



The main toolbar is active in ALL views.

Collection

The collection function keeps track of money collected from Accounts Receivable transactions or miscellaneous Collections. I.e. Cigarette buy downs.

| | | | | | | | | | |
|-------------|-------------|-------------|----------|-----------|------------|-------|-----------|-------------|--------------------|
| A / R | Category | Collection | Deal | EOD | InvenCount | MOP | Prod Code | Tank Charts | REPORTS |
| A/R Invoice | Chart/Accts | Contacts | Dept's | EOD Gas | Master | Notes | Purchases | TimeCard | Print #10 Envelope |
| Blue Law | Checks | Customer ID | Employee | FeeCharge | Menu | PLU | Softkey | | FUNCTIONS |

- 1) From your Main Accounts view click on the 'Collection' button.
- 2) Click on the 'Record' R button.
- 3) If you would like to add a collection, go to the main toolbar and click on the Add button.

Record: Collection - Lookup

| REC | ACC# | Acct Name | Date |
|---------|------|-----------------|------------|
| 5302678 | 2 | DATAMAKERS, INC | 06-10-2008 |

No Changes are allowed after posting

Sent to Statement: 00-00-0000
Post Date: 00-00-0000
Post Time: 12:00:00 am

| Collection if applied to an Invoice | Miscellaneous Collection |
|---|---|
| EOD Pay In?: <input type="text" value="N"/> | EOD Pay In?: <input type="text" value="N"/> |
| Date: 06-10-2008 | Date: 06-10-2008 |
| M.O.P.: 1 CASH | M.O.P.: 1 CASH |
| Check#: <input type="text"/> | Check#: <input type="text"/> |
| GL#: <input type="text"/> | GL#: <input type="text"/> |
| Finance Collected: .00 | Misc Amt Recvd: .00 |
| Invoice Collected: .00 | Dept#: <input type="text"/> |
| Bad Debt: .00 | Dept Name: <input type="text"/> |
| Invoice#: <input type="text"/> View Invoice | Dept Date: 00-00-0000 |
| Note: <input type="text"/> | Note: <input type="text"/> |