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How Do You Consolidate an Invoice?

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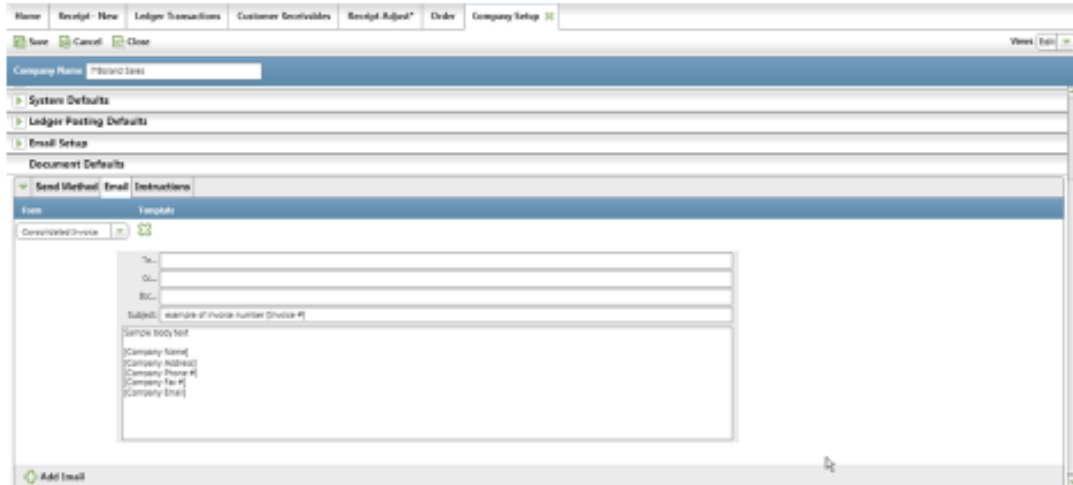
An Instruction template added specifically for the Consolidated Invoice. This will be used to print on the consolidated invoice form. This selection is not available in the order or invoice edit window. It is only accessible from here and whatever value entered at the time the user prints or emails the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

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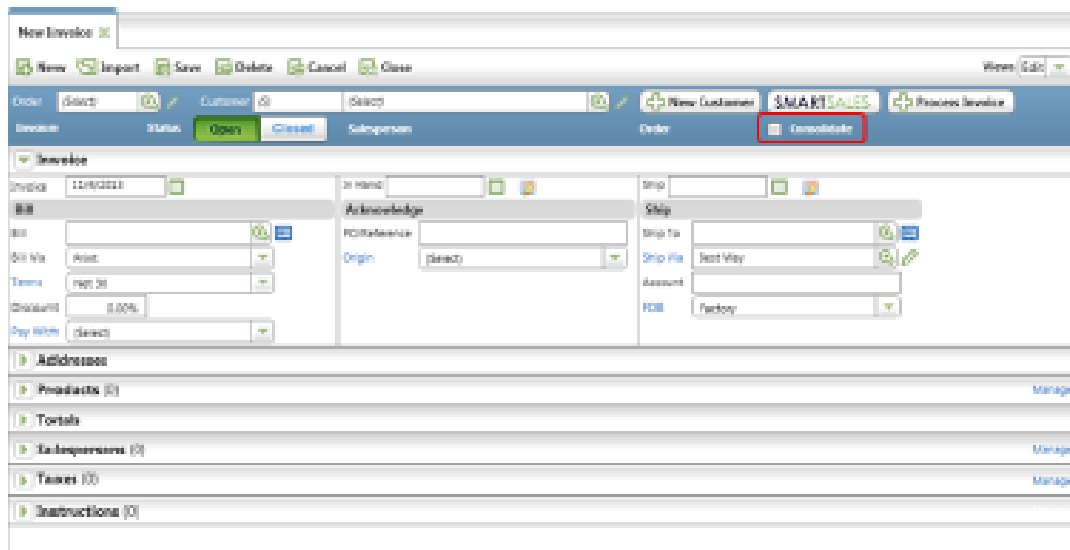
Once the consolidated invoice is printed for a group of invoices the following actions and results are now possible for editing an invoice associated to the consolidated invoice .

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.
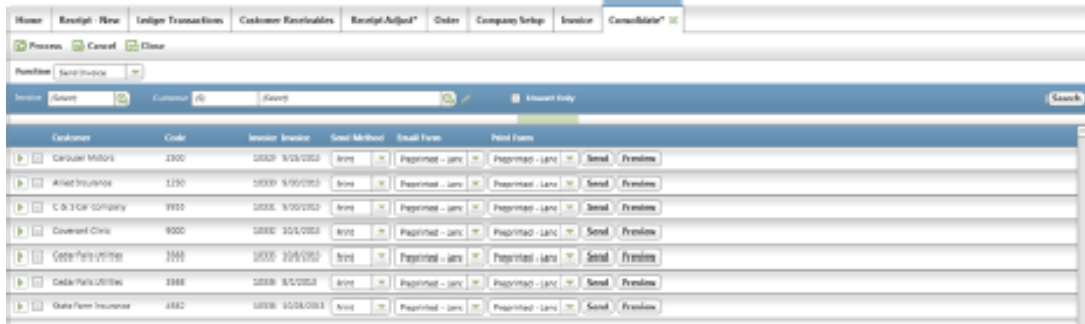
Invoice Detail

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.

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.

| Salesperson: | John Smith |
| | johnsmith@yahoo.com |

Invoice Date
10/08/13

BILL
Cedar Falls Utilities
Utility Parkway
Cedar Falls, IA 50613
UNITED STATES
Phone: (319)266-1769
Email: info@cfu_demo.net

SHIP
Multiple Shipping Addresses

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

	3XL
Beige	120

Quantity	Product	Description	Unit	Price	Total
208 test here		testing here differnt stuff 474	EA	$9.9700	$2,073.76
133 *INVMATRIX		Matrix for Inventory Testing 474	EA	$14.6500	$1,948.45

	2XL
Beige	100
Almond	33

Quantity	Product	Description	Unit	Price	Total
1 *INVTEST		inv test	EA	$5.0000	$5.00
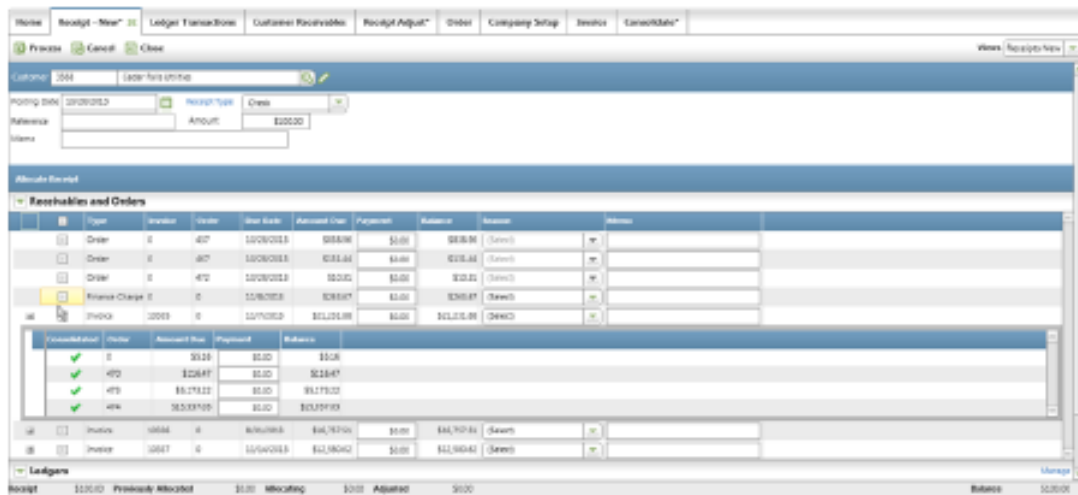
Quantity	Product	Description	Unit	Price	Total
200 *INVMATRIX		Matrix for Inventory Testing 474	EA	$12.6000	$2,480.00

	Small	Medium	Large	1X
Beige	20	40	60	80

Quantity	Product	Description	Unit	Price	Total
1,000 *INV_AC		Inventory Testing_Additional Charge Testing. Release + Dropship + Dropship 474	EA	$9.9900	$9,990.00
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	$20,639.21
Discount	$907.13
Sales Tax	$1,391.30
Order Total	$21,123.38
Deposit/Payment	$35.00
Total Due	$21,123.38

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.
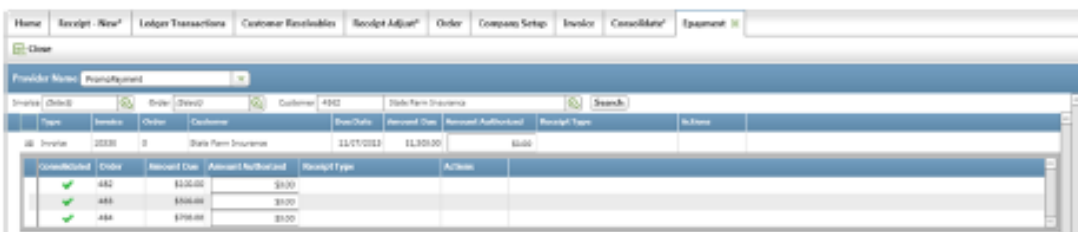

Epayment

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.

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.

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.