

SALES INVOICE ENTRY

The Sales Invoice Entry Module is where SALES INVOICES are processed.

Dispatch Tickets, counter invoices, and after-the-fact invoices are entered, printed and updated to inventory, customer AR accounts or cash. See the DAILY RUN SHEET for complete processing instructions.

There are also some SPECIAL FEATURES including the Batch Status Report, Posted Invoice Report of inquiry, Invoice Number Audit Report and a complete Recurring Invoices module which is included.

A couple of MAINTENANCE options like Reindex invoice files only, and Enter Starting Invoice Number are also on this menu.

There is an option to RESTORE updated invoices or batches (with restrictions noted in this documentation).

There is a special option correct cost on updated invoices. When commissions are calculated based on profit, this is necessary to make occasional corrections to cost.

Under the 'Print Invoices' submenu there is a special option which allows you to REPRINT UPDATED INVOICES.

Sales Invoice Entry

- Enter Invoices
- Dispatch Tickets
- Prepost Report
- Invoice Update
- Reindex Invoices
- Print Invoices
- Old Print Invoices
- Restore Invoices
- Batch Status Report
- Posted Invoice Report
- Invoice No. Audit
- Starting Invoice
- Change Invoice Data
- Recurring Invoices

ENTER INVOICES

MENU SELECT

From the Sales Invoice Submenu select - *Enter Invoices*.

The screenshot shows a window titled "Invoice Entry Default Values" with the following fields and values:

Send Report to:	HP LaserJet 1020
Verify User ID	KMF
Default Invoice Date	01/17/2013
Invoice batch number	20130117
Comment code for invoice	
Verify terminal location	9 Terminal
Verify freight surcharge	0.0000

Buttons at the bottom: Invoices, Edit, Printers, Exit

User ID.

The User ID is picked up from the user login and is stored with the batch number on each invoice. Two operators can be entering invoices/dispatch tickets in the same batch and can prepost and print separately.

Default Invoice Date.

This will be the date of the invoices unless changed by the operator on the header record during data entry.

Invoice Batch Number.

This will be the batch number attached to the invoices/dispatch tickets entered in this session.

Comment Code For invoice.

Enter a comment code or select from the lookup. This information will print on EVERY invoice entered during this session.

Verify Terminal Location.

The default Terminal location displays. This usually does not have to be changed unless you have multiple bulk plants that have direct deliveries and you wish to keep the sales separate.

Verify Freight Surcharge.

IF you are calculating freight and adding freight surcharge to invoices, this option displays. Enter the surcharge percent.

BUTTONS

<Lines>

Proceed to the Line item screen to add or edit items.

<Edit>

Edit a field on this screen. Click on the field to be changed.

<New>

Enter or display a new invoice.

<Next>

Display the next invoice header in the file. Invoices usually display in numeric order.

<Prev>

Display the previous invoice. Invoices usually display in numeric order.

Invoice Entry

Invno: Q Inv Type Cust No. Q

Bill To

PO Num
 Bill Name
 Bill Addr1
 Bill Addr2
 Bill Addr3

Ship To

Ship Code Q
 Ship Name
 Ship Addr1
 Ship Addr2
 Ship Addr3

Taxes

Tax Exempt? Tax Rate
 Tx Auth Q
 City 0.0000
 Cnty 0.0000
 State 0.0000
 MTA 0.0000

Terms and Delivery

Inv Date // Ship Date //
 Terms Q
 Due Date // Batch No.
 FOB
 Ship Via
 Truck Q
 SurChg

Salesman Q
 Comment1 Q

Driver Q
 Terr Q Indust Q

Lines Edit New Print Print Delete Exit Comments

Enter an invoice number. A=Autoassign Q=Quit. Next Invoice is 54341

Header Record Screen

<Delete>

Delete this invoice.

<Exit>

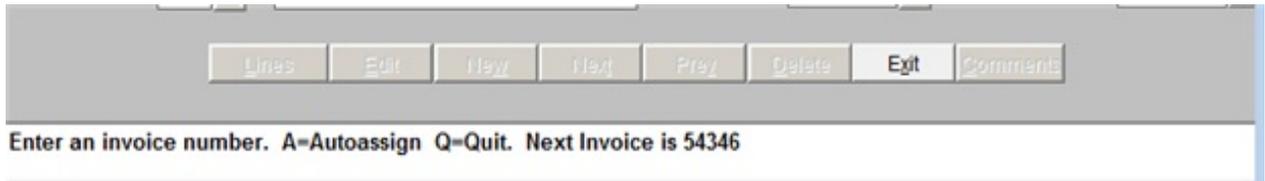
Exit the Invoice Entry program.

<Comments>

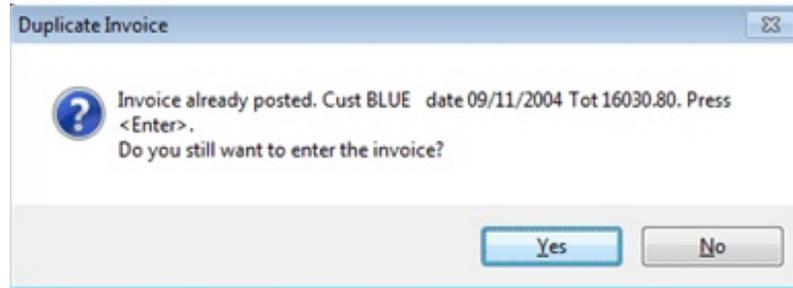
Add comment messages to this invoice. Enter a manual comment or message, or select from existing comments in the comment file.

HEADER RECORD/CUSTOMER INFORMATION SCREEN

- Invno.** Enter Invoice to display or add.
- A** Add New Invoice and autoassign the next sequence number.
- F2** or Magnifying glass icon to display existing invoices
- Q** To Quit.



If the invoice number has already been posted or updated, the following message displays:



Most of the time, do not enter a duplicate invoice. If this is a correction, add a letter to the end of the invoice number to make it unique. There are situations where a duplicate invoice number is needed. Call Customer Support for assistance.

Transaction Type. Enter a transaction type:



- 1 Charge.**
This invoice will be posted to the customer account.
- 2 Cash** (Cash, check or Credit Card)

This invoice is a Cash sale. Payment must be entered before exiting the invoice. Dispatch tickets must start out as Charge invoices. They may be changed when the invoice is completed after the delivery.

3 Interco.

This Intercompany invoice will not post to Accounts Receivable. It posts to the General Ledger account assigned to intercompany transfers or to the account entered at this point. Examples of interco invoices are company fuel and donations,

* **C Consignment Billing.** You will be prompted for a consignment location and date to be billed. Line items are created from a consignment report in the consignment module.

* **L Cardlock Sale.** This code is automatically used for invoices imported from cardlock. This option should not be used for dispatch tickets.

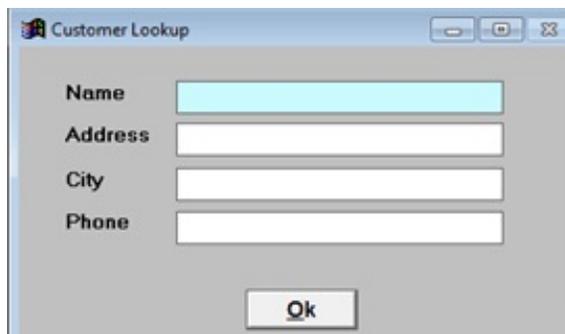
* **S Store Billing.** This invoice is a Store billing - special option.

* **Q Quote.** This is a special feature to code invoices for Quote purposes only.

* Specialized invoice types requiring additional modules and programs.

Customer Number.

Enter the customer number, **F2** or click the icon button to look up.



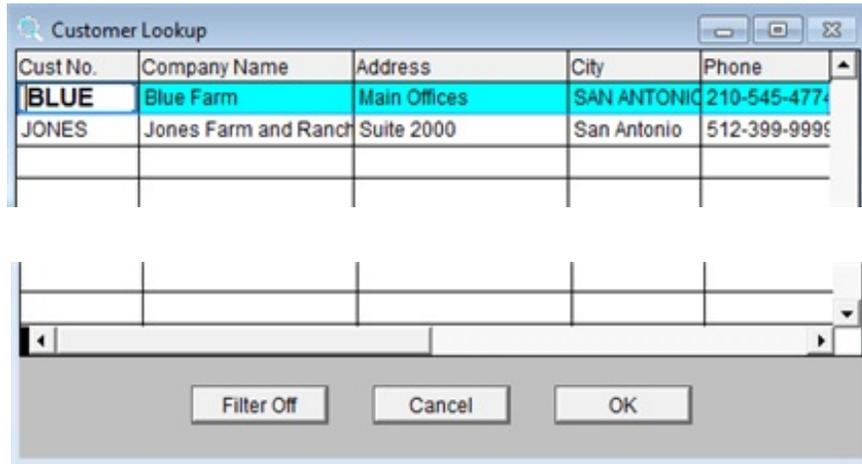
Enter some letters into one or more of the lookup fields and click <Ok>. To start at the top of the file, click <Ok>

Special Notes:

To delete an invoice at this point, click the <delete> button.

This is your only choice if the invoice number is wrong.

To change the invoice type, click on it or <shift> <tab>.



‘Farm’ was entered in the ‘NAME’ field. All customers with ‘FARM’ in their name will be displayed. Select the one you need and click <Ok> or press <enter>.

!If none of the listed customers is the right one, click <Cancel> and try again.

Information from the Customer record in AR displays.

Bill To

PO Number.

Enter a Purchase Order number if required. It is stored with the invoice.

Bill To.

The bill-to address is displayed from the customer file.

Ship To

Ship To.

The ship-to address defaults to the bill to address unless a default ship-to address is set up in the customer file.

TO CHANGE OR ADD A MANUAL

1. Click on the **Ship Code.**

2. Click the magnifying glass icon to select from existing ship-to addresses. Tax Authority field should change if different.
3. Enter **M** to type a free form address.

Taxes

Tax Exempt?.

Sales Tax exempt code from the customer record. Tax Rate displays.

Y Exempt from Sales tax on Oil, Grease, Etc.

N Not exempt

Tax Authority (Tx Auth).

The Tax Authority Code from the customer file or ship-to file is displayed. This code brings into the invoice all the sales taxes, excises taxes, and exemption codes for this customer. To change the taxes, enter another Tax Authority Code. This change is for this invoice only.

City, County, State and MTA sales tax codes and rates are displayed in detail.

Terms and Delivery

Invoice Date (Inv Date).

The invoice date is displayed. Change it if necessary.

Ship Date.

Change the ship date if different from invoice date.

Terms.

The terms from the Customer file are displayed. Edit if necessary.

Due Date.

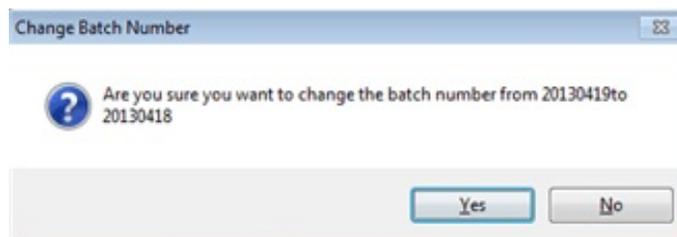
The invoice date and terms are used to calculate the due date.

FOB and Ship Via

These fields are only used on some custom invoices.

Batch No.

The batch number is displayed. Change if necessary.



Y to change the batch number to the new one.
N to cancel the change and leave the original batch number.

Truck.

Enter the truck number that made this delivery or select from the lookup. Most State fuel tax reports require the transporter number for purchases and deliveries. Some versions stop on the Truck number.

SurChg

The default freight surcharge displays if applicable for this invoice.

Other

Salesman.

The Salesman Number is displayed from the Customer file. Edit if necessary.

Driver Number.

There is no default driver. Enter a driver number, lookup if necessary.

Territory Number.

The Territory from the Customer record is displayed. Edit if necessary.

Industry Number.

The industry from the Customer file is displayed. Edit if necessary.

Comments1.

Enter a comment code to automatically print on this invoice. Comment codes are defined in Comment File Maintenance. Use the lookup feature to select a comment.

Note: The <Comments> button has a feature to enter a Manual free form comment. Some comments may already be attached to the invoice automatically from fuel types or customer files.

The screenshot shows the 'Invoice Entry' window with the following data:

- Invno:** 54331
- Inv Type:** 1 Charge
- Cust No.:** BLUE
- Bill To:** PO Num (empty), Bill Name: Blue Farm, Bill Addr1: Main Offices, Bill Addr2: 13951 Grove Patch, Bill Addr3: SAN ANTONIO, TX 78247
- Ship To:** Ship Code: 1, Ship Name: BLUE FARM, Ship Addr1: 1234 STREET, Ship Addr2 (empty), Ship Addr3: SAN ANTONIO, TX 78240
- Taxes:** Tax Exempt? Y, Tax Rate: 9.62500, Tx Auth: TEXAS, City: 1 (8.1250 San Antonio), Cnty: 8 (0.5000 COUNTY TAX), State: 3 (1.0000 STATE SALES TAX), MTA: 0 (0.0000 NONE)
- Terms and Delivery:** Inv Date: 02/02/2012, Ship Date: 02/07/2012, Terms: 1 NET 10TH, Due Date: 02/12/2012, Batch No.: 20120207, FOB (empty), Ship Via: 1, Truck: 1 TRANSPORT 1, SurChg: 0.0000
- Salesman:** BW BILL WILLIAMS
- Comment1:** 1 ANTIFREEZE
- Driver:** Not Found
- Terr:** FOREST
- Indust:** FARM

Buttons at the bottom: Lines, Edit, New, Next, Prev, Delete, Exit, Comments

Invoice Header Record

BUTTONS

<Lines>

Proceed to the Line item screen to add or edit items.

<Edit>

Edit a field on this screen. Click on the field to be changed.

<New>.

Enter or display a new invoice.

<Next>

Display the next invoice header in the file. Invoices usually display in numeric order.

<Prey>

Display the previous invoice. Invoices usually display in numeric order.

<Delete>

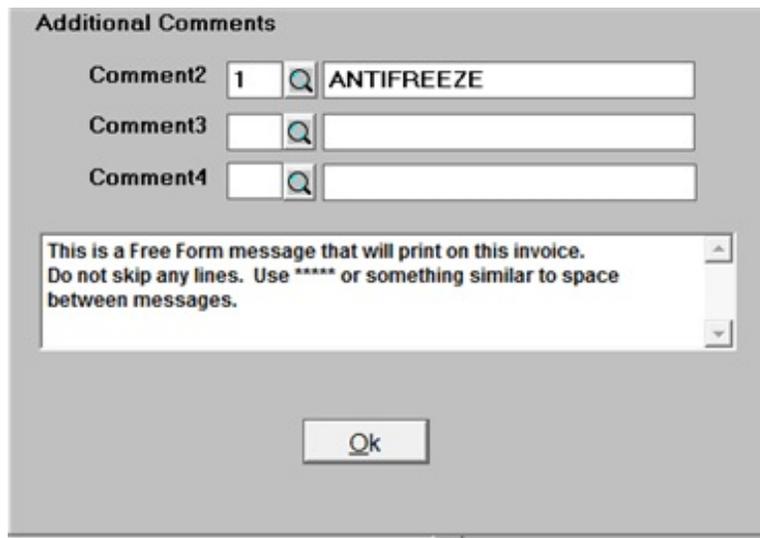
Delete this invoice.

<Exit>

Exit the Invoice Entry program.

<Comments>

Add comment messages to this invoice. Enter a manual comment or message, or select from existing comments in the comment file.



Consignment Billing Only - Invoice Type C

Do You Want To Add Consignment Billing?

Type Y to enter consignment billing or N if not. Be sure to change the Invoice

Type if this is not a Consignment Billing.

Consignment Location.

Enter the location number of the consignment account to be billed.

Enter Date To Bill.

A default report date is displayed. Press enter to accept the displayed date or enter another valid report date to bill.

Create Line Items?

Enter Y to create the line items. The computer automatically creates line items from the pump readings and displays them on the screen. Additional miscellaneous line items may be added if necessary.

Line Item Screen <Lines>

Charge, Cash and Intercompany Invoices

Loc - Location Number.

Enter the location number so that the correct inventory will be reduced by the sale of the item or Q to quit.

Terminal Location (usually 9) for sales directly from the terminal.

Bulk Plant Location (usually 1) for sales from your bulk plant or warehouse.

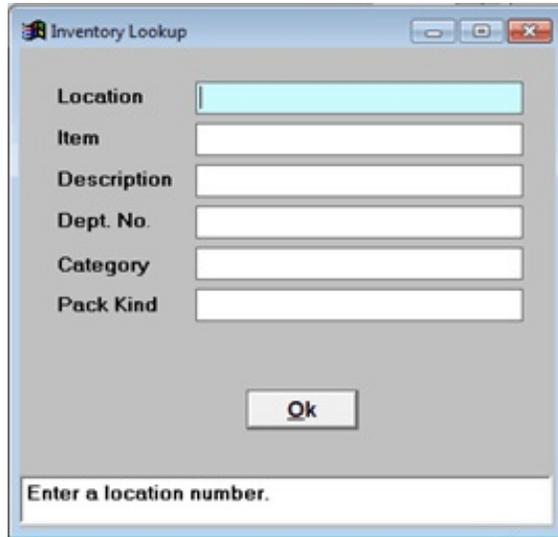
Item - Inventory Number.

Enter an inventory item number. F2 or magnifying glass to Lookup. **MISC** may also be entered as an item number for an occasional charge.

A description of the charge and a General Ledger Income account number must be entered.

ONETIME may be entered for an item that was a special purchase - a description of the item and the cost must be entered.

Other billed items such as Rent, Labor, Freight, etc. should be given item numbers to save time and avoid General Ledger posting errors.



Inventory Lookup

Location

Item

Description

Dept. No.

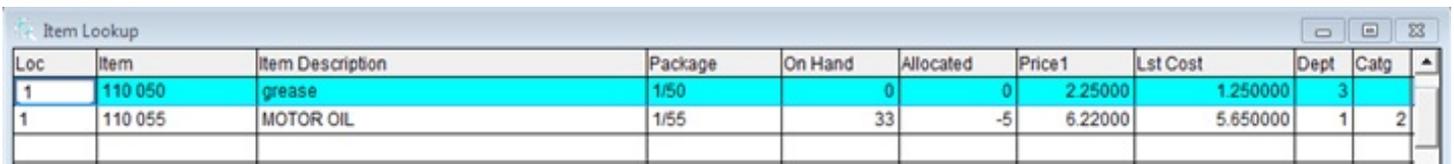
Category

Pack Kind

Ok

Enter a location number.

Enter a location (1, 2, 9), and/or part of an item number (chev), and/or part of a description (filter, ATF), and/or a department number, category or package kind (12/1, 1/5). Usually you would enter something in one or two of the field. As you become familiar with your inventory set up, you will get more efficient with this tool to help you narrow down your search for the correct item to bill.



Loc	Item	Item Description	Package	On Hand	Allocated	Price1	Lst Cost	Dept	Catg
1	110 050	grease	1/50	0	0	2.25000	1.250000	3	
1	110 055	MOTOR OIL	1/55	33	-5	6.22000	5.650000	1	2

<OK> to select the item

<Cancel> to close the lookup screen without choosing an item.

Tank Number.

If this item is fuel or oil sold from your **bulk plant** and is a tanked item, the tank number in the inventory item record is displayed for you to verify. If necessary, use the lookup feature to locate the correct tank number.

Invoice 54332 02/02/2012 Customer BLUE Blue Farm Ship To 1

Loc 3 Item PLU UNLEADED PLUS Tank PLU

Pack Kind	Gross	N/G	Net Gal	Price	Tax Dol	Stx	Total
GAL	600.00	N	600.00	3.0340	110.40	N	1820.40

Press Edit button to edit the highlighted invoice line item.

Location	Item Sold	Gross Qty	Net Qty	Price	FTaxRate	STax	Linetot
3	PLU	600.000	600.000	3.034000	0.184000	N	1820.40
3	SNL	200.000	200.000	2.890000	0.000000	N	578.00
3	UNL	2200.000	2200.000	2.790000	0.000000	N	6138.00
1	GASFRT	4600.000	4600.000	0.015800	0.000000	N	72.68
9	OILSPILL	2200.000	2200.000	0.001900	0.000000	N	4.18

Subtotal	Taxable	SalesTax	Fuel Tax	Discount	Total	Payment	Balance
8502.86	0.00	0.00	110.40	0.00	8613.26	0.00	8613.26

FedTax 110.40 STax 0.00 CntyTax 0.00 City Tax 0.00

***Terminal/Vendor.**

For fuel items sold from the **terminal**, the default terminal ID and vendor from the inventory file are displayed. Press <enter> to accept it or change to the vendor and terminal. The computer uses this information to retrieve the rack price for this item. The Terminal and Vendor codes may be changed.

* If the terminal location is used



The screenshot shows a standard Windows-style dialog box with a blue title bar. The title bar text is "Input Rack Date and Time". Below the title bar, there are four input fields: "Rack Date" containing "05/17/2007", "Hour" containing "11", "Min" containing "25", and "A/Pm" containing "M". At the bottom center of the dialog is a button labeled "Ok".

OK?

Options are N=Reenter Line, Y=Continue

Package Kind.

Verify the package kind. OR Enter the BOL number for this delivery.

If a BOL number is entered, input the Rack Date and Time in the popup window. The calculated price and the cost for this invoice depend on an accurate rack price.

Cost and Price.

The computer displays the last cost/rack price for this item. The 5 inventory prices or special price calculation are displayed at the bottom of the screen.

Gross Quantity.

Enter the package quantity (non fuel) or Gross Gallons (fuel).

If you are selling 2 cases and 8 cans (broken cases), enter 2.08. The correct subfactor must be set up in inventory. Cost and price for the 8 cans are calculated based on the subfactor. For two 55-gallon drums, enter 2.

*Gross or Net?

Type N if this is billed at Net or type G if it is billed at Gross.

Net Gallons.

Enter the Net Gallons for fuel. If this is a non-fuel item, the Gross Qty X Packfactor equals the net quantity. For two 55-gallon drums, (2 X 55 = 110) 110 gallons would display in the 'net' column. If partial packages are sold, this is a calculated PERCENT of the whole - do not change it.

Price.

The Price per gallon/pound is displayed either from the inventory file or from the special price file. To sell at a different price, enter the new price. Fuel prices are entered either with or without taxes depending on the Inventory install question that controls the program. If the price is lower than the cost, an error message is displayed and you can reenter the price or accept it.

Fuel tax rate per gallon is calculated and displayed as well as total fuel tax.

Sales Tax.

Verify or change the taxable status of the item. The default will be N if the customer is coded sales tax exempt in the customer master file or if the inventory item is not subject to Sales tax. Otherwise, the default is Y.

Total.

The line total is calculated and displayed. Fuel taxes are included, sales tax is not calculated until all line items have been added.

Fuel/Excise Taxes.

The Tax Window is displayed at the bottom of the screen as each line item is entered. The tax codes, description, exemption code, tax rate, and the tax amounts are displayed. If the correct tax codes are not displayed, then the tax authority code needs to be corrected.

OK?

Options are N=Reenter Line - starts back at Location, Y=Continue - goes to the next line item, D=Discount (seldom used) T=Change Taxes - add or remove exemption codes.

Change Taxes.

Adding an exemption code to a tax code will zero the calculated tax. Removing an exemption code will calculate and add the tax. This change is only for this invoice. To make it permanent, put the exemption code on the tax screen in Customer File maintenance. The line total will be recalculated.

Authority		TEXAS	Tax Type		GAS	Tax Rate		18.400000	OK
TxCd	Description	ExCd	Tax Rate	Tax Amount					
1	FEDERAL GASOLINE	0	18.400000	110.4000					
2	STATE GASOLINE	2	0.000000	0.0000					

Enter an exemption code (0=no exemption)

Enter a fuel exemption code to exempt the customer of the tax. It only applies to this invoice. To exempt the customer permanently, enter the exemption code in the customer master file tax screen.

The tax will recalculate and the invoice total will change.

When all line items have been added, enter **Q** at the location prompt. Sales tax will calculate and the invoice total will display.

If you are doing 'after-the-fact- invoices, make sure the invoice total matches the original invoice.

Invoice Totals.

The following totals display at the bottom of the screen. The totals may be changed with option C - Change Invoice Totals and a password (CHANGE). The calculated totals should only be changed under special circumstances, otherwise an error message will appear on the pre-posting report. Call Customer Support for assistance.

Subtot is the total of all the line items before taxes and discount.

Disc is the total discount amount .

Taxable is the total amount which is used to calculate sales taxable.

Tax is the sales tax amount.

Tot is the total of the invoice.

Fedtax is the calculated Federal Fuel Tax.

Sttax is the calculated State Fuel Tax.

Cnty is the calculated County Fuel Tax.

City is the calculated City Fuel Tax.

BUTTONS Prompts:

<**Edit**>

Select the line to be changed by clicking on it. The line will turn blue to show that it has been selected. Then press the EDIT button or 'E' on the keyboard.

<**Add Ln**>

Add another line item to this invoice.

<**New Inv**>

Finished with this invoice, enter another invoice number to add or display.

<**Next**>

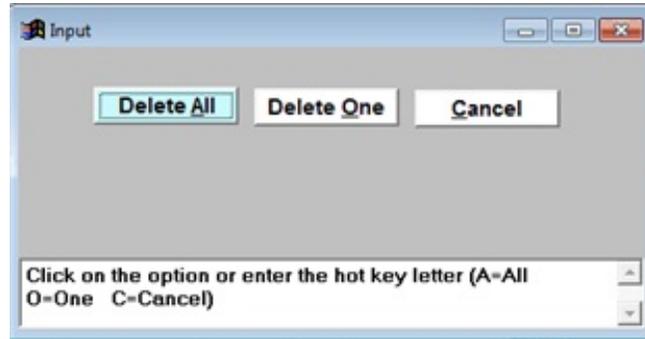
Display the next page of line items on THIS invoice, if any.

<Prey>

Display the previous page of line items on THIS invoice, if any.

<Delete>

Delete a line on this invoice or the entire invoice.



<Print>

Print this invoice on the printer.

<Exit>

Exit the invoice entry program to the menu.

<Payment>

If this is a paid invoice (invoice type 2 - Cash), go to the payment screen and enter the payment. Enter a payment reference (if cash, enter the invoice number as payment reference). Enter the amount paid in either the 'cash' or 'CrCard' field.

Type a payment reference. (Ex: CK 101)

Taxable	0.00	Pay Ref.		Subtotal	0.00	Totals Payments and Terms
FedTax	184.00	Cash	0.00	FTax	184.00	
StTax	0.00	CrCrd	0.00	SlsTax	0.00	
CntyTax	0.00	Total Pay	0.00	Freight	0.00	
City Tax	0.00	Balance	184.00	Disc	0.00	
		Disc Due	0.00	Total	184.00	

Terms: 1 Due Date: 03/07/2013 Disc Date: 03/07/2013
 Disc %: 0.0000 Inv Type: 1 Charge

<Header>

Go back to the Header screen to display or make changes - date, batch, truck, etc. If you change the customer number, edit through each line item to capture any change in taxes.

<Email>

Send invoice by email to customer. Email address is set up in Customer file and/or 'Customer Send File'.

DAILY RUN SHEET FOR SALES INVOICES/BILLING

ENTER AND PROOF-

Jobber Inventory, Sales Invoice Entry

- ___ Enter Invoices
- ___ Print a PrePost Report by batch, 'Errors only'. Check the charge and cash sales totals against your adding machine total.
- ___ Make any necessary corrections to sales invoices and print another Prepost report 'Errors only' until no significant errors display.
- ___ (Optional) Print a PrePost Report of the batch, usually invoice number order, (Summary or Detail).

UPDATE

- ___ Run the Invoice Update Program.
- ___ Look for ERROR MESSAGES on the update reports.
- ___ Check the profit columns on the 'Invoice Update Line Item Report' for unusually high or low amounts.
- ___ Check the 'Invoice Update - G/L Entries' and make sure that the Proof is ZERO!
- ___ 'Cancel Update' if errors are found, 'Finish Update' if all is okay.

Note: Individual invoices may be restored if errors are found later. In rare cases, the entire batch may be restored.

DISPATCH TICKETS

This module is used to enter scheduled deliveries ahead of time to give to the drivers.

Even though the data entry is the same as Counter Invoicing, the document that prints usually only has the item number, gallons or quantity, and price. The driver completes the ticket and returns the signed copy to the office for completion. The invoice is completed in Counter Invoicing printed.

There is an optional 'Confirm' feature that keeps dispatch tickets from being updated BEFORE they are completed.

COMPLETE DOCUMENTATION OF DATA ENTRY IS INCLUDED IN THE 'ENTER INVOICES' OPTION. Some of the differences are noted in this section.

'**Input Dispatch Tickets**' displays at the top of the Header record screen and '**Dispatch Ticket**' displays at the top of the Line Item screen.

Here are some additional notes concerning Dispatch Ticket Entry:

- 1 All dispatch tickets could be entered into a single batch number (99999999) so they would not accidentally get updated (if you are NOT using the 'confirm' feature). When the completed ticket is brought into the office, the operator would call it up, change the batch number to the current batch and complete the invoice.
- 2 If the vendor and terminal or the gallons to be delivered are not known, enter the anticipated information including estimated gallons.
- 3 Some custom versions of this program create a document in FAX format to be sent to a transportation company for delivery. This would be useful to distributors that have no bulk plant and do not deliver their own fuel.

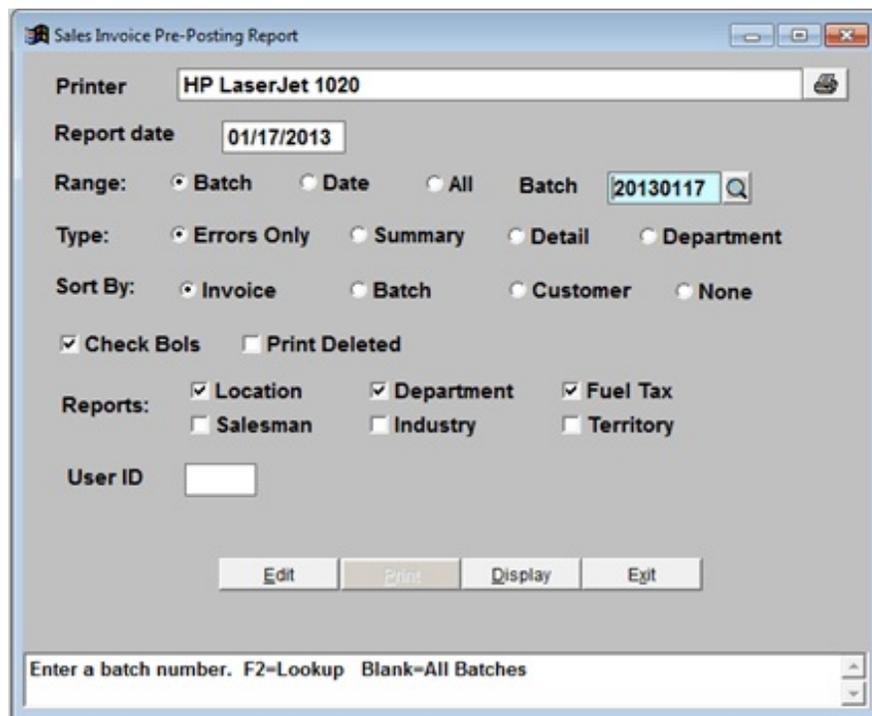
See '**Counter Invoicing**' section for further input instructions.

PRE-POST REPORT

After entering a batch of sales invoices, ALWAYS print a Pre-Posting Report on the screen with 'Totals and Errors Only' to identify any errors and verify totals. Correct errors and rerun the pre-posting. Once no errors display and the totals are correct, you may print a summary or detail report if needed. Note that the update will print reports very similar to these for your files.

MENU SELECT

From the Sales Invoice Entry menu, Select *2 Invoice Pre-Posting Report*.



The screenshot shows a window titled "Sales Invoice Pre-Posting Report". The window contains the following fields and options:

- Printer: HP LaserJet 1020
- Report date: 01/17/2013
- Range: Batch Date All. Batch: 20130117
- Type: Errors Only Summary Detail Department
- Sort By: Invoice Batch Customer None
- Check Bols Print Deleted
- Reports: Location Department Fuel Tax
 Salesman Industry Territory
- User ID: [Empty field]

Buttons: Edit, Print, Display, Exit

Footer: Enter a batch number. F2=Lookup Blank=All Batches

BEGIN REPORT

Output to:

S=Screen. Note: Always print errors to the screen before printing the entire report. **P=Printer**
F=Text File or **Q=Quit.**

Enter Report Date:

Accept the displayed date, or enter another date.

Enter user ID (Blank for ALL).

Leave blank to display ALL invoices in the batch, or enter the initials of the operator who entered the invoices to pre-post only those invoices.

Select Range: 1=Date 2=Batch 3=Both 4=Unbilled.

Select your preference. In most cases, select 2 for Batch.

Enter Batch number (blank for ALL).

Enter the Batch number.

Enter date (blank for ALL).

Enter the Date.

Sort Option. 1=Invoice number

2=Batch/Invoice Number

3=Customer/Invoice number

4=None

1=Summary Report - prints one line per invoice with subtotal, tax and total.

2=Detail - prints each line item on every invoice.

3=Errors Only - prints errors and batch totals (charge, cash, cc, sales, tax, etc)

4=Department Only - prints a summary by department (gallons, dollars, profit)

Check BOLs?

Accept the displayed date, or enter another date.

Print Deleted Invoices:

Enter N to list only invoices to be updated.

Enter Y to includes deleted invoices and user id's on the report.

Only Print Cardlock Batch (Y/N):

If CL invoices are included in this batch, enter Y to only print the CL invoices. Enter N to print only regular charge invoices.

Choose Reports: If '2=Detail' was selected, additional reports may be run.

Location Department Salesman

Industry Territory Fuel

(Note: Print a sample on the screen to determine their usefulness to you)

Is everything okay? (Y/N/P=Printer/Q=Quit).

Enter Y to print the report, N to start over, P to change printers or print option, or Q to return to the menu.

If the totals are not correct on the 'errors only' report, print Summary Report or the Full Report to find

the problems.

Additional error messages could print on the full report.

Date: 05/24/2007	Demo Company		Page No.
Time: 16:24:48	Invoice Pre-posting Errors 04/15/2006		1
	For Batch Number 20060415		
Invoice 54033	*** Territory 2	Not found	
Invoice 54033	*** Industry 3	Not found	
Invoice Totals - Batch 20060415			
SUBTOTAL	4636.54	FUEL TAX	641.00
DISCOUNTS	0.00	TOTAL	5278.07
TAXABLE	10.00	NONTAX	4626.54
CR CARD	0.00	TOT SALES	5278.07
FUEL TAX TOTALS:	FEDERAL	368.00	STATE
	COUNTY	0.00	CITY
			273.00
			0.00
SALES TAX	0.53	FREIGHT	0.00
CHARGES	5278.07	CASH TOT	0.00

Preposting Report for batch 20070417 - Error Only

Error such as 'Industry not found' should be fixed before updating. Display the invoice in Counter Invoicing and enter a valid industry and city ID code. Run the preposting again.

If the totals do not match your adding machine tape total of the batch, print a preposting 'Summary'.

Date: 05/24/2007	Demo Company		Page No.							
Time: 16:15:42	INVOICE SUMMARY PRE-POSTING REPORT ON 05/24/2007		1							
	For Batch Number 20060415									
BATCH #	INVNO	DATE	CUSTNO	CUSTOMER NAME	SUBTOTAL	FUEL TAX	TAX	FREIGHT	DISCOUNT	TOTAL
20060415	54030	04/15/2006	BLUE	Blue Farm	2779.00	471.00	0.00	0.00	0.00	3250.00
			FED	276.00	STATE	195.00	CNTY	0.00	CITY	0.00
				CASH	0.00	CRE CARD	0.00	PAYMENT	0.00	BAL
										3250.00
20060415	54031	04/15/2006	BLUE	Blue Farm	1653.81	157.00	0.00	0.00	0.00	1810.81
			FED	92.00	STATE	65.00	CNTY	0.00	CITY	0.00
20060415	54032	04/15/2006	ACME	Acme Construction	0.00	0.00	0.00	0.00	0.00	0.00

20060415	54033	04/15/2006	ACME	Acme Construction		10.00	0.00	0.53	0.00	0.00	10.53
20060415	54034	04/15/2006	BLUE	Blue Farm		193.73	13.00	0.00	0.00	0.00	206.73
FUEL TAXES:			FED		0.00	STATE	13.00	CNTY	0.00	CITY	0.00
TOTALS: TAXABLE		10.00	NONTAXABLE		4626.54	4636.54	641.00	0.53	0.00	0.00	5278.07
INVOICE TOTALS:		CHARGE TOT	5278.07	CASH TOT	0.00	CR CARD TOT	0.00	TOTAL SALES		5278.07	
FUEL TAX TOTALS:		FEDERAL	368.00	STATE	273.00	COUNTY	0.00	CITY	0.00		

Preposting Report for batch 20070417 - Invoice Summary

The 'Summary' option lists each invoice in the batch on one line item. If fuel taxes are charged, they are broken down on the second line. If the invoice is paid with cash or check, they are listed on a third line. Total so the entire Totals print at the bottom just like on the 'errors only'.

Date: 05/24/2007		Demo Company				Page No.			
Time: 16:29:34		Detail Invoice Pre-Posting Report				1			
		For Batch Number 20060415							
BATCH	20060415	INVNO	54030	DATE	04/15/2006	CUSTNO	BLUE	Blue Farm	
LOC	TANK	ITEM	PK QTY	GALLONS	PRICE	SUBTOT	FUEL TAX	STX?	TOTAL
3	PLU	PLU	500.00	500.00	1.8860	943.00	157.00	N	1100.00
	FEDERAL	92.00	STATE	65.00	COUNTY	0.00	CITY	0.00	
3	UNL	UNL	1000.00	1000.00	1.8360	1836.00	314.00	N	2150.00
	FEDERAL	184.00	STATE	130.00	COUNTY	0.00	CITY	0.00	
LINE ITEM SUBTOTALS						2779.00	471.00		
INVOICE TOTAL						2779.00	471.00	0.00	3250.00

BATCH	20060415	INVNO	54031	DATE	04/15/2006	CUSTNO	BLUE	Blue Farm	
LOC	TANK	ITEM	PK QTY	GALLONS	PRICE	SUBTOT	FUEL TAX	STX?	TOTAL
1		111 055	1.00	55.00	1.4100	77.55	0.00	N	77.55
1		111 005	1.00	5.00	1.4100	7.05	0.00	N	7.05
1	UNL	UNL	500.00	500.00	2.0884	1044.21	157.00	N	1201.21
	FEDERAL	92.00	STATE	65.00	COUNTY	0.00	CITY	0.00	
1		113 052	1.00	52.50	10.0000	525.00	0.00	N	525.00
LINE ITEM SUBTOTALS						1653.81	157.00		
INVOICE TOTAL						1653.81	157.00	0.00	1810.81

BATCH	20060415	INVNO	54032	DATE	04/15/2006	CUSTNO	ACME	Acme Construction	
LOC	TANK	ITEM	PK QTY	GALLONS	PRICE	SUBTOT	FUEL TAX	STX?	TOTAL
LINE ITEMS NOT FOUND									
LINE ITEM SUBTOTALS						0.00	0.00		
INVOICE TOTAL						0.00	0.00	0.00	0.00

LOC	TANK	ITEM	PK QTY	GALLONS	PRICE	SUBTOT	FUEL TAX	STX?	TOTAL
BATCH	20060415	INVNO 54033	DATE	04/15/2006	CUSTNO	ACME	Acme Construction		
1		111 005	2.00	10.00	1.0000	10.00	0.00	Y	10.00
LINE ITEM SUBTOTALS						10.00	0.00		
INVOICE TOTAL						10.00	0.00	0.53	10.53

LOC	TANK	ITEM	PK QTY	GALLONS	PRICE	SUBTOT	FUEL TAX	STX?	TOTAL
BATCH	20060415	INVNO 54034	DATE	04/15/2006	CUSTNO	BLUE	Blue Farm		
1	UNL	UNL	100.00	100.00	1.9373	193.73	13.00	N	206.73
	FEDERAL	0.00	STATE	13.00	COUNTY	0.00	CITY	0.00	
LINE ITEM SUBTOTALS						193.73	13.00		
INVOICE TOTAL						193.73	13.00	0.00	206.73

Date: 05/24/2007
Time: 16:29:34

Demo Company
Detail Invoice Pre-Posting Report
For Batch Number 20060415

Page No.
2

LINE ITEM TOTALS	SUBTOTAL	FUELTAX	TAX	FREIGHT	DISCOUNT	TOTAL
	4636.54	641.00	0.53	0.00	0.00	5278.07
CHARGE TOT	5278.07	CASH TOT	0.00	CRD CARD	0.00	TOT INVOICE
		TAXABLE	10.00	NONTAXABLE	4626.54	5278.07
COULD NOT FIND TERRITORY NUMBER		2		INVNO	54033	TOT SALES
COULD NOT FIND INDUSTRY NUMBER		3		INVNO	54033	4636.54

Date: 05/24/2007
Time: 16:29:34

Demo Company
Detail Invoice Pre-Posting Report
For Batch Number 20060415

Page No.
3

DAILY LOCATION REPORT 04/15/2006

LOC NO	DESCRIPTION	GALLONS	DOLLARS
1	Main Office	722.50	1857.54
3	Consignment and keylock	1500.00	2779.00
LOCATION GRAND TOTALS		2222.50	4636.54

DAILY DEPARTMENT REPORT 04/15/2006

DEPT NO	DESCRIPTION	GALLONS	DOLLARS
1	GASOLINE	70.00	94.60
2	DIESEL	2100.00	4016.94
3	GREASE	52.50	525.00
4	BATTERIES	0.00	0.00
99		0.00	0.00
INVENTORY DEPARTMENT TOTALS		2222.50	4636.54
9999	MISCELLANEOUS	0.00	0.00
DEPARTMENT GRAND TOTALS		2222.50	4636.54

DAILY SALESMAN REPORT 04/15/2006

SALEMN NO	DESCRIPTION	GALLONS	DOLLARS
BW	BILL WILLIAMS	2212.50	4626.54
DG	DON GARNER	10.00	10.00
JB	JOE BOB	0.00	0.00
PM	PETE MACY	0.00	0.00
SALESMAN GRAND TOTALS		2222.50	4636.54

DAILY INDUSTRY REPORT 04/15/2006

INDUST NO	DESCRIPTION	GALLONS	DOLLARS
COMM	COMMERCIAL	0.00	0.00

Date: 05/24/2007
Time: 16:29:35

Demo Company
Detail Invoice Pre-Posting Report
For Batch Number 20060415

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4

CONS	CONSUMER	0.00	0.00
CONSIG	CONSIGNMENT	0.00	0.00
DEALER	DEALERS	0.00	0.00
FARM	FARM AND RANCH	2212.50	4626.54
FEDS	FEDERAL GOVERNMENT	0.00	0.00
GOV	GOVERNMENT	0.00	0.00
RET	RETAILERS	0.00	0.00
STORES	C STORE/SERVICE STATIONS	0.00	0.00
INDUSTRY GRAND TOTALS		2212.50	4626.54

DAILY TERRITORY REPORT 04/15/2006

TERR NO	DESCRIPTION	GALLONS	DOLLARS
FOREST	FOREST COUNTY	2212.50	4626.54
PINE	PINE PARISH	0.00	0.00

SAL	SAL COUNTY		0.00	0.00		
TERRITORY	GRAND TOTALS		2212.50	4626.54		
DAILY FUEL TAX REPORT 04/15/2006						
CODE	DESCRIPTION	TYPE	RATE	TX GAL	NTX GAL	TOT TAX
1	FEDERAL GASOLINE	GAS	18.40	2000.00	100.00	368.00
11	COUNTY GAS TAX	GAS	1.00	2100.00	0.00	8.40
23	SUPERFUND GAS	GAS	0.35	2100.00	0.00	264.60
TOTALS FOR PRODUCT TAX TYPE GAS				6200.00	100.00	641.00
GRAND TOTALS				6200.00	100.00	641.00

Preposting Report for batch 20060415 - Detail

The ‘Detail’ option lists each invoice with it’s LINE ITEMS. Several optional reports may also be printed for management analysis (Location, Department, Taxes, etc).

Select a batch of your own unposted invoices and print reports as examples.

INVOICE UPDATE

The invoice update program posts the transactions to the customer file, relieves inventory and creates sales audit transactions and a GL journal entry. Always print a preposting of the batch using the ‘errors only’ option before beginning the update.

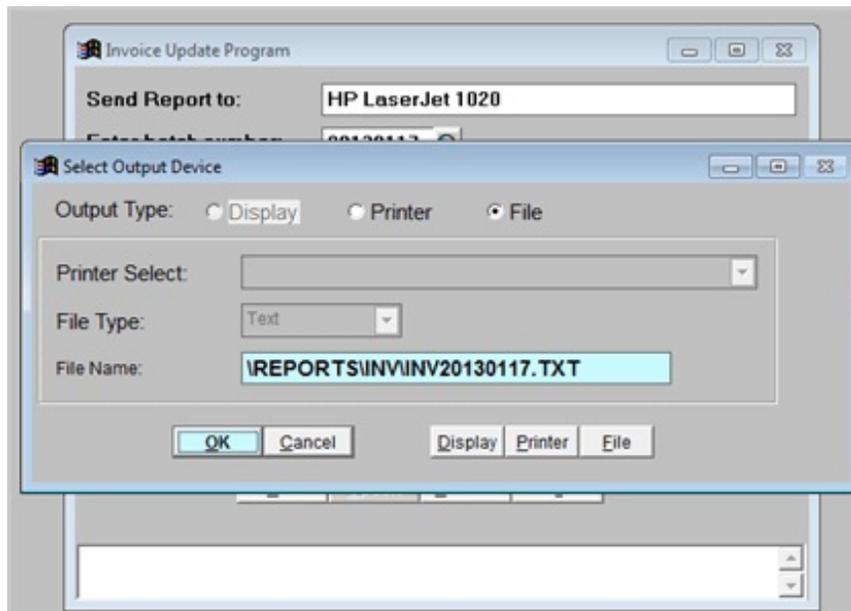
All of the transaction update processing can take place while everyone is still working. All of the reports print so you can review them for errors.

Only ONE person may update at a time. When you select ‘Continue Update’ the master files and all other files are updated. If any part of the update fails, the entire update is canceled. After the problem is resolved, the update may be started over WITHOUT restoring.

MENU SELECT

From the Fuel Inventory Main Menu, select - *Sales Invoice Entry*.

From the Sales Invoice Entry menu, Select *Invoice Update*.



BEGIN INPUT

Update processing sequence overview:

First:

After selecting the batch, press <Update>. The first phase of the update prints all of the update reports. An 'Update Status' screen displays the progress of the update and further instructions.

Second:

Press <View Errors> to see if there are any errors that need to be corrected. This option DOES NOT catch every error. You MUST review the reports for others.

Third:

Review all update reports. Make sure the GL Proof is zero, look for incorrect profit percentages on each line item and any other printed error messages. If there are errors, press <Cancel Update>.

Fourth:

When there are no errors on the screen and the printed update reports are correct, press <Continue Update>. NO ONE HAS TO GET OUT FOR THE UPDATE. This phase should only take a moment.

To exit, press <Ret^urn to Menu> or click on the X to close the window.

NOTE: If an error occurs during the REINDEX, reindex from the menu.

Each batch is given a unique BATCH ID so even if the same batch number is used, each updated batch is unique.

At various times during an update or a restore, the progress of the program displays on the upper right corner of your screen. Such as 'Start Update. Open data files.'

Magnifying glasses give you a lookup feature. Click on the icon or press F2. In the case of batch numbers, you can see all unposted batches.

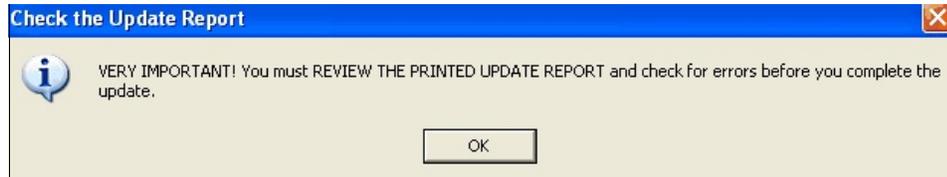
If the report is output to the screen, you have the following options:

<Edit> <Update> <Printers> <Exit>

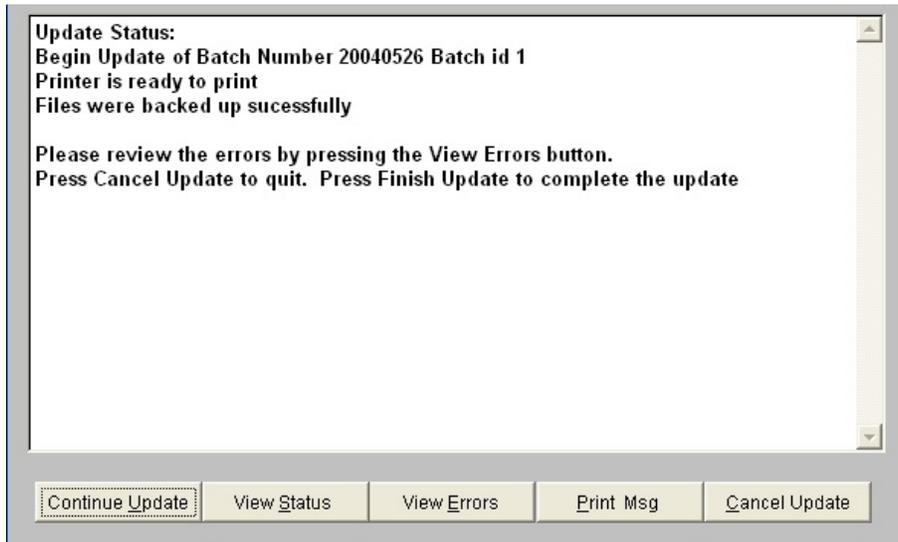
- <Edit> allows you to change the batch number, GL posting date, or GL for over/short.
- <Update> takes you to the next step of the update process.
- <Printers> The default printer displays, change it using this button.
- <Exit> Quits the update screen without beginning the update.

When an option has a <Button>, you may click on the button with your mouse OR press the underlined letter on your computer keyboard.

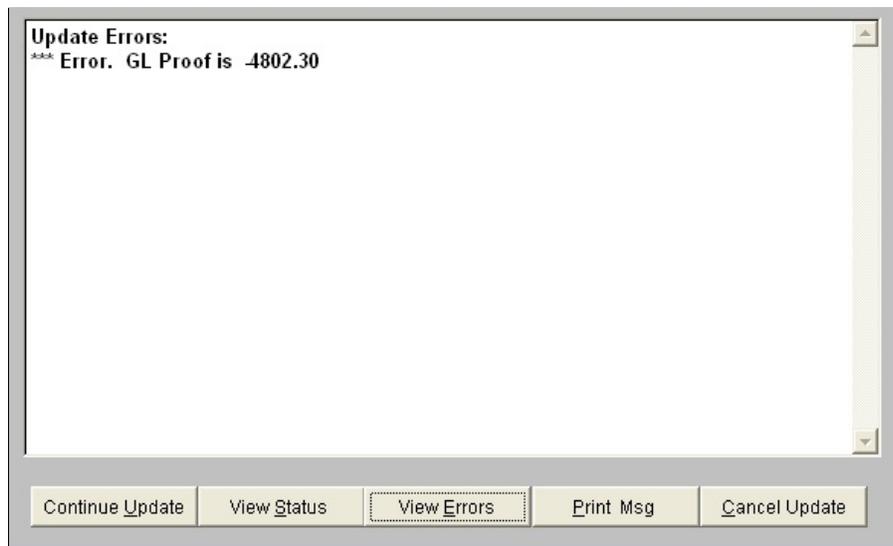
The update reports print BEFORE the update is complete.
Check the reports, look for errors, profit percentages and ZERO proof before continuing.



When you press <OK>, the following screen displays:



Press <View Errors>. Do NOT continue with update until ALL errors are resolved.

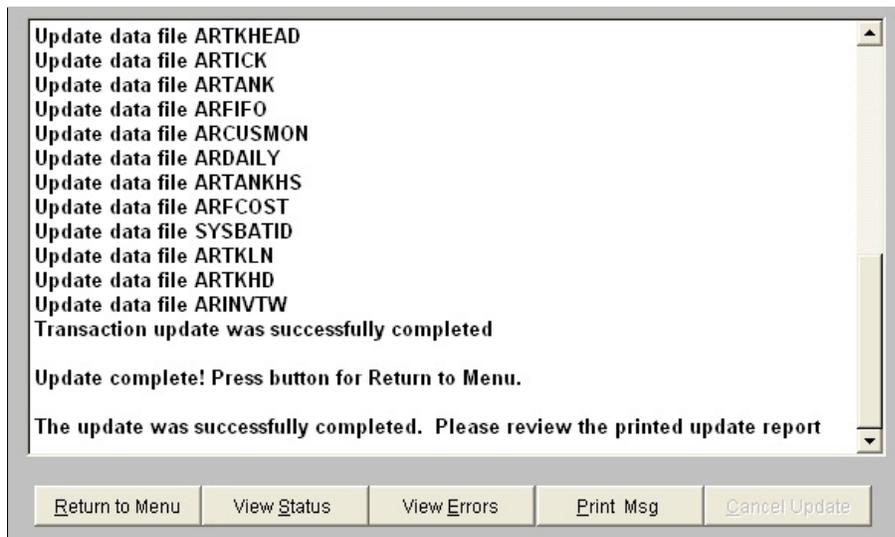


These errors are usually not found in the preposting 'Errors Only' option. They are only found during the update.

<**Print Msg**> Print error messages before cancelling the update.

<**Cancel Uppdate**> if errors are found.

<**Continue Uppdate**> if NO errors are found.



Scroll down the View Status screen and look for the statement:

The update was successfully completed...

NOTE: If an error occurs during the REINDEX after the update, get everyone out and reindex manually from the menu - Option 15.

 In rare instances, the following error might display after the message to read the printed reports. It will take a special password from Petro-Data to continue the update.



The following update reports print:

Salers Invoice Update Register - lists each invoice in summary format - one line per invoice. It lists the TYPE which determines where it appears on the summary totals which are listed at the bottom of the report.

Sales Update Line Item Report - lists each line item on each invoice with gallons, price, cost and profit. Additional information is listed for direct deliveries and blended items. Totals are listed at the bottom.

Daily Department Report - This is an optional report - accepting the default will print it. The update screen gives you the option to not print it. Gallon, dollar, cost and profit totals by location and department are listed for the updated batch.

Sales Update GL Report - lists GL entries created by the update if you are using GL. Checking to make sure the PROOF in ZERO is a very important part of updating.

**GL Out of Balance Report - This report prints if the GL proof is out of balance. It lists the invoice that need to be corrected before the update is tried again.

Invno	Custno	Cust name	Type	Subtot	Discount	Freight	Taxable	Sales Tax	Fuel Tax	Inv Tot
54073	BLUE	Blue Farm	Charge	6113.57	0.00	0.00	0.00	0.00	990.00	7103.57
54074	BLUE	Blue Farm	Charge	16412.72	0.00	0.00	0.00	0.00	2224.58	18637.30
54075	KATENT	KATHY ENTERPRISES	Charge	12227.14	0.00	0.00	0.00	0.00	2197.80	14424.94
				34753.43	0.00	0.00	0.00	0.00	5412.38	40165.81
Tx Sales	0.00		Fuel Tax	5412.38	Charge Tot	40165.81				
Ntx Sales	34753.43		Sales Tax	0.00	Cash	0.00				
Tot Sales	34753.43		Tot Tax	5412.38	Inter Tot	0.00				
					Inv Tot	40165.81				

Sales Invoice Update Register - Batch 20070517 - Summary page 1

Batch: 20070517 Batch Id. 1

Loc	Item Code	Pk	Quan	Gallons	Price	Subtot	Cost	TotCost	Profit
Inv No. 54073	05/17/2007	Customer	BLUE	Blue Farm					
9	LSD	2475.00	2475.00	2.4660	6103.57	2.4202	5990.00	113.57	.046
Vendor	BRAND Term SA	Item LSD	Date	05/16/2007	Rtime	1800			
BOL 05170702	Federal	0.00	State	990.00	County	0.00	City	0.00	
9	LOADFEE	1.00	1.00	10.0000	10.00	0.0000	0.00		
Misc GL Number	50150-500								
Inv No. 54074	05/17/2007	Customer	BLUE	Blue Farm					
9	LSD	1490.00	1490.00	2.4660	3674.47	2.4202	3606.10	68.37	.046
Vendor	BRAND Term SA	Item LSD	Date	05/16/2007	Rtime	1800			
BOL 051707	Federal	0.00	State	596.00	County	0.00	City	0.00	
9	UNL	4876.00	4876.00	2.6062	12708.25	2.4305	11851.12	857.13	.176
Vendor	BRAND Term SA	Item UNL	Date	05/16/2007	Rtime	1800			
BOL 051707	Federal	897.18	State	731.40	County	0.00	City	0.00	
9	LOADFEE	1.00	1.00	30.0000	30.00	0.0000	0.00		
Misc GL Number	50150-500								
Inv No. 54075	05/17/2007	Customer	KATENT	KATHY ENTERPRISES					
9	LSD	4950.00	4950.00	2.4660	12207.14	2.4202	11979.99	227.15	.046
Vendor	BRAND Term SA	Item LSD	Date	05/16/2007	Rtime	1800			
BOL 05170702	Federal	1207.80	State	990.00	County	0.00	City	0.00	
9	LOADFEE	1.00	1.00	20.0000	20.00	0.0000	0.00		
Misc GL Number	50150-500								
Inventory Sales	34693.43	Cost of Sales	33427.21	Profit	1266.22	Prof %	4		
Misc Sales	60.00	Tot Sales (excl taxes)	34753.43						
Fed	2104.98	State	3307.40	County	0.00	City	0.00		

Sales Update Line Item Report - Batch 20070517 - Detail page 2

Date: 05/25/2007
Time: 12:01:21

Demo Company
Daily Department Report
Batch: 20070517 Batch Id. 1

Page No.
3

Loc	Dept	Description	Gallons	Dollars	Cost Dol	Profit
9	2	DIESEL	13791.00	34693.43	33427.21	1266.22
Totals			13791.00	34693.43	33427.21	1266.22
	9999	Miscellaneous	3.00	60.00		
Grand Totals			13794.00	34753.43	33427.21	1266.22

Daily Department Report - Batch 20070517 - Optional report page 3

Date: 05/25/2007	Demo Company	Page No.
Time: 12:01:21	Sales Update GL Report	4
	Batch: 20070517 Batch Id. 1	

Account	GLDate	Description	Amount
11000-100	05/17/2007	A/R Charge Total	40165.81
		Accounts Receivable - Jobber	
13110-100	05/17/2007	REDUCE INVENTORY FOR	-33427.21
		Inventory - Fuel	
22020-	05/17/2007	Federal Fuel Taxes	-897.18
		Account Number not found in GL file	
22021-	05/17/2007	State Fuel Taxes	-793.00
		Account Number not found in GL file	
22030-	05/17/2007	Federal Fuel Taxes	-1939.20
		Account Number not found in GL file	
22031-	05/17/2007	State Fuel Taxes	-1783.00
		Account Number not found in GL file	
43000-100	05/17/2007	SALES FOR DIESEL	-34693.43
		Fuel Sales - Jobber	
50150-500	05/17/2007	MISC SALE - LOADFEE	-60.00
		Loading Fee	
53000-100	05/17/2007	COST OF SALES FOR DI	33427.21
		Cost of Sales Fuel - Jobber	
		GL Proof	0.00

Sales Update GL Report - Batch 20070517 - page 43

Date: 05/25/2007	Demo Company	Page No.
Time: 12:01:21	GL Out of Balance Report	5
	Batch: 20070517 Batch Id. 1	

Invoice	GL Date	Account	Description	Amount
			GL Proof	0.00

GL Out of Balance Report - Batch 20070517 - page 5

WHAT THE UPDATE PROCESS DOES

ACCOUNTS RECEIVABLE

1. Adds invoices to the monthly invoice file. Updates customer balances, year-to-date sales and last sale date.
2. Adds invoices to the Accounts Receivable Open Item File.

3. Adds cash invoice payments to the cash receipt file. Adds cash invoice and receipt to 'Cash' customer history file.

INVENTORY

1. Calculates cost by going to the Fifo Cost File or Rack Price file. If no rack price record exists, the last cost will be used. If cost is found, it is removed from the fifo file and applied to cost of sales.
2. Updates Inventory File by reducing on-hand quantity, and increasing MTD Sales in quantity and dollars. Updates last sale date, increases MTD cost, MTD Profit, and Fifo-Owed Balance if there is no fifo cost available. Fifo Owed tells the computer what quantity is still owed cost whenever a vendor invoice is received.
3. Adds each line item to the Monthly Sales Analysis File and the Inventory Audit File.
4. Updates on-hand quantity and MTD sales for tanked items.
5. Prints each line item on the printer with the cost, profit and profit percent.

CREATES GENERAL LEDGER JOURNAL ENTRIES IN INVENTORY LINK FILE

- DEBIT - Accounts Receivable for charge sales
- DEBIT - Intercompany Account for Intercompany sales.
- DEBIT - Bank for cash payments on sales invoices.
- DEBIT - Credit Card Account for credit card payments on sales invoices.
- CREDIT - Tax Accounts for all taxes.
- CREDIT - Departmental Sales Account for sales.
- DEBIT - Cost of Sales Account for the calculated cost of the sale
- CREDIT - Inventory Account to reduce inventory by the cost of the sale.

PRINTS AUDIT TRAIL

To insure that everything is in balance, the computer prints a complete Audit Trail as follows:

1. Summary Invoice Register showing what went to Accounts Receivable.
2. Detail Line Item Report showing how inventory was updated.
3. General Ledger Report showing the Journal Entries.
4. Department Report showing quantity sold, sales dollars, and profit by department (optional).

CHECK FOR ERRORS - Operator responsibility before completing the update

Review the printed audit trail and check for the following:

Review Error Messages. Error messages like '*** FIFO not found, using last cost' or '*** Department not found...' may print. These messages are usually surrounded by asterisks *** so that they may be easily identified.

Review Cost of Sales. The cost of sales, profit dollars and percent of profit appear on the far right hand column of the Detail Line Item Register. Review these numbers to make sure that you are not selling under cost or that a bad cost has not been entered into the system.

General Ledger Proof. After the Journal Entries are printed, the computer prints a proof total. This total must be 0.00. If it is not zero, then you have an out of balance situation that needs to be corrected.

Check Balancing Totals. At the end of the Invoice Summary Report, totals are printed. After the Line Item Report, totals are printed. Please review the totals. If the AR totals and the Inventory totals don't match, an out of balance message prints.

REINDEX INVOICES

This option recreates the index files used in Sales Invoice Entry. Everyone must be out of invoicing to run this. It is not necessary to get everyone out of everything to run this option. Run this anytime you are having trouble with the invoice file such as out-of-balances invoices. If the file is corrupt, you will get an error 15 which will require 'fixfile' to be run.

MENU SELECT

From the Sales Invoice Entry menu, Select *4 Reindex Invoice Files*.

Enter **Y** to proceed with reindexing.

Enter **N** to quit without reindexing.

```
Demo Company *** Reindex Invoice Files *** 04/27/2007

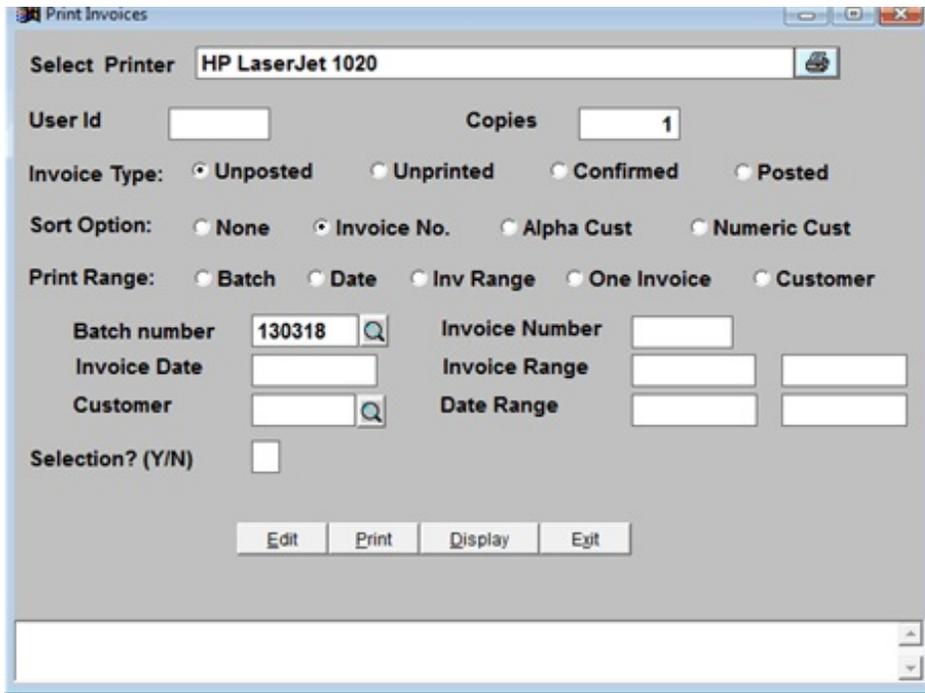
Ready to index invoice files? 
```

PRINT INVOICES

This option allows you to print sales invoices. You can print by batch, invoices that were created by the BOL Billing program or entered in Sales Invoice entry. Individual invoices both posted and unposted can also be printed.

MENU SELECT

From the Sales Invoice Entry menu, Select *Print Invoices*.



I N V O I C E

REMIT TO:
 PETRO-DATA INC.
 12311 WETMORE ROAD
 SAN ANTONIO, TX 78247
 Phone: 210-545-4774

INVOICE # 54073
 CUSTOMER # BLUE

Sold To:
 Blue Farm
 Main Offices
 9234 South Way
 SAN ANTONIO, TX 78040

Ship To:
 BLUE FARM
 1234 North Way
 Castroville, TX 78234

DATE	SHIP VIA	FOB	TERMS						
05/17/2007	COAST		1.00%	30/NET 60	DUE ON 07/16/2007				
P. O. NO.	ORDER DATE		SALESMAN						
	05/17/2007		BW						
DESCR ITEM	PACK QTY	PACK DESCR	GROSS GAL	NET GAL	PRICE NO TAX	FED RATE	STATE RATE	PRICE AND TAX	TOTAL AMOUNT
LOW SULPHUR DIESEL LSD	2500	GAL	2500.00	2475.00	2.46608	.0000	.4000	2.86608	7093.57
BOL 05170702 LOADING FEE LOADFEE	1			1.00	10.00			10.00	10.00

Please leave the Dispatch Ticket in the Old Black
 Mailbox Next to the Windmill.

SUBTOTAL	6113.57
FED TAX	0.00
STATE TAX	990.00
(6.75%) SALES TAX	0.00
INVOICE TOT	7103.57

1 CENT A GALLON DISCOUNT OF 61.14 IF PAID BY 07/16/2007.
 Any unpaid account balance past 30 days will be charged
 interest at the rate of 1.5 percent per month

RESTORE INVOICES

Restoring is the process of undoing an update either for an individual invoice or for an entire batch. In the visual version, a restore can be done anytime during the CURRENT month except under the following circumstances:

DO NOT RESTORE IF:

1. AR and/or Inventory Month-End has been run and invoice is in history.
2. Invoice has been PAID - you may do a negative cash receipt to unpay.
3. Distribution has already been released.

Restore can be run after other processing has been done.

A unique batch ID is assigned by the computer when the update is done. It prints on the update reports and is listed on the restore lookup screen along with the date and time the update was done.

MENU SELECT

From the Jobber Inventory Main Menu, select - *Sales Invoice Entry*.

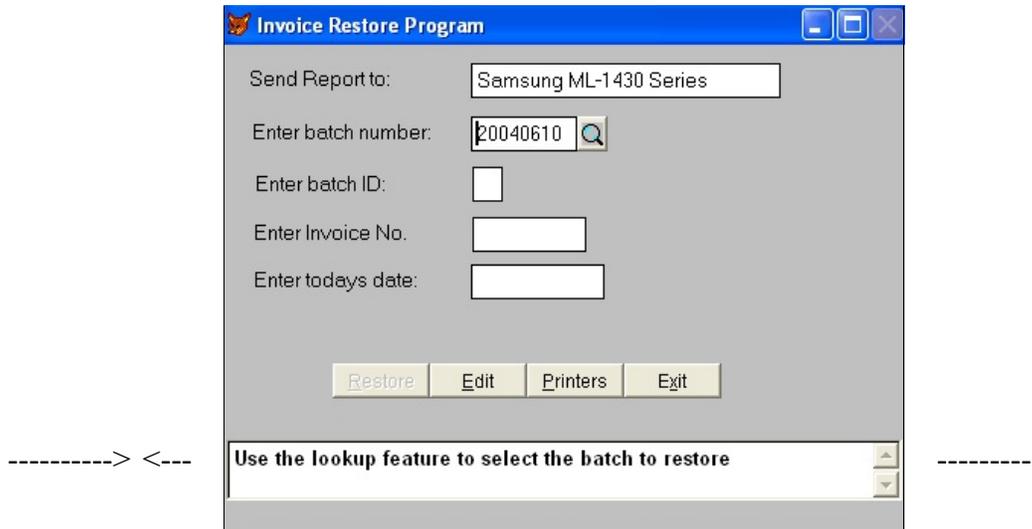
From the Sales Invoice Entry Submenu, select - *Restore Invoice Update Data Files*.

Click on the magnifying glass (or press F2) to see the updated batches and select one to restore.

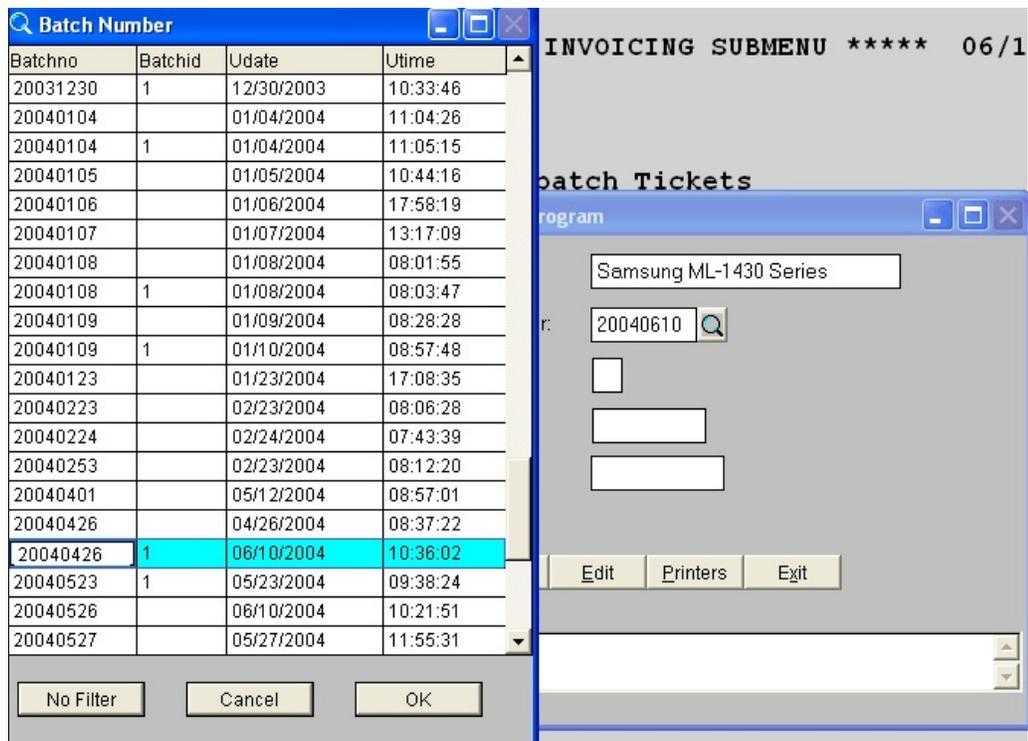
The Batch will have a BATCHID if it has been updated. The date and time of the update are listed. Printed update reports have the batchid at the top of the report and the time stamped on the top left.

If only one invoice is wrong, do not restore the entire batch. Restore only the incorrect invoice.

tickweed.tim - if gl transactions have already been released, NO gl entries will be created by the second update.



Click on the magnifying glass (or press F2) to see the updated batches and select one to restore.



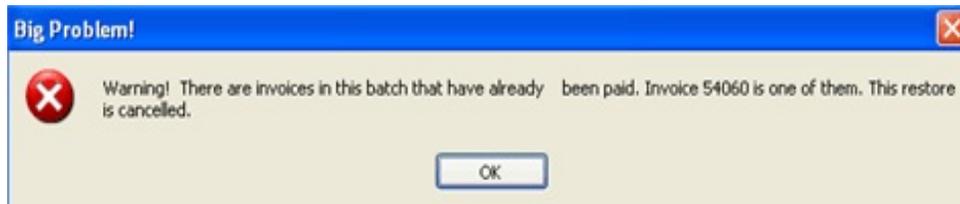
The Batch will have a BATCHID if it has been updated. The date and time of the update are listed. Printed update reports have the batchid at the top of the report and the time stamped on the top left.

If only one invoice is wrong, do not restore the entire batch. Restore only the incorrect invoice.

After selecting the batch or invoice number,



There are n invoices in this batch displays or:



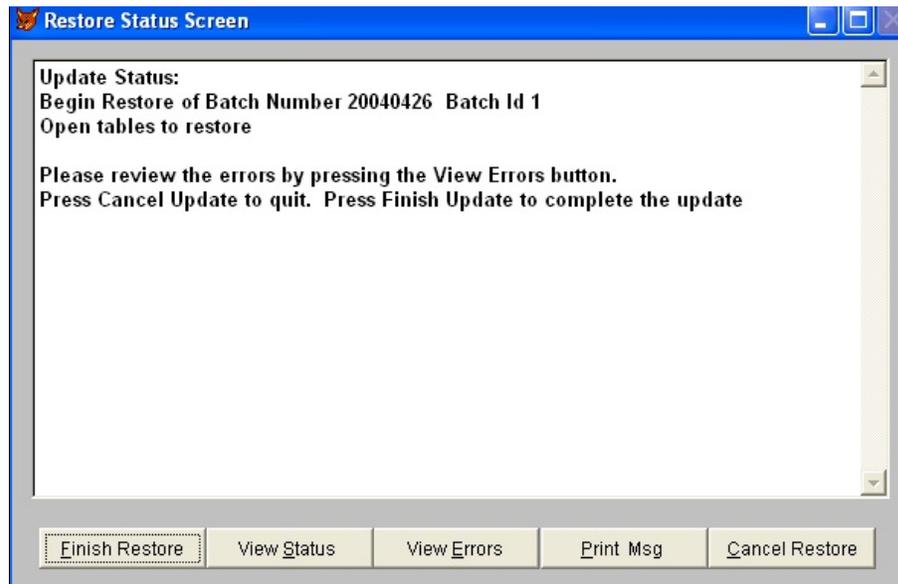
<Edit> allows you to select another batch or BOL to restore.

<Restore> takes you to the next step of the restore process.

<Printers> The default printer displays, change it using this button.

<Exit> Quits the restore screen without beginning the restore.

Select <Restore> to continue.



If no errors occur, the 'View Status' screen displays.

Press <View Errors>. The error screen displays. Do NOT continue with restore if errors display.

<Print Msg> Print error messages before cancelling the restore.

<Cancel Restore> if errors are listed.

<Continue Restore> if NO errors are listed.

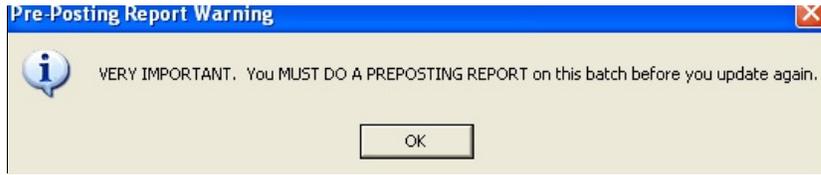
The following message displays when <Return to Menu> is selected.

After correcting the invoice, be sure to print a preposting before updating again. If you delete the invoice, no preposting or update is required.

The 'Restore Status Screen' is exactly like the Update Status Screen except for the message at the bottom: ***The restore was successfully completed. Do a status report to see the results.***

The invoice or batch that was restored should be back in the **unposted invoice file**.

To **Exit the screen**, you may press <Return to Menu> or click on the X to close the restore box.



A window titled "Display Report Detail Batch Status Report" with a blue header bar and standard window controls (minimize, maximize, close) in the top right. Below the header are buttons for "Print", "Save", "Exit", "Enlarge", and "Reduce". The main content area displays a report for the date 06/10/2004 and batch 20040426. The report is a table with columns for "Data file", "Subtotal", "Total", and "# Transactions".

Data file	Subtotal	Total	# Transactions
Unposted Invoice Header	3168.00	3169.00	3
Unposted Line Items	3168.00	3169.00	4
Posted Invoice Header	0.00	0.00	0
Posted Line Item	0.00	0.00	0
Posted AR Open Item	0.00	0.00	0
Posted Cash Receipts	0.00	0.00	0
Inventory Link	0.00		0 No GL Transactions

The **Detail Batch Status Report** for the restored sales invoice batch should look like the following screen.

BATCH STATUS REPORT

This option lists all unposted batches from the following modules: Sales Invoice Entry, BOL Entry, Purchases Entry, and Adjustments and Transfers. ALSO, it can print detail for ONE batch (sales invoice batch only) - checking all updated files for out-of-balance condition. It is important especially at month end to make sure all transactions for the month have been updated.

Detail for ONE sales invoice batch can be run for posted or unposted invoices. An example of each is listed below. Only current month batches will print.

MENU SELECT

From the Sales Invoice Entry menu, Select *Batch Status Report*.

Printer.

Enter **S** to print the report on the screen.

Enter **P** to print to the printer and select the desired printer.

Enter **F** to print to a Text File and enter the full path and desired file name.

Enter **Q** to return to the menu without printing.

Enter today's date.

The system date displays. This date has no effect on the report.

Option:

Enter **1** to print All unposted batches.

Enter **2** to print Detail for one batch of Sales Invoices.

Note: If there is ever doubt whether a batch of sales invoices updated successfully, print the 'Detail for One Batch' option. Fax it to Petro-Data customer support for analysis.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

To print the report using the selected printer or screen, press **Y**. To change to a different printer or print option, press P. To quit without printing enter **N** or **Q**.

```
Demo Company *** Unposted Batch Status Report *** 04/27/2007

Display report on screen

Enter today's date 04/27/2007

Option: 1=All unposted batches 2=Detail for one batch 1

Enter a batch number for detail report

Is everything ok? (Y/N/P=Printer/Q=Quit)
```

Options for All Unposted Batches

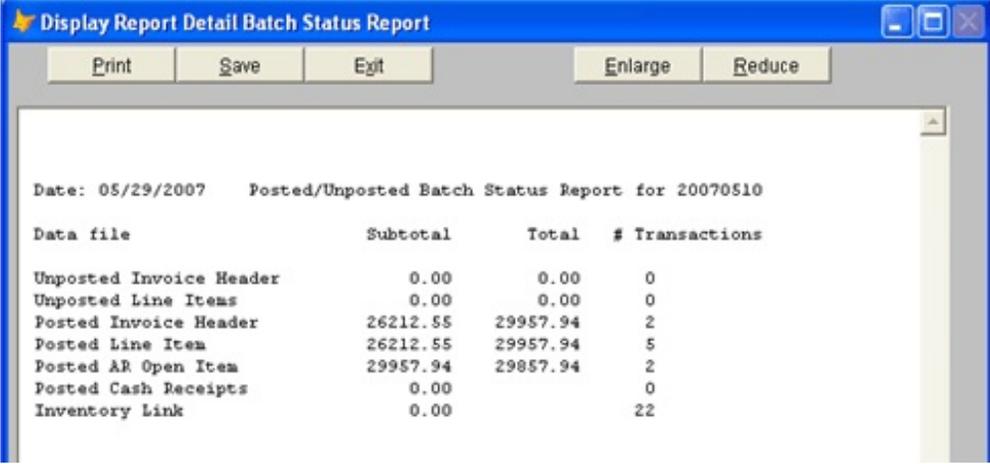
Date: 04/27/2007 Time: 17:03:53	Demo Company Batch Status Report 04/27/2007	Page No. 1
Batch No.	Type	Total
20070406	SALES INVOICE	0.67
20070417	SALES INVOICE	2237.11
20070423	SALES INVOICE	2672.01
20070424	SALES INVOICE	219.00
20070425	SALES INVOICE	0.00
Totals		5128.79
20070405	PURCHASE	0.00
20070419	PURCHASE	0.00
Totals		0.00
20070413	BILL OF LADING	2037.42
Totals		2037.42
20070130	TRANSFER	165.00
Totals		165.00

All Unposted Batches Report

Data file	Subtotal	Total	# Transactions
Unposted Invoice Header	3168.00	3169.00	3
Unposted Line Items	3168.00	3169.00	4
Posted Invoice Header	0.00	0.00	0
Posted Line Item	0.00	0.00	0
Posted AR Open Item	0.00	0.00	0
Posted Cash Receipts	0.00	0.00	0
Inventory Link	0.00	0.00	0 No GL Transactions

Detail for One Batch Report - UNPOSTED Batch

Note: There are totals ONLY on the Unposted Invoice Header and Unposted Line Items columns. All other totals are zero. (The exception might be 'Posted Cash Receipts' if there is a cash receipt batch with the same batch number.)



Data file	Subtotal	Total	# Transactions
Unposted Invoice Header	0.00	0.00	0
Unposted Line Items	0.00	0.00	0
Posted Invoice Header	26212.55	29957.94	2
Posted Line Item	26212.55	29957.94	5
Posted AR Open Item	29957.94	29857.94	2
Posted Cash Receipts	0.00		0
Inventory Link	0.00		22

Detail for One Batch Report - POSTED Batch

Notes:

There are NO totals on the Unposted Invoice Header and Unposted Line Items columns.

There ARE totals on the Posted Invoice Header, Posted AR Open Items, and there are 22 transactions in the Inventory Link file for this batch and it is balance since 'Subtotal' column has 0.00.

If any of the files were partially updated (a VERY RARE occurrence), the message 'Out of Balance' will print in the blank space after the '# Transactions' column.

(If you use AR Option 1 *Post Invoices* to enter Cstore charges or other miscellaneous charges, this could cause an 'Out of Balance' message which is not a problem.)

If you are not sure if there is a problem, fax the report to Customer Support for analysis.

POSTED INVOICE REPORT

This option is a reporting option for posted invoices. Print or display an individual posted invoice in detail by invoice number, a batch of posted invoices in summary, check the profit on a batch among other things.

MENU SELECT

From the Sales Invoice Entry menu, Select *Posted Invoice Report*.

BEGIN REPORT

Printer.

Enter **S** to print the report on the screen.

Enter **P** to print to the printer and select the desired printer.

Enter **F** to print to a Text File and enter the full path and desired file name.

Enter **Q** to return to the menu without printing.

Enter today's date.

The system date displays. This date has no effect on the report.

The screenshot shows a window titled "Petro-Data Jobber Inventory" with a menu bar containing F2-Lookup, F3, F4, F5, F6, F7-Start Over, and F8-Quit. The main display area shows the following text:

```

Demo Company *** Sales Invoice Register Report *** 04/30/2007

Display report on screen

Enter Todays Date 04/30/2007

1=Summary  2=Detail Line Items  3=Out of Balance  4=Batch Totals 2

Enter Invoice Number (Blank=All) 147168      Print PO Number N

Search: C - Current  H - History  B - Both  C

Sort: 1 Batch  2 Customer  3 Cust Numeric  4 Invoice only 4

B Range of Batch #  D Range of Dates  A All  A

Batch range                                Date range

Input selection criteria? N                Include Misc Items? (Y/N) Y

Print Cost and Profit? (Y/N) Y            Omit Rounding Error Messages Y

Is everything ok? (Y/N/P=Printer/Q=Quit) Y
  
```

*Posted Invoice Report or Inquiry Options***Option:**

Enter **1** to print Summary - without line items.

Enter **2** to print Detail - with line items.

Enter **3** to print Out of Balance invoices only (line item totals not equal to header total).

Enter **4** to print Batch Totals only - total charges, cash, taxes, etc.

Enter Invoice Number (Blank=All)

To print an individual invoice, enter the invoice number.

Print PO Number

If the invoice had a PO number, print it on the report.

Select Files:

C = Current to search and print data from the Current File only.

H = History to search and print data from the History File only.

B = Both to search both current and history.

Sort:

Enter **1** to sort and subtotal the report by Batch.

Enter **2** to sort and subtotal the report by Alphabetical Customer.

Enter **3** to sort and subtotal the report by Numeric Customer code.

Enter **4** to sort by Invoice number only - lists invoices in invoice number order.

Report Range:

Enter **B** to enter a range of batch numbers.

Enter the beginning and ending batch numbers in the range.

Enter **D** to enter a range of dates.

Enter the beginning and ending dates in the range.

Enter **A** to search the entire file. (Use this option for an individual invoice.)

Input Selection Criteria?

Enter **Y** to narrow or filter the report using one of the filterable fields displayed.

Click **A** to add, select the field, the operand and input the data. Press <Enter> and click <OK>.

Include Misc Items? (Y/N)

Enter **Y** to include items such as Loadfee, Labor, Freight, etc. on the report.

Enter **N** to exclude miscellaneous items - line items will NOT match invoice total which might not be a problem.

Print Cost and Profit? (Y/N)

Enter **Y** to include cost and profit on the report - only for regular inventory items

Enter **N** to exclude cost and profit.

Omit Rounding Error Messages (Y/N) - Only applies if using the 'DETAIL' option

Enter **Y** to omit rounding error messages

Enter **N** to print the rounding error messages on the report.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Enter **Y** to print the report using the selected options and printer or screen.

Enter **N** to change a selected report option.

Enter **P** to change to a different printer or print option.

To quit without printing enter **N** or **Q**.

Date: 04/30/2007 Time: 11:32:24		Demo Company Detail Posted Invoice Report for 04/30/2007						Page No. 1					
Batch	Inv No	Inv Date	Cust No	Subtot	Fuel Tax	Slstx	Frnt&Disc	Inv Tot					
20050902	145552	09/02/2005	PM1	16154.70	2392.26	0.00	0.00	18546.96					
Loc Tank	Item	Pk Qty	Price	Subtot	F Rate	Fuel Tax	Tx?	Total	Cost	Cost Ext	Profit	Profit %	
9	LSD	LSD	295	2.5226	746.45	44.40	131.38	N	877.83	1.6230	480.25	266.20	55.42
9	UNL	UNL	457	2.6818	1226.34	38.40	175.60	N	1401.94	1.8063	825.99	1060.70	128.41
9	SUP	SNL	246	2.6818	660.34	38.40	94.54	N	754.88	1.7557	432.30	1454.37	336.42
9	SUP	SNL	455	2.7882	1269.47	38.40	174.84	N	1444.31	1.7558	799.42	470.05	58.79
9	UNL	UNL	4728	2.5909	12252.10	38.40	1815.90	N	14068.00	1.7674	8358.14	3893.96	46.58

Detail Report for invoice 145552 including profit

Date: 05/29/2007 Time: 13:02:41		Demo Company Summary Invoice Register for 05/29/2007 Batch 20050902						Page No. 1		
Batch	Inv No.	Date	Cust No	Subtot	Fuel Tax	Slstx	Frnt&Disc	Inv Tot		
20050902	145551	09/01/05	PM1	11527.89	1800.07	0.00	0.00	13327.96		
20050902	145552	09/02/05	PM1	16154.70	2392.26	0.00	0.00	18546.96		
20050902	145553	09/03/05	PM1	14115.71	2073.71	0.00	0.00	16189.42		
20050902	145554	09/04/05	PM1	13675.59	1998.60	0.00	0.00	15674.19		
20050902	145555	09/05/05	PM1	15483.41	2261.42	0.00	0.00	17744.83		
20050902	145556	09/06/05	PM1	10533.28	1556.69	0.00	0.00	12089.97		
20050902	145557	09/07/05	PM1	8838.60	1325.98	0.00	0.00	10164.58		
20050902	146248	09/08/05	PM1	11139.20	1699.48	0.00	0.00	12838.68		
20050902	146250	09/09/05	PM1	14131.19	2160.11	0.00	0.00	16291.30		
20050902	146251	09/10/05	PM1	11686.34	1781.92	0.00	0.00	13468.26		
20050902	146253	09/11/05	PM1	12503.51	1900.44	0.00	0.00	14403.95		
20050902	146255	09/12/05	PM1	9040.41	1373.47	0.00	0.00	10413.88		
20050902	146257	09/13/05	PM1	8190.16	1259.75	0.00	0.00	9449.91		
20050902	146265	09/14/05	PM1	8780.47	1396.29	0.00	0.00	10176.76		
20050902	146823	09/15/05	PM1	9617.61	1533.69	0.00	0.00	11151.30		
20050902	146824	09/16/05	PM1	15197.00	2490.34	0.00	0.00	17687.34		
20050902	146825	09/17/05	PM1	12410.66	2054.12	0.00	0.00	14464.78		
20050902	146826	09/18/05	PM1	13486.90	2239.93	0.00	0.00	15726.83		
20050902	146827	09/19/05	PM1	10567.32	1797.33	0.00	0.00	12364.65		
20050902	146828	09/20/05	PM1	12211.54	2112.87	0.00	0.00	14324.41		
20050902	146829	09/21/05	PM1	14129.43	2433.56	0.00	0.00	16562.99		
Totals				253420.92	39642.03	0.00	0.00	293062.95		
Charges	293062.95	Csh sales	0.00	Cr Card	0.00	Tot Sales	293062.95			
Non Tax.	293062.95	Taxable	0.00							

Summary Report for Batch 20050902

Date: 05/29/2007		Demo Company	Page No.
Time: 13:06:21		Batch Total Report 05/29/2007	1
		Batch 20050902	
Batch Summary Totals for 20050902			
Sales Subtotal	253420.92	Charges	293062.95
Sales Tax	0.00	Cash Sales	0.00
Fuel Tax	39642.03	Intercompany	0.00
Discounts	0.00	Cash	0.00
Freight	0.00	Cr Card	0.00
Total Sales	293062.95	Total A/R	293062.95
Taxable Sales	0.00	No Tax Sales	293062.95
Grand Totals			
Sales Subtotal	253420.92	Charges	293062.95
Sales Tax	0.00	Cash Sales	0.00
Fuel Tax	39642.03	Intercompany	0.00
Discounts	0.00	Cash	0.00
Freight	0.00	Cr Card	0.00
Total Sales	293062.95	Total A/R	293062.95
Taxable Sales	0.00	No Tax Sales	293062.95

Batch Totals for Batch 20050902

INVOICE NUMBER AUDIT

This option is a listing of all invoice numbers within a specified range, and their status. It is most commonly used to list information about deleted or skipped invoice numbers.

MENU SELECT

From the Sales Invoice Entry menu, Select *10 Invoice Number Audit Report*.

BEGIN REPORT

Printer.

Enter **S** to print the report on the screen.

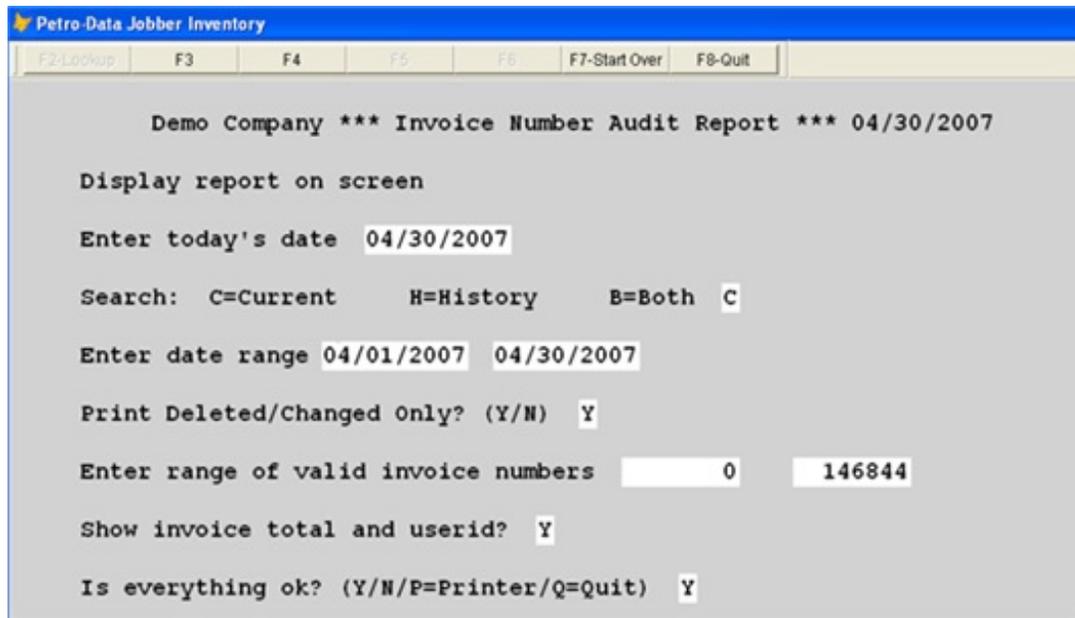
Enter **P** to print to the printer and select the desired printer.

Enter **F** to print to a Text File and enter the full path and desired file name.

Enter **Q** to return to the menu without printing.

Enter today's date.

The system date displays. This date has no effect on the report.



The screenshot shows a software window titled "Petro-Data Jobber Inventory" with a menu bar containing "F2-Lookup", "F3", "F4", "F5", "F6", "F7-Start Over", and "F8-Quit". The main display area shows the following text:

```
Demo Company *** Invoice Number Audit Report *** 04/30/2007

Display report on screen
Enter today's date 04/30/2007
Search: C=Current      H=History      B=Both  C
Enter date range 04/01/2007 04/30/2007
Print Deleted/Changed Only? (Y/N) Y
Enter range of valid invoice numbers 0 146844
Show invoice total and userid? Y
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
```

Invoice Number Audit Report Options

Select Files:

- C = Current** to search and print data from the Current File only.
- H = History** to search and print data from the History File only.
- B = Both** to search both current and history.

Enter Date Range

Enter beginning and ending dates to search.

Print Deleted/Changed Only? (Y/N)

Enter **Y** to only print Deleted or Changed invoices.
 Enter **N** to print all invoices in the specified range.

Enter range of valid invoice numbers

Enter beginning and ending invoice numbers.

Show invoice total and userid?

Enter **Y** to show the invoice total prior to deletion and the user ID of the operator who deleted it.
 Enter **N** to only show the invoice number and status.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Press **Y** to print the report using the selected options including printer or screen.
 Press **P** to change to a different printer or print option.
 Press **N** to reenter options or **Q** to quit without printing.

Date: 04/30/2007	Demo Company	Page No.																																																																																	
Time: 11:55:44	Invoice Number Audit Report 04/30/2007	1																																																																																	
	Date Range: 01/01/2007 to 04/30/2007																																																																																		
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Inv No.</th> <th style="text-align: left;">Inv Date</th> <th style="text-align: left;">CustNo</th> <th style="text-align: left;">Status</th> <th style="width: 20px;"></th> <th style="text-align: left;">Inv No.</th> <th style="text-align: left;">Inv Date</th> <th style="text-align: left;">CustNo</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>Q</td> <td>01/10/2007</td> <td></td> <td>Deleted</td> <td></td> <td>TESTS</td> <td>02/05/2007</td> <td>BLUE</td> <td>Deleted</td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="padding-left: 20px;">and Id</td> <td>0.00</td> <td>DC</td> <td></td> <td style="padding-left: 20px;">Total</td> <td style="padding-left: 20px;">and Id</td> <td>1.00</td> <td>DC</td> </tr> <tr> <td>TESTDC</td> <td>02/19/2007</td> <td>BLUE</td> <td>Deleted</td> <td></td> <td>TESTDC</td> <td>02/19/2007</td> <td>BLUE</td> <td>Deleted</td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="padding-left: 20px;">and Id</td> <td>0.00</td> <td>DC</td> <td></td> <td style="padding-left: 20px;">Total</td> <td style="padding-left: 20px;">and Id</td> <td>12.70</td> <td>DC</td> </tr> <tr> <td>TEST21</td> <td>02/27/2007</td> <td>BLUE</td> <td>Deleted</td> <td></td> <td>Q</td> <td>04/03/2007</td> <td></td> <td>Deleted</td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="padding-left: 20px;">and Id</td> <td>0.00</td> <td>DC</td> <td></td> <td style="padding-left: 20px;">Total</td> <td style="padding-left: 20px;">and Id</td> <td>0.00</td> <td>DC</td> </tr> <tr> <td>0426</td> <td>04/26/2007</td> <td>KATCO</td> <td>Deleted</td> <td></td> <td>999</td> <td>04/25/2007</td> <td>BLUE</td> <td>Deleted</td> </tr> <tr> <td style="padding-left: 20px;">Total</td> <td style="padding-left: 20px;">and Id</td> <td>35.40</td> <td>KF</td> <td></td> <td style="padding-left: 20px;">Total</td> <td style="padding-left: 20px;">and Id</td> <td>10.00</td> <td></td> </tr> </tbody> </table>	Inv No.	Inv Date	CustNo	Status		Inv No.	Inv Date	CustNo	Status	Q	01/10/2007		Deleted		TESTS	02/05/2007	BLUE	Deleted	Total	and Id	0.00	DC		Total	and Id	1.00	DC	TESTDC	02/19/2007	BLUE	Deleted		TESTDC	02/19/2007	BLUE	Deleted	Total	and Id	0.00	DC		Total	and Id	12.70	DC	TEST21	02/27/2007	BLUE	Deleted		Q	04/03/2007		Deleted	Total	and Id	0.00	DC		Total	and Id	0.00	DC	0426	04/26/2007	KATCO	Deleted		999	04/25/2007	BLUE	Deleted	Total	and Id	35.40	KF		Total	and Id	10.00			
Inv No.	Inv Date	CustNo	Status		Inv No.	Inv Date	CustNo	Status																																																																											
Q	01/10/2007		Deleted		TESTS	02/05/2007	BLUE	Deleted																																																																											
Total	and Id	0.00	DC		Total	and Id	1.00	DC																																																																											
TESTDC	02/19/2007	BLUE	Deleted		TESTDC	02/19/2007	BLUE	Deleted																																																																											
Total	and Id	0.00	DC		Total	and Id	12.70	DC																																																																											
TEST21	02/27/2007	BLUE	Deleted		Q	04/03/2007		Deleted																																																																											
Total	and Id	0.00	DC		Total	and Id	0.00	DC																																																																											
0426	04/26/2007	KATCO	Deleted		999	04/25/2007	BLUE	Deleted																																																																											
Total	and Id	35.40	KF		Total	and Id	10.00																																																																												

Detail Report for invoice 145552 including profit

STARTING INVOICE

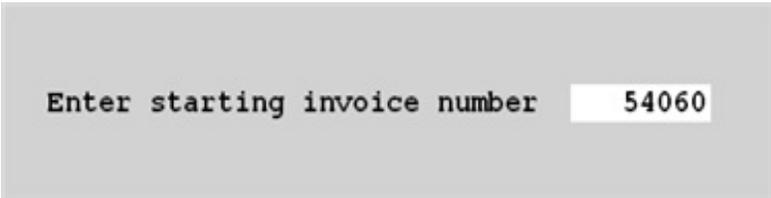
This option is used to enter the invoice number to be used next in sales invoice entry when 'A' to add an invoice is used. It is also used to assign invoices in the BOL Billing (combo) program during 'Calculate sales invoices for manual BOLs' program, and in the Cardlock convert process. Whenever the next available invoice number is needed, this file is accessed to get the number. You may start invoice numbers over with 1, or start them wherever you decide.

Normally this number does not need maintenance; however, if someone manually enters the next invoice number instead of using the 'Add' option, a 'duplicate invoice number' error message could result.

To correct the problem, do a lookup in invoice entry to find the next number to be used and correct the starting invoice number in this option.

MENU SELECT

From the Sales Invoice Entry menu, Select *Starting Invoice*.



```
Enter starting invoice number 54060
```

CHANGE INVOICE DATA

The main use of this option is to change cost on updated invoices which may not be restored. If the Sales Analysis Generator reports are used for calculating commissions, the cost may be correct and if for some reason the cost was not correct when the invoice was updated, it can be fixed. The difference in cost is displayed on the screen in case accounting wants to make a journal entry between inventory and cost of sales.

There is an option to cancel invoices; however, you must make sure that the invoice is removed from inventory as well as accounts receivable. Journal entries are created for cancelled invoices.

MENU SELECT

From the Sales Invoice Entry menu, Select 99.

PASSWORD

BEGIN REPORT

Printer.

Enter **S** to print the report on the screen.

Enter **P** to print to the printer and select the desired printer.

Enter **F** to print to a Text File and enter the full path and desired file name.

Enter **Q** to return to the menu without printing.

Enter GL Posting Date.

The system date displays. Enter the date to be used on the batch of GL entries if any are created.

Petro-Data Jobber Inventory

F2-Lookup F3-AR Inquiry F4-Inv Inq

Demo Company *** Invoice Change or Cancel *** 05/30/2007

Display report on screen

Enter GL Posting Date 05/30/2007

Search which files? 1=Current 2=History 1

Enter invoice number 54061

Enter batch number

Is everything ok? (Y/N/P=Printer/Q=Quit) Y

Search which files?

Enter **1** to search **Current** files.
 Enter **2** to search **History** files.

Enter invoice number:

Enter the invoice number to change or delete.

Enter batch number:

Enter the batch number to change or delete. This field is skipped.

Is Everything Ok? (Y/N/P=Printer/Q=Quit).

Press **Y** to print the report using the selected options including printer or screen.
 Press **P** to change to a different printer or print option.
 Press **N** to reenter options or **Q** to quit without printing.

Demo Company *** Invoice Change or Cancel *** 05/30/2007

Transaction File	No. Records	Amount	Record ID
Open Item File	1	22837.74	80
Sales Line Items	3	22837.74	80
Inventory Audit File	3		80
Distribution File	12	0.00	80

Inv ID	Inv No.	Cust No	Inv Date	Batch No.	Inv Total
80	54061	BLUE	05/10/2007	20070510	22837.74

C=Change date/batch	D=Delete Invoice	Q=Quit
L=Line items/Chg Cost	G=Gl distribution	P=Print Q

C = Change date/batch

Change the date and/or batch number on an invoice or batch after it is updated.

Inv ID	Inv No.	Cust No	Inv Date	Batch No.	Inv Total
80	54061	BLUE	05/10/2007	20070510	22837.74

The invoice date and batch number of the displayed invoice can be changed. The changes are made in the file that is used in the Sales Analysis Generator.

D = Delete Invoice - not functional in this program.

Note: If the invoice is in the Current file and has not been paid, use the restore option to restore the updated invoice and then delete it from the unposted file.

G = GL Distribution

The distribution of the invoice displays. No changes are allowed.

BROWSE DISTRIBUTION - <Ctrl W>=Quit						
	Invno	Trantype	Glacct	Gldate	Batchno	
	54061	ARCHG	11000-100	05/10/2007	20070510	
	54061	COS	53000-100	05/10/2007	20070510	
	54061	INV	13110-100	05/10/2007	20070510	
	54061	SALES	43000-100	05/10/2007	20070510	
	54061	FEDTAX	22020-	05/10/2007	20070510	
	54061	FEDTAX	22030-	05/10/2007	20070510	
	54061	COS	53000-100	05/10/2007	20070510	
	54061	INV	13110-100	05/10/2007	20070510	
	54061	SALES	43000-100	05/10/2007	20070510	
	54061	STTAX	22021-	05/10/2007	20070510	
	54061	STTAX	22031-	05/10/2007	20070510	
	54061	MISC	50150-500	05/10/2007	20070510	

P = Print - not functional in this program.

L = Line items/Change Cost

Use this option to change the cost on invoice line items. The Sales Analysis file will be updated with the new cost for reports, but GL will not be updated with the difference. The difference will display.

View Line Items									
	Invno	Item	Gallons	Subtotal	Batchno	Invdate	Cost	Actcost	
	54061	UNL	6410.000	16341.01	20070510	05/10/2007	2.440500	2.440500	
	54061	LSD	1490.000	3719.79	20070510	05/10/2007	2.420200	2.420200	
	54061	LOADFEE	1.000	40.00	20070510	05/10/2007	0.000000	0.000000	

The line items display. Change the 'COST' and 'ACTCOST' fields to the correct amount. In most cases, both should be the same.

<Ctrl> <W> to exit the window and save the changes.

Cost Chg 64.10

Change cost for this invoice? (Y/N)

Change cost for this invoice? (Y/N).

Press **Y** to update the cost change.

Press **N** to quit without updating the cost change.

Q = Quit

RECURRING INVOICES

Recurring Invoices are periodic billings for things like tank rental (gas, diesel, propane). Any kind of miscellaneous billing that is done on a schedule may be set up here. Billing cycles may be monthly, quarterly, semiannual, annual, or number of days.

A record is set up for each bill to be generated and when it is time to do the billing for a specific cycle, invoices are generated, printed, and updated. Billing ITEMS must be set up in the inventory file BEFORE setting up the Recurring Invoice file.

The processing checklist is at the end of this chapter as well as in the Daily Run Sheets.

MENU SELECT

From the Sales Invoice Entry Submenu, select *Recurring Invoices*.

```
1  Recurring Invoice File Maintenance
2  Recurring Invoice Report
3  Generate Invoices
4  Index Recurring Entry File
5  Restore Recurring Invoice Batch
Q  Quit

Select an Option  Q
```

SELECT 1 - Recurring Invoice File Maintenance

From the Recurring Invoice Submenu, select *1 Recurring Invoice File Maintenance*.

RECURRING LOOKUP: To look up an existing record, press the magnifying glass.

Hint! To see records for a specific CUSTOMER, enter the customer number and then press the *Recurring Lookup* magnifying glass.

BEGIN INPUT

NEW RECURRING ENTRY RECORD

As the record is being added, valid options and codes will display in the area at the

bottom of the record.

Customer Number: Enter a customer number or select from lookup. The customer name displays.

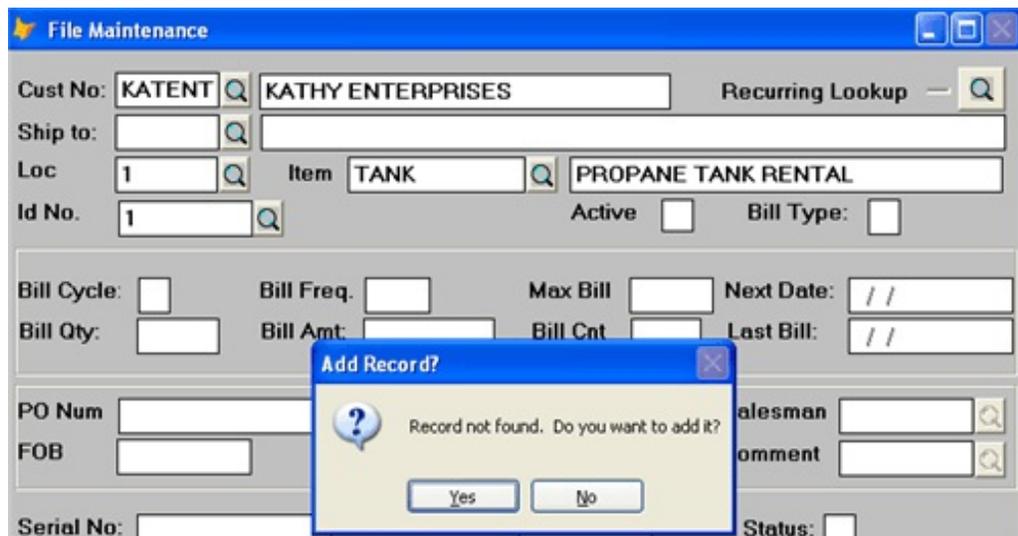
Ship To: Enter a ship to code if needed or select from lookup. Press <enter> if none.

Location: Enter the location number of the billing item or select from the lookup.

Item: Enter the item number to be used on the billing invoice or select from the lookup. The item description displays.

ID Number: Enter the specific ID number for this record. If this customer has multiple recurring billing transactions, use this number to distinguish between them.

If no record is found in the file with the criteria entered, the add box displays. Some defaults from the customer record display automatically.



Record not found. Do you want to add it?

Y = To add the record and enter the rest of the data.

N = To start over or change data before adding.

Note: If you enter Y by mistake, you must go to the bottom of the record and delete it to remove it from the file..

Active: A for Active

I for inactive - to inactivate a billing record without deleting it.

- Bill Type:** P = Propane Rental
R = other Rental types
S = a recurring Sale
L = a Loan
User Defined = Enter any single letter or number representing a billing type. Any letter other than one listed above. (For example, A for accounting or E for equipment, or O for other). There is no file where this is set up, you must keep your own list of codes used.
- Bill Cycle:** M = Monthly
Q = Quarterly
S = Semiannual
A = Annual
D = Days - every X number of days (defined in 'Bill Frequency')
- Bill Freq:** Enter 1 if once a month, once a quarter, semiannually, or annually.
If D - Days, Enter number of days between each billing.
- Max Bill:** Maximum number of billings allowed (as for a loan payoff or contract)
Enter 0 for unlimited or ongoing.
- Next Date:** Enter the next scheduled billing date.
- Bill Quantity:** Enter Quantity of the ITEM to be billed on this invoice (usually 1)
- Bill Amount:** Enter the Amount to bill in dollars and cents (60.00)
- Bill Count:** The number of times this billing record has been generated. Leave blank if this is a new record.
- Last Bill:** The last date this billing record was generated. Leave blank or enter the date of the previous billing.
- P O Number:** Enter a PO Number to print on the invoice if required.
- Taxable:** Is this item taxable for Sales Tax? (Y/N) Y to charge tax, N for no tax.
- Salesman:** Enter the code for the sales representative for this billing. Lookup function is available (F2 or click on magnifying glass).
- FOB:** 'Freight on Board' - usually does not apply to recurring billing. Leave blank unless you want something to print in this field on the invoice other than 'origin'.
- Terms:** Select the terms that apply to this billing. Lookup function is available.
- Comment:** Enter a comment code if a comment will be printed on the invoice.

Lookup function is available.

Serial No: Enter the Serial Number for the tank or item on this billing record or leave blank for none or not applicable.

Tank Size: Enter a Tank Size or other description of the item or leave blank for none or not applicable.

Status: Enter the status of the tank or piece of equipment for reporting, or leave blank for none or not applicable. This field can be used to track tanks that are currently not at a customer location or that are being repaired.
I = In-House
R = Repair
C = Customer

Route: Enter a Route number for reports or delivery scheduling (user defined), or leave blank.

Sequence Number: Enter a Sequence number for reports or leave blank.

Notes: Type unlimited notes - special information about this record. Press <TAB> to exit the note field. You may add to this field at any time.

The screenshot shows a 'File Maintenance' window with the following data entered:

- Cust No: KATENT (lookup icon) | KATHY ENTERPRISES
- Ship to: (empty)
- Loc: 1 (lookup icon) | Item: TANK (lookup icon) | PROPANE TANK RENTAL
- Id No: 1 (lookup icon) | Active: A | Bill Type: P
- Bill Cycle: M | Bill Freq: 1 | Max Bill: 0 | Next Date: 06/01/2007
- Bill Qty: 1 | Bill Amt: 60.00 | Bill Cnt: 0 | Last Bill: 05/01/2007
- PO Num: (empty) | Taxable: N | Salesman: BW (lookup icon)
- FOB: (empty) | Terms: 1 (lookup icon) | Comment: (empty) (lookup icon)
- Serial No: 1XYZ42687L491 | Tank Size: 500 | Status: C
- Route: (empty) | Seq. Num: (empty)
- Notes: (empty text area)
- Buttons: Edit, New, Next, Prev, Delete, Exit

To EDIT a field, use the mouse to click on it OR click on EDIT and <enter> until the cursor is on the field to be changed.

- < Edit > Click Edit or press **E** to edit. You may also click directly on the field to be changed.
- < New > **Click New or press W to Add another record, or display an existing one.**
- < Next > Click Next or press **N** to display the next record.
- < Prev > Click Prev or press **V** to display the previous record.
- < Delete > Click Delete or press **D** to delete the displayed record. 'Do You want to delete this record? <Yes> <No>' displays allowing you to confirm the deletion or continue without deleting.
- < Exit > Click Exit or press **X** to exit File Maintenance and return to the MENU.

SELECT 2 Recurring Invoice Report

This report lists records in the Recurring invoice file. There are several listing options as well as Selection Criteria. This listing could be printed for proofing, to give to a sales representative or a route driver.

This report can be used as part of the preparation for generating invoices, however, there is a report in the 'Generate Invoices' option which will allow you to verify the billing BEFORE invoices are created.

Recurring Invoice Menu Select:

From the Recurring Invoice Submenu, select *2 Recurring Invoice Report*.

Recurring Billing Report

Send Report to: HP LaserJet 1020

Print Customer Address N

Enter Billing Cycle (Blank for All)

Enter Route (Blank for All)

Enter Due Date

Sort by: 1-Route 2-Customer 3-Billing Cycle 2

Selection? (Y/N) N

Edit Printers Report Display Exit

Send Report to: Windows default printer displays. It may be changed with the <printer> button at the bottom of the box.

Print Customer Address: Enter **Y** to print the address, **N** for a shorter report without customer addresses.

Enter Billing Cycle: To print a specific Billing Cycle, enter the code (M, Q, S, A, D) or leave blank to print all billing cycles.

Enter Route: To print a specific Route, enter your code for the route or leave blank to print all routes.

Enter Due Date: Enter the next billing Due Date to print only customers who will receive an invoice next time invoices are generated.

Sort by: Select a Sort option:
1 = Route
2 = Customer
3 = Billing Cycle

Selection? (Y/N): Enter **N** to print the report as is.
 Enter **Y** and select further criteria.

< **E**dit > Click Edit or press **E** to edit. You may also click directly on the field to be changed.

< **P**rinters > Click Printers or press **P** to change the displayed printer.

< **R**eport > Click Report or press **R** to print the report with selected option.

< **D**isplay > Click Display or press **D** to display the report regardless of selected printer.

< **E**xit > Click Exit or press **X** to exit without printing.

Date: 05/31/2007		Demo Company				Page No.		
Time: 14:57:28		Recurring Invoices				1		
		Route=1	Due Date<=06/01/2007					
Custno	Shipto	Loc	Item	Cycle	Bill Amt	Due Date/ Route	Last Date/ Tank Size	ActCode/ Serial No.
BLUE		1	TANK	M	65.00	06/01/2007 1	05/01/2007 500	A
	Blue Farm							

JONES	1	TANK	M	40.00	06/01/2007	05/01/2007	A
Jones Farm and Ranch					1	500	
KATENT	1	TANK	M	60.00	06/01/2007	05/01/2007	A
KATHY ENTERPRISES					1	500	1XYZ42687L491

Recurring Invoices Report

SELECT 3 Generate Invoices:

From the Recurring Invoice Submenu, select 3 *Generate Invoices*.

Send Report to: Windows default printer displays. It may be changed with the <printer> button at the bottom of the box.

Enter due date: Recurring invoices with Nextdate less than or equal to Due Date will be billed.

After the 'Due Date' is entered, a message displays in the upper right corner.

There are X records to be billed. Press Enter.

Enter beginning invoice number: **A = Auto Assign** or
Enter a beginning invoice number.

Caution: IF you ENTER a beginning invoice number, make sure no one is entering invoices in Sales Invoice entry using the A option until recurring invoices have been created OR use a number that is in a completely different sequence from the regular invoices.

Verify User ID: Accept or change the User ID. This ID will be attached to all invoices in the batch.

Comment code for invoice: IF a comment code such as a holiday message or a notice of some sort is to be printed on every invoice, enter the Code. (Comments are set up in *Comment File Maintenance*.) F2 or magnifying glass lookup are available.

Enter invoice batch number: Consider using a different batch number than your normal daily work (ex. 20070680).

Enter invoice date: Enter the invoice date for the invoices.

- < Create Invoices > Click Create Invoices or press **C** to proceed.
- < Edit > Click Edit or press **E** to edit the options (except the due date).
- < Printers > Click Printers or press **P** to change the displayed printer.
- < Exit > Click Exit or press **X** to exit without creating invoices OR to exit and enter a different due date. NO invoices have been created.

If errors are found, a pop-up box will appear. Correct the error and begin again.

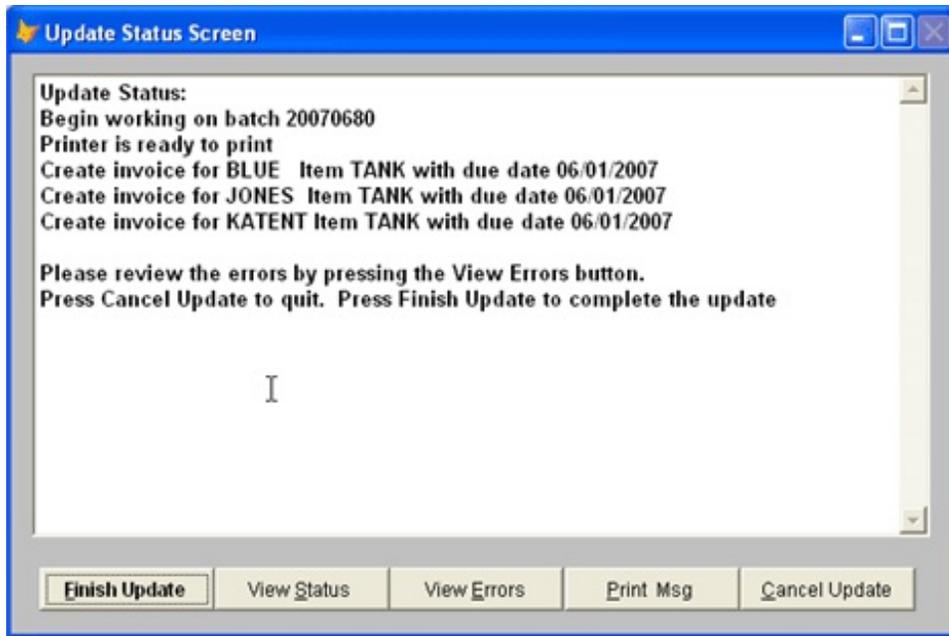
A Recurring Invoices Register prints the information shown in the example below.
Before proceeding, check the REGISTER to be sure it is correct. Verify totals and use whatever balancing procedures you have used in the past to make sure the generated invoices will be correct.

Date: 05/31/2007	Demo Company	Page No.
Time: 15:31:43	Create Recurring Invoices Register	1
	Recurring Invoice Batch: 20070680	

Custno	Shipto	Item	Due Date	Code	Bill Qty	Bill Amt
BLUE		PROPANE	06/01/2007	M	1.00	65.00

BLUE FARM	Main Offices	HONDO				
JONES	PROPANE	06/01/2007	M	1.00	40.00	
RODNEY JONES BOX 1792 FM 367 EAST IOWA PARK						
KATENT	PROPANE	06/01/2007	M	1.00	60.00	
KATHY ENTERPRISES 12311 WETMORE SAN ANTONIO						
Billing Totals		Invoices Billed	3		165.00	

Create Recurring Invoices Register



Update Status Screen

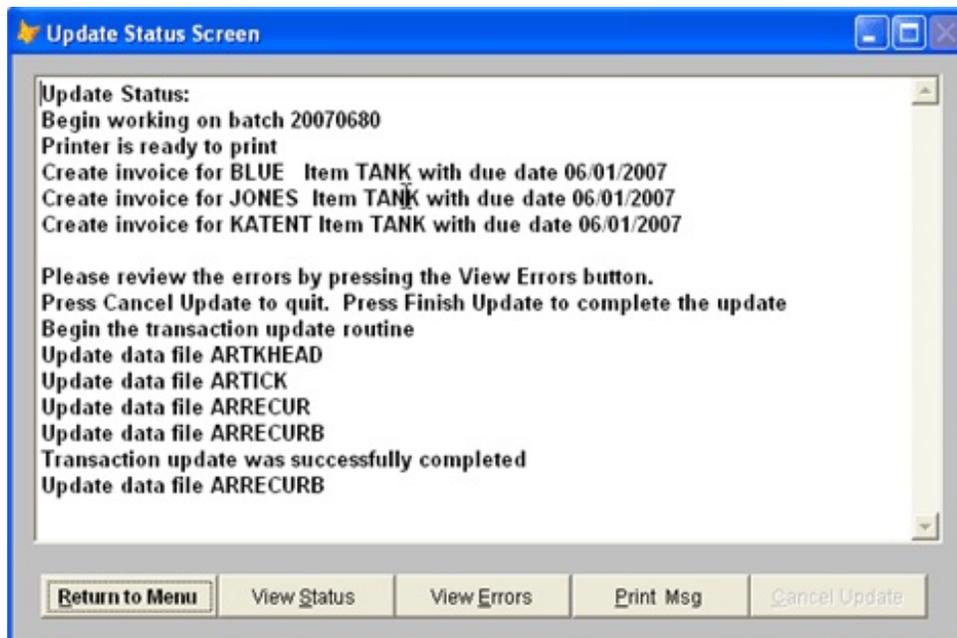
Click on <**View Errors**> to make sure there were no errors found by the program.

If there are no errors and the report is correct, click <**Finish Update**> and invoices will be sent to the Open Invoice file.

<**Finish Update**> Click or press **F** to create invoices - only if there are no errors. If errors are found that will affect the invoices, this button will not work.

- < View Status > This screen displays automatically.
- < View Errors > Click or press **E** to view error messages.
- < Print Msg > Click press **P** to print error messages.
- < Cancel Update > Click or press **C** to cancel the creation of invoices. No invoices will go to the invoice file.

When the update is complete, the VIEW STATUS screen displays the following message:



Invoices have been successfully generated in the Sales Invoice Entry file.

- <Return to Menu> Click or press **R** to return to the menu.

The rest of the processing is done on the Sales Invoicing Submenu.

Print a preposting if further verification is needed. *Invoicing Submenu Opt 2*

Print invoices *Invoicing Submenu, Opt 6*.

Print a preposting - errors only prior to updating. *Invoicing Submenu Opt 2*

Update invoices *Invoicing Submenu Opt 3*.

SELECT Index Files

Reindexing recreates the index file for the recurring invoices which must match the data base file for the data to display and print correctly.

Recurring Invoices Menu Select:

From the Recurring Invoices submenu, select - *Index Files*.

No one has to be out of anything EXCEPT the options on the Recurring Invoice submenu.

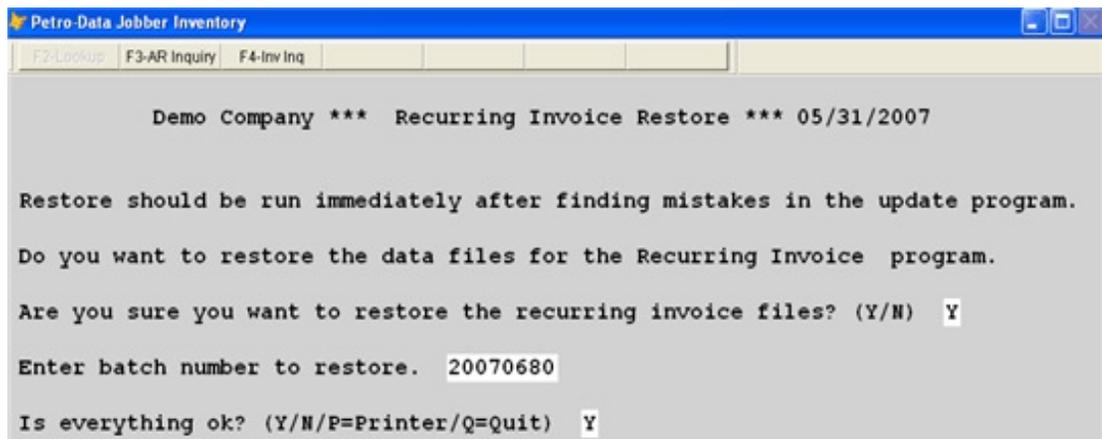


```
Index is complete. Press enter. █
```

SELECT Restore Invoice Batch

Recurring Invoices Menu Select:

From the Recurring Invoices submenu, select - *Restore Invoice Batch*.



Enter the batch number to be restored. If no matching batch number is found, a message will

display. Before proceeding, check the sales invoice file to see if invoices were generated.

If the batch number is valid, the restore will proceed.

```
Demo Company *** Recurring Invoice Restore *** 05/31/2007
Standby while the computer restores and indexes the files.
Restore is finished. Press enter 
```

Note: If sales invoices have already been updated, they must be restored BEFORE the Recurring Invoice Restore is run.

SELECT Browse and Fix

Recurring Invoices Menu Select:

From the Recurring Invoices submenu, select - *Browse and Fix*.

INITIAL SETUP OF RECURRING INVOICE BILLING

1. Set up items in Inventory File Maintenance to use in the billing process. For example 'Tank' as seen in the documentation. The item should be TYPE=M with the GL number for the income from the billing.
2. Set up the Recurring Invoice File with the customers, items, dates, amounts to be billed.
3. Print and verify the Recurring Invoice Report.
4. Use the checklist below to generate invoices. Check the 'Register' carefully BEFORE finishing the generate process.
5. Check the Invoice Preposting totals carefully before printing the invoices. The first few times you generate, you might want to print the preposting in detail with line items to verify that what is being billed is correct before printing invoices.
6. Print the invoices and update them when you are sure that the billing is correct.

*****IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT THE BILLING IS CORRECT. IF THERE IS A PROBLEM AND YOU NEED ASSISTANCE FINDING OUT WHY THE BILLING IS INCORRECT, CALL CUSTOMER SUPPORT BEFORE UPDATING THE INVOICES.*****

DAILY RUN SHEET FOR RECURRING BILLING

Recurring Billing is a special feature in Sales Invoice Entry. Select 12 - *Recurring Invoices*. The option on your menu may be different.

_____ Make any additions or changes in Recurring Invoice File Maintenance (Option 1).

_____ Generate Recurring Invoices (Option 3)

Enter Due Date _____
Beginning Invoice Number - if required - displays automatically
Verify User ID (initials from login)
Comment Code _____ (blank for none)
Enter Batch Number _____
Enter Invoice Date _____
<Create Invoices>

_____ Correct any errors that display during the create

_____ Verify the transactions BEFORE finishing the update. Use the 'Create Recurring Invoices Register' which prints automatically.

_____ Print Preposting - Sales Invoice Entry Submenu option 2 - *Print Invoice Pre-Posting Report* and make sure the total matches the total on the 'Create Recurring Invoices Register'.

_____ Print Invoices - Sales Invoice Entry Submenu option 6 - *Print Invoices*.

_____ Print Preposting - errors only

_____ Update invoices - Sales Invoice Entry Submenu option 3 - *Invoice Update Program*. Check for reasonable profit amounts and make sure the GL proof is zero.