

EXCEL YOUR A/R

Version 1.12

IdeasThatExcel.com

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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.

How it works...

When an invoice becomes past due you enter information about the invoice into Excel Your A/R. You also enter a note regarding your interaction with the customer (phone call, email or even a fax). You also at that time enter a Follow Up date.

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.

System Requirements...

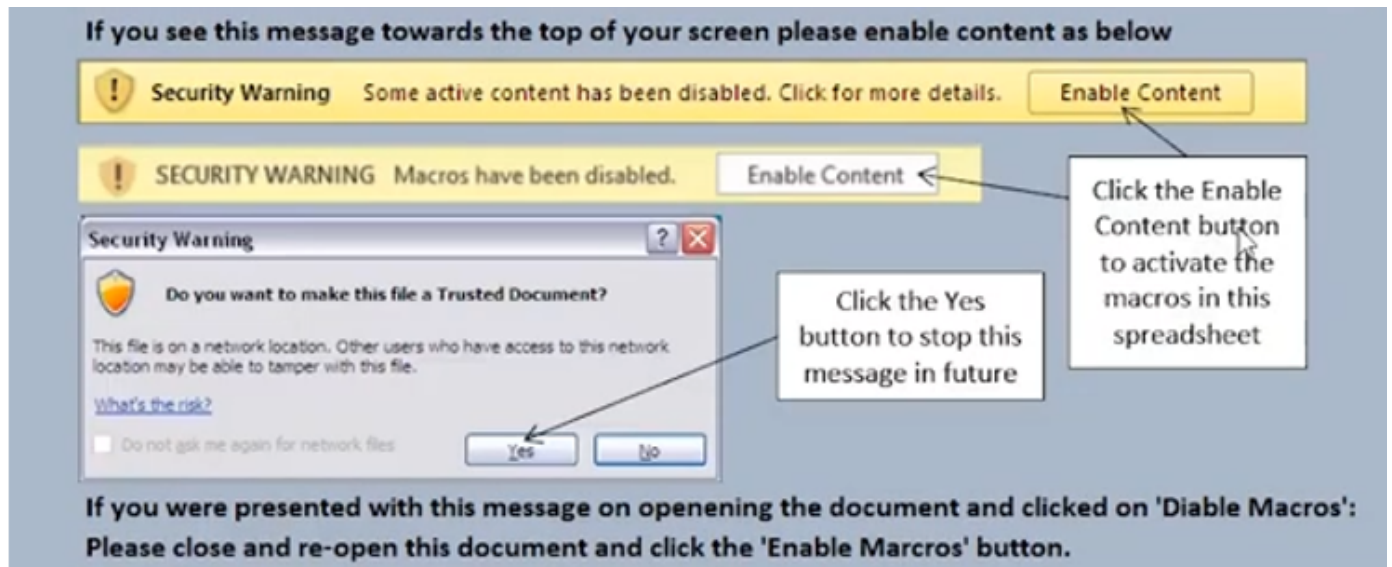
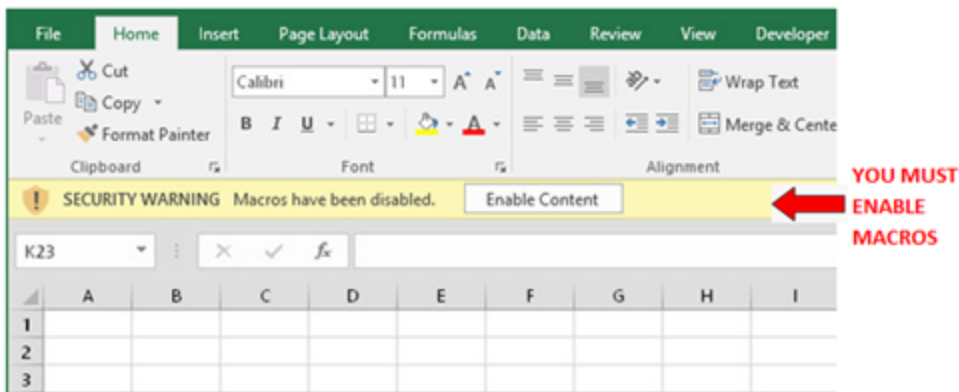
Excel Your A/R is an Excel spreadsheet that operates using Microsoft Visual Basic for Applications(VBA). VBA is the programming language of Excel and other Office programs. Excel Your A/R requires Microsoft Excel version 2007 or later already installed in your computer.

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	View Open A/R
ADD NEW INVOICE	Enter a new invoice
ENTER A NEW CUSTOMER	Add information for a new customer
CUSTOMER HISTORY	View open & closed activity of a customer
EDIT EXISTING CUSTOMER	Edit contact information for an existing customer
Change Descriptions	Rename the Fax and/or Website fields
Remove closed items	Remove closed invoice information
Help	

DASHBOARD - This should be checked everyday. From there you will see what customers are in need of contact.

ADD NEW INVOICE - This will allow you to add a new invoice & document your collection efforts.

ENTER A NEW CUSTOMER - This is where you enter general details about the customer.

CUSTOMER HISTORY - Here you can view the collections efforts made for a customer on all their invoices. This will show both open and closed invoices.

EDIT EXISTING CUSTOMER - If you need to change information for an existing customer this allows you to edit it.

CHANGE DESCRIPTIONS - If you prefer to use the Fax Number or Website field for other purposes you can change the description of the field from here.

Remove Closed Items - This will reduce the file size of Excel Your A/R by removing all closed history before the date entered. Be sure to read the detailed information later in this document before selecting this option.

Help - This will provide add support & instructions for Excel Your A/R

ENTERING CUSTOMER CONTACT INFORMATION

The first step is to enter basic contact information for your customer. You only need to do this once for each customer.

From the main menu select...

ENTER A NEW CUSTOMER

That will open a form where you can enter the customer contact information. This information will be stored in Excel Your A/R so that you only need to enter this information one time.

Customer Details ×

Customer Name	Discount Pipe Supply
Contact Name	Jerry Towns
Email Address	jerry@dps.com
Phone Number	419-555-0290 ext 110
Fax Number	419-555-0299
Customer Website	dps.com
General Info	Controller is Kerri Anders ext 119

Enter an invoice for this customer

SAVE CANCEL

Customer Name *This field is required and must be unique.*

Enter the name of your customer.

Contact Name *This field is optional but highly suggested*

This is the main person you will contact regarding your past due invoices.

Email Address *This field is optional but highly suggested*

This should be the email address of your main contact regarding invoices due to your company.

Phone Number *This field is optional but highly suggested*

This is the phone number you should call regarding past due invoices.

Fax Number *This field is optional and may be renamed***

Enter the fax number of your customer.

Customer Website *This field is optional & can be renamed***

Enter the website address of your customer .

** The Fax number and Customer Website fields can be retitled and used for other purposes. For example - If you wish to use a field to track the sales person assigned to the account you may rename one of the fields "Salesperson".

General Info *The field is optional*

This cell is for any other information for the customer that may come in handy. You may use it to enter additional contacts at the company or any other information that would be beneficial to see regarding this customer.

Enter An Invoice For this Customer

If you are ready enter information for an invoice for this customer leave the box checked. You may uncheck it is you are entering the information for future use.

ENTER DATA FOR A NEW INVOICE

ADD NEW INVOICE

Here you will enter basic information about the invoice. You will also enter information about your first contact with the customer regarding this invoice and you will enter a follow up date.

CUSTOMER NAME **Discount Pipe Supply**

Contact Name Jerry Towns
Email Address jerry@dps.com
Phone 419-555-0290 ext 110
Fax # 419-555-0299
Website dps.com

Controller is Kerri Anders ext 119

ENTER A NEW INVOICE & CONTACT NOTE	
INVOICE NUMBER	5501
INVOICE DATE	06/03/20
INVOICE DUE DATE	07/03/20
INVOICE AMOUNT	\$1,250.00
CONTACT DATE	07/15/20
CONTACT NOTES	Taked to Jerry - he stated invoice will be paid 7/21
FOLLOW UP DATE	7/29

SAVE

CANCEL

You only need to enter the invoice details once, in the future Excel Your A/R will keep track of this invoice.

Contact Date is the date you contacted the customer.

Contact Notes are a summary of actions or interaction with the customer.

Follow Up Date is the date you plan to contact the customer again if the invoice is unpaid.

In this example we enter the invoice details along with notes about our contact. We also always enter a followup date.

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.

CUSTOMER NAME	INVOICE	INVOICE DATE	INVOICE DUE	Days Past Due	AMOUNT	FOLLOW UP DATE	Days Past Follow Up	
Crown Inc.	3636	06/01/20	06/02/20	57	\$12,313.00	07/26/20	3	^
Discount Pipe Supply	5501	06/03/20	07/03/20	26	\$1,250.00	07/29/20	0	^
Oaz Communications	8400	05/01/20	06/01/20	58	\$1,800.00	07/29/20	0	^
Air Flow Co Inc	444	03/07/20	06/07/20	52	\$65,456.00	08/01/20	-3	^
Waxon Corp.	550	05/17/20	06/17/20	42	\$850.00	08/07/20	-9	^
Eagle Computer Services Inc	6540	06/01/20	07/01/20	28	\$500.00	08/09/20	-11	^
Kapco	5901	06/16/20	07/16/20	13	\$4,450.00	08/10/20	-12	^
Signs Now	5151	05/30/20	06/30/20	29	\$840.00	08/11/20	-13	^
Transit Cargo Services Inc	122	05/09/20	06/09/20	50	\$700.00	08/12/20	-14	^
AX Inc.	6010	06/02/20	07/02/20	27	\$2,590.00	08/12/20	-14	^
Progressive Machine Co	5840	02/02/20	03/02/20	149	\$28,450.00	08/13/20	-15	^
Bass Ind.	5201	06/01/20	07/01/20	28	\$1,250.00	08/14/20	-16	^
H T Communications Group Ltd	456	05/19/20	06/19/20	40	\$500.00	08/15/20	-17	^
Turl Engineering Works	5801	05/14/20	07/14/20	15	\$5,490.00	08/15/20	-17	^

If the Days Past Follow Up column is red that indicates you are behind in contacting that customer.

From the Dashboard you can double click on any customer name to bring up more details on the invoice and to add more collection details on the invoice.

If the invoice has been paid double click on the ^ symbol and the invoice will be marked as closed and will no longer appear on the dashboard.

What does that Dashboard show us today?

We see that we should have contacted Crown Inc three days ago regarding their past due account.

We also see that we need to contact Discount Pipe Supply and Oaz Communications today

We see in three days we will need to contact Air Flow Co...

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			Back to Dashboard																						
CONTACT NAME	Jerry Towns			Controller is Kerri Anders ext 119																							
CONTACT EMAIL	jerry@dps.com																										
CONTACT PHONE	419-555-0290 ext 110																										
Fax #	419-555-0299																										
Website	dps.com																										
<table border="1"> <thead> <tr> <th></th> <th>INV#</th> <th>AMT</th> <th>INV DATE</th> <th>INV DUE</th> <th>FOLLOW UP</th> <th></th> </tr> </thead> <tbody> <tr> <td>^</td> <td>5501</td> <td>\$1,250.00</td> <td>06/03/20</td> <td>07/03/20</td> <td>07/29/20</td> <td>c</td> </tr> <tr> <td></td> <td>07/15/20</td> <td colspan="5">Taked to Jerry - he stated invoice will be paid 7/21</td> </tr> </tbody> </table>								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				
	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.

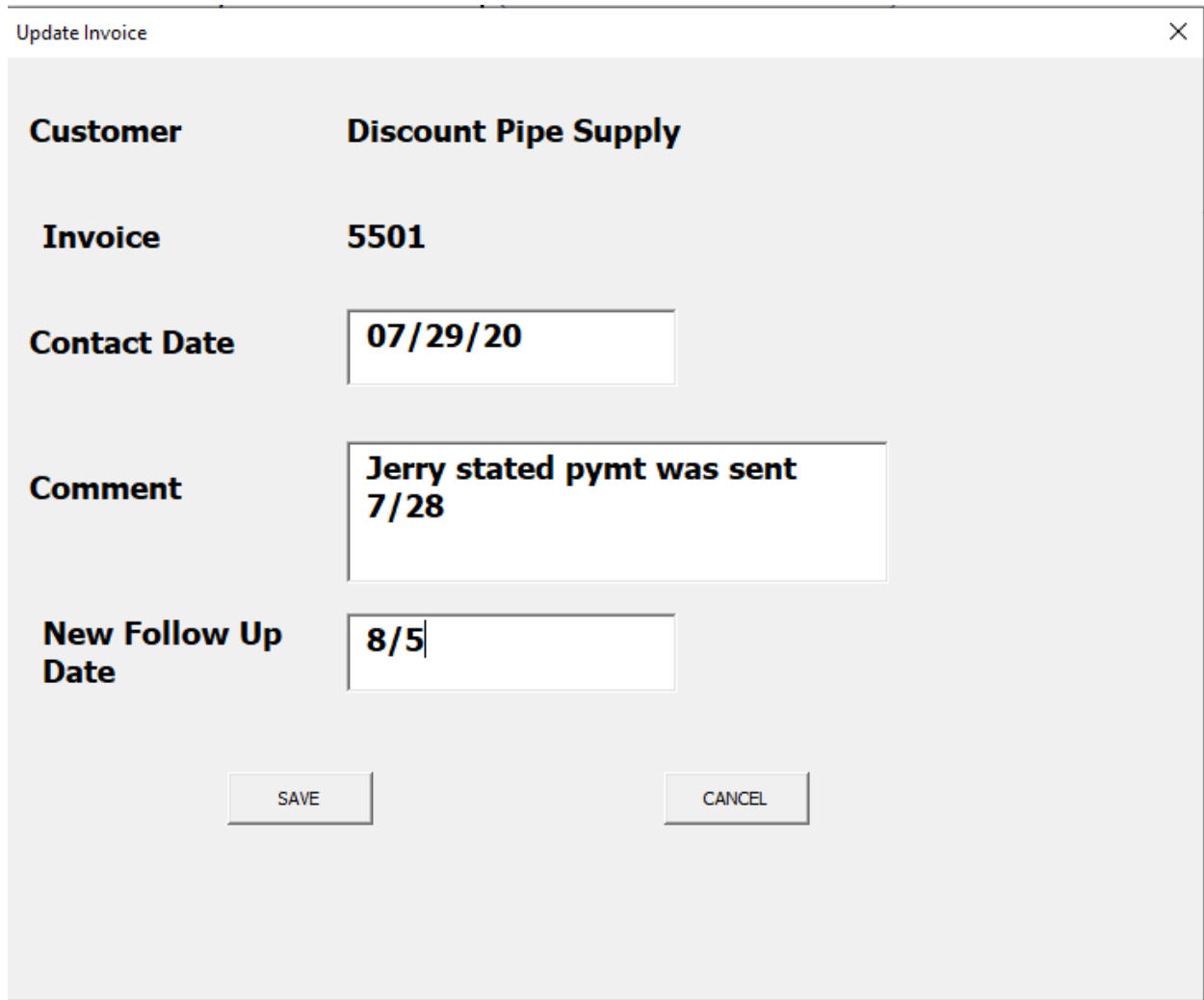
If we had more than one open invoice for this customer they would also show on this screen.

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.



The screenshot shows a dialog box titled "Update Invoice" with a close button (X) in the top right corner. The dialog contains the following fields:

Customer	Discount Pipe Supply
Invoice	5501
Contact Date	<input type="text" value="07/29/20"/>
Comment	<input type="text" value="Jerry stated pymt was sent 7/28"/>
New Follow Up Date	<input type="text" value="8/5"/>

At the bottom of the dialog, there are two buttons: "SAVE" and "CANCEL".

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 ip dates to who 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.	<input type="button" value="Back to Dashboard"/>
CONTACT NAME	Tom Jones	
CONTACT EMAIL	tom@waxon.com	
CONTACT PHONE	451-555-0505	
Fax #	451-555-1120	
Website	waxon.com	

^^	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.	<input type="button" value="Back to Dashboard"/>
CONTACT NAME	Tom Jones	
CONTACT EMAIL	tom@waxon.com	
CONTACT PHONE	451-555-0505	
Fax #	451-555-1120	
Website	waxon.com	

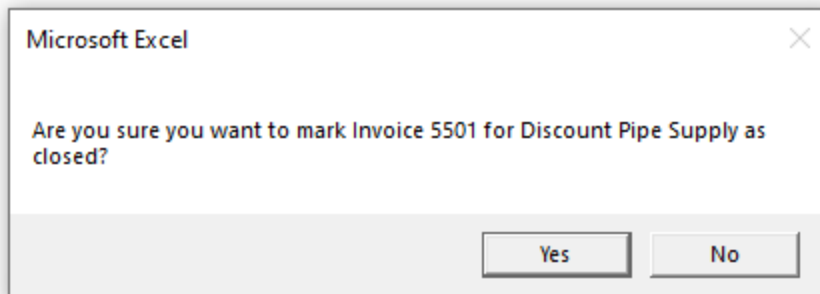
^^	INV#	AMT	INV DATE	INV DUE	FOLLOW UP	cm
^	5640	\$5,510.00	05/30/20	06/30/20	08/08/20	c
	08/02/20	Tom stated money will transfer 8/6				
	07/02/20	Talked to Tom will be pd soon				
----- Additional Invoice for this Customer -----						
^	550	\$850.00	05/17/20	06/17/20	08/08/20	c
	08/02/20	Tom stated 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 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..

CUSTOMER NAME	INVOICE	INVOICE DATE	INVOICE DUE	Days Past Due	AMOUNT	FOLLOW UP DATE	Days Past Follow Up	
Crown Inc.	3636	06/01/20	06/02/20	58	\$12,313.00	07/26/20	4	^
Oaz Communications	8400	05/01/20	06/01/20	59	\$1,800.00	07/29/20	1	^
Air Flow Co Inc	444	03/07/20	06/07/20	53	\$65,456.00	08/01/20	-2	^
Discount Pipe Supply	5501	06/03/20	07/03/20	27	\$1,250.00	08/05/20	-6	^
Waxon Corp.	550	05/17/20	06/17/20	43	\$850.00	08/07/20	-8	^
Eagle Computer Services Inc	6540	06/01/20	07/01/20	29	\$500.00	08/09/20	-10	^
Kapco	5901	06/16/20	07/16/20	14	\$4,450.00	08/10/20	-11	^
Signs Now	5151	05/30/20	06/30/20	30	\$840.00	08/11/20	-12	^
Transit Cargo Services Inc	122	05/09/20	06/09/20	51	\$700.00	08/12/20	-13	^
AX Inc.	6010	06/02/20	07/02/20	28	\$2,590.00	08/12/20	-13	^
Progressive Machine Co	5840	02/02/20	03/02/20	150	\$28,450.00	08/13/20	-14	^
Bass Ind.	5201	06/01/20	07/01/20	29	\$1,250.00	08/14/20	-15	^
H T Communications Group Ltd	456	05/19/20	06/19/20	41	\$500.00	08/15/20	-16	^
Turl Engineering Works	5801	05/14/20	07/14/20	16	\$5,490.00	08/15/20	-16	^
Abe Goldstein Ofc Furn	5591	01/11/20	02/11/20	170	\$1,540.00	08/20/20	-21	^

We received Discount Pipe Supply. We mark this as closed by clicking in the ^ for this invoice on the Dashboard..



Select YES and the invoice is now removed from your open invoices...

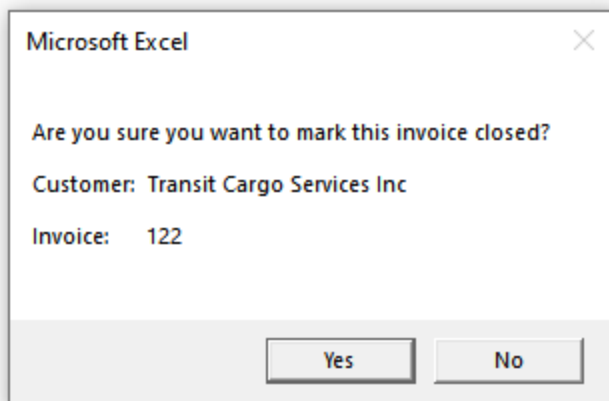
MARKING AN INVOICE AS CLOSED THE INVOICE DETAIL SCREEN

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.

CUSTOMER	Transit Cargo Services Inc	<input type="button" value="Back to Dashboard"/>
CONTACT NAME	Florinda Gudgel	
CONTACT EMAIL	fgudgel@gudgel.com.au	
CONTACT PHONE	(314) 306-3078	
Fax #	(645) 392-6911	
Website	Transit .com	

	INV#	AMT	INV DATE	INV DUE	FOLLOW UP	
^	122	\$700.00	05/09/20	06/09/20	08/12/20	c
□	07/31/20	TT Sam - will pay "soon"				
□	07/02/20	Emailed				

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



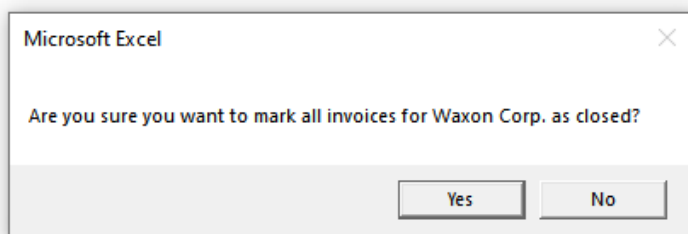
MARK ALL OF THE INVOICES FOR A CUSTOMER CLOSED

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”

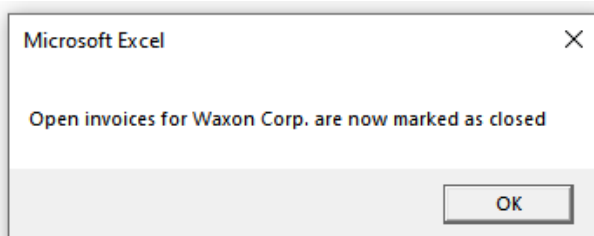
CUSTOMER		Waxon Corp.					Back to Dashboard
CONTACT NAME	Tom Jones						
CONTACT EMAIL	tom@waxon.com						
CONTACT PHONE	451-555-0505						
Fax #	451-555-1120						
Website	waxon.com						

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				

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.

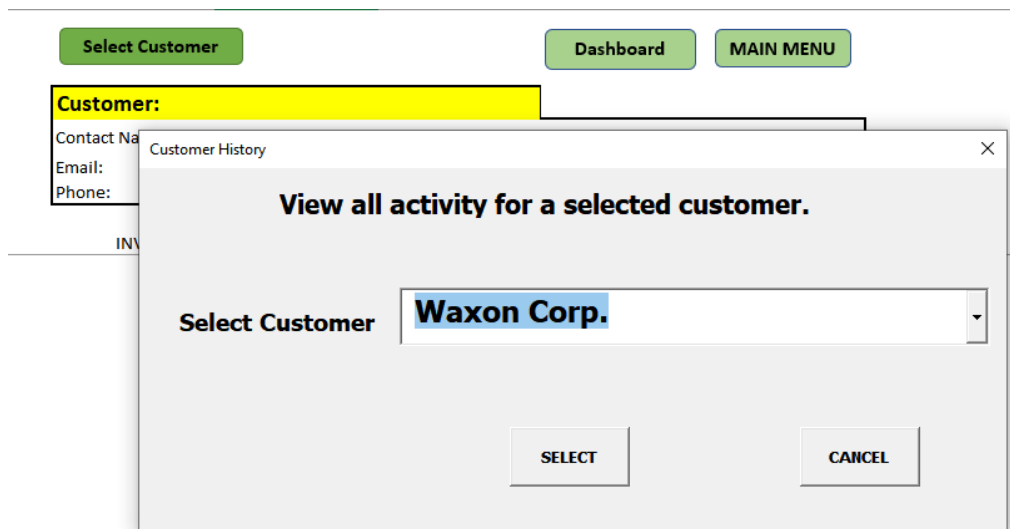


CUSTOMER HISTORY

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



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



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

Select Customer

Dashboard

MAIN MENU

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

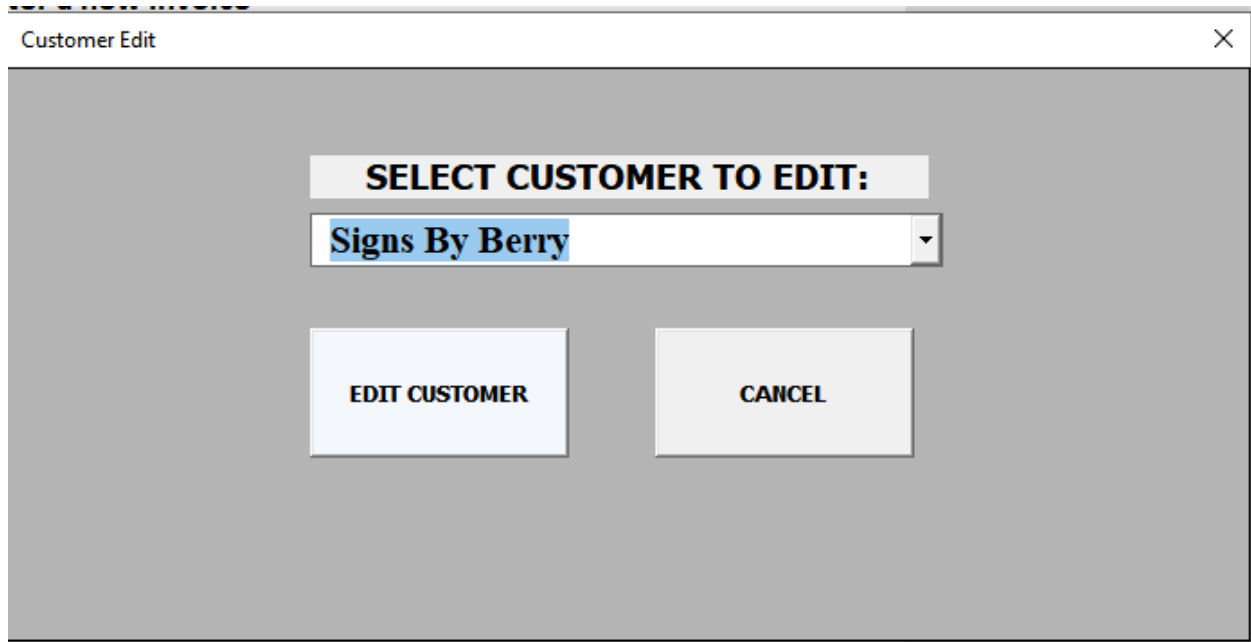
INV#	AMT	INV DATE	INV DUE	FOLLOW UP
950	\$250.00	07/01/20	07/15/20	08/30/20
08/14/20	left voicemail			
550	\$44,013.00	06/01/20	07/01/20	Closed
08/02/20	Tom stated money will transfer 8/6			
08/01/20	TT Tom, check 8040 was mailed 7/30			
07/01/20	TT Tom who stated will be pd on 7/22			
5640	\$44,001.00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



Customer Edit

SELECT CUSTOMER TO EDIT:

Signs By Berry

EDIT CUSTOMER CANCEL

On this screen you can update any of the information you have related to the customer contact contact information..

Edit Customer

CUSTOMER:	Signs By Berry
Contact Name	<input type="text" value="Frederick Tamburello"/>
Email Address	<input type="text" value="frederick.tamburello@hotmail.com"/>
Phone Number	<input type="text" value="1150207208"/>
Fax Number	<input type="text" value="3248880313"/>
Customer Website	<input type="text" value="Signs By.com"/>
General Info	<input type="text"/>
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/> <input type="button" value="DELETE CUSTOMER"/>	

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

CHANGE DESCRIPTIONS

Here you can rename the Fax and/or Website fields if you wish to use them for other forms of data.

Change Descriptions

Simply enter the new description for the data you plan to use.

Rename Fax and/or Website fields

Here you can rename "FAX NUMBER" heading or the "CUSTOMER WEBSITE" heading if you would prefer to use them for other information.

For example - If you wish to keep track of the salesperson for this account you can rename "Fax Number" to "Salesman".

FAX NUMBER	<input type="text" value="Sales Rep"/>
Customer Website	<input type="text" value="State"/>

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. ****

Remove closed items

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.

Remove Closed Items ×

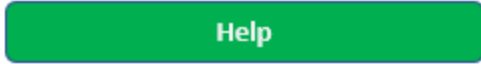
This process is used to reduce the file size by removing invoices that are marked as closed. Please contact us before running this if you have any questions.

!!! Any records removed during this process cannot be recovered !!!

Remove closed invoices & related notes for closed invoices before:

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.