8. Accounting

In the above POS LINKER Main Menu Screen, the highlight bar is on Accounts Receivable.

Accounts Receivable

If Accounts Receivable is selected from Accounting, the Accounts Receivable Selection Screen appears. Several choices can be made from the subtopics as follows:

- Customer File
- Reports
- Balance Files
- Service Charges
- Mail System
- Period Change
- Date Change

Whenever one of the above subtopics is selected, the appropriate data entry screen appears, as well as it's corresponding F1 Help screens and special function keys.

Customer File Information

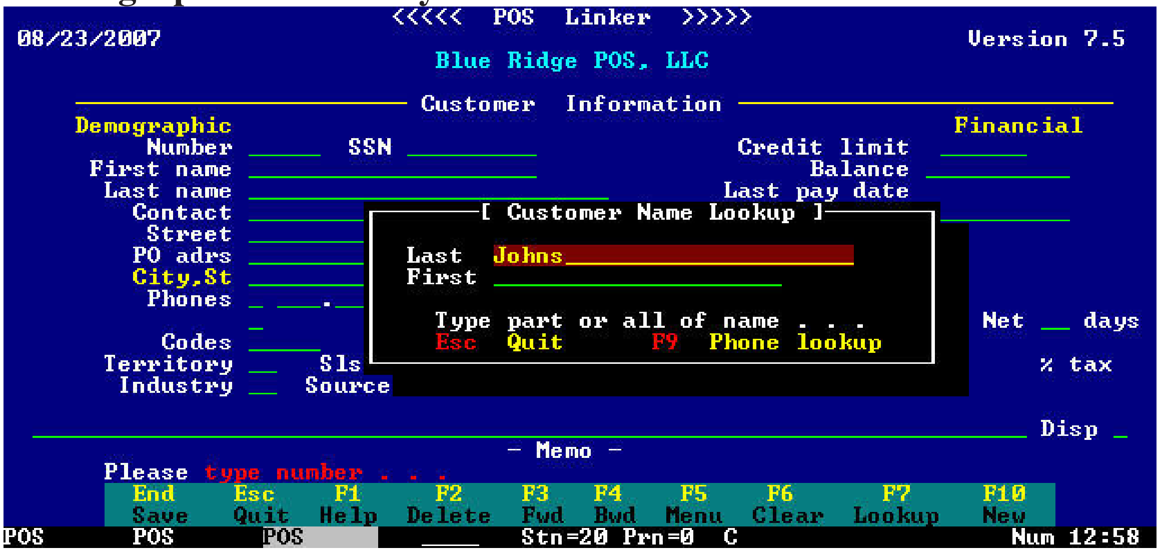
Selection of Customer File on the Accounts Receivable Selection Menu brings up the Customer Information and Data Input Screen. Pressing F1 Help provides five Customer Data Entry Help Screens which give appropriate information for data entry onto the Customer Information Screen. The following is covered:

Data Entry by Number:

a) Type a customer number. If the customer is on file, then the current data on that customer may be changed. If no customer data is displayed, then a new customer may be entered by pressing F10. The program will automatically assign customer numbers by adding 1 to the highest number currently used. If the customer number is not known, a lookup may be performed on the customer's name.

b) After entering or changing the data, press END to save it.

Looking Up a Customer by Name:



a) Press F6 to clear screen if necessary

b) Press F7 (Lookup).

c) Type as few characters as necessary in "Last" to find customer. Press ENTER twice.

d) Follow the help displayed at the window bottom to select or quit.

e) You may also press F9 for customer lookup by phone number.

Deleting a customer:

Display the customer on the screen using the customer number, phone number, or name. When the correct customer to delete is displayed, press F2. A verification menu will confirm the erasure.

Starting over:

F6 clears all fields on the screen to start over and releases customer displayed to other users.

Browsing:

F3 will move forward one customer and F4 moves backwards.

New number:

F10 displays a new customer number.

City, State, and Area Code referencing:

Pressing F7 at the "city" field will allow you to enter a zip code. If zip code exists, information for the city, state, and telephone area code will be displayed.

Some of the field items on the Customer Information screen should be paid SPECIAL ATTENTION. Such as:

Credit Limit:

A credit limit must be set to establish a charge customer. If this field is left blank, the customer's pay options will be either cash or credit card.

Terms:

You must indicate whether this customer will pay by invoice or by monthly statement.

- S= Statements
- I=Invoices

If you set a customer as pay by Invoice, it is best to receive account payments through the Accounts Receivable payment screen from the Customer file and apply the payment to specific invoices.

Service Charges:

Should monthly service charge be applied for this customer?
Yes or No

Codes:

This can be any character to code a certain set of customers. This is helpful in running specialized reports.

Parts Discounts-Counter and Shop:

This allows you to set special pricing levels for each customer, whether it is cost, list, retail or level. Most customers are set at retail. The next field allows you to add or subtract a percentage rate factor to the chosen price method.

Tax Table:

These are established at system installation. You must indicate each customer's tax liability. Pressing F7 at this field will display the tax table set at system installation.

Industry and Source codes:

These codes are also user defined to flag certain customers for custom reports.

F5 - Customer File Menu Options

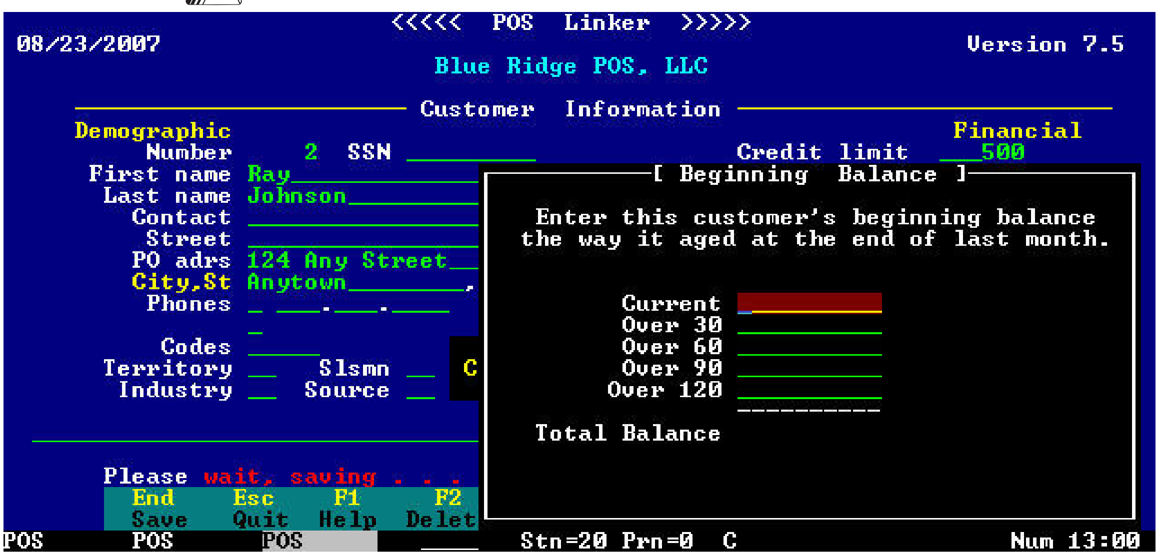
Beginning Balance:

Installing an established customer:

a) Enter all customer information, except customer balance. When all fields are complete, hit END to save.

b) Re-display customer screen.

c) Select F5 for menu options, choose Beg. Balance.

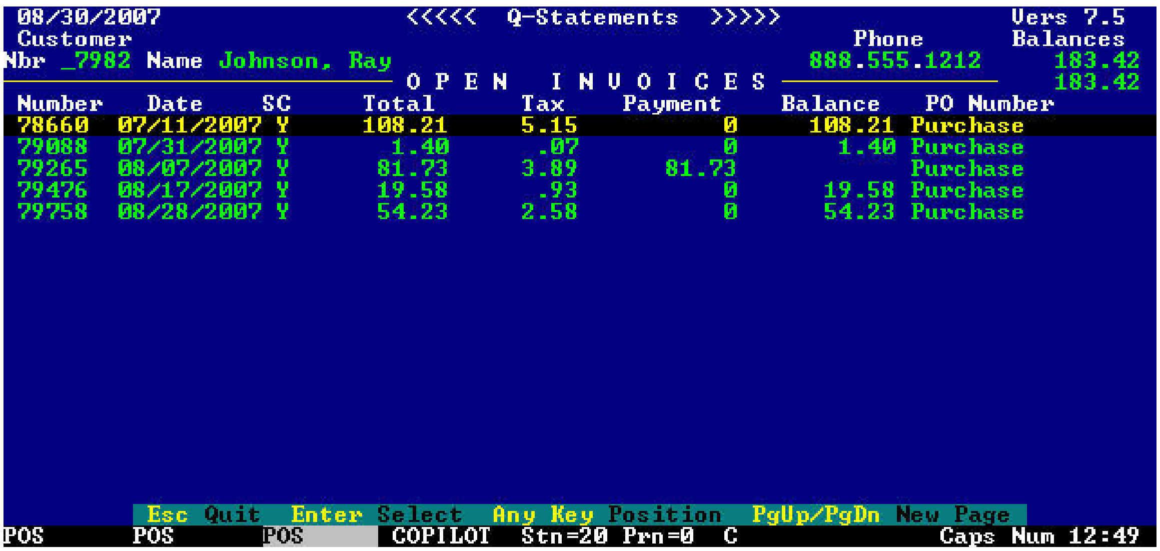


d) Enter customer's current and past due information. This will establish pay history for monthly statements.

Overview:

F5 provides two other options for customer information. The Overview screen provides a detailed list of invoices charged and payments received on the customer's account. You may view or edit any of the transactions by highlighting the item and pressing ENTER. The overview screen is often used to correct customer balances. However, always be careful when making adjustments. We strongly suggest that you not make any changes without consulting your local distributor or Blue Ridge POS, LLC.

In the top right hand corner of the Overview screen, there are two balances. The top figure is the customer's receivable balance from the first screen. The bottom figure is the balance of the outstanding transactions. These two balances should ALWAYS match.



Payments:

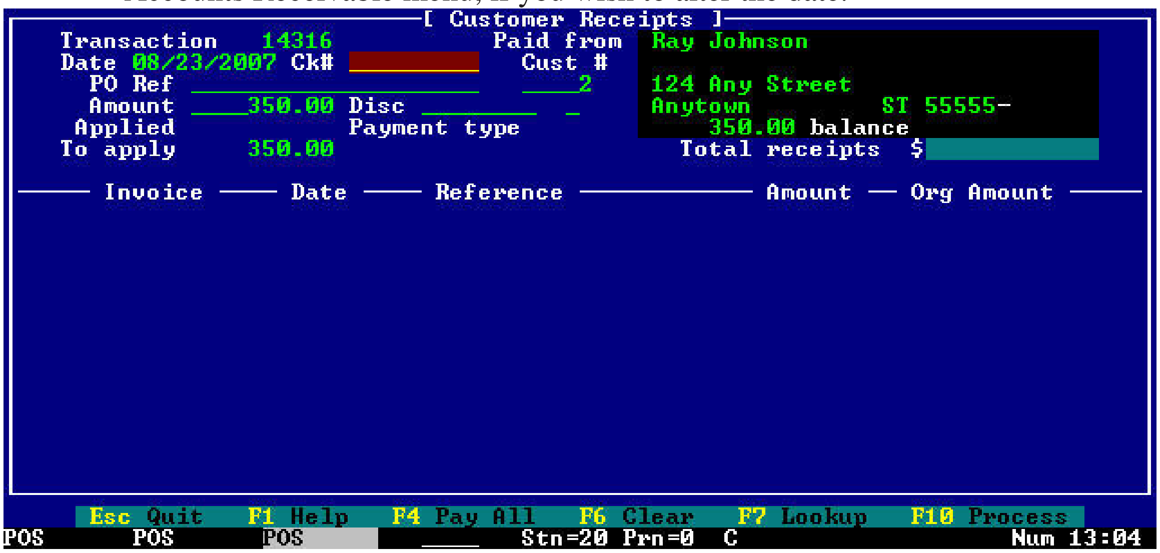
Payments received on customer accounts can be optionally applied to individual invoices with this selection.

Processing/Receiving Payments on Account:

a) Enter customer account number or F7 to lookup.

b) Select F5 for menu - Enter P or highlight "Payments", payment screen will appear.

c) System will default to current date, you must use the "Change Date" option on the Accounts Receivable menu, if you wish to alter the date.

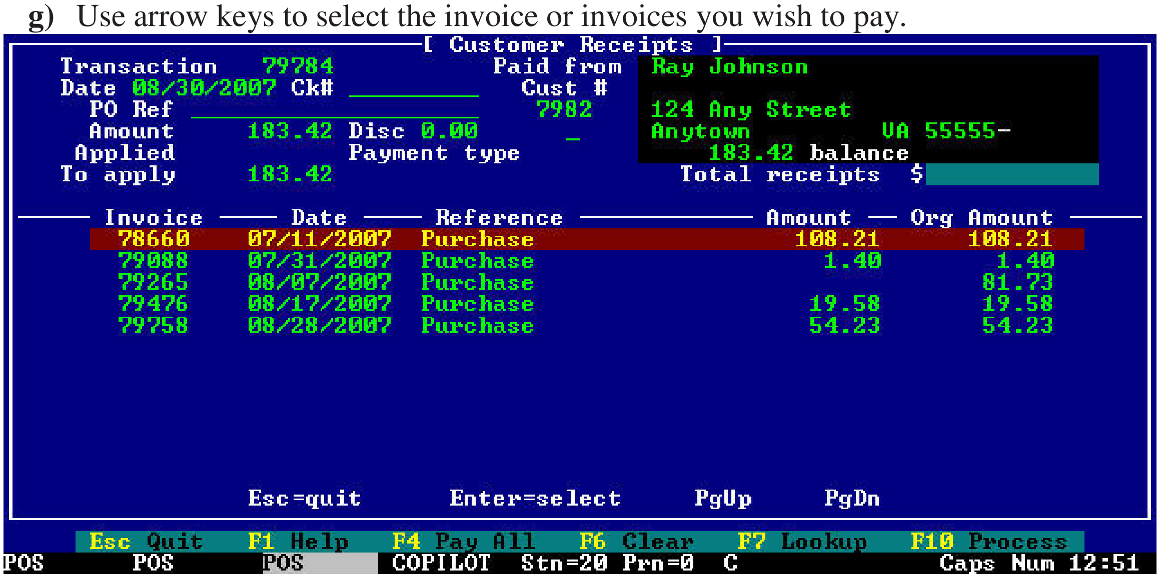


d) Enter reference information ex: Check #.

e) Enter payment amount - the system will default to the account balance as the payment amount. Your payment amount is ALWAYS going to be the amount of the check in your hand. If the invoice amount is different than the check amount, the difference will either result in a remaining balance on that invoice, or a credit amount which can be applied to another invoice.

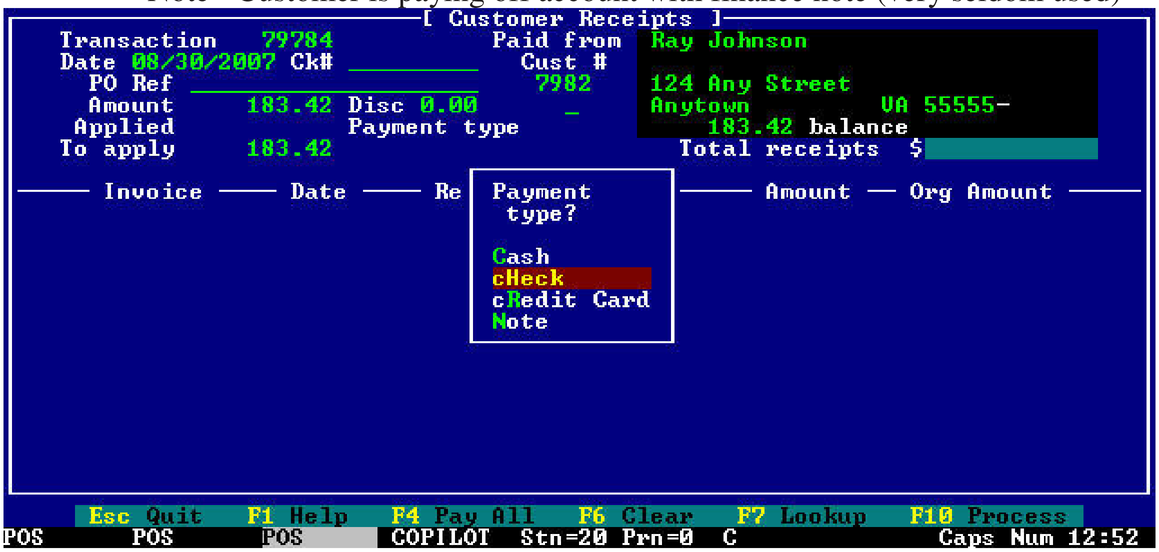
f) Enter through to pop-up menu, choose "Lookup Invoices" - this will bring up listing of open invoices under this customer's account.

g) Use arrow keys to select the invoice or invoices you wish to pay.



h) Enter through to pop-up screen or press F10, choose "Process Payment" - select payment type:

- Cash
- Check
- Credit Card
- Note - Customer is paying off account with finance note (very seldom used)

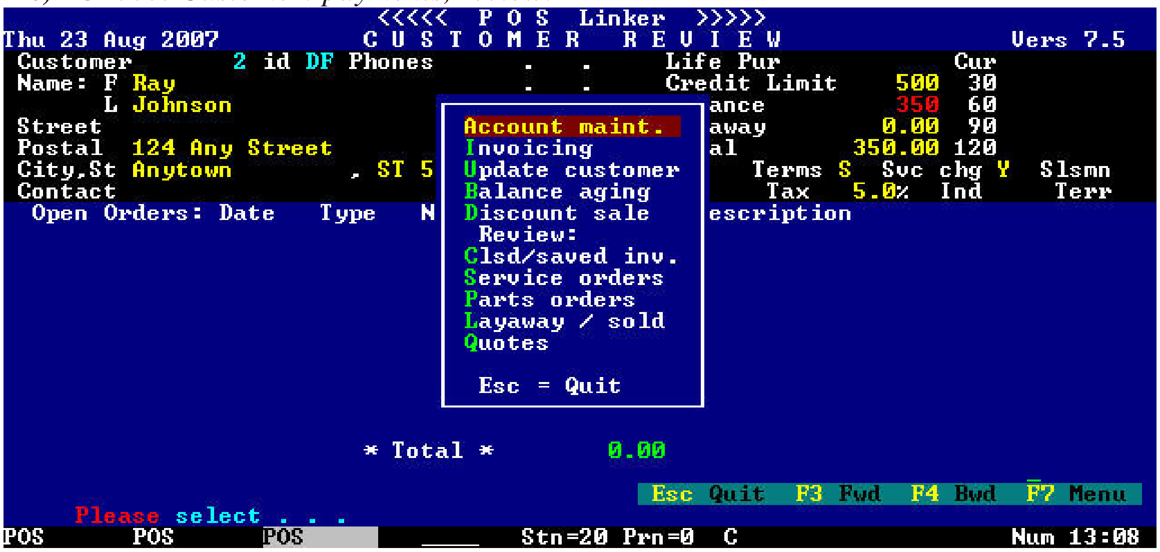


i) Once payment type is selected, the system will ask if you are ready to post the payment. Answer "yes" if everything looks correct.

To correct payments on account

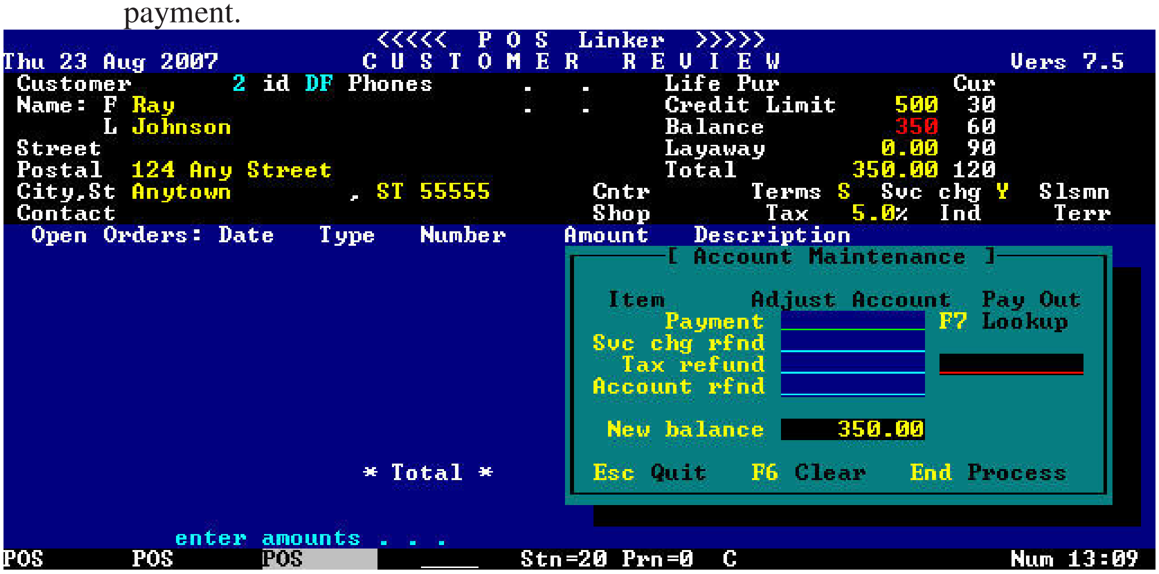
If a payment was incorrectly applied to the wrong account or the wrong amount was applied to the correct account, you may correct the problem through the Customer review screen.

a) Under POS menu, choose *Invoicing*.
b) Lookup customer, or enter customer #.
c) Choose *Customer: payments, review*.



d) Choose *Account Maintenance.*

e) In Account Refund section on the Account Maintenance screen, enter the amount of the incorrect payment. Process the refund exactly the same as the original payment was taken, whether by check or cash, etc. This will correct your cash drawer for the day. You should do the refund before you apply another payment.



f) You can now go back to the Payment screen on the Customer File, and enter the payment correctly.

g) Now you may wish to “clean-up” the customer’s overview screen so that their statements show the payment received, and not the account corrections you just made.

h) You will need to delete both the original incorrect transaction, and the payment refund from the overview screen, by highlighting and selecting F2 to delete. Your top balance on the overview screen should be correct, so you want to answer “No” to the adjust balance question each time you delete an invoice.

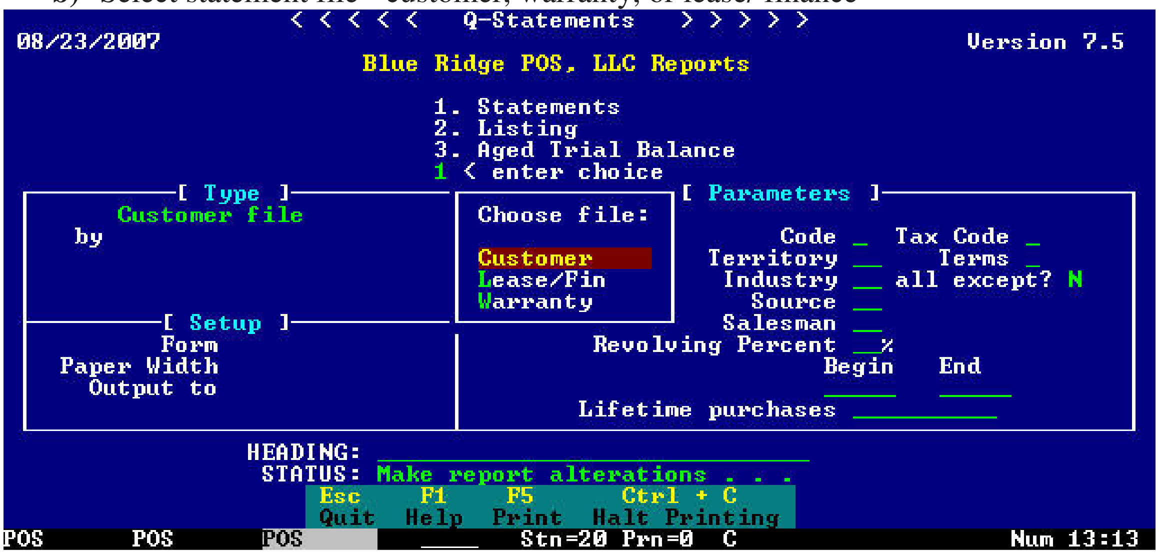
*****Please use caution when performing this procedure. Make certain you are choosing the correct invoices. Call your distributor or Blue Ridge POS if you need assistance.***

Reports - Accounts Receivable

1. Statements - you may select all customers, warranty accounts, or lease/ finance accounts. Several month-end steps should be completed **before** printing customer statements. To generate statements:

a) Select 1 at prompt

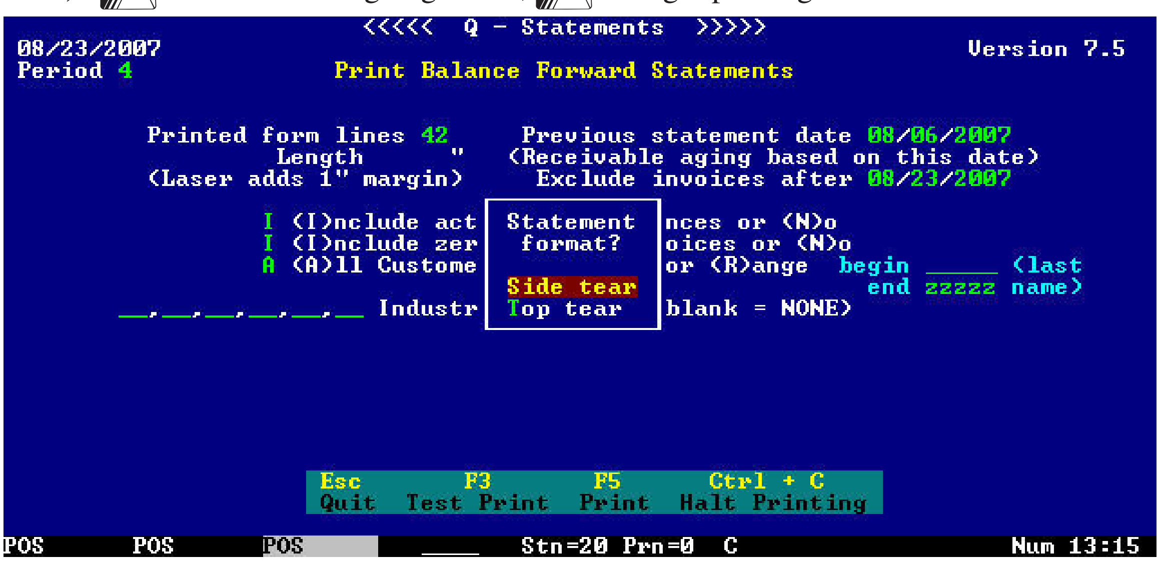
b) Select statement file - customer, warranty, or lease/ finance



c) Select statement type - *Balance forward* for preprinted forms, or *Open Invoice* for plain forms

d) Check previous statement date and make other selections. Enter any industry codes for customers you would like the statements to **skip**. (Ex: L = Layaway, BD = Bad Debt)

e) F3 will assist in aligning forms, F5 to begin printing.



If an error occurs during statement process:

If for some reason the statement process is interrupted, either manually or because of printing errors, follow these procedures for restarting your statements:

A. If the system has completed processing statements for all customers (You may ensure this by looking at the computer screen to determine the customer on which it stopped)

  1. Simply restart the statement process through the reports menu, ensuring that "Previous statement date" is correct. (The system will automatically advance this one month after a statement cycle)

  2. Select your parameters and any Industry codes as before.

  3. Press F5 - the system will prompt you to answer whether or not you are "reprinting the last statement?" Answer "YES"

B. If the system is interrupted in the middle of the statement process (You may ensure this by looking at the computer screen to determine the customer name on which it stopped)

  1. Restart the statement process ensuring that the "Previous statement date" is correct.

  2. This time your customer selection should be "R" for range. You will print the range of statements from which you previously stopped.

  3. Look at your screen to identify the last statement generated. (Do not go by the last statement to print, as the computer processes well ahead of where it prints) Using that name, you will enter a portion (first 3-4 letters) of the next customer name in the "begin__________" field, leaving the "end" field filled with "z's".

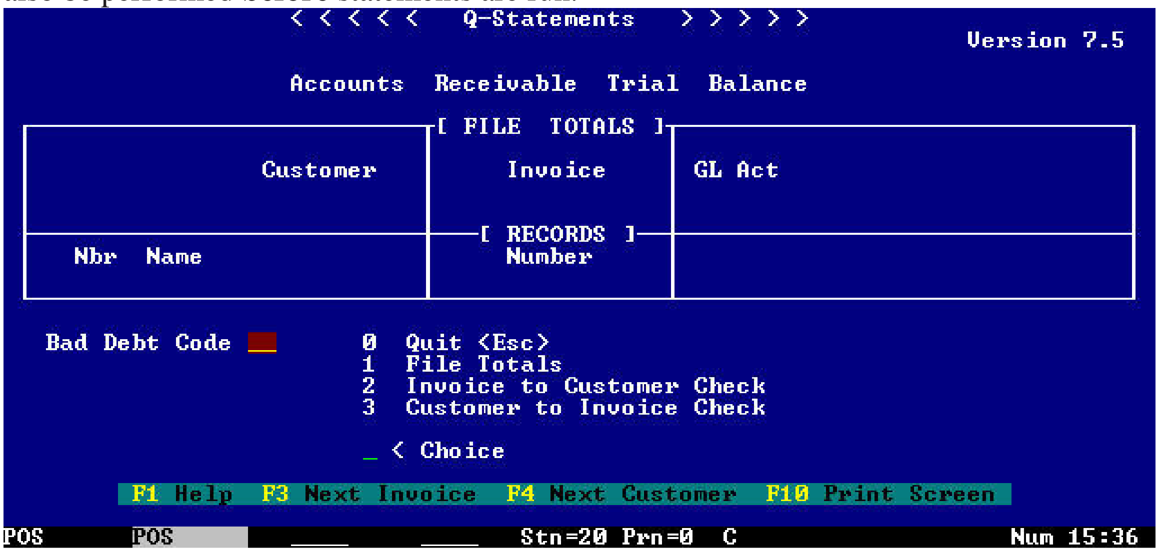
  4. The system will prompt you to answer whether or not you are "reprinting the last statement?" Answer "NO"

2. Listing **-** will list customer name, number, phone and address. Again, you may choose full customer file, warranty accounts, or lease/finance accounts.

3. Aged Trial Balance **-** provides detailed information of all outstanding customer accounts. This is usually printed and reviewed before printing statements.

Balance Files

This function allows you to track your customer, invoice and General Ledger account file totals. If General Ledger is linked, all three totals should balance. To be most effective, make this procedure part of your daily routine. This will allow for problems to be discovered easily, and corrections made in a timely fashion. This procedure should also be performed **before** statements are run.



Service charges

Service charges should be calculated monthly, even if you do not charge your customers a fee. This procedure applies all unapplied payments to the oldest outstanding invoice on a customer's account, thus keeping the customer's account up to date and clear of unnecessary information on the overview and statement. To process service charges without charging a fee, simply enter $0 in the "Minimum service charge" field, and (0) zero in the "S/C rate" field.

Removing service charges:

1. On service charge screen, press F3 - Remove S/C
2. The POS Linker system will prompt you to select either "All Customers", or a "Single" customer.
3. Choosing **All Customers** will prompt the user to enter a service charge date from which to remove charges. Once date is entered, press F5 to begin process.

   All service charges for that date will be removed from the customers' account. The system will respond with "Job complete - press Esc"
4. Choosing **Single** will prompt the user to enter the customer name from which you want to remove service charges.
5. Select a specific customer and then enter a valid date.
6. Press F5 to remove service charges for that date. The system will respond with "Job complete - press Esc". You may enter as many dates as you wish to remove charges.

Direct Mail

The direct mail is very useful in finding and notifying customers of upcoming sales and special offers. Many dealers use this information to remind customers of scheduled maintenance and other profit enhancing services.

a) Enter choice of mail you wish to print, either labels or post cards.
b) Select order in which you would like the labels or cards to print. You can enter a range either numerically or alphabetically, and even a zip code range.
c) Specify any parameters you would like the system to include.
d) Select F2 if sending post cards to print out your message.
e) Enter the correct number of lines for your labels. Six lines per inch - Ex: One inch label, 1" = 6 lines, Two inch label 2" = 12 lines.
f) Enter your print range, select F5 to print.

Period Change/ Date Change

These options may be used to open Accounts Receivable files created by the most recent "monthly Accounting save" and to back-date reports to the previous period on a specific date. Useful for printing your previous end of month reports during the current month. Be sure to change the period, or date, back to actual date when you've completed your reports for the previous month. If you exit the Accounts Receivable menu, this is automatic.
*****You must have performed an accounting save at the end of the previous month for this to work properly. This function is performed through the "Utility Menu".***

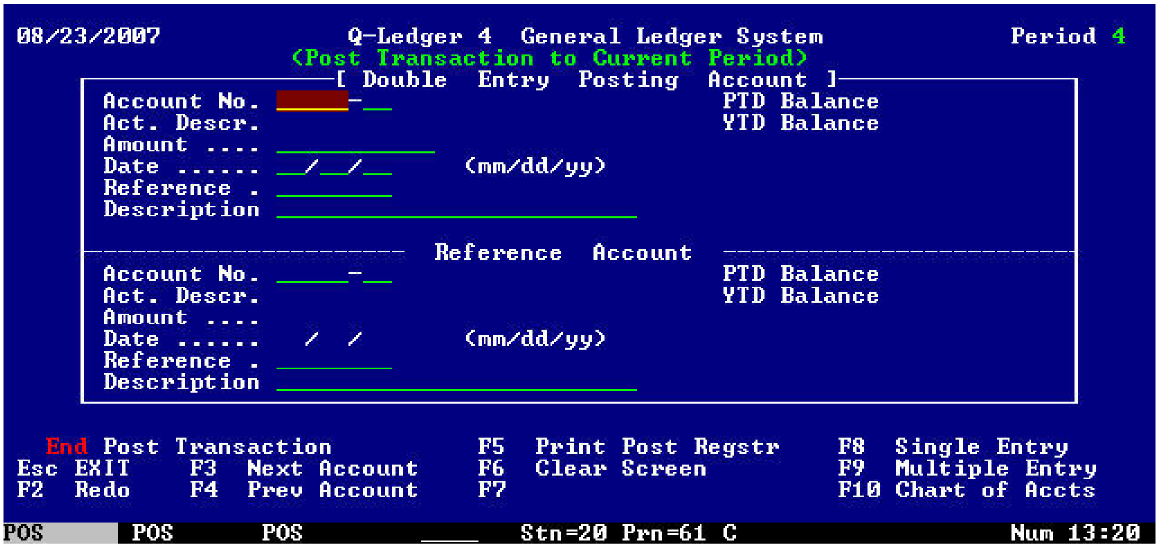
General Ledger

If General Ledger is selected from Accounting, the General Ledger Selection Screen appears. Several choices can be made from the subtopics as follows:

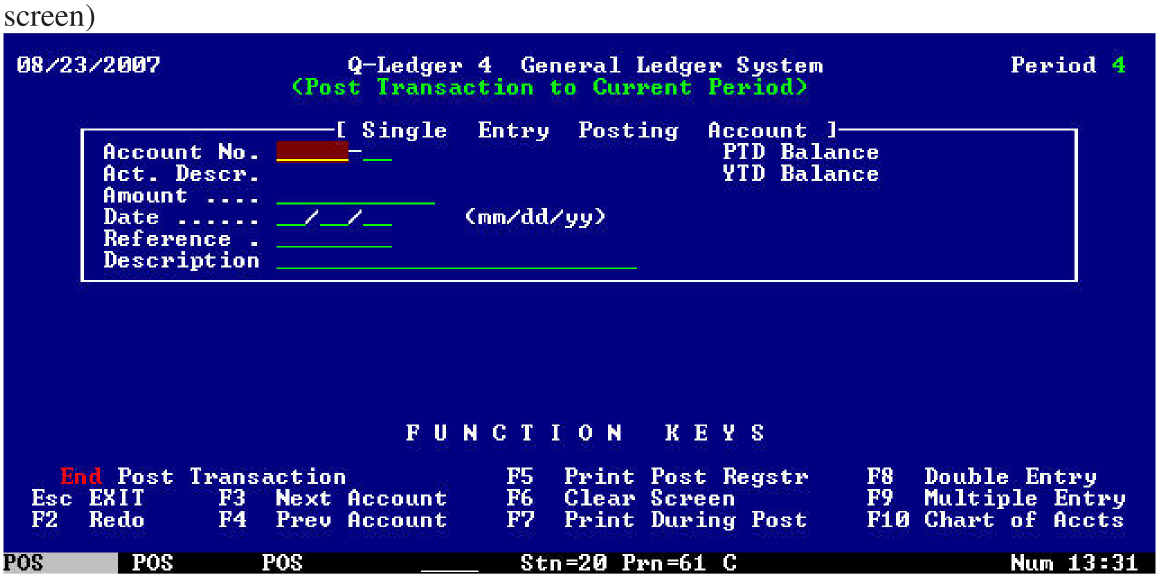
- Post Transactions
- Chart of Accounts
- Trial Balance
- Detail Transactions
- Balance Sheet
- Income Statement
- Account File Maint.
- pRint Posting Reg
- iMport Batch File
- period End Closing
- Verify POS Link
- periOd Change
- date cHange

The General Ledger has the ability to import batch file and data information from other programs such as Peachtree® accounts payable and payroll. The setup and use will be discussed in-depth with the appropriate personnel at the time of setup.

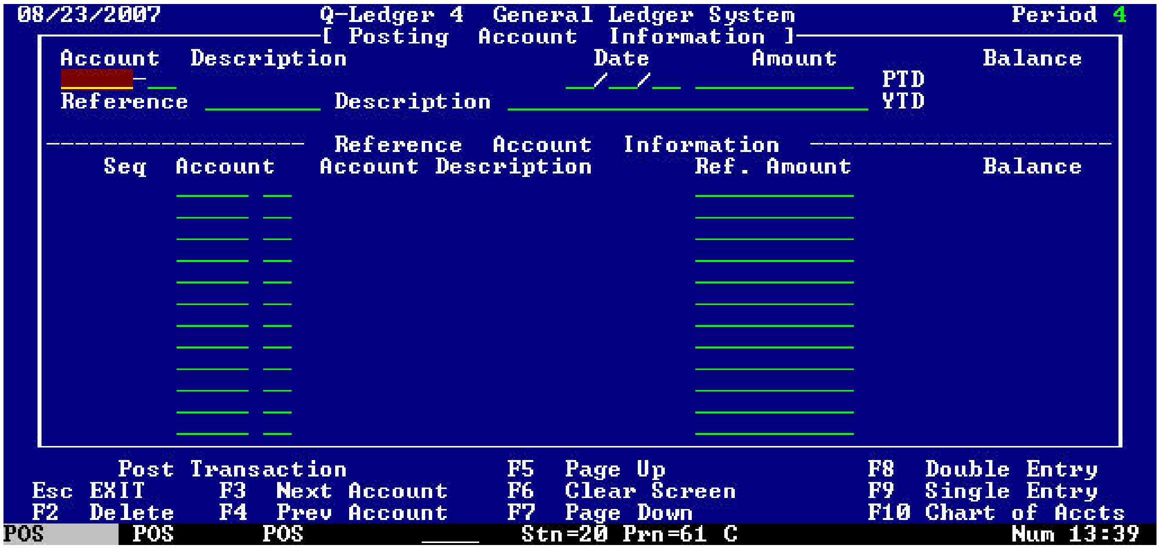
Post Transactions - Allows the user to manually post transactions to general ledger accounts. Double entry posting is used when one account is offset by a single balancing account.



F2 allows you to adjust the dollar amount without clearing the entire account. F5 prints a detailed register of the transactions posted, and if you need to view your chart of accounts, F10 provides a quick link. (Caution: These function keys vary with each screen)



Press F8 for Single Entry posting. This option is used when you need to make an entry to one account. There is no balancing account.



Press  for Multiple Entry posting. This option is used when you have more than one account to balance your main account.

Chart of Accounts - Your distributor will assist you in setting up a chart of accounts if desired, or you may wish to follow our sample chart:

Chart of Accounts		
Account Name		**Account Number Range**
1.	**Current Assets**	**10000-17999**
2.	**Fixed Assets**	**18000-18999**
3.	**Other Assets**	**19000-19999**
4.	**Current Liabilities**	**20000-27199**
5.	**Long Term Liabilities**	**27200-27999**
6.	**Equity**	**28000-39999**
7.		
8.	**Cost of Sales**	**50000-59999**
9.		
A.	**Sales**	**40000-49999**
B.	**Other Income**	**60000-69999**
C.	**Operating Expenses**	**70000-79999**
D.	**Salaries**	**80000-89999**
E.	**Adjustments to Income**	**90000-99999**

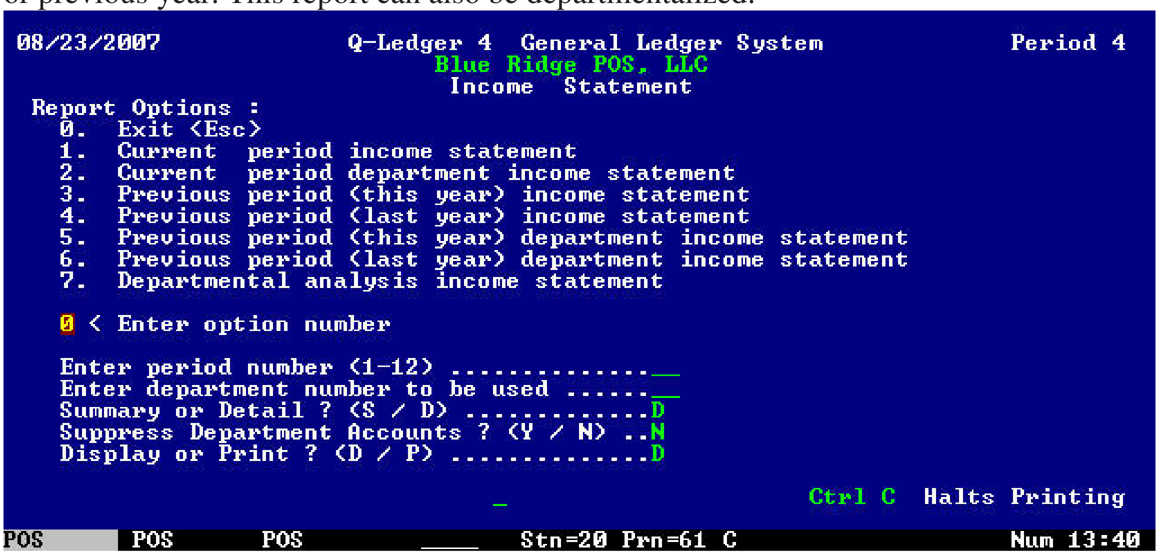
The Chart of Accounts may be printed or displayed on screen by category, ie: Department accounts only, all accounts or single account for your convenience.

Trial Balance - Allows you print or view on-screen a trial balance report of your current general ledger as of today's date. It lists the debit or credit balance of the account as well as the account status - active or inactive.

Detail Transactions - Provides a listing of transactions and budget amounts, by period and year-to-date.

Balance Sheet - allows you to compare current account totals with another month from the current or previous year. It also lists the percentage of change. Subtotals are listed for Current, Fixed and Other Assets; the total of such equaling Total Assets. Subtotals are also listed for Current Liabilities, Long Term Liabilities and Equity; the total of such equaling Total Liabilities.

Income Statement - offers several profit and loss reports by period for the current year or previous year. This report can also be departmentalized:



- compares sales totals and cost of sales totals
- gross profit total
- total other income
- total salaries
- net income before taxes
- total adjustments to income
- net income after taxes

Account File Maintenance
1. Add New Accounts
2. Change or Delete Accounts
   - Enter number of account to be modified
   - If an account has a balance, it is better to change the status to inactive rather than deleting
   - to delete an account with a zero balance, press F7 to turn the delete function on, then press F2
3. Modify Automatic Distribution Percentages for an Account
4. Change last year's account budget and Period Balances
5. Display Selected Single Account
6. Copy Accounts
7. Modify Accounts Category - allows you to change your beginning or ending number range for G/L accounts.

Print Posting Register - prints a detailed report of transactions posted to the G/L for the entire accounting period, or a date range within the accounting period.

Import Batch File - as stated earlier, POS Linker's general ledger has the ability to import batch file and data information from other accounting programs.

Period End Closing - this is the final step to your month-end or year-end close.

Note: A password for your month-end and year-end close out process should have been provided to you by the technician installing your system. In the event of a lost or forgotten password please contact Blue Ridge POS, LLC at (540) 672-1212

Quit

Use either the highlight bar, the ESC or Q key to access the exit menu. Press ESC to exit POS Linker. The business system menu will appear and the user may enter the "Utilities" menu “add’tl programs” and "Logoff" the system.