

# Accounts Receivable

User's Guide

JOBSCOPE ®

***JOBSCOPE Accounts Receivable***

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## Accounts Receivable

The Accounts Receivable (A/R) module is used to enter billings to customers, record payments against these billings, handle miscellaneous cash receipts, and provide ways of managing cash flow. The Accounts Receivable module has four modes of operation, Billings, Payments, Update Customer Aging, and Create VAT Extract File. Create VAT Extract was originally written for special Euro-zone reporting, but is rarely used today.

## Getting Started

You will need to have your customers entered into the Customer module before you can begin. It would be preferable to have the open jobs entered also, but you can bill against a job with a job number of 00000000 (eight zeroes) if you don't have jobs in yet, and you want to get started with billing. The following sections provide information about the various functions in Accounts Receivable.

## Foreign Currency

If you will be using foreign currency, and billing in foreign currency, see the Foreign Currency User Guide for information on foreign currency.

## Billing Types

Billing Types categorize receivable invoices. Billing types are defined in table 7002. A single character code defines the types. The following codes are valid; however, other codes may be added to this table as desired. If you plan to use the Progress Billings function, the billing type for normal, active invoices should be a blank entry.

- **A - Anticipatory.** This type allows entry of billings which are not to be printed or gathered into a subledger for posting. When an invoice is entered with an A code, an A/R subledger record is written with A in the Type field. The program that creates batches from subledgers will not select a record with an A type. Anticipatory invoices, when ready to be issued, are checked by the Progress Billings system by date range, if the invoices are selected, the billing types are changed from A to blank. This will give the new invoice a Date Entered of the current date. The original entry will have a Date Entered in the past. The program which automatically creates batches from subledgers uses Date Entered in selecting transactions. You cannot print an invoice with an A Billing Type.
- **C - Credit Memos.** Customer Returns mode of the Job Management and Control module has a function that will create a credit memo and put this code in the Type field.
- **L - Late.** This type indicates that the invoice is for a job that is closed. The system will not accept an invoice for a closed job unless this code is entered in the Type field.
- **Blank - Normal Billings.** For normal billings, you can leave the Type field blank. This is a required entry in the table.
- **AD -** This type of billing is only used for internally created advance deposit records.

- PA - This type of billing is only used for internally created payment on accounts records.

### **Credit Invoices**

If an invoice has been erroneously entered, or for some other reason an entire invoice is to be credited, you should enter a credit invoice. This credit invoice should be for an amount equal to the erroneous invoice, but with a negative amount. You will probably want to treat credits just like normal billings, except with a negative billing amount, meaning you can use the normal invoice numbering sequence, and a Billing Type of blank.

Next, two payment entries should be made. One entry should be positive and for an amount equal to the erroneous invoice, and should reference the erroneous invoice. The other payment entry should be negative and reference the credit invoice. In most cases, the payment type should be a type which identifies a transfer account to offset the entry.

If an invoice has been entered and then determined to be greater than it should have been, the credit invoice should be entered in the amount of the overbilling, and the amount should be negative. When the customer pays the reduced amount, a payment entry should be made in the full amount of the original invoice. A second payment should be entered for the credit invoice, and this payment should be a negative amount equal to the credit.

For example, if \$100 was originally invoiced, and a determination is made that the invoice should have been for \$90, a credit invoice should be entered in the amount of \$-10. When the payment of \$90 is received, a payment entry of \$100 should be made against the original invoice, and a payment entry of -\$10 should be made to the credit invoice.

In most cases, the payment type should be a code which identifies the transfer account to offset the entry.

### **Invoice Status**

The Accounts Receivable subledger (IPARBLL) has a field called Payment Status. This field is automatically updated by the system and is useful in reporting. The entries that the system makes to this field are as follows.

- IN - A new or "initial" invoice to which no payments have been made
- PP - A partially paid invoice
- CR - An overpaid invoice (credit balance)
- RE - An invoice with only the retention amount outstanding
- PD - An invoice which is paid in full (the sum of payments equals the amount of the invoice)

### **Control Total for Payment Entries**

The Payments screen maintains a running total of entries. This total should match the bank deposit for the entries, unless some entry other than cash is included.

After completing a set of cash entries, you may wish to print a listing of the entries. You can use the Cash Register report to do so. Enter a date range that corresponds to the dates entered for the payment transactions. If all entries have the current date, enter it as both the beginning and ending dates of the range.

If the totals on the Cash Register report do not match the control total on the Payments screen, then some entry probably has an erroneous date or amount. This payment should be identified by reviewing the checks. When identified, the payment may be found by entering the customer number on the Payment screen, or, if the invoice number is known, by entering the invoice number. The date may be corrected when the payment is displayed on the screen.

### **Automatic Calculation of Taxes**

Taxes are automatically calculated for invoices created automatically from shipments based upon these factors, as outlined below.

The first is the Taxable field on the Job Line Items screen. Taxable allows entries of Y, N, or blank. If Y is entered, the program reads the state and county tax codes in the ship-to site record for the customer, or the customer record itself if no site is referenced. The program then uses these codes to calculate tax entries if the function for automatically creating invoices from shipments is being used. If N is entered in Taxable on the Job Line Items screen, taxes are not calculated. If the field is blank, the field is automatically set to Y or N according to the default entry in System Configuration.

The second is whether or not your company is registered to collect taxes for the ship to state of the job line item that was shipped. This designation is set in the States table (7001) in System Configuration.

The third is whether or not the job header for the line item that was shipped contains a value in the Tax Exempt field. This value can be set on the customer entry and then is copied to jobs opened for the customer but can be overridden. The Tax Exempt value will then be copied to an invoice created for a shipment against that job line item and must be blank for taxes to be created.

The final check will be on the Tax Codes themselves. If the job header has a Ship To site supplied, the check for tax codes will be against the Ship To Site entry. If no Ship To site is supplied on the job then the check will be made against the customer entry. If the tax codes values found in the appropriate place are valid the appropriate tax percentage will be used.

Taxes calculated by the program are written to the invoice, and are printed on the invoice.



## **Posting Payments and Accounts Receivable Credits**

Most dates applicable to accounts receivable transactions are automatically entered by the system. These dates are the basis for selecting which transactions are included in subledger batches. You should read the section “Using the Financial Calendar for Backdating Subledger Transactions” in the General Ledger User Guide.

The system automatically enters the current date in the Date Received field when you enter an invoice payment; however, you may override this automatic entry, thus ensuring that the date received is accurate for customer credit history.

You may manually enter the date received. Use care to assure that it is correct. An erroneous date entry could cause the transaction to not be selected for inclusion in a subledger batch.

## **Final Billings**

The Type field on the A/R Billings screen may be used to designate an invoice as being the final billing on a job. In many instances, job completion is known at the time of billing, and entry of this information can provide a flag indicating that the job is ready to be closed. The Type field is edited by Table 7002 and is maintained in System Utilities.

A report may be generated for the special types to make these easy to find.

## Setting Up For Accounts Receivable

There are several things that you need to do to get set up for Accounts Receivable.

### Configuration Settings

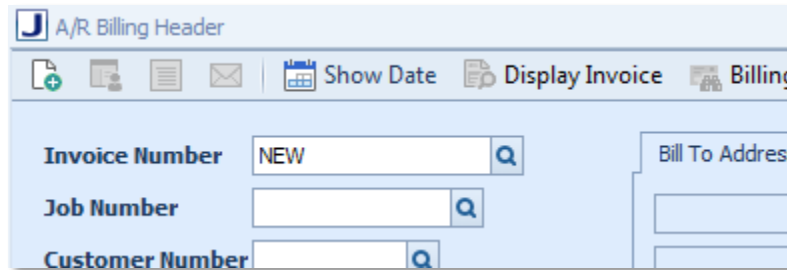
#### Accounts Receivable

In System Utilities, System Configuration, Financials, select Accounts Receivable from the dropdown. The Accounts Receivable screen displays. These are the settings you need to make before starting.


The screenshot shows the 'Accounts Receivable' configuration window. It has a title bar with a 'J' icon and the text 'Accounts Receivable'. The window is divided into two main sections. The left section contains several labeled text input fields: 'Next Invoice:' with the value '866575', 'Next Payment on Account Number:' with '0002222627', 'Next Advance Deposit Number:' with '0001200396', 'Next Credit Memo Number:' with 'CM00000140', and 'Next Bank Deposit Number:' with '001000000027'. Below these fields is a button labeled 'Assign by Company Code'. The right section contains two groups of checkboxes. The first group has 'Copy Line Item User Text to Inv Item' and 'Print Previously Invoiced on Form', both of which are checked. The second group is titled 'UK/VAT Options' and includes 'Use UK Net Terms Calculation', 'Use UK Format for AR Invoices', 'Use Value Added Taxes', and 'Freight Discountable', all of which are unchecked. Below these checkboxes is a 'Default VAT Freight Code' field with a dropdown arrow. At the bottom of the window are three buttons: 'OK', 'Apply', and 'Cancel'.

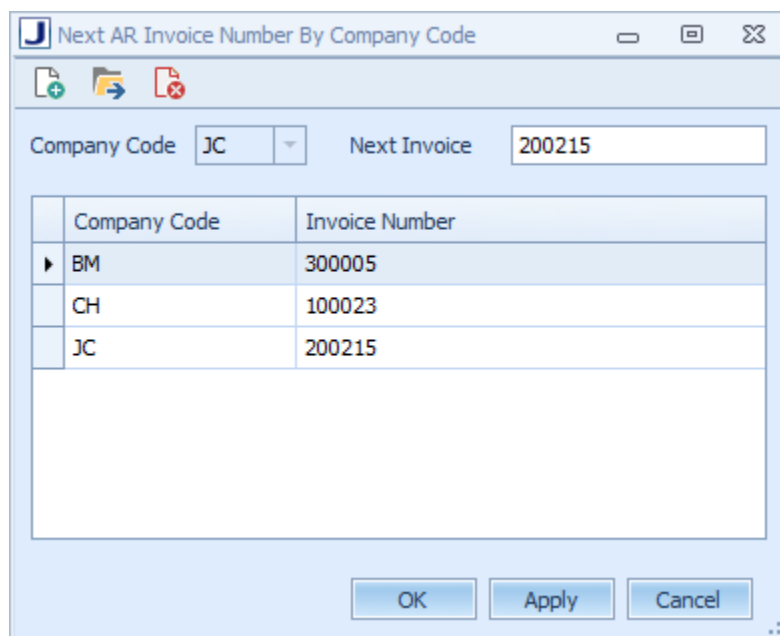
*Assign Invoices Sequentially* – You can manually assign invoice numbers, or you can let the system do it. If you check it on, you can enter the Next Invoice number you want assigned in the *Next Invoice:* field.

This is the A/R Billing Header screen where new invoices are entered. If you are using the next sequential numbering feature, enter NEW in the Invoice Number field and tab, and the system will assign the number you set up.



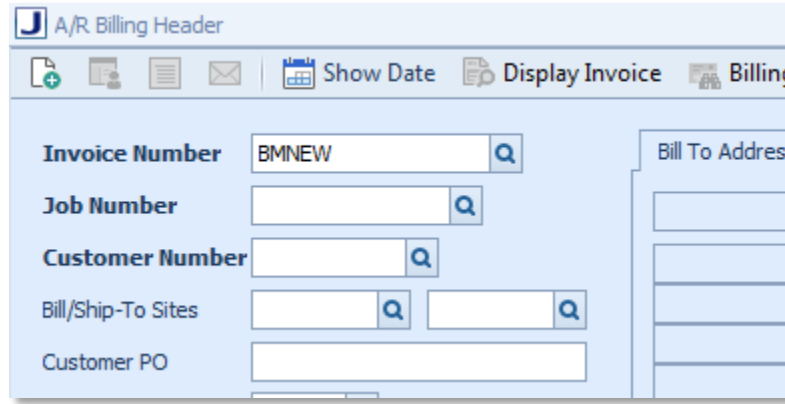
Note the “Assign By Company Code” button. If you click on it, you will get this screen. If you have multiple companies in the system, you should have multiple Company Codes (Table 0001). This will allow you to use a different invoice number sequence for each Company. You can have an alpha character prefix if you wish.

If you want to have the system assign invoice numbers by company code, click on the “Assign By Company Code” button (  ). The Next A/R Invoice Number by Company Code screen will display.



Company Code	Invoice Number
BM	300005
CH	100023
JC	200215




So how do you get the system to assign a sequential invoice number based upon the entries on this screen? As an example, let's assume that we want to add a new invoice for company BM (shown in the screen picture above). In the Invoice Number field on the A/R Billing Header screen, enter the company code followed by "NEW" as in the picture below. The system will assign invoice number 300005.



The screenshot shows the 'A/R Billing Header' window. The 'Invoice Number' field is populated with 'BMNEW'. Below it are fields for 'Job Number', 'Customer Number', 'Bill/Ship-To Sites', and 'Customer PO'. To the right, there is a 'Bill To Address' section with a grid for address details. The window has a toolbar at the top with icons for adding, opening, and deleting records, as well as buttons for 'Show Date', 'Display Invoice', and 'Billing'.

The Next AR Invoice Number by Company Code screen displays a Toolbar at the top of the screen with different available functions:



- **New:** (  ) Use this function if you want to create a new Invoice Number by Company Code record
- **Open:** (  ) You can call up a record for editing by double clicking on it in the grid, or by highlighting it and clicking on this icon
- **Delete:** (  ) Use this function to delete the record currently displayed

Back on the Accounts Receivable configuration screen, set up the other entries that you will need.

Accounts Receivable

☒ Assign Invoices Sequentially

Next Invoice: 866575

Next Payment on Account Number: 0002222627

Next Advance Deposit Number: 0001200396

Next Credit Memo Number: CM00000140

Next Bank Deposit Number: 001000000027

Assign by Company Code

☒ Copy Line Item User Text to Inv Item

☒ Print Previously Invoiced on Form

UK/VAT Options

☐ Use UK Net Terms Calculation

☐ Use UK Format for AR Invoices

☐ Use Value Added Taxes

☐ Freight Discountable

Default VAT Freight Code

OK Apply Cancel

*Next Payment On Account Number* – A payment on account is a payment that has no specified invoice. These entries are numbered, and this is where you set up the numbering sequence.

*Next Advance Deposit Number* – Advance deposits are also numbered, and here is where the number sequence is set up. Advance deposits are not linked to an invoice.

*Next Credit Memo Number* – This is the numbering sequence for credit memos created in Customer Returns mode of the Job Management and Control module.

*Next Bank Deposit Number* – This is the number sequence for bank deposits, if you wish to use the system to store bank deposit records.

*Copy Line Item User Text to Inv (Invoice) Item* – If this is checked on, then the job or release line item user text will be copied to the invoice detail user text. If you're not sure about this, leave it off.

*Print Previously Invoiced On Form* – If you want the amount previously invoiced on the job to be printed on the invoice, check this on.

*Use UK Net Terms Calculations* – Select this option to use the UK method of calculating the “date due” on Accounts Receivable invoices. Customers in the US should *not* select this option.

*Use UK Format for AR Invoices* – Select this option to use the UK format for the AR invoice form. Customers in the US should *not* select this option.

*Use Value Added Taxes* – Select this option to display VAT fields on the windows throughout the system and print VAT amounts and totals on reports.

*Freight Discountable* – Select this option to discount the freight charge before calculating the VAT calculations.

*Default VAT Freight Code* – (1 alphanumeric character; edited by table 7208). You may wish to add the Value Added Tax (VAT) code to the freight charge of an invoice. Your response to this prompt will determine the default answer that displays in the Freight VAT code field on the Billing Text window. Select a valid code from the table for this field.

## Job Accounting

There are several settings here that affect Billings.

The screenshot shows the 'Job Accounting' dialog box. The 'Apply Cost at Invoicing' section is highlighted with a red circle. This section contains three radio button options: 'No', 'All', and '%'. The '%' option is selected, and a text box to its right contains the value '55'. Other settings in the dialog include: 'Automatically Charge G&A Overhead to Jobs' (checked), 'Freight Charge Category' (FREIGHT), 'Late Charge Access Code' (BINGO), 'Allowable Percent (0-99)' (0), 'Allowable Amount (0-99999)' (0), 'Overrun Authorization Code' (XJ19), 'Check Labor Overrun by ...' (Hours, Amount, Both), '% Complete Calculation Default' (7), 'Current Period (yyyymm)' (200504), 'Detailed Cost Breakdown' (checked), 'Allow Detailed Cost Applied Breakdown on Invoices from Shipments' (checked), and 'Use Alternate Period Accounting' (unchecked). Buttons for 'OK', 'Apply', and 'Cancel' are at the bottom right.

They are in the Apply Cost at Invoicing box. Applied Cost (sometimes it says Cost Applied) is the amount on a job that has been moved from work in process to cost of goods sold. If the “No” box is checked, then when an invoice is entered (or created by the Create A/R Invoices From Shipments function), then no cost applied will be calculated. If the “All” box is checked, then all cost remaining in work in process will be moved to cost of sales. If the “%” box is checked, then the field to the right of the box will allow entry of a percentage amount, and, when an invoice is created, that percentage value will be multiplied times the invoice amount and the result will be moved from work in process to cost of sales.

## Table Entries for Accounts Receivable

### Company Codes (Table 0001)

The first table that we want to work with is table 0001, Company Codes. A “Company” in Jobscope is an entity represented in a single balance sheet and income statement. If you want to produce different balance sheets and income statements for parts of your business entity, then you will need more than one company code. Your database may already have a single entry in this table. You can either delete it and add a new one, or change the address and other data and use that company code.

To access it, double click on it in the table list. It is shown below.

Company Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Automatic Balancing Account	Company Name
BM	223 SMITH DRIVE		GREENVILLE, SC			BACHMAN MANU
CH						CHAPMAN PROC

Don't create a blank entry. Select a code, and enter the information. On the right side, where it says Company Logo, you need to load the image that you want to appear at the top of your customer invoice. You can click on Remove Image to get rid of the one that came with the system, and click on the browse button and browse to the image you want to use.



**Currency Codes (Table 3013)**

If you checked the *Using Foreign Currency* box on the Order Entry screen in system utilities, then you need to verify that you have an entry for your native currency. If Using Foreign Currency is not checked, then table 3013 will not display in the list of tables. The native currency will be preloaded into the clean database that is provided with the system.

**Currency Codes (3013)**

Currency Code:  ☒ Active Date Last Updated:

Description:

Associated Bank Code:

A/R Exchange Rate:

A/P Exchange Rate:

A/R Variance Account:

A/P Variance Account:

Currency ...	AP Exchan...	AP Varianc...	AR Exchan...	AR Varianc...	Associated...	Date La...
+ CAN	0.950000	2100-9995	0.800000	2100-9994	B5	4/26 ^
+ EURO	1.150000	EURO-APV	1.150000	EURO-ARV	EU	3/1/
+ FFRA	0.850000	VARIANCE	0.850000	VARIANCE	B1	11/1
+ TC	3.500000	TC-AP-VAR	2.500000	TC-AR-VAR	TC	12/6
+ UK\$	1.500000	VARIANCE	3.000000	VARIANCE	EU	11/2
+ US\$	1.000000		1.000000			2/17 v

### State Codes (Table 7001)

These entries should already be in the database for the United States.

### Billing Types (Table 7002)

See the section “Billing Types” for information about this table. Verify that the entries below are in the table. Do not delete any of these entries.

The screenshot shows a software window titled "Billing Types (7002)". At the top, there are icons for adding, editing, and deleting records. Below these are two input fields: "Billing Type Code" and "Description". The main area contains a table with the following data:

Type Code	Description
	BLANK
A	ANTICIPATORY
L	LATE

At the bottom of the window are three buttons: "OK", "Apply", and "Cancel".

**Terms (Table 7003)**

This code is for payment terms for customer invoices. The system uses the Net Term # Days value to determine when invoices are overdue, but it does not use the Discount Term # Days value. Discounts must be entered as the payment is entered. Retention refers to the percentage retention which the customer may keep until the job is complete. In the example below, in which the value is 7.0 percent, if the customer pays 93.0 percent of the invoice, then the remaining 7.0 percent is not automatically considered overdue. It still shows as an open balance, but not overdue. The VAT field is for Canadian customers. The “Calculate Due Date from End-of-Month” box will calculate the due date from the end of the month for the date of invoice if it is checked.

**Terms (7003)**

Term Code:

Description:

Discount Term # Days:  Percent Automatic Retention:

Net Term # Days:  A/R VAT/Canadian Disc Percent:

Calculate Due Date from End-of-Month: ☐

Terms Code	Description	DiscTerm # Days	Net Ter
1/10	1 % 10 DAYS NET 30	30	
1/2	1/2 % 15 DAYS; NET 30	0	
2/10	2% 10 DAYS NET 30	10	
N10	NET 10 DAYS	0	
N10E	NET 10 DAYS FROM END-OF-MONTH	0	
N30	NET 30 DAYS	0	
N30E	NET 30 DAYS FROM END-OF-MONTH	0	

OK Apply Cancel

**Payment Codes (Table 7004)**

When you receive a payment, you want to define where the payment will go. Most people like to use a blank entry to represent a normal cash or check payment. Other codes might be for discounts taken, goods rejected, bad debt writeoff, etc. The Payment Debit Account is where the debit for the payment should go (usually cash). In the other account field, POA stands for Payment On Account. If a customer pays \$10000.00, and you apply \$8000.00 to open invoices using the Payment On Account function, then the system needs to debit \$10000.00 to cash (the Payment Debit Account), credit \$8000.00 to Accounts Receivable, and credit the POA Liability Account for the other \$2000.00.

The screenshot shows the 'Payment Codes (7004)' window. The form fields are as follows:

- Payment Code:** N
- Currency Code:** US\$
- Is For Deposit:** ☒
- Is Active:** ☒
- Description:** NORMAL CASH PAYMENT
- Payment Debit Account:** CC00-2619 (OPERATING ACCOUNT)
- POA Liability Account:** CC00-3841 (PAYMENT ON ACCOUNT LIABILITY)

Below the form is a table of existing payment codes:

Code	Currency	Description	Debit Account	Liability Account	Is
DC	CA\$	DISCOUNTS	GD00-0009	GD00-9401	^
DC	US\$	DISCOUNTS	GC00-0009		
FR	FFRA	FRENCH	GC0F-2211	FR-POALIB	
FR	US\$	FRENCH	GC00-2211	POA-LIB	
MC	US\$	MISCELLANEOUS CASH RECEIPTS	CC00-2619	CC00-2619	
▶ N	US\$	NORMAL CASH PAYMENT	CC00-2619	POA-LIB	

At the bottom of the window are buttons for OK, Apply, and Cancel.

The *Is For Deposit* field designates that the payment account is an account for which you make deposits. If it is not checked, then payment records for the bank code will not show on the Bank Deposits grid. If the code is for bad debt write-offs, then this field would be left blank and these would not show in the bank deposits.

Look at the two payment codes at the bottom of the grid. Notice that they both are for the same debit account, CC00-2619. This is the general ledger account that represents the principal operating account, and we want customer invoice payments and miscellaneous cash receipts to both go to this account, but we want to have separate payment codes so that we can quickly see which is which.

Code	Currency	Description	Debit Account	Liability Account	Is Active
DC	CA\$	DISCOUNTS	GD00-0009	GD00-9401	
DC	US\$	DISCOUNTS	GC00-0009		
FR	FFRA	FRENCH	GC0F-2211	FR-POALIB	
FR	US\$	FRENCH	GC00-2211	POA-LIB	
MC	US\$	MISCELLANEOUS CASH RECEIPTS	CC00-2619	CC00-2619	
N	US\$	NORMAL CASH PAYMENT	CC00-2619	POA-LIB	

### Advance Deposit Accounts (7005)

This is the table for storing the accounts which may be selected for the credit side of an advance deposit. When you open the advance deposit screen, the account marked as the default in this table will be written to the account field. You may take the default or select one of the other accounts in the table from the dropdown.

ADV_DEP_ACCT	DEFAULT_FLAG
1111-2212	
GC00-2212	Y
TC-ADV-DP	

### Billing Codes (Table 7006)

Billing codes define the accounting for billing and accounts receivable transactions. This is the table with the Remit To Address tab selected. Enter your remit to address and then select the Accounts tab.

The screenshot shows a software window titled "Bill Codes (7006)". At the top, there are fields for "Bill Code" (containing "BILL") and "Description" (containing "BILL CODE"), along with a "Currencies" button. Below these are two tabs: "Remit To Address" (which is selected) and "Accounts". The "Remit To Address" tab contains several input fields: "Remit To Name" (filled with "JOBSCOPE"), "Remit To Address" (filled with "355 WOODRUFF ROAD"), a field for the city/state (filled with "GREENVILLE, SC 29607"), an empty field for the zip code, and a field for the country (filled with "USA"). To the right of these fields is a checkbox labeled "Include G&A Overhead" which is checked.

This is the Accounts tab, and these are the other accounts you need.

Remit To Address	Accounts
A/R Account (Debit)	GC00-1111 ACCOUNTS RECEIVABLE - DOMESTIC
A/R Deferred Account CR	GC00-2811 DEFERRED INCOME
A/R Accrued Freight CR	GC00-2333 ACCRUED FREIGHT
A/R Accrued Tax CR	GC00-2334 ACCRUED TAX
Cost Applied Account DB	2100-8801 COST APPLIED
Sales Account	GC00-4291 SALES - CONTRACT PROCESSING
Cost Applied Material	2100-8804 CA MAT
Cost Applied Material Overhead	2100-8805 CA MAT OH
Cost Applied Labor	2100-8802 CA LABOR
Cost Applied Labor Overhead	2100-8803 CA LAB OH
Cost Applied Engineering	2100-8806 CA ENG
Cost Applied Engineering Ovhd	2100-8807 CA ENG OH
Cost Applied Subcontracting	2100-8808 SUBCONT

Bill Code	Description	Remit Name	Address 1	Address 2
BILL	BILL CODE	JOBSCOPE	355 WOODRUFF ROAD	GREENVILLE, SC 2960
FFRA	FRENCH BILL CODE	FRENCH	100 FRENCH	REMIT TO 1

- *A/R Account (Debit)* – This is the Accounts Receivable account.
- *A/R Deferred Account CR* – If you want billings to go directly to sales, put the sales account here. If you are using a work in process scheme, then this should be a deferred income account. Billings will then be moved from deferred income to sales either at job closing, or based on a percentage completion value.
- *A/R Accrued Freight CR* – If you designate part of the billing as freight, that amount will be credited to this account.
- *A/R Accrued Tax CR* – Same as freight except this is for tax.
- *Cost Applied Account DB* – This is cost of goods sold. In Jobscope, under a work in process inventory scheme, the amount that is moved from work in process to cost of goods sold on a job is referred to as cost applied. At job closing, any amounts remaining in WIP for the job are credited to WIP and debited to this account. The WIP accounts are in table 0012.



- *Sales Account* – The sales account goes here. If you want billings to go directly to sales, then this account and the A/R Deferred Account will be the same.
- *Cost Applied Material and the rest of the Cost Applied Accounts* – You can set up the system so that make for stock items maintain a cost breakdown according to these seven breakdowns; material, material overhead, labor, labor overhead, engineering, engineering overhead, and subcontracting. If you turn this on, then the inventory values will go to these accounts in the general ledger instead of the normal single inventory account. In other words, when a make for stock job is closed, the job cost breakdowns will go to these inventory accounts.

### Tax Codes (Table 7008)

You can set up tax codes for customers. When you enter an invoice, the program will bring over that tax code from the customer master and calculate a tax amount. You can set up codes if you collect taxes, or put a blank in the table. This table must have a blank entry, and a blank entry should be in the database when it is initially loaded. The system will not allow the deletion of the blank entry.

The screenshot shows a window titled "Tax Percentage (7008)". At the top, there are fields for "Tax Code" (containing "1") and "Tax Percentage" (containing "0.0000"). Below these is a "Description" field containing "1". The main part of the window is a table with the following data:

Tax Code	Percent	Description
1	0.000000	1
123456	1.500000	1.5 PERCENT
1a2b3c	2.857100	2 and 6/7 percent
1CR1	8.000000	
1TC1	10.000000	
1TC2	10.000000	
2	0.000000	2 - *MTCING: Created During Upgrade

At the bottom of the window are three buttons: "OK", "Apply", and "Cancel".

There is a special function here that you may find helpful. If the Ship To State abbreviation on the job exists in the Tax code table (7008), and all the other checks described above are true, then the program will add taxes even if the Customer Master screen has no tax code. This will allow you to maintain the tax rate for a state in one place rather than having to set it for every customer.

**Commodity Codes (Table 7211)**

Commodity codes as related to VAT are usually the 8 digit code for VAT related transactions. Some like to use it to define the EU guidelines for Restriction of Hazardous Substances (RoHS). In the US, some might use it for the Standard Classification of Transported Goods 5-digit code, or the NIGP Commodity Code which is used by many state and local governments.

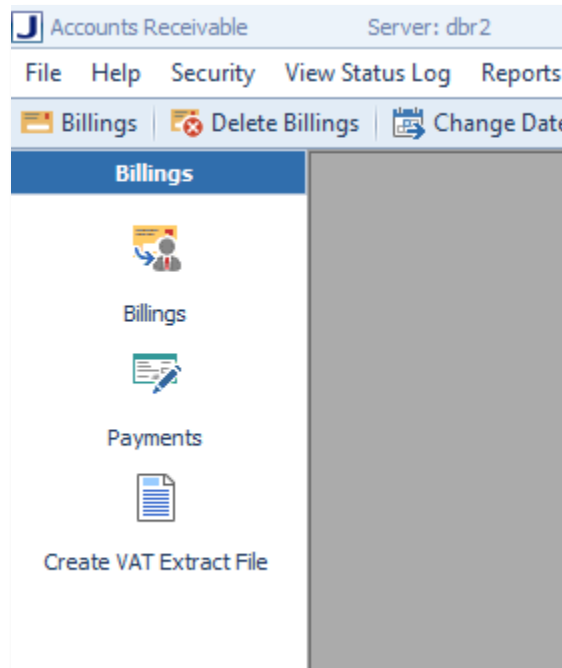
The VAT Indicator is used to refer to a VAT code, which would normally be in table 7208, but the field is not edited by the table so that it may be used for other purposes. Quantity Codes in VAT parlance is what is commonly known as a unit of measure, such as EA for Each. There are two of them so that you can have a primary and a secondary.

Commodity Code	Description
	BLANK
81020000	CONTROLS
81090000	HEAVY PIPE
82060000	PRESSURE CONTROLS
84130000	PUMPS FOR LIQUIDS
85260000	VALVES
85270000	STANDARD PIPE

There is a whole series of 72xx tables that are used for Value Added Tax. This is the only 72xx table that is used when VAT is turned off. See the Value Added Tax User Guide for more information.

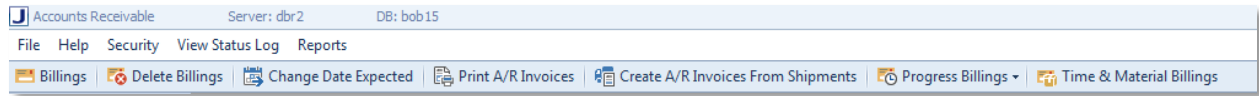
## Accounts Receivable Main Display

Accounts Receivable has three modes of operation, Billings, Payments, and Create VAT Extract File.



## Billings Mode

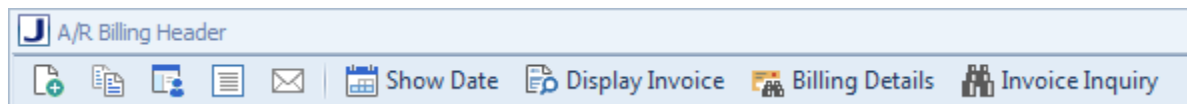
In Billings mode, There are six selections on the toolbar across the top.









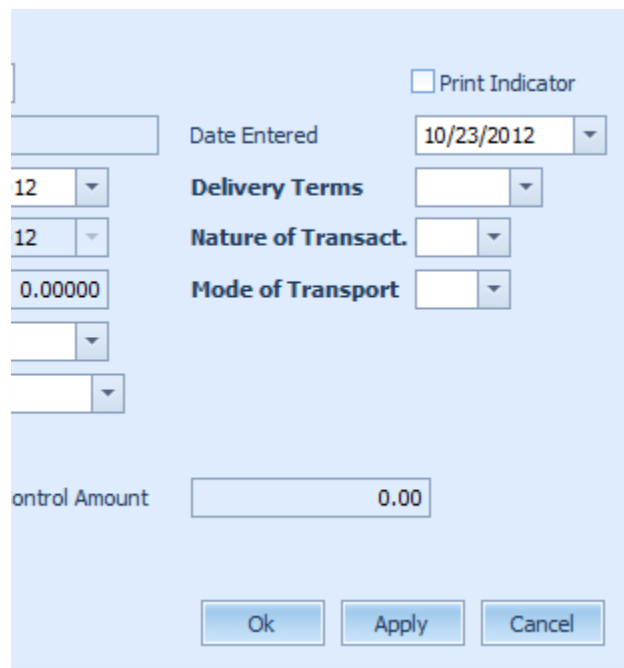
Click on Billings to enter new invoices. This is the A/R Billing Header screen.


A screenshot of the 'A/R Billing Header' window. The window title is 'A/R Billing Header'. The toolbar at the top includes icons for adding, deleting, and printing, along with 'Display Invoice', 'Billing Details', and 'Invoice Inquiry'. The form is divided into several sections. On the left, there are input fields for 'Invoice Number', 'Job Number', 'Customer Number', 'Bill/Ship-To Sites', 'Customer PO', 'Terms', 'Type Billing', 'Jobsite', 'Bill Code', 'Attention', 'Invoice Date' (set to 5/27/2016), 'Currency', 'Exchange Rate' (0.000000), 'Routing', 'FOB Point', 'Company Code', 'Cost Applied' (0.00), and 'FOB Other Invoice' (0.00). On the right, there are tabs for 'Bill-To Address', 'Ship-To Address', and 'Sold-To Address', with the 'Bill-To Address' tab selected. Below the tabs are several empty text input fields. At the bottom right, there is a 'Print Indicator' checkbox and three buttons: 'Ok', 'Apply', and 'Cancel'.


The A/R Billing Header screen displays a Toolbar at the top of the screen with different available functions:



- **New:** (  ) Use this function if you want to create a new Invoice record
- **Copy Invoice:** (  ) Use this to make a copy or credit of an invoice. This is described in the section “Creating an Invoice Copy or Credit” in this document.
- **User Defined Fields:** (  ) Use this function to access the User Defined Fields form and enter the desired values. The red tick indicates UDFs already have values for the selected invoice record
- **User Text:** (  ) Use this function to access the User Text screen and add free form information to the invoice record. The red tick indicates UDFs already have values for the selected invoice record
- **Email Invoice:** (  ) Use this function to email the invoice
- **Hide (Show) Invoice Entered Date:** (  **Show Date** ) This button will show the Date Entered field if it is hidden, or hide it if it is shown. Invoices are gathered into batches for posting to the general ledger based on the Date Entered date. For this reason, you may not want your users to be able to change this date, but let the system automatically assign it. For more information, see the section “Using the Financial Calendar for Backdating Subledger Transactions” in the General Ledger User Guide. This icon will only display if the system is configured to use the financial calendar.



- **Display Invoice:** (  **Display Invoice** ) This displays the invoice. Click on it and you will display the invoice as it appears to the customer. The logo on the invoice came from table 0001, Company Codes (see the section in this User Guide).



**JOBScope**  
the software standard for order-driven businesses

# INVOICE

INVOICE NO

866558

**JOBScope INDUSTRIES**  
**MAIN INVENTORY WAREHOUSE**  
**250 MAIN ST.**  
**GREENVILLE, SC 29650**

SOLD TO:

SOUTHERN SKIES AIRLINES  
 78 BENDRA PLVD.  
 PHOENIX, AZ 78883 USA

ATTENTION: MR. SMITH

CUSTOMER P. O.

INVOICE DATE

11/9/2011

SHIP TO:

SOUTHERN SKIES AIRLINES  
 78 BENDRA PLVD.  
 PHOENIX, AZ 78883 USA

REMIT TO

JOBScope  
 333 WOODRUFF ROAD  
 GREENVILLE, SC 29407  
 USA

JOB	SHIP VIA	FOB POINT	SALESPERSON	TERMS	CUSTOMER NO
105154	UPS		KELLEY WILL KELLEY	1 % 10 DAYS NET 30	100004



PART NO.	DESCRIPTION	UM	QTY	UNIT PRICE	TOTAL
114114B	MODIFIED MODEL 4500 CHANGE FOR ECN 000008	EA	1.00	245,000.0000	245,000.00
SUBTOTAL:					245,000.00
LESS RETENTION:					0.00
PACKING CHARGE:					0.00
FREIGHT:					0.00
TAXES:					15,925.00
LESS AMOUNT RECEIVED:					0.00


NOTICE: SELLER HAS NO RESPONSIBILITY FOR COLLECTION OF SALES OR USE TAXES IMPOSED BY THE STATE OF

AMOUNT PAYABLE  
IN US\$

**TOTAL INVOICE**

260,925.00

- Billing Details:** (  Billing Details ) When an invoice header is displayed, you can look at the invoice details by clicking on this button
- Invoice Inquiry:** (  Invoice Inquiry ) The Inquiry button can be used to list invoices that meet criteria which you can select in the screen below. This screen displays when you click on the Inquiry button.

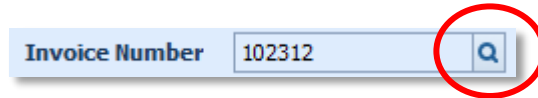
- With the selection criteria entered, click on the Find button (  ). It might be only a few invoices, or it might be hundreds. If you want to bring one up on the screen, note the invoice number and open it as previously described.

Job Number	Customer	Invoice	Invoice Date	Date Due	Date Paid	Status	Invoiced	Paid	Retention	Terms	Shipment	Batch Number	Billing Type
> 105156	100004	866557	20111108	20111122			332400.00	0.00	0.00	1/10			
105154	100004	866558	20111109	20111209			260925.00	0.00	0.00	1/10			
105153	100004	866559	20111109	20111209			260925.00	0.00	0.00	1/10			

- The Cost Applied field on the A/R Billing Header shown earlier is not active. The reason is that the Apply Cost at Invoicing in System Configuration is set to No. See the System Configuration/Job Accounting section in this User Guide.

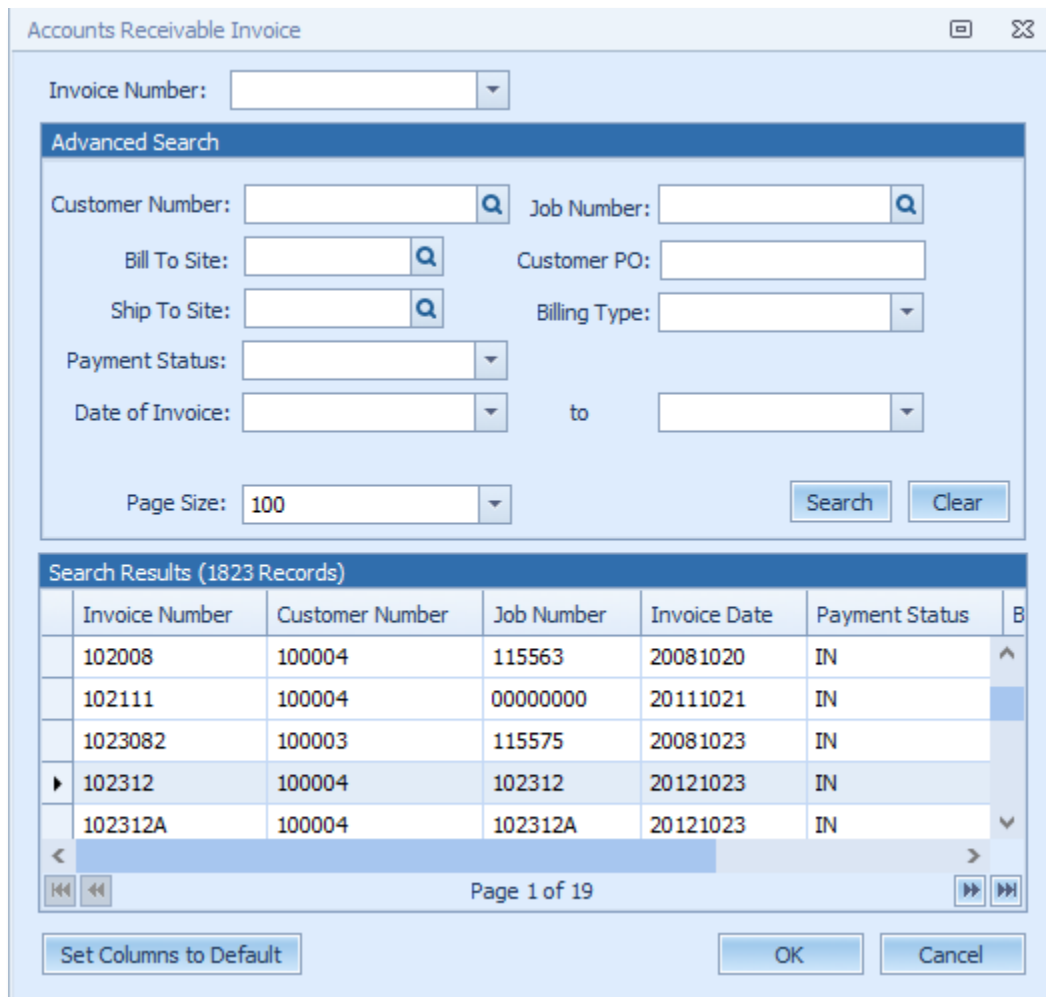
## Opening an Existing Invoice

If you know the invoice number, you can type it in the *Invoice Number* field and tab. If you want to browse for it, click on the browse button beside the *Invoice Number* field.



The screenshot shows a text field labeled "Invoice Number" containing the value "102312". To the right of the text field is a small square button with a magnifying glass icon. This button is circled in red, indicating it is the "browse" button mentioned in the text.

The Accounts Receivable Invoice browse screen displays. You can enter your search criteria and click on the Search button. The invoices that meet the search criteria will display in the grid at the bottom. Double click on the one you want to display.



The screenshot shows the "Accounts Receivable Invoice" browse screen. It features a search section with various criteria fields and a results grid.

**Search Criteria:**

- Invoice Number: [Dropdown]
- Customer Number: [Text] [Search]
- Job Number: [Text] [Search]
- Bill To Site: [Text] [Search]
- Customer PO: [Text]
- Ship To Site: [Text] [Search]
- Billing Type: [Dropdown]
- Payment Status: [Dropdown]
- Date of Invoice: [Text] to [Text]
- Page Size: 100
- [Search] [Clear]

**Search Results (1823 Records)**

	Invoice Number	Customer Number	Job Number	Invoice Date	Payment Status	
	102008	100004	115563	20081020	IN	^
	102111	100004	00000000	20111021	IN	
	1023082	100003	115575	20081023	IN	
▶	102312	100004	102312	20121023	IN	
	102312A	100004	102312A	20121023	IN	▼

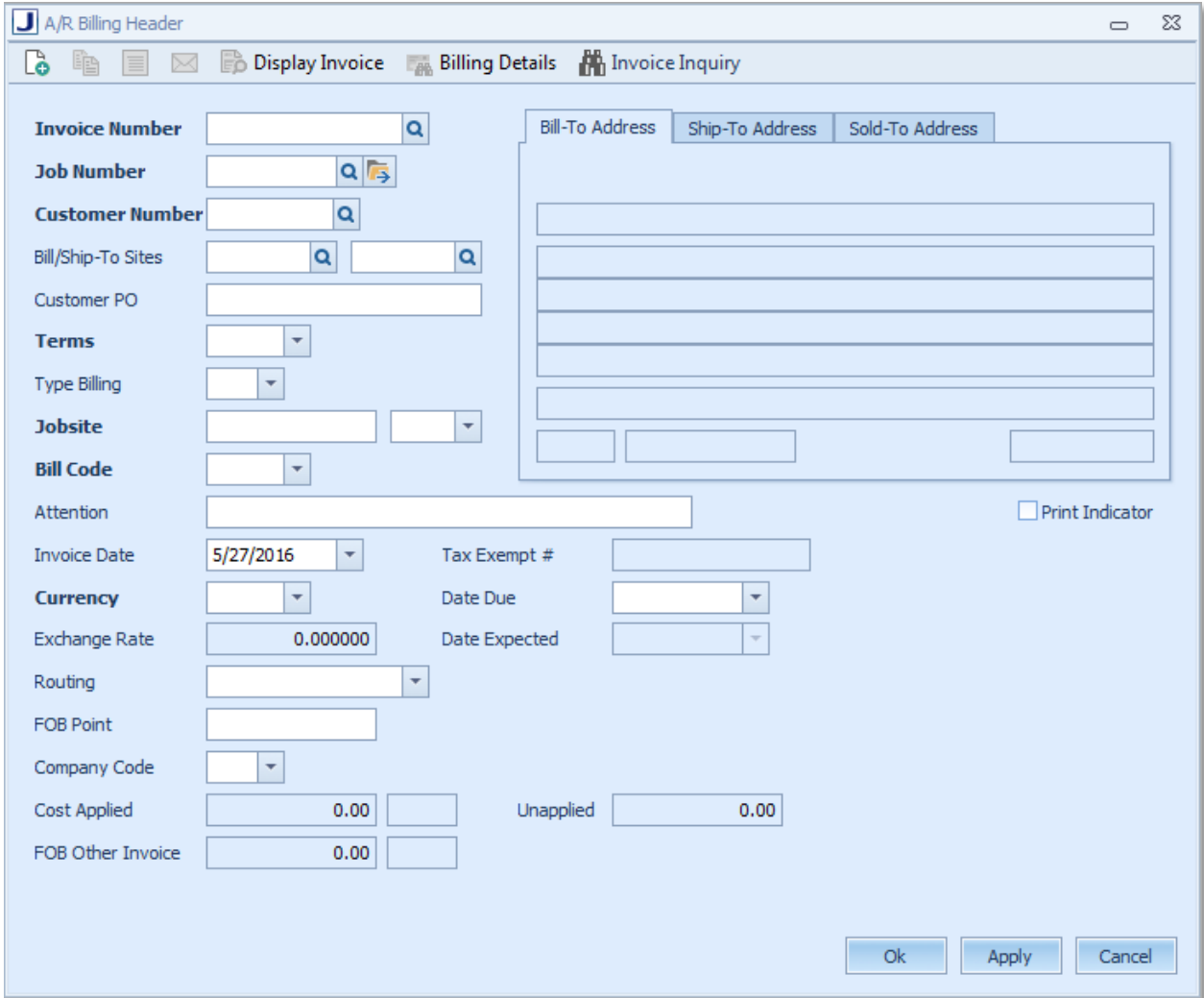
Page 1 of 19

[Set Columns to Default] [OK] [Cancel]



## Entering A New Invoice


To enter a new invoice, click on the New icon (  ).

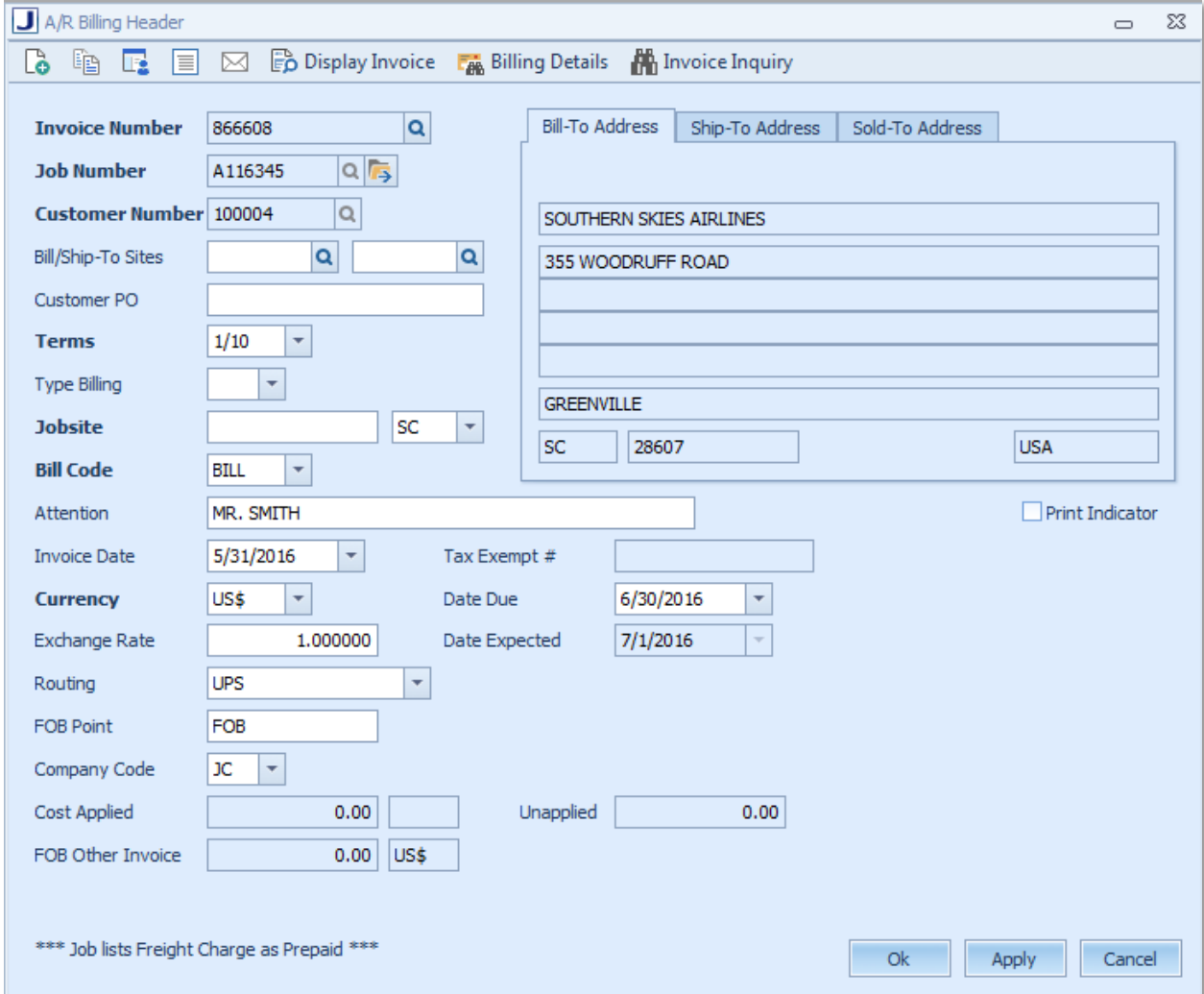


To create a new invoice, the following required fields need to be populated:

- **Invoice Number** – You can enter a number, or you can have the system assign the next number, which is the preferable way. See the section “Configuration Settings” in this User Guide for the several ways that you can do this. The invoice number may be up to 12 characters.
- **Job Number** – Enter or select the job number for which you are billing. When you tab out of the field, the system will write the Customer Number, Customer PO, Terms, Bill Code, Exchange Rate, Routing, Attention field, and Company Code from the job record

This is all the required data for the invoice, so you may click on Apply to save the invoice header.

This is what it looks like at this point. If you like, you can add Jobsite, Jobsite state, and FOB Point to the record. At this point the header is ready, and you are ready to enter the billing details. Click on the Billing Details button (  Billing Details ).



The screenshot shows the 'A/R Billing Header' window. The top menu bar includes 'Display Invoice', 'Billing Details' (highlighted), and 'Invoice Inquiry'. The main form is divided into two sections. The left section contains fields for 'Invoice Number' (866608), 'Job Number' (A116345), 'Customer Number' (100004), 'Bill/Ship-To Sites', 'Customer PO', 'Terms' (1/10), 'Type Billing', 'Jobsite' (SC), 'Bill Code' (BILL), 'Attention' (MR. SMITH), 'Invoice Date' (5/31/2016), 'Currency' (US\$), 'Exchange Rate' (1.000000), 'Routing' (UPS), 'FOB Point' (FOB), 'Company Code' (JC), 'Cost Applied' (0.00), and 'FOB Other Invoice' (0.00). The right section contains a 'Bill-To Address' tab with fields for 'SOUTHERN SKIES AIRLINES', '355 WOODRUFF ROAD', 'GREENVILLE', 'SC', '28607', and 'USA'. There are also fields for 'Tax Exempt #', 'Date Due' (6/30/2016), 'Date Expected' (7/1/2016), and 'Unapplied' (0.00). A 'Print Indicator' checkbox is located near the bottom right. At the bottom of the window, there is a note: '\*\*\* Job lists Freight Charge as Prepaid \*\*\*' and three buttons: 'Ok', 'Apply', and 'Cancel'.

Field	Value
Invoice Number	866608
Job Number	A116345
Customer Number	100004
Bill/Ship-To Sites	
Customer PO	
Terms	1/10
Type Billing	
Jobsite	SC
Bill Code	BILL
Attention	MR. SMITH
Invoice Date	5/31/2016
Currency	US\$
Exchange Rate	1.000000
Routing	UPS
FOB Point	FOB
Company Code	JC
Cost Applied	0.00
FOB Other Invoice	0.00
Tax Exempt #	
Date Due	6/30/2016
Date Expected	7/1/2016
Unapplied	0.00

\*\*\* Job lists Freight Charge as Prepaid \*\*\*

Ok Apply Cancel

**Billing Details**

This is the Billing Details screen. The Job Line Item has been entered by the user and the system has filled out Part Number, Description, and Unit Price. Enter the Quantity, and tab to the Taxable field. If you don't want to charge taxes, don't check Taxable on. If you do want to charge taxes, check Taxable on and the system will calculate taxes based on the tax codes in the Customer Master. If a customer ship-to site record is referenced, the system will use the tax codes from the site. If no site record is referenced, then the codes in the customer master will be used.

A/R Billing Details

Invoice Number: 866608    Item: 001    Job Number: A116345    Job Line Item: 001

Part Number: 1181165E    Product Line:    Job Ship Item:

Quantity: 1.000 UOM: EA    Unit Price: 113680.0000    Total Price: 113680.00    Taxable: ☒    Ship Complete: ☐

Description: MODIFIED MODEL 4500

This Invoice: 113680.00 US\$    Prev. Invoiced: 0.00 US\$

Less Retention: - 0.00 US\$

Freight: + 0.00 US\$

State Tax: ITC1 10.0000% + 0.00 US\$

County Tax: ICR1 8.0000% + 0.00 US\$

Tax 3: 0.0000% + 0.00 US\$

Tax 4: 0.0000% + 0.00 US\$

Net Amount: = 113680.00 US\$

Item Number	Extended Amount	Comment	Job Line Item	Product Line	Quantity	Ship Item	Unit Price	Language

Ok Apply Cancel

When you check Taxable on, the system calculates taxes based upon the tax codes in the Customer Master. If a customer ship-to site record is referenced, the system will use the tax codes from the site. If no site record is referenced, then the codes in the customer master will be used. You can change the codes on this screen.

The screenshot shows the 'A/R Billing Details' window. At the top, there are fields for Invoice Number (866608), Item (001), Job Number (A116345), Job Line Item (001), Part Number (116116EF), Product Line, Job Ship Item, Quantity (1.000), UOM (EA), Unit Price (113680.0000), Total Price (113680.00), Taxable (checked), and Ship Complete (unchecked). The Description field contains 'MODIFIED MODEL 4500'. Below these fields is a summary section with 'This Invoice' totaling 113680.00 US\$, 'Less Retention' of 0.00 US\$, 'Freight' of 0.00 US\$, and 'Net Amount' of 134142.40 US\$. Tax calculations are shown for State Tax (1TC1, 10.0000%, 11368.00 US\$), County Tax (1CR1, 8.0000%, 9094.40 US\$), Tax 3 (0.0000%, 0.00 US\$), and Tax 4 (0.0000%, 0.00 US\$). At the bottom, there is a table with columns: Item Number, Extended Amount, Comment, Job Line Item, Product Line, Quantity, Ship Item, Unit Price, and Language. The table is currently empty. Buttons for 'Ok', 'Apply', and 'Cancel' are at the bottom right.

Item Number	Extended Amount	Comment	Job Line Item	Product Line	Quantity	Ship Item	Unit Price	Language
-------------	-----------------	---------	---------------	--------------	----------	-----------	------------	----------

This is the bottom of the screen enlarged. Click on Apply or OK and it's done.

This is an enlarged view of the bottom section of the A/R Billing Details window, showing the tax calculation summary. It includes the same fields as the screenshot above: 'This Invoice' (113680.00 US\$), 'Less Retention' (0.00 US\$), 'Freight' (0.00 US\$), 'State Tax' (1TC1, 10.0000%, 11368.00 US\$), 'County Tax' (1CR1, 8.0000%, 9094.40 US\$), 'Tax 3' (0.0000%, 0.00 US\$), 'Tax 4' (0.0000%, 0.00 US\$), and 'Net Amount' (134142.40 US\$).

Retention is an amount that the customer may “hold back”. This does not change the invoice amount. If a retention amount is entered, then when the system determines whether an invoice is overdue or not, the invoice will not be considered overdue if the invoice amount less the retention amount has been paid.

When an new invoice is saved and there is a payment on account balance for the customer, a message will display alerting you so that you can apply the payment on account balance.

## Other A/R Billing Header Fields

There are a few other things about the A/R Billing Header that are worth noting. The Print Indicator will be checked on when the “Print A/R Invoices” is run. That function will then not print the invoice again. If you want an invoice printed again, call it up and check the Print Indicator off.

**A/R Billing Header**

**Invoice Number** 866608

**Job Number** A116345

**Customer Number** 100004

**Bill/Ship-To Sites**

**Customer PO**

**Terms** 1/10

**Type Billing**

**Jobsite**  SC

**Bill Code** BILL

**Attention** MR. SMITH

**Invoice Date** 5/31/2016

**Currency** US\$

**Exchange Rate** 1.000000

**Routing** UPS

**FOB Point** FOB

**Company Code** JC

**Cost Applied** 0.00

**FOB Other Invoice** 0.00 US\$

**Bill-To Address**

SOUTHERN SKIES AIRLINES  
 355 WOODRUFF ROAD  
 GREENVILLE  
 SC 28607 USA

☐ Print Indicator

Unapplied 0.00

\*\*\* Job lists Freight Charge as Prepaid \*\*\*

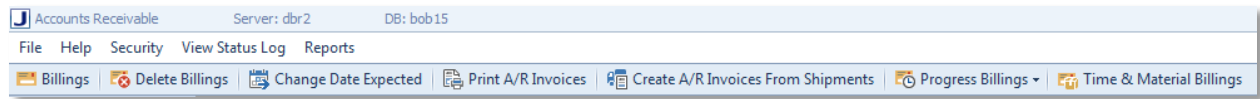
The Unapplied amount is the total unapplied cost remaining on the job. Unapplied cost is the job cost that is still in work in process on the job.

The Date Expected is determined through a calculation of average days to pay in the Credit History window for this customer.

The Currency field allows you to select a currency other than the default currency that the system will write to the field. See the Foreign Conversion User Guide for more information.

The FOB Other Invoice field shows you the amount of other billings for the job.

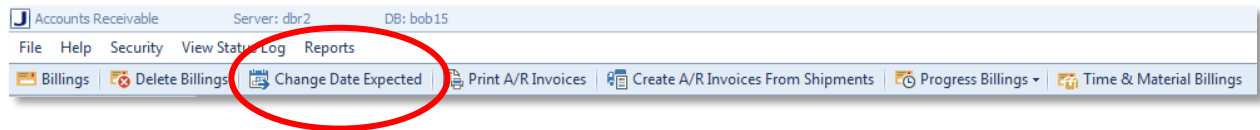
## Delete Billings



The Delete Billings selection displays this screen. When an invoice is created, a substantial amount of data is written to many parts of the system. A simple delete of the data on the A/R Billing Header screen would not update all of this data, and, in fact, there is no delete button on the A/R Billing Header screen. The Delete Billings function will insure that the proper updates are performed. An invoice may not be deleted if it has been gathered into a batch for posting to the general ledger.

A screenshot of the 'Delete Billings' dialog box. It has a light blue background and a title bar with the application icon and text. The dialog contains several input fields: 'Invoice Number' with a search icon, 'Job Number', 'Customer Number', 'Customer Name', and 'Control Amount' which has a value of '0.00'. At the bottom right are three buttons: 'Ok', 'Apply', and 'Cancel'.

## Change Date Expected



This selection changes the Date Expected date that the system has calculated.

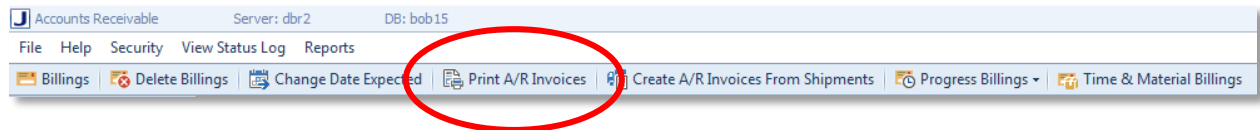
A screenshot of the 'Change Date Expected' dialog box. It contains the following fields and values:

Invoice Number	866576
Customer Number	100004
Customer Name	SOUTHERN SKIES AIRLINES
Attention Of	MR. SMITH
Amount Outstanding	3185.88 US\$
Date Expected	8/7/2015

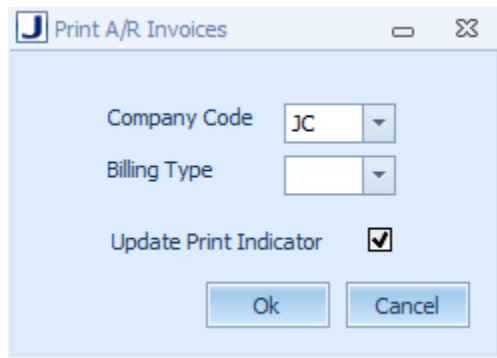
At the bottom right of the dialog box are three buttons: 'Ok', 'Apply', and 'Cancel'.



## Print A/R Invoices

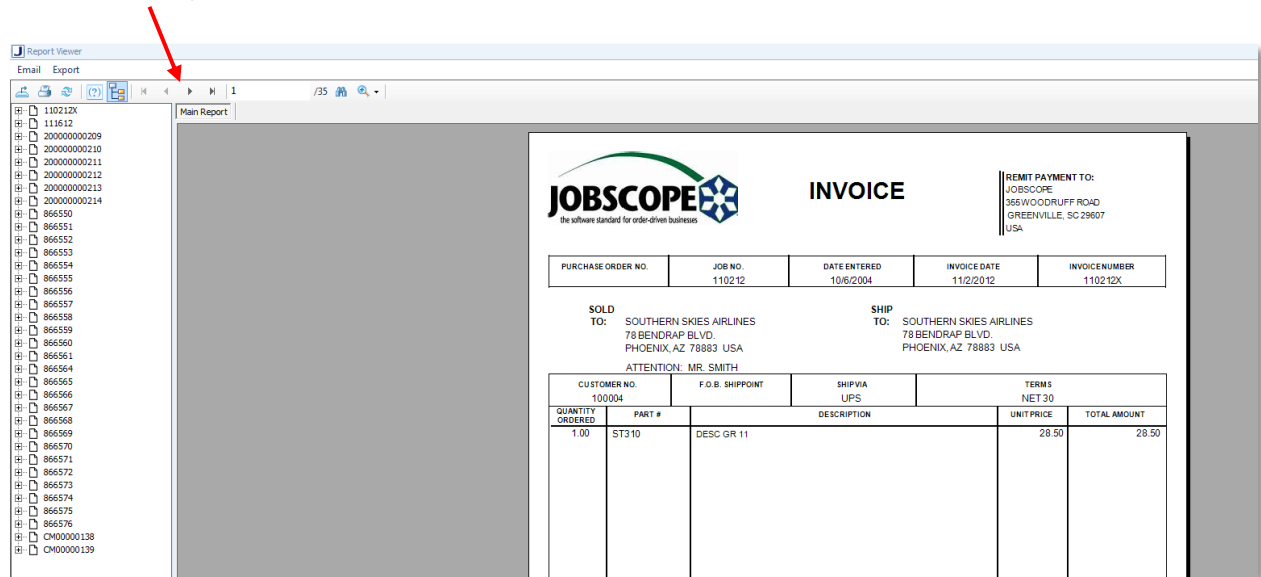


This selection prints invoices that have the Print Indicator checked off (not checked). The check box for updating the Print Indicator allows you to print invoices without updating the Print Indicator to review them first. You will normally run this function with Update Print Indicator checked on. Select the Company Code for which you wish to print, and select the Billing Type. For most Jobscope users, a blank billing type means a normal billing invoice.

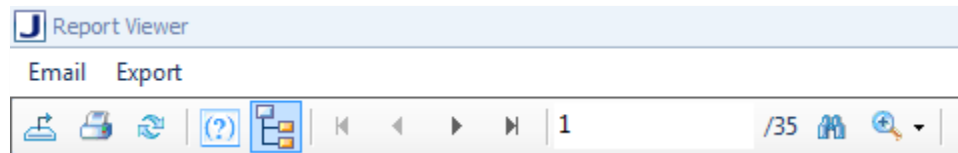


Click OK when you are ready and the invoices will be printed.


When it finishes, this screen will display. The invoices are listed on the left. You can page through them with the arrows, or click on them in the list on the left.



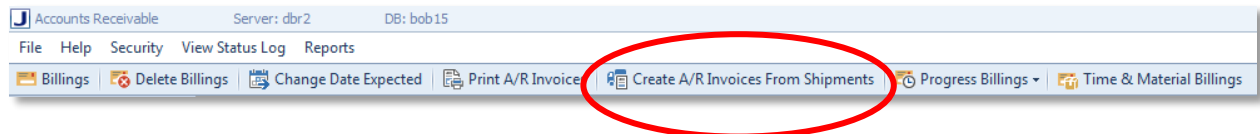
The toolbar at the top has a number of icons.



- **Export Report:** ( ): This will export the invoice print to a file
- **Print:** This icon ( ) will print the invoices
- **Refresh:** This icon ( ) will reprint the invoices
- **Toggle Parameter Panel:** ( ) This will turn off the panel where the invoices are listed on the left
- **Toggle Group Tree:** ( ) This will turn the listing on and off but leave the panel in place
- **Paging:** ( 2 /8 ) This says you are looking at page 2 of 8. You can scroll among the pages using the arrows
- **Find Text:** ( ) If you click on this, the following screen displays. You can enter a text string in the Find What: field and click on Find Next and it will find the next occurrence of that character string among the invoices

- **Zoom:** (  ) Click on the down arrow and you will get a list of zooming options for the display

## Create A/R Invoices from Shipments



In many environments, particularly those with high order volume or spare part orders, the automatic creation of A/R invoices based on shipments provides an efficient method of billing.

When you click on it, the Create A/R Invoices From Shipments screen displays. The Location Code is the location code from which the shipments were made. The Date Shipped value comes from the shipping entry. When the shipping entry is made, the system writes the current date to the Shipping Date field, but the user can change it. Record Type comes from the Job Master for the job against which the shipment was made. Most users use a blank record type for a job that may be billed using this program, and an “M” Record Type for a job that must be manually billed. After selecting the Location Code and Date Shipped, click on Ok to create the invoices.

A screenshot of the 'Create A/R Invoices From Shipments' dialog box. It has a title bar with the program name and a close button. The dialog contains three fields: 'Location Code' with a dropdown arrow, 'Dates Shipped' with a date field showing '1/26/2016' and a range selector, and 'Record Type' with a dropdown arrow. At the bottom right are 'Ok' and 'Cancel' buttons.

The screen below will display. Click on OK.

A screenshot of the 'Schedule Process' dialog box. It has a title bar with the program name and a close button. The dialog contains a checkbox labeled 'Generate Command File'. At the bottom right are 'Ok' and 'Cancel' buttons.

When the process completes, a Status Log will display, which lists the invoices created. You may want to print it.

There are several points related to the “Create A/R Invoices From Shipments” function.

- The invoice number is automatically assigned based on the next invoice number available.
- The amount of the billing that is applied (moved from Work-in-Process to Cost-of-Sales) is determined by your entries in System Configuration. If you indicated in System Configuration that all

costs should be applied, then the entire billing amount is applied to Cost-of-Sales. If you selected a percentage value, then that portion of the billing is applied. If you set the applied cost option to No, then no cost is applied.

- The “Attention” field on the invoice is written from the “Attention” field in the job record.
- Calculation of taxes is based on the “Taxable” field on the Job Line Items screen, whether or not you are registered to collect taxes in the Ship To state, and whether or not the job that was shipped is exempt from taxes. If the “Taxable” field contains a Y, and you’ve indicated that you are registered to collect taxes in the state to which the shipment went, and the job that was shipped was not tax exempt the program reads the Tax 1 and Tax 2 codes in the customer record or the ship-to site record being used for the job. Table 7008 is then searched to determine the tax percentage. If the field contains an N, the program does not calculate taxes. If you are not registered to collect taxes in the state to which the shipment was sent the program does not calculate taxes. If the Tax Exempt field on the job that was shipped has any value the program does not calculate taxes. If the field is blank upon order entry, the system writes the default defined in the Order Entry section of System Configuration. Taxes are then calculated or not calculated based on this response.

There is a special function here that you may find helpful. If the Ship To State abbreviation on the job exists in the Tax code table (7008), and all the other checks described above are true, then the program will add taxes even if the Customer Master screen has no tax code. This will allow you to maintain the tax rate for a state in one place rather than having to set it for every customer.

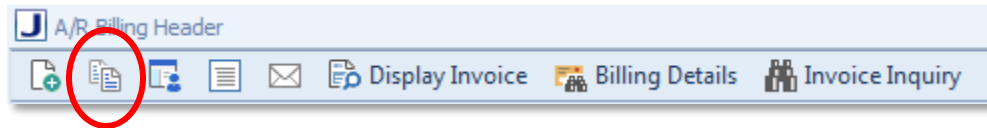
If the job associated with the billing has a foreign currency defined for it, the billing is created in the foreign currency. The currency code and exchange rate are transferred from the jobs window and used to calculate the invoice amounts. If the “Use Valued Added Taxes” prompt in AR Startup is set to Yes, and a value is entered in the VAT code field, this VAT code, which is edited by table 7208, will determine the percentage of VAT tax to be applied to the item.

If the job associated with the billing has a foreign currency defined for it, the billing is created in the foreign currency. The currency code and exchange rate are transferred from the Job Header screen and used to calculate the invoice amounts. See the Foreign Currency User Guide for more information.

These automatically-created invoices may be viewed on the A/R Billings screen in the same manner as a manual billing and may be modified prior to printing.

## Creating an Invoice Copy or Credit

This is the toolbar for the A/R Billing Header screen, with the Copy Invoice icon circled.



You can use this button to make a copy of the displayed invoice, or a credit invoice to offset the displayed invoice.

When you click on it, you get this screen.

Language	Invoice Item	Part Number	Job Line Item	Description
<input checked="" type="checkbox"/>	001	116116EF	001	MODIFIED MODEL 4500

You can enter the new invoice number, or enter NEW to let the system assign the next one.

You can select the Type Billing you want for the new invoice.

The Invoice Date will default to the current date, but you can change it. The Date Due will be calculated, but you can change it also.

The lines on the displayed invoice are displayed. The ones that are checked will be copied. When the screen displays, all of the lines will be checked, so you need to uncheck any that you don't want copied.

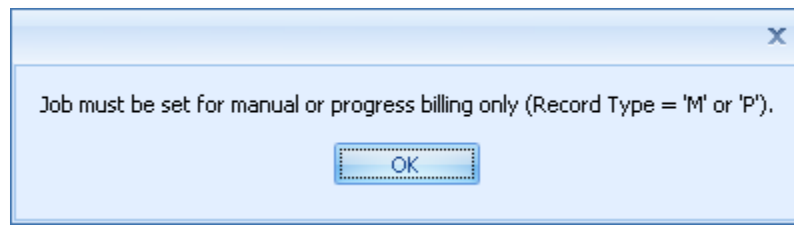
If you check the Credit Memo field, the quantity will be set to a negative value, which will result in a negative dollar amount for the new invoice. If the displayed invoice is already a credit, the Credit Memo field will not be lit.

When you have the screen set, click on the Copy button and the invoice will be copied. A message will be displayed asking if you wish to view the new invoice.

## Progress Billings



The Progress Billings function is based on the idea that the contract for a job provides for predetermined billings when certain milestones in the job are reached. This function will only process jobs with a Record Type of “M” or “P”. If you plan to use it, the “P” setting for Record Type will probably work best for you. If you try to create progress billings for a job with some other record type, you will get an error.



If you plan to use the *Bill Remainder On Shipment* function, you will have to use a record type of “P” because the “Create A/R Invoices From Shipments” function will not allow an “M”, but it will allow a “P”.

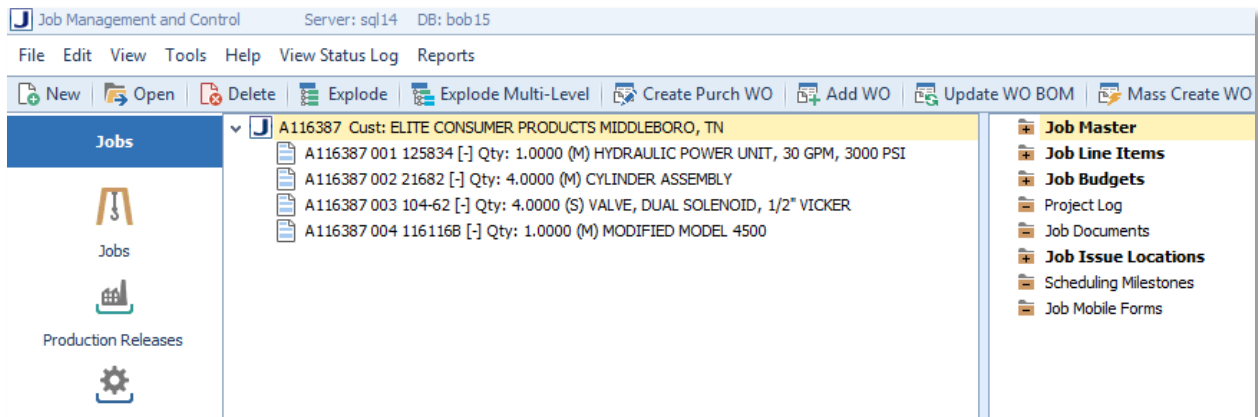
When you click on Progress Billings, a dropdown gives you two options, Create Progress Billings and Activate Progress Billings. The section “Billing Types” in this user guide describes a Billing Type value of “A” for anticipatory. Anticipatory invoices are invoices which are planned but not to be presented to the customer nor posted to the general ledger yet. The Create Progress Billings option allows you to create invoices with a Billing Type of “A”. They are then held by the system until you run the Activate Progress Billings option to “turn them on” you might say.



## Create Progress Billings

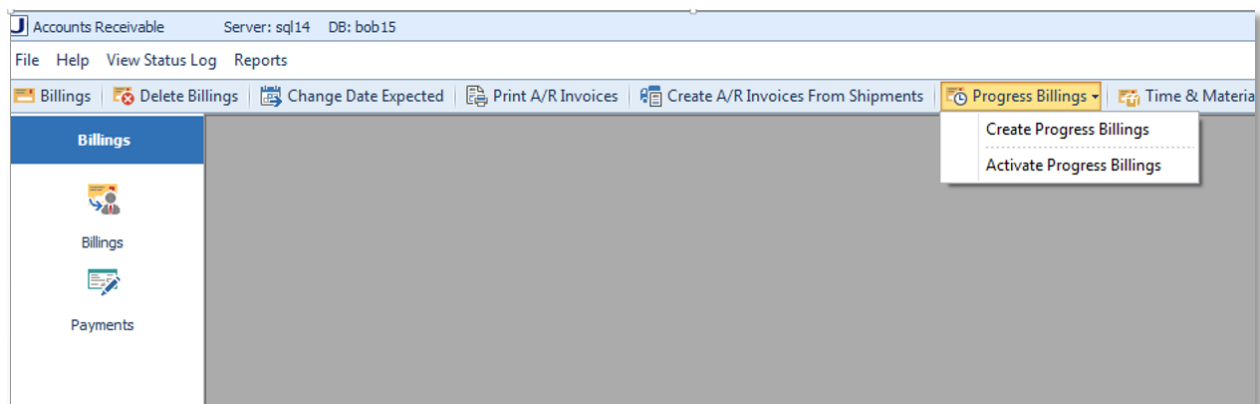
To describe progress billings, we'll use an example. We took an order several days ago. This is what it looks like in Job Management and Control. We entered the job with a Record Type of M for manual billings, since we plan to create at least one manual billing. If we planned to only do progress billings, we would have used a Record Type of P. The job must have a record type of either P or M.

There are four line items. The total order amount is \$73101.00. The contract provides for four progress billings, 10% on receipt of the order, 30% in six weeks, 30% in 12 weeks, and the balance upon final approval of the installation.



We're going to set up the first three billings as progress billings, and then we'll do a manual invoice for the last one. We took the order on August 10, and it's now August 12. The three billings will have dates of August 10, September 21, and November 2.

We're ready to set up the progress billings, so we'll select Create Progress Billings.



When we select Create Progress Billings, the Progress Billings screen displays. We begin by entering the Job Number, and the range of line items for which we want to create progress billings. We want to create progress billings for all of them.

Progress Billings

Find Items Select All

Job Number  List Items

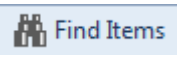
Select	Item	Catalogue Number	Quantity	UOM	Price Per	Item Total	Description
--------	------	------------------	----------	-----	-----------	------------	-------------

Progress Billing Details

Invoice Number	Bill Code	Terms	Percent	Amount	Date
▶					

☐ Bill Remainder upon Shipment

Create Invoices Cancel

Then we'll click on the Find Items button (  ).

Now it looks like this. We can select the line items for which we want to create progress billings by checking the box in the Select column.

Progress Billings

Find Items Select All

Job Number  List Items  -

Select	Item	Catalogue Number	Quantity	UOM	Price Per	Item Total	Description
<input type="checkbox"/>	001	125834	1.000	EA	15141.0000	15141.00	HYDRAULIC POWER UNIT,
<input type="checkbox"/>	002	21682	4.000	EA	2245.0000	8980.00	CYLINDER ASSEMBLY
<input type="checkbox"/>	003	104-62	4.000	EA	495.0000	1980.00	VALVE, DUAL SOLENOID, :
<input type="checkbox"/>	004	116116B	1.000	EA	47000.0000	47000.00	MODIFIED MODEL 4500

0

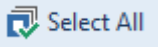
Progress Billing Details


Invoice Number	Bill Code	Terms	Percent	Amount	Date

☐ Bill Remainder upon Shipment

0

Create Invoices Cancel

You can use the Select All button (  ) to select them all without having to click on each one.

The *Clear Screen* icon at the top left (  ) will clear the screen in preparation for a new progress billing entry.

After we select the line items, we go to the lower grid to enter the progress billings. If you forget to check the select box, then the system will not calculate the amount. If this happens, click on the Clear Screen button at the top left and start over.

Progress Billings

Find Items Select All

Job Number  List Items  -

Select	Item	Catalogue Number	Quantity	UOM	Price Per	Item Total	Description
<input checked="" type="checkbox"/>	001	125834	1.000	EA	15141.0000	15141.00	HYDRAULIC POWER UNIT,
<input checked="" type="checkbox"/>	002	21682	4.000	EA	2245.0000	8980.00	CYLINDER ASSEMBLY
<input checked="" type="checkbox"/>	003	104-62	4.000	EA	495.0000	1980.00	VALVE, DUAL SOLENOID, 1
<input checked="" type="checkbox"/>	004	1161168	1.000	EA	47000.0000	47000.00	MODIFIED MODEL 4500

73101

Progress Billing Details

Invoice Number	Bill Code	Terms	Percent	Amount	Date
	BILL	N30	10.00	7310.10	8/10/2016
	BILL	N30	30.00	21930.30	9/21/2016
	BILL	N30	30.00	21930.30	11/2/2016
				51170.7	

☐ Bill Remainder upon Shipment


Create Invoices Cancel

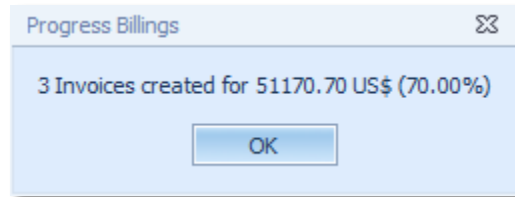
After selecting the line items, we enter the progress billings in the lower grid. We can enter the invoice number we want assigned, or we can leave the Invoice Number field blank and let the system assign the next number. Entering NEW is not necessary, simply leave it blank. We can enter a percent and let the system calculate the amount, or we can enter an amount and let it calculate the percent.

We enter a percent of the line item totals that we want billed or an amount, and the invoice date that we want. *Bill Code* and *Terms* cells are drop downs for the respective tables and will default to the value from the job record if not provided. If a *Percent* value is entered, the *Amount* field will be calculated based on the total price of all line items selected to be billed; the *Amount* may be overwritten. If an *Amount* is entered and there is no *Percent* value, or if the *Amount* differs from that calculated from the *Percent* value, the *Percent* is set to zero.

The *Bill Remainder Upon Shipment* box indicates that when a line item is shipped the remaining amount to be billed of the line item's price will be created when Create Billings from Shipments is run. We didn't check it because we want to do a manual invoice in case the final price changes.



When we have it like we want it, we click on the Create Invoices button (  ) and the Anticipatory invoices will be created. In the example above, where multiple line items on one job were selected, one invoice will be created with multiple (in this case four) line items. When it finishes, it displays this message.



The process will use the next sequential invoice number from System Configuration. When the process is finished a message box will appear that will show the invoice number created and the amount of the invoice. The invoices in the grid will have been created as Anticipatory Invoices for the given date.

One other thing to note is that, if you create a progress billing for today's date, it will create it with a blank Billing Type, rather than the "A" for Anticipatory, making it a "ready to go" or activated, invoice.

Here are the invoices that were created. Notice that the second and third ones have a Type code of A for Anticipatory, but the first one is blank, which means that it's an active invoice. That's because the date of invoice was today or earlier.

Customers Server: sql14 DB: bob15

File View Reports Help

Open Save New Sort: CustomerNumber Customer Site:

ELITE CONSUMER PRODUCTS (123491)

Customer Master Credit History Documents / Carrier Accounts User Text Activities

☒ Hide Applied Cost Invoices ☒ Hide Account Reversal Payments ☒ Hide Advance Deposits

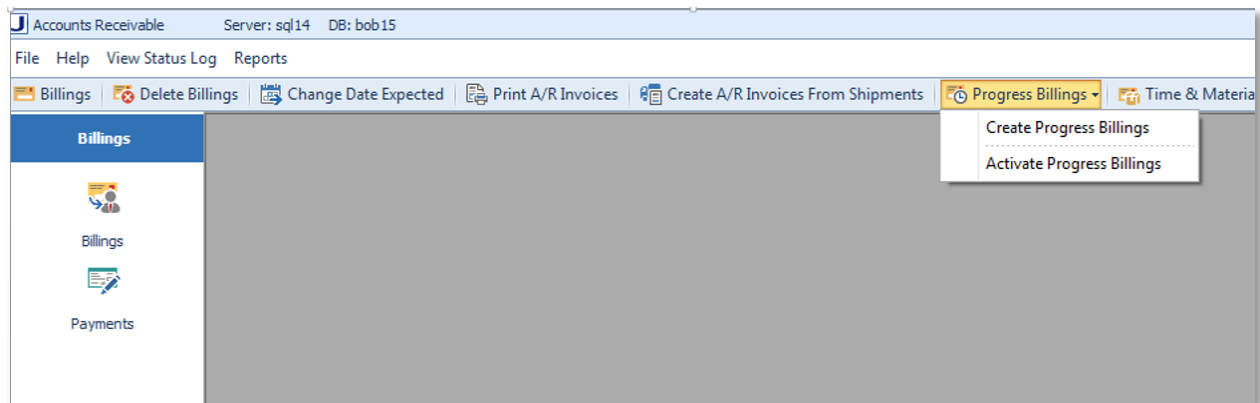
Drag a column header here to group by that column

Invoice Number	Job Number	Date Due	Date Of Invoice	FOB Billing	Type	And
260022	A116387	9/9/2016	8/10/2016	7,310.00		
260023	A116387	10/21/2016	9/21/2016	21,930.00	A	
260024	A116387	12/2/2016	11/2/2016	21,930.00	A	


## Activate Progress Billings

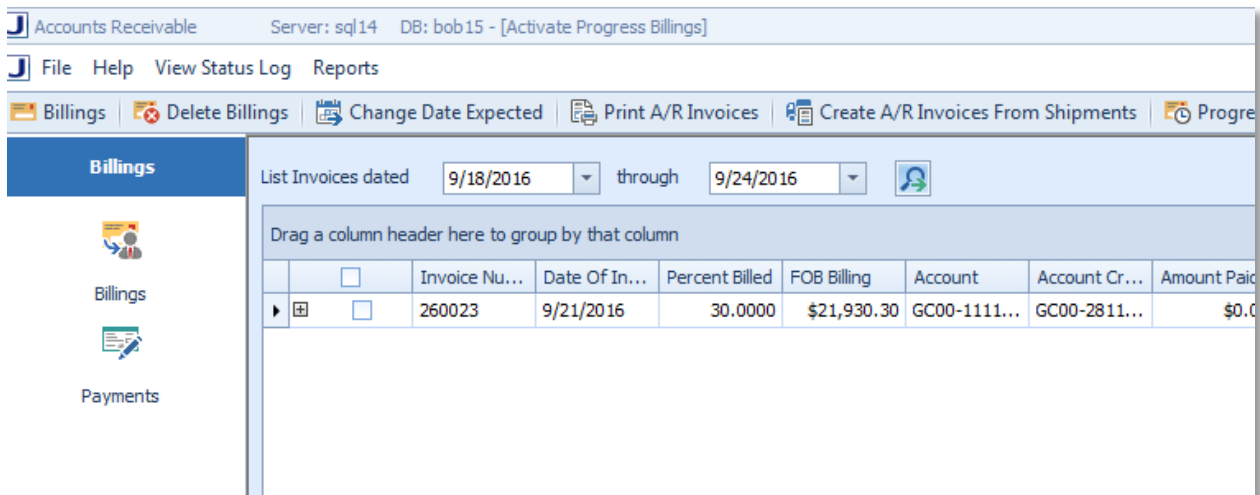
This function allows us to find Progress Billings that have been previously created and convert them from anticipatory invoices to regular customer invoices. Let's assume that we run the activate process once a week, and it's time to run it for the week of September 18-24.

This time we'll select Activate Progress Billings.



The Activate Progress Billings screen displays, and we enter the date range and click on the the Find

Invoices button (  ) and the invoices within the date range display in the grid. This week there's only one.



Select the invoices to activate by checking the box.

Accounts Receivable Server: sql14 DB: bob15 - [Activate Progress Billings]

File Help View Status Log Reports

Billings Delete Billings Change Date Expected Print A/R Invoices Create A/R Invoices From Shipments Progress

Billings

List Invoices dated 9/18/2016 through 9/24/2016

Drag a column header here to group by that column

<input checked="" type="checkbox"/>	Invoice Nu...	Date Of In...	Percent Billed	FOB Billing	Account	Account Cr...	Amount Paid
<input checked="" type="checkbox"/>	260023	9/21/2016	30.0000	\$21,930.30	GC00-1111...	GC00-2811...	\$0.00

Billings

Payments

You can see the detail by clicking on the outline box.

List Invoices dated 9/18/2016 through 9/24/2016

Drag a column header here to group by that column

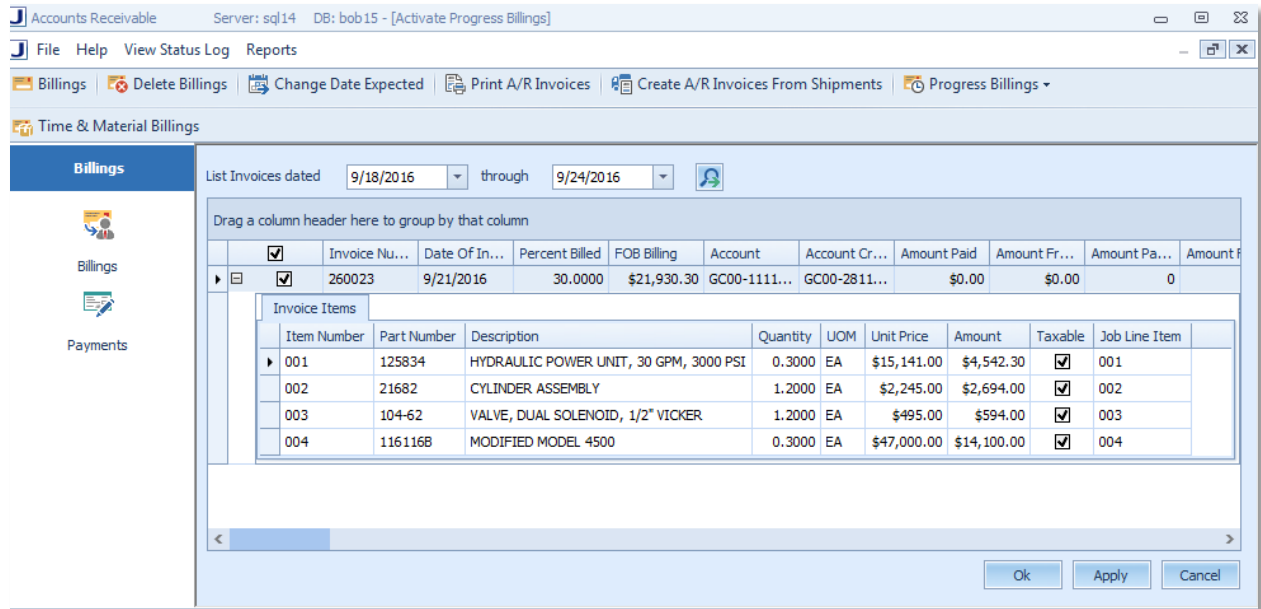
<input checked="" type="checkbox"/>	Invoice Nu...	Date Of In...	Percent Billed	FOB Billing	Account	Account Cr...	Amount Paid	Amount Fr...	Amount Pa...
<input checked="" type="checkbox"/>	260023	9/21/2016	30.0000	\$21,930.30	GC00-1111...	GC00-2811...	\$0.00	\$0.00	0

Invoice Items

Item Number	Part Number	Description	Quantity	UOM	Unit Price	Amount	Taxable	Job Line Item
001	125834	HYDRAULIC POWER UNIT, 30 GPM, 3000 PSI	0.3000	EA	\$15,141.00	\$4,542.30	<input checked="" type="checkbox"/>	001
002	21682	CYLINDER ASSEMBLY	1.2000	EA	\$2,245.00	\$2,694.00	<input checked="" type="checkbox"/>	002
003	104-62	VALVE, DUAL SOLENOID, 1/2" VICKER	1.2000	EA	\$495.00	\$594.00	<input checked="" type="checkbox"/>	003
004	116116B	MODIFIED MODEL 4500	0.3000	EA	\$47,000.00	\$14,100.00	<input checked="" type="checkbox"/>	004

## Accounts Receivable

Now we're ready, so we click on OK or apply.



Accounts Receivable Server: sql14 DB: bob15 - [Activate Progress Billings]

File Help View Status Log Reports

Billings Delete Billings Change Date Expected Print A/R Invoices Create A/R Invoices From Shipments Progress Billings

Time & Material Billings

Billings

Payments

List Invoices dated 9/18/2016 through 9/24/2016

Drag a column header here to group by that column

	Invoice Nu...	Date Of In...	Percent Billed	FOB Billing	Account	Account Cr...	Amount Paid	Amount Fr...	Amount Pa...	Amount F
<input checked="" type="checkbox"/>	260023	9/21/2016	30.0000	\$21,930.30	GC00-1111...	GC00-2811...	\$0.00	\$0.00	0	

Invoice Items

Item Number	Part Number	Description	Quantity	UOM	Unit Price	Amount	Taxable	Job Line Item
001	125834	HYDRAULIC POWER UNIT, 30 GPM, 3000 PSI	0.3000	EA	\$15,141.00	\$4,542.30	<input checked="" type="checkbox"/>	001
002	21682	CYLINDER ASSEMBLY	1.2000	EA	\$2,245.00	\$2,694.00	<input checked="" type="checkbox"/>	002
003	104-62	VALVE, DUAL SOLENOID, 1/2" VICKER	1.2000	EA	\$495.00	\$594.00	<input checked="" type="checkbox"/>	003
004	1161168	MODIFIED MODEL 4500	0.3000	EA	\$47,000.00	\$14,100.00	<input checked="" type="checkbox"/>	004

Ok Apply Cancel

The selected invoices will be changed from "A" (Anticipatory) to blank (active invoice).



### Progress Billings With An Advance Deposit

If the customer has made an advance deposit on the job, then the deposit will be applied to the first invoice that is activated. Here's an example of an advance deposit.

The screenshot shows a software window titled "Advance Deposits". It contains the following fields and values:

Job Number	A116389	Customer	100037	WILLIAMS MINING LLC
Date Received	8/19/2016	Payment Amount	2000.00	US\$
		Exchange Rate	1.000000	
Deposit Account	GC00-2212			
Description				
Payment Type	N	Cust PO Number		
Selling Price	15141.0000	US\$		
Amount Invoiced	0.0000	US\$		
Total for Job	0.0000	US\$		

Buttons at the bottom right: OK, Apply, Cancel.

Here's our progress billings set up. When the first invoice is activated, the advance deposit will be applied to it.

The screenshot shows the 'Progress Billings' window. At the top, there are buttons for 'Find Items' and 'Select All'. Below these, the 'Job Number' is set to 'A116389' and 'List Items' is set to '001'. A table lists the selected items:

Select	Item	Catalogue Number	Quantity	UOM	Price Per	Item Total	Description
<input checked="" type="checkbox"/>	001	125834	1.000	EA	15141.0000	15141.00	HYDRAULIC POWER UNIT,

Below the table, the 'Item Total' is displayed as '15141'. The 'Progress Billing Details' section contains a table with the following data:

Invoice Number	Bill Code	Terms	Percent	Amount	Date
	BILL	N30	30.00	4542.30	8/19/2016
	BILL	N30	70.00	10598.70	9/15/2016

To the right of this table is a checkbox labeled 'Bill Remainder upon Shipment'. At the bottom right, there are 'Create Invoices' and 'Cancel' buttons. The 'Item Total' for the billing details is also shown as '15141'.

In this example, the first invoice date was several days earlier than the create date. Since this date was the current date or earlier, then the first invoice was activated, and the advance deposit was applied to it.

The screenshot shows a confirmation dialog box titled 'Progress Billings'. It contains an information icon and the following text:

2 Invoices created for 15141.00 US\$ (100.00%)  
2000.00 has been applied from Advance Deposit to current/post-dated Invoice(s).

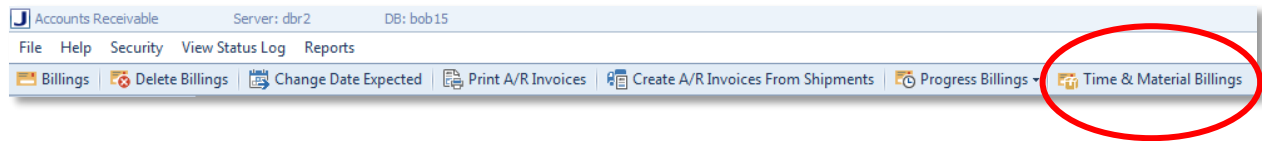
An 'OK' button is located at the bottom of the dialog box.

### **About the Database**

When a progress billing is created, a record is written in the ProgressBillings table. The bit field *IsActivated* will be set to 0. When the invoice is activated, the ProgressBillings record will remain, and the *IsActivated* column will be changed to 1.

If the *Bill Remainder on Shipment* box is checked on the Progress Billings screen, the program will write an extra record in the ProgressBillings table that represents the remainder. The *AmountBilled* column in the table will contain the remainder amount. When the Create A/R Invoices From Shipments program creates an invoice for the remainder, it will update the invoice number and date in the special record for the shipment. The special record for the shipment will have the column *IsRemainderBilledOnShipment* set to 1.

## Time and Material Billing



The Time and Material Billing functionality can simplify the process of creating time and material invoices.

You can create standard time and material rate codes with the labor rates or material markups predefined. For each of these codes, you can define customers who get a special rate instead of the default rate for the rate code. The system will display all labor and material charges to a job, and you can check which ones should be included in the invoice.

You can define a rate code for each employee.

For materials, if the part has a default selling price set up in the Part Prices screen in the Parts and Change Control collection, and the rate code is left blank, then the system will use that default selling price. If a rate code is selected, then the system will apply the rate code markup to the unit cost, even if there is a default selling price. In other words, if you want to use the default selling price, leave the rate code blank.

## Setting Up for Time and Material Billing

You need to set up the Time and Material Rate Code table in System Utilities.

Rate Code:  ☒ Is Percent ☐ Is Labor Rate ☒ Is Active

Description:

Default Rate:  Product Line:

Customer Number	Rate
100002	62.00
100003	62.00
100004	55.00
100006	68.00

Record 1 of 5

Rate Code	Description	Default Rate	Is Percent	Labor Rate	Product Line	Is Active
STD	Standard Ti...	75.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
GC	Governmen...	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
TLR	Labor rate ...	60.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
BCD	Field Servic...	40.00	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Ok Apply Cancel

This table tells the system everything it needs to know to calculate time and material billing. You need to create as many codes as you need to get the job done.

The first setting that the system uses is the check box labelled *Is Labor Rate*. If this is not checked, then the system knows that the rate code is for materials. If it is checked, then the system knows that the rate code is for labor.

The value in the *Product Line* field will be written to the invoice if a product line is not entered with the job.

Only rate codes with the *Is Active* box checked will be considered by the system.

You can set up rate codes for specific labor and material categories. To do this, use a *Rate Code* that is the same as the *Category* code. The billing system will default the rate code to this code.

The Employee Master has an Hourly Rate field. If the system is billing for labor, and no rate code is selected, and the Hourly Rate field in the employee master for the employee performing the work is not

blank, the system will use the hourly rate from the employee master. This is an important point. The Hourly Rate field in the employee master is normally used to define the employee's actual pay rate, so if the employee might be doing time and material work, you should define a rate code in the employee master so that the system will not use his hourly rate.

### **How the System Gets the Rate**

When the Time and Material Billing program displays a labor transaction, it attempts to find a labor rate code to use. If it can find one, it will use it. If it can't find one, then it will use the Hourly Rate field from the employee master.

When the system looks for a code, it first checks to see if a rate code is set up for the customer. If it finds one, it will use it. If there is not one, it will check to see if a rate code is set up for the employee, and use that. If there is not labor rate code in the employee master, then it checks the employee hourly rate. If the employee hourly rate is blank, then it will display a message.

You can always select a labor rate code when doing time and material billing.

After the system has a rate code, it may still not be able to select a rate. An example of this is the case where the rate code does not have a sub rate code for the day of the week. In this case, and any case in which the system has a rate code, but can't determine a rate, it will use the default rate code for the employee.

As stated earlier, if there's any chance that an employee will have time billed in the Time and Material Billing program, then that employee should have a labor rate code defined in the employee master. You can always override it at billing time.

## Material Rate Codes

For materials, the check box *Is Labor Rate* is not checked, and the system knows that the rate code is for materials, and the system will display a *Customer Rates* grid, as shown below. When creating a time and materials invoice, the system will check to see if a customer rate exists. If it does not, it will use the *Default Rate*. When making this calculation, the system will use the rate value as a markup. As an example, if the material unit cost is \$100.00, and the rate is 62.00, then the billing amount will be \$162.00.

The screenshot shows the 'Time & Material Rate Code' window. The 'Rate Code' is 'STD', 'Is Percent' is checked, 'Is Labor Rate' is unchecked, and 'Is Active' is checked. The 'Description' is 'Standard Time and Material Rate Code'. The 'Default Rate' is 75.00. Below this is a 'Customer Rates' table with the following data:

Customer Number	Rate
100002	62.00
100003	62.00
100004	55.00
100006	68.00

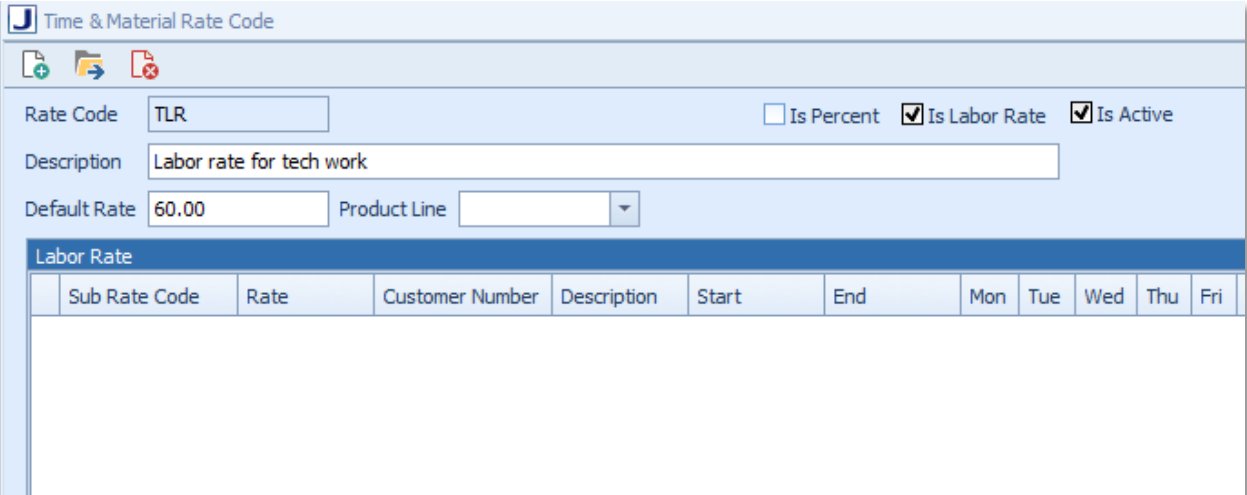
In the example below, the *Is Labor Rate* box is not checked, indicating that the rate is for materials. The *Is Percent* box is not checked, so the rate is a markup in dollars. In this example, there are no customer rates, and so the *Default Rate* would be used. If the material unit cost is \$145.00, then the billing amount will be \$185.00.

The screenshot shows the 'Time & Material Rate Code' window. The 'Rate Code' is 'BCD', 'Is Percent' is unchecked, 'Is Labor Rate' is unchecked, and 'Is Active' is checked. The 'Description' is 'Field Services Rate'. The 'Default Rate' is 40.00. Below this is a 'Customer Rates' table with the following data:

Customer Number	Rate
	0.00

## Labor Rate Codes

If the *Is Labor Rate* box is checked, then the system knows that the rate code is for labor. In the example below, the Default Rate of \$60.00 per hour will be used if no *Sub Rate Code* is defined for the customer nor for the employee. The system will first check to see if a labor rate code is defined for the customer, and use that rate if it is not blank. If it is blank, then it will check to see if a labor rate code is defined for the employee, and use that rate if it is not blank. If it is blank, then the system will use the default labor rate code. The Sub Rate Code can be used to define special rates for a customer and also rates which apply to specific days of the week. You cannot do percentage markups for labor, only a dollar rate.



Time & Material Rate Code

Rate Code: TLR ☐ Is Percent ☒ Is Labor Rate ☒ Is Active

Description: Labor rate for tech work

Default Rate: 60.00 Product Line:

Labor Rate						
Sub Rate Code	Rate	Customer Number	Description	Start	End	
						Mon Tue Wed Thu Fri

If you create a Sub Rate Code for a customer, you must mark the days of the week. If the rate applies for every day, then check every day.

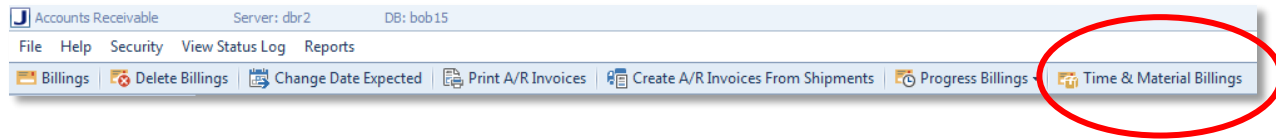
You must enter either a *Sub Rate Code* or a *Customer Number* on each sub rate line. You can enter both if you wish. The sub rate code value will be written to the invoice for tracking purposes.

When the invoicing program makes a labor rate calculation, it will consider the Rate Code, Customer, Date (which day of the week), Start, and End times. If the sub rate code line does not clearly include the customer, day of the week, or time range, then the default rate will be used.



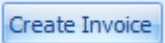
## Creating Time and Material Invoices

To create a time and material invoice, click on *Time & Material Billings* on the toolbar.



The Time and Material Billing screen displays. Enter the Release Number (or the job) in the *Release Number* field and tab. The labor and material transactions that have not been invoiced (not linked to an invoice line) will display. In the *Invoice Number* field, enter the invoice number that you want assigned, or enter NEW and let the system assign the next number.

In the *Invoice* column, check the transactions that you want to invoice. Click in the *Rate Code* column

and select a rate code. When you are ready, click on the Create Invoice button (  ) and the invoice will be created.

 A screenshot of the 'Time & Material Billing' window. At the top, there are input fields for 'Release Number' (A116254) and 'Invoice Number' (866581), along with checkboxes for 'Anticipatory' and 'Show Invoiced Items'. The window is divided into two main sections: 'Time' and 'Material'. Each section has a header row with columns for 'Invoice', 'Rate Code', and other transaction details. The 'Time' section is currently empty. The 'Material' section contains two rows of data. At the bottom, there is a 'Selected Total' field showing 1750.00 and 'Create Invoice' and 'Cancel' buttons.
 

Invoice	Rate Code	Sub Rate Code	Employee	Work Center	Date	Start Time	End Time	Hours Worked	Labor Rate	Line
<input checked="" type="checkbox"/>										

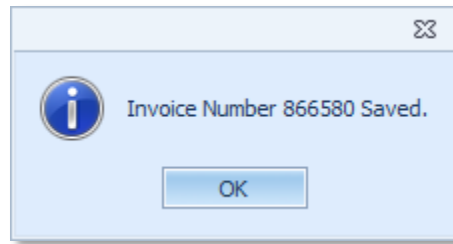
  

Invoice	Rate Code	Part Number	Description	Quantity	Date Issued	Unit Cost	Line Total	Price Source	Product Line	Adj. Unit Price
<input checked="" type="checkbox"/>				1.0000	5/20/2014	0.0000	1300.0000	Material Cost Charge		1300.0000
<input checked="" type="checkbox"/>				1.0000	7/21/2015	0.0000	450.0000	Material Cost Charge		450.0000

Selected Total: 1750.00

If you check the Anticipatory box, the invoice will be created as an anticipatory invoice.

The system will create the invoice and display this message. It will also ask you if you wish to open it now. If you answer yes, the system will open the invoice, allowing you to email it if you wish.



## Excluding Transactions

You can tell the system to exclude transactions from the Time and Material Billing grids by checking the Exclude from Billing flag shown in the display below. Once you have checked the transactions you wish to exclude, you can click on the Refresh button and the transactions will be excluded. Clicking on Create Invoice with transactions checked will also exclude those transactions.

Time & Material Billing

Release Number

A116357

Invoice Number

Anticipatory

Show Invoice

Time

Drag a column header here to group by that column

Description	Date	Start Time	Exclude from Billing	End Time	Hours Worked	Labor Rate	Line Total	Product Line	Tax
▶ E MATERIALS	5/11/2016		<input type="checkbox"/>		0.5000	30.0000	15.0000		
▶ S PER DRAWINGS	5/11/2016		<input type="checkbox"/>		8.0000	30.0000	240.0000		

Material

Drag a column header here to group by that column

<input checked="" type="checkbox"/> Invoice	Rate Code	Part Number	Item Description	Quantity	Date Issued	Unit Cost	Line Total	Price
---	-----------	-------------	------------------	----------	-------------	-----------	------------	-------

Selected Total:

0.00

Create Invoice

Cancel

You should be very careful when you do this because there is no way in the program to “unexclude” a transaction. The ExcludeonTMBilling column in the PPHTRX (labor) or IPALLOC (material) table must be set to zero in the database in order to put a transaction back in the grid.

## Analyzing the Results for the Material Transactions

This is the A/R Billing Details screen for a typical invoice, showing one of the material transactions.

**A/R Billing Details**

Invoice Number: 866580    Item: 002    Job Number: A116254    Job Line Item:

Part Number: 26983    Product Line:     Job Ship Item:

Quantity: 2.000    UOM: EA    Unit Price: 1232.2500    Total Price: 2464.50    Taxable: ☒    Ship Complete: ☐

Description: GEARBOX, 1" X 30:1 Standard Time and Material Rate Code

This Invoice: 5889.50 US\$    Prev. Invoiced: 15171.99 US\$

Less Retention: - 0.00 US\$

Freight: + 0.00 US\$

State Tax: 2TC1 5.0000% + 294.48 US\$

County Tax: 1TC1 10.0000% + 588.95 US\$

Tax 3: 1.0000% + 58.90 US\$

Tax 4: 1.0000% + 58.90 US\$

Net Amount: = 6890.73 US\$

Item Number	Extended Amount	Comment	Job Line Item	Product Line	Quantity	Ship Item	Unit
001	480.0000	ROBERT PARROTT			8.000000		60
▶ 002	2464.5000	GEARBOX, 1" X 30:1 Standard Time and Material Rate Code			2.000000		1232
003	2945.0000	MOTOR, 2 HP, 36T FRAME Standard Time and Material Rate Code			2.000000		1472

< >

Ok Apply Cancel

This is the Time & Material Rate Code screen in Table Maintenance in System Utilities with Rate Code STD displayed.

The material transactions used Rate Code STD, and the customer was 100004. The actual unit cost of the transaction for part number 26983 was \$795.00. The system used a rate of 55.00, which resulted in a multiplier of 1.55, which resulted in a billing price of \$1232.25 for each part.

Time & Material Rate Code

Rate Code: STD ☒ Is Percent ☐ Is Labor Rate ☒ Is Active

Description: Standard Time and Material Rate Code

Default Rate: 75.00 Product Line:

Customer Rates

Customer Number	Rate
100002	62.00
100003	62.00
100004	55.00
100006	68.00

Record 1 of 5

Time & Material Rate Code

Rate Code	Description	Default Rate	Is Percent	Labor Rate	Product Line	Is Active
STD	Standard Ti...	75.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
GC	Governmen...	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
TLR	Labor rate ...	60.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
BCD	Field Servic...	40.00	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Ok Apply Cancel

## Analyzing the Result for the Labor Transaction

This is the A/R Billing Details screen for a typical invoice, showing the labor transaction.

**A/R Billing Details**

Invoice Number: 866580    Item: 001    Job Number: A116254    Job Line Item:   
 Part Number: TLR    Product Line:    Job Ship Item:   
 Quantity: 8.000    UOM:    Unit Price: 60.0000    Total Price: 480.00    Taxable: ☒    Ship Complete: ☐   
 Description: ROBERT PARROTT  
Labor rate for tech work  
2014/06/03

This Invoice: 5889.50 US\$    Prev. Invoiced: 15171.99 US\$   
 Less Retention: - 0.00 US\$   
 Freight: + 0.00 US\$   
 State Tax: 2TC1 5.0000% + 294.48 US\$   
 County Tax: 1TC1 10.0000% + 588.95 US\$   
 Tax 3: 1.0000% + 58.90 US\$   
 Tax 4: 1.0000% + 58.90 US\$   
 Net Amount: = 6890.73 US\$

Item Number	Extended Amount	Comment	Job Line Item	Product Line	Quantity	Ship Item	Unit
001	480.0000	ROBERT PARROTT			8.000000		60
002	2464.5000	GEARBOX, 1" X 30:1 Standard Time and Material Rate Code			2.000000		1232
003	2945.0000	MOTOR, 2 HP, 36T FRAME Standard Time and Material Rate Code			2.000000		1472

< >

Ok Apply Cancel

This is the Time & Material Rate Code screen in Table Maintenance in System Utilities with Rate Code TLR displayed.

The labor transaction used Rate Code TLR, and the customer was 100004. Notice that there is no special rate for customer 100004, so the default labor rate of \$60.00 per hour was used.

Time & Material Rate Code

Rate Code: TLR ☐ Is Percent ☒ Is Labor Rate ☒ Is Active

Description: Labor rate for tech work

Default Rate: 60.00 Product Line:

Sub Rate Code	Rate	Customer Number	Description	Start	End	Mon	Tue	Wed	Thu	Fri	Sat	Sun
---------------	------	-----------------	-------------	-------	-----	-----	-----	-----	-----	-----	-----	-----

Record 0 of 0

Rate Code	Description	Default Rate	Is Percent	Labor Rate	Product Line	Is Active
STD	Standard Ti...	75.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
GC	Governmen...	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
TLR	Labor rate ...	60.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
BCD	Field Servic...	40.00	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Ok Apply Cancel

You can see the previously invoiced items by checking the *Show Invoiced Items* box.

The screenshot shows the 'Time & Material Billing' window. At the top, there are search fields for 'Release Number' (A116254) and 'Invoice Number'. A red circle highlights the 'Show Invoiced Items' checkbox, which is checked. Below this, there are two main sections: 'Time' and 'Material'. The 'Time' section has a table with columns: Invoice, Rate Code, Sub Rate Code, Employee, Work Center, Date, Start Time, End Time, Hours Worked, Labor Rate, and Line. The 'Material' section has a table with columns: Invoice, Rate Code, Part Number, Description, Quantity, Date Issued, Unit Cost, Line Total, Price Source, Product Line, and Adj. Unit Price. At the bottom right, there are 'Create Invoice' and 'Cancel' buttons.

Invoice	Rate Code	Sub Rate Code	Employee	Work Center	Date	Start Time	End Time	Hours Worked	Labor Rate	Line
<input checked="" type="checkbox"/>	TLR		ROBERT PARROTT	A230	6/3/2014	6/3/2014 12:00 AM	6/3/2014 12:00 AM	8.0000	60.0000	4

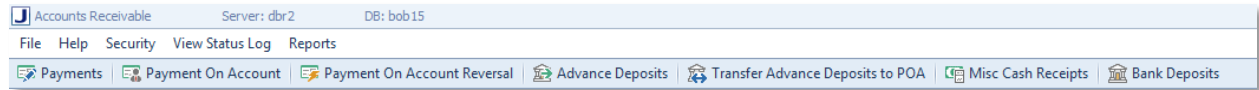
  

Invoice	Rate Code	Part Number	Description	Quantity	Date Issued	Unit Cost	Line Total	Price Source	Product Line	Adj. Unit Price
<input type="checkbox"/>				1.0000	5/20/2014	0.0000	1300.0000	Material Cost Charge		1300.0000
<input checked="" type="checkbox"/>	STD	26983		2.0000	5/27/2014	795.0000	2464.5000	Material Cost Charge		1232.2500
<input checked="" type="checkbox"/>	STD	29182		2.0000	5/27/2014	950.0000	2945.0000	Material Cost Charge		1472.5000

## Payments Mode

Use this window to enter payments against an Accounts Receivable billing (invoice). Accounts Receivable billings remain open until they are paid to exactly zero.

In Payments mode, there are seven selections on the toolbar across the top.



## Payments

Click on Payments to enter new payments. This is the A/R Payments screen.

The screenshot shows the 'A/R Payments' window. It contains several input fields for entering payment details:

- Invoice:** A text field with a search icon.
- Customer:** A text field with a search icon.
- Received:** A date dropdown menu showing '9/23/2016'.
- Type Payment:** A dropdown menu showing 'N'.
- Create Bank Deposit Record:** An unchecked checkbox.
- Amount:** A text field showing '0.00' and a currency dropdown showing 'US\$'.
- Exc. Rate:** A text field showing '1.000000'.
- Discount:** A text field showing '0.00'.
- Discount Type Payment:** A dropdown menu.
- Customer Check/Transaction Number:** A text field.
- Description:** A text field.

Below these fields is the 'Invoice Details' section, which includes:

- Type Billing:** A dropdown menu.
- Date Due:** A date dropdown menu.
- Invoiced:** A text field showing '0.00' and a currency dropdown showing 'US\$'.
- Outstanding:** A text field showing '0.00' and a currency dropdown showing 'US\$'.
- Retention:** A text field showing '0.00' and a currency dropdown showing 'US\$'.

At the bottom is a table titled 'Outstanding Billings for Customer' with the following columns: Invoice, Date Due, Amount, Outstanding, Retention, Payment, Discount Taken, Currency, and Customer. The table is currently empty.

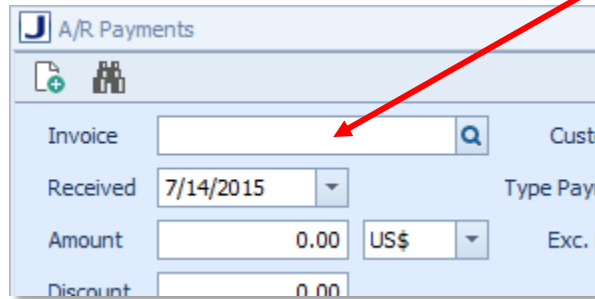
At the very bottom of the window, there is a 'Control Amount' section with a text field showing '0.00' and a currency dropdown showing 'US\$', and three buttons: 'Ok', 'Apply', and 'Cancel'.


When you're receiving payments by mail, you'll probably enter the payment records, then make a single bank deposit for all the payments. The Bank Deposits function serves this purpose very well. However, if a single payment results in a deposit all by itself, then you can have the system create that deposit record for you by checking the *Create Bank Deposit Record* Box on the screen.



### Applying a Payment to a Single Invoice

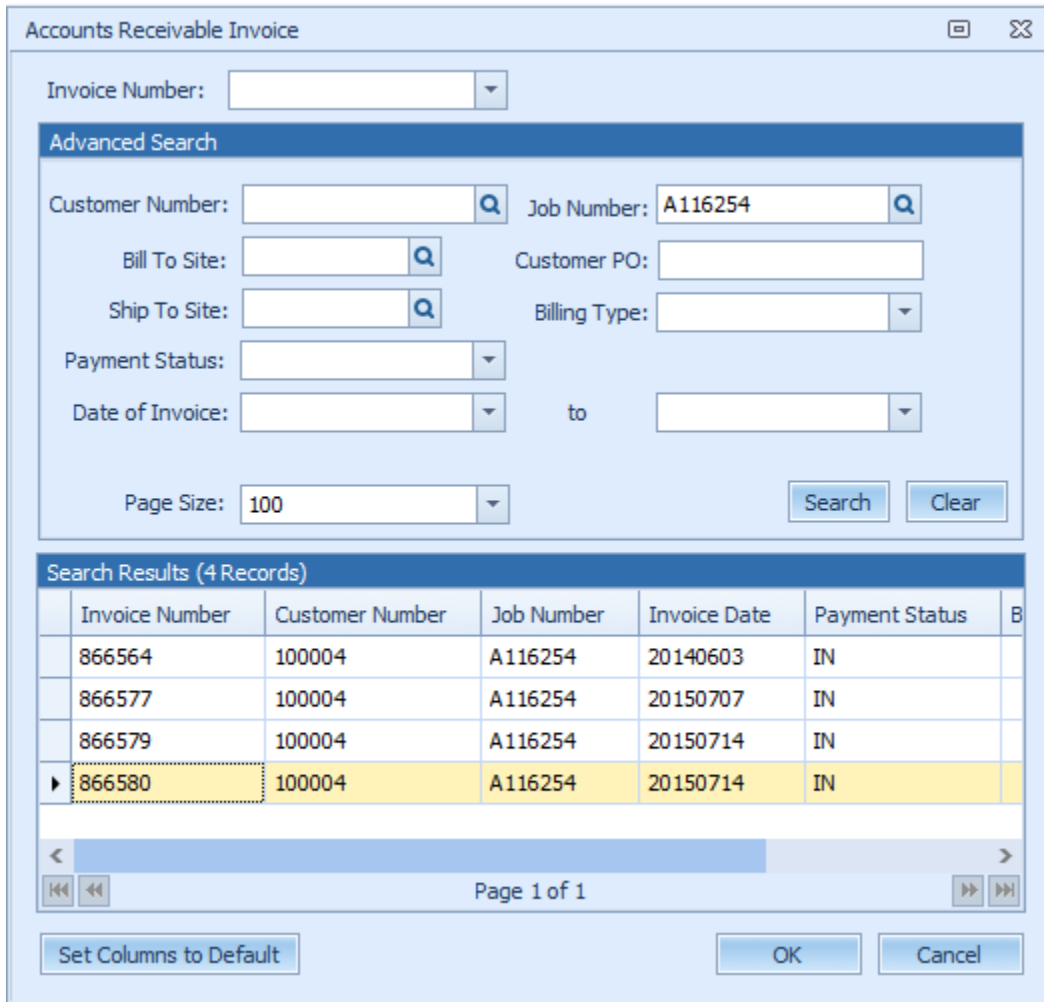
The first step is to get the invoice. If you know the invoice number, you can enter it in the Invoice field. When you tab out of the field, the invoice information will display. If you don't know the invoice number, you can browse for it.

A screenshot of the 'A/R Payments' window in a software application. The window has a title bar with a 'J' logo and the text 'A/R Payments'. Below the title bar is a toolbar with a green plus icon and a building icon. The main area contains several fields: 'Invoice' (a text box with a magnifying glass icon to its right), 'Received' (a date field showing '7/14/2015'), 'Amount' (a numeric field showing '0.00'), and 'Discount' (a numeric field showing '0.00'). To the right of the 'Invoice' field is a 'Cust' field. To the right of the 'Received' field is a 'Type Pay' field. To the right of the 'Amount' field is a currency dropdown showing 'US\$' and an 'Exc.' field. A red arrow points from the top right towards the magnifying glass icon next to the 'Invoice' field.

To browse for the invoice, click on the Find button (  ) beside the Invoice field. The Accounts Receivable Invoice browse screen displays.

Enter or select the browse criteria (here we have entered a job number), and click on the Search button

(  ).



The screenshot shows a software window titled "Accounts Receivable Invoice". At the top, there is a field for "Invoice Number:". Below this is an "Advanced Search" section with several input fields: "Customer Number:", "Job Number:" (containing "A116254"), "Bill To Site:", "Customer PO:", "Ship To Site:", "Billing Type:", "Payment Status:", and "Date of Invoice:" with a "to" range selector. A "Page Size:" dropdown is set to "100". There are "Search" and "Clear" buttons. Below the search fields is a "Search Results (4 Records)" section containing a table with 7 columns: Invoice Number, Customer Number, Job Number, Invoice Date, Payment Status, and a partially visible "B" column. The table lists four records, with the first one highlighted. Below the table is a pagination bar showing "Page 1 of 1" and navigation icons. At the bottom are buttons for "Set Columns to Default", "OK", and "Cancel".

Invoice Number	Customer Number	Job Number	Invoice Date	Payment Status	B
866564	100004	A116254	20140603	IN	
866577	100004	A116254	20150707	IN	
866579	100004	A116254	20150714	IN	
866580	100004	A116254	20150714	IN	

The search results display in the grid. Double click on the one you want.

The system writes the selected invoice number back to the A/R Payments screen. Tab out of the field and the invoice information displays.

The screenshot shows the 'A/R Payments' window. At the top, there are search fields for 'Invoice' (866580) and 'Customer' (100004), with the customer name 'SOUTHERN SKIES AIRLINES' displayed. Below these are fields for 'Received' (7/14/2015), 'Type Payment' (dropdown), 'Amount' (0.00), 'Exc. Rate' (1.000000), 'Discount' (689.07), and 'Discount Type Payment' (dropdown). There are also fields for 'Customer Check/Transaction Number' and 'Description'.

The 'Invoice Details' section shows 'Type Billing' (dropdown), 'Date Due' (8/13/2015), and a summary of 'Invoiced' (6890.72), 'Outstanding' (6890.72), and 'Retention' (0.00).

The 'Outstanding Billings for Customer' table lists several invoices:

Invoice	Date Due	Amount	Outstanding	Retention	Payment	Discount Taken	Currency	Customer
865338	5/31/1997	18575.00	-10.00	0.00	0.00	0.00	US\$	10000
865346	8/6/1997	32501.00	32476.00	0.00	0.00	0.00	US\$	10000
865347	11/26/1997	1450.00	1450.00	0.00	0.00	0.00	US\$	10000
865363	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	10000
865365	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	10000
865368	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	10000

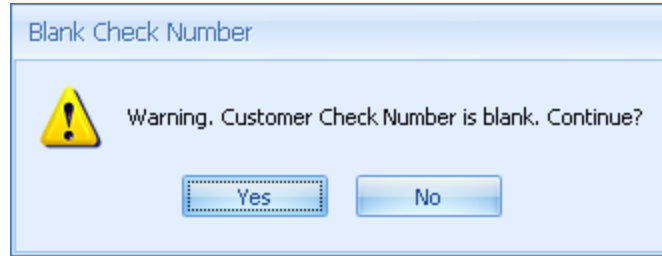
At the bottom, there is a 'Control Amount' field (0.00) and buttons for 'Ok', 'Apply', and 'Cancel'.

The *Received* field is the date the payment is received, and the system will default to the current date. You can change it. If you change it to a date in a prior period and you are using the Financial Calendar, you should read the section “Using the Financial Calendar for Backdating Subledger Transactions” in the General Ledger User Guide.

The *Type Payment* field is for entries in table 7004. Unless you have a blank entry in the table, you must select an entry from the dropdown. This selection will determine the debit account for the payment.

The *Discount Type Payment* field tells the system where to debit the discount.

Enter the amount of the payment in the Amount field and a customer check or transaction number if desired, and a Description, if desired, and click on Apply. If you left the Customer Check Number field blank, you will get this warning. If you want to go back and enter the check number, click on No. If you don't plan to enter a check number, click on Yes, and the payment is entered.



## Applying a Payment to Multiple Invoices

In the prior section we talked about applying the payment to a selected invoice. If you want to apply the payment to more than one invoice, you can select the invoices to which you wish to apply the payment by using the *Pay* column in the grid at the bottom of the screen. It is labelled “Outstanding Billings for Customer”. The *Pay* column may be moved to the right of the visible area in the grid when you first load your system. You can scroll the grid out to the right to find the *Pay* column. When you find it, drag it to the visible area of the grid and it will look something like this.

Invoiced		US\$ 25.88	US\$ 25.88	Outstanding		US\$ 0.00	US\$ 0.00
Outstanding Billings for Customer							
	Invoice	Pay	Date Due	Amount	Outstanding	Retention	
▶	865368	<input type="checkbox"/>	12/4/1997	25.88	0.00	0.00	
	865379	<input type="checkbox"/>	7/31/1999	0.00	0.00	0.00	
	865380	<input type="checkbox"/>	7/31/1999	0.00	0.00	0.00	
	865381	<input type="checkbox"/>	7/31/1999	0.00	0.00	0.00	

When a customer sends a payment against multiple invoices, you need to see the open invoices for the customer and select the invoices against which to apply the payments, and also to enter the amount to be applied against each invoice.

To see the open invoices for the customer, you need to get the Customer Number into the Customer field and tab out of it. This will list the open invoices for the customer in the grid. You can do this by entering the Customer Number, if you know it.

If you don't know the customer number, you can browse the Customer field.

A/R Payments

Invoice: [ ] Customer: 100004 [Find] [SOU]


Received: 7/14/2015 [v] Type Payment: [v]

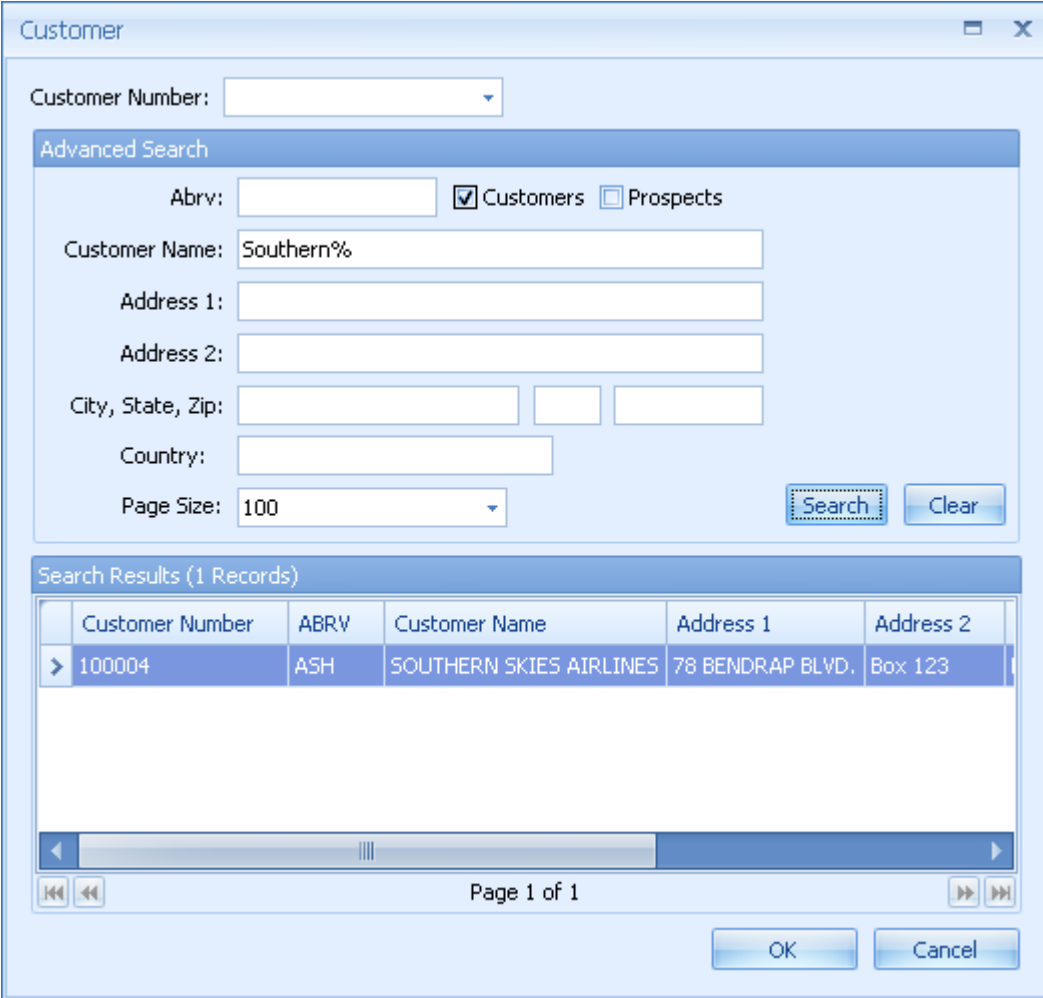
Amount: 0.00 [US\$] Exc. Rate: 1.000000

Discount: 0.00

Click on the Find button (  ) beside the Customer field.

The Customer browse displays. Enter the browse criteria that you know. Here we have entered the first characters of the customer name followed by a percent sign (wildcard), and clicked on the Search

button (  ). The customers meeting this criteria display in the grid at the bottom. Double click on the one you want.



The screenshot shows a 'Customer' browse window. At the top, there is a 'Customer Number' dropdown menu. Below it is an 'Advanced Search' section with several input fields: 'Abrv:', 'Customer Name:' (containing 'Southern%'), 'Address 1:', 'Address 2:', 'City, State, Zip:' (with three sub-fields), 'Country:', and 'Page Size:' (set to 100). There are 'Search' and 'Clear' buttons to the right of the search fields. Below the search section is a 'Search Results (1 Records)' section containing a table with one record. The table has columns for 'Customer Number', 'ABRV', 'Customer Name', 'Address 1', and 'Address 2'. The record shows '100004', 'ASH', 'SOUTHERN SKIES AIRLINES', '78 BENDRAP BLVD.', and 'Box 123'. At the bottom of the window, there is a 'Page 1 of 1' indicator and 'OK' and 'Cancel' buttons.

Customer Number	ABRV	Customer Name	Address 1	Address 2
100004	ASH	SOUTHERN SKIES AIRLINES	78 BENDRAP BLVD.	Box 123

The A/R Payments screen displays with the customer written to the Customer field. Tab out of the field and the open invoices for the customer display in the grid. Use the boxes in the *Pay* column below to select the ones for which you want the payment applied.

The screenshot shows the 'A/R Payments' window. At the top, there are fields for 'Invoice', 'Customer' (100004, SOUTHERN SKIES AIRLINES), 'Received' (7/14/2015), 'Type Payment', 'Amount' (30000.00, US\$), 'Exc. Rate' (1.000000), 'Discount' (0.00), and 'Discount Type Payment' (N). Below these is the 'Invoice Details' section with 'Type Billing' and 'Date Due' (8/6/1997). A table of 'Outstanding Billings for Customer' is displayed with columns: Invoice, Pay, Date Due, Amount, Outstanding, Retention, Payment, Discount Taken, Currency, and Cus. The table contains several rows of invoice data. A red arrow points from the text 'Use the boxes in the Pay column' to the 'Pay' column checkboxes. Another red arrow points from the text 'the system will write the invoice amount to the Payment column' to the 'Payment' column values.

Invoice	Pay	Date Due	Amount	Outstanding	Retention	Payment	Discount Taken	Currency	Cus
86081	<input type="checkbox"/>	9/5/2008	100.00	100.00	0.00	0.00	0.00	US\$	
865338	<input type="checkbox"/>	5/31/1997	18575.00	-10.00	0.00	0.00	0.00	US\$	
I 865346	<input checked="" type="checkbox"/>	8/6/1997	32501.00	32476.00	0.00	28550.00	0.00	US\$	
865347	<input checked="" type="checkbox"/>	11/26/1997	1450.00	1450.00	0.00	1450.00	0.00	US\$	
865363	<input type="checkbox"/>	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	
865365	<input type="checkbox"/>	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	

Control Amount: 0.00 US\$

Buttons: Ok, Apply, Cancel

As you check a box, the system will write the invoice amount to the *Payment* column. You can manually change the amount to be paid on each invoice.

You can also enter a discounts taken amount in the Discount Taken column beside it.

The total amount of the payment and the total discounts taken display in total fields at the bottom of the screen. The total Payment amount must match the entry in the Amount field. The Discount Taken amount is not considered in this comparison. The discount is taken into account when the invoice is gathered into a batch for posting.

In this case, we are paying the outstanding amount of \$1450.00 on one invoice, and partial paying the other one. You can see that the amount outstanding on the other one is \$32501.00, and we are applying only \$28550.00.

**A/R Payments**

Invoice:  Customer: 100004 SOUTHERN SKIES AIRLINES

Received: 7/14/2015 Type Payment:

Amount: 30000.00 US\$ Exc. Rate: 1.000000 30000.00 US\$

Discount: 0.00 0.00 Discount Type Payment: N

Customer Check/Transaction Number:  Description:

**Invoice Details**

Type Billing:  Date Due: 8/6/1997

US\$ US\$ US\$ US\$ US\$ US\$

Invoiced: 32501.00 32501.00 Outstanding: 32476.00 32476.00 Retention: 0.00 0.00

**Outstanding Billings for Customer**

Invoice	Pay	Date Due	Amount	Outstanding	Retention	Payment	Discount Taken	Currency	Cus
86081	<input type="checkbox"/>	9/5/2008	100.00	100.00	0.00	0.00	0.00	US\$	
865338	<input type="checkbox"/>	5/31/1997	18575.00	-10.00	0.00	0.00	0.00	US\$	
I 865346	<input checked="" type="checkbox"/>	8/6/1997	32501.00	32476.00	0.00	28550.00	0.00	US\$	
865347	<input checked="" type="checkbox"/>	11/26/1997	1450.00	1450.00	0.00	1450.00	0.00	US\$	
865363	<input type="checkbox"/>	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	
865365	<input type="checkbox"/>	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	
						30000.00	0.00		

Control Amount: 0.00 US\$

Ok Apply Cancel

After clicking on Apply to enter the payment, we can call up the customer again, and the grid looks like this.

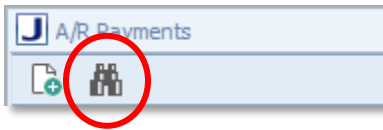
**Outstanding Billings for Customer**

Invoice	Pay	Date Due	Amount	Outstanding	Re
865346	<input type="checkbox"/>	8/6/1997	32501.00	3926.00	
865363	<input type="checkbox"/>	12/4/1997	25.88	0.00	
865365	<input type="checkbox"/>	12/4/1997	25.88	0.00	
865368	<input type="checkbox"/>	12/4/1997	25.88	0.00	
865338	<input type="checkbox"/>	5/31/1997	18575.00	-10.00	



## Inquiry

The last thing is the Inquiry button icon at the top.



Click on it and the Inquiry – AR Payments screen displays. Enter the selection criteria for the invoices you want to see and click on the Find button (  ).

The Inquiry – A/R Payments screen displays with the selected invoices.

Invoice Number	Customer	Job Number	Amount	Date Received	Description
	100004		232.50	20040315	Pay on Acct. trans from ADV. DEP
	100004		232.50	20040315	Pay on Acct. trans from ADV. DEP
	100004		500.00	20040315	Pay on Acct. trans from ADV. DEP
	100004		5720.00	20040315	Pay on Acct. trans from ADV. DEP
	100004		6000.00	20040316	Pay on Acct. trans from ADV. DEP
	100004		500.00	20040316	Pay on Acct. trans from ADV. DEP
	100004		6000.00	20040322	Pay on Acct. trans from ADV. DEP
050808X	100004	00000000	100000.00	20080805	
102312B	100004	102312A	0.00	20121024	ADVANCE DEPOSIT APPLIED TO INVOICE
102512	100004	102512	30.35	20121025	ADVANCE DEPOSIT APPLIED TO INVOICE
102512	100004	102512	24.65	20121025	ADVANCE DEPOSIT APPLIED TO INVOICE
111606	100004	112982	9.00	20061116	TEST

## Other Fields

The Invoice Details section of the screen shows amounts in your native currency and the currency of the invoice. The Control Amount is the amount entered during your entire session (since you signed on). The currency displays to the right.

A/R Payments

Invoice:  Customer: 100004 SOUTHERN SKIES AIRLINES

Received: 7/14/2015 Type Payment:

Amount: 0.00 US\$ Exc. Rate: 1.000000 0.00 US\$

Discount: 0.00 0.00 Discount Type Payment:

Customer Check/Transaction Number:  Description:

**Invoice Details**

Type Billing:  Date Due: 8/6/1997

	US\$	US\$	US\$	US\$	US\$	US\$
Invoiced	32501.00	32501.00	Outstanding	3926.00	3926.00	Retention
						0.00 0.00

Outstanding Billings for Customer

Invoice	Pay	Date Due	Amount	Outstanding	Retention	Payment	Discount Taken	Currency	Cus
865346	<input type="checkbox"/>	8/6/1997	32501.00	3926.00	0.00	0.00	0.00	US\$	^
865363	<input type="checkbox"/>	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	
865365	<input type="checkbox"/>	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	
865368	<input type="checkbox"/>	12/4/1997	25.88	0.00	0.00	0.00	0.00	US\$	
865379	<input type="checkbox"/>	7/30/1999	0.00	0.00	0.00	0.00	0.00	US\$	
865380	<input type="checkbox"/>	7/31/1999	0.00	0.00	0.00	0.00	0.00	US\$	v
						0.00	0.00		

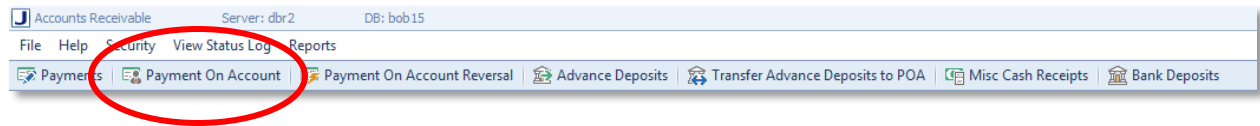
Control Amount: 30000.00 US\$

Ok Apply Cancel

**If You Are Using Foreign Currency**

The Currency Total display field resets to zero when the currency changes. Before you begin, group payments by currency code, then enter all payments that are in the same currency concurrently. This allows you to track the value of payments made in each currency.

## Payment on Account



If your customers often send a single check to cover multiple invoices, you may want to use the Payment on Account function. This function allows you to designate to which invoices a customer's payment should be applied. You can do the same thing on the A/R Payments screen as described in the section "Applying a Payment to Multiple Invoices". The difference is that the Payment on Account function allows you to maintain an "unapplied payment balance" amount for the customer. The Payments screen requires that the payment amount exactly matches the amount applied to open invoices. An example of an "unapplied payment balance" might be when a customer has \$15000 in open invoices and he or she sends a check for \$15500. The Payment on Account function allows you to apply \$15000 to the open invoices and leave the \$500 as an unapplied payment balance. On the screen, this amount is labeled as "Current POA Balance".

Payment on Account transactions are stored in the same file as the accounts receivable invoices (IPARBLL). The system assigns an invoice number with the prefix PA. The number part comes from the entry in System Utilities.

Click on Payment on Account to begin. The Payment on Account screen displays. If you know the customer number, enter it in the Customer field and tab.

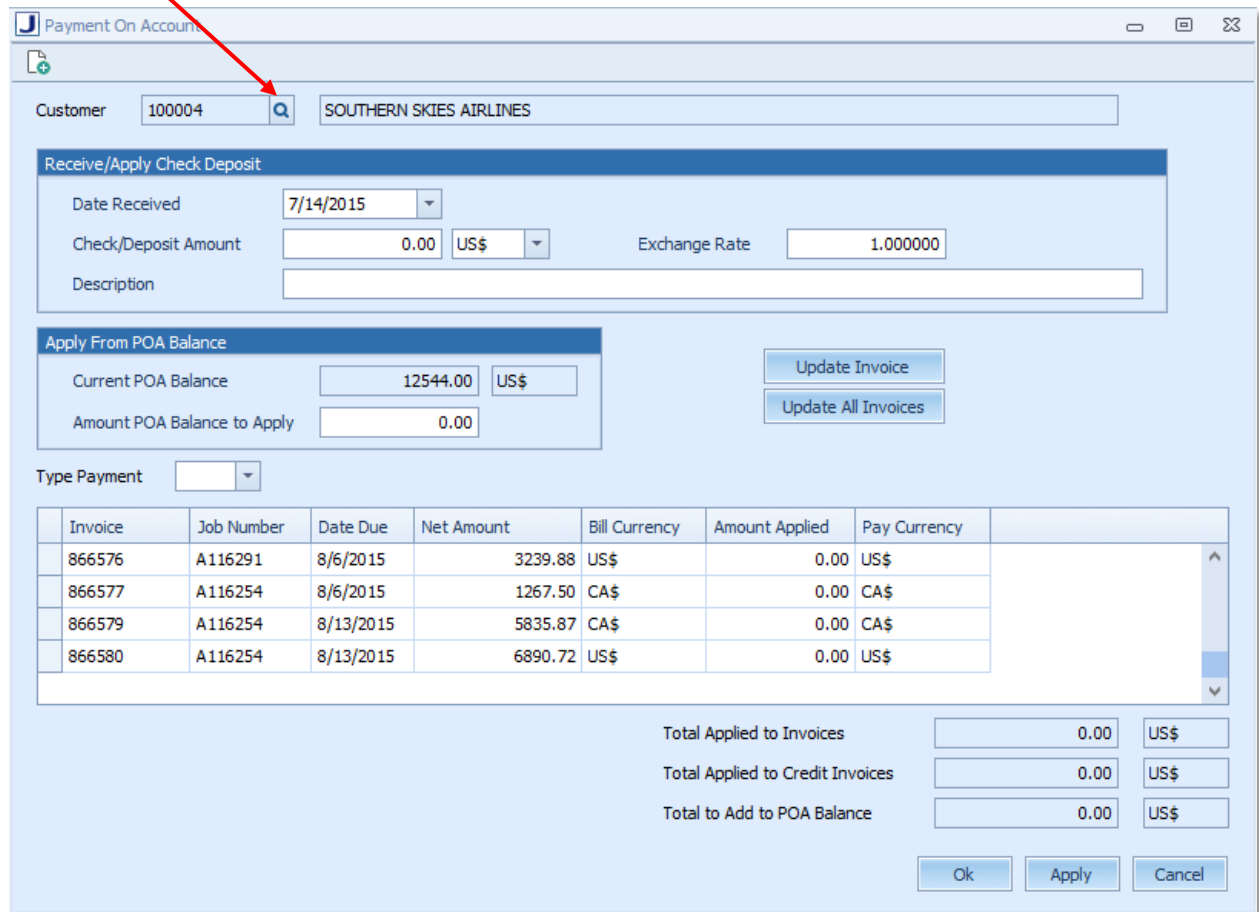
Invoice	Job Number	Date Due	Net Amount	Bill Currency	Amount Applied	Pay Currency
866576	A116291	8/6/2015	3239.88	US\$	0.00	US\$
866577	A116254	8/6/2015	1267.50	CA\$	0.00	CA\$
866579	A116254	8/13/2015	5835.87	CA\$	0.00	CA\$
866580	A116254	8/13/2015	6890.72	US\$	0.00	US\$

Total Applied to Invoices	0.00	US\$
Total Applied to Credit Invoices	0.00	US\$
Total to Add to POA Balance	0.00	US\$


The customer's information displays on the screen.

If you don't know the customer number, you can browse for the customer using the Open

button (  ).



Payment On Account

Customer: 100004  SOUTHERN SKIES AIRLINES

**Receive/Apply Check Deposit**

Date Received: 7/14/2015  
Check/Deposit Amount: 0.00 US\$ Exchange Rate: 1.000000  
Description:

**Apply From POA Balance**

Current POA Balance: 12544.00 US\$  
Amount POA Balance to Apply: 0.00

Update Invoice  
Update All Invoices

Type Payment:

Invoice	Job Number	Date Due	Net Amount	Bill Currency	Amount Applied	Pay Currency
866576	A116291	8/6/2015	3239.88	US\$	0.00	US\$
866577	A116254	8/6/2015	1267.50	CA\$	0.00	CA\$
866579	A116254	8/13/2015	5835.87	CA\$	0.00	CA\$
866580	A116254	8/13/2015	6890.72	US\$	0.00	US\$

Total Applied to Invoices: 0.00 US\$  
Total Applied to Credit Invoices: 0.00 US\$  
Total to Add to POA Balance: 0.00 US\$

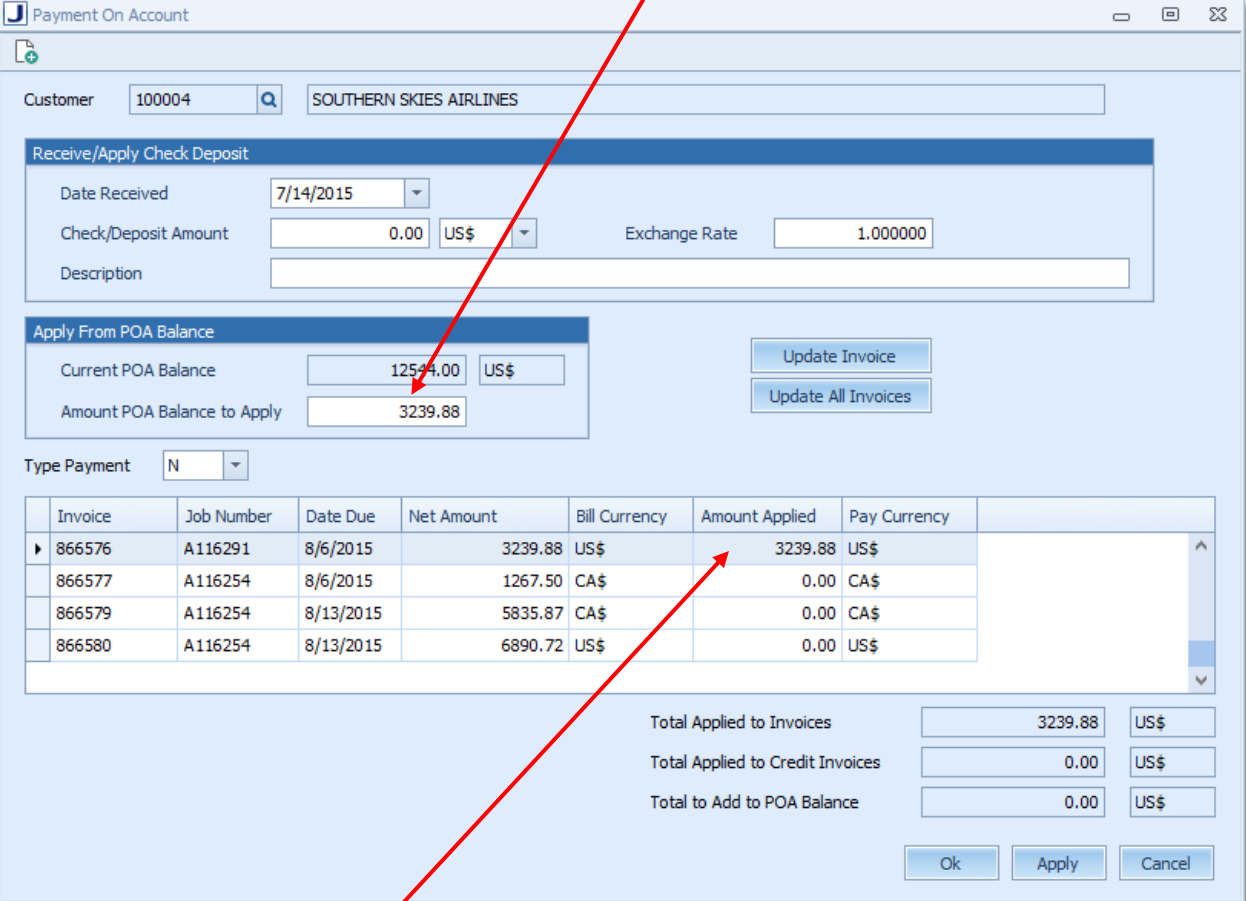
Ok Apply Cancel

This customer has a Current POA Balance (the “unapplied payment balance” we talked about before) of \$12544. You can do two things on this screen. First of all, you can apply the Current POA Balance, or part of it, to an existing open invoice. The other thing is that you can process a new customer payment. Let’s apply part of the Current POA Balance first. Go to the next page.

### Applying the Existing POA Balance to an Invoice

Enter the \$200.00 that you want to apply in the Amount POA Balance to Apply field, and highlight an invoice in the grid. One of them may already be highlighted from when you first opened the screen, so be sure you deliberately highlight the one you want.

Then click on the Update Invoice button (  ).



Payment On Account

Customer: 100004 SOUTHERN SKIES AIRLINES

Receive/Apply Check Deposit

Date Received: 7/14/2015

Check/Deposit Amount: 0.00 US\$ Exchange Rate: 1.000000

Description:

Apply From POA Balance

Current POA Balance: 12594.00 US\$

Amount POA Balance to Apply: 3239.88

Update Invoice

Update All Invoices

Type Payment: N

Invoice	Job Number	Date Due	Net Amount	Bill Currency	Amount Applied	Pay Currency
866576	A116291	8/6/2015	3239.88	US\$	3239.88	US\$
866577	A116254	8/6/2015	1267.50	CA\$	0.00	CA\$
866579	A116254	8/13/2015	5835.87	CA\$	0.00	CA\$
866580	A116254	8/13/2015	6890.72	US\$	0.00	US\$

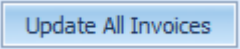
Total Applied to Invoices: 3239.88 US\$

Total Applied to Credit Invoices: 0.00 US\$

Total to Add to POA Balance: 0.00 US\$

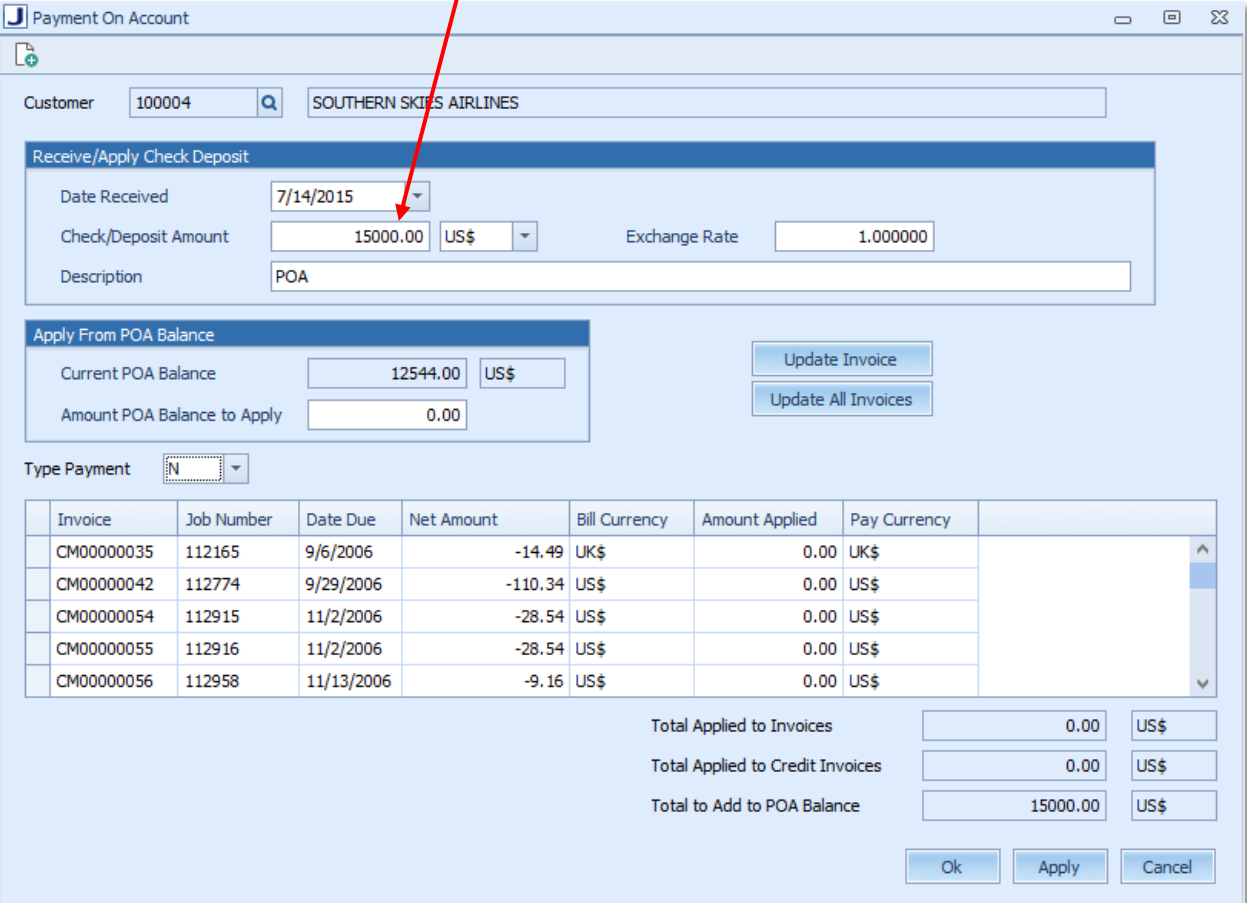
Ok Apply Cancel

Notice that the Amount Applied column for the highlighted invoice (Invoice Number 866576) now shows \$3239.88. Now click on Apply or OK.

You can use the Update All Invoices (  ) button to apply all the POA balance to outstanding invoices. Enter the amount in the *Amount POA Balance to Apply* field and click on Update All Invoices and the system will start with the oldest invoice and pay them until the money runs out.

**Processing a New Customer Payment**

To process a new customer payment, call up the customer as described previously and enter the amount of the payment in the Check/Deposit Amount field and click on Apply or OK. The system will update the Current POA Balance by the amount entered.



**Payment On Account**

Customer: 100004 SOUTHERN SKIES AIRLINES

**Receive/Apply Check Deposit**

Date Received: 7/14/2015  
Check/Deposit Amount: 15000.00 US\$ Exchange Rate: 1.000000  
Description: POA

**Apply From POA Balance**

Current POA Balance: 12544.00 US\$  
Amount POA Balance to Apply: 0.00

Update Invoice  
Update All Invoices

Type Payment: N

Invoice	Job Number	Date Due	Net Amount	Bill Currency	Amount Applied	Pay Currency
CM00000035	112165	9/6/2006	-14.49	UK\$	0.00	UK\$
CM00000042	112774	9/29/2006	-110.34	US\$	0.00	US\$
CM00000054	112915	11/2/2006	-28.54	US\$	0.00	US\$
CM00000055	112916	11/2/2006	-28.54	US\$	0.00	US\$
CM00000056	112958	11/13/2006	-9.16	US\$	0.00	US\$

Total Applied to Invoices: 0.00 US\$  
Total Applied to Credit Invoices: 0.00 US\$  
Total to Add to POA Balance: 15000.00 US\$

Ok Apply Cancel



### **Other Fields on the Payment On Account Screen**

*Date Received* — The system will write the current date, but you can change it.

*Currency Code* — The customer's currency code will appear here.

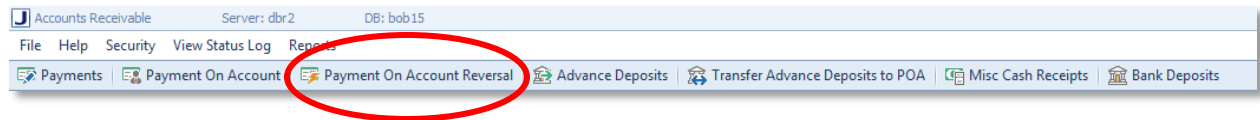
*Exchange Rate* — (numeric; 999999.999999) This rate is used to convert payment amounts in the foreign currency to your native currency; the foreign currency payment amount is multiplied by this exchange rate to calculate your native currency.

*Description* — (40 alphanumeric characters) This field may be used to record information about the payment received.


### **Payment On Account Liability Account**

To get the accounting right, you need to designate a liability account for Payment On Account. See the section "Payment Codes (Table 7004)" for an explanation and how to do it.

## Payment On Account Reversal



The Payment On Account Reversal window allows you to reverse Payment on Account transactions. From the Payments mode select Payment On Account Reversal. The Payment on Account Reversal screen displays. Enter the Customer Number for which you want a POA transaction reversed, and enter

the date range that covers the POA transaction and click on the Find POA button (  ). The screen will look like this. The date range fields are labeled Invoice Date, but actually the date range is for the date of the POA transaction. Check the box in the Select column, and click on Apply or OK.

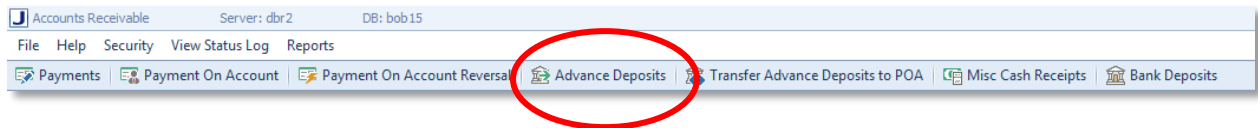
The screenshot shows the 'Payment On Account Reversals' window. At the top, there's a header bar with the title 'Payment On Account Reversals'. Below the header, there's a search bar for 'Customer Number' with the value '100004' and a search icon. To the right of the search bar, the customer name 'SOUTHERN SKIES AIRLINES' is displayed. Below the search bar, there are two date pickers for 'Invoice Date' with the value '5/31/2016'. To the right of the date pickers is a 'Find POA' button with a magnifying glass icon. To the right of the 'Find POA' button is a 'Reversal Date' field with the value '5/31/2016'. Below these fields is a table with the following columns: Select, Type, Invoice, Amount Received, and Invoice Date. The table has one row with the following data: Select (checkbox), Type (N), Invoice (PA0002222628), Amount Received (15000.00), and Invoice Date (5/31/2016). Below the table is a 'Total' field with the value '0.00'. At the bottom of the window are three buttons: OK, Apply, and Cancel. A red arrow points from the 'Find POA' button in the previous screenshot to the 'Find POA' button in this window.

Select	Type	Invoice	Amount Received	Invoice Date
<input type="checkbox"/>	N	PA0002222628	15000.00	5/31/2016

The program will undo the selected POA transaction like it never happened.

The Reversal Date field allows you to select the date you want assigned to the reversal.

## Advance Deposits



The Advance Deposits window allows you to log a payment before an invoice has been created.

From Payments mode select Advance Deposits. The Advance Deposits screen displays.

Enter the job number and the Payment Amount, and the screen will look like this.

A screenshot of the 'Advance Deposits' window. The window has a title bar with the text 'Advance Deposits'. Inside, there are several input fields and buttons. The fields are: 'Job Number' (containing 'A116254'), 'Customer' (containing '100004' and 'TEST'), 'Date Received' (containing '7/14/2015'), 'Payment Amount' (containing '5000.00' and 'US\$'), 'Exchange Rate' (containing '1.000000'), 'Deposit Account' (containing 'GC00-2212'), 'Description' (empty), 'Payment Type' (containing 'N'), 'Cust PO Number' (empty), 'Selling Price' (containing '0.0000' and 'US\$'), 'Amount Invoiced' (containing '0.0000' and 'US\$'), and 'Total for Job' (containing '22062.7000' and 'US\$'). At the bottom right, there are three buttons: 'OK', 'Apply', and 'Cancel'.

The Deposit Account is the Default value in Table 7005. You can select a different account from the dropdown. Enter a description if you like, and select a Payment Type, click on Apply or OK, and the advance deposit is entered. When it is posted to the general ledger, the debit account will be the Payment Debit Account from table 7004, based upon the Payment Type you selected, and the credit account will be the Advance Deposit account from Table 7005.

Date Received is the date the cash was received. If this field is left blank, the system will write the current system date. This date is used as the selection criteria for inclusion in subledger batches.

Description is 40 alphanumeric characters.

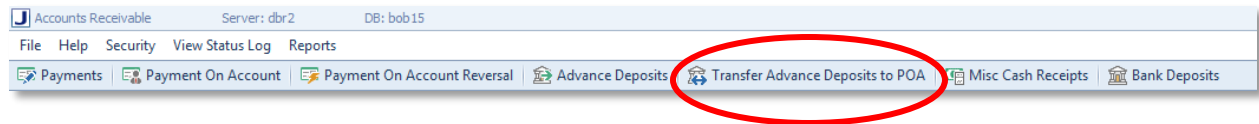
The Exchange Rate is used to convert payment amounts in the foreign currency to your native currency; the foreign currency payment amount is multiplied by this exchange rate to calculate your native currency amount. This field will default from table 7009, but you may change it.

Type Payment (2 alphanumeric characters; edited by table 7004) is the code indicating the type of payment. A blank is usually considered a normal cash payment. Other codes may be used to indicate discounts taken, goods rejected, bad debts written off, etc. If you have already made a deposit and you still have a remaining balance, the “Type Payment” field should contain an “AD” in this field for Advance Deposit. This value also determines the debit account.

### **Advance Deposits Accounts**

If you use this function, you will need to designate an advance deposits account for each currency. See the section “Advance Deposits Accounts (Table 7005)”. The net effect of an advance deposit should be a debit to cash or some other asset account (from Table 7004, Payment Codes) and a credit to an advance deposit account (from Table 7005, Advance Deposit Accounts).

## Transfer Advance Deposits to POA



Advance deposits are entered for jobs, and can be viewed through Jobscope Analysis – Billings. The internal invoice for the advance deposit will have a prefix of “DP”.

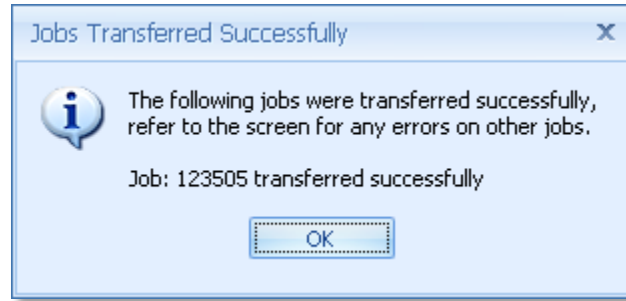
In some cases, you may want an advance deposit “disconnected” from the job and put into Payment On Account for the customer so that this deposit can be applied to actual invoices. The Transfer Advance Deposits to POA does that.

From Payments mode select Transfer Advance Deposits to POA. The Transfer Advance Deposits to POA screen displays. Enter the job(s) that you want transferred, and click on Apply or OK.

A screenshot of the 'Transfer Advance Deposits to POA' dialog box. At the top, there is a checkbox labeled 'Convert Job's Currency to Customer's Currency'. Below this is a table with three columns: 'Job', 'Customer', and 'Name'. The first row contains the values 'A116254', '100004', and 'SOUTHERN SKIES AIRLINE'. There are eight empty rows below the first one. Each row has a magnifying glass icon next to the Job and Customer fields. At the bottom right of the dialog box are three buttons: 'Ok', 'Apply', and 'Cancel'.

If you are using foreign currency, select the “Convert Job’s Currency to Customer’s Currency” option. (You must select this option in order to transfer Advance Deposits to Payment on Accounts, because Payment on Accounts requires that the currency be in the customer’s default currency. If you do not select this option, and you enter a job that is in a currency different from the customer’s default currency, an error message is displayed. You must then either delete that job from the list, or select the option.

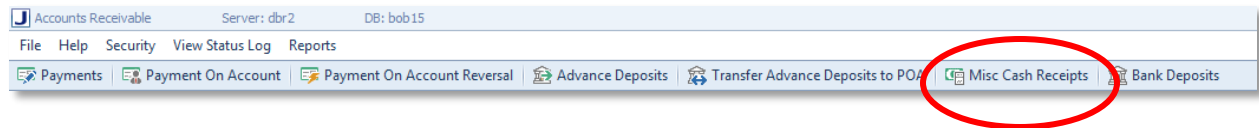
This message will display when processing is complete.



In the Advance Deposits section we said that an advance deposit would debit cash and credit the advance deposit account. The transfer to POA will debit the advance deposit account and credit the POA account.

Be sure you have the POA account properly set up in Table 7004 (Payment Codes).

## Miscellaneous Cash Receipts



Some receipts are not the result of Accounts Receivable billings. Such items might include vending machine income, settlements, etc. Enter such receipts through the Miscellaneous Cash Receipts function.


From Payments Mode select Miscellaneous Cash Receipts. The Miscellaneous Cash Receipts screen displays.

 A screenshot of the 'Miscellaneous Cash Receipts' form. The form has the following fields:
 

- Type Payment:** A dropdown menu with 'AF' selected.
- Amount:** A text box containing '600.00', followed by a currency dropdown set to 'US\$'.
- Exch. Rate:** A text box containing '1.000000', followed by another '600.00' and a 'US\$' label.
- Credit Account:** A text box with '2100-9996' and a magnifying glass icon. To its right is a text box containing 'Purchasing'.
- Debit Account:** A text box with 'CC00-2211' and a magnifying glass icon. To its right is a text box containing 'CASH'.
- Description:** A text box containing 'Vending Receipts'.
- Date Received:** A date picker showing '7/14/2015'.
- Post to Bank Reconciliation:** An unchecked checkbox.
- Control Amount:** A text box containing '0.00'.

 At the bottom right are three buttons: 'Ok', 'Apply', and 'Cancel'.

Although your miscellaneous cash receipts may go to the same accounts as normal cash payments, it is best to have a code like MC or whatever for miscellaneous cash receipts. The Payment Debit Account from table 7004 will be written to the debit account field.

Enter or browse for a credit account using the Find button (  ) beside the Credit Account field. Enter a Description if you like, and click on Apply or OK.

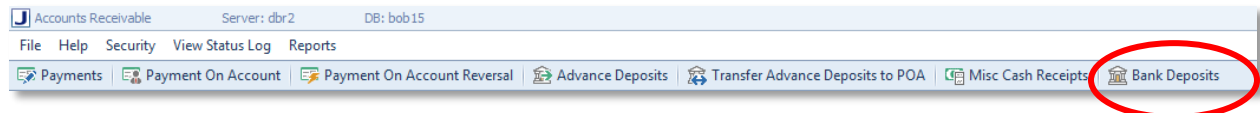
For foreign currency users, note that miscellaneous cash receipt amounts must be entered in your native currency. The native currency code is displayed beside the Amount field.

**Date Received (Date)** — Enter the date the cash was received. If this field is left blank, the system will write the current system date. This date is used as the selection criteria for inclusion in subledger batches.

**Post to Bank Reconciliation** – Check this on if you wish this entry to appear in the grid on the Bank Reconciliation screen.

The Control Amount field will maintain a running total of all entries made during the session.

## Bank Deposits



The Bank Deposits selection allows you to maintain a record of your bank deposits and link payments to those deposits. These entries do not update the general ledger.

When you click on the Bank Deposits selection, the Bank Deposits screen displays. The grid displays payment records from the Accounts Receivable subledger (IPARPAY). The display has two filters. The first one is for records with a Payment Code that has the *Is For Deposit* box checked in table 7004. The second filter is for payments records not already linked to a deposit.

The screenshot shows the Bank Deposits screen. At the top, there are fields for Deposit Number (00100000027), Deposit Date (dropdown), and Payment Type (dropdown). Below these are fields for Bank Account (GC00-1312) and Wells Fargo Bank. The Deposit Amount is 35700.00 US\$. The Description field is empty. Below the form is a grid of payment records.

Select	Payment Date	Payment Amount	Currency	Payment Native	Invoice	Type
<input checked="" type="checkbox"/>	2/19/2015	100.00	US\$	100.00	866557	AF
<input checked="" type="checkbox"/>	7/14/2015	28550.00	US\$	28550.00	865346	N
<input checked="" type="checkbox"/>	7/14/2015	1450.00	US\$	1450.00	865347	N
<input type="checkbox"/>	7/14/2015	15000.00	US\$	15000.00	PA000222627	N
<input checked="" type="checkbox"/>	7/14/2015	5000.00	US\$	5000.00	DP0001200399	N
<input checked="" type="checkbox"/>	7/14/2015	600.00	US\$	600.00		AF

At the bottom, there is a Total Selected field showing 35700.00, and buttons for OK, Apply, and Cancel.

### Entering a New Bank Deposit Record

When you first select Bank Deposits, the Bank Deposits screen will open in Clear Screen – Add New Item mode, meaning it is ready for entry of a new bank deposit record. The next Deposit Number will be in the *Deposit Number* field. This number comes from the entry in System Configuration. Select a date for the *Deposit Date* field.

In the *Payment Type* field, you can select a Payment Code from table 7004, and only payments with that code will be displayed in the grid. You can leave it blank and all payments not linked to a bank deposit will display.

In the *Bank Account* field, select a bank account from the User Bank screen.



The Payments that have not been previously linked to a bank deposit record will display in the grid. To link a payment to this bank deposit number, check the box in the *Select* column.

Bank Deposits

Deposit Number: 001000000027 Deposit Date: Payment Type:

Bank Account: GC00-1312 WELLS FARGO BANK

Deposit Amount: 35700.00 US\$

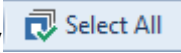
Description:

Select	Payment Date	Payment Amount	Currency	Payment Native	Invoice	Type
<input checked="" type="checkbox"/>	2/19/2015	100.00	US\$	100.00	866557	AF
<input checked="" type="checkbox"/>	7/14/2015	28550.00	US\$	28550.00	865346	N
<input checked="" type="checkbox"/>	7/14/2015	1450.00	US\$	1450.00	865347	N
<input type="checkbox"/>	7/14/2015	15000.00	US\$	15000.00	PA0002222627	N
<input checked="" type="checkbox"/>	7/14/2015	5000.00	US\$	5000.00	DP0001200399	N
<input checked="" type="checkbox"/>	7/14/2015	600.00	US\$	600.00		AF

Total Selected: 35700.00

OK Apply Cancel

As you check each select box, a running total of what you have selected will be maintained in the *Total Selected* field at the bottom.


The Select All button (  ) will check all the boxes on. You can then check some of them off (uncheck them) as you like.

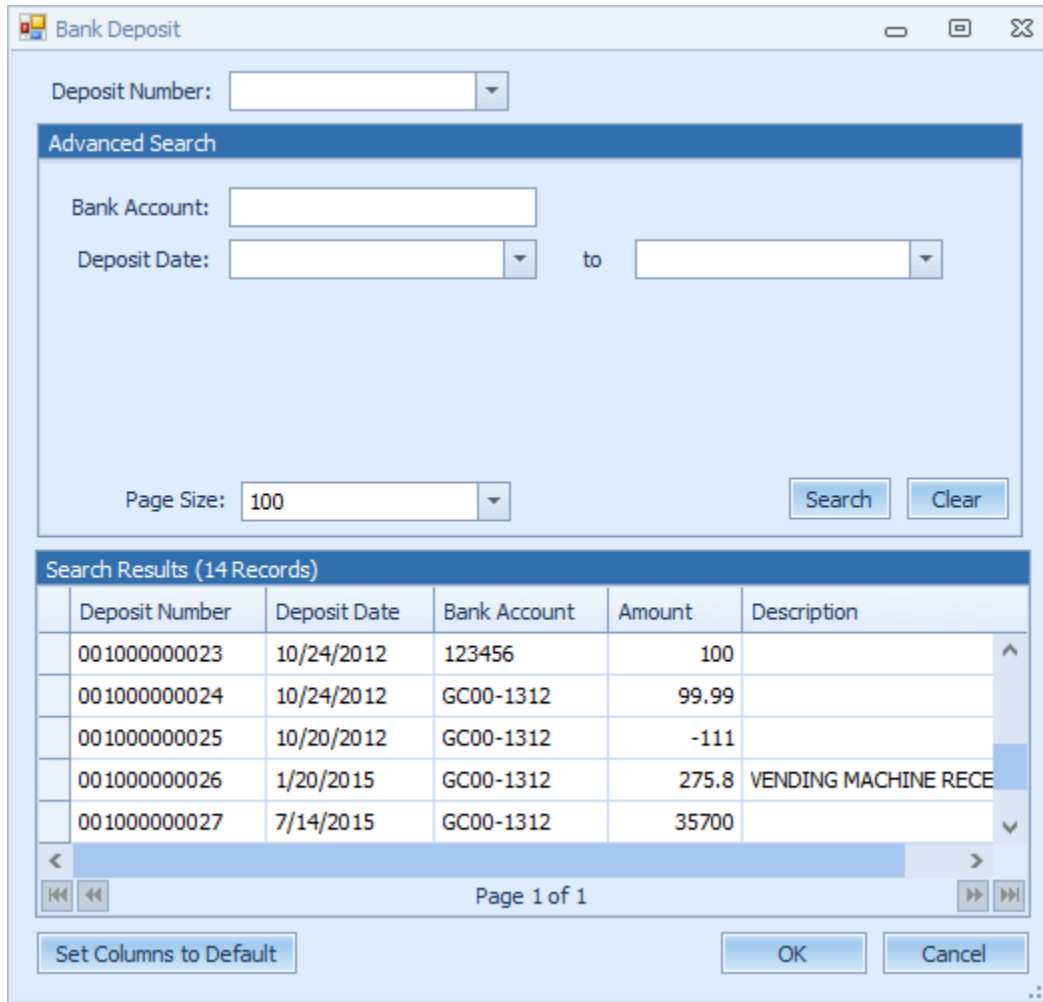
After you have selected all the payments you like, you must enter the Deposit Amount in the Deposit Amount field, and that amount must match the “Total Selected” amount. If they don’t match, you will get an error message when you click on Apply or OK, and the deposit record will not be saved.

When the screen is as you want it, click on Apply or OK and the deposit record will be saved, and the screen will clear for a new deposit entry.

### Opening an Existing Bank Deposit Record

If you know the actual deposit number originally assigned by the system, enter it in the Deposit Number field and tab.


If you don't know the number, click on the Find Deposit icon (  ) at the top left of the screen. The Bank Deposit browse screen displays. You can select a deposit number from the dropdown, or enter the Bank Account number, or a date range of deposit dates. You will probably use the date range most of the time, as is displayed here.

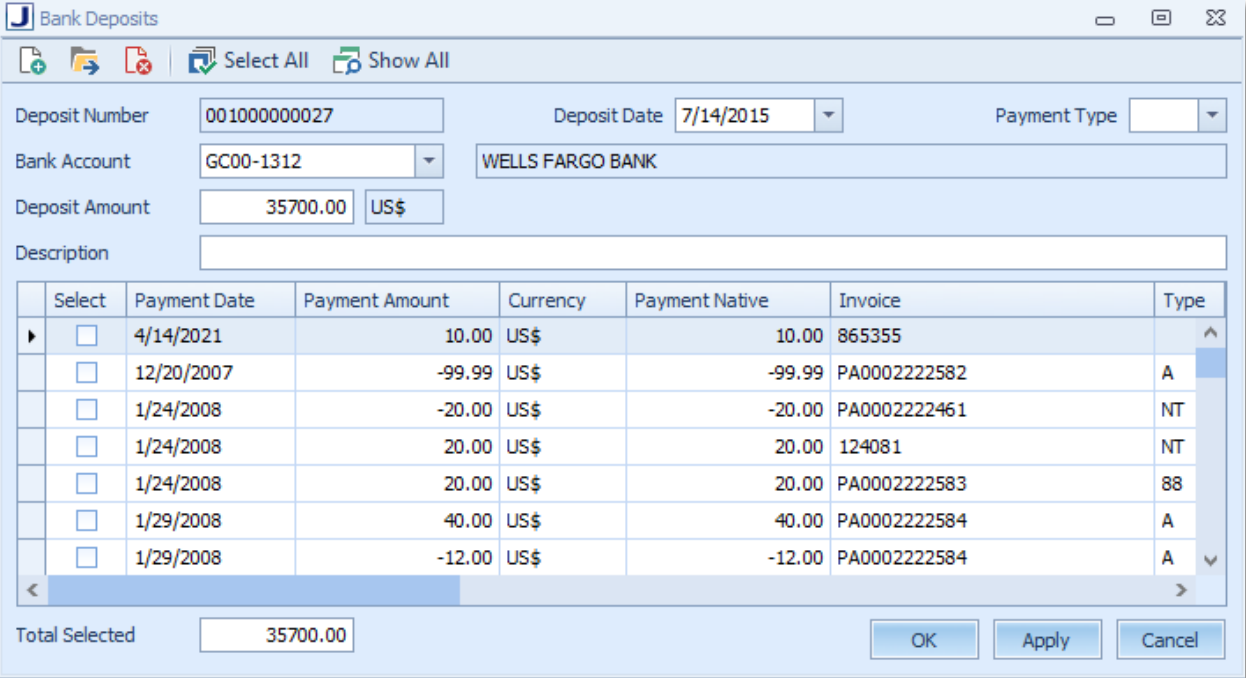


The screenshot shows the 'Bank Deposit' window. At the top, there is a 'Deposit Number' dropdown menu. Below it is an 'Advanced Search' section with fields for 'Bank Account', 'Deposit Date' (with a dropdown), and a 'to' field for a date range. There are 'Search' and 'Clear' buttons. Below the search section is a 'Page Size' dropdown set to '100'. The main area displays 'Search Results (14 Records)' in a table. The table has columns: Deposit Number, Deposit Date, Bank Account, Amount, and Description. The results show five records. At the bottom, there are navigation buttons (back, forward, first, last), a 'Page 1 of 1' indicator, a 'Set Columns to Default' button, and 'OK' and 'Cancel' buttons.

Deposit Number	Deposit Date	Bank Account	Amount	Description
001000000023	10/24/2012	123456	100	
001000000024	10/24/2012	GC00-1312	99.99	
001000000025	10/20/2012	GC00-1312	-111	
001000000026	1/20/2015	GC00-1312	275.8	VENDING MACHINE RECE
001000000027	7/14/2015	GC00-1312	35700	

The results of the search display in the grid. To work with one of them, double click on it.

Double clicking on a deposit record in the grid displays this screen. It looks just like the Back Deposits screen in “Clear Screen” mode, except that the Show All button (  Show All ) is on this screen. Clicking on it will add all payments not matched to a bank deposit to the grid.



The dialog box titled "Bank Deposits" contains the following fields and controls:

- Deposit Number:** 001000000027
- Deposit Date:** 7/14/2015
- Payment Type:** (dropdown menu)
- Bank Account:** GC00-1312
- WELLS FARGO BANK:** (text field)
- Deposit Amount:** 35700.00
- Currency:** US\$
- Description:** (text field)
- Grid:** A table with columns: Select, Payment Date, Payment Amount, Currency, Payment Native, Invoice, and Type. It contains 8 rows of payment data.
- Total Selected:** 35700.00
- Buttons:** OK, Apply, Cancel

Select	Payment Date	Payment Amount	Currency	Payment Native	Invoice	Type
<input type="checkbox"/>	4/14/2021	10.00	US\$	10.00	865355	
<input type="checkbox"/>	12/20/2007	-99.99	US\$	-99.99	PA0002222582	A
<input type="checkbox"/>	1/24/2008	-20.00	US\$	-20.00	PA0002222461	NT
<input type="checkbox"/>	1/24/2008	20.00	US\$	20.00	124081	NT
<input type="checkbox"/>	1/24/2008	20.00	US\$	20.00	PA0002222583	88
<input type="checkbox"/>	1/29/2008	40.00	US\$	40.00	PA0002222584	A
<input type="checkbox"/>	1/29/2008	-12.00	US\$	-12.00	PA0002222584	A

You can select or deselect additional payments. The Total Selected field at the bottom will maintain a running total. When you have selected the proper payments, enter the new Deposit Amount, and click on Apply or OK.

### Starting the Bank Deposits Option

In most cases, Accounts Receivable invoices are created, payments made against them, and the payments deposited before the Bank Deposits option is in use. This leaves a number of payments in the system not linked to a deposit number. When a payment is linked to a deposit number, the deposit number is written to the payment record (IPARPAY). When the grid displays payments, it displays the payment records that have a blank Deposit Number field. To get these old payment records marked so they don't display, create the first deposit record and use a Bank Account value like "STARTUP" and select all the payments that have been previously deposited. Your Jobscope project manager can do this for you using the New Query function in Microsoft SQL Server Management Studio. If he does too many, or not enough, you can correct it in the Bank Deposits selection as described in the section "Opening an Existing Bank Deposit Record".

## Scheduling Reports in Jobscope

The video “Running Reports in Jobscope” describes how to run a report on a one time basis. The video “Scheduling Reports in Jobscope” describes how a user can set up a report to run automatically on a regular schedule. We refer to the program that does this as the Report Scheduler. You don’t need to do anything to setup the users to run reports on a one time basis, but you do need to do some setup to allow them to use the Report Scheduler.

The Report Scheduler uses the Workflow Service. In order to save the report results to a file, you need to have one of two methods setup on your server, and let all of your users know how to use the Report Scheduler.

If you prefer your users to save their reports to a UNC path (the preferred method), then you need to setup the Workflow Service on the server to run as a domain user (not the Local System Account). Once you do this (and restart the service), your users can enter a path such as `//machinename/xxx.pdf`. Otherwise, the reports will save to the errorlog folder on the server.

If you prefer to run the workflow service as the local system account, then you must setup a shared path on the server (the same server that is running the workflow service), and ask users to save exports to that location. You can enter these as local file paths (`c:\SampleFilePath`) and give users access to that folder. Remember, this is not the C drive on their local computer, but on the server!

Once you have decided on one of the above methods, inform your users so they know how to enter the path for saving a scheduled report.

## Using a Workflow to Run Reports

You can use a workflow to run reports. As an example, you might want the Cost Control Sheet to run every time a new job is entered. This is described in the Workflow Users Guide.

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