

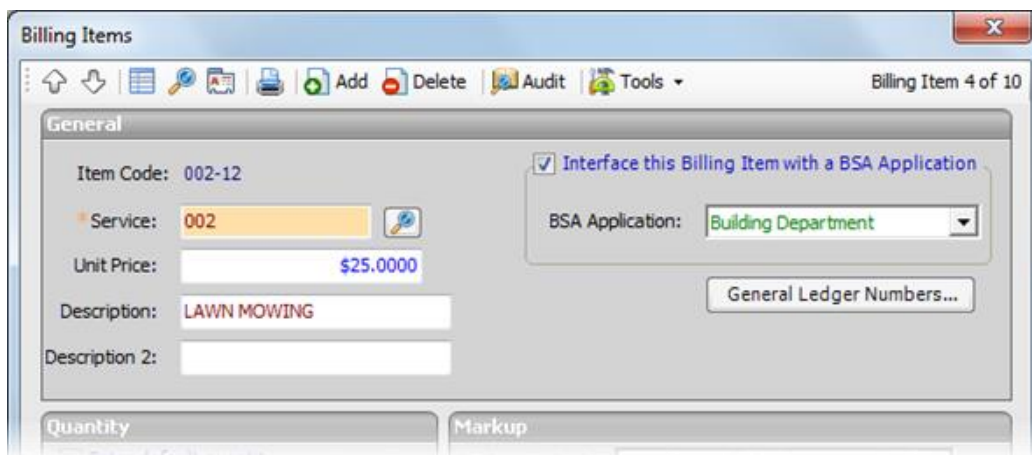
# Creating Enforcement Invoices for BS&A Misc. Receivables

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing [tech@bsasoftware.com](mailto:tech@bsasoftware.com).

If your Building Department .NET database resides in the same Shared Database Group as your Miscellaneous Receivables .NET database, you can create enforcement invoices directly in MR. This requires setup in both the BD database and the MR database.

## Setup in Miscellaneous Receivables

1. Open your Miscellaneous Receivables .NET database.
2. Click **Program Setup>Database Setup>Billing Items**.
3. Locate the billing item that will interface with enforcement invoices in Building Department .NET.
4. Check the **Interface this billing item with a BSA Application** box and select Building Department as the **BSA Application**:



5. Repeat for other billing items and click **Close**.

## Setup in Building Department

1. Open your Building Department .NET database.
2. Click **Program Setup>Database Setup>Accounting**.
3. Check the **Use MR Invoicing (for Enforcements)** box.

Accounting Options

1. General Settings 2. GL Settings 3. Payment/Record Options

Use accounting features of Building Department System Change Accounting Method

\*\*Linked to General Ledger System Get Tech Support Password

**Record-Type Accounting Methods**

Certificate:

C of O:

Enforcement:

Misc Fees:

Name:

Permit:

**Other Settings**

Use Accounts Payable System

Use Cash Receipting System

Use MR Invoicing (for Enforcements)

Journalize and Post to GL in one step

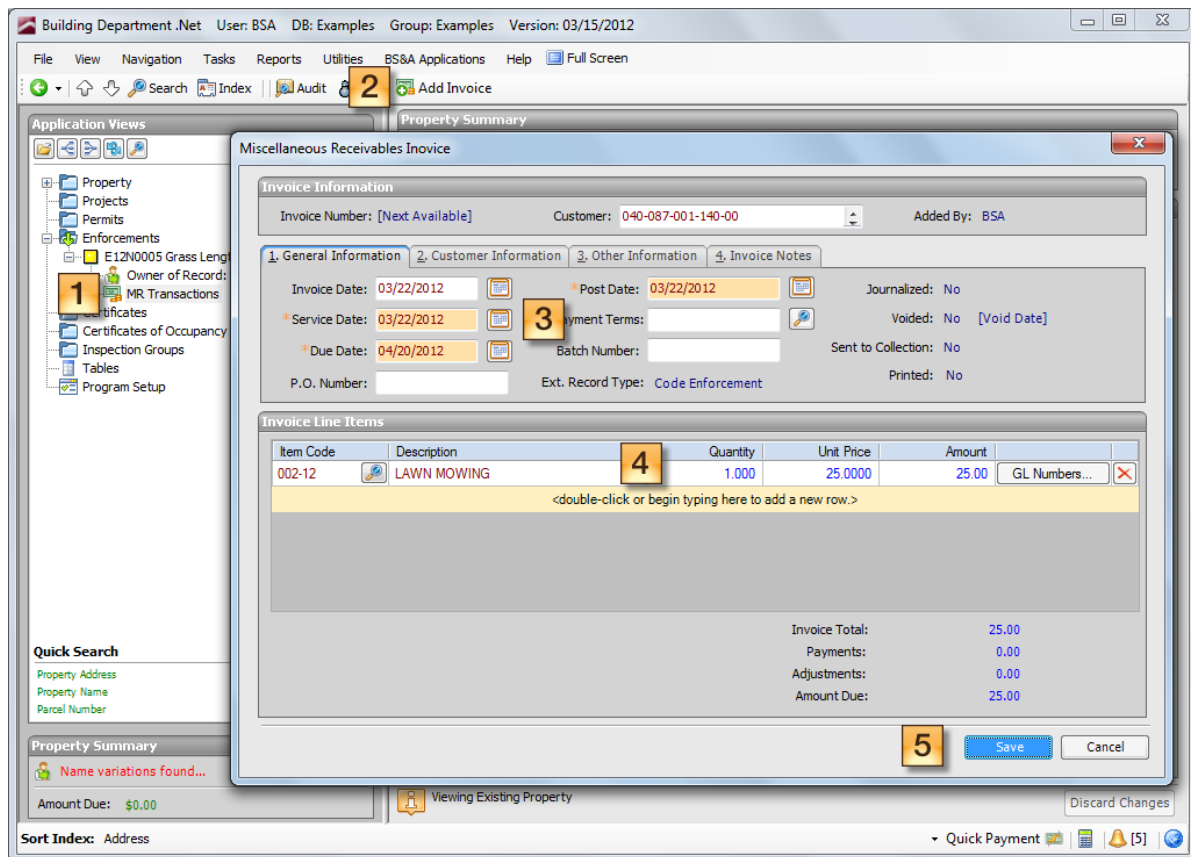
Allow Creation of Bonds With No Holder

Additional Bond Deposits:  [HELP](#)

4. Click **Close**.

## Entering the Invoice

1. Locate the code enforcement record.
2. Click **MR Transactions** in Application Views (1).
3. Click **Add Invoice** in the Tool Bar (2).
4. The Invoice screen from MR appears. Verify/enter the **Post Date, Service Date,** and **Due Date** (3).
5. Select the **Item Code** (4) and verify the information in that line item.
6. Click **Save** (5).



7. You are prompted that an invoice was created in MR; click **OK**.

## Journalize the Invoice in MR

MR users will see an **Unjournalized Invoices** note in their Notifications Pane:

The screenshot displays the 'Miscellaneous Receivables' application window. The title bar indicates the user is 'BSA', the database is 'Examples', and the group is 'Examples', with the version being '03/20/2012'. The interface includes a menu bar (File, View, Navigation, Data Entry, Tasks, Reports, Utilities, BS&A Applications, Help) and a toolbar with icons for Add, Delete, Audit, Attmnt [0], and Tools.

**Application Views:** A tree view on the left shows 'Customer' selected, with sub-items for Invoices, Receipts, History, Tables: Customers, and Program Setup. Below this is a 'Quick Search' section with fields for Customer ID (F5), Owner's Name (F6), Property Address (F7), and Invoice Number (F8).

**Customer Information:** The main area shows details for Customer ID 0000002, Status Active, Owner's Name JONES, JOHN, and Owner's Address 333 MAIN ST. It is divided into 'General Information' (Status: Active, Owner's Name: JONES, JOHN) and 'Other Information' (Social Security #: XXX-XX-9999, Driver's License #: G 777-666-555-444).

**Customer Summary:** A section on the left provides financial overview: Open Invoices Balance (\$-), Receipts Last Paid Date (2/10), Last Paid Amount (\$-), and Unapplied Amount.

**Notifications:** A list on the left shows: Waiting Recurring Invoices (0), Waiting Recurring Penalties (0), Waiting Ext. App. Requests (0), and Unjournalized Invoices (1). An arrow points to the 'Unjournalized Invoices' notification.

**Addresses:** The 'Billing Address' section shows Care Of, Address (333 MAIN ST), City (ANN ARBOR), State (MI), and Zip Code (48222). The 'Service/Property Address' section shows Prefix, Street # (333.0), Dir, Street (MAIN ST), Suffix, Unit, City (ANN ARBOR), State (MI), Zip Code (48222), Latitude (0.0), and Longitude (0.0).

At the bottom, there is a 'Sort Index: Customer ID' and a 'Posting Date - 03/22/2012' with notification icons for warnings and messages.

The invoice can be journalized immediately or at the end of the day with other invoices; instructions are in the program manual.