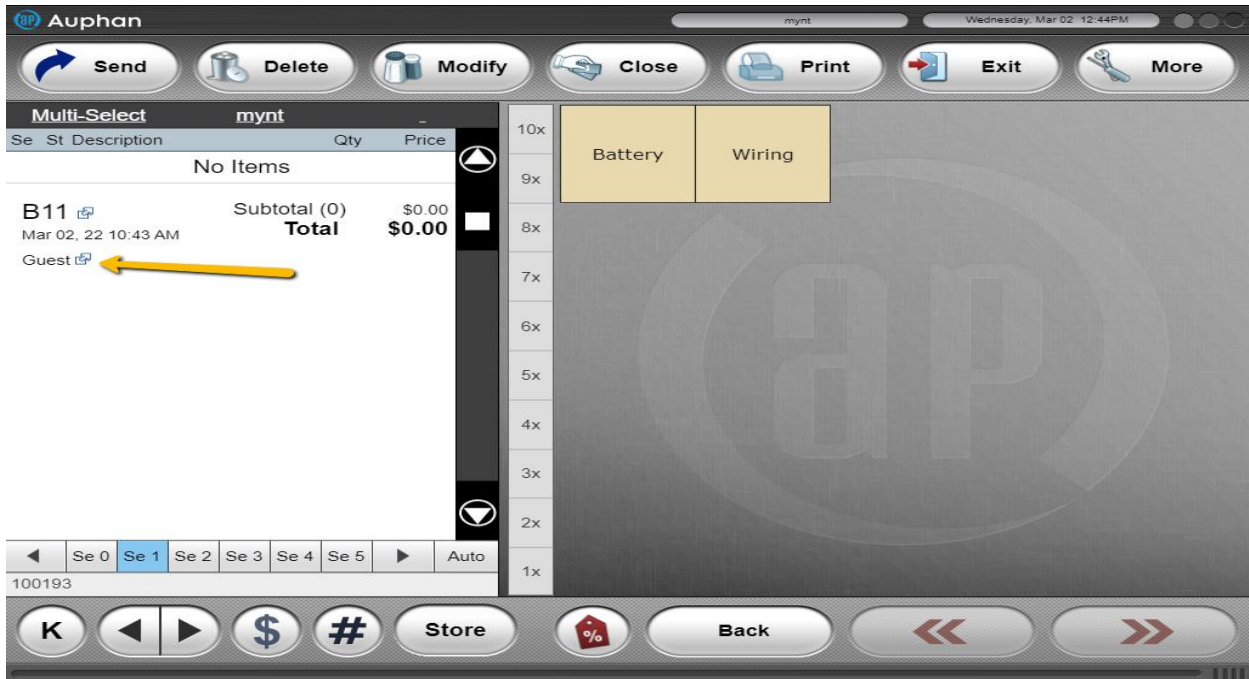
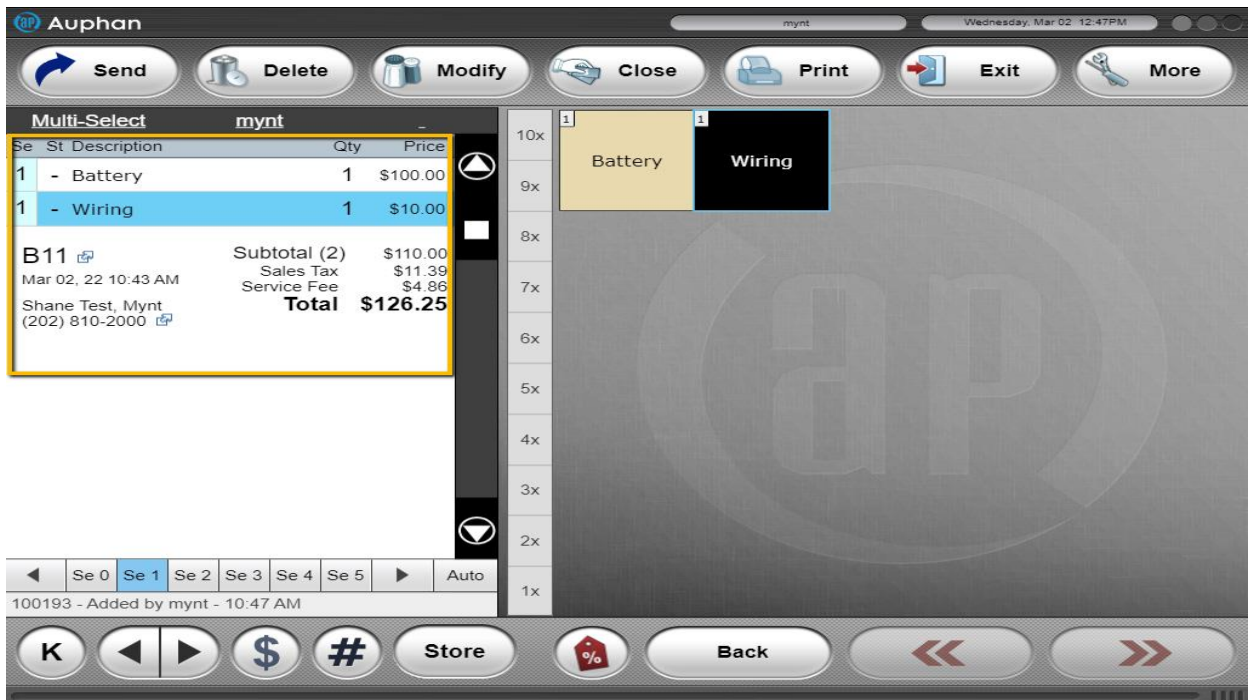


Accounts Receivable

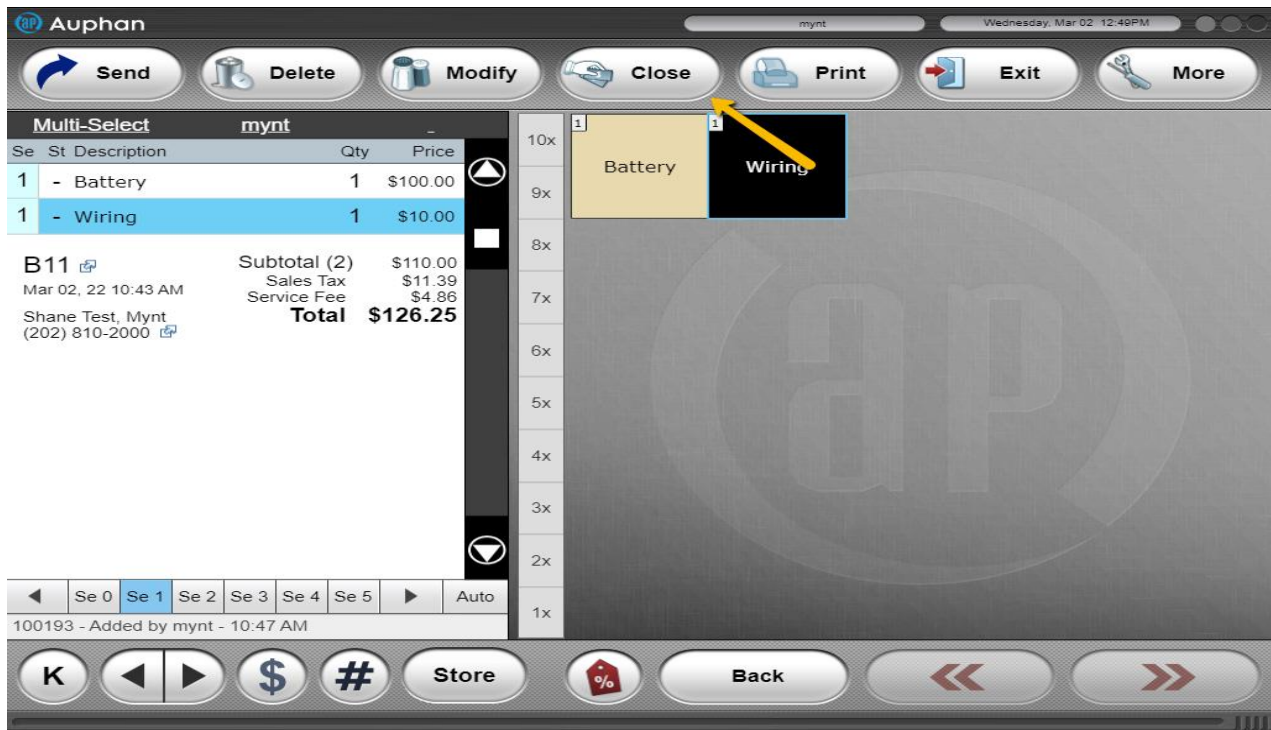
- The first step would be to open an invoice and assign the customer to the invoice.



- After the customer is assigned, you can add the items you need.



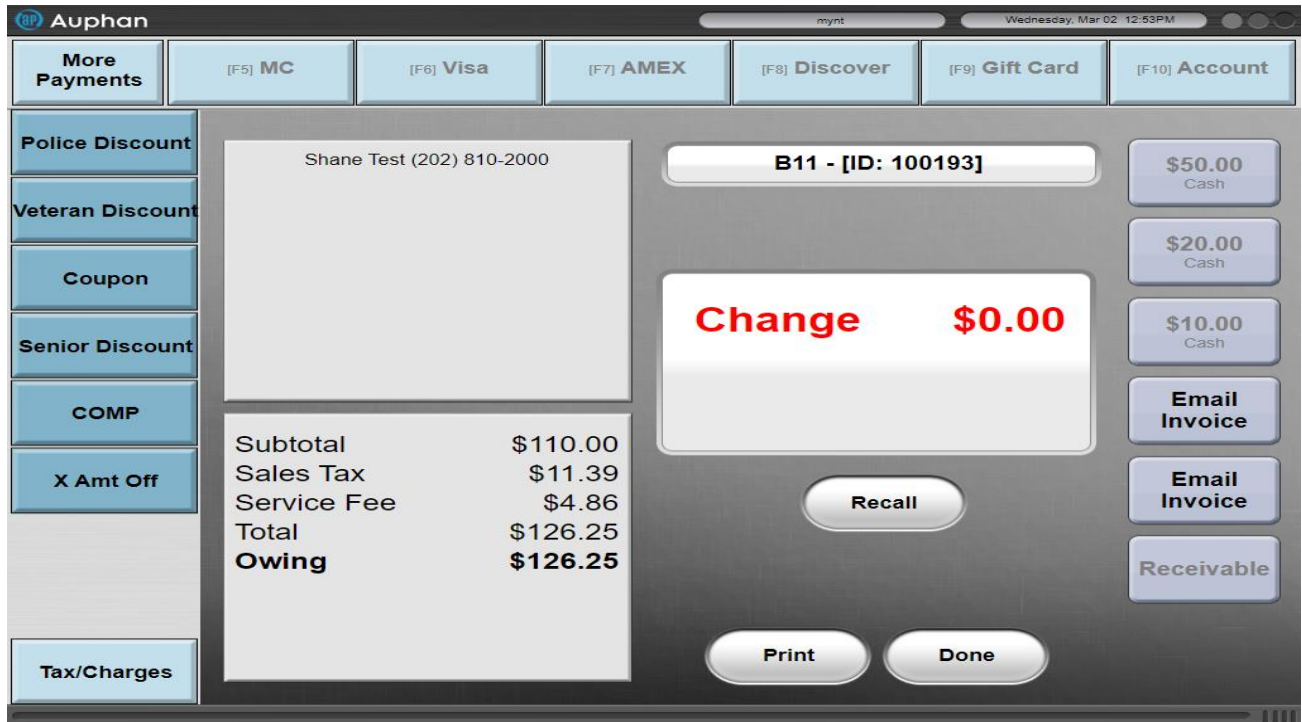
- Once you are ready to put this invoice on the customers account, you can go to "Close".



- On the closing screen, we can use the "Receivable" button on the right side.



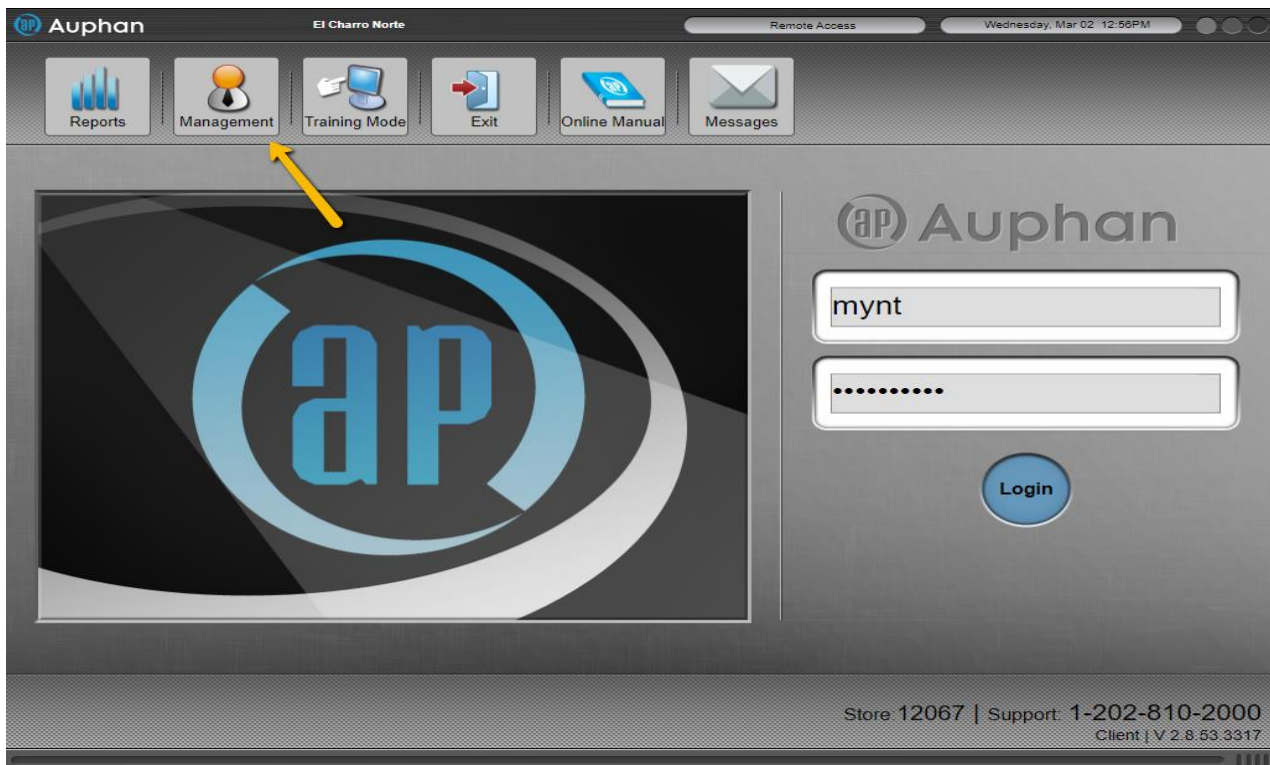
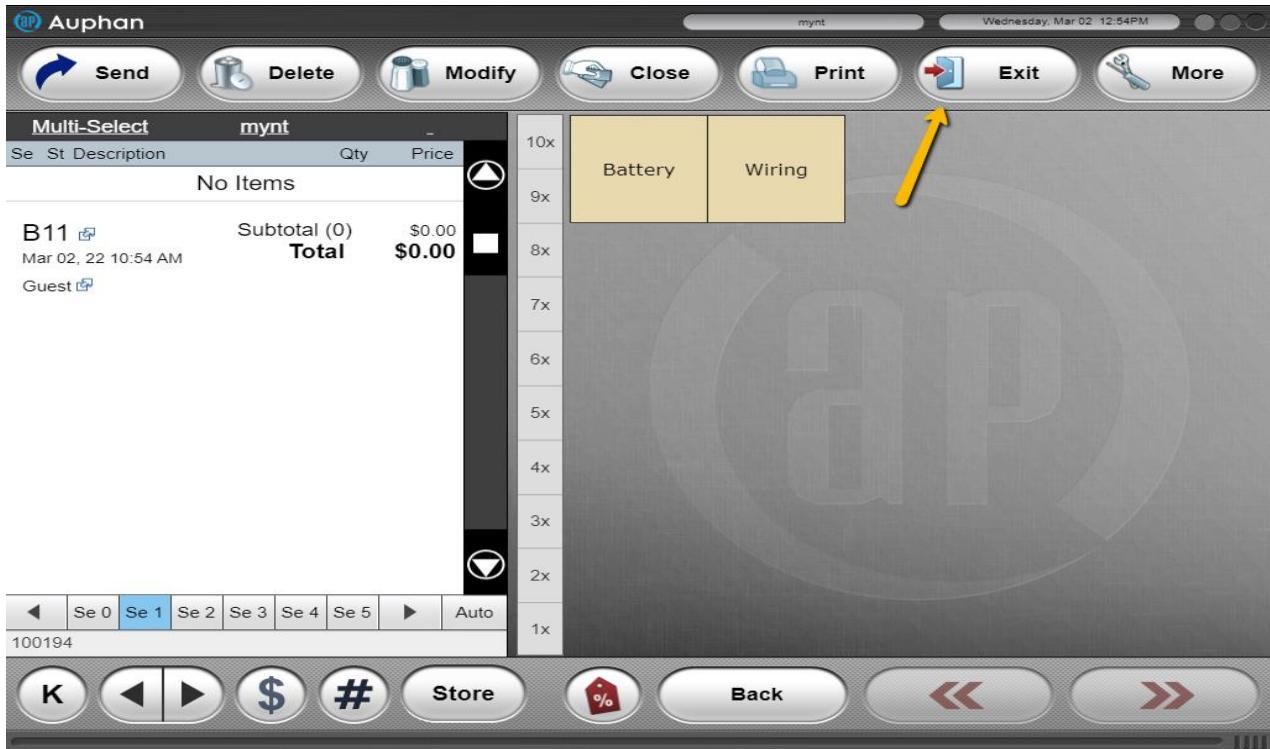
- Doing this will push the invoice to closed and put the amount onto their account. Once it is pressed, you will see this screen: (You will notice there is still an amount owed. This is fine, it is only storing the invoice onto their account as unpaid). You can press done to ring up another customer.



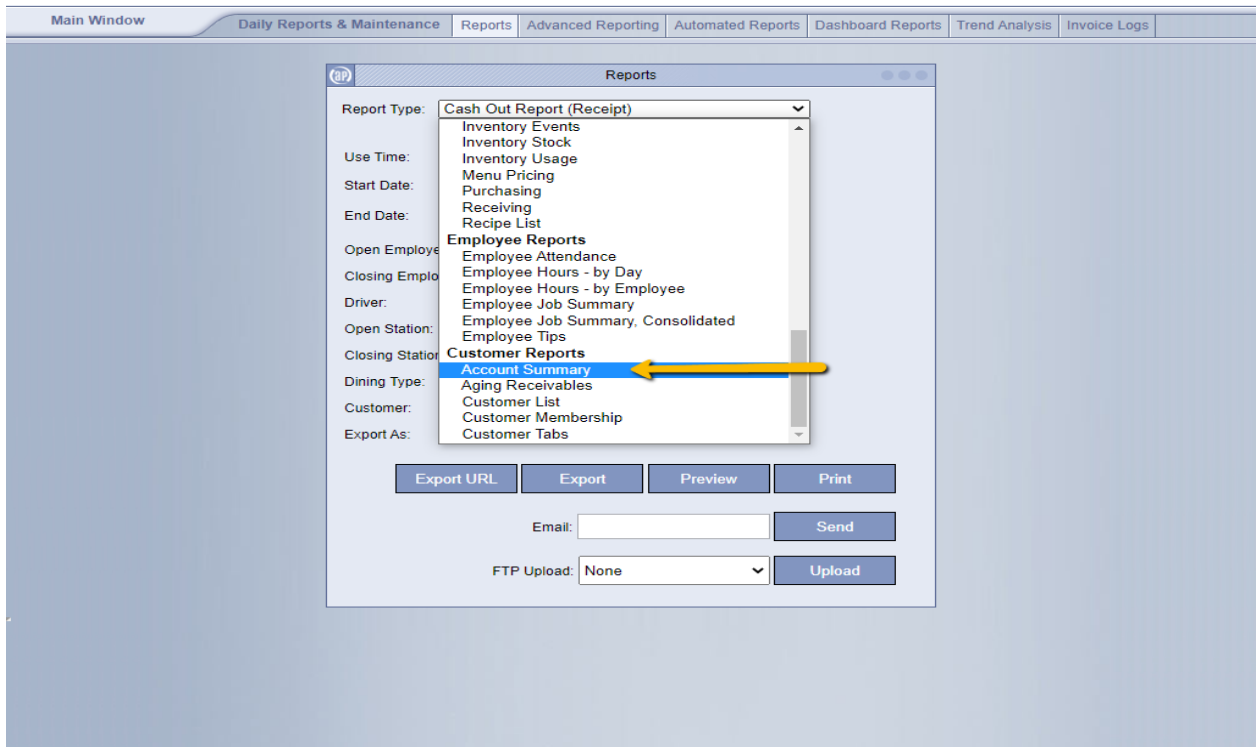
- After pressing done, you will be back at the main screen to take customer orders.



- To find the report with the customer balance, we can exit out of the ordering screen, go into management.



- You can then go to “Reports” under Daily Reports & Maintenance. The report we are interested in is close to the bottom of the drop down, “Account Summary”.



- You can use this drop down to select the customer, and then select the 3 boxes below for a statement format, detailed with items, and the outstanding amounts.

Main Window | Daily Reports & Maintenance | Reports | Advanced Reporting | Automated Reports | Dashboard Reports | Trend Analysis | Invoice Logs

Reports

Report Type: Account Summary

Start Date: 03 / 02 / 2022

End Date: 03 / 02 / 2022

Customer: All Customers

Details: All Customers
Select Customer

Statement Format:

Outstanding:

Export As: CSV

Preview Print

Email: Send

Main Window | Daily Reports & Maintenance | Reports | Advanced Reporting | Automated Reports | Dashboard Reports | Trend Analysis | Invoice Logs

Reports

Report Type: Account Summary

Start Date: 03 / 02 / 2022

End Date: 03 / 02 / 2022

Customer: Shane Test

Details:

Statement Format:

Outstanding:

Export As: CSV

Preview Print

Email: Send

- Using the preview option, we can see our statement. If you wanted to print it out, you could just use the print button and then select your printer. The statement will show any owing invoices, items, and total.

El Charro Norte

**Account Summary
(Outstanding)**

Bill to:

Shane Test
Mynt

Date: Mar 02, 2022
To: Mar 02, 2022
Printed: Mar 02, 22 11:02 AM

Date	Description	Amount
Mar 02 07:51AM	Invoice #100192 1 x 1 Meat Enchilada	\$6.66
Mar 02 10:44AM	Invoice #100193 1 x Battery 1 x Wiring	\$126.25
Total		\$132.91

<u>0-15 Days</u>	<u>15-30 Days</u>	<u>30-45 Days</u>	<u>45-60 Days</u>	<u>60-75 Days</u>	<u>75-90 Days</u>	<u>90-105 Days</u>	<u>> 105 Days</u>
\$132.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- For any form of payment on an outstanding balance, you would use the customer profile under “Customers”.



- You can open the profile by clicking on the “Edit” button next to the customer.



- Scrolling down to the bottom, you will see the customer invoices. Anything in bold is unpaid and outstanding. You can also see other invoices and activity here.

Customer Account

Tab: \$6.66 Set:

(Positive tab account means customer has a debt to the store)

Date Range: 02 / 01 / 2022 - 04 / 01 / 2022

Invoices Due: 132.91 Tab: 6.66 Net Due: 139.57

Date	Invoice	Payment Type	Tendered	Collected	Change	Change to
Tue, Mar 01 03:46PM	100188	Tab	6.66	6.66		
Wed, Mar 02 07:18AM	100190	Account	2295.28	2295.28		
Wed, Mar 02 07:20AM	100191	Account	0.00	0.00		

Date	Invoice ID	Net	Taxes/Charges	Discounts	Total	Paid	Due
Tue, Mar 01 03:46PM	100188	5.80	0.60	0.00	6.66	6.66	0.00
Wed, Mar 02 07:18AM	100190	2000.00	207.00	0.00	2295.28	2295.28	0.00
Wed, Mar 02 07:25AM	100192	5.80	0.60	0.00	6.66	0.00	6.66
Wed, Mar 02 10:52AM	100193	110.00	11.39	0.00	126.25	0.00	126.25

- To have a payment, you can use the "Add Payment" button. From here, customers can pay portions, totals, or however much they want. You can check off the boxes on the left if they only want to pay off a specific one, or both.

Customer Account

Tab: \$6.66 Set:

(Positive tab account means customer has a debt to the store)

Date Range: 02 / 01 / 2022 - 04 / 01 / 2022

Invoices Due: 132.91 Tab: 6.66 Net Due: 139.57

Date	Invoice	Payment Type	Tendered	Collected	Change	Change to
Tue, Mar 01 03:46PM	100188	Tab	6.66	6.66		
Wed, Mar 02 07:18AM	100190	Account	2295.28	2295.28		
Wed, Mar 02 07:20AM	100191	Account	0.00	0.00		

<input type="checkbox"/>	Date	Invoice ID	Net	Taxes/Charges	Discounts	Total	Paid	Due	Paying
<input type="checkbox"/>	Tue, Mar 01 03:46PM	100188	5.80	0.60	0.00	6.66	6.66	0.00	
<input type="checkbox"/>	Wed, Mar 02 07:18AM	100190	2000.00	207.00	0.00	2295.28	2295.28	0.00	
<input checked="" type="checkbox"/>	Wed, Mar 02 07:25AM	100192	5.80	0.60	0.00	6.66	0.00	6.66	<input type="text" value="6.66"/>
<input checked="" type="checkbox"/>	Wed, Mar 02 10:52AM	100193	110.00	11.39	0.00	126.25	0.00	126.25	<input type="text" value="126.25"/>

Payment

Pay Amount: Payment Type: Change:

Date:

Notes:

Last Modified By: mynt on Mar 01, 22 03:38 PM GMT

- In this case, I could pay off both using the account payment type, by pressing the drop down and choosing "Account". I will pay for the full amount.

The screenshot shows the 'Customer Account' window with a tab of \$6.66. The 'Invoices Due' is \$132.91 and the 'Net Due' is \$139.57. A payment of \$139.57 is being made via 'Account' payment type. The 'Invoices' table below shows the following data:

Pay	Date	Invoice ID	Net	Taxes/Charges	Discounts	Total	Paid	Due	Paying
<input type="checkbox"/>	Tue, Mar 01 03:46PM	100188	5.80	0.60	0.00	6.66	6.66	0.00	
<input type="checkbox"/>	Wed, Mar 02 07:18AM	100190	2000.00	207.00	0.00	2295.28	2295.28	0.00	
<input checked="" type="checkbox"/>	Wed, Mar 02 07:25AM	100192	5.80	0.60	0.00	6.66	0.00	6.66	6.66
<input checked="" type="checkbox"/>	Wed, Mar 02 10:52AM	100193	110.00	11.39	0.00	126.25	0.00	126.25	126.25

The 'Payment' section shows a 'Pay Amount' of 139.57, 'Payment Type' of 'Account', and 'Change' of 'Tab'. The date is 03/02/2022 at 11:12 AM.

- After doing so, you can see the invoices are now not bold, and above there is a section where it was paid for via account payment.

The screenshot shows the 'Customer Account' window after the payment. The tab is now \$6.66 and the 'Invoices Due' is \$0.00. The 'Net Due' is \$6.66. A payment of \$6.66 is being made via 'Choose Payment Method'. The 'Invoices' table below shows the following data:

Pay	Date	Invoice ID	Net	Taxes/Charges	Discounts	Total	Paid	Due	Paying
<input type="checkbox"/>	Tue, Mar 01 03:46PM	100188	5.80	0.60	0.00	6.66	6.66	0.00	
<input type="checkbox"/>	Wed, Mar 02 07:18AM	100190	2000.00	207.00	0.00	2295.28	2295.28	0.00	
<input type="checkbox"/>	Wed, Mar 02 07:25AM	100192	5.80	0.60	0.00	6.66	6.66	0.00	
<input type="checkbox"/>	Wed, Mar 02 10:52AM	100193	110.00	11.39	0.00	126.25	126.25	0.00	

The 'Payment' section shows a 'Pay Amount' of 6.66, 'Payment Type' of 'Choose Payment Method', and 'Change' of 'Tab'. The date is 03/02/2022 at 11:35 AM.

- Now, on the report when I check off outstanding, there is nothing. However, if I uncheck outstanding, we can see their account history.

EI Charro Norte

**Account Summary
(Outstanding)**

Bill to:
Shane Test
Mynt

Date: Mar 02, 2022
To: Mar 02, 2022
Printed: Mar 02, 22 11:37 AM

Date	Description	Amount
Total		\$0.00
<u>0-15 Days</u>	<u>15-30 Days</u>	<u>30-45 Days</u>
\$0.00	\$0.00	\$0.00
<u>45-60 Days</u>	<u>60-75 Days</u>	<u>75-90 Days</u>
\$0.00	\$0.00	\$0.00
<u>90-105 Days</u>	<u>> 105 Days</u>	
\$0.00	\$0.00	

EI Charro Norte

Account Summary

Bill to:
Shane Test
Mynt

Date: Mar 02, 2022
To: Mar 02, 2022
Printed: Mar 02, 22 11:38 AM

Date	Description	Amount
	Previous Balance	\$0.00
Mar 02 07:20AM	Invoice #100190 1 x 1 Flan	\$2295.28
Mar 02 07:20AM	-Payment (100190)	-\$2295.28
Mar 02 07:46AM	-Payment (100191)	\$0.00
Mar 02 07:51AM	Invoice #100192 1 x 1 Meat Enchilada	\$6.66
Mar 02 10:44AM	Invoice #100193 1 x Battery 1 x Wiring	\$126.25
Mar 02 11:00AM	-Payment (100193, 100192)	-\$132.91
Total New Balance as of Mar 02, 2022		\$0.00
<u>0-15 Days</u>	<u>15-30 Days</u>	<u>30-45 Days</u>
\$0.00	\$0.00	\$0.00
<u>45-60 Days</u>	<u>60-75 Days</u>	<u>75-90 Days</u>
\$0.00	\$0.00	\$0.00
<u>90-105 Days</u>	<u>> 105 Days</u>	
\$0.00	\$0.00	

- Also, if I go into the closed invoices, we will see the invoice is paid for now successfully. There is no need to suspend the invoices anymore.

B11 - mynt
Shane Test ,
Mynt
(202) 810-2000
ID: 100193 **Paid \$126.25**
Mar 02, 22 10:52 AM

Battery	1
Wiring	1

Close