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How Do You Consolidate an Invoice?

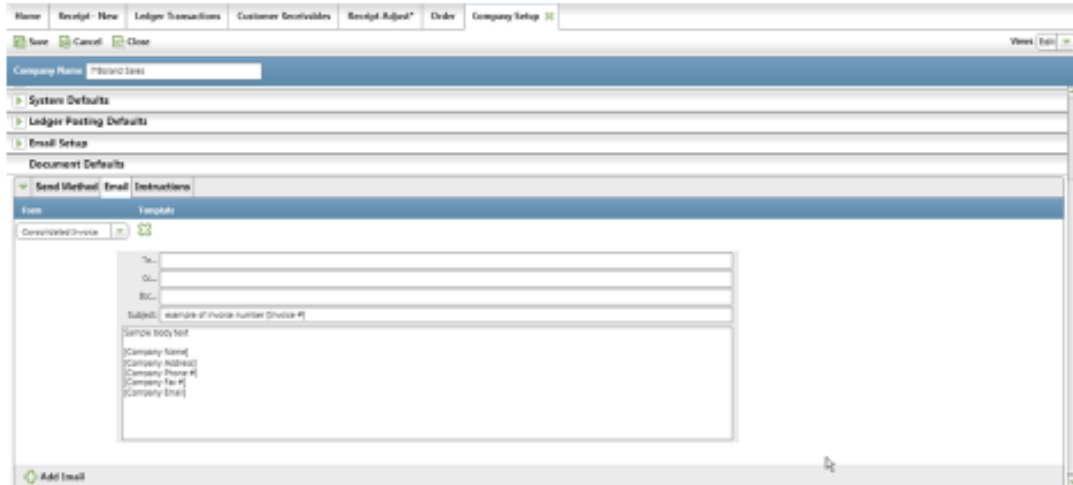
Tammy Mason - 2017-09-13 - in Quotes, Orders & Invoices

How Do You Consolidate an Invoice?

ASI SmartBooks has the ability to consolidate several invoice records together for a customer and generate a summary consolidated invoices.

Company Setup

A new email template has been added for Consolidated Invoice. The example below shows all of the selectable context menu options that can be selected to prepopulate into the email template.



An Instruction template added specifically for the Consolidated Invoice. This will be used to print on the consolidated invoice form. This selection is not available in the order or invoice edit window. It is only accessible from here and whatever value entered at the time the user prints or emails the invoice, is displayed

Order

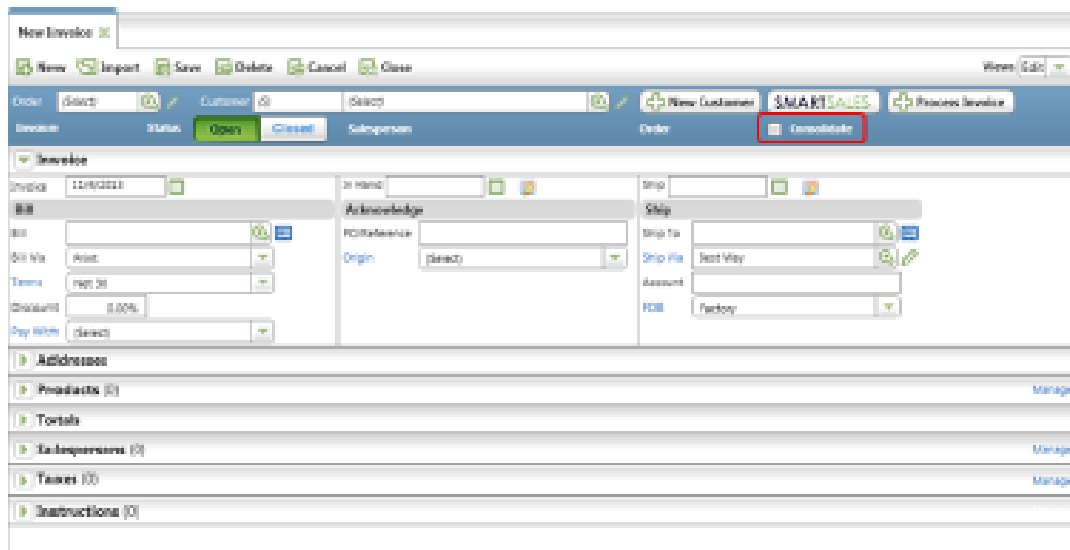
Send views will not include the invoice as an option if the order has an associated consolidated invoice. The user must access the invoice through Consolidate Manage. The following window shows all of the forms available to send except for the invoice which was a consolidated invoice for this order.

Order	Bill To Name	Status	Priority	Service	Contact	Order	In Force	Ship	PU Reference	Subprocess	Certified Code	Cost
484	Meta/Farm Insurance	Open	7%			10/16/2012	11/16/2012	11/16/2012	consolidate_1	John Smith	4842	
482	Meta/Farm Insurance	Open	7%			10/16/2012	11/16/2012	11/16/2012	consolidate_1	John Smith	4842	
481	Meta/Farm Insurance	Open	7%			10/16/2012	11/16/2012	11/16/2012	consolidate_1	John Smith	4842	
478	Order-Commission	Open	7%			10/15/2012			478 consolidated	John Smith	1068	
476	Order-Commission	Open	7%			10/15/2012			476 consolidated	John Smith	1068	
473	Order-Commission	Open	7%			10/15/2012			473 consolidated	John Smith	1068	
471	Order-Commission	Open	7%			10/15/2012			471 consolidated	John Smith	1068	

Document	Company/Company	Last Date	Send Method	Small Form	Print Form	Send	Preview
AccountingGeneral	Maritz US/Comelit / State Farm Insurance		Email	Print Paper	Print Paper	Send	Preview
Order-Commission	John Smith		Email	Print Paper	Print Paper	Send	Preview
Order-Invoice			Email	Print Paper	Print Paper	Send	Preview
Posting-Job	US/State Of		Email	Print Paper	Print Paper	Send	Preview
Purchase Order	The Magnet Group		Email	Print Paper	Print Paper	Send	Preview

Invoice

The changes to invoice edit include the addition of a checkbox for Consolidate. When this is checked, the 'Process Invoice' button is hidden. Additionally the invoice date and terms controls are read only. This is because these processes and values are set during the Consolidate Manage - Process Invoice function.



Once the consolidated invoice is printed for a group of invoices the following actions and results are now possible for editing an invoice associated to the consolidated invoice .

1. Changing an invoice from consolidated back to individual will undo the postings, redo and then assign a new invoice number. Use the normal invoice manage – send views to send the new individual invoice. The user would need to return to consolidate manage option to resend the revised consolidated invoice, since an invoice was removed.
2. Changing a customer on a consolidated invoice to another customer will undo the postings, redo, and then assign a new invoice number. The user would need to return to consolidate manage to resend a revised invoice in this instance since an invoice was removed and then use the normal invoice manage – send views to send the new individual invoice.

Consolidate Manage

This menu option, located from the customer tab menu, under invoice group is where functions to process the consolidated invoice, send the consolidated invoice and display the consolidated invoice detail list is available.

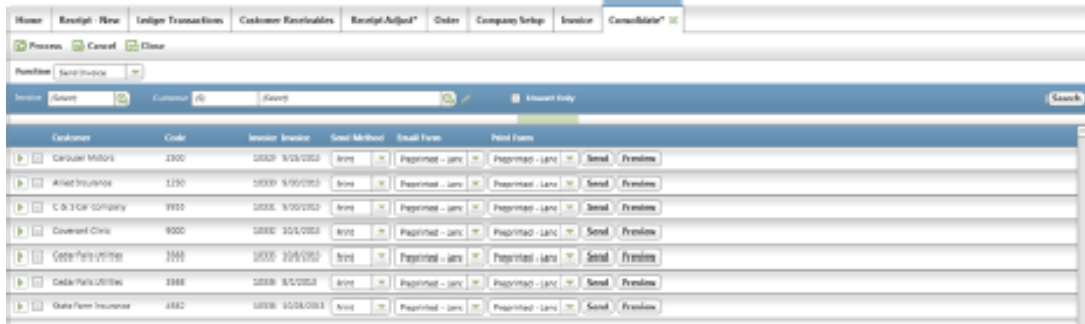
Process Invoice - This function does many of the same actions that the process invoice does when in the invoice. In the case of a consolidated invoice each invoice selected to group will be assigned the same invoice number, date, and terms. Date and terms are controls that can be edited in the header of the Consolidate Manage window. The user can choose to select all invoices or only those invoices to be grouped into the consolidated invoice. Once selections are complete, select process to generate the ledger transactions, receivable, sales tax, commission, and assign the same invoice

number to all of the selected records.



Send Invoice

This function will send the consolidated invoice (email or print). Consolidated Invoices can be individually selected and sent or more than one Consolidated invoice can be selected and sent in a batch.



Invoice Detail

This function provides a list detailing each line item that appears on the invoice. Group header information will include billing, shipping, terms, or invoice date information. This can be provided to the customer to supplement the consolidated invoice.

Customer	PN/Reference	Status	Ship Date	Invoice	Code	Description	Price	Unit	Total Price	Freight	Tax	Discount	Total Invoice	Attribute Column	Attribute Row
Invoice 12008 Terms Net 30 Invoice 10/28/2013 Bill To Slide Pains Insurance Cedar Falls, IA 50613 (1)															
Order 481 Ship Date: Wp Ship To: Cedar Falls, IA 50613 (1)															
State Farm Insurance	comorbale_1	Open	10/25/2013	25	SHVNSR	32 in L Knife	\$25.0000	Each							
State Farm Insurance	comorbale_1	Open	10/28/2013	26	SHVNSR	Matts for Invenbo	\$24.7500	Each						26L	Beige
State Farm Insurance	comorbale_1	Open	10/28/2013	4	SHVNSR	Matts for Invenbo	\$22.8000	Each						Medium	Beige
State Farm Insurance	comorbale_1	Open	10/28/2013	7	SHVNSR	Matts for Invenbo	\$22.8000	Each						Large	Beige
State Farm Insurance	comorbale_1	Open	10/28/2013	11	SHVNSR	Matts for Invenbo	\$22.8000	Each						LR	Beige
State Farm Insurance	comorbale_1	Open	10/26/2013	106	KCS	Chrome plated bag	\$2.1400	Each							
									\$975.00	\$0.00	\$48.20	\$0.00	\$1,049.20		
Order 482 Ship Date: Wp Ship To: Cedar Falls, IA 50613 (1)															
State Farm Insurance	comorbale_1	Open	10/14/2013	11	SHVNSR	32 in L Knife	\$25.0000	Each							
State Farm Insurance	comorbale_1	Open	10/14/2013	11	SHVNSR	Matts for Invenbo	\$24.7500	Each						26L	Beige
State Farm Insurance	comorbale_1	Open	10/14/2013	8	SHVNSR	Matts for Invenbo	\$22.8000	Each						Medium	Beige
State Farm Insurance	comorbale_1	Open	10/14/2013	6	SHVNSR	Matts for Invenbo	\$22.5000	Each						Large	Beige
State Farm Insurance	comorbale_1	Open	10/14/2013	11	SHVNSR	Matts for Invenbo	\$22.5000	Each						LR	Beige
									\$816.75	\$0.00	\$41.06	\$0.00	\$1,199.81		
Order 483 Ship Date: Wp Ship To: Cedar Falls, IA 50613 (1)															
State Farm Insurance	comorbale_1	Open	10/22/2013	11	SHVNSR	32 in L Knife	\$25.0000	Each							

Invoice Form

Product information will print one line per the same product code, unit, price, and is a freight item. Instructions from the individual invoice will not appear on this form. The only instruction that will print is the company setup consolidated invoice instruction template which prints in the footer area of the form.



Consolidated
INVOICE
10335

Salesperson: John Smith
johnsmith@yahoo.com

Invoice Date
10/08/12

FBI	Cedar Falls Utilities Utility Parkway Cedar Falls, IA 50613 UNITED STATES Phone: (319)286-1709 Email: info@cfu_demo.net	dhs	Multiple Shipping Addresses
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Customer: 3568
Terms: Net 30

Quantity	Product	Description	Unit	Price	Total									
100	*INV_AC	Inventory Testing_Additional Charge Testing. Release + Dropship + Dropship	EA	\$9.9700	\$997.00									
Charge	*INV_AC	Inventory Testing_Additional Charge Testing. Release + Dropship + Dropship												
100	Running Charge	Running Charge	EA	\$1.0000	\$100.00									
Charge	*INV_AC	Inventory Testing_Additional Charge Testing. Release + Dropship + Dropship												
1	Setup		EA	\$25.0000	\$25.00									
50	K4000	Rectangle keytag at a great price.	EA	\$2.9400	\$147.00									
120	*INVMATRIX	Matrix for Inventory Testing 474	EA	\$15.6500	\$1,878.00									
		<table border="1" style="width: 100%;"> <tr> <td></td> <td>3XL</td> <td></td> </tr> <tr> <td>Beige</td> <td></td> <td>120</td> </tr> </table>		3XL		Beige		120						
	3XL													
Beige		120												
200	test here	testing here different stuff 474	EA	\$9.9700	\$2,073.76									
133	*INVMATRIX	Matrix for Inventory Testing 474	EA	\$14.6500	\$1,948.45									
		<table border="1" style="width: 100%;"> <tr> <td></td> <td>3XL</td> <td></td> </tr> <tr> <td>Beige</td> <td></td> <td>100</td> </tr> <tr> <td>Almond</td> <td></td> <td>33</td> </tr> </table>		3XL		Beige		100	Almond		33			
	3XL													
Beige		100												
Almond		33												
1	*INVTST	inv test	EA	\$5.0000	\$5.00									



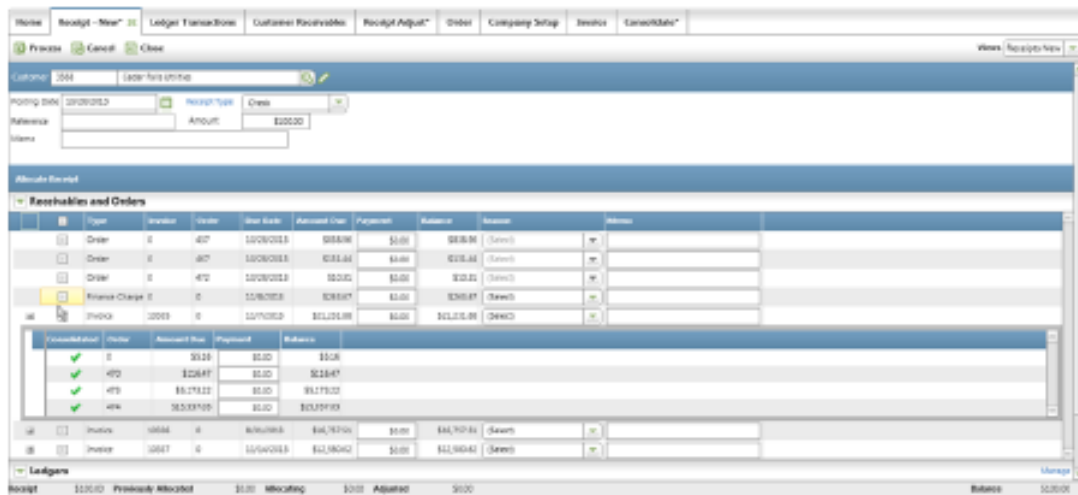
Consolidated
INVOICE
10335

Quantity	Product	Description	Unit	Price	Total									
200	*INVMATRIX	Matrix for Inventory Testing 474	EA	\$12.6000	\$2,480.00									
		<table border="1" style="width: 100%;"> <tr> <td></td> <td>Small</td> <td>Medium</td> <td>Large</td> <td>1X</td> </tr> <tr> <td>Beige</td> <td>20</td> <td>40</td> <td>60</td> <td>80</td> </tr> </table>		Small	Medium	Large	1X	Beige	20	40	60	80		
	Small	Medium	Large	1X										
Beige	20	40	60	80										
1,000	*INV_AC	Inventory Testing_Additional Charge Testing. Release + Dropship + Dropship 474	EA	\$9.9000	\$9,900.00									
Charge	*INV_AC	Inventory Testing_Additional Charge Testing. Release + Dropship + Dropship 474												
1	Setup		EA	\$25.0000	\$25.00									
Charge	*INV_AC	Inventory Testing_Additional Charge Testing. Release + Dropship + Dropship 474												
1,000	Running Charge	Running Charge	EA	\$1.0000	\$1,000.00									
				Sub-Total	\$20,609.21									
				Discount	\$907.13									
				Sales Tax	\$1,281.30									
				Order Total	\$21,123.58									
				Deposit/Payment	\$35.00									
				Total Due	\$21,123.58									
Instructions Terms and Conditions for a consolidated invoice														

NOTE: ProfitMaker users converting to ASI SmartBooks— only the summary consolidated invoice form will be supported.

Receipt New/Allocate

The consolidated receivable records are indicated by a + sign and the amount is the aggregate amount of all of the invoices that were associated to the invoice number assigned to the consolidated invoice. The user can select to expand the consolidated receivable record to see each order/invoice that was on the consolidated invoice and select to pick and choose to pay as they wish.

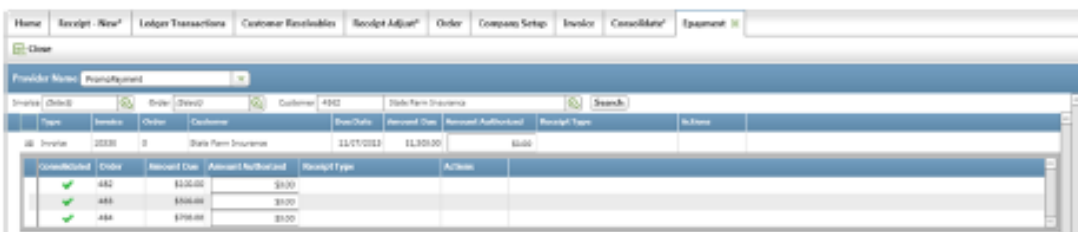


The screenshot shows the 'Receipt New/Allocate' window. At the top, there are tabs for 'Receipt New', 'Ledges Transactions', 'Customer Receivables', 'Receipt Adjust', 'Order', 'Company Setup', 'Invoice', and 'Consolidate'. Below the tabs, there are fields for 'Customer' (1004), 'Posting Date' (10/20/2013), 'Reference' (Amount: \$200.00), and 'Items'. The main section is titled 'Receivables and Orders' and contains a table with columns: 'Type', 'Invoice', 'Order', 'Item Code', 'Amount Due', 'Payment', 'Balance', 'Receipt', and 'Action'. The table lists several items, including 'Order' and 'Invoice Charge'. Below this table is a 'Consolidated Item' table with columns: 'Consolidated Item', 'Order', 'Amount Due', 'Payment', and 'Balance'. The 'Consolidated Item' table shows a total amount due of \$200.00. At the bottom, there is a 'Ledges' section with a table showing 'Receipt' and 'Invoice' amounts.

Epayment

Changes to EPayment include the same type of parent/child relationships as described in Receipt New/Allocate.

The concept remains the same, in that you can only perform or work with one line at a time.



The screenshot shows the 'Epayment' window. At the top, there are tabs for 'Receipt New', 'Ledges Transactions', 'Customer Receivables', 'Receipt Adjust', 'Order', 'Company Setup', 'Invoice', 'Consolidate', and 'Epayment'. Below the tabs, there are fields for 'Provider Name' (Pranapayment), 'Invoice Date' (10/20/2013), 'Order' (492), and 'Customer' (State Farm Insurance). The main section is titled 'Epayment' and contains a table with columns: 'Type', 'Invoice', 'Order', 'Customer', 'Due Date', 'Amount Due', 'Amount Authorized', 'Receipt Type', and 'Action'. The table lists several invoices, including 'Invoice' and 'Consolidated Item'. Below this table is a 'Consolidated Item' table with columns: 'Consolidated Item', 'Order', 'Amount Due', 'Payment', and 'Balance'. The 'Consolidated Item' table shows a total amount due of \$100.00.

Receivables and History

Lists related to receivables and history will include a column that will show a checkmark if the record is a consolidated related item.

Row	Invoice#	Row#	Invoice Transmittal	Customer Description	Invoice Adjus#	Order	Company Setup	Invoice	Consolidate#	Payment		
1	111	1	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
2	111	2	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
3	111	3	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
4	111	4	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
5	111	5	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
6	111	6	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
7	111	7	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
8	111	8	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
9	111	9	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
10	111	10	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
11	111	11	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
12	111	12	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
13	111	13	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
14	111	14	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
15	111	15	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
16	111	16	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
17	111	17	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
18	111	18	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
19	111	19	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
20	111	20	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
21	111	21	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
22	111	22	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
23	111	23	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
24	111	24	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
25	111	25	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
26	111	26	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
27	111	27	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
28	111	28	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
29	111	29	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice
30	111	30	1000	400	\$24,750.00	\$24,750.00	\$24,750.00	08/13/2012	1103	1103	Net 30	Invoice

Customer Statement

A type of consolidated invoice will be displayed/printed if the invoice is a consolidated invoice. The PO/Reference information will not be displayed/printed since there are multiples possible.

