

House Order with Builder Allowance

Basic Steps for Entry of House Order with Builder Allowance

1. Open a new order for the Accounts Receivable customer (builder).
2. Enter home-owner name, address and/or subdivision in ship-to address field.
3. Enter estimated Delivery date and Ship method.
4. Up-arrow to “back up” to the “**Allow**” field on order header. Enter the builder allowance amount in the Allow field. Example: **Allow: 1000.00**
5. Press [Enter] to move to the Type field (L) and press [Enter] to go to the line items page. Enter items for the house order on the line item entry screen. Press TAB for totals page.
6. On the closing totals page, the allowance amount displays and is subtracted from the Total to calculate a **Balance Due**. The Balance Due displays the overage amount to collect from the homeowner. In the example below, the \$1000.00 is subtracted from the Total of \$2354.00 for a Balance Due of \$1354.00.

Price Subtotal:	2200.00
Discount:	0.00
Tax: 7.0000	154.00
Deposits:	0.00
Allowance:	1000.00
Total:	2354.00
Balance Due:	1354.00
Current Payment:	0.00
REC Method: 1 Amt:	
Accts. Receivable:	

7. Enter the Amount in “Current Payment” or press TAB to bring the Balance Due into Current Payment.
8. Enter the REC Method (1=Cash, 2=Check, etc.) for payment by the homeowner as you would normally. (Enter the amount next to “Amt:” and press TAB to accept the payment.) Using the example, \$1354.00 displays in “Deposits.” The Balance Due is now \$1000.00 (which will later be closed to A/R.)

Price Subtotal:	2200.00
Discount:	0.00
Tax: 7.0000	154.00
Deposits:	1354.00
Allowance:	1000.00
Total:	2354.00
Balance Due:	1000.00
Current Payment:	
REC Method: 3 Amt:	1354.00
Accts. Receivable:	
Change *****	0.00 *

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9. The Daily Close processes the cash payment taken from the homeowner. For bookkeeping purposes and using the above example, there is a Debit to your Cash-in-Bank account for \$1354.00 and a Credit to your Customer Deposits account for \$1354.00. (This is no different than taking a deposit on a special order.)
10. Accepting the payment from the homeowner puts the ticket in a Hold status. You may print an invoice form or a special form (e.g. "Order Acknowledgement," "Overage Receipt," "Sales Order") for the homeowner. (The Allowance field is an available field for printing in the totals section of custom forms.)
11. After items have been delivered and you are ready to close the order, read up the order in Point of Sale and go to the totals page. Assuming no changes have been made to the order and the homeowner paid the full overage, the Balance Due will display as 0.00. **This is because the Balance Due is the amount due from the homeowner. The homeowner has paid the overage, so the Balance Due is zero.**

Price Subtotal:	2200.00
Discount:	0.00
Tax: 7.0000	154.00
Deposits:	1354.00
Allowance:	1000.00
Total:	2354.00
Balance Due:	0.00
Current Payment:	0.00
REC Method: Amt:	
Accts. Receivable:	
Change	*****

12. To bill the builder for the allowance, simply press **TAB** in the Current Payment field. Tag-n-Trak will display the \$1000.00. The cursor will be resting on Rec Method 0 for Accounts Receivable.

Current Payment:	1000.00
REC Method: 0 Amt:	

Press TAB again to close. Respond "Y" to **CONTINUE TO CLOSE ORDER Y OR N.**

13. An invoice form may be printed for the builder by pressing the [F4] key and selecting the form.
14. The Daily Close processes the closed order and updates the sales summaries, sales tax files and sales analysis files. For bookkeeping purposes and using the example above, the following would occur: Debit Accounts Receivable \$1000.00; Credit Customer Deposits \$1000.00; Credit Sales \$2200.00; Credit Sales Tax \$154.00; Debit Customer Deposits \$2354.00. (The "net amount" to customer deposits is a debit for \$1354.00) There would also be a Credit to the Inventory and a Debit to the Cost of Goods Sold accounts for the cost of the items on the house order.