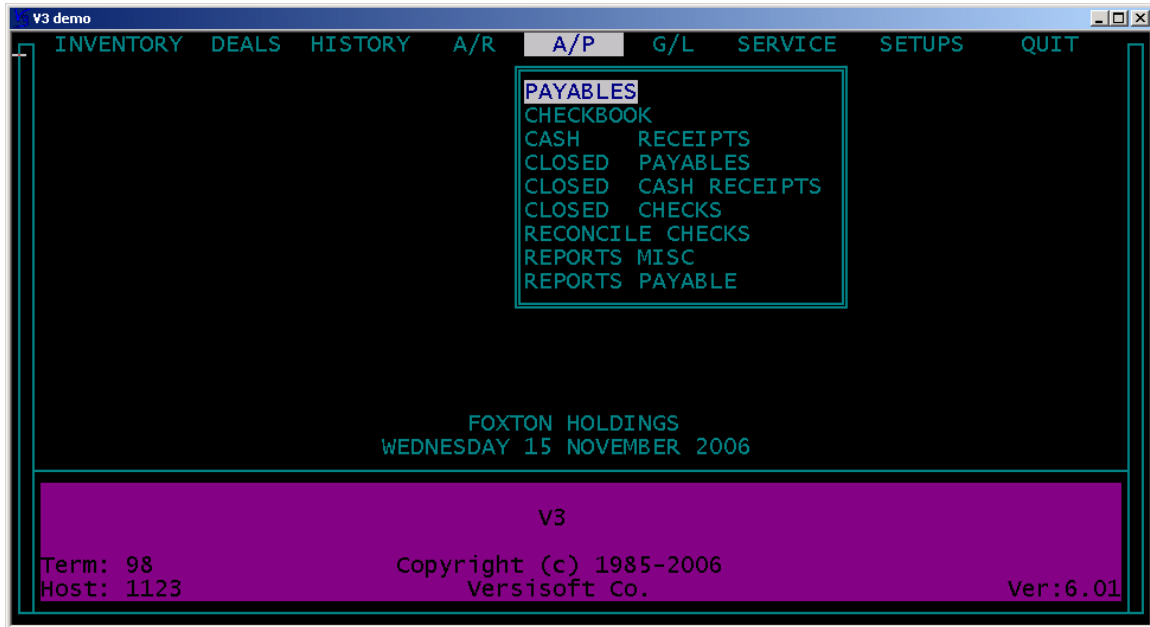


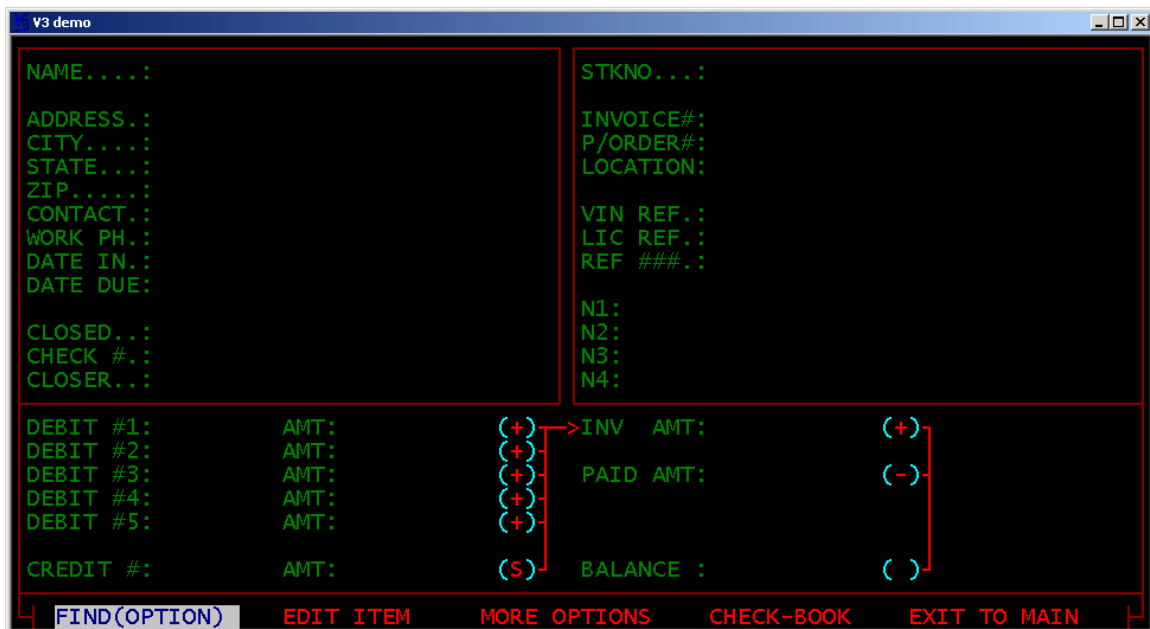


PAYABLES

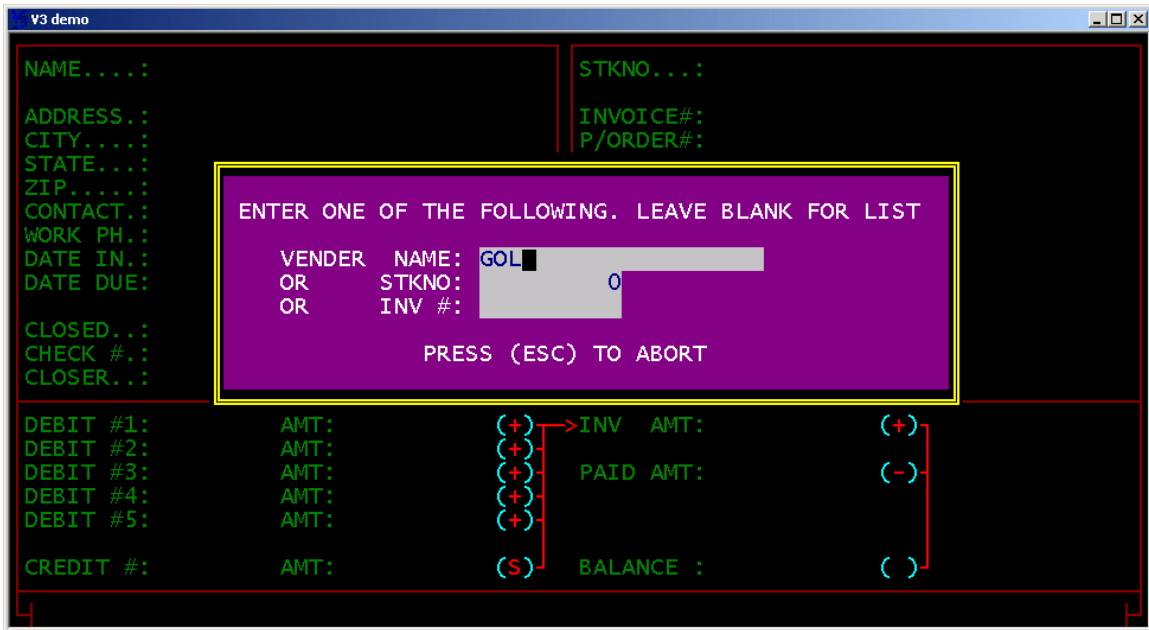
The **PAYABLES** module is a bill paying and accrual module. All payable invoices from the **INVENTORY** and **DEALS** modules are posted through the **PAYABLES** module.



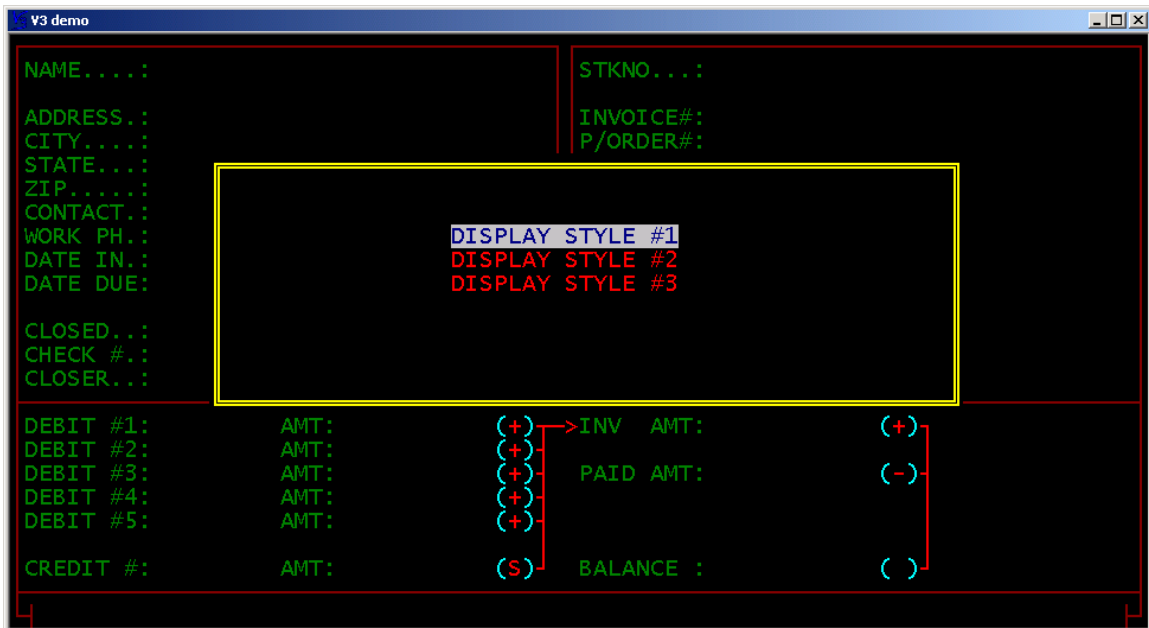
To enter the **PAYABLES** module highlight and press enter on **A/P, PAYABLES**.



To **FIND** a current **PAYABLE** invoice highlight and press enter on **FIND (OPTION)**.



Current **PAYABLES** invoices may be found by **VENDER NAME**, **STOCK NUMBER**, or **INVOICE NUMBER**. To **FIND** a **PAYABLES INVOICE** by **VENDER** type the first few characters of **VENDER NAME** and enter through the remaining **FIND OPTIONS**.



Press enter on **DISPLAY STYLE** of your choice. The **DISPLAY STYLE #1,2,3** view the **PAYABLE** invoices with alternate information.

V3 demo

PRESS ESC TO ABORT

STKNO	INV ###	PAYABLE TO	DATE DUE	INVOICE	BALANCE (T)
1768	1234	GOLDEN HAMME	11/23/2006	250.00	250.00
1758	1234	GOLDEN HAMME	11/23/2006	250.00	250.00
1801		JOES BANK	11/16/2006	2500.00	2500.00
46555	24NT68	KEY BANK U.S	10/27/2006	8023.00	8023.00
7		KEY BANK USA	03/07/1999	512.28	512.28
7		KEY BANK USA	03/07/1999	14293.25	14293.25
626		LEON	04/08/1999	300.00	300.00
0		LIC	11/25/2005	-250.00	-250.00
374		MAGOO	03/07/1999	3000.00	3000.00
7		SAFETY AND D	12/13/2002	75.00	75.00
1768		SMITHERS JOH	11/17/2006	250.00	250.00
1796		SUNSET CARZ	10/27/2006	2500.00	2500.00
113	GSSDSD	THE CARB SHO	01/09/2004	500.00	500.00
4	124G22	TOM JONES	07/10/2003	50.00	50.00
4	124G22	TOM JONES	08/14/2003	-100.00	-100.00
4	124G22	TOM JONES	12/15/2003	50.00	50.00
4	124G22	TOM JONES	12/15/2003	200.00	200.00
5	FSEFSD	TRD D 4	06/27/2005	-9500.00	-9500.00

Highlight and press enter on the target **VENDER** invoice to view on screen.

V3 demo

NAME....: GOLDEN HAMMER	STKNO...: 1768
ADDRESS.: 123 4TH AVE	INVOICE#: 1234
CITY....: KENT	P/ORDER#: 398
STATE...: OR	LOCATION: WEST LOT
ZIP.....: 97125	VIN REF.: FXCGJF80WE7WC2M50
CONTACT.:	LIC REF.:
WORK PH.: () -	REF ###.: 111141961768HISASRN
DATE IN.: 11/13/2006	N1: 84 TOYOTA 4RUNNER
DATE DUE: 11/23/2006	N2: Sold To.....: SMITHERS
CLOSED...: / /	N3: Type Of Sale: R
CHECK #.: 0	N4: fix dent
CLOSER.:	

DEBIT #1: 5020	AMT: 250.00 (+)	INV AMT: 250.00 (+)
DEBIT #2: 0	AMT: 0.00 (+)	
DEBIT #3: 0	AMT: 0.00 (+)	PAID AMT: 0.00 (-)
DEBIT #4: 0	AMT: 0.00 (+)	
DEBIT #5: 0	AMT: 0.00 (+)	
CREDIT #: 2000	AMT: 250.00 (S)	BALANCE : 250.00 ()

FIND(OPTION) EDIT ITEM MORE OPTIONS CHECK-BOOK EXIT TO MAIN

To **EDIT ITEM** highlight and press enter.

V3 demo

NAME . . . : GOLDEN HAMMER	STKNO . . . : 1768
ADDRESS . . : 123 4TH AVE	INVOICE# : 1234
CITY . . . : KENT	P/ORDER# : 398
STATE . . . : OR	LOCATION : WEST LOT
ZIP : 97125	VIN REF . . : FXCGJF80WE7WC2M50
CONTACT . . : [REDACTED]	LIC REF . . : [REDACTED]
WORK PH . . : () - [REDACTED]	REF ### . . : 111141961768HISASRN
DATE IN . . : 11/13/2006	N1 : 84 TOYOTA 4RUNNER
DATE DUE . . : 11/23/2006	N2 : Sold To : SMITHERS
CLOSED . . . : / /	N3 : Type Of Sale: R
CHECK # . . : 0	N4 : fix dent
CLOSER . . . :	

DEBIT #1: 5020	AMT: 250.00 (+)	INV AMT: 250.00 (+)
DEBIT #2: 0	AMT: 0.00 (+)	PAID AMT: 0.00 (-)
DEBIT #3: 0	AMT: 0.00 (+)	
DEBIT #4: 0	AMT: 0.00 (+)	
DEBIT #5: 0	AMT: 0.00 (+)	
CREDIT #: 2000	AMT: 250.00 (S)	BALANCE : 250.00 (-)

The highlighted fields may be edited.

V3 demo

NAME . . . : GOLDEN HAMMER	STKNO . . . : 1768
ADDRESS . . : 123 4TH AVE	INVOICE# : 1234
CITY . . . : KENT	P/ORDER# : 398
STATE . . . : OR	LOCATION : WEST LOT
ZIP : 97125	VIN REF . . : FXCGJF80WE7WC2M50
CONTACT . . : [REDACTED]	LIC REF . . : [REDACTED]
WORK PH . . : () - [REDACTED]	REF ### . . : 111141961768HISASRN
DATE IN . . : 1	N1 : 84 TOYOTA 4RUNNER
DATE DUE . . : 1	N2 : Sold To : SMITHERS
CLOSED . . . : / /	N3 : Type Of Sale: R
CHECK # . . : 0	N4 : fix dent
CLOSER . . . :	

DEBIT #1: 5020	AMT: 250.00 (+)	INV AMT: 250.00 (+)
DEBIT #2: 0	AMT: 0.00 (+)	PAID AMT: 0.00 (-)
DEBIT #3: 0	AMT: 0.00 (+)	
DEBIT #4: 0	AMT: 0.00 (+)	
DEBIT #5: 0	AMT: 0.00 (+)	
CREDIT #: 2000	AMT: 250.00 (S)	BALANCE : 250.00 (-)

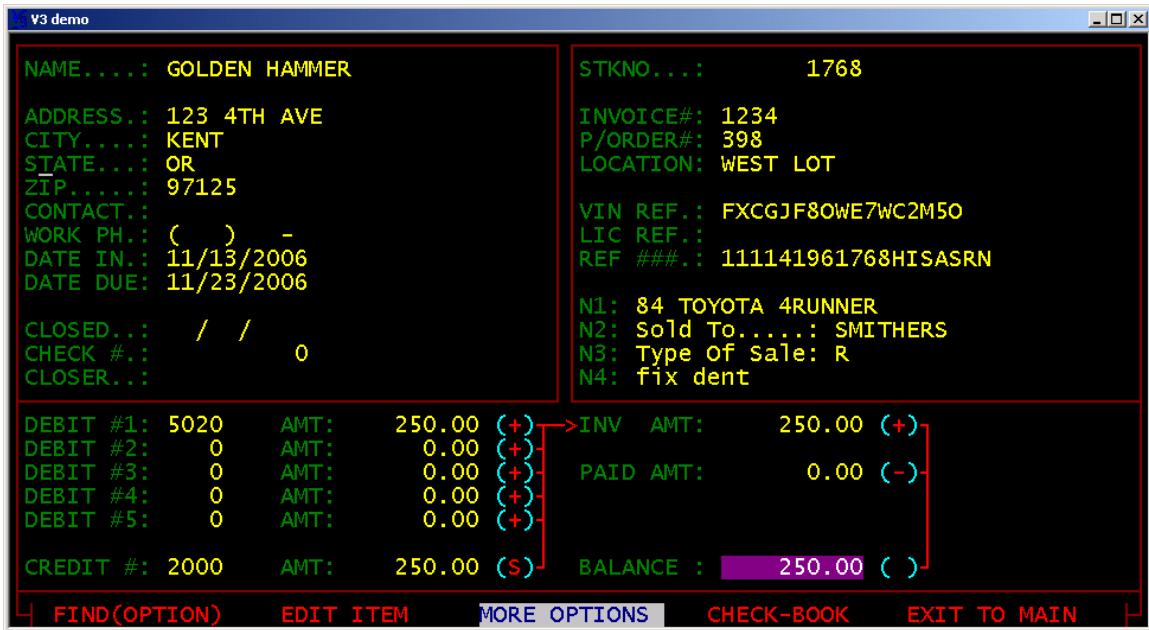
The REF# designates what module the invoice was created from. In this case "HISASRN" stands for HIS=history ASRN=after sale recon. The Note lines display information about the file.

N1: 84 TOYOTA 4RUNNER
 N2: Sold To : SMITHERS
 N3: Type Of Sale: R
 N4: fix dent

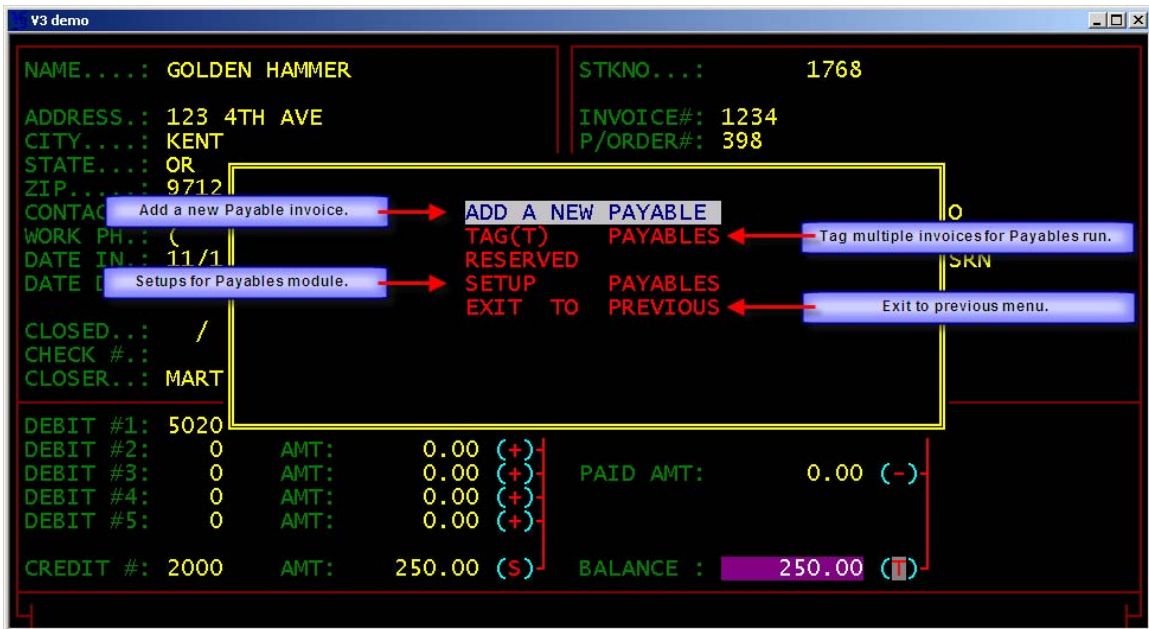
REF ### . . : 111141961768HISASRN

FIND(OPTION) EDIT ITEM MORE OPTIONS CHECK-BOOK EXIT TO MAIN

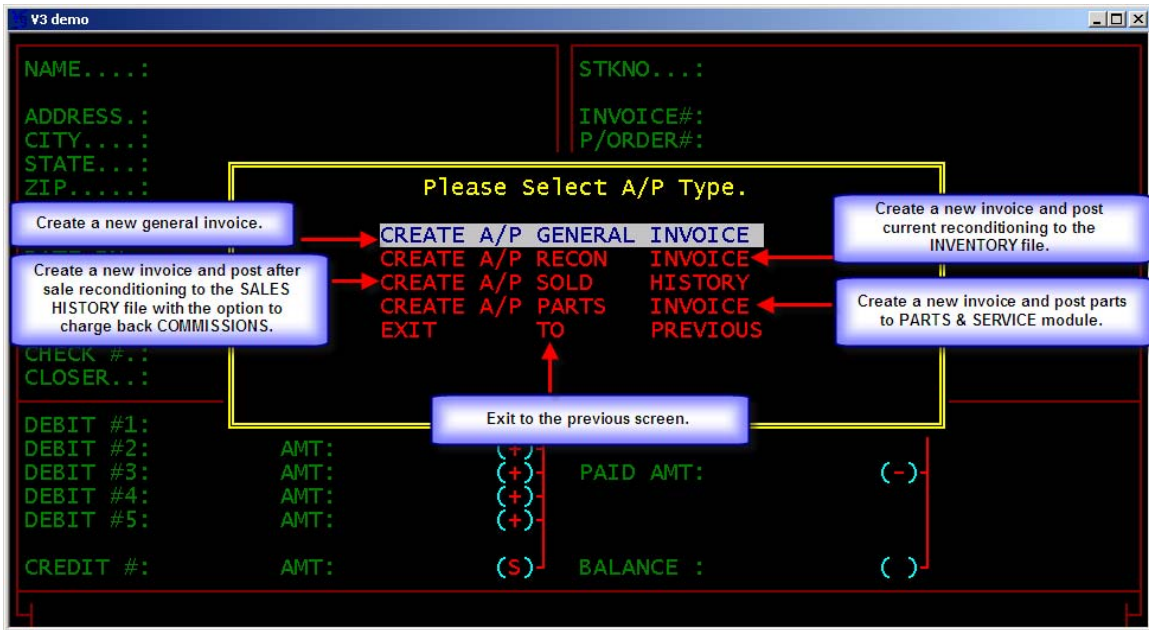
Note the above invoice was created from the **AFTER SALE RECON** module in **SALES HISTORY**.



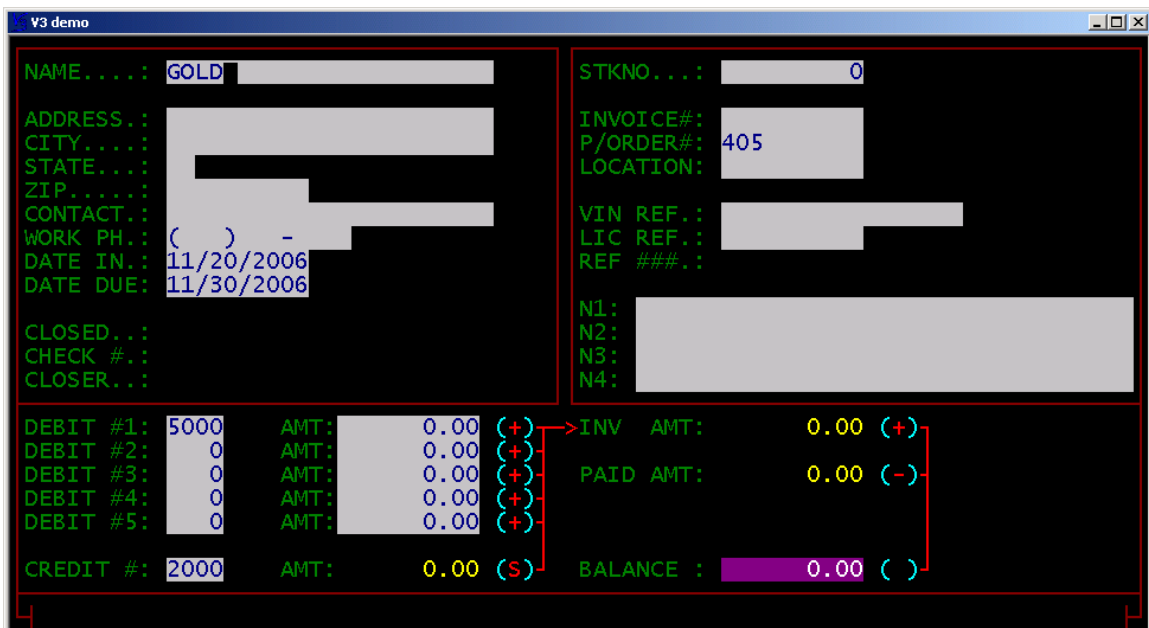
Adding a new **PAYABLES** invoice may be done through **MORE OPTIONS** for items such as utility bills.



To **ADD A NEW PAYABLE** highlight and press enter.



To **CREATE A/P GENERAL INVOICE** highlight and press enter.



Enter the first few characters of the **VENDER** name and press enter.

V3 demo

NAME . . . : GOLD

ADDRESS . . : [REDACTED]

CITY . . . : [REDACTED]

STATE . . . : [REDACTED]

ZIP : [REDACTED]

CONTACT . . : [REDACTED]

WORK PH. . : () - [REDACTED]

DATE IN. . : 11/20/2006

DATE DUE. : 11/30/2006

CLOSED . . : [REDACTED]

CHECK #. . : [REDACTED]

CLOSER . . : [REDACTED]

DEBIT #1: 5000 AMT: [REDACTED]

DEBIT #2: 0 AMT: [REDACTED]

DEBIT #3: 0 AMT: [REDACTED]

DEBIT #4: 0 AMT: [REDACTED]

DEBIT #5: 0 AMT: [REDACTED]

CREDIT #: 2000 AMT: [REDACTED]

BALANCE : 0.00 (-)

GOLDEN HAMMER
 GRIFFIN AUTO LANE
 HAPPY SUN DETAIL
 HERTZ CAR RENTAL
 HERTZ CAR SALES
 HIGH PERFORMANCE AUTO
 INFORMATION PROCESSING
 INTERNAL REVENUE SVC
 JAKES PARTS 4 LESS
 JEFF YOUNG MOTORS
 JOES AUTO AUCTION
 JOES CAR REPAIR CORNER
 JOHNSON CHEMICALS
 JULIE DERN
 KEY BANK USA
 LA ROCCO LOCKSMITHS

If the **VENDER** is found in the **VENDER** file the **VENDER** drop down list will be called to the screen. Highlight and press enter on the target **VENDER** to choose.

V3 demo

NAME . . . : GOLDEN HAMMER

ADDRESS . . : 234 5TH AVE

CITY . . . : KENT

STATE . . . : WA

ZIP : 98032

CONTACT . . : BOB

WORK PH. . : (253)999-9999

DATE IN. . : 11/20/2006

DATE DUE. : 11/30/2006

CLOSED . . : [REDACTED]

CHECK #. . : [REDACTED]

CLOSER . . : [REDACTED]

STKNO . . . : 0

INVOICE# : 1234

P/ORDER# : 405

LOCATION : [REDACTED]

VIN REF. : [REDACTED]

LIC REF. : [REDACTED]

REF ###. : [REDACTED]

N1: office repairs

N2: [REDACTED]

N3: [REDACTED]

N4: [REDACTED]

DEBIT #1: 7320 AMT: 254.66 (+)

DEBIT #2: 0 AMT: 0.00 (+)

DEBIT #3: 0 AMT: 0.00 (+)

DEBIT #4: 0 AMT: 0.00 (+)

DEBIT #5: 0 AMT: 0.00 (+)

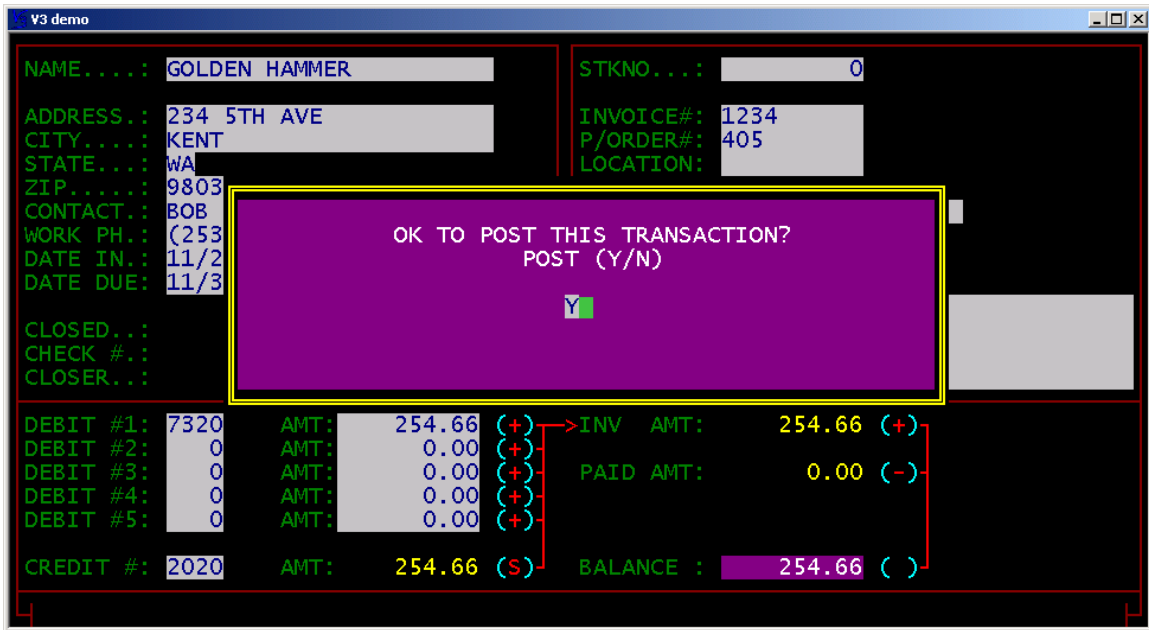
CREDIT #: 2020 AMT: 254.66 (-)

INV AMT: 254.66 (+)

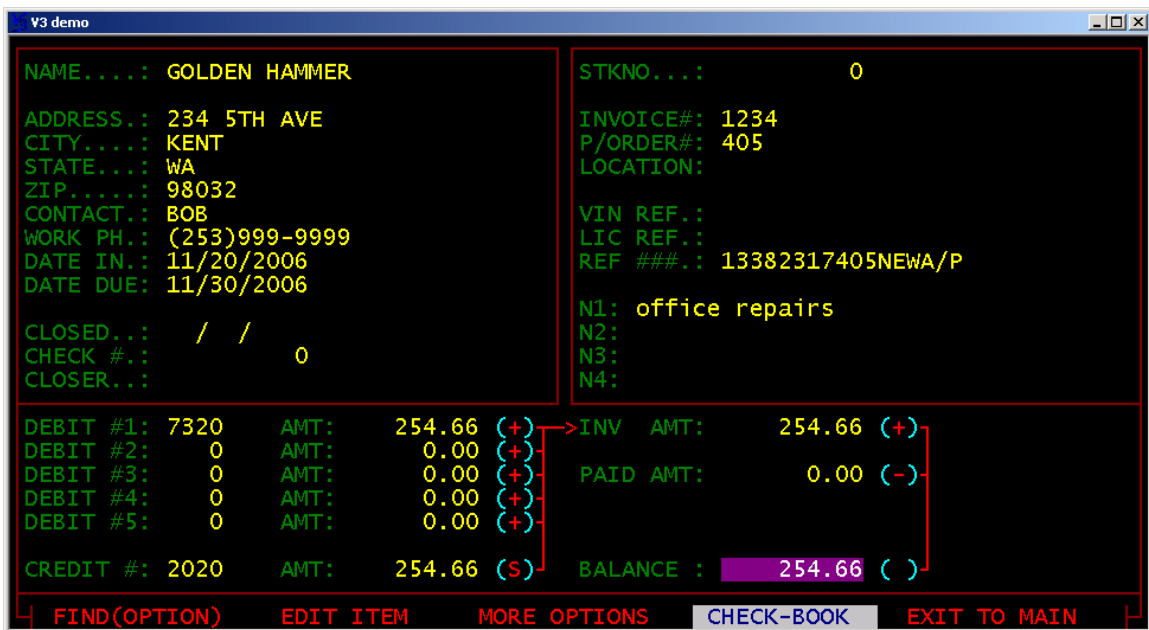
PAID AMT: 0.00 (-)

BALANCE : 254.66 (-)

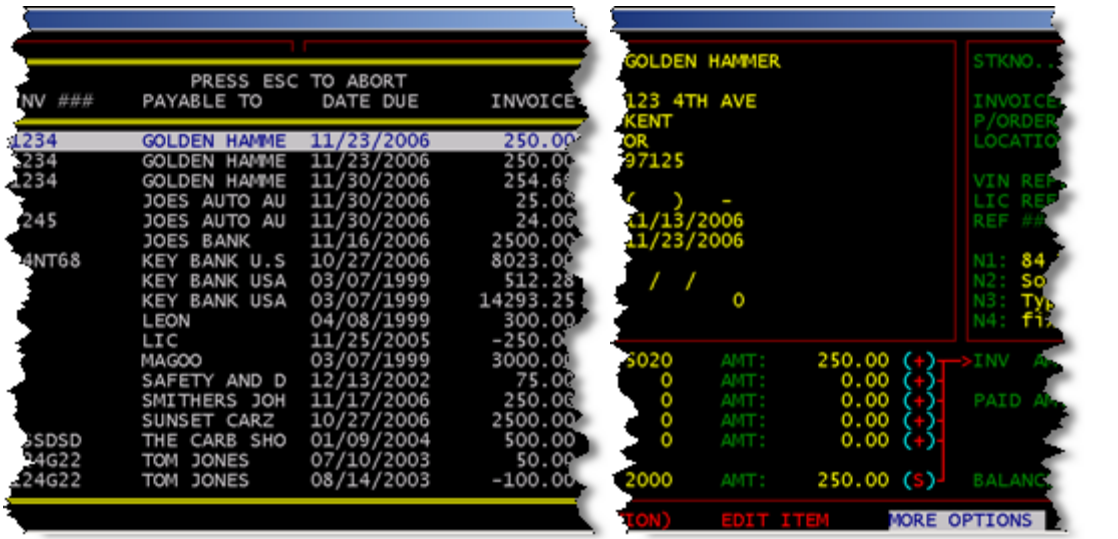
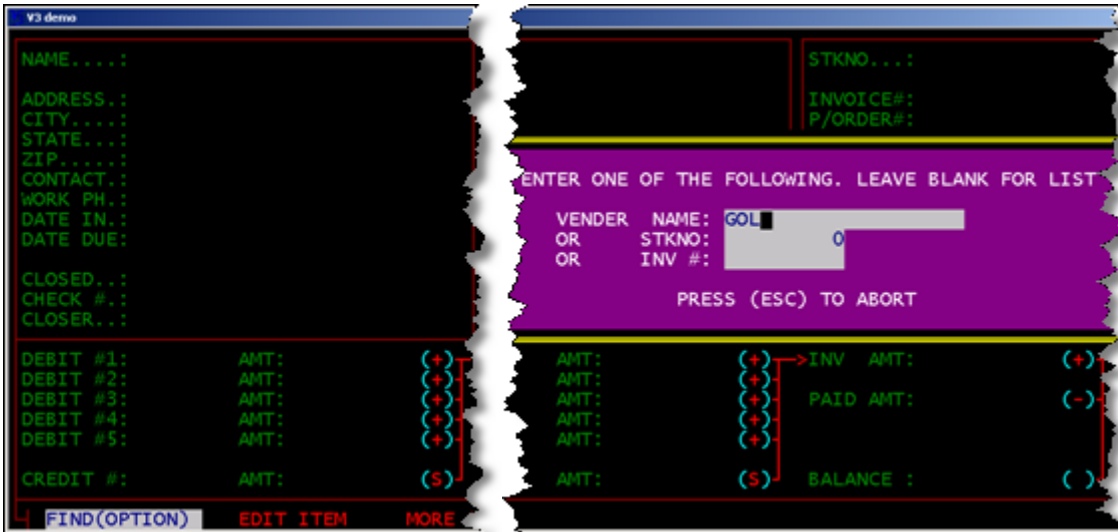
Note the **VENDER** information will be filled in. Complete the remainder of the fields as designated.



Verify posting by entering “Y” for yes and press enter.



To pay or clear a **PAYABLE** highlight and press enter on **CHECKBOOK** with the target invoice on the screen.



Go to **MORE OPTIONS** and select **TAG PAYABLES**.

V3 demo

NAME . . . : GOLDEN HAMMER STKNO . . . : 1768

ADDRESS . . : 123 4TH AVE INVOICE# : 1234

CITY . . . : KENT P/ORDER# : 398

STATE . . . : OR

ZIP : 9712

CONTACT . . :

WORK PH . . : (

DATE IN . . : 11/1

DATE DUE . . : 11/2

CLOSED . . . : /

CHECK # . . :

CLOSER . . . :

ADD A NEW PAYABLE

TAG(T) PAYABLES

RESERVED

SETUP PAYABLES

EXIT TO PREVIOUS

O
SRN

DEBIT #1: 5020

DEBIT #2: 0 AMT: 0.00 (+)

DEBIT #3: 0 AMT: 0.00 (+)

DEBIT #4: 0 AMT: 0.00 (+)

DEBIT #5: 0 AMT: 0.00 (+)

CREDIT #: 2000 AMT: 250.00 (S)

PAID AMT: 0.00 (-)

BALANCE : 250.00 (-)

The list of target **VENDERS** will be called to screen. Highlight and “mark”.

V3 demo

NAME . . . : GOLDEN HAMMER STKNO . . . : 1768

Note (T) = tag and (U) = untag. Note tagged value.

(T)=TAG	(U)=UNTAG	STKNO	INV	###	PAYABLE TO	TAGGED DATE DUE	VALUE . . INVOICE	754.66 BALANCE (T)
		113	GSSDSD		GAP VENDER N	11/23/2006	145.00	145.00
		1768	1234		GOLDEN HAMME	11/23/2006	250.00	250.00 T
		1758	1234		GOLDEN HAMME	11/30/2006	250.00	250.00 T
		0	1234		GOLDEN HAMME	11/30/2006	254.66	254.66 T
		118689			JOES AUTO AU	11/30/2006	25.00	25.00
		17539	1245		JOES AUTO AU	11/30/2006	24.00	24.00
		1801			JOES BANK	11/16/2006	2500.00	2500.00
		46555	24NT68		KEY BANK U.S	10/27/2006	8023.00	8023.00
		7			KEY BANK USA	03/07/1999	512.28	512.28
		7			KEY BANK USA	03/07/1999	14293.25	14293.25
		626			LEON	04/08/1999	300.00	300.00
		0			LIC	11/25/2005	-250.00	-250.00
		374			MAGOO	03/07/1999	3000.00	3000.00
		7			SAFETY AND D	12/13/2002	75.00	75.00

CREDIT #: 2000 AMT: 250.00 (S) BALANCE : 250.00 (-)

When the invoices to be paid have been tagged press **ESC** key and go to **CHECKBOOK**.

NAME....: GOLDEN HAMMER		STKNO...: 1768	
ADDRESS.: 123 4TH AVE		INVOICE#: 1234	
CITY....: KENT		P/ORDER#: 398	
STATE...: OR		LOCATION: WEST LOT	
ZIP.....: 97125		VIN REF.: FXCGJF80WE7WC2M50	
CONTACT.:		LIC REF.:	
WORK PH.: () -		REF ###.: 111141961768HISASRN	
DATE IN.: 11/13/2006		N1: 84 TOYOTA 4RUNNER	
DATE DUE: 11/23/2006		N2: Sold To.....: SMITHERS	
CLOSED..: / /		N3: Type Of Sale: R	
CHECK #.: 0		N4: fix dent	
CLOSER..: MARTYN OLLIVER			

DEBIT #1: 5020	AMT: 250.00 (+)	>INV AMT: 250.00 (+)
DEBIT #2: 0	AMT: 0.00 (+)	
DEBIT #3: 0	AMT: 0.00 (+)	PAID AMT: 0.00 (-)
DEBIT #4: 0	AMT: 0.00 (+)	
DEBIT #5: 0	AMT: 0.00 (+)	
CREDIT #: 2000	AMT: 250.00 (S)	BALANCE : 250.00 (I)

FIND(OPTION) EDIT ITEM MORE OPTIONS CHECK-BOOK EXIT TO MAIN

Press enter and go to **CLEAR TAGGED INVOICES WITH (1) CHECK.**

NAME....: GOLDEN HAMMER		STKNO...: 1768	
ADDRESS.: 123		<div style="border: 2px solid cyan; padding: 10px;"> <p style="color: red;">CLEAR (1) INVOICE ONLY</p> <p style="color: blue;">CLEAR TAGGED INVOICES (1) CHECK</p> <p style="color: red;">STANDARD A/P TAGGED CHECK RUN</p> <p style="color: red;">CLEAR ZEROED BALANCES(No Check)</p> <p style="color: red;">EXIT TO PREV</p> </div>	
CITY....: KEN			
STATE...: OR			
ZIP.....: 971			
CONTACT.:			
WORK PH.: () -		RN	
DATE IN.: 11/			
DATE DUE: 11/			
CLOSED..: /			
CHECK #.:			
CLOSER..: MARTYN OLLIVER		N4: fix dent	

DEBIT #1: 5020	AMT: 250.00 (+)	>INV AMT: 250.00 (+)
DEBIT #2: 0	AMT: 0.00 (+)	
DEBIT #3: 0	AMT: 0.00 (+)	PAID AMT: 0.00 (-)
DEBIT #4: 0	AMT: 0.00 (+)	
DEBIT #5: 0	AMT: 0.00 (+)	
CREDIT #: 2000	AMT: 250.00 (S)	BALANCE : 250.00 (I)

Choose the bank account to clear the payables invoices from and write the check by highlighting the account and pressing enter.

V3 demo

NAME....: GOLDEN HAMMER STKNO...: 1768
ADDRESS.: 123 4TH AVE INVOICE#: 1234
CITY....: KENT P/ORDER#: 398

ACTUAL BANK NAME	ACM ACCOUNT NAME	CURRENT BAL
MAIN BANK ACCOUNT	CASH ACCOUNT (BANK #1)	54904.40
U.S. BANK	CASH ACCOUNT (BANK #2)	-6750.00
KEYBANK	CASH ACCOUNT (BANK #3)	48900.00
BANK AMERICA	CASH ACCOUNT (BANK #4)	5.00
NOT SETUP	CASH ACCOUNT (BANK #5)	0.00
AMERICAN EXPRESS	CASH ACCOUNT (BANK #6)	0.00

DEB DEB
DEBIT #3: 0 AMT: 0.00 (+) PAID AMT: 0.00 (-)
DEBIT #4: 0 AMT: 0.00 (+)
DEBIT #5: 0 AMT: 0.00 (+)
CREDIT #: 2000 AMT: 250.00 (S) BALANCE : 250.00 (I)

V3 demo

NAME....: GOLDEN HAMMER STKNO...: 1768
ADDRESS.: 123 4TH AVE INVOICE#: 1234
CITY....: KENT P/ORDER#: 398

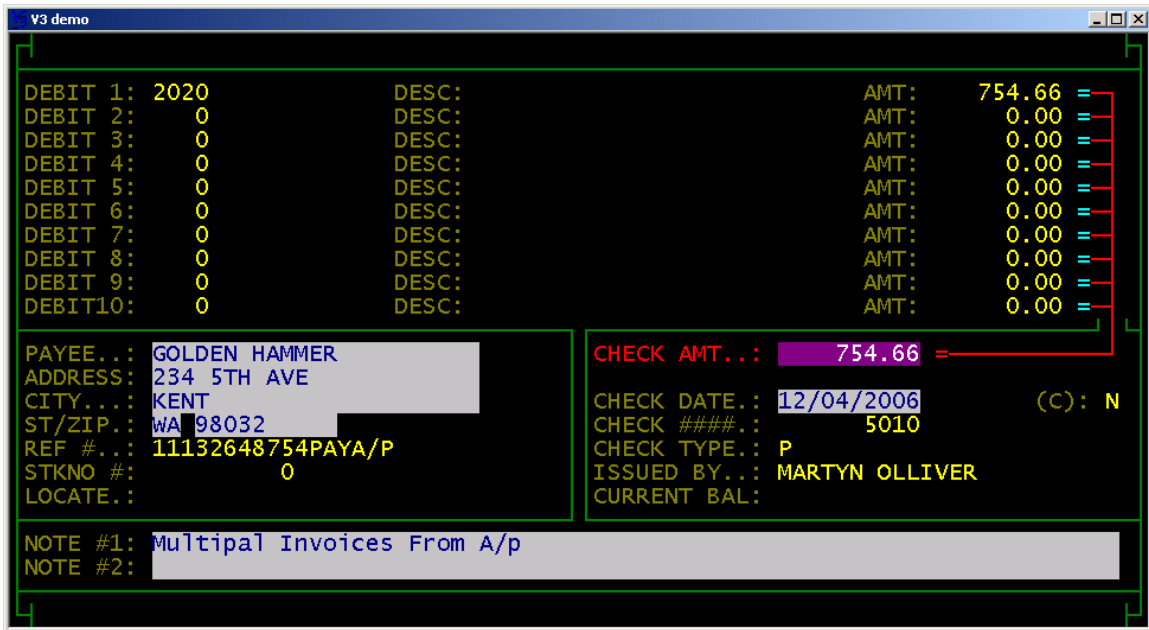
SELECT CHECK NUMBER SEQUENCE

To continue using the next check number in sequence. → USE NEXT CHECK #
To CHANGE NEXT NUMBER before continuing. → CHANGE NEXT NUMBER
To continue posting the payment as an ATM/ONLINE payment. → ATM/ONLINE PAYMENT

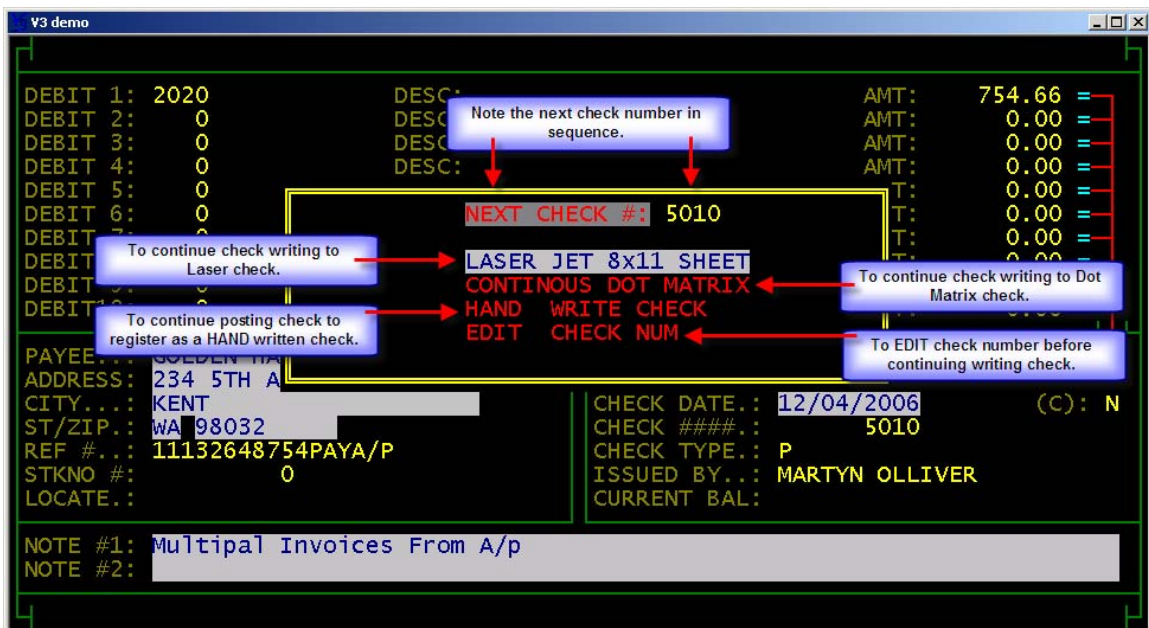
Next Check Number: 5010
Note: ATM/ONLINE pymt will always use check #1

DEB DEB
DEBIT #3: 0 AMT: 0.00 (+) PAID AMT: 0.00 (-)
DEBIT #4: 0 AMT: 0.00 (+)
DEBIT #5: 0 AMT: 0.00 (+)
CREDIT #: 2000 AMT: 250.00 (S) BALANCE : 250.00 (I)

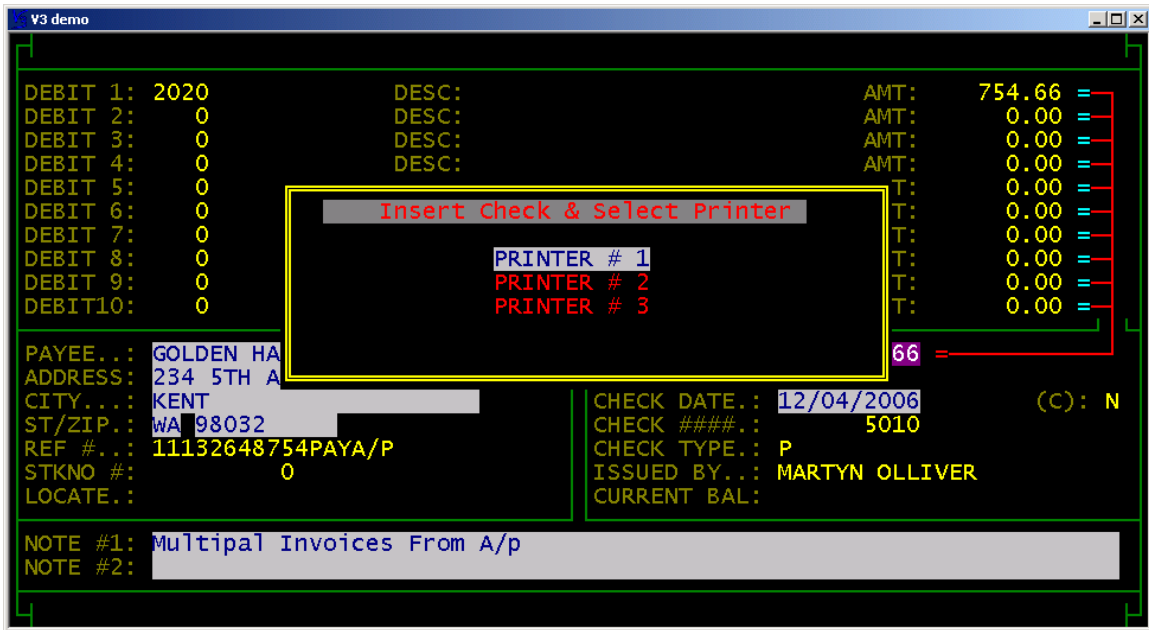
Choose **USE NEXT CHECK #** to continue.



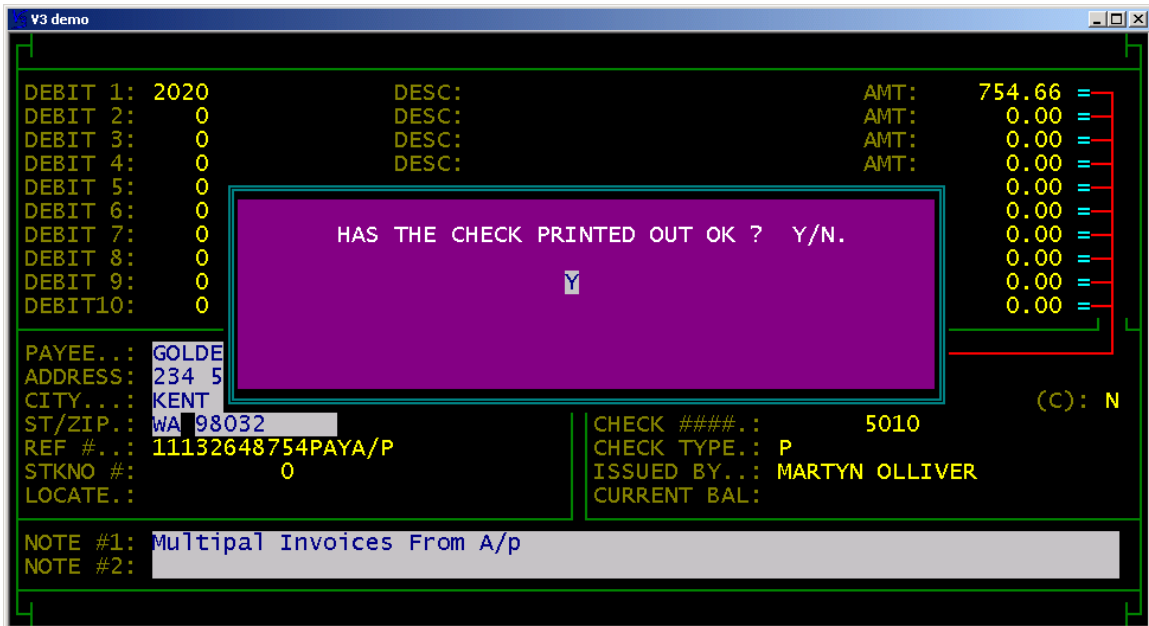
The check voucher will appear as above. Notes may be added to the note lines.



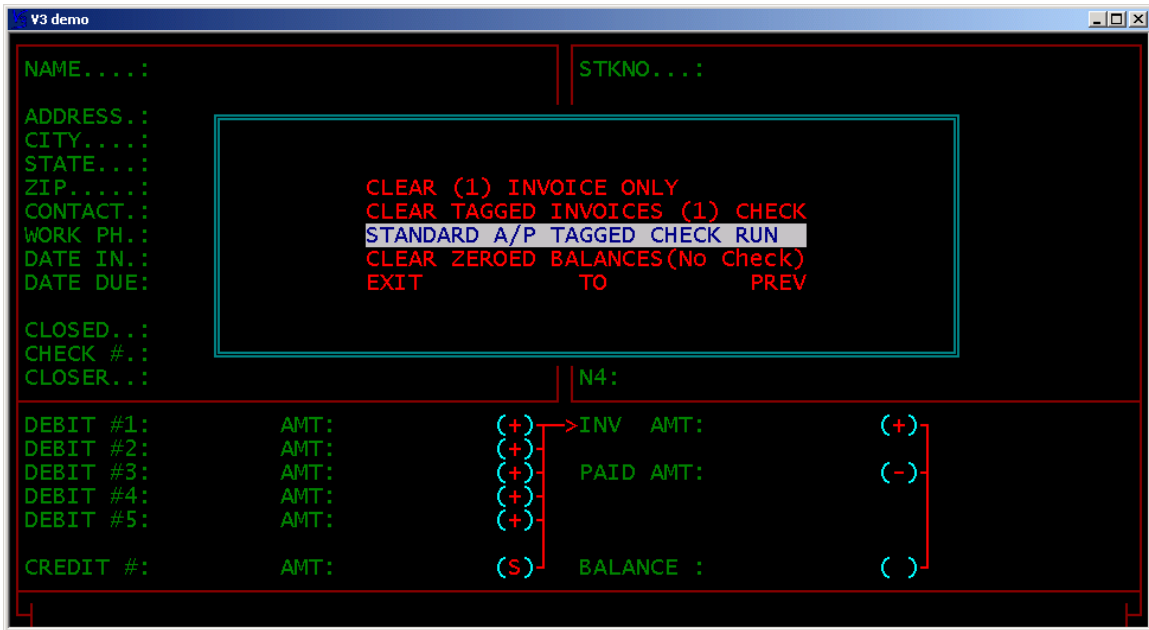
Highlight and press enter on the correct LPT port for the printer you are printing to.



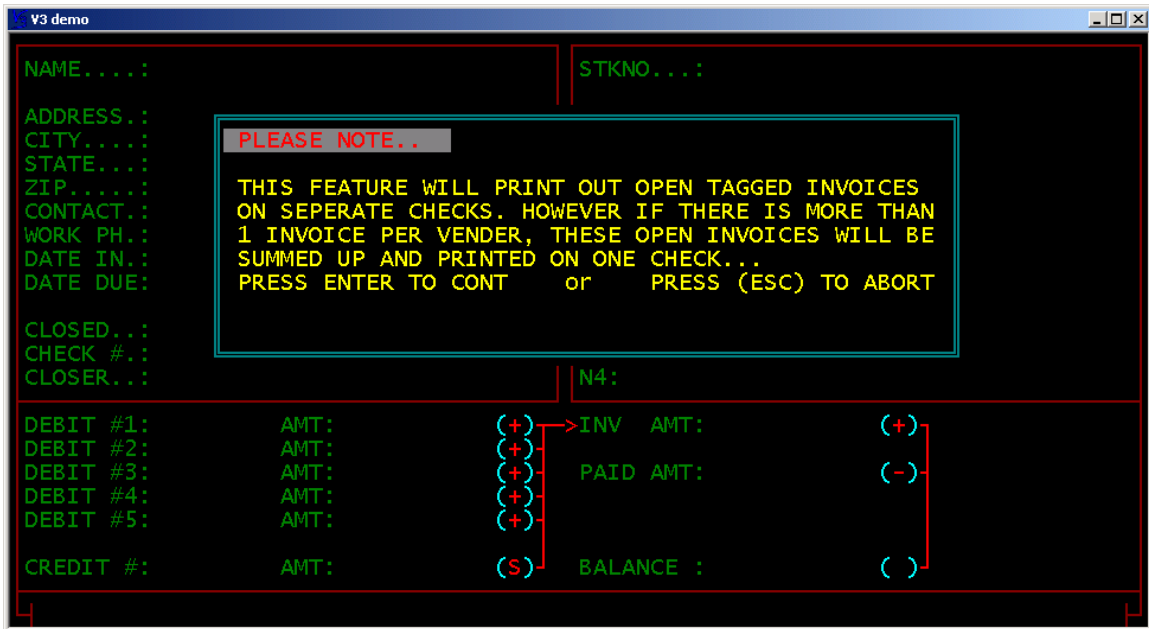
The check will then be printed and you will be asked to verify that the check has printed. Upon verification by entering “Y” for yes the transaction will be recorded. If the check did not print properly enter “N” for no and the printing process will begin again. Be sure to update the check number if the check was destroyed during the printing process due to a printer malfunction.



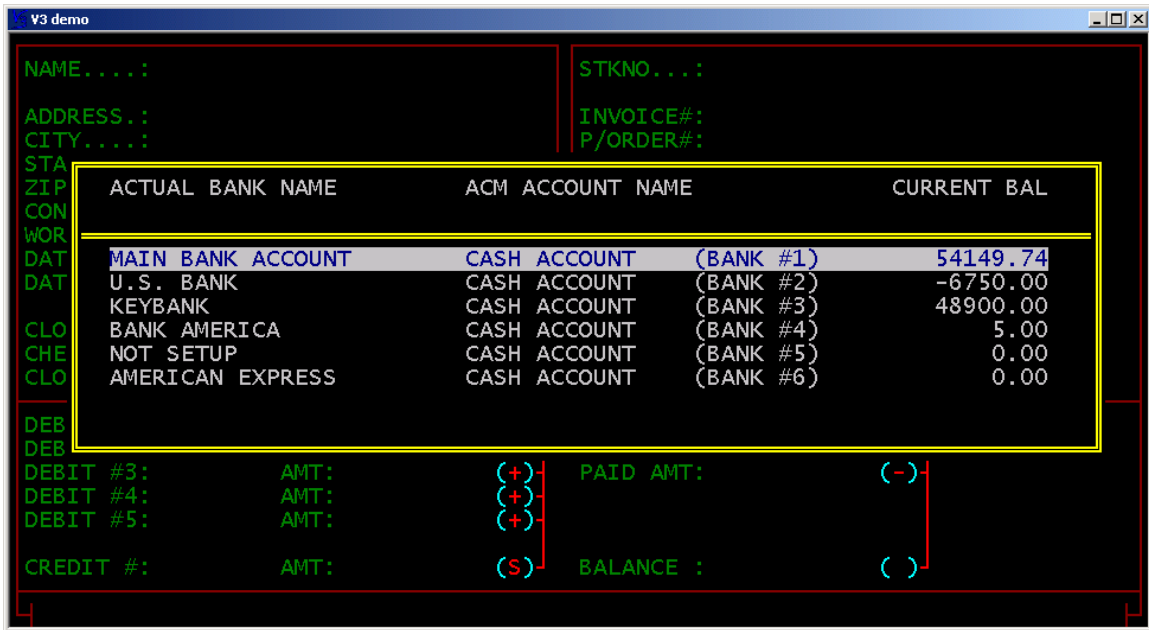
A **STANDARD A/P TAGGED CHECK RUN** allows for clearing multiple payable vender invoices with one check for each vender. The **PAYABLE INVOICES** must be tagged before choosing the **STANDARD A/P TAGGED CHECK RUN** option.



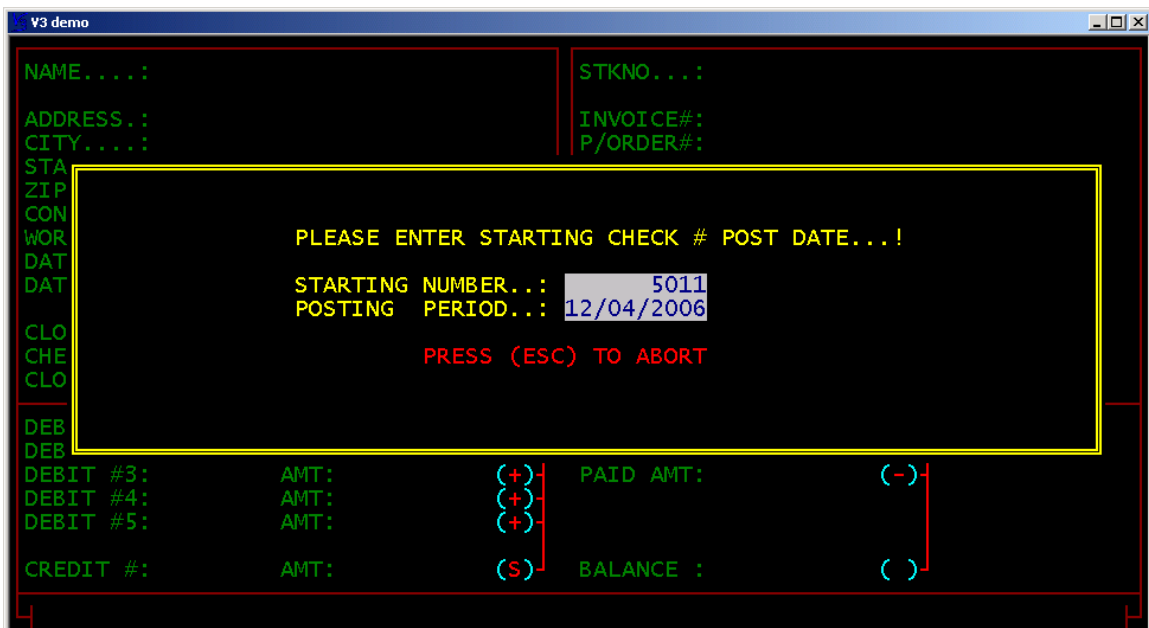
Once the **PAYABLE INVOICES** have been tagged and the **STANDARD A/P TAGGED CHECK RUN** option has been chosen the checks will need to be loaded into the printer (unless your printer has a separate drawer for check only).



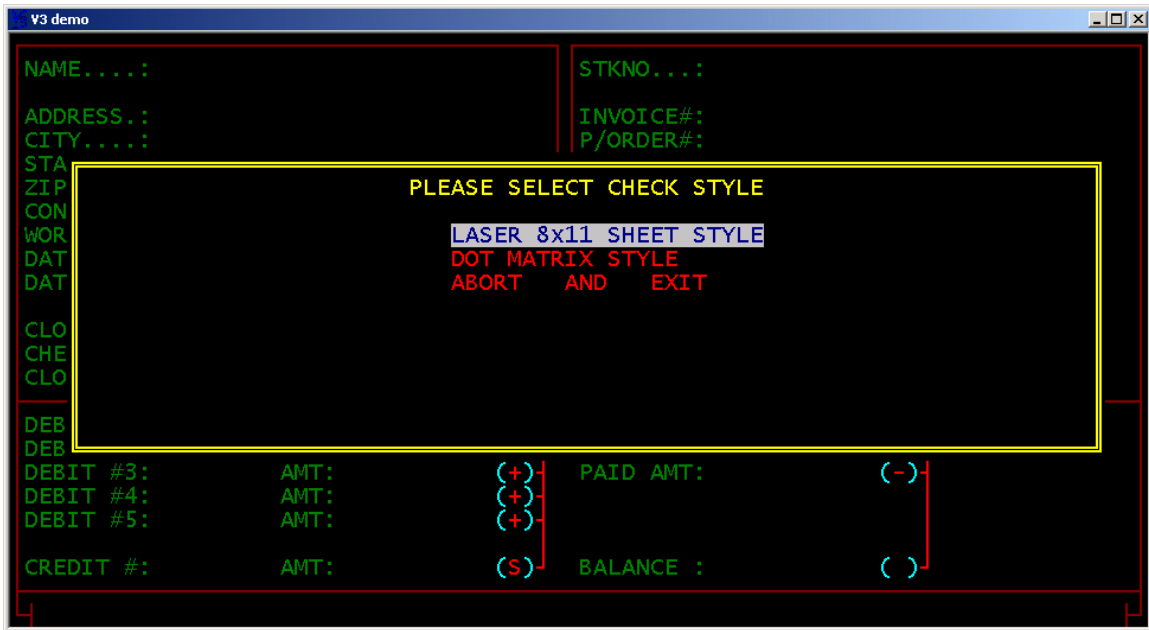
Highlight and press enter to choose the proper bank account.



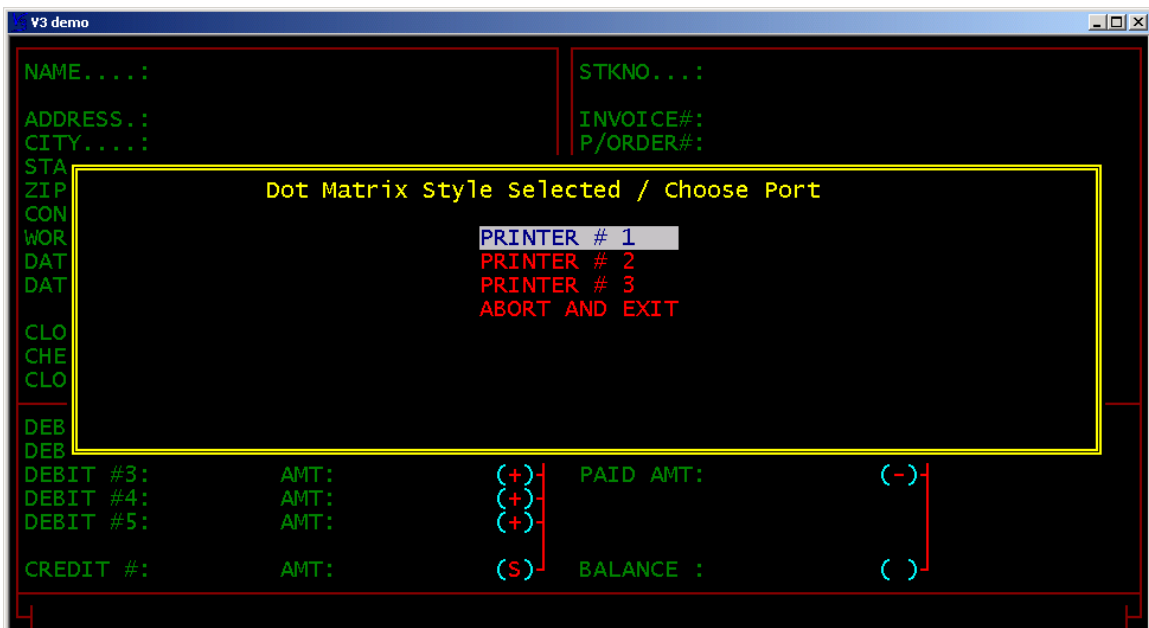
Enter the starting check number to the run and the check date and press enter.



Highlight and press enter to choose the check style.



Select the LPT port and press enter to print and post the entry.



To **CLEAR ZEROED BALANCES (NO CHECK)** the target invoices and credits must be tagged. For example if a invoice was entered by mistake and a credit invoice was posted to correct the mistake at a later date the two items to be cleared would need to be tagged at a zero balance. The **CLEAR ZEROED BALANCES** option will clear a record the transaction without a check.

V3 demo

NAME : STKNO :

(T)=TAG	(U)=UNTAG		PAYABLE TO	DATE DUE	TAGGED VALUE . . .	0.00	
STKNO	INV	###			INVOICE	BALANCE	(T)
-	347			01/18/1999	1000.00	1000.00	T
	9			01/18/1999	-508.20	-508.20	
	9			01/18/1999	5608.08	5608.08	
	1755			12/27/2003	-1000.00	-1000.00	T
	1770			08/11/2006	-1000.00	-1000.00	
	1794			10/14/2006	5000.00	5000.00	
	1800			11/06/2006	3521.00	3521.00	
	31	Z95828		11/06/2006	35.00	35.00	
	31	Z95828		11/06/2006	925.00	925.00	
	1768	WC2M50		11/16/2006	35.00	35.00	
	1768	WC2M50		11/16/2006	925.00	925.00	
	1774			11/23/2006	200.00	200.00	
	113	GSSDSD		11/23/2006	35.00	35.00	
	113	GSSDSD		11/23/2006	925.00	925.00	

CREDIT # : AMT : (S)↓ BALANCE : ()↓

Tag the invoices.

V3 demo

NAME : STKNO :

ADDRESS :
 CITY :
 STATE :
 ZIP :
 CONTACT :
 WORK PH :
 DATE IN :
 DATE DUE :

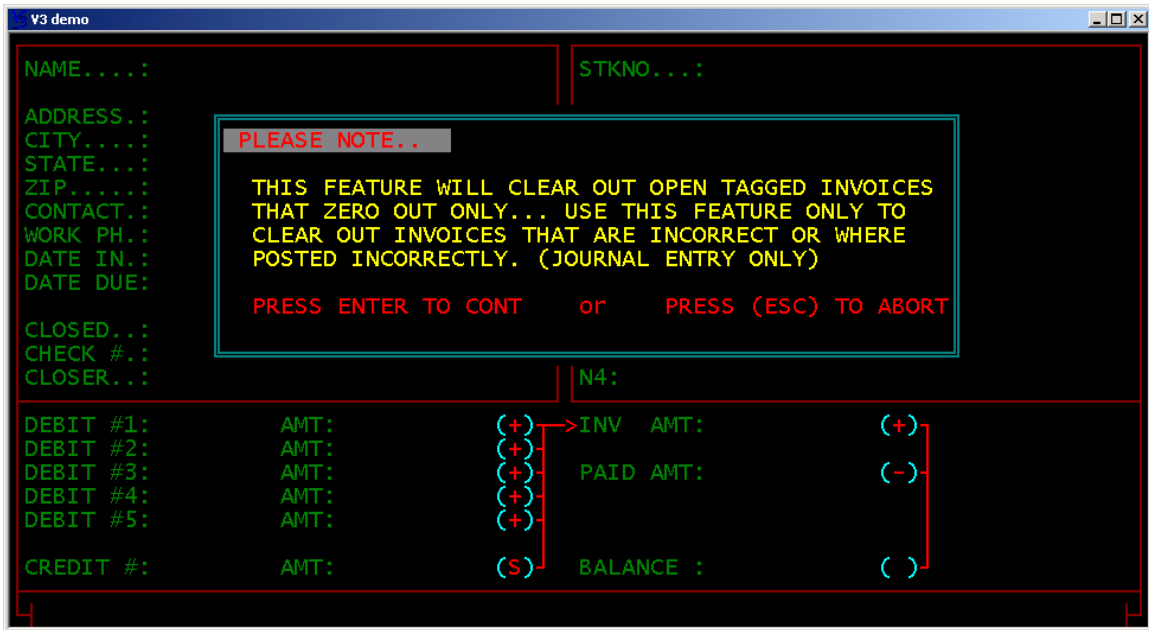
CLOSED :
 CHECK # :
 CLOSER :

N4:

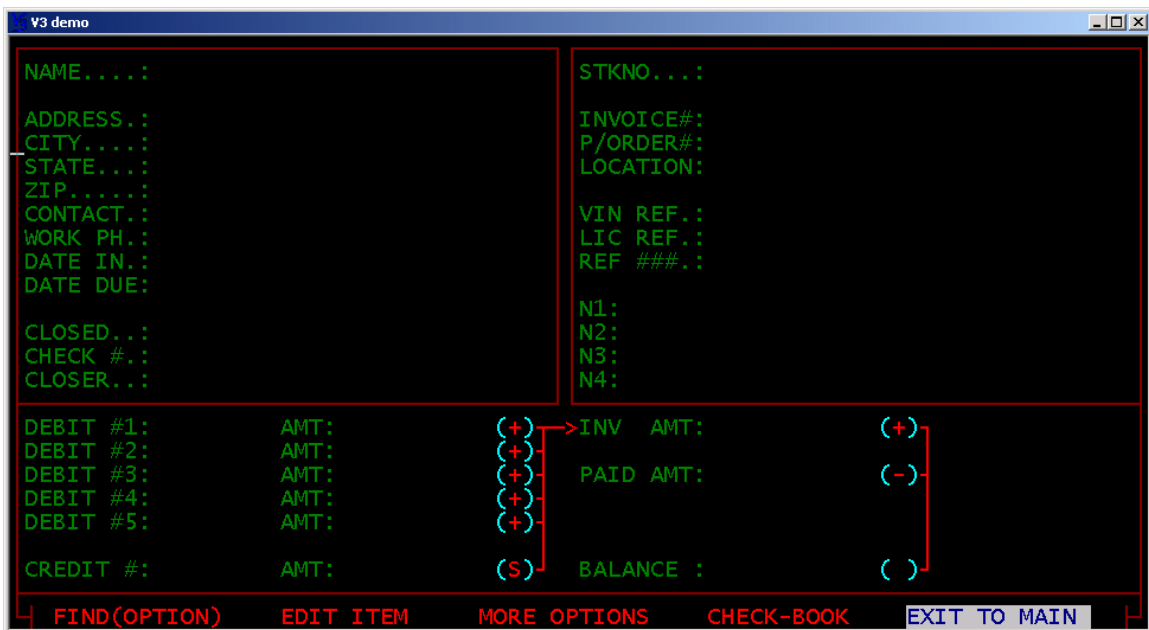
DEBIT #1: AMT: (+) INV AMT: (+)
 DEBIT #2: AMT: (+) PAID AMT: (-)
 DEBIT #3: AMT: (+)
 DEBIT #4: AMT: (+)
 DEBIT #5: AMT: (+)
 CREDIT #: AMT: (S) BALANCE : ()

CLEAR (1) INVOICE ONLY
 CLEAR TAGGED INVOICES (1) CHECK
 STANDARD A/P TAGGED CHECK RUN
 CLEAR ZEROED BALANCES (No Check)
 EXIT TO PREV

Choose **CLEAR ZEROED BALANCES (NO CHECK)** by highlighting and pressing enter.



Press enter to continue with clearing transactions.



EXIT TO MAIN: Exits you to the main menu.

V3 software notes:
