

MotorTraxx to MaxxTraxx Pro CE Conversion Preparation -

“CLEAN UP OPEN INVOICES THAT ARE NOT ON THE SCHEDULE”

Over time in MotorTraxx, data corruption, file damage, power outages, etc. can cause estimates and invoices to no longer show on the daily schedule even though they are still open. Whether this is due to an error while the system posts that invoice resulting in an “open status” in the data file, or a corruption of the schedule file that caused that record to be deleted, these invoices need to be cleaned up prior to doing the conversion to MaxxTraxx Pro CE.

The issue is any open invoice not on the schedule in MotorTraxx will convert and permanently appear on the list of repair orders to assign a purchased part to, and there can be hundreds of these “open status” invoices to sort through every time you enter a Restock Parts Invoice. Note, only invoices listed on the MotorTraxx schedule properly will convert correctly and appear on the MaxxTraxx Pro CE schedule.

The first thing to do is to get a list of all such invoices. The easiest way to do that is to run daily book history (Business Office=>Accounting Office=>Daily Book=>Daily Book History). It won't matter what date range you run, so you can leave whatever is the default in the date range parameters. Page down to page 3 of 3, and press F12 to get your print menu.

Remove the check marks from all except #9 - Open Invoice Report. Press #2 to print the report (be sure this workstation is able to print to your report printer, and that the printer is ready). With the report printout, go back to the daily schedule screen and line out all invoices on your Open Invoice Report that are still on the schedule. The remaining invoices on your report are the invoices that need to be posted.

You will need to do some analysis on each of these invoices to determine the correct way to deal with them. If the invoice has already been paid, and has been accounted for through daily book, we suggest that you do a little “time travelling” to fix it. Determine the correct date the payment was received and set the computer date to that date. Once your date is changed, open the invoice and mark it as paid.

Since you are posting it into a period prior to your last actual daily book closing, this will not cause the sale to be added to your books again. When done, be sure to change the computer date back to today's date. Note: If you get a Red Screen while posting, chances are that invoice was in a bad key, and that's why it didn't post correctly the first time. After restarting the program, look up that invoice again. Odds are, in spite of the Red Screen warning, the invoice was marked as paid, and no further work is needed.

If you determine the invoice was never paid in the system and you want it to get into your bookkeeping totals, you can open it and post it with today's date. That will put it into today's daily book. It will also put the *method of payment* into your books. If this is a “not very old” invoice, this should correct a carry forward error in your daily book.

If it is from a prior year, depending on the dollar amount of the invoice using the method described above might be a better solution for this one. If you find that the invoice was “lost” at the time, and a replacement invoice was written and posted, you will want to void this invoice. To do so, simply open the invoice, press F2 (Options) and choose A - Void Estimate or Invoice.

If some of these invoices involve large amounts of money, you may be uncertain how to best deal with them. You should contact your accountant for advice first, and then call us for a suggestion on how to accomplish your accountant's advice.