

Retaileze Point of Sale Software

How to Manual

Payment of Account

An important part of managing accounts within Retaileze is to ensure that customer payments are handled correctly. Customers have a range of ways that they think is best to send in payments against their accounts. The customer that lists the invoices to be paid off are the easiest to handle but I think they are also the rarest. Then there is the one that pays in advance which is excellent, but one of the hardest to manage. To assist you in managing customer payments we have devised a system in Retaileze that, although may be long winded, has the most control.

When a payment is received, using the accounts menu, open the Customer Payment screen.

The screenshot displays the Retaileze Point of Sale Software interface. The main window is titled "Retaileze : Fixup Program" and has a menu bar with options: File, Point of Sale, Accounts, Purchase, Inventory, Reports, Tools, Setup, Window, and Help. A vertical toolbar on the left contains icons and labels for: Point Of Sale [Alt-P], Accounts [Alt-A], Account New [Ctrl+N], Account Modify [Ctrl+E], Customer Payment [Ctrl+Y], Analyse Receivables [Shift+F4], View Account History [Shift+F5], and Statements [Shift+F6]. The "Customer Payment" window is open, showing "Customer Payment Details". It includes a "Customer" dropdown menu, a "Date" field set to "24/06/2004", and fields for "Account Balance" (0.00) and "Payment Tendered" (\$0.00). Below these is a table with columns: Invoice No, Status, Date, Invoice Total, Total Due, Invoice No, Amount, and Difference. At the bottom right, there are fields for "Discount" (0.00), "OverPaid Amount" (0.00), "Total of Invoice Paid" (\$0.00), and "Difference Between Amount Tendered And Invoice Paid" (\$0.00). Buttons for "Record and Save (F12)" and "Exit" are at the bottom left.

Load the customer's details into the customer box, by entering their name or using the down arrow and selecting the correct account. When the customers name is entered, the account balance will be shown in the "Account Balance" area. The date will have the computers set date. The date cannot be altered.

If the customer has any credits that are still awaiting settlement, either from credit invoices or overpayment of accounts, this information will be shown in the top right hand corner of the form. A link to the settle returns area is shown where you can go and settle returns, for the customer you have entered, before you make any payments against the account.

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The list in the main area of the form, are all invoices that still have monies owed on them. This area is broken into three colored areas.

Light blue fields cannot be altered by the operator.

The pink field indicates that that invoice can be clicked on to make a payment against that invoice.

The yellow field will show how much is to be paid off the invoice.

The last column, "Difference", shows the difference in the invoice amount minus the amount paid off the invoice.

After all the information is loaded onto the form, enter the amount tendered into the "Payment Tendered" area. Once an amount is entered, the "Record and Save" button fades and will not work until the payment is completed successfully.

You are now able to select the invoices for payment. Use the mouse and click on the PINK "Invoice No" field of the invoice to be paid off. The total amount of the invoice will be placed in the amount field. If a payment other than the total amount is to be paid, you can now click on the amount field and alter the payment amount. The amount entered into this field is totaled and automatically entered in the "Select Invoice Payment Amount Total" area. The difference between this field and the "Payment Tendered" field is shown in the "Payment Difference" field. Until this field is equal to "0.00" the payment cannot be saved and recorded.

Discounts Given

For those accounts where you give a discount on payment the following action needs to be carried out.

The actions above are carried out ensuring that the amount tendered is entered in correctly. I.e. it is the amount of the cheque not the total of the invoices.

When the invoices to be paid are completed, there will be an amount in the "Payment Difference" field and it should be shown as a negative amount. This is due to the total payment of the invoices will show an amount more than the tendered amount.

Enter the amount shown in the "Payment Difference" field into the discount field at the bottom of the form. Enter this amount as a positive amount. I.e. if shown in the "payment Difference" field as -10.25 enter in the Discount field as 10.25

This will then show the difference as 0.00 and allow you to record the payment.

Overpayment

There are some accounts that pay in advance. To enable this to be entered and accounted for the same actions are made as for paying the account. If there are any outstanding invoices to be paid, pay them as described above. In the "payment Difference" field there will be an amount remaining after all the invoices are paid. This is the amount that

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has been overpaid on the account. This amount needs to be transferred to the “Overpaid Amount” field at the bottom of the field. This can be done by manually entering the amount or if you “double click” on the “Payment Difference” field box the amount will be transferred to the “Overpaid Amount” field.

When the payment is recorded, a credit invoice will be raised on the account. This invoice is then to be handled as for any credit invoice, through “settle returns”.

After you have entered all details, you are able to record the payment. The cash register screen will open and you can enter the payment ‘type’ details as per any cash received. Any discounts etc will be carried over to that screen.