Professional Invoicing
User Manual

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Chapter 1

Understanding Professional Invoicing

Definitions

The following are definitions of key words used in this manual.

Orders vs. Invoices

An "order" is a request from a customer for goods. An "invoice" (or a "bill") is a detailed list of goods or services that have been sold to a customer and also shows the amount of money due.

Quotation

A "quotation" is similar to an invoice in appearance. The main difference is that the sale has not been agreed upon yet, so the quotation is a proposed agreement about what services or goods will be sold and for what price.

Accounts Receivable

"Accounts Receivable" is the accounting area dealing with sales made by a company and with money it is owed. As used here, "account" means "a record of financial activity" and "receivable" means "due to be received" or "due you". Accounts Receivable is often abbreviated "A/R" or "AR".

Inventory Management

Inventory Management records the kinds of items you stock; how many of each is available (on-hand) at any given time; what items you're running low on and should restock; and what items are used or sold faster than others. It is often abbreviated "I/C" or "IC".

Job Cost

"Job Cost" is the area of accounting dealing with costs and revenues accumulated and accounted for on an individual job basis. It is often abbreviated as "J/C".

As used here "job" means "an overall, complete piece of work a business agrees to do for a customer". Jobs are also often referred to as "contracts".

Jobs can be run using the "Completed Job" method of accounting in which profit is recognized only when a job is completed (or when it is substantially completed). Alternatively, jobs can be run using the "Percentage-of-Completion" method of accounting in which profit is recognized each period as the job progresses.

Professional Invoicing

Professional Invoicing is the area of business operation concerned with processing bills for professional services and printing invoices for these services.

Professional Invoicing is abbreviated as "P/I".

The P/I package does not "stand alone" (run by itself) and must be used with the A/R package. In addition, it can be used with the Inventory Management package and/or the Job Cost package.

Integrated

An "integrated" set of accounting software packages is a set of packages in which information entered or produced in one package is automatically available to other packages. You don't need to re-enter the data. Customer information from A/R and inventory item information from I/C are used by P/I. Item quantities in I/C and customer information in A/R are also automatically updated for each invoice processed.

Point of Sale

"Point of sale" refers to the place and time at which goods are being purchased or services delivered. An invoice available at that time and place is called a "point of sale" invoice. This is in contrast to an invoice which is available some time after the actual sale and which must be mailed to the customer. For example, an invoice available to a patient at the end of a doctor's office visit is a "point of sale" invoice. This is also called an "immediate" invoice.

Format

"Format" refers to the exact way that information is arranged on a printed page - for example, an invoice. P/I allows you to print invoices in nearly any format you wish, or even in several different formats for the same bill.

Goods

"Goods" refers to items (objects) sold to a customer.

Services

"Services" refers to work performed for a customer, as distinct from items ("goods") sold to a customer.

Notes

"Notes" refers to comments or explanations you have entered on an invoice in addition to the usual descriptions of goods or services. For example, you could enter a note to say:

"The preceding item is temporarily out of stock. However, it should arrive within 15 days. We will ship it to you as soon as it is received and passed by our quality control inspectors."

Line Item

A "line item" is a part of an invoice showing a specific service performed or item sold. There can be several printed lines for each "line item". Typically, a line item contains such information as a description of the "goods" or service, the quantity, the price per unit or per hour, and the total price.

In this package, the part of an invoice called a "note" is also referred to as a line item on the invoice.

Standard Bill

A "standard bill" is a stored set of services or items which a company provides often too many customers. You can "paste" a standard bill into an invoice for a customer. For instance, an air conditioning company can store a standard bill for each of several types of packaged services: Freon check, yearly preventive maintenance, compressor change, etc.

As you use P/I, the appropriate standard bill for those services and inventory items (parts and materials) can be pasted into an invoice, instead of entering the whole invoice from scratch. If any additional, unusual services or inventory items are also sold, these can be entered on the invoice as additional line items.

Recurring Bill

A "recurring bill" is a set of goods and services which is billed over and over again at regular intervals to the SAME customer. For example, if a security service provided a guard to a customer, an invoice for the service can be automatically printed each month. If the number of hours or the rate per hour varied from month to month, the new figures can be entered when the current month's invoice is produced.

Drop Shipped Item

A "drop shipped" item is an item which is shipped directly from your supplier to your customer. It doesn't go through your inventory. You bill the customer for the item, but your own inventory is not affected.

General Ledger

General Ledger is the area of accounting where the records from other areas of accounting are brought together for classification and summarization, thereby creating a picture of the overall condition of the company's finances. As used here, "general" means "pertaining to many areas". "Ledger" means a book where accounting records are kept. (This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called "ledgers".) General Ledger is often abbreviated "G/L" or "GL".

General Ledger Account

A "general ledger account" is a specific category under which all financial activity of a certain kind is classified. For example, you might have a general ledger account called "telephone expenses" under which you categorized your telephone bills.

Accountants are experts at defining the various G/L accounts (financial activity categories) needed by a business. Part of this definition process involves assigning an "account number" to each G/L account.

Independent businesses usually use a 3- or 4-digit account number. For example, you can have a G/L account called "100 - Cash in the Bank", and one called "400 - Sales of Product A", and one called "410 - Sales of Product Line B".

Typically an independent business will have a hundred or more G/L accounts. In accounting packages, each time any financial activity occurs in any area of accounting, the dollar amount of the activity is recorded under the appropriate G/L account numbers.

Profit Centre

A "profit centre" is a part of your company (for instance, a department or a regional office) for which sales and/or expenses (and sometimes profits) can be calculated separately from the total sales and expenses of the whole company.

In the Samco's system, the G/L account number can be up to 16 characters long broken up into a maximum of 5 sections (see the chapter titled *Company information* in the *System Functions* manual for details on defining your G/L account structure). Any **one** of the sections of your G/L account can be defined as the profit centre.

For example, your "office supplies" G/L account is number 5200. If you want to track office supply expenses independently for each of your three major departments (dept. A, dept. B and dept. C.), you could append "-001", "-002" and "-003" to the "5200" main account number, rather than use a different main account number (such as "5201, "5202", and "5203") for each department, as follows:

5200-001	Office supplies, dept. A
5200-002	Office supplies, dept. B
5200-003	Office supplies, dept. C

Then whenever you're distributing (allocating) office supply expenses to G/L accounts, you use the above 7-digit numbers. Later, when you're printing reports, you can specify that you only want to see the data for dept. A, dept. B, or dept. C.

Profit centres also apply to sales. A typical use for tracking sales by profit centre is for a company which has several sales offices. By making each sales office a profit centre, you can separately track the sales performance of each office.

Function

"Function" refers to a group of programs that accomplish a specific task. Each selection on this package's menus is a function. When you select a function from a menu, one or more programs are then automatically executed, thereby accomplishing the task you selected.

Data Organization

Most of the information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data), and to be able to process data logically, data must be organized in some predictable way. Accounting software organizes your data for you automatically as it stores it on your disk.

There are five terms you should understand about the way the data is organized:

Character: A "character" is any letter, number, or other symbol you can type on your computer keyboard.

Field: A "field" is one or more characters representing a single piece of data. For example, a name, a date, and a dollar amount are all fields.

Record: A "record" is a group of one or more related fields. For example, the fields representing a customer's name, his address, and his account balance might be grouped together into a record called the "customer record".

Entry: A record in a data file is often referred to as an "entry".

Data file: A "data file" is a group of one or more related records. A data file is often referred to simply as a "file" (without the word "data").

The Customer File in Accounts Receivable is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for one customer.

Each file is kept separate from other files on the disk.

(There are other types of files in addition to data files. For example, programs are stored on the disk as "program files". However, references to "file" in this User Manual mean "data file" unless specifically stated otherwise.)

Multi-Company

"Multi-Company" refers to the capability to do accounting functions for multiple companies with the same set of software. A user wanting to do accounting functions for more than one company can select the *Multiple companies* feature to define each company ID.

Spool

SPOOL is a computer word meaning "Save Printer Output Off-Line". Spooling is a technique that allows a report to be printed on a printer at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

SAM (Samco's Automated Manuals)

A revised edition of this and all Samco user manuals is available on-line from within any function of Samco's business applications. Simply press [F10] ([F11] for the Windows version) and SAM will guide you to whatever information you need. (Refer to the chapter titled *Help SAM !!!* in the *System Functions* manual for details.)

Product Description

The P/I package is designed for use primarily by service type businesses. It contains these features:

- Allows the user to design their invoice formats. Does not require that the user adopt some predefined format. The software will match the user's format.
- Allows up to 10 description lines per services line item, plus unlimited notes, on any invoice.
- Keeps a file of service codes and descriptions for all usual services.
- Keeps a file of inventory items for all usual items (or gets the item information from I/C if it is interfaced).
- Allows reports to be saved on disk to save computer time, then printed later at your convenience.

- Shares information on customers, sales reps, ship-via methods, and payment terms with the A/R package.
- Automatically feeds invoicing information to the A/R package.
- Automatically adjusts inventory in the I/C package (if used) when invoices are processed.
- Can be interfaced to General Ledger via A/R and I/C.
- Has full back order retention and prints back order reports.
- Invoices can be printed immediately ("point-of-sale" mode).
- Unlimited notes can be attached to invoices for internal use.
- Keeps a history of invoices.
- Handles credit memos.
- Allows negative quantities ordered for credit.
- Allows you to enter cash received when invoice is prepared.
- Quotations can be printed without affecting A/R or inventory.
- Quotations can be printed immediately to respond to customer requests.
- Quotations can be turned into invoices automatically and the invoices then printed immediately.
- Recurring invoices can be entered and activated at any time. Groups of recurring invoices can be quickly selected.
- Standard bills (lists of standard services and/or goods) can be quickly "pasted" into invoices and quotations.
- New customers can be entered "as you go" and added to the A/R Customer File automatically.
- Allows user to create and store, virtually, an unlimited number of invoice formats.
- Has three user-defined fields which will print on invoices.
- Allows customer credit checking on both invoices and quotations.
- Allows optional use of sales representatives, commissions, and discounts.
- Allows an invoice to be entered for jobs, with the billing and cost information automatically updating the jobs when the invoice is posted.
- Allows multiple jobs on one invoice.
- Allows storing of multiple deliver-to addresses per customer.
- Allows shipping labels to be printed at the end of the invoice.
- Flexible invoice and quotation formatting allows printing of work orders for jobs if so desired.
- Flexible recurring billing can be used for billing on service contracts if so desired.
- Allows items to be drop shipped directly from your supplier to your customer.

Flexible Invoice Formats

You can create and use formats in which to print invoices and quotations. You have wide design flexibility in what to print, where to print it, and what it should look like. The same bill can be printed in different formats for different purposes, even for use as a work order for a job.

Works with A/R, I/C, and J/C

P/I works with Accounts Receivable and, optionally, Inventory Management and/or Job Cost. P/I uses and updates the Customer, and Sales Rep Files in A/R the Item File in

I/C, and the Taxes File in System Functions. P/I uses the Job Master and Cost Category Files and updates the Billing Entry File in J/C.

Takes Advantage of Existing Inventory Management Data

If you choose to interface with I/C, you can enter line items by either item number or description. The item description, item price, etc. are automatically retrieved from I/C for printing on the invoice or quotation.

The quantity on hand of the item is automatically adjusted in I/C when the invoice is fully processed.

If you do not use I/C, you can keep a file of inventory items in P/I.

Back Order Control

All invoices which contain back ordered items remain on file as open orders until the back orders have either been filled or cancelled. You may print reports showing back orders by item and back orders by customer to help in back order control.

"Point of Sale" Mode of Operation

You can choose to print invoices immediately after you enter them, so that your customer has a paper invoice at the time of sale.

Quotations

You can print quotations immediately to respond to customers' requests.

Entering and printing quotations does not affect Accounts Receivable or inventory.

Quotations can be turned into invoices automatically without having to re-enter data. These invoices can be printed immediately or at a later time.

Supplies Information to Job Cost

If you choose to interface P/I with Job Cost, you can enter invoices for jobs and have all billing information transferred to Job Cost automatically.

If you are using Inventory Management, inventory item costs for jobs are automatically transferred to Job Cost.

Billing for Multiple Jobs

You are allowed to bill for multiple jobs on one invoice. Also, the flexible formatting of invoices and quotations allows you to print work orders for jobs.

Recurring Invoices

You can enter recurring invoices (recurring bills) and turn them into invoices at any interval you specify. You can use this feature to do billings against a service contract or instalment contract.

Standard Bills

You can keep a large number of groups of line items (goods and/or services) which you invoice over and over again. These "standard bills" can later be "pasted into" any invoice or quotation, avoiding the need to re-enter the individual items over and over.

Entering New Customers as You Go

You can enter new customers directly from P/I while you are entering an invoice. These new customers are automatically added to the A/R Customer File.

Multiple Deliver-to Addresses

You can store up to 999 separate deliver-to addresses for the same customer. New deliver-to addresses can be added while you are entering an invoice.

Commissions and Discounts

You can specify discounts and/or commissions on individual line items, on the entire invoice, on both, or on neither.

Password Protection

You have the option to specify that passwords are required. A password is a unique code you assign to each individual using your software. When passwords are required, each potential user must first enter a valid password.

Data Integrity Checks

A data integrity check compares the actual numbers in the system to the calculated or projected numbers. If these numbers do not match, you are warned that data might have been lost due to a machine or power failure. By running this function at the start or end of the day, you can detect several possible types of data file corruption (sometimes due to hardware or operating system errors).

Upgrading from Earlier Versions

If you are upgrading from a previous release, we have included the necessary functions and instructions to do this. Please refer to the *Upgrade Guide* for more information.

New Features for Version 6.5+

This section describes the features that have been added to Professional Invoicing for Version 6.5+.

Users who have upgraded from Release 121593 or earlier will want to read this section after installing Version 6.5+ in order to obtain an overview of the increased capabilities of the software. In order to take advantage of the new features, simply read the relevant chapter(s) of the User Manual.

- Customer names can be set up (in Accounts Receivable) so that they can be searched by last name, but invoices will show first name followed by last name.

- Commissions for invoices can be based on percentages associated with either customers or sales representatives in Accounts Receivable.

- Unlimited cash accounts are supported.

- Full warehouse information can be displayed for line items, showing the quantity on hand, quantity committed, quantity on back order, and quantity on work order for the item at the warehouse specified.

- Line items for goods can be optionally back ordered. If Professional Invoicing is interfaced with Inventory Management, quantities on back order will be tracked in Inventory Management. Back orders are optional in Professional Invoicing.

- When used with Inventory Management, if multiple warehouses are used, the availability of an item in each stocking warehouse may be displayed when entering a goods line item.

- When used with Inventory Management, alternate item numbers associated with items may be displayed when entering a goods line item.

- The Professional Invoicing posting procedure has been modified so that the actual inventory costs (per valuation method) are stored with each line item in the Invoice History File in Professional Invoicing.

- Allows cash to optionally be posted to Accounts Receivable. Cash will be posted or not, as per the setting of a field in the Professional Invoicing Control File.

- When Inventory Management is used, posting inventory will use either a full inventory register or the brief format register, as specified in the Inventory Management File.

- Allows automatic selection of recurring invoices.

- Immediate invoicing functions have been expanded. There is now a file of invoicing stations which allows invoices to be printed concurrently from different workstations.

- Unlimited notes can be stored with invoices. These notes are not printed on invoices and can be used internally by the company as needed to assist in the processing of invoices.

- Standard bill lines contain only a general ledger main account. This allows the profit centre for standard bills to be assigned at the time that the standard bill is used in an invoice, quotation, or recurring bill.

- When Inventory Management and Job Cost are both in use, inventory items invoiced for jobs will update the ”quantity-used“ field in the Item Status File.

- Quotations, ‘immediate invoicing’ and batch printing of invoices can be done concurrently.

- Back order reports are available. Back orders by items or by customers may be printed for all (or selected) items or customers. These reports can optionally show only those items which can now be shipped due to increased item availability.

- Sales Analysis works with Professional Invoicing.

- Enhanced invoice formatting provides added flexibility and control. Including the use of printer codes within a form for special font and printer control.

Chapter 2

Getting Started

Introduction

We assume at this point that you have installed Professional Invoicing on your computer according to the *Installation Guide*. If you have not done so, refer to that manual and install the P/I package before proceeding.

We also assume that you have familiarized yourself with the main features of this package by reading the chapter titled *Understanding Professional Invoicing*. If you have not done so, read that chapter now, and return to this chapter.

Your Accountant

We advise that you consult with your accountant before using Samco's accounting packages. He or she is a professional in the accounting area, and should understand your computer accounting software if he/she is to continue to serve you well. Moreover, because of his/her expertise, your accountant may have some good advice for you regarding converting from your old system to your new Samco package(s).

Accounts Receivable, Inventory Management, and Job Cost

First, you must install and set up the A/R package. A/R is required for use with P/I.

If you will use P/I with the I/C package (optional), you must install I/C before starting to use P/I.

If you will use P/I with the J/C package, you must also install J/C before starting to use P/I.

The P/I Data Files

NOTE: P/I comes with various predefined invoice formats in an Invoice Format File (PIFRMF.DAT).

See the section titled *Load* in the *Invoice formats* chapter for instructions on loading the predefined invoice formats.

There are several different data files which you enter before you begin using the package on a regular basis. Here is a brief explanation of those files:

P/I Control File

You must enter information in the P/I Control File before you can start using other selections within P/I. This file contains information which defines how you will be processing your invoices and how P/I will be used with A/R, I/C, and J/C. The P/I Control File tells P/I whether ship-via's are to be used, whether credit checking is to be done, etc.

NOTE: The information you enter in the P/I Control File affects the predefined invoice formats which come with the P/I package. Before you print an invoice or quotation, you must make specific choices regarding which features you will be using. See the note below and in the chapter titled *Control Information*.

Deliver-to File

In this file you enter information about addresses where services are performed or where customer orders are delivered.

NOTE: If Order Entry Plus (O/E) is being used, this file is the same as the O/E Ship-to File. Any additions, changes, or deletions made to this Deliver-to File will automatically update the O/E Ship-to File and vice-versa.

Goods/Services File

In this file you enter the basic information about the services your company performs. Also, if you are not using the Inventory Management package, you can enter basic information about the goods (items) that your company sells, if any.

Invoicing Stations File

If you plan to use P/I in "point-of-sale" mode, the description of each invoicing station is entered into this file.

Invoice Format File

If you choose to use one of the predefined formats supplied with this package, you can skip entering information in this file at first. Later, if you want to change your invoice format, you enter information here.

This file can hold, virtually, an unlimited number of different invoice formats.

The information you enter in the P/I Control File affects these predefined invoice formats. See the note in the chapter titled *Control Information*.

Accounts Receivable Files

P/I shares the next two files with A/R. If you have already entered all the terms code, ship-via code, and sales rep information in the A/R package, you can skip entering it in the P/I package.

A/R Codes File

This file holds all of your terms, and ship-via codes. These codes are normally entered as a part of setting up the A/R package. You can also enter them from the P/I package.

Sales Rep File

Sales reps are normally entered through the A/R package. You can also enter them from the P/I package.

Setting up P/I

Perform these steps to start using Professional Invoicing:

1. Set up the various tax groups you will be requiring (see the chapter titled *Taxes* in the *System Functions* manual).

2. Set up Accounts Receivable as described earlier in this chapter. This includes setting up all ship-via codes, terms codes, and sales reps that will be used with Professional Invoicing. Refer to the Accounts Receivable User Manual.

3. If you plan to use Inventory Management with P/I, then set up I/C. Refer to the Inventory Management User Manual.

4. Enter P/I control information, using C*ontrol information*. The information in the P/I Control File controls how P/I is used by your company. For instance, you specify whether or not P/I is used with I/C in the P/I Control File. Refer to the chapter titled *Control Information*.

5. Using *Goods/Services*, enter the services offered by your company. If you are not using Inventory Management, enter the goods sold by your company here as well. (If you are using I/C, then inventory items entered using *Items* in I/C can be invoiced

using P/I. You do not enter goods directly into P/I in this case.) Refer to the chapter titled *Goods/Services*.

6. If some of your customers receive shipments at an address which is different from their billing address (as stored in the Customer File), then enter these addresses using *Deliver-to addresses*. Refer to the chapter titled *Deliver-to Addresses*.

7. If you plan to use immediate invoicing ("point-of-sale" mode), then enter descriptions of your invoicing stations using *Invoicing stations*. Refer to the chapter titled *Invoicing Stations*.

8. Set up standard bills using *Standard bills*. Refer to the chapter titled *Standard Bills*.

9. If needed, set up recurring bills using *Recurring bills*. Refer to the chapter titled *Recurring Bills*.

10. Set up invoice formats using *Invoice formats*. Refer to the chapter titled *Invoice Formats*.

Regular Use

When you have finished building your data files as above, you will be ready to use P/I on a regular basis. The remaining chapters in this manual show you how to:

- Process invoices
- Process recurring bills
- Process standard bills
- Process quotations
- Process automatic billing
- View customers, invoices, and quotations
- Print invoices and quotations
- Post invoices to A/R
- Print back order reports
- Print or view invoice history
- Add or change the format of an invoice
- Perform a data integrity check
- Print reports from disk

Appendix "A" explains how to initialize (create from scratch) your P/I data files. You may never need this function, but it is included just in case.

Appendix "B" discusses the *File utilities* function which allows you to export/import your data files, as well as a rebuild function for repairing damaged files or cleaning up removed records that are taking up space.

Support

This manual, in combination with your *Installation Guide* and *System Functions* manual, is designed to allow you to use Professional Invoicing without additional help.

However, if you encounter problems you cannot resolve by referring to these manuals, you may want to get additional assistance. Your supplier may be able to provide such assistance, or he may be able to recommend an independent source.

If all else fails, contact Samco's Support Department at one of the following locations:

Samco Software Inc.
61 - 7789 - 134th Street
Surrey, BC V3W 9E9
Tel: (604) 597-4211
Fax: (604) 597-7320

There will be a fee for support service from Samco.

Chapter 3

Using Professional Invoicing

About this Manual

This manual provides the information needed to learn and use Professional Invoicing.

Organization

The next chapter is a guide to daily operations. It explains how you use Professional Invoicing to perform various daily, weekly, and periodic tasks.

After the guide, the next few chapters give instructions on how to enter the basic information which will set up your package according to your needs and prepare you for daily operation.

Following those come chapters which you will use most frequently. They describe how to use Professional Invoicing on a daily basis.

Additional information can be obtained from the *System Functions* manual, which contains chapters that describe features common to all packages.

Topics covered in the *System Functions* manual include:

Defining multiple companies
Printers
Taxes
Valid G/L accounts
General rules
Using S.A.M. (Samco's on-line user manuals)
Switching companies
Menu styles

Passwords
Glossary of terms

How to Use this Manual

When beginning, you will want to keep this manual handy so you can refer to it as often as you need. Later, you may only need to refer to it occasionally.

Each chapter of this manual provides instructions on how to use a particular selection of your software.

The instructions include many examples of what to enter where. In fact, you can go through the manual entering all the examples as you come across them. This will give you a good demonstration of the capabilities of your new software. Each chapter has sample printouts of the information entered during the examples for you to compare.

If you enter the examples, you will want to "initialize" the data files before you begin entering your actual business information. When you "initialize" a file, you mean to "clear out all information I've entered" for that file. The initialization procedure is given in one of the appendixes. After initialization, you would restart with this chapter and enter your actual business information. Initialization is described in an appendix at the end of this manual.

On-line Version

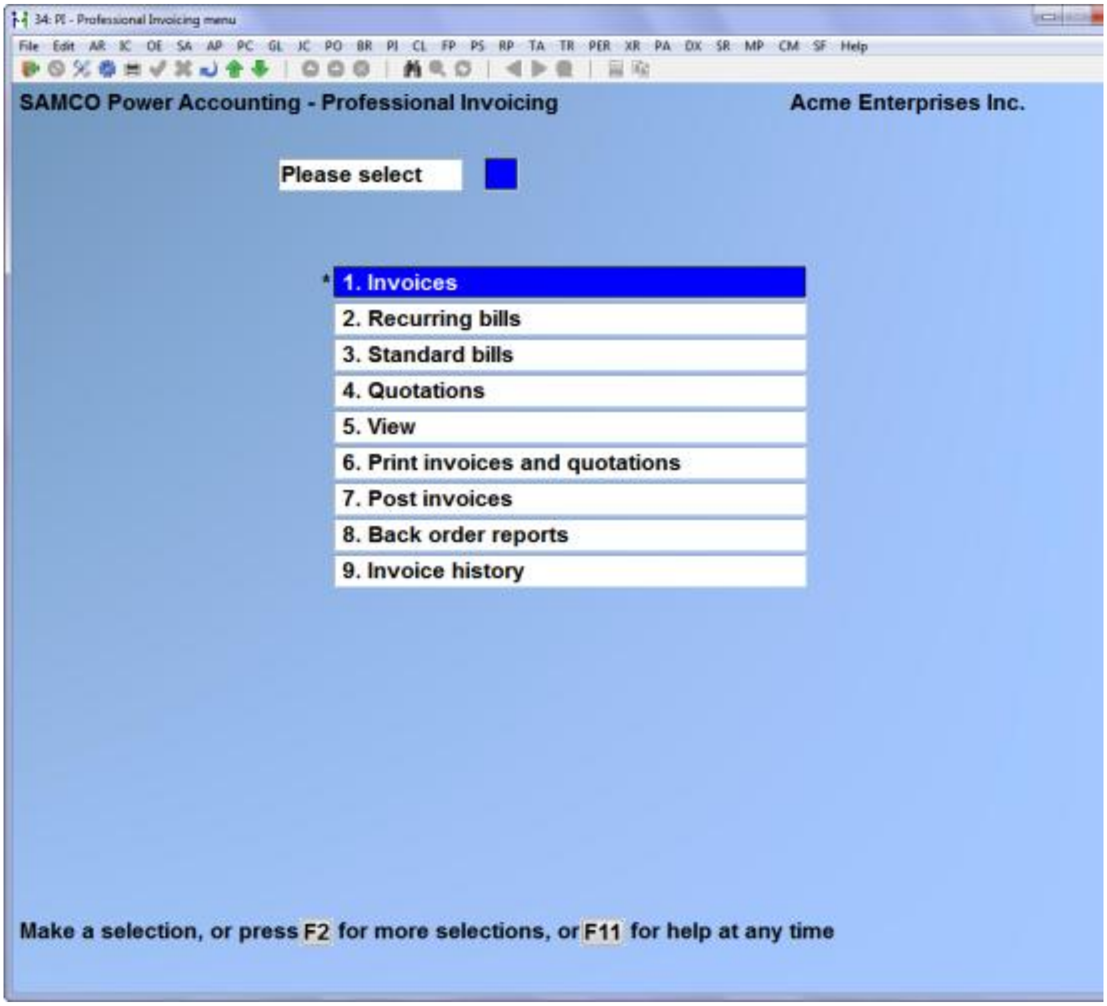
For your convenience, all of Samco's user manuals are provided in an on-line version. Simply press [F10] [F11] from anywhere within the Samco system. (Refer to the chapter titled *Help SAM !!!* in the *System Functions* manual for details.

To Start Professional Invoicing

If you are adding Professional Invoicing to an existing installation, you will need to add it to each company ID you wish to use it under using the *Company data* option within *System Functions*. This must be done prior to continuing. (Refer to the chapter titled *Company Data* in the *System Functions* manuals for details.)

Start up your Samco software as you normally would. From the company ID's main menu (the main menu is the one that displays all of the modules available for use), select *Professional invoicing*.

The *Professional invoicing* menu then appears:

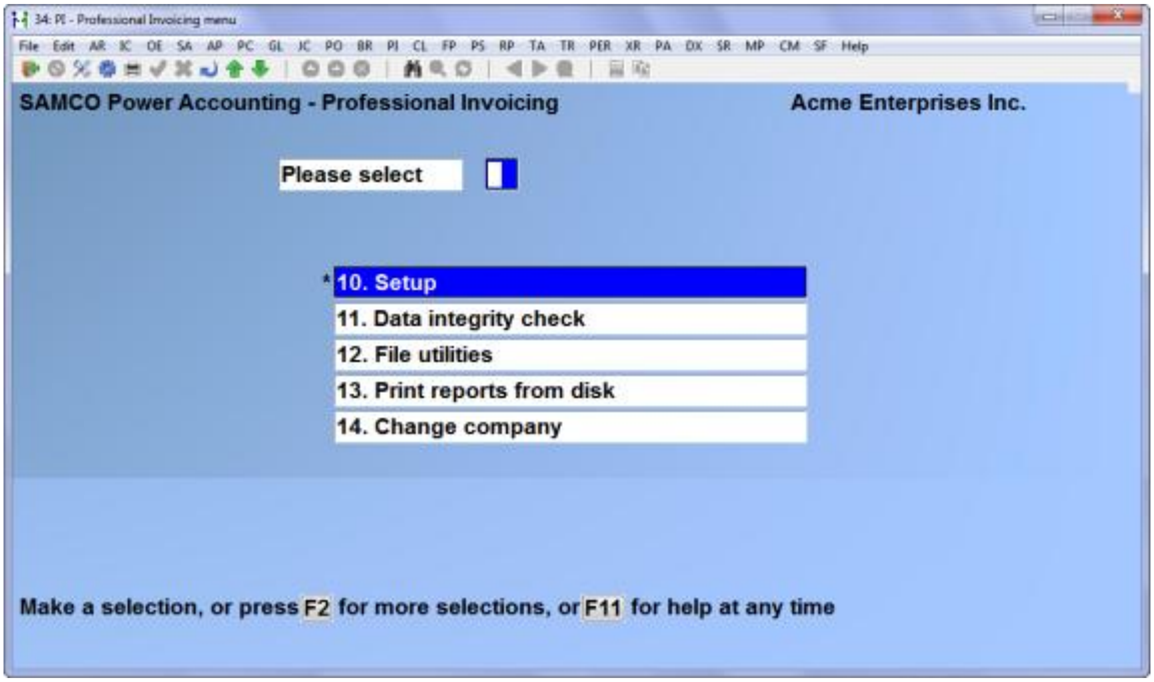


NOTE: If you are setting up Professional Invoicing for the first time only a few menu selections will appear. Once the P/I control information has been set up, the normal P/I menus will be displayed.

The selections that you will be using most often (such as *Invoices*) are on the first screen of the main menu.

To choose one of the selections shown above, type the number of the selection and press [**Enter**]. For example, to select *Invoices*, type 1

To get to page 2 of the menu, press [**F2**] from page 1.



When the *Inventory Management* package is interfaced to P/I, the "Goods/Services" selection displays as "Services".

Make selections from page 2 the same way as from page 1.

To return to page 1 of the menu, press [**Tab**].

To Exit the P/I Package

To exit the P/I package, press [**Tab**] from page 1 of the P/I menu.

Chapter 4

Guide to Daily Operations

Introduction

The following checklists are provided as examples of how you might use Professional Invoicing to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

EACH DAY / **EACH DAY, AS NEEDED**

EACH DAY

___ Enter invoices and credit memos using *Invoices*.

NOTE: Invoices may be printed immediately upon entry if you have selected to do so in the P/I Control File.

___ Enter quotations using *Quotations*. Print quotations using *Print quotations*.

NOTE: Quotations may also be printed immediately upon entry if you have selected to do so in the P/I Control File.

___ Turn quotations into invoices using *Use as invoice*. These invoices may be printed immediately if you have selected to do so in the P/I Control File.

EACH DAY, AS NEEDED

___ Enter new delivery locations for your customers using *Deliver-to-addresses*.

___ Enter new recurring bills using *Recurring bills*.

___ Select recurring bills for use using *Select for use*.

___ Copy selected recurring bills to the Invoice File using *Use selected*.

___ View invoices using *Invoices* from the *View* selection.

___ View recurring bills using *Recurring bills* from the *View* selection.

___ View standard bills using *Standard bills* from the *View* selection.

___ View quotations using *Quotation*s from the *View* selection.

___ View invoices which have been processed previously using the *View* function on the *Invoice history* menu.

___ Print reports about invoices which have been processed previously using *Print* on the *Invoice history* menu.

___ If you are using back orders in P/I, and P/I is interfaced to I/C, then print back order reports to determine those line items on orders which can now be shipped due to increased item availability in I/C. Use these reports as worksheets to specify quantities to ship for each line item. Then use *Invoices* to enter the quantity to ship for each line.

___ If you are using back orders in P/I, and P/I is not interfaced to I/C, then print back order reports to determine those line items on orders which are back ordered. Use these reports as worksheets to specify quantities to ship for each line item. Then use *Invoices* to enter the quantity to ship for each line.

___ Print the Invoice List. Invoices may be printed on separate pages on this report. These printed copies of invoices can be used as an order acknowledgement for customers, as well as for internal purposes within your company.

___ Print invoices using *Print invoices*. If all invoices were printed at the time of entry (or when created from a quotation), then you would only have to print invoices for any recurring bills which have been copied to the Invoice File using *Use selected*.

___ Post invoices using *Post invoices*.

Periodic Operations Checklist

EACH PERIOD	**EACH PERIOD, AS NEEDED**
	___ If you are using Sales Analysis, print sales analysis reports which are based on the Invoice History File. Print the Sales Rep, Actual (detailed version), Customers for an Item, Items for a Customer, Customers for a Service, and Services for a Customer reports. Be sure to print these reports prior to closing the current period in A/R (using *Close a period* in A/R). If you are using I/C, then be sure to print these reports prior to closing the current period in I/C (using *Close a period* in I/C).
___ Purge invoice history. Once you purge an invoice, it will no longer be available for viewing or printing. Print the purge report to retain a permanent printed record of invoices purged. Only purge invoices if you no longer need to refer to them using P/I. For example, you might choose to keep a few months' worth of history on the computer for reference. Each month, you would purge the oldest month's invoices and file the purge report for future reference.	
___ Print the Tax Collected report from within A/R for regional tax remittance.	

Building business and technology relationships.

Chapter 5

Control Information

Introduction

The P/I Control File contains information about the way you handle invoices. The information you enter in the P/I Control File "controls" how certain functions work in other parts of this package.

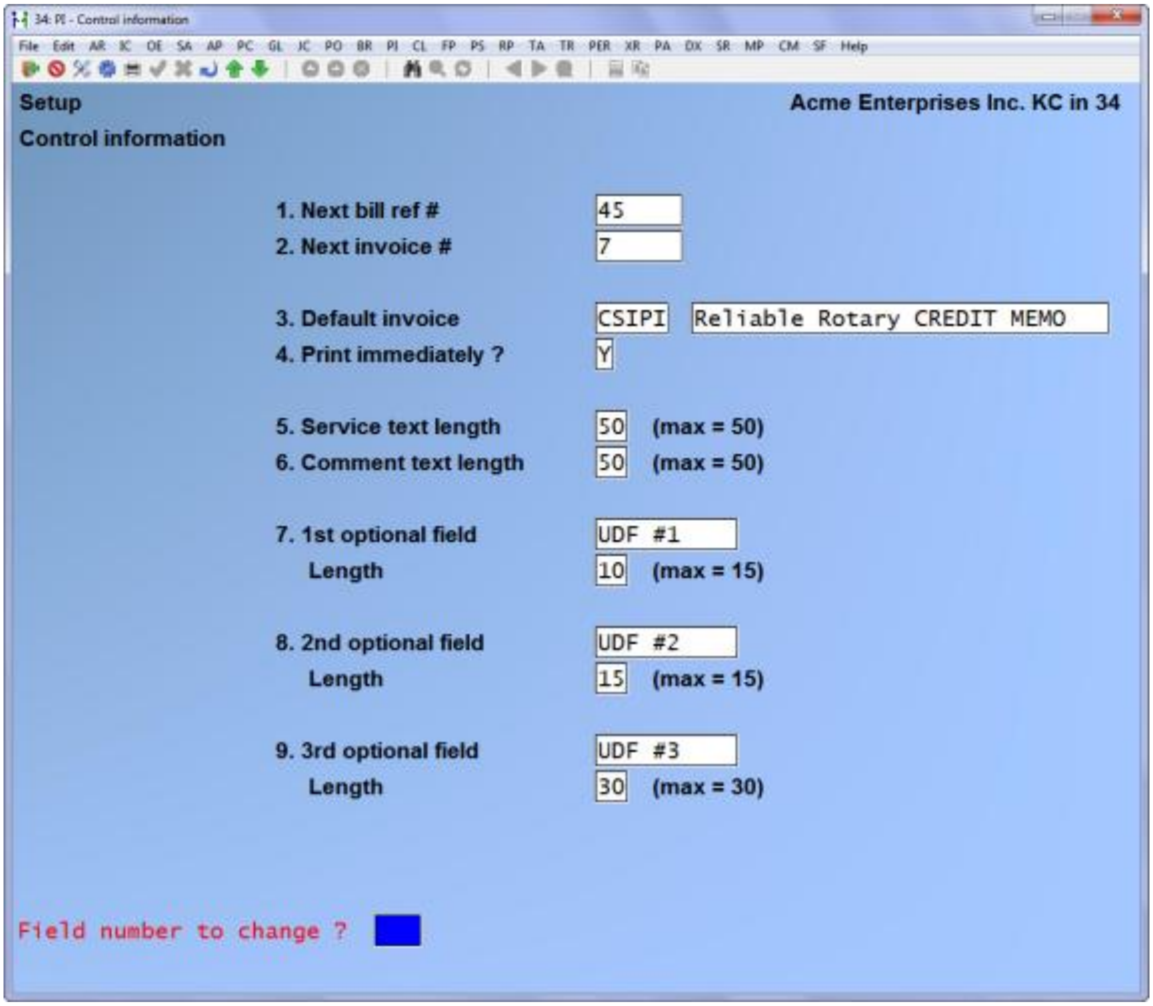
To help you see how the P/I package works, we have provided a sample invoice format file for you to use to print invoices in a variety of invoice formats without having to enter all the information.

If you wish to use this file, see the instructions in the chapter titled *Invoice Formats* on loading the predefined forms. If the Control File entries for the predefined data are different than what you will use, make any changes as explained in this chapter.

To Begin

From page 2 of the P/I menu, select *Control information*.

This is the screen you see:



Enter the following information:

1. Next bill ref #

Enter a bill reference number. This is the number that will be assigned to the next invoice added. This is not the invoice number, but is your own internal reference. Each time a new invoice is added, this number is incremented by 1 automatically.

Format: 999999

2. Next invoice #

Enter an invoice number. This is the number that will be assigned to the next invoice printed. Each time a new invoice is printed, this number is incremented by 1 automatically.

Format: 999999

[?] **3. Default invoice**

This invoice format code specifies the usual format to use to print invoices and quotations. You can override this at the time that you actually print invoices.

Enter the code or use the option:

Option: _ To scan through the invoice formats on file

Format: 5 characters

4. Print immediately ?

Answer □ to have the option of printing invoices and quotations immediately after you enter them ("point-of-sale" mode). This also allows you to immediately print invoices created from quotations. If you print your invoices in batches, answer □.

5. Service text length

Enter the maximum length for each line (up to 50 characters) of service description to print on an invoice. (See "Entering 'Services' line items" in the chapter titled *Invoices*.)

The length you specify here also sets the maximum length of each line of notes printed on invoices. (See "Entering 'Notes' line items" in the chapter titled *Invoices*.)

Format: 99

6. Comment text length

Enter the maximum length (up to 50 characters) of the comment line to be printed in the "totals" section of invoices.

Format: 99

Optional Fields

The next three fields are completely optional, so they are entirely up to you to define. These "user-defined fields" can be printed in the "header" section of invoices.

If the usual information about invoices called for in this package is not enough for your business needs, you have here up to three additional pieces of information that you can enter for any invoice. What this information is, is totally up to you.

Use these fields to tailor the P/I package to your particular business. For example, you can use these fields for F.O.B. location, contract number, ship date, etc.

Each of the three fields is alphanumeric, so whatever you enter will appear <u>exactly</u> like that if you choose to print it on the invoice later. This means that, if you enter a date as "031599", it will appear as "031599", not as "03/15/99".

For example, suppose you wanted to print each customer's account balance in the header of his invoice.   You could name an optional field "ACCT BAL".   It would appear on the header screen each time you entered an invoice or quotation, and you could enter the amount of his account balance then.   Later, you could choose to print the account balance on the customer's invoice when you specify the layout (format) of the invoice.

7. 1st optional field

Enter the description that you want to appear on the header screen to identify this field.

You may press **[Enter]** to skip optional field 1.

Format: 10 characters

Length

Enter the maximum length (up to 15 characters) which you allow for information entered in this field.

Format: 99

8. 2nd optional field

Enter the description that you want to appear on the header screen to identify this field.

You may press **[Enter]** to skip optional field 2.

Format: 10 characters

Length

Enter the maximum length (up to 15 characters) which you allow for information entered in this field.

Format: 99

9. 3rd optional field

Enter the description that you want to appear on the header screen to identify this field.

You may press **[Enter]** to skip optional field 3.

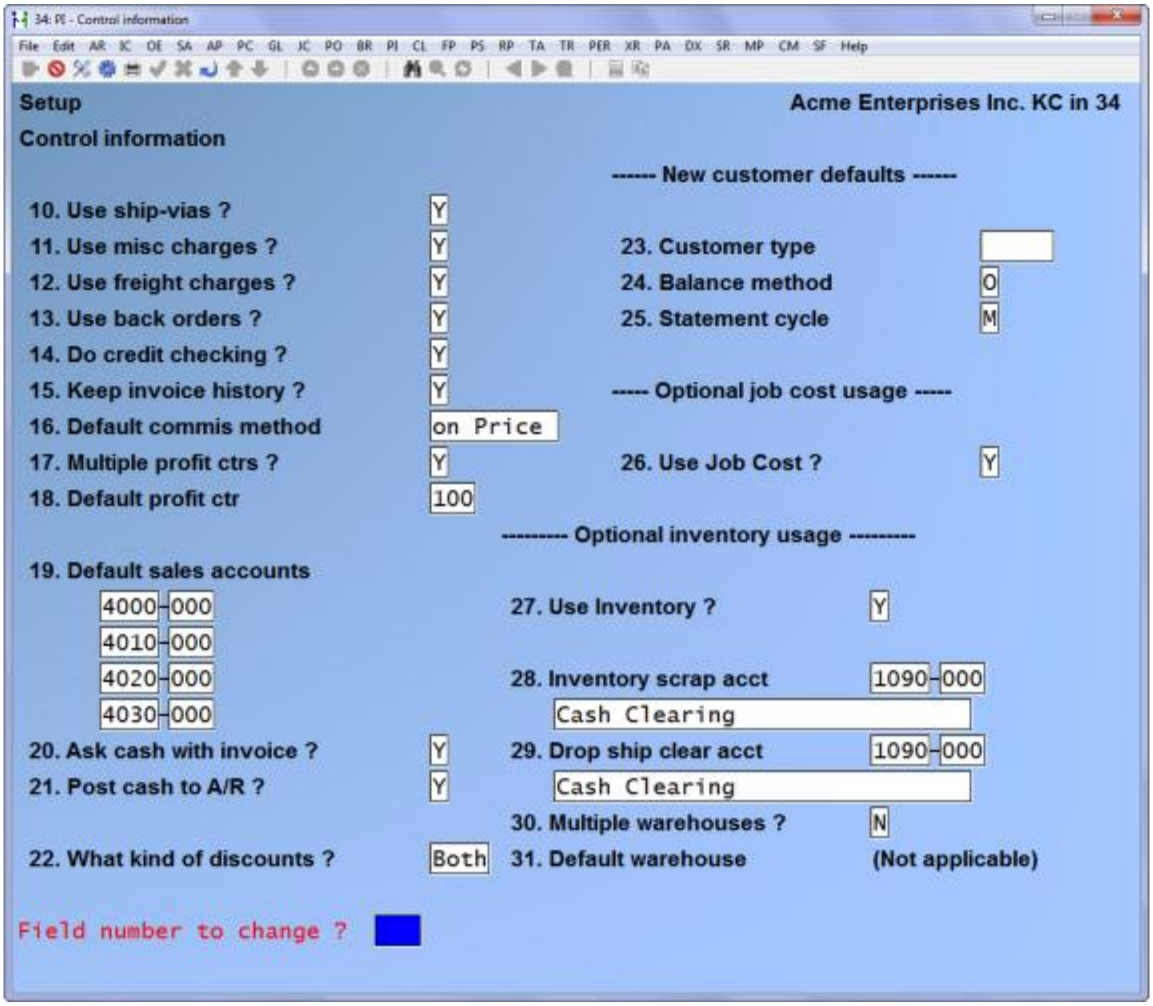
Format: 10 characters

Length

Enter the maximum length (up to 30 characters) which you allow for information entered in this field.

Format: 99

The second screen appears:



NOTE: Fields 28 through 32 will appear if you answer Y to 27. "Use Inventory Management ?", and are discussed later on in this chapter.

NOTE: P/I comes with various formats in which to print invoices and quotations. Before you print an invoice or quotation, or even view the formats, you must specify which of the options below (and one from A/R) are used.

Format #1, 2, and 3, which can be used to print goods and services items on a pre-printed form, includes specifications for printing information with all of the following options used (turned on):

- Ship-vias (field 10),
- Miscellaneous charges (field 11),
- Freight charges (field 12),
- Back orders (field 13)
- Invoice discounts and line item discounts (field 23);
- and sales reps (from A/R).

At this time, specify to use (or not) these options. For any options which you specify are not used, the printing specifications are not changed. You must manually remove them using *Invoice Formats*.

However, if you left some of these options "on" at this point and entered information in the related fields in *Invoices*, etc., then turned off the options later, such information would remain in the files as "hidden" information and might show up later unexpectedly on your invoices.

Enter the information as follows:

10. Use ship-vias ?

If you don't ship any goods in your business, answer N. Otherwise, answer Y, and the *Ship-via codes* selection will appear on the P/I menu.

11. Use misc charges ?

If you don't use miscellaneous charges in your business, answer N. Otherwise, answer Y.

12. Use freight charges ?

If you don't ship goods in your business, answer N. Otherwise, if you ship goods and bill for freight, answer Y.

13. Use back orders ?

If a customer orders an item that is not currently in stock, you often "back order" it. This means that you record it on the invoice and ship it when it becomes available. Answer Y if you wish to use back orders in P/I, or N otherwise.

14. Do credit checking ?

Answer Y if you wish to have the P/I package check whether a customer is over his pre-established credit limit when an invoice is being processed. Otherwise, answer N. (Credit limits are set in the A/R package.)

NOTE: A full description of how credit checking is performed in P/I appears at the end of this chapter.

15. Keep invoice history ?

Answer Y to keep a history of invoices that are fully processed. Otherwise, answer N. If you answer N, the *Print or view invoice history* selection will not appear on the P/I menu.

There is only one reason not to keep invoice history: to save disk space. (The Invoice History File can get very large if you have many invoices.)

16. Default commis method

(This field appears only if the A/R Control File specifies that commissions are used.)

Type **[P]** if commissions are usually calculated based on the Price of a product or service, or **[M]** if commissions are usually calculated based on Margin (profit margin).

Format: 1 character

17. Multiple profit ctrs ?

Answer Y if you group your invoices by profit centre. Otherwise, answer N. You can enter information in this field only if you specified in *Company information* that you are using profit centres (i.e., you set your G/L account structure to multiple sections). An answer of Y here means that you want to assign invoices to different profit centres.

[?] 18. Default profit ctr

You are not asked to enter a profit centre here unless you specified in *Company information* that you have multi-section G/L accounts.

If you use profit centres, the significance of this field depends on your answer in field 17 above:

If you are not using multiple profit centres in P/I, each invoice you enter will automatically and always be assigned to the profit centre entered here. That is, the profit centre of the sales account of the invoice will always be the profit centre entered here. The exception to this rule applies to goods / services that have already been assigned a profit centre. In this case the entire G/L account for the goods / services will be used.

If you are using multiple profit centres in P/I, you will be asked to enter a profit centre while entering each invoice. The profit centre entered here will then be the default.

[?] 19. Default sales accounts

If you have chosen to distribute sales in A/R (by answering Y to "Distribute sales ?") in the A/R Control File, then every line item for goods or services may be assigned to a G/L sales account. Here, you can set up between 1 and 4 default sales accounts.

NOTE: If you are using a multi-section G/L account, you will have the option of pressing [F1] to "wildcard" the profit centre section. This will result in the profit centre from the invoice being used.

When you are entering line items, you will have a chance to pick which one of these default sales accounts should be used, or the sales account from the Goods/Services record. Or you can enter a totally different sales account.

Entering default accounts here can save you many keystrokes at the time invoices are being entered.

20. Ask cash with invoice ?

Answer Y if you will sometimes receive cash when an invoice is entered. Otherwise, answer N.

21. Post cash to A/R ?

When an invoice is entered in P/I, a full or partial cash payment for the invoice may also be entered. When the invoice is posted to A/R, the cash payment is handled as a cash receipt in A/R and automatically posted in A/R if you answer Y here. If you answer N, then cash payments entered with invoices are treated as memo information only; no cash receipt transaction is generated or posted in A/R. (This is useful if you receive cash into your accounting department and then pass memo information regarding cash received to your order processing department for entry on invoices. Double posting of cash in this situation is prevented by setting this flag to N.)

22. What kind of discounts ?

Enter how you apply discounts to your customers:

N No discounts
L Line discount only (discount given on some individual line items, but not on the overall invoice amount).
I Discount on the overall invoice, but not on individual line items.
B Discounts on some individual line items and additionally on the overall invoice amount.

Format: 1 character

New Customer Defaults

Fields 23, 24, and 25 are defaults which you can use when adding a new customer in P/I "on the fly".

[?] **23. Customer type**

Enter the default customer type to use. This should be the most common type of customer that you have. (See the A/R User Manual for more information about customer types.)

Format: 5 characters

24. Balance method

Enter the balance method you use for most or all of your customers: [**O**] for open item, or [**B**] for balance forward. (See the A/R User Manual for more information on these types.)

Format: 1 character

25. Statement cycle

Enter the statement cycle code to use as a default for a new customer. (See the A/R User Manual for more information on this.)

Format: 1 character

Optional Job Cost Usage

The next field is for interfacing Job Cost with P/I.

26. Use Job Cost ?

If you will use Job Cost with P/I, answer Y; otherwise, answer N.

Certain requirements have to be met before you will be allowed to answer Y to this question:

- Job Cost must already be installed.
- The Job Cost Control File must specify that J/C interfaces to Accounts Receivable.
- The Accounts Receivable Control File must specify that you distribute sales.

Also, in order for both Job Cost and Inventory Management to interface to P/I, the Job Cost Control File must specify that J/C interfaces to Inventory Management.

Optional Inventory Usage

Fields 28 through 31 are for interfacing Inventory Management with P/I and establishing defaults.

27. Use Inventory Management ?

If you will use I/C with P/I, answer Y; otherwise, answer N.

The next fields appear only if you answered Y to "Use I/C ?".

[?] **28. Inventory scrap acct**

Enter the number of the G/L account to use as the default "scrap" account.

A scrap account is used for a credit transaction when the quantity of goods being returned to inventory is smaller than the quantity being credited (for example, when faulty merchandise is credited but not returned). The dollar value of the quantity "scrapped" (not returned to inventory) is put into the scrap account.

NOTE: If profit centres are used, you will have the option of pressing [F1] to "wildcard" the profit centre section. This will result in the profit centre for the invoice header being inserted into the scrap account.

[?] 29. Drop ship clear acct

Enter the number of the G/L account to be used as the drop ship clearing account.

A drop shipped item is an item which is shipped directly to the customer from your supplier.

When you don't drop ship, but do sell goods from inventory, the item's expense account is debited and the balance sheet inventory account is credited. However, drop shipped items do not come out of your inventory. For drop shipped items, the item's expense account is still debited, but the credit goes to the drop ship clearing account.

If you are using Accounts Payable, you must enter a voucher for <u>your cost</u> for the drop shipped items when you receive an invoice from the vendor for the drop shipped items.

When distributing the "expense" in the *Payables* selection in the A/P package, be sure to use the same drop ship clearing account that you enter here. This will result in a debit to the drop ship clearing account, thus clearing the account balance to zero.

When you are using A/P, the balance in the drop ship clearing account should be zero at the end of each accounting period. If it is not zero, vouchers have not been entered for one or more drop shipped items. In this case, consult with your accountant regarding G/L adjustments needed to reflect merchandise which you have drop shipped for which you have not yet received an invoice from the vendors concerned.

30. Multiple warehouses ?

(This question appears only if you use multiple warehouses in Inventory Management.)

Answer Y if you want to be able to choose which warehouse an item is to be shipped from. If items are always to be shipped from one warehouse, answer N.

[?] **31. Default warehouse**

(This question appears only if you use multiple warehouses in Inventory Management.)

Enter the code for the warehouse from which items are usually shipped.

Format: 2 characters

IMPORTANT NOTE: If you have been using the P/I package for a while with P/I Control File options set in a certain way, and you need to change these options, it is best to do this with no regular invoices or quotations on file. You should first print and post all invoices that you possibly can, then, make the change.

If you are changing the P/I Control File to eliminate fields from the invoice, make sure that, before you eliminate them, you change the information that you are eliminating to either zero (numeric) or blanks (alphanumeric) on every regular invoice, recurring bill, standard bill, and quotation. If you don't do this, you might get "hidden" information showing up unexpectedly.

For example, suppose you have been using miscellaneous charges on your invoices, and you decide to eliminate them. Before changing the P/I Control File to eliminate the "MISCELLANEOUS CHARGES" field, set that field to zero in all invoices on file in which it is not zero. Otherwise, the amount of the miscellaneous charges will still be added to the invoice total, but it will be hidden and you will not be able to change it or eliminate it later.

Checking a Customer's Credit

Professional Invoicing (P/I) can be set up to automatically check whether the invoice being processed will cause the customer to exceed his credit limit established in A/R. In addition, when you select the customer for an invoice, a check is made to see if he is already over his credit limit. In either case, a warning message displays and you must choose what to do about it.

If the P/I Control File specifies that credit checking is to be done, the customer's credit is checked by totalling his account balance, plus the un-posted balance of any invoices entered but not yet processed, and checking this against his credit limit.

The warning message is:

Customer is over credit limit of $____ by $____.
Last payment of $____ was on (date)

If there is no payment on file, "No last payment on file" will display in place of "Last payment of $___ was on (date)." In P/I, credit is checked at various points when entering invoices, quotations, and recurring bills.

Chapter 6

Deliver-to Addresses

Introduction

Use this selection to enter deliver-to addresses for customers that are in the Customer File in Accounts Receivable.

A deliver-to address is an address at which a service is performed or to which customer orders are delivered, different from the customer's billing address.

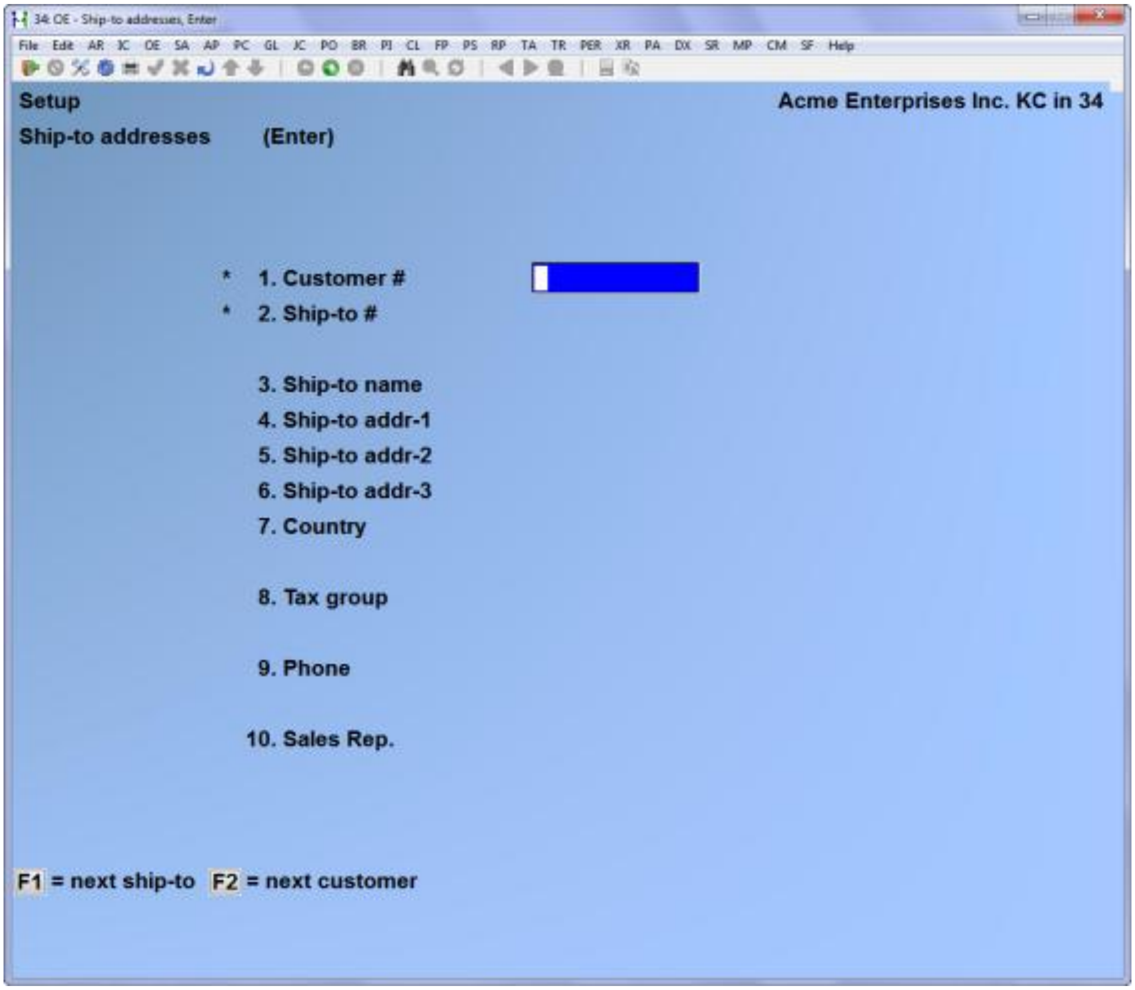
NOTE: If Billing is being used, this file is the <u>same</u> as the O/E Ship-to File. Any additions, changes, or deletions made to this Deliver-to File will automatically update the O/E Ship-to File and vice versa.

To Begin

Go to *Billing (OE)* ➔ *[F2]* ➔ *Setup* ➔ *Ship-to Addresses*

Entering Deliver-to Addresses

After you have completed the screen to enter a ship-to address, it appears similar to this:



From this screen you can work with both new and existing deliver-to addresses. If a deliver-to address has already been entered for the customer and deliver-to number you specify, it appears and is available for changes or deletion.

Enter the information as follows:

[?] ***1. Customer #**

Enter the number of the customer that this deliver-to address is for, or use one of the options:

Options: [F1] To scan through the deliver-to addresses on file

[F2] To scan through the A/R customers on file

[Enter] Leave the customer # blank to look up the customer by name

The number entered must exist in the A/R Customer file.

Format: 12 characters

For a specific, existing deliver-to address, you can enter the customer number and the deliver-to number (next field).

***2. Deliver-to #**

Enter a deliver-to number to identify this deliver-to address.

Format: 999

3. Deliver-to name

Enter the deliver-to name, or use the option:

Option: [F1] to use the customer name as the deliver-to name

Format: 25 characters

4. Deliver-to addr-1

Enter the first line of the address.

Format: 25 characters

5. Deliver-to addr-2

Enter the second line of the address.

Format: 25 characters

6. Deliver-to addr-3

Enter the third line of the address.

Format: 30 characters

[?] 7. Tax group

Enter the tax group for the deliver-to address, or use the option:

Option: [F1] To use the tax group entered for this customer in the A/R Customer file

The tax group entered must exist in the Tax Codes file.

Printing a List of Deliver-to Addresses

Select *Print* from the *Deliver-to addresses* menu.

On the screen that appears, you are asked to enter:

[?] 1. Starting customer #
[?] 2. Ending customer #

Enter the range of customer numbers to be included on the list.   Follow the screen instructions.

Format: 12 characters

Chapter 7

Goods/Services

Introduction

If you are using the Inventory Management package, this selection will have a different name: *Services*. This is because all item information will come from the Item File in the I/C package. For the remainder of this chapter, the selection will be referred to as *Goods/Services.*

Use this selection to enter the standard services and goods (items) that your business provides. You can assign a 3-character code to each of your services, and a 15-character code to each of your items. (If you are using I/C, you must enter your items there.)

You can number your services with a number from 1 to 999, or you can give each of your services a 3-character code such as "CPY" for "Copying", "TEL" for "telephone", "MNT" for "Maintenance", etc.

To Begin

From page 2 of the P/I menu, select *Set up*➔ *Goods/Services*, then select *Enter* from the menu which appears.

Entering Goods and Services

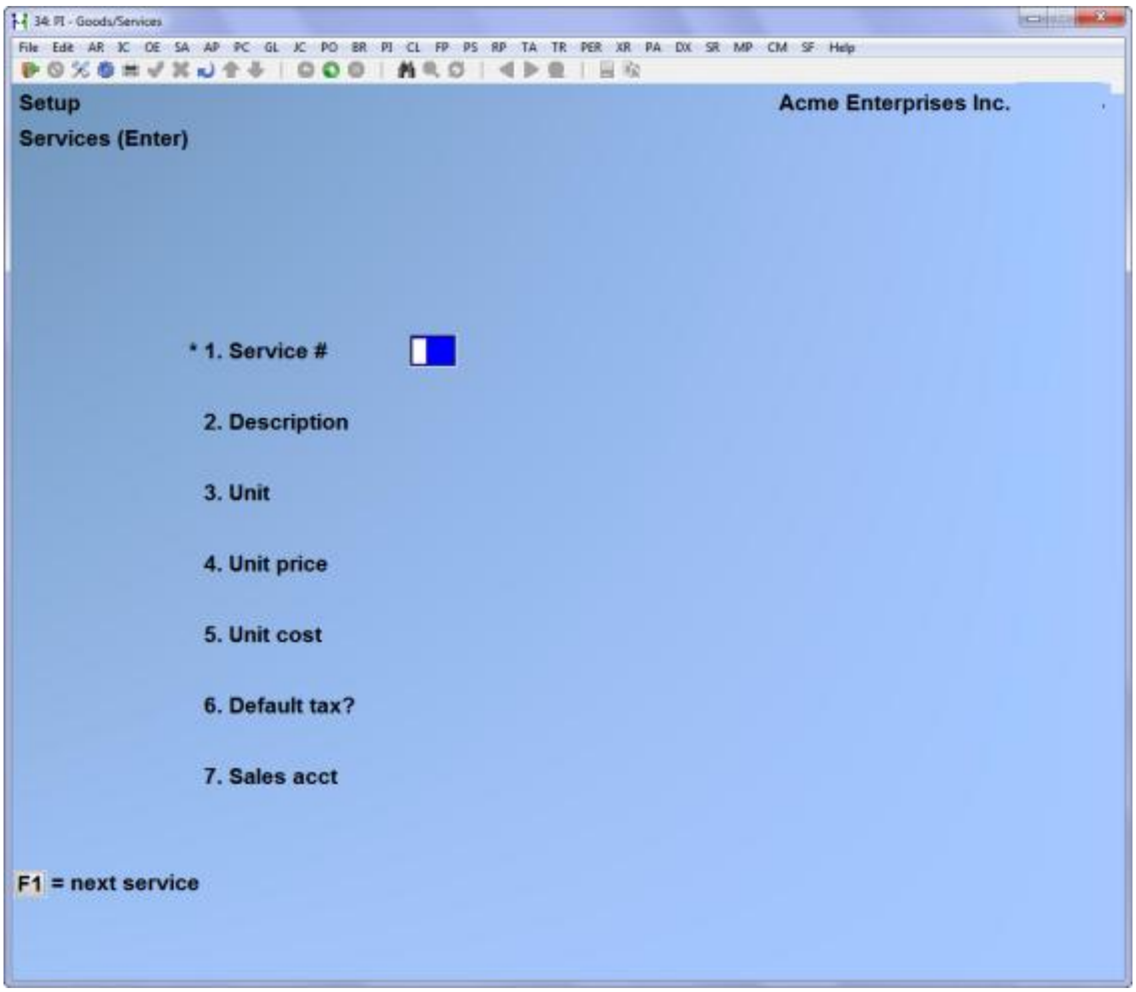
If I/C is not interfaced, a screen appears for you to type either [G] to enter a Goods (item), or [S]to enter a Service.

Format: 1 character

(If I/C is interfaced, the "G or S" screen will not appear and you will go immediately to the screen to enter a service.)

Entering a Service

The services screen appears as follows:



From this screen you can work with both new and existing services. If a service has already been entered for the service number you specify, it will appear and be available for changes or deletion. Enter the following information:

[?] ***1. Service #**

Enter the service number or use the option:

Option: [F1] To scan through the services on file

Format: 3 characters

2. Description

Enter the standard description of this service, up to 50 characters (or less if the P/I Control File specifies a shorter length for the "Service text length").

When you enter this service into an invoice, you will be able to put in up to 9 more lines of detailed description for this service. You will also be able to change this description that you enter here.

Format: 50 characters

3. Unit

Enter the unit in which this service is delivered and billed, or use one of the options:

Options: [F1] To use "HOUR" if you bill this service by the hour

[Enter] To leave this field blank if you charge a flat rate for this service or don't charge separately for it

Format: 4 characters

4. Unit price or 4. Price

If you entered a unit in the previous field, this field displays as "Unit price"; otherwise, it displays as "Price".

Enter the unit price or total price of this service.

Format: 9,999,999.999

5. Unit cost or 5. Cost

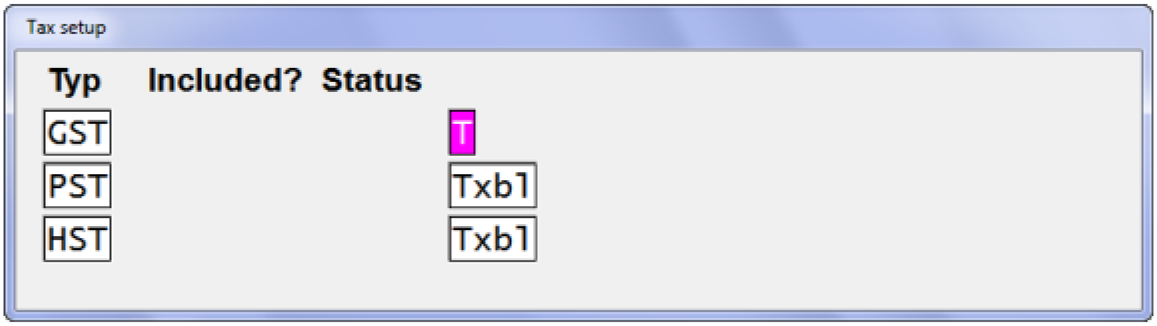
If you entered a unit in field 3, this field displays as "Unit cost"; otherwise, it displays as "Cost".

Enter the unit cost or total cost of this service. This is your company's cost, not what you charge for it.

Format: 999,999.999

6. Default tax

A window appears, similar to the one shown below, for you to set the taxable status of each tax type for this service, or to incorporate a taxable code:



For each tax type, enter one of the codes reflecting this services taxable status:

[T] **Taxable...** This tax will be charged on the service unless the customer is exempt.

[X] **Exempt...** This tax will not be charged on the service regardless of the customer's taxable status for this tax type.

[Z] **Zero-rated...** Usually reserved for value added taxes, such as the Canadian GST, this status identifies a service that is subject to a 0% tax rate. The purchaser, however, is entitled to input tax credits.

To apply a "taxable code" to the tax type, press [F2] and enter the appropriate code. After pressing [F2] you can then enter a [?] to bring a list of taxable codes to choose from.

NOTE: An "*" will be displayed beside tax types who have had changes made to their default status.

For further details on tax types and taxable codes, refer to the chapters titled *Taxes* and *Handling Taxes* in the *System Functions* manual.

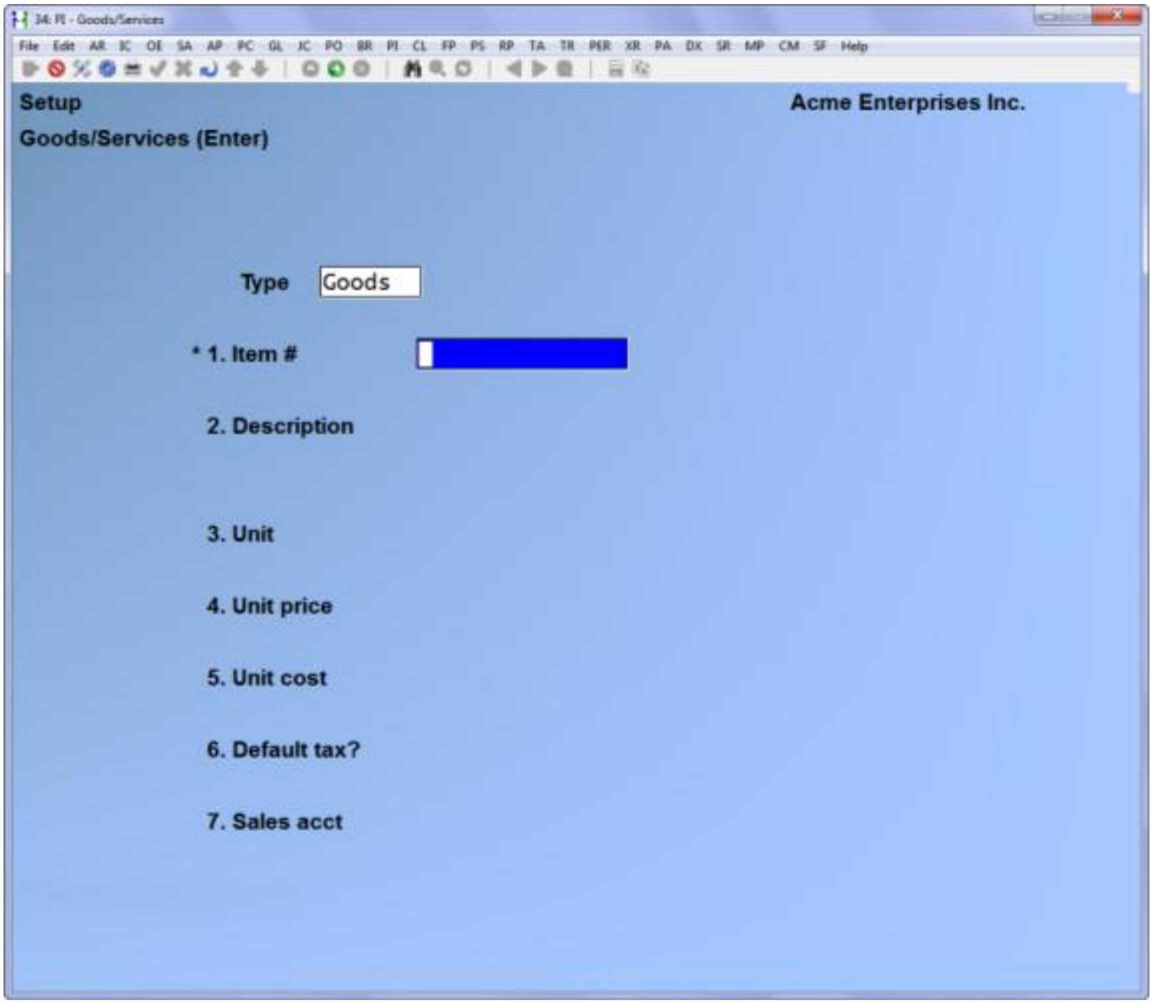
[?] **7. Sales acct #**

Enter the G/L account to distribute sales of this service to.

NOTE: If you are using a G/L account of more than 1 section, you can set the profit center section to be wild-carded by pressing [F1]. This allows the sales distribution for the service item to be distributed to the profit center for the ticket.

Entering Goods (Items)

If you enter [G] in response to "Type" on the first screen, the goods screen appears as follows:



You can work with new or existing goods here, just as for services.
Enter the following information:

[?] *** 1. Item #**

For a new item:

Enter the item number.

Format: 15 characters

For an existing item:

Enter the item number or use the option:

Option: [F1] to find the next item number. If one exists, you are allowed to change the information for it.

2. Description

Enter the description of this item.

This description can be changed when this item is actually put into an invoice. You must enter something here for the description.

Format: 3 lines of 25 characters each

3. Unit

Enter the unit in which you sell this item, or use the option:

Option: [F1] to use "EACH"

You must enter a unit.

Format: 4 characters

4. Unit price

P/I allows you to enter up to 2 price levels based on the quantity purchased. For example, you sell item "X" at $1.50 each for unit price level 1, and $1.00 for each unit over and above 25. If a customer buys 30 of item "X", the first 25 will be charged at $ 1.50 and the remaining 5 will be priced at $ 1.00.

Enter the first price you charge per the unit entered in the previous field.

Format: 9,999,999.999

Unit price 2

Enter the second level of price you charge per the unit entered in field 3 above. This price will be based on the quantity cut-off entered in the next field. All units over and above the quantity cut-off will be charged at this price.

Format: 9,999,999.999

Quantity 1

Enter the maximum quantity at which unit price 1 is to be charged. Any units of this item over and above this quantity will be charged unit price 2.

Format: 99,999,999.999

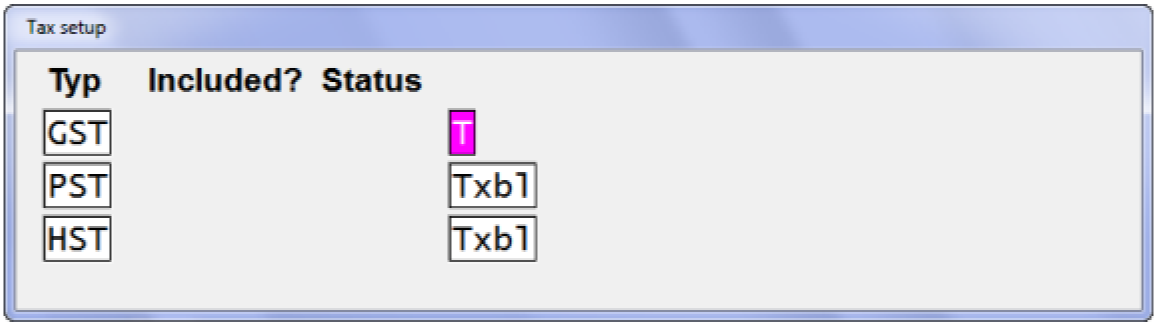
5. Unit cost

Enter your cost per the unit entered in field 3 above.

Format: 999,999.999

6. Default tax

A window appears, similar to the one shown below, for you to set the taxable status of each tax type for this item, or to incorporate a taxable code:



For each tax type, enter one of the codes reflecting this services taxable status:

[T] **Taxable...** This tax will be charged on the item unless the customer is exempt.

[X] **Exempt...** This tax will not be charged on the item regardless of the customer's taxable status for this tax type.

[Z] **Zero-rated...** Usually reserved for value added taxes, such as the Canadian GST, this status identifies an item that is subject to a 0% tax rate. The purchaser, however, is entitled to input tax credits.

To apply a "taxable code" to the tax type, press [F2] and enter the appropriate code. After pressing [F2] you can then enter a [?] to bring a list of taxable codes to choose from.

NOTE: An "*" will be displayed beside tax types which have had changes made to their default status.

For further details on tax types and taxable codes, refer to the chapters titled *Taxes* and *Handling Taxes* in the *System Functions* manual.

[?] 7. Sales acct #

Enter the G/L account to distribute sales of this item to.

NOTE: If you are using a G/L account of more than 1 section, you can set the profit center section to be wild-carded by pressing [F1]. This allows the sales distribution for the service item to be distributed to the profit centre for the ticket.

Printing a List

If you are not using I/C, you will be able to print two different lists: a services list and a goods list.

If you are using I/C, you can print only a services list here.   To print an inventory item list, use the *Items* selection in the I/C package.

From the *Goods/Services* menu, select *Print*.

If you are not using I/C, you are asked to enter ▫ to print a Goods list or ▫ to print a Services list.

Services List

[?] **1. Starting service #**
[?] 2. Ending service #

Enter the range of services to include on the list.   Follow the screen instructions.

Print tax detail ?

Answer Y if you want the taxable status information printed for each service.

Goods List

[?] **1. Starting item #**
[?] 2. Ending item #

Enter the range of items to include on the list.   Follow the screen instructions.

Print tax detail ?

Answer Y if you want the taxable status information printed for each item.

Chapter 8

Terms

Introduction

Use this selection to enter terms codes. These codes are normally entered as part of setting up the Accounts Receivable package.   For your convenience, you can also enter them here.

Terms codes are part of the A/R Codes File.   if you entered terms codes when you set up A/R, you do not have to re-enter them here unless you now have additional codes for P/I.

Each terms code represents a type of payment terms you give to at least one of your customers.

Payment terms specify features such as how many days after a sale the payment is due; whether there is a discount for early payment; and, if there is, how much is the discount and how early must payment be made to get the discount.

Here are some examples of terms:

Code	Payment Terms
210	2% 10 days, net 30 days
N30	Net 30 days
COD	Cash on delivery

There are two methods used in A/R to specify payment terms. You may specify that an invoice is due a certain number of days after the invoice date. Alternatively, you may specify that an invoice is due on a particular day in the month following the month in which the invoice is dated. This second method is called "proximo terms". Proximo means "of the next month".

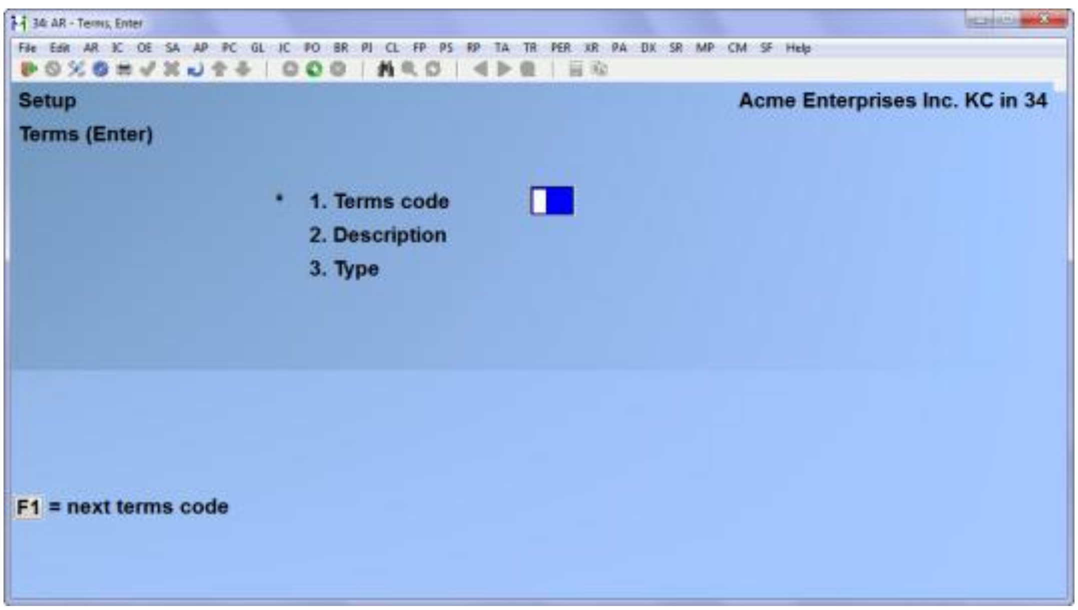
An example of "proximo terms" is:

Code **Payment Terms**
210 2/10th net 31st, meaning "2% discount if paid by the 10th of next month, net due on 31st of next month"

To Begin

From page 2 of the P/I menu, select *Setup ->Terms*. Then from the *Terms* menu select *Enter*. The following screen is displayed:

Entering Terms



From this screen you can work with both new and existing terms. If terms information has already been entered for the terms code you specify, it will appear and be available for changes or deletion.

Enter the following information:

[?] *** 1. Terms code**

Enter a terms code, or use the option. (Allowed characters are 0-9, A-Z, and some special characters, such as colon (:), asterisk (*), and "at" sign (@), and slash (/).

Option: [F1] To scan through the terms codes on file

Format: 3 characters

2. Description

Enter a description of the terms code.

Format: 15 characters

3. Type

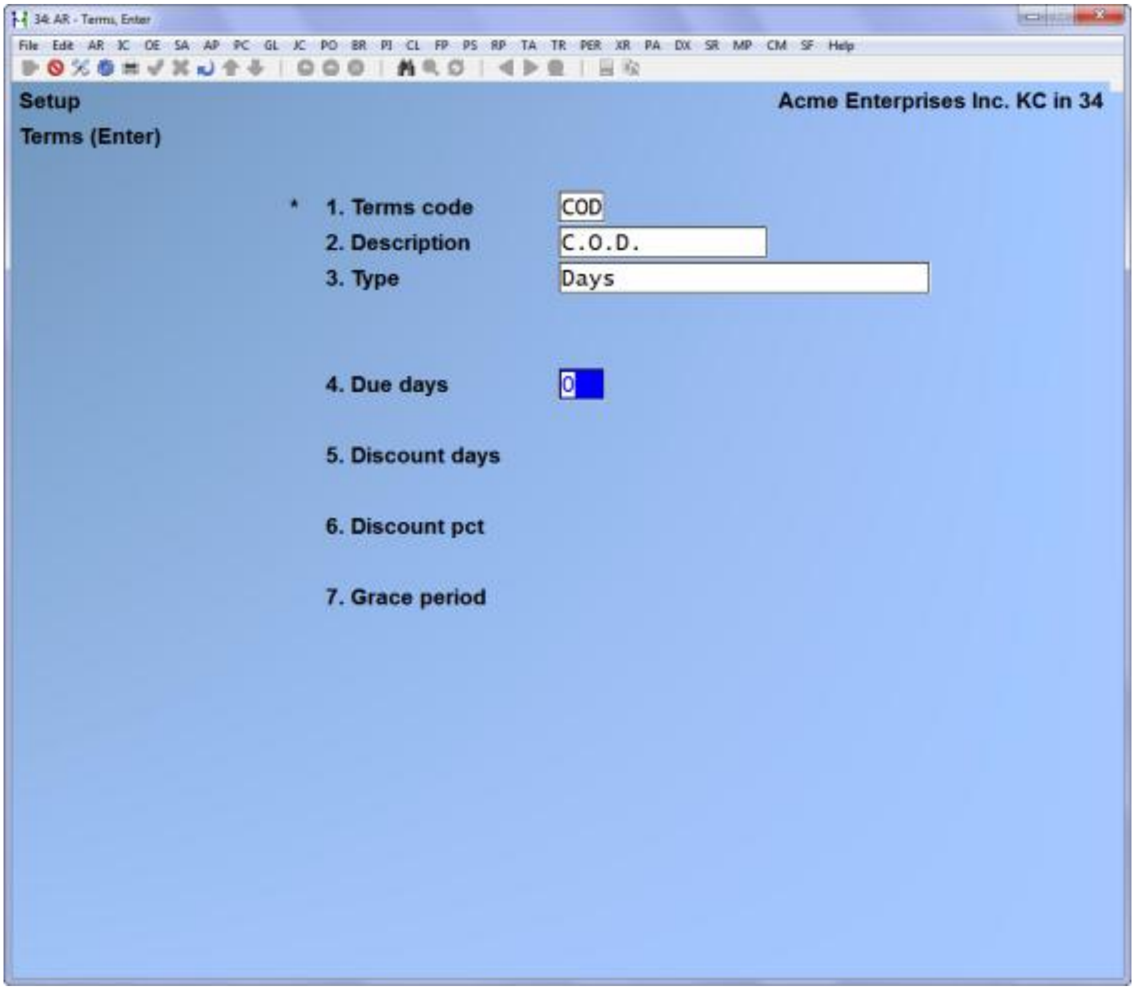
Enter either:

- [D] for "Days" (how many days from the invoice date)
- [P] for "Proximo" (day of the following month)

Additional fields now appear on your screen, depending on the "Type" selected. Enter the following information:

Terms by Days

If you are entering a terms code due by number of days (type [D]) the screen will appear as follows:



4. Due days

Enter the number of days from the date of the invoice when payment is due.

Format: 999

5. Discount days

Enter the number of days from the date of the invoice during which a discount will be given for early payment.

Format: 999

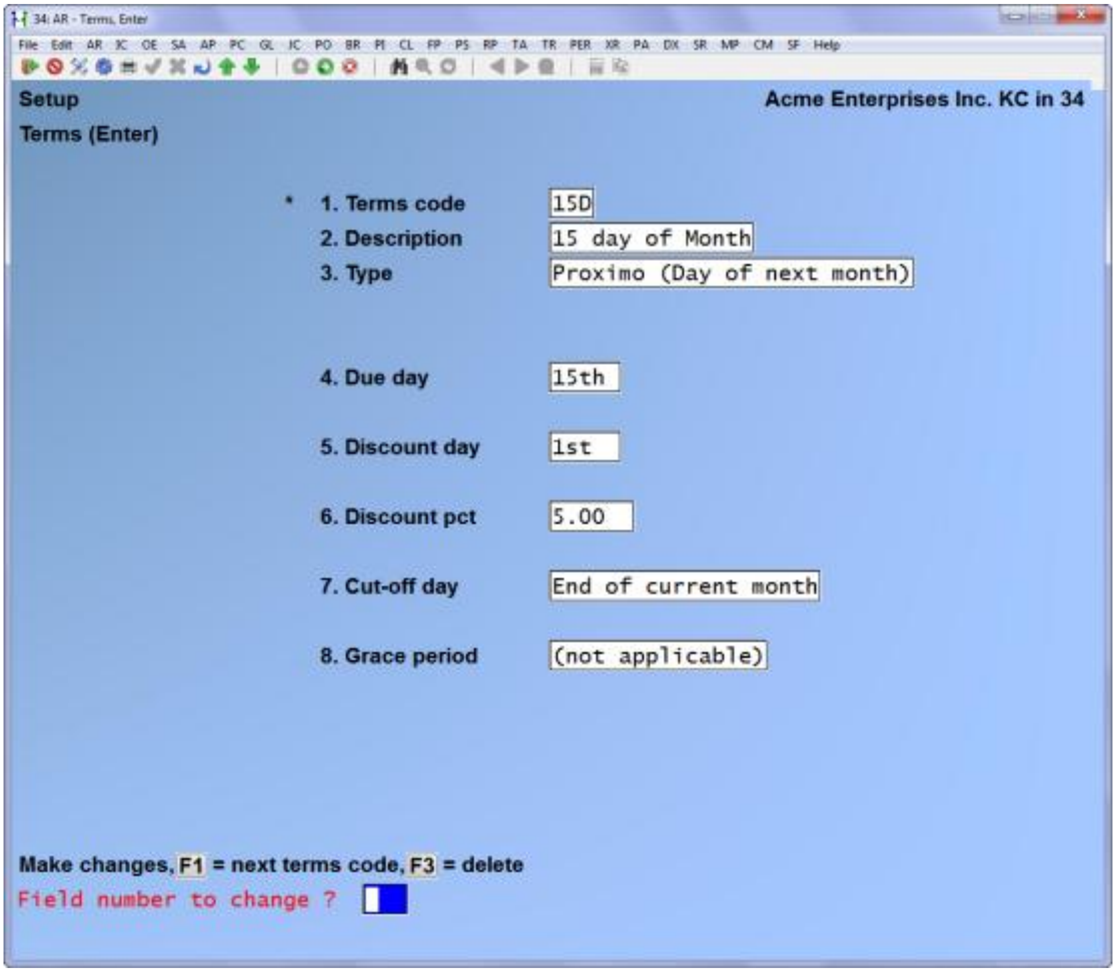
6. Discount pct

Enter the discount percentage to be given if payment is made within the discount days.

Format: 99.999

Proximo Terms (Day of the Following Month)

If you are entering a terms code due on a particular day of the month (type [P]) the screen will appear as follows:



4. Due day

Enter the day in the month on which payment is due. This day will be the day in the month following the month in which the invoice is dated.

Format: 99

5. Discount day

Enter the last day in the month for which early payment discount is allowed. This day will be the day in the month following the month in which the invoice is dated.

The discount day must be less than or equal to the due day. It will always be in the same month as the due day.

Option: [Enter] For discounts are not given

Format: 99

6. Discount pct

(This field is skipped if discounts are not given as specified in
Field 5.)

Enter the discount percent to be given if payment is made on or before the discount day.

Format: 99.999

7. Cut off day

The "cut-off day" is the last day of a month on which the terms on an invoice apply to the next month. After the cut-off day, the terms apply to the month after the next one.

For instance, suppose that the terms were"210": (2% discount if paid by the 10th of next month, net due on 31st of next month), and the cut-off day is the end of the month. An invoice dated on 30 June or before would receive a discount if paid by the 10th of July, and would be due on 31 July.

The cut-off day is normally the end of the month. You may press [Enter] to set the cut-off day to "End of current month".

However, you may instead enter a positive or a negative number.

Enter a positive number, up to 27, to specify the last day of the month on which the terms of an invoice apply to the following month. After the cut-off day, the terms apply to the month after the next one.

Suppose the terms were "210": (2% discount if paid by the 10th of next month, net due on 31st of next month), and that the cut-off day was entered as "25". Then an invoice dated on or before 25 July would receive a discount if paid by the 10th of August and be due on the 31st of August. An invoice dated 26 July would receive a discount if paid by the 10th of September and be due on the 30th of September.

Enter a negative number, up to 27, to specify how many days before the end of the month an invoice can be dated and still apply to the following month.

With the same terms as above, and the cut-off day entered as "-2", an invoice dated on or before 29 July (31 July minus 2 days) would receive a discount if paid by the 10th of August and be due on the 31st of August. An invoice dated 30 July would receive a discount if paid by the 10th of September and be due on the 30th of September.

Format: 99-

Deleting Terms Codes

To delete a terms code from the file, bring up the code you want to delete and press [F3].

Printing a List of Terms

From the *Terms* menu choose *Print*.

Chapter 9

Ship-Via

Introduction

(If you do not use "ship-via" information in your business, skip this chapter.)

Use this selection to enter ship-via codes. A ship-via code is a 3-character code used to specify the shipping method for a customer's order. For example, you could use the code "A/F" for shipping Air Freight.

You normally enter ship-via codes in A/R. This function is also provided in P/I so that you don't have to leave the P/I package to enter ship-via information.

When you enter customers in the *Customers* selection, you can assign one of these ship-via codes to show which shipping method the customer prefers.

Ship-via codes are part of the A/R Codes File. If you entered ship-via codes when you set up A/R, you do not have to re-enter them here unless you now have additional ship-via information for P/I.

To Begin

From page 2 of the P/I menu select *Setup* -> *Ship-via*. Next, choose *Enter* from the menu displayed.

Entering Ship-via Codes

From the screen which appears, you can work with both new and existing ship-via's. If a ship-via has already been entered for the ship-via you specify, it will appear and be available for changes or deletion.

Enter the following information:

[?] * 1. Ship-via code

Enter the ship-via code or use the option:

Option:	[F1]	To browse through the ship-via codes

Format: 3 characters

2. Description

Enter a description of the shipping method.

Format: 15 characters

Deleting Ship Via Codes

To delete a ship-via code from the file, bring up the code you want to delete and press [F3].

Printing a List

From the second page of the A/R menu select *Setup*. Select *Ship-via* from the menu displayed, and then choose *Print*.

Chapter 10

Sales Reps

Introduction

(If you answered □ to "Are sales reps used ?" in the Accounts Receivable *Control information* function, skip this chapter.)

Although sales reps are usually entered through A/R, this selection is included in P/I for your convenience.

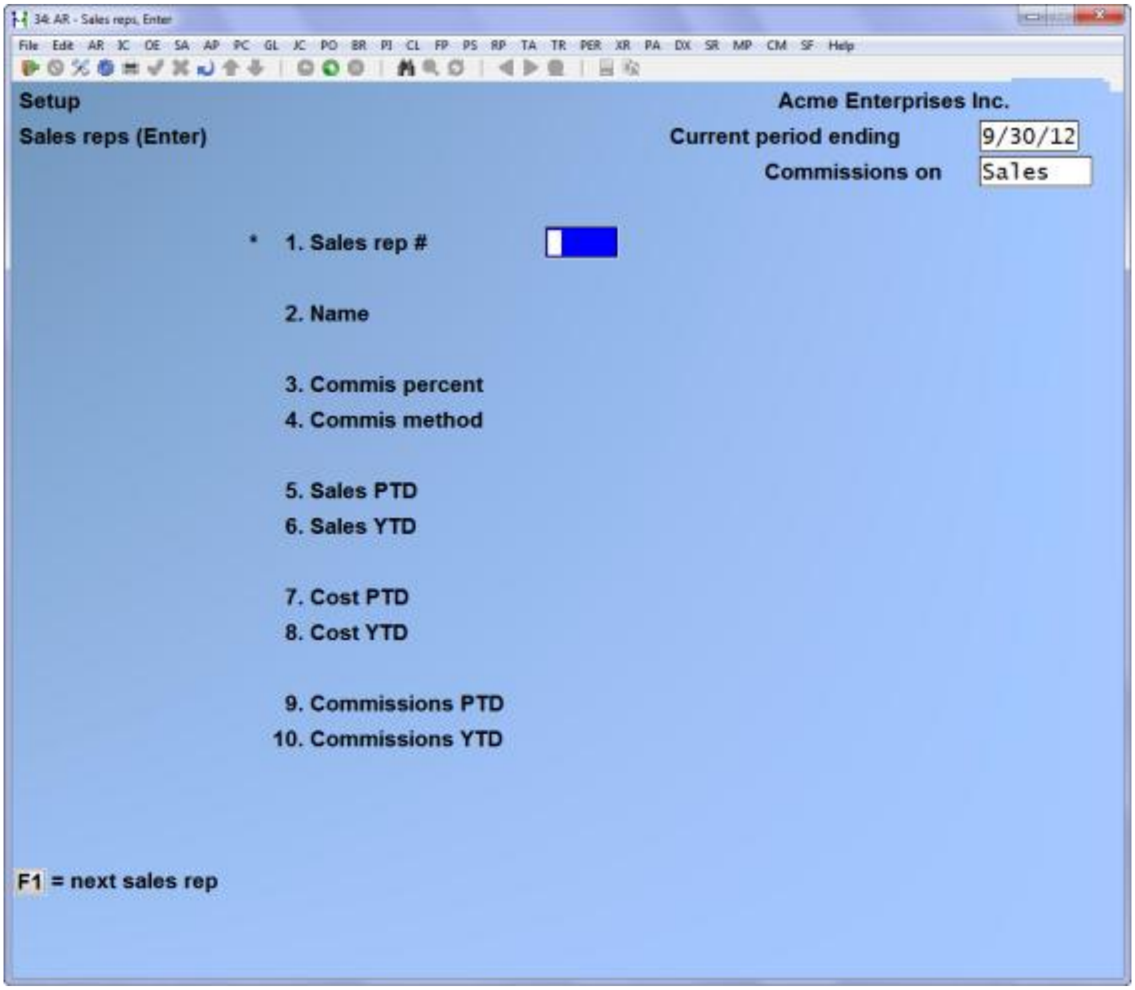
The Sales Rep File is the same file used in A/R. If you entered sales rep information when you set up A/R, you do not have to re-enter it here unless you now have additional sales rep information for P/I.

To Begin

From the second page of the P/I menu, select *Set up* -> *Sales reps*. Then from the *Sales reps* menu, select *Enter*.

Entering Sales Reps

This is the screen you see:



From this screen you can work with both new and existing sales reps. If a sales rep already exists for the number you specify, it will appear and be available for changes or deletion.

Enter the following information:

[?] *1. Sales rep #

Enter the sales rep number or use the option:

Option: [F1] to scan through the sales reps on file.

Format: 3 characters

2. Name

Enter the sales rep's name.

The way the name is entered (last name first or first name first) is the way it will appear on the Sales Rep List.

Format: 25 characters

3. Commis percent

Enter the commission percent for this sales rep, or use the option:

Option: [F1] To use the default commission percent from the A/R Control File

Format: 99.999

4. Commis method

If, per the A/R Control File, commissions are used and commissions on margin are not allowed, this field automatically displays "on price" and cannot be changed.

If commissions on margin are allowed, you may select a commission method of [P] (on price) or [M] (on margin) or use the option:

Option: [Enter] to use the displayed default commission method from the Control File

Format: 1 character

PTD and YTD Fields

Fields 5 through 10 are updated by other functions in this package. If you select one of these fields, you will see "CHANGE NOT ALLOWED".

When setting up P/I, if a sales rep has no sales history yet, press [F1] to set fields 5 through 10 to zero.

Otherwise, when setting up P/I, enter information as follows:

5. Sales PTD

If appropriate, enter the amount for this sales rep's period-to-date sales.

Format: 999,999,999,999.99-

6. Sales YTD

If appropriate, enter the sales rep's year-to-date sales.

Format: 999,999,999,999.99-

7. Cost PTD

If appropriate, enter the period-to-date cost of sales for the sales rep.

Format: 999,999,999,999.99-

8. Cost YTD

If appropriate, enter the year-to-date cost of sales for the sales rep.

Format: 999,999,999,999.99-

9. Commissions PTD

If appropriate, enter the period-to-date commissions for the sales rep.

Format: 99,999,999,999.99-

10. Commissions YTD

If appropriate, enter the year-to-date commissions for the sales rep.

Format: 99,999,999,999.99-

Deleting a Sales Rep

To delete a sales rep from the file, bring up the code you want to delete and press [F3].

Printing a Sales Rep List

From the *Sales reps* menu select *Print*.

[?] 1. Starting sales rep #
[?] 2. Ending sales rep #

On the screen that appears, enter the range of sales reps to include on the list. Follow the screen instructions.

Format: 3 characters

Chapter 11

Invoicing Stations

Introduction

Professional Invoicing provides for a "point-of-sale" mode of operation. In this mode, you can choose to print invoices immediately after you enter them, so that your customer has a paper invoice at the time of sale. Quotations can also be printed immediately, if needed.

In order to use P/I in "point-of-sale" mode, you must answer Y to "Print immediately ?" in the P/I Control File. If you do not plan to use P/I in this way, answer N and skip this chapter.

Use this selection to define the invoicing stations which will be used to print invoices immediately for customers. In a single-user system, you would have one such invoicing station. In a multi-user system, you would have several invoicing stations. Using this selection, you may define a station code for each station, the next invoice number to be used for that station, the printer to be used for that station (as set up in *Prtinters* in *System Functions*) and the invoice format to be used when printing invoices from that station. When you run the *Invoices* or *Quotations* selections, you will be asked to identify your invoicing station by its station code, so that P/I will know which printer, invoice format, and invoicing sequence to use when you print invoices immediately.

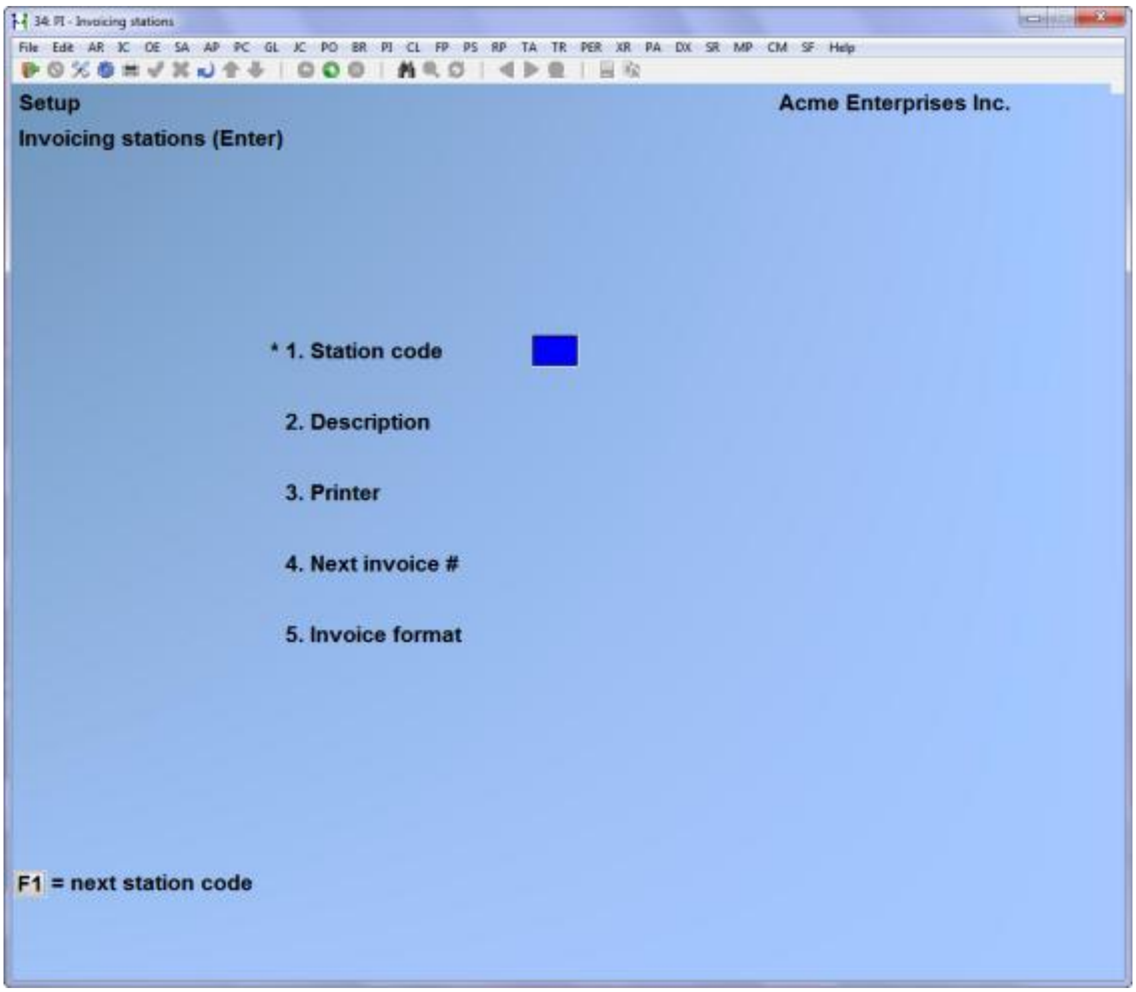
NOTE: In a multi-user system, two users can enter the same station code when running *Invoices*. However, only one user will be able to print invoices at a time if the station code is shared. This practice is allowed in P/I, but not recommended.

To Begin

From page 2 of the P/I menu, select *Setup* -> *Invoicing stations*. Then from the *Invoicing stations* menu, select *Enter*.

Entering Invoicing Stations

This is the screen you see:



From this screen you can work with both new and existing invoicing stations. If information has already been entered for the station code you specify, the associated invoicing station information will appear and be available for changes or deletion.

Enter the following information.

1. Station code

For a new invoicing station:

Enter the code to be used to refer to this invoicing station.

Format: 3 characters

For an existing invoicing station:

Enter the station code or use the option:

Option: [F1] to scan through the invoicing stations on file

2. Description

Enter the description for this invoicing station.

Format: 15 characters

3. Printer

Select the printer which is to be used when printing invoices for this invoicing station. If only one printer is defined in *Printers* that will be the default and no changes can be made.

Format: 15 characters

4. Next invoice #

The number entered here is the number that will be assigned to the next invoice printed using this invoicing station. Each time an invoice is printed using this invoicing station, this number is incremented by 1 automatically.

Format: 999999

NOTE: If multiple invoicing stations are set up, then the "next invoice #" for each station should be set up so that no overlap of invoice numbers will occur. For example, if four stations are set up, the starting invoice numbers could be:

100000
200000
300000
400000

Additionally, the numbers entered here should not overlap with the "Next invoice #" which is used by the *Print invoices* selection for printing batches of invoices. This number is entered in the P/I Control File using *Control information*.

[?] 5. Invoice format

Enter the invoice format to use when printing invoices from this invoicing station. The format number entered here must have already been defined using *Invoice formats*. You may also use the option:

Option: [F1] to scan through the invoice formats on file

Format: 5 characters

Printing a List

From the *Invoicing stations* menu, select *Print*.

Chapter 12

Invoices

Introduction

Use this selection to enter invoices and credit memos.

This selection includes credit checking. For each invoice and each line item you enter, a credit check is done for the customer you are working with. The credit is checked by totalling the customer's account balance and comparing it against their credit limit.

If the customer is over their credit limit, or if this invoice or line item will put them over their limit, you will be given a message about this with options to either continue with the invoice or line item or cancel it. Once they exceed their credit limit and you choose to continue with the invoice or line item, credit checking is suspended for the invoice. See the end of the *Control Information* chapter for additional information on credit checking.

NOTE: For a cash-with-sale transaction for a one-time customer, we recommend that you use a specially designated customer, with a customer number such as "CASH". In this way, all such transactions will be saved in the Invoice History File.

To Begin

From the P/I menu, select *Invoices*, then select *Enter* from the menu which appears.

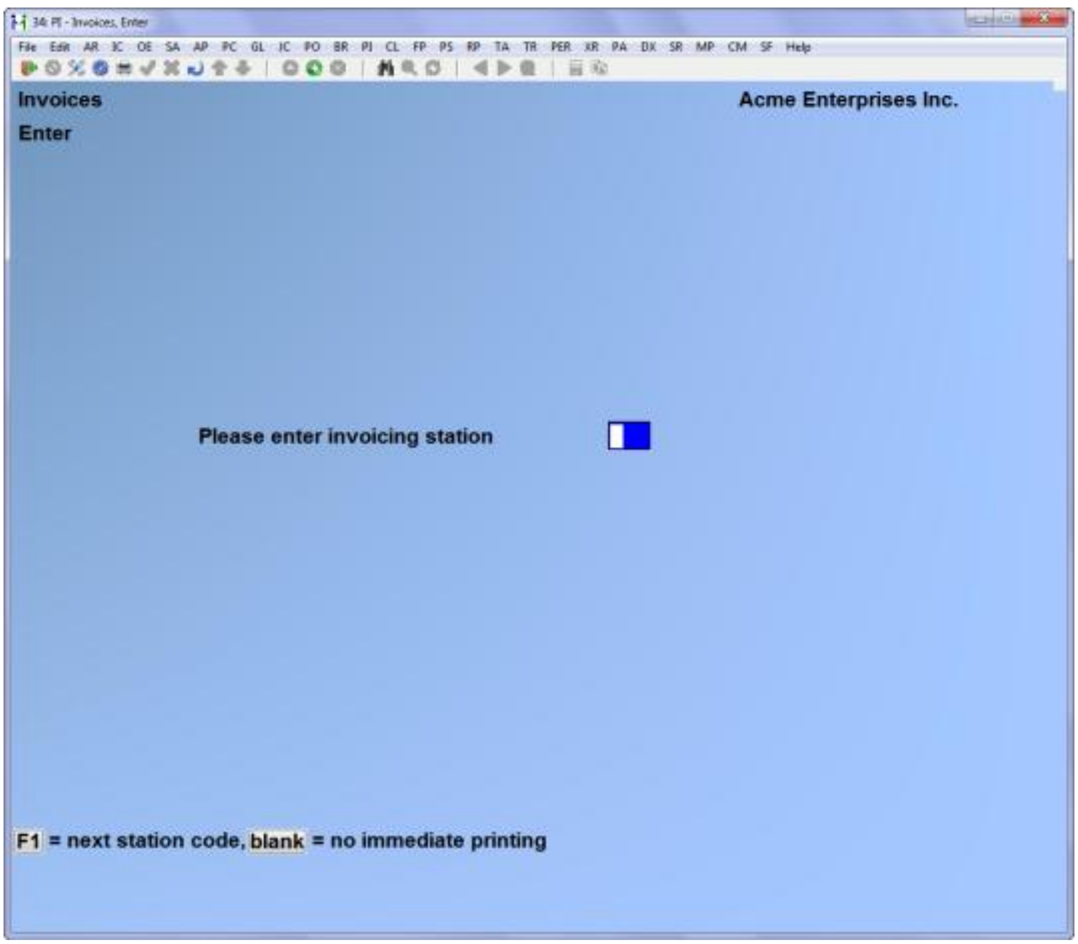
Entering Invoices

There are three different screens on which you enter information about an invoice. The first is called the "Header" screen; the second, the "Line item" screen, and the third, the "Totals" screen.

The line item screen can be filled in many times for one invoice. The header and totals screens are filled in only once for each invoice.

Immediate invoicing

If you have selected "immediate invoice printing" in the P/I Control File, then prior to entering invoices using this selection, you must specify the station code of the invoicing station to be used when printing invoices immediately. You see the following screen:



Enter the station code or use one of the options:

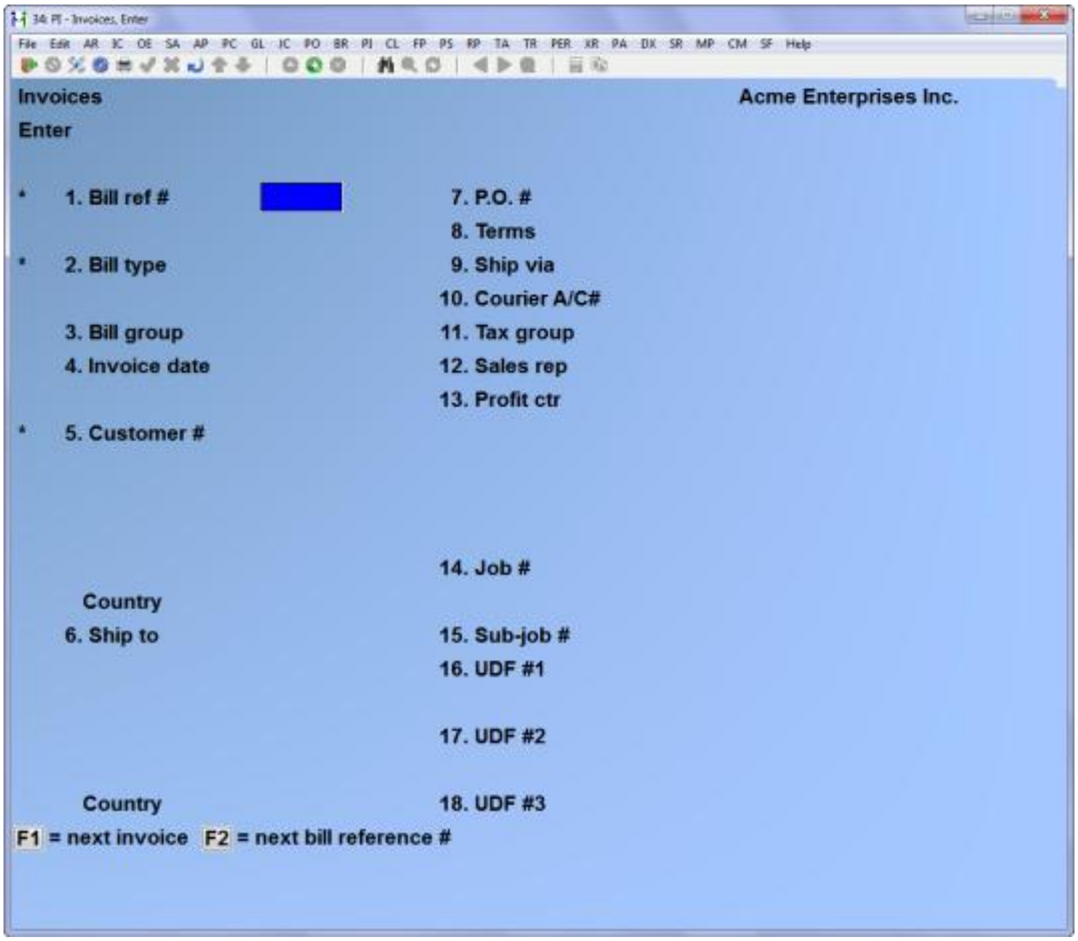
Option: [F1] to scan through the station codes on file

[Enter] To leave blank if no immediate printing is required. The invoice can then be printed through the *Print invoices and quotations* selection later on.

Format: 3 characters

Once you have specified the station code, the invoice header screen appears.

Header screen



From this screen you can work with both new and existing invoices and line items. If an invoice has already been entered for the bill reference number you specify, that invoice will appear and be available for changes or deletion.

Enter the following information:

*** 1. Bill ref #**

For a new invoice:

This is your <u>own</u> reference number for the invoice. It is <u>not</u> the invoice number. (The invoice number is assigned when the invoice is posted.)

Enter a reference number for this invoice, or use the option:

Option: [F2] to use the next available reference number as specified in the P/I Control File

Format: 999999

For an existing invoice:

Enter its reference number or use the option:

Option: [F1] to scan through the invoices on file.

(If you are not changing invoices or line items at this point, skip to 2. "BILL TYPE" below.)

If this invoice has already been printed, "*** Already printed ***" appears at the top of the screen

Change the information on this screen in the usual way. You cannot change the bill reference number, bill type, or customer number.

You are next asked if you wish to change the line items. If you answer Y, the "line item" screen appears. If you wish to change or view the "totals" screen without changing line items, answer Y to the "change line items" question, then press [Tab] when the "line item" screen appears. The "totals" screen then appears for changes.

Proceed as in entering a line item for a new invoice as described in the "Line item screen" section.

*** 2. Bill type**

Enter the bill type, [I] for Invoice or [C] for Credit memo, or use the option:

Option: [Enter] To use the last bill type entered (if any), or default to I (Invoice) if this is the first entry

Format: 1 character

Apply-to

If the bill type is [C] (credit memo), you are then asked to enter an "apply-to" number. "*Correcting entry*" displays in the upper right of the screen. This is the number of the invoice to which this credit memo applies. Enter the apply-to number or use the option:

Option: [Enter] If this credit does not apply to any particular invoice

Format: 999999

3. Bill group

Entering a bill group is completely optional.

Enter a code to assign this invoice to a group of invoices. You can use this code later to sort or print invoices by groups. If you are using immediate invoicing, you may also use the option:

Option: [F1] to use the station code for this invoicing station as the bill group

Format: 3 characters

4. Invoice date

Enter the date to assign to this invoice or use one of the options:

Options: [F1] to use the system date. For subsequent invoices, [F1] defaults to the date of the last invoice entered.

[F2] to skip this field if you want the invoice date to be assigned at the time the invoice is printed

If you enter a date here and then print the invoice later, the date that the invoice is printed will not replace the date you enter here. The date entered here will still remain as the invoice date.

Format: MMDDYY

[?] * 5. Customer

Enter the number of the customer for this invoice, or use one of the options:

Options: [F1] to scan through the customers on file in order by customer number

[F6] to use the customer number from the last invoice entered (if any)

[Enter] To look up the customer by name

Format: 12 characters

One Time Customer

If this is a one-time customer, start the customer number with an asterisk (*). If you use an already existing one time customer, you must also enter the customer's name and address.

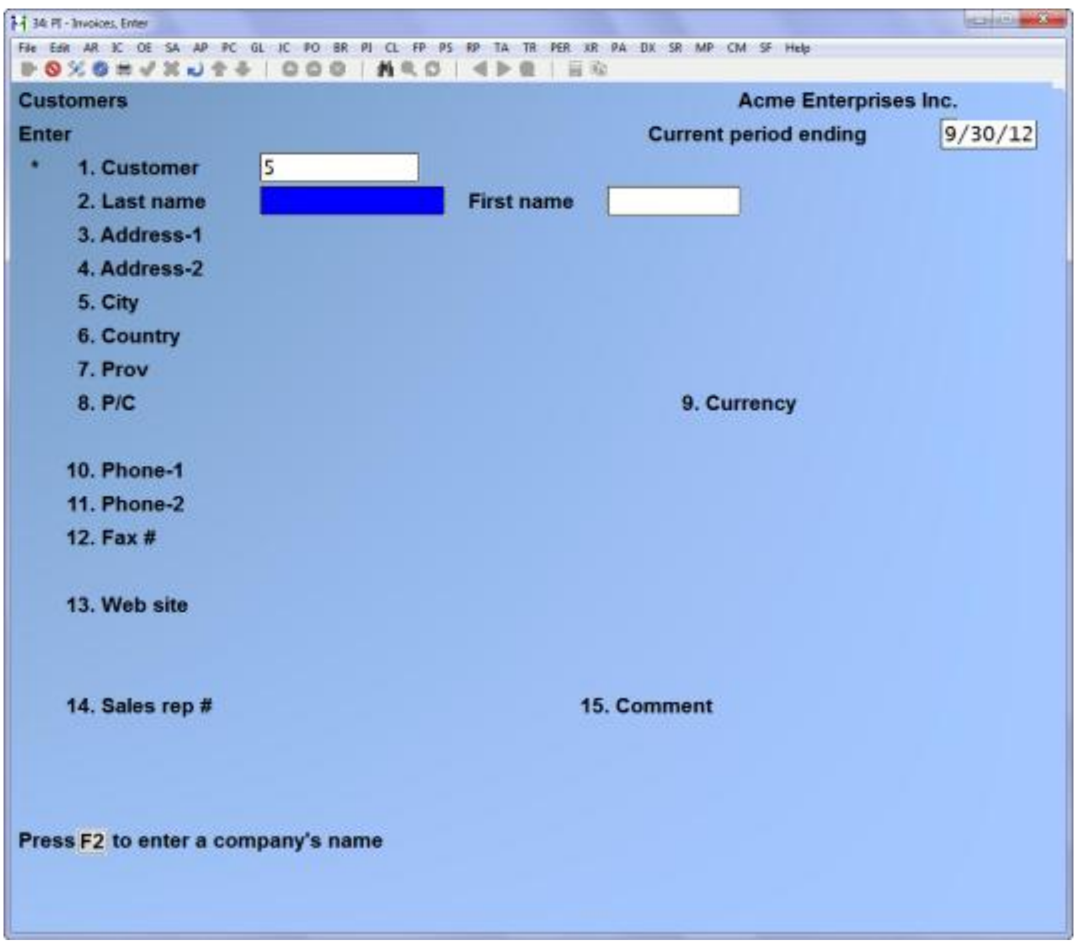
You may enter either a company name or a person's name. If a person's name is entered, then it is entered as two fields, namely, "First" and "Last". If a person's name is entered in this fashion, then this invoice will appear in sequence by the customer name. For example, if you enter "John Smith" after pressing [F2], and then print a Customers by Customer Name report, this customer would print after "Sara Samuels" and before "Barry Spencer".

Customer Not on File

If you enter a customer number and it is not on file, you are informed that this customer is not in the Customer File and asked if you would like to add it. If you answer N, you can enter another customer number. If you answer Y, a window appears for you to enter information about this new customer. Once you enter the customer information and complete entry of this invoice, this new customer will be automatically added to the A/R Customer File.

You see:

NOTE: If the customer is already on file, go on to 6. "Deliver-to location" below.



Name

Enter the customer's name. The name should be entered with the main company name first or the customer's last name first, so the Customers by Customer Name list in A/R will print in the proper order.

Format: 25 characters

Address-1

Enter the first line of the customer's address.

Format: 25 characters

Address-2

Enter the second line of the customer's address.

Format: 25 characters

City

Enter the customer's city.

Format: 15 characters

Prov

Enter the code of the customer's province.

Format: 4 characters

Postal Cd

Enter the customer's postal code.

Format: 10 characters

Stmnt cycle

Enter the statement cycle code which specifies how often statements are to be printed for this customer, or use the option:

Option: [Enter] To use the statement cycle specified in the P/I Control File

Later, in the *Statements* selection in A/R, you can specify which statement cycles to print statements for.

Suggested statement cycle codes are [W] (weekly), [M] (monthly), [Q] (quarterly), etc., although any letter or number is allowed, as well as special characters such as "#".

Format: 1 character

Contact-1

Enter the name of the person to contact at the customer's location. The name entered here becomes "Contact-1" in the Customer record.

Format: 25 characters

[?] Cus type

Entering a customer type is completely optional.

Enter the customer type or use the option:

Option: [Enter] to use the customer type specified in the P/I Control File

If you plan to use the Sales Analysis (S/A) package, entering a customer type here will enable you to evaluate sales information for different customer types, to determine their relative profitability. If you do not intend to use S/A, you might still want to categorize customers by type for your own information. Some price codes in the Inventory Managementpackage can use customer type as a basis for assigning prices.

Format: 5 characters

Phone

Enter the phone number of the contact entered above.

Format: 25 characters

Bal method

Enter the code for the method used in handling this customer's account, either [O] for "Open item" or [B] for "Balance forward", or use the option:

Option: [Enter] to use the balance method specified in the P/I Control File

One-time customers should be assigned a balance method of [O] so that specific items can be selected for payment.

Format: 1 character

A/R account

Enter the number of the A/R account to which documents for this customer are to be posted, or use one of the options:

Options: [F1] for the default A/R account from the A/R Control File

[F2] To scan through the other A/R accounts on file

Comment

Enter any comment pertaining to this customer.

Format: 25 characters

Answer Y or N to the "Any change ?" question.

[?] **6. Deliver to**

Enter the code for the deliver-to address at which services are performed or to which goods are delivered or use one of the options:

Options: [Enter] to make the deliver-to address the same as the customer's billing address

[F1] to scan through the deliver-to addresses on file for this customer

[F2] to enter a new deliver-to address, up to 4 lines of 25 characters each

If you enter a new address for a customer who is on file in A/R (not added on-the-fly for this invoice), you are asked whether you want to save this deliver-to address.

If you answer Y, the address just entered will be put on the permanent Deliver-to Addresses File, automatically identified by the next deliver-to number available for this customer.

If you answer N, this new deliver-to will be only for this one invoice and will not be saved.

Format: 999

NOTE: For a miscellaneous customer (customer number starting with an asterisk [*]), you are not asked for a separate deliver-to address. Instead, the deliver-to address is automatically set to be the same as the address just entered for this customer.

7. P.O. #

If there is a customer purchase order, enter the P.O. number.

If the customer's required is set to require a P.O. number, the invoice cannot be entered without one. Should you attempt to continue on the system will display "Customer P.O. number required" and will not allow you to continue without one (see the chapter titled *Customers* in the A/R user manual).

Format: 15 characters

[?] **8. Terms**

For a balance forward customer, the customer's usual terms code displays and cannot be changed.

For an open item customer, enter a terms code, or use the option:

Option: [F1] to use the customer's usual terms code

If the customer is a one-time customer (name starts with an asterisk) or if you are entering the customer as you go, use [F1] to scan through the available terms codes. When the desired terms code appears, press [Enter].

Format: 3 characters

NOTE: Because of the choices made in the P/I and A/R Control Files, some of the following optional fields may not be used. In this case, the related field does not appear on the screen and all later fields on the screen are renumbered.

The optional fields are:

- "SHIP VIA"
- "SALES REP"
- "PROFIT CTR"
- "JOB #"
- "SUB-JOB #"
- 1st user-defined field
- 2nd user-defined field
- 3rd user-defined field

[?] 9. Ship via

(This field appears only if the P/I Control File specifies that ship-via's are used.)

Enter a ship-via code or use the option:

Option: [F1] To use the customer's normal ship-via code

If the customer is a one-time customer (name starts with an asterisk) or if you are entering the customer as you go, you can press [F1] to scan through the available ship-via codes. When the desired ship-via code appears, press [Enter].

Format: 3 characters

[?] **10. Tax group**

The tax group entered for this order must exist in the Taxes file. Enter a tax group or use the option:

Option: [F1] to use the tax group entered for the deliver-to address (if an address from the Deliver-to File is being used)

[F1] to use the tax group entered for this customer in the Customer File

[F2] to change the default taxable status for the tax group for the customer or deliver-to address.

If the customer is a one-time customer or if you are entering the customer as you go, you can press [F1] to scan through the available tax codes. When the desired tax code appears, press [Enter].

Format: 3 characters

[?] **11. Sales rep**

(This field appears only if the A/R Control File specifies that sales representatives are used.)

Enter a sales rep code or use the option:

Option: [F1] To use the customer's usual sales rep

If the customer is a one-time customer or if you are entering the customer as you go, you can press [F1] to scan through the valid sales reps. When the desired sales rep appears, press [Enter].

Format: 3 characters

[?] **12. Profit ctr**

(This field appears only if the P/I Control File specifies that multiple profit centres are used.)

Enter the profit centre to which this invoice is assigned, or use one of the options:

Options: [F1] to use the profit centre specified in the P/I Control File. (For subsequent invoices, [F1] defaults to the profit centre on the last invoice entered.)

(If Job Cost is interfaced, field 13 becomes "Job #", field 14 becomes "Sub-job #", and the subsequent fields are renumbered.)

13. 1st user-defined field

(This field appears only if it is defined in the P/I Control File.)

The name of the first optional field defined in the P/I Control File displays here. Enter the information appropriate to the field.

Format: (Number of characters specified in the P/I Control File)

(Note that the user-defined fields are alphanumeric, not date or numeric fields. Whatever you enter here will appear exactly that way on the invoice.)

14. 2nd user-defined field

(This field appears only if it is defined in the P/I Control File.)

The name of the second optional field in the P/I Control File displays here. Enter the information appropriate to the field

Format: (Number of characters specified in the P/I Control File)

15. 3rd user-defined field

(This field appears only if it is defined in the P/I Control File.)

The name of the third optional field in the P/I Control File displays here. Enter the information appropriate to the field.

Format: (Number of characters specified in the P/I Control File)

Make any changes as usual.

If you are interfaced to General Ledger and are using correcting entries, indicate whether this is a correcting entry by pressing [F5]. Refer to the G/L User Manual chapter titled *Control Information*.

If Job Cost is interfaced, fields 13 and 14 appear as shown below and the user-defined fields are renumbered.

[?] **13. Job #**

This is the number of the job that this invoice is for. The job must be an active or closed job already on file in the Job Cost package.

Enter the job number or use the one of the options:

Options: [F1] to scan through the jobs on file in the Job Cost package

[F2] if this invoice is for multiple jobs, you will be asked for a job number for each line item.

[Enter] if this invoice is not for jobs

Format: 7 characters

14. Sub-job #

If you have entered a job number in the previous field, and that job is broken down into sub-jobs, and you bill for the sub-jobs, you are asked for the sub-job number that this invoice is for. Otherwise, you are not asked for the sub-job number.

Enter the number of the sub-job that this invoice is for, or use the option:

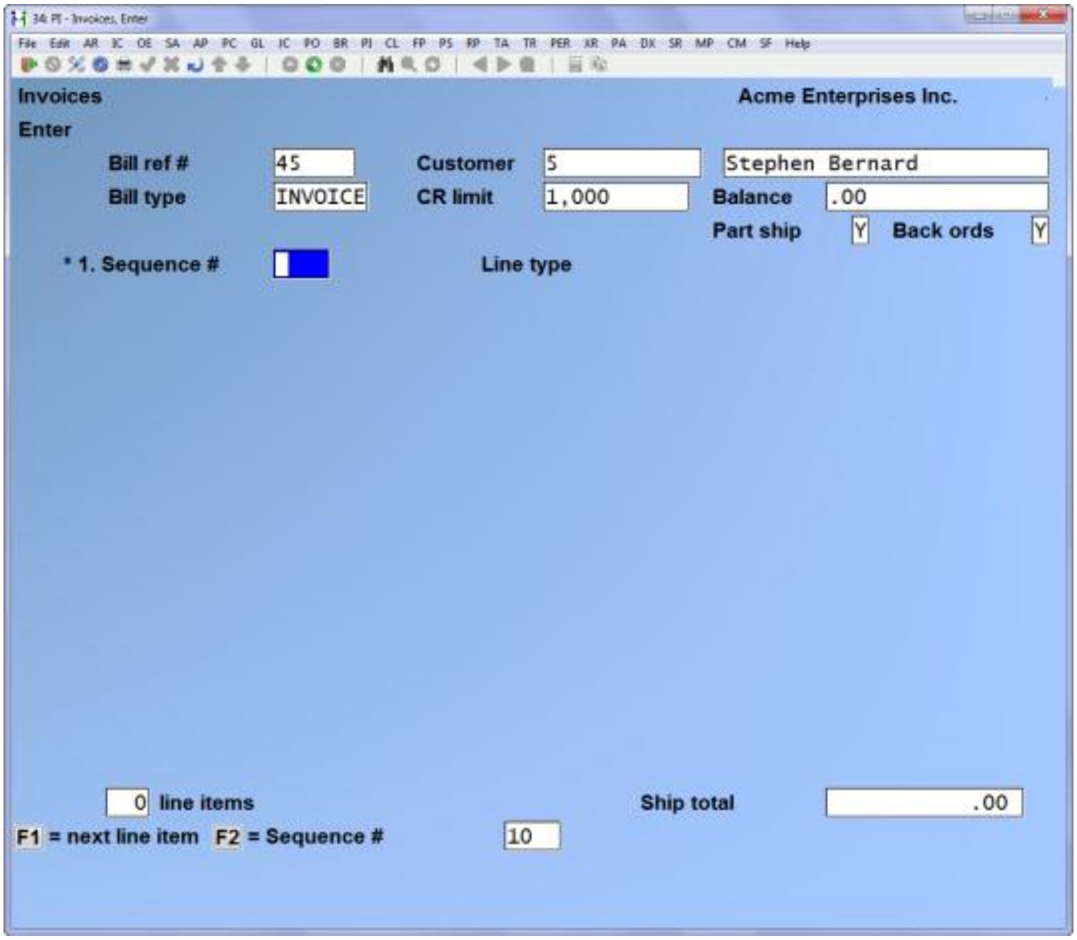
Option: [F1] to scan through the sub-jobs for this job

Format: 999

The next screen is the line item screen.

Line Item Screen

The line item screen displays to enter the first line item on this invoice:



Enter the information as follows:

*** 1. Sequence #**

Enter a sequence number here or use one of the options:

Options: [F1] to scan through the existing line items, if any

[F2] to assign sequence #10 to the first line item

If you use [F2] for the first line item, you can use [F2] later to assign sequence #20 to the second line item, #30 to the third, and so on. This number sequence is useful if you want to insert other line items later, between two line items already entered.

The sequence number is just a temporary number which puts the line items into the order they will be printed on the invoice. When you print the invoice, each line item will automatically be assigned a new number in the same relative order. For example, when printed, line items with sequence numbers 10, 20, 14, 30, and 16 will appear in the order 10, 14, 16, 20, 30, and be numbered 1, 2, 3, 4, 5.

If you want to add a line item between two other line items, give the new one a number in between. For example, to insert a line item between #10 and #20, give it a sequence number from 11 to 19. (You should use 15, so you can later insert other line items before or after it.)

Format: 9999

Line type

Enter the code for the type of line item:

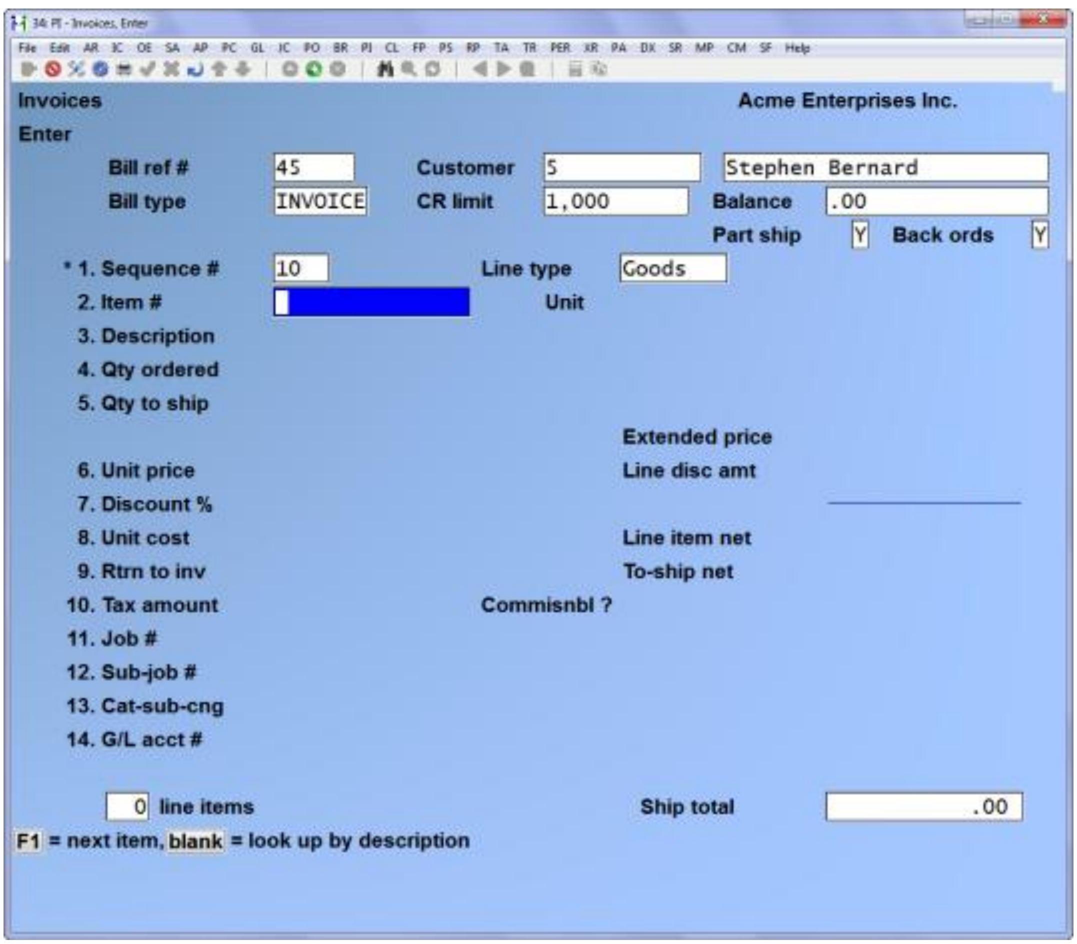
[G] Goods (such as parts, books, appliances, etc.)
[S] Services
[N] Notes (this is just a comment that prints at this point on the invoice)
[B] Standard bill (a group of goods and/or services that you can "paste in" all at once into the invoice [see *Standard Bills*])

The appearance of the bottom part of the line item screen depends on the line type. It also depends on whether or not you are using the Job Cost package.

Format: 1 character

<u>**Entering "Goods" Line Items**</u>

After you type [G], you see:



[?] 2. Item #

If Inventory Management is <u>not</u> used:

Enter the item number or use one of the options:

Options: [F1] to scan through the items in the Goods/ Services File

[Enter] to enter a one-time item that is not on file

If you enter an item number that is not on file, you are informed that this item is not in the Goods/Services File and asked whether you want to enter it anyway. If you answer Y, you are asked whether it should be added to the file. This gives you a chance to enter new items as you go. If you answer N to this second question, this item will appear only on this current invoice and will not be added to the Goods/Services File.

Format: 15 characters

Unit

If this item is on the Goods/Services File, the unit will display automatically.

If the item is not on the Goods/Services File, you must enter a unit, or use the option:

Option: [F1] to use EACH

Format: 4 characters

If Inventory Management <u>is</u> used:

Enter the inventory item number or use one of the options:

Options: [F1] to scan through the items in the Item File

[Enter] to look up the item by description

NOTE: If the unit or conversion factor for an inventory item is changed in the I/C Item File, you must delete any P/I line items using that inventory item, then re-enter them. Otherwise, your invoices will contain the old unit and conversion factor.

If you left the number blank, enter the item's description (or any portion of it beginning with the first letter). The first item with a description matching the entered characters appears, and you are asked if this is the item you want. Answer Y to select it, N to enter another item, or press [F1] to see the next item in alphabetical order.

Miscellaneous items

A miscellaneous item has an item number that begins with an asterisk (*). If you enter a miscellaneous item for the item number, you are requested to enter the unit. If there is a unit already on the Inventory Item File for this item, it is displayed automatically and you can change it if you wish. You are then requested to enter the item description.

[?] Warehouse

(This field appears only if the P/I Control File specifies that multiple warehouses are used, and I/C is interfaced with P/I.)

Enter the code for the warehouse from which the item is to be shipped, or use the option:

Option: [F1] to use the warehouse entered in the P/I Control File

The warehouse must exist in the I/C Warehouse File, and the item must be stocked at this warehouse. If not, an error message appears, and you must correct the condition in the I/C package. (Refer to the Inventory Management User Manual.)

3. Description

For an item that is already on file, and not a miscellaneous item, the description displays automatically. You can change this or press [Enter] three times to accept it as is.

If you are entering a new item (which you can do only if you are NOT using I/C), or if this is a miscellaneous item, then enter the description of the item.

Format: 3 lines of 25 characters each

4. Quantity

(If back orders are used, this field displays as "Qty ordered".)

Enter the quantity ordered. You have several choices here:

(1) Enter the quantity ordered. (If I/C is used, then the quantity available at the current warehouse is displayed on the screen for your reference when entering the quantity ordered.)

(2) Press [F1] if this item is to be drop shipped (shipped directly to the customer from your supplier.) "*DS*" displays. Press [F1] again to cancel the "drop ship" status.

(3) Enter a negative quantity ordered. This is used to specify returned goods on an invoice. As part of the entry for the returned goods, you will be asked to enter the quantity returned to inventory (if P/I is interfaced to I/C). If this quantity is less than the quantity entered here, then the scrap account (as entered in the P/I Control File) will be used for the value of the quantity <u>not</u> returned to inventory.

For a credit memo, always enter a positive number here as a credit for a particular item. A negative number is not allowed.

The following options are only available if P/I is interfaced to I/C:

(4) Press [F2] to display alternate items for this inventory item. If alternate items exist for this item, then a screen is displayed which shows the alternates and their availability at the current warehouse. You may select an alternate item, in which case the item number and description fields shown on the screen will be changed to that item number and description. You can then enter the quantity to be ordered of that item.

(5) Press [F5] to show full warehouse information for this item. The following information is shown.

- Qty on hand
- Qty committed
- Qty on back order
- Qty available
- Qty on order (if Purchase Order is used)
- Qty on work order (if kits are used in I/C)

See the I/C User Manual chapter titled *Items* for full definitions of each of these terms.

(6) If this invoice can be shipped from more than one warehouse (as specified on the invoice header screen by entering "All" for the warehouse code), then you may use the [F6] key to display the availability of the item at the other warehouses at which it is stocked. You may choose a different warehouse and then enter the quantity to be ordered of the item from that warehouse.

Format: 99,999,999.999-

Notes on Back Order Control - If I/C Is in Use

If P/I is interfaced to I/C, and back order control is used in I/C, then the following notes on back order control are applicable when entering the quantity ordered.

If the quantity ordered is greater than the quantity available at the warehouse from which the item is to be shipped, then you are informed of this fact and given several choices for handling this situation. For example, if you have specified that the invoice can be shipped from multiple warehouses, then you can choose another warehouse from which the item is to be shipped. You can also choose to ship an alternate item.

The full set of choices available to you at this point are:

1 - Proceed with line

If you choose to proceed with entering the line item, you must specify how to handle the fact that the quantity to be shipped is greater than the quantity available at the warehouse. You are given the following options:

1 - Back order balance

The quantity to ship will be set to the quantity available for the item, and the balance will be back ordered.

2 - Back order all

The quantity to ship will be set to zero and the entire quantity will be back ordered.

3 - Override

The quantity to ship will be set to the full quantity ordered. This will result in a negative quantity available of the item. Only make this selection if you expect to receive the item into inventory prior to shipping this order.

4 - Ship in stock

The quantity to ship will be set equal to the available quantity and the balance of the quantity will be designated on the invoice as being out of stock.

NOTE: If the item is back-orderable, then options 1, 2 and 3 appear first, and option 4 will only appear when you press [F1] for "other options". If the item is not back-orderable, then options 3 and 4 will appear first, and options 1 and 2 will only appear when you press [F1] for "other options".

2 - Cancel line

If you choose to cancel the line, the line item is deleted and the screen is redisplayed so that you can enter another line item.

3 - Alt items

If you choose "Alt items", the alternatives for this item are displayed, along with their availability at the warehouse from which this line is being shipped. You may choose an alternate item to ship for this line, in which case the alternate item number and description are displayed and you can enter the quantity ordered for the alternate.

4 - Other warehouses

If you choose "other warehouses", the other stocking warehouses for this item are displayed. You may choose a different warehouse, in which case the full information about the item at that warehouse is displayed and you can enter the quantity ordered at the new warehouse.

NOTE: This option is only available if this invoice can be shipped from multiple warehouses.

Notes on Back Order Control - if I/C Is Not Used

If I/C is not used, then the quantity to ship (described below) will always be set equal to the quantity ordered. However, from "Field number to change ?", you may enter a quantity to ship which is less than the quantity ordered. In this case, a back order will occur. Since I/C is not used, no back order information can be tracked in inventory. However, you may still print back order information on invoices and print back order reports using *Back order reports*.

Qty to ship

This field is only displayed if back orders are used, as specified in the P/I Control File. If this field is displayed, the numbering of the remaining fields on the screen changes accordingly.

This field displays automatically, based on the entry for the quantity ordered as described above.

Notes on Back Order Control if I/C is used

If the quantity ordered is positive and the quantity to ship is changed (from "Field number to change ?") to a quantity which is less than the quantity ordered, then you must specify how to handle the quantity which is not shipped. The options are:

1 - Back order balance

The difference between the quantity ordered and the quantity shipped will be back ordered.

2 - Ship in stock

The difference between the quantity ordered and the quantity shipped will be regarded as out of stock and will not be back ordered.

NOTE: The back order code for the item is also displayed, showing that it is either back-orderable, not back-orderable, or that there is no back order control for the item. If there is no back order control for the item, you can still back order the balance; however, no overall quantity on back order will be tracked within the Inventory Management package for the item.

Notes on Back Order Control if I/C is not used

If the quantity ordered is positive and the quantity to ship is changed (from "Field number to change ?") to a quantity which is less than the quantity ordered, then you must specify how to handle the quantity which is not shipped. The options are:

1 - Back order balance

The difference between the quantity ordered and the quantity shipped will be back ordered.

2 - Ship in stock

The difference between the quantity ordered and the quantity shipped will be regarded as out of stock and will not be back ordered.

NOTE: Since I/C is not in use, no back order information can be tracked in inventory. However, you may still print back order information on invoices and print back order reports using *Back order reports*.

5. Unit price

If Inventory Management is not used:

Enter the price per the unit for this item or use the option:

Option: [F1] to use the price for the item in the Goods/Services File

The quantity is automatically multiplied by this price and the extended price appears.

Format: 9,999,999.999

NOTE: If you are not using I/C, items with multi-level prices will be calculated based on the quantity cut-off. Refer to the chapter titled *Goods/Services* for details on extended price calculations.

If Inventory Management is used:

Enter the unit price or use the option:

Option: [F1] to use the price as determined by the price code for this item in the Item File. If there is no price code for this item, Price-1 from the Item record is used.

The extended price appears.

NOTE: If the unit price is zero, you are asked "Are you sure ?".

Optional Fields

Because of the choices made in the P/I Control File and in the A/R Control File, some of the following optional fields may not be used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "Discount% or Discntbl ?"
- "Rtrn to inv"
- "Commisnbl ?"
- "Job #"
- "Sub-job #"
- "Cat-sub-cng" or "cat-sub"
- "G/L acct #"

6. Discount % or 6. Discntbl ?

NOTE: This field is skipped if the P/I Control File specifies that you do not use discounts.

"Discntbl ?" (discountable?) asks whether the line item is to be subject to the overall invoice discount.

There are three cases:

a. If you use line item discounts, but not an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

b. If you use both line item discounts <u>and</u> an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

c. If you don't use line item discounts, but do use an overall <u>invoice</u> discount, this field appears as 6. "Discntbl ?". Answer Y if this line item is subject to the overall invoice discount; otherwise, answer N.

Format: 999.999

7. Unit cost

If Inventory Management is <u>not</u> used:

Enter the unit cost or use the option:

Option: [F1] To use the unit cost in the Goods/Services File

NOTE: This cost is used to calculate the margin (profit margin) on this line item. This is required if you pay commissions based on margin. It is also transferred into the A/R Sales Transaction File and is included in the cost of the sale on the Sales Journal.

Format: 999,999.999

If Inventory Management <u>is</u> used:

The unit cost is requested only in the following cases:

- For a miscellaneous inventory item (item number begins with an asterisk ["*"]).
- For a credit line item on a regular invoice; that is, for a line item with a negative quantity.
- For all goods line items on a CR memo.
- For a drop ship item.

In these cases, the unit cost is required to keep the cost of sales in I/C accurate. It is also required if you pay commissions based on margin. If you do not use cost of sales or pay commissions based on margin, press [Enter] to default to zero.

In the case of a regular line item (positive order quantity) on a regular invoice for a regular inventory item, the unit cost is not requested. Instead, an approximate value for the unit cost is displayed automatically, and the name of the field changes depending on the inventory valuation method specified in the I/C Control File.

The cost is displayed as follows:

• LIFO valuation method	Replacement cost
• FIFO valuation method	Average cost
• Average cost valuation method	Average cost
• Standard cost valuation method	Standard cost

The actual cost is calculated exactly when the invoice is posted. For standard costing, the actual cost used is the standard cost.

Rtrn to inv

(This field does not appear if you are not using Inventory Management. Otherwise, it appears as field 8 and the remaining fields on this screen are renumbered.)

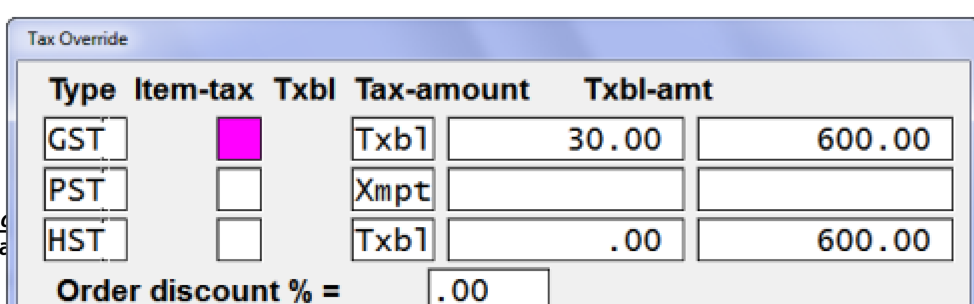
You are asked to enter a quantity here only for a credit memo or for a line item with a negative quantity; otherwise, "(Not applicable)" appears.

Enter how many of the items credited are to be returned to inventory.
The quantity cannot be larger than the quantity ordered in field 3 above. For example, if the quantity ordered is -5, the quantity returned to inventory must be positive and not larger than 5.

8. Tax amount

The total amount of all taxes for this line item is displayed and the field is skipped. Changes can be made only at the "Field number to change ?" prompt.

If you wish to change or view the taxes calculated (by tax type), select this field at the "Field number to change ?" prompt. A window, similar to the one shown below, is



displayed:

For each tax type enter the following information:

Item-tax

Enter a taxable code to apply to the tax type, or press [Enter] to leave blank.

Txbl

Enter the letter reflecting the taxable status of this item for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply for this item, or use one of the options:

Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

Txbl-amount

This field displays the taxable portion of the extended price, and cannot be changed.

9. Commisnbl ?

NOTE: This field is skipped if the <u>A/R</u> Control File specifies that you do not use commissions.

If commissions are used and I/C is also interfaced, the answer to this question displays automatically. It is set to Y if the commission code for this item in the I/C Item File is not blank, and is set to N otherwise. If you want to change this answer, you must do so from "Field number to change ?".

Answer Y if this line item is commissionable.

[?] 10. G/L acct #

This field appears on the screen only if the A/R Control File specifies that sales are distributed.

If Inventory Management is <u>not</u> used:

(This field defaults to the sales account from the Goods/Service record and is skipped over. Changes can be made at "Field number to change ?".)

If you choose to change the default, enter the new sales account to which the revenue from this item is to be distributed, or use one of the options:

Options: [F1] to scan through the sales accounts specified in the P/I Control File

[F2] to accept the default sales account for the item

If Inventory Management is used:

The sales account specified for this inventory item in the I/C Item File displays automatically. If the item's profit centre is wild carded, then the sales account from the Item File is combined with the profit centre from the invoice header. If you want to change this, you must do so from "Field number to change ?".

If Job Cost is used:

If this line item is for a job, the billing account for the job displays automatically. If you want to change this, you must do so from "field number to change ?".

[?] 10. Job #

If this invoice is not for a job, this field will be skipped and "(N/A)" for "(Not applicable)" will display automatically.

If this invoice is for a single job, the job number entered on the header screen will display here automatically and cannot be changed.

If this invoice is for multiple jobs, enter the job number for this line item or use one of the options below. If you enter a job number, it must be an active or closed job.

Options: [F1] to scan through the jobs on file

[Enter] if this line item is not for a job

Format: 7 characters

11. Sub-job #

If this invoice is not for a job, this field will be skipped and "(N/A)" displays automatically.

If this invoice is for a single job which does not have sub-jobs or does not bill for sub-jobs, "(N/A)" displays automatically.

If this invoice is for a single job which uses and bills for sub-jobs, the sub-job number you entered on the header screen displays automatically.

If this invoice is for multiple jobs, but this line item is not for a job, this field will be skipped and "(N/A)" displays automatically.

Finally, if this invoice is for multiple jobs, this line item is for a job, and the job uses sub-jobs and bills for the sub-jobs, a sub-job number must be entered. Enter the sub-job number for this line item or use the option.

Option: [F1] to scan through the sub-jobs for this job

Format: 999

12. Cat-sub-cng or Cat-sub

"Cat-sub-cng" stands for Category number, Sub-job number, Change order number. This field displays on the screen only if you are using both the Job Cost and Inventory Management packages.

If you are using Job Cost and have specified in the J/C Control File that change orders are not used, the field appears as "Cat-sub" instead of "Cat-sub-cng".

Enter the cost item of the job to which you want the cost of this inventory item to go. When this invoice is posted, the inventory cost for this line item will automatically be transferred into the job, for the cost item you specify here.

If you do not want the cost of this inventory item to be automatically transferred into the job, leave this field blank.

If this line item or this invoice is not for a job, this field will be skipped and "(N/A)" appears automatically. Also, if this line item is for a drop ship or miscellaneous item (item starting with an asterisk [*]), this field will be skipped. (Costs for drop ship or miscellaneous items can only be transferred to a job through the A/P package.)

Enter the cost item number in the standard way, as is done in the Job Cost package: category number, sub-job number, and change order number. If you do not use change orders, you will be asked for only the category number and sub-job number. You can press [F1] to scan through the cost items on file.

If there is a sub-job number displayed in the preceding field, this sub-job number will be displayed automatically here and cannot be changed.

Format: 9999999 (category number) / 999 (sub-job number) / 999 (change order number)

Customer Credit Check

NOTE: Credit is not checked here if credit checking has been suspended previously while entering this invoice, per the "IGNORE" option described below. It is also not checked if the P/I Control File specifies that you do not use credit checking.

After you enter all fields for this line item, the customer's credit is checked to see if this item puts the customer over their credit limit. If it does, you see a warning message.

You have three options: Cancel the entire invoice, cancel this line item, or ignore the warning.

Entering "Services" Line Items

1. Sequence #

Enter a sequence number or use one of the options:

Options: [F1] to scan through the line items on file

[F2] to assign sequence #10 to the first line item

If you use [F2] for the first line item, you can use [F2] later to assign sequence #20 to the second line item, #30 to the third, and so on. This number sequence is useful if you want to insert another line item later, between two line items already entered.

The sequence number is just a temporary number which puts the line items into the order they will be printed on the invoice. When you print the invoice, each line item will automatically be assigned a new number in the same relative order. For example, when printed, line items with sequence numbers 10, 20, 14, 30, and 16 will appear in the order 10, 14, 16, 20, 30, and be numbered 1, 2, 3, 4, 5.

If you want to add a line item between two other line items, give the new one a number in between. For example, to insert a line item between #10 and #20, give it a sequence number from 11 to 19. (You should use 15, so you can later insert other line items before or after it.)
Format: 9999

Reviewing Existing Line Items

If you wish to review line items already entered for this invoice, enter the sequence number, use [F1] for the next sequence number already entered, or use the *View* function described in a later chapter of this manual.
Line type

Enter the 1-character code for the type of line item:

[G] Goods (such as parts, books, appliances, etc.)
[S] Services
N Notes (this is just a comment that prints at this point on the invoice)
[B] Standard bill (a group of goods and/or services that you can "paste in" all at once into the invoice)

The appearance of the bottom part of the screen depends on whether or not you are using the Job Cost package. The screen shown below is what you see if you are not using J/C. Fields used only with J/C are noted later.
You see:

Enter the following information:

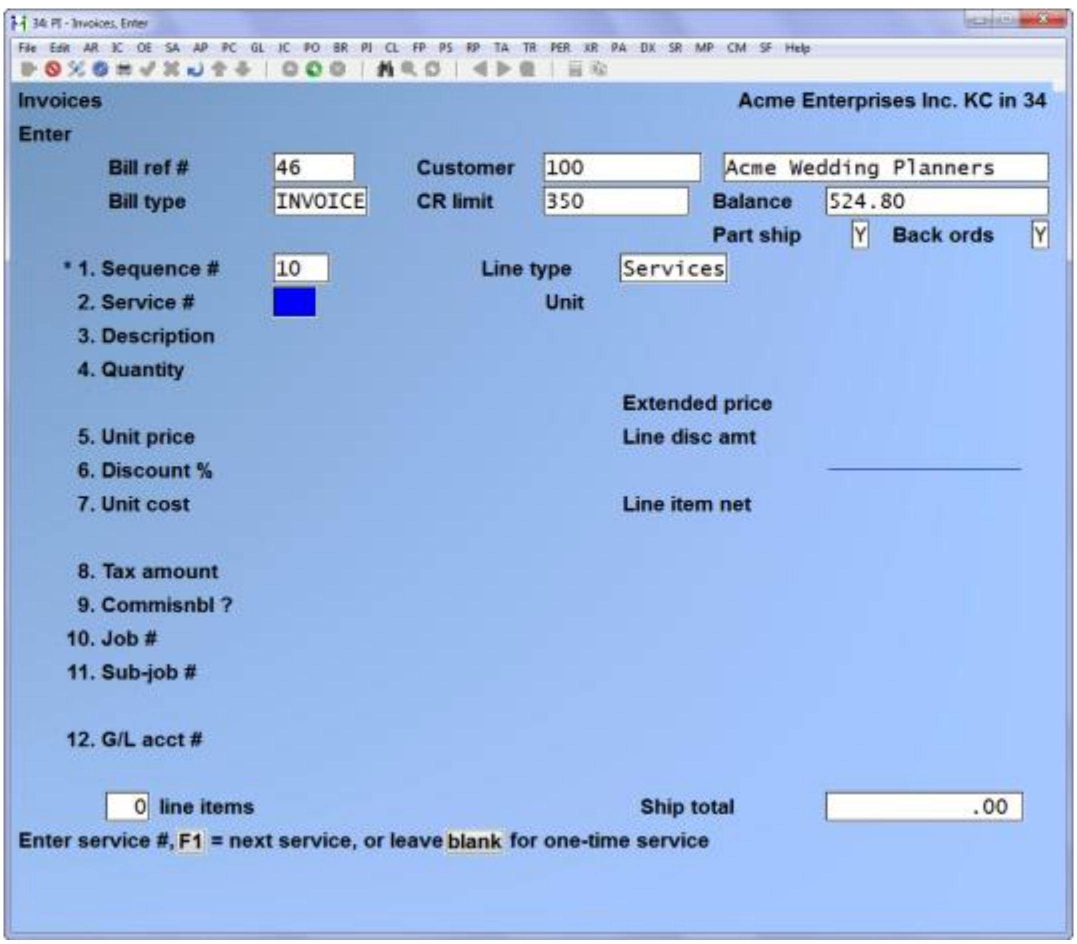
[?] **2. Service #**

Enter the service number or use one of the options:

Options: [F1] to scan through the services in the Goods/ Services File

[Enter] to enter a one-time service that is not in the file

If you enter a service number that is not in the Goods/Services File, you are told that this service is not on file and asked if you want to enter it anyway. If you answer Y, you are asked if you want to add this service to the Goods/Services File. (If you're using I/C, you're asked if you want to add it to the Services File.) If you answer Y to this second question, the service will be added permanently to the Goods/Services File; otherwise, it will appear only on the current invoice.



Format: 999

Unit

If this service is in the file, the unit will be displayed automatically and cannot be changed.

Format: 4 characters

If this service is not in the file, enter the unit for this service, or use one of the options:

Options: [F1] to use "HOUR" if you bill this service by the hour

[Enter] if there is no unit for this service, and you either charge a flat rate or don't charge separately for it

If you press [Enter], then "(NONE)" displays in the "UNIT" field. After you type in the description (see below), "(NOT APPLICABLE)" displays in the "QUANTITY" field, and the "UNIT PRICE" field changes to "PRICE".

3. Description

If this service is on file, its description displays automatically. You can change this or press [Enter] to accept it as is. You can also enter up to 9 more lines of description as described next.

If the service is not on file, enter the description of the service. After entering the first line, you are asked if you wish to enter any more description. Press [Enter] for N, or answer Y to enter more; the bottom of the screen clears to enter up to 9 additional lines. When you are through entering description, press [F2].

Format: 10 lines, each up to the "service text length" specified in the P/I Control File

4. Quantity

If there is a unit for this service, enter the number of units.

If you are entering an invoice, you may enter a negative quantity. This means you are giving a credit for this line item.

If you are entering a credit memo, you must enter a positive quantity here. You cannot enter a negative quantity on a credit memo.

Format: 99,999,999.999-

5. Unit price or 5. Price

If there is a unit for this service, enter the price per unit, or use the option:

Option: [F1] to use the price for the service in the Goods/Services File

The quantity is automatically multiplied by this price and the extended price displays.

If there is no unit for this service, enter the total price of the service.

Format: 9,999,999.999 (if there is a unit for this service)
99,999,999.99 (if there is no unit for this service)

NOTE: Because of the choices made in the P/I and A/R Control Files, some of the following optional fields may not be used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "Discount % or Discntbl ?"
- "Commisnbl ?"
- "Job #"
- "Sub-job #"
- "G/L acct #"

6. Discount % or 6. Discntbl ?

NOTE: This field is skipped if the P/I Control File specifies that you do not use discounts.

"Discntbl ?" (discountable?) asks whether the line item is to be subject to the overall invoice discount.

There are three cases:

a. If you use line item discounts, but not an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

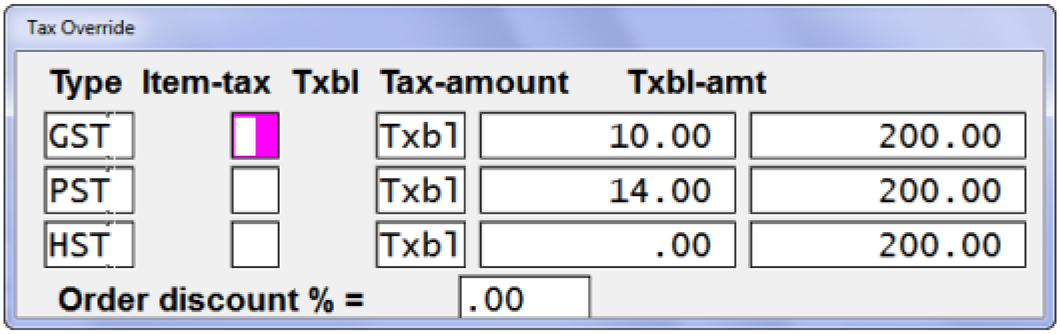
b. If you use both line item discounts <u>and</u> an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

c. If you don't use line item discounts, but do use an overall <u>invoice</u> discount, this field appears as 6. "Discntbl ?". Answer Y if this line item is subject to the overall invoice discount; otherwise, answer N.

Format: 999.999

7. Unit cost or
7. Total cost

Enter the unit cost per the unit for this service, or use the option:



Option: [F1] to use the unit cost for the service in the Goods/Services File

If there is no unit for this service, this field appears as 7. "Total cost". Enter the total cost of the service, or use the option:

Option: [F1] to use the total cost for the service in the Goods/Services File

NOTE: This cost is used to calculate the margin (profit margin) on this service. This is required if you pay commissions based on margin. It is also included in the cost of the sales transaction in A/R when this invoice is posted.

Format: 999,999.999(if there is a unit for this service)
99,999.99 (if there is no unit for this service)

8. Tax amount

The total amount of all taxes for this line item is displayed and the field is skipped. Changes can be made only at the "Field number to change ?" prompt.

If you wish to change or view the taxes calculated (by tax type), select this field at the "Field number to change ?" prompt. A window, similar to the one shown below, is displayed:

For each tax type enter the following information:

Item-tax

Enter a taxable code to apply to the tax type, or press [Enter] to leave blank.

Txbl

Enter the letter reflecting the taxable status of this service for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply for this service, or use one of the options:

Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

Txbl-amount

This field displays the taxable portion of the extended price, and cannot be changed.

9. Commisnbl ?

NOTE: This field is skipped if the A/R Control File specifies that you do not use commissions.

Answer Y if this line item is commissionable.

[?] 10. G/L acct #

(This field appears only if the A/R Control File specifies that sales are distributed.)

(This field defaults to the sales account from the Goods/Service record and is skipped over. Changes can be made at "Field number to change ?".)

If you choose to change the default, enter the new sales account to which the revenue from this item is to be distributed, or use one of the options:

Options: [F1] to scan through the sales accounts specified in the P/I Control File

[F2] to accept the default sales account for the service

If Job Cost is used, and if this line item is for a job, the billing account specified on the job header for this job displays automatically. To change this, you must use "Field number to change ?".

If Job Cost is interfaced, fields 10 and 11 become "JOB #" and "SUB-JOB #" and the numbers of the subsequent fields change.

[?] 10. Job #

(This field appears on the screen only if you are using the Job Cost package.)

If this invoice is not for a job, this field will be skipped and "(N/A)" for "Not applicable" will display automatically.

If this invoice is for a single job, the job number entered on the header screen will display here automatically and cannot be changed.

If this invoice is for multiple jobs, enter the job number for this line item, or use one of the options below. If you enter a job number, it must be an active or closed job.

Options: [F1] to scan through the jobs on file

[Enter] if this line item is not for a job

Format: 7 characters

11. Sub-job #

(This field appears on the screen only if you are using the Job Cost package.)

If this invoice is not for a job, this field will be skipped and "(N/A)" displays automatically.

If this invoice is for a single job which does not have sub-jobs or does not bill for sub-jobs, "(N/A)" displays automatically.

If this invoice is for a single job which uses and bills for sub-jobs, the sub-job number entered on the header screen displays automatically.

If this invoice is for multiple jobs, but this line item is not for a job, this field will be skipped and "(N/A)" displays automatically.

Finally, if this invoice is for multiple jobs, this line item is for a job, and the job uses sub-jobs and bills for the sub-jobs, a sub-job number must be entered. Enter the sub-job number for this line item or use the option.

Option: [F1] to scan through all the sub-jobs for this job

Format: 999

Customer Credit Check

NOTE: Credit is not checked here if credit checking has been suspended previously while entering this invoice, per the "IGNORE"
option described below. It is also not checked if the P/I Control File specifies that you do not use credit checking.

After you enter all fields for this line item, the customer's credit is checked to see if this service puts the customer over his credit limit. If it does, you see a warning message.

You have three options: 1-Cancel this entire invoice, 2-Cancel this line item, or 3-Ignore the warning.

If you select option 2, the line item just entered is cancelled and the screen clears to enter the next line item. Enter the sequence number of the next line item, or press [Tab] to exit from entering line items and go on to the totals screen.

If you select option 3, you may continue with the invoice, and credit checking will be suspended for the remainder of the invoice.

Entering "Notes" Line Items

1. Sequence #

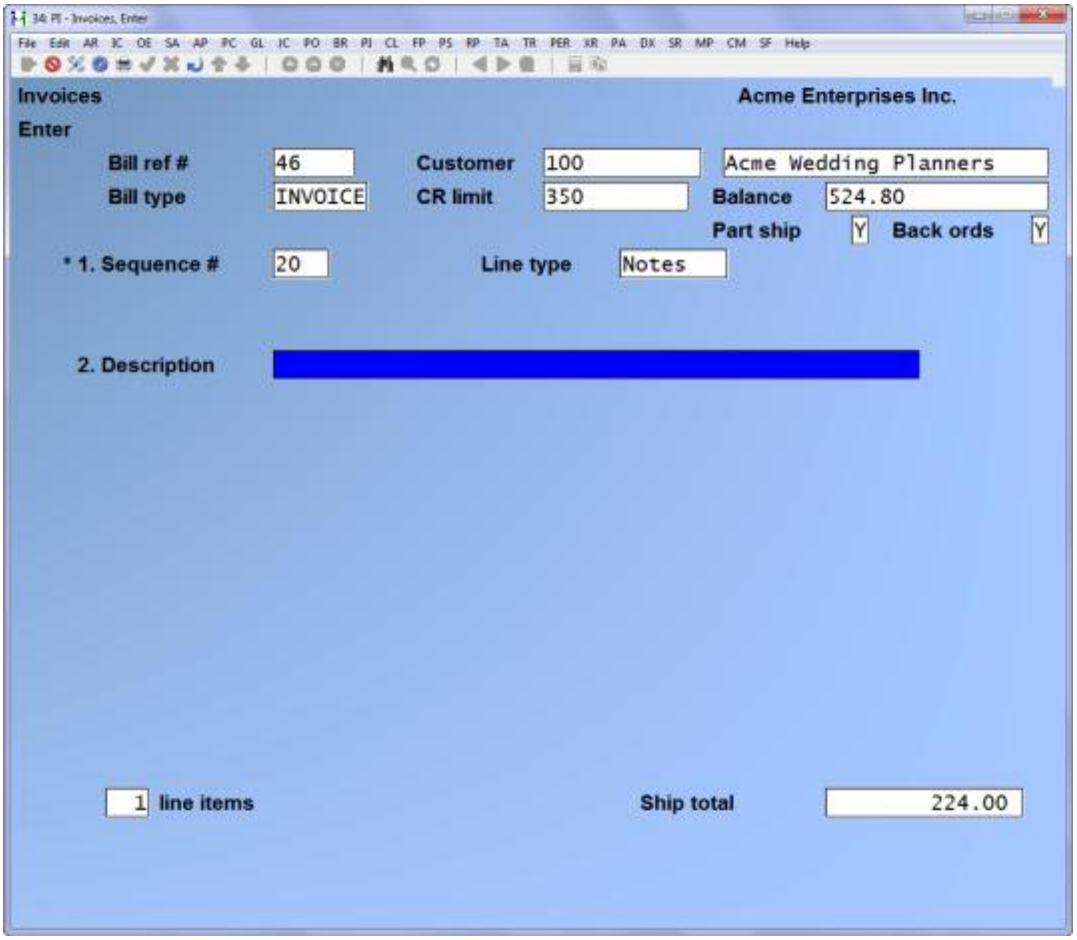
Enter a sequence number here, exactly as in entering "Goods" or "Services" line items.

Format: 9999

Line type

Enter N for "Notes". You see:

2.



Description

Enter whatever notes or comments you wish to appear on the invoice at this point. You can press [Enter] at the beginning of any line to leave a blank line. To exit from entering the note, press [F2].

Format: 10 lines, each up to the maximum service text length specified in the P/I Control File

Make any changes.

The screen clears to enter the next line item. Enter the sequence number of the next line item, or press [Tab] to exit from entering line items and go on to the totals screen.

NOTE: When printing invoices with "Notes" line items, be sure to use an invoice format that allows "Notes". (See the *Invoice Formats* chapter)

Entering "Standard Bill" Line Items

This section describes how to "paste" standard bills into the line item part of your invoice.

1. Sequence #

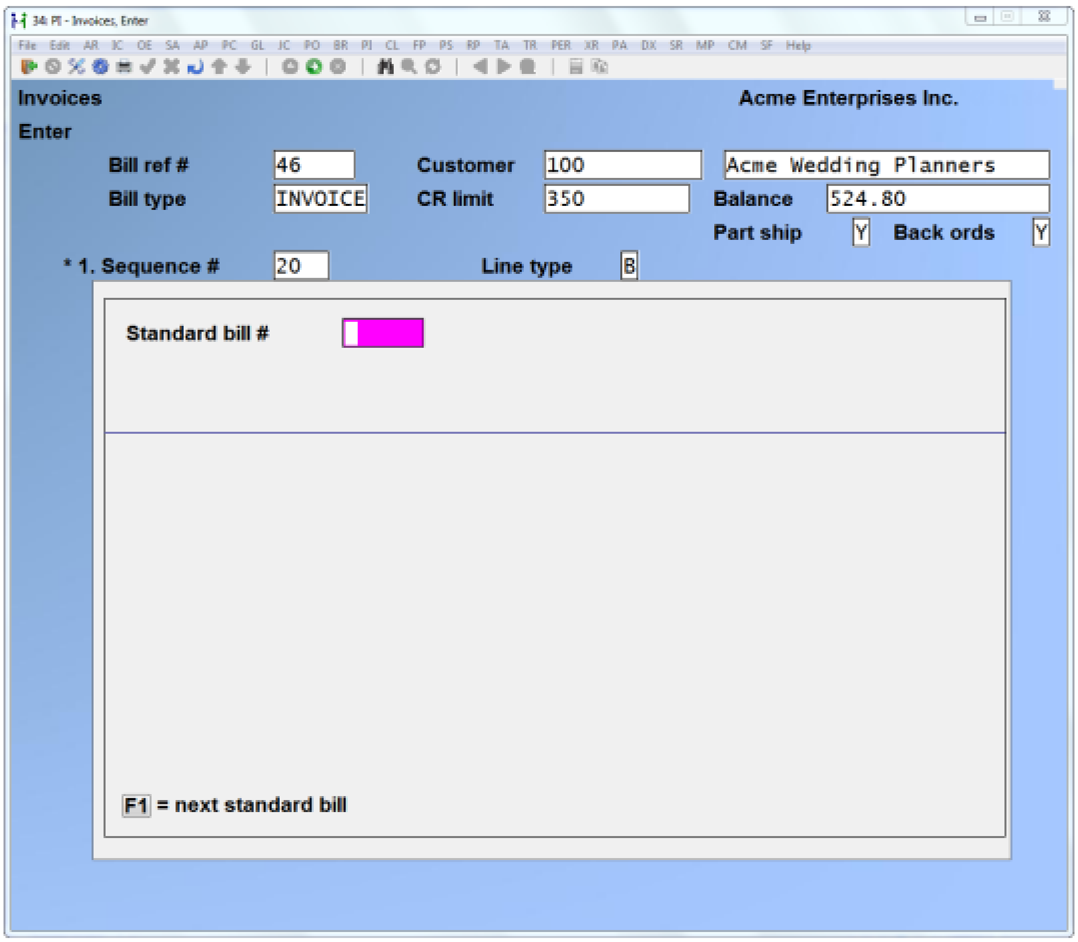
Press [F2] to assign the next sequence number to the first line of the standard bill.

Line type

Type B for standard bill.

NOTE: If you are using Job Cost and this invoice is for multiple jobs, you cannot enter a standard bill on this invoice.

You see:



[?] Standard bill #

Enter the number of the standard bill that you want to "paste into" this invoice. You can enter any portion of a standard bill number assigned in the *Standard bills* selection.

You can also use the option:

Option: [F1] to scan through the standard bills on file

If you entered a number, the standard bill with the closest match to what you entered displays, along with a count of the number of line items in this bill.

Whether you entered a number or used [F1], you can then press [F2] to look at the details of any particular bill.

Format: 6 characters

You can use the [PgUp] and [PgDn] keys to see all of the line items in the standard bill.

When the correct standard bill is displayed, press [Enter] in response to "Right standard bill ?".

You are then asked "Use this standard bill ?". If N, you can enter a new standard bill number as above. If Y, the standard bill you selected is transferred to this invoice.

If you are using J/C

If you are using Job Cost and I/C, and if this invoice is for a job, and the job uses but does not bill for sub-jobs, you will be asked to enter the sub-job number.

If you are using Job Cost and I/C, and change orders are used in Job Cost, and this invoice is for a job, you will be asked for the change order for this standard bill. Press _ if this standard bill is not for a change order, or enter the change order number. The change order must already be defined for the job.

You are informed when the standard bill has been transferred (pasted into this invoice).

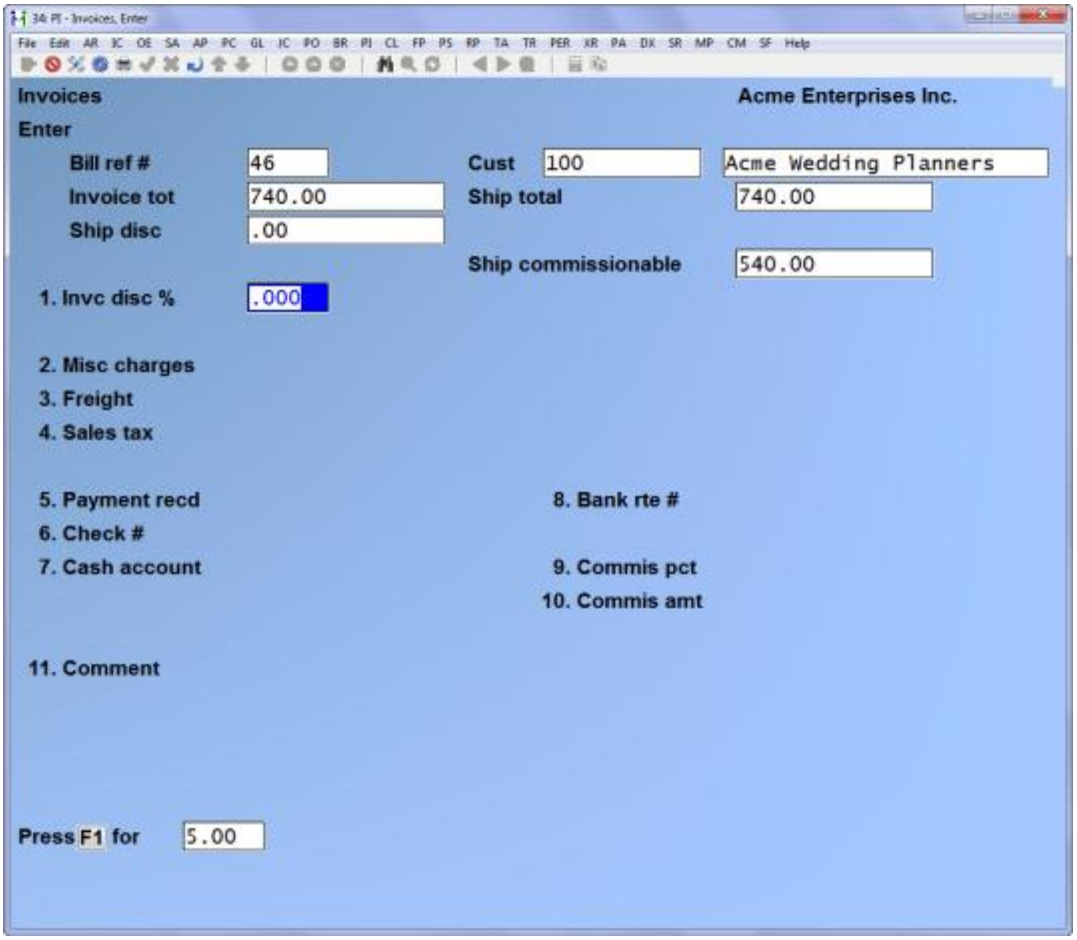
Customer Credit Check

A customer credit check is then performed, just as in entering Goods or Services line items.

When through with entering line items, press [Tab] for the sequence number. The "totals" screen then appears.

Totals Screen

The "totals" screen appears as:



The "Invoice tot" is the total dollar amount of all line items, less line item discounts (if any), plus all calculated taxes.

The "Invoice disc" field displays only if the P/I Control File specifies that you use overall invoice discounts. (After you enter the "Invc disc %" [field 1] the total dollar amount of the discount will display.)The "Sales tax" field shows the sum of all line item taxes. (After you enter the "Invc disc %" [field 1], the sales tax total will be reduced by the amount of the discount.)

The "Commissionable" field displays only if the A/R Control File specifies that commissions are used. It is the total dollar amount that is subject to a commission.

NOTE: The P/I Control File or A/R Control File may specify that some of the following options are not used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "INVC DISC %"
- "MISC CHARGES"
- "FREIGHT"
- "PAYMENT RECD", "CHECK #", "CASH account", AND "BANK RTE #" "COMMIS PCT" and "COMMIS AMT"

For a credit memo, the four "payment" fields do not appear.

Enter the information as follows:

1. Invc disc %

NOTE: This field is skipped if the P/I Control File specifies that you do not use overall invoice discounts.

Enter the invoice discount percent or use the option:

Option: [F1] to use the customer's non-zero discount percent specified in the Customer File in A/R

The invoice discount dollar amount at the top of the screen and the discounted net are automatically calculated and displayed. (The "discounted net" is the invoice total, less the discount.)

Format: 99.999

2. Misc charges

NOTE: This field is skipped if the P/I Control File specifies that you do not use miscellaneous charges.

Enter any miscellaneous charges for this invoice.

Format: 99,999,999.99-

(If this is a credit memo, and miscellaneous charges are being credited, do not enter a minus sign. Enter the miscellaneous charges as a positive amount.)

[?] Account #

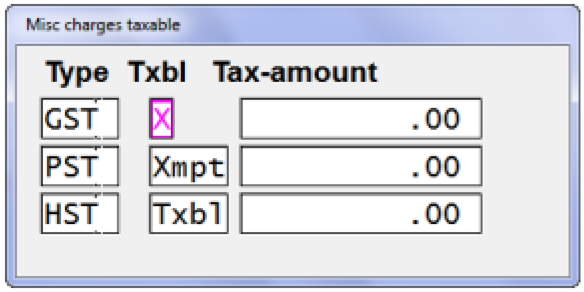
If there are miscellaneous charges for this invoice, you are next asked for the number of the G/L account that these charges are to be distributed to, if the A/R Control File specifies that miscellaneous charges are distributed.

Enter the account number or use the option:

Option: [F1] to use the miscellaneous charges account in the A/R Control File

Misc charges taxable

The taxes calculated for miscellaneous charges do not display. If you wish to make any changes or view the default calculations, press the [↑]
at the next numbered field, or select the misc field from "Field number to change ?". A window appears for this purpose similar to the following:



Make any changes as follows:

Txbl

Enter the letter reflecting the taxable status of miscellaneous charges for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply to miscellaneous charges, or use one of the options:

Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

3. Freight

(This field is skipped if the P/I Control File specifies that you do not use freight charges.)

Enter the amount of any freight charges. A minus sign is not required for a credit memo.

Format: 9,999,999.99-

[?] Account #

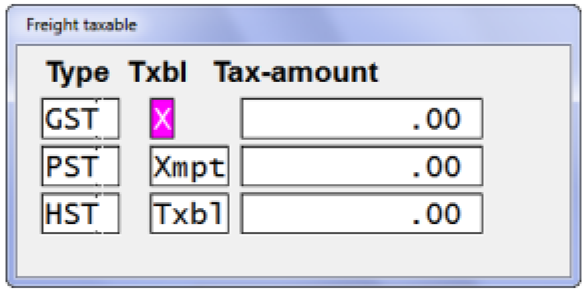
If there are freight charges and the A/R Control File specifies that freight charges are distributed, you are next asked for the number of the G/L account that these charges are to be distributed to.

Enter the account number or use the option:

Option: [F1] to use the freight account in the A/R Control File

Freight taxable

The taxes calculated for freight charges do not display. If you wish to make any changes or view the default calculations, press the [↑] at the next numbered field, or select the freight field from "Field number to change ?". A window appears for this purpose similar to the following:



Make any changes as follows:

Txbl

Enter the letter reflecting the taxable status of freight charges for this tax type. Valid entries are T (taxable), E (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply to freight, or use one of the options:

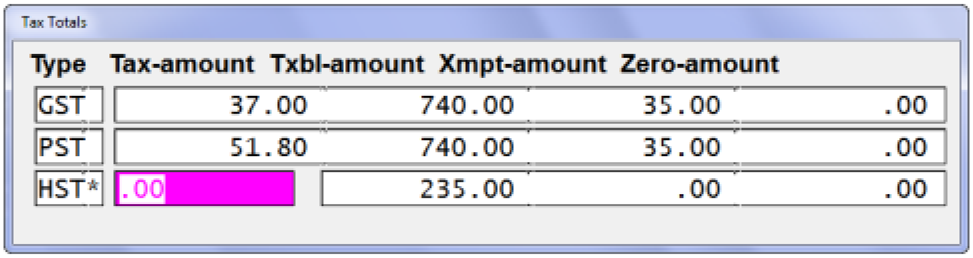
Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

4. Sales tax

Sales tax displays automatically. The sales tax, if any, is the aggregate of the taxes calculated for all tax types for line items, miscellaneous charges, and freight charges.

If you wish to change the amount displayed for sales tax, then press the [↑] key from the next numbered entry field, or select the sales tax field from "Field number to change ?". A window appears for this purpose similar to the following:



Make any changes to the amounts calculated for each tax type, or use the option:

Option: [F1] to reverse changes made to override the calculated amount.

After this, these amounts are added:

- "Invoice tot" (or "Discounted net", if an invoice discount is used)
- "Misc charges" (if used)
- "Freight" (if used)
- "Sales tax" (if any)

The total is displayed as "Billed total".

Format: 99,999.99

NOTE: The next four fields appear only if the answer to the P/I Control File question, "ASK CASH WITH INVOICE ?", is Y.

5. Payment recd

Enter the amount of any payment already received for this invoice.

Format: 999,999,999.99

6. Check #

NOTE: This field is skipped if no payment was received.

Enter the check number of the payment received. If currency was received, press [Enter]; "** CASH **" displays.

Format: 999999

[?] 7. Cash account

NOTE: This field is skipped if no payment was received.

Enter the cash account to which this payment is to be deposited, or use one of the options:

Options: [F1] for the default cash account from the A/R Control File

[F2] to scan through the other cash accounts on file

8. Bank rte #

Enter the "routing number" that is on the check. This is usually in the upper right-hand portion of the check and looks something like 99 999.

This field is skipped if you received cash instead of a check.

Format: 15 characters

(The next two fields are skipped if the A/R Control File specifies that you do not use commissions.)

9. Commis amt

This field appears as "Commis amt" if no line items were specified as being commissionable, or if the commissionable amount at the top of the screen is zero. Enter the commission amount. (A minus sign is not required for a credit memo.)

Format: 99,999,999.99-

9. Commis pct and
10. Commis amt

Field 9 appears as "Commis pct" if one or more line items are specified as being commissionable and the commissionable amount is not zero. Enter the commission percent or use the option:

Option: [F1] to use the commission percent and method ("on price" or "on margin") for the customer or the sales rep. (If commissions are assigned "by customer" in A/R, then the customer's percent and method are used. If commissions are assigned "by sales rep" in A/R, then the sales rep's commission percent and method are used.)

If you enter a specific commission percent, you are asked if the commission is on price or on margin. Press [Enter] to accept the default specified in the P/I Control File, or enter [P] for price or [M] for margin.

If you enter zero for the commission percent, the cursor moves to the "Commis amt" field. Enter the commission amount.

If the commission is on price, the commission amount displays in the "COMMIS AMT" field. If the commission is on margin, you are informed that the amount of the commission will be calculated when the invoice is posted to A/R.

Format: 99.999 (for commission percent)

99,999,999.99- (for commission amount)

11. Comment

Enter any comment for this invoice. Press [F2] to exit from entering the comment.

Format: 5 lines, each up to the number of characters specified in "Comment text length" in the P/I Control File

Using Notes

You can enter an unlimited number of notes about this invoice by pressing [F6] at "Field number to change ?". Each note is given a date/time stamp so that you can browse through the notes in time sequence later. (These notes are never printed on statements, so the customer will never see them.)

A menu at the bottom of the "Notes" area shows three selections:

Menu

Pressing [F1] brings up a number of selections. Each selection is described below:

Save After entering a note, this selection permanently saves the note

New Start a new note. If you have made any changes to the current note, those changes are lost.

Delete Permanently deletes the note

Jump Allows you to enter a specific date for viewing notes.

Change date Change the date and time this note was entered.

Abandon Abandon any changes to the current note and exit the notes function.

Exit Exit the notes function.

[PgUp] View an earlier dated note.

[PgDn] View a later dated note.

[Home] View the earliest dated note (oldest).

[End] View the newest note on file.

Text entry

When you select to enter a note, the cursor is positioned for you to enter the first line of the text of the note.

While entering a note the following keys and rules apply:

[Enter] Completes the entry of a line of text and moves the cursor to the next line.

AutoWrap The text editor will automatically wrap the typed text to the next line once you reach the end of the line. For example if you were typing "superb" and only had enough room left on the line for "sup" the entire word would be automatically moved to the next line.

[F1] Access the menu selections described in the previous section.

[Esc] Exit the note function without saving the changes to the current note.

[Tab] Exit the note function and save the changes to the current note.

[F2] Begin entering a new note.

[F3] Edit the next note on file.

[F4] Edit the previous note on file.

Format: 10 lines of 77 characters each

Customer Credit Check

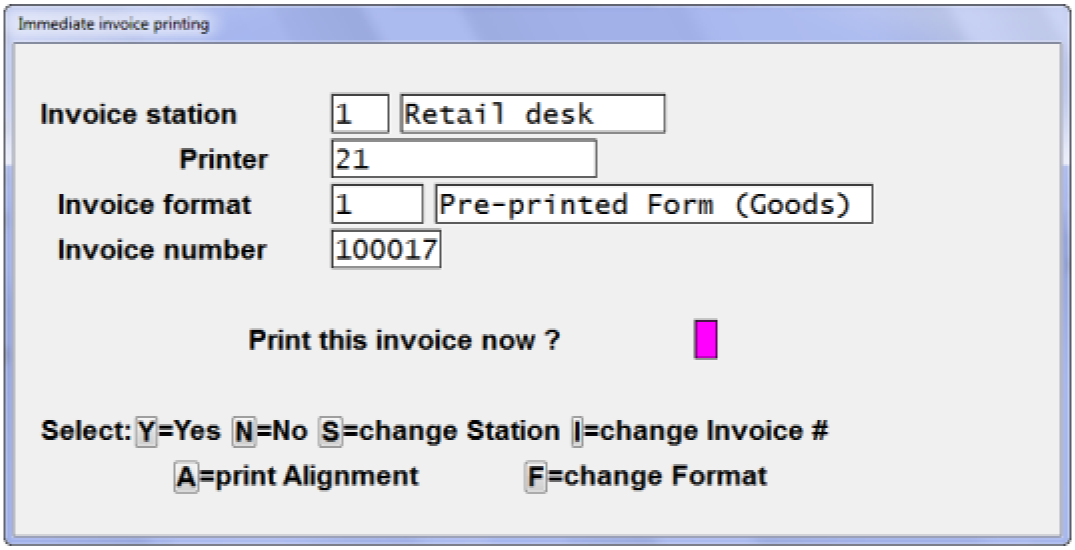
NOTE: Credit is not checked here if credit checking was suspended at an earlier point while entering this invoice.

If miscellaneous charges, freight, or sales tax caused the customer to exceed his credit limit, you see a warning message as in the other credit checks. Handle it the same way.

Immediate Printing

If the P/I Control File specifies that you do not print invoices immediately, the invoice header screen appears for you to begin entering another invoice.

If the P/I Control File specifies that you print invoices immediately, a window appears:

You 

are asked "Print this invoice now ?" and given several choices:

Answer N if you don't want to print this invoice now. The invoice header screen reappears for you to begin entering the next invoice.

Answer Y if you want to print this invoice now, using the default selections shown for invoice format, invoice number, and invoicing station, and you don't want to print an alignment form first.

If you want to print this invoice now, but you want to change the default selections shown or print an alignment form first, then enter one or more of the following answers:

[F] To change the invoice format, then enter the number of the format you want to use to print the invoice or use the option:

Option: [F1] to scan through the invoice formats on file

[I] to change the number assigned to this invoice, then enter the invoice number of your choice.

[S] To change the number of the invoicing station on which the invoice is to print, then enter the invoice station code of your choice.

[A] To print a test alignment form filled out with lines of X's and 9's. You can continue to choose ▫ to print as many alignment forms as you wish, until the paper is adjusted properly in the printer.

Answer Y when you are ready to print the invoice.

The invoice is then printed. (Sample invoices are shown at the end of the chapter titled *Invoice Formats*.)

After the invoice is printed, you are asked if the invoice just printed is OK.

If you answer Y, the *Enter* screen reappears, ready for you to begin entering the next invoice.

If you answer N, you are returned to the immediate printing window. Answer N again to return to the *Enter* screen and make corrections. Or answer Y to print the invoice again. The choices shown above are also available.

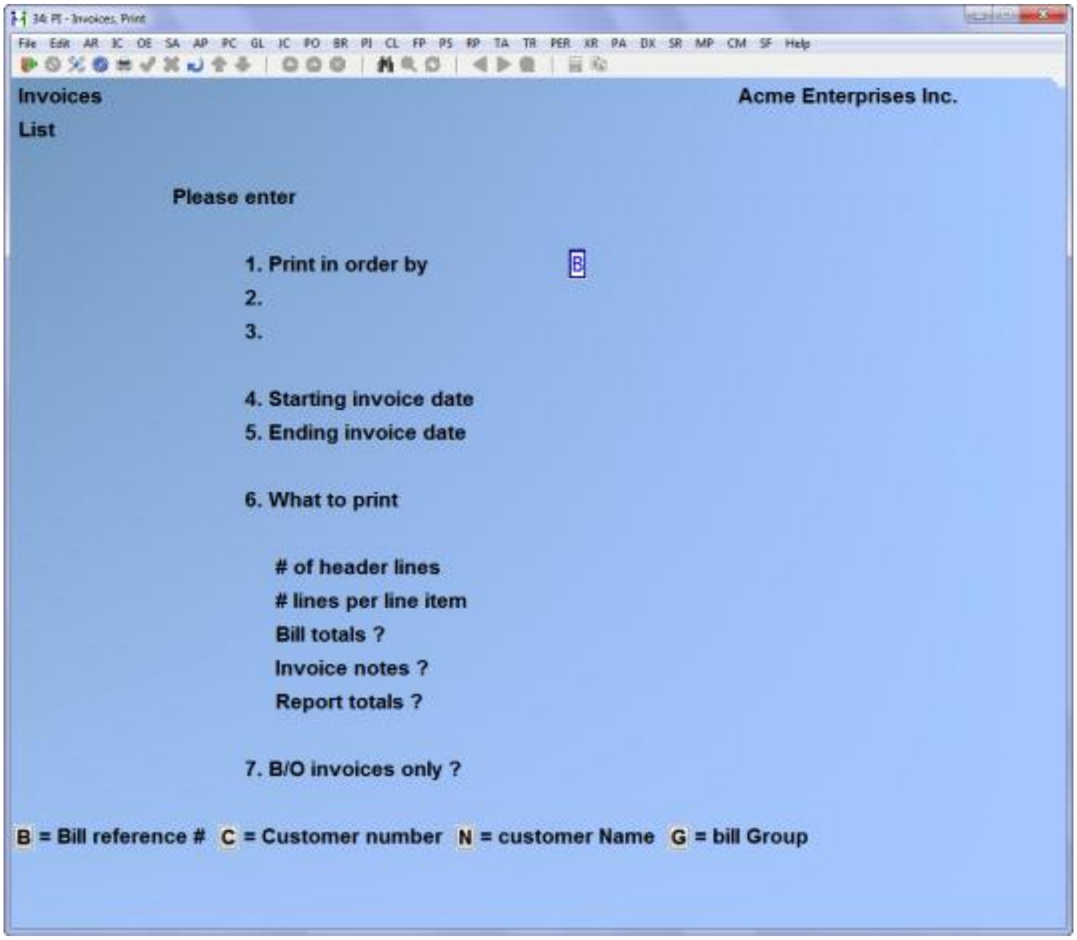
When through entering and printing invoices, press [Tab] at the first field.

Back ordered invoices

When an invoice is posted, if all lines on the invoice are fully shipped or partially shipped but "out of stock", then the invoice is deleted from the system. If one or more lines are back ordered, then these lines are retained and the invoice is marked as a "Back ordered invoice". In this case, when the back orders can be filled, use *Invoices* to enter the quantities that can now be shipped. When you reach the totals screen for such an invoice, you will have to enter the fields on the screen as if the invoice had been entered for the first time (except for the discount percent and comment, if any). This is required so that the fields on the totals screen (such as sales tax and commission amount) are properly filled in, based upon the quantities that are now to be shipped.

Printing a List of Invoices

From the *Invoices* menu, select *List*.



Enter the information as follows:

1. Print in order by

Enter the order in which you want the invoices shown on the list: press [Enter] for bill reference number order; or type [C] for Customer number order, [N] for customer Name order, or [G] for bill Group order.

Format: 1 character

What you enter in the next two fields depends on the choice of order in which they are shown on the list.

2. Starting ("in order by" choice)
3. Ending ("in order by" choice)

Enter the starting and ending "in order by" choices (Customer number, customer Name, or Bill group). Follow the screen instructions.

Example: Press [F1] in each field.

4. Starting invoice date
5. Ending invoice date

Enter the range of invoice dates.   Follow the screen instructions.

Format: MMDDYY for each field

6. What to print:

Select how much information to show for each invoice:

# of header lines

Press [Enter] to show 1 header line per invoice, type 2 for 2 lines, or press [F1] to show "All" header lines for each invoice.

 # lines per line item

Press [Enter] to show 1 line per line item, type 0 for none, type 2 for 2, type 3 for 3 or press [F1] to show "All" information for each line item.   If you enter 0, this means you don't want to show line items at all.

Bill totals ?

Press [Enter] to show the totals information for each invoice.   Answer N if you don't want to print totals information for individual invoices.

Invoice notes ?

Answer Y to have invoice notes printed for each invoice, or N otherwise.   These notes are the internal notes about the invoice which are entered using the [F6] key on the header and totals screen. This field does <u>not</u> refer to Notes line items, which are printed as per your answer to "# lines per line item".

Report totals ?

Press [Enter] to show the grand total information for all invoices on this report; otherwise, answer N.

7. B/O invoices only ?

This field only appears if back orders are specified in P/I Control File.

Press [Enter] to show back order invoices only.   Answer N if you don't want to print back order invoices only.

Chapter 13

Recurring Bills

Introduction

A "recurring bill" is an invoice which is billed over and over for a sale made at regular intervals to the same customer. For example, if a pest control service sprayed a building every month, an invoice for the service would be printed each month. This would be a recurring bill or recurring invoice.

Use this selection to enter recurring bills. You can also select the recurring bills that you want to use as invoices during each billing cycle. (The recurring bills remain on file for use in later billing cycles.)

If you are using the Job Cost package, you can set up a recurring bill for a job.

NOTE: The *Enter* option of this selection works similarly to *Invoices*. However, credit checking is done only when a recurring bill is selected to be turned into an invoice (option 3 on the menu). If the customer is already over his credit limit, a warning message displays. However, no warning appears if selecting this recurring bill would now put him over his limit.

To Begin

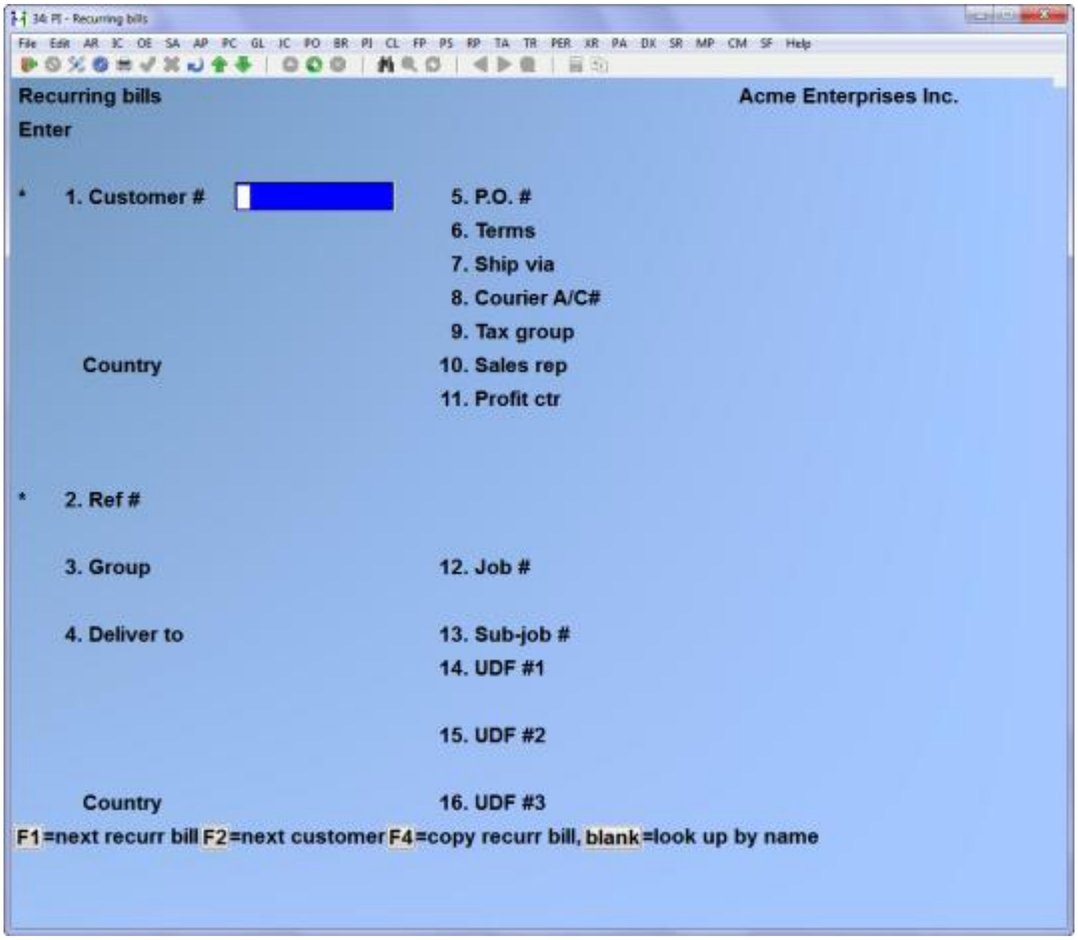
From the P/I menu, select *Recurring bills*, then select *Enter* from the menu which appears.

Entering Recurring Bills

There are four different screens on which you enter information about a recurring bill. The first is the "Header" screen; the second, the "Line item" screen; the third, the "Totals" screen; and the fourth, the "Recurrence information" screen.

You first see the header screen:

Header Screen



From this screen, you can work with both new and existing recurring bills and line items. If a recurring bill has already been entered for the customer number and reference number you specify, it will appear and be available for changes or deletion.

Enter the following information:

For a new recurring bill:

[?] 1. Customer #

Enter the customer number for the recurring bill, or use one of the options:

Options: [F2] to scan through the customers on file

[Enter] to look up the customer by name

[F4] to copy an existing recurring bill

Format: 12 characters

2. Ref #

Enter a reference number for this recurring bill. You may use this reference number later to locate this particular recurring bill for this customer.

Format: 6 characters

NOTE: You can use the same reference number for recurring bills for <u>different</u> customers.

For an existing recurring bill:

[?] 1. Customer #

Enter the customer number for the recurring bill, or use one of the options:

Options: [F1] to scan through the recurring bills on file. (Once you have found the correct recurring bill, you may then make any needed changes.)

[Enter] to look up the customer by name

2. Ref #

Once a customer is displayed in the field above, you may enter the reference number for one of the customer's recurring bills. The recurring bill will then be displayed and you can make any needed changes. (You may use the [F3] key if you wish to delete the recurring bill.)

<u>Changing Line Items and Totals</u>

Once the recurring bill header is displayed, you may make any needed changes. Then press [Enter] at "Field number to change ?". You are asked "Do you wish to change line items ?". Answer Y to change line items, or N to return to the top of the screen to enter another recurring bill. When the line item screen is displayed, you may press [Tab] to go directly to the totals screen.

Changing Recurrence Information

When you are asked, "Do you wish to change the line items ?" as described above, you may also press [F1] to view the recurrence information for the recurring bill. The recurrence information is described later in this chapter.

3. Group

Entering a group is completely optional.

Enter a code to assign this recurring bill to a group of bills. You can use this code later to sort or print recurring bills by groups.

Automatic Selection

Groups are also used for automatic selection of recurring bills. In automatic selection, a range of groups (i.e., starting and ending group codes) are entered and then all recurring bills in these groups are selected for use. By suitably choosing your group codes on entry, you can greatly speed up the selection of recurring bills through the use of automatic selection. Alternatively, you may select recurring bills for use on an individual basis.

Format: 3 characters

[?] 4. Deliver to

Enter the code for the deliver-to address at which services are performed or to which goods are delivered.

Enter the deliver-to number or use one of the options:

Options:	[Enter]	to make the deliver-to address the same as the customer's billing address
	[F1]	to scan through the deliver-to addresses on file for this customer
	[F2]	to enter a new deliver-to address, up to 4 lines of 25 characters each

If you enter a new address, you are asked whether you want to save it.

If you answer Y, the address just entered will be put in the permanent Deliver-to Addresses File, automatically identified by the next available deliver-to number for this customer.

If you answer N, this new deliver-to will be only for this bill and will not be saved.

Format: 999

5. P.O. #

If there is a customer purchase order, enter the P.O. number.

NOTE: If the customer record in A/R specifies that a P.O. number is required, you will not be allowed to continue on until a P.O. number is entered.
Format: 15 characters

[?] 6. Terms

For a balance forward customer, the customer's usual terms code displays and cannot be changed.

For an open item customer, enter a terms code or use the option:

Option: [F1] to use the customer's usual terms code

Format: 3 characters

NOTE: Because of the choices made in the P/I and A/R Control Files, some of the following optional fields may not be used. In this case, the related field does not appear on the screen and all later fields on the screen are renumbered.

The optional fields are:

- "SHIP VIA"
- "SALES REP" (use is specified in the A/R Control File)
- "PROFIT CTR"
- "JOB #"
- "SUB-JOB #"
- 1st user-defined field
- 2nd user-defined field
- 3rd user-defined field

[?] 7. Ship via

(This field appears only if the P/I Control File specifies that ship-via's are used.)

Enter a ship-via code or use the option:

Option: [F1] to use the customer's usual ship-via code

Format: 3 characters

[?] 8. Tax group

The tax group entered for this order must exist in the Taxes file. Enter a tax group or use the option:

Option: [F1] to use the tax group entered for the deliver-to address (if an address from the Deliver-to File is being used)

[F1] to use the tax group entered for this customer in the Customer File

[F2] to modify the taxable status for the customer or deliver to address

If the customer is a one-time customer or if you are entering the customer as you go, you can press [F1] to scan through the available tax codes. When the desired tax code appears, press [Enter].

Format: 3 characters

[?] 9. Sales rep

(This field appears only if the A/R Control File specifies that sales representatives are used.)

Enter a sales rep code or use the option:

Option: [F1] To use the customer's usual sales rep

Format: 3 characters

[?] 10. Profit ctr

(This field appears only if the P/I Control File specifies that multiple profit centres are used.)
Enter the profit centre to which this recurring bill is assigned or use the option:

Options: [F1] to use the profit centre specified in the P/I Control File

11. 1st user-defined field

(This field appears only if it is defined in the P/I Control File.)

The name of the first optional field defined in the P/I Control File displays here. Enter the information appropriate to the field.

Format: (Number of characters specified in the P/I Control File)

12. 2nd user-defined field

(This field appears only if it is defined in the P/I Control File.)

The name of the second optional field in the P/I Control File displays here. Enter the information appropriate to the field.

Format: (Number of characters specified in the P/I Control File)

13. 3rd user-defined field

(This field appears only if it is defined in the P/I Control File.)

The name of the third optional field in the P/I Control File displays here. Enter the information appropriate to the field.

Format: (Number of characters specified in the P/I Control File)

Make any changes.

Fields 11 and 12 appear as shown below if you have specified in the P/I Control File that P/I is interfaced to Job Cost. The user-defined fields are renumbered.

[?] 11. Job #

A recurring bill can be entered only for a single job, not for multiple jobs.

Enter the number of the job for which this is the recurring bill. The job must be an active or closed job already on file in the Job Cost package.

Enter the job number or use one of the options:

Options: [F1] to scan through the jobs on file in the Job Cost package

[Enter] If this recurring bill is not for a job

Format: 7 characters

12. Sub-job #

If you entered a job number in the previous field, and that job is broken down into sub-jobs, and you bill for the sub-jobs, you are asked for the sub-job number for which this is the recurring bill. Otherwise, you are not asked for the sub-job number.

Enter the number of the sub-job or use the option:

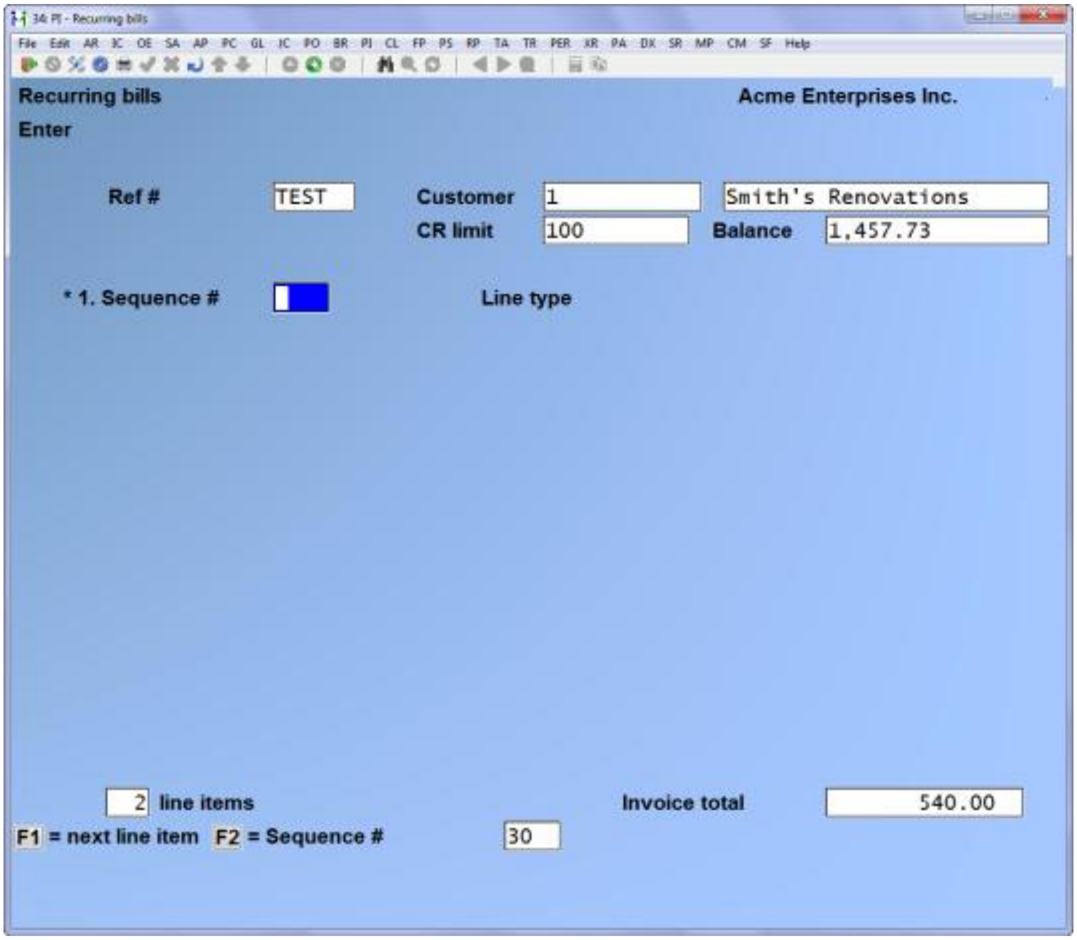
Option: [F1] to scan through the sub-jobs for this job

Format: 999

You are now finished with the header screen. The next screen is the line item screen.

Line Item Screen

A screen appears to enter the first line item on this recurring bill:



Enter the information as follows:

1. Sequence #

Enter a sequence number here, exactly as in *Invoices*.

Format: 9999

Line type

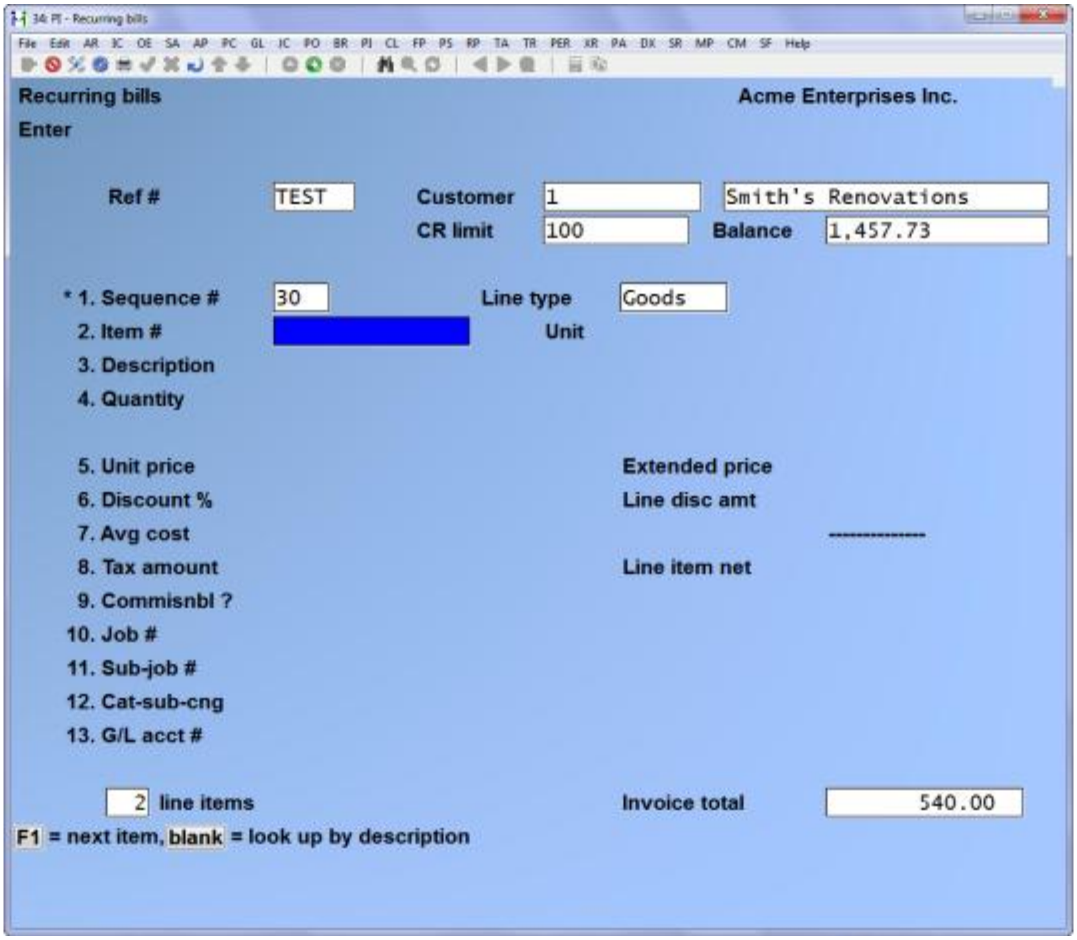
The options for this are the same as for "Line type" under invoice entry.

The appearance of the bottom part of the screen depends on whether or not you are using the Job Cost package. Fields used only with J/C are noted later in this section.

Format: 1 character

Entering "Goods" line items

After you type [G], you see:



[?] 2. Item #

If Inventory Management is <u>not</u> used:

Enter the item number or use one of the options:

Options: [F1] to scan through the items in the Goods/Services File

[Enter] to enter a one-time item that is not on the file

If you enter an item number that is not on file, you are informed that this item is not in the Goods/Services File and asked whether you want to enter it anyway. If you then answer Y, you are asked whether it should be added to the file. This gives you a chance to enter new items as you go. If you answer N to this second question, this item will appear only on the current recurring bill and will not be added to the Goods/Services File.

Format: 15 characters
Unit

If this item is on the Goods/Services File, the unit will display automatically.

If the item is not in the file, you must enter the unit or use the option:

Option: [F1] to use EACH

Format: 4 characters

If Inventory Management is used:

Enter the inventory item number or use one of the options:

Options: [F1] to scan through the items in the Item File

[Enter] to look up the item by description

If you left the number blank, enter the item's description (or any portion of it beginning with the first letter). The first item with a description matching the entered characters appears, and you are asked if this is the item you want. Answer Y to select it, N to enter another item, or press [F1] to see the next item in alphabetical order.

Miscellaneous items

A miscellaneous item has an item number that begins with an asterisk (*). If you enter a miscellaneous item for the item number, you are requested to enter the unit. If there is a unit already in the Item File for this item, it is displayed automatically and you can change it if you wish. You are then requested to enter the item description.

[?] Warehouse

(This field appears only if the P/I Control File specifies that multiple warehouses are used.)

Enter the code for the warehouse from which the item is to be shipped or use the option:

Option: [F1] to use the warehouse entered in the P/I Control File

The warehouse must exist in the I/C Warehouse File, and the item must be stocked at this warehouse. If not, an error message appears, and you must correct the condition in the I/C package. (Refer to the Inventory Management User Manual.)

Format: 2 characters

3. Description

For an item that is already on file, and not a miscellaneous item, the description displays automatically. You can change this if you wish, or press [Enter] to accept it as is.

If you are entering a new item (which you can do only if you are NOT using I/C) or if this is a miscellaneous item, enter the description of the item.

Format: 3 lines of 25 characters each

4. Quantity

Drop shipped items

If this item is to be drop shipped (shipped directly to the customer from your supplier), press [F1]. "*DS*" displays. Press [F1] again to cancel the "drop ship" status.

Enter the quantity ordered.

If you enter zero, the "Fixed or var" field described below is set to "Variable", meaning that you may enter a different quantity each time the customer is invoiced.

Format: 99,999,999.999

Fixed or var ?

If the quantity above is not zero, you must next specify if the quantity is usually the same for this recurring bill (a fixed quantity), or if it usually varies each time the bill is selected to be used as an invoice (a variable quantity).

At the time you select this bill to be turned into an invoice, you can still make changes to both fixed and recurring line item quantities. However, specifying this line item now as "variable" gives you an added convenience: When the bill is selected later, you can press [F2] to bring up only variable line items to change. You will save time then because you won't have to sort through all the line items to find the variable ones you want to change.

Enter [F] for fixed or [V] for variable.

If the quantity entered above is zero, this field is automatically set to V.

5. Unit price

If Inventory Management is not used:

Enter the price per the unit for this item, or use the option:

Option: [F1] to use the unit price in the Goods/Services File

The quantity is automatically multiplied by this unit price and the extended price appears.

NOTE: If you are not using I/C, items with multi-level prices will be calculated based on the quantity cut-off. Refer to the chapter titled *Goods/Services* for details on extended price calculations.

Format: 9,999,999.999

If Inventory Management is used:

Enter the unit price, or use the option:

Option:	[F1]	to use the price as determined by the price code for this item in the Item File. If there is no price code for this item, Price-1 from the Item record is used.

The extended price appears.

NOTE: If the unit price is zero, you are asked "Are you sure ?".

Optional Fields

Because of the choices made in the P/I Control File and in the A/R Control File, some of the following optional fields may not be used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "Discount % or Discntbl ?"
- "Commisnbl ?"
- "Job #"
- "Sub-job #"

6. Discount % or 6. Discntbl ?

NOTE: This field is skipped if the P/I Control File specifies that you do not use discounts.

"Discntbl ?" (discountable?) asks whether the line item is to be subject to the overall invoice discount.

There are three cases:

a. If you use line item discounts, but not an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

b. If you use both line item discounts and an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

c. If you don't use line item discounts, but do use an overall invoice discount, this field appears as 6. "Discntbl ?". Answer Y if this line item is subject to the overall invoice discount; otherwise, answer N.

Format: 999.999

7. Unit cost

If Inventory Management is not used:

Enter the unit cost or use the option:

Option: [F1] to use the unit cost in the Goods/Services File

NOTE: This cost is used to calculate the margin (profit margin) on this line item. It is also transferred into the A/R Sales Transaction File and is included in the cost of the sale on the Sales Journal.

Format: 999,999.999

If Inventory Management is used:

The unit cost is requested only for a miscellaneous inventory item (item number begins with an asterisk ["*"]). In this case, the unit cost is required to keep the cost of sales in I/C accurate. If you do not use cost of sales in I/C, press [Enter] to default to zero.

In the case of a regular line item (positive order quantity) for a regular inventory item, the unit cost is not requested. Instead, an approximate value for the unit cost is displayed automatically, and the name of the field changes depending on the inventory valuation method specified in the I/C Control File. The cost is displayed as follows:

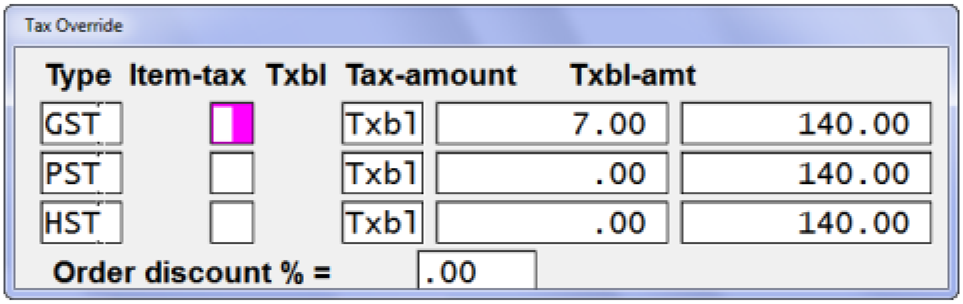
LIFO valuation method	Replacement cost
FIFO valuation method	Average cost
Average cost valuation method	Average cost
Standard cost valuation method	Standard cost

The actual cost is calculated exactly when the invoice from this recurring bill is posted. For the standard cost valuation method, the actual cost is the standard cost.

8. Tax amount

The total amount of all taxes for this line item is displayed and the field is skipped. Changes can be made only at the "Field number to change ?" prompt.

If you wish to change or view the taxes calculated (by tax type), select this field at the "Field number to change ?" prompt. A window, similar to the one shown below, is displayed:



For each tax type enter the following information:

Item-tax

Enter a taxable code to apply to the tax type, or press [Enter] to leave blank.
Txbl

Enter the letter reflecting the taxable status of this item for this tax type. Valid entries are T (taxable), E (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply for this item, or use one of the options:

Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

Txbl-amount

This field displays the taxable portion of the extended price, and cannot be changed.

9. Commisnbl ?

(This field is skipped if the A/R Control File specifies that you do not use commissions.)

Answer Y if this line item is commissionable.

NOTE: If I/C is in use, this field is set to Y if the inventory item contains a commission code and is set to N otherwise. You may change this from "Field number to change ?".

[?] 10. G/L acct #

If Inventory Management is not used:

(This field defaults to the sales account from the Goods/Service record and is skipped over. Changes can be made at "Field number to change ?".)

If you choose to change the default, enter the new sales account to which the revenue from this item is to be distributed, or use one of the options:

Options: [F1] to scan through the sales accounts specified in the P/I Control File

[F2] to accept the default sales account for the item

If Inventory Management is used:

The sales account specified for this inventory item in the I/C Item File displays automatically. If the item's profit centre is wild-carded, then the sales account from the Item File is combined with the profit centre from either the invoice header. If you want to change this, you must do so from "Field number to change ?".

If Job Cost is used:

If this recurring bill is for a job, enter the sales account to which revenue from this item is to be distributed, or press [F1] to default to the billing account for the job.

If Job Cost is interfaced, fields 10 and 11 appear as follows and "G/L acct #" becomes field 12.

[?] 10. Job #

If this recurring bill is not for a job, "(N/A)" displays in this field.

If this recurring bill is for a job, the job number that you entered on the header screen displays automatically.

In either case, this field cannot be changed.

11. Sub-job #

If this recurring bill is not for a job, "(N/A)" displays in this field.

If this recurring bill is for a job, the sub-job number that you entered on the header screen (if any) displays automatically.

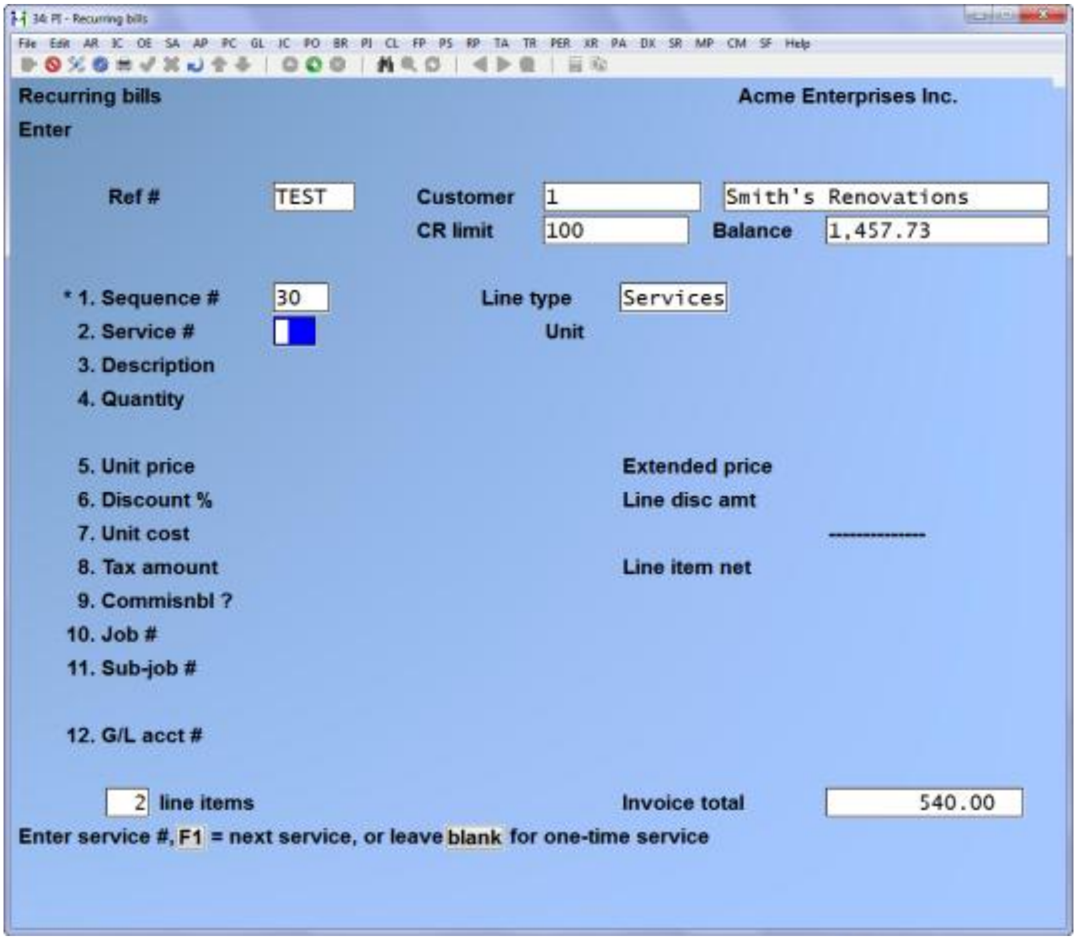
In either case, this field cannot be changed.

NOTE: If you are using I/C and J/C, you will be asked to enter the cost item for the job as well.

Entering "Services" Line Items

1. Sequence #

Enter a sequence number here, exactly as in *Invoices*.



Format: 9999

Reviewing Existing Line Items

If you wish to review line items already entered for this recurring bill, enter the sequence number, press [F1] to see existing lines or use the *View* function described in a later chapter of this manual.

Line type

As in *Invoices*, enter [S] for services.

The appearance of the bottom part of the screen depends on whether or not you are using the Job Cost package. The screen shown below is what you see if you are not using J/C. Fields used only with J/C are noted below.

You see:

Enter the information as follows:

[?] 2. Service #

Enter the service number or use one of the options:

Options: [F1] to scan through the services in the Goods/Services File

[Enter] to enter a one-time service that is not in the file

If you enter a service number that is not in the Goods/Services File, you are told that this service is not on file and asked if you want to enter it anyway. If you answer Y, you are asked if you want to add this service to the Goods/Services File. (If you're using I/C, you're asked if you want to add it to the Services File.) If you answer Y to this second question, the service will be added permanently to the file; otherwise, it will appear only on the current recurring bill.

Format: 999
Unit

If this service is on file, the unit will be displayed automatically and cannot be changed.

Format: 4 characters

If this service is not on file, enter the unit for this service, or use one of the options:

Options: [F1] to use "HOUR" if you bill this service by the hour

[Enter] If there is no unit for this service, and you either charge a flat rate or don't charge separately for it, "(NONE)" displays.

3. Description

If this service is on file, its description displays automatically. You can change this or press [Enter] to accept it as is. You can also enter up to 9 more lines of description as described next.

If the service is not on file, enter the description of the service. After entering the first line, you are asked if you wish to enter any additional description. Press [Enter] for N, or answer Y to enter more description; the bottom of the screen clears to enter up to 9 additional lines. When you are through entering description, press [F2].

Format: 10 lines, each up to the "Service text length" specified in the P/I Control File

4. Quantity

If you entered a unit above, enter the number of units.

If you left "UNIT" blank, "(NOT APPLICABLE)" displays and you cannot enter anything. As with Goods line items, if you enter zero, the "Fixed or var ?" field (described below) is set to V.

Format: 99,999,999.999

Fixed or var ?

If the quantity above is not zero, you must next specify whether the quantity is usually the same for this recurring bill (a <u>fixed</u> quantity), or whether it usually varies each time the bill is selected to be used as an invoice (a <u>variable</u> quantity).

At the time you select this bill to be used as an invoice, you can still make changes to both the fixed and recurring line item quantities. However, specifying this line item now as "variable" gives you an added convenience: When the bill is selected later, you can press [F2] to bring up <u>only</u> variable line items to change. You will save time then because you won't have to sort through <u>all</u> the line items to find the variable ones you want to change.

Enter [F] for fixed or [V] for variable.

If the quantity entered above is zero, this field is automatically set to V.

Format: 1 character

5. Unit price or
5. Price

If you entered a unit above, enter the price per unit or use the option:

Option: [F1] to use the unit price in the Goods/Services File

The quantity is automatically multiplied by this price and the extended price displays.

If you left "Unit" blank above, this field changes to 5, "Price". Enter the total price of the service.

If there is no quantity for this service and you are entering the total price here, you are next asked if this price is fixed or variable, as described above for 4. "QUANTITY". If the price you entered is zero, this line item is automatically set to [V] for variable.

Format: 9,999,999.999 (price per unit) 99,999,999.99 (total price)

NOTE: If the unit price is zero, you are asked "Are you sure ?".

Optional Fields

Because of the choices made in the P/I and A/R Control files, some of the following optional fields may not be used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "Discount % or Discntbl ?"
- "Commisnbl ?"
- "Job #"
- "Sub-job #"

6. Discount % or 6. Discntbl ?

NOTE: This field is skipped if the P/I Control File specifies that you do not use discounts.

"Discntbl ?" (discountable?) asks whether the line item is to be subject to the overall invoice discount.

There are three cases:

a. If you use line item discounts, but not an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

b. If you use both line item discounts and an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

c. If you don't use line item discounts, but do use an overall invoice discount, this field appears as 6. "Discntbl ?". Answer Y if this line item is subject to the overall invoice discount; otherwise, answer N.

Format: 999.999

7. Unit cost or
7. Total cost

Enter the unit cost per the unit for this service or use the option:

Option: [F1] to use the unit cost for the service in the Goods/Services File

If there is no unit for this service, this field appears as 7. "Total cost". Enter the total cost of the service.

NOTE: This cost is used to calculate the margin (profit margin) on this service. This is required if you pay commissions based on margin. It is also included in the cost of the sales transaction in A/R when this invoice is posted.

Format: 999,999.999

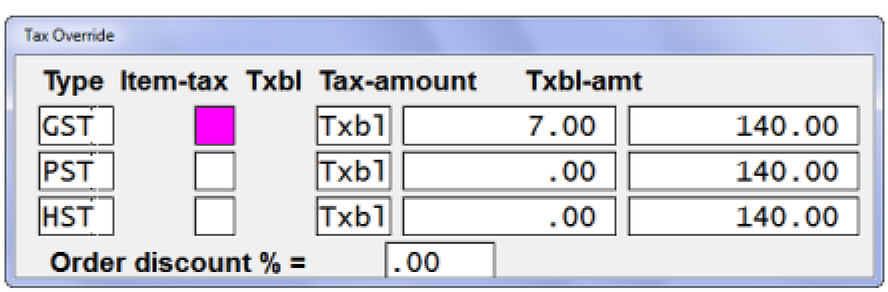
8. Tax amount

The total amount of all taxes for this line item is displayed and the field is skipped. Changes can be made only at the "Field number to change ?" prompt.

If you wish to change or view the taxes calculated (by tax type), select this field at the "Field number to change ?" prompt. A window, similar to the one shown below, is displayed:

For each tax type enter the following information:

Item-tax



Enter a taxable code to apply to the tax type, or press [Enter] to leave blank.

Txbl

Enter the letter reflecting the taxable status of this service for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply for this service, or use one of the options:

Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

Txbl-amount

This field displays the taxable portion of the extended price, and cannot be changed.

9. Commisnbl ?

NOTE: This field is skipped if the A/R Control File specifies that you do not use commissions.

Answer Y if this line item is commissionable.

10. G/L acct #

(This field is skipped if the A/R Control File specifies that you do not distribute sales.)

This field defaults to the sales account from the Goods/Service record and is skipped over. Changes can be made at "Field number to change ?".

If you choose to change the default, enter the new sales account to which the revenue from this service is to be distributed, or use one of the options:

Options: [F1] to scan through the sales accounts specified in the P/I Control File

[F2] to accept the default sales account for the service

If Job Cost is used, and if this line item is for a job, enter the sales account to which revenue from this item is to be distributed, or use the option:

Option: [F1] to use the billing account in the job header for this job

If Job Cost is interfaced, fields 10 and 11 appear as shown below and "G/L ACCT #" becomes field 12.

10. Job #

This is a "display" field only and cannot be changed.

If this recurring bill is not for a job, this field will be skipped and "(N/A)" for "Not applicable" displays automatically.

If this recurring bill is for a job, the job number entered on the header screen displays here automatically and cannot be changed.

11. Sub-job #

This field is also a "display" field only and cannot be changed.

If this recurring bill is not for a job, this field will be skipped and "(N/A)" will display automatically.

If this recurring bill is for a job which does not have sub-jobs or does not bill for sub-jobs, "(N/A)" will display automatically.
If this recurring bill is for a job, the sub-job number entered on the header screen will display here automatically and cannot be changed.

Entering "Notes" Line Items

Notes are entered exactly as in *Invoices*.

1. Sequence #

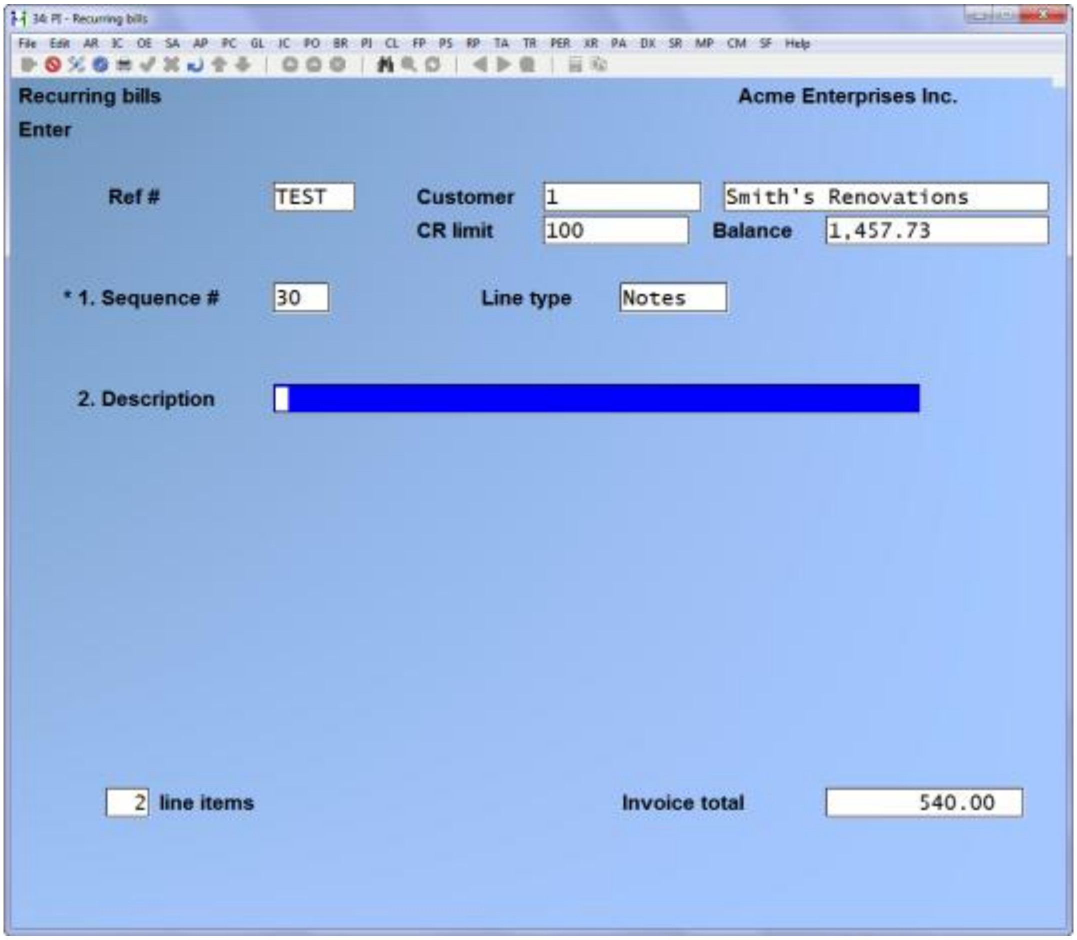
Enter a sequence number here, exactly as in entering Goods or Services line items.

Format: 9999

Line type

As in *Invoices*, enter [N] for notes. You see:

2.



Description

Enter whatever notes or comments you wish to appear on the recurring bill. The maximum length of each line depends on the "Service text length" specified in the P/I Control File. You can press [Enter] at the beginning of any line to leave a blank line. To end the note, press [F2].

Format: (Number of characters specified for "Service text length" in the P/I Control File)

Make any desired changes.

The screen clears to enter the next line item. Enter the sequence number of the next line item, or press [Tab] to exit from entering line items and go on to the totals screen.

Entering "Standard Bill" Line Items

Standard bills are entered exactly as in *Invoices*.

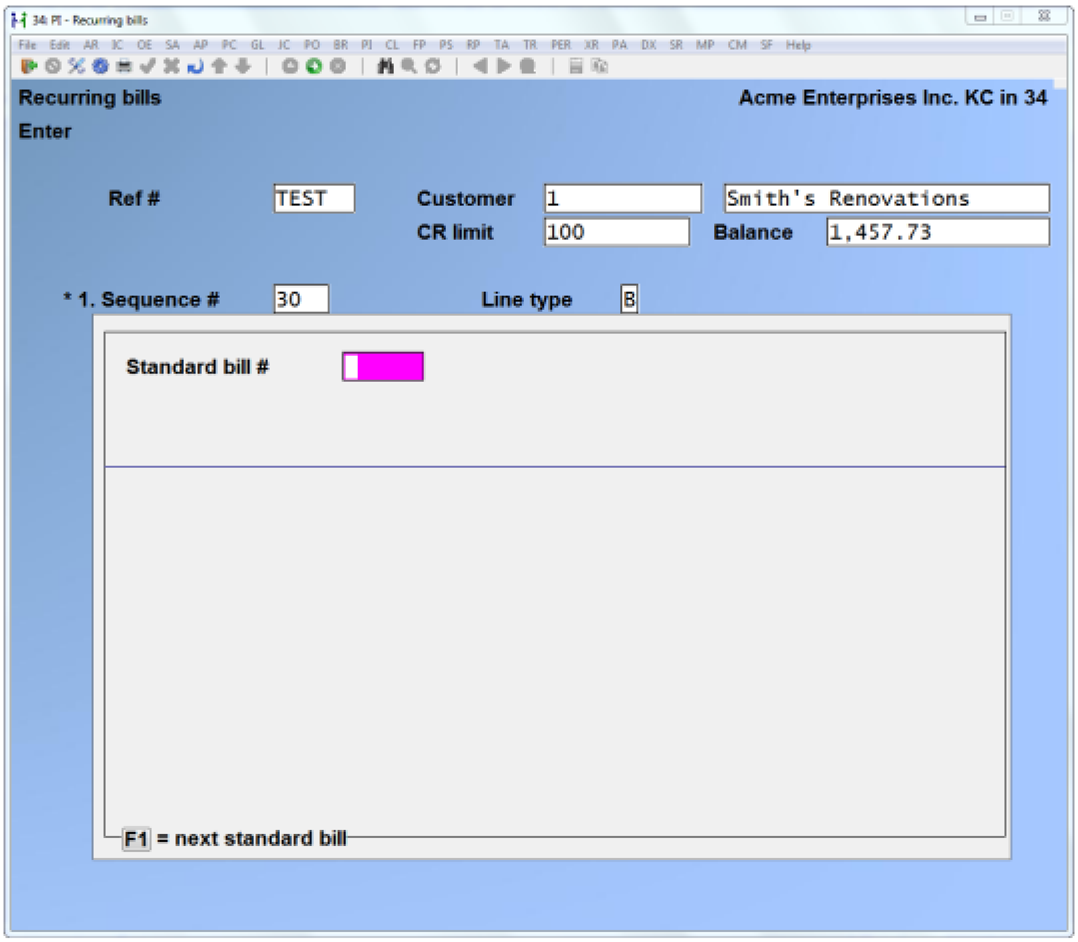
1. Sequence

Press [F2] to assign the next sequence number to the first line of the standard bill.

Format: 9999

Line type

As in *Invoices*, enter [B] for standard bill. You see:



Standard bill #

Enter the number of the standard bill that you want to "paste into" this recurring bill. You can enter any portion of a standard bill number assigned in the *Standard bills* selection.

Enter the number or use the option:

Option: [F1] to scan through the standard bills on file

Format: 6 characters

If you entered a number, the standard bill with the closest match to what you entered displays, along with a count of the number of line items in this bill.

Whether you entered a number or used [F1], you can then press [F2] to look at the details of any particular bill.

You can use the [PgUp] and [PgDn] keys to see all of the line items in the standard bill.

When the correct standard bill is displayed, press [Enter] in response to "Right standard bill ?".

You are then asked "Use this standard bill ?". If N, you can enter a new standard bill number as above. If Y, the standard bill you selected is transferred to this recurring bill.

If you are using profit centres

When standard bills are copied, the main accounts entered for Goods line items in the standard bill are combined with the profit centre from either the quotation header or the Item File file). For Service lines, the main accounts on the standard bill line items are combined with the profit centre entered on the recurring bill header.

If you are using I/C and J/C

If you are using Job Cost and also using change orders, and if this recurring bill is for a job, and you are also using the Inventory Management package, you will be asked for the change order number for this standard bill. Press [Enter] if this standard bill is not for a change order, or enter the change order number. The change order must already be defined for the job.

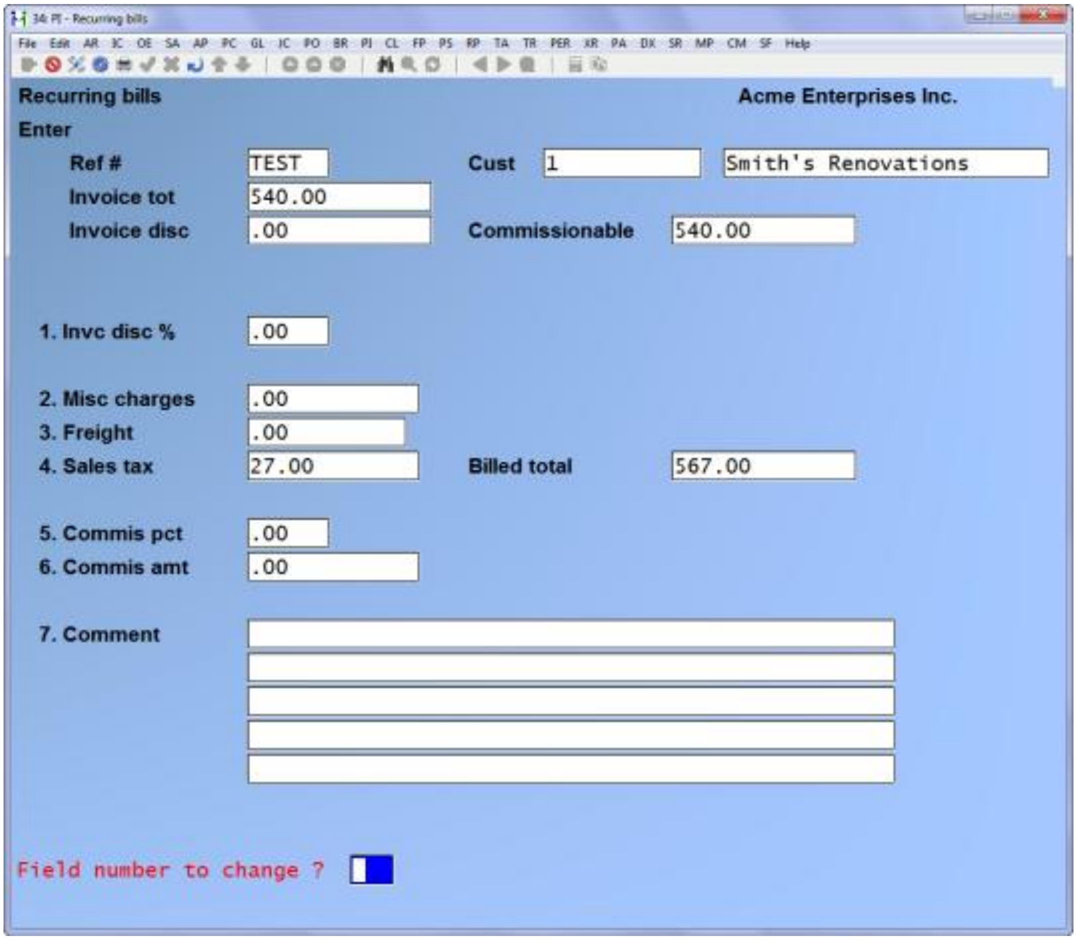
You are informed when the standard bill has been transferred (pasted into this recurring bill).

NOTE: Each line item from the standard bill is originally designated here as a "fixed" line item if "Qty" or "Price" is not zero. If the "Qty" or the "Price" is zero, it is designated as a "variable" line item. If you wish to change this designation, do so as described under the section titled "Changing Line Items and Totals" in the first part of this chapter.

See field 4. "Quantity" above for more explanation of "fixed" and "variable" line items.

The screen clears to enter the next item. When through with entering line items, press [Tab] for the sequence number. The totals screen then appears.

Totals Screen



The "Invoice tot:" (recurring bill total) is the total dollar amount of all line items, less line item discounts (if any).

The "Invoice disc:" field displays only if the P/I Control File specifies that you use overall invoice discounts. (After you enter the "Invc disc % [field 1], the total dollar amount of the discount will display.)

The "Commissionable:" field displays only if the A/R Control File specifies that commissions are used. It is the total dollar amount that is subject to a commission.

NOTE: The P/I Control File or A/R Control File may specify that some of the following options are not used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "INVC DISC %"
- "MISC CHARGES"
- "FREIGHT"

Enter the information as follows:

1. Invc disc %

(This field is skipped if the P/I Control File specifies that you do not use overall invoice discounts.)

Enter the invoice discount percent, or use the option:

Option: [F1] to use the customer's non-zero discount percent in the Customer File in A/R.

The invoice discount dollar amount at the top of the screen and the discounted net are automatically calculated and displayed. (The "discounted net" is the invoice total, less the discount.)

Format: 99.999

2. Misc charges

(This field is skipped if the P/I Control File specifies that you do not use miscellaneous charges.)

Enter any miscellaneous charges for this recurring bill.

Format: 99,999,999.99

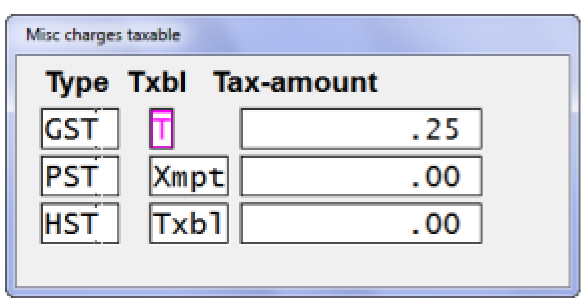
[?] Account #

If there are miscellaneous charges for this recurring bill, you are next asked for the number of the G/L account to which these charges are to be distributed. Enter the account number or use the option:

Option: [F1] to use the miscellaneous charges account in the A/R Control File

Misc charges taxable

The taxes calculated for miscellaneous charges do not display. If you wish to make any changes or view the default calculations, press the [↑] at the next numbered field, or select the misc field from "Field number to change ?". A window appears for this purpose similar to the following:



Make any changes as follows:

Txbl

Enter the letter reflecting the taxable status of miscellaneous charges for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply to miscellaneous charges, or use one of the options:

Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

3. Freight

(This field is skipped if the P/I Control File specifies that you do not use freight charges.)

Enter the amount of any freight charges.

Format: 9,999,999.99

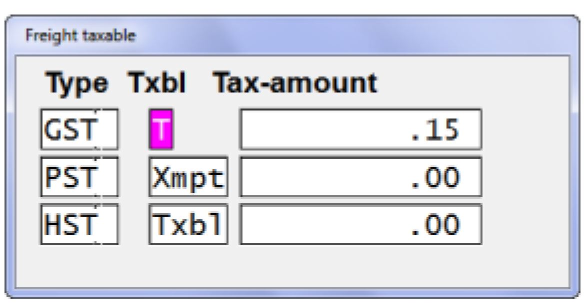
[?] Account #

If there are freight charges, you are next asked for the number of the G/L account to which these charges are to be distributed. Enter the account number or use the option:

Option: [F1] to use the freight account in the A/R Control File

Freight taxable

The taxes calculated for freight charges do not display. If you wish to make any changes or view the default calculations, press the [↑] at the next numbered field, or select the freight field from "Field number to change ?". A window appears for this purpose similar to the following:



Make any changes as follows:

Txbl

Enter the letter reflecting the taxable status of freight charges for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply to freight, or use one of the options:

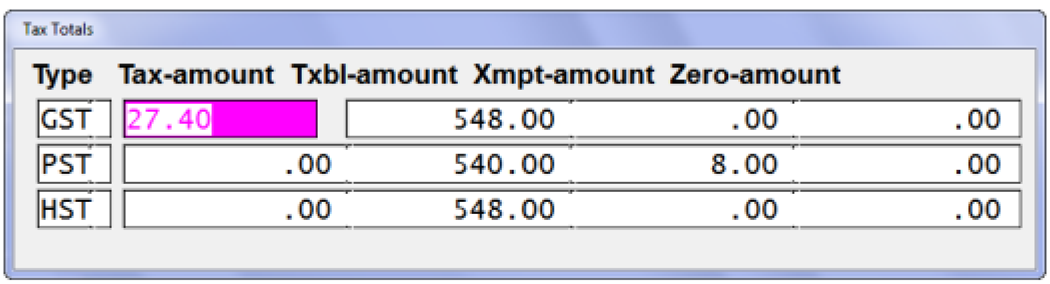
Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

4. Sales tax

Sales tax displays automatically. The sales tax, if any, is the aggregate of the taxes calculated for all tax types for line items, miscellaneous charges, and freight charges.

If you wish to change the amount displayed for sales tax, then press the [↑] key from the next numbered entry field, or select the sales tax field from "Field number to change ?". A window appears for this purpose similar to the following:



Make any changes to the amounts calculated for each tax type, or use the option:

Option: [F1] to reverse changes made to override the calculated amount.

After this, these amounts are added:

- "Invoice tot" (or "Discounted net" if an invoice discount is used)
- "Misc charges" (if used)
- "Freight" (if used)
- "Sales tax" (if any)

The total is displayed as "Billed total".

(The next two fields are skipped if the A/R Control File specifies that you do not use commissions.)

5. Commis amt

This field appears as "Commis amt" if no line items were specified as being commissionable, or if the commissionable amount at the top of the screen is zero. Enter the commission amount.

Format: 99,999,999.99-

5. Commis pct and
6. Commis amt

Field 5 appears as "Commis pct" if one or more line items are specified as being commissionable and the commissionable amount is not zero. Enter the commission percent or use the option:

Option: [F1] Press [F1] to use the commission percent and method ("on price" or "on margin") for the customer or the sales rep. If commissions are assigned "by customer" in A/R, then the customer's percent and method are used. If commissions are assigned "by sales rep" in A/R, then the sales rep's commission percent and method are used.

If you enter a specific commission percent, you are asked if the commission is on price or on margin. Press [Enter] to accept the default specified in the P/I Control File, or enter [P] for Price or [M] for Margin.

If you enter zero for the commission percent, the cursor moves to the "Commis amt" field. Enter the commission amount.

If the commission is on price, the commission amount displays in the "Commis amt" field. If the commission is on margin, you are informed that the amount of the commission will be calculated when the invoice from this recurring bill is posted to A/R.

Format: 99.999 (commission percent) 99,999,999.99- (commission amount)
7. Comment

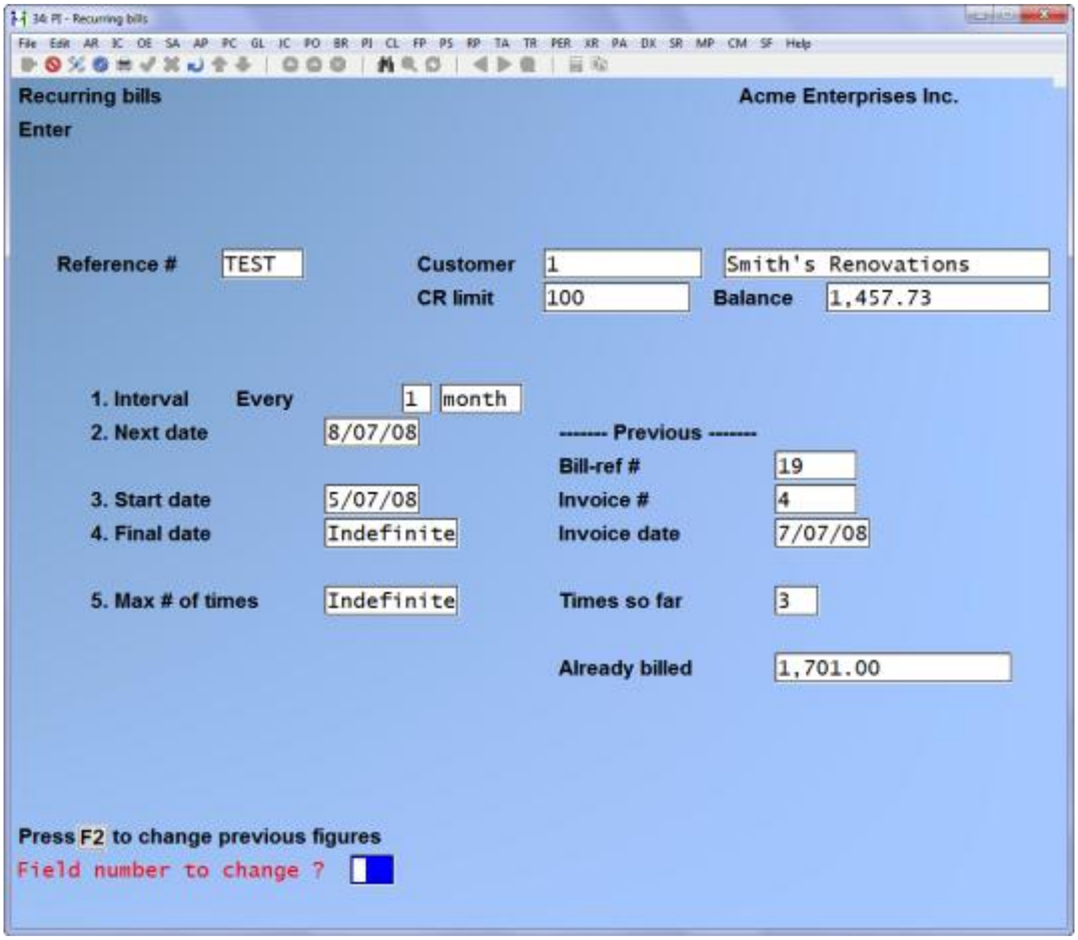
Enter any comment for this recurring bill. Press [F2] to end entering the comment.

Format: 5 lines, each the number of characters specified for "Comment text length" in the P/I Control File

Make any desired changes as usual.

Recurrence Information Screen

The recurrence information screen appears:



Enter the information as follows:

1. Interval Every

Specify how frequently the recurring bill is charged to the customer. Enter a number, then, enter the code for the time period. The "time period" choices are D = days, W = weeks, or M = months. The first number specifies how many of that time period. For instance, 3 W means billed every 3 weeks.

Format: 99 1 character

2. Next date

Enter the next date the recurring bill is due. If this is not known exactly, you can enter an approximate date.

You can also use the option:

Option: [Enter] to use the date of the last recurring bill entered, if any. Otherwise, the system date is the option.

Format: MMDDYY

NOTE: After you have entered this date initially, it is automatically updated for this recurring bill each time it is used as an invoice.

3. Start date

Enter the date on which you want to start charging this bill to the customer or use the option:

Option: [F1] to use the system date

Format: MMDDYY

4. Final date

Enter the date after which you want to stop charging this bill to the customer or use the option:

Option: [F1] For "Indefinite"

Format: MMDDYY

5. Max # of times

Enter the maximum number of times you want to charge this bill to the customer or use the option:

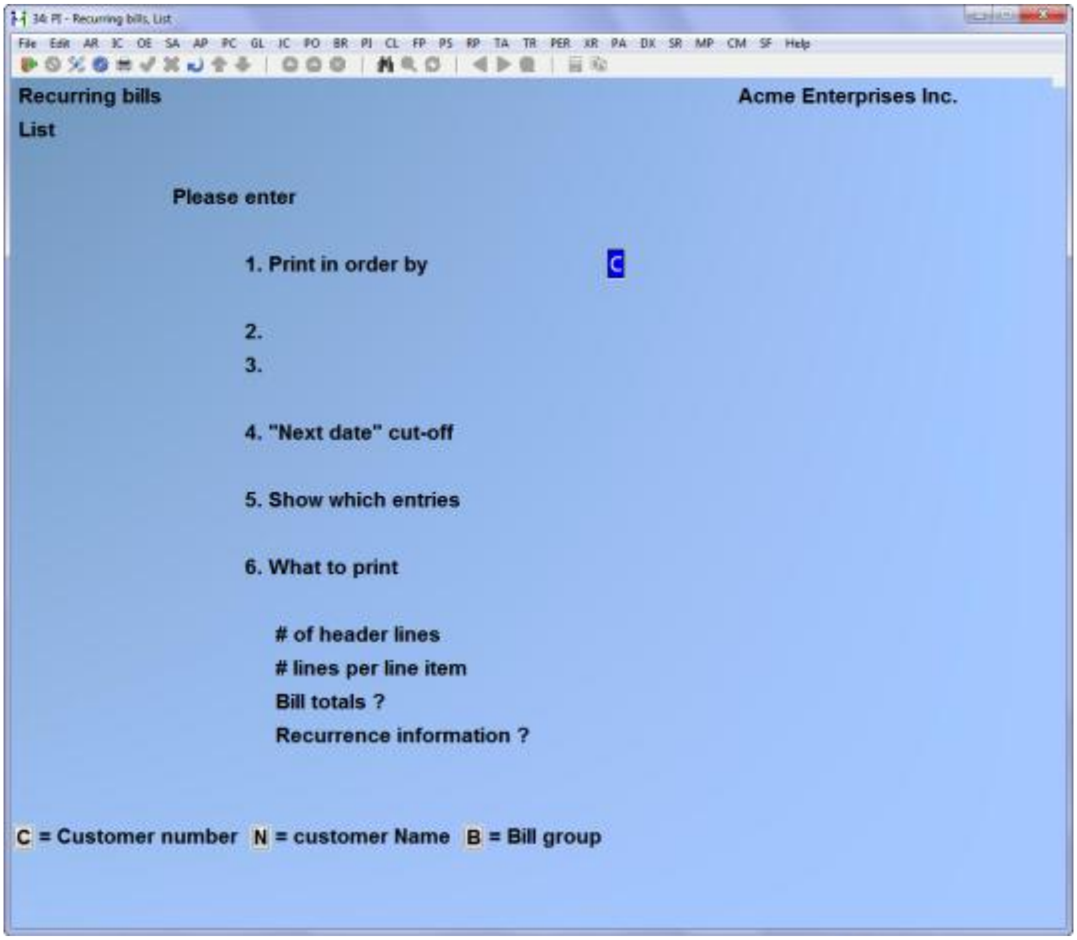
Option: [F1] For "Indefinite"

Format: 999

Printing a List of Recurring Bills

From the *Recurring bills* menu, select *List*.

You see:



Enter the information as follows:

1. Print in order by

Enter the order in which you want the recurring bills shown on the list: Press [Enter] for Customer number order, type [N] for customer Name order, or type [B] for Bill group order.

Format: 1 character

The next two fields depend on the choice of printing order.

2. Starting ("in order by" choice)

3. Ending ("in order by" choice)

Enter the starting and ending "in order by" choices (Customer number, customer Name, or Bill group). Follow the screen instructions.

4. "Next date" cut-off

Enter the date up to which you want to show recurring bills. That is, you want to show bills that are due to be used as invoices on or before this date. Recurring bills due to be activated after this date will not be shown.

You can also use one of the options:

Options: [Enter] to use the system date

[F1] to use the "Latest" date (show recurring bills regardless of when they are next due)

Format: MMDDYY

5. Show which entries

You have three choices for this field, as follows:

[A] - All entries

All recurring bills for the range and cut-off date above are shown on the list.

[E] - Expired entries only

Only expired entries are shown.

"Expired" entries are those recurring bills which either:

(1) Have been selected more than the maximum number of times

(2) Have a "final date" which is before the "next date" (as displayed on the recurrence data screen).

When an entry has expired, it should be reviewed for deletion from the Recurring Bills File. Alternatively, by resetting either the maximum number of times to be used or the "final date", the recurring bill can continue to be used to generate invoices.

[S] - Selected entries only

Only selected entries are shown.

An entry is selected using *Select for use*, as described below. Selected entries are copied to the Invoice File using *Use selected,* which is discussed at the end of this chapter.

6. What to print:

Select how much information to show for each recurring bill:

# of header lines

Press [Enter] to show 1 header line per recurring bill, type [2] for 2 lines, or press [F1] to show "All" header lines for each recurring bill.

 # lines per line item

Press [Enter] to show 1 line per line item, type [0] for none, type [2] for 2, type [3] for 3 or press [F1] to show "All" information for each line item. If you enter [0], this means you don't want to print line items at all.

Bill totals ?

Press [Enter] to show the totals information for each recurring bill. Answer N if you don't want to show totals information for individual recurring bills.

Recurrence information ?

To show the information on how this bill recurs (interval, next date, start date, final date, maximum number of times, etc.), press [Enter].

Selecting Recurring Bills for Use

Here you select which recurring bills are to be used as invoices in the current billing cycle.

In order to use a recurring bill as an invoice, first select the bill for use here. Then use the next function, *Use selected*, to actually use the selected bill as an invoice.

From the *Recurring bills* menu, choose *Select for use*. Then enter the following information:

1. Select by

Specify whether to select recurring bills in order by [C] (Customer number), [N] (customer Name) or [G] (Group).

Then follow the screen instructions.

2. Next date cut-off

If you want to select only recurring bills with a "next due date" on or before a specific date, enter that date here. Or use the option:

Option: [F1] for no cut-off date

Format: MMDDYY

3. Selection method

If you are using variable recurring bills, see the discussion in field 4, "Quantities" in the section "Entering Goods Line Items", earlier in this chapter.

Choose [A] (Automatic) or [M] (Manual) selection of recurring bills.

Format: 1 character

Automatic selection

If you choose automatic selection, recurring bills will be selected automatically based on the criteria entered above.

Manual selection

If you choose manual selection, the recurring bills meeting the criteria above will be displayed, one by one, for you to manually select which ones to turn into invoices.

4. Format for selection list

(This field is skipped for manual selection.)

For automatic selection, a list is printed of the recurring bills that are selected automatically. Enter [B] for the brief format selection list or [F] to print the full format selection list.

Format: 1 character

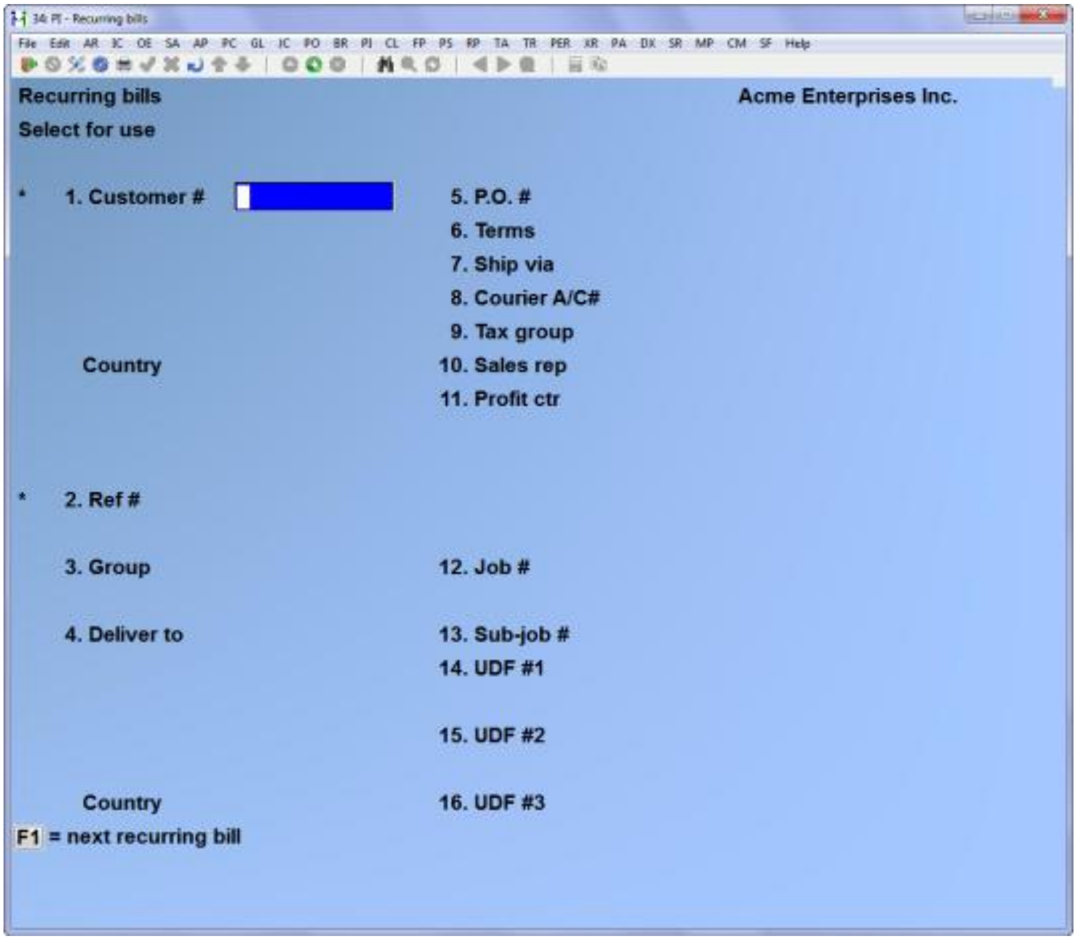
Automatic Selection

When you press [Enter] at "Field number to change ?", a period of processing occurs while the recurring bills that you have specified are selected automatically by the computer. The Recurring Bills Automatic Selection List will be printed to show you which recurring bills have been selected. The recurring bills that are selected will be turned into invoices when you run *Use selected* (described later in this chapter).

Manual Selection

When you press [Enter] at "Field Number to change ?", a screen then appears for you to select recurring bills manually. Bills which are selected here will be turned into invoices when you run *Use selected*.

The criteria above (cut-off date and range of customer names, customer numbers, or bill groups) narrow down the bills that will be displayed to you for selection using the [F1] key. However, you can still select bills not meeting these criteria by entering the customer number and reference number on the screen shown below.



[?] *1. Customer #

Enter the customer number and the reference number of the bill you want to select or use the option:

Option: [F1] to scan through recurring bills which meet the criteria you specified on the last screen

Format: 12 characters

Make any desired changes to the information on this screen from "Field number to change ?".

If the bill has already been selected, you are informed of this and asked whether you want to unselect it. If N, the recurring bill remains selected and you are asked "Field number to change ?" (see below). If Y, the recurring bill is no longer selected and a screen appears for you to enter another recurring bill to select.

If the bill has not already been selected, you are asked whether you want to select it. If you answer N, the screen clears to enter another bill to select.

If you reply that this bill is to be selected, the bill is selected unless:

1. The "final date" is earlier than the "next date". In this case, you are warned that you have gone past the final date on which this recurring bill is to be sent and asked if you wish to select it anyway. Answer Y to select it anyway, or N to not select it.

2. The "times so far" is more than the "max # of times". In this case, you are warned that you have already selected this bill the maximum number of times, and asked if you wish to select it anyway. Answer Y to select it anyway or N to not select it.

If the customer is already over his credit limit, a message appears informing you of this, and you are asked whether you want to continue selecting this bill. Answer N to exit from selecting this bill or Y to continue.

Make any changes.

A line item screen appears to allow you to make any desired changes to the recurring bill's line items, including the quantity or price of any "variable" or "fixed" line item.

(You can press [Tab] at the "Sequence #" field to go directly to the totals screen.)

Changing a Line Item

Enter the sequence number, press [F1] for the next line item, or press [F2] for the next "variable" line item (the next line item for which you designated the "quantity" or "price" as variable). When the right line item appears, press [Enter] to select it for changing.

NOTE: After pressing [Enter] at "Right line item ?", you can also delete the line item from the recurring bill (and thus the new invoice) by pressing [F3], then answering Y to "This line item will be deleted. Is this correct ?".

At this point, if the quantity or total price specified on the line item is to be changed, enter the current quantity or total price.

If you make a change to the quantity or total price, you are asked whether the field is to be fixed or variable in the recurring bill. Answer [F] for fixed or [V] for variable.

Make any other changes.

When no more changes to line items are desired, press [Tab] at the sequence number. The totals screen appears.

Make any changes to the totals. You may enter a cash amount if you wish.

Using Selected Recurring Bills

Before you use this option, you should always print a list showing only the recurring bills that have been selected. Use *List* (described earlier in this chapter) and choose only selected bills.

When you have verified that your selection of recurring bills is correct and complete, you are ready to use them as invoices. (The recurring bills still remain on file.)

From the *Recurring bills* menu, choose *Use selected*.
You are asked to enter the invoice date that is to appear on these new invoices.

Enter a date or use the option:

Option: [Enter] to use the system date

(You can press [Tab] here if you decide not to proceed with using recurring bills as invoices.)

Format: MMDDYY

You are asked "Any change ?". Answer Y and make any desired change to the date. When it is correct, answer N.

After you answer N, one invoice is created from each selected recurring bill. Follow the screen instructions.

You can change the new invoices or print a list of them through the *Invoices* or *Print invoices and quotations* selections. You may post them to A/R through the *Post* selection.

When I/C and Back Orders Are Used

When a Goods line item from a recurring bill is copied into an invoice, it is possible that there is insufficient quantity available to fully ship the item. If this occurs, then an exception report is printed which lists each line which cannot be fully shipped. For each of these lines (as copied to the Invoice File), the quantity shipped has been set to the quantity ordered. However, before printing and posting an invoice which contains a line which appears on the exception report, you should take one of the following actions:

1. Obtain sufficient quantity of the item to fully ship the line, and then enter a receivings in I/C for the amount received. At this point, the line can be shipped in full.

2. Use *Invoices* to display the line item. Then change the quantity shipped so that the amount that cannot be shipped is back ordered. (Other options are also available, such as shipping in stock, or back ordering the entire line item until the

full amount ordered is available.   See the chapter titled *Invoices* for a full discussion of your options.)

Building business and technology relationships.

Chapter 14

Standard Bills

Introduction

Use this selection to enter standard bills. It works like *Invoices*, except that the standard bill consists only of line items.

A "standard bill" is a packaged set of services or items which your company often provides. You can "paste" one or more standard bills into any invoice for a customer.

For instance, an air conditioning company might have a standard bill for each of several packages of usual services: Freon check, yearly preventive maintenance, compressor change, etc. When a packaged set of services was delivered, the appropriate services, parts, and materials could be pasted into the invoice for that customer, rather than creating the whole invoice from scratch. If any additional, unusual services were performed, these could be entered in the invoice as additional line items.

To Begin

From the P/I menu, select *Standard bills*. Then select *Enter*.

Entering Standard Bills

A screen appears for you to enter a standard bill number and description.

From this screen you can work with both new and existing standard bills. If a standard bill has already been entered for the standard bill number you specify, it will appear and be available for changes or deletion.

[?] 1. Standard bill #

For a new standard bill:

Enter a number for this standard bill.

(If an existing standard bill appears and this is not what you want, press [Tab] and enter a new standard bill number.)

Format: 6 characters

For an existing standard bill:

Enter the standard bill number or use the option:

Option: [F1] to scan through the standard bills on file in bill number order

(You can also press [F3] to delete this standard bill entirely. If you want to delete only line items, see "Deleting Line Items" below.)

Changing line items for an existing standard bill is explained here for your reference. This works the same as for an invoice or recurring bill.

(At this point, if you are not making changes to line items, skip to "Description".)

Changing Line Items

Enter the sequence number of the line item you want to change, or use the option:

Option: [F1] to scan through the line items on this standard bill. When the correct line item is displayed, press [Enter], then make any desired changes.

You cannot change the sequence number or line item type.

Deleting Line Items

You can delete the line item selected by pressing [F3]. If you press [F3], you are notified that this line item will be deleted and asked "Is this correct ?". If you change your mind, press [Enter] to not delete this line item. Otherwise, answer Y to delete it.

Adding Line Items

From the first line item screen, you can either enter a new sequence number or use the option:

Option: [F2] to assign the next sequence number to a new line item

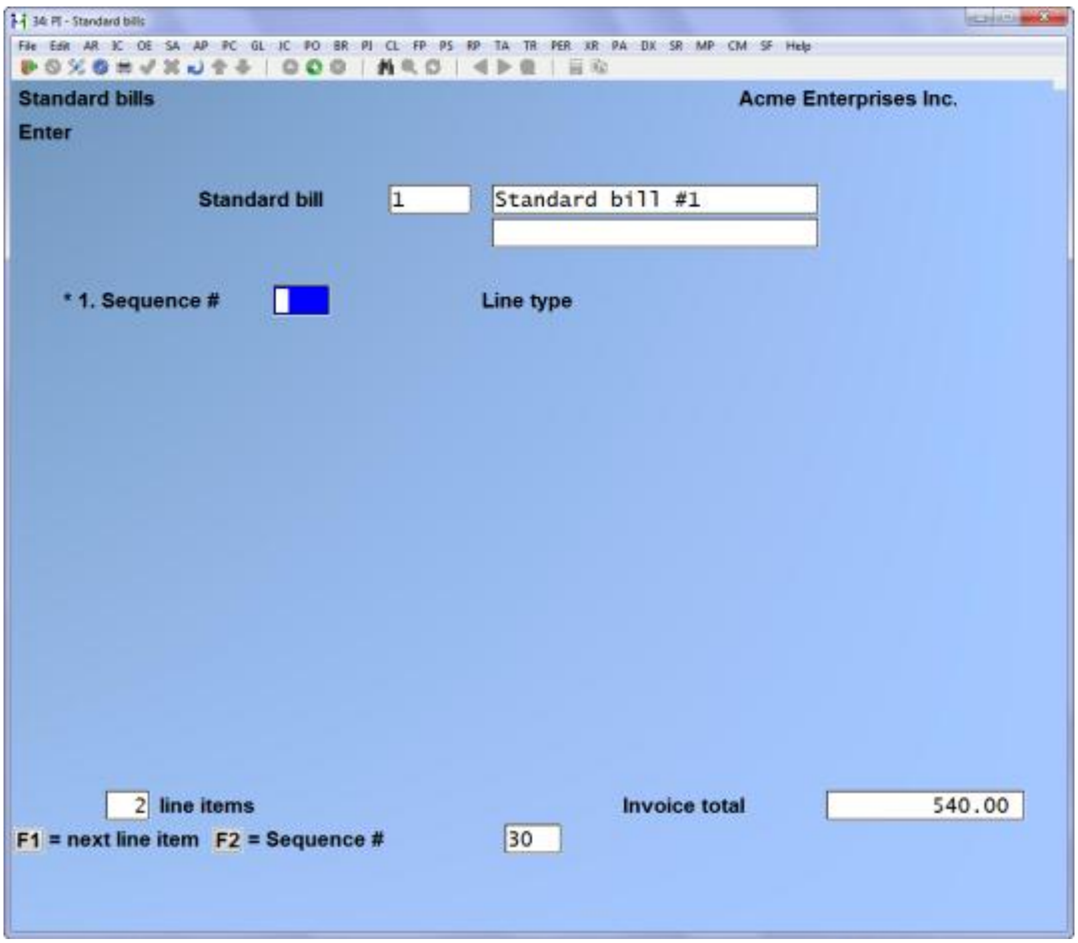
Proceed as in entering a line item for a new invoice as described in the "Line Item Screen" section.

2. Description

Enter a description for this standard bill. This is for <u>your</u> reference only.

Format: 2 lines of 25 characters each

A screen appears to enter the first line item on this standard bill:



Enter the information as follows:

1. Sequence #

Enter a sequence number for this line item, just as in *Invoices*.

Format: 9999

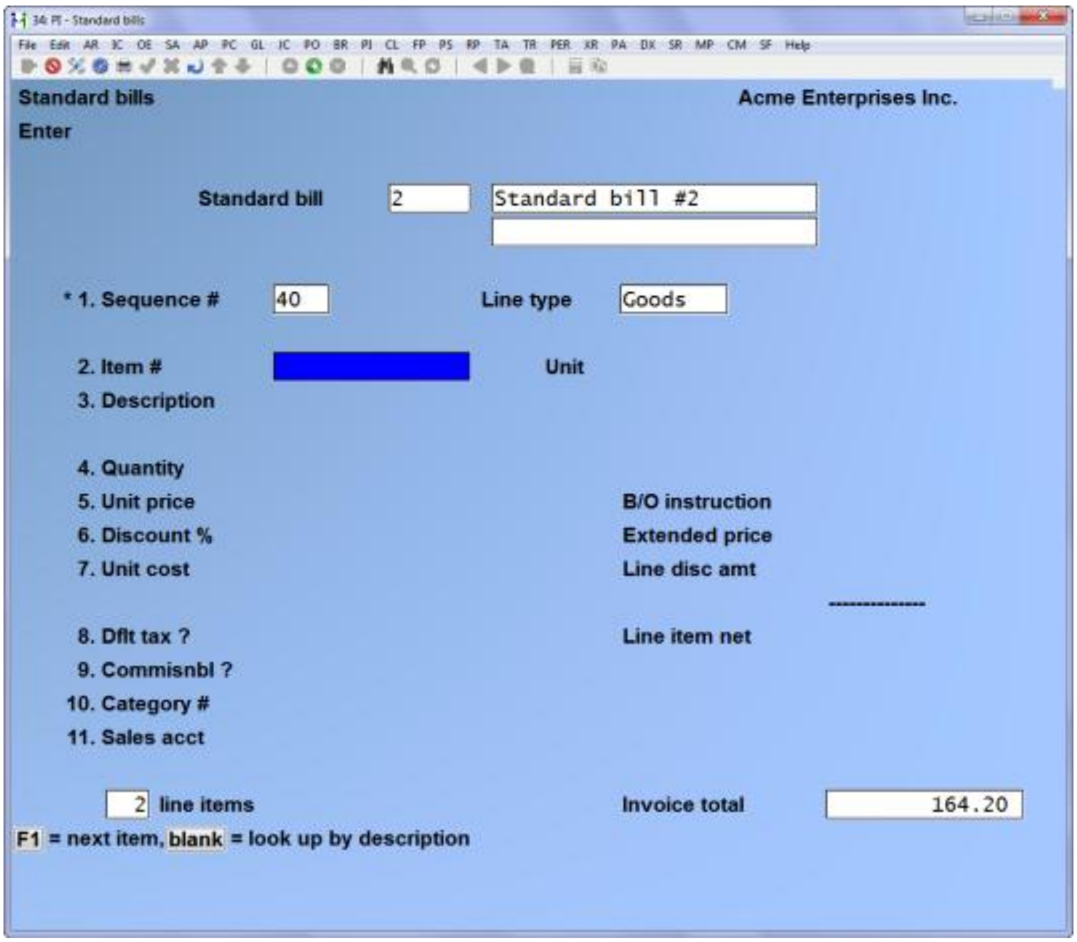
Line type

As in *Invoices*, enter [G] for goods.

The appearance of the bottom part of the screen depends on whether or not you are using the Job Cost and I/C packages. The screen shown below is what you see if you are not using J/C or I/C. Fields used only with J/C and I/C are noted below.

Entering "Goods" Line Items

After you type [G], you see:



Enter the information as follows:

[?] 2. Item #

If Inventory Control is <u>not</u> used:

Enter the item number or use one of the options:

Options: [F1] to scan through the items in the Goods/Services File

[Enter] to enter a one-time item that is not on file

If you enter an item number that is not on file, you are informed that this item is not in the Goods/Services File and asked whether you want to enter it anyway. If you then answer Y, you are asked whether it should be added to the file. This gives you a chance to enter new items as you go. If you answer N to this second question, this item will appear only on the current standard bill and will not be added to the Goods/Services File.

Format: 15 characters

Unit

If this item is in the Goods/Services File, the unit will display automatically.

If the item is not in the file, you must enter a unit or use the option:

Option: [F1] To use EACH

Format: 4 characters

If Inventory Control is used:

Enter the inventory item number or use one of the options:

Option: [F1] to scan through the items in the Item File

[Enter] to look up the item by description

NOTE: If the unit or conversion factor for an inventory item is changed in the I/C Item File, you must delete any P/I line items using that inventory item, then re-enter them. Otherwise, your invoices will contain the old unit and conversion factor.

If you left the number blank, enter the item's description (or any portion of it beginning with the first letter). The first item with a description matching the entered characters appears, and you are asked if this is the item you want. Answer Y to select it, N to enter another item, or press [F1] to see the next item in alphabetical order.

You are then asked "Right item ?". Answer N to select another item as above, or continue to press [F1]. When the right item appears, press [Enter] to select it.

Miscellaneous items

A miscellaneous item has an item number that begins with an asterisk (*). If you enter a miscellaneous item for the item number, you are requested to enter the unit. If there is a unit already in the Item File for this item, it is displayed automatically and you can change it if you wish. You are then requested to enter the item description.

Format: 15 characters

[?] **Warehouse**

(This field appears only if the P/I Control File specifies that multiple warehouses are used.)

Enter the code for the warehouse from which the item is to be shipped or use the option:

Option: [F1] to use the default warehouse in the P/I Control File

Format: 2 characters

The warehouse must exist in the I/C Warehouse File, and the item must be stocked at this warehouse. If not, an error message appears, and you must correct the condition in the I/C package. (Refer to the Inventory Management User Manual.)

3. Description

For an item that is already on file, and not a miscellaneous item, the description displays automatically. You can change this if you wish, or press [Enter] to accept it as is.

If you are entering a new item (which you can do only if you are NOT using I/C), or if this is a miscellaneous item, then enter the description of the item.

Format: 2 lines of 25 characters each

4. Quantity

Drop shipped items

If this item is to be drop shipped (shipped directly to the customer from your supplier), press [F1]. "*DS*" displays. Press [F1] again to cancel the "drop ship" status.

Enter the quantity ordered.

Format: 99,999,999.999

B/O instruction

This field is entered if the following conditions are true:

(1) Back orders are used in P/I, and
(2) P/I is interfaced to I/C, and

(3) I/C is set up for back order control, and
(4) The item entered is not a miscellaneous item and itself has back order control as entered in the Item record in I/C.

When a Goods line item from a standard bill is copied into an invoice, it is possible that there is insufficient quantity available to fully ship the item. If the item has back order control, you must specify how to handle the fact that there is insufficient quantity available.

The choices are:

[B]	B/O balance
[A]	B/O all
[V]	Override
[S]	Ship in stock

For a full discussion of these choices, see the chapter titled *Invoices*.

Format: 1 character
5. Unit price

If Inventory Management is <u>not</u> used:

Enter the price per the unit for this item, or use the option:

Option: [F1] to use the unit price in the Goods/Services File

The quantity is automatically multiplied by this unit price and the extended price appears.

Format: 9,999,999.999

If Inventory Management is <u>is</u> used:

Enter the unit price or use the option:

Option: [F1] to use the unit price as determined by the price code for this item in the Item File. If there is no price code for this item, Price-1 from the Item record is used.

The extended price appears.

NOTE: Because of the choices made in the P/I Control File and in the A/R Control File, some of the following optional fields may not be used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "Discount % or Discntbl ?"

- "Commisnbl ?"
- "Category #"
- "G/L acct #"

6. Discount % or 6. Discntbl ?

NOTE: This field is skipped if the P/I Control File specifies that you do not use discounts.

"Discntbl ?" (discountable?) asks whether the line item is to be subject to the overall invoice discount.

There are three cases:

a. If you use line item discounts, but not an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

b. If you use both line item discounts and an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

c. If you don't use line item discounts, but do use an overall invoice discount, this field appears as 6. "DISCNTBL ?". Answer Y if this line item is subject to the overall invoice discount; otherwise, answer N.

Format: 999.999

7. Unit cost

If Inventory Management is not used:

Enter the unit cost or use the option:

Option: [F1] to use the unit cost in the Goods/Services File

NOTE: This cost is used to calculate the margin (profit margin) on this line item. It is also transferred into the A/R Sales Transaction File and is included in the cost of the sale on the Sales Journal.

Format: 999,999.999

If Inventory Management is used:

You are always requested to enter the unit cost for a Goods line item here. This is different from entering a Goods line item on a regular invoice where the unit cost is requested only in certain special cases.

Enter the approximate unit cost of this line item, or use the option:

Option: [F1] to use the current approximation of the unit cost, obtained from I/C

This approximate unit cost depends on the inventory valuation method specified in the I/C Control File. For the LIFO valuation method, it is the current value of the replacement cost. For the FIFO or Average valuation method, it is the current value of the average cost. For the Standard valuation method, it is the standard cost.

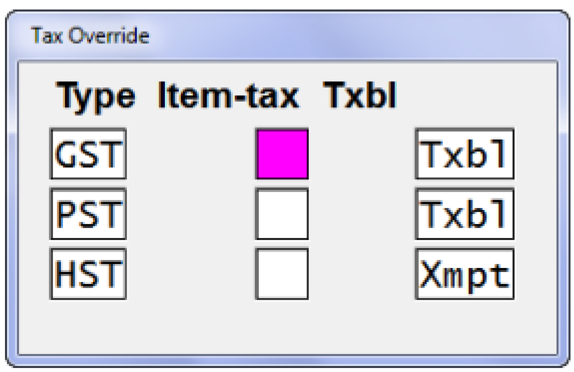
When this standard bill is transferred ("pasted") into a regular invoice, the unit cost entered here is actually ignored, and the then-current value of the replacement, average, or standard cost is used. At that point, the unit cost is still approximate. It is calculated exactly at the time the invoice is posted.

When this standard bill is transferred into a CR memo, only then will the unit cost entered here be used exactly as it is.

8. Deflt tax ?

This field is used to determine the default taxable status of this line item when it is pasted into an invoice. The field will default to Y, and can be changed or viewed at the "Field number to change ?" prompt.

If you choose to change or view the default taxable status of this line item the following window appears:



Make the following changes:

[?] Item-tax

Enter a taxable code to apply to the tax type, or press [Enter] to leave blank.

Txbl

Enter the letter reflecting the taxable status of this service for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

9. Commisnbl ?

(This field is skipped if the A/R Control File specifies that you do not use commissions.)

If commissions are used and I/C is also interfaced, the answer to this question displays automatically. It is set to Y if the commission code for this item in the I/C Item File is not blank, and is set to N otherwise. If you want to change this answer, you must do so from "Field number to change ?".

Answer Y if this line item is commissionable.

[?] 10. Sales acct

(This field appears only if the A/R Control File specifies that sales are distributed.)

If Inventory Management is not used:

(This field defaults to the sales account from the Goods/Service record and is skipped over. Changes can be made at "Field number to change ?".)

If you choose to change the default, enter the new sales account to which the revenue from this item is to be distributed, or use one of the options:

Options: [F1] to scan through the sales accounts specified in the P/I Control File

[F2] to accept the default sales account for the item

If Inventory Management is used:

The sales account specified for this inventory item in the I/C Item File displays automatically. If the item's profit centre is wild carded, then the sales account from the Item File is combined with the profit centre from the invoice header. If you want to change this, you must do so from "Field number to change ?".

If Job Cost and Inventory Management are used:

If a category number was entered in the previous field, the billing account on the Job Cost Control File displays automatically. It can be changed later from "Field number to change ?".

Make any changes.

The screen clears to enter the next line item. Enter the sequence number of the next line item, or press [Tab] to exit from entering line items.

If Inventory Management and Job Cost are both interfaced, field 10 appears as "Category #" and "Sales acct" is field 11.

10. Category #

If this line item is for a drop ship or miscellaneous item (item number starts with an asterisk), "(N/A)" appears for this field automatically and cannot be changed.

Otherwise, enter the job cost category that this item is most usually contained in, if any, or use the option:

Option: [F1] to scan through the categories in the Cost Category File of Job Cost

You can leave this field blank if you wish.

The category number entered here <u>must</u> already be on the Cost Category File in Job Cost.

Format: 9999999

Entering "Services" Line Items

1. Sequence #

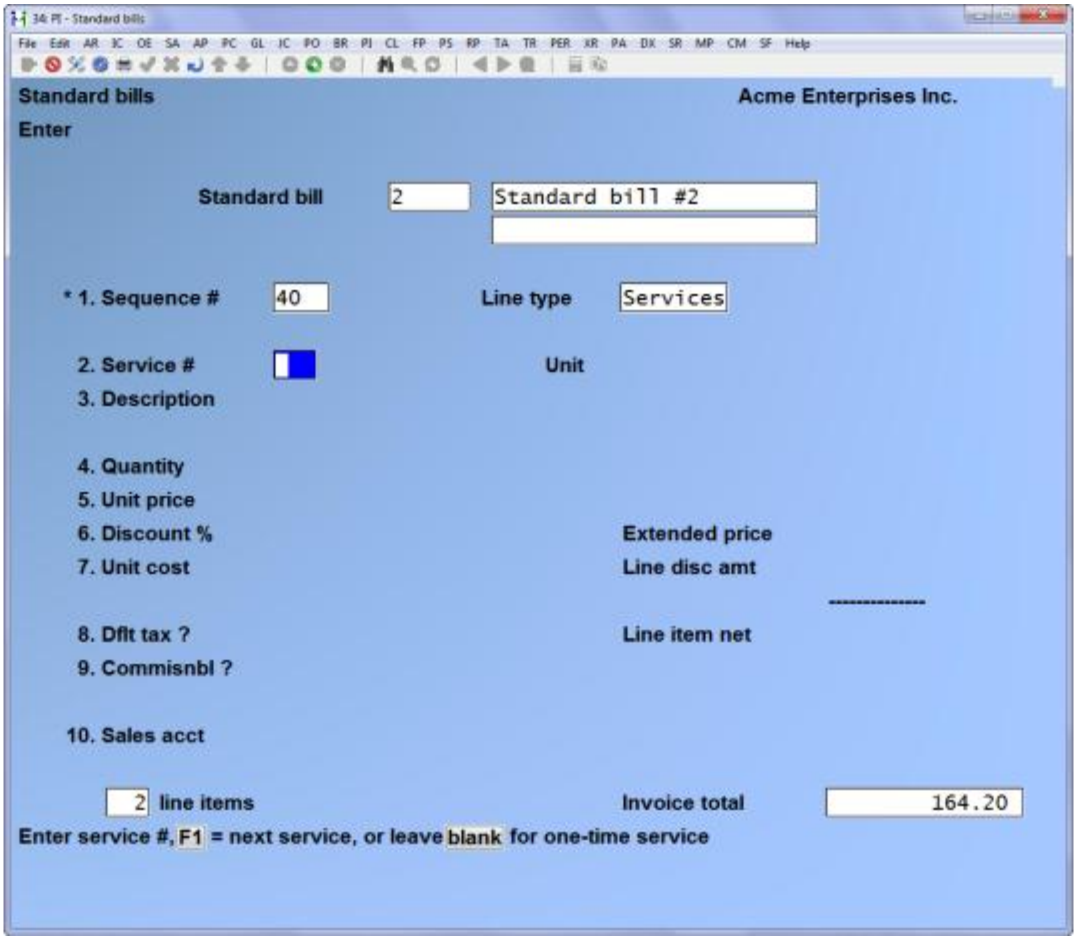
Enter a sequence number for this line item, just as in *Invoices*.

Format: 9999

Line type

As in *Invoices*, enter [S] for Services.

You see:



Enter the information as follows:

[?] 2. Service #

Enter the service number or use one of the options:

Options: [F1] to scan through the services in the Goods/Services File

[Enter] to enter a one-time service that is not on the file

If you enter a service number that is not in the Goods/Services File, you are told that this service is not on file and asked if you want to enter it anyway. If you answer Y, you are asked if you want to add this service to the Goods/Services File. (If you're using I/C, you're asked if you want to add it to the Services File.) If you answer Y to this second question, the service will be added permanently to the file; otherwise, it will appear only on the current standard bill.

Format: 999

Unit

If this service is on file, the unit displays automatically and cannot be changed.

If this service is not on file, enter the unit for this service, or use one of the options:

Option: [F1] to use "HOUR" if you bill this service by the hour

[Enter] if there is no unit for this service and you charge a flat rate, or you don't charge separately for it. "(None)" displays.

Format: 4 characters

3. Description

If this service is on file, its description displays automatically. You can change this or press [Enter] to accept it as is. You can also enter up to 9 more lines of description as described next.

If the service is not on file, enter the description of the service. After entering the first line, you are asked if you wish to enter any additional description. Press [Enter] for N, or answer Y to enter more description; the bottom of the screen clears to enter up to 9 additional lines. When you are through entering description, press [F2].

Format: 10 lines, each the number of characters specified for "Service text length" in the P/I Control File

4. Quantity

If you entered a unit above, enter the number of units.

If you left "UNIT blank, "(NOT APPLICABLE)" displays and you cannot enter anything.

Format: 99,999,999.999

5. Unit price or
5. Price

If you entered a unit above, enter the price per unit or use the option:

Option: [F1] to use the unit price in the Goods/Services File

The quantity is automatically multiplied by this unit price and the extended price displays.

If you left "Unit" blank, this field changes to 5. "Price". Enter the total price of the service.

Format: 9,999,999.999 (price per unit) 99,999,999.99 (total price)

NOTE: Because of the choices made in the P/I and A/R Control files, some of the following optional fields may not be used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "Discount % or Discntbl ?"
- "Commisnbl ?"
- "G/L acct #"

6. "Discount % or 6. Discntbl ?

NOTE: This field is skipped if the P/I Control File specifies that you do not use discounts.

"Discntbl ?" (discountable?) asks whether the line item is to be subject to the overall invoice discount.

There are three cases:

a. If you use line item discounts, but not an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

b. If you use both line item discounts and an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

c. If you don't use line item discounts, but do use an overall invoice discount, this field appears as 6. "Discntbl ?". Answer Y if this line item is subject to the overall invoice discount; otherwise, answer N.

Format: 999.999

7. Unit cost or
7. Total cost

Enter the unit cost per the unit for this service or use the option:

Option: [F1] to use the unit cost for the service in the Goods/Services File

If you left "Unit" blank, this field appears as 7. "Total cost". Enter the total cost of the service, or use the option:

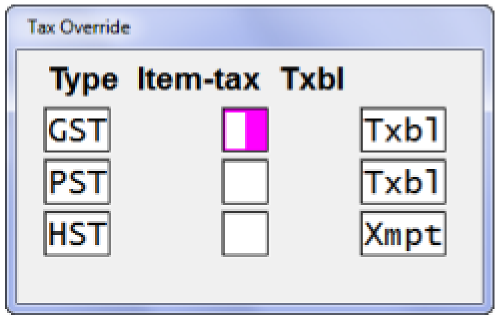
Option: [F1] to use the total cost for this service in the Goods/Services File

NOTE: This cost is used to calculate the margin (profit margin) on this service. This is required if you pay commissions based on margin. It is also included in the cost of the sales transaction in A/R when this invoice is posted.

Format: 999,999.999 (cost per unit) 9,999,999.99 (total cost)
8. Deflt tax ?

This field is used to determine the default taxable status of this line item when it is pasted into an invoice. The field will default to Y, and can be changed or viewed at the "Field number to change ?" prompt.

If you choose to change or view the default taxable status of this line item a window similar to the following appears:



Make the following changes:

Item-tax

Enter a taxable code to apply to the tax type, or press [Enter] to leave blank.

Txbl

Enter the letter reflecting the taxable status of this service for this tax type. Valid entries are T (taxable), E (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

9. Commisnbl ?

(This field is skipped if the A/R Control File specifies that you do not use commissions.

Answer Y if this line item is commissionable.

[?] **10. Sales acct**

(This field appears only if the A/R Control file specifies that sales are distributed.) This field defaults to the sales account from the Goods/Service record and is skipped over. Changes can be made at "Field number to change ?".

If you choose to change the default, enter the new sales account to which the revenue from this service is to be distributed, or use one of the options:

Options: [F1] to scan through the sales accounts specified in the P/I Control File

[F2] to accept the default sales account for the service

Make any changes.

The screen clears to enter the next line item.   Enter the sequence number of the next line item or exit as usual.

Entering "Notes" Line Items

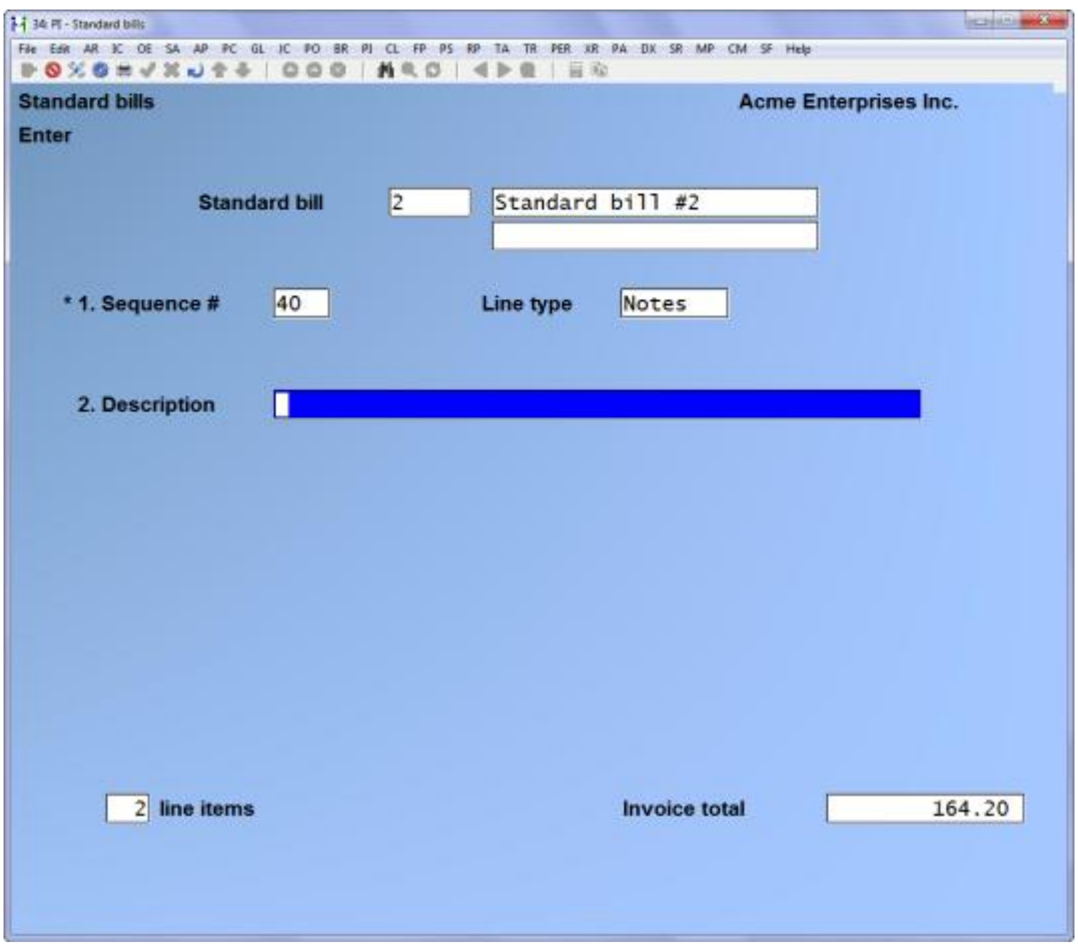
1. Sequence

Enter a sequence number here, exactly as in entering Goods line items.

Format: 999

Line type

As in *Invoices*, enter N for Notes.   You see:



2. Descr iption

Enter whate

ver notes or comments you wish to appear on the standard bill at this point. You can press [Enter] at the beginning of any line to leave a blank line. To end the note, press [F2].

Format: 10 lines, each the number of characters specified for "Services text length" in the P/I Control File

Printing a List of Standard Bills

From the *Standard bills* menu, select *List*.

A screen appears for you to specify the starting and ending standard bill numbers and what to include on the list.

Enter the information as follows:

[?] 1. Starting standard bill #
[?] 2. Ending standard bill #

Enter the range of standard bills to include. Follow the screen instructions.

Format: 6 characters
3. What to print:

Select how much information to include for each standard bill on the list:

# of lines per line item

Press [Enter] to show 1 line per line item, type [0] for none, type [2] for 2, type [3] for 3, or press [F1] to show "All" line item information. If you enter [0], this means you don't want to show line items at all.

Format: 9

Start each bill on new page ?

Press [Enter] to start each bill on a new page, or answer N to show them consecutively. If you answered 0 to the question above, this is automatically set to N.

Chapter 15

Quotations

Introduction

Use this selection to enter quotations. You can also use them as invoices (turn them into invoices).

A "quotation" is similar to an invoice in appearance. The difference is that with a quotation, the sale has not been agreed upon yet. So the quotation is a proposed agreement about what services or goods will be sold and for what price.

NOTE: The *Enter* option of this selection is similar to *Invoices*.

Work Orders for Jobs

Using this selection, you can easily handle "job work orders" if this is a requirement of your business.

To do so, set up an "invoice" format matching the format of your job work orders. Use the *Invoice formats* selection to do this. (See the chapter titled *Invoice Formats*.) Then enter job work orders here in the *Quotations* selection and print them using the job work order format you have set up.

When the work called for in the job work order is finished, you can then convert the job work order into an invoice through the *Use as invoice* function in this *Quotations* selection. At this point, print the resulting invoice in your standard invoice format.

To Begin

From the P/I menu, select *Quotations*. Then select *Enter* from the *Quotations* menu.

If you set up multiple invoicing stations in the P/I Control File, a screen now appears. Enter the following information:

Invoicing Station

If you have selected "immediate printing" in the P/I Control File, then prior to entering quotations using this selection, you must specify the station code of the invoicing station to be used when printing quotations immediately.

Enter the station code on the screen which appears, or use the option:

Option: [F1] to scan through the station codes on file

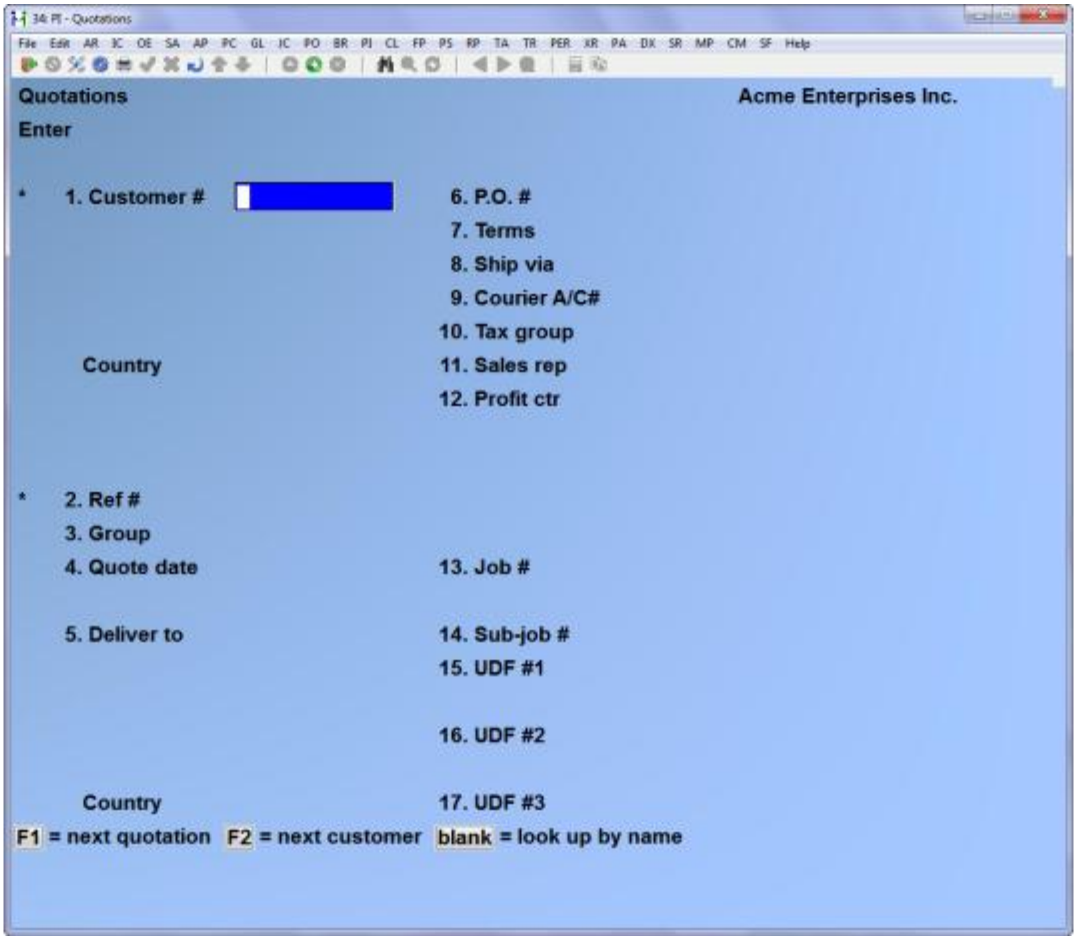
Once you have specified the station code, the quotation header screen appears.

Format: 3 characters

Entering Quotations

There are three different screens on which you enter information about a quotation. The first is the "Header" screen; the second, the "Line item" screen; and the third, the "Totals" screen.

You first see the header screen:



Header Screen

From this screen you can work with both new and existing quotations and line items. If a quotation has already been entered for the customer number and reference number you specify, it will appear and be available for changes or deletion.

Enter the following information:

[?] * 1. Customer #

For a new quotation:

Enter the customer number for the quotation, or use one of the options:

Options:	[F1]	for the next quotation
	[F2]	to scan through the customers on file
	[F6]	to use the previous customer, if any
	[Enter]	to look up the customer by name

If this is a one-time customer, start the customer number with an asterisk (*).   If you use a one-time customer number, you must next enter the customer name.

Format: 12 characters

One time customers

If this is a one-time customer, start the customer number with an asterisk (*).   If you use an already existing one-time customer number, you must also enter the customer's name and address.

You may enter either a company name or a person's name.   If a person's name is entered, then it is entered as two fields, namely, "First" and "Last".   If a person's name is entered in this fashion, then this quotation will appear in sequence by the customer's last name when printing the quotation list by customer name.   For example, if you enter "John Smith" after pressing [F2], and then print a Customers by Customer Name Report, this customer would print after "Sara Samuels" and before "Barry Spencer".

Credit checking

Credit checking is done on the customer in exactly the same way as for an invoice.

New customer

You can add a new customer at this point in exactly the same way as for an invoice.

(At this point, if you're not changing an existing quotation, skip to 2. "Ref #" below.)

To change an existing quotation:

Enter the reference number or use the option:

Option: [F1] to scan through the quotations on file

Format: 6 characters

If a quotation exists for the customer number and reference number you've entered, you'll be allowed to make changes to it.   Otherwise, it's the same as if you're entering a new quotation.

Since there are three parts of a quotation -- header, line items, and totals -- any part can be changed independently, just as for an invoice.

You can also press [F3] here to delete the entire quotation.   If you want to delete only line items, see "Deleting Line Items" below.

Change the information on this screen in the usual manner.   You are next asked if you wish to change the line items.   If you answer Y, the line item screen appears.

If you wish to change or view the totals screen, answer Y to the "Change line items ?" question, then press [Tab] when the line item screen appears. The totals screen then appears for changes.

*** 2. Ref #**

Enter a reference number for this quotation.

Format: 6 characters

You can use the same reference number for quotations for <u>different</u> customers. For example, if you were quoting on specific items or services to several of your customers, you might want to assign each quote the same reference number to keep track of them as a group.

3. Group

Enter a code to assign this quotation to a group of quotations. You can use this code later to sort or print quotations by groups. The invoice created from this quotation will have the same group code for its "bill group".

If you are using immediate printing, you may also use the option:

Option: [F1] to use the station code for this invoicing station

Format: 3 characters

4. Quote date

Enter the quotation date or use the option:

Option: [Enter] to use the system date

Format: MMDDYY

[?] 5. Deliver to

This is the code for the deliver-to address at which services are performed or to which goods are delivered.

Enter the deliver-to number or use one of the options:

Options: [Enter] to make the deliver-to location the same as the customer's billing address

[F1] to scan through the deliver-to locations on file for this customer

[F2] to enter a new deliver-to location, up to 4 lines of 25 characters each

If you enter a new address, you are asked whether you want to save this deliver-to address.

If you answer Y, the address just entered will be put on the permanent Deliver-to Addresses File, automatically identified by the next available deliver-to number for this customer.

If you answer N, this new deliver-to will be only for this one quotation and will not be saved.

Format: 999

NOTE: For a miscellaneous customer (customer # starting with an asterisk [*]), you are not asked for a separate deliver-to address. Instead, the deliver-to address is automatically set to be the same as the address just entered for this customer.

6. P.O. #

If there is a customer purchase order, enter the P.O. number.

Format: 15 characters

[?] 7. Terms

For a balance forward customer, the customer's usual terms code displays and cannot be changed.

For an open item customer, enter a terms code or use one of the options:

Options: [Enter] to skip this field now, then enter a code later when the quotation is turned into an invoice

[F1] to use the terms code entered for this customer in the Customer File

If the customer is a one-time customer (name starts with an asterisk) or if you are entering the customer as you go, you can press [F1] to scan through the available terms codes. When the desired terms code appears, press [Enter].

Format: 3 characters

NOTE: Because of the choices made in the P/I Control File and A/R Control File, some of the following optional fields may not be used. In this case, the related field does not appear on the screen and all later fields on the screen are renumbered.

The optional fields are:

- "SHIP VIA"

- "SALES REP" (use is specified in the A/R Control File)
- "PROFIT CTR"
- "JOB #"
- "SUB-JOB #"
- 1st user-defined field
- 2nd user-defined field
- 3rd user-defined field

[?] 8. Ship via

(This field appears only if the P/I Control File specifies that ship-via's are used.)

Enter a ship-via code or use the option:

Option: [F1] to use the ship-via code entered for this customer in the Customer File

If the customer is a one-time customer (name starts with an asterisk) or if you are entering the customer as you go, you can press [F1] to scan through the available ship-via codes. When the desired code appears, press [Enter].

Format: 3 characters

[?] 9. Tax group

The tax group entered for this quote must exist in the Taxes file. Enter a tax group or use the option:

Option: [F1] to use the tax group entered for the deliver-to address (if an address from the Deliver-to File is being used)

[F1] to use the tax group entered for this customer in the Customer File

[F2] to change the default taxable status for the tax group for the customer or deliver-to address.

If the customer is a one-time customer or if you are entering the customer as you go, you can press [F1] to scan through the available tax codes. When the desired tax code appears, press [Enter].

Format: 3 characters

[?] 10. Sales rep

(This field appears only if the A/R Control File specifies that sales reps are used.)

Enter a sales rep code, or use one of the options:

Options: [Enter] to skip this field now, then, enter a sales rep code later when this quotation is turned into an invoice

[F1] to use the sales rep entered for this customer in the Customer File

Format: 3 characters

If the customer is a one-time customer or if you are entering the customer as you go, you can press [F1] to scan through the valid sales reps. When the desired sales rep appears, press [Enter].

[?] 11. Profit ctr

(This field appears only if the P/I Control File specifies that multiple profit centres are used.)

Enter the profit centre to which this quotation is assigned, or use the option:

Option: [F1] to use the default profit centre in the P/I Control File. (For subsequent quotations, [F1] defaults to the profit centre on the last quotation entered.)

12. 1st user-defined field

(This field appears only if it is defined in the P/I Control File.)

The name of the first optional field defined in the P/I Control File displays here. Enter the information appropriate to the field.

Format: (Number of characters specified in the P/I Control File)

13. 2nd user-defined field

(This field appears only if it is defined in the P/I Control File.)

The name of the second optional field in the P/I Control File displays here. Enter the information appropriate to the field.

Format: (Number of characters specified in the P/I Control File)

14. 3rd user-defined field

(This field appears only if it is defined in the P/I Control File.)

The name of the third optional field in the P/I Control File displays here. Enter the information appropriate to the field.

Format: (Number of characters specified in the P/I Control file)

Make any changes as usual.

If Job Cost is interfaced, fields 12 and 13 appear as shown below and the user-defined fields are renumbered.

[?] 12. Job #

Enter the number of the job for which this is the quotation. The job must be an active or closed job already on file in the Job Cost package.

You can also use one of the options:

Options: [F1] to scan through the jobs on file in the Job Cost package

[Enter] if this quotation is not for a job

Format: 7 characters

13. Sub-job #

If you have entered a job number in the previous field, and that job is broken down into sub-jobs, and you bill for the sub-jobs, you are asked for the sub-job number that this quotation is for. Otherwise, you are not asked for the sub-job number.

Enter the number of the sub-job that this quotation is for, or use the option:

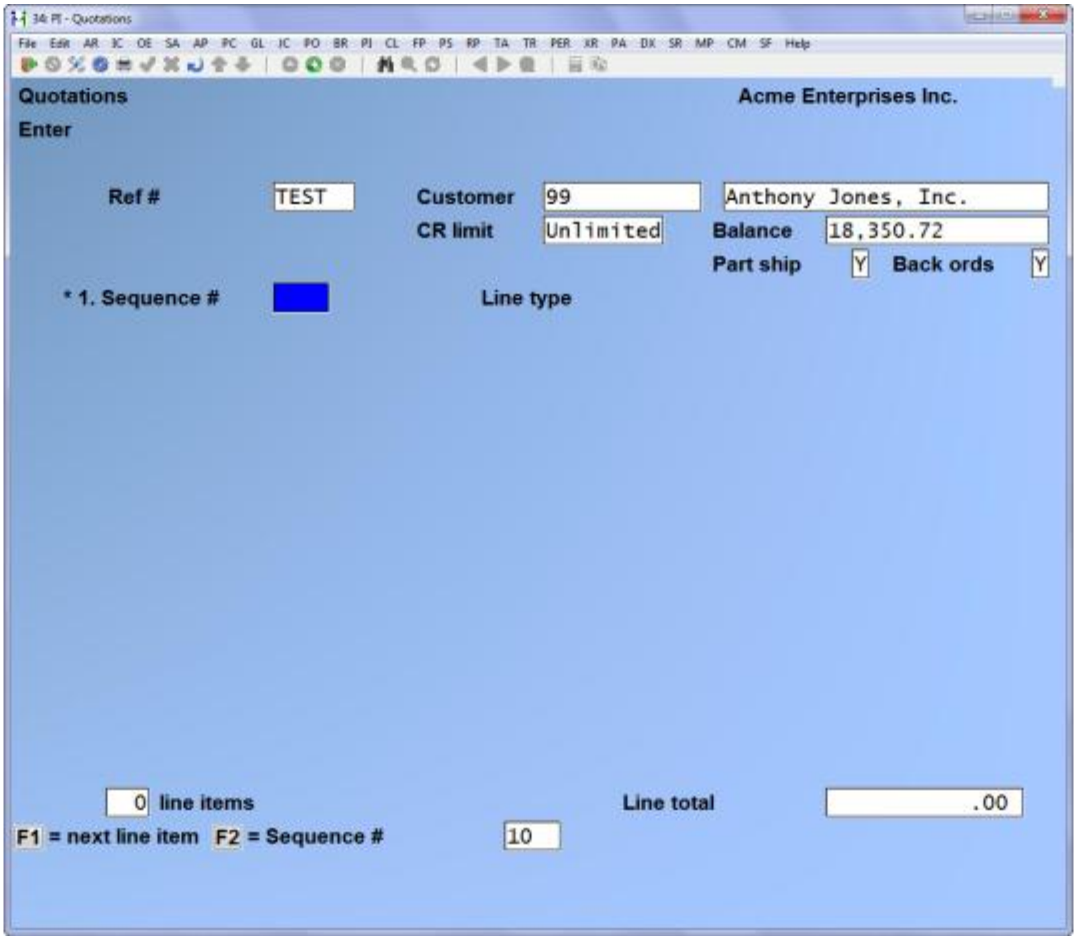
Option: [F1] to scan through the sub-jobs for this job

Format: 999

The next screen is the line item screen.

Line item screen

A screen displays to enter the first line item for this quotation:



(If you are changing line item information, refer to "To Change an Existing Quotation" at the beginning of this chapter.)

Enter the information as follows:

1. Sequence #

Enter a sequence number here, exactly as in *Invoices*.

Format: 9999

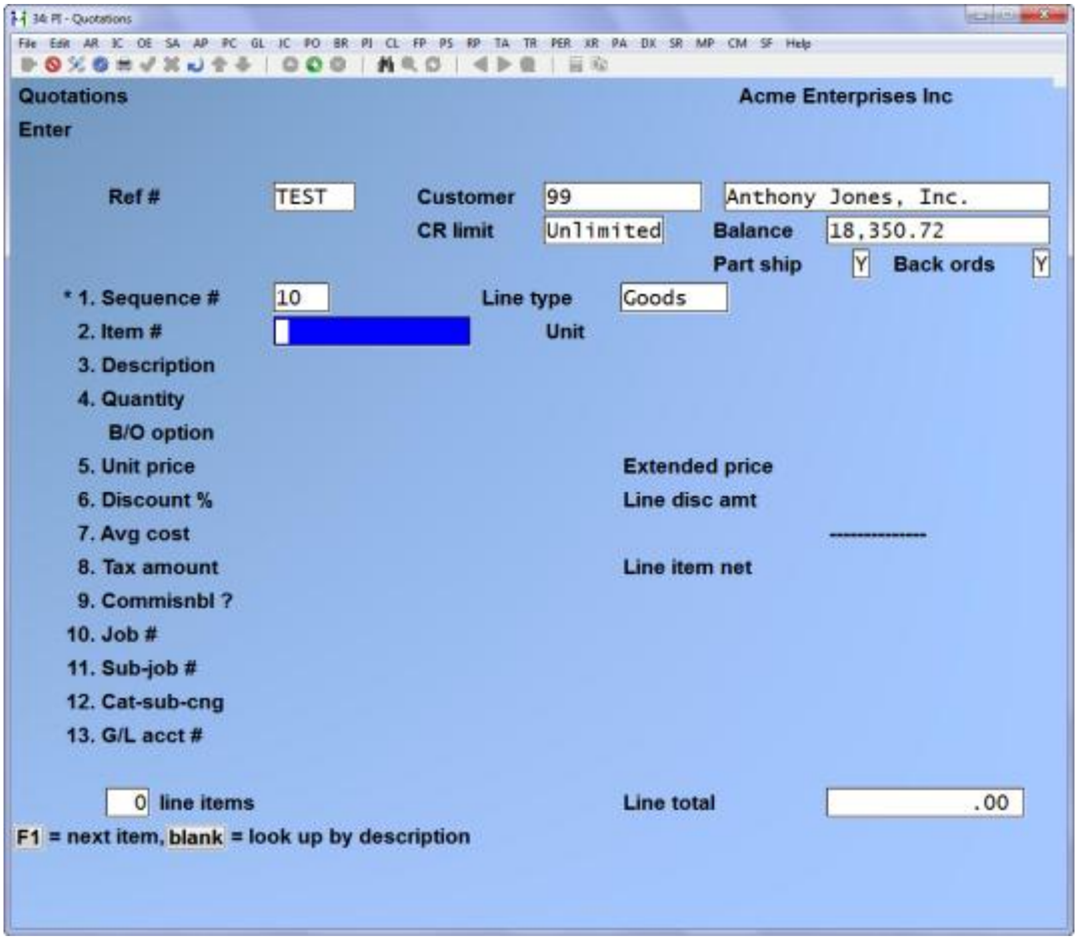
(As noted where changes to line items are explained, you can also press [F1] to scan through the line items on this quotation.)

Line type

The appearance of the bottom part of the screen depends on whether or not you are using the Job Cost package. The screen shown below is what you see if you are not using J/C. Fields used only with J/C are described below.

Entering "Goods" Line Items

After you type [G], you see:



[?] 2. Item #

If Inventory Management is <u>not</u> used:

Enter the item number or use one of the options:

Options: [F1] to scan through the items in the Goods/Services File

[Enter] to leave blank for a one-time goods item

Format: 15 characters

If you enter an item number that is not on file, you are informed that this item is not in the Goods/Services File and asked whether you want to enter it anyway. If you answer Y, you are asked whether it should be added to the file. This gives you a chance to enter new items as you go. If you answer N to this second question, this item will appear only on the current quotation and will not be added to the Goods/Services File.

Unit

If this item is on the Goods/Services File, the unit will display automatically.

If the item is not on the file, you must enter a unit or use the option:

Option: [F1] to use EACH

Format: 4 characters

If Inventory Management is used:

Enter the inventory item number or use one of the options:

Options: [F1] to scan through the items in the Item File

[Enter] to look up the item by description

NOTE: If the unit or conversion factor for an inventory item is changed in the I/C Item File, you must delete any P/I line items using that inventory item, then re-enter them. Otherwise, your quotations will contain the old unit and conversion factor.

If you left the number blank, enter the item's description (or any portion of it beginning with the first letter). The first item with a description matching the entered characters appears, and you are asked if this is the item you want. Answer Y to select it, N to enter another item, or press [F1] to see the next item in alphabetical order.

You are then asked "Right item ?". Answer N to select another item as above, or continue to press [F1]. When the right item appears, press [Enter] to select it.

Format: 15 characters
Miscellaneous items

A miscellaneous item has an item number that begins with an asterisk (*). If you enter a miscellaneous item for the item number, you are requested to enter the unit. If there is a unit already in the I/C Item File for this item, it is displayed automatically and you can change it if you wish. You are then requested to enter the item description.

[?] Warehouse

(This field appears only if the P/I Control File specifies that multiple warehouses are used.)

Enter the code for the warehouse from which the item is to be shipped or use the option:

Option: [F1] to use the default warehouse in the P/I Control File

Format: 2 characters

The warehouse must exist in the I/C Warehouse File, and the item must be stocked at this warehouse. If not, an error message appears, and you must correct the condition in the I/C package. (Refer to the Inventory Management User Manual.)

3. Description

For an item that is already on file, and not a miscellaneous item, the description displays automatically. You can change this if you wish, or press [Enter] to accept it as is.

If you are entering a new item (which you can do only if you are NOT using I/C), or if this is a miscellaneous item, then enter the description of the item.

Format: 3 lines of 25 characters each

4. Quantity

Enter the quantity ordered.

If this item is to be drop shipped (shipped directly to the customer from your supplier), press [F1]. "*DS*" displays. Press [F1] again to cancel the "drop ship" status.

Format: 99,999,999.999

B/O instruction

This field is entered if the following conditions are true:

(1) Back orders are used in P/I, and
(2) P/I is interfaced to I/C, and
(3) I/C is set up for back order control, and
(4) The item entered is not a miscellaneous item and itself has back order control as entered in the Item record in I/C.

When a Goods line item from a quotation is copied into an invoice, it is possible that there is insufficient quantity available to fully ship the item. If the item has back order control, you must specify how to handle the fact that there is insufficient quantity available.

The choices are:

[B] B/O balance
[A] B/O all
[V] Override
[S] Ship in stock

For a full discussion of these choices, see the chapter titled *Invoices*.

Format: 1 character

5. Unit price

If Inventory Management is <u>not</u> used:

Enter the price per the unit for this item, or use the option:

Option: [F1] to use the price in the Goods/Services File

The quantity is automatically multiplied by this price and the extended price appears.

Format: 9,999,999.999

If Inventory Management <u>is</u> used:

Enter the unit price or use the option:

Option: [F1] to use the price as determined by the price code for this item in the Item File. If there is no price code for this item, Price-1 from the Item record is used.

The extended price appears.

NOTE: If the unit price is zero, you are asked "Are you sure ?".

Optional Fields

Because of the choices made in the P/I Control File and in the A/R Control File, some of the following optional fields may not be used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "Discount % or Discntbl ?"
- "Commisnbl ?"
- "Sub-job #"
- "Cat-sub-cng"
- "G/L acct #"

6. Discount % or 6. Discntbl ?

NOTE: This field is skipped if the P/I Control File specifies that you do not use discounts.

"Discntbl ?" (discountable?) asks whether the line item is to be subject to the overall invoice discount.

There are three cases:

a. If you use line item discounts, but not an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

b. If you use both line item discounts and an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

c. If you don't use line item discounts, but do use an overall invoice discount, this field appears as 6. "Discntbl ?". Answer Y if this line item is subject to the overall invoice discount; otherwise, answer N.

Format: 999.999

7. Unit cost

If Inventory Management is not used:

Enter the unit cost or use the option:

Option: [F1] to use the unit cost in the Goods/Services File, if any

NOTE: This cost is used to calculate the margin (profit margin) on this line item. This is required if you pay commissions based on margin. It is also transferred into the A/R Sales Transaction File and is included in the cost of the sale on the Sales Journal.

Format: 999,999.999

If Inventory Management is used:

The unit cost is requested only in these cases:

- For a miscellaneous inventory item (item number begins with an asterisk ["*"]).
- For a drop ship item.

In these cases, the unit cost is required to keep the cost of sales in I/C accurate. It is also required if you pay commissions based on margin. If you do not use cost of sales or pay commissions based on margin, press [Enter] to default to zero.

In the case of a regular line item on a quotation for a regular inventory item, the unit cost is not requested. Instead, an approximate value for the unit cost is displayed automatically, and the name of the field changes depending on the inventory valuation method specified in the I/C Control File. The cost is displayed as follows:

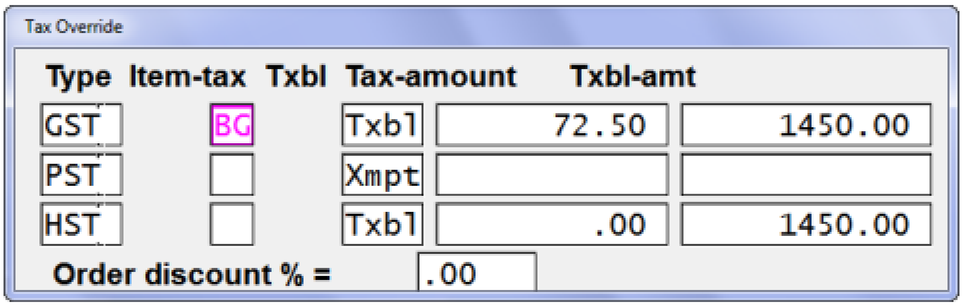
LIFO valuation method	Replacement cost
FIFO valuation method	Average cost
Average cost valuation method	Average cost
Standard cost valuation method	Standard cost

The actual cost is calculated exactly when the invoice produced from this quotation is posted. For standard costing, the actual cost used is the standard cost.

8. Tax amount

The total amount of all taxes for this line item is displayed and the field is skipped. Changes can be made only at the "Field number to change ?" prompt.

If you wish to change or view the taxes calculated (by tax type), select this field at the "Field number to change ?" prompt. A window, similar to the one shown below, is displayed:



For each tax type enter the following information:

Item-tax

Enter a taxable code to apply to the tax type, or press [Enter] to leave blank.

Txbl

Enter the letter reflecting the taxable status of this item for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply for this item, or use one of the options:

Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

Txbl-amount

This field displays the taxable portion of the extended price, and cannot be changed.

9. Commisnbl ?

NOTE: This field is skipped if the A/R Control File specifies that you do not use commissions.

If commissions are used and I/C is also interfaced, the answer to this question displays automatically. It is set to Y if the commission code for this item in the I/C Item File is not blank, and is set to N otherwise. If you want to change this answer, you must do so from "Field number to change ?".

Answer Y if this line item is commissionable.

[?] 10. G/L acct #

This field appears only if the A/R Control File specifies that sales are distributed.

If Inventory Management is not used:

(This field defaults to the sales account from the Goods/Service record and is skipped over. Changes can be made at "Field number to change ?".)

If you choose to change the default, enter the new sales account to which the revenue from this item is to be distributed, or use one of the options:

Options:	[F1]	to scan through the sales accounts specified in the P/I Control File
	[F2]	To accept the default sales account for the item

If Inventory Management is used:

The sales account specified for this inventory item in the I/C Item File displays automatically. If the item's profit centre is wild carded, then the sales account from the Item File is combined with the profit centre from the invoice header. If you want to change this, you must do so from "Field number to change ?".

If Job Cost is used:

If this line item is for a job, the billing account for the job displays automatically. If you want to change this, you must do so from "Field number to change ?".

Make any changes as usual.

If Job Cost is interfaced, fields 10, 11, and 12 appear as shown below. "G/L ACCT #" appears as field 13.

[?] 10. Job #

This field is a "display" field only and cannot be changed.

If this quotation is not for a job, this field will be skipped and "(N/A)" for "(Not applicable)" will display automatically. If this quotation is for a job, the job number entered on the header screen will display here automatically. In either case, this field cannot be changed.

11. Sub-job #

This field is a "display" field only and cannot be changed.

If this quotation is not for a job, this field will be skipped and "(N/A)" will display automatically.

If this invoice is for a job which does not have sub-jobs or does not bill for sub-jobs, "(N/A)" will display automatically.

If this invoice is for a job, the sub-job number entered on the header screen will display here automatically and cannot be changed.

12. Cat-sub-cng or Cat-sub

This stands for "Category number, Sub-job number, Change order number". This field displays on the screen only if you are using both the Job Cost and Inventory Management packages.

If you are using Job Cost and have specified in the J/C Control File that change orders are not used, the field appears as "Cat-sub" instead of "Cat-sub-cng".

Enter the cost item of the job to which you want the cost of this inventory item to go if the quotation is turned into an invoice. When the invoice is posted, the inventory cost for this line item will automatically be transferred into the job for the cost item you specify here.

If you do not want the cost of this inventory item to be automatically transferred into the job, leave this field blank.

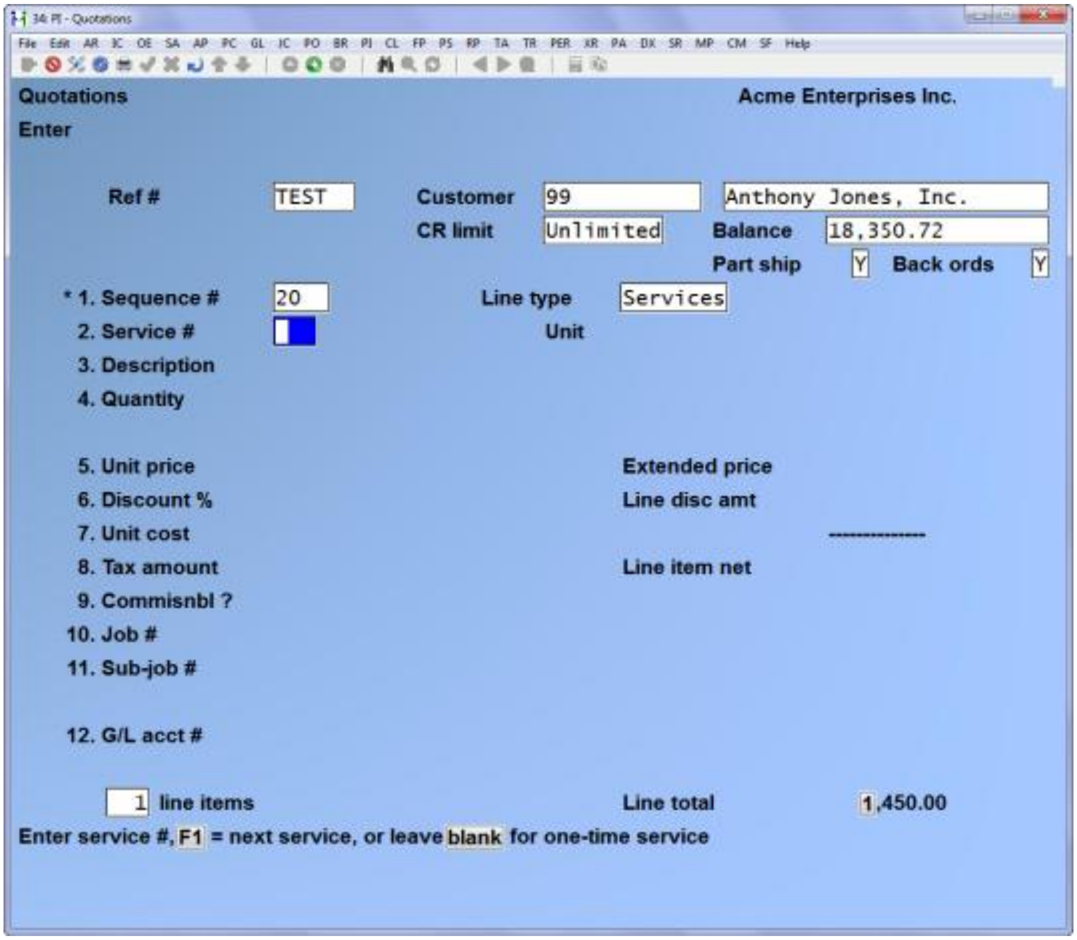
If this line item or this quotation is not for a job, this field will be skipped and "(N/A)" appears automatically. Also, if this line item is for a drop ship or miscellaneous item (item starting with an asterisk [*]), this field will be skipped. (Costs for drop ship or miscellaneous items can only be transferred to a job through the A/P package.)

Enter the cost item number in the standard way, as is done in the Job Cost package: category number, sub-job number, and change order number. If you do not use change orders, you will be asked for only the category number and sub-job number. You can press [F1] to scan through the cost items on file.

If there is a sub-job number displayed in the preceding field, it will be displayed automatically here and cannot be changed.

Format: 9999999 (category number) 999 (sub-job number) 999 (change order number)

The



screen clears to enter the next line item. Enter the sequence number of the next line item, or press [Tab] to exit from entering line items and go on to the totals screen.

Entering "Services" Line Items

1. Sequence

Enter a sequence number here, exactly as in *Invoices*.

Format: 9999

Line type

As in *Invoices*, enter [S] for Services.

The appearance of the bottom part of the screen depends on whether or not you are using the Job Cost package. The screen shown below is what you see if you are not using J/C. Fields used only with J/C are noted below.

You see:

Enter the information as follows:

[?] 2. Service #

Enter the service number or use one of the options:

Options: [F1] to scan through the services in the Goods/ Services File

[Enter] to leave blank for a one-time service

If you enter a service number that is not in the Goods/Services File, you are told that this service is not on file and asked if you want to enter it anyway. If you answer Y, you are asked if you want to add this service to the Goods/Services File. (If you're using I/C, you're asked if you want to add it to the Services File.) If you answer Y to this second question, the service will be added permanently to the file; otherwise, it will appear only on the current quotation.

Format: 999

Unit

If this service is on file, the unit will be displayed automatically and cannot be changed.

If this service is not on file, enter the unit for this service or use one of the options:

Options: [F1] to use "HOUR"

[Enter] if there is no unit for this service and you charge a flat rate, or you do not charge separately for this service. "(NONE)" displays

Format: 4 characters

3. Description

If this service is on file, its description displays automatically. You can change this, or press [Enter] to accept it as is. You can also enter up to 9 more lines of description, as described next.

If the service is not on file, enter the description of the service. You can enter up to 10 lines, each up to the maximum text length ("Service text length") specified in the P/I Control File. After entering the first line, you are asked if you wish to enter any additional description. Press [Enter] for N, or answer Y to enter more description; the bottom of the screen clears to enter up to 9 additional lines. When you are through entering description, press [F2].

Format: 10 lines, each up to the number of characters specified for "Service text length" in the P/I Control File

4. Quantity

If you entered a unit for this service, enter the number of units.

Format: 99,999,999.999

5. Unit price or
5. Price

If you entered a unit above, enter the price per unit, or use the option:

Option: [F1] to use the unit price in the Goods/Services File

The quantity is automatically multiplied by this price, and the extended price displays.

If you left "Unit" blank, this field changes to 5. "Price". Enter the total price of the service.

Format: 9,999,999.999 (unit price) 99,999,999.99 (total price)

NOTE: If the unit price is zero, you are asked "Are you sure ?".

Optional Fields

Because of the choices made in the P/I Control File and A/R Control File, some of the following optional fields may not be used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "Discount % or Discntbl ?"
- "Commisnbl ?"
- "Job #"
- "Sub-job #"
- "G/L acct #"

6. Discount % or 6. Discntbl ?

(This field is skipped if the P/I Control File specifies that you do not use discounts.)

"Discntbl ?" (discountable?) asks whether the line item is to be subject to the overall invoice discount.

There are three cases:

a. If you use line item discounts, but not an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

b. If you use both line item discounts and an overall invoice discount, enter the discount percent for this line item only. Press [Enter] if there is no discount for this line item.

c. If you don't use line item discounts, but do use an overall invoice discount, this field appears as 6." Discntbl ?". Answer Y if this line item is subject to the overall invoice discount; otherwise, answer N.

Format: 999.999

7. Unit cost or
7. Total cost

Enter the unit cost per the unit for this service, or use the option:

Option: [F1] to use the unit cost for the service in the Goods/Services File, if any

If you left "Unit" blank, this field appears as 7. "Total cost". Enter the total cost of the service, or use the option:

Option: [F1] to use the total cost for the service in the Goods/Services File, if any

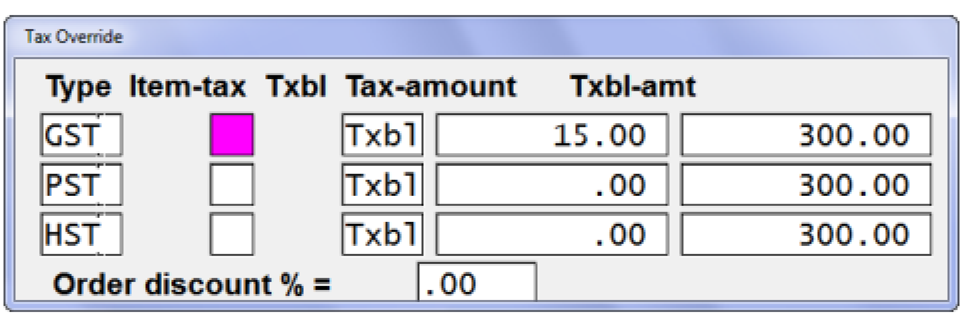
NOTE: This cost is used to calculate the margin (profit margin) on this service. This is required if you pay commissions based on margin. It is also included in the cost of the sales transaction in A/R when an invoice produced from this quotation is posted.

Format: 999,999.999 (unit cost) 9,999,999.99 (total cost)

8. Tax amount

The total amount of all taxes for this line item is displayed and the field is skipped. Changes can be made only at the "Field number to change ?" prompt.

If you wish to change or view the taxes calculated (by tax type), select this field at the "Field number to change ?" prompt. A window, similar to the one shown below, is displayed:



For each tax type enter the following information:

Item-tax

Enter a taxable code to apply to the tax type, or press [Enter] to leave blank.

Txbl

Enter the letter reflecting the taxable status of this service for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply for this service, or use one of the options:

Options:	[Enter]	to accept the calculated amount.
	[F1]	to remove any previously entered override tax amount.

Txbl-amount

This field displays the taxable portion of the extended price, and cannot be changed.

9. Commisnbl ?

(This field is skipped if the A/R Control File specifies that you do not use commissions.)

Answer Y if this line item is commissionable.

[?] 10. G/L acct #

(This field appears only if the A/R Control File specifies that sales are distributed.)

(This field defaults to the sales account from the Goods/Service record and is skipped over. Changes can be made at "Field number to change ?".)

If you choose to change the default, enter the new sales account to which the revenue from this item is to be distributed, or use one of the options:

Options:	[F1]	to scan through the sales accounts specified in the P/I Control File
	[F2]	to accept the default sales account for the service

If Job Cost is used:

If Job Cost is used, and if this line item is for a job, the billing account specified on the job header for this job displays automatically.

To change this, you must do so from "Field number to change ?".

Make any desired changes as usual.

If Job Cost is interfaced, fields 10 and 11 appear as shown below. "G/L acct #" becomes field 12.

[?] 10. Job #

This field is a "display" field only and cannot be changed.

If this quotation is not for a job, this field will be skipped and "(N/A)" for "(Not applicable)" will display automatically.

If this quotation is for a job, the job number entered on the header screen will display here automatically and cannot be changed.

11. Sub-job #

This field is a "display" field only and cannot be changed.

If this quotation is not for a job, this field will be skipped and "(N/A)" will display automatically.

If this quotation is for a job which does not have sub-jobs or does not bill for sub-jobs, "(N/A)" will display automatically.

If this quotation is for a job, the sub-job number entered on the header screen will display here automatically and cannot be changed.

The screen clears to enter the next line item. Enter the sequence number of the next line item, or press [Tab] to exit from entering line items and go on to the totals screen.

Entering "Notes" Line Items

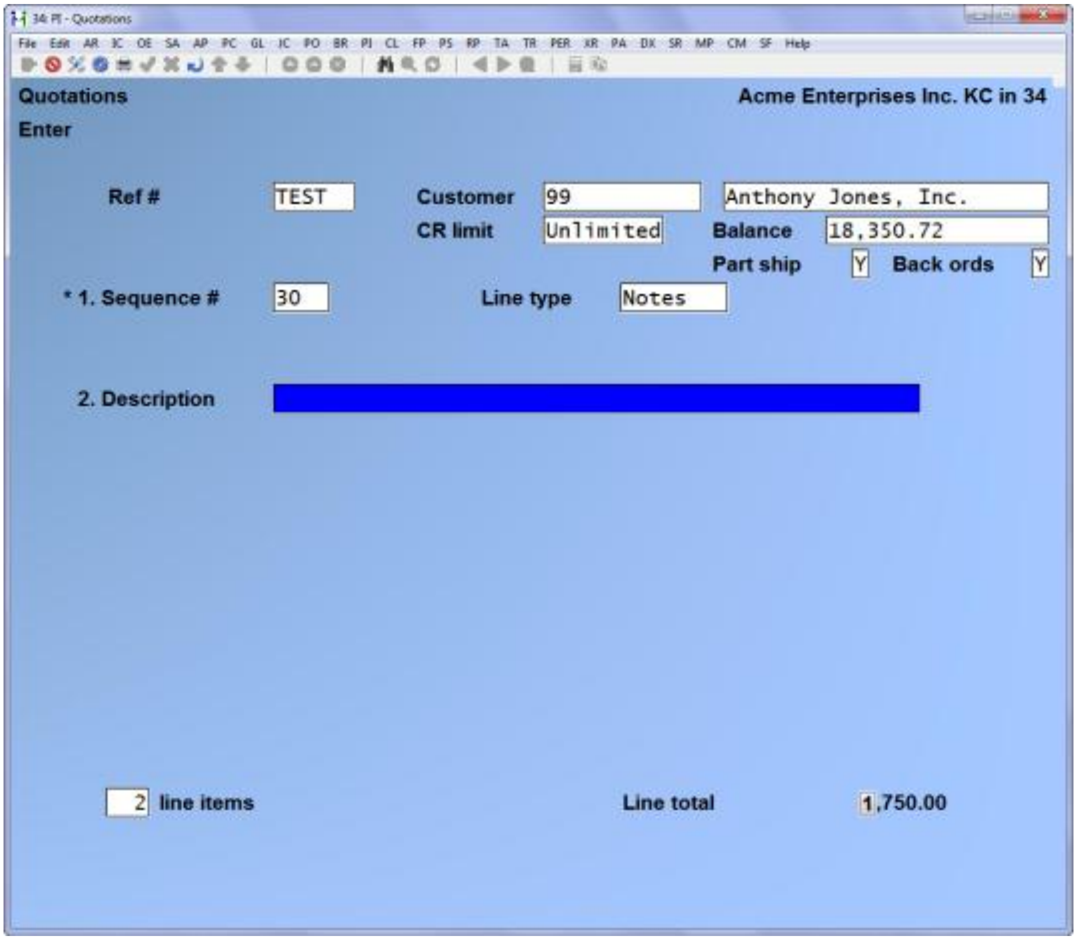
1. Sequence #

Enter a sequence number here, exactly as in *Invoices*.

Format: 9999

Line type

As in *Invoices*, enter N for Notes. You see:



2. Description

Enter whatever notes or comments you wish to appear on the quotation at this point. You can press [Enter] at the beginning of any line to leave a blank line. To exit from entering the note, press [F2].

Format: 10 lines of text, each up to the number of characters specified for "Service text length" in the P/I Control File

Make any changes as usual.

The screen clears for entering the next line item. Enter the sequence number of the next line item, or press [Tab] to exit from entering line items and go on to the totals screen.

Entering "Standard Bill" Line Items

1. Sequence #

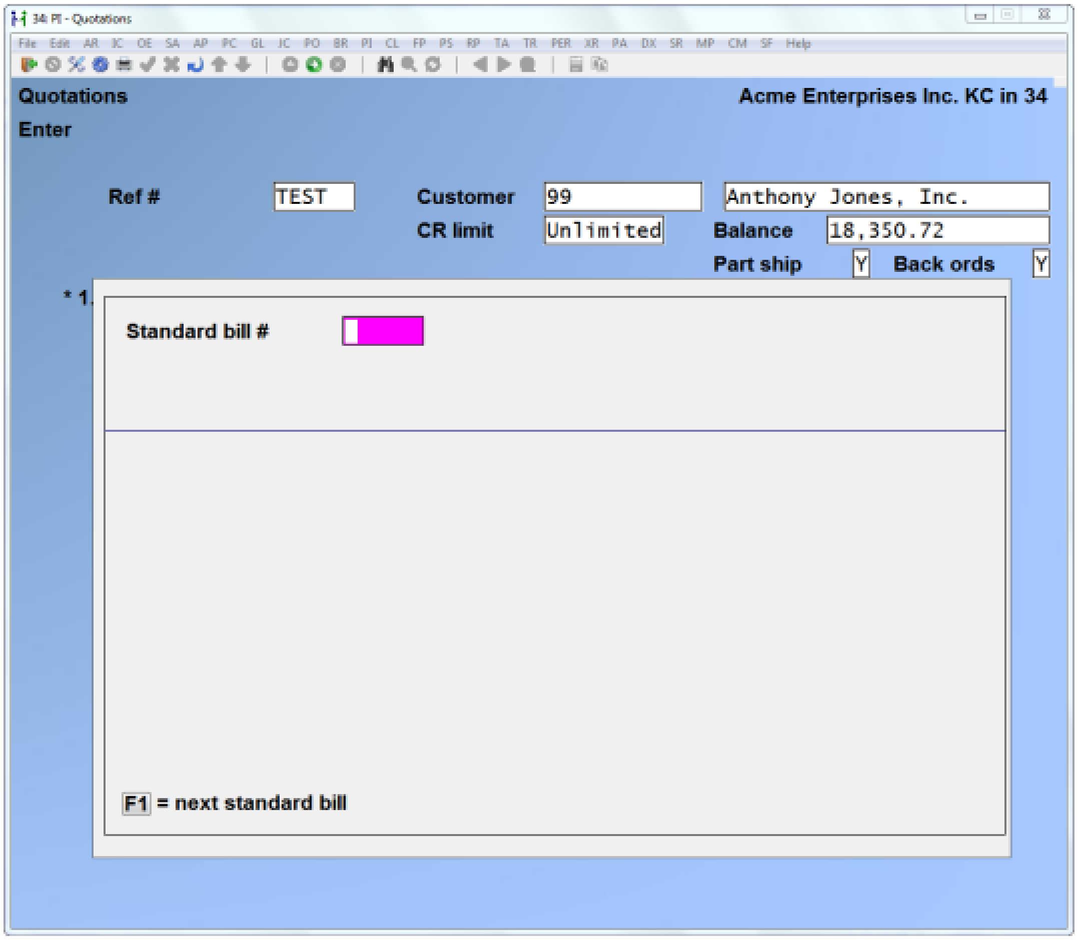
Press [F2] to assign the next sequence number to the first line of the standard bill.

Format: 9999

Line type

Enter [B] for standard Bill. You see:

Standard bill



Enter the number of the standard bill that you want to paste into this quotation. You can enter any portion of a standard bill number assigned in the *Standard bills* selection.

You can also use the option:

Option: [F1] to scan through the standard bills on file

If you entered a number, the standard bill with the closest match to what you entered displays, along with a count of the number of line items in this bill.

Whether you entered a number or used [F1], you can then press [F2] to look at the details of any particular bill.

Format: 6 characters

You can use the [PgUp] and [PgDn] keys to see all of the line items in the standard bill.

When the correct standard bill is displayed, press [Enter] in response to "Right standard bill ?".

You are then asked "Use this standard bill ?". If N, you can enter a new standard bill number as above. If Y, the standard bill you selected is transferred to this quotation.

If you are using profit centres

When standard bills are copied, the main accounts entered for Goods line items in the standard bill are combined with the profit centre from the quotation header if the profit centre is wild carded. For Service lines, the main accounts on the standard bill line items are combined with the profit centre entered on the quotation header if the profit centre is wild carded.

If you are using I/C and J/C

If you are using Job Cost and I/C, and if this quotation is for a job, and the job uses but does not bill for sub-jobs, you will be asked to enter the sub-job number.

If you are using Job Cost and I/C, and change orders are used in J/C, and this quotation is for a job, you will be asked for the change order number for this standard bill. Press [Enter] if this standard bill is not for a change order, or enter the change order number. The change order must already be defined for the job.

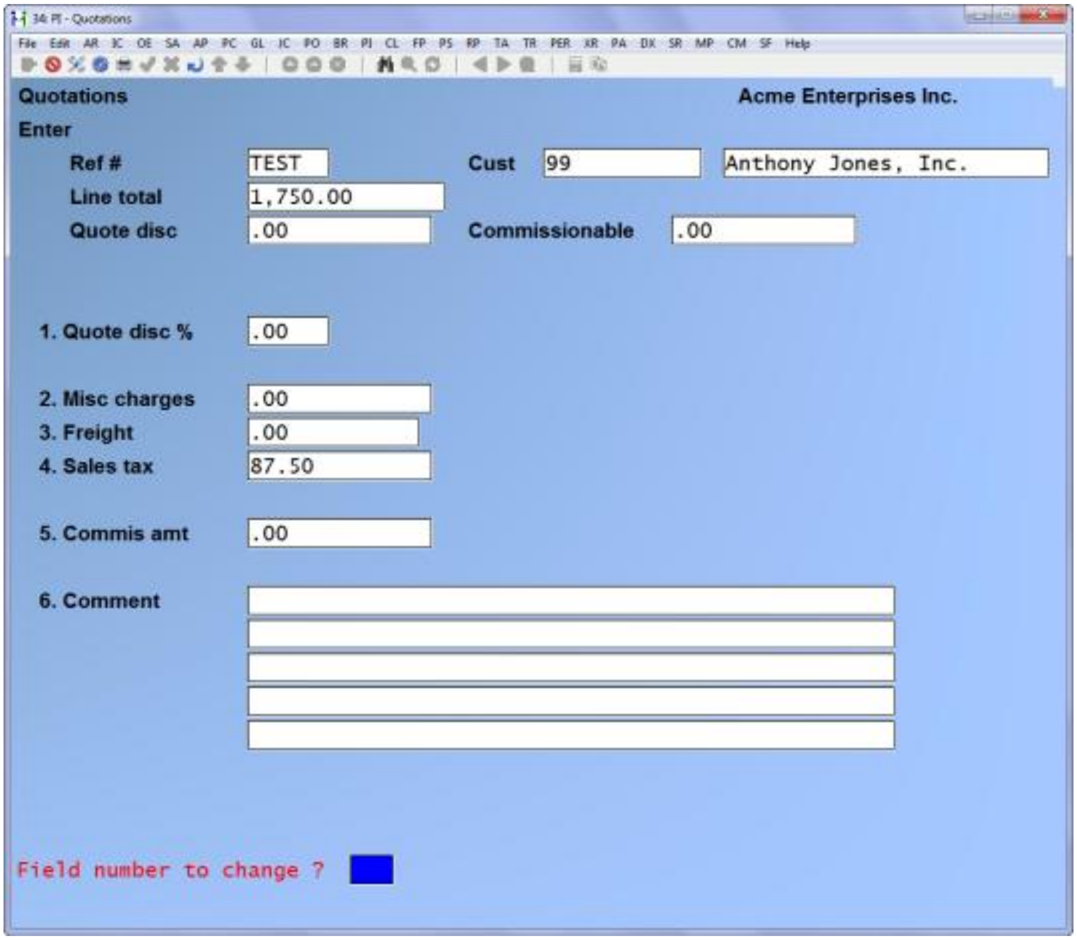
You are informed when the standard bill has been transferred (pasted into this quotation).

To see line items which have been copied into this quotation, press [F1] and the first line from the standard bill appears. Make any desired changes. (These changes are for this quotation only.) Then press [F1] for the next line from this standard bill.

When through entering line items, press [Tab] for the sequence number. The totals screen then appears.

Totals Screen

You see:



The "Line total:" is the total dollar amount of all line items, less line item discounts (if any).

The "Quote disc:" field displays only if the P/I Control File specifies that you use overall invoice discounts. (After you enter the "Quote disc %" [field 1] the total dollar amount of the discount will display.)

The "Commissionable:" field displays only if the A/R Control File specifies that commissions are used. It is the total dollar amount that is subject to a commission.

NOTE: The P/I Control File or A/R Control File may specify that some of the following options are not used. In this case, the related field does not appear and all later fields are renumbered.

The optional fields are:

- "Quote disc %"
- "Misc charges"
- "Freight"
- "Commis pct "and "commis amt"

Enter the information as follows:

1. Quote disc %

(This field is skipped if the P/I Control File specifies that you do not use overall invoice discounts.)

Enter the quote discount percent, or use the option:

Option: [F1] to use the customer's non-zero discount percent in the Customer File in A/R

The quotation discount dollar amount at the top of the screen and the discounted net are automatically calculated and displayed. (The "discounted net" is the quotation total, less the discount.)

Format: 99.999

2. Misc charges

NOTE: This field is skipped if the P/I Control File specifies that you do not use miscellaneous charges.

Enter any miscellaneous charges for this quotation.

Format: 99,999,999.99-

[?] Account #

If there are miscellaneous charges for this quotation, you are next asked for the number of the G/L account that these charges are to be distributed to, if the A/R Control File specifies that miscellaneous charges are distributed.

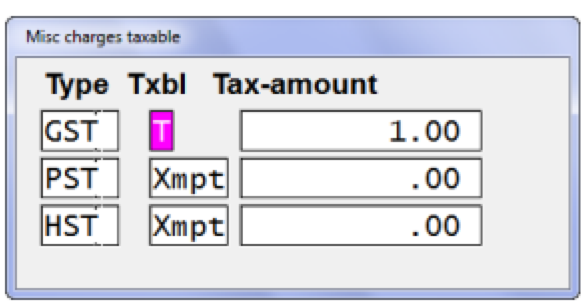
Enter the account number or use the option:

Option: [F1] to use the miscellaneous charges account in the A/R Control File

Misc charges taxable

The taxes calculated for miscellaneous charges do not display. If you wish to make any changes or view the default calculations, press the [↑] at the next numbered field, or select the misc field from "Field number to change ?". A window appears for this purpose similar to the following:

Make any changes as



follows:

Txbl

Enter the letter reflecting the taxable status of miscellaneous charges for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply to miscellaneous charges, or use one of the options:

Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

3. Freight

(This field is skipped if the P/I Control File specifies that you do not use freight charges.)

Enter the amount of any freight charges.

Format: 9,999,999.99-

[?] Account #

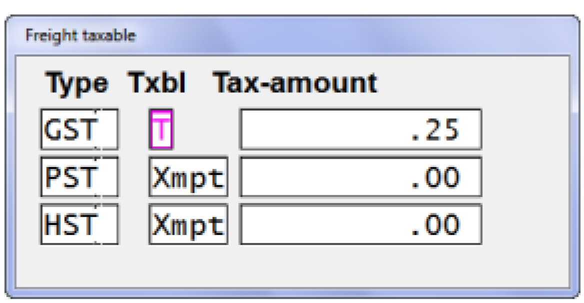
If there are freight charges and the A/R Control File specifies that freight charges are distributed, you are next asked for the number of the G/L account that these charges are to be distributed to.

Enter the account number or use the option:

Option: [F1] to use the freight account in the A/R Control File

Freight taxable

The taxes calculated for freight charges do not display. If you wish to make any changes or view the default calculations, press the [↑] at the next numbered field, or select the freight field from "Field number to change ?". A window appears for this purpose similar to the following:



Make any changes as follows:

Txbl

Enter the letter reflecting the taxable status of freight charges for this tax type. Valid entries are T (taxable), X (exempt), Z (zero rated), [Enter] to accept the default status of this item, or [Tab] to exit from the window.

Tax-amount

Enter an override amount of tax to apply to freight, or use one of the options:

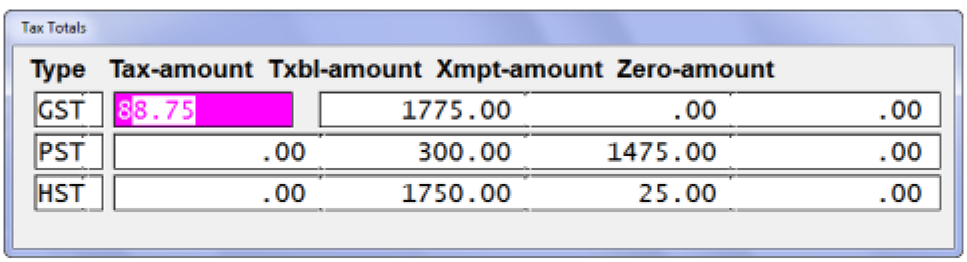
Options: [Enter] to accept the calculated amount.

[F1] to remove any previously entered override tax amount.

4. Sales tax

Sales tax displays automatically. The sales tax, if any, is the aggregate of the taxes calculated for all tax types for line items, miscellaneous charges, and freight charges.

If you wish to change the amount displayed for sales tax, then press the [↑] key from the next numbered entry field, or select the sales tax field from "Field number to change ?". A window appears for this purpose similar to the following:


Tax Totals

Type	Tax-amount	Txbl-amount	Xmpt-amount	Zero-amount
GST	88.75	1775.00	.00	.00
PST	.00	300.00	1475.00	.00
HST	.00	1750.00	25.00	.00

Make any changes to the amounts calculated for each tax type, or use the option:

Option: [F1] to reverse changes made to override the calculated amount.

After this, these amounts are added:

- "Quote total" (or "Discounted net", if a quotation discount is used)
- "Misc charges" (if used)
- "Freight" (if used)
- "Sales tax" (if any)

The total is displayed as "Quote Total".

(The next two fields are skipped if the A/R Control File specifies that you do not use commissions.)

5. Commis amt

This field appears as "Commis amt" if no line items were specified as being commissionable, or if the commissionable amount at the top of the screen is zero. Enter the commission amount.

Format: 99,999,999.99-

5. Commis pct and
6. Commis amt

Field 5 appears as "COMMIS PCT" if one or more line items are specified as being commissionable and the commissionable amount is not zero. Enter the commission percent or use the option.

Option: [F1] to use the commission percent and method ("on price" or "on margin") for the customer or the sales rep. If commissions are assigned "by customer" in A/R, then the customer's percent and method are used. If commissions are assigned "by sales rep" in A/R, then the sales rep's commission percent and method are used.

If you enter a specific commission percent, you are asked if the commission is on price or on margin. Press [Enter] to accept the default specified in the P/I Control File, or enter [P] for price or [M] for margin.

If you enter zero for the commission percent, the cursor moves to the "Commis amt" field. Enter the commission amount.

If the commission is on price, the commission amount displays in the "COMMIS AMT" field. If the commission is on margin, you are informed that the amount of the commission will be calculated when the invoice from this quotation is posted to A/R.

Format: 99.999 (for commission percent)
99,999,999.99- (for commission amount)

7. Comment

Enter any comment for this quotation, up to 5 lines. The maximum length of each comment line ("Comment text length") is specified in the P/I Control File. Press [F2] to exit from entering the comment.

Format: 5 lines, each up to the number of characters specified for "Comment text length" in the P/I Control File

Make any desired changes.

Immediate Printing

If the P/I Control File specifies that you do not print invoices (and quotations) immediately, the quotation header screen reappears for you to begin entering another quotation.

If the P/I Control File specifies that you print invoices (and quotations) immediately, a window appears as described next.

You are asked "Print this quotation now ?" and given several choices:

Answer N if you don't want to print this quotation now. The quotation header screen reappears for you to begin entering the next quotation.

Answer Y if you want to print this quotation now, using the default selections shown for invoice format and invoicing station, and you don't want to print an alignment form first.

If you want to print this quotation now, but you want to change the default selections shown or print an alignment form first, then enter one or more of the following answers:

[F] To change the invoice format, then, enter the number of the format you want to use to print the quotation or use the option:

Option: [F1] to scan through the invoice formats on file

[S] To change the invoicing station on which the quotation is to print, then enter the invoicing station of your choice.

[A] To print a test alignment form filled out with lines of X's and 9's. You can continue to choose [A] to print as many alignment forms as you wish until the paper is adjusted properly.

Answer Y when you are ready to print the quotation.

The quotation is then printed. (Quotations are similar in appearance to invoices.

You are asked again "Print this quote now ?". Answer N to return to the *Enter* screen and make corrections. Or answer Y to print it again. The choices shown above are also available.

Printing a List of Quotations

From the *Quotations* menu, select *List*.

Enter the information as follows:

1. Print in order by

Enter the order in which you want the quotations shown on the list: press [Enter] for Customer number order, type [N] for customer Name order, or type [D] for Date order.

Format: 1 character

[?] 2. Starting cust #
[?] 3. Ending cust #

Enter the range of customers to include on the list. Follow the screen instructions.

Format: 12 characters at each field

4. Starting date
5. Ending date

Enter the range of quotation dates to include on the list. Follow the screen instructions.

Format: MMDDYY at each field

6. Reference #

Enter the quotation reference number of the quotations to show or use the option:

Option: [F1] to show quotations for "All" reference numbers

Format: 6 characters

7. What to print:

Select how much information to show on the list for each quotation:

# of header lines

Press [Enter] to show 1 header line per quotation, type [2] for 2 lines, or press [F1] to show "All" header lines for each quotation.

Format: 9

 # lines per line item

Press [Enter] to show 1 line per line item, type [0] for none, type [2] for 2, type [3] for 3, or press [F1] to show "All" information for each line item. If you enter 0, this means you don't want to show line items at all.

Format: 1 line

Quote totals ?

Press [Enter] to show the totals information for each quotation.   Answer N if you don't want to show totals information for individual quotations.

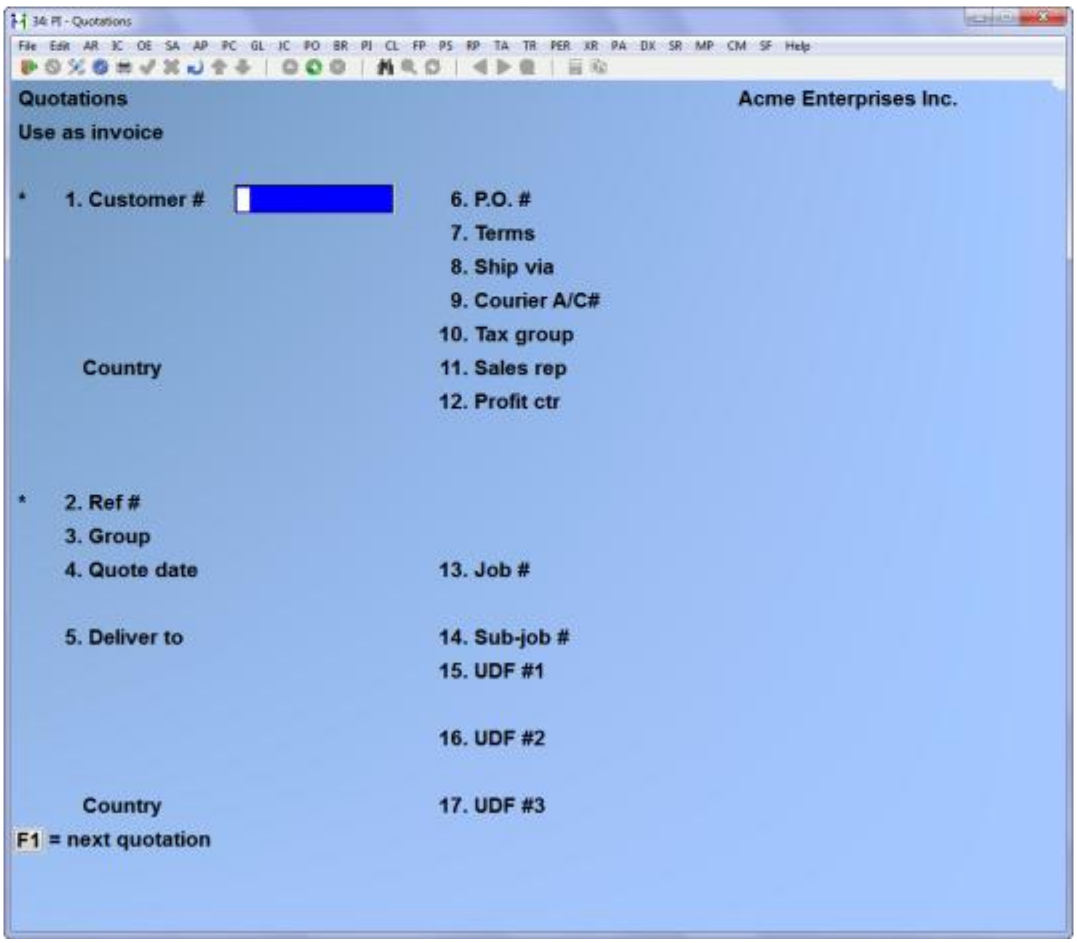
A sample Quotations List is at the end of this chapter.

Using Quotations as Invoices

This selection allows you to use quotations as invoices.   The quotation disappears and reappears as an invoice.

From the *Quotations* menu, select *Use as invoice*.

Enter the invoicing station code (if requested).   You see:



Enter the information as follows:

[?] 1. Customer #

Enter the customer number or use the option:

Option: [F1] to scan through the quotations on file

If you used [F1], you are asked "Right quotation ?". If you answer N, you can enter another customer as above. When the right quotation appears, press [Enter] to select it.

Format: 12 characters

2. Ref #

If you entered the customer number or name above, enter the reference number of the quotation which you want to use as an invoice.

Format: 6 characters

If the customer is already over his credit limit, a message appears informing you of this, and you are asked whether you want to continue using this quotation as an invoice. Answer Y to continue or N to not use it.

4. Invc date

The "Quote date" field becomes "Invc date" and the cursor is positioned there. Enter the date you want to appear on the invoice or use one of the options:

Options: [F1] to use the system date

[F2] to assign the date at the time the invoice is printed

Format: MMDDYY

[?] 7. Terms

The cursor is positioned at this field if a terms code was not entered when the quotation was entered. Enter a terms code or use the option:

Option: [F1] to use the terms for this customer specified in the Customer File

If this is a miscellaneous customer, press [F1] to scan through the terms codes on file in the A/R Codes File; when the right one appears, press [Enter].

(Fields 8, 9, and 10 display information about this quotation and cannot be changed. See the next field if the sales rep is blank.)

Format: 3 characters

[?] 10. Sales rep

The cursor is positioned at this field if a sales rep was not entered when the quotation was entered. Enter a sales rep code or use the option:

Option: [F1] to use the usual sales rep for this customer

If this is a miscellaneous customer, press [F1] to scan through the sales reps on file; when the right sales rep appears, press [Enter].

Format: 3 characters

Make any changes.

The totals screen appears. Make any changes.

You may enter cash received at this point.

You are informed that an invoice will now be made from this quotation and asked if it is OK to proceed.

Answer N to return to the first screen to select another quotation. You can also press [Tab] to exit without using this quotation as an invoice.

Answer Y to make an invoice from this quotation. The next available bill reference number is automatically assigned to the new invoice. You are informed that this quotation is being changed into an invoice, and the bill reference number for the new invoice is shown.

When I/C and Back Orders Are Used

When a Goods line item from a quotation is copied into an invoice, it is possible that there is insufficient quantity available to fully ship the item. If the item has back order control, then "back order instructions" were entered for the line item. If there is insufficient quantity available to fully ship such a line item, then you will receive a warning when the quotation is made into an invoice that your back order instructions were carried out. In this case, you may wish to review the invoice at this time, using *Invoices* to determine which lines are back ordered. If you are using "immediate printing" then you may wish to defer printing the invoice until you have had a chance to review the invoice.

Immediate Printing

If the P/I Control File specified to print invoices immediately, a window appears and you are asked "Print this invoice now ?".

From this point onward, proceed as in *Enter invoices*.

Chapter 16

View

Introduction

Use this selection to quickly look at your customers, invoices, recurring bills, standard bills, and quotations.

You can find the information you want rapidly. However, you cannot make changes to the information in this selection. To make changes, use the *Enter* function within *Invoices*, *Recurring bills*, *Standard bills*, or *Quotations*. Customer information can be changed only from the Accounts Receivable package.

To Begin

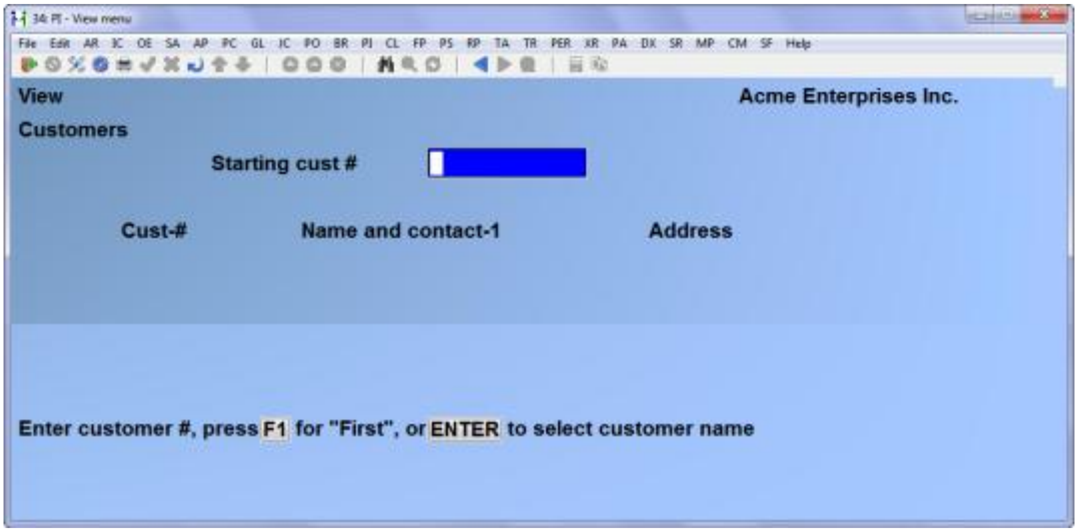
From the P/I menu, select *View*.

Customers

Use this selection for a quick view of customers in the A/R Customer File, including any you have added from P/I.

From the *View* menu, select *Customers*.

This screen appears:



Enter the number of the customer to start viewing from or use one of the options:

Options: [F1] to start with the "First" customer on file

[Enter] to look up the customer by name

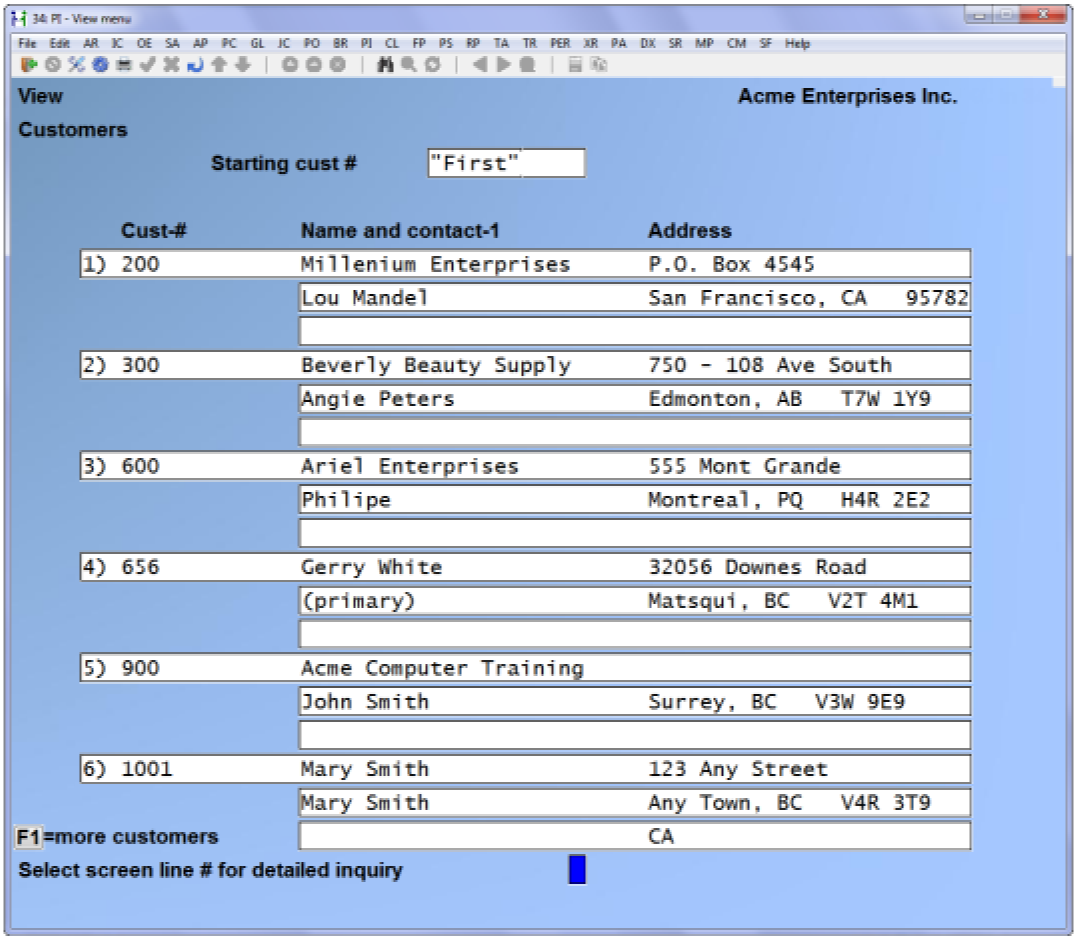
[?] to look up the customer from the *Find* window.

When looking up by customer name, you can type in the first few letters of the name to start from the first match or use the option:

Option: [F1] to start from the first customer (by name) on file

Format: 12 characters

You see:



Press [Tab] to reselect the starting customer or select the screen line number (to the left of the customer number) of the customer to view in more detail. You will see the content of the first screen from A/R for this customer. Use [F6] to view or change notes for the customer. Press [Enter] to display the second screen from A/R, then [Enter] again to return to the *View* (*Customers*) selection screen.

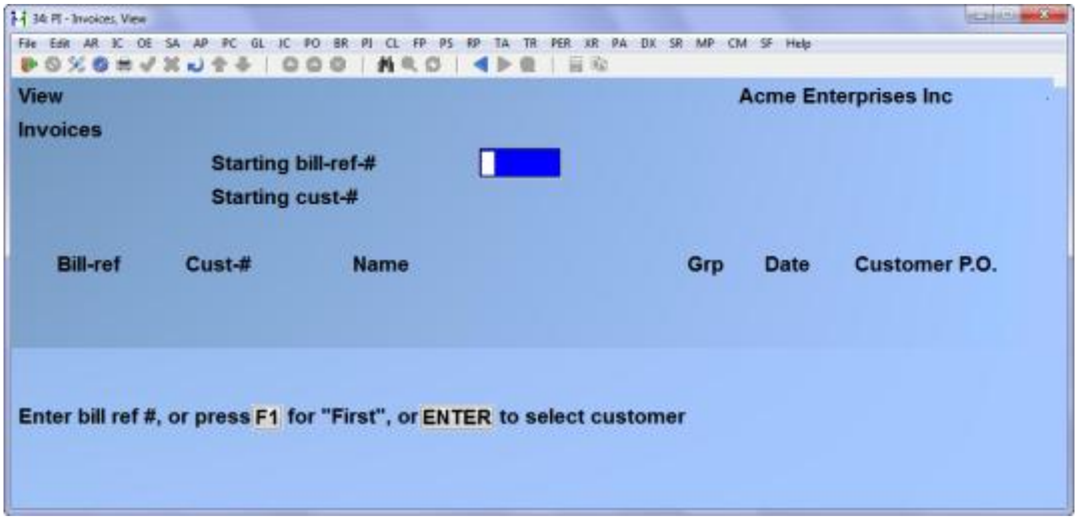
To select another starting customer number, press [Tab].

To end viewing customers, press [Tab] again.

Invoices

From the *View* menu, select *Invoices*.

You see:



You can view invoices by bill reference number, by customer number, or by customer name.

Enter the starting bill reference number or use one of the options:

Options: [F1] to start from the invoice with the lowest bill reference number

[Enter] to look up the invoice by customer number or customer name

Format: 999999

To view invoices by customer number, enter the starting customer number for the invoices to view or use one of the options:

Options: [F1] to get the first customer with invoices on file.

[Enter] to select the starting customer by name

Format: 12 characters

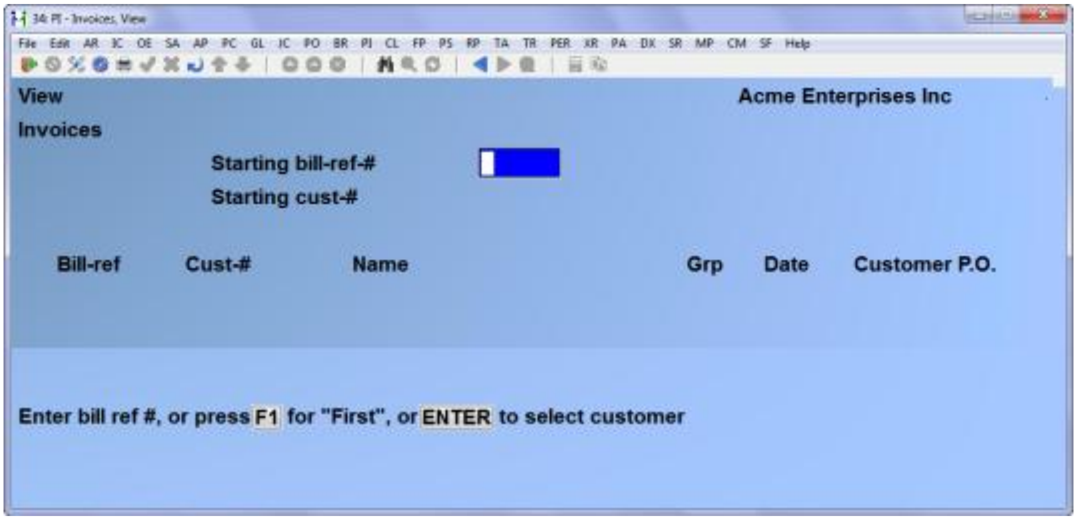
To view invoices by customer name, enter the full or partial name or use one of the options:

Options: [F1] to get the "First" customer name in alphabetical order

[Enter] to go back to looking for the invoice by bill reference number

Format: 25 characters

You see:



Press [F1] to view additional invoices.

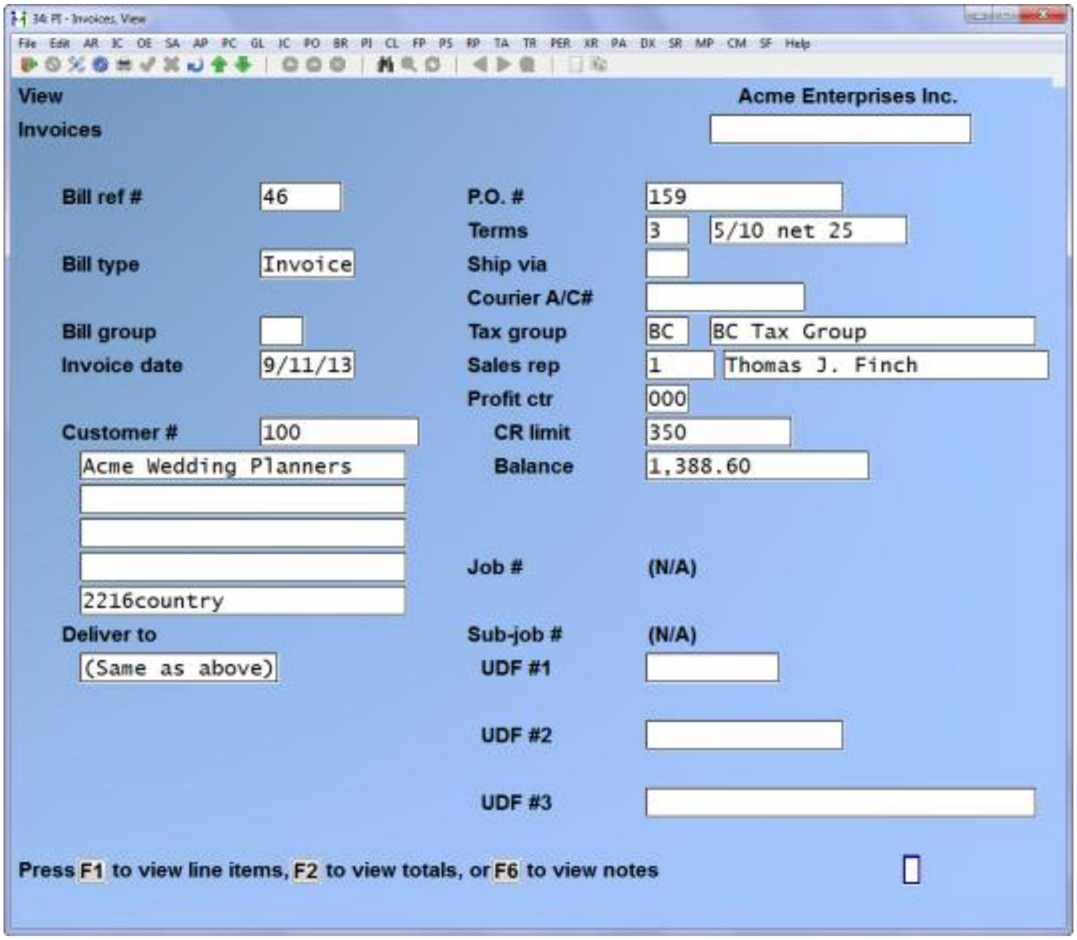
If you are using the Job Cost package, you can press [F2] to see the job numbers for the invoices on the screen. You can then press [F2] again to redisplay the purchase order numbers.

For a more detailed inquiry into any particular invoice, select its screen line number (to the left of "Bill-ref-#").

Format: 99

The header information for that invoice displays:

View Header Information



If this invoice has already been printed, the "Invoice #" also appears beneath "Invoice date". (The invoice number is assigned at the time the invoice is printed.)

When you are finished viewing this screen, use one of the options:

Options: [Tab] to select another invoice

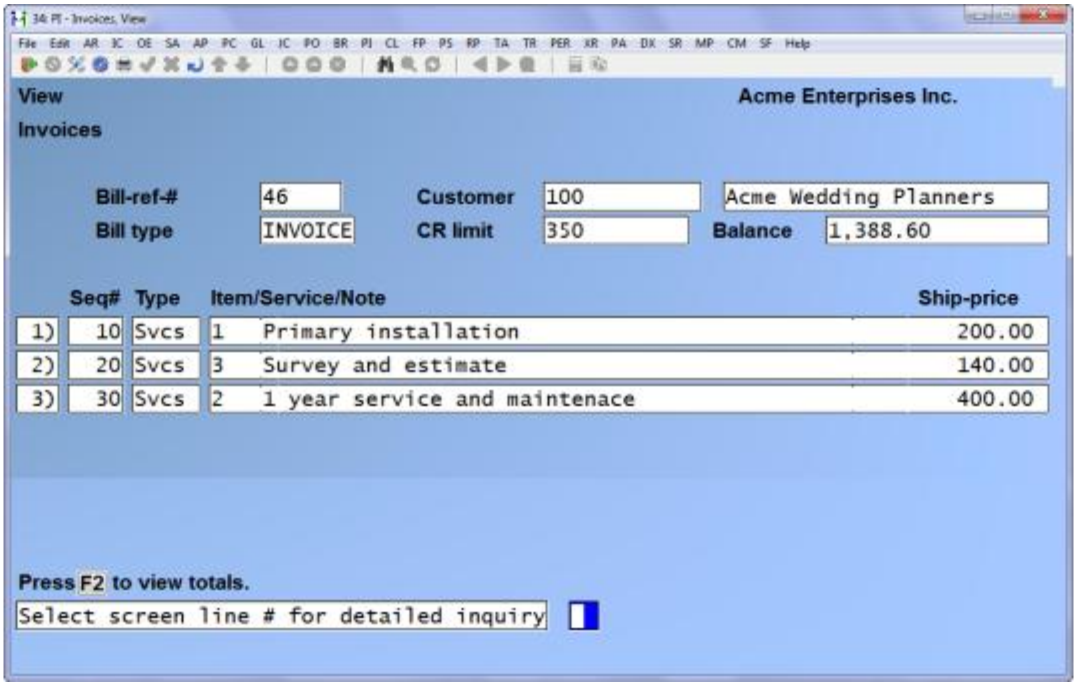
[F1] to view line items for this invoice

[F2] to view totals

[F6] to view or change notes for the invoice

View Line Item Information

To view line items, press [F1] from the header screen. You see a screen listing the line items on this invoice. Each line item has a screen line number immediately to the left of the sequence number.



View Line Item Details

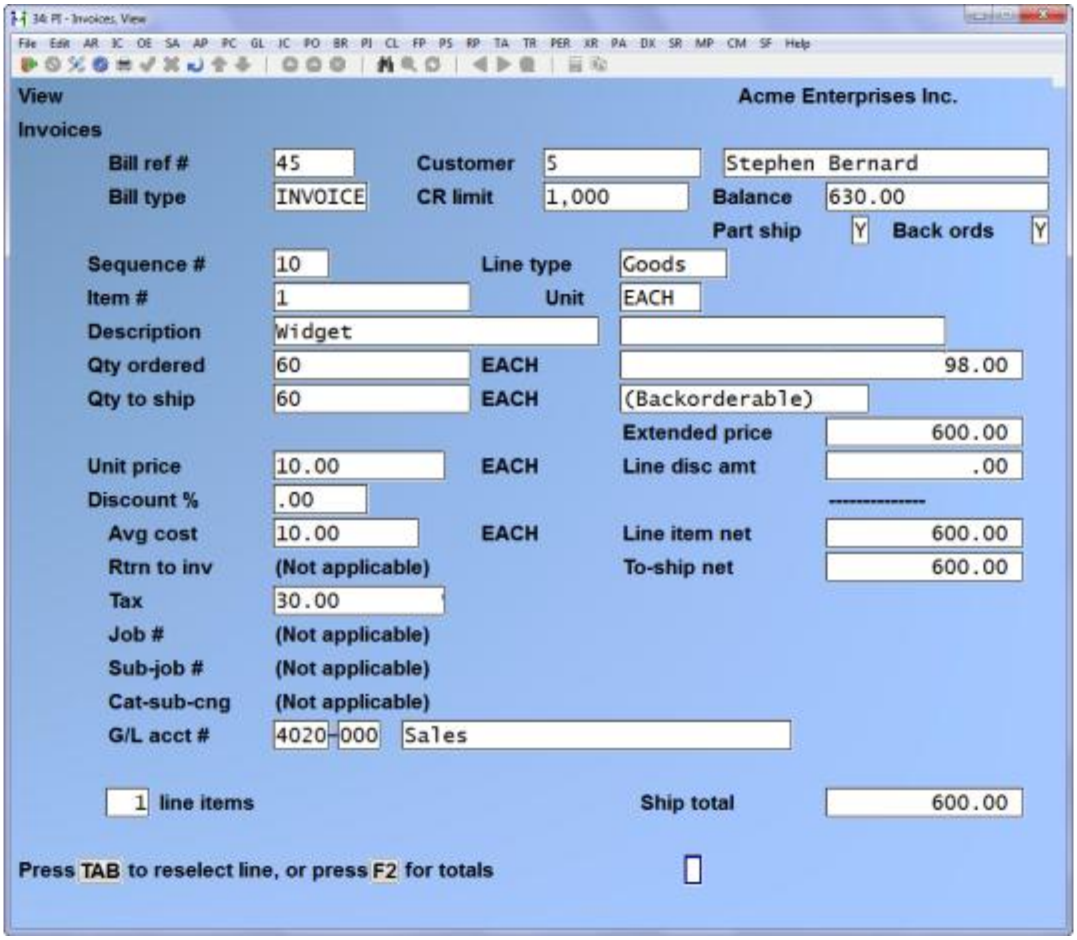
Select the screen line number for detailed inquiry into a line item, or use one of the options:

Options: [F2] to view totals

[F1] to display the rest of the items (if there are more than can be displayed on one screen)

[Tab] to select another invoice

A screen similar to the line item screen in *Invoices* appears. The screen's appearance depends on the type of line item. A "goods" line item is shown here:



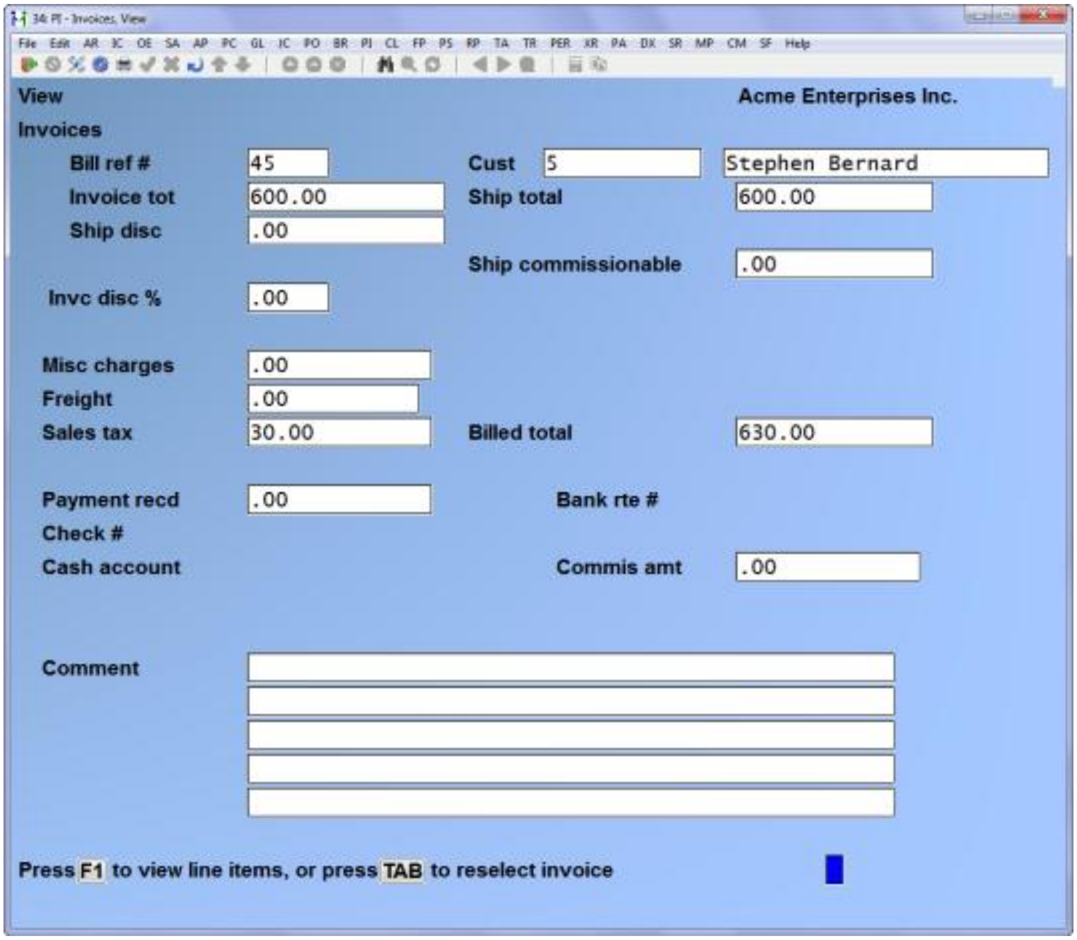
Press [Tab] to select another line item to view, or press [F2] to view totals.

When through viewing line items for this invoice, press [Tab].

When through with this invoice, press [Tab] again.

View Totals Information

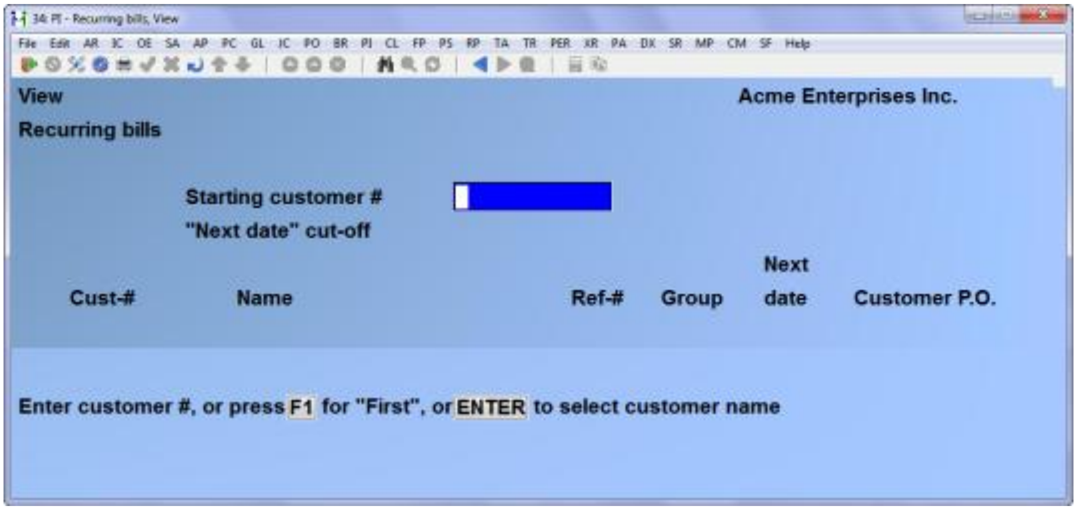
You can view totals information by pressing [F2] from either the header screen or the line item screen.   You then see:



When through viewing totals information, press [Tab].
When through viewing invoices, press [Tab] twice.

Recurring Bills

From the *View* menu, select *Recurring bills*.   You see:



You can view recurring bills by customer number or by customer name.

Enter the number of the customer you want to start looking from or use one of the options:

Options: [F1] to start from the "First" customer

[Enter] to select by customer name. Follow the screen instructions

If you chose to view by customer name, enter the starting customer's full or partial name, or use one of the options:

Options: [F1] for the first customer who has recurring bills on file

[Enter] to return to selecting by customer number

Format: 12 characters

Enter the "next date" cut-off or use one of the options:

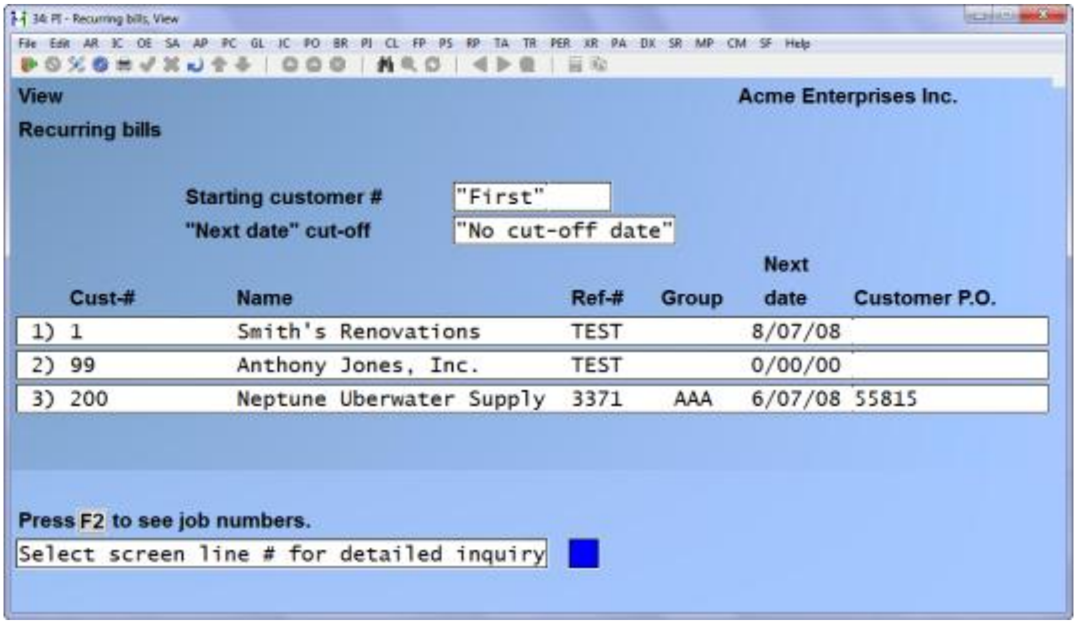
Options: [Enter] to use the system date

[F1] for "No cut-off date"

If you enter a date here, only recurring bills that are due on or before this date will be shown on the subsequent screens.

Format: MMDDYY

You see:



The recurring bills are listed, one line per bill.

If you are using the Job Cost package, you can press [F2] to display the job numbers for the recurring bills on the screen. You can then press [F2] again to redisplay the purchase order numbers.

You may start a new selection of recurring bills by pressing [Tab], or select the screen line number for a more detailed inquiry into any particular bill shown on the screen.

You can look at details of all information in the bill header, line item, totals, and recurrence sections.

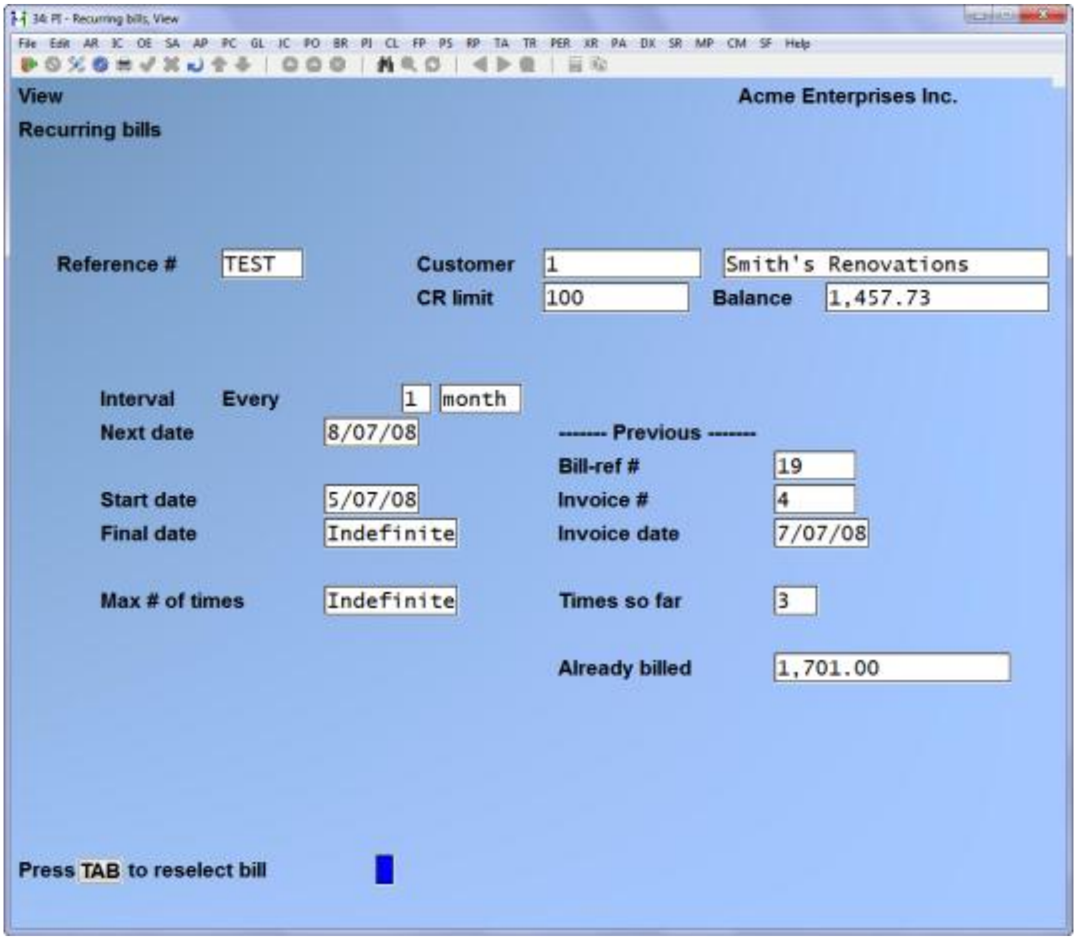
View Header, Line Item, and Totals Information

You can view header, line item, and totals information for recurring bills exactly the same as for invoices.

View Recurrence Information

From the totals screen, press [F2] to view recurrence information.

You see:



When through viewing recurrence information for this bill, press [Tab] to reselect another recurring bill to view.

When through viewing recurring bills, press [Tab] twice.

Standard Bills

From the *View* menu, select *Standard bills*.

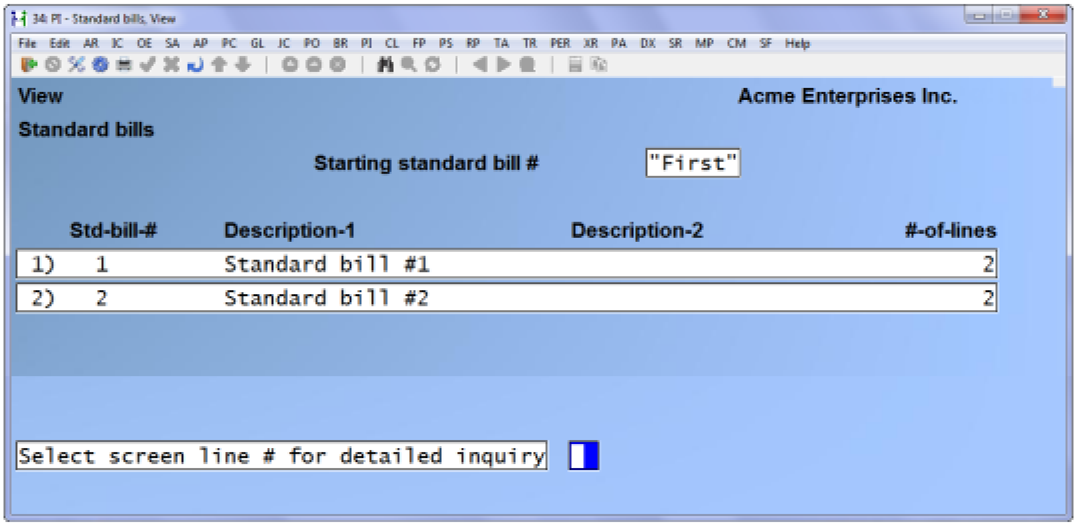
A screen appears for you to enter the starting standard bill number for the bills you want to view.

Enter a standard bill number or use the option:

Option: [F1] To start from the "First" standard bill on file

Format: 7 characters

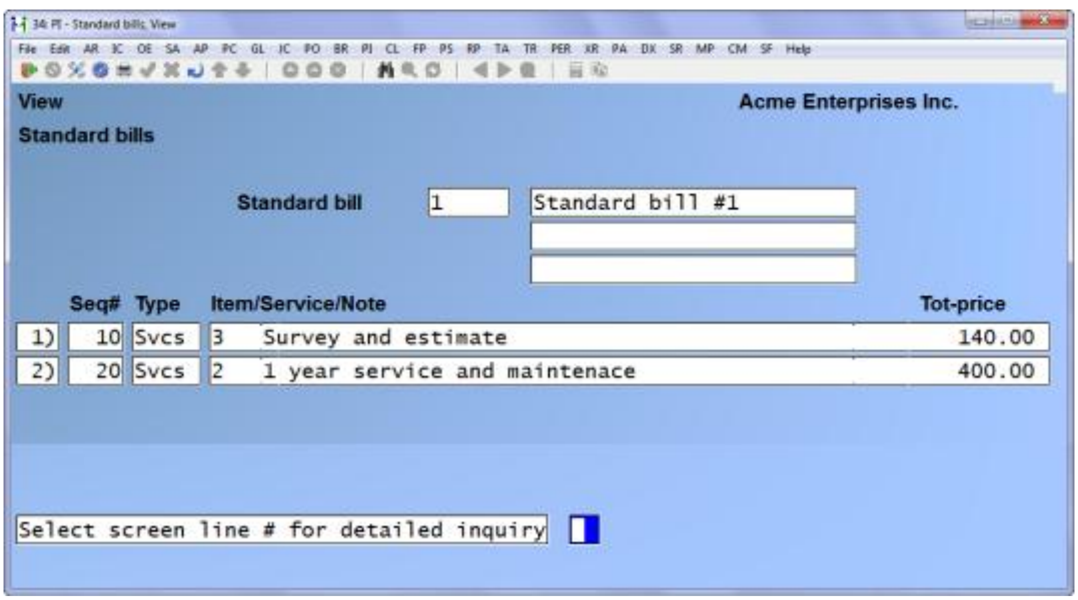
You see:



The bills are listed on the screen. Select the screen line number (to the left of "Std-bill-#") of the bill you wish to view or use the option:

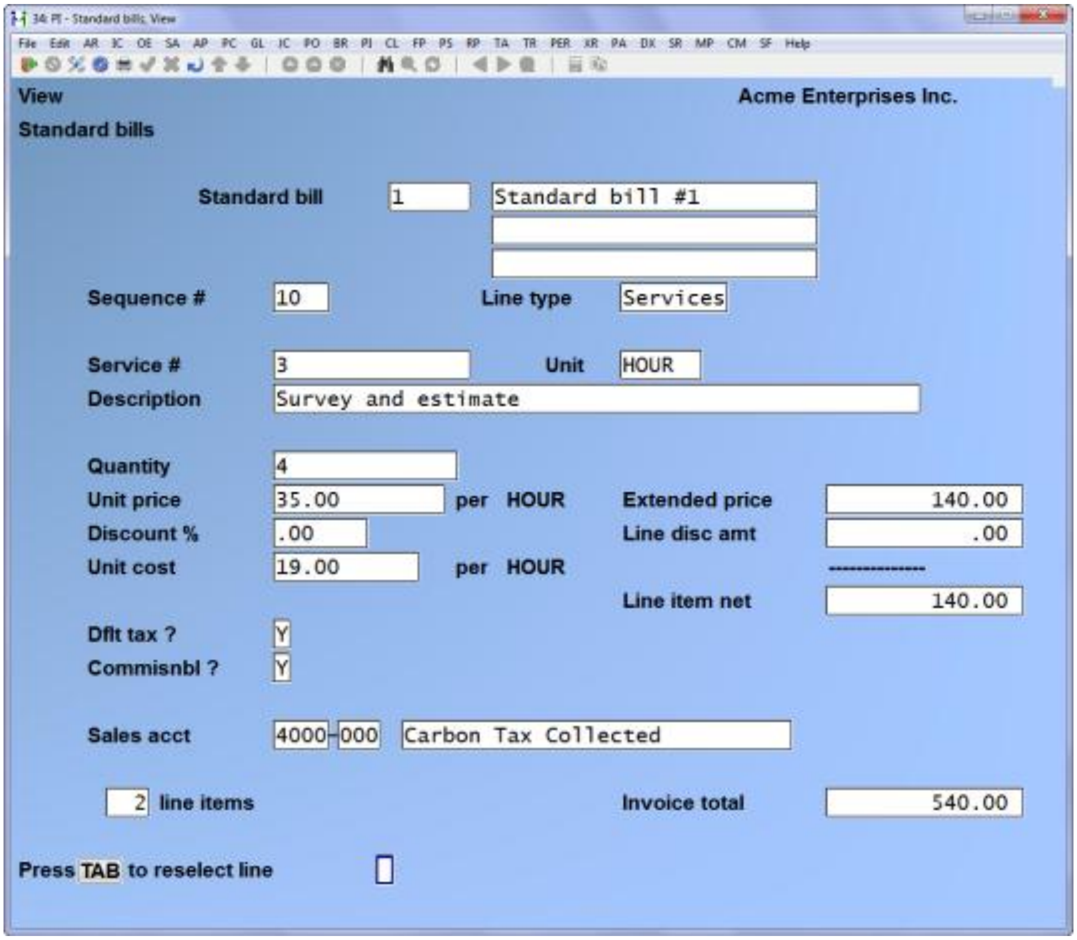
Option: [F1] to view additional bills (if there are more than can be displayed on one screen)

You then see a list of the line items on this bill. Each line item has a screen line number to the left of the sequence number.



If there are more lines than can be displayed on one screen, press [F1] to display the rest. Enter the screen line number of the line item for which you want to see more details. Or press [Tab] to select another bill.

A screen similar to the line item screen in *Standard bills* appears. The screen's appearance depends on the type of line item. A Services line item is shown here:



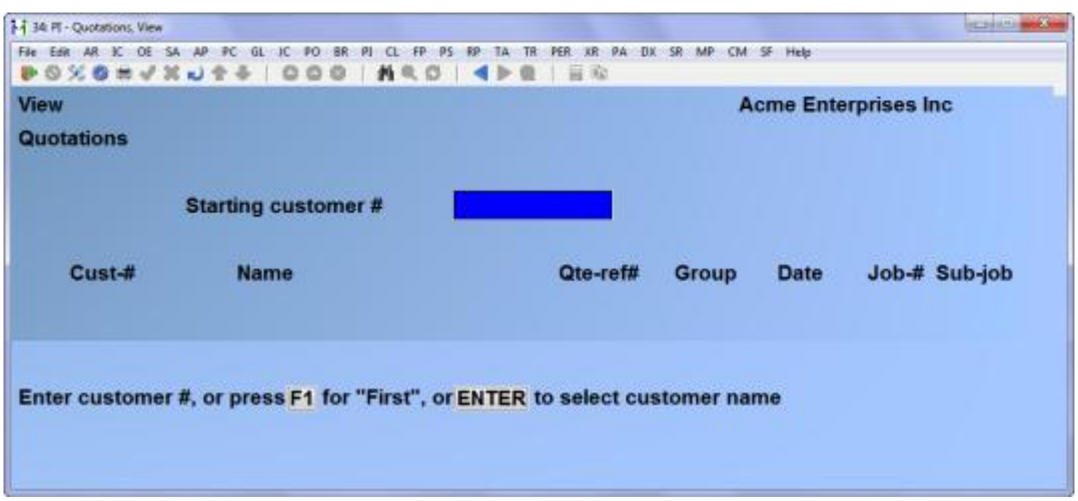
Press [Tab] to select another line item.

When through viewing line items, press [Tab].

When through viewing standard bills, press [Tab] twice. The *View* menu reappears.

Quotations

To view quotations, from the *View* menu, select *Quotations*. You see:



You can view quotations by customer number or by name.

Enter the starting customer number or use one of the options:

Options: [F1] to start from the "First" customer

[Enter] to select by customer name

Format: 12 characters

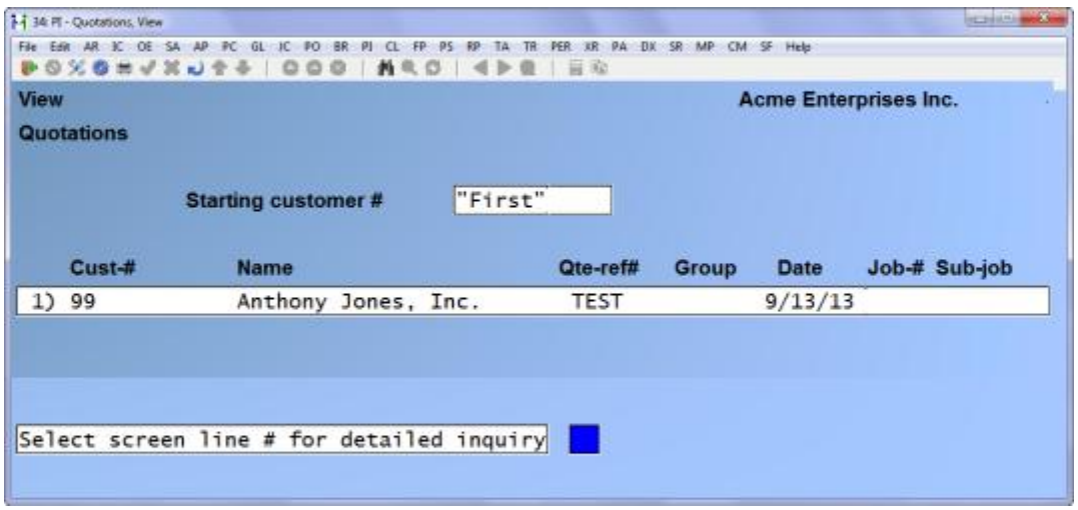
If you chose to select by customer name, enter all or part of the starting customer's name, or use one of the options:

Options: [F1] for the first customer that has quotations

[Enter] to return to selecting by customer number

Format: 25 characters

You see:

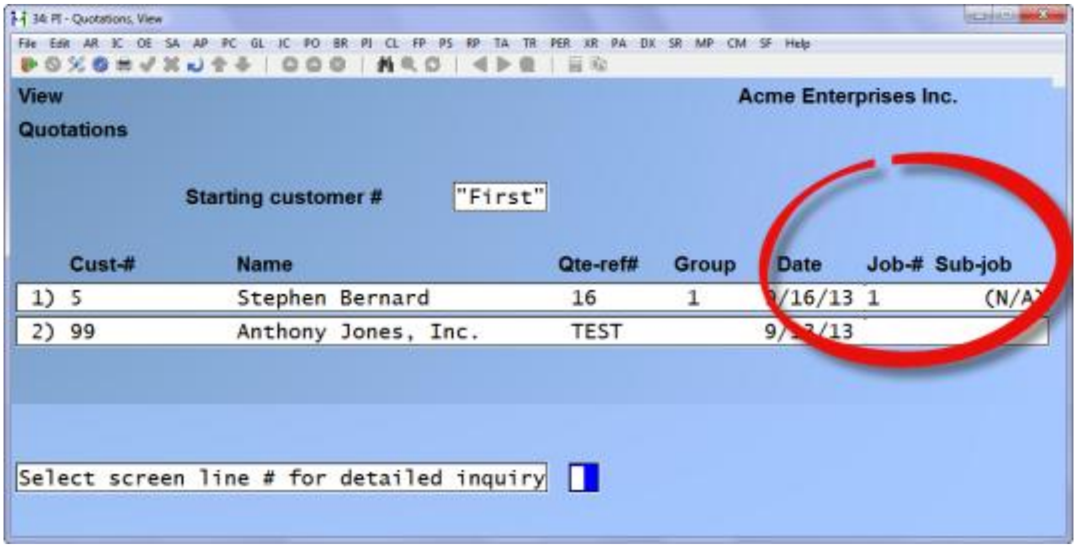


The quotations are listed on the screen. Select the screen line number (to the left of "Cust-#") of the quotation you wish to view, or use the option:

Option: [F1] to view additional quotations (if there are more than what can be displayed on one screen)

With Job Cost Interfaced

If the Job Cost package is interfaced, this is the screen you see when you select to view quotations:



From this point onward, proceed exactly the same way as for viewing quotations. Refer to *Quotations*, above, for instructions.

When through viewing quotations, press [Tab] twice.

Chapter 17

Print Invoices and Quotations

Introduction

Even if you normally print invoices and quotations immediately after they are entered (as specified in the P/I Control File), you can still print them using this selection.

NOTE: If you are using back orders, separate formats should be set up for invoices and quotations.

The invoice format should show both quantity ordered and quantity shipped.

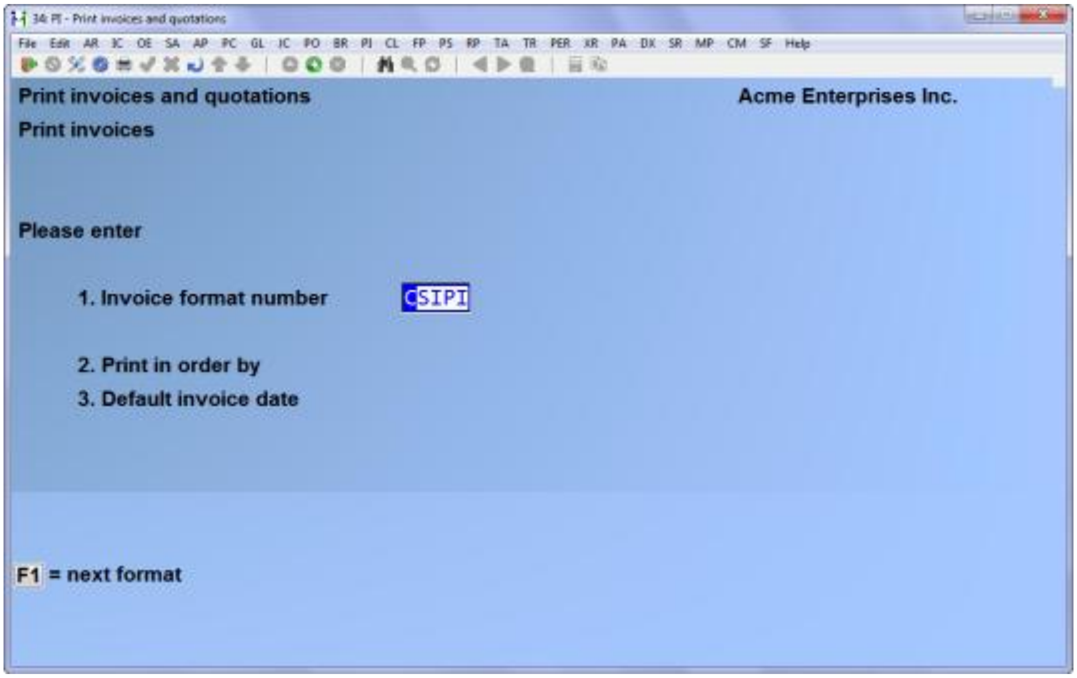
The quotation format should show only quantity ordered (since the concept of "quantity shipped" does not exist for a quotation).

To Begin

From the P/I menu, select *Print invoices and quotations*. Then select *Print invoices*.

Printing Invoices

This screen displays:



NOTE: In multi-user environments, "Invoices currently being printed - try again later" appears if another user is already printing invoices or quotations. You must wait for the other user to finish, then try again. This restriction prevents the duplicate assignment of invoice numbers, which are assigned at the time of printing.

Enter the information as follows:

[?] 1. Invoice format number

Enter the number of the invoice format to use for these invoices or use one of the options:

Options: [Enter] to use the format specified in the P/I Control File

[F1] to scan through the invoice formats on file

Format: 5 characters

2. Print in order by

Press [Enter] or type [B] to print invoices in order by Bill reference number; or type[C], by Customer number; [N], by customer Name; or[G], by bill Group.

Format: 1 character

NOTE: If both immediate and batch printing of invoices is in use, you will need to distinguish between invoices which are to be printed here, as compared to invoices that are to be printed using invoicing stations. In order to do this, it is recommended that invoices which are to be printed here are given a specific bill group which is different from the bill groups used (if any) by the invoicing stations. Then print invoices by bill group here and <u>just</u> print invoices for the specific bill group designated for batch printing of invoices.

3. Default invoice date

You may already have assigned an invoice date to some of your invoices. The date you enter here will be given to all invoices that do not already have an invoice date assigned.

Enter a date or use the option:

Option: [Enter] to assign the system date

Format: MMDDYY

4. Starting ("in order by" choice)
5. Ending ("in order by" choice)

Enter the range of "in order by" numbers or names to print. Follow the screen instructions.

6. Default comments

Comments already entered on specific invoices will be printed as is.
You can enter default comments here which will be printed on any invoice that does not have its own individual comments. Press [F2] to end the comment.

Format: 5 lines, each up to the maximum "Comment text length" specified in the P/I Control File.

7. Reprint invoices already printed ?

Press [Enter] for N or answer Y.

Make any changes.

If you are using multiple printers, select which printer to which to send the invoice.
You are asked: "Print alignment ?". Answer Y to print a test alignment form filled out with lines of X's and 9's.

After the form prints, you are again asked "Print alignment ?". If necessary, adjust the invoice forms in the printer to the left, right, up, or down, then answer Y to print another alignment form.

Continue to print alignment forms and make necessary adjustments until the invoice forms are properly aligned.

When alignment is correct, answer N to "Print alignment ?". You are then asked for the starting invoice number.

Starting invoice #

Enter the starting invoice number for the first invoice to print or use the option:

Option: [Enter] to use the next available invoice number

If you enter a number lower than the next available number in the P/I Control File, you will get a warning message.

NOTE: An invoice is assigned an invoice number when it is printed. Until that time, it is identified only by the bill reference number.

Format: 999999

The invoices are then printed. (Sample printed invoices are shown at the end of the appendix titled *Format Design Kit*.)

When the invoices have printed, you are asked "Are invoices just printed OK ?".

Answer N if they are not.

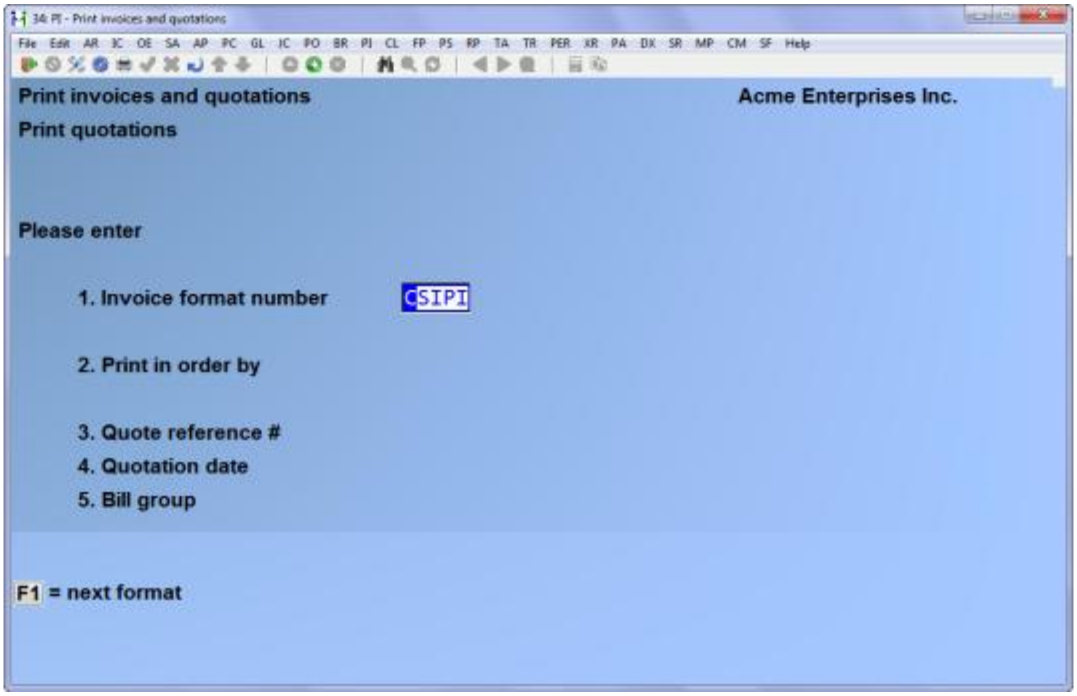
If you answer Y, the invoices are marked as OK to post, and the screen to enter the print range reappears.

When through printing invoices, press [Tab].

Printing Quotations

From the *Print invoices and quotations* menu, select *Print quotations*.

This screen appears:



Enter the information as follows:

1. Invoice format number

Enter the number of the invoice format to use for these invoices, or use one of the options:

Options: [Enter] to use the default format in the P/I Control File

[F1] to scan through the invoice formats on file. When the right format appears, press [Enter] in response to "Right format ?".

Format: 5 characters

2. Print in order by

Press [Enter] to print in order by Customer number or type N to print in order by customer Name.

3. Quote reference #

Enter the reference number of the quotations to print, or use the option:

Option: [F1] to print quotations regardless of the reference number

Format: 999999

4. Quotation date

Enter the date of the quotations to print, or use the option:

Option: [F1] to print quotations regardless of date

Format: MMDDYY
5. Bill group

Enter the bill group of the quotations to print, or use the option:

Option: [F1] to print quotations for "All" bill groups

Format: 3 characters

6. Starting cust (# or name)
7. Ending cust (# or name)

(What you enter here depends on what category you selected to print in order by, in field 2 above: customer number or customer name.)

Enter the range of customers to print invoices for. Follow the screen instructions.

8. Default comments

You can enter default comments here which will be printed on any quotation that does not already have its own individual comments. Press [F2] to end entering the comments.

Format: 5 lines, each up to the maximum "Comment text length" specified in the P/I Control File.

From this point on, printing quotations proceeds exactly as in *Printing invoices*.

Chapter 18

Post Invoices

Introduction

This selection posts invoices to the A/R package. When you post, all financial data on the invoices is transferred into the A/R package.

If you are using I/C, inventory is also fully updated.

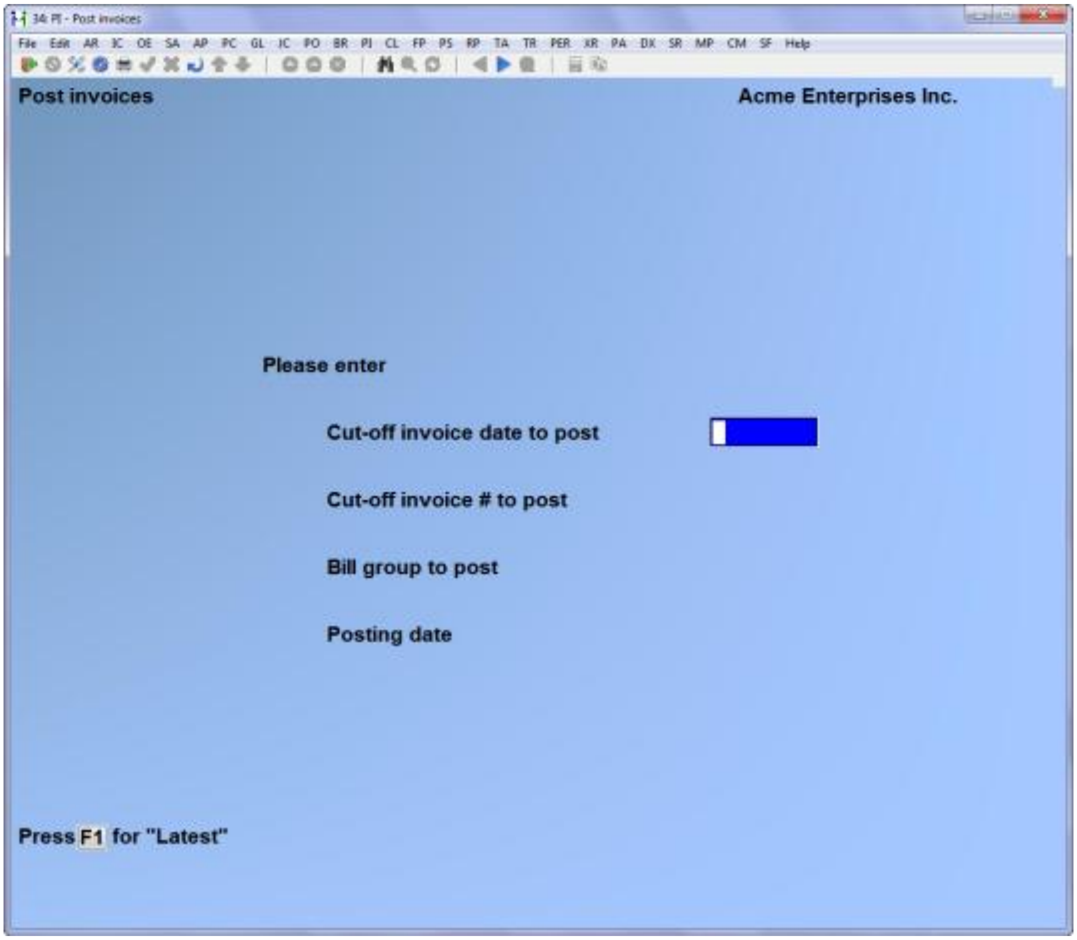
If you are also using the Job Cost package, the billing information is posted to the Job Cost package. Inventory item costs are posted to the Job Cost package if you are also using I/C.

You must have already printed an invoice before you can post it. A register of posted invoices is printed at the time the invoice is posted.

To Begin

From the P/I menu, select *Post invoices*.

This screen displays:



Enter the information as follows:

Cut-off invoice date to post

Enter the invoice date through which you want to post invoices to A/R, or use one of the options:

Options: [F1] for "Latest" (post all printed invoices)

[Enter] to use the system date

Format: MMDDYY

Cut-off invoice # to post

Enter the invoice number through which you want to post to A/R, or use the option:

Option: [F1] for "Last" (post all printed invoices)

Format: 999999

Bill group to post

Enter the bill group code of the group of invoices you want to post or use the option:

Option: [F1] to post invoices in "All" bill groups

Format: 3 characters

Posting date

Enter the date to use as the posting date. The posting date is used within Accounts Receivable for tax and aging reporting. Refer to the chapters titled *Aging Report* and *Tax Collected* for further information on the use of this feature.

Format: MMDDYY

You are asked "Any change ?".

Answer Y and make changes, or answer N to proceed.

If there are any sales or cash receipt entries (transactions) in A/R (or inventory entries in I/C, if it is interfaced) to be posted, you see a reminder that they will be posted, as well as the invoices you have selected. Answer Y to proceed with posting; otherwise, answer N.

If you answer Y, a menu appears for you to select how to print a register of posted invoices and a register of miscellaneous and drop ship "goods" items. Follow the screen instructions.

All invoices (including those created from recurring bills and from quotations) which have been printed and meet the three posting criteria above ("Cut-off invoice date", "Cut-off invoice #", and "Bill group") are then posted to A/R. If you are using Inventory Management, they are also posted to I/C.

Refer to the Accounts Receivable and Inventory Management packages for examples of registers mentioned here.

IMPORTANT NOTE:

****INCOMPLETE POSTING****

The posting of invoices from the P/I package involves up to three different parts. Each of these parts is actually a separate posting in itself:

1. There is always the posting of A/R sales transactions in the A/R package.

2. If you have answered Y to "Ask cash with invoice ?" in the P/I Control File, then the handling of cash entered on invoices depends upon the setting of the field "Post cash to A/R ?" which is also in the P/I Control File. If cash is to be posted to A/R, then cash receipts transactions are generated for cash entered on invoices in P/I, and these entries are posted along with any other cash receipt entries already on file in A/R. If cash is not to be posted to A/R, no posting of cash

receipts occurs, and the cash entered on invoices is treated as memo information (i.e., no cash receipt transactions are generated or posted).

3. If you are using the Inventory Management package, there is the posting of inventory entries in I/C.

For each of these three parts of the posting, a different register or journal is produced: the Sales Journal for sales transactions, the Cash Receipts Journal for cash receipts transactions, and the Inventory Transaction Register for inventory transactions.

You might also have a fourth register--the Miscellaneous and Drop-Ship Item Register--if you are using I/C and you have miscellaneous or drop-ship items on one or more invoices.

While any one of the registers or journals is being printed, you can press [F1] to interrupt printing, then press [Tab] to terminate printing. This is NOT recommended. If you do this, you must immediately complete the interrupted posting before doing anything else with the P/I package.

To complete the posting, select *Post invoices* again, then let the posting run until the end. It doesn't matter whether you select any additional invoices to post at this time.

When posting invoices, you might see:

"DUPLICATE SALES TRANSACTION - SEE INSTRUCTIONS. PRESS ENTER TO CONTINUE"

If you see this message, check to see if there has been a duplicate invoice in A/R.

During invoice posting, it is possible that an invoice number is assigned that was previously used by another invoice. This can occur if a sales transaction with a conflicting invoice number was entered through *Sales* in A/R.

If the software detects this condition, the P/I invoice will remain on file and its information will not be posted to the A/R and I/C files.

To resolve this, you can either:

- Delete the sales transaction in A/R having the same invoice number, or
- Reprint this P/I invoice with a different starting invoice number, so that the conflict will not occur, and then post it again.

Back ordered invoices

When an invoice is posted, if all lines on the invoice are fully shipped or partially shipped but "out of stock", then the invoice is deleted from the system. If one or more lines are back ordered, then these lines are retained and the invoice is marked as a "Backordered invoice". In this case, when the back orders can be filled, use *Invoices* to enter the quantities that can now be shipped. When you reach the totals screen for such an invoice, you will have to enter the fields on the screen as if the invoice had been entered for the first time (except for the discount percent and comment, if any). This is required so that the fields on the totals screen (such as sales tax and commission amount) are properly filled in based upon the quantities that are now to be shipped.

Posting of Services

The G/L postings for Services are as follows:

DR Customer's A/R account
    CR G/L Account in line item

For credit memos, debits and credits are reversed in the above.

Posting of Goods and Items

The G/L postings for Goods are as follows:

DR Customer's A/R account
    CR G/L Account in line item

The above postings occur whether or not P/I is interfaced to I/C. For credit memos, debits and credits are reversed in the above.

In addition, if P/I is interfaced to I/C, then inventory postings occur as described below.

Posting of Inventory Items

When P/I is interfaced to I/C, G/L postings for inventory items (with respect to I/C) are as follows:

Sales:

DR Item's expense account
    CR Item's inventory account

Credit memos:

DR Item's inventory account
DR scrap account (if applicable)
    CR Item's credit memo account

Posting Miscellaneous Inventory Items

G/L postings for miscellaneous items (with respect to I/C) are as follows:

Sales:

DR Item's expense account
  CR Item's inventory account

Credit memos:

DR Item's inventory account
  CR Item's credit memo account

As shown above, the item's inventory account (as specified in the Item File in Inventory Management) is used for posting of both sales and credit memos.

When a miscellaneous item is entered using *Items* in Inventory Management, the inventory account entered for the item in I/C must be of type "misc costs applied" in the Inventory Accounts File in I/C. By choosing the correct "misc costs applied" account for each miscellaneous item, you can avoid having to make after-the-fact journal adjustments for miscellaneous item sales and credit memos posted from P/I.

If the miscellaneous item sold is <u>not</u> merchandise (e.g. labour charges, service charges, etc.), the "misc costs applied" account would usually be a contra-expense account. The exact account to use would depend upon your particular business situation, based upon the advice of your accountant.

If the miscellaneous item sold is merchandise, then the set-up of the "misc costs applied" account would depend upon how these items are being handled with respect to General Ledger. For example, if the purchase of the miscellaneous merchandise is entered through Accounts Payable, then the "misc costs applied" account should be the account used in Accounts Payable as the expense distribution for the purchase. Again, the exact account to use would depend upon your particular business situation, based upon the advice of your accountant.

For drop-shipped miscellaneous items, the G/L postings are as follows:

Sales:

DR Drop-ship clearing acct in the P/I Control File
  CR Item's expense account

Credit memos:

Not-applicable - line items for credit memos may not be drop-shipped.

Sales of miscellaneous items are handled like sales of regular inventory items with respect to the drop-ship clearing account.

For a drop shipped miscellaneous item credit memo, retain your hand-written documents of the transaction for any adjustments you might wish to make through General Ledger. (General Ledger dollar amounts for miscellaneous item drop shipped credit memos cannot be tracked in Professional Invoicing.)

Chapter 19

Back Order Reports

Introduction

Back order reports are used to obtain a listing of those line items on orders which have back ordered amounts. Using this selection, you can print two types of back order reports:

If Inventory Management is used

1. Back Orders by Item Report

This report may be printed either for all inventory items or for selected inventory items. For each inventory item reported on, the report shows all line items which contain a back ordered amount for the inventory item.

You may restrict this report so that an inventory item (and its associated line items) are only printed if the item is now available in inventory. This allows you to use this report to determine which back ordered line items can now be filled.

2. Back Orders by Customer Report

This report may be printed either for all customers or for selected customers. For each customer reported on, the report shows all line items for that customer which contain a back ordered amount for <u>some</u> inventory item.

You may restrict this report so that an inventory item is only printed if the item is now available in inventory. This allows you to use this report to determine which back ordered line items (for specified customers) can now be filled.

If Inventory Management is <u>not</u> used

1. Back Orders by Item Report

This report may be printed either for all items (goods) or for selected items. For each item reported on, the report shows all line items which contain a back ordered amount for the item.

2. Back Orders by Customer Report

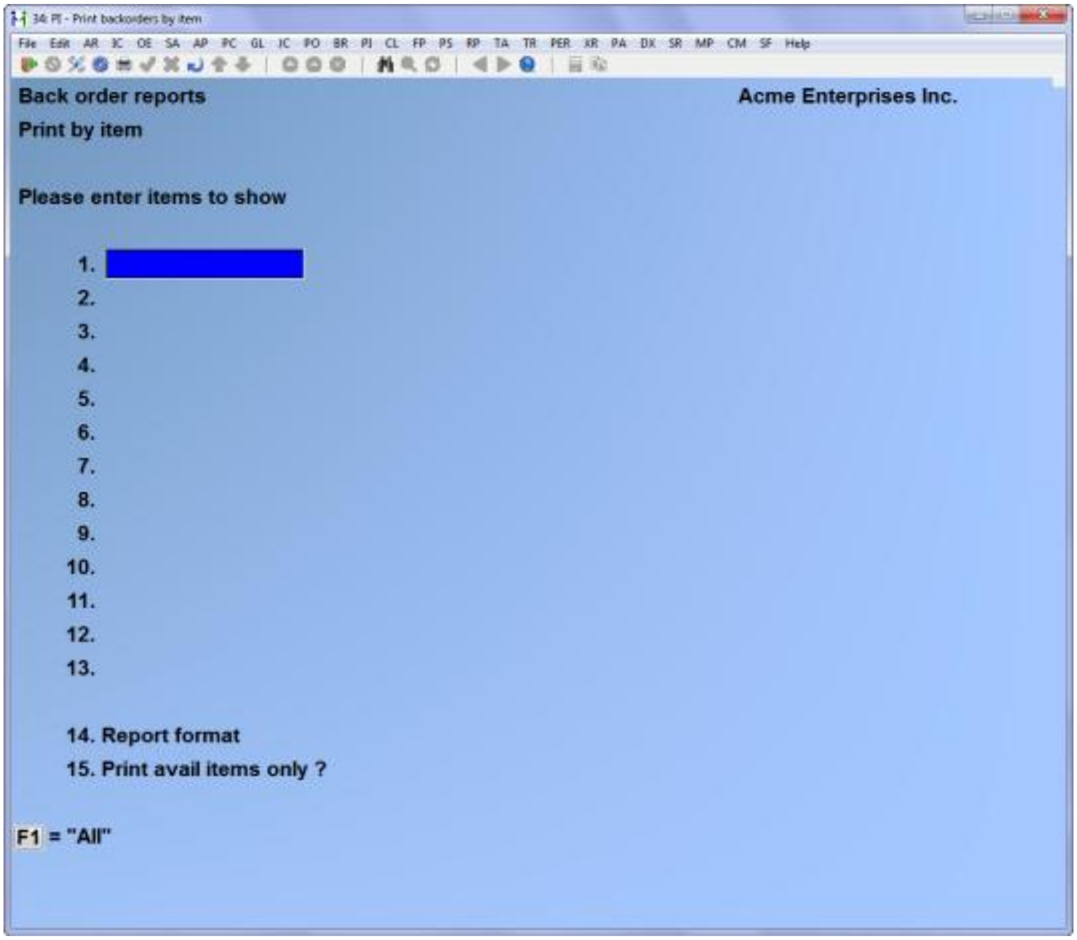
This report may be printed either for all customers or for selected customers. For each customer reported on, the report shows all line items for that customer which contain a back ordered amount for <u>some</u> item.

To Begin

From the P/I menu, select *Back order reports*, then select a back order report by item or by customer.

By Item

This screen appears:



Enter the following information:

[?] **1-13. Items to show**

Enter up to 13 different item numbers to print on the report or use the option:

Option: [F1] to show back orders for "All" items

If you want to print the back order report for a few items only, you can end the selection at any time by pressing [Tab] instead of entering another item number.

Format: 15 characters for each item number

14. Report format

Answer [F] for full format (shows all details for the back orders for the selected items). Answer [B] for brief format (shows only selected information about these back orders, with a single line per item).

Format: 1 character

If **I/C is used**, the following two fields appear:

15. Print avail items only ?

If you answer Y, then a line item will only appear on the report if it contains a back ordered amount and the inventory item back ordered is now available in inventory. If you answer N, then line items will appear on the report whether or not the item is available in inventory.

[?] 16. Warehouse

If you are using the multi-warehousing feature of the Inventory Management package, enter a warehouse code to print back orders for that warehouse only, or use the option:

Option: [F1] to print back orders for "All" warehouses

Format: 2 characters

By Customer

From the *Back order reports* menu, select *By customer*.

[?] 1-13. Customers to show

You can press [F1] to show "All" customers, or enter up to 13 different customer numbers. If you decide to print the back order report for a few customers only, you can end the selection at any time by pressing [Tab] instead of entering another customer number.

Format: 12 characters for each customer

14. Report format

Answer [F] for Full format (shows all details for the back orders for the selected customers). Answer [B] for Brief format (shows only selected information about these back orders, with a single line per customer).

Format: 1 character

If **I/C is in use**, the following field appears:

15. Print avail items only ?

If you answer Y, then a line item will only appear on the report if it contains a back ordered amount and the inventory item back ordered is now available in inventory. If you answer N, then line items will appear on the report whether or not the item is available in inventory.

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Chapter 20

Invoice History

Introduction

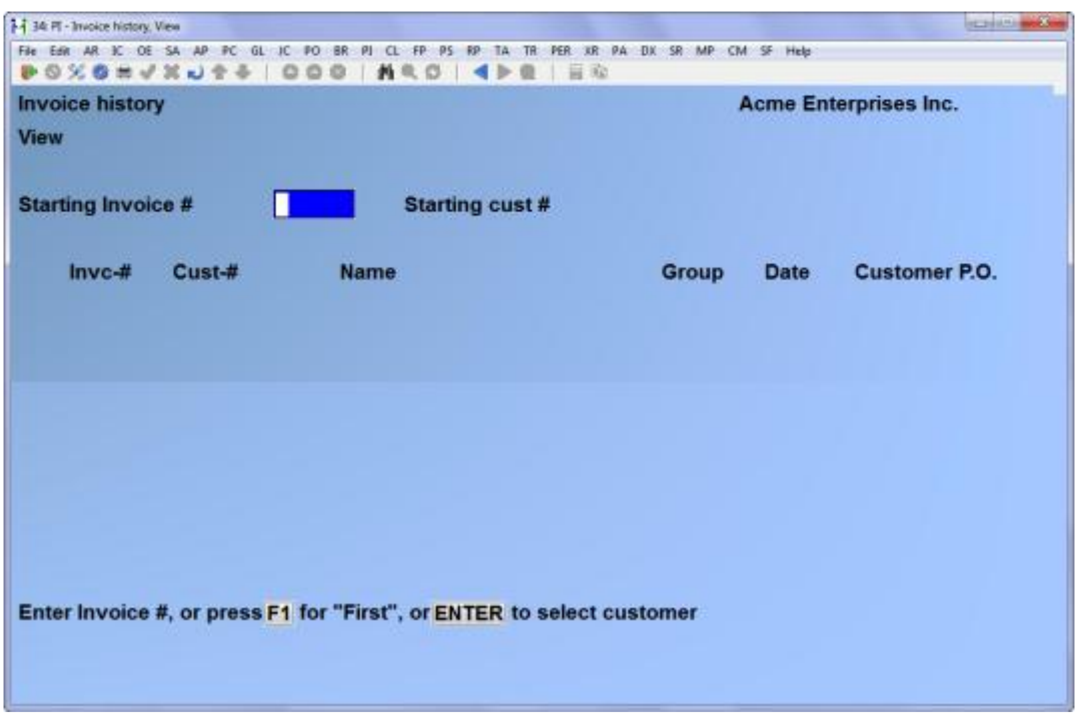
Use this selection to print or view invoices in the Invoice History File. You can use this selection only if you selected to "Keep invoice history" in the P/I Control File.

To Begin

From the P/I menu, select *Invoice history*. From the menu which appears, select *View*.

Viewing Invoice History

This screen displays:



You can view invoices by invoice number, by customer number, or by customer name.

Enter the starting invoice number for the invoices you want to view, or use one of the options:

Options: [F1] to start from the first invoice on file

[Enter] to view invoices by customer.

Follow the screen instructions.

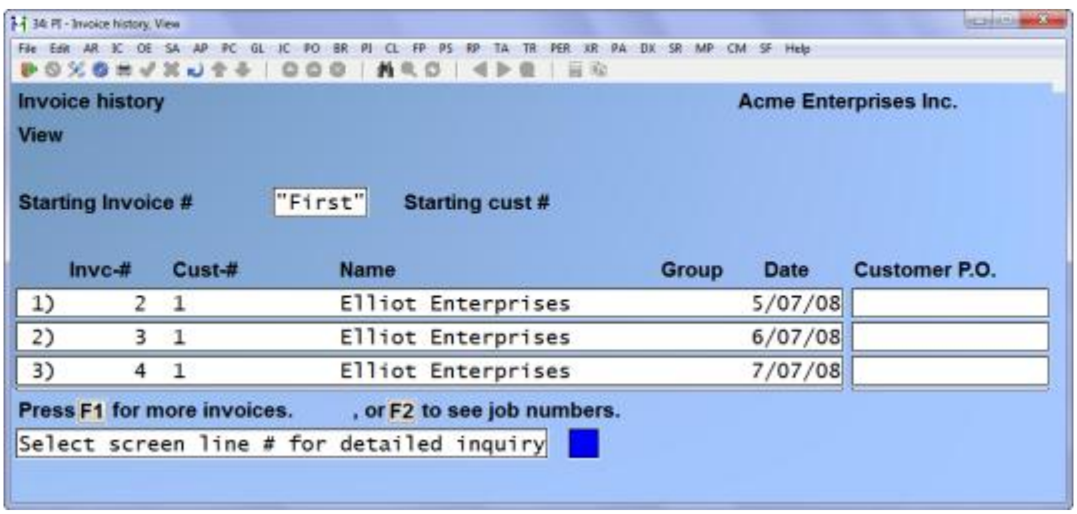
If you pressed [Enter], enter the starting customer number for the invoices you want to view, or use the option:

Option: [F1] for the first customer who has invoices on file.

Follow the screen instructions.

Format: 6 characters

The screen now appears as:



The invoices are listed on the screen.

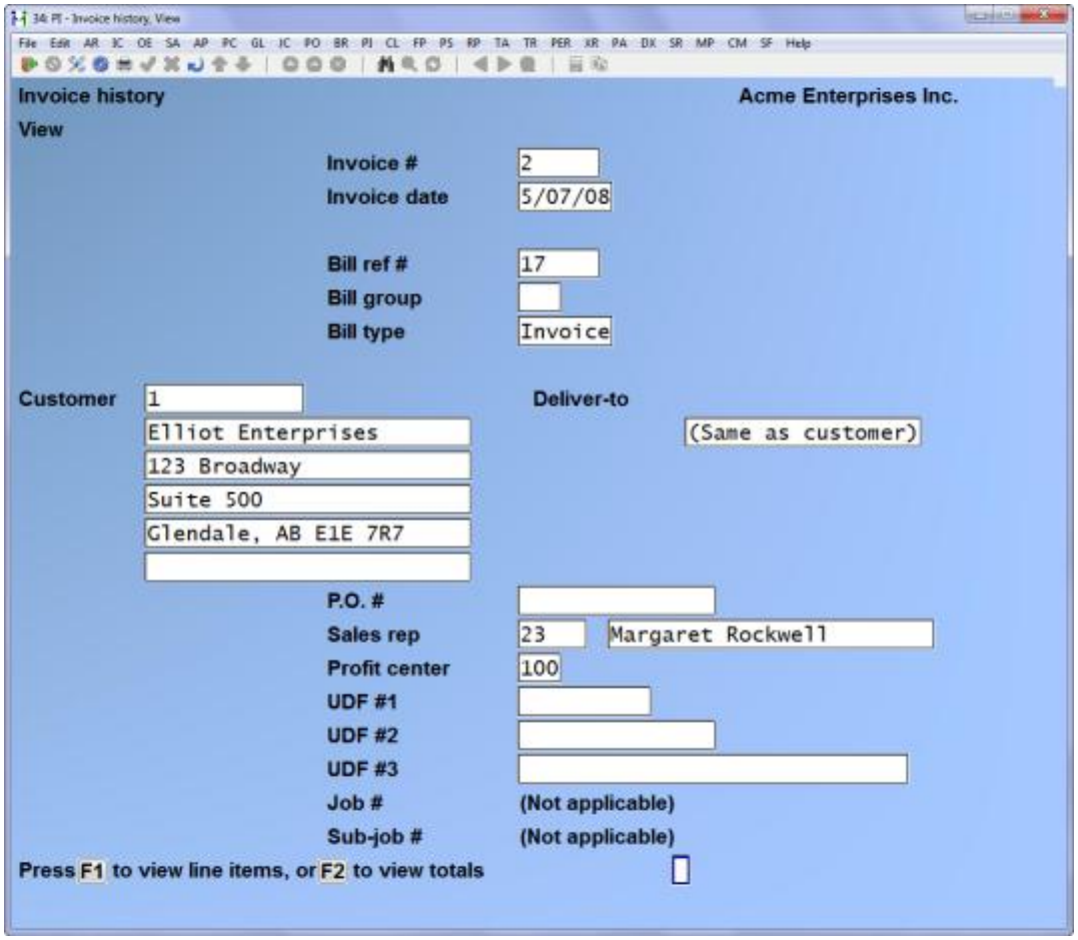
If you are using the Job Cost package, you can press [F2] to display the job numbers for the invoices shown on the screen. You can then press [F2] again to redisplay the purchase order numbers.

Press [F1] to view additional invoices. You can start a new selection of invoices by pressing [Tab].

To see more detail of an invoice, enter the screen line number (the number to the left of the invoice number).

Header Information

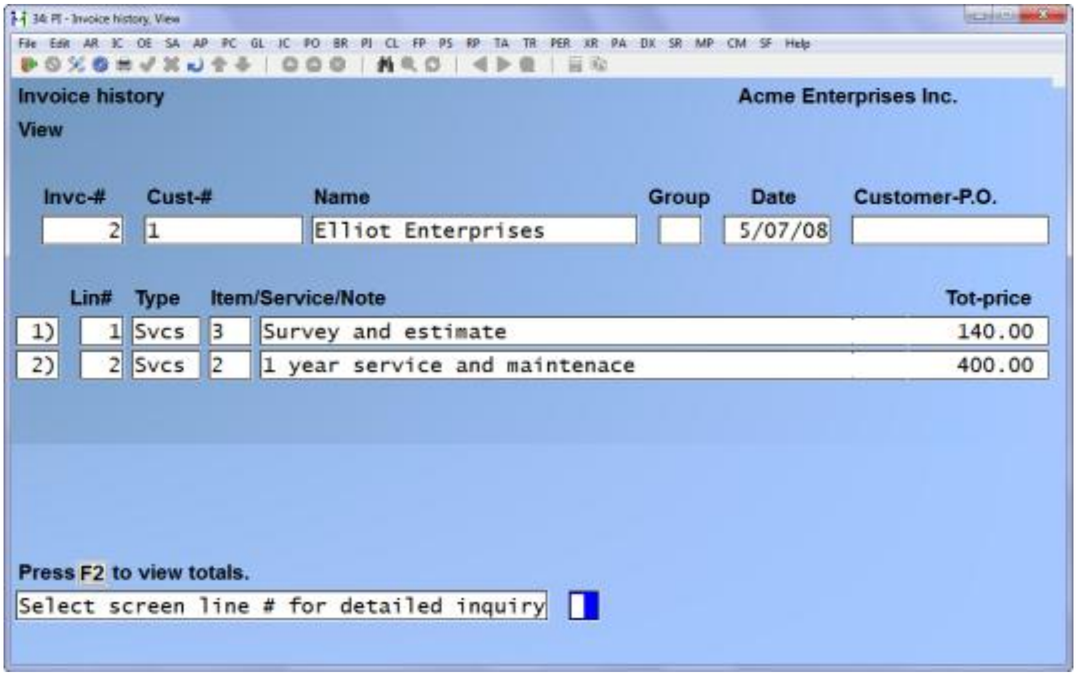
The full header information for the selected invoice displays:



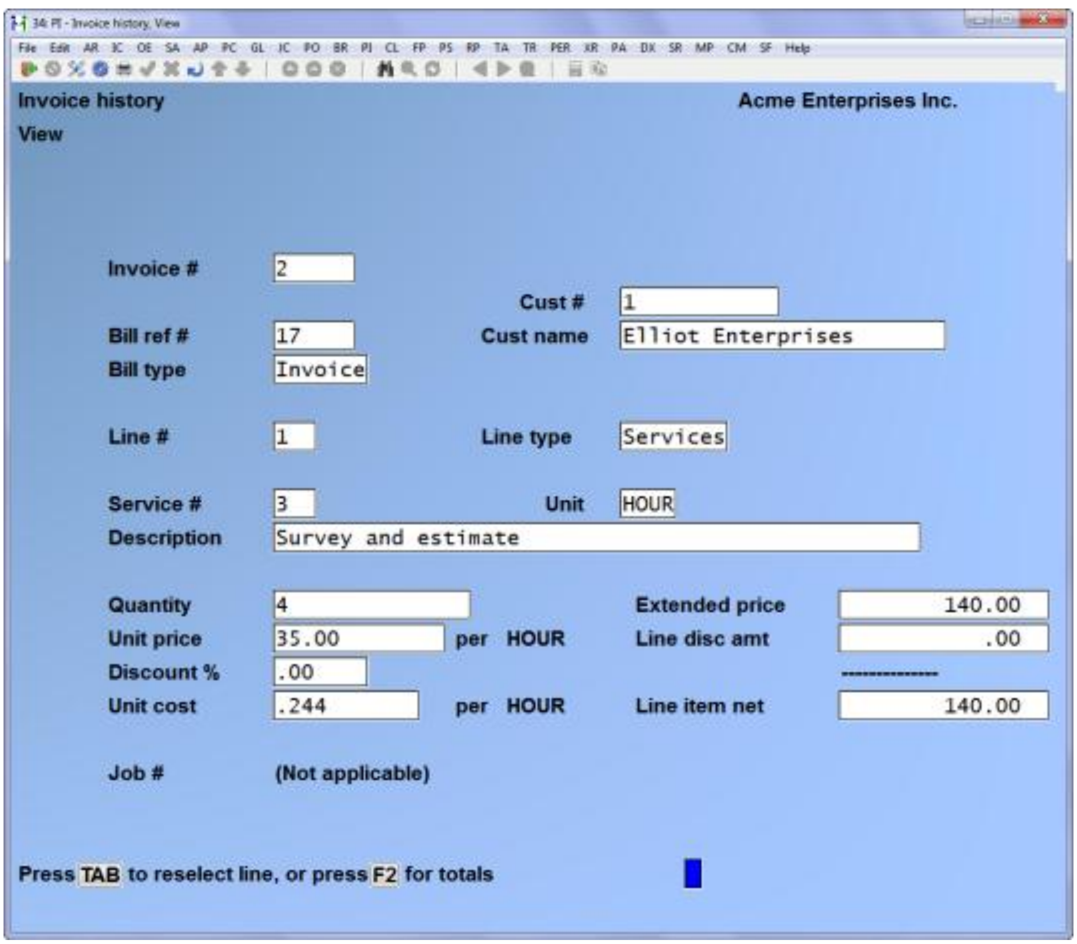
Press [Tab] to end viewing this invoice, or press [F1] to view the line items for this invoice.

Line Item Detail

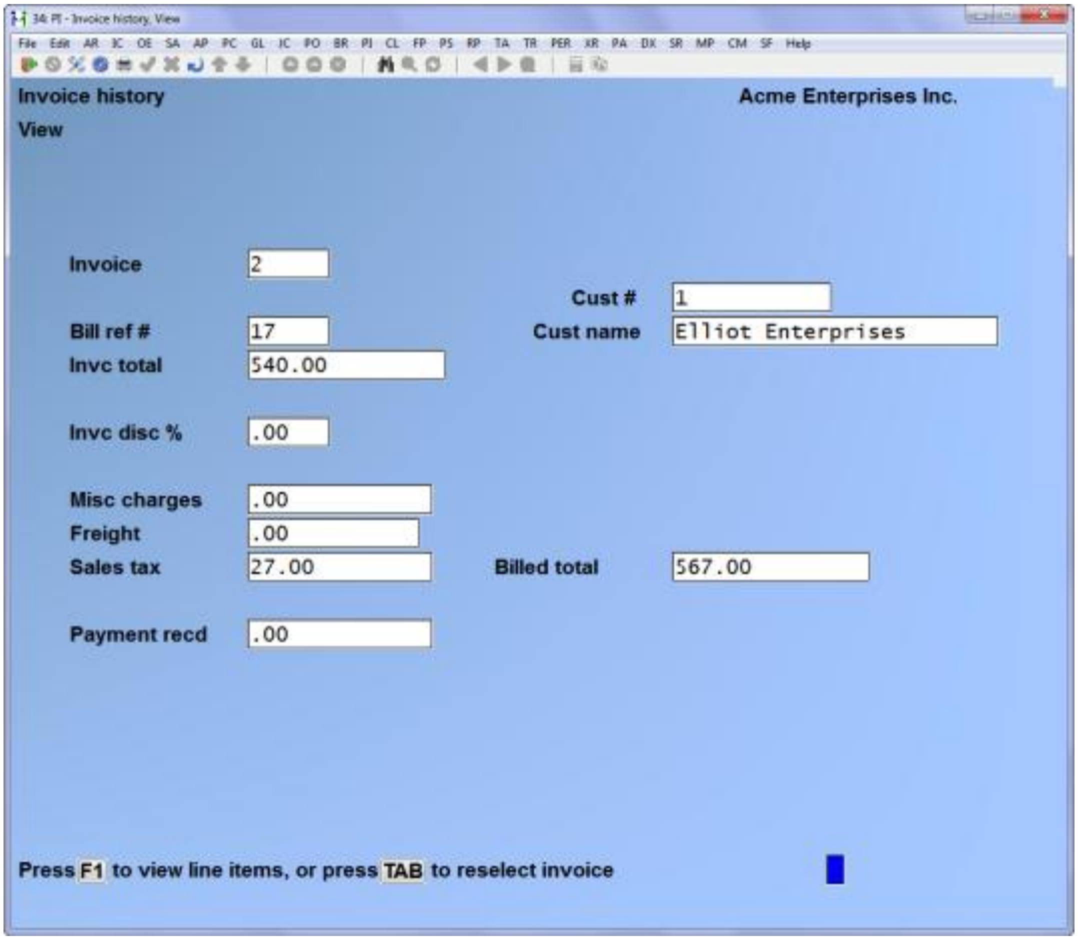
If you press [F1], you see:



Either press [Tab] to go back to the previous selections, or select the screen line number (to the left of the line number) for detailed inquiry into one of the line items shown. The screen below is for a "goods" line item.



Press [Tab] to select another line item; or press [F2] to view totals for this invoice.



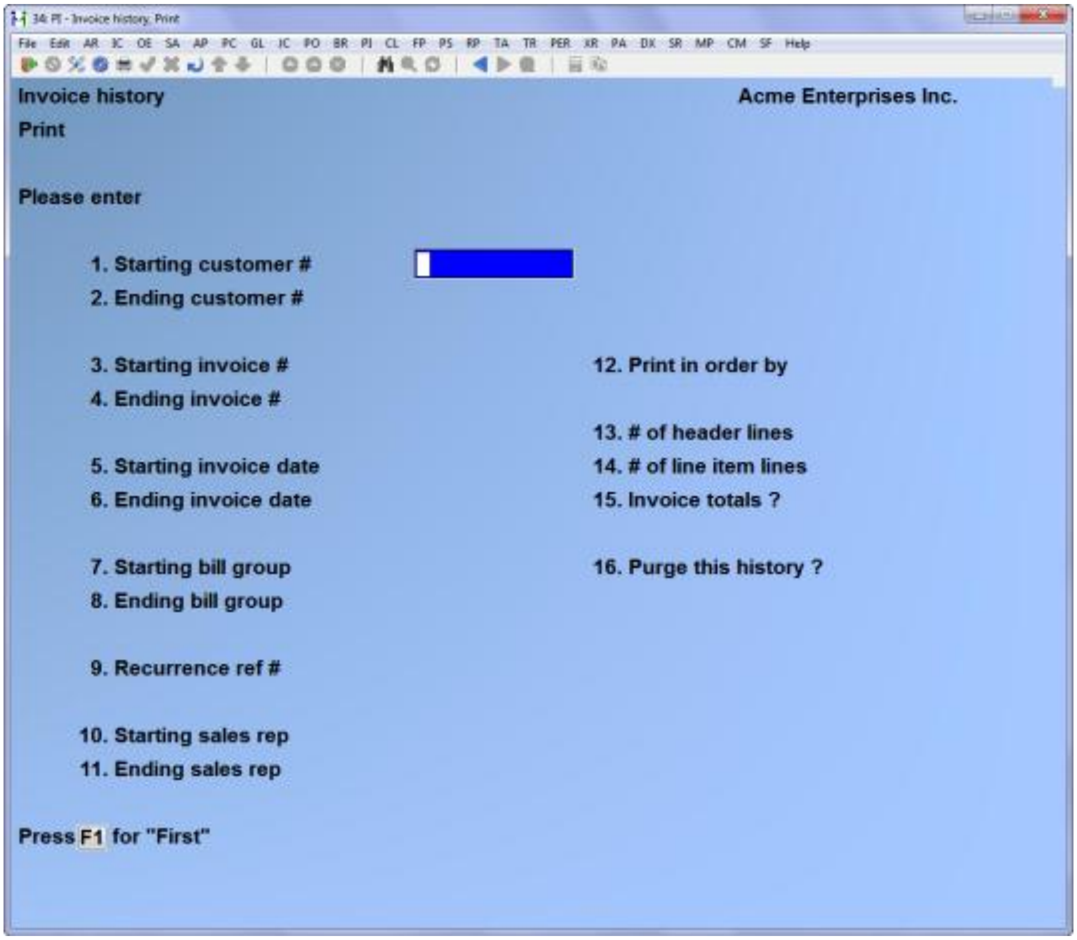
To end viewing this invoice, press [Tab].

When through viewing invoices, press [Tab] twice.

Printing the Invoice History Report

From the *Invoice history* menu, select *Print*.

You see:



Enter the following information:

[?] 1. Starting customer #
[?] 2. Ending customer #

Enter the range of customers for whom to show invoices. Follow the screen instructions.

Format: 12 characters for each field

3. Starting invoice #
4. Ending invoice #

Enter the range of invoice numbers for which to show invoices. Follow the screen instructions.

Format: 999999 for each field

[?] 5. Starting invoice date
[?] 6. Ending invoice date

Enter the range of dates for which to show invoices. Follow the screen instructions.

Format: MMDDYY for each field

7. Starting bill group
8. Ending bill group

Enter the range of bill groups for which to show invoices. Follow the screen instructions.

Format: 3 characters for each field

9. Recurrence ref #

Enter the recurrence reference number (if any) of the invoices you want to show, or use one of the options:

Options: [F1] to show invoices for "All" recurrence reference numbers

[Enter] for "None"

Selecting a recurrence reference number here allows you to show all invoices that were the result of a specific recurring bill.

Format: 6 characters

NOTE: The next two fields display only if you use sales reps in your business, as specified in the A/R Control File.

[?] 10. Starting sales rep
[?] 11. Ending sales rep

Enter the range of sales rep for which to show invoices. Follow the screen instructions.

Format: 3 characters for each field

12. Print in order by

Enter the order in which to show the invoices

[C] Customer number
[I] Invoice number
[B] Bill group
[S] Sales rep (if sales reps are used)
[J] Job (if you are using the Job Cost package)

If you selected in a previous field to print invoices for only one customer, the "print in order by customer number" option does not appear; similarly for invoice number, bill group, and sales rep. If there is only one choice left, it displays automatically and the cursor moves to the next field.

NOTE: If you select to print in order by invoice number, grand totals will <u>not</u> appear on the report.

Format: 1 character

13. # of header lines

Enter the number of header lines to show per invoice: [1] or [2].

Format: 9

14. # of line item lines

Type [1] to show 1 line per line item, [0] for zero lines per line item, [2] for 2, or [3] for 3. Or use the option:

Option: [F1] to show "All" information for each line item

If you enter [0], no line item information will be shown and "N/A" appears in the "INVOICE TOTALS ?" field.

Format: 9

15. Invoice totals ?

Type Y to show the dollar total information for each invoice and for all invoices selected; otherwise, type N. If you have an invoice with no line items, totals for that invoice will not be shown.

16. Purge this history ?

Type Y to purge the selected invoices from the Invoice History File, or press [Enter] to leave them on file.

If you select all of the invoices currently in this file for purging, the file is "cleared" and its size is reduced to zero. Selecting to purge only some of the invoices does not reduce the size of the file; the invoices selected only become inaccessible.

If you want to purge some invoices to recover disk space, then after you purge here, use *Rebuild a file* on the Invoice History File to regain the disk space. Refer to the appendix titled *File Utilities* at the end of this manual for details.

17. Each (customer, invoice, bill group, sales rep) on a new page ?

Do you want each item you are showing "in order by" to begin on a new page? Answer Y to begin each item on a new page, or answer N to show the items consecutively, one after another.

If you selected "zero lines per line item" in 14 above, this field does not appear.

NOTE: Only invoices that have line items will begin on a new page.

If you are using the Job Cost package, and you have selected to show invoices in order by Job number, the last selections on the screen are:

[?] 18. Starting job
[?] 19. Ending job

Enter the range of jobs to show. Follow the screen instructions.

Format: 7 characters for each field

Make any desired changes as usual.

Chapter 21

Invoice Formats

Introduction

This selection allows you to tailor Professional Invoicing to work with your invoice forms. You don't have to change to an unfamiliar or undesirable invoice form in order to use this package, you can make P/I print on your current invoice form or on any other invoice form you wish; including letterhead or plain paper.

You can even arrange it so that you can print the same invoice in two or more different formats, to be used for different purposes -- for instance, one format to send to the customer and another format to use internally.

P/I comes with several predefined invoice forms, as listed below. These predefined forms are in the Form file (PIFRMF). When you install P/I, the Form file is also automatically installed, if there is not already one present.

If any of the predefined forms supplied with P/I are sufficient for your needs, you need not continue with this chapter.

When you print invoices, either immediately or using the *Print invoices and quotations* selection, you can specify a form ID to be used. The form must exist in the Form file.

Some of the predefined forms supplied with P/I include:

Form ID   Description

PLAIN	Invoice - plain paper, single line
11-34	Invoice Form #11-34
12-34	Invoice Form #12-34
13-34	Invoice Form #13-34 (formerly 10-07)

For a full list of all predefined forms, use the *Invoice formats (Print)* selection.

If you select to use a different form, you can make a copy of an already existing form that is similar to the form you wish to use and modify the copy. You may also design your form "from scratch", but this is not recommended.

Virtually, an unlimited number of forms can be defined with this selection. *Invoice formats* allow you to print almost any information field in the P/I invoice and quotation Header, Line Item, Tax, and Auxiliary files.

We suggest that you first become familiar with the predefined forms provided with this package. Then use this chapter to modify the predefined forms as required or design your own forms.

Definitions

Described below are definitions for certain terms used in this selection and this chapter.

NOTE: Since invoices, credit memos, and quotations are essentially the same, we will use the terminology "invoice" to refer to all types of documents.

Header, Line Item, and Totals Groups

Each form consists of three information groups:

Header
Line item 1 Line item 2 Line item 3 Etc.
Totals

The Header is the top part of the form and typically includes information that relates to the invoice in general (for example, the invoice number, invoice date, customer's name and address). Header information always prints before Line Item and Totals information.

The Line Items group is the middle part of the form, and typically includes information on each line item on the order (such as the goods/service number and description, quantity ordered, and price). Line Item information always prints after Header information and before Totals information.

The Totals is the bottom part of the form, and typically includes the invoice total, invoice discount percent, and taxes. Totals information always prints after Header and Line Item information.

Paginated

A form is either paginated or not paginated.

A paginated form is one that may have multiple pages, where each page is the same length. Pre-printed forms and forms that are separated from one another by perforations are examples of paginated forms.

A form that is not paginated has no specific length. Continuous paper on a roll, such as that used on a calculator, is an example of a non-paginated form.

Typically, "invoices" are paginated.

In order to handle laser printers, you can also identify whether a form feed is needed after each page. As laser printers are "page" driven (compared to dot matrix printers which are character driven), they must be told when to eject the page.

Lines and Columns

The length of a paginated form is defined by the number of lines on the form, from the top of the form to the bottom. If printing is done at 6 lines per inch, an 11-inch form has 66 lines.

When defining a paginated form, you specify the starting line number of the Header information, the starting and ending line numbers of the Line Item information, and the starting line number of the Totals information.

When defining each data field to be printed on a paginated form, you specify the group of the field (Header, Line Item, or Totals), its line number <u>within the group</u>, and the starting column number where it is to print.

The line number of a field is its print line number starting at the <u>first line of that group</u>. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

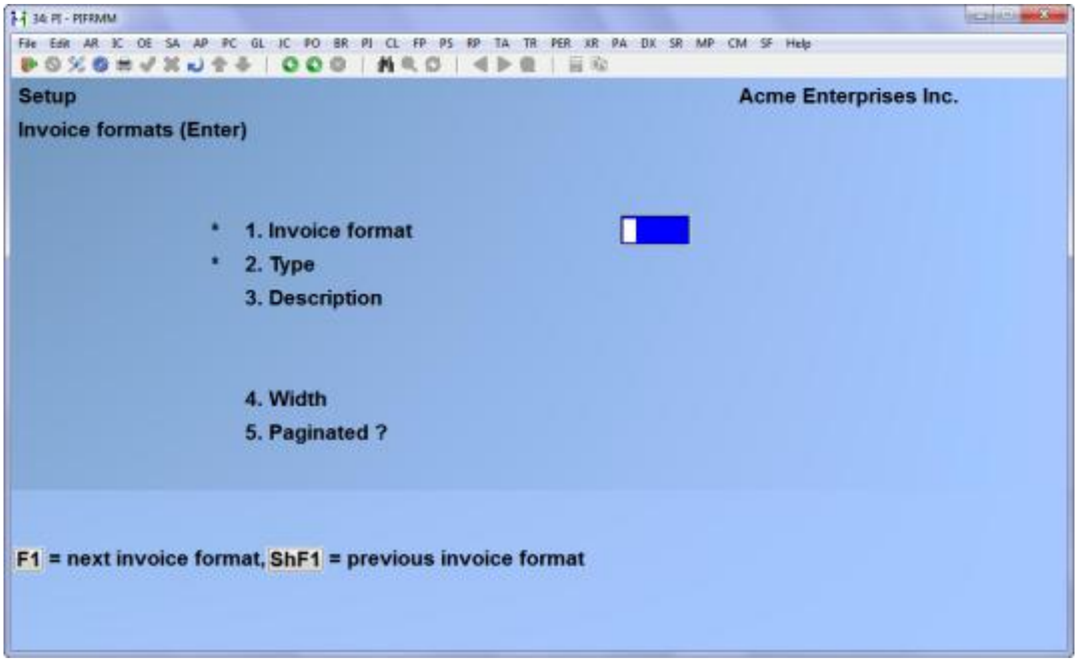
The column number of a field is simply the number of spaces to the right of the left margin of the form, beginning at 1.

To Begin

Select *Setup* -> *Invoice formats* from page 2 of the P/I menu.

Entering Forms

From the *Invoice formats* menu select *Enter*.   This is the screen you see:



On this screen, you identify the form with an ID, type, and description, and define its general appearance.   This is the first of two screens used for this purpose.

From this screen, you can work with both new and existing forms.   If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion.

Enter the following information:

[?] ***1. Form ID**

Enter the ID for this form, or use the option:

Option: [F1] to scan through the existing forms on file

Format: 5 characters

[?] *2. Type

Enter the character that designates the type of invoice for which this form will be used. The types are:

[I] invoice
[C] credit memo
[Q] quotation

You may also use the option:

Option: [F1] to display the next type on file for this form ID

Usually, you would define all types for each new form ID. The predefined forms provided with P/I include all 3 types.

If the type you specify already exists for the form ID, the information for that form type displays and may be changed or deleted. You also may use one of these options:

Options: [F2] to display the form as it currently exists (see the section titled **Displaying a Form** later in this chapter)

[F5] to print a test form, substituting "X's" or "9's" for each field that you have selected to print (see the section titled **Testing a Form** later in this chapter)

[F6] to copy an existing form to a new form (see the section titled **Copying a Form** later in this chapter)

3. Description

Enter the description of this form type.

Format: 30 characters

4. Width

Enter the number of columns that may be printed on a form. Your entry here is determined by the width of your form, as well as the setting on your printer for characters per inch (or "pitch").

Format: 999 (max = 132)

5. Paginated ?

Answer Y if the form has a specific length that does not change, regardless of the information to be printed on it.

Answer [F] if the form has a specific length that does not change, regardless of the information to be printed on it, and requires a form feed to be sent to eject the page. This is most commonly used by laser printers as discussed earlier in this chapter under the sub-section titled **Paginated**.

Answer N if the length of the form varies, depending upon the amount of information printed.

If you answer Y or F to "Paginated ?", the following fields appear:

6. Length

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

Format: 999

7. First line for headers

Enter the first line number on which header information is to print.

Format: 999

8. Headers 1st page only ?

Answer Y to print header information on only the first page of the form. Answer N to print it at the top of every page of the form.

9. First line for line items

Enter the line number on which the first line item is to print. Your entry must be higher than the line number specified for "First line for headers" (field number 7).

Format: 999

10. Last line for line items

Enter the line number on which the last line item is to print. Your entry must be higher than the line number specified for "First line for line items" (field number 9).

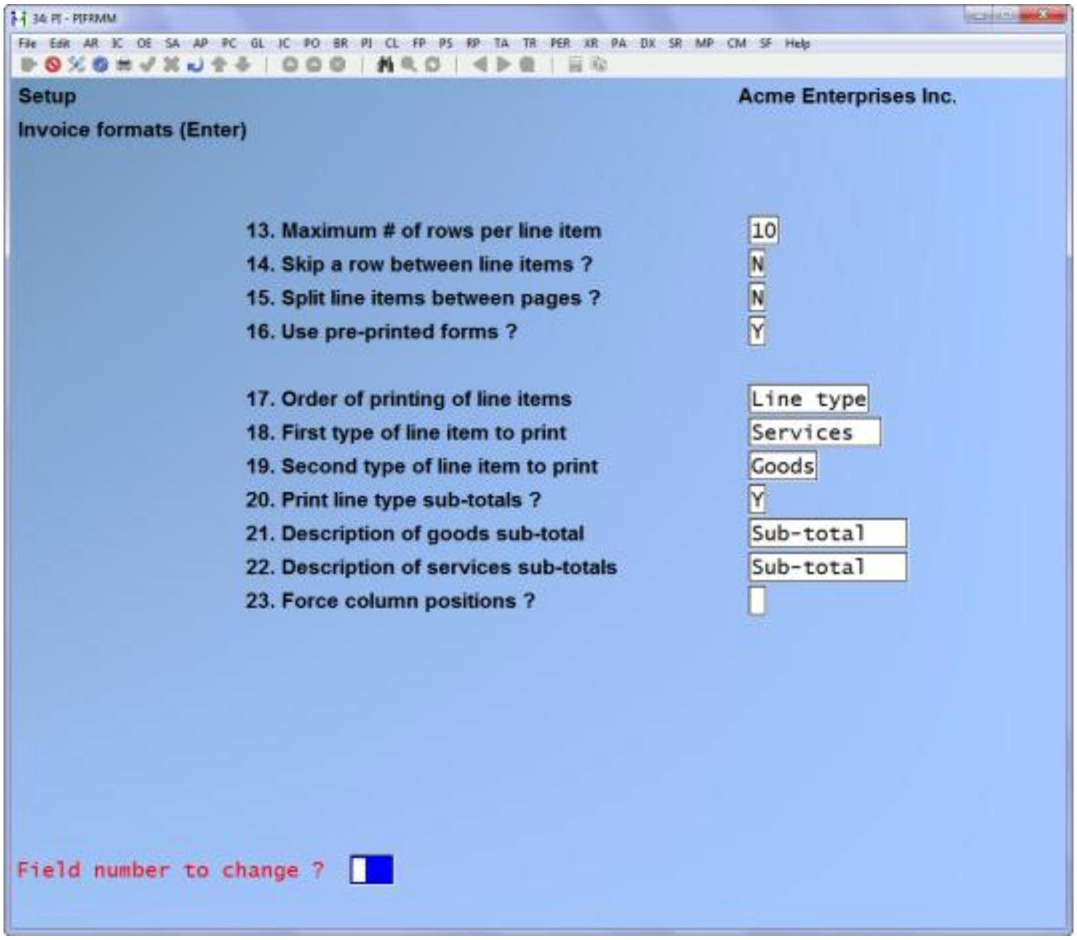
Format: 999

11. First line for totals

Enter the first line number on which totals information is to print. Your entry must be higher than the line number specified for "Last line for line items" (field number 10), and less than the number of lines specified for "Length" (field number 6).

Make changes as usual. For an existing form, you are then asked "View/change form layout ?". Answer Y if you wish to review or work with any of the fields to be printed on the form.

After making any changes, the second screen appears as follows:



Enter the following information:

13. Maximum # of rows per line item

Enter the maximum number of rows to print per line item, from 1 to 12. This number cannot be larger than the difference between the numbers entered for first and last row for line item printing (fields 9 and 10) entered on the first screen.

For instance, if you were designing a very short form and had specified above that the first row for line item printing is 9 and the last row is 15, the rows per line item could not be larger than 7 (15 - 9 + 1).

NOTE: The P/I package allows you to have "services" line items and "notes" line items, each with up to 10 lines of description. Specify enough rows to print the longest note or description of services you want to show on the invoice. This is the <u>maximum</u> number of rows per line item. If a line item consists of less than this, only the lesser number of rows will be printed.

Format: 99

14. Skip a row between line items ?

If the number of rows per line item is 1, either answer Y to skip a row between line items (double-space them) or N to print them single-spaced.

If the number of rows per line item is 2 or more, this is automatically set to Y and cannot be changed.

15. Split line items between pages ?

If the number of rows per line item is 2 or more, answer Y to allow line items to be split between pages. Or answer N to keep all information for one line item on the same page. If the number of rows per line item is 1, "(Not applicable)" displays.

16. Use pre-printed forms ?

If this invoice format is to be used with pre-printed forms, answer Y; otherwise, answer N. If you answer Y, you will be prompted to mount pre-printed forms on the printer during the *Print invoices and quotations* selection.

17. Order of printing of line items

Press [Enter] to print the line items in sequence number order, or enter [L] to print them in order by line type (goods, services, and notes).

Enter the information as follows:

18. First type of line item to print

Select the type of line item you want to print first on the invoice: [G] (Goods), [S] (Services), or N (Notes).

19. Second type of line item to print

Select the type of line item you want to print next on the invoice (either of the 2 remaining line types from above).

20. Print line type sub-totals ?

Each line item has a "line item net amount" which is the amount you are billing the customer for that line item. Answer Y to print a sub-total of the net amounts for all Goods after the Goods line items, and a sub-total for the net amounts of all Services after the Services line items.

If you answer N in this field, "Not applicable" appears in the next two fields.

21. Description of goods sub-totals

If you answered Y to the previous prompt, enter the title which you want to print on the same row as the "Goods Subtotal Amount", or use the option:

Option: [F1] to print "Total Goods" as the title

Format: 12 characters

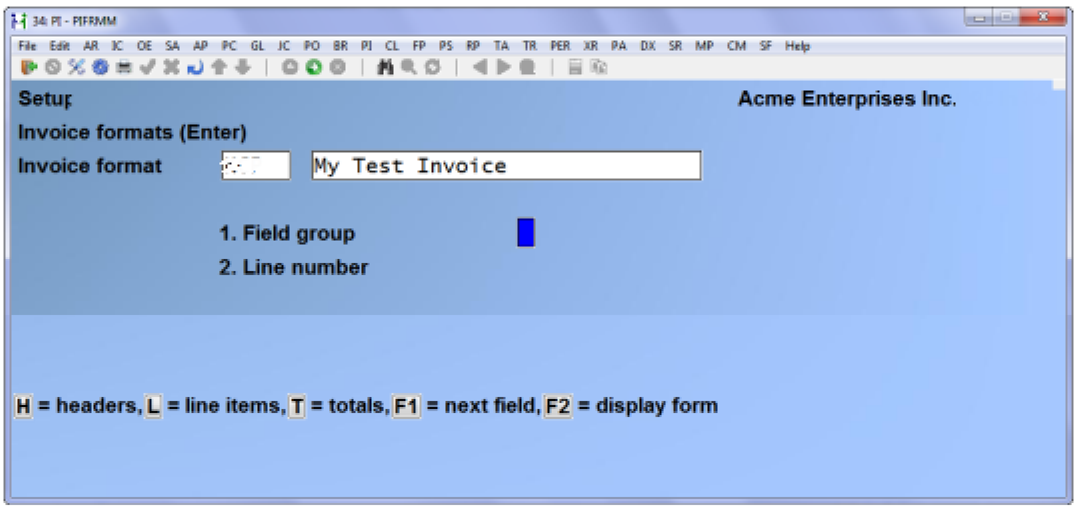
22. Description of services sub-totals

If you answered Y to field 20, enter the title which you want to print on the same row as the "Services Subtotal Amount", or use the option:

Option: [F1] to print "Total Services" as the title

Format: 12 characters

When defining a new form, or if you specified to view the layout of an existing form, the screen appears as follows:



On this screen, you describe each field to be printed on the form. Up to 200 fields may be selected to print on each form.

For each field, enter the information as follows:

1. Field group

Enter [H] if the field is part of the Header group, [L] for the Line Item group, or [T] for the Totals group. You may also use one of the options:

Options: [F1] to scan through the fields on file for this form

[F2] to display the form as it appears so far (see the section titled **Displaying a Form** later in this chapter)

2. Line number

Enter the line number on which this field is to print, or use one of the options:

Options: [F1] to display the next field on file within this group

[F2] to perform a calculation (see the section below titled **Calculations** for details)

For a paginated form, enter the line number within the group on which this field is to print. For example, if you specified that the first line for headers is 4 and the first line for line items is 10, there are 6 lines available for the header group. This means that line numbers 1 through 6 would be valid entries here.

For a non-paginated form, any line number from 1 to 999 is valid.

3. Column

Enter the starting column in which to print this field, or use the option:

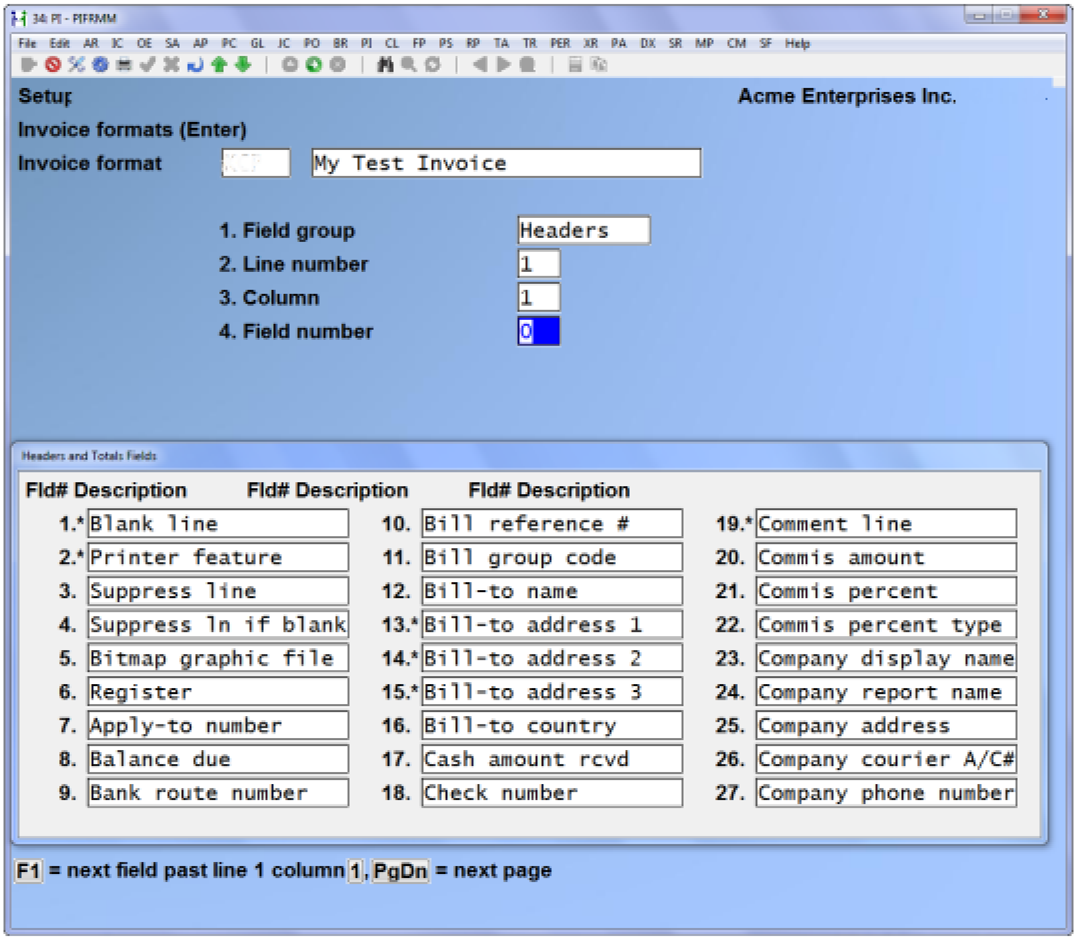
Option: [F1] to display the next field on file within this group that is on or above the specified line number

[F2] to insert a new line within this group

[F3] to delete the current line within this group

Your entry may not be greater than the width of the form.

At "Field number", the screen displays as follows:



The window that displays at the bottom of this screen shows the first 27 fields available for printing in the Header and Totals area of your form. (Your screen may appear slightly different.) There are several more windows showing additional Header and Totals fields that you may select to print.

To see the additional selections, press [PgDn]. To return to a previous window, press [PgUp].

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

If you specify a "Field group" of Line Items, different windows display, showing only Line Item fields.

Refer to the section titled **Form Fields** near the end of this chapter for a description of each field displayed in the windows for Headers and Totals, and Line Items.

Continue entering the information as follows:

4. Field number

Enter the number of the field that you wish to select, or use one of the options:

Options: [F1] to display the next field on file that is on or after this line number and column number

[Enter] to enter a literal (text) instead of a field number (see the section titled **Literal Fields** later in this chapter)

5. Conditional print ?

Answer Y if this field is to print only when some field (to be specified next) meets a specific condition. Answer N if this field should always print.

If you answer Y, these additional fields appear:

When Field-#

When the field selection window appears, enter the number of the field upon which printing is dependent. Use the [PgUp] and [PgDn] keys to see additional selections.
is

(value)

Enter the conditions that this field must meet in order for the field being defined to print.

First, enter one of the following abbreviations:

[E] [Q]equal to
[N] [E] not equal to
[G] [T] greater than
[L] [T] less than
[G] [E]greater than or equal to
[L] [E] less than or equal to

Then enter the value that the dependent field must contain to complete the condition. Press [Enter] to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Printing a Field Under More Than One Condition

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then define the field again, using the same line number, column number, and field number.

After entering the field number, a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer Y and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other.   There is no way to request printing when both conditions are true.

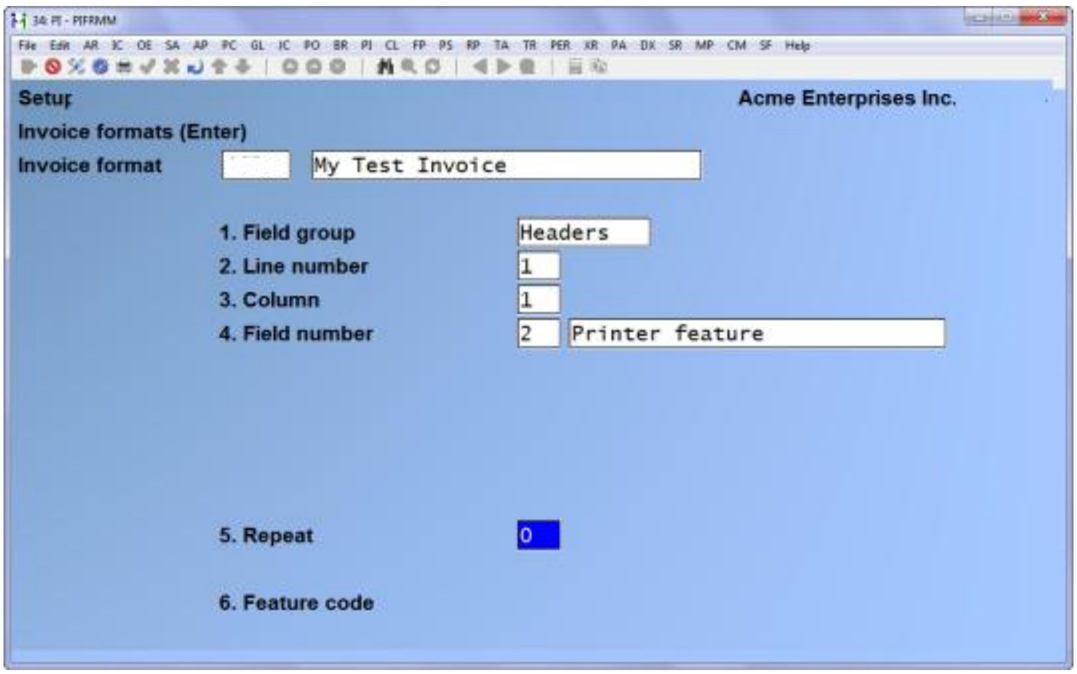
Printer features

Printer features are used to advise the printer to do something special; such as change type size, turn bold on, turn bold off, etc. (For further details on setting up printer features refer to the chapter titled *Printers* in the *System Functions* manual.)

To turn a printer feature on select [2] (Printer feature) at the **4. Field number** prompt. The screen appears as follows:

Enter the following information:

5.



Repeat

Enter the number of times the printer feature you enter below will be repeated.

The most common purpose for entering a value greater than 1 is if you want to physically print a special character (such as graphics) more than once.

Format: 999

[?] 6. Feature code

Enter a valid printer feature code or use the option:

Option: [F1] to display the next printer feature code on file.

Format: 5 characters

If you are turning a printer feature on such as bold, condensed print, or italics, you will want to start the next printed field on top of the printer feature code since the printer feature code doesn't actually print anything, nor does it take up space on the form.

Helpful Hint

In version 6.5 Plus and later, many of the field sizes were expanded (dollar amounts etc.). This can cause problems if you have existing forms but still want to take advantage of the longer fields.

One thing you might want to try is setting up a printer feature for condensed print, and a printer feature that returns you to a normal print mode. When setting up a field that is longer than the space on your form allows, you can enter the printer feature code to switch to condensed print, print the field, and then enter the printer feature code to return to normal print mode.

Alternatively, you may even want to set up a printer that prints in condensed print only, and then set up your form so that it is spaced accordingly.

Alphanumeric, Numeric, Date, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in "Field number" (field number 4). There are four different types:

Alphanumeric fields may contain any combination of letters, digits, and special symbols.

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields only contain dates.

Literal fields contain text that you type. Most literal fields are defined by pressing [Enter] at "Field number", rather than specifying a field number.

Alphanumeric Fields

The following two fields display for each alphanumeric field:

6. Length

Enter the number of characters you want to print in this field, up to the maximum number shown, or use the option:

Option: [Enter] for the maximum length of the field

7. Justify

Enter [R] to "right-justify" the characters, or use the option:

Option: [Enter] for no justification, to print the characters as entered

If you specify "right-justify", the characters will be aligned with the right-hand margin of the space for this field.

<u>**Numeric Fields**</u>

The following five fields display for each numeric field:
6. Integer digits

Enter the number of integers (digits to the <u>left</u> of the decimal point) you want to print in this field, up to the maximum shown, or use the option:

Option: [Enter] for the maximum shown

Format: 99

7. Decimal digits

(If the field has no decimal places, "(Not applicable)" displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or use the option:

Option: [Enter] for the maximum shown

8. Commas ?

(If the field has fewer than 4 integer digits, "(Not applicable)" displays here.)

Answer Y to use commas when printing this field.

9. Leading zeros ?

(If you specified to use commas, "(Not applicable)" displays here.)

Answer Y to include any beginning zeros when printing this field.

10. Negatives ?

(If the field cannot be negative, "(Not applicable)" displays here.)

Enter the letter that designates how negative numbers are printed, as follows:

[R] minus sign to the right of the number [99.99-]
[L] minus sign to the left of the number, in a fixed position [- 99.99]
[F] minus sign to the left of the number, in a floating position [-99.99]
[C] "CR" to the right of the number [99.99CR]
[P] enclose number in parentheses [(99.99)]

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date Fields

The following field displays for each date or time field:

6. Format

For a date field, select the format to use when printing this field, as follows:

[1] MM/DD/YY (03/31/13)
[2] MMM DD YY (Mar 31 13)
[3] MMM DD (Mar 31)
[4] DD-MMM-YY (31-Mar-13)
[5] Month DD, YYYY (March 31, 2013)

When you complete entry, the print format of the date or time as you have defined it is displayed on the screen.

Literal Fields

The following three fields display for each literal field:

6. Length

Enter the number of characters to be used when printing this field, up to the maximum shown, or use the option:

Option: [Enter] for the maximum shown

Format: 99 (max = 80)

A total of 1000 characters are available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when fewer than 150 characters are available.)

7. Text

Enter the exact text to be printed, up to the length specified in field number 6.

8. Print on

This field applies only if you are using Kits Plus. Enter [L] to print the literal text only for line items that are not component items of kits. Enter [C] to print the text only for component items. Enter [B] to print the text for both line items and component items.

Calculations

The calculations functionality built into forms, allows you to compute and store up to 20 figures for later printing on your forms using the "Calculation register" field.

Calculations are rarely needed for normal forms printing. If you are using a standard format or find no need to make any special calculations, please skip this section.

There are basically two steps to doing a calculation:

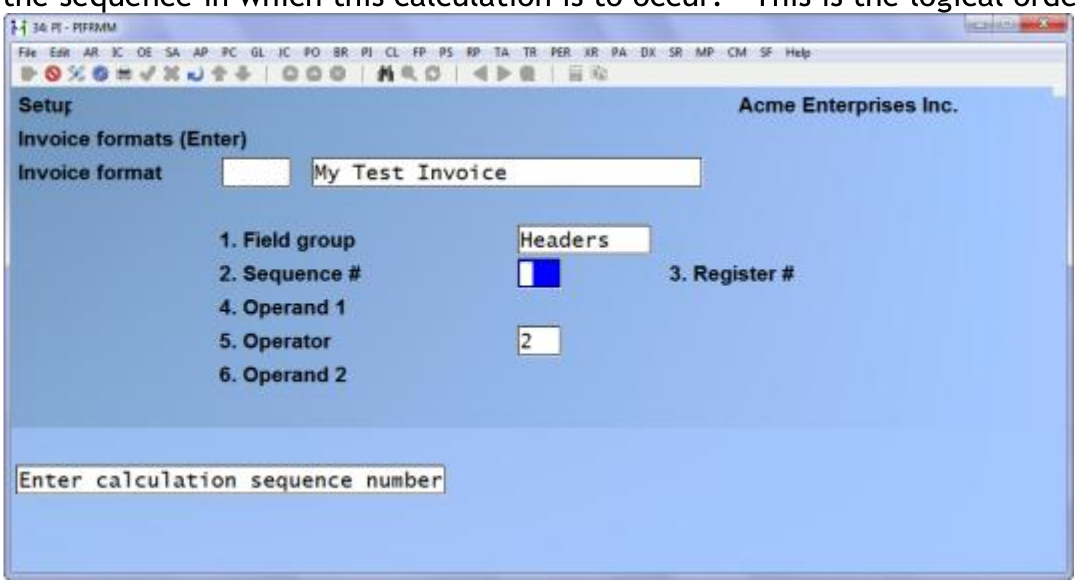
1. Enter one or more calculations to gain a desired figure(s).
2. Enter the calculation register(s) to print in your form layout.

To make a calculation, press [F2] at the **Line ?** prompt. The screen appears as follows:

Enter the following data:

2. Sequence

Enter the sequence in which this calculation is to occur. This is the logical order in



which the calculations are made.

The purpose of this field is to allow you to re-use a calculation register once you are finished with it.

Format: 999

3. Register #

Enter the calculation register (from 1 to 20) to store the amount computed from the equation entered below.

This register can then later be used to print using the **Calculation register** field entry.

4. Operand 1

Enter the first operand field to use in the calculation from the window displayed, or use the option:

Option: [Enter] to enter a constant

5. Operator

Enter one of the following equation operators:

[+]	Add Operand 1 to 2
[-]	Subtract Operand 2 from 1
[*]	Multiply Operand 1 by 2
[/]	Divide Operand 1 by 2
[D] [I] [V]	Divide Operand 1 by 2, but store only the integer portion of the resulting figure; i.e. 8 divided by 5 equals 1.6 but only 1 is stored in the calculation register (the .6 is stripped off).
[M] [O] [D]	Modulus division of operand 1 by 2, storing the remainder in the calculation register; i.e. 10 divided by 3 is 3 with 1 left over -- the 1 is stored in the calculation register.
[I] [N] [T]	Store the integer portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stored as 123 in the calculation register.
[F] [R] [C]	Store the fraction portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stored as .54 in the calculation register.
[R] [N] [D]	Round off Operand 1 and store the resulting figure in the calculation register. When selected you will be asked for a second operand which is the digit to round off to; valid responses to the second operand are[1] for the 1st decimal, [2] for the 2nd decimal, [-][1] to tens, [-][2] to hundreds etc..

6. Operand 2

Enter the second operand field used in the calculation from the window displayed, or use the option:

Option: [Enter] to enter a constant

The following are a few key things to keep in mind about using calculations:

1. When printing, the calculation registers are reset for each form section.

2. The sequence number is used to determine the order in which the calculations occur.

3. Calculations from headers, lines, and totals cannot be used interactively.

4. Calculation registers are not actually printed until you enter them in the header, line, or totals sections using the **Calculation register** field.

Displaying a Form

While entering a form, you can press [F2] to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

Testing a Form

A test form can be printed that substitutes "X's" or "9's" for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. (When using printing an invoice, you can also print a test alignment form.)

To test your form, at the first *Forms* screen, display the form you wish to test and press [F5]. When the printers list displays, select the printer on which this form is to be printed.

Copying a Form

You can rapidly produce a new form by copying an existing form that is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first *Forms* screen, display the existing form that you wish to copy and press [F6].

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist.

Format: 5 characters

Copy to type

Enter the character that designates the type of invoice for which this new form will be used. The types are:

[I] invoice
[C] credit memo
[Q] quote

You may also use the option:

Option: [F1] to copy "All" types of the existing form ID to the same types for the new form ID. If the type you specify already exists for the new form ID, the form cannot be copied and an error message is displayed.

After the copy process is complete, you may change the new form as needed.

Printing a Forms List

This selection prints a report that lists the forms you have defined. You may select to print a specific form type or all form types for the forms.

For each form type on the list, you are shown general information (description, form width, if form is paginated, etc.). The field definitions for each form type may also be optionally printed.

To print the list, select *Print* from the *Forms* menu.

On the screen that appears, enter the following:

[?] 1. Starting form ID
[?] 2. Ending form ID

Enter the range of form ID's for which to print the list. Follow the screen instructions.

Format: 5 characters
3. Type to print

Enter the form type to print for the forms, as shown on the screen, or use the option:

Option: [F1] to print "All" form types

4. Print fields ?

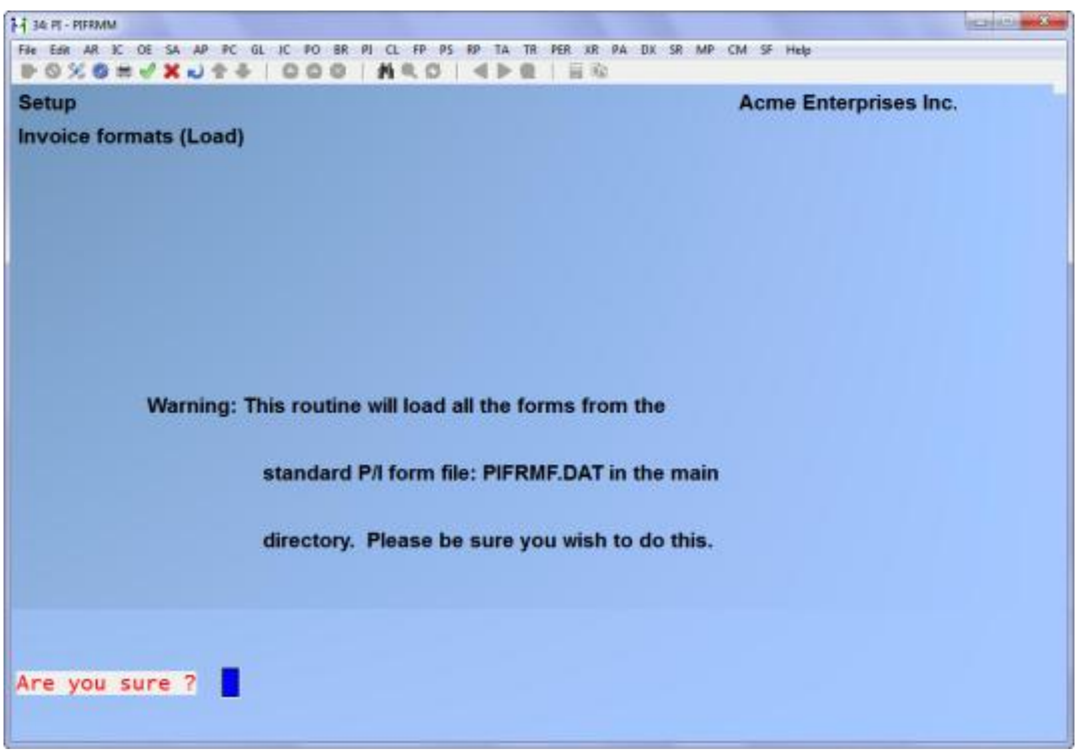
Answer Y to print the information defined for each field on a form. If you answer [N], only the general information about a form is printed.

NOTE: Many fields are defined for each form type of the predefined forms supplied with P/I. Selecting to print fields for several types may require a significant amount of time and paper.

Loading Standard Forms

Samco provides a number of standard forms which you can use. To make these forms available for use you must first run the *Load* function from the *Invoice formats* menu.

The screen displays as follows:



Answer Y to continue with the import, or N to cancel.
For a sample listing of the pre-defined forms use the *Invoice formats (Print)* function.

Printing a Field Location Grid

The field location grid is a tool to help you lay out your form properly. When you print this grid right on your form, you will see the exact rows and columns of every piece of invoice information. You will then be able to specify the exact row and column for each piece of information when you're requested to do so later.

To begin, select *Grid* from the *Invoice formats* menu. Enter the following information on the screen displayed:

1. # of rows on the form (top to bottom)

Enter the number of rows to appear on the grid. The number you enter here corresponds to the number of rows on your form.

You can also use the option:

Option: [F1] to use 66 rows, which corresponds to regular 8 1/2" x 11" paper, 6 rows per inch, with no top or bottom margins.

Format: 99

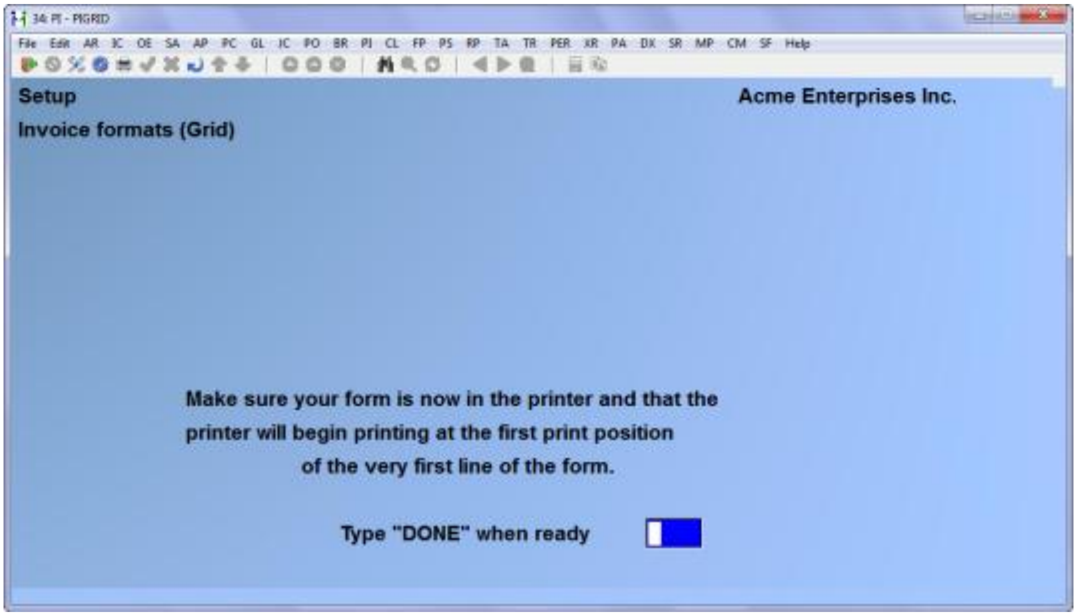
2. # of print columns (left or right)

Enter the number of print columns to appear across the page on the grid, or use the option:

Option: [F1] to use 80 columns, which corresponds to regular 8 1/2" x 11" paper, 10 character per inch, with 1/4" left and right margins.

Format: 999

You then see the following screen:



The printer should always be ready to print in location 1,1 (that is row 1, column 1).

Type [D][O][N][E] and the grid prints.

After the grid is printed, you are asked whether you want to print it again. If you answer Y, another grid prints; if N, you are asked to mount regular paper.

Form Fields

The following is a description of the various fields available when designing forms.

The field descriptions are arranged in two groups: Header/Total fields, and Line Item fields.

Header fields are those which print at the top part of the form, while **Total** fields print at the bottom part. Header and Total fields are fields that relate to the invoice in general, such as reference number, date, customer name, tax amounts, and payment information.

Line Item fields print in the middle part of the form, between the Header and Total fields. Line Item fields relate to each line on the invoice, such as item number, description, quantity, and price.

Header/Total Fields

Field name	Description / Notes
Blank line	When this field is selected, no other data is printed on the line, even if it is defined.

Printer feature	Turns a printer feature on or off
Suppress line	Used to suppress the printing of an entire line when a specified criteria(s) is met.
Register	Used to access register values stored during calculation routines.
Apply-to number	Apply to number for credit memos
Balance due	Amount that remains due on invoice
Bank route number	Bank route number from totals screen for cash received.
Bill reference #	Reference number for invoice or credit memo (does not apply to quotes -- see Quote ID)
Bill group	Group ID from invoice header
Bill-to name	Customer name. Entered as line 1 for miscellaneous customer.
Bill-to address 1	bill to address line 1. Entered as line 2 for miscellaneous customer.
Bill-to address 2	Bill to address line 2. Entered as line 3 for miscellaneous customer.
Bill-to address 3	Bill to address line 3. Entered as line 4 for miscellaneous customer.
Cash amount rcvd	Amount of cash (or check) received with invoice.
Check number	Zero = cash
Comment line 1 - 5	Entered when invoice is entered
Commis amount	Invoice commission amount, net after discount
Commis percent	Invoice commission percent
Commis percent type	For customer or sales rep default: P = price, M = margin. For percent override: D = directly entered.
Company display name	Company display name
Company report name	Company report name
Company address 1 - 3	Company address lines 1 through 3

Header/Total Fields (continued)

Field name	Description / Notes
Company phone number	Company phone number
Current user ID	User ID of the person printing the invoice
Cust backorder flag	Y = customer allows back orders
Cust balance	Customer balance, including unposted balance
Cust comment	Comment from Customer file
Cust credit rating	Credit rating from Customer file
Cust number	Customer number
Cust part ship flag	Customer accepts partial shipments
Cust type	Customer type from Customer file
Cust contact (1 - 2)	Contact 1 or 2 from Customer file
Cust phone (1 - 2)	Phone 1or 2 from Customer file
Cust PO number	Customers purchase order number
Deliv-to number	Ship to address number / code.
Deliv-to name	Ship to address name. Entered as line 1.
Deliv-to address 1	Ship to address line 1. Entered as line 2.
Deliv-to address 2	Ship to address line 2. Entered as line 3.
Deliv-to address 3	Ship to address line 3. Entered as line 4.
Discount amount	Invoice discount amount
Discount percent	Invoice discount percent
Doc. type (spelled)	I = Invoice, C = Credit Memo, Q = Quotation
Entry user ID	User ID of the person who entered the invoice
Freight amount	Freight amount

Header/Total Fields (continued)

Field name	Description / Notes
Freight taxable flag (1 - 15) type	Taxable status of freight charges for specified tax
Freight tax amount (1 - 15)	Tax charged on freight for specified tax type
Invoice date	Date assigned to invoice when printed. System date used if blank.
Invoice number	Number assigned to invoice when printed. Blank if invoice not printed.
Line total gross amt	Total of all line items before discount.
Line total less disc.	Total of all line items after discount
Misc customer flag	Y = miscellaneous customer
Misc amount	Miscellaneous charges amount
Misc taxable flag (1 - 15)	Taxable status of miscellaneous charges for specified tax type
Misc tax amount (1 - 15)	Tax charged on miscellaneous charges for specified tax type
Number of line items	Number of line items on invoice, including notes
Page number	Form page number
Profit centre	Profit centre applied to invoice.
Sale amount	Undiscounted invoice amount
Sales rep	Sales rep for invoice
Sales rep name	Invoice sales rep name
Ship-via code	Ship via code
Ship-via description	Ship via description
Sub-total goods	Total of all "goods" type line items on invoice
Sub-total services	Total of all "services" type line items on invoice

Header/Total Fields (continued)

Field name	Description / Notes
System date	System date
System time	System time
Terms code	Invoice A/R terms code
Terms description	Invoice A/R terms code description
Terms discount	Estimated early payment discount amount based on invoice A/R terms code
Terms discount date	Date on which early payment discount will be given; Zero = invoice not printed
Terms discount pct	Early payment discount percent from invoice A/R terms code
Terms due date	Date on which invoice payment is due; Zero = invoice not printed
Terms type	D = days, P = proximo
Tax amount (1 - 15)	Invoice tax amount for specified tax type
Tax group	Customer's tax group
Tax group description	Description of customer's tax group
Tax included total	Aggregate of all tax type amounts for taxes included
Tax included amount (1 - 15)	Invoice tax amount included in selling price for specified tax type
Tax number (1 - 15)	Customer's tax number for the specified tax type
Tax total	Aggregate of all tax type amounts
Taxable total (1 - 15)	Invoice taxable total for the specified tax type
Total already billed	This is the amount already billed to the custom on all invoices that have come from the same recurring bill.
Total billed	(with this bill) This is the "Total already billed" from above, plus the amount of this invoice.

Header/Total Fields (continued)

Field name	Description / Notes
Quote date	Date assigned to quote when printed. System date used if blank.
Quote ID	Reference number assigned to quote
Job number	Job number the entire invoice is for.
Job description	Description of the job for this entire invoice.
Sub-job number	Number of the sub-job for this invoice, if any.
Sub-job description	Description of the sub-job for this invoice, if any.
User defined field 1	1st optional field specified in *Control information*.
User defined field 2	2nd optional field specified in *Control information*.
User defined field 3	3rd optional field specified in *Control information*.

Line Item Fields

These are the fields available to you to print in the Line Item area of your invoice or quotation.

Field name	Description / Notes
Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
Blank line descr.	Blank line that follows additional description
Printer feature	Turns a printer feature on or off
Suppress line	Used to suppress the printing of an entire line when a specified criteria(s) is met.
Register	Used to access register values stored during calculation routines.
Ext. price - no disc	Extended line item price before discount
Ext. price - w/disc	Extended line item price after discount
Extended price	Undiscounted line extended price

Line Item Fields (continued)

Field name	Description / Notes
Job category desc.	Cost category description
Job category number	Cost category number
Job number	Job line item is applied to
Job description	Description of job line is applied to
Line number	Number automatically assigned to line item at time invoice is printed. This is not the sequence number.
Line type	G = goods, S = services, N = notes
Line type sub-total	Sub-total for line type (if used)
Line discount pct.	Discount percent given to line item.
Line discount amount	Amount of discount given on the line item.
Item description (1-3)	Item description
Item pricing unit	Pricing unit from Item file
Item number	Line item number.
Item/Service price	Price charged per unit.
Item/Service unit	For a "Goods" line item, this is the unit in which you price the item. Not used for "Services" and "Note" type line items.
Not full ship short	Blank if full quantity ordered shipped. "B/O" if a quantity is backordered. "O/S" if item is shipped in stock.
Not full ship long	Blank if full quantity ordered shipped. "Backordered" if a quantity is backordered. "Out of stock" if item is shipped in stock.
Quantity ordered	Quantity ordered
Quantity shipped	Quantity shipped
Quantity backordered	Quantity backordered
Service number	Number of the service from the Goods/Service file.

Line Item Fields (continued)

Field name	Description / Notes
Service/note line (1 - 10)	Line of description for "Service" and "Note" items
Sub-job number	Sub-job number line is applied to, if any
Sub-job description	Description of sub-job line is applied to, if any
Sub-total desc.	Line type total description (see second screen of invoice form header)
Taxable code (1 - 15)	Tax type's associated taxable code
Tax in price flag (1 - 15)	Y = tax included in selling price for associated tax type (applies to inventory items only)
Tax amount (1 - 15)	Tax amount for associated tax type 1 - 15
Tax in price amount (1 -15)	Amount of tax included in selling price for the associated tax type (applies to inventory items only)
Warehouse	Line item warehouse

Building business and technology relationships.

Chapter 22

Data Integrity Check

Introduction

This selection verifies the accuracy of the information in your files.

It should be run after initial set up of your P/I system. This will set up the initial integrity values. You may also run this report at any time.

You should be sure that no one else is using P/I when you run this check, so that the results will be valid.

While transactions are being processed, their amounts are added together and the totals are saved. These totals represent the "calculated" balance of the information that should be in the data files.

When *Data integrity check* is run, the "actual" amount of information in the data files is totalled, and the "actual" and "calculated" amounts are compared on a data integrity report.

The "actual" and "calculated" amounts should always be equal. A difference between the two indicates that an unexpected error has occurred.

Such errors could include:

- Hardware failures

- Turning off or rebooting the machine while processing is still going on. (Never do this intentionally.)
- Power surges due to electrical storms or other causes.

Because this report shows differences between the actual and calculated amounts, you can locate errors by referring to edit lists and registers run since the data integrity check was last run.

If a difference is noted between the actual and calculated amounts, you will be asked if you want to reset the calculated amount to match the actual amount. If you answer Y, the calculated amount will then be set equal to the actual amount. This does not mean the problem is fixed, only that the amounts are now equal.

To Begin

Select *Data integrity check* from page 2 of the P/I menu.

If any of the calculated values do not match the actual, you see a message saying so and are asked if you want to reset the calculated values.

Appendix "A"

Initializing Data Files

Introduction

"Initialize" means to create a new data file.   When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more data files.   You probably won't need to initialize data files very often, if ever.   But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the next appendix titled *File Utilities* for information on rebuilding corrupted data files).

CAUTION

DON'T USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE.   ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.

To Begin

Log into your Samco top-level directory and type PIINIT.

NOTE: If you are running under Xenix/Unix/HPUX/AIX or a similar operating system and are logged on as root / super user, replace the above command with ./PIINIT

Enter the company ID you wish to initialize P/I data files for.

Answer **Y** for each file you want to initialize, **N** to not initialize a file.

1. P/I Control File

This file contains a number of package parameters and default values.

2. P/I Notes File

This file contains any notes which you have entered in the various selections.

3. Deliver-To File

This file contains one record for each deliver-to address to which goods are delivered or at which services are performed. If you are using the Order Entry Plus package, this is the same file: the Ship-to File.

4. Goods/Services File

This file contains one record for each item or service entered through *Goods/Services*.

5. Goods/Service Aux File

This is an auxilliary file, which contains additional information for *Goods/Services* records.

6. Invoice Format File

This file contains the complete descriptions of your invoice formats.

7. Invoice Header File

This file contains one record for each regular invoice.

8. Invoice Line Item File

This file contains one record for each line item for each regular invoice.

9. Invoice Auxiliary File

This file contains any additional description entered for line items on regular invoices, plus comments and miscellaneous deliver-to addresses.

10. Invoice Lock File

This file is used to protect the Invoice File.

11. Quote Header File

This file contains one record for the header for each quotation.

12. Quote Line Item File

This file contains one record for each line item for each quotation.

13. Quote Auxiliary File

This file contains additional description for quotation line items, plus comments and miscellaneous deliver-to addresses for quotations.

14. Recurring Bill Header File

This file contains one record for the header for each recurring bill.

15. Recurring Bill Line Item File

This file contains one record for each line item on each recurring bill.

16. Recurring Bill Auxiliary File

This file contains additional description for recurring bill line items, plus comments and miscellaneous deliver-to addresses for recurring bills.

17. Standard Bill File

This file contains one record for each standard bill line item, plus a single record for each standard bill header.

18. Standard Bill Auxiliary File

This file contains the additional description for standard bill line items.

19. P/I History Header File

This file contains one record for the header for each historical invoice.

20. P/I History Line File

This file contains one record for each line item for each historical invoice.

21. P/I History Auxiliary File

This file contains additional description for historical invoice line items, plus comments and miscellaneous deliver-to addresses for historical invoices.

22. Invoice Stations File

This file contains one record for each invoicing station.

23. Format Lock File

This file is used to protect the Invoice Format File.

24. Transaction Tax File

This file stores all invoice tax information. Since there can be up to 15 tax types applied to any one line item, a separate file has been allocated to handle this.

25. Taxable Codes File

This file is used in *System Functions* for setting up taxable codes which can be applied to I/C items, or P/I goods and services.

To Exit
When initialization is complete, the operating prompt reappears.

Building business and technology relationships.

Appendix "B"

File Utilities

Introduction

This function will allow you to:

- "Recover" the data files that have become corrupted (fouled up).

- Recover disk space by rebuilding data files with purged or deleted records that are still taking up space.

- Export your data into a format that can be used by many popular spreadsheet, word processing and data base programs.

Corrupted data files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your data files does become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco applications.
2. Your hard disk has developed a defect.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are removed from running the Samco applications.

If this occurs, or if you begin to get unusual results while using your software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there may be a fee).

Handling

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.

In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed and the file compressed to its physical size.

To Begin

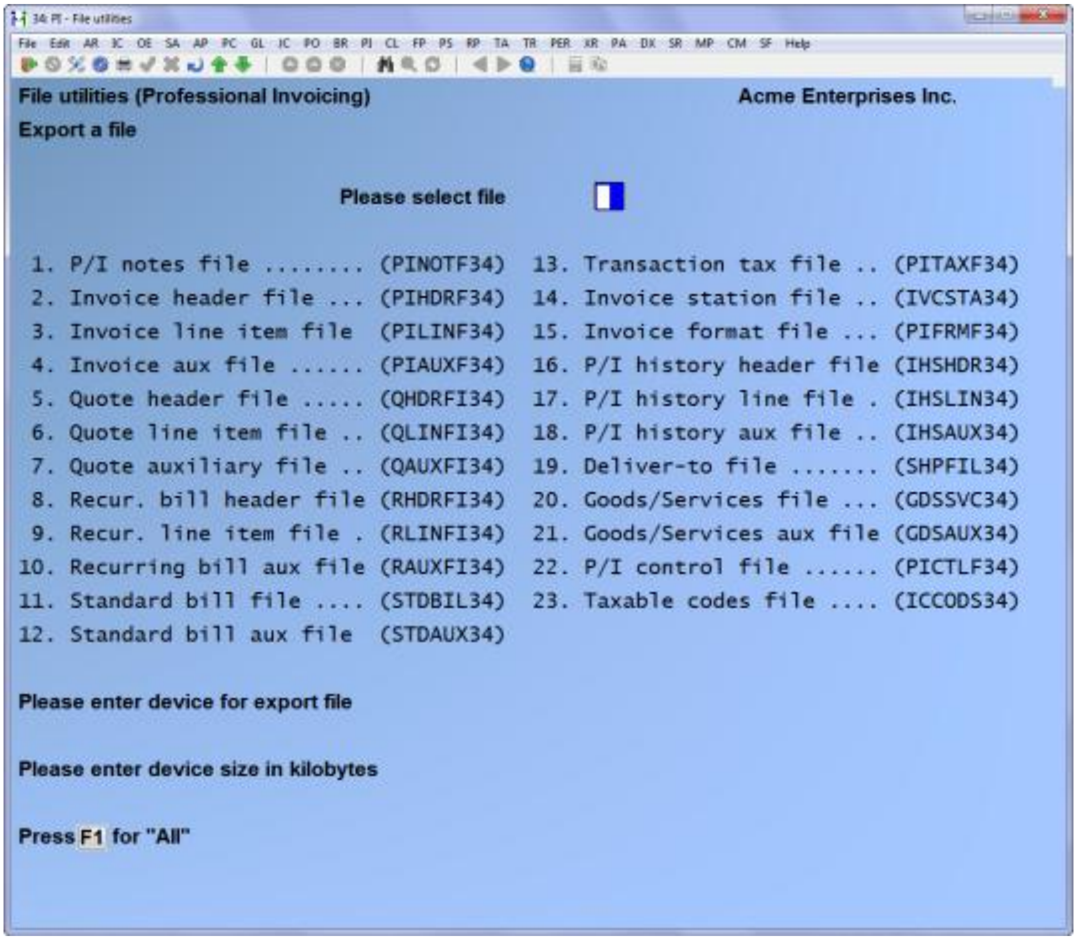
Select *File utilities* from the second page of the P/I main menu.

Export a file

This function is used to export data files from the internal format to a "flat" ASCII file. The data file(s) is read in and an output file is created in the Samco root directory with the name "**xxxxxxnn.EXP**". Where '**xxxxxx**' is the file name, and where '**nn**' is the company number the file came from. (If you are running under Unix you will also have the option of appending a drive designation to the front of the file.)

To begin, select *Export a file* from the *File utilities* sub-menu.

A screen appears for you to select a file to export:



Enter the following:

Please select file

Enter the number, from the list provided, of the file to be converted to ASCII format, or use one of the options:

Options: **[F1]** To export "All" files.

[F2] To view additional files available for converting.

Please enter device for converted file

Enter the drive letter of the device that the ASCII version of the data file will be written to, or use the option:

Option: **[F1]** If you either (a) do not want to append a drive letter prefix to the file name (Unix only), or (b) want the file created on your hard drive.

<u>For UNIX/XENIX users</u>

The drive letter entered here will be attached to the front of the file name. The letter **A** is recommended for consistency. The ASCII backup file name in the Samco root directory will read **A:xxxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press **[F1]** for "none".

Please enter the device size in kilobytes

Enter the size of the disk the ASCII files are to be written to.

The following table shows some of the more common device sizes in kilobytes:

[F1]	Unlimited, Hard disk drive

If you enter a specific device size, once the disk is filled you will then be asked for another disk. This process will be repeated until all the data is written to the disk.

The screen will then prompt you "Any change ?". Enter **Y** and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press **[Enter]** to accept the default of **N**.

NOTE: If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

Enter the following data:

[?] 1. Starting file key
[?] 2. Ending file key

Enter the starting and ending file keys for the data file selected for conversion, or press **[F1]** for "First" and "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press **[F1]**.

When you have completed all entries the following prompt will appear:

(C) create new export file or (A) add records to existing export file

Enter **C** to create a new export file and over-write any pre-existing ASCII export for this data file, or enter **A** to add the records selected for conversion to any pre-existing ASCII export file on the device specified.

After selecting which type of file to create the screen then clears and the ASCII file name is displayed along with a counter of the number of records exported.

If you had selected "All" at the "Please select file", it is assumed that you wish to create a new converted file. After the "Any change ?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records exported for all files.

The *Export a file* menu reappears after the file, or files, selected have been exported so that you may choose another file.

After you have completed running the convert routine, press [Tab] at the "Please select file" prompt.   A window will appear for you to select how to print the export log.

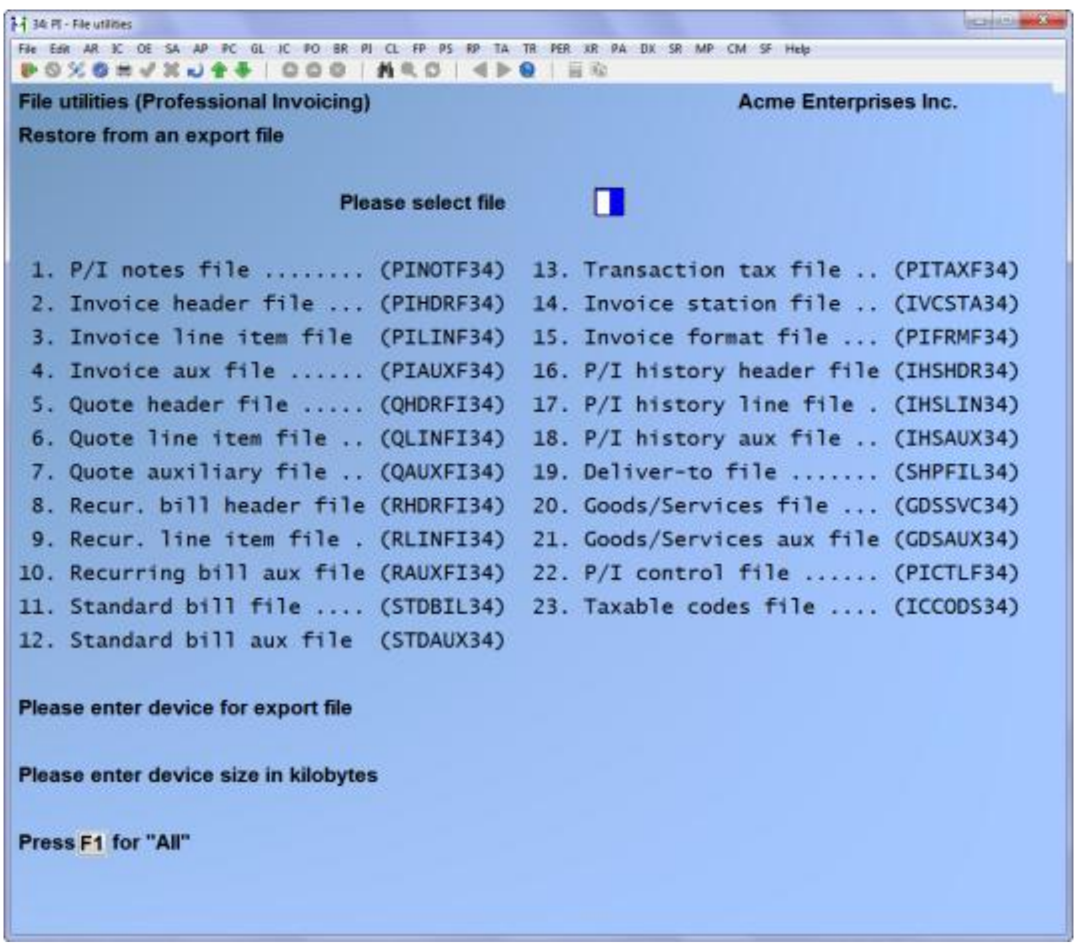
Restore an exported file

This function is used to restore one of more of the listed data files from the "flat" ASCII file format to the internal format.   The exported file is read in and an output file is created in the company sub-directory with the name "**xxxxxx.DAT**".   Where "**xxxxxx**" is the file name.

From the *File utilities* menu select *Restore an exported file*.

A screen similar to the one below will appear:

Enter the following information for either active or inactive files:



Please select file

Enter the file number, from the list provided, of the file to be restored from an ASCII export format, or use the option:

Option: [F1] to restore "All" exported files.

Please enter device for exported file

Enter the drive letter of the device that the ASCII version of the data file will be read from, or use the option:

Option: **[F1]** If you either (a) did not append a drive letter prefix to the file name (Unix only), or (b) the file(s) reside on your computer's default hard drive.

For UNIX/XENIX users

This is the drive letter attached to the front of the file name. For example, if the file to restore is **A:xxxxxxnn.EXP**, you would enter **A** here. If no designation is at the beginning of the file press **[F1]** for "none".

Please enter the device size in kilobytes

Enter the size of the disk the ASCII export files are on.

The following table shows some of the more common device sizes in kilobytes:

[F1]	Unlimited, Hard disk drive

(C) Create New Data File Or (A) Add Records To existing Data File

If you answer [C] (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the converted file will be transferred to the original file.

If you answer **[A]** (Add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

The following message will display:

"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the converted file. Please make sure you want to do this. Are you sure?"

Answer Y or N, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored.
When the restoration of the file or files is complete the 'Restore a converted file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press [**Tab**] to print the restore log and then return to the *File Utilities* sub-menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

Rebuilding Data Files

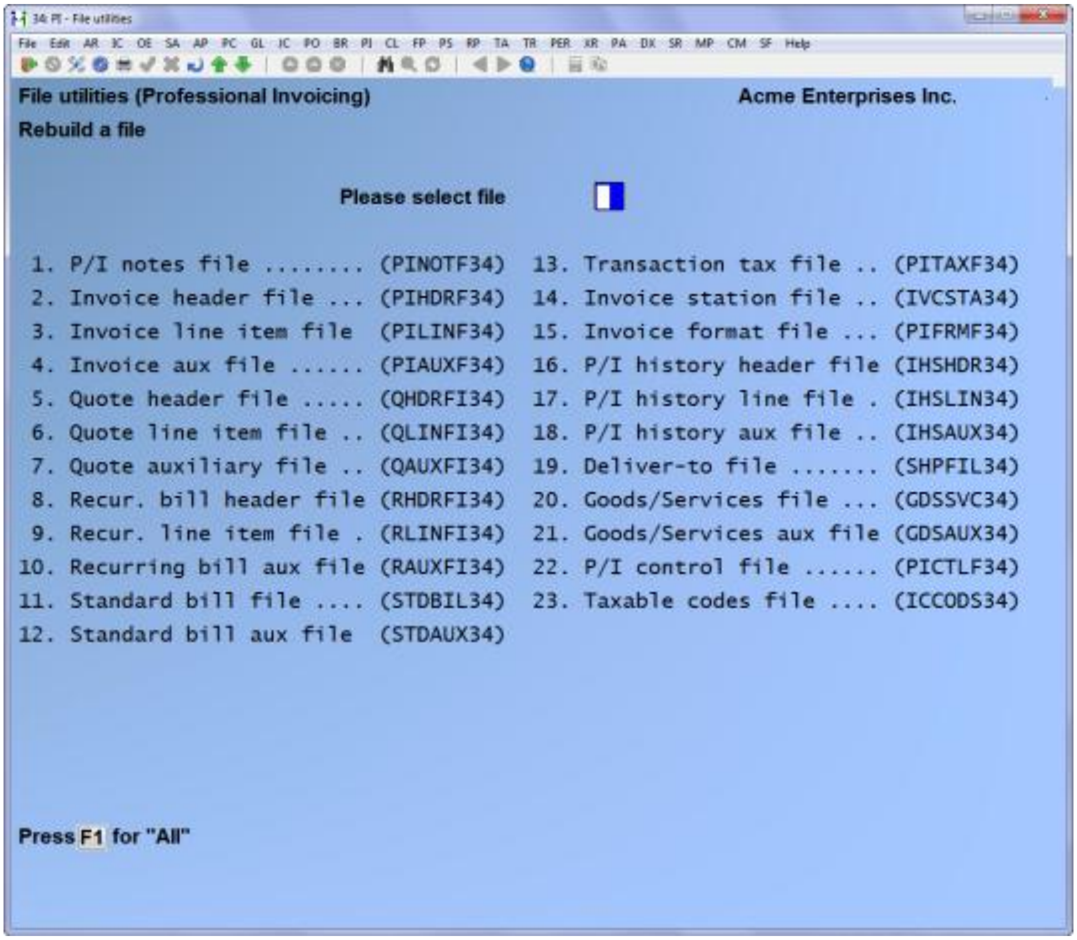
Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu.

A screen appears for you to select to rebuild active or inactive job cost files. If you select inactive, only a few files can be accessed. If you select active, a screen similar to the one below will appear:



Enter the following information for either active or inactive files:

Please select file

Enter the number of the file you wish to rebuild, or use the option:

Option: **[F1]** to rebuild "All" of the data files.

A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.