

# Accounts Receivable

## Microsoft Dynamics™ SL

### BENEFITS

- **Gain financial flexibility**  
Set up and control customer records by means of a wide variety of options, including the ability to define unique business parameters and control information such as default bank accounts, aging periods, and customer history retention.
- **Minimize support costs**  
Reduce time spent entering customer information by using customer class defaults. Enter data in batch mode, allowing for review prior to posting or, in real time, updating customer balances for current information.
- **Improve productivity**  
Speed data entry with recurring invoice options that automatically default payment terms and other fields defined in the customer maintenance record. Apply payments manually or automatically to generate recurring invoices on a monthly or periodic basis.
- **Manage credit and cash flow**  
Handle multiple types of credit and track your collections and cash flow. Perform credit checks, track credit limits, and receive alerts when credit limits are exceeded or when a customer has exceeded a due date by a specified number of days.
- **Invoice flexibly**  
Print original invoices or reprint copies of existing invoices, to get your customers the information they need about their accounts. Print in-process invoices or memos instantly.

**Actively manage your customer accounts and identify problems before they occur. Flexible, integrated functions provide you with detailed information and reporting to monitor receivables and do what you need to enhance your cash flow and bottom line.**

The screenshot shows the 'Customer Maintenance' window for customer 'Denise Smith'. The window is divided into several sections: 'Customer Information' (Name: Denise Smith, Class ID: RETAIL, Status: Active), 'Terms and Pricing' (Trade Discount %: 1.50, Price Class, Terms ID: 01, 2/10 Net 30), 'Credit' (Credit Check: Credit limit only, Limit: 0.00, Available: 0.00, Avg Days to Pay: -68.38, Grace Period: 10, Credit Manager ID), and 'Balance' (Current: 2992.54, Future: 0.00, Accrued Rev: 0.00, Open Order: 0.00, Shipped: 0.00, Pre-Payments: 0.00, Past Due: 2992.54, Last Invoice: 12/15/1999, Last Activity: 12/15/1999). Buttons for 'History...', 'Activty...', and 'Shipping Addresses...' are visible.

*Set up customer records and control information such as default bank accounts and customer history retention*

The screenshot shows the 'Customer Maintenance' window for customer 'City Power & Light'. The window is divided into several sections: 'Default (F4 - for grid/form view)', 'Document Type' (AR Invoice/Memo), 'Delivery Method' (Electronic Document Delivery), 'Delivery Priority' (Normal), 'Receiver Email Address' (receiver@emaladdress.com), 'Sender Email Address' (sender@emaladdress.com), 'Email Attachment File Type' (Word), 'Fax Receiver Name', 'Receiver Fax Number', 'Fax Sender Name', 'Sender Fax Number', 'Fax Response' (Include Fax Cover Sheet, Urgent, For Review, Please Comment, Please Reply, Please Recycle), 'Subject Text' (Invoices), and 'Body Text' (Please find enclosed the invoices for your review and payment. If you have any further quest). Buttons for 'Print' and 'Fax' are visible.

*Print invoices or memos instantly using Electronic Document Delivery*

## FEATURES

## BENEFITS

<b>Easy Payment Processing</b>	Apply payments and credit memos to specific unpaid invoices by using several automatic payment application options to keep customer payment information consistent and accurate.
<b>Thorough Transaction Information</b>	Work with a variety of standard reports, including aged receivables, customer trial accounts receivable transactions, document register, recurring invoices, statement cycles, and the accounts receivable batch register.
<b>Extended Reporting Options</b>	Customize reports to provide the information your business needs. Sort, select, and filter on any field in a report, and then export the data to multiple formats, including Microsoft Office Excel, for further analysis. With Business Portal, you can provide managers and other users with Web-based access to reports.
<b>Current Balance Information</b>	Review customer details and drill down to source documents for more detailed information. Easily locate closed or open customer documents and the payments applied to them.
<b>Balance Write-off</b>	Dismiss inactive or small balances during payment application or by using the Small Balance/Credit Write-Off screen.
<b>Powerful Posting Options</b>	Post transaction batches to future or prior periods for period posting control. Manage all customers as a group within a given control account or sub-account. Make easy credit/debit adjustments, payment application reversals, and corrections.
<b>Reliable Controls</b>	Determine customer status and gain more control over sales functions by designating customers as active, inactive, one time, or on credit or administrative hold.
<b>Productivity Enhancements</b>	With Microsoft Dynamics SL Multi-Company, distribute invoices to various companies and automatically generate intercompany entries that eliminate the need for manual adjustments and reclassifications.
<b>Flexible Invoicing</b>	Generate recurring invoices automatically. Add or change customer information during invoice entry and calculate document discount and due dates with flexible terms definition.
<b>Customized Setup</b>	Define unique business parameters, such as default values and selection options. Group customers by classes you define, and easily change terms or due dates for multiple customers in a single action.
<b>Wide-Ranging Options</b>	Set terms for calculating document discount dates and due dates, use balance-forward and open-item statements, and apply any mix of the comprehensive service and finance charges available.
<b>Quick Send Electronic Document Delivery</b>	Send batches of invoices to customers electronically via email or fax for instant communication in the method of their preference.

For more information about Microsoft Dynamics™ SL, visit: [www.synergybusiness.com](http://www.synergybusiness.com) or call 800.481.8590

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