

Contents

Summary on Builders for Training.....	1
Scenario – BA.....	1
Scenario – Multi Units same package – no upgrades	2
About Builder Allowances	2
Overview of the Builder Allowance Process	3
Create a Commercial Sales Invoice Type	7
Add an Invoice Type for Customer Upgrades	8
Enable Builder Allowance in A/R Variables	10
To Enable Builder Allowance in A/R Variables:.....	11
Using Builder Allowances on a Project	12

Summary on Builders for Training

In this course we will look at automatic Builder Allowances – allowing us to sell the chosen (or upgraded) appliance. We will go over the settings that need to be turned on in Variables, on Customer Card and on Invoice Type as well as discussing new invoice types if needed. From there, we will, create a Misc BA line, and then create a “Project Customer” as well as create a Project to allow us to create the invoices for homeowners. We will then take a look at Projects in EPASS by creating a new Project for Scenario 2

Scenario – BA

True North Appliance deals with a builder who builds custom homes in the Ottawa area. The builder, Maple Creek Homes, will be providing a flat rate builder allowance of \$50,000. The customer, Suzy Que, chooses the following appliances.

T36IR905SP	36 REFRIGERATOR COLUMN - BASE UNIT - CUSTOM PANEL
T30IF905SP	30 FREEZER COLUMN WITH INTERNAL ICE MAKER - BASE
PRI36LBHC	36-INCH LIBERTY INDUCTION COOKTOP RANGE
SHP78CM5N	POCKET HNDL, 5C/4O, PWR CTRL SPRAY ARM, CRYSTAL DR

DUHP6853UC	BENCHMARK SERIES, 36 UNDER-CABINET HOOD, 800 CFM,
T18IW50PRS	18 WINE REFRIGERATOR - 70 BOTTLE - TWO ZONE
PTW900BPTRS	6.2 CU FT (IEC) WASHER WITH SMARTWASH TECHNOLOGY
PTD90EBMTRS	7.3 CU FT SMART ELECTRIC DRYER SAPPHIRE BLUE

Suzy Que (Customer 6139586623)
3332 River Rd, Ottawa, ON K4M 1B4

Maple Creek Homes (Customer MCH)
223 Bank St, Ottawa, ON K2P 1W9

Build customer as Builder

Create a Customer as Builders Project – bill too set as Builder account

Go into projects

Create a quote – how are quotes created?

Scenario – Multi Units same package – no upgrades

Rideau River Village is in a picturesque town of Riverside South just south of Ottawa. It is developed by eQHomes and built by Kingston Construction. This development consists of 2 low rise luxury condos carefully designed to take advantage of the inlet's breathtaking views. Having nurtured a 5-year relationship with the owner of eQHomes, the **Builder Sales Manager** of True North Appliances secures the bid to supply appliances for these condos.

WRB329LFBM/WRB329RFBM	WHIRLPOOL® 19 CU. FT. BOTTOM-FREEZER REF
YWFE745H0FS	6.4 CU. FT. FREESTANDING ELECTRIC RANGE
YWMH53521HZ	2.1 CU. FT. OVER THE RANGE MICROWAVE
WDT705PAKZ	DISHWASHER WITH SENSOR CYCLE
WFW94HEAW	4.3 CU. FT. DUET(R) STEAM FRONT LOAD WASHER
WED94HEAW	7.3 CU. FT. DUET(R) STEAM ELECTRIC DRYER

About Builder Allowances

EPASS supports the use of Builder Allowances (BAs) with Commercial Projects. In addition to adding specific models, items, accessories, or services to a project, a pre-determined allowance amount is added to the project for each product that the home buyer may purchase.

When the home buyer comes in to purchase product for their new home, the BAs are deducted from the total owing on the customer's invoice. When the customer's invoice is posted and the product shipped, EPASS automatically creates an invoice billed to the builder for the BA amounts that are owed.

Overview of the Builder Allowance Process

Before using Builder Allowances, you need to set up the feature in EPASS. Instructions for this set-up procedure are found [here](#).

During the set-up, several Miscellaneous Charges are created and configured to act as the Builder Allowance. A Builder Allowance for each product and service that a builder could provide an allowance for is created (for example, dishwasher, dryer, refrigerator, accessories, freight).

Miscellaneous Charge

Search Options

Search For By Matching

Code	Description	Misc Type	Misc Type Description
ACCOUNTING	Accounting Purposes		
BA DISHWASHER	Builders Allowance Dishwasher	BA	Builders Allowance
BA DRYER	Builders Allowance Dryer	BA	Builders Allowance
BA FREIGHT	Builders Allowance Freight	BA	Builders Allowance
BA FRIDGE	Builders Allowance Fridge	BA	Builders Allowance
BA HOOD	Builders Allowance Hood	BA	Builders Allowance
BA HOSE	Builders Allowance Hose	BA	Builders Allowance
BA INSTALL	Builders Allowance Installatio	BA	Builders Allowance
BA RANGE	Builders Allowance Range	BA	Builders Allowance
BA WASHER	Builders Allowance Washer	BA	Builders Allowance
B5HREB200	Rebates Bosch 200	REBATES	Supplier Rebates
DACREB10	Dacor Rebate 10	REBATES	Supplier Rebates
DELIVERY	Delivery Fees	DELIVERY	Delivery
DISCEXP	Discount Expired	DISCOUNTS	Discounts
DISCOUNT	Discount	DISCOUNTS	Discounts
DISCOUNT10	Discount 10	DISCOUNTS	Discounts
ECN55250	Ecobee \$25.00	ECN55250	ECN55250

Builder Allowances created for each product or service that a builder may offer an allowance for.

A "Customer Upgrade" invoice type also needs to be created and linked to the invoice type that is used for commercial sales.

Edit Invoice Type UP Upgrade

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

☒ Enable Builder Allowance for Customer ☐ Enable Builder Allowance for Builder

Builder Invoice Type: CT Commercial

Builder Payment Type: NET30 NET 30 DAYS

OK Cancel

This Invoice Type is used for customer upgrades. A Builder Allowance is applied to the invoice and the customer pays the difference.

Once the set up is complete, a Project is created in EPASS for the builder and the Builder Allowances are added.

Edit Project CIMS, Cascade International Multi-story Units

Project Forecast Notepad

Code: CIMS

Description: Cascade International Multi-story Units

Customer: 232583

Address 1: Griffin

Address 2: 6465 184A Street

City: Surrey

OK

Add the Builder Allowances to the Project. EPASS validates the allowances used on the customer invoice against the Project.

Start Date: 6/23/2023

End Date: 2/28/2025

Line Type	Code	Description	Time / Qty
Misc	BA DISHWASHER	Builders Allowance Dishwasher	75
Misc	BA DRYER	Builders Allowance Dryer	75
Misc	BA FRIDGE	Builders Allowance Fridge	75
Misc	BA HOOD	Builders Allowance Hood	75
Misc	BA RANGE	Builders Allowance Range	75

Item	Model	Labor	Misc	Comment	Warranty
Misc	BA DISHWASHER		Builders Allowance Dishwasher		
Qty	75	Min 1	Max 74		
Cost	0.00				
Price	750.00				

Add Edit Delete

When the customer comes into the store, they select the products that they want to purchase and a Builder Allowance is applied against each product, reducing the amount that the customer has to pay.

Invoice # 9223 - Maximoff, Pietro - Review Model

Type	Pack	Item	Loc	Description	Qty	Amount	Tax 1	Tax 2	Tax 3	Status	Wty
Model	No	NE63A6711SS	9WH	30 ELECTRIC RANGE, CONV...	1	1,826.10	No	Yes	Yes	Committed	
Misc	No	BA RANGE		Builders Allowance Range	-1	-500.00	No	Yes	Yes		
Model	No	DV25B6800EW	9WH	4.0 CU FT DRYER, WH	1	1,654.37	No	Yes	Yes	Committed	
Misc	No	BA DRYER		Builders Allowance Dryer	-1	-750.00	No	Yes	Yes		
Model	No	DW80K5050US	9WH	24 DISHWASHER, 48 DBA, SS	1	1,196.41	No		Yes	Committed	
Misc	No	BA DISHWAS...		Builders Allowance Dishwasher	-1	-750.00	No				
Payment		CASH		\$	0	2,998.10					

Builder Allowances are added to the invoice and are deducted from the total.

Item: Model Labor Misc Comment Warranty Pa

Model: NE63A6711SS 30 ELECTRIC RANGE, CONNECT Ordered 1 SP

Location: 9WH Delta Warehouse Shipped 0 Total 1,826.10 Spiff 0.00

SKU # Serial Location QOH 49 /59

Once the customer invoice has been posted and product shipped, EPASS automatically creates a commercial invoice for the Builder Allowance amounts and links it to the customer's invoice.

Invoice # BS00000004 - Sawarne Lumber Co. - Review Misc

Type	Pack	Item	Loc	Description	Qty	Amount	Wty	Tax	Stat
Misc	No	BA		Builders Allowance	1	5,545.00		NYN	
Comment	No			Allowance for Inv BS00000003...	0	0.00		NYN	

Item: Model Labor Misc Comment Warranty Tax Package Signature

Misc: BA Builders Allowance Qty: 1 Amount: 5,545.00 Package: Trip#: 1

Note: Warranty: No Cost: 0.00

G/L Rev: 4100 Total: 5,545.00

An invoice to the builder is automatically created for the outstanding allowances and linked to the customer's invoice.

A/R Balance

Search Options
Customer: 232583 | PETER GRIFFIN HOMES, Peter | Search

Credit Limit: 0.00

A/R Current

* Invoice	Branch	Type	Date	DueDate	Amount	Note	User	Batch #
9222	Default	Payment	6/23/2023	6/23/2023	-1,317.24	CASH Deposit	C	0
9222	Default	Invoice	6/23/2023	6/23/2023	1,317.24	6135867894	C	0

View

Invoicing

* Invoice	Type	Branch	Date	Delivery	Total	Balance
9223	BA	Default	6/26/2023	6/28/2023	2,240.00	0.00
9224	BA	Default	6/28/2023	6/28/2023	767.00	0.00
9225	BA	Default	6/26/2023	6/29/2023	3,080.00	9,655.62
B500000024	Invoice	Default	6/28/2023	6/28/2023	1,680.00	1,680.00
US00000001	BA	Default	6/26/2023	7/6/2023	3,245.00	8,957.00

View

A/R Balance: 0.00

A/R Aging

A/R + Appro: 11,012.00

A/R + All Open Invoices: 11,012.00

Open BA amounts are listed in the A/R Balance...

...they are converted to a commercial invoice when the customer's invoice is posted.

A/R Aged Trial Balance

Report Type: Summary

Cut-off Date: 7/19/2023

Invoice Type: ***** | All Records

Invoice Job Status: ***** | All Records

Customer:

Include Transactions for Open Invoices: All Transactions Included | Excel

Sort by: Account

Show: 30/60/90/120 Breakdown

Print Customer Notepad: ☐ Since: 6/19/2023

Include Open Invoices Balance: ☐

Include Open BA Amounts for Builders: ☒

Make All Payments on Open Invoices 'Current': ☐

Show Future Column: ☐

You can also include Builder Allowance amounts that are owing on the AR-06 report.

To set up and use automated Builder Allowances, view these topics in order

Setting Up Builder Allowances

These steps show you how to set up EPASS to use the Builder Allowance features. For additional information, see [About Builder Allowances](#) and [Creating Projects](#).

Steps

Setting up the Builder Allowance follows these steps:

1. Create a commercial sales Invoice Type.
2. Enable Builder Allowance on the commercial sales Invoice Type.
3. Add an Invoice Type for customer upgrades.
4. Create a Builder Allowance for each product category.
5. Enable Builder Allowance in A/R variables.

Create a Commercial Sales Invoice Type

If your company doesn't have an Invoice Type specifically used for commercial sales, follow these instructions to create one. If you already have a commercial sales Invoice Type, you can skip to step 4.



These instructions only cover the steps to create a basic Invoice Type for use with the Builder Allowance feature. For help with specific Invoice Type settings and fields not covered in these instructions, please [contact](#) EPASS Support for help.

1. Go to **Tools > System Maintenance**. Click **Add**.
2. Enter a **Code** and **Description**.
3. In the **Estimate** dropdown, select **Neither**.
4. Click the **Builder Allowance** tab.
5. Select **Enable Builder Allowance for Builder**.

Edit Invoice Type BS Builder Sales

Settings 1 Settings 2 Settings 3 Settings 4 Required Fields **Builder Allowance** G/L Allocation

☐ Enable Builder Allowance for Customer ☒ **Enable Builder Allowance for Builder**

Builder Invoice Type

Builder Payment Type

- Click **OK** to close the **Edit Invoice Type** window.

Add an Invoice Type for Customer Upgrades



These instructions only cover the steps to create a basic Invoice Type for use with the Builder Allowance feature. For help with specific Invoice Type settings and fields not covered in these instructions, please contact EPASS Support for help.

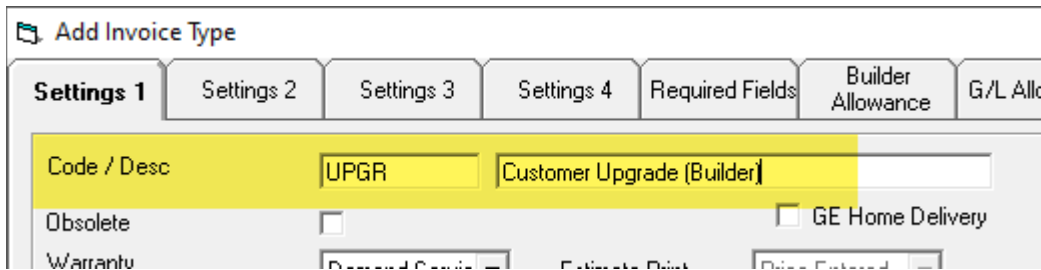
- In the **Invoice Type** window, click **Add**.

Invoice Type

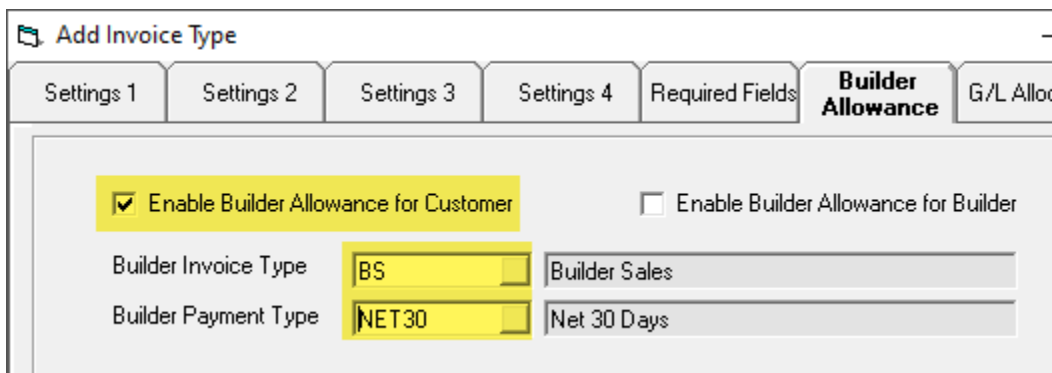
* Code	Description
BS	Builder Sales
CS	Cash Sales
DS	Display
EXWTY	Extended Warranty Service
LN	Loaner
MS	Multifamily Sales
PS	Parts
Q	Quote
RS	Retail Sales
SC	Service Claims
SV	Service
US	Upgrade Sales
VC	Vendor Claims
WD	Inventory Write Off

Print Review **Add** Edit Delete Exit

- Enter a **Code** and **Description** for the Upgrade Invoice Type.



3. Click the **Builder Allowance** tab.
4. Select **Enable Builder Allowance for Customer**.
5. Select your commercial customer Invoice Type from the **Builder Invoice Type** dropdown, and the payment type in the **Builder Payment Type** dropdown. This tells EPASS which invoice type and payment type to use when creating the builder allowance invoice for the builder.



6. Click **OK** to close the Add Invoice Type window.

Create a Builder Allowance For Each Product Category

1. Go to **Tools > System Maintenance > Tables > Miscellaneous** and create a miscellaneous charge for each appliance category that would be part of a housing project and that the builder would provide an allowance for (dishwashers, fridges, laundry appliances).
 - For each miscellaneous charge that you create, select the **Builder Allowance** checkbox. This lets EPASS know that this is a builder allowance.
 - Do not enter a **List** or **Cost**. Leave these fields at 0.00.

Miscellaneous Charge

Search Options: Search For _____ By Code _____ Matching _____ Start of Field _____

Code	Description	Misc Type	Misc Type Description
ACCOUNTING	Accounting Purposes		
BA DISHWASHER	Builders Allowance Dishwasher	BA	Builders Allowance
BA DRYER	Builders Allowance Dryer	BA	Builders Allowance
BA FREIGHT	Builders Allowance Freight	BA	Builders Allowance
BA FRIDGE	Builders Allowance Fridge	BA	Builders Allowance
BA HOOD	Builders Allowance Hood	BA	Builders Allowance
BA HOSE	Builders Allowance Hose	BA	Builders Allowance
BA INSTALL	Builders Allowance Installatio	BA	Builders Allowance
BA RANGE	Builders Allowance Range	BA	Builders Allowance
BA WASHER	Builders Allowance Washer	BA	Builders Allowance
B5HREB200	Rebates Bosch 200	REBATES	Supplier Rebates
B5HREB100	Rebates Bosch 100	REBATES	Supplier Rebates

Edit Misc Charge BA WASHER Builders Allowance Washer

Code: BA WASHER
Description: Builders Allowance Washer

List: 0.00 ☐ % Of Model Selling Price
Cost: 0.00 ☐ Do Not Allow Price Reduction
☐ Cost is a % of Misc Selling Price ☐ Do Not Allow Price Change

G/L Revenue: 4100 ☒ Add Profit Center
G/L Cost Debit: ☐ Add Profit Center
G/L Cost Credit: ☐ Add Profit Center

Comment Code: _____

Qualification: _____

Start Date - Sale: 00/00/00 End Date: 00/00/00
Start Date - Quote: 00/00/00 End Date: 00/00/00

Warranty: From Invoice Type _____ Misc Type: BA
EDI Format: _____ Points: 0

Link: _____
Prompt: _____

Taxes: ☐ Use Branch Taxes
☐ Tax 1
☒ Tax 2
☒ Tax 3

☐ Update History
☒ Show in ePASS Mobile Tech
☐ Obsolete
☐ Require Note on Invoice
☐ Do Not Allow Finish
☒ **Builder Allowance**
☐ Do Not Show in Invoice Detail
☐ Do Not Allow Description Change
☐ Rebate
☐ Model Discount
☐ Applies to Each Model Qty
☐ Applies to Original Model Selling Price
☐ Satisfies Min Deposit Line Requirement



In addition to appliances, also consider adding a Misc Charge for accessories (hoses, install kits) and services (freight, installation) that the builder might provide an allowance for.

- Once you are finished, close the **Miscellaneous Charge** window.

Enable Builder Allowance in A/R Variables

This setting accumulates the builder allowances used on the customer's invoice and adds it to the Invoicing section of the A/R Balance screen.

A/R Balance

Search Options: Customer: 232583 PETER GRIFFIN HOMES, Peter Search Customer Notepad A/R History OK

Credit Limit: 0.00

A/R Current

* Invoice	Branch	Type	Date	DueDate	Amount	Note	User	Batch #
9222	Default	Payment	6/23/2023		-1,317.24	CASH Deposit	C	0
9222	Default	Invoice	6/23/2023	6/23/2023	1,317.24	6135867894	C	0

View

Invoicing

* Invoice	Type	Branch	Date	Delivery	Total	Balance
9223	BA	Default	6/26/2023	6/28/2023	2,240.00	0.00
9224	BA	Default	6/26/2023	6/27/2023	2,537.00	0.00
9225	BA	Default	6/26/2023	6/29/2023	3,080.00	9,655.62
US00000001	BA	Default	6/26/2023	7/6/2023	3,245.00	8,957.00

View

A/R Balance: 0.00

A/R Aging:

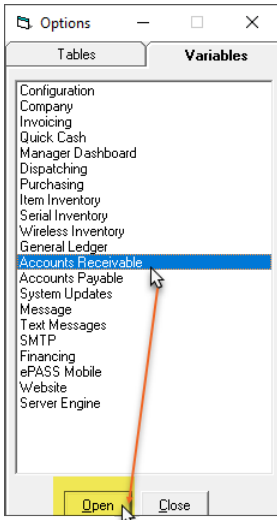
Current	1-29	30-59	60-89	90+
0.00	0.00	0.00	0.00	0.00

A/R + Approved Invoices: 0.00
A/R + All Open Invoices: 11,102.00

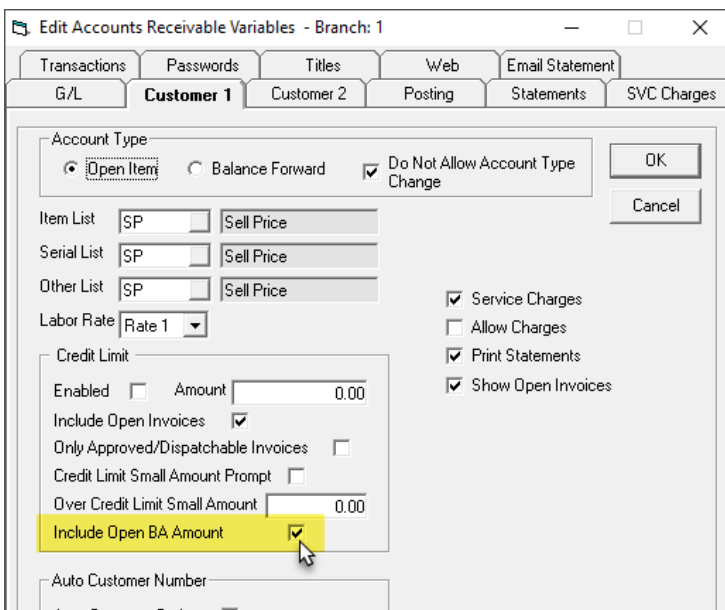
These are the open Builder Allowances. They are added to the A/R + All Open Invoices field.

To Enable Builder Allowance in A/R Variables:

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



3. Select a branch from the list, and then click **Edit**.
4. Click the **Customer 1** tab.
5. In the **Credit Limit** section, select **Include Open BA Amount**.



Using Builder Allowances on a Project

This topic guides you through the process for using builder allowances.

The steps in this process are:

1. Create a Project
2. Add Builder Allowances to the Project
3. Create a Customer Upgrade Invoice
4. Add Invoice Lines and Builder Allowances
5. Invoice the Builder
6. Viewing Open Builder Allowance Amounts on the AR-06 Report



Make sure to go through the set-up steps here before following these instructions.

Create a Project

- Follow the instructions in [Creating Projects](#).

Add Builder Allowances to the Project

1. In the **Edit Project** window, click the **Misc** tab.

Details

Line Type	Code	Description	Time / Qty

Item	Model	Labor	Misc	Comment	Warranty
Misc					
Qty	1	Min	0	Max	0
Cost	0.00				
Price	0.00				

OK Cancel

2. Add the builder allowances to the project.

Details

Line Type	Code	Description	Time / Qty
Misc	BA DISHWASHER	Builders Allowance Dishwasher	75
Misc	BA DRYER	Builders Allowance Dryer	75
Misc	BA FRIDGE	Builders Allowance Fridge	75
Misc	BA HOOD	Builders Allowance Hood	75
Misc	BA RANGE	Builders Allowance Range	75

Item	Model	Labor	Misc	Comment	Warranty
A Misc	BA WASHER		Builders Allowance Washer		
B Qty	75	Min 1	Max 75		
Cost	0.00				
C Price	750.00				

OK Cancel

- Select the builder allowance from the **Misc** dropdown list.
- Enter the quantity. This should equal the amount of units (or lots) in the building project. The **Min** quantity should be 1, and the **Max** should be the same as **Qty**.
- Enter the dollar amount of the allowance in the **Price** field.
- Click **OK** to add the builder allowance.
- Repeat steps a-d for each builder allowance.



Create a Customer Upgrade Invoice

- Create a [sales invoice](#).
- In the **Invoice Type** dropdown, select the invoice type for customer upgrades.


Edit Invoice # 9223 - Maximoff, Pietro

Invoice	Service	Dispatching
View Print History Related Invoices Invoice Date		
Invoice #	9223	6/23/2023
Invoice Type	UPGR	Customer Upgrade
Payment Type	COD	Payment Before Delivery

- Enter the customer's code in the **Ship To** and **Bill To** fields.

Ship To	<input type="text" value="6134586598"/>	<input type="button" value="History"/>	Bill To	<input type="text" value="6134586598"/>	<input type="button" value="History"/>
6 / 6	<div>  <div> Maximoff, Pietro 7325 Meo Blvd Windsor, ON, N9H 1W7 (613) 458-6598 quicksilver@gmail.com </div> </div>		<input type="checkbox"/> Financed	<div>  <div> Maximoff, Pietro 7325 Meo Blvd Windsor, ON, N9H 1W7 (613) 458-6598 quicksilver@gmail.com </div> </div>	
Phone Log					

- Enter the Builder's code in the **BA Builder #** field. EPASS uses this field to validate the BAs that are added to the invoice.

Ship To	<input type="text" value="6134586598"/>	<input type="button" value="History"/>
6 / 6	<div>  <div> Maximoff, Pietro 7325 Meo Blvd Windsor, ON, N9H 1W7 (613) 458-6598 quicksilver@gmail.com </div> </div>	
Phone Log		
BA Builder #	<input type="text" value="232583"/>	
Salesperson 1	<input type="text" value="RYAN"/>	<input type="text" value="Ryan Reyes"/>
Salesperson 2	<input type="text"/>	<input type="text" value=""/>

- Finish entering any required information for the **Invoice Header**, and then continue to the **Invoice Detail**.

Add Invoice Lines and Builder Allowances

- Add lines to the invoice detail (models, items, etc).
- Click **OK** to dismiss the warning about adding a line that is not included in the project.
- Add the builder allowances:

- Click the **Misc** tab.
- In the **Misc** dropdown, select a builder allowance.

Item	Model	Labor	Misc	Comment	Warranty	Payment	Amount
Misc	BA DRYER		Builders Allowance Dryer				750.00
Note	Code	Description					0.00
G/L Rev	BA	Builders Allowance					750.00
Cost Db	BA DISHWASHER	Builders Allowance Dishwasher					
Cost Cr	BA DRYER	Builders Allowance Dryer					
Branch	BA FREIGHT	Builders Allowance Freight					
	BA FRIDGE	Builders Allowance Fridge					
	BA HOOD	Builders Allowance Hood					

c. In the **QTY** field, enter **-1**.

Item	Model	Labor	Misc	Comment	Warranty	Payment	Amount
Misc	BA DRYER		Builders Allowance Dryer				750.00
Note					No		0.00
G/L Rev	4100						-750.00



You must enter a **-1** into the **QTY** field, otherwise EPASS will add the builder allowance amount to the invoice, rather than subtracting from it.

d. Click **OK** to add the builder allowance to the invoice.

e. Repeat steps b-d to add more builder allowances.

4. Complete the customer invoice as per your normal operating procedure.

Invoice the Builder

Once the invoice has been finished and product shipped, EPASS automatically creates a commercial invoice for the builder allowance amounts and links it to the customer's invoice.

To Open the Builder's Invoice:

1. Open the customer's invoice.

- Click the link to the right of the **BA Builder #** field to open the builder's invoice.

Ship To: 3438794561 History

Customer Notepad: Stark, Tony
2550 Carling Avenue
Ottawa, ON, K2B 7H4
(343) 879-4561
tstark@gmail.com

Phone Log

BA Builder #: 232583 **BS00000024**

Salesperson 1: RYAN Ryan Reyes

Salesperson 2: % 0.00

Sale Referral: REF Referral

Min Deposit: 0.00 %

Bill To: ☐ Finance

Total

Status



The Builder's invoices are also listed in **AR Balance**. (Go to **AR > Balance** and search for the Builder's **Customer** code.)

A/R Balance

Search Options: Customer: 232583 PETER GRIFFIN HOMES, Peter Search Customer Notepad A/R History OK

Credit Limit: 0.00

A/R Current

* Invoice	Branch	Type	Date	DueDate	Amount	Note	User	Batch #
9222	Default	Payment	6/23/2023	6/23/2023	-1,317.24	CASH Deposit	C	0
9222	Default	Invoice	6/23/2023	6/23/2023	1,317.24	6135867894	C	0

View

Invoicing

* Invoice	Type	Branch	Date	Delivery	Total	Balance
9223	BA	Default	6/26/2023	6/28/2023	2,240.00	0.00
9224	BA	Default	6/28/2023	6/28/2023	767.00	0.00
9225	BA	Default	6/26/2023	6/29/2023	3,080.00	9,655.62
BS00000024	Invoice	Default	6/28/2023	6/28/2023	1,680.00	1,680.00
US00000001	BA	Default	6/26/2023	7/6/2023	3,245.00	8,957.00

View

A/R Balance: 0.00

A/R Aging

Current	1-29	30-59	60-89	90+
0.00	0.00	0.00	0.00	0.00

A/R + Approved Invoices: 1,680.00

A/R + All Open Invoices: 11,012.00

Viewing Open Builder Allowance Amounts on the AR-06 Report:

The AR-06 Aged Trail Balance shows details on deposits held and money owed by customers. This report is also used to balance the General Ledger as part of the month end procedure.

To include open BA amounts on the AR-06 report:

1. Go to **AR > Reports > AR-06 Aged Trail Balance**.
2. Select the **Include Open BA Amounts for Builders** check box.

3. Select additional report parameters. When finished, click **OK** to run the report (a PDF of the report opens), or click **Excel** to export the report to an Excel sheet.