ACCOUNTS RECEIVABLE 101

July 25, 2023 version

Unit AR03

Maestro* offers multiple alternatives when creating a contract and/or billing a customer. This document explains the general operations linked to the basic billing method, the one who offers the most leeway to users: time and material, and equipment invoicing. Also included in this document are explanations on how to enter receipts in **maestro***, release holdbacks, account for interests, create liens and releases, and finally, explanations on the different reports allowing to follow-up on operations and accounts linked to sales in the software.

PREREQUISITES

- General Ledger
- Projects
- Security Management
- Document Management (optional)
- Contact Management (optional)
- Catalogue (optional)

SUMMARY

- Invoicing a Customer in **maestro***
  - Time, Material, and Equipment
    - Simultaneously Entering a Sale and Cashing_ in a Receipt in **maestro***

- Transferring a Sale
    - Through the **Enter a Sale** Option
- Printing an Invoice
- Recording Cash-Ins (Receipts) in **maestro***
    - Entering a Receipt
        - Entering a Deposit in **maestro***
            - Linking a Deposit to an Invoice
    - Entering a Single Receipt
    - Generating a List of Receipts
    - Cancelling a Receipt
    - Combining Receipts for a Deposit
- Generating a Customer Statement
- Releasing Holdbacks
- Setting Up Customer Invoices Codes
- Accouting and Generating Interest Invoices
- Generating Liens in **maestro***
    - Creating a Lien and Saving a Release Form
        - Creating the Lien
        - Saving a Release Form
    - Generating a Lien Report
- Generating Different Reports Linked to Sales in **maestro***
    - List of Sales
    - Accounts Receivable List
    - AR Aging Report
    - AR Aging Report - Detailed
    - AR List by Project
    - List of Invoices
    - Receipts by Customer
    - Receipts by Project

    - Customer History
    - Recovery Delay
    - Customer Inquiry
- Checklist

INVOICING A CUSTOMER IN MAESTRO* TO TEST

Time, Material, and Equipment

Of all invoicing methods available in **maestro***, time and material, and equipment invoicing is the most basic invoicing option. It is available to all clients and differs from other billing methods in that it is easy to use, can be applied in many different ways and does not require using the **maestro*** catalogue. In fact, it is often used by concrete, quarry, and subcontracting companies, and specialized contractors who use work orders and/or that do not use lump sum or progress billing. The user can simply enter and invoice material used (three wires and a strap, for example), time worked, or travel time. They are free to enter elements to bill in the detail or not, and in the desired order. Furthermore, the **Enter a Sale** option, where this type of billing is performed, allows to account for and print the invoice in the option itself. In sum, it is a simple and quick billing method to use that can be used, for example, to produce an invoice by a contract who sells their shovel to buy a newer one, or to bill a service rendered. Time, material, and equipment invoicing is also used, by some, to rebill subcontractors.

In any case, it is important to define, from the outset, the different invoicing methods that will be used, the corresponding invoicing options, and the context and conditions of use of each method. For, while the time, material and equipment invoicing method is quite easy to use, it could tempt and enable a new user to generate invoices for a project using this option instead of using, for example, the **Progress Billing** option, which is prefered when making a progress bill.

Let us recall that the **Item Management** option, which was explained in course document AR02, allows to create models listing elements to invoice and/or predefined text that can be used for repetitive and/or frequent sales, in part, from the **Enter a Sale** option. These reusable descriptions (or items) speed up data entry for invoices that must be repeatedly generated, for recurring products or services (i.e. monthly rent, cleaning services, labour, office supplies, materials, etc.). They must not be mistaken with using an invoice template which, in fact, only allow to save a reuse values entered in the *header* section of an invoice (and not those entered in the breakdown section of said invoice).

Finally, it is important to mention that the Enter a Sale optoin also allows to account for and print invoices initiated in other options, such as the **Invoice Preparation (W/O)**, **Equipment Billing**, **Quarry** and **Concrete Ticket Invoicing** options, as well as direct invoicing through the **Work Orders**, holdback invoicing and the accounting of interests, when used. What's more, the option allows to import invoices in batch, from *Excel*, by clicking on the **Import from Excel** icon, and also perform a sale from a kit[11].

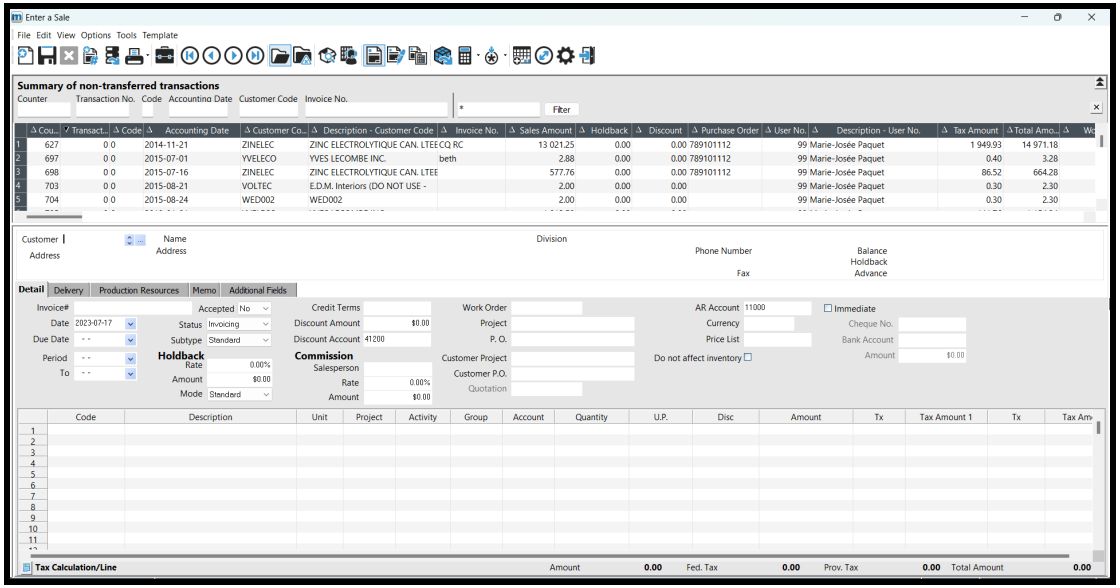
maestro* > Invoicing > Invoicing > Processing > **Enter a Sale**

[11] In **maestro***, a kit is a catalogue item to which a sale price and multiple components and products (other catalogue items) can be linked but that cannot be bought or kept in stock. To make it easier to understand what a kit is, a parallel could be drawn with the purchase of an above-ground swimming pool, for example. The liner, the filter, the ladder, the heat pump, etc. can be bought individually and are individually managed in inventory but can also be sold together to form a "kit" and therefore allow the customer to benefit from a global price, for all pool components.

Online Help (F1) - **Enter a Sale**

To enter a sale and thereby bill a preexisting customer in **maestro***:

1. In the **Enter a Sale** window, click on the **New** icon.
2. Select the customer and billing address, if needed.



The symbol, which follows a field name, means that the said field can/must be completed at this stage of the implementation process. Information and the use of the other fields will be shared throughout the training sessions, according to the modules and options on which they have an impact.

3. Complete the fields in the **Detail** tab.

Field	Description
Invoice #	The invoice number is automatically entered during the transfer of the transaction or when the user clicks on the **Generate a New Invoice Number** icon (selecting a customer, a project, and completing the breakdown grid are prerequisites to using this icon). It follows the numerical sequence set up for the account receivable used in the **Define Sales Department** option (**maestro*** > Invoicing > Maintenance > Customers > **Define Sales Department**). *NOTE: If an invoice number is manually entered, the invoice will be considered as printed by **maestro*** when it is transferred. Consequently, the invoice will not be available in the **Print Invoices** option et and the invoice must be printed before the transfer of the sale, by clicking on the **Print** icon.*
Date	Accounting date.
Due Date	Invoice due date. *NOTE: The date is automatically calculated if a credit term is entered in the field to this effect, in the option. The calculation is done from the real date.*
Period... To	Reference period. *NOTE: This period has no link or impact with the accounting period.*
Accepted	Indicates that the sale can be transferred, if the field is set to *Yes*. *NOTE: The **Batch Acceptance** icon allows to change the **Accepted** field to "Yes" for multiple invoices.*
Status	Allows to print different forms for a single sale transaction[12]. The printed form, if applicable, will correspond to the selected status.

[12]Whether or not a company has the **Estimating** module and/or the **Contract Management** option in the **Contractual Billing** module, they could decide to use the **Enter a Sale** option to create/generate a quotation and/or a smaller contract. Indeed, a user could create a quotation from the **Enter a Sale** option, print it, then create a contract and an invoice by changing the transaction status, always in the **Enter a Sale** option.

Field	Description
	Available values: *Invoicing* — Prints the invoice form. *Quotation* — Prints the quotation form. *Contract* — Prints the contract form. *NOTES: Each status form corresponds to those selected for the account receivable in the **Define Sales Department** option (**maestro*** > Invoicing > Maintenance > Customer > **Define Sales Department**).* *Three icons, in the toolbar of the **Enter a Sale** option, correspond to each of these status. It is therefore posible to display sale transactions by status.*
Subtype	Allows to know the source of a time, material, and equipment sale. Indeed, the sales displayed in the **Enter a Sale** option may have been initiated in the option itself (standard sale) but also come from the **W/O Billing** option or another invoicing method. Available values: *Standard* — Standard sale. *Quarry Tickets* — Sale linked to a quarry ticket. *Concrete Tickets* — Sale linked to a concrete ticket. *W/O Grouped* — Sale linked to a work order for which the **Invoicing Method**, defined in the invoicing project, is *Grouped References*. *NOTES: The Grouped Reference **Invoicing Method** is only available if the **Drilling Time Management** module is installed.*

Field	Description
	*If, in the **Invoicing Contract (W/O)** option, the **Invoicing Method** is Grouped Reference, the particular printing functionalities will also be available when printing this invoicing sub-type.*
	Interco — Allows to identify the intercompany sale transactions.
Credit Terms	Allows entering (or modifying) a credit term set in the **Credit Terms Management** option (see document AR02), and therefore automatically generate the **Due Date** in the field to this effect. *NOTE: The credit term entered in the **Credit Term** field, of the **Enter a Sale** option, will have priority over the credit terms entered in the customer file (**Customer Management** option) and/or in the **General Settings** (**Customer** option of the **Invoicing** module), if applicable.*
Discount Amount	Discount amount to apply to the sale. *NOTE: It is possible to enter an amount but an amount can also be automatically displayed if one was already defined in the **Customer Discounts Table** option (see content in document AR02)*
Discount Account	Sales discount account. *NOTE: Though it can by modified if needed, the general ledger account entered to this effect in the **General Settings** (in the **General** option, of the **Invoicing** module), is displayed by default.*
Work Order	**Maestro*** work order number applicable to the time, material, and equipment sale. *NOTE: This field is not linked to the **Work Order** option and can be used for another use, if needed. If is not validated by **maestro***.*
Project	Project to which revenues will be charged in **maestro***. *NOTES: This project allows generating projet AR reports.* *The project indentified in the **Detail** tab also allows selecting a delivery site, when the **Location** field is set to "Project" (in the **Delivery** tab, of the **Enter a Sale** option).*

Field	Description
P.O.	Customer purchase order number, other than the one displayed in the **Customer P.O.** field, allowing to link the customer to their given discounts through the **Customer Discounts Table** option. *NOTE: This functionality requires that the discounts, in the **Customer Discounts Table**, are entered by purchase order. To do so, the "Purchase Order" type will have to be selected in the **Unit Price Source** field, of the **Project Receivables** option, in the **Configuration** option of the **Invoicing** module.*
Customer Project	Customer project number, linked to a lien. *NOTE: This number allows the **maestro*** user to refer the customer, when needed, to the corresponding project number in **maestro***.*
Customer P.O.	Purchase order number in **maestro***, for the customer. *NOTE: BY default, the project purchase order is applied.*
Quotation	Quotation number, from the **Concrete Quotation** or **Quarry Quotation** options.
AR Account	Customer general ledger account. *NOTES: It is the **maestro*** sales department (**maestro*** > Invoicing > Maintenance > Customer > **Define Sales Department**) linked to this general ledger account that will determine the numerical sequence of invoice numbers, as well as the forms used. Please read the ACC02 document for more information on the **Define Sales Department** option.* *Furthermore, in intercompany mode, the AR account will be replaced by the **Interco Account** identified in the **Configuration** option (in the **Projects** module, **Intercompany** option, **Sales** section), if applicable.*
Currency	Sale currency.
Price List	Price list code from the **Maintain Price Lists** option. *NOTE: This functionality, covered in the AR02 course, allows to identify a specific price list for a customer, a customer type, or a customer address.*

Field	Description
Do not affect inventory	Checkbox that, when checked, allows to not reduce the inventory, if applicable, when transferring the sale for the items that come from the **Catalogue Management** option.
Immediate	When checked, this box tells **maestro*** that the sale is subject to immediate payment. *NOTE: When the sale is transferred, an accounting entry debiting the supplier accounts and crediting the bank account will be generated, in addition to the entry created by the sale itself.*
Cheque No.	Customer cheque number.
Bank Account	Bank account used for immediate payments. *NOTES: In intercompany mode, the displayed bank account will be the one entered in the **Configuration** option (**Projects** module, **Intercompany** option, **Sales** section, **Bank Account** field), if applicable. Otherwise, the bank account will be determined as per usual, meaning that **maestro*** will use the one specified in the **General Settings** (**Invoicing** module, **General** option).*
Amount	Payment ammount. *NOTE: By not specifying any amount, **maestro*** will pay in whole the invoice.*

4. Complete, if needed, the fields in the **Holdback** section in case the settings to this effect, defined in the **maestro* General Settings**, do not apply to the sale. For more information of managing holdbacks in the software, please read the section to this effect in the document titled **The Different Invoicing Methods in maestro***.

Fields	Description
Rate	Holdback percentage applicable to the sale.
Amount	Holdback amount applicable to the sale.

Fields	Description
Mode	Holdback management mode. Available values: *With Tax* — Takes into account the holdback tax when calculating the total amount to be paid. *Without Tax* — Does not take the holdback tax into account when caculating the total amount to be paid. *Standard* — Does not take the holdback tax into account when calculating the total amount to be paid. Taxes will be calculated when invoicing the said holdback, through the **Release Holdback** option. *NOTE: Although the mode to manage holdbacks applicable to the sale, if any, can be modified here, the default holdback management mode if defined in the **General Settings** (**Invoicing** module, **General** option).*

5. Complete, if needed, the fields in the **Commission** section.

Field	Description
Salesperson	Salesperson linked to the sale. *NOTES: **Maestro*** displays the salesperson entered in the **Customer Management** option. However, this information can be modified.* *For sales issued from other modules, such as **W/O Billing** or **Customer Relationship Management** (CRM), the salesperson comes from the transaction. If no salesperson is specified on the transaction, **maestro*** uses the salesperson entered in the **Customer Management** option.*
Rate	Commission percentage applicable to the sale.
Amount	Commission amount applicable to the sale. *NOTE: **Maestro*** does not generate any accounting entries for accrued costs following the completion of the fields in the Commission section and the sale transfer. To know the salesperson's commission amounts, if applicable, view report **Salesperson Commissions** (**maestro*** > Invoicing > Analysis and Inquiry > Special Sales Reports > **Salesperson Commissions**).*

Notes:

6. Finally, complete the vreakdown grid to list the elements to invoice.

> Reminder: It is possible to reduce the number of displayed columns in the grid by making a right click and selecting the **Configuration** option. The user will therefore be able to check the fields they wish to make available only.

Column	Description
Code	Inventory code of the billed item, if applicable, issued form the **Catalogue Management** option. *NOTE: If this functionality is used, it is possible to view the quantities in inventory by clicking on the **Inventory Inquiry** icon.*
Description	Item description. *NOTE: It is possible to use the **F7** key to access the **Item Management** option (read course document AR02 for more information of creating item lists in the **Item Management** option). Furthermore, if the **maestro*** catalogue is used and a **Code** is selected or entered in the previous column, the description will be automatically displayed. It is however possible to enter a description manually, without having a code linked to this description.*
Company	Company name. *NOTE: Available in multidimensional mode only.*
Unit	Conversion unit. *NOTE: The unit varies according to the factor entered in the item in the **Catalogue Management** option, if used. That factor could be, for example, litres, metres, a dozen, etc.*
Site[13]	Location of the used item.

[13] In **maestro***, the term site refers to the physical location where a catalogue item can be stocked. This site can be stationary or mobile and therefore be a warehouse, a garage, a container, a technician's truck, etc. As companies must generally work with multiple sites, **maestro*** takes all of them into account; the term multilocation is, therefore, synonymous with multiple physical sites where items can be stocked, one of which is designated as the main site. Inventory movements can be tracked in **maestro***, from one location to another, without having to place another order.

Column	Description
	*NOTE: If a site is specified in the **Catalogue Management** option, this site will be entered by default. Otherwise, **maestro*** will use the one defined in the **Configuration** option (in the **Purchasing** module, **Inventory** option, **Site** field.*
Location[14]	Location of the used item. *NOTE: To find out the origin of the location, read help document on Reading Locations for Inventory Items.*
Characteristics	Item characteristics. *NOTE: If the item comes from the **maestro*** catalogue, the characteristics may come from the latter.*
Identification	Identification of the used item. *NOTE: The identification can be a serial number if the **Item Management Mode** is set to 3 - Serial No. or a dimension if the **Item Management Mode** is set to 4 - Variable Size in the **Catalogue Management** option.*
Reservation No.	Reservation number. *NOTE: This number can be manually entered by the user. It can also be automatically entered in the order was created through another option (**Requisitions**, **Purchase Planning**, **Customer Orders**, etc.).*
Project	Determines for each breakdown line to which project the income is allocated.
Activity	Determines for each breakdown line to which activity the income is allocated.
Groupe	Revenue group.

[14]For each catalogue item, it is also possible to identify a localization, in addition to the site. The localization refers to the aisle or shelf where an item is stored, at a site.

Column	Description
Account	Revenue account. *NOTE: The PAG determines which account is used. Furthermore, in intercompany mode, the revenu account will be replaced by the one indicated in the **Interco Account** field in the **Customer Management** option, if present, or otherwise by the revenue account specified in the **Configuration** option (**Project** module, **Intercompany** option, **Sales** section), if applicable.*
Stock Quantity	Displays, if applicable, the inventory quantity.
Reserved Quantity	Displays, if applicable, the inventory quantity for which there is a reservation number.
Available Quantity	Displays, if applicable, the available inventory quantity according to the following calculation: stock quantity - reserved quantity.
Start Quantity	If applicable, allows to enter the start quantity. This quantity can be manually entered or come from the **Daily Drilling Report**. *NOTE: If the **Drilling Time Management** module is installed, the **Progress Billing** functionality will automatically fill this column.*
End Quantity	If applicable, allows to enter the end quantity. This quantity can be entered manually or come from the Daily Drilling Report. *NOTE: If the **Drilling Time Management** module is installed, the **Progress Billing** functionality will automatically fill this column.*
Quantity	Item quantity to be billed. *NOTE: If start and end quantities have been entered, the **Quantity** will automatically be calculated by substracting the **Start Quantity** from the **End Quantity**.*
U.P.	Item unit price. *NOTE: If the items come from the **maestro*** catalogue, the selling unit price will automatically be displayed and take into accout, if applicable, the dis counts set up in the **Customer Discounts Tables** option. Note that it is however possible to manually modify the unit price.*

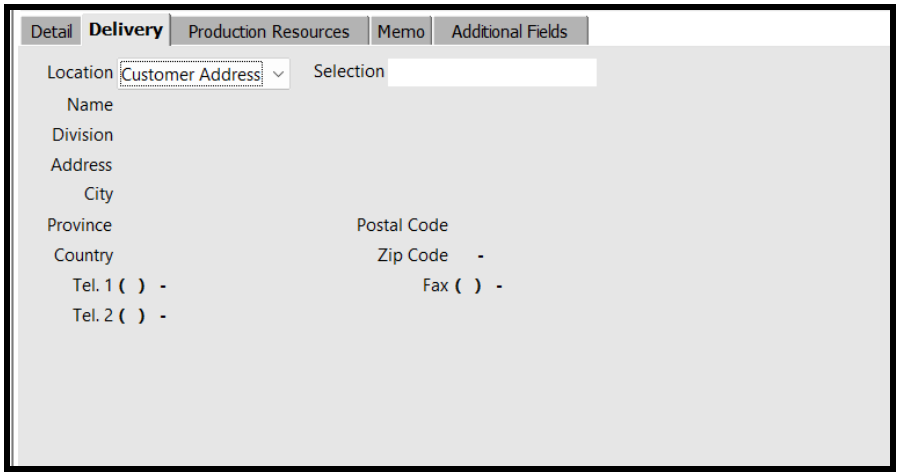
Column	Description
Disc	Applicable discount percentage. *NOTE: A discount percentage for the item can be manually entered or have been previously set up in the* ***Customer Discounts Table*** *option, if in use.*
Amount	Total amount of the breakdown line.
Tx	Applicable tax code. *NOTES: To manually modify tax amounts, press on the* ***Ctrl+F7*** *keys. By doing so,* ***maestro**** *will switch to calculating taxes per line and no longer on the total amount of the invoice.* *To return to calculating taxes on the total invoice amount, click on the Balancing of Taxes icon at the bottom-left of the window, under the breakdown grid.* *To know where the code and applicable tax rate come from, read help document Reading of Tax Codes in* ***maestro****.*
Tax Amount	Tax amount.
Long Description	Long description of the item. *NOTE: This field allows to enter up to 100 characters and add additional details to those imported from the catalogue in the Description field. If the displayed invoice in the window was generated by an option other than* ***Enter a Sale****,* ***maestro**** *will automatically fill this fields, if applicable. Finally, remember that the form has to be adapted, if needed, if applicable, to adequately display very long descriptions.*
Reference	Reference number that comes from entering work orders, if applicable. *NOTE: The* ***Invoicing Preparation (W/O)*** *functionality will automatically fill this column.*
Customer Reference Code	Comes from the **Customer Discount Table** option. Allows to obtain the customer reference number by item or customer.

Column	Description
	*NOTE: The **Invoicing Preparation (W/O)** functionality will automatically fill this column.*
Equipment	Identify's the number of the piece of equipment used and billed. *NOTE: If the **Drilling Time Management** module is installed, the **Invoice Preparation (W/O)** functionality will automatically fill this column.*
Transaction Date	Original transaction date used to generate this invoice transaction, from the **Enter a Sale**, **Invoice Preparation (W/O)**, **Equipment Billing**, or **Ticket Invoicing - Concrete** options. *NOTE: Transactions created in one of these previously mentionned options will also appear in the Enter a Sale option so another user (or the same) may validate, verify, modify, and/or print the invoice.*
Do Not Print	Indicates if the line will be printed or not on the invoice. *NOTE: By default, all lines entered are printed on the invoice.*

By default, taxes are calculated on the total invoice amount, when saving the transaction. Therefore, if a discrepancy is noted between the taxes calculated per line and those calculated on the global amount of the invoice, **maestro*** will automatically adjust taxes on the last detail line, according to the tax codes. It is possible to calculate tax per line by checking the **Do not automatically balance taxes** option in the **Configurations** (**Invoicing** module, **General** option).

Notes:

7. Click on the **Save** icon.
8. Then click on the **Delivery** tab and make the required selections.



The information displayed by default comes from the **Customer Management** option.

It is possible to set a default (delivery) site through the **Configuration** icon in the window.

Field	Description
Location	Delivery site. Available values:

Field	Description	
	Alternative	Allows entering a temporary address.
	Contact	Allows using an address linked to a contact, in the **Contact Management** option.
	Customer	Allows using the customer address linked to the sale. *NOTE: It is possible to select another address for the same customer by selecting an address from the **Define Customer Address** option.*
	Project	Allows selecting a project where the delivery must be done. *NOTES: The address comes from the **Project Management** option.* *If a project was entered in the **Details** tab of the sale, it will automatically be selected as the delivery site, if the **Location** field is set to "Project". Afterwards, if a project is manually selected in this field, it will be kept, even if the project in the **Detail** tab of the sale is modified.*
Sélection	Gives access to the databases linked to the value selected in the **Location** field, if applicable.	

9. Click on the **Save** icon.
10. Finally, click on the **Memo** tab.

This tab includes a fields in which it is possible to enter a general text, linked to the invoice. The content of this field can be printed on the invoice, or not, according to the variables defined and used in the sale form (invoice template).

The memo will also be displayed in the **Customer Inquiry** option by using the drilling functionality on the invoice.

11. Finally, if the selected sales transaction is part of an active workflow and the **Workflow Management**[15] module is installed, a **Workflow Details** tab will be displayed. It will display a grid allowing to view the different steps of the said workflow.

*Simultaneously Entering a Sale and Cashing_in a Receipt in maestro**

It is sometimes possible and more efficient to cash in receipts directly through the sale in **maestro***, in one step instead of two. That is the case when the payment comes before the reception of the invoice or, for example, when rental revenues must be entered in **maestro*** (such as rent, received monthly).

To do so, the user must make sure to check the **Payment** box in the **Detail** tab (**Enter a Sale** option) and complete the **Cheque No.**, **Bank Account**, and **Amount** fields. The transfer of the transaction will generate the accounting entries linked to the sale, as well as those linked to the receipt entry.

Partial Payment and **Deposit**

It goes without saying that partial payment of an amount due, received before the invoice is generated, can be enterd when creating the invoicem as is the case when a user wished to enter a sale and the receipt simultaneously in **maestro***.

However, if a deposit is received for a customer but they cannot yet be linked to an invoice, they will have to be entered in **maestro*** same as the receipt. Please read section **Entering a Deposit** in **maestro***of this document for more information on this subject.

Transferring a Sale TO TEST

As for project purchases, a sale saved in **maestro*** is not systematically accounted. It is necessary to transfer the sale. That is in fact the case for all transactions created in the software.

Two locations allow to transfer sale transactions:

1. The **Transaction Transfer** icon, displayed in the main menu toolbar , also allows to simulate accounting entries (see the provided explanations in the **Transaction Transfer** section of the MAES02 cours document);

[15]In **maestro***, the **Role Management** and **Workflow Management** options allow to put in place automated mechanisms to transfer transactions, get approvals, and/or send alerts, to meet the precise needs of the company.

2. The **Transfer**[1] icon displayed in the Enter a Sale option.

> Recall that in all cases, the Accepted field of the sale must be set to *Yes* for the transaction transfer to be possible.

Through the Enter a Sale Option TO TEST

Once the sale is finalized and saved in the **Enter a Sale** window, it is possible to immediately transfer the transaction.

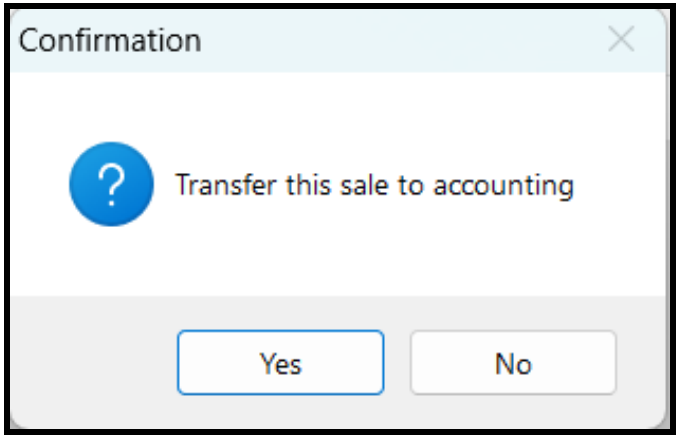
maestro* > Invoicing > Invoicing > Processing > **Enter a Sale**

> **Reminder**
>
> Note that a transaction transfer functionality is available in multiple **maestro*** options. However, the **Transfer** icon displayed in an option window does not only allows to transfer transactions whose nature is the same as the option's.

To transfer a sale transaction in the **Enter a Sales** option:

1. In the **Enter a Sale** window, display the non-transferred transaction(s) by clicking, if applicable, on the **Display Only Non-Transferred Entries** icon.
2. Select the transaction to transfer in the **Summary of Non-Transferred Transactions** section by making a double-click on the former, and making sur the **Accepted** field in the transaction detail is set to *Yes*.
3. Click on the **Transfer** icon.

[1] Note that this icon is displayed and available in other options of the software.



4. Answer **Yes** to the confirmation message.

   Maestro* systematically opens the viewer and displays the transaction transfer report. The latter can be printed, saved, and/or the window can be closed.

   Notes:

Printing an Invoice TO TEST

Even though invoices can directly be printed through the **Enter a Sale** option, before or after being finalized (and therefore transferred), the **Print an Invoice** option allows to print them in batch. Indeed, the user could decide to create them but print them later. Furthermore, the **Print an Invoice** option not only allows to print invoices created by the user but also those created by colleagues, if they are allowed to do so[16].

Two limitations must however be taken into:

1. Only invoices created in the **Enter a Sale**, **Invoice Preparation (W/O)**, and **Release Holdback** options will be available to print (other similar options titled **Print Invoices**) allow to print invoices from the **Contractual Billing**[17] sub-module;
2. The invoices must not have been previously printed once the transfer completed (whether in the option used to create the invoice or in the **Print an Invoice** option). If a transferred transaction that has already been printed must printed again, for whatever reason, it is the **Reprint Invoices** option (**maestro*** > Invoicing > Maintenance > Invoicing > **Reprint Invoices**) that will have to be used.

maestro* > Invoicing > Invoicing > Processing > **Print an Invoice**

Online Help (F1) - **Print an Invoice**

To print sale invoice(s) through the **Print an Invoice** option:

1. In the option window, first select a **Sales Department**.

---

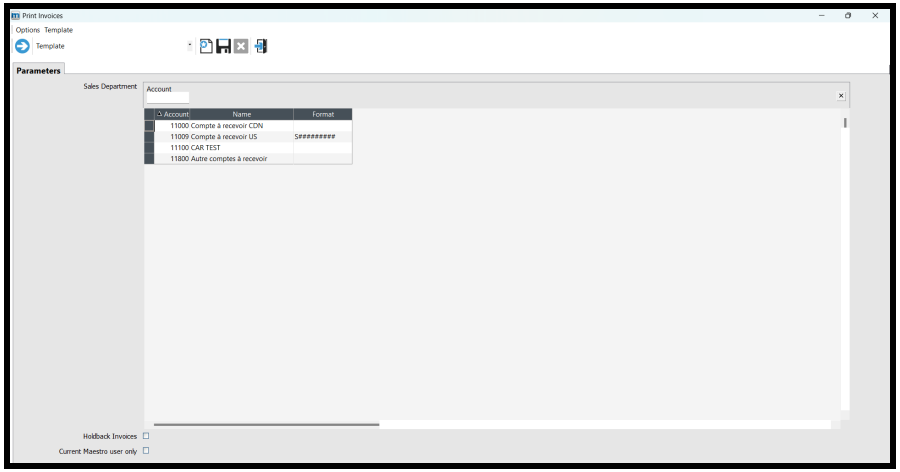
[16]To give a user access to the sales invoice or any other transaction entered and/or completed by colleagues:

a. In the **Security Management** option of this user, click on the **Access Restrictions** tab, open the **General** option and the **Miscellaneous** sub-section. Check the box **The user has access to transactions of other users** and click on **Save**.
b. Still in the **Security Management** option, make sure the user group to which said user belongs is authorized to access the options from which the transactions originate.

[17]Other **Print Invoices** options are available in **maestro*** and are dedicated to printing invoices linked to orders, service calls, rental of pieces of equipment, progress billing, cost plus invoicing, or construction management billing.

The department is equivalent to the department account for which the invoices are printed.

2. Check the **Holdback Invoices** box so as to only display invoices created in the **Release Holdback**[18] option. If this box is not checked, these will not be displayed in the invoice list.
3. Check the **Current Maestro User Only** box so as to only display invoices created by the user.

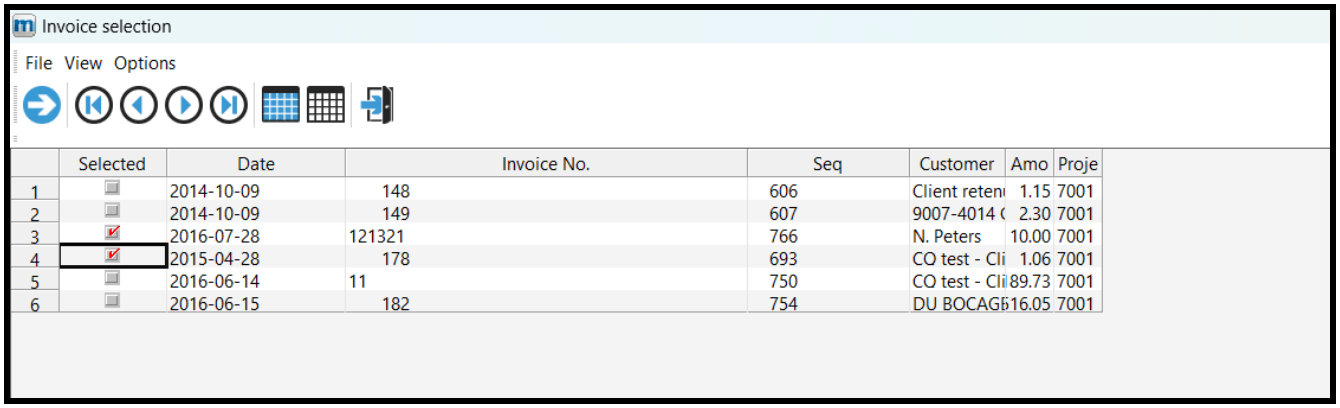


4. Click on **Accept**.

   The **Invoice Selection** window appears.

5. Select the invoice to print in the grid by checking the box in the **Selected** column.

[18]The **Release Holdbacks** option is used when the holdback mode in **maestro*** is the standard mode. Please read the concept document **The Different Invoicing Methods in maestro*** for more information.



	Selected	Date	Invoice No.	Seq	Customer	Amo	Proje
1		2014-10-09	148	606	Client reten	1.15	7001
2		2014-10-09	149	607	9007-4014 (	2.30	7001
3	✓	2016-07-28	121321	766	N. Peters	10.00	7001
4	✓	2015-04-28	178	693	CO test - Cli	1.06	7001
5		2016-06-14	11	750	CO test - Cli	89.73	7001
6		2016-06-15	182	754	DU BOCAGE	16.05	7001

6. Click on the **Select** icon.

   If the user answers *Yes* to the question **Did printing complete successfully?**, the invoices will disappear from the **Print an Invoice** option. To print them again, it is necessary to do so through the **Reprint an Invoice** option. If the user answers *No*, the invoices will remin available for print in the **Print an Invoice** option.

Recording Cash-Ins (Receipts) in maestro* TO TEST

AS is the case in various many modules, multiple **maestro*** options are made to be adaptable when it comes to entering receipts. **Maestro*** allows to enter and link, in all receipt options of the **Invoicing** sub-module, customer cash-ins to sales issued from a time, material, and equipment invoice or a progress bill, save holdback payments, enter advances/deposits, group different customer cash-ins in a single entry, generate a deposit list, etc.

Entering a Receipt

The **Enter Cash Receipts** option allows to save, in **maestro***, payments received following a the generation or completion of an invoice in the **Enter a Sale**[19] option.

Only accounted invoices, meaning transferred invoices, can be accessed to link to receipts.

maestro* > Invoicing > Invoicing > Receipts > **Enter Cash Receipts**

The **Enter Cash Receipts** option is made up of two windows, which are displayed one after the other:

- The first allows selecting the customer linked to the payment of the invoice for which a receipt has to be entered (or even a previously initiated receipt transaction that has yet to be completed);
- The second is used to enter the said receipt.

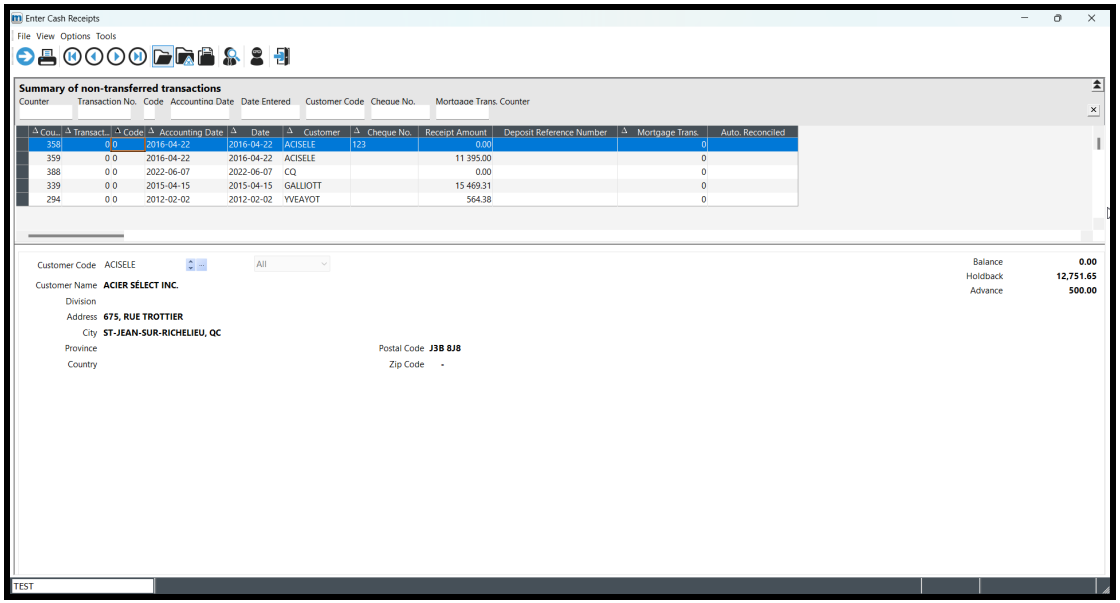
Online Help (F1) - **Enter Cash Receipts**

To enter a payment in **maestro*** and link it to an invoice:

1. In the lower part of the **Enter Cash Receipts** window, select the customer who issued the payment or enter their number in the **Customer Code** field.
2. Then click on the **Accept** icon.

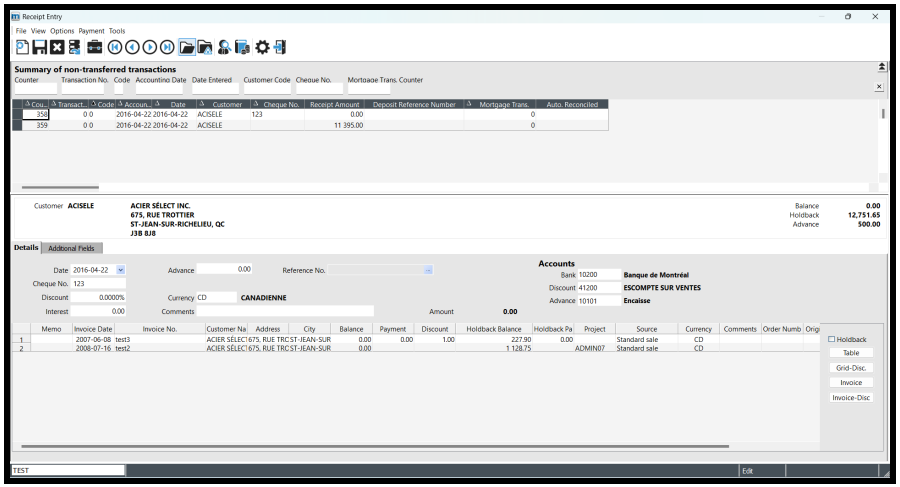
---

[19]The receipts that must be saved in **maestro*** following contractual billing must be saved through the **Enter a Receipt** option of the **Contractual Billing** sub-module.
As is explained in the course document CONTBILL02, the **Combined Receipts** option allows entering, in **maestro*** multiple receipts (payments) when the invoicing method of the payment is unknown, and the user does not know whether the receipt comes from a contractual bill or not. Using the **Combined Receipts** option initiates receipt transactions that can then be completed and transferred from the corresponding **Enter a Receipt** option (of the **Invoicing** or **Contractual Billing** sub-modules), according to the case and the invoice at the source of the payment.



The **Receipt Entry** window appears.

3. Click on the **New** icon.



4. Complete/validate the fields in the **Details** tab using the following information.

Field	Description
Date	Cheque date. *NOTE: By default, **maestro*** displays the current date but it can be modified.*
Cheque No.	Used to enter the customer cheque number.
Discount	Used to enter a discount rate applicable to the payment. *NOTE: If a rate was entered in the **Customer Management** option, it will be displayed by default when entering the receipt.*
Interest	Allows entering the amount of interest to pay on the invoice.
Advance	Allows entering an advance amount disbursed by the customer.

Field	Description
	*NOTE: Entering a positive value makes it possible to credit a customer and a negative value makes it possible to cancel the advance amount disbursed by the customer. See section titled Entering a Deposit in **maestro*** for more information.*
Currency	Used to specify the currency applicable to the receipt.
Reference No.	Allows entering a reference number during the entry of a customer advance, to make follow-ups easier. *NOTE: This field is only available if the **Advance** field has been completed, if applicable.*
Comments	Allows entering a comment/description, if required and for reference purposes.
Amount	Displays the total receipt amount, according to the completed fields and the breakdown grid.
Bank	Displays the bank account that will be charged by the receipt. *NOTE: **Maestro*** displays the bank account entered in the **General Settings** (**Billing** module, **General** tab) by default.*
Discount	Displays the general ledger account that will be used when generating the account entry. *NOTE: **Maestro*** displays by default the general ledger account defined in the **Discount on Receipts** field of the **General Settings** (**Billing** module, **General** tab).*
Advance	Displays the general ledger account for advances that will be used when generating the accounting entry. *NOTE: **Maestro*** displays by default the general ledger account defined in the **Customer Advance** field of the **General Settings** (**Billing** module, **General** tab).*

Notes:

5. In the breakdown grid, where the transferred customer invoices are displayed, enter the amounts paid on the lines corresponding to the invoices paid in the **Payment** column.

The **Payment** option in the toolbar offers different choises allowing to quickly complete the breakdown grid.

- Pay all invoices (without discount);
- Pay all invoices (with discount);
- Pay selected invoice (without discount);
- Pay selected invoice (with discount).

Furthermore, controls to the right of the breakdown grid can also be used.

Control	Description
Holdback	Thje box must be checked if a payment is made to holdbacks.
Table	Allows entering the automatic payment according to the balance to receive for all invoices in the grid.
Grid-Disc.	Allows entering the automatic payment according to the balance to receive, taking into account the discount entered in the **Discount Rate** field, for all invoices in the grid.

Control	Description
Invoice	By selecting an invoice, allows to automatically enter the balance to receive.
Invoice-Disc.	By selecting an invoice, allows to automatically enter the balance to reveive, taking into account the discount entered in the **Discount Rate** field.

6. Complete/validate the content of the other columns if needed, using the information below.

Column	Description
Memo	Note applied to the receipt. *NOTE: It is possible to enter a memo linked to the receipt by making a double-click on in the **Memo** field of the applicable line. This memo can then be displayed in different reports.*
Invoice Date	Invoice date.
Invoice No.	Invoice number.
Customer Name	Customer name.
Address	Customer address.
City	City of the customer.
Balance	Balance of the invoice to receive.
Payment	Payment amount.
Discount	Applicable discount.

Column	Description
Holdback Balance	Holdback balance.
Holdback Payment	Payment made to the holdback.
Project	Project number entered when invoicing.
Source	Source of the invoice. *NOTE: The source indicates the option used for invoicing, for example:* ***Enter a Sale****,* ***Customer Order****,* ***W/O Billing****, etc.*
Customer Project No.	Customer project number entered during invoicing.
Lien	Indicates, if this box is checked, that a lien is linked to the invoice.
Currency	Invoice currency.
Comments	Comments displayed by maestro* in case of problems with the transaction.
Order Number	Order number linked to the invoice.
Customer P.O.	Value from the **Customer P.O.** field, in the **Enter a Sale** option.
Prefix	Allows displaying the prefix of the company to which the receipt is linked. *NOTE: Available in multidimensional mode only.*
Original Inv Amt	Total amount of the invoice.
Tax	Tax amount.

Column	Description
Original Total Amount	Total payment amount.
Payment Received	Payment received to date.
Total Balance	Total balance to be paid.

Maestro* indicates in red invoices for which the currency is different than the customer's. It is necessary to modify the customer's currency in the **Customer Management** option to be able to process the transaction.

Furthermore, it is possible to set, in the **Customer Inquiry** option, the display colours for the invoice status.

7. Click on **Save**.

   The payment is then displayed at the top of the window, in the **Summary of non-transferred transactions**.

8. Then click on the **Transfer** icon to record the payment in **maestro***.
9. Answer **Yes** to the question **Do you want to transfer this transaction?**.

   The **maestro*** viewer opens and allows viewing and/or printing and/or saving the transaction.

Reminder

It is always possible to transfer a transaction using the **Transaction Transfer** icon displayed in the toolbar of the **maestro*** main menu (read document MAES02 for if needed).

It should also be noted that any payment started in the **Enter Cash Receipts** option but that have not been transferred, can be modified if needed. To do so, simply select it in the **Summary of non-transferred transactions**.

Entering a Deposit in maestro*

Saving the deposit or advance of a customer must also be recorded through the **Enter Cash Receipts** option. The former, when transferred, will result in the **Customer Advance** general ledger, defined in the **General Settings** (**Billing** module, **General** option), being credited and the bank account being debited. Once the invoice created and transferred in the software, it will be necessary to apply the advance to this invoice by debiting the en contrepartie,account and, in return, by crediting the customer account receivable.

To enter a deposit in **maestro***:

1. In the **Enter Cash Receipts** window, select the customer at the source of the deposit or enter their number in the **Customer Code** field.
2. Then click on the **Accept** icon.
3. In the **Details** tab of the **Receipt Entry** window, enter the **Date**, the deposit amount in the **Advance** field, and a **Reference No.** if applicable.
4. Validate the information entered in the **Bank** and **Advance** fields (**Account** section).
5. Click on the **Save** icon.
6. Click on the **Transfer** icon.
7. Answer **Yes** to the question **Do you want to transfer this transaction?**.
8. The **maestro*** viewer opens and allows viewing and/or printing and/or saving the transaction.

Linking a Deposit to an Invoice

To apply an advance to an invoice:

1. In the **Enter Cash Receipts** window, select the customer or enter their number in the **Customer Code** field.
2. Then click on the **Accept** icon.
3. In the **Details** tab of the **Receipt Entry** window, enter the **Date**, the deposit amount as a negative in the **Advance** field and a **Reference No.** if applicable.
4. Validate the information in the **Bank** and **Advance** (**Accounts** section).
5. In the breakdown grid, enter the deposit value (as a positive) in the **Payment** column field on the invoice line for which you wish to apply the discount.
6. Make sure the value entered in the **Amount** field of the **Details** tab is *0*.
7. Click on the **Save** icon.
8. Click on the **Transfer** icon.
9. Answer **Yes** to the question **Do you want to transfer this transaction?**.
10. The **maestro*** viewer opens and allows viewing and/or printing and/or saving the transaction.

A **Cash Receipts** option exists in the **Contractual Billing** sub-module (**maestro*** > Invoicing > Contractual Billing > Processing > **Cash Receipts**). However, even if a deposit was entered in the **Advance** field of the **Enter Cash Receipts** option of the Invoicing sub-module (**maestro*** > Invoicing > Receipts > **Enter Cash Receipts**), it will still be possible to apply the deposit to a contractual bill. Please read course document CONTBILL02 for more information.

Notes:

Entering an Individual Receipt

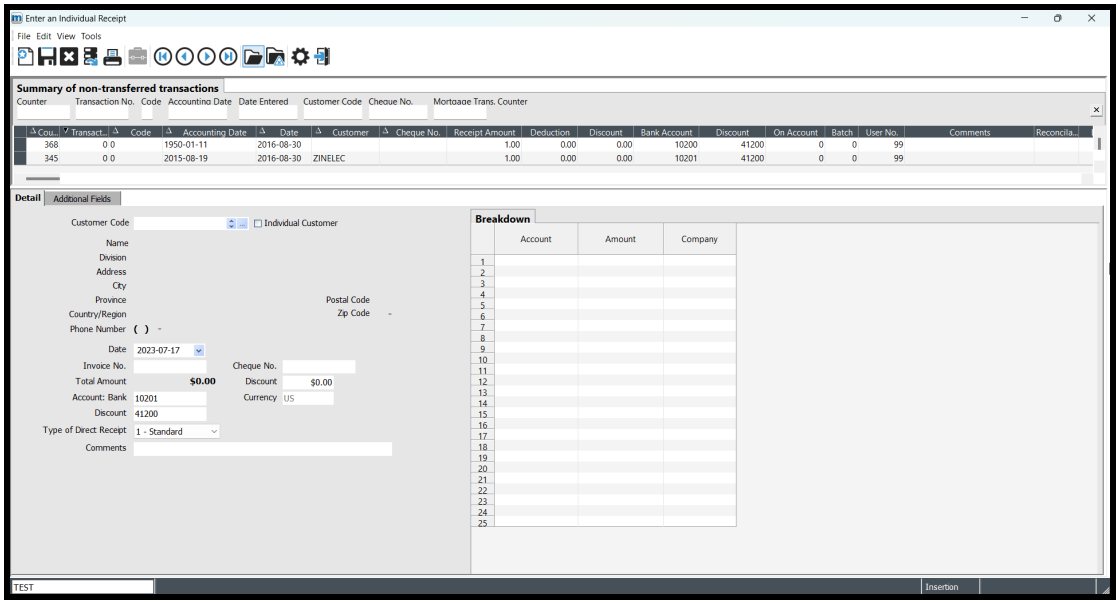
The individual receipt allows entering a receipt linked to a customer that is not set up in the system or to a tax return.

Important

This option must not be used if financial statements are set up per project since this type of receipt is not linked to a project, an activity, nor a group. Also note that tax returns, just like remittances, can also be entered in **maestro*** through the **Project Purchase** option (see course content AP03).

maestro* > Invoicing > Invoicing > Receipts > **Enter an Individual Receipt**

Online Help (F1) - **Enter an Individual Receipt**



To enter an individual receipt in **maestro***:

1. In the **Enter an Individual Receipt** window, click on the **New** icon.
2. Complete the fields in the **Detail** tab using the information in the following table.

Field	Description
Customer Code	Code issued from the **Customer Management** option. *NOTE: On selecting a customer code, the latter's coordinates will be automatically displayed.*
Individual Customer	Allows entering the coordinates of a customer that is not set up in the system, if the box is checked.

Field	Description
	NOTE: If a preexisting customer was previously selected, it is erased when this box is checked.
Date	Date of entry of the receipt. *NOTE: By default, **maestro*** displays the work date, but it can be modified.*
Invoice No.	Invoice number linked to the payment.
Cheque No.	Customer cheque number.
Total Amount	Total sale amount. *NOTE: **Maestro*** displays the total of amounts entered in the breakdown grid.*
Discount	Discount amount applicable to the sale.
Account: Bank	Bank account in which the deposit will be made. *NOTES: **Maestro*** displays by default the account set in the **Configurations** for receipt deposits which are not linked to a preexisting customer.* *For receipts linked to a preexisting customer, **maestro*** will display the account entered in the **Customer Management** option. If that field is empty, the software will display the one entered in the **Configuration** option.*
Currency	Displays the currency of the selected customer. *NOTE: The field is left empty for an individual customer.*
Discount	Discount account to use. *NOTE: **Maestro*** displays by default the account set up in the **Configuration** option.*
Type of Direct Receipt	Allows including or excluding these types of receipts on reports:

Field	Description
	Available values: *1 – Standard* — All other receipt types, excluding the following one. *2 – Sales Tax Refund* — Receipt linked to a tax refund.
Comments	Description for reference purposes.

3. Complete the breakdown grid using the following information.

Field	Description
Account	Creditor account.
Amount	Receipt amount.
Company	Company name. *NOTE: Available in multidimensional mode only.*

4. Click on the **Save** icon.
5. Click on the **Transfer** icon.
6. Answer **Yes** to the question **Do you want to transfer this transaction?**.

   The **maestro*** viewer opens and allows viewing and/or printing and/or saving the transaction.

Generating a List of Receipts

The **List of Receipts** option allows generating, for informational purposes, a list of all accumulated receipts and transactions, in part from the **Enter Cash Receipts** and **Enter an Individual Receipt** option, whether they were transferred or not and whether they were generated from a standard or contractual invoicing method[20]. In addition, this list displays the receipts according to a given date range and for one or more users who have entered the receipts.

maestro* > Invoicing > Invoicing > Receipts > **List of Receipts**

Online Help (F1) - **List of Receipts**

[20]A separate **List of Receipts** exists for receipts linked to service calls (**maestro*** - **Service Management** – **Service Management** – **Invoicing** – **List of Receipts**).

To generate a list of receipts:

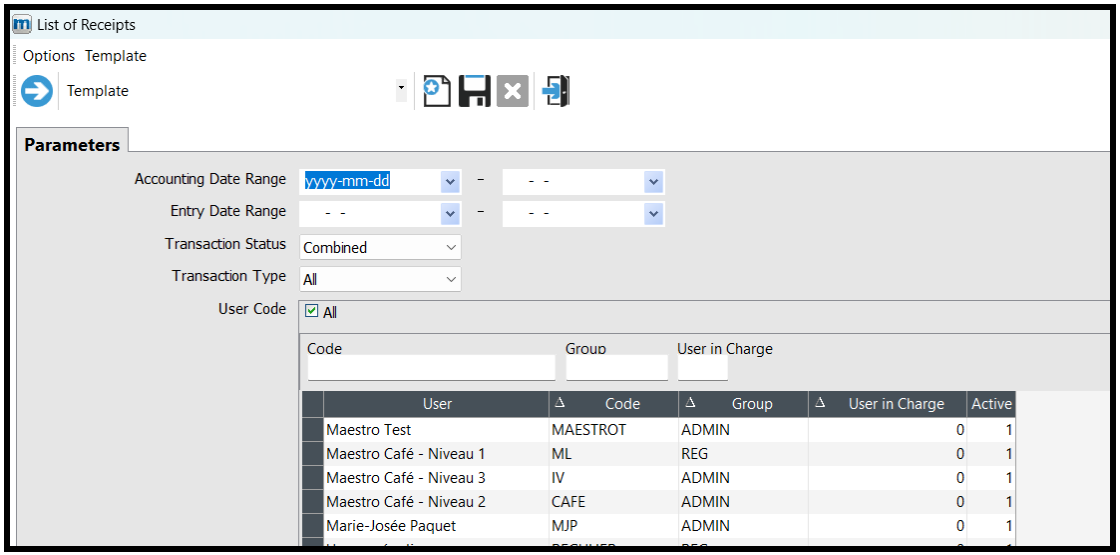
1. In the **List of Receipts** window, select an **Accounting Date Range** and/or **Entry Date Range**.
2. Select a value in the **Transaction Status** and **Transaction Type** fields, according to the user's needs and available values.

   Available values for the **Transaction Status** field:

Value	**Description**
Combined	Displays both non-transferred and transferred transactions.
Not Transferred	Only displays non-transferred transactions.
Transferred	Only dislays transferred transactions.

   Available values for the **Transaction Type** field:

Value	**Description**
Auxiliary	Displays receipts that come from the invoicing transactions of the **Cash Receipts** options (**Contractual** Billing sub-module and **Homebuildersales** module).
Individual	Displays transactions that come from the **Enter an Individual Receipt** option only.
Standard	Displays transactions that come from the **Enter a Cash Receipt** option (**Invoicing** sub-module) only.
All	Displays all receipt transactions.



3. Select one, more, or all users linked to the receipts to display.

   The list of users is displayed according to the access level configured for the user requesting the list, in the **Security Management** option.

4. Click on the **Accept** icon.

TEST

List of Receipts

For transactions from beginning to end

For entry dates from beginning to end

Date	Trans No	Customer Number	Customer Name	Bank	AR	Cheque No	Receipt	On Account	Invoice No	Amount	Holdback	Discount	Comment
1950-01-1:	0	********:	RRR	10200	1020		1.00	0.00		1.00		0.00	
									Total	**1.00**	**0.00**	**0.00**	
2006-11-0:	230	********:	Acier ATR	10200	4420	2822-01	2,026.39	0.00		1,778.33		0.00	ATR Loyer - Nov
					3115					106.69			
					3120					141.37			
									Total	**2,026.39**	**0.00**	**0.00**	
2006-11-0:	222	POMERL2	POMERLEAU INC.	10200		2822-02	999,315.90	0.00	6008-8953	999,315.90	0.00	0.00	
									Total	**999,315.90**	**0.00**	**0.00**	
2006-11-0:	224	STRMART	STRUCTURE MAR	10200		2823-01	3,085.13	0.00	5075-8819	571.71	0.00	0.00	
									5075-8842	1,303.35	0.00	0.00	
									5057-8861	1,037.53	0.00	0.00	
									5075-8811	172.54	0.00	0.00	
									Total	**3,085.13**	**0.00**	**0.00**	
2006-11-0:	216	LAUPEPI	LAURÉAT PÉPIN I	10200		2823-03	25,997.81	0.00	5079-8845R	25,997.81	0.00	0.00	
									Total	**25,997.81**	**0.00**	**0.00**	
2006-11-0:	217	PINCOR	PINCOR LTÉE	10200		2823-02	31,096.73	0.00	6029-8946	31,096.73	0.00	0.00	
									Total	**31,096.73**	**0.00**	**0.00**	
2006-11-0(	225	C-GTHER	CONSTRUCTION	10200		2827-02	7,537.79	0.00	6025-8959	7,537.79	0.00	0.00	
									Total	**7,537.79**	**0.00**	**0.00**	
2006-11-0:	231	********:	Citi Capital	10200	6478	2824-01	706.23	0.00		619.78		0.00	Citi Capital
					3115					37.18			
					3120					49.27			
									Total	**706.23**	**0.00**	**0.00**	
2006-11-0(	218	PINCOR	PINCOR LTÉE	10200		2825-01	3,455.19	0.00	6029-8991R	3,455.19	0.00	0.00	
									Total	**3,455.19**	**0.00**	**0.00**	
2006-11-0(	220	C-PROCA	PROCAM CONSTF	10200		2826-01	144,418.64	0.00	6030-8954	62,015.73	0.00	0.00	
									6030-8955	15,285.82	0.00	0.00	
									6030-8956	23,531.24	0.00	0.00	

5. Once the process completed, view the information displayed in the **Maestro Report Viewer** and, if needed, save and/or print the report.
6. Close the viewer window, as well as the option.

Cancelling a Receipt

The **Cancel a Receipt** option allows cancelling a receipt that has been recorded in **maestro*** through the **Enter a Cash Receipt** or **Enter an Individual Receipt** options and transferred to the general ledger. A cancellation may be necessary, for example, because the receipt was linked to the wrong customer or because of a bounced cheque.

Note that other **Cancel a Receipt** and **Cancel Cash Receipts** options are also available in **maestro***. for contractual billing, as well as for service management invoicing.

Furthermore, it is possible to delete a receipt if the period to which it belong is closed.

Maestro* technically makes it possible to cancel a receipt in two ways: either by completely deleting the transactions (by using the **X** in the option toolbar) or by creating a reversal transaction (by using the blue double arrow, once again in the **maestro*** toolbar). It goes without saying that completely deleting a transaction, therefore erasing every trace of the receipt, is not recommended, for many known accounting principals. Every transaction must be cancelled through the creation of a second transaction, reversing the first one.

maestro* > Invoicing > Invoicing > Receipts > **Cancel a Receipt**

Online Help (F1) - **Cancel a Receipt**

To cancel a receipt:

1. In the **Cancel a Receipt** window, select the receipt to cancel in the grid by clicking on it of by entering the transactio number in the field to this effect.

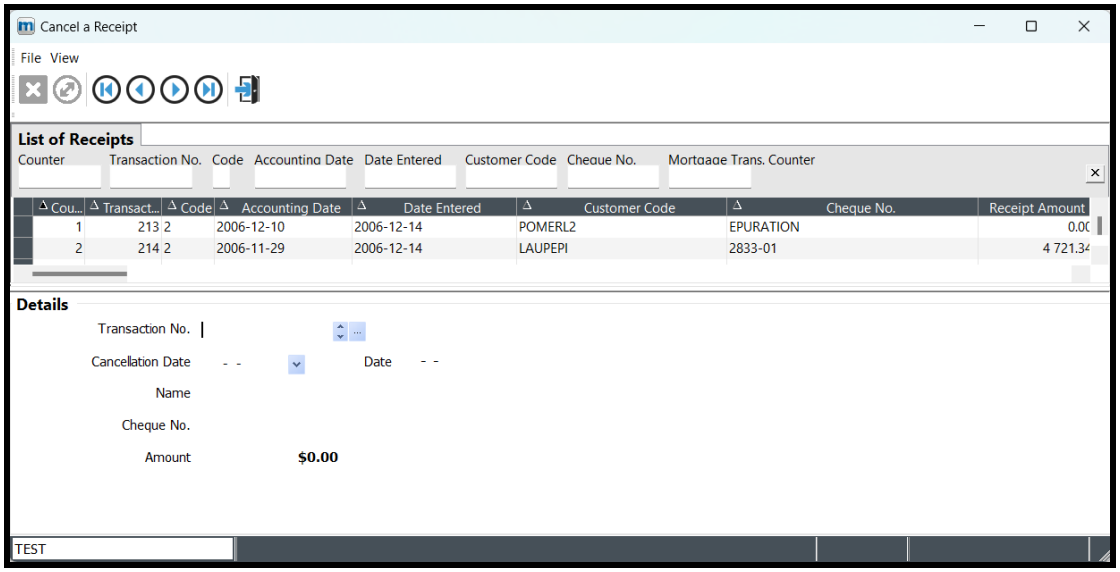
   The transaction number corresponds to the accounting entry transaction number. It is possible to find a receipt transaction number in the **Receipts** tab of the **Customer Inquiry** option, by selecting the **Display All Invoices** file or by viewing the receipt list for transferred transactions.

2. In the **Cancellation Date** field, select the date on which you wish to cancel the receipt.

   The following fields display the information on the receipt to reverse:

   - The accounting date of the receipt;
   - The name of the customer for whom the receipt was cashed in;

- The cheque number to reverse;
- The amount of the initial cheque that was cashed in a **maestro*** general ledger account.



3. Click on the **Cancel this Receipt by Reversing It** icon.
4. Close the window.

Use the **Transfer Transaction** icon in the main menu to record the cancelled receipt (read course document MAES02 for more information on making transfers via the main menu).

Combining Receipts for a Deposit

Multiple **maestro*** options are used to record receipts (see to cash-ins). As for the **Deposit Receipts** option, it allows selecting multiple receipts that have already been recorded and transferred in **maestro*** to include them in a same bank deposit. That way, it is the total sum of these receipts that is displayed in the bank reconciliation, making the task easier. Indeed, if a good number of cheques have to be deposited at the bank at the same time, **maestro*** allows identifying the payments corresponfing to these cheques, indicates that the cash-in was performed, and also accumulates the amounts to generate an accounting entry totaling the whole deposit. That being said, the receipts may come from different customers and result in any invoicing type, including contractual billing.

As for many functionalities, specific parameters must be set up beforehand. The following must be set for the **Deposit Receipts** option:

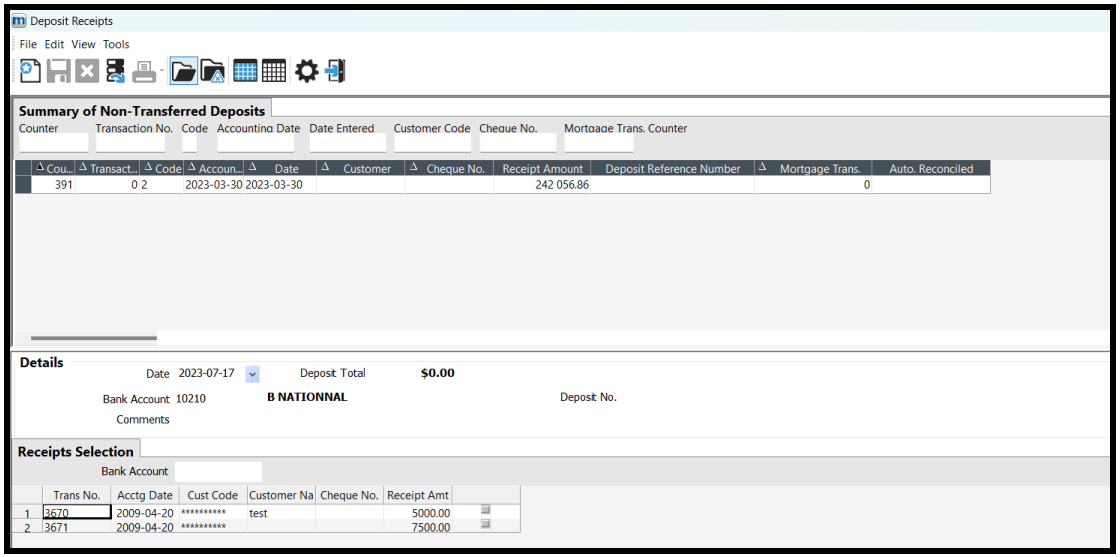
- A general ledger account corresponding to an internal bank must have been created in the chart of accounts (through the **Chart of Accounts** option);
- A bank account linked to this general ledger account must also have been created through the **Bank Accounts** option. The **Account Type** must be *internal* and the chosen option to **Reconcile Receipts** must be *combined*.
- The internal bank account must be selected in the **Bank Account** for **Cash Receipts** option of the **General Settings** (**General Ledger - General**) and must be the one used to record receipts beforehand (in the **Enter Cash Receipts**, **Cash Receipts**, and **Enter an Individual Receipt** options, etc.).

maestro* > Invoicing > Invoicing > Receipts > **Deposit Receipts**

Online Help (F1) - **Deposit Receipts**

To combine receipts with the goal of making a single bank depôsit, proceed as follows:

1. In the **Details** section of the **Deposit Receipts** window, enter the deposit date.



2. Select the internal bank account in the **Bank Account** field of the **Details** section.
3. If needed, enter all comments linked to the deposit in the **Comments** field.
4. Enter the deposit number in the field to this effect.
5. Then, in the **Receipts Selection** section, select the receipts to include in the deposit.

   In the **Details** section, the **Deposit Total** corresponds to the sum of the selected receipts. Furthermore, it is possible to use the **Bank Account** field in the **Receipts Selection** section to filter the receipts displayed in the grid.

6. Click on the **Save** icon.
7. Click on **Ok** when the confirmation message appears.
8. Select the deposit you just saved in the **Summary of Non-Transferred Deposits** section.
9. Print a deposit slip if needed.
10. Transfer the transaction using the method of your choice (either using the **maestro*** main menu **Transfer Transactions** icon or using the **Transfer** icon in the window) to record the corresponding accounting entry.
11. Click on the **Quit** icon.

Notes:

Generating a Customer Statement TO TEST

Customer statements allow displaying, even printing, the cumulative balance of invoices to be paid for a customer based on a given date or period. Customer statements generated through the **Customer Statement** option apply to every customer, whether they are subject to contractual billing or not.

maestro* > Invoicing > Invoicing > Processing > **Customer Statement**

Online Help (F1) - **Customer Statement**

Preconfigurations

It goes without saying that a customer statement form must be configured and specified, beforehand, in the **Forms** option of the **General Settings** (**Billing** moudule). This form can be adapted to the needs of the company using different variable.s

The customer statement in this document is used as an example.

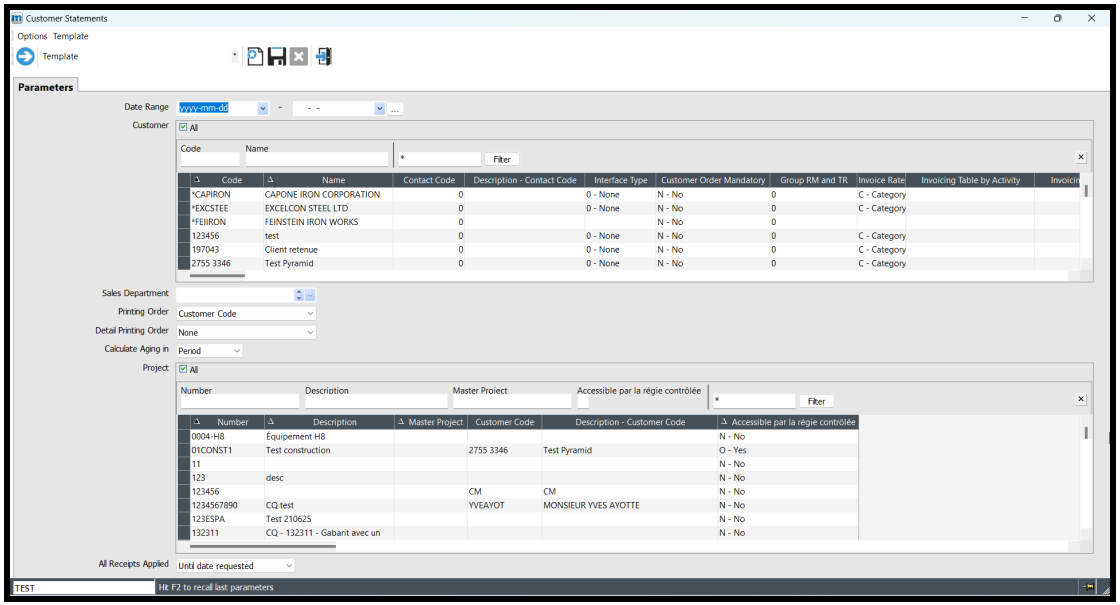
To generate a customer statement:

1. If so desired, select the **Date Range** of the customer statement to generate.
2. Select the customers for which a customer statement must be printed.
3. Select the project(s) for which a customer statement has to be printed.
4. Complete the window parameters according to the user's needs and using the explanations given in the following table.

Parameters	Description
Sales Department	Sales department used during invoicing. *NOTE: If a department is selected, only the invoices linked to the former are taken into account. To see all transactions, no matter the sales department, leave the field empty.*
Printing Order	Order in which information will be displayed on the customer order. Available values: *Customer Code* — By customer code. *Like Grid Selection* — Same order as the customers appear in the selection grid. *Customer Name* — By customer name.
Detail Printing Order	Order in which detailed information will be printed on the customer order. Available values: *None* — Transaction in the customer statement will be displayed as follows: The first part will display all sales transaction, from the oldest to the newest, and the second part will display all payment transactions, once again from the oldest to the newest.

Parameters	Description	
		NOTE: Default value.
	Purchase Order	Transactions in the customer statement will be grouped by purchase order. Between each grouping a page break will be inserted. In every grouping, the transaction will be displayed by date (from the oldest to the newest).
	Combined Invoice and Payment	Transactions in the customer statement will be grouped by invoice number. They will also be displayed in an increasing date and invoice number order, starting with the oldest transaction in the grouping.
	Project	Transactions in the customer statement will be grouped by project and displayed in increasing date order for each project. A page break is entered between each project.
	Project Combined Invoice&Pmnt	Transactions in the customer statement will be displayed in the *Combined Invoice/Payment* order, in addition to being ordered by project. As for the *Combined Invoice/Payment* display mode, a page break will be inserted between each project.
	Job Number	Transactions in the customer statement will be displayed as follows: the first part will display all payment transactions, from the oldest to the newest, and the second part will display all sales transactions, once again from the oldest to the newest.
Calculate Aging in	Available values:	

Parameters	Description	
	Days	Calculates the account age according to the number of days that have passed between the invoice date and the customer statement print date.
	Period	Calculates the account age according to the number of months that have passed between the invoice date and the customer statement print date.
All Receipts Applied	Available values:	
	All	The customer statement report will not take into account the end date entered in the **Date Range** and will take into account all receipts (**Payment** column) up until the current day.
	Until Date Requested	The customer statement report will take into account the date entered in the **Date Range** when cumulating the receipts (**Payment** column). *NOTE: Default value.*



5. Click on the **Accept** icon.

Name : Marie-Josée Gautreaux Sending Type: Email. Email: paquetmariejosee@gmail.com

TEST
222, rue des Logiciels
Varennes Québec J3J 3L3
Canada
Tel : (450)555-555 Fax (450)666-6666
RBQ 222222222222

STATEMENT OF ACCOUNT

CAPONE IRON CORPORATION
20 TURCOTTE MEMORIAL DRIVE
ROWLEY, MA, USA 01969

Tel.: (978)948-8000
Fax: ( ) -

OF :

DATE	INVOICE I	SALE	PAYMEN	BALANC
07/06/19	1	113.95		113.95
07/06/19	2	227.90		341.85
07/07/11	3	227.90		569.75
07/07/13	4	11.40		581.15
07/07/13	223	10.00		591.15
07/09/06	test	- 2 000.00		- 1 408.85
07/09/21	test38	11 395.00		9 986.15
07/10/23	2	62.67		10 048.82
07/11/05	1	1 766.23		11 815.05
07/11/21	test211	142.44		11 957.49
07/11/28	1	49 145.68		61 103.17
07/12/03	test1203	170.93		61 274.10
07/12/03	3	85.46		61 359.56
07/12/11	7	62.67		61 422.23
07/12/11	7	5 917.93		67 340.16
07/12/11	10	88 137.28		155 477.44
07/12/12	1	- 49 145.68		106 331.76
07/12/12	12	36.33		106 368.09
07/12/12	13	51 960.14		158 328.23
07/12/12	0000000016	58.76		158 386.99
07/12/20	test3333	15 952.43		174 339.42
07/12/20	test3	227.68		174 567.10
07/12/20	0000000005	358.95		174 926.05
08/01/10	test3	27 936.57		202 862.62

6. Once the customer statement is displayed in the **maestro*** viewer, you may print it, save it, or share it as needed.
7. Close the window.

About interests...

For interest to be calculated and displayed on a customer statement:

- Credit conditions must have been created in the **Credit Terms Management** option (read cours document AR02 if needed);
- Credit conditions must have been applied (entered) when entering the sale in **maestro***;

- The variable which allows displaying interests on the customer statement form must have been used when setting up the latter.

Displaying an interest amount on the customer statement does not mean these have been billed. The user must proceed with **Interest Accouting** for these to be billed. Once billed, interests will appear on the customer statement invoice. Read section **Accounting and Generating Interest Invoices** for more information.

Releasing Holdbacks TO TEST

As mentionned in the *Standard Holdbacks and Holdback Release in **maestro**** section of the concept document **The Different Invoicing Methods in maestro***, release holdbacks allow completing the invoicing process for invoices with a holdback amount for which the tax calculation mode is set to *Standard*. That process includes:

- calculating tax on the holdback,
- transfering the holdback amount to accounts receivable, and
- printing a new invoice with the amounts that are now payable for the customer.

In sum, releasing holdbacks generates the following transactions (read concept document The Different Invoicing Methods in **maestro***to view a detailed example of holdback calculations in standard mode, as well as the accounting entries generated once the transaction transfer completed):

- An invoice on which the amount is no longer a holdback but an account receivable on which taxes are calculated;
- A transaction consisting of the credit holdback amount, without tax, used to reverse the balance of the original holdback;
- A receipt of zero to consolidate the balance of the original holdback with the credit holdback invoice.

The calculation of these three transactions is done in the **Release Holdback** option. Furthermore, the option also allows printing the result of this calculation, as an invoice.

As for all transactions, a transfer will have to be performed to ensure the recording in the general ledger accounts. Also, although the calculation of the holdbacks and possibly of the invoice was done via the **Release Holdback** option, the user will have to transfer the transactions using:

- the **Transfer** icon in the **Release Holdback** option toolbar, once the holdbacks have been calculated;
- the **Transfer Transactions** icon in the **maestro*** main menu (see course content MAES02 if needed); or
- The Enter a Sale option (**maestro*** > Invoicing > Invoicing > Processing > **Enter a Sale**).

Indeed, once the holdback calculation completed in the **Release Holdback** option, the transaction will be displayed in the **Summary of Non-Transferred Transactions** in the **Enter a Sale** option. The user will therefore be able to make additions and modifications to the transaction (or invoice) before it is transferred.

> It is impossible for a user to modify or delete breakdown grids that have been generated by the release holdback program. However, the user will be able to add lines and later on modify and delete them - contrary to the original lines.

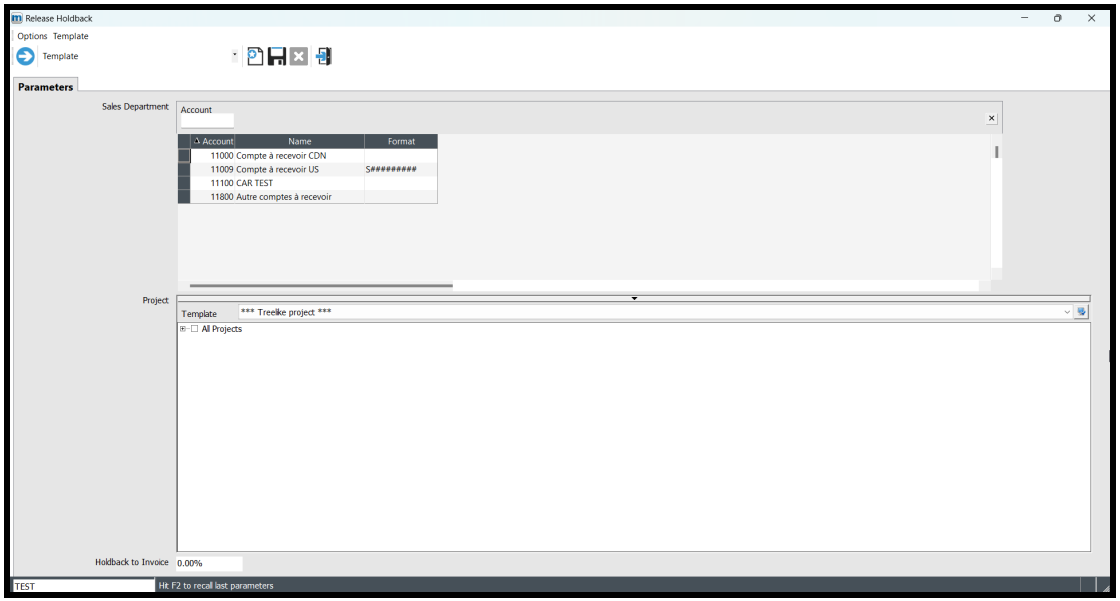
Finally, note that **Release Holdback** option can display two different locations in **maestro***, according to the modules and options held by the company and the access given to the user. The **Release Holdback** option presented here is available through the **Invoicing** sub-module which allows to calculate standard release on sales invoiced by time, material, and equipment and those billed through work order invoicing[21]. Of course these sales will have to be transferred before applying holdbacks is possible.

maestro* > Invoicing > Invoicing > Processing > **Release Holdback**

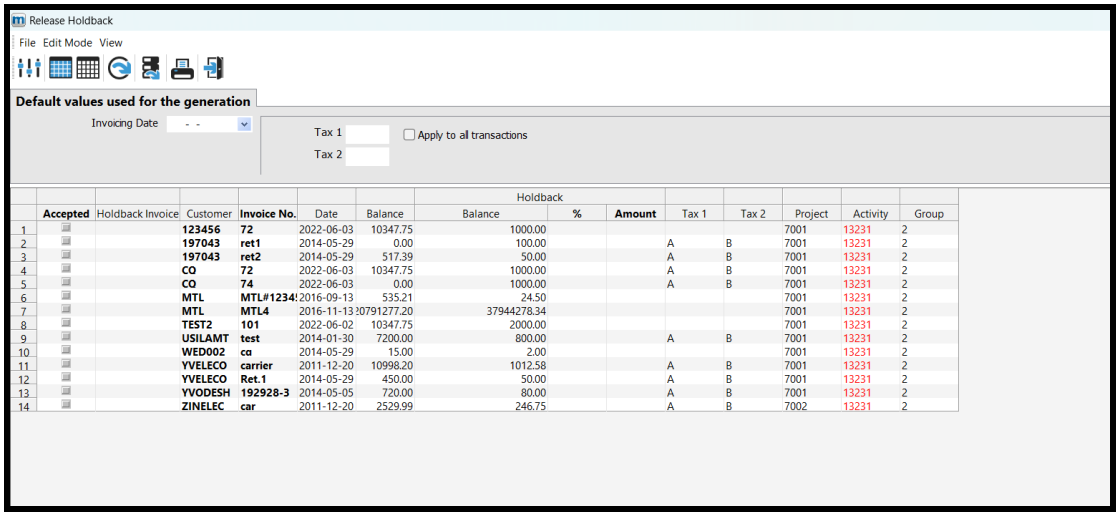
To release holdbacks:

1. In the **Release Holdback** option, select the applicable **Sales Department**.
2. Select the projects for which the release holdback must be performed.
3. Enter the holdback percentage to bill in the field to this effect.

[21] A second optioerfn dedicated to releasing holdbacks is available in the **Contractual Billing** sub-module for "contractual" invoicing modes.



4. Click on the **Accept** icon.
5. In the new **Release Holdback** window, select the **Invoicing Date**.
6. Enter the applicable tax codes in the **Tax 1** and **Tax 2** fields and check, if applicable, the **Apply to All Transactions** box.



	Accepted	Holdback Invoice	Customer	Invoice No.	Date	Balance	Holdback Balance	%	Amount	Tax 1	Tax 2	Project	Activity	Group
1			123456	72	2022-06-03	10347.75	1000.00					7001	13231	2
2			197043	ret1	2014-05-29	0.00	100.00			A	B	7001	13231	2
3			197043	ret2	2014-05-29	517.39	50.00			A	B	7001	13231	2
4			CQ	72	2022-06-03	10347.75	1000.00			A	B	7001	13231	2
5			CQ	74	2022-06-03	0.00	1000.00			A	B	7001	13231	2
6			MTL	MTL#1234!	2016-09-13	535.21	24.50					7001	13231	2
7			MTL	MTL4	2016-11-13	20791277.20	37944278.34					7001	13231	2
8			TEST2	101	2022-06-02	10347.75	2000.00					7001	13231	2
9			USILAMT	test	2014-01-30	7200.00	800.00			A	B	7001	13231	2
10			WED002	ca	2014-05-29	15.00	2.00					7001	13231	2
11			YVELECO	carrier	2011-12-20	10998.20	1012.58			A	B	7001	13231	2
12			YVELECO	Ret.1	2014-05-29	450.00	50.00			A	B	7001	13231	2
13			YVODESH	192928-3	2014-05-05	720.00	80.00			A	B	7001	13231	2
14			ZINELEC	car	2011-12-20	2529.99	246.75			A	B	7002	13231	2

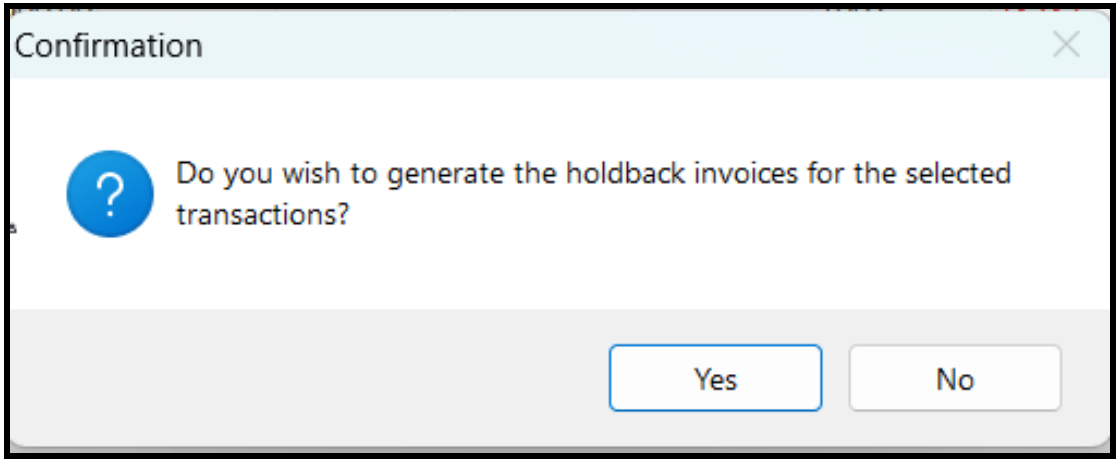
7. Check the box in the **Accepted** column to select holdbacks to release and for which invoices must be generated.

The following table describes the grid columns.

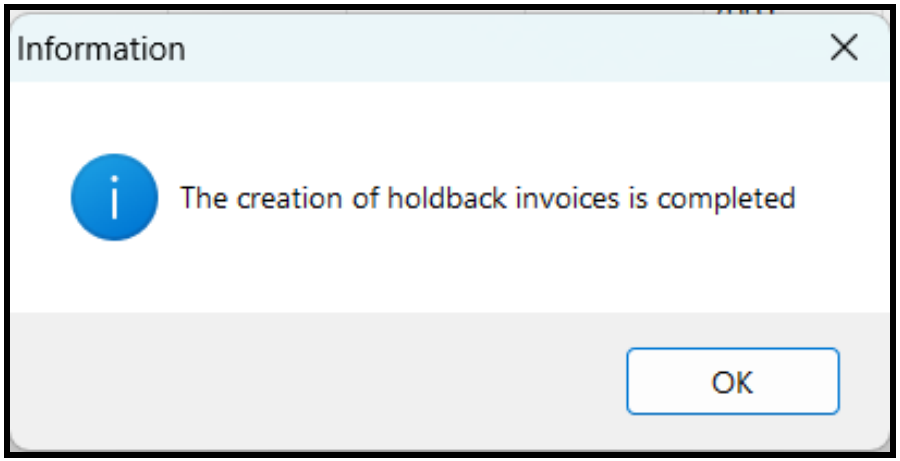
Field	Description
Accepted	Indicates that the invoice must be generated and transferred. *NOTE: It is possible to accept transactions in batch by clicking on the **Select All** icon.*
Holdback Invoice	Allows making a link between the original invoice when there has already been a holdback release or when a holdback invoice has already been generated.
Customer	Displays the customer to invoice, for informational purposes. *NOTE: A red square indicates that a note can be displayed if the customer is exempt from tax. This note is displayed at the bottom, in the status bar.*
Invoice No.	Displays the number of the invoice that will be reversed.
Date	Displays the original invoice date.
Balance	Displays the balance of the original invoice.
Holdback - Balance	Displays the holdback balance to invoice.
Holdback - %	Invoice percentage for release holdback.
Holdback - Amount	Amount to invoice for the holdback.
Tax 1	First tax code applicable to the holdback invoice. *NOTES: To know where the applicable tax code and rate come from, read help on Reading Tax Codes in **maestro***. *If no tax is found, the values entered in the **Default Values** section will be applied.*

Field	Description
Tax 2	Second tax code applicable to the holdback invoice. *NOTES: To know where the applicable tax code and rate come from, read help on Reading Tax Codes in **maestro****. *If no tax is found, the values entered in the **Default Values** section will be applied.*
Project	Displays the project charged in the original invoice for informational purposes.
Activity	Displays the activity charged in the original invoice for informational purposes.
Group	Displays the group charged in the original invoice for informational purposes.

8. Click on **Apply** to generate the holdback invoices.



9. When the validation message **Do you wish to generate the holdback invoices for the selected transactions?** appears, click on **Yes** to initiate the holdback calculation.



10. Click on **Ok** when the holdback calculation confirmation message appears.
11. If so desired, click on the **Print** icon to display the holdback invoice in the **maestro*** viewer.
12. Click on **Print** then close the viewer.

> It is possible to print the holdback invoices at this step but also through the **Print an Invoice** or **Enter a Sale** options.

13. Confirm whether printing was successful.
14. Click on **Transfer** if no modifications have to be made to the invoice.

> Once the holdback calculation completed, the invoice is displayed in the **Summary of Transferred Transactions** or the **Summary of Non-Transferred Transactions** section of the **Enter a Sale** option.

15. Click on **Quit**.

Notes:

Setting Up Customer Invoices Codes TO COMPLETE

The **Receivable Invoice Status Codes Table** allows defining invoice statuses after their transfer. Defined statuses may represent verification steps (or individuals) the invoice must follow to be validated before being printed and the receipt entry.

maestro* > Invoicing > Maintenance > invoicing > **Receivable Invoice Status Codes Table**

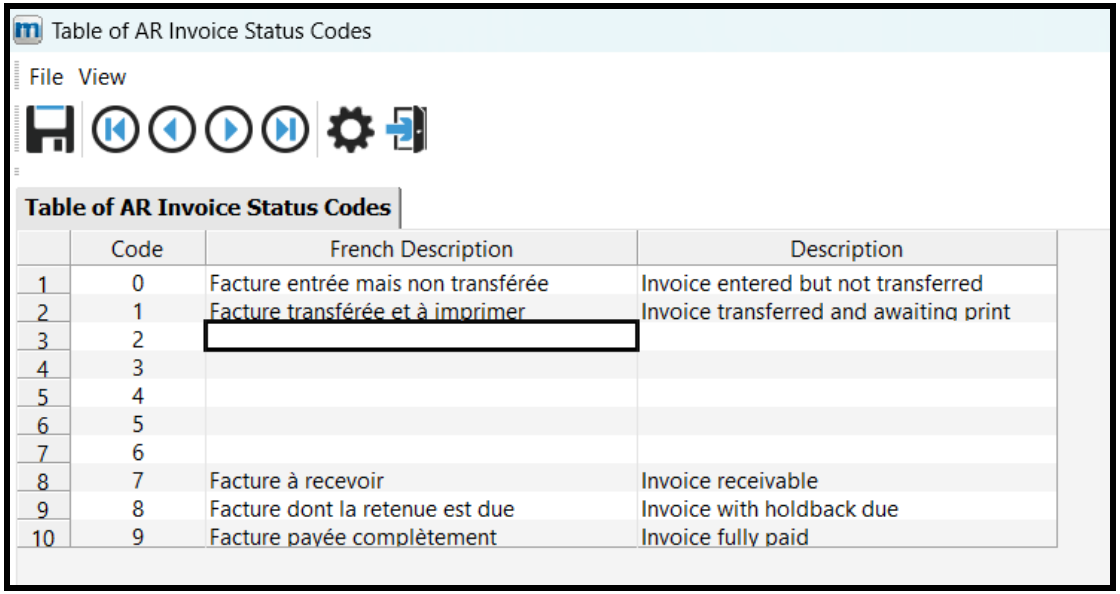
Online Help (F1) - **Receivable Invoice Status Codes Table**

It is possible to customize five (5) approval codes. Codes whose status is assigned by the numbers 0, 1, 7, 8, and 9 are the default **maestro*** codes.

Default Code	Meaning
0	Invoice entered but not transferred
1	Invoice transferred and printed
7	Receivable invoice

Default Code	Meaning
8	Invoice for which the holdback is due
9	Invoice completely paid

All invoices identified by a code lesser than 7 are not available to print nor enter in receipts.



	Code	French Description	Description
1	0	Facture entrée mais non transférée	Invoice entered but not transferred
2	1	Facture transférée et à imprimer	Invoice transferred and awaiting print
3	2		
4	3		
5	4		
6	5		
7	6		
8	7	Facture à recevoir	Invoice receivable
9	8	Facture dont la retenue est due	Invoice with holdback due
10	9	Facture payée complètement	Invoice fully paid

To add a code to the preexisting ones (or modify one):

1. In the **Table of AR Invoice Status Codes** window, click on the desired line in the table.

The software's default steps cannot be modified or deleted.

2. Enter a French and/or English description.
3. Click on the **Save** icon.
4. Close the window.

Reminder

In the **General** option of the **General Settings** (**Billing** module), a status can be assigned by default to transferred invoices in the **Invoice Status** field.

Recording and Generating Interest Invoices TO TEST

Recording interests allows managing, on a monthly basis, interest invoices that are calculated on all unpaid invoices, except for interest invoices, according to the credit term entered in the customer file in **maestro*** (via the **Customer Management** option) and interest rates defined in the **Credit Term Management** option.

The newly created interest invoice is assigned to the original customer but affects the project, activity, and group defined in the **Configuration** option (**Billing** module, **Customer** option, **Interest Accounting** section).

Calculated interests are for the period where the recording of interest is performed. It is recommended to perform this exercise monthly.

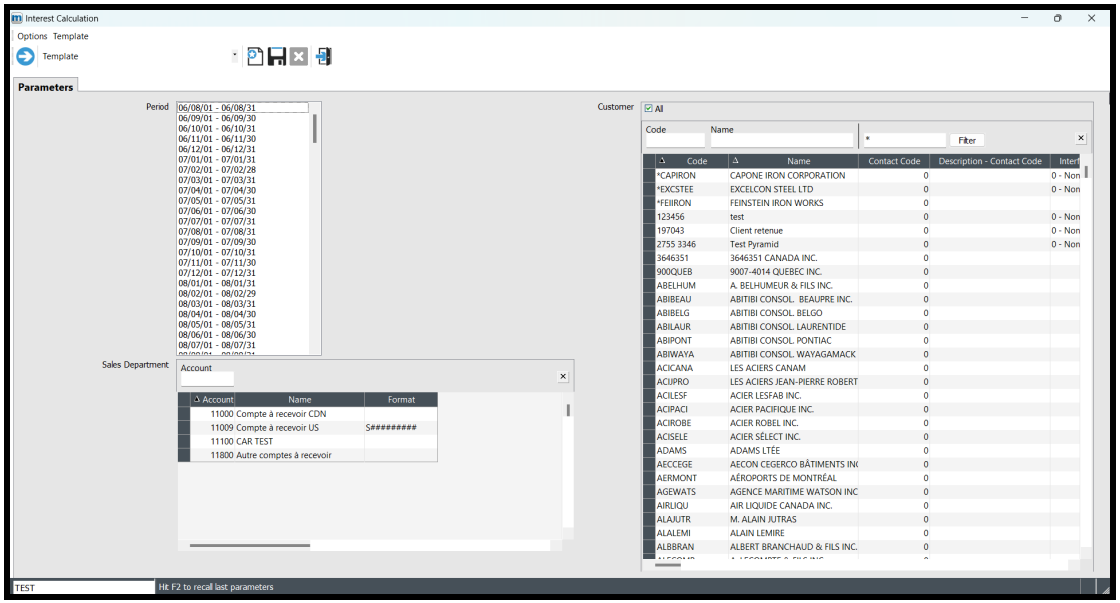
maestro* > Invoicing > Invoicing > Processing > **Interest Accounting**

Online Help (F1) - **Interest Accounting**

From an operational point of view, the act of recording interests is carried out in much the same way as release holdbacks. Once the interests have been calculated, an invoice is generated. The latter can be printed and transferred via the **Interest Accounting** option but also through the **Enter a Sale** option. To record and generate interests:

1. Select a **Period**.
2. Choose a **Sales Deparment** to indicate where invoices come from.
3. Select on or more **Customer(s)**.

> To select all customers, check the **All** box.



4. Click on **Accept**.

> **Maestro*** analyses the data according to the entered parameters and displays a list of invoices for which an interest invoice must be generated.

Enter the required information:

Field	Description
Tax 1	First tax code applicable to the interest invoices. *NOTE: If no tax code is selected, no tax will be applied to the interest invoice.*
Tax 2	Second tax code applicable to interest invoices. *NOTE: If not tax code is selected, no tax will be applied to the interest invoice.*
Interest Invoicing Date	Interest invoice date. *NOTE: This date is considered the accounting date.*

5. Validate the **Interest Amt** column.

> By default **maestro*** displays the interest calculated in accordance to the due date and interest rates indicated in the **Credit Terms Management** option and linked to the customer. It is however possible to manually change the amount by clicking on the field.

6. Select the invoices for which an interest invoice has to be generated by checking the **Accepted** column.

> It is possible to select and deselect all invoices by using the icons to this effect.
>
> The drilling functionality is available for the **Customer** and **Invoice No.** columns to get more details on the customer or transaction.

7. Click on the **Apply** icon oncethe information in the table has been validated.

> Answer **Yes** to the question "**Would you like to generate the interest invoices for the selected transactions?**". Then click **Ok** to the message "**The creation of interest invoices has been completed**".

By this step, interest invoices have been created (for each customer) in the **Enter a Sale** option. The accumulator number of each invoice is displayed in the **Interest Invoice Cpt** column. It is possible to access these invoices by making a double-click on the field.

8. Click on the **Transfer** icon.

This step allows transferring the sale invoice directly to accounting if the user answers **Yes** to the question **Transfer the interest to accounting?**. If the user does not perform the transfer (or answers with a negative), the invoices will be available in the **Enter a Sale** option and will be available for later transfer.

9. To print invoices, it is possible to do so using the **Print** icon in the **Interest Accounting** window, via the **Enter a Sale** option, via the **Print Invoices** option.
10. Click on **Quit**.

Notes:

Generating Liens in maestro* TO TEST

Maestro* offers its clients options designed to managing liens[22] - these can both create liens but also save those received by their subcontractors and generate receipts.

Option allowing to create receipt contract liens

maestro* > Invoicing > Invoicing > Lien > **Lien Management**

Option allowing to save received liens

maestro* > Projects > Project Costing > Processing > **Lien Management**

The **Lien Management** option (displayed in the **Invoicing** module) allows generating and saving liens, as well as their linked receipts[23].

---

[22]Reminder concerning legal construction hypothecs in quebec, liens, and releases:
Nearly thirty years ago appeared legal construction hypothecs in quebec, a mechanism put in place by the Civil Code of Quebec to guarantee the payment ofthe completed work of a project for contractors, subcontractors, architects, engineers, material suppliers, and workers who participated to the completion of said project.

At the time, malicious contractors were pocketing payments from customers once projects were completed, then declaring bankruptcy before paying subcontractors. It is to protect all the parties involved that this receivables guarantee mechanism was put in place.

From now on, those involved in a project who have no direct link with the owner and who are called upon to work for a client are asked to communicate their involvement in the project to the owners (client, bank, contractor, etc.). This communication is carried through with the help of a lien contract document which must be sent to the owner in writing before the work begins when the contractor does not directly contract eith the owner of a building - it briefly describes the contract obtained, the price, the location of the work, and the intention to take out a legal construction hypothec if necessary.

Owners are therefore required to demand written proof (called releases) from those involved in the project that they have been paid (in full or in part), before making any payment to the main contractor or client. In the case of a non-payment, those involved in the project now have recourse.

Some companies generate and manage contract liens themselves whereas others entrust this responsibility to a specialised external company. Furthermore, contract liens only apply to projects where assets may be seized (i.e. a building, generators, etc.). Landscaping jobs and city and governmental projects are not subject to this regulation.

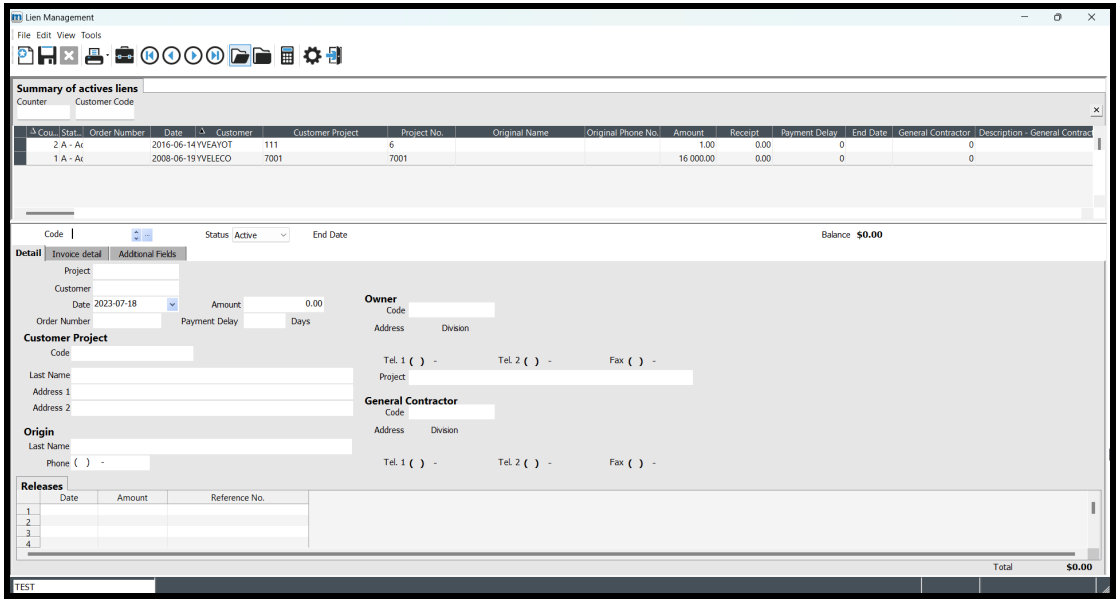
[23]For example, a company that obtains a contract to perform specialized construction work for a general contractor could use it. The simplified sequence of actions around the creation of the release and receipt in **maestro*** would be as follows:

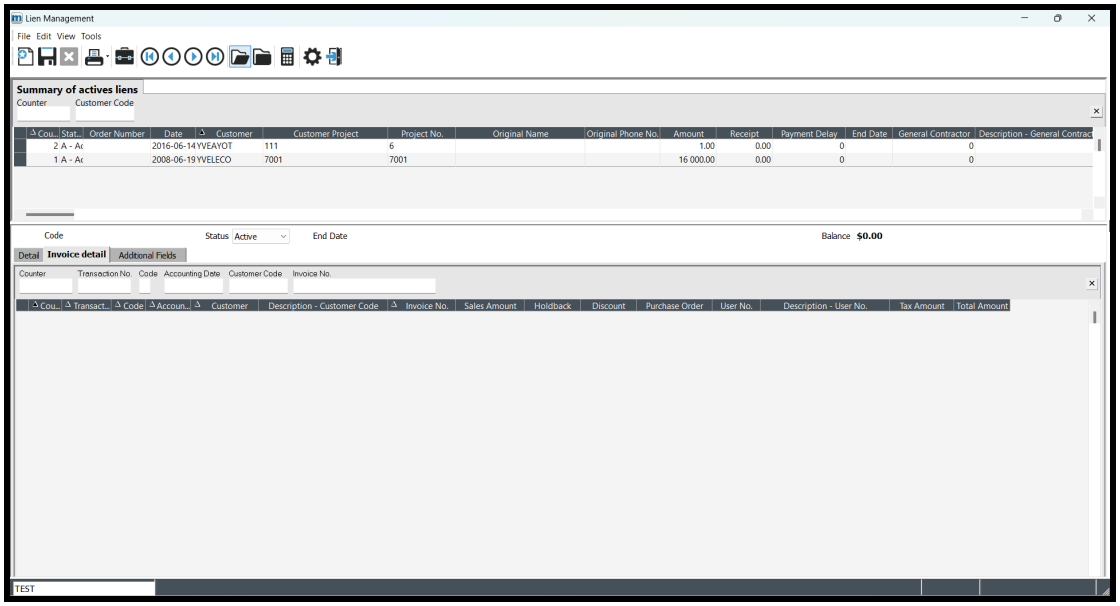
Creating a Lien and Saving a Release Form

The lien allows to generate liens by customer project and know the invoicing level, the payments, and receipts for each of these liens. This option complements the different **maestro*** sale and invoicing options: **Enter a Sale**, **Customer Order**, **Customer Order Invoicing**, **Contract Management**, **Invoicing (Lump Sum)**, **Progress Billing**, **Contract Management (Service)**, etc. It is also important to mention that the **Lien Management** option does not automatically come with **maestro***, that its purchase is optional.

maestro* > Invoicing > Invoicing > Lien > **Lien Management**

Online Help (F1) - **Lien Management**





Creating the Lien

To create and save a new lien:

1. In the **Lien Management** window, click on **New**.

Field	Description
Code	Automatically displays a code when saving a new lien, which corresponds to a sequential number.
Status	Status of the lien. *NOTE: The following two values are available:* ***Active*** *or* ***Closed****.*

Field	Description
End Date	Displays, for informational purposes, the lien end date. *NOTE: This date is automatically displayed when receipts correspond to the lien amount.*
Balance	Lien balance after the receipts have been saved.

2. Enter the required information in the **Details** field:

The fields followed by a * are mandatory.

Field	Description
Customer*	Customer targetted by the lien.
Project*	Project targetted by the lien.
Date*	Lien date.
Amount*	Lien amount.
Order Number	Order number linked to the lien.
Payment Delay	Number of days the customer has to pay. *NOTE: For informational purposes only. This field is not used in any calculation. It appears on the **Lien Report** and can be printed on forms.*

a. **Customer Project** section:

Field	Description
Code*	Customer project code.
Name	Customer's contact name.
Address 1 and 2	Customer project address.

b. **Origin** section:

Field	Description
Last Name	Last name of the person who created the lien.
Phone	Phone number of the person who created the lien.

c. **Owner** section:

Field	Description
Code	Code originating from the **Contract Management** option.
Projet	Name of the owner project.

d. **General Contractor** section:

Field	Description
Code	Code originating from the **Contract Management** option.

3. Click on the **Save** icon.
4. Click on **Ok** when the message *Lien added* appears.

The new lien will now appear in the grid at the top of the window, in the **Summary of Active Liens** section.

Saving a Release Form

To save a release:

1. In the **Lien Management** window, make a double click on the one needing release in the **Summary of Active Liens** grid.
2. In the **Releases** section, enter the date, the amount, and the release number in the columns to this effect.
3. Click on the **Save** icon.

When the release amounts correspond to the total amount of the lien, **maestro*** will change the lien's status to the **Closed** status.

> The **Invoice Detail** section allows to view the invoices and allows to drill down in sale invoices. Furthermore, if the **Lien Management** option is used, it is necessary to indicate the lien forms beforehand, in the **maestro*** **General Settings** (**Lien** section, **Forms** option, **Billing** module).

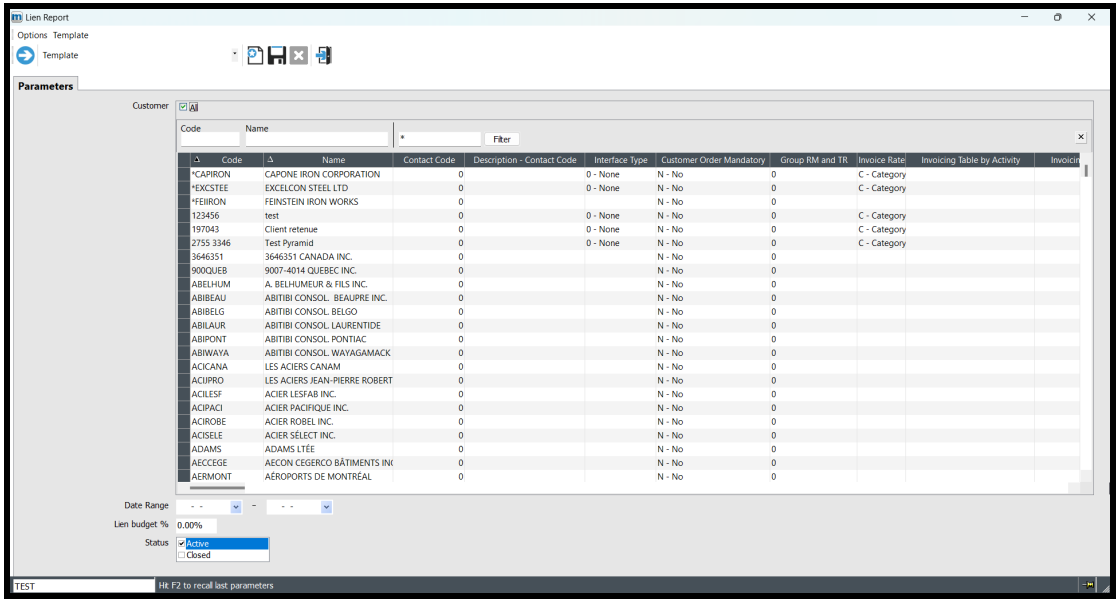
Notes:

Generating a Lien Report TO TEST

The **Lien Report** option allows to view the progress status of liens linked to customers.

maestro* > Invoicing > Invoicing > Lien > **Lien Report**

Online Help (F1) - **Lien Report**



To print the **Lien Report**:

1. Select one or more **Customer**.

By default, all customers are selected.

2. Select a **Date Range**, if so desired.

If no date is entered, this parameter will be ignored.

3. Select the other information according to your needs.

Field	Description
Lien Budget %	Amount Invoiced / Lien Amount. *NOTE: Only the liens who's result to this calculation is greater than or equal to the entered percentage will be displayed on the report.*
Status	Allows displaying only the liens with the **Active** and/or **Closed** status.

4. Click on **Accept**.

Notes:

Generating Different Reports Linked to Sales in maestro* TO TEST

Maestro* allows generating a number of reports and information linked to customer accounts which can then be viewed, saved, printed, shared, or even exported to an *Excel* file. The following table lists and summarizes the main invoicing reports/options and the information that can be viewed/displayed.

Option Name/Report	Information Inquiry in maestro*	Displayed as a Report	Content Description	Elements to Specify to Generate the Report and/or Information, if Applicable
List of Sales		X	Allows displaying, for the selected customer(s), a list of sales according to where they come from (option used to generate the sale) and the transaction status. It is possible to select a specific date range, a specific sales department, a salesperson, and a user(s) who initiated the transaction(s). On the report can also be viewed the invoice numbers, charged projects and activities, holdbacks, discounts, transaction numbers, etc.	• *Transaction Status* • *Customer* • *Sales Department** • *Date Range - Accounting, Entered, and/or Due** • *Salesperson** • *User* • *Origin* **Optional*
Receivables List		X	Allows displaying, for the selected customer(s), the transactions and accounts receivable totals for the latter. It is possible to select a specific date range, a specific sales department, a salesperson, and, if applicable, to apply a mask and display the comments saved for the transactions. The report displays the information by client and details the amounts to receive, the saved receipts, applied discounts, balance receivables, total holdbacks and those to be paid, advances, customer's credit limit, if applicable, payment due dates, main contacts and their phone numbers, etc.	• *Customer* • *Sales Department** • *Date Range** • *Salesperson** • *Mask** • *AR Progress Documents* **Optional*

Option Name/Report	Information Inquiry in maestro*	Displayed as a Report	Content Description	Elements to Specify to Generate the Report and/or Information, if Applicable
AR Aging Report		X	Allows displaying the age and the total balance of customer accounts receivable. The report therefore allows to see the customer, their phone coordinates, the amounts due from 0 to 30 days, 31 to 60 days, 31 to 90 days, 91 to 120 days, 121 days +, holdback amounts to be paid, and the total amount due. The user may specify, before generating the report, if they wish to apply all receipts or juste those up to a certain date, include payment advances, and whether the aging accounts are calculated in days or periods. Finally, they can decide to apply a mask or not and display or not comments saved for transactions.	• *Report End Date** • *Sales Department** • *AR Progress Documents* • *Selection of the AR Calculation in Days or Periods* • *Inclusion of Advances or Not* • *Mask** • *Application of all Receipts or up to a Certain Date* **Optional*
AR Aging Report - Detailed		X	Allows displaying the age and total balance of accounts receivable, by customer, but also for each transactions that led to this balance. As for the AR Aging Report, are displayed amounts due from 0 to 30 days, 31 to 60 days, 61 to 90 days, 91 to 120 days, 121days +, holdback amounts to be paid, and the total amount due on a specific day. The user can also specify , before generating the report, if they wish to apply all receipts or until a certain date, for a specific department or not, include payment advances, and whether the account age is calculated in days or periods. Finally, they can decide whether to apply a mask or not and display or not comments saved on transactions. Holdback may appear separately or be integrated to amounts and the calculate the age accorning to the accounting date or the current date.	• *Report End Date* • *Sales Department* • *Customer* • *Separated and Integrated Holdbacks* • *AR Progress Documents* • *Selection of the AR Calculation in Days or Periods* • *Calculate the age based on the accounting or due date* • *Inclusion of Advances or Not* • *Mask* • *Sort by Customer Code* • *Application of all receipts*

Option Name/Report	Information Inquiry in maestro*	Displayed as a Report	Content Description	Elements to Specify to Generate the Report and/or Information, if Applicable
				or up to a certain date
AR List by Project		X	Allows displaying, by project and customer, the amounts invoiced, holdbacks, discounts, and receipts.	• *Project* • *Sales Department* • *Customer*
List of Invoices		X	Allows displaying invoices for a specific period and account. The report selection parameters also allows to limit the display to a single customer, project and/or series of invoice numbers. The list of invoices to generate displays the invoice numbers, the transaction dates and numbers, the customer codes and names, and finally, the invoice amounts.	• *Date Range* • *Account* • *Invoice Number Range** • *Customer** • *Project** **Optional*
Receipts by Customer		X	Allows displaying, by customer and for a given period, individual and total payments received (including advances and holdback payments) and all information linked (date, transaction number, cheque number, discount).	• *Customer* • *Period Range*
Receipts by Project		X	Allows displaying, by project and for a given period, the individual and total payments (including discounts and holdback payments) and all information linked (customer, date, cheque number, and invoice number).	• *Customer* • *Period Range*
Customer History		X	Allows displaying invoiced and cashed-in sums by customer, for a given period. More specifically, it is possible to find the name and customer number, the transaction date and numbers, invoice numbers, cheque numbers, purchase order number if applicable, as well as the amounts, discounts, and holdbacks.	• *Customer* • *Period Range*

Option Name/Report	Information Inquiry in maestro*	Displayed as a Report	Content Description	Elements to Specify to Generate the Report and/or Information, if Applicable
Recovery Delay		X	Allows displaying, by customer, the total amount invoiced for each period and the number of days since the invoice(s) was (were) issued and the receipt cashed-in.	• *Customer* • *Period Range*
Customer Inquiry	X		Allows to view on the screen all the transactions and information linked to a customer, such as the invoices, receipts, customer orders, contracts, liens, and quotations linked to a customer. It also allows to view a customer's certificates.	• *Customer Code*

Notes:

List of Sales

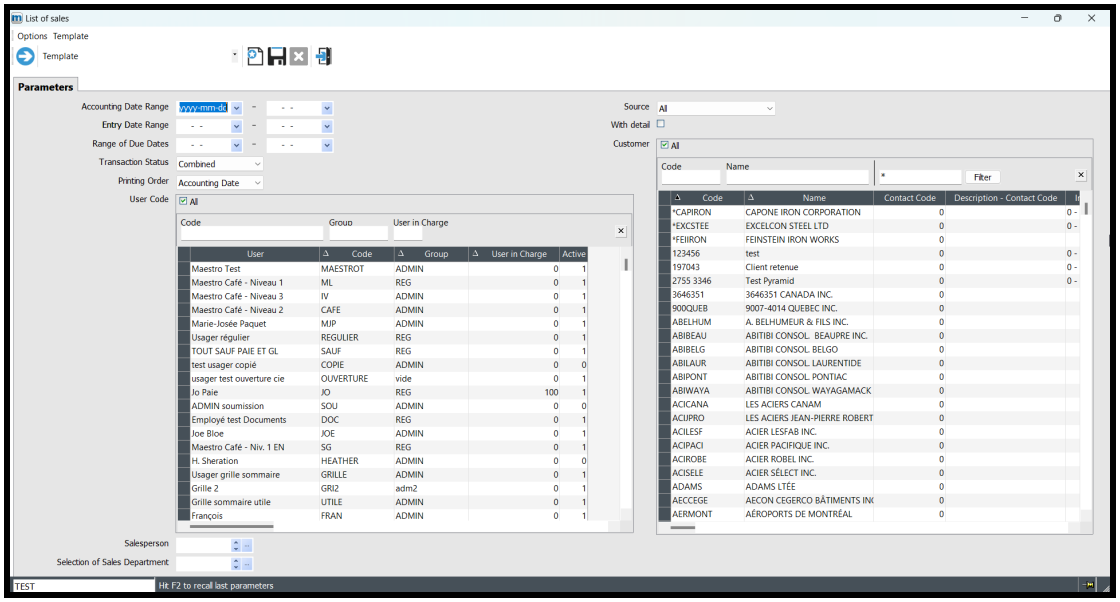
The **List of Sales** option allows generating a list containing all sales and transactions cumulated in the different **maestro*** sales options.

To generate the sales list:

1. In the **List of Sales** list, select an accounting data range, entered date range, and/or due date range.
2. Choose one, more, or all user(s) linked to the sales to display.

> The users list is displayed according to access set up for users in the **Security Management** option.

3. Select one or more customers.



4. Perform all other selections using the information given in the following table.

Field	Description
Transaction Status	Allows selecting the sales to display according to their status. ***Status*** — **Description** *Combined* — Displays both non transferred and transferred sales. *Not Transferred* — Only displays non transferred sales. *Transferred* — Only displays transferred sales.
Printing Order	Displays transactions according to the selected criteria: *Customer*, *Accounting Date*, *Entry Date*, *Invoice #*, and *Transaction #*.
Salesperson	Allows to generate a list for a specific salesperson by selecting one from the **Salesperson Management** option. *NOTES: The salesperson must have been linked to a contract when invoicing.*
Selection of Sales Department	Allows selecting a specific sales department, originating from the **Define Sales Department** option.
Source	Allows selecting the source of transactions to be displayed. ***Value*** — **Description** *All* — Displays all sales, no matter the source. *Standard* — Displays the sales originating from the **Enter a Sale** option only. *Mortgage* — Displays the sales originating from the **Homebuilder Sales** option only. *Progressive/Specialized Invoice* — Displays the sales originating from the different **Invoicing** option only (lump sum, progress

Field	Description	
	Value	**Description**
		billing, and cost plus).
	Mandate Invoicing	Displays no transactions.
	Property	Displays the income originating from the **Rent Collection** option only.
	Service Call	Displays the sales originating from the **Invoicing** (service management) option only.
With Detail	If this box is checked, **maestro*** displays the description displayed on the invoice.	

5. Click on **Accept**.
6. View the report, share it, or save it, then quit.

Accounts Receivable List

As its name indicates, this option allows generating a list of account receivables according to the parameters entered by the user.

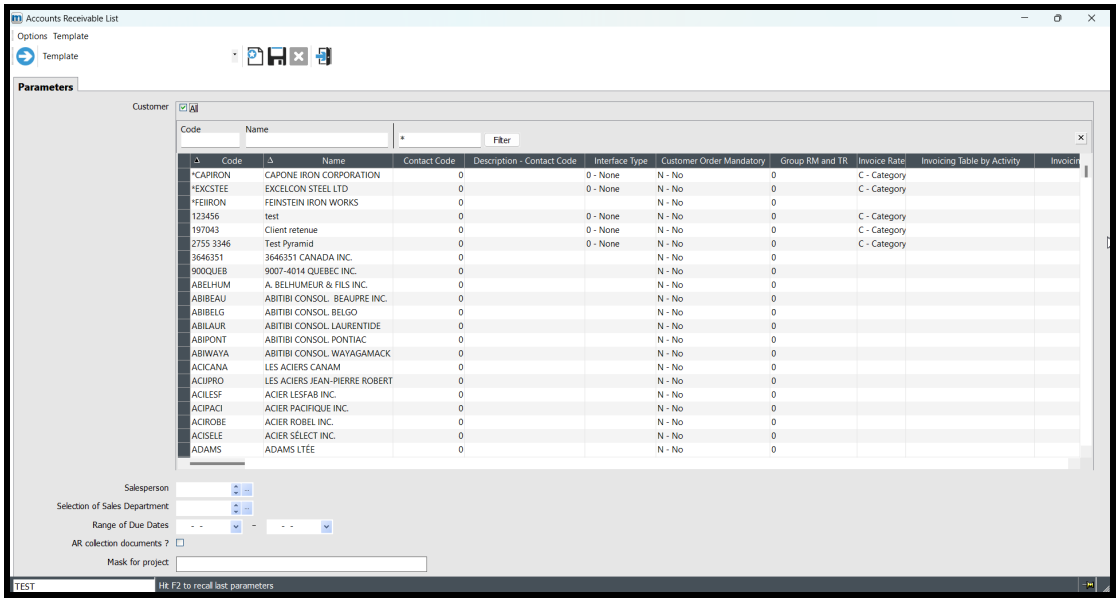
maestro* > Invoicing > Analysis and Inquiry > Reports > **Accounts Receivable List**

To generate the accounts receivable list:

1. In the **Accounts Receivable List** window, select the customer(s) to take into account.

   It is possible to select all customers by checking the box to this effect or to select multiple ones by keeping the **Ctrl** key pressed down.

2. If applicable, select the **Salesperson** to limit the data displayed to sales linked to this said salesperson.
3. In the **Selection of Sales Department** field, select an account receivable to only display the details linked to the latter on the report.
4. Then indicate, if applicable, the start and end dates in the **Range of Due Dates** fields to restrict the display to a specific period.
5. If so desired, check the **AR collection documents?** box to display, on the report, the camments by invoice entered in the **Enter Receipts** of **Customer Inquiry** options.
6. If applicable, enter a mask in the **Mask for Project** field to limit the display of accounts receivable to a specific project.



7. Click on the **Accept** icon.

TEST

Accounts Receivable List

For transactions due from beginning to end

Cust Code / Date	Customer Name / Due Date	Trans No.	Invoice No.	Proj No	P.O.	Phone	Contact / Amount	Receipt	Discount	Balance	Holdback	Credit Limit / Hlbk Receipt	Hlbk Balance	Advance / Total
*CAPIRON	CAPONE IRON CORPORATION					(978)948-8000	GARY CAPONE					500.00		0.00
2012-01-06	2012-01-06	3871	60	9			569.63	0.00	0.00	569.63	0.00	0.00	0.00	569.63
	Total for department 11000						569.63	0.00	0.00	569.63	0.00	0.00	0.00	569.63
2008-07-22	2008-07-22	3255	0000000012	7001			620.81	589.77	0.00	0.00	31.04	0.00	31.04	31.04
2008-11-28	2008-11-28	3496	0000000015	7001			129.81	116.83	0.00	0.00	12.98	0.00	12.98	12.98
	Total for department 11009						750.62	706.60	0.00	0.00	44.02	0.00	44.02	44.02
							1,320.25	706.60	0.00	569.63	44.02	0.00	44.02	613.65
*EXCSTEE	EXCELCON STEEL LTD					(613)836-3070	BINTORO LO					500.00		0.00
2008-07-18	2008-07-18	3329	0000000014	7001			620.81	0.00	0.00	620.81	0.00	0.00	0.00	620.81
	Total for department 11009						620.81	0.00	0.00	620.81	0.00	0.00	0.00	620.81
123456	test					( ) -						0.00		0.00
2022-06-03	2022-07-03	5485	72	7001	789101112		11,347.75	0.00	0.00	10,347.75	1,000.00	0.00	1,000.00	11,347.75
	Total for department 11000						11,347.75	0.00	0.00	10,347.75	1,000.00	0.00	1,000.00	11,347.75
197043	Client retenue					( ) -						0.00		0.00
2014-05-29	2014-05-29	4277	ret1	7001	789101112		1,134.78	1,034.78	0.00	0.00	100.00	0.00	100.00	100.00
2014-05-29	2014-05-29	4278	ret2	7001	789101112		567.39	0.00	0.00	517.39	50.00	0.00	50.00	567.39
	Total for department 11000						1,702.17	1,034.78	0.00	517.39	150.00	0.00	150.00	667.39
900QUEB	9007-4014 QUEBEC INC.					(819)377-3663	CLAUDE LEVASSEUR					0.00		0.00
2014-10-09	2014-10-09	4368	107	7001			102.19	0.00	0.00	102.19	0.00	0.00	0.00	102.19
	Total for department 11000						102.19	0.00	0.00	102.19	0.00	0.00	0.00	102.19
ACISELE	ACIER SÉLECT INC.					(450)545-1767	LUCIE TREMBLAY					0.00		500.00
2007-06-08	2007-06-08	2185	test	ADMIN07			113,950.00	102,555.00	0.00	0.00	11,395.00	0.00	11,395.00	11,395.00
2007-06-08	2007-06-08	2187	test3				2,279.00	2,051.10	0.00	0.00	227.90	0.00	227.90	227.90
2008-07-16	2008-07-16	3232	test2	ADMIN07			1,128.75	0.00	0.00	0.00	1,128.75	0.00	1,128.75	1,128.75
	Total for department 11000						117,357.75	104,606.10	0.00	0.00	12,751.65	0.00	12,751.65	12,751.65
							117,357.75	104,606.10	0.00	-500.00	12,751.65	0.00	12,751.65	12,251.65
ADAHS	ADAHS LTÉE					(819)376-9755	GILLES ADAHS					0.00		0.00
2007-07-16	2007-07-16	2569	6	TEST1			113.95	0.00	0.00	113.95	0.00	0.00	0.00	113.95
2007-07-19	2007-07-19	2320	1	TEST1			1,139.50	0.00	0.00	1,139.50	0.00	0.00	0.00	1,139.50
2007-07-19	2007-07-19	2549	3	TEST1			9,116.00	0.00	0.00	9,116.00	0.00	0.00	0.00	9,116.00
2007-09-06	2007-09-06	2787	test	TEST1			-176.62	0.00	0.00	-176.62	0.00	0.00	0.00	-176.62

8. Once it has been processed, view the information displayed in the **Maestro Viewer** and, if needed, save ad/or print the report.
9. Close the window.

AR Aging Report

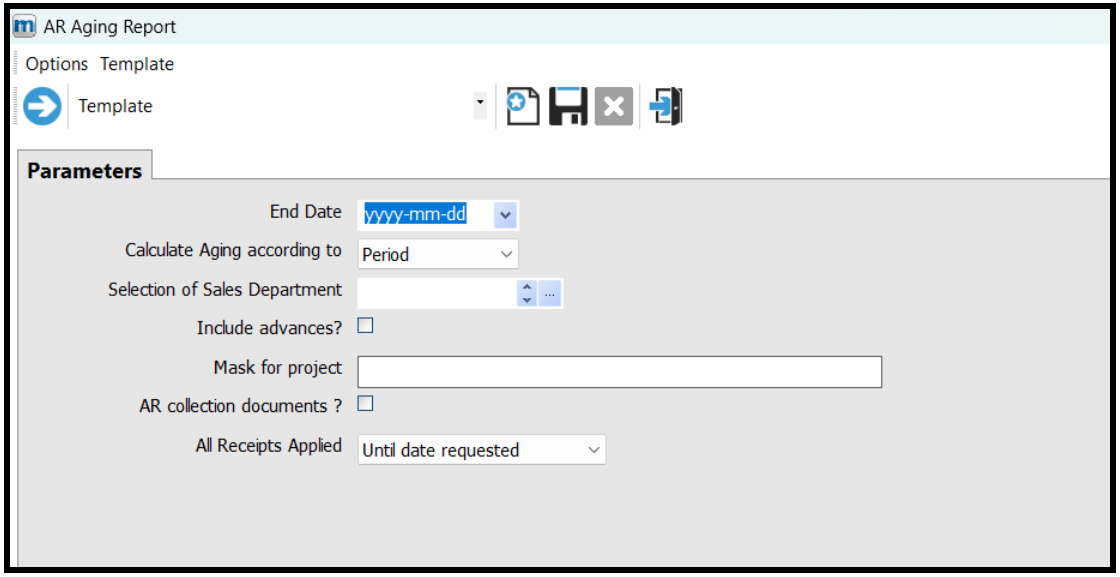
As it's name indicates, the option allows generating the **AR Aging Report** according to the parameteres entered by the user.

maestro* > Invoicing > Analysis and Inquiry > Reports > **AR Aging Report**

To generate the **AR Aging Report**:

1. Enter the **End Date** of the transactions that must be taken into account to generate the report.
2. Select the desired calculation option in the **Calculate Aging According to** field:
    - The *Period* option will make it so AR aging is calculated by period.
    - The *Day* option will make it so **maestro*** calculate the invoice aging according to the number of days past between the invoice date and the date on which the report is requested.

3. In the **Selection of Sales Department** grid, select the account(s) receivable.
4. If applicable, check the box **Include advances** to display customer advances on the report.
5. If needed, enter a mask in the **Mask for project** field to limit the accounts receivable display to specific projects.
6. If so desired, check the **AR Collect Documents**? box to display on the report all comments per invoice entered in the **Enter a Receipt** or **Customer Inquiry** options.
7. Select the desired option in the **All Receipts Applied** field:
    - When selected, the **All** option will make sure that invoiced amounts will not be taken into account to generate the report if the payments have been performed after the selected date, as these amounts are now settled.
    - As for the **Until Date Requested** option, it assures that receipts are applied to the invoiced amounts until the report date. If cheques are cashed in after the report date, the corresponding invoices will not be considered settles to generate the results of the report.



8. Click on the **Accept** icon.

TEST

AR Aging Report as at 20/07/30

(Aging calculated in periods)

Customer	Customer Name	Phone	0 - 30	31 - 60	61 - 90	91 - 120	121+	Holdback	Total
*CAPIRON	CAPONE IRON CORPORAT	(978)948-8000	0.00	0.00	0.00	0.00	569.63	44.02	613.65
*EXCSTEE	EXCELCON STEEL LTD	(613)836-3070	0.00	0.00	0.00	0.00	620.81	0.00	620.81
197043	Client retenue	( ) -	0.00	0.00	0.00	0.00	517.39	150.00	667.39
900QUEB	9007-4014 QUEBEC INC.	(819)377-3663	0.00	0.00	0.00	0.00	102.19	0.00	102.19
ACISELE	ACIER SÉLECT INC.	(450)545-1767	0.00	0.00	0.00	0.00	0.00	12,751.65	12,751.65
ADAMS	ADAMS LTÉE	(819)376-9755	0.00	0.00	0.00	0.00	15,968.42	174,956.25	190,924.67
AECCEGE	AECON CEGERCO BÂTIMI	(450)449-6333	0.00	0.00	0.00	0.00	13,899.27	2,005.24	15,904.51
AVANCE	test client avance	( ) -	0.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
CLIENTPERS	Client table personnalisé	( ) -	0.00	0.00	0.00	0.00	638.11	0.00	638.11
COGESDI	COGESDI INC.	(819)293-4773	0.00	0.00	0.00	0.00	12,742.69	2,848.75	15,591.44
CPKJ01	N. Peters	( ) -	0.00	0.00	0.00	0.00	-129.60	0.00	-129.60
CQ	CQ test - Client	(514)111-1111	0.00	0.00	0.00	0.00	365,928.35	91.98	366,020.33
DBABIN	D. Babin	( ) -	0.00	0.00	0.00	0.00	100.00	0.00	100.00
DEMVALO	DU BOCAGE PROPRIÉTÉS	( ) -	0.00	0.00	0.00	0.00	-7,491.96	0.00	-7,491.96
DIRECTE	Client directe	( ) -	0.00	0.00	0.00	0.00	7,208.78	0.00	7,208.78
ERIBOIS	ÉRIC BOISVERT	(819)289-2022	0.00	0.00	0.00	0.00	102,705.41	11,395.00	114,100.41
GALLIOTT	Nicole Galliott	(514)222-2222	0.00	0.00	0.00	0.00	15,469.31	0.00	15,469.31
HAB001	HAB001	( ) -	0.00	0.00	0.00	0.00	67.00	0.00	67.00
MJ	Test MJ	( ) -	0.00	0.00	0.00	0.00	287.44	0.00	287.44
MTL	Madame tout le monde	( ) -	0.00	0.00	0.00	0.00	720,792,297.41	37,944,302.84	758,736,600.25
STRPEPI	STRUCTURE D'ACIER PÉP!	(819)693-9115	0.00	0.00	0.00	0.00	9,142.43	0.00	9,142.43
TEST	test maestro	( ) -	0.00	0.00	0.00	0.00	22.00	0.00	22.00
TEST2	test 2 maestro	( ) -	0.00	0.00	0.00	0.00	130.00	0.00	130.00
THOBELL	THOMAS BELLEMARE LT	(819)296-3767	0.00	0.00	0.00	0.00	37.94	0.00	37.94
USILAMT	USINAGE LAMTEC DL INC	(819)377-0508	0.00	0.00	0.00	0.00	7,200.00	800.00	8,000.00
VENBEAU	VENTILLATION BEAUCHE	(819)293-4029	0.00	0.00	0.00	0.00	739.29	0.00	739.29
VILCONT	VILLE DE CONTRECOEUR	(450)587-5901	0.00	0.00	0.00	0.00	3,104.06	0.00	3,104.06
VOLTEC	E.D.M. Interiors (DO NOT U	( ) -	0.00	0.00	0.00	0.00	20,215.28	35.05	20,250.33
WED002	WED002	(51)433-3333	0.00	0.00	0.00	0.00	15.00	2.00	17.00
WILALLE	WILFRID ALLEN LTEE	(418)882-2277	0.00	0.00	0.00	0.00	25,214.93	50.14	25,265.07
YVEAYOT	MONSIEUR YVES AYOTTE	(450)780-2132	0.00	0.00	0.00	0.00	17,954.36	0.00	17,954.36
YVELECO	YVES LECOMBE INC.	(450)742-2388	0.00	0.00	0.00	0.00	148,567.30	1,927.00	150,494.30
YVODESH	M. YVON DESHAIES	(450)111-1111	0.00	0.00	0.00	0.00	67,917.18	81.15	67,998.33
ZINELEC	ZINC ELECTROLYTIQUE C.	(450)373-9144	0.00	0.00	0.00	0.00	1,985,608.25	2,113.02	1,987,721.27
			0.00	**0.00**	**0.00**	**0.00**	**723,609,368.67**	**38,153,554.09**	**761,762,922.76**

Page 1 de 1

Mardi 18 juillet 2023, 13:42
Imprimé par :

9. Once the process completed, view the information displayed in the **Maestro Viewer** and, if needed, save and/or print the report.
10. Close the window.

AR Aging Report - Detailed

As its name indicates, this option allows generating the **Detailed AR Aging Report** according to the parameters set by the user.

maestro* > Invoicing > Analysis and Inquiry > Reports > **AR Aging Report - Detailed**

Online Help (F1) - **AR Aging Report - Detailed**

To generate the report:

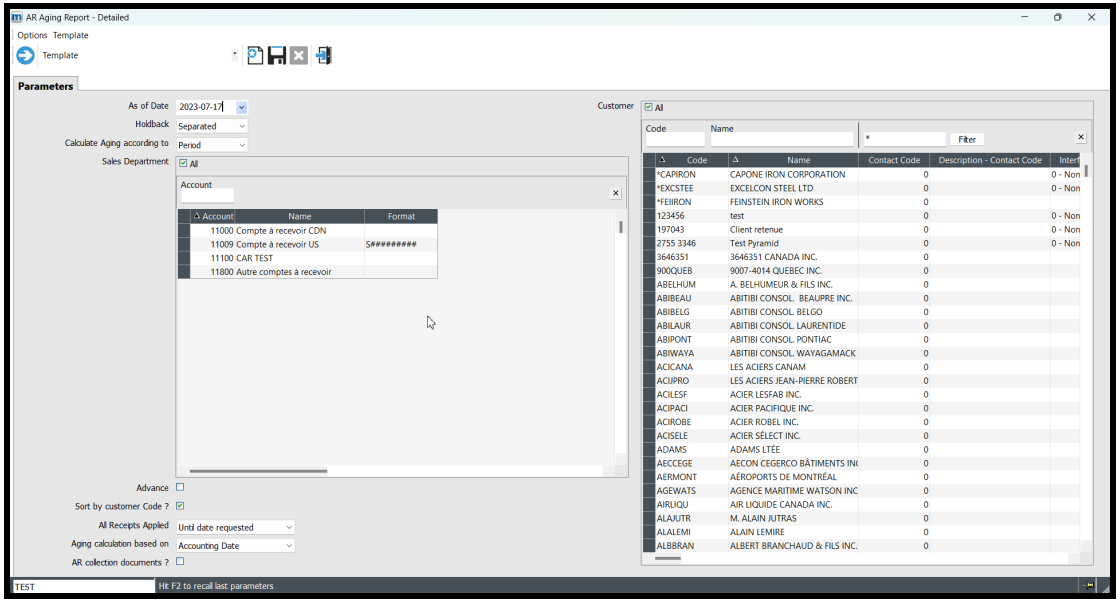
1. In the **AR Aging Report - Detailed** window, first select the date for which the report is requested. Invoices with a date later than the one entered in the **Date Range** field will not be taken into account.
2. Then select the desired option in the **Holdback** field:
   - The *Separated* option makes it so the holdback amounts are displayed in a separate column of the report (titled *Holdback*).
   - The *Integrated* option makes it so the holdback amounts are displayed on separate lines (identified by the *R* code). These amounts are also classified according to the age of AR accounts on the report (0-30 days, 31-60 days, etc.).
3. Select the desired calculation option in the **Calculate Aging According to** field:
   - The *Period* option makes it so the aging of AR accounts will be calculated by period.
   - The *Days* options makes it so **maestro*** will calculate the age of invoices according to the days elapsed between the invoice dates and the date for which the report is requested.
4. In the **Sales Department** grid, select the account(s) receivables.
5. Select, in the right portion of the window and the **Customer** grid, the customer(s) to display on the report.

   It is possible to select all the customers by checking the box to this effect or to select more than one by pressing and holding the **Ctrl** key. Furthermore, the user can click on the column titles in the grid to modify the display order in the grid.

6. If applicable, check the **Advance** box to display customer advances on the report.
7. Check the **Sort by Customer Code** box to replicate the display order of selected customers in the report grid. If this box is not checked, the selected customers will be ordered on the report according to their customer code.
8. Selection the desired option in the **All Receipts Applied** field:
   - When selected, the **All** option makes it so the invoice amounts are only displayed on the report if the payments have been performed after the report date, as these amounts are now settled.

- As for the **Until Date Requested** option makes its so the receipts will be applied to the invoiced amounts until the report date. If cheques have been cashed in after the report date, the corresponding invoices will appear as though they have yet to be settled on the report.

9. If so desired, check the **AR Collection Documents?** box to display on the report the comments per invoice entered in the **Enter a Receipt** or **Customer Inquiry** options.



10. Click on the **Accept** icon.

TEST

AR Aging Report - Detailed as of 2023-07-17

(Aging calculated in periods based on accounting date)

Work Site	Date	Invoice#	Due Date	Purch. Amount	0 to 30 Days	31 to 60 Days	61 to 90 Days	91 to 120 Days	Over 120	Total	Holdback	Grand Total
***CAPIRON**	**CAPONE IRON CORPORATION**							**(978) 948-800**				
	2008-07-22	0000000012	2008-07-22	620.81	0.00	0.00	0.00	0.00	0.00	0.00	31.04	31.04
	2008-11-28	0000000015	2008-11-28	129.81	0.00	0.00	0.00	0.00	0.00	0.00	12.98	12.98
	2012-01-06	60	2012-01-06	569.63	569.63	0.00	0.00	0.00	0.00	569.63	0.00	569.63
					569.63	**0.00**	**0.00**	**0.00**	**0.00**	**569.63**	**44.02**	**613.65**
***EXCSTEE**	**EXCELCON STEEL LTD**							**(613) 836-307 Blocked**				
EXCELCON STEE	2008-07-18	0000000014	2008-07-18	620.81	620.81	0.00	0.00	0.00	0.00	620.81	0.00	620.81
123456	**test**							**( ) -**				
test	2022-06-03	72	2022-07-03	11,347.75	10,347.75	0.00	0.00	0.00	0.00	10,347.75	1,000.00	11,347.75
197043	**Client retenue**							**( ) -**				
Client retenue	2014-05-29	ret1	2014-05-29	1,134.78	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00
Client retenue	2014-05-29	ret2	2014-05-29	567.39	517.39	0.00	0.00	0.00	0.00	517.39	50.00	567.39
					517.39	**0.00**	**0.00**	**0.00**	**0.00**	**517.39**	**150.00**	**667.39**
900QUEB	**9007-4014 QUEBEC INC.**							**(819) 377-366**				
	2014-10-09	107	2014-10-09	102.19	102.19	0.00	0.00	0.00	0.00	102.19	0.00	102.19
ACISELE	**ACIER SÉLECT INC.**							**(450) 545-176**				
ACIER SÉLECT I	2007-06-08	test	2007-06-08	113,950.00	0.00	0.00	0.00	0.00	0.00	0.00	11,395.00	11,395.00
ACIER SÉLECT I	2007-06-08	test3	2007-06-08	2,279.00	0.00	0.00	0.00	0.00	0.00	0.00	227.90	227.90
ACIER SÉLECT I	2008-07-16	test2	2008-07-16	1,128.75	0.00	0.00	0.00	0.00	0.00	0.00	1,128.75	1,128.75
					0.00	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**12,751.65**	**12,751.65**
ADAMS	**ADAMS LTÉE**							**(819) 376-975**				
	2007-07-16	6	2007-07-16	113.95	113.95	0.00	0.00	0.00	0.00	113.95	0.00	113.95
ADAMS LTÉE	2007-07-19	1	2007-07-19	1,139.50	1,139.50	0.00	0.00	0.00	0.00	1,139.50	0.00	1,139.50
ADAMS LTÉE	2007-07-19	3	2007-07-19	9,116.00	9,116.00	0.00	0.00	0.00	0.00	9,116.00	0.00	9,116.00
	2007-09-06	test	2007-09-06	-176.62	-176.62	0.00	0.00	0.00	0.00	-176.62	0.00	-176.62
	2007-11-21	test21	2007-11-21	62.67	62.67	0.00	0.00	0.00	0.00	62.67	0.00	62.67
	2008-02-26	testcata2	2008-02-26	39,506.25	39,506.25	0.00	0.00	0.00	0.00	39,506.25	0.00	39,506.25
	2008-02-26	testcatalo	2008-02-26	174,956.25	0.00	0.00	0.00	0.00	0.00	0.00	174,956.25	174,956.25
	2008-03-28	0000000018	2008-03-28	-39,506.25	-39,506.25	0.00	0.00	0.00	0.00	-39,506.25	0.00	-39,506.25
ADAMS LTÉE	2008-06-05	testlamb	2008-06-05	5,643.75	5,643.75	0.00	0.00	0.00	0.00	5,643.75	0.00	5,643.75
	2008-06-09	0000000024	2008-06-09	84.66	84.66	0.00	0.00	0.00	0.00	84.66	0.00	84.66
ADAMS LTÉE	2009-01-30	sciage	2009-01-30	39.51	-15.49	0.00	0.00	0.00	0.00	-15.49	0.00	-15.49
					15,968.42	**0.00**	**0.00**	**0.00**	**0.00**	**15,968.42**	**174,956.25**	**190,924.67**

Page 1 of 9

Tuesday, July 18, 2023, 13:44
Printed by : Maestro

11. Once the process completed, view the information displayed in the **Maestro Report Viewer** and, if needed, save and/or print the report.
12. Close the window.

AR List by Project

The **AR List by Project** option allows generating a report displaying, by project and by customer, the invoices amounts (including the invoicing dates and due dates), the holdbacks, discounts, and receipts.

maestro* > Invoicing > Analysis and Inquiry > Reports > **AR List by Project**

1. In the **AR List by Project** window, first select the project(s) for which you wish to view the data.
2. If needed, select a salesperson (if set up and used).

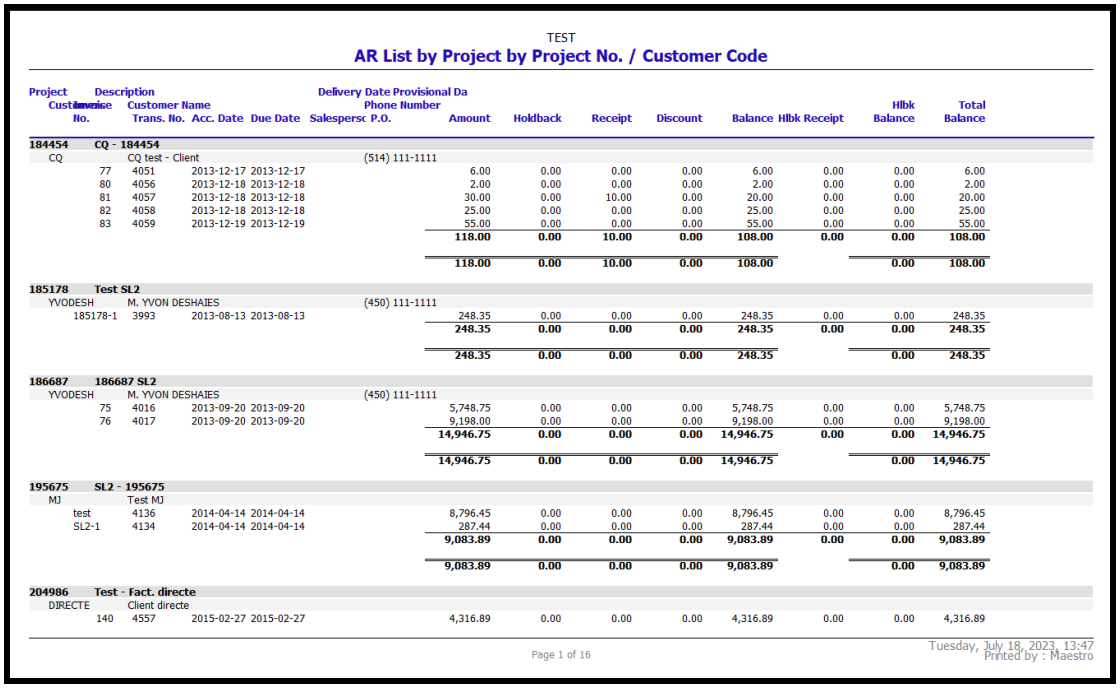
3. In the **Sales Department** field, select the account receivable.
4. Choose the customer(s) to display on the report.

   It is possible to select all the customers by checking the box to this effect or to select more than one by pressing and holding the **Ctrl** key.

5. In the **Printing Order** field, select one of the fours options to determine the information display order:

   - *Customer Name / Project No.*
   - *Customer Code / Project No.*
   - *Project No. / Customer Name*
   - *Project No. / Customer Code*

6. Click on the **Accept** icon.



TEST

AR List by Project by Project No. / Customer Code

Project Customer No.	Description Invoice Trans. No.	Customer Name Acc. Date	Due Date	Delivery Date Provisional Da Salesperso	Phone Number P.O.	Amount	Holdback	Receipt	Discount	Balance	Hlbk Receipt	Hlbk Balance	Total Balance
184454	**CQ - 184454**												
CQ		CQ test - Client			(514) 111-1111								
	77	4051	2013-12-17	2013-12-17		6.00	0.00	0.00	0.00	6.00	0.00	0.00	6.00
	80	4056	2013-12-18	2013-12-18		2.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00
	81	4057	2013-12-18	2013-12-18		30.00	0.00	10.00	0.00	20.00	0.00	0.00	20.00
	82	4058	2013-12-18	2013-12-18		25.00	0.00	0.00	0.00	25.00	0.00	0.00	25.00
	83	4059	2013-12-19	2013-12-19		55.00	0.00	0.00	0.00	55.00	0.00	0.00	55.00
						118.00	**0.00**	**10.00**	**0.00**	**108.00**	**0.00**	**0.00**	**108.00**
						118.00	**0.00**	**10.00**	**0.00**	**108.00**		**0.00**	**108.00**
185178	**Test SL2**												
YVODESH		M. YVON DESHAIES			(450) 111-1111								
	185178-1	3993	2013-08-13	2013-08-13		248.35	0.00	0.00	0.00	248.35	0.00	0.00	248.35
						248.35	**0.00**	**0.00**	**0.00**	**248.35**	**0.00**	**0.00**	**248.35**
						248.35	**0.00**	**0.00**	**0.00**	**248.35**		**0.00**	**248.35**
186687	**186687 SL2**												
YVODESH		M. YVON DESHAIES			(450) 111-1111								
	75	4016	2013-09-20	2013-09-20		5,748.75	0.00	0.00	0.00	5,748.75	0.00	0.00	5,748.75
	76	4017	2013-09-20	2013-09-20		9,198.00	0.00	0.00	0.00	9,198.00	0.00	0.00	9,198.00
						14,946.75	**0.00**	**0.00**	**0.00**	**14,946.75**	**0.00**	**0.00**	**14,946.75**
						14,946.75	**0.00**	**0.00**	**0.00**	**14,946.75**		**0.00**	**14,946.75**
195675	**SL2 - 195675**												
MJ		Test MJ											
	test	4136	2014-04-14	2014-04-14		8,796.45	0.00	0.00	0.00	8,796.45	0.00	0.00	8,796.45
	SL2-1	4134	2014-04-14	2014-04-14		287.44	0.00	0.00	0.00	287.44	0.00	0.00	287.44
						9,083.89	**0.00**	**0.00**	**0.00**	**9,083.89**	**0.00**	**0.00**	**9,083.89**
						9,083.89	**0.00**	**0.00**	**0.00**	**9,083.89**		**0.00**	**9,083.89**
204986	**Test - Fact. directe**												
DIRECTE		Client directe											
	140	4557	2015-02-27	2015-02-27		4,316.89	0.00	0.00	0.00	4,316.89	0.00	0.00	4,316.89

Page 1 of 16

Tuesday, July 18, 2023, 13:47
Printed by : Maestro

7. Once the process completed, view the information displayed in the **Maestro Report Viewer** and, if needed, save and/or print the report.
8. Close the window.

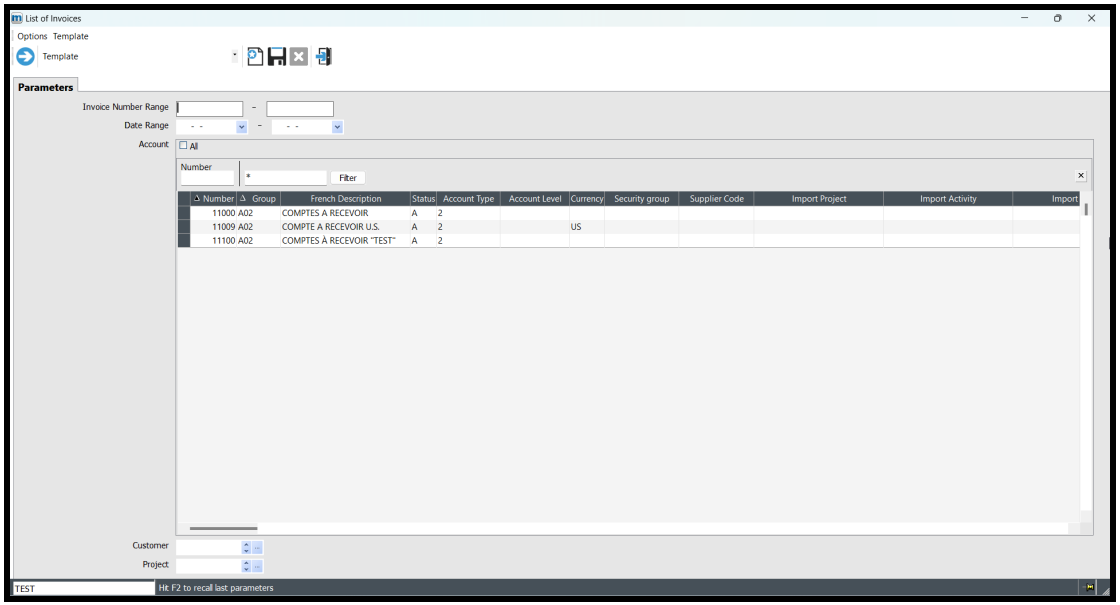
List of Invoices

The **List of Invoices** option is used to generate an invoice list for a period and data account. The selection parameters for the report also allow to limit display to a customer, project, and/or series of invoice numbers. As for the list of generated invoices, it displays the invoice numbers, transaction dates and numbers, customer codes and names, and finally, invoice amounts.

maestro* > Invoicing > Analysis and Inquiry > Reports > **List of Invoices**

To generate this report:

1. In the **List of Invoices** window, first select, if applicable, the first and last invoice numbers to take into account to limit the selection.
2. Then complete the **Date Range** by indicating the start and end date to take into consideration. The date of invoices included on the report will be contained between those two dates, inclusively.
3. Then select the supplier account.



4. If so desired, limit the list of invoices to a client by selecting the later.
5. If so desired, limit the list of invoices to a project by selecting it.
6. Click on the **Accept** icon.

TEST

List of Invoices

For transactions from beginning to end

Invoice No.	Date	Trans. No.	Customer	Customer Name	Amount
	2007-07-05	2314	AECCEGE	AECON CEGERCO BÂTIM	11,395.00
	2007-07-11	2315	AECCEGE	AECON CEGERCO BÂTIM	113,950.00
	2007-07-11	2318	BEN	ben	113,950.00
	2007-09-14	2499	~~~~(F	Vente projet 7005	139,187.41
	2007-09-14	2502	~~~~(G	Vente projet 7005	139,187.41
	2007-09-14	2504	~~~~(H	Vente projet 7005	139,187.41
	2007-09-14	2506	~~~~(I	Vente projet 7005	139,187.41
	2007-09-19	2516	~~~~(M	Vente projet 7005	178,556.82
	2007-10-18	2651	~~~~(k	Vente projet 7005	110,177.58
	2007-10-19	2654	~~~~(m	Vente projet 7005	110,177.58
	2007-11-26	2760	~~~~(□	Vente projet 7001	370,525.69
	2007-12-03	2773	~~~~("	Vente projet 7001	370,525.69
	2007-12-03	2778	~~~~(™	Vente projet 7001	370,525.69
	2007-12-03	2783	~~~~(ž	Vente projet 7001	370,525.69
	2007-12-26	2811	~~~~(ª	Vente projet 7001	370,525.69
	2007-12-11	2820	~~~~(°	Vente projet 7001	370,525.69
	2008-03-27	2950	~~~~(Ő	Vente projet 7001	393,205.15
	2008-04-01	2955	~~~~(Ö	Vente projet 7001	386,464.49
	2008-04-01	2958	~~~~(×	Vente projet 7001	124,376.64
	2008-04-01	2961	~~~~(Ø	Vente projet 7001	108,153.60
	2008-04-01	2966	YVODESH	M. YVON DESHAIES	167,638.08
	2008-04-01	2969	YVODESH	M. YVON DESHAIES	81,115.20
	2008-04-01	2971	~~~~(Û	Vente projet 7001	91,930.56
	2008-04-09	2977	YVODESH	M. YVON DESHAIES	360,555.00
	2008-06-02	3166	~~~~(□□	Vente projet 7001	268,210.62
	2008-11-18	3473	~~~~(?□	Vente projet 7001	242,056.86
	2012-08-30	3949	~~~~(ž□	Vente projet 7001	456,450.75
	2015-07-16	0	ZINELEC	ZINC ELECTROLYTIQUE (	664.28
	2015-08-21	0	VOLTEC	E.D.M. Interiors (DO NOT	2.30
	2015-08-24	0	WED002	WED002	2.30
	2018-01-01	0	YVELECO	YVES LECOMBE INC.	1,154.34
	2019-01-01	0	USILAMT	USINAGE LAMTEC DL IN(	919.80
	2015-08-31	0	123456	test	103.98
	2016-01-07	0	SARAMA	SARAMAC	10,750.18
	2016-01-07	0	SARAMA	SARAMAC	919.80
	2016-02-24	0	CQ	CQ test - Client	298.36
	2016-02-24	0	CQ	CQ test - Client	13,805.05
	2016-02-24	0	CQ	CQ test - Client	13,805.05
	2016-02-24	0	CQ	CQ test - Client	50,753.41
	2016-02-25	0	ZINELEC	ZINC ELECTROLYTIQUE (	3,363.02
	2016-02-26	0	ZINELEC	ZINC ELECTROLYTIQUE (	19,497.69
	2016-02-26	0	DEMVALO	DU BOCAGE PROPRIÉTÉS	4,598.55
	2016-02-26	0	DEMVALO	DU BOCAGE PROPRIÉTÉS	3,416.92
	2016-02-26	0	ZINELEC	ZINC ELECTROLYTIQUE (	394.77

The **maestro*** report viewer is displayed with the invoices corresponding to the selections made.

7. Print and/or save and/or analyse the data and then close the window.

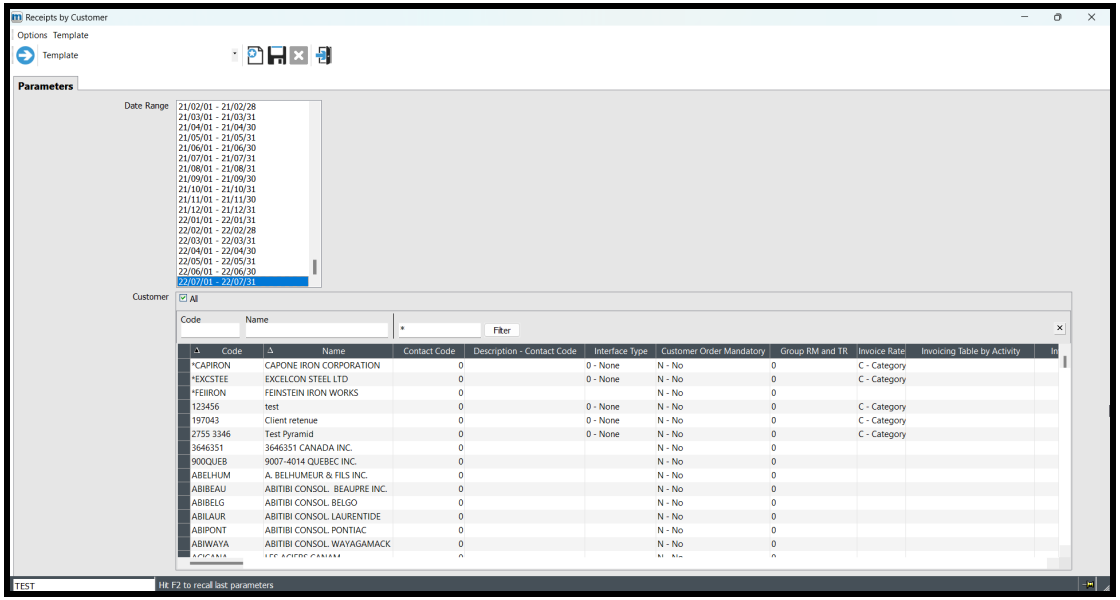
Receipts by Customer

The **Receipts by Customer** option allows generating a report which displays, by client and for a given period, the individual payments and totals reveived (including advances and the payment of holdbacks) and all the information linked (date, transaction number, cheque number, discounts).

To generate this report:

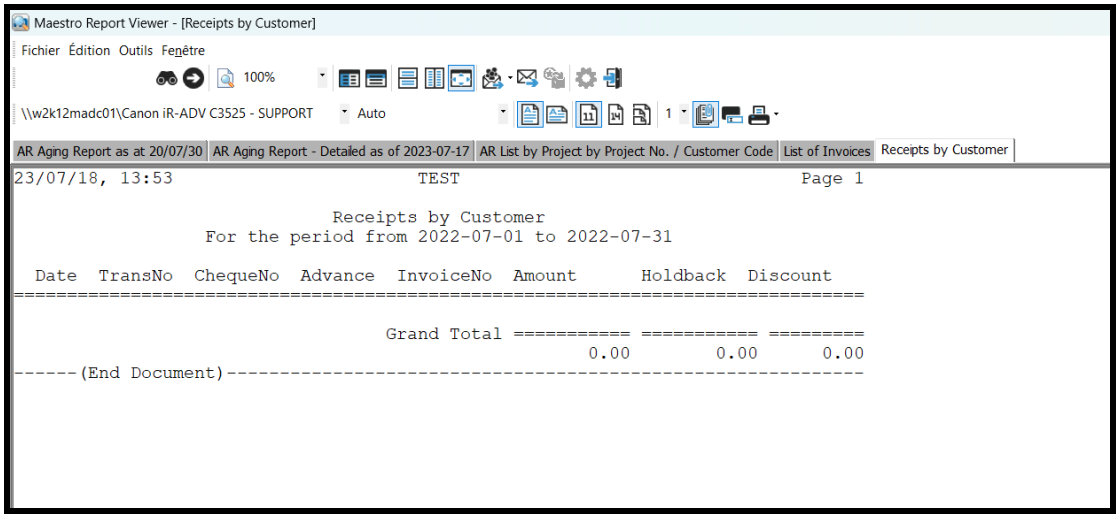
1. In the **Receipts by Customer** window, first select the period range by clicking on two periods in the list; the oldest will serve as the start period and the newest as the end period. The data included in the report will fall between these periods.
2. Then select one, multiple, or all customers.

> It is possible to select more than one customer by pressing and holding the **Shift** or **Caps** key when selecting them.



3. Click on the **Accept** icon.

The **maestro*** report viewer appears with the data corresponding to the previously made selections.



4. Print and/or save and/or analyse the data, then close the report.

Receipts by Project

As for the **Receipts by Project** option, it allows to generate a report similar to the one in the **Receipt by Customer** option but displaying by project and for a given period the individual payments and totals received (including the discounts and the holdback payments) and all information linked (customer, date, cheque number, a d invoice number).

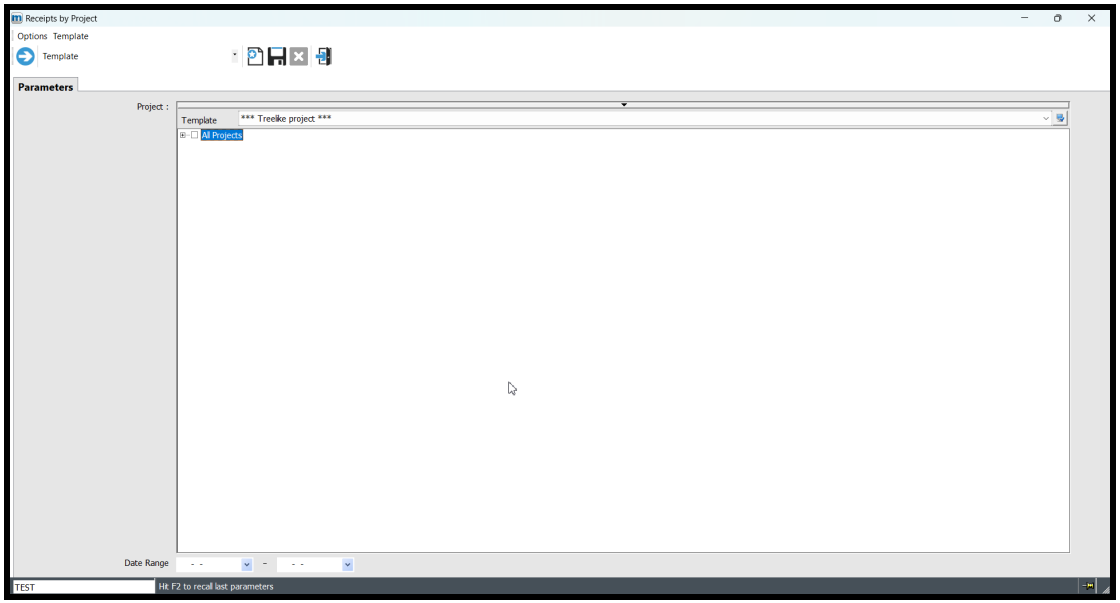
maestro* > Invoicing > Analysis and Inquiry > Reports > **Receipt by Project**

To generate this report:

1. In the **Report by Project** window, check the **All** box or open the tree structure by clicking on the **+** sign and check the boxes of the projects for which you want to display the receipts.

At the top of the section for selecting projects, **maestro*** makes it possible to select a tree structure template, making selections easier and allowing to display projects by project type, category, department, master project, etc. Furthermore, the user will be able to create additional tree structure templates by clikcin on the button to the right of the template field. It can therefore create tree structures of finished and/or closed projects, if needed, or even tree structures specific to a company (when **maestro*** is used in multidimensional mode).

The tree structures created in the **Receipt by Project** option also becomes available in the template selection in the **Project Inquiry** option.



2. Then complete the two fields to indicate the **Date Range** by entering the start and end dates in the following format: YYYY-MM-DD.

Note that it is possible to directly click on one of the fields to display a calendar and select the date in this same calendar.

3. Click on the **Accept** icon.

The **maestro*** report viewer is displayed with the data corresponfing to the previously made selections.

> If the **maestro*** report viewer is not closed following a previous inquiry, tabs with the previous reports will be displayed i the viewer in addition to the one generated with the new selections.

```
23/07/18, 4:03:                          TEST                                Page1

                                Receipts by Project

                      For transactions from beginning to end

   Customer    Date       Cheq No.  Invoice No.    Receipt    Discount Rec Holdback
==============================================================================

184454      CQ - 184454
   CQ          14/10/01                    81       10.00        0.00        0.00

196963-DIR Facturation directe RC
   SALVAIL     15/12/03                   121     2499.10        0.00        0.00

196963-PRO Facturation par projet RC.
   SALVAIL     15/12/03                   125     7398.37        0.00        0.00
```

4. Print and/or save and/or analyse the data then close the window.

Customer History

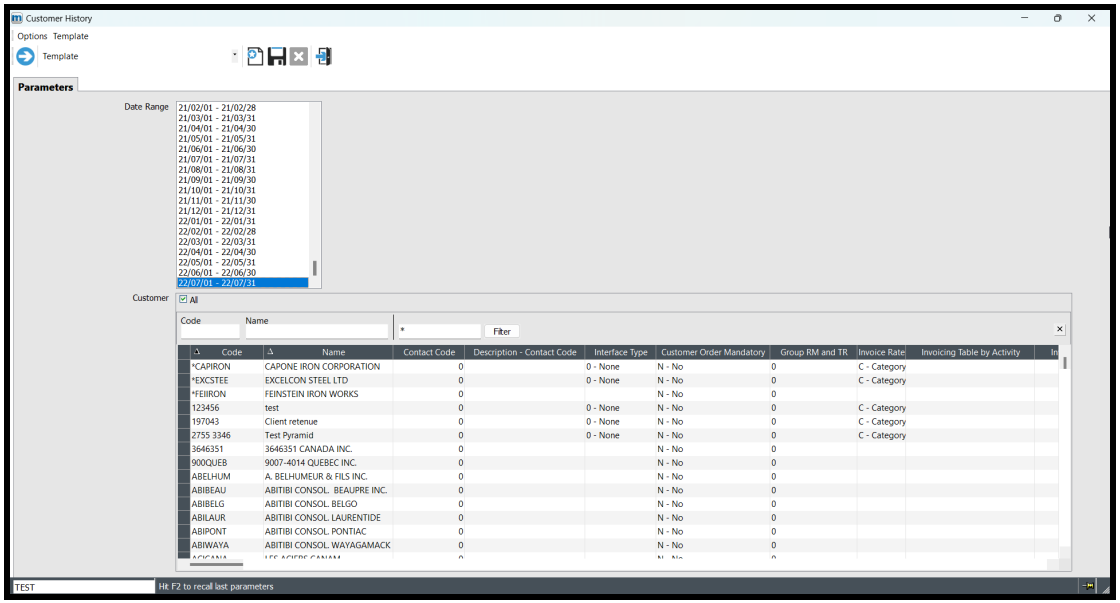
The **Customer History** option allows displaying all amounts invoiced and collected per customer, for a given period. More specifically, it is possible to find the customer's name and number, the transaction dates and numbers, the invoice numbers, cheque numbers, purchase order numbers if applicable, as well as the amounts, discounts, and holdbacks.

maestro* > Invoicing > Analysis and Inquiry > Reports > **Customer History**

To generate this report:

1. In the **Customer History** window, first select the period range by clicking on two of them; the oldest will act as the starting period, whereas the newest will act as the end period.The report history will be contained between these two periods, inclusively.

2. Then select one, multiple, or all customers.



It is possible to select more than one customer by pressing and holding the **Shift** key when selecting them.

3. Click on the **Accept** icon.

The **maestro*** report viewer will be displayed with the history corresponding to the previously made selections.

TEST

Customer History

For the period from 2006-08-01 to 2022-07-31

Customer Numbe / Date	Name / Trans No. / Date	Invoice No. / Cheque N / Trans No.	P.O.	Amount	Discount	Holdback
*CAPIRON	CAPONE IRON CORPORATION					
2007-06-1! 2194		1		113.95	0.00	0.00
2007-09-1:		2371		0.00	113.95	0.00
			Balance	**0.00**		**0.00**
2007-06-1! 2316		2		227.90	0.00	0.00
2007-09-1:		2371		0.00	227.90	0.00
			Balance	**0.00**		**0.00**
2007-07-1: 2317		3		227.90	0.00	0.00
2007-09-1:		2371		0.00	227.90	0.00
			Balance	**0.00**		**0.00**
2007-07-1: 2319		4		11.40	0.00	0.00
2007-09-1:		2371		0.00	11.40	0.00
			Balance	**0.00**		**0.00**
2007-07-1: 2357		223		10.00	0.00	0.00
2007-09-1:		2371		0.00	10.00	0.00
			Balance	**0.00**		**0.00**
2007-09-0(2358		test		-2,000.00	0.00	0.00
2007-09-0(		2359		0.00	-2,000.00	0.00
			Balance	**0.00**		**0.00**
2007-09-2: 2545		test38		11,395.00	0.00	0.00
2007-11-0!		2720		11,395.00	0.00	0.00
			Balance	**0.00**		**0.00**
2007-10-2: 2753		2		62.67	0.00	0.00
2008-04-1(		3041		62.67	0.00	0.00
			Balance	**0.00**		**0.00**
2007-11-0! 2752		1		1,766.23	0.00	0.00
2008-04-1(		3041		1,766.23	0.00	0.00
			Balance	**0.00**		**0.00**
2007-11-2: 2751		test211		142.44	0.00	0.00
2008-04-1(		3041		142.44	0.00	0.00
			Balance	**0.00**		**0.00**
2007-11-2(2766		1		49,145.68	0.00	0.00
2008-04-1(		3041		49,145.68	0.00	0.00
			Balance	**0.00**		**0.00**
2007-12-0: 2788		test1203		170.93	0.00	0.00
2008-04-1(		3041		170.93	0.00	0.00
			Balance	**0.00**		**0.00**
2007-12-0: 2790		3		85.46	0.00	0.00

Page 1 of 37

Tuesday, July 18, 2023, 16:06
Printed by : Maestro

4. Print and/or save and/or analyse the data, the close the window.

Recovery Delay

The **Recovery Delay** option allows displaying a report illustrating the payment delays of customers following an invoice being issued. For each customer selected by the user and for the periods in the included in the selected range, it is possible to see the total amount invoiced for each period and the number of days that have passed between the invoice(s) being issued and the receipt being cashed in.

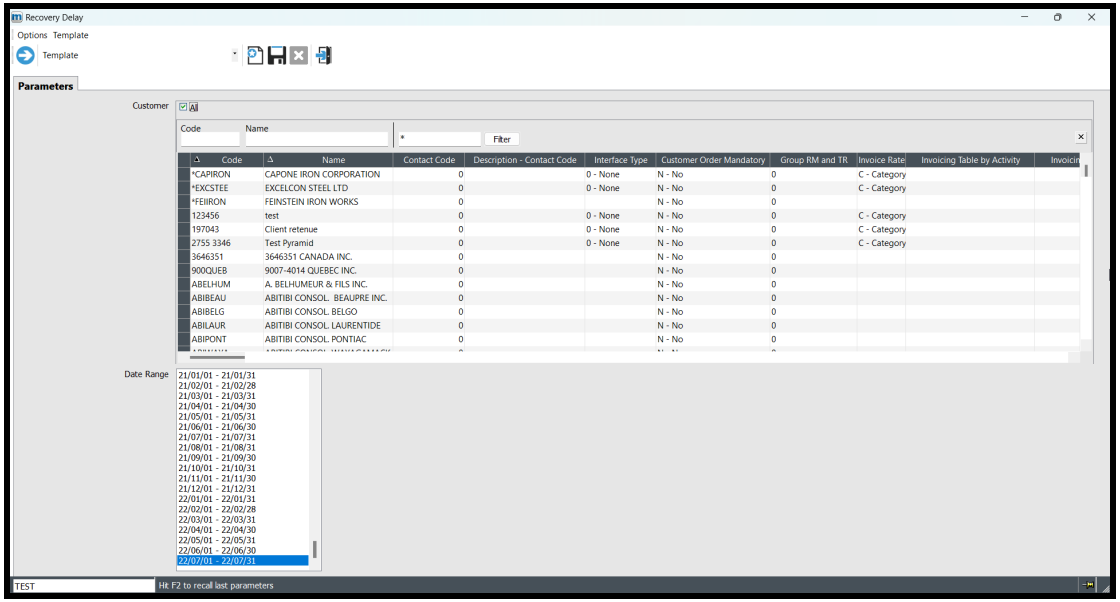
This report is sometimes requested by banking institutions when comes the time to renew a line of credit, for example. It allows viewing, globally, the required time to get paid by customers.

1. In the **Recovery Delay** window, select the customer for which you wish to view the recovery delay by clicking on the latter in the grid.

   It is possible to select all the customers by checking the box to this effect or by selecting more than one by pressing and holding the **Ctrl** key.

2. Select a period range by clicking on the first and last one.

   The total period selected for analysing recovery data may not exceed 12 months. Furthermore, the holdback amounts are not taken into account.



3. Click on the **Accept** icon.

TEST

Recovery Delay

Only fully paid sales will appear on this report

These amounts exclude holdback

Customer Na		ug 200 Sale ie	ept 200 Sale ie	Oct 200 Sale ie	Nov 200 Sale ie	Dec 200 Sale ie	Jan 200 Sale ie	Feb 200 Sale ie	Mar 200 Sale ie	Apr 200 Sale ie	May 200 Sale ie	Jun 200 Sale ie	uly 200 Sale ie	Total Sale
*CAPIRON	CAPONE IRON CORPORAT											342 0	249 0	591
*EXCSTEE	EXCELCON STEEL LTD					3,730 6								3,730
*FEIIRON	FEINSTEIN IRON WORKS		235,154 .0	120,070 5	109,877 5									465,101
ABELHUM	A. BELHUMEUR & FILS IN(											228 2		228
ACIPACI	ACIER PACIFIQUE INC.											114 .0		114
ACISELE	ACIER SÉLECT INC.										10,256 6	104,606 .5		114,862
AECCEGE	AECON CEGERCO BÂTIME												113,950 2	113,950
ATEGOME	ATELIER D'USINAGE GOM				628 7									628
BEN	ben												113,950 2	113,950
BERMETA	BERGETIER METAL INC.				1,971 2									1,971

In the example above, we can see that $1,035 have been billed in April 2021 and that 144 days were required to recover all the amount due.

4. Save, print, or close the window once the report was read.

Customer Inquiry

The **Customer Inquiry** option allows viewing on the window all the invoices, receipts, customer orders, contracts, liens, and quotations linked to a customer. It also allows viewing the certificates of a customer.

maestro* > Invoicing > Analysis and Inquiry > Customers > **Customer Inquiry**

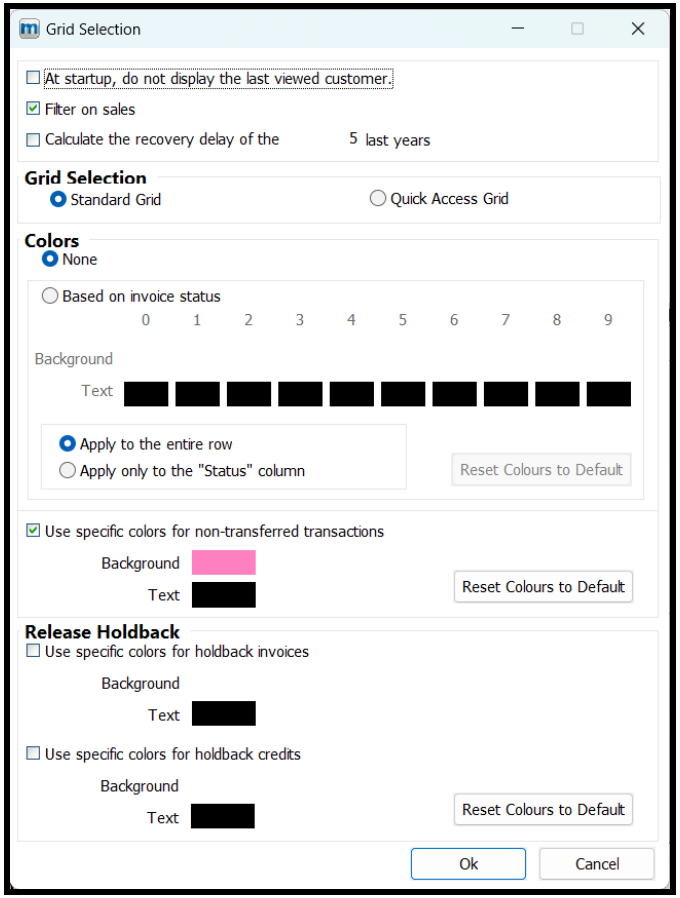
Online Help (F1) - **Customer Inquiry**

Configuration icon

In the **Customer Inquiry** window, the **Configuration** icon allows defining certain parameters linked to the display of data, such as:

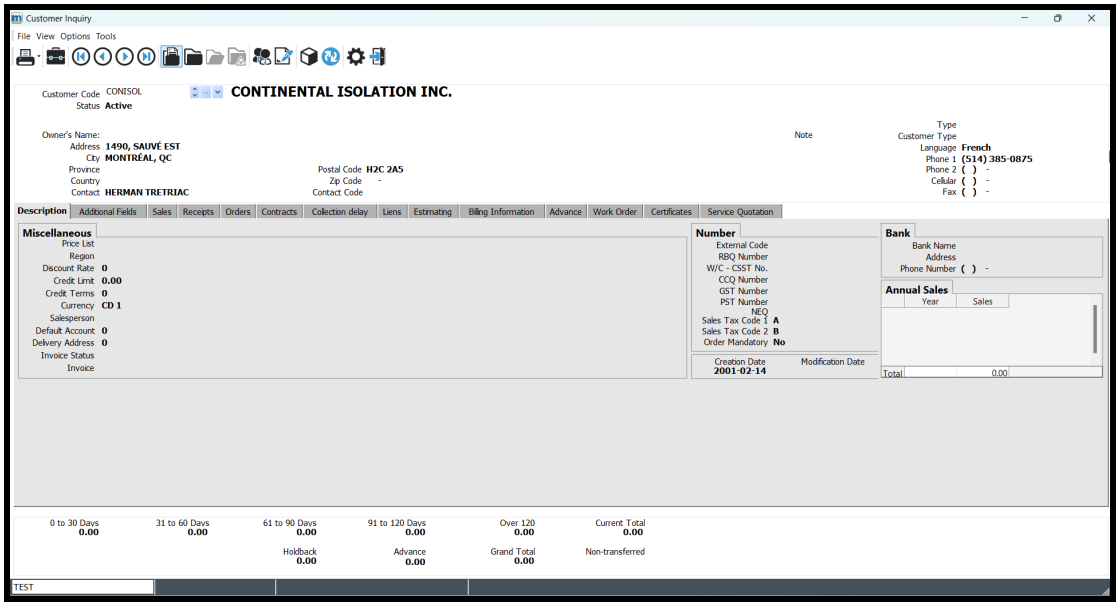
- the display of the last viewed customer when opening the option,

- the access to a filter to display sales,
- the calculation of the recovery delay for the last five years,
- the application of colours to display holdbacks, transferred transactions (or not), according to the invoice status,
- Etc.



To view information about a customer's data and transactions :

1. In the **Customer Inquiry** window, select the customer in the **Customer Code** field.
2. Click on the desired tab, according to the wanted information.



Tab	Shared Information
Description	This tab shows the general information on the customer, entered in **maestro*** when creating the customer in the **Customer Management** option.
Sales	This tab displays the invoices entered by invoice type and for the selected customer. ***Sub-tab*** — **Share Information** *Sales* — This tab displays all the sales, independently from the options with which they were entered in **maestro***. *NOTE: Some icons, at the top of the window, allows displaying all the invoices or only those that have not been paid.*

Tab	Shared Information	
	Sub-tab	**Share Information**
	Standard Sales	This tab displays all sales invoiced through the **Enter a Sale** option.
	Contract Invoicing	This tab displays invoices entered through the **Invoicing** (Lump Sum) and **Prepare Progress Billing** options.
	Service Call Invoicing	This tab displays the invoices entered through the **Invoicing** and **Combined Invoicing** options of the service management module.
	Customer Order Invoicing	This tab displays the invoices entered through the **Invoicing** and **Invoicing - Point of Sales** options of the module customer orders.
	Mortgage Invoicing	This tab displays the invoices entered through the **Homebuilder Sales** option.
	Cost Plus Invoicing	This option displays the invoices entered through the **Cost Plus Invoicing** option.
	Construction Management Billing	This tab displays the invoices entered through the **Construction Management Billing** option.
	NOTE: It is possible to make a double-click on a transaction to view the detail. In addition, icons at the top of the window show which transactions have or have not been transferred for the billing method displayed.	
Receipts	This tab displays the payments made (transferred receipts only) on sales invoiced through the different **maestro*** options. *NOTE: It is possible to make a double-click on a transaction to view the detail.*	
Orders	This tab displays all the customer orders entered through the **Customer Order** option, no matter their status in **maestro***.	

Tab	Shared Information
	NOTE: It is possible to make a double-click on a transaction to see the detail.
Contracts	This tab displays all the contracts entered through the **Contract Management** option in the **Service Management** module. *NOTE: It is possible to make a double-click on a transaction to see the detail.*
Collection Delay	This tab displays the sales total for the selected month and the recovery delay applicable to these invoices. *NOTE: The average recovery delay is calculated according to the invoice date until the receipt is entered. It does not take holdbacks into account.*
Liens	This tab displays the liens and releases linked to the customer. *NOTE: It is possible to make a double-click on a transaction to view the detail.*
Estimating	This tab displays the quotations entered in the **Quotation** module. *NOTE: The Selected column reproduces the result of the **Selected** column in the **Customers** tab of a distribution quotation, meaning that it indicates the customer that accepted the contract. Furthermore, it is possible to make a double-click on a transaction to view the detail.*
Billing Information	This tab displays the information of invoices entered in the **Billing Information** tab of the **Customer Management** option.
Advance	This tab displays the information related to advances entered in the **Receipt** option of the **Invoicing** and **Contractual Billing** sub-modules.
Work Order	This tab displays the work orders linked to the selected customer and entered through the **Work Order** option. *NOTE: It is possible to make a double-click on the transaction to view the detail.*
Certificates	This tab allows viewing the customer's certificates. These were entered in **maestro*** through the **Customer**

Tab	Shared Information
	Management option, in the **Certifications by Customer** icon.
Service Quotation	This tab displays the quotations that have been created through a work order or service call with the help of the **Service Quotation** module. *NOTE: The quotations can be viewed by making a double-click on the lines in the grid.*

3. Click on the **Quit** icon to close the window.

Notes:

CHECKLIST

Legend

Type	Description
C	Configurations to be completed
A	Approval or meeting with management
T	Tests and trial runs

Unit AR03

No.	Type	Task	Employee	Due Date	Done
1	T	Enter a sale in **maestro*** using the **Enter a Sale** option so as to charge accounts receivable.			✓
2	T	Perform a sale and cash-in the receipt simultaneously in **maestro***, using the **Enter a Sale** option.			
3	T	Transfer a sale through the original option.			
4	T	Print an invoice: • through the **Enter a Sale** option • through the **Print Invoices** option.			
5	T	Save a receipt in **maestro***.			
6	T	Save a customer deposit in **maestro***.			
7	T	Apply a deposit to an invoice.			
8	T	Save an individual receipt in **maestro***.			
9	T	Generate a list of receipts.			
10	T	Cancel a receipt.			
11	T	Combine receipts for a deposit.			
12	T	Generate a financial statement.			
13	T	Bill holdbacks.			
14	C et A	Set up accounts receivable invoice codes.			
15	T	Account and generate an interest invoice.			
16	T	Manage liens: • Create a lien			

No.	Type	Task	Employee	Due Date	Done
		• Create a release • Generate a lien report			
17	T	Generate the following reports: • List of Sales • Accounts Receivable List • AR Aging Report • AR Aging Report - Detailed • AR List by Project • List of Invoices • Receipts by Customer • Receipts by Project • Customer History • Recovery Delay			
18	T	View the information linked to a customer.			
19					
20					