



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

Cursor Down Cursor Up **0.00**

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



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**
0.00

Clear

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**

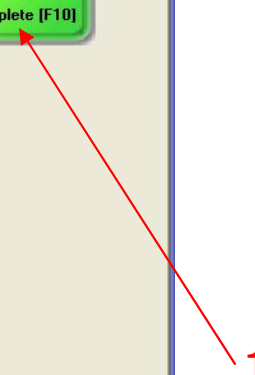
Start Over [F3] Complete [F10]

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

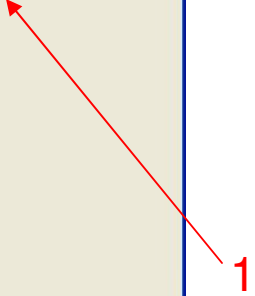
On Account **18.60**

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

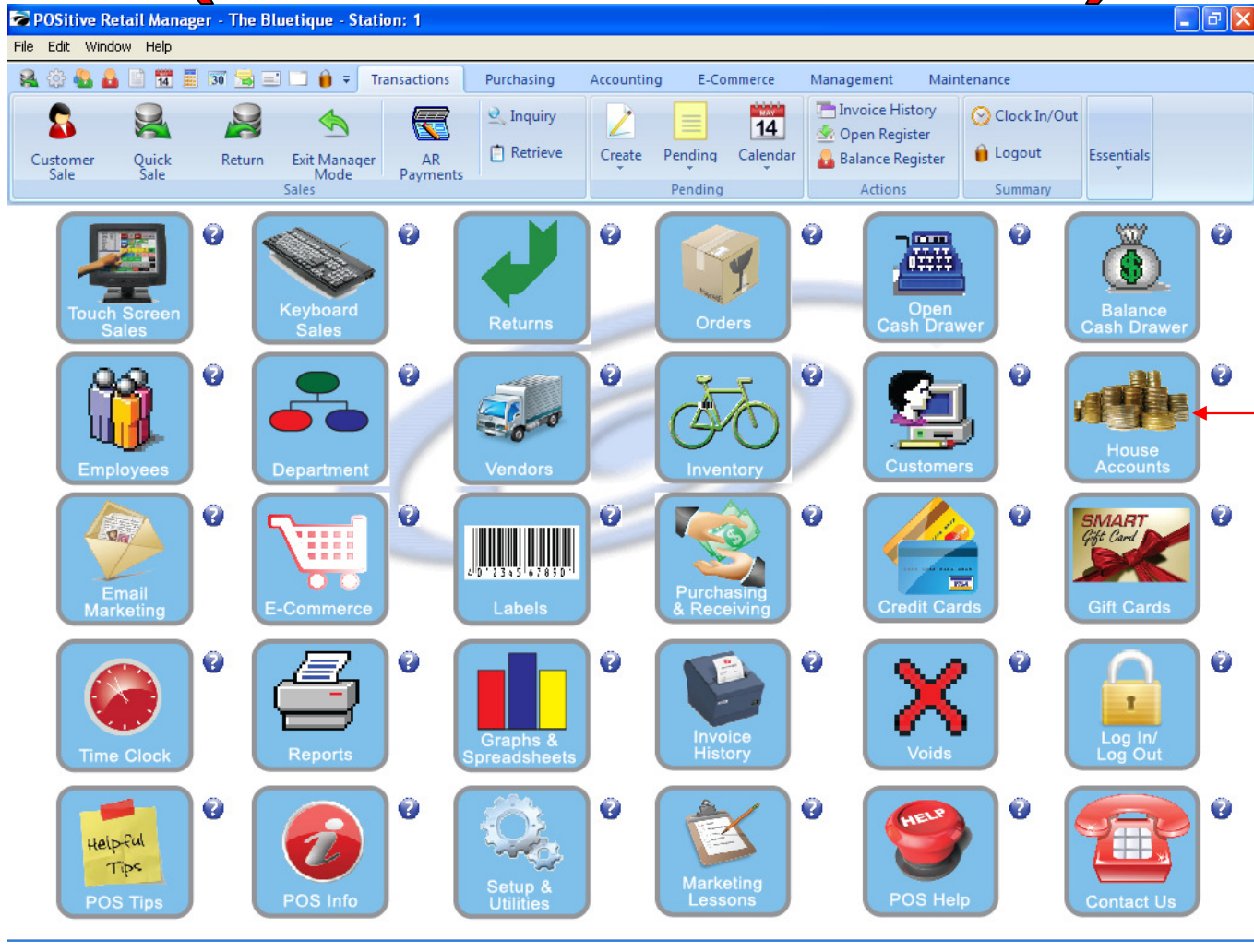
Cursor Down, Cursor Up, 0.00

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

Customer: JONES, SALLY

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 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

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

17.49 Total Paid: 17.49

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

Discount Balance Payment

0.00 17.49 17.49

Payment Date: 10/28/2010

OK [F10] Cancel

1 2



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 "Balance Due" section showing a total of 17.49. Below this, there is a list of payment methods with their respective amounts:

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

The "Total Due" is 17.49. The "Paid" amount is 0.00. A red arrow labeled "1" points to the "Cash" option in the list.



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

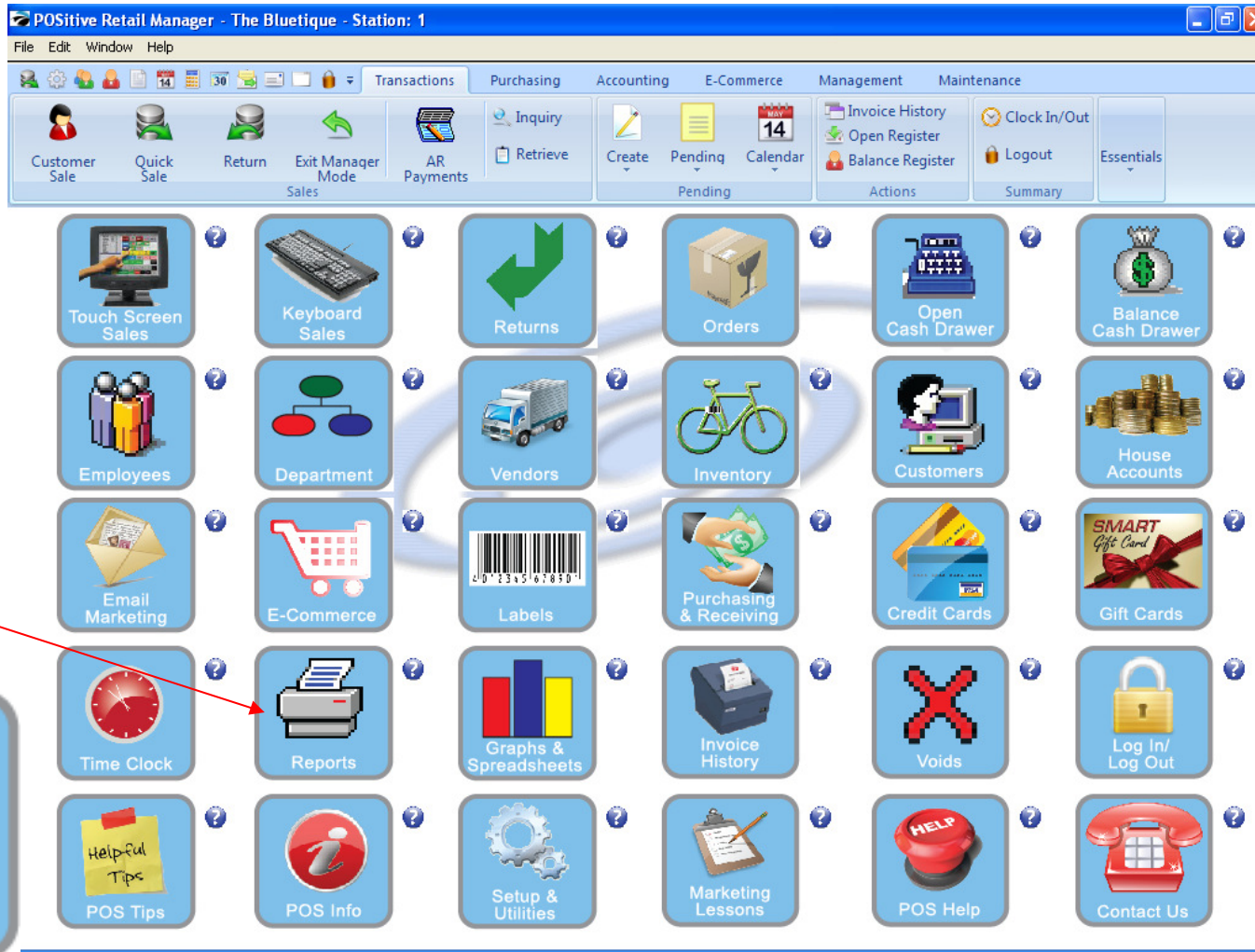
House Accounts

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

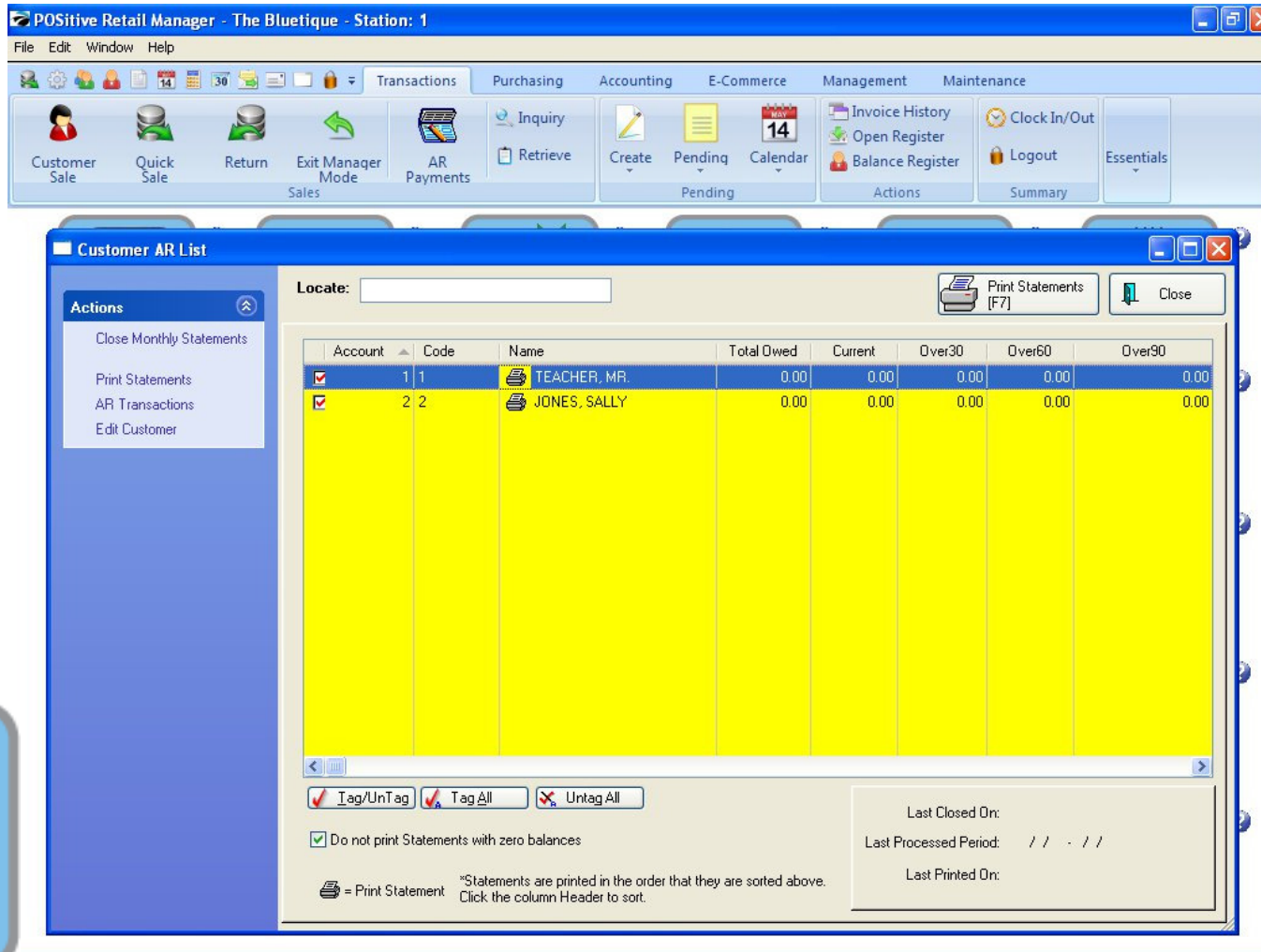
The screenshot shows the POSitive Retail Manager interface. The main window is titled 'Report Center'. On the left, there is a sidebar with 'View' and 'Actions' sections. The 'Actions' section includes 'Receipt Layouts', 'Invoice/Reports Layouts', 'Inventory Labels', 'Customer Labels', and 'User-Definable Reports'. A red arrow labeled '1' points to 'AR Reports' in the central list of report types. The central list includes 'Sales Reports', 'Inventory Reports', 'Management Reports', 'Purchasing Reports', 'RMA Reports', 'Customer Reports', 'AR Reports', 'AP Reports', 'GL Reports', and 'Vendor Reports'. The right pane shows details for the selected report, 'AR Statements', including a description 'Produces AR Statements' and a section for 'External Reports' with options for 'POSitive Report Writer' and 'Crystal Reports'. A red arrow labeled '3' points to the 'AR Statements' report in the right pane. A 'Reports' icon is visible 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
--------------	-------	--------------	------	-----------	------	----------	------

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