

Accounts Receivable Invoice

Setup in the Master View

- From you main accounts view click on the 'Master' button.

Edit Record: MASTER All fields

Store Information:
 Store Name: Datamakers, inc
 Address1: 1700 lamers drive
 City: little chute WI 54140
 Phone#: (920)788-4225
 Fax: () -
 Email: eaglesquare@mncable.net

Sales Tax:
 View/Add/Edit County
 County: [Dropdown]
 Tax1 Rate: .01000
 Tax2 Rate: .06750
 Tax3 Rate: .00000
 Tax4 Rate: .00000

Daily Gross Profit Base %:
 Gross Profit Base %: 0

Remote Scanner Setup:
 Remote Scanner Port#: 6
 Remote Scanner Model: HT630

Ruby Setup:
 Adjust POS Close Date +/-: 0
 Communication Protocol: Ruby Link
 Ruby Comm Port#: 5
 1st Master Ruby Name: [Text Box]
 2nd Master Ruby Port#: [Text Box]
 2nd Master Ruby Name: [Text Box]
 Category Time Out: 0
 Department Time Out: 0
 Fee Charge Time Out: 0
 BlueLaw Time Out: 0
 Plu Time Out: 0
 Promotion Time Out: 0
 Menu Time Out: 0
 Deal Time Out: 0
 Mop Time Out: 0
 Softkey Time Out: 0
 Customer ID Time Out: 0

- The first thing you need to make sure you have done is filling out the sales tax section.
 - o If you don't have a county sales tax filled in, click on 'View/AddEdit County' to add one.
 - o When the pop-up box appears click on the Add button in your main toolbar.

Add: COUNTY All fields

County Code: [Text Box] Must be 4 Characters ie WI45, IL03
 County Name: [Text Box]
 Sort: 2

Name	Rate
Tax 1	.00000
Tax 2	.00000
Tax 3	.00000
Tax 4	.00000

Tax Rates
 5% = .05
 5 1/2% = .055
 5 1/4% = .0525

- o Fill in all the areas, then click on the save button.

- From the master view click on the 'A-P A-R' tab at the top of the view.

The screenshot shows a software interface for editing master records. At the top, there are tabs for 'EOD', 'A-P A-R', 'Plu', 'Misc Options', and 'Email'. The 'A-P A-R' tab is active. The interface is divided into several sections:

- Checking:** Fields for LAST CK#, STATE ID#, FED ID#, Social Security Number, and Check Logo.
- Bank Information:** Several empty text input fields.
- Accounts Receivable:** Finance Rate (.00000), Statement Closing (08-04-2008), and two text boxes for 'Note To Add on Invoices' and 'Note To Add on Statements'.
- Invoices:** Printer Type (dropdown), Default M.O.P. (dropdown), Invoice Logo (text), Discount % (.0000), Last Inv# (0), and Copies To Print (1).
- Accounts Payable:** AP Default M.O.P. (dropdown) and VendorCheckReportName (dropdown).
- Default GL Numbers:** Cost of Goods GL#, A/R GL#, A/R Discount GL#, and Bad Debt GL# (all dropdowns).

- o Here you will need to fill out the Accounts Receivable and Invoices sections, which are both located on the right side of the screen.
- o Accounts Receivable

This section provides a detailed view of the Accounts Receivable fields. The Finance Rate is set to .00000 and the Statement Closing is 08-04-2008. There are two text boxes for adding notes to invoices and statements. To the right, a box titled 'Tax Rates' lists the following values:

- 5% = .05
- 5 1/2% = .055
- 5 1/4% = .0525

- Fill in the finance rate. If the rate is 5% then you would put in .05.
 - In the two note boxes, you can type anything that you want to have on either your invoices or on you statements.
- o Invoices

This section shows the Invoices fields. The Printer Type and Default M.O.P. are dropdown menus. The Invoice Logo is a text field. The Discount % is .0000, Last Inv# is 0, and Copies To Print is 1.

- In the Printer Type section, from the drop-down list select '1'.
 - If you would like to add a logo on your invoice, in the 'Invoice Logo' field put in the exact name of the file you would like to add. The file has to be in this folder; c:\adbmw\backoffice\ (File name). Also fill in the 'Copies to print' section.

- 1) Go into the accounts view of the Person/Company you are charging.
- 2) Click on the A/R Invoice button.
- 3) Go into add mode.

0 No Records

Last/Comp Name: DATAMAKERS, INC
 First name:
 Address1: 1700 Lamers Drive
 Address2:
 City: Little Chute, WI 54140
 Phone: (920)788-4225

Quantity	Tax	Price/Unit	Discount	Extension
23.261	Y	3.74919		87.21

Subtotal: 0.00
 Tax1: 1.00000 (.00)
 Tax2: 1.00000 (.00)
 Tax3: 1.00000 (.00)
 Tax4: 1.00000 (.00)
 Invoice Total: 0.00
 Early Pay Discnt %: .0000
 Early Pay Discnt Amt: .00
 Total After Discout: .00

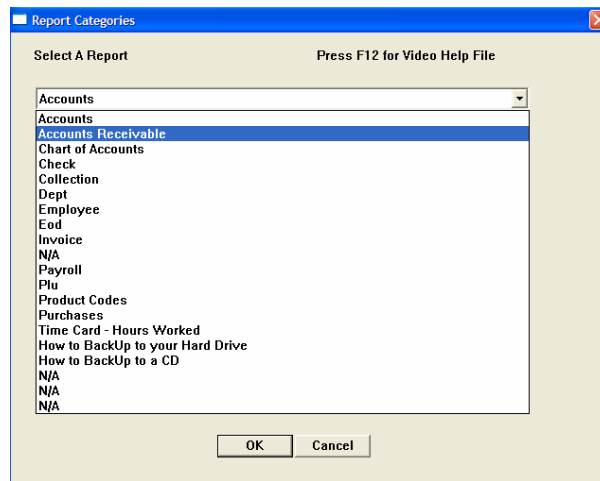
4) **Example**

- a. Adding an invoice if they bought gas.
- b. Type in the PLU of your NoLead item.
- c. If in one of your sales you sold 23.261 gallons of unleaded gas and the overall sale price was \$87.21, the price per gallon was \$3.749
 - i. In the quantity field put in the number of gallons you sold (23.261).
 - ii. In the Extension field Type in the total price (\$87.21).
 - iii. Then if you click in the Price/Unit field it should say the price per gallon
- d. Type in how many gallons they bought in the 'Quantity' field.
- e. In the 'Extension' field, type in how much they spent.
- f. Press ENTER and it will figure out the Price/Unit.
- g. Click on the add button, to the right of 'extension'.
- h. Save
- i. Add any other items that you need.
- j. Each invoice represents one transaction.

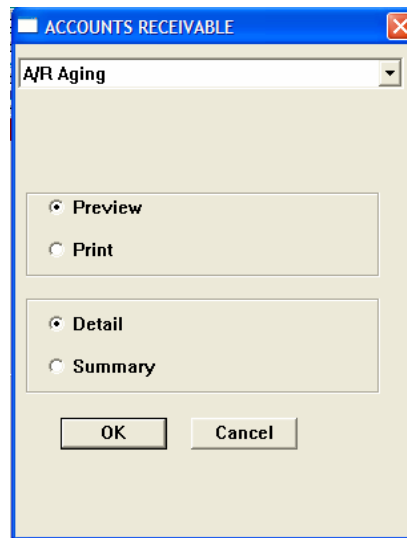
5) How to print reports and statements.

a. Reports

- i. From your main accounts view click on the Reports button.



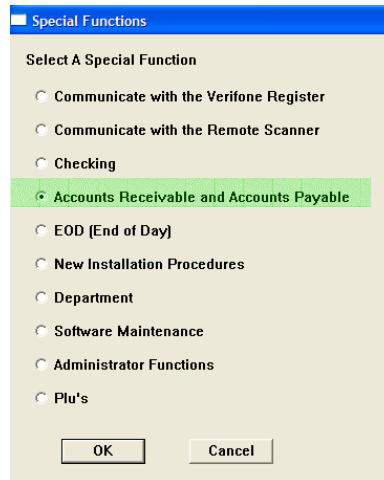
- ii. From the drop down menu select 'Accounts Receivable'.
iii. Click 'OK'.



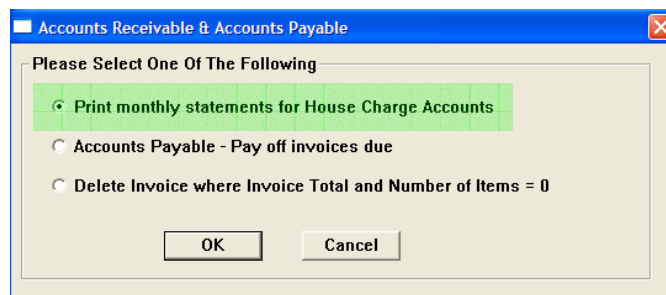
- iv. From the drop down list select 'A/R Aging' then select the 'Print' option.
v. Click 'OK'.
vi. Select a date and then click 'OK'

b. Statements

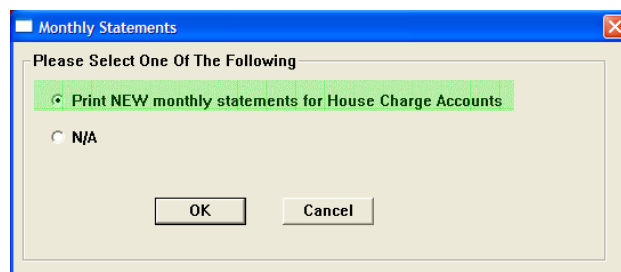
- i. To print a statement, from your main accounts view click on 'Functions'.



- ii. Select the 'Accounts Receivable and Accounts Payable' option.
iii. Click 'OK'.



- iv. Select the 'Print Monthly Statements for House Charge Accounts' option.
v. Click 'OK'.



- vi. Select 'Print NEW Monthly Statement For House Charge Accounts'.
vii. Click 'OK'.
viii. Select a date and then click 'OK'.