

Copy of AR/AP Aging Management - New Letters Available (13967) [Enhancement]

Last Modified on 01/23/2023 3:07 pm EST

Three new letter options (5, 6, and 7) have been added to the AR/AP Aging Management tool.

The screenshot shows the AR/AP Aging Management tool interface. At the top, there are filters for DIVISION, ACCOUNT MANAGER, ACCOUNT STATUS, AUDITOR, TYPE (AR Aging By Past Due Date), ACCOUNT CLASS (Commercial), TERM (COD), and BILL GROUP (All). A 'LOAD' button is on the right. Below the filters is a table with columns for CURRENT, 1-30 DAYS, 31-60 DAYS, 61-90 DAYS, 91-120 DAYS, 120+ DAYS, and TOTAL. The 'TOTAL' column shows a balance of 436.41. A 'Select Quick Filter' dropdown and a search bar are also present. The main table lists accounts with columns for ACT ID, ACCOUNT NAME, STATUS, AVG DAYS TO INV, LAST PAYMENT, LAST COLLECTIONS ACTIVITY, and various aging columns. Two accounts are visible: 34352 (Active, 0 days to inv, 466.48 balance) and 22505 (Bad Debt, 67 days to inv, -30.07 balance). A 'PAST DUE NOTIFICATION' dialog box is open, showing a dropdown menu for 'PAST DUE LETTER' with options: Invoice List Past Due Dunning Letter1, Invoice List Past Due Dunning Letter2, Invoice List Past Due Dunning Letter3, Invoice List Past Due Dunning Letter4, Invoice List Past Due Dunning Letter5, Invoice List Past Due Dunning Letter6, Invoice List Past Due Dunning Letter7, Past Due Dunning Letter1, and Past Due Dunning Letter2. The 'Invoice List Past Due Dunning Letter5' option is highlighted with a red box. The dialog also has a 'NOTE TYPE' field, a 'NOTE TEXT' field, and 'OK' and 'CANCEL' buttons.

Letter 5

Letter 6

Letter 7

Letter Example 5

Orion
8100 Washington Ave
Houston, TX 77027
(555) 555-8777

MANSON ROOFING INC.
P.O. BOX 3426
BRADENTON, FL 34208
Customer: 2096

06/24/2022

Dear SHARI

We appreciate you choosing Demo as your premium Waste and Recycling service provider.

This is a reminder that your account is PAST DUE!

Listed below are the invoices and amounts that require your immediate attention.

| DATE | INVOICE # | \$ AMOUNT |
|----------------------|-----------|---------------|
| 10/11/21 | 866356 | 243.30 |
| 1/31/22 | 875977 | 369.15 |
| 3/31/22 | 877393 | 248.10 |
| Total Balance | | 860.55 |

If you have already made your payments, thank you!

If you did not receive your invoices, please call us at (555) 555-8777 or email us at support@mansonroof.com

We also have a convenient website where you can schedule payments and review your account. Please call us if you would like to sign up for this service.

We appreciate your business and thank you for your cooperation with this matter.

Best Regards,
Account Receivable Department
(555) 555-8777
support@mansonroof.com

Letter Example 6

Orion
8100 Washington Ave
Houston, TX 77027
(555) 555-8777

MANSON ROOFING INC.
P.O. BOX 3426
BRADENTON, FL 34208
Customer: 2096

06/24/2022

Dear SHARI

Your account is PAST DUE, and your SERVICE WILL BE SUSPENDED prior to your next schedule pick-up day

Our records indicate that your account is currently 297 days past due. Please remit your payment within 5 business days of this notice to avoid any interruption in service.

If payment in full cannot be made at this time, please contact our office immediately to discuss available payment arrangements.

Failure to do so will result in suspension of your services.

Listed below are the invoices and amounts that require your immediate attention.

| DATE | INVOICE # | \$ AMOUNT |
|----------------------|-----------|---------------|
| 10/11/21 | 866356 | 243.30 |
| 1/31/22 | 875977 | 369.15 |
| 3/31/22 | 877393 | 248.10 |
| Total Balance | | 860.55 |

We also have a convenient website where you can schedule payments and review your account. Please call us if you would like to sign up for this service.

We appreciate your business and thank you for your cooperation with this matter.

Best Regards,
Account Receivable Department
(555) 555-8777
support@mansonroof.com

Letter Example 7

Orion
8100 Washington Ave
Houston, TX 77027
(555) 555-8777

MANSON ROOFING INC.
P.O. BOX 3426
BRADENTON, FL 34208
Customer: 2096

06/24/2022

Dear SHARI

IMMEDIATE PAYMENT ACTION REQUIRED!

Our records indicate that your account is seriously past due. As a result, your services have been suspended.

To avoid further action against this account, please contact us immediately to make payment arrangements.

Listed below are the invoices and amounts that require your immediate attention.

| DATE | INVOICE # | \$ AMOUNT |
|----------------------|-----------|---------------|
| 10/11/21 | 866356 | 243.30 |
| 1/31/22 | 875977 | 369.15 |
| 3/31/22 | 877393 | 248.10 |
| Total Balance | | 860.55 |

We appreciate your business and thank you for your prompt attention with this matter.

Best Regards,
Account Receivable Department
(555) 555-8777
support@mansonroof.com

Pathway: Accounting > AR/AP Aging Management

Articles: N/A