

**SOP MULTI-SHIPMENT INVOICES**

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# SOP MULTI SHIPMENT INVOICES

## TABLE OF CONTENTS

Aim .....	2
Setups .....	2
Procedure .....	2
Preparatory Stage: Checking Pending Multi-Shipment Invoices .....	2
Stage One: Preparing Multi-Shipment Invoices .....	2
Option A: Preparing Multi-Shipment Invoices Automatically .....	2
Option B: Preparing a Multi-Shipment Invoice Based on an Existing One .....	3
Stage Two: Approving a Multi-Shipment Invoice via Another User .....	3
Stage Three: Finalizing Pending Multi-Shipment Invoices .....	4
Stage Four: Printing a Batch of Multi-Shipment Invoices .....	4
Results .....	4
Recording a Single Multi-Shipment Invoice Based on a Shipping Document .....	4
Aim .....	4
Setup .....	5
Procedure .....	5
Preparing a Single Multi-Shipment Invoice .....	5
Results .....	5
Recording a Single Multi-Shipment Invoice Not Based on a Shipping Document .....	6
Aim .....	6
Setups .....	6
Procedure .....	6
Preparing a Single Multi-Shipment Invoice .....	6
Result .....	7

## 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

Note: To produce an over-the-counter invoice, see the SOP Over-the-Counter Invoices.

## SETUPS

Define financial parameters for customers 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 finalising all pending multi-shipments invoices that can be finalised and cancelling 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 finalised, click Finalise Invoice/Memo from the list of Direct Activations.
5. If there is a pending invoice that needs to be cancelled, click Delete Pending Invoice/Memo from the list of Direct Activations.
6. If there is a pending invoice that you are still not sure whether to finalise or cancel, change its status to "Checking". Invoices that are being checked are not included in the automatic finalisation process discussed later.

### STAGE ONE: PREPARING MULTI-SHIPMENT INVOICES

#### OPTION A: 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.
5. 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.
6. To check the pending invoices that were created, repeat the steps listed in the Preparatory Stage section above.

#### OPTION B: PREPARING A MULTI-SHIPMENT INVOICE BASED ON AN EXISTING ONE

If you repeatedly open multi-shipment invoices with the same contents, you can copy an existing one:

1. Enter the Multi-Shipment Invoices form and retrieve the invoice to be copied.
2. Run the Copy Invoice program from the list of Direct Activations. This program opens a new invoice for today's date based on the current invoice, including the same items, quantities and prices.
3. To check the pending invoice that was created, repeat the steps listed in the Preparatory Stage section above.

#### STAGE TWO: APPROVING A MULTI-SHIPMENT INVOICE VIA ANOTHER USER

Aim: To have another user approve a multi-shipment invoice so that it may be finalised.

Note: If your company does not require that an additional user approves a multi-shipment invoice before it may be finalised, you may skip this stage.

To assign the multi-shipment invoice to another user for approval:

1. Enter the Multi-Shipment Invoices form and retrieve the document in question.
2. Assign the document to the user who needs to approve it by selecting their username in the Assigned to the column.

To approve multi-shipment invoices assigned to you:

1. Enter the Multi-Shipment Invoices form and retrieve all pending documents assigned to you.
2. Change the status of each document to "Approved".
3. If it is company policy to have a third user finalise the document, transfer each multi-shipment invoice to a third user by selecting their username in the Assigned to column. Otherwise, move directly to Stage III.

Notes:

- To restrict multi-shipment invoices from being finalised by the user who created them, enter the Financial Documents form and make sure that Disallow Single User is flagged for the Multi-Shipmt Inv line.
- To additionally require that a third user finalises the multi-shipment invoice after the second user approves it, flag Auth. Can't Finalize as well.

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### STAGE THREE: 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 finalise. 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 finalising an invoice, you will receive a message referring you to the errors report. To view the error, run the Prepare Invoices - Errors report.

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### STAGE FOUR: 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.

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### RESULTS

- At the end of the process, journal entries are created automatically against the finalised 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.

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## RECORDING A SINGLE MULTI-SHIPMENT INVOICE BASED ON A SHIPPING DOCUMENT

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### AIM

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

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## SETUP

Define 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 you do not want the invoice to be taken into account during credit calculations, enter the Invoice - Add'l Details sub-level form and make sure the Consider Credit column is not flagged.
4. If the invoice is based on one shipping document, specify the document in the Document column in the References tab.
5. 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.
6. Move to the Invoice Items sub-level form. The invoice is itemised automatically from the documents on which it is based.
7. If necessary, delete any lines that you do not want to bill, or change their quantities.
8. Return to the upper-level form.
9. Finalise and/or print the invoice by selecting Finalize Invoice/Memo or Finalize & Print Invoice from the list of Direct Activations. Note: The first printout of an invoice is printed as the original. Every additional printout is considered a copy. You cannot print more than one original document.
10. To prepare a receipt for the invoice, run the Record a Receipt program by Direct Activation.  
Note: Alternatively, use the Receipts form. For details, see the Customer Receipts SOP.
11. To delete a pending invoice, select Delete Pending Invoice/Memo from the list of Direct Activations.
12. To cancel a final invoice for the original invoice date, select Cancel Document (Original Date) from the list of Direct Activations. To cancel a final invoice for a designated date, select Cancel Document for Date from the list of Direct Activations (indicating the date in question).

## RESULTS

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

### SETUPS

Define 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 you do not want the invoice to be taken into account during credit calculations, enter the Invoice - Add'l Details sub-level form and make sure the Consider Credit column is not flagged.
4. Enter the Invoice Items sub-level form.
5. 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. Note: You can choose to specify the total Price Incl. Tax for the full quantity of parts in a given line or the Unit Price (before tax) for a single unit of the part.
6. Return to the upper-level form.
7. Finalise and/or print the invoice by selecting Finalize Invoice/Memo or Finalize & Print Invoice from the list of Direct Activations.  
Note: The first printout of an invoice is printed as the original. Every additional printout is considered a copy. You cannot print more than one original document.
8. To prepare a receipt for the invoice, run the Record a Receipt program by Direct Activation.  
Note: Alternatively, use the Receipts form. For details, see the Customer Receipts SOP.
9. To delete a pending invoice, select Delete Pending Invoice/Memo from the list of Direct Activations.
10. To cancel a final invoice for the original invoice date, select Cancel Document (Original Date) from the list of Direct Activations. To cancel a final invoice for a designated date, select Cancel Document for Date from the list of Direct Activations (indicating the date in question).  
Note: If you have already prepared a receipt, first cancel the receipt. See the Customer Receipts SOP for details.

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## RESULT

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