

Solution-IV™ Accounting Summary Invoicing



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Summary Invoicing

Summary Invoicing allow you to enter Orders into the system all through the month and then bill them all at once. Orders are normally built one at a time and each order has an invoice, with Summary Invoicing, it will group the Order together either by PO or Project. This cuts down on the number of invoices the system generates and that the customer has on his account. This means the customer only has to pay a few invoices, and you only have to apply a few invoice, cutting down on processing time.

How it works is, you first set a flag in the customer master file call Billing Cycle to “MO”

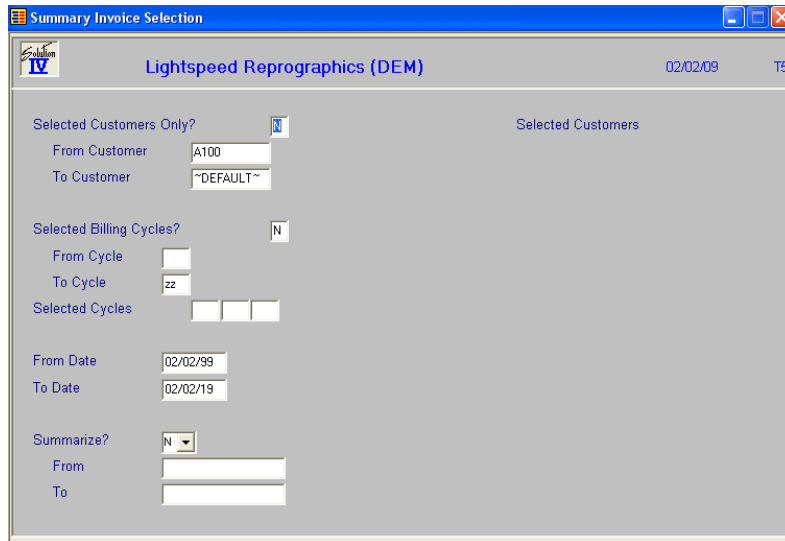
| | | | |
|--------------------|-------------------------------------|----------------------------|---------------------------|
| Customer Code | H001 | Name | High Mountain Engineering |
| Address | 1153 Valley Road Shop Rite Plaza | | |
| City | Bedminster | | |
| State | NJ | ZIP Code | 07787 |
| Country | | | |
| Contact | Joy Applegate | Website | |
| Phone | 732 560-1377 | Ext | |
| FAX | 732 560-1594 | Cell | |
| Email | AST@tbred.com | | |
| DUNS | | Print Statements? | A |
| SIC Code | | Print Dunning Messages? | Y |
| Alt Sort | PAPER | Statement Cycle | |
| Vendor Ref | S4DEM | Print Invoices? | A |
| PO Req? | Y | Calculate Finance Charges? | Y |
| Def | 12345 | Override Fin Chrg Rate | .00 |
| Bill Cycle | MO | Open Item or Balance Fwd | O |
| Retail Inv? | <input checked="" type="checkbox"/> | | |
| Order print pref | P | | |
| Invoice print pref | P | | |

This is how we will select the customer we want to use Summary Invoicing. We used “MO” for monthly, but you could put anything in here, “WK”, Weekly, “BI”, Biweekly.....

Now from the Order Processing, Transaction Processing Menu we can select Summary Invoice Selection. This process will ask for some criteria to select the Orders on.

Summary Invoice Selection

Summary Invoice Selection is used to select customers and billing cycles for the eventual creation of summary invoices.



Selected Customers Only?

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

From/To Customer

Starting/End Customer range

Selected Billing Cycles?

- Y** Allows you to select up to 3 specific billing cycles.
- N** Allows you to enter a range of billing cycles.

Starting/Ending Cycle

This function allows you to select all or a range of billing cycles for which you wish to print project invoices as follows:

1. Press **Enter** twice to select all billing cycles;
2. To select a smaller range, enter the starting and ending cycles you wish to select;
3. To select only one cycle, enter that cycle for both starting and ending.

Start/End Date

Starting/Ending Date range for Orders

Summarize?

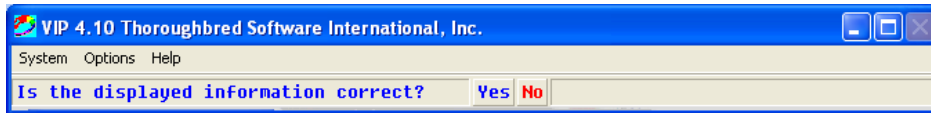
Summarize by Project or Customer PO?

- P** Create a new summary invoice for each project.
- C** Create a new summary for each Customer PO Number.
- N** Create one summary invoice for all projects or POs.

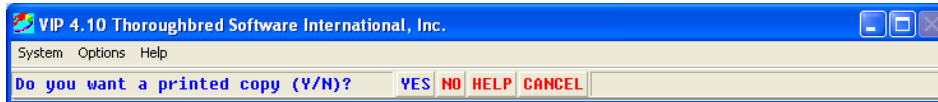
From/To

The range of either Projects if Summarize is a “P”, and PO’s if Summarize is a “C”.
These fields are not accessible if Summarize is an “N”.

Once you are done with your selections, system will display:



Select Yes



Select Yes

Report will print with all the Orders that were selected, and will be sort according to the Summarize Flag.

| Summary Invoice Listing | | | | |
|--|------------|--------------------|--------------|----------|
| Order Number | Order Date | Customer PO Number | Project Code | |
| 02/02/09 08:59 AM Summary Invoice Listing Term: T5 Lightspeed Reprographics (DEM) Page: 1 | | | | |
| Customer: A100 Adam's Reprographic House | | | | |
| 0000002041 | 01/18/05 | | | 54.00 |
| 0000002047 | 04/14/05 | | | 0.00 |
| 0000012345 | 04/19/05 | | | 0.00 |
| 0000056789 | 04/19/05 | | | 81.50 |
| 0000067890 | 04/19/05 | | | 17.86 |
| Invoice Total: | | | | 153.36 |
| Customer: H001 High Mountain Engineering | | | | |
| 0000002026 | 11/23/04 | 12345 | | 1.51 |
| 0000002042 | 01/18/05 | 12345 | | 0.00 |
| 0000002043 | 01/18/05 | 12345 | | 0.13 |
| 0000002044 | 01/18/05 | 12345 | | 0.13 |
| 0000002046 | 03/11/05 | 12345 | ASD | 546.85 |
| 0000002050 | 06/28/05 | 589654 | | 464.40 |
| 0000002051 | 02/09/06 | 589654 | | 464.40 |
| 0000002055 | 05/10/06 | 12345 | | 1,458.00 |
| 0000002056 | 06/29/06 | 12345 | P-2150 | 0.28 |
| Invoice Total: | | | | 2,935.70 |
| Customer: JOE'S Joe's Deli | | | | |
| 0000002023 | 10/20/04 | | | 368.00 |
| 0000002052 | 02/15/06 | | | 0.00 |
| Invoice Total: | | | | 368.00 |
| Customer: M001 Mike's Copy Shop | | | | |
| 0000002016 | 07/12/04 | | | 52.80 |
| 0000002018 | 07/12/04 | | | 69.90 |
| 0000002022 | 10/20/04 | | | 6,785.00 |
| 0000002048 | 04/14/05 | | | 3,375.50 |
| 0000002040 | 04/14/05 | | | 2,375.50 |

Summary Invoice Maintenance

Summary Invoice Maintenance is used to remove selected orders from the summary selection file so that those invoices will not be included when the Summary Invoice is created.

| Customer Code | Project Code | Order Number | Order Date | Customer PO Number |
|---------------|--------------|--------------|------------|--------------------|
| A100 | | 0000002041 | 01/18/05 | |
| A100 | | 0000002047 | 04/14/05 | |
| A100 | | 0000002057 | 09/28/06 | |
| A100 | | 0000002060 | 10/16/06 | |
| ALLTERR | | 0000002093 | 05/30/07 | |
| H001 | | 0000000768 | 05/16/07 | 12345 |
| H001 | | 0000002089 | 04/25/07 | 8888 |
| H001 | | 0000002092 | 05/24/07 | 12345 |
| JOE'S | | 0000002088 | 04/12/07 | |
| M001 | | 0000002016 | 07/12/04 | |
| M001 | | 0000002018 | 07/12/04 | |
| M001 | | 0000002022 | 10/20/04 | |
| M001 | | 0000002048 | 04/14/05 | |
| M001 | | 0000002049 | 04/14/05 | |

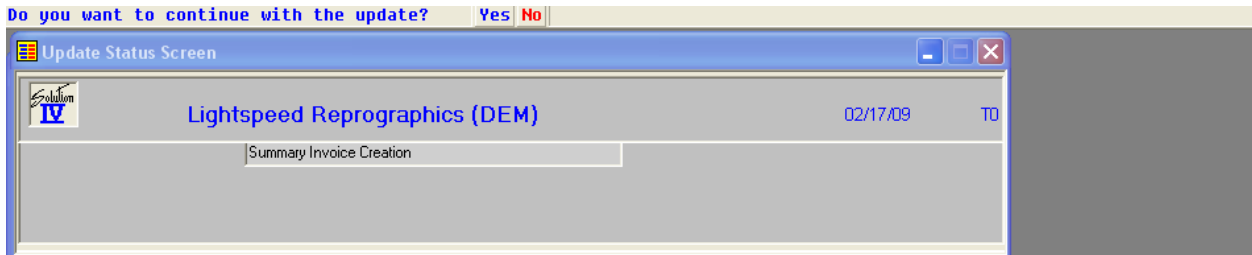
To remove Order from Invoice selection, highlight and press 'Enter'. The following message will appear:

Remove Order 0000002041 from cycle invoice build? Yes No All

Select **Yes** to remove single Order, Select **All** to delete all Orders.
Press **F4** to exit the View.

Summary Invoice Creation

Summary Invoice Creation is used to build summary invoices based on the selected invoices from Summary Invoice Selection.



Select **Yes** to create Invoices

Summary Invoice Report

Summary Invoice Report provides a listing of summary invoices and a summary of the orders that have been included in those summary invoices.

The screenshot shows a software window titled "Invoice Printing Selection" for "Lightspeed Reprographics (DEM)". The window contains the following elements:

- Sort Options:** A list of five options: 1) Number, 2) Customer, 3) ZIP Code, 4) Truck Route, and 5) Customer Name.
- Selected Invoices:** A text input field with a blue information icon.
- Override Customer Preferences?:** A dropdown menu set to "N".
- Print options:** A dropdown menu set to "PEAF".
- Print Invoices, CM's, DM's or All:** A dropdown menu set to "I".
- Print Unprinted Only or All:** A dropdown menu set to "A".
- Print retail invoices?:** A dropdown menu set to "N".
- Print Selected Invoices Only?:** A dropdown menu set to "N".
- From Code:** Text input field containing "0000050313".
- To Code:** Text input field containing "0000050344".
- From Date:** Text input field containing "02/17/99".
- To Date:** Text input field containing "02/17/19".

Sort Options

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

Override Preference?

When using Forms Creator you have the option of deciding to override the output and override the delivery preference.

- N** Do not override the customer preference.
- P** Print the output.
- E** Email the output
- A** Email the output Adobe format.
- F** Fax the output

Print Options?

Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

E.G. You may enter PF and print the customers that prefer hard copy or Fax copy of the report. The E-mail customers would be skipped.

| | |
|----------|-----------|
| P | Hardcopy. |
| E | E-mail. |
| F | Fax. |

Print Invoices, CM's, DM's or All

No used with Summary Invoicing

Print Unprinted Only or All

No used with Summary Invoicing

Print retail invoices?

No used with Summary Invoicing

Print Selected Invoices Only?

Select **N**

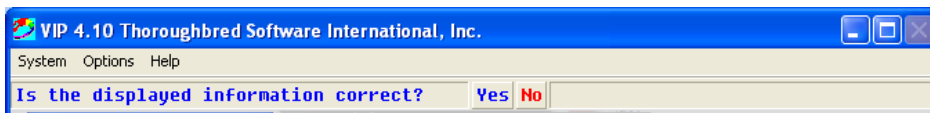
From/To Code

Customer Code Range

From/To Date

Invoice Date Range

Once you are done with your selections, system will display:



Select **Yes**



Select **Yes**

Report will print with all the Orders were invoiced within the criteria provided.

02/17/09 08:29 PM

Summary Invoice Report
Lightspeed Reprographics (DEM)

Term: T0
Page: 1

Invoice 0000050322 Customer H001 Invoice Date 05/31/07

| Order Number | Order Date | Customer PO Number | Project Code | Amount | | |
|---------------|------------|--------------------|--------------|----------|-------------|----------|
| 0000002026 | 11/23/04 | 12345 | | 613.90 | | |
| 0000002043 | 01/18/05 | 12345 | | 0.12 | | |
| 0000002044 | 01/18/05 | 12345 | | 0.12 | | |
| 0000002050 | 06/28/05 | 589654 | | 430.00 | | |
| 0000002051 | 02/09/06 | 589654 | | 430.00 | | |
| 0000002055 | 05/10/06 | 12345 | | 1,500.00 | | |
| 0000002059 | 10/05/06 | 12345 | | 550.00 | | |
| 0000002067 | 10/23/06 | 12345 | | 101.25 | | |
| 0000002076 | 01/24/07 | 123 | | 6.99 | | |
| 0000002077 | 01/26/07 | 99999 | | 25.00 | | |
| 0000002084 | 02/20/07 | 12345 | | 118.50 | | |
| 0000002085 | 02/20/07 | 12345 | | 20.00 | | |
| Invoice Total | | | | 3,795.88 | Discount | 0.00 |
| | | | | | Freight | 0.00 |
| | | | | | Surcharge | 0.00 |
| | | | | | Sales Tax | 265.72 |
| | | | | | Balance Due | 4,061.60 |