

Automotive Accounts Receivable for Windows

version 1.2
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This software is an accounts receivable, inventory and invoicing system for a small automotive parts or service business. However, it can be used for any small business that sells items from its own inventory or is in the business of servicing equipment.

This software is shareware. It may be freely distributed and used for evaluation purposes. If you want to use it in business, you must register your use with the author and pay the registration fee of \$40.00. To register, mail the registration form at the back of this document.

Most program procedures operate by choosing a menu item and then filling in the blanks on the computer screen. There are no hidden commands to learn.

Part 1 - System Requirements

This program requires Microsoft Windows, version 3.0 or 3.1, at least 1M of memory, a hard drive (with preferably 5 M of available space to allow for growth through time of files), a printer and a mouse. In addition, you must have a copy of the Visual Basic run-time file (VBRUN100.DLL). This file is available from most Shareware distributors or will be provided to any registered user upon request. The program can handle up to 2000 account customers and 5000 part numbers. The program does not use special forms. Everything is printed out on white paper (preferably 8 1/2 X 11).

Part 2 - Installation

1. Create a new directory on your hard drive. Copy the program file (AAR.EXE) onto the directory. Run the program as any other Windows application by double clicking the "AAR" icon or by selecting "AAR" on the File Manager.
2. The first thing you must do is to tell the program the name of your company. Click "Accounts" on the Main Menu title bar of the program and then click "Setup" on the drop-down menu. The program will prompt you for a password. The password is located in the "Password" section near the end of this file. When the Setup window loads, fill in the blanks and click the "OK" button.

3. After putting your company's information into the system, you must put your account customers into the system. Click "Accounts" and then click "Add or Change". Assign each customer a different account number. You may use alphanumerics. For example, the account number for the Acme Tire Company could be ACME. Fill in the blanks and click the "Add" button.
4. After all your account customers information is entered, you can put their account balances into the system. Click "Payments" and then click "Post" on the drop-down menu. Enter the customer's account number (to get a list of the account numbers, click the button with the down arrow) and then click the "Search" button. Enter their balances as payments for with negative amounts. For example if the Acme Tire Company owed you \$99.00 and the debt was over 90 days, you would post a payment of -\$99.00 against the Over 90 amount.
5. Then you must put your inventory into the system. To do this, click "Inventory" on the Main Menu and click "Add New" on the drop-down menu. Fill in the blanks on the "Add New Inventory" window and then click the "Add" button. After your inventory and accounts are in the system, it is ready to use for invoicing, inventory control, accounts receivable and report generating.

Part 3 - Common Tasks

1. **Invoicing - (*For generating invoices for cash or account customers at the time of sale*)** You can generate two types of invoice: parts and service. First, click "Invoice" on the Main Menu. Then choose either "Parts" or "Service" on the drop-down menu. The first window on both types of invoices asks for the account number of the customer. If it is an account customer, click the down arrow for a list of account numbers. After clicking (or writing) an account number into the input box, click the "Search" button. The customer's name and address should fill some of the boxes on the window. If the customer is paying cash (or using a credit card or paying by check), click the "Cash Customer" box, then click the "OK" button. Then indicate in the "Terms" box how the customer is paying (i.e. cash, Visa, MasterCard, check). Fill in the rest of the input boxes on the window and then click the "Next Window" button. The next window is for inputting the parts sold. Both the service invoice and the parts invoice can have twenty part numbers per invoice. First, enter the part number in the "Part Number" box. If the part is from the program's inventory system, click the "From Inventory" key. If not, click the "Non Inventory" key. If you have clicked the "Inventory" key, the program will search the inventory fill and write the part description, quantity in stock level and the prices to the window. Fill in the blanks for quantity ordered and quantity shipped. If you want to change the price, you may by putting the cursor in the "Price" box and typing in a different amount.

After that, click the "Next Item" button and repeat the procedure. If you want to re-do an item, type that item number into the "Item Number" box and make the change. When you are done entering parts, click the "Next Window" button.

Parts Invoice - The next window, is for adding in sales tax. If you want sales tax charged on the invoice, click the "Add Tax" button. Then turn on the printer and click the "Print" button.

Service Invoice - The next window begins with a space for entering a description of the service performed. Begin entering text on the first line. When the window begins to scroll, finish the word you are typing and then press the "Enter" key. You have 4 lines of forty characters to describe the service performed. Fill in the remaining blanks on the window. Before printing, but after doing everything else, click the "Add Tax" button if you want sales tax included on the invoice.

2. Estimate - (For giving your customer a written estimate of the cost of doing some work for him or selling him some parts, or both) If you want to give a customer a written estimate click "Invoice" on the Main Menu and "Estimate" on the drop-down menu. This procedure also gives you a "Job Cost" report for each Estimate. Fill in the blanks on the first estimate window, including the service required information (which works just like the service performed description on the Service Invoice final window). When you want to include parts in your estimate, click the "Add Parts" button. The parts window works just like the parts screens on both types of invoices. When finished entering parts, click the "Next Window" button. As with an invoice, "Add Tax" last, then turn on the printer and "Print".

3. Pick List - (For giving your stock boy instructions on which parts to pick for a job or for a parts order) Pick lists are used to fill orders before invoicing. Click "Invoice" on the Main Menu and "Pick List" on the drop-down menu. Fill in the blanks on the first window, and then click "Add Parts". The parts window works just like the parts window in both invoices. When you are finished entering parts, click the "Next Window" button. Then turn on the printer and click "Print" to print.

4. Work Order - (A form your mechanic or technician can fill out indicating the work done and parts used on a job.) The Work Order is a basic form that indicates briefly the work that is to be performed. It is mostly a "fill in the blanks" form for the mechanic or technician. Click "Invoice" on the Main Menu and "Work Order" on the drop-down menu. When entering text in the work required area, once the screen begins to scroll, finish the word you are typing and then press the "Enter" key. When finished, turn on the printer and click the "Print" button"

5. Credit Note - (A written refund) Use the Credit Note procedure to issue a cash refund or credit an account. Click the "Payments" on the Main Menu and "Credit Note" on the drop-down menu. This first window is very similar to the first window of both types of invoices. If it is an account customer, click the down arrow for a list of account numbers. After clicking (or writing) an account number into the input box, click the "OK" button. The customer's name and address should fill some of the boxes on the window. When you are finished filling in the blanks on the first window, click the "Next Window" button. The final window will become visible. Enter the amount of the Parts, Labor, Other (Towing, Supplies, Sublet) and Tax to be credited, turn on the printer and click "Print".

6. Post a Check - (The customer has made a payment on his account) Click "Payments" on the Main Menu and "Post" on the drop-down menu. Enter the customer's account number by either typing it in or choosing it from the list provided on the drop-down list (using the button with the down arrow). Then click the "Search" button. The customer's account balances will come up on the screen. Enter the amount of the check in the box labelled "Amount" and the check number in the box labelled "Reference". The indicate by choosing the correct circle which category (i.e. Over 30 Days) you want the payment posted against. After doing this, click the "Post" button.

7. Print Statements - (To send to your customers at the end of the month) Click "Month End" on the Main Menu and "Statements" on the drop-down menu. Turn on the printer and click "Print".

8. Order Inventory - (Tell the program you have ordered stock from one of your suppliers) Click "Inventory" on the Main Menu and "Update" on the drop down menu. Enter the part number in the "Part Number" box and then click the "Search" button. Enter the amount of stock ordered by typing this amount in the "Quantity Placed on Order" box. Click the "Update" button. If you want to enter another item, click "New Part". Click "Exit" to return to the Main Menu.

9. Receive Parts into Your Inventory - (When a shipment arrives from one of your suppliers) Click "Inventory" on the Main Menu and "Update" on the drop-down menu. Enter the part number in the "Part Number" box and then click the "Search" button. Enter the amount of stock received in the "Quantity Received Into Stock" box. Click the "OK" button. Click "Exit" to return to the Main Menu.

10. Add a New Customer (And keep a record of his name, address, credit limit and phone number) Click "Accounts" on the Main Menu and "Add or Change" on the drop-down menu. Choose an account number. Fill in the other blanks and then click the "Add" button. To return to the Main Menu click the

"Exit" button.

11. Add a New Part to the Inventory System - To do this, click "Inventory" on the Main Menu and click "Add New" on the drop-down menu. Fill in the blanks on the "Add New Inventory" window and then click the "Add" button.

12. Check A Customer's Account Balance - (*To see how much the customer owes and for how long*) Click "Accounts" on the Main Menu and "View" on the drop-down menu. Enter the customer's account number by either typing it in or choosing it from the list provided on the drop-down list (using the button with the down arrow). Then click the "Search" button. The customer's address, telephone number, credit limit and account balances will come up on the screen. When you are finished, click the "Cancel" button.

Part 4 - Reports

1. Inventory Reports - Automotive Accounts Receivable generates inventory reports that are useful for checking inventory levels and maintaining inventory control. To generate an inventory report click "Inventory" on the Main Menu and "Report" on the drop-down menu. These reports can be set to print only on the screen or on the screen and printer both. There are six types of reports than can be generated:

1. All Inventory - Prints out every item in the inventory file.
2. By Part Number - Prints out only the part number you specify.
3. By Supplier Code - Prints out only the parts that match the supplier code you specify.
4. By Description - Prints out only the parts that match the description you specify.
5. Items On Order - Prints out only the items that are currently on order.
6. Low Inventory - Print out only the inventory items with stock levels below the minimum specified quantity.

There is also an Inventory Analysis Report available on the Inventory Analysis window.

- 2. Today's Transactions** - This report gives you an indication of the day's business. It generates a report for Cash Transactions, Account Transactions, Payment Postings, Estimates and Sales Tax Collected. It is a good idea to print this report at the close of business every day and save a copy for your records. To run this report, click "Reports" on the Main Menu and "Today's Transactions" on the drop-down menu.
- 3. Account List** - This report lists the account numbers, names and addresses of all of your account customers. To run this report click "Reports" on the Main Menu and "Account List" on the drop-down menu.
- 4. Account Analysis** - This is the most important report in the system. It tells you how much each customer owes you and for how long. Totals are provided for each accounts receivable aging category. To run this report click "Reports" on the Main Menu and "Account Analysis" on the drop-down menu.
- 5. Monthly Reports** - Separate month long reports are available for Cash Invoices, Payment Postings, Estimates and Tax Collected. The reports can be generated for the current month or for past months that have had history files created by the "Closing Posting File" procedure. Click "Reports" on the Main Menu and then click one of "Payments", "Tax", "Cash Invoices" or "Estimates" on the drop-down menu.
- 6. Sales Journal** - This report is basic sales journal with posting of Debits against Accounts Receivable (for account invoices) or Bank (for cash invoices). It includes credit postings for Parts, Labor, Other (Shop Supplies, Towing, Sublet Labor) and Sales Tax. This report is automatically printed when the Posting Files are closed at the end of the Month. It can also be printed by entering the month and year on the "Close Accounts" window and clicking the "Journal" button.

Part 5 - Month End Procedure

At the end of the last business day of each month you must do the run the following procedures in this order to age you accounts receivable customer files.

1. Print Statements - This is the last chance to print statements before the specific invoice information is no longer available to the statement procedure. For information on how to print statements see Part 3 - Common Tasks, number 7.
2. Close Accounts File - This procedure ages all the balances in all account customer's files 30 days. When this procedure is run the customer accounts file is sorted by Account Number. This procedure is protected by a password.
3. Close Posting File - This procedure closes the posting files for invoices, payments, tax collected and estimates. You must tell the program what month and year the files are for. Use the down arrow buttons to choose the correct month and year. This procedure is protected by a password.

Part 6 - Dos Versions of Automotive Accounts Receivable

Automotive Accounts Receivable has been available as a DOS program since 1984. It is also a shareware program written by Len Thom. Unfortunately, the DOS version does not use the same files as the WINDOWS version. The DOS version uses Microsoft Binary Format (MBF) numbers in all the files. Automotive Accounts Receivable for Windows uses IEEE numbers. A conversion program for some of the files (including the inventory file) will be available to registered users of BOTH programs in 1992.

Part 7 - Password

Some procedures are protected by a password. The password is Len.

Part 8 - Registration

Only registered users may use this program except for evaluation purposes. The purpose of shareware computer programs is to allow you the public to try-out software before paying for it. This software is not for everyone or every business. If you tried Automotive Accounts Receivable for Windows and found that it is not for you, thank you for giving it a try and better luck finding a program more suited to your business. If you do like the software and plan to

use it, you must register. The registration fee, like that of most shareware, is very modest.

Registered users will receive the most up to date version of Automotive Accounts Receivable for Windows and a printed copy of the documentation. A new version is released at least once a year and registered users will be notified and are entitled to upgrade for only \$15.00 per version.

To register, send your name and address, the diskette format size you use (3 1/2 or 5 1/4) and \$40.00 to:

Len Thom
12126 - 102 Street
Edmonton, Alberta, Canada
T5G 2G9

Note: A Canadian version of this program that includes provision for charging the Goods and Services Tax will be available in late 1992. It will be file compatible with version 1.2.

Registration Form

Name_____

Address_____

Zip Code_____

Diskette Size 3 1/2_____ 5 1/4_____

Telephone_

I hereby request a licence to use Automotive Accounts Receivable for Windows
as a registered user.

Signature

Registration Fee: \$40.00

Send to:
Len Thom
12126 - 102 Street
Edmonton, Alberta, CANADA
T5G 2G9