

The '**Charge-to-Invoice' Clover station app & Accounts Receivable Web-app & 'Payment On Account' Clover station app** are suitable for any business that puts customers' orders on 'tab', to be invoiced & paid for later that month or next month.

With these RetailCP integrated apps, you do not need an external A-R accounts system. You get automatic integration between Charged Clover orders & our A-R & Statements Web-app.

(1) The 'Charge-to-Invoice' Clover station App & Web-app App:

- The **purpose of Charge-to-Invoice app** is to allow regular customers to put a Clover order on 'tab' (Charge it) and pay later when order is invoiced.
- You can assign Clover order as paid by tender type 'Charge-To-Invoice' for regular 'Activated' customers.
- App automatically applies line item discounts by customer by product range.
- Using the web app, Invoices can be generated in PDF format for orders paid by 'Charge-to-Invoice'.
 - For regular customers who 'charge it' & pay later, you can generate a PDF invoice within seconds, which lists all order line items, by quantity by discounted price, for the date range you prefer.
 - Invoices can be generated at whatever period is required e.g. Weekly, Every two weeks or Monthly. Alternatively, an invoice can be generated for one specific order. See FAQ on <https://retailcp.ie/invoice>.

(2) The Accounts Receivable & Statements Web-App:

- These are extra subscriptions based on quantity of invoice lines required each calendar month.
- Can process payments & manage A-R Debtors accounts on Web-app (on any PC, Laptop anywhere with Internet access).

- Payments can be allocated to the oldest invoice or, specific invoices can be selected to pay against.
- Can generate reports on Order status, Invoice lists & Aged-balance XLS reports.
- Can generate PDF Statements for whatever date range is required, for one or 'All' activated customers.

(3-A) Payment-On-Account, Clover station App, is optional.

- **The main purpose of Payment On Account app is to process payments directly on a Clover station and to save the details automatically into the Charge-to-Invoice web-app accounts system.**
- **This is not a stand-alone app.** The 'Payment On Account' Clover station app can only be used when you have already signed up for one of the 'Charge-to-Invoice' Accounts Receivable Statement subscriptions.
- The merchants who use this app will save duplication because they only need to process the payment once via this Clover station app, to get details into accounts.
- The 'Payment-On-Account' clover station app is optional because it is possible already to allocate payments using the above Accounts Receivable web-app.
- The payments processed via the 'Payment On Account' Clover station app, can be allocated automatically to the oldest invoice or can be selected to pay against specific invoices.
- For the 'Select Invoice' allocation option, the app imports and displays on Clover screen any invoice with an outstanding balance.
- I.e. The 'Payment On Account' Clover station app is fully integrated with, and dependant on, the Accounts Receivable Web-app.

(3-B) Notes on 'Payment-On-Account' Clover station App & how it interacts with 'Charge-to-Invoice' Acc-Receiveable Web-app.

- Another feature of the 'Payment-On-Account' app is that it can be used on a Clover station to check customers outstanding Web-app acc-receivable statement balance.
- The Balance on account = Sum of Invoices minus payments.
- If there are no new invoices and previous invoices have been paid for in full, the balance on account will be zero (\$ 0.00).
- **The 'Payment-On-Account' app is fully integrated with and is totally dependent on the Accounts Receivable web-app.**

- See detailed FAQ on our support site. Payments are processed on the Clover register, using a prepared non-revenue inventory item named 'Payment-on-account' & the order is 'paid' using tender type 'Pay-On-Account'.
- Those payments are saved into the Accounts Receivable web-app.
- When payments (Credits) are allocated to a customer's account, to either the oldest invoice or to specified invoices, those payments reduce the customer's account balance (Payments are subtracted from balance).
- **Note the difference between a Charged order on Clover, and an accounts receivable invoice balance on account:**
 - A Clover order marked paid by 'Charge-to-Invoice' will be saved into the Web-app database. The order has not yet been invoiced.
 - The order is not yet listed on customers' accounts receivable balance.
 - Once an invoice (Debit) has been generated to include charged orders, then the invoice total (goods plus tax) will be added to customers account balance.
 - Only then can the Payment-On-Account clover station app view the outstanding balance on customer's account.

(4) Notes which we suggest can be used to train staff on the Charge-to-Invoice & 'Payment-On-Account' apps:

Process flow from Start to Charged Clover order to Invoicing, Payments and Customer Accounts Receivable Statement:

- Initial set-up: Please refer to our support site which includes install notes and FAQs: <https://retailcp.ie/invoice>.
- Set-up Inventory Label-IDs that will be used to manage discounts-by-product range or service category.
- Set-up discount table in web-app with % discount by product range (1 to 9) and by customer discount code (1 to 9).
- Use SYNC to import customers to web-app.
- Mark the regular customers as 'Active' and give them a discount code (1 to 9).

- It may be useful at start-up to create a test customer e.g. 'ABC services' or any name that will not be confused with real customer.
- Orders and Invoices can then be generated against the test customer. The App allows you to cancel an invoice, which generates a credit note to clear that invoice, so that accounts will not be affected.

- Charge an order. Put it on 'tab' to pay next month:
 - Do a standard Clover register order & mark it paid by tender type "Charge-to-Invoice".
 - The App allows the Clover cashier to select the 'activated' customer to 'Assign' order to.
 - The App automatically applies the discount % to line items.

- The App gets % from discount table based on that customer's discount code, and the Label-ID for the product range.
 - To see that order status, on the Web-app, do a report 'Charge-Invoice Order List'. The Status will show 'Charged'.
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- Generate a PDF Invoice on web-app:
 - On web-app set invoice date. (This date cannot be earlier than 'To' date in Invoice report date range.)
 - Click 'Invoice' button. Select one customer, or 'ALL customers'.
 - Select From and To date ranges to include the charged orders processed on Clover during those dates. The App will not include orders already invoiced.
 - Do another report 'Charge-Invoice Order List' on Web-app. The Status will show 'Invoiced, Charged'.
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- These Web-app reports will show effect of the invoice:
 - Invoice List
 - Invoices Status
 - Aged Balances
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- Make a Payment using Web-app (on Laptop-or-PC)
 - See FAQ notes
 - For test-training purposes, try entering a payment amount less than invoice total, so that another payment as below can be processed.

- Make another Payment using Clover Register (use tender type 'Payment-on-account'). This uses the Payment-on-Account clover station app in the background.
 - See FAQ notes
 - For test-training purposes, try entering a payment amount less than balance outstanding on invoice & click on 'Auto Allocate'. That way the Payment app will quickly send data to Web-app which allocates that payment to oldest invoice balance on account.

- Generate a PDF Statement on Web-app:
 - Click the 'Statement' button. Select one customer, or 'ALL customers'.
 - Select the From-To date ranges as each merchant prefers. Standard are from 1st to last day of the previous month.
 - The opening balance is shown.
 - Invoices and Payments are shown in date order
 - A running balance on the account is shown.
 - The final balance i.e. the total owed by customer to merchant is shown.
 - The aged balances breakdown is shown for the current & previous months