
Customer Label Printer

Welcome

Thank you for your recent purchase of BSoft Integrators' Customer Label Printer. We take pride in our products as well as our customer service, so if you have any questions regarding the operation of your new software application that have not been addressed in this manual, please feel free to contact us at ken@bsoftintegrators.com.

Welcome to the Customer Label Printer!

Overview

The Customer Label Printer is an application that integrates with BusinessWorks and facilitates the printing of customer distribution labels for target customer groups based on specific selected criteria. This application is perfect for direct marketing or information distribution to your current customer base.

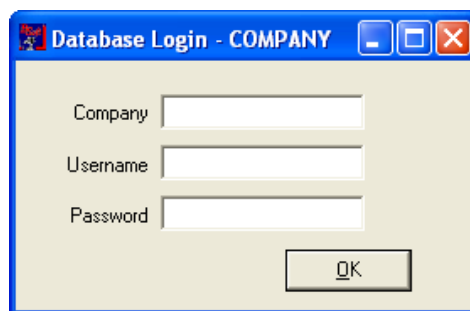
Installation

Please refer to the BSoft Installation Instructions document, for step by step instructions on the downloading and installation process for this application. The instruction manual is available on the BSoft Integrators' website, at www.bsoftintegrators.com

Setup

The installer will put a shortcut into your desktop. If you wish to launch it from the Start Menu – the default install puts a shortcut into the Start→All Programs→ BSI RDS.

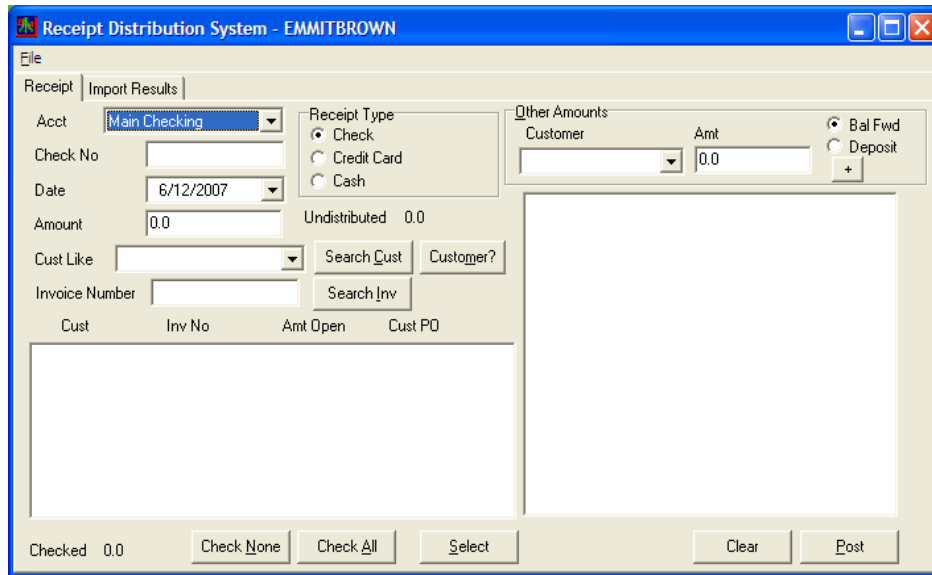
Once the application is installed and (if necessary) registered – you will be prompted to log into BusinessWorks.



You must login using the Manager username and password. This information is saved in encrypted form on your computer, so that re-entry of the information is not required on this computer.

Because the Manager username is used during the initial login, access to all Business Works' companies will be available for use in the Product Build Report, on the computer which has been logged in

Once the system is connected, the application will show up on the screen connected to the company, with the receipt tab showing. (What does this mean?)



File Menu

Once you have opened the application, take note of the file menu. The file menu shows three options, the two relevant options are:

- **About**: This screen will give you your product information including the Receipt Distribution System version, Business Works version, product license status, and product activation date.



- **Quit**: This option will log you out of the company that you are currently working and close the Product Build Report application.

Entering Receipts : To enter receipts you simple open receipt distributor select the “receipt tab” and start entering the receipt data in the appropriate fields.

Receipt Tab:

Once in the receipt tab you want to go in and enter the information that you have available from the payment that you are receiving.

- 1) **Account:** This dropdown box is where the BW cash account for the deposit is posted. The debit of the deposit will be posted into the attached GL account, but the bank deposit will *not* be automatically posted to cash management. The deposits must be deposited through the Bank Deposit task in BW.
- 2) **Check No:** To enter the check number of the customer’s payment.
- 3) **Date:** The date that is written on the check or that the payment is made – whichever is preferred for the posting date of the transaction. *Note that posting to a prior month, if your system doesn’t allow it, will generate an error.*
- 4) **Amount:** To enter the *total* amount of the payment. *Distribution of the payment to individual invoices will take place as the individual customers and invoices are selected for payment.*
- 5) **Cust Like:** This is the customer lookup field, used to select specific customers for which payment may be applied. The ‘cust like’ field also has the ability to do “like” comparisons.

- a. **Example:** If you have invoices issued to a several different customer locations and payments are issued from the corporate office. The customers may be entered with similar Customer ID’s:

HD RSVL

HD STNRNCH

HD CITHGTS

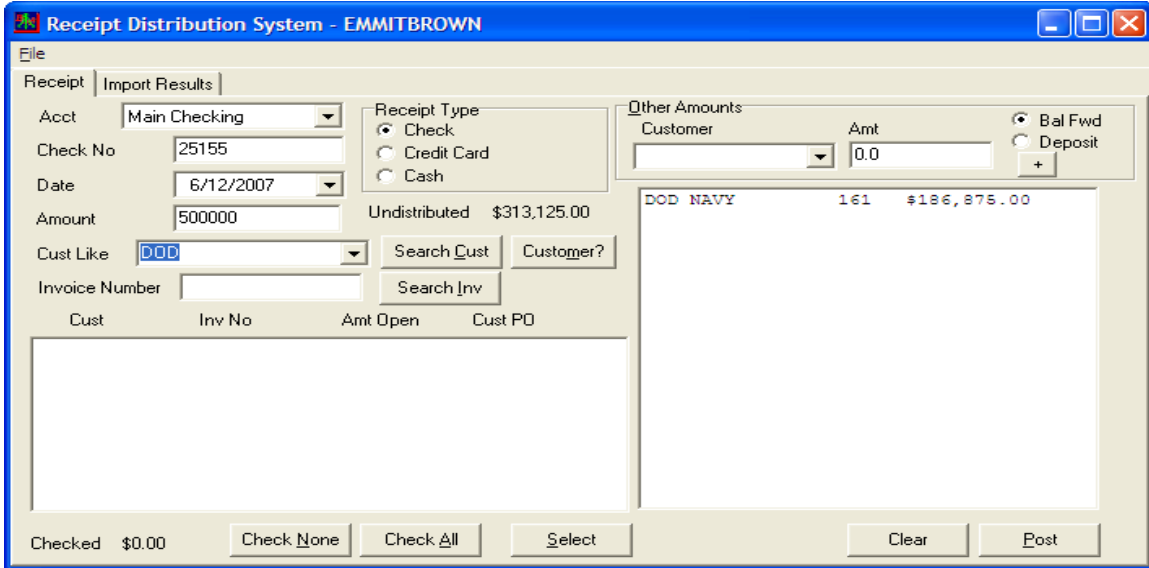
By entering “HD” into the “Cust Like” field all of the invoices for each “HD” customer will show, allowing you to select the appropriate customer(s) and invoices to which payment should be applied. Simply select the

appropriate invoices. Once the invoices have been selected they will appear on the right hand side of the screen as will

REPLACE SCREEN SHOT

- 6) **Invoice Number:** This search option enables you to apply payment to specific invoices.
- a. **Example:** A customer submits a check with specified invoices for which payment is for, simply enter the first invoice number, and then search invoice. The invoice number matching your entry will be displayed in the lower half of the screen at which time you make select it, and repeat those steps for the next invoice. *Please keep in mind that if the entire payment is for a single Customer ID the most efficient lookup will be "Cust Like."*

Is an alternate means of searching for particular payments. Using the Invoice Number option gives you the option to "key and pound" invoice distributions with the ten-key keypad. If a customer's check stub lists out the paid invoices, it may be worth using this enhancement even if the invoices are not split across multiple billing customers just because this mechanism is so fast. Once the invoice number is keyed in, the invoice will automatically be selected (regardless of the customer being invoiced) and the less of the original invoice amount or unapplied payment amount will be applied. The application *does not* consider the BusinessWorks discount calculation.

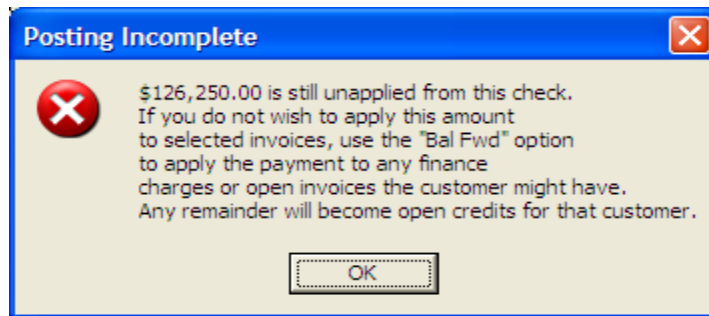


As stated before, the payments. The deposit will not show

Posting Receipts

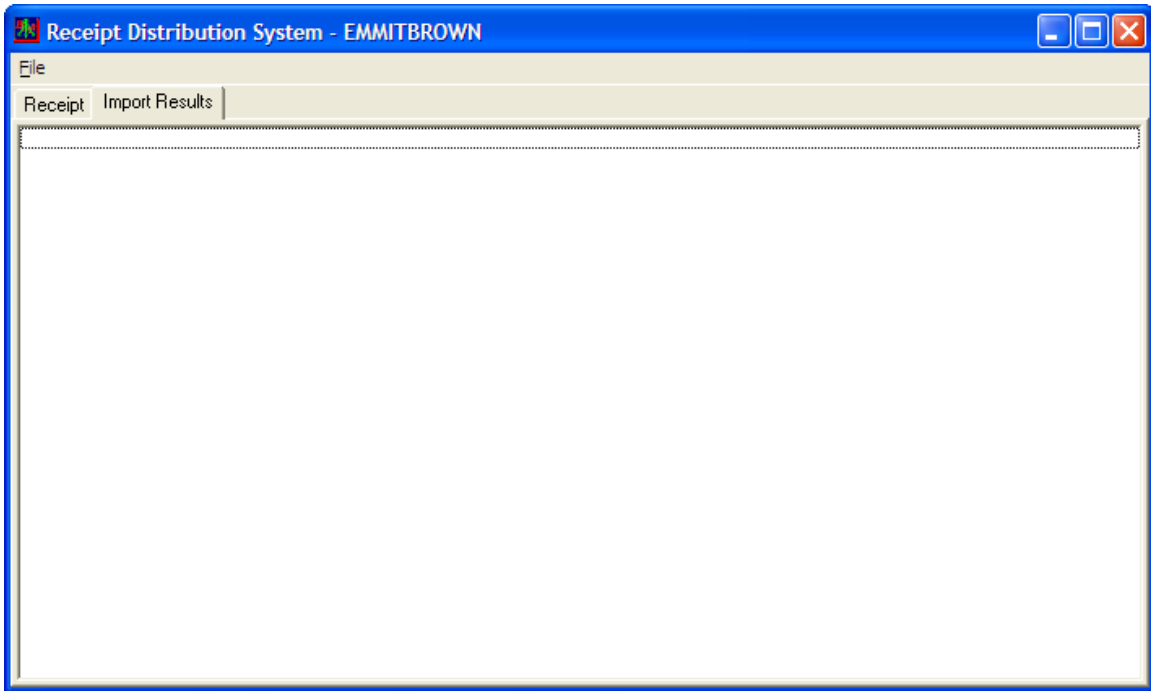
Once you have selected all of the desired invoices, and they are displayed on the right-hand side of the screen, click on the “Post button” (or hit alt-p on the keyboard) to post payment to the invoices. *Be aware that the payments will not show up as a cash management deposit, it must be applied through BusinessWorks’ Bank Deposit window.*

- 1) Error Message: If you attempt to post payment and the entire payment amount has not been distributed, you will receive an error message similar to the one below. If there are no additional invoices for which payment should be posted, the remaining unapplied balance will become a credit for that customer upon posting.



Import Results

After you post your transaction, the “Import Results” tab will appear showing the actual posting of your transaction.



This will be your personal receipt showing you that your transaction did indeed process.