EXCEL YOUR A/R

Version 2.00

IdeasThatExcel.com

Rev 9/28/2022

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What is Excel Your A/R?

Excel Your A/R is designed to make your Accounts Receivable collection efforts more organized and efficient. It is more geared to companies under $50 million in sales. Excel Your A/R will simplify staying on top of accounts receivables.

System Requirements…
Excel Your A/R is an Excel spreadsheet that operates using Microsoft Visual Basic for Applications (VBA). VBA is the programming language of Excel and other Office programs Excel Your A/R requires Microsoft Excel version 2007 or later already installed in your computer.

How it works…
When you invoice a customer, you will enter information about the invoice into Excel Your A/R. Excel Your A/R will keep track of what customers you need to contact and when. Each day you should check the Excel Your A/R Dashboard. Here you can quickly see who needs to be contacted and with just a couple mouse clicks have all the information you need to contact the customer, including any actions you previously have taken to date to collect the Accounts Receivable and notes regarding the customer's response. Keep reading for more details.

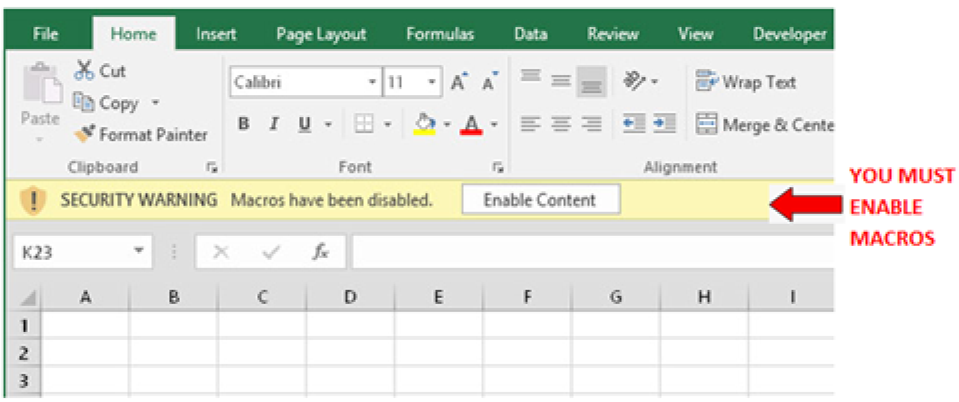
In addition to the information below please visit the website for plenty of videos explaining how to use Excel Your A/R. Visit: https://ideasthatexcel.com/excel-your-ar/

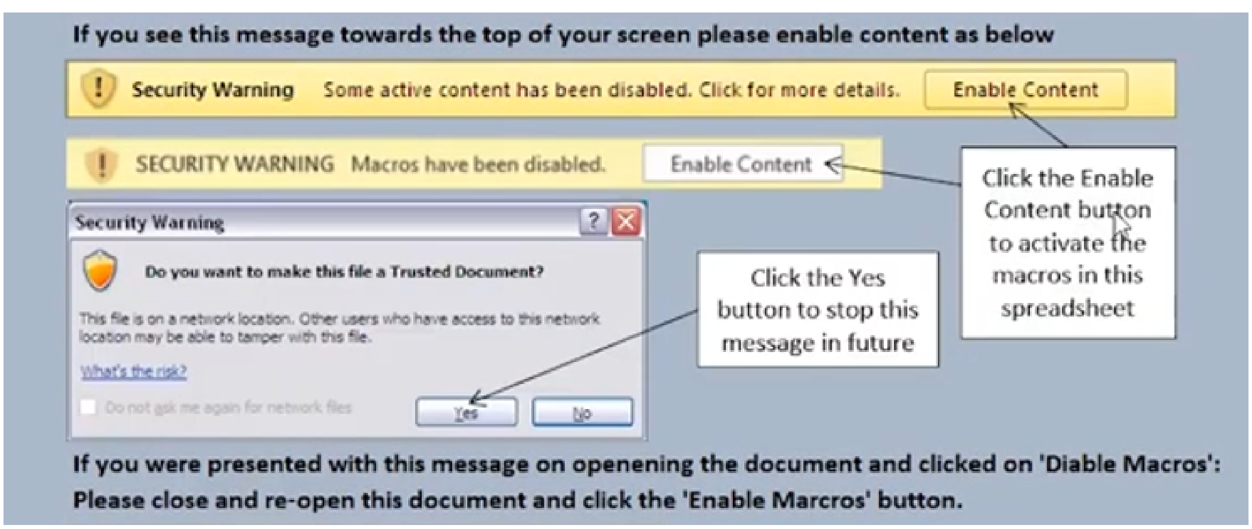
EXCEL MACRO WARNING MESSAGE

Excel Your A/R requires the use of Excel Macros. You must enable them in order for Excel Your A/R to run correctly.

What are Excel Macros? In Excel a programming language can be used that will automate actions in Excel. By using this language, we are able to enhance Excel spreadsheets and have them act as a program running within Excel (which is what it is!).

If you receive a message regarding macros when opening the spreadsheet you MUST enable them for Excel Your A/R to operate.





If you have any questions or concerns about this please feel free to contact me.

MAIN MENU

The main menu is where you can begin to access the tools available in Excel Your A/R..

DASHBOARD

The Dashboard should be checked every day. This will show you what customers are in need of contact. From the Dashboard you can view invoice details and add contact notes regarding your collection efforts.

NEW CUSTOMER

Create new customers.

NEW INVOICE

This allows you to enter a new invoice to begin tracking.

CUSTOMER HISTORY

You can view notes and collection efforts for a customer

CLOSE INVOICES

You can mark invoices as closed once you have received payment.

QUICK ADD CUSTOMERS

This allows you to quickly multiple add new customers into Excel Your A/R.

QUICK INVOICE ENTRY

This will allow you to quickly enter multiple invoices in to Excel Your A/R for tracking

MAIN MENU *(Continued)*

HELP

FAQ & contact information.

EDIT CUSTOMER

Edit customer information.

SETTINGS

Here you can set some defaults for new invoices.

REDUCE SAVED DATA

This will remove some historical data on closed invoices.

REGISTER

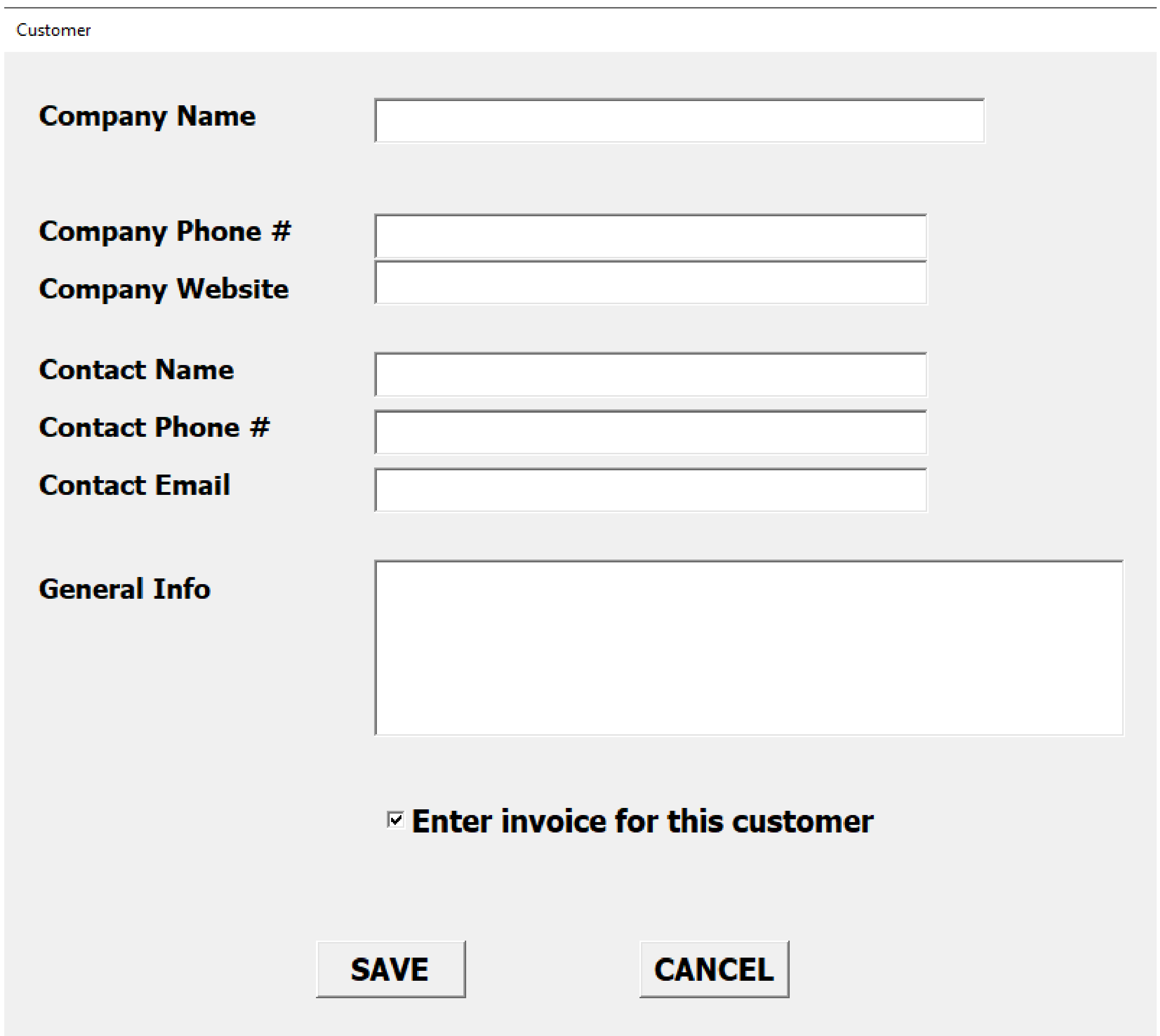
This is where you can register Excel Your A/R.

ENTERING CUSTOMER CONTACT INFORMATION

There are two ways to enter a customer's contact information: The NEW CUSTOMER button and the QUICK ADD NEW CUSTOMERS.
First let's look at the NEW CUSTOMER button…

This will enable you to add a new customer into Excel Your A/R. You only need to add a customer once, after the customer is entered you can easily pull in their information for all future invoices.

After pressing the new customer button, you will be able to enter some basic information about the customer…



ENTERING CUSTOMER CONTACT INFORMATION *(Continued)*

Company Name: This is the name of your customer's company. This field is required

Company Phone: This is the general phone number for your customer.

Company Website: Your customers website address.

Contact Name: The name of your main contract regarding payments

Contact Phone #: The phone number for your contact

Contact Email: The email address for your customer contact

General Info: Any additional information about the customer you want to easily see when contacting the customer about their account.

Enter invoice for this customer" Leave the box checked if you wish to enter information about an invoice for this customer. Uncheck the box if you don't have an invoice to enter at this time.

You only need to enter this information when the customer is first created. Excel Your A/R will automatically pull in this info when you add new invoices for the customer.

The Company Name must be entered but all other fields are not required to be completed. However, I strongly suggest entering this information as it will enable you to quickly and easily contact your customers regarding payment.

Quick Add Customers

QUICK ADD CUSTOMERS

Quick Add Customers allows you to quickly enter the information for several new customers at one time. If you can easily extract from your ERP or computer system this information it is a great way to enter information for existing customers.

Here is an example:

From whatever system you are using export your customer contract data to a csv or Excel file

Arrange the spreadsheet using the same order as the example below. Not all fields need to be completed but the goal is to make it quick & easy to find the information you need.

	A	B	C	D	E	F	G
1	Customer	Contact Name	Contact Phone#	Contact Email	General Phone#	Company Website	General Comment
2	Hot Dog Inc	Dave	555-560-6500	Dave@hotdog.com	555-560-6550	hotdog.com	
3	West Star	Sam Newman	555-987-0990	samn@westst.com	555-987-9990		Closed on Fridays
4	Alpha Graphs	Alfred Kim	555-991-0011	info@alpa.com	555-991-0011	alpa.info	
5	Eastern Freight	A/P Dept	555-940-4444	ap@east.com	555-940-4444	east.com	
6	Boston Info Gram	Reggie Smith	555-21256542	reggiesmith@bostonin	555-21256542	bostib.com	
7	Alptha Grafics	Sharon	Ext 12	sharon@info.com	555-344-5432	none	Owner is Bob at ext 10
8							

Copy the data from your spreadsheet with Excel by selecting just the data.
In this example I copy select range A2 to G7 and then press Ctrl + C…

2	Hot Dog Inc	Dave	555-560-6500	Dave@hotdog.com	555-560-6550	hotdog.com	
3	West Star	Sam Newman	555-987-0990	samn@westst.com	555-987-9990		Closed on Fridays
4	Alpha Graphs	Alfred Kim	555-991-0011	info@alpa.com	555-991-0011	alpa.info	
5	Eastern Freight	A/P Dept	555-940-4444	ap@east.com	555-940-4444	east.com	
6	Boston Info Gram	Reggie Smith	555-21256542	reggiesmith@bostonin	555-21256542	bostib.com	
7	Alptha Grafics	Sharon	Ext 12	sharon@info.com	555-344-5432	none	Owner is Bob at ext 10

Then in the Quick Add Customer section paste the copied info using Ctrl + V

	B	C	D	E	F	G	H	I J K
1	Customer Name	Contact Name	Contact Phone#	Contact Email	General Phone#	Company Website	General Comment	Save Cancel
2	Hot Dog Inc	Dave	555-560-6500	Dave@hotdog.com	555-560-6550	hotdog.com		
3	West Star	Sam Newman	555-987-0990	samn@westst.com	555-987-9990		Closed on Fridays	
4	Alpha Graphs	Alfred Kim	555-991-0011	info@alpa.com	555-991-0011	alpa.info		
5	Eastern Freight	A/P Dept	555-940-4444	ap@east.com	555-940-4444	east.com		
6	Boston Info Gram	Reggie Smith	555-21256542	reggiesmith@bostoninf	555-21256542	bostib.com		
7	Alptha Grafics	Sharon	Ext 12	sharon@info.com	555-344-5432	none	Owner is Bob at ext 10	
8								(Ctrl)

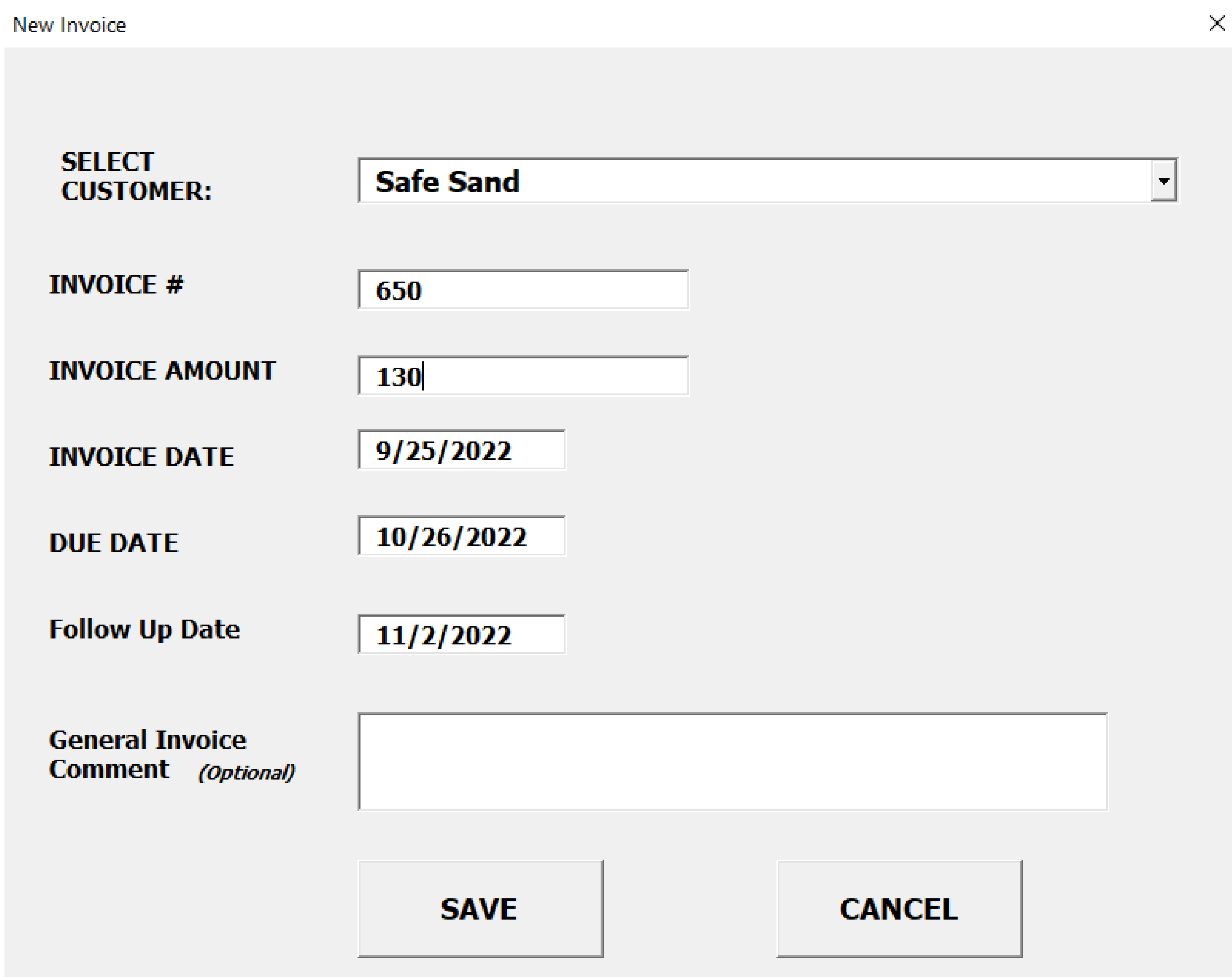
Press the SAVE button to save the information.

ENTER INVOICES TO TRACK

There are two ways to record invoices that you need to track. You can manually enter an invoice to track or you can enter several invoices at once.

First we will look at the new invoice entry button..

Here you can enter data for a new invoice to track. Enter the requested info. The date fields will populate automatically but you can override the information if need/



ENTER INVOICES TO TRACK - Quick entry

QUICK INVOICE ENTRY

This option allows you to enter multiple invoices at one time. You can easily copy & paste data for new invoices into Excel Your A/R for tracking.

Here is an example:

From our computer system export your daily invoicing data to a csv or Excel file:

	A	B	C	D	E	F		G	H
1	*Cust Number*	*Customer Name*	*Posting*	*Rep*	*Invoice #*	*Invoice Amount*		*Invoice Date*	*Invoice Due Date*
2	651065-1	Thomas Ind.	23532--112	David Jones	5646	$	564.60	9/22/22	10/22/22
3	98710-1	Baker & Bram	23532--113	David Jones	5647	$	6,540.50	9/22/22	10/22/22
4	5635-1	West Star	23532--114	Oscar Madison	5648	$	515.00	9/22/22	10/22/22
5	76444-3	Viacom	23532--115	David Jones	5649	$	510.00	9/22/22	10/22/22

Now that you have the data in an Excel file we can change the Excel file to match up with the order data needs to be to import into Excel Your A/R:

	A	B	C		D	E	F
1	*Customer Name*	*Invoice #*	*Invoice Amount*		*Invoice Date*	*Invoice Due Date*	*Rep*
2	Thomas Ind.	5646	$	564.60	9/22/22	10/22/22	David Jones
3	Baker & Bram	5647	$	6,540.50	9/22/22	10/22/22	David Jones
4	West Star	5648	$	515.00	9/22/22	10/22/22	Oscar Madison
5	Viacom	5649	$	510.00	9/22/22	10/22/22	David Jones

In the above example we are recording the sales rep for the order into the misc info. This field is optional and does not need to be completed.

In the Quick Invoice Entry tab paste just the invoice data beginning in cell A2.

	A	B	C		D	E	F	G
1	Customer	Invoice #	Invoice Amount		Invoice Date	Invoice Due Date	Invoice Comment	IMPORT CANCEL
2	Thomas Ind.	5646	$	564.60	9/22/22	10/22/22	David Jones	
3	Baker & Bram	5647	$	6,540.50	9/22/22	10/22/22	David Jones	
4	West Star	5648	$	515.00	9/22/22	10/22/22	Oscar Madison	
5	Viacom	5649	$	510.00	9/22/22	10/22/22	David Jones	

Then press the IMPORT button and the data the invoices will now be saved. Please note: The customer must already have been created to use this feature.

THE DASHBOARD

The Dashboard shows all the open invoices you have in the system and related information. It also shows the Follow Up date for each invoice. This should be visited every day and will be the key to keeping your account receivable collection efforts organized and efficient.

MAIN MENU

EXCEL YOUR A/R DASHBOARD

Sorted By:

Follow Up Date

NEW INVOICE

NEW CUSTOMER

	CUSTOMER NAME	INVOICE#	INVOICE DATE	DUE DATE	Days Past Due	AMOUNT	FOLLOW UP DATE	Days Past Follow Up
c	Courtyard By Marriott	12281	06/02/22	07/10/22	78	1,366.00	9/24/2022	2
c	Buergi & Madden Scale	82368	12/15/21	01/14/22	255	9,961.00	9/28/2022	-2
c	Buergi & Madden Scale	80016	05/18/22	06/17/22	101	6,781.00	9/28/2022	-2
c	Dunnells & Duvall	36763	06/13/22	07/13/22	75	19,691.00	10/2/2022	-6
c	Dunnells & Duvall	12406	03/13/22	07/29/22	59	7,420.00	10/02/22	-6
c	Dunnells & Duvall	12126	02/25/22	07/20/22	68	4,423.00	10/02/22	-6
c	Garrison Ind	12319	05/23/22	03/29/22	181	3,371.00	10/2/2022	-6
c	Price Business Services	20	09/02/22	10/02/22	0	600.00	10/09/22	-13
c	Private Properties	30	09/02/22	10/02/22	0	700.00	10/09/22	-13
c	Professional Image Inc	40	09/02/22	10/02/22	0	800.00	10/09/22	-13

The Follow Up Date column shows the date this customer should be contacted regarding the invoice. The last column shows the difference between the invoice follow up date and the current date. Those that show a positive number are highlighted red and indicate you have missed the follow up date & should be contacted ASAP. If the cell shows a 0 that indicates you should contact the customer today. If the number is a negative that indicates how many days until you should contact the customer.

On the Dashboard you can double click on the customer name or invoice number to see the invoice details where you can update your collection efforts for any open invoices the customer currently has with your company. You can also mark any invoices as closed by clicking on the c before the customer name.

By double clicking on the customer name or the invoice number you will be taken to the details page for the customers open invoice collection details…

INVOICE COLLECTION DETAILS

By double clicking the customer name on the Dashboard we open up the details of our collection efforts for the open items for this customer.

CUSTOMER	Discount Pipe Supply
CONTACT NAME	Jerry Towns
CONTACT EMAIL	jerry@dps.com
CONTACT PHONE	419-555-0290 ext 110
Fax #	419-555-0299
Website	dps.com

Back to Dashboard

Controller is Kerri Anders ext 119

	INV#	AMT	INV DATE	INV DUE	FOLLOW UP	
^	**5501**	**$1,250.00**	**06/03/20**	**07/03/20**	**07/29/20**	c
	07/15/20	Taked to Jerry - he stated invoice will be paid 7/21				

On this screen we see everything we need to follow up with this customer regarding this past due invoice.

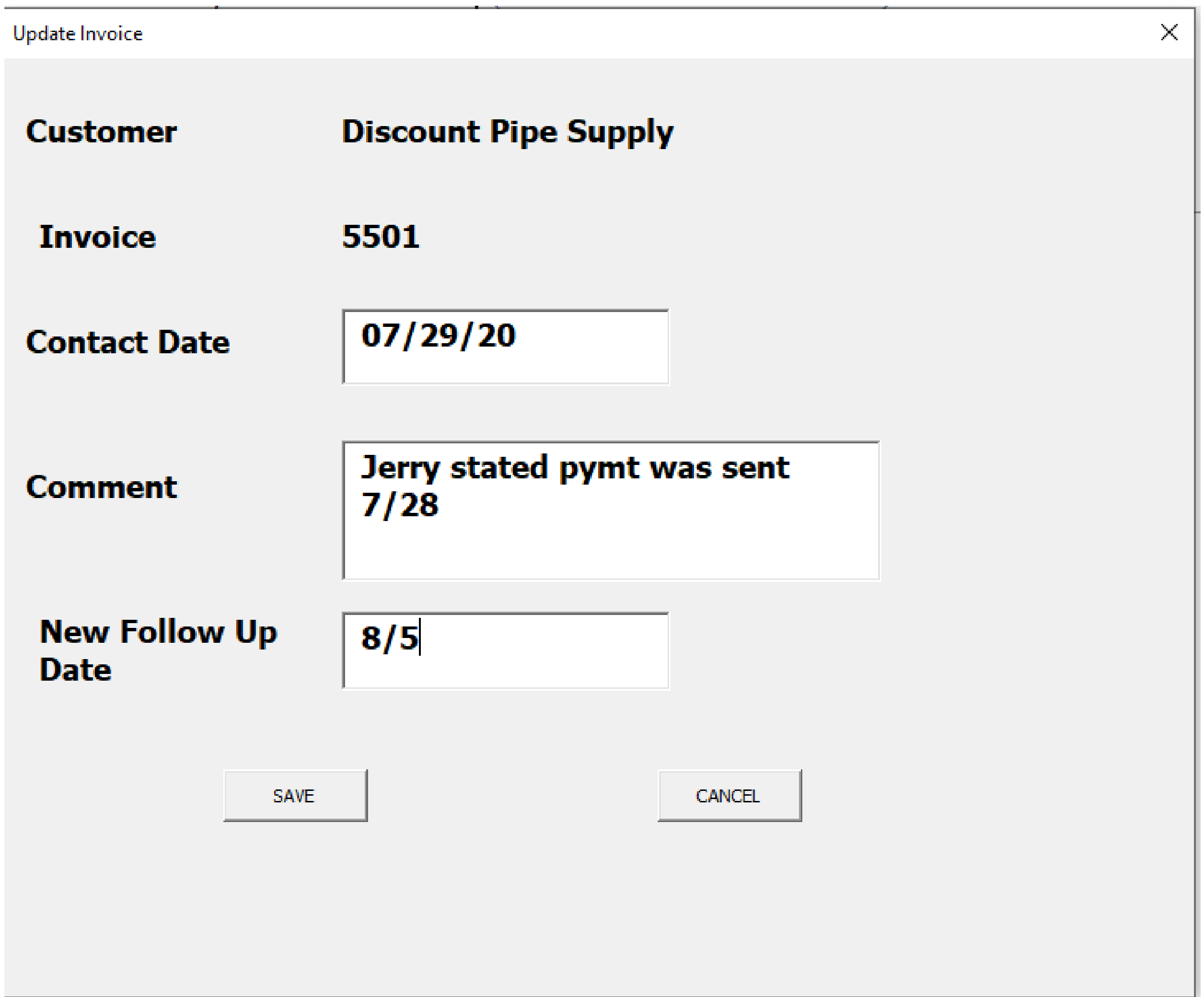
If we had more than one open invoice for this customer they would also show on this screen.

By double clicking in the ^ we can enter an update.

In this example we see the information we previously entered for this invoice including the notes from our call on 7/15. Just double click the ^ to update with our latest information.

UPDATING YOUR COLLECTION EFFORTS

Here you enter an update on your collection efforts regarding this invoice.
You also update the follow up date.



In this case we talked to Jerry who stated payment was sent yesterday. We add a note and update the Follow up date

After entering this latest update the invoice record dates with the new comments and the new Follow up date for the customer.

CUSTOMERS WITH MULTIPLE OPEN INVOICES

If the customer you select on Invoice Collection Details has more than one open invoice you will see the details for any other open invoices for that customer.

CUSTOMER	Waxon Corp.
CONTACT NAME	Tom Jones
CONTACT EMAIL	tom@waxon.com
CONTACT PHONE	451-555-0505
Fax #	451-555-1120
Website	waxon.com

Back to Dashboard

^^	INV#	AMT	INV DATE	INV DUE	FOLLOW UP	cm
^	**5640**	**$5,510.00**	**05/30/20**	**06/30/20**	**07/11/20**	c
	07/02/20	Talked to Tom will be pd soon				
	-------- Additional Invoice for this Customer --------					
^	**550**	**$850.00**	**05/17/20**	**06/17/20**	**08/07/20**	c
	08/01/20	TT Tom, check 8040 was mailed 7/30				
	07/01/20	TT Tom who stated will be pd on 7/22				

You can add the same note & update the follow up date for all the customers' open invoices by clicking on the “^^”.

Update Multiple

All open invoices for this customer will be updated with this information

Customer **Waxon Corp.**

Invoices
550
5640

Contact Date 8/2

Comment Tom stated money will transfer 8/6

New Follow Up Date 8/8

SAVE CANCEL

In this example both invoices are updated with the same comment and the Follow Up date for both invoices are updated...

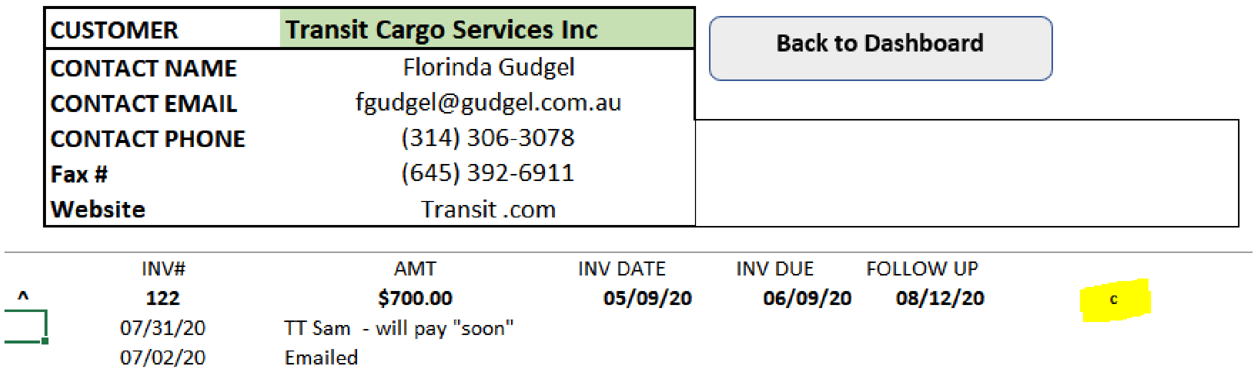
CUSTOMER	**Waxon Corp.**
CONTACT NAME	Tom Jones
CONTACT EMAIL	tom@waxon.com
CONTACT PHONE	451-555-0505
Fax #	451-555-1120
Website	waxon.com

Back to Dashboard

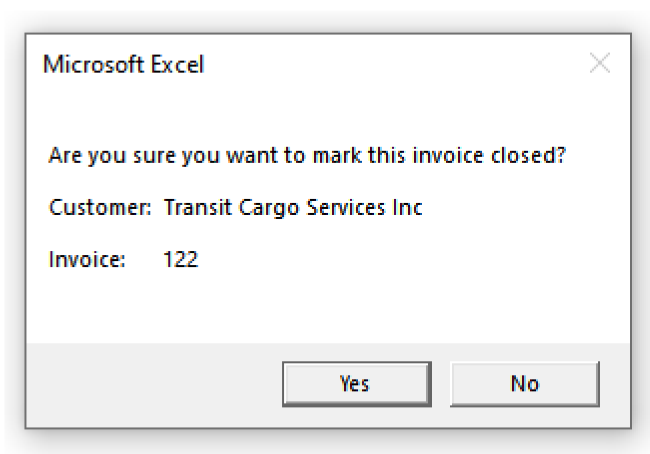
^^	INV#	AMT	INV DATE	INV DUE	FOLLOW UP	cm
^	**5640**	**$5,510.00**	**05/30/20**	**06/30/20**	**08/08/20**	c
	08/02/20	Tom stated money will transfer 8/6				
	07/02/20	Talked to Tom will be pd soon				
	-------- Additional Invoice for this Customer --------					
^	**550**	**$850.00**	**05/17/20**	**06/17/20**	**08/08/20**	c
	08/02/20	Tom stated money will transfer 8/6				
	08/01/20	TT Tom, check 8040 was mailed 7/30				
	07/01/20	TT Tom who stated will be pd on 7/22				

MARKING AN INVOICE AS CLOSED IN THE INVOICE DETAIL SCREEN

Invoices can also be marked as closed from the invoice detail screen by clicking on the “c” that appears to the right of the Follow Up date.

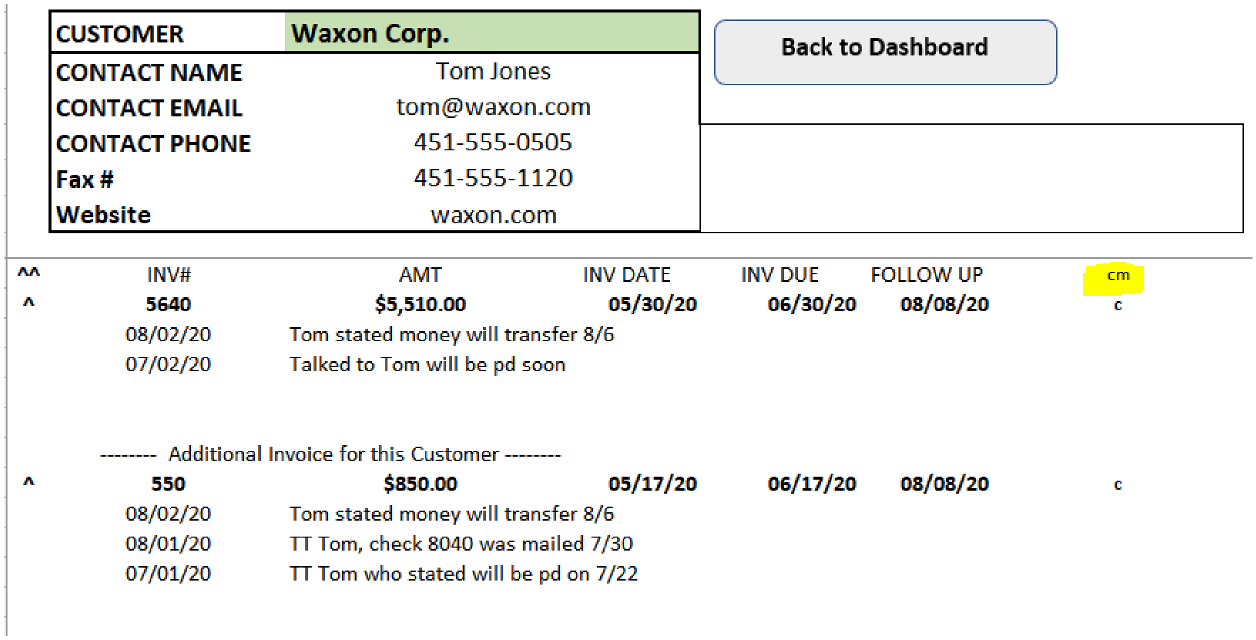


Select “Yes” on the message box and the invoice is now marked closed and will no longer appear on the Dashboard.

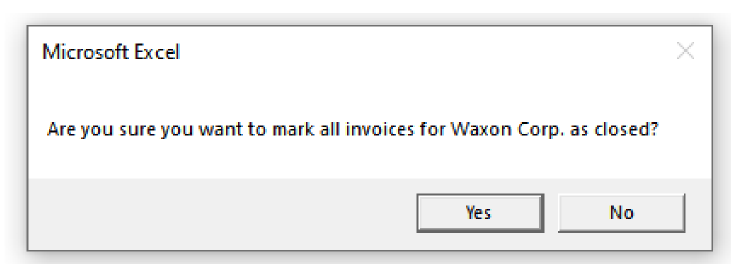


MARK ALL OF THE INVOICES FOR A CUSTOMER AS CLOSED

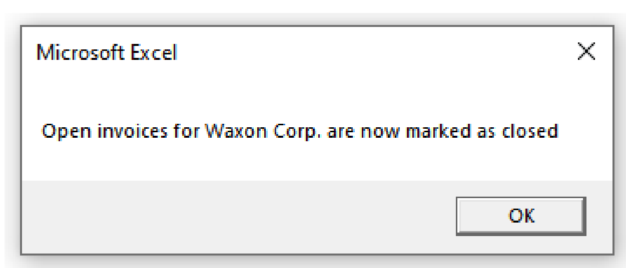
You can mark all open invoices for a customer as paid at once from the invoice detail page by double clicking on the “cm” button to the right of “Follow Up”



This will bring up a confirmation box...



All open invoices for this customer are now marked as Closed and you will be returned to the Dashboard.

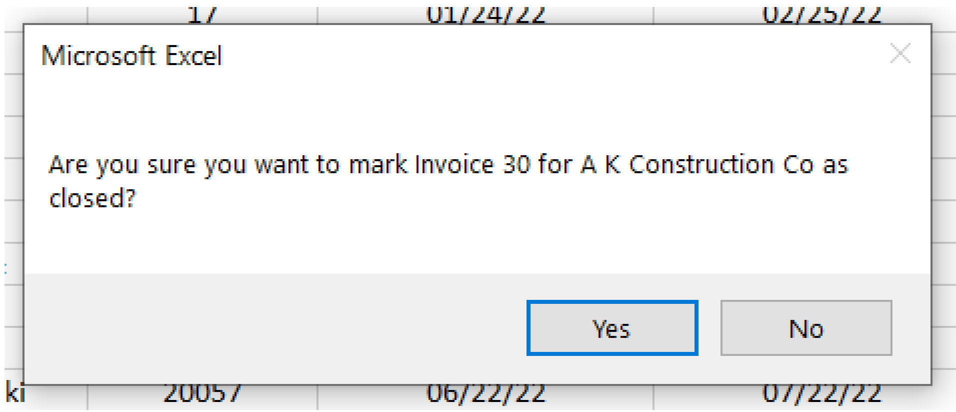


MARKING AN INVOICE AS CLOSED FROM THE DASHBOARD

Once an invoice is paid you can mark it as closed from the Dashboard by double clicking in the ^ symbol to the right of the invoice on the Dashboard..

c	A K Construction Co	30	09/22/22	10/23/22	0	333.00
c	20 20 Printing Inc	17	01/24/22	02/25/22	213	200.00
c	20 20 Printing Inc	777	02/24/22	03/25/22	185	100.00

Select Yes on the pop up …

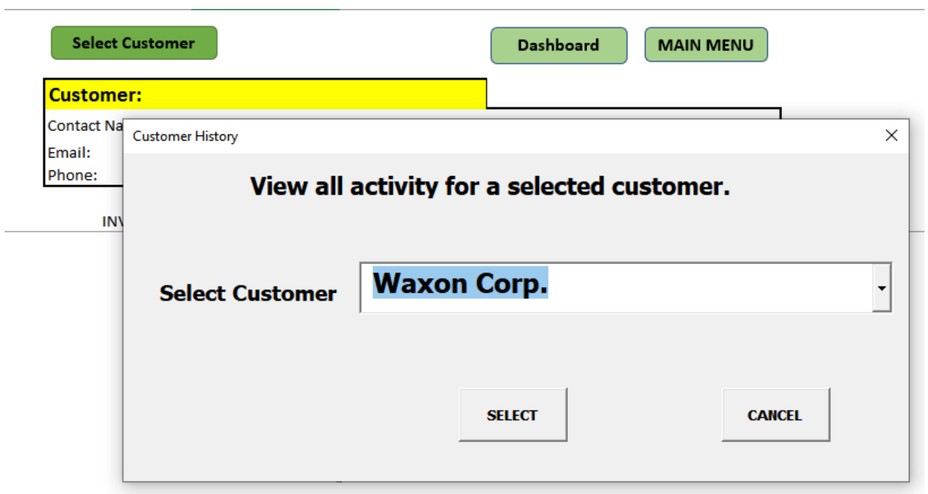


The invoice will now be marked as closed and will no longer appear on the dashboard.

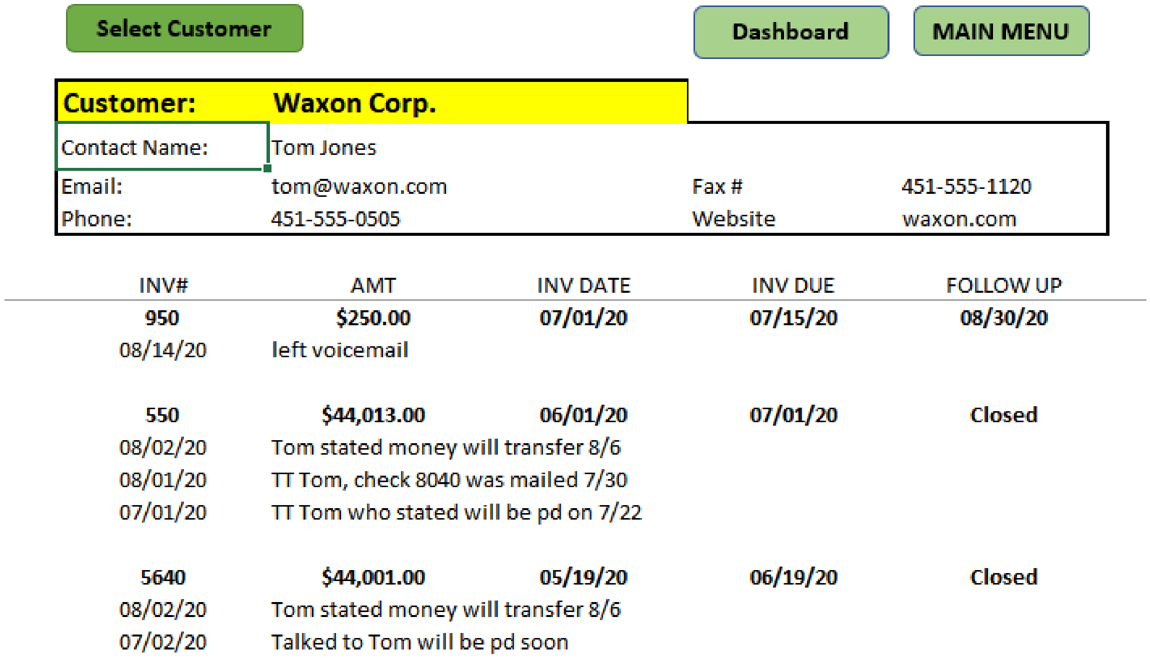
CUSTOMER HISTORY

Use the Customer History button to view all collection activity for a customer for both open and closed invoices.

Press the Select Customer History button to open a drop-down box where you can select the customer..



After clicking the button you will see all the activity of the customer...


Select Customer | Dashboard | MAIN MENU

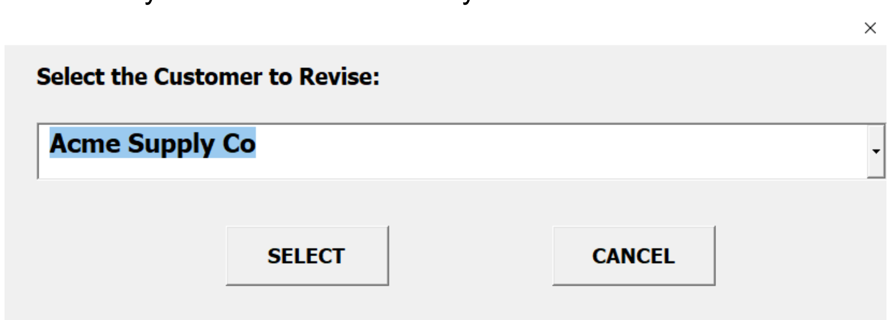
Customer:	**Waxon Corp.**		
Contact Name:	Tom Jones		
Email:	tom@waxon.com	Fax #	451-555-1120
Phone:	451-555-0505	Website	waxon.com

INV#	AMT	INV DATE	INV DUE	FOLLOW UP
950	**$250.00**	**07/01/20**	**07/15/20**	**08/30/20**
08/14/20	left voicemail			
550	**$44,013.00**	**06/01/20**	**07/01/20**	**Closed**
08/02/20	Tom stated money will transfer 8/6			
08/01/20	TT Tom, check 8040 was mailed 7/30			
07/01/20	TT Tom who stated will be pd on 7/22			
5640	**$44,001.00**	**05/19/20**	**06/19/20**	**Closed**
08/02/20	Tom stated money will transfer 8/6			
07/02/20	Talked to Tom will be pd soon			

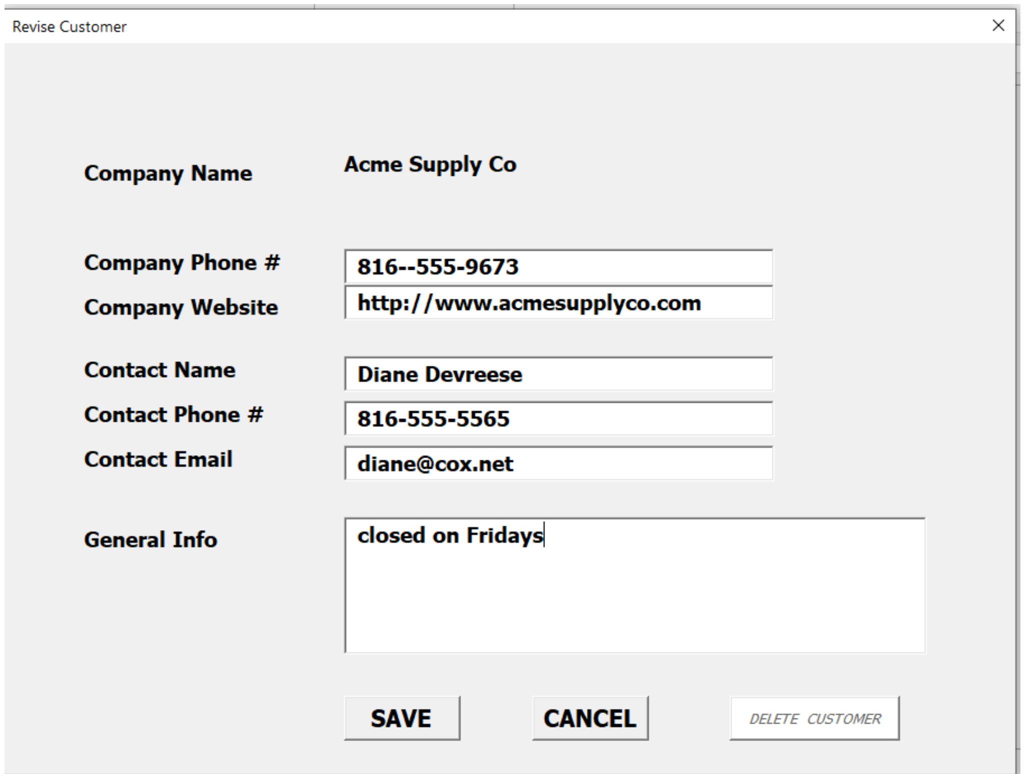
EDIT EXISTING CUSTOMER

If you need to update or edit the contact information for a customer select the EDIT EXISTING CUSTOMER button from the Main menu.

From here you select the customer you wish to edit...



You can then update any of the contact details for the customer...



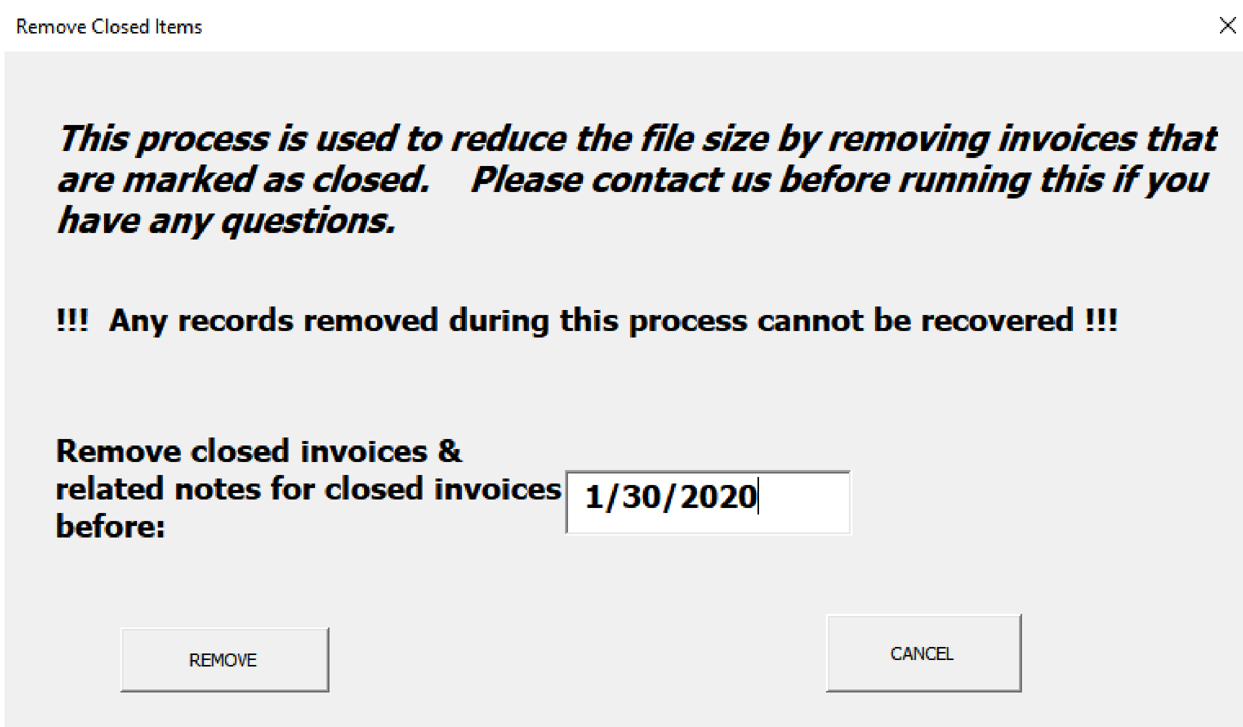
If you select the DELETE CUSTOMER option information for this customer will be deleted from the program. This CANNOT be reversed after you select it!

REMOVE CLOSED ITEMS

Please contact me before running if you have any questions.

**** This should only be used to remove old closed records to reduce file size. Items removed will be permanently deleted. This may be required if the amount of closed data become so large that it begins to slow down Excel Your A/R ****

Any closed items dated before the date entered will be deleted. The customer contact will not be removed, only the information for invoices marked as closed and all contact notes for those invoices.



Please contact me before running if you have any questions.

HELP

If you need any help, please use the Help button for additional information or to contact me.

https://ideasthatexcel.com/excel-your-ar/

Is there a feature you need? Contact me. Simple customizations can sometimes be done for free or for a low cost.