

Progressive Instructions

NOTE: Because of sales tax issues a Progressive ticket must be all Progressive. It CANNOT be split with cash, check, credit card, or any other form of payment. TYLER INVOICE = PROGRESSIVE INVOICE! If customer wants to use multiple forms of payment for one sale you must write 2 tickets: one for Progressive at No Tax, and the second to Customer at store's tax code. Max invoice price = \$2,500; Min invoice price = \$300.

Always enter **A/R Account # PROG** in the header. This will automatically populate the correct Progressive Bill To information. Tax Code is **NOTX**. Progressive is always the Bill To customer. Uncheck **ship to same as bill to** box. Person receiving the goods is Ship To customer, so fill in customer's info in Ship To fields.

The screenshot shows the Progressive invoice system interface. Key fields are highlighted with red boxes and arrows:

- A/R Account #**: PROG
- Tax Code**: NOTX
- Sold To**: PROGRESSIVE FINANCE, 11629 SOUTH 700 EAST ST, DRAPER, UT. Total Sales: 720.
- Receives Goods**: PARA & ABBY N..., 66 BURNING FIRE RD, HELENA, AL. Zip: 35886.
- ShipTo same as BillTo**: Unchecked box.

A/R Balance	Ordered Not Delivered	Credit Limit	Credit Status
1,296.83	2,637.99		

ShipTo same as BillTo	Brand	Description	Sold price	Return	Trans#
<input type="checkbox"/>	DRM	NO MATCH	69.99	Return	C02105
<input type="checkbox"/>	BXL SER	3/3XL MOTION ESSENTIAL	650.00		P05265
<input type="checkbox"/>	BXL SER	3/3XL MOTION ESSENTIAL	650.00		P05265
<input type="checkbox"/>	FFF	Delivery Charge Local	00		P05265

Payment Type will automatically show **A/R Charge, Amount, & Account PROG**. Verify that it's correct and click **Accept**.

The screenshot shows the "Tender Entry" dialog box. The "Payment Type" is set to "A/R Charge" with an amount of 638.00 and account "PROG". The "Balance Due" is shown as .00.

Payment Type	Amount	Payment Info
A/R Charge	638.00	Acct PROG

Summary	
Total Due	638.00
Amount Paid	638.00
Balance Due	.00