



Invoice Generation: Bulk Invoices

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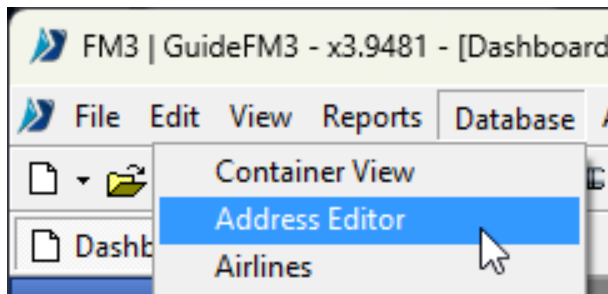
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INITIAL CHECKS

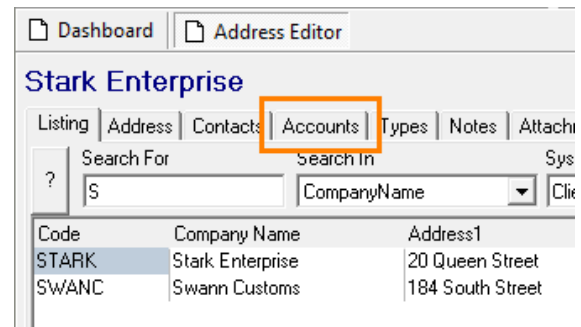
Before raising an invoice, it might be worth completing some checks to minimise the risk of problems down the line.

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



Address Editor > Listing View (Accounts Tab Highlighted)

 A screenshot of the Stark Enterprise Accounts tab in the Address Editor. The 'Accounts' tab is highlighted. The form contains several fields:

- Date Account opened: / / 19
- Credit Limit:
- Balance:
- Sales A/C No: 9876543
- Purchase A/C No: 9876543
- Vat No:
- Vat Ext:
- EORI:
- Deferment:
- Defer VAT Acct:
- Representation Type:
- Terms: ...
- Invoice Frequency: Per job
- Charge Currency: GBP
- UNITED KINGDOM
- Invoice Currency: GBP
- UNITED KINGDOM
- Has Own Batch: ☐
- On Hold: ☐

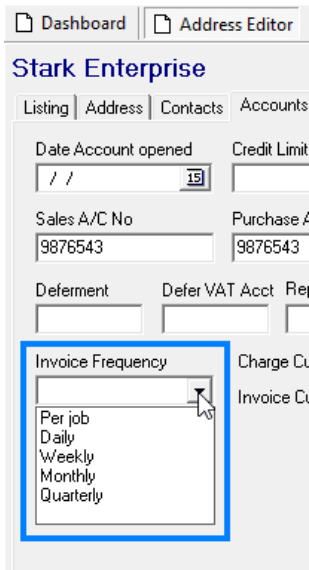
Address Editor > Accounts Tab

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).

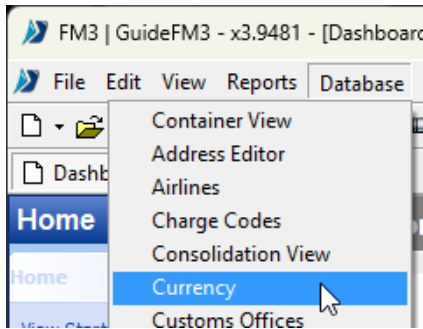
These are set per address within the Accounts Tab found in Address Editor.



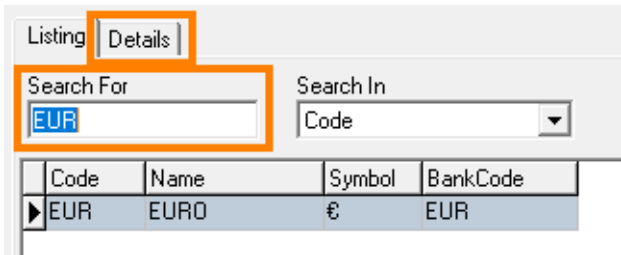
Address Editor > Accounts
Tab

Rate of Exchange

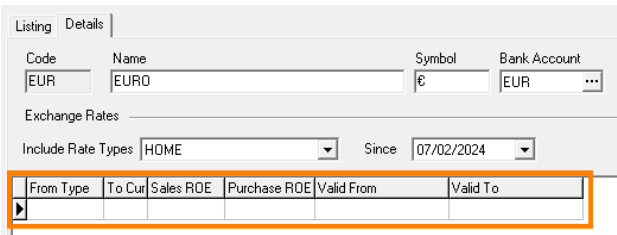
Check the ROE (Rate of Exchange) through Database > Currency. Search the currency code, click the 'Details' tab, check if there is a line in the grid and add one if there is not (May require approval/ permission from a manager).



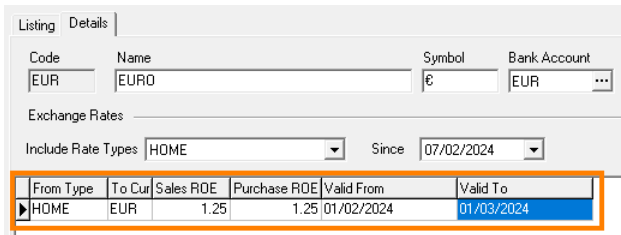
Database > Currency



Currency > Search For [Details Tab Highlighted]



Currency > Details Tab [ROE Grid Highlighted]



Currency > Details Tab [ROE Line]

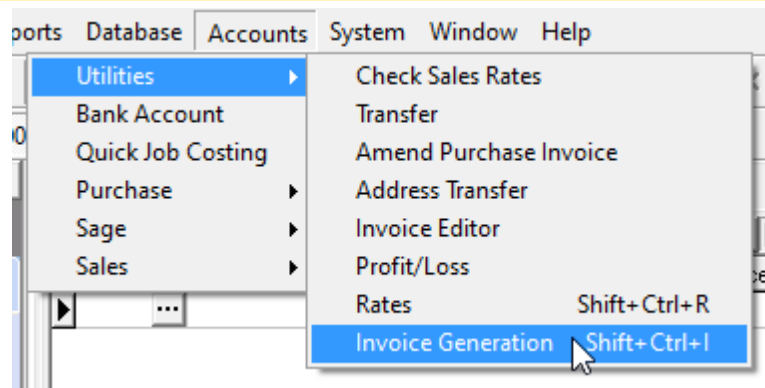
INVOICE GENERATION

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).



The screenshot shows the 'Invoice Generation Wizard' dialog box. It has tabs for 'Wizard', 'Config', 'Utilities', and 'About'. The 'Wizard' tab is active, showing the 'Generation mode' section with the question 'Which charges do you wish to generate into invoices?'. There are three radio buttons: 'All pending charges' (selected), 'A single file reference', and 'An address code'. Below these are checkboxes for 'Batched charges only' (checked) and 'Process recurring charges'. The 'Batch assignment' section has three radio buttons: 'New Batch', 'Automatic batching' (selected), and 'Add to existing batch' (with a dropdown showing 'SL5000002'). The 'Tax point date' is set to '23/04/2024'. There are 'Date Restrictions' for 'From Any Date' and 'To Any Date'. A checkbox 'Set ROE for Chg to Inv Currency' is unchecked. At the bottom, there are fields for 'GBP to GBP', 'ChgROE: 0', and 'Reverse: 0'. The 'Charge Search options' section is highlighted with an orange border and contains a 'Search Date' dropdown set to 'Date (chg)'. It has two columns of checkboxes: 'After' and 'Before' (both unchecked), 'Charged by user' and 'Charged by group' (both unchecked), 'Consignment Type' and 'Office Code' (both unchecked), 'Invoice Frequency' and 'Dept Code' (both unchecked), 'Charge Currency' and 'Invoice Currency' (both unchecked), and a checkbox 'Dont filter on currency codes (roe update only)' which is checked. The 'After' and 'Before' date fields are set to '22/04/2024' and '23/04/2024' respectively. The 'Charged by user' and 'Charged by group' dropdowns are set to 'ADMIN'. The 'Consignment Type' and 'Office Code' dropdowns are set to '{not given}'. The 'Invoice Frequency' and 'Dept Code' dropdowns are set to '{not given}'. The 'Charge Currency' and 'Invoice Currency' dropdowns are set to 'GBP'. At the bottom of the dialog are buttons for '< Back', 'Next >', and 'Cancel'.

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:

☐ All pending charges

Job Number

☒ A single file reference

☐ An address code

☒ Batched charges only

☐ Process recurring charges

Charges to generate:

☐ All pending charges

Address Code

☐ A single file reference

☒ An address code

☒ Batched charges only

☐ 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.

Charges | Internal Charges | All Transactions | Totals |

Sales = £59.00 (Chg: 59.00) (Inv: 59.00)

Auto Charge ☒ Stacked View

Batch Unbatch

Raise Line Raise All

Client	InvNo	ChgCode	ChgDesc	Invoice Date	Qty	UnitPrice	ChgAmount	ChgCurr	ChgROE	ChgROEInvert
NAB00		071	GENERAL MANAGEM	15/02/24	1.00	25.00	25.00	GBP	1.00	1.00
NAB00		INSURANC	Insurance	15/02/24	0.00		34.00	GBP	1.00	1.00
*NAB00		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:

☐ All pending charges

Address Code

☐ A single file reference

☒ An address code

☒ Batched charges only

☐ 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:

☐ After ☐ Before

☐ Charged by user ☐ Charged by group

☐ Consignment Type ☐ Office Code

☐ Invoice Frequency ☐ Dept Code

☐ Charge Currency ☐ Invoice Currency

☐ Dont filter on currency codes (roe update only)

Charge Search options

Search Date:

☒ After ☒ Before

☐ Charged by user ☐ Charged by group

☐ Consignment Type ☐ Office Code

☐ Invoice Frequency ☐ Dept Code

☐ Charge Currency ☐ Invoice Currency

☐ 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

Generation mode [Help](#)

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

Tax point date

Date Restrictions:
From: Any Date
To: Any Date

☐ Set ROE for Chg to Inv Currency

GBP to GBP ChgROE: Reverse:

Charge Search options

Search Date:

☐ After ☐ Before

☐ Charged by user ☐ Charged by group

☐ Consignment Type ☐ Office Code

☐ Invoice Frequency ☐ Dept Code

☐ Charge Currency ☐ Invoice Currency

☐ Dont filter on currency codes (roe update only)

< Back Next > Cancel

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.

The screenshot shows the 'Transfer Batch' section of the Invoice Generation Wizard. It includes several configuration options:

- Batch Selection:** Radio buttons for 'New Batch', 'Automatic batching' (selected), and 'Add to existing batch'. Below 'Add to existing batch' is a dropdown menu showing 'SLS000002'.
- Date Restrictions:** A date field set to '23/04/2024' and a section for 'Date Restrictions' with 'From Any Date' and 'To Any Date'.
- ROE Settings:** A checkbox for 'Set ROE for Chg to Inv Currency' and a section for 'GBP to GBP' with 'ChgROE' and 'Reverse' fields, both set to '0'.
- Filtering Options:** A grid of checkboxes and dropdowns for 'Consignment Type', 'Office Code', 'Invoice Frequency', 'Dept Code', 'Charge Currency', and 'Invoice Currency'. The 'Charge Currency' and 'Invoice Currency' are both set to 'GBP'. There is also a checkbox for 'Dont filter on currency codes (roe update only)'.
- Navigation:** At the bottom are three buttons: '< Back', 'Next >' (highlighted with an orange border), and '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)

Type	Address	File Ref	HomeAmount	Vat	Inv Date
<input checked="" type="checkbox"/> Invoice			0.00	0.00	n/a

Type	Address	File Ref	HomeAmount	Vat	Inv Date
<input checked="" type="checkbox"/> Invoice			0.00	0.00	n/a

Click The + Button For The Group..

Type	Address	File Ref	HomeAmount	Vat	Inv Date
<input checked="" type="checkbox"/> Invoice			0.00	0.00	n/a
<input type="checkbox"/> NAB00	RE000016		59.00 (GBP)	0.00	wk 9
<input type="checkbox"/> NAB00	RF0001-23		0.00 (GBP)	0.00	wk 44
<input type="checkbox"/> NAB00	RF0002-23		7.00 (GBP)	0.00	wk 5

.. 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.

Type	Address	File Ref
<input checked="" type="checkbox"/> Invoice		
<input checked="" type="checkbox"/> NAB00	RE000016	
<input checked="" type="checkbox"/> NAB00	RF0001-23	
<input checked="" type="checkbox"/> NAB00	RF0002-23	

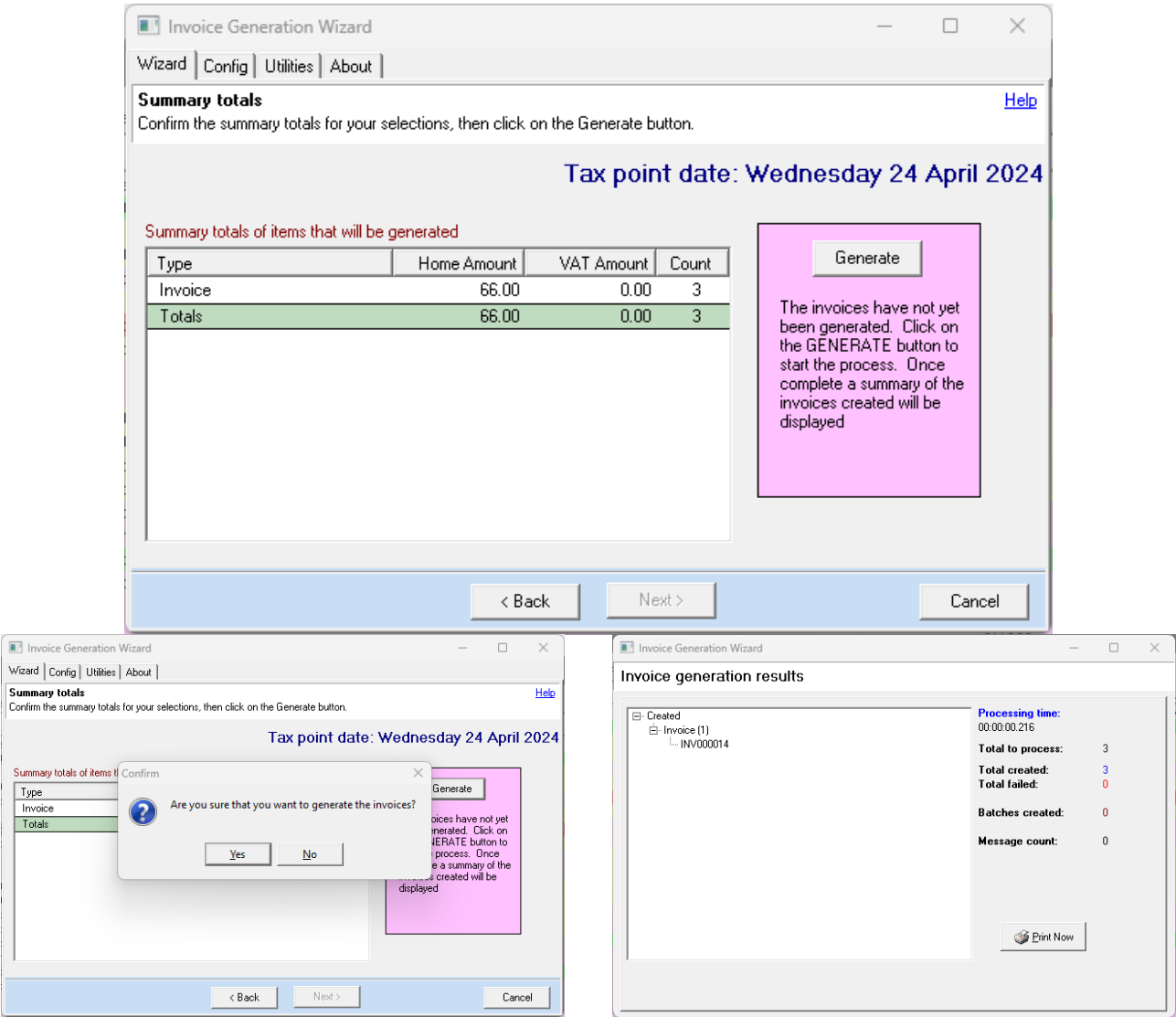
Tick The Group To Raise All

Type	Address	File Ref
<input type="checkbox"/> Invoice		
<input checked="" type="checkbox"/> NAB00	RE000016	
<input type="checkbox"/> NAB00	RF0001-23	
<input checked="" type="checkbox"/> NAB00	RF0002-23	

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 then show you a final summary of what has been created.



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)

The screenshot shows the 'Accounts' tab in the Naboo Logistics Address Editor. The 'Accounts' tab is highlighted with an orange box. The 'Invoice Frequency' dropdown is highlighted with a blue box and set to 'Weekly'. Other fields include Date Account opened, Credit Limit, Balance, Sales A/C No, Purchase A/C No, Vat No, Vat Ext, EORI, Deferment, Defer VAT Acct, Representation Type, Terms, Charge Currency, Invoice Currency, Has Own Batch, and On Hold.

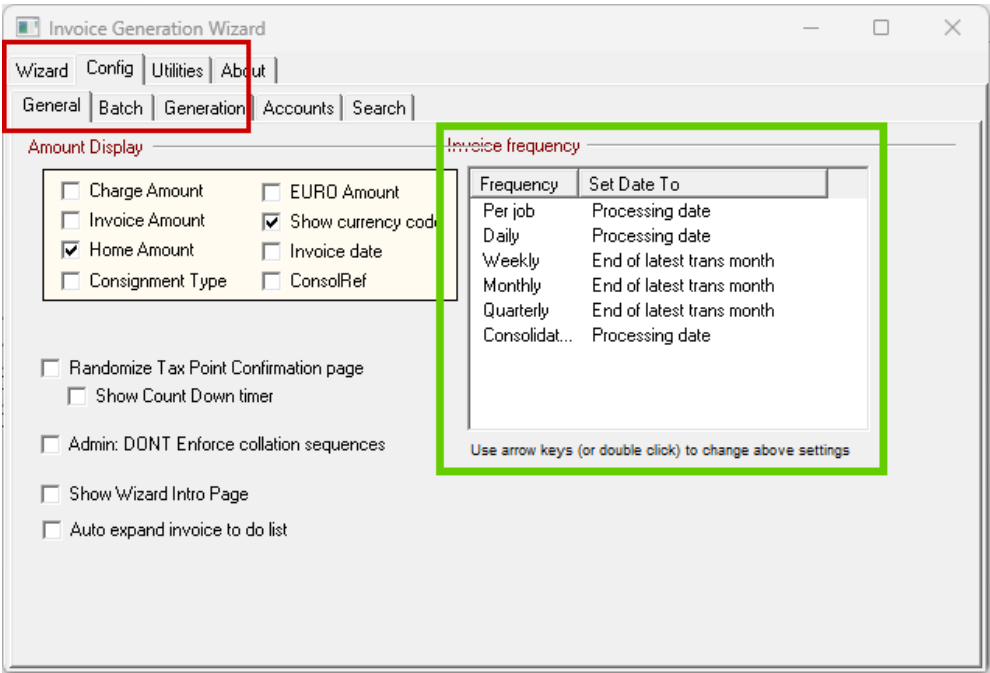
i When 'Has Own Batch' is ticked, the Automatic Batching feature will use this to place invoices for this address into their own dedicated batch.

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/>