



## CLOSED A/R – ACCOUNTS RECEIVABLE

**CLOSED A/R** holds all the clear or paid invoices from the **SHORT TERM ACCOUNTS RECEIVABLE** or **OPEN A/R** module.

The screenshot shows the 'Acm Demo' application window with the 'A/R' menu highlighted. The menu options are:

- OPEN A/R
- OPEN BPH
- CLOSED A/R**
- CLOSED BPH
- REPORTS A/R
- REPORTS BPH

Below the menu, the text reads: 'FOXTON HOLDINGS MONDAY 6 NOVEMBER 2006'. At the bottom, a purple bar contains 'V3', 'Copyright (c) 1985-2006 Versisoft Co.', and 'Ver:6.01'. On the left side of the purple bar, it says 'Term: 98' and 'Host: 1123'.

The screenshot shows the 'CLOSED A/R RECEIVABLE' screen. It features a form with the following fields:

- NAME . . . . :
- ADDRESS . . .
- CITY . . . . .
- STATE . . . .
- ZIP . . . . .
- PHONE . . . .

ITEM	AMT	DUE DATE	RECEIVED

- STKNO . . . . :
- INVOICE# :
- LOCATION :
- DATE IN. :
- REMINDER :
- VIN # . . . . :
- LIC # . . . . :
- CLOSED . . .
- REF # . . . . :
- GL # . . . . :
- N1 :
- N2 :
- N3 :
- N4 :

At the bottom left, there is a 'BALANCE =>' field with a cursor. At the bottom right, there is a 'MENU' section with the following options:

- FIND RECEIVABLE**
- EXIT TO MAIN

To **FIND RECEIVABLE** highlight and press enter.

Highlight and press enter on **FIND RECEIVABLE** to call up a current A/R.

Be sure to enter in one field type to FIND.

ENTER ONLY ONE ITEM TO FIND  
(Leave Blank To List All)

NAME...: ACM  
STKNO...: 0  
CLOSED...: / /  
INV #...: 1  
VIN(6)...: 1  
LIC #...: 1  
BILL AMT: 0.00  
REF ID...: .

PRESS (ESC) TO ABORT SEARCH

BALANCE =>

**CLOSED A/R** invoices may be found by **NAME, STOCK NUMBER, DATE CLOSED, INVOICE NUMBER, LAST SIX OF THE VIN, LICENSE NUMBER, AMOUNT OR REFERENCE NUMBER**. To **FIND** by **NAME** enter the first three characters of the **NAME** and enter through the remainder of the fields.

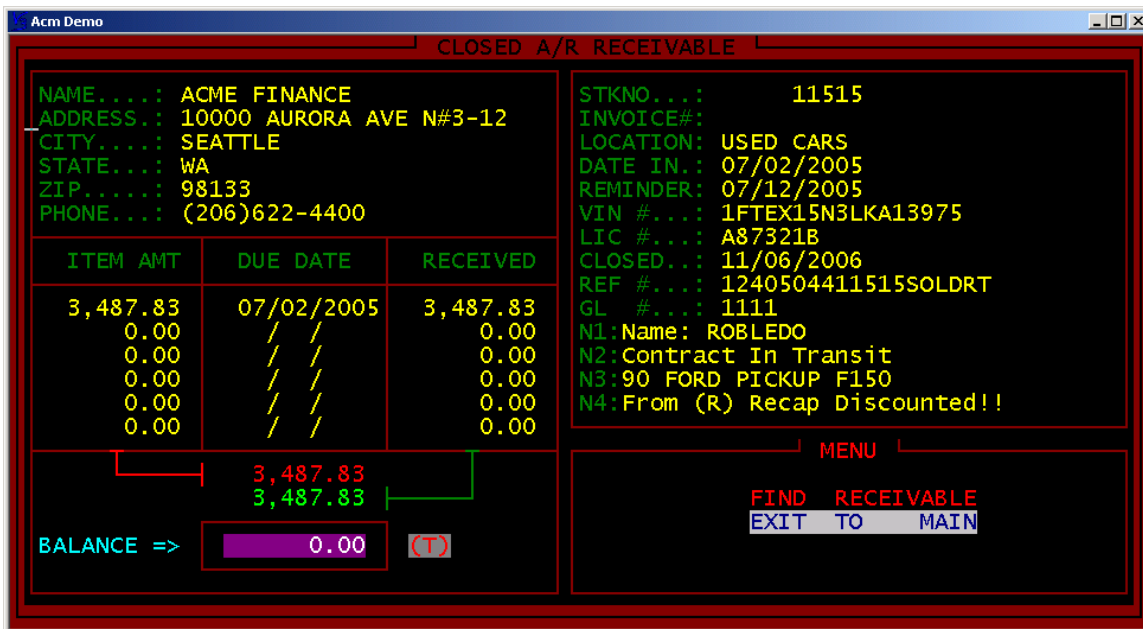
Stkno	Name	Original Amt	G.L#	Vin Ref	Lic Ref	Closed
11515	ACME FINANCE	3487.83	1111	A13975	A87321B	11/06/2006
11543	ACME FINANCE	4640.76	1111	028304	815SSW	11/06/2006
11570	ACME FINANCE	5779.18	1111	A85512	A86361C	11/06/2006
11551	ACME FINANCE	2946.47	1111	013573	335MEI	11/06/2006
11562	ACME FINANCE	3496.41	1111	126357	A51868T	11/06/2006
7514	ACUNA ARMANDO	1500.00	1150			11/06/2006
0	AMERICAM EXPRE	992.65	1020			01/19/2000
0	AMERICAN EXPRE	-992.65	1150			01/19/2000
0	AMERICAN EXPRE	992.65	1150			01/19/2000
0	AMERICAN EXPRE	992.65	2280			01/19/2000
357	ANDERSON	459.72	1150	125478	000JFG	05/25/1999
461	AUTO AUCTION	2500.00	1150	FKDSPF		10/30/1999
510	BENNETT DEXTER	13593.16	1150	798G7G		11/22/1999
429	BOEING EMPLOYE	12635.88	1111	046628		11/02/1999

BALANCE =>

This will call up the list of all invoices with that **NAME**. Highlight and press enter on the invoice of interest to bring onto screen.



Note there is not an edit feature this is a “view” only data screen. **The REF #** is a tracking number assigned to each transaction. This may be helpful when using the accounting portion of the software for tracking entries.



**EXIT TO MAIN** to exit to the **MAIN MENU**.

V3 software notes:

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