

Invoicing

Sales Invoicing system provides a comprehensive framework for managing customer invoices with precision and flexibility. It begins with the **Invoice Header**, where essential details such as invoice type, customer information, scheduling, and job status are entered. Tabs like **Invoice**, **Invoice Cont.**, **Documents**, and **Notepad** offer tools for tracking print history, related invoices, customer notes, tax exemptions, and uploaded documents. The system also supports marketing tracking through customizable fields and ensures visibility into customer balances and invoice audit trails.

The **Invoice Detail** section is where items are sold, payments are processed, and serial numbers are managed. It includes features for tracking inventory, costs, gross margins, and purchase orders. EPASS enforces business rules such as requiring all serials to be reserved before certain job statuses can be selected, and ensuring minimum deposit thresholds are met before progressing with invoice finalization. Additional functionalities like **Copy**, **Merge**, and **Summarize** allow for consolidated invoicing across large projects, enhancing customer experience and operational efficiency.

Invoice Header

The invoice header is where you enter important information about the invoice, including the Invoice Type, the customer's Ship to and Bill to information, the Schedule or Pick Up date, and the Job Status.

This topic identifies and describes key components of the Invoice Header.

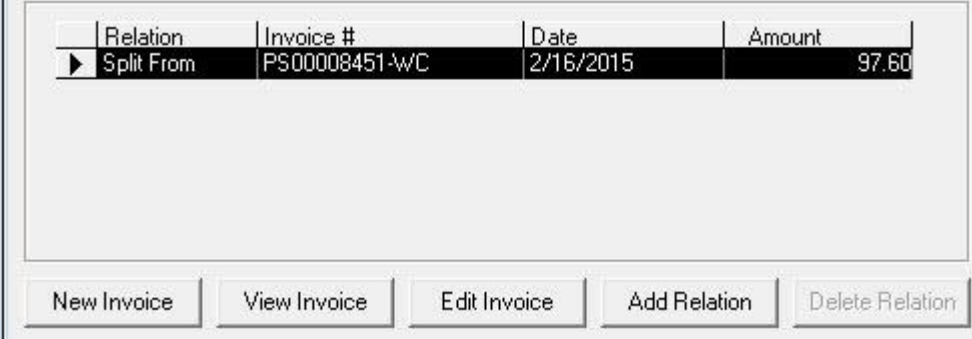
Invoice Tab

| Invoice | Service | Dispatching | Invoice Cont. | Warranty | Documents | Notepad |
|--|--|-------------|-----------------------------------|--|-----------|-----------------------------|
| <div> View Print History Related Invoices </div> | | | | | | |
| Invoice # | S00020007 | | Invoice Date | 4/20/2020 | | OK |
| Schedule Date | 00/00/00 | | Pick up | 00/00/00 | | Cancel |
| Invoice Type | SA SALES INVOICE | | Job Status | PARTSIN PARTS IN | | Detail |
| Payment Type | COD PAYMENT BEFORE DELIVER | | PO Number | | | |
| Reference | | | Reference | | | |
| Ship To | 8585551212 | | History | Notes | | |
| 2 / 2 | DIEGO, JOSE 7398 HYATT ST SAN DIEGO, CA, 92111 (858) 555-1212 jd@email.com | | Bill To | 8585551212 | | History Address |
| Customer Notepad | | | <input type="checkbox"/> Financed | NOTE for: DIEGO, JOSE Driveway is hidden by large trees. Look for the red mailbox. | | A/R Balance |
| <div> Customer Phone Log </div> | | | | | | |
| Salesperson 1 | | | Total | 2,693.71 | | Created XYZ 4/20/2020 13:40 |
| Salesperson 2 | | | % | 0.000 | | Modified 00/00/00 |
| Sale Referral | | | Status | Open | | Finished 00/00/00 |
| Min Deposit | 0.00 % | | 4/20/2020 | | | Posted 00/00/00 |
| <div> Invoice Audit Trail </div> | | | | | | |

Clicking this shows the who printed the invoice and when, what print form was used, as well as the method (print, email).

View Print History

| View Invoice Print History | | | | | | |
|----------------------------|------------|--------------|--------|-------------|--------------|--|
| User | Date | Time | Method | Print Form | Email Format | |
| KR | 04/20/2020 | 13:56:25:206 | Email | PLAIN PAPER | | |
| KR | 04/20/2020 | 13:56:18:366 | Print | PLAIN PAPER | | |

| | |
|-------------------|--|
| Related Invoices | <p>Clicking this will show any related invoices. An invoice is related when copied, split, or a manual relation is created by clicking the Add Relation button.</p>  |
| History | <p>Clicking this button will show you the customer purchasing and service history for both items and models.</p> |
| Notes and Address | <p>These toggle between the notes (seen on the right) and the address (seen on the left). You can have the customer notes appear as shown by enabling Popup Customer Notes in the Invoicing Variables > General tab. The note that appears is from the Customer > Map tab > Note field.</p> |
| Customer Notepad | <p>This will bring up a window with the customer notepad as found in the customer record. The customer notepad is for customer centric information such as credit issues that you wish to be aware of anytime dealing with this customer. They should not be related to a specific invoice, use the invoice notepad for those notes.</p> |
| AR Balance | <p>Clicking this will bring up the <i>AR Balance</i> screen for this customer. If this box is green, the customer has a credit balance. If this is orange, the customer has a current balance. If it is red, the customer is overdue and it will show the number of days overdue. If it is gray, the customer does not have a balance.</p> |
| Total | <p>Clicking this will bring up the totals for the invoice.</p> |

| | |
|---------------------|--|
| Invoice Audit Trail | This will bring up the <i>Invoice Audit Trail</i> report with this invoice number populated. |
|---------------------|--|

Invoice Cont. Tab

Review Invoice # S00020002 - GEORGIE, DANIEL

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

Table1

| Code | Description | UserCreated | DateCreated | TimeCreated |
|------|-------------|-------------|-------------|-------------|
| | | | | |

Table2

| Code | Description | User Cre... | DateCreated | TimeCreated |
|------|-------------|-------------|-------------|-------------|
| | | | | |

Ship Method Carrier

Print Method Ship Via

Taxes

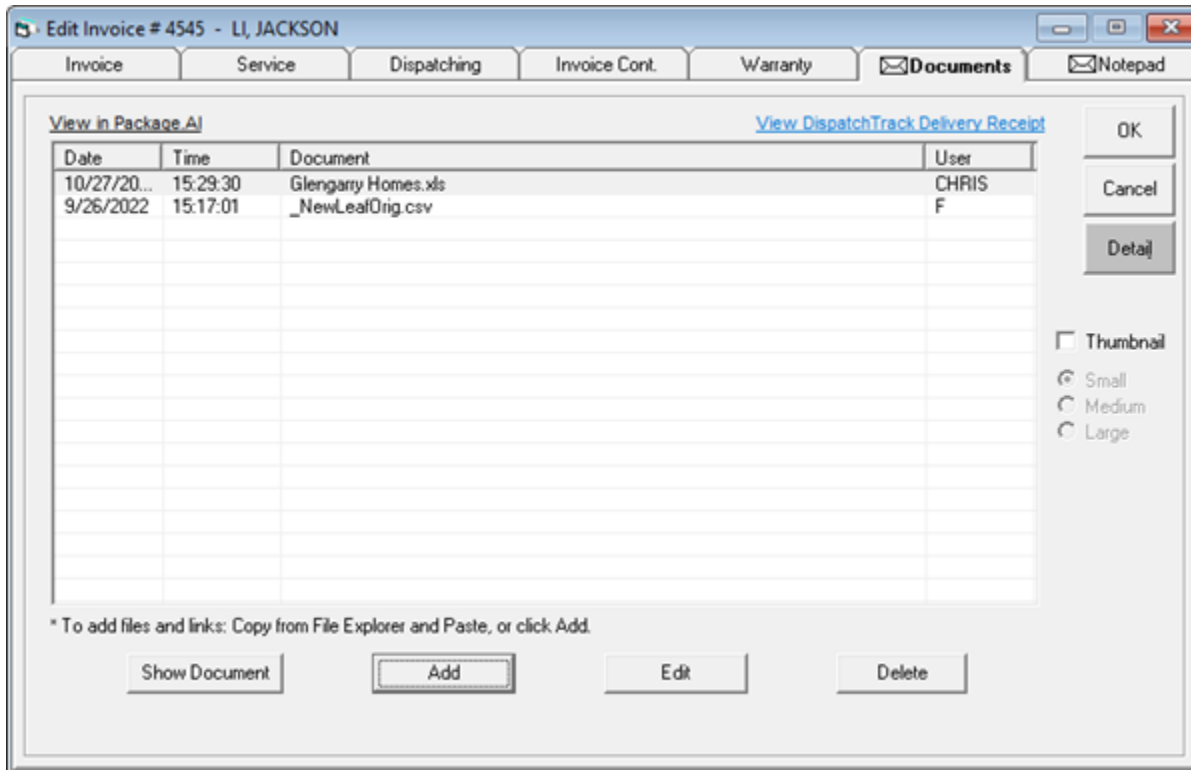
| | | | | |
|--------|--------------------------------------|---------------------------|---------------|----------------------|
| Branch | <input type="text" value="Default"/> | Appliance Sales & Service | Tax Exempt 1 | <input type="text"/> |
| Tax 2 | <input type="text" value="SD"/> | SAN DIEGO | Tax Exempt SD | <input type="text"/> |
| | <input type="text" value="7.750"/> | % | Tax Exempt | <input type="text"/> |

☐ Void

| | |
|--------------------|---|
| Table1 and Table 2 | These two areas can be renamed through <i>Tools > System Maintenance > Variables > Invoicing > Titles tab</i> and are used to track referrals and marketing campaigns. Table 1 is commonly used to identify which design or cabinet company referred the business and Table |
|--------------------|---|

| | |
|---------------|--|
| | |
| | 2 would identify which Facebook or Google ad brought in the business. See <i>Using Table1 and Table2</i> . |
| Branch | This is the branch in EPASS the invoice was written in. |
| Tax2 | This is your tax 2. This is the most commonly used tax and it covers State/County or Provincial tax. |
| % | This is the percentage for tax 2. |
| Tax Exempt 1 | This is the tax 1 exemption number. Tax 1 is no longer used. |
| Tax Exempt SD | This is tax 2 exemption number. Since tax 2 is defined as 'SD', it reads 'Tax Exempt SD'. |
| Tax Exempt | This is tax 3 or Country tax. In Canada this might be GST for provinces with both PST and GST. |

Documents Tab



These are the documents that have been uploaded to the invoice. You can view, add, edit, or delete them from this window. Please remember to make sure your documents are stored on a shared network path that all users will have access to or else they will not be able to view the documents.

If you use Package.AI, you can click the **View In Package.AI** link located at the top-left of the Documents tab to view the current invoice in Package.AI. (**Note:** You must be currently logged into Package.AI for the link to work.)

Notepad Tab

Review Invoice # S00020002 - GEORGIE, DANIEL

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

Notes

☒ System Notes

Filter:

| Date | Time | Note | User | Type |
|-----------|----------|--|------|------|
| 4/13/2020 | 15:05:12 | Field Changed - Job Status from [ONORDER] to [PARTSIN] | XYZ | sys |
| 4/13/2020 | 14:59:05 | User XYZ Reserved Model:YMEDC465HW Serial:00001. | XYZ | sys |
| 4/13/2020 | 14:58:54 | User XYZ Reserved Model:YMMV1175JZ Serial:00001. | XYZ | sys |
| 4/13/2020 | 14:33:36 | Field Changed - Job Status from [CREATED] to [ONORDER] | XYZ | sys |
| 4/13/2020 | 11:19:43 | Verified | XYZ | note |

Print Review Add Edit Delete

Field 1

Field 2

Field 3

Field 4

Field 5

OK

Detail

This is where the system tracks of events or changes on the invoice. The invoice notepad system automatically generates many invoice header fields including: Payment Type, Sold To account details, Bill To account details, Salesperson 1, Salesperson 2, Minimum deposit percentage, Follow Up date, Schedule Date, Pick Up Date, Job Status, Model or Item deletes from invoice detail, and changes to the Reference field.

You can also add notes manually. These can be printed from this window as well as reviewed, added, edited, or deleted. The filter makes it easier to find notes when there are many to look through.

| | |
|-----------|---|
| | |
| Field 1-5 | These are generic fields that can be used to track additional information, in case there is not already a place for it. The titles can be changed in <i>Tools > System Maintenance > Variables > Invoice</i> and they can also be marked as required, so a person cannot complete an invoice without entering a value. |

Invoice Detail

The Invoice Detail is where you sell everything on an invoice. It is also where you take payments and signatures. You can click **Detail** from the **Invoicing Maintenance** screen or the Invoice Header to get there.

Invoice Service Dispatching Invoice Cont. Warranty Documents Notepad

View Print History Related Invoices Invoice Date

Invoice # Invoice Date Schedule Date Pick up

Invoice Type SALES INVOICE Job Status CREATED

Payment Type PAYMENT BEFORE DELIVER PO Number

Reference

Ship To History Bill To History

☐ Financed

Customer Notepad

A/R Balance

Customer Phone Log

Salesperson 1 Salesperson 2 %

Sale Referral Min Deposit %

Invoice Audit Trail

Total Created 4/9/2020 12:48

Status Modified 4/13/2020 12:50

Finished 00/00/00

Posted 00/00/00

Invoice Detail

When going into Detail for the first time on an invoice, a small popup window asks which type of detail line to add.

Alternatively, click on the different tabs to add that type of line to the invoice.

Invoice # 9361 - FRANKE, DR. FREDRICK

| Type | Pack | Item | Loc | Description | Qty | Amount | Tax 1 | Tax 2 | Tax 3 | Status |
|------|------|------|-----|-------------|-----|--------|-------|-------|-------|--------|
| | | | | | | | | | | |

| Item | Model | Labor | Misc | Comment | Warranty | Payment | Tax | Package | Signature |
|----------|-----------------------------|---|----------------------|----------------------|----------------------|---|----------------------|----------------------------------|-------------------------------|
| Model | <input type="text"/> | <input type="text"/> | Ordered | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Package | Trip# <input type="text"/> |
| Location | <input type="text"/> | <input type="text"/> | Shipped | <input type="text"/> | <input type="text"/> | Total | <input type="text"/> | <input type="text"/> | Spiff <input type="text"/> |
| SKU # | <input type="text"/> | Serial <input type="text"/> Location <input type="text"/> | QOH | <input type="text"/> | <input type="text"/> | Std. Cost | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Equiv | <input type="text"/> | <input type="text"/> | Not Avail | <input type="text"/> | <input type="text"/> | Landed Cost | <input type="text"/> | <input type="text"/> | Status <input type="text"/> |
| Brand | <input type="text"/> | Color <input type="text"/> | QOO | <input type="text"/> | <input type="text"/> | Rpl. Cost | <input type="text"/> | <input type="text"/> | Created <input type="text"/> |
| PO # | <input type="text"/> | Reference <input type="text"/> | Reserved | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> Auto Backorder | <input type="text"/> | <input type="text"/> | Modified <input type="text"/> |
| Mfr Wty | <input type="text"/> Months | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> HST | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Note | <input type="text"/> | | | | | | | | |

| | | | | | | | | | |
|--------|------------|--------|-----|------|--------|------|---------------|---------------|------|
| Commit | Discount | Header | Add | Edit | Delete | Exit | Add PDA Quote | Invoice Total | 0.0 |
| Serial | Split Line | | | | | | | | 0.00 |

Keep an eye on the title bar (the blue bar at the top of the window) as it will tell you what mode you are in.

- **REVIEW:** Reviewing or looking without the ability to edit
- **ADD:** Adding a new line item
- **EDIT:** Editing the highlighted line item

Model Detail

| | |
|---------------------|---|
| | |
| Serial and Location | The serial number shipped and the location it came from. |
| QOH | This is the QOH in the location selected on screen. This link will open a window and show you the quantity on hand based on location. It can also show you the quantity on order, |

| | |
|-----------|---|
| | |
| | how many have been written to invoices, and the serial numbers you have, depending on your security level. |
| Not Avail | This is the quantity of pieces not available for sale. This window is that same as the one seen in when clicking QOH as above. |
| QOO | This link will open a window and show you the quantity on order. You can filter the screen by supplier, location, or serial type. You can show received models or not. This also presents the opportunity to view or edit the invoice or PO, if you have the security. |
| Written | This link will open a window to show you the invoices this is written to, based on invoice type. |
| STD Cost | This is the cost for the piece. Which cost shows in here depends on settings in Tools > System Maintenance > Tables > Invoice Type > Settings 4 tab. You can have standard, average, last, or replacement cost. You can only see the cost if you have security to do so. |
| GM | This is the gross margin percentage for this model. This is calculated based on the type of cost specified in Tools > System Maintenance > Tables > Invoice Type > Settings 4 tab. You can only see the cost if you have security to do so. |
| SPIFF | This is the spiff amount for this model. You can only see the cost if you have security to do so. |
| PO# | This is the PO number this model is ordered on. This will automatically populate when you select the backordered invoice during the ordering phase. |

| | |
|---------------------------------|--|
| Auto Backorder | Having this checked will cause this model to attach to an open PO if available or it will appear on the OE-04 Written Models report to be ordered if there is not enough on hand to fulfill the invoice. |
| Serials Reserved | This shows when there are serials reserved for this invoice whether by manually reserving serials or having them backordered on a PO. This label could also show exclusive reserved or partially reserved. |
| Reserve Exclusive When Ordering | When this model is ordered for this invoice, the serial(s) will be reserve exclusive to this invoice. |
| Status | The status of the line. This can be open or committed. It should always read committed instead of open. If it is open, it will not show up on any ordering report. |
| Created | Date and user that created this line on the invoice. This is the system date (actual date). |
| Modified | Date and user that modified this line on the invoice. This is the system date. |
| Invoice Total | Clicking this will bring up the totals for the invoice. This is the same as clicking <i>Total</i> on the header of the invoice. |
| GM% | This is the gross margin percentage for the entire invoice. |

Require All Serials to be Reserved

The functionality provides a way for companies to ensure that all serials are reserved before the user can choose that job status. If all serials are not reserved, then it will cascade to a job status that is not dispatchable and does not require minimum deposit.

Job Status Table

Select the option **Require all Serials to be Reserved** and choose a job status to cascade to that is not dispatchable and does not require minimum deposit.

The “FIRM” and Cascade To “PEND” job status will be used to demonstrate this functionality.

Edit JobStatus FIRM FIRM DATE

Code:

Description:

☐ Update Invoice Header
☐ Cancelled
☒ Show in ePASS Mobile Tech
☐ Update Invoice Header from Mobile Tech
☒ Show on Distributor Site
☒ Show on Dealer Site
☒ Include in {Open Parts List} Special Field
☐ Immediate Ship

☐ Obsolete
☐ Do Not Dispatch
☐ Require Minimum Deposit
☐ Require Item Model Labor Warranty Line
 Cascade To:
☒ **Require all Serials to be Reserved**
 Cascade To:
☐ Do Not Update to Ordered For / Fully Received

☐ Auto Email
 Email Format:
☐ Use Invoice Type Email Format
 Attach Invoice: ☐ Email To:
 * Make sure you also set up invoice print forms for your Invoice Types, otherwise invoices will not be attached

OK Cancel

Cascade to job status must be set up as follows.

Invoice Header

Add Invoice

FIRM is not an option in the Job Status drop down when you first create an invoice as the invoice details have not been added and therefore, no serials have been reserved.

If you are creating an invoice with line types other than model, you will be able to go back to the header and change the Job Status to "FIRM".

| Code | Description |
|-----------|---------------------|
| EST | ESTIMATED |
| ESTIMATED | ESTIMATED |
| FINISHED | FINISHED |
| INSNP | INSTALL SERVICE NOT |

When all serials are **reserved**, the job status “FIRM” will appear in the drop-down.

Invoice # SA00010199 - BROWN, KEVIN - Review Model

| Type | Pack | Item | Loc | Description | Qty | Amount | Tax 2 | Tax 3 | Status | Wty |
|-------|------|------------|-----|--------------------------------------|-----|--------|-------|-------|-----------|-----|
| Model | No | FFHT1425VW | BJ | FRIGIDAIRE 13.9 CU. FT. TOP FREE ... | 1 | 829.00 | Yes | No | Committed | |

| Item | Model | Labor | Misc | Comment | Warranty | Payment | Tax | Package | Signature |
|----------|------------|--------------------------------|---------------------------------|---------|-----------|-----------|---------|-----------|-----------|
| Model | FFHT1425VW | FRIGIDAIRE 13.9 CU. FT. TOP FF | Ordered | 1 | L1 | 829.00 | Package | Trip# 1 | |
| Location | | | Shipped | 0 | Total | 829.00 | 39.7 | Spiff | 0.00 |
| SKU # | | Serial | Location | QOH | 1 / 1 | Std. Cost | 829.00 | | |
| Equiv | | | Not Avail | 0 | Avg. Cost | 417.48 | | Delivery | |
| Brand | XX | | QOO | 0 / 0 | | | | 6/29/2021 | |
| Product | | Color | Written | 1 / 1 | | | | Status | |
| Mfr Wty | 0 | Features | Inventory Type | | | | | Committed | |
| PO # | | Reference | Auto Backorder | | | | | Created | 6/29/2021 |
| Branch | Default | Commission | Reserve Exclusive when Ordering | | | | | Modified | 00/00/00 |
| Note | 0.0 | | | | | | | | 00/00/00 |

Commit Discont
Serial Split Lge

Header Add Edit Delete Exit Add From Cart

Invoice Total
898.64
GM % 39.7

Edit Invoice # SA00010199 - BROWN, KEVIN

Invoice Service Dispatching Invoice Cont. Warranty Documents Notepad

View Print History Related Invoices Invoice Date Requested Date 00/00/00 OK

Invoice # SA00010199 6/29/2021 Schedule Date 6/29/2021 Pick up 00/00/00 Cancel

Invoice Type SA RETAIL SALES Job Status

Payment Type COD COD

Podium Integration enabled Opt Out

Service At 1111 History

307 / 315 BROWN, KEVIN
12227 N SPRING CREEK RD
PARKER, CO, 80138
60588888, 456789
email1@email.com

Customer Notepad

PO Number

Reference

Bill To

Financed

| Code | Description |
|------------|---------------------|
| FINISHED | FINISHED |
| FIRM | FIRM DATE |
| INSNP | INSTALL SERVICE NOT |
| INSP | INSTALL SERVICE PRO |
| MINDEPOSIT | REQUIRES MIN DEPOS |
| MOG | MOG Job Status |
| NC | NOT CONFIRMED |

GE delivery

S/R balance

Credit

Customer Phone Log

Salesperson 1 BOB BOB

Salesperson 2 % 0.000

Sale Referral FLYER Mail

Min Deposit 20.00 %

Invoice Audit Trail

Charge Account

Total 898.64 Created L 6/29/2021 11:40

Status Open Modified 00/00/00

6/29/2021 Finished 00/00/00

Posted 00/00/00

When the serials are **not reserved**, "FIRM" is not an option in the Job Status drop-down.

Invoice # SA00010199 - BROWN, KEVIN - Review Model

| Type | Pack | Item | Loc | Description | Qty | Amount | Tax 2 | Tax 3 | Status | Wty |
|-------|------|------------|-----|-------------------------------------|-----|--------|-------|-------|-----------|-----|
| Model | No | FFHT1429VW | BJ | FRIGIDAIRE 13.9 CU. FT. TOP FREE... | 1 | 829.00 | Yes | No | Committed | |
| Misc | No | APF 2 | | APF2 | 1 | 100.00 | Yes | No | | No |

| Item | Model | Labor | Misc | Comment | Warranty | Payment | Tax | Package | Signature |
|----------|------------|--------------------------------|--|---------|-----------|---|--------|-----------|-----------|
| Model | FFHT1429VW | FRIGIDAIRE 13.9 CU. FT. TOP FF | Ordered | 1 | L1 | 829.00 | | Package | Trip# 1 |
| Location | BJ | BJ | Shipped | 0 | Total | 829.00 | 0.0 | Spill | 0.00 |
| SKU # | | Serial | Location | QOH | 1 / 1 | Std. Cost | 829.00 | Delivery | |
| Equiv | | | Not Avail | 0 | Avg. Cost | 417.48 | | 6/29/2021 | |
| Brand | XX | | QOO | 0 / 0 | | | | | |
| Product | DUMMY | Color | Written | 1 / 1 | | | | Status | |
| Mfr Wty | 0 | Features | Inventory Type | | | | | Committed | |
| PO # | | Reference | <input checked="" type="checkbox"/> Auto Backorder | | | | | Created | 6/29/2021 |
| Branch | Default | Commission | <input type="checkbox"/> Reserve Exclusive when Ordering | | | | | Modified | 00/00/00 |
| Note | 0.0 | | | | | <input checked="" type="checkbox"/> HST <input type="checkbox"/> GST | | | 00/00/00 |

| | | | | | | | | | |
|--------|------------|--------|-----|------|--------|------|---------------|---------|---------------|
| Commit | Discont | Header | Add | Edit | Delete | Exit | Add From Cart | Barcode | Invoice Total |
| Serial | Split Lige | | | | | | | | 1,007.04 |
| | | | | | | | | | GM % 90.0 |

• Edit Invoice # SA00010199 - BROWN, KEVIN

Invoice Service Dispatching Invoice Cont. Warranty Documents Notepad

View Print History Related Invoices Invoice Date Requested Date 00/00/00 OK

Invoice # SA00010199 6/29/2021 Schedule Date 6/29/2021 Pick up 00/00/00 Cancel

Invoice Type SA RETAIL SALES Job Status

Payment Type COD COD

Podium Integration enabled Opt Out

Service At 1111 History

307 / 315 BROWN, KEVIN
12227 N SPRING CREEK RD
PARKER, CO, 80138
60588888, 456789
email1@email.com

Customer Notepad

Customer Phone Log

Salesperson 1 BOB BOB

Salesperson 2 % 0.000

Sale Referral FLYER Mail

Min Deposit 20.00 %

Invoice Audit Trail

PD Number Reference

Bill To

Financed

Charge Account

Total 898.64 Created L 6/29/2021 11:40

Status Open Modified L 6/29/2021 11:49

6/29/2021

Finished 00/00/00

Posted 00/00/00

Code Description

DSPD DSPD

EE ee

ENTIERE ENTIERE RESPONSABILITE

EST ESTIMATED

ESTIMATED ESTIMATED

FINISHED FINISHED

INSNP INSTALL SERVICE NOT

GE delivery

A/R balance

Credit

Edit Invoice

If a serial is unreserved in an invoice with a "FIRM" job status, then the job status will cascade to "PEND".

• Serial # for Model 201, MODEL START WITH TEST Lucky Goldstar Electrical MO

Summary

| Loc | QOH | QOD | WRI | Jun | May |
|------|-----|------|-----|-----|-----|
| 02 | 113 | 1032 | 55 | 0 | 0 |
| 0840 | 11 | 62 | 3 | 0 | 0 |
| 1 | 92 | 13 | 211 | 0 | 0 |
| 10 | 26 | 21 | 29 | 0 | 0 |
| 101 | 2 | 2 | 4 | 0 | 0 |
| 102 | 6 | 49 | 21 | 0 | 0 |
| 103 | 0 | 1 | 1 | 0 | 0 |
| 105 | 1 | 0 | 0 | 0 | 0 |
| 11 | 0 | 3 | 6 | 0 | 0 |

Supplier Inventory

| * Supplier | WHS | QOH | QOH ETA | QOD | QOD ETA |
|------------|-----|-----|---------|-----|---------|
| | | | | | |

Details

| Serial # | Avail | Loc | Bin | Suppl. Invoice | Ordered for In | Received | Cost | Std. Cost | Floor D |
|----------|-------|-----|-----|----------------|----------------|------------|---------|-----------|---------|
| 65804 | | T1 | | | SA00010191 | 9/4/2020 | 0.00 | 500.00 | 9/4/20 |
| // | | | | | | 12/18/2013 | 749.47 | 301.11 | |
| 0001 | No | UK | | | | 7/4/2016 | 0.00 | 888.00 | |
| 00013 | | AR | 10A | COSTED UTILIT | | 4/3/2008 | 9000.00 | 0.00 | 4/3/20 |
| 00014 | | | 10A | COSTED UTILIT | | 4/3/2008 | 9000.00 | 0.00 | 4/3/20 |
| 00015 | | | 10A | COSTED UTILIT | | 4/3/2008 | 9000.00 | 0.00 | 4/3/20 |
| 00043 | | | 10A | COSTED UTILIT | | 4/3/2008 | 9000.00 | 0.00 | 4/3/20 |
| 00044 | | | 10A | COSTED UTILIT | | 4/3/2008 | 9000.00 | 0.00 | 4/3/20 |
| 00063 | | | 10A | COSTED UTILIT | | 4/3/2008 | 180.00 | 0.00 | 4/3/20 |
| 00068 | | | | | | 4/3/2008 | 180.00 | 0.00 | 4/3/20 |
| 00069 | | | | | | 4/3/2008 | 180.00 | 0.00 | 4/3/20 |
| 00098 | | | | | | 4/3/2008 | 180.00 | 0.00 | 4/3/20 |
| 00099 | | | | | | 4/3/2008 | 180.00 | 0.00 | 4/3/20 |
| 00100 | | | | | | 4/3/2008 | 180.00 | 0.00 | 4/3/20 |
| 00105 | | | | | | 4/3/2008 | 180.00 | 0.00 | 4/3/20 |
| 00109 | | | | | | 4/3/2008 | 180.00 | 0.00 | 4/3/20 |

WARNING

All serial numbers are not reserved.
The Job Status will be set to: PEND

Yes No

Protection Review Add Edit Delete

Edit Invoice # SA00010199 - BROWN, KEVIN

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

[View Print History](#) | [Related Invoices](#)

Invoice # SA00010199 | Invoice Date 6/29/2021 | Requested Date 7/21/2021 | Schedule Date 7/21/2021 | Pick up 00/00/00

Job Status **PEND** | PENDING

Invoice Type SA | RETAIL SALES | PD Number | Reference

Payment Type COD | COD

Podium Integration enabled | Opt Out

Service At 1111 | History

Bill To 1111 | History

Financed

BROWN, KEVIN
12227 N SPRING CREEK RD
PARKER, CO, 80138
60588888, 456789
email1@email.com

Customer Notepad

308 / 316

[Customer Phone Log](#)

Salesperson 1 BOB | BOB

Salesperson 2 | % 0.000

Sale Referral FLYER | Mail

Min Deposit 20.00 %

Invoice Audit Trail

Charge Account

Total 1,007.04 | Created L | 6/29/2021 | 11:40

Status Open | Modified L | 6/29/2021 | 14:01

6/29/2021 | Finished | 00/00/00

Posted | 00/00/00

OK | Cancel | Detail | GE Delivery | A/R Balance | Credit

Copy Invoice

The Job Status **FIRM** can not be selected on Copy Invoice because the serials have not been reserved at this point.

Copy Invoice # 'SA00010199'

COPY INVOICE

Original Invoice

Invoice # SA00010199

Customer 1111 BROWN

OK

Cancel

New Invoice

Invoice # SYSTEM ☒ System Number

☒ Copy Detail ☐ Reverse All Quantities

☒ Copy Service Tab ☒ Copy Dispatch Units

☒ Copy Notepad ☒ Copy Documents

Invoice Type SA RETAIL SALES

Requested Date 7/21/2021

Schedule Date 7/21/2021

Pick Up Date 00/00/00

Job Status

| Code | Description |
|-----------|--------------------------|
| EST | ESTIMATED |
| ESTIMATED | ESTIMATED |
| FINISHED | FINISHED |
| INSNP | INSTALL SERVICE NOT PROV |

☐ Multiple Copies 2

Split Invoice

When splitting an invoice with all serials reserved, the **FIRM** job status is available in the drop-down.

Split Invoice # 'SA00010200'

SPLIT INVOICE

Original Invoice

Invoice # SA00010200

Customer 1111 BROWN KEVIN

Schedule Date 7/21/2021

Pick Up Date 00/00/00

Job Status FIRM FIRM DATE

OK

Cancel

New Invoice

Invoice # SA00010200-1 ☐ System Number

☒ Copy Dispatch Units ☒ Copy Special Request

☒ Copy Reference ☐ Do not create Invoice Relation

Invoice Type SA RETAIL SALES

Requested Date 7/21/2021

Schedule Date 7/21/2021

Pick Up Date 00/00/00

Job Status FIRM FIRM DATE

| Code | Description |
|-------|--------------------------|
| FIRM | FIRM DATE |
| INSNP | INSTALL SERVICE NOT PROV |
| INSP | INSTALL SERVICE PROVIDED |

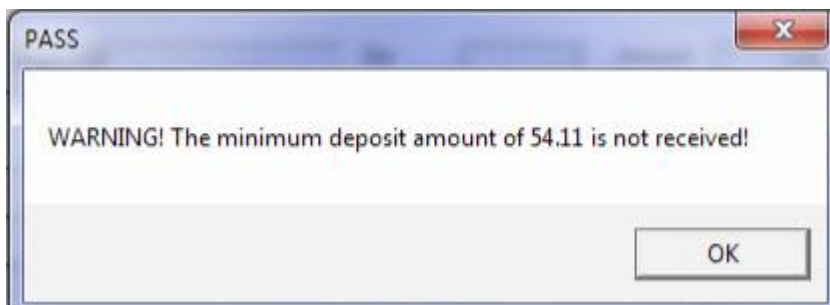
Minimum Deposits

If you require some type of deposit on an invoice you can setup minimum deposit rules in EPASS. This configuration will prevent users from changing the job status until a certain percentage of the balance is received. The setup includes enabling a setting on the *Job Status table* and setting the percentage in *Invoice Type table*.

Job Status

Require Minimum Deposit: Enables the deposit feature when this job status is used on invoice header.

If you set *Require Minimum Deposit* on the job status and then change the status on the invoice, you will receive a message when you press *OK* or *Detail* on the invoice.



Invoice Type

Minimum Deposit Percentage: This tells EPASS how what percentage of the balance is required before making changes to the invoice detail.

Edit Invoice Type SA SALES INVOICE

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

Default Department: **SALES** ☐ Default Department From Terminal OK

Secondary Department: Cancel

Enable Branch based Min Deposit: ☐

Minimum Deposit Percentage: 50.00 %

Department: ☐ ALL ☒ **SALES** ☐ SERVICE

Sales Division: ☒ **ALL** ☒ Sales Division 1 ☒ Sales Division 2

Serial Type: ☒ **BLDR** ☒ **CLR** ☒ **RTL**

Primary Division:

Division For Verification:

Start Address

If the *Minimum Deposit Percentage* is set on the invoice type and then is used on the invoice, you receive a warning or reminder that the deposit is required.

Invoice # S000006211 - TECHNOCARB - Review Misc

| Type | Pack | Item | Loc | Description | Qty | Amount | Tax 1 | Tax 2 | Tax 3 | Status | Ac |
|---------|------|-------|-----|-------------------------|-----|--------|-------|-------|-------|-----------|----|
| Misc | No | 100 | | Desc 100 | 1 | 3.56 | No | No | No | | |
| Comment | No | AC101 | | Address Noise Complaint | 0 | 0.00 | | | | | |
| Model | No | 70004 | | test 12344 | 1 | 500.00 | No | Yes | No | Committed | |
| Model | No | 71023 | | CLASSIC LEOPARD 20X16 | 1 | 27.00 | No | Yes | No | Committed | |

Item Model Labor **Misc** Comment Warranty Payment Tax Package Signature

Misc: 100

Note:

G/L Rev: 1000

Cost Db:

Cost Cr:

Misc. Link:

Comment: Address Noise Complaint

Package: ☐ Trip#: 1

Commission:

Created: PP 8/16/17

Modified: 00/00/00

V: 00/00/00

Commit Disogunt Serial Split Line

Header Add Edit Delete Exit Add From Cart

Barcode

Invoice Total: 0.0

541.10

PASS

WARNING! The minimum deposit amount of 54.11 is not received!

OK

The invoice cannot be finished with this feature enabled. You will see the deposit info appear on the invoice total screen but the invoice status will not changed until the invoice shows at least the minimum amount received.

| | INVOICE TOTALS | CAL TAXABLE | cd2 TAXABLE |
|----------------------------------|-------------------|----------------|----------------|
| Product Sales | 527.00 | 527.00 | |
| Parts Sales | | | |
| Labor | | | |
| Miscellaneous Charges | 3.56 | | |
| Warranty Sales | | | |
| TOTAL | 530.56 | 527.00 | |
| + Calculated Tax | 10.54 | 10.54 | |
| + Tax Adjustments | | | |
| = Invoice Total | 541.10 | 2.000% | 6.000% |
| - Payments | | | |
| - A/R Payments | | | |
| - A/R Adjustments | | | |
| = Balance | 541.10 | | |

Minimum Deposit: 54.11

- Deposit Received: 0.00

- Deposit Required: 54.11

Split Invoice

When the split invoice function calculates how much money to transfer, it must always leave the minimum deposit percentage on the original invoice. It will not allow for a user to override and go over this limit.

Auto Payment Transfer



Original Invoice 5441

| | Before | After |
|----------------|---------|---------|
| Invoice Total: | 1767.29 | 1767.29 |
| Payment Total: | 400.00 | 0.00 |
| Balance: | 1367.29 | 1767.29 |

Min Deposit 441.82

New Invoice 5441-1

| | Before | After |
|----------------|---------|---------|
| Invoice Total: | 1107.38 | 1107.38 |
| Payment Total: | 0.00 | 400.00 |
| Balance: | 1107.38 | 707.38 |

Max Transfer Amount 0.00

Amount to Transfer:

OK

Cancel

Reports

The [OE-04 Written Models](#) report and [SN-15 Ordering](#) report both have the option to only show invoices that have reached the minimum deposit.

Automatically Round Up Minimum Deposit Amount

You can have EPASS automatically round up the minimum deposit amount to the nearest dollar for all your Invoice Types. This setting is located in the Invoicing Variables and is off by default.

Invoice # RS00000352 - Nelson, Jim - Add Payment

| Type | Pack | Item | Loc | Description | Qty | Amount | Tax 1 | Tax 2 | Tax 3 | Status |
|-------|------|------------|-----|-------------------------------------|-----|----------|-------|-------|-------|--------|
| Model | No | WRQA59CNKZ | 9WH | 36 FOUR DOOR FRIDGE, 19.4 CU FT, SS | 1 | 3,657.94 | No | Yes | | |
| Misc | No | DELIVERY | | Delivery Fees | 1 | 100.00 | No | No | | |

| Item | Model | Labor | Misc | Comment | Warranty | Payment | Tax | Package |
|---|-------|-------|------|---------|----------|--|-----|---------|
| Payment Type: <input type="text"/> Comment: <input type="text"/> Branch: <input type="text" value="Default"/> <input type="text" value="Andersons Appliances"/> | | | | | | Amount: <input type="text" value="0.00"/> Tendered: <input type="text" value="1"/> | | |
| | | | | | | Invoice Total: <input type="text" value="4,233.48"/> - Payments: <input type="text" value="0.00"/> Balance: <input type="text" value="4,233.48"/> Change: <input type="text" value="0.00"/> | | |
| | | | | | | Minimum Deposit: <input type="text" value="2,117.00"/> Deposit Received: <input type="text" value="0.00"/> Deposit Required: <input type="text" value="2,117.00"/> | | |

Commit Discount
Serial Split Line

OK Cancel

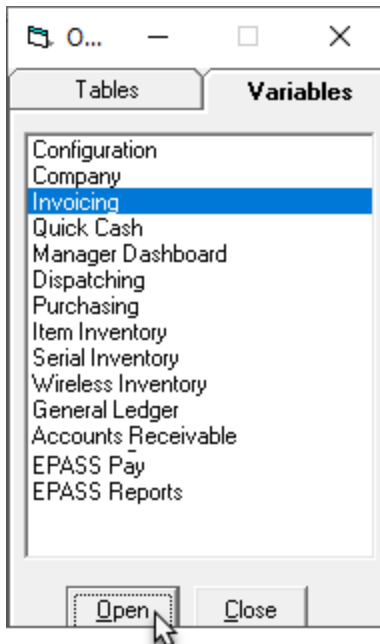
Invoice Total: 4,233.48
GM %: 0.0

Minimum Deposit is 50% (\$2,116.74)

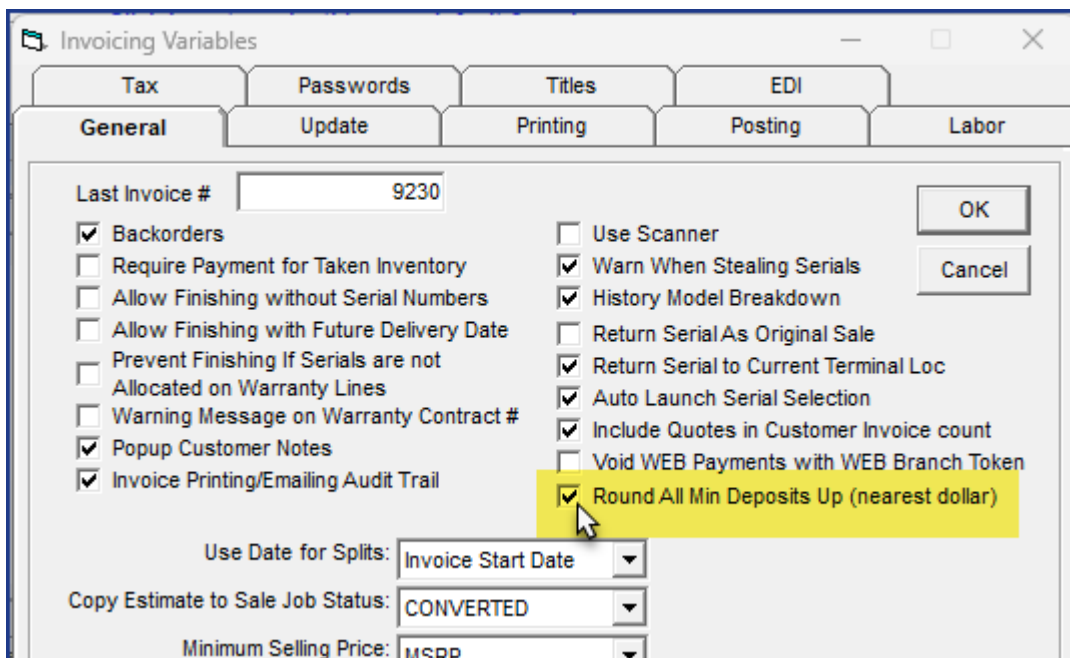
EPASS automatically rounds up to nearest dollar.

To Activate the Setting

1. Go to **Tools > System Maintenance**.
2. Click the **Variables** tab.
3. Select **Invoicing**, and then click **Open**.



4. On the **General** tab, click **Round All Min Deposits Up (nearest dollar)**.



5. Click **OK** and then restart EPASS for the change to take effect.

EPASS now rounds up the minimum deposit amount.



Turning on this setting only affects newly created invoices, and does not affect minimum deposit amounts on existing invoices.

Copy, Merge, and Summarize

The Merge and Summarize options are commonly used to bring large projects back together so the customer receives one consolidated invoice. As with the other Copy Merge function this is just a printout, not a physical merge.

After you have copied an invoice multiple times to generate a separate invoice for each unit, the builder may want to receive a consolidated invoice putting this all back together. This may be for the whole project or might be just for the suites delivered this week.

Currently, this procedure will merge all these invoices together but it will NOT accumulate and total each model line.

Lets start with 10 copied invoices:

Invoicing

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

Search For: -2 By: Invoice # Matching: Anywhere Search

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

| * Invoice # | Customer # | Name | Address | City | Date Create | Finish Date | Sched Date | Pi |
|-------------|------------|-------------------|-------------------------------|------------|-------------|-------------|------------|----|
| 5445 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |
| 5445-101 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |
| 5445-102 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |
| 5445-103 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |
| 5445-104 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |
| 5445-105 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |
| 5445-106 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |
| 5445-107 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |
| 5445-108 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |
| 5445-109 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |
| 5445-110 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 | |

Now you need to multi select. You must click the yellow highlighted area:

Invoicing

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

Search For: -2 By: Invoice # Matching: Anywhere Search

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

| * Invoice # | Customer # | Name | Address | City | Date Create | Finish Date | Sched Date |
|-------------|------------|-------------------|-------------------------------|------------|-------------|-------------|------------|
| 5445 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |
| 5445-101 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |
| 5445-102 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |
| 5445-103 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |
| 5445-104 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |
| 5445-105 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |
| 5445-106 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |
| 5445-107 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |
| 5445-108 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |
| 5445-109 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |
| 5445-110 | 7075299231 | NEW PORT BUILDERS | 1907 GARDEN VIEW CIR FTNGROVE | SANTA ROSA | 2017-10-12 | 2017-10-12 | 2017-10-12 |

Now you can go to **Copy - Merge & Summarize** to print this out:

ePASS - Appliance Company

File Invoicing Purchasing Item Inventory Serial Inventory Customer Financing GL AR AP Tools Window Help

Maintenance

Print

Email

Finish

Copy

Payment On Account

Archives

Find Invoices

Quick Cash

Dispatching

Inventory Returns

Request Transfer

Request Transfer Maintenance

Batch Print

Batch Email and Text

Reports ... 1

Reports ... 2

Reports ... 3

Scheduled Reports

Copy Ctrl+P

Split Ctrl+L

Merge

Merge and Summarize

FRIEDMANSLB

WILSON

PICK BY BIN

FREDERICKS

WILCOX

HILLMON

SALES ANALYSIS

FACTORY

TOTEM

SVC AGREEMENT

YALE

OLDFIELDS SLEEP

CREDIT APP

Invoicing

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

Search For: -2 By: Invoice # Matching: Anywhere Search

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

| * Invoice # | Customer # | Name |
|-------------|------------|-------------|
| 5445 | 7075299231 | NEW PORT BU |
| 5445-101 | 7075299231 | NEW PORT BU |
| 5445-102 | 7075299231 | NEW PORT BU |
| 5445-103 | 7075299231 | NEW PORT BU |
| 5445-104 | 7075299231 | NEW PORT BU |
| 5445-105 | 7075299231 | NEW PORT BU |
| 5445-106 | 7075299231 | NEW PORT BU |
| 5445-107 | 7075299231 | NEW PORT BU |
| 5445-108 | 7075299231 | NEW PORT BU |
| 5445-109 | 7075299231 | NEW PORT BU |
| 5445-110 | 7075299231 | NEW PORT BU |

As mentioned before this is not currently merging the lines into one line per model with a quantity; it is still printing each detail line separately.