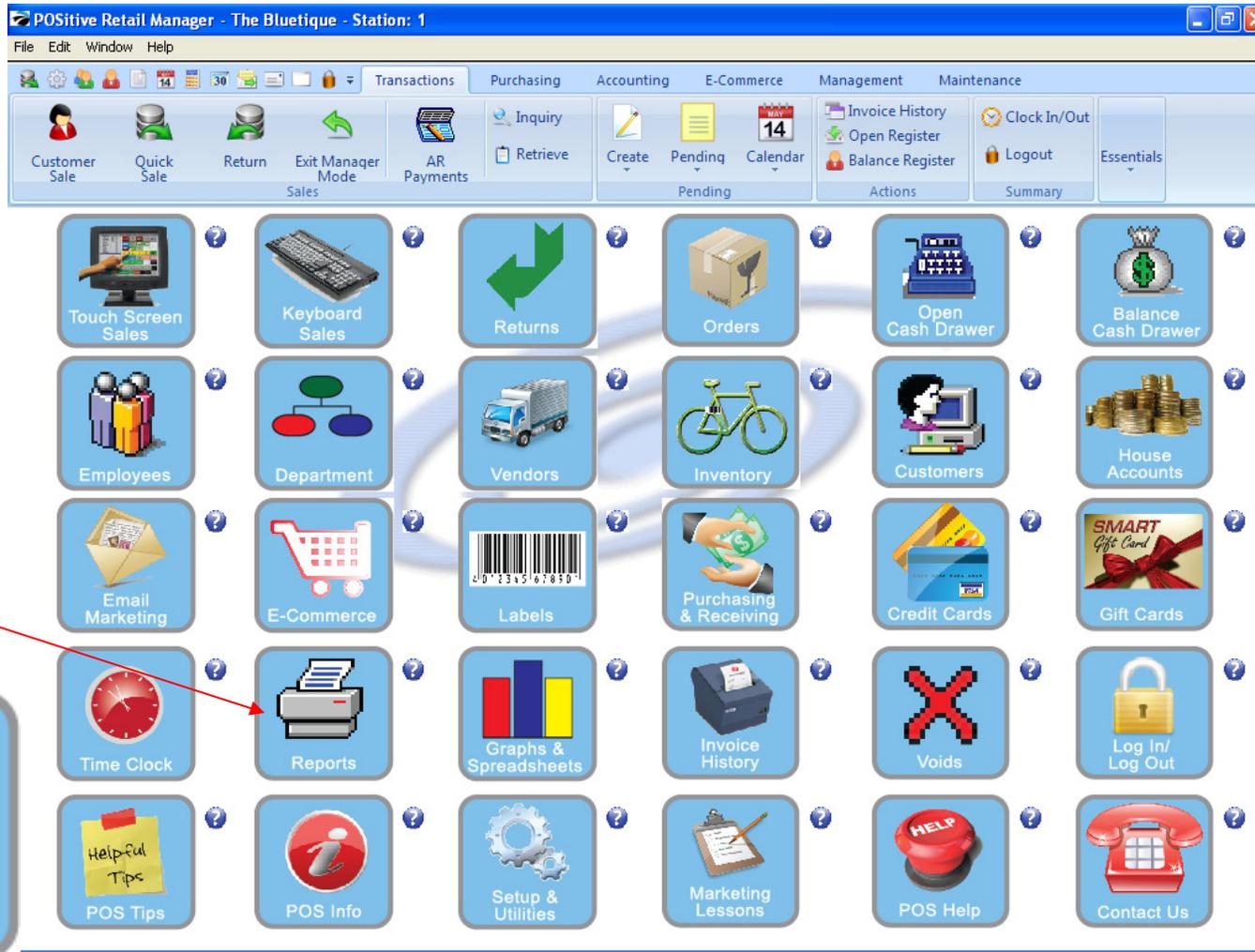


AR Reports

AR Statements

1



IN MANAGER MODE:

To print a report, go to Reports.

1. Select Reports Button

AR Reports

AR Statements

2

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

Report Center

Run Report (F7) Close

View Reports

Actions Receipt Layouts Invoice/Reports Layouts Inventory Labels Customer Labels User-Definable Reports

Report Type

Sales Reports Inventory Reports Management Reports Purchasing Reports RMA Reports Customer Reports AR Reports AP Reports GL Reports Vendor Reports

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

Crystal Reports Edit

Properties Delete

Reports

1

2

3

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 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)
3. Select Run Report (F7)

AR Reports

AR Statements

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	15454551	TEACHER, MR.	3.83	3.83	0.00	0.00	0.00
<input checked="" type="checkbox"/>	2	2	JONES, SALLY	86.09	0.00	0.00	86.09	0.00
<input checked="" type="checkbox"/>	3	3	Jones, Tom	56.08	40.54	0.00	0.00	15.54
<input checked="" type="checkbox"/>	8	8	Thomas, Linda	20.67	0.00	0.00	20.67	0.00
<input checked="" type="checkbox"/>	9	9	Apple, Sue	36.12	30.45	0.00	5.67	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: 12/22/2010 2:53 PM
 Last Processed Period: 11/01/2010 - 11/30/2010
 Last Printed On: 12/22/2010 2:53 PM



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

AR Reports

AR Statements

4

Customer AR List

Locate:

Print Statements [F7] Close

Account	Code	Name	Total Owed	Current	Over30	Over60	Over90
9 9		Apple, Sue	36.12	30.45	0.00	5.67	0.00
8 8		Thomas, Linda	20.67	0.00	0.00	20.67	0.00
2 2		JONES, SALLY	86.09	0.00	0.00	86.09	0.00
					0.00	0.00	0.00
					0.00	86.09	0.00
					0.00	20.67	0.00
					0.00	5.67	0.00
					0.00	0.00	15.54

Process AR Statements

This process will close your AR statements for the period:
2/01/2011 Through 2/28/2011
This Process was last run on: 12/22/2010 2:53 PM

Process [F10] Cancel

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: 12/22/2010 2:53 PM
Last Processed Period: 11/01/2010 - 11/30/2010
Last Printed On: 12/22/2010 2:53 PM



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

1. Select Process (F10)

AR Reports

AR Statements

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