



**Accounts Receivable  
provides critical tools  
to help your employees  
become more  
productive, efficient  
and accurate.**

## FACTS Data Sheet: Accounts Receivable

Other than inventory, no asset is typically larger than a distributor's accounts receivable. FACTS offers a complete set of tools that enable distributors to better manage all their receivables by providing extensive reports and inquiries that are both convenient to access and easy to use.

**Cash Receipts** makes receipt of cash quick and easy by providing time-saving tools:

- Quickly apply checks using the Auto-Apply function
- Easily find a customer by entering the invoice number from the remittance of a check
- Mark unapplied amounts of received cash as "on-account" for later application
- Apply miscellaneous cash straight to a General Ledger account
- Use Automatic Credit Application to apply a customer's credits to outstanding invoices
- The Returned Check function records bounced checks in the system so the customer's account is accurately reflected

**Customer Inquiry** puts all the information you need right at your fingertips:

- View open and closed invoices with drill-down to the actual invoice
- Open sales orders with drill-down to the actual document
- Aging figures and payment history with detailed check data and credit check criteria
- Ledgercards, to view the transactions that make up the customer's balance
- Sales figure summaries, Customer Notes and more

➔ BUSINESS OBJECTIVE:

Provide distributors with a complete solution that empowers their employees to better manage all their receivables processes through reports and inquiries that are easy to access and easy to use.

➔ KEY REPORTS:

Open Receivables  
Aged Trial Balance  
Sales History  
Check History

**Customer and AR Document Notes** easily and quickly convey vital information to employees:

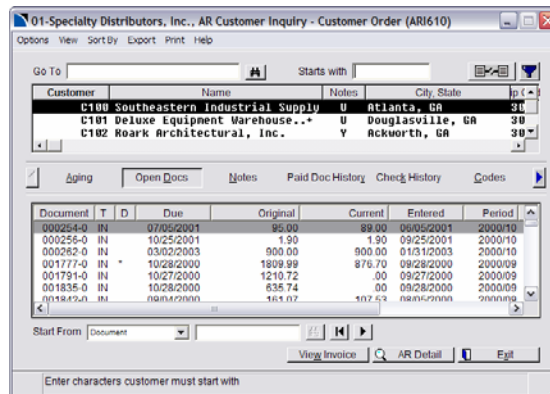
- Customer Notes can be created in multiple categories, such as collection or general notes
- Urgent notes pop up in critical areas where communicating vital information is essential
- AR Document Notes can track history on the collection efforts for a particular invoice

**Dunning Letters** based on user-defined criteria can dramatically improve your collection rate:

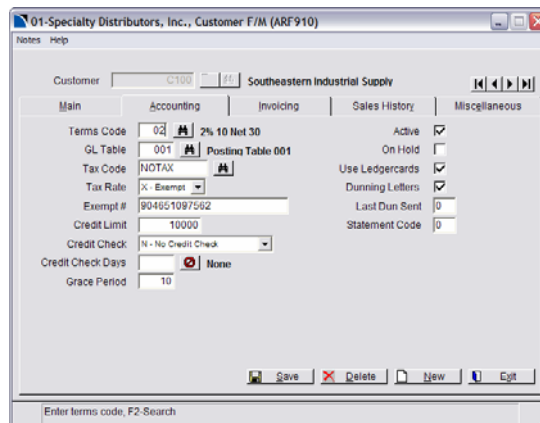
- Specify how many days past due an invoice has to be to appear on the dunning letter
- Base generation of Dunning Letters on invoice date or due date
- Create up to 5 unique letters, each increasing in urgency based on severity of lateness
- Set a minimum overdue balance required to create and send a dunning letter

**Reports** aid credit management and collections processes while providing several options:

- Open Receivables Report and Aged Trial Balance can be restricted to disputed invoices only or for just those customers over their credit limit
- Sales History Report gives a quick snapshot of sales, cost and gross margin per customer
- Use the Check History Report and Ledgercard Print to resolve customer account issues



<< The Customer Inquiry holds a wealth of information with the ability to drill down on the details.



<< The Customer File Maintenance stores Customer options that are used by FACTS programs to provide efficient customer service

Infor Corporate Headquarters  
11720 Amber Park Drive  
Suite 400  
Alpharetta, GA 30004

770 418 2000 | Phone  
770 418 2022 | Fax