



## FACTS Data Sheet: Accounts Receivable

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

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:

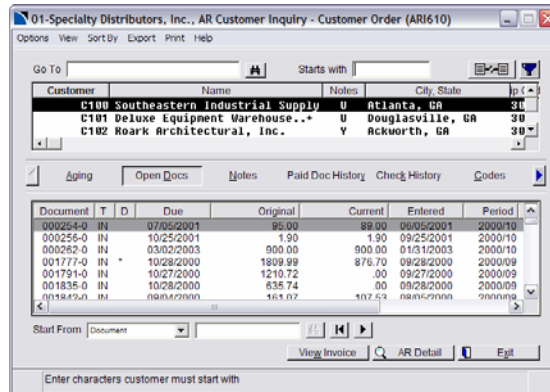
- Customer Notes can be created in multiple categories, such as collection or general notes
- Urgent notes pop up in critical areas where communicating vital information is essential
- AR Document Notes can track history on the collection efforts for a particular invoice

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

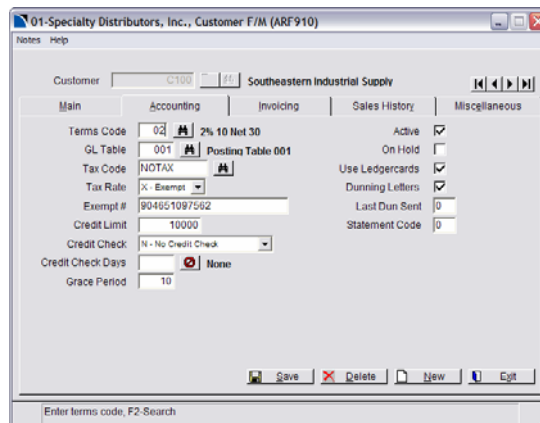
- Specify how many days past due an invoice has to be to appear on the dunning letter
- Base generation of Dunning Letters on invoice date or due date
- Create up to 5 unique letters, each increasing in urgency based on severity of lateness
- Set a minimum overdue balance required to create and send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

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