

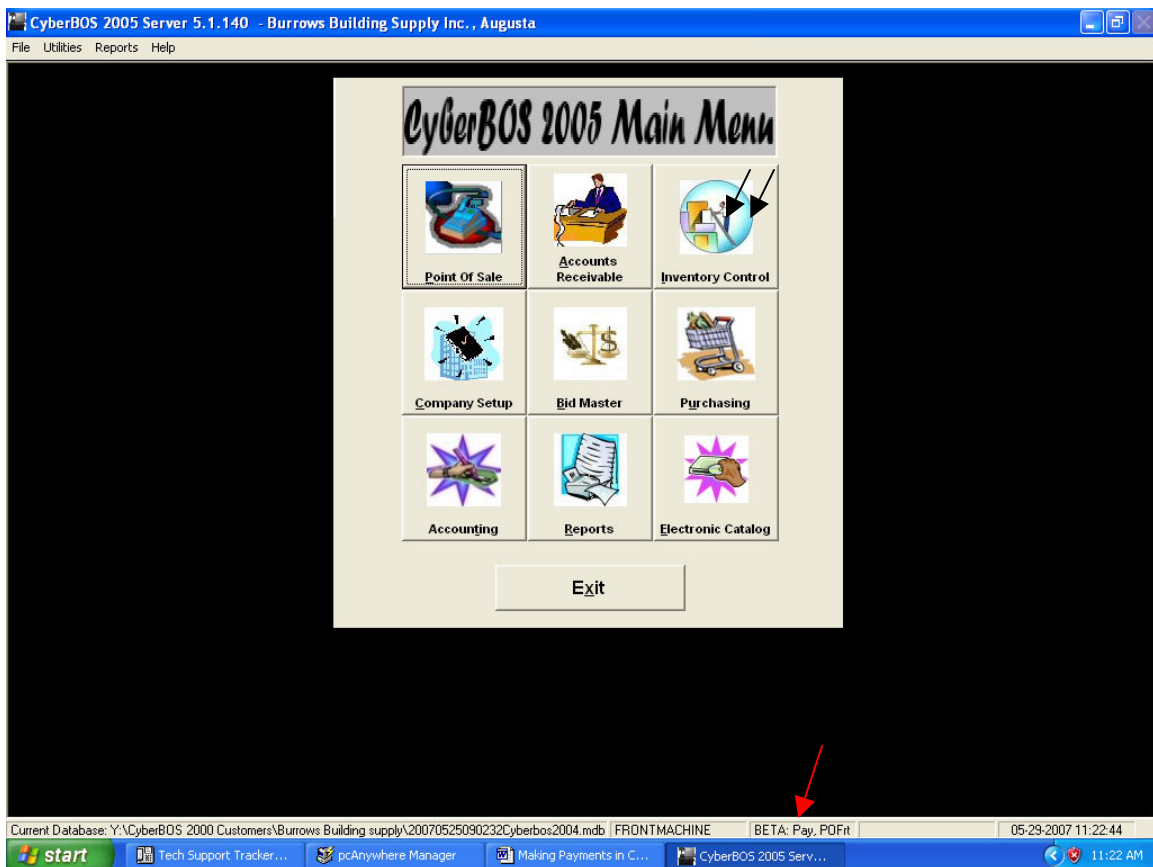
Making Payments in CyberBos 5.0

Very Important!

Always make sure that BetaPay is turned on!

This will show up on the status bar which is on the bottom of the screen, it says BetaPay. If it is not down there, turn it on while in the Main Menu, by holding down Control and Shift at the same time and clicking on the number

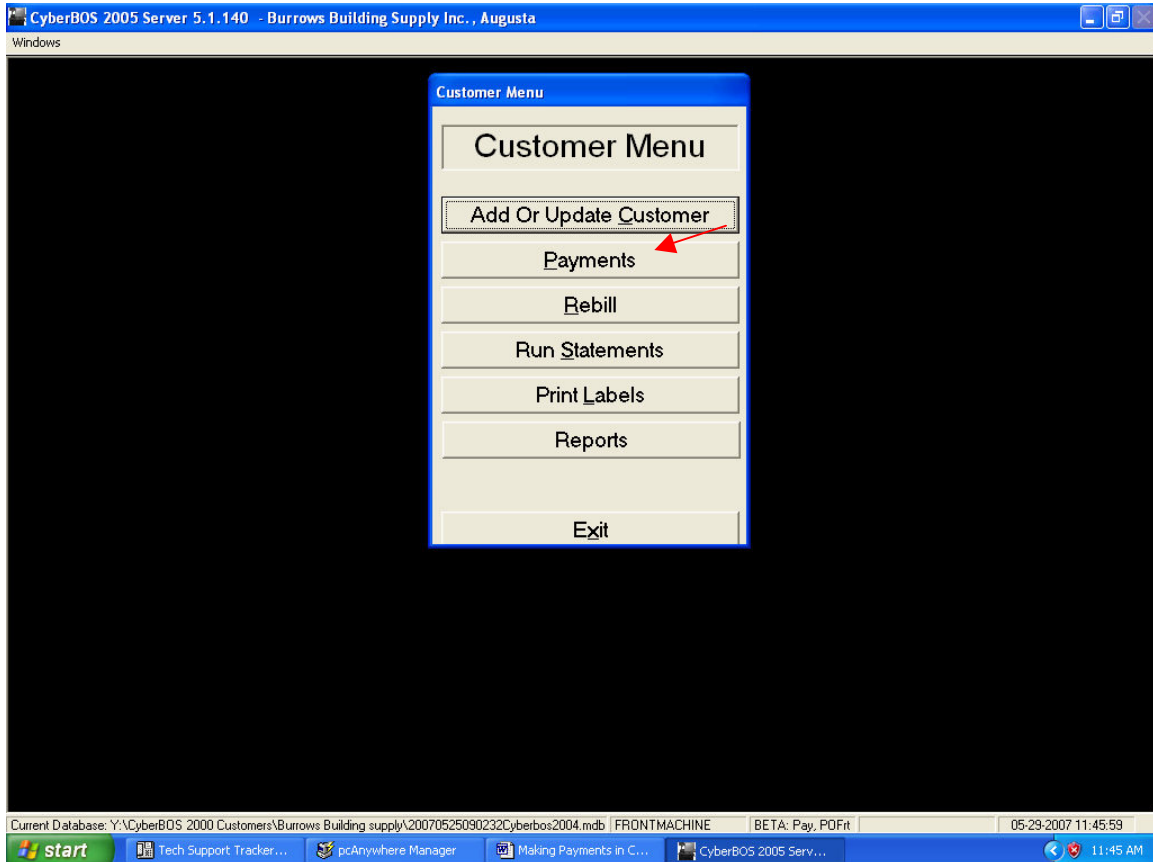
2 (above the w) on your keypad (not the calculator 2). Do not hold the 2 down, as it could turn it off again. Once you turn this on you should leave it on, it will come back on every time you open Cyberbos. This option should be turned on on every computer that uses Cyberbos and left on at all times.



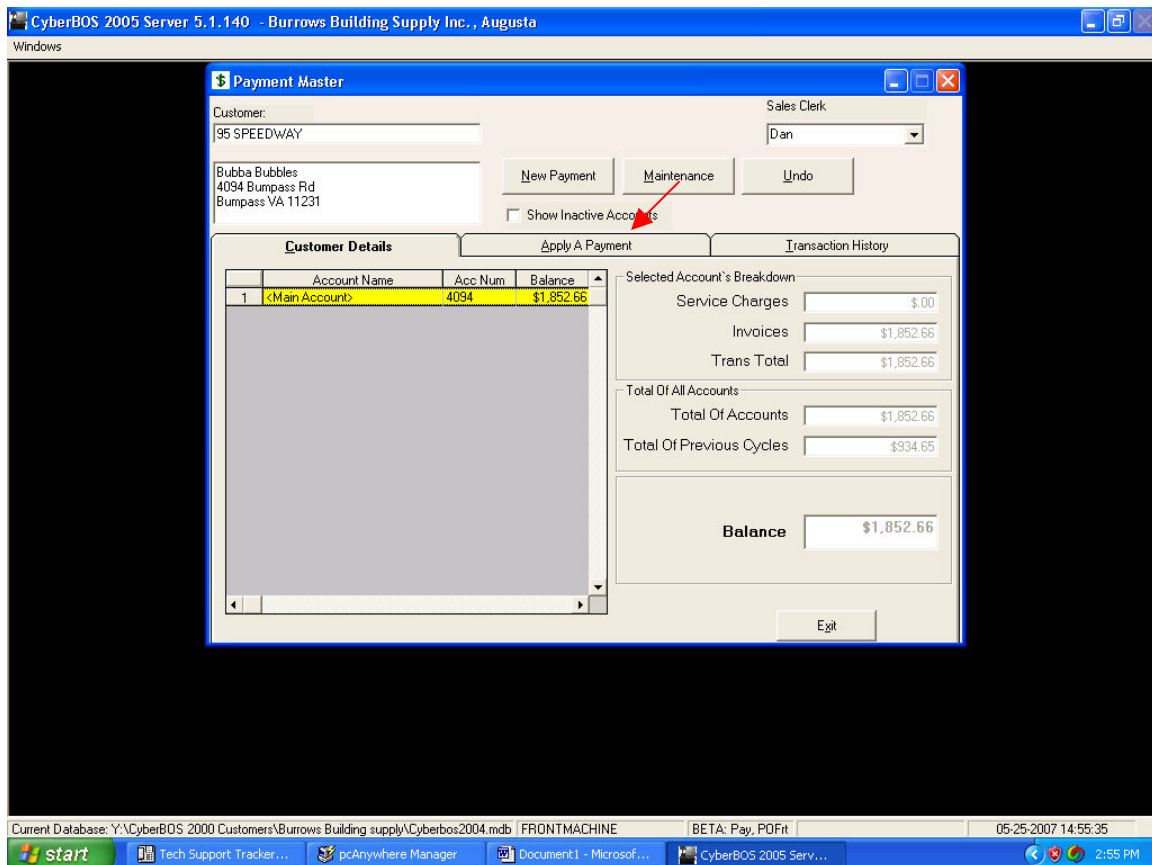
From the Main Menu click on Accounts Receivable.
This will open the Customer Menu window.



Click on Payments
This will open the Payment Master screen;

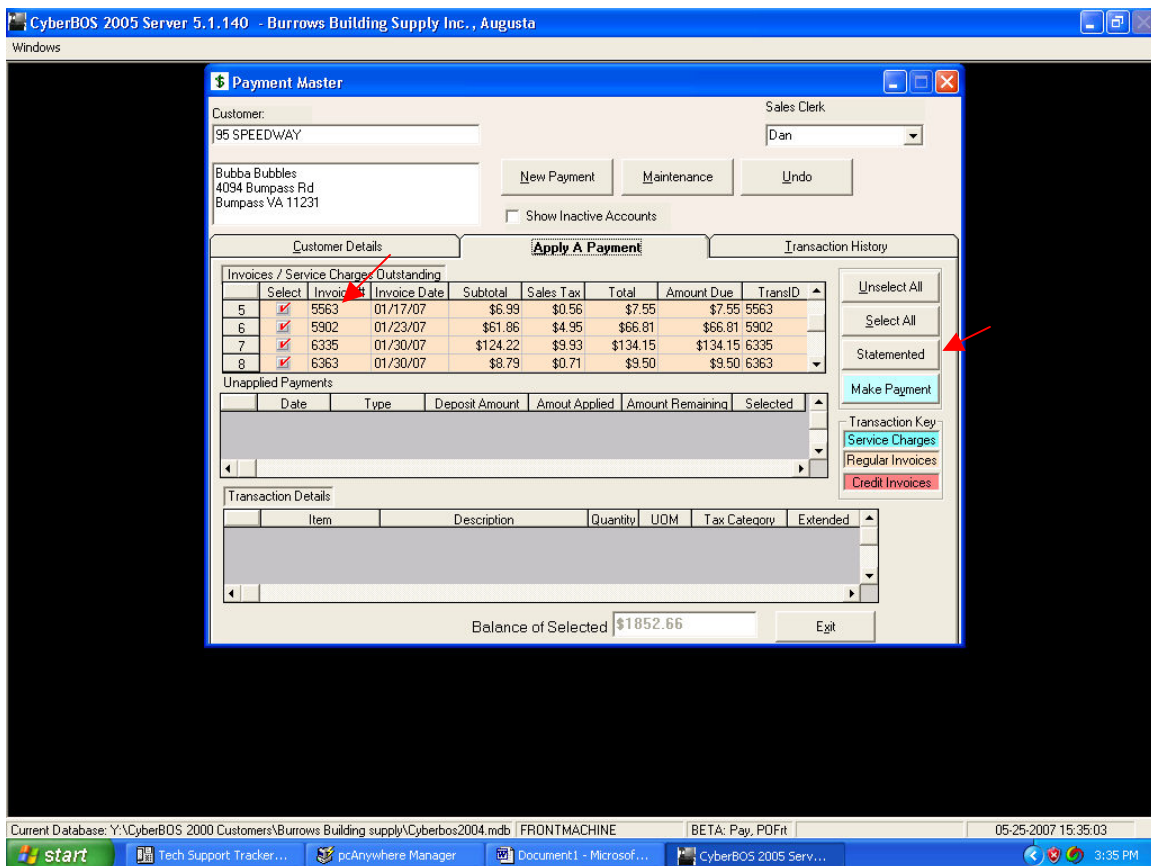


After you have put in the customer's name and/or account number, left click once on the middle tab that says Apply A Payment. This will open a new window where you can make payments to customer's accounts.



This is the Apply A Payment window:

The first (colored) box in this window shows all outstanding invoices and service charges. If the box to the left of the invoice number is checked, it indicates that you will be applying a payment to that invoice. If it is not checked, a payment will not be applied to that invoice. You can select the invoices that you want to apply a payment to, or if you want to pay the invoices that were on the last statement simply click on **Statemented**.



Once you have chosen the invoices that you want to pay, left click once on the turquoise button to the right of the screen that says, **Make a Payment**. This will take you to a new window.

This is the Payment Amount window.

The top window shows the invoices that you have selected to be paid; the second window shows any deposits or credits that are available to be applied to the outstanding invoices. Below this section is the Payment Entry section. The selected amount is the total of the invoices you have chosen to be paid. Cash Check or CC Amount is where you put in the amount of the payment that you want to apply to the account.

From Deposit Amount is the amount to be applied to outstanding invoices if the customer has made a deposit or an overpayment. (Instructions for this will follow). There are also options where you may apply any deductions or discounts. Choose one of the Payment Options to the right of this for Cash, Check, or Credit Card. When you have entered all information, left click Apply and Exit.

Invoices

The screenshot shows the 'Payment Amount' window with the following data:

Inv Num	Date	Time	Subtotal	Tax	Total	Amount Due
6798	02/06/07	12:36:36 PM	43.44	3.47	46.91	46.91
6816	02/06/07	03:04:13 PM	2.44	.19	2.63	2.63
6927	02/08/07	08:41:48 AM	24.25	1.93	26.18	26.18
7017	02/09/07	10:03:47 AM	38.42	3.07	41.49	41.49
7018	02/09/07	10:10:51 AM	1.27	.10	1.37	1.37
7409	02/16/07	11:40:00 AM	16.28	1.30	17.58	17.58

Account Totals:

Subtotal	3430.90
Sales Tax	274.42
Service Charges	.00
Amount Due	1852.66

This window allows you to put in a check number for the payment.

The screenshot displays the 'Payment Amount' window from the CyberBOS 2005 Server. The window title is 'Payment Amount'. It features a table titled 'Invoices To Be Paid' with the following data:

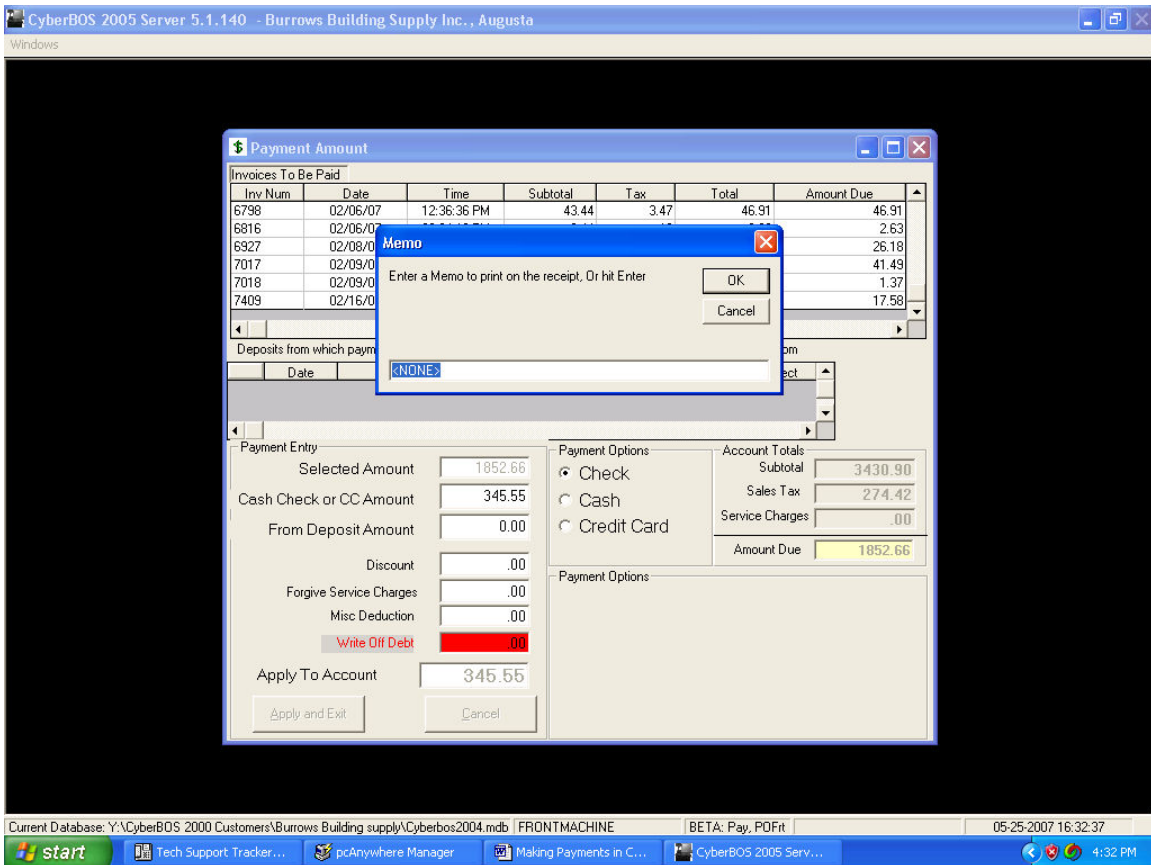
Inv Num	Date	Time	Subtotal	Tax	Total	Amount Due
6798	02/06/07	12:36:36 PM	43.44	3.47	46.91	46.91
6816	02/06/07	03:04:13 PM	2.44	.19	2.63	2.63
6927	02/08/07	08:41:48 AM	24.25	1.93	26.18	26.18
7017	02/09/07	10:03:47 AM	38.42	3.07	41.49	41.49
7018	02/09/07	10:10:51 AM	1.27	.10	1.37	1.37
7409	02/16/07	11:40:00 AM	16.28	1.30	17.58	17.58

Below the table, there is a section for 'Deposits from which payments may be made' with a table that includes columns for Date, Type, Deposit Amount, Amount Applied, Amount Remaining, and Select. A 'Payment Method' dialog box is overlaid on the window, containing the text 'Please Enter the Check Number' and a dropdown menu currently set to '<None>'. The dialog also has 'OK' and 'Cancel' buttons. In the background, the 'Payment Amount' window shows a 'Payment Entry' section with a 'Select' dropdown, and a summary section with the following values:

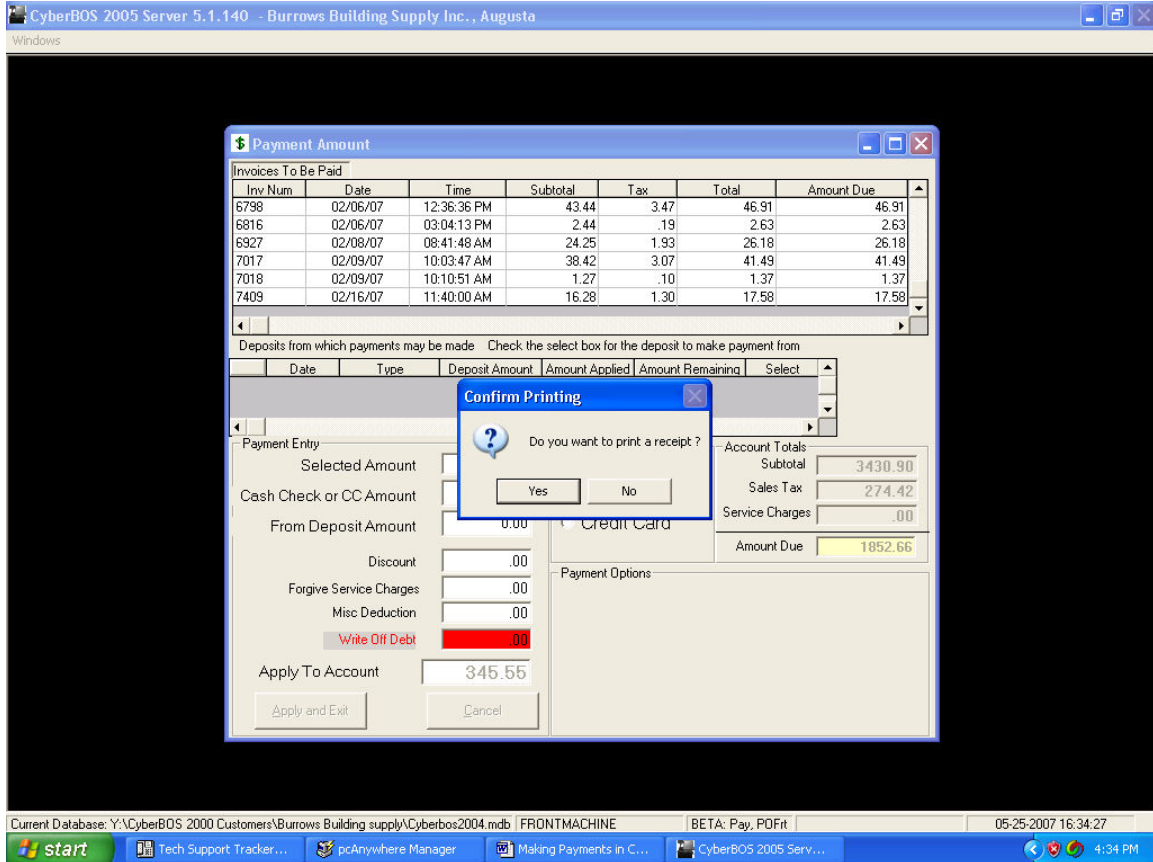
- Cash Check or CC Amount: 345.55
- From Deposit Amount: 0.00
- Discount: .00
- Forgive Service Charges: .00
- Misc Deduction: .00
- Write Off Debt: .00
- Apply To Account: 345.55
- Sales Tax: 274.42
- Service Charges: .00
- Amount Due: 1852.66

The Windows taskbar at the bottom shows the current database as 'Y:\CyberBOS 2000 Customers\Burrows Building supply\Cyberbos2004.mdb', the user as 'FRONTMACHINE', and the time as '05-25-2007 16:30:40'. The system tray shows the start button and several open applications including 'Tech Support Tracker...', 'pcAnywhere Manager', 'Making Payments in C...', and 'CyberBOS 2005 Serv...'. The system clock shows '4:30 PM'.

This window allows you to put in any memos you may have regarding this payment.



This window allows you the option of printing a receipt.

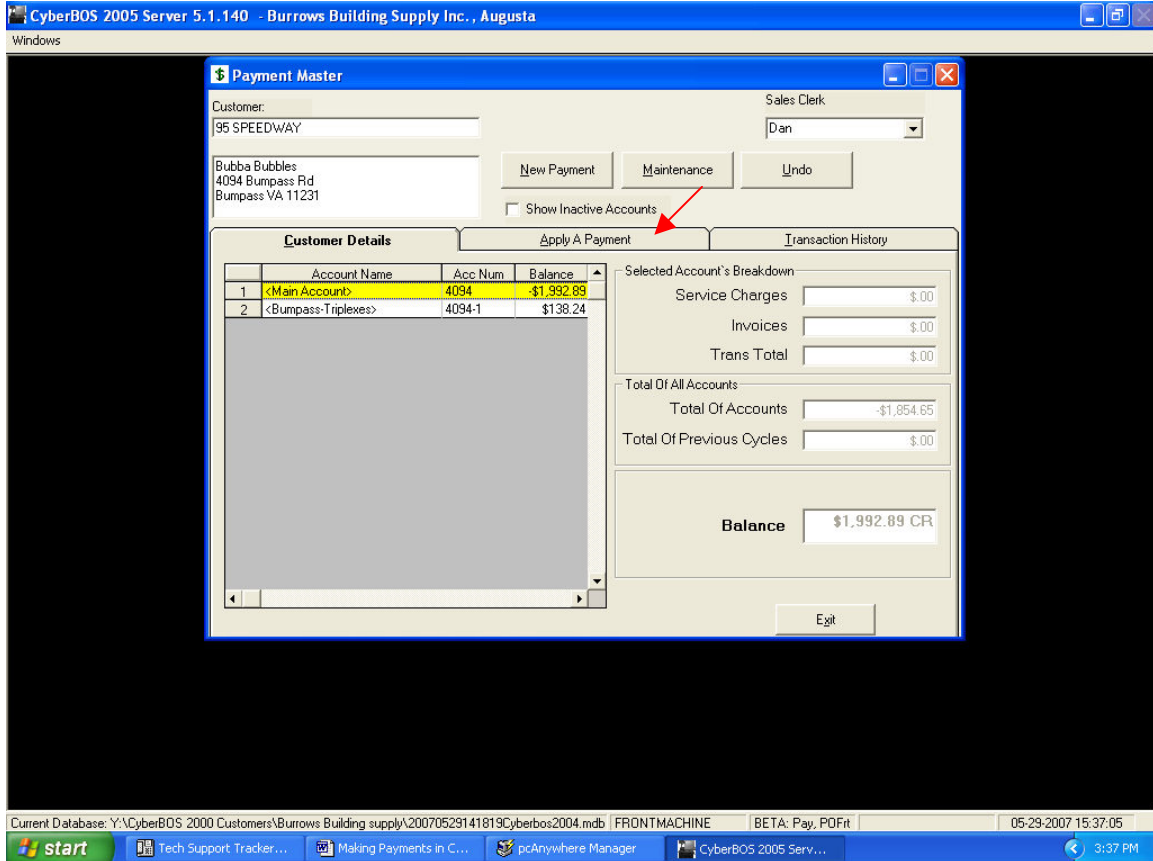


Good Job!

Now I will show you how to make overpayments or deposits available to sub-accounts.

Making Overpayments or Deposits Available to Sub-Accounts

Return to Payment Master and select the account with the over payment amount, then click Apply a Payment.



This is the Payment Master window now showing an unapplied credit balance. To make this amount available to all sub-accounts, select the box to the right of the amount and click Make a Payment.

Unapplied Credit

The screenshot displays the 'Payment Master' window with the following data:

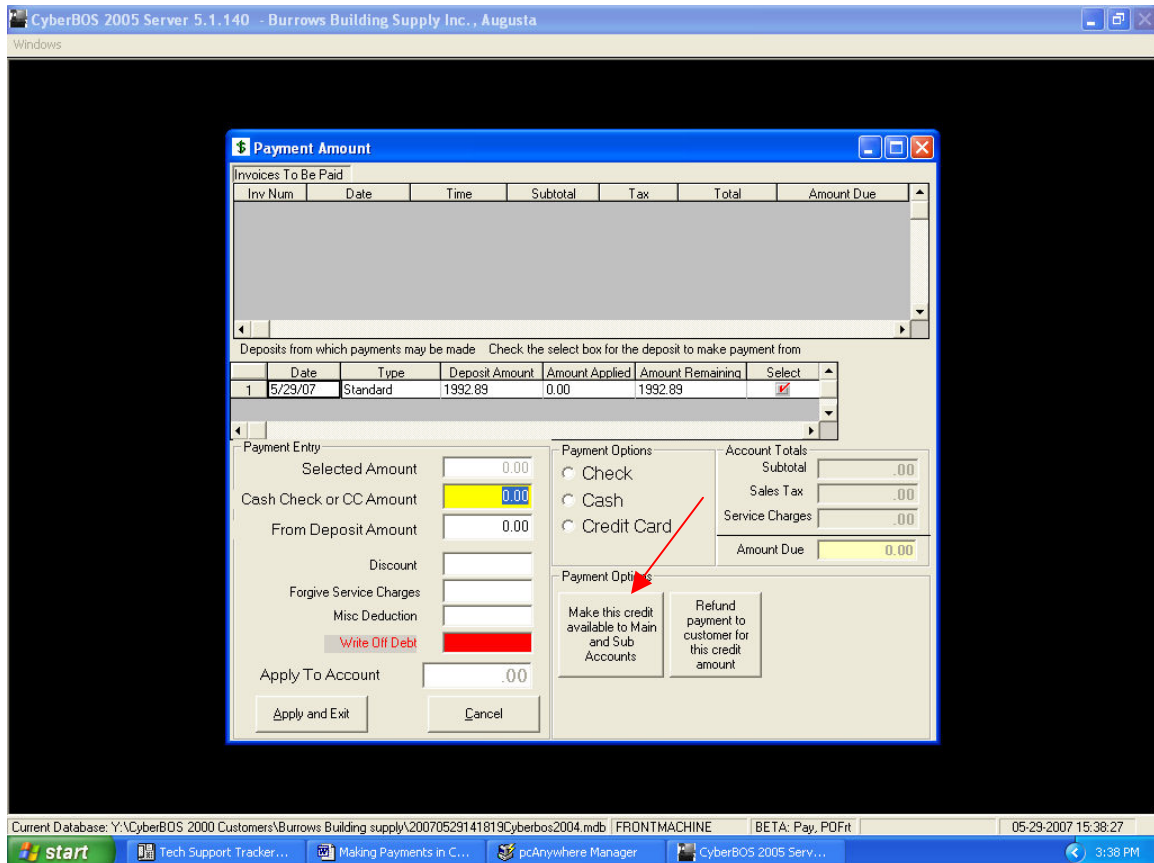
Invoices / Service Charges Outstanding							
Select	Invoice #	Invoice Date	Subtotal	Sales Tax	Total	Amount Due	TransID
[Empty]							

Unapplied Payments						
	Date	Type	Deposit Amount	Amount Applied	Amount Remaining	Selected
1	5/29/07	Standard	1992.89	0.00	1992.89	<input type="checkbox"/>

Transaction Details						
	Item	Description	Quantity	UOM	Tax Category	Extended
[Empty]						

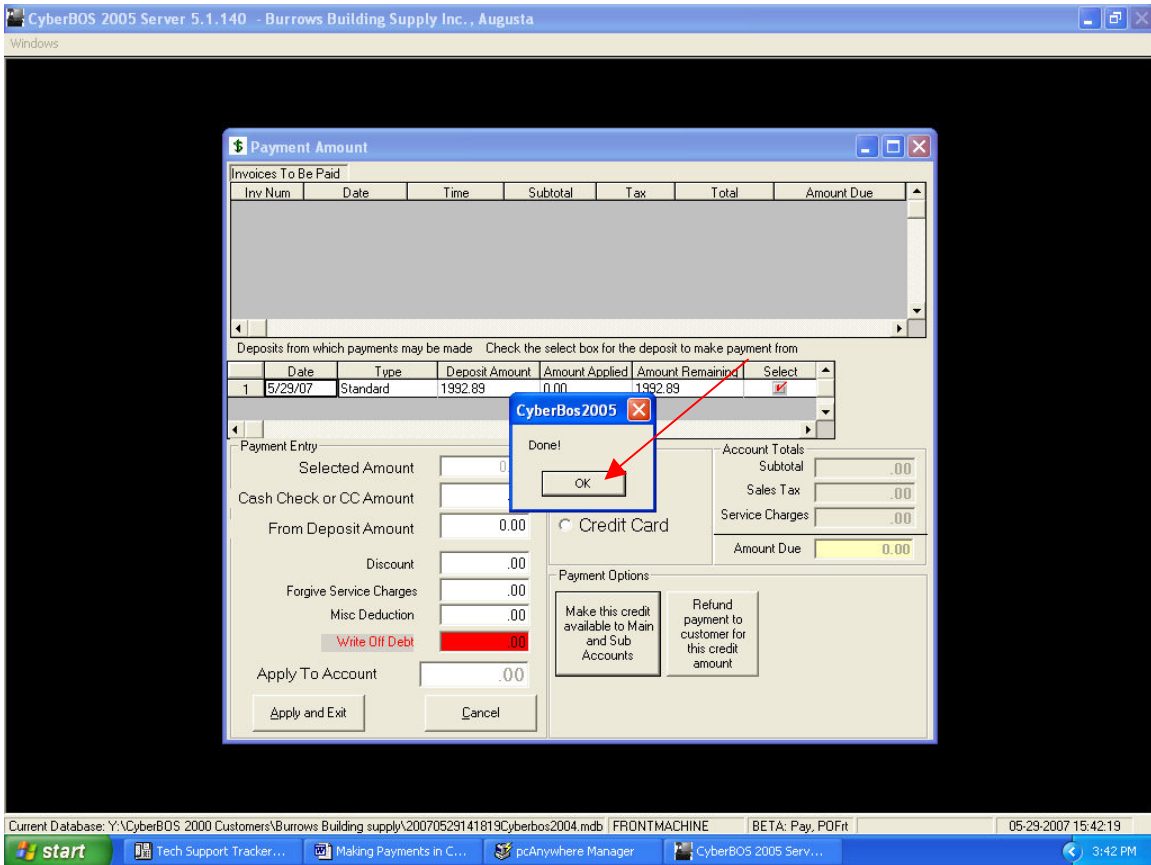
Balance of Selected: \$0.00

This is the Payment Amount window; the overpayment amount is already checked. Simply left click once on the box that reads “Make this credit available to Main and Sub Accounts” or, if the customer wants a refund, left click the “Refund payment to customer for this credit amount.”

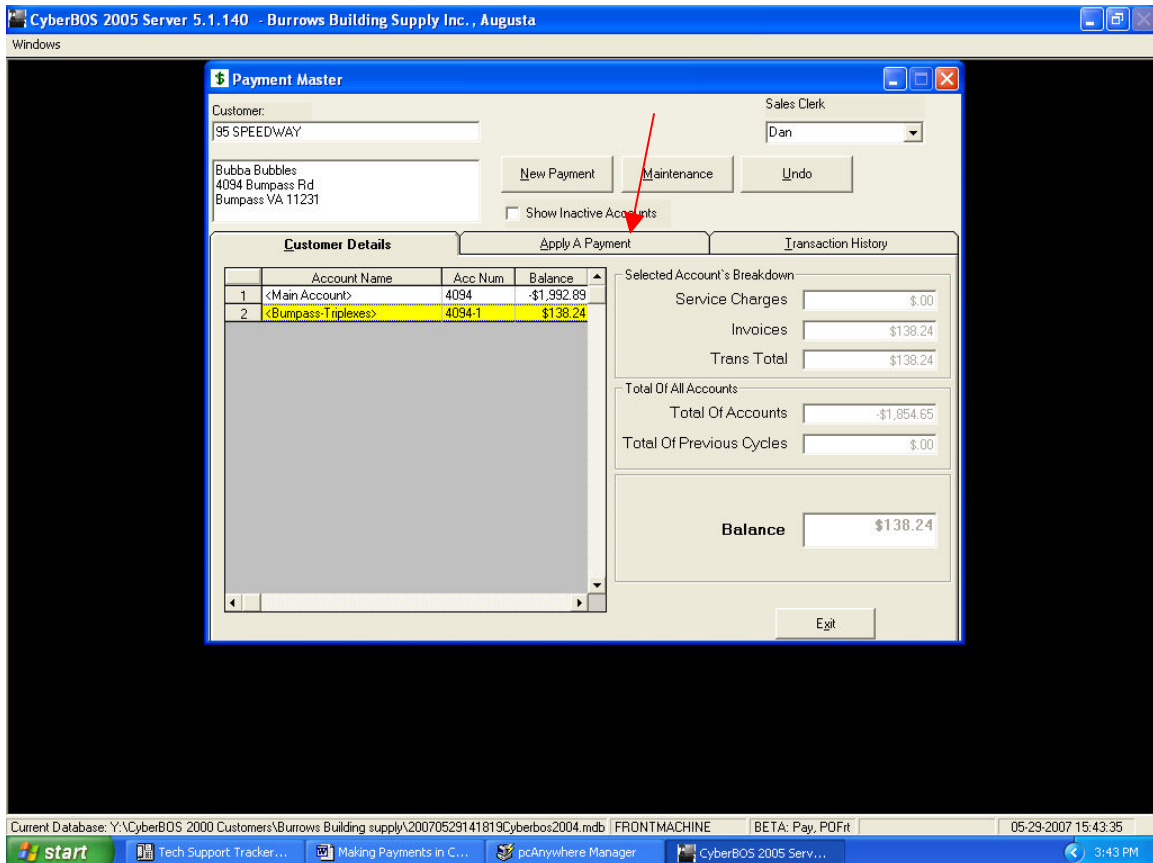


Click OK!

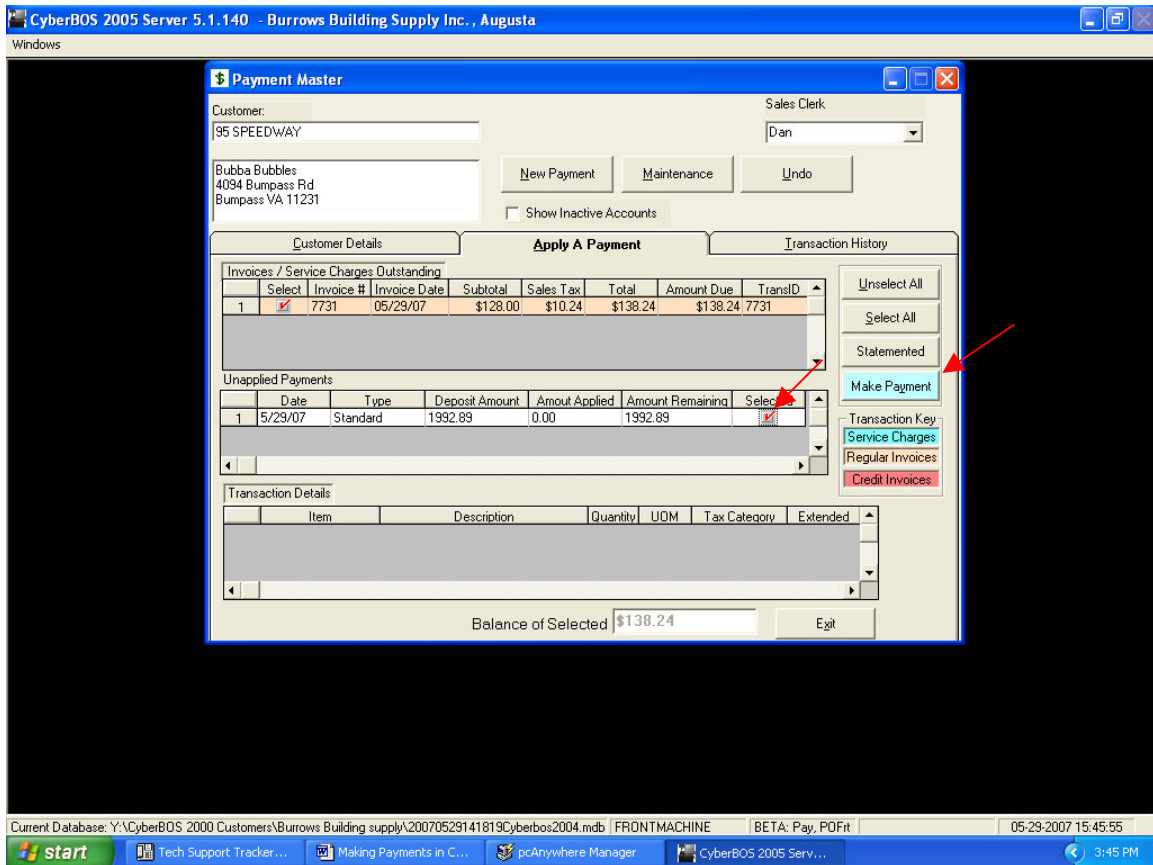
This credit is now available to main and all sub accounts or to refund to the customer.



Now select the sub account that you want to make a payment on and click Apply a Payment



Select the unapplied payment and then click Make a Payment.



In this window, simply make sure everything is correct; Selected Amount will show the amount to be paid to the selected sub account. Cash Check or CC Amount should be 0.00, the amount of the payment will be automatically entered in the From Deposit Amount. If everything is correct, click Apply and Exit.

The screenshot displays the 'Payment Amount' dialog box within a Windows environment. The window title is 'Payment Amount'. It contains the following sections:

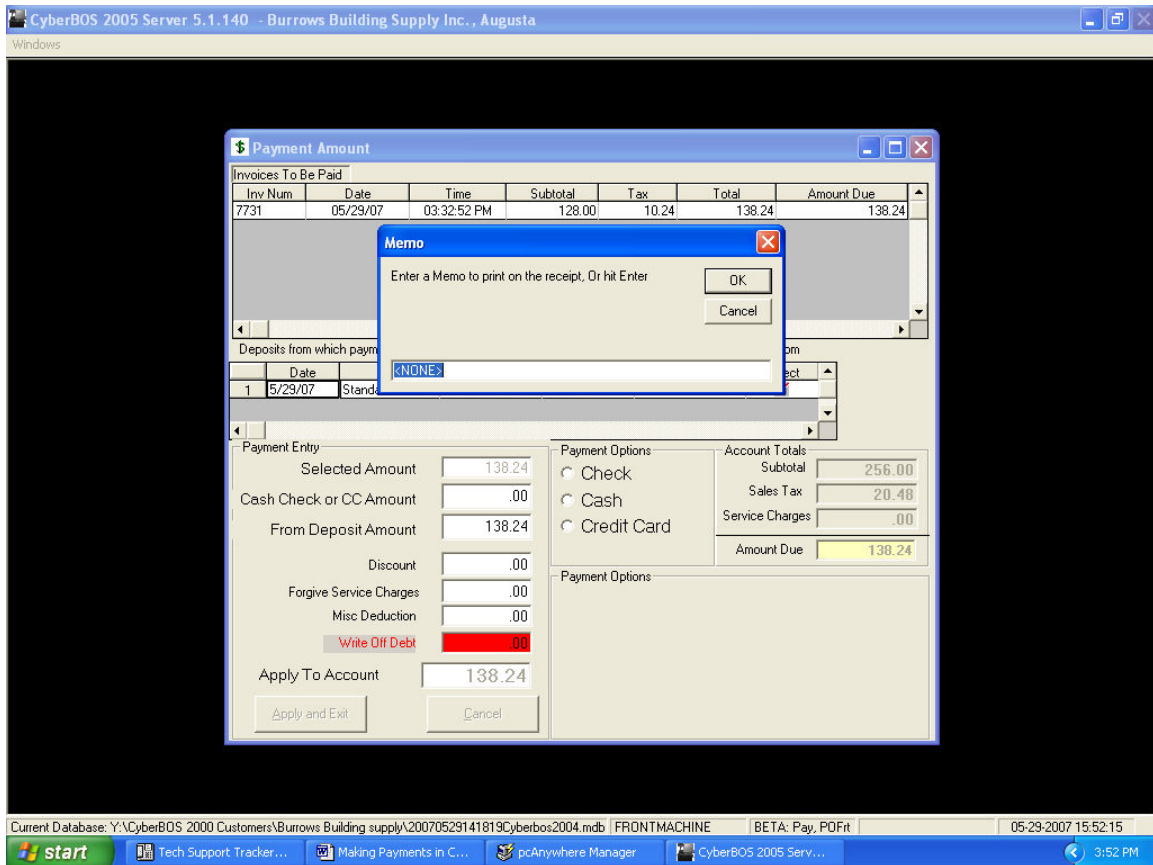
- Invoices To Be Paid:** A table with columns: Inv Num, Date, Time, Subtotal, Tax, Total, Amount Due.

Inv Num	Date	Time	Subtotal	Tax	Total	Amount Due
7731	05/29/07	03:32:52 PM	128.00	10.24	138.24	138.24
- Deposits from which payments may be made:** A table with columns: Date, Type, Deposit Amount, Amount Applied, Amount Remaining, Select.

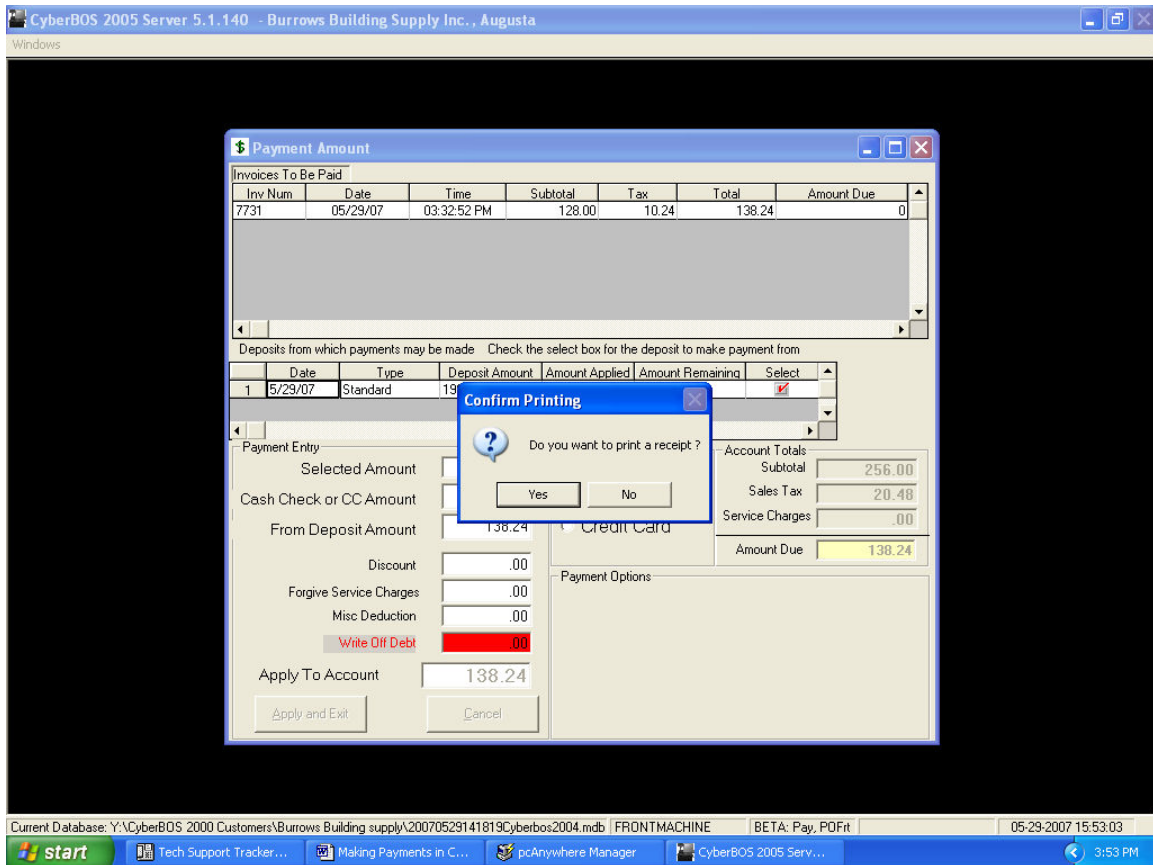
Date	Type	Deposit Amount	Amount Applied	Amount Remaining	Select
5/29/07	Standard	1992.89	0.00	1992.89	<input checked="" type="checkbox"/>
- Payment Entry:**
 - Selected Amount: 138.24
 - Cash Check or CC Amount: 0.00
 - From Deposit Amount: 138.24
 - Discount: [Empty]
 - Forgive Service Charges: [Empty]
 - Misc Deduction: [Empty]
 - Write Off Debt: [Red button]
 - Apply To Account: 138.24
- Payment Options:**
 - Check
 - Cash
 - Credit Card
- Account Totals:**
 - Subtotal: 256.00
 - Sales Tax: 20.48
 - Service Charges: .00
 - Amount Due: 138.24

At the bottom of the dialog box are two buttons: 'Apply and Exit' and 'Cancel'. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 3:47 PM on 05-29-2007.

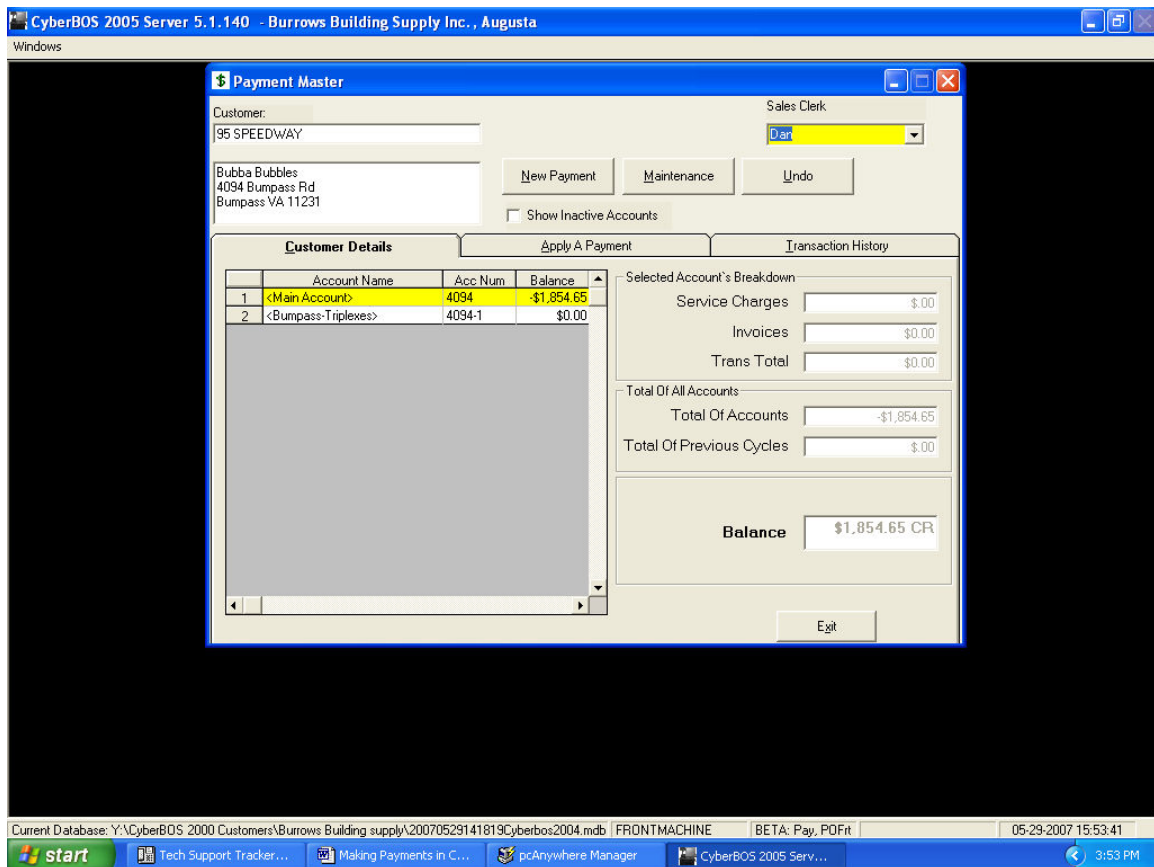
Enter Memos if desired.



Print a receipt option.



The sub account is paid and the remaining credit balance shows in the main account.



Great Job!