BUILDER
INFORMATION
SYSTEM

BIS®
Accounts Receivable Module
Reference Manual

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Conventions used in this manual

Every effort has been used to try to make this manual as useful and informative as possible. To accomplish that goal, several conventions have been used to assist the reader.

Caution

These boxes contain warnings about things users MUST check or of items users should be aware before proceeding. In many cases, the advice is to check with the C.P.A. or other tax advisor.

Tip

Tips offer the reader special information, considerations, or other insights when undertaking the task described.

Hyperlink

A hyperlink is shown with an underline as it is shown by default in the program. Hyperlinks may be found in screen forms or in screen previews of reports.

Access

Menu access to selected items is shown in the two or three ways available (depending on the item). Here is an example for access to a functional menu element:

Customers - Menu Access
Modular Menu Access
AR | Customers
This represents access to the Customers master records from the Modular menu, irrespective of Reports Group or List.

Standard Menu Access
Transactions | Customers
This represents access to the Customers master records from the Standard menu.

Here is an example of access to a report item:

Access in Modules with Reports Group Menu
AR | Reports | Customer Ledger
This represents access to the Customer Ledger report from the Module menu with the Reports Group.

Access in Modules with Reports List Menu
AR | Customer Ledger
This represents access to the Customer Ledger report from the Module menu with the Reports List.

Access in Standard Menu
Reports | AR | Customer Ledger
This represents access to the Customer Ledger report from the Standard (legacy) menu.

In some instances, individual screen buttons are shown in the text, such as the Magnifying Glass icon .

Section 1 – Menu & Overview

Simply click on the Accounts Receivable menu item.

Overview

- BIS® uses accounts receivable transaction entries to automatically update the files used for financial statements, the general ledger, the sales journal, the cash receipts journal, the general journal, customers' history, and inventory.

- BIS® maintains the balance due from each customer account and allowing identifying customer accounts.

- BIS® identifies customer accounts that have exceeded their credit limit.

- BIS® handles either balance-forward or open-item customer account methods and maintains inactive customer accounts.

- BIS® updates all accounts receivable reports and files as of the last transaction entered.

- BIS® prints or displays sales analysis reports, by sales number, department, territory, inventory item, report code, sales tax code, or by job number.

- BIS® allows nine levels of customer discounts. Used with the BIS® Inventory module, each sales discount level interacts with seven levels of inventory discounts for each inventory item. This provides flexibility in setting price levels for both customers and inventory items.

- Users can enter and edit sales orders. BIS® maintains open order and back order files.

- Recurring Billing or Contract Billing is fully supported.

- BIS® can print orders and invoices sorted by order number, customer number, or shipping date.

- The Text Invoicing feature can incorporate explanatory words or phrases on sales orders, sales invoices, debit/credit memos, and contract invoices.

- Debit memos and credit memos can be applied to specific invoices.

- BIS® can create the Cost-Of-Goods-Sold (COGS) entries.

- BIS® allows sales tax codes for different sales tax jurisdictions. These codes can be for separate or combined jurisdictions.

- Mailing or shipping labels can be printed from a menu option or after printing invoices from sales orders.

- Users can specify, per line item on each order, a discount or amount for automatic use by BIS®, and change it on any specific order.

- Users are able to display these reports on the screen or on paper, create export files or email export files using the following feature selections:

  Customers
  - Summary
  - Summary plus address and activity history
  - Summary plus activity plus balances
  - All with or without inactive customers
  - Search by company name, contact, address, or job number

  Customer Ledger
  - By customer number: all customers, single customers, a range of customers, or a tagged selection of customers
  - By Job number: all jobs, single job, a range of jobs, or a tagged selection of jobs
  - By any date or range of dates
  - By Invoice number: all invoices, a range of invoices, or a tagged selection of invoices
  - With or without active, inactive customers
  - With or without customers with a zero balance
  - With or without listing payments received

  Customer Aging
  - By customer number: all customers, single customers, a range of customers, or a tagged selection of customers
  - By aging date: retroactive aging report
  - Listing by Accounts Receivable account numbers, for all or any specific accounts
  - Listing by job number: all jobs or a single job
  - With or without customers with a zero balance

  Sales Journal
  - Allows multiple accounts receivable accounts listed with or without cost and gross margin for each invoice
  - For any date or range of dates
  - With or without Invoice subtotal option

  Sales Analysis Reports
  - Sales category report by sales representative and date
  - Inventory sales report by inventory item number and date
  - Sales activity by activity code and date
  - Sales tax report by sales tax code and date
  - Oversold report by inventory item and date
  - Sales activity by job number and date

  Open Order Analysis reports
  - Open orders by order number
  - Open orders by customer number
  - Open orders by selected ship date
  - Open orders by job number
  - Back orders by order number
  - Back orders by customer number
  - Back orders by inventory item number
  - Back orders by job number

Accounts Receivable Module with the Inventory Module

This is an example of the accounting entries which pertains to Accounts Receivable and Inventory. When an inventory item is sold through the Accounts Receivable module, the following entries are recorded:

	Debit	Credit
1) Accounts Receivable	1200	
(or Cash 1100 in sale)		
Sales		4100
Freight Expense		5350
Sales Tax Payable		2280
Discounts Allowed		4700
2) Cost of Goods Sold Expense	5100	
Inventory		1400

The specific general ledger accounts are designated by the user, either from the screen which comes up prior to entering the order or invoice or from the general ledger account number field in each line of entry.

In this example, the inventory items sold would have been stocked previously from accounts payable or an inventory adjustment referencing general ledger account number 1400.

For the remainder of this chapter, the Accounts Receivable Menu may be abbreviated and referred to as AR Menu.

Section 2 – Customers

Modular Menu Access
AR | Customers

Standard Menu Access
Transactions | Customers

Overview
The Customer master file records all pertinent information related to customers. The information recorded on these tabs is used throughout BIS® whenever a customer is referenced in transactions or in other master records. The Customers form is a master record that must be completed before a particular customer can be used in a transaction. Default information entered there will be used in a variety of transactions, including invoices, cash receipts, and refunds. Defaults entered in the customer record can be changed at the time of entering an individual transaction. The use of defaults is encouraged because it can save time and provide for more accurate entry.

- Credit Limit: Entered as a dollar amount on the Main tab of the customer record. When entering customer invoices, BIS will display a message if the customer exceeds this credit limit.

- Payment Terms: One payment term record can be associated with a customer on the Main tab. These payment terms will be assigned to each invoice and sales order entered for this customer, but can be changed on-the-fly.

- Monthly Interest Rate: Recorded on the Main tab, this rate is used to calculate finance charges on past due invoices.

- Sales Tax Code: On the Default tab, a sales tax code can be assigned that will be automatically input on every invoice and sales order referencing this customer.

- Salesperson: One salesperson can be associated with each customer. That salesperson's name will be included on invoices and sales orders for this customer. BIS® can prepare sales analysis reports by salesperson.

- Sales Account: One account from the Chart of Accounts can be assigned to this customer. This account will appear as the default on each invoice and sales order line item entered, but can be changed on-the-fly.

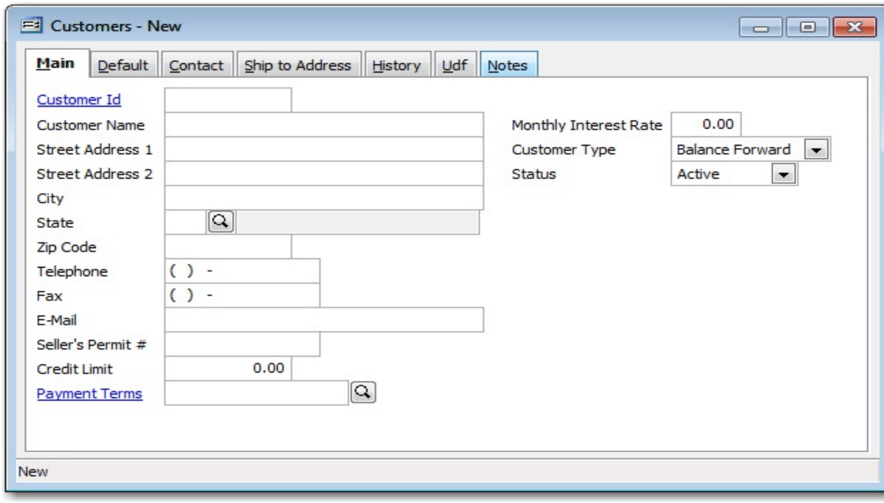
- Discount Level: The customer discount levels can be selected from the Discount Schedule. Discount levels work in conjunction with inventory item discount codes.

When the record is complete or satisfactorily edited, either the Save button should be clicked or press Ctrl-S to save the changes.

New Record
Initial access to Customers from the menu opens the Customers - New form. This form is used to enter new customer information. However, access to a new form when another job record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if changes to the open record should be saved.

Editing an Existing Record

Figure: AR-1
Accounts Receivable Customers – New screen form.

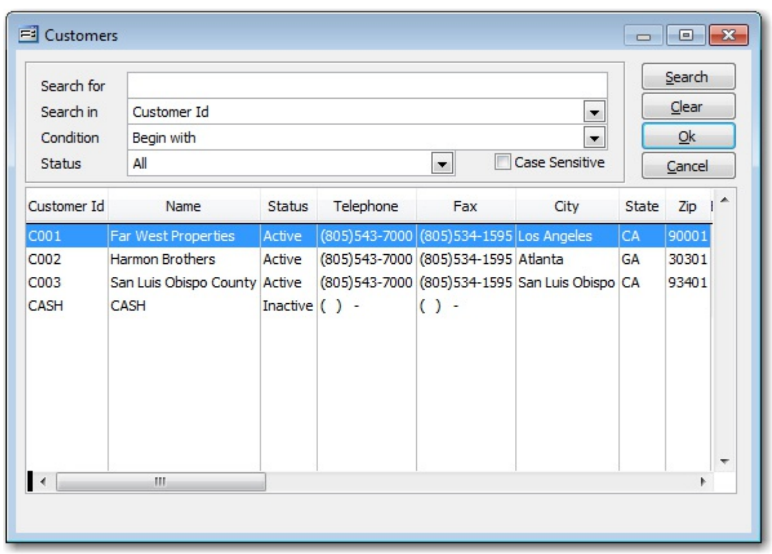


The list of customers can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records can be edited either by using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Scrolling Through Customer Records

Users can scroll through the customer records by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list according to Customer Id. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list according to Customer Id. Clicking on the Next icon (at the top of the screen) will open the next record of the list according to Customer Id. Clicking on the Last icon (at the top of the screen) will open the last record of the list according to Customer Id.

Figure: AR-2
Accounts Receivable, Customer Find/Search screen.



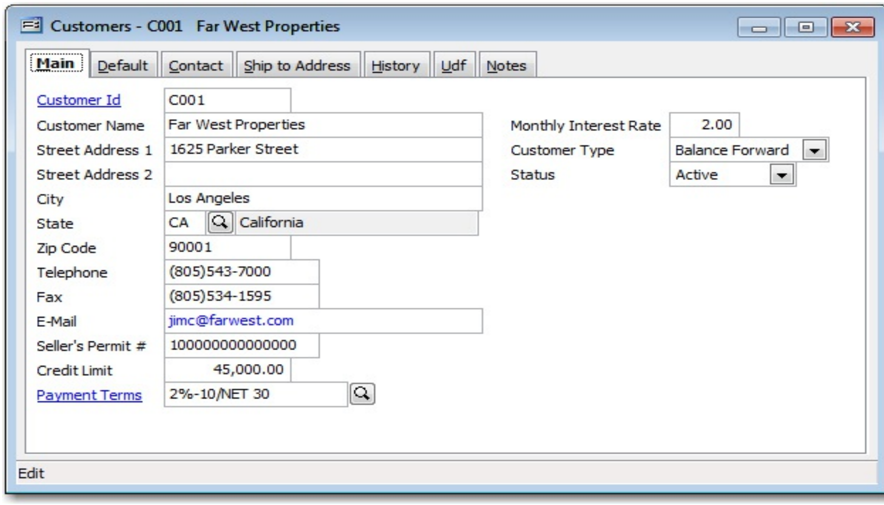


Figure: AR-3
Sample Accounts Receivable Customer master record screen form for editing.

Cloning an Existing Record

Once a record is selected, it can be cloned to create a new record and modifications can be made on the cloned record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it or click on the No button to leave this process. Records can be edited as described. However, the cloned record will require a new Customer Id to be saved as a new record.

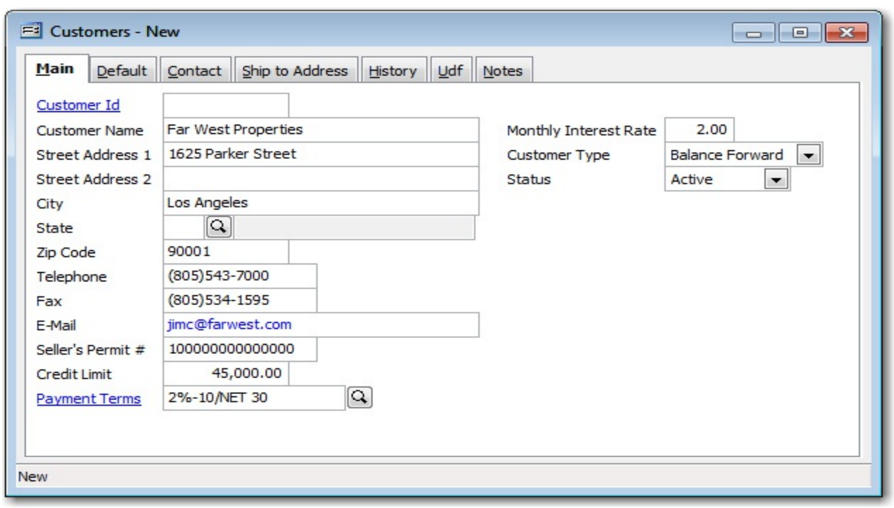


Figure: AR-4
Cloned record. Note that all of the initial fields except for the Customer Id match the source record.

Deleting an Existing Record

Once a billing code has been saved, it cannot be deleted if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave this process.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Main Tab

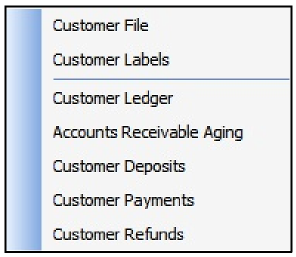
The Main Tab of the Customer Master Record is used to record general customer information

Customer Id

Enter the Customer Id code desired. Any 10-digit alpha or numeric character or combination of both can be used in the Customer Id. BIS® checks for duplication. A warning will appear if an existing code is entered.

Please note that the Customer Id title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Billing Code hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-5
Right-click a hyperlink to display a selection of accessible reports.



Customer Name

This field records the full name of the customer represented by the customer Id selected. This is an alphanumeric field limited to 30 characters.

Address 1

This field records the primary street address, an alphanumeric field and is limited to 30 characters.

Address 2

The secondary street address is recorded here. This is an alphanumeric field and is limited to 30 characters.

City

This field records the city as an alphanumeric field, up to 30 characters.

State

The state abbreviation may be typed manually or selected from the list of defined state codes. Click on the Find tool, or the drop-down button (whichever is available on this form) to see an extended list of states. This is a two-character field.

Zip Code

This field records the postal zip code. This number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered.

Telephone Number

This field records the telephone number. This number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

Fax Number

This field records the facsimile (FAX) number. This number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered.

E-mail

This field records the electronic mail (email) address. It is an alphanumeric field limited to 35 characters. Please note that if entered correctly as an email address, the field becomes a hyperlink field. If the hyperlinked email address is accessed (by double-clicking), it will open the default email program. This field is also used in BIS® to address internal or Outlook® emails with reports attached.

Seller's Permit

This field records the seller's permit number for the customer. This is an alphanumeric field limited to 15 characters.

Credit Limit

This field records the customer's credit limit. The credit limit can be any dollar amount from 0.00 to 9,999,999.99. If, when entering an invoice for the customer, the customer's credit limit is exceeded, a message will be displayed to alert the user. Negative credit limits are not accepted by the program.

Payment Terms

This field records the payment terms for the customer. Terms are maintained in the Payment Terms file. BIS® uses this field for aging each customer invoice. A code for a payment term can be entered manually or by using the Find tool.

Please note that the underlined Payment Terms title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Payment Terms – New form to add new sales tax codes. Right-clicking on the Tax Code hyperlink accesses the Payment Terms report.

Monthly Interest Rate

This field records the monthly interest rate for past due invoices that will be charged to the customer. The rate can be different for each customer and can be changed as often as needed. BIS® will compute interest for each day that an invoice is past due (one day or more past the invoice due date). Interest calculations begin on that day and the program adds daily interest charges to each customer's account at the time billing statements are printed. If the customer will not be charged interest for past due amounts, leave the amount zero.

Customer Type

This field displays the type for the current customer and provides a selection of customer types to choose from. Click on the drop down control to select an option from the list. The available customers' categories are Balance Forward or Open Item. When applying customer payments, BIS® will automatically pull up the oldest invoices first for Balance Forward customers. If Open Item method of accounting is used, BIS® applies a payment received only to the particular invoice specified at the time the payment is entered.

Customer Status

This field displays the current status of the selected customer. Click on the drop down control to select an option from the list. The available status types are Active or Inactive. Making a customer record inactive prevents any transactions from being processed for that customer.

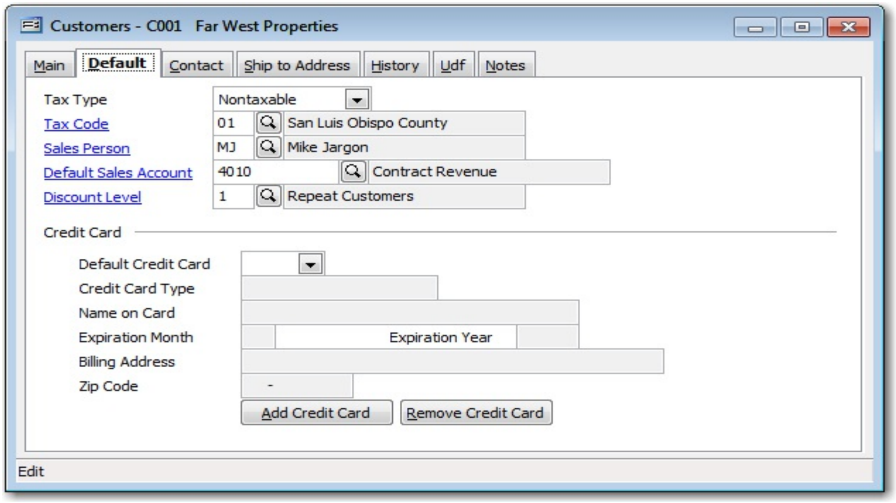
Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Default Tab

Use the Default section of the customer maintenance form to set up the default values for various information items related to the customer. This is a convenient option for fields that are repeated frequently. However, the information may also be changed manually by entering a new value at the time of the transaction.

Figure: AR-6
Accounts Receivable, Customers screen form Default tab.



Tax Type

This field records the default tax type for the customer selected. Use the drop-down tool to select either Taxable or Nontaxable.

Tip

Sales Taxes follow a hierarchy of rules: For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status is utilized second. For Applications for Payment (posted to Accounts Receivable), the Job

Tax Code

This field records the default sales tax code for the customer selected. The sales tax code will appear when entering orders and invoices and can be overwritten. The tax code can be entered manually or by using the Find tool.

Please note that the underlined Tax Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Sales Tax Codes – New form to add new sales tax codes. Right-clicking on the Tax Code hyperlink accesses the Sales Tax File report.

Sales Person Initials

This field records the initials of the salesperson that transacts with this customer most frequently. The Sales Person Initials can be entered manually or by using the Find tool.

Please note that the underlined Sales Person Initials title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Salesperson Initials – New form to add new salesperson initials. Right-clicking on the Sales Person Initials hyperlink accesses the Salesperson File report.

Default Sales Account
This field allows a sales account to be associated with the customer. This account number is recalled when entering sales orders, debit or credit memos, sales invoicing, and contract invoicing. The Default Sales Account can be entered manually or by using the Find tool.

Please note that the underlined Default Sales Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Default Sales Account hyperlink lists a selection of reports that can be directly accessed.

Discount Level
This field records the default customer discount level. The discount levels are maintained in the Discount Schedule. These discount levels are used to provide preferred customer discounts and can be changed during data entry if required. The Discount Level can be entered manually or by using the Find tool.

Please note that the underlined Discount Level title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Discount Schedule – New form to add new discount levels. Right-clicking on the Discount Level hyperlink accesses the Discount Schedule report.

Credit Card
The credit card section is primarily for use with PPI Credit Card Intregration process. If the PPI Credit Card Intregration is enabled, this area provides the customer's credit card information for billing purposes. The credit card information is enter by selecting the Add Credit Card button.

Default Credit Card
When multiple credit cards are added using the Add Credit Card button, this field records the customer's default credit card for processing. Use the drop-down arrow to select or change the desired credit card as the default.

Credit Card Type
Displays the credit card type for the current default credit cards selected.

Name on Card
Displays the name on the current default credit cards selected.

Expiration Month
Displays the expiration month for the current default credit cards selected.

Expiration Year
Displays the expiration year for the current default credit cards selected.

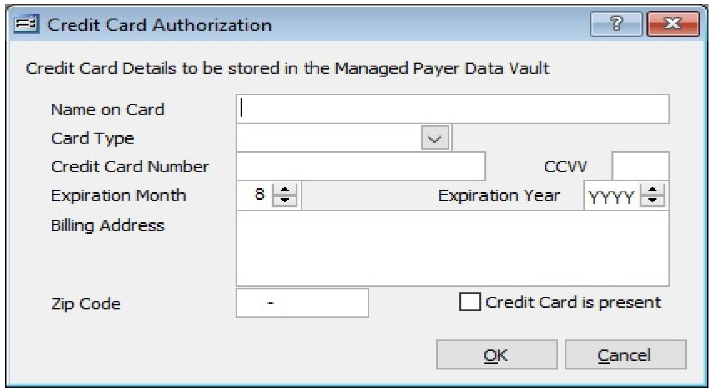
Expiration Year
Displays the expiration year for the current default credit cards selected.

Billing Address & Zip Code
These fields displays the billing address and zip code for the current default credit cards selected.

Add Credit Card Button
These button provides the Credit Card Authorization form for entering the credit card information.

Remove Credit Card Button
These button will remove the select credit card.

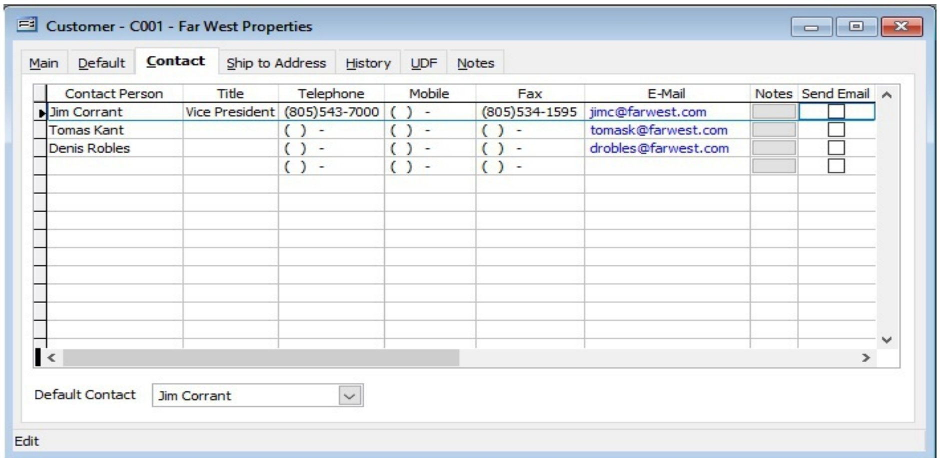
Figure: AR-6.1
Credit Card Authorization form used to enter credit card information for use in conjunction with the PPI Integrated Credit Card process.



Contact Tab

This tab form records an unlimited number of contacts for the customer selected. The contact name, title, telephone and fax number, and email address can be entered in the corresponding fields. To enter notes for a particular contact, click the button in the Notes column to open the screen for notes.

Figure: AR-7
Accounts Receivable, Customers screen form Default tab.



Contact Person

This column records the name of the customer contact.

Title

This column records the title of the customer contact on the same line.

Telephone

This column records the telephone number for this customer contact.

Fax

This column records the fax number for this customer contact.

E-Mail

This column records the email address of this customer contact. Please note that if entered correctly as an email address, the field becomes a hyperlink field. If the user double-clicks on the hyperlinked email address, it will open the default email program. This field is also used in BIS® or Outlook® to address internal emails with reports attached.

Notes

This column records free-form notes related to this customer contact.

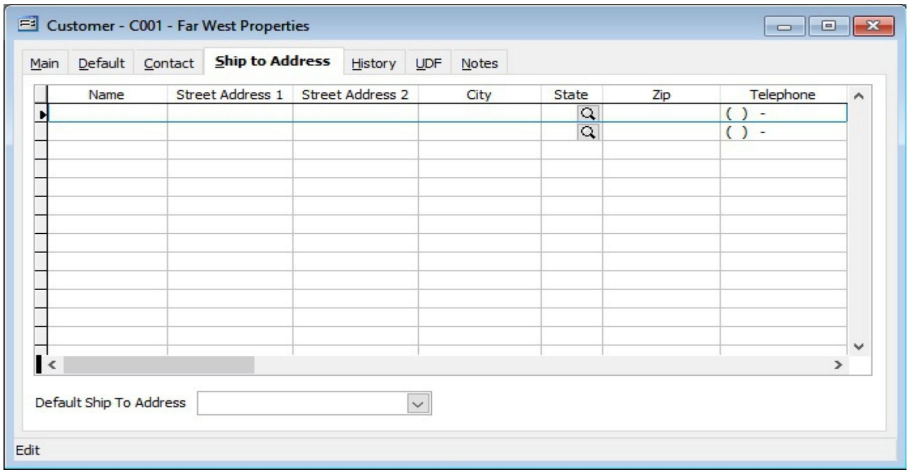
Default Contact

This field allows for the select of a default customer contact from the list of contacts.

Ship to Address Tab

This tab form records an unlimited number of shipping addresses for the customer selected. The name, address, telephone and fax numbers, and e-mail address information is entered in the corresponding fields.

Figure: AR-8
Accounts Receivable, Customers, Ship to Address tab screen form.



Name

This column records the name of the Ship-To Address for the customer. It could be the same or different from the customer name

Address 1

This field records the primary street address. This is an alphanumeric field and is limited to 30 characters.

Address 2

The secondary street address is recorded here. This is an alphanumeric field and is limited to 30 characters.

City

This field is used to records the city as an alphanumeric field of up to 30 characters.

State

The state abbreviation is a two-character field that may be typed manually or selected from the list of defined state codes. Click on the Find tool or the drop-down button (whichever is available on this form) to see an extended list of states.

Zip Code

This field records the postal zip code. This number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered. This field is masked to accept only numeric values.

Telephone

This field records the telephone number. This number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered. This field is masked to accept only numeric values.

Fax

This field records the facsimile (FAX) number. This number limited to ten digits and will be formatted automatically as (999) 999-9999 as the number is entered. This field is masked to accept only numeric values.

E-mail

This field records the electronic mail (email) address. It is an alphanumeric field limited to 35 characters. Please note that if entered correctly as an email address, the field becomes a hyperlink field. If the user double-clicks on the hyperlinked email address, it will open the default email program. This field is also used in BIS® to address internal emails with reports attached.

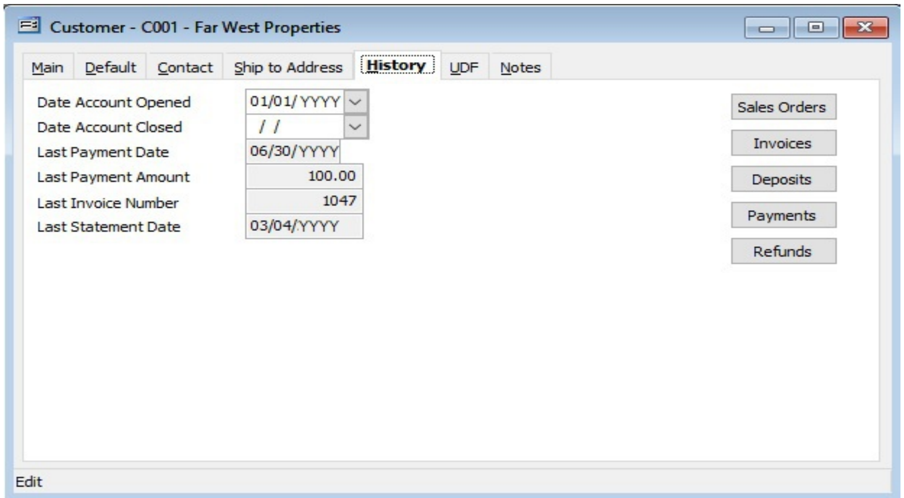
Default Ship To Address

This field allows for the selection of a default ship to address from the list of ship to addresses to be used for invoices, credit memos, debit memos and optionally for sales orders when the System Wide Parameters options on the AR tab, Default sub-tab options are checked. (See the System Wide Parameters AR tab Default sub-tab for available options.)

History Tab

The history section displays accounts receivable information to date for the customer and is for reference only.

Figure: AR-9
Accounts Receivable, Customers file, History tab screen form.



Date Account Opened

This field records the date the customer's account was opened. The Calendar tool can be accessed from the drop-down arrow to select the date.

Date Account Closed

This field records the date the customer's account was closed. The Calendar tool can be accessed from the drop-down arrow to select the date.

Last Payment Date

This field displays the date of the last payment made by the customer. BIS® will enter this date from customer payments or applied customer deposits.

Last Payment Amount

This field displays the amount of the last payment on file for the customer. BIS® will enter this amount from customer payments or applied customer deposits.

Last Invoice Number

This field displays the number of the last invoice used for the customer.

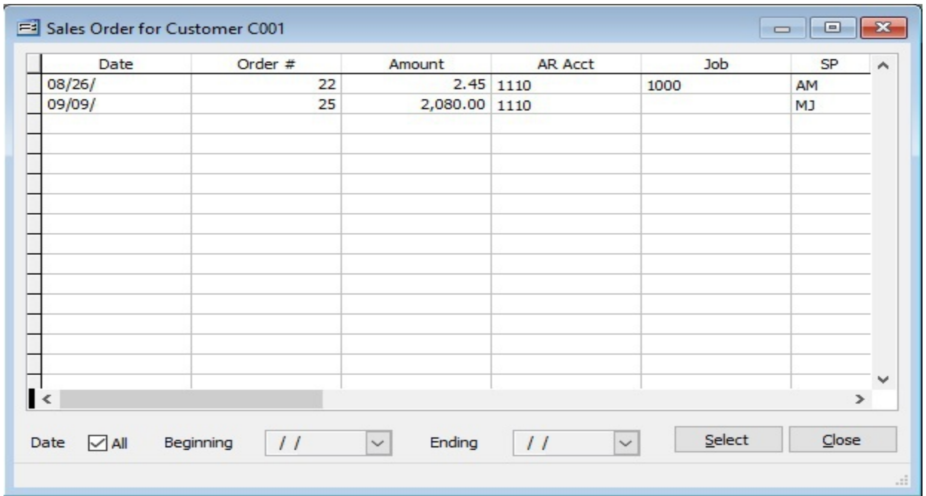
Last Statement Date

This field displays the date of the last statement run for the customer.

Sales Orders Button

This button displays a list of sales orders on file for the selected customer.

Figure: AR-10
Accounts Receivable, Customers file, History tab Sales Orders Button screen form.



Date

This column displays the date of the Sales Order.

Order

This column displays the order number of the Sales Order.

Amount

This column displays the amount for the Sales Order.

AR Account

This column displays the AR Account for the Sales Order.

Job

This column displays the job number the sales order on this line.

SP

This column displays Salesperson for the Sales Order on this line.

Ship Date

This column displays the shipping date for the sales order on this line.

Date

The user has the option of checking the date box to show all of the sales order. If not checked, the user can select a Beginning and Ending date range, either entering the dates manually, or using the drop-down Calendar tools.

Select

If the date range described above is checked, the Select button will apply the date range to the displayed sales orders.

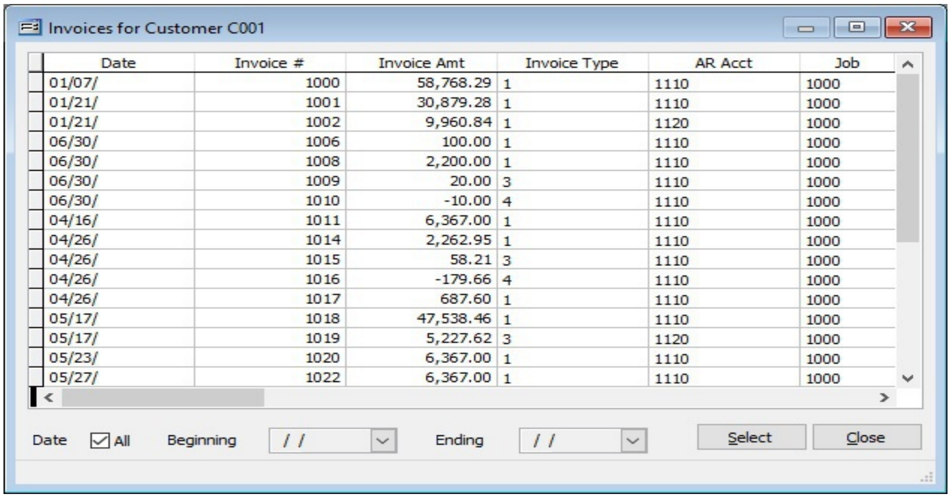
Close

This button closes the current screen form.

Invoices Button

This button displays a list of invoices on file for the selected customer.

Figure: AR-11
Accounts Receivable, Customers file History tab, Invoices button screen form.



Date	Invoice #	Invoice Amt	Invoice Type	AR Acct	Job
01/07/	1000	58,768.29	1	1110	1000
01/21/	1001	30,879.28	1	1110	1000
01/21/	1002	9,960.84	1	1120	1000
06/30/	1006	100.00	1	1110	1000
06/30/	1008	2,200.00	1	1110	1000
06/30/	1009	20.00	3	1110	1000
06/30/	1010	-10.00	4	1110	1000
04/16/	1011	6,367.00	1	1110	1000
04/26/	1014	2,262.95	1	1110	1000
04/26/	1015	58.21	3	1110	1000
04/26/	1016	-179.66	4	1110	1000
04/26/	1017	687.60	1	1110	1000
05/17/	1018	47,538.46	1	1110	1000
05/17/	1019	5,227.62	3	1120	1000
05/23/	1020	6,367.00	1	1110	1000
05/27/	1022	6,367.00	1	1110	1000

Date

This column displays the invoice date.

Invoice

This column displays the invoice number.

Invoice Amt

This column displays the invoice amount.

Invoice Type

This column displays the invoice type.

AR Account

This column displays AR Account for the invoice.

Job

This column displays the job number of the invoice.

SP

This column displays the salesperson for the invoice.

Ship Date

This column displays the shipping date for the invoice.

Date

A user has the option of checking the date box to show all of the invoices. If it is not checked, the user can select a Beginning and Ending date range, either by entering the dates manually or by using the drop-down Calendar tools.

Select

If the date range described above is checked, the Select button will apply the date range to the displayed invoices.

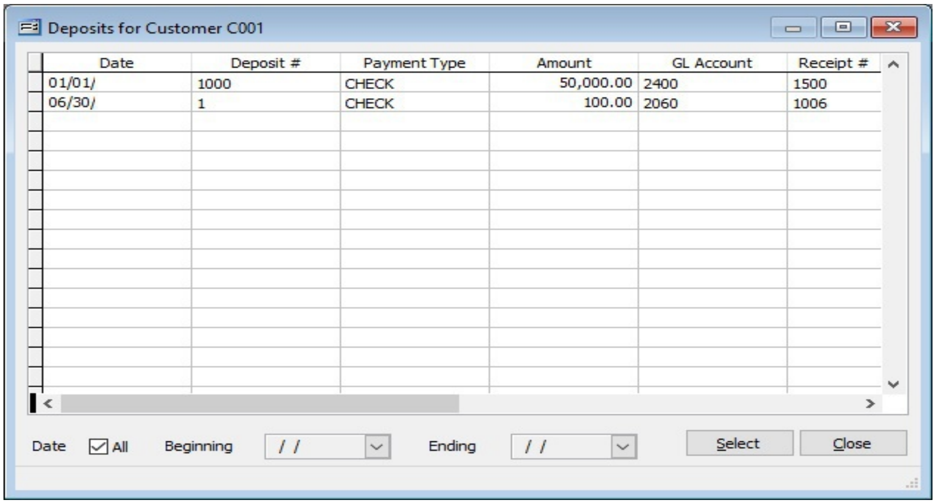
Close

This button closes the current screen form.

Deposits Button
This button displays a list of deposits on file for the selected customer.

Date

Figure: AR-12
Accounts Receivable, Customer file History tab, Deposits button screen form.



This column displays the deposit date.

Deposit
This column displays the deposit number.

Payment Type
This column displays the deposit type.

Amount
This column displays the deposit amount.

GL Account
This column displays GL Account for the deposit.

Receipt
This column displays the receipt number of the deposit.

Date
A user has the option of checking the date box to show all of the deposits. If it is not checked, the user can select a Beginning and Ending date range, either by entering the dates manually or by using the drop-down Calendar tools.

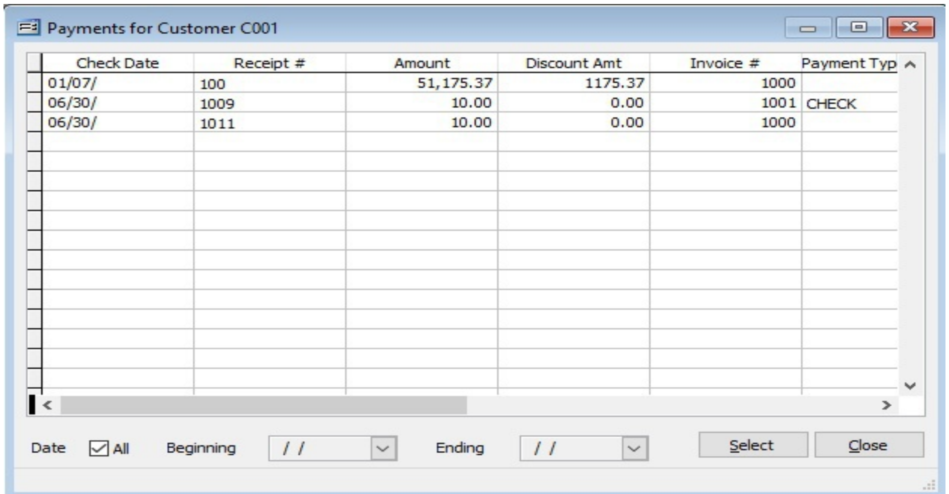
Select
If the date range described above is checked, the Select button will apply the date range to the displayed deposits.

Close
This button closes the current screen form.

Payments Button

This button displays a list of payments on file for the selected customer.

Figure: AR-13
Accounts Receivable, Customer file, History Payments button screen form.



Check Date

This column displays the payment check date.

Receipt

This column displays the receipt number.

Amount

This column displays the amount of the payment.

Discount Amount

This column displays the discount amount of the payment.

Invoice

This column displays invoice number for the payment.

Payment Type

This column displays the payment type for the payment.

Date

A user has the option of checking the date box to show all of the payments. If it is not checked, the user can select a Beginning and Ending date range, either by entering the dates manually or by using the drop-down Calendar tools.

Select

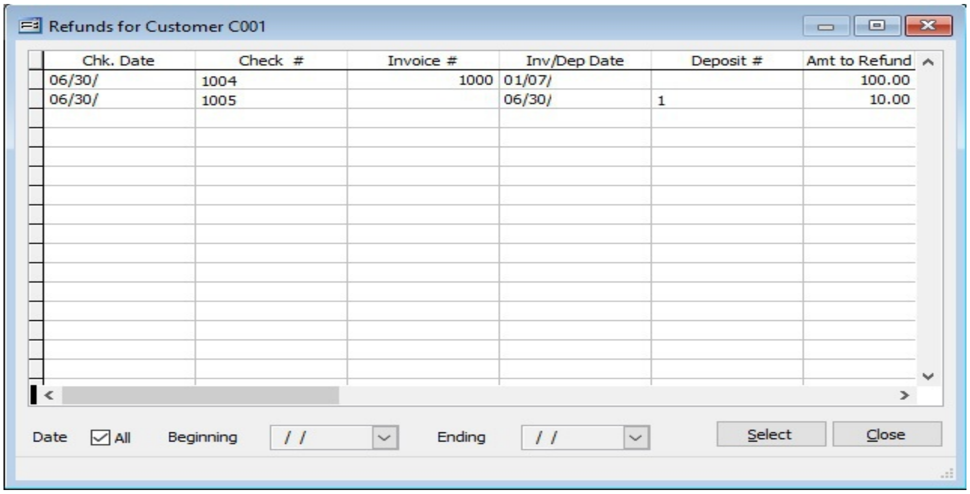
If the date range described above is checked, the Select button will apply the date range to the displayed payments.

Close

This button closes the current screen form.

Refunds Button
This button displays a list of refunds on file for the selected customer.

Figure: AR-14
Accounts Receivable Customer file, Refunds button screen form.



Check Date
This column displays the refund check date.

Check
This column displays the check number.

Invoice
This column displays the invoice number for the refund payment.

Inv/Dep Date
This column displays the invoice or deposit date of the refund payment.

Deposit
This column displays deposit number for the refund payment.

Amt to Refund
This column displays the amount to refund for the refund payment.

GL Account
This column displays GL Account for the refund payment.

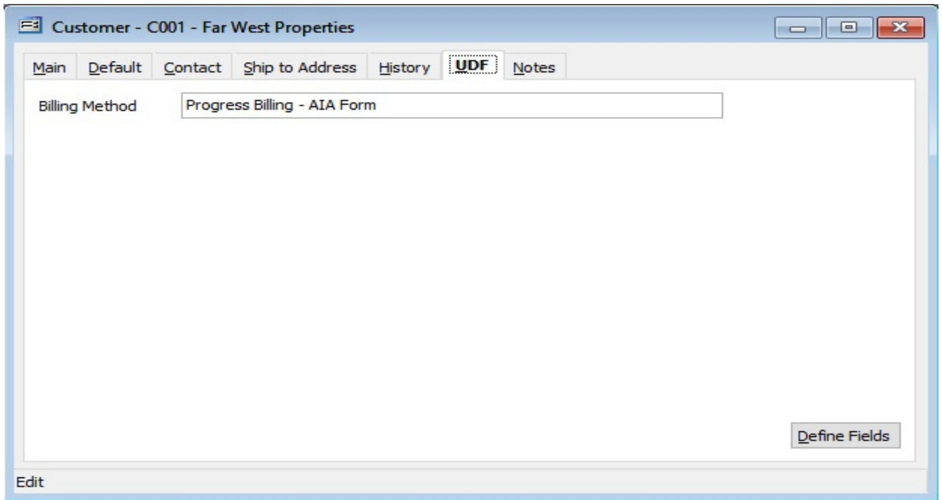
Date
The user has the option of checking the date box to show all of the refund payments. If not checked, the user can select a Beginning and Ending date range, either entering the dates manually, or using the drop-down Calendar tools.

Select
If the date range described above is checked, the Select button will apply the date range to the displayed refunds.

Close
This button closes the current screen form.

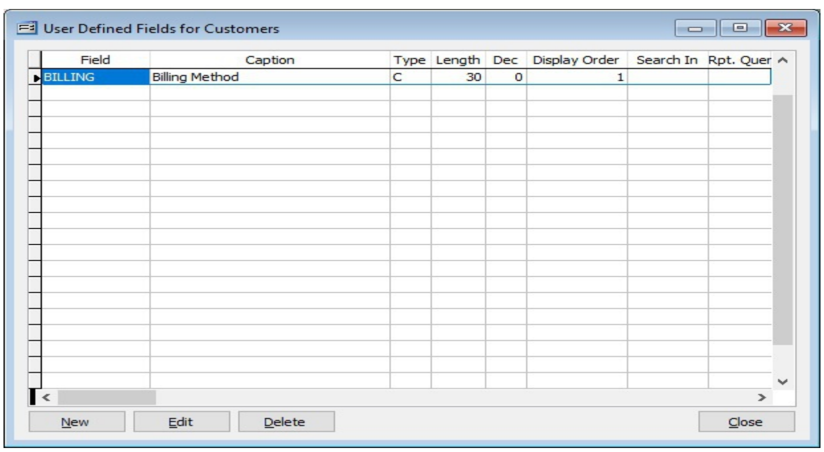
Udf Tab
This tab will display up to thirteen User Definable Fields that can store additional information in the Master Record. Click the Define Fields Button to add new fields and manage existing fields.

Figure: AR-15
Accounts Receivable Customers file, Udf tab screen form with one example of a user defined field.



Define Fields Button
User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, Sales Tax Codes, Salespersons, Jobs, and Equipment master records for customizable data storage. Up to 13 different fields can be added to each master record. These fields are either character, numeric, date, or logical in nature to give the maximum flexibility in creating exactly the type of field needed to store data.

Figure: AR-16
Sample User Defined Fields for Customers screen form.



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from this form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

Field
This field displays the field name for a User Definable Field that was entered upon creation. Once a field name is assigned, it cannot be altered.

Caption
The Caption field displays the caption that will be shown next to the field on the Udf tab of the associated master record.

Type
This field displays the letter C (character), N (numeric), D (date) or L (logical) for the field type.

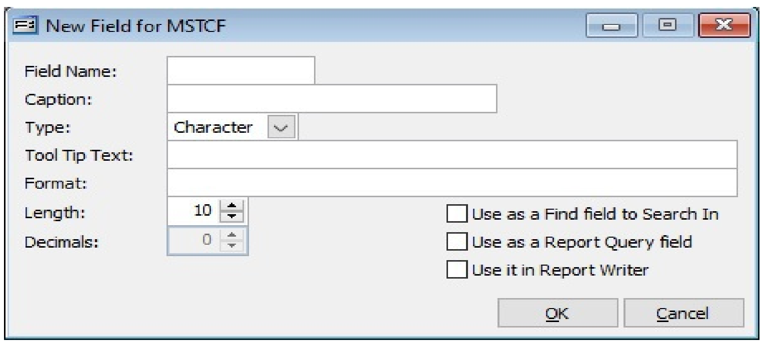
Length
The Length field displays the maximum number of alphanumeric characters that may be saved within this field.

Decimal
The decimal field displays the number of decimal places that will be displayed. Only numeric fields have a value greater than zero.

Display Order
The Display Order field shows the numeric order of the field for the Udf tab of the associated master record. A "1" designates the field as the first or top field on the tab, while higher numbers indicate a lower placed field on the tab. The Display Order value may be changed here for reordering purposes.

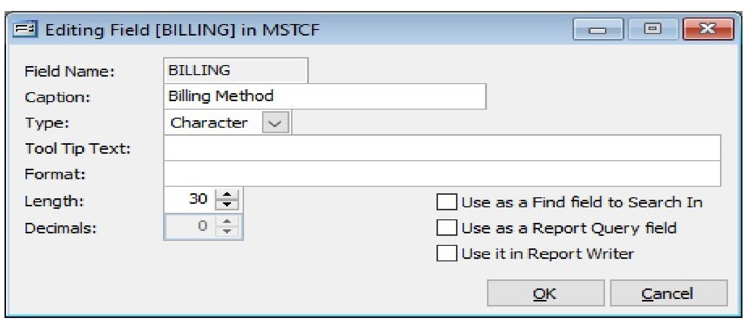
New
The New button is used to create a new character, numeric, date or logic field for this Master File.

Figure: AR-17
Udf New Field screen form.



Edit
The Edit button is used to alter character, numeric, date or logic fields previously created for this Master File. The fields, Field Name, Caption, Type, Length, and Decimal are the same as those in the parent form, shown above.

Figure: AR-18
Udf Editing Field screen form.



Tip

The following chart shows the relationship of the available types to the other controls.

Type	Tool Tip Text	Format	Length	Decimals
Character	Available	User Defined	Available	N/A
Numeric	Available	User Defined	Available	Available
Date	N/A	N/A	N/A	N/A
Logical	N/A	N/A	1 (Preset)	N/A

Tool Tip Text

The Tool Tip Text field is used to enter a tip that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

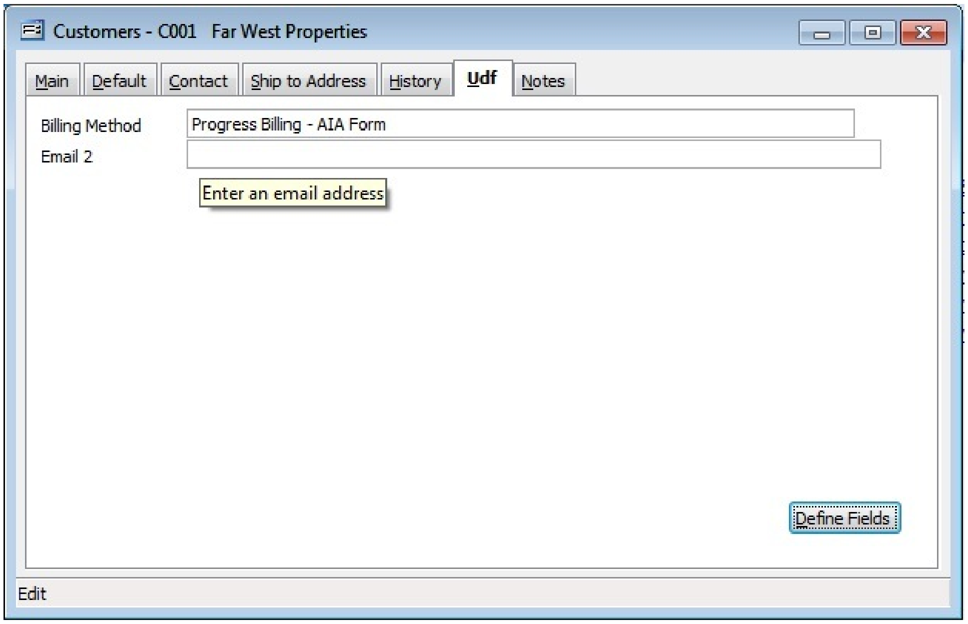


Figure: AR-19
Accounts Receivable Customers file Udf tab screen form showing the Tool Tip for the first field listed.

Format

The Format field is used to control the appearance of the user's entry to the Udf field. If the format entry is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. If the format entry is the letter y, the user's entry is changed to all capital letters. Using any other letter will cause the user entry in that position of the field entry to change to that particular letter, number, or character.

Length

The Length field is used to enter the number of characters of the entry to the Udf field.

Decimals

The Decimals field is used to enter the number of decimals of a number field (only) of the user's entry to the Udf field.

Delete

The Delete button is used to remove any previously saved character, numeric, date or logic fields for this master file.

Close

This button closes the currently opened form and eliminates any data that has been changed since the last save.

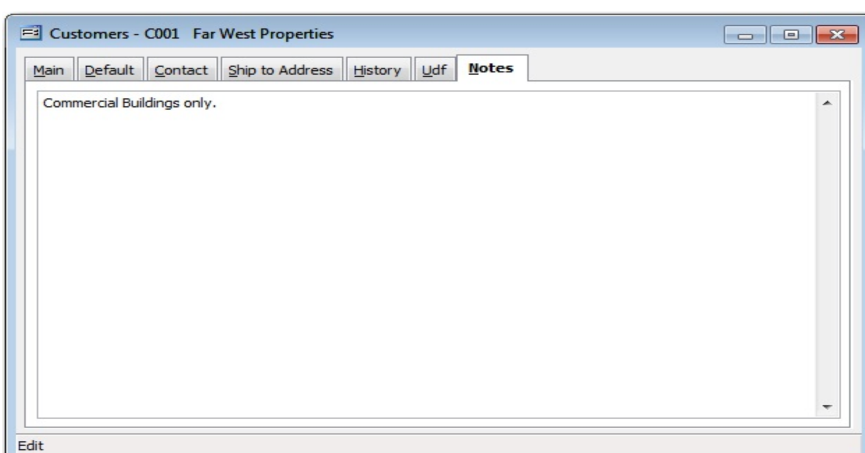
Format	Description	Format Example	Results for Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
.	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	UUUUU	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	XXXXXX
Y	Permits the letters Y, y, N, and n for the logical values True (T) and False (F), respectively. Note: If the type value is text, the value will be converted to uppercase letters.	YYYYY	HELLO	12/31/06	YYYYY
	Virtually any character can be used in the format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	12/31/06	123TQW

Figure: AR-20 Data Format Chart. This chart shows the format, description, an example, and results.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AR-21 Sample Accounts Receivable Customers master record Notes tab screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Section 3 – Sales Tax Codes

Modular Menu Access
AR | Sales Tax Codes

Modular Menu Access
Miscellaneous | Sales Tax Codes

Standard Menu Access
List | Miscellaneous | Sales Tax Codes

Overview
Sales tax codes are used to establish records needed to charge the sales taxes required by the various taxing authorities in states and cities where the company does business. The records are set up based on the primary taxing district, although the tax rate for the selected record will most likely be a composite of various percentages collected by different governing tax districts.

Tip

Sales tax codes are used to set up the various tax rates for the different regions where business is conducted. Default tax codes can be set up in the customer master record.

To apply sales tax to a customer invoice:

1. Follow help steps for entering Sales Orders, Sales Invoices, Contract Invoices and Debit/Credit Memos.
2. Place checkmark in the box in the Tax column for each taxable line item.
3. Select the correct sales tax code in the totals section of the invoice/order form.

BIS will use the tax rate set up for the tax code chosen and calculate the correct sales tax amount for those line items marked.

When the record is complete or satisfactorily edited, either click on the Save button or press Ctrl-S to save the changes.

New Record
Initial access to Sales Tax Codes from the menu opens the Sales Tax Codes - New form. This form is used to enter new sales tax code information. However, access to a new form when another sales tax record is on the screen only requires pressing Ctrl+N or use the New icon on the toolbar. The system will ask if any changes to the record should be saved.

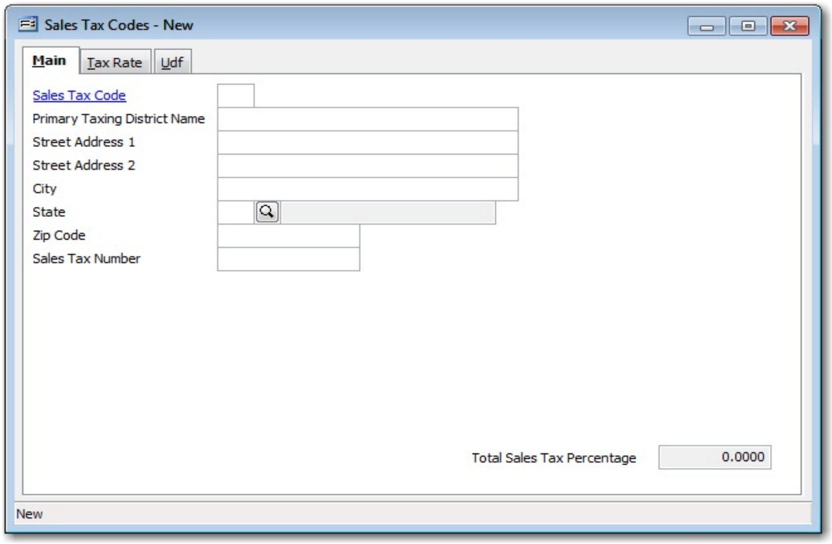


Figure: AR-22
Accounts Receivable Sales Tax Codes – New screen form.

Editing an Existing Record

The list of sales tax codes can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

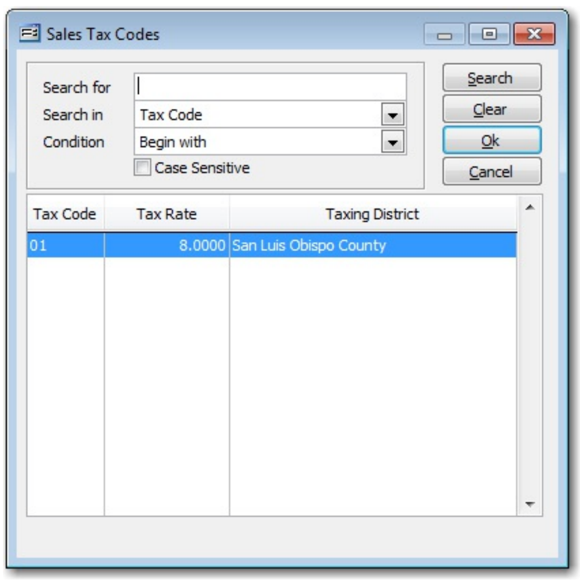


Figure: AR-23
Accounts Receivable Sales Tax Code Find/Search screen.

Scrolling Through Sales Tax Code Records

Users can scroll through the sales tax code records by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Sales Tax Code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Sales Tax Code. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to Sales Tax Code. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to Sales Tax Code.

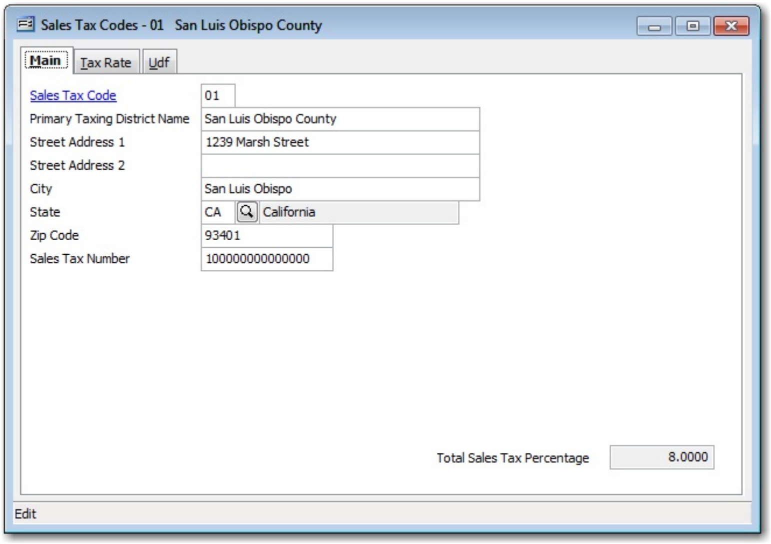


Figure: AR-24
Sample Accounts Receivable Sales Tax Code master record screen form for editing.

Cloning an Existing Record

Once a record is selected, it can be cloned to create a new record, but modifications must be made to the cloned record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, “Do you want to clone this record?” Click on the Yes button to clone it, or click on the No button to leave this process. Records can be edited as described above. However one difference is that the cloned record will require a new Sales Tax Code to be saved as a new record.

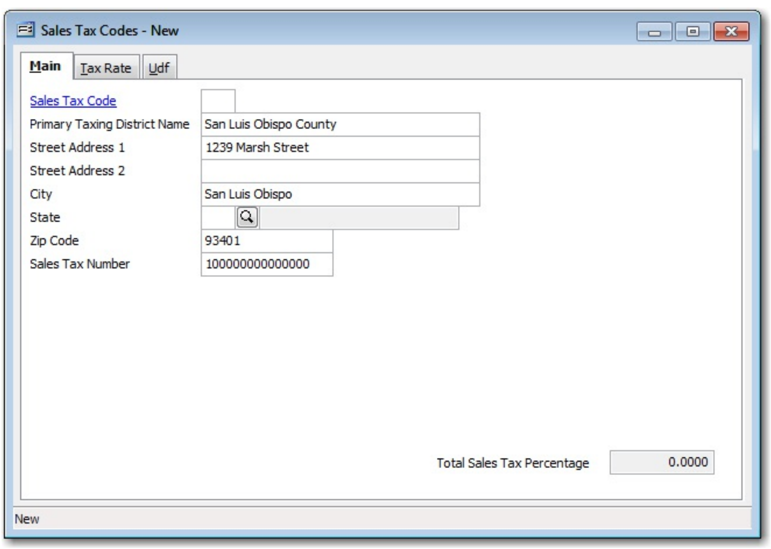


Figure: AR-25
Cloned record. Note that all of the initial fields, except for the Sales Tax Code, match the source record.

Deleting an Existing Record

Once a sales tax code has been saved, it cannot be deleted (or the sales tax changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave this process.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

Main Tab

The Main tab is used to record general information about the taxing district.

Sales Tax Code

Enter the Sales Tax Code desired. Any 2-digit alpha or numeric character or combination of both can be used in the Sales Tax Code. BIS® checks for duplication. A warning will appear if the code has already been assigned.

Please note that the Sales Tax Code title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Sales Tax Code hyperlink opens access to the Sales Tax File report that can be directly accessed.

Primary Taxing District Name

This field records the name of the municipality to which sales tax payments must be sent. This is an alphanumeric field limited to 30 characters.

Address 1

This field records the primary street address. This is an alphanumeric field and is limited to 30 characters.

Address 2

The secondary street address is recorded in this field. This is an alphanumeric field and is limited to 30 characters.

City

This field is used to record the city as an alphanumeric field, up to 30 characters.

State

The state abbreviation may be typed manually or selected from the list of defined state codes. Click on the Find tool to see an extended list of states. This is a two-character field.

Zip Code

This field records the postal zip code. The entry limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered. This field is masked to accept only numeric values.

City Sales Tax Number

This field records the tax number for the municipality. This number can be found on tax correspondence and reports. This is an alphanumeric field limited to 15 characters.

Total Sales Tax Percentage

This field displays the total sales tax for this area according to the breakdown entered on the Tax Rate tab.

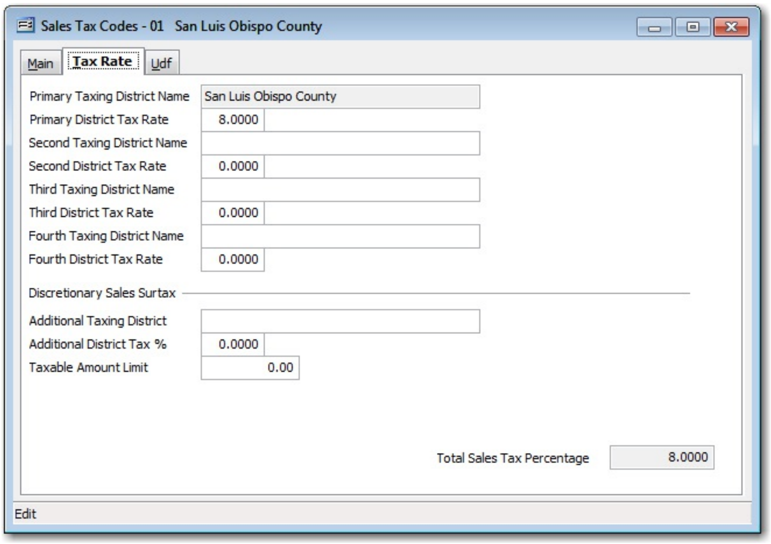
Tax Rate Tab

The Tax Rate section records the various tax rates that make up the total sales tax percentage for this record. Although the record is based on the primary taxing district, the rate for that district can include percentages required by more than one district.

For example, in Denver the sales tax percentage is 6.5%. This includes 3% for the City of Denver, 0.5% for the Regional Transportation District and another 3% for the State of Colorado. Denver would be entered as the primary district, while the others would be the second and third districts.

The Discretionary Sales Surtax is a sales tax that applies above a set dollar amount. For example, if the sales tax is 5% for all, and there is an additional Discretionary Sales Surtax of 0.5% for purchases more than $1,000.00, the sales tax for $1000.01 and up would be 5.5%, but for $1000.00 and below would be 5%.

Figure: AR-26
Accounts Receivable Sales Tax Codes Tax Rate tab screen form.



Primary Taxing District Name

This field displays the primary taxing district entered on the Main tab.

Primary District Tax Rate

This field is used to record the tax percentage for the primary taxing district.

Second Taxing District Name

This field is used to record the name of the second municipality to which taxes must be paid. This is an alphanumeric field limited to 30 characters.

Second District Tax Rate

This field records the tax percentage for the secondary taxing district.

Third Taxing District Name

This field records the name of the third municipality to which taxes must be paid. This is an alphanumeric field limited to 30 characters.

Third District Tax Rate

This field records the tax percentage for the third taxing district.

Fourth Taxing District Name

This field records the name of the fourth municipality to which taxes must be paid. This is an alphanumeric field limited to 30 characters.

Fourth District Tax Rate
This field records the tax percentage for the fourth taxing district.

Additional Taxing District
The field is used to record the name of the additional taxing unit charging the discretionary surtax.

Additional District Tax %
The rate of the additional discretionary surtax is entered into this field.

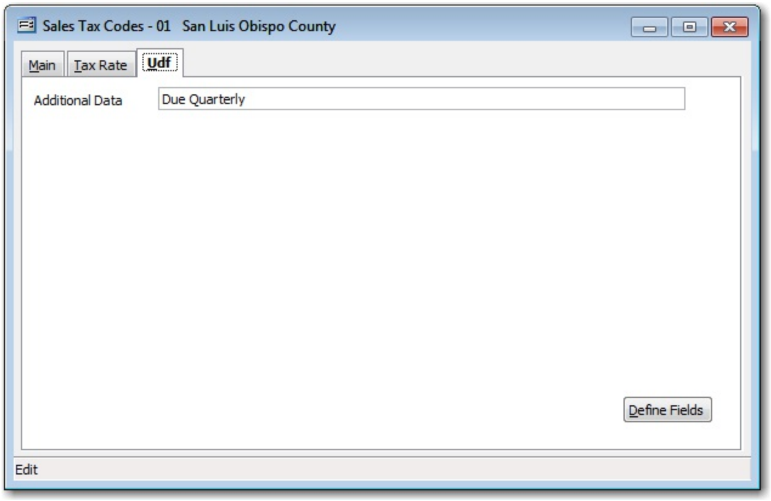
Taxable Amount Limit
The limit amount to which the additional discretionary surtax applies is entered into this field.

Total Sales Tax Percentage
This field calculates the total sales tax for this area by adding all the district rates.

Udf Tab

This tab will display up to thirteen User Definable Fields that can store additional information in the Sales Tax Code master record. Click the Define Fields Button to add new fields and manage existing fields.

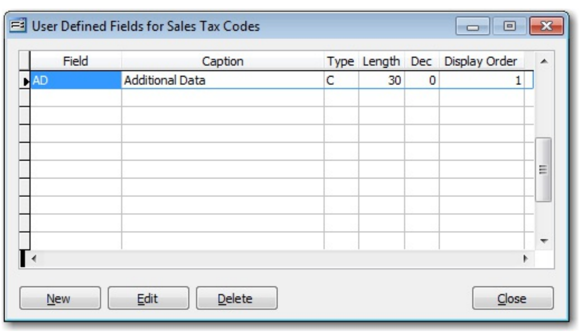
Figure: AR-27
Sales Tax Codes file, Udf tab screen form with one example of a user defined field.



Define Fields Button

User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, Sales Tax Codes, Salespersons, Jobs, and Equipment master records for customizable data storage. Up to 13 different fields can be added to each master record. These fields are either character, numeric, date, or logical in nature to provide the maximum flexibility in creating exactly the type of field needed.

Figure: AR-28
Sample User Defined Field for Sales Tax Code screen form



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from this form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

Field

This field displays the field name for a User Definable Field that was entered upon creation. Once a field name assigned, it cannot be altered.

Caption

The Caption field displays the caption that will be shown next to the field on the Udf tab of the associated master record.

Type

This field displays the letter C (character), N (numeric), D (date) or L (logical) for the field type.

Length

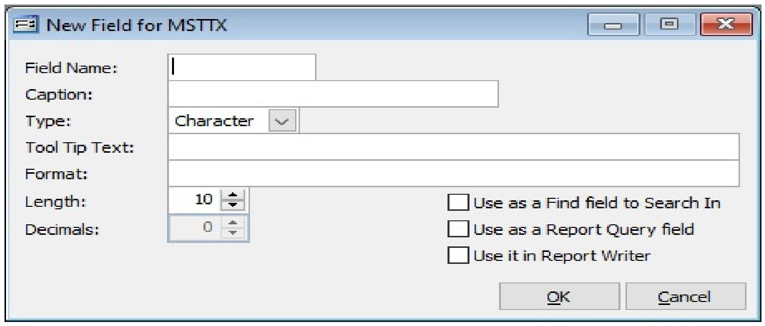
The Length field displays the maximum number of alphanumeric characters that may be saved within this field.

Decimal
The Decimal field displays the number of decimal places that will be displayed. Only numeric fields have a value greater than zero.

Display Order
The Display Order field shows the numeric order of the field for the Udf tab of the associated master record. A "1" designates the field as the first or top field on the tab, while higher numbers indicate a lower placed field on the tab. The Display Order value may be changed here for reordering purposes.

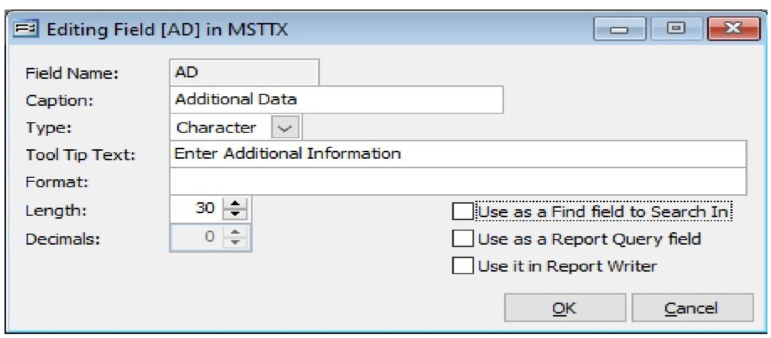
New
The New button is used to create a new character, numeric, date or logic field for this master file.

Edit
Figure: AR-29
Udf New Field screen form.



The Edit button is used to alter character, numeric, date or logic fields previously created for this master file. The fields, Field Name, Caption, Type, Length, and Decimal are the same as those in the parent form, shown above.

Figure: AR-30
Udf Editing Field screen form.



Tool Tip Text
The Tool Tip Text field is used to create a tip that will appear when the mouse cursor is floated over the field in the Udf tab screen form.

Tip

The following chart shows the relationship of the available types to the other controls.

Type	Tool Tip Text	Format	Length	Decimals
Character	Available	User Defined	Available	N/A
Numeric	Available	User Defined	Available	Available
Date	N/A	N/A	N/A	N/A
Logical	N/A	N/A	1 (Preset)	N/A

Format

The Format field is used to enter a format that will control the appearance of the entry to the Udf field. If the format entry is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. If the format entry is the letter y, the user's entry is changed to all capital letters. Using any other letter will cause the user entry in that position of the field entry to change to that particular letter, number, or character.

Format	Description	Format Example	Results for Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
.	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	UUUUU	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/06	wwwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	XXXXXX
Y	Permits the letters Y, y, N, and n for the logical values True (T) and False (F), respectively. Note: If the type value is text, the value will be converted to uppercase letters.	YYYYY	HELLO	12/31/06	YYYYY
	Virtually any character can be used in the format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	12/31/06	123TQW

Figure: AR-31 Data Format Chart. This chart shows the format, description, an example, and results.

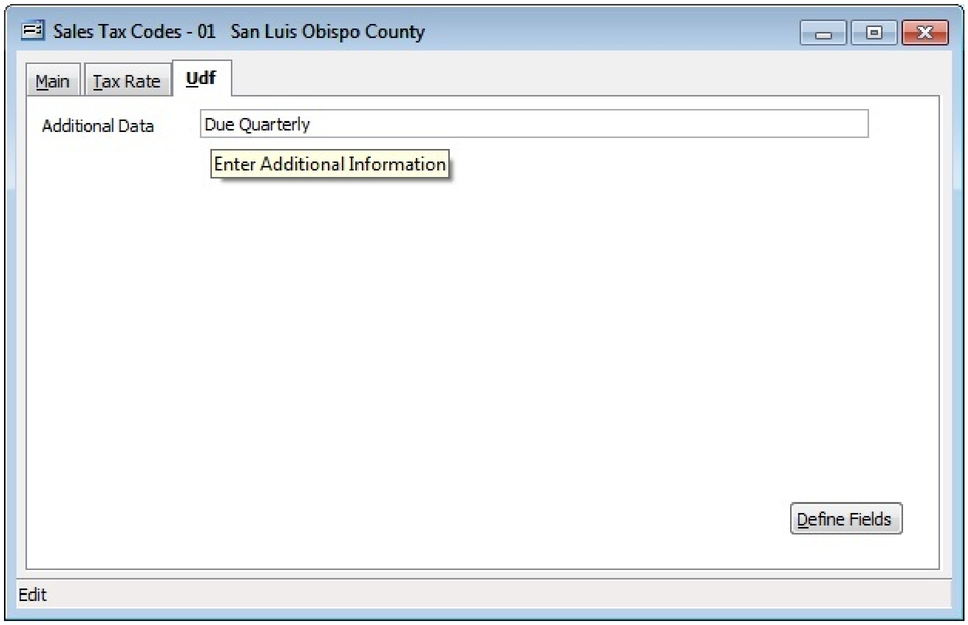
Length

The Length field is used to enter the number of characters of the entry to the Udf field.

Decimals

The Decimals field is used to enter the number of decimals of a number field (only) of the entry to the Udf field.

Figure: AR-32
Sales Tax Codes master record Udf tab screen form showing the Tool Tip for the first field listed.



Delete

The Delete button is used to remove any previously saved character, numeric, date, or logic fields for this master file.

Close

This button closes the currently opened form and eliminates any data that has been changed since the last save.

Section 4 – Salespersons

Modular Menu Access
AR | Sales Persons

Modular Menu Access
Miscellaneous | Sales Person

Standard Menu Access
List | Miscellaneous | Salespersons

Overview

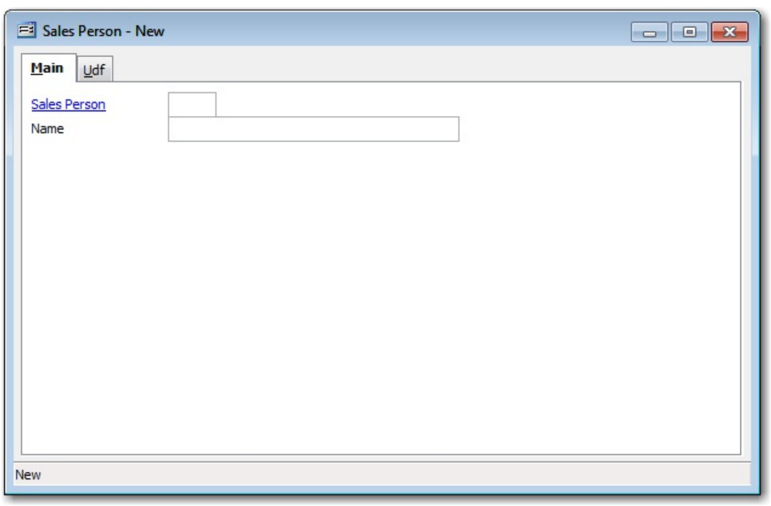
This master record records salesperson codes as a reference code used by the Account Receivable billing forms.

When the record is complete or satisfactorily edited, either click on the Save button or press Ctrl-S to save the changes.

New Record

Initial access to Salespersons is from the menu opens the Salespersons - New form. This form is used to enter new salesperson information. However, access to a new form when another salesperson record is on the screen only requires pressing the Ctrl+N or using the New icon on the toolbar. The system will ask, however, if changes to the record should be saved.

Figure: AR-33
Salespersons – New screen form.



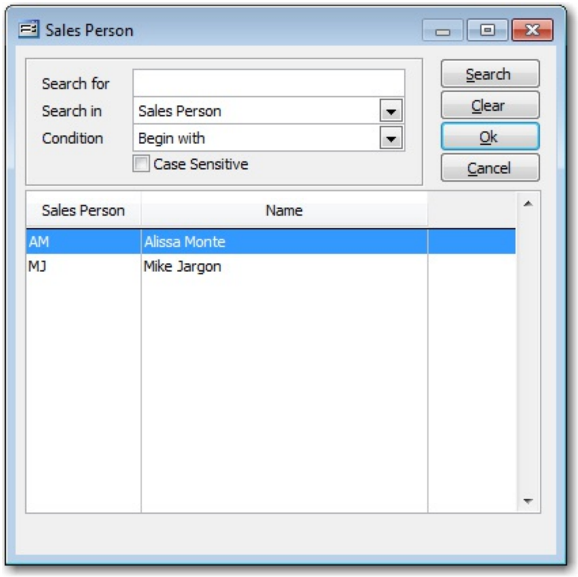
Editing an Existing Record

The list of salespersons may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Scrolling Through Salespersons' Records

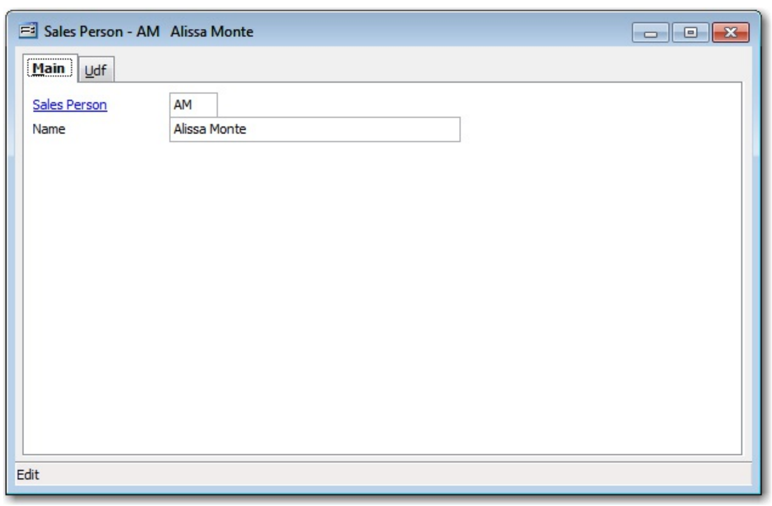
Users can scroll through the sales tax code records by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Sales Tax Code. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Salesperson Initials. Clicking on the Next icon (at the top of the

Figure: AR-34
Salespersons Find/Search screen.



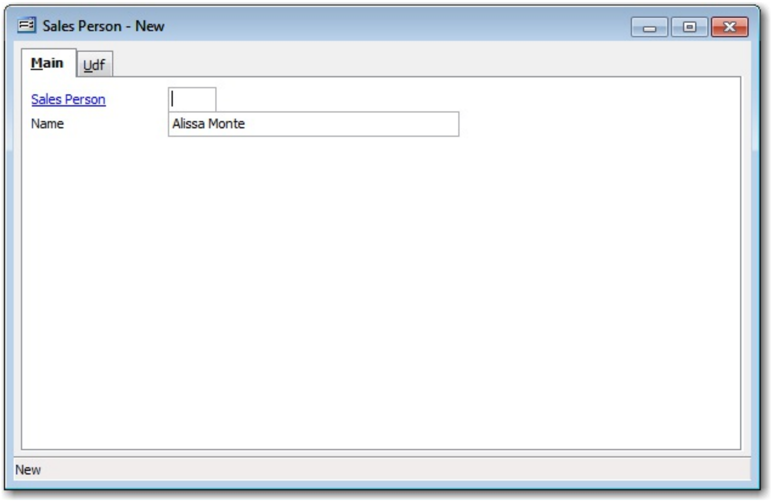
screen) will open the next record of the list, according to Salesperson Initials. Clicking on the Last icon  (at the top of the screen) will open the last record of the list, according to Salesperson Initials.

Figure: AR-35
Sample Accounts Receivable Salespersons master record screen form for editing.



Cloning an Existing Record
Once a record is selected, users can clone it to create a new record, and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, "Do you want to clone this record?" Click on the Yes button to clone it, or click on the No button to leave this process. Records can be edited as described above. However one difference is that the cloned record will require a new Salesperson to be saved as a new record.

Figure: AR-36
Cloned record. Note that the other field, but not the Salesperson Initials, match the source record.



Deleting an Existing Record
Once a sales tax code has been saved, it cannot be deleted (or the salesperson changed) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave this process.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Main Tab
The Main tab is used to enter the salesperson's initials and name.

Salesperson Initials
Enter the Salesperson Initials desired. Any 3-digit alpha or numeric character or combination of both can be used in the Salesperson initials. BIS® checks for duplication. A warning will appear if the code that has already been assigned.

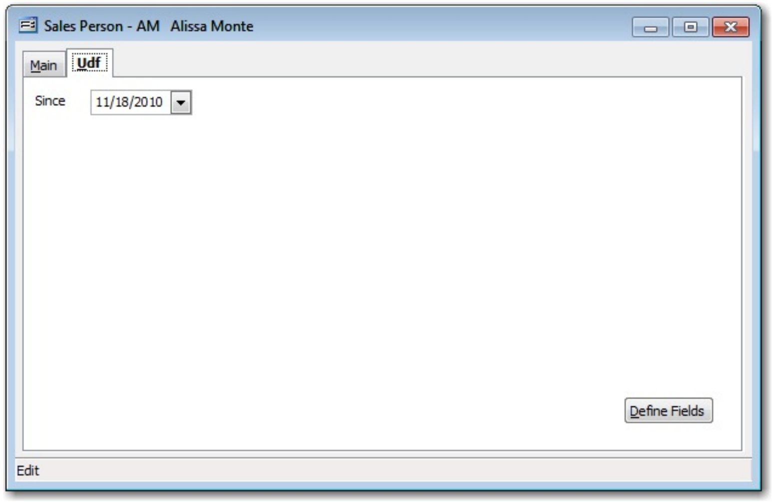
Please note that the Salesperson Initials title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Salesperson Initials hyperlink opens access to the Salesperson File report that can be directly accessed.

Name
Enter the full name of the salesperson in the alphanumeric field limited to 30 characters.

Udf Tab

This tab will display up to thirteen User Definable Fields that can store additional information in the Salespersons master record. Click the Define Fields Button to add new fields and manage existing fields.

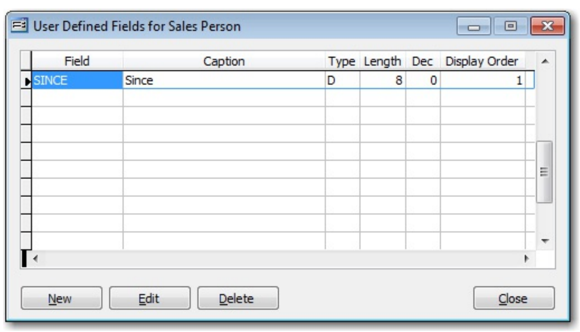
Figure: AR-37
Salesperson file, Udf tab screen form with one example of a user defined field.



Define Fields Button

User Definable Fields may be added to the Customers, Vendors, Employees, Inventory Items, Worker's Comp. Classifications, Union, Sales Tax Codes, Salespersons, Jobs, and Equipment master records for customizable data storage. Up to 13 different fields can be added to each master record. These fields are either character, numeric, date, or logical in nature to provide the maximum flexibility in creating exactly the type of field needed.

Figure: AR-38
Sample User Defined Field for Salesperson screen form.



All pre-existing fields will be listed in the User Defined Fields form. New fields can be created and existing fields may be edited or deleted from this form. In addition, the order the fields are listed may be adjusted by changing the Display Order.

Field

This field displays the field name for a User Definable Field that was entered upon creation. Once a field name assigned, it cannot be altered.

Caption

The Caption field displays the caption that will be shown next to the field on the Udf tab of the associated master record.

Type

This field displays the letter C (character), N (numeric), D (date), or L (logical) for the field type.

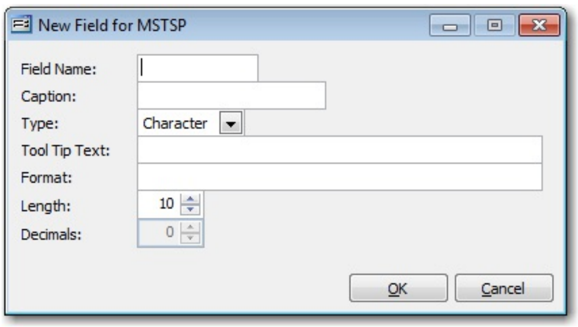
Length
The Length field displays the maximum number of alphanumeric characters that may be saved within this field.

Decimal
The Decimal field displays the number of decimal places that will be displayed. Only numeric fields have a value greater than zero.

Display Order
The Display Order field shows the numeric order of the field for the Udf tab of the associated master record. A "1" designates the field as the first or top field on the tab, while higher numbers indicate a lower placed field on the tab. The Display Order value may be changed here for reordering purposes.

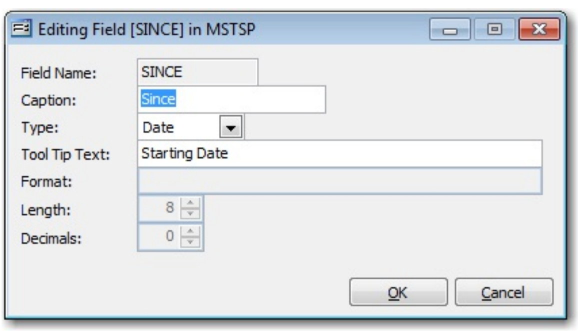
New
The New button is used to create a new character, numeric, date or logic field for this master file.

Figure: AR-39
Udf New Field screen form.



Edit
The Edit button is used to alter character, numeric, date or logic fields previously created for this master file. The fields, Field Name, Caption, Type, Length, and Decimal are the same as those same fields available in the parent form, shown above.

Figure: AR-40
Udf Editing Field screen form.



Tip

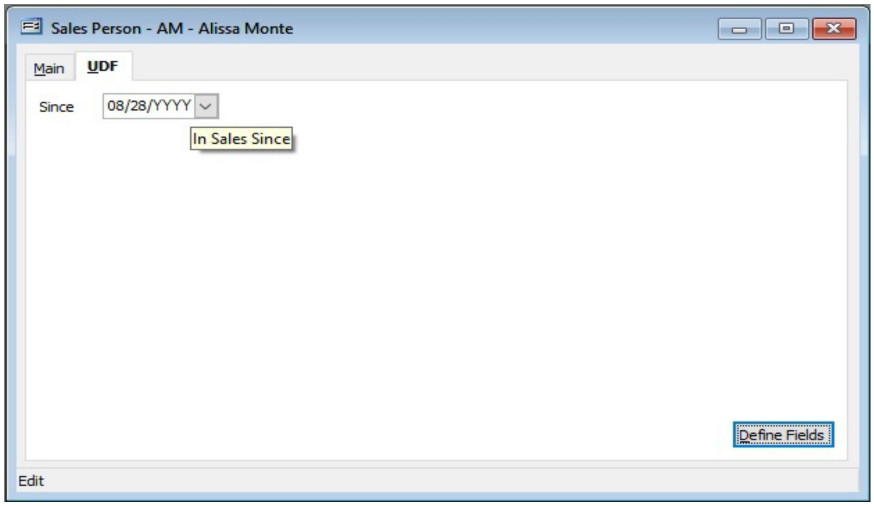
The following chart shows the relationship of the available types to the other controls.

Type	Tool Tip Text	Format	Length	Decimals
Character	Available	User Defined	Available	N/A
Numeric	Available	User Defined	Available	Available
Date	N/A	N/A	N/A	N/A
Logical	N/A	N/A	1 (Preset)	N/A

Tool Tip Text

The Tool Tip Text field allows a tip to be entered that will appear when the user floats the mouse cursor over the field in the Udf tab screen form.

Figure: AR-41
Sales Person Udf tab showing Tool Tip for the first field entered.



Format

The Format field is used to enter a format that will control the appearance of the Udf field. If the format entry

Format	Description	Format Example	Results for Value		
			Text	Date	Numeric
!	Converts lowercase letter to uppercase letters. The quantity of characters that the user can enter in a UDF is limited to the quantity of Exclamation (!) characters.	!!!!!	HELLO	12/31/06	!!!!!
#	Permits only entry of digits, spaces, and signs, such as the minus (-) sign.	#####	Hello	12/31/06	***** (Overflow)
		#######.###	Hello Wo.rld	12/31/06	13579246.245
9	Permits only entry of digits and signs, such as the minus (-) sign.	99999	Hello	12/31/06	***** (Overflow)
		9999999999	Hello Wo.rld	12/31/06	13579246
,	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
.	Display the current digits grouping, or separator symbol, as set by the Regional and Language Options setting in the Windows Control Panel.	999,999	Hel,lo	12/31/06	***,*** (Overflow)
		999,999,999	Hel,lo ,Wor	12/31/06	13,579,246
A	Permits alphabetic characters only.	AAAAAA	Hello	12/31/06	AAAAAA
H	Prevents entry of non-hexadecimal symbols in the specified position.	HHHHH	Hello	12/31/06	AAAAA
L	Permits logical data only.	LLLLL	Hello	12/31/06	LLLLL
N	Permits letters and digits only.	NNNNN	Hello	12/31/06	NNNNN
U	Permits alphabetic characters only and converts them to uppercase (A-Z).	UUUUU	HELLO	12/31/06	UUUUU
W	Permits alphabetic characters only and converts them to Lowercase (a-z).	WWWWW	hello	12/31/06	wwwww
X	Permits any characters.	XXXXX	Hello	12/31/06	XXXXXX
Y	Permits the letters Y, y, N, and n for the logical values True (T) and False (F), respectively. Note: If the type value is text, the value will be converted to uppercase letters.	YYYYY	HELLO	12/31/06	YYYYY
	Virtually any character can be used in the format, but its behavior is subject to the table above.	TPQQW	TPQQh	12/31/06	TPQQW
		123TQW	123TQh	12/31/06	123TQW

Figure: AR-42 Data Format Chart. This chart shows the format, description, an example, and results.

is the letter, a, h, l, n, u, w, or x, the user's entry is unchanged. If the format entry is the letter y, the user's entry is changed to all capital letters. Using any other letter will cause the user entry in that position of the field entry to change to that particular letter, number, or character.

Length

The Length field is used to enter the number of characters of the Udf field.

Decimals

The Decimals field is used to enter the number of decimals of a number field (only) of the Udf field.

Delete

The Delete button is used to remove any previously saved character, numeric, date or logic fields for this master file.

Close

This button closes the currently opened form and eliminates any data that has been changed since the last save.

Section 5 – Payment Terms

Modular Menu Access
AR | Payment Terms

Modular Menu Access
Miscellaneous | Payment Terms

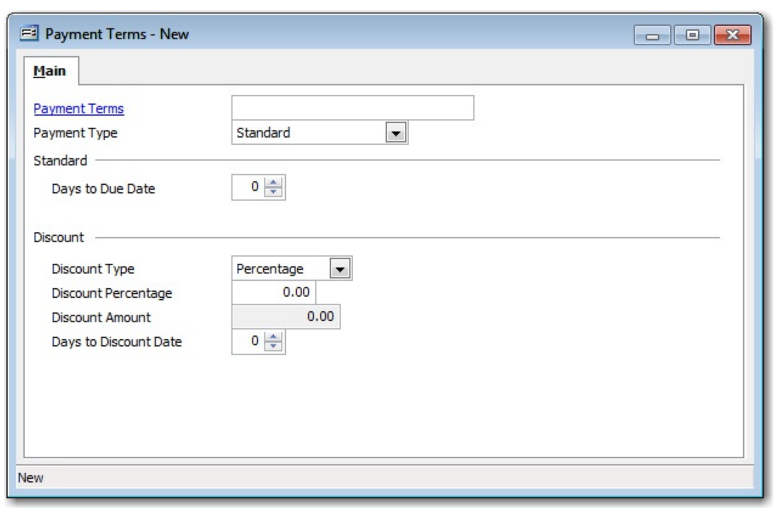
Standard Menu Access
List | Miscellaneous | Payment Terms

Overview
The Payment Terms file allows standard payment terms to be saved and recalled for use throughout the program for vendors and customers. Payment terms are used for aging vendor and customer invoices and for offering discounts for early customer payments. Default payment terms can be set up in the vendor and customer master records.

When the record is complete or satisfactorily edited, either click on the Save button or press Ctrl-S to save the changes.

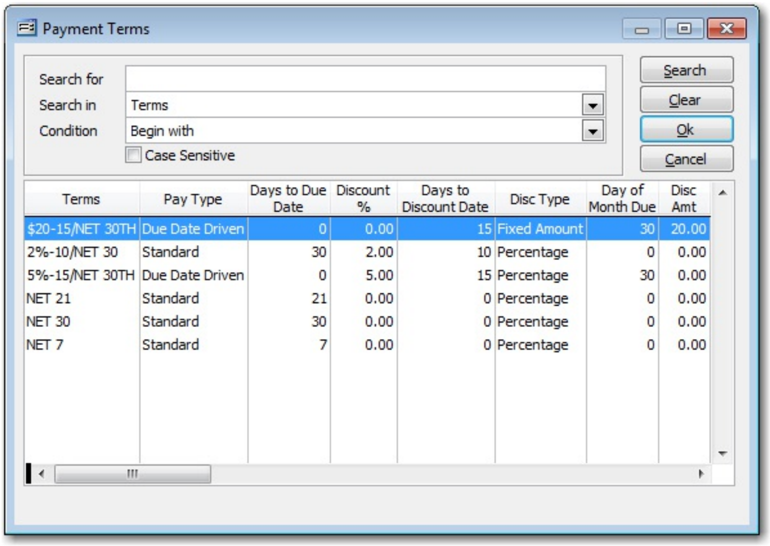
New Record
Initial access to Payment Terms from the menu opens the Payment Terms - New form. This form is used to enter new payment terms information. However, access to a new form when another payment terms record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AR-43
Payment Terms – New screen form.



Editing an Existing Record
The list of salespersons can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

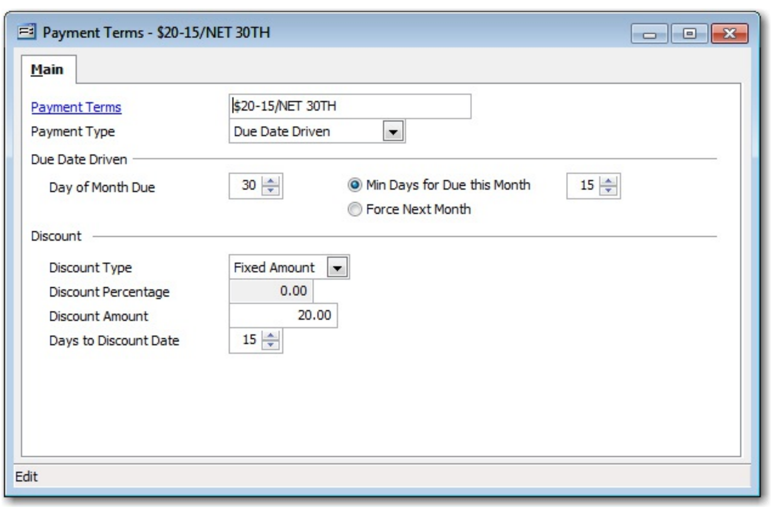
Figure: AR-44
Payment Terms
Find/Search screen.



Scrolling Through Payment Terms Records

Users can scroll through the payment terms records by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Payment Terms. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Payment Terms. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to Payment Terms. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to Payment Terms.

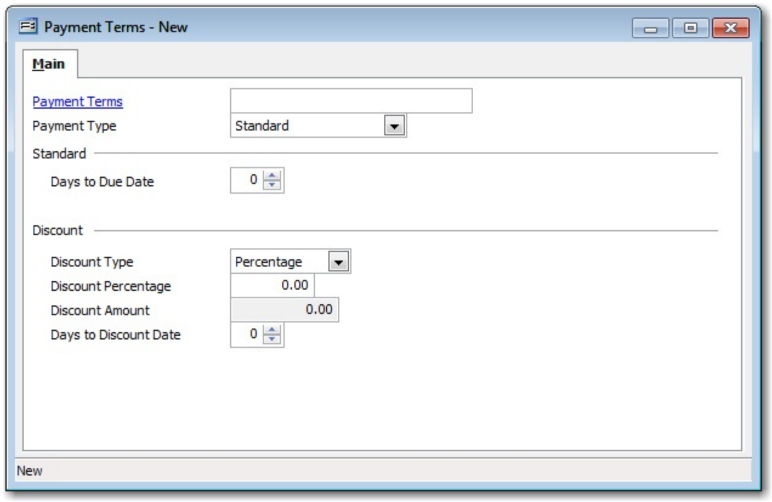
Figure: AR-45
Sample Payment Terms master record screen form for editing.



Cloning an Existing Record

Once a record is selected, user can clone it to create a new record and make modifications to the cloned record. Once the source record is brought to the screen, use the Clone Record icon on the toolbar. The system will ask, “Do you want to clone this record?” Click on the Yes button to clone it, or click on the No button to leave this process. Records can be edited as described above. However one difference is that the cloned record will require a new Payment Terms to be saved as a new record.

Figure: AR-46
Cloned record. Note that the other fields other than the Payment Terms, match the source record.



Deleting an Existing Record

Once a sales tax code has been saved, it cannot be deleted (or the particular payment terms) if it has been used in any transactions.

Once the source record is brought to the screen, use the Delete icon (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave this process.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

Main Tab

This tab contains information about payment terms.

Payment Terms

Enter the payment terms description desired. Any 20-digit alpha or numeric character or combination of both can be used in the Payment Terms field. BIS® checks for duplication. A warning will appear if the new code has already been assigned.

Please note that the Payment Terms title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Payment Terms hyperlink opens access to the Payment Terms report that can be directly accessed.

Payment Type

Two selections are available from the drop down tool: Standard and Date Driven. Standard refers to payment terms in which the payment is due in a number of days, such as 25 or 30 days. Date Driven refers to payment terms in which the payment is due on a specific date of any given month, such as the 10th of the month. Click on the correct selection.

Depending on whether Standard or Date Driven was selected, one section of the screen form below will become available, and the other will be grayed out.

Figure: AR-47
Payment Terms screen form sample showing a Payment Type: Standard and the corresponding section Standard available for editing. Note that the Date Driven section of the screen form is grayed out.

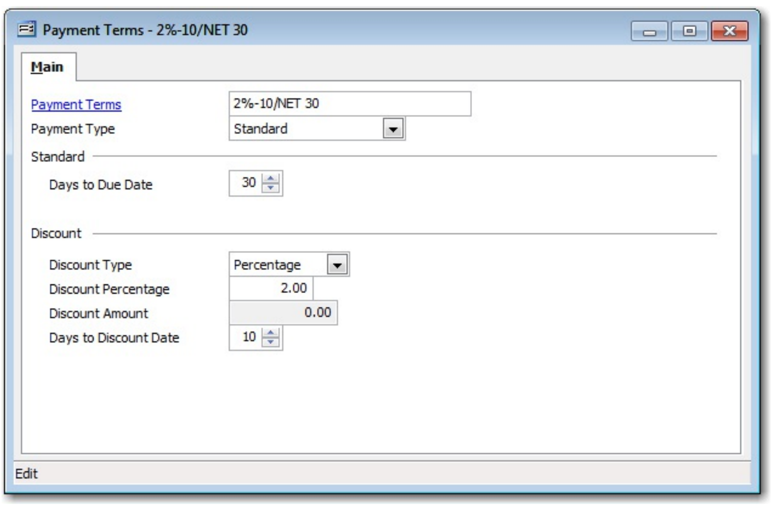
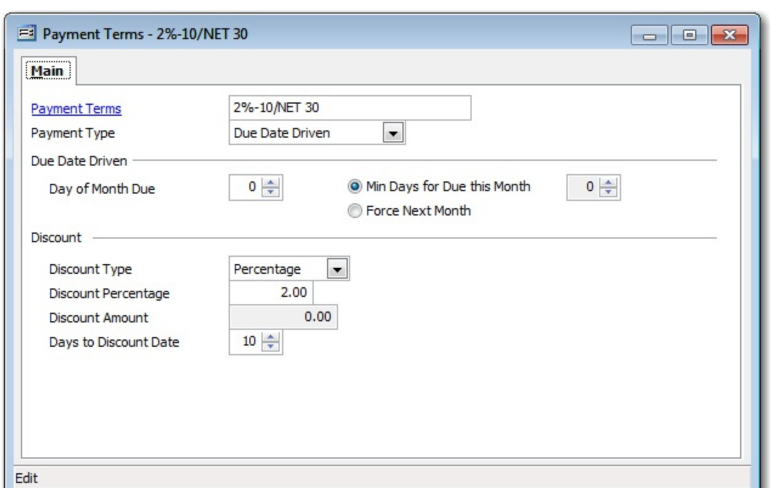


Figure: AR-48
Payment Terms screen form sample showing a Payment Type: Date Driven and the corresponding section Date Driven available for editing. Note that the Standard section of the screen form is grayed out.



Standard – Days to Due Date
Enter or select the correct number of Days to Due Date for this Payment Term. This can be any number up to 999.

Date Driven
Days to Due Date
Enter or select the correct number of Day of the Month Due. This can be any number up to 31.

Min Days for Due this Month
This "radio button" is used to enter the number of days that the invoice must be available prior to payment to be paid in the same month. If the invoice is dated so that too few days are available, the due date is moved to the following month.

Also enter or choose the minimum number of days of an invoice to be in-house to be due in the same month. The maximum number is 31, but please note that this number cannot be higher than the Days to Discount Date covered below.

Force Next Month
Irrespective of what date is entered, the due date is moved to the selected day of the following month.

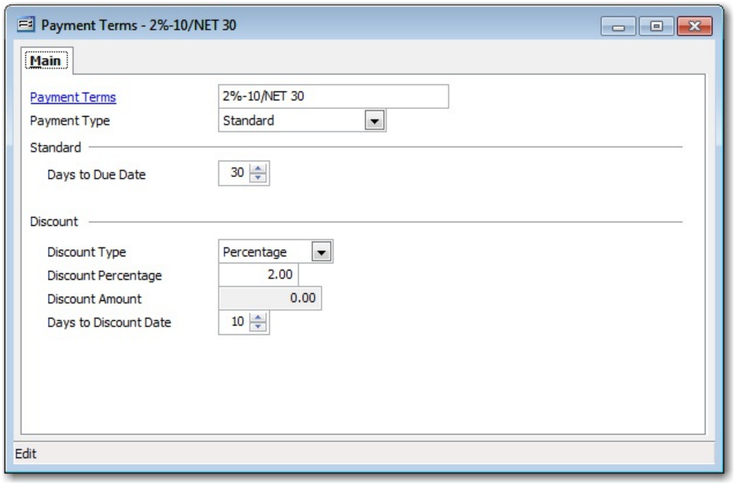
Tip

This chart shows the interactive effect of the Invoice Date, Date Driven Date, and Days to Due Date.

Invoice Date	Date Driven Date	Days to Due Date	BIS Due Month
1	15	15	This Month
1	15	16	Next Month
5	14	10	Next Month
5	15	10	This Month
30	10	5	Next Month
30	10	15	Month After Next

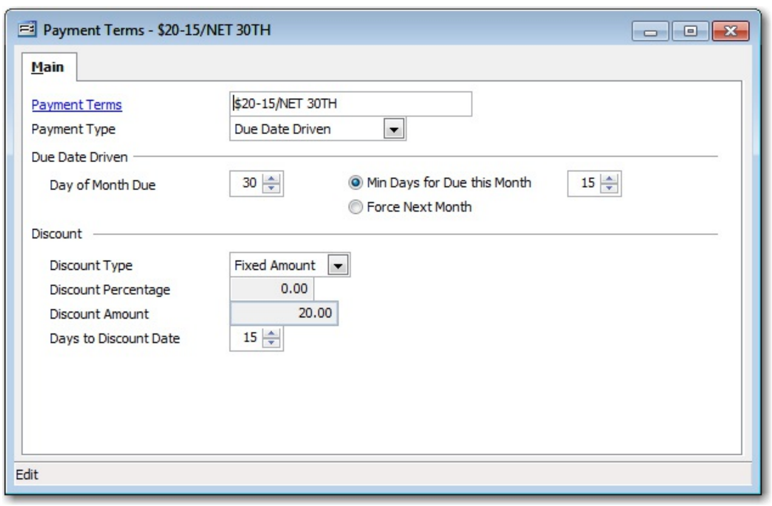
Discount
Discount Type
There are two options for Discount Type: Percentage and Fixed Amount. Percentage refers to percent rate applied to the invoice amount that is offered as a discount if paid within the number of days (Days to Discount Date) indicated below. Fixed Amount refers to a set discount amount that will be applied to the invoice amount if paid within the number of days (Days to Discount Date) indicated below. Click on the correct selection from the drop-down tool.

Figure: AR-49
Payment Terms screen form sample showing Discount Type Percentage and the Discount Percentage field available for editing.



Depending on whether Standard or Date Driven was selected, one section of the screen form below will become available, and the other will be grayed out.

Figure: AR-50
Payment Terms screen form sample showing Discount Type Fixed Amount and the Discount Amount field available for editing.



Discount Percentage

If the Discount Type Percentage was selected, this field is available for entry of the percent number that will be applied to invoices using this Payment Terms.

Discount Amount

If the Discount Type Fixed Amount was selected, this field is available for entry of the number (dollars and cents) that will be applied to invoices using this Payment Terms.

Days to Discount Date

Enter the number of days to qualify for the discount specified above. This can be any number up to 3-digits, but interactive restrictions apply.

Caution

> The Days to Discount Date cannot be greater than the Min Days to Due Date. If such a number is selected, a warning message is provided when saving the payment terms.

Tip

> The interactive connection between the Days to Discount Date and Min Days for Due this Month is designed to prevent "impossible" billing terms.
>
> For example, without this restriction, one could enter a payment terms that would require more days than the discount date permits to have the invoice in house and still qualify for the discount. The restriction ensures that the number of days needed to qualify for the discount must be less than the number of days that the

Sales Orders

A sales order can be used to record related information prior to an actual sale. Once the actual sale is completed, the sales order can be converted into an invoice using the Invoices from Sales Orders option, avoiding the need to reenter the required information. Depending upon whether a job number is included in the sales order, BIS® will create either a sales invoice (without a job number) or a contract invoice (that includes a job number).

Tip

> When a sales order is converted into an invoice, the data is no longer stored in the sales order file and cannot be viewed or edited there. The new invoice must be located in the appropriate file (Sales Invoices or Contract Invoices) to be viewed, edited or printed.

A Sales Order can be used for sales of inventory or services. However, only inventory sales will be posted to the job record to account for Cost of Goods Sold (COGS).

Modular Menu Access

Accounts Receivable | Sales Orders

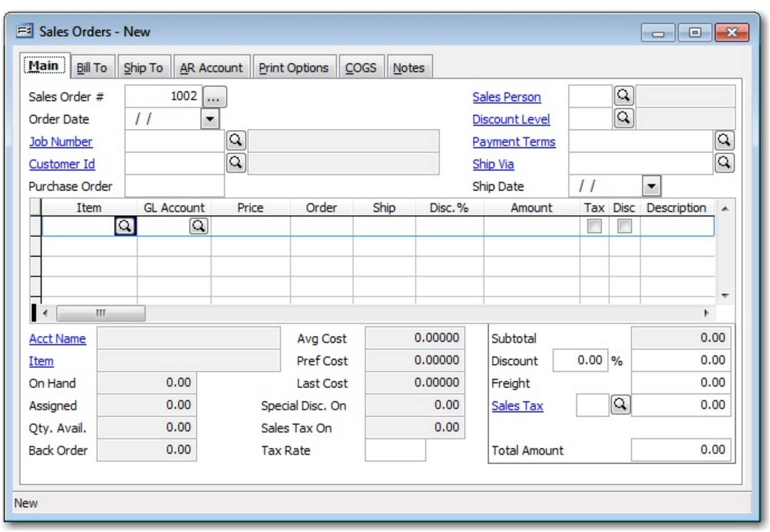
Standard Menu Access

Transactions | Sales Orders

New Record

Initial access to sales orders from the menu opens the Sales Orders - New form. This form is used to enter new sales order information. However, access to a new form when another sales order record is on the screen only requires pressing Ctrl+N or use the New icon on the toolbar. The system will ask, if any changes to the record should be saved.

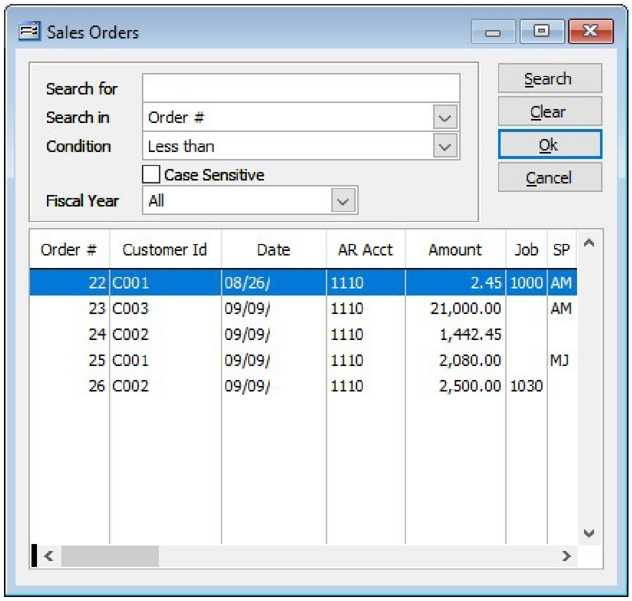
Figure: AR-51
Sales Order – New screen form.



Scrolling Through Sales Order Records

Sales Order records can be scrolled by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Sales Order # . Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Sales Order #. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the Sales Order #. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the Sales Order #.

Figure: AR-52
Sales Order Find/Search screen form.



Editing an Existing Record

The list of existing sales orders can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records cannot be edited, however. Note that when the sales order screen form appears, most of the fields at the top are shaded; information can not be entered or changed.

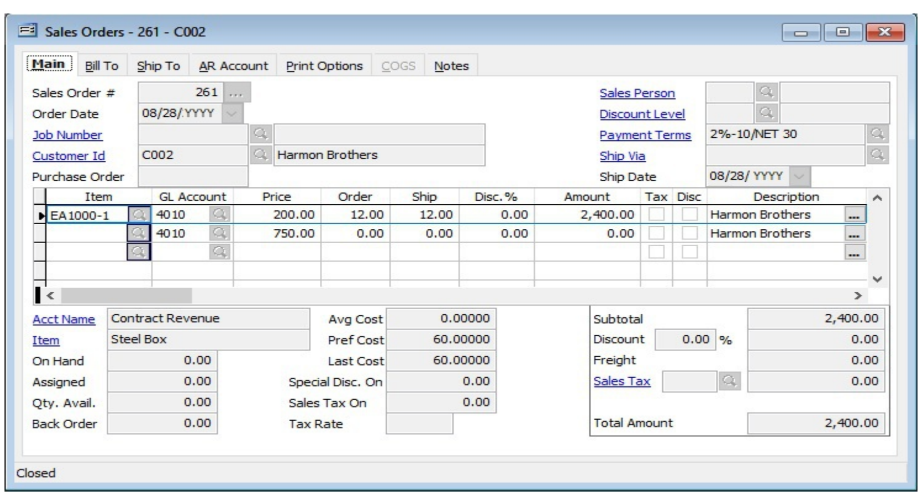
Deleting an Existing Record

Existing records can be deleted if they have not been used in subsequent transactions. Once the source record is brought to the screen, use the Delete button on the tool bar. The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave this process.

Main Tab

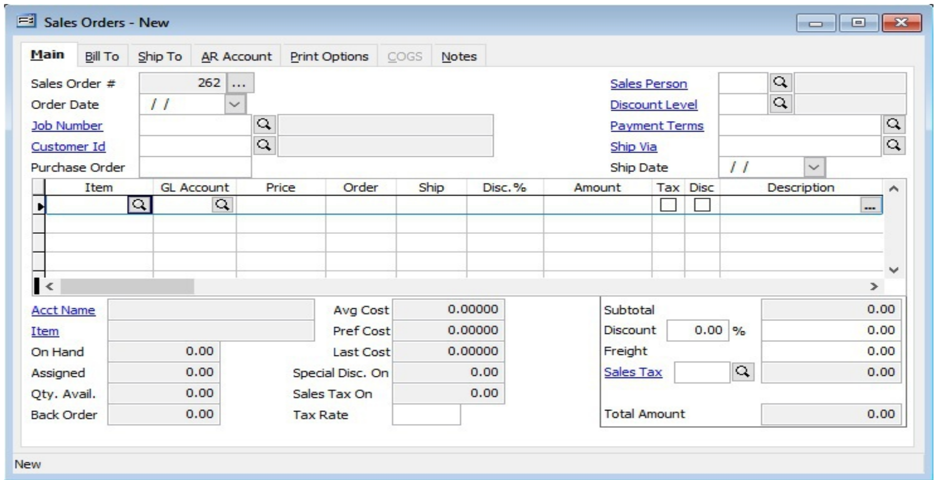
The Sales Order function is used to record an order for an inventory item that will be supplied to a customer. Alternatively, it can be used to record sales of services that will be provided to a customer. This form is also used to enter the sales order beginning balances when setting up records for the first time in BIS®. Single sales orders can also be printed or reprinted from here using the Print button on the main tool bar. All sales orders run by using the Print option will be posted in this file. The Main tab records basic information related to the sales order written.

Figure: AR-53
Sample Sales Order screen form for an inventory item.



The Main tab records information related to the sales order written. Immediately after entering one or more sales orders, the results of the transactions can be seen by viewing or printing the Sales Orders, the Open Order List, Back Order List, Inventory on Order, and/or Inventory on Back Order reports.

Figure: AR-54
Sales Order – New screen form.



Sales Order Number

This field records the sales order number that is used to identify a record. BIS® assigns a consecutive number automatically. The number assigned can be changed in the AR tab of the System Wide Parameters by changing the number listed in the Last Sales Order Number field. The AR tab also offers an option to allow the user to assign a sales order number manually for every record.

Order Date

This field records an order date for the sale. This date can be entered manually or by using the Calendar tool.

Job Number

Enter the associated job number or use the Find tool to browse or select from the Jobs table. The job number must be on file. Use the Jobs Master Record from the Jobs menu to enter new jobs or change existing jobs. This field is an alphanumeric field and is limited to ten characters.

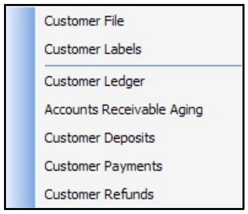
Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-55
Reports directly accessible by right-clicking on the field hyperlink.

Customer Id
This field displays the customer identification number associated with this record.

Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Job - New form. Right-clicking on the Customer Id hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-56
Reports directly accessible by right-clicking on the field hyperlink.



Purchase Order
This field records the customer purchase order number associated with the sales order.

Sales Person
This field records the initials of the salesperson making this sale. If a particular salesperson has been entered in the Defaults section of the Customers master record, these initials will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the initials recorded must exist in the Salespersons file.

Please note that the Sales Person title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Person - New form. Right-clicking on the Sales Person hyperlink can directly access the Sales Person File report.

Discount Level
This field is used to record the discount level that applies to the sale. If a discount level has been entered in the Defaults section of the Customers master record, the level will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the discount level recorded must exist in the Discount Schedule.

Please note that the Discount Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Discount Schedule - New form. Right-clicking on the Discount Level hyperlink directly accesses the Discount Schedule File report.

Payment Terms
This field records the payment terms that apply to the sale. If payment terms have been entered in the Defaults section of the Customers master record, these terms will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the payment terms recorded must exist in the Payment Terms file.

Please note that the Payment Terms Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Payment Terms - New form. Right-clicking on the Payment Terms hyperlink directly accesses the Payment Terms report.

Ship Via
This field records the shipping method that applies to the sale. The information may be entered manually or by using the Find tool.

Please note that the Ship Via title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Ship Via - New form. Right-clicking on the Ship Via hyperlink directly accesses the Ship Via File report.

Ship Date
This field records the date the order should be shipped. The date may be entered manually or by using the Calendar tool.

Form Columns
Item
This column records the code of the inventory item ordered. The code may be entered manually or by using the Find tool. This field is not required and may be left blank for non-inventory sales orders. Item codes are maintained in the Inventory Items master file.

GL Account
This column records the general ledger account number that will be affected by the transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

⚠ **Caution**

> The ability to post sales to GL accounts not associated with jobs is determined by a setting in Administrator | System Wide Parameters | AR tab. If billing non-job GL accounts, uncheck the feature, "Restrict GL

Price
This field records the selling price per unit. If a selling price has been recorded in the Inventory Items record of the item selected, this price will be pulled up automatically, but may be changed if necessary.

Order
This column records the total quantity of items or units ordered. If the entry is for a non-inventory item, this field is not required unless BIS® will calculate the extended price. This entry in this field will update the number of units assigned in the item's inventory record.

Ship
This column records the quantity of items or units that will be shipped at this time. BIS® will automatically fill in the number of units ordered. This number may be changed, for example, if the items are out of stock, but should not be greater than the number ordered. If the quantity to be shipped is greater than the quantity on hand, a warning will be displayed. This quantity is multiplied by the unit price to calculate the extended price (Amount).

Discount Percentage
This column records the discount percentage for the line item. If a price discount code has been recorded in the Inventory Items record of the item selected, BIS® will automatically cross-reference the item price discount code with the customer's discount level in the Discount Schedule to fill in the correct percentage automatically. This percentage may also be entered or changed manually.

Amount
This column records the extended price for the line item. BIS® will calculate this amount by multiplying the unit price by the units to ship, minus the discount. The amount can also be entered or changed manually.

Tax
This column allows line items to be marked as taxable items. When a checkmark appears in the Tax box, sales tax will be calculated for that line item and added to the Sales Tax field in the Totals section of the record. The checkmark can be toggled on and off by clicking on the box in this column.

If the inventory item is a taxable item by default, the item will be marked as taxable in the Sales Order if the customer and job are similarly marked.

Discount Column
This column allows a special discount to be applied to line items marked. When a checkmark appears in the Discount box, the Discount fields in the Totals section of the record are enabled. The special discount percentage entered will be applied only to those line items marked. The special discount is calculated separately from any discounts offered using the Discount Schedule.

Description Column
This column records a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters.

To record an extended description for this item, click the button to open a Notes box. An unlimited amount of information related to this line item may be stored in this field.

Report Code Column
This column is used to record a report code related to the line item, which can be used for creating customized reports. Report codes are maintained in the Report Codes file. This code may be typed or entered using the Find tool.

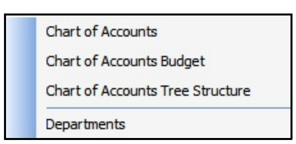
CC Column
If the account number selected for the line item has been assigned a Job Cost type, the button in this column will open the Job Cost screen, where the item can be posted to a specific cost code.

Summary
This section displays summary information about the Sales Order.

Acct Name
This displays the name of the general ledger account for the line item selected.

Please note that the Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-57
Reports directly accessible by right-clicking on the field hyperlink.



Item
This field displays the item description for the line item selected.

Please note that the Item title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Inventory Items - New form. Right-clicking on the Item hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-58
Reports directly accessible right-clicking on the field hyperlink.

On Hand
This field displays the quantity on hand of the inventory item listed in the selected line item.

Assigned
This field displays the quantity assigned to customers through sales orders and invoices of the inventory item listed in the selected line item.

Quantity Available
This field displays the quantity available (not assigned to customers) of the inventory item listed in the selected line item.

Back Order
This field displays the quantity of the inventory item listed in the selected line item that is back ordered.

Average Cost
This field displays the average cost per unit for the highlighted inventory item.

Preferred Cost
This field displays the preferred cost per unit for the highlighted inventory item.

Last Cost
This field displays the last cost per unit for the highlighted inventory item.

Special Discount On
This field displays the total amount from all line items that are marked for a special discount. Marked items show a checkmark in the Discount column box.

Sales Tax On
This field displays the total amount from all line items that are marked as taxable items. Marked items show a checkmark in the Tax column box.

Tax Rate
This field displays the tax rate associated with the Sales Tax code selected. This rate is set up in the Sales Tax Codes file.

Totals Section
Subtotal
This field displays the subtotal for the line items entered. The amount is the sum of the Amount column for all line items.

Discount
This field records a special discount percentage that will be applied to all line items showing a checkmark in the Discount column. If the special discount is entered as a dollar amount, the discount percentage will be calculated. If no line items are marked for a special discount, these fields will appear disabled (grayed). Special discounts are not related to discounts offered by using the Discount Schedule.

Freight
This field records the total amount that the customer will be charged for freight.

Sales Tax
This field records the sales tax code for the sales tax district that applied to this sale, if any. This code may be entered manually or by using the Find tool, but must appear in the Sales Tax Codes file. The tax rate for the code selected will be used to calculate the sales tax for the items so marked.

Please note that the Sales Tax title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Tax - New form. Right-clicking on the Sales Tax hyperlink directly accesses the Sales Tax File report.

Tip

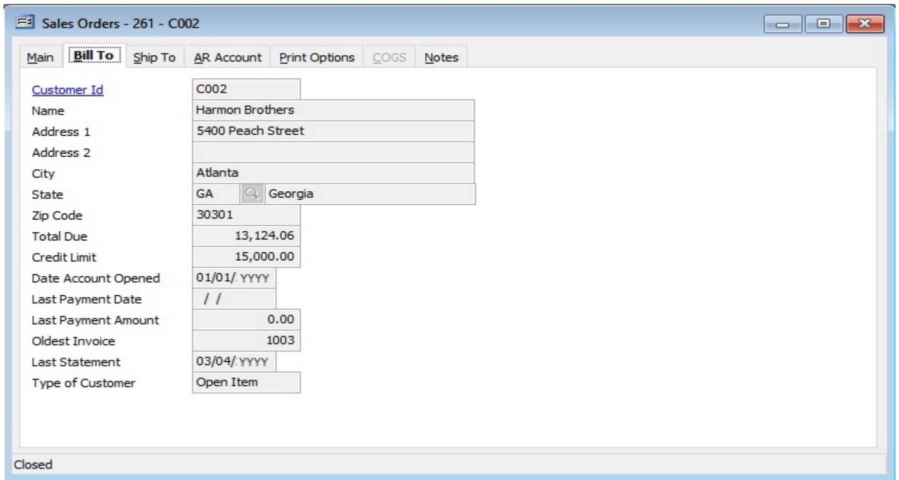
> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job

Total Amount
This field displays the total dollar amount for the sales order. This calculated by adding the subtotal of all line items, the freight amount and the sales tax amount, minus any special discount applied.

Bill To Tab

The Bill To tab is for reference only. The fields in this tab display the billing address that will appear on the invoice, which is recorded in the Customers master record for the customer selected. Also displayed here is information regarding the payment history of the customer.

Figure: AR-59
Sales Order – Bill To tab screen form sample.

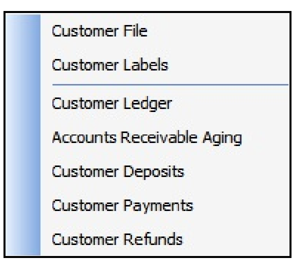


Customer Id

Enter the Customer Id code desired. Any 10-digit alpha or numeric character or combination of both can be used in the Customer Id. BIS® checks for duplication. A warning will appear if a code is entered that has already been assigned.

Please note that the Customer Id title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Billing Code hyperlink opens access to the reports that can be directly accessed.

Figure: AR-61
Right-click a hyperlink to display a selection of accessible reports.



Each billing code identifies a billing item in the schedule of values. The billing codes are maintained in the Billing Code Library. The billing code can be any combination of numbers and/or letters up to ten characters in length. It is suggested that all codes be made the same length. For example, five-digit code number are initially used, five-digit numbers should be applied to all additional codes. However, codes may also be assigned to make the list easier to organize or read; in those cases, other digit lengths may be useful.

Customer Name

This field displays the full name of the customer represented by the customer Id selected.

Address 1

This field displays the customer primary street address.

Address 2
The secondary customer street address is recorded here.

City
This field displays the customer's city.

State
This field displays the customer's state abbreviation.

Zip Code
This field displays the customer's postal zip code.

Total Due
This field displays the total currently due from the customer. BIS® calculates this automatically from the accounts receivable and cash receipts records.

Credit Limit
This displays the credit limit that is recorded in the Customers master record. If the Total Due is greater than the customer's limit, BIS will display an Over Limit warning.

Date Account Opened
This field displays the date the customer's account was opened. This is recorded in the History section of the Customer Master record.

Last Payment Date
This displays the date of the customer's last payment. This is updated automatically by BIS® from the cash receipts records.

Last Payment Amount
This field displays the amount of the customer's last payment. This is updated automatically by BIS® from the cash receipts records.

Oldest Invoice
This field displays the oldest outstanding invoice for the customer. This information is updated automatically by BIS® from the accounts receivable records.

Last Statement
This field displays the date of the last statement created for the customer.

Customer Type
This field displays the type established in the Customers master record for the customer.

Due Date
This field displays the due date of the customer's order if it were converted to an invoice on the same date. This is updated to the correct date automatically when the order is converted to an invoice on a different date.

Discount Date
This field displays the date of any discount applicable to the customer's order if it were converted to an invoice on the same date. This is updated to the correct date automatically when the order is converted to an invoice on a different date.

Ship To Tab

The Ship To section of this form records the shipping address that will appear on the invoice. The Customers master form contains a Ship To tab that allows an unlimited number of shipping address to be recorded. The button that appears on this tab opens a selection screen to choose a Ship To record.

Figure: AR-62
Sales Order – New Ship To tab screen form.

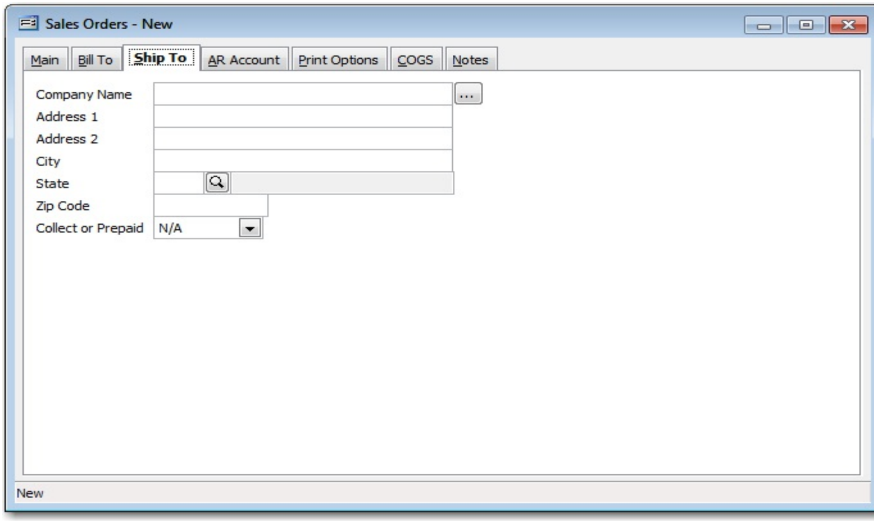
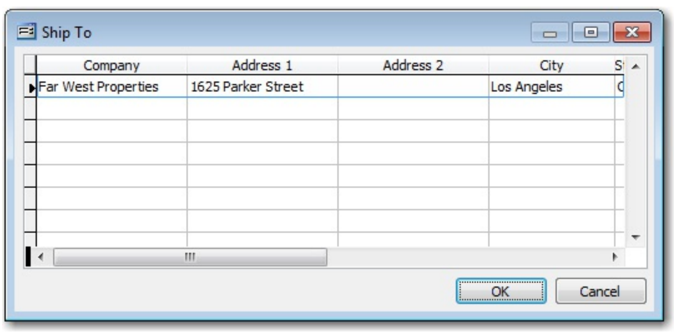


Figure: AR-63
Sales Order Ship To tab Ship To sub form used to select full name of the customer whose shipping address is selected.



Customer Name

This field displays the full name of the customer's shipping address selected.

Address 1

This field displays the customer's primary shipping street address.

Address 2

The secondary customer's shipping street address is recorded here.

City

This field displays the customer's shipping city.

State

This field displays the customer's shipping state abbreviation.

Zip Code

This field displays the customer's shipping postal zip code.

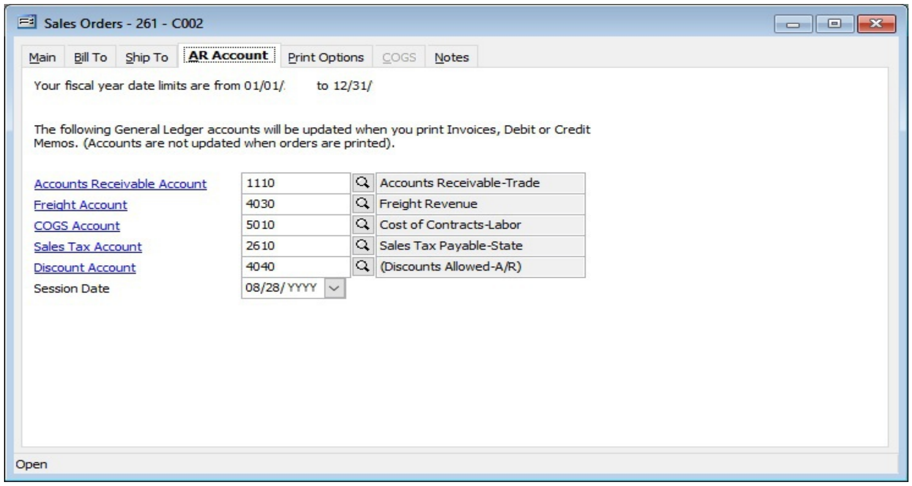
Collect or Prepaid

Use this field to select from the drop down choices: N/A (Not Applicable), Collect, or Prepaid. This field's data is informational only, and can optionally appear on a modified Sales Order form.

AR Account Tab

This screen is used to change the related posting account and session date defaults. The default account numbers are recorded in the System Wide Parameters, but they can be changed here.

Figure: AR-64
Sales Orders – New AR Account tab screen form showing default accounts.



Accounts Receivable Account

This field displays the accounts receivable account to be used for posting this invoice. The Default Sales Account can be entered manually or by using the Find tool.

Please note that the Accounts Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account hyperlink accesses a selection of reports that can be directly accessed.

Freight Account

This field displays the freight account to be used for posting the invoice. The Freight Account can be entered manually or by using the Find tool.

Please note that the Freight Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Freight Account hyperlink displays a selection of reports that can be directly accessed.

Cost of Goods Sold (COGS) Account

This field displays the cost of goods sold account to be used for posting this invoice. The Default Cost of Goods Sold Account can be entered manually or by using the Find tool.

Please note that the Cost of Goods Sold Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cost of Goods Sold Account hyperlink displays a selection of reports that can be directly accessed.

Sales Tax Account

This field displays the sales tax account to be used for posting the invoice. The Sales Tax Account can be entered manually or by using the Find tool.

Please note that the Sales Tax Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Account hyperlink displays a selection of reports that can be directly accessed.

Discount Account

This field displays the discount account to be used for posting the invoice. The Discount Account can be entered manually or by using the Find tool.

Please note that Discount Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Account hyperlink displays a selection of reports that can be directly accessed.

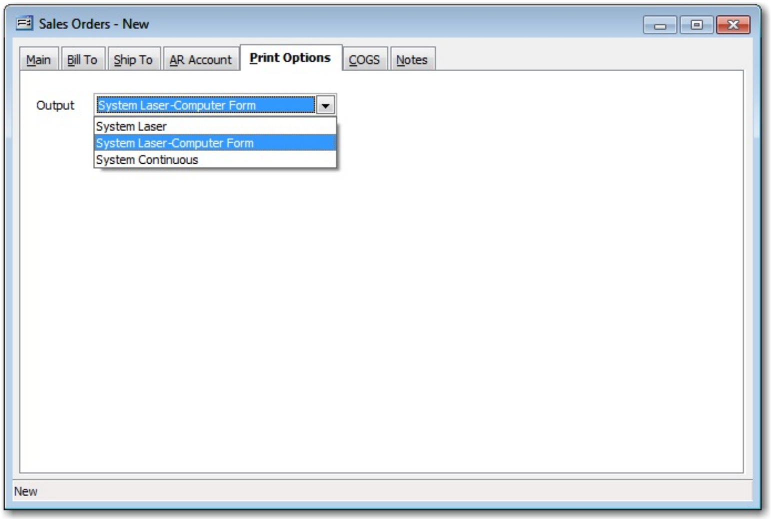
Session Date

This field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually in the mm/dd/yy format, or by using the Calendar tool.

Print Options Tab

This section allows for the Sales Order to have its output changed from the default setting found in User Preferences section.

Figure: AR-65
Sales Order – New Print Options tab screen form showing Output options.



Output

This field offers a selection of formats to print this form. It also may be viewed on the screen using the Preview button.

Tip

If other formats of the Sales Order have been saved, they will be listed here along with the system formats.

Tip

Prior to printing or previewing a Sales Order, the system will ask if it should be saved. Even if the Sales Order is saved, it can be edited if necessary by using the Open button.

Sales Order – Computer Form

Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
Telephone 805-543-7000

sales order

SALES ORDER NO.	S.O. DATE	PAGE
261	08/28/	1

SOLD TO
Harmon Brothers
5400 Peach Street

Atlanta, GA 30301

SHIP TO
Harmon Brothers
5400 Peach Street

Atlanta, GA 30301

ACCOUNT NO.	SP	PURCHASE ORDER	SHIP VIA	DATE SHIPPED	TERMS	JOB
C002				08/28/	2%-10/NET 30	

QTY ORDERED	QTY SHIPPED BACK ORDERED	ITEM DESCRIPTION	UNIT PRICE UNIT	DISC %	TAX SD	EXTENDED PRICE
12.00	12.00	EA1000-1 Steel Box Harmon Brothers	200.00 EA	0.00		2,400.00
0.00	0.00	Harmon Brothers	750.00	0.00		0.00

SALE AMOUNT	2,400.00
DISCOUNT	0.00
FREIGHT CHARGE	0.00
SALES TAX	0.00
TOTAL	2,400.00

Thank You

Figure: AR-66 Sample Sales Order of an inventory item applied to a job on a computer-generated form.

Sales Order – For Pre-Printed Form

261 08/28/ 1

Harmon Brothers	Harmon Brothers
5400 Peach Street	5400 Peach Street
Atlanta, GA 30301	Atlanta, GA 30301

C002 08/28/ 2%-10/NET 30

12.00	12.00	EA1000-1 Steel Box Harmon Brothers	EA	200.00	0.00	2,400.00
0.00	0.00	Harmon Brothers		750.00	0.00	0.00

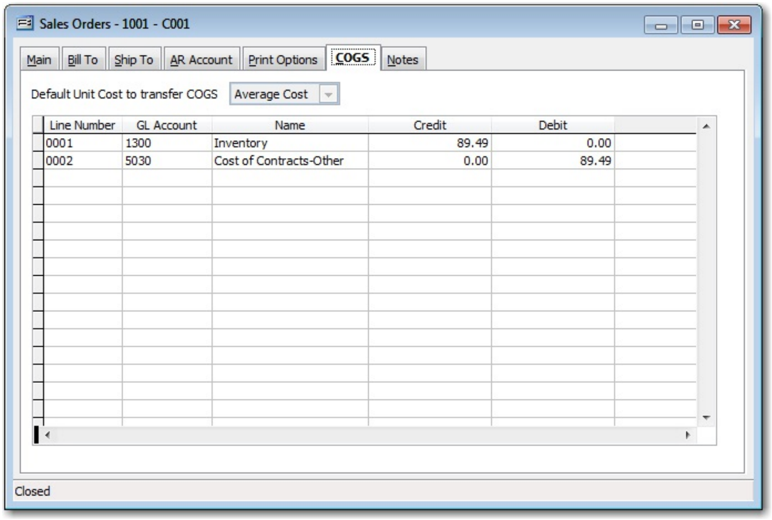
2,400.00
0.00
0.00
0.00
2,400.00

Figure: AR-67 Sample Sales Order of Inventory Item applied to job for pre-printed form.

COGS Tab

The COGS tab gives the line item detail for the credit and debit cost of goods sold entries associated with the total of all items on the Main tab.

Figure: AR-68
Sales Order – New COGS (Cost of Goods Sold) tab screen form.



The automatic Cost of Goods Sold (COGS) feature will produce an automatic journal entry to credit the inventory account each time inventory items are sold to reflect the cost of goods sold. These entries can be located in the Journal Entries file, but may not be changed or modified. BIS® uses the average, preferred or last unit cost, which is displayed in the Inventory Items record, to generate these entries. The average and last unit costs are calculated by the system based on the cost recorded in vendor invoices for the item.

To enable the Automatic Cost of Goods Sold feature, the Set Automatic Cost of Goods Sold Option must be selected in the System Wide Parameters AR tab. This is also where the average, preferred or last unit cost may be set as the Default Unit Cost to transfer to COGS.

To see the automatic entries to the Inventory and Cost of Goods Sold accounts, select the COGS tab while in Sales Orders, Contract Invoices, Sales Invoices, Credit Memos or Debit Memos. The unit cost type, as well as the Inventory and Cost of Goods Sold account, will be displayed with the appropriate entries.

BIS® does not provide for "drop shipping," where inventory is maintained at zero units until an order is received. This is because the general ledger cost-of-goods-sold account cannot be automatically updated when the number of inventory units on hand is zero. However, the cost of goods sold can be recorded manually in this circumstance through an inventory adjustment.

If the nature of the business is such that inventory items are sold before they are received, there may be inaccurate cost-of-goods-sold entries calculated. If the average unit cost is different (at the time of sale) than the cost when the item is pre-purchased, the cost-of-goods-sold entry may be incorrect. If this situation is common, it may be advisable to turn off the Cost of Goods Sold option.

⚠ **Caution**

Check with the accountant if considering this action. When the automatic Cost of Goods Sold feature is off, NO entry will be generated to reflect the cost of goods sold. An inventory adjustment must be made

Default Unit Cost to transfer to COGS
This field displays the default unit cost type selected in the System Wide Parameters.

Line Number
This column displays the journal entry line number that is generated.

GL Account
This column displays the account number to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

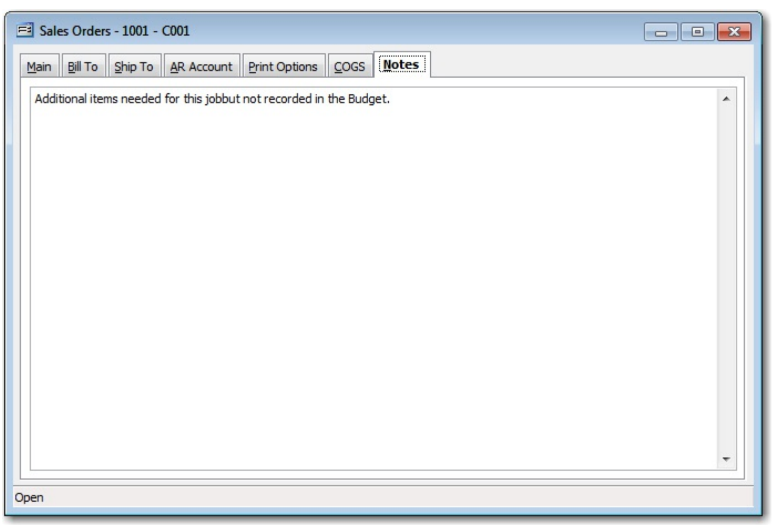
Name
This column displays the account name to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

Credit
This column displays the credit amount (if any) to the account number to which the line item journal entry is posted.

Debit
This column displays the debit amount (if any) to the account number to which the line item journal entry is posted.

Notes Tab
The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AR-69
Sample Sales Orders – New Notes tab screen form.



Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Customer Invoices

BIS® allows two types of customer invoices to be recorded: sales invoices and contract invoices. If a sales order was used to record the order initially, the sales order should be converted to an invoice to avoiding reentering invoice information. Once an invoice has been created, it can be modified or deleted as long as no payment has been received against the invoice. Contract invoices created automatically by an application for payment cannot be modified or deleted. Invoices can be previewed and printed using these tools on the main tool bar.

Modular Menu Access
Accounts Receivable | Customer Invoices

Standard Menu Access
Transactions | Customer Invoices

Contract Invoices
The Contract Invoices option is used to record job-related invoices. A job number is required in creating a contract invoice. For non-contract invoices, use the Sales Invoices option.

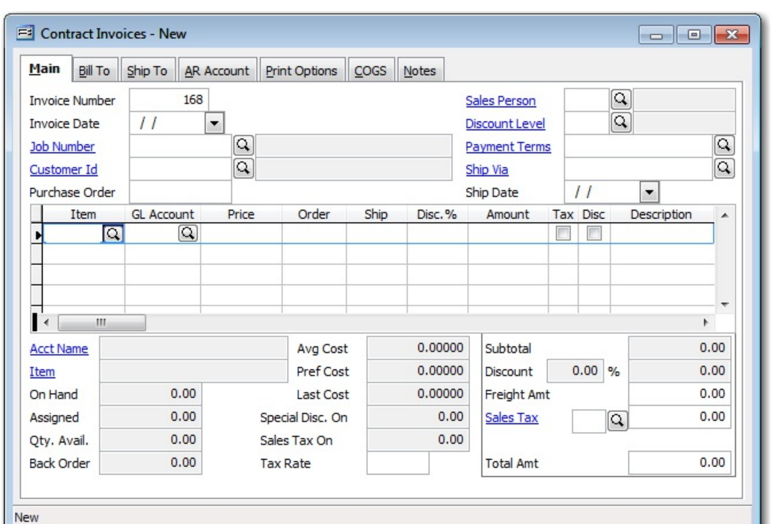
If a sales order was completed, it can be converted into an invoice using the Invoices from Sales Orders option, avoiding the need to reenter the required information. Depending upon whether a job number is included in the sales order, BIS® will create either a sales invoice (without a job number) or a contract invoice (that includes a job number).

Modular Menu Access
Accounts Receivable | Customer Invoices | Contract Invoices

Standard Menu Access
Transactions | Customer Invoices | Contract Invoices

New Record
Initial access to contract invoices from the menu opens the Contract Invoices - New form. This form is used to enter new contract invoice information. However, access to a new form when another contract invoice record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The System will ask if any changes to the record should be saved.

Figure: AR-70
Contract Invoices – New screen form.



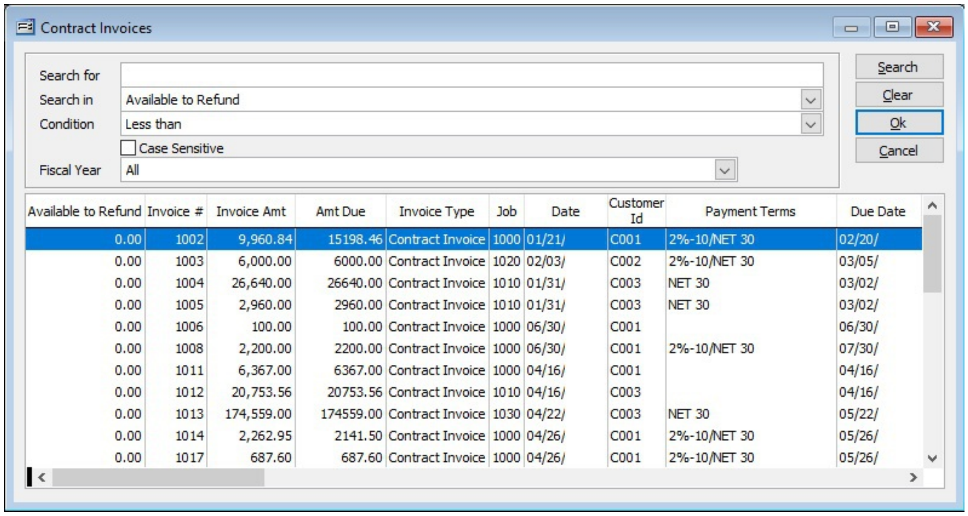


Figure: AR-71
Contract Invoices Find/Search screen form.

Scrolling Through Contract Invoices Records

Contract Invoices records can be scrolled by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Invoice # . Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Invoice #. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the Invoice #. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the Invoice #.

Editing an Existing Record

The list of existing contract invoice orders can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records cannot be edited, however. Note that when the contract invoice screen form appears, most of the fields at the top are shaded; information cannot be changed.

Deleting an Existing Record

Existing records can be deleted if they have not been used in subsequent transactions. Once the source record is brought to the screen, use the Delete button on the tool bar. The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave this process.

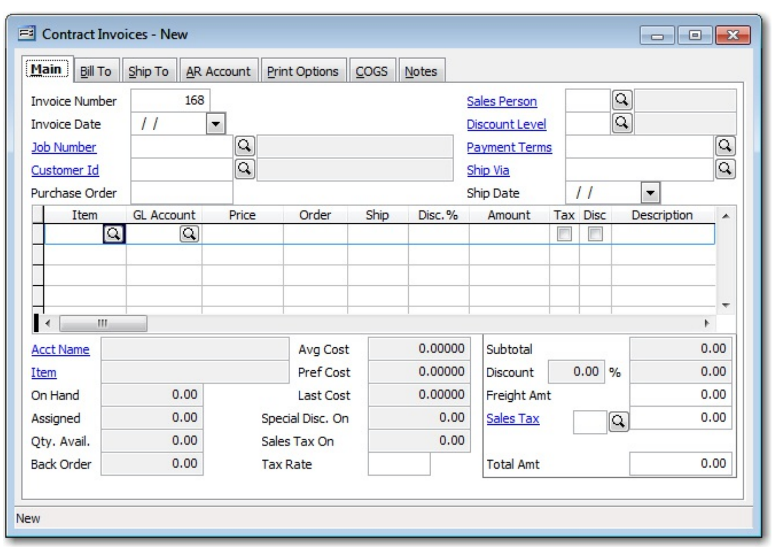
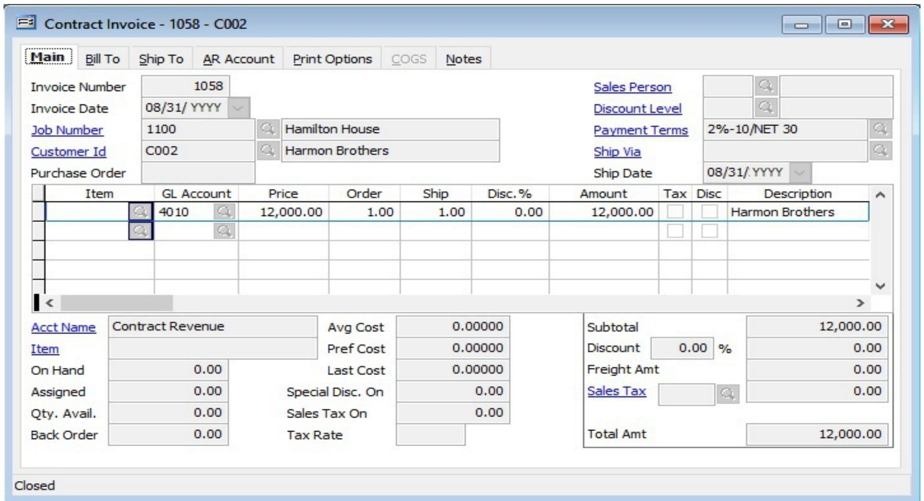


Figure: AR-72
Customer Invoices, Contract invoices – New, Main tab screen form.

Main Tab

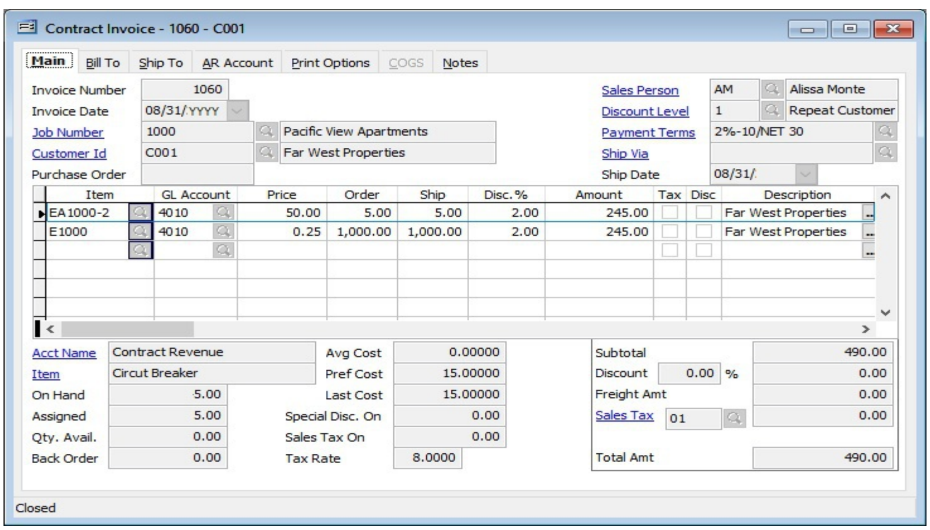
The Contract Invoices option is used to record job-related invoices. A job number is required in creating a contract invoice. For non-contract invoices, use the Sales Invoices option.

Figure: AR-73
Customer Invoices, Contract Invoice sample Main tab screen form created from a posted Application for Payment.



If a sales order was completed, it can be converted into an invoice using the Invoices from Sales Orders option, avoiding the need to reenter the required information. Depending upon whether a job number is included in the sales order, BIS® will create either a sales invoice (without a job number) or a contract invoice (that includes a job number).

Figure: AR-74
Customer Invoices, Contract Invoice sample created from a Sales Order for an Inventory item.



Invoice Number

This field records an invoice number that is used to identify this record. BIS® assigns a consecutive number automatically. The number assigned can be changed in the AR tab of the System Wide Parameters by changing the number listed in the Last Invoice Number field. The AR tab also offers an option to assign an invoice number manually for every record.

Invoice Date

This field records an invoice date for the sale. This date can be entered manually or by using the Calendar tool.

Job Number

Enter the associated job number or use the Find tool to browse or select from the Jobs table. The job number must be on file. Use the Jobs Master Record from the Jobs' menu to enter new jobs or change existing jobs. This field is an alphanumeric field and is limited to ten characters.

Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

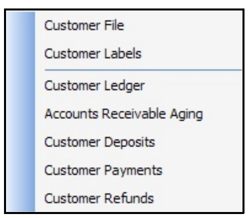
Figure: AR-75
Reports directly accessible by right-clicking on the field hyperlink.

Customer Id

This field displays the customer identification number associated with this record.

Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Customer - New form. Right-clicking on the Customer hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-76
Reports directly accessible by right-clicking on the field hyperlink.



Purchase Order

This field records the customer purchase order number associated with the sales order or invoice.

Sales Person

This field records the initials of the salesperson making the sale. If a particular salesperson has been entered in the Defaults section of the Customers master record, these initials will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the initials recorded must exist in the Salespersons file.

Please note that the Sales Person title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Person - New form. Right-clicking on the Sales Person hyperlink directly accesses the Sales Person File report.

Discount Level

This field records the discount level that applies to the sale. If a discount level has been entered in the Defaults section of the Customers master record, this level will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the discount level recorded must exist in the Discount Schedule.

Please note that the Discount Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Discount Schedule - New form. Right-clicking on the Discount Level hyper-link directly accesses the Discount Schedule File report.

Payment Terms

This field records the payment terms that apply to the sale. If payment terms have been entered in the Defaults section of the Customers master record, these terms will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the payment terms recorded must exist in the Payment Terms file.

Please note that the Payment Terms Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Payment Terms - New form. Right-clicking on the Payment Terms hyperlink directly accesses the Payment Terms report.

Ship Via

This field records the shipping method that applies to the sale. This may be entered manually or by using the Find tool, but the shipping method recorded must exist in the Ship Via file.

Please note that the Ship Via title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Ship Via - New form. Right-clicking on the Ship Via hyperlink directly accesses the Ship Via File report.

Ship Date

This field records the date this order should be shipped. This date may be entered manually or by using the Calendar tool.

Form Columns

Item

This column records the code of the inventory item ordered. The code may be entered manually or by using the Find tool. This code is not required and may be left blank for non-inventory sales orders. Item codes are maintained in the Inventory Items master file.

GL Account

This column records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

⚠ Caution

> The ability to post sales to GL accounts that are not associated jobs is determined by a setting in Administrator | System Wide Parameters | AR tab. If there is a need to bill to non-job GL accounts, uncheck the feature named, “Restrict GL Accounts in Contract Invoices, SO, CM, DM to

Price

This field records the selling price per unit. If a selling price has been recorded in the Inventory Items record of the item selected, this price will be pulled up automatically, but may be changed if necessary.

Order

This column records the total quantity of items or units ordered. If this is for a non-inventory item, this field is not required unless BIS® should calculate the extended price. This field will update the number of units assigned in the item’s Inventory Items record.

Ship

This column records the quantity of items or units that will be shipped at this time. BIS® will automatically fill in the number of units ordered. This number may be changed, for example, the items are out of stock, but should not be greater than the number ordered. If the quantity to be shipped is greater than the quantity on hand, a warning will be displayed. This quantity is multiplied by the unit price to calculate the extended price (Amount).

Discount Percentage
This column records the discount percentage for the line item. If a price discount code has been recorded in the Inventory Items record of the item selected, BIS will automatically cross-reference the item price discount code with the customer's discount level in the Discount Schedule to fill in the correct percentage automatically. This percentage may also be entered or changed manually.

Amount
This column records the extended price for the line item. BIS® will calculate this amount by multiplying the unit price by the units to ship, less the discount. This amount can also be entered or changed manually.

Tax
This column allows line items to be marked as taxable items. When a checkmark appears in the Tax box, sales tax will be calculated for that line item and added to the Sales Tax field in the Totals section of the record. The checkmark can be toggled on and off by clicking on the box in this column.

Tip

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job

Disc
This column allows a special discount to be applied to line items marked. When a checkmark appears in the Discount box, the Discount fields in the Totals section of the record are enabled. The special discount percentage entered will be applied only to those line items marked. The special discount is calculated separately from any discounts offered using the Discount Schedule.

Description
This column records a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters.

To record an extended description for this item, click the button to open a Notes box. An unlimited amount of information related to this line item may be stored in the Notes field.

Report Code
This column is used to record a report code related to the line item, which can be used for creating customized reports. Report codes are maintained in the Report Codes file. The code may be typed or entered using the Find tool.

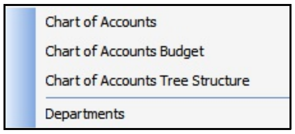
CC
If the account number selected for the line item has been assigned a Job Cost type, the button in this column will open the Job Cost screen, where the item can be posted to a specific cost code.

Summary
This section displays summary information about the Contract Invoice.

Acct Name
This displays the name of the general ledger account for the line item selected.

Please note that the Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-77
Reports directly accessible by right-clicking on the field hyperlink.



Item
This field displays the item description for the line item selected.

Please note that the Item title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Inventory Items - New form. Right-clicking on the Item hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-78
Reports directly accessible right-clicking on the field hyperlink.

On Hand
This field displays the quantity on hand of the inventory item listed in the selected line item.

Assigned
This field displays the quantity assigned to customers through sales orders and invoices of the inventory item listed in the selected line item.

Quantity Available
This field displays the quantity available (not assigned to customers) of the inventory line item.

Back Order
This field displays any back ordered quantity of the inventory item listed in the selected line item.

Average Cost
This field displays the average cost per unit for the highlighted inventory item.

Preferred Cost
This field displays the preferred cost per unit for the highlighted inventory item.

Last Cost
This field displays the last cost per unit for the highlighted inventory item.

Special Discount On

This field displays the total amount from all line items that are marked for a special discount. Marked items show a checkmark in the Discount column box.

Sales Tax On

This field displays the total amount from all line items that are marked as taxable items. Marked items show a checkmark in the Tax column box.

Tip

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job

Tax Rate

This field displays the tax rate associated with the Sales Tax code selected. This rate is set up in the Sales Tax Codes file.

Totals Section

Subtotal

This field displays the subtotal for the line items entered. This amount is the sum of the Amount column for all line items.

Discount

This field records a special discount percentage that will be applied to all line items showing a checkmark in the Discount column. If the special discount is entered as a dollar amount, the discount percentage will be calculated. If no line items are marked for a special discount, these fields will appear disabled (grayed). Special discounts are not related to discounts offered by using the Discount Schedule.

Freight

This field records the total amount that the customer will be charged for freight.

Sales Tax

This field records the sales tax code for the sales tax district that applied to the sale, if any. This code may be entered manually or by using the Find tool, but must appear in the Sales Tax Codes file. The tax rate for the code selected will be used to calculate the sales tax for the items marked as taxable.

Please note that the Sales Tax title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Tax - New form. Right-clicking on the Sales Tax hyperlink directly accesses the Sales Tax File report.

Total Amount

This field displays the total dollar amount for this sales order. This calculated by adding the subtotal of all line items, the freight amount and the sales tax amount minus any special discount applied.

Contract Invoice – Computer Form

Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
Telephone 805-543-7000

invoice

INVOICE NO.	INVOICE DATE	PAGE
1060	08/31/	1

Contract Invoice

SOLD TO
Far West Properties
1625 Parker Street

Los Angeles, CA 90001

SHIP TO
Sammy
400 Center St

Cayucos, CA 93425

ACCOUNT NO.	SP	PURCHASE ORDER	SHIP VIA	DATE SHIPPED	TERMS	JOB
C001	AM			08/31/	2%-10/NET 30	1000

QTY ORDERED	QTY SHIPPED BACK ORDERED	ITEM / DESCRIPTION	UNIT PRICE / UNIT	DISC %	TAX SD	EXTENDED PRICE
5.00	5.00	EA1000-2 Circuit Breaker Far West Properties	50.00 EA	2.00		245.00
1,000.00	1,000.00	E1000 Stranded Wire Far West Properties	0.25 FT	2.00		245.00

SALE AMOUNT	490.00
DISCOUNT	0.00
FREIGHT CHARGE	0.00
8.000% SALES TAX	0.00
TOTAL	490.00

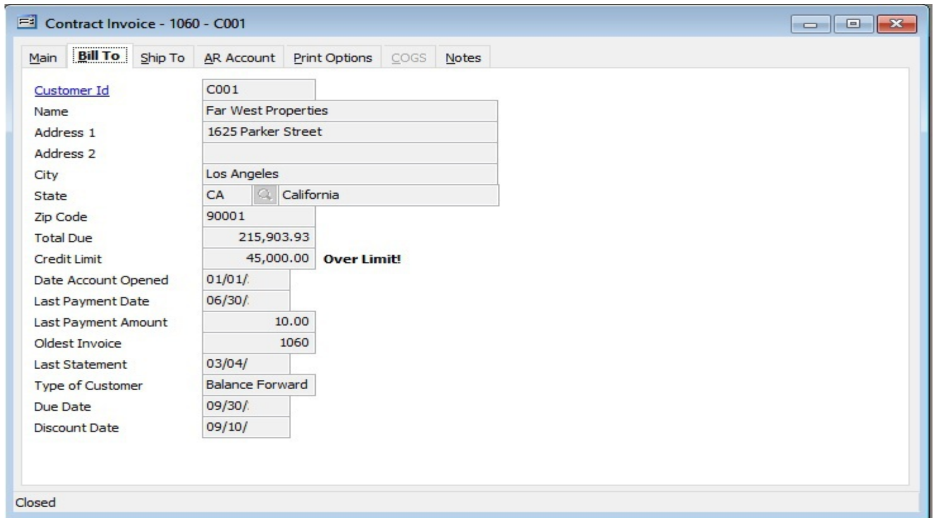
Thank You

Figure: AR-79 Customer Invoices, Contract Invoice, converted from a Sales Order.

Bill To Tab

The Bill To tab is for reference only. The fields in this tab display the billing address that will appear on the invoice, which is recorded in the Customers master record for the customer selected. Also displayed here is information regarding the payment history of the customer.

Figure: AR-80
Contract Invoices – Bill To tab screen form sample.

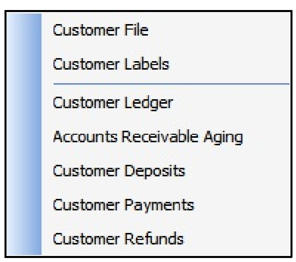


Customer Id

Enter the Customer Id code desired. Any 10-digit alpha or numeric character or combination of both can be used in the Customer Id. BIS® checks for duplication; a warning will appear if a code is entered that has already been assigned.

Please note that the Customer Id title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Billing Code hyperlink displays a list of reports that can be directly accessed.

Figure: AR-81
Right-click a hyperlink to display a selection of accessible reports.



The billing codes identify billing items in the schedule of values, and they are maintained in the billing code library. The billing code can be any combination of numbers and/or letters up to ten characters in length.

Customer Name

This field displays the full name of the customer represented by the customer Id selected.

Tip

> Using the customer name or familiar abbreviation helps eliminate the need for reference list or look-ups.

Address 1

This field displays the customer primary street address.

Address 2

The secondary customer street address is recorded here.

City
This field displays the customer’s city.

State
This field displays the customer’s state abbreviation.

Zip Code
This field displays the customer’s postal zip code.

Total Due
This field displays the total currently due from the customer. The program calculates this amount automatically from the account receivable and cash receipts records.

Credit Limit
This displays the credit limit that is recorded in the Customers master record. If the Total Due is greater than the customer's limit, BIS will display an Over Limit warning.

Date Account Opened
This field displays the date the customer's account was opened. This is recorded in the History section of the Customer Master record.

Last Payment Date
This displays the date of the customer's last payment. This is updated automatically by BIS® from the cash receipts records.

Last Payment Amount
This field displays the amount of the customer's last payment. This is updated automatically by BIS® from the cash receipts records.

Oldest Invoice
This field displays the oldest outstanding invoice for the customer. This information is updated automatically by BIS® from the accounts receivable records.

Last Statement
This field displays the date of the last statement created for the customer.

Customer Type
This field displays the type established in the Customers master record for the customer.

Due Date
This field displays the due date of the customer's order if it were converted to an invoice on the same date. This information is updated to the correct date automatically when the order is converted to an invoice on a different date.

Discount Date
This field displays the date of any discount applicable to the customer's order if it were converted to an invoice on the same date. This is updated to the correct date automatically when the order is converted to an invoice on a different date.

Ship To Tab

The Ship To section of this form records the shipping address that will appear on the invoice. The Customers master form contains a Ship To tab that allows an unlimited number of shipping address to be recorded. The button that appears on this tab opens a selection screen to choose a Ship To record.

Figure: AR-82
Contract Invoices – Ship to tab screen form sample.

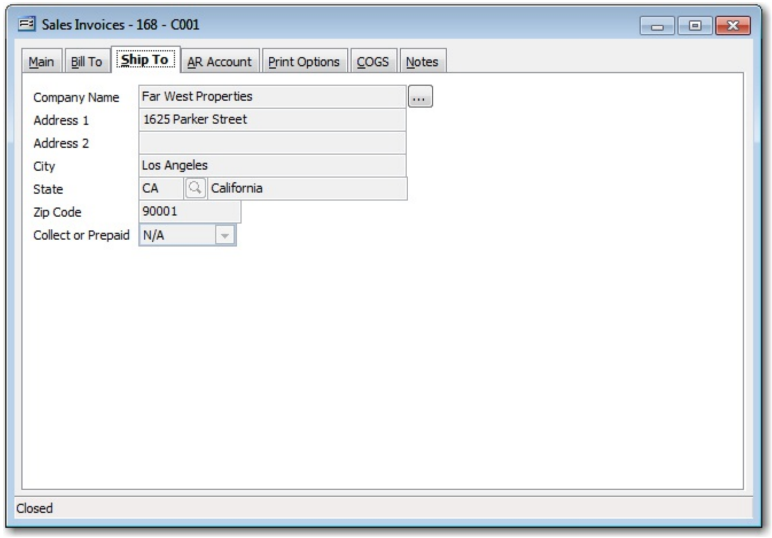
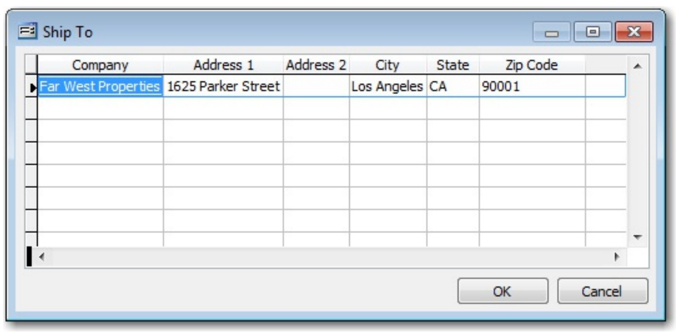


Figure: AR-83
Contract Invoices Ship To tab Ship To sub form used to select the customer's shipping address.



Customer Name

This field displays the full name of the customer's shipping address selected.

Address 1

This field displays the customer's primary shipping street address.

Address 2

The customer's secondary shipping street address is recorded in this field.

City

This field displays the customer's shipping city.

State

This field displays the customer's shipping state abbreviation.

Zip Code

This field displays the customer's shipping postal zip code.

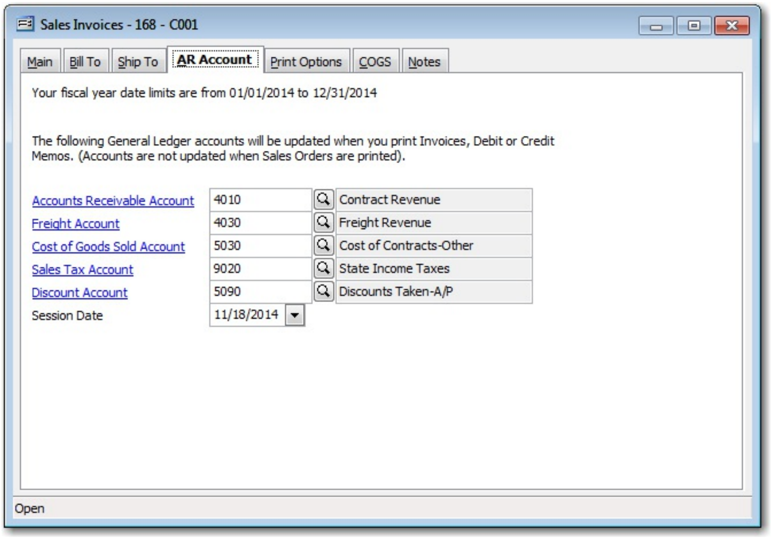
Collect or Prepaid

Use this field to select from the drop down choices: N/A (Not Applicable), Collect, or Prepaid. This field's data is informational only, and can optionally appear on a modified Sales Order form.

AR Account Tab

This screen is used to change the related posting account and session date defaults. The default account numbers are recorded in the System Wide Parameters, but can be changed here.

Figure: AR-84
Contract Invoices – AR Account tab screen form showing default accounts.



Accounts Receivable Account

This field displays the accounts receivable account to be used for posting the invoice. The Default Sales Account can be entered manually or by using the Find tool.

Please note that the Accounts Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account hyperlink opens a selection of reports that can be directly accessed.

Freight Account

This field displays the freight account to be used for posting the invoice. The Freight Account can be entered manually or by using the Find tool.

Please note that the Freight Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Freight Account hyperlink opens a selection of reports that can be directly accessed.

Cost of Goods Sold (COGS) Account

This field displays the cost of goods sold account to be used for posting the invoice. The Default Cost of Goods Sold Account can be entered manually or by using the Find tool.

Please note that the Cost of Goods Sold Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cost of Goods Sold Account hyperlink opens selection of reports that can be directly accessed.

Sales Tax Account

This field displays the sales tax account to be used for posting the invoice. The Sales Tax Account can be entered manually or by using the Find tool.

Please note that the Sales Tax Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Account hyperlink opens a selection of reports that can be directly accessed.

Discount Account

This field displays the discount account to be used for posting the invoice. The Discount Account can be entered manually or by using the Find tool.

Please note that Discount Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Account hyperlink opens a selection of reports that can be directly accessed.

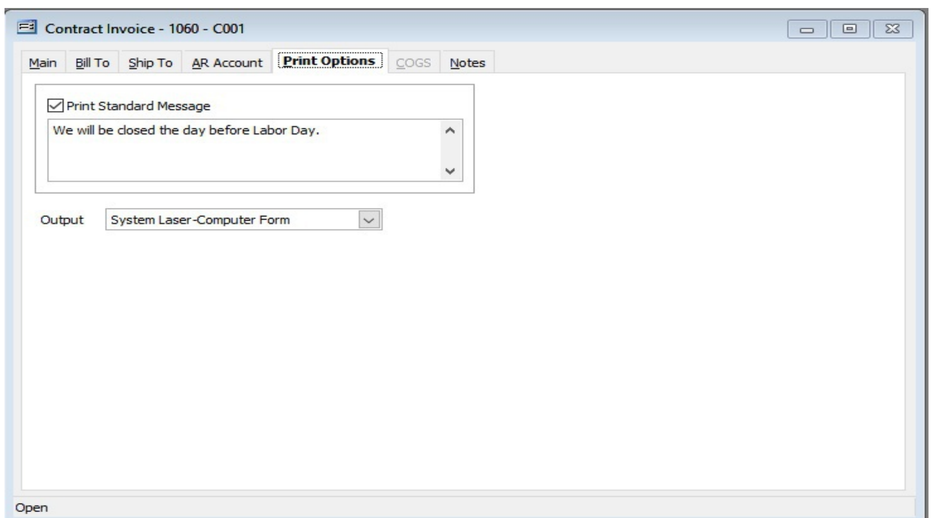
Session Date

This field records the session date for the transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually in the mm/dd/yy format, or by using the Calendar tool.

Print Options Tab

This section allows for the Sales Order to have its output changed from the default setting found in User Preferences section.

Figure: AR-85
Contract Invoices Print Options tab, showing Standard Message and Output options.



Print Standard Message

Check the box if the standard message should be included on the invoice. The text box records a standard message to be printed on the invoice.

Tip

Other Standard Message options can be found in Administrator | System Wide Parameters | AR | Print Options. The choice to Print Standard Messages and Retain

Output

This field offers a selection of formats to print the invoice. It also may be viewed on the screen using the Preview button.

Tip

> If other formats of Invoices were created and saved, they will be listed here along with the system formats.

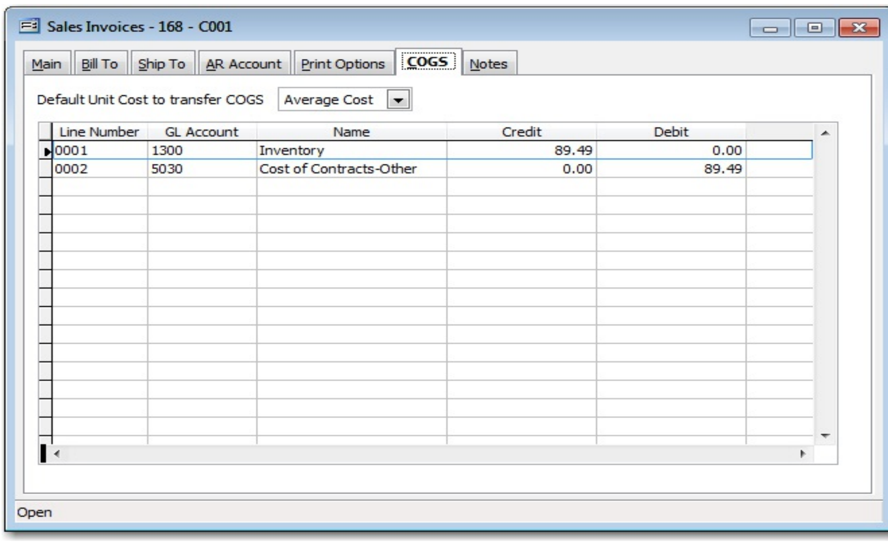
Caution

> Prior to printing or previewing an Invoice, the system will ask to save it. Even if the Invoice is saved, it can be edited if necessary by using the

COGS Tab

The COGS tab gives the line item detail for the credit and debit cost of goods sold entries associated with the total of all items on the Main tab.

Figure: AR-86
Contract Invoice COGS (Cost of Good Sold) tab screen form.



The automatic Cost of Goods Sold (COGS) feature will produce an automatic journal entry to credit the inventory account each time inventory items are sold to reflect the cost of goods sold. These entries can be located in the Journal Entries file, but may not be changed or modified. BIS® uses the average, preferred or last unit cost, which is displayed in the Inventory Items record, to generate these entries. The average and last unit cost are calculated by the system based on the cost recorded in vendor invoices for the item.

To enable the Automatic Cost of Goods Sold feature, the Set Automatic Cost of Goods Sold Option must be selected in the System Wide Parameters AR tab. This is also where the average, preferred or last unit cost may be set as the Default Unit Cost to transfer to COGS.

To see the automatic entries to the Inventory and Cost of Goods Sold accounts, select the COGS tab while in Sales Orders, Contract Invoices, Sales Invoices, Credit Memos or Debit Memos. The unit cost type, as well as the Inventory and Cost of Goods Sold account, will be displayed with the appropriate entries.

BIS does not provide for "drop shipping," where inventory is maintained at zero units until an order is received. This is because the general ledger cost-of-goods-sold account cannot be automatically updated when the number of inventory units on hand is zero. However, the cost of goods sold can be recorded manually in this circumstance through an inventory adjustment.

If the nature of the business is such that inventory items are sold before they are received, there may be inaccurate cost-of-goods-sold entries calculated. If the average unit cost is different (at the time of sale) than the cost when the item is pre-purchased, the cost-of-goods-sold entry may be incorrect. If this situation is common, it may be advisable to turn off the Cost of Goods Sold option.

Caution

> Check with the accountant if considering this action. When the automatic Cost of Goods Sold feature is off, NO entry will be generated to reflect the cost of goods sold. An inventory adjustment must be made

Default Unit Cost to transfer to COGS
This field displays the default unit cost type selected in the System Wide Parameters.

Line Number
This column displays the journal entry line number that is generated.

GL Account
This column displays the account number to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

Name
This column displays the account name to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

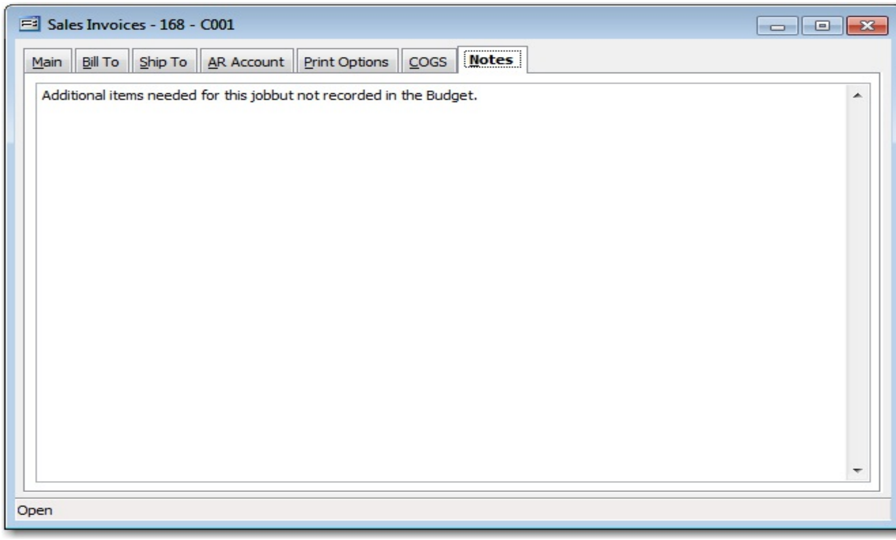
Credit
This column displays the credit amount (if any) to the account number to which the line item journal entry is posted.

Debit
This column displays the debit amount (if any) to the account number to which the line item journal entry is posted.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AR-87
Sample Contract Invoice Notes tab screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Sales Invoices

The Sales Invoices option should be used only to create invoices for the sales of inventory items that are not related to a job.

For job-related billing, use the Contract Invoices form. If a sales order was completed, it can be converted into an invoice using the Invoices from Sales Orders option.

Modular Menu Access

Accounts Receivable | Customer Invoices | Sales Invoices

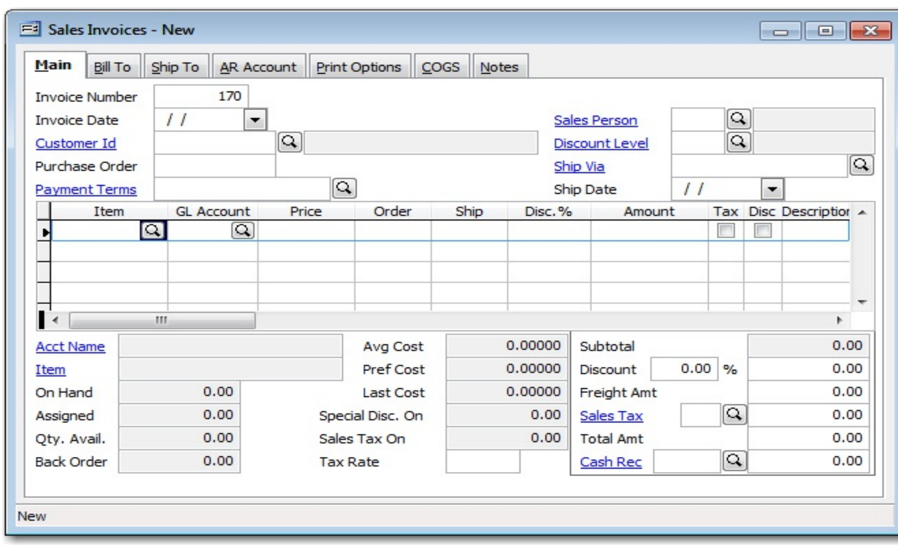
Standard Menu Access

Transactions | Customer Invoices | Sales Invoices

New Record

Initial access to contract invoices from the menu opens the Sales Invoices - New form. This form is used to enter new sales invoice information. However, access to a new form when another sales invoice record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

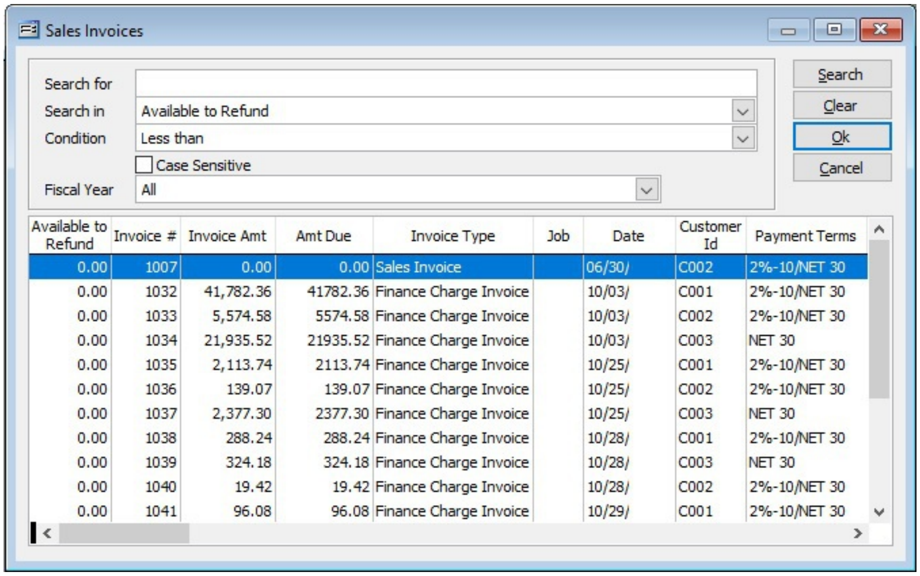
Figure: AR-88
Sales Invoice – New screen form.



Scrolling Through Contract Invoices Records

Contract Invoices records can be scrolled by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Invoice # . Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Invoice #. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the Invoice #. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the Invoice #.

Figure: AR-89
Sales Invoices Find/Search screen form.



Editing an Existing Record

The list of existing sales invoice orders may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records cannot be edited, however. Note that when the sales invoice screen form appears, most of the fields at the top are shaded; this information can not be changed.

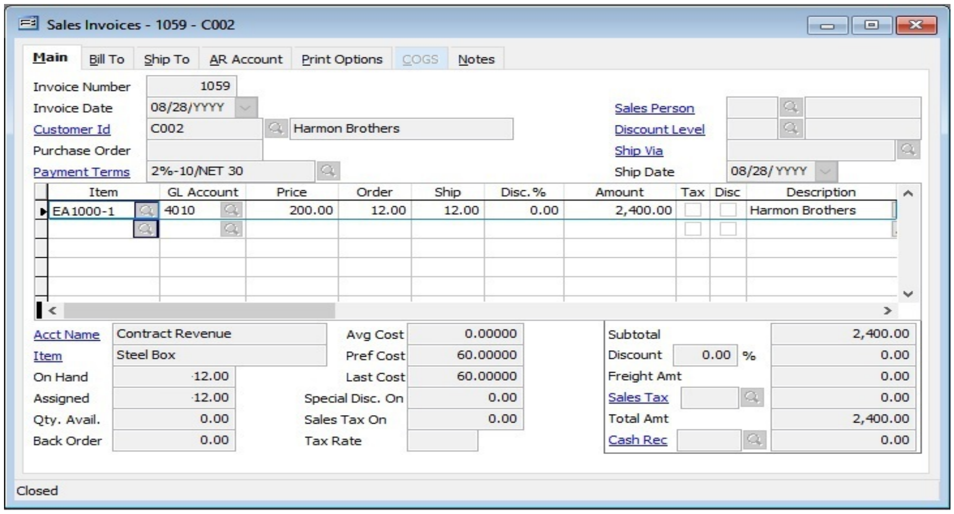
Deleting an Existing Record

Existing records can be deleted if they have not been used in subsequent transactions. Once the source record is brought to the screen, use the Delete button on the tool bar. The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave this process.

Main Tab

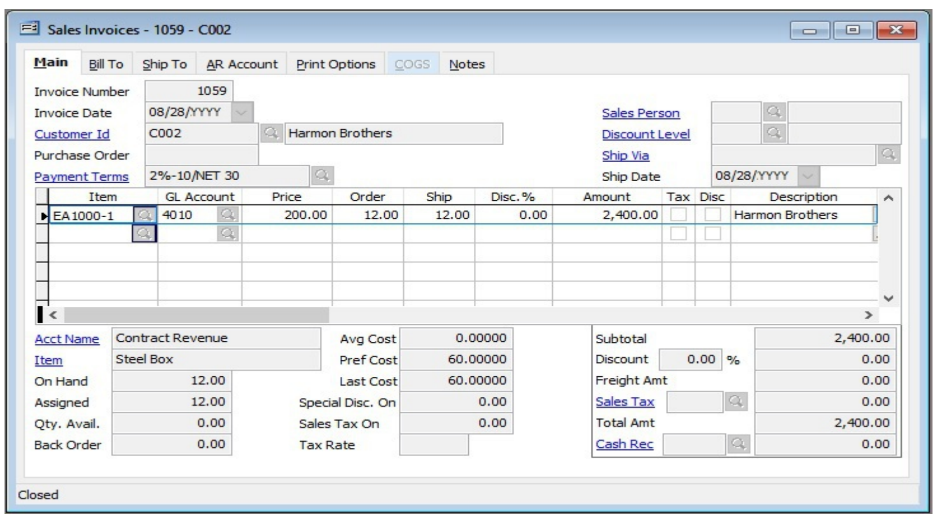
The Contract Invoices option is used to record job-related invoices. A job number is required in creating a contract invoice. For non-contract invoices, use the Sales Invoices option.

Figure: AR-90
Customer Invoices, Sales Invoice sample Main tab screen form showing a completed form.



If a sales order was completed, it can be converted into an invoice using the Invoices from Sales Orders option, avoiding the need to reenter the required information. Depending upon whether a job number is included in the sales order, BIS will create either a sales invoice (without a job number) or a contract invoice (that includes a job number).

Figure: AR-91
Customer Invoices, Sales Invoice sample created from a Sales Order for an Inventory item.



Invoice Number

This field records an invoice number that is used to identify a record. The program assigns a consecutive number automatically. The number assigned can be changed in the AR tab of the System Wide Parameters by changing the number listed in the Last Invoice Number field. The AR tab also offers an option to assign an invoice number manually for every record.

Invoice Date

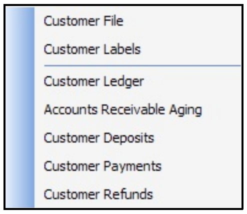
This field records an invoice date for the sale. This date can be entered manually or by using the Calendar tool.

Customer Id

This field displays the customer identification number associated with the record.

Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Customer - New form. Right-clicking on the Customer hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-92
Reports directly accessible by right-clicking on the field hyperlink.



Purchase Order
This field records the customer purchase order number to be associated with a sales order or invoice.

Payment Terms
This field records the payment terms that apply to the sale. If payment terms have been entered in the Defaults section of the Customer's master record, these terms will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the payment terms recorded must exist in the Payment Terms file.

Please note that the Payment Terms Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Payment Terms - New form. Right-clicking on the Payment Terms hyperlink accesses the Payment Terms report.

Sales Person
This field records the initials of the salesperson making the sale. If a particular salesperson has been entered in the Defaults section of the Customers master record, these initials will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the initials recorded must exist in the Salespersons file.

Please note that the Sales Person title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Person - New form. Right-clicking on the Sales Person hyperlink accesses the Sales Person File report.

Discount Level
This field records the discount level that applies to the sale. If a discount level has been entered in the Defaults section of the Customers master record, this level will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the discount level recorded must exist in the Discount Schedule.

Please note that the Discount Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Discount Schedule - New form. Right-clicking on the Discount Level hyper-link accesses the Discount Schedule File report.

Ship Via
This field records the shipping method that applies to the sale. This may be entered manually or by using the Find tool, but the shipping method recorded must exist in the Ship Via file.

Please note that the Ship Via title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Ship Via - New form. Right-clicking on the Ship Via hyperlink accesses the Ship Via File report.

Ship Date
This field records the date the order should be shipped. The date may be entered manually or by using the Calendar tool.

Form Columns
Item
This column records the code of the inventory item ordered. This code may be entered manually or by using the Find tool. This field is not required and may be left blank for non-inventory sales orders. Item codes are maintained in the Inventory Items master file.

GL Account
This column records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Caution

> The ability to post sales to GL accounts that are not associated jobs is determined by a setting in Administrator | System Wide Parameters | AR tab. If there is a need to bill to non-job GL accounts, uncheck the feature named, "Restrict GL Accounts in Contract Invoices, SO, CM, DM to

Price
This field records the selling price per unit. If a selling price has been recorded in the Inventory Items record of the item selected, this price will be pulled up automatically, but may be changed if necessary.

Order
This column records the total quantity of items or units ordered. If this is for a non-inventory item, this field is not required unless BIS® should calculate the extended price. This field will update the number of units assigned in the item's Inventory Items record.

Ship
This column records the quantity of items or units that will be shipped at this time. BIS® will automatically fill in the number of units ordered. This number may be changed, for example, the items are out of stock, but should not be greater than the number ordered. If the quantity to be shipped is greater than the quantity on hand, a warning will be displayed. This quantity is multiplied by the unit price to calculate the extended price (Amount).

Discount Percentage
This column records the discount percentage for this line item. If a price discount code has been recorded in the Inventory Items record of the item selected, BIS® will automatically cross-reference the item price discount code with the customer's discount level in the Discount Schedule to fill in the correct percentage automatically. This percentage may also be entered or changed manually.

Amount
This column records the extended price for this line item. BIS® will calculate this amount by multiplying the unit price by the units to ship, minus the discount. This amount can also be entered or changed manually.

Tax
This column allows line items to be marked as taxable items. When a checkmark appears in the Tax box, sales tax will be calculated for that line item and added to the Sales Tax field in the Totals section of the record. The checkmark can be toggled on and off by clicking on the box in this column.

Tip

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job Master

Disc
This column allows a special discount to be applied to line items marked. When a checkmark appears in the Discount box, the Discount fields in the Totals section of the record are enabled. The special discount percentage entered will be applied only to those line items marked. The special discount is calculated separately from any discounts offered using the Discount Schedule.

Description
This column records a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters.

To record an extended description for this item, click the button to open a Notes box. An unlimited amount of information related to this line item may be stored in this field.

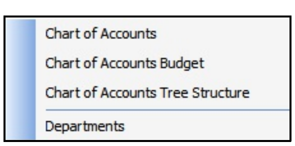
Report Code
This column is used to record a report code related to the line item, which can be used for creating customized reports. Report codes are maintained in the Report Codes file. This code may be typed or entered using the Find tool.

Summary
This section displays summary information about the Sales Invoice.

Acct Name
This displays the name of the general ledger account for the line item selected.

Please note that the Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-93
Reports directly accessible by right-clicking on the field hyperlink.



Item
This field displays the item description for the line item selected.

Please note that the Item title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Inventory Items - New form. Right-clicking on the Item hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-94
Reports directly accessible right-clicking on the field hyperlink.

On Hand
This field displays the quantity on hand of the inventory item listed in the selected line item.

Assigned
This field displays the quantity assigned to customers through sales orders and invoices of the inventory item listed in the selected line item.

Quantity Available
This field displays the quantity available (not assigned to customers) of the inventory item.

Back Order
This field displays the quantity of the inventory item listed in the selected line item that is back ordered.

Average Cost
This field displays the average cost per unit for the highlighted inventory item.

Preferred Cost
This field displays the preferred cost per unit for the highlighted inventory item.

Last Cost
This field displays the last cost per unit for the highlighted inventory item.

Special Discount On
This field displays the total amount from all line items that are marked for a special discount. Marked items show a checkmark in the Discount column box.

Sales Tax On
This field displays the total amount from all line items that are marked as taxable items. Marked items show a checkmark in the Tax column box.

Tip

Sales Taxes follow a hierarchy of rules:

For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.

For Applications for Payment (posted to Accounts Receivable), the Job Master

Tax Rate
This field displays the tax rate associated with the Sales Tax code selected. This rate is set up in the Sales Tax Codes file.

Totals Section
Subtotal
This field displays the subtotal for the line items entered. This amount is the sum of the Amount column for all line items.

Discount
This field records a special discount percentage that will be applied to all line items showing a checkmark in the Discount column. If the special discount is entered as a dollar amount, the discount percentage will be calculated. If no line items are marked for a special discount, these fields will appear disabled (grayed). Special discounts are not related to discounts offered by using the Discount Schedule.

Freight Amt
This field records the total amount that the customer will be charged for freight.

Sales Tax
This field records the sales tax code for the sales tax district that applied to the sale, if any. This code may be entered manually or by using the Find tool, but must appear in the Sales Tax Codes file. The tax rate for the code selected will be used to calculate the sales tax for the items marked as taxable.

Please note that the Sales Tax title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Tax - New form. Right-clicking on the Sales Tax hyperlink accesses the Sales Tax File report.

Total Amount
This field displays the total dollar amount for this sales order. This is calculated by adding the subtotal of all line items, the freight amount, and the sales tax amount, minus any special discount applied.

Cash Rec
If payment is made at the time of sale, these fields record the type and amount of payment made. The payment type may be entered manually or by using the Find tool, but it must exist in the Payment Types file.

Please note that the Cash Rec Tax title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Payment Types - New form. Right-clicking on the Payment Types hyperlink accesses the Payment Types report.

Sales Invoice Created From Sales Order

Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
Telephone 805-543-7000

invoice

INVOICE NO.	INVOICE DATE	PAGE
1059	08/28/YYYY	1

From Sales Order 261

SOLD TO	SHIP TO
Harmon Brothers 5400 Peach Street Atlanta, GA 30301	Harmon Brothers 5400 Peach Street Atlanta, GA 30301

ACCOUNT NO.	SP	PURCHASE ORDER	SHIP VIA	DATE SHIPPED	TERMS	JOB
C002				08/28/YYYY	2%-10/NET 30	

QTY ORDERED	QTY SHIPPED / BACK ORDERED	ITEM / DESCRIPTION	UNIT PRICE / UNIT	DISC %	TAX SD	EXTENDED PRICE
12.00	12.00	EA1000-1 Steel Box Harmon Brothers	200.00 EA	0.00		2,400.00

SALE AMOUNT	2,400.00
DISCOUNT	0.00
FREIGHT CHARGE	0.00
SALES TAX	0.00
TOTAL	2,400.00

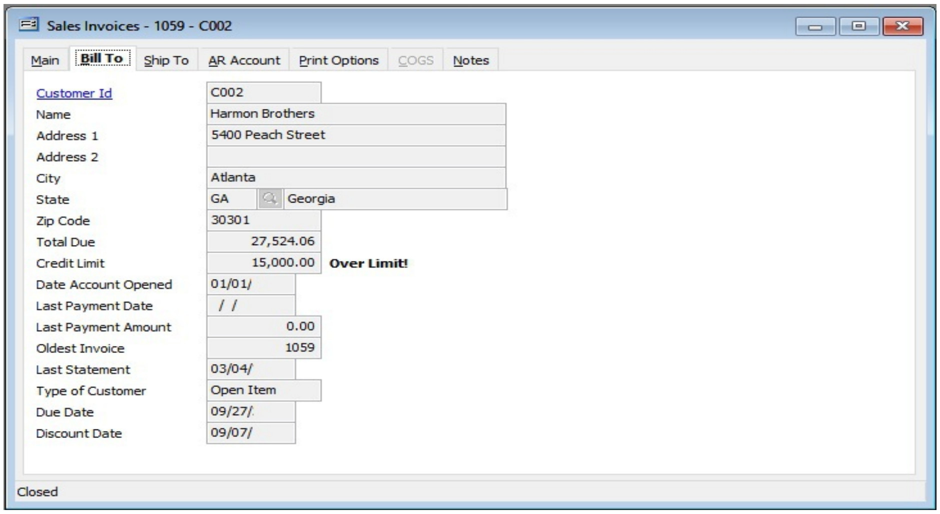
Thank You

Figure: AR-95 Sales Invoice created from Sales Order.

Bill To Tab

The Bill To tab is for reference only. The fields in this tab display the billing address that will appear on the invoice, which is recorded in the Customer's master record for the customer selected. Also displayed here is information regarding the payment history of this customer.

Figure: AR-96
Sales Invoices Bill To tab screen form sample.

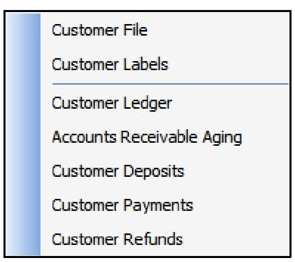


Customer Id

This field displays the Customer Id associated with the record.

Please note that the Customer Id title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Billing Code hyperlink displays the reports that can be directly accessed.

Figure: AR-97
Right-click a hyperlink to display a selection of accessible reports.



Customer Name

This field displays the full name of the customer represented by the customer Id selected.

Address 1

This field displays the customer primary street address.

Address 2

The customer's secondary street address is recorded here.

City

This field displays the customer's city.

State

This field displays the customer's state abbreviation.

Zip Code

This field displays the customer's postal zip code.

Total Due
This field displays the total currently due from the customer. BIS® calculates this automatically from the account receivable and cash receipts records.

Credit Limit
This displays the credit limit that is recorded in the Customers master record. If the Total Due is greater than the customer's limit, BIS will display an Over Limit warning.

Date Account Opened
This field displays the date the customer's account was opened. This is recorded in the History section of the Customer Master record.

Last Payment Date
This displays the date of the customer's last payment. This information is updated automatically by BIS® from the cash receipts records.

Last Payment Amount
This field displays the amount of the customer's last payment. This is updated automatically by BIS® from the cash receipts records.

Oldest Invoice
This field displays the oldest outstanding invoice for this customer. This is updated automatically by BIS® from the accounts receivable records.

Last Statement
This field displays the date of the last statement created for the customer.

Customer Type
This field displays the type established in the customer's master record for the customer.

Due Date
This field displays the due date of the customer's order if it were converted to an invoice on the same date. This information is updated to the correct date automatically when the order is converted to an invoice on a different date.

Discount Date
This field displays the date of any discount applicable to the customer's order if it were converted to an invoice on the same date. This information is updated to the correct date automatically when the order is converted to an invoice on a different date.

Ship To Tab

The Ship To section of this form records the shipping address that will appear on the invoice. The Customer's master form contains a Ship To tab that allows an unlimited number of shipping address to be recorded. The button that appears on this tab opens a selection screen to choose a Ship To record.

Figure: AR-98
Sales Invoices – Ship to tab screen form sample.

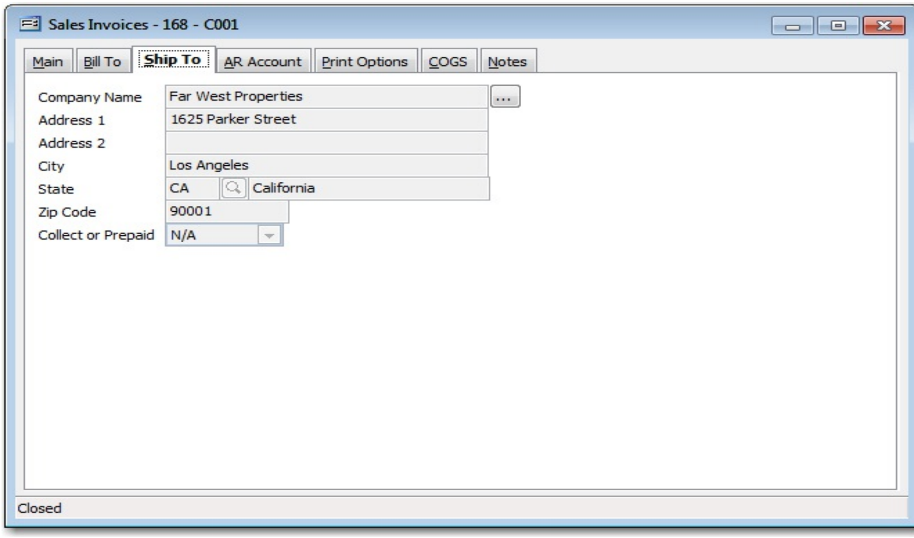
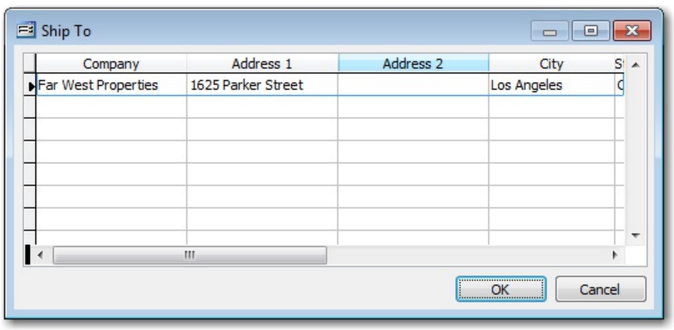


Figure: AR-99
Sales Invoices Ship To tab Ship To sub form used to select the customer's shipping address.



Customer Name

This field displays the full name of the customer's shipping address selected.

Address 1

This field displays the customer's primary shipping street address.

Address 2

The customer's secondary shipping street address is recorded here.

City

This field displays the customer's shipping city.

State

This field displays the customer's shipping state abbreviation.

Zip Code

This field displays the customer's shipping postal zip code.

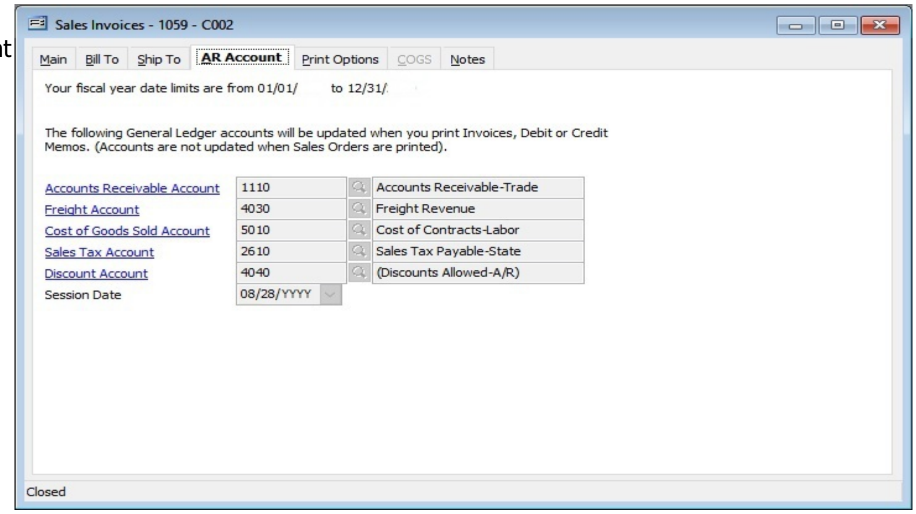
Collect or Prepaid

Use this field to select from the drop down choices: N/A (Not Applicable), Collect, or Prepaid. This field's data is informational only, and can optionally appear on a modified Sales Order form.

AR Account Tab

This screen is used to change the related posting account and session date defaults. The default account numbers are recorded in the System Wide Parameters, but they can be changed here.

Figure: AR-100
Sales Invoice – AR Account tab screen form showing default accounts.



Accounts Receivable Account

This field displays the accounts receivable account to be used for posting the invoice. The Default Sales Account can be entered manually or by using the Find tool.

Please note that the Accounts Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account hyperlink displays a selection of reports that can be directly accessed.

Freight Account

This field displays the freight account to be used for posting the invoice. The Freight Account can be entered manually or by using the Find tool.

Please note that the Freight Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Freight Account hyperlink displays a selection of reports that can be directly accessed.

Cost of Goods Sold (COGS) Account

This field displays the cost of goods sold account to be used for posting the invoice. The Default Cost of Goods Sold Account can be entered manually or by using the Find tool.

Please note that the Cost of Goods Sold Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cost of Goods Sold Account hyperlink displays a selection of reports that can be directly accessed.

Sales Tax Account

This field displays the sales tax account to be used for posting the invoice. The Sales Tax Account can be entered manually or by using the Find tool.

Please note that the Sales Tax Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Account hyperlink displays a selection of reports that can be directly accessed.

Discount Account

This field displays the discount account to be used for posting the invoice. The Discount Account can be entered manually or by using the Find tool.

Please note that Discount Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Account hyperlink displays a selection of reports that can be directly accessed.

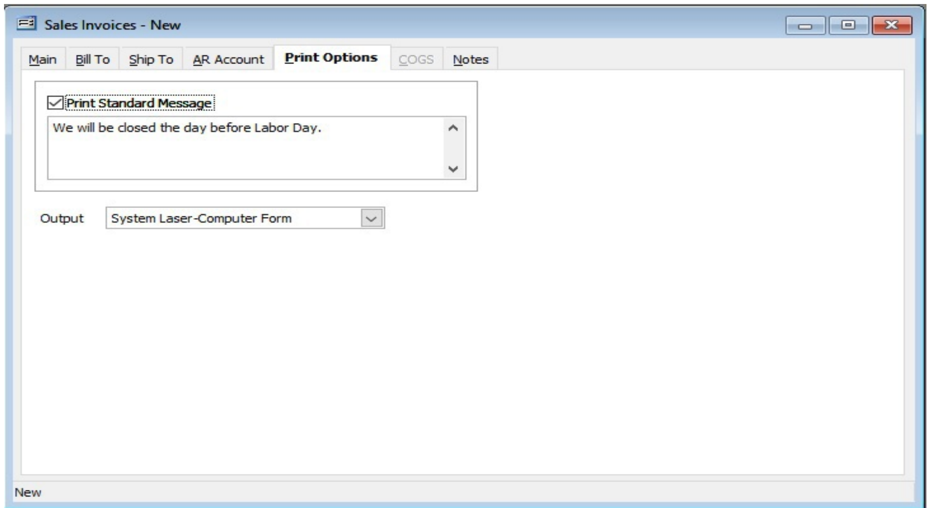
Session Date

This field records the session date for the transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually in the mm/dd/yy format, or by using the Calendar tool.

Print Options Tab

This section allows for the Sales Order to have its output changed from the default setting found in User Preferences section.

Figure: AR-102
Contract Invoices Print Options tab, showing Standard Message and Output options.



Print Standard Message

Check the box if the standard message should be included on the invoice. The text box records a standard message to be printed on the invoice.

Tip

> Other Standard Message options can be found in Administrator | System Wide Parameters | AR | Print Options. The choice to Print Standard Messages and Retain

Output

This field offers a selection of formats to print the invoice. It also may be viewed on the screen using the Preview button.

Tip

> If other formats of Invoices were created and saved, they will be listed here along with the system formats.

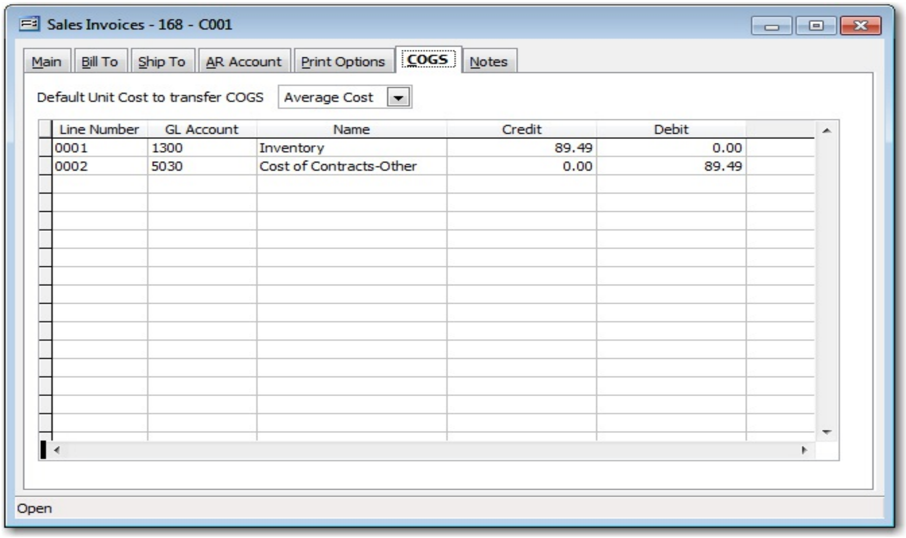
Caution

> Prior to printing or previewing an Invoice, the system will ask to save it. Even if the Invoice is saved, it can be edited if necessary by using the

COGS Tab

The COGS tab gives the line item detail for the credit and debit cost of goods sold entries associated with the total of all items on the Main tab.

Figure: AR-103
Contract Invoice COGS (Cost of Good Sold) tab screen form.



The automatic Cost of Goods Sold (COGS) feature will produce an automatic journal entry to credit the inventory account each time inventory items are sold to reflect the cost of goods sold. These entries can be located in the Journal Entries file, but may not be changed or modified. BIS® uses the average, preferred or last unit cost, which is displayed in the Inventory Items record, to generate these entries. The average and last unit cost are calculated by the system based on the cost recorded in vendor invoices for the item.

To enable the Automatic Cost of Goods Sold feature, the Set Automatic Cost of Goods Sold Option must be selected in the System Wide Parameters AR tab. This is also where the average, preferred or last unit cost may be set as the Default Unit Cost to transfer to COGS.

To see the automatic entries to the Inventory and Cost of Goods Sold accounts, select the COGS tab while in Sales Orders, Contract Invoices, Sales Invoices, Credit Memos or Debit Memos. The unit cost type, as well as the Inventory and Cost of Goods Sold account, will be displayed with the appropriate entries.

BIS does not provide for "drop shipping," where inventory is maintained at zero units until an order is received. This is because the general ledger cost-of-goods-sold account cannot be automatically updated when the number of inventory units on hand is zero. However, the cost of goods sold can be recorded manually in this circumstance through an inventory adjustment.

If the nature of the business is such that inventory items are sold before they are received, there may be inaccurate cost-of-goods-sold entries calculated. If the average unit cost is different (at the time of sale) than the cost when the item is pre-purchased, the cost-of-goods-sold entry may be incorrect. If this situation is common, it may be advisable to turn off the Cost of Goods Sold option.

Caution

Check with the accountant if considering this action. When the automatic Cost of Goods Sold feature is off, NO entry will be generated to reflect the cost of goods sold. An inventory adjustment must be made

Default Unit Cost to transfer to COGS
This field displays the default unit cost type selected in the System Wide Parameters.

Line Number
This column displays the journal entry line number that is generated.

GL Account
This column displays the account number to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

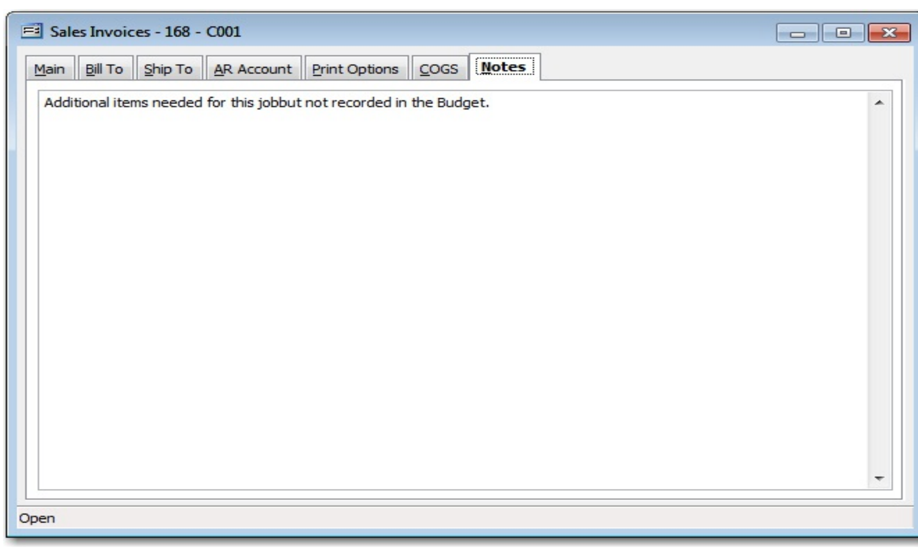
Name
This column displays the account name to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

Credit
This column displays the credit amount (if any) to the account number to which the line item journal entry is posted.

Debit
This column displays the debit amount (if any) to the account number to which the line item journal entry is posted.

Notes Tab
The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AR-104
Sample Contract Invoice Notes tab screen form.



Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

Invoices from Sales Orders

If a sales order is created prior to invoicing, BIS® can create a sales or contract invoice from that sales order, avoiding the need to reenter the required information. Depending upon whether a job number is included in the sales order, BIS® will create either a sales invoice (without a job number) or a contract invoice (including a job number). Once a sales order is converted, the data is no longer stored in the Sales Orders file and cannot be viewed and edited there. The new invoice must be located in the appropriate invoice file to be viewed, edited or printed.

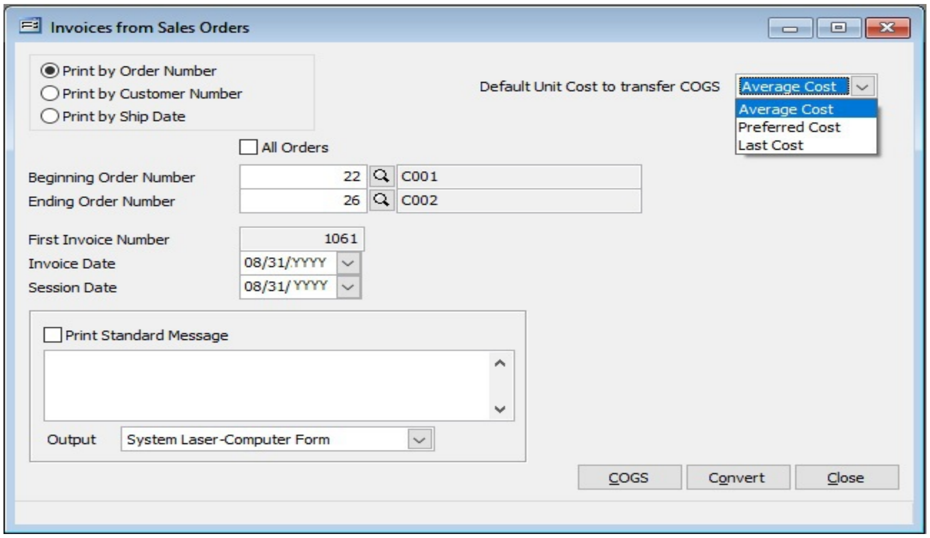
Modular Menu Access

Accounts Receivable | Customer Invoices | Invoices from Sales Orders

Standard Menu Access

Transactions | Customer Invoices | Invoices from Sales Orders

Figure: AR-105
Invoice from Sales Orders screen form, showing the selection of Default Unit Cost to transfer to COGS.



⚠ **Caution**

> If the ship date field was left blank in any sales order, it must be filled prior to being converted to an invoice. If not, BIS® will skip that order

Conversion Process

1. Open the Customer Invoices submenu from the Transactions menu and select Invoices from Sales Orders.

2. Specify how sales orders are to be selected for conversion by marking one of the following options: Print by Order Number, Print by Customer Number, or Print by Ship Date.

   a. By Order Number: Specify the beginning and ending order numbers. To convert all existing sales orders, check the box next to All Orders and leave the beginning and ending fields blank.

   b. By Customer Number: Enter the beginning and ending customer Id codes. To convert sales orders for all customers, check the box next to All Customers and leave the beginning and ending fields blank.

   c. By Ship Date: Enter the selected shipping date.

3. In the field First Invoice Number, the system will display the next invoice number available. This may be changed if necessary. If more the one invoice is created, they will be numbered consecutively.

4. Enter the correct invoice and session dates.

5. If a standard message is to appear on all the invoices created, check the Print Standard Message box and type it in the text box provided.

6. Verify that all information is correct and click the Convert button. BIS® will begin creating invoices from the sales orders entered.

7. When the conversion is complete, BIS® provides the option of printing the new invoices. To print them, click Yes to open the Print Setup dialog box. If the invoices are not printed at this time, click No.

When a sales order is converted to an invoice, the data is removed from the sales order file and cannot be viewed or edited there. The new invoice must be located in the appropriate file (Sales Invoices or Contract Invoices) to be viewed, edited or printed.

Print By Options
Sales orders can be selected for conversion by sales order number, by customer Id or by shipping date. When the Print by Order Number option is marked, BIS® allows sales orders to be selected for conversion by a range of sales order numbers. Once the correct information is entered, the Convert button should be used to begin the process of converting all sales orders selected into invoices.

Default Unit Cost to transfer to COGS
The Default Unit Cost field allows the user to choose the type of Unit Cost (average, preferred, or last) that is used to make the credit and debit cost of goods sold (COGS) entries on this form.

All Orders
When a checkmark appears next to this option, all outstanding sales orders will be converted. The checkmark can be toggled on and off by clicking on the box. To convert only a portion of a sales order, this option must be unmarked.

Beginning Order Number
If the All Orders option is off, this field records the beginning sales order number of the range selected for conversion. The order number may be typed or selected using the Find tool. If the All Orders option is on, it displays the number of the first outstanding sales order. The associated customer number is also displayed.

Ending Order Number
If the All Orders option is off, this field records the ending sales order number of the range selected for conversion. The order number may be typed or selected using the Find tool. If the All Orders option is on, it displays the number of the last outstanding sales order. The associated customer number is also displayed.

First Invoice Number
This field displays the invoice number that will be assigned to the first invoice created. Invoice numbers will be assigned consecutively.

Invoice Date
This field records an invoice date. This date can be entered manually or by using the Calendar tool.

Session Date
The Session Date field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another

date may be entered here. The date may be entered manually in the mm/dd/yy format, or by using the Calendar tool.

Print Standard Message

Check the box if the standard message should be included on the invoice. The text box records a standard message to be printed on the invoice.

Tip

> Other Standard Message options can be found in Administrator | System Wide Parameters | AR | Print Options. The choice to Print Standard Messages and Retain

Output

This field offers a selection of formats to print the invoice. It also may be viewed on the screen using the Preview button.

Tip

> If other formats of Invoices were created and saved, they will be listed here along with the system formats.

Caution

> Prior to printing or previewing an Invoice, the system will ask to save it. Even if the Invoice is saved, it can be edited if necessary by using the

Debit Memos

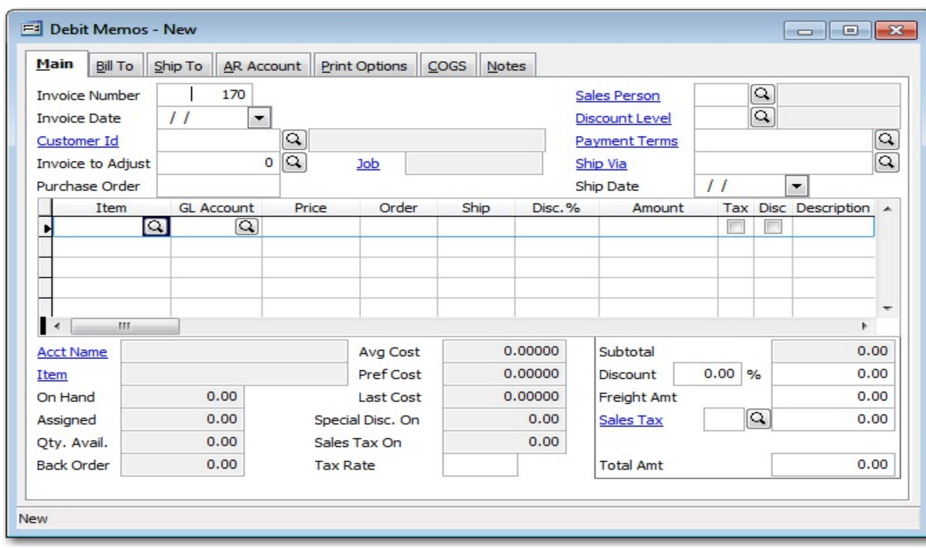
The Debit Memo is used to adjust existing invoices. By selecting an invoice to adjust and entering line items into this form, the items are debited to the original invoice. To credit items, use the Credit Memos option. When a debit or credit memo is made, the adjusted amount due will automatically appear in customer ledger reports for the original invoice. A copy of the debit memo should be sent to the customer to inform them of the adjusted amount due.

Modular Menu Access
Accounts Receivable | Debit Memos

Standard Menu Access
Transactions | Debit Memos

New Record
Initial access to contract invoices from the menu opens the Debit Memos - New form. This form is used to enter new debit memo information. However, access to a new form when another debit memo record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will if any changes to the record should be saved.

Figure: AR-106
Debit Memos – New screen form.

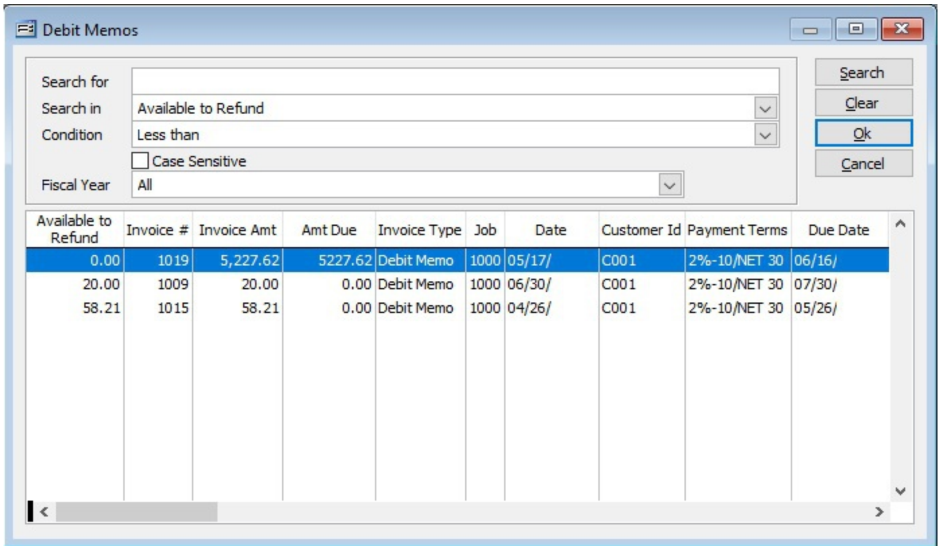


Scrolling Through Debit Memo Records
Debit Memo records can be scrolled by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Debit Memo # . Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Debit Memo #. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the Debit Memo #. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the Debit Memo #.

Editing an Existing Record

The list of existing debit memos may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records cannot be edited, however. Note that when the contract invoice screen form appears, most of the fields at the top are shaded; this information cannot be changed.

Figure: AR-107
Debit Memos Find/Search screen form.



Deleting an Existing Record

Existing records can be deleted if they have not been used in subsequent transactions. Once the source record is brought to the screen, use the Delete button on the tool bar. The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave this process.

Main Tab

The Debit Memo is used to adjust existing invoices. By selecting an invoice to adjust and entering line items into this form, the items are debited to the original invoice. To credit items, use the Credit Memos option. When a debit or credit memo is made, the adjusted amount due will automatically appear in customer ledger reports for the original invoice. A copy of the debit memo should be sent to the customer to inform them of the adjusted amount due.

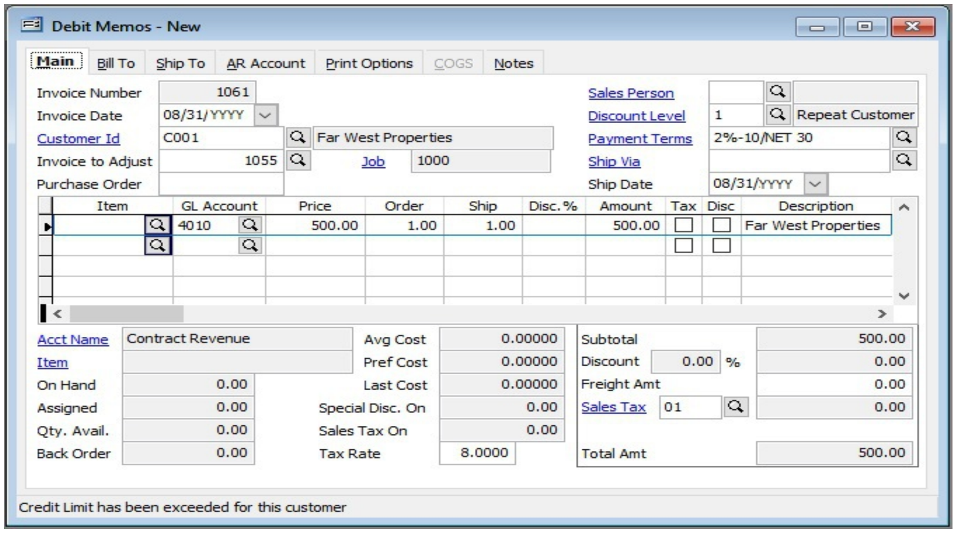


Figure: AR-108
Debit Memos Main tab screen form sample, debiting inventory items.

If the underlying invoice was not for an inventory item, a debit memo may be created if needed.

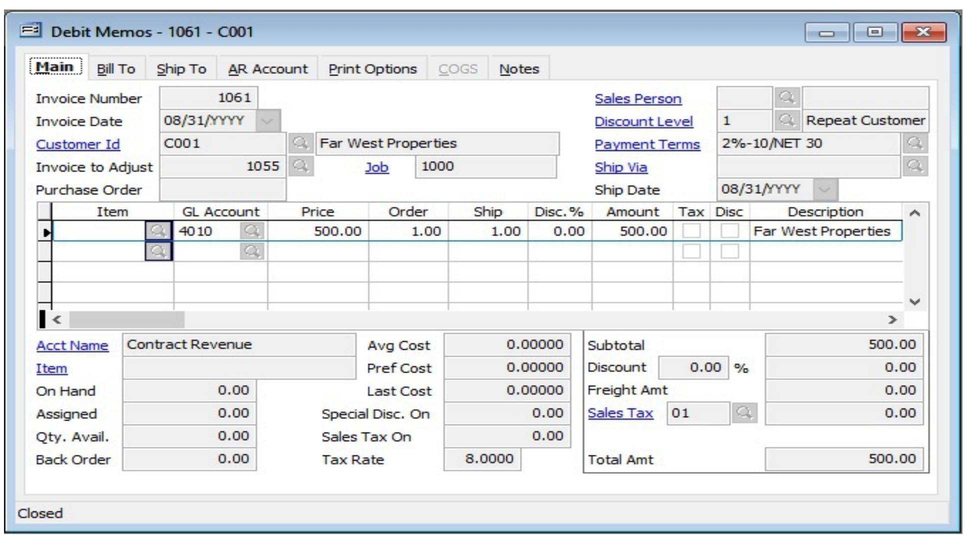


Figure: AR-109
Debit Memo Main tab screen form sample, debiting customer without inventory item.

Invoice Number

This field records an invoice number that is used to identify a record. The program assigns a consecutive number automatically. The number assigned can be changed in the AR tab of the System Wide Parameters by changing the number listed in the Last Invoice Number field. The AR tab also offers an option to assign an invoice number manually for every record. These numbers are in the same series as regular invoices.

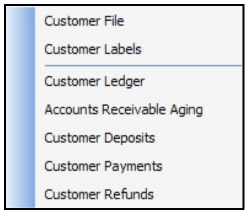
Invoice Date

This field records an invoice date for the sale. This date can be entered manually or by using the Calendar tool.

Customer Id
This field displays the customer identification number associated with a record.

Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Customer - New form. Right-clicking on the Customer hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-110
Reports directly accessible by right-clicking on the field hyperlink.



Invoice to Adjust
This field records the number of the invoice that will be adjusted by the debit memo. This information may be entered manually or by using the Find tool. This number cannot be entered until the Invoice Date and Customer Id fields are filled. The system verifies that the invoice to be adjusted is for the same customer selected and that its invoice date is prior to the date of the debit memo.

Job Number
Enter the associated job number or use the Find tool to browse or select from the Jobs table. The job number must be on file. Use the Jobs Master Record from the Jobs menu to enter new jobs or change existing jobs. This field is an alphanumeric field and is limited to ten characters.

Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Purchase Order
This field records the customer purchase order number associated with this sales order or invoice.

Sales Person
This field records the initials of the salesperson making the debit memo. If a particular salesperson has been entered in the Defaults section of the Customers master record, these initials will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the initials recorded must exist in the Salespersons file.

Please note that the Sales Person title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Person - New form. Right-clicking on the Sales Person hyperlink accesses the Sales Person File report.

Discount Level
This field records the discount level that applies to the debit memo. If a discount level has been entered in the Defaults section of the Customers master record, this level will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the discount level recorded must exist in the Discount Schedule.

Please note that the Discount Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Discount Schedule - New form. Right-clicking on the Discount Level hyperlink accesses the Discount Schedule File report.

Payment Terms

This field records the payment terms that apply to the debit memo. If payment terms have been entered in the Defaults section of the Customers master record, these terms will be filled in automatically but can be changed if necessary. This may be entered manually or by using the Find tool, but the payment terms recorded must exist in the Payment Terms file.

Please note that the Payment Terms Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Payment Terms - New form. Right-clicking on the Payment Terms hyperlink accesses the Payment Terms report.

Ship Via

This field records the shipping method that applies to the debit memo. This may be entered manually or by using the Find tool, but the shipping method recorded must exist in the Ship Via file.

Please note that the Ship Via title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Ship Via - New form. Right-clicking on the Ship Via hyperlink accesses the Ship Via File report.

Ship Date

This field records the date this debit memo should be shipped. This date may be entered manually or by using the Calendar tool.

Form Columns

GL Account

This column records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Caution

> The ability to post sales to GL accounts that are not associated jobs is determined by a setting in Administrator | System Wide Parameters | AR tab. If there is a need to bill to non-job GL accounts, uncheck the feature named, "Restrict GL Accounts in Contract Invoices, SO, CM, DM to

Item

This column records the code of the inventory item ordered. This code may be entered manually or by using the Find tool. This field is not required and may be left blank for non-inventory debit memos. Item codes are maintained in the Inventory Items master file.

Price

This field records the selling price per unit. If a selling price has been recorded in the Inventory Items record of the item selected, this price will be pulled up automatically, but may be changed if necessary.

Order

This column records the total quantity of items or units ordered. If this is for a non-inventory item, this field is not required unless BIS® should calculate the extended price. This field will update the number of units assigned in the item's Inventory Items record.

Ship

This column records the quantity of items or units that will be shipped at this time. BIS® will automatically fill in the number of units ordered. This number may be changed, for example, the items are out of stock, but should not be greater than the number ordered. If the quantity to be shipped is greater than the quantity on hand, a warning will be displayed. This quantity is multiplied by the unit price to calculate the extended price (Amount).

Discount Percentage

This column records the discount percentage for this line item. If a price discount code has been recorded in the Inventory Items record of the item selected, BIS® will automatically cross-reference the item price discount code with the customer's discount level in the Discount Schedule to fill in the correct percentage automatically. This percentage may also be entered or changed manually.

Amount

This column records the extended price for this line item. BIS® will calculate this amount by multiplying the unit price by the units to ship, minus the discount. This amount can also be entered or changed manually.

Tax

This column allows line items to be marked as taxable items. When a checkmark appears in the Tax box, sales tax will be calculated for that line item and added to the Sales Tax field in the Totals section of the record. The checkmark can be toggled on and off by clicking on the box in this column.

Tip

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job Master

Disc

This column allows a special discount to be applied to line items marked. When a checkmark appears in the Discount box, the Discount fields in the Totals section of the record are enabled. The special discount percentage entered will be applied only to those line items marked. The special discount is calculated separately from any discounts offered using the Discount Schedule.

Description

This column records a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters.

To record an extended description for this item, click the button to open a Notes box. An unlimited amount of information related to this line item may be stored in this field.

Report Code

This column is used to record a report code related to the line item, which can be used for creating customized reports. Report codes are maintained in the Report Codes file. This code may be typed or entered using the Find tool.

CC

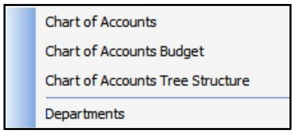
If the account number selected for the line item has been assigned a Job Cost type, the button in this column will open the Job Cost screen, where the item can be posted to a specific cost code.

Summary
This section displays summary information about the Debit Memo.

<u>Acct Name</u>
This displays the name of the general ledger account for the line item selected.

Please note that the Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-111
Reports directly accessible by right-clicking on the field hyperlink.



<u>Item</u>
This field displays the item description for the line item selected.

Please note that the Item title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Inventory Items - New form. Right-clicking on the Item hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-112
Reports directly accessible right-clicking on the field hyperlink.

On Hand
This field displays the quantity on hand of the inventory item listed in the selected line item.

Assigned
This field displays the quantity assigned to customers through sales orders and invoices of the inventory item listed in the selected line item.

Quantity Available
This field displays the quantity available (not assigned to customers) of the inventory item listed in the selected line item.

Back Order
This field displays the back ordered quantity of the highlighted inventory item.

Average Cost
This field displays the average cost per unit for the highlighted inventory item.

Preferred Cost
This field displays the preferred cost per unit for the highlighted inventory item.

Last Cost
This field displays the last cost per unit for the highlighted inventory item.

Special Discount On
This field displays the total amount from all line items that are marked for a special discount. Marked items show a checkmark in the Discount column box.

Sales Tax On
This field displays the total amount from all line items that are marked as taxable items. Marked items show a checkmark in the Tax column box.

Tip

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job

Tax Rate
This field displays the tax rate associated with the Sales Tax code selected. The rate is set up in the Sales Tax Codes file.

Totals Section
Subtotal
This field displays the subtotal for the line items entered. This amount is the sum of the Amount column for all line items.

Discount
This field records a special discount percentage that will be applied to all line items showing a checkmark in the Discount column. If the special discount is entered as a dollar amount, the discount percentage will be calculated. If no line items are marked for a special discount, these fields will appear disabled (grayed). Special discounts are not related to discounts offered by using the Discount Schedule.

Freight Amt
This field records the total amount that the customer will be charged for freight.

Sales Tax
This field records the sales tax code for the sales tax district that applied to the sale, if any. This code may be entered manually or by using the Find tool, but must appear in the Sales Tax Codes file. The tax rate for the code selected will be used to calculate the sales tax for the items marked as taxable.

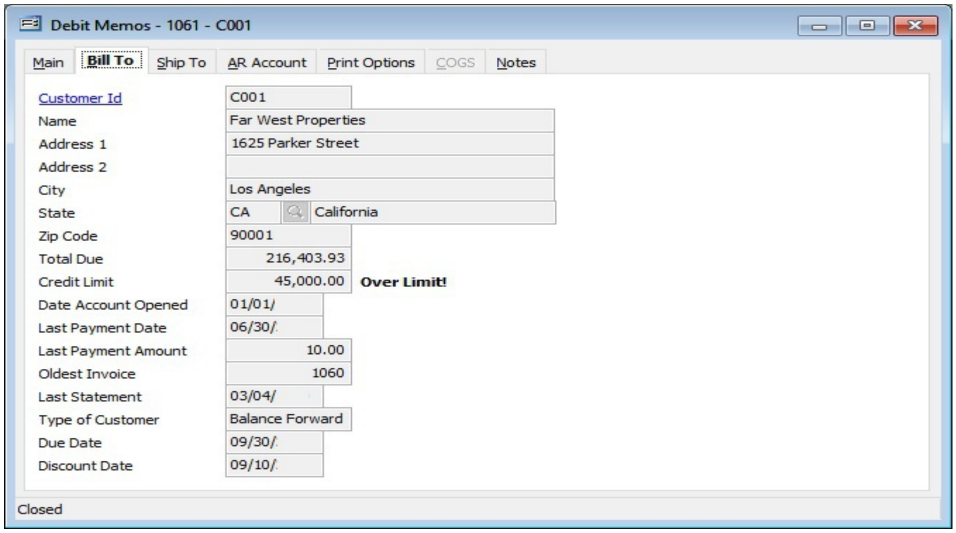
Please note that the Sales Tax title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Tax - New form. Right-clicking on the Sales Tax hyperlink accesses the Sales Tax File report.

Total Amount
This field displays the total dollar amount for this sales order. This calculated by adding the subtotal of all line items, the freight amount and the sales tax amount, minus any special discount applied.

Bill To Tab

The Bill To tab is for reference only. The fields in this tab display the billing address that will appear on the debit memo, which is recorded in the Customers master record for the customer selected. Also displayed here is information regarding the payment history of this customer.

Figure: AR-113
Debit Memo Bill To tab screen form sample.

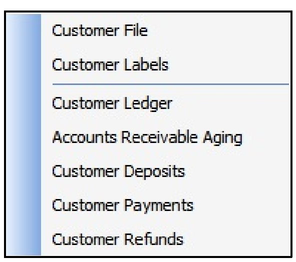


Customer Id

This field displays the Customer Id code associates with this record.

Please note that the Customer Id title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Billing Code hyperlink displays a list of reports that can be directly accessed.

Figure: AR-114
Right-click a hyperlink to display a selection of accessible reports.



Customer Name

This field displays the full name of the customer represented by the customer Id selected.

Address 1

This field displays the customer's primary street address.

Address 2

The customer's secondary street address is recorded here.

City

This field displays the customer's city.

State

This field displays the customer's state abbreviation.

Zip Code
This field displays the customer’s postal zip code.

Total Due
This field displays the total currently due from the customer. BIS® calculates this automatically from the account receivable and cash receipts records.

Credit Limit
This displays the credit limit that is recorded in the Customers master record. If the Total Due is greater than the customer's limit, BIS® will display an Over Limit warning.

Date Account Opened
This field displays the date the customer's account was opened. This is recorded in the History section of the Customer Master record.

Last Payment Date
This displays the date of the customer's last payment. This information is updated automatically by the program from the cash receipts records.

Last Payment Amount
This field displays the amount of the customer's last payment. This is updated automatically by BIS® from the cash receipts records.

Oldest Invoice
This field displays the oldest outstanding invoice for this customer. This is updated automatically by BIS® from the accounts receivable records.

Last Statement
This field displays the date of the last statement created for this customer.

Customer Type
This field displays the type established in the Customers master record for this customer.

Due Date
This field displays the due date of the customer's debit memo.

Discount Date
This field displays the date of any discount applicable to the customer's debit memo.

Ship To Tab

The Ship To section of this form records the shipping address that will appear on the debit memo. The Customers master form contains a Ship To tab that allows an unlimited number of shipping addresses to be recorded. The button that appears on this tab opens a selection screen to choose a Ship To record.

Figure: AR-115
Debit Memo – Ship To tab screen form sample.

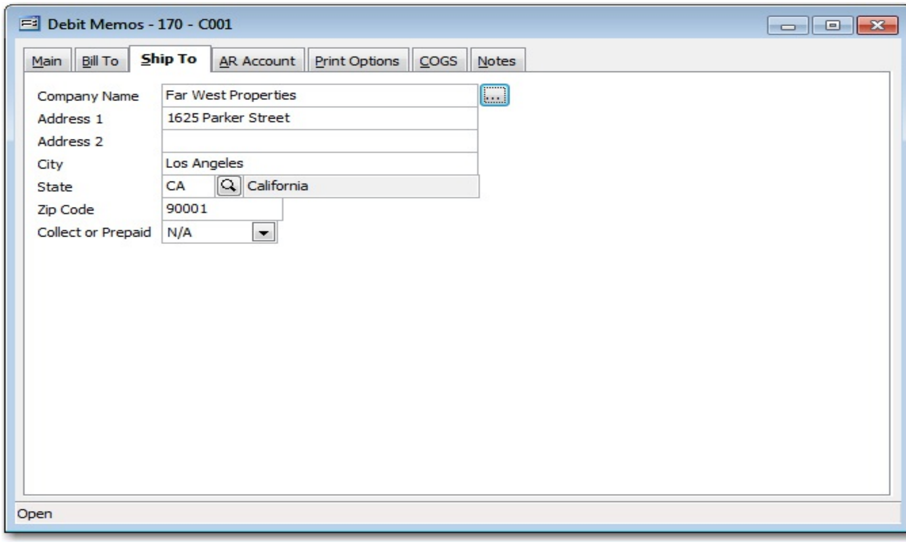
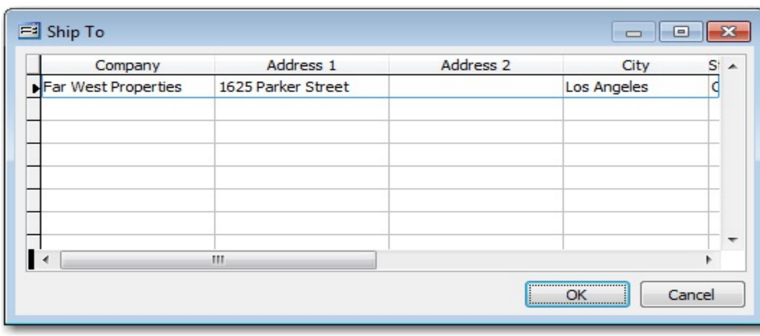


Figure: AR-116
Sales Invoices Ship To tab Ship To sub form used to select the Customer's shipping address.



Customer Name
This field displays the full name of the customer's shipping address selected.

Address 1
This field displays the customer's primary shipping street address.

Address 2
The customer's secondary shipping street address is recorded here.

City
This field displays the customer's shipping city.

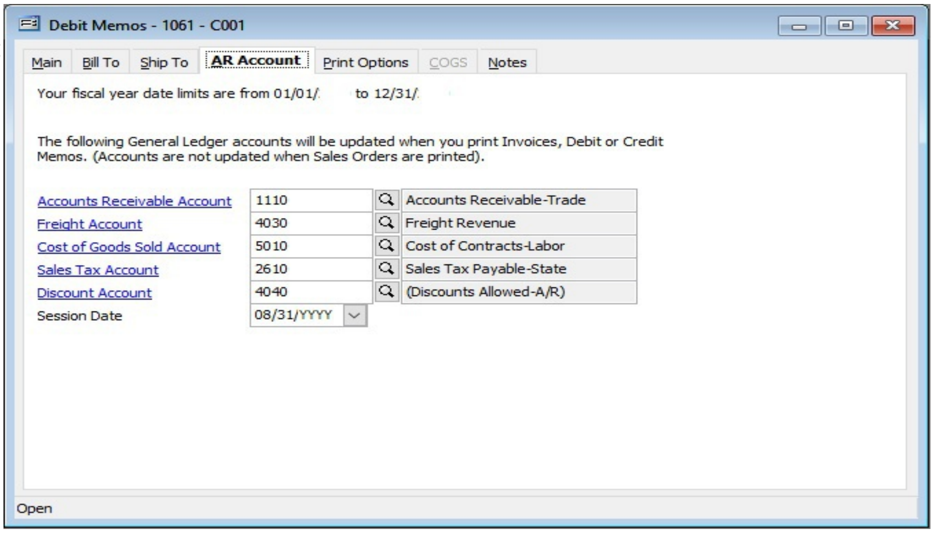
State
This field displays the customer's ship to state abbreviation.

Zip Code
This field displays the customer's ship to postal zip code.

Collect or Prepaid
Use this field to select from the drop down choices: N/A (Not Applicable), Collect, or Prepaid. This field's data is informational only, and can optionally appear on a modified Sales Order form.

AR Account Tab
This screen is used to change the related posting account and session date defaults. The default account numbers are recorded in the System Wide Parameters, but can be changed here.

Figure: AR-117
Debit Memos – AR Account tab screen form showing default accounts.



Accounts Receivable Account
This field displays the accounts receivable account to be used for posting the debit memo. The Default Sales Account can be entered manually or by using the Find tool.

Please note that the Accounts Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account hyperlink displays a selection of reports that can be directly accessed.

Freight Account
This field displays the freight account to be used for posting the debit memo. The Freight Account can be entered manually or by using the Find tool.

Please note that the Freight Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Freight Account hyperlink displays a selection of reports that can be directly accessed.

Cost of Goods Sold (COGS) Account
This field displays the cost of goods sold account to be used for posting the debit memo. The Default Cost of Goods Sold Account can be entered manually or by using the Find tool.

Please note that the Cost of Goods Sold Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cost of Goods Sold Account hyperlink displays a selection of reports that can be directly accessed.

Sales Tax Account

This field displays the sales tax account to be used for posting the debit memo. The Sales Tax Account can be entered manually or by using the Find tool. Please note that the Sales Tax Account is a hyperlink field as well asthe description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Account hyperlink displays a selection of reports that can be directly accessed.

Discount Account

This field displays the discount account to be used for posting the debit memo. The Discount Account can be entered manually or by using the Find tool.

Please note that Discount Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Account hyperlink displays a selection of reports that can be directly accessed.

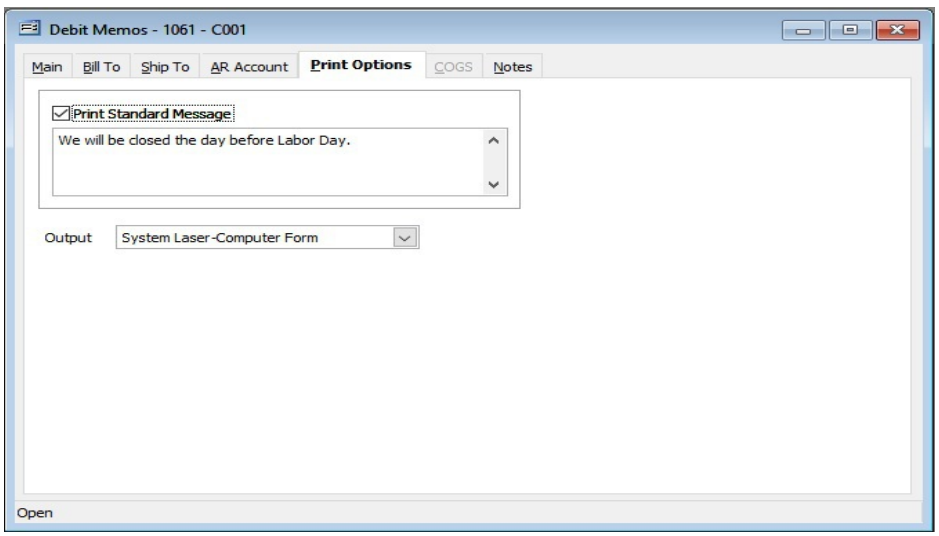
Session Date

This field records the session date for the transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Print Options Tab

This section allows for the Sales Order to have its output changed from the default setting found in User Preferences section.

Figure: AR-118
Debit Memos – Print Options tab screen form, showing Standard Message and Output Options.



Print Standard Message

Check the box if the standard message should be included on the invoice. The text box records a standard message to be printed on the invoice.

Tip Other Standard Message options can be found in Administrator | System Wide Parameters | AR | Print Options. The choice to Print Standard Messages and Retain

Output

This field offers a selection of formats to print the invoice. It also may be viewed on the screen using the Preview button.

Tip If other formats of Invoices were created and saved, they will be listed here along with the system formats.

Debit Memo – Invoice Form

Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
Telephone 805-543-7000

invoice

INVOICE NO.	INVOICE DATE	PAGE
1061	08/31/YYYY	1

D E B I T   M E M O
Debiting Invoice 1055

SOLD TO
Far West Properties
1625 Parker Street

Los Angeles, CA 90001

SHIP TO
Sammy
400 Center St

Cayucos, CA 93425

ACCOUNT NO.	SP	PURCHASE ORDER	SHIP VIA	DATE SHIPPED	TERMS	JOB
C001				08/31/YYYY	2%-10/NET 30	1000

QTY ORDERED	QTY SHIPPED / BACK ORDERED	ITEM / DESCRIPTION	UNIT PRICE / UNIT	DISC %	TAX SD	EXTENDED PRICE
1.00	1.00	Far West Properties	500.00	0.00		500.00

We will be closed the day before Labor Day.

SALE AMOUNT	500.00
DISCOUNT	0.00
FREIGHT CHARGE	0.00
8.000% SALES TAX	0.00
TOTAL	500.00

Thank You

Figure: AR-119 Sample Debit Memo printed on an Invoice form.

COGS Tab

The COGS tab gives the line item detail for the credit and debit cost of goods sold entries associated with the total of all items on the Main tab.

The automatic Cost of Goods Sold (COGS) feature will produce an automatic journal entry to credit the inventory account each time inventory items are sold to reflect the cost of goods sold. These entries can be located in the Journal Entries file, but may not be changed or modified. BIS® uses the average, preferred or last unit cost, which is displayed in the Inventory Items record, to generate these entries. The average and last unit cost are calculated by the system based on the cost recorded in vendor invoices for the item.

To enable the Automatic Cost of Goods Sold feature, the Set Automatic Cost of Goods Sold Option must be selected in the System Wide Parameters AR tab. This is also where the average, preferred or last unit cost may be set as the Default Unit Cost to transfer to COGS.

To see the automatic entries to the Inventory and Cost of Goods Sold accounts, select the COGS tab while in Sales Orders, Contract Invoices, Sales Invoices, Credit Memos or Debit Memos. The unit cost type, as well as the Inventory and Cost of Goods Sold account, will be displayed with the appropriate entries.

BIS does not provide for "drop shipping," where inventory is maintained at zero units until an order is received. This is because the general ledger cost-of-goods-sold account cannot be automatically updated when the number of inventory units on hand is zero. However, the cost of goods sold can be recorded manually in this circumstance through an inventory adjustment.

If the nature of the business is such that inventory items are sold before they are received, there may be inaccurate cost-of-goods-sold entries calculated. If the average unit cost is different (at the time of sale) than the cost when the item is pre-purchased, the cost-of-goods-sold entry may be incorrect. If this situation is common, it may be advisable to turn off the Cost of Goods Sold option.

⚠ **Caution**

> Check with the accountant if considering this action. When the automatic Cost of Goods Sold feature is off, NO entry will be generated to reflect the cost of goods sold. An inventory adjustment must be made

Default Unit Cost to transfer to COGS

This field displays the default unit cost type selected in the System Wide Parameters.

Line Number

This column displays the journal entry line number that is generated.

GL Account

This column displays the account number to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

Name

This column displays the account name to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

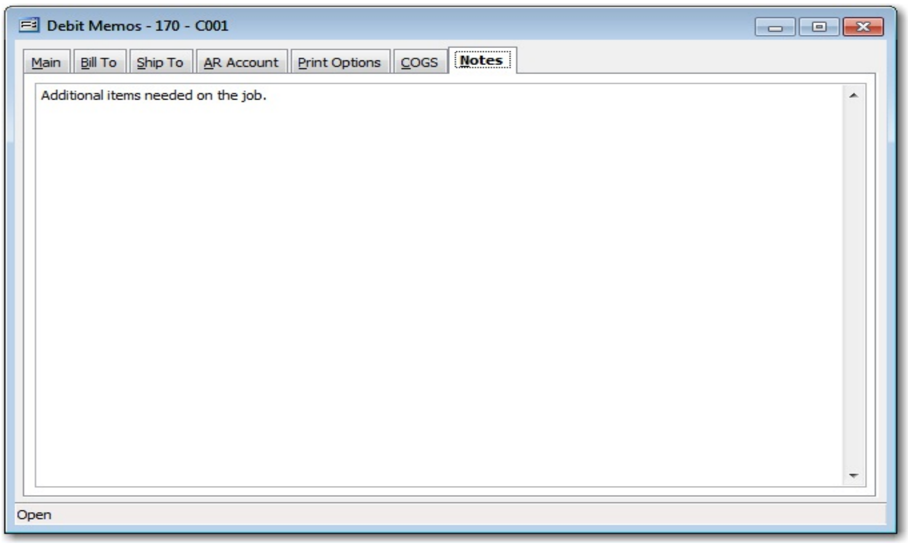
Credit

This column displays the credit amount (if any) to the account number to which the line item journal entry is posted.

Debit
This column displays the debit amount (if any) to the account number to which the line item journal entry is posted.

Notes Tab
The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AR-120
Sample Debit Memos – Notes tab screen form.



Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Credit Memos

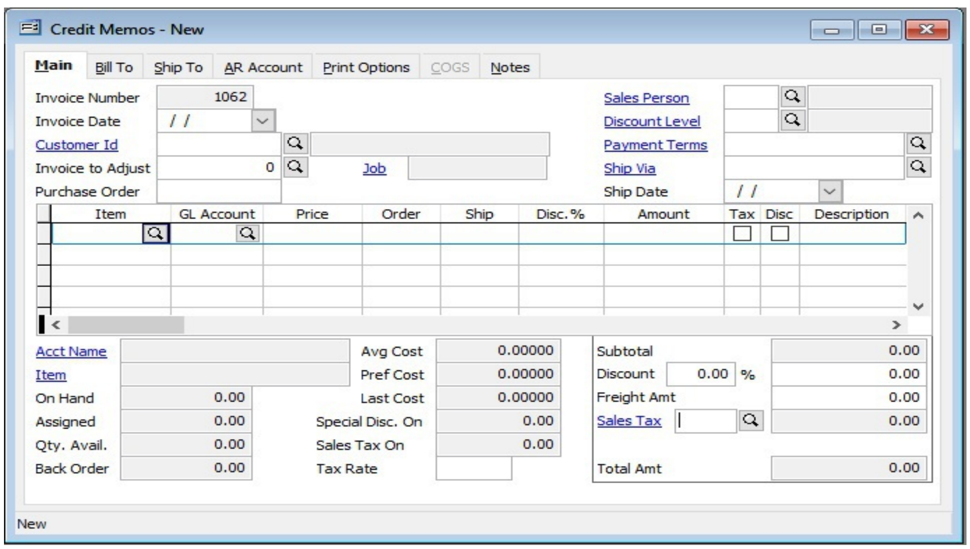
The Credit Memo is used to adjust existing invoices. By selecting an invoice to adjust and entering line items into this form, the items are credited to the original invoice. To debit items, use the Debit Memos option. When a debit or credit memo is created, the adjusted amount due will automatically appear in customer ledger reports for the original invoice. A copy of the credit memo should be sent to the customer to inform them of the adjusted amount due.

Modular Menu Access
Accounts Receivable | Credit Memos

Standard Menu Access
Transactions | Credit Memos

New Record
Initial access to contract invoices from the menu opens the Credit Memos - New form. This form is used to enter new credit memo information. However, access to a new form when another credit memo record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AR-121
Credit Memos – New screen form.

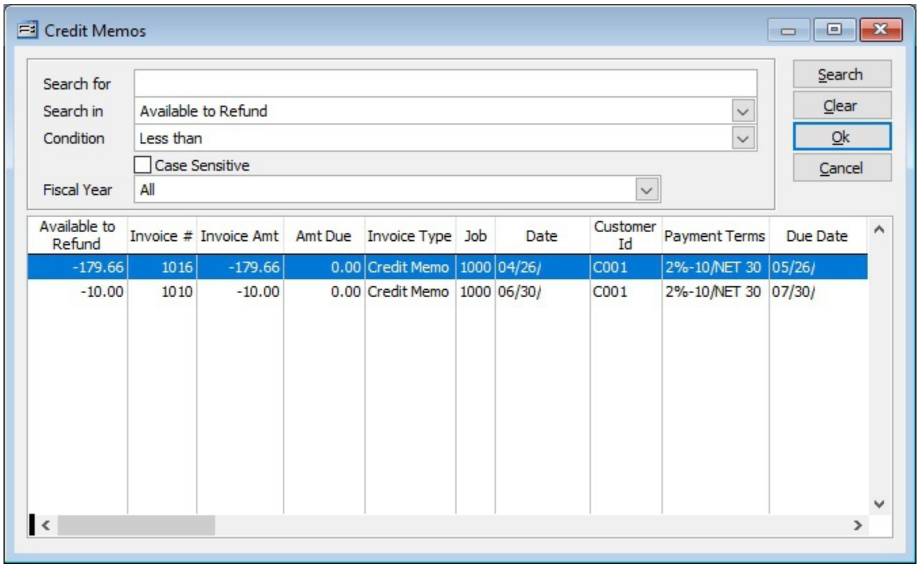


Scrolling Through Debit Memo Records
Credit Memo records can be scrolled by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Credit Memo # . Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Credit Memo #. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the Credit Memo #. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the Credit Memo #.

Editing an Existing Record

The list of existing credit memos can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records cannot be edited, however. Note that when the contract invoice screen form appears, most of the fields at the top are shaded; this information cannot be changed.

Figure: AR-122
Credit Memos Find/Search screen form.



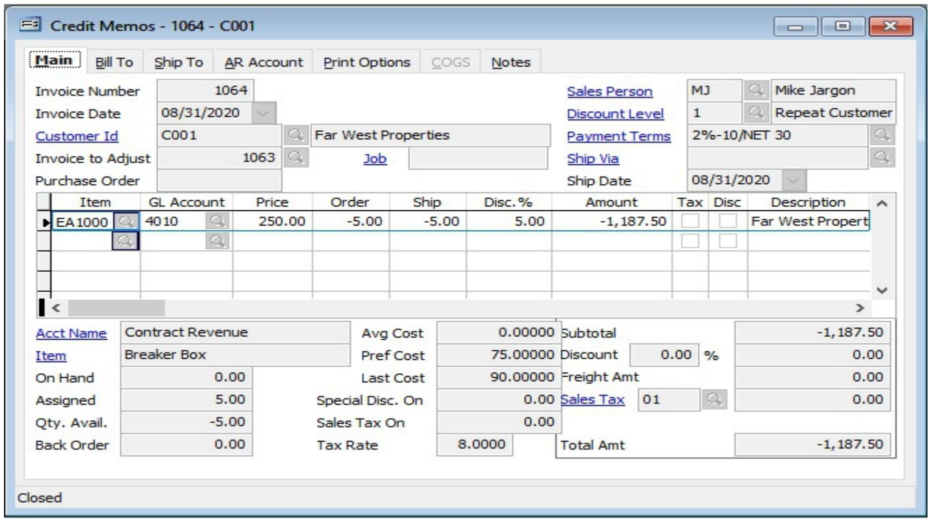
Deleting an Existing Record

Existing records can be deleted if they have not been used in subsequent transactions. Once the source record is brought to the screen, use the Delete button on the tool bar. The system will ask, "Do you want to delete this record?" Click on the Yes button to delete it, or click on the No button to leave this process.

Main Tab

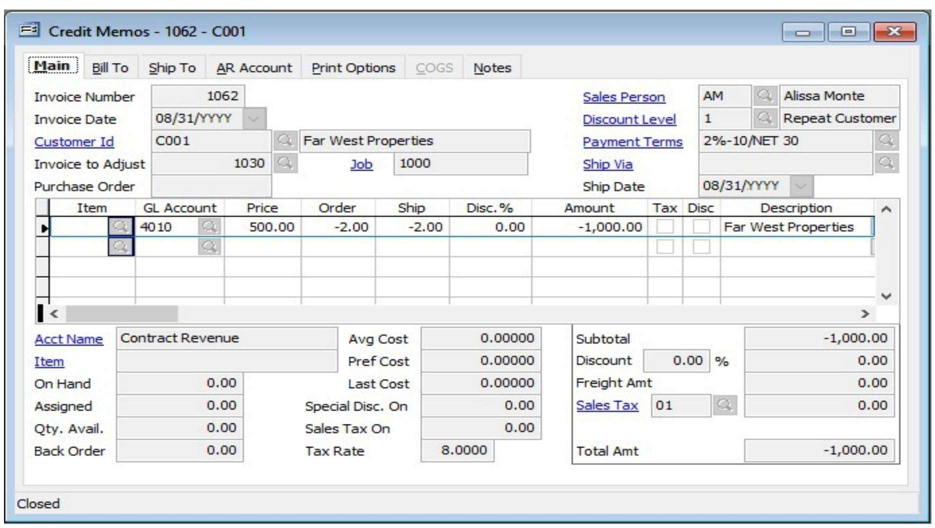
The Credit Memo is used to adjust existing invoices. By selecting an invoice to adjust and entering line items into this form, the items are debited to the original invoice. To credit items, use the Credit Memos option. When a debit or credit memo is made, the adjusted amount due will automatically appear in customer ledger reports for the original invoice. A copy of the credit memo should be sent to the customer to inform them of the adjusted amount due.

Figure: AR-123
Credit Memos – Main tab screen from sample, showing crediting inventory item.



If the underlying invoice was not for an inventory item, a debit memo may be created if needed.

Figure: AR-124
Credit Memo – Main tab screen form sample, crediting a customer without an inventory item.



Invoice Number

This field records an invoice number that is used to identify this record. BIS® assigns a consecutive number automatically. The number assigned can be changed in the AR tab of the System Wide Parameters by changing the number listed in the Last Invoice Number field. The AR tab also offers an option to assign an invoice number manually for every record. These numbers are in the same series as regular invoices.

Invoice Date

This field records an invoice date for the credit memo. This date can be entered manually or by using the Calendar tool.

<u>Customer Id</u>

This field displays the customer identification number associated with the record.

Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Customer - New form. Right-clicking on the Customer hyperlink opens a selection of reports that can be directly accessed.

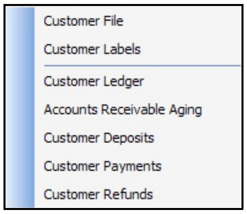


Figure: AR-125
Reports directly accessible by right-clicking on the field hyperlink.

Invoice to Adjust

This field records the number of the invoice that will be adjusted by the credit memo. This may be entered manually or by using the Find tool. This number cannot be entered until the Invoice Date and Customer Id fields are filled. The system verifies that the invoice to be adjusted is for the same customer selected and that its invoice date is prior to the date of the credit memo.

Job Number

Enter the associated job number or use the Find tool to browse or select from the Jobs table. The job number must be on file. Use the Jobs Master Record from the Jobs' menu to enter new jobs or change existing jobs. This field is an alphanumeric field and is limited to ten characters.

Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-126
Reports directly accessible by right-clicking on the field hyperlink.

Purchase Order

This field records the customer purchase order number associated with this sales order or invoice.

Sales Person

This field records the initials of the salesperson making the credit memo. If a particular salesperson has been entered in the Defaults section of the Customers master record, these initials will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the initials recorded must exist in the Salespersons file.

Please note that the Sales Person title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Person - New form. Right-clicking on the Sales Person hyperlink accesses the Sales Person File report.

Discount Level
This field records the discount level that applies to the debit memo. If a discount level has been entered in the Defaults section of the Customers master record, this level will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the discount level recorded must exist in the Discount Schedule.

Please note that the Discount Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Discount Schedule - New form. Right-clicking on the Discount Level hyperlink accesses the Discount Schedule File report.

Payment Terms
This field records the payment terms that apply to the credit memo. If payment terms have been entered in the Defaults section of the Customers master record, these terms will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the payment terms recorded must exist in the Payment Terms file.

Please note that the Payment Terms Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Payment Terms - New form. Right-clicking on the Payment Terms hyperlink accesses the Payment Terms report.

Ship Via
This field records the shipping method that applies to the sale. This may be entered manually or by using the Find tool, but the shipping method recorded must exist in the Ship Via file.

Please note that the Ship Via title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Ship Via - New form. Right-clicking on the Ship Via hyperlink accesses the Ship Via File report.

Ship Date
This field records the date this credit memo should be shipped. The date may be entered manually or by using the Calendar tool.

Form Columns
GL Account
This column records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Caution

> The ability to post to GL accounts that are not associated jobs is determined by a setting in Administrator | System Wide Parameters | AR tab. If there is a need to bill to non-job GL accounts, uncheck the feature named, “Restrict GL Accounts in Contract Invoices, SO, CM, DM to

Item
This column records the code of the inventory item ordered. This code may be entered manually or by using the Find tool. This field is not required and may be left blank for non-inventory credit memos. Item codes are maintained in the Inventory Items master file.

Price
This field records the selling price per unit. If a selling price has been recorded in the Inventory Items record of the item selected, this price will be pulled up automatically, but may be changed if necessary.

Order
This column records the total quantity of items or units ordered. If this is for a non-inventory item, this field is not required unless BIS® should calculate the extended price. This field will update the number of units assigned in the item's Inventory Items record. Since this is a credit memo, the quantity will be a negative number.

Ship
This column records the quantity of items or units that will be shipped at this time. BIS® will automatically fill in the number of units ordered. This number may be changed, for example, the items are out of stock, but should not be greater than the number ordered. If the quantity to be shipped is greater than the quantity on hand, a warning will be displayed. This quantity is multiplied by the unit price to calculate the extended price (Amount).

Discount Percentage
This column records the discount percentage for the line item. If a price discount code has been recorded in the Inventory Items record of the item selected, BIS® will automatically cross-reference the item price discount code with the customer's discount level in the Discount Schedule to fill in the correct percentage automatically. This percentage may also be entered or changed manually.

Amount
This column records the extended price for this line item. BIS® will calculate this amount by multiplying the unit price by the units to ship, minus the discount. This amount can also be entered or changed manually.

Tax
This column allows line items to be marked as taxable items. When a checkmark appears in the Tax box, sales tax will be calculated for that line item and added to the Sales Tax field in the Totals section of the record. The checkmark can be toggled on and off by clicking on the box in this column.

Tip

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job Master

Disc
This column allows a special discount to be applied to line items marked. When a checkmark appears in the Discount box, the Discount fields in the Totals section of the record are enabled. The special discount percentage entered will be applied only to those line items marked. The special discount is calculated separately from any discounts offered using the Discount Schedule.

Description
This column records a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters.

To record an extended description for this item, click the button to open a Notes box. An unlimited amount of information related to this line item may be stored in this field.

Report Code
This column is used to record a report code related to the line item, which can be used for creating customized reports. Report codes are maintained in the Report Codes file. This code may be typed or entered using the Find tool.

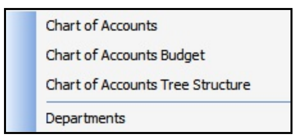
CC
If the account number selected for the line item has been assigned a Job Cost type, the button in this column will open the Job Cost screen, where the item can be posted to a specific cost code.

Summary
This section displays summary information about the Credit Memo.

Acct Name
This displays the name of the general ledger account for the line item selected.

Please note that the Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-127
Reports directly accessible by right-clicking on the field hyperlink.



Item
This field displays the item description for the line item selected.

Please note that the Item title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Inventory Items - New form. Right-clicking on the Item hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-128
Reports directly accessible right-clicking on the field hyperlink.

On Hand
This field displays the quantity on hand of the inventory item listed in the selected line item.

Assigned
This field displays the quantity assigned to customers through sales orders and invoices of the inventory item listed in the selected line item.

Quantity Available
This field displays the quantity available (not assigned to customers) of the inventory item listed in the selected line item.

Back Order
This field displays the back ordered quantity of the inventory item listed in the selected line item.

Average Cost
This field displays the average cost per unit for the highlighted inventory item.

Preferred Cost
This field displays the preferred cost per unit for the highlighted inventory item.

Last Cost
This field displays the last cost per unit for the highlighted inventory item.

Special Discount On
This field displays the total amount from all line items that are marked for a special discount. Marked items show a checkmark in the Discount column box.

Sales Tax On
This field displays the total amount from all line items that are marked as taxable items. Marked items show a checkmark in the Tax column box.

Tip

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job

Tax Rate
This field displays the tax rate associated with the Sales Tax code selected. This rate is set up in the Sales Tax Codes file.

Totals Section
Subtotal
This field displays the subtotal for the line items entered. This amount is the sum of the Amount column for all line items.

Discount
This field records a special discount percentage that will be applied to all line items showing a checkmark in the Discount column. If the special discount is entered as a dollar amount, the discount percentage will be calculated. If no line items are marked for a special discount, these fields will appear disabled (grayed). Special discounts are not related to discounts offered by using the Discount Schedule.

Freight Amt
This field records the total amount that the customer will be charged for freight.

Sales Tax
This field records the sales tax code for the sales tax district that applied to the sale, if any. This code may be entered manually or by using the Find tool, but must appear in the Sales Tax Codes file. The tax rate for the code selected will be used to calculate the sales tax for the items marked as taxable.

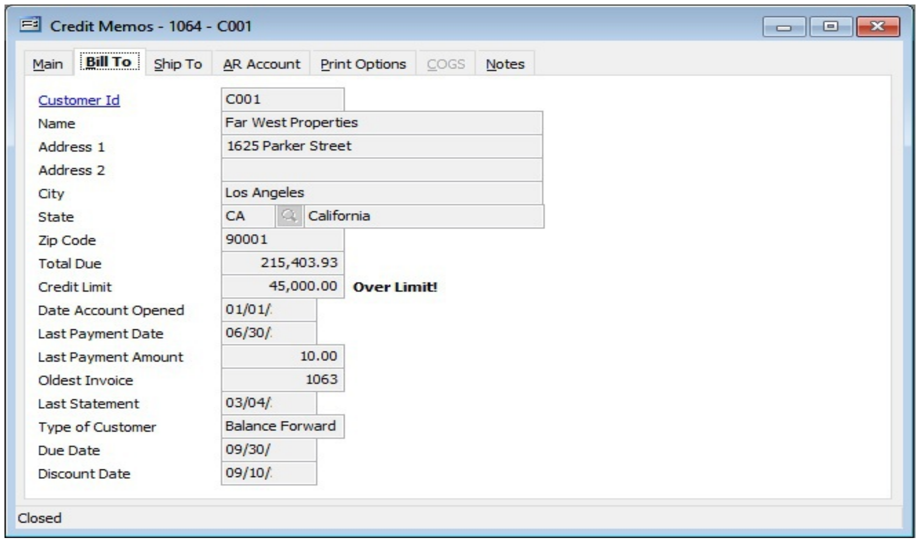
Please note that the Sales Tax title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Tax - New form. Right-clicking on the Sales Tax hyperlink accesses the Sales Tax File report.

Total Amount
This field displays the total dollar amount for this sales order. This calculated by adding the subtotal of all line items, the freight amount and the sales tax amount, minus any special discount applied.

Bill To Tab

The Bill To tab is for reference only. The fields in this tab display the billing address that will appear on the invoice, which is recorded in the Customers master record for the customer selected. Also displayed here is information regarding the payment history of this customer.

Figure: AR-129
Credit Memos – Bill To tab screen form sample.

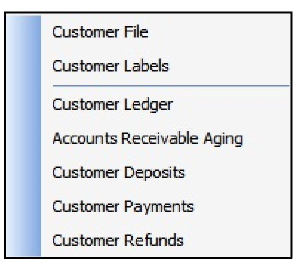


Customer Id

This field displays the Customer Id.

Please note that the Customer Id title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Billing Code hyperlink displays a list of the reports that can be directly accessed.

Figure: AR-130
Right-click a hyperlink to display a selection of accessible reports.



Customer Name

This field displays the full name of the customer represented by the customer Id selected.

Address 1

This field displays the customer's primary street address.

Address 2

The customer's secondary street address is recorded here.

City

This field displays the customer's city.

State

This field displays the customer's state abbreviation.

Zip Code
This field displays the customer’s postal zip code.

Total Due
This field displays the total currently due from the customer. BIS® calculates this automatically from the account receivable and cash receipts records.

Credit Limit
This displays the credit limit that is recorded in the customer’s master record. If the Total Due is greater than the customer's limit, BIS® will display an Over Limit warning.

Date Account Opened
This field displays the date the customer's account was opened. This information is recorded in the History section of the Customer Master record.

Last Payment Date
This displays the date of the customer's last payment. This information is updated automatically by BIS® from the cash receipts records.

Last Payment Amount
This field displays the amount of the customer's last payment. This information is updated automatically by BIS® from the cash receipts records.

Oldest Invoice
This field displays the oldest outstanding invoice for the customer. This is updated automatically by BIS® from the accounts receivable records.

Last Statement
This field displays the date of the last statement created for the customer.

Customer Type
This field displays the type established in the Customers master record for this customer.

Due Date
This field displays the due date of the customer's order if it were converted to an invoice on the same date. This is updated to the correct date automatically when the order is converted to an invoice on a different date.

Discount Date
This field displays the date of any discount applicable to the customer's order if it were converted to an invoice on the same date. This is updated to the correct date automatically when the order is converted to an invoice on a different date.

Ship To Tab

The Ship To section of this form records the shipping address that will appear on the Credit Memo. The Customers master form contains a Ship To tab that allows an unlimited number of shipping addresses to be recorded. The button that appears on this tab opens a selection screen to choose a Ship To record from this list.

Figure: AR-131
Credit Memos – Ship to tab screen form sample.

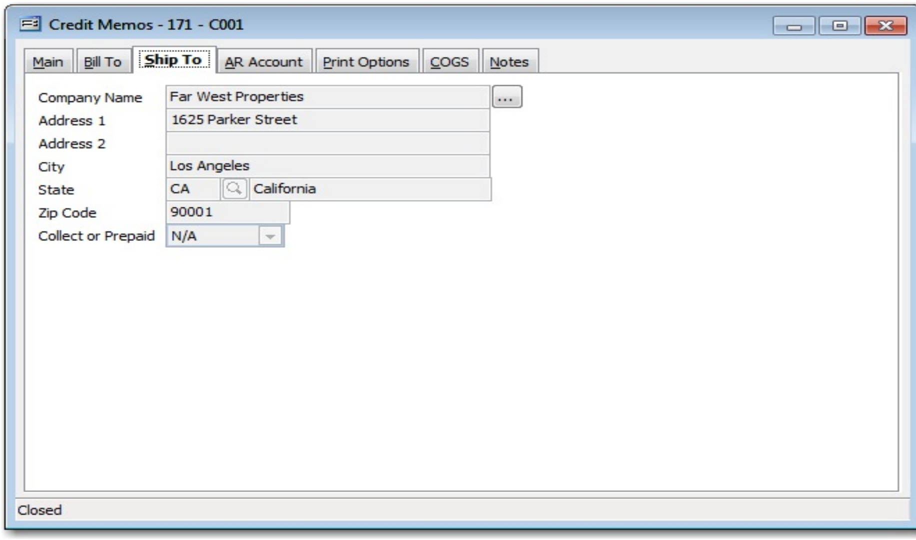
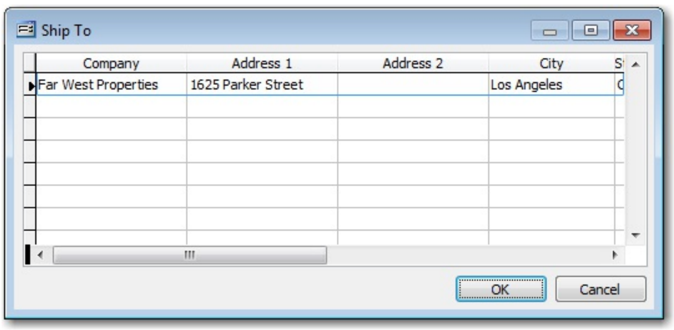


Figure: AR-132
Credit memos Invoices Ship To tab Ship To sub form used to select the customer's shipping address.



Customer Name

This field displays the full name of the customer's shipping address selected.

Address 1

This field displays the customer's primary shipping street address.

Address 2

The customer's secondary shipping street address is recorded here.

City

This field displays the customer's shipping city.

State

This field displays the customer's shipping state abbreviation.

Zip Code

This field displays the customer's shipping postal zip code.

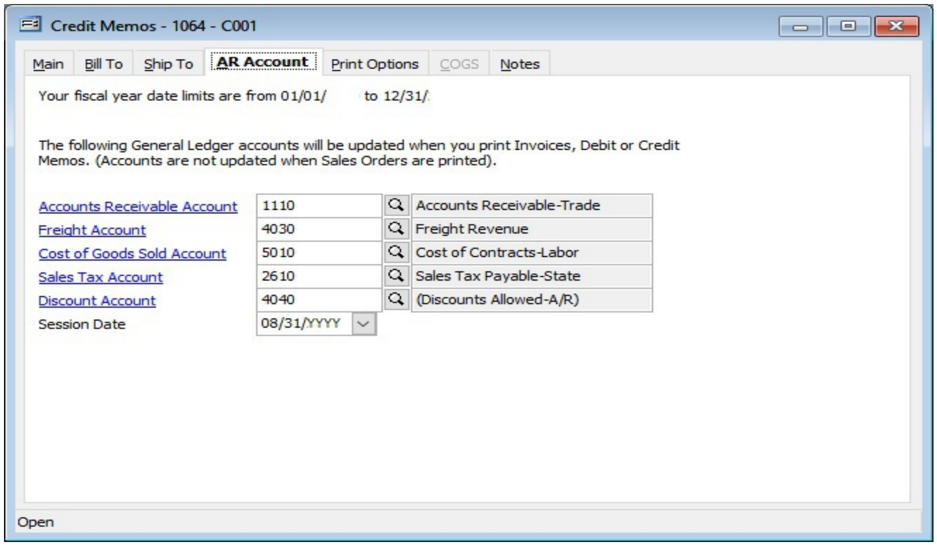
Collect or Prepaid

Use this field to select from the drop down choices: N/A (Not Applicable), Collect, or Prepaid. This field's data is informational only, and can optionally appear on a modified Sales Order form.

AR Account Tab

This screen is used to change the related posting account and session date defaults. The default account numbers are recorded in the System Wide Parameters, but can be changed here.

Figure: AR-133
Credit Memos – AR Account tab screen form showing default accounts.



Accounts Receivable Account

This field displays the accounts receivable account to be used for posting the credit memo. The Default Sales Account can be entered manually or by using the Find tool.

Please note that the Accounts Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account hyperlink displays a selection of reports that can be directly accessed.

Freight Account

This displays the freight account to be used for posting the credit memo. The Freight Account can be entered manually or by using the Find tool.

Please note that the Freight Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Freight Account hyperlink displays a selection of reports that can be directly accessed.

Cost of Goods Sold (COGS) Account

This field displays the cost of goods sold account to be used for posting the credit memo. The Default Cost of Goods Sold Account can be entered manually or by using the Find tool.

Please note that the Cost of Goods Sold Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cost of Goods Sold Account hyperlink displays a selection of reports that can be directly accessed.

Sales Tax Account

This field displays the sales tax account to be used for posting the credit memo. The Sales Tax Account can be entered manually or by using the Find tool.

Please note that the Sales Tax Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Account hyperlink displays a selection of reports that can be directly accessed.

Discount Account
This field displays the discount account to be used for posting the credit memo. The Discount Account can be entered manually or by using the Find tool.

Please note that Discount Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Account hyperlink displays a selection of reports that can be directly accessed.

Session Date
Records the session date for the transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually in the mm/dd/yy format, or by using the Calendar tool.

Print Options Tab
This section allows for the Credit Memo to have its output changed from the default setting found in User Preferences section.

Print Standard Message
Check the box if the standard message should be included on the credit memo. The text box records a standard message to be printed on the invoice.

Tip

> Other Standard Message options can be found in Administrator | System Wide Parameters | AR | Print Options. The choice to Print Standard Messages and Retain

Output
This field offers a selection of formats to print the credit memo. It also may be viewed on the screen using the Preview button.

Tip

> If other formats of Invoices were created and saved, they will be listed here along with the system formats.

Caution

> Prior to printing or previewing a Credit Memo, the system will ask to save it. Even if the Invoice is saved, it can be edited if necessary by

Credit Memo – Invoice Form

Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
Telephone 805-543-7000

invoice

INVOICE NO.	INVOICE DATE	PAGE
1064	08/31/YYYY	1

C R E D I T   M E M O
Crediting Invoice 1063

SOLD TO
Far West Properties
1625 Parker Street

Los Angeles, CA 90001

SHIP TO
Hammer Handle
1200 Main St

Cambria, CA 93450

ACCOUNT NO.	SP	PURCHASE ORDER	SHIP VIA	DATE SHIPPED	TERMS	JOB
C001	MJ			08/31/YYYY	2%-10/NET 30	

QTY ORDERED	QTY SHIPPED BACK ORDERED	ITEM DESCRIPTION	UNIT PRICE UNIT	DISC %	TAX SD	EXTENDED PRICE
-5.00	-5.00	EA1000 Breaker Box Far West Properties	250.00 EA	5.00		-1,187.50

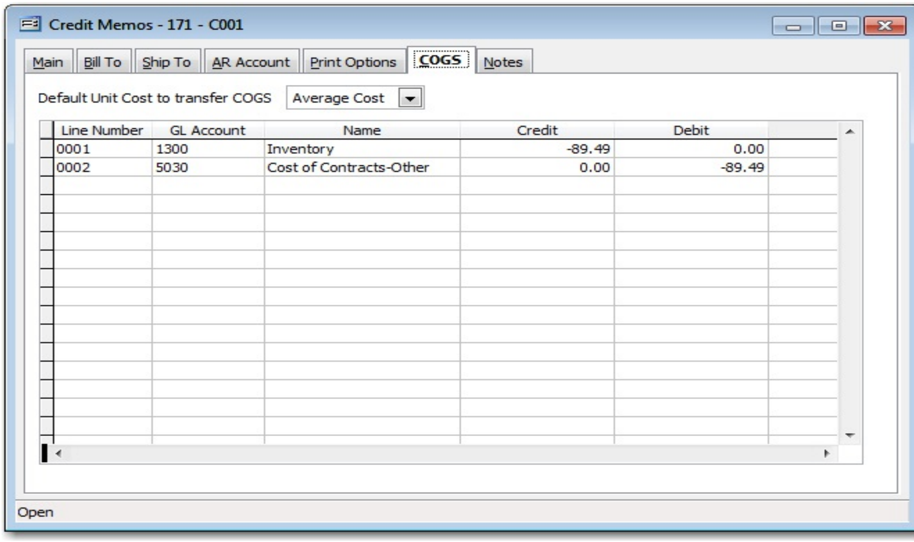
	SALE AMOUNT	-1,187.50
	DISCOUNT	0.00
	FREIGHT CHARGE	0.00
	8.000% SALES TAX	0.00
Thank You	TOTAL	-1,187.50

Figure: AR-134 Sample Credit Memo printed on an Invoice form.

COGS Tab

The COGS tab gives the line item detail for the credit and debit cost of goods sold entries associated with the total of all items on the Main tab.

Figure: AR-135
Credit Memos – COGS (Cost of Good Sold) tab screen form.



The automatic Cost of Goods Sold (COGS) feature will produce an automatic journal entry to credit the inventory account each time inventory items are sold to reflect the cost of goods sold. These entries can be located in the Journal Entries file, but may not be changed or modified. BIS® uses the average, preferred or last unit cost, which is displayed in the Inventory Items record, to generate these entries. The average and last unit cost are calculated by the system based on the cost recorded in vendor invoices for the item.

To enable the Automatic Cost of Goods Sold feature, the Set Automatic Cost of Goods Sold Option must be selected in the System Wide Parameters AR tab. This is also where the average, preferred or last unit cost may be set as the Default Unit Cost to transfer to COGS.

To see the automatic entries to the Inventory and Cost of Goods Sold accounts, select the COGS tab while in Sales Orders, Contract Invoices, Sales Invoices, Credit Memos or Debit Memos. The unit cost type, as well as the Inventory and Cost of Goods Sold account, will be displayed with the appropriate entries.

BIS does not provide for "drop shipping," where inventory is maintained at zero units until an order is received. This is because the general ledger cost-of-goods-sold account cannot be automatically updated when the number of inventory units on hand is zero. However, the cost of goods sold can be recorded manually in this circumstance through an inventory adjustment.

If the nature of the business is such that inventory items are sold before they are received, there may be inaccurate cost-of-goods-sold entries calculated. If the average unit cost is different (at the time of sale) than the cost when the item is pre-purchased, the cost-of-goods-sold entry may be incorrect. If this situation is common, it may be advisable to turn off the Cost of Goods Sold option.

Caution

Check with the accountant if considering this action. When the automatic Cost of Goods Sold feature is off, NO entry will be generated to reflect the cost of goods sold. An inventory adjustment must be made

Default Unit Cost to transfer to COGS
This field displays the default unit cost type selected in the System Wide Parameters.

Line Number
This column displays the journal entry line number that is generated.

GL Account
This column displays the account number to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

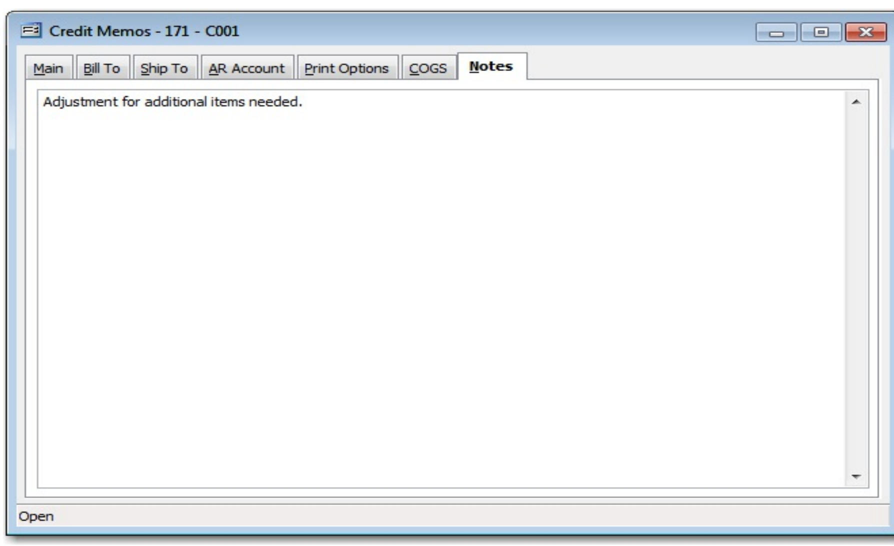
Name
This column displays the account name to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

Credit
This column displays the credit amount (if any) to the account number to which the line item journal entry is posted.

Debit
This column displays the debit amount (if any) to the account number to which the line item journal entry is posted.

Notes Tab
The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AR-136
Sample Credit Memos – Notes tab screen form.



Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Apply Customer Deposits

The Apply Customer Deposits form permits one or more customer deposits to be selected and applied to invoices that show a balance due.

Modular Menu Access

Accounts Receivable | Apply Customer Deposits

Standard Menu Access

Transactions | Apply Customer Deposits

New Record

Initial access to contract invoices from the menu opens the Apply Customer Deposits - New form. This form is used to enter new customer deposit information. However, access to a new form when another Apply Customer Deposit record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

Figure: AR-137
Apply Customer Deposits – New screen form.

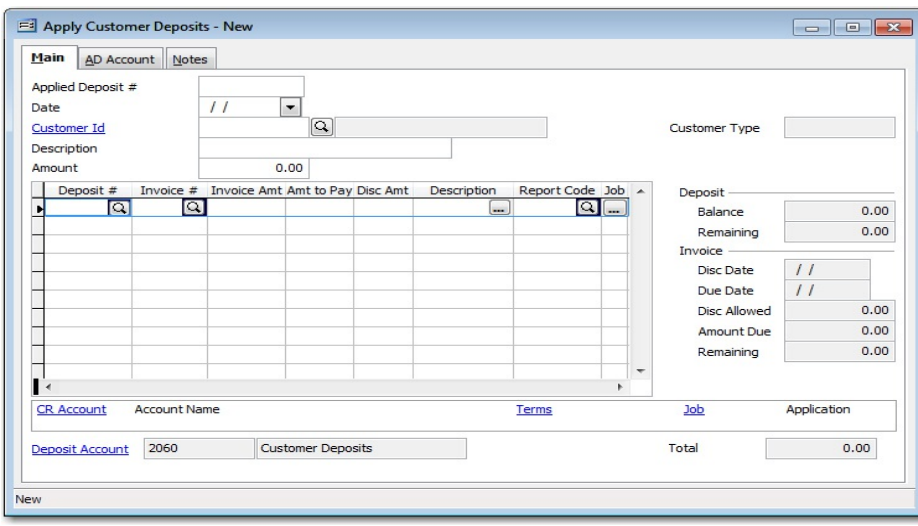
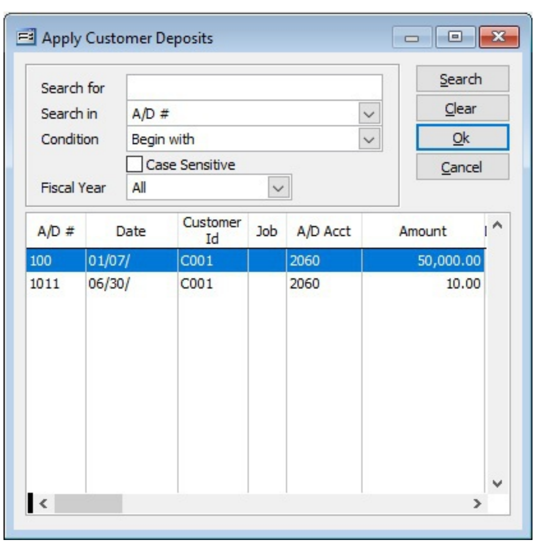


Figure: AR-138
Apply Customer Deposits Find/Search screen form.



Scrolling Through Applied Deposit Records

Contract Invoices records can be scrolled by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to Applied Deposit # . Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to Applied Deposit #. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the Applied Deposit #. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the Applied Deposit #.

Editing an Existing Record

The list of existing applied customer records can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records cannot be edited, however. Note that when the sales invoice screen form appears, most of the fields at the top are shaded; this information can not be changed.

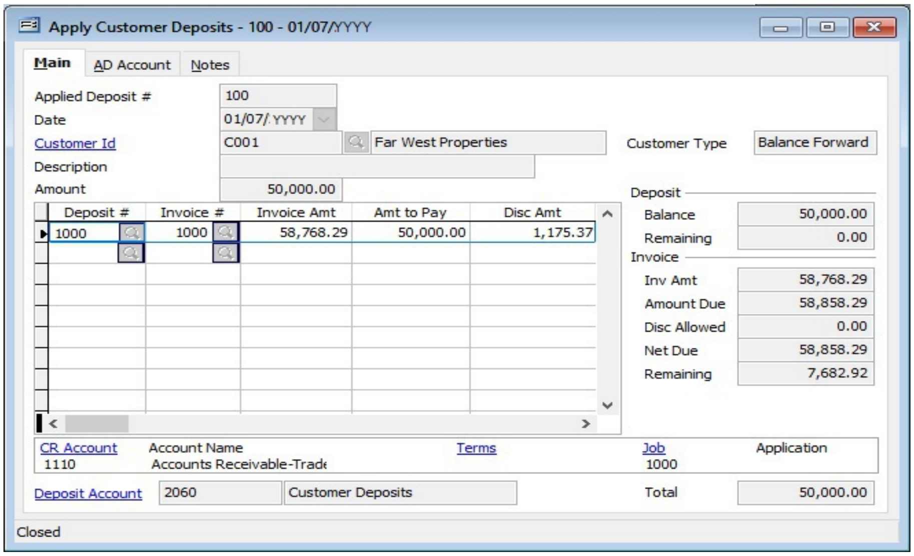
Deleting an Existing Record

Existing records can be deleted if they have not been used in subsequent transactions. Once the source record is brought to the screen, use the Delete button on the tool bar. The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave this process.

Main Tab

The Apply Customer Deposits form permits one or more customer deposits to be selected and applied to invoices that show a balance due.

Figure: AR-139
Apply customer Invoices sample Main tab showing a completed form.



Applied Deposit Number

This field records a number that will be used to identify the record. This is not the number of the deposit to be applied that is entered on each detail line item. This permits one or more deposits to be applied to multiple invoices during one transaction.

Date

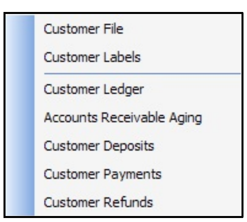
This field records that date that this deposit is being applied. The date can be entered manually or by using the Calendar tool.

Customer Id

This field displays the customer identification number associated with the record.

Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Customer - New form. Right-clicking on the Customer hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-140
Reports directly accessible by right-clicking on the field hyperlink.



Description

This field records a general description for the transaction. This is an alphanumeric field limited to 30 characters.

Amount

This field records the amount of the deposit to be applied to invoices at this time.

Customer Type
This field displays the type established in the Customers master record for the customer.

Form Columns
Deposit
This column records the number of the customer deposit that will be applied to an invoice. The number was entered in the line item distribution of the Customer Deposits transaction when the deposit was received. This may be entered manually or by using the Find tool.

Invoice
This column records the number of the invoice that will be credited by the deposit selected. This may be typed or entered using the Find tool. Either sales invoices or contract invoices may be chosen.

Invoice Amount
This field displays the total amount of the invoice selected.

Amount to Pay
This column records the amount from the deposit selected that will be applied to the invoice.

Discount Amount
This column displays the amount of the discount that is allowed for the customer invoice selected if payment is made by the discount date.

Description
This column records a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters.

To record an extended description for the item, click the button to open a Notes button, where unlimited information related to the line item may be stored.

Report Code
This column is used to record a report code related to the line item, which can be used for creating customized reports. Report codes are maintained in the Report Codes file. This code may be typed or entered using the Find tool.

Job Column
If the account number selected for the line item has been assigned a Job Cost type, the button in this column will open the Job Cost screen, where the item can be posted to a specific job, change order, and cost code.

Summary
This section displays summary information about the Applied Deposit.

Deposit Balance
This field displays the balance of the deposit selected.

Deposit Remaining
This field displays the amount of the deposit remaining after being applied to the invoice(s) selected.

Invoice Discount Due
This field displays the date by which the invoice selected must be paid by the customer in order to receive the discount.

Invoice Due Date
This field displays the date by which the invoice selected must be paid by the customer before it is considered past due.

Invoice Discount Allowed
This field displays the amount of the discount allowed if the invoice is paid by the customer before the discount date.

Invoice Amount Due
This field displays the total amount due for the invoice selected, minus any discounts allowed.

Invoice Remaining
This field displays the amount remaining for the invoice selected, which is the amount due minus any payments made.

Posting and Invoice Summary
This section displays a summary of information related to the posting of the invoice. The general ledger account number and name to which this payment will be posted are displayed. Also displayed are the payment terms for the invoice, and the related job and application for payment numbers, if applicable.

Deposit Account
This field displays the deposit account to be used for posting this payment. The default deposit account is set up in the System Wide Parameters, but can be changed on the AD Account tab.

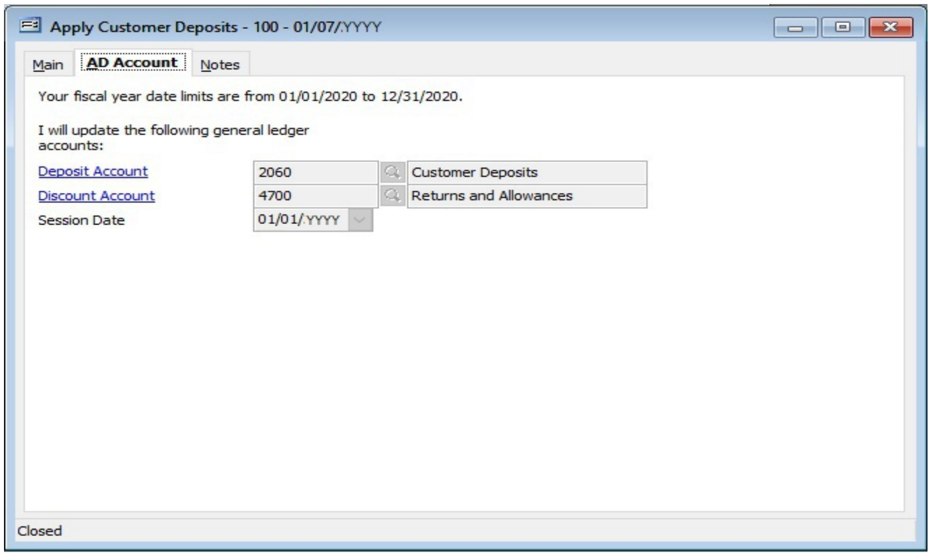
Account Name
This field displays the account name associated with the account number selected.

Total
This field displays the total amount of all line items entered. In order to save the record, this amount must match the amount to be applied entered above.

AD Account Tab

This screen is used to change the related posting account and session date defaults. The default account numbers are recorded in the System Wide Parameters, but can be changed here.

Figure: AR-141
Apply Customer Deposits – AD Account screen form showing default accounts.



Deposit Account

This field displays the deposit account used for posting the deposit. The Default Deposit Account can be entered manually or by using the Find tool.

Please note that the Deposit Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account hyperlink displays a selection of reports that can be directly accessed.

Discount Account

This field displays the general ledger account to be used for posting any discounts given for the customer invoice selected for payment. The Freight Account can be entered manually or by using the Find tool.

Please note that the Freight Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Freight Account hyperlink displays a selection of reports that can be directly accessed.

Session Date

Records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format or by using the Calendar tool.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

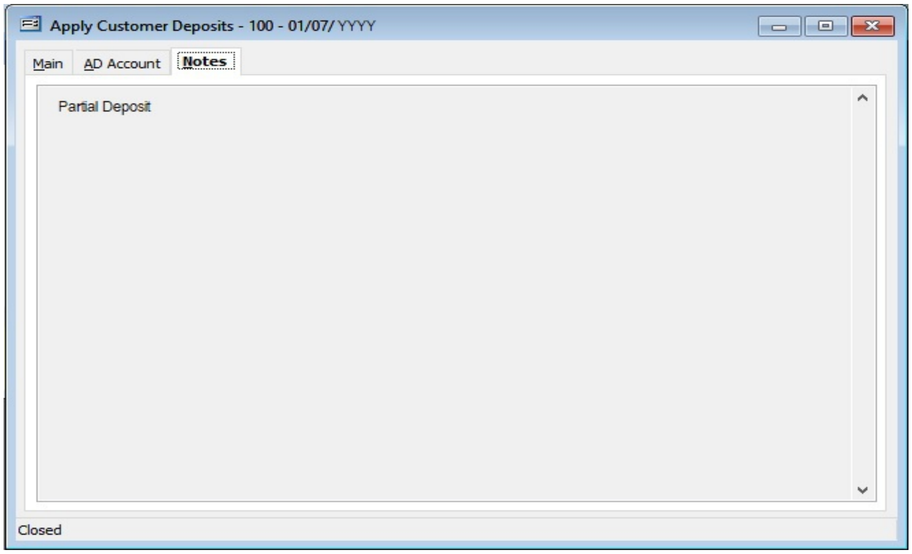


Figure: AR-142
Sample Apply Customer Deposits – Notes tab screen form.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Recurring Billing

Modular Menu Access
AR | Recurring Billing

Standard Menu Access
Transactions | Recurring Billing

Certain billing transactions that rarely vary may need to be repeated on a regular basis. To save time and minimize errors in making these billing entries, recurring billing transactions can be created that simply require posting at regular intervals.

This section covers the three elements of recurring billing setup and use: Groups, Recurring AR, and Load Groups. The first two of these elements are needed to set up a recurring billing. The last one is needed to process recurring billing.

Once a recurring billing has been posted, all of its elements are available in Sales invoices or Contract Invoices, either to be applied "as is," or to be modified as needed.

Three steps are required in completing recurring transactions:

1. Setting up the transaction forms.
2. Grouping the transaction forms for posting.
3. Posting the transactions.

In order to use recurring transactions, it is first necessary to set up records for each transaction that will occur on a regular basis. The recurring transaction forms are similar to regular transaction forms, except that they require a Recurring Number (used for grouping) and they do not require transaction dates (since they will be used repeatedly).

Caution

> The ability to post to GL accounts that are not associated jobs is determined by a setting in Administrator | System Wide Parameters | AR tab. If there is a need to bill to non-job GL accounts, uncheck the feature named, "Restrict GL Accounts in Contract Invoices, SO, CM, DM to

The recurring billing form is reached by selecting Recurring AR from the Recurring Billing submenu of the Transactions menu. Complete this form like a regular customer invoice. Enter one form for each transaction that will occur on a recurring basis. After the transaction forms have been created, groups must be set up that will be used to post the transactions.

Grouping Recurring Transactions
After recurring transaction forms have been recorded, they must be grouped together in order to be posted. Groups are created according to transaction type (e.g., journal entries, payables or billing). Different types cannot be grouped together. A group can contain as many individual transaction forms as desired, as long as they will be posted at the same time. Entries to post are selected by group number.

The creation of a group (and its associated forms) DOES NOT generate an accounting transaction. Only when the recurring transactions are posted are the books affected. Posting can be done at any time, and forms within a group can be changed, deleted, or regrouped as needed.

To group recurring transactions:

1. Select Groups from the Recurring Billing submenu of the AR menu or under Transactions in the Standard menu.
2. On the Main tab, enter a group number and description that will identify the group of transactions to which they are assigned.
3. Click on the Recurring tab.
4. Use the Find tool to select all the recurring transactions that will be posted together, each listed on a separate line.
5. Save the record.

To enter another grouping record, click New and repeat Steps 2 – 4.

Once transactions are grouped together, they may be posted whenever necessary.

Posting Recurring Transactions

When a recurring billing transaction is posted, BIS® automatically creates regular transaction records for each recurring record posted and updated the books to reflect this transaction.

To post recurring transactions:

1. Select Posting option from the recurring billing submenu.
2. Enter the posting date and, if necessary, the number of the first transaction to be posted. With the Post AR option, the next consecutive invoice number will be displayed automatically.
3. The table displays the recurring groups and the date each was last posted. To post one or more groups, flag the group(s) by marking the box for that line item. Clicking the Preview button will display all of the individual recurring transactions selected for posting and their associated group number.
4. When the correct groups have been selected, click the Post button.

After posting, the transaction records created by the recurring procedure can be modified and deleted just like regular invoices.

Reversing Recurring Transactions

Once recurring billing transactions have been posted, the actual transaction records that have been created can be located in the billing transaction file, Contract Invoices, or Sales Invoices (recurring billing – depending upon whether a job number was included in the recurring record).

To reverse or modify the transaction created:

1. Select the appropriate option from Accounts Receivable in the Module menu or under Transactions in the Standard menu.
2. Locate the billing transaction created through the recurring posting procedure using the Find, Lookup or navigation buttons. Identify the record by the transaction number, date and description.
3. Open the record.
4. To reverse the transaction, click Delete. This will remove the record from the file. To modify the record, make any changes necessary and click Save.

Groups

This section is used to create groupings of recurring billings that are created using the Recurring AR form, and that will be posted together on a regular basis.

Modular Menu Access

AR | Recurring Billing | Groups

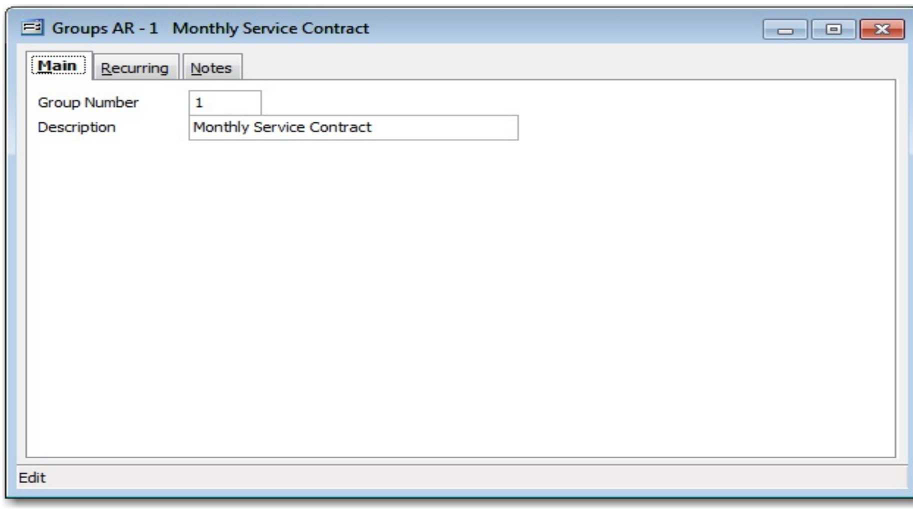
Standard Menu Access

Transactions | Recurring Billing | Groups

Main Tab

The Main section records a group number and description that will identify the group of invoices to which they are assigned. This information will be used to select the groups in the Post AR form.

Figure: AR-143
Sample Recurring AR Groups screen form.



Group Number

This field records a number that will be used to identify a group of invoices that will be posted together on a regular basis. This code may be any combination of letters and numbers, up to three characters in length.

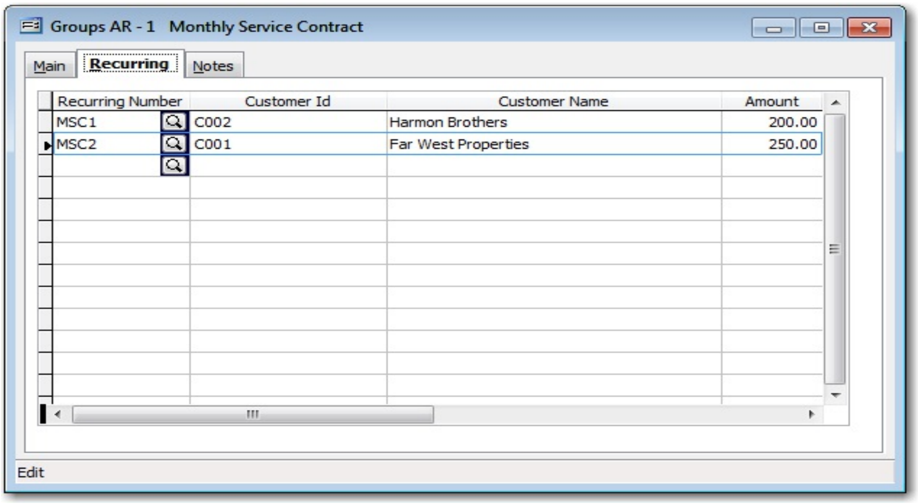
Description

This field records a description of the invoice group, which will be associated with the group number selected.

Recurring Tab

This section is used for selecting which items are to be grouped together for posting. Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: AR-144
Recurring AR, Groups AR, Recurring tab screen form sample.



Recurring Number

This field displays the numbers of the recurring invoices that are included in the group selected. To add a recurring invoice, enter the recurring number manually or by using the Find tool.

Customer Id

This field displays the customer Id associated with the recurring number selected.

Customer Name

This field displays the customer name associated with the recurring number selected.

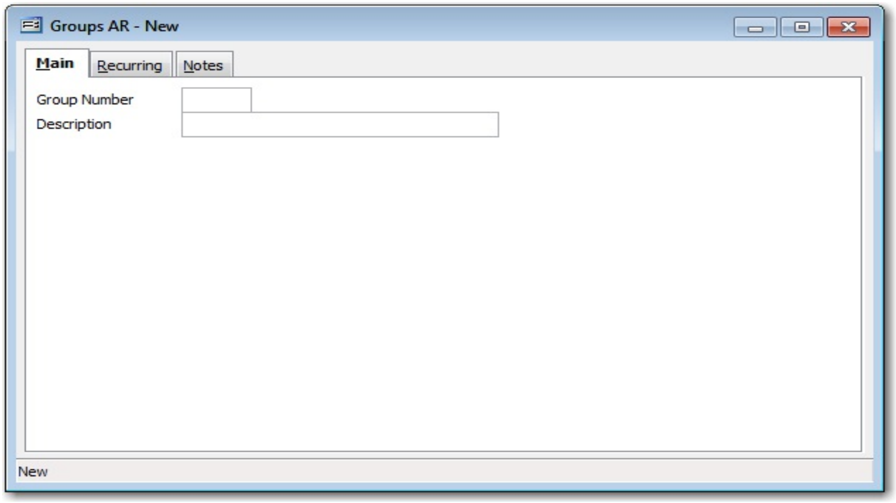
Amount

This field displays the amount of the invoice associated with the recurring number selected.

Notes Tab

The Notes tab is a work area for miscellaneous notes and may be used as needed.

Figure: AR-145
Sample Recurring Billing, Groups AR, Notes tab screen form.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Recurring AR

Modular Menu Access

AR | Recurring Billing | Recurring AR

Standard Menu Access

Transactions | Recurring Billing | Recurring AR

The Recurring AR form is used to enter recurring billing activity for each designated customer in preparation for processing billing. The file will only maintain recurring records for customers whose data will be posted together.

Once all recurring billing records have been posted to Sales or Contract Invoices, they can be edited. Once edited, and other invoicing is entered, Sales and /or Contract Invoices can be printed using the Print Invoices options. The books are updated once the invoices are posted.

New Record

Initial access to recurring billing from the menu opens the Recurring AR - New form. This form is used to enter new recurring billing information. However, access to a new form when another recurring billing record is on the screen only requires pressing Ctrl+N or using the New icon on the toolbar. The system will ask if any changes to the record should be saved.

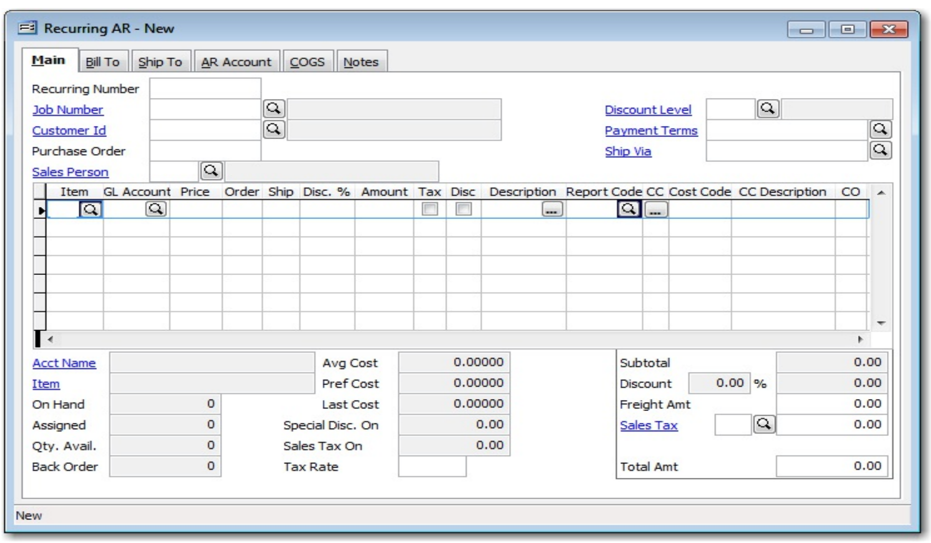
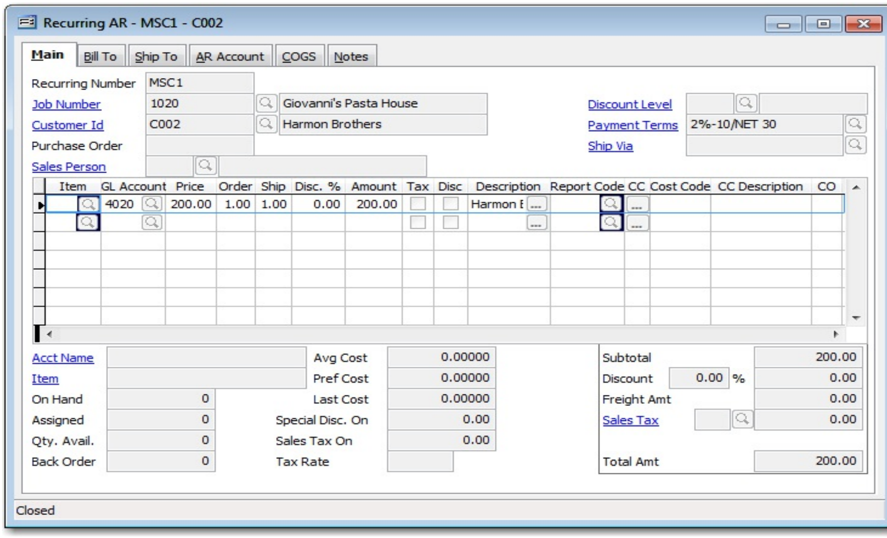


Figure: AR-146
Recurring Billing, Recurring AR – New screen form.

Scrolling Through Recurring AR Records

Recurring billing records can be scrolled by using the navigation buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to the Recurring Number. Clicking on the Previous icon (at the top of the screen) will open the immediately previous record of the list, according to the Recurring Number. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the Recurring Number. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the Recurring Number.

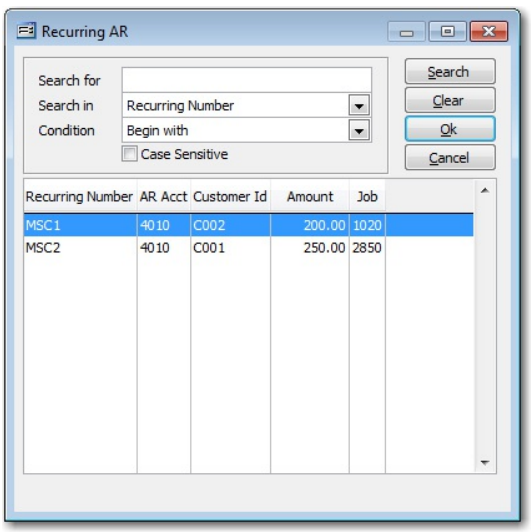
Figure: AR-147
Recurring Billing, Recurring AR, Main tab screen form sample.



Editing an Existing Record

The list of existing recurring AR billing can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F and double clicking on the item of interest. Records cannot be edited, however.

Figure: AR-148
Recurring AR, Find/Search screen form.



When the Recurring Hours and Adjustments screen form appears, most of the fields at the top are shaded; this information cannot be changed.

Deleting an Existing Record

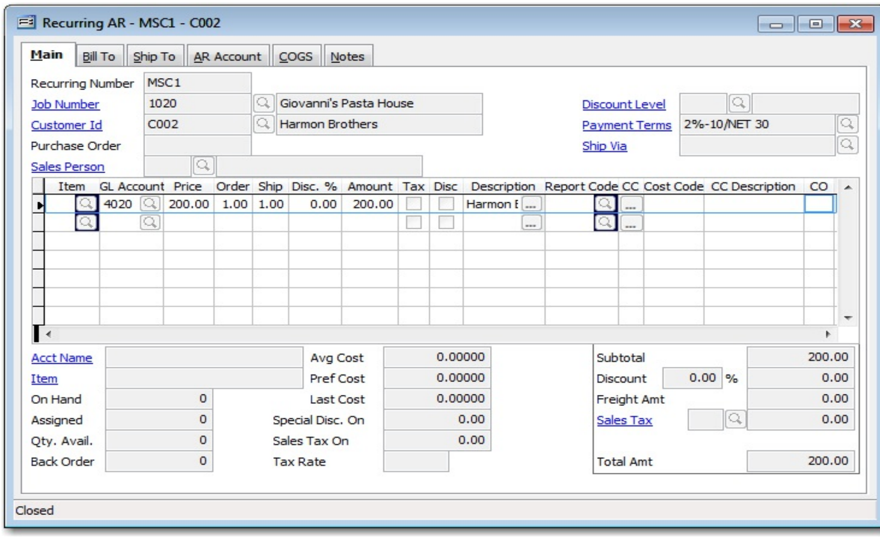
Existing records can be deleted. Once the source record is brought to the screen, use the Delete button at the top of the screen on the toolbar. The system will ask, “Do you want to delete this transaction?” Click on the Yes button to void it, or click on the No button to leave this process.

Deleting a customer’s recurring billing entry will not change previously posted recurring AR billing.

Main Tab

This option is used to create customer invoices that can be grouped and posted on a recurring basis. A group may contain as many invoices or distribution lines as necessary, as long as they can be posted at the same time.

Figure: AR-149
Recurring Billing, Recurring AR Main tab sample screen form.



Recurring Number

This field records a number which will be used to identify this invoice when grouping. This is an alphanumeric field limited to ten characters.

Job Number

If the recurring sale is associated with a job, enter the job number or use the Find tool to browse or select from the Jobs table. The job number must be on file. Use the Jobs Master Record from the Jobs' menu to enter new jobs or change existing jobs. This field is an alphanumeric field and is limited to ten characters.

Please note that the Job Number title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Job - New form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

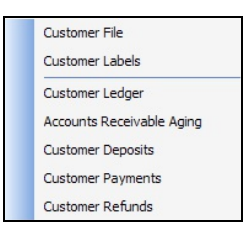
Figure: AR-150
Reports directly accessible by right-clicking on the field hyperlink.

Customer Id

This field displays the customer identification number associated with this record.

Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Customer - New form. Right-clicking on the Customer hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-151
Reports directly accessible by right-clicking on the field hyperlink.



Purchase Order
This field records the customer purchase order number associated with the recurring invoice.

Sales Person
This field records the initials of the salesperson making the recurring sale. If a particular salesperson has been entered in the Defaults section of the Customers master record, these initials will be filled in automatically, but can be changed if necessary. It may be entered manually or by using the Find tool, but the initials recorded must exist in the Salespersons file.

Please note that the Sales Person title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Person - New form. Right-clicking on the Sales Person hyperlink accesses the Sales Person File report.

Discount Level
This field records the discount level that applies to the sale. If a discount level has been entered in the Defaults section of the Customers master record, this level will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the discount level recorded must exist in the Discount Schedule.

Please note that the Discount Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Discount Schedule - New form. Right-clicking on the Discount Level hyperlink accesses the Discount Schedule File report.

Payment Terms
This field records the payment terms that apply to the sale. If payment terms have been entered in the Defaults section of the Customers master record, these terms will be filled in automatically, but can be changed if necessary. This may be entered manually or by using the Find tool, but the payment terms recorded must exist in the Payment Terms file.

Please note that the Payment Terms Level title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Payment Terms - New form. Right-clicking on the Payment Terms hyperlink accesses the Payment Terms report.

Ship Via
This field records the shipping method that applies to the sale. This may be entered manually or by using the Find tool, but the shipping method recorded must exist in the Ship Via file.

Please note that the Ship Via title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Ship Via - New form. Right-clicking on the Ship Via hyperlink accesses the Ship Via File report.

Form Columns

Item
This column records the code of the inventory item ordered. This code may be entered manually or by using the Find tool. This field is not required and may be left blank for non-inventory recurring sales. Item codes are maintained in the Inventory Items master file.

GL Account
This column records the general ledger account number that will be affected by this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Caution

> The ability to post to GL accounts that are not associated jobs is determined by a setting in Administrator | System Wide Parameters | AR tab. If there is a need to bill to non-job GL accounts, uncheck the feature named, "Restrict GL Accounts in Contract Invoices, SO, CM, DM to

Price
This field records the selling price per unit. If a selling price has been recorded in the Inventory Items record of the item selected, this price will be pulled up automatically, but may be changed if necessary.

Order
This column records the total quantity of items or units ordered. If this is for a non-inventory item, this field is not required unless BIS® is to calculate the extended price. This field will update the number of units assigned in the item's Inventory Items record.

Ship
This column records the quantity of items or units that will be shipped at this time. BIS® will automatically fill in the number of units ordered. This number may be changed, for example, if the items are out of stock, but should not be greater than the number ordered. If the quantity to be shipped is greater than the quantity on hand, a warning will be displayed. This quantity is multiplied by the unit price to calculate the extended price (Amount).

Disc %
This column records the discount percentage for this line item. If a price discount code has been recorded in the Inventory Items record of the item selected, BIS® will automatically cross-reference the item price discount code with the customer's discount level in the Discount Schedule to fill in the correct percentage automatically. This percentage may also be entered or changed manually.

Amount
This column records the extended price for this line item. BIS® will calculate this amount by multiplying the unit price by the units to ship, minus the discount. This amount can also be entered or changed manually.

Tax
This column allows line items to be marked as taxable items. When a checkmark appears in the Tax box, sales tax will be calculated for that line item and added to the Sales Tax field in the Totals section of the record. The checkmark can be toggled on and off by clicking on the box in this column.

Tip

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job Master

Disc
This column allows a special discount to be applied to line items marked. When a checkmark appears in the Discount box, the Discount fields in the Totals section of the record are enabled. The special discount percentage entered will be applied only to those line items marked. The special discount is calculated separately from any discounts offered using the Discount Schedule.

Description
This column records a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters.

To record an extended description for this item, click the button to open a Notes box, where unlimited information related to this line item may be stored.

Report Code
This column is used to record a report code related to the line item, which can be used for creating customized reports. Report codes are maintained in the Report Codes file. This code may be typed or entered using the Find tool.

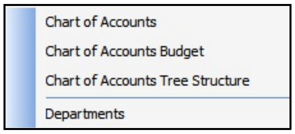
CC
If the account number selected for the line item has been assigned a Job Cost type, the button in this column will open the Job Cost screen, where the item can be posted to a specific cost code.

Summary
This section displays summary information about the Recurring Invoice.

Acct Name
This displays the name of the general ledger account for the line item selected.

Please note that the Account Name title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Job Number hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-152
Reports directly accessible by right-clicking on the field hyperlink.



Item
This field displays the item description for the line item selected.

Please note that the Item title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Inventory Items - New form. Right-clicking on the Item hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-153
Reports directly accessible right-clicking on the field hyperlink.

On Hand
This field displays the quantity on hand of the inventory item listed in the selected line item.

Assigned
This field displays the quantity assigned to customers through sales orders and invoices of the inventory item listed in the selected line item.

Quantity Available
This field displays the quantity available (not assigned to customers) of the inventory item listed in the selected line item.

Back Order
This field displays the back ordered quantity of the inventory item listed in the selected line.

Average Cost
This field displays the average cost per unit for the highlighted inventory item.

Preferred Cost
This field displays the preferred cost per unit for the highlighted inventory item.

Last Cost
This field displays the last cost per unit for the highlighted inventory item.

Special Discount On
This field displays the total amount from all line items that are marked for a special discount. Marked items show a checkmark in the Discount column box.

Sales Tax On
This field displays the total amount from all line items that are marked as taxable items. Marked items show a checkmark in the Tax column box.

Tip

> Sales Taxes follow a hierarchy of rules:
>
> For Sales and Contract Invoices, the tax status listed in the Customer Master Record is utilized first, and the Item (Inventory) Tax Status second.
>
> For Applications for Payment (posted to Accounts Receivable), the Job Master

Tax Rate
This field displays the tax rate associated with the Sales Tax code selected. This rate is set up in the Sales Tax Codes file.

Totals Section
Subtotal
This field displays the subtotal for the line items entered. This amount is the sum of the Amount column for all line items.

Discount
This field records a special discount percentage that will be applied to all line items showing a checkmark in the Discount column. If the special discount is entered as a dollar amount, the discount percentage will be calculated. If no line items are marked for a special discount, these fields will appear disabled (grayed). Special discounts are not related to discounts offered by using the Discount Schedule.

Freight
This field records the total amount that the customer will be charged for freight.

Sales Tax
This field records the sales tax code for the sales tax district that applied to the sale, if any. This code may be entered manually or by using the Find tool, but must appear in the Sales Tax Codes file. The tax rate for the code selected will be used to calculate the sales tax for the items marked as taxable.

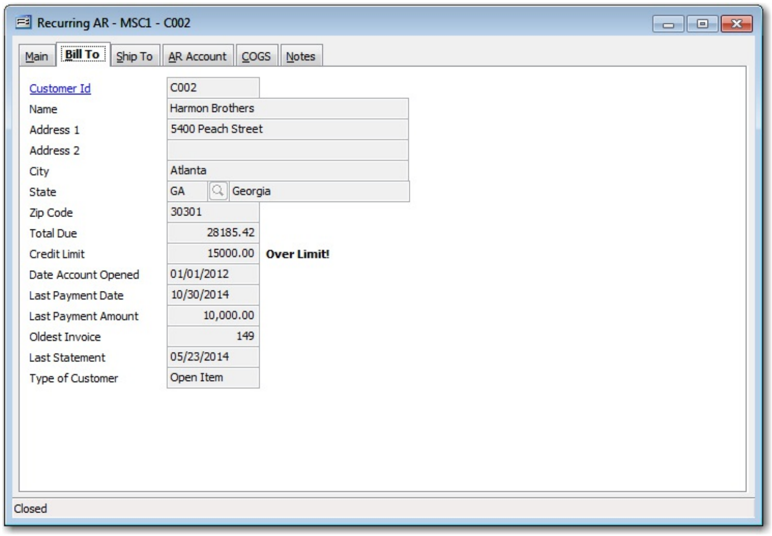
Please note that the Sales Tax title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Sales Tax - New form. Right-clicking on the Sales Tax hyperlink accesses the Sales Tax File report.

Total Amount
This field displays the total dollar amount for the recurring invoice. This is calculated by adding the subtotal of all line items, the freight amount and the sales tax amount, less any special discount applied.

Bill To Tab

The Bill To tab is for reference only. The fields in this tab display the billing address that will appear on the invoice, which is recorded in the Customers master record for the customer selected. Also displayed here is information regarding the payment history of this customer.

Figure: AR-154
Recurring Invoices – Bill To tab screen form sample.

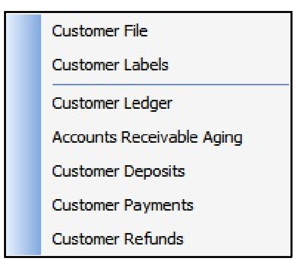


Customer Id

This displays the selected Customer Id code.

Please note that the Customer Id title is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Billing Code hyperlink opens access to the reports that can be directly accessed.

Figure: AR-155
Right-click a hyperlink to display a selection of accessible reports.



Customer Name

This field displays the full name of the customer represented by the customer Id selected.

Address 1

This field displays the customer's primary street address.

Address 2

The customer's secondary street address is recorded here.

City

This field displays the customer's city.

State

This field displays the customer's state abbreviation.

Zip Code
This field displays the customer's postal zip code.

Total Due
This field displays the total currently due from the customer. BIS® calculates this automatically from the account receivable and cash receipts records.

Credit Limit
This displays the credit limit that is recorded in the Customers master record. If the Total Due is greater than the customer's limit, BIS® will display an Over Limit warning.

Date Account Opened
This field displays the date the customer's account was opened. This is recorded in the History section of the Customer Master record.

Last Payment Date
This displays the date of the customer's last payment. This information is updated automatically by BIS® from the cash receipts records.

Last Payment Amount
This field displays the amount of the customer's last payment. This information is updated automatically by BIS® from the cash receipts records.

Oldest Invoice
This field displays the oldest outstanding invoice for this customer. This information is updated automatically by BIS® from the accounts receivable records.

Last Statement
This field displays the date of the last statement created for the customer.

Customer Type
This field displays the type established in the Customers master record for the customer.

Due Date
This field displays the due date of the customer's order if it were converted to an invoice on the same date. This information is updated to the correct date automatically when the order is converted to an invoice on a different date.

Discount Date
This field displays the date of any discount applicable to the customer's order if it were converted to an invoice on the same date. This is updated to the correct date automatically when the order is converted to an invoice on a different date.

Ship To Tab

The Ship To section of this form records the shipping address that will appear on the invoice. The Customers master form contains a Ship To tab that allows an unlimited number of shipping addresses to be recorded. The button that appears on this tab opens a selection screen to choose a Ship To record from this list.

Figure: AR-156
Recurring AR – Ship To tab screen form sample.

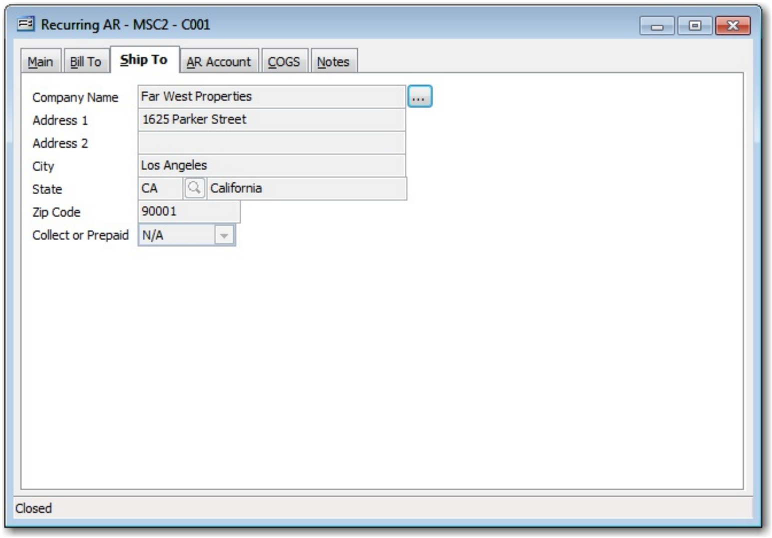
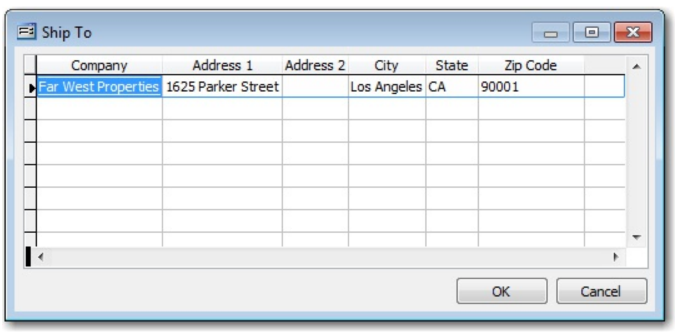


Figure: AR-157
Recurring AR, Ship To tab Ship To sub form used to select the customer's shipping address.



Customer Name

This field displays the full name of the customer's shipping address selected.

Address 1

This field displays the customer's primary shipping street address.

Address 2

The customer's secondary shipping street address is recorded here.

City

This field displays the customer's shipping city.

State

This field displays the customer's shipping state abbreviation.

Zip Code

This field displays the customer's shipping postal zip code.

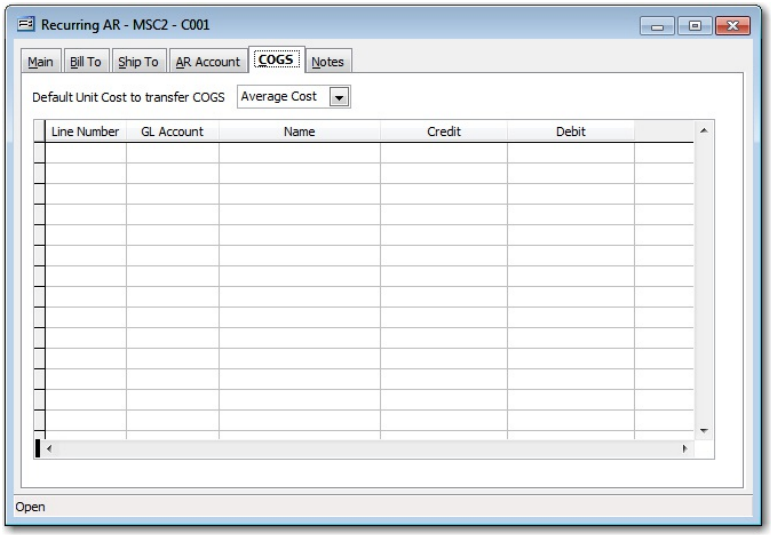
Collect or Prepaid

Use this field to select from the drop down choices: N/A (Not Applicable), Collect, or Prepaid. This field's data is informational only, and can optionally appear on a modified Sales Order form.

AR Account Tab

This screen is used to change the related posting account and session date defaults. The default account numbers are recorded in the System Wide Parameters, but can be changed here.

Figure: AR-158
Recurring AR – AR Account tab screen form showing default accounts.



Accounts Receivable Account

This field displays the accounts receivable account to be used for posting the invoice. The Default Sales Account can be entered manually or by using the Find tool.

Please note that the Accounts Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account hyperlink displays a selection of reports that can be directly accessed.

Freight Account

This field displays the freight account to be used for posting the invoice. The Freight Account can be entered manually or by using the Find tool.

Please note that the Freight Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Freight Account hyperlink displays a selection of reports that can be directly accessed.

Cost of Goods Sold (COGS) Account

This field displays the cost of goods sold account to be used for posting the invoice. The Default Cost of Goods Sold Account can be entered manually or by using the Find tool.

Please note that the Cost of Goods Sold Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cost of Goods Sold Account hyperlink displays a selection of reports that can be directly accessed.

Sales Tax Account

This field displays the sales tax account to be used for posting the invoice. The Sales Tax Account can be entered manually or by using the Find tool.

Please note that the Sales Tax Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Account hyperlink displays a selection of reports that can be directly accessed.

Discount Account

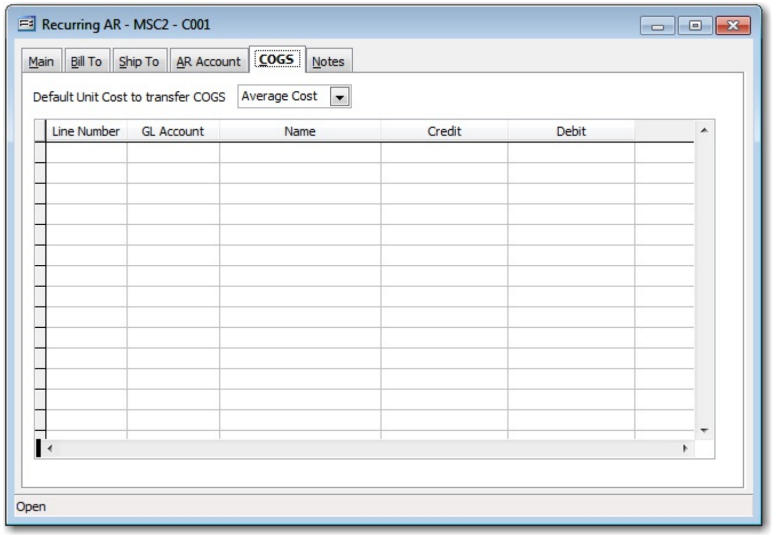
This field displays the discount account to be used for posting the invoice. The Discount Account can be entered manually or by using the Find tool.

Please note that Discount Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Account hyperlink displays a selection of reports that can be directly accessed.

COGS Tab

The COGS tab gives the line item detail for the credit and debit cost of goods sold entries associated with the total of all items on the Main tab.

Figure: AR-159
Recurring AR – COGS (Cost of Good Sold) tab screen form.



The automatic Cost of Goods Sold (COGS) feature will produce an automatic journal entry to credit the inventory account each time inventory items are sold to reflect the cost of goods sold. These entries can be located in the Journal Entries file, but may not be changed or modified. BIS® uses the average, preferred or last unit cost, which is displayed in the Inventory Items record, to generate these entries. The average and last unit cost are calculated by the system based on the cost recorded in vendor invoices for the item.

To enable the Automatic Cost of Goods Sold feature, the Set Automatic Cost of Goods Sold Option must be selected in the System Wide Parameters AR tab. This is also where the average, preferred or last unit cost may be set as the Default Unit Cost to transfer to COGS.

To see the automatic entries to the Inventory and Cost of Goods Sold accounts, select the COGS tab while in Sales Orders, Contract Invoices, Sales Invoices, Credit Memos or Debit Memos. The unit cost type, as well as the Inventory and Cost of Goods Sold account, will be displayed with the appropriate entries.

BIS does not provide for "drop shipping," where inventory is maintained at zero units until an order is received. This is because the general ledger cost-of-goods-sold account cannot be automatically updated when the number of inventory units on hand is zero. However, cost of goods sold can be recorded manually in this circumstance through an inventory adjustment.

If the nature of the business is such that inventory items are sold before they are received, there may be inaccurate cost-of-goods-sold entries calculated. If the average unit cost is different (at the time of sale) than the cost when the item is pre-purchased, the cost-of-goods-sold entry may be incorrect. If this situation is common, it may be advisable to turn off the Cost of Goods Sold option.

⚠ **Caution**

Check with the accountant if considering this action. When the automatic Cost of Goods Sold feature is off, NO entry will be generated to reflect the cost of goods sold. An inventory adjustment must be made

Default Unit Cost to transfer to COGS
This field displays the default unit cost type selected in the System Wide Parameters.

Line Number
This column displays the journal entry line number that is generated.

GL Account
This column displays the account number to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

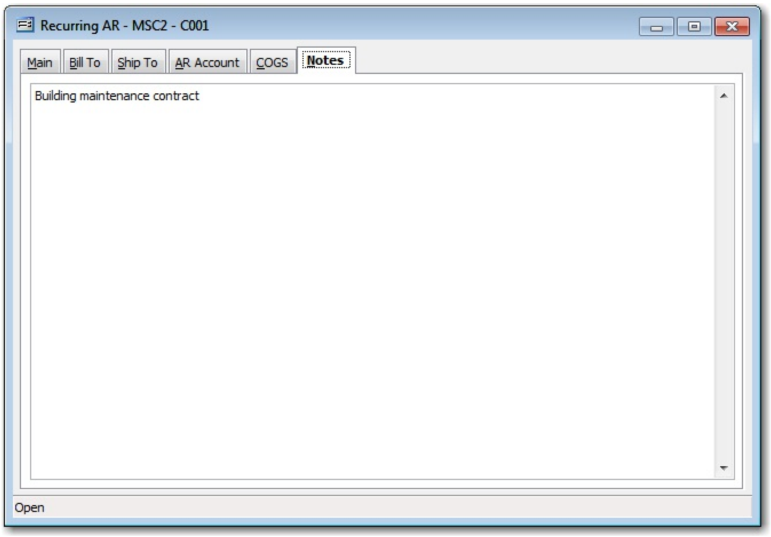
Name
This column displays the account name to which the line item journal entry is posted. Usually this will be either an Inventory account or a Cost of Goods Sold account.

Credit
This column displays the credit amount (if any) to the account number to which the line item journal entry is posted.

Debit
This column displays the debit amount (if any) to the account number to which the line item journal entry is posted.

Notes Tab
The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: AR-160
Sample Recurring AR – Notes tab screen form.



Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar or press Ctrl-S to save the changes.

Post AR

This screen displays recurring customer invoice groups that can be selected for posting. The invoices posted here are created by using the Recurring AR form and grouped in the Groups screen. Once selected, the invoices can be posted, which will create one or more invoices for the recurring transaction.

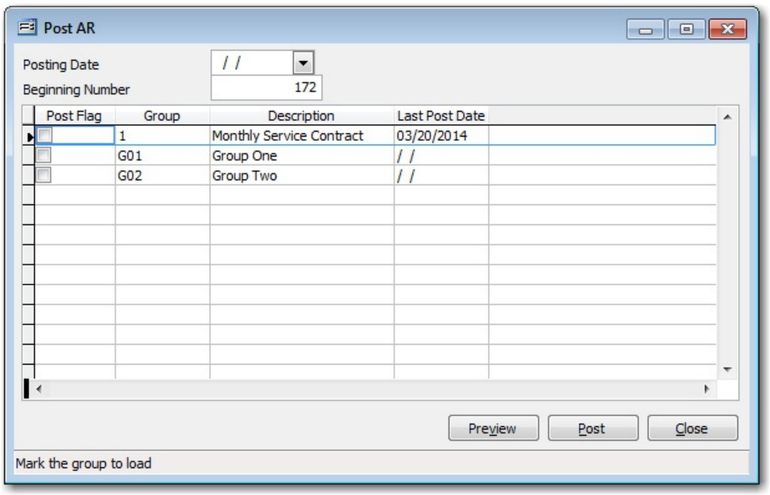
Modular Menu Access

AR | Recurring Billing | Post AR

Standard Menu Access

Transactions | Recurring Billing | Post AR

Figure: AR-161
Sample Recurring AR, Post AR screen form.



Posting Date

This field records the posting date for this group of customer invoices. The date may be entered manually or by using the Calendar tool.

Beginning Number

This field records the beginning invoice number (entries will be numbered sequentially).

Post Flag

The Post Flag column allows groups to be selected for posting. A group is selected for posting if a checkmark appears in the box. Toggle the checkmark on and off by clicking on the box.

Group

The Group column displays the group numbers available for posting.

Description

The Description column displays the description associated with each group number.

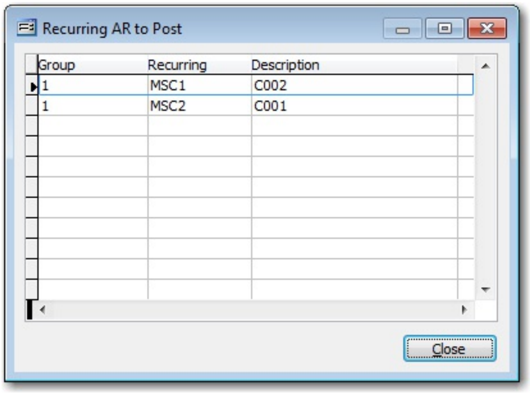
Last Post Date

The Last Post Date column displays the last date that this group of recurring billing entries was loaded to AR.

Preview Button

Opens a window which displays the individual recurring billing entries to be loaded based on the groups selected.

Figure: AR-162
Recurring AR to Post preview.



Post Button

This button causes the posting of the recurring billing entries of all selected groups. The program will request confirmation of the action to post the recurring group entries selected.

Close Button

The Close button closes the active window.

Billing Statements

Billing statements can be prepared periodically that list all outstanding invoices and payments received. Statements can be prepared for one or more customers at a time. If a customer has any past due amounts at the time a billing statement is prepared, BIS® will automatically create an invoice for any finance charges calculated on all amounts past due.

BIS® calculates and charges interest on a daily basis from the last statement date for all amounts past due. Each time billing statements are run, BIS® automatically creates an invoice for any finance charges calculated on past due amounts. An amount is considered past due if it is not paid on or before the due date.

In BIS®, the due date is determined by the payment terms selected for each invoice. The amount of the finance charge is calculated based on the monthly interest rate that is entered in the Customers master file. This interest rate is applied to each past due account, calculated on a daily basis from the last statement date. The number of elapsed days does not include the due date, but does include the statement date. This standard accounting procedure guarantees accurate interest calculations.

To create customer billing statements:

1. Select Billing Statements from the Transactions menu.

2. Enter the statement date. (The last billing date is displayed for reference.)

3. To print billing statements for all customers, be sure that the All Customer option is marked. To send billing statements only to selected customers, it should be unmarked and the beginning and ending customers must be specified.

4. Enter the minimum finance charge (if any), and verify that the accounts listed for accounts receivable and interest income are correct.

5. Select how payments will be listed on statements.

6. To include statements for customers that have no current balances, choose this option at the bottom of the screen.

7. When all information has been entered correctly, click Print. Statements should be previewed before printing.

Tip

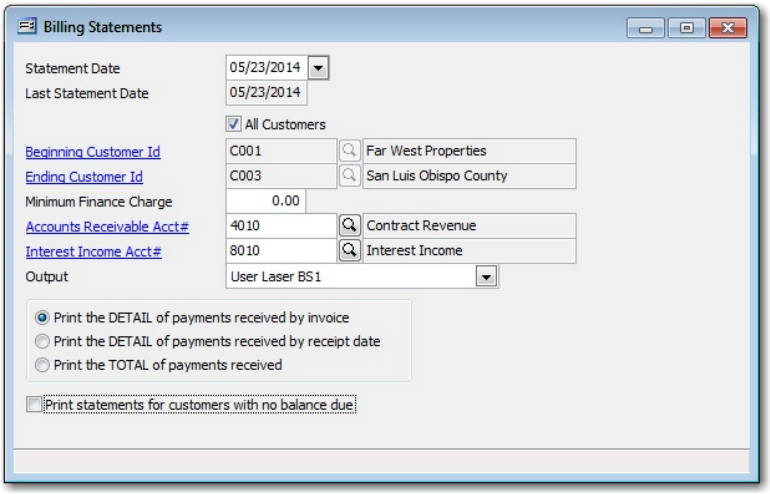
> If billing statements are rerun for the same billing period, NO additional interest charge is calculated.

Modular Menu Access
AR | Billing Statements

Standard Menu Access
Transactions | Billing Statements

The Billing Statements option is designed to prepare periodic customer billing statements, which detail both outstanding invoices and customer payments. Statements can be prepared for one, multiple or all customers, including or excluding those with a zero balance. When preparing billing statements, BIS® will calculate and automatically create an invoice for any finance charges (interest) on all amounts past due.

Figure: AR-163
AR Billing Statements, sample screen form.



The Print Payments box on the lower portion of the screen provides options with regard to the order and amount of detail of payments received that are printed on the billing statements.

Once all relevant information is correctly entered, billing statements can be previewed and printed from this screen by using the Preview and Print buttons or File menu options.

Statement Date
This field records the date to appear on the current billing statements.

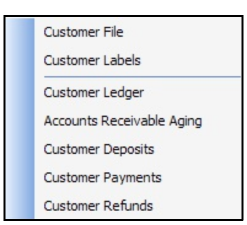
Last Statement Date
This field displays the date of the last billing statements.

All Customers
When this option is checked, billing statements will be prepared for all customers. To select only a portion of customers, this option must be off. The checkmark is toggled on and off by click on this box.

Beginning Customer Id
If the All Customers option is selected, this field displays the first customer to receive a billing statement. If the All Customers option is off, this field is available to record the first in a range of customers for whom statements will be prepared. To issue a statement for a single customer, enter the same customer Id in both the beginning and ending fields.

Please note that the Customer Id title is a hyperlink field as well as the description of the information. Left-clicking on this hyperlink opens the Customer - New form. Right-clicking on the Customer hyperlink opens a selection of reports that can be directly accessed.

Figure: AR-164
Reports directly accessible by right-clicking on the field hyperlink.



Ending Customer Id
If the All Customers option is selected, this field displays the last customer to receive a billing statement. If the All Customers option is off, this field is available to record the last in a range of customers for whom statements

will be prepared. To issue a statement for a single customer, enter the same customer Id in both the beginning and ending fields. Please note that the Customer Id title is a hyperlink field as well as the description of the information.

Minimum Finance Charge
BIS allows a minimum finance charge to be applied to past due accounts in lieu of the calculated percentage. The minimum charge, however, is only applied to customers whose calculated interest is less than the minimum amount entered here. It would also not be applied to customers who do not show an amount past due.

Accounts Receivable Acct
Records the number of the accounts receivable account that will be updated with the interest (finance charge) calculated. The Accounts Receivable Account # can be entered manually or by using the Find tool.

Please note that the Accounts Receivable Account # is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account # hyperlink displays a selection of reports that can be directly accessed.

Interest Income Acct
Records the number of the interest income account that will be updated with the interest (finance charge) calculated. If interest is never charged on past due accounts, use the account number for the accounts receivable account. The Interest Income Account # can be entered manually or by using the Find tool.

Please note that the Interest Income Account # is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Interest Income Account # hyperlink displays a selection of reports that can be directly accessed.

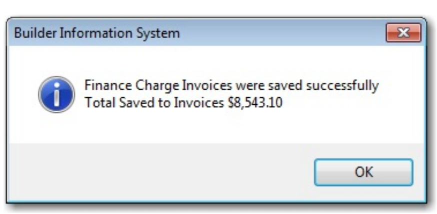
Print the DETAIL of Payments Received by Invoice
When this option is selected, each statement item is listed by invoice number. Each payment appears with the invoice to which it was applied.

Print the DETAIL of Payments Received by Receipt Date
When this option is selected, each statement item is listed chronologically. Each payment appears in detail, listed by the date received.

Print the TOTAL of Payments Received
This option prints invoices chronologically, but all payments are totaled and appear as a lump sum at the end of the billing statement.

Print Statements for Customers with No Balance Due
This option allows statements to be printed for customers who show no outstanding balance due.

Figure: AR-165
When the statements are previewed or printed, and there are finance charges, they will be posted to invoices.



AR Statement – Pre-Printed Forms

11/18/2014 11/18/2014

C001 C001

Far West Properties
1625 Parker Street

Los Angeles, CA 90001 1

1000	01/07/2012	I	INVOICE	58,768.29	58,768.29	1000	58,768.29
1001	01/21/2012	I	INVOICE	30,879.28	89,647.57	1001	30,879.28
1002	01/21/2012	I	INVOICE	9,960.84	99,608.41	1002	9,960.84
1009	06/30/2012	D	ADJUST INV 1002	20.00	99,628.41	1009	20.00
1010	06/30/2012	C	ADJUST INV 1002	-10.00	99,618.41	1010	-10.00
1008	06/30/2012	I	INVOICE	2,200.00	101,818.41	1008	2,200.00
142	05/23/2014	I	FINANCE CHARGE INVOICE	27,114.49	128,932.90	142	27,114.49
150	08/21/2014	I	INVOICE	4,000.00	132,932.90	150	4,000.00
151	09/10/2014	I	INVOICE	7,020.00	139,952.90	151	7,020.00
152	09/10/2014	I	INVOICE	15,000.00	154,952.90	152	15,000.00
155	09/10/2014	I	INVOICE	2,000.01	156,952.91	155	2,000.01
158	10/01/2014	D	ADJUST INV 1002	12,341.21	169,294.12	158	12,341.21
162	10/01/2014	D	ADJUST INV 1002	8,500.00	177,794.12	162	8,500.00
157	10/01/2014	I	INVOICE	108,160.87	285,954.99	157	108,160.87
161	10/01/2014	I	INVOICE	500.00	286,454.99	161	500.00
167	10/16/2014	D	ADJUST INV 1002	6,658.17	293,113.16	167	6,658.17

Continued Continued

0.00 18,660.87 28,275.01 82,876.07

Figure: AR-166 Sample AR Statement for printing on pre-printed forms.

AR Reports

This section covers the reports available for Accounts Receivable. Access to specific reports begins with the Query screen that enable users to select the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an “Order By” setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open a pop-up report menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Reports offer the opportunity to view all records and activity for a company. Reports are an easy way to view the effects of specific transactions. They are also a good way to get a summary view of either all transactions of a specific type, all entries for a single account or file.

BIS® reports allow the user to enter the exact specifications of what the report will contain. Make it as detailed or simple as needed. Narrow or broaden the search criteria to allow as few as one record, or as many as all records pertaining to the topic.

Once the criteria have been entered into the report form, the report can be viewed on the screen by clicking the Preview button. A window will open to display the report. This is useful for detecting any errors in setting up the report before actually printing it on paper. Use the scroll bars on the right side and bottom of the screen to move around the page.

When previewing a report, the usual toolbar will disappear and the preview toolbar appears. After closing the preview of the report and returning to the Report form, the report can be printed. Select Print, either from the File menu or by clicking the Print button on the main tool bar. The Print dialogue box will open. Specify whether to print the entire document or select certain pages to print. Also, select the number of copies desired and which printer to use.

Reports can be viewed on the screen, printed, and exported. In other editions of BIS®, reports can be exported and emailed in up to six different formats. Most reports have hyperlinks that enable users to either drill down to the source record, or by right-clicking, open a list of other reports and functions related to the hyperlink field selected.

Report Toolbar Controls

There are a number of controls that affect reports and how they are rendered. Initial access comes from the Reports Toolbar

Figure: AR-167
Report Toolbar

Preview

 The Preview icon works with the Report and printing functions, allowing previews in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS® MSD (Multiple Screen Display).

Print (Ctrl+P)

 The BIS® Print icon causes the current report to be sent to the print spooler so that it can be printed by the default or selected printer accessible to the sending computer.

Export Report

The Export Report icon exports the current report in up to six different formats, depending on the edition of BIS® used. Standard edition users can export in DOS TXT, Microsoft® Excel® WKS, and Adobe® PDF formats. Professional edition users add Microsoft® Word® and the graphical TIFF formats. Finally, Enterprise edition users can also export in HTML format.

Email Report

The Email Report icon enables Professional and Enterprise edition users to email reports from directly within BIS. The available formats for these editions are the same as listed for Export above.

Preview Toolbar Controls

Once a report is opened, and appears on the screen, an additional Preview Toolbar opens.

Table of Contents

The BIS® Table's of Contents icon adds a table of contents to the left side of the screen report. Using a familiar Explorer-style format, each primary record of the report can be directly accessed, eliminating the need for laborious searching.

Show/Hide Ruler

The Show/Hide Rule icon reveals or hides a ruler guide to the top and side of the report. Users of word processing and some graphics programs should be familiar with this feature.

Copy Page

The Copy Page icon copies the current page of the report to the Windows® Clipboard.

Find

The BIS Find icon enables users to find or search for a particular piece of data in the current report.

Display Pages

The Display Pages icon controls how many pages of the report can appear on a single screen and how they are arranged. The choices are: 1x1, 1x2, 1x3, 2x1, 2x2, and 2x3.

Zoom in

The Zoom in icon enlarges the screen image by preset percentages.

Zoom Out

The Zoom in icon reduces the screen image by preset percentages.

Zoom Control

The Zoom Control drop-down allows enlarging or reducing the screen image by preset percentages: 25, 50, 75, 100, 125, 150, 175, 200, 400, and 800, as well as Page Width and Full Page.

Navigation Buttons

2/13 The navigation button icons provides a way of moving through pages of the report. In sequence, they are: the First Page, the Previous Page, the Next Page, and the Last Page. The numeric information in the center indicates which page is showing or selected out of the total number of pages in the report.

Backward

The Backward icon reverses the order of the pages of the report that appear on the screen.

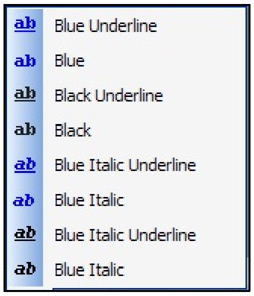
Forward

The Forward icon resets the order of the pages of the report that appear on the screen.

Hyperlink Appearance

The Hyperlink Appearance icon controls how the hyperlinks will appear on the displayed report (and any report printed from the preview).

Figure: AR-168
Hyperlink format options



Refresh

The Refresh icon updates the report with the latest data from the program.

List Reports

The majority of BIS® reports are list reports. This section explains how to set up a list report and define the search criteria on which to base it. If the criteria specified do not yield any records, BIS® will not allow the report to be previewed or printed.

My Query

The My Query option enables the user to save multiple sets of query conditions (and is described in greater detail below).

Report Type

Select the type of report, which generally determines the level of detail contained in the report itself. The amount and type of detail available vary from report to report.

Order By

Use the drop down menu tool in the Order By option to select which field should be used to list entries. Some reports can only be ordered by a certain field. If applicable, choose whether the entries will be shown in ascending or descending order. For example, ascending alphabetical listings display A-Z entries, while a descending list orders Z-A entries.

Options

The choices given in the Options box allow the report to be further defined. To select any of these options, check the corresponding box.

Filter

The listing at the bottom of the form defines which records will be included in the report. Data can be selected for inclusion by the fields displayed in this area. A variety of criteria can be used to make the report as narrow or broad as necessary.

First select an operator from the drop down list in the Operator field. Depending on which operator is chosen, the Beginning and/or Ending fields may need to be filled with data based on the field type. Sometimes a drop-down menu is made available in these columns so that records on file can be selected.

Operators

All	Shows all records
=	Displays only records with data matching the data in the Beginning column.
On Date Run	For Date fields only; this dynamic operator uses the system date for the program
Day # of Month	For Date fields only; this dynamic operator uses the pres-selected specific day of the month
First Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month
Last Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month
In	Includes all records contain the data entered in the Beginning column
Between	Shows records that fall between the records listed in the Beginning and Ending columns
Tag	Includes specific records tagged from a drop-down list of records
>	Includes records that have a value greater than that entered in the Beginning column
<	Only shows records with a value less than that defined
>=	Displays records with a value greater than or equal to the defined data
<=	Includes records whose value is less than or equal to the data entered

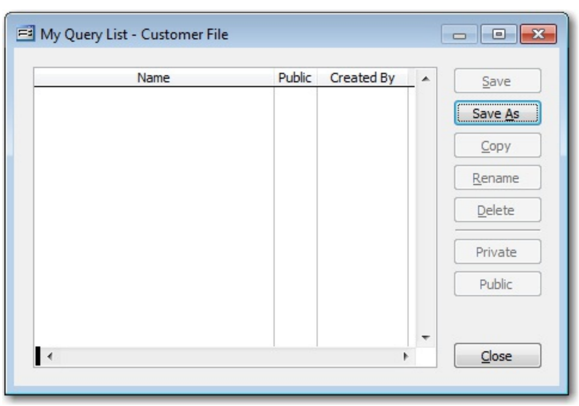
My Query

The My Query option enables the user to save multiple sets of query conditions including Order By, Field Operators and their settings, and Options. The initial use of My Query shows no saved Queries. If there are existing named queries available they can be seen using the drop-down tool. The saved Query, however, can be applied to any of the available Report Types.

Figure: AR-169
My Query drop-down list sample.

As with other system reports, each named query selection can be further refined with the other settings.

Figure: AR-170
My Query List initial use sample screen form.



Refresh Button

 If a query has been saved, and new changes are made to the query settings, clicking on the Refresh button will remove those unsaved changes.

Details Button

A query can be saved by clicking on the Details button. If there are no pre-existing queries, two buttons are available, Save As and Close.

Save

The Save button will save the current settings, but will provide a dialog box asking, “Do you want to overwrite this query?” Click on Yes to save the current settings under the selected name, or No to not save them under the current name.

Save As

The Save As button opens the Save As Query sub-form.

Name

Use this field to assign a name to the saved query.

Scope

The Scope option allows the user to specify whether the saved query will be kept for private use or be made available to all users with access rights to this information.

Figure: AR-171
Save As Query List sample screen form showing the two optional Scope selections: Private and Public.

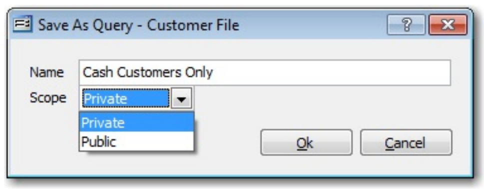
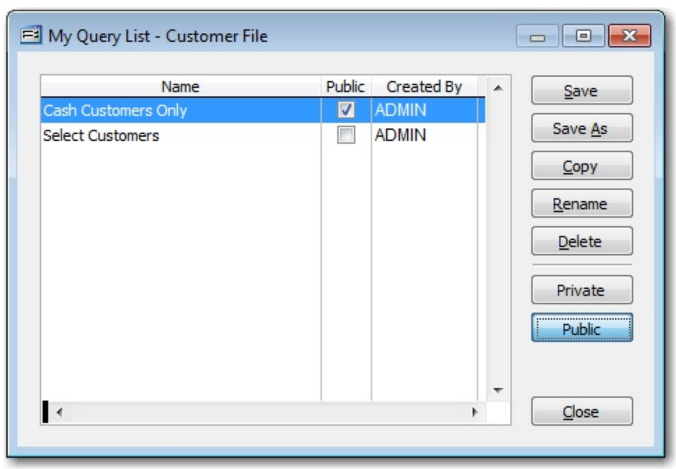


Figure: AR-172
My Filter list showing one Public and one Private Filter.



OK

Click on the OK button to accept the name and scope selections.

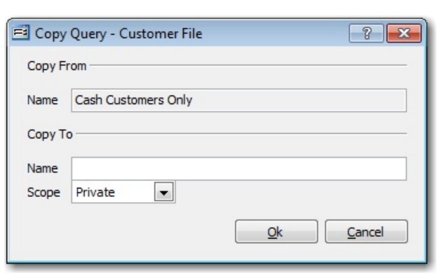
Cancel

Click on the Cancel button to close the form without saving.

Copy

The copy button will copy the current saved query to a new name, and allow changing its scope setting. The newly named query can then be edited and saved again.

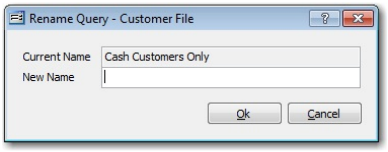
Figure: AR-173
Copy query screen form.



Rename

The Rename button opens the Rename Query form that allows the query to be saved with a new name.

Figure: AR-174
Rename Query screen form.



Delete

The Delete button will delete the selected named query. If the query is a public query, the following dialog box question will appear, “This is a public query. Are you sure that you want to delete this query?” If the selected query is not a public query, the system simply asks for a confirmation of the action.

Private

If the query is marked as Private, this button will be grayed out. The user has the option of changing the scope of the query to Public by using the next button.

Public

If the query is marked as Public, this button will be grayed out. The user has the option of changing the scope of the query to Private by using the preceding button.

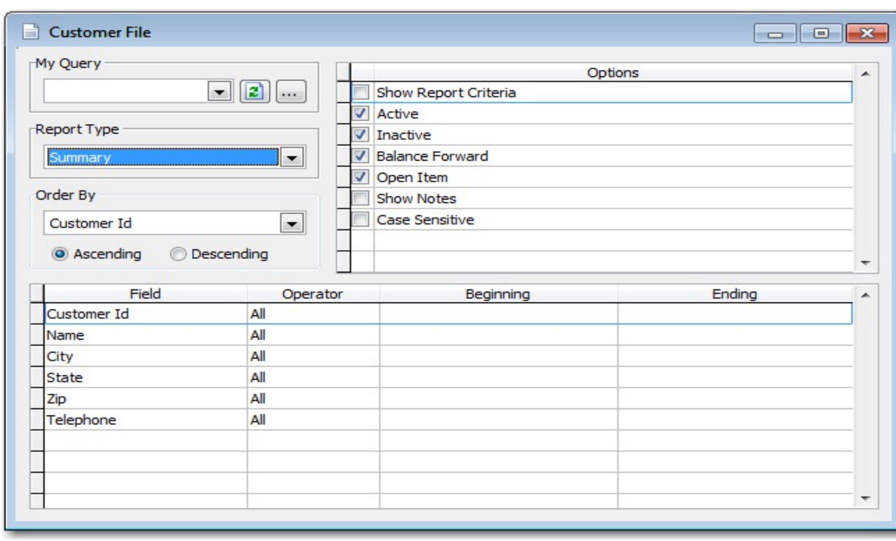
Close

This button closes the My Query List.

Clear Button

The clear button is located on the tool bar normally at the top of the screen. This button applies only to the report queries. BIS® reports query settings are remembered by user from one session to the next. Thus, if a saved query was last used, the query screen for the same report would open with it preselected. The clear button resets the query screen to the system default.

Figure: AR-175
Sample report query form after apply clear button.



Accounts Receivable Report List

The following is a list of accounts receivable reports available in BIS.

- Job Billing History
- Customer List
- Customer Labels
- Sales Orders
  - Reprint Sales Orders
  - Open Orders List
  - Back Order List
  - Inventory on Order
  - Inventory on Back Order
- Reprint Invoices
- Accounts Receivable Journal
- Invoices List
- Applied Deposits Journal
- Applied Deposits List
- Recurring Billing
  - Orders
  - Groups
- Customer Ledger
- Customer Aging
- Job Aging
- Customer Deposits
- Customer Payments
- Customer Refunds
- Sales Analysis
  - By Sales Person
  - In Inventory Item
  - By Report Code
  - By Sales Tax Code
  - By Oversold Inventory Items
  - By Job Number

Menu Access

Unlike other areas in Accounts Receivable, access to reports can be achieved via three different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group

AR | Reports

Reports Access via Modules with Reports Listed

AR

Standard Menu

Reports | Accounts Receivable

Job Billing History

The Job Billing History lists information on previous contract billings.

Access to Job Billing History
Module Menu with Reports Group

AR | Reports | Job Billing History

Module Menu with Reports List

AR | Job Billing History

Standard Menu

Reports | Accounts Receivable | Job Billing History

Report Types
Summary

The Summary Report Type displays job number and name, amount billed, and tax.

Detail

The Detail Report Type displays billing history broken down by invoice, including invoice number, date, customer Id, description, application number, amount billed, and tax.

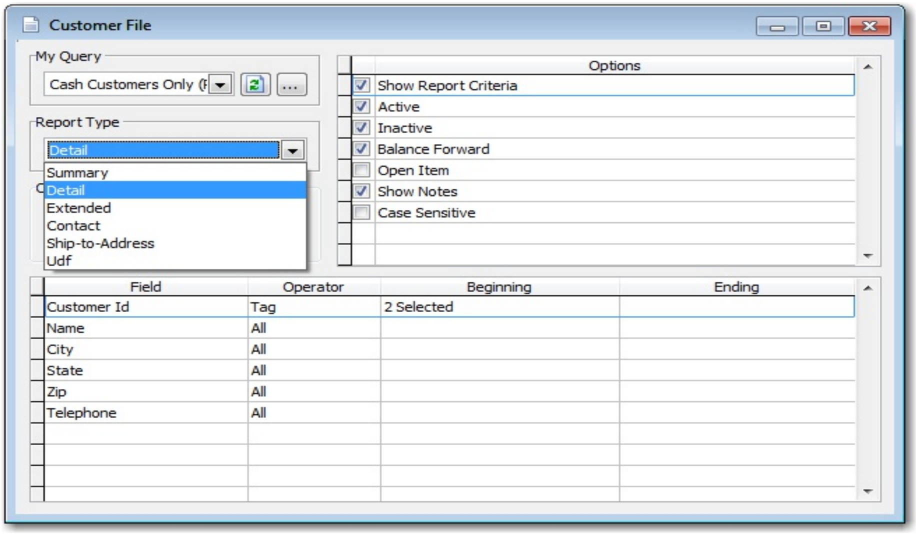


Figure: AR-176
Job Billing History, Query screen form, showing two report types: Summary and Detail.

Order By

- Job Number

Options

- Show Report Criteria
- Active Jobs
- Inactive Jobs
- Completed Jobs

Fields

- Job Number
- Date
- Invoice Number
- Amount

Drill-Down+® Destinations

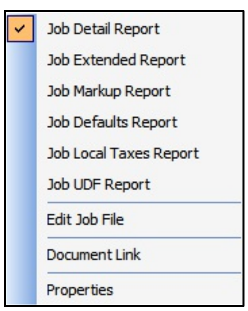


Figure: AR-177
Right-click a hyperlink to access reports and other features.

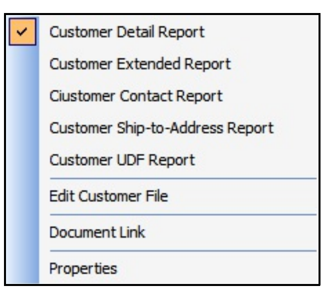


Figure: AR-178
Right-click a hyperlink to access reports and other features.

Job Billing History — Summary Report

Best Construction Company

Job Billing History
Summary Report

Page 1

Job	Job Name	Amount	Tax
1000	Pacific View Apartments	100,608.41	0.00
1010	Truesdale Elementary School	29,600.00	0.00
1020	Giovanni's Pasta House	6,000.00	0.00

Figure: AR-179 Job Billing History - Summary Report.

Job Billing History — Detail Report

Best Construction Company

Job Billing History

Detail Report

Page 1

Job	Job Name Description	Date	Customer Id	Invoice#	App#	Amount	Tax
1000	Pacific View Apartments						
	Invoice# 1000	01/07/	C001	1000	1	58,768.29	0.00
	Invoice# 1001	01/21/	C001	1001	2	30,879.28	0.00
	Retention Invoice# 1002	01/21/	C001	1002	2	9,960.84	0.00
	Invoice# 1006	06/30/	C001	1006		100.00	0.00
		06/30/	C001	1008		2,200.00	0.00
	DM# 1009 adjusting Inv# 1002	06/30/	C001	1009		20.00	0.00
	CM# 1010 adjusting Inv# 1002	06/30/	C001	1010		-10.00	0.00
		04/16/	C001	1011		6,367.00	462.00
	Invoice# 1014	04/26/	C001	1014		2,262.95	166.26
	DM# 1015 adjusting Inv# 1014	04/26/	C001	1015		58.21	4.31
	CM# 1016 adjusting Inv# 1014	04/26/	C001	1016		-179.66	-13.31
		04/26/	C001	1017		687.60	48.48
	Invoice# 1018	05/17/	C001	1018	3	47,538.46	0.00
	DM# 1019 adjusting Inv# 1002	05/17/	C001	1019	3	5,227.62	0.00
		05/23/	C001	1020		6,367.00	462.00
		05/27/	C001	1022		6,367.00	462.00
		05/27/	C001	1024		6,367.00	462.00
		05/28/	C001	1026		6,367.00	462.00
		08/13/	C001	1028		6,367.00	462.00
	Invoice# 1030	08/26/	C001	1030		1,500.25	0.00
	Invoice# 1031	09/09/	C002	1031		562.50	0.00
		02/17/	C001	1047		6,367.00	462.00
		04/16/	C001	1055		6,367.00	462.00
	Invoice# 1060	08/31/	C001	1060		490.00	0.00
	DM# 1061 adjusting Inv# 1055	08/31/	C001	1061		500.00	0.00
					Job Totals	211,502.34	3,901.74
1020	Giovanni's Pasta House						
	Invoice# 1003	02/03/	C002	1003		6,000.00	0.00
					Job Totals	6,000.00	0.00

Figure: AR-180 Example of Job Billing History, Detail Report with hyperlinks in the Job and Customer Id columns, sorted by Job Number.

Customer List

This report provides a listing of records in the Customers file. A variety of report types are available to produce as detailed a listing as needed.

Access to Customer List

Module Menu with Reports Group

AR | Reports | Customer List

Module Menu with Reports List

AR | Customer List

Standard Menu

Reports | Accounts Receivable | Customer List

Report Types

Summary

This type displays the customer Id and name, telephone and fax numbers, status, and type.

Detail

The Customer List Detail report also lists the complete customer address and e-mail.

Extended

The Customer List Detail report provides a full-page report for each customer that displays all information from the Main, Default and History tabs, as well as the amount due from the customer.

Contact

The Customer List Contact report includes a listing of all contacts recorded on the Contact tab of the Customer file.

Ship to Address

The Customer Ship to Address report includes a listing of all shipping addresses listed on the Ship To Address tab.

Order By

- Customer Id
- Customer Name
- City
- State
- Zip
- Telephone Number
- Customer type

Options

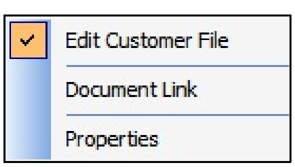
- Show Report Criteria
- Active
- Inactive
- Balance Forward
- Open Item
- Case Sensitive

Fields

- Customer Id
- Customer Name
- City
- State
- Zip
- Telephone Number

Drill-Down+® Destinations

Figure: AR-181
Right-click a hyperlink to display a selection of reports and other available functions.



Customer File — Summary Report

Best Construction Company

Customer File
Summary Report

Page 1

Customer Id	Customer Name	Telephone	Fax	Status	Type
C001	Far West Properties	(805) 543-7000	(805) 534-1595	Active	Balance Forward
C002	Harmon Brothers	(805) 543-7000	(805) 534-1595	Active	Open Item
C003	San Luis Obispo County	(805) 543-7000	(805) 534-1595	Active	Balance Forward
CASH	CASH			Inactive	Balance Forward

Figure: AR-182 Customer File Summary Report sample.

Customer File — Detail Report

Best Construction Company

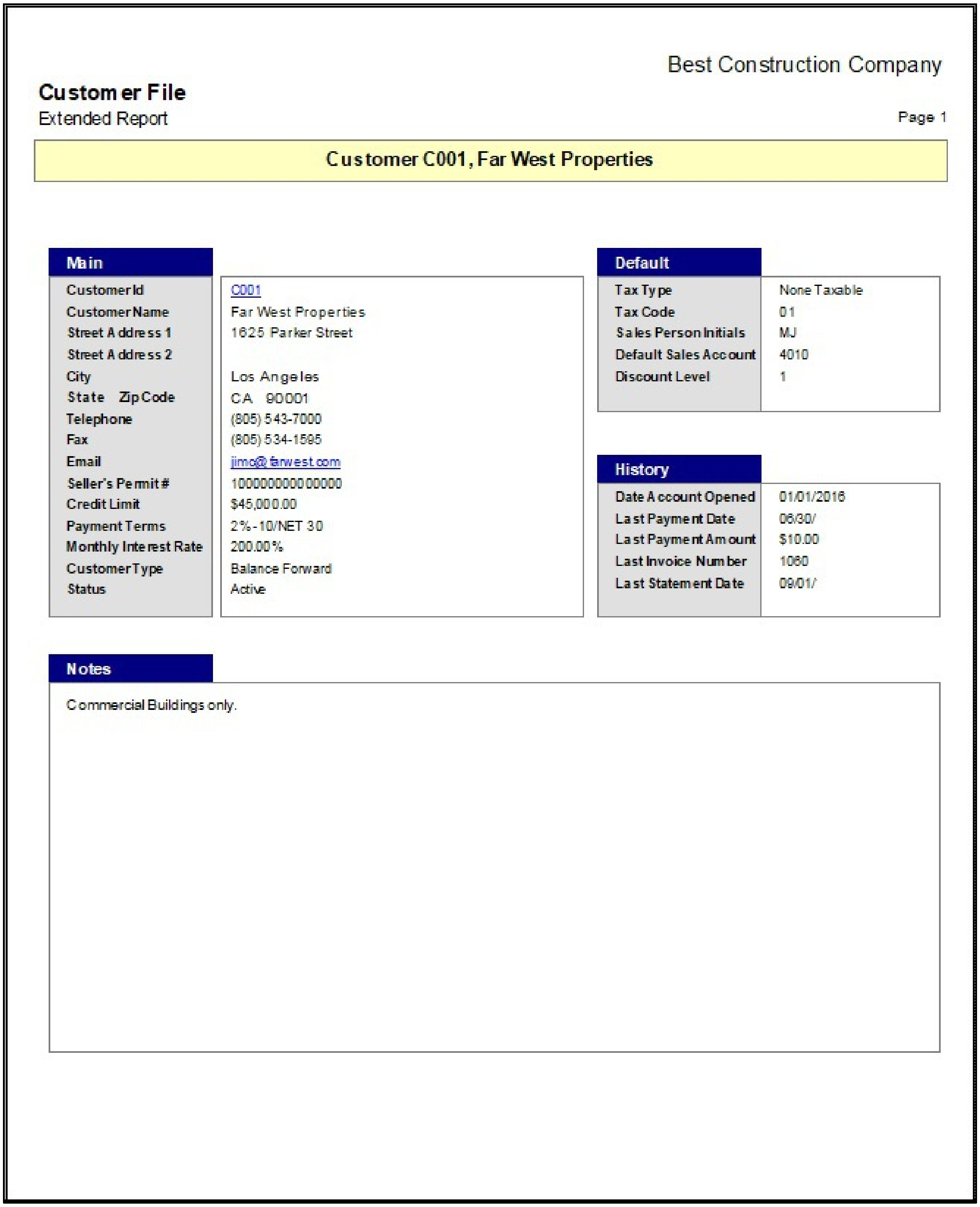
Customer File
Detail Report

Page 1

Customer Id	Customer Name Address City	State	Telephone Email Zip Code	Fax	Status	Type
C001	Far West Properties 1625 Parker Street Los Angeles	CA	(805) 543-7000 jimc@farwest.com 90001	(805) 534-1595	Active	Balance Forward
C002	Harmon Brothers 5400 Peach Street Atlanta	GA	(805) 543-7000 30301	(805) 534-1595	Active	Open Item
C003	San Luis Obispo County 1825 Market Street San Luis Obispo	CA	(805) 543-7000 93401	(805) 534-1595	Active	Balance Forward
CASH	CASH				Inactive	Balance Forward

Figure: AR-183 Customer File Detail Report sample. Note that in the screen preview of this report, the email address is "live" and can be used to open the computer's default email program with that address already entered.

Customer File — Extended Report



Best Construction Company

Customer File

Extended Report

Page 1

Customer C001, Far West Properties

Main

Customer Id	C001
Customer Name	Far West Properties
Street Address 1	1625 Parker Street
Street Address 2	
City	Los Angeles
State Zip Code	CA 90001
Telephone	(805) 543-7000
Fax	(805) 534-1595
Email	jimo@farwest.com
Seller's Permit #	100000000000000
Credit Limit	$45,000.00
Payment Terms	2%-10/NET 30
Monthly Interest Rate	200.00%
Customer Type	Balance Forward
Status	Active

Default

Tax Type	None Taxable
Tax Code	01
Sales Person Initials	MJ
Default Sales Account	4010
Discount Level	1

History

Date Account Opened	01/01/2016
Last Payment Date	06/30/
Last Payment Amount	$10.00
Last Invoice Number	1060
Last Statement Date	09/01/

Notes

Commercial Buildings only.

Figure: AR-184 Customer File, Extended Report.

Customer File — Contact Report

Best Construction Company

Customer Contact

Contact Report

Page 1

Customer Id	Customer Name	Telephone	Fax	Email	Title
C001	Far West Properties	(805) 543-7000	(805) 534-1595		
	Jim Corrant	(805) 543-7000	(805) 534-1595	jimc@farwest.com	Vice President
C002	Harmon Brothers	(805) 543-7000	(805) 534-1595		
	Susan Ursklah	(805) 543-7000			Manager
C003	San Luis Obispo County	(805) 543-7000	(805) 534-1595		
	Susan Durant	(805) 543-7000	(805) 534-1595	sdurant@sloschools.edu	Building Manager
CASH	CASH				

Figure: AR-185 Customer File, Contact Report.

Customer File — Ship-to-Address Report

Best Construction Company

Customer Ship to Address

Ship-to-Address Report

Page 1

Customer Id	Customer Name	Telephone	Fax	Email
C001	Far West Properties Far West Properties 1625 Parker Street Los Angeles, CA 90001	(805) 543-7000	(805) 534-1595	jimc@farwest.com
C002	Harmon Brothers	(805) 543-7000	(805) 534-1595	
C003	San Luis Obispo County	(805) 543-7000	(805) 534-1595	
CASH	CASH			

Figure: AR-186 Customer File, Ship-to-Address Report.

Customer File — Udf Report

Best Construction Company

Customer User Definable Fields

Udf Report

Page 1

Customer Id	Name / UDF Field	Description
C001	Far West Properties	
	Billing Method	Progress Billing - AIA Form
	Email 2	
C002	Harmon Brothers	
	Billing Method	Contract Invoice
	Email 2	
C003	San Luis Obispo County	
	Billing Method	AIA Billing
	Email 2	
CASH	CASH	
	Billing Method	
	Email 2	

Figure: AR-187 Customer File, User Definable Fields Report.

Customer Labels

This option allows labels to be prepared and printed that can be used for shipping, mailing, etc. BIS® permits you to choose a label size for both dot matrix and laser printers. Each label includes the name and address of customers recorded in the Customers file.

Access to Customer Labels

Module Menu with Reports Group

AR | Reports | Customer Labels

Module Menu with Reports List

AR | Customer Labels

Standard Menu

Reports | Accounts Receivable | Customer Labels

Report Types

Select the option that corresponds to the labels being used.

Order By

- Customer Id
- Customer Name
- City
- State
- Zip
- Telephone Number
- Customer type

Options

- Show Report Criteria
- Active
- Inactive
- Balance Forward
- Open Item
- Case Sensitive

Fields

- Customer Id
- Customer Name
- City
- State
- Zip
- Telephone Number

Avery® 5160, 5260, 5810, 5960 Report Label

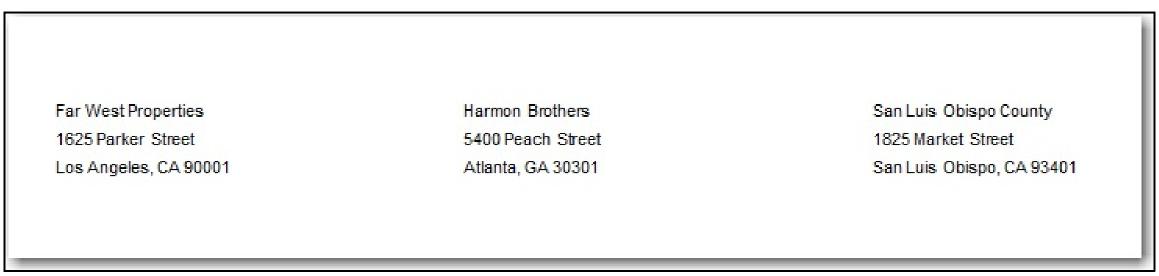


Figure: AR-188 Avery® 5160, 5260, 5810, 5960 Report Label .

Sales Orders – Reprint Sales Orders

The Reprint Sales Orders option allows printing copies of sales orders saved in the Sales Orders files. Sales Orders are intended to for printing onto blank invoice forms.

Access to Reprint Sales Orders

Module Menu with Reports Group

AR | Reports | Sales Orders | Reprint Sales Orders

Module Menu with Reports List

AR | Sales Orders | Reprint Sales Orders

Standard Menu

Reports | Accounts Receivable | Sales Orders | Reprint Sales Orders

Report Types

Select either System Laser, System Laser-Computer Form, or Continuous, depending upon the type of invoice form being used.

Order By

- Sales Order #
- Order Date
- Customer Id

Fields

- Sales Order #
- Order Date
- Customer Id

Reprint Sales Orders — System Laser - Computer Form

Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
Telephone 805-543-7000

sales order

SALES ORDER NO.	S.O. DATE	PAGE
262	09/01/YYYY	1

SOLD TO	SHIP TO
Far West Properties	Sammy
1625 Parker Street	400 Center St
Los Angeles, CA 90001	Cayucos, CA 93425

ACCOUNT NO.	SP	PURCHASE ORDER	SHIP VIA	DATE SHIPPED	TERMS	JOB
C001	MJ			09/01/YYYY	2%-10/NET 30	

QTY ORDERED	QTY SHIPPED BACK ORDERED	ITEM / DESCRIPTION	UNIT PRICE / UNIT	DISC %	TAX SD	EXTENDED PRICE
5.00	5.00	EA1000 Breaker Box Far West Properties	250.00 EA	5.00		1,187.50
1,200.00	1,200.00	E1000 Stranded Wire Far West Properties	0.25 FT	2.00		294.00

SALE AMOUNT	1,481.50
DISCOUNT	0.00
FREIGHT CHARGE	0.00
8.000% SALES TAX	0.00
TOTAL	1,481.50

Thank You

Figure: AR-189 Reprint Sales Orders – System Laser - Computer Form.

Sales Orders – Open Order List

The Open Order List produces reports on current sales orders on file to help manage open orders.

Access to Open Order List

Module Menu with Reports Group

AR | Reports | Open Order List

Module Menu with Reports List

AR | Open Order List

Standard Menu

Reports | Accounts Receivable | Sales Orders | Open Order List

Report Types

Summary

The Open Order List Summary Report displays sale date, order number, customer Id, purchase order number, ship date, shipping method selected, sales person, payment terms, order amount, and sales order total.

Detail

The Open Order List Detail Report also shows the line item posting account, item, description, quantity ordered, quantity shipped, unit price, and extended amount.

Extended

The Open Order List Extended Report also shows the job to which the order has been applied, cost code by line item, subtotal amount and sales tax.

Order By

- Sales Order Number
- Order Date
- Ship Date
- Customer Id
- Job Number
- Salesperson

Options

- Show Report Criteria
- Show Sales Order Subtotal
- Show Sales Order Notes
- Show Line Item Extended Description

Fields

- Sales Order Number
- Order Date
- Ship Date
- Customer Id
- Job Number
- Salesperson

Drill-Down+® Destinations

Figure: AR-190
Right-click a hyperlink to display other available functions.

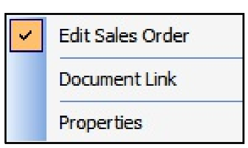


Figure: AR- 191
Right-click a hyperlink to display a selection of reports and other available functions.

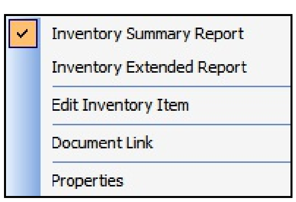
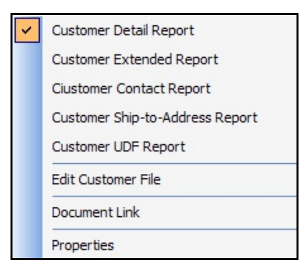


Figure: AR-192
Right-click a customer hyperlink to display a selection of reports and other available functions.



Open Order List — Summary Report

Best Construction Company

Open Order List

Summary Report

Page 1

Date	Order#	CustomerId	PO#	Ship Date	Ship Via	SP	Terms	Amount
08/26/	22	C001		08/26/		AM	2%-10/NET 30	2.45
09/09/	23	C003		09/09/		AM	NET 30	21,000.00
09/09/	24	C002		09/09/			2%-10/NET 30	1,442.45
09/09/	25	C001		09/09/		MJ	2%-10/NET 30	2,080.00
09/09/	26	C002		09/09/			2%-10/NET 30	2,500.00
09/01/	262	C001		09/01/		MJ	2%-10/NET 30	1,481.50
							Total Sales Orders Listed	**28,506.40**

Figure: AR-193 Open Order List – Summary Report sample sorted by Sales Order Number.

Open Order List — Detail Report

Best Construction Company

Open Order List

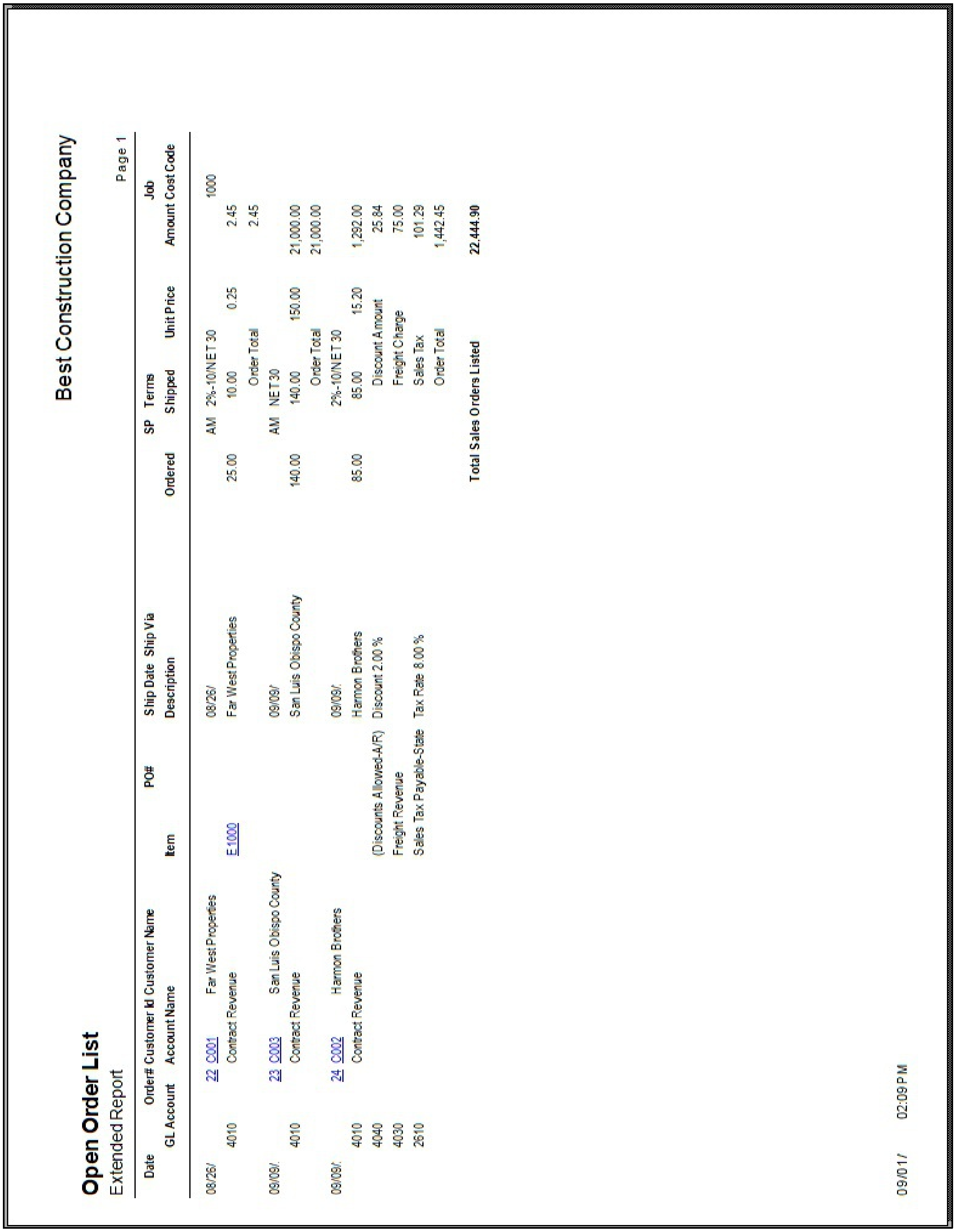
Detail Report

Page 1

Date	Order# / GL Account	CustomerId / Item	PO#	Ship Date / Description	Ship Via	Ordered	SP	Terms / Shipped	Unit Price	Amount
08/26/2019	22	C001		08/26/2019			AM	2%-10/NET 30		
	4010	E1000		Far West Properties		25.00		10.00	0.25	2.45
								Order Total		2.45
09/09/2019	23	C003		09/09/2019			AM	NET 30		
	4010			San Luis Obispo County		140.00		140.00	150.00	21,000.00
								Order Total		21,000.00
09/09/2019	24	C002		09/09/2019				2%-10/NET 30		
	4010			Harmon Brothers		85.00		85.00	15.20	1,292.00
	4040	(Discounts Allowed-A/R)			Discount 2.00 %			Discount Amount		25.84
	4030	Freight Revenue						Freight Charge		75.00
	2610	Sales Tax Payable-State			Tax Rate 8.00 %			Sales Tax		101.29
								Order Total		1,442.45
								Total Sales Orders Listed		**22,444.90**

Figure: AR-194 Open Order List – Detail Report sample sorted by Sales Order Number.

Open Order List — Extended Report



Best Construction Company

Open Order List
Extended Report

Page 1

Date / GL Account	Order#	Customer Id / Account Name	Customer Name	Item	PO#	Ship Date / Description	Ship Via	Ordered	SP	Terms / Shipped	Unit Price	Amount	Job / Cost Code
08/26/	22	C001	Far West Properties			08/26/			AM	2%-10/NET 30			1000
4010		Contract Revenue		E1000		Far West Properties		25.00		10.00	0.25	2.45	
										Order Total		2.45	
09/09/.	23	C003	San Luis Obispo County			09/09/			AM	NET 30			
4010		Contract Revenue				San Luis Obispo County		140.00		140.00	150.00	21,000.00	
										Order Total		21,000.00	
09/09/.	24	C002	Harmon Brothers			09/09/.				2%-10/NET 30			
4010		Contract Revenue				Harmon Brothers		85.00		85.00	15.20	1,292.00	
4040				(Discounts Allowed-A/R)		Discount 2.00 %				Discount Amount		25.84	
4030				Freight Revenue						Freight Charge		75.00	
2610				Sales Tax Payable-State		Tax Rate 8.00 %				Sales Tax		101.29	
										Order Total		1,442.45	
								Total Sales Orders Listed				**22,444.90**	

09/01/ 02:09 PM

Figure: AR-195

Sales Orders – Back Order List

The Back Order List is important in tracking the status of orders. When a sales order for a customer includes an item that is out of stock and not shipped, BIS automatically generates back order information that is listed on this report.

Access to Back Order List

Module Menu with Reports Group

Job Billing | Reports | Back Order List

Module Menu with Reports List

Job Billing | Back Order List

Standard Menu

Reports | Accounts Receivable | Sales Orders | Back Order List

Report Types

Summary

The Back Order List Summary Report displays sale date, order number, customer Id, purchase order number, ship date, shipping method selected, sales person, payment terms, order amount, and sales order total.

Detail

The Back Order List Detail Report also shows the line item posting account, item, description, quantity ordered, quantity shipped, unit price, and extended amount.

Extended

The Back Order List Extended Report also shows the job to which the order has been applied, cost code by line item, subtotal amount and sales tax.

Order By

- Sales Order Number
- Order Date
- Ship Date
- Customer Id
- Job Number
- Salesperson

Options

- Show Report Criteria
- Show Sales Order Subtotal
- Show Sales Order Notes
- Show Line Item Extended Description

Fields

- Sales Order Number
- Order Date
- Ship Date
- Customer Id
- Job Number
- Salesperson

Drill-Down+® Destinations

Figure: AR-196
Right-click a hyperlink to display other available functions.

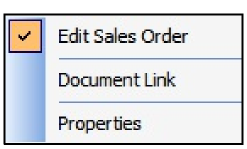


Figure: AR- 197
Right-click a hyperlink to display a selection of reports and other available functions.

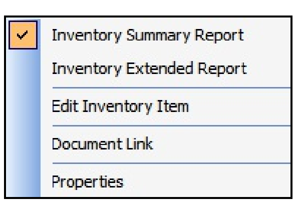
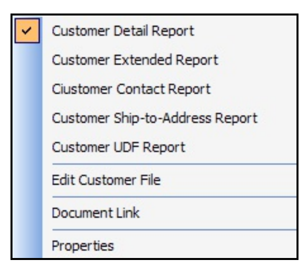


Figure: AR-198
Right-click a customer hyperlink to display a selection of reports and other available functions.



Back Order List — Summary Report

Best Construction Company

Back Order List

Summary Report

Page 1

Date	Order#	Customer Id	PO#	Ship Date	Ship Via	SP	Terms	Amount
08/26/YYYY	22	C001		08/26/YYYY		AM	2%-10/NET 30	2.45
							Back Ordered Amt	0.00
							Total Sales Orders Listed	**2.45**

Figure: AR-199 Sales Order – Back Order List – Summary Report

Back Order List — Detail Report

Best Construction Company

Back Order List

Detail Report

Page 1

Date	Order# / GL Account	Customer Id / Item	PO#	Ship Date / Description	Ship Via / Ordered	SP / Shipped	Terms / Unit Price	Amount
08/26/YYYY	22	C001		08/26/YYYY		AM	2%-10/NET 30	
	4010	E1000		Far West Properties	25.00	10.00	0.25	2.45
					Units Back Ordered	15.00	Back Ordered	3.75
						Subtotal		2.45
						Order Total		2.45
						Back Ordered Amt		3.75
						Total Sales Orders Listed		**2.45**
						Total Sales Orders on Back Order Listed		**3.75**

Figure: AR-200 Sales Order – Back Order List – Detail Report, showing Sales Order Subtotal, Notes, and Extended Description.

Back Order List — Extended Report

Back Order List
Extended Report

Best Construction Company

Page 1

Date	Order#	Customer Id	Customer Name		PO#	Ship Date	Ship Via		SP	Terms			Job
GL Account		Account Name		Item		Description		Ordered		Shipped	Unit Price	Amount	Cost Code
08/26/YYYY	22	C001	Far West Properties			08/26/YYYY			AM	2%-10/NET 30			1000
4010		Contract Revenue		E1000		Far West Properties		25.00		10.00	0.25	2.45	
								Units Back Ordered		15.00	Back Ordered	3.75	
										Subtotal		2.45	
										Order Total		2.45	
										Back Ordered Amt		3.75	
								Total Sales Orders Listed				2.45	
								Total Sales Orders on Back Order Listed				3.75	

Figure: AR-201

Sales Orders – Inventory on Order

The Inventory on Order report displays the number of inventory items included in any current sales orders on file.

Access to Inventory on Order Report

Module Menu with Reports Group

Job Billing | Reports | Inventory on Order

Module Menu with Reports List

Job Billing | Inventory on Order

Standard Menu

Reports | Accounts Receivable | Sales Orders | Inventory on Order

Report Types

Summary

The Inventory on Order Summary Report displays: inventory item, unit of measure, description, quantity ordered, quantity shipped, amount of shipped item, quantity back ordered, and back ordered amount.

Detail

The Inventory on Order Detail Report shows: inventory item, unit of measure and description, and lists inventory information broken down by sales order, including sales order number, date, ship date, customer Id and name, units ordered and shipped, unit price, discount percentage, amount shipped, quantity back ordered and back ordered amount.

Order By

- Inventory Item

Options

- Show Report Criteria
- List Blank Inventory Items

Fields

- Inventory Item

Drill-Down+® Destinations

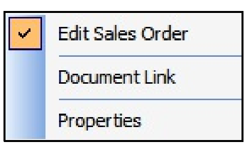


Figure: AR-202
Right-click a hyperlink to display other available functions.

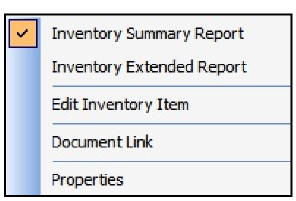


Figure: AR-203
Right-click a hyperlink to display a selection of reports and other available functions.

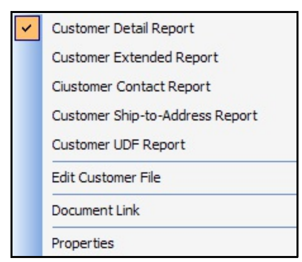


Figure: AR-204
Right-click a customer hyperlink to display a selection of reports and other available functions.

Sales Order – Inventory on Order — Summary Report

Best Construction Company

Inventory on Order
Summary Report

Page 1

Item	Unit	Description	Ordered	Shipped	Amount	Back Ordered Qty	Back Ordered Amount
EA1000-1	EA	Breaker Box	8.00	2.00	490.00	6.00	1425.00
EA1000-2	EA	Steel Box	3.00	0.00	0.00	3.00	600.00
EA1000-2	EA	Circuit Breaker	12.00	5.00	245.00	7.00	350.00

Figure: AR-205 Sales Order – Inventory on Order – Summary Report.

Sales Order – Inventory on Order — Detail Report

Best Construction Company

Inventory on Order
Detail Report

Page 1

Item / Order#	Date	Ship Date	Unit / Cust. Id	Description / Customer Name	Ordered	Shipped	Unit Price	Disc %	Amount	Back Ordered Qty	Back Ordered Amount
E1000			FT	Stranded Wire							
22	08/26/	08/26/	C001	Far West Properties	25.00	10.00	0.25	2.00	2.45	15.00	3.68
262	09/01/	09/01/	C001	Far West Properties	1200.00	1200.00	0.25	2.00	294.00	0.00	0.00
				Inventory Totals	1225.00	1210.00			296.45	15.00	3.68
EA1000			EA	Breaker Box							
262	09/01/	09/01/	C001	Far West Properties	5.00	5.00	250.00	5.00	1187.50	0.00	0.00
				Inventory Totals	5.00	5.00			1187.50	0.00	0.00

Figure: AR-206 Sales Order – Inventory on Order – Detail Report.

Sales Orders – Inventory on Back Order

The Inventory on Back Order report displays the number of inventory items included in any current sales orders on file.

Access to Back Order Report
Module Menu with Reports Group

Job Billing | Reports | Inventory on Back Order

Module Menu with Reports List

Job Billing | Inventory on Back Order

Standard Menu

Reports | Accounts Receivable | Sales Orders | Inventory on Back Order

Report Types
Summary

The Inventory on Back Order Summary Report displays: inventory item, unit of measure, description, quantity ordered, quantity shipped, amount of shipped item, quantity back ordered and back ordered amount.

Detail

The Inventory on Back Order Detail Report shows inventory item, unit of measure and description, and lists inventory information broken down by sales order, including sales order number, date, ship date, customer Id and name, units ordered and shipped, unit price, discount percentage, amount shipped, quantity back ordered, and back ordered amount.

Order By

- Inventory Item

Options

- Show Report Criteria
- List Blank Inventory Items

Fields

- Inventory Item

Drill-Down+® Destinations

Figure: AR-207
Right-click a hyperlink to display other available functions.

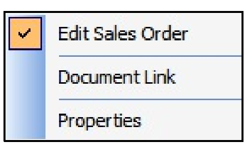


Figure: AR-208
Right-click a hyperlink to display a selection of reports and other available functions.

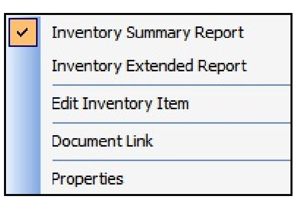
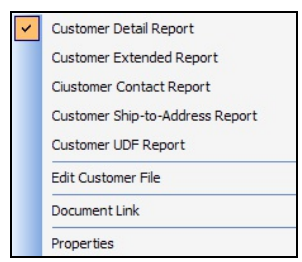


Figure: AR-209
Right-click a customer hyperlink to display a selection of reports and other available functions.



Sales Order – Inventory on Back Order — Summary Report

Best Construction Company

Inventory on Back Order
Summary Report

Page 1

Item	Unit	Description	Ordered	Shipped	Amount	Back Ordered Qty	Back Ordered Amount
EA1000-1	EA	Breaker Box	6.00	0.00	0.00	6.00	1425.00
EA1000-2	EA	Steel Box	3.00	0.00	0.00	3.00	600.00
EA1000-2	EA	Circuit Breaker	7.00	0.00	0.00	7.00	350.00

Figure: AR-210 Sales Order – Inventory on Back Order – Summary Report.

Sales Order – Inventory on Order — Detail Report

Best Construction Company

Inventory on Back Order
Detail Report

Page 1

Item / Order#	Date	Ship Date	Unit / Cust. Id	Description / Customer Name	Ordered	Shipped	Unit Price	Disc %	Amount	Back Ordered Qty	Back Ordered Amount
E1000			FT	Stranded Wire							
22	08/26/	08/26/	C001	Far West Properties	25.00	10.00	0.25	2.00	2.45	15.00	3.68
				Inventory Totals	25.00	10.00			2.45	15.00	3.68
EA1000			EA	Breaker Box							
263	09/02/.	09/02/	C002	Harmon Brothers	40.00	0.00	250.00	0.00	0.00	40.00	10000.00
				Inventory Totals	40.00	0.00			0.00	40.00	10000.00
EA1000-1			EA	Steel Box							
263	09/02/	09/02/	C002	Harmon Brothers	50.00	0.00	200.00	0.00	0.00	50.00	10000.00
				Inventory Totals	50.00	0.00			0.00	50.00	10000.00
EA1000-2			EA	Circuit Breaker							
263	09/02/.	09/02/	C002	Harmon Brothers	18.00	0.00	50.00	0.00	0.00	18.00	900.00
				Inventory Totals	18.00	0.00			0.00	18.00	900.00

Figure: AR-211 Sales Order – Inventory on Order – Detail Report showing Taxable and Non-Taxable items.

Reprint Invoices

The Reprint Invoices option allows printing copies of invoices saved in the Sales Invoices and Contract Invoices files. Sales Orders are intended to for printing onto blank invoice forms (sheet fed or continuous) or computer-generated forms.

Access to Reprint Invoices
Module Menu with Reports Group

AR | Reports | Reprint Invoices

Module Menu with Reports List

AR | Reprint Invoices

Standard Menu

Reports | Accounts Receivable | Reprint Invoices

Report Types

Select either System Laser, System Laser-Computer Form, or Continuous, depending upon the type of invoice forms being used.

Order By

- Invoice #
- Invoice Date
- Customer Id

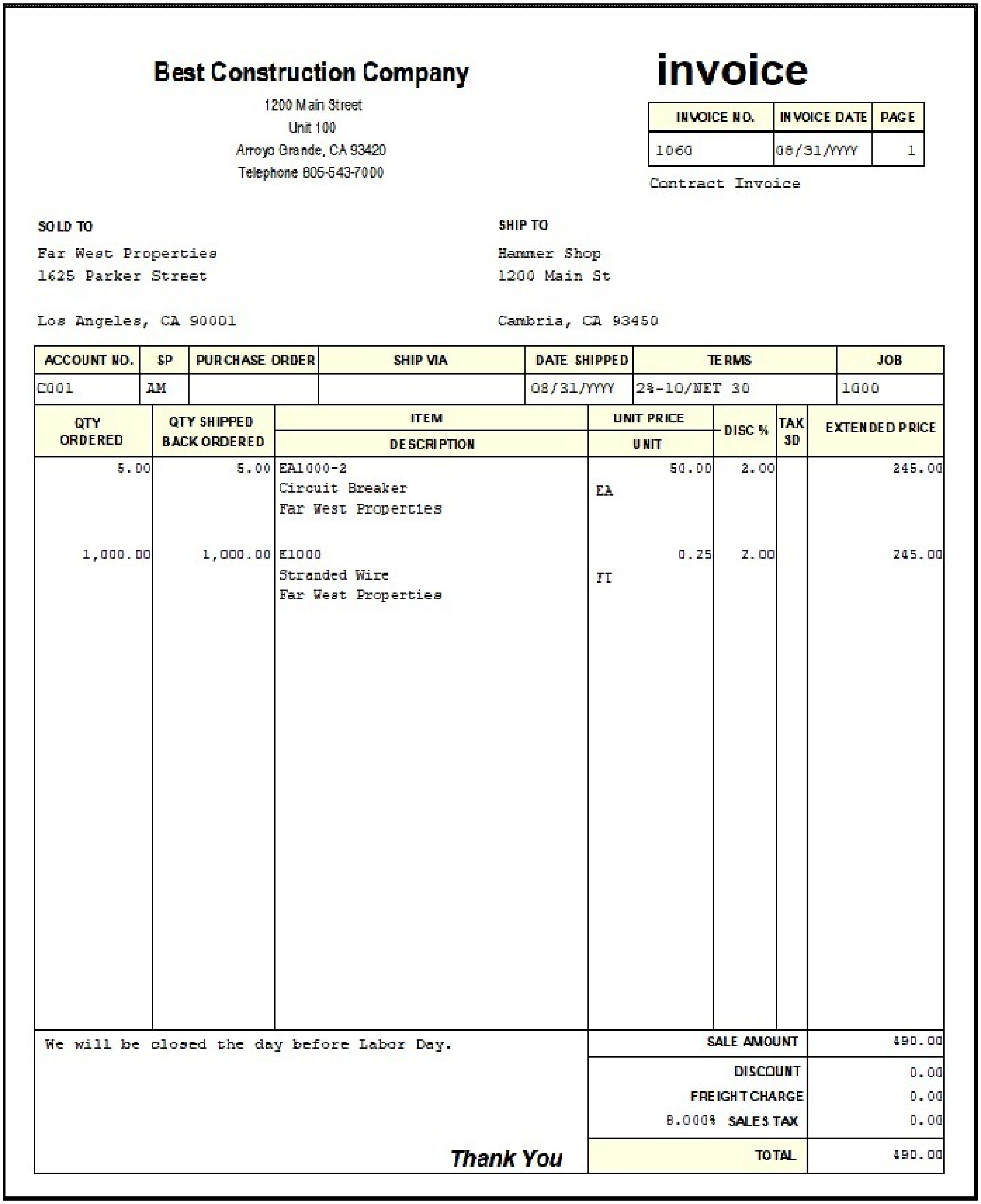
Options

- Print Standard Message

Fields

- Invoice #
- Invoice Date
- Customer Id

Reprint Invoices — System Laser - Computer Form



Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
Telephone 805-543-7000

invoice

INVOICE NO.	INVOICE DATE	PAGE
1060	08/31/YYYY	1

Contract Invoice

SOLD TO	SHIP TO
Far West Properties	Hammer Shop
1625 Parker Street	1200 Main St
Los Angeles, CA 90001	Cambria, CA 93450

ACCOUNT NO.	SP	PURCHASE ORDER	SHIP VIA	DATE SHIPPED	TERMS	JOB
C001	AM			08/31/YYYY	2%-10/NET 30	1000

QTY ORDERED	QTY SHIPPED / BACK ORDERED	ITEM / DESCRIPTION	UNIT PRICE / UNIT	DISC %	TAX SD	EXTENDED PRICE
5.00	5.00	EA1000-2 Circuit Breaker Far West Properties	50.00 EA	2.00		245.00
1,000.00	1,000.00	E1000 Stranded Wire Far West Properties	0.25 FT	2.00		245.00

We will be closed the day before Labor Day.

SALE AMOUNT	490.00
DISCOUNT	0.00
FREIGHT CHARGE	0.00
8.000% SALES TAX	0.00
TOTAL	490.00

Thank You

Figure: AR-212 Reprint Sales Order on Computer Generated Form.

Accounts Receivable Journal

The Accounts Receivable Journal is a listing of accounts receivable invoices by date for a particular account. This can be compared with the actual records to verify that they have been entered correctly.

Access to Accounts Receivable Journal

Module Menu with Reports Group

AR | Reports | Accounts Receivable Journal

Module Menu with Reports List

AR | Accounts Receivable Journal

Standard Menu

Reports | Accounts Receivable | Accounts Receivable Journal

Report Types

Summary

The Accounts Receivable Journal Summary Report displays: invoice date, invoice number, customer Id, purchase order number, ship date, shipping method selected, type, sales person, payment terms, session date, and invoice total. It also lists the total accounts receivable invoices, total discounts, total freight charges, total sales taxes, and total sales for the month.

Detail

The Accounts Receivable Journal Detail Report also shows the line item posting account, item, description, quantity ordered, quantity shipped, unit price, and extended amount.

Extended

The Accounts Receivable Journal Extended Report also shows the job to which the order has been applied, cost code by line item, subtotal amount and sales tax.

Order By

- Invoice Date
- Session Date

Options

- Show Report Criteria
- Reversing Entries
- Show Invoice Subtotal
- Show Invoice Notes
- Show GL Extended Description
- Show Cost and Gross Margin
- Show Subtotal Details
- Show User Id

Fields

- Invoice Date
- Invoice Number
- Customer Id
- Job Number
- Session Date

General Ledger Account

Enter the General Ledger account to be displayed in this report.

Drill-Down+® Destinations

Figure: AR-213
Right-click an invoice number hyperlink to display options.

Figure: JB-214
Right-click a customer hyperlink to display a selection of reports and other available functions.

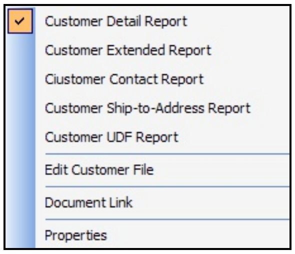


Figure: AR-215
Right-click a hyperlink to display a selection of reports and other available functions.

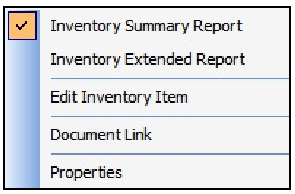
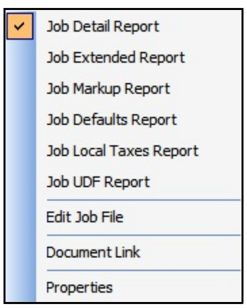


Figure: AR-216
Right-click a hyperlink to access reports and other features.



Accounts Receivable Journal — Summary Report

Best Construction Company

Accounts Receivable Journal

Summary Report - Account 1110, Accounts Receivable-Trade

Page 1

Date	Invoice#	Customer Id	PO#	Ship Date	Ship Via	Type	SP	Terms	Session	Amount
02/03/	1045	C005		02/03/		CI			02/03/	39,015.00
02/17/	1047	C001		02/17/		CI			02/17/	6,367.00
02/17/	1048	C003		02/17/		CI			02/17/	20,753.56
02/17/	1049	C001		02/17/		FC	MJ	2%-10/NET 30	02/17/	10,664.79
02/17/	1050	C003		02/17/		FC	AM	NET 30	02/17/	11,994.58
									Total Accounts Receivable Invoices Listed for February	**88,794.93**
03/04/	1052	C001		03/04/		FC	MJ	2%-10/NET 30	03/04/	1,604.25
03/04/	1053	C003		03/04/		FC	AM	NET 30	03/04/	1,838.12
03/04/	1054	C002		03/04/		FC		2%-10/NET 30	03/04/	828.49
									Total Accounts Receivable Invoices Listed for March	**4,270.86**
04/16/	1055	C001		04/16/		CI			04/16/	6,367.00
									Total Accounts Receivable Invoices Listed for April	**6,367.00**
07/07/	1056	C005		07/07/		CI			07/07/	0.00
									Total Accounts Receivable Invoices Listed for July	**0.00**
08/21/	1057	C005		08/21/		CI			08/21/	1,080.00
08/28/	1059	C002		08/28/		SI		2%-10/NET 30	08/28/	2,400.00
08/31/	1058	C002		08/31/		CI		2%-10/NET 30	08/31/	12,000.00
08/31/	1060	C001		08/31/		CI	AM	2%-10/NET 30	08/31/	490.00
08/31/	1061	C001		08/31/		DM		2%-10/NET 30	08/31/	500.00
				Debit Memo 1061 to Adjust Invoice 1055						
08/31/	1062	C001		08/31/		CM	AM	2%-10/NET 30	08/31/	-1,000.00
				Credit Memo 1062 to Adjust Invoice 1030						
08/31/	1063	C001		08/31/		SI	MJ	2%-10/NET 30	08/31/	1,187.50
08/31/	1064	C001		08/31/		CM	MJ	2%-10/NET 30	08/31/	-1,187.50
				Credit Memo 1064 to Adjust Invoice 1063						
									Total Accounts Receivable Invoices Listed for August	**15,470.00**
09/01/	1065	C001		09/01/		FC	MJ	2%-10/NET 30	09/01/	18,652.19
09/01/	1066	C002		09/01/		FC		2%-10/NET 30	09/01/	1,171.54
09/01/	1067	C003		09/01/		FC	AM	NET 30	09/01/	20,793.71
									Total Accounts Receivable Invoices Listed for September	**40,617.44**
									Total Accounts Receivable Invoices Listed	**155,520.23**

Figure: AR-217 Accounts Receivable Journal –Summary Report for the AR Trade account.

Accounts Receivable Journal — Detail Report

Best Construction Company

Accounts Receivable Journal

Detail Report - Account 1110, Accounts Receivable-Trade

Page 1

Date	Invoice# / GL Account	Customer Id / Item	PO#	Ship Date / Ship Via / Description	Type	SP / Ordered	Terms / Shipped	Session / Unit Price	Amount
*** Invoice number 1043 (below) has been reversed									
02/03/	1043	C005		02/03/	CI			02/03/	
	4010			Job Billing 1200		1.00	1.00	36,125.00	36,125.00
	4010			*** Reversing Entry ***					-36,125.00
	4010			Retention Amount for 1200		1.00	1.00	-3,612.50	-3,612.50
	4010			*** Reversing Entry ***					3,612.50
							Subtotal		0.00
							Invoice Total		**0.00**
02/03/	1045	C005		02/03/	CI			02/03/	
	4010			Job Billing 1200		1.00	1.00	43,350.00	43,350.00
	4010			Retention Amount for 1200		1.00	1.00	-4,335.00	-4,335.00
							Subtotal		39,015.00
							Invoice Total		**39,015.00**
COGS was not transferred					Cost	0.00	Gross Margin		39,015.00
02/17/	1047	C001		02/17/	CI			02/17/	
	4010			Far West Properties		11.00	11.00	525.00	5,775.00
							Subtotal		5,775.00
	4030	Freight Revenue					Freight Charge		130.00
	2610	Sales Tax Payable-State		Tax Rate 8.0000%			Sales Tax		462.00
							Invoice Total		**6,367.00**
COGS was not transferred					Cost	0.00	Gross Margin		6,367.00
02/17/	1048	C003		02/17/	CI			02/17/	
	4020			San Luis Obispo County		23.00	23.00	851.00	19,573.00
							Subtotal		19,573.00
	4040	(Discounts Allowed-A/R)		Discount 2.00%			Discount Amount		391.46
	4030	Freight Revenue					Freight Charge		37.50
	2610	Sales Tax Payable-State		Tax Rate 8.0000%			Sales Tax		1,534.52
							Invoice Total		**20,753.56**
COGS was not transferred					Cost	0.00	Gross Margin		20,753.56
02/17/	1049	C001		02/17/	FC	MJ	2%-10/NET 30	02/17/	
	8010			See A R Journal		1.00	1.00	10,664.79	10,664.79
							Subtotal		10,664.79
							Invoice Total		**10,664.79**
COGS was not transferred					Cost	0.00	Gross Margin		10,664.79
02/17/	1050	C003		02/17/	FC	AM	NET 30	02/17/	
	8010			See A R Journal		1.00	1.00	11,994.58	11,994.58
							Subtotal		11,994.58
							Invoice Total		**11,994.58**
COGS was not transferred					Cost	0.00	Gross Margin		11,994.58
*** Invoice number 1051 (below) has been reversed									
02/27/	1051	C005		02/27/	CI			02/27/	

Figure: AR-218 Accounts Receivable Journal – Detail Report for AR Account, showing Reversing Entries, Invoice Subtotal, Invoice Notes, GL Extended Descriptions, Cost and Gross Margin, and Subtotal Details.

Accounts Receivable Journal — Extended Report

Best Construction Company

Accounts Receivable Journal

Extended Report - Account 1110, Accounts Receivable-Trade

Page 1

Date	Invoice# / GL Account	Customer Id / Account Name	Customer Name	Item	PO#	Ship Date Ship Via / Description	Type	SP Terms / Ordered	Shipped	Session / Unit Price	Amount	Job Cost Code
02/03/.	1045	C005	Williams Bros			02/03/.	CI			02/03/.		1200
	4010	Contract Revenue				Job Billing 1200		1.00	1.00	43,350.00	43,350.00	
	4010	Contract Revenue				Retention Amount for 1200		1.00	1.00	-4,335.00	-4,335.00	
										Invoice Total	**39,015.00**	
02/17/.	1047	C001	Far West Properties			02/17/	CI			02/17/.		1000
	4010	Contract Revenue				Far West Properties		11.00	11.00	525.00	5,775.00	
	4030	Freight Revenue								Freight Charge	130.00	
	2610	Sales Tax Payable-State				Tax Rate 8.0000%				Sales Tax	462.00	
										Invoice Total	**6,367.00**	
02/17/	1048	C003	San Luis Obispo County			02/17/	CI			02/17/		1010
	4020	Service Revenue				San Luis Obispo County		23.00	23.00	851.00	19,573.00	
	4040	(Discounts Allowed-A/R)				Discount 2.00%				Discount Amount	391.46	
	4030	Freight Revenue								Freight Charge	37.50	
	2610	Sales Tax Payable-State				Tax Rate 8.0000%				Sales Tax	1,534.52	
										Invoice Total	**20,753.56**	
02/17/	1049	C001	Far West Properties			02/17/	FC	MJ 2%-10/NET 30		02/17/		
	8010	Interest Income				See AR Journal		1.00	1.00	10,664.79	10,664.79	
										Invoice Total	**10,664.79**	
02/17/.	1050	C003	San Luis Obispo County			02/17/	FC	AM NET 30		02/17/		
	8010	Interest Income				See AR Journal		1.00	1.00	11,994.58	11,994.58	
										Invoice Total	**11,994.58**	
							Total Accounts Receivable Invoices Listed for February				**88,794.93**	
03/04/	1052	C001	Far West Properties			03/04/	FC	MJ 2%-10/NET 30		03/04/		
	8010	Interest Income				See AR Journal		1.00	1.00	1,604.25	1,604.25	
										Invoice Total	**1,604.25**	

Figure: AR-219

Invoices List

This report creates a listing of all accounts receivable invoices. This option provides the flexibility to generate specific invoice reports based on a variety of criteria including job, salesperson, customer, corresponding sales order and invoice type.

Access to Invoices List

Module Menu with Reports Group

AR | Reports | Invoices List

Module Menu with Reports List

AR | Invoices List

Standard Menu

Reports | Accounts Receivable | Invoices List

Report Types

Detail

The Invoice List Detail Report displays the invoice date, invoice number, invoice type, customer Id, purchase order number, payment terms, due date, job number, accounts receivable account, salesperson, invoice amount and total.

Extended

The Invoice List Detail Report also shows the reversing date.

Order By

- Invoice Number
- Invoice Date
- Customer Id
- AR Account
- Amount
- Purchase Order
- Job Number
- Sales Person
- Session Date

Options

- Show Report Criteria
- Contract Invoices
- Sales Invoices
- Debit Memos
- Credit Memos
- Finance Charge Invoices
- Reversing Entries
- Subtotals
- Case Sensitive

Fields

- Invoice Number
- Invoice Date
- Customer Id
- AR Account
- Amount
- Purchase Order
- Job Number
- Sales Person
- Session Date

Drill-Down+® Destinations

Figure: AR-220
Right-click a hyperlink to access reports and other features.

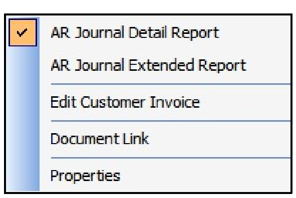


Figure: AR-221
Right-click a customer hyperlink to display a selection of reports and other available functions.

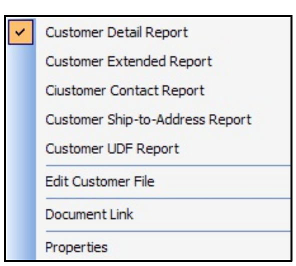
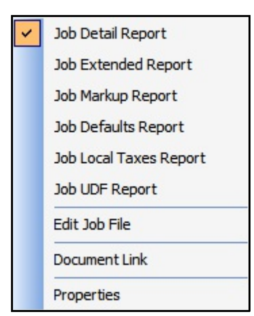


Figure: AR-222
Right-click a hyperlink to access reports and other features.



AR Invoice List – Detail Report

Best Construction Company

AR Invoice List

Detail Report

Page 1

Date	Invoice#	Type	Customer Id	PO#	Terms	Due Date	Job	AR Account	SP	Amount
10/03/	1032	FC	C001		2%-10/NET 30	11/02/.		1110	MJ	41,782.36
10/03/	1033	FC	C002		2%-10/NET 30	11/02/.		1110		5,574.58
10/03/	1034	FC	C003		NET 30	11/02/		1110	AM	21,935.52
10/25/	1035	FC	C001		2%-10/NET 30	11/24/		1110	MJ	2,113.74
10/25/	1036	FC	C002		2%-10/NET 30	11/24/		1110		139.07
10/25/	1037	FC	C003		NET 30	11/24/		1110	AM	2,377.30
10/28/	1038	FC	C001		2%-10/NET 30	11/27/		1110	MJ	288.24
10/28/	1039	FC	C003		NET 30	11/27/		1110	AM	324.18
10/28/	1040	FC	C002		2%-10/NET 30	11/27/		1110		19.42
10/29/	1041	FC	C001		2%-10/NET 30	11/28/		1110	MJ	96.08
10/29/	1042	FC	C003		NET 30	11/28/		1110	AM	108.06
*** invoice number 1043 (below) has been reversed ***										
02/03/2020	1043	CI	C005			02/03/.	1200	1110		0.00
*** invoice number 1044 (below) has been reversed ***										
02/03/	1044	CI	C005			02/03/.	1200	1120		0.00
02/03/	1045	CI	C005			02/03/.	1200	1110		39,015.00
02/03/	1046	CI	C005			02/03/.	1200	1120		4,335.00
02/17/	1047	CI	C001			02/17/.	1000	1110		6,367.00
02/17/	1048	CI	C003			02/17/.	1010	1110		20,753.56
02/17/	1049	FC	C001		2%-10/NET 30	03/18/.		1110	MJ	10,664.79
02/17/	1050	FC	C003		NET 30	03/18/.		1110	AM	11,994.58
*** invoice number 1051 (below) has been reversed ***										
02/27/	1051	CI	C005			02/27/.	1200	1110		0.00
03/04/	1052	FC	C001		2%-10/NET 30	04/03/.		1110	MJ	1,604.25
03/04/	1053	FC	C003		NET 30	04/03/.		1110	AM	1,838.12
03/04/	1054	FC	C002		2%-10/NET 30	04/03/		1110		828.49
04/16/.	1055	CI	C001			04/16/.	1000	1110		6,367.00
07/07/	1056	CI	C005			07/07/.	1200	1110		0.00
08/21/	1057	CI	C005			08/21/	1400	1110		1,080.00
08/31/	1058	CI	C002		2%-10/NET 30	09/30/.	1100	1110		12,000.00
08/28/	1059	SI	C002		2%-10/NET 30	09/27/.		1110		2,400.00
*** invoice number 1060 (below) has been reversed ***										
08/31/	1060	CI	C001		2%-10/NET 30	09/30/.	1000	1110	AM	0.00
*** invoice number 1060 (below) has been reversed ***										
08/31/	1060	CI	C001		2%-10/NET 30	09/30/.	1000	1110	AM	0.00
08/31/	1060	CI	C001		2%-10/NET 30	09/30/.	1000	1110	AM	490.00
08/31/	1061	DM	C001		2%-10/NET 30	09/30/.	1000	1110		500.00
*** invoice number 1062 (below) has been reversed ***										
08/31/	1062	CM	C001		2%-10/NET 30	09/30/.	1000	1110	AM	0.00
08/31/	1062	CM	C001		2%-10/NET 30	09/30/.		1110	AM	-1,000.00
08/31/	1063	SI	C001		2%-10/NET 30	09/30/.		1110	MJ	1,187.50
*** invoice number 1064 (below) has been reversed ***										
08/31/	1064	CM	C001		2%-10/NET 30	09/30/		1110	MJ	0.00
08/31/	1064	CM	C001		2%-10/NET 30	09/30/		1110	MJ	-1,187.50
09/01/	1065	FC	C001		2%-10/NET 30	10/01/		1110	MJ	18,652.19
09/01/	1066	FC	C002		2%-10/NET 30	10/01/		1110		1,171.54

Figure: AR-223 AR Invoice List – Detail Report, showing Contract Invoices, Sales Invoices, Debit Memos, Credit Memos, Finance Charge Invoices, Reversing Entries, and Subtotals, sorted by Invoice Number.

AR Invoice List — Extended Report

Best Construction Company

AR Invoice List

Extended Report

Page 1

Date	Invoice#	Type	CustomerId	PO#	Terms	Due Date	Job	AR Account	SP	User	Rev. Date	Amount
Invoice Number 1032												
10/03/	1032	FC	C001		2%-10/NET 30	11/02/		1110	MJ	ADMIN		41,782.36
											Subtotal	41,782.36
Invoice Number 1033												
10/03/	1033	FC	C002		2%-10/NET 30	11/02/		1110		ADMIN		5,574.58
											Subtotal	5,574.58
Invoice Number 1034												
10/03/	1034	FC	C003		NET 30	11/02/		1110	AM	ADMIN		21,935.52
											Subtotal	21,935.52
Invoice Number 1035												
10/25/	1035	FC	C001		2%-10/NET 30	11/24/		1110	MJ	ADMIN		2,113.74
											Subtotal	2,113.74
Invoice Number 1036												
10/25/	1036	FC	C002		2%-10/NET 30	11/24/		1110		ADMIN		139.07
											Subtotal	139.07
Invoice Number 1037												
10/25/	1037	FC	C003		NET 30	11/24/		1110	AM	ADMIN		2,377.30
											Subtotal	2,377.30
Invoice Number 1038												
10/28/	1038	FC	C001		2%-10/NET 30	11/27/		1110	MJ	ADMIN		288.24
											Subtotal	288.24
Invoice Number 1039												
10/28/	1039	FC	C003		NET 30	11/27/		1110	AM	ADMIN		324.18
											Subtotal	324.18
Invoice Number 1040												
10/28/	1040	FC	C002		2%-10/NET 30	11/27/		1110		ADMIN		19.42
											Subtotal	19.42
Invoice Number 1041												
10/29/	1041	FC	C001		2%-10/NET 30	11/28/		1110	MJ	ADMIN		96.08
											Subtotal	96.08
Invoice Number 1042												
10/29/	1042	FC	C003		NET 30	11/28/		1110	AM	ADMIN		108.06
											Subtotal	108.06
Invoice Number 1043												
*** invoice number 1043 (below) has been reversed ***												
02/03/	1043	CI	C005			02/03/	1200	1110		ADMIN	02/03/	0.00
											Subtotal	0.00
Invoice Number 1044												
*** invoice number 1044 (below) has been reversed ***												
02/03/	1044	CI	C005			02/03/	1200	1120		ADMIN	02/03/	0.00
											Subtotal	0.00
Invoice Number 1045												
02/03/	1045	CI	C005			02/03/	1200	1110		ADMIN		39,015.00
											Subtotal	39,015.00
Invoice Number 1046												
02/03/	1046	CI	C005			02/03/	1200	1120		ADMIN		4,335.00
											Subtotal	4,335.00

Figure: AR-224 AR Invoice List – Extended Report, showing Contract Invoices, Sales Invoices, Debit Memos, Credit Memos, Finance Charge Invoices, Reversing Entries, Reversing Date, and Subtotals, sorted by Invoice Number.

Applied Deposits Journal

The Applied Deposits Journal report creates a listing of customer deposits on file that have been applied fully or partially to customer invoices.

Access to Applied Deposit Journal

Module Menu with Reports Group

AR | Reports | Applied Deposits Journal

Module Menu with Reports List

AR | Applied Deposits Journal

Standard Menu

Reports | Accounts Receivable | Applied Deposits Journal

Report Types

Summary

The Applied Deposits Journal Summary Report displays: the account number and name, deposit date, deposit number, customer Id and name, deposit description, amount applied, monthly totals, and list total.

Detail

The Applied Deposits Journal Detail Report also lists the invoices to which the deposit was applied, including account number and name, line item description, invoice number, and amount applied to invoice.

Order By

- Date
- Session Date

Options

- Show Report Criteria
- Reversing Entries
- Show check Notes
- Show GL Extended Description
- Show User Id
- Case Sensitive

Fields

- Date
- Applied Deposit #
- Customer Id
- Session Date

General Ledger Account

Enter the General Ledger account to be displayed in this report.

Drill-Down+® Destinations

Figure: AR-225
Right-click an invoice number hyperlink to display options.

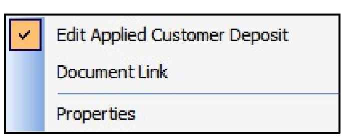


Figure: AR-227
Right-click an invoice number hyperlink to display options.

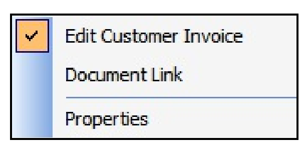
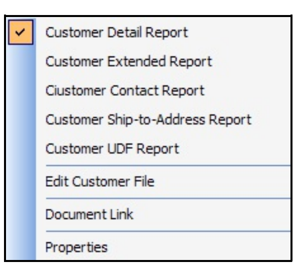


Figure: AR-226
Right-click a customer hyperlink to display a selection of reports and other available functions.



Applied Deposits Journal — Summary Report

Best Construction Company

Applied Deposits Journal

Summary Report - Account 2060, Customer Deposits

Page 1

Date	Deposit#	Customer Id	Customer Name	Session	Amount
01/07/YYYY	100	C001	Far West Properties	01/01/ YYYY	50,000.00
			Apply Deposits Listed for January		**50,000.00**
06/30/YYYY	1011	C001	Far West Properties	06/30/YYYY	10.00
			Apply Deposits Listed for June		**10.00**
			Total Apply Deposits Listed		**50,010.00**

Figure: AR-228 Applied Deposits Journal – Summary Report showing Customer Deposits GL account.

Accounts Receivable Journal — Detail Report

Best Construction Company

Applied Deposits Journal

Detail Report - Account 2060, Customer Deposits

Page 1

Date	Deposit# GL Account	Customer Id Account Name	Customer Name	Description	Session Invoice#	Amount
01/07/YYYY	100	C001	Far West Properties		01/01/YYYY	
	1110	Accounts Receivable-Trade		Payment W/Discount	1000	51,175.37
	4700	Returns and Allowances		Discount Given		-1,175.37
				Apply Deposits Total		**50,000.00**
				Apply Deposits Listed for January		**50,000.00**
06/30/YYYY	1011	C001	Far West Properties		06/30/YYYY	
	1110	Accounts Receivable-Trade		Payment	1000	10.00
				Apply Deposits Total		**10.00**
				Apply Deposits Listed for June		**10.00**
				Total Apply Deposits Listed		**50,010.00**

Figure: AR-229 Apply Deposits Journal – Detail Report showing Customer Deposits GL account.

Applied Deposits List

The Apply Deposits List report creates a listing of customer deposits on file that have been applied fully or partially to customer invoices.

Access to Applied Deposit List

Module Menu with Reports Group

AR | Reports | Applied Deposits List

Module Menu with Reports List

AR | Applied Deposits List

Standard Menu

Reports | Accounts Receivable | Applied Deposits List

Report Types

Detail

The Applied Deposits List Detail Report displays the date applied, deposit number, customer Id and name, posting account number, deposit description, amount applied and total deposits applied.

Order By

- Applied Deposit #
- Date
- Customer Id
- Amount
- Description
- Session Date

Options

- Show Report Criteria
- Subtotals
- Case Sensitive

Fields

- Applied Deposit #
- Date
- Customer Id
- Amount
- Description
- Session Date

Drill-Down+® Destinations

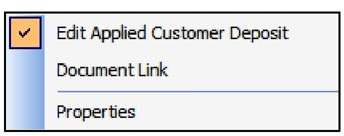


Figure: AR-230
Right-click an invoice number hyperlink to display options.

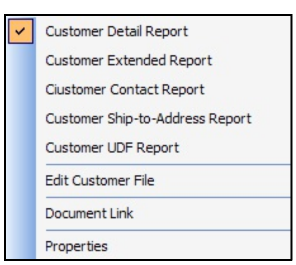


Figure: AR-231
Right-click a customer hyperlink to display a selection of reports and other available functions.

Applied Deposits List — Detail Report

Best Construction Company

Applied Deposits List

Detail Report

Page 1

Date	AD#	Customer Id	Customer Name	GL Account	Description	Amount
01/07/YYYY	100	C001	Far West Properties	2060		50,000.00
06/30/YYYY	1011	C001	Far West Properties	2060		10.00
					Total of Apply Deposit Listed	50,010.00

Figure: AR-232 Apply Deposits List – Detail Report, showing Subtotals.

Recurring Billing – Orders

This report is a listing of the recurring billing records on file. This report can be used for posting and grouping recurring invoices.

Access to Recurring Billing – Orders

Module Menu with Reports Group

AR | Reports | Recurring Billing | Orders

Module Menu with Reports List

AR | Recurring Billing | Orders

Standard Menu

Reports | Accounts Receivable | Recurring Billing | Orders

Report Types

Summary

The Recurring Billing – Orders Summary Report shows: the recurring order number, customer Id and name, purchase order, shipping method, salesperson initials, payment terms and amount.

Detail

The Recurring Billing – Orders Detail Report also displays line item detail for each recurring order including posting account number, inventory item, description, quantity ordered, quantity shipped, unit price, and line item extended amount.

Order By

- Accounts Receivable Account
- Recurring #
- Customer Id
- Sales Order Amount

Options

- Show Report Criteria
- Show Order Notes
- Show Extended Description

Fields

- Accounts Receivable Account
- Recurring #
- Customer Id
- Sales Order Amount

Recurring Orders — Summary Report

Best Construction Company

Recurring Orders

Summary Report

Page 1

Rec Order#	Customer Id	Customer Name	PO#	Ship Via	SP	Terms	Amount
MSC1	C002	Harmon Brothers				2%-10/NET 30	200.00
MSC2	C001	Far West Properties			MJ	2%-10/NET 30	250.00
						Total Sales Orders Listed	**450.00**

Figure: AR-233 Recurring Orders – Summary Report.

Recurring Orders — Detail Report

Best Construction Company

Recurring Orders

Detail Report

Page 1

Rec Order#	Customer Id GL Account	Customer Name Item	Description	PO#	Ship Via	Ordered	SP Shipped	Terms Unit Price	Amount
MSC1	C002	Harmon Brothers						2%-10/NET 30	
	4020		Harmon Brothers			1.00	1.00	200.00	200.00
							Order Total		200.00
MSC2	C001	Far West Properties					MJ	2%-10/NET 30	
	4020		Far West Properties			1.00	1.00	250.00	250.00
							Order Total		250.00
						Total Sales Orders Listed			**450.00**

Figure: AR-234 Recurring Orders – Detail Report.

Recurring Billing – Groups

This report provides a listing of and information about recurring billing groups. This report can be used for preparing to post recurring entries.

Access to Recurring Billing – Groups

Module Menu with Reports Group

AR | Reports | Recurring Billing | Groups

Module Menu with Reports List

AR | Recurring Billing | Groups

Standard Menu

Reports | Accounts Receivable | Recurring Billing | Groups

Report Types

Summary

The Recurring Billing – Groups Summary Report shows the group number, description and date last posted.

Detail

The Recurring Billing – Groups Detail Report displays summary information and lists the customer Id and name, recurring number and amount of each recurring billing record contained in each group.

Order By

- Group
- Description
- Last Post Date

Options

- Show Report Criteria
- Show Order Notes
- Show Extended Description

Fields

- Group
- Description
- Last Post Date

Recurring AR Groups — Summary Report

Recurring AR Groups
Summary Report
Page 1

Group#	Description	Last Posted
G01	Group One	04/16/YYYY
G02	Group Two	02/17/YYYY

Figure: AR-235 Recurring AR Groups – Summary Report.

Recurring AR Groups — Detail Report

Recurring AR Groups
Detail Report
Page 1

Group#	Description / Customer Id	Customer Name	Last Posted / Recurring#	Amount
G01	Group One		04/16/ YYYY	
	C001	Far West Properties	101	6,367.00
G02	Group Two		02/17/ YYYY	
	C003	San Luis Obispo County	102	20,753.56

Figure: AR-236 Recurring AR Groups – Detail Report.

Customer Ledger

The Customer Ledger summarizes the customer's history by transaction and serves as the supporting sub-ledger for the General Ledger report. The total dollar amount in the general ledger should equal the total dollar amount for all customers for the same date range.

Access to Customer Ledger
Module Menu with Reports Group

AR | Reports | Customer Ledger

Module Menu with Reports List

AR | Customer Ledger

Standard Menu

Reports | Accounts Receivable | Customer Ledger

Report Types
Summary

The Customer Ledger Summary Report displays: customer Id and name, as well as invoice information including invoice date, due date, invoice number, purchase order number, job number, invoice amount, amount from debit/credit memos, amount paid, refund amount, discount taken amount, current net amount due, and totals.

Detail

The Customer Ledger Detail Report also lists payments and refunds made on each invoice including transaction date, check number, and description.

Order By

- Customer Id
- Job Number
- Invoice Date
- Invoice Number

Options

- Show Invoice Notes
- Show Report Criteria
- Active
- Inactive
- Include Customers with no Activity
- Reversing Entries

Fields

- Customer Id
- Job Number
- Invoice Date
- Invoice Number

Drill-Down+® Destinations

Figure: AR-237
Right-click a hyperlink to access reports and other features.

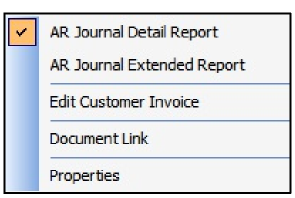


Figure: AR-238
Right-click a check number hyperlink to access the CR Journal Detail Report and other features.

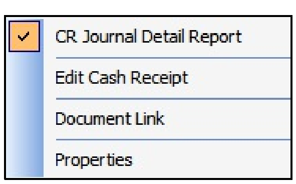
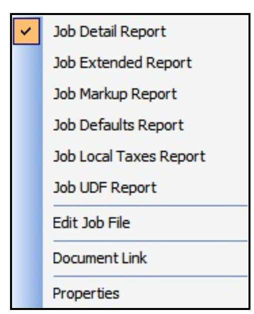
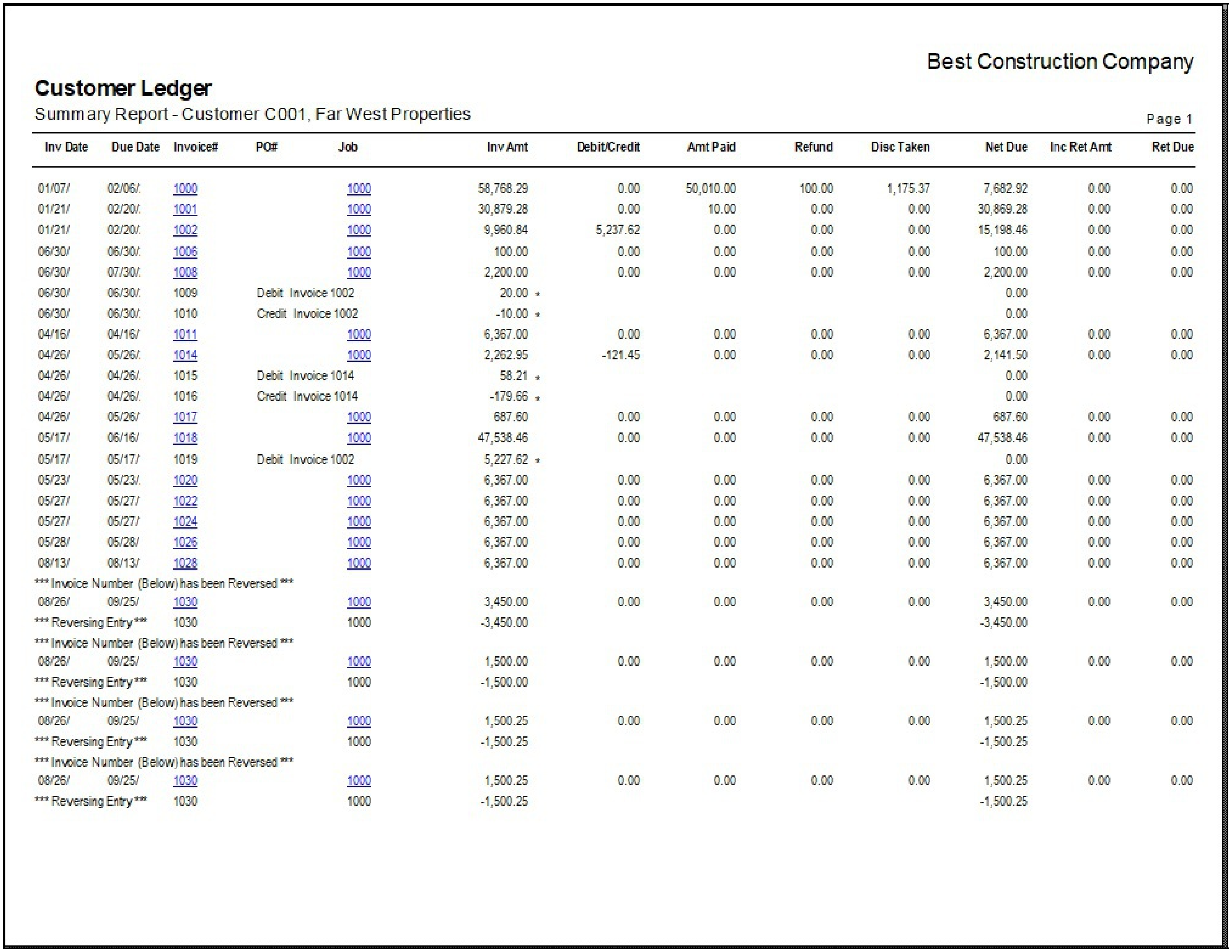


Figure: AR-239
Right-click a hyperlink to access reports and other features.



Customer Ledger – Summary Report



Customer Ledger

Summary Report - Customer C001, Far West Properties

Best Construction Company

Page 1

Inv Date	Due Date	Invoice#	PO#	Job	Inv Amt	Debit/Credit	Amt Paid	Refund	Disc Taken	Net Due	Inc Ret Amt	Ret Due
01/07/	02/06/.	1000		1000	58,768.29	0.00	50,010.00	100.00	1,175.37	7,682.92	0.00	0.00
01/21/	02/20/.	1001		1000	30,879.28	0.00	10.00	0.00	0.00	30,869.28	0.00	0.00
01/21/	02/20/.	1002		1000	9,960.84	5,237.62	0.00	0.00	0.00	15,198.46	0.00	0.00
06/30/	06/30/.	1006		1000	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00
06/30/	07/30/.	1008		1000	2,200.00	0.00	0.00	0.00	0.00	2,200.00	0.00	0.00
06/30/	06/30/.	1009	Debit Invoice 1002		20.00 *					0.00		
06/30/	06/30/.	1010	Credit Invoice 1002		-10.00 *					0.00		
04/16/	04/16/	1011		1000	6,367.00	0.00	0.00	0.00	0.00	6,367.00	0.00	0.00
04/26/	05/26/.	1014		1000	2,262.95	-121.45	0.00	0.00	0.00	2,141.50	0.00	0.00
04/26/	04/26/.	1015	Debit Invoice 1014		58.21 *					0.00		
04/26/	04/26/.	1016	Credit Invoice 1014		-179.66 *					0.00		
04/26/	05/26/	1017		1000	687.60	0.00	0.00	0.00	0.00	687.60	0.00	0.00
05/17/	06/16/	1018		1000	47,538.46	0.00	0.00	0.00	0.00	47,538.46	0.00	0.00
05/17/	05/17/	1019	Debit Invoice 1002		5,227.62 *					0.00		
05/23/	05/23/.	1020		1000	6,367.00	0.00	0.00	0.00	0.00	6,367.00	0.00	0.00
05/27/	05/27/	1022		1000	6,367.00	0.00	0.00	0.00	0.00	6,367.00	0.00	0.00
05/27/	05/27/	1024		1000	6,367.00	0.00	0.00	0.00	0.00	6,367.00	0.00	0.00
05/28/	05/28/	1026		1000	6,367.00	0.00	0.00	0.00	0.00	6,367.00	0.00	0.00
08/13/	08/13/	1028		1000	6,367.00	0.00	0.00	0.00	0.00	6,367.00	0.00	0.00
*** Invoice Number (Below) has been Reversed ***												
08/26/	09/25/	1030		1000	3,450.00	0.00	0.00	0.00	0.00	3,450.00	0.00	0.00
*** Reversing Entry ***		1030		1000	-3,450.00					-3,450.00		
*** Invoice Number (Below) has been Reversed ***												
08/26/	09/25/	1030		1000	1,500.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00
*** Reversing Entry ***		1030		1000	-1,500.00					-1,500.00		
*** Invoice Number (Below) has been Reversed ***												
08/26/	09/25/	1030		1000	1,500.25	0.00	0.00	0.00	0.00	1,500.25	0.00	0.00
*** Reversing Entry ***		1030		1000	-1,500.25					-1,500.25		
*** Invoice Number (Below) has been Reversed ***												
08/26/	09/25/	1030		1000	1,500.25	0.00	0.00	0.00	0.00	1,500.25	0.00	0.00
*** Reversing Entry ***		1030		1000	-1,500.25					-1,500.25		

Figure: AR-240

Customer Ledger – Summary Report, showing Invoice Notes and Reversing Entries.

Customer Ledger – Detail Report

Best Construction Company

Customer Ledger

Detail Report - Customer C001, Far West Properties

Page 1

Inv Date	Due Date Ref Date	Invoice# Check/Ref#	PO# Description	Job	Inv Amt	Debit/Credit	Amt Paid	Refund	Disc Taken CC Num	Net Due Approval Code	Inc Ret Amt	Ret Due
01/07/	02/06/	1000		1000	58,768.29	0.00	50,010.00	100.00	1,175.37	7,682.92	0.00	0.00
Payment	01/07/	100	Deposit Pay Invoice 1000				50,000.00					
Payment	06/30/	1011	Deposit Pay Invoice 1000				10.00					
Refund	06/30/	1004	Refund Invoice 1000					100.00				
01/21/	02/20/	1001		1000	30,879.28	0.00	10.00	0.00	0.00	30,869.28	0.00	0.00
Payment	06/30/	1009	Payment Pay Invoice 1001				10.00					
01/21/	02/20/	1002		1000	9,960.84	5,237.62	0.00	0.00	0.00	15,198.46	0.00	0.00
06/30/	06/30/	1006		1000	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00
06/30/	07/30/	1008		1000	2,200.00	0.00	0.00	0.00	0.00	2,200.00	0.00	0.00
06/30/	06/30/	1009	Debit Invoice 1002		20.00 *					0.00		
06/30/	06/30/	1010	Credit Invoice 1002		-10.00 *					0.00		
04/16/	04/16/	1011		1000	6,367.00	0.00	0.00	0.00	0.00	6,367.00	0.00	0.00
04/26/	05/26/	1014		1000	2,262.95	-121.45	0.00	0.00	0.00	2,141.50	0.00	0.00
04/26/	04/26/	1015	Debit Invoice 1014		58.21 *					0.00		
04/26/	04/26/	1016	Credit Invoice 1014		-179.66 *					0.00		
04/26/	05/26/	1017		1000	687.60	0.00	0.00	0.00	0.00	687.60	0.00	0.00
05/17/	06/16/	1018		1000	47,538.46	0.00	0.00	0.00	0.00	47,538.46	0.00	0.00
05/17/	05/17/	1019	Debit Invoice 1002		5,227.62 *					0.00		

Figure: AR-241

Customer Ledger – Detail Report, showing Invoice Notes and Reversing Entries.

Customer Aging

The Customer Aging report is a valuable tool for credit management. It lists the customer transactions by aging categories, allowing quick determination of customers who are delinquent. BIS® breaks down the amount owed by customers into the following categories: current (on or before the due date), up to 30 days past due, 31-60 days past due, 61-90 days past due, and more than 90 days past due. By selecting a past aging date, retroactive aging can be created.

Access to Customer Aging Report

Module Menu with Reports Group

AR | Reports | Customer Aging

Module Menu with Reports List

AR | Customer Aging

Standard Menu

Reports | Accounts Receivable | Customer Aging

Report Types

Summary

The Customer Aging Summary Report displays account number, aging date, customer Id and name, customer telephone, total amount owed, total current amount, amount 1-30 days past due, 31-60 days past due, 61-90 days past due, more than 90 days past due, and list totals.

Detail

The Customer Aging Detail Report also shows a list of open invoices including the invoice number and date, due date, days past due, and amount due.

Order By

- Customer Id & Invoice Number
- Customer Id & Invoice Number
- Due Date & Customer Id

Options

- Show Invoice Notes
- Show Report Criteria

Fields

- AR Account
- Customer Id
- Job Number
- Aging Date
- Invoice Number
- Invoice Date

Drill-Down+® Destinations

Figure: AR-242
Right-click a Customer Id to access other features.

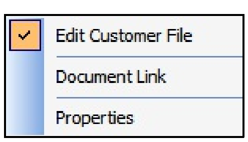
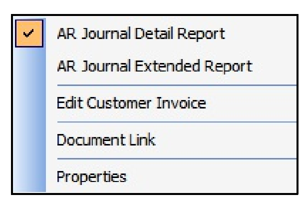


Figure: AR-243
Right-click a hyperlink to access reports and other features.



Tip

> The two Date fields offer four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Customer Aging – Summary Report

Best Construction Company

Accounts Receivable Aging

Summary Report - All AR Accounts, Aging Date: 09/02/YYYY

Page 1

CustomerId	CustomerName	Total	Telephone Current	1-30 Past	31-60 Past	61-90 Past	Over 90
C001	Far West Properties		(805)543-7000				
	Total Owed	234,046.12	19,142.19	0.00	0.00	0.00	214,903.93
C002	Harmon Brothers		(805)543-7000				
	Total Owed	28,695.60	15,571.54	0.00	0.00	0.00	13,124.06
C003	San Luis Obispo County		(805)543-7000				
	Total Owed	408,805.39	20,793.71	0.00	0.00	0.00	388,011.68
C005	Williams Bros						
	Total Owed	44,430.00	0.00	1,080.00	0.00	0.00	43,350.00
	Totals Listed	715,977.11	55,507.44	1,080.00	0.00	0.00	659,389.67

Figure: AR-244 Accounts Receivable Aging – Summary Report.

Customer Aging – Detail Report

Best Construction Company

Accounts Receivable Aging

Detail Report - All AR Accounts, Aging Date: 09/02/YYYY

Page 1

Customer Id Invoice #	Customer Name Inv. Date	Due Date	Days	Telephone Current	1-30 Past	31-60 Past	61-90 Past	Over 90
C001	Far West Properties			(805)543-7000				
1000	01/07/	02/06/	1304					7,682.92
1001	01/21/	02/20/	1290					30,869.28
1002	01/21/	02/20/	1290					15,198.46
1006	06/30/	06/30/	1160					100.00
1008	06/30/	07/30/	1130					2,200.00
1011	04/16/	04/16/	505					6,367.00
1014	04/26/	05/26/	465					2,141.50
1017	04/26/	05/26/	465					687.60
1018	05/17/	06/16/	444					47,538.46
1020	05/23/	05/23/	468					6,367.00
1022	05/27/	05/27/	464					6,367.00
1024	05/27/	05/27/	464					6,367.00
1026	05/28/	05/28/	463					6,367.00
1028	08/13/	08/13/	386					6,367.00
1030	08/26/	09/25/	343					500.25
1032	10/03/	11/02/	305					41,782.36
1035	10/25/	11/24/	283					2,113.74
1038	10/28/	11/27/	280					288.24
1041	10/29/	11/28/	279					96.08
1047	02/17/	02/17/	198					6,367.00
1049	02/17/	03/18/	168					10,664.79
1052	03/04/	04/03/	152					1,604.25
1055	04/16/	04/16/	139					6,867.00
1060	08/31/	09/30/		490.00				
1065	09/01/	10/01/		18,652.19				
		Total Owed	234,046.12	19,142.19	0.00	0.00	0.00	214,903.93
C002	Harmon Brothers			(805)543-7000				
1003	02/03/	03/05/	1277					6,000.00
1031	09/09/	10/09/	329					562.50
1033	10/03/	11/02/	305					5,574.58
1036	10/25/	11/24/	283					139.07
1040	10/28/	11/27/	280					19.42
1054	03/04/	04/03/	152					828.49
1058	08/31/	09/30/		12,000.00				
1059	08/28/	09/27/		2,400.00				
1066	09/01/	10/01/		1,171.54				
		Total Owed	28,695.60	15,571.54	0.00	0.00	0.00	13,124.06
C003	San Luis Obispo County			(805)543-7000				
1004	01/31/	03/02/	1280					26,640.00
1005	01/31/	03/02/	1280					2,960.00
1012	04/16/	04/16/	505					20,753.56
1013	04/22/	05/22/	469					174,559.00
1021	05/23/	05/23/	468					20,753.56

Figure: AR-245 Accounts Receivable Aging – Detail Report.

Job Aging

The Job Aging report is a valuable tool for credit management. It lists the customer job transactions by aging categories, allowing quick determination of which job customers are delinquent. BIS® breaks down the amount owed by customers into the following categories: current (on or before the due date), up to 30 days past due, 31-60 days past due, 61-90 days past due, and more than 90 days past due. By selecting a past aging date, retroactive aging can be created.

Access to Job Aging

Module Menu with Reports Group

AR | Reports | Job Aging

Module Menu with Reports List

AR | Job Aging

Standard Menu

Reports | Accounts Receivable | Job Aging

Report Types

Summary

The Job Aging Summary Report displays aging date, customer Id and name, customer telephone, Job number and name, total amount owed, total current amount, amount 1-30 days past due, 31-60 days past due, 61-90 days past due, more than 90 days past due, and list totals.

Detail

The Job Aging Detail Report also shows a list of open invoices including the invoice number and date, due date, days past due, Job number, AR account, and amount due.

Order By

- Customer & Job & Date & Invoice
- Customer & Job & Invoice & Date
- Job & Customer & Date & Invoice
- Job & Customer & Invoice & Date

Options

- Show Invoice Notes
- Show Report Criteria
- Page Break

Fields

- AR Account
- Customer Id
- Job Number
- Aging Date
- Invoice Number
- Invoice Date

Drill-Down+® Destinations

Figure: AR-246
Right-click a Customer Id to access reports and other features.

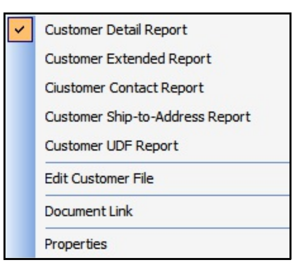


Figure: AR-247
Right-click a hyperlink to access reports and other features.

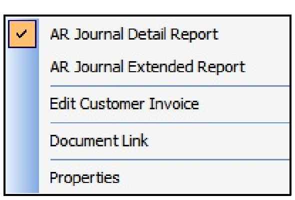
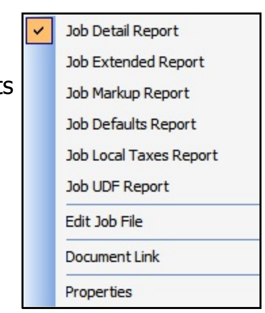


Figure: AR-248
Right-click a Job Number hyperlink to access reports and other features.



Tip

> The two Date fields offers four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Accounts Receivable Job Aging – Summary Report

Best Construction Company

Accounts Receivable Job Aging

Summary Report - All AR Accounts, Aging Date: 09/02/YYYY

Page 1

Customer Id	Job	Customer Name / Job Name	Telephone		Current	1-30 Past	31-60 Past	61-90 Past	Over 90
C001		**Far West Properties**	(805) 543-7000						
	1000	Pacific View Apartments							
	Job Totals			158,844.47	490.00	0.00	0.00	0.00	158,354.47
	Customer Totals			158,844.47	490.00	0.00	0.00	0.00	158,354.47
C002		**Harmon Brothers**	(805) 543-7000						
	1000	Pacific View Apartments							
	Job Totals			562.50	0.00	0.00	0.00	0.00	562.50
	1020	Giovanni's Pasta House							
	Job Totals			6,000.00	0.00	0.00	0.00	0.00	6,000.00
	1100	Hamilton House							
	Job Totals			12,000.00	12,000.00	0.00	0.00	0.00	0.00
	Customer Totals			18,562.50	12,000.00	0.00	0.00	0.00	6,562.50
C003		**San Luis Obispo County**	(805) 543-7000						
	1010	Truesdale Elementary School							
	Job Totals			174,874.92	0.00	0.00	0.00	0.00	174,874.92
	1030	Alamo Apartments							
	Job Totals			174,559.00	0.00	0.00	0.00	0.00	174,559.00
	Customer Totals			349,433.92	0.00	0.00	0.00	0.00	349,433.92
C005		**Williams Bros**							
	1200	Kelly's House							
	Job Totals			43,350.00	0.00	0.00	0.00	0.00	43,350.00
	1400	Evans House							
	Job Totals			1,080.00	0.00	1,080.00	0.00	0.00	0.00
	Customer Totals			44,430.00	0.00	1,080.00	0.00	0.00	43,350.00
	Totals Listed			571,270.89	12,490.00	1,080.00	0.00	0.00	557,700.89

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Figure: AR-249

Accounts Receivable Job Aging – Summary Report.

Accounts Receivable Job Aging – Detail Report

Best Construction Company

Accounts Receivable Job Aging

Detail Report - All AR Accounts, Aging Date: 09/02/ YYYY

Page 1

Customer Id / Invoice#	Customer Name / Job / InvDate	Job Name / Due Date	Days	Telephone / Current	1-30 Past	31-60 Past	61-90 Past	Over 90	PO No.	Job	AR Acct.
C001	Far West Properties			(805) 543-7000							
	1000	Pacific View Apartments									
1000	01/07/	02/06/	1,304					7,682.92		1000	1110
1001	01/21/	02/20/	1,290					30,869.28		1000	1110
1002	01/21/	02/20/	1,290					15,198.46		1000	1120
1006	06/30/	06/30/	1,160					100.00		1000	1110
1008	06/30/	07/30/	1,130					2,200.00		1000	1110
1011	04/16/	04/16/	505					6,367.00		1000	1110
1014	04/26/	05/26/	465					2,141.50		1000	1110
1017	04/26/	05/26/	465					687.60		1000	1110
1018	05/17/	06/16/	444					47,538.46		1000	1110
1020	05/23/	05/23/	468					6,367.00		1000	1110
1022	05/27/	05/27/	464					6,367.00		1000	1110
1024	05/27/	05/27/	464					6,367.00		1000	1110
1026	05/28/	05/28/	463					6,367.00		1000	1110
1028	08/13/	08/13/	386					6,367.00		1000	1110
1030	08/26/	09/25/	343					500.25		1000	1110
1047	02/17/	02/17/	198					6,367.00		1000	1110
1055	04/16/	04/16/	139					6,867.00		1000	1110
1060	08/31/	09/30/		490.00						1000	1110
	Job Totals		158,844.47	490.00	0.00	0.00	0.00	158,354.47			
	Customer Totals		158,844.47	490.00	0.00	0.00	0.00	158,354.47			
C002	Harmon Brothers			(805) 543-7000							
	1000	Pacific View Apartments									
1031	09/09/	10/09/	329					562.50		1000	1110
	Job Totals		562.50	0.00	0.00	0.00	0.00	562.50			
	1020	Giovanni's Pasta House									
1003	02/03/	03/05/	1,277					6,000.00		1020	1110
	Job Totals		6,000.00	0.00	0.00	0.00	0.00	6,000.00			
	1100	Hamilton House									

Figure: AR-250

Customer Deposits

The Customer Deposits report displays the deposits received from customers, including the balance that remains not applied toward invoices.

Access to Applied Customer Deposits Report

Module Menu with Reports Group

AR | Reports | Customer Deposits

Module Menu with Reports List

AR | Customer Deposits

Standard Menu

Reports | Accounts Receivable | Customer Deposits

Report Types

Summary

The Customer Deposits Summary Report shows the customer Id and name, total deposits received, balance remaining, and list totals.

Detail

The Customer Deposits Detail Report also displays a break down of deposits received including date received, deposit number, check number, posting account number, payment type code and description, deposit amount, and balance remaining.

Order By

- Customer Id

Options

- Show Report Criteria
- Show Deposits with Zero Balance
- Case Sensitive

Fields

- Customer Id
- Amount
- Deposit #
- Date

Drill-Down+® Destinations

Figure: AR-251
Right-click a customer hyperlink to display a selection of reports and other available functions.

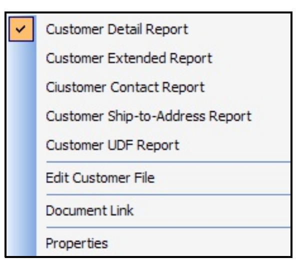
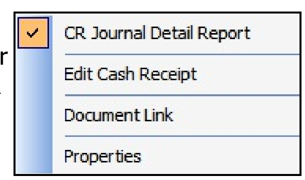


Figure: AR-252
Right-click a check number hyperlink to access the CR Journal Detail Report and other features.



Tip

> The Date field offers four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Customer Deposits – Summary Report

Best Construction Company

Customer Deposits
Summary Report

Page 1

Customer Id	Customer Name		Amount	Balance
C001	Far West Properties		10,100.00	5,080.00
C002	Harmon Brothers		25,000.00	15,000.00
		Total Deposits Listed	35,100.00	20,080.00

Figure: AR-253 Customer Deposits – Summary Report.

Customer Deposits List — Detail Report

Best Construction Company

Customer Deposits
Detail Report

Page 1

Customer Id	Customer Name / Ck Date	Deposit#	Check#	GL Account	Pay Type	Description	Amount	Balance
C001	Far West Properties							
	06/30/YYYY	1	1006	2060	CHECK	Check	100.00	80.00
						Total Customer Deposits	100.00	80.00
C002	Harmon Brothers							
	09/03/YYYY	1	1255	2060	CHECK	Check	45,000.00	45,000.00
						Total Customer Deposits	45,000.00	45,000.00
						Total Deposits Listed	45,100.00	45,080.00

Figure: AR-254 Customer Deposits – Detail Report

Customer Payments

The Customer Payments report provides information about the payments received from customers.

Access to Applied Customer Payments Report
Module Menu with Reports Group

AR | Reports | Customer Payments

Module Menu with Reports List

AR | Customer Payments

Standard Menu

Reports | Accounts Receivable | Customer Payments

Report Types
Summary

The Customer Payments Summary Report shows the customer Id and name, total discounts given, total payments received and list totals.

Detail

The Customer Payments Detail Report also displays a break down of payments received including date received, check number, invoice date, invoice number, payment type code and description, discount given, and payment amount.

Order By

- Customer Id

Options

- Show Report Criteria
- Show Deposits with Zero Balance
- Case Sensitive

Fields

- Customer Id
- Amount
- Receipt #
- Check Date

Drill-Down+® Destinations

Figure: AR-255
Right-click a customer hyperlink to display a selection of reports and other available functions.

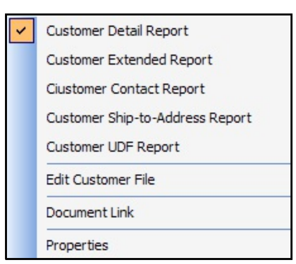


Figure: AR-256
Right-click a Check or Apply Deposit number to access a report and other functions.

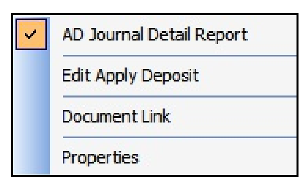
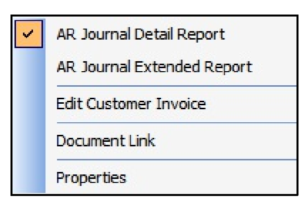


Figure: AR-257
Right-click a hyperlink to access reports and other features.



Tip

The Date field offers four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Customer Payments – Summary Report

Best Construction Company

Customer Payments

Summary Report

Page 1

Customer Id	Customer Name	Disc Given	Amount
C001	Far West Properties	1,175.37	162,580.84
C002	Harmon Brothers	100.00	57,205.49
C003	San Luis Obispo County	0.00	5,000.00
	Total Payments Listed	1,275.37	224,786.33

Figure: AR-258 Customer Payments – Summary Report.

Customer Payments List — Detail Report

Best Construction Company

Customer Payments

Detail Report

Page 1

Customer Id	Customer Name								
	Date	Check/*AD #	Inv Date	Invoice#	Pay Type	CC Num	Approval Code	Disc Given	Amount
C001	**Far West Properties**								
	01/07/.	* 100	01/07/.	1000				1,175.37	50,000.00
	06/30/.	1009	01/21/.	1001	CHECK			0.00	10.00
	06/30/.	* 1011	01/07/	1000				0.00	10.00
						Total Customer Payments		1,175.37	50,020.00
C002	**Harmon Brothers**								
	09/03/.	5443	02/03/	1003	CHECK			0.00	6,000.00
	09/03/.	5443	09/09/	1031	CHECK			0.00	562.50
	09/03/.	5443	10/03/.	1033	CHECK			0.00	5,574.58
						Total Customer Payments		0.00	12,137.08
C003	**San Luis Obispo County**								
	09/03/	8776	01/31/	1004	CHECK			0.00	16,640.00
						Total Customer Payments		0.00	16,640.00
						Total Payments Listed		1,175.37	78,797.08

Figure: AR-259 Customer Payments – Detail Report.

Customer Refunds

The Customer Refunds report provides information about the refunds issued to customers through both the Refund Invoices and Refund Deposits forms.

Access to Applied Customer Refunds Report

Module Menu with Reports Group

AR | Reports | Customer Refunds

Module Menu with Reports List

AR | Customer Refunds

Standard Menu

Reports | Accounts Receivable | Customer Refunds

Report Types

Summary

The Customer Refunds Summary Report shows the customer Id and name, total refunds, total discounts refunded, net amount of refund, and list totals.

Detail

The Customer Refunds Detail Report also displays a break down of refunds issued including date, check number, refund type, invoice date, invoice or deposit number, refund amount, discount refunded, and net refund amount.

Order By
- Customer Id
- Amount
- Check Number
- Check Date

Options
- Show Report Criteria
- Case Sensitive

Fields
- Customer Id
- Amount
- Check Number
- Check Date

Drill-Down+® Destinations

Figure: AR-260
Right-click a customer hyperlink to display a selection of reports and other available functions.

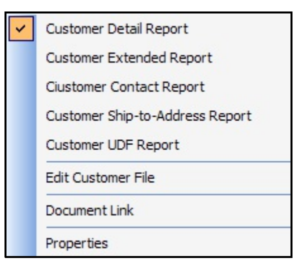


Figure: AR-261
Right-click a Check number to access a list of reports and other features.

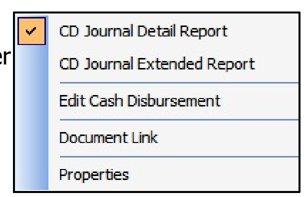
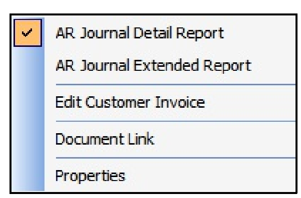


Figure: AR-262
Right-click a hyperlink to access reports and other features.



Tip

The Date field offers four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Customer Refunds – Summary Report

Best Construction Company

Customer Refunds
Summary Report

Page 1

Customer Id	Customer Name	Refund	Disc Given	Amount
C001	Far West Properties	110.00	0.00	110.00
C002	Harmon Brothers	10,000.00	0.00	10,000.00
	Total Refunds Listed	10,110.00	0.00	10,110.00

Figure: AR-263 Customer Refunds – Summary Report.

Customer Refunds — Detail Report

Best Construction Company

Customer Refunds
Detail Report

Page 1

Customer Id	Customer Name							
	Date	Check#	Refund Type	Date	Invoice/Deposit#	Refund	Disc Given	Amount
C001	Far West Properties							
	06/30/	1004	Invoice	01/07/	1000	100.00	0.00	100.00
	06/30/	1005	Deposit	06/30/	1	10.00	0.00	10.00
				Total Customer Refunds		110.00	0.00	110.00
C002	Harmon Brothers							
	09/03/	1123	Deposit	09/03/	1	10,000.00	0.00	10,000.00
				Total Customer Refunds		10,000.00	0.00	10,000.00
				Total Refunds Listed		10,110.00	0.00	10,110.00

Figure: AR-264 Customer Refunds – Detail Report.

Sales Analysis – by Sales Person

The Sales Analysis reports provides information necessary to manage the sales activity of the business. This report produces sales figures for each salesperson.

Access to Sales Analysis by Sales Person Report

Module Menu with Reports Group

AR | Reports | Sales Analysis | By Sales Person

Module Menu with Reports List

AR | Sales Analysis | By Sales Person

Standard Menu

Reports | Accounts Receivable | Sales Analysis | By Sales Person

Report Types

Summary

The Sales Analysis by Sales Person Summary Report shows the salesperson initials and name, total invoice amount, amount of invoices paid, remaining amount due, commissionable invoice amount, and list totals.

Detail

The Sales Analysis by Sales Person Detail Report also lists invoices including date, invoice number, customer Id and name, amount of invoice, amount paid, amount due and the commissionable amount.

Extended

The Sales Analysis by Sales Person Extended Report also displays the refund amount, discount amount, freight amount, sales tax amount and cost amount for each invoice.

Order By

- Salesperson

Options

- Show Report Criteria
- List Blank Sales Person

Fields

- Sales Person
- Invoice Date
- Invoice Number
- Invoice Amount
- Customer Id
- Job Number

Drill-Down+® Destinations

Figure: AR-265
right-click an Invoice Number hyperlink to display a selection of reports and other available functions.

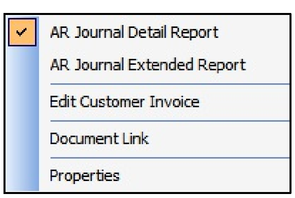
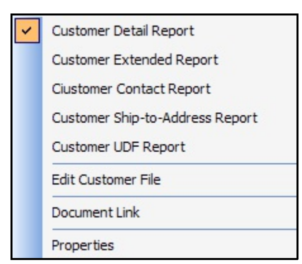


Figure: AR-266
Right-click a customer hyperlink to display a selection of reports and other available functions.



Tip

The Date field offers four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Sales Analysis By Sales Person — Summary Report

Best Construction Company

Sales Analysis by Sales Person

Summary Report

Page 1

Salesperson		Invoice Amt	Amt Paid/Adj	Amt Due	Commissionable
AM	Alissa Monte	47,613.76	-5,000.00	42,613.76	47,613.76
MJ	Mike Jargon	334,803.49	-135,791.84	199,011.65	360,948.37
	Totals Listed	382,417.25	-140,791.84	241,625.41	408,562.13

Figure: AR-267 Sales Analysis by Sales Person – Summary Report

Sales Analysis by Sales Person — Detail Report

Best Construction Company

Sales Analysis by Sales Person

Detail Report

Page 1

Date	Invoice#	Customer Id	Customer Name	Invoice Amt	Amt Paid/Adj	Amt Due	Commissionable
Salesperson: AM		Alissa Monte					
01/31/	1004	C003	San Luis Obispo County	26,640.00	-16,640.00	10,000.00	26,640.00
01/31/	1005	C003	San Luis Obispo County	2,960.00	0.00	2,960.00	2,960.00
04/22/	1013	C003	San Luis Obispo County	174,559.00	0.00	174,559.00	174,559.00
04/26/	1014	C001	Far West Properties	2,262.95	-121.45	2,141.50	2,078.19
04/26/	1015	C001	Far West Properties	58.21 *	0.00	0.00	53.90
04/26/	1016	C001	Far West Properties	-179.66 *	0.00	0.00	-166.35
04/26/	1017	C001	Far West Properties	687.60	0.00	687.60	606.00
05/17/	1018	C001	Far West Properties	47,538.46	0.00	47,538.46	47,538.46
05/17/	1019	C001	Far West Properties	5,227.62 *	0.00	0.00	5,227.62
08/26/	1030	C001	Far West Properties	1,500.25	-1,000.00	500.25	1,500.25
09/09/	1031	C002	Harmon Brothers	562.50	-562.50	0.00	562.50
10/03/	1034	C003	San Luis Obispo County	21,935.52	0.00	21,935.52	21,935.52
10/25/	1037	C003	San Luis Obispo County	2,377.30	0.00	2,377.30	2,377.30
10/28/	1039	C003	San Luis Obispo County	324.18	0.00	324.18	324.18
10/29/	1042	C003	San Luis Obispo County	108.06	0.00	108.06	108.06
02/17/	1050	C003	San Luis Obispo County	11,994.58	0.00	11,994.58	11,994.58
03/04/	1053	C003	San Luis Obispo County	1,838.12	0.00	1,838.12	1,838.12
08/31/	1060	C001	Far West Properties	490.00	0.00	490.00	490.00
08/31/	1062	C001	Far West Properties	-1,000.00 *	0.00	0.00	-1,000.00
09/01/	1067	C003	San Luis Obispo County	20,793.71	0.00	20,793.71	20,793.71
			Totals	316,572.23	-18,323.95	298,248.28	320,421.04
Salesperson: MJ		Mike Jargon					
01/07/	1000	C001	Far West Properties	58,768.29	-51,085.37	7,682.92	58,768.29
01/21/	1001	C001	Far West Properties	30,879.28	-10.00	30,869.28	30,879.28
01/21/	1002	C001	Far West Properties	9,960.84	5,237.62	15,198.46	9,960.84
06/30/	1008	C001	Far West Properties	2,200.00	0.00	2,200.00	2,200.00
06/30/	1009	C001	Far West Properties	20.00 *	0.00	0.00	10.00
06/30/	1010	C001	Far West Properties	-10.00 *	0.00	0.00	-10.00
10/03/	1032	C001	Far West Properties	41,782.36	0.00	41,782.36	41,782.36
10/25/	1035	C001	Far West Properties	2,113.74	0.00	2,113.74	2,113.74
10/28/	1038	C001	Far West Properties	288.24	0.00	288.24	288.24
10/29/	1041	C001	Far West Properties	96.08	0.00	96.08	96.08
02/17/	1049	C001	Far West Properties	10,664.79	0.00	10,664.79	10,664.79
03/04/	1052	C001	Far West Properties	1,604.25	0.00	1,604.25	1,604.25
08/31/	1063	C001	Far West Properties	1,187.50	-1,187.50	0.00	1,187.50
08/31/	1064	C001	Far West Properties	-1,187.50 *	0.00	0.00	-1,187.50
09/01/	1065	C001	Far West Properties	18,652.19	0.00	18,652.19	18,652.19
			Totals	178,197.56	-47,045.25	131,152.31	177,010.06
			Totals Listed	494,769.79	-65,369.20	429,400.59	497,431.10

* Amounts from Debit or Credit Memos are not included in Invoice Amount Total

Figure: AR-268 Sales Analysis by Sales Person – Detail Report.

Sales Analysis by Sales Person — Extended Report

Best Construction Company

Sales Analysis by Sales Person

Extended Report

Page 1

Date	Invoice#	Customer Id	Customer Name	Invoice Amt	Adjustments	Amt Paid	Refund Amt	Amt Due	Freight Amt	Sales Tax Amt	Cost Amt	Commissionable
Salesperson:	AM	Alissa Monte										
01/31/	1004	C003	San Luis Obispo County	26,640.00	0.00	16,640.00	0.00	10,000.00	0.00	0.00	0.00	26,640.00
01/31/	1005	C003	San Luis Obispo County	2,960.00	0.00	0.00	0.00	2,960.00	0.00	0.00	0.00	2,960.00
04/22/	1013	C003	San Luis Obispo County	174,559.00	0.00	0.00	0.00	174,559.00	0.00	0.00	0.00	174,559.00
04/26/	1014	C001	Far West Properties	2,262.95	-121.45	0.00	0.00	2,141.50	18.50	166.26	0.00	2,078.19
04/26/	1015	C001	Far West Properties	58.21 *	0.00	0.00	0.00	0.00	0.00	4.31	0.00	53.90
04/26/	1016	C001	Far West Properties	-179.66 *	0.00	0.00	0.00	0.00	0.00	-13.31	0.00	-166.35
04/26/	1017	C001	Far West Properties	687.60	0.00	0.00	0.00	687.60	33.12	48.48	0.00	606.00
05/17/	1018	C001	Far West Properties	47,538.46	0.00	0.00	0.00	47,538.46	0.00	0.00	0.00	47,538.46
05/17/	1019	C001	Far West Properties	5,227.62 *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,227.62
08/26/	1030	C001	Far West Properties	1,500.25	-1,000.00	0.00	0.00	500.25	0.00	0.00	0.00	1,500.25
09/09/	1031	C002	Harmon Brothers	562.50	0.00	562.50	0.00	0.00	0.00	0.00	0.00	562.50
10/03/	1034	C003	San Luis Obispo County	21,935.52	0.00	0.00	0.00	21,935.52	0.00	0.00	0.00	21,935.52
10/25/	1037	C003	San Luis Obispo County	2,377.30	0.00	0.00	0.00	2,377.30	0.00	0.00	0.00	2,377.30
10/28/	1039	C003	San Luis Obispo County	324.18	0.00	0.00	0.00	324.18	0.00	0.00	0.00	324.18
10/29/	1042	C003	San Luis Obispo County	108.06	0.00	0.00	0.00	108.06	0.00	0.00	0.00	108.06
02/17/	1050	C003	San Luis Obispo County	11,994.58	0.00	0.00	0.00	11,994.58	0.00	0.00	0.00	11,994.58
03/04/	1053	C003	San Luis Obispo County	1,838.12	0.00	0.00	0.00	1,838.12	0.00	0.00	0.00	1,838.12
08/31/	1060	C001	Far West Properties	490.00	0.00	0.00	0.00	490.00	0.00	0.00	0.00	490.00
08/31/	1062	C001	Far West Properties	-1,000.00 *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,000.00
09/01/	1067	C003	San Luis Obispo County	20,793.71	0.00	0.00	0.00	20,793.71	0.00	0.00	0.00	20,793.71
			Totals	316,572.23	-1,121.45	17,202.50	0.00	298,248.28	51.62	205.74	0.00	320,421.04
Salesperson:	MJ	Mike Jargon										
01/07/	1000	C001	Far West Properties	58,768.29	0.00	51,185.37	100.00	7,682.92	0.00	0.00	0.00	58,768.29
01/21/	1001	C001	Far West Properties	30,879.28	0.00	10.00	0.00	30,869.28	0.00	0.00	0.00	30,879.28
01/21/	1002	C001	Far West Properties	9,960.84	5,237.62	0.00	0.00	15,198.46	0.00	0.00	0.00	9,960.84
06/30/	1008	C001	Far West Properties	2,200.00	0.00	0.00	0.00	2,200.00	0.00	0.00	0.00	2,200.00
06/30/	1009	C001	Far West Properties	20.00 *	0.00	0.00	0.00	0.00	10.00	0.00	0.00	10.00
06/30/	1010	C001	Far West Properties	-10.00 *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-10.00
10/03/	1032	C001	Far West Properties	41,782.36	0.00	0.00	0.00	41,782.36	0.00	0.00	0.00	41,782.36
10/25/	1035	C001	Far West Properties	2,113.74	0.00	0.00	0.00	2,113.74	0.00	0.00	0.00	2,113.74
10/28/	1038	C001	Far West Properties	288.24	0.00	0.00	0.00	288.24	0.00	0.00	0.00	288.24
10/29/	1041	C001	Far West Properties	96.08	0.00	0.00	0.00	96.08	0.00	0.00	0.00	96.08

Figure: AR-269

Sales Analysis by Sales Person – Extended Report.

Sales Analysis – by Inventory Item

The Sales Analysis reports provides the information necessary to manage the sales activity of the business. This report produces sales figures based on inventory items.

Access to Sales Analysis by Sales Inventory Item

Module Menu with Reports Group

AR | Reports | Sales Analysis | By Inventory Item

Module Menu with Reports List

AR | Sales Analysis | By Inventory Item

Standard Menu

Reports | Accounts Receivable | Sales Analysis | By Inventory Item

Report Types

Summary

The Sales Analysis by Inventory Item Summary Report shows the inventory item number, unit of measure, item description, quantity ordered, quantity shipped, amount shipped, average cost, and gross profit.

Detail

The Sales Analysis by Inventory Item Detail Report also lists invoices including date, invoice number, customer Id and name, quantity of items ordered, quantity shipped, unit price, discount percentage, amount shipped, average cost, and gross profit.

Order By

- Item Number

Options

- Report Criteria

Fields

- Item Number
- Invoice Date
- Invoice Number
- Customer Id

Drill-Down+® Destinations

Figure: AR-270
Right-click an Item Number hyperlink tp display a selection of reports and other available functions.

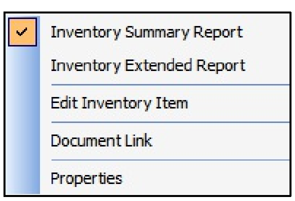


Figure: AR-272
Right-click a customer hyperlink to display a selection of reports and other available functions.

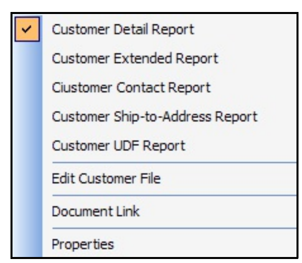
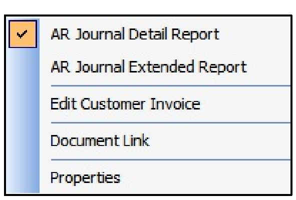


Figure: AR-271
Right-click an Invoice Number hyperlink to display a selection of reports and other available functions.



Tip

The Date field offers four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Sales Analysis By Inventory Item — Summary Report

Best Construction Company

Sales Analysis by Inventory Item

Summary Report

Page 1

Item	Unit	Description	Ordered	Shipped	Amount	Avg Cost	Gross Profit
E1000	FT	Stranded Wire	1,000.00	1,000.00	245.00	1,000.00	-755.00
EA1000	EA	Breaker Box	4.00	0.00	0.00	0.00	0.00
EA1000-1	EA	Steel Box	4.00	0.00	0.00	0.00	0.00
EA1000-2	EA	Circuit Breaker	11.00	5.00	245.00	89.49	155.51
TEST 5	EA	Test Item #5	10.00	10.00	30.00	87.50	-57.50
			Totals Listed		520.00	1,176.99	-656.99

Figure: AR-273 Sales Analysis by Inventory Item – Summary Report.

Sales Analysis by Inventory Item — Detail Report

Best Construction Company

Sales Analysis by Inventory Item

Detail Report

Page 1

Item / Inv Date	Invoice#	Unit / Customer Id	Description / Customer Name	Ordered	Shipped	Unit Price	Disc%	Amount	Avg Cost	Gross Profit
E1000		FT	Stranded Wire							
08/26/	1030	C001	Far West Properties	2.00	1.00	0.25	2.00	0.25	1.00	-0.76
08/31/	1060	C001	Far West Properties	1,000.00	1,000.00	0.25	2.00	245.00	1,000.00	-755.00
			Inventory Totals	1,002.00	1,001.00			245.25	1,001.00	-755.76
EA1000		EA	Breaker Box							
08/31/	1063	C001	Far West Properties	5.00	5.00	250.00	5.00	1,187.50	0.00	1,187.50
08/31/	1064	C001	Far West Properties	-5.00	-5.00	250.00	5.00	-1,187.50	0.00	-1,187.50
			Inventory Totals	0.00	0.00			0.00	0.00	0.00
EA1000-1		EA	Steel Box							
08/28/	1059	C002	Harmon Brothers	12.00	12.00	200.00	0.00	2,400.00	0.00	2,400.00
			Inventory Totals	12.00	12.00			2,400.00	0.00	2,400.00
EA1000-2		EA	Circuit Breaker							
08/31/	1060	C001	Far West Properties	5.00	5.00	50.00	2.00	245.00	0.00	245.00
			Inventory Totals	5.00	5.00			245.00	0.00	245.00
						Totals Listed		2,890.25	1,001.00	1,889.24

Figure: AR-274 Sales Analysis by Inventory Item – Detail Report.

Sales Analysis – by Report Code

The Sales Analysis reports provides information necessary to manage the sales activity of the business. Report codes allow customizing the BIS® system for some of the unique aspects of the business. This report allows retrieval of information based upon report codes assigned to inventory items or invoice line items.

Access to Sales Analysis by Report Code

Module Menu with Reports Group

AR | Reports | Sales Analysis | By Report Code

Module Menu with Reports List

AR | Sales Analysis | By Report Code

Standard Menu

Reports | Accounts Receivable | Sales Analysis | By Report Code

Report Types

Summary

The Sales Analysis by Report Code Summary Report shows the report code number and description, quantity ordered, quantity shipped, amount shipped, average cost and gross profit.

Detail

The Sales Analysis by Report Code Detail Report also lists invoices including date, invoice number, customer Id and name, inventory item number and description, quantity ordered, quantity shipped, unit price, discount percentage, amount shipped, average cost, and gross profit.

Order By

- Report Code

Options

- Show Report Criteria
- List Blank Report Codes

Fields

- Report Code
- Invoice Date
- Invoice Number
- Customer Id

Drill-Down+® Destinations

Figure: AR-275
Right-click an Item Number hyperlink to display a selection of reports and other available functions.

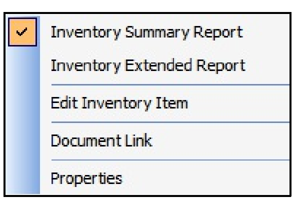


Figure: AR-277
Right-click a customer hyperlink to display a selection of reports and other available functions.

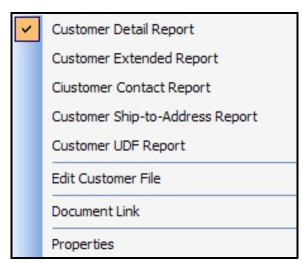
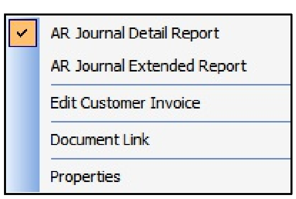


Figure: AR-276
Right-click an Invoice Number hyperlink to display a selection of reports and other available functions.



Tip

> The Date field offers four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Sales Analysis By Report Code — Summary Report

Best Construction Company

Sales Analysis by Report Code

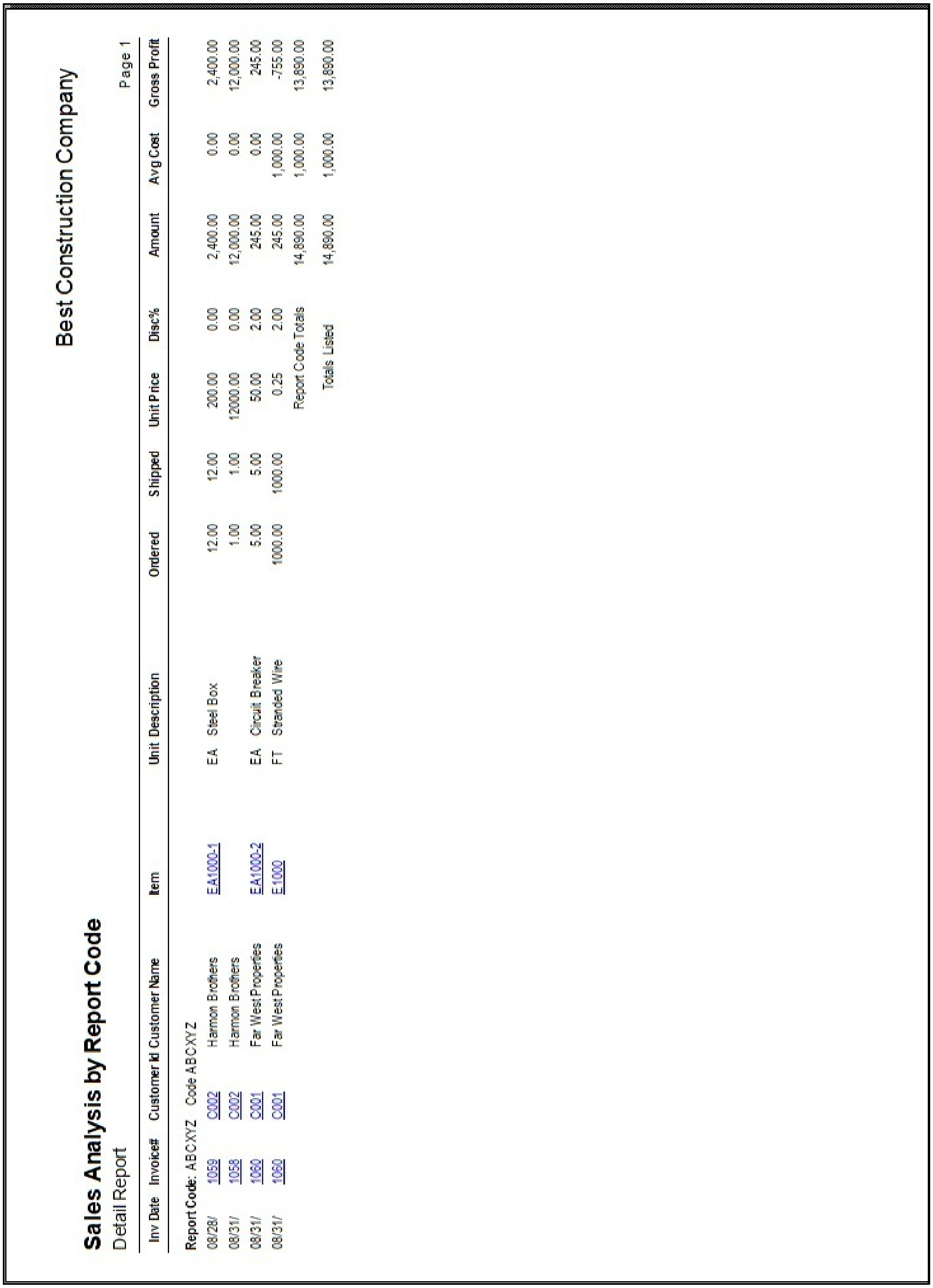
Summary Report

Page 1

Report Code	Description		Amount	Avg Cost	Gross Profit
ABCXYZ	Code ABCXYZ		10,030.00	87.50	9,942.50
		Totals Listed	10,030.00	87.50	9,942.50

Figure: AR-278 Sales Analysis by Report Code – Summary Report.

Sales Analysis by Report Code — Detail Report



Best Construction Company

Sales Analysis by Report Code

Detail Report

Page 1

Inv Date	Invoice#	Customer Id	Customer Name	Item	Unit	Description	Ordered	Shipped	Unit Price	Disc%	Amount	Avg Cost	Gross Profit
Report Code: ABCXYZ		Code ABCXYZ											
08/28/	1059	C002	Harmon Brothers	EA1000-1	EA	Steel Box	12.00	12.00	200.00	0.00	2,400.00	0.00	2,400.00
08/31/	1058	C002	Harmon Brothers				1.00	1.00	12000.00	0.00	12,000.00	0.00	12,000.00
08/31/	1060	C001	Far West Properties	EA1000-2	EA	Circuit Breaker	5.00	5.00	50.00	2.00	245.00	0.00	245.00
08/31/	1060	C001	Far West Properties	E1000	FT	Stranded Wire	1000.00	1000.00	0.25	2.00	245.00	1,000.00	-755.00
									Report Code Totals		14,890.00	1,000.00	13,890.00
									Totals Listed		14,890.00	1,000.00	13,890.00

Figure: AR-279

Sales Analysis by Report Code – Detail Report.

Sales Analysis – by Sales Tax Code

The Sales Analysis reports provides information necessary to manage the sales activity of the business. This report provides applicable sales tax information based on the sales tax codes applied to invoices.

Access to Sales Analysis by Sales Tax Code

Module Menu with Reports Group

AR | Reports | Sales Analysis | By Sales Tax Code

Module Menu with Reports List

AR | Sales Analysis | By Sales Tax Code

Standard Menu

Reports | Accounts Receivable | Sales Analysis | By Sales Tax Code

Report Types

Summary

The Sales Analysis by Report Code Summary Report displays the sales tax code, taxing district name, total invoice amount in that district, total taxable amount, total amount of tax, and list totals.

Detail

The Sales Analysis by Sales Tax Code Detail Report also lists invoices including date, invoice number, customer Id and name, invoice amount, taxable amount, tax rate and amount of tax.

Order By

- Sales Tax Code

Options

- Show Report Criteria
- List Blank Sales Tax Codes
- Show Discretionary Sales Surtax

Fields

- Sales Tax Code
- Invoice Date
- Invoice Number
- Invoice Amount
- Customer Id

Drill-Down+® Destinations

Figure: AR-280
Right-click Tax Code hyperlink to display reports and other options.

Figure: AR-281
Right-click an Invoice Number hyperlink to display a selection of reports and other available functions.

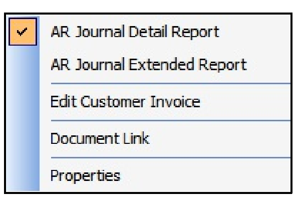
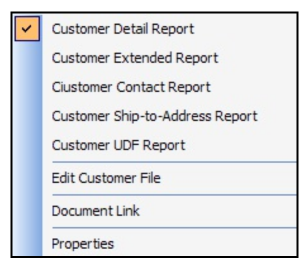


Figure: AR-282
Right-click a customer hyperlink to display a selection of reports and other available functions.



Tip

The Date field offers four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Sales Analysis By Sales Tax Code — Summary Report

Best Construction Company

Sales Analysis by Sales Tax Code

Summary Report

Page 1

Tax Code	Taxing District		Invoice Total	Taxable Amt	Tax Amt
01	San Luis Obispo County		14,219.99	6,500.00	520.00
		Totals Listed	14,219.99	6,500.00	520.00

Figure: AR-283 Sales Analysis by Sales Tax Code – Summary Report.

Sales Analysis by Sales Tax Code — Detail Report

Best Construction Company

Sales Analysis by Sales Tax Code

Detail Report

Page 1

Inv Date	Invoice#	Customer Id	Customer Name	State	Invoice Total	Freight	Nontaxable	Taxable Amt	Tax Rate	Tax Amt
Tax Code:	01	**Taxing District:**	San Luis Obispo County							
06/30/	1008	C001	Far West Properties	CA	2,200.00	0.00	2,200.00	0.00	8.0000	0.00
06/30/	1009	C001	Far West Properties	CA	20.00	10.00	10.00	0.00	8.0000	0.00
06/30/	1010	C001	Far West Properties	CA	-10.00	0.00	-10.00	0.00	8.0000	0.00
04/16/	1011	C001	Far West Properties	CA	6,367.00	130.00	0.00	5,775.00	8.0000	462.00
04/16/	1012	C003	San Luis Obispo County	CA	20,753.56	37.50	0.00	19,181.54	8.0000	1,534.52
04/26/	1014	C001	Far West Properties	CA	2,262.95	18.50	0.00	2,078.19	8.0000	166.26
04/26/	1015	C001	Far West Properties	CA	58.21	0.00	0.00	53.90	8.0000	4.31
04/26/	1016	C001	Far West Properties	CA	-179.66	0.00	0.00	-166.35	8.0000	-13.31
04/26/	1017	C001	Far West Properties	CA	687.60	33.12	0.00	606.00	8.0000	48.48
05/23/	1020	C001	Far West Properties	CA	6,367.00	130.00	0.00	5,775.00	8.0000	462.00
05/23/	1021	C003	San Luis Obispo County	CA	20,753.56	37.50	0.00	19,181.54	8.0000	1,534.52
05/27/	1022	C001	Far West Properties	CA	6,367.00	130.00	0.00	5,775.00	8.0000	462.00
05/27/	1023	C003	San Luis Obispo County	CA	20,753.56	37.50	0.00	19,181.54	8.0000	1,534.52
05/27/	1024	C001	Far West Properties	CA	6,367.00	130.00	0.00	5,775.00	8.0000	462.00
05/27/	1025	C003	San Luis Obispo County	CA	20,753.56	37.50	0.00	19,181.54	8.0000	1,534.52
05/28/	1026	C001	Far West Properties	CA	6,367.00	130.00	0.00	5,775.00	8.0000	462.00
05/28/	1027	C003	San Luis Obispo County	CA	20,753.56	37.50	0.00	19,181.54	8.0000	1,534.52
08/13/	1028	C001	Far West Properties	CA	6,367.00	130.00	0.00	5,775.00	8.0000	462.00
08/13/	1029	C003	San Luis Obispo County	CA	20,753.56	37.50	0.00	19,181.54	8.0000	1,534.52
08/26/	1030	C001	Far West Properties	CA	1,500.25	0.00	1,500.25	0.00	8.0000	0.00
02/17/	1047	C001	Far West Properties	CA	6,367.00	130.00	0.00	5,775.00	8.0000	462.00
02/17/	1048	C003	San Luis Obispo County	CA	20,753.56	37.50	0.00	19,181.54	8.0000	1,534.52
04/16/	1055	C001	Far West Properties	CA	6,367.00	130.00	0.00	5,775.00	8.0000	462.00
08/21/	1057	C005	Williams Bros	CA	1,080.00	0.00	0.00	1,000.00	8.0000	80.00
08/31/	1060	C001	Far West Properties	CA	490.00	0.00	490.00	0.00	8.0000	0.00
08/31/	1061	C001	Far West Properties	CA	500.00	0.00	500.00	0.00	8.0000	0.00
08/31/	1062	C001	Far West Properties	CA	-1,000.00	0.00	-1,000.00	0.00	8.0000	0.00
08/31/	1063	C001	Far West Properties	CA	1,187.50	0.00	1,187.50	0.00	8.0000	0.00
08/31/	1064	C001	Far West Properties	CA	-1,187.50	0.00	-1,187.50	0.00	8.0000	0.00
			Totals		203,820.27	1,364.12	3,690.25	184,042.52		14,723.38
			Totals Listed		203,820.27	1,364.12	3,690.25	184,042.52		14,723.38

Figure: AR-284 Sales Analysis by Sales Tax Code – Detail Report.

Sales Analysis – by Oversold Inventory

The Sales Analysis reports produces the information necessary to manage the sales activity of the business. The oversold report is a listing of negative inventory sales (not enough items in stock to fill the entire order at the time the invoice was created). The number of units oversold represents only those units sold after the quantity on hand reached zero. The purpose of this report is to provide a list to use when reconciling the physical inventory (the actual count of items on the shelf) with the amount BIS® shows on hand. Usually the difference is determined to be lost or damaged goods.

Caution

> If the Cost of Goods Sold option is off at the time an item is sold, BIS does not record the cost of the item or the reduction of inventory in

Access to Sales Analysis by Oversold Inventory

Module Menu with Reports Group

AR | Reports | Sales Analysis | By Oversold Inventory

Module Menu with Reports List

AR | Sales Analysis | By Oversold Inventory

Standard Menu

Reports | Accounts Receivable | Sales Analysis | By Oversold Inventory

Report Types

Detail

The Sales Analysis by Oversold Inventory Detail Report displays the inventory item number, unit of measure, item description and lists invoices including date, invoice number, customer Id and name, inventory account, cost of goods sold account, whether a cost of goods sold transfer was made, the quantity of units oversold, the amount, and the total cost of goods sold.

Order By

- Item Number

Options

- Report Criteria

Fields

- Item Number
- Invoice Date
- Invoice Number
- Customer Id

Drill-Down+® Destinations

Figure: AR-285
Right-click an Item hyperlink to display a selection of reports and other available functions.

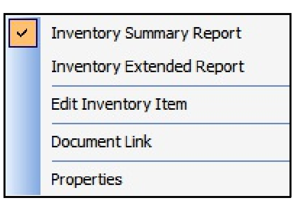


Figure: AR-286
Right-click an Invoice Number hyperlink to display a selection of reports and other available functions.

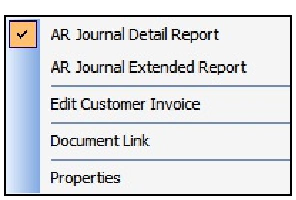
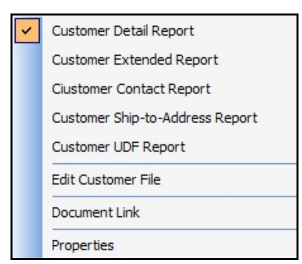


Figure: AR-287
Right-click a customer hyperlink to display a selection of reports and other available functions.



Tip

> The Date field offers four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Sales Analysis By Oversold Inventory — Detail Report

Best Construction Company

Sales Analysis by Oversold Inventory

Detail Report

Page 1

Item / Inv Date	Invoice#	Unit Description / Customer Id	Customer Name	IV Account	COGS Acct	Transfer COGS	Units Oversold	Average Unit Cost	Amount
E1000		FT Stranded Wire							
08/26/	1030	C001	Far West Properties		5010	No	17.00	1.00	17.00
08/31/	1060	C001	Far West Properties		5010	No	1016.00	1.00	1016.00
							Total Cost of Goods Sold		1033.00
EA1000		EA Breaker Box							
08/31/	1063	C001	Far West Properties		5010	No	5.00	0.00	0.00
							Total Cost of Goods Sold		0.00
EA1000-2		EA Circuit Breaker							
08/31/	1060	C001	Far West Properties		5010	No	5.00	0.00	0.00
							Total Cost of Goods Sold		0.00
								Report Total	1033.00

Figure: AR-288 Sales Analysis by Oversold Inventory – Detail Report.

Sales Analysis – by Job Number

The Sales Analysis reports provides information necessary to manage the sales activity of the business. This report shows the applicable sales tax information based on the sales tax codes applied to invoices.

Access to Sales Analysis by Job Number

Module Menu with Reports Group

AR | Reports | Sales Analysis | By Job Number

Module Menu with Reports List

AR | Sales Analysis | By Job Number

Standard Menu

Reports | Accounts Receivable | Sales Analysis | By Job Number

Report Types

Summary

The Sales Analysis by Job Number Summary Report displays the sales tax code, taxing district name, total invoice amount in that district, total taxable amount, total amount of tax, and list totals.

Detail

The Sales Analysis by Job Number Detail Report also lists invoices including date, invoice number, customer Id and name, invoice amount, taxable amount, tax rate, and amount of tax.

Order By

- Job Number

Options

- Show Report Criteria
- List Blank Job Numbers

Fields

- Job Number
- Invoice Date
- Invoice Number
- Invoice Amount
- Customer Id
- Sales Person

Drill-Down+® Destinations

Figure: AR-289
Right-click Job Number hyperlink to display a selection of reports and other available functions.

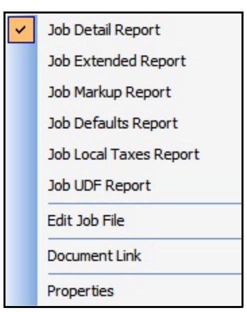


Figure: AR-290
Right-click an Invoice Number hyperlink to display a selection of reports and other available functions.

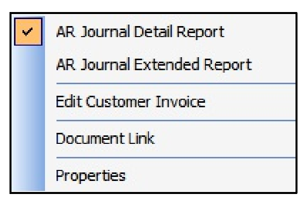
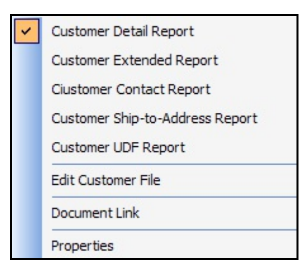


Figure: AR-291
Right-click a customer hyperlink to display a selection of reports and other available functions.



Tip

The Date field offers four date options: entering a particular date, On Date Run, Day # of the Month, First Day of the Month, or Last Day of the Month.

Sales Analysis By Job — Summary Report

Best Construction Company

Sales Analysis by Job

Summary Report

Page 1

Job	Description	Invoice Amt	Adjustments	Amt Paid	Amt Due
1000	Pacific View Apartments	270,980.88	27,509.38	156,656.21	141,834.05
1010	Truesdale Elementary School	29,600.00	0.00	0.00	29,600.00
1020	Giovanni's Pasta House	16,000.00	0.00	10,000.00	6,000.00
1500	Christina's House	90,900.00	-77,000.00	17,500.00	-3,600.00
1600	Gene's House	15,940.00	0.00	10,000.00	5,940.00
1800	Highland House	22,006.10	0.00	19,805.49	2,200.61
2500	Vale House	4,000.00	0.00	0.00	4,000.00
2700	Daisy Creek	7,020.00	255.00	0.00	7,275.00
2800	Cripple Creek Dairy	17,000.02	-0.01	0.00	17,000.01
	Totals Listed	473,447.00	-49,235.63	213,961.70	210,249.67

Figure: AR-292 Sales Analysis by By Job – Summary Report.

Sales Analysis by Job — Detail Report

Best Construction Company

Sales Analysis by Job

Detail Report

Page 1

Inv Date	Invoice#	Customer Id	Customer Name	Invoice Amt	Adjustments	Amt Paid	Amt Due SP
Job:	1000	Pacific View Apartments					
01/07/	1000	C001	Far West Properties	58,768.29	0.00	51,085.37	7,682.92 MJ
01/21/	1001	C001	Far West Properties	30,879.28	0.00	10.00	30,869.28 MJ
01/21/	1002	C001	Far West Properties	9,960.84	5,237.62	0.00	15,198.46 MJ
06/30/	1006	C001	Far West Properties	100.00	0.00	0.00	100.00
06/30/	1008	C001	Far West Properties	2,200.00	0.00	0.00	2,200.00 MJ
06/30/	1009	C001	Far West Properties	20.00 *	0.00	0.00	0.00 MJ
06/30/	1010	C001	Far West Properties	-10.00 *	0.00	0.00	0.00 MJ
04/16/	1011	C001	Far West Properties	6,367.00	0.00	0.00	6,367.00
04/26/	1014	C001	Far West Properties	2,262.95	-121.45	0.00	2,141.50 AM
04/26/	1015	C001	Far West Properties	58.21 *	0.00	0.00	0.00 AM
04/26/	1016	C001	Far West Properties	-179.66 *	0.00	0.00	0.00 AM
04/26/	1017	C001	Far West Properties	687.60	0.00	0.00	687.60 AM
05/17/	1018	C001	Far West Properties	47,538.46	0.00	0.00	47,538.46 AM
05/17/	1019	C001	Far West Properties	5,227.62 *	0.00	0.00	0.00 AM
05/23/	1020	C001	Far West Properties	6,367.00	0.00	0.00	6,367.00
05/27/	1022	C001	Far West Properties	6,367.00	0.00	0.00	6,367.00
05/27/	1024	C001	Far West Properties	6,367.00	0.00	0.00	6,367.00
05/28/	1026	C001	Far West Properties	6,367.00	0.00	0.00	6,367.00
08/13/	1028	C001	Far West Properties	6,367.00	0.00	0.00	6,367.00
08/26/	1030	C001	Far West Properties	1,500.25	-1,000.00	0.00	500.25 AM
09/09/	1031	C002	Harmon Brothers	562.50	0.00	562.50	0.00 AM
02/17/	1047	C001	Far West Properties	6,367.00	0.00	0.00	6,367.00
04/16/	1055	C001	Far West Properties	6,367.00	500.00	0.00	6,867.00
08/31/	1060	C001	Far West Properties	490.00	0.00	0.00	490.00 AM
08/31/	1061	C001	Far West Properties	500.00 *	0.00	0.00	0.00
			Totals	205,886.17	4,616.17	51,657.87	158,844.47
Job:	1010	Truesdale Elementary School					
01/31/	1004	C003	San Luis Obispo County	26,640.00	0.00	16,640.00	10,000.00 AM
01/31/	1005	C003	San Luis Obispo County	2,960.00	0.00	0.00	2,960.00 AM
04/16/	1012	C003	San Luis Obispo County	20,753.56	0.00	0.00	20,753.56
05/23/	1021	C003	San Luis Obispo County	20,753.56	0.00	0.00	20,753.56
05/27/	1023	C003	San Luis Obispo County	20,753.56	0.00	0.00	20,753.56
05/27/	1025	C003	San Luis Obispo County	20,753.56	0.00	0.00	20,753.56
05/28/	1027	C003	San Luis Obispo County	20,753.56	0.00	0.00	20,753.56
08/13/	1029	C003	San Luis Obispo County	20,753.56	0.00	0.00	20,753.56
02/17/	1048	C003	San Luis Obispo County	20,753.56	0.00	0.00	20,753.56
			Totals	174,874.92	0.00	16,640.00	158,234.92
Job:	1020	Giovanni's Pasta House					
02/03/	1003	C002	Harmon Brothers	6,000.00	0.00	6,000.00	0.00
			Totals	6,000.00	0.00	6,000.00	0.00
Job:	1030	Alamo Apartments					
04/22/	1013	C003	San Luis Obispo County	174,559.00	0.00	0.00	174,559.00 AM
			Totals	174,559.00	0.00	0.00	174,559.00
Job:	1100	Hamilton House					
08/31/	1058	C002	Harmon Brothers	12,000.00	0.00	0.00	12,000.00
			Totals	12,000.00	0.00	0.00	12,000.00

Figure: AR-293 Sales Analysis by Job Number – Detail Report.

Appendix

System Wide Parameters – AR Tab

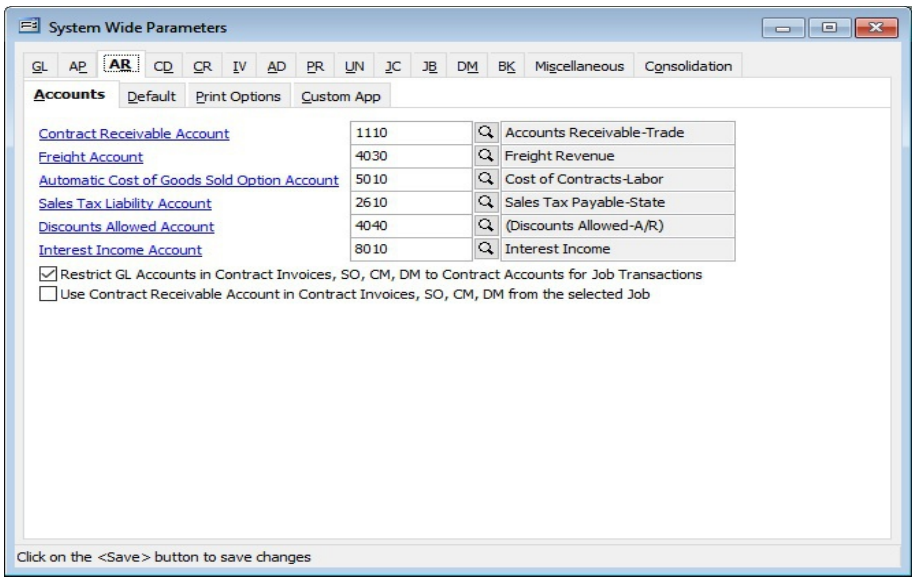
The Accounts Receivable tab of the System Wide Parameters contains four sub-tabs with settings that affect Accounts Receivable.

Menu Access

Administrator | System Wide Parameters | AR Tab | Accounts Sub-tab

Open the AR tab of the System Wide Parameters form.

Figure: AR-294
Administrator, System Wide Parameters, AR tab, Accounts sub-tab screen form showing account and other options.



Accounts Sub-tab

Contract Receivable Account Number

This field is used to record the default contract receivable account. This may be selected from the Chart of Accounts by using the Find tool. Please note that the Accounts Receivable Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Accounts Receivable Account hyperlink accesses a selection of reports that can be directly accessed.

Freight Account Number

This field is used to record the default freight account. This may be selected from the Chart of Accounts by using the Find tool. Please note that the Freight Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Freight Account hyperlink displays a selection of reports that can be directly accessed.

Cost of Goods Sold Account Number

This field records the default cost of goods sold account. This may be selected from the Chart of Accounts by using the Find tool. Please note that the Cost of Goods Sold Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cost of Goods Sold Account hyperlink displays a selection of reports that can be directly accessed.

Sales Tax Liability Account Number
Records the default sales tax liability account. The Sales Tax Account can be entered manually or by using the Find tool. Please note that the Sales Tax Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Sales Tax Account hyperlink displays a selection of reports that can be directly accessed.

Discounts Allowed Account Number
This field is used to records the default discounts allowed account. The Discount Allowed Account can be entered manually or by using the Find tool. Please note that the Discounts Allowed Account number is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Allowed Account hyperlink displays a selection of reports that can be directly accessed.

Interest Income Account Number
This field is used to records the default interest income account. The Interest Income Account can be entered manually or by using the Find tool. Please note that the Interest Income Account number is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Interest Income Account hyperlink displays a selection of reports that can be directly accessed.

Restrict GL Accounts in Contract Invoices, SO, CM, DM to Contract Accounts for Job Transactions
When this option is checked, BIS® will limit the account numbers that can be listed or entered for line items to those accounts that are marked as a job cost type other than None in the Chart of Accounts.

Default Sub-tab

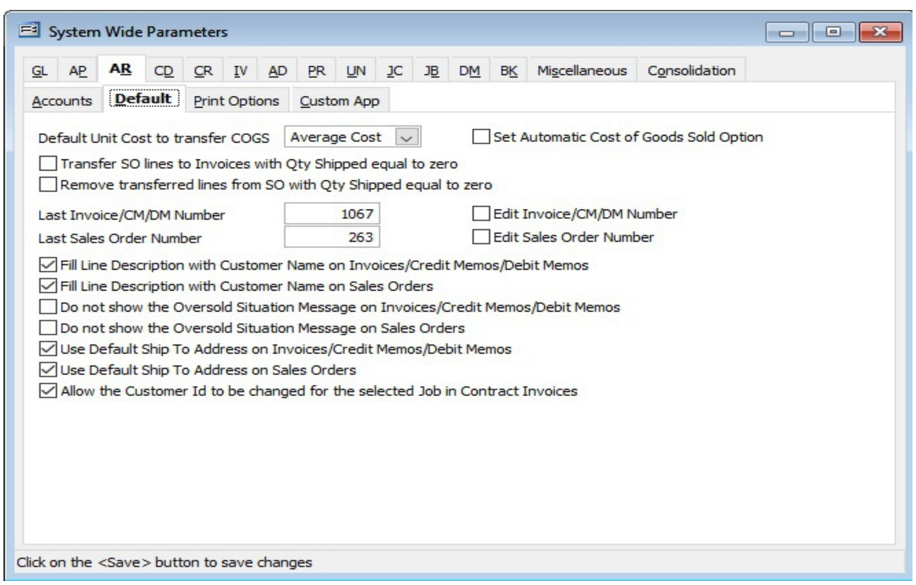


Figure: AR-294.1
Administrator, System Wide Parameters, AR tab, Default sub-tab screen form showing optional settings.

Default Unit Cost to transfer COGS
This option is used to set the default unit cost to be used when the cost is processed in the Cost of Goods Sold option (next option).

Automatic Cost of Goods Sold Option
When this option is marked, BIS® will automatically update the inventory and cost of goods sold account when an invoice is run.

Transfer SO lines to Invoices with Qty Shipped equal to zero
When this option is marked, BIS® will automatically change the quantity shipped to zero when a sales order is converted to a sales invoice.

Remove Transferred lines from SO with Qty Shipped equal to zero
When this option is marked, BIS® will automatically remove lines when a sales order is converted to a sales invoice and when the quantity shipped on that line is equal to zero.

Last Invoice/CM/DM Number
This field is used to keep track of the last customer invoice number assigned by the system. BIS® will assign the next consecutive number to the next invoice, credit memo or debit memo created. To reset the system numbering, enter the last number used in this field.

Edit Invoice/CM/DM Number
When this option is checked, the user is allowed to override the system-assigned number at the time an invoice is entered. This feature may be necessary to use if the company uses a system of numbering other than simply consecutive numbers.

Last Sales Order Number
As with invoice numbers, BIS® uses this field to determine the next consecutive number to assign to the next sales order created. This field can be used to reset the sales order numbering.

Edit Sales Order Number
This field should be checked to allow the user to manually assign numbers to sales orders.

Fill Line Description with Customer Name on Invoices/Credit Memos/Debit Memos
When this option is marked, BIS® will automatically enter the customer name in the description field for invoices, credit memos, and debit memos.

Fill Line Description with Customer Name on Sales Orders
When this option is marked, BIS® will automatically enter the customer name in the description field for sales orders.

Do Not show the Oversold Situation Message on Invoices/Credit Memos/Debt Memos
When this option is checked, BIS® will not provide the “Oversold” message on Invoices, Credit Memos and Debit Memos when an oversold situation occurs.

Do Not show the Oversold Situation Message on Sales Orders
When this option is checked, BIS® will not provide the “Oversold” message on Sales Orders when an oversold situation occurs.

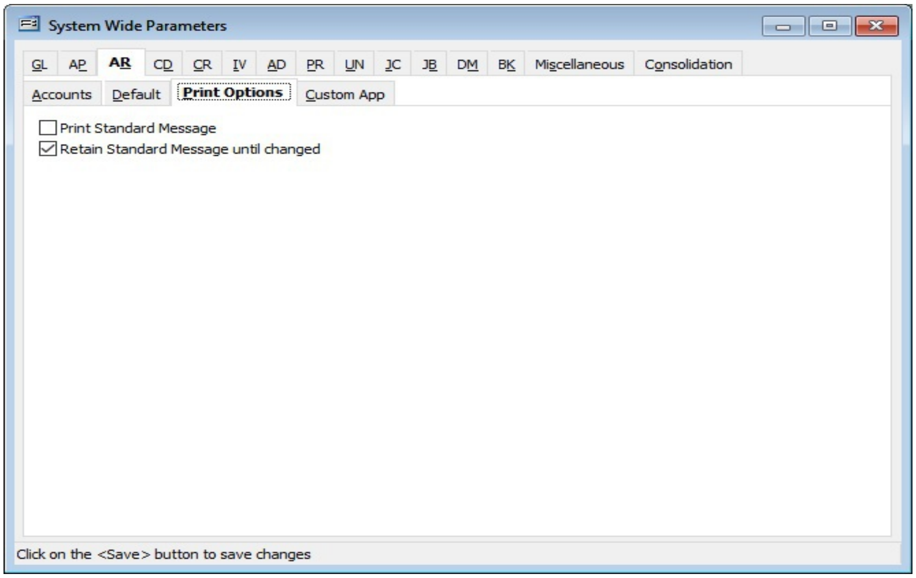
Use Default Ship To Address on Invoices/Credit Memos/Debit Memos
When this field is checked, the default Ship To address will appear on the AR Invoices, Credit Memos and Debit memos.

Use Default Ship To Address on Sales Orders
When this field is checked, the default Ship To address will appear on the Sales Orders.

Allow the Customer ID to be Changed for the Selected Job in Contract Invoices
When this field is checked, this option allows the Customer ID to be changed on-the-fly on Contract Invoices.

Print Options Sub-tab

Figure: AR-294.2
Administrator, System Wide Parameters, AR tab, Print Options sub-tab screen form showing print optional settings.

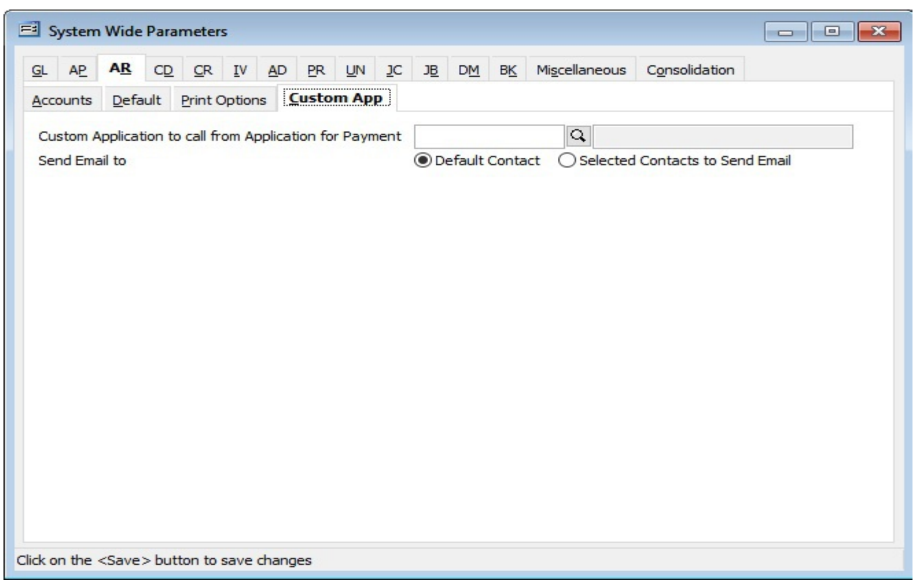


Print Standard Message
When this field is checked, a standard message can be printed on invoices.

Retain Standard Message until changed
When this field is checked, any pre-existing standard message will remain until it is changed.

Custom App Sub-tab

Figure: AR-294.3
Administrator, System Wide Parameters, AR tab, Custom App sub-tab screen form providing settings related to an optional custom AR app.



Custom Application to Call from Application for Payment
A selection field used to select and identify an optional custom application used in the Application for Payment process.

Send Email to
Provides the option to select either the Default Contact or Selected Contacts to Send Email for the custom application process selected.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

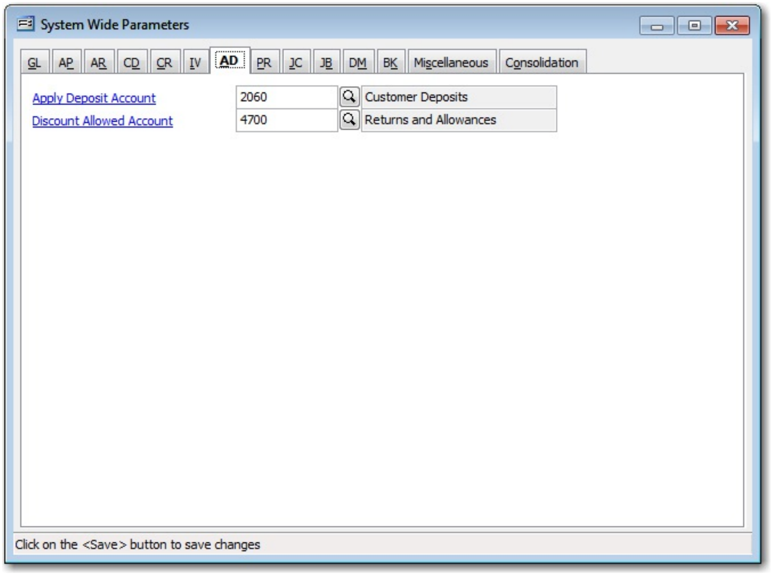
System Wide Parameters – AD Tab

The Apply Deposits tab of the System Wide Parameters contains settings that affect Accounts Receivable.

Menu Access
Administrator | System Wide Parameters | AD Tab

Open the AD tab of the System Wide Parameters form.

Figure: AR-295
Administrator, System Wide Parameters, AD tab screen form showing account options.



Apply Deposit Account
This field is used to record the default deposit account to which customer deposits will be posted. This may be selected from the Chart of Accounts by using the Find tool. Please note that the Apply Deposit Account is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Default Deposit Account hyperlink accesses a selection of reports that can be directly accessed.

Discount Allowed Account
This field is used to record the default account used for posting discounts allowed to customers. This may be selected from the Chart of Accounts by using the Find tool. Please note that the Discount Allowed Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Allowed Account hyperlink displays a selection of reports that can be directly accessed.

Save the Changed Record
When the record is complete or satisfactorily edited, either click on the Save button on the toolbar, or press Ctrl-S to save the changes.

User Preferences – Forms

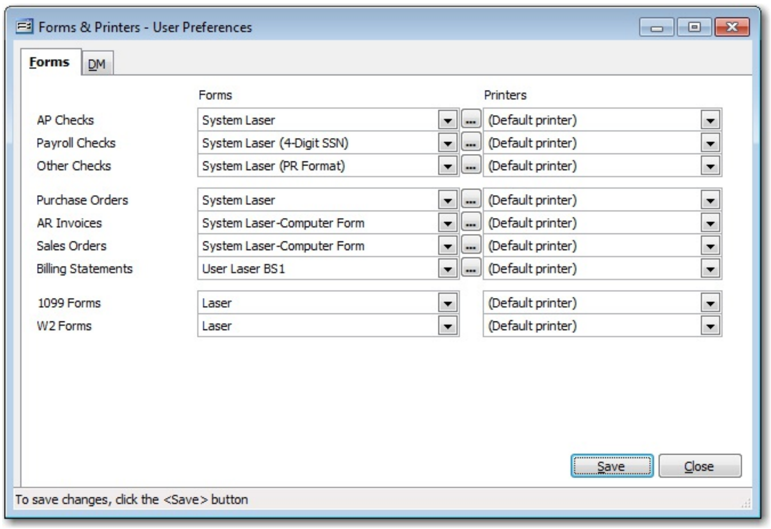
The Forms tab of the User Preferences contains settings that affect Accounts Receivable for users. These include the default AR Invoice, Sales Order, and Billing Statement formats, as well as the default printers for each user.

Menu Access

Administrator | User Preferences | User Preferences | Forms Tab

Open the forms tab of the User Preferences form.

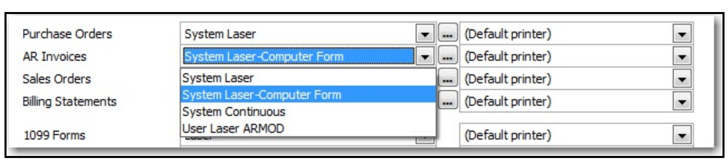
Figure: AR-296
Administrator, User Preferences, Forms tab screen form showing form and printing options.



AR Invoices

This option is used to select the user's default AR Invoice print format. This may be selected using the crop-down tool. Initially, this feature has three options, System Laser sheet-fed pre-printed forms, System Laser - Computer Form, and System Continuous for pre-printed dot matrix printers.

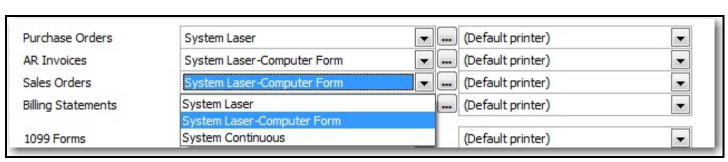
Figure: AR-297
AR Invoices drop-down optional default formats.



Sales Orders

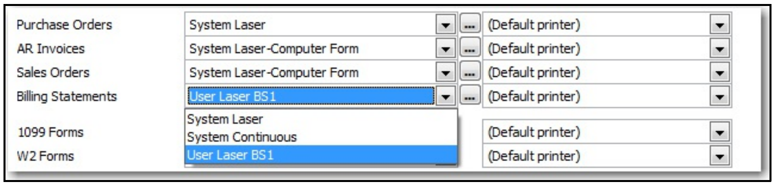
This option is used to select the user's default Sales Order print format. This may be selected using the crop-down tool. Initially, this feature has three options, System Laser sheet-fed pre-printed forms, System Laser - Computer Form, and System Continuous for pre-printed dot matrix printers.

Figure: AR-298
Sales Orders drop-down optional default formats.



Billing Statements
This option is used to select the user's default Billing Statement print format. This may be selected using the crop-down tool. Initially, this feature has three options, System Laser sheet-fed pre-printed forms and System Continuous for pre-printed dot matrix printers.

Figure: AR-299
Billing Statements drop-down optional default formats.



Form Editor
This button is used to access the BIS® Form Editor functions. The Form Editor may be used to copy existing forms, save them with a different name, and modify them. Such modifications could include adding graphics (in bitmapped format) to the form, changing fonts, removing or adding lines or columns, and more. Details about the form editor may be found in the Report Writer module manual. Newly created user forms can then be set as the default Type for the specific form.

Default Printer
To the right of each form listed, the default printer for the user is listed. To its right is a drop-down tool that may be used to change the default printer used by the user for the selected form. Any printer accessible to the user's workstation may be selected as the default printer for the selected form. However, it is important to remember that any form may be sent to any other accessible printer "on-the-fly" when getting ready to print the form(s).

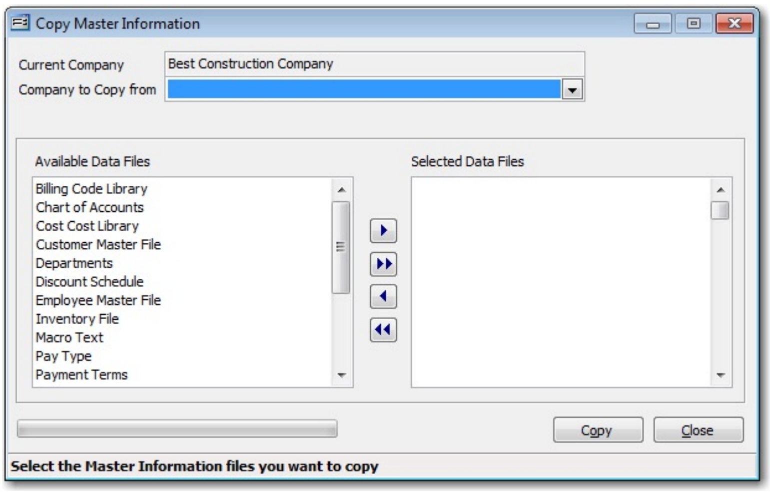
Copy Master Information

After creating a new company, master files can be copied from an existing company by selecting Copy Master Information from the Administrator menu. This option can save a great deal of time if some or all of the master files for the new company will be the same or similar as those already set up for another company, and especially useful when creating a parent or subsidiary company. The Copy Master Information window will display the currently opened company. This should be the new company.

Menu Access

Administrator | Copy Master Information

Figure: AR:300
Administrator, Copy Master Information screen form.



Current Company

This field displays the name of the company currently open. This should be the new company that will receive the copied master records.

Company to Copy from

This field is used to select the name of the company from which to copy master records.

Available Data Files

This is a list of data files available to be copied. Files can be moved to the Selected Data Files by using the Add Selected Items or Add All Items buttons.

- Departments
- Chart of Accounts
- Payment Terms
- Sales Person
- Sales Tax
- Discount Schedule
- Customer Master File
- Cost Code Library
- Billing Code Library
- Unit of Measure
- Vendor Master File
- Inventory File
- Employee Master File
- Pay Type
- Ship Via Master File
- Report Code
- Standard Description
- User Defined Fields

Selected Data Files

This is a list of files selected to be copied to the active company. Files can be removed from this list with the Remove Selected Items or Remove All Items buttons.

Copy

Click on the Copy button to copy the selected records to the current company. If one of more records exist in the current company, a message will appear.

Figure: AR:301
Message that appears if attempting to overwrite a pre-

Close
This button closes the currently opened form.

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