

The first step is to open Cetec ERP and click **Accounting**

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE **ACCOUNTING** PRODUCTION ADMIN

CHART/LEDGER A/R A/P REPORTS AUDIT

Welcome To Cloud ERP

Getting Started Guide makes it easier.
Enter your first pieces of data and start using your new Cloud-Based ERP System: [Parts](#), [Customers](#), and [Vendors](#).
If you have questions, consult the [How To Videos](#) and [Documentation](#), or browse through the [FAQ list](#).

INVOICE VALUES

	Ext Resale	Cost	GP Value	GM %
Yesterday	\$0.00	\$0.00	\$0.00	0 %
Today	\$0.00	\$0.00	\$0.00	0 %
MTD	\$0.00	\$0.00	\$0.00	0 %
Prior MTD	\$0.00	\$290.00	\$-290.00	0 %
Prior Year MTD	\$0.00	\$0.00	\$0.00	0 %
Prior Month	\$0.00	\$290.00	\$-290.00	0 %
YTD	\$2,149.90	\$5,249.73	\$-3,099.83	-144 %
Prior YTD	\$120,000.00	\$276.25	\$119,723.75	99 %
Prior Year	\$120,000.00	\$276.25	\$119,723.75	99 %

Update

INVENTORY \$689,653.12

- 754
- SUB
- NEU
- PRT
- RAW
- Other

SALES FUNNEL

First Touch: 2
Qualification: 1
Development: 2
Quoting: 1

OPEN SALES ORDERS

This Month: Next Month: Third Month: Remaining:

Resale

 Click **A/R**

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

CHART/LEDGER A/R A/P REPORTS AUDIT

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Update

INVENTORY \$689,653.12

92.7%

754

SUB

NEU

PRT

RAW

Other

SALES FUNNEL

First Touch: 2

Qualification: 1

Development: 2

Quoting: 1

OPEN SALES ORDERS

This Month: Next Month: Third Month: Remaining:

Resale

Nov 4, 2022

2 of 14

 Click **A/R Summary**

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

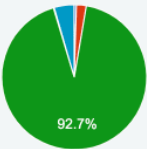
CHART/LEDGER A/R A/P REPORTS AUDIT

Getting Started Guide
Enter your first piece of equipment
If you have questions, contact your account manager for documentation, or browse through the FAQ list.

ACCOUNTING

A/R LIST (RECEIVABLES)
A/R PAYMENT LIST
A/R PAYMENT INVOICES
DEPOSIT LIST
CREDIT MEMO LIST
UNAPPLIED CASH LIST
TAKE CASH
FINANCE CHARGES
A/R SUMMARY
A/R DETAILS
A/R BY CUSTOMER

INVENTORY \$689,653.12



754

SUB

NEU

PRT

RAW

Other

SALES FUNNEL

First Touch: 2

Qualification: 1

Development: 2

Quoting: 1

OPEN SALES ORDERS

This Month: Next Month: Third Month: Remaining:

Resale

Click **Submit**

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

CHART/LEDGER ▾ A/R ▾ A/P ▾ REPORTS ▾ AUDIT ▾

A/R Aging Summary

Customer

As Of2022-09-19

Include All Customers?☐

Unapplied Cash?Exclude Prepayments ▾

Location

SubmitPDF

This is a slow screen! AR Summary with caching is generally faster and is available [here](#).

CLICK 'SUBMIT' TO VIEW RESULTS

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Select the customer you wish to send an AR Statement.

A/R Aging Summary

Customer

Q

As Of

2022-09-19

Include All Customers?

☐

Unapplied Cash?

Exclude Prepayments

▼

Location

Submit

PDF

This is a slow screen! AR Summary with caching is generally faster and is available [here](#).

	Totals, Current	Totals, 1 - 30	Totals, 31 - 45	Totals, 46 - 60	Totals, 61 - 90	Totals, 91 & Over	Total
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123,502.40	\$123,502.40

Displaying 1 - 2 of 2 [Export](#) [+/- Columns](#)

Customer ()	Current	1 - 30	31 - 45	46 - 60	61 - 90	91 & Over	Total
Edge Products	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$121,502.50	\$121,502.50
Rising Tide	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,999.90	\$1,999.90
						\$123,502.40	\$123,502.40

Displaying 1 - 2 of 2 [Export](#) [+/- Columns](#)

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Nov 4, 2022

5 of 14

 Click Email PDF

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

Statement For Edge Products

View All Open AR View Edge Products

Date (from) - (to)

Include Paid/Closed? ☐

Include Activity? ☐

Customer Balance \$121,502.50

Avg Pay Days 0

Include Credit Memos ☐

PDF Display Type Summary ☒ Detailed ☐

Email PDF Download PDF Take Payment Show Notes (1) Update

Invoices

Displaying 1 - 3 of 3 Export +/- Columns

Invoice	PO #	Issue Date	Due Date	Aging	Terms	Value	Discount	Paid	Owed	Cost Center	Status	Include in PDF? <input type="checkbox"/>
35.1-1	test	2018-11-27	2018-12-27	1392 Days	NET30	\$865.00	\$0.00	\$0.00	\$865.00		Open - A/R Notes(1)	<input checked="" type="checkbox"/>
46.1-1	1200	2019-03-19	2019-04-18	1280 Days	NET30	\$637.50	\$0.00	\$0.00	\$637.50		Open - A/R Notes(1)	<input checked="" type="checkbox"/>
50.1-1		2021-08-26	2021-09-25	389 Days	NET30	\$120,000.00	\$0.00	\$0.00	\$120,000.00		Open - A/R Notes(1)	<input checked="" type="checkbox"/>
						\$121,502.50			\$121,502.50			

Displaying 1 - 3 of 3 Export +/- Columns

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Type the recipient's email.

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SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

A/R Statement For Edge Products

VIEW

EDIT

CREATE QUOTE

QUOTES

ORDERS

INVOICES

AR PAYMENTS

CASES

CONSOLIDATED

LOST BUSINESS

VENDOR REPS

A/R STATEMENT

TAKE PAYMENT

CREDIT MEMOS (0) +

RMA (0)

NOTIFICATIONS

PRODUCTION SETUP

CARRIER ACCOUNTS

CUSTOM DOCUMENTS

DOCUMENTS (1)

NOTES (3)

LEAD 2

OPPORTUNITY 2

Email PDF

From

"John Smith" [sales@cetecerp.com]

To (comma delimited)

CC (comma delimited)

Subject

Statement for Edge Products

Body

Send

Help

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Type the **body of the email**

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

A/R Statement For Edge Products

VIEW

EDIT

CREATE QUOTE

QUOTES

ORDERS

INVOICES

AR PAYMENTS

CASES

CONSOLIDATED

LOST BUSINESS

VENDOR REPS

A/R STATEMENT

TAKE PAYMENT

CREDIT MEMOS (0) +

RMA (0)

NOTIFICATIONS

PRODUCTION SETUP

CARRIER ACCOUNTS

CUSTOM DOCUMENTS

DOCUMENTS (1)

NOTES (3)

LEAD 2

OPPORTUNITY 2

Email PDF

From

"John Smith" [sales@cetecerp.com]

To (comma delimited)

info@edgeproducts.com

CC (comma delimited)

Subject

Statement for Edge Products

Body

Send

Help

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 Click Send

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

VIEW

EDIT

CREATE QUOTE

QUOTES

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A/R STATEMENT

TAKE PAYMENT

CREDIT MEMOS (0) +

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NOTIFICATIONS

PRODUCTION SETUP

CARRIER ACCOUNTS

CUSTOM DOCUMENTS

DOCUMENTS (1)

NOTES (3)

LEAD 2

OPPORTUNITY 2

A/R Statement For Edge Products

Email PDF

From

"John Smith" [sales@cetecerp.com]

To (comma delimited)

info@edgeproducts.com

CC (comma delimited)

Subject

Statement for Edge Products

Body

Please pay the full amount.

Send

Help

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Alternatively, you can set up automatic AR Statement Emails by selecting the Notifications on the customer record.

CETEC ERP [SALES](#) [PARTS](#) [PURCHASING](#) [WAREHOUSE](#) [ACCOUNTING](#) [PRODUCTION](#) [ADMIN](#)

[QUOTES](#) [ORDERS](#) [INVOICES](#) [CUSTOMERS](#) [LEADS](#) [OPPORTUNITIES](#) [REPORTS](#)

Customer Edge Products (4)

[VIEW](#) [Back To List](#) [Hide Warnings](#)

Customer Is On Credit Hold; AR 121502.5 Exceeds Credit Limit of 1000

Cust #	4	Website		Credit Limit	\$1,000.00
Terms Code	1 - NET30	Credit Code	3 - Good	Tax Reseller ID	
Primary Phone		Primary Fax		Primary Email	
Inter-Company	No	Business Type	(Add/Edit)		
Inside Sales		Outside Sales			

CREDIT OVERVIEW

A/R Balance	\$121,502.50	DSO	0	Credit Code	3 - Good	Credit Limit	\$1,000.00
Avg Pay Days	0	Last Payment	N/A	View Statement			

SALES OVERVIEW

Created On	2018-02-18	First Quoted	2018-11-27	Latest Invoice	2021-08-26
MTD Sales	\$0.00	Prior Year MTD	\$0.00	Prior Month	\$0.00
YTD Sales	\$0.00	Prior Year YTD	\$0.00	Prior Year Sales	\$120,000.00

NOTIFICATIONS

PRODUCTION SETUP
CARRIER ACCOUNTS
CUSTOM DOCUMENTS
DOCUMENTS (1)
NOTES (4)
LEAD 2
OPPORTUNITY 2

Help



Select **Customer Statement Email** as the notifier type.

CETEC ERP SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ▾ ORDERS ▾ INVOICES ▾ CUSTOMERS ▾ LEADS ▾ OPPORTUNITIES ▾ REPORTS ▾

Customer Notifications For Edge Products 4

VIEW
EDIT
CREATE QUOTE
QUOTES
ORDERS
INVOICES
AR PAYMENTS
CASES
CONSOLIDATED
LOST BUSINESS
VENDOR REPS
A/R STATEMENT
TAKE PAYMENT
CREDIT MEMOS (0) +
RMAS (0)
NOTIFICATIONS
PRODUCTION SETUP
CARRIER ACCOUNTS
CUSTOM DOCUMENTS
DOCUMENTS (1)
NOTES (4)
LEAD 2
OPPORTUNITY 2

Note: PDF Settings Are Pulled From The User Specified By The Config Value 'Default User ID' Which Is Not Currently Set!

Customer Statement Email (specify notification type to add)
Order Email
Invoice Email
✓ Customer Statement Email
Upcoming Shipment Notifier
Customer Orders With Upcoming Dates
Serial Number Notifier
Consolidated Invoice Email
Consolidated Invoice CSV

Email To... Create New Notification

Displaying 0 - 0 of 0 +/- Columns

Date Type ⓘ	Type ⓘ	Email To	Delete
-------------	--------	----------	--------

Displaying 0 - 0 of 0 +/- Columns

Update

NOTIFICATIONS SENT

Displaying 0 - 0 of 0 Export +/- Columns

Notification Type	Info	Sent To	Sent On
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Displaying 0 - 0 of 0 Export +/- Columns

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Type the recipient's email and click **Create New Notification**

CETEC ERP SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ▾ ORDERS ▾ INVOICES ▾ CUSTOMERS ▾ LEADS ▾ OPPORTUNITIES ▾ REPORTS ▾

Customer Notifications For Edge Products 4

VIEW
EDIT
CREATE QUOTE
QUOTES
ORDERS
INVOICES
AR PAYMENTS
CASES
CONSOLIDATED
LOST BUSINESS
VENDOR REPS
A/R STATEMENT
TAKE PAYMENT
CREDIT MEMOS (0) +
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NOTIFICATIONS
PRODUCTION SETUP
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CUSTOM DOCUMENTS
DOCUMENTS (1)
NOTES (4)
LEAD 2
OPPORTUNITY 2

Note: PDF Settings Are Pulled From The User Specified By The Config Value 'Default User ID' Which Is Not Currently Set!

Customer Statement Email ▾ info@products.com **Create New Notification**

[Help Documentation](#)

Displaying 0 - 0 of 0 +/- Columns

Name	Date Modifier ⓘ	Date Type ⓘ	Type ⓘ	Email To	Delete
------	-----------------	-------------	--------	----------	--------

Displaying 0 - 0 of 0 +/- Columns

Update

NOTIFICATIONS SENT

Displaying 0 - 0 of 0 Export +/- Columns

Notification Type	Info	Sent To	Sent On
-------------------	------	---------	---------

Displaying 0 - 0 of 0 Export +/- Columns

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That's it. You're done.

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SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES REPORTS

VIEW
EDIT
CREATE QUOTE
QUOTES
ORDERS
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AR PAYMENTS
CASES
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NOTIFICATIONS
PRODUCTION SETUP
CARRIER ACCOUNTS
CUSTOM DOCUMENTS
DOCUMENTS (1)
NOTES (4)
LEAD 2
OPPORTUNITY 2

Customer Notifications For Edge Products 4

Information: Updated Notifications

Note: PDF Settings Are Pulled From The User Specified By The Config Value 'Default User ID' Which Is Not Currently Set!

(specify notification type to add) Create New Notification

Help Documentation

Displaying 1 - 1 of 1 +/- Columns

Name	Date Modifier ⓘ	Date Type ⓘ	Type ⓘ	Email To	Delete
	1		Customer Statement Email	info@products.com	<input type="checkbox"/>

Displaying 1 - 1 of 1 +/- Columns

Update

NOTIFICATIONS SENT

Displaying 0 - 0 of 0 Export +/- Columns

Notification Type	Info	Sent To	Sent On
-------------------	------	---------	---------

Displaying 0 - 0 of 0 Export +/- Columns

Help



Scan to go to the interactive player