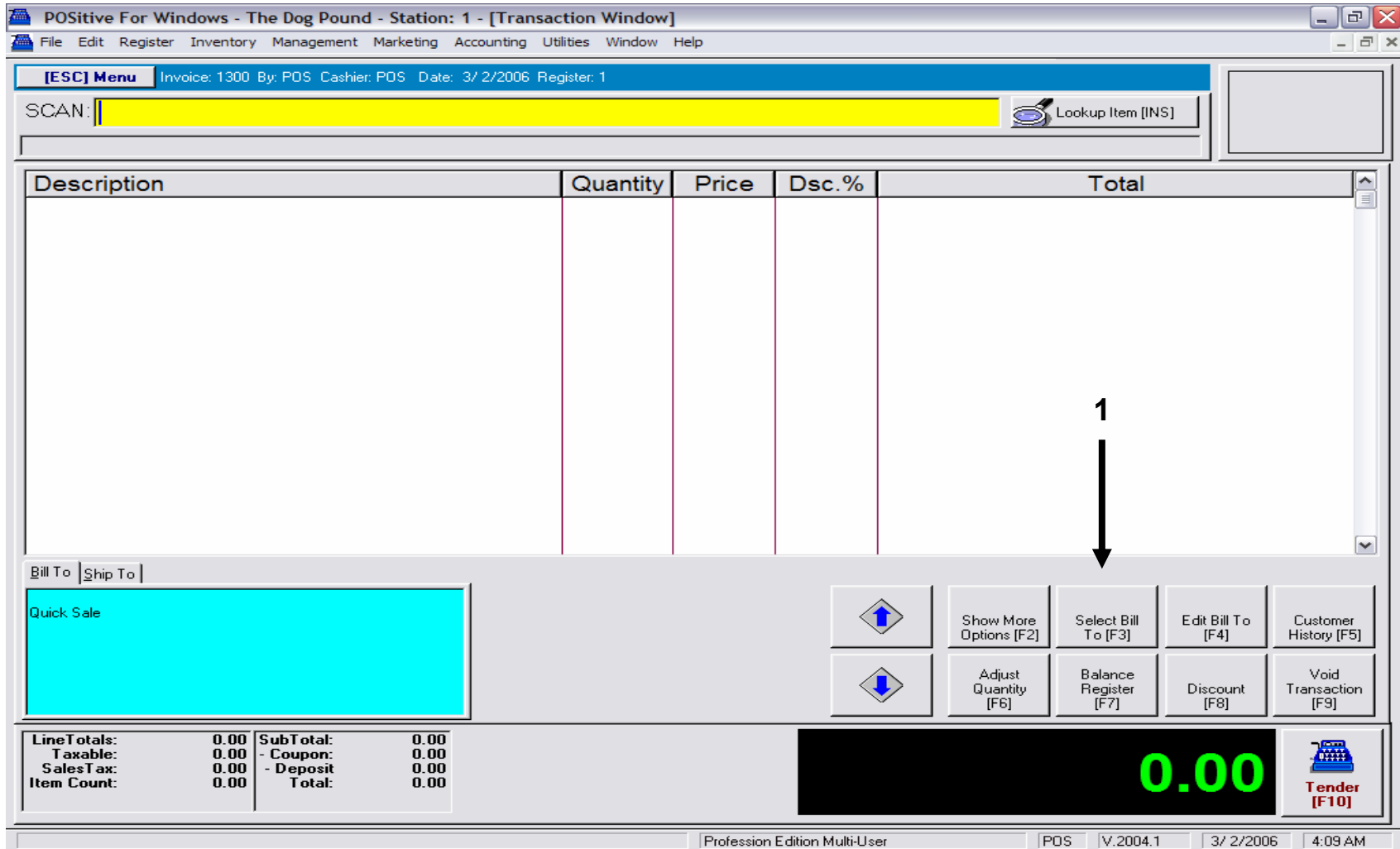




To add or edit a House Account: (You must have POSitive PRO-Version)

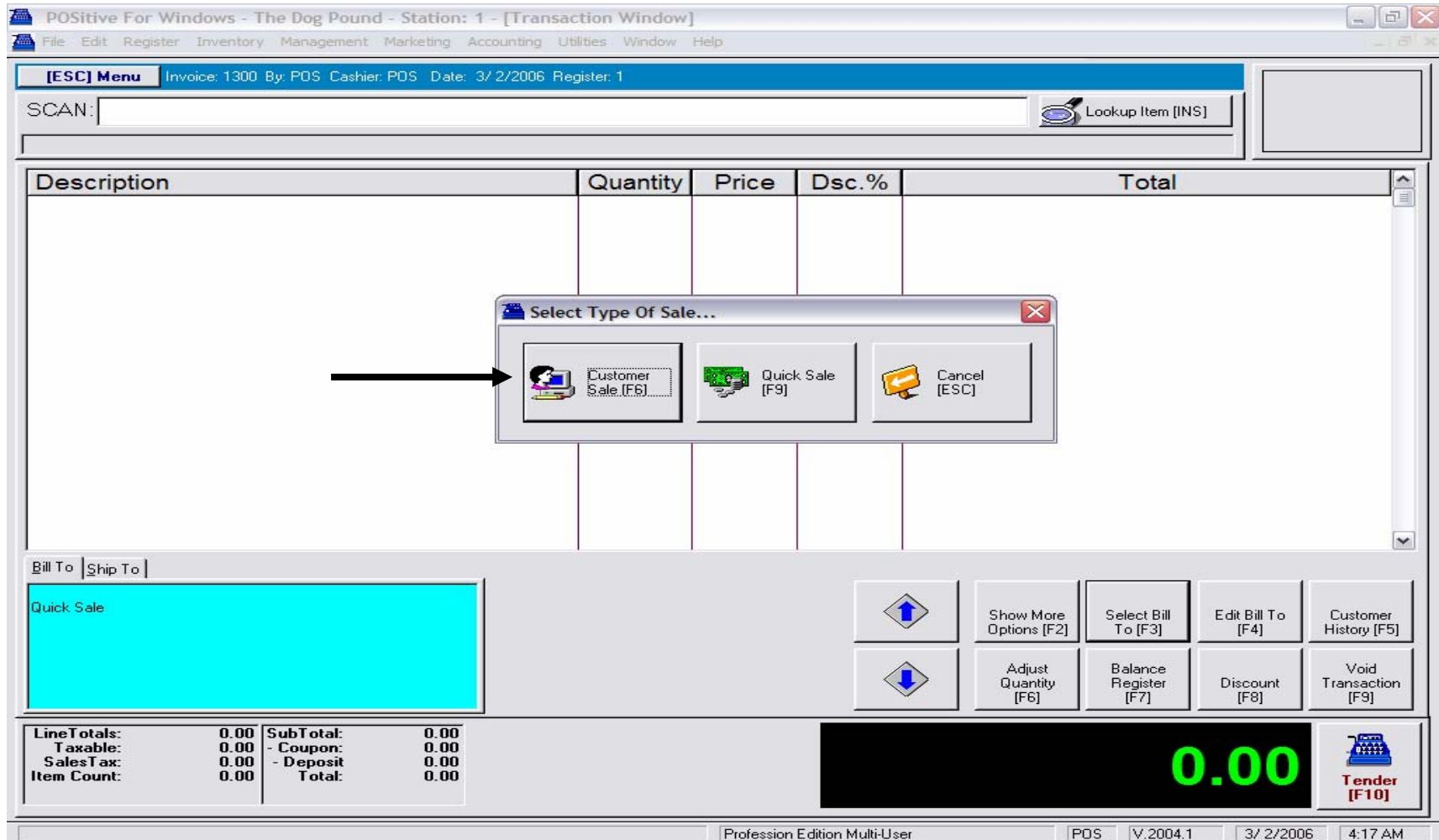
- Tip: At any Work Center, locate Customer button at right corner of Console (F8)

1. Click CUSTOMERS button (F8)..... Or.....



On the Sales Screen, you may also choose:

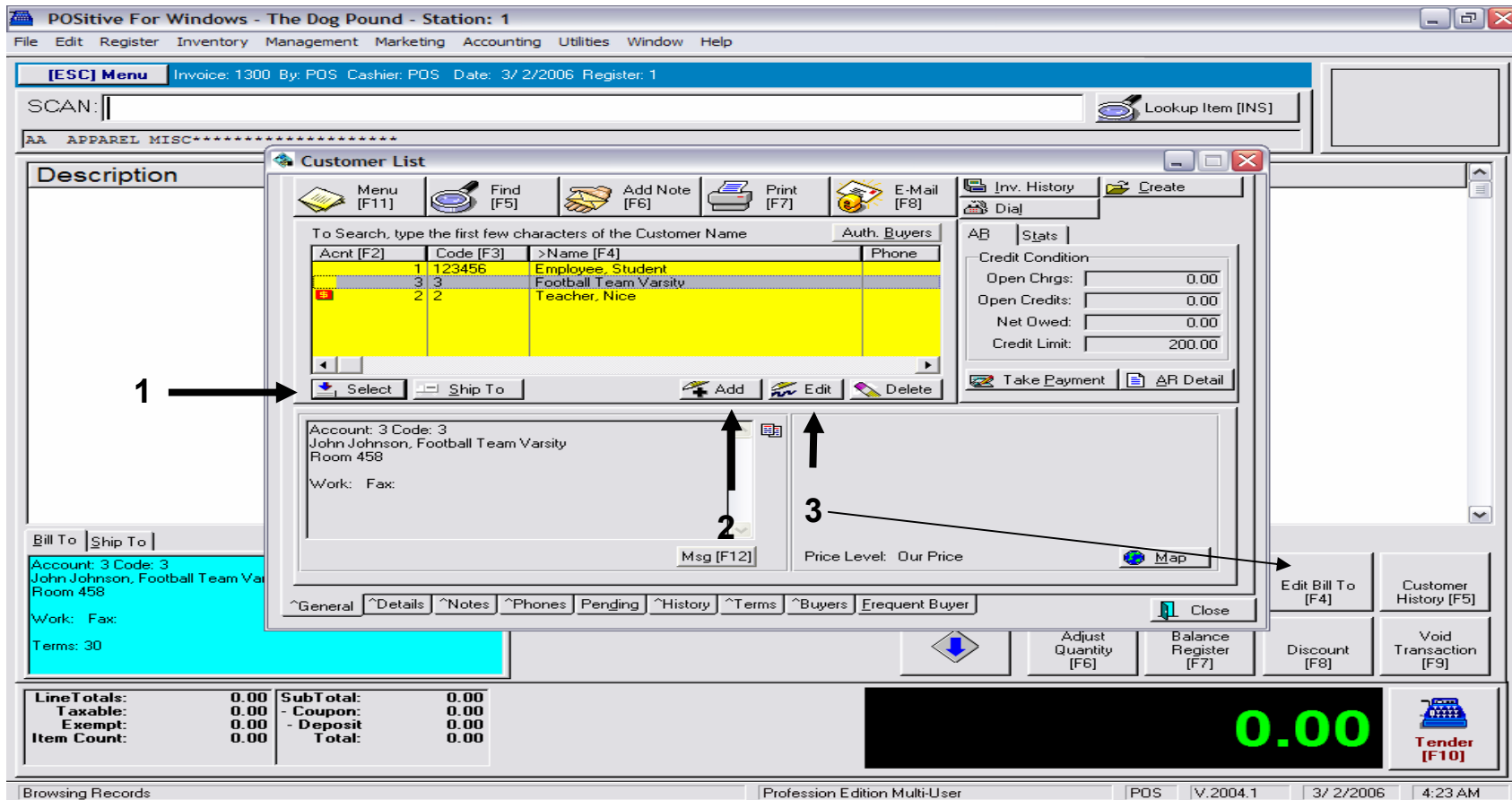
1. **SELECT BILL TO** (Your "Customer Sales" labeled keyboard button, or F3)



A prompt will appear:

1. SELECT Customer Sale

⇒ Fast Tip: Since this is a highlighted button, use your enter key on keyboard.



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"

POSitive For Windows - The Dog Pound - Station: 1 - [Transaction Window]

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

[ESC] Menu Invoice: 1300 By: POS Cashier: POS Date: 3/ 2/2006 Register: 1

SCAN:

AA APPAREL MISC*****

Description	Quantity	Price	Dsc. %	Total
FOOTBALL CAP LARGE	1	24.00	0.00	24.00

1 ↓

Bill To | Ship To

Account: 3 Code: 3
 John Johnson, Football Team Varsity
 Room 458
 All American High School

Work: 248 123-4567 Fax:
 football@school.k12.edu
 Terms: 30

2 ↓

3 ↓

Line Totals:	24.00	SubTotal:	24.00
Taxable:	24.00	- Coupon:	0.00
Exempt:	0.00	- Deposit:	0.00
Item Count:	1.00	Total:	24.00

24.00

Profession Edition Multi-User | POS | V.2004.1 | 3/ 2/2006 | 4:47 AM

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)
3. Shows all the **Sales History** for that Customer

POSitive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

[ESC] Menu Invoice: 1302 By: POS Cashier: POS Date: 3/ 2/2006 Register: 1

SCAN: [] [Lookup Item [INS]]

Description	Quantity	Price	Dsc.%	Total
FOOTBALL CAP L				24.00

Invoice History

Customer [F5]

Invoice#	Station	Status	Date	Time	Customer	Invoice Total
1300	1	Invoice	3/ 2/2006	4:55 AM	Football Team Varsity	24.00
1222	1	Invoice	11/ 2/2005	10:00 PM	Football Team Varsity	1.00
1221	1	Invoice	11/ 2/2005	10:00 PM	Football Team Varsity	1.00

SKU	Description	Qty	B'Order	Price	Disc%	Total
1234	FOOTBALL CAP LARGE	1	0	24.00	0.00	24.00

Bill To | Ship To |

Account: 3 Code: 3
John Johnson, Football Team Varsit
Room 458
All American High School

Work: 248 123-4567 Fax:
football@school.k12.edu
Terms: 30

General
Sold To: Football Team Varsity, John Johnson
 Show Costs
 Show Voids/Unused

Header
Time: 4:55 AM
Cashier: FOS Sales ID: FOS
Register: 1 PO:

Tender
On Account 24.00
SubTotal: 24.00
Exempt 0.00
Total: 24.00

Customer History [F5]
Void Transaction [F9]

Line Totals:	24.00	SubTotal:	24.00
Taxable:	24.00	- Coupon:	0.00
Exempt:	0.00	- Deposit:	0.00
Item Count:	1.00	Total:	24.00

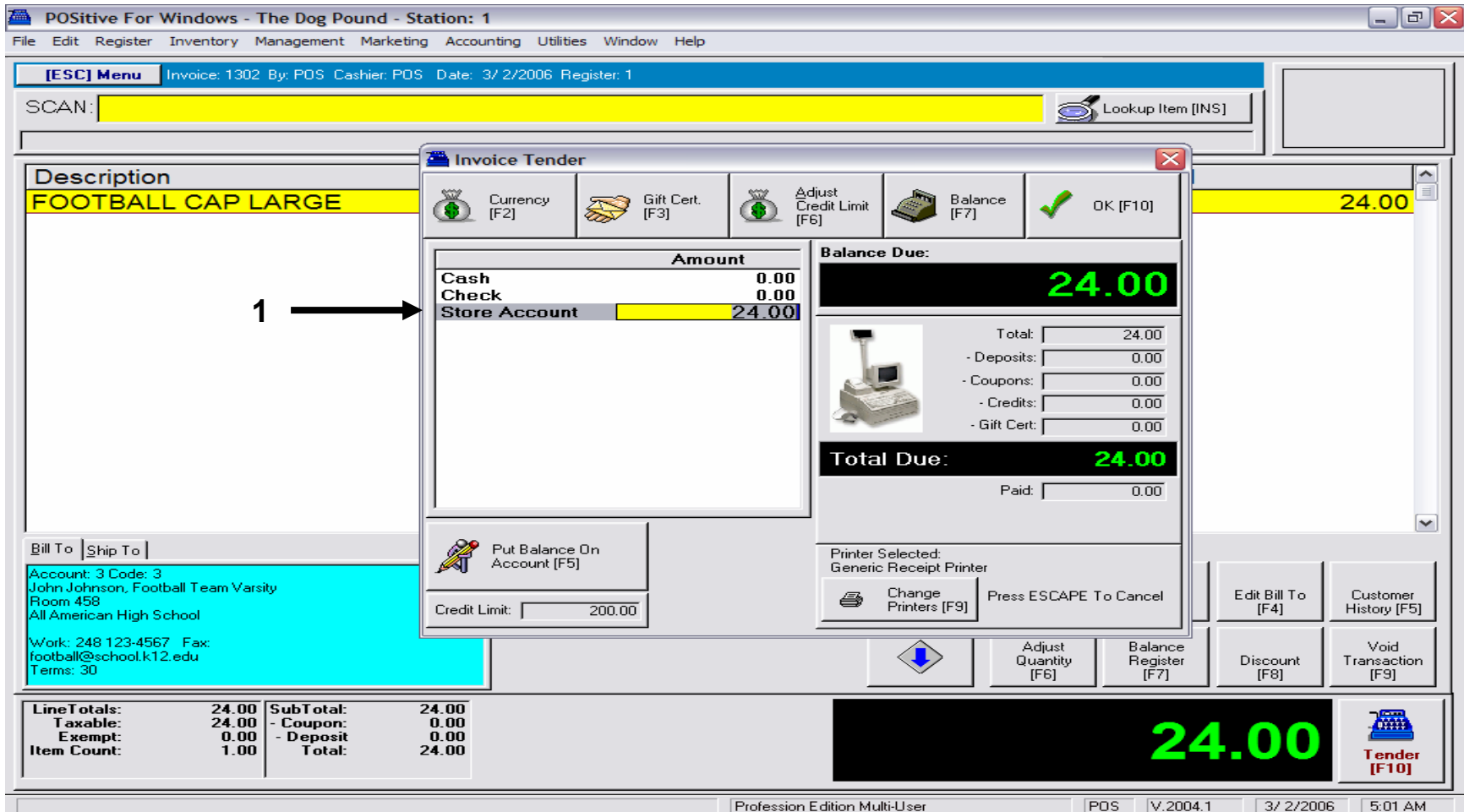
24.00 Tender [F10]

Profession Edition Multi-User | POS | V.2004.1 | 3/ 2/2006 | 4:56 AM

If you Select Customer History Button (on screen or smart keyboard):

1. Shows all the Sales History for that Customer

- ⇒ You can clone a past Invoice
- ⇒ You can Print a past Invoice



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

POSITIVE For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

[ESC] Menu Invoice: 1302 By: POS Cashier: POS Date: 3/ 2/2006 Register: 1

SCAN:

Description	Quantity	Price	Dsc. %	Total
FOOTBALL CAP LARGE	1	24.00	0.00	24.00

Processing...

On Account

24.00

Bill To | Ship To |

Account: 3 Code: 3
 John Johnson, Football Team Varsity
 Room 458
 All American High School
 Work: 248 123-4567 Fax:
 football@school.k12.edu
 Terms: 30

↑

1

↓

↑

Show More Options [F2]

Select Bill To [F3]

Edit Bill To [F4]

Customer History [F5]

↓

Adjust Quantity [F6]

Balance Register [F7]

Discount [F8]

Void Transaction [F9]

Line Totals:	24.00	SubTotal:	24.00
Taxable:	24.00	- Coupon:	0.00
Exempt:	0.00	- Deposit:	0.00
Item Count:	1.00	Total:	24.00

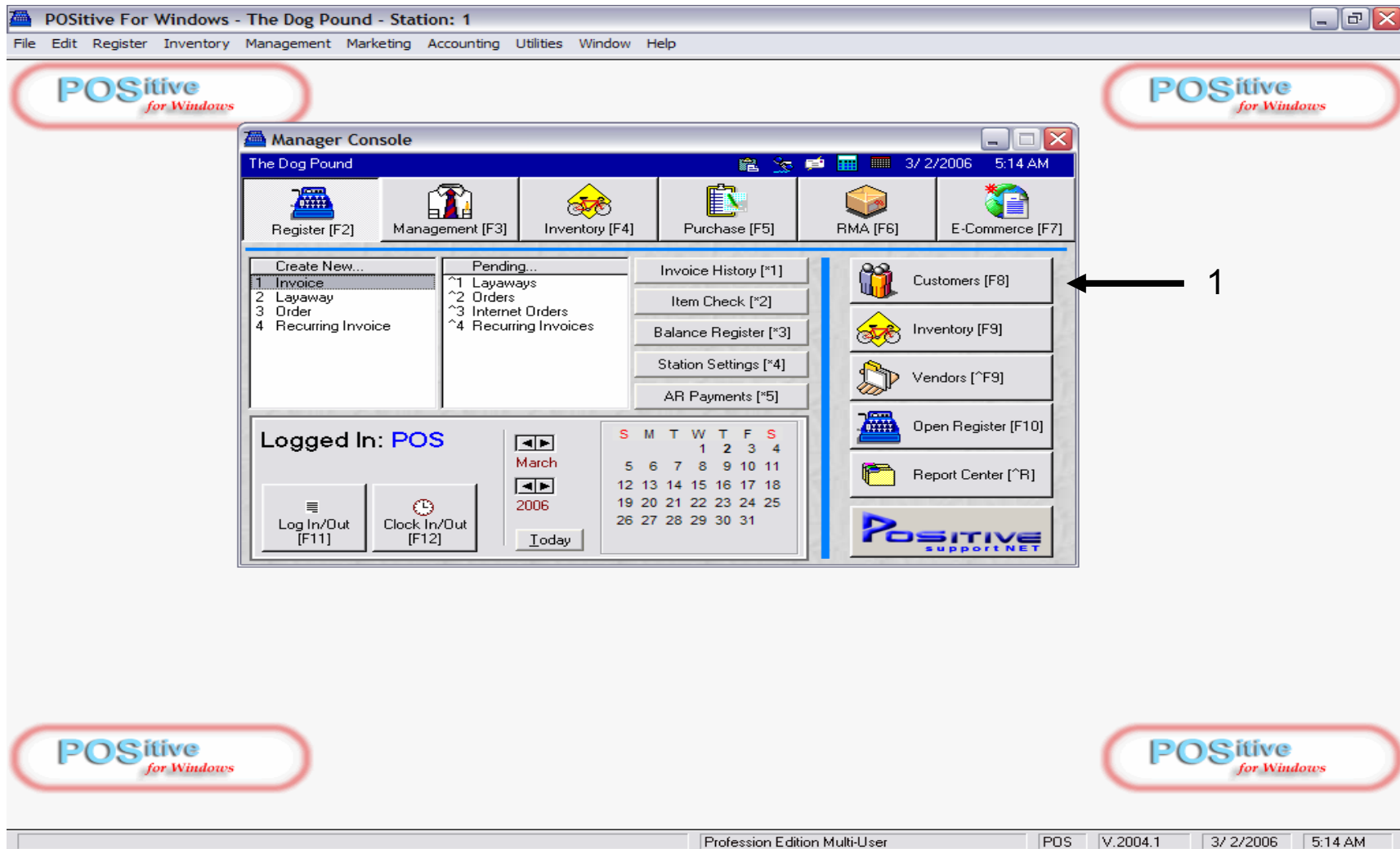
24.00

Tender [F10]

Profession Edition Multi-User POS V.2004.1 3/ 2/2006 5:07 AM

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.



To Manage and view the **House Account Customers**:

1. On the Console, Select Customers (Use F8 on your keyboard)

POSitive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

POSitive for Windows

Customer List

Menu [F11] Find [F5] Add Note [F6] Print [F7] E-Mail [F8] Inv. History Create

To Search, type the first few characters of the Customer Name Auth. Buyers

Acct [F2]	Code [F3]	>Name [F4]	Phone
1	123456	Employee, Student	
3	3	Football Team Varsity	248 123-4567
2	2	Teacher, Nice	

AB Stats

Credit Condition:

Open Chrgs: 48.00

Open Credits: 0.00

Net Owed: 48.00

Credit Limit: 200.00

Take Payment AR Detail

Account: 3 Code: 3
John Johnson, Football Team Varsity
Room 458
All American High School
Work: 248 123-4567 Fax:
football@school.k12.edu

Price Level: Our Price

Msg [F12] Map

^General ^Details ^Notes ^Phones Pending ^History ^Terms ^Buyers Erequent Buyer Close

Profession Edition Multi-User POS V.2004.1 3/ 2/2006 5:18 AM

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

- Customers who owe have a \$ icon next to their name
 - ⇒ **Green \$** means they are not beyond 30-days (current) in their Credit Payment
 - ⇒ A **Yellow \$** means they are not current (up to 60-days old) in their Credit Payments.
 - ⇒ A **Red \$** means they are not current (over 60-90 days old!!) in their Credit Payments.
- Credit Condition is the status of what they owe, their Credit Limit
- Take a Payment to subtract the \$ they owe the store. (Can also do this on Sales Screen F2)

POSitive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

POSitive for Windows

POSitive for Windows

AR Payment

Customer: Football Team Varsity

Transaction	Due Date	Original	Paid	Discnts Applied	Discount	Balance	Payment
1300	3/ 2/2006	24.00	0.00	0.00	0.00	24.00	24.00
1302	3/ 2/2006	24.00	0.00	0.00	0.00	24.00	0.00

Invoice 1300

Auto-Pay [F2] Enter Payment [F3] Enter Discount [F4]

Advance Pay Customer Detail AR Detail

Print Statement View Invoice Mark As Uncollectable

Take Tender [F10]

Total Due: 48.00
Total Paid: 0.00

Unapplied Credit: 0.00

Close

1 →

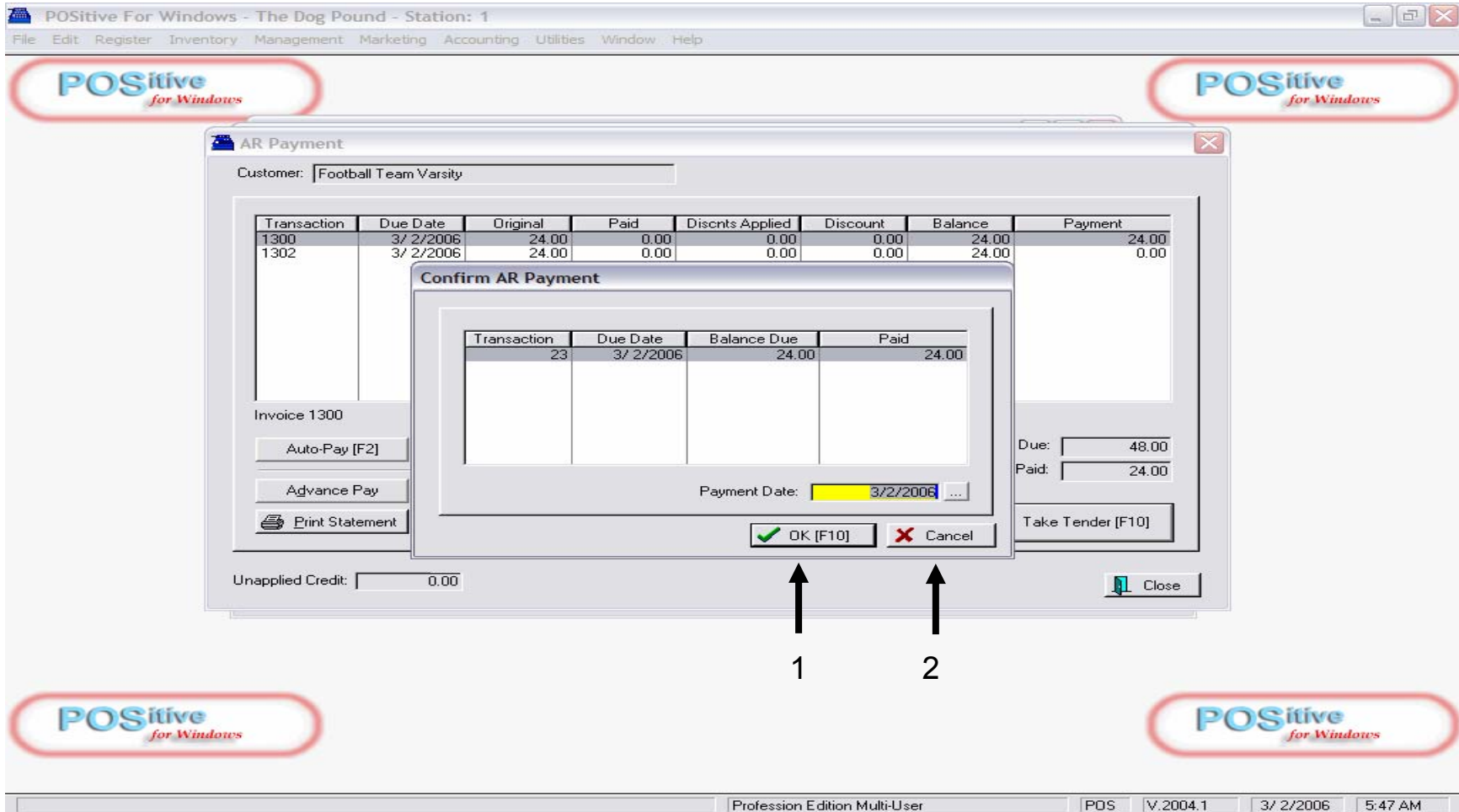
2 →

3 →

Professional Edition Multi-User | POS | V.2004.1 | 3/ 2/2006 | 5:35 AM

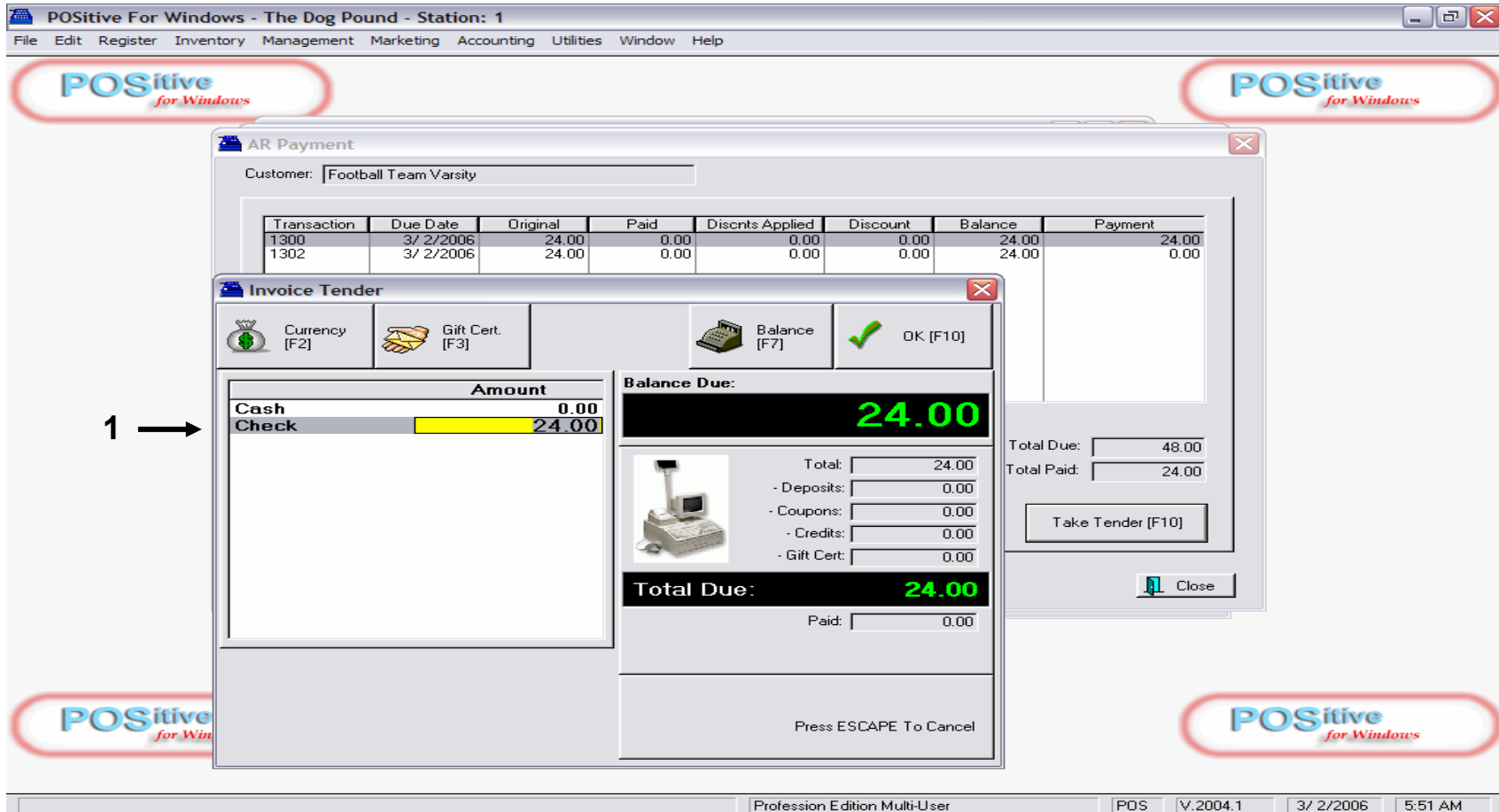
House Account Payment Processing (requires ID Login/Password):

1. Customer can selectively payoff specific invoices
 - ⇒ Highlight invoice line, click enter payment (or ENTER KEY)
 - ⇒ Other options available: Discounts, View Invoices, See A/R Detail, Mark as Uncollectable (Void)
2. Customer can pay all that is owed with **AUTO PAY (F2)**.
3. **Click Take Tender (F10) to continue**



Confirm A/R House Account Payment:

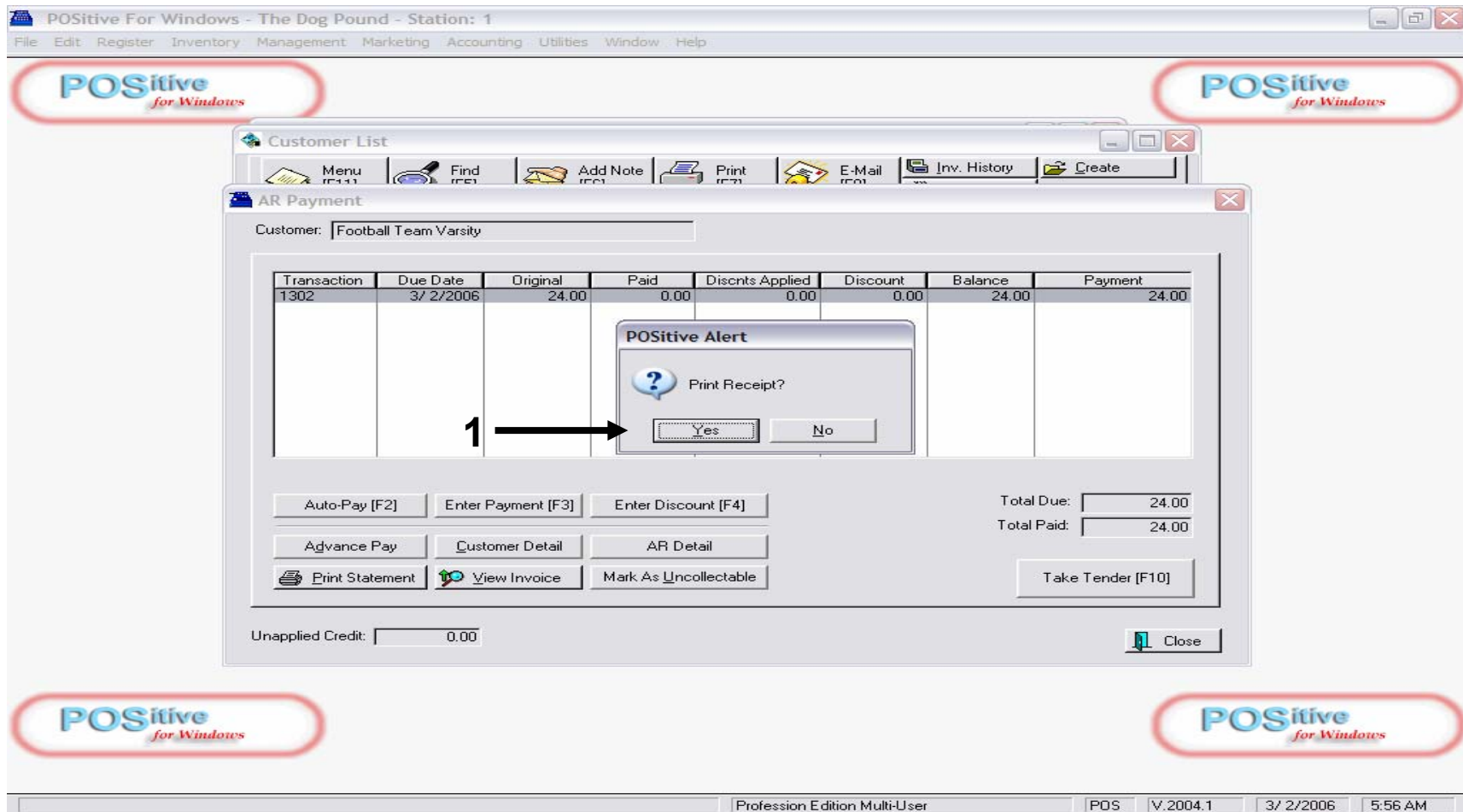
1. Click OK to Continue
2. Click CANCEL to go Back



A/R House Account Tender:

1. Select method of Payment & Click Highlighted Tender line (or Enter on Keyboard)

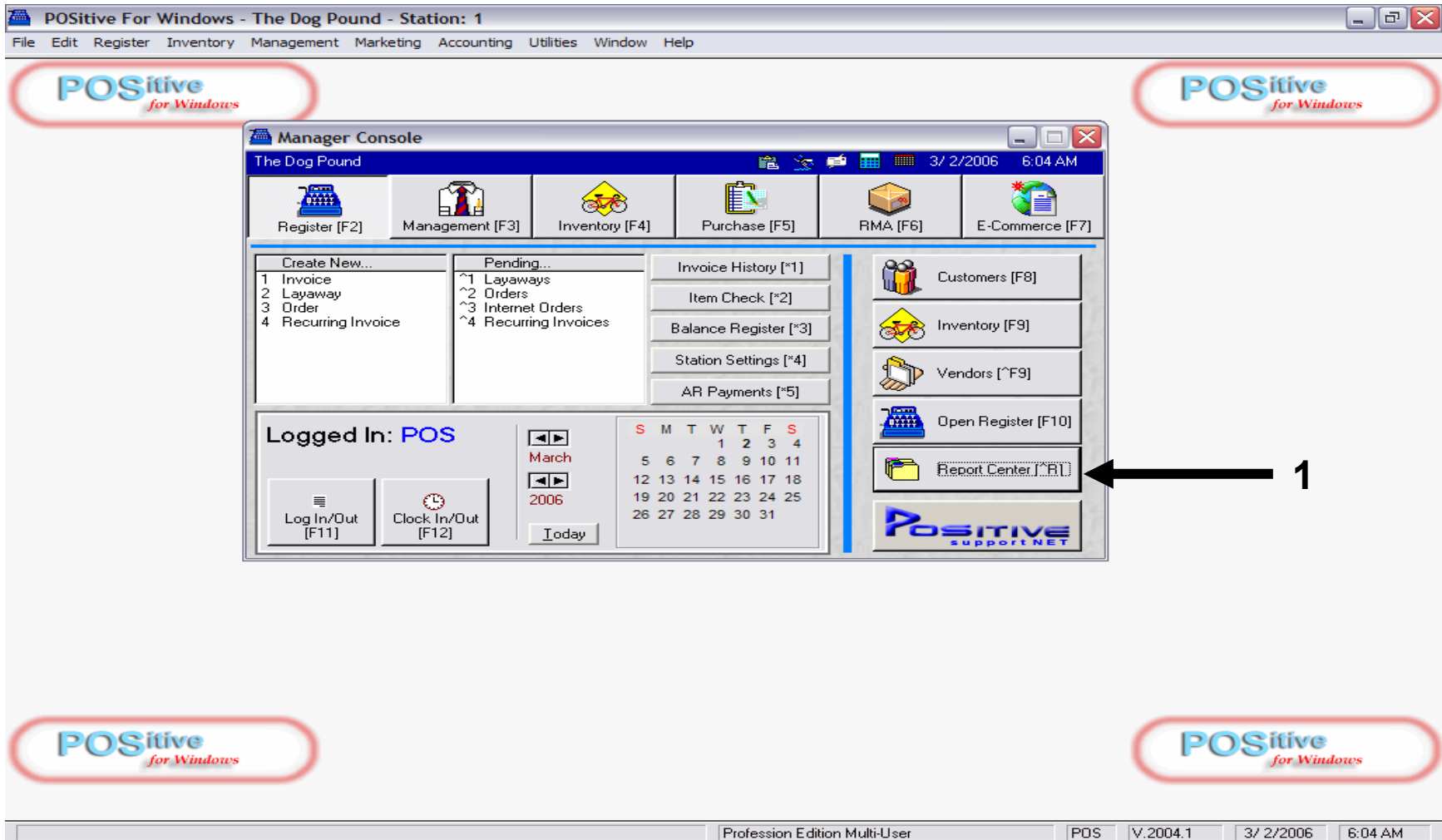
- ⇒ CASH
- ⇒ Check



PRINT A/R House Account Receipt:

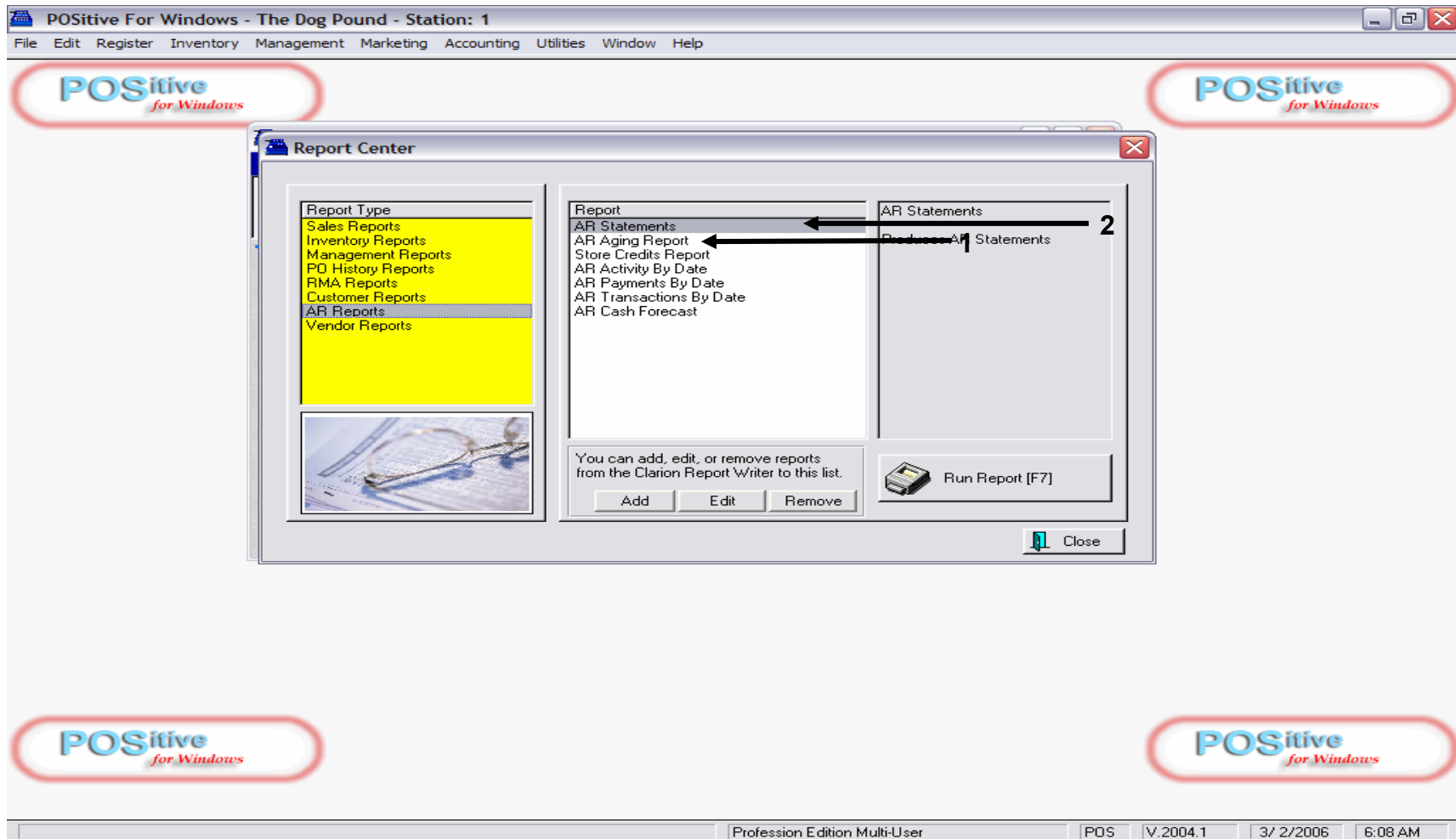
1. Select YES (or Enter on Keyboard)

- ⇒ 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



PRINT A/R, House Account Reports:

1. In Console, Select Report Center



In Yellow area, Select A/R Reports:

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

POSitive For Windows - The Dog Pound - Station: 1

File Edit Register Inventory Management Marketing Accounting Utilities Window Help

POSitive for Windows

POSitive for Windows

Customer AR List

Edit Customer [F5] AR Transactions [F6] Print Statements [F7] Close Monthly Statements [F9]

Last Closed On: 2/15/2005 4:02 PM
 Last Processed Period: 1/ 1/2005 - 1/31/2005
 Last Printed On:

Account	Code	Name	Total Owed	Current	+30	+60	+90
2	2	Teacher, Nice	42.99	0.00	25.00	0.00	17.99
3	3	Football Team Varsity	24.00	24.00	0.00	0.00	0.00

Query << >> Resolve Do not print Statements with zero balances Tag/UnTag Tag All Untag All

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

Browsing Records Profession Edition Multi-User POS V.2004.1 3/ 2/2006 6:19 AM

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

2. Select Print Statements

⇒ Distribute statements in Teacher's Mail box