

LINE-BY-LINE SYSTEM FOR INVOICING

A new system for Invoicing Customers has been developed where the link to a CAFAM job number acquires the billing data in a line by line format allowing for separate Nominal (General) Ledger codes. This differs from the current system where one invoice is posted to one nominal code. Using the new system, you have the option to post the transactions within the invoice to separate out the Nominal Ledger codes. There is some degree of setting up required for this to work. These notes will set out the procedure

STEP 1 – Set the Switch

The screenshot shows the CAFAM for Windows application window. The 'Utilities' menu is open, and 'Settings & Parameters' is selected. A callout box points to the 'ALT_INVPRP' switch in the 'Set Various Parameters and Links' dialog, with the instruction 'Switch this to "Y"'. The dialog shows a table of parameters with columns: Descr, Item, Value, and Reference.

Descr	Item	Value	Reference
Prompt for GRN at all	Y2_GRN	Y	
Audit History Tool Control	Y2_TOOL	N	
Prompt parts Issued to (E)ngineer + Note	Y2_ISSU	Y	
Work Orders Task Number to start from	WOS_TSKNO	1000	
Call-Ups Task Number to start from	CUP_TSKNO	3000	
Components Task Number to Start from	ROT_TSKNO	5000	
C/Up on Comp Task Number to Start from	RUP_TSKNO	7000	
Alternate Invoicing-Line-by-line for Exp	ALT_INVPRP	Y	sls_
Issue Parts at Cost Price for W/SHP	W/SHP-CST	N	
Freight Uplift in %	FRT_UPLF	5.8	

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On re-launching CAFAM, this switch will change the way that the Invoice is prepared in the Accounts Module.

STEP 2 – Set the various accounts

In the Accounts module, tables that hold the look-up prompts need to be set-up

CAFAM for Windows
File Edit Run Help Browse
Zenner Ltd - 2001Acnts
CAFAM System - Main Menu
Network: Y
JD 01/10/2004
Recvbl: Payables Cash Book Nominal Reports Utilities CustMen Exit

Utilities menu options:
Repair Files
Year End Close Down
Amend User/Passwrds
Settings & Parameters
ReBalance all Totals
Set Various Tables
Print out Manual

Select to this screen

Parts Sold Sales Category

Sales_cat	Descr	Ledgercode	Tax_code
	Blank		0
M	Materials Issued - stock	MAT0001	1
S	Bought in Services - outside	SVC0001	1
W	Own Workshop repairs	WRK0001	1

Letter code that gets tagged to parts supplied by CAFAM. (Non-Editable)

Your Nominal Ledger to match your main accounts system (Editable)

Vat/Tax code where
0=Zero Tax
1=Tax 1 e.g. 17.5%
2=Tax 2 e.g. 5%
3=Both above (Editable)

Record: 1/4 Record Unlocked

(NOTE: Tax 1 & Tax 2 would have been previously set-up in CAFAM or SLS)

CAFAM for Windows
File Edit Run Help Browse
Zenner Ltd - 2001Acnts
CAFAM System - Main Menu
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Utilities menu options:
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Set Various Tables
Print out Manual

Sales Line Entry Ledger Code

Lookup_cod	Ledger Code	Descr	Tax_code
LABOUR	LAB0001	Labour	1
MATERIALS	MAT0001	Materials	1
FREIGHT	FRT0001	Freight Costs	1
	HNG0001	Hangarage	1
	FUE0001	Fuel Charges	2
	LAB0002	Overtime charges	1
	COM0001	Computer room services	3
	PUB0001	Tech Publications	0
	MTX0001	Different labour	1
	WRK0001	Workshop Services	1

Non-Editable, Set by CAFAM

Record: 1/10 Record Unlocked

Continue to use the system as before where you first prepare the bill in Preparing Billing. On printing the details of the bill, if you select “combine parts and labour”, your print will look something like this:

C:\PDM for Windows

Page Preview

Zenmer Ltd 2001 Accounts
01/10/2004

Cust AIR250 -AIRCRAFT SUPPORT AND
O / No VERBAL
Detail MAINTENANCE

Job No 51281/MT

BILLING DETAILS

LABOUR & MATERIALS ON YL-MAR

ZENNER

Task	Description		Labour	Materials		Freight	Total Amnt
				Unit Price	Est Price		
0401	O/cmpnc; Replace Brake Unit Bled Brake Test after change clean down assy Re-ification action Replaced Brake Unit Bled Brake Tested after change cleaned down assy	Flat rate	600.00		0.00		600.00
	1 EAAH089444 HEAT PAK C11295			1600.00	1600.00	46.00	1646.00
	3 EA4022603 19MM HOLE PL C11297			44.67	134.01		134.01
	1 EA** WARRANTY CHARGE 19MM HOLE PL N/A			250.00	250.00		250.00
0402	O/cmpnc; Tery Re-ification action Warranty handling charge	Normal 1.00hrs	No Charge		0.00		0.00
0403	O/cmpnc; Tery Re-ification action Tery		No Charge		0.00		0.00
TOTAL			888.00		2003.22	46.00	2996.22

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Note that the above combined all your tasks together with materials giving you a bottom line total. Having printed this off, continue to do the top copy of the Invoice itself as per previous. However on entering the CAFAM job no. a completely different prompt appears

[illegible]

STEP 3 – HOW TO USE THE SYSTEM (contd..)

The final invoice printed displays the items selected to match the billing detail. Each line is a separate transactions that can be exported into your main accounts system

Page Preview

INVOICE
BIGGIN HILL

AIRCRAFT SUPPORT AND SERVICES
AIRPORT ROAD
BISHOPSTON STATION
JINEX CENTRE, 2ND FLOOR

Invoice No: 000113
Date: 01/03/2004
Cust Ac: ABCD
Cust Order Ref: VERBAL
Cust Job No Ref: 01200001
A/C Flight: VLMAR
A/C Type:
A/C Date No:

Billings to date listed for invoice quoted items entered out on your invoice.
Work performed on your account on 01/03/2004 - 1/03/2004
As per attached document

DETAILS	AMOUNT		Qty	Unit
	Net	Gross		
MAINTENANCE	010.00	140.00	000000	1
Overhaul charges	72.00	120.00	000000	1
MAINTENANCE material - outside	400.00	600.00	000000	1
Bought in Services - outside	100.00	300.00	000000	1
Freight Costs	10.00	7.00	000000	1
Fuel Charge	0.00	0.00	000000	3
	200.00	300.00		
TOTAL GTC			3520.50	

Terms: 30 days (Payment due within 30/03/2004)

Tax Calc: Prepaid
On: 000000 (0.00) 1. 3 = 0.00 0. 3 = Combined 4 = Exempt
VAT: 77.00 16. 000.00
VAT No: 00-00-0001 07 Reg No: 1007000

Zenner Ltd. 2001 Accounts: 21 Market Ave, Biggin Hill, Kent TN16 9DA
Tel: 01891 81400 Fax: 01891 81400

OK

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Tmp_lid Record: EOF/18 Record Unlocked Num

Start Command Prompt Microsoft Word CAFAM for Wind... 12:19

-end-