

Service Invoicing Module

The Service Invoicing Module allows for the processing and printing of Service Invoices and the creation of open invoices in Accounts Receivable. Service Invoicing is used instead of the Material Shipping module, because of its repeated billing frequency functions.

Service Invoicing refers to billing for services provided in the part of your company, for example the baling of aluminum cans. In this case, the cans would become part of your inventory, and you would bill for the service of baling them either by the hour or pound.

The following System Default Codes are already created in RIMAS NT/P:

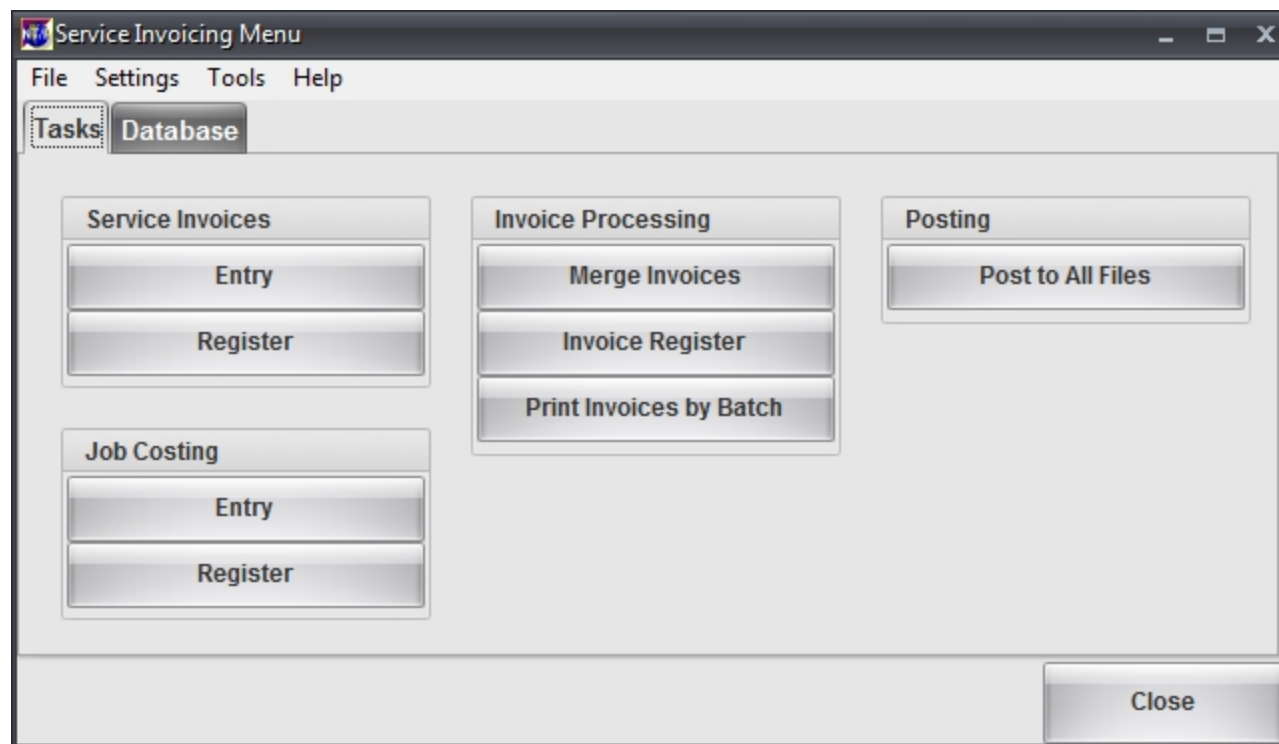
| | |
|------------------|---|
| <i>SICTRLNUM</i> | Next Service Invoice Control Number |
| <i>SIINVBAT#</i> | Next Service Invoicing Batch Number |
| <i>SIINVCOPY</i> | Default Service Invoice Copies |
| <i>SIINVFORM</i> | Service Invoicing Invoice Format Template |
| <i>SIINVPRT</i> | Default Service Invoice Printer |
| <i>SIJOBDATE</i> | Default Service Invoice Job Number Format |
| <i>SIJOBNUM</i> | Next Service Invoice Job Number |
| <i>SIPOSTGL</i> | Post to G/L from Service Invoicing |

Service Invoicing Menus

Service Invoicing menu contains two tabs: Tasks and Database.

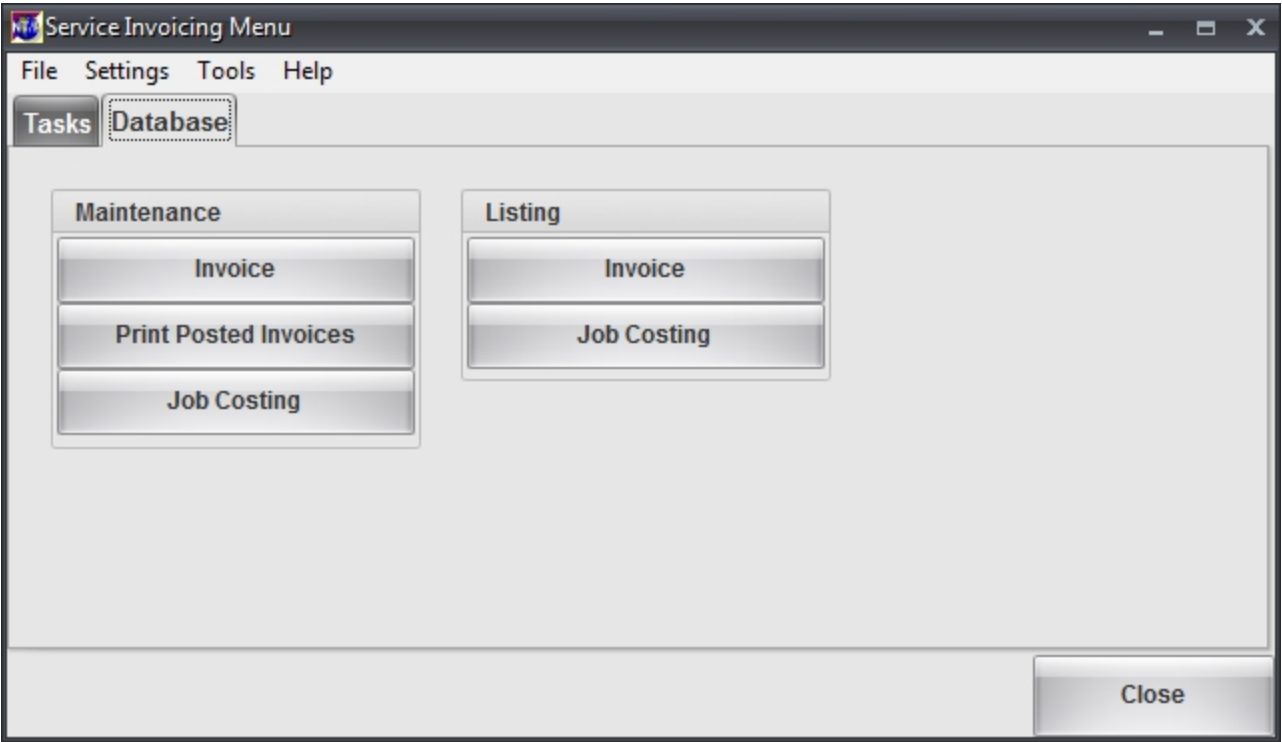
Tasks Tab

The Tasks tab has entry and invoicing plus the Service Invoicing posting task.



Database Tab

The Database tab contains editing functions so that data that was input in the Tasks tab can be modified and viewed in the Listing report.



Service Invoice Entry - Overview and Header Tab

The Service Invoice Entry task is used to enter all your service invoicing data and create Service Invoices. There are Header (shown below), [Shipping](#), [Memo](#), [Commodity](#), and [Adjustment](#) tabs for entering information on the invoice.

Header Tab

The top portion of the screen contains the *Ctrl #*, *Acct*, *Frequency* and *Type* fields which are available from any tab.

The screenshot shows the 'Service Invoice Entry' application window. At the top is a menu bar with 'File', 'Settings', 'Tools', and 'Help'. Below the menu bar are fields for 'Ctrl #', 'Type' (set to 'Sale'), 'Account', and 'Frequency'. The main area is divided into two tabs: 'Header' (selected) and 'Memo / Notes'. The 'Header' tab contains several sections of fields: 'Start Date', 'Expire Date', 'Contract', 'Bill Code', 'Name', 'City/St/Zip', 'Reference', 'Buy / Sell #', 'Job #', 'Trader', 'Yard', 'Terms', 'Tax', 'Total Count', 'Used Count', 'Shipping' (with 'Ship Code', 'Ship Name', 'Address', 'City/St/Zip', 'Country'), and 'Freight' (with 'Frt Code', 'Ship Via', 'Frt Rate', 'FOB', 'Carrier'). Below these fields are two tables. The first table is titled 'Commodities' and has columns: Seq, Item, Commodity, Yard, Description, Type, Quantity, Price, UM, Amount, Repeat, Comment, and Cmt Print. The second table is titled 'Adjustments' and has columns: Seq, Adjustment, Yard, Description, Quantity, Price, UM, Amount, Repeat, Comment, and Cmt. At the bottom of the window is a toolbar with navigation buttons (back, forward, etc.) and a 'Close' button.

The following fields appear on the Header Tab. Those which require an entry before the Invoice record can be saved are marked with an asterisk (*).

Ctrl # — The Control Number defaults to the next available number when a new record is created. There is a flashlight lookup for filtering existing Service Invoices to locate a specific record.

**Acct* — The Select an Account lookup screen appears so that you may choose an Account Code. The *Account* field has an ellipses lookup button that allows you to look up the Account in three ways, by *Account Code*, *Name Key* and *Group*.

Frequency — The Frequency is a six-character field used as a filter to group accounts that have transactions that recur at the same time and to indicate how often the Service Invoice transaction is posted. Example: M for Monthly could be applied to several transactions as the frequency. This would allow the user to print a register or merge using the frequency as a filter.

Type — This allows the user to select the Invoice Type from the dropdown list. The options are *Sale* and *Purchase*.

Start Date — The Start Date defaults to the system date when a new record is created. It can be edited using the dropdown calendar.

Expire Date — From the dropdown calendar, select the last date for the recurring service. If no date is entered, then the recurring transactions will never expire.

Contract — If the shipment is being made to fill a Sale Contract, select the Contract Number from the dropdown.

**Bill Code, Name, City/St/Zip* — The Bill Code and its corresponding address will default once the *Account* is selected, to the data setup in the [Alternate Address](#) table in the Accounts Master. This is the address to which the bill will be sent.

Reference — This is a ten-character alphanumeric field for additional tracking purposes.

Buy/Sell # — This is an additional field for a number associated with the Service Contract.

Job # — This allows the user to select a Job Number Code from the flashlight lookup, if applicable.

Trader — This allows the user to select the seller of the service from the dropdown.

Yard — This is the Yard where the material is stored. It is filled in from the Contract, if a contract has been referenced on the header.

Terms — These are the conditions by which a Contract is drawn up. It is displayed from the Accounts Master customer record.

Tax — This is a levy applied to a sale of material. This defaults to the value on the Accounts Master customer record.

Total Count — Type in the number of times a transaction will be setup to recur.

Used Count — This refers back to the *Frequency* and *Total Count* fields. This is the number of times that the service has been performed.

To save, click the *Save* button (✓) on the Navigator bar.

Service Invoice Entry - Shipping Tab

The Shipping and Freight sections contains specific Freight data related to the Shipper. Information on this screen is brought forward from the [Header](#) tab.

| | |
|--------------------|----------------------|
| Shipping | |
| Ship Code | <input type="text"/> |
| Ship Name | <input type="text"/> |
| Address | <input type="text"/> |
| City/St/Zip | <input type="text"/> |
| Country | <input type="text"/> |
| Freight | |
| Frt Code | <input type="text"/> |
| Ship Via | <input type="text"/> |
| Frt Rate | <input type="text"/> |
| FOB | <input type="text"/> |
| Carrier | <input type="text"/> |

The following fields appear on the Shipping and Freight sections. Those which require an entry before the record can be saved are marked with an asterisk (*).

**Ship Code, Ship Name, Address, City/St/Zip, Country* — The Ship Code and corresponding shipping address are defaulted from the contract if a Contract Number is used. If no Contract Number was entered on the [Header](#), then a Ship-To address can be typed in. The •Select an Alt Code• lookup screen appears so that you may choose an Alternate Account Code.

Frt Code — This refers to the freight city code. Select from a dropdown list.

Frt Rate — The price per unit that it will cost to ship material. The freight rate and UM will default to the values on the contract, if referenced. Select from a dropdown list.

Carrier — This refers to the trucking company and will print on the form. Choose from the •Select a Carrier• lookup screen. Accounts have to be marked as *Carrier* in Accounts Master to appear in the dropdown list.

Ship Via — This refers to how the material will be shipped. Select from a dropdown list. This is setup in System Manager.

FOB — This refers to the way the material will be transported and is displayed if a contract number was entered in the header. Select from a dropdown list.

To save, click the **Save** button (✓) on the Navigator bar.

Service Invoice Entry - Memo Tab

The Memo tab contains remarks that are specific to the Invoice. The Memo will be printed on the [Invoice](#).

Service Invoice Entry

File Settings Tools Help

Ctrl # Type Account Frequency

Header Memo / Notes

Memo

Memo Print

Notes

| Create Date/Time | Note Text | Create User |
|------------------|-----------|-------------|
| | | |

Navigation buttons: [Previous], [Previous], [Next], [Next], [Add], [Save], [Delete], [Close]

The following fields appear on the Memo Tab. Those which require an entry before the record can be saved are marked with an asterisk (*). They are only required if the user chooses to use the Memo tab.

**Memo* — Type a note to print on an Invoice or Shipper statement, or as an on-line reminder. This is a 4000-character field.

**Memo Print* — This gives the options to print the memo on •Shipper•, •Invoice•, •Both• or •None•.

Notes

Create Date/Time — Click this to insert the current Date and Time into the record.

Note Text — Enter the Note text related to the Entry.

Create User — This displays the User who created the Entry record.

To save, click the Save button (✓) on the Navigator bar.

Service Invoice Entry - Commodity Grid

The Commodity Grid allows the user to enter a Commodity Type for the Service Invoice.

| Commodities | | | | | | | | | | | | | |
|-------------|------|-----------|------|-------------|------|----------|-------|----|--------|--------|---------|-----------|----|
| Seq | Item | Commodity | Yard | Description | Type | Quantity | Price | UM | Amount | Repeat | Comment | Cmt Print | Tc |
| | | | | | | | | | | | | | |

The following fields appear on the Commodity Tab. Those which require an entry before the record can be saved are marked with an asterisk (*).

Seq — This will automatically fill in after clicking (+). It starts with line one (1) and increments for each line entered.

Item — This refers to an item on a contract that would have been filled in on the optional field on the Header tab.

**Comm* — The •Select a Commodity• lookup screen appears so that you may choose a commodity code.

Desc — This refers to the description of the commodity.

Yard — This is the yard where the material is stored. It is associated with the commodity and fills in after the commodity is selected.

Comm Type — This refers to the group the commodity is in. It is setup in the System Manager module.

Recovery — If a Recovery Percent was entered for the Commodity on the Commodity Inventory Maintenance Gross Margin tab then it will appear here. It cannot be edited. The Recovery Percentage is multiplied by the *Net* weight and then the *Price/UM* to calculate the *Amount* owed. The Recovery Percentage indicates that there is a difference between the amount shipped to the Account and the amount that will be paid for and any commodities that use a Recovery Percentage will have the word •Open• printed in the Amount column on the Invoice, rather than an actual amount owed.

**Invoice Quantity* — Type in the number of pieces.

**Invoice Price/UM* — Type in the charge and unit of measure for the commodity. This is a two-part entry in separate fields (Price and UM). The first entry is the price, which will be based on several criteria:

- A. If a contract is referenced, the price from the contract will be used.
- B. If no contract is used, the program will search the purchase/sale pricing file. If it finds an •agreed to• price, it will use it.
- C. If neither of the above applies, the current sales price from the commodity inventory is used.

The second part of the entry is the pricing Unit-of-Measure that will also be based on one of the above methods. Accept the unit that is displayed or enter a different unit.

Amount — This is the price of the commodity and will calculate after entering the *Quantity* and *Price* and then tabbing to fill it in.

**Repeat* — This is a radio button that defaults to •No•. Click •Yes• if the Invoice is to be repeated more than once; click •Yes and Clear• if the Invoice is to be repeated and the quantity and amount are to be cleared when the invoice is merged.

Comment — This is a comment that can be printed on •Invoice• or •None•. It can be used to further describe the detail line.

Cmt Print — If there is a remark in the Comment field, this will allow the user to indicate where text will print. The options are •Invoice•, •Shipper•, •Both• or •None•.

Tax — This is for sales tax and defaults to the value on the Accounts Master customer record.

Tax Amount — Enter the figure that represents the tax on the service.

To save, click (✓) on Navigator bar.

Service Invoice Entry - Adjustment Tab

The adjustment tab contains the Service Invoice Adjustment detail table data. An unlimited number of adjustments may be entered. The Adjustment Code and Description are pulled from the System Manager Adjustments table.

| Adjustments | | | | | | | | | | |
|-------------|------------|------|-------------|----------|-------|----|--------|--------|---------|-------|
| Seq | Adjustment | Yard | Description | Quantity | Price | UM | Amount | Repeat | Comment | Cmt P |
| ▶ | | | | | | | | | | |

The following fields appear on the Adjustment Tab. Those which require an entry before the record can be saved are marked with an asterisk (*).

Seq — This refers to the Commodity detail line that is being adjusted. It automatically fills in dependent on the line.

***Adjustment** — This allows the user to select an Adjustment Code from a dropdown list. Adjustment Codes setup as type •Service• will be included in this dropdown, even though they do not appear in Material or Scale Receiving or Material Shipping.

Description — This will fill in automatically after selecting the Adjustment Code and further describes the type of adjustment.

Yard — The Yard defaults to that on the Header tab but can be changed. The Yard will print on the invoice and is used in conjunction with Account masking where the Account Code has YY values at the end.

Invoice Quantity — Enter the quantity of the Commodity on the Adjustment.

Price/UM — Enter in the price and Unit-of-Measure of the Commodity on the Adjustment.

***Amount** — Type in the amount of the adjustment or tab through the Quantity and Price fields to automatically calculate it.

Repeat — This is a radio button that defaults to •No•. Click •Yes• if the Adjustment detail line is to be repeated on future Invoices after being merged; click •Yes and Clear• if the Adjustment detail line is to be repeated on future Service Invoices and the quantity and amount are to be cleared when the Invoice is merged.

Comment — This is a comment that can be printed on either an Invoice or None.

Cmt Print — If there is a remark in the Comment field, this will allow the user to indicate where text will print. Options are •Invoice•, •Shipper•, •Both• or •None•.

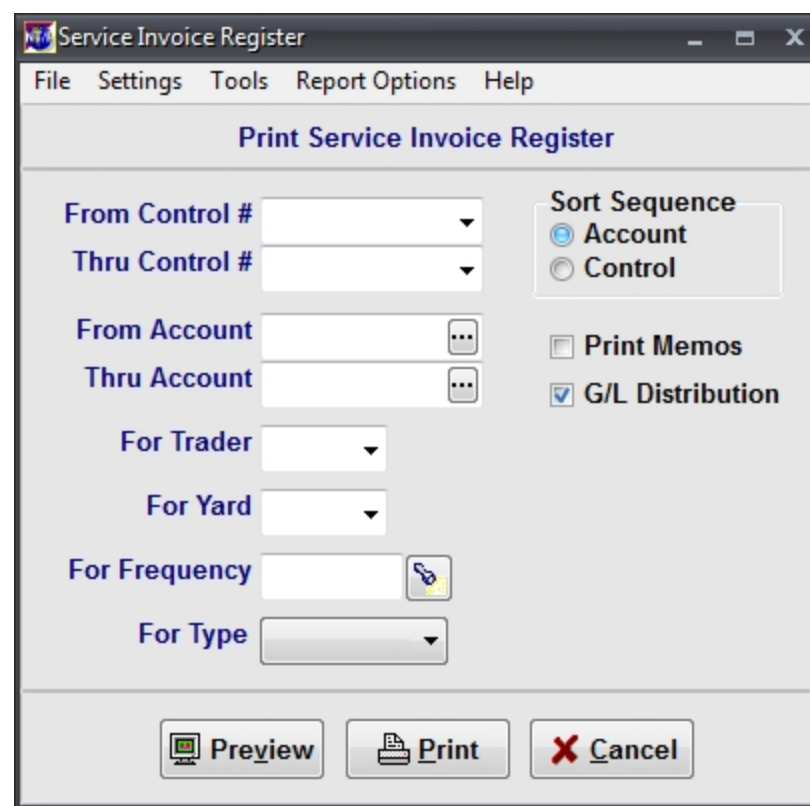
Tax — If the Adjustment Code selected has an Adjustment Type of •Service• or •Taxable•, as setup in Adjustment Codes Maintenance, then tax will be calculated for the amount of the adjustment using the tax code entered. This field defaults to the Tax code entered on the header tab but can be changed.

Tax Amt — The amount of tax applied to the adjustment charge.

To save, click the Save button (✓) on the Navigator bar.

Service Invoice Register

The Service Invoice Register prints a report of the Service Invoices that have been entered. A significant use of this Register is to control the eventual billing of all services performed. If you enter the invoice information when the service occurs, you will find that you will never fail to bill for the service.



The screenshot shows a Windows-style dialog box titled "Service Invoice Register". It has a menu bar with "File", "Settings", "Tools", "Report Options", and "Help". The main area is titled "Print Service Invoice Register". It contains several input fields and options:

- From Control #** and **Thru Control #**: Two dropdown menus for selecting a range of control numbers.
- Sort Sequence**: Two radio buttons, "Account" (selected) and "Control".
- From Account** and **Thru Account**: Two text boxes with lookup icons (three dots) for selecting account codes.
- Print Memos**: An unchecked checkbox.
- G/L Distribution**: A checked checkbox.
- For Trader**: A dropdown menu.
- For Yard**: A dropdown menu.
- For Frequency**: A text box with a lookup icon.
- For Type**: A dropdown menu.

At the bottom are three buttons: "Preview" (with a monitor icon), "Print" (with a printer icon), and "Cancel" (with a red X icon).

From/Thru Control # — This allows the user to enter a range of Control Numbers for which to include Service Invoices on the Register. •From• refers to the first Control Number for which to include Invoices and •Thru• refers to the last Control Number to appear. Select from a dropdown list.

From/Thru Account — This allows the user to enter a range of Accounts for which to include Service Invoices on the Register. •From• refers to the first Account to include on the Register and •Thru• refers to the last Account to appear. The •Select an Account• lookup screen appears so that you may choose an Account Code.

For Trader — From the dropdown list, select the Trader for which to include Service Invoices on the Register.

For Yard — From the dropdown list, select the Yard for which to include Service Invoices on the Register.

For Frequency — The Register will sort on records that are setup to post periodically. Type in the frequency filter (alpha or numeric) to merge these records.

Sort Sequence — Click on a radio button to print in either *Account* or *Control #* sequence.

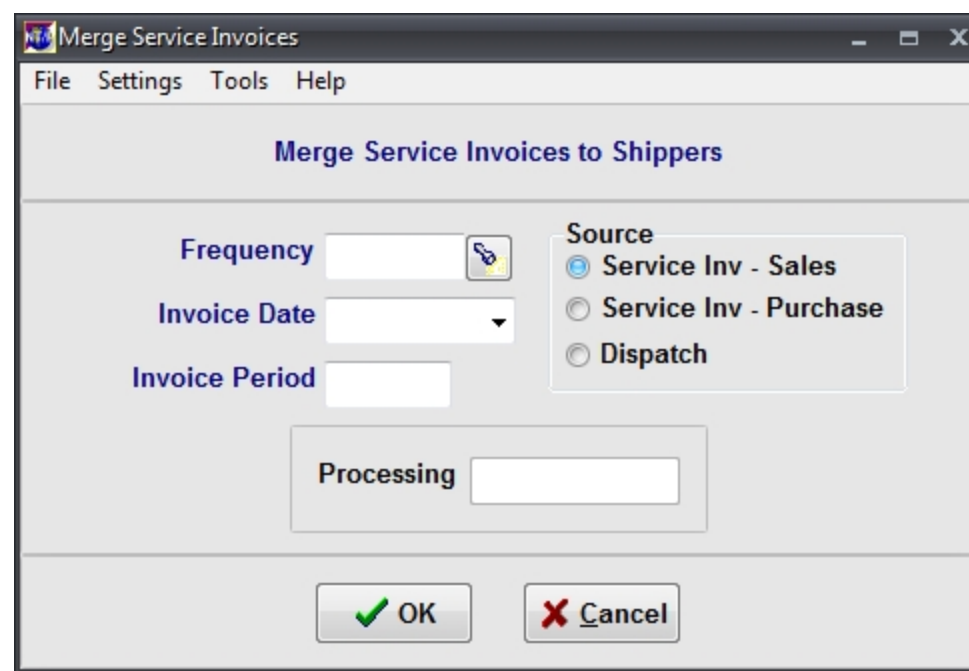
Print Memos — Click on the box to print any memo associated with the Invoice.

G/L Distribution — Check this box to print the G/L Distribution report.

Service Invoicing Merge Invoices to Shippers

The Merge Service Invoices task allows the user to create Invoice records in the Material Shipping tables from Service Invoice records for the frequency entered.

To merge Service Invoices to Shippers the user must either create a new Batch or select an existing Batch.



Frequency — The program will filter on records that are setup to post periodically. Type in the frequency filter (alpha or numeric) to merge.

Invoice Date — This allows the user to select the date for the Invoices to be merged to Shippers from a dropdown calendar.

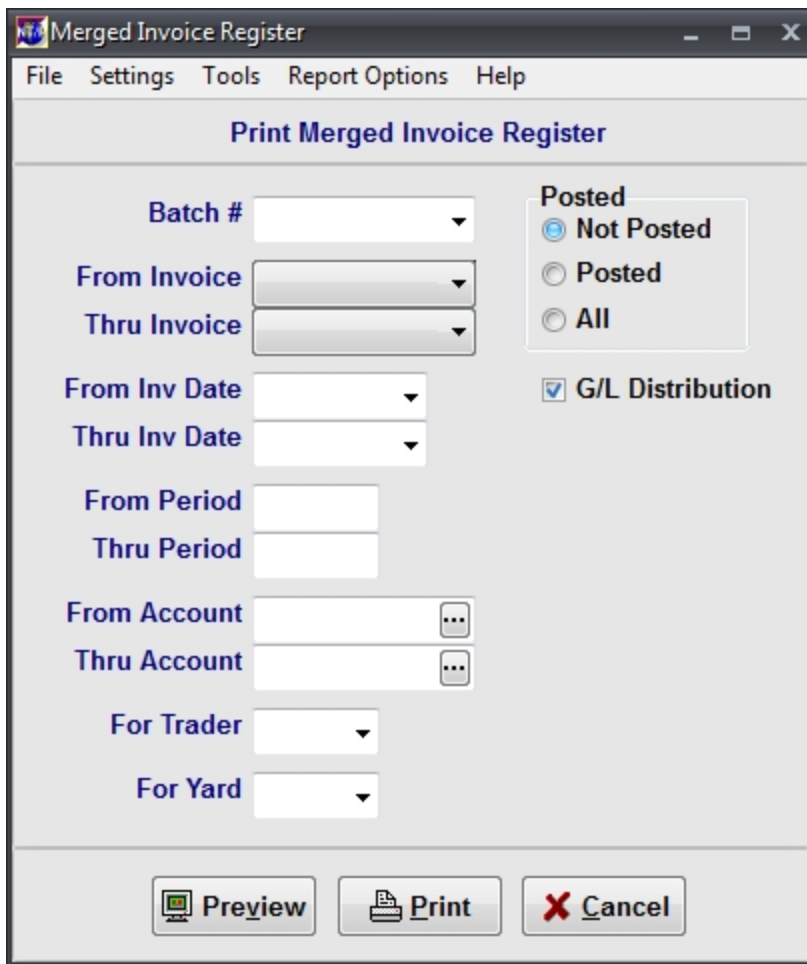
Invoice Period — Type in the Period the Invoice Merge occurs using the yyyy/mm format or use the default current Period.

Source — Select a radio button to determine from what module Invoices are merged.

The *Processing* window will flash with the Control Numbers as each Invoice is merged. A notification will appear when the process is finished.

Service Invoicing Merged Invoice Register

The Merged Invoice Register will print all specified invoices in Account sequence.



Batch # — From the dropdown list, select the Batch Number for which to include invoices on the Register.

From/Thru Invoice — This allows the user to enter a range of Invoice Numbers to include on the Register. •From• refers to the first Invoice to include and •Thru• refers to the last Invoice to appear. Select from a dropdown list.

From/Thru Inv Date — This allows the user to enter a range of Invoice Dates for which to include merged invoices on the Register. •From• refers to the first Invoice Date to include on the register and •Thru• refers to the last Invoice Date to appear. Select the dates from the dropdown calendars.

From/Thru Account — This allows the user to enter a range of Accounts for which include invoices on the Register. •From• refers to the first Account to include on the Register and •Thru• refers to the last Account to appear. The •Select an Account• lookup screen appears so that you may choose an Account Code.

For Trader — From the dropdown list, select the Trader for which to include merged invoices on the Register.

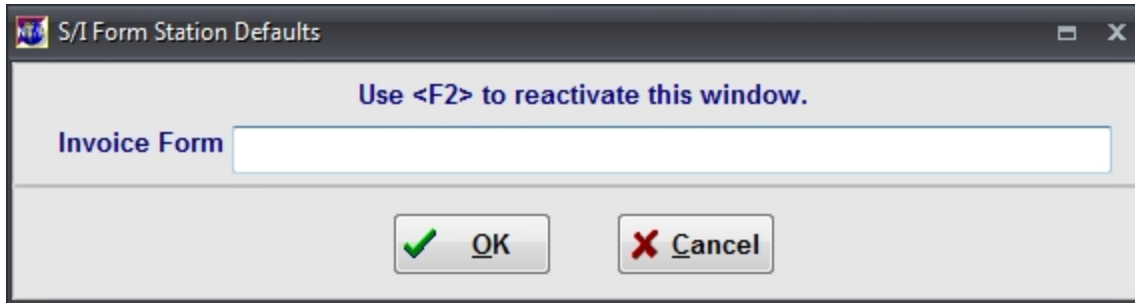
For Yard — From the dropdown list, select the Yard for which to include merged invoices on the Register.

Posted — Click on a radio button to print either *All* transactions or only those that have *Posted* or *Not Posted* status.

G/L Distribution — Click this box to include the G/L Distribution report at the end of the Register.

Service Invoice Form Station Defaults

After designing an Invoice, if saved as a Station Default, then the path name will appear on the Station Defaults screen allowing each form design to be user/workstation specific.

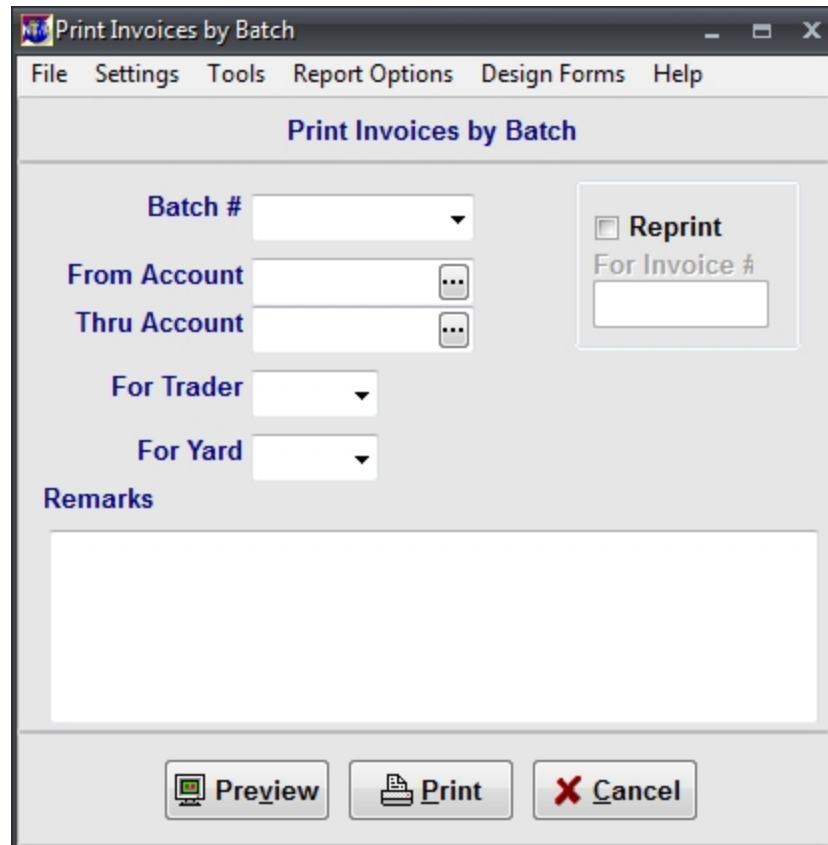


Invoice Form — Station Default name/path to the file that will override any System Defaults setting.

Service Invoicing *Print Invoices by Batch*

The Print Invoices by Batch prints Service Invoices to send to each Account, according to the filters entered.

The Service Invoice form is customizable, meaning that if the user right-clicks the *Print* button and selects •Design Invoice Form• they can customize the form in Report Builder. Refer to [How to Save and Retrieve a Form](#) or [Forms Design](#) for information on Saving/Retrieving a form after it is designed.



Batch # — This allows the user to select the Batch Number for which to print Invoices. Select from the dropdown list.

From/Thru Account — This allows the user to enter a range of Accounts for which to print Invoices. •From• refers to the first Account for which to print Invoices and •Thru• refers to the last Account for which to print. The •Select an Account• lookup screen appears so that you may choose an Account Code.

For Trader — This allows the user to select the Trader for which to print Invoices. Select from the dropdown list.

For Yard — This allows the user to select the Yard for which to print Invoices. Select from the dropdown list.

Remarks — Type in information that will print on the Service Invoices.

Reprint — Click this box to reprint a Service Invoice. Once the *Reprint* option is selected, the *For Invoice #* field becomes available for the user to specify which Invoice Number they would like to use.

After printing all of the Service Invoices, a message appears, asking if they are acceptable. If you select •Yes•, the Invoice Print flags on these Invoices are set. This avoids printing the same Invoice more than once. If you select •No•, the program returns to the menu.

How to Save and Retrieve a Form

After creating an invoice form in ReportBuilder, before leaving the program you will be asked to save the form. In the Save As screen, name the form so that you can retrieve it to use in the future.

NOTE: It is suggested that you save the form in the RIMAS_NTP\FORMS directory. It should also be given a name indicative of the form type because all forms that are designed in RIMAS NT/P are saved to the same directory.

Upon exiting ReportBuilder you will be asked if the new form is to be saved as a System Default or a Station Default. If saved as a Station Default, the form name and path will appear in the Station Default screen (F2) and will override any form setup as a System Default.

If saved as a System Default, then the path will appear in System Manager in System Defaults Settings in the applicable code. In this instance, it would be SIINVFORM.

To retrieve a saved report format, right click the *Print* button. The ReportBuilder screen appears.

Use the *File/Open* option on the menu line. The Forms directory appears with a list of files (report formats) that have been saved. Select the one for the *Service Invoice*.

NOTE: This will be the format that will be used when running the Service Invoices.

Service Invoicing Post Invoices

The Post Service Invoices task is used to update un-posted records in the Shipper table created from the Service Invoice module to Commodity Inventory, Sales Contract, Sales History, Freight Accounting, and Accounts Receivable.

During posting the task will check the Batch to see if there are any un-posted shippers remaining. If so, the task will prompt the user to re-open the Batch to continue processing. Posting to G/L is done through the [G/L Posting](#) task.

Some of the reports in other modules where you will see the impact of Service Invoice Posting are:

Commodity Inventory Status Register

Sale History Register

A/R Cash Receipts Forecast Register

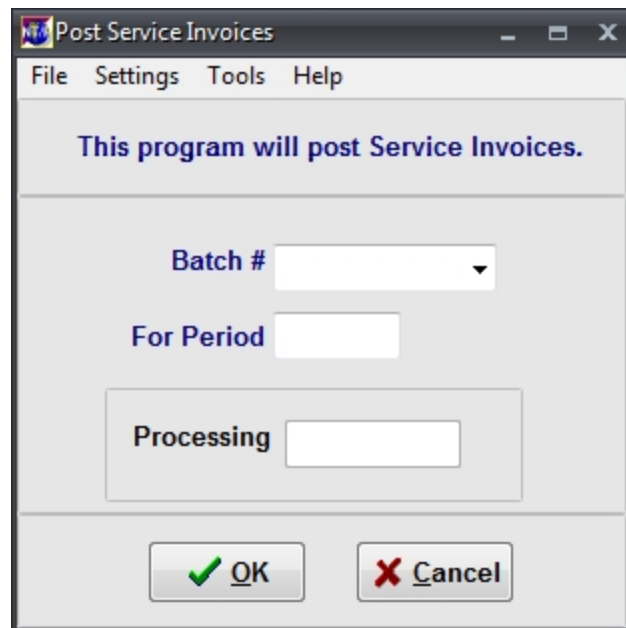
A/R Aging

A/R Customer Statements

A/R Posting Register

Sale Contract Status Register

Freight Plan Register



Batch # — From the dropdown list, select the Batch Number to post.

The *Processing* window will flash with the Control Numbers as each transaction is posted.

Service Invoice Maintenance

Service Invoice Maintenance has full access to every field on every shipper record in the Service Invoice table. Refer to the [Header](#), [Shipping](#), [Memo](#), [Commodity](#), and [Adjustment](#) tabs in the Entry program, for a full description of each field. There is also a System Data Tab to review system data.

The *Navigator* bar has a delete function so records can be deleted.

Service Invoice Maintenance

File Settings Tools Help

Ctrl # Acct Frequency Type

Header Memo / Notes System Data

Start Date Trader
Expire Date Yard
Contract Terms
Bill Code Tax
Name
City/St/Zip Total Count
Reference Used Count
Buy / Sell #
Job #

Shipping
Ship Code
Ship Name
Address
City/St/Zip
Country

Freight
Frt Code Ship Via
Frt Rate / FOB
Carrier

Commodities

| Seq | Item | Commodity | Yard | Description | Type | Quantity | Price | UM | Amount | Repeat | Comment | Cmt Print |
|-----|------|-----------|------|-------------|------|----------|-------|----|--------|--------|---------|-----------|
| | | | | | | | | | | | | |

Adjustments

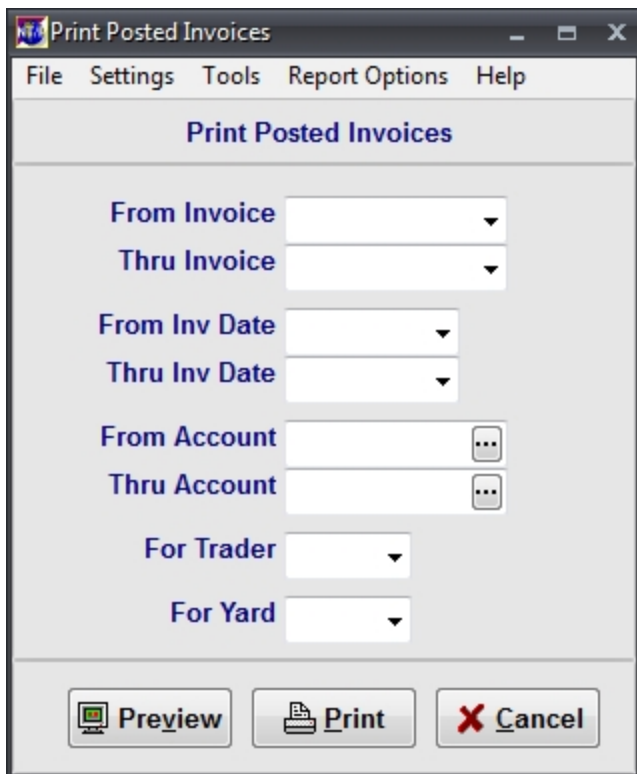
| Seq | Adjustment | Yard | Description | Quantity | Price | UM | Amount | Repeat | Comment | Cmt |
|-----|------------|------|-------------|----------|-------|----|--------|--------|---------|-----|
| | | | | | | | | | | |

Navigation buttons: [Previous] [Next] [First] [Last] [Add] [Delete] [Save] [Cancel]

Close

Service Invoicing *Print Posted Invoices*

The Print Posted Invoices program allows you to reprint Service Invoices that have already been posted.



From/Thru Invoice — This allows the user to enter a range of Invoice Numbers to print. •From• refers to the first Invoice the user wishes to print and •Thru• refers to the last Invoice Number. Select by clicking on the dropdown list.

From/Thru Invoice Dates — This allows the user to enter a range of Invoice Dates for which to print posted Invoices. •From• refers to the first Invoice Date for which to print Invoices and •Thru• refers to the last Invoice Date for which to print. Select by clicking on the dropdown calendars.

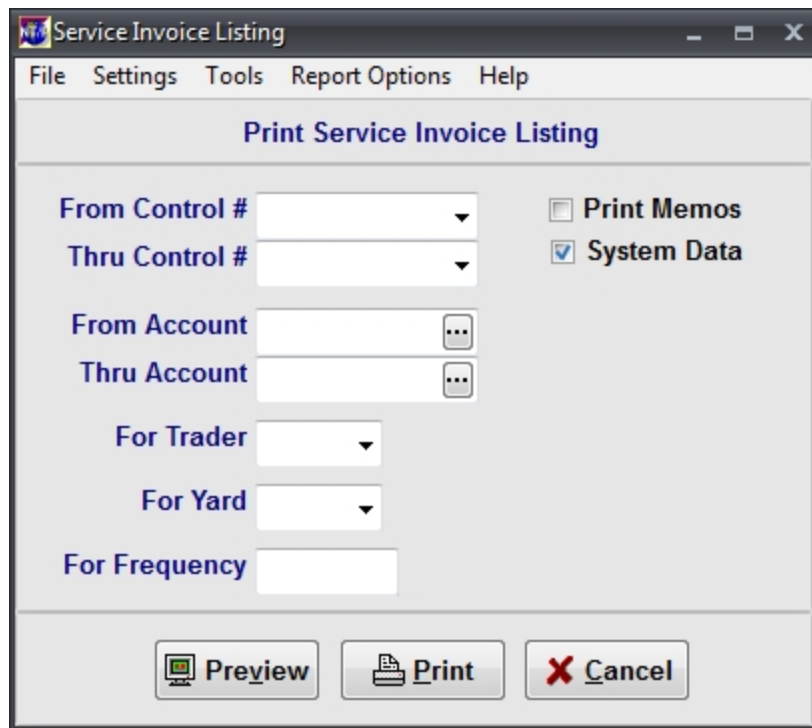
From/Thru Account — This allows the user to enter a range of Accounts for which to print posted Invoices. •From• refers to the first Account for which to print Invoices and •Thru• refers to the last Account for which to print. The •Select an Account• lookup screen appears so that you may choose an Account Code.

For Trader — From the dropdown list, select the Trader for which to print posted Invoices.

For Yard — From the dropdown list, select the Yard for which to print posted Invoices.

Service Invoice Listing

Service Invoice Listing will print all the selected Invoice records in the Service Invoice table.



From/Thru Control # — This allows the user to enter a range of Control Numbers for which to include Invoice records on the Listing. •From• refers to the first Control Number for which to include Invoices and •Thru• refers to the last Control Number to appear on the Listing. Select from the dropdown list.

From/Thru Account — This allows the user to enter a range of Accounts for which to include records on the Listing. •From• refers to the first Account to include on the Listing and •Thru• refers to the last Account to appear. The •Select an Account• lookup screen appears so that you may choose an Account Code.

For Trader — From the dropdown list, select the Trader for which to include Invoice records on the Listing.

For Yard — From the dropdown list, select the Yard for which to include Invoice records on the Listing.

For Frequency — The Register will sort on records that are setup to post periodically. Type in the frequency filter (alpha or numeric) to view these records.

Print Memos — Click on the memos box to print any remarks associated with the Invoice.