

# AR Collections™

*for Microsoft Solomon®*

Streamlined Collections Processing

*Developed for*

**Microsoft  
Business  
Solutions  
Solomon**

*by*



FLEXIBLE BUSINESS APPLICATIONS



## Speed your collections process now.

Finally, a user-friendly AR Collections module for Microsoft Solomon®! AR Collections is a powerful, intuitive collections system designed with the user in mind. The AR Collections module directly increases your firm's bottom line by enabling users to track customer collection information and notes by document or in general by the customer.

A Collection Letter generator will allow your company to create unlimited Custom Collection Letters templates in Microsoft Word for the collections process. You can then setup all of the templates in the Microsoft Solomon® system for ease of access to the collections managers. The AR Collections module will key all of the relevant information you request into the Word template. This will ensure your letters are consistent in appearance and accessible to all collection managers.

Also included in the AR Collections module is a report that will display Customer Activity, which is available directly from the Customer Collection Screen. You can key notes related to any document.

Another feature of the AR Collections module is the ability to create Collection Categories and Collection Comments. These enable the user to enter tracking information faster than having to type out the same information repeatedly.

AR Collections utilizes a revolutionary security approach with the Microsoft Solomon® security infrastructure. Users are associated with Collection Managers. These roles then enable employees to perform only certain functions within the product and to see only data they are allowed to see. All of this in any easy to use module built in the Solomon Toolset, which ensures it looks and feels just like Solomon.

Take a look inside...

## AR Collections

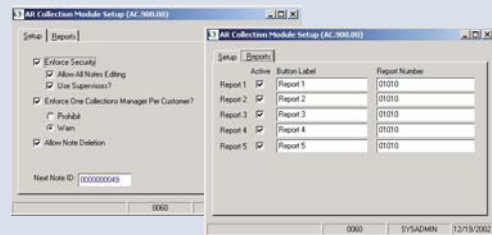
**AR Collections Module Setup:** The AR Collection Module Setup screens is used to setup parameters for the AR Collections Module. In the screens above you can set up the security options and the Custom Reports to print on the Customer Collection Screen.

**Customer Collection Screen:** The Customer Collection Screen allows you to view all documents for a particular customer as long as you have the rights to view this customer as a Collections Manager.

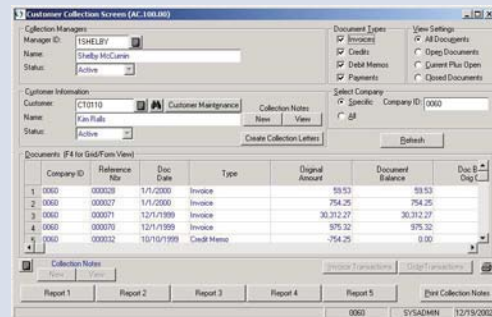
**New Customer Collection Note:** The New Customer Collection Note screen is used to create, view and edit Collection Notes for a Customer.

**View/Edit Customer Collection Note:** The View / Edit Customer Collection Note screen is used to manage a Collection Account for a particular Customer. This Screen gives you the ability to view, edit and create new Collection Notes. Also the AR Collections Module allows for other files to be attached to a Collection Note (ex: Microsoft Word, Microsoft Excel).

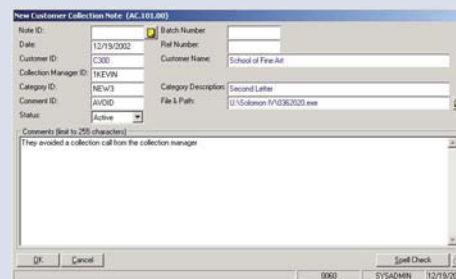
## Screenshots of AR Collections AR Collections Module Setup



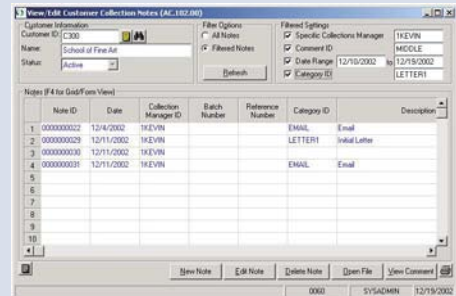
## Customer Collection Screen



## New Customer Collection Note



## View/Edit Customer Collection Note



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