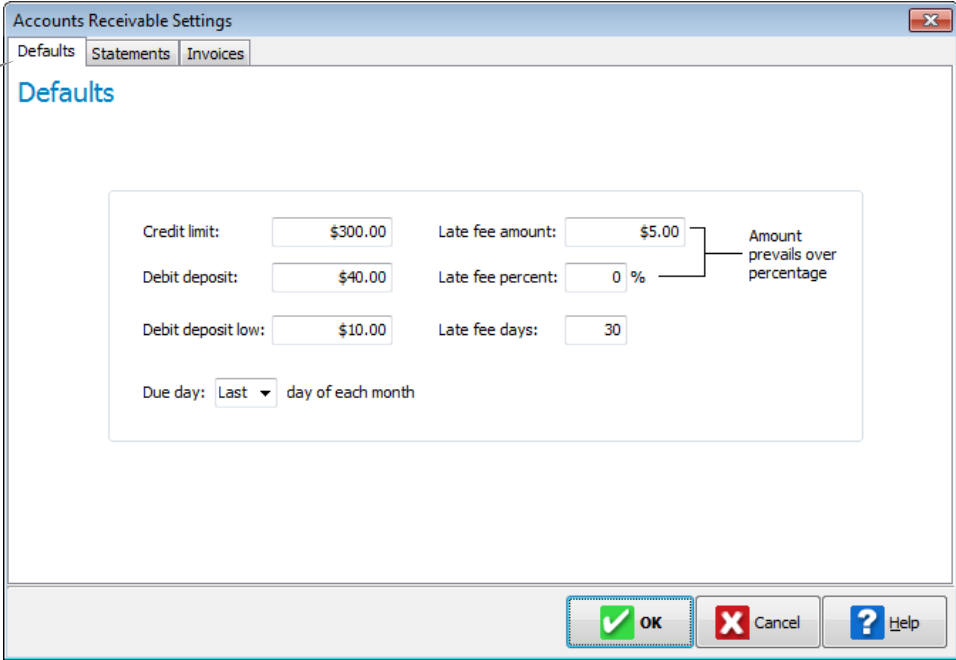## Accounts Receivable Settings
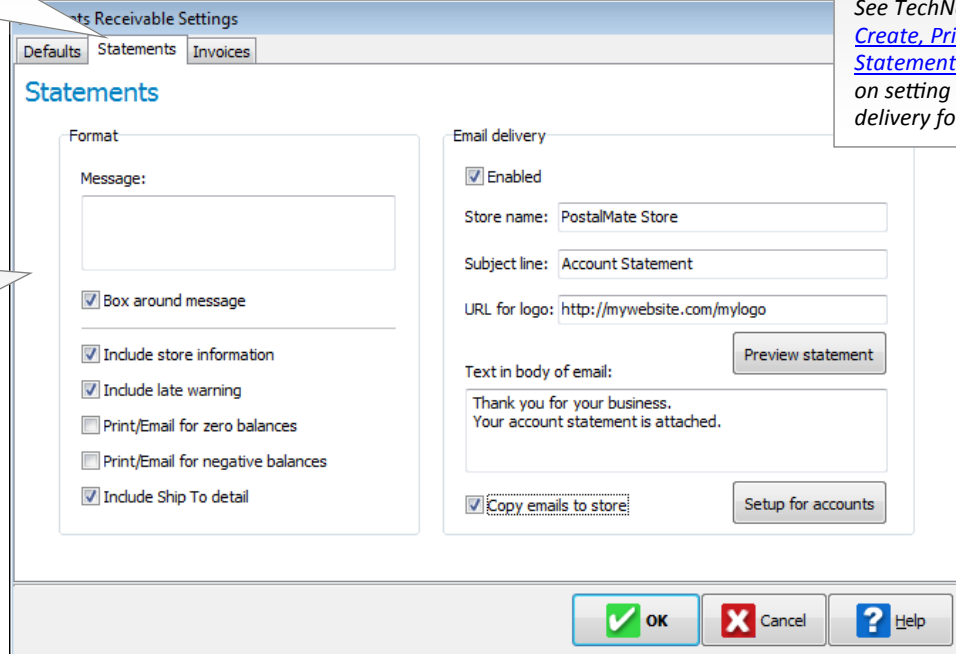
From the CashMate main screen, choose **Tools > Options > Accounts Receivable Settings.**

Set defaults for credit and debit accounts on the Defaults tab.

Accounts Receivable Settings

Defaults | Statements | Invoices

Defaults

Credit limit:	$300.00	Late fee amount:	$5.00
Debit deposit:	$40.00	Late fee percent:	0 %
Debit deposit low:	$10.00	Late fee days:	30

Amount prevails over percentage

Due day: Last day of each month

✔ OK   ✗ Cancel   ? Help

Choose the Statements tab for setting statement format for both printed and email statements.
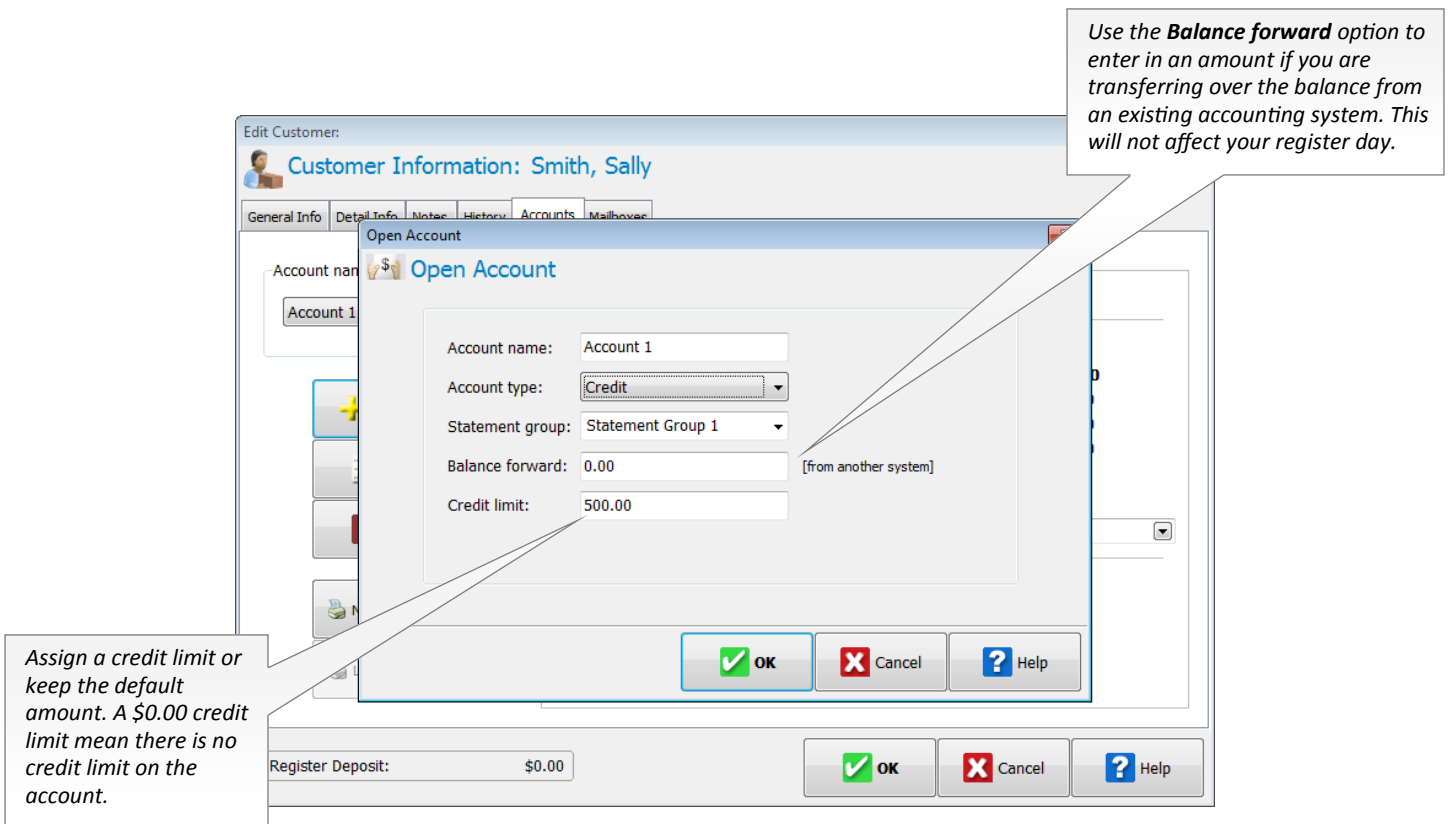
See TechNote titled Create, Print & Email AR Statements for more info on setting up email delivery for statements.

...ts Receivable Settings

Defaults | Statements | Invoices

Statements

Select your defaults for statement printing and add a statement message.

Format

Message:

☑ Box around message

☑ Include store information
☑ Include late warning
☐ Print/Email for zero balances
☐ Print/Email for negative balances
☑ Include Ship To detail

Email delivery

☑ Enabled

Store name: PostalMate Store

Subject line: Account Statement

URL for logo: http://mywebsite.com/mylogo

Preview statement

Text in body of email:

Thank you for your business.
Your account statement is attached.

☑ Copy emails to store   Setup for accounts

✔ OK   ✗ Cancel   ? Help

Setting up a Credit Account

- Choose **Edit > Customer** and either **Add** or **Edit** a Customer.

- Choose the **Accounts** tab and select **Open New**.

- The account name will be defaulted to **Account 1** for a new account. (You can change this if you wish.)

- Choose **Credit** next to **Account Type.**

- Next to **Statement Group**: Click on the drop down arrow to select an existing statement group or choose **Add New**. You can name the statement group if desired, or keep the name as defaulted, such as Statement Group 1.

*Use the **Balance forward** option to enter in an amount if you are transferring over the balance from an existing accounting system. This will not affect your register day.*

Edit Customer:

Customer Information: Smith, Sally

General Info | Detail Info | Notes | History | Accounts | Mailboxes

Account nan

Account 1

Open Account

Open Account

Account name:	Account 1
Account type:	Credit
Statement group:	Statement Group 1
Balance forward:	0.00 [from another system]
Credit limit:	500.00

OK   Cancel   Help

Assign a credit limit or keep the default amount. A $0.00 credit limit mean there is no credit limit on the account.

Register Deposit: $0.00   OK   Cancel   Help

Applying Charges to a Credit Account

- Select the customer in CashMate when you wish to charge the transactions to their account.

- Ring up the transaction.

- Select the **Total** button.

- Select the **Account** tender button. If the amount is larger than the credit limit, you will be prompted to accept the charge or to cancel the transaction.

Applying Payments to an Account

- Select the customer you would like the payment applied.

- Enter in the amount the customer wishes to pay.

- Select the function button for **Acct Payment** and total the transaction using the appropriate tender type the customer is using (cash, check, credit card).
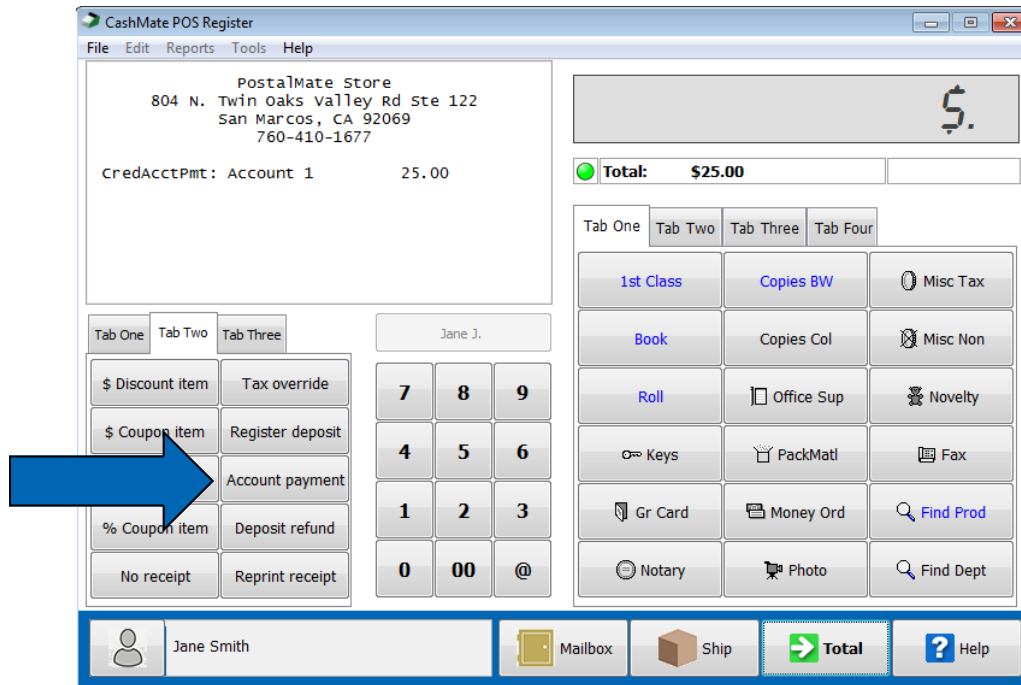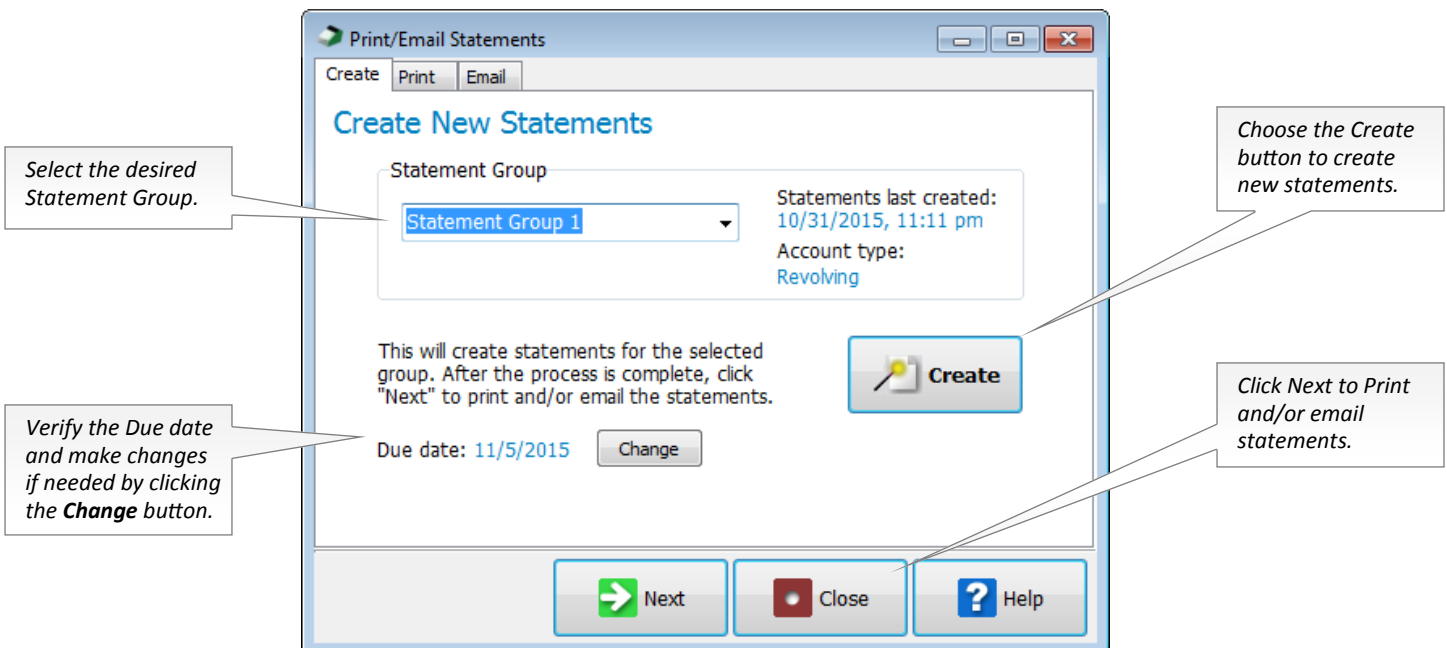
Account Statements

Statements should be run only one time per billing cycle. The program will expect that you will receive a full payment for each statement in the billing cycle.

To create mass credit account statements, you need to first close the register day in CashMate. (It is best to perform a PostalMate backup prior to running statements.)

Choose **Tools > Statements > Create New...**

See TechNote titled **Create, Print & Email AR Statements** for more information.

Select the desired Statement Group.

Choose the Create button to create new statements.

Verify the Due date and make changes if needed by clicking the **Change** button.

Click Next to Print and/or email statements.

If for any reason your statements do not print out (printer was out of paper, not turned on, etc.) <u>do not</u> <u>**Create** statements again</u>. Instead, choose **Tools > Statements > Print/Send**… to re-print or email.
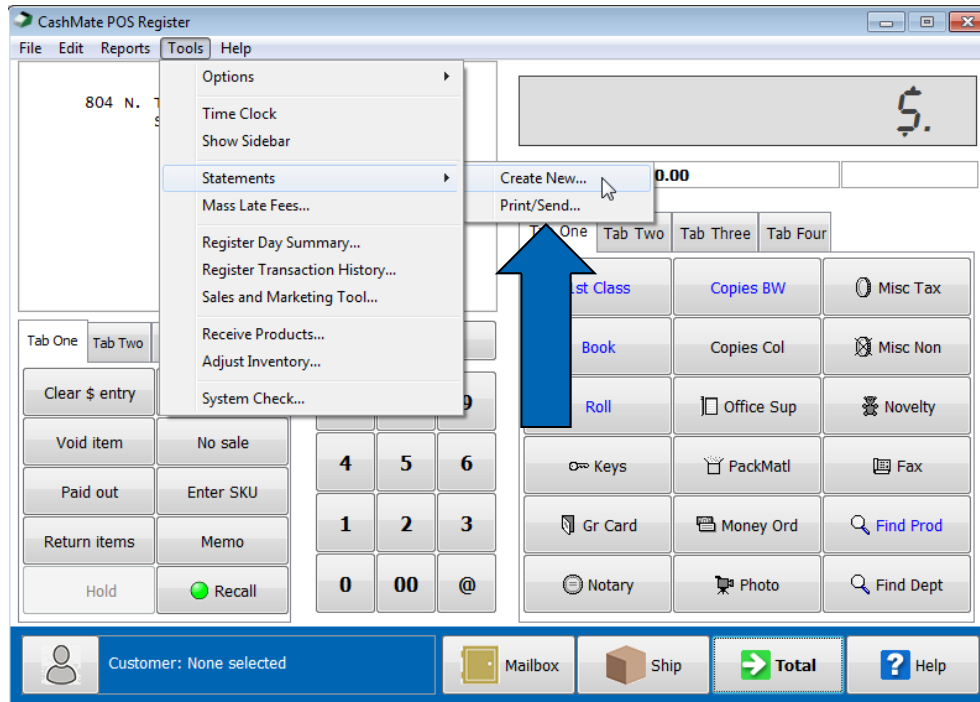
Statements can also be printed out for each individual customer. Edit the customer and choose the **Account** tab. Here you can select **Last Statement** or **New Statement.**
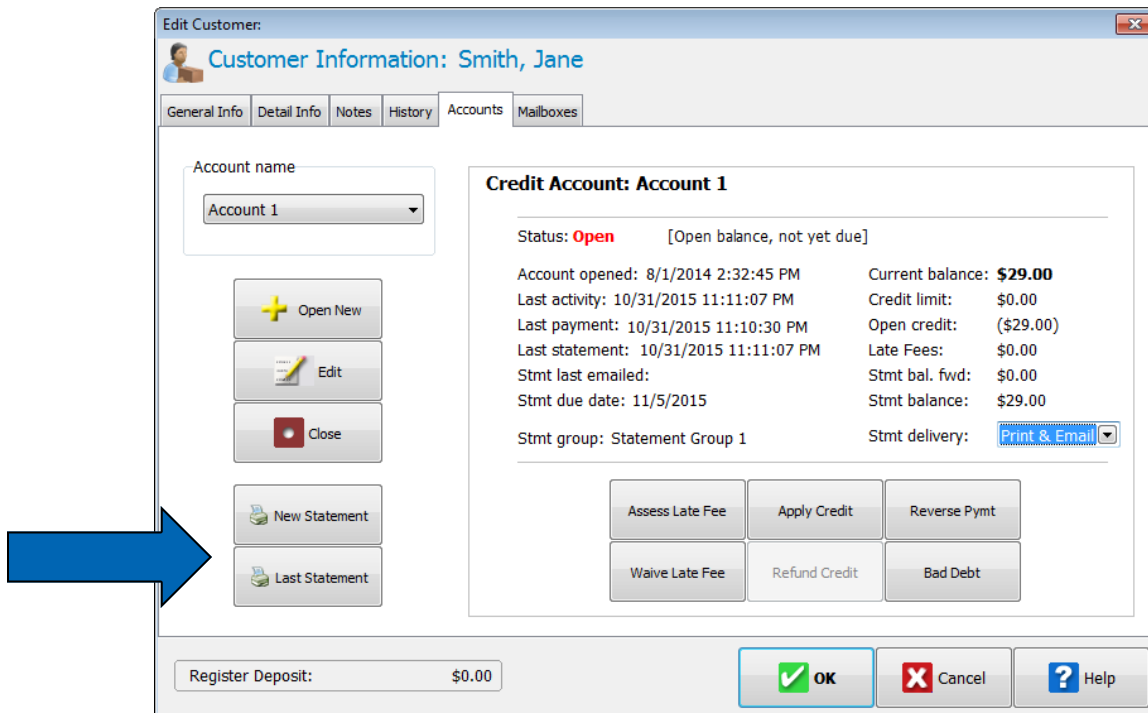
Account Fees and Credits

Assess Late Fee	Apply Credit	Reverse Pymt
Waive Late Fee	Refund Credit	Bad Debt

- **Assess Late Fee:** Applies a late fee to the customer's account. Decreases amount due on statement, reflects as late fee on Account screen. Does not affect register day.

- **Apply Credit:** Use to apply a credit to the account for any amount, whether due to a lost shipment, overcharge, etc. Decreases account balance, does not affect register day.

    - In the **Apply Credit** dialog, enter the amount to be credited.

    - Select the department that will be reduced by the specified amount. (Sales tax will be added to departments that are identified as taxable… use a non-taxable dept. to enter the exact amount of the credit.)

- **Reverse Payment:** Use to remove a misapplied payment from the account. Increases account balance, does not affect register day.

- **Waive Late Fee:** Use to waive a late fee for this customer. Decreases amount due on statement. Does not affect register day.

- **Refund Credit:** Use to refund a payment to the customer's account. Increases account balance from negative to zero. Does affect the register day.

- **Bad Debt:** Use to zero balance for a debt that the customer does not pay. Decreases account balance, does not affect register day. Does reflect in Sales/Profit reports.

Credit account Reports

- **Charge Account Report** (Reports > Accounts Receivable > Charge Account). This report lists all customers that have charge accounts in your store, including account summary information. Choose to sort by Customer ID or by Statement Group.

- **Accounts Receivable Report** (Reports > Accounts Receivable > Accounts Receivable). This report lists your charge account customers and their billing status.
    - Open, Past due and Delinquent accounts are designated as such, in the "Status" column. Check the box for each billing status type that you wish to be included in the report.
    - Phone numbers are included to make it easier to contact customers.