

Invoice Generation: Bulk Invoices

Last Modified: November, 2024
Revision Number: 18

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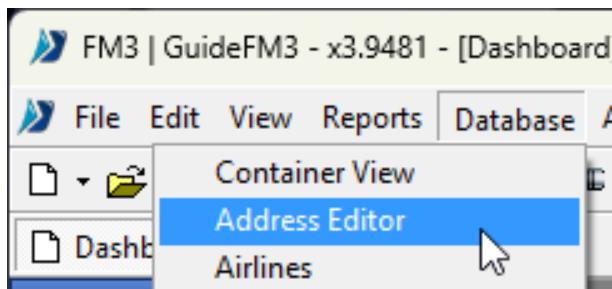
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INITIAL CHECKS

Before raising an invoice, it might be worth completing some checks to minimise the risk of problems down the line.

Account Numbers

Ensure account codes (Sales A/ C No) are in the address entries needed for this invoice (Database > Address Editor > Search and select the code > Accounts).



Database > Address Editor

Stark Enterprise		
Listing Address Contacts Accounts Types Notes Attachments		
<input type="text" value="S"/> <input type="text" value="CompanyName"/> <input type="button" value="Search"/>		
Code	Company Name	Address1
STARK	Stark Enterprise	20 Queen Street
SWANC	Swann Customs	184 South Street

Address Editor > Listing View (Accounts Tab Highlighted)

Stark Enterprise

[Listing](#) [Address](#) [Contacts](#) [Accounts](#) [Types](#) [Notes](#) [Attachments](#) [Search](#) [Sales](#) [Extra Info](#) [Tasks/History](#)

Date Account opened	Credit Limit	Balance		
/ /	15			
Sales A/C No	Purchase A/C No	Vat No	Vat Ext.	EORI
9876543	9876543			
Deferment	Defer VAT Acct	Representation Type	Terms	
			...	
Invoice Frequency	Charge Currency	GBP	UNITED KINGDOM	
Per job	Invoice Currency	GBP	UNITED KINGDOM	
<input type="checkbox"/> Has Own Batch				
<input type="checkbox"/> On Hold				

Address Editor > Accounts Tab

Invoice Frequency [Bulk Invoice Only]

When creating a Bulk Invoice across multiple jobs, "Invoice Frequency" determines the number of invoices created.

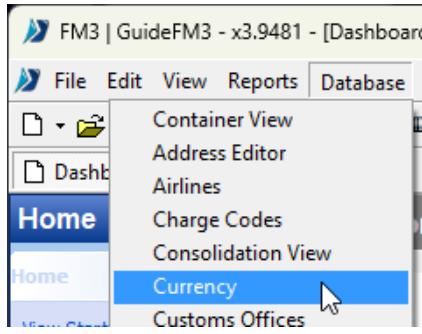
For example, if the Invoice Frequency is set to "**Per Job**", this will create individual invoices for each job within the selected charges. However, if "**Daily**", "**Weekly**", "**Monthly**" or "**Quarterly**" are selected, these will group the invoices by the chosen period (Day/ Week/ Month/ Quarter).

These are set per address within the Accounts Tab found in Address Editor.

Address Editor > Accounts Tab

Rate of Exchange

Check the ROE (Rate of Exchange) through Database > Currency. Search the currency code, click the 'Details' tab, check if there is a line in the grid and add one if there is not (May require approval/ permission from a manager).



Database > Currency

Code	Name	Symbol	BankCode
EUR	EURO	€	EUR

Currency > Search For [Details Tab Highlighted]

From Type	To Cur	Sales ROE	Purchase ROE	Valid From	Valid To
HOME	EUR	1.25	1.25	01/02/2024	01/03/2024

Currency > Details Tab [ROE Grid Highlighted]

From Type	To Cur	Sales ROE	Purchase ROE	Valid From	Valid To
HOME	EUR	1.25	1.25	01/02/2024	01/03/2024

Currency > Details Tab [ROE Line]

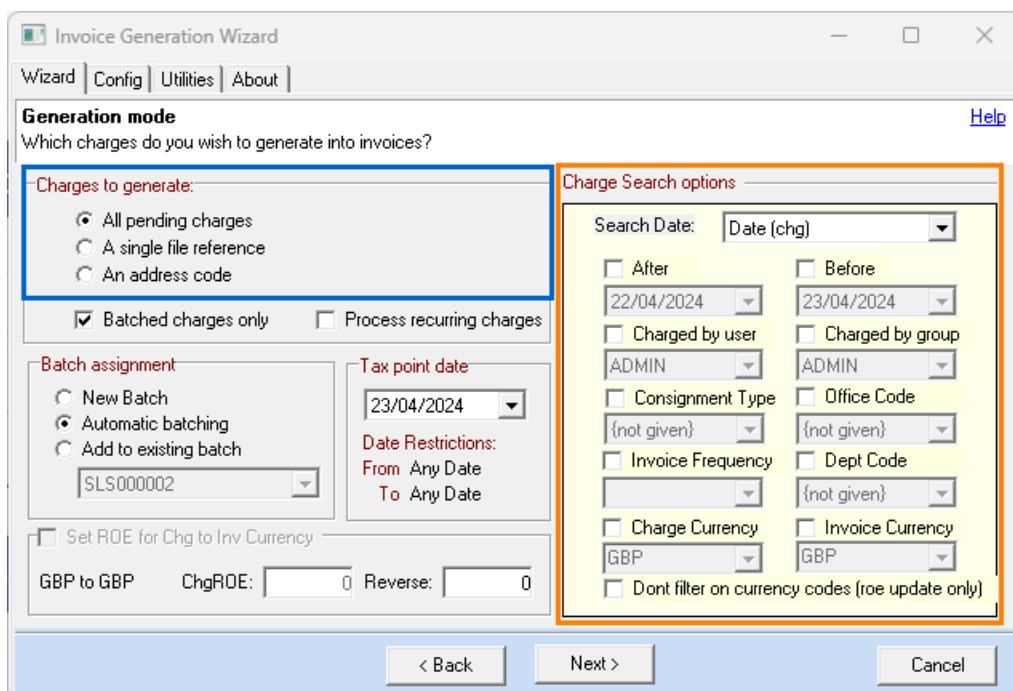
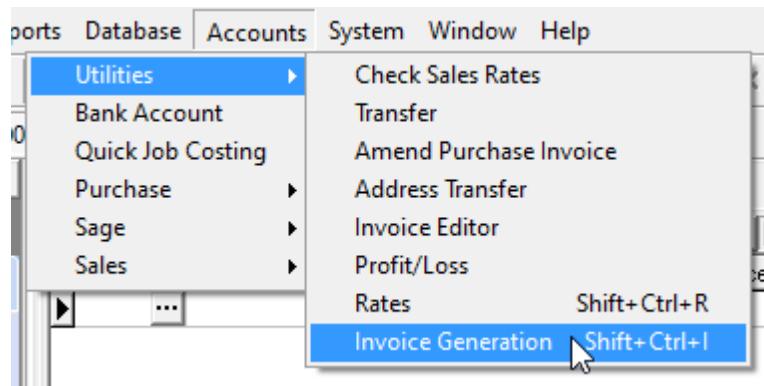
INVOICE GENERATION

Bulk Invoices can be created from FM to give an invoice for a Client that may contain charges from multiple jobs (as opposed to a "per job" invoice).

Before trying to raise a Bulk invoice, you will need to configure each Client as described towards the end of this document.

The Invoice Generation tool, is available within the 'Accounts' menu, within the 'Utilities' subfolder menu.

When selected, this will open the Invoice Generation Wizard (as seen below).



FINDING CHARGES TO RAISE

To raise an Invoice, you must first find matching charge lines. The above image shows three options, Highlighted in blue:

All pending charges: Find any charges for any job.

A single file reference: Only charges for a specific job. A box will appear for the job reference where you can enter this (as below, left). This may be auto-populated when this window is opened from within a job costing form.

An address code: All charges linked to a certain address code will be listed. Like file reference, a box will show to enter the address code (as below, right).

Charges to generate:	
<input type="radio"/> All pending charges	Job Number
<input checked="" type="radio"/> A single file reference	<input type="text"/>
<input type="radio"/> An address code	
<input checked="" type="checkbox"/> Batched charges only <input type="checkbox"/> Process recurring charges	

Charges to generate:	
<input type="radio"/> All pending charges	Address Code
<input type="radio"/> A single file reference	<input type="text"/>
<input checked="" type="radio"/> An address code	
<input checked="" type="checkbox"/> Batched charges only <input type="checkbox"/> Process recurring charges	

Batched Charges

As Sales Charges are entered against a job within the Costing form, a user may decide to use the 'Batch' button (within Job Costing - shown below) to flag the charge lines as being 'ready to be raised' (Batched). Batched lines will show as highlighted purple, allowing you to add further lines if required that you intend to raise at a later time.

Sales = £59.00 (Chg: 59.00) (Inv: 59.00)									Auto Charge	<input checked="" type="checkbox"/> Stacked View	<input type="button" value="Batch"/>	<input type="button" value="Unbatch"/>	<input type="button" value="Raise Line"/>	<input type="button" value="Raise All"/>
Client	InvNo	ChgCode	ChgDesc	Invoice Date	Qty	UnitPrice	ChgAmount	ChgCur	ChgRate	ChgROEInvert				
NABOO		071	GENERAL MANAGEM	15/02/24	1.00	25.00	25.00	GBP	1.00	1.00				
NABOO		INSURANC	Insurance	15/02/24	0.00		34.00	GBP	1.00	1.00				
* NABOO		123	EXAMPLE	23/04/24	0.00		0.00	GBP	1.00	1.00				

Within the Invoice Generation window, the 'Charges to generate' section has a '**Batched charges only**' tick box (normally defaulted to be ticked) which allows you to toggle between finding only those charge lines that are flagged as "Batched" or to find all charges (when unticked).

Charges to generate:	
<input type="radio"/> All pending charges	Address Code
<input type="radio"/> A single file reference	<input type="text"/>
<input checked="" type="radio"/> An address code	
<input checked="" type="checkbox"/> Batched charges only <input type="checkbox"/> Process recurring charges	

Charge Search Options

You can further narrow down the charges being raised using the 'Charge Search options'. Some invoices may only need charges between certain dates, created by someone specific or using a particular currency.

Charge Search options

Search Date: Date (chg)

After 22/04/2024 Before 23/04/2024

Charged by user ADMIN Charged by group ADMIN

Consignment Type (not given) Office Code (not given)

Invoice Frequency Dept Code (not given)

Charge Currency GBP Invoice Currency GBP

Dont filter on currency codes (roe update only)

Charge Search options

Search Date: Date (chg)

After 22/04/2024 Before 26/04/2024

Charged by user ADMIN Charged by group ADMIN

Consignment Type (not given) Office Code (not given)

Invoice Frequency Dept Code (not given)

Charge Currency GBP Invoice Currency GBP

Dont filter on currency codes (roe update only)

Transfer Batch and Tax Point Date

These two options may need your review before proceeding.

Invoice Generation Wizard

Wizard | Config | Utilities | About | Help

Generation mode
Which charges do you wish to generate into invoices?

Charges to generate:

All pending charges A single file reference An address code

Batched charges only Process recurring charges

Batch assignment

New Batch Automatic batching Add to existing batch

Batch ID: SLS000002

Tax point date

23/04/2024

Date Restrictions:
From Any Date To Any Date

Set ROE for Chg to Inv Currency
GBP to GBP ChgROE: 0 Reverse: 0

Charge Search options

Search Date: Date (chg)

After 22/04/2024 Before 23/04/2024

Charged by user ADMIN Charged by group ADMIN

Consignment Type (not given) Office Code (not given)

Invoice Frequency Dept Code (not given)

Charge Currency GBP Invoice Currency GBP

Dont filter on currency codes (roe update only)

Transfer Batch

When an invoice is created, it is added to an open "Batch". If your invoices need to be transferred to your accounts package (e.g. Sage or Xero), it is done so via a Transfer Batch.

This can be assigned from the Invoice Generation Wizard using either:

New Batch: A new batch will be created for the invoices created in this generation session.

Automatic Batching Invoices and credit notes will be assigned to existing open batches, with new ones created if required. This applies various rules to determine which batch the invoices are assigned to. For example, you may have configured an address code to have all its invoices within its own batch, or invoices for different currencies into their own batches (so all USD invoices go into their own batch, EUR into another, etc, to avoid mixing currencies in a batch).

Add to existing batch: You can manually select an open Batch for the Invoice(s) to be assigned to.

- i** You are advised to close batches intermittently if not transferring to accounts, as you may end up with ever-growing batches that contain all the invoices you ever create. This can slow the invoice generation process down over time (as the batch totals get updated each time an invoice is added to them).

Tax Point Date

The Tax Point Date is the "Date" given for the invoice and its charges (as opposed to the date of the invoice being created).

Once this front page is completed (most of the time you may simply accept the defaults), click '**Next**' to Search.

New Batch

Automatic batching

Add to existing batch

SLS000002

23/04/2024

Date Restrictions:
From Any Date
To Any Date

Set ROE for Chg to Inv Currency
GBP to GBP ChgROE: 0 Reverse: 0

Consignment Type (not given)
 Invoice Frequency
 Charge Currency GBP
 Invoice Currency GBP
 Dont filter on currency codes (roe update only)

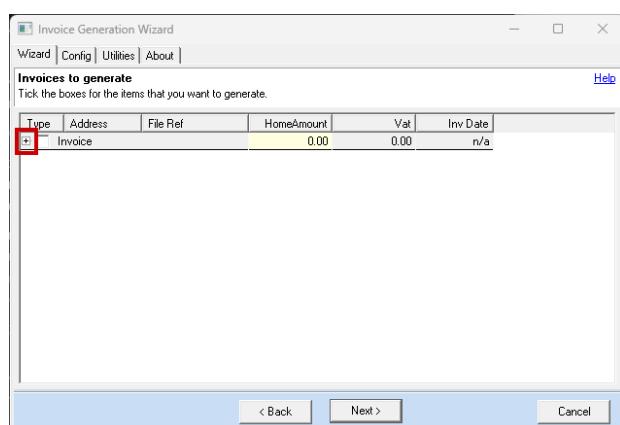
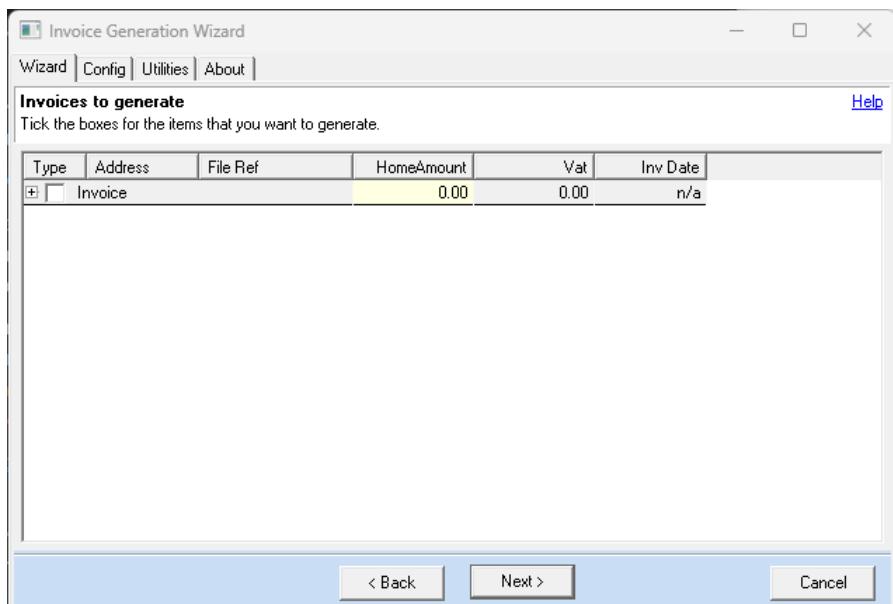
< Back **Next >** Cancel

SEARCH RESULTS

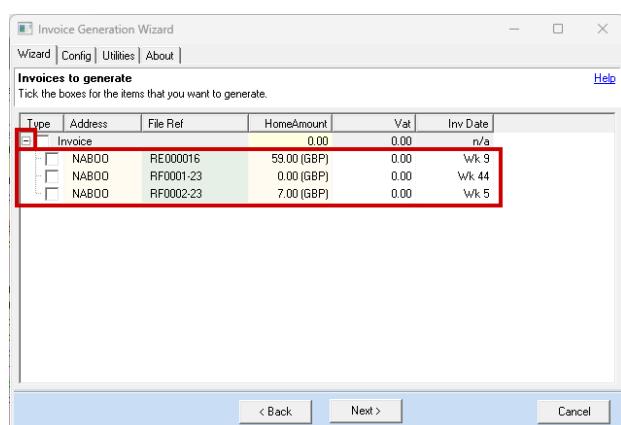
The options selected from the previous section will result in this listing showing all applicable charge lines.

The charges are grouped by Type, so you may see Invoice as well as Credit Note sections with a sum total of "ticked" entries.

To view the charges for a group, click on the '+' seen to the left of the check box (per images below)

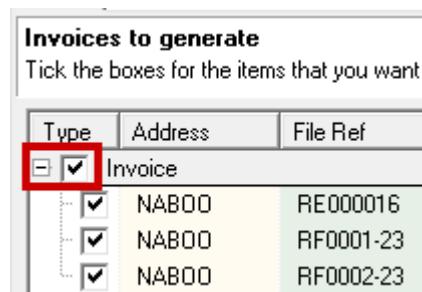


Click The + Button For The Group..

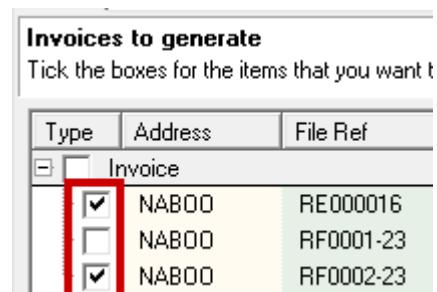


.. To See Its Contents

You can choose to cherry-pick which Charges to raise as an invoice or you can tick the box for the entire group.



Tick The Group To Raise All



Cherry Pick Individual Entries

SUMMARY & GENERATE

The last stage is a summary of the selected items, allowing you to check totals and dates before generating the invoice. If everything looks correct, you can click the 'Generate' button on the right. This will proceed to create the invoice, then show you a final summary of what has been created.

Screenshot 1: Summary totals

Tax point date: Wednesday 24 April 2024

Type	Home Amount	VAT Amount	Count
Invoice	66.00	0.00	3
Totals	66.00	0.00	3

Screenshot 2: Confirmation Dialog

Are you sure that you want to generate the invoices?

Screenshot 3: Invoice generation results

Processing time: 00:00:00.216

Created: 3

Invoice (1): INV00014

Total to process: 3

Total created: 3

Total failed: 0

Batches created: 0

Message count: 0

Print Now

Clicking the 'Print Now' button will take you to the Print page on the Sales View form, where you can select a report template to print the invoices you have just created. Alternatively, you can close the print window that appears to use the Sales View window to filter/find only those invoices you wish to print.

INFLUENCES/CONFIGURATION

Before creating a Bulk Invoice you may need to configure settings and data elements. For example, each Address entry will have an 'Invoice Frequency' (found within the 'Accounts' of the Address Editor)

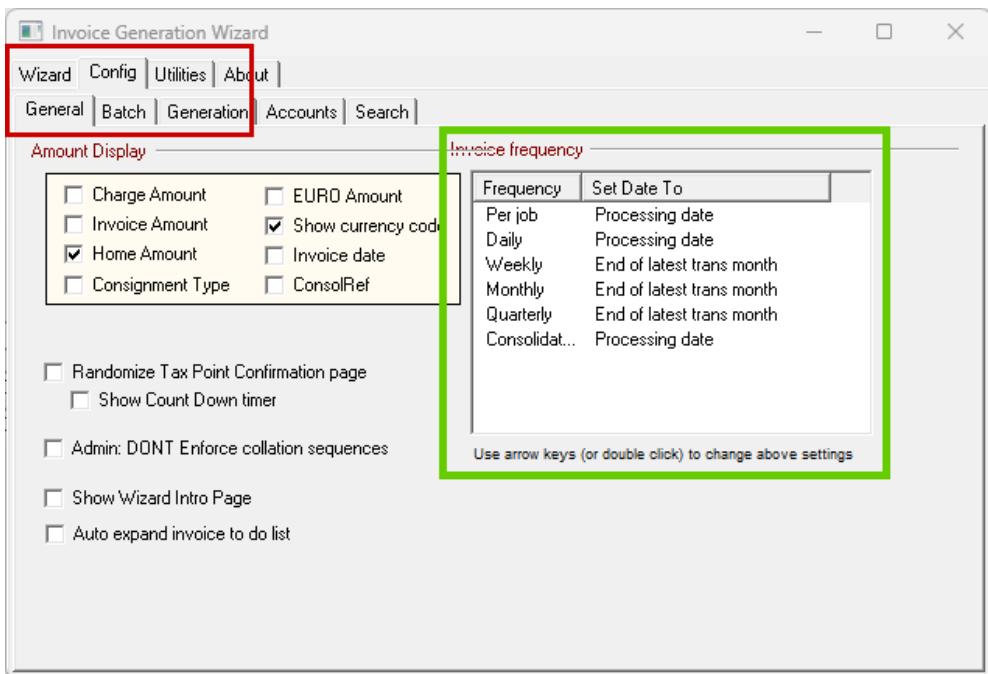
- i** When 'Has Own Batch' is ticked, the Automatic Batching feature will use this to place invoices for this address into their own dedicated batch.

The Invoice Frequency selected here will place charges into a job based on the setting.

Per job. Charges within a job will get their own invoice. This is not the option you would select if intending to have "bulk" invoices.

Weekly/Monthly. Select either of these options to place charges from multiple jobs into the same invoice, where a new invoice is created per calendar week/month (using the "date" given to those charge lines, based on the config options shown below)

Within the Invoice Generation Config tab, the date given to Bulk Invoices can be set depending on this 'Invoice Frequency'.



The date options available are:	
'Processing date',	Processing (login) Date overrides each transaction date
'Tax point date',	The “Tax point” date overrides the transaction dates
'Earliest / Latest transaction date', 'Start / End of processing month', 'Start / End of earliest trans month', 'Start / End of latest trans month',	Where you have several transaction lines for an address code, the relevant date (as per setting) is used to decide which date to base the invoice on.



This Config tab is only available to the ADMIN user, with the settings applied SYSTEM wide, rather than the current user or group.

Additional Help

If you need additional guidance, please contact us via email or telephone.

Tel: +44 (0) 330 223 5813

Email: helpdesk@sigmafreight.com

Website: <https://www.sigmafreight.com/support/>