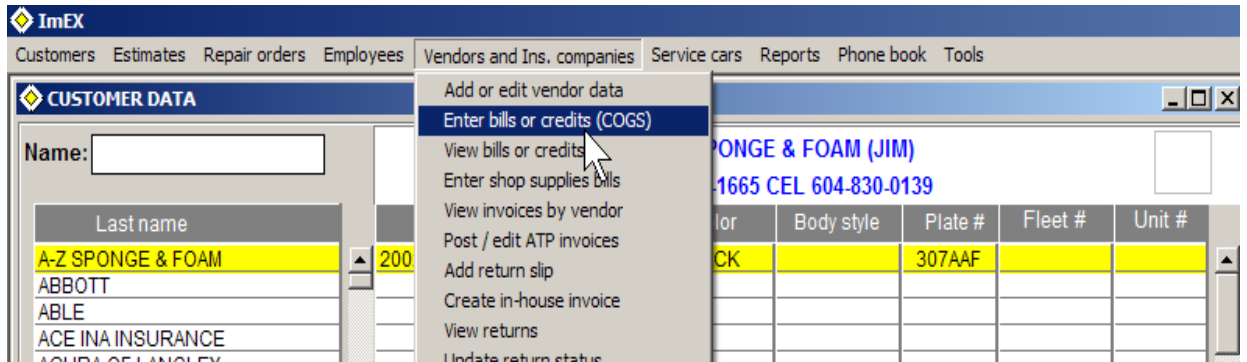
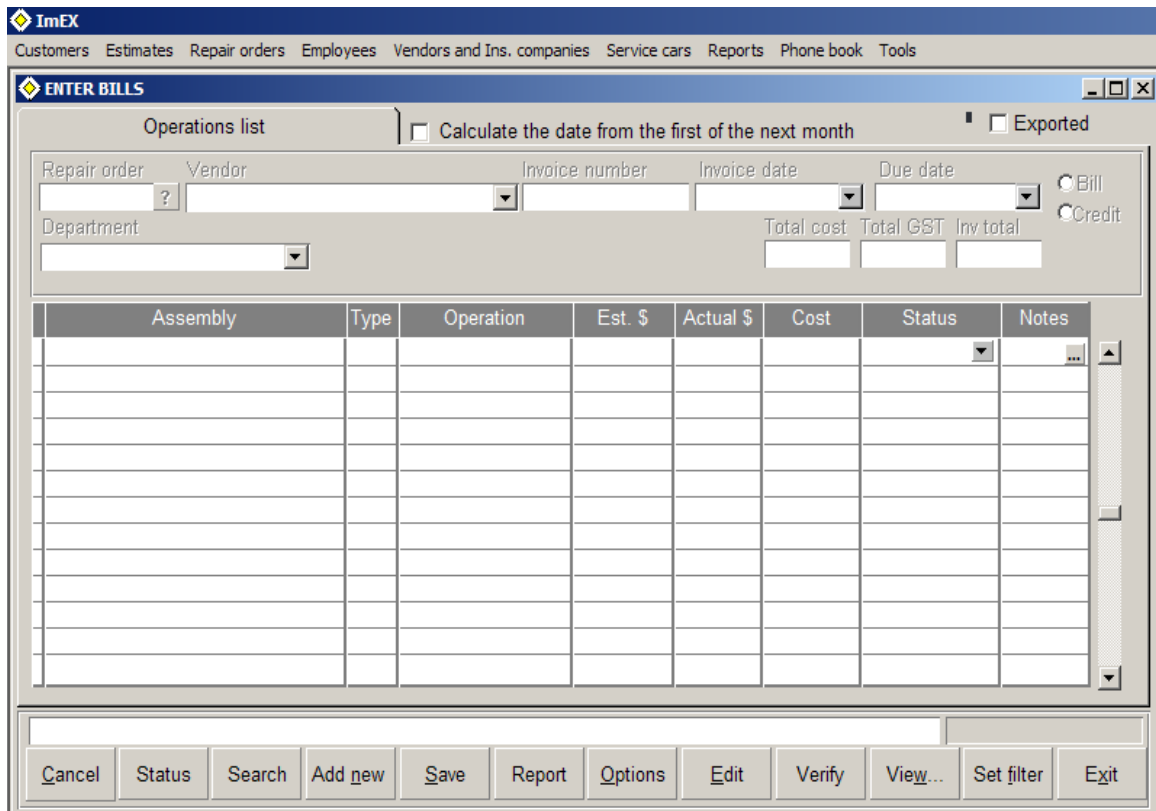


Enter Cost of Goods invoices

1. On the top menu, select “Vendors and Insurance companies”



2. Click the “Enter bills or credits (COGS)” menu item
3. “Enter bills” screen will open.



4. To start entering new invoices, click the “Add new “ button:

5. Fill the required information:
 - a. Repair order number
 - b. Vendor name - the program will select a vendor name that is the closest match to the characters you have typed so far. If the desired vendor name is highlighted, press the “Enter” key on your keyboard. Otherwise, press the “TAB” key and follow the on screen instructions to create a new vendor record.
 - c. Invoice number.
6. **Please note that you can not post duplicate invoice numbers for the same vendor.**
 - a. Invoice date.
 - b. Invoice due date.
 - c. Specify whether the current document is a “Bill” or a “Credit”
 - d. Select the department (default is “BODY SHOP”).

Repair order	Vendor	Invoice number	Invoice date	Due date	Total cost	Total GST	Inv total
9069	LANG	A123456	10/24/2005	11/23/2005	0.00	0.00	0.00

Asse	Est. \$	Actual \$	Cost	Status	Notes
BUMPER,FRONT	1.00				

7. **It is crucial that body of the estimate (repair description) is updated and imported into ImEX immediately after completing each and every supplement. This will ensure correct data entry for incoming bills and credits.**

8. From the body of the estimate, select a line to post the invoice line on:
9. For example, if you are posting an invoice line for a “Headlamp assembly”, select a “Headlamp assembly” line, then:

Assembly	Type	Operation	Est. \$	Actual \$	Cost	Status	Notes
BUMPER,FRONT	PAA	ECONOMY PART	1.00				...
PANEL,FRONT END	PAA	ECONOMY PART	1.00				...
GRILLE ASSEMBLY	PAA	ECONOMY PART	1.00				...
VALANCE PNL.	PAA	REPLACE ECONO	1.00				...
HEADLAMP ASSEMBLY	PAA	ECONOMY PART	1.00				...
FENDER,FRONT			1.00				...
LT. FNDR. SIDE MARKE			1.00				...
ENVIRONMENTAL ALLO			6.00				...
AIM LIGHTS			18.00				...

10. Right click the estimate line and click “Line details” from the pop-up menu.
11. Or, as a keyboard shortcut, hold down the “CTRL” key on your keyboard and press the “ENTER” key.
12. The “INVOICE LINE DETAILS” screen opens.

INVOICE LINE DETAILS

Bill Actual Cost GST Total Cost center PAN Discount Post
 Credit 0.00 OEM 0.00 Cancel

Deduct this invoice item from labor Calculate GST

Vendor's name Calculate promp Invoice number Discount Prompt Dept.
LANGLEY CHRYSLER A123456 20.00 0.00 BODY SHOP

HEADLAMP ASSEMBLY LT ECONOMY PART \$ 1.00

13. Enter the retail selling price of the part in the “Actual” field, press “ENTER”.
- 14. Selling price, cost and GST amounts must be entered as positive numbers for a bill, and negative numbers for a credit.**
15. Enter shop’s cost for that item in the “Cost” field, press “ENTER”
16. If the “Calculate GST” option is checked, the amount of the GST will be automatically calculated by the system, otherwise enter the GST amount.
17. Select the proper cost center. By default, the cost enter assigned to this supplier during vendor setup will be displayed.
18. At this point you can specify the where this part will be stored, i.e. storage room, given to technician etc.
19. Special attention should be paid to proper invoice line discount – the discount field will be displayed on RED background if the actual discount amount is lower

then the vendor has agreed to give you (See vendor setup for more information about proper discounts).

The screenshot shows the 'INVOICE LINE DETAILS' window. The 'Discount' field is highlighted in red, indicating a value of 12.00. The 'Actual' field is 125, 'Cost' is 110, 'GST' is 7.70, and 'Total' is 117.70. The 'Cost center' is PAN and 'Delivered part location' is OEM. The 'Vendor's name' is LANGLEY CHRYSLER, 'Invoice number' is A123456, 'Discount' is 20.00, 'Prompt' is 0.00, and 'Dept.' is BODY SHOP. The 'HEADLAMP ASSEMBLY LT' part is associated with 'ECONOMY PART' and has a price of \$1.00.

20. The discount field will be displayed on GREEN background if the invoice line discount is equal to the discount amount the vendor has agreed to give you.

The screenshot shows the 'INVOICE LINE DETAILS' window. The 'Discount' field is highlighted in green, indicating a value of 20.00. The 'Actual' field is 125, 'Cost' is 100, 'GST' is 7.00, and 'Total' is 107.00. The 'Cost center' is PAN and 'Delivered part location' is OEM. The 'Vendor's name' is LANGLEY CHRYSLER, 'Invoice number' is A123456, 'Discount' is 20.00, 'Prompt' is 0.00, and 'Dept.' is BODY SHOP. The 'HEADLAMP ASSEMBLY LT' part is associated with 'ECONOMY PART' and has a price of \$1.00.

21. The discount field will be displayed on YELLOW background if the invoice line discount is greater than the discount amount the vendor has agreed to give you.

The screenshot shows the 'INVOICE LINE DETAILS' window. The 'Discount' field is highlighted in yellow, indicating a value of 26.40. The 'Actual' field is 125, 'Cost' is 92, 'GST' is 6.44, and 'Total' is 98.44. The 'Cost center' is PAN and 'Delivered part location' is OEM. The 'Vendor's name' is LANGLEY CHRYSLER, 'Invoice number' is A123456, 'Discount' is 20.00, 'Prompt' is 0.00, and 'Dept.' is BODY SHOP. The 'HEADLAMP ASSEMBLY LT' part is associated with 'ECONOMY PART' and has a price of \$1.00.

22. Verify data entry, then click the “Post” button, or hold down the “CONTROL” key and press “ENTER” on the keyboard.

23. This will post the current invoice line and return you to the previous screen.

Assembly	Type	Operation	Est. \$	Actual \$	Cost	Status	Notes
BUMPER,FRONT	PAA	ECONOMY PART	1.00				...
PANEL,FRONT END	PAA	ECONOMY PART	1.00				...
GRILLE ASSEMBLY	PAA	ECONOMY PART	1.00				...
VALANCE PNL.	PAA	REPLACE ECONO	1.00				...
HEADLAMP ASSEMBLY LT	PAA	ECONOMY PART	1.00	125.00	100.00	RECEIVED	...
FENDER,FRONT LT	PAA	ECONOMY PART	1.00				...
LT. FNDR. SIDE MARKER	PAA	REPLACE ECONO	1.00				...
ENVIRONMENTAL ALLOWANCE	PAS	SUBLET	6.00				...
AIM LIGHTS	PAS	SUBLET	18.00				...

24. The estimate line status has been updated with actual selling price and cost, while the “Status” field will show “RECEIVED”. The parts order status has also been updated and is available to all users on the network as well as the Tec Station users.

25. To continue data entry for the current invoice, select another estimate line and repeat steps 1 to 12, or to enter another invoice, click the “Add new” button.