

Autosoft User System

How to split up payment of an invoice to multiple payees

Purpose

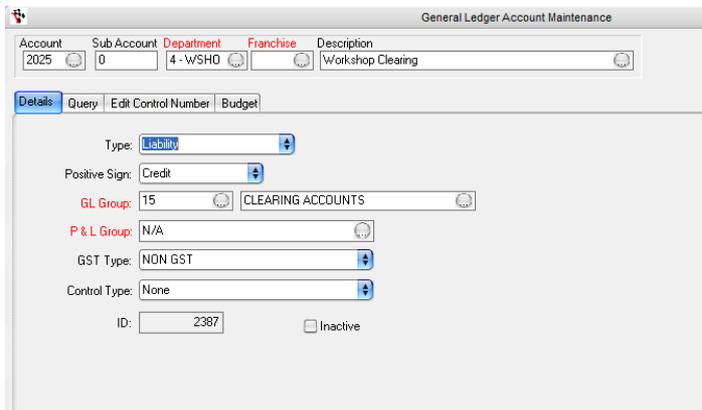
The purpose of this document is to establish a system for multiple debtors to pay a single workshop transaction

This system has been established for a specific business, however the process is relevant for any business that have multiple payees for a single invoice.

First step is to create a General Ledger account that will act as the expense/holding account for the workshop jobs that you perform.

General Ledger > General Ledger Accounts

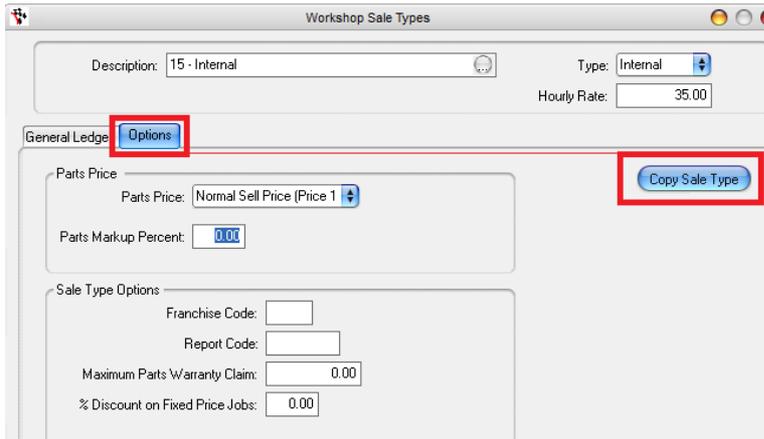
Until the separate invoices are paid by the responsible parties for the work that you do, the money will be held in this particular GL account. Below is an example of an account setup that would suffice, and with this type of setup the account would also appear on your Balance sheet report.



Once you have your GL account, you need to create a specific Workshop Sale Type for the jobs.

Workshop > Workshop Sale Types

The easiest way to do this is to find the Sale Type called 'Internal' or one similar that is set as your internal sale-type. By default the database should have one already setup. Go to the options tab once it has been selected and hit the **Copy Sale Type button** (below, left picture). This will copy over all the Labour/Parts/Warranty/Sublets GL account allocations from your internal sale type so you don't have to re-select them (below, right picture). The only things you will need to change are the Description as per below-right, and change the **Expense account** to your GL account you created before. This will allocate the workshop jobs into the holding account whenever that sale-type is used.



Workshop Sale Types

Description: 15 - Internal Type: Internal Hourly Rate: 35.00

General Ledger **Options**

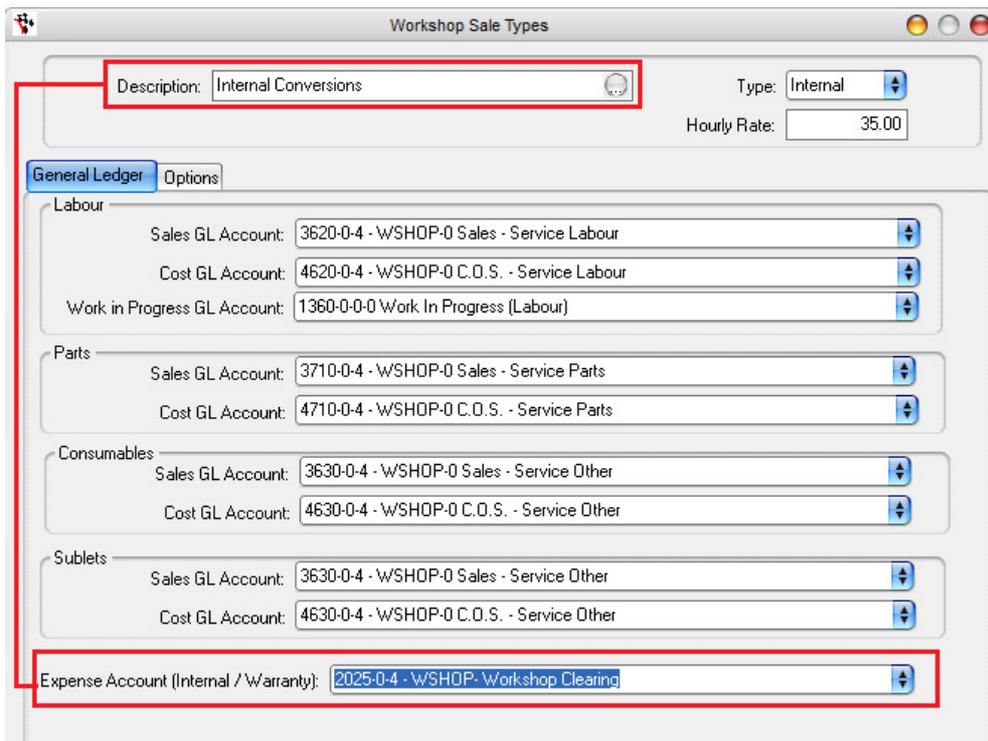
Parts Price

Parts Price: Normal Sell Price (Price 1) **Copy Sale Type**

Parts Markup Percent: 0.00

Sale Type Options

Franchise Code: Report Code: Maximum Parts Warranty Claim: 0.00 % Discount on Fixed Price Jobs: 0.00



Workshop Sale Types

Description: Internal Conversions Type: Internal Hourly Rate: 35.00

General Ledger Options

Labour

Sales GL Account: 3620-0-4 - WSHOP-0 Sales - Service Labour

Cost GL Account: 4620-0-4 - WSHOP-0 C.O.S. - Service Labour

Work in Progress GL Account: 1360-0-0-0 Work In Progress (Labour)

Parts

Sales GL Account: 3710-0-4 - WSHOP-0 Sales - Service Parts

Cost GL Account: 4710-0-4 - WSHOP-0 C.O.S. - Service Parts

Consumables

Sales GL Account: 3630-0-4 - WSHOP-0 Sales - Service Other

Cost GL Account: 4630-0-4 - WSHOP-0 C.O.S. - Service Other

Sublets

Sales GL Account: 3630-0-4 - WSHOP-0 Sales - Service Other

Cost GL Account: 4630-0-4 - WSHOP-0 C.O.S. - Service Other

Expense Account (Internal / Warranty): 2025-0-4 - WSHOP- Workshop Clearing

We can now look at doing a workshop invoice:

Select the Vehicle Rego/ID and change the **Billing account** to your internal account by clicking the Change Bill-To (you set your internal workshop account up in the system file *Utilities > System set-up > System File > Vehicles Tab*) – diagram below this is part A

Do the rest of the workshop header info like Date/advisor/drop off time as per normal. Enter in your parts and labour entries as per normal, but change **the Sale type** to your newly created internal sale-type – diagram below part B

Check at the bottom of the invoice that this is going to the **Internal total** not the Invoice total – diagram below part C

Invoice/Repair Order

Rego: AYY734 Add New Vehicle History Type: Invoice

Billing Code: 5000 Name: Autosoft Dealership Build 1 Advisor: S1

Invoice Status: Open Last Invoice: 50039 Date Posted: 17/12/2010

Ref: 1323 Drop Off Time: 0.00 Pick Up: 0.00 / / Job #: 1323 Order Number:

A B C

Item >>	Desc	Sale Type >>	Mech Hrs	Qty	Unit Price	Amount	Allocated
REFIT	Refurbishment and refitting	Internal Conversions	0.00	4.00	\$200.00	\$800.00	<input type="checkbox"/>
IG010200A	Engine A Tune [Carb]	Internal Conversions	0.00	3.00	\$35.00	\$105.00	<input type="checkbox"/>
0132801110	Motor	Internal Conversions	0.00	1.00	\$95.00	\$95.00	<input type="checkbox"/>
				1.00	\$0.00	\$0.00	<input type="checkbox"/>

SOH: 0 0.00 0.00% Status: 2 Work In Progress Send Invoice via: Printer Email Fax Freight: \$0.00 Total G.S.T.: \$0.00

Pay Now Alternate/IRN Print Job Card Save Invoice Print & Close Finalise Internal: \$1,000.00 Invoice Total: \$0.00 Warranty: \$0.00 Mech Hours: 0.00

Once this is done finalise your invoice. It is now ready to be billed to the separate parties paying for the separate components of the invoice.

Firstly, check your General Ledger account, and you will see an entry there corresponding to the workshop invoice that you have just done as per below. Take note of the **Control Number** column – you will be using that control number when creating your subsequent invoices. In the case below, the control number is 19948.

General Ledger Account Maintenance

Account: 2025 Sub Account: 0 Department: 4 - WSHD Franchise: Description: Workshop Clearing

Details: Query Edit Control Number Budget

Query: 1 GL Transaction History

BN	Post Date	Ref#	Control Number	Type	Description	Account	Debit	Credit
1	17/12/2010	50040	19948	Workshop Invoice	Workshop Invoice 50040	Autosoft Dealership	\$1,000.00	\$0.00
1	17/12/2010	50039	1322	Workshop Invoice	Workshop Invoice 50039	Autosoft Dealership	\$140.00	\$0.00
1	17/12/2010	2	1317	General Credit		Customer, Test Mr	\$140.00	\$0.00
1	17/12/2010	13	50038	General Invoice	refit work	Darby, Terrance	\$0.00	\$140.00
1	17/12/2010	11	50038	General Invoice		Customer, Test Mr	\$0.00	\$140.00
T...							\$1,280.00	\$280.00

To break this up the easiest way will be to do a General Invoice.
General Ledger > General Invoice.

First Invoice is for the 'Refit' entry from the workshop invoice we created above. Note the GL Account eing used is the account we created that now has the workshop invoice amount ascribed to it. The control number (far right column) is the 19948 we saw in the GL Account query.

General Invoicing

Customer: Bloggs, Billy Date Posted: 17/12/2010 Salesperson: LE
 Code: 5027 Invoice Status: Open Ref: 1324
 Type: Invoice

General Ledger Notes Query Options

Account	GL Description >>	Description	Amount	Stock # >>	Cost type	Gst type	Branc...	Control...
2025	Workshop Clearing	Payment for Refit	\$800.00	99999	Other	NON GST	0	19948
			\$0.00		Other	GST Applicab		

Department: Send Invoice via:
 Printer Email Fax
 Franchise: Use Rounding

Reprint Recall Invoice Process
 Save Invoice Abort

Rounding: \$0.00 G.S.T.: \$0.00
 Freight: \$0.00 Total: \$800.00

Incl 'Paid So Far' on Reprint

General Invoice 2 is for the second line entry on our workshop invoice.

General Invoicing

Customer: Kevin Clarke Pty Ltd Date Posted: 17/12/2010 Salesperson: LE
 Code: KEVINC Invoice Status: Closed Ref: 15
 Type: Invoice

General Ledger Notes Query Options

Account	GL Description >>	Description	Amount	Stock # >>	Cost type	Gst type	Branc...	Control...
2025	Workshop Clearing	Engine A Tune (Carb) Paymer	\$105.00	99999	Other	NON GST	0	19948

Department: Workshop Send Invoice via:
 Printer Email Fax
 Franchise: No Franchise Use Rounding

Reprint Recall Invoice Process
 Save Invoice Abort

Rounding: \$0.00 G.S.T.: \$0.00
 Freight: \$0.00 Total: \$105.00

Incl 'Paid So Far' on Reprint

General Invoice 3 is for the final line of the workshop invoice.

General Invoicing

Customer: Fleet Australia Pty Ltd Date Posted: 17/12/2010 Salesperson: LE
 Code: FLEETAUST Invoice Status: Open Ref: 1326
 Type: Invoice

General Ledger Notes Query Options

Account	GL Description >>	Description	Amount	Stock # >>	Cost type	Gst type	Branc...	Control...
2025	Workshop Clearing	Motor payment for AYY734	\$95.00	99999	Other	NON GST	0	19948
			\$0.00		Other	GST Applicab		

Department: Send Invoice via:
 Printer Email Fax
 Franchise: Use Rounding

Reprint Recall Invoice Process
 Save Invoice Abort

Rounding: \$0.00 G.S.T.: \$0.00
 Freight: \$0.00 Total: \$95.00

Incl 'Paid So Far' on Reprint

So now all our invoices have been drawn up, and back in our GL account query for the account we created at the start of this example, the breakup of that job is allocated and the GL account is in balance. All these are linked directly via this Control number, so make sure the control numbers for these transactions all match (ie 19948 in the example below). If the control number for any of the transactions is incorrect, don't worry as you can edit it in the **Edit Control Numbers** tab.

General Ledger Account Maintenance

Account: 2025 Sub Account: 0 Department: 4 - WSHD Franchise: Description: Workshop Clearing

Details Query Edit Control Number Budget

Query: 1 GL Transaction History

BR	Post Date	Ref1	Control Number	Type	Description	Account	Debit	Credit
1	17/12/2010	16	19948	General Invoice	Motor payment for AYY734	Fleet Australia Pty	\$0.00	\$95.00
1	17/12/2010	15	19948	General Invoice	Engine A Tune [Carb] Payment	Kevin Clarke Pty Ltd	\$0.00	\$105.00
1	17/12/2010	14	19948	General Invoice	Payment for Refit	Bloggs, Billy	\$0.00	\$800.00
1	17/12/2010	50040	19948	Workshop Invoice	Workshop Invoice 50040	Autosoft Dealership	\$1,000.00	\$0.00
1	17/12/2010	50039	1322	Workshop Invoice	Workshop Invoice 50039	Autosoft Dealership	\$140.00	\$0.00
1	17/12/2010	13	1322	General Invoice	refit work	Darby, Terrance	\$0.00	\$140.00
1	17/12/2010	2	1317	General Credit		Customer, Test Mr	\$140.00	\$0.00
1	17/12/2010	11	1317	General Invoice		Customer, Test Mr	\$0.00	\$140.00
T...							\$1,280.00	\$1,280.00

If the debits and credits match for that account, the outstanding payments have all been fulfilled and there are now balances on each of the Debtor accounts representing the total amount of the invoice when added.