

Introduction

The Retail Management Hero Store application offers many useful features required for running in-store solution. One such feature is Account Receivables. The feature is designed to provide a rich experience for the customers having a Store Account in the Store.

Store account requires the closing of monthly billing and generate statements. The statements can be delivered in either print or electronic format.

In addition, the system allows you to schedule payments so that you can defer or split them.

The Accounts Receivable feature is available at both the Store manager and the POS.

Features

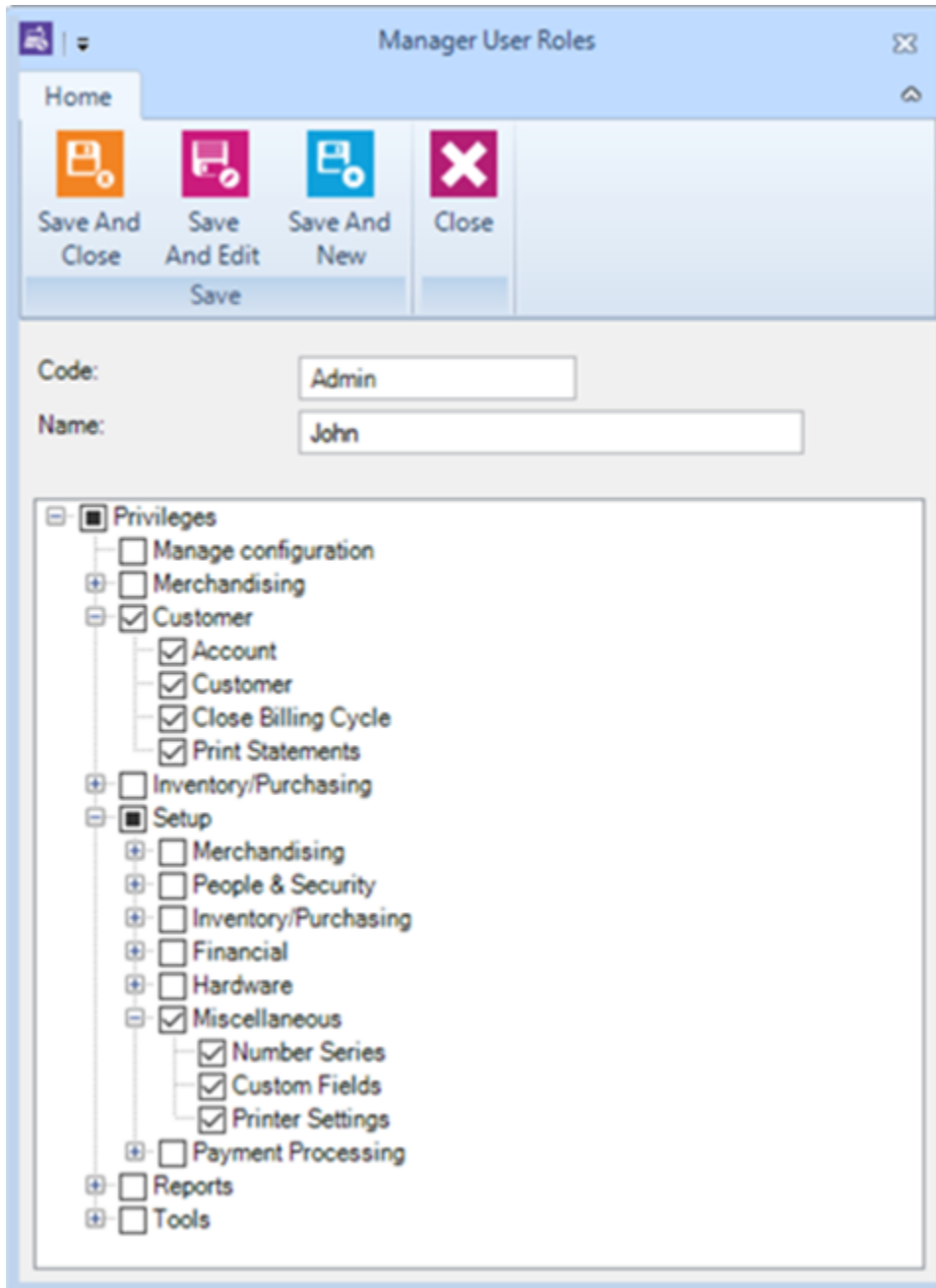
- Create Accounts Receivable for Individuals or Companies
- Link existing customers to an individual or company Account Receivables account
- Manage accounts using Accounts Groups (available in the Account Manager only)
- Define payment schedules for deferred payment, split payment, or post-dated cheques
- Customize statement print layouts
- Easily generate account statements/ Close billing cycles
- Print and email statements
- Configure Finance Charges, Payment Terms, and Reason Codes
- View Ledger activity with options for Undo and On hold for transactions
- Rollback failed or incorrect payments
- Apply charges to Accounts
- Use the POS to post entries to an account

System Configuration

Configure the following before you start using the Account receivables features.

- Ensure that the user has permissions to the Customer and Setup menus.

Note: For details refer the document on how to set up security.



- Ensure you have an active 'Store Account' tender type and corresponding GL accounts are configured.

Tender Type: Store Account - SA

Home

Save And Close Save And Edit Save And New First Prev Next Last Close

Save Navigation

General Vouchers

General Settings

Description: Store Account

Tender Code: SA

Tender Type: Account

Currency: Default Currency

Tender Type is inactive:

Maximum Amount: \$0.00

Denominations...

Register Settings

Display Order: 5

Scan Code: 0

Round To Value: \$0.00

Prevent Cashier overtendering:

POP Cash Drawer:

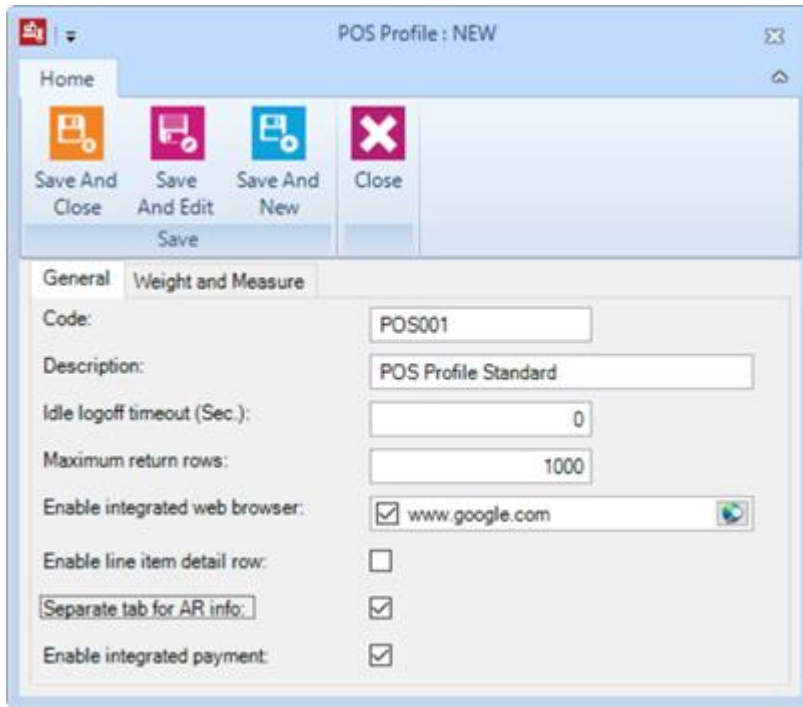
Require signature:

Allow multiple entries:

(Extra lines will be added on the tender screen when a partial amount is entered)

- Close billing cycles and statement generation of active customers are available for Account receivables account and transactions.

- Enable the option in POS profile, the *Separate tab for AR info.*



POS Profile : NEW

Home

Save And Close Save And Edit Save And New Close

Save

General Weight and Measure

Code: POS001

Description: POS Profile Standard

Idle logoff timeout (Sec.): 0

Maximum return rows: 1000

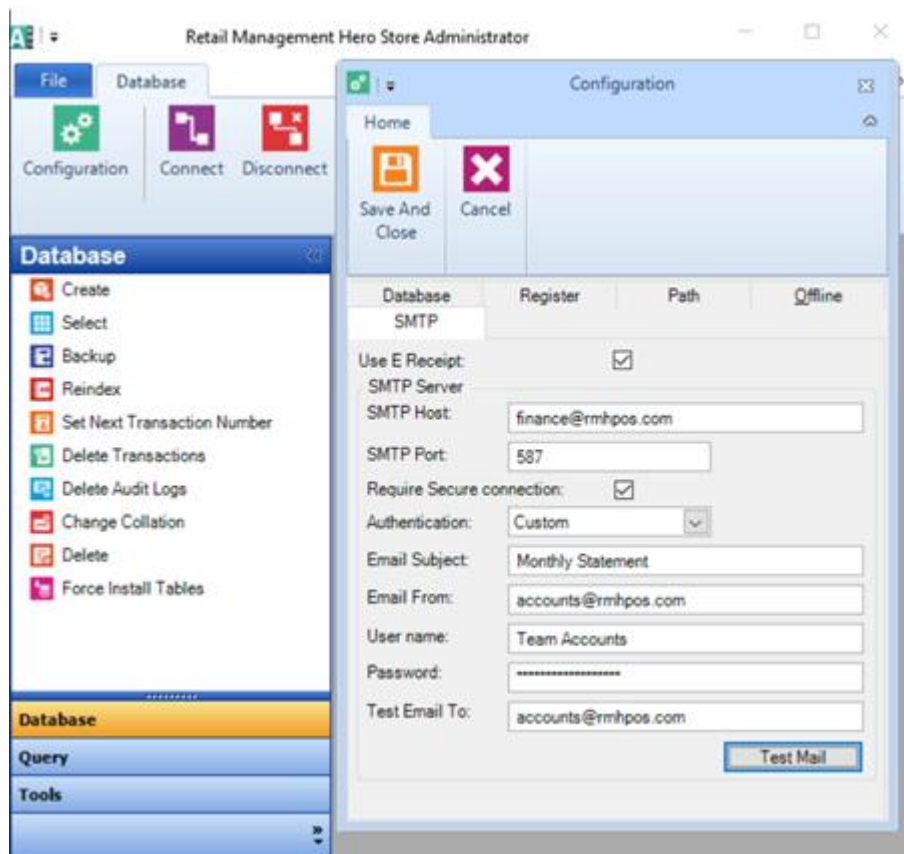
Enable integrated web browser: www.google.com

Enable line item detail row:

Separate tab for AR info.:

Enable integrated payment:

- Configure SMTP from Retail Management Hero Administrator so that statements are emailed using SMTP settings.



Account Receivable Configuration

Configure the various menus used for account receivables process. On the Home tab, access the **Setup > Customer** and then **Account Receivables** menu. Configure each one of them.

Customers and Accounts

Click on menu **Customer** and then **Customers**. The grid lists the existing accounts receivable customers. You can create accounts receivable customers via the New menu or by importing Retail Management Hero customers.

To setup the customer account, double-click to open the AR Customer and click on the Account button on the toolbar. This will open the Account screen. The following describes the menus in the Data Operations section of the toolbar:

The menu Account has 3 options namely Links, Customers, and Statements.

Links

To establish a link between an Account and an Accounts Receivable Customer, select the desired from the list of Accounts and click on the menu Account >Links, displays the Account links screen.

Click on New, the list of Retail Management Hero customers is displayed. Select the desired to link the account and customer.

Customer

To assign customer, select the desired from the list of Accounts and click on the menu Account>Customers, to display the Account customer screen.

Click on New, the new Account form is displayed. Create an account as described in Accounts.

Ledger

To can you view the ledger entries. Undo them or put them on hold. Select the desired from the list of Accounts and click on the menu Ledger.

To view the source of the ledger entry, double-click on the entry to display the information. You can perform actions by using the menus Entry, Application, Register or Apply to adjust the account. These adjustments are dependent on the status of the statement.

- Entry – Undo Payment: Entry: Select the ledger entry from the list and click on Undo. Process the entries which belong to an open billing cycle. You cannot undo entries which are in a closed period. Select the desired from the list of Accounts and click on the menu Ledger to display the open ledger screen. Select the desired transactions which you need to undo. Click on Entry and then Undo. The displayed screen allows you to undo the amounts. You can assign the reason code for undo.

Click Finish. Click Yes to continue.

Application

Using this menu, you can un-apply a given ledger entry. Click on the desired customer and then Ledger. On the Open Account Ledger click Application, displays the applied payment, and in case you need to un-apply, select the desired entry and click on Un-apply.

The Un-apply ledger wizard screen is displayed.

Enter the reference and select the Undo Reason code from the drop-down menu Undo Reason code and click Finish. You can be view changes on menu ledger.

Apply

Select the desired from the list of Accounts and click on the menu Ledger. The open account ledger screen is displayed. Click on the desired entry and then Apply. Apply Ledger Wizard screen is displayed.

Click Next, to display the Apply Ledger Application. Here you can select the entries to be adjusted. Click Finish.

Register

Select the desired from the list of Accounts and click on the menu Register, to display Register Ledger Wizard screen. Make the necessary adjustments to the account.

Enter the amount and if required enter the Reference and Description. From the reason code drop-down menu, you can specify the reason code for adjustment.

Select the Application method either Manual or Apply to oldest. Click Next. On the displayed screen, select the entry to proceed further. Click on Finish. The balance is adjusted accordingly.

Print Statement

Print the statement for the selected customer. Click on the menu Accounts, the list of Accounts is displayed and select the desired.

On the displayed window, access the toolbar, click on Account and then **Print Statement**.

The Print Account Statement window is displayed.

Field	Description
Account Number	The selected number is displayed. Read-only field.
Mode	You can select the option from the drop-down menu.
Opening and Closing dates	You can select the opening and closing dates as per the chosen Mode option.
Statement number	You can enter the statement number in the given text box.
Statement type	You can select the option from the drop-down menu.

On completion, select the statement delivery option.

E-mail: You can email statements, ensure that you have set the required. Uses the customer's specified mail address and attaches the statement. You can complete the rest of the formalities and click on Send.

Print: You can print the statements by choosing an option Print. The print dialog box is displayed. Choose the desired printer, other required parameters and click on Print, to print the statements.

Preview: You can preview and print the statements by choosing an option Preview. The preview report screen is displayed. Select the print option and print.

Edit Report: You can customize the statement layout by choosing an option Edit Report. Here you can edit the report by adding or removing available fields.

Account Receivables Setup

Reason Codes

Click on menu **Setup > Customer > Account Receivables** and then **Reason Codes**. The existing reason codes, if any are displayed.

From the toolbar icon, select the appropriate icon.

Click **New** to create a new reason code.

Click **Edit** to edit the selected reason code.

Click **Delete** to remove the selected reason code from the database.

Click **Copy** to copy values from an existing record.

Find: In case you need to find a particular reason code, enter the entire or first characters in the Find text box (top of the grid) and press Enter, the matched row gets highlighted.

When you click **New**, **Edit**, or **Copy**, the Reason Code window is displayed.

Field	Description
Code	Enter the alphanumeric /alpha characters to identify the reason code.
Name	Enter name of the reason code. The name may be up to 20 characters in length.
Inactive	You can either select the Inactive option while creating, by the checking the checkbox or this can be done later by checking the checkbox on the selected row on data window.
Type	There are 4 predefined types which you can select. In case you need to have customized type select the blank option from the drop-down menu.

On completion click on the Save icon which is on the toolbar.

Payment Terms

Click on menu **Setup > Customer > Account Receivables** and then **Payment Terms**. The existing payment terms, if any are displayed.

From the toolbar icon, select the appropriate icon.

Click **New** to create a new payment term.

Click **Edit** to edit the selected payment term.

Click **Delete** to remove the selected payment term from the database.

Click **Copy** to copy values from an existing record.

Find: In case you need to find a particular reason code, enter the entire or first characters in the Find text box (top of the grid) and press Enter, the matched row gets highlighted.

When you click **New**, **Edit**, or **Copy**, the payment term window is displayed.

Field	Description
Code	Enter the alphanumeric /alpha characters to identify the payment term.
Name	Enter name of the payment term. The name may be up to 20 characters in length.
Inactive	You can either select the Inactive option while creating, by the checking the checkbox or this can be done later by checking the checkbox on the selected row on data window.
Due After Date	You can select the option Closing or Invoice, the due dates while be calculated based on this option.
Grace Period	You can specify the additional days for payment.
Minimum Payment	You can specify the minimum amount payable.

On completion click on the Save icon which is on the toolbar.

Financial Charges

Click on menu **Setup** > **Customer** > **Account Receivables** and then **Finance Charges**. The current financial charges, if any are displayed.

From the toolbar icon, select the appropriate icon.

Click **New** to create a new financial charge.

Click **Edit** to edit the selected financial charge.

Click **Delete** to remove the selected financial charge from the database.

Click **Copy** to copy values from an existing record.

Find: In case you need to find a particular financial charge, enter the entire or first characters in the Find text box (top of the grid) and press Enter, the matched row gets highlighted.

When you click **New**, **Edit**, or **Copy**, the financial charges window is displayed.

Field	Description
Code	Enter the alphanumeric /alpha characters to identify the finance charge.

Name	Enter name of the financial charge. The name may be up to 20 characters in length.
Inactive	You can either select the Inactive option while creating, by the checking the checkbox or this can be done later by checking the checkbox on the selected row on data window.
Apply Charges on Finance Charges	You can select the option to apply charges on finance charges.
Minimum Finance Charge	You can specify the desired amount applied on the unpaid amounts within the due date.
Annual Interest Rate	You can specify the desired annual interest rate, applied for the delayed payments.

On completion click on the Save icon which is on the toolbar.

Account Managers

Click on menu **Setup > Customer > Account Receivables** and then **Account Managers**. The existing account managers, if any are displayed.

From the toolbar icon, select the appropriate icon.

Click **New** to create a new account manager.

Click **Edit** to edit the selected account manager.

Click **Delete** to remove the selected account manager from the database.

Click **Copy** to copy values from an existing record.

Find: In case you need to find a particular account manager, enter the entire or first characters in the Find text box (top of the grid) and press Enter, the matched row gets highlighted.

When you click **New**, **Edit**, or **Copy**, the account managers window is displayed.

Field	Description
Code	Enter the alphanumeric /alpha characters to identify the account manager.
Name	Enter name of the account manager. The name may be up to 20 characters in length.
Inactive	You can either select the Inactive option while creating, by the checking the checkbox or this can be done later by checking the checkbox on the selected row on data window.
Phone Number	You can enter the phone number of the account manager.
Mobile Number	You can enter the mobile number of the account manager.
Email address	You can specify the email address of the account manager.

On completion click on the Save icon which is on the toolbar.

Statement Types

Click on menu **Setup > Customer > Account Receivables** and then **Statement Types**. The existing statement types, if any are displayed.

From the toolbar icon, select the appropriate icon.

Click **New** to create a new statement type.

Click **Edit** to edit the selected statement type.

Click **Delete** to remove the selected statement type from the database.

Click **Copy** to copy values from an existing record.

Find: In case you need to find a particular statement type, enter the entire or first characters in the Find text box (top of the grid) and press Enter, the matched row gets highlighted.

When you click **New, Edit, or Copy**, the statement type window is displayed.

Field	Description
Code	Enter the alphanumeric /alpha characters to identify the statement type.
Name	Enter name of the statement type. The name may be up to 20 characters in length.
Inactive	You can either select the Inactive option while creating, by the checking the checkbox or this can be done later by checking the checkbox on the selected row on data window.
Dataset	You can select from the drop-down menu any one dataset.

Customized Design You can customize the default statement layout. Check the checkbox and click on the button Design. Displays the layout to be modified. Refer [Design](#) on how to modify the layout.

On completion click on the Save icon which is on the toolbar.

Accounting Defaults

Click on menu **Setup > Customer > Account Receivables** and then **Accounting Defaults**. The existing accounting defaults, if any are displayed. The menu allows you to set the default values for the different parameters.

Field	Description
Default Account Group	You can select from the drop-down menu any one of the account group. These are the Account group created in the menu Account Groups. In case you do not wish to apply any of the options, skip the selection.
Default Customer Group	You can select from the drop-down menu any one of the customer group. These are the customer group created in the menu Customer Groups. In case you do not wish to apply any of the options, skip the selection.
Default Number Series	You can to select from the drop-down menu any one of the number series. These are the number series created in the menu Number Series. In case you do not wish to apply any of the options, skip the selection.
Default Statement Types	You can select from the drop-down menu any one of the statement types. These are the statement types created in the menu Statement Types. In case you do not wish to apply any of the options, skip the selection.
Use RMH Customer Account Number	You can use the RMH customer account number. Check the checkbox.
RMH Customer Custom Field	You can select from the drop-down menu any one of the customer custom fields.

Billing tab

Closing Day of the month

On this tab, you can select the day to close the billing cycle.

On completion click on the Save icon which is on the toolbar.

Design layout

The default statement layout is available on installation and contains fields required for a standard statement.

In case, you require to customize, use the designer available in the preview mode and modify and save the layout.

Refer to the sharpshooter guide on how to modify the statement. Click on the link.

<http://www.perpetuumsoft.com/sf/en/fls/rss/ReportSharpShooterUserGuide.pdf>

You can create the layout for each Statement type as per requirements.

Account Groups

Click on menu **Setup>Account Receivables** and then **Account Groups**. The existing account groups, if any are displayed.

From the toolbar icon, select the appropriate icon.

Click **New** to create a new account group.

Click **Edit** to edit the selected account group.

Click **Delete** to remove the selected account group from the database.

Click **Copy** to copy values from an existing record.

Find: In case you need to find a particular account group, enter the entire or first characters in the Find text box (top of the grid) and press Enter, the matched row gets highlighted.

When you click **New**, **Edit**, or **Copy**, the account group window is displayed.

Field	Description
Code	Enter the alphanumeric /alpha characters to identify the account group.
Name	Enter name of the account group. The name may be up to 20 characters in length.
Inactive	You can either select the Inactive option while creating, by the checking the checkbox or this can be done later by checking the checkbox on the selected row on data window.
Finance Charge	You can select from the drop-down menu any one of the finance charges. These are the charges created in the menu Finance Charge. In case you do not wish to apply any of the options, skip the selection.
Payment Terms	You can select from the drop-down menu any one of the payment terms. These are the payment terms created in the menu Payment Charges. In case you do not wish to apply any of the options, skip the selection.
Account Manager	You can select from the drop-down menu any one of the account managers. These are the managers created in the menu Account Managers. In case you do not wish to apply any of the options, skip the selection.
Number Series	You can select from the drop-down menu any one of the number series. These are the once created in the menu Number Series. In case you do not wish to apply any of the options, skip the selection.
Credit Limit	Enter the desired credit limit that would be available to this account group.

Statement Type	You can select from the drop-down menu any one of the Statement types. These are the statement types created in the menu Statement types. In case you do not wish to apply any of the options, skip the selection.
Credit Limit Check	You can select the option from the dropdown menu either Account, Company or Both. The credit limit is applied at Retail Management Hero POS while you process the transaction.
Application Method	You can select the option from the dropdown menu either Manual or Apply to the oldest. Applies payment based on the chosen option.

On completion click on the Save icon which is on the toolbar.

Import Customers Wizard

Click on menu **Setup>Account Receivables** and then **Import Customers**.

You can import existing customer accounts using the Import Customer wizard. This wizard is to used first import Customers and then associated balances.

You need to follow the wizard prompts to complete the process.

Import Accounts

The first option is to import the accounts and link them to Account Receivables Account.

Field	Description
Step 1	Import Accounts

Default Customer Group	You can select from the drop-down menu any one of the customer groups. These are the customer group created in the menu Customer Groups. In case you do not wish to apply any of the options, skip the selection.
Use RMH Account Number	You can choose to use the RMH customer account number. Check the checkbox.

Click the button Next to move the screen of the wizard.

Field	Description
Step 2	Customer Filter You can select from the drop-down menu any one of the options Account Type or Advanced Filter.
Selection Type	You can choose no option, by selecting the blank option and click on Finish. This imports customer which are not present in the Account Receivables. If you have selected the option Account Type, the account types
Option Account Type	are displayed. Choose the desired and click Finish, imports the accounts of the selected account types. Select the option Advanced filter and click on Define button to display the filter window.
Option Advanced Filter	Select the desired option for Field and then choose the operator and specify the value. You can select one or more values and choose the AND, OR or Negate option. Click Add, adds the filter values, click on Apply. Click on Finish. The records displayed are those which match the given filter values.

Click the button Finish to complete action on the wizard.

View the list of customers based on the chosen filters in the wizard. The next step would be to complete the linked process.

Link each of imported account to the A/R account. Click on the column A/R Account, displays the existing account; choose the desired from the list of accounts.

The column *Action* updates from Create to Link, indicating the linking of account to the selected A/R account.

The imported records that are displayed need to be committed to the AR account. Click Commit on the icon from the toolbar. A confirmation window is displayed, click OK to complete the process of import. View the menu Accounts.

Import Balances

The second step is to import the balances and link them to Account Receivables Account.

Use the same wizard used to import Accounts.

Field	Description
Step 1	Import Balances
Posting Date	To choose a posting date, click on the drop-down menu and pick the desired date for posting the balances.
Reference	Enter a reference value if required, for reference after importing balances.
Description	Enter the description value if required, for reference after importing balances.

Click the button Next to move the screen of the wizard.

You can choose the customer filter, and working is similar as described in [Import Accounts](#).

Displays records which match the filter values. You need to commit these balances, click on the icon from the toolbar for Commit. Click OK. The balance is available on the respective account.

Miscellaneous Setup

Number Series

Click on menu **Setup**>**Miscellaneous** and then **Number Series**. The existing number series, if any are displayed.

From the toolbar icon, select the appropriate icon.

Click **New** to create a new, number series.

Click **Edit** to edit the selected number series.

Click **Delete** to remove the selected number series from the database.

Click **Copy** to copy values from an existing record.

Find: In case you need to find a particular, number series, enter the entire or first characters in the Find text box (top of the grid) and press Enter, the matched row gets highlighted.

When you click **New**, **Edit**, or **Copy**, the number series window is displayed.

Field	Description
Code	Enter the alphanumeric /alpha characters to identify the number series.
Name	Enter name of the number series. The name may be up to 20 characters in length.
Inactive	You can either select the Inactive option while creating, by the checking the checkbox or this can be done later by checking the checkbox on the selected row on data window.
Prefix	You can enter the desired prefix characters, so these are the first characters of a created Account.
Number of digits	Enter the value, for example, if you have entered 7, then the account consists of 7 digits, which followed by the prefix value if defined.
Last Used	Enter the value to specify the last used number.

On completion click on the Save icon which is on the toolbar.

Custom Fields

Click on menu **Setup>Miscellaneous** and then **Custom Fields**. Access the Customer tab and enter the required custom captions. The custom fields used in the Customer menu> Additional tab.

Processing Account Receivables

After you have configured the required menus, you can proceed to process account receivables.

This section explains how to create accounts, link customer to an account, close the billing cycle, and print statements.

Create Accounts

Using this menu, you can create new accounts, edit, or delete existing accounts. You can also create account links, view the account ledger entries, and adjust the ledger using the menu Register.

Note: *At Retail Management Hero POS, you can access the same functionality on tendering Store Account transaction.*

Click on menu **Customer** and then **Accounts**. The existing accounts are displayed as you create an account or import, Retail Management Hero customer.

From the toolbar icon, select the appropriate icon.

Click **New** to create a new account.

Click **Edit** to edit the selected account.

Click **Delete** to remove the selected account from the database.

Click **Copy** to copy values from an existing record.

Find: In case you need to find a particular, account, enter the entire or first characters in the Find text box (top of the grid) and press Enter, the matched row gets highlighted.

When you click **New**, **Edit**, or **Copy**, the accounts window is displayed. You find a number of tabs, enter the desired values to create the Account.

General tab

Enter the details of account such as Number, Credit limit. Select Type of account, Account Group, Group Manager and so on.

Field	Description
Number	Enter the alphanumeric /alpha characters to identify the account.
Type	You can select the option from the dropdown menu either as Person or Company.
Full Name	You can enter the name in the given text box or click on the caption Full Name. Displays the screen, wherein you can enter the details. On completion, click OK.
Role	The value Account or Customer is dependent on Type, read-only field.
Account Group	Assign the account to an account group. Click on the drop-down menu, a list of Account Group is displayed. Previously created Account Groups are displayed. Select the desired.
Account Manager	Assign the account to an account manager. Click on the drop-down menu, a list of Account Manager is displayed. Previously created Account Managers are displayed. Select the desired.
Status	The default status is Active, from the drop-down menu, you can alter the status to On Stop or Blocked or Inactive.
Credit Limit	Enter the credit limit for the Account.

Rest of the fields are not editable. On completion, move the next tab Communication.

Communication tab

Enter the address details such as Address, City, Contact numbers, Email address and so on. On completion, move the next tab Billing.

Billing tab

Enter the billing details such as Billing Account, Payment terms, Credit limits and so on.

Field	Description
Billing Account	Click on the search icon, the list of accounts is displayed, select the desired. You can create the new account by accessing the toolbar icon New .
Credit Limit Check	You can select the option from the dropdown menu either Account, Company or Both. The credit limit is applied at Retail Management Hero POS while you process the transaction.
Payment terms	You can select the option from the drop-down menu.
Finance Charge	You can select the option from the drop-down menu.

The fields Last Statement and Customer balance are read-only. The values are displayed as you process the transactions and account statement.

On completion, move the next tab Options.

Options tab

Select the statement type, delivery mode, apply payment and so on.

Field	Description
Application Method	You can select the option from the dropdown menu either Manual or Apply to the oldest. Apply payment based on the chosen option.
Statement	Select the option for type, delivery.

Type	You can select the option from the drop-down menu.
Delivery	You can select the option from the drop-down menu either Print or Email. If Email is selected, specify the email address.

On completion, move the next tab Additional.

Additional tab

Enter the additional information for the account. The custom captions are displayed over here which you have configured as custom fields.

On completion, move the next tab Notes.

Notes tab

The Notes tab allows you to enter the remarks/notes related to the account.

On completion click on the Save icon which is on the toolbar.

Click to open the AR Customer, notice on toolbar the Data Operations section activates menus – Account, Ledger, Register and Print Statement.

Link Customer to an Account

Using this menu, you can create new customers, edit, or delete existing customers. You should check the option Create AR Account so that the customer is the Account receivables customer.

Note: *At Retail Management Hero POS, you can access the same functionality to create the Account receivables customer.*

Click on menu **Customer** and then **Customers**. The customers are displayed as you create an account or import, Retail Management Hero customer.

From the toolbar icon, select the appropriate icon.

Click **New** to create a new customer.

Click **Edit** to edit the selected customer.

Click **Delete** to remove the selected customer from the database.

Click **Copy** to copy values from an existing record.

Find: In case you need to find a particular, account, enter the entire or first characters in the Find text box (top of the grid) and press Enter, the matched row gets highlighted.

When you click **New**, **Edit**, or **Copy**, the customer window is displayed. You find a number of tabs, enter the desired values to create the Account.

Billing Information tab

Enter the details of the customer such as Number, First and Last name. Create an AR account and so on.

Field	Description
Account Number	Enter the alphanumeric /alpha characters to identify the number or creates number based on the Number series.
Title	Enter the title such as Mr., Ms., Dr.
First Name	You can enter the name in the given text box.
Last Name	You can enter the name in the given text box.
Create an AR Account	Check this option, to link the customer to Account Receivables.
Address Information	Enter the address details in the various fields for the given customer.

Purchase history tab

You can view the Retail Management Hero POS transactional data.

Shipping address tab

You can create the shipping address for the given customer.

Additional tab

The custom fields created in the menu Custom fields are available, enter the desired values to capture additional information of the customer.

Customer options tab

Define the different options for the given customer.

Aliases tab

You can create customer Alias and search based on the Alias.

Extended properties tab

Use this tab to inactive the customer. The inactive customer is not available at Retail Management Hero POS and account receivable.

On completion click on the Save icon which is on the toolbar. The next step is to complete the required from the toolbar section Account Info.

Close the Billing Cycle

Click on menu **Customer** and then **Close billing cycle**, the wizard screen is displayed.

The opening screen of the wizard allows you to select the Closing Date, Delivery method and Filter option.

Field	Description
Closing Date	Select the desired closing date from the date picker menu.
Reference	<p>Enter the text as a reference.</p> <p>Select any one filter option - none, Standard or Advanced.</p> <p><i>None</i> (Blank): Closes the billing cycle for all the accounts.</p> <p>Standard: When selected, the next screen displays 2 options Account Group and Advanced Filter.</p> <p><i>Account Group:</i> If Account Group is selected, then, the available account groups are displayed, check the desired and click on Finish.</p> <p><i>Advanced Filter:</i> When the option, Advanced Filter is selected, Click on Define button. The filter window is displayed.</p>
Filter option	<p>Select the desired option for Field and then choose the operator and specify the value. You can select one or more values and choose the AND or OR or Negate option. Click Add, to add the filter values and are displayed. Click on Apply.</p> <p>Click on Finish.</p> <p>Advanced: When selected, the next screen displays the filter window.</p> <p>Select the desired option for Field and then choose the operator and specify the value. You can select one or more values and choose the AND or OR or Negate option. Click Add, to add the filter values and are displayed. Click on Apply.</p> <p>Click on Finish.</p>

On the confirmation screen, click Yes to complete the process of closing the billing cycle and notifies on the number of accounts closed. Click OK.

Print Statements

Click on menu **Customer** and then **Print Statements**, the wizard screen is displayed.

The opening screen of the wizard allows you to select the Closing Date, Delivery method, and Filter option.

Field	Description
Closing Date	Select the desired date from the date picker menu. Select the option from the drop-down menu.
Delivery Method	<i>None</i> : Send statements as per individual customer/Account Group delivery method configuration. <i>Print</i> : Select this option to print the statements. <i>Email</i> : Select this option to email the statements. Select any one filter option - none, Standard or Advanced. <i>None (Blank)</i> : Generates with no filter values. Standard : When selected, the next screen displays 2 options Account Group and Advanced Filter. <i>Account Group</i> : If Account Group is selected, then, the available account groups are displayed, check the desired and click on Finish.
Filter option	<i>Advanced Filter</i> : When the option, Advanced Filter is selected, Click on Define button. The filter window is displayed. Select the desired option for Field and then choose the operator and specify the value. You can select one or more values and choose the AND or OR or Negate option. Click Add, to add the filter values and are displayed. Click on Apply.

Click on Finish to print the statement.

Advanced: When selected, the next screen displays the filter window.

Select the desired option for Field and then choose the operator and specify the value. You can select one or more values and choose the AND or OR or Negate option. Click Add, to add the filter values and are displayed. Click on Apply.

Click on Finish to print the statement.

Working at the RMH POS

The process of creating an Account receivables account for customers slightly differs from the Retail Management Hero Store Manager. describe how to link customers and Account receivables account, accept payments, handle deferred or spilt payments.

Create Customers

Follow the normal transaction process at Retail Management Hero POS.

1. Select menu Customers, New Customer.
2. Create New Customer Wizard is displayed.
3. Enter the details, and if you require to create an Account receivables account, check the option *Create an AR Account*.

1. Select the items and tender.
2. On tendering, select the tender Store account. Click OK.
3. The Create Account Wizard is displayed.
4. Select the Task> Create and click Next.
5. Select the billing account and assign one from the display list of accounts and select the Account Group. Click Next.

1. Enter the details for the account on the General, Communications and Billing tabs. Click Finish.

Continue with the next wizard - Register Transaction wizard, where you have the transaction and customer details displayed.

Register Transaction Wizard

The Register Transaction wizard allows you to make a payment based on options selected for Payment Profile, Indirect.

To process the entire amount. Select the application method from the drop-down menu.

If required, enter reference and description.

Click Finish to complete the transaction.

You can modify the payment process by selecting the option for Payment Profile or Indirect.

Payment Schedule

On the Register Transaction Wizard screen, when the customer opts for deferred payment option, you can do this by selecting the Payment Profile as Custom.

Click Next. The screen allows you to defer payments which can be one or more.

Click on Add button, and enter the required details and click finish to complete the transaction.

Split Account Payments

On the Register Transaction Wizard screen, when the customer opts for split payment option, you can do this by selecting Indirect option.

This will display the Register Payment Wizard screen, wherein you can specify the amount and other reference details, application method Click on Indirect button.

The list of customers is displayed, select the desired from the list. For example, a company or person is paying a part of the amount.

Specify the Amount or Percentage and if required reference, description and Click Finish. The transaction Indirect Accounts screen is displayed.

Click Add to post the remainder of the payment to the selected account.

Specify the Amount or Percentage and if required reference, description. Click Finish, the details of split amounts are displayed.

Click Finish to complete the transaction.