

Miscellaneous Invoices ARMiTabs

General Information

The miscellaneous invoices screen is used to create invoices for anything where there is not a corresponding payment to an employee driver or outsider (Subhauler or Independent Contractor). This screen is generally used for invoicing materials or dump fees.

When the screen is entered, the first customer alphabetically appears. The screen has four tabs. Billable displays any items that have been entered but not yet invoiced. If a miscellaneous invoice was created and then the invoice subsequently deleted, the items appear on the billable tab. Once the items are invoiced, they are then moved to the History tab. The Phones and Address tab contain contact information.

X	Date	Ticket	Description	Subtotal	Tax	Total
	03/02/12		REIMBURSE FOR DAMAGE	400.00	.00	400.00
	03/01/12		SPACE RENT	125.00	.00	125.00

Use the **[Back]** button to exit the screen. Click on **[Save]** to commit any pending changes. The **[Help]** button produces this document in PDF format.

Billable items can be entered and invoiced right away or entered as you go along and then Invoice them at will. To create invoices, bring the customer up on the screen. Click in the left column to X the items to invoice and then choose the **[Invoice]** button.

The **[Add]** button is used to add new billable items. The Add and Edit screens are actually one in the same and displayed as shown.

The screenshot shows a software window titled "Add - Edit" with a standard Windows-style title bar (minimize, maximize, close buttons). The main content area is a form for entering billable items. At the top, there is a "Customer:" field containing the text "BEDROCK CONSTRUCTION COMPANY". Below this, the form is organized into two columns of fields. The left column includes: "Date:" with a date picker showing "03-10-2012"; "Type:" with a dropdown arrow; "Ticket:" with an empty text box; "Plant:" with an empty text box; "Material:" with an empty text box; "Cost:" with an empty text box; "Price:" with an empty text box; "GL Acct:" with an empty text box; and "Descrip:" with a wide empty text box. The right column includes: "Qty:" with an empty text box; "Rate:" with an empty text box; "Subtotal:" with an empty text box; "Taxable:" with a dropdown menu showing "No"; "County:" with an empty text box; "Tax Rate:" with an empty text box; "Tax:" with an empty text box; and "Bill Total:" with an empty text box. A small number "3" is visible to the right of the "Tax Rate:" field. At the bottom of the window, there are four buttons: "Back", "Save", "Save-Add Another", and "Delete".

The *Date* field is the date of the transaction. The *Type* field is for Material Sales, Material Resale or Other. *Ticket* can be used for freight bills or the more lengthy material tickets. The *Plant* and *Material* fields are rust colored to indicate that a list of values is available here. This screen is ideal for users that have counter sales for materials. Enter the *Cost* and *Price* in order to get material profit reports. The fields on the right side are explanatory.