 **Viewpoint**  
Jobpac Connect<sup>™</sup>

Accounts  
ReceivableModule Guide  
Version: 1.0

## Document Control Table

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## Change History

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1.0	30/04/2022	DMB	Initial Release

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# Enter Module Name Here

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## Introduction

### Scope

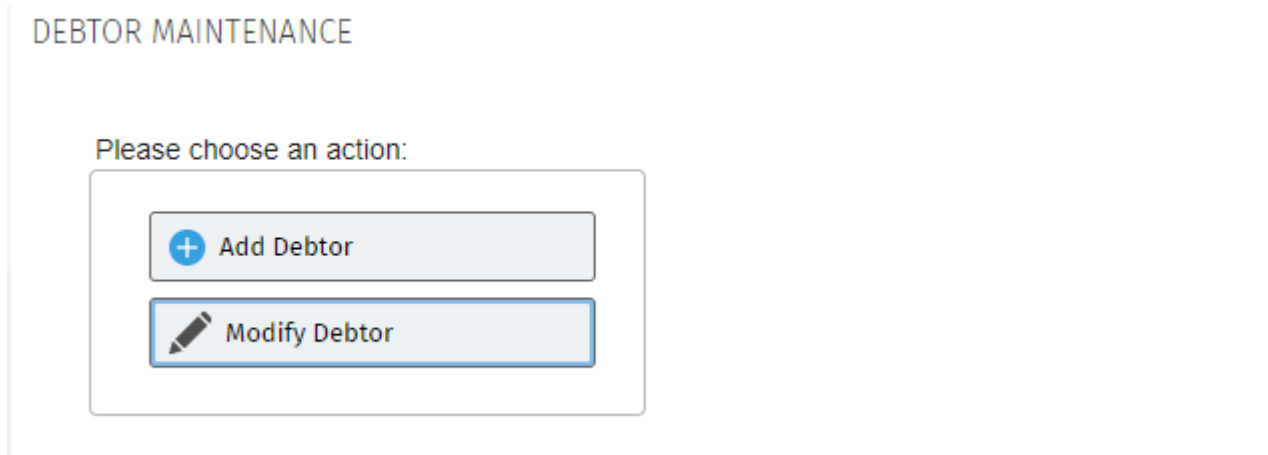
To familiarise the user with the following topics in the administration of Accounts Receivable:

- Maintain Debtors Master File
- Posting and certifying head contract Progress Claims
- Claims for release of retention
- Sundry Invoices
- Issuing Credit Notes
- Cash receipting
- Reporting and enquiries
- End of month operations and other housekeeping functions.

## Debtor Maintenance

### Adding a new entry to the Debtor Master File

Select **Finance>Accounts Receivable>Maintain Debtors** and the following screen displays. Both functions perform the same. If a new Debtor, create a new code, or if an existing debtor, select the debtor.



The **Debtor** field can be a maximum of 8 characters and can be Numeric, Alphabetical or Alphanumeric code. It is usual to use a code that is a combination of words in the debtor name.

To create a new Debtor, the only mandatory fields are Debtor Code, Debtor Name, and Terms.

The screenshot shows the "Debtor Maintenance" form. At the top, there are tabs for "DETAILS", "FINANCIAL DETAILS", and "BUSINESS UNITS". The "DETAILS" tab is active. The form contains the following fields:

- Debtor: BRICOUNC (with a dropdown arrow) and Brighton Council (with a dropdown arrow)
- Parent Debtor: [Dropdown]
- Address: 100 City Road
- Suburb: Brighton, Post Code: 5040
- State: SA, Country: [Dropdown]
- Telephone: [Text], Fax Number: [Text]
- A.B.N.: [Text], Default GST Code: S1 [Dropdown]
- Contact: [Text]
- Client/Prospect:  Client  Prospect, Internal/External:  Internal Debtor  External Debtor
- Date opened: 13/02/2022, By Salesperson: [Text]
- Last used: 13/02/2022, Debtor type: [Dropdown]
- Statement Name: [Text]
- Address: [Text]
- Suburb: [Text], Post Code: [Text]
- State: [Text], Country: [Text]
- Telephone: [Text], Fax Number: [Text]
- Email Address: [Text] [Envelope icon]
- User Field 1: [Text], User Field 2: [Text]
- General Notes: [Text]

Field	Description
Debtor Name	Up to 70 characters are allowed.
Parent Debtor	Type in a code for the Parent Debtor if applicable. This must be an existing Debtor code. It is only for information.
Address	Two lines of maximum 70 characters each.
Suburb	Up to 20 characters.
Post Code	Post Code.
Country	Up to 15 characters.
Telephone	Up to 15 characters can be entered as the telephone number. Include all area codes for each number.
Fax Number	No longer used
ABN	This field allows you to record the Debtor's Australian Business Number. Up to 15 characters are allowed.
Default GST Code	GST Code
Contact	This optional field of 15 characters can be used to store the name of the usual contact at the Debtor.
Client/Prospect	This field is used to identify whether the Debtor is a client or a prospect. Click the appropriate radio button. Reporting Only
Internal/External Debtor	This indicates if the Debtor is internal or external to your organization. Click the appropriate radio button. Reporting Only
By Salesperson	This field allows you to type in the name of salesperson who has introduced the customer.
Debtor Type	See later in document for Debtor Types
Statement Name, Address & numbers	This address is used when statements are printed. The rules for entering the address are the same as for the main address. Note that if the two addresses are the same, then the statement address need not be completed. If the Statement Name and Address is left blank, then the main Debtor address is used on statements. Separate telephone and facsimile numbers can be entered if known.
User Fields 1 & 2	These are optional user definable fields. Reporting Only
General Notes	This field allows you to record general details about the Debtor. Up to 50 characters can be entered.

The system takes you to the next screen.

Enter Module Name Here

Debtor Maintenance
ACTIONS ✔ OK ↶ BACK

Debtor BRICOUNC Brighton Council
<< Modify >>

DETAILS
FINANCIAL DETAILS
BUSINESS UNITS

Credit Limit

Credit Rating

Terms 14  14 Days

Calendar AUSTRALIA  Australian Non work days

Settlement Discount %

Credit Stopped

Budgeted Sales

Use RCTI for Head Contract Claims

Balances	Receipts	Sales
Current	This Month	This Month
30 Days	This Year	This Year
60 Days	Last Year	Last Year
90+ Days		
General Credit		
Retentions		
Total Owing		

Terms and Calendar are mandatory.

Use RCTI for Claims displays a message when a Claim is raised in Accounts Receivable.

In the next screen, Business Unit details can be added. These are for information only.

## Delete a Debtor

Select **Finance>Accounts Receivable>Delete Debtors** from the Jobpac main menu

**Note: You can only delete a debtor if there are no transactions for that Debtor.**

## Debtor Type

A debtor type is a way of grouping different debtors together so that you can report on them. The use of debtor type allows you to use run Accounts Receivable reports using this criteria.

Debtor Types can have different Control accounts

To maintain debtor type you need to select path > **System Admin > Configure Modules > Accounts Receivable> Maintain Debtor Type.**

Debtors Type Maintenance
ACTIONS ✔ OK ↶ BACK

Hide Apply
+ < > ⋮

From  Contains

To

Debtor Type	Description	
INTERNAL	Internal Debtors	
INTERNAT	International Debtors	



# Enter Module Name Here

Separate Control Accounts can be setup for each Debtor type. These are not mandatory, and if not present that debtor Type will use the default control accounts.

Debtors Type Maintenance

ACTIONS OK BACK

Hide Apply

From Contains To

Debtor Type	Description	
INTERNAL	Internal Debtors	
INTERNAT	International Debtors	

Display Control Accounts  
Delete  
Prompt

This displays the screen below, and the three Control accounts can be nominated

Debtors Type Maintenance

ACTIONS OK BACK

Debtor Type INTERNAL Internal Debtors

Hide Apply

From From From From  
To To To To

Wkid	Unposted Claims Account	Trade Debtor Account	Trade Retention Account
15			

Enter Module Name Here

## Processing Accounts Receivable Invoices

### Accounts Receivable Transaction Maintenance.

There is one central entry point for all accounts receivable invoices including Progress Claims and Sundry Debtor Invoices.

All Sundry Invoices and Progress claims are listed in a single screen. From this screen, Sundry Invoices and Progress Claims (just another form of AR Invoice) can be created.

Any Un-accrued ('P') and Accrued Progress Claims ('U') are also listed.

Accounts Receivable Transaction Maintenance ACTIONS OK BACK

Batch D3555

CURRENT AMOUNT OUTSTANDING TAX LAST USER UPDATE FOLLOW UP NOTES

Hide Apply ↑ xls < > ...

Status  Invoice  Credit note  Uncertified Progress Claims  Unposted/Unaccrued Progress Claims Payment Status  Applied  Unapplied

Contains  Contains  From   To

Transaction	I/C	Description	Debtor	Period	Trans. Date	Due Date	Original Amt	Adjustments	Current Am <sup>EQ</sup>
	U	Job No TR90 Claim# 2	ADACIVI	NOV21	30/11/2021	31/12/2021	79,937.51		79,937.51
	U	Job No TR06 Claim# 2	ABERGELD	DEC21	31/12/2021	31/01/2022	79,937.51		79,937.51
	U	Job No TR05 Claim# 2	ACTPARK	FEB22	28/02/2022	31/03/2022	79,937.51		79,937.51
004995	I	Sundry invoice for TR90	ADACIVI	NOV21	1/11/2021	31/12/2021	11,000.00	2,200.00	13,200.00
004996	I	Progress Claim no 1 TR90	ADACIVI	NOV21	30/11/2021	31/12/2021	92,070.00	990.00	93,060.00
004997	I	RETENTION CLAIM NO 1 TR90	ADACIVI	NOV21	2/11/2021	31/12/2021	4,840.00		4,840.00
005000	I	Sundry Invoice for TR91	ACTPARK	NOV21	3/11/2021	31/12/2021	11,000.00	2,200.00	13,200.00
005001	I	Progress Claim no 1 for TR91	ACTPARK	NOV21	30/11/2021	31/12/2021	91,080.00	1,980.00	93,060.00
005002	I	RETENTION CLAIM 1 FOR TR91	ACTPARK	NOV21	30/11/2021	31/12/2021	5,115.00	-275.00	4,840.00
005003	I	Sundry Invoice for Tr91	ACTPARK	NOV21	3/11/2021	31/12/2021	3,300.00		3,300.00
005004	C	Credit to offset In for TR91	ACTPARK	NOV21	3/11/2021	31/12/2021	3,300.00-		3,300.00-
005005	I	Sundry Invoice for TR06 - Wk...	ABERGELD	NOV21	1/11/2021	31/12/2021	11,000.00	2,200.00	13,200.00
005006	I	Claim No 1 for project TR06	ABERGELD	NOV21	30/11/2021	31/12/2021	106,260.00	-13,200.00	93,060.00
005008	I	Sundry Invoice for TR06 - to b	ABERGELD	NOV21	16/11/2021	31/12/2021	3,300.00		3,300.00
005009	C	Cr Note to apply to TR06 invo	ABERGELD	NOV21	16/11/2021	31/12/2021	3,300.00-		3,300.00-

### Debtor Enquiry

There is also a second enquiry available through the Debtors Enquiry. Use the Actions option **Debtor Enquiry**, or use the main menu option for **Debtors Enquiry**. This enquiry shows other information about invoices and includes a Job filter. It also shows the receipts assigned to an Invoice.

The list of debtors is listed first.

Debtors Enquiry ACTIONS OK BACK

SHORT DESCRIPTION/AGEING BY PERIOD TOTAL OUTSTANDING/AGEING BY PERIOD FULL DESCRIPTION/TOTAL OUTSTANDING/UNAPPLIED/RETENTION

Apply XLS < > ...

Contains

Select Debtors with  Outstanding  No Outstanding  Retention  No Retention  Unapplied Cash  No Unapplied

Debtor	Description	Current Balance	30 Day Balance	60 Day Balance	90 Day Balance	Forward Balance
ABCCOR01	ABC Group - Corporate Services	110.00			841,877.50	
ABIG4391	ACME CONTRACTORS (with extende				233,872.10	
ABIG4395	ABIGROUP CONTRACTORS PTY LTD				365,332.60	
ABIG5317	ABIGROUP CONTRACTORS PTY LTD				281,171.00	
ABLE6617	ABLE INDUSTRIAL FLOOR COATINGS				15,400.00	
ADAM4689	ADAMCO CONSTRUCTIONS				111,526,141.20	
ADAS6305	AD ASTRA STONE PTY LTD					
AKZO6215	AKZO NOBEL PTY LTD				4,180.00-	
AKZO6233	AKZO NOBEL PTY LTD				267,317.06	
ALLG0025	ALLGOOD INTERIORS				111,974.68	
ALLO2092	ALLOM LOVELL & ASSOCIATES PTY				1,100.00-	
ANNSNE	Annie Snell Design				231,938.23	
ANSE6431	ANSETT PROPERTY SERVICES					
APIS5759	A P I SECURITIES					
APMO3182	A P MORLING PTY LTD					
APNL5928	APN LTD				1,256.75	

An individual debtor can be selected, or the option **All Transactions** can be selected from the Actions Menu. This is just an enquiry, transactions cannot be created or amended here.

If an individual invoice is selected, there is an option to enter a Forecast Due Date.

Accounts Receivable Transaction Enquiry ACTIONS OK BACK

Transaction 000197	Progress Claim #21	Invoice or Credit	I (I/C)	Original Amount	9,000.00
Debtor ABIG4391	ACME CONTRACTORS (with extende	Transaction Date	31/08/2006	Adjustments	
Debtors Address	PO BOX 195 ABCDEFGHIJKLMNOPQR	Debtors Terms	21E	Original Tax	900.00
	abcdefghijklmnopqrstuvwxy abcd	Payment Due Date	24/09/2006	Tax Adjustments	
	SMITHTOWN NSW 2073	Forecast Due Date	0/00/00	Total Trans Amount	9,900.00
	Phone 02 9449 3344	Last Payment		Cash Received	
Accounting Period	AUG06	Last Adjustment		Credits Applied	
Batch	D4224	Last Credit		Outstanding	9,900.00
User	JURWILD				
Entry Time Stamp	2020-05-13-10.21.04.034000				

COSTING INVOICE AMOUNT TAX DETAILS RETENTION < > ...

Diss#	Description	Wkid	Job	Cost Code	CT	Jobcard	Itm	Asset	Account	Reference	Current Amour
1	Progress Claim # 2	710	FR04						2B5101	PR CLAIM# 2	9,900.00

Also there is an option to see payments applied to the Invoice. Select the dissection on the invoice and then use the option Show Payments in the Actions button.

Accounts Receivable Transaction Enquiry

Transaction 123456    Sale of scrap    Accounting Period AUG05  
 Debtor ABIG4391    ACME CONTRACTORS (with extended descriptions to use the full 70 chars)

Dissection 1    Sale of scrap

Employee    Variation  
 Account 2B5122    SUNDRY CONTRACT REVENUE    Jobcard  
 Job RV0001    Jobcard Item 000  
 Costing Work Id 710    Reference

Original Quantity	1.0000	Unit of Measure EA	Rate	1,000.0000	Original Amount	1,000.00
Qty Adjustments			Rate		Adjustment Amt	
Tax Code S1	GST Taxable Supply	Percentage	10.00	Original Tax	100.00	
Tax						
Current Amount						1,100.00
Advance Payment						
Payments						
Credits						
Outstanding						1,100.00
Current Retention						

This displays a list of payments

Accounts Receivable Transaction Enquiry

Transaction 123456    Sale of scrap    Invoice  
 Debtor ABIG4391    ACME CONTRACTORS (with extended descriptions to use the full 70 chars)

Dissection 1

USER    DRAWER

PERIOD	AMOUNT	USER	BATCH	TIME STAMP
AUG05	Current Invoice Amount	MANRICO	D0087	0001-01-01-00.00.00.000000

Period	Bank A/C	Deposit	Receipt	Date	Cheque	Payment Amount	User	Batch	Time Stamp
FEB06	101521	1	1	30/11/2005		1,100.00-	SADSHEO	R0121	2019-01-31-11.17.39.278000
FEB06	101521	1	1	30/11/2005		1,100.00	SADSHEO	R0121	2019-01-31-11.17.50.349000
SEP05	201521	14	16	1/09/2005		1,100.00	KEMWAYO	R0033	2008-05-14-12.40.21.788000

## Entering a Sundry Invoice

Sundry Invoices can be prepared that are costed to jobs, jobs and cost centres, direct to GL accounts or for sale of Stock Items and Assets.

These Invoices can be processed at any stage during a month, however all transactions must be for the current or next financial period.

Invoice numbers can be automatically generated by use of parameters ARINV and ARJOB.

ARINV allows starting characters to be nominated, e.g. BS, with the rest of the number a sequential number.

ARJOB allows the job no or part of the job number to be used at the start of the number, with the rest of the number a sequential number.

The system can be configured to allow entry of your own invoice number.

# Enter Module Name Here

Use the option **Add Invoice** from the **Actions** menu in the Accounts Receivable Transactions Maintenance Screen.

Accounts Receivable Transaction Maintenance

Batch D4597

**CURRENT AMOUNT** | OUTSTANDING | TAX | LAST USER UPDATE | FOLLOW UP NOTES

Apply

Status  Invoice  Credit note  Uncertified Progress Claims  Unposted/Unaccrued Progress Claims

CI Contains Contains From 1/01/1940 1/01/1940 To 31/12/2039 31/12/2039

Transaction	I/C	Description	Debtor	Period	Trans. Date	Due Date	Original Amt	Adjustments	Current Am
CI00-00001	I	test 2	ABIG4391	AUG20	18/08/2020	29/09/2020	2,750.00		2,750.00
CI00/00033	I	test 3	CI001	AUG20	31/08/2020	14/09/2020	4,950.00		4,950.00
CL0001001	I	Claim #001	UNI0001	MAR05	15/03/2005	30/04/2005	69,092.65		69,092.65
CM0001001	I	Claim #001	UNI0002	MAR05	15/03/2005	30/04/2005	4,481,743.79		4,481,743.79

Actions menu: Add Invoice, Add Progress Claim, Next Tab, Add Retention Claim, Debtors Enquiry, Sundry Invoice Upload

This produces the following screen if ARJOB is activated.

Accounts Receivable Transaction Maintenance

Batch D4597

Transaction  Debtor  Job

Invoice  Credit

Transaction Date 25/08/2020

Period Work Done AUG20

This produces this screen if ARINV is activated

Accounts Receivable Transaction Maintenance

Batch D4598

Transaction  Debtor  Job

Invoice  Credit

Transaction Date 18/09/2020

Period Work Done SEP20

Field	Description
Transaction	This field automatically defaults to the next Invoice number (where this feature is activated). You can override the default value if required. The default does not occur until the first dissection is entered.
Description	Enter the description for the transaction. This text is used as the transaction description in the AR Sub-Ledger and the general ledger.
Invoice/Credit Note	Select the appropriate transaction type
Debtor	Enter a valid Debtor Code against whom the Invoice is being raised.
Transaction Date	This date determines the accounting period in which the transaction is posted. If the date entered is prior to, or in the current AR month, the transaction will be posted to the current month. If the date is in the next month it will be posted to that month. Dates more than the next month are rejected.

Field	Description
Period Work Done	This is not the current accounting period. It represents the period the work was actually done it, and is independent of the accounting period. It is used only in the Claim Certification Report. It has no bearing on the accounting period of the transaction.

After entering the details, click *OK* to move to the transaction details section.

The screenshot shows the 'Accounts Receivable Transaction Maintenance' interface. At the top right, there are buttons for 'ACTIONS', 'OK', and 'BACK'. The main form contains the following fields:

- Batch:** D4600
- Transaction:** Surplus material on site
- Debtor:** ANNSNE, Annie Snell Design
- Debtor's Address:** Suite 1302B, Level 13, 80 William Street, Sydney NSW, 2000
- Period Work Done:** AUG20
- Delivery Address:** (Empty field with a search icon)
- INVOICE Summary:**
  - Accounting Period: AUG20
  - Transaction Date: 18/08/2020
  - Payment Due Date: 25/08/2020
  - Debtors Terms: 7
  - Transaction Total: 0.00

Below the form are tabs for 'ALLOCATION', 'ADJUSTMENTS', 'TAX', and 'RETENTION'. The 'ALLOCATION' tab is active, showing a table with the following columns: Diss, Description, Wkid, Job, Cost Code, CT, Jobcard, Itm, Asset, Account, Reference, and Current Amount. The table currently contains the text 'No dissections exist.'

This screen displays the transaction header information and allows you to change the description, the transaction date, payment due date, and the Period Work done.

A delivery address can be entered. This uses the same lookup as Purchase Order delivery addresses.

As Dissections are entered they are listed on this screen.

**Note: Each Invoice/Credit Note must have at least one dissection.**

To enter a Dissection, select **Add Dissection** from the Action options.

Accounts Receivable Transaction Maintenance

Batch D4600

Transaction	Surplus material on site	<b>INVOICE</b>
Debtor	ANNSNE Annie Snell Design	Accounting Period AUG20
Debtor's Address	Suite 1302B	Transaction Date 18/08/2020
	Level 13, 80 William Street	Payment Due Date 25/08/2020
	Sydney NSW 2000 Period Work Done	Debtors Terms 7
		Transaction Total 0.00

Description

Reference

Account

Job

Asset

Cost Code/WOrder

Stock Code  Warehouse  Location  Lot

Quantity  Unit of Measure  Rate  Amount

Tax Code  Percentage  Amount (exc Tax)

Tax

Field	Description
Description	Type in a description for the dissection. This text is seen in the dissection details in the <b>AR Transaction Enquiry</b> screen and the <b>General Ledger Account Details</b> screen.
Reference	Type in a reference if required.
Account	Type in the General Ledger Account to which you are costing this Dissection if it is not Job costed. If the Transaction Is Job, Asset, or Stock related then the Account will auto populate.
Job	This is an optional field. If this is used, this will add to the revenue if the project.
Asset	This is only used on conjunction with a Workorder (Service Order module)
Cost Centre	This field can only be used if a Job Number is entered and the job is defined as a 'Small Order' project. Revenue will be booked to a specific cost centre if entered.
Stock Code / Warehouse/ Location	These fields can be used to relate the invoice to sale of stock. This will also reduce stock on hand.
Quantity	Optional
Unit of Measure	Optional
Rate	Optional
Amount (Excl. Tax)	Type in the Net amount if not using quantity and rate.
Tax code	This will default from the Debtor. It can be overridden if required.
Tax	Will be calculated Automatically

**Note: Sundry Invoice Dissections can be modified until the current accounting period of the transaction is rolled over.**

Any number of dissections can be added.





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<b>TAX INVOICE</b>																	
<p><b>Civil Pty Ltd</b>                  Maiden St                  Redfern NSW 2061</p>	<p><b>Invoice No</b> : 004967  <b>Invoice Date</b> : 31/08/21  <b>Due Date</b> : 30/09/21</p>																
<p><b>Attention</b> : Jim Smith</p>																	
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">DESCRIPTION OF SUPPLY</th> <th style="text-align: right; border-bottom: 1px solid black;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px 0 2px 20px;">Wood Beams</td> <td style="text-align: right; padding: 2px 0 2px 20px;">4,000.00</td> </tr> <tr> <td style="padding: 2px 0 2px 20px;">Assembly</td> <td style="text-align: right; padding: 2px 0 2px 20px;">2,500.00</td> </tr> <tr> <td style="padding: 2px 0 2px 20px;">Margin</td> <td style="text-align: right; padding: 2px 0 2px 20px;">1,500.00</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding-top: 5px;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;"><b>Invoice Amount</b> : <b>8,000.00</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Plus GST</b> : <b>500.00</b></td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>Total Incl. GST</b> : <b>8,500.00</b></td> </tr> </table> </td> </tr> </tbody> </table>		DESCRIPTION OF SUPPLY	AMOUNT	Wood Beams	4,000.00	Assembly	2,500.00	Margin	1,500.00	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;"><b>Invoice Amount</b> : <b>8,000.00</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Plus GST</b> : <b>500.00</b></td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>Total Incl. GST</b> : <b>8,500.00</b></td> </tr> </table>			<b>Invoice Amount</b> : <b>8,000.00</b>		<b>Plus GST</b> : <b>500.00</b>		<b>Total Incl. GST</b> : <b>8,500.00</b>
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	<b>Total Incl. GST</b> : <b>8,500.00</b>																
<p><b>Payment can be made directly to our bank account</b></p> <p>Bank : CBA                  BSB : 999-999                  Account No : 999999999                  Account Name : Damien Bourke                  Branch : Chatswood</p>																	
<p><b>This is a payment claim made under the Building and Construction Industry Security of Payment Act 1999</b></p>																	

The Text at the bottom comes from the ARTXT1 parameter.

Print Sundry Invoice will print an invoice showing each dissection that has been entered. See example below.

**Bourke Enterprises**  
 ABN: 99 999 999 999  
 Unit 1, 7-9 Big Road  
 Raven NSW 2066  
 Phone: 02 9492 4899  
 Email: damien.bourke@viewpoint.com

### TAX INVOICE

---

<p><b>Penrith City Council</b>                  601 High Street                  Penrith NSW 2751</p> <p><b>Attention</b> : Mudassar Fayyaz  <b>Order Ref</b> : PO AE0001234</p>	<p><b>Invoice No</b> : 004967  <b>Invoice Date</b> : 31/08/21</p>
--	---

---

**INVOICE FOR : Invoice GST example**

SUPPLY	QUANTITY	RATE	UOM	GST	AMOUNT
Invoice - NON Job related dissection	1.00	3,000.00	ITEM	N	3,000.00
<b>JOB: 2180 Large Park</b>					
Invoice Dissection - Job related	1.00	5,000.00	ITEM	Y	5,000.00
<b>Subtotal</b>					<b>: 8,000.00</b>
<b>GST</b>					<b>: 500.00</b>
<b>Invoice Total</b>					<b>: 8,500.00</b>
<b>Due Date</b>					<b>: 30/09/21</b>

---

**Payment can be made directly to our bank account**

Bank	: CBA
BSB	: 999-999
Account No	: 999999999
Account Name	: Damien Bourke
Branch	: Chatswood

---

**This is a payment claim made under the Building and Construction Industry Security of Payment Act 1999**

If the parameter TBIPRT position 10 is set to Y, and Print Sundry Invoice is selected, then all the dissections of the invoice will be displayed on the screen, and RMB options are available so that Text lines can then be added before and/or after each dissection line of the invoice.

AR INVOICE PRINT DETAILS 

 ACTIONS
 OK
 BACK

**Invoice Print**

Invoice Number 004967 Invoice/Credit 1

Description Invoice Gst example

Order Reference

Attention

Payment terms  COD  7  14  30  301  45  60  90 (Enter Value)

OR override with  (Enter Value)

< > ...

Diss	Description	Amount
1	Invoice Dissection - Job related	5500.00
2	Invoice - NON Job related	3000.00

Insert Text Before  
 Insert Text After  
 Delete Text

Enter Module Name Here

## Processing Head Contract Progress Claims

Progress Claims normally are entered into Jobpac by the project team using the Jobpac Progress Claims module (refer separate User Guide) or Accounts Receivable. Claims can be adjusted via the Progress Claim module until such time as they are certified. (See Progress Claim – User Guide).

When progress claims are prepared in the Progress Claims module they can be flagged as final when they are sent to the Client for assessment. Marking them as Final (option in the Progress Claim Print selection screen), will send a summary to the Accounts Receivable Maintenance screen. Depending on configuration, these will appear with a status of 'P' or 'U'.

In the two examples below, the claim for project PSTEST has a status of U. This is an uncertified but accrued claim. The value of the claim (\$2,800 net amount) is accrued to the Revenue account in the P&L for the project, and this record is updated when certification occurs.

The claim for project TEST has a status of 'P'. This is un-accrued, i.e. it has no impact on the P&L. If this record is selected, and then OK, the Value will be accrued, and the status changed to U.

The date of the accrual determines the period in the GL. The certification date will determine the period of the certified claim. (i.e. AR Invoice). The parameter CERTDT can control this.

ACCOUNTS RECEIVABLE TRANSACTION MAINTENANCE									
Batch D3333									
CURRENT AMOUNT									
Transaction	I/C	Description	Debtor	Period	Trans. Date	Due Date	Original Amt	Adjustments	Current Ar
	U	Job No PSTEST Claim# 1	ADACIVI	AUG21	31/08/2021	30/09/2021	2,800.00		2,800.00
	P	Job No. TEST Claim# 2	ABERGELD	OCT21	31/10/2021	30/11/2021	120,000.00		120,000.00

**NB GST and Retention values are displayed on the screen for accrued claims, but are not taken up until certification occurs.**

Where the Progress Claims module is not used, details of the claim are given to the Accounts Department and a progress claim can be entered directly into the Accounts Receivable Ledger, using the option **Add Progress Claim** from the Actions Menu. Enter the Job No.

ACCOUNTS RECEIVABLE TRANSACTION MAINTENANCE									
Batch D3335									
Transaction					Accounting Period AUG21				
Debtor					Transaction Date 31/08/2021				
Debtor's Address					Payment Due Date 0/00/00				
Period Work Done AUG21					Debtors Terms				
					Transaction Total 0.00				
Work ID	920								
Job	2180								

ACCOUNTS RECEIVABLE TRANSACTION MAINTENANCE 

 ACTIONS
 OK
 BACK

Batch D3336

Transaction

Debtor

Debtor's Address 114 Marion Rd

Magill 5045 Period Work Done

Job 2180 Large Park Costing Work ID 920

Claim P 00002 Certified Date

**INVOICE**  
 Accounting Period AUG21  
 Transaction Date 31/08/2021  
 Payment Due Date   
 Debtors Terms 30  
 Transaction Total 270,000.00

	CONTRACT VALUES	Previous Claims	Nett Current Claim	Total Claimed	ACCOUNT
Contract Sum	8,687,902.82	134,493.48	<input type="text" value="300,000.00"/>	<input type="text" value="434,493.48"/>	<input type="text" value="20006001"/> Contract Works revenue
Variations	0.00	0.00	<input type="text"/>	<input type="text"/>	<input type="text" value="20006003"/> Variations revenue
Rise and Fall	0.00	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Materials on Site		0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nominated S/C		0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
PC Sums/ Engrs Cont		0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bonus / LDs		0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	8,687,902.82	134,493.48	300,000.00	434,493.48	
Retention	0.00	0.00	<input type="text" value="30,000.00"/>	<input type="text" value="30,000.00"/>	
Tax Code <input type="text" value="S1"/>		% 10.00	Amount <input type="text" value="27,000.00"/>		

**Field**

**Description**

- Transaction Date** Type in the date for the claim. It must be in the current or next AR accounting period.
- Debtor** The Debtor code will automatically populate if it is entered in the job maintenance. Type in the Debtor if not.
- Payment Date** Type in or select the date for payment of the claim. This date is calculated from the debtor terms.
- Period Work Done** This is not the current accounting period. It represents the period the work was actually done it, and is independent of the accounting period. It is used only in the Claim Certification Report. It has no bearing on the accounting period of the transaction.
- Net Current Claim** Type in the amounts in the current claim for original contract sum, variations (approved, unapproved), rise and fall and materials on site. There is a toggle option in the Actions menu between this column and the Total Claimed column.
- Total Claimed** Type in the cumulative claimed amounts to date against the original contract sum, variations, rise and fall and materials on site.
- Account** This will default to the revenue accounts set up for the job.
- Retention** Type in the value of retention to be held either as a cumulative value or an amount for this claim depending on your choice of entry method. Note that this field is only visible if the job has been set up as being subject to cash retention. It will be calculated automatically but can be overridden.
- Tax Code** Type in the Tax Code to apply to the claim if different to the default code.

# Enter Module Name Here

**Note: That the certified date will not be available to be entered at this stage. The progress claim will have the status of “U” and will need to be re-selected to enter the certified date. Please refer to the section on certification following.**

## Certifying Progress Claims

Once you have certification from the Debtor you can adjust the Claim amounts and certify ‘U’ Claims in Jobpac.

You can do this by opening the claim details and entering an invoice description and a certification date. Once accepted, the claim becomes an Invoice with the status of ‘I’ and it is either automatically assigned a transaction number or you can give it one.

If a claim has been prepared and finalised and an error is discovered, the claim can be amended, but only if the period of the Invoice is the same or one more than the Accounts Receivable period. Adjusting a Claim (status I, P or U) corrects the value posted to the Debtor and the General Ledger. You can reverse a claim by setting the Net current Claim to zero.

**Note: You may only adjust/reverse Claims against which no payments have been received.**

## Retention Claims

To claim retention, select **Add Retention Claim** from the **Action** options. Enter the job no.

ACCOUNTS RECEIVABLE TRANSACTION MAINTENANCE ACTIONS  OK

Batch

Transaction	<input type="text" value="RETENTION CLAIM 2 FOR 5013"/>	<b>INVOICE</b>
Debtor	<input type="text" value="ABC"/> Demonstration Debtor	Accounting Period AUG21
Debtor's Address	114 Marion Rd	Transaction Date <input type="text" value="31/08/2021"/>
	Magill 5045	Payment Due Date <input type="text" value="30/09/2021"/>
		Debtors Terms 30
		Transaction Total 0.00

Costing Work ID 920	
Job 5013	Light Rail System
Claim R 00002	Certified Date <input type="text"/>

Total Retention Held	77,794.40
Total Retention Claimed	38,897.20

Released This Claim	<input type="text" value="20,000.00"/>
Tax Code <input type="text" value="S1"/> Percentage	Tax Amount <input type="text"/>

Field	Description
Transaction	This field automatically defaults to the next invoice number (where this feature is activated). You can override the default value and type in a transaction number (Invoice number).
Description	Type in the description for the Retention Claim. This text is used as the transaction description in the AR sub-ledger and the General Ledger.



**Bourke Enterprises**  
ABN: 97 001 281 572  
Unit 1, 7-9 Big Road  
Raven NSW 2066

Phone: 02 9492 4899  
Email: damien.bourke@viewpoint.com

**REQUEST FOR PAYMENT**

**Civil Pty Ltd**  
Maiden St  
Redfern NSW 2061

**Reference No** : PSTEST0001  
**Invoice Date** : 31/08/21  
**Due Date** : 30/09/21

DESCRIPTION OF SUPPLY	AMOUNT
Test Indicative claim	2,800.00
<b>Invoice Amount</b> : <b>2,800.00</b>	
<b>Plus GST</b> : <b>280.00</b>	
<b>Total Incl. GST</b> : <b>3,080.00</b>	

**Payment can be made directly to our bank account**

Bank : CBA  
BSB : 999-999  
Account No : 999999999  
Account Name : Damien Bourke  
Branch : Chatswood

**This is a payment claim made under the Building and Construction Industry Security of Payment Act 1999**

Enter Module Name Here

## Processing Cash Receipts

When Revenue appears in your Bank Statement, this needs to be entered into Jobpac via a Deposit/Cash Receipt.

You can record the receipt of cash deposits against any of the following:

- Debtor Invoices that are still outstanding
- A Debtor balance as a whole, for later allocation (a general credit)
- Directly against a Project Cost Centre
- A General Ledger Account.

To process cash receipts select **Finance>Accounts Receivable>Receipts** from the Jobpac main menu.

If using multiple bank accounts, a screen displays allowing you to select the appropriate bank account to where you want to post the cash.

Batch: R0202

Apply

From: [ ] Contains: [ ]

To: [ ]

Work Id	Account Number	Description	Account Balance	€
710	101521	MAIN BANK ACCOUNT	150,152.83	
710	2B5105	NOMINATED SUBCON. REVENUE		
710	201531	CASH IN TRANSIT		
710	201599	DUMMY BANK A/C FOR O/BALANCES		

Right click and choose **Select Bank Account**. This screen displays lists all deposits previously entered for the selected bank account.



# Enter Module Name Here

Cash Entry
ACTIONS OK BACK

Batch R0202

GL Bank Account 101521 MAIN BANK ACCOUNT
GL Bank Acct Work Id 710

Apply
+ < > ...

From
 Fully Applied
  Unapplied
  Presented
  Unpresented

31/12/2039

Deposit	Date	Amount	Applied	Unapplied	Presented At Bank	Unpresented	Date Presented	€
6	15/11/2005	150.00-	150.00-			150.00-		
7	15/11/2005	150.00	150.00			150.00		
8	30/03/2006	50,000.00	50,000.00			50,000.00		
9	15/04/2006	20,000.00	20,000.00			20,000.00		
10	30/03/2006	30,000.00	30,000.00			30,000.00		
11	1/02/2006	10,000.00	10,000.00			10,000.00		
12	15/04/2006	20,000.00	20,000.00			20,000.00		
13	28/01/2020	1,000.00		1,000.00		1,000.00		
14	28/08/2006	1,200.00		1,200.00		1,200.00		
15	28/08/2006	3,800.00	3,800.00			3,800.00		
16	28/08/2006	1,200.00	1,000.00	200.00		1,200.00		
17	28/08/2006							
18	30/08/2006	2,500.00	2,500.00			2,500.00		
19	30/05/2020	25,000.00		25,000.00		25,000.00		
20	2/05/2020	34,000.00	550.00	33,450.00		34,000.00		
21	2/05/2020	45,000.00	45,000.00			45,000.00		

Existing deposits can be changed or a new deposit created. The screens presented when adjusting a deposit are the same as when entering a new deposit.

**Note: Existing Deposits can only be changes if the deposit is NOT presented.**

## Entering New Deposits

To enter a new deposit, select **Add Deposit** from the **Action** options. Enter a deposit date in the first screen. This date determines the period of the deposit and Application of Receipts to AR Invoices. It can only be the current or next AR Period.

Deposit Entry
ACTIONS OK BACK

Batch R0202 As at Period AUG20

GL Bank Account 101521 MAIN BANK ACCOUNT
Work Id 710

Deposit Date

Select OK and the following screen displays allowing you to enter new cheque details. This data only needs to be entered if it is a cheque. It is not mandatory. These fields are generally left empty. A deposit no of the next number is assigned.

# Enter Module Name Here

**Deposit Entry** ACTIONS OK BACK

Batch R0202

---

GL Bank Account 101521 MAIN BANK ACCOUNT Work Id 710  
 Deposit 22 Deposit Date 28/08/2020

(Leave Cheque Fields Blank for cash)

Cheque  Bank  Date 28/08/2020

Branch  Drawer

Select OK and the following screen displays. This is a dissection of the deposit, and is given the next available receipt number.

**Cash Entry** ACTIONS OK BACK

Batch R0203 As at Period AUG20

---

GL Bank Account 101521 MAIN BANK ACCOUNT Work Id 710  
 Deposit 23 Deposit Date 28/08/2020

Cheque  Cheque Account  Date 28/08/2020 Receipt # 25  
 Branch  Drawer

Amount  Narrative

Apply the cash to one of the following :  Mark as Presented As at 28/08/2020

Debtor   Total Owing

OR

Account

Note : Account will be determined automatically if debtor code or job and cost centre are entered  
 (Trade debtors for debtor related cash or the appropriate job cost control account.)

OR

Job

Cost Centre  Resource Code  or ? to scan

Note : Cash applied directly to a job and cost centre is recorded as a negative cost.  
 For normal job revenue do not fill in these fields use the debtor code instead.

Tax Code  Tax Amount

Note : Tax code is only required when entering GL account or cost centre related transactions.

Field	Description
Amount	Type in the amount of the receipt
Narrative	Type is a description of the Receipt
Debtor	Enter the Debtor Code related to this receipt. Leave this blank if the receipt is to be allocated to a GL account and not debtor invoices.
Mark as Presented	Receipts can be marked as presented at the time of entry. If this is not ticked, then the receipt must be marked a presented in the Bank Reconciliation function.
As At	This is the Date of Presentation. It is used in Bank Reconciliation.
Account	Type in the account number <b>only</b> if you are applying the amount directly to a General Ledger Account and not through the Debtors Ledger.
Job	Type in the Job Number <b>only</b> if posting the cash as a negative expense rather than revenue.
Cost Centre	Enter the Cost Code and cost type when allocating the cash to a Job. Note that these fields are required when the Job Number is entered.
Tax Code	Only used if receipt is allocated to a job and cost centre as negative cost.

When OK is selected, a journal is posted to the General Ledger. One side to the Bank account and the other to Unapplied Cash (setup in parameter CSHCRD). A list of Open AR Invoice for that debtor is displayed. If you are in the Workid in which Debtors are centralised, this will contain invoices for that debtor for all workids that are part of any centralisation of Debtors.

If the receipt is not applied to any Invoices, then the value of the receipt remain in the Unapplied Cash Clearing Account.

## Applying a Receipt to Debtors Invoices

The screen displays a complete list of Invoices for the selected Debtor. Enter the amounts to apply against each Invoice in the **Applied** column and click **OK**.

Cash Entry

 ACTIONS
 OK
 BACK

Batch R0203

GL Bank Account 101521	MAIN BANK ACCOUNT	Work id 710	
Deposit 23	Date 28/08/2020		
Cheque	Date 28/08/2020	Bank	Receipt # 25
Debtor ABIG4391	ACME CONTRACTORS (with extended descriptions to use the full 70 chars)		Dissection 1
Contact JOHN CITIZEN (9555 3344)	Phone 02 9449 3344	Fax 02 9555 7648	

\*\*\* Auto allocate only operates if applied amount is zero \*\*\*

\*\*\* Auto allocate ignores credits, manual allocation required \*\*\*

	Amount to Apply	Applied	Unapplied
	4,500.00		4,500.00

Apply

=

Unpaid  Paid

Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date	
ARIDSC01X	I	1	100MM PLASTIC DUCT CHAIR	SMALL	110.00	110.00		2613	2/09/2014	
CI00-00001	I	1	test 2	CI001	2,750.00	2,750.00		394	29/09/2020	
IC001/01	I	1	Progress Claimed Claim # 1	IC001	24,750.00	24,750.00		5369	15/02/2007	
ID1177	I	1	Progress Claim # 28	CI001	19.80	19.80		5516	21/09/2006	
ID1576	I	1	Progress Claim # 22	CI001	19.80	19.80		5516	21/09/2006	
ID1586	I	1	Progress Claim # 8	CI001	19.80	19.80		5516	21/09/2006	
ID1853	I	1	Progress Claim # 7	CI001	19.80	19.80		5516	21/09/2006	
ID2019	I	1	Progress Claim # 2	CI001	19.80	19.80		5516	21/09/2006	
ID2626	I	1	Progress Claim # 31	CI001	19.80	19.80		5516	21/09/2006	
ID2887	I	1	Progress Claim # 5	CQ702	22.00	22.00		5516	21/09/2006	

Any unapplied amount remaining can be applied later by returning to this receipt.

If you wish to change the applied amount for Dissections allocated to Debtors you can select the receipt line, right click and choose **Apply Cash**.

**Note: You can only change Dissections allocated to Debtors.**

**Note: The Paid Checkbox is by default unticked. Check it to show fully paid Invoices should you wish to apply negative receipts or reduce the applied amounts against already paid invoices.**

If you allocated the deposit to a General Ledger Account you are returned to a screen that lists all Dissections for the deposit as below. If you allocated the deposit to a Job/Cost Centre you are returned to a screen that lists all Dissections.

# Enter Module Name Here

## Auto allocate a Cash Receipt

If the Cash receipt covers the payment of a number of Invoices, there is a function that will auto allocate the cash receipt to the open invoices. Rules are:

1. Oldest Invoices by date first.
2. Credits are excluded from the process.

Just select the option **Auto** in the **Action** button.

**Cash Entry**  
Batch R0204

GL Bank Account 101521 MAIN BANK ACCOUNT Work id 710  
Deposit 21 Date 2/05/2020  
Cheque Receipt # 23 Dissection 1  
Debtor ABIG4395 ABIGROUP CONTRACTORS PTY LTD  
Contact DAVE WEATHERALL Phone 02 9647 1899 Fax 02 9647 2902

\*\*\* Auto allocate only operates if applied amount is zero \*\*\*  
\*\*\* Auto allocate ignores credits, manual allocation required \*\*\*

Amount to Apply 45,000.00 Applied 45,000.00 Unapplied

**ACTIONS** OK BACK  
Auto  
Invoice Order  
Due Date Order

Apply

From = Contains From Unpaid Paid From From  
To To To To

Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date
ABIG4395X1	I	1	Testing ABIG4395	CQ702	220.00	220.00		486	30/06/2020

## Adding New Dissections for a Deposit

To add a new receipt dissection Select the receipt with a right click or double click.

**Cash Entry**  
Batch R0203

GL Bank Account 101521 MAIN BANK ACCOUNT Work id 710  
Deposit 21 Deposit Date 2/05/2020 Update History?

+

Receipt	Period	Date	Cheque	Bank	Branch	Amount
23	MAY20	2/05/2020				45,000.00

Select Cash Receipt

And the following screen is shown

**CASH ENTRY**  
Batch R1846

GL Bank Account 20001101 Main Bank Account Work id 920  
Deposit 32 Deposit Date 28/08/2021 Update History?

Total 20,000.00

**ACTIONS** OK BACK  
Add Receipt  
Debtors Enquiry

Receipt	Period	Date	Cheque	Bank	Branch	Amount
34	AUG21	28/08/2021				10,000.00
35	AUG21	28/08/2021				3,000.00
36	AUG21	28/08/2021				7,000.00

You can add new Dissections for this deposit by selecting **Add Receipt** from the Actions options.

Enter Module Name Here

### Adjusting a Deposit

You may need to adjust a deposit if it has been incorrectly entered. You can do this by selecting it and adding a new dissection with the adjusted amount within the same accounting period or the deposit being presented as a part of the bank reconciliation process. For example you can offset a positive receipt with a negative receipt.

### Clearing Un-Applied Cash Receipts

See separate Function Guide called **How to Clear Un-Applied Cash Receipts**

Enter Module Name Here

## Adding Follow-up Actions or Notes

You can record notes regarding Follow-up Actions at a Debtor level and at an individual Invoice level. These Follow-up Actions can then be printed out as a report per date range. The Follow-up Actions can be either predefined or added as free text later.

### Setting Pre-defined Follow-Up Actions

To set up pre-defined Follow-up Actions select **System Administration>Configure Modules>Accounts Receivable>Follow-up Actions** from the Jobpac main menu. The following screen displays.

Follow-up Action Maintenance

Please choose an action:

- + Add Follow-Up Action
- ✎ Modify Follow-Up Action
- 🗑 Delete Follow-Up Action

Select **Add Follow-up Action**. Type in a unique code and click **OK** and enter the short description of the Follow-up Action.

Follow-up Action Maintenance

Mode <<<ADD>>>

Follow-up action code EMAIL

Description Send reminder Email

### Adding Follow-up Actions to a Debtor/Invoice

To add a Follow-up Action to a Debtor, select the **Debtor Enquiry** from the main menu, and then select a Debtor. Select Add New Note from the Action Menu

Debtor Notes Maintenance

Debtor ABIG4391 ACME CONTRACTORS (with extended descriptions to use the full 70 chars)  
Transaction #

ACTIONS OK BACK

Prompt  
Refresh  
Add New Note

Apply

From From Contains Contains From From  
To To To To To To

Date	Note#	Follow-up Action Text	General Text	Follow-up Action	Follow-up Date
31/08/2005	1	TELEPHONE CALL	CALL JOHN TO CHASE UP	CALL	31/08/2005
17/09/2008	2	TELEPHONE CALL	Called again	CALL	20/09/2008

To add a Follow-up Action to a specific Debtor Invoice, select the Invoice from the Debtor Transaction list then select **Add New Note** from the Actions menu. Add details of the new Note.

You can also add extra text by right clicking on the Note and selecting one of **Follow-up Action Text** or **General Text**

## Report on Follow-up Actions

To print a report that lists all the follow-up actions due, select **Finance>Accounts Receivable Reports>Follow-up Actions** from the Jobpac main menu.

Enter Module Name Here

## Offsetting an Invoice with a Credit Note

### Configuration Required

If a Credit Note is entered, it can be used to offset an existing Invoice. This can be done instead of Applying a receipt to both invoices.

This function is turned on using parameter ARCRDA.

### Apply a Credit Note

When the Credit Note has been entered, find it in Accounts Receivable Transaction Maintenance screen, and select it. Then use the Right mouse click option on a dissection called **Apply Credit Note**

The screenshot shows the 'Accounts Receivable Transaction Maintenance' interface. At the top, there are navigation buttons for 'ACTIONS', 'OK', and 'BACK'. The main form contains fields for 'Batch' (D4630), 'Transaction' (000235), 'Debtor' (ABCCOR01), and 'Debtor's Address'. A 'CREDIT' section on the right shows 'Accounting Period' (AUG20), 'Transaction Date' (31/08/2020), 'Payment Due Date' (30/09/2020), 'Debtors Terms' (301), and 'Transaction Total' (5,500.00). Below the form is a table with columns: Diss, Description, Wkid, Job, Cost Code, CT, Jobcard, Itm, Asset, Account, Reference, and Current Amount. The first row is highlighted and has a context menu open with 'Apply Credit Note' selected.

Diss	Description	Wkid	Job	Cost Code	CT	Jobcard	Itm	Asset	Account	Reference	Current Amount
1	Demo Credit App								2B5122	dmb	5,500.00

This will display all unpaid AR Invoices for that debtor. Amounts up to the value of the credit can be applied against the AR Invoices.



## Accounts Receivable Transaction Maintenance

ACTIONS OK BACK

Batch D4630

Transaction 000235 Demo Credit Application  
 Debtor ABCCOR01 ABC Group - Corporate Services  
 Debtor's Address

**CREDIT**  
 Accounting Period AUG20  
 Transaction Date 31/08/2020  
 Payment Due Date 30/09/2020  
 Debtors Terms 30I

Dissection 1 5,500.00 5,500.00



Apply

< > ...

Paid  Unpaid

Transaction	I/C	Diss	Description	Invoice Amount	Outstanding Amount	Amount to Appl
-S000001	I	1	Testing Testing 123 xyz	110.00	110.00	
-S000001	I	2	Testing Testing 123 xyz	110.00	110.00	
-S000002	I	1	Testing Testing 123 xyz	110.00	110.00	
-S000002	I	2	Testing Testing 123 xyz	110.00	110.00	
CP00-00001	I	1	Testing 1	1,480.58	1,480.58	
CP00-00001	I	2	Testing 2	4,474.22	4,474.22	
CP00-00001	I	3	Testing 3	4,401.46	4,401.46	
CP00-00001	I	4	Testing 4	5,931.81	5,931.81	

< > ...

Enter Module Name Here

## Applying General Credits (Unapplied Receipts)

When receipts have been left un-applied, these are called General Credits. There is a screen that shows total unapplied credits per Debtor. There may be some debtors that are on this screen, but show unapplied of zero. This indicates there are unapplied receipts totalling zero. It is best to clear these.

Unapplied Receipts 
 ACTIONS OK BACK

Apply

Contains  Contains

Debtor	Name	Total Receipts	Total Applied	Total Unapplied	€
ABCCOR01	ABC Group - Corporate Services	62,378.00	33,810.00	28,568.00	
ABIG4391	ACME CONTRACTORS (with extended descriptions to	61,180.00	56,030.00	5,150.00	
ABIG4395	ABIGROUP CONTRACTORS PTY LTD	81,840.00	81,540.00	300.00	
ABIG5317	ABIGROUP CONTRACTORS PTY LTD	71,550.00	71,320.00	230.00	
ABLE6617	ABLE INDUSTRIAL FLOOR COATINGS	15,500.00	15,400.00	100.00	
ADAM4689	ADAMCO CONSTRUCTIONS	5,500.00		5,500.00	
AKZO6215	AKZO NOBEL PTY LTD	2,300.00		2,300.00	
ALLG0025	ALLGOOD INTERIORS	19,000.00	7,000.00	12,000.00	
ALLO2092	ALLOM LOVELL & ASSOCIATES PTY LTD	34,550.00	1,100.00	33,450.00	
CAW06113	CAW Investments Pty Ltd	2,874,923.99	2,874,823.99	100.00	
HEI30510	Heidelberg Hospitals	604,950.00	537,476.68	67,473.32	
QGC04833	QGC Limited	173,282.51		173,282.51	

## Applying General Credits

You can drill down by right clicking and choosing a particular Debtor from the list and the following screen displays.

Unapplied Receipts 
 ACTIONS OK BACK

Debtor ABCCOR01 Name ABC Group - Corporate Services

Apply

Fully Applied  Partially Applied  Unapplied

GL Wkid	GL Bank Acct	Receipt	Dissctn	Deposit Date	Deposit	Receipt Amount	Applied Amount	Unapplied Amount	€
710	101521	14	1	28/01/2020	13	1,000.00		1,000.00	
710	101521	17	1	28/08/2006	16	1,200.00	1,000.00	200.00	
710	101521	21	1	30/05/2020	19	25,000.00		25,000.00	
700	201521	21	1	30/06/2004	19	1,100.00		1,100.00	
700	201521	34	1	30/09/2005	33	32.00-		32.00-	
700	201525	1	1	16/03/2020	1	100.00		100.00	
700	201541	1	1	2/08/2006	1	1,200.00		1,200.00	

Further drilling down takes you to the level where you can see all open invoices for the debtor. You can apply unallocated receipts in the normal way.

Cash Entry
ACTIONS OK BACK

Batch R0165

GL Bank Account	101521				
Deposit	13	Date	28/01/2020	Bank	
Cheque		Date	28/01/2020	Bank	
Debtor	ABCCOR01		ABC Group - Corporate Services	Receipt #	14
Contact				Dissection	1
				Phone	
				Fax	

\*\*\* Auto allocate only operates if applied amount is zero \*\*\*

\*\*\* Auto allocate ignores credits, manual allocation required \*\*\*

	Amount to Apply	Applied	Unapplied
	1,000.00		1,000.00

Apply
< > ...

=

Unpaid  Paid

Transaction	I/C	Diss	Description	Job	Invoice Amount	Outstanding	Applied	Days O'Due	Due Date
-S000001	I	1	Testing Testing 123 xyz		110.00	110.00		485	1/07/2020
-S000001	I	2	Testing Testing 123 xyz		110.00	110.00		485	1/07/2020
-S000002	I	1	Testing Testing 123 xyz		110.00	110.00		485	1/07/2020
-S000002	I	2	Testing Testing 123 xyz		110.00	110.00		485	1/07/2020
ADVREC UPL	I	1	Adding Dissec	TEST1	220.00	220.00			
ADVREC177	I	1	Adding Dissec	TEST1	165.00	165.00		364	30/10/2020

NB. There is a separate Function Guide called **Clearing an Un-applied Cash Receipt**, that can assist with this process.

Enter Module Name Here

## Accounts Receivable (AR) Reports

### Debtors Listing

This report lists all the Debtors listed with their code, name, address, contact number, credit rating and credit limit.

### Trial Balance by Debtor

This report lists all outstanding transactions by Debtor, aged in columns of current, 30 Days, 60 Days and 90+ Days. An aged summary page is included at the end of the report giving totals for the range of Debtors selected.

The Summary compares AR Module total with General Ledger Totals. Example is below.

AR Aged Trial Balance	
<b>Report Totals</b>	
Current	142200.51
30 Days	2407606.84
60 Days	844204.79
90 Days	304140.46
120+ Days	60717.82
	-----
Balance Due inc GST	3758870.42
Plus Retention exc GST	185872.80
Less Unapplied Cash	20000.00
	=====
Total Outstanding	3924743.22
Trade Debtors Balance	3758870.42
Trade Debtors Retention	185872.80
GL Unapplied Cash Clearing	20000.00-
General Ledger Total	3924743.22

- Balance Due ins GST should equal Trade Debtors Balance
- Retention exc GST should equal Trade Debtors Retention
- Unapplied Cash should equal GL Unapplied Cash Clearing

### Debtors Collection

AR Collection Report by Debtor lists all outstanding transactions by Debtor aged according to the ageing buckets from the selection screen.

# Enter Module Name Here

Selection Criteria	Description
Date	Enter the effective date of the report. The aging will be calculated as at this date.
Age By	Enter the date from which to calculate the ageing. <ul style="list-style-type: none"> <li>• Invoice date</li> <li>• Due Date</li> <li>• Forecast Due Date</li> </ul>

## Cash Receipts

This report lists all the cash receipts in the current month in the sequence selected.

## Payment History

This report lists all the payments received by a Debtor and job showing: Date received Cheque number, Payee, Batch Invoice, Claim No., and Amount.

## Job Invoices

This report lists all the Invoices related to jobs by Job Number within the selected range.

## Claim History

This report lists all the accounts receivable transactions related to jobs by Job Number within the selected range. It includes Sundry Invoices, Progress Claims, and Revenue Journals. It also shows retention held.

## Detailed Claim History

This report lists all the accounts receivable transactions and their Dissections related to jobs by Job Number within the selected range. Similar to Claim History but with more detail.

## Retentions Held

This report lists all retention held, claimed and to be claimed per Debtor within the selected Debtor range.

The report will print by Debtor all jobs which are not financially complete and have retention held or claimed values.

**NB This is not a period based report, and it is not recommended to use for reconciliation purposes. Use the Summary Project Status report for reconciling retention.**

## Overdue Debtors

This report lists, in Invoice number order, all Invoices overdue for more than the specified number of days.

Enter Module Name Here

## Accessing the Debtor Statements

This report lists all transactions in the date range selected in a statement format for presentation to the Debtor.

Selection Criteria	Description
Statement Format	<p>The only available formats is:</p> <ul style="list-style-type: none"> <li>Standard statements – This format is for pre-printed forms.</li> </ul> <p>The other formats are no longer available.</p>

## Subsidiary Ledger

This report lists all transactions in the general ledger relating to the AR module in the selected account range. This report is useful for reconciliation purposes.

## Follow-up Actions

This report list all follow-up actions to be taken as entered using the Debtor notes facility within the selected date range.

## Cash Receipts by Accounting Period

This report lists all the cash receipts of the selected type in the selected accounting period.