

TOSCOGA Software

How do I...

Pay My Dealers

How do I...

Pay My Dealers

From the Main Menu select 'Manage' > 'Post Dealer Sales'.

You can Post and Print your dealer statements at any time. It will only include those sales from sales tickets that have been completely paid and posted using the Daily Cash Reconciliation process.

The screenshot shows a window titled "Post Dealer Sales". At the top, there are two checkboxes: "All Dealers" (checked) and "Include Inactive". Below this is a dropdown menu for "Dealer" with "Allegood, Dierdre" selected. The "Posting Period" is set to "11" and "2009". There are two date pickers: "Include from" is "11/ 1/2009" and "Include Through" is "11/ 1/2009". At the bottom are "Cancel" and "Print Report" buttons.

You may selectively pay individual dealers or you may include all the dealers.

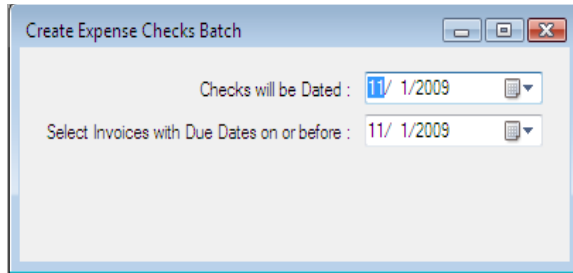
Enter the Posting Period then select the sales dates you wish to include for payment.

The system will print reports for the requested dealers as below.

Sales for Allegood, Dierdre							
Sales Dated 11/1/2007 - 11/1/2009							
Sales for Codes : DA290							
Contract #1110 Dated : 11/1/2007 - 12/31/2009 Rent Amt : \$50.00 Commission : 30.0% C/C Fee : 2.3 %							
Date	Ticket #	Code	Item #	Description	Qty	Markdown	Total
04/01/08	1519	DA290		Mahogany Chest	1	\$0.00	\$ 0.00
04/18/08	1552	DA290		Tray	1	\$0.00	\$ 5.00
04/22/08	1560	DA290		Oak Prints	3	\$0.00	\$ 239.85
04/23/08	1564	DA290		Mahogany Chest	1	\$0.00	\$ 0.00
05/07/08	1564	DA290		Mahogany Chest	-1	\$0.00	\$ 0.00
05/07/08	1564	DA290		Mahogany Chest	1	\$0.00	\$ 0.00
Total Sales					6		\$ 244.85
Code	Total Sales	Cm %	Commission	Total C/C Sales	C/C Fee	Amount Due	
DA290	\$244.85	30.0	\$73.46	\$239.85	\$5.40	\$165.99	
Check Total							\$165.99
No Layaways to report.							

At the same time the system creates an expense invoice and a check in the Expenses system.

From the Main Menu select 'Expenses' > 'Create Checks Batch'. The system will ask you to enter the date to print on each check.



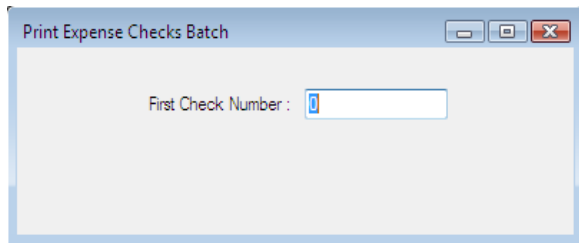
The system will examine all of the existing check records select those with dates on or before the date you enter.

Press 'Begin' in the option panel on the left side of the screen.

The system will display a list of checks to be printed. You may remove any you do not wish to pay at this time by right clicking on a check and selecting 'Remove check'.

Load your blank checks into the printer and press 'Begin Printing'.

The system will ask you to enter the first blank check number.



Press 'Begin' when ready.

The system will automatically print all of your dealer checks, record the check number in the check record and mark those checks as 'Outstanding'.