

# Technical Tuesday

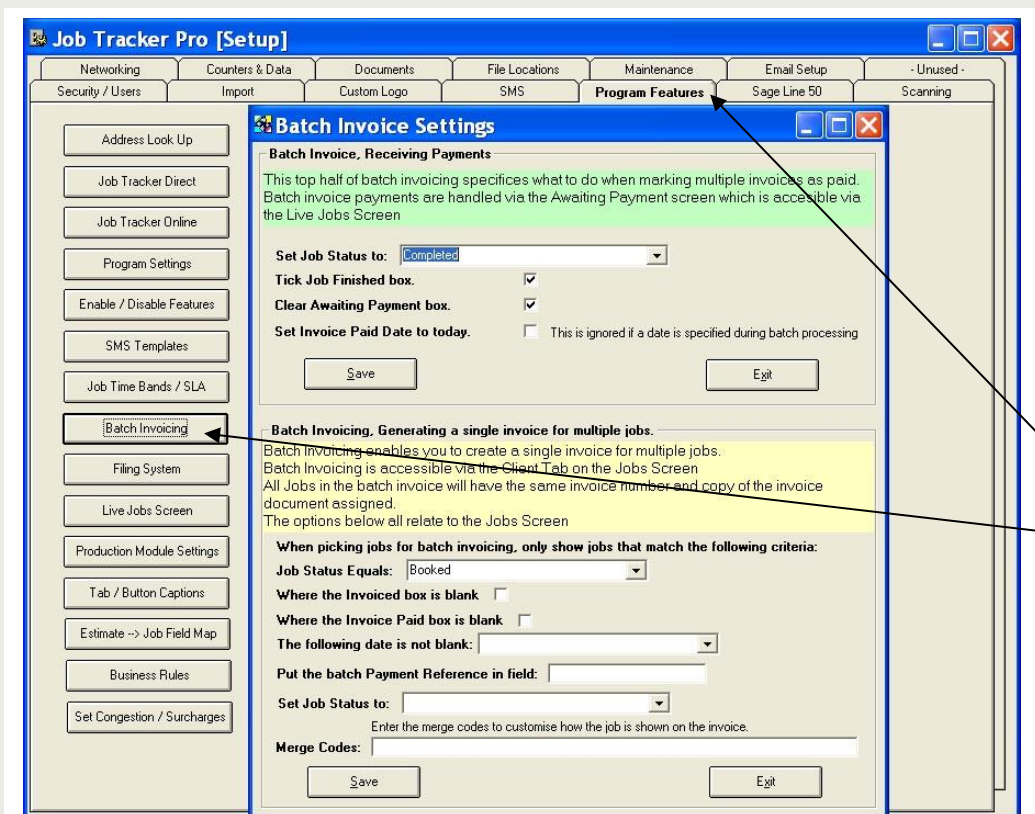
## Batch Invoicing



**Batch invoicing gives you the opportunity to create a client's invoice for multiple jobs.**

Batch invoices save time and paper (if paper copies are required) as you can specify the client then create just one invoice that details different jobs and their associated costs. You are then requesting one bulk payment which in turn could save your customer time and money in processing.

You have the ability to set the criteria for the search and once this has been established you can create batch invoices with just a few simple clicks. Job Tracker can even be programmed to update the individual job records for you, again saving you time.



The first steps involve you defining the criteria for your batch invoices.

Click Control Panel, select the tab Program Features, and then select the box Batch Invoicing. This new screen will pop up.

Figure 1

This pop up screen allows you to specify what to do once the batch invoice has been generated. Taking time to complete these fields upfront could potentially save you and your business a great deal of time. These can of course be changed at any time but note that changing them will not undo previous actions, i.e. if you have the 'Set Job Status' field here set to 'needs scanning', once you create a batch invoice it will complete the action. If you did not want this done on those records you will now need to go back and manually adjust each job.



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## Batch Invoicing



**Batch Invoice Settings**

**Batch Invoice, Receiving Payments**

This top half of batch invoicing specifies what to do when marking multiple invoices as paid. Batch invoice payments are handled via the Awaiting Payment screen which is accessible via the Live Jobs Screen

Set Job Status to:

Tick Job Finished box. ☒

Clear Awaiting Payment box. ☒

Set Invoice Paid Date to today. ☐ This is ignored if a date is specified during batch processing

**Batch Invoicing, Generating a single invoice for multiple jobs.**

Batch Invoicing enables you to create a single invoice for multiple jobs. Batch Invoicing is accessible via the Client Tab on the Jobs Screen. All Jobs in the batch invoice will have the same invoice number and copy of the invoice document assigned. The options below all relate to the Jobs Screen

When picking jobs for batch invoicing, only show jobs that match the following criteria:

Job Status Equals:

Where the Invoiced box is blank ☐

Where the Invoice Paid box is blank ☐

The following date is not blank:

Put the batch Payment Reference in field:

Set Job Status to:

Enter the merge codes to customise how the job is shown on the invoice.

Merge Codes:

Figure 2

When creating a batch invoice you can select the required jobs from a broad search or specify in these fields on the lower half of the screen certain criteria to use each time which will help speed up the process.

In these fields, you can select the actions that you want Job Tracker to complete once a batch invoice has been created. This will complete these actions for every individual job included on the batch invoice.

In order to have the batch reference added to each job, simply choose a box in the job screen where you want this captured, then add the code for that box in this field here, i.e. [JOBDETAILS9]



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## Batch Invoicing



Once you have assigned your invoice related data to your chosen fields within the Jobs Screen, you will need to visit this screen in Counters & Data to tell Job Tracker which fields to utilise. From the Control Panel, click on the tab Counters and Data.

**Job Tracker Pro [Setup]**

Security / Users | Import | Custom Logo | SMS | Program Features | Sage Line 50 | Scanning  
Networking | **Counters & Data** | Documents | File Locations | Maintenance | Email Setup | - Unused -

**System Wide Settings**

Date Format: dd/mm/yyyy 23/01/2015  
☒ Force date validation on all date fields  
☐ Use Windows Regional settings for date formatting  
Currency Symbol: £  
Manual Description: MANUAL

**VAT**

☒ Tick if VAT registered.  
Tax Description: VAT  
Standard VAT Rate % 20  
Reduced VAT Rate % 5

**Data Options**

☐ Replace contacts when picking  
☐ Make client details compulsory

**Search Criteria**

Search Format: 3  
Archive Date: Created  
Select your Job Due Date: Delivery Date  
Select your Quote Due Date: Delivery Date

**Document and Job Counters**

Min Digits: 0  
Set Next Job Number: 5007  
Set Next Invoice Number: 1390  
Set Next Document Number: 50968  
Set Next Estimate Number: 1018  
Set Next Purchase Order No: 1383  
Set Next Single Linked Number: 10482

**Additional Counter Formatting**

|                                 | Pre                   | Value | Post |
|---------------------------------|-----------------------|-------|------|
| Append to invoice No:           | Job Numbers: YY~      | 5007  |      |
| Append 2 digit Year to Invoice: | Invoice Numbers: YY~  | 1390  |      |
| Pre-Fix Job Numbers with MMY    | Quote Numbers: YY~    | 1018  |      |
|                                 | Purchase Numbers: GTC | 1383  |      |

**Live Job Threshold & Colours**

Show overdue jobs as: SAMPLE  
Show jobs due within 7 days as: SAMPLE  
Show jobs due within 30 days as: SAMPLE

**Data Formatting**

Force addresses to: Upper Case Title Case Lower Case No Format  
Default Job Status: Awaiting Order sheet

OK Cancel Apply

Figure 3

Use this dropdown menu to select which field you are utilising to hold the invoice printed date. Once you have applied this, Job Tracker will automatically update this field for you once you select to print the invoice, whether this be via the Job Screen or via Batch Printing.

Use this drop down to select the field that you have assigned to record the invoice paid date.

Once you have assigned and labelled your chosen invoice related fields within the Jobs screen, and you have assigned them within the Counters & Data screen as detailed above, you will be able to utilise these fields as search criteria set on the Batch Invoice Settings page as detailed previously in Figure 2.

You are now ready to create batch invoices for any of your clients.



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## Batch Invoicing



Creating a batch invoice can be done via the Job screen. Search and access a job for your chosen client in the usual way. You do not need to access a job that needs to be included on the batch invoice, this criteria is set further on (or will be set by any predefined criteria that you have set within the Batch Invoice Settings screen), simply access any job for your chosen client. If you prefer you can access the client using the search facility within the Contacts screen, from here access the history tab and double click any job detailed on the bottom half of the screen.

Figure 4

This screen will detail for you any jobs for your chosen client that match the criteria specified in the Batch Settings Screen. If no criteria has been set there then all jobs relating to that customer will appear.



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## Batch Invoicing



One way to select the jobs that you wish to include in the batch invoice is to type the job numbers here, each separated by a comma. Alternatively click once on each relevant job in the list and you will notice it becomes highlighted. The column titled Include will then show a 'yes' and the job number is added to this box for you.

You can tick or untick this box to either include or ignore jobs with a zero value.

Client Details  
Name: **Herts**  
Address: **Herts Time**  
Contacts: **Tel., Mob., eMail:**

Completed, Un-invoiced Jobs

| Job No | Site Address                                               | Created    | Email Sent | Status           | Order No | Net £   | Include | Customer Or |
|--------|------------------------------------------------------------|------------|------------|------------------|----------|---------|---------|-------------|
| 2074   | Hartford Leisure Ctr, Hill Crescent, Hertford, Herts SG8 4 | 04/09/2015 | 00:00:00   | Awaiting Payment |          | 1304.84 |         |             |
| 2075   | Upminster Street, Epston Port, CH66 3PT                    | 04/09/2015 | 00:00:00   | Awaiting Payment | 33365    | 0.00    |         |             |

Uninvoiced Jobs: 2    Value of uninvoiced Jobs: £ **1304.84**    No of Jobs to Invoice: 0    Total Value to Invoice: £ **0.00**

Completion of this payment reference field is compulsory.

This reference will show on the invoice, and depending on your selected settings within the batch invoice settings screen you can have this updated on each job making it easier for you to search for relevant associated jobs in the future.

Figure 5

The details shown here will adjust each time you select or deselect a job to be included in the invoice.

Once you are happy that you have all the relevant jobs selected for inclusion, click create invoice. The new invoice will be generated using your chosen template. See Figure 6 on how to assign your chosen template.

Job Tracker will automatically update each job with the invoice number, and a copy will be available within the Documents/ Emails/ SMS tab for each job, along with all the relevant details.

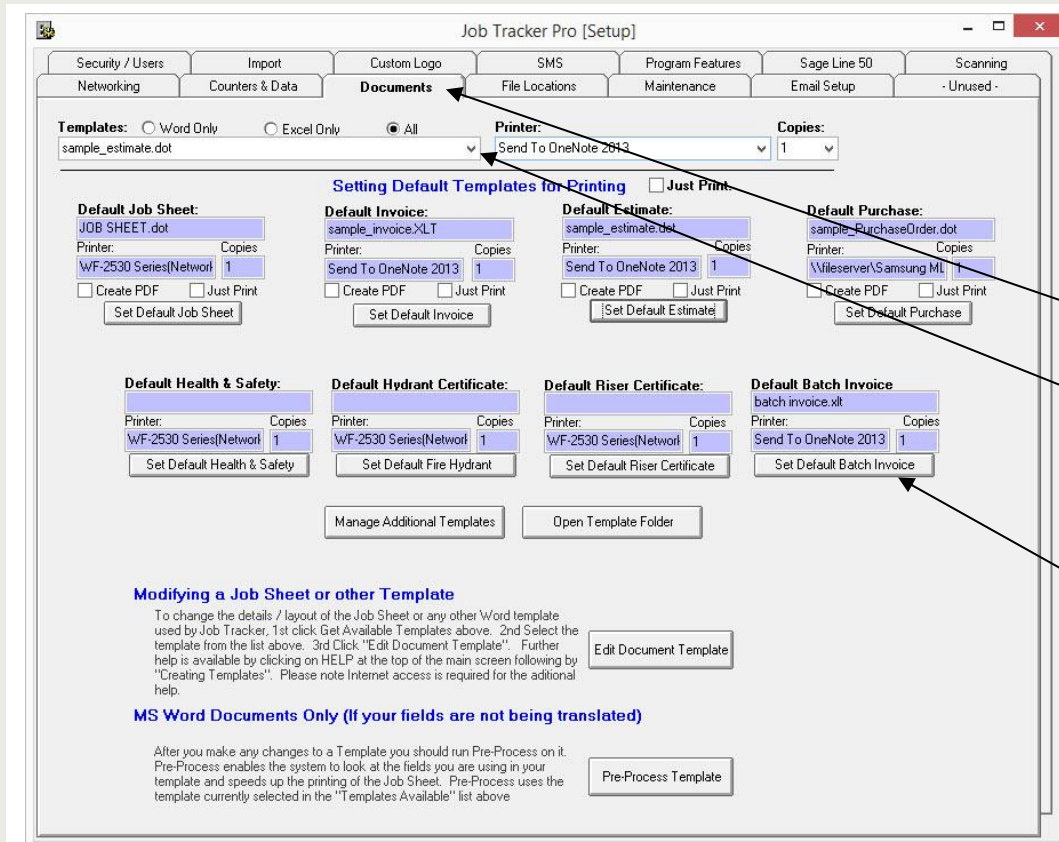


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## Batch Invoicing



A template file can be created in the usual way and assigned here to be used as the default for batch Invoices.



Create the template in the normal way and save in an accessible location.

Within the control panel access the Documents tab.

Using this drop down menu, navigate and find the appropriate template that you wish to use, then click here on Set Default Batch Invoice. This is the template that will now be used each time you create a batch invoice. For Excel templates pre-processing is not necessary.

Figure 6

