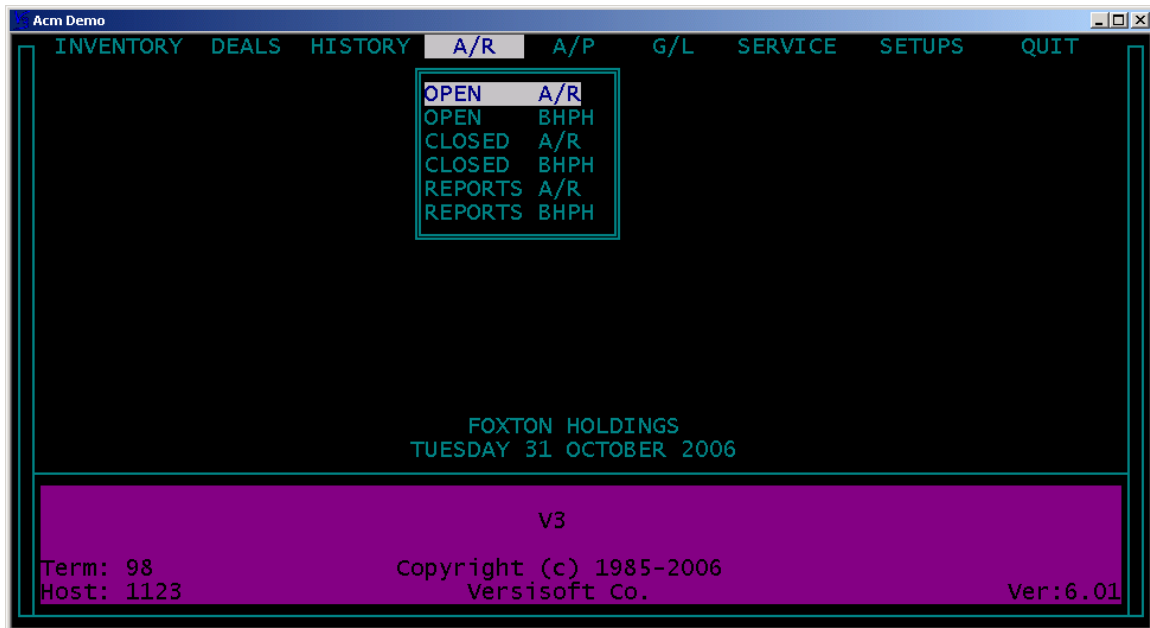




A/R – ACCOUNTS RECEIVABLE

The **A/R – OPEN A/R** module also known as **SHORT TERM A/R** holds all of the amounts owed that are not **IN-HOUSE FINANCE**. All contracts-in-transit, one pays, pickup payments, etc are created and sent here upon closing any deal retail or wholesale.



This module may be used with or without the **GL ACCOUNTING SOFTWARE**. This module is the journal/register for account main asset GL acct 1150. Once an **A/R** invoice is cleared or paid the item is closed in **OPEN A/R** moved to **CLOSED A/R** and generates a **CASH RECIEPT** to be cleared to the bank account.

Acm Demo

SHORT TERM RECEIVABLE

NAME :	STKNO :
ADDRESS . . . :	INVOICE# :
CITY :	LOCATION :
STATE :	DATE IN . . . :
ZIP :	REMINDER :
PHONE :	VIN # :
	LIC # :

ITEM	AMT	DUE DATE	RECEIVED

REF # :
GL # :
N1 :
N2 :
N3 :
N4 :

BALANCE =>

MENU

FIND RECEIVABLE
 EDIT RECEIVABLE
 CLEAR RECEIVABLE
 MORE OPTIONS
 EXIT TO MAIN

Highlight and press enter on **FIND RECEIVABLE** to call up a current **A/R**.

Acm Demo

SHORT TERM RECEIVABLE

Be sure to enter only one search method to FIND.

ENTER ONLY ONE ITEM TO FIND
(Leave Blank To List All)

NAME :	ACM
STKNO :	0
INV # :	
VIN(6) :	
LIC # :	
AMT \$:	0.00

PRESS (ESC) TO ABORT SEARCH

NAME :
ADDRESS . . . :
CITY :
STATE :
ZIP :
PHONE :

ITEM	AMT

BALANCE =>

A/R invoices may be found by **NAME, STOCK NUMBER, INVOICE NUMBER, LAST SIX OF THE VIN, LICENSE NUMBER OR AMOUNT**. Contracts-in-transit will be posted by bank name. To **FIND** by **NAME** enter the first three characters of the **NAME** and enter through the remainder of the fields.

Acm Demo

SHORT TERM RECEIVABLE

Stkno	Name	Balance	G.L#	Vin Ref	Lic Ref	Datein
11213	ACME FINANCE	2988.41	1111	519358 643GOW		04/09/2005
11203	ACME FINANCE	2830.71	1111	158760 O/S		04/11/2005
9975	ACME FINANCE	1824.75	1111	567141 970HXB		04/13/2005
11182	ACME FINANCE	2079.57	1111	603667 405SCT		04/14/2005
11226	ACME FINANCE	2613.71	1111	265162 400KYB		04/20/2005
10637	ACME FINANCE	2560.46	1111	A84159 901SQI		04/28/2005
11283	ACME FINANCE	3428.14	1111	046704 411RVR		05/06/2005
11297	ACME FINANCE	2239.86	1111	A16909 A54348T		05/27/2005
11338	ACME FINANCE	3746.47	1111	111414 843KRQ		05/31/2005
11364	ACME FINANCE	3470.46	1111	A01844 O/S		05/14/2005
11403	ACME FINANCE	2646.47	1111	640017 513HXI		06/09/2005
11300	ACME FINANCE	3848.76	1111	145035 409SVY		06/23/2005
11417	ACME FINANCE	4140.76	1111	259879 A399216		06/19/2005
11458	ACME FINANCE	3368.46	1111	183852 693JTL		06/21/2005

BALANCE =>

This will call up the list of all invoices with that **NAME**. Highlight and press enter on the invoice of interest to bring onto screen.

Acm Demo

SHORT TERM RECEIVABLE

NAME....: ACME FINANCE
 ADDRESS...: 10000 AURORA AVE N#3-12
 CITY....: SEATTLE
 STATE...: WA
 ZIP.....: 98133
 PHONE...: (206)622-4400

11213
 USED CARS
 04/09/2005
 04/19/2005
 VIN #....: 1G2JB1240T7519358
 LIC #....: 643GOW

ITEM	AMT	DUE DATE	RECEIVED
	3,388.41	04/09/2005	400.00
	0.00	/ /	0.00
	0.00	/ /	0.00
	0.00	/ /	0.00
	0.00	/ /	0.00
	0.00	/ /	0.00

REF #....: 1538520811213SOLDRT
 GL #....: 1111
 N1: Name: HARBISON
 N2: Contract In Transit
 N3: 96 PONTIAC SUNFIRE SE
 N4: From (R) Recap Discounted!!

MENU
 FIND RECEIVABLE
 EDIT RECEIVABLE
 CLEAR RECEIVABLE
 MORE OPTIONS
 EXIT TO MAIN

BALANCE => 2,988.41

The REF # and Note Lines 1 thru 4 reflect key information on the deal.

This invoice was created by a retail deal and was discounted.

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

Acm Demo

SHORT TERM RECEIVABLE

NAME....: ACME FINANCE	STKNO...: 11213
ADDRESS.: 10000 AURORA AVE N#3-12	INVOICE#: [REDACTED]
CITY....: SEATTLE	LOCATION: USED CARS
STATE...: WA	DATE IN.: 04/09/2005
ZIP.....: 98133	REMINDER: 04/19/2005
PHONE...: (206)622-4400	VIN #...: 1G2JB1240T7519358
	LIC #...: 643GOW

ITEM	AMT	DUE DATE	RECEIVED
	3,388.41	04/09/2005	400.00
	0.00	/ /	0.00
	0.00	/ /	0.00
	0.00	/ /	0.00
	0.00	/ /	0.00
	0.00	/ /	0.00

REF #...: 1538520811213SOLDRT	
GL #...: 1111	
N1 Name: HARBISON	
N2 Contract In Transit	
N3 96 PONTIAC SUNFIRE SE	
N4 From (R) Recap Discounted!!	

MENU

<table border="0"> <tr> <td style="width: 20px;">3,388.41</td> <td style="border-left: 1px solid black; width: 10px;"></td> <td style="width: 20px;">400.00</td> <td style="border-left: 1px solid black; width: 10px;"></td> <td style="width: 20px;"></td> </tr> <tr> <td style="text-align: right;">BALANCE =></td> <td style="border: 1px solid black; padding: 2px;">2,988.41</td> <td style="width: 20px;"></td> <td style="border-left: 1px solid black;"></td> <td style="width: 20px;">(T)</td> </tr> </table>	3,388.41		400.00			BALANCE =>	2,988.41			(T)	
3,388.41		400.00									
BALANCE =>	2,988.41			(T)							

The money figures may not be edited only information fields may be edited.

Acm Demo

SHORT TERM RECEIVABLE

NAME....: ACME FINANCE	STKNO...: 11213
ADDRESS.: 10000 AURORA AVE N#3-12	INVOICE#: [REDACTED]
CITY....: SEATTLE	LOCATION: USED CARS
STATE...: WA	DATE IN.: 04/09/2005
ZIP.....: 98133	REMINDER: 04/19/2005
PHONE...: (206)622-4400	VIN #...: 1G2JB1240T7519358
	LIC #...: 643GOW

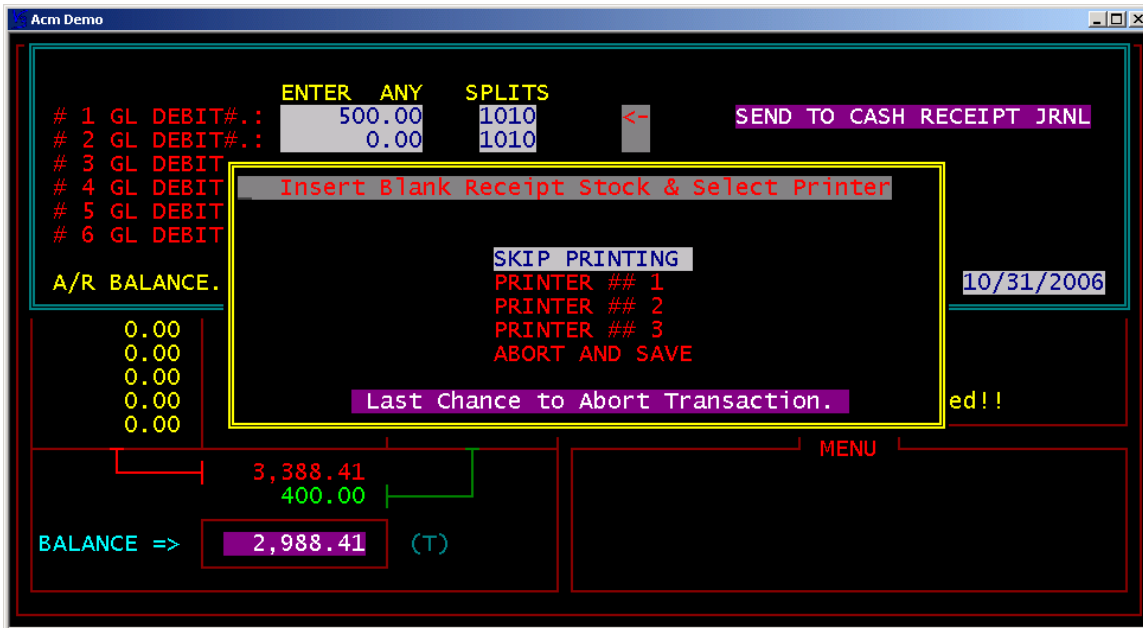
ITEM	AMT	DUE DATE	RECEIVED
	3,388.41	04/09/2005	400.00
	0.00	/ /	0.00
	0.00	/ /	0.00
	0.00	/ /	0.00
	0.00	/ /	0.00
	0.00	/ /	0.00

REF #...: 1538520811213SOLDRT	
GL #...: 1111	
N1 Name: HARBISON	
N2 Contract In Transit	
N3 96 PONTIAC SUNFIRE SE	
N4 From (R) Recap Discounted!!	

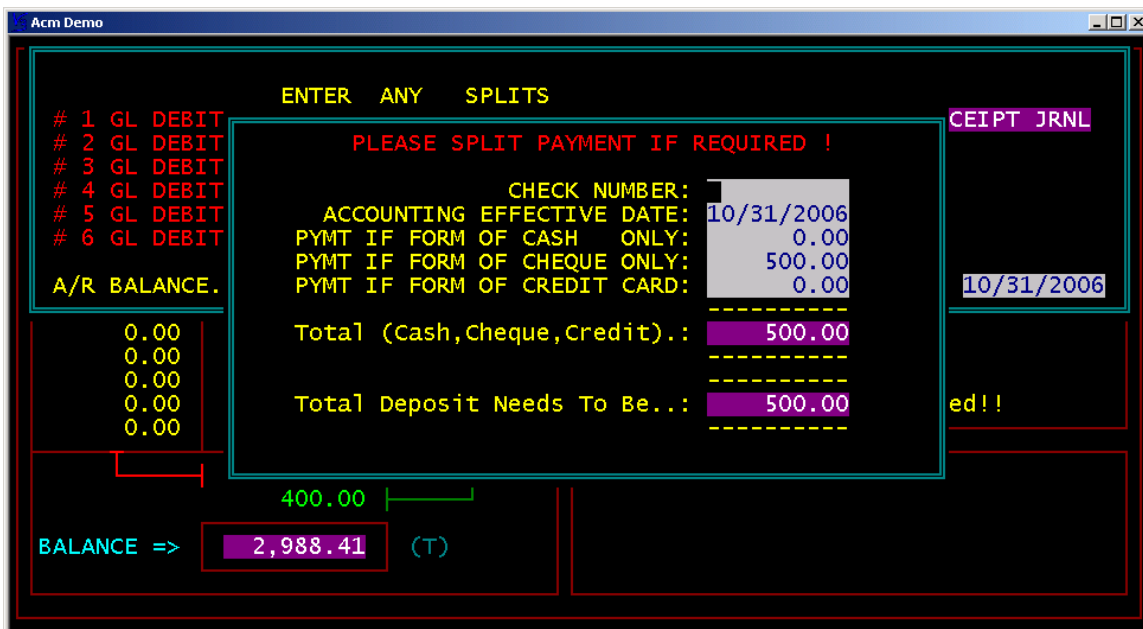
MENU

<table border="0"> <tr> <td style="width: 20px;">3,388.41</td> <td style="border-left: 1px solid black; width: 10px;"></td> <td style="width: 20px;">400.00</td> <td style="border-left: 1px solid black; width: 10px;"></td> <td style="width: 20px;"></td> </tr> <tr> <td style="text-align: right;">BALANCE =></td> <td style="border: 1px solid black; padding: 2px;">2,988.41</td> <td style="width: 20px;"></td> <td style="border-left: 1px solid black;"></td> <td style="width: 20px;">(T)</td> </tr> </table>	3,388.41		400.00			BALANCE =>	2,988.41			(T)	<table border="0"> <tr> <td>FIND RECEIVABLE</td> </tr> <tr> <td>EDIT RECEIVABLE</td> </tr> <tr> <td><u>CLEAR RECEIVABLE</u></td> </tr> <tr> <td>MORE OPTIONS</td> </tr> <tr> <td>EXIT TO MAIN</td> </tr> </table>	FIND RECEIVABLE	EDIT RECEIVABLE	<u>CLEAR RECEIVABLE</u>	MORE OPTIONS	EXIT TO MAIN
3,388.41		400.00														
BALANCE =>	2,988.41			(T)												
FIND RECEIVABLE																
EDIT RECEIVABLE																
<u>CLEAR RECEIVABLE</u>																
MORE OPTIONS																
EXIT TO MAIN																

Clearing A/R may be password protected. Highlight and press enter on **CLEAR RECEIVABLE** while the invoice is on the screen. Batch clearing of invoices may also be done though **MORE OPTIONS, TAG RECEIVABLES TO CLEAR**.

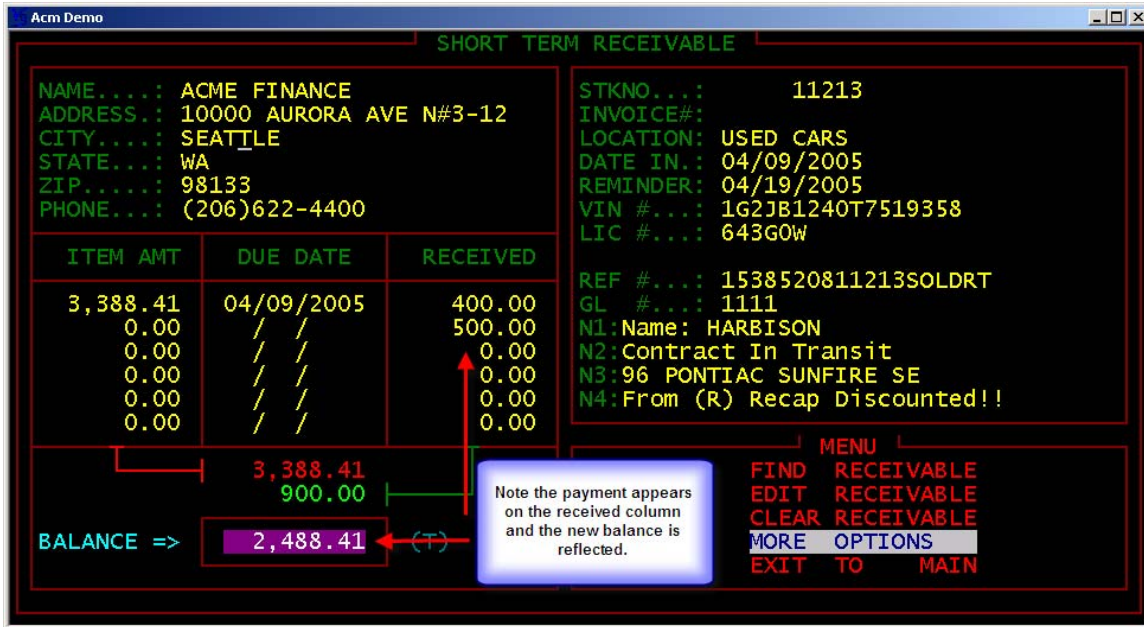


Highlight and press enter to select option to print receipt to a printer or **SKIP PRINTING** to continue without receipt. **ABORT AND SAVE** cancels transaction.

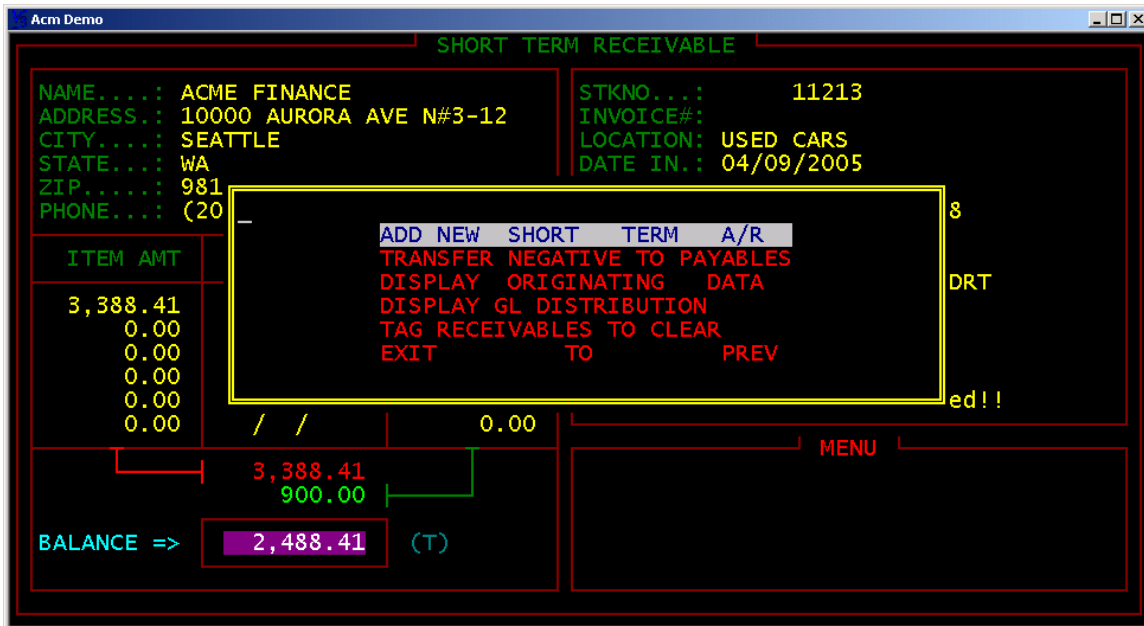


Next you will be asked to record check number, accounting or received date, and to post as cash, check or credit.

Note the screen changes after payment posting has been completed.



MORE OPTIONS holds the additional options available in A/R including Adding a new receivable.



ADD NEW SHORT TERM A/R allows for new entries to be made manually into the A/R module for the purpose of recording such things as licensing differences owed by the customer due to under collected estimates.

To **ADD NEW** highlight and press enter on selection.

The screenshot shows a terminal window titled "Acm Demo" with a form titled "SHORT TERM RECEIVABLE". The form is divided into several sections:

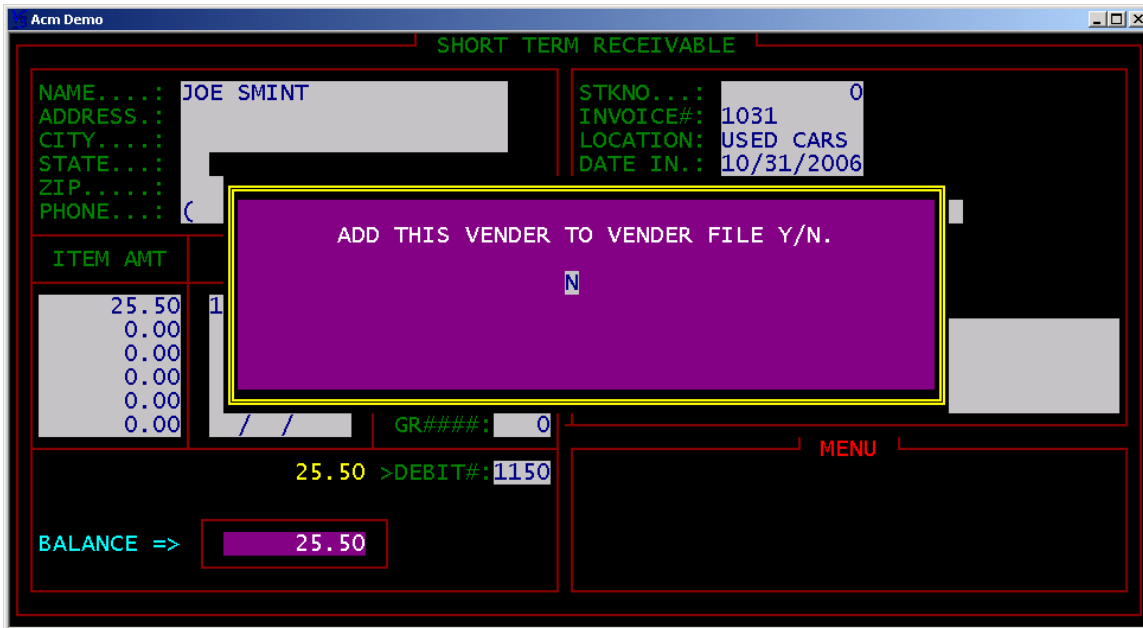
- Customer Information:** NAME: JOE SMINT, ADDRESS, CITY, STATE, ZIP, PHONE (partially filled).
- Vehicle Information:** STKNO: 0, INVOICE#: 1031, LOCATION: USED CARS, DATE IN.: 10/31/2006, REMINDER: / /, VIN #: 1031, LIC #: 1031.
- Table:** A table with columns "ITEM AMT", "DUE DATE", and "GL CREDIT". The first row shows 0.00, 10/31/2006, and GL####: 2000. Subsequent rows show 0.00 and GL####: 0.
- Summary:** 0.00 >DEBIT#: 1150. A "BALANCE =>" field shows 0.00.
- Menu:** A "MENU" button is visible at the bottom right.

Complete the fields as designated.

This screenshot shows the same "SHORT TERM RECEIVABLE" form, but with a confirmation dialog box overlaid in the center. The dialog box is purple and contains the text: "OK TO POST THIS A/R AMOUNT!! POST A/R (Y/N)" with a "Y" entered in the response field. The form data has been updated:

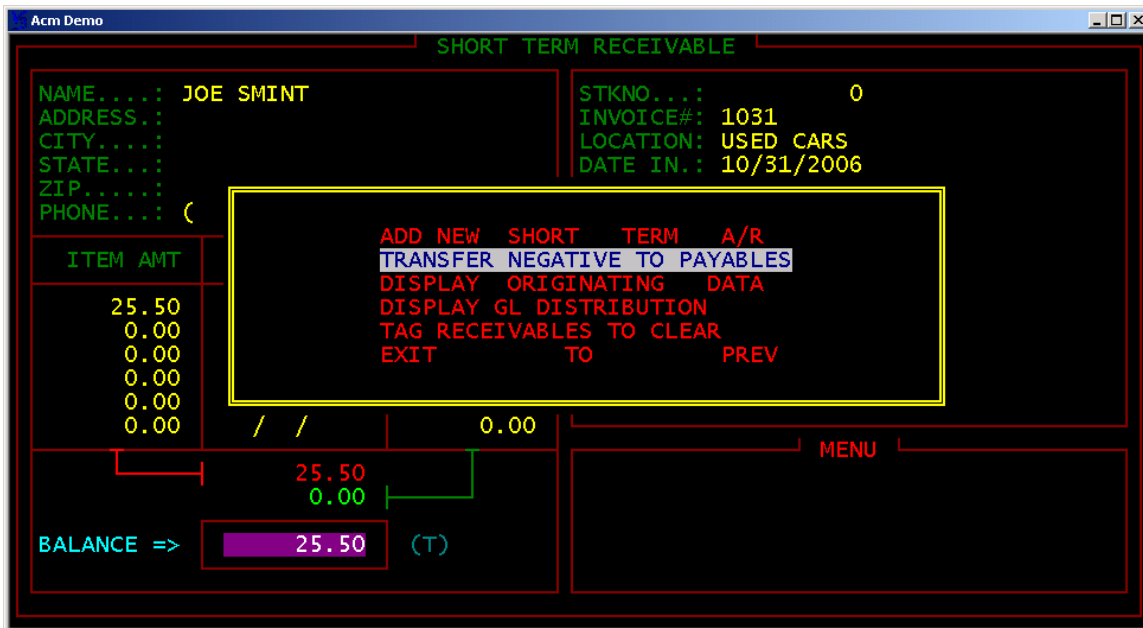
- Table:** The first row now shows 25.50, 1, and GR####: 0.
- Summary:** 25.50 >DEBIT#: 1150. The "BALANCE =>" field now shows 25.50.

Once completed verify the entry by keying in "Y" for YES and press enter to finalize.

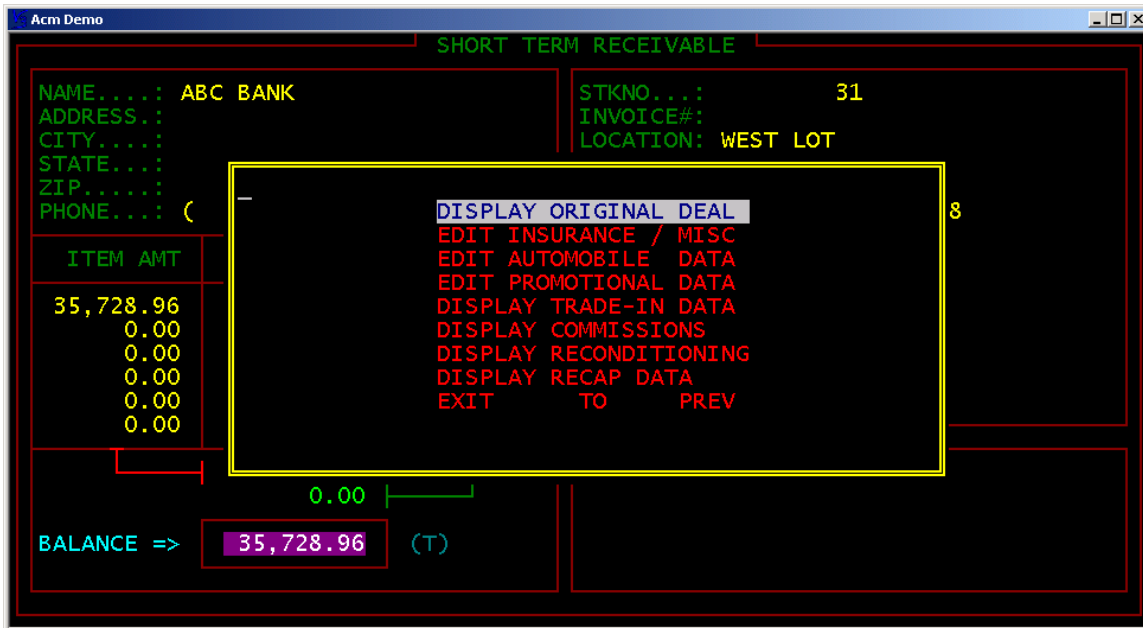


An option to “ADD THIS NAME TO VENDER FILE Y/N” will be given if the name on the invoice is not listed in the vender file.

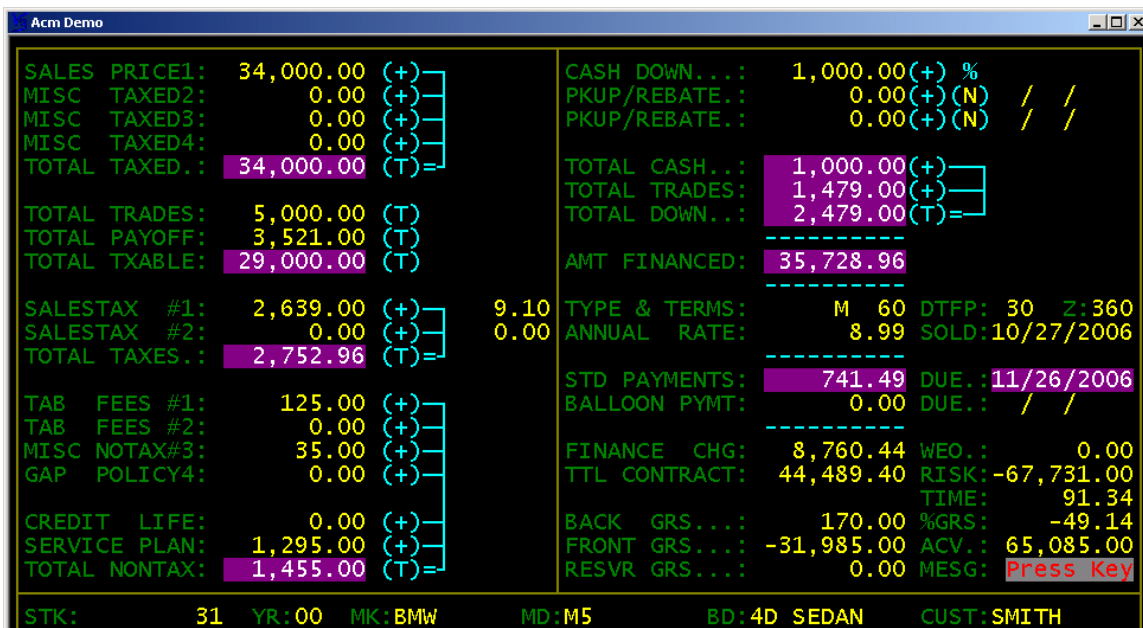
TRANFER NEGATIVE TO PAYABLES



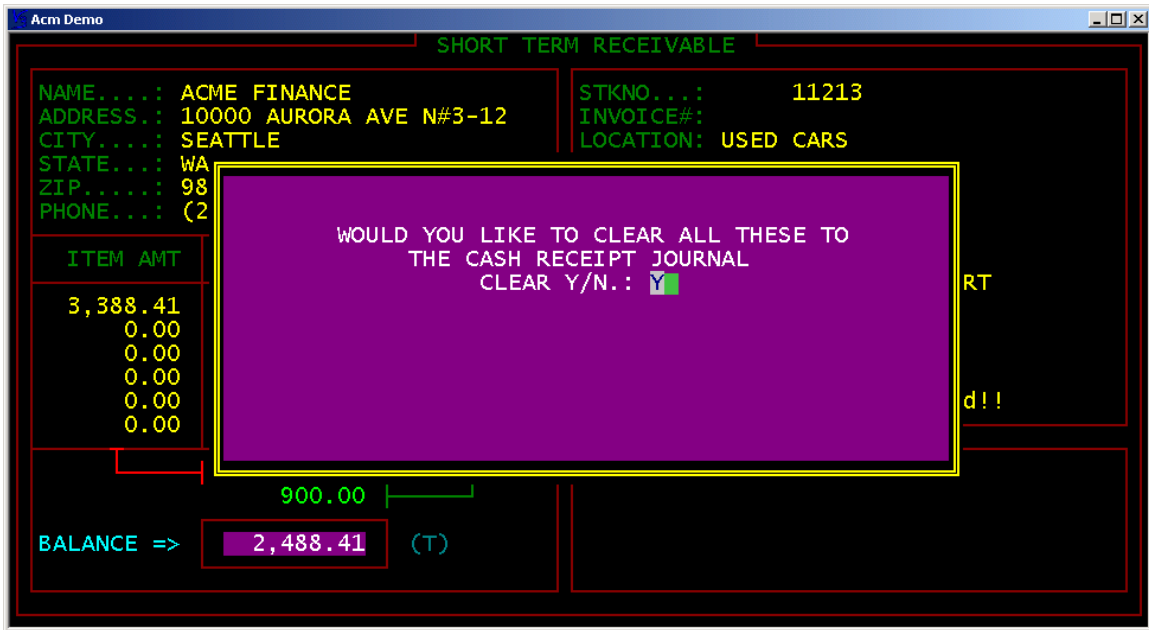
If the customer has overpaid or the deal was closed with a negative amount financed a credit balance will be posted to **A/R**. To send the balance to **A/P** to refund customer highlight and press enter on **TRANSFER NEGATIVE TO PAYABLES**. This feature clears the negative balance from **A/R** and creates invoice in **A/P**.



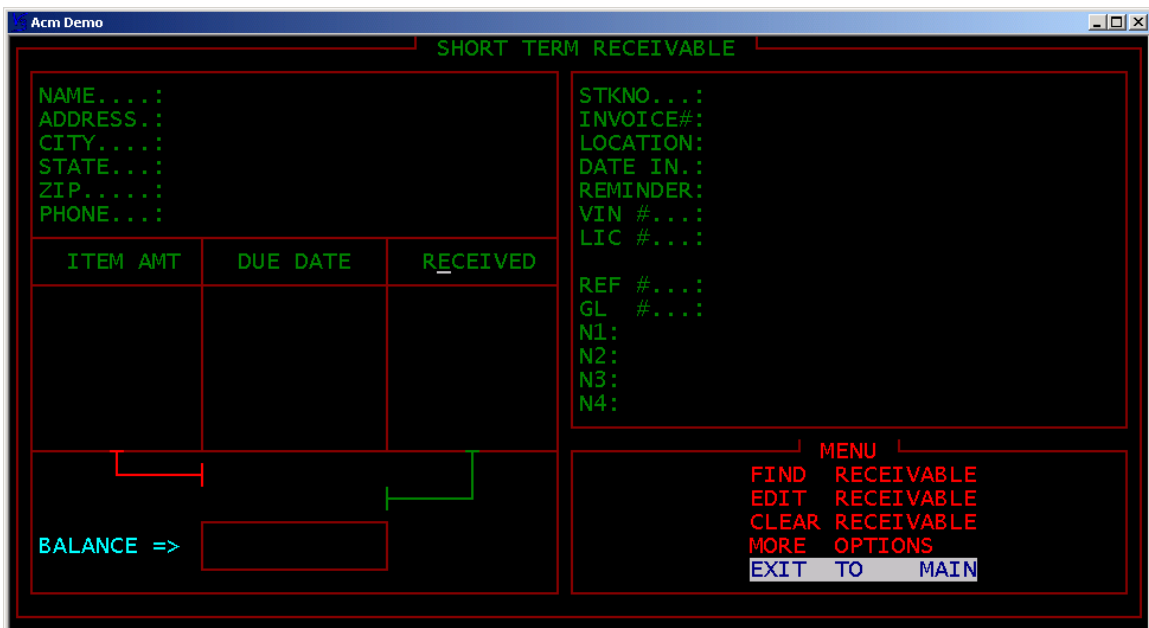
Highlight and press enter to select the data screen to be viewed.



The original deal screen may be “viewed” only.



Enter a "Y" to clear the invoices selected to **CASH RECEIPTS**.



EXIT TO MAIN exits you back to the **MAIN MENU**.

V3 software notes:
