



Session 4-7		
Friday, October 13	1:00pm-2:30pm	Room 619

Session 4-7

Sage 100 Contractor: Accounts Receivable: Beyond the Basics

Presented By:
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Credits/Revision History

- Original Author(s): Melanie Rogers



After participating in this session, you will learn ways to:

- Record a down payment for a job
- Issue a refund check to a client
- Use an A/P balance to write off an A/R balance
- Invoice two clients for the same job
- Create a simple T&M invoice using A/R invoices
- Customize an A/R report to run billing vs receipts by project manager
- Voiding a 3-7 progress billing after it's been paid or been voided
- Correct way to fix a progress billing
- Adjusting A/R aging for rounding
- How to process a bounced check
- How to write off small balances on invoices

Record a Down Payment on a Job

Step 1- Create Receivable Invoice for Initial Deposit

- Invoice Type= Memo
- Post to Job Deposits; subaccount using Job#/Name

The screenshot shows the Sage 100 Contractor software interface for creating a receivable invoice. The window title is '3-2 Receivable Invoices/Credits | 2016 Tug Conference Temp'. The interface includes a menu bar (File, Edit, Options, Costs, Help) and a toolbar. The main form contains the following fields:

- * Invoice#: 1
- * Description: Initial Deposit
- * Job: 226 - Jones Job
- * Phase: (empty)
- * Tax District: (empty)
- * Invoice Date: 06/28/2017
- * Due Date: 06/28/2017
- * Discount Date: 06/28/2017
- * Client PO#: (empty)
- * Reference#: (empty)
- * Status: 1 - Open
- * Type: 2 - Memo
- User Def1: (empty)
- User Def2: (empty)
- Hot List: (checkbox)

Below the form is a table with the following columns: Row, * Description, Unit, Quantity, Price, Total, Taxable, Account, Subaccount.

Row	* Description	Unit	Quantity	Price	Total	Taxable	Account	Subaccount
1	Initial Deposit		1.0000	100.000000	100.00	No	2335 - Job deposits	226 - Jones Job
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

At the bottom of the form, there are summary fields:

- Disc Avail: (empty)
- Retention: (empty)
- Sales Tax: (empty)
- Taxable: (empty)
- Invoice Total: 100.00
- Disc/Credit: (empty)
- Paid: (empty)
- Total Paid: (empty)
- Non-Tax: 100.00
- Balance: 100.00
- Entered: 09/24/2017
- User: supervisor
- Period: Jun 2007
- Edit Link#: (empty)
- Net Due: 100.00
- Link#: (empty)

Buttons at the bottom include: Payment History, Tax Detail, Contract Summary, Go to Transaction. A note at the bottom left says: 'Enter Y (Yes) for taxable, or N (No) for non-taxable'.



Step 2- Enter Cash Receipt for the initial deposit

3-3-1 Cash Receipts | L: 2016 Tug Conference Temp

File Edit Options Help

* Account: 1000 - General Checking Balance: 75,808.67 Open only
 * Deposit#: 62603 Client: Paid only
 * Date: 06/29/2017 Job: 226 - Jones Job All invoices
 * Description: Initial Job Deposit

Contract Invoices Service Invoices

Row	* Invoice#	Due Date	Description	Job#	Amount	Balance	Check#	Paid
1	1	06/28/2017	Initial deposit	226 - Jones Job	100.00	100.00	1234	100.00
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Invoices Paid: 100.00 Credits Paid: Net Paid: 100.00
 Invoice Payments Reversed: Credit Payments Reversed: Net Payments Reversed: Discounts: **Deposit Total: 100.00**

Step 3- Enter Receivable Invoice for Job Billing

- Post to income for full amount of invoice
- Post 2nd line as a credit to Job Deposits account

3-2 Receivable Invoices/Credits | L: 2016 Tug Conference Temp

File Edit Options Costs Help

* Invoice#: 2 * Invoice Date: 07/15/2017 * Status: 1 - Open
 * Description: Job Billing * Due Date: 07/15/2017 * Type: 2 - Memo
 * Job: 226 - Jones Job * Discount Date: 07/15/2017 User Def1: User Def2: Hot List
 Phase: Client PO#: Reference#: Tax District: Hot List

Row	* Description	Quantity	Price	Total	Taxable	Account	Subaccount
1	Job Billing	1.0000	500.000000	500.00	No	4000 - Contract Income	1 - California Office
2	Less Initial Deposit	-1.0000	100.000000	-100.00	No	2335 - Job deposits	226 - Jones Job
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

Disc Avail: Retention: Sales Tax: Taxable: Invoice Total: 400.00
 Disc/Credit: Paid: Total Paid: Non-Tax: 400.00 Balance: 400.00
 Entered: 09/24/2017 User: supervisor Period: Jun 2007 Edit Link#: Net Due: 400.00
 Link#:

Enter the price per unit



WOODSTONE CONSTRUCTION INC.
XXXX Main St
Anywhere CA 99999
800 555-5555

Contract Invoice
Invoice#: 2
Date: 07/15/2017

Billed To: Bob Jones
123 Main Street
Anywhere CA 90005

Project: Jones Job

Due Date: 07/15/2017 Terms: Order#

Description	Quantity	Price	Amount
Job Billing	1.0000	500.000000	500.00
Less Initial Deposit	-1.0000	100.000000	-100.00

*A service charge of 0.00 % per annum will be charged on all amounts overdue on regular statement dates.
Thank you for your prompt payment!*

Non-Taxable Amount:	400.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	400.00

WOODSTONE CONSTRUCTION INC.
Managed Rite Construction
XXXX Main St
Anywhere CA 99999
800 555-5555
License: 999999

STATEMENT
Statement Date: 06/30/2017

Billed To: Bob Jones
123 Main Street
Anywhere CA 90005

Project: Jones Job

Invoice#	Due Date	Description	Amount	Paid/Credit	Now Due
1	06/28/2017	Initial deposit	100.00	100.00	
2	07/15/2017	Job Billing	400.00		400.00
Totals:			500.00	100.00	400.00

Current	1-30 Days	31-60 Days	61-90 Days	91+ Days	Retention
400.00	0.00	0.00	0.00	0.00	0.00

Please Pay This Amount **400.00**

Contract Summary	Original Contract Amount	0.00
	Net Changes to Date	0.00
	New Contract Amount	0.00
	Total Invoiced to Date	500.00
	Remaining Balance on Contract	-500.00



Issue a Refund Check to a Client

Step 1- Create A/R Credit for the refund amount

- Invoice Type = Contract
- Post to Income Account

3-2 Receivable Invoices/Credits | L: 2016 Tug Conference Temp

File Edit Options Costs Help

* Invoice# Refund Cr Memo * Invoice Date 07/06/2017 * Status 1 - Open

* Description Refund Check * Due Date 07/06/2017 * Type 1 - Contract

* Job 1262 - Wilkinson Pond * Discount Date 07/06/2017 User Def1

Phase Client PO# User Def2

Tax District Reference# Hot List

Row	Description	Quantity	Price	Total	Account	Subaccount
1	Refund Check	-1.0000	100.000000	-100.00	4000 - Contract Income	1 - California Office
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Disc Avail Retention Sales Tax Taxable Invoice Total

Disc/Credit Paid Total Paid Non-Tax Balance

Net Due

Entered 09/26/2017 User supervisor Period Jul 2007 Edit Link# Link#

Payment History Tax Detail Contract Summary Go to Transaction

Record number (For a new record leave blank)



Step 2- Create an A/R Invoice

- Reference and apply to A/R Credit
- Invoice Type = Memo
- Post to Liability Account

3-2 Receivable Invoices/Credits | L: 2016 Tug Conference Temp

* Invoice# Refund Invoice * Invoice Date 07/06/2017 * Status 1 - Open

* Description Refund Invoice * Due Date 07/06/2017 * Type 2 - Memo

* Job 1262 - Wilkinson Pond * Discount Date User Def1

Phase Client PO# User Def2

Tax District Reference# Refund Cr memo Hot List

Row	Description	Quantity	Price	Total	Account	Subaccount
1	Refund Invoice	1.0000	100.000000	100.00	2330 - Refunds Payable	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Disc Avail Retention Sales Tax Taxable Invoice Total 100.00

Disc/Credit Paid Total Paid Non-Tax 100.00 Balance 100.00

Entered 09/26/2017 User supervisor Period Jul 2007 Edit Link# Net Due 100.00

Link#

Payment History Tax Detail Contract Summary Go to Transaction

Record number (For a new record leave blank)

Sage 100 Contractor

? The referenced invoice/credit was found. Press Yes to apply this entry to referenced invoice/credit now, No to save without applying, or Cancel to return to your entry.

Yes No Cancel



Step 3- Create Refund Check in G/L

-Post to liability account

1-1 Checks and Bank Charges | L: 2016 Tug Conference Temp

File Edit Costs Help

* Account# Vendor * Status
 * Check# Payee
 * Date Payee2
 * Description Address 1
 User Def1 Address 2
 User Def2 City
 Order# State Zip

Row	Description	* Account	Subaccount	Debit Amount	User Defined
1	Refund	2330 - Refunds Payable		100.00	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Account Balance Net Check

Ledger account number | * Entry is required

Contract Summary

Original Contract
 Changes to Date
 New Contract
 Invoiced to Date
 Balance on Contract
 Open Changes
 Balance with Tax
 Retained
 Net Due with Tax



Using an A/P Balance to Write Off an A/R Balance

Step 1- Select, pay and post a vendor payment to a clearing account

4-3-1 Select Invoices to Pay | L: 2016 Tug Conference Temp

Row	Vendor	Job	Invoice#	Due Date	Status	Invoice Total	Net Due	Set to Pay
1	62 - Wight Stetwork & Paving	222 - Big Redwood Tre...	66359	07/15/2017	Open	708.00	708.00	708.00
2								
3								

4-3-5 Report Printing | L: 2016 Tug Conference Temp

Printer: Xerox WorkCentre 6505DN
 Tray: Follow Printer Settings
 Quality: High
 Size: Letter (8.5 x 11")
 Pages: to
 Copies: 1

Report Criteria: Samples / Notes
 22 - Formatted Stub
 23 - No Job Stub

Report Form: Check11.Check_AP
 Vendor: Between
 Set to Pay: <> Zero
 Status: Equal 1

Print Checks dialog box:
 * General Checking Account: 1005 - Check Clearing
 * Starting Check Number: 9999
 * Check Date: 06/30/2017

Date to print on the check (mm/dd/yyyy) | * Entry is required



Step 2- Post a cash receipt to the same clearing account

3-3-1 Cash Receipts | L: 2016 Tug Conference Temp

File Edit Options Help

* Account 1005 - Check Clearing Balance -708.00 Open only
 * Deposit# 9999 Client 131 - Hotel Inc Paid only
 * Date 06/30/2017 Job 222 - Big Redwood Tree Hotel All invoices
 * Description Apply open A/P Balance

Contract Invoices Service Invoices

Row	* Invoice#	Due Date	Description	Job#	Amount	Balance	Paid
1	189	07/30/2017	Frame Shed	222 - Loan...	708.00	708.00	708.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Invoices Paid 708.00 Credits Paid Net Paid 708.00
 Invoice Payments Reversed Credit Payments Reversed Net Payments Reversed
 Overpayment Deposit Total 708.00 Discounts

Invoicing 2 Clients for the Same Job-

Step 1- Create client with correct physical and billing address

-Use the shipping address field for the secondary billing address

Step 2- Use Form Design to create an invoice that pulls in shipping address field



Creating a Simple T&M Invoice using Receivable Invoices

Step 1- Create Parts

-Create at Menu 9-2 Estimating, for Labor and Material

The screenshot shows a software window titled "9-2 Parts | L: 2016 Tug Conference Temp". The "Description" field contains "Labor" and the "Unit" is set to "Hour". The "Billing Amount" field is highlighted with a red box and contains the value "100.000000". Other fields include "Default Cost" (75.000000), "Last Updated" (09/04/2017), "Alpha Part#", "Markup %", "Average Cost", "Minimum Order Qty", "Package Quantity", and "Unit Weight". The interface includes tabs for "General Information", "Cost, Billing and Ordering", "Labor", "Inventory", and "Service Equipment".

The screenshot shows the same software window with "Materials" entered in the "Description" field and "LS" in the "Unit" field. The "Billing Amount" field is now empty. The "Last Updated" field is highlighted with a blue box. The "Default Cost" field is also empty. The rest of the interface, including the "Billing Amount" field, remains the same as in the previous screenshot.



-Create a Part for Overhead; complete billing amount

A screenshot of the Sage 100 Contractor software interface. The window title is "9-2 Parts | L: 2016 Tug Conference Temp". The menu bar includes "File", "Edit", "Options", and "Help". The description field contains "Overhead @15%" and the unit is "LS". The "Billing Amount" field is highlighted with a red box and contains the value "0.150000". Other fields include "Alpha Part#", "Default Cost", "Last Updated" (09/04/2017), "Markup %", "Average Cost", "Minimum Order Qty", "Package Quantity", and "Unit Weight". The "General Information" tab is selected. At the bottom, there are buttons for "Vendors", "Inventory", "Serial #", and "Purchase History". A status bar at the bottom reads "Enter a description of the part | * Entry is required".

-Create a Part for Profit; complete billing amount

A screenshot of the Sage 100 Contractor software interface. The window title is "9-2 Parts | L: 2016 Tug Conference Temp". The menu bar includes "File", "Edit", "Options", and "Help". The description field contains "Profit @10%" and the unit is "LS". The "Billing Amount" field is highlighted with a red box and contains the value "0.100000". Other fields include "Alpha Part#", "Default Cost", "Last Updated" (09/04/2017), "Markup %", "Average Cost", "Minimum Order Qty", "Package Quantity", and "Unit Weight". The "General Information" tab is selected. At the bottom, there are buttons for "Vendors", "Inventory", "Serial #", and "Purchase History". A status bar at the bottom reads "Enter the minimum quantity to order (for placing orders)".



Step 2- Create a Receivable Invoice using parts

3-2 Receivable Invoices/Credits | L: 2016 Tug Conference Temp

File Edit Options Costs Help

43

* Invoice# 90655 * Invoice Date 06/23/2017 * Status 4 - Paid
 * Description Repair drywall * Due Date 07/23/2017 * Type 1 - Contract
 * Job 224 - Walking Shoes Shop * Discount Date 07/03/2017 User Def1
 Phase Client PO# User Def2
 Tax District 1 - Sonoma, CA Reference# Hot List

Row	Part#	* Description	Unit	Quantity	Price	Total	Taxable	Account	Subaccount
1	1	Labor	Hour	5.0000	100.000000	500.00	Yes	4000 - Contract Income	1 - California Office
2	2	Materials	LS	1.0000	163.000000	163.00	Yes	4000 - Contract Income	1 - California Office
3	3	Overhead @ 15%	LS	663.0000	0.150000	99.45	Yes	4000 - Contract Income	1 - California Office
4	4	Profit @ 10%	LS	762.4500	0.100000	76.25	Yes	4000 - Contract Income	1 - California Office
5									
6									
7									
8									
9									
10									
11									
12									
13									

Disc Avail Retention Sales Tax 62.91 Taxable 838.70 Invoice Total 901.61
 Disc/Credit 0.01 Paid 901.60 Total Paid 901.61 Non-Tax Balance
 Entered 08/20/2017 User supervisor Period Jun 2007 Edit Link# Net Due
 Link# 661

Payment History Tax Detail Contract Summary Go to Transaction

Step 3- Modify Receivable Invoice Report and System.Invoice_AR Form Design

TUG REGIONAL WORKSHOP

October 12-13, 2017
Hilton Austin _ Austin, Texas



XXXX Main St
Anywhere CA 99999
800 555-5555

Time and Materials Invoice

Invoice#: 90655
Date: 06/23/2017

Billed To: George Olson
1802 West Street
Sebastopol CA 954762

Project: Walking Shoes Shop
1255 A Street
Novato CA 95823

Due Date: 07/23/2017

Terms: 30DY

Order#

Description	Quantity	Unit	Price	Amount
Labor	5.0000	Hour	100.000000	500.00
Materials	1.0000	LS	163.000000	163.00
Overhead @15%	663.0000	LS	0.150000	99.45
Profit @10%	762.4500	LS	0.100000	76.25

A service charge of 18.00% per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your prompt payment!

Non-Taxable Amount:	0.00
Taxable Amount:	838.70
Sales Tax:	62.91
Amount Due	901.61

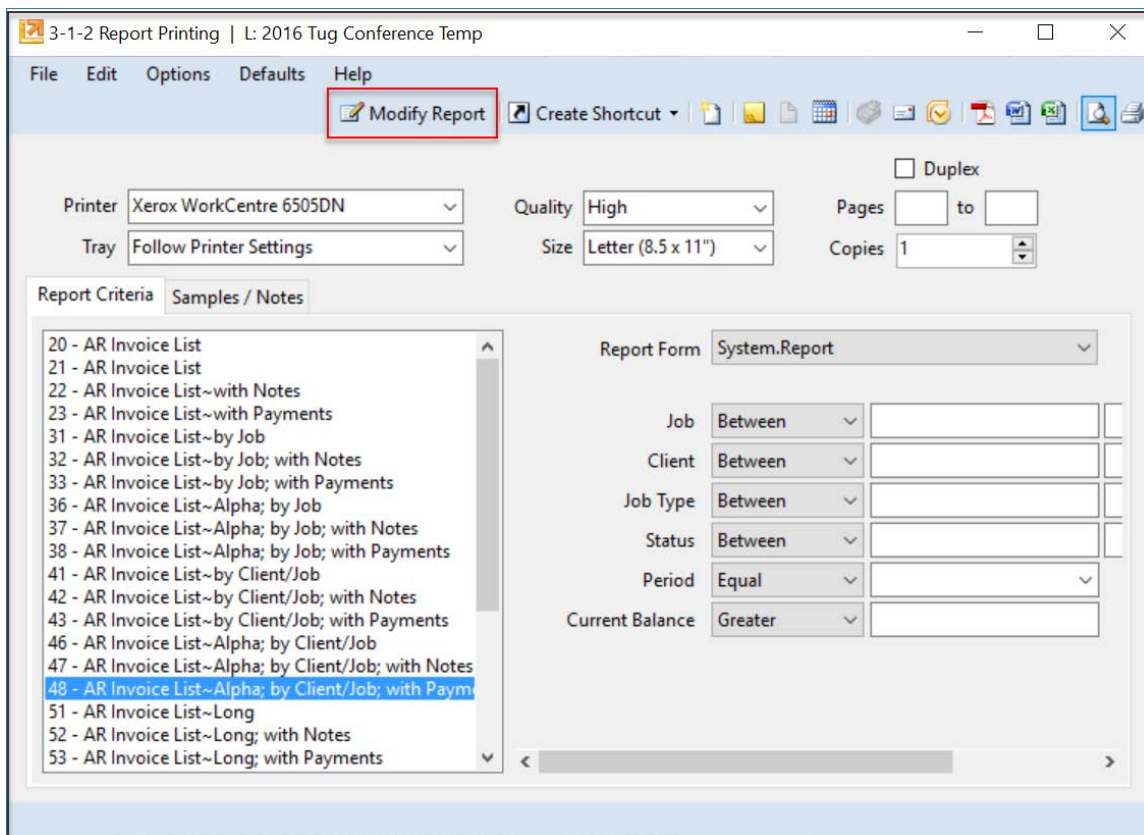


Customize an A/R Report to run A/R billing vs receipts by Supervisor

Step 1- Ensure supervisor is set up on menu 3-5 job window

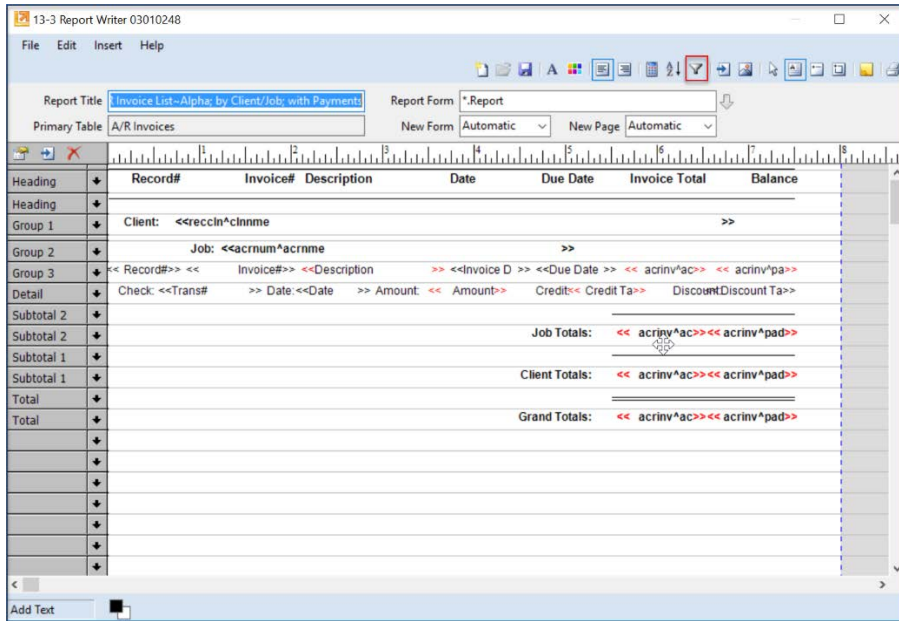
Step 2- Modify report 3-1-2 to add selection criteria- Supervisor


-Select 3-1-2 Receivable Invoice List report and then select desired report

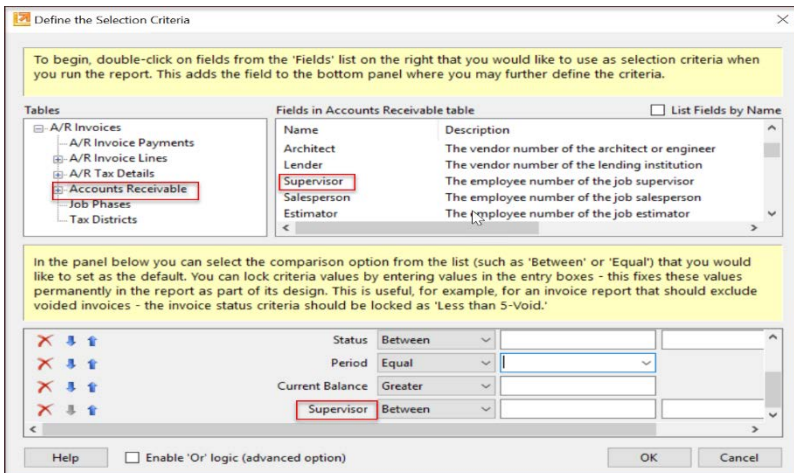




-Select “Modify Report” and report writer menu 13-3 will open



- Click on  (Define Selection Criteria)
- Click on A/R Table
- Under “Fields” scroll down to “Supervisor” and double click
- Supervisor is now listed on bottom



-Save report and run report entering in supervisor’s employee # in the field



Correcting a posted 3-7, Progress Billing

After the progress billing has been paid-

Step 1- Reverse the payment in Menu 3-3-1 Cash Receipts

3-3-1 Cash Receipts | L: 2016 Tug Conference Temp

File Edit Options Help

* Account 1000 - General Checking Balance 43,853.31 Open only
 * Deposit# 7 Client Paid only
 * Date 10/02/2017 Job 1258 - Aldi's All invoices
 * Description reverse payment

Contract Invoices Service Invoices

Row	* Invoice#	Due Date	Description	Job#	Amount	Balance	Paid	Overpayment	Discount
1	1258-1	09/30/2017	Progress Billing# 1	1258 - Aldi's	39,500.00	0.00	-39,500.00		
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

Invoices Paid Credits Paid Net Paid
 Invoice Payments Reversed -39,500.00 Credit Payments Reversed Net Payments Reversed -39,500.00
 Overpayment **Deposit Total -39,500.00** Discounts

Sage 100 Contract

Warning: Job 1258 - Aldi's has a negative payment total. (This may not be ok if you are adjusting or reversing an earlier payment.)

Do you want to continue?

Payment History | L: 2016 Tug Conference Temp

File Edit Help

Row	Description	Invoice#	Date	Trans#	Amount Paid	Discount Taken	Credit Taken
1	Receipt	1258-1	10/01/2017		39,500.00		
2	Receipt	1258-1	10/02/2017		-39,500.00		
3					0.00	0.00	0.00
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							



Step 2- Void posted application and make the adjustments, so it re-opens to post

3-7 Progress Billing | L: 2016 Tug Conference Temp

File Edit Options Update Help

Void Application

Application Notes Attachments Period Ctrl+M Undo Typing Ctrl+Z

Combine phases into single application Hot List

* Application# 1 Status 3 - Posted

* Billing Date 09/30/2017

* Billing Cycle 30DY

Submitted 09/30/2017

Approved

Billing Basis

Bill by cost codes Bill by cost divisions

Row	Cost Code	Description	Vendor	Scheduled	Changes	Contract	Previous Completed	Current Completed	Retention Rate	Completed Ret
1	1000.000 - GENERAL REQ...			5,000.00		5,000.00		1,000.00		
2	1540.000 - Mobilize & De...			12,500.00		12,500.00		2,500.00		
3	2200.000 - Demolition			48,500.00		48,500.00		10,000.00		
4	2300.000 - Excavation/Exp...			110,000.00		110,000.00		25,000.00		
5	2900.000 - Landscaping			49,000.00		49,000.00				
6		Change Order# 1			5,000.00	5,000.00		1,000.00		
7										
8										
9										
10										
11										
12										
13										
14										

Link# 681 Scheduled 225,000.00 Changes 5,000.00 Contract 230,000.00

Previous Current 39,500.00 Stored Completed 39,500.00

% Complete 17.17 Balance 190,500.00 Retention Current Due 39,500.00

Sales Tax Taxable Non-Taxable 39,500.00 Invoice Amount 39,500.00

Setup Submit Post Next Go to Invoice

Enter a description of the work performed | * Entry is required

Step 3- Enter cash receipt

3-3-1 Cash Receipts | L: 2016 Tug Conference Temp

File Edit Options Help

* Account 1000 - General Checking Balance 4,353.31

* Deposit# 8 Client

* Date 10/02/2017 Job 1258 - Aldi's

* Description payment

Open only Paid only All invoices

Display Invoices

Contract Invoices Service Invoices

Row	* Invoice#	Due Date	Description	Job#	Amount	Balance	Paid	Overpayment	Discount
1	1258-1	09/30/2017	Progress Billing# 1	1258 - Aldi's	39,500.00	39,500.00	39,500.00		
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

Invoices Paid 39,500.00 Credits Paid Net Paid 39,500.00

Invoice Payments Reversed Credit Payments Reversed Net Payments Reversed

Overpayment Deposit Total 39,500.00 Discounts

Drill Down



If the progress billing was voided incorrectly through 3-2 Receivable Invoice/Credits-

Step 1- Open application in 3-7 Progress Billing and click next at bottom of window

Step 2- Reverse billing in Current Completed column

3-7 Progress Billing | L:2016 Tug Conference Temp

File Edit Options Update Help

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* Job 1229 - SawGrass Office Complex * Application# 3 Status 1 - Open

Phase * Billing Date 10/30/2017

* Description Expenses Pay app * Billing Cycle 30DY

Combine phases into single application Submitted

Hot List Approved

Billing Basis

Bill by cost codes

Bill by cost divisions

Row	Cost Code	Description	Vendor	Scheduled	Changes	Contract	Previous Completed	Current Completed	Retention Rate	Completed Re
1	2200.000	- Demolition		100,000.00		100,000.00	75,000.00	-25,000.00		
2	2300.000	- Excavation/Exp...		50,000.00		50,000.00	27,500.00	-25,000.00		
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

Link# Scheduled 150,000.00 Changes Contract 150,000.00

Previous 102,500.00 Current -50,000.00 Stored Completed 52,500.00

% Complete 35.00 Balance 97,500.00 Retention Current Due -50,000.00

Sales Tax Taxable Non-Taxable -50,000.00 Invoice Amount -50,000.00

Setup Submit Post Next Go to Invoice

Enter a description of the work performed | * Entry is required

- Step 3- Calculate and verify
- Step 4- Submit and post application
- Step 5- Recall and select Options, Go to Invoice
- Step 6- Void 3-2 Receivables Invoice/Credits



Adjusting A/R aging report for rounding- mention job is closed scenario

31 - Job Current Aging

File View Options Help

Job Current Aging
08/22/17

Managed Rite Construction

Job Current Aging
Current Balance <= 0, Status < 4

Job#	Description	Current + Retention	1 - 30	31 - 60	61 - 90	91 +
186	Williams Post Office	54,055.18				95,641.07
201	Trappen Motel	75,563.92				80,489.56
207	Wood Elementary School	87,503.06				31,689.14
220	Lamb Shoes					4,306.89
222	Bin Redwood Tree Hotel		708.00			
224	Walking Shoes Shop	0.01				-5,000.00
226	Jones Job			400.00		
1228	jewish home		4,000.00			
Grand Totals:		187,122.16	4,708.01	400.00		207,126.66

Page 1 of 1

Step 1- Enter in an A/R credit in menu 3-2 Receivable Invoices/Credits
-Include the original invoice # in the Reference field as that will allow you to apply the credit towards the referenced invoice when saving

3-2 Receivable Invoices/Credits | L: 2016 Tug Conference Temp

File Edit Options Costs Help

* Invoice# 90655A * Invoice Date 06/23/2017 * Status 1 - Open

* Description Adj for rounding * Due Date 07/22/2017 * Type 1 - Contract

* Job 224 - Walking Shoes Shop * Discount Date 06/23/2017 User Def1

Phase Client PC# User Def2

Tax District Reference# 90655 Hot List

Row	Description	Quantity	Price	Total	Taxable	Account	Subaccount
1	Adj for rounding	-1.0000	0.010000	-0.01	No	4000 - Contract Income	1 - California Office
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

Disc Avail Retention Sales Tax Taxable Invoice Total

Disc/Credit Paid Total Paid Non-Tax Balance

Entered 08/22/2017 User supervisor Period Aug 2007 Edit Link#

Payment History Tax Details Contract Summary Go to Transaction

Enter a description of the part | * Entry is required



Sage 100 Contractor

The referenced invoice/credit was found. Press Yes to apply this entry to referenced invoice/credit now, No to save without applying, or Cancel to return to your entry.

Yes No Cancel

31 - Job Current Aging

File View Options Help

Job Current Aging 08/22/17
Managed Rite Construction

Job Current Aging
Current Balance <= 0, Status < 4

Job#	Description	Current + Retention	1 - 30	31 - 60	61 - 90	91 +
186	Williams Post Office	54,055.18				95,641.07
201	Trappen Motel	75,563.92				80,489.56
207	Wood Elementary School	57,503.05				31,689.14
220	Lamb Shoes					4,306.89
222	Big Redwood Tree Hotel		708.00			
224	Walking Shoes Shop					-5,000.00
226	Jones Job			400.00		
1228	jewish home		4,000.00			
Grand Totals:		187,122.16	4,708.00	400.00		207,126.66

Page 1 of 1



How to process a bounced check from a client

Step 1- Open 3-3-1 Cash Receipts window

- Select Paid Only
- In the Paid column enter in the original paid amount as a negative value
- Save

- Create an invoice in menu 3-2 Accounts Receivables Invoices/Credits if you want to charge the client any bank charges for the bounced check



How to write off small balances on invoices

Step 1- Open 3-3-1 Cash Receipts window

-Enter amount in the Discount field

3-3-1 Cash Receipts | L: 2016 Tug Conference Temp

File Edit Options Help

* Account: 1000 - General Checking Balance: 144,510.27
 * Deposit#: 5 Client: 131 - Hotel Inc
 * Date: 08/23/2017 Job: 201 - Trappen Motel
 * Description: write off pennies

Open only
 Paid only
 All invoices

Display Invoices

Row	* Invoice#	Due Date	Description	Job#	Amount	Balance	Paid	Overpayment	Discount
1	201-P0-001-Ret	02/25/2007	Prog. Bill #1	201 - Progr...	5,690.19	5,690.19			
2	201-P0-002-Ret	03/25/2007	Prog. Bill #2	201 - Progr...	7,784.77	7,784.77			
3	201-P1-001-Ret	03/25/2007	Prog. Bill #1	201 - Progr...	6,660.45	6,660.45			
4	201-P1-002-Ret	04/25/2007	Prog. Bill #2	201 - Progr...	4,687.56	4,687.56			
5	201-P1-003	05/25/2007	Prog. Bill #3	201 - Progr...	85,420.65	8,542.07			
6	201-P2-001-Ret	03/25/2007	Prog. Bill #1	201 - Progr...	4,444.47	4,444.47			
7	201-P2-003	05/25/2007	Prog. Bill #3	201 - Progr...	101,481.60	10,148.16			
8	201-P3-001-Ret	03/25/2007	Prog. Bill #1	201 - Progr...	2,868.81	2,868.81			
9	201-P3-002-Ret	04/25/2007	Prog. Bill #2	201 - Progr...	15,300.32	0.32			0.32
10	201-P2-002-Ret	04/25/2007	Prog. Bill #2	201 - Progr...	493.83	493.83			
11	201-P1-004	06/24/2007	Progress Billing# 4	201 - Progr...	66,732.15	66,732.15			
12	201-p2-004	06/24/2007	Progress Billing# 4	201 - Progr...	22,700.70	22,700.70			
13									
14									
15									
16									

Invoices Paid: _____ Credits Paid: _____ Net Paid: _____
 Invoice Payments Reversed: _____ Credit Payments Reversed: _____ Net Payments Reversed: _____
 Overpayment: _____ Deposit Total: _____ Discounts: 0.32

Drill Down

Enter the invoice or credit number | * Entry is required

Step 2- File and Save