



Recurring Billing

“GETTING STARTED GUIDE”

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Create Recurring Billing In CAP SellWise:

- In order to utilize recurring billing in your business, it is necessary to have CAP SellWise.
- 1. From the CAP back office toolbar, go to **Help >> Configuration >> Store Settings**. In the **Accounting** section, set **Post Recurring Invoices** to **Yes**. Press **Accept** to save then **Esc** out of Store Settings and **Close** out of Configuration. Then, restart CAP.

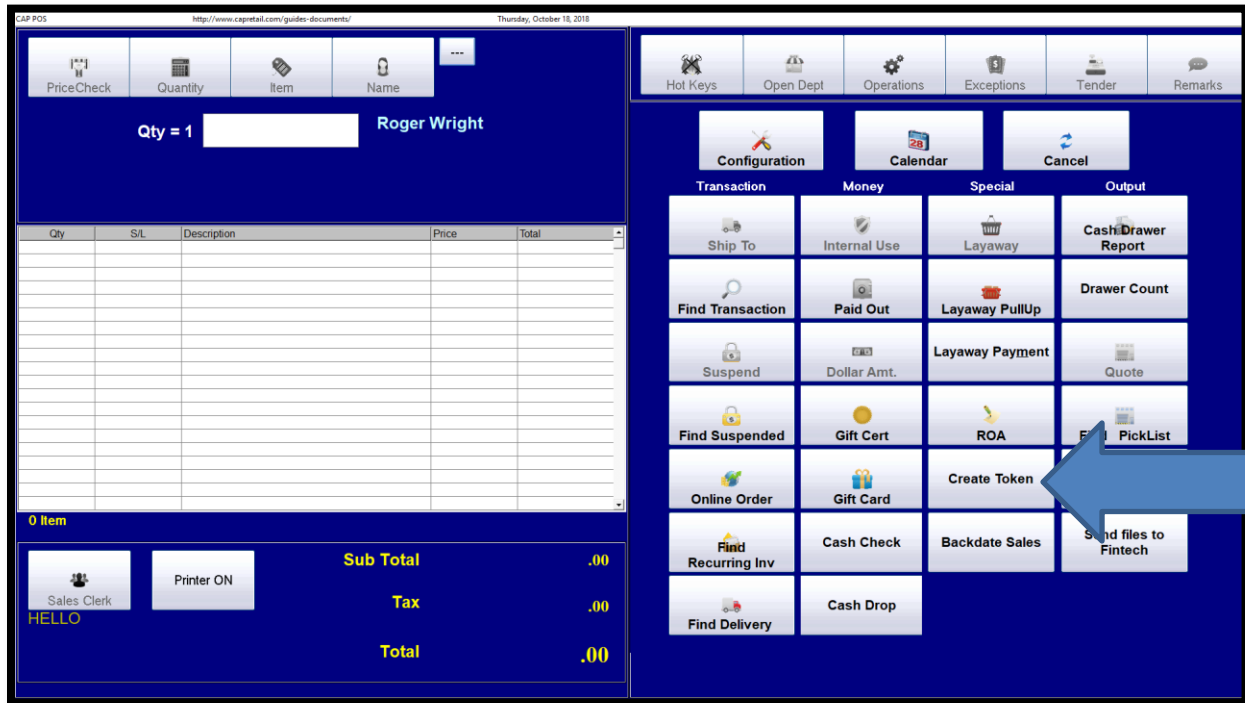
| | |
|--|---------|
| ACCOUNTING | |
| External Accounting Program | None |
| Accounting Program Path | |
| Post Recurring Invoices | Yes |
| Match Payments against Invoices (Track Invoices) | No |
| Default AR Terms | 30 Days |

Create Recurring Bill for a Customer:

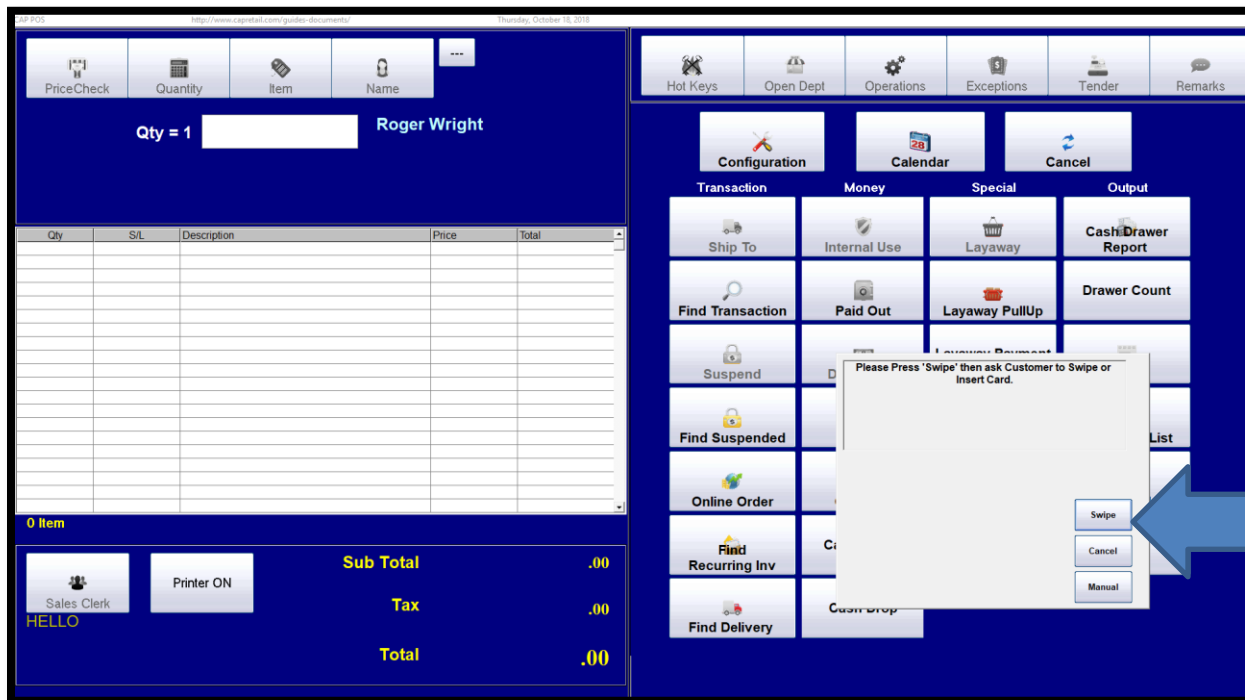
1. To attach a new recurring bill to a customer, open **CAP POS** and add or select the customer in the **Names** database.

The screenshot displays the CAP POS software interface. At the top, there's a header bar with the title 'CAP POS' and a URL. Below this is a toolbar with buttons for 'PriceCheck', 'Quantity', 'Item', and 'Name'. The main transaction area shows 'Qty = 1' and the customer name 'Roger Wright'. A table with columns 'Qty', 'S/L', 'Description', 'Price', and 'Total' is visible, currently empty. The bottom left shows '0 Item' and a 'Sales Clerk' field with the name 'HELLO'. The bottom right displays the 'Sub Total', 'Tax', and 'Total' amounts, all set to '.00'. On the right side, there's a 'Scott's Test Data' section with a logo and a grid of buttons for various payment methods: '\$1', '\$5', '\$10', '\$20', '\$50', '\$100', 'Exact Change', 'LOTTO', 'LOTTOUT', 'Gift Card', 'Cash', 'Cheque', 'Credit Card', 'Gift Card', 'Gift Cert', 'Debit', 'EBT', 'GL Adjustment', 'FinTech', and 'On Account'. A bottom row contains buttons for 'Six Pack', 'Single', 'Weigh', and 'Help'.

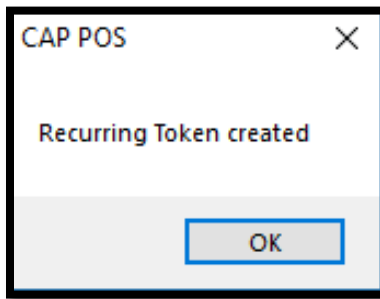
2. Next go to **Operations** and select **Create Token** to save their payment information.



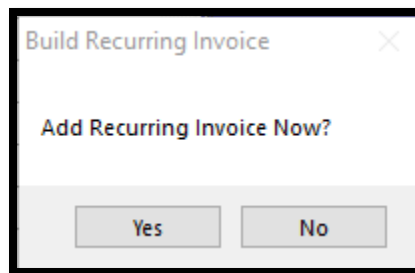
3. Press **Swipe** or **Manual** to enter the card number. If using a credit card with a chip, press **Swipe** and insert the card.



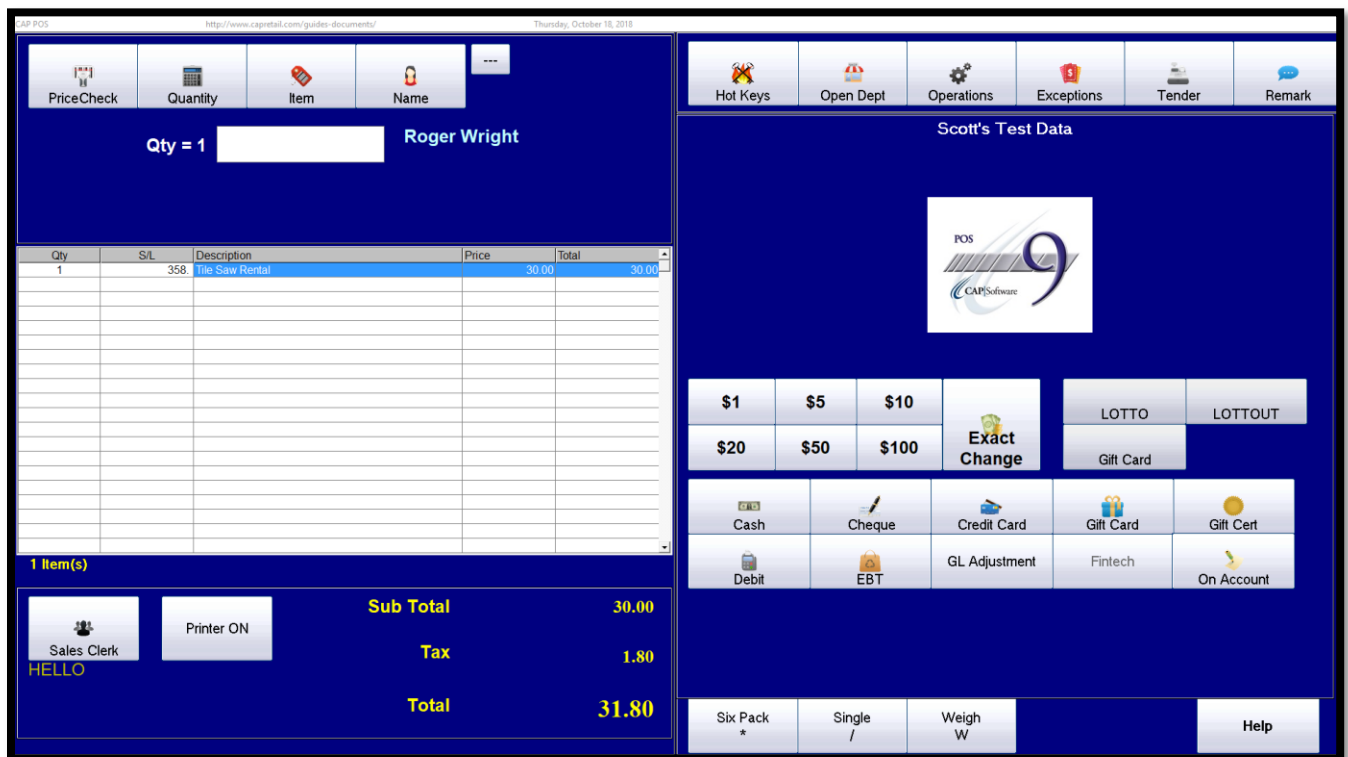
4. Press **OK** to complete the token creation step.



5. Now that the Token is created, press **Yes** to start creating the recurring invoice.



6. Add the customer's items to the sale by scanning or searching.



7. After adding all the items, go to **Operations** and select **Save Recurring Invoice**.

The screenshot shows the CAP POS interface. On the left, the main window displays a transaction for 'Roger Wright' with a quantity of 1. The item list shows 'Tile Saw Rental' with a price of 30.00. The bottom summary shows a Sub Total of 30.00, Tax of 1.80, and a Total of 31.80. On the right, the 'Operations' menu is open, and the 'Save Recurring Invoice' option is highlighted with a blue arrow.

| Qty | S/L | Description | Price | Total |
|-----|-----|-----------------|-------|-------|
| 1 | 358 | Tile Saw Rental | 30.00 | 30.00 |

| | |
|------------------|--------------|
| Sub Total | 30.00 |
| Tax | 1.80 |
| Total | 31.80 |

8. Review the Reference field and press **Accept** to save the invoice and attach it to the customer.

The screenshot shows the CAP POS interface with the 'Reference' field open. The reference number 'Wright225' is entered. The 'Accept' button is highlighted with a blue arrow. The rest of the interface, including the item list and summary, remains the same as in the previous screenshot.

| Qty | S/L | Description | Price | Total |
|-----|-----|-----------------|-------|-------|
| 1 | 358 | Tile Saw Rental | 30.00 | 30.00 |

| | |
|------------------|--------------|
| Sub Total | 30.00 |
| Tax | 1.80 |
| Total | 31.80 |

9. Next, set the **Frequency** and verify the **Date next Charge** is what you want it to be.

Recurring Payments

Charge Description **Wright225** Amount **31.80** Charge Card **Yes**

Frequency **Monthly** Date next Charge **11/18/18**

Esc Accept

10. Next, tender the sale for the initial charge amount. Select the **Tender** type and complete the transaction. For rental items, add the serialized item and select the correct serial number.

CAP POS <http://www.capretail.com/guides-document/> Thursday, October 18, 2018

PriceCheck Quantity Item Name

Qty = 1 Roger Wright

| Qty | S/L | Description | Price | Total |
|-----|-----|-----------------|-------|-------|
| 1 | 358 | File Saw Rental | 30.00 | 30.00 |

1 Item(s)

Sales Clerk HELLO

Printer ON

Sub Total 30.00

Tax 1.80

Total 31.80

Hot Keys Open Dept Operations Exceptions Tender Remark

Scott's Test Data

POS 9 CAP Software

| | | | | | |
|------|------|-------|--------------|-----------|---------|
| \$1 | \$5 | \$10 | Exact Change | LOTTO | LOTTOUT |
| \$20 | \$50 | \$100 | | Gift Card | |

| | | | | |
|-------|--------|---------------|-----------|------------|
| Cash | Cheque | Credit Card | Gift Card | Gift Cert |
| Debit | EBT | GL Adjustment | Fintech | On Account |

Six Pack * Single / Weigh W Help

- You have now finished setting up a recurring bill for a customer.

Review Recurring Invoices:

1. To review your recurring invoices, from the CAP back office toolbar open **Names** and select **Sales and Pricing**. There is now a 'Recurring Payments' section at the bottom right of the menu.

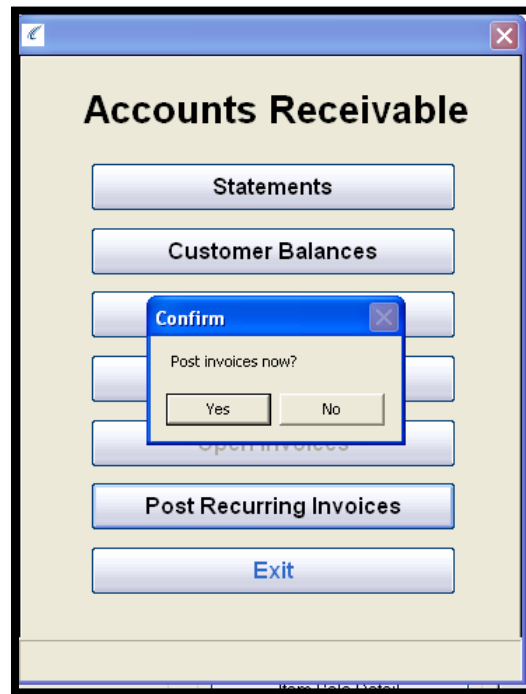
The screenshot shows the 'Names' window with the 'Sales and Pricing' tab selected. The 'Recurring Payments' section is highlighted with a blue arrow. It includes fields for 'Charge Description' (Wright225), 'Amount' (31.80), 'Frequency' (Monthly), and 'Date next Charge' (11/18/18). Other sections visible include 'Sales', 'Accounts Receivable', 'Special Pricing Options', 'Tax Information', and 'Club/Association'.

Generating a Bill:

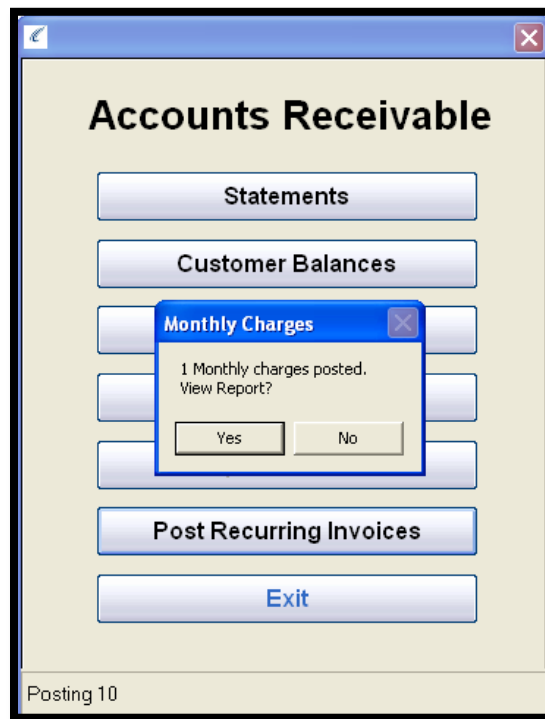
1. To run scheduled invoices, from the CAP back office toolbar go **Reports** and in the **Customer** section select **Accounts Receivable**. Then, select **Post Recurring Invoices**.

The screenshot shows the 'Reports Menu' window with the 'Accounts Receivable' sub-menu open. The 'Post Recurring Invoices' option is selected. The 'Accounts Receivable' sub-menu includes options like 'Statements', 'Customer Balances', 'Aging', 'Service Charges', 'Open Invoices', and 'Exit'. The background shows the 'Reports Menu' with sections for 'Sales', 'Inventory', 'Customer', 'Daily Reports', and 'Graphs'.

2. Select **Yes** to generate an invoice for each customer with a recurring bill set up.



3. You will get a confirmation of how many accounts were billed. Press **Yes** to see the Report.



4. You can save or print the report at this time. Any declined credit card transactions will be posted as On Account sales and listed as such on this report.

