

POS International, Inc. Support Bulletin:  
Instructions for Paying AP invoice with Credit card on Windows 2000, NT, or XP

Credit Card setup:

1. Set up credit card Company as a vendor. (for check cutting purposes)
2. Set up Suspense account in system as expense account Ex: 9999 (or whatever number you decide)
3. When you get billed from the credit card company. Enter the invoice.
  - a. Credit AP , as usual
  - b. Use offsetting account (9999) the expense account will automatically debit the account.
  - c. Pay invoice as usual. (cut check)

Vendor Invoice payment:

1. Enter in all AP invoices under each separate vendor. Normal entries. it will automatically credit AP and then debit expense account.
2. To record a payment by credit Card. Go into AP, Maintain/Create AP invoices.
3. Call up vendor and enter a "Credit" invoice. It will automatically debit AP. Then credit expense account 9999. Apply credit to invoice in the "Pay Invoice" screen.

Legend of Terms and phrases used in Support Bulletins:

- Click = the instruction to click ALWAYS indicates using the Left mouse button unless specifically stated to Right click.
- Computer Name = found by Right clicking **My Computer** > click **Properties** > click **Computer Name** tab > find the **Full Computer Name**.
- Printer Share Name = found by opening the **Printers window** > Right click the **printer** > click **Properties** > click **Sharing** tab > find the **Share Name**.
- Program Menu = each program is put into the **Start menu**, under **All Programs** during the installation. This may be changed during the install. Typical menus for POS International software are: Power POS, Retail Power POS, Salon Power POS, Cell Power POS, and Retail Power for Education. If the Program Menu is empty, the items can be found in the Installation Folder.
- Installation Folder = this is the location where the software is installed. Like the Program Menu, this may be changed during the install. To find this, Right click on the **software icon** on the desktop > click **Properties** > find **Start In**. To open the Install Folder, open **My Computer** > open the **Drive** > open the **FolderName**.
  - Power POS, Retail Power\* Manager Start In example: [P:\FolderName](#) (where P: = the Drive).
  - Retail Power\* POS Start In example: [C:\FolderName](#) (where C: = the Drive).
- Printers window = the Printers window can be accessed several different ways, all of which begin by clicking on the **Start** menu, then:
  - Click **Printers & Faxes**
  - Click **Control Panel** > **Printers & Faxes**
  - Click **Control Panel** > **Printers & Other Hardware** > **View Installed Printers or Fax Printers**
- Printer Port = this is the port on the computer where the printer plugs into. The port name will depend on the type of connection on the hardware device.
  - **Parallel** (LPT1:, LPT2:, etc.) = the cable will connect to a 25-F port on the computer.
  - **Serial** (COM1:, COM2:, etc.) = the cable will connect to a 9-M port on the computer.
  - **USB** (USB001, etc.) = the cable will connect to a USB port on the computer.
  - **Remote** = [\\ComputerName\PrinterShareName](#) of the computer where printer is connected.
- Common Function Keys in Power POS / Retail Power\* Manager:
  - **F2**: Lists records located in a file.
  - **F4**: Deletes the record that is open
  - **F10**: Saves the record that is open.
- Within the Support Bulletin, words or phrases in **BOLD** are to be clicked on or typed in. Words or phrases in *ITALICS* are menu options within the Power POS / Manager software.

\*The phrase Retail Power may refer to any of the following programs: Retail Power, Salon Power, Cell Power, & Retail Power for Education.