

Other Items

Creating Other Items

Create Service Items, Non-Inventory Parts, Other Charges, Subtotals, Groups, Discounts and Payments.

1. Select "Lists|Item List" from the Menu Bar.
2. Select "New" from the "Item" button menu. 
3. Select the item type from the "Type" drop-down.
4. Enter the item information and click "OK."

Changing Item Prices

1. Select "Customers|Change Item Prices" from the Menu Bar.
2. Use the "Item Type" drop-down to filter and show only items that match the item type you select.
3. Click the left column to check the item(s) you wish to change.
4. Adjust prices using the fields at the bottom.
5. Click the "Adjust" button and then "OK." 

Basic Sales

Creating an Invoice or Sales Receipt

1. Select "Customers|Create Invoices" or "Customers|Enter Sales Receipts" from the Menu Bar.
2. Choose a template from the "Template" drop-down.
3. Use the "Customer/Job" drop-down to select a customer.
4. Enter the invoice or receipt information and click "Save & Close" or "Save & New."

Finding Transactions

1. Open the form window for the type of transaction to find. For example, to find an invoice, open the "Create Invoices" window.
2. Select "Edit|Find [form type]..." from the Menu Bar.
3. Enter the value(s) by which you want to find the transaction and click the "Find" button. 
4. Double-click on the item to open it.

Previewing Invoices and Receipts

1. Open the invoice or receipt to preview it.
2. Click the drop-down arrow below the "Print" button in the "Main" tab of the Ribbon. 
3. Select the "Preview" command from the drop-down.

Printing Invoices and Receipts

1. Open the sales form to print.
2. Click the "Print" button in the "Main" tab of the Ribbon. 
3. Set preferred printing parameters.
4. Click the "Print" button. 

Price Levels

Creating New Price Levels

1. Select "Lists|Price Level List" from the Menu Bar.
2. Click the "Price Level" button and select "New" from the pop-up menu. 
3. Type the name of the new price level into the "Price Level Name" field.
4. Enter the price level information.
5. Click "OK."

Associating Defaults with a Customer

1. Select "Customer|Customer Center" from the Menu Bar.
2. Double-click on the customer on the "Customers & Jobs" tab of the Customer Center.
3. Select the "Payment Settings" tab in the "Edit Customer" window.
4. Choose the appropriate price level from the "Price Level" drop-down.
5. Click "OK."

Changing Line Item Rates

1. Select the line item in the invoice or receipt.
2. Click into the "Rate" column.
3. Enter the price level.
4. Click "Save & Close."

Billing Statements

Setting Finance Charge Preferences

1. Select "Edit|Preferences" from the Menu Bar.
2. Select the Finance Charge icon to the left.
3. Enter desired values on the "Company Preferences" tab and click "OK."

Entering Statement Charges

1. Click to highlight the customer on the "Customers & Jobs" tab of the Customer Center.
2. Select "Customers|Enter Statement Charges" from the Menu Bar.
3. Enter the charge & click "Record" button. 

Creating Statements

1. Select "Customers|Create Statements..." from the Menu Bar.
2. Select statement options, customers and any additional options.
3. Click either "Preview," "Print," or "E-mail" buttons to preview or send the statements to the customers.

  

Payment Processing

Recording a Full Payment

1. Select "Customers|Receive Payments" from the Menu Bar.
2. Select the name of the customer from the "Received From" drop-down.
3. Enter the payment information and click either the "Save & Close" or "Save & New" button.

Entering a Partial Payment

1. Select "Customers|Receive Payments" from the Menu Bar.
2. Select the name of the customer from the "Received From" drop-down.
3. Enter the partial payment information.
4. To attribute the payment to anything other than the oldest invoice, click the "Un-Apply Payment" button in the "Main" tab of the Ribbon.
5. Enter the amount to apply to the appropriate invoice under the "Payment" column.
6. If an underpayment of the total amount due is entered, select the "Write off extra amount" button to write off the remaining balance, if desired.
7. Click either the "Save & Close" or "Save & New" button.

Applying One Payment to Multiple Invoices

1. Select "Customers|Receive Payments" from the Menu Bar.
2. Select the name of the customer from the "Received From" drop-down.
3. Enter the payment information.
4. To attribute the payment to anything other than the oldest invoice, click the "Un-Apply Payment" button in the "Main" tab of the Ribbon.
5. Enter the amounts that you want to apply to the appropriate invoices.
6. Click either the "Save & Close" or "Save & New" button.

Entering Overpayments

1. Select "Customers|Receive Payments" from the Menu Bar.
2. Select the name of the customer from the "Received From" drop-down.
3. Enter the payment information.
4. The overpayment is listed as an "Overpayment" in the bottom left corner. Select either the "Leave the credit to be used later" or the "Refund the amount to the customer" option.
5. Click either the "Save & Close" or "Save & New" button.

Entering Down Payments or Prepayments

1. Select "Customers|Receive Payments" from the Menu Bar.
2. Select the name of the customer from the "Received From" drop-down.
3. Enter the payment information.
4. The down payment or prepayment amount is listed as an "Overpayment" in the bottom left corner. Select the "Leave the credit to be used later" option to apply the credit to the future invoice.
5. Click either the "Save & Close" or "Save & New" button.

Applying Customer Credits

1. Select "Customers|Receive Payments" from the Menu Bar.
2. Select the name of the customer from the "Received From" drop-down.
3. Select the invoice to apply the customer's credit. **Do not** mark it with a checkmark. Instead, select it by clicking on any other column available.
4. Click the "Discounts & Credits" button in the "Main" tab of the Ribbon. 
5. On the "Credits" tab, click the checkmark column next to the credit in the "Available Credits" section.
6. To apply a partial credit, change the amount in the "Amt. to Use" column.
7. Click the "Done" button and then either the "Save & Close" or "Save & New" button.

Making Deposits

1. Select "Banking|Make Deposits" from the Menu Bar.
2. In the "Payments to Deposit" window, click to select any payments to deposit and click "OK."
3. In the "Make Deposits" window, select the bank account from the "Deposit To" drop-down.
4. Enter the date of the deposit into the "Date" field.
5. Click into the next available blank row to record any miscellaneous amounts.
6. Enter any "Cash back" information.
7. Click the drop-down arrow to the right of the toolbar's "Print" button and select either "Deposit Slip" or "Deposit Summary" and then the "Print" button in the "Print" dialog box. 
8. Click the "Save & Close" button.

Handling Bounced Checks

1. Select "Customers|Receive Payments..." from the Menu Bar.
2. Locate the payment that contains the bounced check to display it in the "Receive Payments" window by using the "Find" button or the "Previous" and "Next" arrows.
3. Click the "Record Bounced Check" button within the "Main" tab in the Ribbon. 
4. Enter the bounced check information and click the "Next" button.
5. Click the "Finish" button to proceed.
6. Click the "Save & Close" button.

Refunding Customer Purchases

Refund a customer's purchase if they return merchandise by creating a credit memo and then issuing a refund check.

1. Select "Customers|Create Credit Memos/Refunds" from the Menu Bar.
2. Select the customer from the "Customer/Job" drop-down.
3. Enter the returned items in the line items area.
4. Click the "Use credit to give refund" button in the "Main" tab of the Ribbon to issue a refund check to the customer. 
5. Select the account to withdraw funds for the refund check and any other information needed.
6. Click "OK" and then the "Save & Close" button.
7. Print the refund check and credit memo.

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