

## Lims1 Invoice/Accounts Module

### Overview

The Lims1 Invoice/Accounts Module links system Registration, Sample Testing, Client and other information to Invoice and Invoice Cost records to automatically produce Invoices or Quotations based on work performed. There are **four primary services** provided by the system...

- Create Invoices** : Creation of Invoices based on pre-assigned costs.
- Cost Assignment** : Establishment of pre-assigned costs for work undertaken.
- Create Quotations** : Creation of Quotations for Pre-Registered work based on pre-assigned costs.
- Account Reports** : Summary management information on invoice records.



### Invoice List

The Invoice List provides a listing of current invoices and invoice details. Invoices may be viewed, printed or edited from the List. Filter/Search operations provide access to a specific range of records.

Job-Ref	Inv. No	Job Description	Client Ref.	Inv-Date	Status	Total Cost	Re...
EX0002	10207	Lot 22 Trade Waste	ACME	27/11/2005	Finalised	\$128.70	24/0
EX0003	10208	Micro Colony Count.	LTECH	27/11/2005	Finalised	\$297.00	24/0
EX0004	00203	Trace Metals - Tests to Samples + Q	BOTHARB	07/11/2005	Finalised	\$635.91	28/0
EX0005	10209	XRF Scan	SUNSET	27/11/2005	Finalised	\$176.00	28/0
EX0006	10210	Production QC w/Text picklists.	SMITH	27/11/2005	Finalised	\$143.00	28/0
EX0010	10211	TW w/ Methods List.	BOTHARB	27/11/2005	Finalised	\$140.80	01/0

## Invoice - Job Registration List

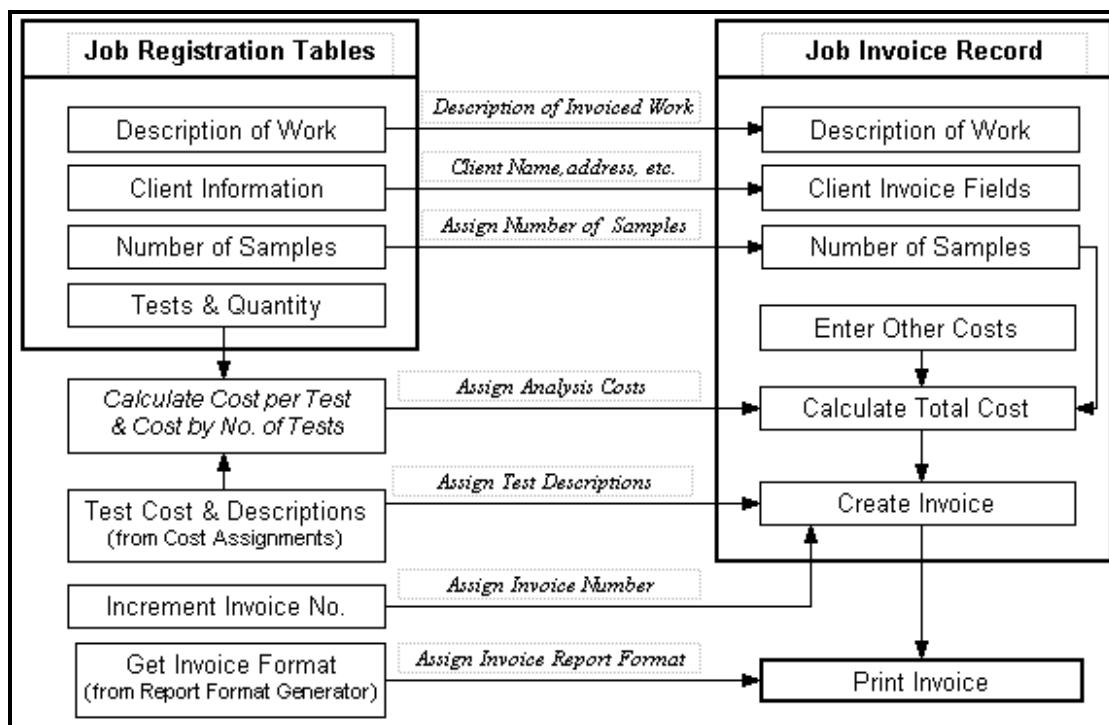
The Job Registration List provides a listing of Lims1 Job Registrations with Invoice Status information and is used to create New Invoices for Job Registrations.

Reference	Description	Client	Inv-Status	Reg-Date	Final-Date
EX0001	Register Basic Sample Type	ACME	Finalised	24/01/2004	04/07/2004
EX0002	Lot 22 Trade Waste	ACME	Finalised	24/01/2004	
EX0003	Micro Colony Count.	LTECH	Finalised	24/01/2004	
EX0004	Water Analysis	BOTHARB	Finalised	28/01/2004	
EX0005	XRF Scan	SUNSET	Finalised	28/01/2004	

## Creating Invoices

Invoices may be created by individual Job Registrations (SINGLE Invoices), a range of Job Registrations for a given client (BULK Invoices) or as non-Job related invoices (STAT Invoices).

For Job Registrations Invoices the following invoice creation process takes place.



## Cost Assignment

Prior to using Invoice capabilities, **costs must be established for work** performed in the laboratory. These costs are established using an *Assign Costs* List and Form accessed using the [Setup Costs] Button from the Invoice Module main screen. There are a range of cost assignment options including...

**By Sample Type** : Job costs calculated by Sample Type.

**By Test Procedure** : Job costs calculated by Test Procedures.

**By Test** : Job costs calculated by Tests.

**Other Cost** : Costs not directly related to analytical testing.

**Discount Rates** may also be applied to costs according to Client or Number of Samples Tested.

## Invoice Costs List

Reference	Type	Description	Base Cost	Cost Center
A-AL	T	Aluminium, Al	\$12.00	M4412
A-CHLORIDE	T	Chloride, Cl	\$12.00	E3265
A-PH1	T	pH	\$14.00	G6666
A-QC1	S	Example Of QC Sample Type	\$69.00	G1024
A-VWWS-P	S	Wet Weather Sampling Project	\$45.00	E3265
AAA	O	test other cost	\$99.00	
AAA2	O	test cost 2	\$43.00	

## Assigning an Invoice Cost

**Assign**

Ref: A-AL Description: Aluminium, Al Type: Test

Base Cost: \$12.00 Cost Center: M4412

OK Cancel

**Client Discount**

Discount-1	Discount-2	Discount-3	Discount-4	Discount-5
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Qty. Discount**

Qty-1	Qty-2	Qty-3	Qty-4	Qty-5
0	0	0	0	0
Discount-1	Discount-2	Discount-3	Discount-4	Discount-5
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Accounts Management Reports

The Account Management system provides a range of Management Reports based on invoiced and pending work which allow the laboratory to determine cash flow as well as a range of performance indicators such as value and quantity of work by Tests and Clients. Filters are normally applied to the Invoice list prior to creation of Account Management Reports.

Prior to creating Management Reports Invoice Filters are established over a range of Invoice Dates and other invoice records criteria.

~ Indicates Client Summary Invoice  
Filters: 1. Invoice Date between 01/11/2005 and 01/12/2005

Job Ref.	Invoice Number	Invoice Date	Reg. Date	Job Description	Client Reference	GST Amount	Total Amount	
EX0002	10207	27/11/2005	24/01/2004	Lot 22 Trade Waste	ACME	\$11.70	\$128.70	
EX0003	10208	27/11/2005	24/01/2004	Micro Colony Count.	LTECH	\$27.00	\$237.00	
EX0004	00203	7/11/2005	28/01/2004	Trace Metals - Tests to S	BOTHARB	\$57.81	\$635.31	
EX0005	10203	27/11/2005	28/01/2004	XRF Scan	SUNSET	\$16.00	\$176.00	
EX0006	10210	27/11/2005	28/01/2004	Production QC w/Text pic	SMITH	\$13.00	\$143.00	
EX0010	10211	27/11/2005	1/02/2004	T'w' w/ Methods List.	BOTHARB	\$12.80	\$140.80	
EX0011	10212	27/11/2005	1/02/2004	Coke Analysis with Calcul	PLANT-C1	\$26.40	\$230.40	
EX3013	10213	27/11/2005	3/02/2004	Metals Analysis	PLANT-M1	\$27.20	\$239.20	
<b>TOTALS:</b>						# Jobs: 8	\$191.31	\$2,111.01

Report Type	Description
Invoice List	Itemised list of invoice with Sum Totals.
List By Client	List of Invoiced Work Costs and Quantity by Client.
List By Tests	List of Invoiced Work Costs and Quantity by Laboratory Tests.
Job Summary	Summary report of listed invoice information.
Laboratory Groups	Report of work undertaken and costs by Laboratory Groups.

## Export Accounts Report

The filtered list of Invoices may be Exported to a Text file based on pre-established conditions. The Export Accounts option is accessed from the Accounts Management Report Screen by selecting **Invoice List** from the **Export** Menu. The Export Menu is enabled once the Invoice list has been filtered.

*If a List By Client, List By Test or Lab Group Report Type have been generated, selection of the appropriate option, either Client Summary, Tests Summary or Lab Group from the Export Menu will access the Summary Reports Export Function.*

Sets of Accounts Export Parameters may be established using a Macro Group at the top of the form.