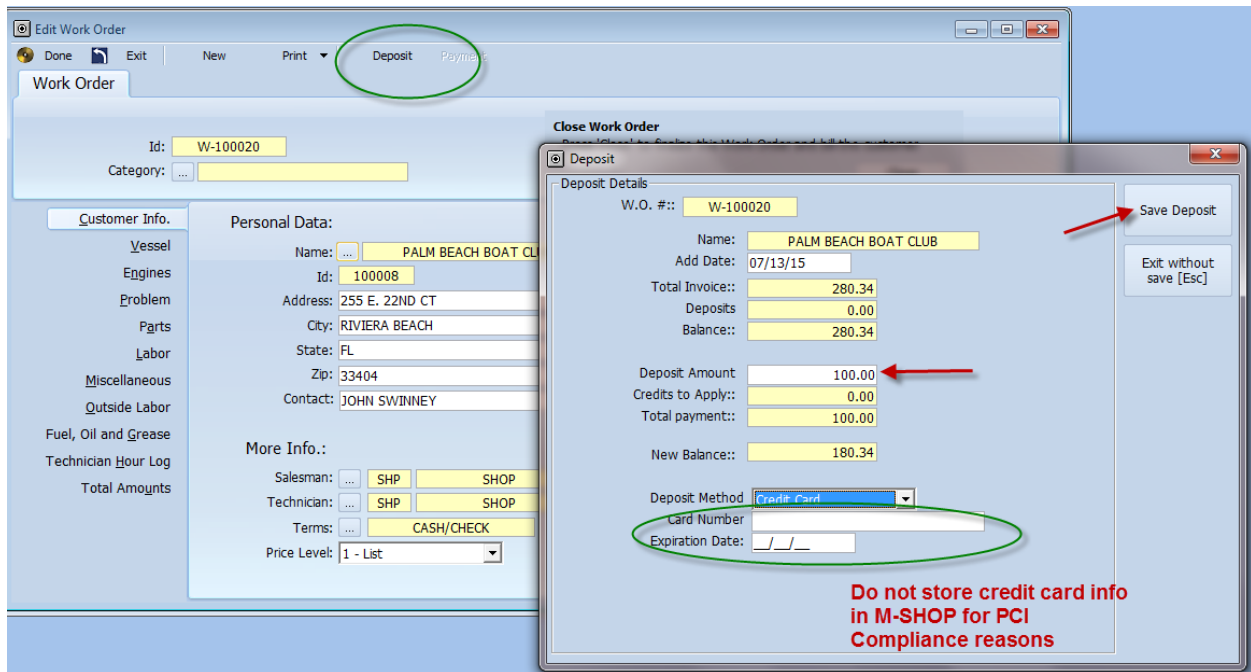




Entering Deposits and Generating Statements

Entering Deposits

From the open work order click Deposit at the top and enter deposit amount. Please note, M-SHOP is not a PCI Compliant software program so it is advisable that you not store customer credit card information. This should be done through your PCI Compliance credit card processing service.



Then click Save Deposit.

You will then see the payment posted at the bottom of the work order that can be emailed to the customer, if needed.

Entering Deposits and Generating Statements

Work Order Sheet
1 / 1
100%
Send by email

COLOR: BLACK STATE R#: 3838821 PROP: D0DF9 PROP: TAG:
 H. SER#: FL3303003 SERIAL: E3434354 SERIAL:
 DRIVE#: 2022020 DRIVE#:

ENG. NOTES:
 LOCATION: DOCK 1 TANKS: 2 SIZE: 40.00
 KEY #: 020202 BATTERIES: 1

PROBLEMS

CODE	DESCRIPTION
B0216	OUTBOARD/FUEL SYS ./BROKEN

PARTS

QTY.	PART#	ID.	DESCRIPTION	BIN #	PRICE	EXTENDED	T
1.00	113-2704	CDI	JOHNSON EVINRUDE POWER PACK (134.00	134.00	T
1.00	113-4032	CDI	OMC CD4 SXL/8700	A-1	128.00	128.00	T

LABOR

QTY.	CODE	DESCRIPTION	RATE	EXTENDED	HRS.
	B0205	OUTBOARD/FUEL SYS ./CARBURETOR/DIAGNOSTICS	85.00		

DEPOSITS AND PAYMENTS

DATE	METHOD	CHECK OR CREDIT CARD NUMBER	EXP. DATE	AMOUNT
7/13/2015	12	CREDIT CARD		100.00

I HEREBY AUTHORIZE REPAIR WORK TO BE DONE AS DESCRIBED ABOVE WITH NECESSARY PARTS, TO BE LISTED AT YOUR REGULAR PRICES. I AGREE TO PAY CASH ON DELIVERY OF VESSEL OR ON SATISFACTORY TERMS TO YOU, AND UNTIL PAID IN FULL IT SHALL CONSTITUTE A LIEN ON THIS VESSEL. I FURTHER AGREE THAT YOU WILL NOT BE HELD RESPONSIBLE FOR VESSEL OR ARTICLES LEFT IN VESSEL IN CASE OF FIRE, THEFT, ACCIDENTS OR OTHER CAUSES BEYOND YOUR CONTROL. MY VESSEL MAY BE OPERATED BY YOUR EMPLOYEES FOR TESTS AT MY OWN RISK.

AUTHORIZED SIGNATURE : _____

PARTS:	262.00
SALES CODE:	0.00
LABOR:	0.00
OUTSIDE LABOR:	0.00
FUEL, OIL & GREASE:	0.00
SUB-TOTAL:	262.00
SALES TAX:	18.34
TOTAL:	280.34
PAYMENTS:	100.00
BALANCE:	180.34

Entering Deposits and Generating Statements

When you close the open work order to accept final payment, you will note that the aforementioned deposit is shown, in this case \$100 leaving an open balance of \$180.34.

The screenshot shows a 'Payment' dialog box with the following fields and values:

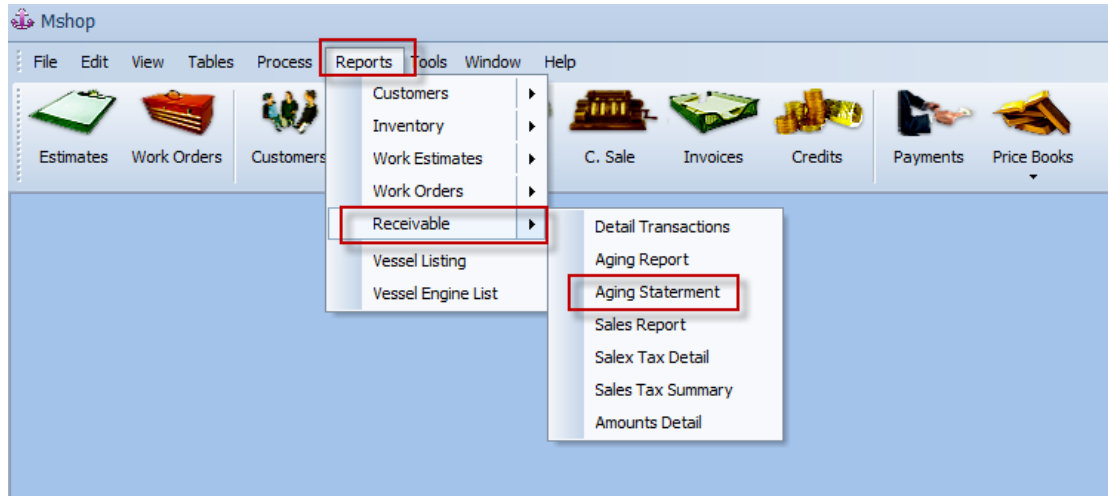
Field	Value
Invoice #::	D-100033
W.O. #::	W-100020
Name:	PALM BEACH BOAT CLUB
Add Date:	07/13/15
Total Invoice::	280.34
Previous Payments and Balance::	100.00
Balance::	180.34
Open Credits	0.00
Payment Amount::	0.00
Credits to Apply::	0.00
Total payment::	0.00
New Balance::	0.00
Payment Method:	Cash

Buttons on the right: 'Apply Payment' and 'Don't apply a payment [Esc]'. A red box highlights the 'Previous Payments and Balance' field.

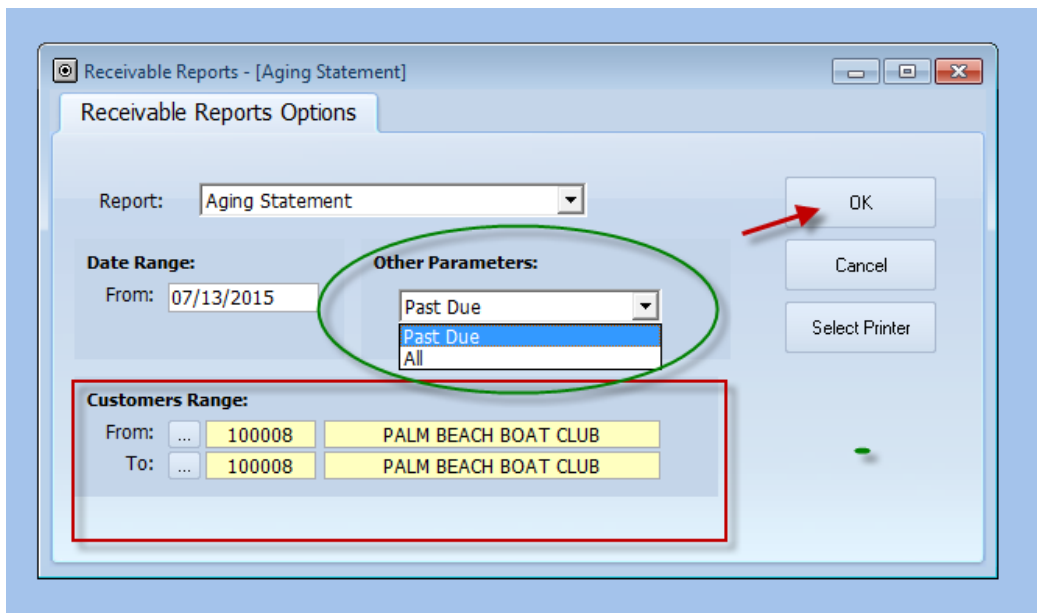
Entering Deposits and Generating Statements

Generating Statements

Go to Reports and put your cursor over the Receivable link to expose the drop down window:



Select Aging Statement



From this screen you can select Past Due or All open invoices. The customer range can also be selected from and to. The example shown above is for one customer. Then click OK.

Entering Deposits and Generating Statements

Statement will show the amount of the sale, the current amount due, as well as any aged amount in 30-60-90 day increments:

PALM BEACH BOAT CLUB
 255 E. 22ND CT.
 RIVIERA BEACH, FL 33404
 561-840-1901

7/13/2015 12:54:48PM Page 1 of 1

Statement

CUSTOMER: 100008 PALM BEACH BOAT CLUB

ADDRESS: 255 E. 22ND CT
 RIVIERA BEACH, FL 33404
 PHONE:

DATE AGING : 07/13/15
 TERMS: CASH/CHECK
 ACCOUNT: 100008

DEBIT #	DATE	DUE DATE	DEBIT AMT.	BALANCE	CURRENT	1-30 DAYS	31-60 DAYS	61-90 DAYS	> 90 DAYS	DAYS DUE
D-100029	06/15/15	06/16/15	1,360.51	360.51		360.51				27
D-100033	07/13/15	07/14/15	280.34	180.34	180.34					-1
ACCOUNT TOTALS:			1,640.85	540.85	180.34	360.51	0.00	0.00	0.00	
TOTAL DUE:			540.85							
TOTAL PAST DUE:			360.51							