

Fleet-Net[®] for Windows
Product of Avail Technologies, Inc.
POS/Order Processing User Guide
Prepared By
Fleet-Net[®] Corporation

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About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.



To correctly exit a form click on the Avail® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop-down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to set up the necessary codes and their value for the associated field



The clock button allows for changing the time entry.



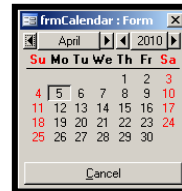
The question mark button opens the search option.



The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.



Product Description

This manual is just for the use of POS, Shopify, and Order Processing in the AR module.

POS

Point of Sale or POS program will interface with current POS systems and populate the data into the Accounts Receivable module to expedite and track daily transactions which includes deposits to Banking Maintenance to reconcile deposits made to the selected checking accounts. POS transactions do not take out of your sales inventory or track serial numbered passes, these will be entered manually in pass tracking if passes are tracked.

Shopify

Shopify will interface with current Shopify system and populate the data into the Accounts Receivable module to expedite and track daily transactions which includes deposits to Banking Maintenance to reconcile deposits made to the selected checking accounts. Shopify transactions do not take out of your sales inventory or track serial numbered passes, these will be entered manually in pass tracking if passes are tracked.

Order Processing

The Order Processing program will populate the data into the Accounts Receivable module for Invoicing. Order Process does take sale inventory items out of stock and track serial numbers.

If you can't find an answer to your question(s) please call our Support Hotline at 814-234-3394 Option 1.

POS/Shopify/Order Processing Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the POS and Order Processing installation.

The module must first be installed as directed in the System Administration Guide.

POS/Order Processing Checklist

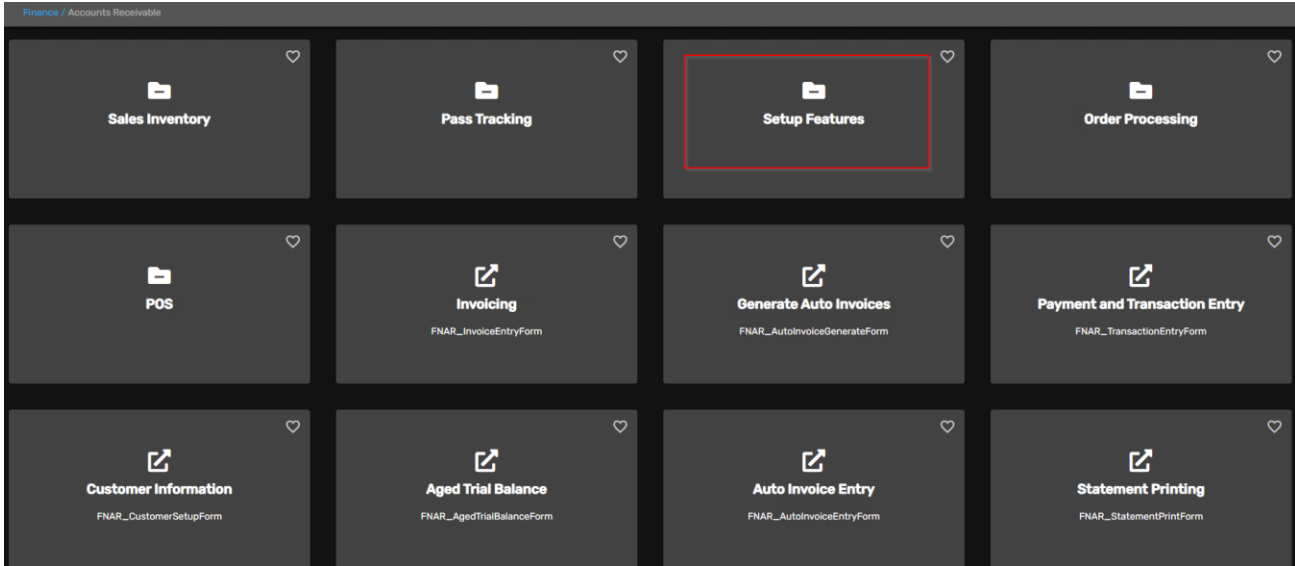
This checklist follows the instructions outlined on the following pages.

Done	Menu	Program/Procedure
_____	AR	(a) Add POS and Order Processing to a user defined Menu or Menu Option.
	AR05	(b) Setup Miscellaneous Codes utilizing Miscellaneous Codes Maintenance.
	AR	(c) Setup Customer's in Accounts Receivable proceed to the AR Menu select Customer Information. Mandatory during this setup to enter the A/R General Ledger Account # in GL Posting option.
_____	AR	(d) Setup Sales Inventory Item Numbers to mirror the POS/ Order Processing Item file and defined deferred setup if applicable, utilizing Sales Inventory.
_____		(e) Setup Customers for POS/Order Processing utilizing Customers.
_____		(f) Setup Deposit Groups in POS/Order Processing utilizing Deposit Groups.

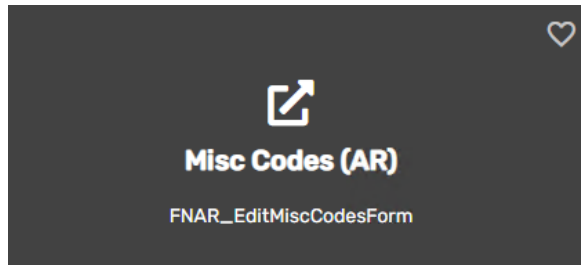
POS Setup

AR Setup – Miscellaneous Codes Form

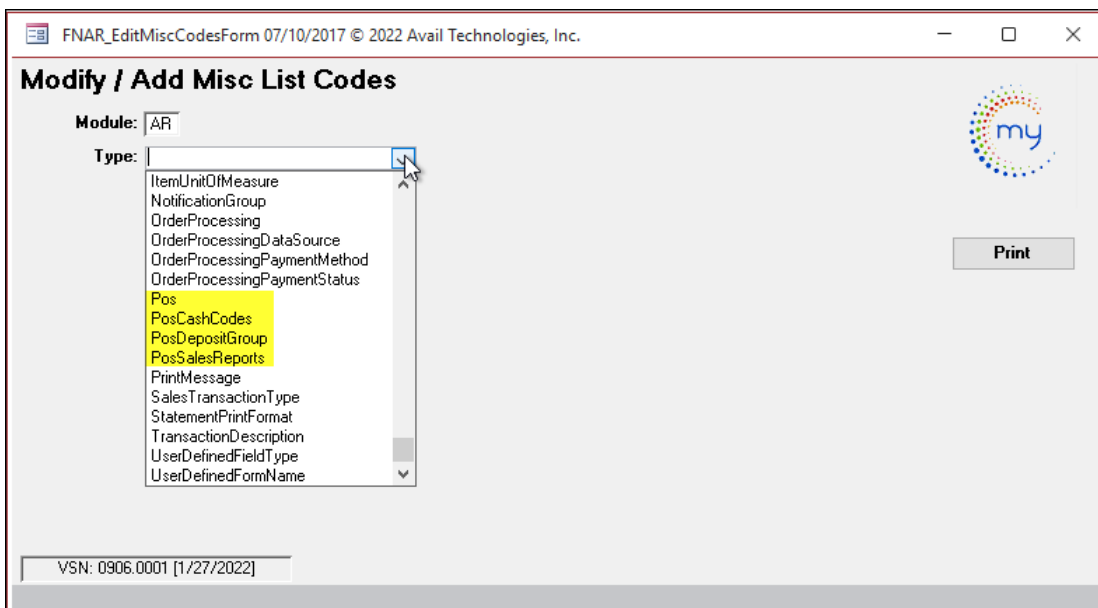
In the ETMS go to **Finance/Accounts Receivable/Setup Features**



Click **Misc Codes (AR)** card.



These 4 misc. codes need to be added for POS.



Field Name	Description
Type	Select from the drop-down options.
Code	Enter a code, either user defined or specific.
Value	Enter a description to define the selected code.

POS (Specific) - The value should be **No**.

Edit tender codes was designed for a specific transit and depends on how your POS tender buttons are set up. By putting the value at **Yes** this will allow employees to change tender codes before updating to AR. This feature will allow for 2 extra buttons to edit with on the POS menu. **See [special feature](#) section.**


PosCashCodes (**User Defined**) These codes are defined by your POS

FNAR_EditMiscCodesForm 07/10/2017 © 2022 Avail Technologies, Inc.

Modify / Add Misc List Codes

Module:

Type:



Code	Value
02	Lions Cash
03	Debit
1	Metro Bus CC
2	Jefferson CC
3	Jefferson Cash
AE	American Express
CK	Check
CS	Cash
DI	Discover
MC	Master Card
SH	Shopify
VI	Visa

Record: 13 of 13 No Filter

VSN: 0906.0001 [1/27/2022]


Print

PosDepositGroup (Specific)

Modify / Add Misc List Codes

Module:

Type:



Code	Value
Cash	Cash & Checks
CreditCard	AE,DBT, DI, MC, Visa,
Lions	Lions Cash


Print

PosSalesReports (Specific)

Modify / Add Misc List Codes

Module:

Type:

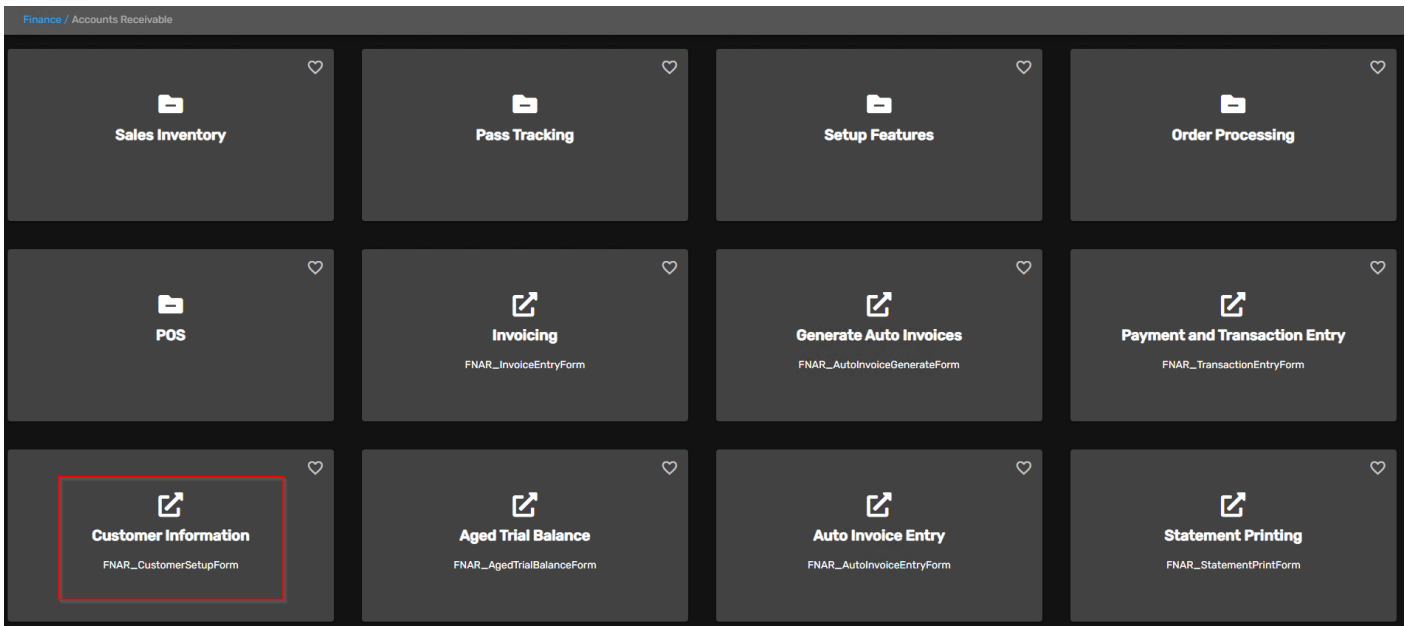


Code	Value
Sales Item Reports	FNAR_PosImportSalesReport

Print

Customer Information Setup Form

To set up customers in the ETMS proceed to **Finance/Accounts Receivable/Customer Information**



The **Customer Setup** form displays.

The screenshot shows the 'Customer Setup' form. At the top left, it says 'Customer Setup'. Below this are three search fields: 'Customer #' with a dropdown arrow, 'Customer Name' with a dropdown arrow, and 'Search Name' with a dropdown arrow. To the right of these fields is a checkbox labeled 'Show Inactive Customers'. In the top right corner, there is a logo with the letters 'my' inside a colorful circle. On the right side of the form, there is a vertical sidebar menu with the following items: Master (highlighted with a blue border), Terms, Contacts, Notes, Codes, Totals, Sales, Trans, Aging, New, GI Posting, Delete, User Data, Prices, and Audit.

The following Customers are **required** to be set up for executing the POS importing data.

CASHCS	Cash	CASHDI	Discover
CASH03	Debit	CASHMC	Master Card
CASHAE	American Express	CASHVI	Visa
CASHCK	Checks		

Customer Setup

Customer #: Show Inactive Customers

Customer Name:

Search Name:

CASH03	Debit	Debit	
CASHAE	American Express	American Express	
CASHCCJF	Jefferson Credit Cards		
CASHCCMT	Metro Bus Credit Cards		
CASHCK	Checks	Checks	
CASHCS	Cash	Cash	
CASHDI	DiscoverCard	DiscoverCard	
CASHMC	MasterCard	MasterCard	
CASHSP	Shopify	Shopify	
CASHVI	Visa	Visa	
CCINS	CATACommute Insurance Claims	CATACommute Insurance Claims	
CCMMUT	CATACommute	CATACommute	814-238-2282
CENTRE	Centre Area Transportation Aut	Centre Area Transportation Aut	
DOWNTOW	Downtown Office	Downtown Office	
DRMS	Disability RMS	Disability RMS	207-591-3000
E00	Betty Tarman	Tarman Betty	

Name, Search Name and GL Posting (Accounts Receivable GL #) are the only required fields to setup for these customers.

Customer Setup

Customer #: CASHCS Cash Show Inactive Customers

Customer Name:

Search Name:

Name: Inactive

Search Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: Zip:

Phone # 1: Ext1:

Phone # 2: Ext2:

Fax: Sales Tax %:

E-Mail Address:

Customer Since: 7/5/2018 Consignment Customer

Credit Card Type: Credit Card #:

Expires: Month: Year:

Created: Lday 7/5/2018 11:45:05 AM FNAR_CustomerSetupForm

Updated: Lday 7/5/2018 11:45:19 AM FNAR_CustomerSetupForm

Comments:

- Master
- Terms
- Contacts
- Notes
- Codes
- Totals
- Sales
- Trans
- Aging
- New
- GL Posting
- Delete
- User Data
- Prices
- Audit

Click **GL Posting** to enter or selected the applicable Accounts Receivable option.

Customer Setup

Customer #: CASHCS Cash Show Inactive Customers

Customer Name:

Search Name:

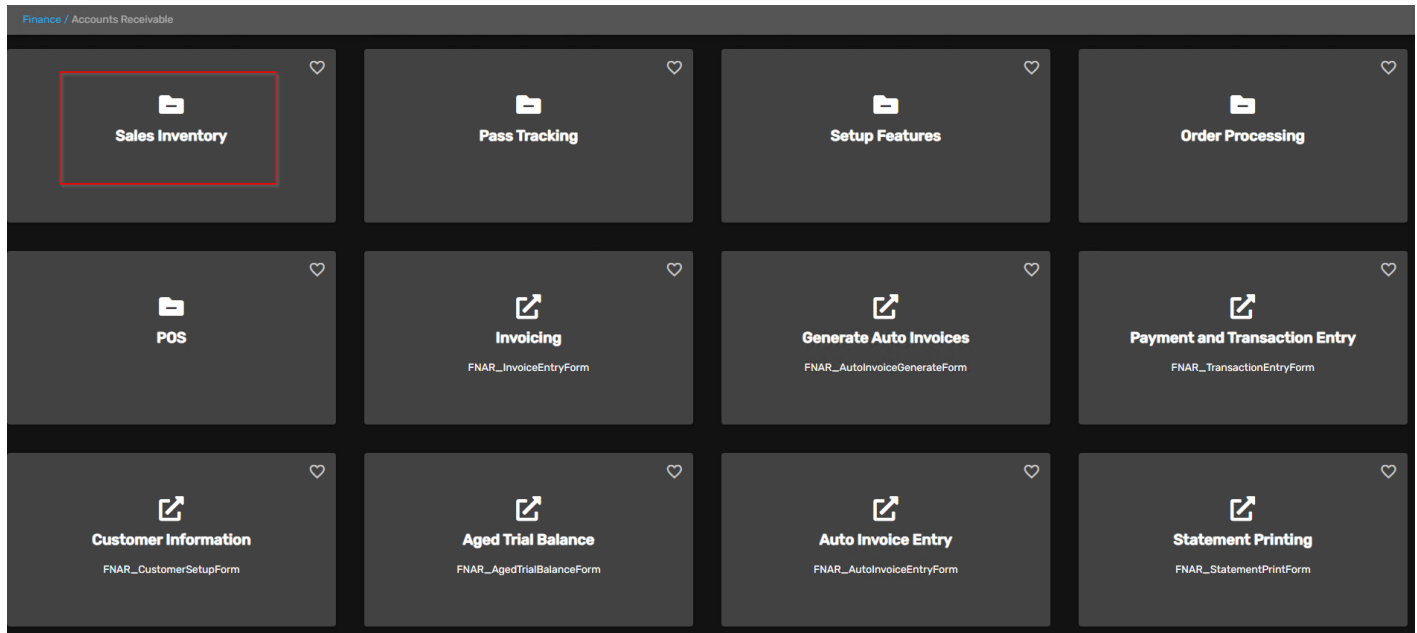
Fiscal Year	Div	Account #	Title	
2020	A/R	CATA	1020150100	Accounts Receivable Misc.
	Revenue			
	Sales Tax			

- Master
- Terms
- Contacts
- Notes
- Codes
- Totals
- Sales
- Trans
- Aging
- New
- GL Posting

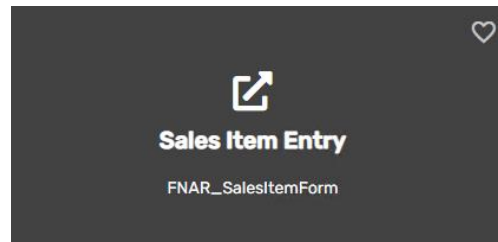
Sales Inventory Setup – Sales Item Maintenance Form

Any sales item set up in the POS master item file needs to also be set up in Avail. Item numbers & dollar amounts need to be set up the same for the program to track the individual revenue dollars.

In the ETMS go to **Finance/Accounts Receivable/Sales Inventory**. Click the **Sales Inventory** card.



Click **Sales Item Entry** card.




On the Sales Item Maintenance form the user has the ability to view, edit and enter Sales Inventory Items. Make sure when setting up a new sale item, the Item number & dollar amount must match in your POS for the program to track the individual revenue dollars. Refer the AR manual for complete instructions on setting up a new sales item completely.

Sales Item Maintenance

Item #:

Qty On Hand:



Item #:	Item Description:
1000	30 day pass
1001	1 Day Fixed Route Pass
1004	10 ride reduced
1007	Metro Bus 7- Day
1010	pass
1011	Token -10 Packet
1031	Metro Bus 31-DAY
1101	Miscellaneous
1111	Metro Bus Day Pass
1112	1 Token Comp
1PASS01MONTH	OnePass-Single One Month
1PASS02MONTH	OnePass-Single Two Month
1PASS03MONTH	OnePass-Single Three Month
1PASS04MONTH	OnePass-Single Four Month
1PASS05MONTH	OnePass-Single Five Month
1PASS06MONTH	OnePass-Single Six Month

Sales Item Maintenance

Item #: 1011 Token -10 Packet Qty On Hand: 481

Item Description:

Description: Token -10 Packet Date Last Sold: 5/19/2020

Product Class: 04 ✓

Unit Of Measure: EA ✓

Unit Price: 10.5000

Qty On Hand: 481

Fiscal Year	Revenue	Div	Account #	Title
2020	10	10	4010101002	CB - Passenger Fares - Mobile Ticketing (POS)

Deferred Revenue	Div	Account #	Title

Deferred Revenue Periods:

Last Updated: DFIGNBAUM 8/10/2020 10:50:42 am FNAR_SalesItemSubForm

my

Master

History

Notes

Serial #'s

Delete

Deferred Revenue Setup

If utilizing Deferred Revenue, the following setup will be mandatory on the Sales Item Maintenance form.

Sales Item Maintenance

Item #: 1011 Token -10 Packet Qty On Hand: 444

Item Description:

Description: Token -10 Packet Date Last Sold: 2/16/2021

Product Class: 04 ✓

Unit Of Measure: EA ✓

Unit Price: 10.5000

Qty On Hand: 444

Fiscal Year	Revenue	Div	Account #	Title
2020	10	10	4010101022	CB - Passenger Fares - One Passes

Deferred Revenue	Div	Account #	Title
10	10	2410350122	Deferred Revenue - One Passes

Deferred Revenue Periods:

Last Updated: dfignbaum 7/6/2021 3:25:53 pm FNAR_SalesItemSubForm

my

Master

History

Notes

Serial #'s

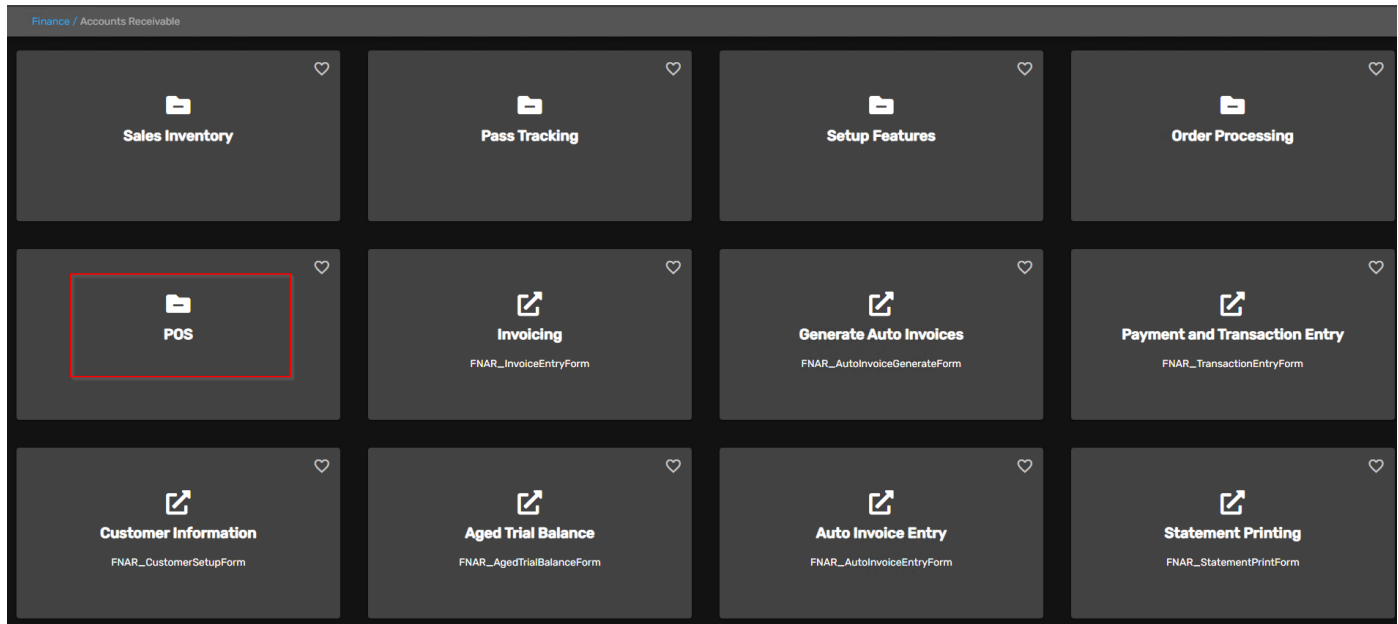
Delete

Field Name	Max Field Size	Field Type	Description
Item Number	20	Alpha/Numeric	Select the item number from the drop-down list or enter the item number. <i>See below for instructions for adding a new item.</i>
Item Description	40	Alpha/Numeric	To search for an item by description select it from the drop-down list or enter the item description.
Description		Alpha/Numeric	Automatically populates based on the sales item selected.

Date Last Sold		Date/Time	Automatically populates based on the sales item selected.
Product Class	2	Alpha/Numeric	Automatically populates based on the sales item selected.
Unit of Measure	2	Alpha/Numeric	Automatically populates based on the sales item selected.
Unit Price		Currency	Automatically populates based on the sales item selected.
Qty on Hand	No limit	Numeric	If Pass Tracking is used the Quantity on Hand for the selected item will display.
Revenue			
Fiscal Year	4	Numeric	Enter the Fiscal Year to be used for chart of accounts account number validation. Mandatory field if Auto-Invoicing is used.
Division	4	Alpha/Numeric	Select the division applicable for revenue accounts. Mandatory field if Auto-Invoicing is used.
Account #	10	Numeric	Select the applicable revenue account for the selected item. Mandatory field if Auto-Invoicing is used.
Deferred Revenue			
Division	4	Alpha/Numeric	Select the division applicable for the revenue account.
Account #	10	Numeric	Select the applicable Deferred Revenue GL Account number.
Deferred Revenue Periods	2	Numeric	Determine the number of months the Deferred Revenue will be divided by.

POS Customer Setup – POS Import Tool Form

From Finance/Account Receivable/POS



Click **POS Import Tool** card.



POS Import Tool (AccuPos)

Checking Account #

From Date: Thru Date: Posting Date:

By choosing the value **Yes** to the Misc Code POS, you will receive 2 edit buttons. The Edit Tender Codes button and Auto Update Tender Codes Button as shown below. This allows the user to make changes to the payment code before updating to A/R. This feature was designed for a specific transit.

Modify / Add Misc List Codes

Module: AR
Type: POS

Code	Value
UpdateTenderCodes	YES

POS Import Tool (AccuPos)

Checking Account #

From Date: Thru Date: Posting Date:

Click **Customers**. The following setup must be completed.

To add new POS Cash Codes, click the **Green Checkmark** to add a new record. These codes will match the payment type from your Accupos that your transit uses. Examples are below.

POS Import Tool (AccuPos)


Checking Account #

From Date: Thru Date: Posting Date:

Code	Customer #
03 Debit	CASH03 Debit <input type="checkbox"/>
1 Metro Bus CC	CASHCCMT Metro Bus Credit Cards
2 Jefferson CC	CASHCCJF Jefferson Credit Cards
3 Jefferson Cash	CASHCSJF Jefferson Cash
AE American Express	CASHAE American Express
CK Check	CASHCK Checks
CS Cash	CASHCS Cash
MC Master Card	CASHMC MasterCard
SH Shopify	CASHSP Shopify
VI Visa	CASHVI Visa
*	

Modify / Add Misc List Codes

Module: AR
 Type: POSCashCodes



Code	Value
02	Lions Cash
03	Debit
1	Metro Bus CC
2	Jefferson CC
3	Jefferson Cash
AE	American Express
CK	Check
CS	Cash
DI	Discover
MC	Master Card
SH	Shopify
VI	Visa

Record: 13 of 13 No Filter Search

Print


POS - New Checking Account Selection Feature

Previously, checking accounts for point of sale (POS) deposits were determined at the time of Payment Transaction Entry in Accounts Receivable.

Transaction Entry Checking Account # 987654321 General Fiscal Year: 2021

Customer #: CASHCCM Metro Bus Credit Cards
 Customer Name: Search Name: Deposit Slip #: Transaction Date: 12/1/2022 Update Date:

Consignment Customer



Payment
 Debit Memo
 Credit Memo
 Invoices
 Adjustments
 Pending

Customers have requested the ability to change the checking account at the time of POS import. Avail has added a checking account dropdown selection on the PO Import Customer screen.

POS Import Tool (AccuPos)

From Date: [] Thru Date: [] Posting Date: []

Code	Customer #	Checking Account #
03	Debit	CASH03 Debit
1	Metro Bus CC	CASHCCMT Metro Bus Credit Cards
2	Jefferson CC	CASHCCJF Jefferson Credit Cards
3	Jefferson Cash	CASHCSJF Jefferson Cash
4	Jefferson Check	CASHCSJF Jefferson Cash
AE	American Express	CASHAE American Express
CK	Check	CASHCK Checks
CS	Cash	CASHCS Cash
MC	Master Card	CASHMC MasterCard
SH	Shopify	CASHSP Shopify
VI	Visa	CASHVI Visa
*		

03122021	VS Test account
12345	Pass Thru Account
222-2222	PAT TEST
9850774093	
9858106371	S-State 1513
9863312279	L- Local Reserves
9863312386	R-Commute Reserves
9865511571	J-Bus Capital
9867986664	C-CATACommute subsidy
987654321	General
9999999999	STC POS

This allows the customer to change the default checking account to another checking account if they desire. After updating AR from the POS Import Screen, the transaction with new checking account appears in AR transactions.

Transaction Entry Checking Account # [] Fiscal Year: 2021

Customer #: [] Deposit Slip #: []

Customer Name: [] Transaction Date: 1/26/2021

Consignment Customer Search Name: [] Update Date: 1/26/2021

Transactions Pending Update User Id: [] All Users

Update	Reference #	Date	Code	Description	Cash Sale	Payment Type	Check #	Amount
<input checked="" type="checkbox"/>	POS_6062	1/26/2021	CP	Metro Bus CC	<input checked="" type="checkbox"/>	1		-5.00
	tturner		CASHCCMT	Metro Bus Credit Cards		222-2222	20210126-200-CreditCard	

Total: []

Record: 14 of 1 of 1 No Filter Search

POS Deposit Groups Setup

Click **Deposit Groups**, the following setup must be completed.

To add new POS Deposit Group, click the **Green Checkmark** to add a new record. These deposit groups are set up and given a POS Cash code as shown below.

POS Import Tool (AccuPos)

Checking Account #

From Date: Thru Date: Posting Date:

Setup deposit groups

Deposit Group	Code	
Cash	Cash & Checks	1 Metro Bus CC
Cash	Cash & Checks	2 Jefferson CC
Cash	Cash & Checks	3 Jefferson Cash
Cash	Cash & Checks	CK Check
Cash	Cash & Checks	CS Cash
Cash	Cash & Checks	SH Shopify
CreditCard	AE, DBT, DI, MC, Visa	AE American Express
CreditCard	AE, DBT, DI, MC, Visa	MC Master Card
CreditCard	AE, DBT, DI, MC, Visa	VI Visa
*		

Modify / Add Misc List Codes

Module: AR

Type: POSdepositGroup

Code	Value
Cash	Cash & Checks
CreditCard	AE, DBT, DI, MC, Visa
Shopify	Shopify

POS Process

POS Import Tool Form

Go to **ETMS/Finance/Accounts Receivable/POS**

Finance / Accounts Receivable

Sales Inventory	Pass Tracking	Setup Features	Order Processing
POS	Invoicing FNAR_InvoiceEntryForm	Generate Auto Invoices FNAR_AutoInvoiceGenerateForm	Payment and Transaction Entry FNAR_TransactionEntryForm
Customer Information FNAR_CustomerSetupForm	Aged Trial Balance FNAR_AgedTrialBalanceForm	Auto Invoice Entry FNAR_AutoInvoiceEntryForm	Statement Printing FNAR_StatementPrintForm

Click **POS Import Tool** card.



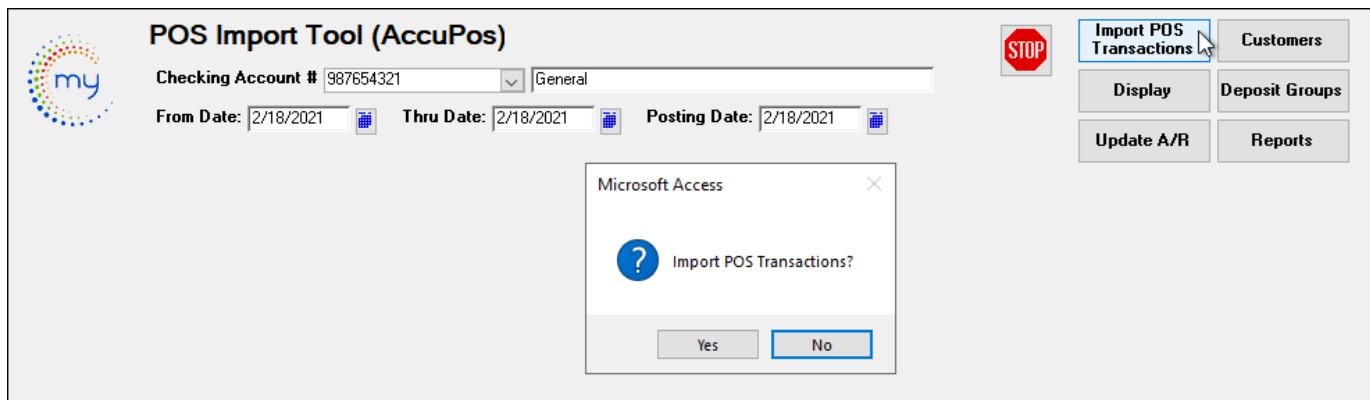
Import POS Transactions

On the **POS Import Tool** form enter Checking Account #, From Date, Thru Date and Posting Date to Display.

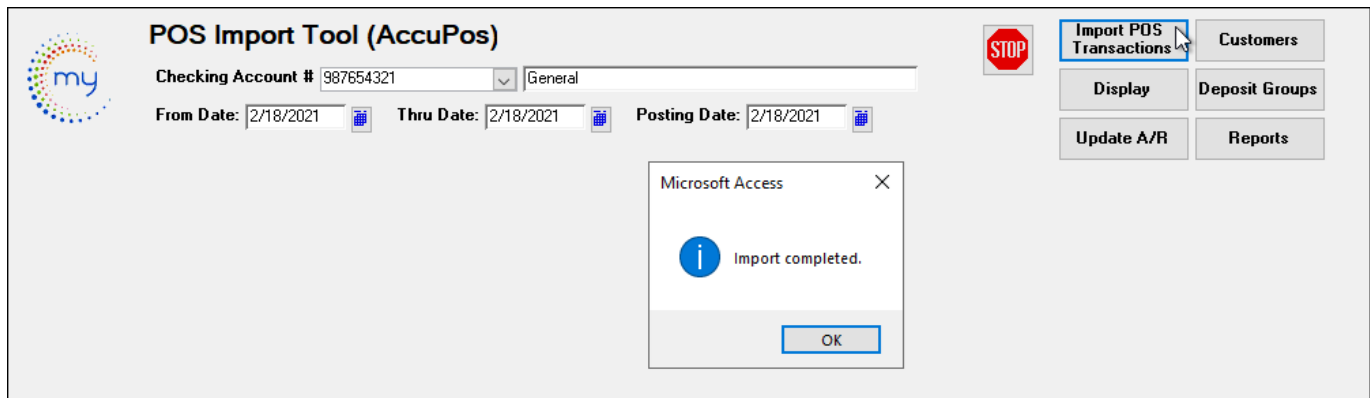
Note: From, Thru, and Posting date should be the same date to reconcile against your register tapes.

Click **Import POS Transactions** to import AccuPOS records.

Click **Yes** to Import the records or **no** to cancel.



Click **Yes** to import, then Click **OK** when import is complete.



Display

Click **Display** to view daily records.

Click **Yes** to Display your daily transactions or **No** to cancel.

If **Yes** is selected the following form will populate information and may be viewed. **No changes can be made on this form.**

Ztill	Invoice #	Customer #	Invoiced	Extended Price	Cd	Description
200	6141		2/18/2021	\$44.50	2	Jefferson CC
200	6142		2/18/2021	\$14.50	3	Jefferson Cash
200	6143		2/18/2021	\$14.50	CS	Cash
200	6144		2/18/2021	\$17.50	CS	Cash

Double Click the invoice # to display additional information pertaining to the selected invoice.

Item #	Description	Serial #	Qty	Price	Ext	Rev Div	Revenue Account	Def Per	Def Div	Def Revenue Account
3001	Ticket Jefferson Line		1	\$44.50	\$44.50	10	4010101010			
Total:					\$44.50					

Note: The individual customer payments will be credited to the Accounts Receivable Customer Account for that item number.

Reports

Click Reports. Choose the Report name from the drop-down. This was set up in Misc. Codes.

Note: From, Thru, and Posting date should be the same date to reconcile against your register tapes.

This report needs to be run before it is updated to AR.

This report will match your end of day Z tape.

POS Import Tool (AccuPos)

Checking Account #: 987654321 | General

From Date: 2/18/2021 | Thru Date: 2/18/2021 | Posting Date: 2/18/2021

Buttons: Import POS Transactions, Customers, Display, Deposit Groups, Update A/R, Reports

Report Name: Sales Item Reports

Print

Click Print.

POS Import Tool (AccuPos)

Checking Account #: 987654321 | General

From Date: 2/18/2021 | Thru Date: 2/18/2021 | Posting Date: 2/18/2021

Buttons: Import POS Transactions, Customers, Display, Deposit Groups, Update A/R, Reports

Report Name: Sales Item Reports

Print

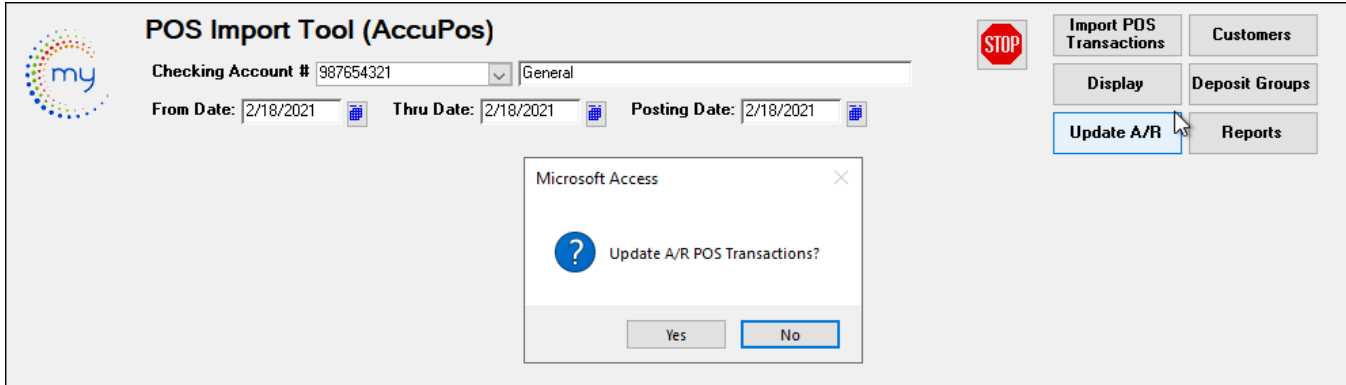
The sales item report will display daily sales for dates chosen by employee and total sales for the day.

QA Transit Sales Item Reports

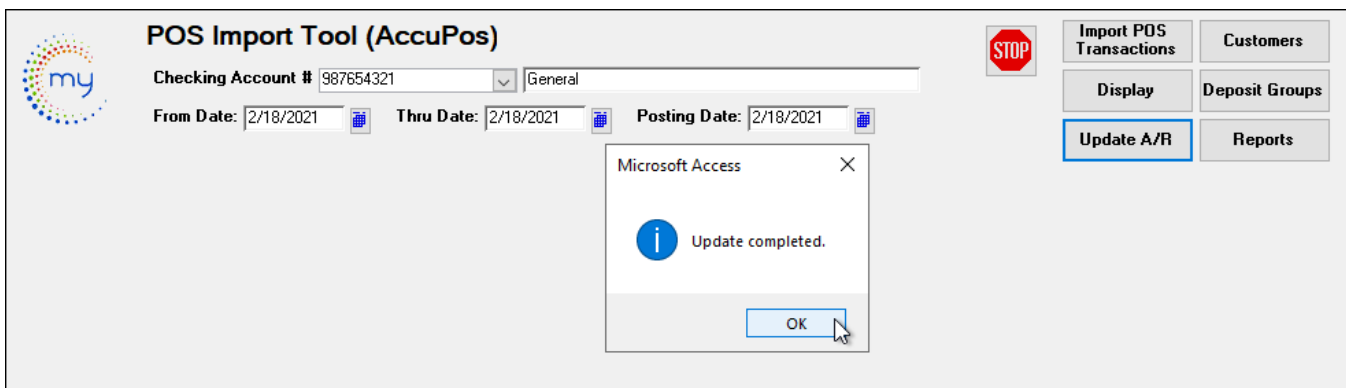
Date	Employee	Item	SKU	Invoice	Serial #	Quantity	Ext
2/18/2021	Kre	Ticket Jefferson Lines	3001	6143		1	\$14.50
2/18/2021	Kre	Ticket Jefferson Lines	3001	6144		1	\$17.50
						Total	\$32.00
						Metro Bus	\$0.00
						Jefferson	\$32.00
<hr/>							
2/18/2021	Mo	Ticket Jefferson Lines	3001	6141		1	\$44.50
2/18/2021	Mo	Ticket Jefferson Lines	3001	6142		1	\$14.50
						Total	\$59.00
						Metro Bus	\$0.00
						Jefferson	\$59.00
<hr/>							
						2/18/2021 Total	\$91.00
						Metro Bus	\$0.00
						Jefferson	\$91.00

Update A/R

Click **Update A/R**.



Click **Yes** to **Update A/R POS Transactions** and the following confirmation message displays. Click **OK**.

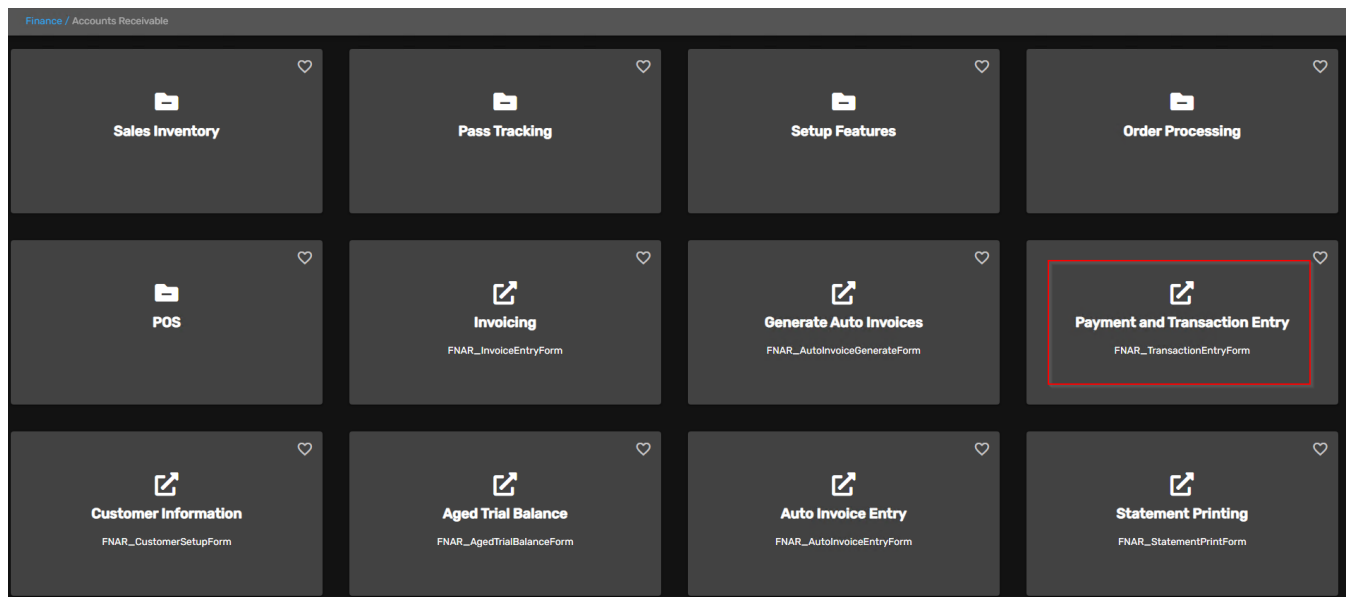


Payment & Transaction Entry Process

Next steps utilize the standard Accounts Receivable Payments and Transaction Entry processes.

Proceed to **Finance/Account Receivable/Payment and Transaction Entry**

Click **Payments & Transaction Entry** card to update the pending deposit transaction imported from POS.



Update the Cash Register Receipts

Enter or select the Checking Account #, Fiscal Year, Transaction Date & Update Date. (The selections here need to match the options selected during the POS import process). *Best Practice: Update only one day at a time.*

Click **Pending**, the following form displays.

Note: Cash Register Receipts will have a checkmark in the box for Update & Cash Sales. To update entries for a **specific user**, select the user from the drop-down list as shown below.

Transaction Entry Checking Account #: 987654321 General Fiscal Year: 2021

Customer #: Deposit Slip #: Transaction Date: 2/18/2021

Customer Name: Update Date: 2/18/2021

Consignment Customer Search Name:

Transactions Pending Update User Id: All Users

Update	Reference #	Date	Code	Description	Cash Sale	Payment Type	Check #	Amount
<input checked="" type="checkbox"/>	POS_6141	2/18/2021	CP	Jefferson CC	<input checked="" type="checkbox"/>	2		-44.50
	dfigenbaum	CASHCCJF		Jefferson Credit Cards		987654321	20210218-200-Cash	
<input checked="" type="checkbox"/>	POS_6143	2/18/2021	CP	Cash	<input checked="" type="checkbox"/>	CS		-14.50
	dfigenbaum	CASHCS		Cash		987654321	20210218-200-Cash	
<input checked="" type="checkbox"/>	POS_6144	2/18/2021	CP	Cash	<input checked="" type="checkbox"/>	CS		-17.50
	dfigenbaum	CASHCS		Cash		987654321	20210218-200-Cash	
<input checked="" type="checkbox"/>	POS_6142	2/18/2021	CP	Jefferson Cash	<input checked="" type="checkbox"/>	3		-14.50
	dfigenbaum	CASHCSJF		Jefferson Cash		987654321	20210218-200-Cash	
<input type="button" value="Get Total"/>								Total: -91.00

Display all entries pending update.

If payment was received for an Accounts Receivable Customer, the Cash Sale box will not be checked.

Field	Description
Checking Account #	Enter or select the Checking Account to make the deposits into.
Fiscal Year	Enter or select the Fiscal Year from drop-down options.
Customer #	Disregard this option during this process.
Deposit Slip #	System auto assigns this number to the individual deposits imported from the POS data.
Transaction Date	Enter or select transaction date for the data import date.
Consignment Customer	Disregard this option during this process.
Search Name	Disregard this option during this process.
Update Date	Enter or select update date for the data import date.

Transactions imported from the POS system that are not payments being applied to an invoice will automatically be flagged for Update and as Cash Sales.

Transaction Entry Checking Account #: 987654321 | General | Fiscal Year: 2021

Customer #: [] | Deposit Slip #: []

Customer Name: [] | Transaction Date: 2/18/2021

Consignment Customer | Search Name: [] | Update Date: 2/18/2021

Transactions Pending Update | User Id: dfigenbaum | All Users | Select All | Unselect All | Update

Update	Reference #	Date	Code	Description	Cash Sale	Payment Type	Check #	Amount
<input checked="" type="checkbox"/>	POS_6141	2/18/2021	CP	Jefferson CC	<input checked="" type="checkbox"/>	2		-44.50
	dfigenbaum	CASHCCJF		Jefferson Credit Cards		987654321	20210218-200-Cash	
<input checked="" type="checkbox"/>	POS_6143	2/18/2021	CP	Cash	<input checked="" type="checkbox"/>	CS		-14.50
	dfigenbaum	CASHCS		Cash		987654321	20210218-200-Cash	
<input checked="" type="checkbox"/>	POS_6144	2/18/2021	CP	Cash	<input checked="" type="checkbox"/>	CS		-17.50
	dfigenbaum	CASHCS		Cash		987654321	20210218-200-Cash	
<input checked="" type="checkbox"/>	POS_6142	2/18/2021	CP	Jefferson Cash	<input checked="" type="checkbox"/>	3		-14.50
	dfigenbaum	CASHCSJF		Jefferson Cash		987654321	20210218-200-Cash	
Get Total								Total: -91.00

Record: 14 of 4 | No Filter | Search

Payment | Debit Memo | Credit Memo | Invoices | Adjustments | **Pending**

Click **Update** to the imported deposit transactions for the registers and payments made on account will now be updated to the subsidiary Accounts Receivable Journal.

The following reports will display to review/print against the Z out from the POS system.

Report #1 Accounts Receivable Payments

For balancing verify that these amounts match, refer to the sales item report.

QA Transit										
Accounts Receivable Payments										
Date	Cust #	Reference #	TC	Description	Amount	Payment Type	Check #	Debit	Credit	
Checking Account: 987654321										
Deposit Slip Ref: 20210218-200-Cash										
2/18/2021	CASHCCJF	POS_6141	CP	Jeffers on CC	-44.50	2				
			10	4010101010	2021	Jeffers on Credit Cards	2/18/2021		44.50	
			CATA	1010150100	2021	Jeffers on Credit Cards	2/18/2021	44.50		
2/18/2021	CASHCS	POS_6143	CP	Cash	-14.50	CS				
			10	4010101010	2021	Cash	2/18/2021		14.50	
			CATA	1010150100	2021	Cash	2/18/2021	14.50		
2/18/2021	CASHCS	POS_6144	CP	Cash	-17.50	CS				
			10	4010101010	2021	Cash	2/18/2021		17.50	
			CATA	1010150100	2021	Cash	2/18/2021	17.50		
2/18/2021	CASHCSJF	POS_6142	CP	Jeffers on Cash	-14.50	3				
			10	4010101010	2021	Jeffers on Cash	2/18/2021		14.50	
			CATA	1010150100	2021	Jeffers on Cash	2/18/2021	14.50		
2/18/2021	Date Total:		4 Records						-91.00	
Deposit Total:					4 Records				-91.00	
Checking Account Total:					4 Records				-91.00	
Report Totals:					4 Records				-91.00	

Click **Close Print Preview** to generate the second report.

Report #2 Accounts Receivable Transaction Journal GL Recap

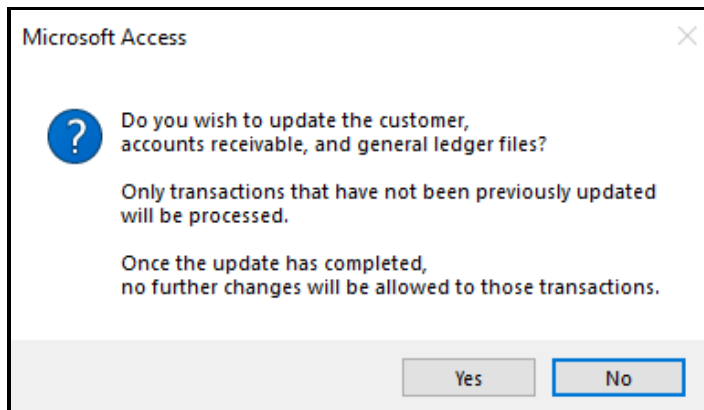
This report displays the individual POS transactions assigned to the individual General Ledger account numbers determined from Sales Item Setup and the individual line-item transactions imported from the POS System.

QA Transit						
Accounts Receivable Transaction Journal GL Recap						
Account #	Reference #	Post Date	Cust #	Description:	Debits	Credits
10 4010101010	CB - Passenger Fares - Family Passes			Fiscal Year: 2021		
	POS_6141	2/18/2021	CASHCCJF	Jefferson Credit Cards		44.50
	POS_6142	2/18/2021	CASHCSJF	Jefferson Cash		14.50
	POS_6143	2/18/2021	CASHCS	Cash		14.50
	POS_6144	2/18/2021	CASHCS	Cash		17.50
Account Total: 10 4010101010 CB - Passenger Fares - Family Passes						91.00
CATA 1010150100	Cash General			Fiscal Year: 2021		
	POS_6141	2/18/2021	CASHCCJF	Jefferson Credit Cards	44.50	
	POS_6142	2/18/2021	CASHCSJF	Jefferson Cash	14.50	
	POS_6143	2/18/2021	CASHCS	Cash	14.50	
	POS_6144	2/18/2021	CASHCS	Cash	17.50	
Account Total: CATA 1010150100 Cash General					91.00	
Report Total: 8 Transactions					91.00	91.00

When an item sold and has been set up to be deferred over a period of months, the Accounts Receivable Transaction Journal GL Recap will show the individual transaction lines for the number of months the revenue is to be distributed across.

Account #	Reference #	Tran Date	Cust #	Description:	Debits	Credits
CATA 2410350122	Deferred Revenue - One Passes			Fiscal Year: 2018		
	POS_18897	2/5/2018	CASH03	Debit	79.00	
	POS_18897	2/5/2018	CASH03	Debit	79.00	
	POS_18897	2/5/2018	CASH03	Debit		158.00
	POS_18951	2/5/2018	CASHVI	Visa	77.25	
	POS_18951	2/5/2018	CASHVI	Visa		231.75
	POS_18951	2/5/2018	CASHVI	Visa	77.25	
	POS_18951	2/5/2018	CASHVI	Visa	77.25	
Account Total: CATA 2410350122 Deferred Revenue - One Passes					389.75	389.75

Once Accounts Receivable Transaction Journal GL Recap has been viewed/printed, click **Close Print Preview** and the following message displays.



Click **Yes** to continue or **No** to cancel.

QA Transit
Accounts Receivable Transaction Journal GL Recap

Account #	Reference #	Post Date	Cust #	Description:	Debits	Credits
10 4010101010 CB - Passenger Fares - Family Passes Fiscal Year: 2021						
	POS_6141	2/18/2021	CASHCCJF	Jefferson Credit Cards		44.50
	POS_6142	2/18/2021	CASHCSJF	Jefferson Cash		14.50
	POS_6143	2/18/2021	CASHCS	Cash		14.50
	POS_6144	2/18/2021	CASHCS	Cash		17.50
Account Total: 10 4010101010 CB - Passenger Fares - Family Passes						91.00
CATA 1010150100 Cash General Fiscal Year: 2021						
	POS_6141	2/18/2021	CASHCCJF	Jefferson Credit Cards	44.50	
	POS_6142	2/18/2021	CASHCSJF	Jefferson Cash	14.50	
	POS_6143	2/18/2021	CASHCS	Cash	14.50	
	POS_6144	2/18/2021	CASHCS	Cash	17.50	
Account Total: CATA 1010150100 Cash General						91.00
Report Total: 8 Transactions						91.00 91.00

Microsoft Access ✕

Update Completed Successfully

Once updated the transactions will be recorded to the bank account in Banking Maintenance AP04 #1 and all Accounts Receivable General Ledger entries have been created.

Special Feature – Edit Tender Codes Buttons

Setup

Go to **Finance/Accounts Receivable/Setup Features**

Click **Miscellaneous Codes**

Type: POS

Code-Update Tender Code and Value- Yes

FNAR_EditMiscCodesForm 07/10/2017 © 2022 Avail Technologies, Inc. _ □ ✕

Modify / Add Misc List Codes

Module:

Type:

Code	Value
UpdateTenderCodes	Yes

If Update Tender Codes value is set to Yes, you will have 2 edit buttons added to the POS Import Tool form: Edit Tender codes and Auto Updated Tender Codes.

Import POS Transactions

Enter Checking Account #, From Date, Thru Date and Posting Date to Display.

Note: From, Thru, and Posting date should be the same date to reconcile against your register tapes. Click **Import POS Transactions** to import ACCUPOS records.

Click **Yes** to Import the records or **No** to cancel.

Click **Yes** to import, then click **OK** when import is complete.

Display

Click **Display** to view daily records.

Click **Yes** to Display your daily transactions or **No** to cancel.

If **Yes** is selected the following form will populate information and edits can be made at this time for CD only. In the example below the transit has their POS tender buttons with multiple cash buttons, Invoice 6142 was rung with tender code 3 (which is coded Jefferson Cash) and change was given back with a different tender code (CS for cash) for that transaction. Each Invoice should have the same CD, to correct this you can use either **Edit Tender Codes** or **Auto Update Tender Codes** buttons.

FNAR_PosImportToolForm 03/15/2022 © 2022 Avail Technologies, Inc.

POS Import Tool (AccuPos)

Checking Account # 987654321 General

From Date: 2/18/2021 Thru Date: 2/18/2021 Posting Date: 2/18/2021

STOP Import POS Transactions Customers Edit Tender Codes
 Display Deposit Groups Auto Update Tender Codes
 Update A/R Reports

Ztill	Invoice #	Customer #	Invoiced	Extended Price	Cd	Description
200	6141		2/18/2021	\$44.50	2	Jefferson CC
200	6142		2/18/2021	\$20.00	3	Jefferson Cash
200	6142		2/18/2021	(\$5.50)	CS	Cash
200	6143		2/18/2021	\$14.50	CS	Cash
200	6144		2/18/2021	\$17.50	CS	Cash

Total: \$91.00

Record: 1 of 5 No Filter Search

VSN: 0906.0001 [3/15/2022]

Click **Edit Tender Codes** to manually enter the codes to match or **click Auto Update Tender Codes** and the system will change the negative amount (change) to match the payment code that was received.

FNAR_PosImportToolForm 03/15/2022 © 2022 Avail Technologies, Inc.

POS Import Tool (AccuPos)

Checking Account # 987654321 General

From Date: 2/18/2021 Thru Date: 2/18/2021 Posting Date: 2/18/2021

STOP Import POS Transactions Customers Edit Tender Codes
 Display Deposit Groups Auto Update Tender Codes
 Update A/R Reports

Microsoft Access

Where there is more than 1 transaction for the same invoice and 1 positive amount, 1 negative amount, but with different tender codes, the negative tender codes will be updated to match the positive tender code.

Do you wish to update the tender codes?

Yes No

Click **Display**. This will now display the daily Invoices as a single transaction and ready to be imported to AR.

Ztill	Invoice #	Customer #	Invoiced	Extended Price	Cd	Description
200	6141		2/18/2021	\$44.50	2	Jefferson CC
200	6142		2/18/2021	\$14.50	3	Jefferson Cash
200	6143		2/18/2021	\$14.50	CS	Cash
200	6144		2/18/2021	\$17.50	CS	Cash

Double Click the invoice # to display additional information pertaining to the selected invoice.

Item #	Description	Serial #	Qty	Price	Ext	Rev Div	Revenue Account	Def Per	Def Div	Def Revenue Account
3001	Ticket Jefferson Line		1	\$44.50	\$44.50	10	4010101010			
Total:					\$44.50					

Note: The individual customer payments will be credited to the Accounts Receivable Customer Account for that item number.

Reports

Click Reports. Choose the Report name from the drop-down. This was set up in Misc. Codes.

Note: From, Thru, and Posting date should be the same date to reconcile against your register tapes.

This report needs to be run before it is updated to AR.

This report will match your end of day Z tape.

Click Print.

POS Import Tool (AccuPos)

Checking Account # General

From Date: Thru Date: Posting Date:

Import POS Transactions
Customers

Display
Deposit Groups

Update A/R
Reports

Reports

Report Name: ✓

[Print](#)

The sales item report will display daily sales for dates chosen by employee and total sales for the day.

QA Transit Sales Item Reports

Date	Employee	Item	SKU	Invoice	Serial #	Quantity	Ext
2/18/2021	Kre	Ticket Jefferson Lines	3001	6143		1	\$14.50
2/18/2021	Kre	Ticket Jefferson Lines	3001	6144		1	\$17.50
						Total	\$32.00
						Metro Bus	\$0.00
						Jefferson	\$32.00
<hr/>							
2/18/2021	Mo	Ticket Jefferson Lines	3001	6141		1	\$44.50
2/18/2021	Mo	Ticket Jefferson Lines	3001	6142		1	\$14.50
						Total	\$59.00
						Metro Bus	\$0.00
						Jefferson	\$59.00
<hr/>							
						2/18/2021 Total	\$91.00
						Metro Bus	\$0.00
						Jefferson	\$91.00

Update A/R

Click **Update A/R**.

Click **Yes** to update A/R POS Transactions and **No** to cancel.

POS Import Tool (AccuPos)

Checking Account # General

From Date: Thru Date: Posting Date:

Import POS Transactions
Customers

Display
Deposit Groups

Update A/R
Reports

Microsoft Access

?

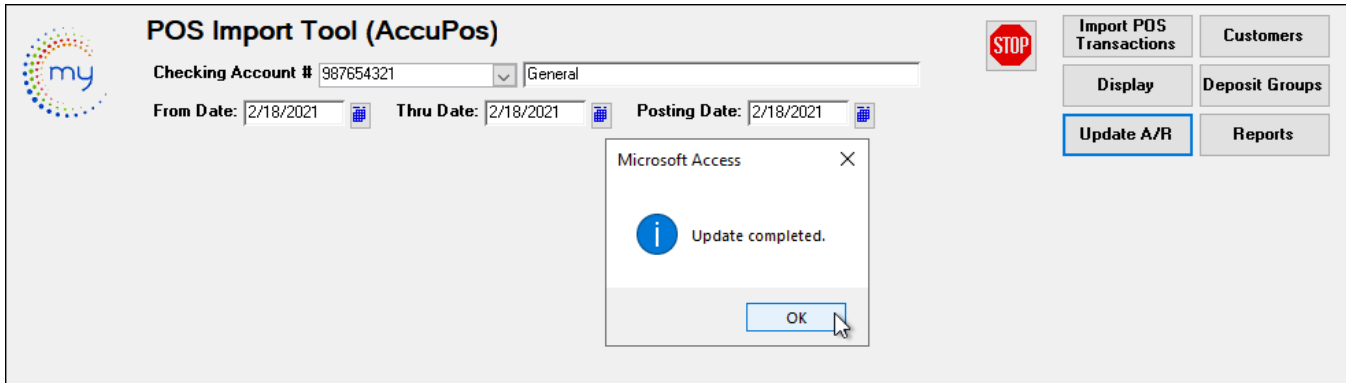
Update A/R POS Transactions?

Yes
No

The following confirmation message displays. Click **OK**.

Avail Technologies

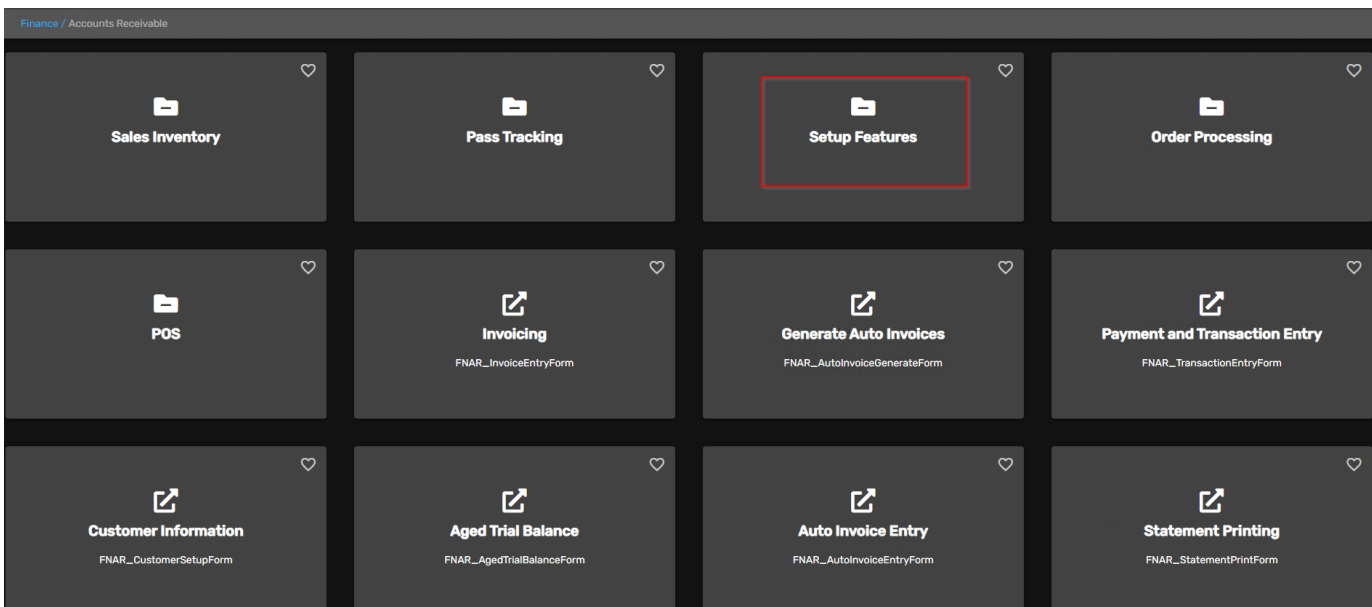
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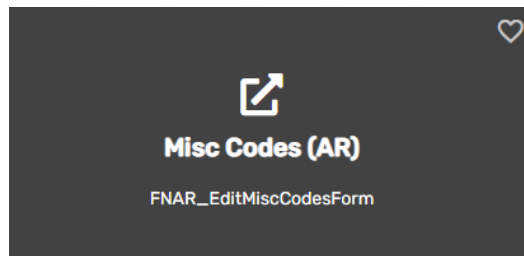
Shopify/Order Processing

AR Setup – Miscellaneous Codes Form

Go to **ETMS/Finance/Accounts Receivable/Setup Features**
 Click **Setup Features** to set up Miscellaneous Codes in the AR Module.



Click **Miscellaneous Codes (AR)** card to create and edit Miscellaneous Codes utilized in the Order Processing program.



Each Avail application includes a list of miscellaneous codes that are used within the module. Some of these codes are preset by Avail (Specific) while others are user defined. The four Misc. codes below need to be added if using the Order Processing feature in AR.

Modify / Add Misc List Codes

Module: AR

Type:

- ItemProductClass
- ItemUnitOfMeasure
- NotificationGroup
- OrderProcessing
- OrderProcessingDataSource
- OrderProcessingPaymentMethod
- OrderProcessingPaymentStatus
- PosCashCodes
- PosDepositGroup
- PosSalesReports
- PrintMessage
- SalesTransactionType
- StatementPrintFormat
- TransactionDescription
- UserDefinedFieldType
- UserDefinedFormName



Print

Field Name	Description
Type	Select from the drop-down options.
Code	Enter a code, either user defined or specific.
Value	Enter a description to define the selected code.

OrderProcessing (Specific) Enter Codes and Values

Modify / Add Misc List Codes

Module: AR

Type: OrderProcessing



Code	Value
PathToShopifyOrders	T:\TechSupport\QA_ENV\QA_Doc_Env\Shopify
SalesTaxAccount	2050550200
SalesTaxDivision	10
ShippingAccount	5099901103
ShippingDivision	10
▶	

Print

OrderProcessingDataSource (User Defined)

Modify / Add Misc List Codes

Module: AR

Type: OrderProcessingDataSource



Code	Value
Mobility 1	Mobility 1
Mobility 2	Mobility 2
Shopify	Shopify
▶	


Print

OrderProcessingPaymentMethod (Specific)

Modify / Add Misc List Codes

Module:

Type:




Code	Value
CS	Cash
Invoice	Invoice
<input type="text"/>	<input type="text"/>

OrderProcessingPaymentStatus (User Defined)

Modify / Add Misc List Codes

Module:

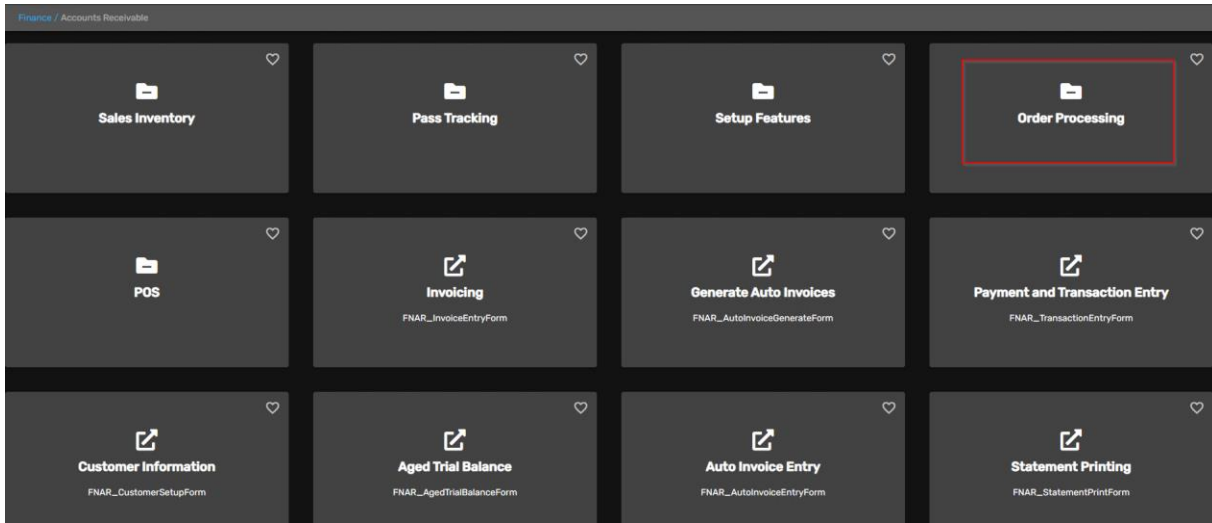
Type:



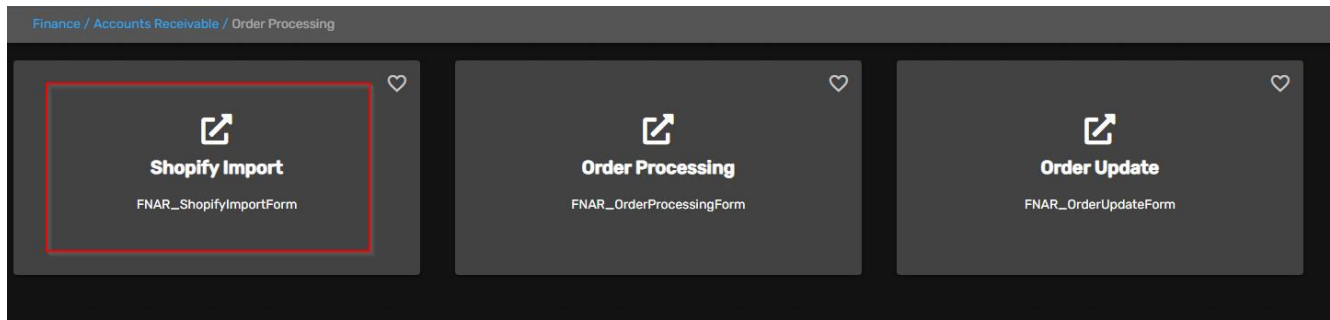
Code	Value
On Account	On Account
Paid	Paid
* <input type="text"/>	<input type="text"/>

Shopify Import Form

Go to **Finance/Accounts Receivable /Order Processing**



Click **Shopify Import** card.




Shopify Customers Setup

On the Shopify Import form click **Customers**. The following setup must be completed.

To add new POS Cash Code. Click the **Green Checkmark** to add a new record. These codes will match the payment type from your Accupos that your transit uses. Examples are below.

Shopify Import Form



Display Customers
Import Orders Deposit Groups
Update Cash Sales


Source:

From Date: Thru Date:

Code	Customer #	
03	Debit	CASH03 Debit
1	Metro Bus CC	CASHCCMT Metro Bus Credit Cards
10	Diners Club	CASHDC Diner's Club
2	Jefferson CC	CASHCCJF Jefferson Credit Cards
AE	American Express	CASHAE American Express
CK	Check	CASHCK Checks
CS	Cash	CASHCS Cash
MC	Master Card	CASHMC MasterCard
Shopify	Shopify	CASHSP Shopify
VI	Visa	CASHVI Visa
*		

Modify / Add Misc List Codes

Module:



Type:

Code	Value
02	Lions Cash
03	Debit
1	Metro Bus CC
2	Jefferson CC
Account	
AE	American Express
CK	Check
CS	Cash
DI	Discover
MC	Master Card
Shopify	Shopify
VI	Visa

Print

Record: 13 of 13 | No Filter | Search

Shopify Deposit Groups Setup

On the Shopify Import form click **Deposit Groups**. The following setup must be completed.

To add new POS Deposit Group, click **Green Checkmark** to add a new record. These deposit groups are set up and given a POS Cash code.

Shopify Import Form

Source:

From Date: Thru Date:

Buttons: Display, Customers, Import Orders, **Deposit Groups**, Update Cash Sales

Setup deposit groups

Deposit Group	Code	
Cash	Cash & Checks	1 Metro Bus CC
Cash	Cash & Checks	2 Jefferson CC
Cash	Cash & Checks	CK Check
Cash	Cash & Checks	CS Cash
Cash	Cash & Checks	Shopify Shopify
CreditCard	AE, DBT, DI, MC, Visa	10 Diners Club
CreditCard	AE, DBT, DI, MC, Visa	AE American Express
CreditCard	AE, DBT, DI, MC, Visa	MC Master Card
CreditCard	AE, DBT, DI, MC, Visa	VI Visa
*		

Modify / Add Misc List Codes

Module: Type:

Code	Value
Cash	Cash & Checks
CreditCard	AE, DBT, DI, MC, Visa

Print

Shopify Import Orders

On the **Shopify Import** form, from the Source drop-down choose Shopify. Enter your From and Thru date and click Import orders. From the drop-down choose your Path where your Shopify data is located. The path was set up earlier during the setup process through misc. codes. Click start.

Shopify Import Form

Source:

From Date: Thru Date:

Buttons: Display, Customers, **Import Orders**, Deposit Groups, Update Cash Sales

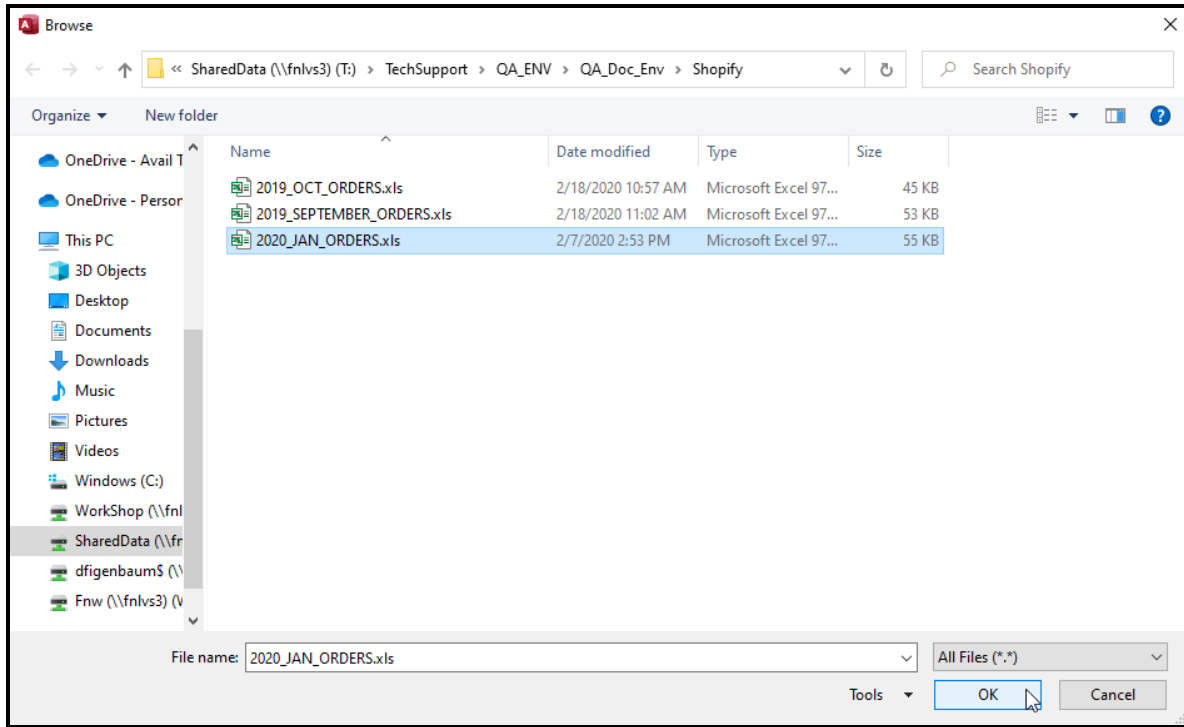
Import Orders

Path To Data:

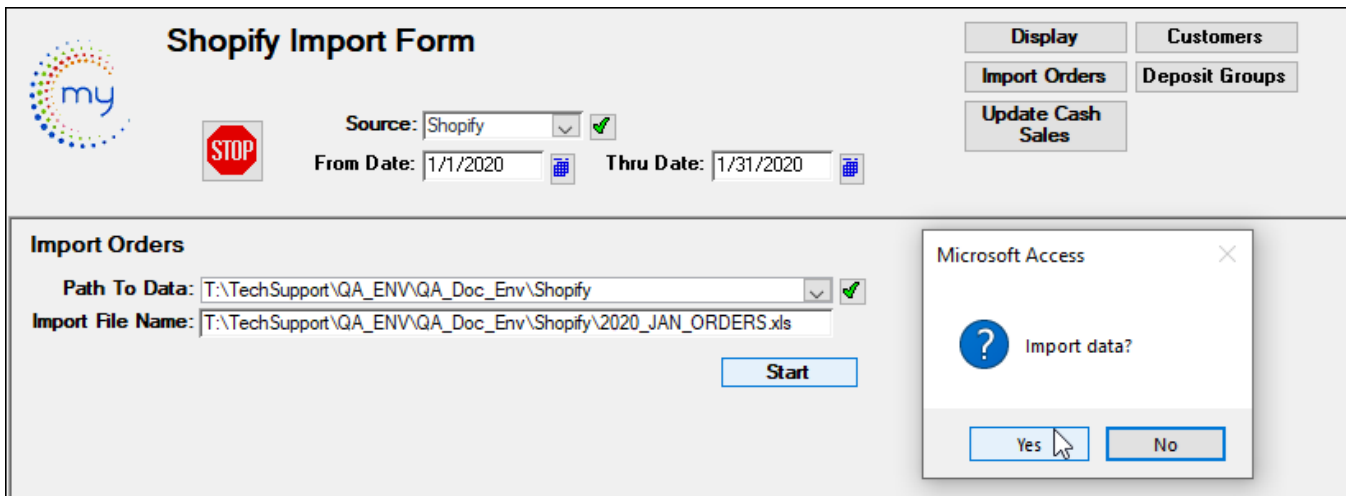
Import File Name:

Start

This takes you to where your Shopify folders are located. Choose the month and click ok.



Click **Yes** to import data or **No** to cancel.



If the dates you have chosen have already been updated, you will receive this message. Click **Yes** to delete and reimport your data or **No** to cancel. If **No** is chosen you can click display and see your data that was already imported.

Shopify Import Form

Source: ✓

From Date: Thru Date:

Buttons: Display, Customers, Import Orders, Deposit Groups, Update Cash Sales

Import Orders

Path To Data: ✓

Import File Name:

Start

Microsoft Access

Delete existing orders for this date range?

Yes No

If **Yes** was chosen to import, you will receive this message telling you how many records were imported. Click **OK**.

Shopify Import Form

Source: ✓

From Date: Thru Date:

Buttons: Display, Customers, Import Orders, Deposit Groups, Update Cash Sales

Import Orders

Path To Data: ✓

Import File Name:

Start

Microsoft Access

35 Imported records
Import Completed.

OK

Click **Display** to see all the orders for the dates chosen.

Shopify Import Form

Source: ✓


From Date: Thru Date:

Buttons: Display, Customers, Import Orders, Deposit Groups, Update Cash Sales

Order #	Order Date	Reference	Void	Upd	Refund	Total	Source	Customer Name	Email Address	Pay Method
00000173	1/31/2020	4619	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$48.00	Shopify	Travis Kell	Tekay333@gmail.com	Shopify
00000174	1/31/2020	4618	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$22.00	Shopify	Michelle Whit	mpwhit1333@aol.com	Shopify
00000175	1/30/2020	4617	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$76.00	Shopify	Elizabeth Dee	elizabethdee333@gmail.com	Shopify
00000176	1/28/2020	4616	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$86.00	Shopify	Monali Sin	monali.sonawane333@gmail.com	Shopify
00000177	1/28/2020	4615	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$76.00	Shopify	Julie Hild	julie@emi333.org	Shopify
00000178	1/27/2020	4614	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$22.00	Shopify	Rachel Fried	fried333@gmail.com	Shopify
00000179	1/27/2020	4613	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$251.00	Shopify	Talahi	sstrass333@talahnursing.com	Shopify
00000180	1/27/2020	4612	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$26.00	Shopify	Colleen Star	colleen333@gmail.com	Shopify
00000181	1/26/2020	4611	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$35.00	Shopify	Jeff He	jmhe333@stcloudstate.edu	Shopify
00000182	1/24/2020	4610	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$11.50	Shopify	Kathryn Tay	Kmita333@hickorytech.net	Shopify
00000183	1/23/2020	4609	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$35.00	Shopify	Jeff Bru	jeff.bru333@wolterskluwer.co	Shopify
00000184	1/23/2020	4608	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$18.00	Shopify	Minam Buck	email333@gmail.com	Shopify
00000185	1/22/2020	4607	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$48.00	Shopify	Todd Co	carrie.roe333@co.todd.mn.us	Shopify
00000186	1/21/2020	4606	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$22.00	Shopify	Barb Neal	thbnea333@yahoo.com	Shopify
00000187	1/19/2020	4605	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$76.00	Shopify	Keith Pisk	wolft333@gmail.com	Shopify
						\$2,315.50				


Record: 1 of 35 No Filter Search

Double click in the order # field to view the order. You can make changes to the order at this point if needed.



Shopify Import Form

Display Customers
Import Orders Deposit Groups
Update Cash Sales


Source: ✓

From Date:
Thru Date:

Order #:
 Voided Updated
Ship To
Bill To
Line Items

Source: Transaction Code: ✓

Reference:

Name:

Email: Pickup By:

Ship By:

Payment Status: ✓ Payment Method: ✓

Notes:

Order Date:

Ship Date:

Pickup Date:

Closed Date:

Payment Date:

Cancelled Date:

Sales Tax %:

Gross:

Taxable Gross:

Shipping:


Taxes:

Net:

Refund:


Created:	8/25/2020 5:04:28 PM	dfigenbaum	FNAR_ShopifyImportForm
Updated:	8/25/2020 5:15:00 PM	dfigenbaum	FNAR_ShopifyImportForm

Ship To allows you to make changes to the shipping information is needed.



Shopify Import Form

Display Customers
Import Orders Deposit Groups
Update Cash Sales


Source: ✓

From Date:
Thru Date:

Order #:
 Voided Updated
Ship To
Bill To
Line Items

Source: Transaction Code: ✓

Reference:

Name:

Email: Pickup By:

Ship By:

Payment Status: ✓ Payment Method: ✓

Notes:

Order Date:

Ship Date:

Pickup Date:

Closed Date:

Payment Date:

Cancelled Date:

Sales Tax %:

Gross:

Taxable Gross:

Shipping:

Taxes:

Net:

Refund:

Created:	8/25/2020 5:04:28 PM	dfigenbaum	FNAR_ShopifyImportForm
Updated:	8/25/2020 5:15:00 PM	dfigenbaum	FNAR_ShopifyImportForm

Order #:
Record Type:

Account #:

Name:

Email:

Attention:

Address 1:

Address 2:

City: ✓ State: Zip:

Country:

Phone:

Notes:

Bill To allows you to make changes to the billing information as needed.

Shopify Import Form

Source: Shopify | Transaction Code: CS | Order Date: 1/31/2020

Reference: 4619 | Ship Date: | Pickup Date: |

Name: Travis Kell | Order Date: 1/31/2020

Email: Tekay333@gmail.com | Pickup By: |

Ship By: USPS (Shipping Fee) | Closed Date: 1/31/2020

Payment Status: paid | Payment Method: Shopify | Payment Date: 1/31/2020

Cancelled Date: |

Notes:

Sales Tax %: 0.0000

Gross: \$47.00

Taxable Gross: \$0.00

Shipping: \$1.00

Taxes: \$0.00

Net: \$48.00

Refund: \$0.00

Created: 8/25/2020 5:04:28 PM | Updated: 8/25/2020 5:15:00 PM

FNAR_OrderAddressBillToSubForm

Order #: 00000173 | Record Type: Bill To

Account #: | Copy Ship To

Name: Travis Kell

Email: |

Attention: |

Address 1: 333 18th Street SE

Address 2: Apt. 33

City: Saint Cloud | State: MN | Zip: 33333

Country: US

Phone: (763) 333-3333

Notes: Payment reference: c12230750797956.1

Line Items allows you to make changes to the line-item fields if needed.

Shopify Import Form

Source: Shopify | Transaction Code: CS | Order Date: 1/31/2020

Reference: 4619 | Ship Date: | Pickup Date: |

Name: Travis Kelley | Order Date: 1/31/2020

Email: Tekay333@gmail.com | Pickup By: |

Ship By: USPS (Shipping Fee) | Closed Date: 1/31/2020

Payment Status: paid | Payment Method: Shopify | Payment Date: 1/31/2020

Cancelled Date: |

Notes:

Sales Tax %: 0.0000

Gross: \$47.00

Taxable Gross: \$0.00

Shipping: \$1.00

Taxes: \$0.00

Net: \$48.00

Refund: \$0.00

Created: 8/25/2020 5:04:28 PM | Updated: 8/25/2020 5:04:28 PM

FNAR_ShopifyLineItemSubForm

Order #: 00000173

Line #	Item #	Description	Unit Meas	From Serial #	Thru Serial #	Quantity	Unit Price	Tax	Extended Price
1	1031	31 Day Fixed Route Pass - 31 Day Fixed Route Pass	EA			1.00	\$47.0000		\$47.00
Total:									\$47.00

Record: 1 of 1 | No Filter | Search

Click **Update Cash Sales**. Enter your Checking Account, Posting Date and Start.

Click **Yes** to update and **No** to cancel. When **Yes** is chosen this will take all sale inventory items from your monthly sales out of Sale Inventory. This does not track serial number only quantity.

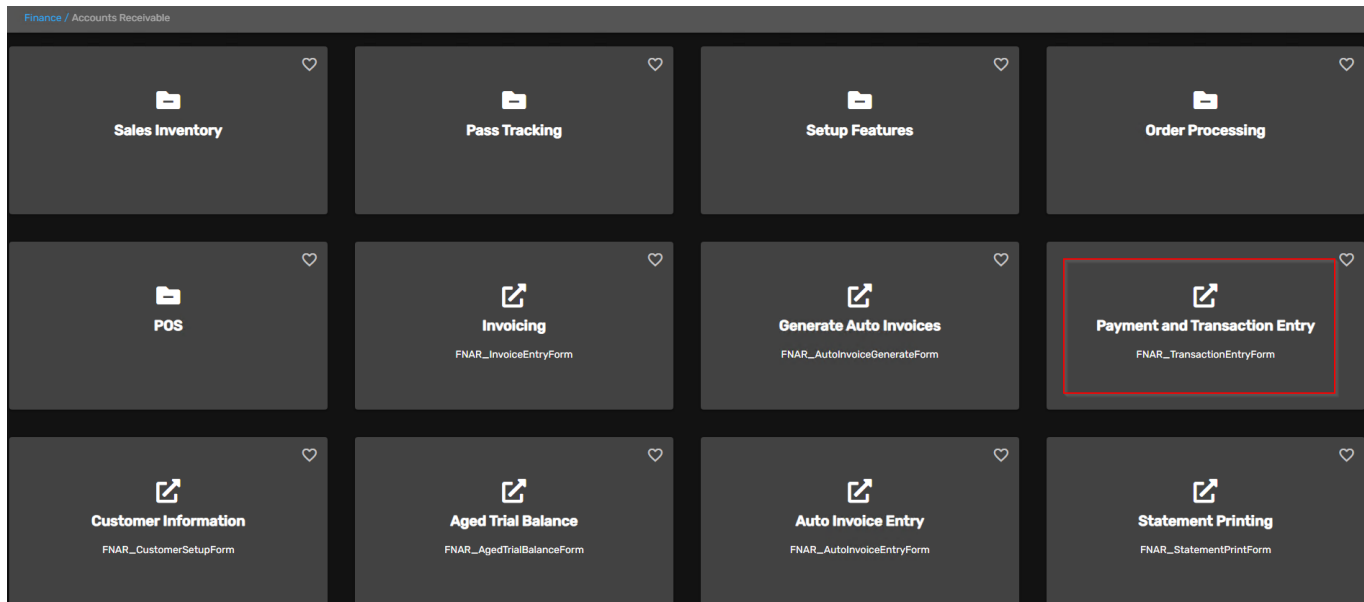
When Update is complete click **OK**.

Payment & Transaction Entry Process

Next steps utilize the standard Accounts Receivable Payments and Transaction Entry processes.

Proceed to **Finance/Accounts Receivable/Payments and Transactions Entry**.

Click **Payments and Transaction Entry** to update the pending deposit transaction imported from POS.



Update the Cash Register Receipts. Enter or select the Checking Account #, Fiscal Year, Transaction Date & Update Date. (The selections here need to match the options selected during the POS import process).

Click **Pending**, the following form displays.

Note: Shopify Receipts will have a checkmark in the box for Update & Cash Sales. To update entries for a **specific user**, select the user from the drop-down list as shown below.

Transaction Entry Checking Account # 9999999999 STC POS Fiscal Year: 2021

Customer #: [] Deposit Slip #: []
 Customer Name: [] Transaction Date: 1/31/2020
 Consignment Customer Search Name: [] Update Date: 1/31/2020

Transactions Pending Update User Id: **dfigenbaum** All Users

Update	Reference #	Date	Code	Description	Cash Sale	Payment Type	Check #	Amount
<input checked="" type="checkbox"/>	0014847	1/31/2020	CP	Travis Kelley	<input checked="" type="checkbox"/>	Shopify		-48.00
	dfigenbaum	CASHSP	Shopify			99999999999	20200131-Cash	
<input checked="" type="checkbox"/>	0014848	1/31/2020	CP	Michelle Whitlow	<input checked="" type="checkbox"/>	Shopify		-22.00
	dfigenbaum	CASHSP	Shopify			99999999999	20200131-Cash	
<input checked="" type="checkbox"/>	0014849	1/30/2020	CP	Elizabeth Deeren	<input checked="" type="checkbox"/>	Shopify		-76.00
	dfigenbaum	CASHSP	Shopify			99999999999	20200130-Cash	
<input checked="" type="checkbox"/>	0014850	1/28/2020	CP	Monali Sinare	<input checked="" type="checkbox"/>	Shopify		-86.00
	dfigenbaum	CASHSP	Shopify			99999999999	20200128-Cash	
<input checked="" type="checkbox"/>	0014851	1/28/2020	CP	Julie Hildreth	<input checked="" type="checkbox"/>	Shopify		-76.00
	dfigenbaum	CASHSP	Shopify			99999999999	20200128-Cash	
<input checked="" type="checkbox"/>	0014852	1/27/2020	CP	Rachel Friedensen	<input checked="" type="checkbox"/>	Shopify		-22.00
	dfigenbaum	CASHSP	Shopify			99999999999	20200127-Cash	
<input type="button" value="Get Total"/>							Total:	

Record: 1 of 35 No Filter Search

Payment
Debit Memo
Credit Memo
Invoices
Adjustments
Pending

If payment was received for an Accounts Receivable Customer, the Cash Sale box will not be checked.

Field	Description
Checking Account #	Enter or select the Checking Account to make the deposits into.
Fiscal Year	Enter or select the Fiscal Year from drop-down options.
Customer #	Disregard this option during this process
Deposit Slip #	System auto assigns this number to the individual deposits imported from the POS data.
Transaction Date	Enter or select transaction date for the data import date.
Consignment Customer	Disregard this option during this process.
Search Name	Disregard this option during this process.
Update Date	Enter or select update date for the data import date.

Click **Update**, the imported Shopify payments made will now be updated to the subsidiary Accounts Receivable Journal.

Transaction Entry Checking Account # 9999999999 STC POS Fiscal Year: 2021

Customer #: [] Deposit Slip #: []
 Customer Name: [] Transaction Date: 1/31/2020
 Consignment Customer Search Name: [] Update Date: 1/31/2020

Transactions Pending Update User Id: [digenbaum] All Users

Update	Reference #	Date	Code	Description	Cash Sale	Payment Type	Check #	Amount
<input checked="" type="checkbox"/>	0014847	1/31/2020	CP	Travis Kelley	<input checked="" type="checkbox"/>	Shopify		-48.00
	digenbaum	CASHSP		Shopify		9999999999	20200131-Cash	
<input checked="" type="checkbox"/>	0014848	1/31/2020	CP	Michelle Whallow	<input checked="" type="checkbox"/>	Shopify		-22.00
	digenbaum	CASHSP		Shopify		9999999999	20200131-Cash	
<input checked="" type="checkbox"/>	0014849	1/30/2020	CP	Elizabeth Deeren	<input checked="" type="checkbox"/>	Shopify		-76.00
	digenbaum	CASHSP		Shopify		9999999999	20200130-Cash	
<input checked="" type="checkbox"/>	0014850	1/28/2020	CP	Monali Sinare	<input checked="" type="checkbox"/>	Shopify		-86.00
	digenbaum	CASHSP		Shopify		9999999999	20200128-Cash	
<input checked="" type="checkbox"/>	0014851	1/28/2020	CP	Julie Hildreth	<input checked="" type="checkbox"/>	Shopify		-76.00
	digenbaum	CASHSP		Shopify		9999999999	20200128-Cash	
<input checked="" type="checkbox"/>	0014852	1/27/2020	CP	Rachel Friedensen	<input checked="" type="checkbox"/>	Shopify		-22.00
	digenbaum	CASHSP		Shopify		9999999999	20200127-Cash	
<input type="button" value="Get Total"/>								Total: -2,315.50

Record: 14 of 35 No Filter Search

Update customer, accounts receivable, and general ledger files.

The following reports will come up.

Report #1 Accounts Receivable Payments

This report is broken out by daily sales. See example below.

Deposit Slip Ref: 20200101-Cash has a total of one record for \$11.50 as Deposit Slip Ref: 20200102-Cash has a total of 5 records for \$807.50

You will not be able to reprint this report. You can print or save this Report in PDF or Excel if needed. Click **Close Print Preview** to generate the second report.

QA Transit
Accounts Receivable Payments

Date	Cust #	Reference #	TC	Description	Amount	Payment Type	Check #	Debit	Credit
Checking Account: 9999999999									
Deposit Slip Ref: 20200101-Cash									
1/1/2020	CASHSP	0014881	CP	John Bowman	-11.50	Shopify			
			10	4010101002 2020 John Bowman			1/31/2020		10.50
			10	5099901103 2020 John Bowman			1/31/2020		1.00
			CATA	4011200000 2020 John Bowman			1/31/2020	11.50	
1/1/2020	Date Total:		1 Records		-11.50				
	Deposit Total:		1 Records		-11.50				
Deposit Slip Ref: 20200102-Cash									
1/2/2020	CASHSP	0014876	CP	Donald Botz	-76.00	Shopify			
			10	4010101002 2020 Donald Botz			1/31/2020		75.00
			10	5099901103 2020 Donald Botz			1/31/2020		1.00
			CATA	4011200000 2020 Donald Botz			1/31/2020	76.00	
1/2/2020	CASHSP	0014877	CP	Linda Stenstrom	-158.50	Shopify			
			10	4010101002 2020 Linda Stenstrom			1/31/2020		157.50
			10	5099901103 2020 Linda Stenstrom			1/31/2020		1.00
			CATA	4011200000 2020 Linda Stenstrom			1/31/2020	158.50	
1/2/2020	CASHSP	0014878	CP	Linda Stenstrom	-471.00	Shopify			
			10	4010101002 2020 Linda Stenstrom			1/31/2020		470.00
			10	5099901103 2020 Linda Stenstrom			1/31/2020		1.00
			CATA	4011200000 2020 Linda Stenstrom			1/31/2020	471.00	
1/2/2020	CASHSP	0014879	CP	Elizabeth Deeren	-76.00	Shopify			
			10	4010101002 2020 Elizabeth Deeren			1/31/2020		75.00
			10	5099901103 2020 Elizabeth Deeren			1/31/2020		1.00
			CATA	4011200000 2020 Elizabeth Deeren			1/31/2020	76.00	
1/2/2020	CASHSP	0014880	CP	Colleen Jensen	-26.00	Shopify			
			10	4010101002 2020 Colleen Jensen			1/31/2020		25.00
			10	5099901103 2020 Colleen Jensen			1/31/2020		1.00
			CATA	4011200000 2020 Colleen Jensen			1/31/2020	26.00	
1/2/2020	Date Total:		5 Records		-807.50				
	Deposit Total:		5 Records		-807.50				
Deposit Slip Ref: 20200103-Cash									

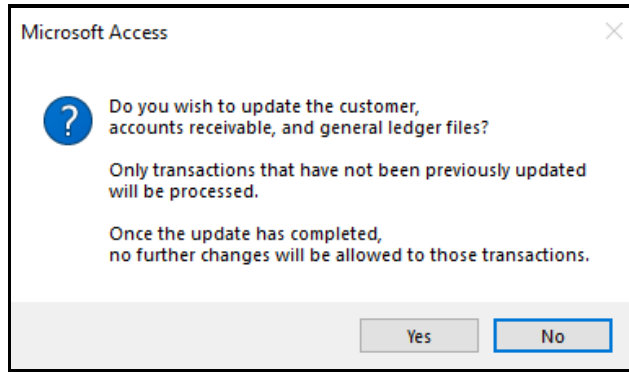
QA Transit										
Accounts Receivable Payments										
Date	Cust #	Reference #	TC	Description	Amount	Payment Type	Check #	Debit	Credit	
Checking Account: 9999999999										
Deposit Slip Ref: 20200128-Cash										
1/28/2020	CASHSP	0014851	CP	Julie Hildreth	-76.00	Shopify				
			10	4010101002	2020	Julie Hildreth	1/31/2020	75.00		
			10	5099901103	2020	Julie Hildreth	1/31/2020	1.00		
			CATA	4011200000	2020	Julie Hildreth	1/31/2020	76.00		
1/28/2020	Date Total:		2	Records	-162.00					
Deposit Total:					2	Records	-162.00			
Deposit Slip Ref: 20200130-Cash										
1/30/2020	CASHSP	0014849	CP	Elizabeth Deeren	-76.00	Shopify				
			10	4010101002	2020	Elizabeth Deeren	1/31/2020	75.00		
			10	5099901103	2020	Elizabeth Deeren	1/31/2020	1.00		
			CATA	4011200000	2020	Elizabeth Deeren	1/31/2020	76.00		
1/30/2020	Date Total:		1	Records	-76.00					
Deposit Total:					1	Records	-76.00			
Deposit Slip Ref: 20200131-Cash										
1/31/2020	CASHSP	0014847	CP	Travis Kelley	-48.00	Shopify				
			10	4010101002	2020	Travis Kelley	1/31/2020	47.00		
			10	5099901103	2020	Travis Kelley	1/31/2020	1.00		
			CATA	4011200000	2020	Travis Kelley	1/31/2020	48.00		
1/31/2020	CASHSP	0014848	CP	Michelle Whitlow	-22.00	Shopify				
			10	4010101002	2020	Michelle Whitlow	1/31/2020	21.00		
			10	5099901103	2020	Michelle Whitlow	1/31/2020	1.00		
			CATA	4011200000	2020	Michelle Whitlow	1/31/2020	22.00		
1/31/2020	Date Total:		2	Records	-70.00					
Deposit Total:					2	Records	-70.00			
Checking Account Total:					35	Records	-2,315.50			
Report Totals:					35	Records	-2,315.50			

Report #2 Accounts Receivable Transaction Journal GL Recap

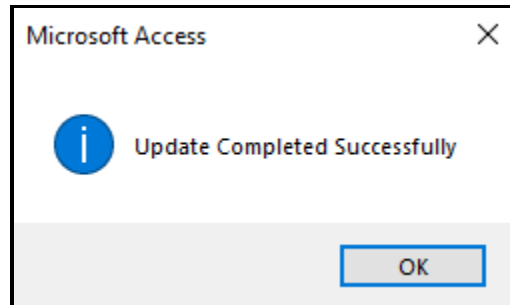
This report displays the individual Shopify transactions assigned to the individual General Ledger account numbers determined from the Sales Item Setup in Avail and the individual line-item transactions imported from the Shopify System. This report can be printed or saved as a PDF to view later. This report once updated cannot be reprinted.

Accounts Receivable Transaction Journal GL Recap						
Account #	Reference #	Post Date	Cust #	Description:	Debits	Credits
10 4010101002	CB - Passenger Fares - Mobile Ticketing (PO \$)			Fiscal Year: 2020		
0014847		1/31/2020	CASHSP	Travis Kelley		47.00
0014848		1/31/2020	CASHSP	Michelle Whitlow		21.00
0014849		1/31/2020	CASHSP	Elizabeth Deeren		75.00
0014851		1/31/2020	CASHSP	Julie Hildreth		75.00
0014852		1/31/2020	CASHSP	Rachel Friedensen		21.00
0014853		1/31/2020	CASHSP	Talahi		250.00
0014854		1/31/2020	CASHSP	Colleen Starr Jensen		25.00
0014856		1/31/2020	CASHSP	Kathryn Taylor		10.50
0014859		1/31/2020	CASHSP	Todd County		47.00
0014860		1/31/2020	CASHSP	Barbra Nealy		21.00
0014861		1/31/2020	CASHSP	Keith Piskur		75.00
0014863		1/31/2020	CASHSP	Kayla Hendrickson		21.00
0014865		1/31/2020	CASHSP	Jennifer Lien		47.00
0014866		1/31/2020	CASHSP	Dolores Rehder		50.00
0014868		1/31/2020	CASHSP	Kathryn Taylor		10.50
0014870		1/31/2020	CASHSP	Sifa Kollie		75.00
0014871		1/31/2020	CASHSP	Charotte Sorensen		50.00
0014872		1/31/2020	CASHSP	May		10.50
0014873		1/31/2020	CASHSP	Mata Carlson		75.00
0014874		1/31/2020	CASHSP	Debbie Darsie		75.00
0014875		1/31/2020	CASHSP	Lisa Dorsch		47.00
0014876		1/31/2020	CASHSP	Donald Botz		75.00
0014877		1/31/2020	CASHSP	Linda Stenstrom		157.50
0014878		1/31/2020	CASHSP	Linda Stenstrom		470.00
0014879		1/31/2020	CASHSP	Elizabeth Deeren		75.00
0014880		1/31/2020	CASHSP	Colleen Jensen		25.00
0014881		1/31/2020	CASHSP	John Bowman		10.50
Account Total:	10 4010101002			CB - Passenger Fares - Mobile Ticketing (P		1,941.50
10 4010101021	CB - Passenger Fares - JEFFERSON			Fiscal Year: 2020		
0014850		1/31/2020	CASHSP	Monali Sinare		85.00
0014855		1/31/2020	CASHSP	Jeff Hegle		34.00
0014857		1/31/2020	CASHSP	Jeff Bruns		34.00
0014858		1/31/2020	CASHSP	Miriam Buckland		17.00
0014862		1/31/2020	CASHSP	Jacob Leider		34.00
0014864		1/31/2020	CASHSP	Adam Belzer		17.00
0014867		1/31/2020	CASHSP	Jenise Antony		102.00
0014869		1/31/2020	CASHSP	Jeron Braun		17.00
Account Total:	10 4010101021			CB - Passenger Fares - JEFFERSON		340.00
10 5099901103	CC - Postage & Courier			Fiscal Year: 2020		
0014847		1/31/2020	CASHSP	Travis Kelley		1.00
0014848		1/31/2020	CASHSP	Michelle Whitlow		1.00
0014849		1/31/2020	CASHSP	Elizabeth Deeren		1.00
0014850		1/31/2020	CASHSP	Monali Sinare		1.00
0014851		1/31/2020	CASHSP	Julie Hildreth		1.00
0014852		1/31/2020	CASHSP	Rachel Friedensen		1.00
0014853		1/31/2020	CASHSP	Talahi		1.00
0014854		1/31/2020	CASHSP	Colleen Starr Jensen		1.00
0014855		1/31/2020	CASHSP	Jeff Hegle		1.00
0014856		1/31/2020	CASHSP	Kathryn Taylor		1.00
0014857		1/31/2020	CASHSP	Jeff Bruns		1.00
0014858		1/31/2020	CASHSP	Miriam Buckland		1.00
0014859		1/31/2020	CASHSP	Todd County		1.00

Once Accounts Receivable Transaction Journal GL Recap has been viewed, printed or saved, click **Close Print Preview** and the following message displays.



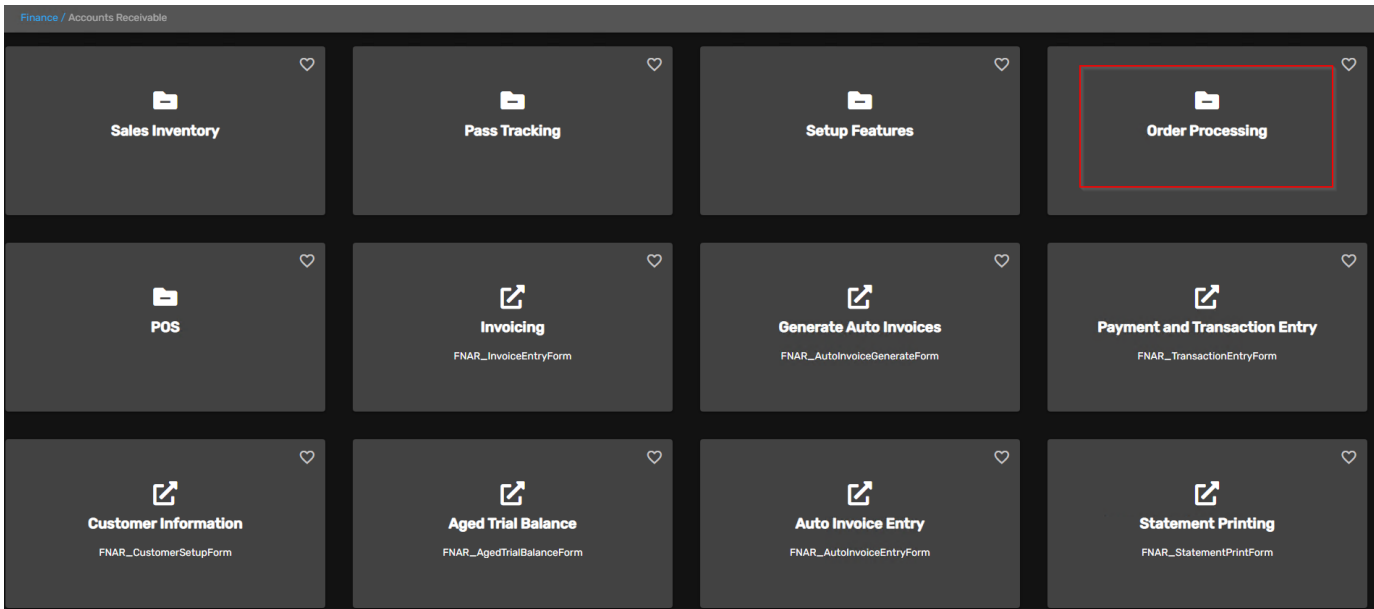
Click **Yes** to continue or **No** to cancel.



Once updated the transactions will be recorded to the bank account in Banking Maintenance AP04 #1 and all Accounts Receivable General Ledger entries have been created.

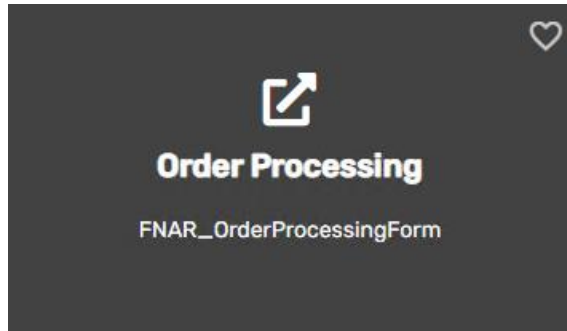
Order Processing

Go to **ETMS/Finance/Accounts Receivable/Order Processing**



Order Processing Form

Go to the **Order Processing** card when creating new orders or displaying orders for a certain day.



Enter your Source, Click the green checkmark to create a new Source if needed.

Each Avail application includes a list of miscellaneous codes that are used within the module. This code is user defined.

Enter your Source, From Date and Thru Date.
Click **New Order** to create a new order.

The screenshot shows the 'Order Processing Form' interface. At the top left is the 'my' logo. The main header is 'Order Processing Form'. Below the header, there are several input fields: 'Source' is set to 'Mobility 1' with a dropdown arrow and a green checkmark; 'From Date' is '9/8/2020' with a calendar icon; 'Thru Date' is '9/8/2020' with a calendar icon. To the right of these fields are two buttons: 'Display' and 'New Order'. A 'Microsoft Access' dialog box is centered on the screen, featuring a question mark icon and the text 'Create new order?'. At the bottom of the dialog are two buttons: 'Yes' and 'No'.

Click **Yes** to continue or **No** to cancel.

This is the form to use when creating a new order. The From and Thru date should be the same. The order number will be created from the system.

The screenshot shows the 'Order Processing Form' with a completed order entry. The 'my' logo is in the top left. The header is 'Order Processing Form'. Below the header, the 'Source' is 'Mobility 1' with a dropdown arrow and a green checkmark. The 'From Date' is '9/8/2020' and the 'Thru Date' is '9/8/2020', both with calendar icons. To the right are 'Display' and 'New Order' buttons. Below this is a section with 'Order #:' followed by '00000369' and three checkboxes: 'Voided', 'Updated', and 'Ship To'. Below this are several input fields: 'Source' (Mobility 1), 'Transaction Code' (IN), 'Order Date' (9/8/2020), 'Reference' (00000369), 'Name' (Bob Miller), 'Ship Date', 'Pickup Date', 'Email' (Bmiller@gmail.com), 'Pickup By:', 'Ship By:', 'Closed Date', 'Payment Status' (On Account), 'Payment Method' (Invoice), 'Payment Date' (9/8/2020), 'Cancelled Date', 'Notes' (a text area), 'Sales Tax %' (0.0000), 'Gross' (\$0.00), 'Taxable Gross' (\$0.00), 'Shipping' (\$0.00), 'Taxes' (\$0.00), 'Net' (\$0.00), and 'Refund' (\$0.00). At the bottom, there are two rows: 'Created:' (9/8/2020 1:06:10 PM, dfigenbaum, FNAR_OrderProcessingForm) and 'Updated:' (9/8/2020 1:06:10 PM, dfigenbaum, FNAR_OrderProcessingForm).

Click **Ship To**.

Order Processing Form

Source:
 From Date: Thru Date:

Order #: **Voided** **Updated**

Source: Transaction Code: Order Date:
 Reference: Ship Date:
 Name: Pickup Date:
 Email: Ship By:
 Payment Status: Payment Method: Closed Date:
 Payment Date:
 Cancelled Date:

Sales Tax %:
 Gross:
 Taxable Gross:
 Shipping:
 Taxes:
 Net:
 Refund:

Notes:

Created:
 Updated:

Microsoft Access

?

Create ship to address record?

Click **Yes** to create the address record or **No** to cancel.

Order Processing Form

Source:
 From Date: Thru Date:

Order #: **Voided** **Updated**

Source: Transaction Code: Order Date:
 Reference: Ship Date:
 Name: Pickup Date:
 Email: Ship By:
 Payment Status: Payment Method: Closed Date:
 Payment Date:
 Cancelled Date:

Sales Tax %:
 Gross:
 Taxable Gross:
 Shipping:
 Taxes:
 Net:
 Refund:

Notes:

Created:
 Updated:

FNAR_OrderAddressShipToSubForm

Order #: Record Type:

Account #:

Name:

Email:

Attention:

Address 1:

Address 2:

City: State: Zip:

Country:

Phone:

Notes:

Click **Bill To**.
 Click the **Copy Ship To** button if the information is being duplicated, if not you can enter in the address.

Order Processing Form

Source: Mobility 1 Display
 From Date: 9/8/2020 Thru Date: 9/8/2020 New Order

Order #: 00000369 Voiced Updated Ship To Bill To Line Items

Source: Mobility 1 Transaction Code: IN Order Date: 9/8/2020
 Reference: 00000369 Ship Date:
 Name: Bob Miller Pickup Date:
 Email: Bmiller@gmail.com Ship By:
 Payment Status: On Account Payment Method: Invoice Closed Date:
 Notes: Payment Date: 9/8/2020
 Cancelled Date:
 Sales Tax %: 0.0000
 Gross: \$0.00
 Taxable Gross: \$0.00
 Shipping: \$0.00
 Taxes: \$0.00
 Net: \$0.00
 Refund: \$0.00

Created: 9/8/2020 1:06:10 PM |dfigenbaum|FNAR_OrderProcessingForm
 Updated: 9/8/2020 1:06:10 PM |dfigenbaum|FNAR_OrderProcessingForm

FNAR_OrderAddressBillToSubForm

Order #: 00000369 Record Type: BillTo

Account #: 0000058 Copy Ship To
 Name: Wellness Initiative Reserve and Family Services
 Email: Wellness@gmail.com
 Attention: Mary Anderson
 Address 1: 1234 Las Vegas Blvd.
 Address 2:
 City: LAS VEGAS State: NV Zip: 89117-
 Country: USA
 Phone: (702) 526-7406
 Notes: For Bob Miller (2 passes)

Click **Line Items**.

The sub form will open, and you will enter all your line items including serial numbers if using pass tracking.

Order Processing Form

Source: Mobility 1 Display
 From Date: 9/8/2020 Thru Date: 9/8/2020 New Order

Order #: 00000369 Voiced Updated Ship To Bill To Line Items

Source: Mobility 1 Transaction Code: IN Order Date: 9/8/2020
 Reference: 00000369 Ship Date:
 Name: Bob Miller Pickup Date:
 Email: Bmiller@gmail.com Ship By:
 Payment Status: On Account Payment Method: Invoice Closed Date:
 Notes: Payment Date: 9/8/2020
 Cancelled Date:
 Sales Tax %: 0.0000
 Gross: \$0.00
 Taxable Gross: \$0.00
 Shipping: \$0.00
 Taxes: \$0.00
 Net: \$0.00
 Refund: \$0.00

Created: 9/8/2020 1:06:10 PM |dfigenbaum|FNAR_OrderProcessingForm
 Updated: 9/8/2020 1:06:10 PM |dfigenbaum|FNAR_OrderProcessingForm

FNAR_OrderProcessingLineItemSubForm


Order #: 00000369

Line #	Item #	Description	Unit Meas	From Serial #	Thru Serial #	Quantity	Unit Price	Tax	Extended Price
1	1031	Metro Bus 31-DAY	EA	505	506	2.00	\$47.0000	<input type="checkbox"/>	\$94.00
Total:									

Record: 14 | 1 of 1 | No Filter Search

Make sure all information is correct.

Order Processing Form



Source:

From Date: Thru Date:

Order #: **Voided** **Updated**

Source: Transaction Code:

Reference:

Name:

Email: Pickup By:

Ship By:

Payment Status: Payment Method:

Notes:

2 Passes to be shipped.

Order Date:

Ship Date:

Pickup Date:

Closed Date:

Payment Date:

Cancelled Date:

Sales Tax %:

Gross:

Taxable Gross:

Shipping:

Taxes:

Net:


Refund:

Created:

Updated:

Click **Display** to view all orders for the date range chosen, best to do one day at a time.

Order Processing Form



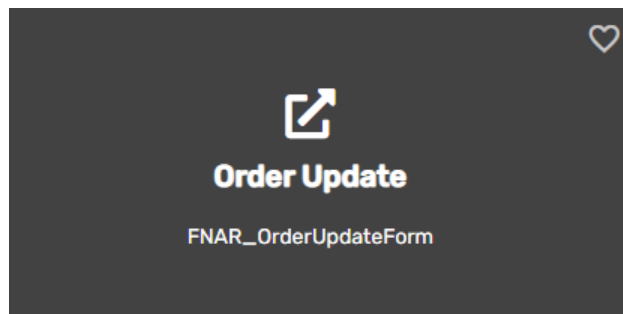
Source:

From Date: Thru Date:

Order #	Order Date	Reference	Void	Upd	Refund	Total	Source	Customer Name	Email Address	Pay Method
00000369	9/8/2020	00000369	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$95.00	Mobility 1	Bob Miller	Bmiller@gmail.com	Invoice

Order Update Form

Go to ETMS/Finance/AR/Order Processing/**Order Update**. This form is used to look through existing orders, create new orders or invoices, and run reports.



Enter your Source, From Date and Thru Date.

Click **New Order** to create a new order. This is the same process as above in option #2 order processing.

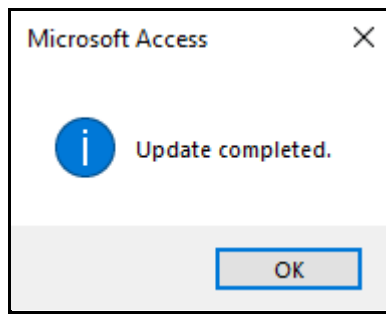
Click **Display** to view all the orders for the date chosen.

Order #	Order Date	Reference	Void	Upd	Refund	Total	Source	Customer Name	Email Address	Pay Method
00000369	9/8/2020	00000369	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$95.00	Mobility 1	Bob Miller	Bmiller@gmail.com	Invoice

Click **Create Invoices** to create invoices for the dates chosen, doing one day at a time is suggested.

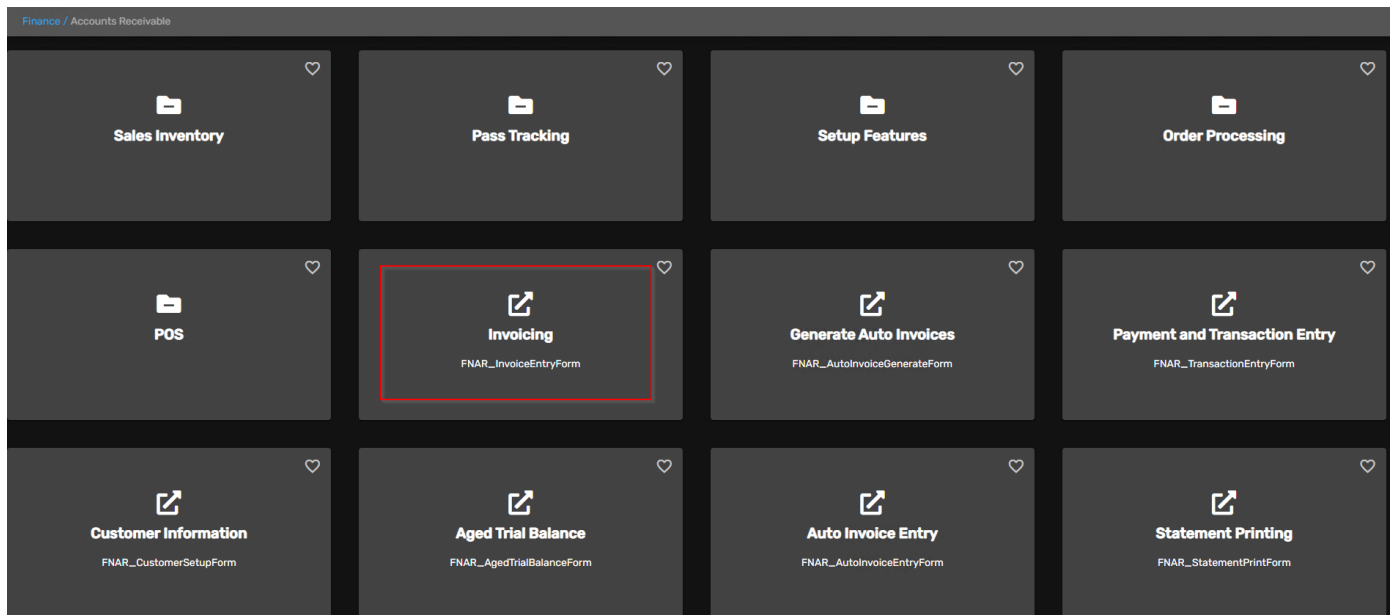
Click **Yes** to update invoices or **No** to cancel.

Click **OK** when complete.



Invoicing – Invoice Entry Form

Go to **ETMS/Finance/Accounts Receivable/Invoicing**
 Click **Invoicing** to generate invoices for customers.



Enter or select Customer #, Fiscal Year & Reference #.

Click **Pending** to view all items that have not been updated, enter, or verify the GL Posting Date and the Update Date. Entries can be updated for a specific user or all users. To update entries for a specific user, select the user from the drop-down list or check the All-User box.

Invoice Entry Customer #: 0000058 Fiscal Year: 2021 Reference #: 0014903

Customer Name: Wellness Initiative Reserve and Family Services

Search Name: GL Posting Date: 9/8/2020 Update Date: 9/8/2020

Reference Code: IN Description: Invoice Reference Date: 9/8/2020

Comment: 9/8/2020 thru 9/8/2020 Consignment Invoice

Wellness Initiative Reserve and Family Services

Sales Tax %: 0.0000
 Gross: \$94.00
 Sales Tax: \$0.00
 Freight: \$1.00
 Deposit: \$0.00
 Net: \$95.00

Phone1: Ext1: Phone2: Ext2:
 Fax: E-Mail Address:

Created: dfigenbaum FNAR_OrderUpdateForm 9/8/2020 1:40:16 PM
 Updated: dfigenbaum FNAR_OrderUpdateForm 9/8/2020 1:40:16 PM

New Ref #
 Master
 Line Items
 GL Entries
 Pending
 Print
 Void

Click **Update** to update the selected pending reference numbers.

Invoice Entry Customer #: Fiscal Year: 2021 Reference #:

Customer Name: Search Name: GL Posting Date: 9/8/2020 Update Date: 9/8/2020

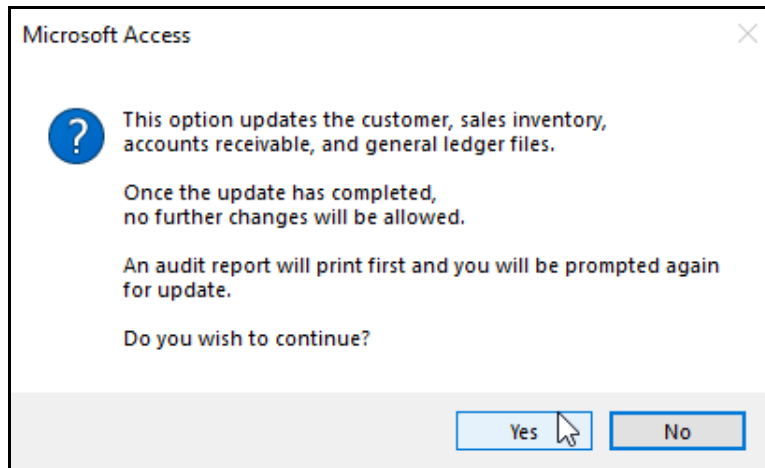
Invoices Pending Update User Id: dfigenbaum All Users

Update	Ref #	Ref Code	Description	Invoice Date	Net
<input checked="" type="checkbox"/>	0014903	IN	Invoice	9/8/2020	95.00
	dfigenbaum	0000058	Wellness Initiative Reserve and Family Servic		

Update customer, sales inventory, accounts receivable, and general ledger files.

New Ref #
 Master
 Line Items
 GL Entries
 Pending
 Print
 Void

The following message displays. Click **Yes** to continue or **No** to cancel.



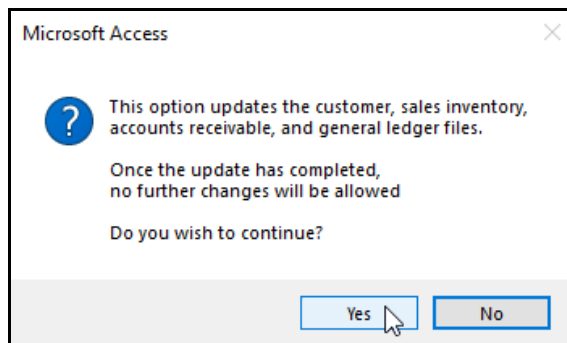
Once all entries are correct, click **Update**. The following Invoice Audit Report displays on the screen. Avail recommends either printing or saving the report prior to updating the entries. Review the report for accuracy. Use the Windows, File, print process to print a hard copy.

QA Transit									
Invoice Audit Report									
Customer Name	Cust #	Invoice #	Code	Description	Invoice Date	Comment			
Wellness Initiative Reserve and Family	0000058	0014903	IN	Invoice	9/8/2020	9/8/2020 thru 9/8/2020			
Line	Item #	Description			Quantity	U/M	Unit Price	Extended Price	
1	1031	09/08/2020 - 00000369 - Metro Bus 31-DAY - Bob Miller			2.00	EA	\$47.00	\$94.00	
From #	Thru #	Type	Qty	Unit Price	Extended Price	Cancel	Return	Comment	
505	506		2	\$47.00	\$94.00	<input type="checkbox"/>	<input type="checkbox"/>		
			Total:	2					
Posting Date	Div #	Account #	Title	Description	Debits	Credits			
9/8/2020	10	4010101002	CB - Passenger Fares - Mobile Ticketing	Wellness Initiative Reser		\$94.00			
9/8/2020	CATA	1020150100	Accounts Receivable Misc.	Wellness Initiative Reser	\$95.00				
9/8/2020	10	5099901103	CC - Postage & Courier	Wellness Initiative Reser		\$1.00			
					Totals:	\$95.00	\$95.00		
				Sales Tax %	Gross	Sales Tax	Freight	Deposit	Net
				0	\$94.00	\$0.00	\$1.00	\$0.00	\$95.00
1 Invoices				Report Totals:	Gross	Sales Tax	Freight	Deposit	Net
					\$94.00	\$0.00	\$1.00	\$0.00	\$95.00

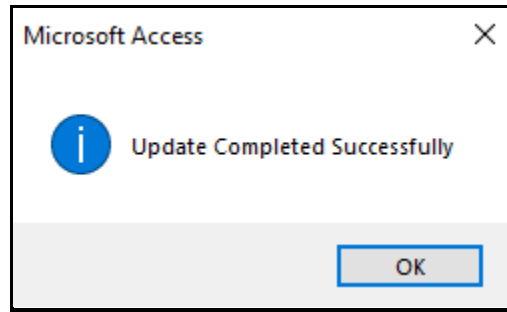
Click **X Close Print Preview** to generate the Invoice Audit GL Recap Report.

QA Transit						
Invoice Audit GL Recap Report						
Posting Date	Ref #	Invoice Date	Customer #	Description	Debits	Credits
Fiscal Year: 2021		Div #: 10	Account #: 4010101002	CB - Passenger Fares - Mobile Ticketing		
9/8/2020	0014903	9/8/2020	0000058	Wellness Initiative Reser		\$94.00
					Account Totals:	\$94.00
Fiscal Year: 2021		Div #: 10	Account #: 5099901103	CC - Postage & Courier		
9/8/2020	0014903	9/8/2020	0000058	Wellness Initiative Reser		\$1.00
					Account Totals:	\$1.00
Fiscal Year: 2021		Div #: CATA	Account #: 1020150100	Accounts Receivable Misc.		
9/8/2020	0014903	9/8/2020	0000058	Wellness Initiative Reser	\$95.00	
					Account Totals:	\$95.00
3 Transactions				Report Totals:	\$95.00	\$95.00

Click **X Close Print Preview**. The following message displays.



Click **Yes** to update or **No** to cancel.



Click reporting.


Enter your source and how you would like to view your report as shown below.

Reporting

Prints each order individually.

A screenshot of the "Order Update Form" interface. The title "Order Update Form" is at the top left. To its left is a logo with the letters "my" inside a colorful circular pattern. Below the logo is a red octagonal "STOP" sign icon. To the right of the "STOP" sign is a "Source:" dropdown menu with "Mobility 1" selected and a green checkmark icon. Below this are "From Date:" and "Thru Date:" fields, both containing "9/8/2020" and a calendar icon. On the right side of the form, there are four stacked buttons: "Display", "New Order", "Create Invoices", and "Reporting". Below the "Source:" dropdown is an "All Sources" checkbox. Underneath are four checkboxes: "Orders" (checked), "Sales Orders By Date", "Sales Items By Date", and "Sales By Location". At the bottom right, there is a blue "Print" button with a mouse cursor hovering over it.

AVAIL TECHNOLOGIES
1960 OLD GATES RD.
#200
STATE COLLEGE PA 16803-
PHONE: (800) 258-2762
SUPPORT@AVAILTEC.COM



avaiL
TECHNOLOGIES, INC.

Order #: 00000369

Ship To

Account #:

Name:

Attention:

Address 1:

Address 2:

City/State/Zip

Country:

E-mail:

Phone:

Notes:

Bill To

Account #:

Name:

Attention:

Address 1:

Address 2:

City/State/Zip

Country:

E-mail:

Phone:

Notes:

Source:

Reference:

Payment Method:

Payment Date:

Customer Name:

Email Address:

Pickup By:

Cancelled Date:

Order Date:

Ship Date:

Pickup Date:

Notes:

Line #	Item #	Description	From #	Thru #	Qty	Price	Total
1	1031	Metro Bus 31-DAY	505	506	2	47	\$94.00


Gross:

Shipping:


Net:

Sales orders by date

Prints orders by date.



Order Update Form



Source:

From Date:

Thru Date:


Source: All Sources

- Orders
- Sales Orders By Date
- Sales Items By Date
- Sales By Location


Orders By Source / Date											
Order Date	Order #	Reference	TC	Customer Name	Gross	Shipping	Total	Refund	Payment Method	Upd	Void
Order Source: Mobility 1		From Date: 9/8/2020		Thru Date: 9/8/2020							
2020-09-08	00000369	00000369	IN	Bob Miller	\$94.00	\$1.00	\$95.00	\$0.00	Invoice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Orders: 1		Order Source:		\$94.00	\$1.00	\$95.00	\$0.00				

Sales items by date

Prints items by date.



Order Update Form



Source:

From Date:

Thru Date:


Source: All Sources

- Orders
- Sales Orders By Date
- Sales Items By Date
- Sales By Location


Items By Source / Date						
Order Date	Order #	Starting	Ending	Qty	Price	Total
Order Source: Mobility 1		From Date: 9/8/2020		Thru Date: 9/8/2020		
Item: 1031		Metro Bus 31-DAY				
2020-09-08	00000369	505	506	2	\$47.00	\$94.00
				Item Total:	2	\$94.00
				Order Source:		\$94.00

Sales by location

Prints by location.



Order Update Form



Source:

From Date:

Thru Date:

Source: **All Sources**

- Orders
- Sales Orders By Date
- Sales Items By Date
- Sales By Location

Sales By Location										
From Date: 9/8/2020 Thru Date: 9/8/2020										
Source	Order Date	Order #	Customer / Pickup By	Starting	Ending	Qty	Price	Total		
Bill To Account: 0000058		Wellness Initiative Reserve and Family Services								
			Item: 1031	Metro Bus 31-DAY						
Mobility 1	2020-09-08	00000369	Bob Miller	505	506	2	\$47.00	\$94.00		
			Item: 1031	Metro Bus 31-DAY		Total:		\$94.00		
								Bill To Total:	\$94.00	