

# 8. Accounting




In the above POS LINKER Main Menu Screen, the highlight bar is on Accounts Receivable.

## Accounts Receivable

If Accounts Receivable is selected from Accounting, the Accounts Receivable Selection Screen appears. Several choices can be made from the subtopics as follows:

- Customer File
- Reports
- Balance Files
- Service Charges
- Mail System
- Period Change
- Date Change

Whenever one of the above subtopics is selected, the appropriate data entry screen appears, as well as its corresponding  Help screens and special function keys.

## Customer File Information

Demo

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Customer Information

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<b>Demographic</b>		<b>Financial</b>	
Number	2 SSN <span style="background-color: black; color: black;">XXXXXXXXXX</span>	Credit limit	700
First name	Ray	Balance	0.00
Last name	Johnson	Last pay date	10/30/2006
Contact		Last pur date	05/14/2015
Street		Customer since	01/02/1998
PO addr	420 WEST MAIN ST	Life purchases	1352.44
City,St	Anytown, VA 22222-	High credit	613.07
Phones	b 555.555.1212	Terms	Statement
Category	1 Codes	Service charges	Yes Net 30 days
Territory	Slsmn	PO required	Yes
Industry	RD Source	Tax table	4 0.0% tax
eMail	RJohnson@Email.com	Tax exempt	
Memo:	Default pmt types: Invoice _ Credit card	eMail statement	Y
		ROA	1 Check
		Disp	Y

Please review . . .

End	Esc	F1	F2	F3	F4	F5	F6	F7	F10
Save	Quit	Help	Delete	Fwd	Bwd	Menu	Clear	Lookup	New

Selection of Customer File on the Accounts Receivable Selection Menu brings up the Customer Information and Data Input Screen. Pressing  Help provides five Customer Data Entry Help Screens which give appropriate information for data entry onto the Customer Information Screen. The following is covered:

### Data Entry by Number:

- a) Type a customer number. If the customer is on file, then the current data on that customer may be changed. If no customer data is displayed, then a new customer may be entered by pressing . The program will automatically assign customer numbers by adding 1 to the highest number currently used. If the customer number is not known, a lookup may be performed on the customer's name.
- b) After entering or changing the data, press  to save it.

### Looking Up a Customer by Name:

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Customer Information

**Demographic**

Number \_\_\_\_\_ SSN \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Contact \_\_\_\_\_

Street \_\_\_\_\_

PO adrs \_\_\_\_\_

City, St \_\_\_\_\_

Phones \_\_\_\_\_

Codes \_\_\_\_\_

Territory \_\_\_\_\_ Sls \_\_\_\_\_

Industry \_\_\_\_\_ Source \_\_\_\_\_

**Financial**

Credit limit \_\_\_\_\_

Balance \_\_\_\_\_

Last pay date \_\_\_\_\_

Net \_\_\_\_\_ days

% tax \_\_\_\_\_

Disp \_\_\_\_\_

- Menu -

Please type number . . .

End Esc F1 F2 F3 F4 F5 F6 F7 F10

Save Quit Help Delete Fwd Bwd Menu Clear Lookup New

- Press to clear screen if necessary
- Press (Lookup).
- Type as few characters as necessary in “Last” to find customer. Press twice.
- Follow the help displayed at the window bottom to select or quit.
- You may also press for customer lookup by phone number.

### Deleting a customer:

Display the customer on the screen using the customer number, phone number, or name.

When the correct customer to delete is displayed, press . A verification menu will confirm the erasure.

### Starting over:

clears all fields on the screen to start over and releases customer displayed to other users.

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**Browsing:**

 will move forward one customer and  moves backwards.

**New number:**

 displays a new customer number.

**City, State, and Area Code referencing:**

Pressing  at the "city" field will allow you to enter a zip code. If zip code exists, information for the city, state, and telephone area code will be displayed.

Some of the field items on the Customer Information screen should be paid SPECIAL ATTENTION. Such as:

**Credit Limit:**

A credit limit must be set to establish a charge customer. If this field is left blank, the customer's pay options will be either cash or credit card.

**Terms:**

You must indicate whether this customer will pay by invoice or by monthly statement.

- S= Statements
- I=Invoices

If you set a customer as pay by Invoice, it is best to receive account payments through the Accounts Receivable payment screen from the Customer file and apply the payment to specific invoices.

**Service Charges:**

Should monthly service charge be applied for this customer?

Yes or No

**Codes:**

This can be any character to code a certain set of customers. This is helpful in running specialized reports.

**Parts Discounts-Counter and Shop:**

This allows you to set special pricing levels for each customer, whether it is cost, list, retail or level. Most customers are set at retail. The next field allows you to add or subtract a percentage rate factor to the chosen price method.

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**Tax Table:**

These are established at system installation. You must indicate each customer's tax liability. Pressing **F7** at this field will display the tax table set at system installation.

**Industry and Source codes:**

These codes are also user defined to flag certain customers for custom reports.

**F5 - Customer File Menu Options**

**Beginning Balance:**

**Installing an established customer:**

- Enter all customer information, except customer balance. When all fields are complete, hit **END** to save.
- Re-display customer screen.
- Select **F5** for menu options, choose Beg. Balance.

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Customer Information

Demographic

Number 2 SSN

First name Ray

Last name Johnson

Contact

Street

PO address 124 Any Street

City, St Anytown

Phones

Codes

Territory Slsmn C

Industry Source

Financial

Credit limit 500

[ Beginning Balance ]

Enter this customer's beginning balance the way it aged at the end of last month.

Current

Over 30

Over 60

Over 90

Over 120

Total Balance

Please wait, saving . . .


End Esc F1 F2


Save Quit Help Delet

- Enter customer's current and past due information. This will establish pay history for monthly statements.

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**Overview:**

 provides two other options for customer information. The Overview screen provides a detailed list of invoices charged and payments received on the customer's account. You may view or edit any of the transactions by highlighting the item and

pressing . The overview screen is often used to correct customer balances.

However, always be careful when making adjustments. We strongly suggest that you not make any changes without consulting your local distributor or Blue Ridge POS, LLC.

In the top right hand corner of the Overview screen, there are two balances. The top figure is the customer's receivable balance from the first screen. The bottom figure is the balance of the outstanding transactions. These two balances should ALWAYS match.

Customer				Phone			Balances	
br ____2 Name Johnson, Ray				555.555.1212			0.00	
				OPEN INVOICES			0.00	
Number	Date	SC	Total	Tax	Payment	Balance	PO Number	
148514	05/14/2015	Y	9.18	.44	9.18		Purchase	

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Demo

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Customer Information

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<b>Demographic</b> Number 2 SSN _____ First name Ray _____ Last name Johnson _____ Contact _____ Street _____ PO adrs 420 WEST MA _____ City,St Anytown _____ Phones b 555.555.1 _____ Category 1 Codes _____ Territory _____ Slsmn _____ Industry RD Source _____ eMail RJohnson@Email.com _____ Memo: _____	<b>Financial</b> Credit limit 700 Balance 0.00 Last pay date 10/30/2006 Last pur date 05/14/2015 Customer since 01/02/1998 Life purchases 1352.44 High credit 613.07 Terms Statement Service charges Yes Net 30 days PO required Yes Tax table 4 0.0% tax Tax exempt eMail statement Y ROA 1 Check Disp Y
--	--

Payments  
 Overview  
 Beg. balance  
 Set statement info

Parts Discounts  
 Counter Retail +  
 Shop Retail +

Please review . . .

End	Esc	F1	F2	F3	F4	F5	F6	F7	F10
Save	Quit	Help	Delete	Fwd	Bwd	Menu	Clear	Lookup	New

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**Processing/Receiving Payments on Account:**

- a) Enter customer account number or **F7** to lookup.
- b) Select **F5** for menu - Enter **P** or highlight “Payments”, payment screen will appear.
- c) System will default to current date, you must use the "Change Date" option on the Accounts Receivable menu, if you wish to alter the date.

[ Customer Receipts ]

Transaction	148516	Paid from	Ray Johnson
Date	05/19/2015	Ck#	1245
PO Ref	Payment	Ck#	1245
Amount	18.24	Disc	
Applied		Payment type	
To apply	18.24		

420 WEST MAIN ST  
Anytown VA 22222-  
18.24 balance  
Total receipts \$

Invoice	Date	Reference	Amount	Org	Amount
---------	------	-----------	--------	-----	--------

Esc Quit   F1 Help   F4 Pay All   F6 Clear   F7 Lookup   F10 Process

- d) Enter reference information ex: Check #.
- e) Enter payment amount - the system will default to the account balance as the payment amount. Your payment amount is ALWAYS going to be the amount of the check in your hand. If the invoice amount is different than the check amount, the difference will either result in a remaining balance on that invoice, or a credit amount which can be applied to another invoice.
- f) Enter through to pop-up menu, choose “Lookup Invoices” - this will bring up listing of open invoices under this customer’s account.
- g) Use arrow keys to select the invoice or invoices you wish to pay.



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h)

[ Customer Receipts ]

Transaction 148516  
 Date 05/19/2015 Ck# 1245  
 PO Ref Payment Ck# 1245  
 Amount 18.24 Disc 0.00  
 Applied  
 To apply 18.24

Paid from Ray Johnson  
 Cust # 2  
 420 WEST MAIN ST  
 Anytown VA 22222-  
 18.24 balance  
 Total receipts \$

Invoice	Date	Reference	Amount	Org	Amount
148514	05/14/2015	Purchase			9.18
148515	05/19/2015	Purchase	18.24		18.24

Esc=quit      Enter=select      PgUp      PgDn

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Enter through to pop-up screen or press **F10**, choose “Process Payment” - select payment type:

- Cash
- Check
- Credit Card
- Note - Customer is paying off account with finance note (very seldom used)

The screenshot displays the 'Customer Receipts' screen in the Blue Ridge POS system. The screen has a blue background with white and green text. At the top, it says '[ Customer Receipts ]'. Below this, there are several fields for transaction details: Transaction 148516, Date 05/19/2015, Ck# 1245, PO Ref Payment Ck# 1245, Amount 18.24, Disc 0.00, Applied 18.24, and To apply 0.00. To the right, there is a section for 'Paid from' with the name 'Ray Johnson' and address '420 WEST MAIN ST, Anytown, VA 22222-'. Below the address, it says '18.24 balance' and 'Total receipts \$'. A payment type selection menu is open in the center, showing options: Cash, cCheck (highlighted in red), cCredit Card, and Note. At the bottom of the screen, there is a status bar with function keys: Esc Quit, F1 Help, F4 Pay All, F6 Clear, F7 Lookup, and F10 Process.

Transaction	148516	Paid from	Ray Johnson
Date	05/19/2015	Ck#	1245
PO Ref	Payment Ck# 1245	Cust #	2
Amount	18.24	Disc	0.00
Applied	18.24	Payment type	18.24 balance
To apply	0.00	Total receipts	\$

Invoice	Date	Re	Payment type?	Amount	Org	Amount
148515	05/19/2015	Pur	Cash	18.24		18.24
			cCheck			
			cCredit Card			
			Note			

Esc Quit   F1 Help   F4 Pay All   F6 Clear   F7 Lookup   F10 Process

- i) Once payment type is selected, the system will ask if you are ready to post the payment. Answer “yes” if everything looks correct.

## To correct payments on account

If a payment was incorrectly applied to the wrong account or the wrong amount was applied to the correct account, you may correct the problem through the Customer review screen.

- Under POS menu, choose *Invoicing*.
- Lookup customer, or enter customer #.
- Choose *Customer: payments, review*.

Customer 2 id DF Phones b 555.555.1212 Life Pur 1370.68 Cur  
Name: F Ray . . . Credit Limit 700 30  
L Johnson . . . . .  
Street . . . . .  
Postal 420 WEST MAIN ST  
City, St Anytown , VA 2  
Contact . . . . .

Open Orders: Date Type N  
01/22/2013 Ser S 78  
01/22/2013 Ser S 78  
01/22/2013 Ser S 78  
05/19/15 Qte E

Account maint.  
Invoicing  
Update customer  
Balance aging  
Discount sale  
Review:  
Cld/saved inv.  
Service orders  
Parts orders  
Layaway / sold  
Quotes  
Esc = Quit

\* Total \* 0.00

Please select . . .

Esc Quit F3 Fwd F4 Bwd F7 Menu

- Choose *Account Maintenance*.
- In Account Refund section on the Account Maintenance screen, enter the amount
- of the incorrect payment. Process the refund exactly the same as the original payment was taken, whether by check or cash, etc. This will correct your cash drawer for the day. You should do the refund before you apply another payment.

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```

<<<<< P O S Linker >>>>>
Tue 19 May 2015      C U S T O M E R   R E V I E W      Vers 7.6
Customer      2 id DF Phones b 555.555.1212 Life Pur    1370.68 Cur
Name: F Ray      Credit Limit    700 30
      L Johnson      Balance      18.24 60
Street      Layaway      0.00 90
Postal 420 WEST MAIN ST      Total      18.24 120
City,St Anytown      , VA 22222 Cntr R+ Terms S Svc chg Y Slsmn
Contact      Shop R+ Tax 0.0% Ind Terr

Open Orders: Date   Type   Number   Amount   Description
              01/22/2013 Ser S 7883874
              01/22/2013 Ser S 7883875
              01/22/2013 Ser S 7883876
              05/19/15  Qte E

[ Account Maintenance ]
Item      Adjust Account   Pay Out
Payment      F7 Lookup
Svc chg rfnd
Tax refund
Account rfnd
New balance      18.24
Esc Quit      F6 Clear      End Process
  
```

Please enter amounts . . .

- h) You can now go back to the Payment screen on the Customer File, and enter the payment correctly.
- i) Now you may wish to “clean-up” the customer’s overview screen so that their statements show the payment received, and not the account corrections you just made.
- j) You will need to delete both the original incorrect transaction, and the payment refund from the overview screen, by highlighting and selecting **F2** to delete. Your top balance on the overview screen should be correct, so you want to answer “No” to the adjust balance question each time you delete an invoice.

***\*\*Please use caution when performing this procedure. Make certain you are choosing the correct invoices. Call your distributor or Blue Ridge POS if you need assistance.***

## Reports - Accounts Receivable

**1. Statements** - you may select all customers, warranty accounts, or lease/finance accounts. Several month-end steps should be completed **before** printing customer statements. To generate statements:

- a) Select 1 at prompt
- b) Select statement file - customer, warranty, or lease/ finance

Blue Ridge POS, LLC Reports

1. Statements  
2. Listing  
3. Aged Trial Balance  
1 < enter choice

[ Type ]  
by Customer file

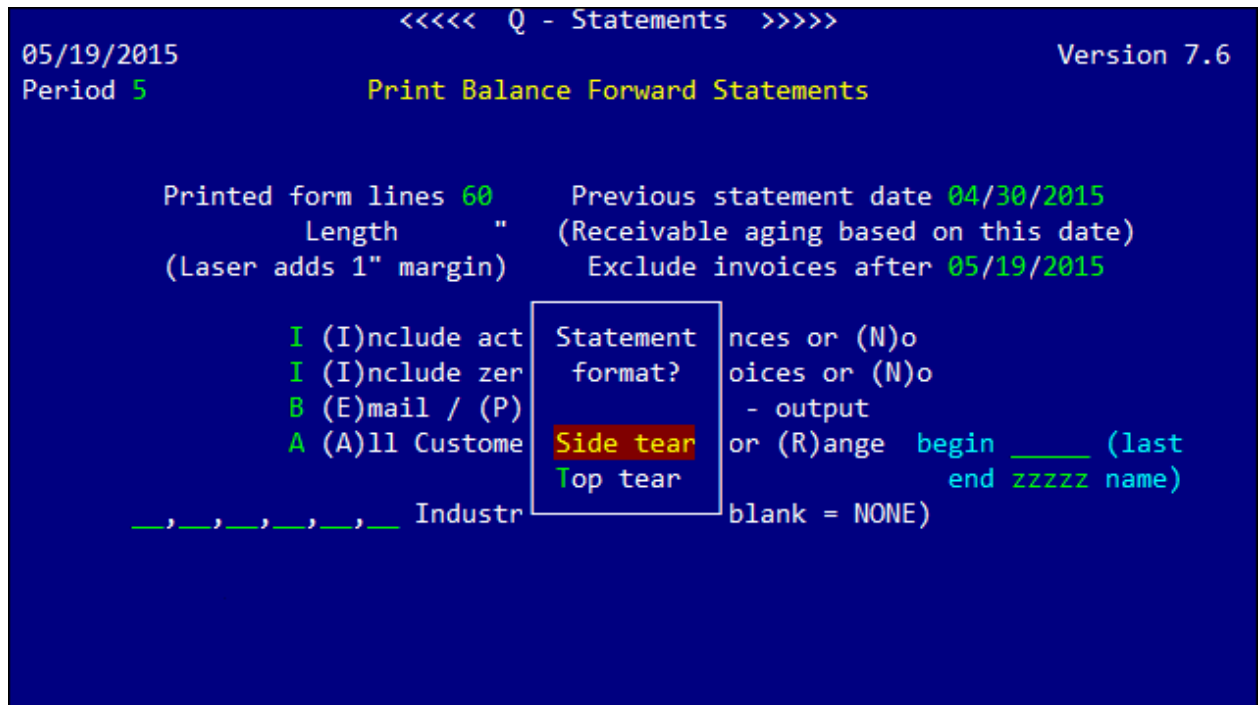
[ Parameters ]  
Choose file:  
Customer  
Lease/Fin  
Warranty

[ Setup ]  
Form  
Paper Width  
Output to

Code Tax Code  
Territory Terms  
Industry all except? N  
Source  
Salesman  
Revolving Percent %  
Begin End  
Lifetime purchases

HEADING:  
STATUS: Make report alterations . . .  
Esc F1 F5 Ctrl + C  
Quit Help Print Halt Printing

- c) Select statement type - *Balance forward* for preprinted forms, or *Open Invoice* for plain forms
- d) Check previous statement date and make other selections. Enter any industry codes for customers you would like the statements to **skip**. (Ex: L = Layaway, BD = Bad Debt)
- e) **F3** will assist in aligning forms, **F5** to begin printing.



## Running statements in PosLinker with Archived Statements

Follow your Normal procedure then press F5 to Archive statements



Choose Printer Type

Choose Dot Matrix for Continuous feed paper or laser for Laser or Inkjet single Sheets

Period 02                      Print Balance Forward Statements  
Side Tear

Printed form lines 60                      Previous statement date 04/30/2015  
Length 10.00"                      (Receivable aging based on this date)  
(Laser adds 1" margin)                      Exclude invoices after 05/31/2015

I (I)nc1                      (N)o  
I (I)nc1                      r (N)o  
B (E)mai                      ut  
A (A)ll                      nge begin                      (last  
Dot Matrix                      end zzzzz name)  
NONE)

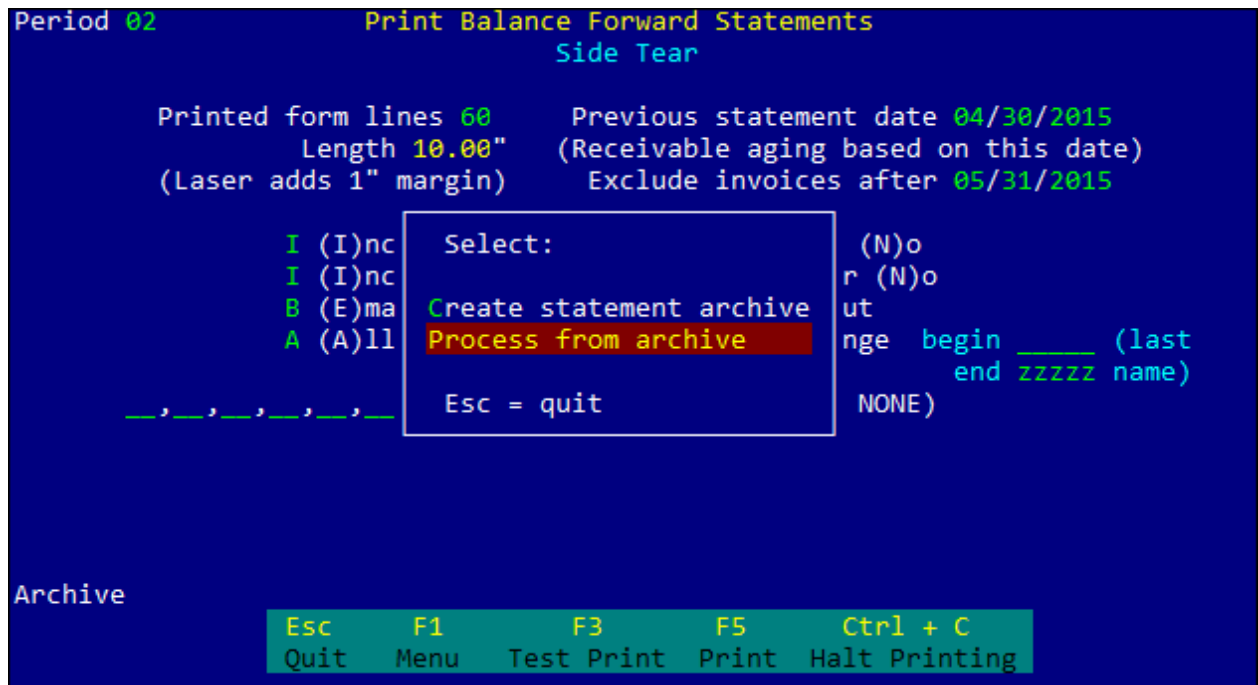
—, —, —, —, —, —

Archive

Esc	F1	F3	F5	Ctrl + C
Quit	Menu	Test Print	Print	Halt Printing

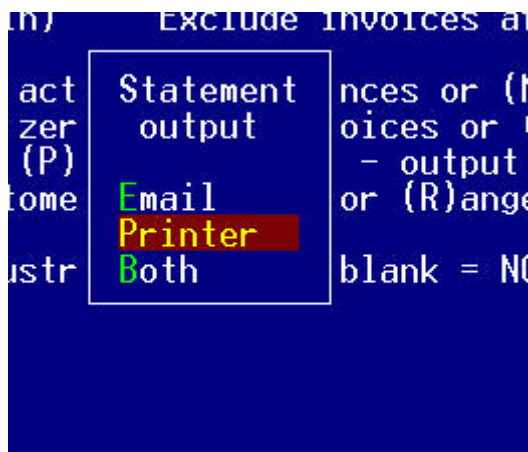
After you have done this Press F5

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Choose the Archive you wish to print

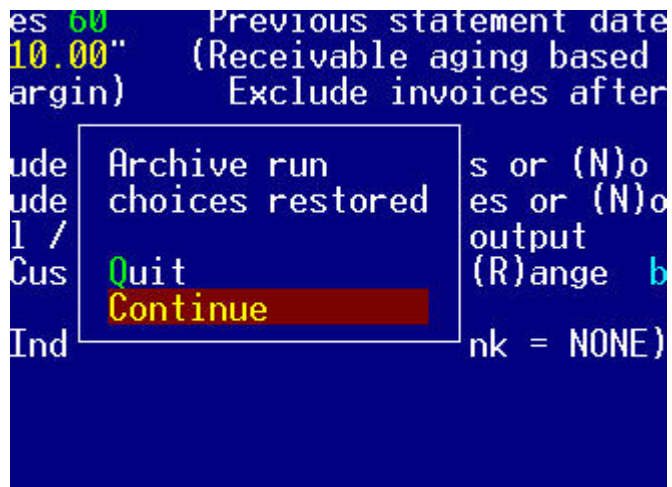
Choose Output: Email will start if set up



Chose printer if you wish to print them

Chose continue and then chose printer






Statements will print

**If an error occurs during statement process:**

If for some reason the statement process is interrupted, either manually or because of printing errors, follow these procedures for restarting your statements:

- A.** If the system has completed processing statements for all customers (You may ensure this by looking at the computer screen to determine the customer on which it stopped)
  - 1. Simply restart the statement process through the reports menu, ensuring that "Previous statement date" is correct. (The system will automatically advance this one month after a statement cycle)
  - 2. Select your parameters and any Industry codes as before.
  - 3. Press  - the system will prompt you to answer whether or not you are "reprinting the last statement?" Answer "YES"
- B.** If the system is interrupted in the middle of the statement process (You may ensure this by looking at the computer screen to determine the customer name on which it stopped)
  - 1. Restart the statement process ensuring that the "Previous statement date" is correct.
  - 2. This time your customer selection should be "R" for range. You will print the range of statements from which you previously stopped.
  - 3. Look at your screen to identify the last statement generated. (Do not go by the last statement to print, as the computer processes well ahead of where it prints) Using that name, you will enter a portion (first 3-4 letters) of the next customer name in the "begin\_\_\_\_\_" field, leaving the "end" field filled with "z's".
  - 4. The system will prompt you to answer whether or not you are "reprinting the last statement?" Answer "NO"

**2. Listing** - will list customer name, number, phone and address. Again, you may choose full customer file, warranty accounts, or lease/finance accounts.

**3. Aged Trial Balance** - provides detailed information of all outstanding customer accounts. This is usually printed and reviewed before printing statements.

## Balance Files

This function allows you to track your customer, invoice and General Ledger account file totals. If General Ledger is linked, all three totals should balance. To be most effective, make this procedure part of your daily routine. This will allow for problems to be discovered easily, and corrections made in a timely fashion. This procedure should also be performed **before** statements are run.

## Service Charges

Accounts Receivable Trial Balance		
[ FILE TOTALS ]		
Customer	Invoice	GL Act
Nbr Name	[ RECORDS ] Number	

Bad Debt Code ██

0 Quit <Esc>  
1 File Totals  
2 Invoice to Customer Check  
3 Customer to Invoice Check  
\_ < Choice

**F1 Help F3 Next Invoice F4 Next Customer F10 Print Screen**


POS POS Stn=20 Prn=0 C Num 15:36

Service charges should be calculated monthly, even if you do not charge your customers a fee. This procedure applies all unapplied payments to the oldest outstanding invoice on a customer's account, thus keeping the customer's account up to date and clear of unnecessary information on the overview and statement. To process service charges without charging a fee, simply enter \$0 in the "Minimum service charge" field, and (0) zero in the "S/C rate" field.

### Removing service charges:



1. On service charge screen, press **F3** - Remove S/C
2. The POS Linker system will prompt you to select either "All Customers", or a "Single" customer.
3. Choosing **All Customers** will prompt the user to enter a service charge date from which to remove charges. Once date is entered, press **F5** to begin process.  
All service charges for that date will be removed from the customers' account.  
The system will respond with "Job complete - press Esc"
4. Choosing **Single** will prompt the user to enter the customer name from which you want to remove service charges.
5. Select a specific customer and then enter a valid date.

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6. Press  to remove service charges for that date. The system will respond with "Job complete - press Esc". You may enter as many dates as you wish to remove charges.

## Direct Mail

The direct mail is very useful in finding and notifying customers of upcoming sales and special offers. Many dealers use this information to remind customers of scheduled maintenance and other profit enhancing services.

- a) Enter choice of mail you wish to print, either labels or post cards.
- b) Select order in which you would like the labels or cards to print. You can enter a range either numerically or alphabetically, and even a zip code range.
- c) Specify any parameters you would like the system to include.
- d) Select  if sending post cards to print out your message.
- e) Enter the correct number of lines for your labels. Six lines per inch - Ex: One inch label, 1" = 6 lines, Two inch label 2" = 12 lines.
- f) Enter your print range, select  to print.

## Period Change/ Date Change

These options may be used to open Accounts Receivable files created by the most recent "monthly Accounting save" and to back-date reports to the previous period on a specific date. Useful for printing your previous end of month reports during the current month. Be sure to change the period, or date, back to actual date when you've completed your reports for the previous month. If you exit the Accounts Receivable menu, this is automatic.

***\*\*You must have performed an accounting save at the end of the previous month for this to work properly. This function is performed through the "Utility Menu".***

## General Ledger



If General Ledger is selected from Accounting, the General Ledger Selection Screen appears. Several choices can be made from the subtopics as follows:

- Post Transactions
- Chart of Accounts
- Trial Balance
- Detail Transactions
- Balance Sheet
- Income Statement
- Account File Maint.
- pRint Posting Reg
- iMport Batch File
- period End Closing
- Verify POS Link
- periOd Change
- date cHange

The General Ledger has the ability to import batch file and data information from other programs such as Peachtree® accounts payable and payroll. The setup and use will be discussed in-depth with the appropriate personnel at the time of setup.

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**Post Transactions** - Allows the user to manually post transactions to general ledger accounts. Double entry posting is used when one account is offset by a single balancing account.

```

(Post Transaction to Current Period)
-----[ Double Entry Posting Account ]-----
Account No.  [  ]  PTD Balance
Act. Descr.  [  ]  YTD Balance
Amount ....  [  ]
Date .....  [  ]  <mm/dd/yy>
Reference .  [  ]
Description  [  ]

----- Reference Account -----
Account No.  [  ]  PTD Balance
Act. Descr.  [  ]  YTD Balance
Amount ....  [  ]
Date .....  [  ]  <mm/dd/yy>
Reference .  [  ]
Description  [  ]

End Post Transaction      F5 Print Post Registr F8 Single Entry
Esc EXIT      F3 Next Account      F6 Clear Screen      F9 Multiple Entry
F2 Redo      F4 Prev Account      F7                      F10 Chart of Accts
  
```


 allows you to adjust the dollar amount without clearing the entire account.  prints a detailed register of the transactions posted, and if you need to view your chart of accounts,  provides a quick link. (Caution: These function keys vary with each screen)

```

(Post Transaction to Current Period)
-----[ Single Entry Posting Account ]-----
Account No.  [  ]  PTD Balance
Act. Descr.  [  ]  YTD Balance
Amount ....  [  ]
Date .....  [  ]  <mm/dd/yy>
Reference .  [  ]
Description  [  ]


FUNCTION KEYS

End Post Transaction      F5 Print Post Registr F8 Double Entry
Esc EXIT      F3 Next Account      F6 Clear Screen      F9 Multiple Entry
F2 Redo      F4 Prev Account      F7 Print During Post  F10 Chart of Accts
  
```

Press  for Single Entry posting. This option is used when you need to make an entry to one account. There is no balancing account.

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[illegible]

Press  for Multiple Entry posting. This option is used when you have more than one account to balance your main account.

**Chart of Accounts** - Your distributor will assist you in setting up a chart of accounts if desired, or you may wish to follow our sample chart:

Chart of Accounts		
Account Name		Account Number Range
1.	Current Assets	10000-17999
2.	Fixed Assets	18000-18999
3.	Other Assets	19000-19999
4.	Current Liabilities	20000-27199
5.	Long Term Liabilities	27200-27999
6.	Equity	28000-39999
7.		
8.	Cost of Sales	50000-59999
9.		
A.	Sales	40000-49999
B.	Other Income	60000-69999
C.	Operating Expenses	70000-79999
D.	Salaries	80000-89999
E.	Adjustments to Income	90000-99999

The Chart of Accounts may be printed or displayed on screen by category, ie: Department accounts only, all accounts or single account for your convenience.



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**Trial Balance** - Allows you print or view on-screen a trial balance report of your current general ledger as of today's date. It lists the debit or credit balance of the account as well as the account status - active or inactive.

**Detail Transactions** - Provides a listing of transactions and budget amounts, by period and year-to-date.

**Balance Sheet** - allows you to compare current account totals with another month from the current or previous year. It also lists the percentage of change. Subtotals are listed for Current, Fixed and Other Assets; the total of such equaling Total Assets. Subtotals are also listed for Current Liabilities, Long Term Liabilities and Equity; the total of such equaling Total Liabilities.

**Income Statement** - offers several profit and loss reports by period for the current year or previous year. This report can also be departmentalized:

```
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Income Statement

Report Options :
0. Exit <Esc>
1. Current period income statement
2. Current period department income statement
3. Previous period <this year> income statement
4. Previous period <last year> income statement
5. Previous period <this year> department income statement
6. Previous period <last year> department income statement
7. Departmental analysis income statement

0 < Enter option number



Enter period number <1-12> .....
Enter department number to be used .....
Summary or Detail ? <S / D> .....D
Suppress Department Accounts ? <Y / N> ..N
Display or Print ? <D / P> .....D

Ctrl C Halts Printing
```

- compares sales totals and cost of sales totals
- gross profit total
- total other income
- total salaries
- net income before taxes
- total adjustments to income
- net income after taxes

**Blue Ridge POS, LLC**  
**POS LINKER User Manual – Accounting**

**Account File Maintenance**

1. Add New Accounts
2. Change or Delete Accounts
  - Enter number of account to be modified
  - If an account has a balance, it is better to change the status to inactive rather than deleting
  - to delete an account with a zero balance, press  to turn the delete function on, then press 
3. Modify Automatic Distribution Percentages for an Account
4. Change last year's account budget and Period Balances
5. Display Selected Single Account
6. Copy Accounts
7. Modify Accounts Category - allows you to change your beginning or ending number range for G/L accounts.

**Print Posting Register** - prints a detailed report of transactions posted to the G/L for the entire accounting period, or a date range within the accounting period.

**Import Batch File** - as stated earlier, POS Linker's general ledger has the ability to import batch file and data information from other accounting programs.

**Period End Closing** - this is the final step to your month-end or year-end close.

***Note: A password for your month-end and year-end close out process should have been provided to you by the technician installing your system. In the event of a lost or forgotten password please contact Blue Ridge POS, LLC at (540)672-1212***

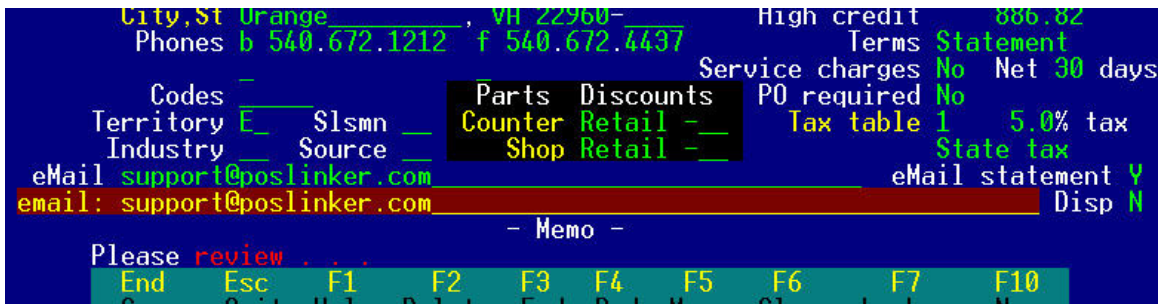
## Quit



Use either the highlight bar, the  or  key to access the exit menu. Press  to exit POS Linker. The business system menu will appear and the user may enter the "Utilities" menu "add'tl programs" and "Logoff" the system.

### Email Statement setup

Contact us to help setup your Email:  
Set up your accounts as below



Make sure to put a Y in the email statement space