

Chapter 4: Accounting

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Aged A/R with Credit Limit

Menu M12.7.18, follow the prompts as listed

Statements off Universe

Menu 12.1.8 Authorization (4 digit code)

Enter customer name and account number

Enter "C" for current

"PS" for print statement, select printer. (IE 14 is the Cicero printer)

Statements off the United Auto Supply Website

From the home page, click on document retrieval

Enter customer login, customer ID = Account number, password is UAS preceding account number (3200, UAS 3200). See option *statements, click login box.

Request current statement

May need to click again to request statement

Print Statement

Explaining Weekly Accounts to New Customers

United Auto Supply has a flexible policy for opening a new customer account. It is referred to as a weekly account. This allows the customer to have ultimately instant credit available and the ability to monitor the account on a weekly basis. Statements and invoices may be viewed or printed via our website. This gives the customer total control over the account.

At any time the store manager may be contacted to pick up a check for your convenience. This ensures all cores or new returns will be picked up and removed from the statement. A feature known as core banking is also available for your convenience.

This account ensures that all of your customer's bills during this period of time have been billed and collected.

It is a nice check and balance for your business accounting as well. It makes perfect sense to tie out all billing at the end of each week.

AR Payment Detail

M, 2, 1, 1

Authorization (####)

(ENTER)

Enter customers account number (#####)

(ENTER)

(ENTER) until you see the following options (A) Detail (C) Collections (R) Cores (L) Ledger

(L) Ledger

(ENTER)

(N) Newest to oldest

(ENTER)

(PD) Payment detail

(ENTER)

Note: You can also bring this information up by putting AR in the act field of an open order.

(E) End

(F1) To exit

Printing Statements

Directions for printing statements in universe:

M, 12.1.8

Enter customer statement authorization:

This is your user code **(####)**

(ENTER)

Enter customer account number or type the first three letters of the customer's name and press enter. This will allow you to choose your customer by entering the corresponding number in front of their name. You

can (F) to forward the page or (B) for back to find the customer you are looking for.

(C) = CURRENT you must always update the statement first.

(ENTER)

(PS) = Print statement.

(ENTER)

Enter printer number **(#)** Your printer number, is your location number.

(ENTER)

If you need to run another statement **(F1)** and start process again.

(F1) a second time to exit

[HP Toner Number's](#)

Part numbers:

CE260X Black

CE261A Blue

CE263A Magenta

CE262A Yellow

CE246A Fuser kit (printer component)

CE249A Image transfer roller

If your printer requires toner, please contact Theresa Minnoe to get a PO for your store.

Cash Up Report

Cash up should be done at the end of every day. This will allow for any needed adjustment's.

M 1.21

Authorization Code

Can (V) View or (P) Print, You will need to print a set at the end of the day.

Location #

The report at night, you will use the current day's date.

A total of four pages will print, this will include a cash, check, credit card and the final a total of all. You will then get the physical invoices and match them to the invoices listed on the report. Make sure to check them off as you go to avoid confusion. Also you want to make sure that the invoices have been paid in the correct payment mode. If changes need to be made this is the time to do that, you will not be able to make any changes once the current date has changed. If you need to change a payment mode, (ie. A cash invoice that was actually paid for with a check) you will need to do the following:

M 1.20

Authorization Code

Enter the invoice number to be changed

Here you will change it to the correct mode.

Each location has a total of \$300.00 to use for your counter. You should count this daily. Once you have your original \$300.00, the remainder should match what the cash report is totaling for the day. This money should be put in the black bag with the end of day report for cash. The same process will be done for checks and MasterCard/visa. You will also close out your credit card machine at this time. Please keep each sheet separate and attached to the appropriate mode of payment.

Put everything in the correct folder in the luggage. If you have an ROA, write the customer number and ROA on the credit card slip, check or cash (use an envelope for the cash) then put these in the ROA folder. Please put all invoices in correct folder in your luggage.

If you have a reversal (cash/check/credit card) you will have a third sheet that has an audit box on it. This needs to be filled out by the returning customer and signed by the employee conducting the transaction. This is **mandatory** and needs to be attached to the credit copy.

Every store also has \$200.00 to be used for purchasing additional change as needed. You are responsible to keep this in a safe and secure place and must be counted daily as well.

When putting things in the luggage, make sure it is going into the proper folder. When in doubt please call.

ROA Cash Payment Policy

EFFECTIVE IMMEDIATELY, When a customer pays cash toward the balance on their charge account we need to provide them with a receipt. We will be using the same slips we use for returns as the receipt. When cash is collected, weather it is from a driver, manager, counter person, sales rep this is the process:

- Collect & count cash
- Write a receipt including the date, customers name, customers account number and the amount collected
- Give the customer the original and we keep the carbon copy
- Attach the carbon copy to the bundle of cash
- Print a Statement, mark on the statement where the customer is paying until, or the specific invoices
- Place the cash, statement and the receipt in an envelope and on the front of the envelope write the customer's name and amount collected and initial next to the total
- Sales Reps, Counter and Managers need to send an email to Accounts Receivable and Elizabeth stating the customer that paid and how much and when the money will arrive at Location 21 (same as it has been)

Sales Reps - When you collect cash it needs to be collected to the nearest dollar of a balance that aligns with the statement, when you give a manager the cash to be sent to Loc 21 it needs to be packaged in the envelope and ready to go in the luggage, do not rely on the manager assemble the payment contents. This is to prevent any cash being lost.

Thank you,

Accounting Department

Statements and Invoice Copies

Directions for printing from United Auto Supply's website:

www.unitedautosupply.com

Click on: **UAS Employee**

Click on: **UAS employee document retrieval**

Enter employee **ID** and **PASSWORD**

Click on: **Login**

Enter customer account number: #####

Choose: **Statement or Invoice**

Click on: **Submit**

For Statements:

Click on: **Request current Statements**

After the system updates.....

Click on: **"1 minute ago"**

Print

For Invoice copies:

Click on: **Invoice and Submit**

Choose **"All open invoices"**

"List of invoices"

“Date range”

Click on: **Submit**

Click on: **Invoice or credit memo** you are looking for.

Print

Note: The last invoice listed is the customer’s signature copy.

If you do not need a customer signature you can reprint a copy from universe.

M, 12.1.4

HOW TO CHECK YOUR ACCOUNTS RECEIVABLE (AR)

1. FROM THE MAIN SCREEN IN UNIVERSE TYPE "WEB" AND HIT ENTER.



2. CLICK ON "ACCOUNTS RECEIVABLE REPORTS (OLD PAST DUE)."



3. TO CHECK IF YOU HAVE CUSTOMERS ON SHUTDOWN, MAKE SURE THE “SHUTDOWN” BOX IS CHECKED, THEN CLICK THE “LOCATION” TAB AND TYPE YOUR STORES LOCATION #. THEN CLICK “GET REPORT”. BY DEFAULT WHEN YOU FIRST OPEN THIS IT WILL HAVE SHUTDOWN CHECKED.

*****NO ONE SHOULD EVER BE ON THE SHUTDOWN LIST!*****

4. 

5. *****THIS IS THE REPORT YOU SHOULD LOOK AT FIRST AND LIVE BY*****
 TO CHECK IF YOU HAVE CUSTOMERS ON YOUR WARNING LIST, MAKE SURE THE “WARNING” BOX IS CHECKED, THEN CLICK THE “LOCATION” TAB AND TYPE YOUR STORES LOCATION #. THEN CLICK “GET REPORT”
*****ALWAYS SORT BY DUE DATE AS WEEKLY CUSTOMERS WILL APPEAR ON TOP OF LIST BEFORE MONTHLY CUSTOMERS*****

*****EVERYDAY IT IS IMPERATIVE THAT THE STORE MANAGER CHECKS THE WARNING LIST THROUGH OUT THE DAY TO MAKE SURE NO CUSTOMERS ARE GOING TO END UP ON THE SHUTDOWN LIST*****

*****IT IS THE MANAGER AND SALESMANS RESPONSIBILITY TO WORK TOGETHER TO ASSURE CUSTOMERS PAYMENTS ARE MADE ON TIME AND SUBMITTED TO AR IN A TIMELY MANNER.*****



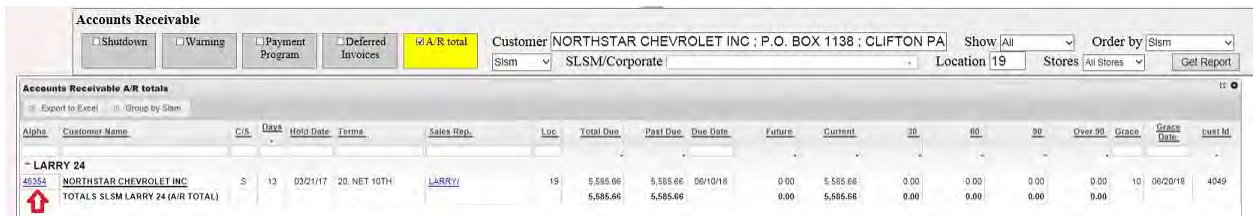
6. YOU LOOK AT ALL YOUR CUSTOMERS AR REPORTS, MAKE SURE THE “A/R TOTAL” BOX IS CHECKED, THEN CLICK THE “LOCATION” TAB AND TYPE

YOUR STORES LOCATION #. THEN CLICK “GET REPORT”

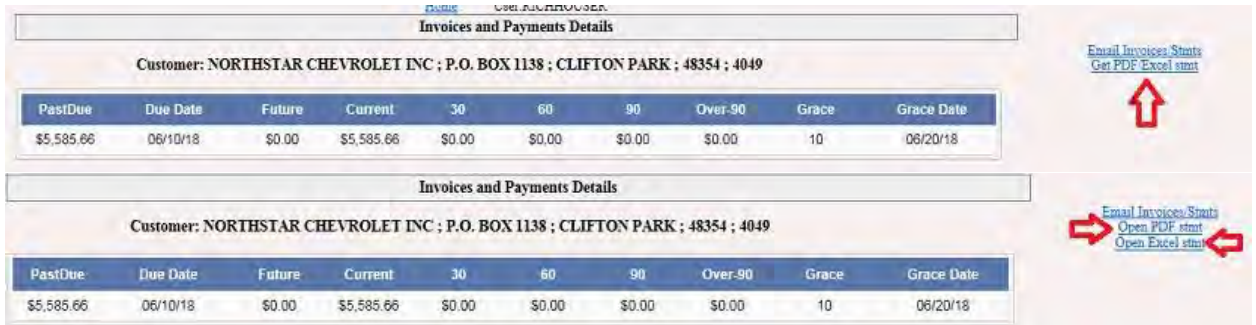


7. YOU CAN ALSO TYPE A CUSTOMERS NAME OR # IN THE “CUSTOMER” TAB IF YOU JUST WANT TO LOOK FOR A SINGLE CUSTOMERS AR REPORT.

8. TO VIEW A CUSTOMERS “INVOICE AND PAYMENTS DETAILS” SIMPLY CLICK ON THE ACCOUNT # ON THE FAR LEFT NEXT TO THE CUSTOMERS NAME.



9. CLICK “GET PDF/EXCEL STMT IN THE UPPER RIGHT HAND CORNER WAIT FOR IT TO CHANGE TO “OPEN PDF STMT” THEN CLICK “OPEN PFD STMT” OR “OPEN EXCEL STMT” DEPENDING ON WHICH YOU PROGRAM YOU PREFER TO USE.



10. HERE YOU WILL BE ABLE TO SEE ALL PURCHASES, CREDITS AND PAYMENTS MADE TO THIS ACCOUNT AND THE CUSTOMERS BASIC

INFORMATION.

United Auto Supply of Syracuse West, Inc.

Remittance Address

PO Box 890
1801 Milton Ave #890
Syracuse, NY 13209
Phone: 1-800-772-1667
Fax: 315-836-4857

Warehouse Locations

ALBANY	BURNT HILLS	NEWBURGH	SEWICKLEY, PA
AUBURN	CICERO	NORTHFIELD, OH	SYRACUSE
BALDWINVILLE	CLIFTON PARK	ONEIDA	UTICA
BINGHAMTON	CORTLAND	QUEENSBURY	VESTAL
BUFFALO	FULTON	SCHENECTADY	WATERTOWN

Monthly Statement

TO: NORTHESTAR CHEVROLET INC
P.O. BOX 1138

CLIFTON PARK, NY 12065

STATEMENT DATE 05/31/18
CUSTOMER NO. 48354
TELEPHONE NO. 518-371-5400
PAGE NO. 1 LOC. 19
TERMS NET 10TH
Amount
Now Due: **\$5,585.66**

Account Summary

Previous Balance	+ Current Charges	- Current Credits	+/- Current Adjustments	- Payments	+ Service Charges	Total Balance
10015.48	7,168.14	-1,580.48	0.00	-10,015.48	0.00	5,585.66

Current Items	Overdue (30+ days)	Overdue (60+ days)	Overdue (90+ days)	Future Due
5,585.66	0.00	0.00	0.00	0.00

PLEASE SUBMIT THIS STRIP WITH YOUR REMITTANCE.

Transaction	CustomerPO	TranDate	Due Date	Orig Amt	Balance	Cumulative	Transaction	Balance
19-023953	46757	05/02/18	06/10/18	103.63	103.63	103.63	19-023953	103.63
19-023955	46761	05/02/18	06/10/18	8.73	8.73	112.36	19-023955	8.73
19-023978	46775	05/02/18	06/10/18	272.26	272.26	384.62	19-023978	272.26
19-023980	46777	05/02/18	06/10/18	57.25	57.25	441.87	19-023980	57.25
19-023982	46777	05/02/18	06/10/18	57.25	57.25	499.12	19-023982	57.25
19-023986	NEW RETURN	05/02/18	06/10/18	-133.84	-133.84	365.28	19-023986	-133.84
19-023989	46782	05/02/18	06/10/18	235.83	235.83	601.11	19-023989	235.83
19-023991	46771	05/02/18	06/10/18	163.69	163.69	764.80	19-023991	163.69
19-023996	46785	05/02/18	06/10/18	81.03	81.03	845.83	19-023996	81.03
19-024021	46795	05/03/18	06/10/18	227.95	227.95	1073.78	19-024021	227.95
19-024033	46797	05/03/18	06/10/18	51.88	51.88	1125.66	19-024033	51.88

11. BREAKDOWN OF CUSTOMER REMITTANCE REPORT.

- 10.A PREVIOUS BALANCE IS THE BALANCE FROM PREVIOUS PAY PERIOD
- 10.B +CURRENT CHARGES ARE THE PURCHASES IN CURRENT PAY PERIOD
- 10.C -CURRENT CREDITS ARE THE CREDITS ISSUED IN CURRENT PAY PERIOD
- 10.D +/-CURRENT ADJUSTMENTS ARE ANY ADJUSTMENTS MADE TO THE ACCOUNT BY CORPORATE
- 10.E -PAYMENTS ARE PAYMENTS PREVIOUSLY MADE TO THE ACCOUNT
- 10.F +SERVICE CHARGES ARE FROM LATE FEE'S OR BOUNCED CHECKS
- 10.G TOTAL BALANCE IS THE ACCUMILATION OF 10A-10F
- 10.H CURRENT ITEMS IS THE BALANCE OF THE CURRENT PURCHASES
- 10.I OVERDUE (30 + DAYS) IS WHAT THE CUSTOMER OWES FROM THE PREVIOUS 30 DAYS
- 10.J OVERDUE (60 + DAYS) IS WHAT THE CUSTOMER OWES FROM THE PREVIOUS 60 DAYS

10.K OVER (90 + DAYS) IS WHAT THE CUSTOMER OWES FROM THE PREVIOUS 90 DAYS

10.L FUTURE DUE ARE CHARGES FOR CONSIGNMENTS SUCH AS BATTERIES, OIL RACKS AND EQUIPEMENT

Account Summary							10.G
10.A	10.B	10.C	10.D	10.E	10.F	10.G	
Previous Balance	+ Current Charges	-Current Credits	+/-Current Adjustments	- Payments	+ Service Charges	Total Balance	Amount
10015.48	7,260.51	-1,582.48	0.00	-10,015.48	0.00	5,678.03	Now Due: \$5,678.03
10.H	10.I	10.I	10.K	10.L			
Current Items	Overdue (30+ days)	Overdue (60+ days)	Overdue (90+ days)	Future Due			
5,678.03	0.00	0.00	0.00	0.00			

TO: NORTHSTAR CHEVROLET INC
P.O. BOX 1138
CLIFTON PARK, NY 12065

Monthly Statement

STATEMENT DATE 05/31/18
CUSTOMER NO. 48354
TELEPHONE NO. 518-371-5400
PAGE NO. 1 LOC. 19
TERMS NET 10TH

PLEASE SUBMIT THIS STRIP WITH YOUR REMITTANCE.

11. BREAKDOWN OF WARNING LIST

11.A IS THE CUSTOMERS ACCOUNT #

11.B IS THE CUSTOMERS NAME

11.C C/S IS WETHER A CUSTOMER IS A CORPORATE [AID ACCOUNT OR THE SALEMEN IS RESPONSIBLE FOR PICKING UP PAYMENT

11.D IS HOW MANY DAYS SINCE A SALEMEN HAS VISITED THE CUSTOMER

11.E IS THE HOLD DATE

11.F TERMS ARE HOW EACH ACCOUNT IS SETUP TO MAKE PAYMENTS.

-01 NET 10 IS MONTHLY WITH 60 DAYS GRACE DUE ON 10TH

-17 NET 10 IS MONTHLY WITH 90 DAYS GRACE DUE ON 10TH

-20 NET 10 IS MONTHLY WITH 30 DAYS GRACE DUE ON 10TH

-W IS A WEEKLY ACCOUNT

-C IS A CASH ACCOUNT THAT'S DUE ON RECIEPT

11.G IS THE SALESMEN FOR THAT ACCOUNT

11.H IS THE LOCATION THAT CUSTOMER IS ASSIGNED TO

11.I IS THE TOTAL AMOUNT DUE ON THAT ACCOUNT

11.J IS THE PAST DUE AMOUNT ON THAT ACCOUNT

**11.K IS THE DATE THE DATE THAT CUSTOMERS PAYMENT IS DUE
 11.L IS WHAT IS OWED ON CONSIGNMENT INVOICES (IE: OIL BATTERY'S EQUIPMENT)**

11.M IS WHAT THAT CUSTOMER CURENTLY OWES

11.N IS WHAT THE CUSTOMER OWES FOR PAST 30 DAYS

11.O IS WHAT THE CUSTOMER OWES FOR PAST 60 DAYS

11.P IS WHAT THE CUSTOMER OWES FOR PAST 90 DAYS

11.Q IS WHAT THE CUSTOMER OWES FOR OVER 90 DAYS

11.R IS THE GRACE PERIOD THE CUSTOMER HAS TO PAY FROM THERE DUE DATE

11.S IS WHEN THE CUSTOMERS GRACE DATE ENDS AND THEY WILL THEN BE PUT ON SHUTDOWN

11.1 WHEN VIEWING YOUR WARNING LIST SORT THEM BY DUE DATE SO THAT WAY YOU KNOW CUSTOMERS NEAREST THE TOP OF THE LIST ARE THE ONES CLOSEST TO BEING SHUTDOWN.

11.T IS THE CUSTOMERS ID NUMBER

Alpha	Customer Name	C/S	Days	Hold Date	Terms	Sales Rep.	Loc.	Total Due	Past Due	Due Date	Future	Current	30	60	90	Over 90	Grace	Grace Date	cust ID
LARRY 24																			
27851	NYS POLICE TROOP G	C	25	05/02/18	17 NET 10TH	LARRY	19	3,192.77	3,192.77	04/10/18	0.00	1,010.77	1,403.86	778.14	0.00	0.00	90	05/31/18	3007
								TOTALS SLSM LARRY 24 (WARNING)				0.00	1,010.77	1,403.86	778.14	0.00	0.00		
RYAN 278																			
51837	ALBANY COUNTY AIRPORT AUTH		21	05/01/18	17 NET 10TH	RYAN	19	409.30	409.30	05/10/18	0.00	97.10	312.20	0.00	0.00	0.00	90	06/30/18	7250
								TOTALS SLSM RYAN 278 (WARNING)				0.00	97.10	312.20	0.00	0.00	0.00		
TORCHIA 68																			
54251	SHENENDEHOWA CENTRAL SCHOOLS	C	187	11/02/15	17 NET 10TH	TORCHIA@Bth	19	797.35	797.35	05/10/18	0.00	416.41	380.94	0.00	0.00	0.00	90	06/30/18	10393
5340	DAIGLE AUTOMOTIVE INCORPORATED	C	6	03/19/18	W WEEKLY ACCO.	TORCHIA@Bth	19	900.48	900.48	05/09/18	0.00	900.48	0.00	0.00	0.00	0.00	2	05/31/18	1675
								TOTALS SLSM TORCHIA 68 (WARNING)				0.00	1,316.89	380.94	0.00	0.00	0.00		

12. TO LEAVE A COMMENT ON A CUSTOMERS AR REPORT SIMPLY LEFT CLICK THERE ACCOUNT NUMBER ON THE LEFT COLUMN TO OPEN "INVOICES AND PAYMENTS DETAILS"

Alpha	Customer Name	C/S	Days	Hold Date	Terms	Sales Rep.	Loc.	Total Due	Past Due	Due Date	Future	Current	30	60	90	Over 90	Grace	Grace Date	cust ID
RYAN 278																			
51837	ALBANY COUNTY AIRPORT AUTH		21	05/01/18	17 NET 10TH	RYAN	19	521.04	521.04	05/10/18	0.00	117.90	101.76	312.20	0.00	0.00	90	06/30/18	7250
								TOTALS SLSM RYAN 278 (WARNING)				0.00	117.90	101.76	312.20	0.00	0.00		
TORCHIA 68																			
5340	DAIGLE AUTOMOTIVE INCORPORATED	C	13	03/19/18	W WEEKLY ACCO.	TORCHIA@Bth	19	1,100.13	1,100.13	05/09/18	0.00	339.14	765.99	0.00	0.00	0.00	2	05/31/18	1675
								TOTALS SLSM TORCHIA 68 (WARNING)				0.00	339.14	765.99	0.00	0.00	0.00		

13. LEFT CLICK THE “ADD” BOX

Invoices and Payments Details

Customer: DAIGLE AUTOMOTIVE INCORPORATED ; 229 VISCHER FERRY ROAD ; REXFORD ; 9340 ; 1675 [Email Invoices Sheet](#)
[Get PDF Excel stmt](#)

PastDue	Due Date	Future	Current	30	60	90	Over 90	Grace	Grace Date
\$1,100.13	06/05/18	\$0.00	\$339.14	\$760.99	\$0.00	\$0.00	\$0.00	2	06/07/18

Add
Edit
Delete

Date	Contacted by	Comment	Promised Date	Promised Amount	Follow Up
05/31/2018	RICHHOUSER	Picked up check for \$674.90. Scanned and submitted to AR.			
05/16/2018	woodcock	Picked up check for \$395.66. Scanned and submitted to AR.			
05/11/2018	woodcock	Picked up check for \$543.22. Scanned and submitted to AR.			
05/07/2018	woodcock	Picked up check for \$1,145.75. Scanned and submitted to AR.			
05/01/2018	woodcock	Picked up check for \$1,180.16. Scanned and submitted to AR.			

14. A SMALL WINDOW WILL POP UP. LEFT CLICK IN THE COMMENT BOX AND TYPE YOUR COMMENT. IF YOU ARE WAITING ON A PAYMENT BE SURE TO LEAVE A DATE IN “PROMISED DATE”, “PROMISED AMT” AND “FOLLOW UP DATE” OF WHEN PAYMENT WILL BE MADE AND WHEN YOUR GOING TO FOLLOW UP WITH THE CUSTOMER TO RECEIVE PAYMENT. WHEN DONE LEFT CLICK “ADD”

up check for \$644.86. Scanned and submitted to AR.

up check for \$890.16. Scanned and submitted to AR.

up check for \$422.90. Scanned and submitted to AR.

up check for \$433.

up check for \$447.

up check for \$950

chia Picked up che

up check for \$282.

up check for \$443.

up check for \$808.

up check for \$824.

up check for \$602.

up check and scan

esterday danny pic

AN LAST NIGHT 6

EARNING THIS O

CTED AND SCANNED CHECK # 3422 FOR \$890.16

UP CHECK BROUGHT TO LOCATION 19 AT NOON

UP AND SCANNED ROA CHECK

UP AND SCANNED CHECK FOR BALANCE OF

Add Comment

Date:

Contacted by:

Comment:

Promised Date:


Promised Amt:

Follow Up Date:

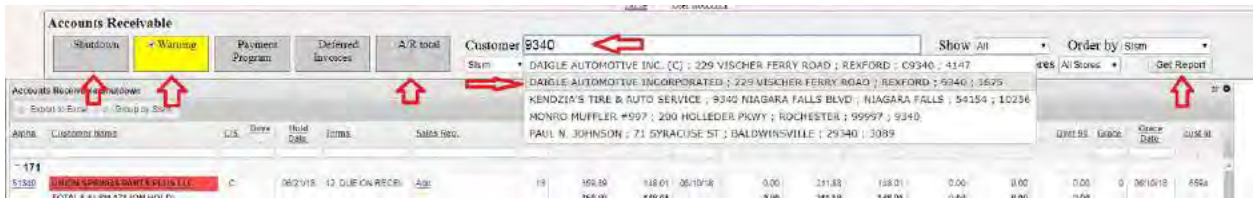
HOW TO SCAN AND SUBMIT CHECKS

1. FROM SEQUAL SERVER MAIN MENU CLICK “ACCOUNTS RECEIVABLE REPORTS (OLD PASTDUE)”.

United Auto Supply *Foreign & Domestic Parts Specialists*

- [Rebates/Rewards Menu](#)
- [Invoices Report \(NEW\)](#)
- [Customers Analysis](#)
- [Customers Analysis Extended](#)
- [Customers Analysis by Writer](#)
- [Run Menu](#)
- [MTD Slsm](#)
- [Time summary](#)
- [Defered Menu](#)
- [Weekly Specials](#)
- [Margins](#)
- [13 Months/Weeks Sales by Line \(NEW\)](#)
- [Accounts Receivable Reports \(old Pastdue\)](#) 
- [Salesmen Goals/Commissions Managment](#)
- [Salesmen Goals Report](#)
- [Customer Menu](#)
- [Quota %](#)
- [Projected Expenses Calendar](#)
- [Target report](#)
- [Rebating Report](#)
- [Pending COD Transactions Report](#)
- [P/O Menu](#)
- [Stock Menu](#)
- [Documents to Customers Menu](#)
- [Employees](#)
- [Specials](#)
- [Orders](#)
- [Sales Menu](#)
- [Labor Claim Menu](#)

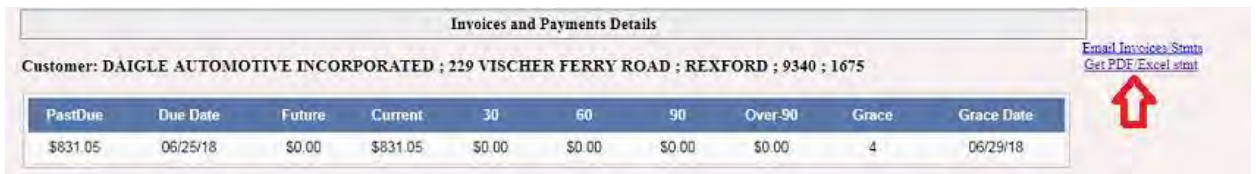
2. TYPE IN YOUR CUSTOMER # IN THE "CUSTOMER" FIELD, CLICK THE CUSTOMER IN THE DROP DOWN MENU AND SELECT EITHER "SHUTDOWN, WARNING, OR A/R LIST" WHICH EVER YOUR CUSTOMER CURRENTLY IS IN. THEN CLICK "GET REPORT".



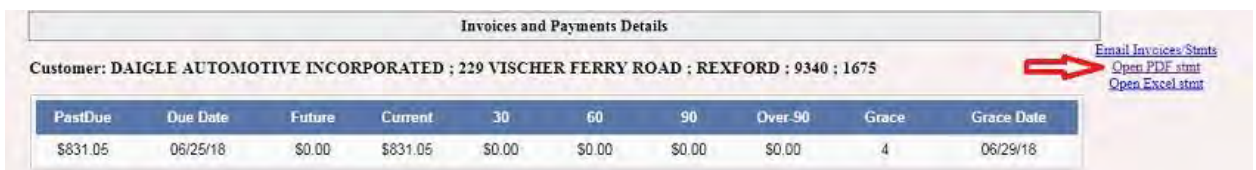
3. LEFT CLICK THE CUSTOMERS BLUE ACCOUNT #.



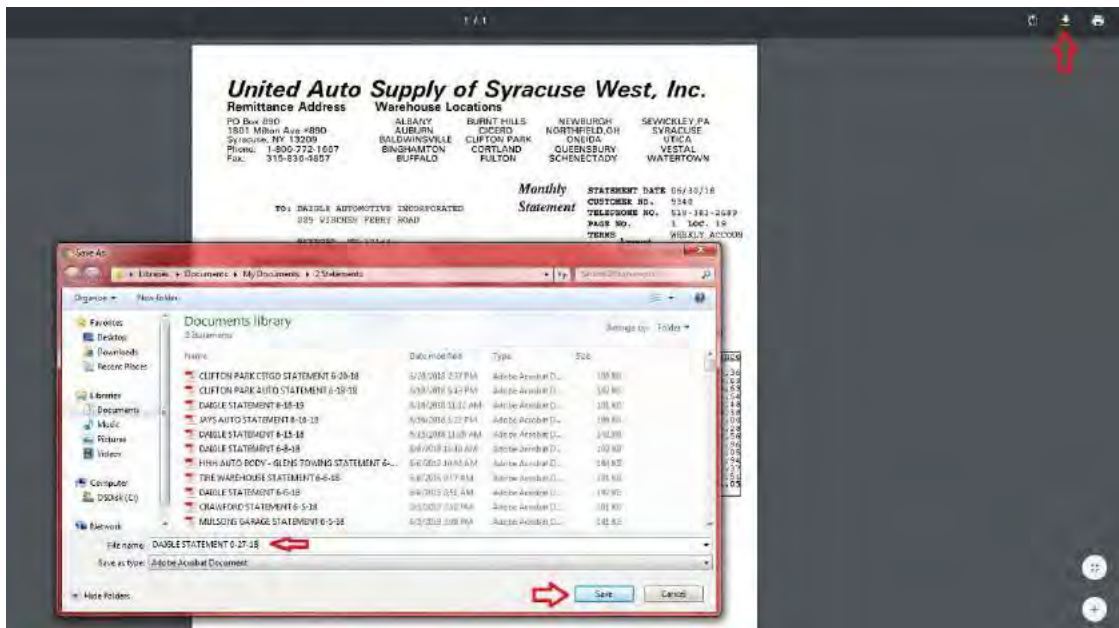
4. LEFT CLICK "GET PDF/EXCEL STMT" AND WAIT FOR PAGE TO RELOAD.



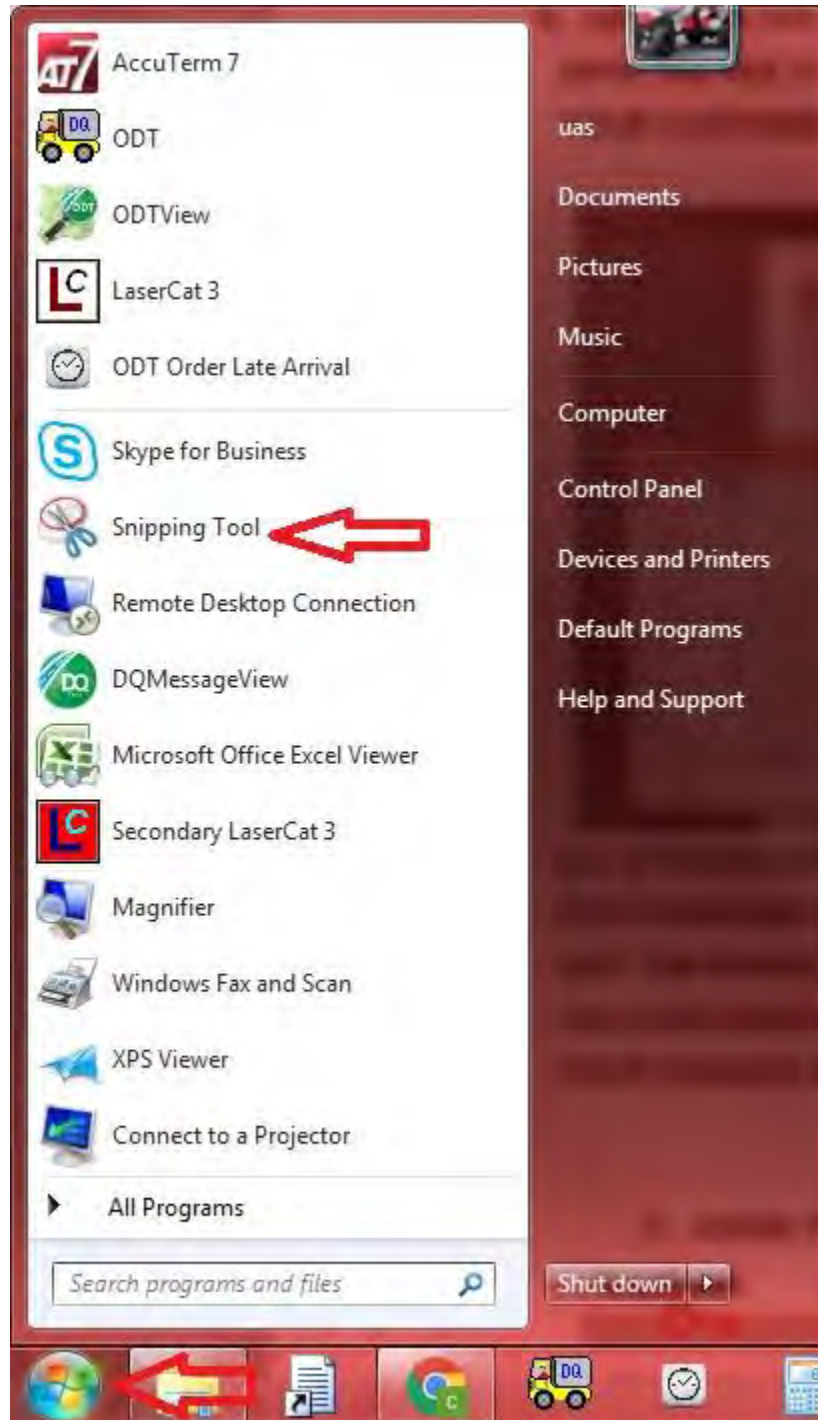
5. LEFT CLICK "OPEN PDF STMT".



6. LEFT CLICK THE DOWNLOAD ICON ON THE TOP RIGHT OF THE SCREEN. SAVE THE FILE TO YOUR "STATEMENTS" FOLDER. RENAME THE FILE WITH YOUR CUSTOMERS NAME AND THE DATE YOUR PROCESSING THE CHECK. THEN CLICK "SAVE".



6.A IF YOUR CUSTOMER IS A WEEKLY CUSTOMER AND IS ONLY PAYING FOR X AMOUNT OF DAYS YOU NEED TO USE THE SNIPPING TOOL TO SNIP JUST THE INVOICES THEY ARE PAYING. TO DO SO WHEN YOUR VIEWING THE CUSTOMERS STATEMENT CLICK THE WINDOWS “START” BUTTON ON YOUR TASKBAR AND CLICK “SNIPPING TOOL”.



6.B ONCE YOU'VE OPENED THE SNIPPING TOOL ALL YOU NEED TO DO IS LEFT CLICK AND HOLD AND DRAG THE CURSOR TO HIGHLIGHT THE INVOICES DATES YOU WANT TO SNIP.

United Auto

Remittance Address

P.O. Box 890
1801 Milton Ave #890
Syracuse, NY 13209
Phone: 1-800-772-1667
Fax: 315-636-4857

se West, Inc.

NEWBURGH
NORTHFIELD, OH
ONEIDA
QUEENSBURY
SCHENECTADY

SEWICKLEY, PA
SYRACUSE
UTICA
VESTAL
WATERTOWN

Monthly Statement

TO: DAIGLE AUTOMOTIVE INCORPORATED
229 VISCHER FERRY ROAD
REXFORD, NY 12148

STATEMENT DATE 06/30/18
CUSTOMER NO. 9340
TELEPHONE NO. 518-383-2689
PAGE NO. 1 LOC. 19
TERMS Amount
Now Due: **\$405.09**

Account Summary

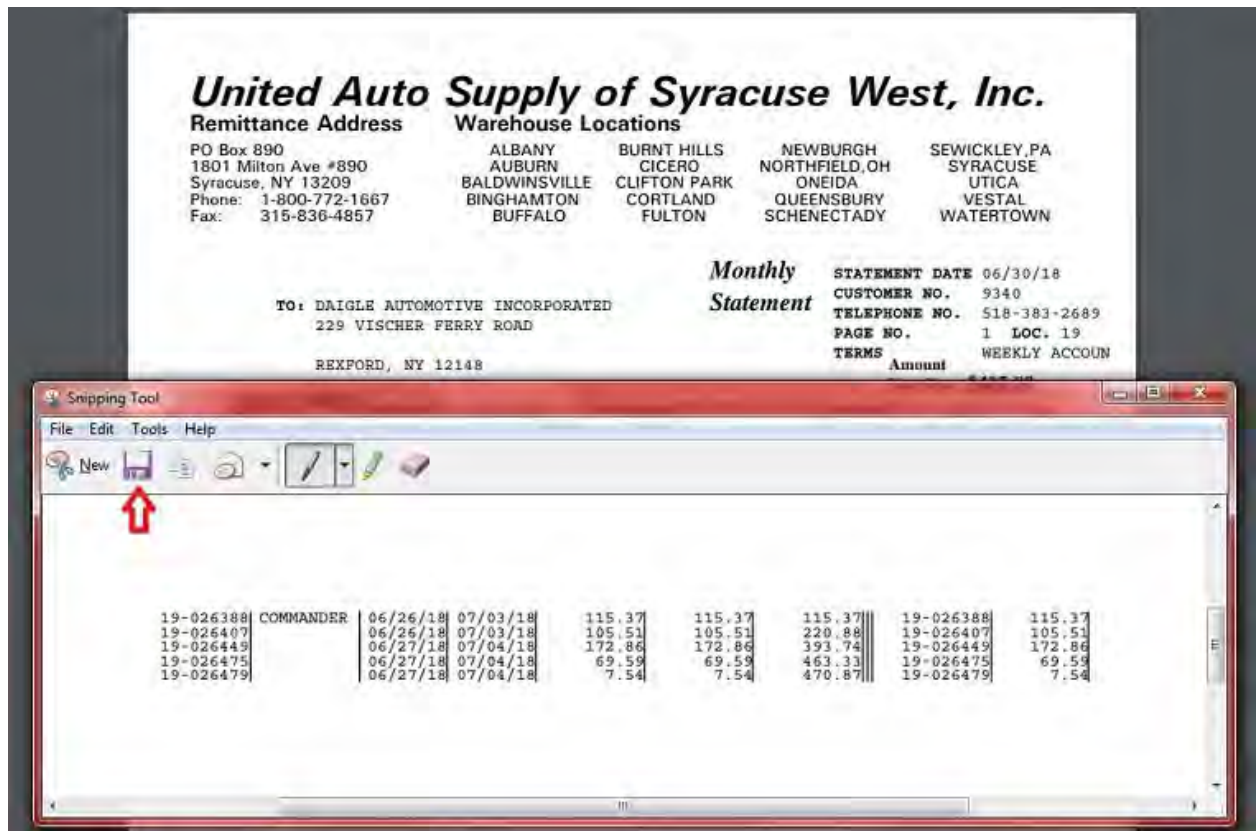
Previous Balance	+ Current Charges	- Current Credits	+/- Current Adjustments	- Payments	+ Service Charges	Total Balance
2651.26	476.23	-71.24	0.00	-2,851.26	0.00	405.09

Current Items	Overdue (30+ days)	Overdue (60+ days)	Overdue (90+ days)	Future Due
405.09	0.00	0.00	0.00	0.00

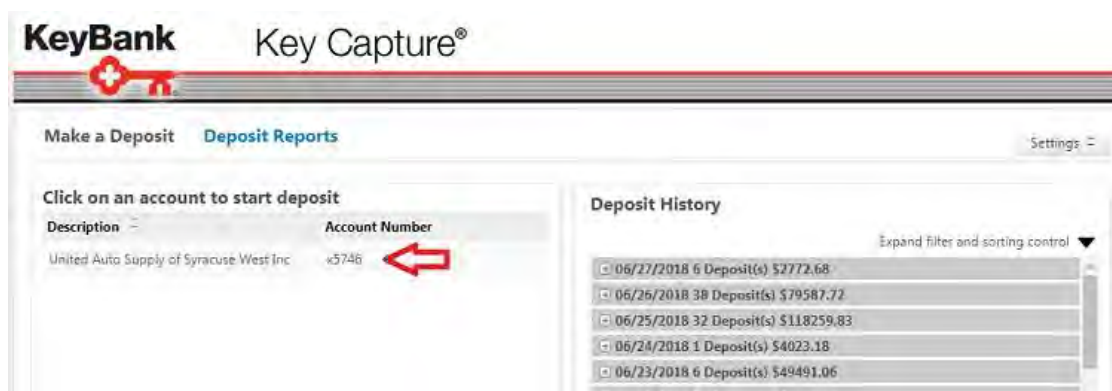
PLEASE SUBMIT THIS STRIP WITH YOUR REMITTANCE.

Transaction	Customer/PO	TransDate	Due Date	Orig Amt	Balance	Cumulative	Transaction	Balance
19-026388	COMMANDER	06/26/18	07/03/18	115.37	115.37	115.37	19-026388	115.37
19-026407		06/26/18	07/03/18	105.51	105.51	220.88	19-026407	105.51
19-026449		06/27/18	07/04/18	172.86	172.86	393.74	19-026449	172.86
19-026475		06/27/18	07/04/18	69.59	69.59	463.33	19-026475	69.59
19-026479		06/27/18	07/04/18	7.54	7.54	470.87	19-026479	7.54
19-026525		06/28/18	07/05/18	5.46	5.46	476.33	19-026525	5.46
19-026534	CORE	06/28/18	07/05/18	-50.00	-50.00	426.33	19-026534	-50.00
19-026535	NEW RETURN	06/28/18	07/05/18	-21.24	-21.24	405.09	19-026535	-21.24
							Balance Due	405.09

6.C IT WILL THEN OPEN WHAT YOU HIGHLIGHTED IN THE SNIPPING TOOL WINDOW. SIMPLY CLICK SAVE AND SAVE THE FILE TO A FOLDER YOU CAN FIND EASILY. THEN SIMPLY ATTACH THAT FILE TO THE AR E-MAIL LIKE YOU DO THE STATEMENT PDF AND CHECK PDF IN FOLLOWING STEPS.



7. LOGIN TO KEY BANK AND CLICK THE ACCOUNT NUMBER.



8. TYPE THE CHECK AMOUNT IN THE “\$” FIELD. PLACE THE CHECK IN THE SCANNER AND CLICK “START DEPOSIT”. WAIT FOR CHECK TO RUN THROUGH SCANNER.

KeyBank Key Capture®

Make a Deposit [Deposit Reports](#) Settings

United Auto Suppl... - No Location, x5746
Please enter the total value of all items to be deposited

\$ ←

↓

Deposit History Expand filter and sorting control ▼


06/27/2018 6 Deposit(s) \$2772.68
06/26/2018 38 Deposit(s) \$79587.72
06/25/2018 32 Deposit(s) \$118259.83
06/24/2018 1 Deposit(s) \$4023.18
06/23/2018 6 Deposit(s) \$49491.06
06/22/2018 36 Deposit(s) \$127692.61
06/21/2018 44 Deposit(s) \$95425.43
06/20/2018 78 Deposit(s) \$177751.87
06/19/2018 76 Deposit(s) \$120591.72

9. AFTER CHECK HAS SCANNED VERIFY THE AMOUNT IS STILL THE PROPER AMOUNT. SOMETIMES IT WON'T SCAN PROPERLY AND YOU HAVE TO MANUALLY TYPE THE AMOUNT AND CLICK “SAVE CHANGES”. IF AMOUNT IS RIGHT THEN CLICK “SUBMIT DEPOSIT”. A SMALL WINDOW WILL POP UP TO VERIFY THE DEPOSIT. CLICK “SUBMIT DEPOSIT”. THEN A RECEIPT WINDOW WILL POP-UP, CLICK “OK”.


KeyBank Key Capture®

Deposit For No Location
Account Number: x5746
Item Count: 1
Total Amount: \$610.17
Expected Total: \$610.17

Scan Complete [Cancel Deposit](#)
All items were scanned. Please review your items before submitting your deposit.

You can enter a note about this deposit here  **Submit Deposit**

ISN	Amount
004944900775	\$610.17



Item Details

ISN	Amount	Item Level Memo
004944900775	610.17	
Item Level Memo 2		
Item Level Memo 3		
Item Level Memo 4		
Item Level Memo 5		

Remove Item **Undo Changes** **Save Changes**


KeyBank Key Capture®

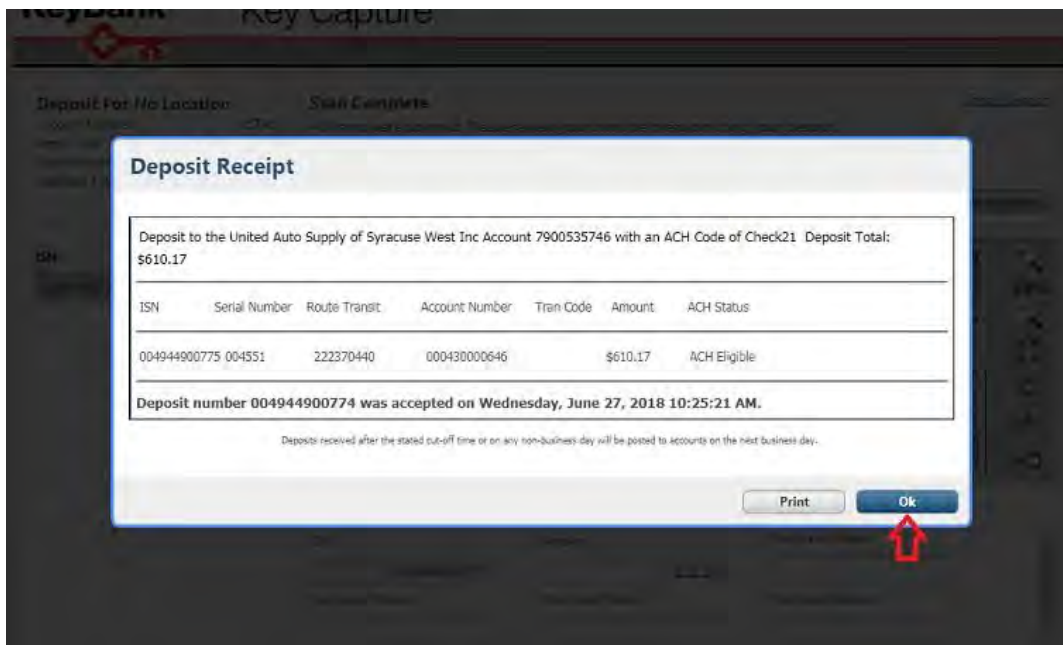
Submit Deposit

United Auto Suppl... - No Location, x5746

Once your deposit is submitted no more items can be added and no further correction can be made. Please verify your deposit total and the number of items in the deposit before continuing.


Number of Items in the Deposit	1
Total Amount of Deposit	\$610.17

Edit Deposit **Submit Deposit** 



10. AFTER THIS IT WILL BRING YOU BACK TO THE DEPOSIT SCREEN ON KEYBANK. CLICK TODAY'S DATE ON THE RIGHT COLUMN AND THEN SCROLL TO FIND YOUR DEPOSIT AMOUNT. THEN LEFT CLICK THAT

TRANSACTION.



Key Capture®

Make a Deposit
Deposit Reports
Settings ▾

Click on an account to start deposit

Description ▾	Account Number
United Auto Supply of Syracuse West Inc	x5746

Deposit History

Expand filter and sorting control ▾

06/27/2018 7 Deposit(s) \$3382.85				
9:58 AM	x5746	No Location	1 Item(s)	\$83.00
9:55 AM	x5746	No Location	1 Item(s)	\$559.73
8:37 AM	x5746	No Location	1 Item(s)	\$127.97
8:33 AM	x5746	No Location	1 Item(s)	\$832.51
7:40 AM	x5746	No Location	1 Item(s)	\$1000.00
10:25 AM	x5746	No Location	1 Item(s)	\$610.17
10:04 AM	x5746	No Location	1 Item(s)	\$169.47
06/26/2018 38 Deposit(s) \$79587.72				
06/25/2018 32 Deposit(s) \$118259.83				
06/24/2018 1 Deposit(s) \$4023.18				
06/23/2018 6 Deposit(s) \$49491.06				
06/22/2018 36 Deposit(s) \$127692.61				
06/21/2018 44 Deposit(s) \$95425.43				
06/20/2018 78 Deposit(s) \$177751.87				
06/19/2018 76 Deposit(s) \$120591.72				

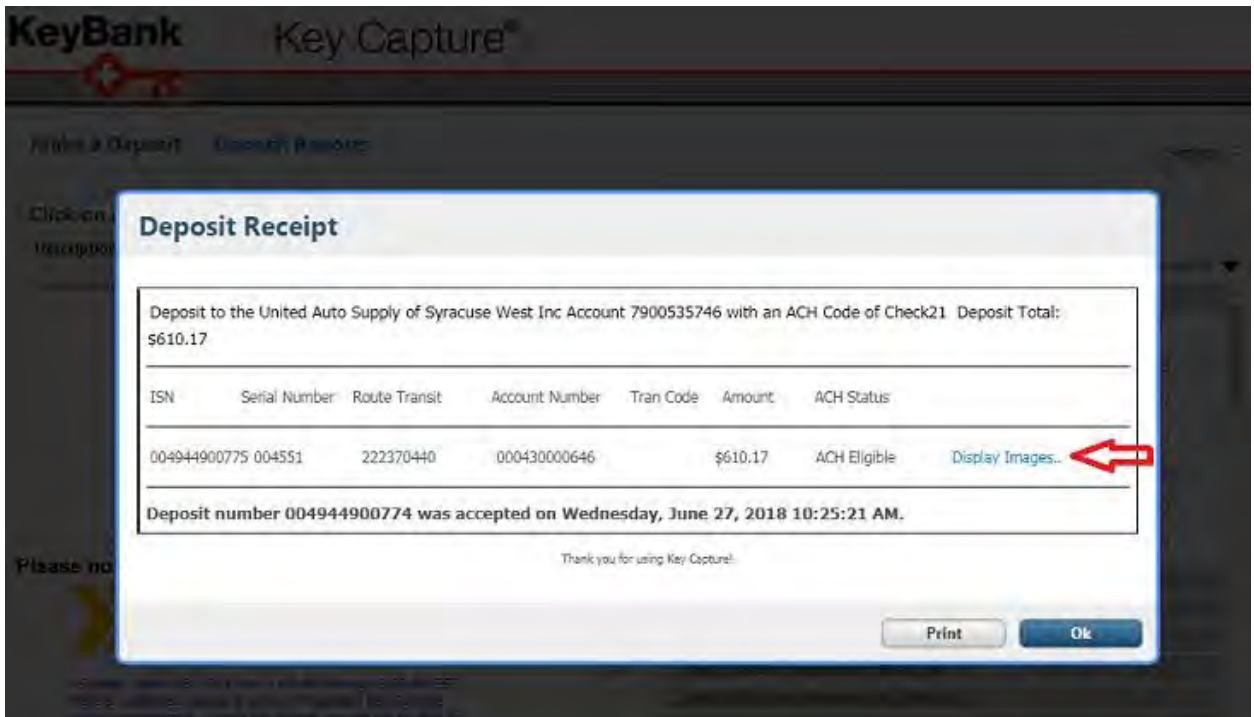
Please note:

ACTION REQUIRED

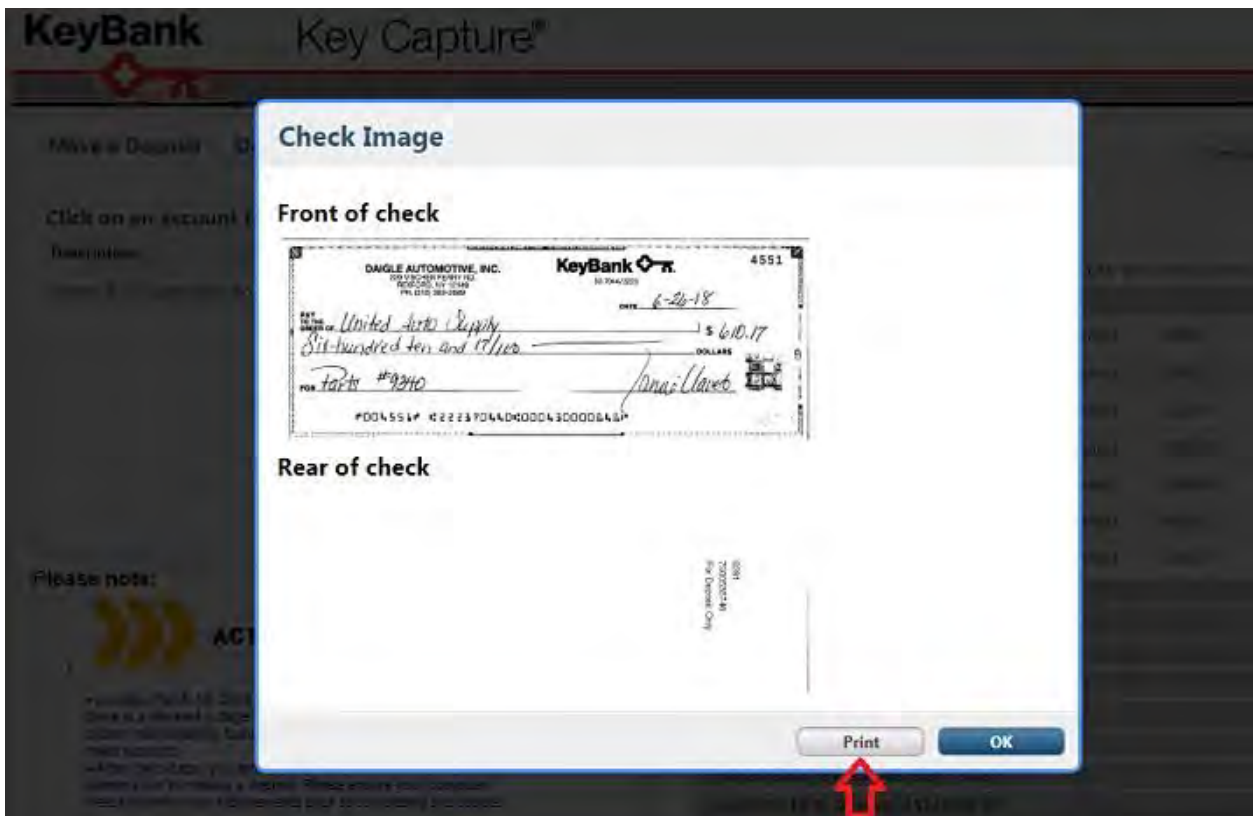
- Sunday, March 18, 2018 from 1:00 AM through 6:00 AM EST, there is a planned outage to conduct important Key Capture system maintenance. During the outage you will not be able to make deposits.
- After the outage, you are required to update the Key Capture system prior to making a deposit. Please ensure your computer meets the minimum requirements prior to completing the update.

o Effective March 18th, minimum system requirements are:
Operating system: **Windows 7** or newer operating system

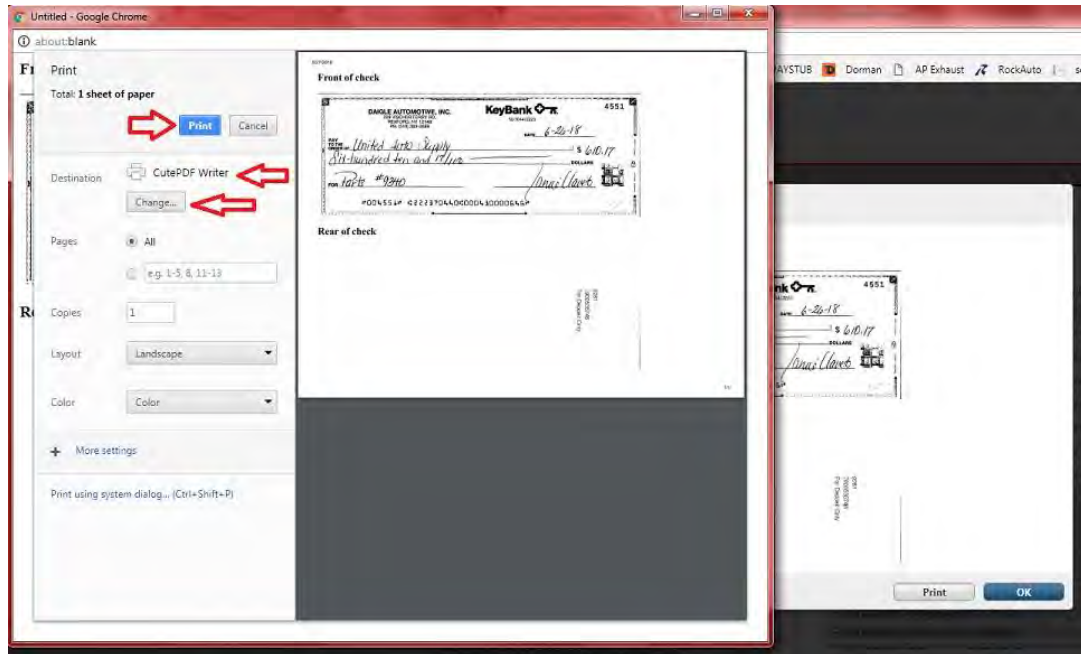
11. THE DEPOSIT SCREEN WILL LOAD AND CLICK "DISPLAY IMAGES".



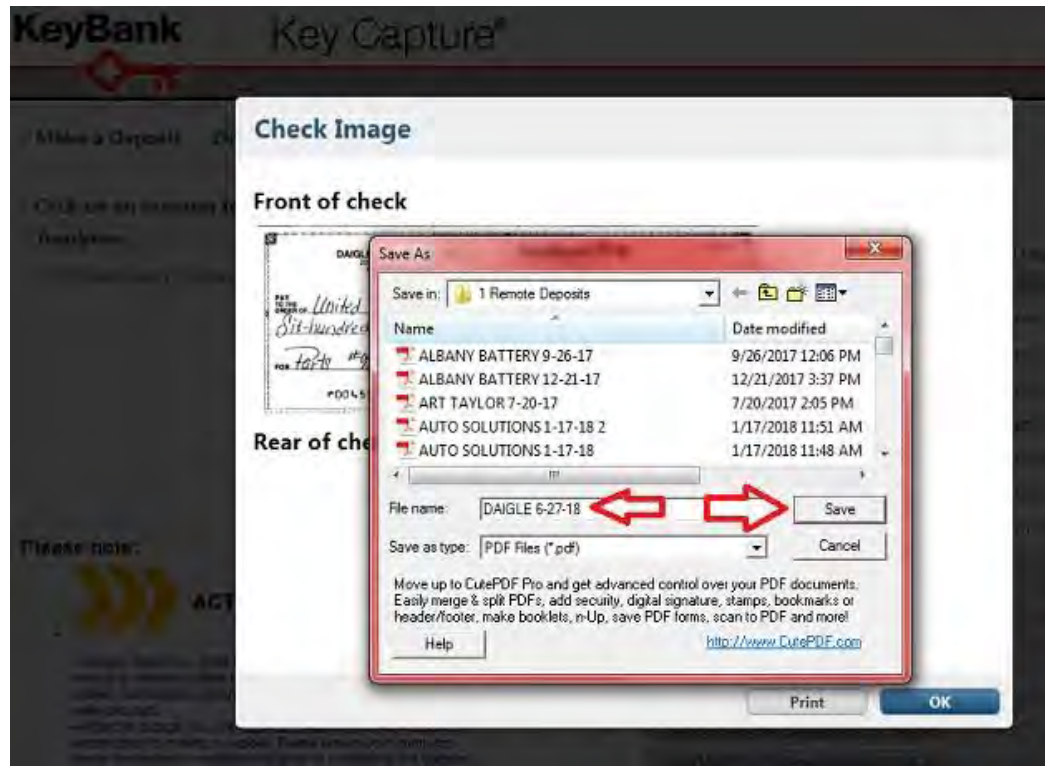
12. AFTER THE IMAGES HAVE LOADED LEFT CLICK "PRINT"



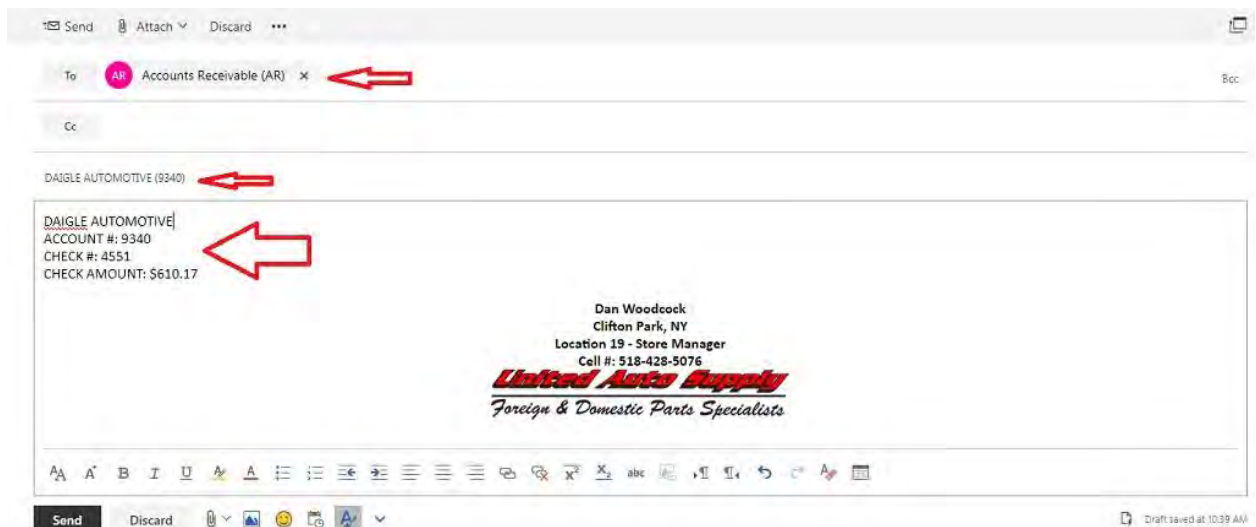
13. MAKE SURE THE DESTINATION SAYS “CUTEPDF WRITER”, IF IT DOES NOT CLICK “CHANGE” AND SELECT IT FROM THE DROP DOWN MENU”. THEN LEFT CLICK “PRINT”



14. NAME THE FILE AND DATE IT AND SAVE IT TO YOUR “REMOTE DEPOSITS” FOLDER.



15. OPEN YOUR E-MAIL AND CLICK “NEW”. SEND IT TO “ACCOUNT RECEIVABLE”. IN SUBJECT FIELD PUT THE CUSTOMERS NAME AND #. IN THE EMAIL BODY PUT CUSTOMER NAME, ACCOUNT #, CHECK #, AND CHECK AMOUNT AS SHOWN BELOW.



16. NOW YOUR GOING TO ATTACH THE CUSTOMERS PDF'S OF THE STATEMENT AND THE CHECK BY CLICKING THE STAPLE ICON AND CLICKING "ATTACH FROM COMPUTER".

The screenshot shows an email composition interface. At the top, there are buttons for 'Send', 'Attach', and 'Discard'. The recipient is listed as 'Accounts Receivable (AR)'. The subject line is 'DAIGLE AUTOMOTIVE (9340)'. The main body of the email contains the following text:

DAIGLE AUTOMOTIVE
ACCOUNT #: 9340
CHECK #: 4551
CHECK AMOUNT: \$610.17

On the right side, there is contact information for Dan Woodcock, Clifton Park, NY, Location 19 - Store Manager, Cell #: 518-428-5076, and the logo for United Auto Supply, Foreign & Domestic Parts Specialists.

At the bottom, there is a rich text editor toolbar. A red arrow points to the 'Attach' icon (a paperclip with a staple). Below the toolbar, a dropdown menu is open, showing options: 'Attach from', 'Computer', and 'Cloud locations'. A red arrow points to the 'Computer' option.

17. LOCATE THE STATEMENT AND DEPOSIT IN THE “STATEMENTS” AND “REMOTE DEPOSITS” FOLDERS AND CLICK “OPEN” FOR BOTH FILES.

sed Other Filter v

7 events for the next two days: [icon]

To: **AR** Accounts Receivable (AR) x

Cc:

DAIGLE AUTOMOTIVE (9340)

DAIGLE AUTOMOTIVE
ACCOUNT #: 9340
CHECK #: 4551
CHECK AMOUNT: \$610.17

Open

Libraries > Documents > My Documents > 1 Remote Deposits

Search: 1 Remote Deposits

Organize New folder

Documents library
1 Remote Deposits

Arrange by: Folder

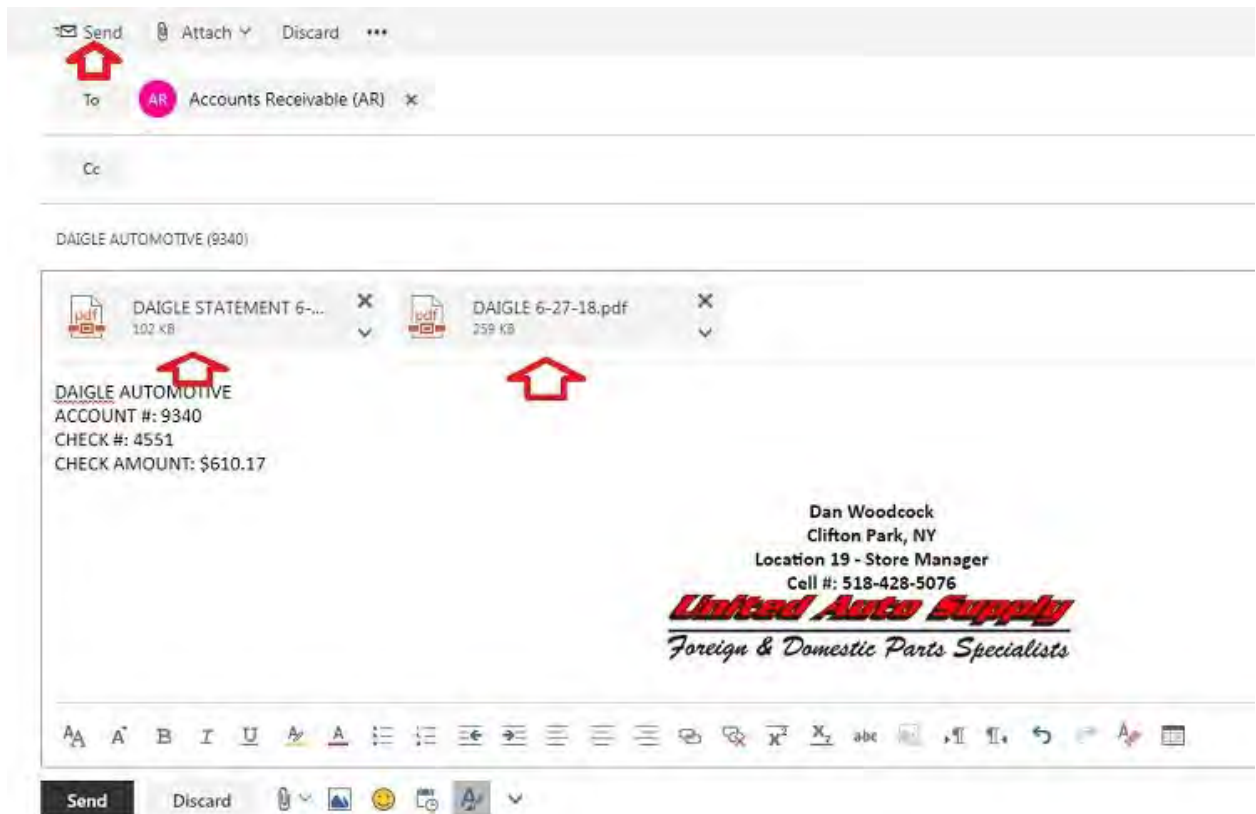
Name	Date modified	Type	Size
DAIGLE 6-27-18	6/27/2018 10:35 AM	Adobe Acrobat D...	259 KB
CLIFTON PARK CITGO 6-20-18	6/20/2018 2:39 PM	Adobe Acrobat D...	268 KB
CLIFTON PARK AUTO 6-18-18	6/18/2018 5:45 PM	Adobe Acrobat D...	291 KB
DAIGLE 6-18-18	6/18/2018 11:14 AM	Adobe Acrobat D...	274 KB
JAYS AUTO 6-16-18	6/16/2018 1:35 PM	Adobe Acrobat D...	272 KB
DAIGLE 6-15-18	6/15/2018 11:22 AM	Adobe Acrobat D...	258 KB
DAIGLE 6-8-18	6/8/2018 11:42 AM	Adobe Acrobat D...	278 KB
HHH AUTO BODY - GLENS TOWING 6-6-18	6/6/2018 10:05 AM	Adobe Acrobat D...	226 KB
TIRE WAREHOUSE 6-6-18	6/6/2018 10:01 AM	Adobe Acrobat D...	280 KB
DAIGLE 6-6-18	6/6/2018 8:52 AM	Adobe Acrobat D...	279 KB
CRAWFORDS 6-5-18	6/5/2018 3:13 PM	Adobe Acrobat D...	202 KB
MULSONS GARAGE 6-5-18	6/5/2018 3:08 PM	Adobe Acrobat D...	301 KB
DAIGLE 5-31-18	5/31/2018 10:49 AM	Adobe Acrobat D...	274 KB

File name: DAIGLE 6-27-18

All Files

Open Cancel

18. NOW YOUR E-MAIL IS COMPLETE AND CAN BE SENT TO AR. IF YOUR CUSTOMER IS PAYING FOR SPECIFIC INVOICES LEAVE A NOTE AT THE BOTTOM OF E-MAIL FOR WHAT INVOICES THEY ARE PAYING. WHEN DONE CLICK "SEND".



Send Attach Discard

To **AR** Accounts Receivable (AR)

Cc

DAIGLE AUTOMOTIVE (9340)

DAIGLE STATEMENT 6-... 102 KB

DAIGLE 6-27-18.pdf 259 KB

DAIGLE AUTOMOTIVE
ACCOUNT #: 9340
CHECK #: 4551
CHECK AMOUNT: \$610.17

Dan Woodcock
Clifton Park, NY
Location 19 - Store Manager
Cell #: 518-428-5076

United Auto Supply
Foreign & Domestic Parts Specialists

Send Discard


19. AFTER YOU HAVE SUBMITTED YOUR CHECK TO AR, MAKE SURE TO GO BACK TO “ACCOUNTS RECIEVABLE PAST DUE” AND LEAVE A COMMENT THAT YOU PICKED THE CHECK UP AND SCANNED IT AND SUBMITTED IT TO AR.

HOME User: WOODCOCK

Invoices and Payments Details

Customer: DAIGLE AUTOMOTIVE INCORPORATED ; 229 VISCHER FERRY ROAD ; REXFORD ; 9340 ; 1675

PastDue	Due Date	Future	Current	30	60	90	Over-90	Grace	Grace Date
\$831.05	06/25/18	\$0.00	\$831.05	\$0.00	\$0.00	\$0.00	\$0.00	4	06/29/18


 Add Edit Delete

Comment	Promise Date
Picked up check for \$471.17. Scanned and submitted to AR.	
Picked up check for \$440.02. Scanned and submitted to AR.	
Picked up check for \$569.51. Scanned and submitted to AR.	
Picked up check for \$760.99. Scanned and submitted to AR.	
Picked up check for \$674.90. Scanned and submitted to AR.	
Picked up check for \$395.66. Scanned and submitted to AR.	
Picked up check for \$543.22. Scanned and submitted to AR.	
Picked up check for \$1,145.75. Scanned and submitted to AR.	
Picked up check for \$1,180.16. Scanned and submitted to AR.	
Picked up check for \$551.11. Scanned and submitted to AR.	
Picked up check for \$884.41. Scanned and submitted to AR.	
Picked up check for \$385.44. Scanned and submitted to AR.	
Picked up check for \$921.61. Scanned and submitted to AR.	
Picked up check on the 6th for corrected.	
Scanned check for \$519.91. Scanned and submitted to AR.	
Picked up check for \$288.34. Scanned and submitted to AR.	

Add Comment

Date: 6/27/2018

Contacted by: woodcock


 Picked up check for \$610.17. Scanned and submitted to AR.

Comment:

Promise Date:

Promise Amt:

Follow Up Date:

 Add Cancel

ite. Will scan as soon as problem is