

<b>Date</b>	September 21, 2023
<b>Updated</b>	August 30, 2024
<b>Subject</b>	Builder Business Process Flow
<b>Data Used</b>	<a href="#">Dundarave Village Project Import</a>

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## Background

Dundarave Village is located in the picturesque seaside town of West Vancouver. It is developed by Alair Homes and built by Kingston Construction. This development consists of two buildings carefully designed to take advantage of the inlet's breathtaking views. Having nurtured a 5 year relationship with the owner of Alair Homes, the **Builder Sales Manager** of Andersons Appliances secures the bid to supply appliances for these homes.

## Credit

The contract is reviewed by the various departments and the information is submitted to the Credit Department so that they can do the credit check. Alair Homes, being a reputable company with a solid credit history is given 30 day terms with a credit limit of \$1.5 mil. **Credit Manager** sets up the customer in EPASS.

## Credit Limit and Payment Terms

Set up the credit limit and payment terms.

Review Customer 6043256326 Alair Homes

Details | Contacts | Mailing Addr | Map | Pricing | **Credit** | Mailing List | Web | Documents | Notepad

Account Type: Open Item

InvType Code: [ ]

Payment Type: NET30

Tax Code: PST

Salesperson Code: [ ]

Parent Company Code: [ ]

Credit Manager User Code: [ ]

Credit Limit:  1,500,000.00

EPASS Pay - Cash Customer:

Do Not Allow Click to Pay Payment Links:

Do Not Allow to Save Accounts/Credit Cards:

Saved Accounts/Credit Cards: [ ] [Del]

Tax 2 Exempt: [ ]

Tax 3 Exempt: [ ]

Finance Document: [ ]

Balance: 21,388.21

YTD Purchase: 124,948.21

Last Year Purchase: 0.00

Finance Company

Allow Charge

Credit Hold [ 0 ] Credit Hold Days

Force Credit Approval

30 Day Account

Statement [ Print Only ]

Bill Service Charge

Invoice PO Required

Do not Service

Always synchron in Mobile Tech

OK

History

Credit Notepad

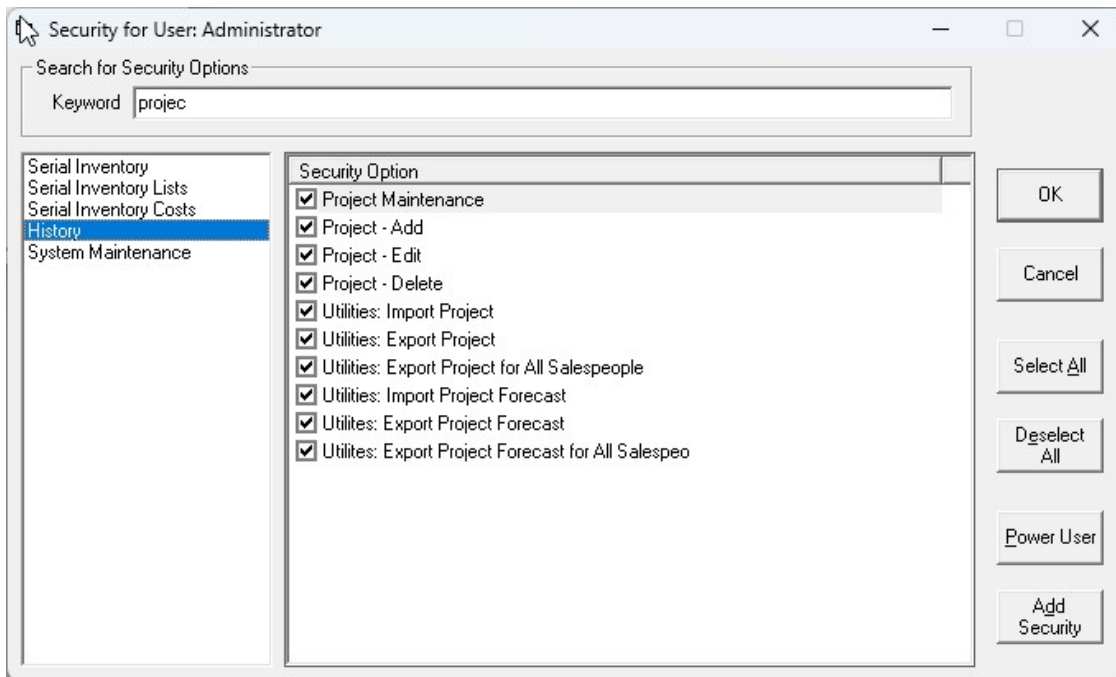
Credit Status

## Project

Meanwhile, the contract receives final sign-off by the owner and is forwarded to the **Builder Sales Assistant** to enter into the Projects module. Standard appliances and the option of an appliance credit are offered to the homebuyers but at this point, Andersons Appliances has no idea how many will take the standard or opt to use the builder allowance and therefore, 222 of each appliance will be entered into the project module. The project's start and end dates are August 30, 2024 to August 29, 2025. Delivery is linked to the model and added to the project.

## Add User Security

Before adding the project, make sure you have security access.

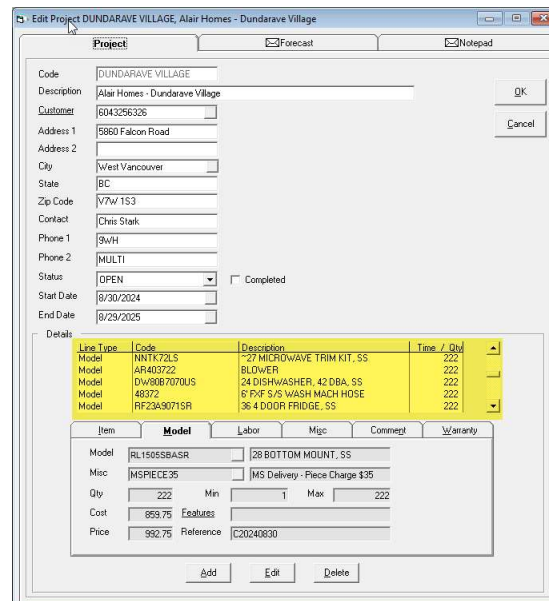
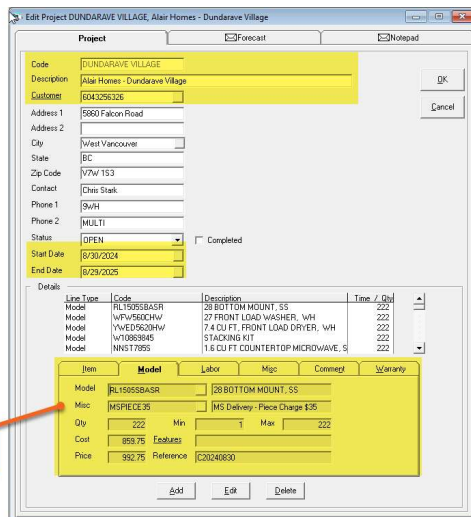
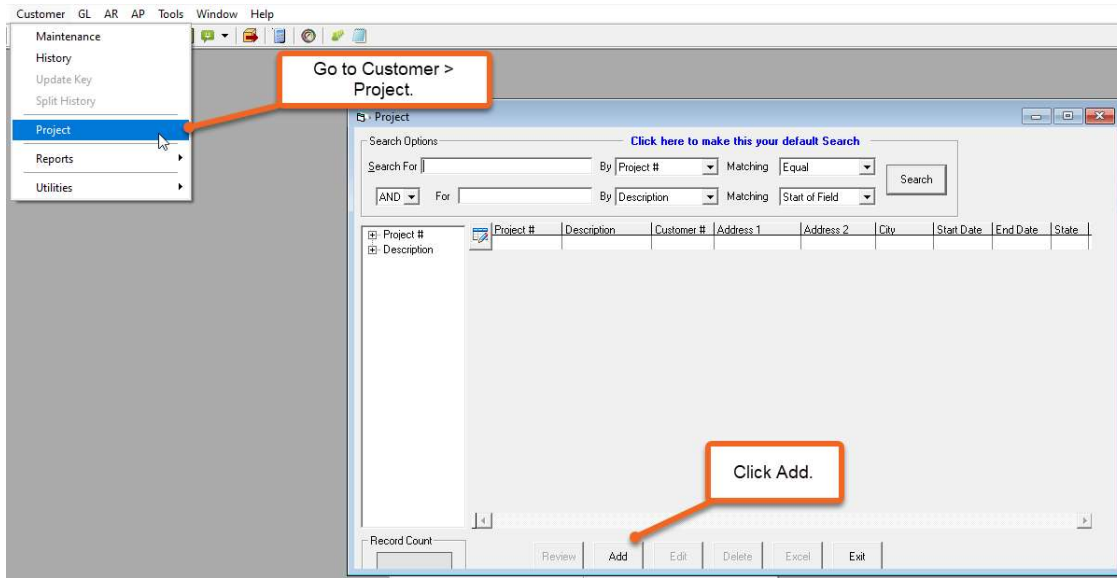


## Add the project

There are 2 ways that you can do this: **Manual and Import Project Utility**

### Manual

Go to Customer > Project



Edit Project DUNDAVE VILLAGE, Alair Homes - Dundarave Village

Project Forecast Notepad

Code: DUNDAVE VILLAGE  
Description: Alair Homes - Dundarave Village  
Customer: 6043256326  
Address 1: 5860 Falcon Road  
Address 2:  
City: West Vancouver  
State: BC  
Zip Code: V7W 1S3  
Contact: Chris Stark  
Phone 1: 9WH  
Phone 2: MULTI  
Status: OPEN  Completed  
Start Date: 8/30/2024  
End Date: 8/29/2025

Line Type	Code	Description	Time / Qty
Model	NE63A6511SS	30 ELECTRIC RANGE, CONVECT, SS	222
Model	NNST7655	1 6 CUFF TOP COUNTERTOP MICROWAVE, S	222
Misc	BA DRYER	Bulders Allowance Dryer	222
Misc	BA DISHWASHER	Bulders Allowance Dishwasher	222
Misc	BA RANGE	Bulders Allowance Range	222

Item	Model	Labor	Misc	Comment	Warranty
Model	RL1505SBASR		28 BOTTOM MOUNT, SS		
Misc	MSPIECE35		MS Delivery - Piece Charge \$35		
Qty	222	Min	1	Max	222
Cost	859.75	Features			
Price	992.75	Reference	C20240830		

Add Edit Delete

Edit Project DUNDAVE VILLAGE, Alair Homes - Dundarave Village

Project Forecast Notepad

Code: DUNDAVE VILLAGE  
Description: Alair Homes - Dundarave Village  
Customer: 6043256326  
Address 1: 5860 Falcon Road  
Address 2:  
City: West Vancouver  
State: BC  
Zip Code: V7W 1S3  
Contact: Chris Stark  
Phone 1: 9WH  
Phone 2: MULTI  
Status: OPEN  Completed  
Start Date: 8/30/2024  
End Date: 8/29/2025

Line Type	Code	Description	Time / Qty
Misc	BA DRYER	Bulders Allowance Dryer	222
Misc	BA DISHWASHER	Bulders Allowance Dishwasher	222
Misc	BA RANGE	Bulders Allowance Range	222
Misc	BA FRIDGE	Bulders Allowance Fridge	222
Misc	BA WASHER	Bulders Allowance Washer	222

Item	Model	Labor	Misc	Comment	Warranty
Model	RL1505SBASR		28 BOTTOM MOUNT, SS		
Misc	MSPIECE35		MS Delivery - Piece Charge \$35		
Qty	222	Min	1	Max	222
Cost	859.75	Features			
Price	992.75	Reference	C20240830		

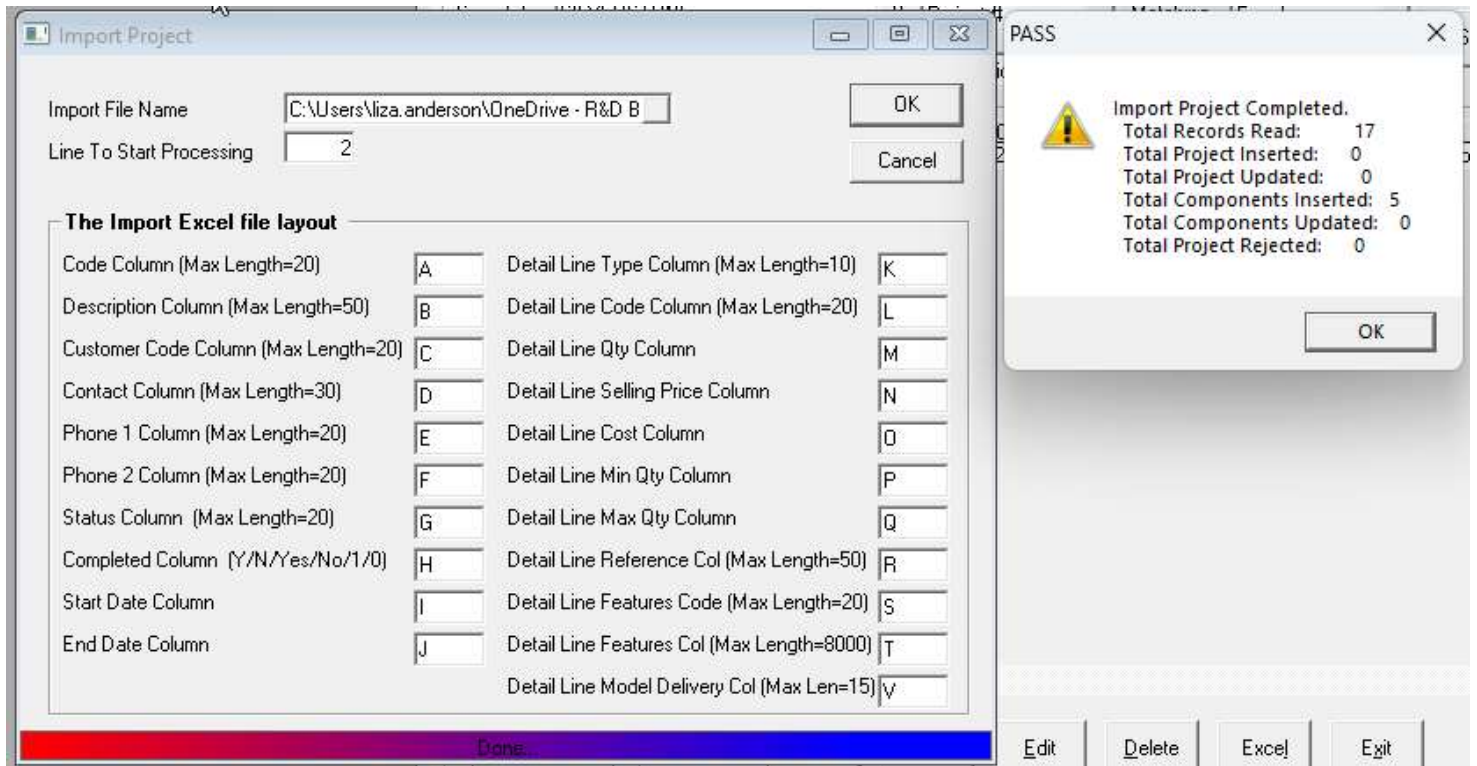
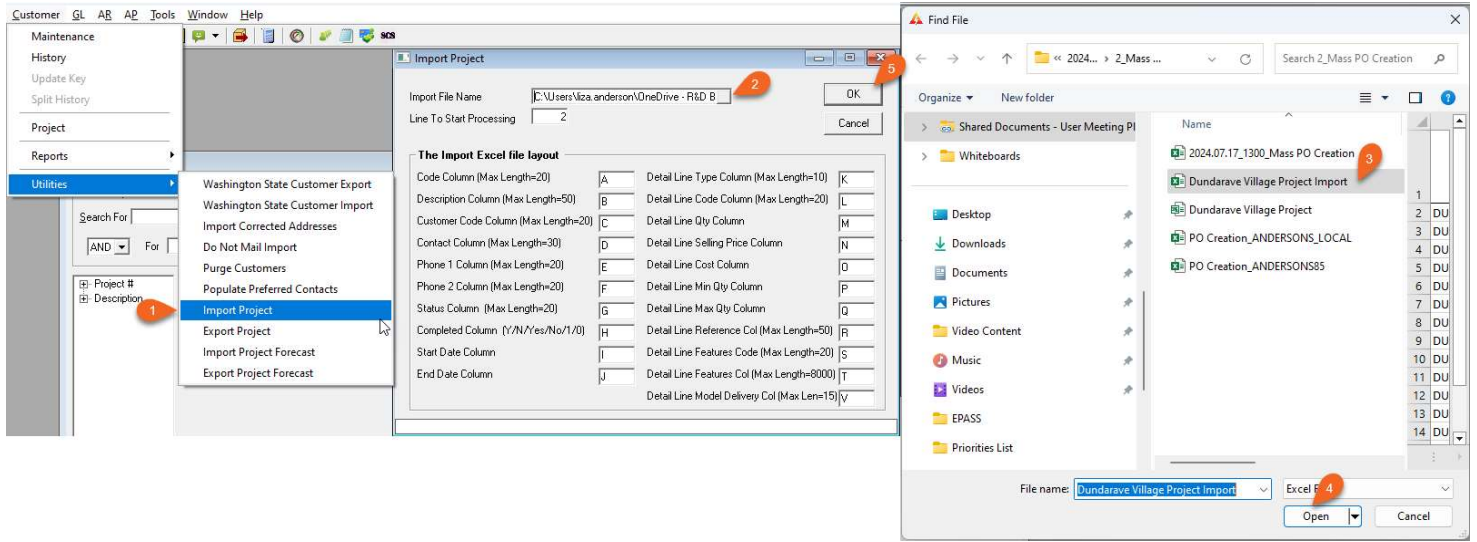
Add Edit Delete

### Import Project Utility

Fill in the [spreadsheet](#) with the project information.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Code	Description	Customer Code	Contact	Phone 1	Phone 2	Status	Completed	Start Date	End Date	Line Type	Line Code	Qty	Selling Price	Cost	Min Qty	Max Qty	Reference	Features Code	Features	Brand Code	Delivery
1	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	RL1505SBASR	222	992.75	859.75	1	222	C20240830			SAM	MSPIECE35
2	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	WFW560CHW	222	779.00	646.00	1	222	20250829			WHI	MSPIECE35
3	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	YWED5620HW	222	593.75	489.25	1	222	20250829			WHI	MSPIECE35
4	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	W10869845	222	23.75	20.90	1	222	20250829			WHI	MSPIECE35
5	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NNST7855	222	261.25	247.95	1	222	Q-20240830			PAN	MSPIECE35
6	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NNTK72LS	222	185.25	174.80	1	222	Q-20240830			PAN	MSPIECE35
7	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	AR403722	222	365.75	304.00	1	222	789101			GAG	MSPIECE35
8	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	DW8087070US	222	641.25	555.75	1	222	C20240830			SAM	MSPIECE35
9	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	48372	222	0.00	10.45	1	222				EZF	MSPIECE35
10	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	RF23A9071SR	222	992.75	859.75	1	222	C20240830			SAM	MSPIECE35
11	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NE63A6511SS	222	907.25	788.50	1	222	C20240830			SAM	MSPIECE35
12	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NNST7655	222	261.25	247.95	1	222	Q-20240830			PAN	MSPIECE35
13	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA DRYER	222	500.00	0.00	1	222					
14	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	MISC	BA DISHWASHER	222	600.00	0.00	1	222					
15	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	MISC	BA RANGE	222	900.00	0.00	1	222					
16	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	MISC	BA FRIDGE	222	800.00	0.00	1	222					
17	DUNDAVE VILLAGE	Alair Homes - Dundarave Villag	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	MISC	BA WASHER	222	700.00	0.00	1	222					

Go to **CUSTOMER > UTILITIES > Import Project**. Select the file and click OK.



If the project fails to load, an exceptions report will appear on the screen.

## Andersons Appliances

### Import Project

Report Date: Sep 3, 2024      System Date: Sep 3, 2024      System Time: 4:18 pm      Page: 1

Code	Field	Message	Action
DUNDARAVE VILL		Cost cannot be empty.	Edit
DUNDARAVE VILL		Cost cannot be empty.	Edit
DUNDARAVE VILL		Cost cannot be empty.	Edit
DUNDARAVE VILL		Cost cannot be empty.	Edit
DUNDARAVE VILL		Cost cannot be empty.	Edit

<b>Total Records Read:</b>	17
<b>Total Projects Inserted:</b>	0
<b>Total Projects Updated:</b>	0
<b>Total Components Inserted:</b>	0
<b>Total Components Updated:</b>	3
<b>Total Projects Rejected:</b>	1

### Export Project Utility

To make changes to the project, you can export the project using the **Export Project Utility** to a shared folder. Edit the project information and upload the changes using the **Import Project Utility** (refer to point 2 above).



The screenshot shows the EPASS software interface. A menu is open with 'Export Project' selected. An 'Export Project' dialog box is displayed with the following fields:

- Export File Name: C:\Users\Niza.anderson\OneDrive - R&D Business System
- Project Code: DUNDARAVE VILL (Alair Homes - Dundarave Village)
- Salesperson: [dropdown]
- Status: All

The background shows a data table with the following columns:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Description	Customer Code	Contact	Phone1	Phone2	Status	implet	Start Date	End Date	Line Type	Line Code	Qty	Selling Price	Cost	Min Qty	Max Qty	Reference	eatures Cod	Features	Brand Code	Delivery
2	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	RL15055BASR	222	992.75	859.75	1	222	C20240830			SAM	MSPICE35
3	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	WFW560CHW	222	779.00	646.00	1	222	20250829			WHI	MSPICE35
4	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	YWED5620HW	222	593.75	489.25	1	222	20250829			WHI	MSPICE35
5	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	W10869845	222	23.75	20.90	1	222	20250829			WHI	MSPICE35
6	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NNST7855	222	261.25	247.95	1	222	Q-20240830			PAN	MSPICE35
7	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NNST72LS	222	185.25	174.80	1	222	Q-20240830			PAN	MSPICE35
8	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	AR403722	222	365.75	304.00	1	222	789101			GAG	MSPICE35
9	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	DW8087070US	222	641.25	555.75	1	222	C20240830			SAM	MSPICE35
10	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	48372	222	0.00	10.45	1	222	.			EZF	MSPICE35
11	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	RF23A9071SR	222	992.75	859.75	1	222	C20240830			SAM	MSPICE35
12	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NE63A6511SS	222	907.25	788.50	1	222	C20240830			SAM	MSPICE35
13	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NNST7655	222	261.25	247.95	1	222	Q-20240830			PAN	MSPICE35
14	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA DRYER	222	500.00	0.00	1	222					
15	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA DISHWASHER	222	600.00	0.00	1	222					
16	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA RANGE	222	900.00	0.00	1	222					
17	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA FRIDGE	222	800.00	0.00	1	222					
18	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA WASHER	222	700.00	0.00	1	222					

## Link the Project to the Customer

After the Project has been set up, link the project code to the builder. By linking the project to the builder, EPASS will add the project pricing to the invoice when an item, model, labor, misc, warranty is added to the invoice.

**Edit Customer 6043256326 Alair Homes**

Details | Contacts | Mailing Addr | Map | **Pricing** | Credit | Mailing List | Web | Documents | Notepad

P.O. Number: [ ] Expiry Date: 00/00/00 [ ]

Branch: 1 | Andersons South Surrey

Use Project Pricing:  Project: DUNDARAVE VILLAGE

Item List Price Code: SP | Sell Price

Serial List Price Code: SP | Sell Price

Other List Price Code: SP | Sell Price

Labor Rate: Rate 1 |  Show Invoices Hyperlink

Invoice Delivery Method: Print

Last Activity Date: 5/13/2024

Created: 10/24/2023

Modified: 00/00/00

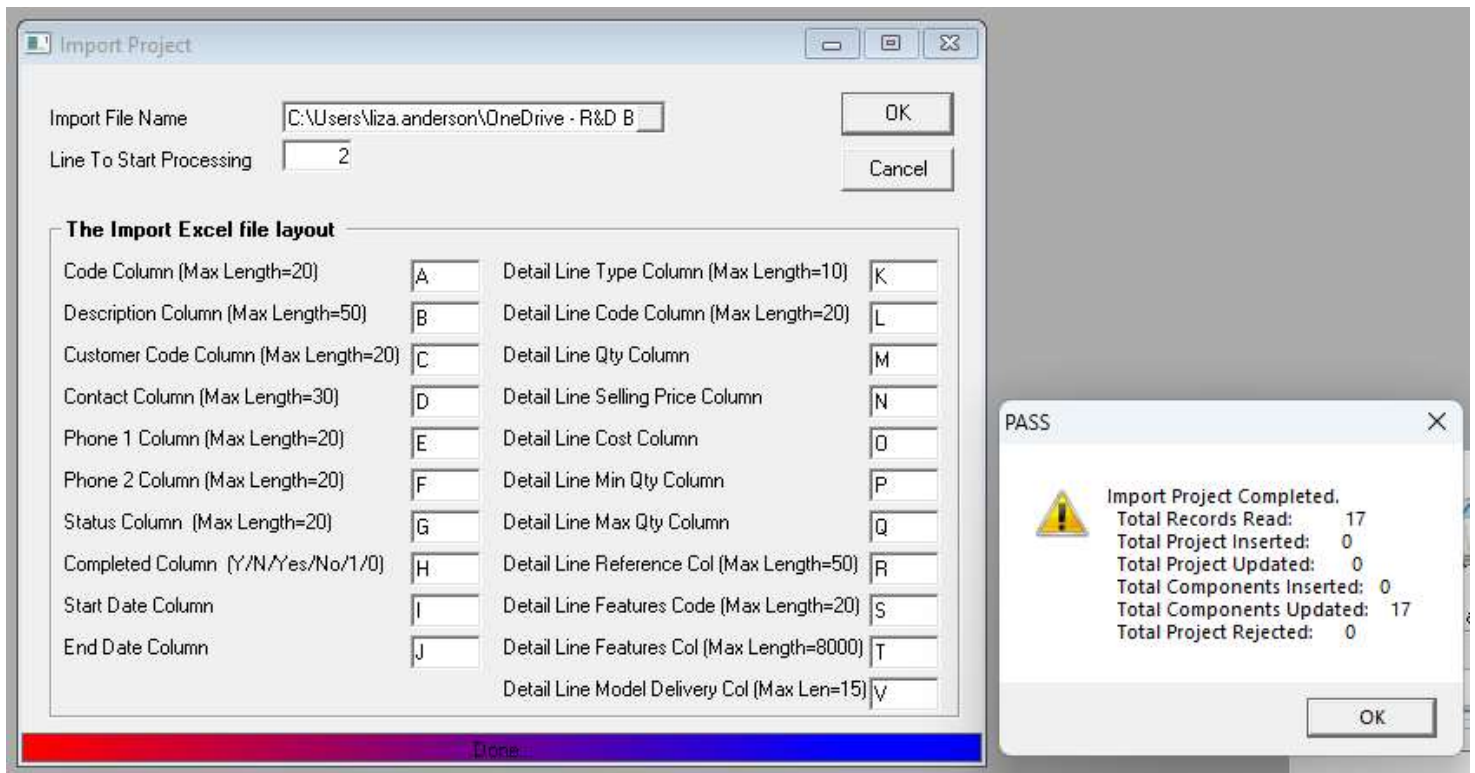
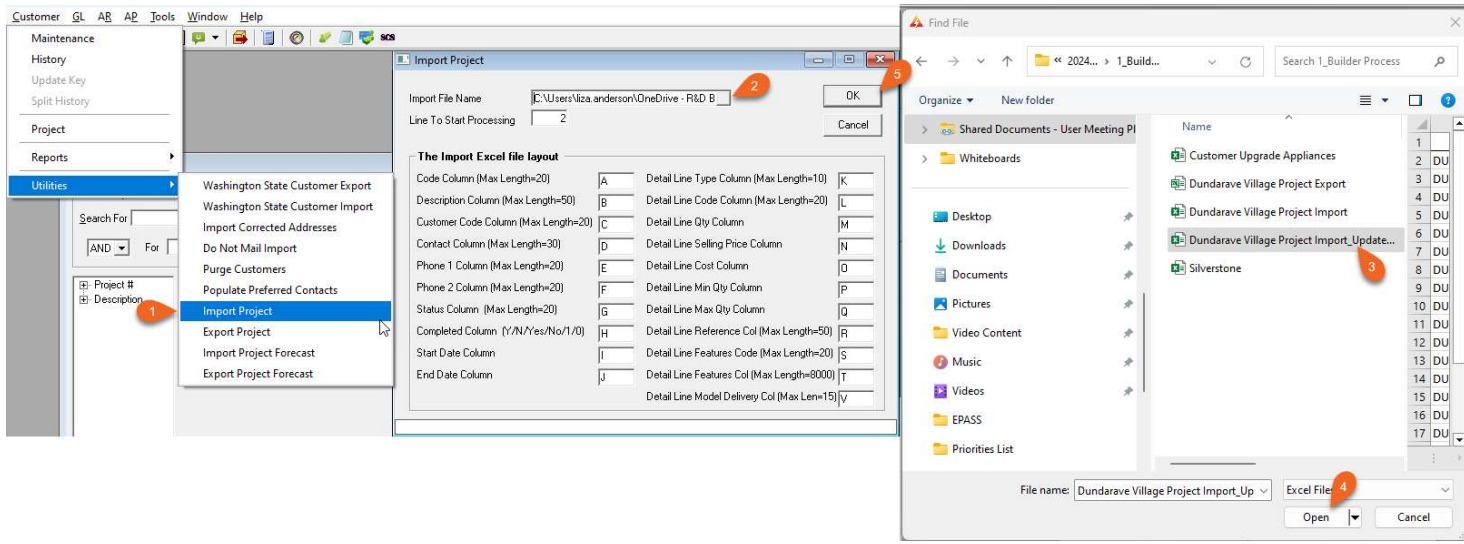
Buttons: OK, Cancel, History

## Update the Project Quantities

### Import Project Utility

After each unit is sold, the builder has a better idea of the split between standards and builder allowances. It is determined that the percentage split is 75/25. The **Builder Sales Assistant** updates the [spreadsheet](#) and imports it back into EPASS.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Description	Customer Code	Contact	Phone1	Phone2	Status	Implet	Start Date	End Date	Line Type	Line Code	Qty	Selling Price	Cost	Min Qty	Max Qty	Reference	Features Cod	Features	Brand Code	Delivery
2	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	RL15055BASR	166	992.75	859.75	1	166	C20240830			SAM	MSPICE35
3	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	WFW560CHW	166	779.00	646.00	1	166	20250829			WHI	MSPICE35
4	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	YWED5620HW	166	593.75	489.25	1	166	20250829			WHI	MSPICE35
5	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	W10869845	166	23.75	20.90	1	166	20250829			WHI	MSPICE35
6	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NNST7855	166	261.25	247.95	1	166	Q-20240830			PAN	MSPICE35
7	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NNTK72LS	166	185.25	174.80	1	166	Q-20240830			PAN	MSPICE35
8	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	AR403722	166	365.75	304.00	1	166	789101			GAG	MSPICE35
9	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	DW80B7070US	166	641.25	555.75	1	166	C20240830			SAM	MSPICE35
10	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	48372	166	0.00	10.45	1	166	.			EZF	MSPICE35
11	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	RF23A9071SR	166	992.75	859.75	1	166	C20240830			SAM	MSPICE35
12	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NE63A6511SS	166	907.25	788.50	1	166	C20240830			SAM	MSPICE35
13	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Model	NNST7655	166	261.25	247.95	1	166	Q-20240830			PAN	MSPICE35
14	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA DRYER	56	500.00	0.00	1	56					
15	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA DISHWASHER	56	600.00	0.00	1	56					
16	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA RANGE	56	900.00	0.00	1	56					
17	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA FRIDGE	56	800.00	0.00	1	56					
18	Alair Homes - Dundarave Vill	6043256326	Chris Stark	9WH	MULTI	OPEN	No	8/30/2024	8/29/2025	Misc	BA WASHER	56	700.00	0.00	1	56					



## Builder Sales Quotes

Create a quote for the standards. We will use the quotes to make multiple copies of the invoices.

**Note:** The invoice types for Multifamily Sales Quote and Multifamily Sales Invoice must have the same Invoice Numbering Series in order to use the same invoice number with different suffixes when using the multiple copies function.

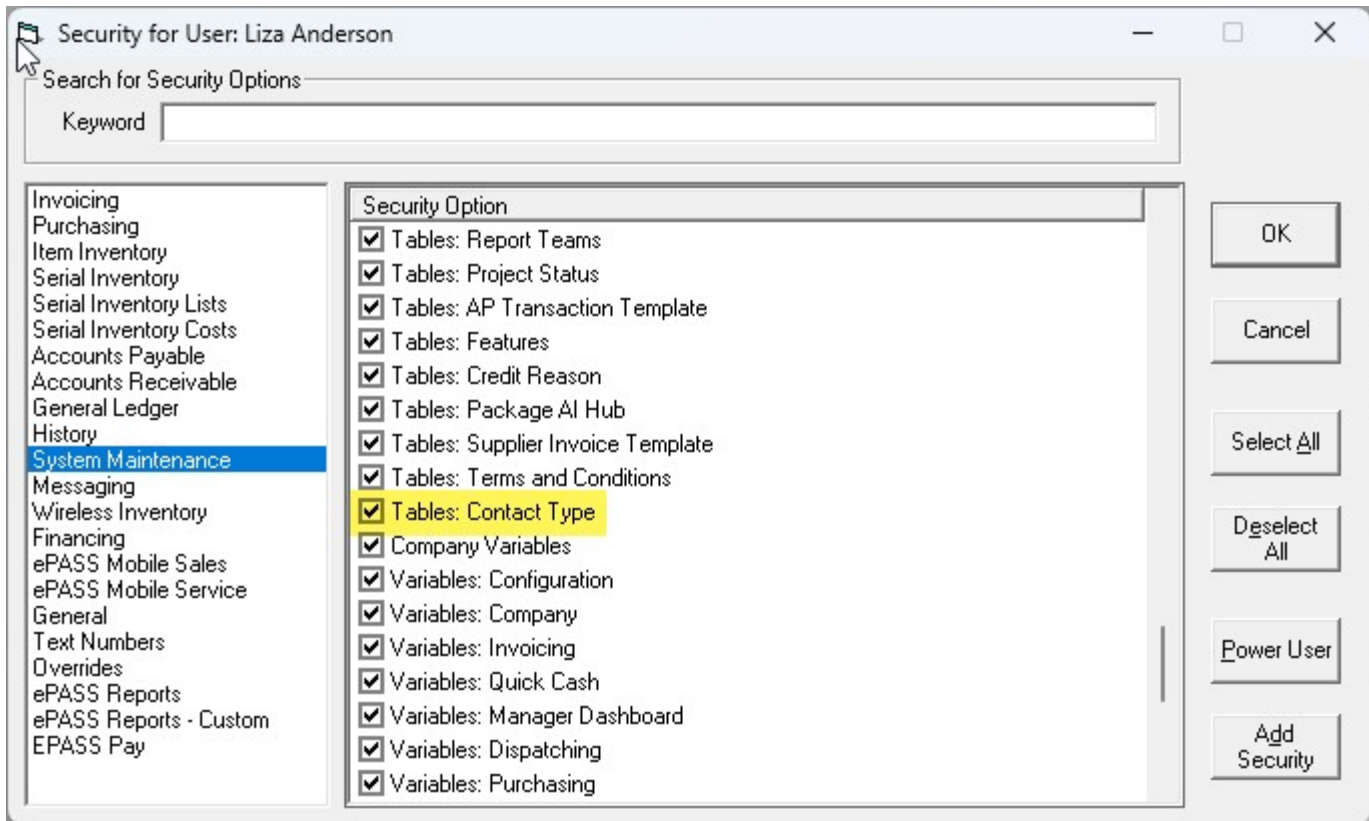
**New Feature**  
There is a tab called Contacts on the Invoice Header. You can now add additional contacts to the invoice.

**New Feature**  
For those who use Click to Pay, you will enable this option so that the link shows on the header.

## Invoice Contacts

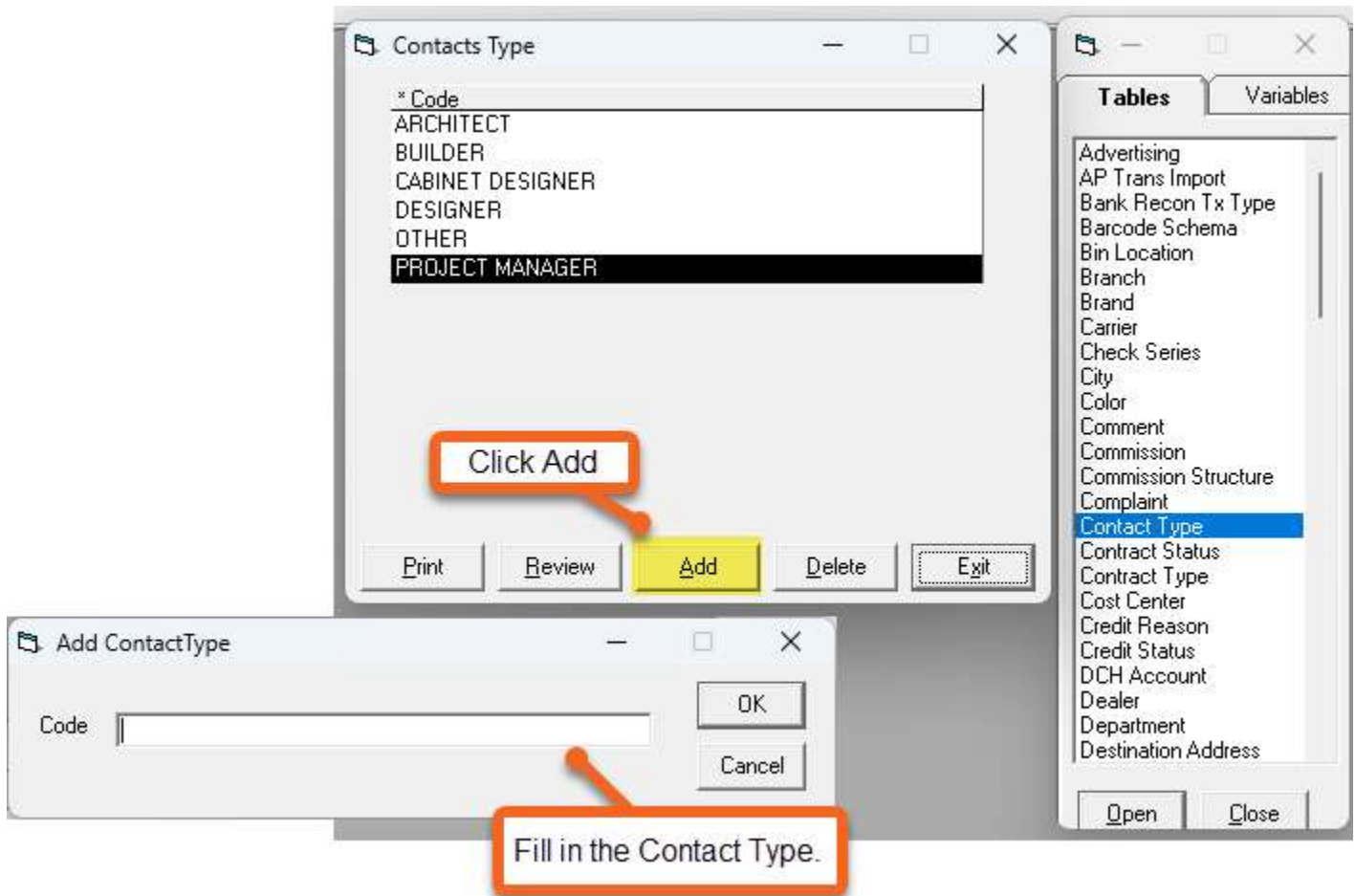
### Security Option

Enable the security option “Tables: Contact Type”



## Contact Type Table

Add the Contact Types



### Contacts Tab on the Invoice Header

Note: These contacts are for this invoice only. They will not be saved to any customer account, nor will they be copied to new invoices. They will be copied to Splits.

Account No	Type	Full Name	Company Name	Phone	Email	User	Date	Time

**Add Contact for SYSTEM**

Date: 9/3/2024 Time: 22:33:26 User: L

Contact Type: DESIGNER (dropdown menu open showing: DESIGNER, ARCHITECT, CABINET DESIGNER, BUILDER, OTHER, PROJECT MANAGER)

Customer Code: [empty]

Full Name: [empty]

Company Name: [empty]

Phone: [empty]

Email: [empty]

Buttons: Review, Add, Edit, Delete

Callouts: 1 (pointing to Add button), 2 (pointing to Contact Type dropdown), "Select the contact type." (pointing to CABINET DESIGNER), "Click Add." (pointing to Add button)

**Add Contact for SYSTEM**

Date: 9/3/2024 Time: 22:33:26 User: L

Contact Type: CABINET DESIGNER

Customer Code: 7787263289

Full Name: Mikaela DeSousa

Company Name: Abodian

Phone: (778) 726-3289

Email: edesousa@abodian.com

Callout: "Once you enter the customer number, the Full Name, Phone and Email will populate from the Customer record. You need to enter the company name if applicable."

**Add Contact for SYSTEM**

Date: 9/3/2024 Time: 22:35:14 User: L

Contact Type: DESIGNER

Customer Code: 6046837553

Full Name: Elizabeth Kawasaki

Company Name: Hager Design International

Phone: (604) 683-7553

Email: ekawasaki@hagerinc.com

OK Cancel

**Add another contact following the previous step.**

**Add Invoice**

Invoice **Contacts** Service Dispatching Invoice Cont. Warranty Documents Notepad

Note: These contacts are for this invoice only. They will not be saved to any customer account, nor will they be copied to new invoices. They will be copied to Splits.

Filter:

Account No	Type	Full Name	Company Name	Phone	Email	User	Date	Time
6046837553	DESIGNER	Elizabeth Kawasaki	Hager Design Intern	(604) 683-7553	ekawasaki@hagerin	L	9/3/2024	22:35:14
7787263289	CABINET	Mikaela DeSousa	Abodian	(778) 726-3289	edesousa@abodian	L	9/3/2024	22:33:26

OK Cancel Detail

Review Add Edit Delete

**The contacts have been added.**



## Standard Appliance Quote

Edit Invoice # MS00000013 - Alair Homes
[Min] [Max] [Close]

**Invoice**
Contacts
Service
Dispatching
Invoice Cont.
Warranty
Documents
Notepad

View Print History   Related Invoices

Invoice #    Invoice Date

Locked

Invoice Type

Payment Type

Ship To

4 / 4

  [Phone Log](#)

Alair Homes  
5860 Falcon Road  
West Vancouver, BC, V7W 1S3  
(604) 325-6326  
alairhomes@alairhomes.ca

Follow Up

Schedule Date    Pick up

Job Status

PO Number

Reference

Bill To

Financed

Alair Homes  
5860 Falcon Road  
West Vancouver, BC, V7W 1S3  
(604) 325-6326  
alairhomes@alairhomes.ca

A/R  
Balance  
Overdue  
279 Days

BA Customer #

Salesperson 1

Salesperson 2   %

Sale Referral

Min Deposit  %

Invoice Audit Trail

**Charge Account**   [Customer Phone Log](#)

Total    Created

Status    Modified

  Finished

  Posted

  Approved

Tentative Credit Status

- 17 -

Unit 204 – 9639 137A Street • Surrey, B.C. • V3T 0M1

**Review Project DUNDARAVE VILLAGE, Alair Homes - Dundarave Village**

**Project**  
Code: DUNDARAVE VILLAGE  
Description: Alair Homes - Dundarave Village  
Customer: 6043256326  
Address 1: 5980 Falcon Road  
Address 2:  
City: West Vancouver  
State: BC  
Zip Code: V7W 1S3  
Contact: Chris Stark  
Phone 1: 9vH  
Phone 2: MULTI  
Status: OPEN  
Start Date: 8/30/2024  
End Date: 6/23/2025

**Details**

Line Type	Code	Description	Time / Qty
Model	RL1505SBASR	28 BOTTOM MOUNT, SS	166
Model	WFW5600HW	27 FRONT LOAD WASHER, WH	166
Model	YWED5620HW	7.4 CU FT. FRONT LOAD DRYER, WH	166
Model	W10869845	STACKING KIT	166
Model	NNST7855	1.6 CU FT COUNTERTOP MICROWAVE, S	166

Item: Model RL1505SBASR 28 BOTTOM MOUNT, SS  
Misc: MSPICE35 MS Delivery - Piece Charge \$35  
Qty: 166 Min: Max: 166  
Cost: 859.75 Features  
Price: 992.75 Reference: C20240830

**Invoice # MS0000015 - Alair Homes - Review Model**

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	QOH
Model	No	RL1505SBASR	9vH	28 BOTTOM MOUNT, SS	1	992.75	NYN	Open	217
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	WFW5600HW	9vH	27 FRONT LOAD WASHER, WH	1	779.00	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	YWED5620HW	9vH	7.4 CU FT. FRONT LOAD DRYER, WH	1	593.75	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	W10869845	9vH	STACKING KIT	1	23.75	NYN	Open	0/0
Model	No	NNST7855	9vH	1.6 CU FT COUNTERTOP MICROWAVE...	1	261.25	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	NNTK72LS	9vH	~27 MICROWAVE TRIM KIT, SS	1	185.25	NYN	Open	0/0
Model	No	AR403722	9vH	BLOWER	1	365.75	NYN	Open	0/0
Model	No	DW9867070US	9vH	24 DISHWASHER, 42 DBA, SS	1	641.25	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	48372	9vH	6 P/F S/S WASH MACH HOSE	1	0.00	NYN	Open	99/0
Model	No	RF23A3071SR	9vH	36.4 DOOR FRIDGE, SS	1	992.75	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	NE53A611S5	9vH	30 ELECTRIC RANGE, CONNECT, SS	1	907.25	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	NNST7855	9vH	1.6 CU FT COUNTERTOP MICROWAVE...	1	261.25	NYN	Open	0/0

When adding a model that is on a project, the project price and cost will automatically populate.

The reference field (in this scenario is the special pricing quote number from the manufacturer) is automatically populated from the project as well.

To view the project cost and the gross margin in the invoice detail, make sure the highlighted fields are selected in the invoice type table.  $(\text{Project Price } (\$992.75) - \text{Project Cost } (\$859.75)) / \text{Project Price } (\$992.75) * 100 = \text{Gross Margin } 13.4\%$

**Edit Invoice Type MS Multifamily Sales**

Settings 1 Settings 2 Settings 3 **Settings 4** Required Fields Builder Allowance G/L Allocation Printing

Show Standard Cost in Detail  
 Show Landed Cost in Detail  
 Show Replacement Cost in Detail  
 Show Original Cost in Detail  
 Show QOH/QOD/Res by Loc/Total

Cost Used for Serial GM: Standard  
Invoice GM: Item  
Include:  Misc  Wty  Labor  
 Only rebates and discounts  
 Specific Misc Types

GM on Model Line Incl: Specific Misc Type  
Standard Cost Code: Project

Secondary Standard Cost Code  
Landed Cost Code  
Replacement Cost Code  
Original Cost Code  
Spiff Number: 1  
Minimum Selling Price  
NPD Channel Code: 09

Update Standard/Landed/Replacement/Original Cost on Model During Edit/Finish  
 Update Standard/Landed/Replacement/Original Cost on Copy  
 Update Spill on Model During Edit/Finish  
 Update Spill on Copy  
 Update Stock Flag on Model During Edit  
 Update Stock Flag on Model on Copy  
 Customer Service Ticket  
 Enable Follow Up Date Default Follow Up Days: 2  
 Show Serial Type on Service Tab  
 Use Misc Discount Codes  
 Do Not Add Related Misc Rebates  
Parts Distributing  
 Update Warranty Returns Sales  
 Update Warranty Returns Credits  
 Do not order on PO-12  
 Require lines to be verified  
Verified GM: Item and Model lines only  
 Disable Min Selling Price Rules

**Invoice # MS0000015 - Alair Homes - Review Model**

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	QOH
Model	No	RL1505SBASR	9vH	28 BOTTOM MOUNT, SS	1	992.75	NYN	Open	217
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	WFW5600HW	9vH	27 FRONT LOAD WASHER, WH	1	779.00	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	YWED5620HW	9vH	7.4 CU FT. FRONT LOAD DRYER, WH	1	593.75	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	W10869845	9vH	STACKING KIT	1	23.75	NYN	Open	0/0
Model	No	NNST7855	9vH	1.6 CU FT COUNTERTOP MICROWAVE...	1	261.25	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	NNTK72LS	9vH	~27 MICROWAVE TRIM KIT, SS	1	185.25	NYN	Open	0/0
Model	No	AR403722	9vH	BLOWER	1	365.75	NYN	Open	0/0
Model	No	DW9867070US	9vH	24 DISHWASHER, 42 DBA, SS	1	641.25	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	48372	9vH	6 P/F S/S WASH MACH HOSE	1	0.00	NYN	Open	99/0
Model	No	RF23A3071SR	9vH	36.4 DOOR FRIDGE, SS	1	992.75	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	NE53A611S5	9vH	30 ELECTRIC RANGE, CONNECT, SS	1	907.25	NYN	Open	0/0
Misc	No	MSPICE35	9vH	MS Delivery - Piece Charge \$35	1	35.00	NYN	Open	0/0
Model	No	NNST7855	9vH	1.6 CU FT COUNTERTOP MICROWAVE...	1	261.25	NYN	Open	0/0

Item: Model RL1505SBASR 28 BOTTOM MOUNT, SS  
Location: 9vH Delta Warehouse  
Shipped: 0 Total: 992.75  
SKU #: Serial Location QOH: 21 / 43 Std Cost: 859.75  
Equiv: Not Avail 0  
Brand: SAMSUNG QDD: 1 / 1 Status: Open  
Product: APPLIANCE Color: Written 9 / 9 Inventory Type: APPL Created: 5/4/2024  
Mfr Wty: 0 Features: Inventory Type: APPL Modified: 5/4/2024  
PO #: Reference: C20240830 Auto Backorder: L  
Branch: 2 Commission: Reserve Exclusive when Ordering Modified: 00/00/00  
Note:  BCP  GST Invoice Total: 6,998.88  
GM %: 16.7

The standard appliances quote has now been created.

Invoice # MS00000015 - Alair Homes - Review Model

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	QOH
Model	No	RL1505SBASR	9WH	28 BOTTOM MOUNT, SS	1	992.75	NY	Open	21/...
Misc	No	MSPIECE35		MS Delivery - Piece Charge \$35	1	35.00	NY		
Model	No	WFW560CHW	9WH	27 FRONT LOAD WASHER, WH	1	779.00	NY	Open	0/0
Misc	No	MSPIECE35		MS Delivery - Piece Charge \$35	1	35.00	NY		
Model	No	YWED5620HW	9WH	7.4 CU FT, FRONT LOAD DRYER, WH	1	593.75	NY	Open	0/0
Misc	No	MSPIECE35		MS Delivery - Piece Charge \$35	1	35.00	NY		
Model	No	W10869845	9WH	STACKING KIT	1	23.75	NY	Open	0/0
Model	No	NNST7855	9WH	1.6 CU FT COUNTERTOP MICROWA...	1	261.25	NY	Open	0/0
Misc	No	MSPIECE35		MS Delivery - Piece Charge \$35	1	35.00	NY		
Model	No	NNTK72LS	9WH	~27 MICROWAVE TRIM KIT, SS	1	185.25	NY	Open	0/0
Model	No	AR403722	9WH	BLOWER	1	365.75	NY	Open	0/0
Model	No	DW80B7070US	9WH	24 DISHWASHER, 42 DBA, SS	1	641.25	NY	Open	0/0
Misc	No	MSPIECE35		MS Delivery - Piece Charge \$35	1	35.00	NY		
Model	No	48372	9WH	6 Fx S/S WASH MACH HOSE	1	0.00	NY	Open	99/...
Model	No	RF23A9071SR	9WH	36.4 DOOR FRIDGE, SS	1	992.75	NY	Open	0/0
Misc	No	MSPIECE35		MS Delivery - Piece Charge \$35	1	35.00	NY		
Model	No	NE63A6511SS	9WH	30 ELECTRIC RANGE, CONVECT, SS	1	907.25	NY	Open	0/0
Misc	No	MSPIECE35		MS Delivery - Piece Charge \$35	1	35.00	NY		
Model	No	NNST7655	9WH	1.6 CU FT COUNTERTOP MICROWA...	1	261.25	NY	Open	0/0

Item	Model	Labor	Misc	Comment	Warranty	Tax	Package	Signature
Model	RL1505SBASR	28 BOTTOM MOUNT, SS	Ordered	1	992.75	Package	Trip# 1	
Location	9WH	Delta Warehouse	Shipped	0	Total	992.75	13.4	Split 0.00
SKU #		Serial	Location	QOH	21 /43	Std. Cost	859.75	
Equip			Not Avail	0			00/00/00	
Brand	SAMSUNG		QOO	1 /1				
Product	APPLIANCE	Color	Written	9 /9				Status
Mfr Wty	0	Features	Inventory Type	APPL				Open
PO #		Reference	C20240830	Auto Backorder				Created
Branch	2	Commission		Reserve Exclusive when Ordering				L 9/4/2024
Note								Modified
								00/00/00

Commit	Discount	Header	Add	Edit	Delete	Exit	Add From Cart
Serial	Split Line						

Invoice Total	6,998.88
GM %	16.7

## Convert Multifamily Sales Quotes to Invoices

The **Builder Sales Assistant** writes up 166 invoices for standards. We will copy 5 invoices to demonstrate how this works.

### Multiple Copies

Use the "Multiple Copies" function to complete this step quickly.

**Note:** The invoice types for Multifamily Sales Quote and Multifamily Sales Invoice must have the same Invoice Numbering Series in order to use the same invoice number with different suffixes when using the multiple copies function.

Review Invoice Type MQ Multifamily Quote

Settings 1 | Settings 2 | Settings 3 | Settings 4 | Required Fields | Builder Allowance | G/L Allocation | Printing

Code / Desc: MQ Multifamily Quote

Warranty: Neither | Estimate Print: Price Entered

Estimate: Estimate | Narda Code: [ ]

Number Code: MS | Email Format: [ ]

Branch: ALL

Always use this Branch for Invoices of this type

Restrict Item Locations By Branch

Misc Code: [ ]

Comment: [ ]

Add the comment to new invoices

Signature Comment: [ ]

Prompt: [ ]

Default Job Status on Add: UNCONFIRMED | UNCONFIRMED

Default Job Status on Copy: Default from Original Invoice

Default Job Status on Split: Default from Original Invoice

Email / Print Job Status: [ ]

Finish Job Status: [ ]

Default Map Zone: [ ]

Default Location: [ ]

Default Location from Route

Detail Qty Warning: 0

Extended Invoice Detail |  Show Reserved Location Discrepancies

Show Contacts Tab in Invoice Header |  Show Click to Pay Payment Link

Review Invoice Type MS Multifamily Sales

Settings 1 | Settings 2 | Settings 3 | Settings 4 | Required Fields | Builder Allowance | G/L Allocation | Printing

Code / Desc: MS Multifamily Sales

Warranty: Neither | Estimate Print: Price Entered

Estimate: Neither | Narda Code: [ ]

Number Code: MS | Email Format: [ ]

Branch: ALL

Always use this Branch for Invoices of this type

Restrict Item Locations By Branch

Misc Code: [ ]

Comment: [ ]

Add the comment to new invoices

Signature Comment: [ ]

Prompt: [ ]

Default Job Status on Add: UNCONFIRMED | UNCONFIRMED

Default Job Status on Copy: Default from Original Invoice

Default Job Status on Split: Default from Original Invoice

Email / Print Job Status: [ ]

Finish Job Status: [ ]

Default Map Zone: [ ]

Default Location: [ ]

Default Location from Route

Detail Qty Warning: 0

Extended Invoice Detail |  Show Reserved Location Discrepancies

Show Contacts Tab in Invoice Header |  Show Click to Pay Payment Link

### Standard Appliance Invoices

Add Invoice Suffixes that relate to the address.

Copy Invoice # 'MS00000015'

### COPY INVOICE

Original Invoice  
Invoice #: MS00000015  
Customer: 6043256326 Alair Homes\*

New Invoice  
Invoice #: MS00000015  System Number

Copy Detail |  Reverse All Quantities  
 Copy Service Tab |  Copy Dispatch Units  
 Copy Notepad |  Copy Documents  
 Copy Reference

Invoice Type: MS Multifamily Sales

Schedule Date: 5/1/2025  
Pick Up Date: 00/00/00  
Job Status: UNCONFIRMED | UNCONFIRMED

Multiple Copies: 5

Invoice Suffix:  
-101  
-102  
-103  
-104  
-105

Invoicing

Search Options: Click here to make this your default Search

Search For: [ ] By Invoice # Matching Equal Search

AND For [ ] By Customer # Matching Equal Status All

AND There is a Model Code Of Matching Equal

Include Quote	Yes	Inv Type	Invoice #	Status	Branch	Customer #	Name	Job Status	Sched Date	Finish Date	Total	Balance	Referen	PO #
Include Search in Tree	<input checked="" type="checkbox"/>	MQ	MS00000015	Open	2	6043256326	Alair Homes *	CONVERTED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	
	<input checked="" type="checkbox"/>	MS	MS00000015-101	Open	2	6043256326	Alair Homes *	UNCONFIRMED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	
	<input checked="" type="checkbox"/>	MS	MS00000015-102	Open	2	6043256326	Alair Homes *	UNCONFIRMED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	
	<input checked="" type="checkbox"/>	MS	MS00000015-103	Open	2	6043256326	Alair Homes *	UNCONFIRMED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	
	<input checked="" type="checkbox"/>	MS	MS00000015-104	Open	2	6043256326	Alair Homes *	UNCONFIRMED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	
	<input checked="" type="checkbox"/>	MS	MS00000015-105	Open	2	6043256326	Alair Homes *	UNCONFIRMED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	

Record Count: 5

Buttons: Print, Detail, Review, Add, Edit, Multi Edit, Multi Edit Fields, Delete, Excel, Exit

*The 5 invoices have been copied.*

### Multi Edit Invoices

Once the invoices are copied over, you can multi edit the invoices.

**Invoicing**

Search Options [Click here to make this your default Search](#)

Search For:  By: Invoice # Matching: Equal Search

AND For:  By: Customer # Matching: Equal Status: All

AND There is a Model Code Of:  Matching: Equal

Include Quote: Yes

Include Search in Tree:

Inv Type	* Invoice #	Status	Branch	Customer #	Name	Job Status	Sched Date	Finish Date	Total	Balance	Referen	PO #
MQ	MS00000015	Open	2	6043256326	Alair Homes *	CONVERTED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	
MS	MS00000015-101	Open	2	6043256326	Alair Homes *	UNCONFIRMED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	
MS	MS00000015-102	Open	2	6043256326	Alair Homes *	UNCONFIRMED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	
MS	MS00000015-103	Open	2	6043256326	Alair Homes *	UNCONFIRMED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	
MS	MS00000015-104	Open	2	6043256326	Alair Homes *	UNCONFIRMED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	
MS	MS00000015-105	Open	2	6043256326	Alair Homes *	UNCONFIRMED	5/1/2025	9/4/2024	6998.88	6998.88	Standar	

Record Count: 6

Buttons: Print, Detail, Review, Add, Edit, Multi Edit, Multi Edit Fields, Delete, Excel, Exit

**Annotations:**

- Click the first row, hold down the shift key and select the last row. The 5 rows have been selected.
- Click Multi Edit and each invoice will open up.

**Edit Invoice # MS00000015-101 - Alair Homes**

**Invoice** | Contacts | Service | Dispatching | Invoice Cont. | Warranty | Documents | Notepad

View Print History Related Invoices Invoice Date: 9/4/2024 Schedule Date: 5/1/2025 Follow Up: 9/6/2024

Invoice # MS00000015-101 Invoice Date 9/4/2024 Schedule Date 5/1/2025 Pick up 00/00/00

Invoice Type MS Job Status UNCONFIRMED UNCONFIRMED

Payment Type NET30 Reference Standard Appliances

Ship To: 6043256326 Alair Homes, 5860 Falcon Road, West Vancouver, BC, V7W 1S3 (604) 325-6326 alairhomes@alairhomes.ca

Bill To: 6043256326 Alair Homes, 5860 Falcon Road, West Vancouver, BC, V7W 1S3 (604) 325-6326 alairhomes@alairhomes.ca

BA Customer # Salesperson 1 CHRIS Chris Stark Salesperson 2 RTN Returning Customer Sale Referral RTN Returning Customer Min Deposit 25.00 % Invoice Audit Trail Tentative Credit Status NOT APPI Approved

**Annotations:**

- Double click to change the Ship To information.

**Ship To**

Last Name / Company: Gibson

First Name: Debbie

Address 1: 101-2541 Marine Drive

Address 2:

City: West Vancouver State: BC Zip Code: V7W 1S3

Cell: (778) 456-4789

Home:

Work:

Email: dgibson@gmail.com

Invoice Delivery Method: Print

Directions:

Opt Out: Do Not Mail, Do Not Email, Do Not Text, Do Not MMS

**Annotations:**

- Change the address information.

Edit Invoice # MS00000015-101 - Gibson, Debbie

**Invoice** | Contacts | Service | Dispatching | Invoice Cont. | Warranty | Documents | Notepad

View Print History | Related Invoices | Invoice Date: 9/4/2024 | Follow Up: 9/6/2024

Invoice # MS00000015-101 | Schedule Date: 5/1/2025 | Pick up: 00/00/00

Invoice Type: MS Multifamily Sales | Job Status: UNCONFIRMED UNCONFIRMED

Payment Type: NET30 Net 30 Days | PO Number: | Reference: Standard Appliances

Ship To: 6043256326 | History | Bill To: 6043256326 | History

Customer: Gibson, Debbie  
101-2541 Marine Drive  
West Vancouver, BC, V7W 1S3  
(778) 456-4789  
dgibson@gmail.com

Customer Note: Alair Homes  
5860 Falcon Road  
West Vancouver, BC, V7W 1S3  
(604) 325-6326  
alairhomes@alairhomes.ca

Phone Log

BA Customer # | Salesperson 1: CHRIS Chris Stark | Salesperson 2: | Sale Referral: RTN Returning Customer | Min Deposit: 25.00 %

Invoice Audit Trail | Tentative Credit Status: NOT APPL | Approved

Customer Phone Log

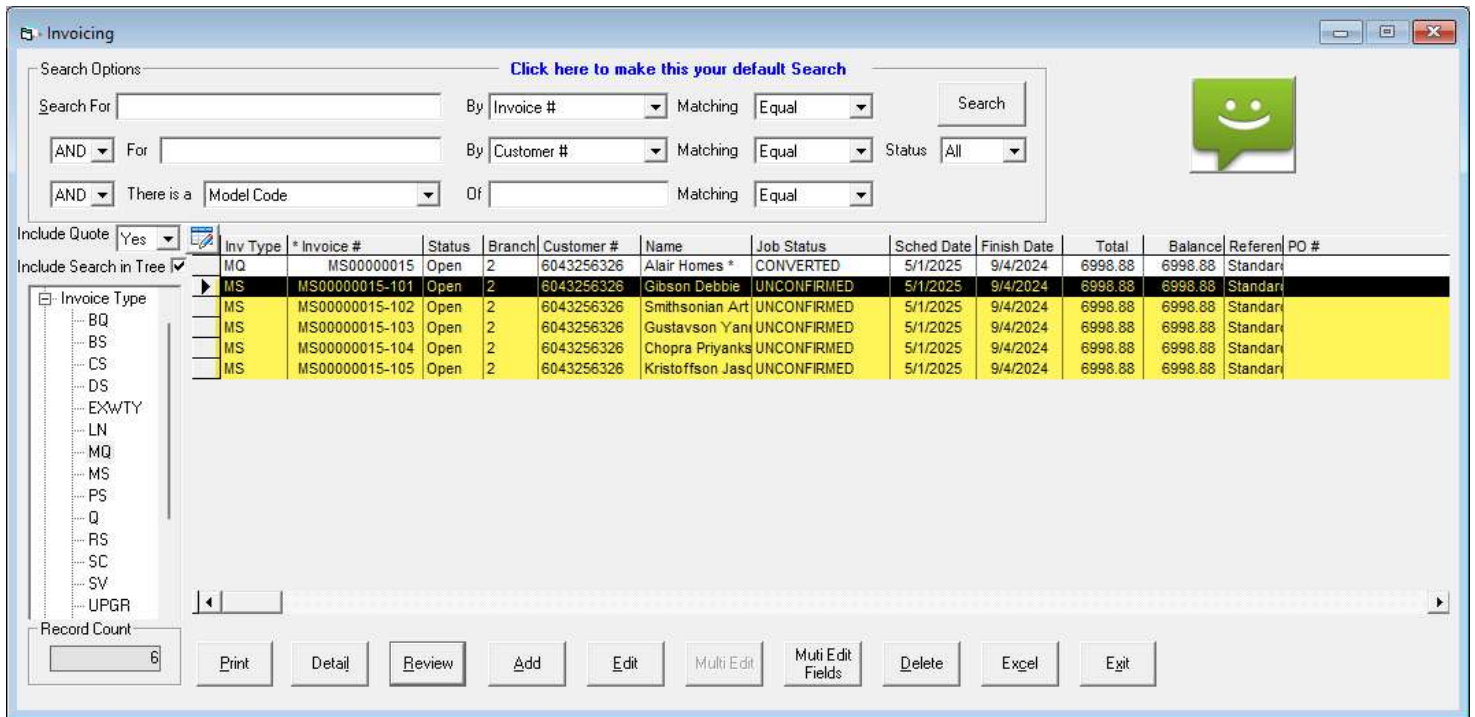
L	9/4/2024	21:36
	00/00/00	
	00/00/00	
	00/00/00	
	00/00/00	

OK | Cancel | Detail | PAI Schedule

A/R Balance Overdue 279 Days

The information has changed. Click OK to edit the next invoice.

Click OK to go to the next invoice until you have completed the editing of all the invoices.



## Apply Builder Allowances to Customer (Home Owner) Upgrade Invoices

### Background

The 56 homeowners who chose to select their own appliances will receive a credit from the builder in the form of builder allowances which Andersons Appliances will apply to their invoice.

The builder allowance invoice for the builder will now be auto created when the customer's (home owner) upgrade invoice is posted. Let's look at how to set this up.

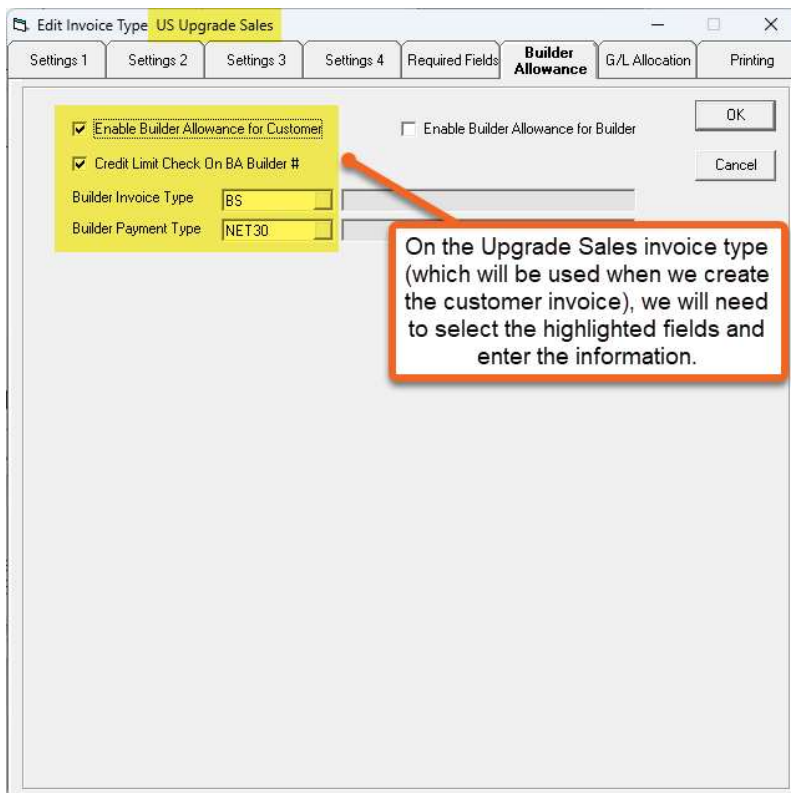
### Setup

In the Invoice Type table, there is a new tab called "Builder Allowance". We need to first set up the upgrade and builder invoice type.

First, we will set up the Upgrade Sales invoice type which is what we will be using for the customer's (home owner) upgrade invoice.

Fields	Purpose
<b>Enable Builder Allowance for Customer</b>	Selecting this option will trigger the builder allowance logic and turn on the BA Builder # field on the customer's (home owner) upgrade invoice.

<b>Credit Limit Check on BA Builder #</b>	When this option is enabled, the system will check the credit limit of the builder before allowing the user to change the job status on the customer’s (home owner) upgrade invoice to a dispatchable status (e.g. FIRM). This ensures that the builder has enough credit to cover the allowance on the customer’s (home owner) upgrade invoice before the products are shipped to the customer.
<b>Builder Invoice Type</b>	This is the invoice type that EPASS will use to create the builder’s builder allowance invoice.
<b>Builder Payment Type</b>	The builder payment type will be taken from the builder’s payment type code on the credit tab in the customer table.



On the Multifamily Sales invoice type, we need to “Enable Builder Allowance for Builder”. This option will trigger the logic to auto create the builder’s builder allowance invoice.



Edit Invoice Type MS Multifamily Sales

Settings 1 Settings 2 Settings 3 Settings 4 Required Fields **Builder Allowance** G/L Allocation Printing

Enable Builder Allowance for Customer

Enable Builder Allowance for Builder

Credit Limit Check On BA Builder #

Builder Invoice Type

Builder Payment Type

OK

Cancel

Select this check box to let EPASS know to auto create the builder allowance upon the posting of the upgrade customer's invoice.

On the miscellaneous table, there is a new checkbox for Builder Allowance. Enabling this checkbox indicates to EPASS that this is a builder allowance. When this builder allowance code is used on the invoice, it will be validated against the builder allowance set up on the project. It will take the project price and put it into the invoice detail.

Use Inv US00000013 to demonstrate.

Add Misc Charge

Code: BA DISHWASHER2  
Description: Builder Allowance Dishwasher

List: 0.00  
Cost: 0.00

G/L Revenue: 4100

Enable the "Builder Allowance" to auto create the builder allowance invoice based on misc codes that indicate that it is a builder allowance.

To link the model to the builder allowance, select this option. What this allows you to do is link the builder allowance to the model so that when you delete the model for example, the builder allowance will be deleted as well.

**Builder Allowance**

**Model Discount**

You must also enable Invoice Type - Use Misc Discount Codes to use a Model Discount.

Review Project DUNDARAVE VILLAGE, Alair Homes - Dundarave Village

Project: DUNDARAVE VILLAGE  
Description: Alair Homes - Dundarave Village  
Customer: 6043256326  
Address 1: 5860 Falcon Road  
City: West Vancouver  
State: BC  
Zip Code: V7W 1S3  
Contact: Chris Stark  
Phone 1: 9WH  
Phone 2: MULTI  
Status: OPEN  
Start Date: 8/30/2024  
End Date: 8/29/2025

Line Type	Code	Description	Time / Qty
Model	NE63A6511SS	30 ELECTRIC RANGE, CONVECT, SS	166
Model	NNST7655	1.6 CU FT COUNTERTOP MICROWAVE, S	166
Misc	BA DRYER	Builders Allowance Dryer	56
Misc	BA DISHWASHER	Builders Allowance Dishwasher	56
Misc	BA RANGE	Builders Allowance Range	56

When this builder allowance code is entered into the invoice, it is validated against the project. It will populate the project price onto the invoice.

In the **AR Variables**, we have added a new option **"Include Open BA Amount"**. When this option is selected, the open builder allowance amounts on the unposted customer's (home owner) upgrade invoices will be added to the builder's account.

* Invoice	Branch	Type	Date	Due Date	Amount	Note	User	Batch #
800000005	Default	Payment	2/26/2024		56,000.00	1123456	S	55646
800000007	Default	Invoice	2/26/2024	3/27/2024	8,720.00	6042369632	S	55646
800000007	Default	Payment	5/6/2024		-6,720.00	CHO 45645	L	55657
800000010	Default	Invoice	4/29/2024	5/29/2024	35,840.00	6042369632	S	55660
800000010	Default	Payment	5/13/2024		-35,840.00	CK # 023565	L	55660
800000011	Default	Invoice	5/6/2024	6/5/2024	26,388.21	6042369632	L	55656
800000011	Default	Payment	5/13/2024		-5,000.00	CK #02315	L	55663

* Invoice	Type	Branch	Date	Delivery	Total	Balance
RS00000118	Invoice	Default	12/13/2023	12/14/2023	0.00	0.00
US00000007	BA	1	5/6/2024	10/31/2023	29,611.79	22,201.91
US00000008	BA	Default	4/29/2024	1/29/2024	56,000.00	26,230.81
RS00000015-101	Invoice	2	9/4/2024	5/1/2025	6,998.89	6,998.89
RS00000015-102	Invoice	2	9/4/2024	5/1/2025		
RS00000015-103	Invoice	2	9/4/2024	5/1/2025		
RS00000015-104	Invoice	2	9/4/2024	5/1/2025		
RS00000015-105	Invoice	2	9/4/2024	5/1/2025		

A/R Aging	Current	1-29	30-59	60-89	90+
A/R Current	0.00	0.00	0.00	0.00	0.00
A/R + Approved Invoices	21,388.21				
A/R + All Open Invoices	141,994.40				

## Create Invoice with Builder Allowance

There is a new field called BA Builder # on the invoice header. The BA Builder # needs to be filled so that EPASS knows which account to use to auto create the builder's builder allowance.

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	GDH
Model	No	WFR3863HZ	9WH	36 FOUR DOOR FRIDGE 36.2 CU FT	1	6,177.86	NTY	Open	0/0
Model	No	NE378815G	9WH	30 INDUCTION RANGE, BL SS	1	4,116.89	NTY	Open	0/0
Misc	No	BA RANGE		Builder Allowance Range	-1	980.00	NTY		

Item	Model	Labor	Misc	Comment	Warranty	Payment	Tax	Package	Signature
Misc	BA FRIDGE			Builder Allowance Fridge	Qty	-1	Amount	980.00	
Note					Warranty	No	Cost	0.00	
GA Rev	4100						Total	-980.00	

Invoice # US00000010 - Aniston, Jennifer - Review Payment

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	QOH
Model	No	WRX986SIHZ	9WH	36 FOUR DOOR FRIDGE, 26.2 CU F	1	6,177.86	NYN	Open	0/0
Misc	No	BA FRIDGE		Builders Allowance Fridge	-1	-800.00	NYN		
Model	No	NE63T8911SG	9WH	~30 INDUCTION RANGE, BL SS	1	4,115.89	NYN	Open	0/0
Misc	No	BA RANGE		Builders Allowance Range	-1	-900.00	NYN		
Model	No	DW80K5050UG	9WH	~24 DISHWASHER, 48 DBA, BL SS	1	1,310.89	NYN	Open	0/0
Misc	No	BA DISHWASHER		Builders Allowance Dishwasher	-1	-600.00	NYN		
Model	No	WF53BB8700AVUS	9WH	~6.1 CU FT FRONT LOAD WASHER, ...	1	2,226.81	NYN	Open	0/0
Misc	No	BA WASHER		Builders Allowance Washer	-1	-700.00	NYN		
Model	No	DVE45T6005V	9WH	7.5 CU.FT FRONT LOAD DRYER, BL ...	1	1,482.63	NYN	Open	30/...
Misc	No	BA DISHWASHER		Builders Allowance Dishwasher	-1	-600.00	NYN		
Model	No	MS19M8020TG	9WH	1.9 CU.FT MICROWAVE, BL SS	1	612.50	NYN	Open	0/0
Model	No	NK30K7000WG	9WH	30 CHIMNEY HOOD, BL SS	1	2,055.07	NYN	Open	0/0
Model	No	48372	9WH	6' FXF S/S WASH MACH HOSE	1	0.00	NYN	Open	99/...
Payment		EPCC			0	4,167.80	NYN	Open	
Misc	No	CCUPC		CC Upcharge Fee	1	145.87	NNN		

Item	Model	Labor	Misc	Comment	Warranty	Payment	Tax	Package	Signature
Payment Type: <input type="text" value="EPCC"/> EPASS Credit Card						Amount:	<input type="text" value="4,167.80"/>	<input type="text" value="Tendered"/>	Trip# <input type="text" value="1"/>
Entry Method: <input type="text" value="Form Keyed"/> <input type="button" value="Receipt"/> <input type="button" value="Preview"/> <input type="button" value="Print"/> <input type="button" value="Email"/>						Invoice Total:	<input type="text" value="16,253.32"/>	Date Posted:	
Card: <input type="text" value="Mastercard - *****5454"/>						- Payments:	<input type="text" value="4,167.80"/>	<input type="text" value="00/00/00"/>	
Auth #: <input type="text" value="903228"/> Tx ID: <input type="text" value="2256750096"/> AVS / CVV: <input type="text" value="Y / M"/>						Balance:	<input type="text" value="12,085.52"/>	Status:	
<input type="button" value="Click here to view/change address for this payment"/> <input type="button" value="Show Signature"/>						Change:	<input type="text" value="0.00"/>	<input type="button" value="Open"/>	
Comment: <input type="text"/>						<input type="button" value="Created"/> <input type="text" value="L 9/5/2024"/>			
Cashed out by: <input type="text"/> On <input type="text" value="00/00/00"/> at <input type="text"/>						<input type="button" value="Modified"/> <input type="text" value="00/00/00"/>			
Branch: <input type="text" value="2"/> Andersons Richmond									

<input type="button" value="Commit"/>	<input type="button" value="Disogunt"/>	<input type="button" value="Header"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="button" value="Void"/>	<input type="button" value="Exit"/>	<input type="button" value="Add From Cart"/>		Invoice Total <input type="text" value="16,253.32"/> GM % <input type="text" value="35.6"/>
---------------------------------------	---	---------------------------------------	------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	--	--	---

**Edit Invoice # US00000010 - Aniston, Jennifer**

Invoice Service Dispatching Invoice Cont. Warranty Documents Notepad

View Print History Related Invoices Invoice Date Follow Up 9/7/2024 OK

Invoice # US00000010 9/4/2024 Schedule Date 5/25/2025 Pick up 00/00/00 Cancel

Job Status **ORDER FOR** ORDER FOR DATE Detail

Invoice Type US Upgrade Sales PO Number Reference

Payment Type COD Payment Before Delivery Bill To 6045634578 PAI Schedule

Ship To 6045634578 History Aniston, Jennifer 201-2541 Marine Drive West Vancouver, BC, V7W 1S3 (604) 563-4578 janiston@gmail.com A/R Balance

Customer Notepad Phone Log

BA Builder # 6043256326 Customer Phone Log

Salesperson 1 CHRIS Chris Stark Total 16,253.32 Created L 9/5/2024 19:50

Salesperson 2 % 0.000 Status Open Modified L 9/5/2024 20:00

Sale Referral REF Referral Finished 00/00/00

Min Deposit 25.00 % Posted 00/00/00

Invoice Audit Trail

Change the job status to "Order For"

**Invoice # US00000010 - Aniston, Jennifer - Review Payment**

Type	Pack	Items	Loc	Description	Qty	Amount	Tax	Status	QOH
Model	No	WFR3665HZ	SMH	36 FOUR ODOR FRIDGE, 26.2 CU F	1	6,177.86	NYV	Open	0.00
Misc	No	BA FRIDGE	SMH	Builder Allowance-Fridge	-1	2000.00	NYV	Open	0.00
Model	No	NE370911SG	SMH	~30 INDUCTION RANGE, BL SS	1	4,115.89	NYV	Open	0.00
Misc	No	BA RANGE	SMH	Builder Allowance-Range	-1	900.00	NYV	Open	0.00
Model	No	DV60K050JUG	SMH	~24 DISHWASHER, 48 DBA, BL SS	1	1,310.89	NYV	Open	0.00
Misc	No	BA DISHWASHER	SMH	Builder Allowance-Dishwasher	-1	600.00	NYV	Open	0.00
Model	No	WFR366500WAVS	SMH	~1 CUFF FRONT LOAD WASHER	1	2,206.81	NYV	Open	0.00
Misc	No	BA WASHER	SMH	Builder Allowance-Washer	-1	700.00	NYV	Open	30.00
Model	No	DV6451000V	SMH	~1 CUFF FRONT LOAD DRYER, BL	1	1,482.63	NYV	Open	0.00
Misc	No	BA DISHWASHER	SMH	Builder Allowance-Dishwasher	-1	600.00	NYV	Open	0.00
Model	No	M519K0020TG	SMH	1.5 CU FT MICROWAVE, BL SS	1	612.50	NYV	Open	0.00
Model	No	NK307000VGE	SMH	30 CORNEY HOOD, BL SS	1	2,055.07	NYV	Open	0.00
Model	No	48372	SMH	8' F/F 5/8 WASH MACH HOSE	1	0.00	NYV	Open	99.00
Misc	No	CCUPC	SMH	CC Upcharge Fee	1	145.87	NNN	Open	0.00

The highlighted builder allowances (BA) amount to 800+900+600+700+600 = \$3,600 \* 1.12 (taxes) = \$4,032. This outstanding BA is added to the Builder's account.

Payment Type EPCC EPASS Credit Card Amount 4,167.60 Tended

Invoice Total 16,253.32 Date Posted 00/00/00

Payments 4,167.60

Balance 12,085.52 Status Open

Change 0.00 Modified 9/5/2024

Created 00/00/00

Invoice Total 16,253.32 GM % 35.6

**A/R Balance**

Search Options Customer 6043256326 Alair Homes Search Customer Notepad A/R History OK

Credit Limit: 1,500,000.00

* Invoice	Branch	Type	Date	DueDate	Amount	Note	User	Batch #
800000005	Default	Invoice	10/31/2022	11/30/2022	66,000.00	6042369632	PAOLO	55643
800000005	Default	Payment	2/26/2024		-66,000.00	123456	S	55646
800000007	Default	Invoice	2/26/2024	3/27/2024	6,720.00	6042369632	S	55645
800000007	Default	Payment	5/6/2024		-6,720.00	CH10 45645	L	55657
800000010	Default	Invoice	4/29/2024	5/29/2024	35,940.00	6042369632	S	55653
800000010	Default	Payment	5/13/2024		-35,940.00	CK # 023565	L	55660
800000010	Default	Payment	6/5/2024		26,388.21	6042369632	L	55656

View

Invoicing	Deliver	Total	Balance
US00000000	2/14/2023	0.00	0.00
US00000007	10/31/2023	29,611.79	22,201.91
US00000008	Default	56,000.00	26,230.81
<b>US00000010</b>	<b>BA</b>	<b>2</b>	<b>3/5/2024</b>
			<b>6/25/2025</b>
			<b>4,032.00</b>
			<b>12,085.52</b>
US00000015-101	Invoice	2	9/4/2024
US00000015-102	Invoice	2	9/4/2024
US00000015-103	Invoice	2	9/4/2024
US00000015-104	Invoice	2	9/4/2024
US00000015-105	Invoice	2	9/4/2024

A/R Balance 21,388.21

A/R Aging Current 0.00

1-29 0 0.00

30-59 0 0.00

60-89 0 0.00

90+ 0 21,388.21

A/R + Approved Invoices 21,388.21

A/R + All Open Invoices 146,026.40

EPASS adds a record in the Invoicing section showing the outstanding builder allowance on the customer's invoice.

## Lump Sum Builder Allowances

Refer to [Builder Allowances for Custom Homes](#).

## Purchasing

### OE-04 Ordering Report for Special Order Models

Written Models

**Selection 1**

DEM: [\*\*\*\*\*] [All Records]

Brand: [\*\*\*\*\*] [All Records]

Product Major: [\*\*\*\*\*] [All Records]

Product Minor: [\*\*\*\*\*] [All Records]

Product: [\*\*\*\*\*] [All Records]

Inventory Type: [\*\*\*\*\*] [All Records]

Shipping Method: [\*\*\*\*\*] [All Records]

Job Status: **ORDER FOR** | ORDER FOR DATE

Invoice Type: [\*\*\*\*\*] [All Records]

Payment Type: [\*\*\*\*\*] [All Records]

Branch: [\*\*\*\*\*] [All Records]

Location: [\*\*\*\*\*] [All Records]

Only show QOH breakdown and Spoken For from these locations

Model Number From: [Beginning of File]

To: [2222222222222222] [End of File]

Last Name From: [ ]

To: [ ]

Starting Date: [5/1/2025] | Specific Invoice

Ending Date: [5/31/2025] | OR [ ]

Exclude Empty Dates

Exclude PO Effective Date After: [00/00/00]

Supplier From: [ ] [Beginning of File]

Supplier To: [2222222222] [End of File]

Show Cost: [None]

Sort By: [Model]

Model Active: [Both]

Model Stock: [All]

Reference From: [Invoice Model]

**Selection 2**

OK

Cancel

Schedule

Create one PO per Invoice **Order** | Order All

**Andersons Richmond** OE-04

**Written Models Report** **Click Order.**

Brand: All Records | Product: All Records | Model From: | To: |  
 Job Status: ORDER FOR D | Ship Method: All Records | Starting Date: May 1, 2025 | Ending Date: May 31, 2025  
 Payment Type: All Records  
 Invoice Type: All Records | Branch: All Records | Include Non-Committed Serial #'s: No  
 Supplier From: | Supplier To: | System Date: Sep 05, 2024 | System Time: 8:38 pm | Page: 1  
 Report Date: Sep 5, 2024

Model #	Qty	Loc	PO #	STD	SP	Invoice #	Date	Customer #	Name	Branch	Status	Del. Date						
48372	1	PWH		30.00	CHRIS	US00000010	9-4-2024	6045834578	Jennifer Aniston	2	ORDER PO	5/25/2025						
				Total: 1		QOH: 99	QOO / Stock QOO: 0 / 0	Min: 0	Max: 0	Matia=0, PWH=99								
Stock:				Quantity Spoken For: 1														
				<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Model: ES00000001</td> <td style="width: 50%;">Customer: 1 PERM</td> </tr> <tr> <td style="width: 50%;">Date: Beginning of File</td> <td style="width: 50%;">Deliver Date: 7/25/2024</td> </tr> <tr> <td style="width: 50%;">Days In Inv: 329</td> <td></td> </tr> </table>									Model: ES00000001	Customer: 1 PERM	Date: Beginning of File	Deliver Date: 7/25/2024	Days In Inv: 329	
Model: ES00000001	Customer: 1 PERM																	
Date: Beginning of File	Deliver Date: 7/25/2024																	
Days In Inv: 329																		
DYE4T6005V	1	PWH		1442.63	CHRIS	US00000010	9-4-2024	6045834578	Jennifer Aniston	2	ORDER PO	5/25/2025						
				Total: 1		QOH: 39	QOO / Stock QOO: 0 / 0	Min: 0	Max: 0	Matia=0, PWH=30								
Stock:																		
DYE4T6068V	1	PWH		1310.89	CHRIS	US00000010	9-4-2024	6045834578	Jennifer Aniston	2	ORDER PO	5/25/2025						
				Total: 1		QOH: 0	QOO / Stock QOO: 1 / 1	Min: 0	Max: 0	Matia=0								
Stock:																		
DW30K5090UG	1	PWH		612.50	CHRIS	US00000010	9-4-2024	6045834578	Jennifer Aniston	2	ORDER PO	5/25/2025						
				Total: 1		QOH: 0	QOO / Stock QOO: 0 / 0	Min: 0	Max: 0	Matia=0								
Stock:																		
DW30K5090TG	1	PWH		4115.89	CHRIS	US00000010	9-4-2024	6045834578	Jennifer Aniston	2	ORDER PO	5/25/2025						
				Total: 1		QOH: 0	QOO / Stock QOO: 0 / 0	Min: 0	Max: 0	Matia=0								
Stock:																		
ME19A8920TG	1	PWH		2226.61	CHRIS	US00000010	9-4-2024	6045834578	Jennifer Aniston	2	ORDER PO	5/25/2025						
				Total: 1		QOH: 0	QOO / Stock QOO: 0 / 0	Min: 0	Max: 0	Matia=0								
Stock:																		
NE4T3911SG	1	PWH		2055.07	CHRIS	US00000010	9-4-2024	6045834578	Jennifer Aniston	2	ORDER PO	5/25/2025						
				Total: 1		QOH: 0	QOO / Stock QOO: 0 / 0	Min: 0	Max: 0	Matia=0								
Stock:																		
NK30K7000WG	1	PWH		1373.88	CHRIS	US00000010	9-4-2024	6045834578	Jennifer Aniston	2	ORDER PO	5/25/2025						
				Total: 1		QOH: 0	QOO / Stock QOO: 0 / 0	Min: 0	Max: 0	Matia=0								
Stock:																		
WFS3BB700AVU	1	PWH		6177.86	CHRIS	US00000010	9-4-2024	6045834578	Jennifer Aniston	2	ORDER PO	5/25/2025						
				Total: 1		QOH: 0	QOO / Stock QOO: 0 / 0	Min: 0	Max: 0	Matia=0								
Stock:																		
WX396512H	1	PWH		8	CHRIS	US00000010	9-4-2024	6045834578	Jennifer Aniston	2	ORDER PO	5/25/2025						
				Total: 1		QOH: 0	QOO / Stock QOO: 0 / 0	Min: 0	Max: 0	Matia=0								
Stock:																		

**Create Orders**

Order	PO Number	Brand Code	RSV Exclusive	Model Code	Qty	Reference	Location Code	Invoice PO Code	Salesperson	Invoice Code	Invoice Start Date	Sold To Code	Sold To P
<input checked="" type="checkbox"/>		EZF		48372	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input checked="" type="checkbox"/>		SAM		DVE45T600...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input checked="" type="checkbox"/>		SAM		DW80K505...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input checked="" type="checkbox"/>		SAM		MS19M802...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input checked="" type="checkbox"/>		SAM		NE63T8911...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input checked="" type="checkbox"/>		SAM		NK30K7000...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input checked="" type="checkbox"/>		SAM		WF53B887...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input checked="" type="checkbox"/>		WHI		WRX986SI...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc

Unselect All  Include Stock Orders Excel Create PO Cancel

Req Ship Date

**Create Orders**

Order	PO Number	Brand Code	RSV Exclusive	Model Code	Qty	Reference	Location Code	Invoice PO Code	Salesperson	Invoice Code	Invoice Start Date	Sold To Code	Sold To P
<input type="checkbox"/>	6	EZF		48372	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input type="checkbox"/>	RS74	SAM		NE63T8911...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input type="checkbox"/>	RS74	SAM		DW80K505...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input type="checkbox"/>	RS74	SAM		WF53B887...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input type="checkbox"/>	RS74	SAM		DVE45T600...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input type="checkbox"/>	RS74	SAM		MS19M802...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input type="checkbox"/>	RS74	SAM		NK30K7000...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc
<input type="checkbox"/>	RS75	WHI		WRX986SI...	1		9WH		CHRIS	US00000010	2024-09-04	6045634578	Anistc

Unselect All  Include Stock Orders Excel Create PO Cancel

Req Ship Date

## Manual Ordering: Linking the Packing Slip # field to Projects

### Setup

To use the linking of the packing slip # (builder customer number is entered into this field), the “**Link Projects using Packing Slip field**” checkbox must be enabled in Purchasing Variables.

**Purchasing Variables**

General | Printing | Bin Labels | Part Labels | Discount Labels

Last PO Number: 4

Bar Code Delimiter: [ ]

Default Item Quoted Cost: Last

Default Model Quoted Cost: Original

Order For Job Status: ORDER FOR | ORDER FOR DATE

Fully Received Job Status: PARTSIN | PARTS IN

Only update once ALL invoices for the customer are received

Default Order Qty: 1

Req Delivery Date Caption: Req Ship Date

Display PO Fully Received

Update Accounts Payable

Auto Create A/P Invoice during Costing

Recalculate Item Prices

Audit Trail

Auto Scroll PO Detail

Warranty Claims

Auto Satisfy Warranty Claims on Return PO's

Backorder Items for Same Location as Invoice

Auto Split During Cost

Warning If Customer on Credit Hold

Serial Type Required (not ALL)

Wireless / Single Barcode Solution

Default Supplier Invoice On Return Serial

Auto Commit Invoices on Receiving Backorders

Update Invoice Item Selling Price

Order all Open Lines in Recommended Backorders

Default Branch Code on PO-12 to Current Branch

Allow Invalid Item/Models in Transfer Requests

Reserve on Receive

Warning If Item Cost Changes

Order for Terminal Location

Update Invoice Item Location on Order

Transfers Default Batch Number

Create Transfer Request when receiving to a different location than ordered for

Link Projects using Packing Slip field

OK | Cancel

Note: This feature works for manual purchase order entry and Mass PO Creation.

### Manual Purchase Order

Order Only: PO # RS76 - Review Model

Type	Rel	Item/Model Code	Description	Ordered	Amount	Received	Sug	Status	BO Inv #	R
Model		RL1505SBASR	28 BOTTOM MOUNT, SS	5	4,298.75	0	0	0		

Item	Model	Comment	Freight
Model	UK   RL1505SBASR	28 BOTTOM MOUNT, SS	Received 00/00/00
SKU	QOH 43	Serial #	Location Invoice
List Price	0.00	Reserved	
Average Cost	1,298.32	Ordered	
Last Cost	1,298.32	Received	
Original Cost	1,298.32	Prev Received	<input type="checkbox"/> Order Exclusive
Landed Cost	0.00	Total Received	<input checked="" type="checkbox"/> Released
Standard Cost	1,298.32	Location	3WH
Quoted Cost	859.75	Features	
Discounts	0.00	Reference	C20240830
Unit Cost	0.00	Ext Unit Cost	0.00
Factor	1.0000	Ext Factored Cost	0.00

Req Ship Date: 5/25/2025  
As of 9/5/2024

Serial Type: ALL

BD Invoice #: [ ]

Packing Slip #: 6043256326

Enter the Builder Customer # in the Packing Slip # field.

Edit Project DUNDARAVE VILLAGE, Alair Homes - Dundarave Village

Project | Forecast | Notepad

Code: DUNDARAVE VILLAGE

Description: Alair Homes - Dundarave Village

Customer: 6043256326

Address 1: 5860 Falcon Road

Address 2: [ ]

City: West Vancouver

State: BC

Zip Code: V7W 1S3

Contact: Chris Stark

Phone 1: (604) 325-6326

Phone 2: [ ]

Status: OPEN

Start Date: 8/30/2024

End Date: 8/29/2025

Details

Line Type	Code	Description	Time / Qty
Model	RL1505SBASR	28 BOTTOM MOUNT, SS	166
Model	WFW5500HW	27 FRONT LOAD WASHER, WH	166
Model	YVED9500RW	74 CU FT. FRONT LOAD DRYER, WH	166
Model	W10869845	STACKING KIT	166
Model	NNST7855	1.6 CU FT COUNTERTOP MICROWAVE, S	166

Item	Model	Labor	Misc	Comment	Warranty
Model	RL1505SBASR			28 BOTTOM MOUNT, SS	
Misc	MSPIECE35			MS Delivery - Piece Charge \$35	
Qty	166	Min	1	Max	166
Cost	859.75	Features			
Price	992.75	Reference		C20240830	

Add | Edit | Delete



Order Only: PO # RS76 - Review Model

Type	Rel	Item/Model Code	Description	Ordered	Amount	Received	Sug	Status	BO Inv #	R
Model		RL1505SBASR	28 BOTTOM MOUNT, SS	5	4,298.75	0	0	0		C
Model		BRB106003w/w	24 FRIDGE, PANEL	5	6,697.65	0	0	0		C
Model		RL1505SBASR	28 BOTTOM MOUNT, SS	5	4,298.75	0	0	0		C
Model		DW80B7070US	24 DISHWASHER, 42 DBA, SS	5	2,778.75	0	0	0		C
Model		RF23A9071SR	36 4 DOOR FRIDGE, SS	5	4,298.75	0	0	0		C
Model		NE63A6511SS	30 ELECTRIC RANGE, CONVEC...	5	3,942.50	0	0	0		C

Item	Model	Cost	Weight
Model UK	NE63A6511SS		

30 ELECTRIC RANGE, CONVECT, SS

SKU: [ ] QOH: 0 QOO: 5 Serial #: [ ]

List Price: 0.00 Reserved: 5

Average Cost: 0.00 Ordered: 5

Last Cost: 0.00 Received: 0

Original Cost: 961.72 Prev Received: 0  Order Exclusive

Landed Cost: 0.00 Total Received: 0  Released Req Ship Date: 5/25/2025  RSD Confirmed

Standard Cost: 961.72 Location: 9WH  Receive to Loc Serial Type: ALL

Quoted Cost: 788.50 Features: [ ] BO Invoice #: [ ]

Discounts: 0.00 Reference: C20240830 As of 9/5/2024 00/00/00

Unit Cost: 0.00 Ext Unit Cost: 0.00 Packing Slip #: 6043256326

Factor: 1.0000 Ext Factored Cost: 0.00 Supplier Invoice #: [ ]

Minimum Order: 0.00  
Total Ordered: 26,315.15  
Received: 0.00  
Total Received: 0.00  
Costed: 0.00  
Total Costed: 0.00  
Refresh  
Pieces / Points: 30 / 300

Serial Cancel Balance Add Edit Delete Exit Split Change Dates Freight Header

The models have been ordered for the project.

**Mass PO Import**

Refer to [Mass PO Creation Document](#).

## Warehouse

### Receiving

#### OE-04 Generated Purchase Order

Receive PO RS74 via Warehouse Management System

*Print Labels*

ANDERSONS RICHMOND

ANDERSONS RICHMOND

**DVE45T6005V**

7.5 CU.FT FRONT LOAD DRYER, BL SS

BRAND: SAMSUNG  
RECEIVED: 9/9/2024  
US00000010  
CUSTOMER: Aniston



ANDERSONS RICHMOND

**NE63T8911SG**

~30 INDUCTION RANGE, BL SS

BRAND: SAMSUNG  
RECEIVED: 9/9/2024  
US00000010  
CUSTOMER: Aniston



ANDERSONS RICHMOND

**DW80K5050UG**

~24 DISHWASHER, 48 DBA, BL SS

BRAND: SAMSUNG  
RECEIVED: 9/9/2024  
US00000010  
CUSTOMER: Aniston



ANDERSONS RICHMOND

**NK30K7000WG**

30 CHIMNEY HOOD, BL SS

BRAND: SAMSUNG  
RECEIVED: 9/9/2024  
US00000010  
CUSTOMER: Aniston



ANDERSONS RICHMOND

**MS19M8020TG**

1.9 CU.FT MICROWAVE, BL SS

BRAND: SAMSUNG  
RECEIVED: 9/9/2024  
US00000010  
CUSTOMER: Aniston



**WF53BB8700AVUS**

~6.1 CU FT FRONT LOAD WASHER, BL SS

BRAND: SAMSUNG  
RECEIVED: 9/9/2024  
US00000010  
CUSTOMER: Aniston



Receive Models

### Receiving Serial Inventory To 9WH

PREVIOUSLY RECEIVED  
Model:DW80K5050UG, Serial:20240909C

**Assign Bin**

Barcode or Model#:(required)

5174P4XJE

OK

Delete Last

Change Location

---

← Back

🏠 Home

⊖ Signout

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### Receiving Serial Inventory To 9WH

PREVIOUSLY RECEIVED  
Model:MS19M8020TG, Serial:20240909E

**Assign Bin**

Barcode or Model#:(required)

Z56MBR8BC

OK

Delete Last

Change Location

---

← Back

🏠 Home

⊖ Signout

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← Back

🏠 Home

⊖ Signout

Review: PO # RS74 - Review Model

Type	Rel	Item/Model Code	Description	Ordered	Amount	Received	Sug	Status	BO Inv #	R
Model		DVE45T6005V	7.5 CU.FT FRONT LOAD DRYE...	1	944.54	1	1	ORC	US00000010	
Model		DW80K5050UG	~24 DISHWASHER, 48 DBA, BL...	1	789.98	1	1	ORC	US00000010	
Model		MS19M8020TG	1.9 CU.FT MICROWAVE, BL SS	1	370.95	1	1	ORC	US00000010	
Model		NE63T8911SG	~30 INDUCTION RANGE, BL SS	1	2,472.98	1	1	ORC	US00000010	
Model		NK30K7000WG	30 CHIMNEY HOOD, BL SS	1	1,236.49	1	1	ORC	US00000010	
Model		WF53BB8700...	~6.1 CU.FT FRONT LOAD WAS	1	1,373.88	1	1	ORC	US00000010	

**All models have been received and are reserved to the upgrade invoice.**

Item: Model UK DVE45T6005V

SKU	QOH	31	QOO	0	Serial #	Location	Invoice
					20240909A	Delta Ware	

List Price: 0.00    Reserved: 1

Average Cost: 944.54    Ordered: 1

Last Cost: 944.54    Received: 0

Original Cost: 944.54    Prev Received: 1     Order Exclusive

Landed Cost: 0.00    Total Received: 1     Released    Req Ship Date: 5/25/2025

Standard Cost: 944.54    Location: 9WH     RSD Confirmed

Quoted Cost: 944.54     Receive to Loc    Serial Type: ALL

Discounts: 0.00    Features:    BO Invoice #: US00000010

Unit Cost: 944.54    Reference:    *As of 9/5/2024*    00/00/00

Factor: 1.0000    Ext Unit Cost: 944.54    Packing Slip #:    Supplier Invoice #:   

Ext Factored Cost: 944.54

Freight: 9/9/2024

Minimum Order	0.00
Total Ordered	7,188.82
Received	0.00
Total Received	0.00
Costed	0.00
Total Costed	0.00
Pieces / Points	6 / 60

Buttons: Serial, Cancel Balance, Add, Edit, Delete, Exit, Split, Freight, Header

Invoice # US00000010 - Aniston, Jennifer - Review Model

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	QOH
Model	No	WRX986SIHZ	9wH	36 FOUR DOOR FRIDGE, 26.2 CU F	1	6,177.86	NY	Reserved	1/1
Misc	No	BA FRIDGE		Builders Allowance Fridge	-1	-800.00	NY		
Model	No	NE63T8911SG	9wH	~30 INDUCTION RANGE, BL SS	1	4,115.89	NY	Reserved	1/1
Misc	No	BA RANGE		Builders Allowance Range	-1	-900.00	NY		
Model	No	DW80K5050UG	9wH	~24 DISHWASHER, 48 DBA, BL SS	1	1,310.89	NY	Reserved	1/1
Misc	No	BA DISHWASHER		Builders Allowance Dishwasher	-1	-600.00	NY		
Model	No	WF53B8700AVUS	9wH	~6.1 CU FT FRONT LOAD WASHER,...	1	2,226.81	NY	Reserved	1/1
Misc	No	BA WASHER		Builders Allowance Washer	-1	-700.00	NY		
Model	No	DVE45T6005V	9wH	7.5 CU.FT FRONT LOAD DRYER, BL...	1	1,482.63	NY	Reserved	31/...
Misc	No	BA DISHWASHER		Builders Allowance Dishwasher	-1	-600.00	NY		
Model	No	MS19M8020TG	9wH	1.9 CU.FT MICROWAVE, BL SS	1	612.50	NY	Reserved	1/1
Model	No	NK30K7000WG	9wH	30 CHIMNEY HOOD, BL SS	1	2,055.07	NY	Reserved	1/1
Model	No	48372	9wH	6' FXF S/S WASH MACH HOSE	1	0.00	NY	Reserved	99/...
Payment		EPCC			0	4,167.80	NY	Open	
Misc	No	CCUPC		CC Upcharge Fee	1	145.87	NN		
Payment		EPCC			0	12,508.51	NN	Open	
Misc	No	CCUPC		CC Upcharge Fee	1	422.99	NN		

All models have been reserved.

Item	Model	Labor	Misc	Comment	Warranty	Payment	Tax	Package	Signature
Model	WRX986SIHZ	36 FOUR DOOR FRIDGE, 26.2 CU	Ordered		1	SP	6,177.86	Package	Trip# 1
Location	9wH	Delta Warehouse	Shipped		0	Total	6,177.86	29.5 Spiff	0.00
SKU #		Serial Location	QOH		1 /1	Std. Cost	4,352.45	Delivery	
Equiv			Not Avail		0			9/4/2024	
Brand	WHIRLPOOL		QOO		0 /0			Status	
Product	APPLIANCE	Color	Written		1 /1			Committed	
Mfr Wty	0	Features	Inventory Type	APPL				Created	
PO #	RS75	Reference	Auto Backorder			<b>Serials Reserved</b>		L	9/5/2024
Branch	2	Commission	Reserve Exclusive when Ordering					Modified	00/00/00
Note							<input checked="" type="checkbox"/> PST <input checked="" type="checkbox"/> GST	V	00/00/00

**Invoice Total**

16,676.31

GM % 35.6

**Manual Purchase Order**

Print Labels

ANDERSONS RICHMOND	ANDERSONS RICHMOND
<b>BRB106003WW</b> 24 FRIDGE, PANEL  BRAND: SAMSUNG RECEIVED: 9/9/2024	<b>BRB106003WW</b> 24 FRIDGE, PANEL  BRAND: SAMSUNG RECEIVED: 9/9/2024
 6 Z 5 W X Q R 2 6 ANDERSONS RICHMOND	 6 Z 5 W X 3 3 7 0 ANDERSONS RICHMOND
ANDERSONS RICHMOND	ANDERSONS RICHMOND
<b>BRB106003WW</b> 24 FRIDGE, PANEL  BRAND: SAMSUNG RECEIVED: 9/9/2024	<b>BRB106003WW</b> 24 FRIDGE, PANEL  BRAND: SAMSUNG RECEIVED: 9/9/2024
 6 Z 5 W X U P 4 I ANDERSONS RICHMOND	 6 Z 5 W X 7 1 5 P ANDERSONS RICHMOND
ANDERSONS RICHMOND	ANDERSONS RICHMOND
<b>BRB106003WW</b> 24 FRIDGE, PANEL  BRAND: SAMSUNG RECEIVED: 9/9/2024	<b>DW80B7070US</b> 24 DISHWASHER, 42 DBA, SS  BRAND: SAMSUNG RECEIVED: 9/9/2024 REFERENCE: C20240830
 6 Z 5 W X E 3 5 9 ANDERSONS RICHMOND	 V O 9 B 5 9 6 8 G ANDERSONS RICHMOND

Receive Models

**Receiving Serial Inventory To 9WH**

PREVIOUSLY RECEIVED  
Model:WRX986SIHZ, Serial:20240909G

Assign Bin

Barcode or Model#:(required)

6Z5WXQR26

OK

Delete Last

Change Location

Back Home Signout

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**Receiving Serial Inventory To 9WH**

PREVIOUSLY RECEIVED  
Model:BRB106003WW, Serial:SAM20240909B

Assign Bin

Barcode or Model#:(required)

6Z5WXUP4I

OK

Delete Last

Change Location

Back Home Signout

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Receive & Cost: PO # RS76 - Review Model

Type	Rel	Item/Model Code	Description	Ordered	Amount	Received	Sug	Status	BO Inv #	R
Model		RL1505SBASR	28 BOTTOM MOUNT, SS	5	4,298.75	5	0	ORC		C
Model		BRB106003w/w	24 FRIDGE, PANEL	5	6,697.65	5	0	ORC		C
Model		RL1505SBASR	28 BOTTOM MOUNT, SS	5	4,298.75	5	0	ORC		C
Model		DW80B7070US	24 DISHWASHER, 42 DBA, SS	5	2,778.75	5	0	ORC		C
Model		RF23A9071SR	36 4 DOOR FRIDGE, SS	5	4,298.75	5	0	ORC		C
Model		NE63A6511SS	30 ELECTRIC RANGE, CONVEC...	5	3,942.50	5	0	ORC		C

**All the models have been received.**

Item	Comment	Freight
Model UK NE63A6511SS	T, SS Received 9/9/2024	Minimum Order 0.00
SKU	Location Invoice	Total Ordered 4,298.75
List Price 0.00	Reserved 5	Received 22,296.56
Average Cost 788.50	Ordered 5	Total Received 22,296.56
Last Cost 788.50	Received 5	Costed 22,296.56
Original Cost 961.72	Prev Received 0	Total Costed 22,296.56
Landed Cost 0.00	Total Received 5	Refresh
Standard Cost 961.72	Location 9WH	Pieces / Points 30 / 300
Quoted Cost 788.50	Receive to Loc	
Discounts 0.00	Features	
Unit Cost 788.50	Reference C20240830	
Factor 1.0000	Ext Unit Cost 3,942.50	
	Ext Factored Cost 3,942.50	

Buttons: Serial, Cancel Balance, Add, Edit, Delete, Exit, Split, Change Dates, Freight, Header

**Shipping**  
**Dispatching**

Review Invoice Type US Upgrade Sales

Settings 1 Settings 2 Settings 3 Settings 4 Required Fields **Builder Allowance** G/L Allocation Printing

Enable Builder Allowance for Customer  Enable Builder Allowance for Builder

Credit Limit Check On BA Builder #

Builder Invoice Type [BS]

Builder Payment Type [NET30]

When this option is enabled, EPASS will check the builder account to make sure that there is enough credit before allowing the user to change the job status on the customer's invoice to a dispatchable status.

Edit Invoice # US00000010 - Aniston, Jennifer

Invoice # [US00000010] Invoice Date [9/4/2024]

Job Status [FIRM] [FIRM]

Ship To [6045634578] Aniston, Jennifer  
201-2541 Marine Drive  
West Vancouver, BC, V7W 1S3  
(604) 563-4578  
janiston@gmail.com

Bill To [6045634578] Aniston, Jennifer  
201-2541 Marine Drive  
West Vancouver, BC, V7W 1S3  
(604) 563-4578  
janiston@gmail.com

BA Builder # [6043256326]

Salesperson 1 [CHRIS] Chris Stark Total 16,676.31 Created [9/5/2024] 19:50

Salesperson 2 [ ] [ ] [9/5/2024] 20:33

Sale Referral [REF] Referral [00/00/00]

Min Deposit 25.00 % [00/00/00]

The builder has enough credit and therefore, allows the user to change the job status to a dispatchable status.

The system checks the builder account to make sure there is sufficient credit for the builder allowance.

A/R Balance

Search Options  
Customer [6043256326] Alair Homes Search Customer Notepad A/R History OK

Credit Limit: 1,500,000.00

A/R Current

* Invoice	Branch	Type	Date	DueDate	Amount	Note	User	Batch #
B00000005	Default	Invoice	10/31/2023	11/30/2023	56,000.00	6042369632	PAOLO	55643
B00000005	Default	Payment	2/26/2024		-56,000.00	123456	S	55646
							S	55645
							L	55657
							S	55653
							L	55660
							L	55656

A/R + Approved Invoices (\$21,388.21) + BA (\$4,032.00) = \$25,420.21 < Credit Limit (\$1.5M)

Invoicing

* Invoice	Type	Branch	Date	Delivery	Total	Balance
RS00000118	Invoice	Default	12/13/2023	12/14/2023	0.00	0.00
US00000007	BA	1	5/6/2024	10/31/2023	29,611.79	22,201.91
US00000008	BA	Default	4/29/2024	1/29/2024	56,000.00	26,230.81
US00000010	BA	2	9/9/2024	5/25/2025	4,032.00	0.00
US0000015-101	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
US0000015-102	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
US0000015-103	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
US0000015-104	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
US0000015-105	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88

View A/R Balance 21,388.21

AR Aging

Current	1-29	30-59	60-89	90+
0.00	0.00	0.00	0.00	21,388.21

A/R + Approved Invoices 21,388.21

A/R + All Open Invoices 146,026.40

If we change the builder credit limit to \$2,000, EPASS will not allow the user to choose a dispatchable job status on the customer's (home owner) upgrade invoice because the AR Balance + Approved Invoices (\$4,995.20) + Builder Allowance on Customer (home owner) Upgrade Invoice (\$6,899.20) = \$11,894.40 > \$2,000 (Credit Limit)

**A/R Balance**

Search Options  
Customer: 6043256326 Alair Homes Search Customer Notepad A/R History OK

Credit Limit: 2,000.00

* Invoice	Branch	Type	Date	DueDate	Amount	Note	User	Batch #
B00000005	Default	Invoice	10/31/2023	11/30/2023	56,000.00	6042369632	PAOLO	55643
B00000005	Default	Payment	2/26/2024		-56,000.00	123456	S	55646
B00000007	Default	Invoice	2/26/2024	3/27/2024	6,720.00	6042369632	S	55645
B00000007	Default	Payment	5/6/2024		-6,720.00	CHQ 45645	L	55657
B00000010	Default	Invoice	4/29/2024	5/29/2024	35,840.00	6042369632	S	55653
B00000010	Default	Payment	5/13/2024		-35,840.00	CK # 023565	L	55660
B00000011	Default	Invoice	5/6/2024	6/5/2024	26,388.21	6042369632	L	55656

Invoicing

* Invoice	Type	Branch	Date	Delivery	Total	Balance
RS00000118	Invoice	Default	12/13/2023	12/14/2023	0.00	0.00
US00000007	BA	1	5/6/2024	10/31/2023	29,611.79	22,201.91
US00000008	BA	Default	4/29/2024	1/29/2024	56,000.00	26,230.81
US00000010	BA	2	9/9/2024	5/25/2025	4,032.00	0.00
US00000015-101	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
US00000015-102	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
US00000015-103	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
US00000015-104	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
US00000015-105	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88

AR Aging

Current	1-29	30-59	60-89	90+
0.00	0.00	0.00	0.00	21,388.21

A/R Balance: 21,388.21

A/R + Approved Invoices: 21,388.21

A/R + All Open Invoices: 146,026.40

Edit Invoice # US00000010 - Aniston, Jennifer

Invoice # US00000010 Invoice Date 9/4/2024 Schedule Date 5/25/2025 Follow Up 9/7/2024

Job Status: **FIRM**

The builder has exceeded their credit limit. Contact the credit department for more details.

Once you click OK, the job status will revert to a non dispatchable job status.

Edit Invoice # US00000010 - Aniston, Jennifer

Invoice # US00000010 Invoice Date 9/4/2024 Schedule Date 5/25/2025 Follow Up 9/7/2024

Job Status: **UNCONFIRMED**

Ship Invoice

Invoice # US00000010 - Aniston, Jennifer - Review Model

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	QOH
Model	No	WRX986SIHZ	9WH	36 FOUR DOOR FRIDGE, 26.2 CU F	1	6,177.86	NYY	Shipped	0/0
Misc	No	BA FRIDGE		Builders Allowance Fridge	-1	-900.00	NYY		
Model	No	NE63T8911SG	9WH	~30 INDUCTION RANGE, BL SS	1	4,115.89	NYY	Shipped	0/0
Misc	No	BA RANGE		Builders Allowance Range	-1	-900.00	NYY		
Model	No	DW80K5050UG	9WH	~24 DISHWASHER, 48 DBA, BL SS	1	1,310.89	NYY	Shipped	0/0
Misc	No	BA DISHWASHER		Builders Allowance Dishwasher	-1	-600.00	NYY		
Model	No	WF53BB8700AVUS	9WH	~6.1 CU FT FRONT LOAD WASHER, ...	1	2,226.81	NYY	Shipped	0/0
Misc	No	BA WASHER		Builders Allowance Washer	-1	-700.00	NYY		
Model	No	DVE45T6005V	9WH	7.5 CU.FT FRONT LOAD DRYER, BL ...	1	1,482.63	NYY	Shipped	30/...
Misc	No	BA DISHWASHER		Builders Allowance Dishwasher	-1	-600.00	NYY		
Model	No	MS19M8020TG	9WH	1.9 CU.FT MICROWAVE, BL SS	1	612.50	NYY	Shipped	0/0
Model	No	NK30K7000WG	9WH	30 CHIMNEY HOOD, BL SS	1	2,055.07	NYY	Shipped	0/0
Model	No	48372	9WH	6' FXF S/S WASH MACH HOSE	1	0.00	NYY	Shipped	98/...
Payment		EPCC			0	4,167.80	NYY	Open	
Misc	No	CCUPC		CC Upcharge Fee	1	145.87	NNN		
Payment		EPCC			0	12,508.51	NNN	Open	
Misc	No	CCUPC		CC Upcharge Fee	1	422.99	NNN		

Item	Model	Labor	Misc	Comment	Warranty	Payment	Tax	Package	Signature
Model	48372			6' FXF S/S WASH MACH HOSE	Ordered	1	0.00	<input type="checkbox"/> Package	Trip# 1
Location	9WH			Delta Warehouse	Shipped	1	Total 0.00	0.00 Spiff	0.00
SKU #		Serial	Location	QOH		98 /98	Std. Cost	30.00	Delivery
Equiv		00002	Delta Warehouse	Not Avail		0			9/4/2024
Brand	EZ FLO			QOD		21 /21			Status
Product	APPLIANCE	Color		Written		77 /79			Committed
Mfr Wty	0	Features		Inventory Type	APPL				Created
PD #	4	Reference		<input type="checkbox"/> Auto Backorder					9/5/2024
Branch	2	Commission		<input type="checkbox"/> Reserve Exclusive when Ordering					Modified
Note							<input checked="" type="checkbox"/> PST <input checked="" type="checkbox"/> GST		00/00/00

Commit	Disogunt	Header	Add	Edit	Delete	Exit	Add From Cart	Barcode	Invoice Total
Serial	Split Line								16,676.31
									GM % 35.6

## Administration

### Finish Invoice

Finish Invoice # US00000010			
	INVOICE TOTALS	PST TAXABLE	GST TAXABLE
Product Sales .....	17,981.65	17,981.65	17,981.65
Parts Sales .....			
Labor .....			
Miscellaneous Charges	-3,031.14	-3,600.00	-3,600.00
Warranty Sales .....			
<b>TOTAL .....</b>	<b>14,950.51</b>	<b>14,381.65</b>	<b>14,381.65</b>
+ Calculated Tax .....	1,725.80	1,006.72	719.08
+ Tax Adjustments .....			
<b>= Invoice Total .....</b>	<b>16,676.31</b>	<b>7.000%</b>	<b>5.000%</b>
- Payments .....	16,676.31		
- A/R Payments .....			
- A/R Adjustments .....			
<b>= Balance .....</b>	<b>0.00</b>		

## Post Invoice

Andersons Richmond OE-05

Invoice Posting - Sales Summary

Post all Invoices up to and including: Sep 9, 2024  
 Report Date: Sep 9, 2024 System Date: Sep 9, 2024 Post Invoices for Branch: \*  
 System Time: 09:18 am Page: 1

Invoice	Date	Customer	Payment Type	Amount	Invoice Total
<b>Retail Sales</b>					
R50000162	5/21/24	6043654891 Andersen, Jen	EPCC	7,058.54	
		Bank Approval Code: 361164 Bank Transaction ID: 2248324321			
R50000170	6/17/24	232393 Ficker, Ben and Amelia	EPCC	2,403.00	
		Bank Approval Code: 813201 Bank Transaction ID: 2248311807			
R50000191	9/6/24	6043383456 Gardner, Walter	EPCC	1,525.70	
		Bank Approval Code: 159599 Bank Transaction ID: 2256701851			
<b>Totals for Retail Sales</b>		EPASS Credit Ca		10,987.24	0.00
<b>Upgrade Sales</b>					
L300000010	9/5/24	6045634578 Aniston, Jennifer	EPCC	4,167.80	
		Bank Approval Code: 902228 Bank Transaction ID: 2256750096			
L300000010	9/9/24	6045634578 Aniston, Jennifer	EPCC	12,508.51	
		Bank Approval Code: 682765 Bank Transaction ID: 2256832221			
L300000010	9/4/24	6045634578 Aniston, Jennifer	ODD		16,676.31
L300000011	9/9/24	6042319568 Cox, Courtney	EPCC	7,914.55	
		Bank Approval Code: 831200 Bank Transaction ID: 2256806233			
<b>Totals for Upgrade Sales</b>		Payment Before De		16,676.31	16,676.31
		EPASS Credit Ca		24,294.86	16,676.31
<b>Grand Totals</b>		Payment Before De		16,676.31	Total: 16,676.31
		EPASS Credit Ca		35,582.10	16,676.31
				<b>36882.10</b>	

Invoice Posting & Daily Sales Summary

**WARNING !!!**

This procedure will post all invoices for the selected Date range and Branch.

During the posting process the following files will be updated:

- Customer History file
- A/R Transactions file
- Serial Sales History file

**Post Invoices**

Finished from: 00/00/00

Finished up to and including Date: 9/9/2024

For Branch: 2 Andersons Richmond

For User Finished: All Records

For User Created Payment: All Records

Preview Posting Only  Do Not Print

OK Cancel

By PO # Matching | Equal Search

Click here to make this your default

By Invoice # Matching

By Customer # Matching

Check the posting report and balance to daily totals.

Click <OK> to Post the information to Customer History, A/R, Serial sales History.

If corrections are needed, click <Cancel>.

OK Cancel

Invoice Posting

Posting finished successfully.

Posting Batch #: 55688

OK

Invoicing

Search Options [Click here to make this your default Search](#)

Search For: US00000010 By Invoice # Matching End of Field Search

AND For By Customer # Matching Equal Status All

AND There is a Model Code Of Matching Equal

Include Quote Yes

Inv Type	* Invoice #	Status	Branch	Customer #	Name	Job Status	Sched Date	Finish Date	Total	Balance	Referen	PO #
US	US00000010	Finished	2	6045634578	Aniston Jennifer	FIRM	9/9/2024	9/9/2024	16676.31	0.00		

Record Count: 1

Print Detail Review Add Edit Multi Edit Multi Edit Fields Delete Excel Exit

## Accounts Receivable Balance

**A/R Balance**

Search Options  
Customer: 6043256326 Alair Homes Search Customer Notepad A/R History OK

Credit Limit: 1,500,000.00

**A/R Current**

* Invoice	Branch	Type	Date	DueDate	Amount	Note	User	Batch #
B00000007	Default	Invoice	2/26/2024	3/27/2024	6,720.00	6042369632	S	55645
B00000007	Default	Payment	5/6/2024		-6,720.00	CHQ 45645	L	55657
B00000010	Default	Invoice	4/29/2024	5/29/2024	35,840.00	6042369632	S	55653
B00000010	Default	Payment	5/13/2024		-35,840.00	CK # 023565	L	55660
B00000011	Default	Invoice	5/6/2024	6/5/2024	26,388.21	6042369632	L	55656
B00000011	Default	Payment	5/13/2024		-5,000.00	CK #02315	L	55663
B00000014	Default	Invoice	9/9/2024	10/9/2024	4,032.00	6045634578	L	0

View

**Invoicing**

Invoice	Type	Branch	Date	* Delivery	Total	Balance
1500000015-105	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
1500000015-104	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
1500000015-103	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
1500000015-102	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
1500000015-101	Invoice	2	9/4/2024	5/1/2025	6,998.88	6,998.88
US00000008	BA	Default	4/29/2024	1/29/2024	56,000.00	26,230.81
RS00000118	Invoice	Default	12/13/2023	12/14/2023	0.00	0.00
US00000007	BA	1	5/6/2024	10/31/2023	29,611.79	22,201.91

30-59 0 0.00  
60-89 0 0.00  
90+ 0 21,388.21

A/R + Approved Invoices 25,420.21  
A/R + All Open Invoices 146,026.40

The BA invoice has been created.

## Builder Invoice

The screenshot displays the 'Review Invoice # B00000014 - Aniston, Jennifer' window. The 'Related Invoices' link is highlighted with an orange box and an arrow pointing to the 'Related to Invoice #B00000014' dialog box. Another orange box highlights the 'Customer Invoice' field in the main form, with an arrow pointing to the 'Customer Invoice' column in the dialog box.

**Click "Related Invoices" link to access the customer invoice.**

**The Builder Invoice references the Customer Invoice.**

**Related to Invoice #B00000014**

Relation	Invoice #	Date	Amount
LINKED	US00000010	9/5/2024	16,676.31

Buttons: New Invoice, View Invoice, Edit Invoice, Add Relation, Delete Relation



Review Invoice # B00000014 - Aniston, Jennifer - Review Misc

Type	Pack	Item	Loc	Description	Qty	Amount	Tax	Status	QOH
Misc	No	BA DISHWASHER		Builders Allowance Dishwasher	1	600.00	NY		
Misc	No	BA DISHWASHER		Builders Allowance Dishwasher	1	600.00	NY		
Misc	No	BA FRIDGE		Builders Allowance Fridge	1	800.00	NY		
Misc	No	BA RANGE		Builders Allowance Range	1	900.00	NY		
Misc	No	BA WASHER		Builders Allowance Washer	1	700.00	NY		

EPASS auto creates the builder allowances.

---

Item	Model	Labor	Misc	Comment	Warranty	Tax	Package	Signature
Misc	BA DISHWA:		Builders Allowance Dishwasher		Qty 1	Amount 600.00	<input type="checkbox"/> Package	Trip# 1
Note					Warranty No	Cost 0.00		
G/L Rev	4100					Total 600.00		
Cost Db							<input type="checkbox"/> Update History	
Cost Cr								
Branch	2							
Misc. Link								
Comment								

Commit Discount  
Serial Split Line

Header Add Edit Delete Exit Add From Cart

Invoice Total  
4,032.00  
GM % 0.0

## Reporting

### AR-06 Aged Trial Balance

The screenshot shows the EPASS software interface. The 'Reports' menu is open, and 'AR-06 Aged Trial Balance' is selected. The 'A/R Aged Trial Balance' dialog box is displayed with the following settings:

- Report Type: Detail
- Cut-off Date: 9/9/2024
- Invoice Type: \*\*\*\*\*
- Invoice Job Status: \*\*\*\*\*
- Customer: \*\*\*\*\*
- Salesperson: \*\*\*\*\*
- Branch: \*\*\*\*\*
- Payment Type: \*\*\*\*\*
- Select Branch based on: Customer
- Select Payment Type based on: Invoice
- Minimum # of Months Overdue: All
- Print for: All Accounts
- Include Transactions for Open Invoices: True A/R - No Deposits from Open Invoic
- Sort by: Account
- Show: 30/60/90/120 Breakdown
- Print Customer Notepad:  Since: 8/9/2024
- Include Open Invoices Balance:
- Include Open BA Amounts for Builders:
- Make All Payments on Open Invoices 'Current':
- Show Future Column:

A callout box points to the 'Include Open BA Amounts for Builders' option with the following text:

This new option will add Open BA amounts that are on the Customer (Home Owner's) Invoice. The builder BA invoice has not been created as the customer invoice has not shipped.

Andersons Richmond

AR-06

Aged Trial Report

Show: 30:60:90:120 Breakdown      Include Open Invoices      Salesperson: All Records  
Detail Report of All Accounts      As of Sep 9, 2024      Branch: All Records  
True A.R. - No Deposits from Open Invoices      Minimum # of Months Overdue: All      Job Status: All Records  
Payment Type: All Records

Account	Invoice Type	Note	Trans Date	Due	Balance	Current	1-29	30-59	60-89	90-119	120+
RS00000080	RS	Open Invoice	4/3/2023		15527.17	0.00	0.00	0.00	0.00	0.00	15527.17
RS00000103	RS	Open Invoice	10/17/2023		2533.78	0.00	0.00	0.00	0.00	0.00	2533.78
RS00000103-1	RS	Open Invoice	10/17/2023		2533.78	0.00	0.00	0.00	0.00	0.00	2533.78
<b>Total</b>					<b>26094.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26094.73</b>

6048860226			Manzer, David		15151 112 Ave 28 Surrey, BC, CA V3R 6G8						
			Cell	(604) 585-0226 Home	Work	Last Activity:					
RS00000195	RS	Open Invoice	9/6/2024		3685.26	0.00	3685.26	0.00	0.00	0.00	0.00
<b>Total</b>					<b>3685.26</b>	<b>0.00</b>	<b>3685.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Cell			(604) 715-8220 Home		Work		Last Activity:				
US00000012	US	Builder Allowance	9/9/2024		56000.00	0.00	56000.00	0.00	0.00	0.00	0.00
US00000013	US	Builder Allowance	9/9/2024		19040.00	0.00	19040.00	0.00	0.00	0.00	0.00
<b>Total</b>					<b>75040.00</b>	<b>0.00</b>	<b>75040.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

RS00000101	RS	Open Invoice	10/17/2023		2082.37	0.00	0.00	0.00	0.00	0.00	2082.37
<b>Total</b>					<b>2082.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2082.37</b>

6047812596			Creed, Victor		3162 W 7th Avenue Vancouver, BC V6K 2A1						
			Cell	(604) 781-2596 Home	Work	Last Activity:					
Invoice	PS00000001	PS	10/27/2022	10/27/2022	154.12	0.00	0.00	0.00	0.00	0.00	154.12
Payment	PS00000001	PS	10/27/2022		0.00	0.00	0.00	0.00	0.00	0.00	-154.12
	RS00000025	RS	10/24/2022		5656.92	0.00	0.00	0.00	0.00	0.00	5656.92
	RS00000069	RS	2/8/2023		17059.34	0.00	0.00	0.00	0.00	0.00	17059.34
	RS00000070	RS	2/8/2023		15049.01	0.00	0.00	0.00	0.00	0.00	15049.01
	RS00000024-1	RS	10/24/2022		7432.12	0.00	0.00	0.00	0.00	0.00	7432.12
<b>Total</b>					<b>48187.39</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48187.39</b>

6048847598			Tam, Koji		15046 59 Avenue Surrey, BC V3S 3T2						
			Cell	(604) 854-7598 Home	Work	Last Activity:					
	MS00000004	MS	2/23/2023		5422.79	0.00	0.00	0.00	0.00	0.00	5422.79
	RS00000036	RS	10/28/2022		2133.24	0.00	0.00	0.00	0.00	0.00	2133.24
	RS00000037	RS	10/28/2022		1660.54	0.00	0.00	0.00	0.00	0.00	1660.54
	RS00000076	RS	2/23/2023		5946.77	0.00	0.00	0.00	0.00	0.00	5946.77
Invoice	RS00000081	RS	5/8/2023	5/8/2023	46379.01	0.00	0.00	0.00	0.00	0.00	46379.01
Payment	RS00000081	RS	5/8/2023		36379.01	0.00	0.00	0.00	0.00	0.00	-10000.00
Payment	RS00000081	RS	5/8/2023		1594.75	0.00	0.00	0.00	0.00	0.00	-14784.26
Payment	RS00000081	RS	5/8/2023		0.00	0.00	0.00	0.00	0.00	0.00	-1594.75
	RS00000082	RS	4/14/2023		4659.08	0.00	0.00	0.00	0.00	0.00	4659.08
	RS00000109	RS	11/27/2023		46379.01	0.00	0.00	0.00	0.00	0.00	46379.01

Custom Crystal Report

Extracted to Excel

CustomerCode	ProjectCode	LineType	Brand	LineTypeCode	Model/Delivery	ProjQty	ProjSP	ProjTotalSP	ProjJC	ProjTC	ShipQty	ShipTotalS	OSQty	OSTotalSP	RecQty	RecTC	OnOrderQty	OnOrderQC	ContractStartDate	ContractEndDate
6043256326	DUNDARAVE VILLAGE	Model	SAMSUNG	RL15058BASR	MSPIECE35	166	992.75	164,796.50	859.75	142,718.50			5	4,963.75	10	8,597.50	15	12,896.25	8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	WHIRLPOOL	WFW560CHW	MSPIECE35	166	779.00	129,314.00	646.00	107,236.00			5	3,895.00					8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	WHIRLPOOL	YWED5620HW	MSPIECE35	166	593.75	98,562.50	489.25	81,215.50			5	2,968.75					8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	WHIRLPOOL	W10869845	MSPIECE35	166	23.75	3,942.50	20.90	3,469.40			5	118.75					8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	PANASONIC	NNST7855	MSPIECE35	166	261.25	43,367.50	247.95	41,159.70			5	1,306.25					8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	PANASONIC	NNTK72LS	MSPIECE35	166	185.25	30,751.50	174.80	29,016.80			5	926.25					8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	GAGGENAU	AR403722	MSPIECE35	166	365.75	60,714.50	304.00	50,464.00			5	1,828.75	15	4,560.00	15	8,336.25	8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	SAMSUNG	DW80B7070US	MSPIECE35	166	641.25	106,447.50	555.75	92,254.50			5	3,206.25	5	2,778.75	15	12,896.25	8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	EZ FLO	48372	MSPIECE35	166	-	-	10.45	1,734.70			5	-	15	156.75	15	156.75	8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	SAMSUNG	RF23A9071SR	MSPIECE35	166	992.75	164,796.50	859.75	142,718.50			5	4,963.75	5	4,298.75	15	12,896.25	8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	SAMSUNG	NE63A6511SS	MSPIECE35	166	907.25	150,603.50	788.50	130,891.00			5	4,536.25	5	3,942.50	15	11,827.50	8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Model	PANASONIC	NNST7655	MSPIECE35	166	261.25	43,367.50	247.95	41,159.70			5	1,306.25					8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Misc	BA DRYER			56	500.00	28,000.00	-	-									8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Misc	BA DISHWASHER			56	600.00	33,600.00	-	-									8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Misc	BA RANGE			56	900.00	50,400.00	-	-									8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Misc	BA FRIDGE			56	800.00	44,800.00	-	-									8/30/2024	8/29/2025
6043256326	DUNDARAVE VILLAGE	Misc	BA WASHER			56	700.00	39,200.00	-	-									8/30/2024	8/29/2025

