Shared Logic

Service Invoicing Module

Article ID: 1030

> **Summary:** This article provides essential information about the Service Invoicing (SI) Module, including instructions on using its various features and an explanation of the fields utilized within the module.

About the Service Invoicing Module (SI) in RIMAS NT/P

The primary purpose of the Service Invoicing Module is to generate and print Service Invoices and create open invoices in Accounts Receivable(A/R) or Accounts Payable (A/P). The Type of invoice, whether ‘Sale’ or ‘Purchase,’ determines if it is recorded as Accounts Receivable or Accounts Payable.

Service Invoicing is preferred over the Material Shipping Module for recurring billing functions. It facilitates billing for services rendered in a specific part of your company. For instance, if you charge container rental fees, you can bill your clients using Service Invoicing on a weekly or monthly basis. It's important to note that these service charges do not post into inventory because they are not part of the inventory.

For Service Invoices with the Type of ‘Purchase,’ these records will be posted to Accounts Payable, and create a material receiving record.

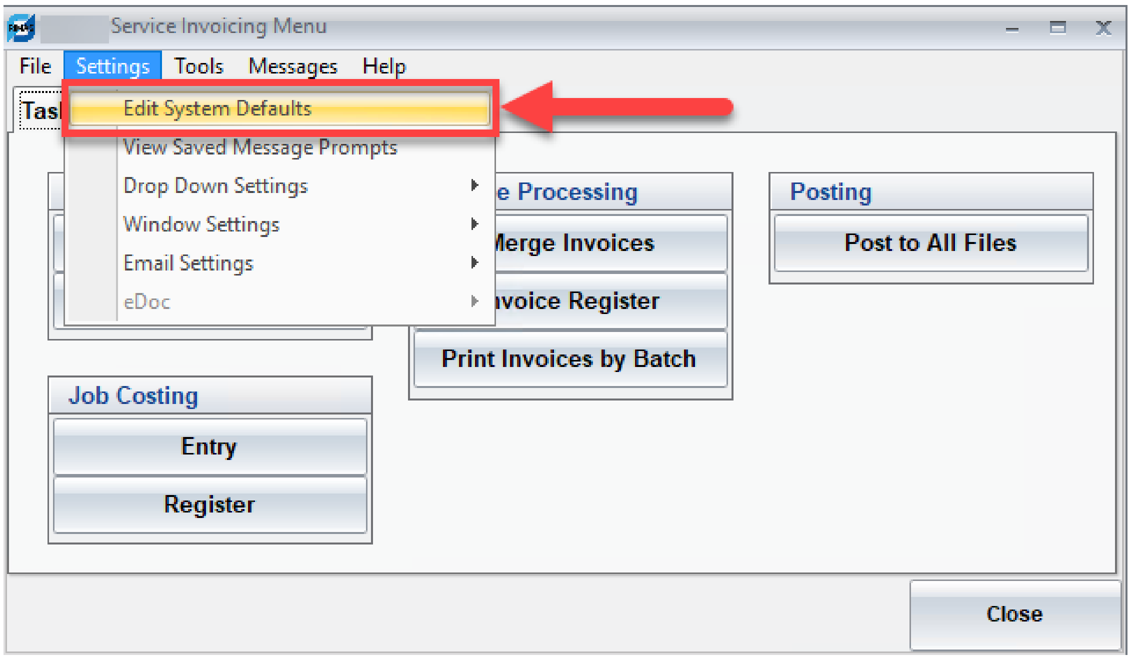
> **Important:** When applying changes to programs within the module, you must click the save checkmark to save the changes.

SI System Default Codes

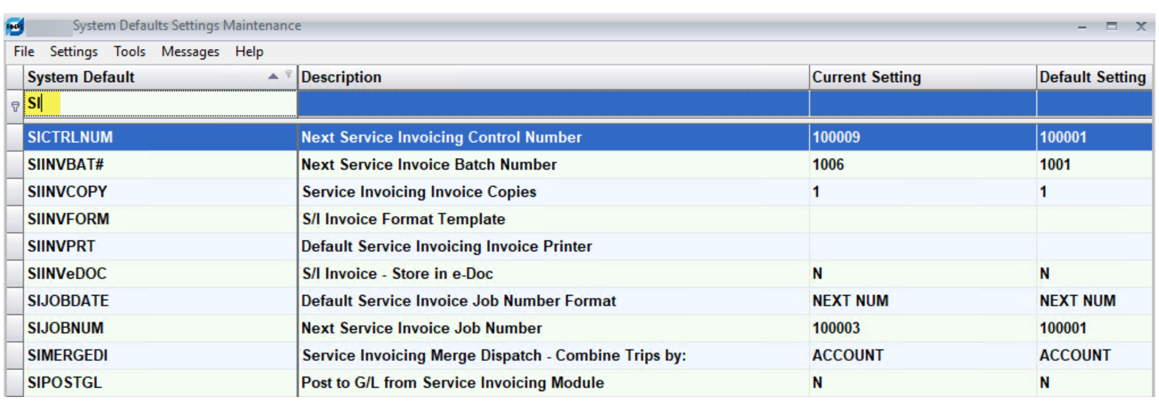
The SI System Defaults are pre-programmed codes that enable administrators to customize the Service Invoicing Module features and control the user experience.

Do the following to access a list of the SI System Defaults:

1. In the Service Invoicing Menu, click ‘Settings,’ then ‘Edit System Defaults.’



2. The System Default Settings window will populate with ‘SI’ preselected to filter and display a list of default codes specific to the SI Module. See the example below:



System Default	Description	Current Setting	Default Setting
SICTRLNUM	Next Service Invoicing Control Number	100009	100001
SIINVBAT#	Next Service Invoice Batch Number	1006	1001
SIINVCOPY	Service Invoicing Invoice Copies	1	1
SIINVFORM	S/I Invoice Format Template		
SIINVPRT	Default Service Invoicing Invoice Printer		
SIINVeDOC	S/I Invoice - Store in e-Doc	N	N
SIJOBDATE	Default Service Invoice Job Number Format	NEXT NUM	NEXT NUM
SIJOBNUM	Next Service Invoice Job Number	100003	100001
SIMERGEDI	Service Invoicing Merge Dispatch - Combine Trips by:	ACCOUNT	ACCOUNT
SIPOSTGL	Post to G/L from Service Invoicing Module	N	N

3. To save any changes to the System Default settings, click the save check-mark at the bottom of the window.

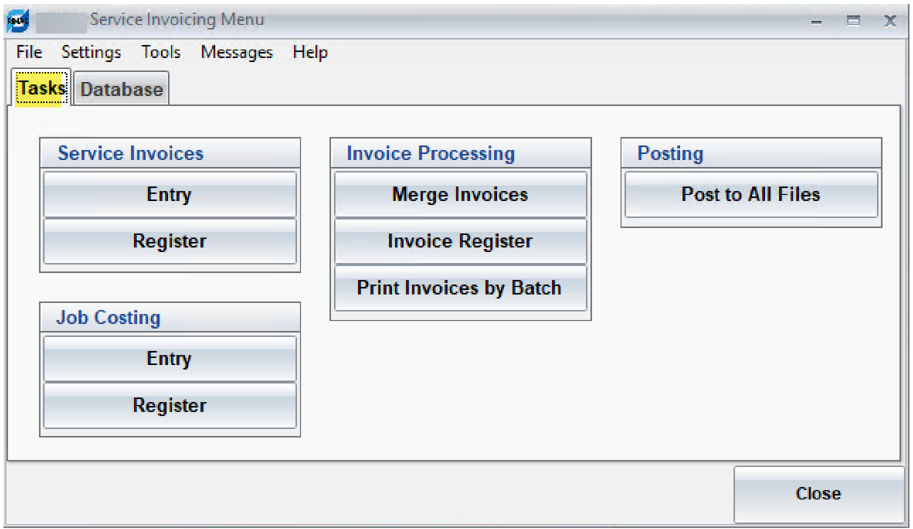
> **Note:** To access the **System Default settings** for a specific module, go to the '**Settings**' option and select '**Edit System Defaults**.' This method will automatically filter the System Defaults to show codes relevant to the module you are currently working with. Don't forget to click the save checkmark  to save any changes.

Service Invoicing Menu

The Service Invoicing menu contains two tabs: Tasks and Database.

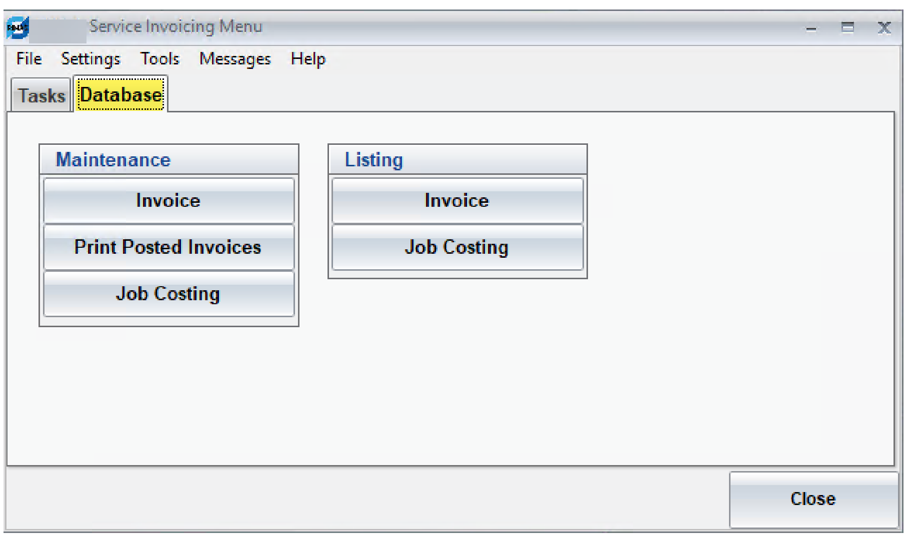
Tasks Tab

The Tasks tab includes three distinct tasks: 'Entry,' 'Invoicing,' and 'Posting' for Service Invoicing.



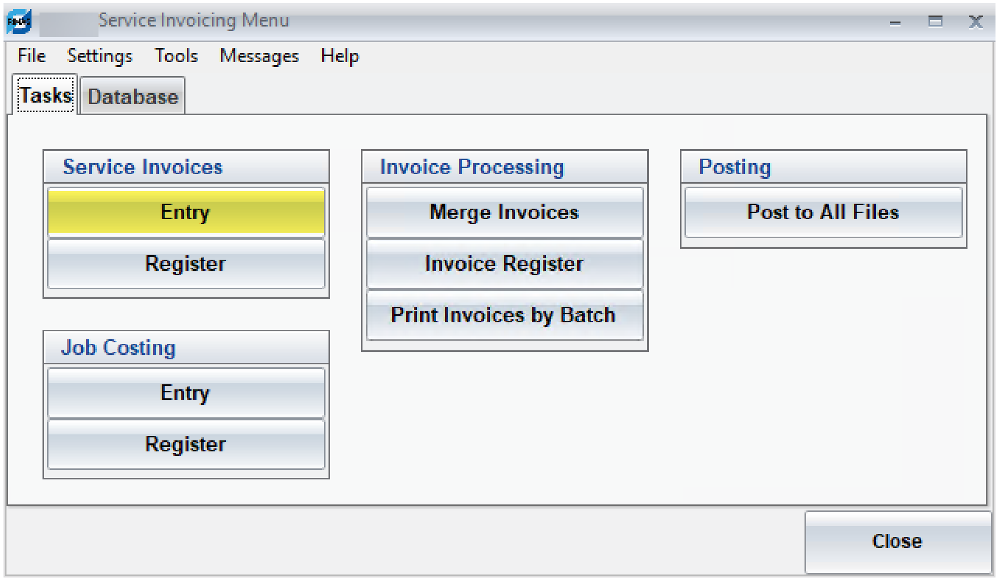
Database Tab

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



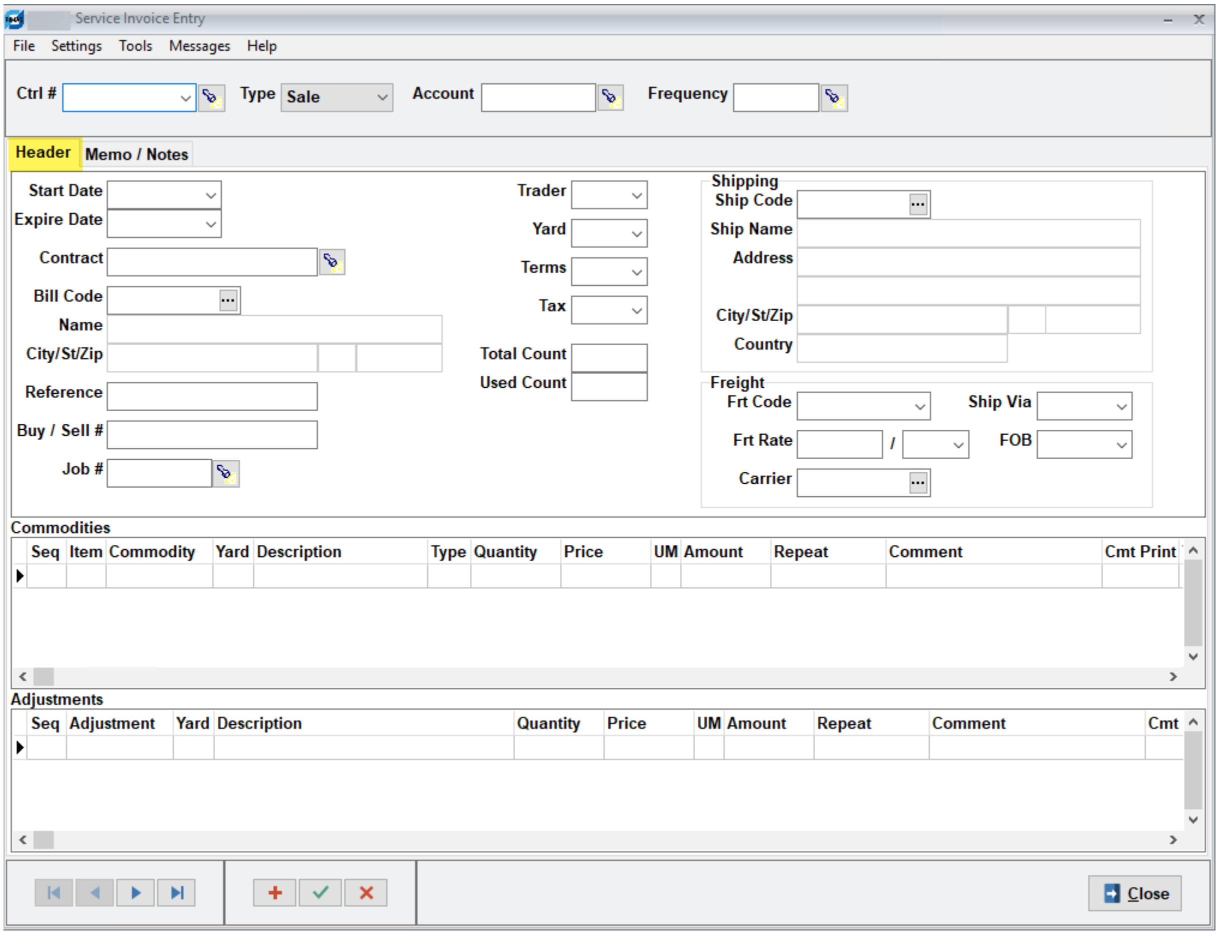
Service Invoices: Entry

The Service Invoice Entry task is used to enter all your service invoicing data and create Service Invoices. The Header, Shipping, Memo, Commodity, and Adjustment tabs allow you to enter information on the invoice. A description of each tab and their fields are listed below:



Header Tab

The top portion of the screen contains the Ctrl # , Type, Account, and Frequency fields, which can be accessed from any tab.



The table below displays the fields in the Service Invoice Entry program. Fields marked with an asterisk (*) must be filled before saving.

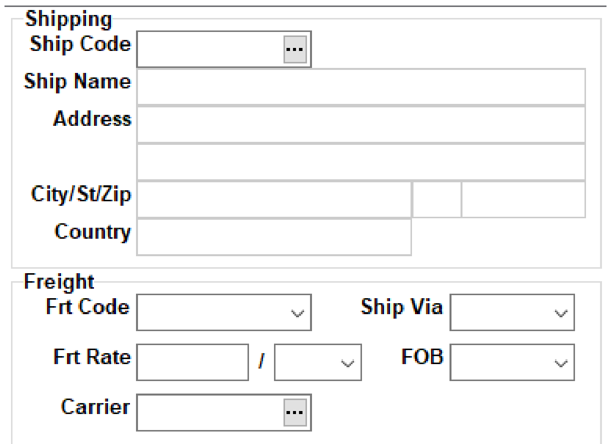
Service Invoice Entry Fields	Description
Ctrl #	The Control Number automatically defaults to the next available number when creating a new record. Use the flashlight lookup to filter existing service invoices and locate a specific record.
Type	Select the Invoice Type from the dropdown list. The options are Sale and Purchase. The 'Sale' type will be posted into Accounts Receivable, and the 'Purchase' type will be posted into Accounts Payable.

Service Invoice Entry Fields	Description
*Account	Choose an Account by selecting the Account Code from the list in the flashlight lookup. Use any top fields like Name Key, City, etc. to filter the search in the Account Lookup window.
Frequency	The Frequency field can be a maximum of six characters and is used to filter accounts with recurring transactions and indicate how often the Service Invoice transaction is posted. For 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. It is a method to group transactions together that should be generated at the same time.
Start Date	When a new record is created, the Start Date defaults to the system date. However, it can be edited using the dropdown calendar.
Expire Date	Select the last date for the recurring service from the dropdown calendar. If no date is entered, the recurring transactions will never expire.
Contract	If the shipment is being made to fill a Sale/Purchase 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.

Service Invoice Entry Fields	Description
Buy/Sell #	This is an additional field for a number associated with the Service Contract.
Job #	If applicable, select a Job Number Code from the flash-light lookup.
Trader	Select the service seller from the dropdown.
Yard	This is the Yard that is either purchasing or selling the service. If a contract has been referenced on the header, it is filled in from the contract.
Terms	These are the conditions under which a Contract is drawn up. They are displayed from the Accounts Master record.
Tax	This is a levy applied to the sale of material. It defaults to the value on the Accounts Master customer record.
Total Count	This is optional – leave this blank if there is no set num-ber of times the transaction will occur. Type in the num-ber of times a transaction will be set to recur.
Used Count	This refers to the Frequency and Total Count fields. It is the number of times that the service template has been merged into an Invoice.

Shipping and Freight Fields

The Shipping and Freight sections display freight data related to the Shipper, which is pulled from the Header tab.



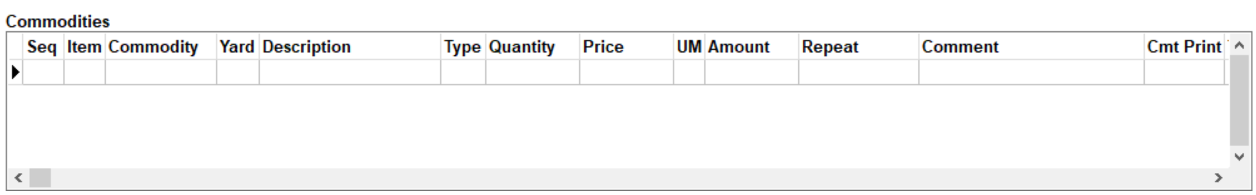
The table below displays the fields in the Shipping and Freight sections. Fields marked with an asterisk (*) must be filled before saving.

Shipping and Freight Fields	Description
*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 in the Header, then a 'Ship To' address can be typed in. The "Select an Alt Code" lookup screen will appear so that you can choose an Alternate Account Code.
Frt Code	Select the Freight City Code from the dropdown list.
Frt Rate	Enter the Freight Rate and choose the Unit of Measurement (UM) from the dropdown menu. The freight rate refers to the cost per unit that will be charged for shipping the material. If the contract is referenced, the freight rate and UM will automatically be set to their respective values.
Carrier	This refers to the trucking company and will be printed on the form. Choose from the "Select a

Shipping and Freight Fields	Description
	Carrier” lookup screen. Accounts must be marked as Carriers in Accounts Master to appear in the list of Carriers.
Ship Via	This field specifies the shipping method. Choose from the dropdown menu, which is configured in System Manager.
FOB	This field indicates the mode of transportation and appears only if a contract number is entered in the header. You can select from the dropdown menu.

Commodities Grid

The Commodities Grid allows users to enter a Commodity for the Service Invoice.



The table below displays the fields in the Commodities Grid. Fields marked with an asterisk (*) must be filled before saving.

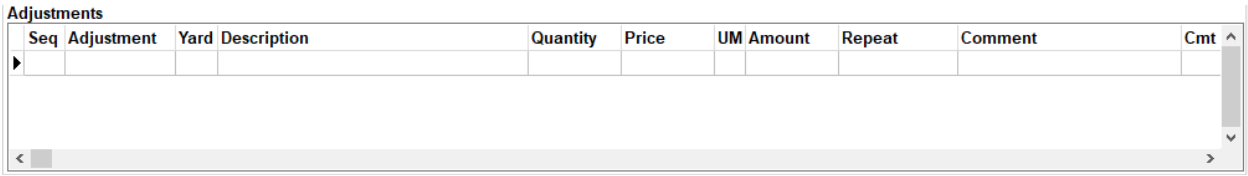
Commodities Grid Fields	Description
Seq	This will automatically fill in after clicking (+). It starts with line one (1) and increments for each line entered.
Item	This refers to an item on a contract that would have been filled in on the optional field on the Header tab.
*Comm	The “Select a Commodity” lookup screen will appear,

Commodities Grid Fields	Description
	allowing you to select a commodity code.
Description	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.
Type	This refers to the Commodity Type assigned to the selected commodity. It is set up in the System Manager module.
Recovery	If a Recovery Percent was entered for the Commodity on the Commodity Inventory Maintenance Gross Margin tab, 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.

Commodities Grid Fields	Description
	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, which will be calculated after entering the Quantity and Price and then tabbing to fill it in.
*Repeat	This dropdown option 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 comment can be printed on 'Invoice' or 'None.' It can be used to describe the detail line further.
Cmt Print	If a remark is made in the Comment field, the user can indicate where the 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.

Adjustments Grid

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.



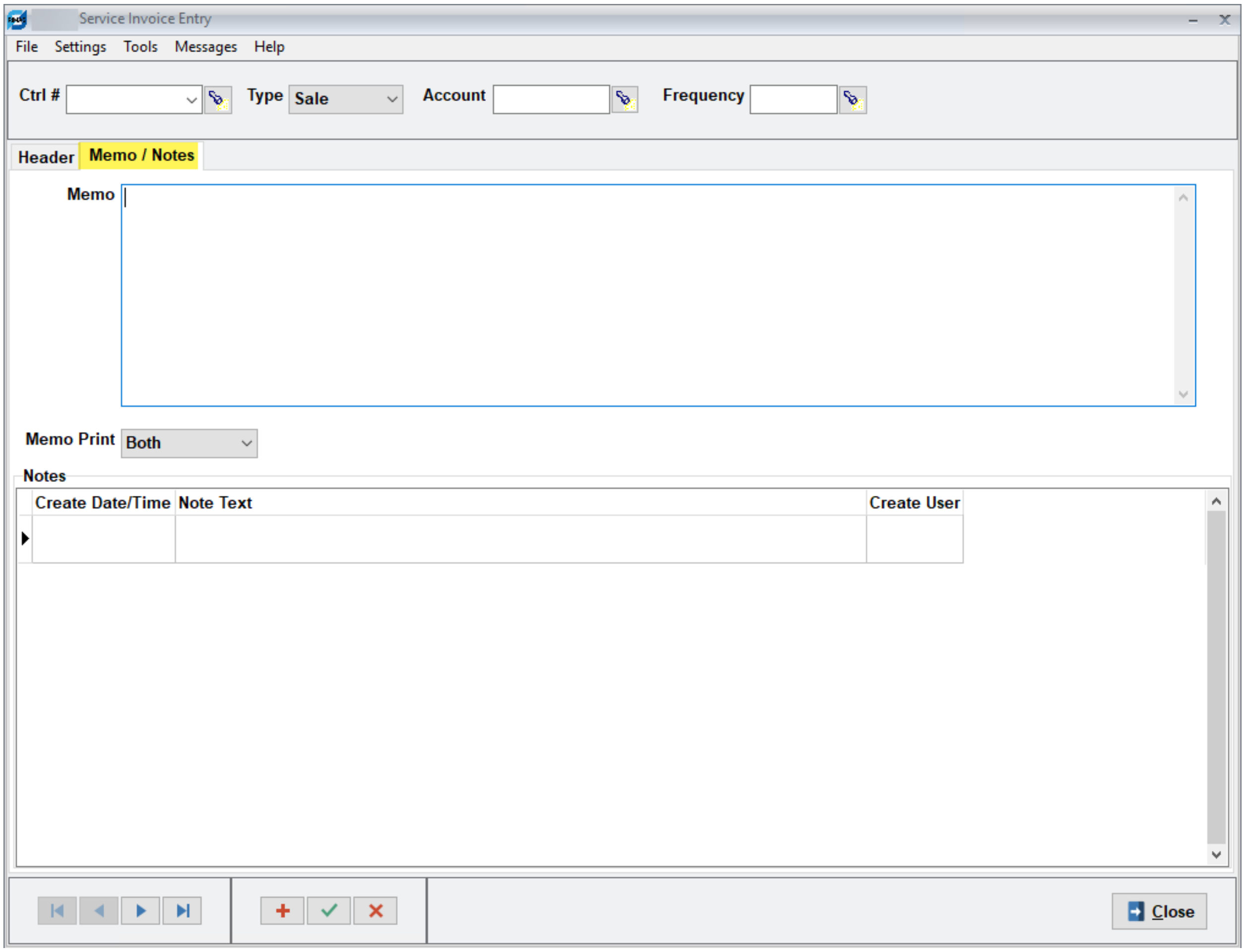
The table below displays the fields in the Adjustments Grid. Fields marked with an asterisk (*) must be filled before saving.

Adjustments Grid Fields	Description
Seq	This refers to the Commodity detail line that is being adjusted. It automatically fills in based on the line.
*Adjustment	Select an Adjustment Code from a dropdown list. Adjustment Codes set 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 Adjustment.
Price/UM	Enter in the price and Unit-of- Measure of the Adjust-

Adjustments Grid Fields	Description
	ment.
*Amount	Type in the amount of the adjustment or tab through the Quantity and Price fields to automatically cal- culate 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.

Memo/Notes Tab

The Memo/Notes tab contains remarks that are specific to the Invoice. The Memo can be printed on the Invoice however, the Notes are internal use only and cannot be printed on any form.



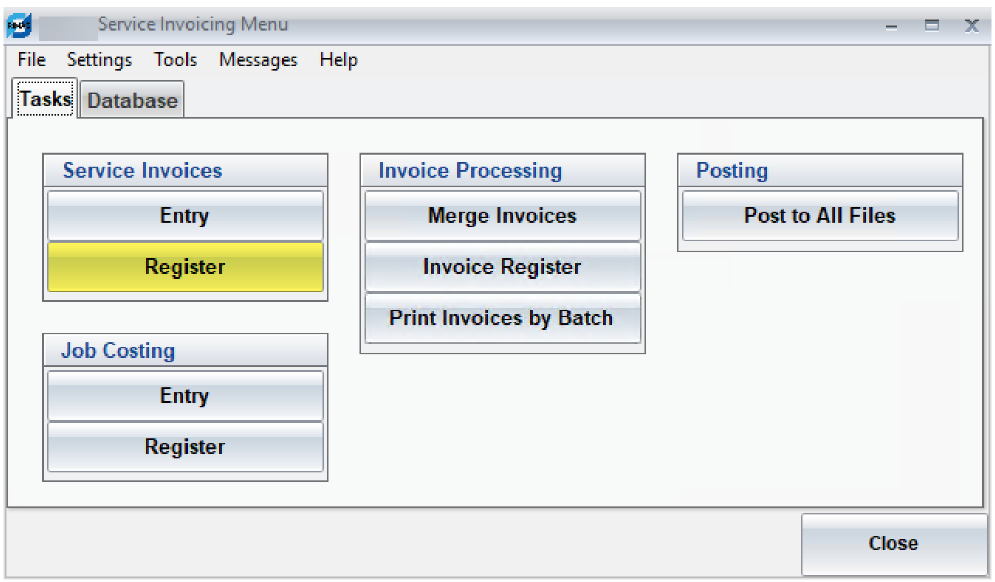
The table below displays the fields in the Memo/Notes Tab. Fields marked with an asterisk (*) must be filled before saving. They are only required if the user chooses to use the Memo portion of the Memo/Notes tab.

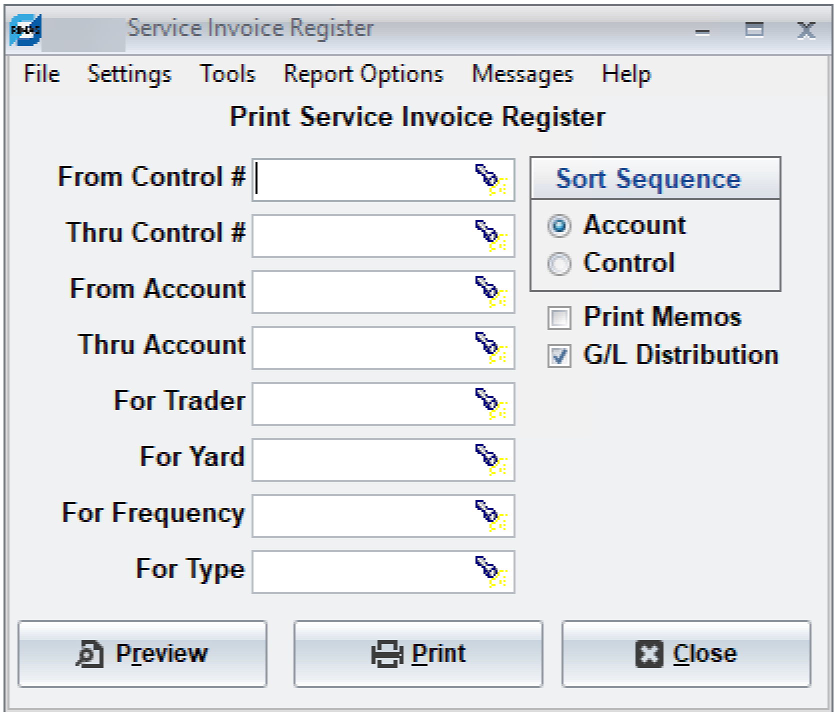
Memo Tab Fields	Description
*Memo	Type a note to print on an Invoice or Shipper statement or as an online reminder. This is a 4000-character field.
*Memo Print	This gives the option to print the memo on Shipper, Invoice, Both, or None.
Notes - Create Date/Time	Click into this field to insert a new note, the current

Memo Tab Fields	Description
	Date and Time will automatically populate into the record.
Note Text	Enter the Note text related to the Entry. Note text cannot be edited once saved.
Create User	This displays the User who created the Entry record.

Service Invoices: Register

The Service Invoice Register prints a report of the Service Invoices entered. This register is significant because it controls 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.





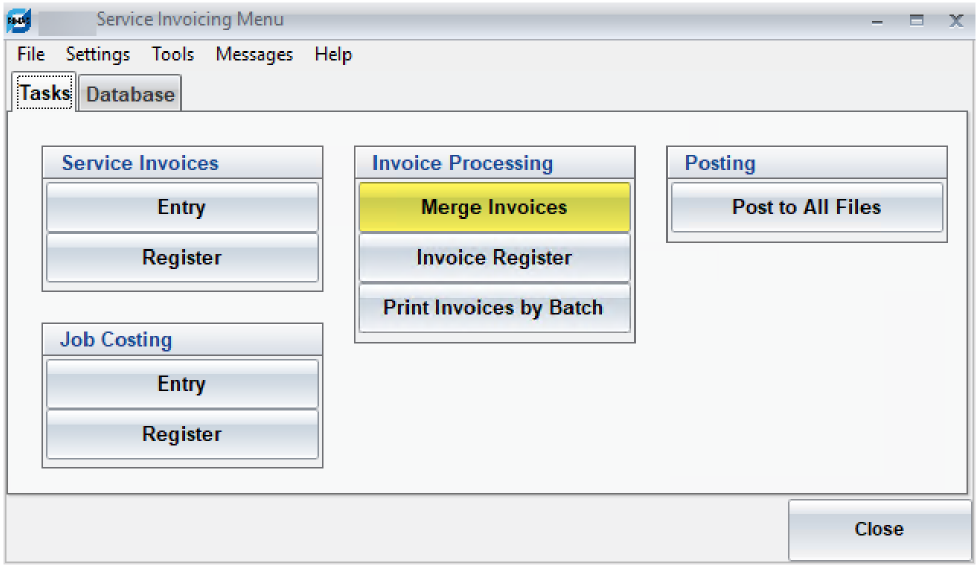
The table below displays the fields in the Service Invoice Register program.

Service Invoice Register Fields	Description
From/Thru Control #	Use the flashlight lookup to enter the range of Control Numbers to include Service Invoices on the Register. “From” refers to the first Control Number to include Invoices, and “Thru” refers to the last Control Number to appear.
From/Thru Account	Use the flashlight lookup to enter the range of Accounts to include for Service Invoices on the Register. “From” refers to the first Account to be included on the Register, and “Thru” refers to the last Account to appear.
For Trader	From the dropdown list, select the Trader for which to include Service Invoices on the Register.
For Yard	Select the Yard to include for Service Invoices on the

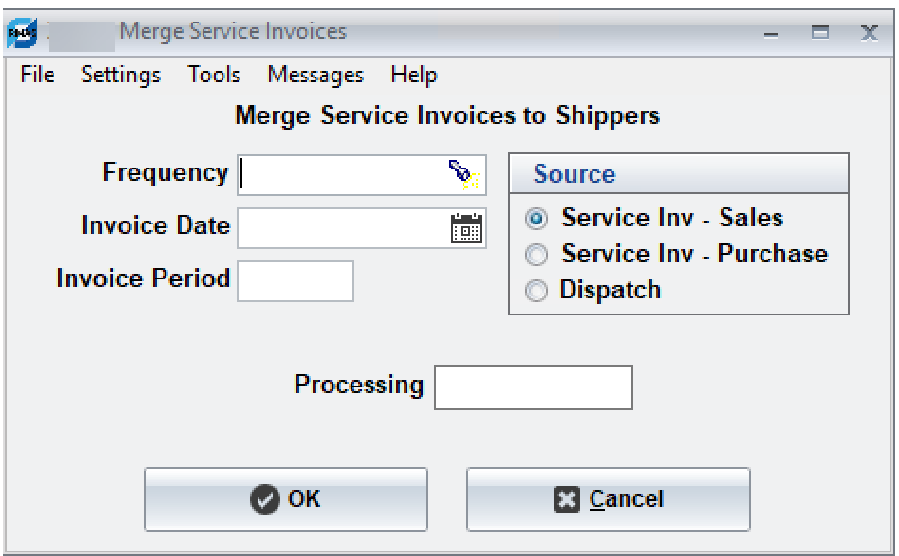
Service Invoice Register Fields	Description
	Register from the dropdown list.
For Frequency	The Register will sort on records that are setup to post periodically. Type in the frequency filter (alpha or numeric) to merge these records.
For Type	Select the Invoice Type using the flashlight lookup. The options are Sale and Purchase.
Sort Sequence	Click on a radio button to print in either Account or Control # sequence.
Print Memos	Check the box to print any memo associated with the Invoice.
G/L Distribution	Check the box to print the G/L Distribution report.

Service Invoicing: Merge Invoices to Shippers

The Merge Service Invoices task allows users to create Invoice records in the Material Shipping/Receiving tables from Service Invoice records for the frequency entered. There is also an option to create Material Shipping records utilizing the Service Codes designated on completed Dispatch trips.



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



The table below displays the fields in the Merge Service Invoices program.

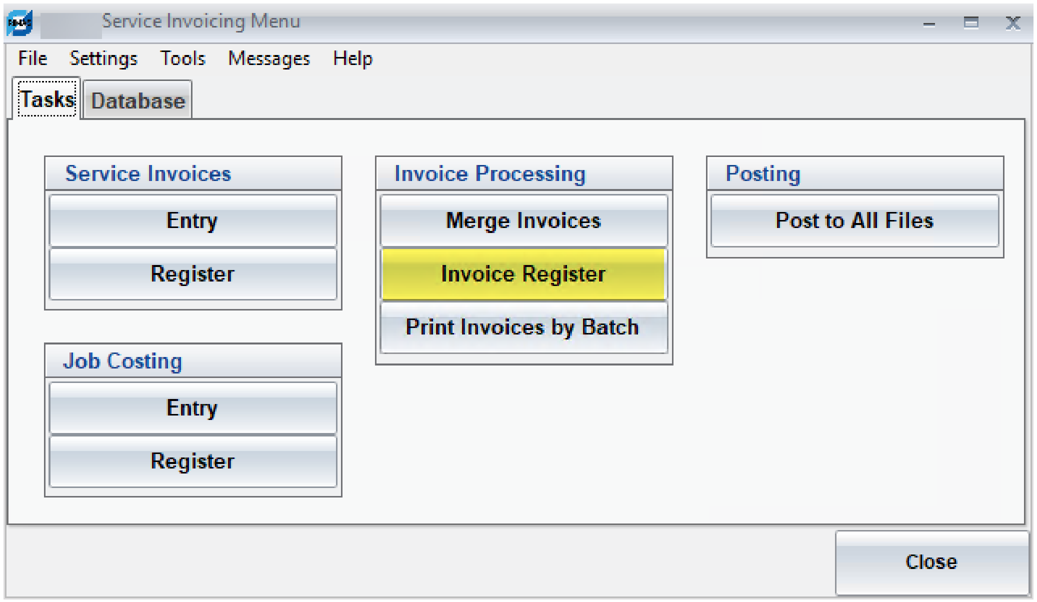
Merge Service Invoices Fields	Description
Frequency	The program will filter on records that are setup to post periodically. Type in the frequency filter (alpha or numeric) to merge.

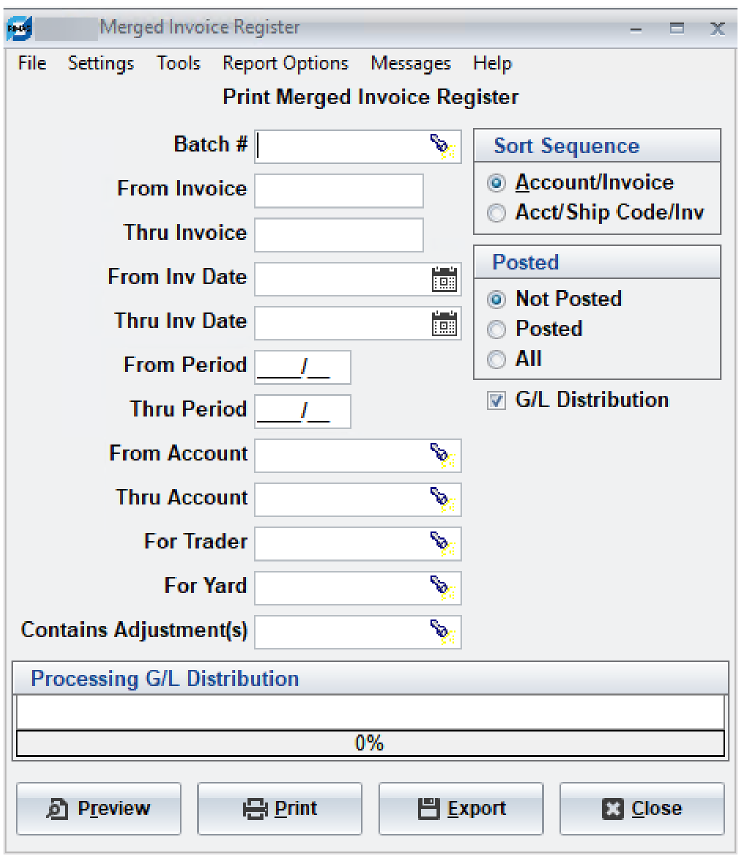
Merge Service Invoices Fields	Description
Invoice Date	This allows the user to select the date for the Invoices to be merged to Shippers from a dropdown calendar.
Invoice Period	Type in the Period the Invoice Merge occurs using the yyyy/mm format or use the default current Period.
Source	To filter Service Invoices based on the selected criteria, you can select 'Service Inv - Sales' or 'Service Inv - Purchase'. The former will pull records with a Service Inv Type of Sales, while the latter will pull records with a Service Inv Type of Purchase. If you select the 'Dispatch' option, it will not use any Service Invoice records, but instead use records from the Dispatch module.

The Processing window will flash with the Control Numbers as each Invoice is merged into either a Material Shipping record or Material Receiving record. 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.





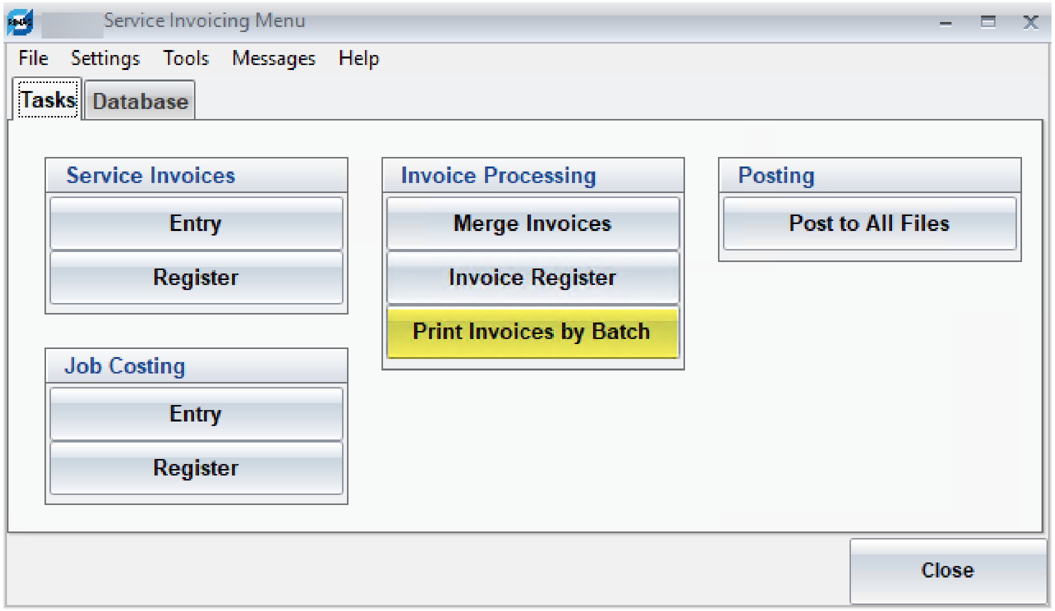
The table below displays the fields in the Merged Invoice Register program.

Merged Invoice Register Fields	Description
Batch #	Use the flashlight lookup to select the Batch Number to include invoices on the Register.
From/Thru Invoice	Enter the 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.
From/Thru Inv Date	Enter the range of Invoice Dates to include merged invoices on the Register. “From” refers to the first Invoice Date to be included on the register, and “Thru” refers to the last Invoice Date to appear. Select the dates from the dropdown calendars.
From/Thru Period	Enter the range of Period(s) for the Merged Invoices to be included in the Register. “From” refers to the first Period to be included on the register, and “Thru” refers to the last Period to appear.
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.

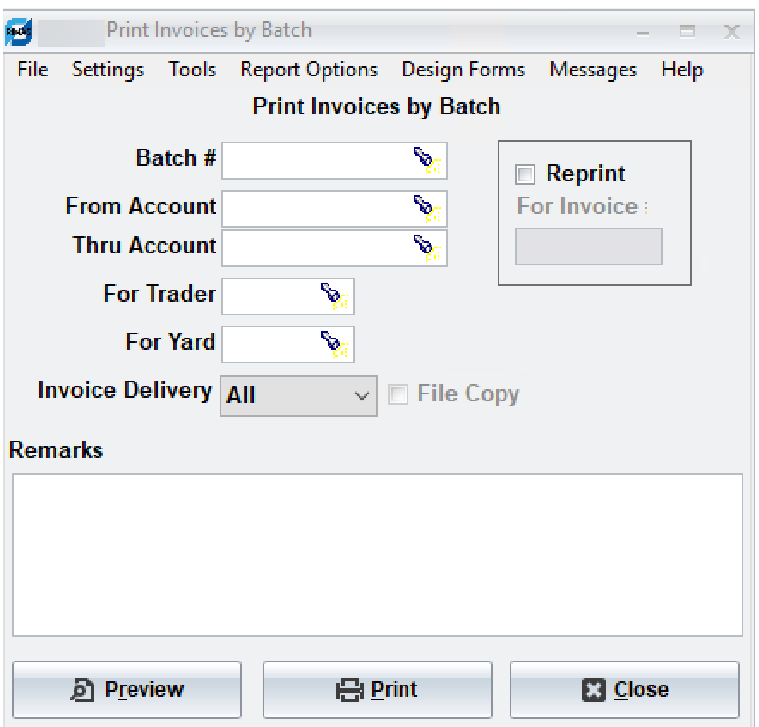
Merged Invoice Register Fields	Description
Contains Adjustments	Using the flashlight lookup, select the Adjustment Code to be included in the Register. Adjustment Codes set as type “Service” will be included in this dropdown, even though they do not appear in Material or Scale Receiving or Material Shipping.
Sort Sequence	Select a radio button to sort by ‘Account/Invoice’ or ‘Acct/Ship Code/Inv.’
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 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.



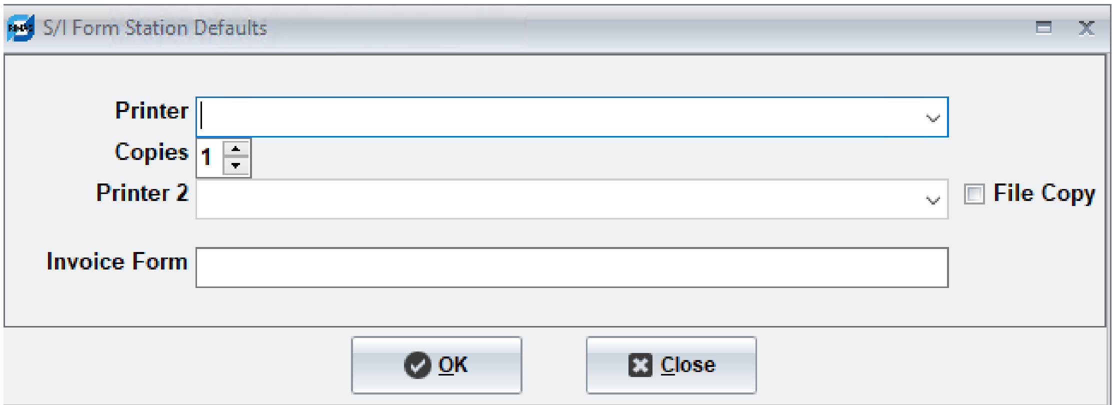
The table below displays the fields in the Print Invoices by Batch program.

Print Invoices by Batch Fields	Description
Batch #	Use the flashlight lookup to select the Batch Number to print Invoices.
From/Thru Account	Use the flashlight lookup to enter the range of Accounts to print Invoices. “From” refers to the first Account to be included in the printed Invoices, and “Thru” refers to the last.
For Trader	Use the flashlight lookup to select the Trader to print Invoices.
For Yard	Use the flashlight lookup to select the Yard to be included on the printed Invoices.
Remarks	Type in the information that will print on the Service Invoices.
Reprint	Check this box to reprint a Service Invoice. Once the Reprint option is selected, the “For Invoice # ” field becomes available to specify the Invoice Number to be used.

Once all Service Invoices are printed, a message will appear asking if you accept them. If you select "Yes," the Invoice Print flags on these Invoices will be set to avoid reprinting them. However, if you choose "No," the program will return to the menu.

S/I Print Invoices by Batch Station Defaults

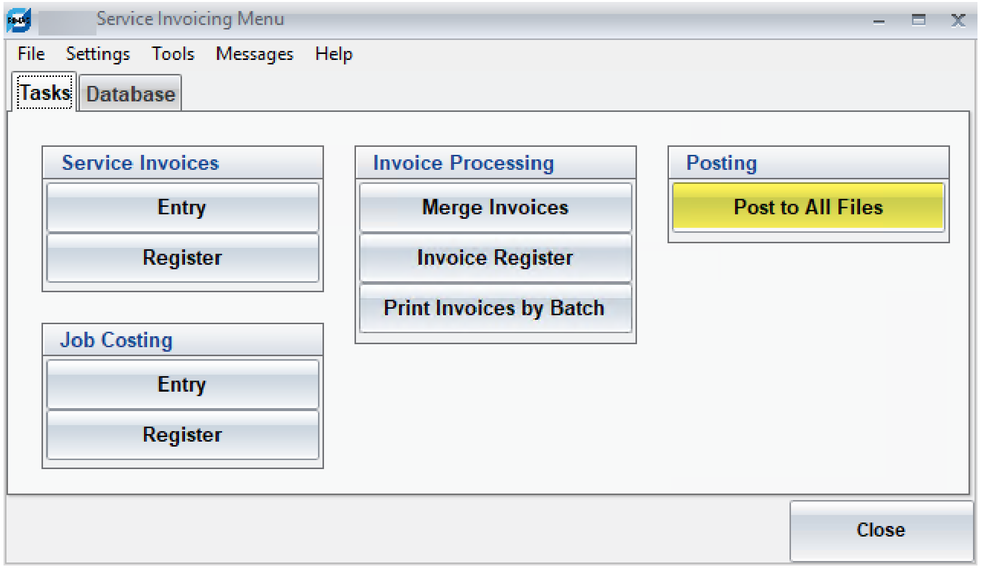
After designing an Invoice, if it is saved as a Station Default, the path name will appear on the Station Defaults screen, allowing each form design to be user-/workstation specific. The S/I Form Station Defaults screen can be accessed by opening Settings in the ‘Print Invoices by Batch’ program and selecting ‘Edit Station Defaults (F2).’



The table below displays the fields in the S/I Form Station Defaults.

S/I Form Station Defaults Fields	Description
Printer	Select a printer.
Copies	Select the number of copies to print.
Printer 2	Select a secondary printer.
File Copy	Check the box to indicate that it is a file copy that will print on Printer 2.
Invoice Form	Station Default name/path to the format used in place of the SIINVFORM System Default setting.

Service Invoicing: Post Invoices



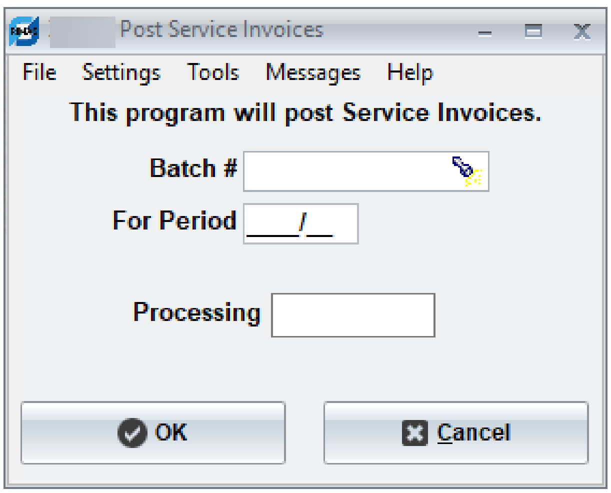
The Post Service Invoices task is used to update un-posted records in the Shipper table created from the Service Invoice module. This update is done to Commodity Inventory, Sales Contract, Sales History, Freight Accounting, and Accounts Receivable for those Service Inv type of Sales and those invoices generated from the Dispatch module.

For those Service Inv type of Purchases, the task updates unposted records in the Receiver table created from the Services Invoice module. This update is done to Commodity Inventory, Purchase Contract, Purchase History, Freight Accounting, and Accounts Payable.

During the posting process, the task will check the Batch to see if there are any unposted shippers or receivers remaining. If there are any such records, 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



The table below displays the fields in the Post Service Invoices program.

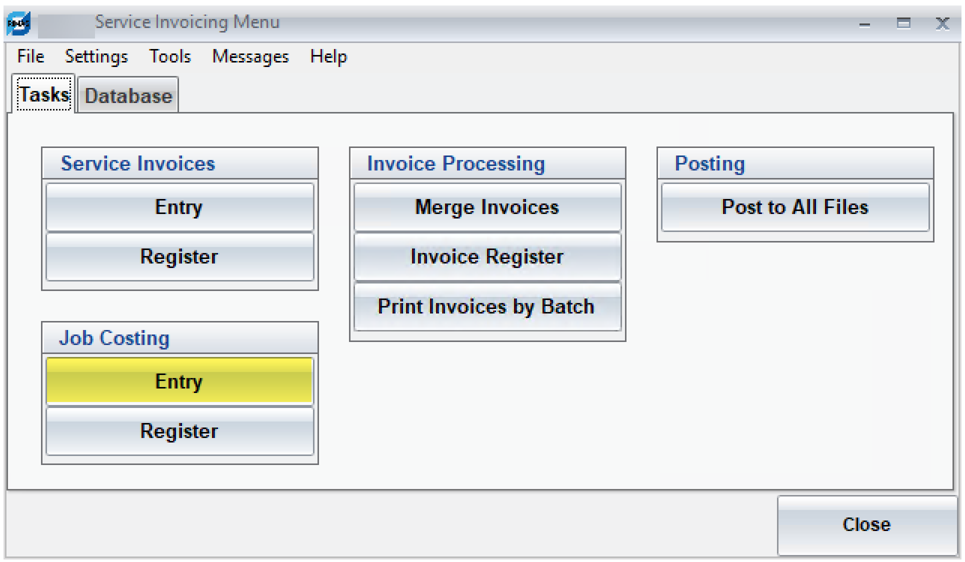
Post Service Invoices Fields	Description
Batch #	From the dropdown list, select the Batch Number to post.
For Period	Type in the Period for the Service Invoice to be Posted using the yyyy/pp format.

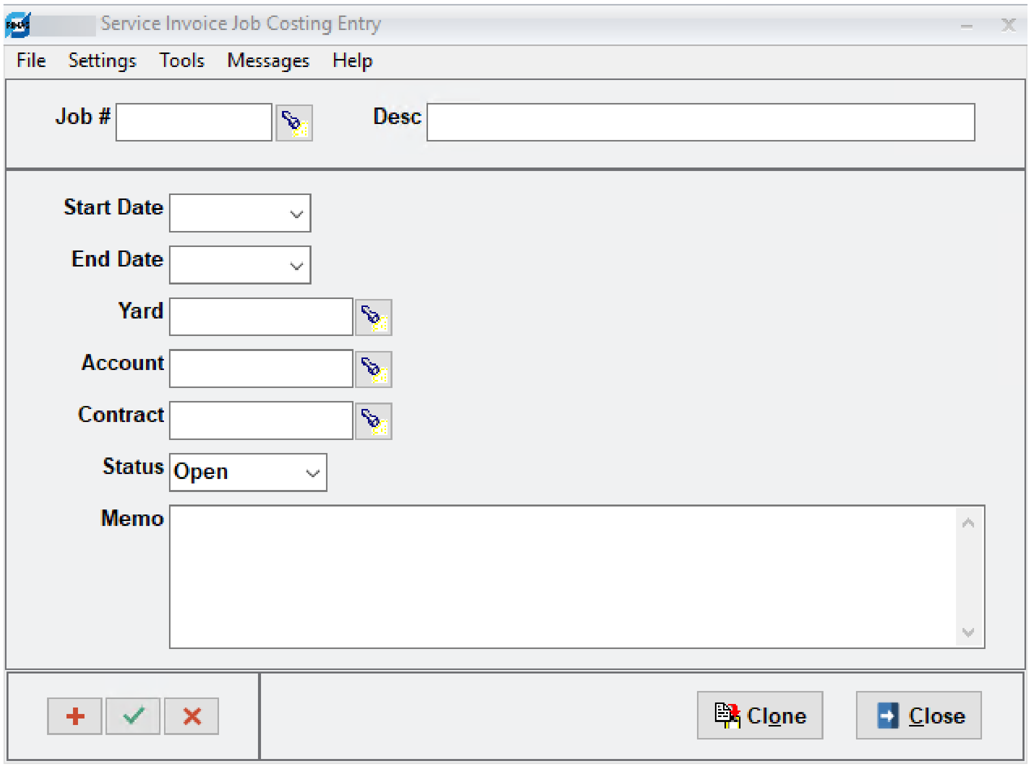
The Processing window will flash with the Control Numbers as each transaction is posted.

Service Invoicing: Job Costing

Job Costing: Entry

When using Job Costing Entry, you can create a job number to keep track of revenue and expenses related to a specific service. This Job number can then be used in programs like Material Shipping Shipper Entry, Scale Receiving, A/P Transaction Entry, and G/L General Journal Entry to affiliate the job number to the transaction.





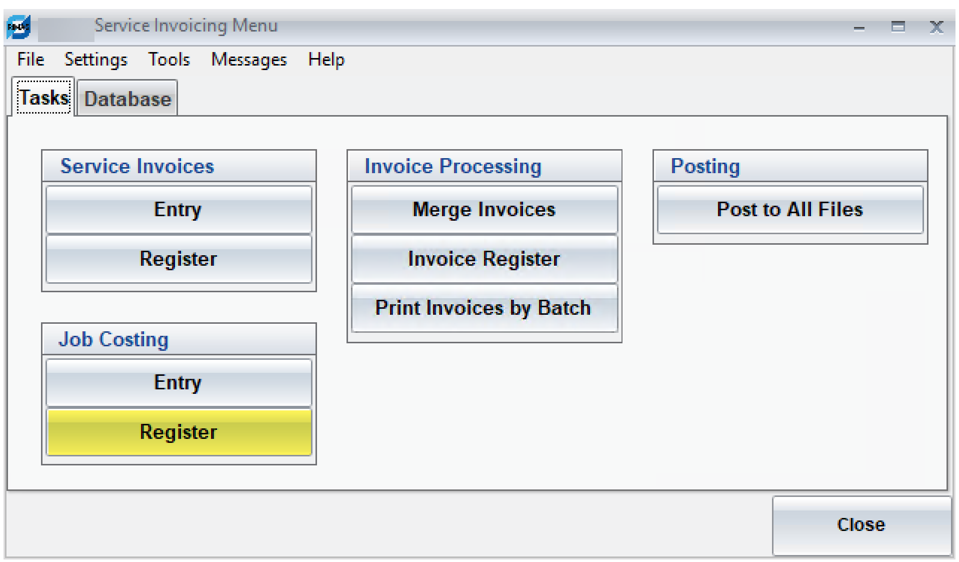
The table below gives descriptions of the fields in the Service Invoice Job Costing Entry program.

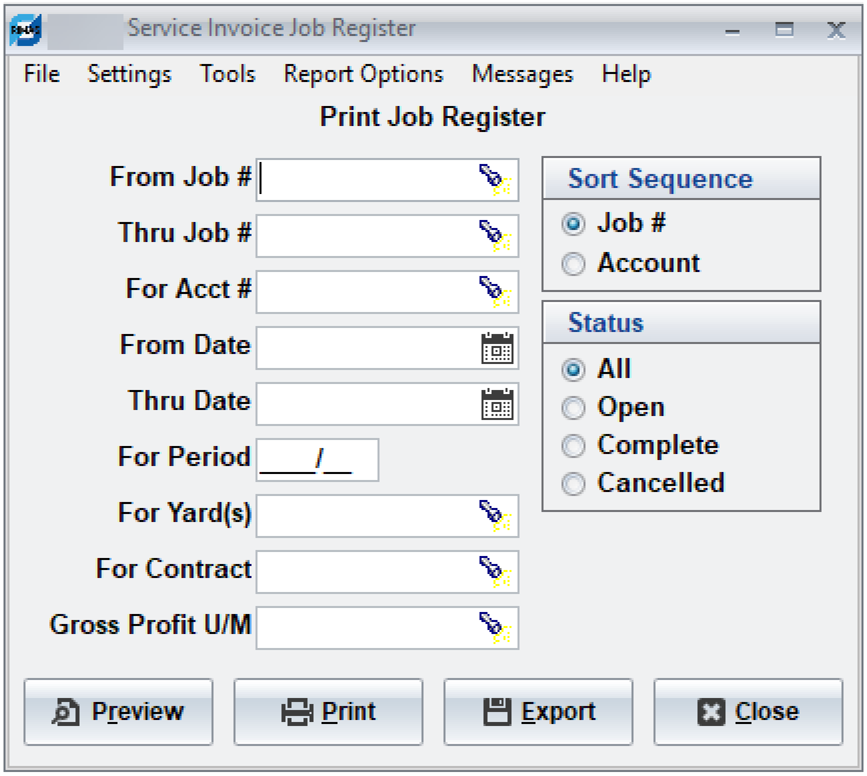
Service Invoice Job Costing Entry Fields	Description
Job #	Either choose an existing Job number using the flash-light lookup or create a new one (one is created by default for new jobs). The Job number must be unique.
Desc	Type a description title of the job.
Start Date	Select a Start Date for the job.
End Date	Select an End Date for the job. Note that the End Date field can be left blank to leave it open.
Yard	Use the flashlight lookup to reference an existing Yard if needed; otherwise, it can be left blank.
Account	Use the flashlight lookup to reference an existing Account if needed; otherwise, it can be left blank.

Service Invoice Job Costing Entry Fields	Description
Contract	Use the flashlight lookup to reference an existing Contract if needed; otherwise, it can be left blank.
Status	Use the dropdown menu to select the job's status. The options are Open, Complete, or Cancelled.
Memo	Type remarks associated with the job. This is a 4000-character field.
Clone Button	The Clone button can be used to Clone the job. This feature works similarly to other cloning features throughout RIMAS.

Job Costing: Register

The Job Costing Register program can be used to run the Jobs Register to obtain the Gross profit.





The table below gives descriptions of the fields in the Service Invoice Job Register program.

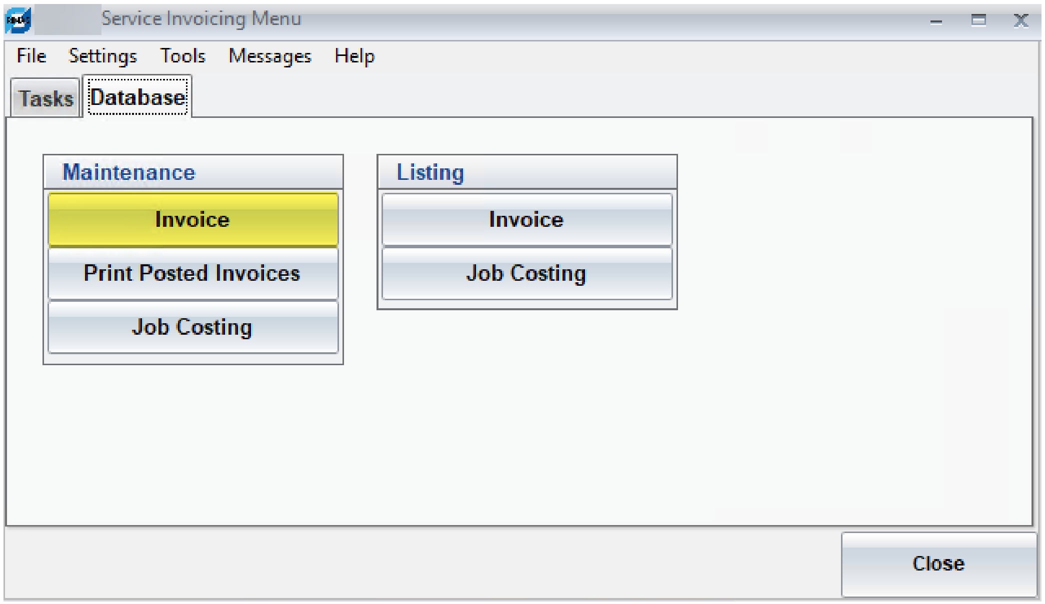
Service Invoice Job Register Fields	Description
From / Thru Job #	Use the flashlight lookup to enter the range of Job Numbers for the Job Register Invoice. “From” refers to the first Job Number to include Invoices, and “Thru” refers to the last Job Number to appear.
For Acct #	Use the flashlight lookup to enter the Account to include in the Job Register Invoice.
From / Thru Date	Enter the range of dates to include for Service Invoices on the Register. “From” refers to the first Date to be included on the Register, and “Thru” refers to the last Date to appear.
For Period	Type in the Period for the Service Invoice Job

Service Invoice Job Register Fields	Description
	Register to be printed using the yyyy/pp format.
For Yard(s)	Select the Yard(s) to include for Service Invoices on the Register from the dropdown list.
For Contract	Use the flashlight lookup to select the Contract to include for the Service Invoices on the Register.
Gross Profit U/M	Use the flashlight lookup to enter the Gross Profit unit of measurement.
Sort Sequence	Select a radio button to sort by 'Job # ' or 'Account.'
Status	Select the radio button to select the Job Status to include with the specified filters. The options are to include 'All' jobs, 'Open' jobs, ' ' Complete' jobs, or 'Cancelled' jobs.

Service Invoice: Maintenance

Service Invoice Maintenance has full access to every field on every Service Invoice record in the Service Invoice table. For a full description of each field, refer to the Header, Shipping, Memo, Commodity, and Adjustment tabs in the Entry program. There is also a System Data Tab to review system data.

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



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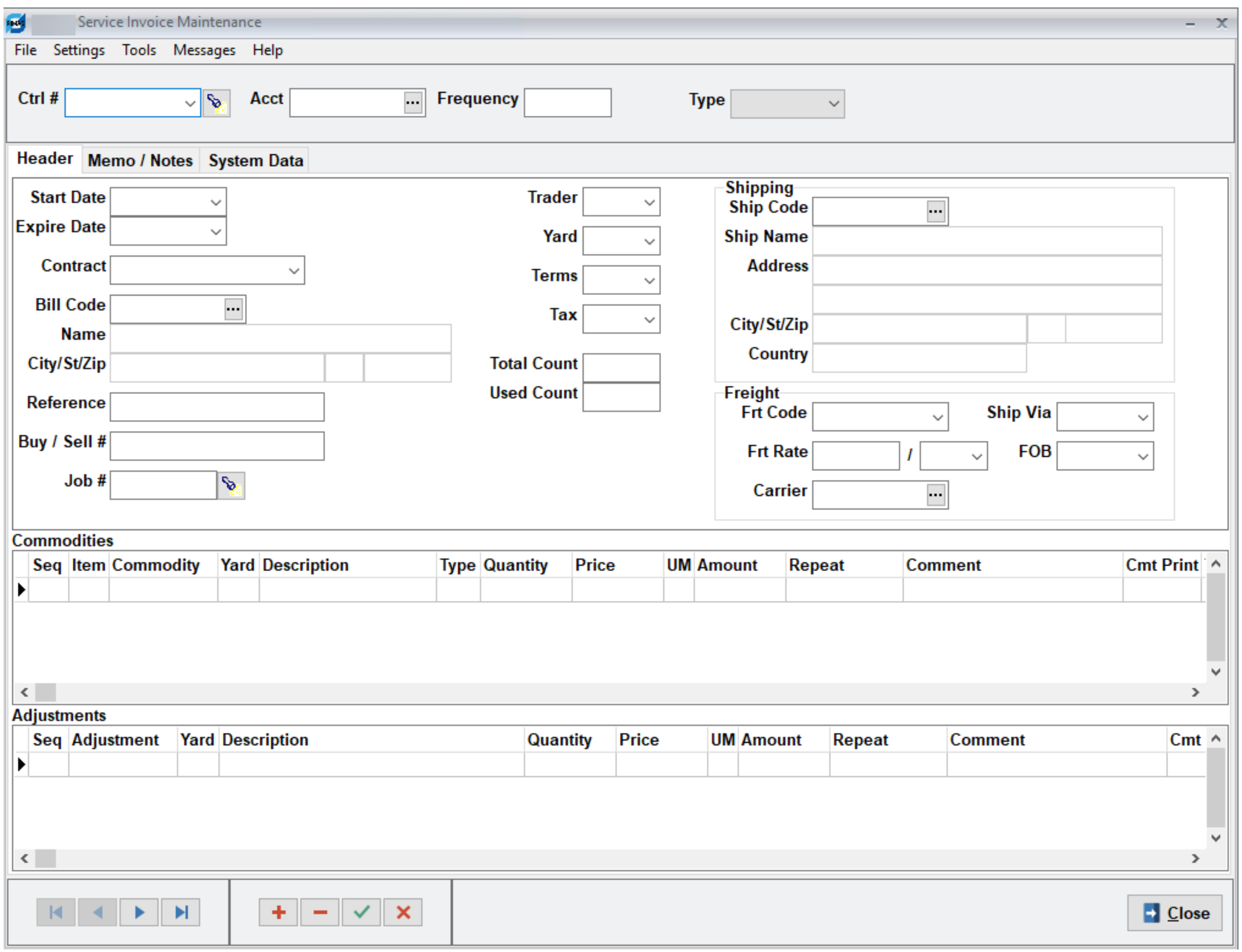

Service Invoice Maintenance
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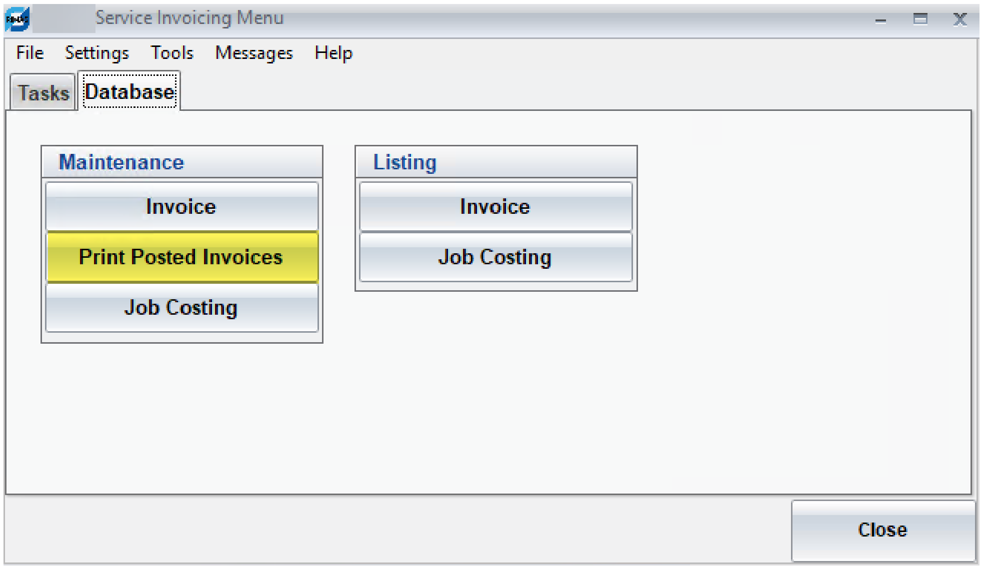
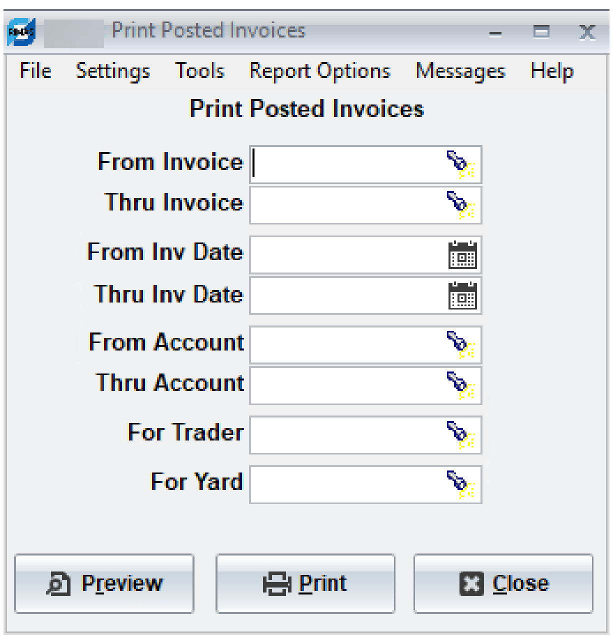
Used Count
Shipping
Ship Code
Ship Name
Address
City/St/Zip
Country
Freight
Frt Code
Ship Via
Frt Rate
FOB
Carrier
Commodities
Seq Item Commodity Yard Description Type Quantity Price UM Amount Repeat Comment Cmt Print
Adjustments
Seq Adjustment Yard Description Quantity Price UM Amount Repeat Comment Cmt
Close

Service Invoicing: Print Posted Invoices

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





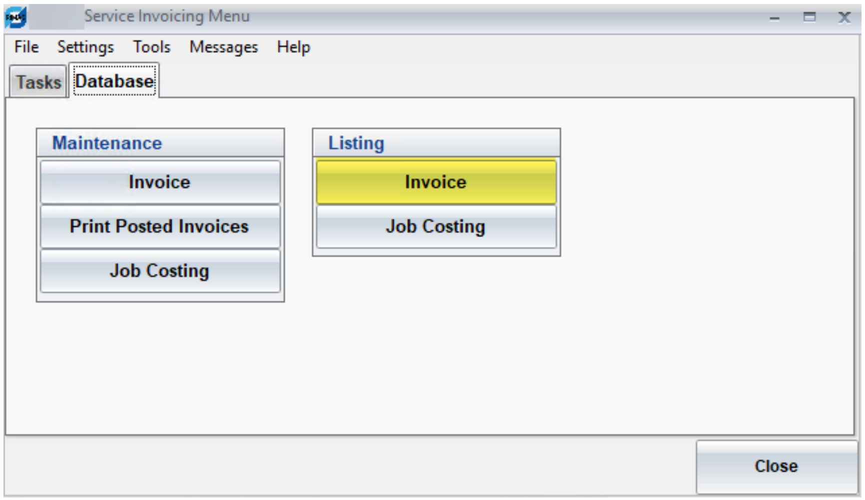
The table below displays the fields in the Print Posted Invoices program.

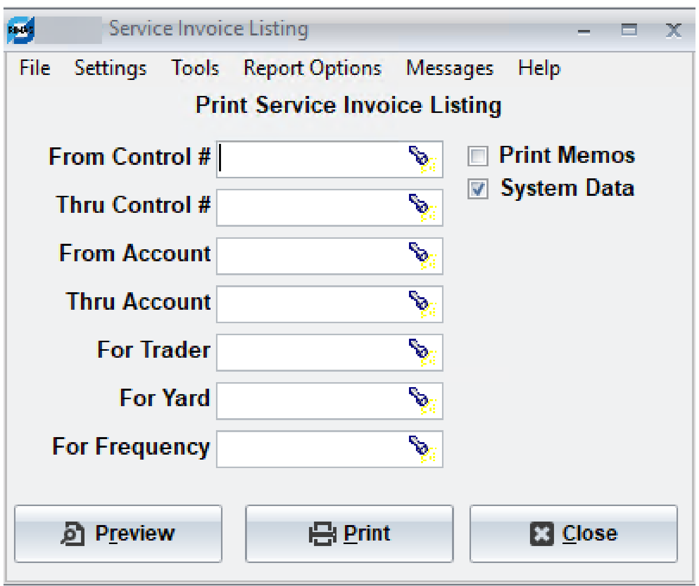
Print Posted Invoices	Description
From/Thru Invoice	This allows the user to enter a range of Invoice Num-

Print Posted Invoices	Description
	bers 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.





The table below displays the fields in the Service Invoice Listing program.

Service Invoice Listing Fields	Description
From/Thru Control #	Use the flashlight lookup to enter the range of Control Numbers to include Invoice records in the Listing. "From" refers to the first Control Number to include Invoices, and "Thru" refers to the last Control Number to appear on the Listing.
From/Thru Account	Use the flashlight lookup to enter the range of

Service Invoice Listing Fields	Description
	Accounts to include records on the Listing. “From” refers to the first Account to be included on the Listing, and “Thru” refers to the last Account to appear.
For Trader	Use the flashlight lookup to select the Trader to include in the Invoice records on the Listing.
For Yard	Use the flashlight lookup to select the Yard to include in the Invoice records on the Listing.
For Frequency	The Register sorts records that are set to post periodically. To view these records, type in the frequency filter (alpha or numeric).
Print Memos	Check the box to print any remarks associated with the Invoice.
System Data	Check the box to display the invoice's creation and last date information.

Note: For more instructions on this topic, please reach out to Shared Logic Support at 877-865-0083 (Option 1) or email your request to support@sharedlogic.com.