

## Billing From One Store To Another Store

From the Main Menu select the following options:

#1 Sales

#1 Invoices, Estimates and Work Orders

Enter the Sales Person Number

Enter the Customer Number

Enter

F8 More Options

Enter miscellaneous charges, and general ledger account number for whatever you are charging the customer, Enter.

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: Ship To Name-----: SOUTH POINT SYSTEMS          Screen 2 of 3
: Ship To Address (1)---: 1019 HIGHWAY 431 NORTH
: Ship To Address (2)---:
: Ship To City/State/Zip: BOAZ                / AL / 35957-1710
:                               MKE Engine Year Model Odometer
:
: Vehicle/Engine Info----:
: Serial/License Number--:                               Ovr'd Price Lvl:
: Vehicle/Equip Records--:                               Supress Prices:
: Labor Priority-----: 0                               Tax Misc Chgs--: N (Y or N)
: Promised Month/Day/Year: 0/00 2003                     Labor Tax Code: N (G or N)
: Call When Completed----: (Y=Call)                       Your Vndr Nbr--:
: Override Invoice Number:                               Requisition---: V5R1M0
: Payment Method-----:                               Bin Location--:
: Internal P.O. Number---:                               On/Off Percent:
: External P.O. Number---:                               Ship Complete--:
: Order Parts from W.O.--:                               Ship Pre Paid--:
: Internal G.L. Account--:
: Misc Charges G.L. Acct.: 53500 SALES - HARDWARE/SOFTWARE
: PRESS ENTER TO CONTINUE (+) F8 - MORE OPTIONS
: F3 - DISPLAY HELP FOR FIELD F9 - GOTO TOTAL SCREEN
: F4 - END PROCESSING         F12 - DISPLAY G.L. ACCOUNTS
: F7 - PAGE BACK              (-) F22 - DISPLAY ACCOUNTS RECEIVABLE
: F23 - WORK WITH VEHICLE/EQUIPMENT MASTER FILE
.....
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F9 Entry Complete

Put In a "C" To Charge

Enter in the Amount of Miscellaneous Charges

Enter

Enter Again.

F7 To Print Invoice

When You Receive A Check From The Other Store Apply It To Accounts Receivable.

If you need additional assistance, email [support@southpoint.net](mailto:support@southpoint.net) or call our office.