



Microsoft® Business Solutions–Great Plains®  
**Collections Management Sample Reports**  
Release 7.5

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**Publication date**

April 2003

**Part number**

05/30/2002

Aaron Fitz Electrical  
Attn: Bob Fitz  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Here is the information you requested. Please let us know if we can be of any further assistance.

We look forward to payment in the near future.

Sincerely

LESSONUSER1  
Accounts Receivable

Attn: Bob Fitz  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

We did not receive your last payment. If you have already made a payment, please disregard this letter. If not, please pay the amount due to keep your account current.

| Period            | Amount      |
|-------------------|-------------|
| Current           | \$3,434.09  |
| 31 - 60 Days      | \$0.00      |
| 61 - 90 Days      | \$0.00      |
| Past 61 - 90 Days | \$22,179.04 |
| Account Balance   | \$25,613.13 |

Please contact us with any questions regarding your account.

Sincerely

LESSONUSER1  
Accounts Receivable

Attn: Bob Fitz  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Your account is past due. Please remit your payment immediately to ensure continued service.

| Period             | Amount      |
|--------------------|-------------|
| Current            | \$3,434.09  |
| 31 - 60 Days       | \$0.00      |
| 61 - 90 Days       | \$0.00      |
| 91 - 120 Days      | \$0.00      |
| Past 91 - 120 Days | \$22,179.04 |
| Account Balance    | \$25,613.13 |

Please contact us with any questions regarding your account.

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Aaron Fitz Electrical  
Attn: Bob Fitz  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Your account is seriously past due. If payment is not received immediately your account will be put on credit hold.

| Period            | Amount      |
|-------------------|-------------|
| Current           | \$3,434.09  |
| 31 - 60 Days      | \$0.00      |
| 61 - 90 Days      | \$0.00      |
| Past 61 - 90 Days | \$22,179.04 |
| Account Balance   | \$25,613.13 |

Please contact us with any questions regarding your account.

Sincerely

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Accounts Receivable

05/30/2002

Aaron Fitz Electrical  
Attn: Bob Fitz  
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Chicago, IL 60603-0776

Dear Sir/Madam

Here is the information you requested. Please let us know if we can be of any further assistance.

We look forward to payment in the near future.

Sincerely

LESSONUSER1  
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05/30/2002

Aaron Fitz Electrical  
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LESSONUSER1  
Accounts Receivable

05/30/2002

Aaron Fitz Electrical  
Attn: Bob Fitz  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Use the report writer to edit this report to suit your needs

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Aaron Fitz Electrical  
Attn: Bob Fitz  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Use the report writer to edit this report to suit your needs

Sincerely

LESSONUSER1  
Accounts Receivable

Aaron Fitz Electrical  
Attn: Bob Fitz  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Use the report writer to modify this report to suit your needs.

| Period             | Amount      |
|--------------------|-------------|
| Current            | \$3,434.09  |
| 31 - 60 Days       | \$0.00      |
| 61 - 90 Days       | \$0.00      |
| 91 - 120 Days      | \$0.00      |
| Past 91 - 120 Days | \$22,179.04 |
| Account Balance    | \$25,613.13 |

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11403 13th Avenue South  
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Your account is past due. Please remit your payment immediately to ensure continued service.

| Period             | Amount      |
|--------------------|-------------|
| Current            | \$3,434.09  |
| 31 - 60 Days       | \$0.00      |
| 61 - 90 Days       | \$0.00      |
| 91 - 120 Days      | \$0.00      |
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| Account Balance    | \$25,613.13 |

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We look forward to payment in the near future.

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Just a routine reminder that your account now includes a \$22,179.04 past due balance.

We suspect this payment has been overlooked? If so, would you please process for immediate payment.

Of course, if there is some problem, we want to hear from you. If not, please mail your check today.

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

You have not responded to our letter reminding you of your overdue account of \$22,179.04

Please let us know if you have overlooked this payment. Perhaps there is a reasonable explanation for your delay.

We would like you to pay this account today.

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

We have not received the balance due us of \$22,179.04 or any response to our inquiries asking why you haven't paid.

We must, therefore, hold any future orders until your balance owing is paid. To ensure your service is not interrupted please send us your payment.

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Your account is past due as shown:

|               |             |
|---------------|-------------|
| 31 - 60 Days  | \$0.00      |
| 61 - 90 Days  | \$0.00      |
| 91 - 120 Day: | \$0.00      |
| 121 - 150 Da  | \$0.00      |
| 151 - 180 Da  | \$0.00      |
| 181 and Ove   | \$22,179.04 |

Unless a payment is received within ten days, we will have to hold all of your orders.

Because we do wish to continue serving you, please mail your check today.

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Thank you for your check for \$609.75 dated 04/29/2002

We appreciate this partial payment of your overdue balance. Please send us payment for you remaining overdue balance to ensure continuous service.

Please advise us if you are not able to pay your account will not be paid in full within seven days

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

We try hard to be equally fair with all our customers, and I am sure you wish to be fair with us. Your account now shows:

|               |             |
|---------------|-------------|
| 31 - 60 Days  | \$0.00      |
| 61 - 90 Days  | \$0.00      |
| 91 - 120 Day: | \$0.00      |
| 121 - 150 Da  | \$0.00      |
| 151 - 180 Da  | \$0.00      |
| 181 and Ove   | \$22,179.04 |

Perhaps you have overlooked these past due amounts. It would be only fair to pay them now. Please mail your check today.

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Even good customers need an occasional reminder - sometimes even a second one - that an account is a little past due.

We would appreciate receiving your check today for the balance due of \$22,179.04

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Repeated requests for payment of \$22,179.04 due on your account have been ignored.

If full payment is not received in this office within ten days from the date of this letter, the account will be turned over to an attorney for collection.

If you have any questions, you may contact me at (312) 436-2671 Ext. 0000 .00  
We urge you to mail your check today.

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

As of this date your account is overdue in the amount of \$22,179.04

I have contacted you numerous times in an attempt to work with you in resolving your balance. Each time I called I was given a date by which payment would be made. None of these promised dates were kept.

Because your account has been overdue for so long, it is imperative that payment be made immediately. If payment in full, \$22,179.04 is not received within ten days from the date of this letter, I will begin other actions to collect the money due.

I urge you, to give this matter your immediate attention.

Sincerely

LESSONUSER1  
Accounts Receivable

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Just a routine reminder that your account now includes a \$22,179.04 past due balance.

We suspect this payment has been overlooked? If so, would you please process for immediate payment.

Of course, if there is some problem, we want to hear from you. If not, please mail your check today.

Sincerely

Lesson User 1

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

You have not responded to our letter reminding you of your overdue account of \$22,179.04

Please let us know if you have overlooked this payment. Perhaps there is a reasonable explanation for your delay.

We would like you to pay this account today.

Sincerely

Lesson User 1

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

Repeated requests for payment of \$22,179.04 due on your account  
have been ignored.

If full payment is not received in this office within ten days from the date of  
this letter, the account will be turned over to an attorney for collection.

If you have any questions, you may contact me at (312) 436-2671 Ext. 0000  
We urge you to mail your check today.

Sincerely

Lesson User 1



05/30/2002

Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Sir/Madam

|                           |                     |
|---------------------------|---------------------|
| <b>Re: Account Number</b> | <b>AARONFIT0001</b> |
| <b>Overdue balance</b>    | <b>\$25,613.13</b>  |

As we have had no response to our previous request, we now notify you that unless the above amount is received by us within 7 days of the date of this letter, we will place your account in the hands of solicitors who will commence legal proceedings without further notice.

Sincerely,

Lesson User 1

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical  
11403 13th Avenue South  
Chicago, IL 60603-0776

Dear Bob Fitz.

Our records show that the following invoices are outstanding:

|            |            |            |
|------------|------------|------------|
| SLS11012   | 02/20/1999 | \$4,523.70 |
| SLS11015   | 02/26/1999 | \$833.33   |
| SLS20000   | 02/26/1999 | \$2,461.00 |
| SLS11016   | 03/01/1999 | \$5,000.00 |
| STDINV2227 | 05/12/2002 | \$171.10   |
| STDINV2228 | 05/12/2002 | \$128.30   |
| STDINV2252 | 05/12/2002 | \$5,702.69 |
| DM20005    | 02/26/1999 | \$2,500.00 |
| FC20010    | 01/23/1999 | \$20.00    |
| SVC1000    | 07/12/1998 | \$468.70   |
| SVC1001    | 11/06/1998 | \$2,155.79 |
| SVC11004   | 02/11/1999 | \$1,859.63 |
| SVC11013   | 02/25/1999 | \$2,356.89 |

The total amount outstanding is \$28,181.13.  
Please arrange prompt payment of these documents.

Sincerely,

Lesson User 1  
Collections Manager  
The World Online, Inc.  
555-555-1515  
lessonuser1@twoinc.com

05/30/2002

Attn: Bob Fitz  
Aaron Fitz Electrical

Chicago, IL 60603-0776

Lesson User 1  
Collections Manager