***arch*Invoice Tutorial/Demo**

Follow the instructions below for a demo that will explain the functions and capabilities of the ***arch*Invoice** system.

1. **Sign-In –** There are three access levels for the system – Admin, Management, and Staff. Enter ‘gadmin’ as the username and ‘admin’ as the password to gain access at the Admin level.

2. **Edit Company Information –** Use the **‘Admin -> Edit -> Preferences -> Company Info’** menu to enter your company name, address and phone numbers. These items will appear on all invoices as entered.

3. **New Employee –** Use the **‘Admin -> Staff Info -> Employees’** menu to add yourself as an employee.
   - Enter a four-digit code such as ‘E001’ for the ‘Emp ID’.
   - Enter the Employee Name as ‘Lastname, Firstname’.
   - Select ‘A-Active’ from the dropdown list for the ‘Status’.
   - Use the popup calendar to select a ‘Start Date’.
   - Finally, from the dropdown list choose a ‘Position Code’. These are preset in the demo but can be changed to the structure used in your company.
   - After entering all of the information, select the **‘Add’** button.

4. **New Customer –** Use the **‘Project Info -> Customer’** menu to add a new customer to the system.
   - Enter a four-digit code such as **‘C001’** for the ‘Customer ID’.
   - Enter the company name and address. This is not your company name but rather your customer’s name and address. This information will appear on the invoice as entered.
   - Enter the remaining information as desired. Only the ‘Contact Name’ field will appear on the invoice, the remaining is for information only.
   - After entering all of the information, select the **‘Add’** button.

5. **New Project –** Use the **‘Project Info -> Project’** menu to add a new project to the system.
   - Enter a ‘Project ID’ for the project. This field can be up to 12-digits in length and can include either letters or numbers. This code is used to identify the project throughout the system.
   - Enter a ‘Project Name’ for the project. This is a descriptive name for the project such as ‘President’s Office Renovation’. This name will appear on the invoice as entered.
   - Check the ‘Active?’ box to ensure the system knows the project is still active. Invoices cannot be created for inactive projects.
   - Enter the 4-digit code as input in Step 4 above for the customer.
   - Enter a ‘Refer To’ comment if desired. This field provides the ability to enter a customer PO number or other customer desired comment on the invoice. A second or third line can be created by inserting a tilde (~) character at the point where a new line would begin.
   - Enter a value of **‘6000’** for the ‘Contract Max’. If there is no budget limit for the contract leave the field blank. If a value is entered, the system uses the amount to limit the Services amount portion of the invoice.

- The 'Amendment' value is used to increase the Contract Max amount.
- The 'Expense' value is used to limit the Expense amount portion of the invoice.
- Enter a **'0'** in the 'Rate Group' field. This value corresponds to the first digit of the Staff Code table. It is used to identify the 'Group' from within the Staff Code table to use for hourly billing.
- Enter a value of **'0.15**' in the 'Pct Mult' field. This field is used as a markup against the expense items on the invoice.
- Leave the **'Do not include 'Previously Billed' info on the Invoice'** check box unchecked. One would check this box if your company does not want to provide the 'Previously Billed' information on the invoice.
- After entering all of the information, select the **'Add'** button.

6. **New Square Foot Record –** Use the **'Admin -> Data Records -> Square Feet'** menu to add a new record to the database.
   - Enter the same 'Project ID' you used in Step 5 above.
   - From the dropdown list select a 'Phase Code' for the project. You will note that only phase codes with a value of 100-199 are available. These are the Square Feet phase codes.
   - From the popup calendar select a date for the record. Ensure the date falls within the desired billing period. Normally, the billing period is the month prior to the current month.
   - Enter a value of **'2000'** in the 'Total SqFt' field. This is the total square feet for the phase. Other phases might have other square feet amounts.
   - Enter a value of **'0.50'** in the 'Rate' field. This is the amount per square feet being charged to the customer.
   - Enter a value of **'0.50'** in the '% Done' field. This is the percent of completion of the project phase.
   - Enter a comment if desired.
   - After entering all of the information, select the **'Add'** button.

7. **Create Invoice –** Use the **'Admin -> Create -> Invoice(s)'** menu to create an invoice.
   - Use the Date Control Buttons to set the dates for the 'Reporting Period'. If the reporting period spans more than a month use the popup calendars to set the date range.
   - In the 'Project ID' field enter the identifier for the project created in Step 5 above.
   - In the 'Seq Num' field enter a value of **'1'**. All invoices are given an invoice number. This number consists of the 2-digit year, the 2-digit month, and a 3-digit sequence number (e.g., 0612001 is the first (001) invoice created for the period starting in Dec 2006.
   - Leave the 'Type' button set to **'Draft'** for now.
   - After entering all of the information, select the **'Create'** button.

8. **View/Print an Invoice –** Use the **'Admin -> Print -> Invoice(s)'** menu to view the invoice just created.
   - Use the Date Control Buttons to move to the month of the invoice. The invoice will appear in the list at the bottom of the window.

- Select the desired invoice by checking the box next to the invoice number.
- Select the **'Set'** button from the buttons at the top. This will enable the **'Print'** button.
- Select the **'Print'** button to open a pdf window containing the invoice.
- Save the file or print the invoice as desired. If printing the invoice leave the window open until the invoice has completed printing.

9. **New Hourly Record –** Use the **'Admin -> Data Records -> Hourly'** menu to add an hourly record to the database.
   - Enter the same 'Project ID' you used in Step 5 above.
   - From the dropdown list select a 'Phase Code' for the project. You will note that all the phase codes in the range 100-399 are available. Yes these include more than the hourly 200-299 range. This is because an employee will need to enter hours worked against Square Feet and Fixed Fee projects also. For this demo select a phase code in the 200-299 range.
   - From the popup calendar select a date for the record. Ensure the date falls within the desired billing period. Normally, the billing period is the month prior to the current month.
   - From the drop down list select an employee. Only employees with a 'Status' of 'Active' will be listed.
   - From the drop down list select the **'Principal'** staff code for the employee
   - Enter a value of **'10.0'** in the 'Hours' field.
   - After entering all of the information, select the **'Add'** button.
   - Note: Normally, the employee hours worked will be entered by 'Posting' the timesheets each week.

10. **Create Invoice –** Repeat steps 7 and 8 above to create and print the new invoice. This time set the invoice 'Seq Num' to **'2'**.
    - You will note on the invoice that the new hourly information has been added to the previous square feet information.

11. **New Fixed Fee Record –** Use the **'Admin -> Data Records -> Fixed Fee'** menu to add a fixed fee record to the database.
    - Enter the same 'Project ID' you used in Step 5 above.
    - From the dropdown list select a 'Phase Code' for the project. You will note that only the phase codes in the range 300-399 are available. These are the Fixed Fee phase codes.
    - From the popup calendar select a date for the record. Ensure the date falls within the desired billing period. Normally, the billing period is the month prior to the current month.
    - Enter a value of **'2000'** in the 'Fixed Fee' field.
    - Enter a value of **'0.25'** in the '% Done' field.
    - Enter a comment if desired.
    - After entering all of the information, select the **'Add'** button.

12. **Create Invoice –** Repeat Steps 7 and 8 above to create and print the new invoice. This time set the invoice 'Seq Num' to **'3'**.
    - You will note on the invoice that the new fixed fee information has been added to the previous square feet and hourly information.

13. **New Consultant Record –** Use the **'Admin -> Data Record -> Consultant'** menu to add a consultant record to the database.
    - Enter the same 'Project ID' you used in Step 5 above.
    - From the dropdown list select a 'Consultant Type' for the project. You will note that only the codes in the range 400-499 are available. These are the Consultant codes.
    - From the popup calendar select a date for the record. Ensure the date falls within the desired billing period. Normally, the billing period is the month prior to the current month.
    - Enter a value of **'500'** in the 'Amount' field.
    - Enter a Company name in the 'Company' field.
    - After entering all of the information, select the **'Add'** button.

14. **Create Invoice –** Repeat Steps 7 and 8 above to create and print the new invoice. This time set the invoice 'Seq Num' to **'4'**.
    - You will note on the invoice that the new consultant information has been added to the previous areas on the invoice.

15. **New Expense Record –** Use the **'Admin -> Data Record -> Expense'** menu to add an expense record to the database.
    - Enter the same 'Project ID' you used in Step 5 above.
    - From the dropdown list select **'920'** as the 'Expense Type' for the project. You will note that only the codes in the range 900-998 are available. These are the Expense codes.
    - From the popup calendar select a date for the record. Ensure the date falls within the desired billing period. Normally, the billing period is the month prior to the current month.
    - Enter a value of **'25'** in the 'Amount' field.
    - Enter a comment if desired..
    - After entering all of the information, select the **'Add'** button.

16. **Create Invoice –** Repeat Steps 7 and 8 above to create and print the new invoice. This time set the invoice 'Seq Num' to **'5'**.
    - You will note on the invoice that the new expense information has been added to the previous areas on the invoice.

17. **Add Previously Billed Record –** Use the **'Admin -> Billing Info -> Prev Billed'** menu to add a Previously Billed record to the database.
    - Enter the same 'Project ID' you created in Step 5 above.
    - From the dropdown box select the same Square Feet phase code you selected in Step 6 above.
    - Enter **'0709001'** in the 'Invoice' field.

- Enter **'250'** in the 'Amount' field.

18. **Create Invoice –** Repeat Steps 7 and 8 above to create and print the new invoice. This time set the invoice 'Seq Num' to **'6'**.
    - You will note on the invoice that the Square Feet area has a new entry indicating that an amount of $250.00 had previously been billed for the project.
    - This indicates that on a previous invoice the percent complete was set at 25%. On the current invoice the amount is 50% but one would not bill for the total just for the difference.
    - The same computation is used in the Fixed Fee area as well.
    - The 'Previously Billed' records are established when the Final invoices are 'Posted' to the system.

19. **Add Hourly NTE Record –** Use the **'Admin -> Billing Info -> Hourly NTE'** menu to add a Not to Exceed record to the database.
    - Enter the same 'Project ID' you created in Step 5 above.
    - From the dropdown box select the same Hourly phase code you selected in Step 9 above.
    - Enter **'0709001'** in the 'Invoice' field.
    - Enter **'1000'** in the 'Amount' field.

20. **Create Invoice –** Repeat Steps 7 and 8 above to create and print the new invoice. This time set the invoice 'Seq Num' to **'7'**.
    - You will note on the invoice that the Hourly area now has a line indicating the 'Estimated NTE' amount and a line subtracting any amount over the limit.

21. **Create Detail Report –** Use the **'Admin -> Create -> Detail Report'** menu to create a detailed report of all activity against a specific project.
    - Use the date control buttons to set the dates for the desired range.
    - Enter the 'Project ID' you set in Step 5 into the 'Project' field.
    - Press the **'Set'** button to set the Project ID and date ranges.
    - Press the **'Print'** button to create a PDF file of the report.

22. **Create Summary Report –** Use the **'Admin -> Create -> Summary'** menu to create a summary report of all invoices for the reporting period.
    - Use the date control buttons to navigate to set of invoices desired.
    - Press the **'Create'** button to create the report.

23. **Print Summary Report –** Use the **'Admin -> Print -> Summary'** menu to print the summary report.
    - From the list select the desired range by pressing the 'Use' button to the right.
    - Press the **'Print'** button to create a PDF file of the report.