

House Accounts

1

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1373 By: POS Cashier: POS Date: 11/08/2010 Register: 1 - PL: Our Price

SCAN: [Yellow Field]

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
-------------	----------	-------	-------	-------

Bill To | Ship To | Note |

Quick Sale [Cyan Field]

↑ Show More Options [F2] Select Bill To [F3] Customer History [F4] Logout [F5]

↓ Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

LineTotals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00 Tender [F10]



IN KEYBOARD SALES MODE:

To Add or edit house accounts, you can either go to Manager Mode or:

1. SELECT BILL TO (Your "Customer Sales" labeled keyboard button, or F3)

(NOTE: Only Teachers & Managers will have access to Manager Mode)

House Accounts

POSITIVE Retail Manager - The Bluetique - Station: 1

Invoice: 1258 By: POS Cashier: POS Date: 10/28/2010 Register: 1 - PL: Our Price

SCAN: []

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description: [] Total: []

Locate Customer Dialog:

Locate: [] go! ? [] Select [X] Cancel

Account	Code	Name
2	2	JONES, SALLY
3	3	Jones, Tom
4	4	Smith, Jane
1	1	TEACHER, MR.

SALLY JONES
ROOM 123

Home:
Work:

Account: 2 Code: 2

Buttons: Add (2), Edit (3), More Detail

Bottom Panel:

Line Totals: 0.00	Sub Total: 0.00	
Taxable: 0.00	- Coupon: 0.00	
Sales Tax: 0.00	- Deposit: 0.00	
Item Count: 0.00	Total: 0.00	

0.00 Tender [F10]



IN KEYBOARD SALES MODE:

A Customer List will appear, and you can do:

1. SELECT Customer Sale

- Fast Tip: Type the 1st Letter of Last Name or 1st Letter of Organization's Name
- If your list is long, you can use Student & Teacher's ID # (barcode can be scanned in code field)
- Large Customer Lists can be imported from another database

2. Add a NEW CUSTOMER (See how to do in Customer Training)

3. Edit existing Customer

- Fast Tip: A selected customer on Sales Screen can be edited by selecting (F4) "Select Bill To"

House Accounts

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1258 By: POS Cashier: POS Date: 10/28/2010 Register: 1 - PL: Our Price

SCAN:

Stock: 0.00 | Held: 0.00 | Available: 0.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
HOODIE MASCOT LOGO BLACK/LARGE	1.00	20.00	10.00	18.00

1

2

Bill To | Ship To | Note

SALLY JONES
ROOM 123

Home:
Work:

Account: 2 Code: 2
Terms: 30

Show More Options [F2] Select Bill To [F3] Edit Bill To [F4] Logout [F5]

Adjust Quantity [F6] Time Clock [F7] Discount [F8] Void Transaction [F9]

Line Totals:	18.00	Sub Total:	18.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	1.00	Total:	18.00

18.00

Tender [F10]

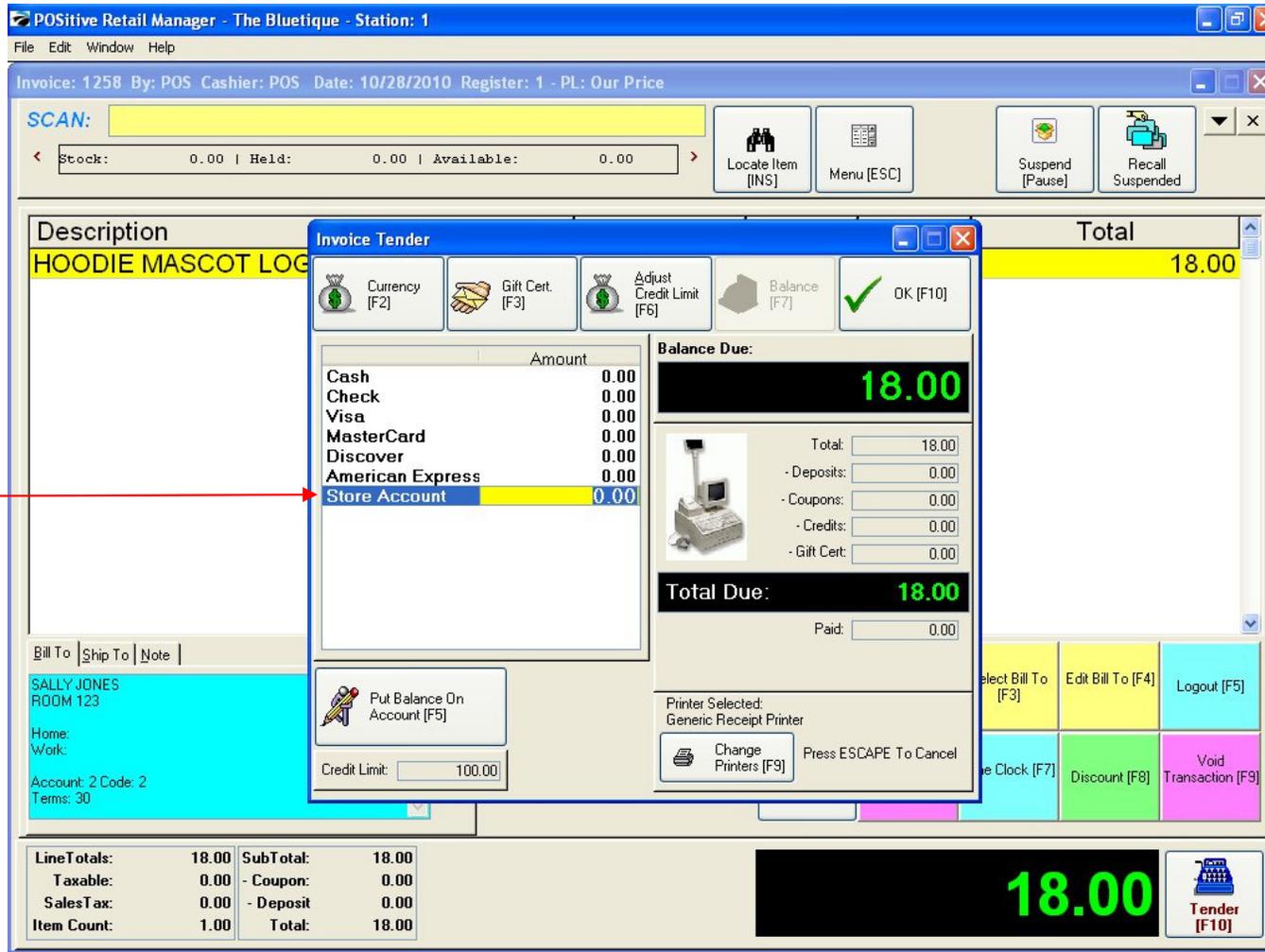


IN KEYBOARD SALES MODE:

Once you selected a customer:

1. Their Name and Customer Info Appears in the **BLUE BOX** (Bill to area)
2. Allows you to edit Customer Info (Customer info hot button on keyboard)

House Accounts



POSitive Retail Manager - The Bluetique - Station: 1

Invoice: 1258 By: POS Cashier: POS Date: 10/28/2010 Register: 1 - PL: Our Price

SCAN: []

Stock: 0.00 | Held: 0.00 | Available: 0.00

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Invoice Tender	Total
HOODIE MASCOT LOGO		18.00

Amount Due: 18.00

Payment Method	Amount
Cash	0.00
Check	0.00
Visa	0.00
MasterCard	0.00
Discover	0.00
American Express	0.00
Store Account	0.00

Total Due: 18.00

Bill To: SALLY JONES ROOM 123

Home: [] Work: []

Account: 2 Code: 2 Terms: 30

Printer Selected: Generic Receipt Printer

Change Printers [F9] Press ESCAPE To Cancel

Line Totals	Sub Total
Line Totals: 18.00	Sub Total: 18.00
Taxable: 0.00	- Coupon: 0.00
Sales Tax: 0.00	- Deposit: 0.00
Item Count: 1.00	Total: 18.00

18.00 Tender [F10]



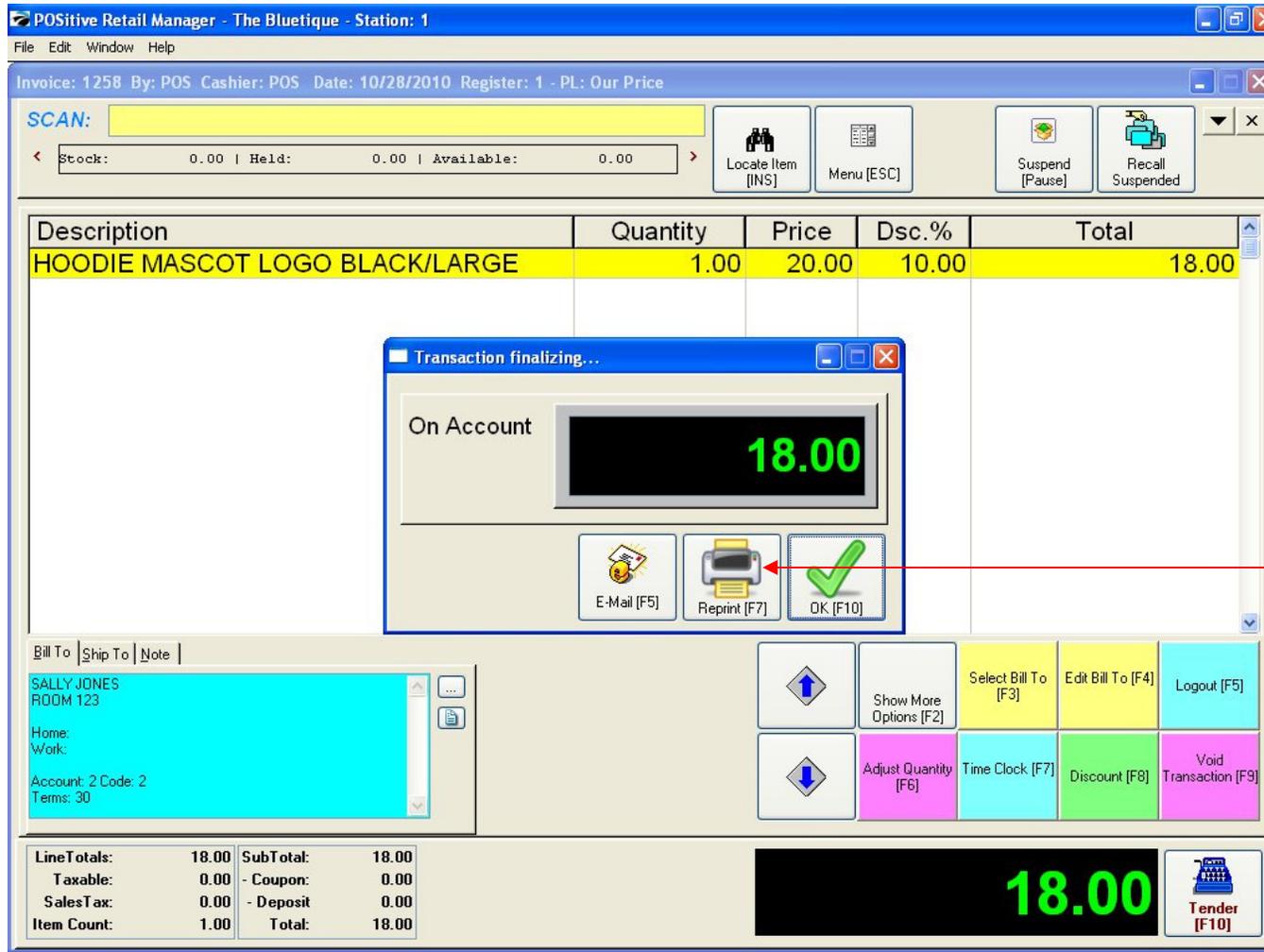
IN KEYBOARD SALES MODE:

To TENDER an Account Receivable (A/R, House Account):

1. Select the House Account button (on your smart keyboard)

- You may then have to select the enter key to complete
- If you don't have a smart keyboard, choose F10 & then F5 to complete

House Accounts



POSITIVE Retail Manager - The Bluetique - Station: 1

Invoice: 1258 By: POS Cashier: POS Date: 10/28/2010 Register: 1 - PL: Our Price

SCAN:

Stock: 0.00 | Held: 0.00 | Available: 0.00

Description	Quantity	Price	Dsc. %	Total
HOODIE MASCOT LOGO BLACK/LARGE	1.00	20.00	10.00	18.00

Transaction finalizing...

On Account

18.00

E-Mail [F5] Reprint [F7] OK [F10]

Bill To | Ship To | Note

SALLY JONES
ROOM 123

Home:
Work:

Account: 2 Code: 2
Terms: 30

Line Totals:	18.00	Sub Total:	18.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	1.00	Total:	18.00

18.00

Tender [F10]

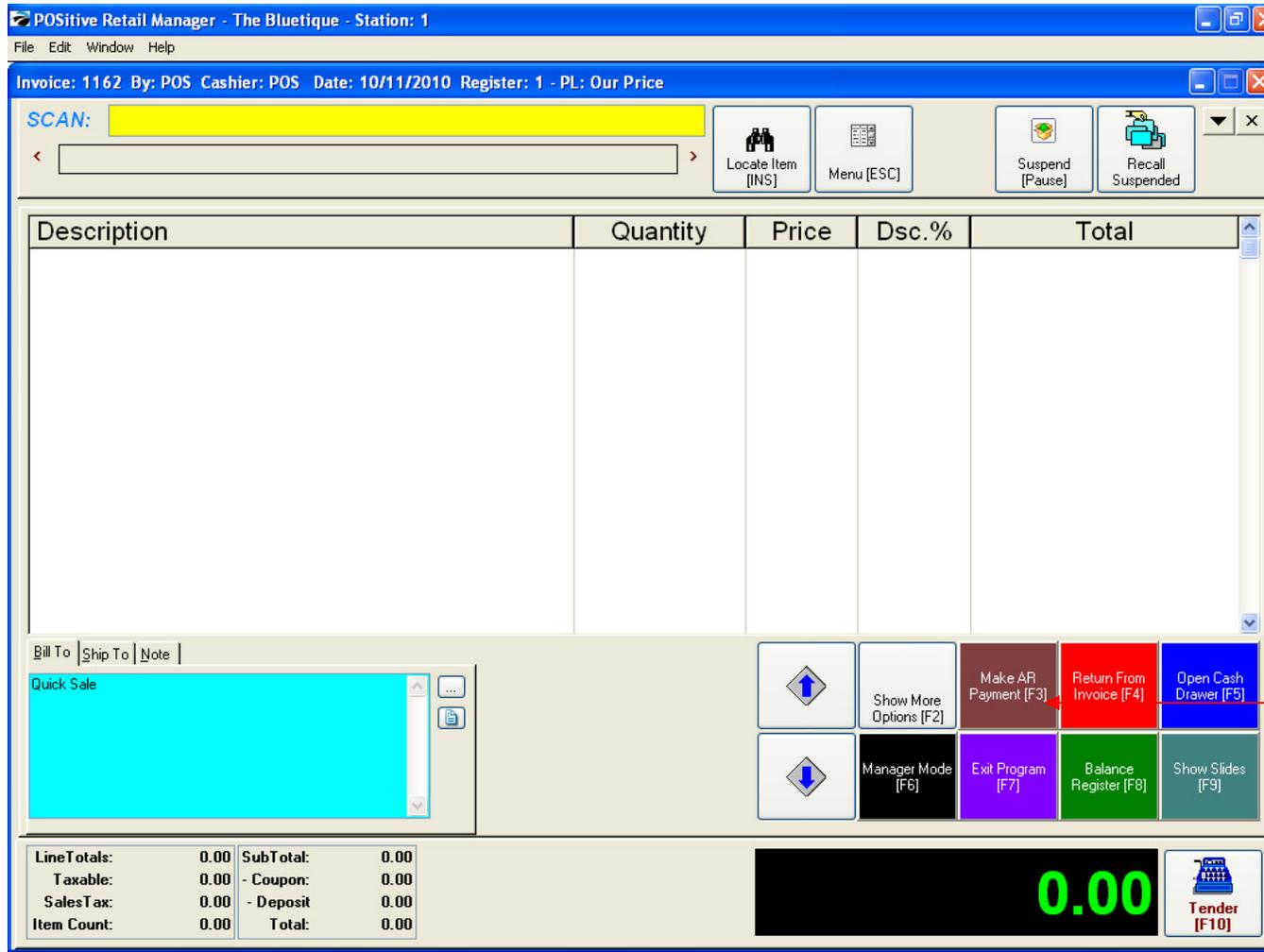


IN KEYBOARD SALES MODE:

The Processing, On Account Confirmation will appear:

1. Select Reprint (Use F7 on your keyboard)
 - 2 Receipts will print automatically
 - Have A/R customer sign one. Keep in drawer for your records.

House Accounts



POSITIVE Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1162 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SCAN:

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total

Bill To | Ship To | Note |

Quick Sale

↑ Show More Options [F2] Make A/R Payment [F3] Return From Invoice [F4] Open Cash Drawer [F5]

↓ Manager Mode [F6] Exit Program [F7] Balance Register [F8] Show Slides [F9]

Line Totals:	0.00	Sub Total:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00

Tender [F10]



IN KEYBOARD SALES MODE:

To pay on a house account, you can either go to Manager Mode or:

1. Select Make A/R Payment (F3)

House Accounts

7

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1162 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SCAN: [Yellow Field]

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
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Bill To | Ship To | Note |

Quick Sale

↑ Show More Options [F2] Make AP Payment [F3] Return From Invoice [F4] Open Cash Drawer [F5]

↓ Manager Mode [F6] Exit Program [F7] Balance Register [F8] Show Slides [F9]

LineTotals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00

Tender [F10]



1

2

IN KEYBOARD SALES MODE:

1. Select Show More Options Button (F2)
2. Select Manager Mode Button (F6)

(NOTE: Only Teachers & Managers will have access to Manager Mode)

House Accounts

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Line Totals: 0.00 SubTotal: 0.00
 Taxable: 0.00 - Coupon: 0.00
 Sales Tax: 0.00 - Deposit: 0.00
 Item Count: 0.00 Total: 0.00

0.00

Touch Screen Sales

IN TOUCH SCREEN SALES MODE:

To Add or edit house accounts, you can either go to Manager Mode or:

1. SELECT CUSTOMER LIST

(NOTE: Only Teachers & Managers will have access to Manager Mode)

House Accounts

Invoice: 1569 By: POS Cashier: POS Date: 12/17/2010 Register: 1 - PL: Our Price

Sorted by: Name

Account	Code	Name
2	2	JONES, SALLY
3	3	Jones, Tom
4	4	Smith, Jane
1	1	TEACHER, MR.

Buttons: Up, Down, Page Up, Page Down, Find Anywhere, Find At Beginning, Email, Map, Sort By Account, Add, Edit, Select, Close

Customer List: Customer List, Suspend, Retrieve, Invoice Prompt, Coupon, Delete Item, Tender

Line Totals:
Taxable:
Sales Tax:
Item Count:

0.00

1, 2, 3 (Red arrows pointing to Select, Add, and Edit buttons respectively)



IN TOUCH SCREEN SALES MODE:

A Customer List will appear, and you can do:

1. SELECT Customer Sale
 - If your list is long, you can use Student & Teacher's ID # (barcode can be scanned in code field)
 - Large Customer Lists can be imported from another database
2. Add a NEW CUSTOMER (See how to do in Customer Training)
3. Edit existing Customer

House Accounts

Invoice: 1569 By: POS Cashier: POS Date: 12/17/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 123456	GYM SHORTS GREEN/XXL	1.00	19.50	10.00	17.55

JONES, SALLY

Line Totals:	17.55	Sub Total:	18.60
Taxable:	17.55	- Coupon:	0.00
Sales Tax:	1.05	- Deposit:	0.00
Item Count:	1.00	Total:	18.60

18.60

Touch Screen Sales

IN TOUCH SCREEN SALES MODE:

Once you selected a customer:

1. Their Name and Customer Info Appears in the Bill to Area

House Accounts

Invoice: 1569 By: POS Cashier: POS Date: 12/17/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 123456	GYM SHORTS GREEN/XXL	1.00	19.50	10.00	17.55

JONES, SALLY

Line Totals:	17.55	Sub Total:	18.60
Taxable:	17.55	- Coupon:	0.00
Sales Tax:	1.05	- Deposit:	0.00
Item Count:	1.00	Total:	18.60

Touch Screen Sales

Cursor Down Cursor Up

18.60

Customer List, Suspend, Retrieve, Invoice Prompt, Coupon, Delete Item, Tender

Adjust Quantity, 2, 3, GO More, Manager

1

IN TOUCH SCREEN SALES MODE:

Once you selected a customer:

1. Finalize the sale by selecting the Tender button

House Accounts

Invoice: 1569 By: POS Cashier: POS Date: 12/17/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 123456	GYM SHORTS GREEN/XXL	1.00	19.50	10.00	17.55

JONES, SALLY

Balance Due: **18.60**

Clear **0.00**

Credit Available: 100.00

\$1 \$5 1 2 3

\$10 \$20 4 5 6

\$50 \$100 7 8 9

. 0 00

Total Due: 18.60

Adjust Credit Limit Cancel

Cash [F2] Check [F3] Credit [F4] Gift Certificate [F6]

Finance [F7] On Account [F8]

1. Enter Amount Tendered
2. Select Type of Tender
If Tendering the exact Amount Due, just select the Tender Type.

Line Totals:	17.55	SubTotal:	18.60
Taxable:	17.55	- Coupon:	0.00
Sales Tax:	1.05	- Deposit:	0.00
Item Count:	1.00	Total:	18.60

Cursor Down Cursor Up

18.60



IN TOUCH SCREEN SALES MODE:

To TENDER an Account Receivable (A/R, House Account):

1. Select the House Account button (F8)

House Accounts

Invoice: 1569 By: POS Cashier: POS Date: 12/17/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 123456	GYM SHORTS GREEN/XXL	1.00	19.50	10.00	17.55

Balance Due: **0.00**

On Account **18.60**

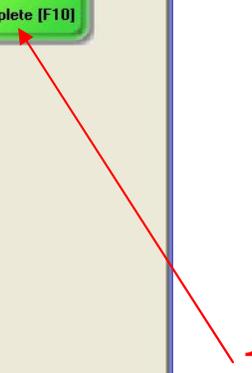
Start Over [F3] Complete [F10]

JONES, SALLY

Line Totals:	17.55	SubTotal:	18.60
Taxable:	17.55	- Coupon:	0.00
Sales Tax:	1.05	- Deposit:	0.00
Item Count:	1.00	Total:	18.60

Cursor Down Cursor Up

18.60




IN TOUCH SCREEN SALES MODE:

- To TENDER an Account Receivable (A/R, House Account):
1. Select the Complete (F10) button to finalize the sale.

House Accounts

Invoice: 1569 By: POS Cashier: POS Date: 12/17/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
✓ 123456	GYM SHORTS GREEN/XXL	1.00	19.50	10.00	17.55

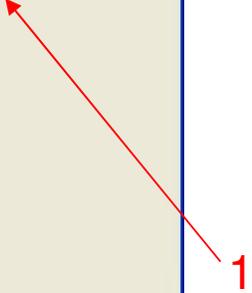
On Account **18.60**

E-Mail [F5] Reprint [F7] OK [F10]

JONES, SALLY

Line Totals:	17.55	SubTotal:	18.60
Taxable:	17.55	- Coupon:	0.00
Sales Tax:	1.05	- Deposit:	0.00
Item Count:	1.00	Total:	18.60

Cursor Down Cursor Up **18.60**




IN TOUCH SCREEN SALES MODE:

The Processing, On Account Confirmation will appear:

1. Select Reprint (Use F7 on your keyboard)
 - 2 Receipts will print automatically
 - Have A/R customer sign one. Keep in drawer for your records.
2. Select OK (F10) to finish sale.

House Accounts

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Line Totals: 0.00 SubTotal: 0.00
 Taxable: 0.00 - Coupon: 0.00
 SalesTax: 0.00 - Deposit: 0.00
 Item Count: 0.00 Total: 0.00

Cursor Down Cursor Up

0.00

Touch Screen Sales

IN TOUCH SCREEN SALES MODE:

There are two ways to pay on a house account.

1. Touch Manager Button

House Accounts

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Buttons: Exit Program, Logout, Go to Sales, Balance Reg., Daily Sales Summary, Gift Certificates, Edit Bill To, Invoice History, Make AR Payment, Note, Edit Notes, Open Cash Drawer, Report Center, Price Check, Return From Invoice, Discount, Time Clock, Show Costs, Void, Manager Mode

Line Totals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
Sales Tax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

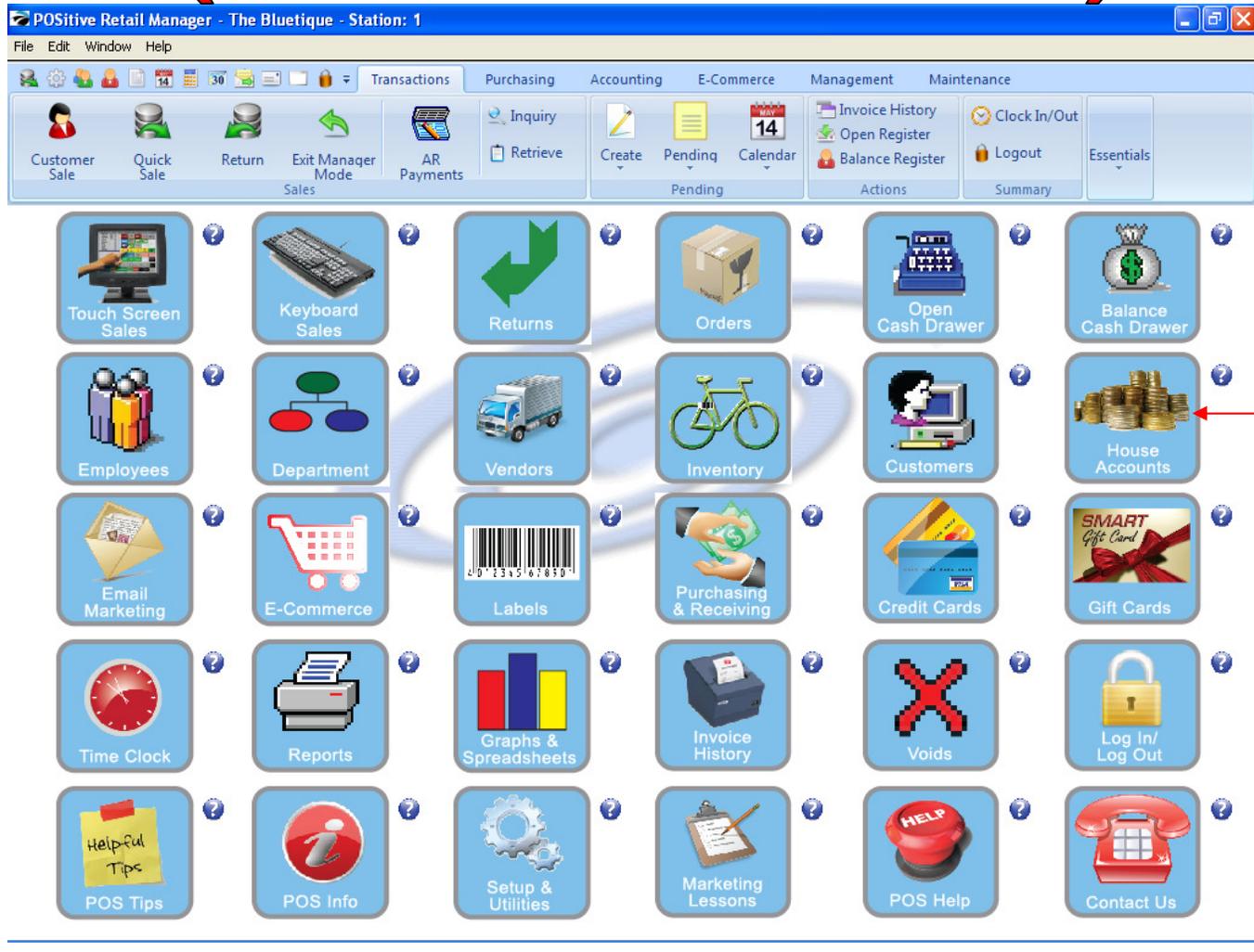
Cursor Down, Cursor Up, 0.00

Touch Screen Sales

ON MANAGER BUTTON SCREEN:

1. Select Make A/R Payment Button
 2. Select Manager Mode Button
- (NOTE: Only Teachers & Managers will have access to Manager Mode)

Manager Mode (House Accounts)



IN MANAGER MODE:

To pay on a house account, go to House Accounts.

1. Select House Accounts Button

House Accounts

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Touch Screen Sales

Employees

Email Marketing

Time Clock

POS Tips

House Accounts

Balance Cash Drawer

House Accounts

Gift Cards

Log In/ Log Out

Contact Us

Locate Customer

Locate: go! ? Select Cancel

Account	Code	Name
2	2	JONES, SALLY
3	3	Jones, Tom
4	4	Smith, Jane
1	1	TEACHER, MR.

SALLY JONES
ROOM 123

Home:
Work:

Account: 2 Code: 2

Find Authorized Buyer Add Edit More Detail

CUSTOMER LIST

On the Customer List, you can easily see who owes the store \$\$:

- Customers who owe have a Flag icon next to their name
 - Green Flag** means they are not beyond 30-days (current) in their Credit Payment
 - Yellow Flag** means they are not current (up to 60 days old) in their Credit Payments.
 - Red Flag** means they are not current (over 60-90 days old!!) In their Credit Payments
- Click Select to continue.

House Accounts

POSITIVE Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

AR Payment

Customer: JONES, SALLY

Take Tender [F10] Cancel

Payment Post Date: 10/28/2010 Unapplied Credit: 0.00 Total Due: 17.49 Total Paid: 0.00

Transaction	Type	Date	Terms	Due Date	Original	Paid	Dsc. Taken	Discount	Balance	Payment
<input checked="" type="checkbox"/> 1213	CHG	10/21/2010	30	11/20/2010	17.49	0.00	0.00	0.00	17.49	17.49

Invoice 1213

Tag/UnTag Tag All Untag All Enter Payment Enter Discount

Open Credits

Date	Total	Used	Balance

House Accounts

HOUSE ACCOUNT PAYMENT PROCESSING:

1. Customer can selectively payoff specific invoices
2. Highlight invoice line, click enter payment (or ENTER KEY)
3. Click Take Tender (F10) to continue

House Accounts

Customer: JONES, SALLY

Transaction	Reference	Due Date	Balance Due	Paid
7	1,213	11/20/2010	17.49	17.49

Payment Date: 10/28/2010

OK [F10] Cancel



CONFIRM A/R HOUSE ACCOUNT PAYMENT:

1. Click OK to continue
2. Click CANCEL to go Back

House Accounts

The screenshot shows the POSITIVE Retail Manager interface. The main window is titled "AR Payment" and contains an "Invoice Tender" dialog box. The dialog box has a table of tender options:

Tender Method	Amount
Cash	0.00
Check	0.00
Visa	0.00
MasterCard	0.00
Discover	0.00
American Express	0.00

The "Balance Due" section of the dialog shows a total of 17.49. A red arrow labeled "1" points to the "Cash" tender line in the table.



A/R HOUSE ACCOUNT TENDER:

When assigning (adding) or editing a Category

1. Select method of payment & click highlighted Tender line (or Enter on Keyboard)
 - Cash
 - Check
 - Credit Card?

House Accounts

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

AR Payment

Customer: JONES, SALLY

Payment Post Date: 10/28/2010 Unapplied Credit: 0.00 Total Due: 17.49 Total Paid: 17.49

Transaction	Type	Date	Terms	Due Date	Original	Paid	Dsc. Taken	Discount	Balance	Payment
<input checked="" type="checkbox"/> 1213	CHG	10/21/2010	30	11/20/2010	17.49	0.00	0.00	0.00	17.49	17.49

POSitive Alert

? Print Receipt?

Yes No

Invoice 1213

Tag/UnTag Tag All Untag All

Enter Payment Enter Discount

Open Credits

Date	Total	Used	Balance

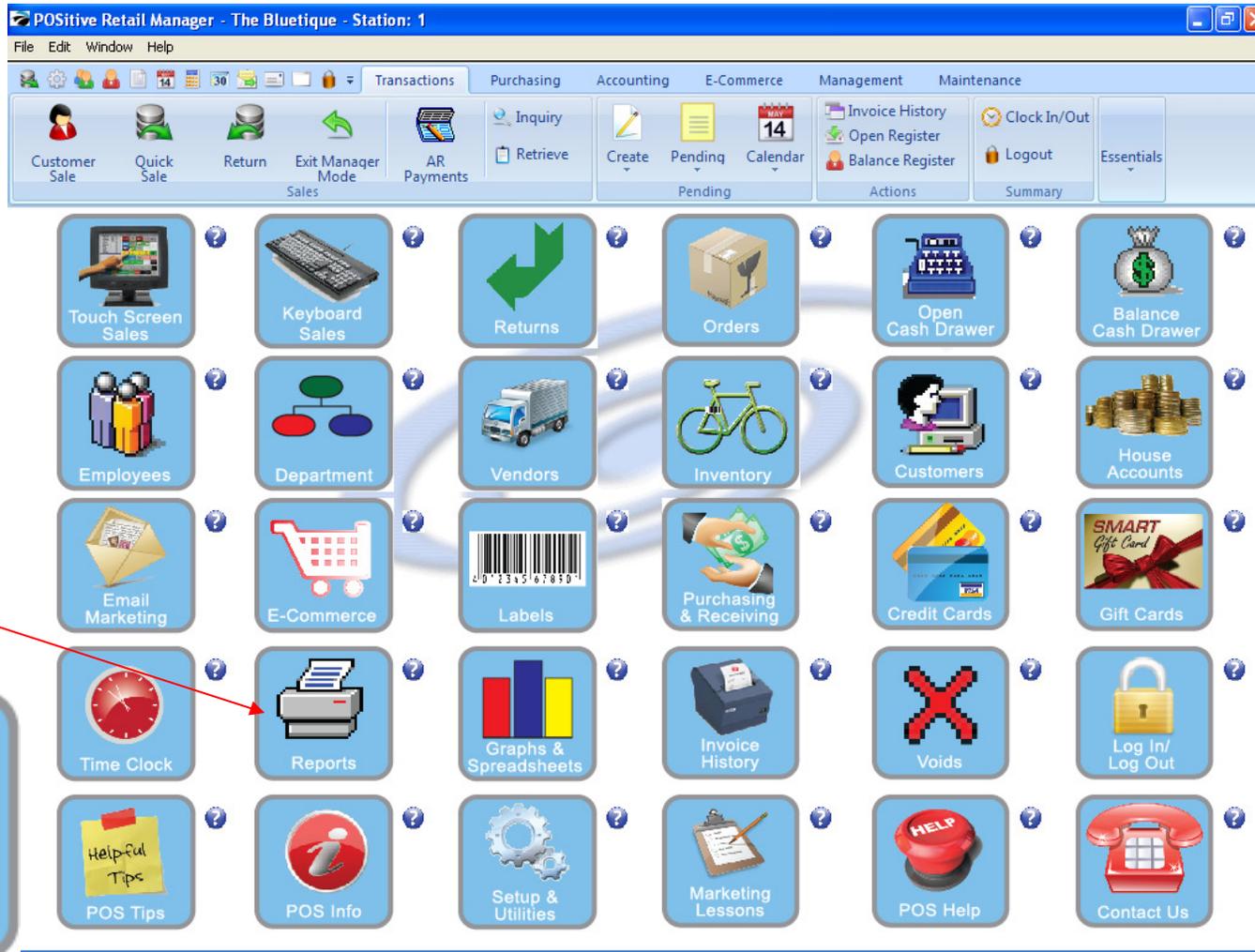
House Accounts

PRINT A/R HOUSE ACCOUNT RECEIPT

1. Select YES (or Enter on Keyboard)

- Will print a receipt (s) of payment. Shows: Mini-Statement of Account.
- Print 1 for Customer & 1 for you're A/R files.
- In Customer's A/R folder... Staple PAYMENT RECEIPT to all receipts that it paid.
- All Payments will later show on A/R Reports

House Accounts



IN MANAGER MODE:

To print a report, go to Reports.

1. Select Reports Button

House Accounts

The screenshot shows the POSitive Retail Manager interface. The main window is titled "Report Center" and contains the following elements:

- Left Sidebar:**
 - View:** Reports
 - Actions:** Receipt Layouts, Invoice/Reports Layouts, Inventory Labels, Customer Labels, User-Definable Reports
- Central List (Report Type):**
 - Sales Reports
 - Inventory Reports
 - Management Reports
 - Purchasing Reports
 - RMA Reports
 - Customer Reports
 - AR Reports** (highlighted in yellow)
 - AP Reports
 - GL Reports
 - Vendor Reports
- Right Pane (Report Details):**
 - Report:** AR Statements
 - AR Aging Report
 - Store Credits Report
 - AR Activity By Date
 - AR Payments By Date
 - AR Transactions By Date
 - AR Cash Forecast
 - AR Statements:** Produces AR Statements
 - External Reports:**
 - POSitive Report Writer (Add, Edit, Delete buttons)
 - Crystal Reports

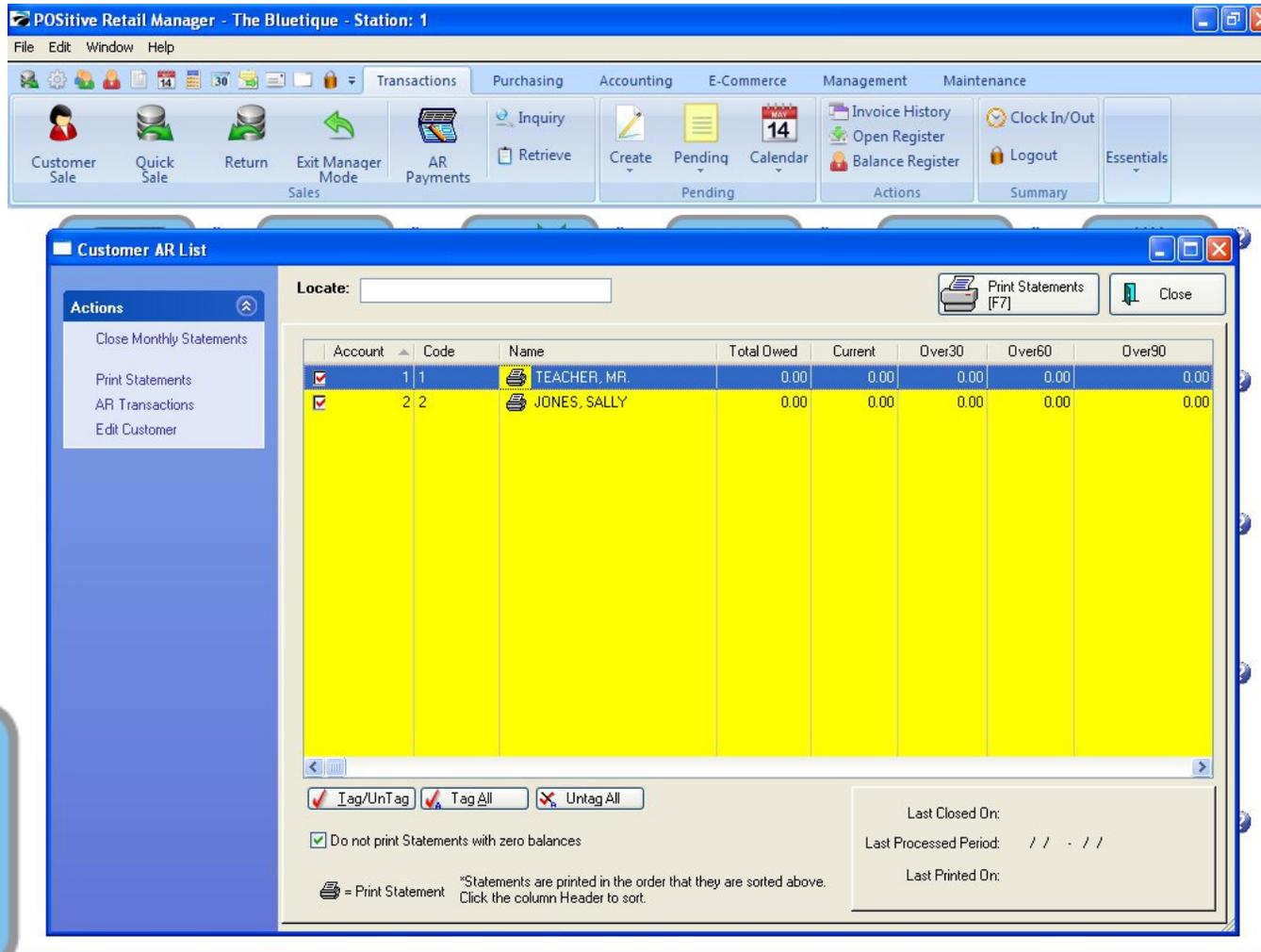
A red arrow labeled "1" points to "AR Reports" in the central list. A red arrow labeled "3" points to the "AR Statements" report in the right pane. A printer icon labeled "Reports" is located in the bottom left corner.

PRINT A/R STATEMENTS & A/R AGING REPORTS:

In Report Center:

1. In the Yellow area, Select A/R Reports
2. On the Report side, choose Aging Report to summarize who owes \$ and how long (30, 60, 90 days) have they owed it?
 - Run Aging report weekly to see changing A/R status
1. On the Report Side, choose A/R Statements to print a house account statement for everyone who owes \$
 - Selective Customer Statements can also be printed off the Customer List (in A/R Detail)

House Accounts



POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

Customer Sale Quick Sale Return Exit Manager Mode AR Payments Inquiry Retrieve Create Pending Calendar Invoice History Open Register Balance Register Clock In/Out Logout Essentials

Customer AR List

Actions

- Close Monthly Statements
- Print Statements
- AR Transactions
- Edit Customer

Locate:

Print Statements [F7] Close

Account	Code	Name	Total Owed	Current	Over30	Over60	Over90
<input checked="" type="checkbox"/>	1 1	TEACHER, MR.	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	2 2	JONES, SALLY	0.00	0.00	0.00	0.00	0.00

Tag/UnTag Tag All Untag All

Do not print Statements with zero balances

Print Statement *Statements are printed in the order that they are sorted above. Click the column Header to sort.

Last Closed On:
Last Processed Period: / / . / /
Last Printed On:

Reports

PRINTING ALL A/R HOUSE ACCOUNT STATEMENTS (1st week of each month):

1. Select Close Monthly Statements

- This will POST & Date stamp the period (last month) the Statement

House Accounts

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	14,360

Statement

The Bhetique
Manheim Township High School
1 School Road
Lancaster, PA 17601

Statement Date: 12/17/2010

Amount Owed:	85.49
Paid:	

SALLY JONES
ROOM 123
Account: 2 Code: 2

Account: 2
Code: 2
Phone:

Return Top Half With Payment

Credit Limit: 100.00

New Charges:	67.49	New Credits:	0.00	Payments:	0.00	Refunds:	0.00
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Description	Date	Due Date	Charges	Payments	Balance
Invoice 1258	10/28/10	11/27/10	18.00		18.00
Balance Forward	12/09/10	12/31/10	50.00		50.00
Invoice 1563	12/17/10	1/16/11	17.49		17.49
Subtotal:					85.49
Finance Charge:					0.00
Total Charges:					85.49

Zoom: 100% 1 pages, 14.0Kb



PRINTING ALL A/R HOUSE ACCOUNT STATEMENTS (1st week of each month):

1. Select Print Statements

- Distribute statements in Teacher's Mail Box

House Accounts

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	5,856

Accounts Receivable Aging Report

Name	Account Lookup	1 - 30	31 - 60	61 - 90	Over 90	Total
JONES, SALLY	2 2	0.00	18.00	0.00	0.00	18.00
	30	0.00	18.00	0.00	0.00	18.00

Zoom: 100% 1 pages, 5.7Kb

ACCOUNTS RECEIVABLE AGING REPORT

1. Review report for any mistakes.
2. Aging Report shows how long people have owed you \$\$
3. You may have to remind customers who are not current with their AR account to pay their bills.