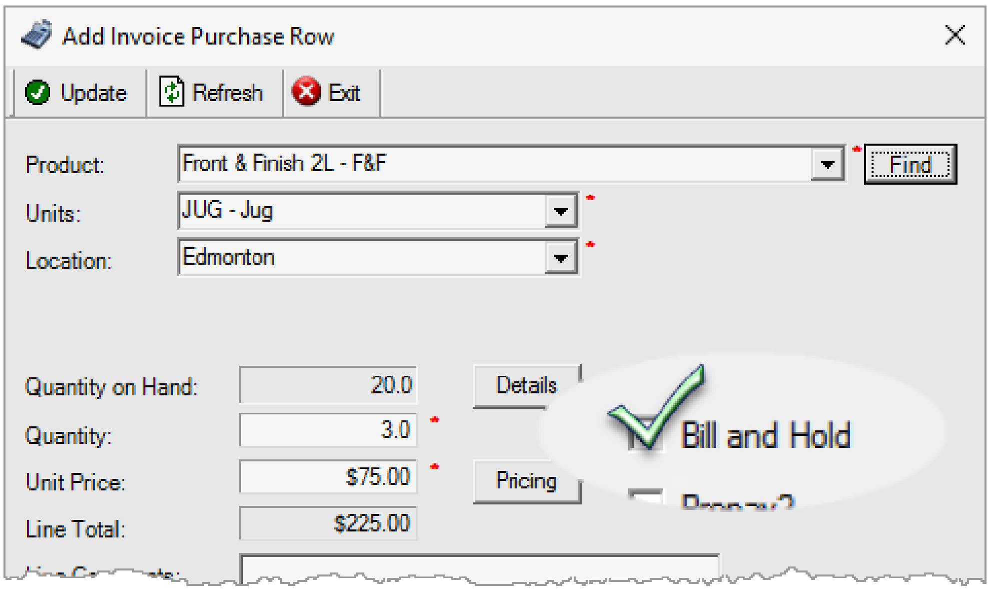
AR BILL AND HOLD

Use ***Bill and Hold*** when you want to record a sale to the customer now, but they will not be picking up their product until later. The product should be in inventory (balance > 0) for Bill & Hold so that it can be costed correctly.



Accounts Receivable > Invoices > Add

What you'll find:

Last Updated: 2022.10.21

Bill & Hold Business Rules

These are the business rules and best practices regarding Bill & Hold.

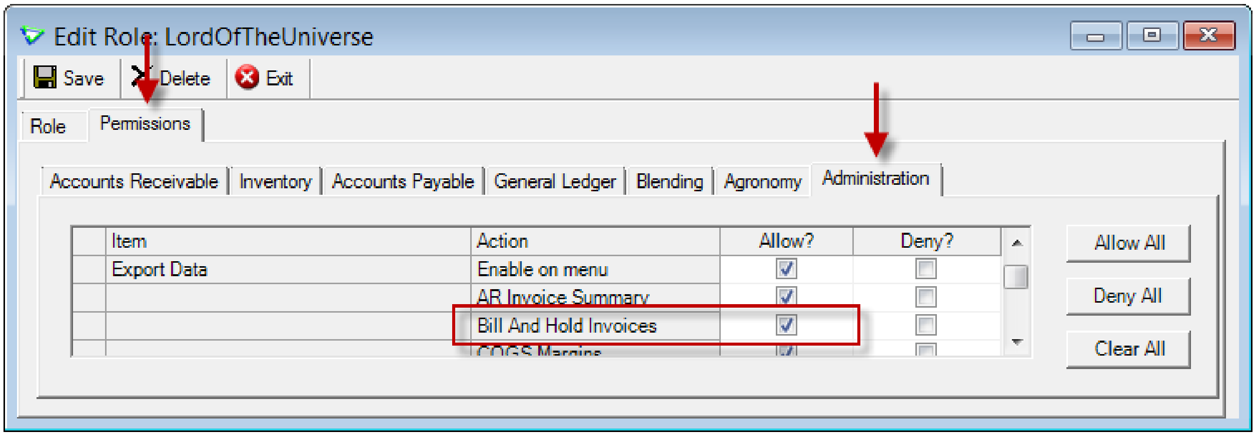
- Product should be in-stock at the time of invoicing.
  agrē needs costing information to make the COGs posting, otherwise an estimated cost will have to be used. This could cause issues if the cost changes, especially if the invoice is in a closed year or period.
- Bill & Hold status of a product row cannot be changed once the invoice has been saved.
  The product row can be removed (as long as none has been taken) and added again.
- The product, units, and location of bill & hold product rows can be edited, as long as there are no deliveries against that line.
- Invoice lines that have been imported from a loadout ticket cannot be set to bill and hold.
  The product has already been taken on the LOT; there is nothing to hold.
- Only inventory products can be set to bill and hold.
- Returns cannot be set to bill and hold.
- Blends and additional items in blends cannot be set to bill and hold.
  Because the blends are normally blended at the time of delivery, they are not in-stock at the time of invoicing and therefore ineligible for bill and hold.
- Lot Numbers (Lot#s) are not required[1] for bill & hold product rows, and will be entered on the LOT when the product is picked up or delivered.
- Product must be picked up from the bill & hold location.
  The Sales and COGs postings were made at the time of invoice *for that location* and cannot be changed unless the invoice is changed.
- As product is picked up, the LOT will indicate the Bill & Hold Invoice reference number, but the INV will not be updated with the LOT number (as there could be multiples).

[1] Inventory > Manage > Products / Products Tab

Bill and Hold Setup (one time tasks)

Security

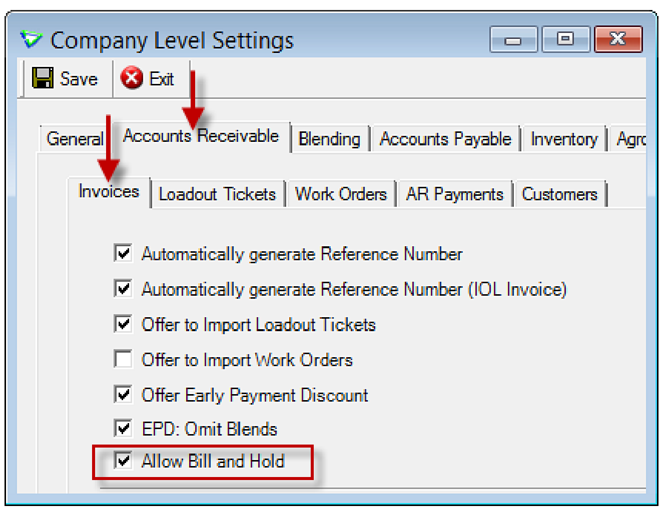
You’ll need permission to run the data export for ***Bill and Hold Invoices***.



File > Security > Manage Roles

Company Configuration Option

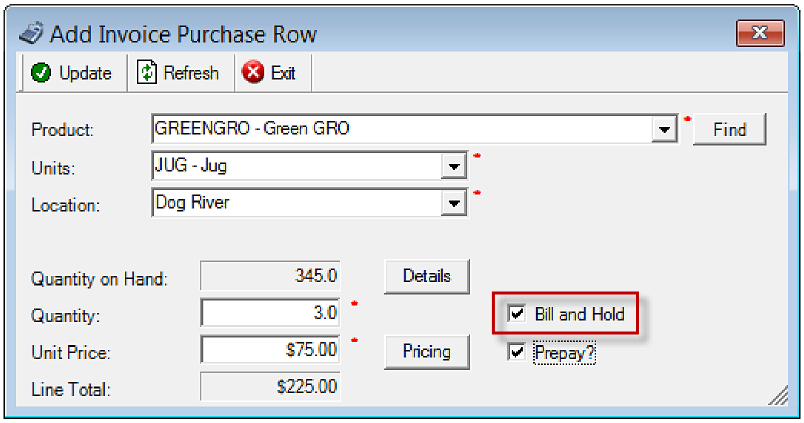
Activate ***Bill and Hold*** in the ***Company Config Options*** and save your changes.



File > Config Options > Company > AcctsRec > Invoices

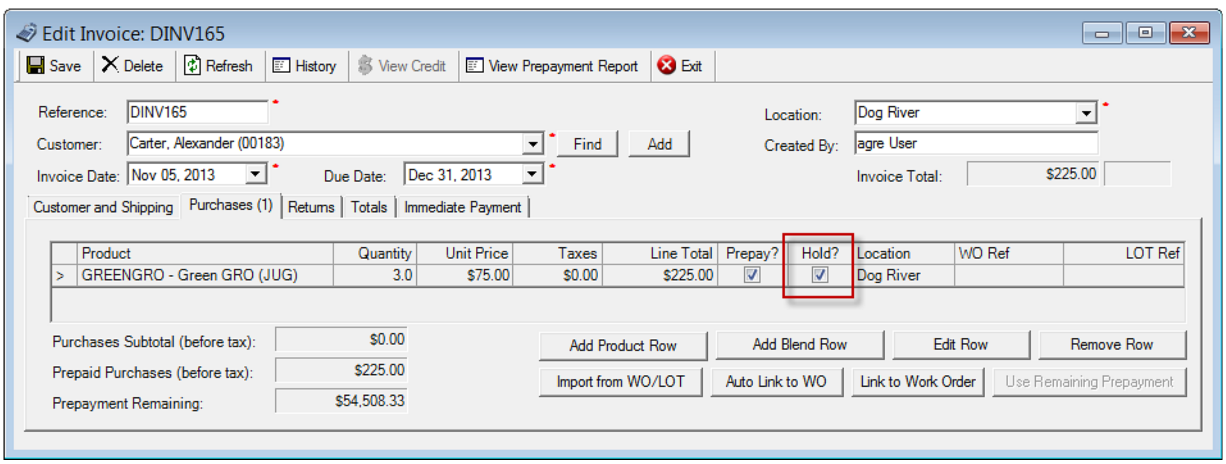
Adding a Bill and Hold Invoice

When adding products to the invoice, flag them as ***Bill and Hold*** (also flag them as Prepay if they are prepaid).



Invoice > Add

The product is flagged as ***Bill and Hold*** on the invoice.



Sales and COGs (based on FIFO) postings are made immediately upon saving the invoice, even though the inventory hasn't moved yet.

agrē

postings generated from Bill and Hold invoice

Tronia Testing Inc.

Posting Details

DINV165

Journal: J2179 Posted: Nov 05, 2013
Source: DINV165 Entered: Nov 05, 2013
Description: AR Invoice: Alexander Carter

Account	DR	CR	Description
Accounts Receivable (11210)	225.00		
Sales Chemicals (45015)		225.00	Dog River

Journal: J2286 Posted: Nov 05, 2013
Source: DINV165 Entered: Nov 08, 2013
Description: Invoice DINV165, GREENGRO

Account	DR	CR	Description
COGS Chemicals (55015)	180.00		Dog River
Chemical Accruals (16015)		180.00	

What Have I Got on Hold?

Reporting – Bill & Hold

The ***Bill and Hold report*** will tell you who has/had product on hold, how much they've taken, and how much they have left to take. You can group by ***Customer*** or by ***Product***.

Tronia Testing Inc.

Bill And Hold

Customer is Wallace, Ted (1051); Sorted By Customer

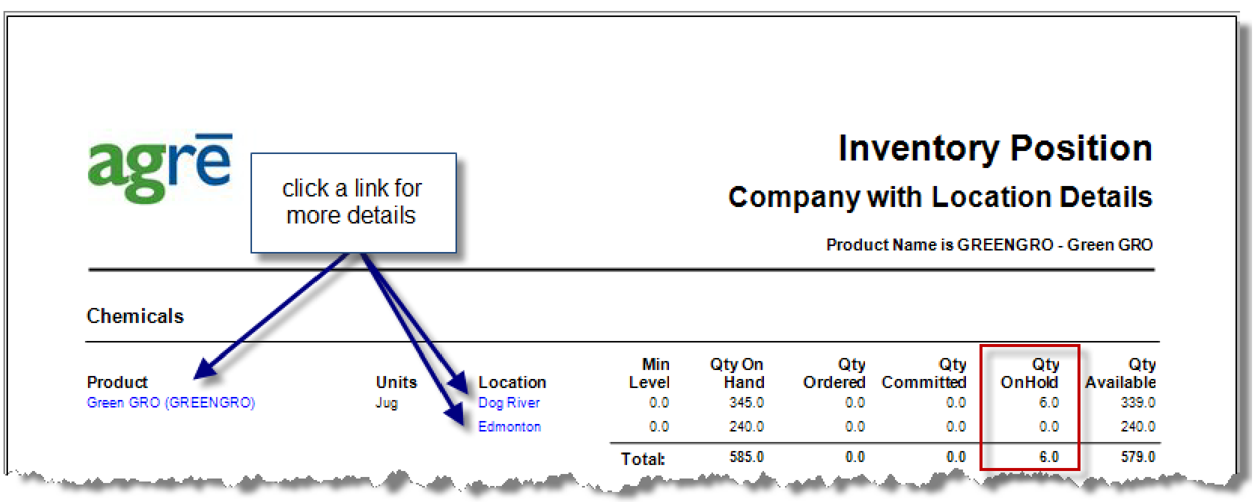
Ted Wallace (1051)

Invoice	Date	Product	Unit Price	Quantity	Total	Quantity Taken	Quantity Remaining
SAINV57	Nov 10, 2014	AchieveLiquid Gold (CASE)	$850.00	1.00	$850.00	0.00	1.00
SAINV30	May 28, 2014	Drop Dead Dandelion 1L (JUG)	$17.50	1.00	$17.50	1.00	0.00
DINV169	Nov 20, 2013	Mo' Betta (BOX)	$400.00	2.00	$800.00	2.00	0.00

Accounts Receivable > Reports > Bill & Hold *(or Customer Account)*

Reporting – Inventory Position

The Bill and Hold layout of the ***Inventory Position Report*** will let you know how many you have on hold for each location.



Inventory Position

Company with Location Details

Product Name is GREENGRO - Green GRO

Chemicals

Product	Units	Location	Min Level	Qty On Hand	Qty Ordered	Qty Committed	Qty OnHold	Qty Available
Green GRO (GREENGRO)	Jug	Dog River	0.0	345.0	0.0	0.0	6.0	339.0
		Edmonton	0.0	240.0	0.0	0.0	0.0	240.0
			Total:	585.0	0.0	0.0	6.0	579.0

Inventory > Reports > Inventory Position

Note The **Bill and Hold version** of the Inventory Position report can be loaded into your agrē database.

For more details - like WHO has it on hold - click a product or location link. These are the details for ***Dog River***.

Inventory Position Detail

Company with Location Details

GREENGRO - Green GRO (JUG)

Dog River

Inventory on Hand

Document	Reference	Date	Name	Quantity Remaining
Inventory Receipt	1578	Mar 01, 2012	Baker's Ag Supply	195.00
Inventory Receipt	1578	Mar 01, 2012	Baker's Ag Supply	150.00
			Inventory on Hand	**345.00**

Inventory on Hold

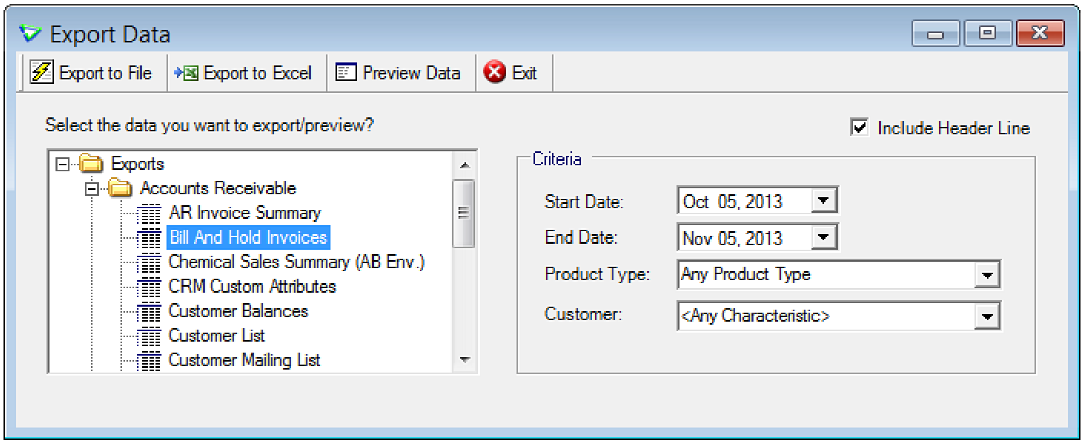
Document	Reference	Date	Name	Quantity Remaining
Invoice	DINV157	Oct 09, 2013	Carter, Alexander (00183)	3.00
Invoice	DINV165	Nov 05, 2013	Carter, Alexander (00183)	3.00
			Inventory on Hold	**6.00**

Dog River **339.00**

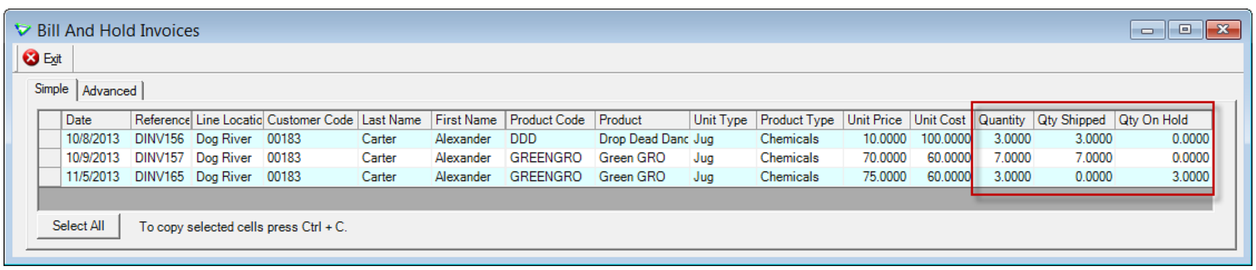
Tip The ***Inventory Position report*** tells you how much you are *currently* holding and for whom. If you want quick details about product that *was* on hold, but has now been picked up, check the ***Bill and Hold Invoices data export*** or the ***Bill and Hold report***.

Data Export – Bill and Hold Invoices

The ***Bill and Hold data export*** gives you the same information as the ***Inventory Position report***, with extra details about product that *was* on hold but has already been picked up.



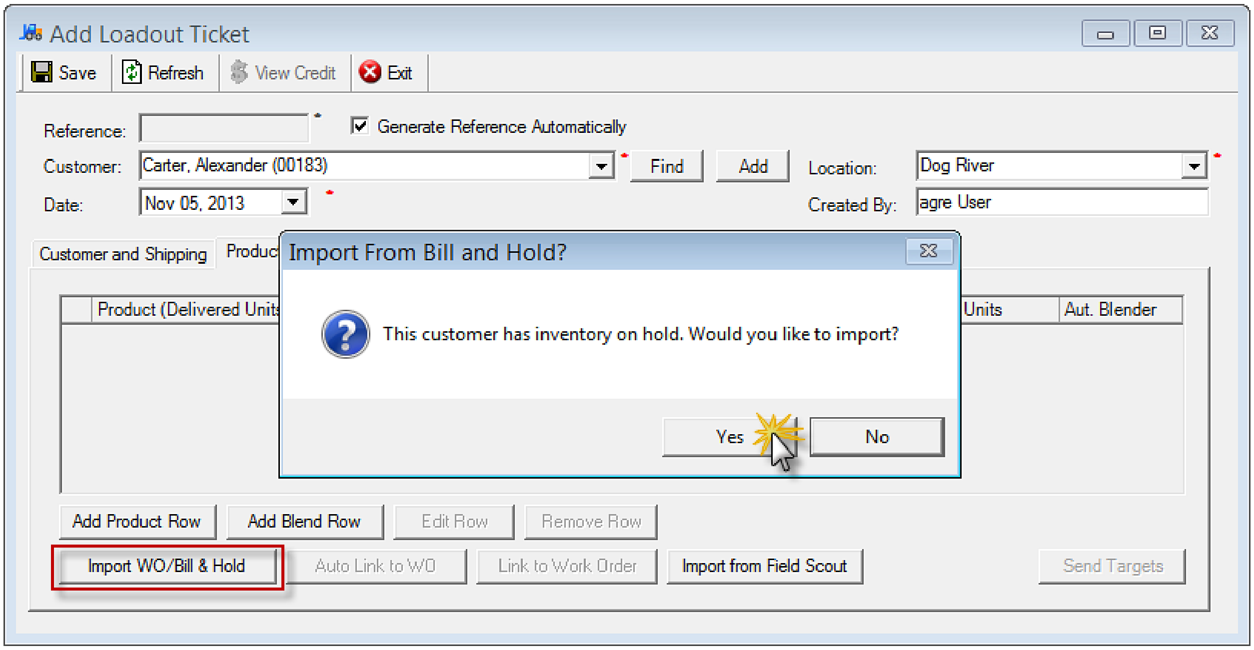
File > Exports > Data



Picking Up Held Product on a Loadout Ticket

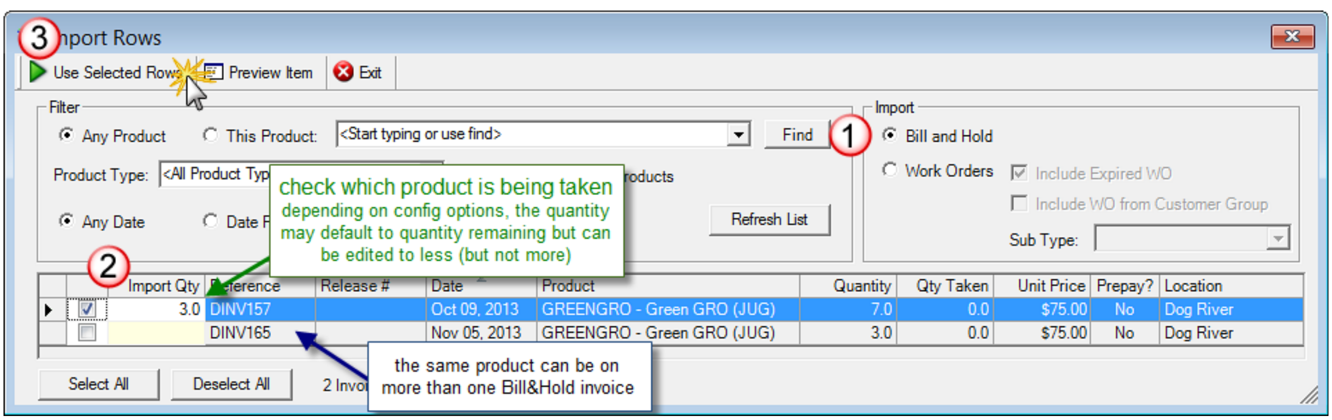
When the customer is ready to take their product, create a new ***Loadout Ticket***.

You will be reminded that they have product on hold. Click **Yes** to ***Import from Bill and Hold***.

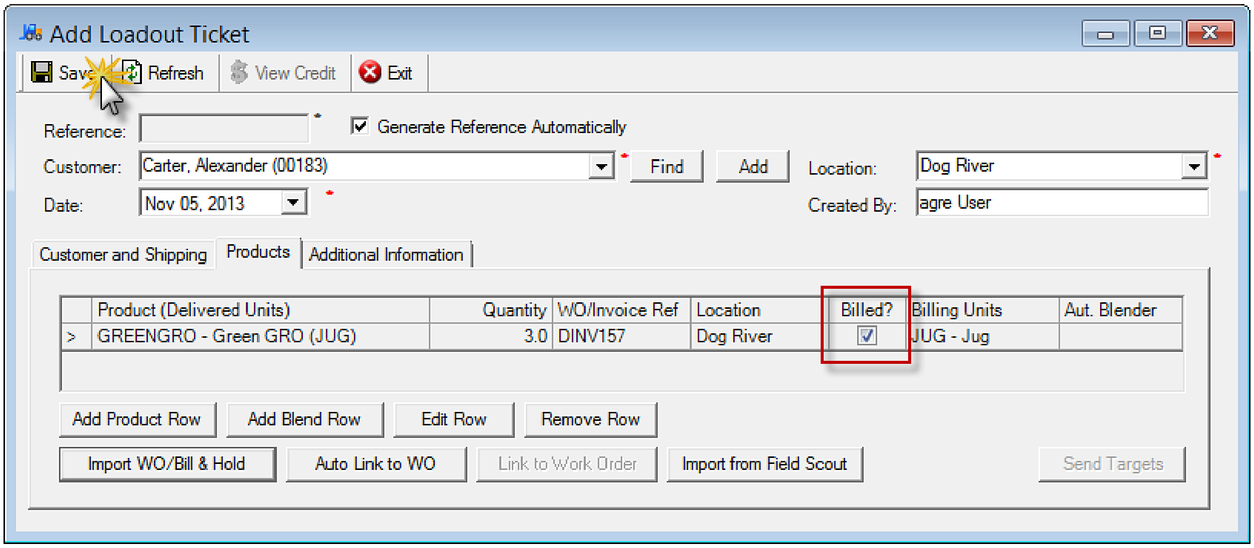


Tip	If you click No and change your mind, you can always click ***Import WO/Bill & Hold*** later to bring up the same window.

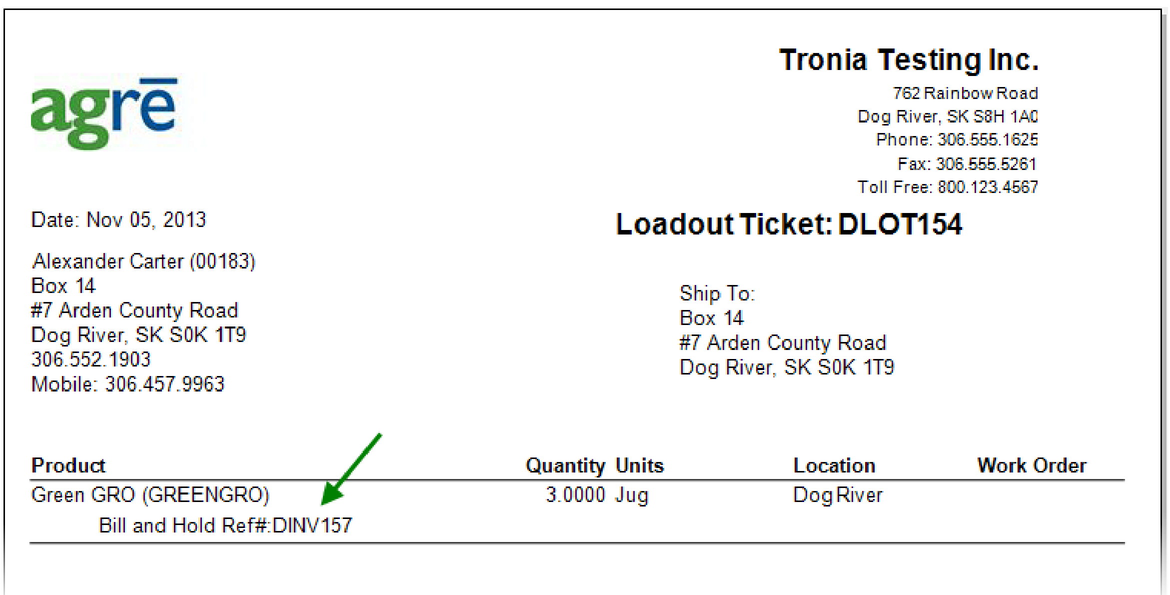
Click ***Bill and Hold***. Check which product(s) is being taken, and how many, then click ***Use Selected Rows***.



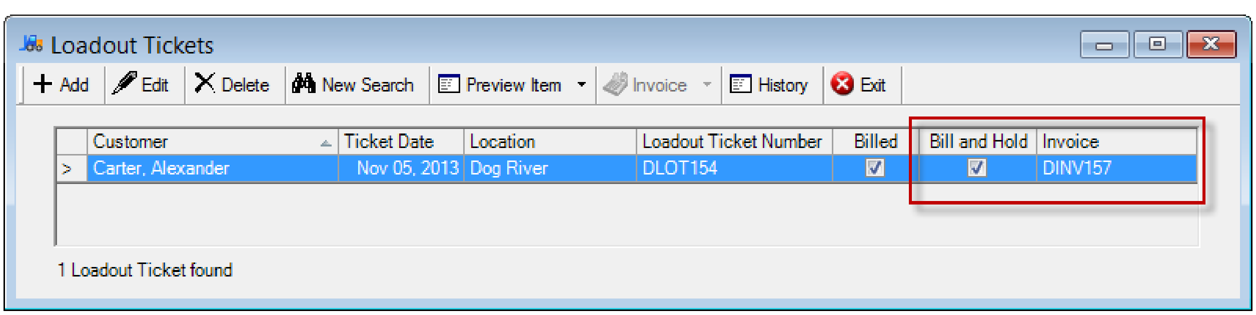
The product is added to the LOT and is flagged as already billed. Save the LOT.



The LOT report displays the ***Bill and Hold Invoice*** reference number.



The Loadout Ticket grid lists the ***Bill and Hold Invoice*** reference number.



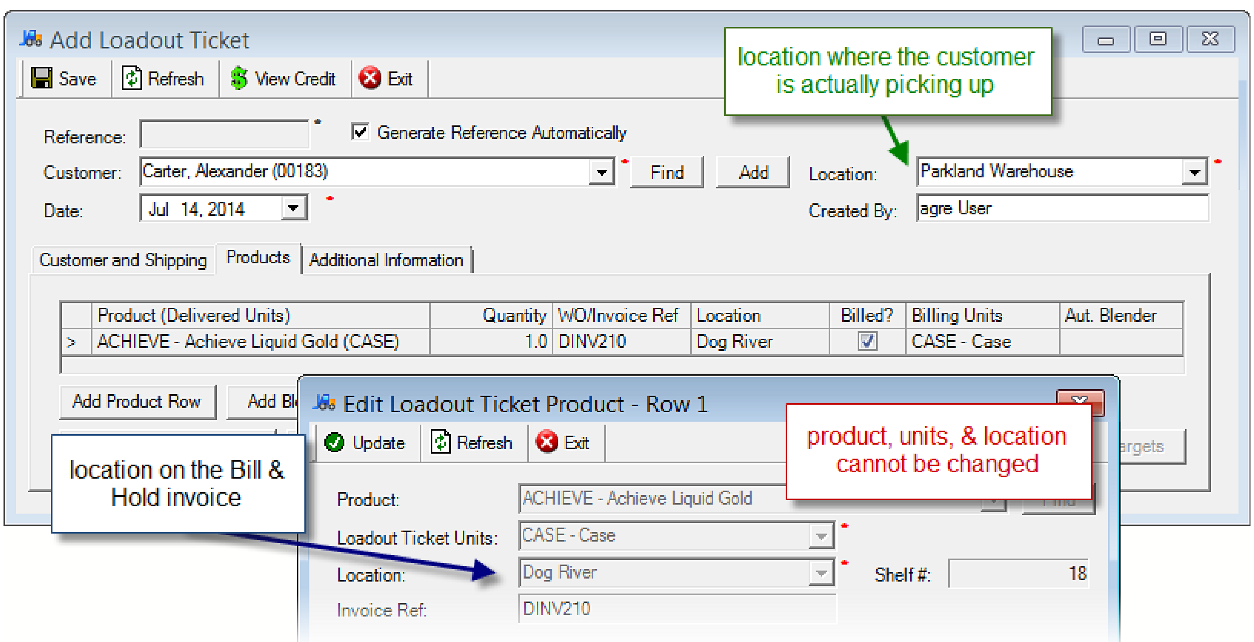
Now that the product has been taken, asset value is updated accordingly.

Bill & Hold Q&A

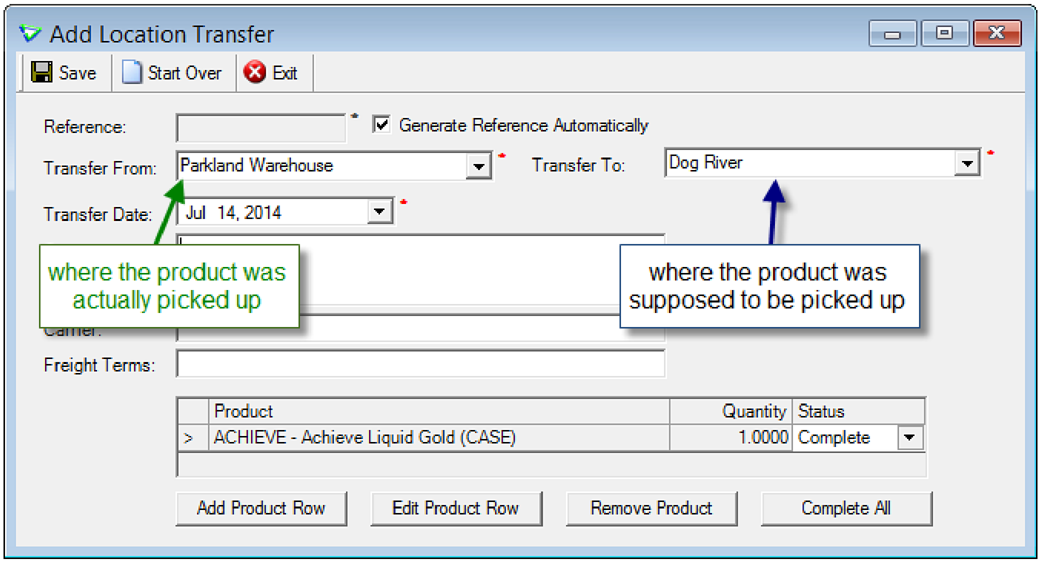
What if my customer needs to pick up from a *different* location?

When the Bill & Hold invoice was created, sales and COGS postings were made based on the FIFO cost for that location. These postings can be changed *only* by making changes to the invoice.

Because of this, when product is picked up it **must be loaded out from the same location as the invoice** – it can't be edited at this time (you'd need to edit the invoice first, to select a different location, before creating the LOT).



If you can't edit the invoice (maybe it's in a closed year, or some product from that invoice row has already been taken so it can no longer be edited, or it's just not your business practice to do so): after the customer picks up elsewhere, create a ***Location Transfer*** and transfer the amount taken from where the product was actually picked up to where it was supposed to be picked up.

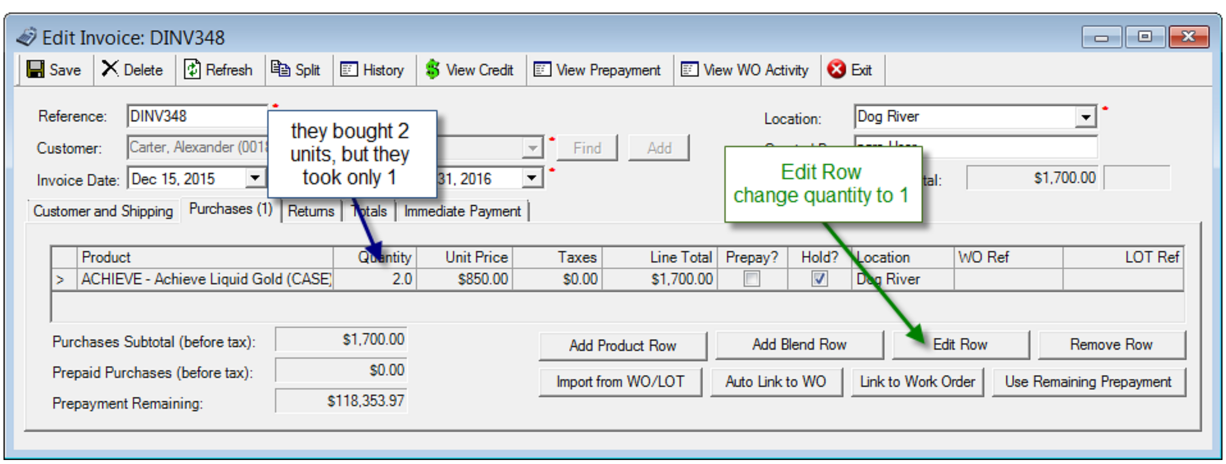


The location transfer keeps inventory levels accurate.

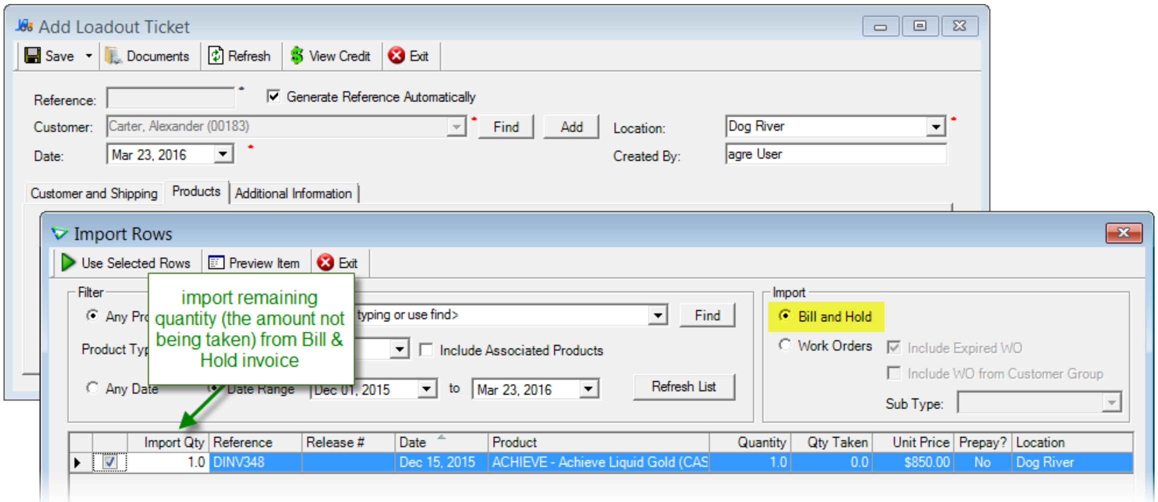
What if my customer didn't take all their Bill and Hold inventory?

If you billed your customer for more product than they ended up taking, there's two ways to handle it.

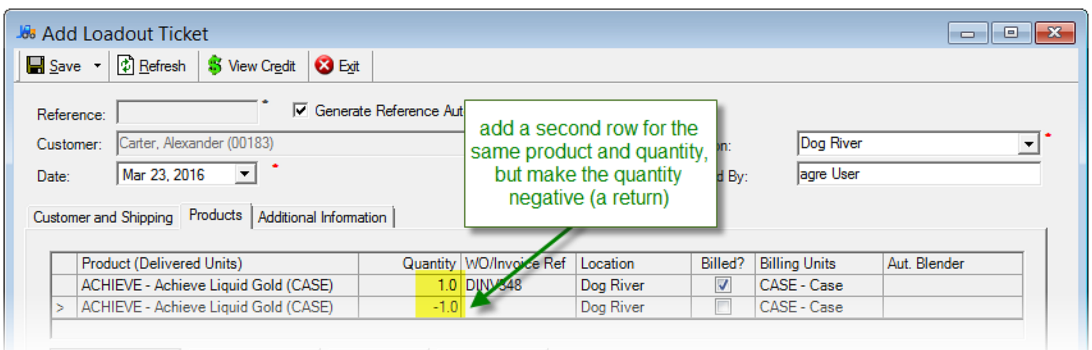
1. The preferred method - and the easiest - is to edit the Bill & Hold invoice and reduce the quantity to what they've actually taken. The customer's chargeable balance will be reduced accordingly.



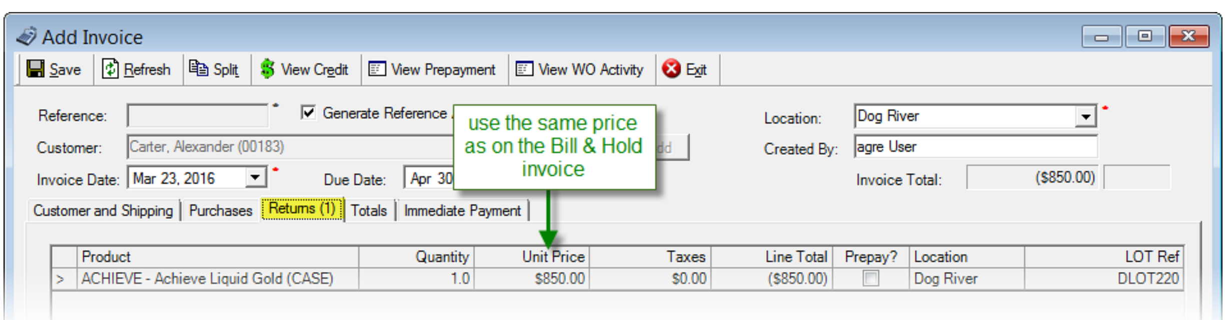
2. If you don't want to - or can't - edit the invoice (maybe it's in a closed year/period or it's just not part of your business practice) then create a new LOT and take the quantity remaining on Hold.



Add another product row for the NEGATIVE amount (so net quantity would = 0).



Bill the return (the "take" is already billed on the bill and hold invoice) at the same price as on the B&H invoice; the customer ends up with a credit on account.



Costing Implications with Either Method - if the cost has changed since the B&H invoice, the quantity not taken/returned will have a different cost. You may want to play with Inventory Return Costs or Cost Reallocation (since the product never actually left the building those cost row should have been available for other transactions).