



Paladin Helps Manage Customer Jobs

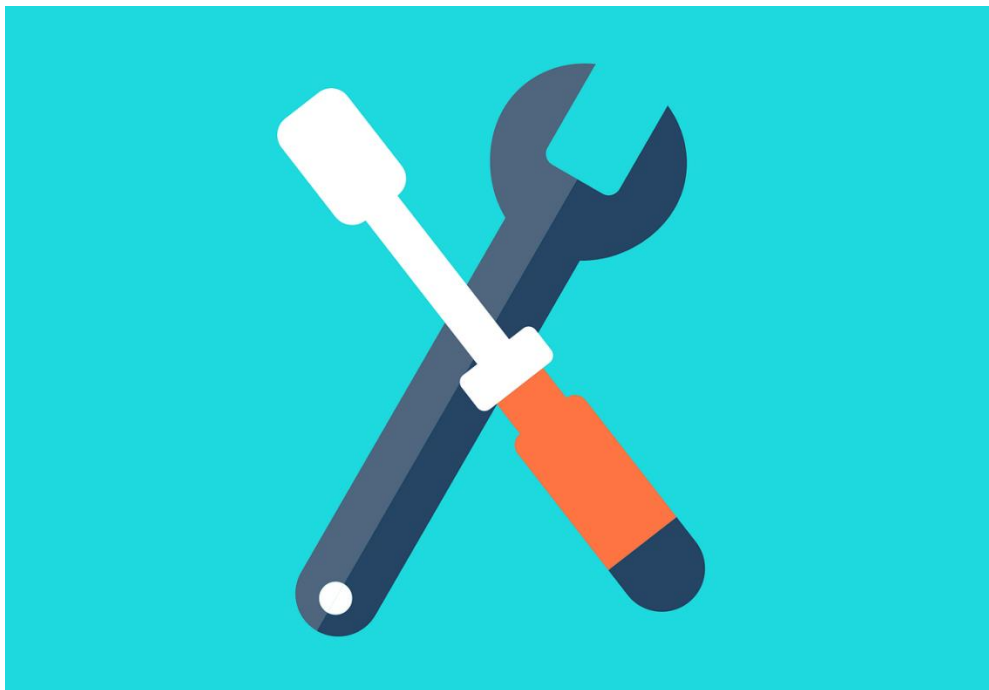
Charles Owen
Chief Experience Officer
August 16, 2022

WHAT YOU'LL LEARN

Managing Projects/Jobs in Paladin

- Creating projects for accounts.
- Deactivating & restoring projects.
- Applying customer invoices and credits to projects.
- Project reporting by customer.
- Project breakdown with emailed statements.
- Open item accounting by project.
- View invoice payment history by project.
- Getting creative with the project feature.
- Bonus material
- Wrap up

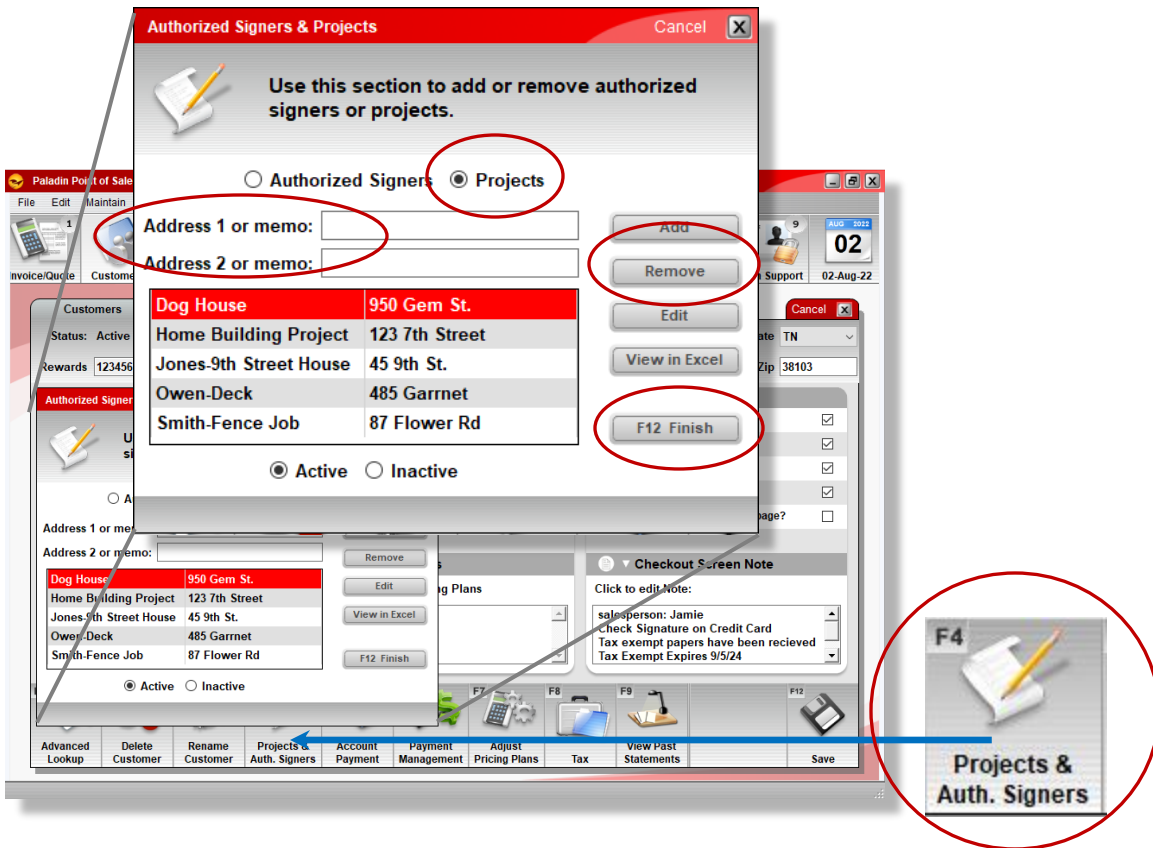
Managing projects/jobs in Paladin



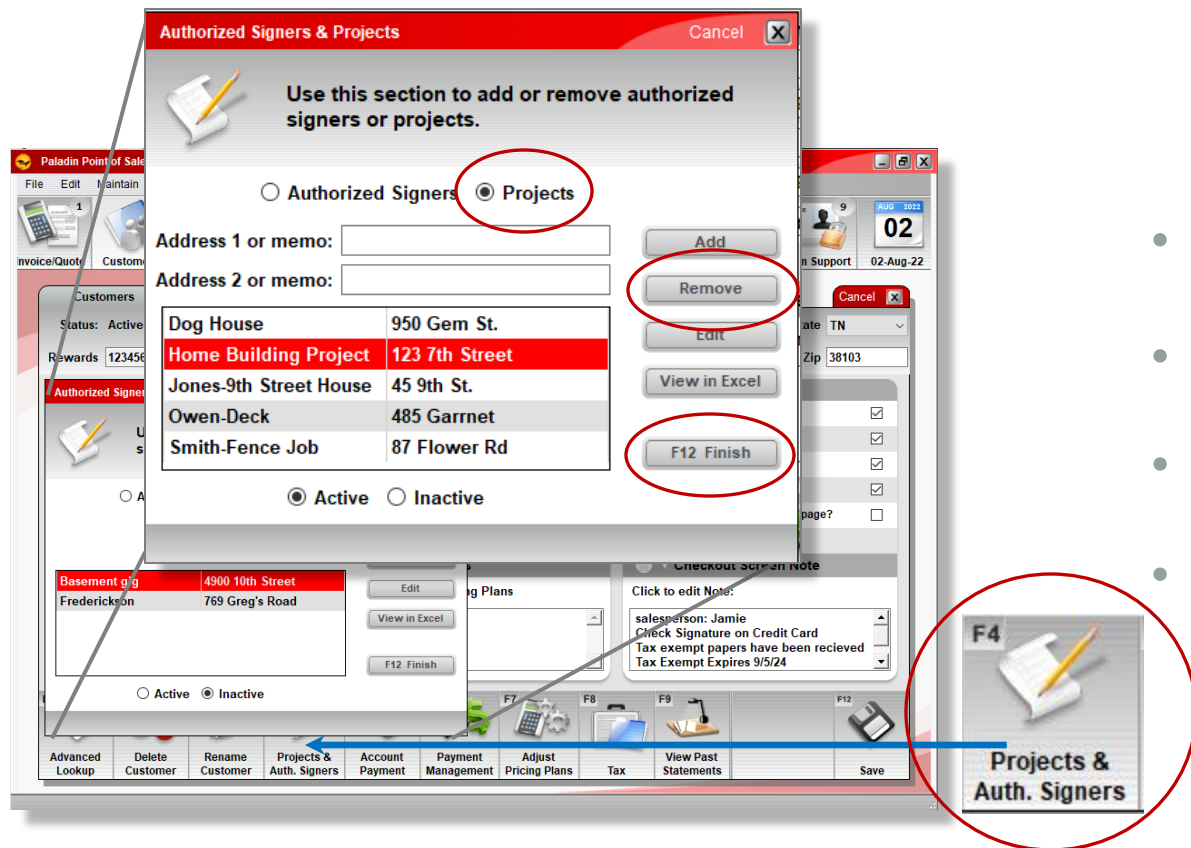
- Contractors – builders, plumbers, electricians, painters, et cetera – are constantly moving from job to job and buying supplies for each of their projects.
- B2B suppliers like hardware stores and lumberyards provide these contractors a value-added service by helping manage their project expenses and credits.
- It's also vital for suppliers to accurately manage their accounts receivable.
- Paladin's enhanced project payment management can help do that.

Creating projects for accounts

- Go to: **Customer** module and press the **F4** key or click the **Projects & Auth. Signers** command.
- Select the ☒ **Projects** radio button.
- Select the **Add** button.
- Enter an **Address** or **Memo** on one or both lines.
- Press the **F12** key or click **Finish**



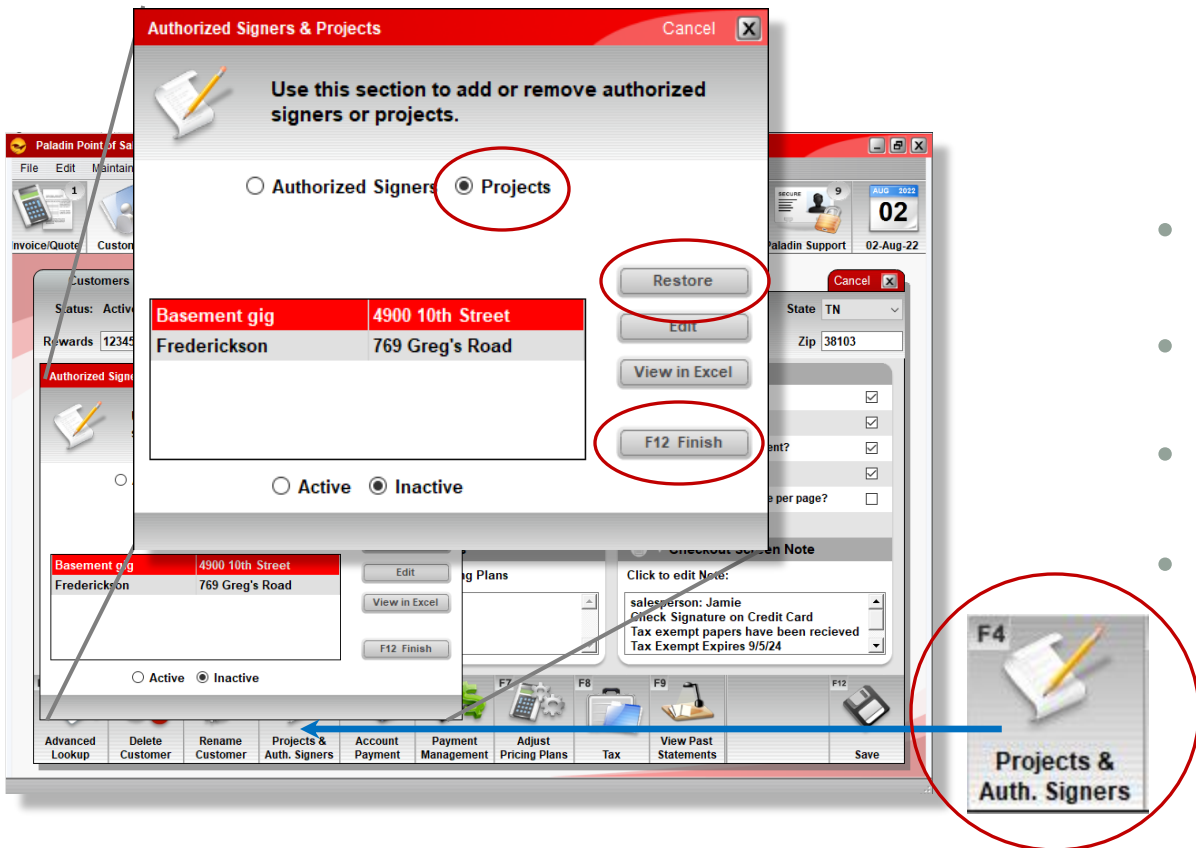
Deactivating projects



- Go to: **Customer** module and press the **F4** key or click the **Projects & Auth. Signers** command.
- Select the ☒ **Projects** radio button.
- Select a **Project** to remove.
- Press the **Remove** button.
- Press the **F12** key or click **Finish**

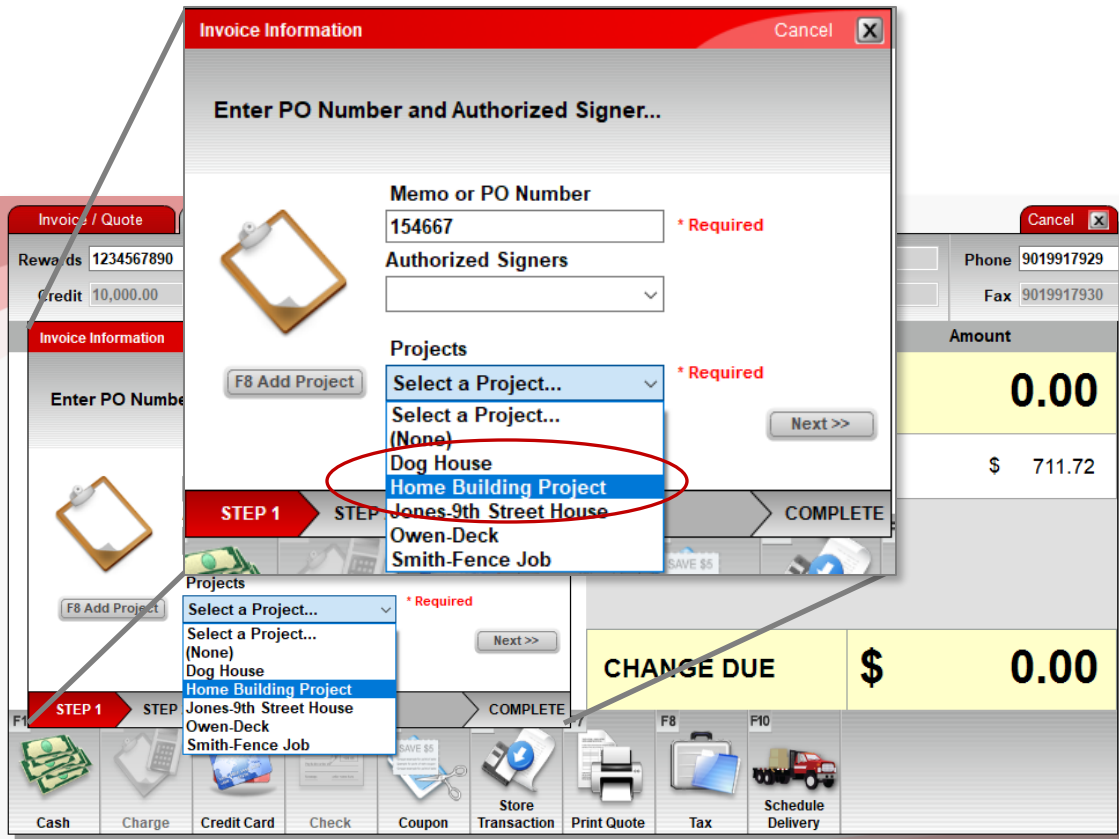
Restoring projects

- Go to: **Customer** module and press the **F4** key or click the **Projects & Auth. Signers** command.
- Select the ☒ **Projects** radio button.
- Select a **Project** to restore.
- Press the **Restore** button.
- Press the **F12** key or click **Finish**



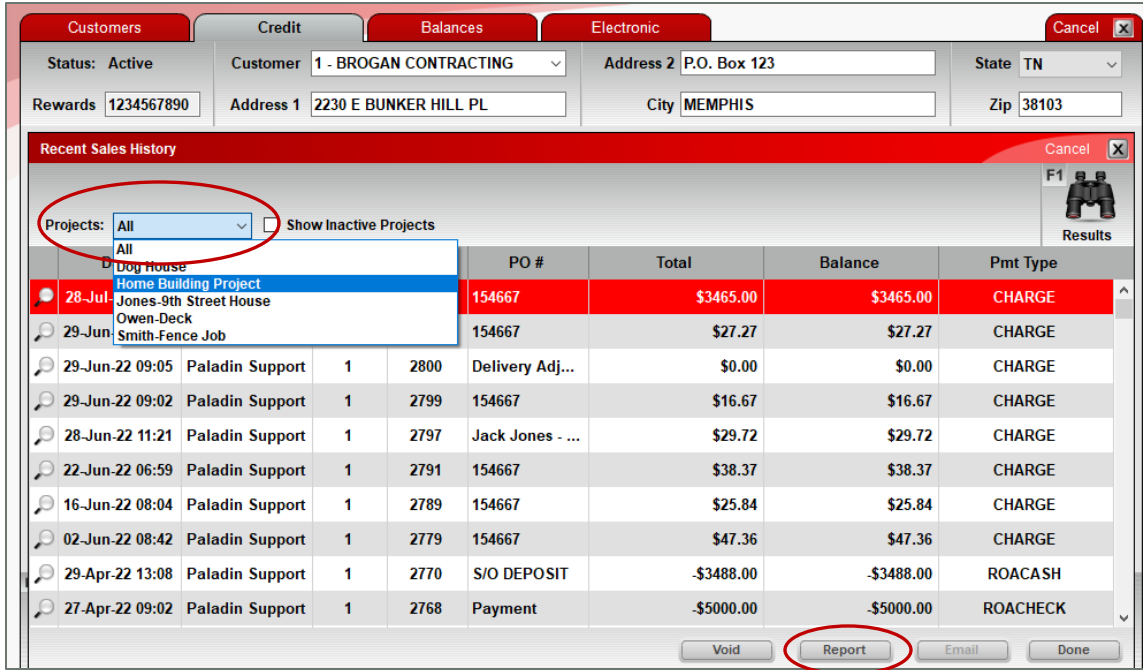
Applying customer invoices and credits to projects

- Easily apply projects to customer invoices and credits during the checkout process.
- At checkout, when selecting charge on account (or optionally payment by credit card for charge account customers) the system will automatically prompt to select a **Project**.
File->Setup->Credit Card tab
 Enable Auth Signer for Credit Cards on File ☐
 Enable Auth Signer for all Credit Card Transactions ☐
- This is true for both charges and credits.
- Choose an existing project from the **Projects** drop-down list or add a new one.
- Press the **Next** button to continue the checkout process.



The screenshot displays the 'Invoice Information' window in the University software. The window prompts the user to 'Enter PO Number and Authorized Signer...'. The 'Memo or PO Number' field contains '154667'. The 'Authorized Signers' field is empty. The 'Projects' drop-down list is open, showing options: 'Select a Project...', 'Select a Project... (None)', 'Dog House', 'Home Building Project', 'Jones 9th Street House', 'Owen-Deck', and 'Smith-Fence Job'. The 'Next' button is visible. The background shows the main checkout screen with 'Amount' and 'CHANGE DUE' fields.

Project listing report from the Customer module



Customers | Credit | Balances | Electronic

Status: Active | Customer: 1 - BROGAN CONTRACTING | Address 2: P.O. Box 123 | State: TN
 Rewards: 1234567890 | Address 1: 2230 E BUNKER HILL PL | City: MEMPHIS | Zip: 38103

Recent Sales History

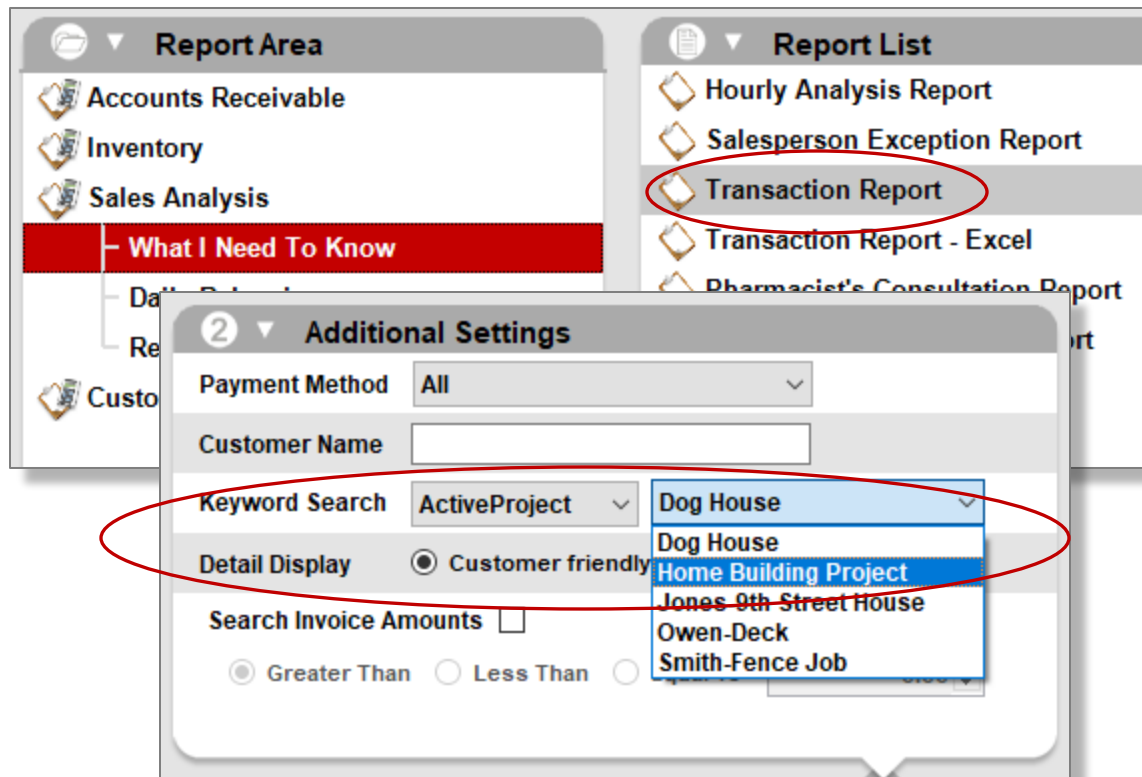
Projects: All | Show Inactive Projects

	PO #	Total	Balance	Pmt Type
28-Jul-22 Home Building Project	154667	\$3465.00	\$3465.00	CHARGE
29-Jun-22 Jones-9th Street House	154667	\$27.27	\$27.27	CHARGE
29-Jun-22 Owen-Deck	154667	\$0.00	\$0.00	CHARGE
29-Jun-22 Smith-Fence Job	154667	\$16.67	\$16.67	CHARGE
29-Jun-22 09:05 Paladin Support	154667	\$29.72	\$29.72	CHARGE
29-Jun-22 09:02 Paladin Support	154667	\$38.37	\$38.37	CHARGE
28-Jun-22 11:21 Paladin Support	154667	\$25.84	\$25.84	CHARGE
22-Jun-22 06:59 Paladin Support	154667	\$47.36	\$47.36	CHARGE
16-Jun-22 08:04 Paladin Support	154667	\$3488.00	\$3488.00	ROACASH
02-Jun-22 08:42 Paladin Support	154667	\$5000.00	\$5000.00	ROACHECK
29-Apr-22 13:08 Paladin Support	154667			
27-Apr-22 09:02 Paladin Support	154667			

Void | Report | Email | Done

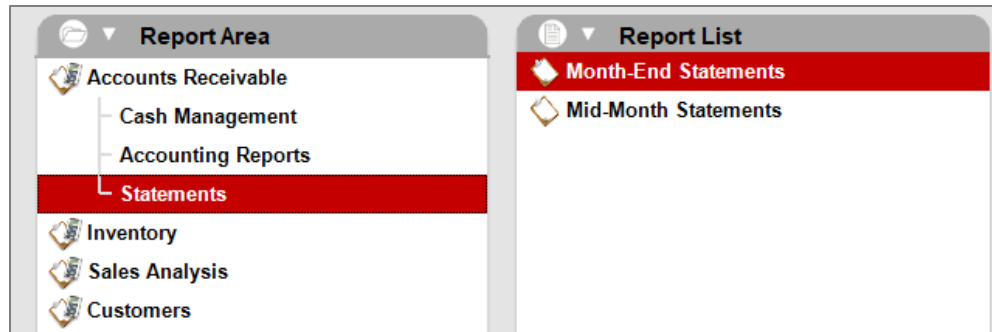
- Providing a breakdown of invoices by project is an added service for contractors offering the ability to group and manage their expenses by project.
- To view a listing of project invoices for each customer, go to: **Customer** module, select the **Credit** tab and choose the customer friendly **Sales History** magnify glass.
- Choose a project from the **Projects** drop-down list.
- Press the **Report** button to print to Excel.

Project invoice detail report from the Reports module



- To acquire a project invoice detail report by project, for a customer, go to: **Reports** module and select **Sales Analysis, What I Need to Know, Transaction Report**.
- In the Report Settings, choose a customer by entering in the Customer ID range.
- Then under the **Additional Settings** window, press on the **Keyword Search** drop-down and select **ActiveProject**, then choose your project from the list to the right.
- Press the **F12 key** or click the **Report** button.

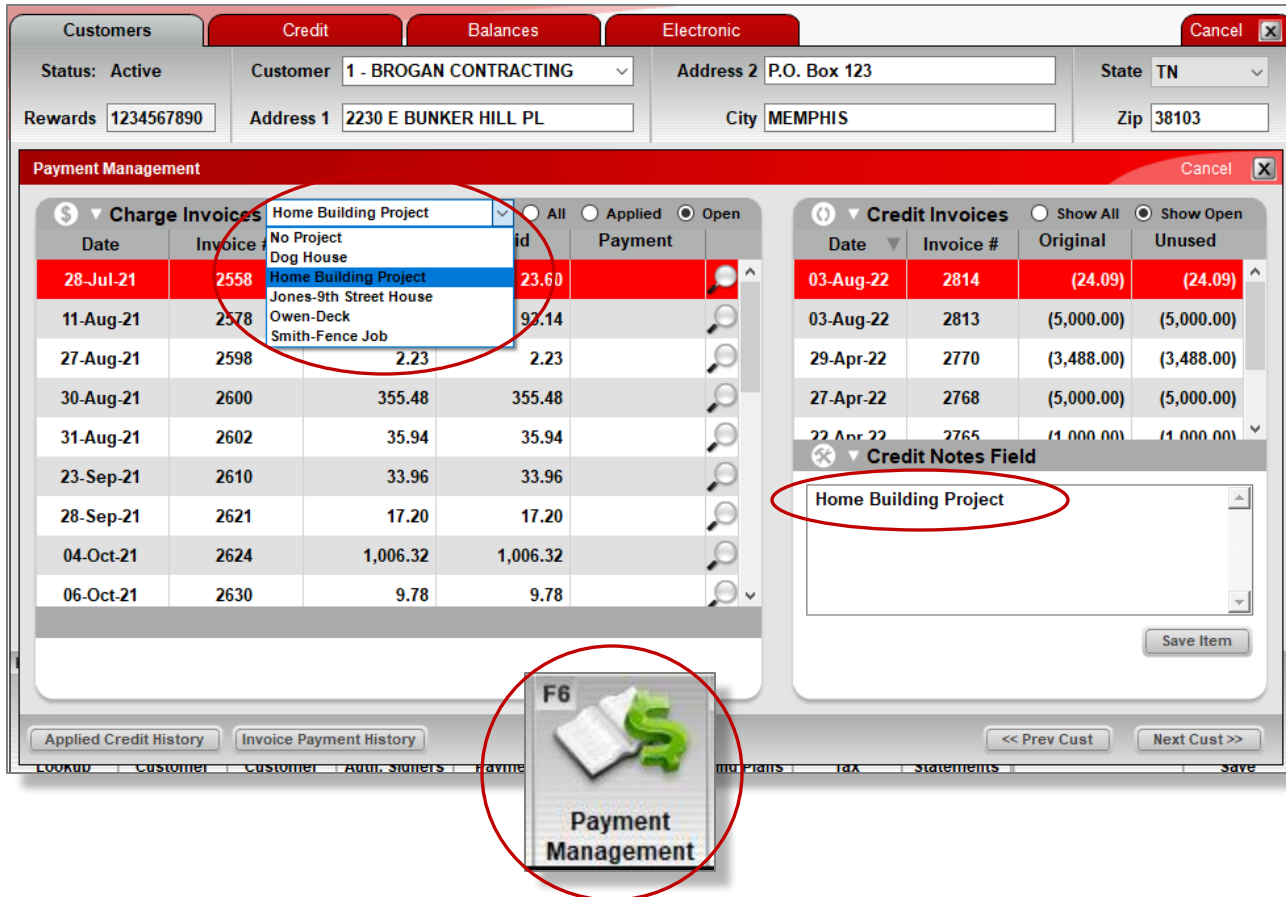
Project breakdown with emailed statements



- When statements are emailed, they will automatically include a breakdown report of the projects for each emailed customer.
- To generate a project breakdown report for USPS mailed customers, following the statement run, simply go to the **Customer** module and press the **F9** or click on the **View Past Statements** button. This will immediately produce both a reprint of the statement and an Excel project breakdown report that can be printed or emailed to the customer.

Note: In process of rolling out to the General Release

Open item accounting by project



The screenshot displays the 'Payment Management' window. At the top, customer information for '1 - BROGAN CONTRACTING' is shown. The 'Charge Invoices' table lists several invoices, with the first one (2558) highlighted. A red circle highlights the 'Project' dropdown menu for this invoice, which is open and shows 'Home Building Project' selected. Another red circle highlights the 'Credit Notes Field' below the 'Credit Invoices' table, which also contains 'Home Building Project'. A third red circle highlights the 'F6' key icon and the 'Payment Management' button at the bottom left.

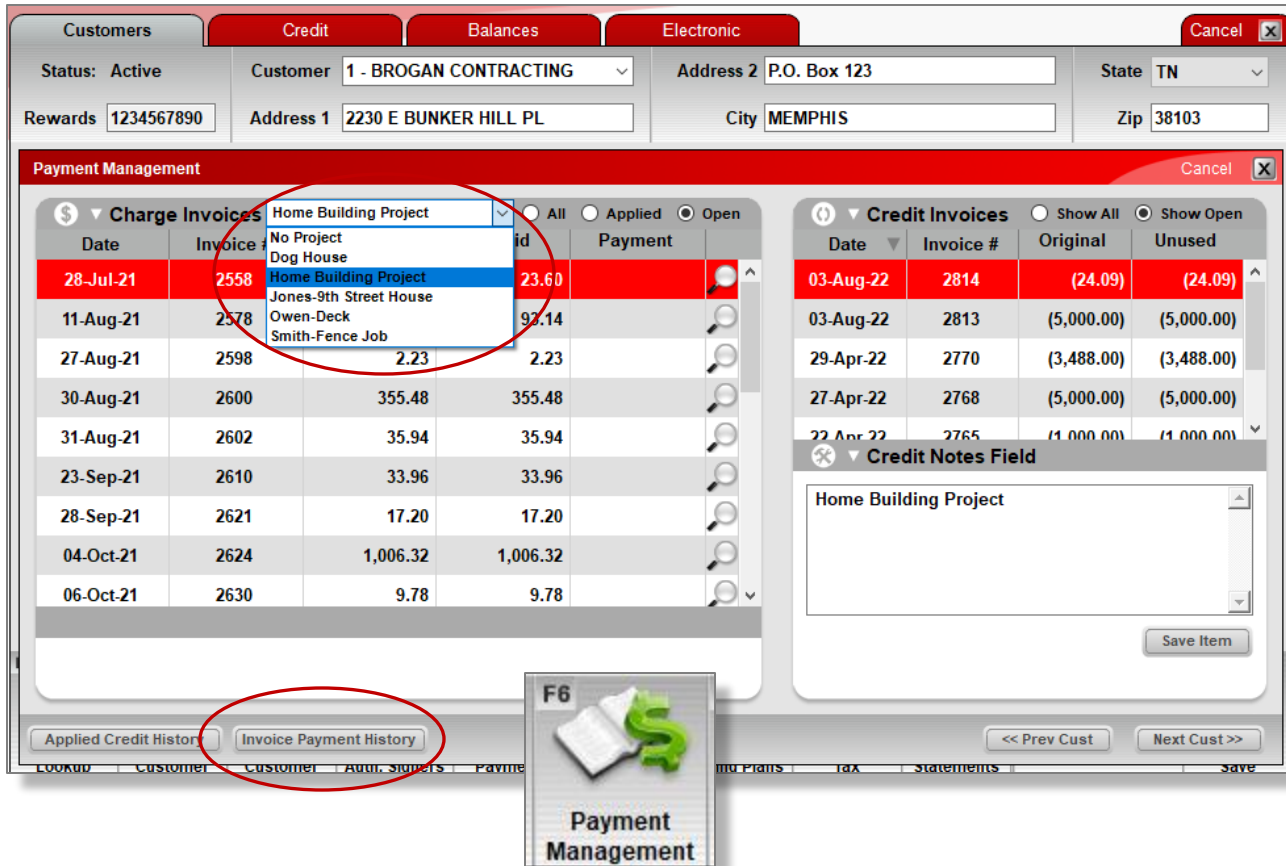
Date	Invoice #	Original	Unused
28-Jul-21	2558	23.60	
11-Aug-21	2578	93.14	
27-Aug-21	2598	2.23	
30-Aug-21	2600	355.48	
31-Aug-21	2602	35.94	
23-Sep-21	2610	33.96	
28-Sep-21	2621	17.20	
04-Oct-21	2624	1,006.32	
06-Oct-21	2630	9.78	

Date	Invoice #	Original	Unused
03-Aug-22	2814	(24.09)	(24.09)
03-Aug-22	2813	(5,000.00)	(5,000.00)
29-Apr-22	2770	(3,488.00)	(3,488.00)
27-Apr-22	2768	(5,000.00)	(5,000.00)
22-Apr-22	2765	(1,000.00)	(1,000.00)

- In **Open Item** accounting you can link a payment or a credit to a project.
- Go to: **Customer** module and press the **F6** key or click on the **Payment Management** command.
- Under **Charge Invoices** window, select the **Project** name from the drop-down menu.
- Then choose the **Credit Invoice** to associate with the **Charge Invoice** for each project.

Note: In process of rolling out to the General Release

View invoice payment history by project



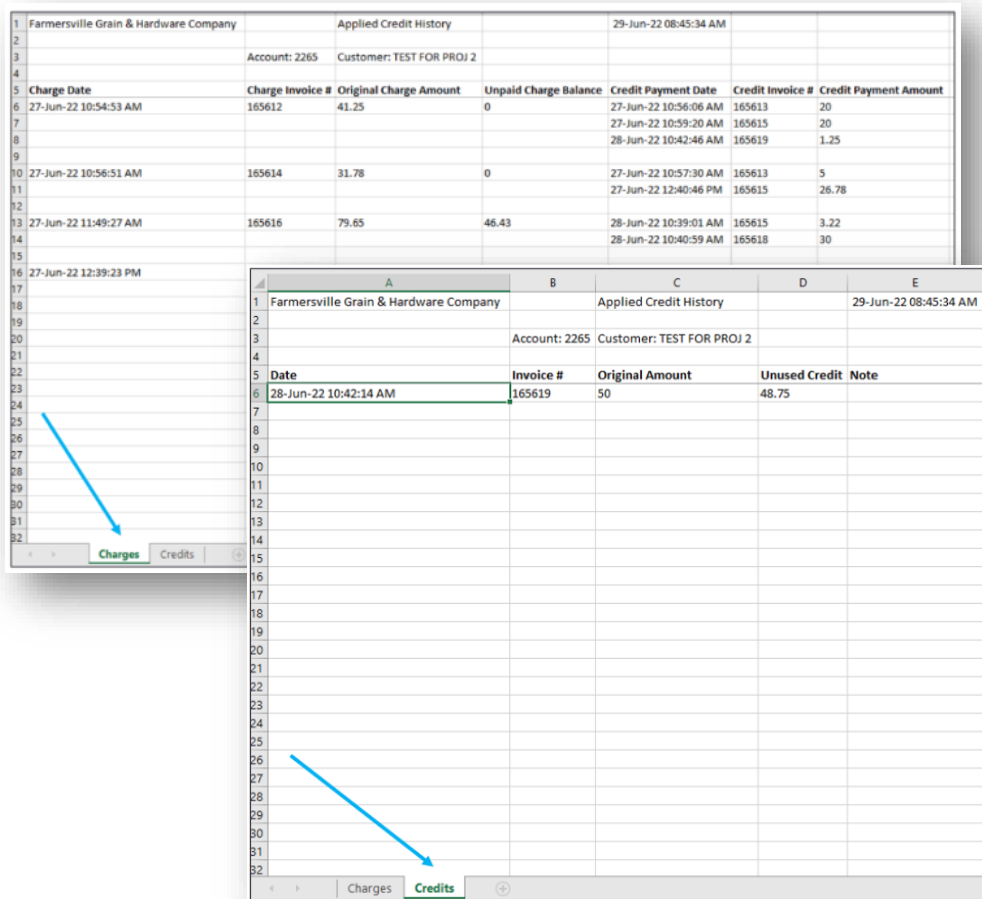
The screenshot shows the 'Payment Management' window with the following data:

Date	Invoice #	Project	Amount	Payment
28-Jul-21	2558	Home Building Project	23.60	
11-Aug-21	2578	Home Building Project	93.14	
27-Aug-21	2598	Home Building Project	2.23	
30-Aug-21	2600	Home Building Project	355.48	
31-Aug-21	2602	Home Building Project	35.94	
23-Sep-21	2610	Home Building Project	33.96	
28-Sep-21	2621	Home Building Project	17.20	
04-Oct-21	2624	Home Building Project	1,006.32	
06-Oct-21	2630	Home Building Project	9.78	

The 'Invoice Payment History' button is highlighted at the bottom of the window.

- In **Open Item** accounting you can produce an **Invoice Payment History** report by project.
- Go to: **Customer** module and press the **F6** key or click on the **Payment Management** command.
- Under **Charge Invoices** window, select the **Project** name from the drop-down menu.
- Then click the **Invoice Payment History** button on the bottom of the window. It shows both charges and credits.

View invoice payment history by project



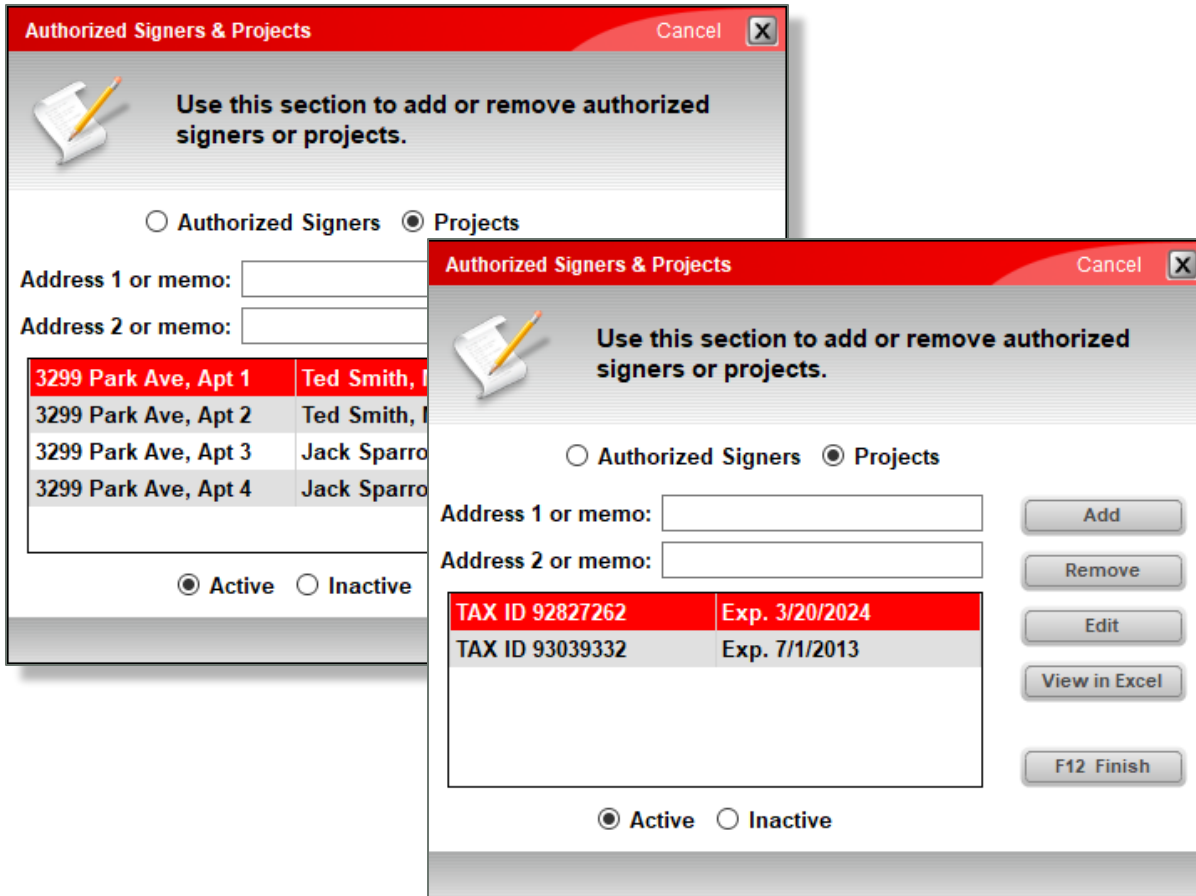
The screenshot shows two overlapping windows. The top window is titled 'Charges' and displays a list of charges for 'Farmersville Grain & Hardware Company'. The bottom window is titled 'Credits' and shows a detailed view of a specific charge.

Charge Date	Charge Invoice #	Original Charge Amount	Unpaid Charge Balance	Credit Payment Date	Credit Invoice #	Credit Payment Amount
27-Jun-22 10:54:53 AM	165612	41.25	0	27-Jun-22 10:56:06 AM	165613	20
				27-Jun-22 10:59:20 AM	165615	20
				28-Jun-22 10:42:46 AM	165619	1.25
27-Jun-22 10:56:51 AM	165614	31.78	0	27-Jun-22 10:57:30 AM	165613	5
				27-Jun-22 12:40:46 PM	165615	26.78
27-Jun-22 11:49:27 AM	165616	79.65	46.43	28-Jun-22 10:39:01 AM	165615	3.22
				28-Jun-22 10:40:59 AM	165618	30

Date	Invoice #	Original Amount	Unused Credit	Note
28-Jun-22 10:42:14 AM	165619	50	48.75	

- In **Open Item** accounting you can produce an **Invoice Payment History** report by project.
- Go to: **Customer** module and press the **F6** key or click on the **Payment Management** command.
- Under **Charge Invoices** window, select the **Project** name from the drop-down menu.
- Then click the **Invoice Payment History** button on the bottom of the window. It shows both charges and credits.

Getting creative with the project feature.



Authorized Signers & Projects Cancel X

Use this section to add or remove authorized signers or projects.

☐ Authorized Signers ☒ Projects

Address 1 or memo:

Address 2 or memo:

3299 Park Ave, Apt 1	Ted Smith, I
3299 Park Ave, Apt 2	Ted Smith, I
3299 Park Ave, Apt 3	Jack Sparro
3299 Park Ave, Apt 4	Jack Sparro

☒ Active ☐ Inactive

Authorized Signers & Projects Cancel X

Use this section to add or remove authorized signers or projects.

☐ Authorized Signers ☒ Projects

Address 1 or memo:

Address 2 or memo:

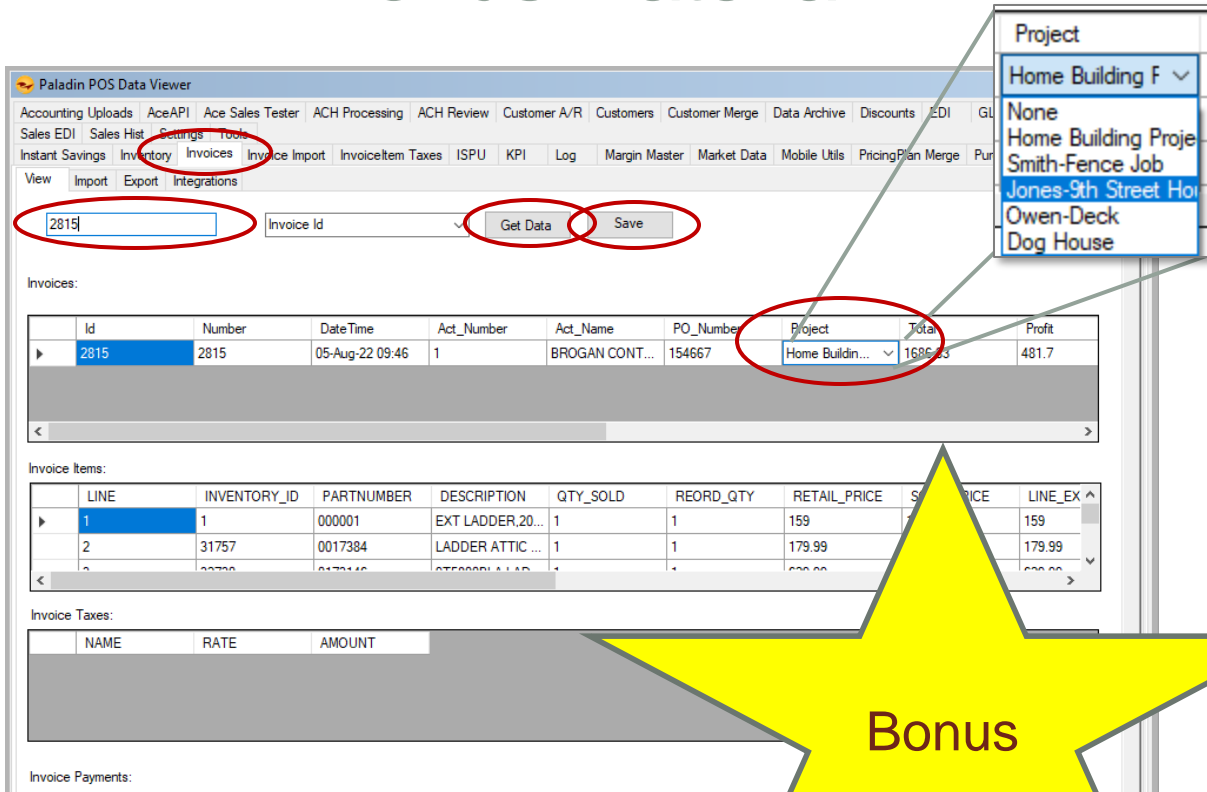
TAX ID 92827262	Exp. 3/20/2024
TAX ID 93039332	Exp. 7/1/2013

☒ Active ☐ Inactive

Add Remove Edit View in Excel F12 Finish

- If project/job-based assignment isn't applicable for your store. There are other ways to use this tool.
- You can help **property management** companies by grouping apartment buildings and apartment numbers.
- Some farmers and ranchers have one or more **tax exemption ID's**. Add the tax exemption ID and expiration date for easy tax tracking and reporting.

Bonus material



Paladin POS Data Viewer

Accounting Uploads | AceAPI | Ace Sales Tester | ACH Processing | ACH Review | Customer A/R | Customers | Customer Merge | Data Archive | Discounts | EDI | GL | Sales EDI | Sales Hist | Settings | Tools | Instant Savings | Inventory | Invoices | Invoice Import | InvoiceItem Taxes | ISPU | KPI | Log | Margin Master | Market Data | Mobile Utils | PricingPlan Merge | Pur

View | Import | Export | Integrations

2815 Invoice Id Get Data Save

Invoices:

Id	Number	DateTime	Act_Number	Act_Name	PO_Number	Project	Total	Profit
2815	2815	05-Aug-22 09:46	1	BROGAN CONT...	154667	Home Buidl...	1686.03	481.7

Invoice Items:

LINE	INVENTORY_ID	PARTNUMBER	DESCRIPTION	QTY_SOLD	REORD_QTY	RETAIL_PRICE	S PRICE	LINE_EX
1	1	000001	EXT LADDER,20...	1	1	159		159
2	31757	0017384	LADDER ATTIC ...	1	1	179.99		179.99

Invoice Taxes:

NAME	RATE	AMOUNT
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Invoice Payments:

If needed, it is possible to change the Project assignment after finalizing the Invoice.

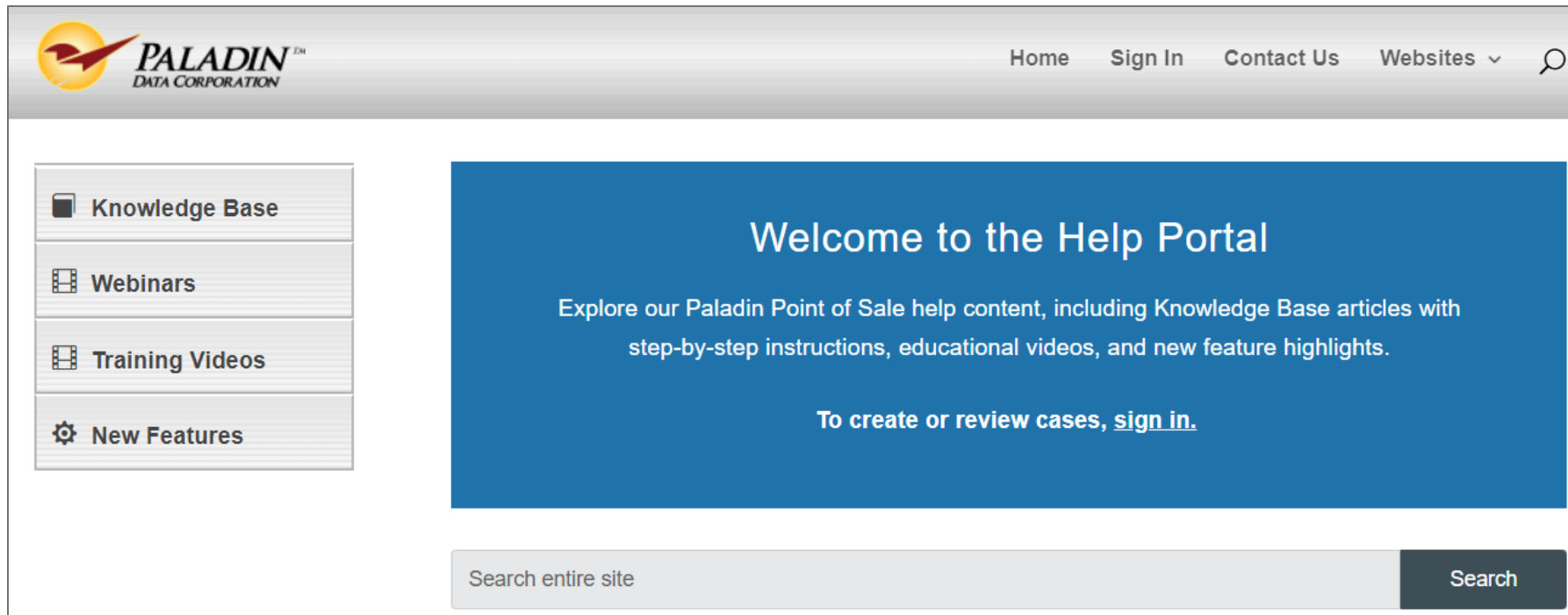
- Go to: **Maintain->DataViewer->Invoices** tab.
- Enter the desired **Invoice Id** (number).
- Click on the **Get Data** button.
- Select the desired **Project** from the drop-down list.
- Press the **Save** key to save the change.



Where to find more information

<http://portal.paladinpos.com>

- Detailed written instructions are available on the Paladin knowledgebase.
 - Knowledgebase article (KBA) instructions
 - Webinar presentations



Next webinar:

**Paladin Pointers:
Advanced Sales – BOGOs and More**

September 13th at 9:00 am PT

Register: portal.paladinpos.com/webinars



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