

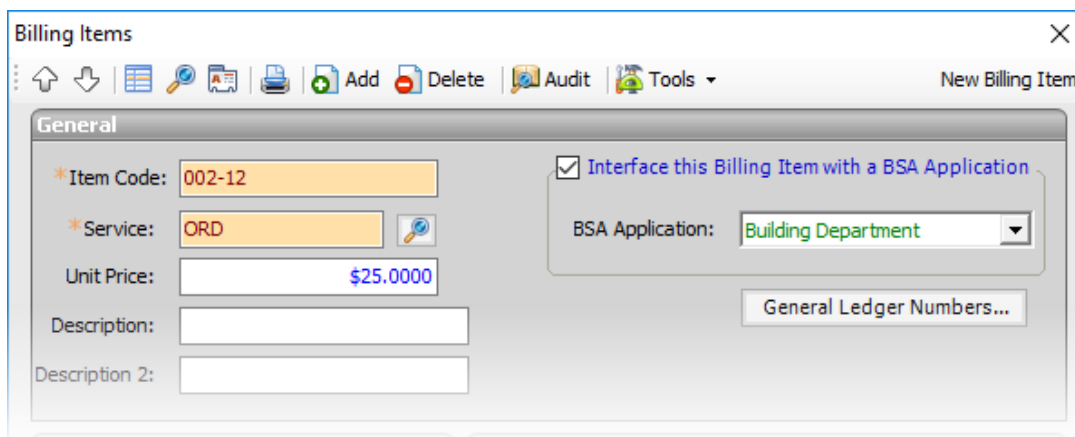
Creating Enforcement Invoices for BS&A Misc. Receivables

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.

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

Setup in Miscellaneous Receivables

1. Open your MR .NET database.
2. Go to Program Setup>Database Setup>Billing Items.
3. Locate a billing item that will interface with enforcement invoices in BD .NET.
4. Check the box labeled Interface This Billing Item With a BSA Application and select Building Department as the BSA Application.



The screenshot shows the 'Billing Items' window with the following details:

- Item Code: 002-12
- Service: ORD
- Unit Price: \$25.0000
- Description: (empty)
- Description 2: (empty)
- Interface this Billing Item with a BSA Application:
- BSA Application: Building Department
- General Ledger Numbers... (button)

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

Setup in Building Department

1. Open your BD. NET database.
2. Go to Program Setup>Database Setup>Accounting.
3. Check the box labeled Use MR Invoicing (Enforcements).

The screenshot shows the 'Accounting Options' dialog box with the 'General Settings' tab selected. The 'Use accounting features of Building Department System' checkbox is checked. Below it, the text '**Linked to General Ledger System' is displayed. The 'Record-Type Accounting Methods' section contains several dropdown menus, all set to 'Cash': Certificate, C of O, Enforcement, Misc Fees, Name, Permit, PZE Process, and Bond Admin Fees. The 'Other Settings' section contains several buttons: 'Change Accounting Method', 'Get Tech Support Password', 'Miscellaneous Fees...', 'Valuation Fee Setup...', 'Transaction Settings...', 'Invoice Settings...', 'Construction Calculator...', and 'CR Link Settings...'. At the bottom, there are several checkboxes: 'Use Accounts Payable System' (checked), 'Use Cash Receipting System' (checked), 'Show Quick Payment Button' (checked), 'Show Take Payment Button' (checked), 'Use MR Invoicing (for Enforcements)' (checked and highlighted with a red arrow), 'Journalize and Post to GL in one step' (unchecked), and 'Use AP Vendor Code Lookup for Escrow Payments' (checked).

4. Click Close.

Enter the Invoice

1. Click the MR Transactions node under the enforcement record.
2. Click the Add Invoice button in the Tool Bar. The MR Invoice screen appears.
3. Verify/enter the Post Date, Service Date, and Due Date.
4. Select the Item Code and verify/enter the information on the line item.

Building Department .Net User: BSA DB: Examples Group: Group A Version: 05/15/2017

File View Navigation Tasks Reports Utilities BSA Applications Help Full Screen

Application Views

- Property
- Projects
- Permits
- PZE Processes
- Enforcements
 - E17-00001 Fence Citation
 - Owner of Record: WALLACE E SMITH
 - Occupant of Record: WALLACE E SMITH
 - MR Transactions
 - User Fields
- Certificates
- Certificates of Occupancy
- Inspection Groups
- Tables
- GIS
- Program Setup

Quick Search

Property Address F6
Property Name F7
Parcel Number F8

Property Summary

Amount Due: \$1,032.00

Viewing Existing Property

Sort Index: Parcel Number

Print Queue [0] Journals Required [19349] Web Requests [32] Quick Payment Test [0]

Discard Changes

Properties Information

Address: 29716 MONTMORENCY DR Related... Parcel Number: 00-00-00-000-000
Owner: WALLACE E SMITH

Invoices

Invoice #	Invoice Date	Due Date	Service	Amount	Payments	Adjustments	Balance
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Miscellaneous Receivables Invoice

Attachment [0]

Invoice Information

Invoice Number: [Next Available] Customer: 00-00-00-000-0 Added By: BSA

1. General Information 2. Customer Information 3. Other Information 4. Invoice Notes

Invoice Date: 05/19/2017 Post Date: 05/19/2017 Journalized: No
Service Date: 05/19/2017 Payment Terms: [] Voided: No [Void Date]
Due Date: 06/18/2017 Batch Number: [] Sent to Collection: No
P.O. Number: [] Ext. Record Type: Code Enforcement Printed: No

Invoice Line Items

Item Code	Description	Quantity	Unit Price	Amount	GL Numbers...
ADS2	Fence citation	1.000	32.0000	32.00	

<double-click or begin typing here to add a new row.>

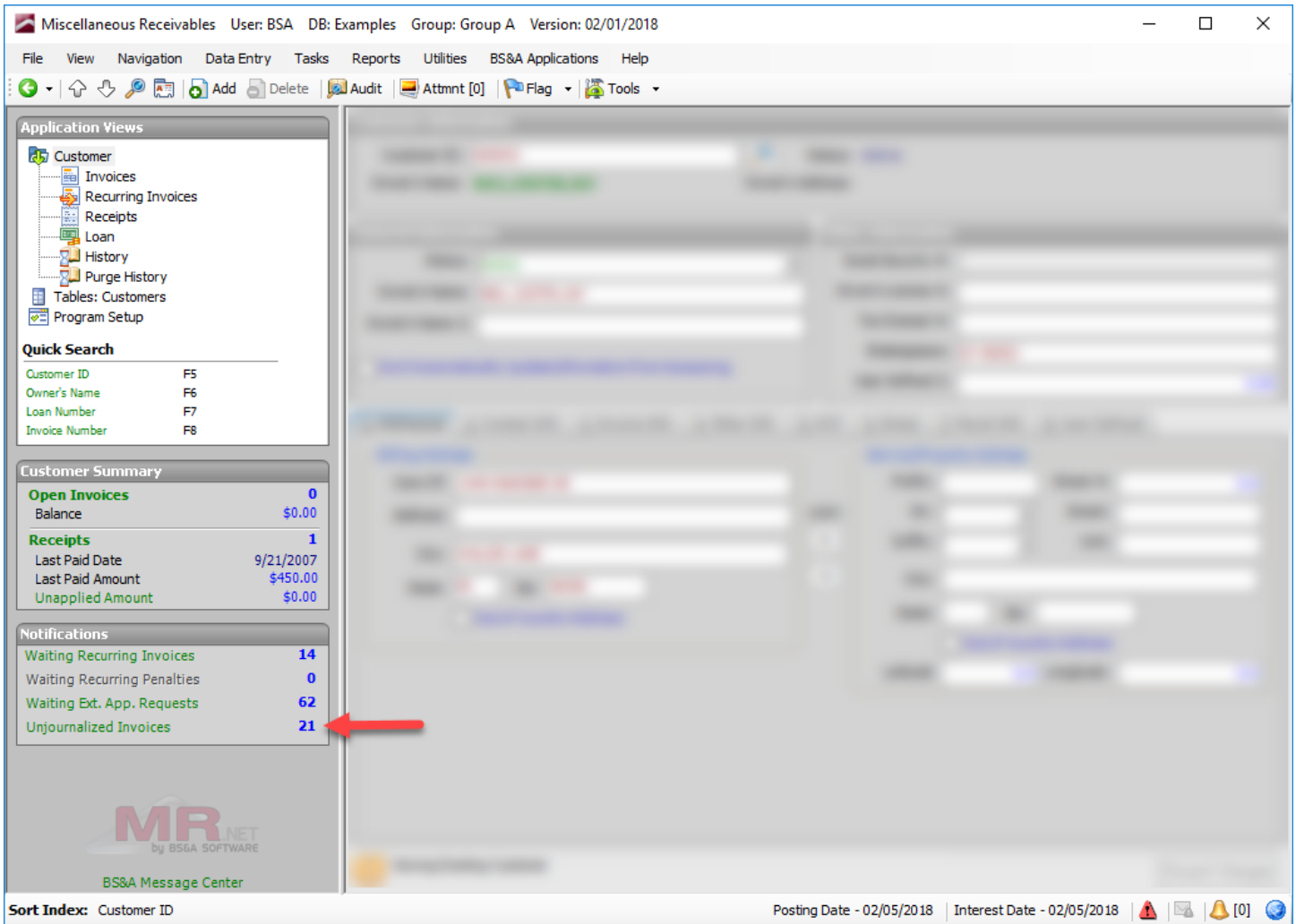
Invoice Total: 32.00
Payments: 0.00
Adjustments: 0.00
Amount Due: 32.00

Save Cancel

5. Click Save>Ok. Because MR houses the invoice, payment will be taken in either MR or Cash Receipting.

Journalize the Invoice in MR

MR users will see an Unjournalized Invoices link in their Notifications pane:



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