

# GENERATING CUSTOMER INVOICES FROM VOUCHED COSTS

It is important to continually monitor your open orders and to bill those that have been shipped as soon as possible. With multi-vendor orders and even multiple shipments on a single order, this can be a daunting task. This function can be a tool to help you quickly isolate those orders that appear to be ready to bill and to quickly generate the invoices for those orders.

The way the process works is that a list of master orders that have been vouched is accumulated. The vouched costs from all the orders in the master order are compared to the original costs entered on all the orders in the original master order. Those master orders that have vouched costs close to the original costs will be included on a list of orders that appear to be ready to bill. This list will be displayed once you click the "Submit" button. You can then choose which of the listed orders you want to bill.

This function works only if you use the system option to vouch A/P costs against the order.

The orders to be included must also meet these criteria:

- You have not previously billed the order. This includes invoices in the current batch of invoices that have not yet been closed.
- Only drop ship orders, orders for consigned goods, or decorate and ship orders are included.
- Only open orders are included.
- If a ship date is specified in your request, only orders with a ship date on or before the specified date are included.
- Only orders that have had costs vouched against them in Accounts Payable are included.
- Only orders that have vouched cost that are greater than or equal the requested percentage are included.

To use the function, go to

Customer Invoicing  
Generate Invoices from Vouched Cost data

You will be prompted for some information on the first screen.

- **Ship date**

You may want to only look at ship dates that are relatively current. For example, if you do a lot of calendar orders, you may not want those included on the report until the appropriate time of the year. If you want to set up a cut off date for the ship date, you may enter that date. If you leave the date blank, all appropriate orders will be included regardless of ship date.

## Generate invoices from vouched cost data



Include ship dates through:   *(Leave blank for all dates)*

Invoice Date:  

All master orders that meet the following criteria will be included:

1. At least one open order
2. No previous billing (split ships, etc.) except prebills
3. Vouched costs are at least  % of original costs.

The list of master orders that meet these criteria will be displayed. You can select the orders you want to bill from the listed orders.

Submit

Exit

You must use the "vouch A/P to order" feature to use this function.

You should also continue to monitor your open orders list as some orders may not be picked up by this function.

- **Invoice date**

The invoice date will default to the current date. You may change it here or after the invoice is generated.

The invoice date will determine which book period the accounting entry will use.

- **Minimum Percentage**

Enter the percentage you want to use as the minimum percentage variance from the original costs. The vouched costs must be at least this percentage of the original costs to be selected.

For example, suppose the original cost was \$1000 and the vouched cost is \$940. The vouched cost is 94% of the original cost.

If you enter a percentage of 95%, the order would **NOT** be included since \$940 is less than 95% of the original order.

If you enter a percentage of 90%, the order **WOULD** be included, since it is now within 90% of the original cost.

Once you enter this information and click on the "Submit" button, your open orders will be reviewed. This may take a few minutes, depending on the volume of open orders. A table listing all the eligible master orders will then be displayed.

## Generate invoices from vouched costs data



Check the orders for which you want an invoice generated.

[Check all boxes](#)

[Uncheck all boxes](#)

Generate Invoice	Master Order Number	Customer	Order Number	Vendor/Decorator	First Item	Order Cost	Vouched Cost	Order Detail	A/P Detail
<input checked="" type="checkbox"/>	020464	Church of the Holy Spirit	<a href="#">020464</a>	SanMar Corporation	Pique Knit Sport Shirt	80.91	91.94		
<input type="checkbox"/>	708325	RICHIE RICH	<a href="#">708325</a>	WIDGETS, GIZMOS & GADGETS	WIDGET	125.34	125.34		
<input checked="" type="checkbox"/>	708332	ATTENTION!	<a href="#">708332</a>	WIDGETS, GIZMOS & GADGETS	WIDGET	125.34	135.34		
			<a href="#">708402</a>	Sanmar	Shirts	700.00	750.00		
<input type="checkbox"/>	708401	Kaye Keady	<a href="#">708401</a>	Sanmar	Shirts	500.00	510.00		
<input type="checkbox"/>	708846	RICHIE RICH	<a href="#">708846</a>	Sanmar	Hanes Stedman - 5.5-Ounce	437.00	436.00		
						100.00	100.00		
<input type="checkbox"/>	709185	RICHIE RICH	<a href="#">709185</a>	Sanmar	Polo shirt	435.00	435.00		

Submit

Reset

Exit

The list will show the master order, each of the orders within the master order, the customer and vendor and first line for each order, the original and the vouched costs. It will also include some icons that will give you access to additional information.



Click this icon to see the file copy of the order.



Click this icon to see the lines on the order showing the original cost and the vouched cost. Shipping is also included.



Click this icon to see the A/P invoices vouched against the order.

Beside each master order number, there is a checkbox. Check that box if you want to generate an invoice for that master order.

There are also links at the top to let you easily select or deselect all the master orders listed.

http://192.168.1.4/?CGIData=3|708402| - Order vouching detail - Windows Internet Explorer

## Vouching detail for order # 708402

Description	Quantity Ordered	Quantity Vouched	Order Cost	Vouched Cost
Shirts	100	100	700.00	700.00
SHIPPING				50.00
<b>Total</b>			700.00	750.00

[Exit](#)

Generate Invoice?	M	C	N
<input type="checkbox"/>	0		
<input type="checkbox"/>	7		

A/P Detail

## Display A/P Detail

Master order # **708332**

Invoice number	Payment #	Vendor	Invoice date	Invoice amount	Amount paid	Amount due
<b>Order # <u>708332</u></b>						
<u>708332</u>		900000 WIDGETS, GIZMOS, & GADGETS	11/29/06	135.34	135.34	
Total for order #708332				135.34	135.34	
<b>Order # <u>708402</u></b>						
<u>708402</u>		770401 SANMAR	2/27/07	700.00	700.00	
<u>022707</u>		881300 UNITED PARCEL SERVICE	2/27/07	50.00	50.00	
Total for order #708402				750.00	750.00	
Total for master order				885.34	885.34	

[Exit](#)

\* Invoice is split among multiple invoices

Once you have selected the master orders you want to bill and click Submit, the invoices will be generated. The list of invoices generated will be displayed along with a link to the invoice so you can go review and update it. Once you have updated the invoice, the word "Reviewed" will appear under the invoice number so you can get track of which ones you've reviewed.

*Invoices generated from Vouching data*



Invoice Number	Master Order Number	Ship To	First Item	Review Copy
<a href="#">010979</a> Reviewed	020464	Church of the Holy Spirit 3025 Church Street Baton Rouge, LA 70816	Pique Knit Sport Shirt	
<a href="#">010980</a>	708332	ATTENTION! 5723 Superior Suite A2 Baton Rouge, LA 70816	WIDGET	

Exit

**IMPORTANT!** You should also continue to monitor your open orders using your usual review procedures as not all orders will be picked up using this function.