

Coding Non-RO Invoices

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Coding Non-RO Invoices

What is a Non-RO Invoice?

Invoices for items/supplies/services that are used for the shop. They are not specific to a single RO and are not posted into Repair Center.

Common examples include:

- Rondex / paint materials
- Canadian Linen
- Clips/fasteners
- Garbage pickup
- Etc

Coding the Invoices

- Identify whether it is for a specific RO or for the shop.
- Open the “Chart of Accounts”.
- Identify the items on the invoice and select the best General Ledger (GL) code.
 - This code signals to the Accounting Department where to allocate the costs of the invoice. Miscoding the invoice may cause costs to be costed to the wrong accounts.
- Write the code on the invoice.
- Print and sign your name.
- **Note:** Your signature on the invoice is the authorization to the Accounting Department that it is ok to pay the invoice.
- File the invoices away to submit as a part of your weekly package.

Coding Non-RO Invoices

Canadian Linen Invoices

Canadian Linen has multiple different categories that need to be separated and coded separately.

Del Qty	Line Type	Item	Size	Description	Bank / Locker	Emp Name	Emp #	Bill Qty	Total
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye		Judd St.Godar	24	7	6.72 T
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye		Alastair Houst	31	7	6.72 T
	Rent	GPC621CHAR	32X30	Pant_Cargo_65/35		Jhitt Babafill	34	7	4.84 T
	Rent	GS0007NKHS	MEDR	Shirt-Ls		Jhitt Babafill	34	7	5.97 T
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye		Romieli Almari	37	7	6.72 T
	Rent	GPC002CHAR	32X32	Pant-Flat Front-Hook&Eye	5550	Darius	39	11	10.57 T
	Rent	GS0007NKHS	MEDR	Shirt-Ls		Darius	39	6	5.12 T
	Rent	GS0019NKHS	MEDR	Shirt-Ss		Darius	39	5	4.26 T
	Rent	GPC002CHAR	34X32	Pant-Flat Front-Hook&Eye		Jon Bjornson	41	7	6.72 T
	Rent	GS0019NKHS	LGER	Shirt-Ss		Jon Bjornson	41	7	5.97 T
50	Rent	TO0108NAVY	X	Towel-Microfiber-Aus-Lt Indust	WAAAA	1340		100	17.51 T
	EVEXC Rent	BIOHRED	-	Bag Laundry Biohazard				2	0.00 T
	Ser Chg	BASSUR		Bill Assure (Eloss)	6820			1	21.09 T
	Ser Chg	SRVPCT		Service Charge				1	9.56 T
B.N.#: 10076 7490 RT0001								Subtotal:	111.77
								GST:	5.59
								PST:	7.83
								Total Due: CAD	125.19

Uniforms

- Shirts,
- Pants,
- Any other clothing items.

Shop Materials

- Towels,
- Gloves,
- Front office mats,
- Other items used in the day-to-day operations of the shop.

Misc Charges

- Rental fees for misc laundry items (laundry bag),
- General billing/service charges.

How to Code the Invoice

- Separate each code category as listed above with lines.
- Write the code for each section on the invoice.

Del Qty	Line Type	Item	Size	Description	Bank / Locker	Emp Name	Emp #	Bill Qty	Total
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye		Judd St.Godar	24	7	6.72 T
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye		Alastair Houst	31	7	6.72 T
	Rent	GPC621CHAR	32X30	Pant_Cargo_65/35		Jhitt Babafill	34	7	4.84 T
	Rent	GS0007NKHS	MEDR	Shirt-Ls		Jhitt Babafill	34	7	5.97 T
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye		Romieli Almari	37	7	6.72 T
	Rent	GPC002CHAR	32X32	Pant-Flat Front-Hook&Eye	5550	Darius	39	11	10.57 T
	Rent	GS0007NKHS	MEDR	Shirt-Ls		Darius	39	6	5.12 T
	Rent	GS0019NKHS	MEDR	Shirt-Ss		Darius	39	5	4.26 T
	Rent	GPC002CHAR	34X32	Pant-Flat Front-Hook&Eye		Jon Bjornson	41	7	6.72 T
	Rent	GS0019NKHS	LGER	Shirt-Ss		Jon Bjornson	41	7	5.97 T
50	Rent	TO0108NAVY	X	Towel-Microfiber-Aus-Lt Indust	WAAAA	1340		100	17.51 T
	EVEXC Rent	BIOHRED	-	Bag Laundry Biohazard				2	0.00 T
	Ser Chg	BASSUR		Bill Assure (Eloss)	6820			1	21.09 T
	Ser Chg	SRVPCT		Service Charge				1	9.56 T
B.N.#: 10076 7490 RT0001								Subtotal:	111.77
								GST:	5.59
								PST:	7.83
								Total Due: CAD	125.19

Coding Non-RO Invoices

- Add up all the items for each code.

Del Qty	Line Type	Item	Size	Description	Bank / Locker	Emp Name	Emp #	Bill Qty	Total
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye	Judd St.Godar		24	7	6.72T
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye	Alastair Houst		31	7	6.72T
	Rent	GPC621CHAR	32X30	Pant_Cargo_65/35	Jhitt Babafill		34	7	4.84T
	Rent	GS0007NKHS	MEDR	Shirt-Ls	Jhitt Babafill		34	7	5.97T
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye	Romiell Almari		37	7	6.72T
	Rent	GPC002CHAR	32X32	Pant-Flat Front-Hook&Eye	Darius		39	11	10.57T
	Rent	GS0007NKHS	MEDR	Shirt-Ls	Darius		39	6	5.12T
	Rent	GS0019NKHS	MEDR	Shirt-Ss	Darius		39	5	4.26T
	Rent	GPC002CHAR	34X32	Pant-Flat Front-Hook&Eye	Jon Bjornson		41	7	6.72T
	Rent	GS0019NKHS	LGER	Shirt-Ss	Jon Bjornson		41	7	5.97T
50	Rent	TO0108NAVY	X	Towel-Microfiber-Aus-Lt Indust	WANA		1340	100	17.51T

- Write the code and this total on the bottom of the page.

Del Qty	Line Type	Item	Size	Description	Bank / Locker	Emp Name	Emp #	Bill Qty	Total
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye	Judd St.Godar		24	7	6.72T
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye	Alastair Houst		31	7	6.72T
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	Rent	GS0007NKHS	MEDR	Shirt-Ls	Jhitt Babafill		34	7	5.97T
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye	Romiell Almari		37	7	6.72T
	Rent	GPC002CHAR	32X32	Pant-Flat Front-Hook&Eye	Darius		39	11	10.57T
	Rent	GS0007NKHS	MEDR	Shirt-Ls	Darius		39	6	5.12T
	Rent	GS0019NKHS	MEDR	Shirt-Ss	Darius		39	5	4.26T
	Rent	GPC002CHAR	34X32	Pant-Flat Front-Hook&Eye	Jon Bjornson		41	7	6.72T
	Rent	GS0019NKHS	LGER	Shirt-Ss	Jon Bjornson		41	7	5.97T
50	Rent	TO0108NAVY	X	Towel-Microfiber-Aus-Lt Indust	WANA		1340	100	17.51T
	EVEXC Rent	BIOHRED	-	Bag Laundry Biohazard				2	0.00T
	Ser Chg	BASSUR		Bill Assure (Eloss)				1	21.09T
	Ser Chg	SRVPCT		Service Charge				1	9.56T

B.N.#: 10076 7490 RT0001

5550 - \$63.61
1340 - \$17.51
6820 - \$30.65

Subtotal: 111.77
GST: 5.59
PST: 7.83
Total Due: CAD 125.19

NOTE: Ensure the total of each category equals the subtotal listed at the bottom of the invoice.

- Add the PST into each category. Calculate each tax by taking the total and multiply it by the current tax percentage.
 - Example: PST = 7%
 - $63.61 \times 0.07 = 4.45$
 - PST = \$4.45

Del Qty	Line Type	Item	Size	Description	Bank / Locker	Emp Name	Emp #	Bill Qty	Total
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	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye	Alastair Houst		31	7	6.72T
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	Rent	GS0007NKHS	MEDR	Shirt-Ls	Jhitt Babafill		34	7	5.97T
	Rent	GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye	Romiell Almari		37	7	6.72T
	Rent	GPC002CHAR	32X32	Pant-Flat Front-Hook&Eye	Darius		39	11	10.57T
	Rent	GS0007NKHS	MEDR	Shirt-Ls	Darius		39	6	5.12T
	Rent	GS0019NKHS	MEDR	Shirt-Ss	Darius		39	5	4.26T
	Rent	GPC002CHAR	34X32	Pant-Flat Front-Hook&Eye	Jon Bjornson		41	7	6.72T
	Rent	GS0019NKHS	LGER	Shirt-Ss	Jon Bjornson		41	7	5.97T
50	Rent	TO0108NAVY	X	Towel-Microfiber-Aus-Lt Indust	WANA		1340	100	17.51T
	EVEXC Rent	BIOHRED	-	Bag Laundry Biohazard				2	0.00T
	Ser Chg	BASSUR		Bill Assure (Eloss)				1	21.09T
	Ser Chg	SRVPCT		Service Charge				1	9.56T

B.N.#: 10076 7490 RT0001

5550 - \$68.06
1340 - \$18.73
6820 - \$32.81

Subtotal: 111.77
GST: 5.59
PST: 7.83
Total Due: CAD 125.19

NOTE: Ensure the total of each category equals the subtotal + the PST listed at the bottom of the invoice.

Coding Non-RO Invoices

- Do the same for GST, but do not add the totals together.
- Note:** Make sure you calculate the GST based on the totals before PST.
 - Example: $GST = 5\%$
 - $63.61 \times 0.05 = 3.18$
 - $GST = \$3.18$

Del Qty	Line Type	Item	Size	Description	Bank / Locker	Emp Name	Emp #	Bill Qty	Total
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Rent		GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye		Alastair Houst	31	7	6.72 T
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Rent		GS0007NKHS	MEDR	Shirt-Ls		Jhitt Babafill	34	7	5.97 T
Rent		GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye		Romie Almari	37	7	6.72 T
Rent		GPC002CHAR	32X32	Pant-Flat Front-Hook&Eye	5550	Darius	39	11	10.57 T
Rent		GS0007NKHS	MEDR	Shirt-Ls		Darius	39	6	5.12 T
Rent		GS0019NKHS	MEDR	Shirt-Ss		Darius	39	5	4.26 T
Rent		GPC002CHAR	34X32	Pant-Flat Front-Hook&Eye		Jon Bjornson	41	7	6.72 T
Rent		GS0019NKHS	LGER	Shirt-Ss		Jon Bjornson	41	7	5.97 T
50	Rent	TO0108NAVY	X	Towel-Microfiber-Aus-Lt Indust	WAAA	1340		100	17.51 T
EVEXC	Rent	BIOHRED	-	Bag Laundry Biohazard				2	0.00 T
	Ser Chg	BASSUR		Bill Assure (Eloss)				1	21.09 T
	Ser Chg	SRVPCT		Service Charge	6820			1	9.56 T
B.N.#: 10076 7490 RT0001								Subtotal:	111.77
								GST:	5.59
								PST:	7.66
								Total Due: CAD	125.19

5550 - \$68.06 + \$3.18 GST
 1340 - \$18.73 + \$0.88 GST
 6820 - \$32.81 + \$1.53 GST

NOTE: Make sure the totals of each GST category equal to the total GST listed at the bottom of the invoice.

- Add all the totals together and ensure that the total balance you calculated equals to the "Total Due" at the bottom of the invoice.

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Rent		GPC002CHAR	32X30	Pant-Flat Front-Hook&Eye		Alastair Houst	31	7	6.72 T
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Rent		GPC002CHAR	34X32	Pant-Flat Front-Hook&Eye		Jon Bjornson	41	7	6.72 T
Rent		GS0019NKHS	LGER	Shirt-Ss		Jon Bjornson	41	7	5.97 T
50	Rent	TO0108NAVY	X	Towel-Microfiber-Aus-Lt Indust	WAAA	1340		100	17.51 T
EVEXC	Rent	BIOHRED	-	Bag Laundry Biohazard				2	0.00 T
	Ser Chg	BASSUR		Bill Assure (Eloss)				1	21.09 T
	Ser Chg	SRVPCT		Service Charge	6820			1	9.56 T
B.N.#: 10076 7490 RT0001								Subtotal:	111.77
								GST:	5.59
								PST:	7.66
								Total Due: CAD	125.19

5550 - \$68.06 + \$3.18 GST
 1340 - \$18.73 + \$0.88 GST
 6820 - \$32.81 + \$1.53 GST

- Print and sign your name and submit to the Accounting Department as a part of your weekly package.