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.

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