

STANDARD OPERATING PROCEDURE USING CALL CHECK FOR NOTES AND FOLLOW UPS

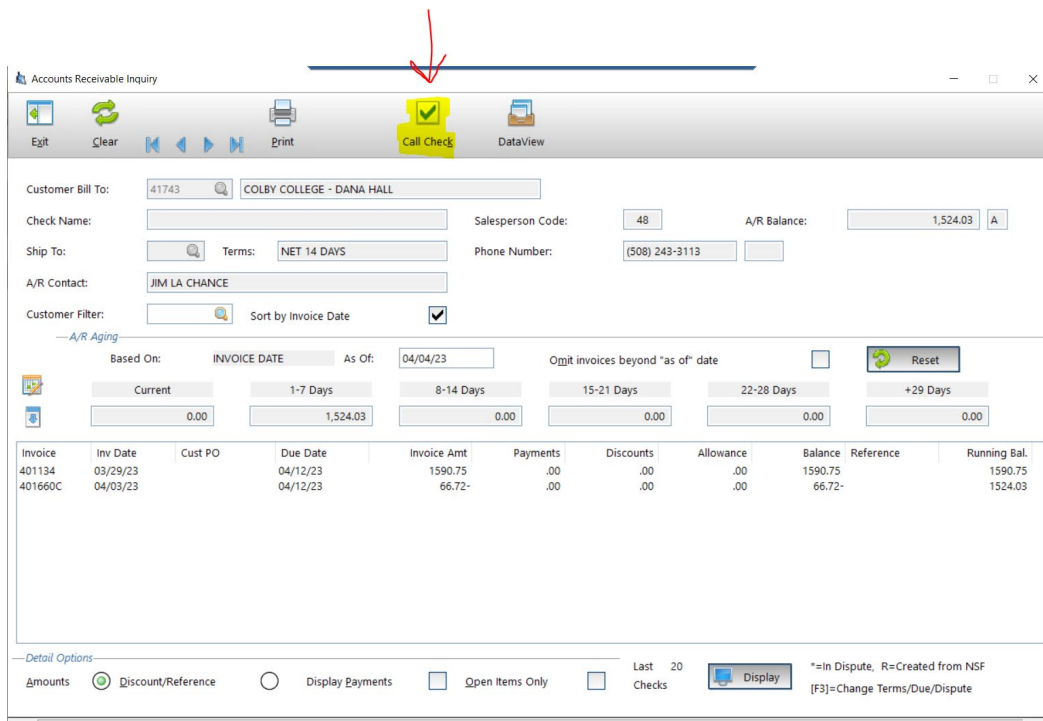
Dole & Bailey, Inc.

Implementation Date: 04/04/2023

PURPOSE: customer information and follow ups for AR and OSS

RESPONSIBILITIES: ANYONE WHO HAS ACCESS TO CUSTOMER ACCOUNTS

In the Accounts Receivable Inquiry Screen you will see CALL CHECK in the gray bar at top



The screenshot shows the 'Accounts Receivable Inquiry' window. A red arrow points to the 'Call Check' button in the top toolbar. The window contains various input fields for customer information, a table for invoice aging, and a table for invoice details.

Customer Information:

- Customer Bill To: 41743 COLBY COLLEGE - DANA HALL
- Check Name:
- Ship To:
- A/R Contact: JIM LA CHANCE
- Customer Filter:
- Sort by Invoice Date: ☒
- Salesperson Code: 48
- Phone Number: (508) 243-3113
- A/R Balance: 1,524.03

Invoice Aging:

Based On:	INVOICE DATE	As Of:	04/04/23	Omit invoices beyond "as of" date:	Reset
Current	1-7 Days	8-14 Days	15-21 Days	22-28 Days	+29 Days
0.00	1,524.03	0.00	0.00	0.00	0.00

Invoice Details:

Invoice	Inv Date	Cust PO	Due Date	Invoice Amt	Payments	Discounts	Allowance	Balance	Reference	Running Bal.
401134	03/29/23		04/12/23	1590.75	.00	.00	.00	1590.75		1590.75
401660C	04/03/23		04/12/23	66.72-	.00	.00	.00	66.72-		1524.03

Detail Options:

- Amounts: ☒ Discount/Reference: ☐ Display Payments: ☐ Open Items Only: ☐ Last 20 Checks: ☐ Display:
- *=In Dispute, R=Created from NSF
[F3]=Change Terms/Due/Dispute

Screen will pop up and you can enter at the highlighted areas

Accounts Receivable Customer Call Check

Exit Clear Tools

Customer Code: 41743 COLBY COLLEGE - DANA HALL A/R Balance: 1,524.03

Ship To: Terms: NET 14 DAYS Phone: (508) 243-3113 Fax:

Call Date: 04/04/23 Follow Up Date: 00/00/00 Send To:

Call Text:

Caller Logon : AJES ANGELA JESEMAN

Send Okay Clear Delete

Call Date	Caller	Remarks	Follow Up	Cont
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If you want to send via email to someone use the SEND TO: tab magnifying tab and a box will show and you choose who to add

Accounts Receivable Customer Call Check

Exit Clear Tools

Customer Code: 41743 COLBY COLLEGE - DANA HALL A/R Balance: 1,524.03

Ship To: Terms: NET 14 DAYS Phone: (508) 243-3113 Fax:

Call Date: 04/04/23 Follow Up Date: 00/00/00 Send To:

Call Text:

Caller Logon : AJES ANGELA JESEMAN

Send Okay Clear Delete

Call Date	Caller	Remarks	Follow Up	Cont
04/04/23	AJ...			
04/04/23	AJ...	TEST		

TYPE YOUR NOTE IN THE CALL TEXT AREA THEN HIT OK --- YOU WILL SEE IT POP UP BELOW HIT EMAIL AND IT WILL EMAIL TO THE PERSON, PERSONS YOU ADDED

COLBY COLLEGE - DANA HALL Called: 04/04/23

DB Dole Bailey To: Angela Jesseman

TEST

Follow Up Date : / / Contact: AJES AJESSEMAN@DOLEANDBAILEY.COM

04/04/23

TO DELETE A NOTE HIGHLIGHT IN THE BOX AND HIT DELETE TAB