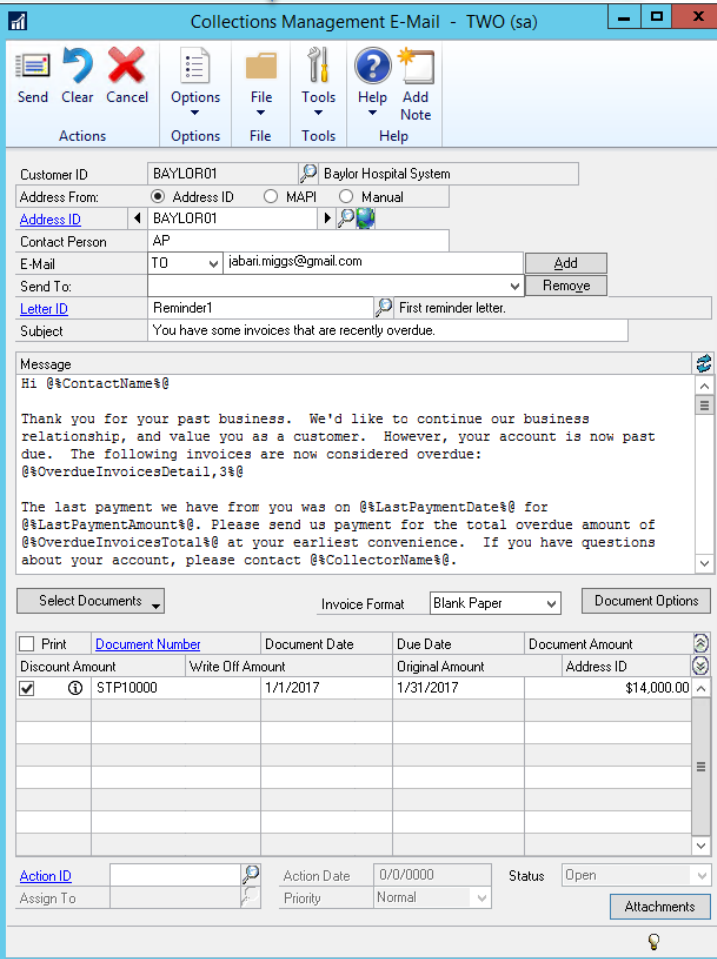
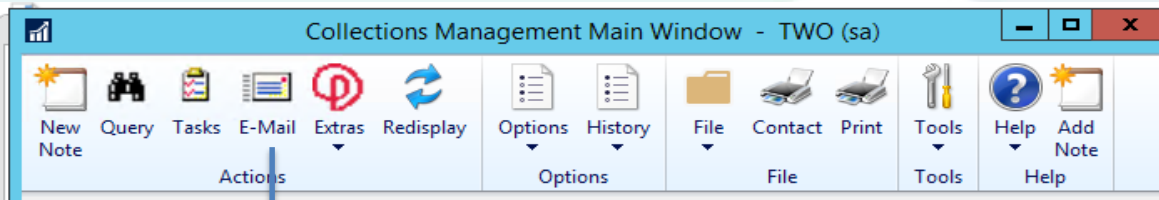
Customer ID: BAYLDR01 Action ID: CALL1
 Contact Date: 4/12/2017 Action Type: None
 Contact Time: 4:48:43 PM Action Date: 4/15/2017
 Caller ID: LAUREN Assigned To: LAUREN
 Address: BAYLDR01 Selected Documents: 1
 Contact Person: AP Action Amount: \$14,000.00
 Priority: Normal Status: Open
 Note Text: Revision# 0
 Total Action Amount: \$14,000.00***
 STP10000 \$14,000.00 Due Date: 1/31/2017
 Notes can be manually entered

Collections Management Task List - TWO (sa)

OK Redisplay Collections Main Mark Completed File Print Tools Help Add Note

Collector ID: LAUREN Show: Open Completed
 Action Date: 0/0/0000 To: 4/12/2017
 Action ID: AGING 1 To: SOONDUE

Action Date	Action ID	Customer ID	Customer Name	Action Amount	Completed
4/12/2017	AGING 1	AARONFIT0001	Aaron Fitz Electrical	\$0.00	<input checked="" type="checkbox"/>
4/12/2017	AGING 1	BAYLDR01	Baylor Hospital System	\$0.00	<input checked="" type="checkbox"/>



Query tool to build a list of Customers to work collections activities

The screenshot shows a software window titled "Collections Management Build Query - TWO (sa)". The interface includes a toolbar with icons for Save, Clear, Delete, Query, File, Tools, Help, and Add Note. Below the toolbar, there are input fields for "Query ID" (OVER 60) and "Description" (Over 60), along with a "Query Type" selector set to "Standard". A table-like structure is visible with columns for Customer, Cust. Info, Balance, Period/Date, Notes, Action Type, and Levels. The "Period/Date" section is expanded, showing "Aging Periods" with "From: 61 - 90 Days" and "To: 181 and Over". Under "Query Options", there are several checkboxes: "Exclude Customers That Have Made A Payment In 5 days" (checked), "Exclude Customers That Have An Older Balance" (unchecked), "Exclude Customers That Have Not Made A Payment" (unchecked), and "Consolidate National Account Activity" (unchecked). A "Restrictions" section at the bottom contains a text box with the text "Aging Periods from 61 - 90 Days to 181 and Over" and buttons for "Insert >>" and "Remove".

Query ID: OVER 60
Description: Over 60
Query Type: Standard

Customer	Cust. Info	Balance	Period/Date	Notes	Action Type	Levels
			Aging Periods			

Period/Date: Aging Periods
From: 61 - 90 Days
To: 181 and Over

Query Options:

- Exclude Customers That Have Made A Payment In 5 days.
- Exclude Customers That Have An Older Balance
- Exclude Customers That Have Not Made A Payment
- Consolidate National Account Activity

Restrictions:

Aging Periods from 61 - 90 Days to 181 and Over

Window to follow a collection “plan” as defined by the company

Collection Management Plan Processing - TWO (sa)

Redisplay | File | Tools | Help | Add Note

Customers: Filter: All With A Balance | All | All | All | Show Only Eligible For Action

Customer Number	Name	Collection Plan	Last Action	Done On	Next Action	Action Due On	Most Overdue
AARONFIT0001	Aaron Fitz Electrical			0/0/0000		0/0/0000	1,370
ADAMPARK0001	Adam Park Resort			0/0/0000		0/0/0000	1,206
ADVANCED0001	Advanced Paper Co.			0/0/0000		0/0/0000	1,179
ADVANCED0002	Advanced Tech Satellite Sys			0/0/0000		0/0/0000	1,141
ALTONMAN0001	Alton Manufacturing			0/0/0000		0/0/0000	1,145
AMERICAN0001	American Science Museum			0/0/0000		0/0/0000	1,222
AMERICAN0002	American Electrical Contract			0/0/0000		0/0/0000	1,215
ASSOCIAT0001	Associated Insurance Compe			0/0/0000		0/0/0000	1,155
ASTORSUI0001	Astor Suites			0/0/0000		0/0/0000	(365)
ATMOREPRE0001	Atmore Retirement Center			0/0/0000		0/0/0000	1,347

Documents For Customer: AARONFIT0001 - Aaron Fitz Electrical

Invoice Format: Default

Select	Current Action	Document	Current Amount	Document Amount	Document Date	Due Date	Contacted Date
<input type="checkbox"/>		SLS11012	\$2,243.70	\$5,872.41	1/21/2014	2/20/2014	0/0/0000
<input type="checkbox"/>		SLS11015	\$833.33	\$833.33	1/27/2014	2/26/2014	0/0/0000
<input type="checkbox"/>		SLS11016	\$5,000.00	\$5,000.00	1/30/2014	3/1/2014	0/0/0000
<input type="checkbox"/>		SLS20000	\$2,461.00	\$2,461.00	1/27/2014	2/26/2014	0/0/0000
<input type="checkbox"/>		DM20005	\$2,500.00	\$2,500.00	1/27/2014	2/26/2014	0/0/0000
<input type="checkbox"/>		INVS3008	\$938.93	\$938.93	9/6/2018	10/6/2018	0/0/0000
<input type="checkbox"/>		STDINV2227	\$171.10	\$171.10	4/12/2017	5/12/2017	0/0/0000
<input type="checkbox"/>		STDINV2228	\$128.30	\$128.30	4/12/2017	5/12/2017	0/0/0000
<input type="checkbox"/>		STDINV2252	\$5,702.69	\$5,702.69	4/12/2017	5/12/2017	0/0/0000
<input type="checkbox"/>		STDINV2262	\$70.00	\$1,070.00	4/12/2017	5/12/2017	0/0/0000

=Off Plan
 =Not On A Plan
 =In Grace Period
 Print Statement ID

Custom Action
 Note Text
 Letter Text

Assign To: Assigned Credit Manager
 Collector ID:
 Date: 4/12/2017
 Letter:
 Email Address:
 Subject:

Document Options
 Process This Customer
 Process All Customers

Customers, Sales Invoicing, Services, Pricing

Customer Maintenance Window:

Customer Maintenance - TWO (sa)

Save Clear Delete Write Letters Additional All-in-One View File Print Available Reports Tools Help Add Note

Customer ID: BAYLOR01 Hold Inactive Parent Customer ID

Name: Baylor Hospital System

Short Name: Baylor Hospital

Statement Name: Baylor Hospital System

Class ID: USA-IAKSNE-T3

Priority: None

Address ID: BAYLOR01

Contact: AP

Address: 123 Baylor Dr

City: Dallas

State: TX

ZIP Code: 75201

Country Code: US

Country: United States

Phone 1: (214) 555-1212 Ext. 0000

Phone 2: (000) 000-0000 Ext. 0000

Phone 3: (000) 000-0000 Ext. 0000

Fax: (000) 000-0000 Ext. 0000

UPS Zone

Shipping Method

Tax Schedule ID: EXEMPT

Ship Complete Documents

Ship To: BAYLOR01 Comment 1

Bill To: BAYLOR01 Comment 2

Statement To: BAYLOR01 Trade Discount

Salesperson ID: NANCY B. Payment Terms: Net 30

Territory ID: TERRITORY 3 Discount Grace Period

Type Due Date Grace Period

User-Defined 2 Price Level: BAYLOR

Accounts Address Options E-mail

by Customer ID

Fields commonly used to assign attributes to customer for grouping and categorization

"Rate card" or customer specific pricing schedule

Service Items Maintenance:

Item Maintenance - TWO (sa)

Save Clear Delete **Copy** All-in-One View Additional Go To File Print Available Reports Tools Help

Item Number: STP SERVICES B Inactive

Description: STP SERVICES B

Short Description:

Generic Description: [Class ID](#) STP

Item Type: Services

Quantity Decimals: 2

Valuation Method:

Currency Decimals:

Sales Tax Option: Nontaxable

Purchase Tax Option: Nontaxable

Tax Schedule ID:

U of M Schedule ID: HR

Shipping Weight:

Standard Cost: \$0.00

Current Cost: \$0.00

List Price: \$0.00

Quantity On Hand: 0.00

Quantity Available: 0.00

Options Accounts Suggest Items

by Item Number

Service Item Pricing:

Item Price List Maintenance - TWO (sa)

Save Delete Option **Copy** File Print Tools Help Add Note

Item Number: STP SERVICES B

Description: STP SERVICES B

Price Method: Currency Amount

U of M Schedule: HR

Base U of M: HOUR

Quantity Decimals: 2

Standard Cost: \$0.00

Current Cost: \$0.00

Price Level	U of M	All	Percent	Price
Z-US\$	HOUR	<input checked="" type="checkbox"/>	0.00%	\$100.00
BAYLOR	HOUR	<input checked="" type="checkbox"/>	0.01	999,999,999,999.99
STANDARD	HOUR	<input checked="" type="checkbox"/>	0.00%	\$50.00
Z-US\$	HOUR	<input checked="" type="checkbox"/>	0.01	999,999,999,999.99
SPECIAL	HOUR	<input checked="" type="checkbox"/>	0.00%	\$75.00
Z-US\$	HOUR	<input checked="" type="checkbox"/>	0.01	999,999,999,999.99
		<input type="checkbox"/>	0.00%	\$0.00000
			0.00	0.00

Remove Currency Decimals List Price

Item Number

Easy to create new items and pricing by "copying" existing

