

SOP: Multi-Shipment Invoices

Customer: Company Inc.

Assigned to: Dept./Position

Aim

- To produce a batch of multi-shipment invoices based on customer shipments.
- To produce a single multi-shipment invoice based on an original document, or not based on any preceding document (see pp. 3-4 of this document).
- To produce an over-the-counter invoice, see the SOP **Over-the-Counter Invoices**.

Required Setups

- Financial parameters for vendors in the [Financial Parameters for Customers](#) form.

Procedure

Preparatory Stage: Checking Pending Multi-Shipment Invoices

1. Before you begin the process of preparing multi-shipment invoices in batch, we recommend finalizing all pending multi-shipments invoices that can be finalized, and canceling any invoices you intend to cancel. During the process we will retrieve all pending multi-shipment invoices, thus it is preferable that all pending invoices that are in the system should be "real".
2. Enter the [Multi-Shipment Invoices](#) form.
3. Specify **T*** in the **Invoice No.** column, to retrieve all pending (temporary) invoices.
4. Check the pending invoices. If there is an invoice that should be finalized, click **Finalize Invoice/Memo** on the Direct Activation bar.
5. If there is a pending invoice that needs to be canceled, click **Delete Pending Invoice/Memo** on the Direct Activation bar.
6. If there is a pending invoice that you are still not sure whether to finalize or cancel, change its status to "Checking". Invoices that are being checked are not included in the automatic finalization process discussed later.

Stage I: Preparing Multi-Shipment Invoices Automatically

1. Run the [Prepare Invoices](#) program.
2. Choose the appropriate option:
 - To prepare multi-shipment invoices for all open shipping and return documents, choose **All Documents**

- To prepare multi-shipment invoices for specific shipping documents, choose **Selected Documents**.
3. If you chose the **All Documents** option, an input window opened. In the **From Date** and **To Date** columns, specify the range of shipping document dates for which to open multi-shipment invoices. Specify the desired date for the resulting invoices in the **Invoice Date** column, and click **OK**. You will receive a system message displaying the numbers of the invoices opened by the program.
 4. If you chose the **Selected Documents** option, a query form opened in which you can retrieve those shipping documents for which you want to open multi-shipment invoices. Leave in the form only those documents that you want to invoice. If a problem is encountered preparing an invoice, you will receive a message referring you to the errors report. To view the error, run the [Prepare Invoices - Errors](#) report.
 5. To check the pending invoices that were created, repeat the steps listed in the **Preparatory Stage** section above.

Stage II: Finalizing Pending Multi-Shipment Invoices

1. Run the [Finalize Invoices](#) program.
2. In the query form that opens, retrieve the pending invoices that you want to finalize. You can retrieve all the pending invoices, or those with a given date, customer, etc.
3. Close the form and click **OK** on the **Continue Execution** message.
4. If a problem is encountered finalizing an invoice, you will receive a message referring you to the errors report. To view the error, run the [Prepare Invoices - Errors](#) report.

Stage III: Printing a Batch of Multi-Shipment Invoices

1. Run the [Print Invoice/Credit Memo](#) program.
2. To define a batch of invoices to print, press **F6** in the **Invoice/Memo Number** column. The **Multi-Shipment Invoices** form opens. Press **F11** and retrieve the invoices that you want to print.
3. Close the form and click **OK** on the **Continue Execution** message.
4. Select the desired method of sorting the invoice printouts.
5. Select the desired print format.
6. In the **Print** dialogue box, specify the number of copies and the appropriate printer.
Note: The first printout of an invoice is printed as the original. Every additional printout is considered a copy.

Results:

- At the end of the process, journal entries are created automatically against the finalized invoices prepared by the system.
- Shipping and return documents for which the invoices were prepared are flagged as **Billed** or **Credited**, respectively.
- After the original of a multi-shipment invoice is printed, the invoice is flagged as **Printed**.

Recording a Single Multi-Shipment Invoice Based on a Shipping Document

Aim

- To produce a single multi-shipment customer invoice, based on a shipping document.

Required Setups

- Financial parameters for customers in the Financial Parameters for Customers form.

Procedure

Preparing a Single Multi-Shipment Invoice

1. Open the [Multi-Shipment Invoices](#) form.
2. Select the customer for which you want to prepare an invoice.
3. If the invoice is based on one shipping document, specify the document in the **Document** column in the **References** tab.
4. If the invoice is based on more than one shipping document, specify the relevant documents in the **Documents for Invoice** sub-level form:
 - In the **Document** Code column, select the type of document that you want to bill (e.g., customer shipment, customer return, service call).
 - In the **Document** column, specify the number of the document that you want to bill.
5. Move to the **Invoice Items** sub-level form. The invoice is itemized automatically from the documents on which it is based.
6. If necessary, delete any lines that you do not want to bill, or change their quantities.
7. Return to the upper-level form.
8. Finalize the invoice by clicking **Finalize Invoice/Memo** on the Direct Activation bar.
9. To print the invoice, click **Print Invoice/Credit Memo** on the Direct Activation bar.
Note: The first printout of an invoice is printed as the original. Every additional printout is considered a copy.

Results:

- At the end of the process, a journal entry is created automatically against the finalized invoice.
- Shipping and return documents for which the invoice was prepared are flagged as **Billed** or **Credited**, respectively.
- After the original of a multi-shipment invoice is printed, the invoice is flagged as **Printed**.

Recording a Single Multi-Shipment Invoice Not Based on a Shipping Document

Aim

- To produce a single multi-shipment customer invoice that is not based on any shipping document.

Required Setups

- Financial parameters for customers in the [Financial Parameters for Customers](#) form.

Procedure

Preparing a Single Multi-Shipment Invoice

1. Open the [Multi-Shipment Invoices](#) form.
2. Select the customer for which you want to prepare an invoice.
3. Enter the **Invoice Items** sub-level form.
4. Specify the number of the part for which you want to bill the customer (a part not subject to inventory control), its quantity and its price.
5. Return to the upper-level form.
6. Finalize the invoice by clicking **Finalize Invoice/Memo** on the Direct Activation bar.
7. To print the invoice, click **Print Invoice/Credit Memo** on the Direct Activation bar.
Note: The first printout of an invoice is printed as the original. Every additional printout is considered a copy.

Result:

- At the end of the process, a journal entry is created automatically against the finalized invoice.