

AYA ASSOCIATES, INC.

Comp-U-Floor

The Flooring Industry... Covered

Web ERP Documentation for Version 1.10.9
01/19/2023

UPDATE FEATURES

PAYABLES MENU

A/P Payments

Page 3

PURCHASING MENU

B2B Price Catalog

Page 3

SALES MENU

Entry / Maintenance

Add Line

Page 3

Edit Line

Page 3

P/O Wizard

Page 3

Progress Invoicing

Page 4 - 9

PAYABLES MENU

A/P Payments

Resolved the issue regarding failure to print vendor checks if the user did not have menu permission to print installer checks.

PURCHASING MENU

B2B Price Catalog

- Resolved the issue regarding failure to create a new Item Master with a missing Color code by utilizing the SKU.
- Resolved the issue regarding failure to utilize EA as the default unit of measure when a different unit of measure was provided for an Other type item.
- Resolved the issue regarding failure to utilize PC as the default unit of measure when a different unit of measure was provided for a Hard Surface type item.

SALES MENU

Entry / Maintenance

Add Line

Resolved the issue regarding the inability to tab through the remaining fields after entering a roll good item on a Sample order, without available sample inventory, and responding yes to the prompt to increase the sample count.

Edit Line

Resolved the issue regarding changing the Color code failing to recalculate the Extended Price after correctly updating the Unit Price when the Company Information “Update S/O Unit Price With Color Change” control is checked.

P/O Wizard

The “Sales Order lines selection” screen was widened to display the check boxes on the far right and avoid needing to manually extend the screen width.

Progress Invoicing

Progress Invoicing is used to invoice a percentage or dollar amount of the completed portion of a sales order, based on the terms of contract, with a narrative summary and without any detail lines for a commercial project scheduled over a period of time.

Progress Invoicing is activated with following Company Information control set as follows:

Options 4 tab (middle right column)

- Use Progress Billing – checked

Use Progress Billing

Progress Invoicing also requires the G/L Accounts Billing tab to be populated:

Miscellaneous	Sales	Cash	Expenses	Credit Cards	Billing
Progress Billing Accounts					
	Advanced Billing Account	14710	Advanced Billing		
	Pre-paid Labor Account	14040	Prepaid Labor		

The Advanced Billing Account must be in the 14700 to 14799 account range.
The Pre-paid Labor Account must be in the 14000 to 140999 account range.

If Progress Invoicing will be used, we recommend the following Company Information controls be set as follows:

Options 1 tab (upper right column)

- Require Contract Amount in Sales Orders – checked
- Require Estimated Cost in Sales Orders -- checked

Require Contract Amount in Sales Orders

Require Estimated Cost in Sales Orders

Note: both amounts are entered on the Sales Header screen and can be 0.00.

Options 2 tab (upper left column)

- Require S/O Job Number – checked
- Set the S/O Job Number to S/O Number – not checked
- Inhibit duplicate S/O Job Number – not checked

Require S/O Job Number

Set the S/O Job Number to S/O Number

Inhibit duplicate S/O job number

Note: The Job Number is entered on the Sales Header screen and can be up to 30 characters. A duplicate Job Number can be entered on different sales orders for the same Ship To Customer only.

If the Progress Invoicing feature is activated, the option to “Release line(s) for invoicing” and “Progress Invoicing” will be available. Once the first invoice is produced, the invoice option selected is only available for any additional invoicing of that sales order. Thus, if the “Release line(s) for invoicing” option is selected for the first invoice, all additional invoicing of that sales order is restricted to the same detailed invoice option. Conversely, if the “Progress Invoicing” option is selected for the first invoice, all additional invoicing of that sales order is restricted to the same progress invoicing option.

After the first progress Invoice, the sales order is “locked in” and no changes, other than cost changes, are allowed. Any changes needed must be entered on a new sales order for the same Ship To Customer with the same Job Number.

Thus, the following actions are not allowed:

- Bundle wizard
- Change freight amount
- Add Order Line – Comment lines can be added
- Edit Line
- Edit Unit Price within View Costing
- Delete line(s) from sales order
- Release line(s) for invoicing

The "Progress Invoicing" action command will display the following screen:

Progress Invoicing Preview

Invoice ⓘ

Percent	Amount
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Retainage ⓘ

Percent	Amount
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Invoice Narrative ⓘ

Required: enter the narrative to be listed on the invoice.

Category	Total	Invoiced	Open	To Invoice
Material	1548.00	0.00	1548.00	0.00
Allocated	1452.00	0.00	1452.00	0.00
On B/O	96.00	0.00	96.00	0.00
Labor	1349.60	0.00	1349.60	0.00
Not Scheduled	89.60	0.00	89.60	0.00
Scheduled	1260.00	0.00	1260.00	0.00
Other Charge	25.00	0.00	25.00	0.00
Sub-Total	2922.60	0.00	2922.60	0.00
Freight	50.00	0.00	50.00	0.00
Total	2972.60	0.00	2972.60	0.00

Invoiced: 0%

Invoice Percent or Amount is required and cannot exceed 100% or the sales order total amount. Either can be entered but not both for the same invoice.

Retainage Percent or Amount is optional. Either can be entered but not both for the same invoice. Retainage will reduce the balance due printed on Progress Invoices and is always aged as Current in Accounts Receivable.

Invoice Narrative is required and is listed in the body of the Progress Invoice.

Category with amount columns for Total, Invoiced, Open, To Invoice and Remaining

- **Material** (if any) with sub-categories for Allocated and On B/O
- **Labor** (if any) with sub-categories for Not Scheduled and Scheduled
- **Other Charge** (if any)
- **Freight** (if any)
- **Sales Tax** (if any)

The "To Invoice" amounts are populated after entry of the Invoice Percent or Amount.

The "**Invoiced %**" in the lower left corner indicates the percent of the sales order total already invoiced.

Progress Invoice Print button will display the Progress Invoice in a Print Preview and cannot be canceled. Selection of the "X" icon in the upper right corner will exit the Progress Invoicing Preview screen.

Notes:

- All Progress Invoices, except the final Progress Invoice, does not require material to be allocated or labor to be scheduled.
- All Progress Invoices have a title of "Progress Invoice" for new invoices and "Invoice Reprint" for reprint invoices.
- All new Progress Invoices are updated automatically to A/R and G/L and Invoice History.
- Labor detail lines must be updated manually to a Completed status to be eligible for transaction generation in the Installer Payment Schedule.
- Freight, Sales Tax and Amount Paid (if any) are applied to each invoice (same as detailed invoices).
- The final Progress Invoice results when the Invoice % reaches 100%.
- The final Progress Invoice will automatically update Inventory for all material detail lines and update all labor lines with a Completed status (if needed).

Maitland, FL (W1)
 Warehouse address line 1
 331 N. Maitland Ave.
 Suite D-10
 Maitland, FL 32751
 (407) 539-1800 Fax: 407-539-1819
 comp-u-floor.com



PROGRESS INVOICE

INVOICE: 190210 HOUSE
 PAGE: 1
 DATE: 1/19/2023
 LOC: Maitland, FL (W1)
 TERMS: Net 30 Days

B ABC Floors & Moore ----->
I 124 N.Elmwood Avenue
L Suite 45
L Longwood, FL 32797
T
O

S ABC Floors & Moore ----->
H 124 N.Elmwood Avenue
I Suite 45
P Longwood, FL 32797
T (555) 111-2222
O

Customer	Salesperson	Customer P. O.		Ship Via	Ship Date	F.O.B.
test	HOUSE			Installation	1/19/2023 E	
Order	B/O	Ship	U/M	Item Number /Description	Unit Price	U/M

Progress Invoice 1 of 4 for 25% with 10% Retainage a per contract.

Tax Exempt #: 176876539

Order Sub-Total:
 Tax:
 Freight:
 Total:
 Amount Paid:
 Retainage:
 Balance Due:

General Ledger

The order sale is not realized until the final Progress Billing invoice is updated.
All Progress Invoices will post a G/L Journal as follows:

<u>DEBIT</u>	<u>CREDIT</u>
Accounts Receivable	
Pre-Paid Labor for each labor detail line	
	Advanced Billing for each material detail line
	Unmatched Accounts Payable for each labor detail line

The final Progress Invoice will post a G/L Journal as follows:

<u>DEBIT</u>	<u>CREDIT</u>
Pre-Paid Labor total for each labor detail line	
Advanced Billing total for each material detail line	
	Sales (for each detail line)
Cost of sales (for each detail line)	
	Inventory (for each material line)

END