

# Invoice Shipments

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For many businesses, shipping an order and invoicing the shipment is a two-step process. A shipment is created from an order, and once the order has shipped, an invoice is created. In Sage 300, this two-step process can be very time consuming as each shipment must be called up in the Order Entry Invoices application and then invoiced.

Invoice Shipments eliminates time-consuming steps involved in invoicing shipments from Sage 300 Order Entry. It lets you select the set of shipments – or import a shipment list – and then click a button to create the invoices. The time savings are significant for businesses that want to create all invoices as an end-of-day procedure.

A key feature – the ability to control the invoice date – is provided for businesses that ship at the end of a day and invoice the following day with the previous day's date. In addition, it includes several options for consolidating invoices for shipments.

## Notes:

Invoice Shipments will either create a separate invoice for each selected customer shipment or create a single invoice for all selected customer shipments or create a single invoice for all customer shipments on a particular date.

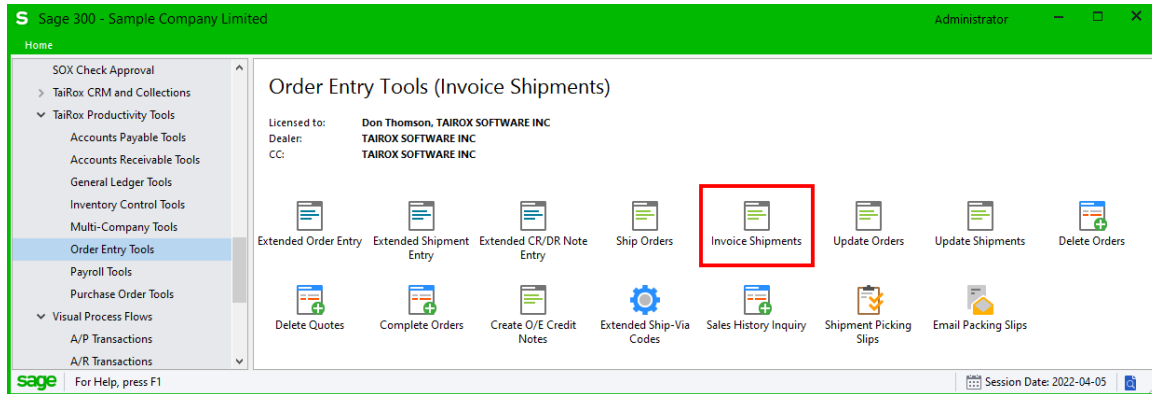
**RE Credit Limits:** If shipping orders would cause a customer to go beyond their credit limit and you wish the limit to be overridden, an option is provided to enter the name and password of a user with the rights to override this limit.

## Invoice Shipments lets you:

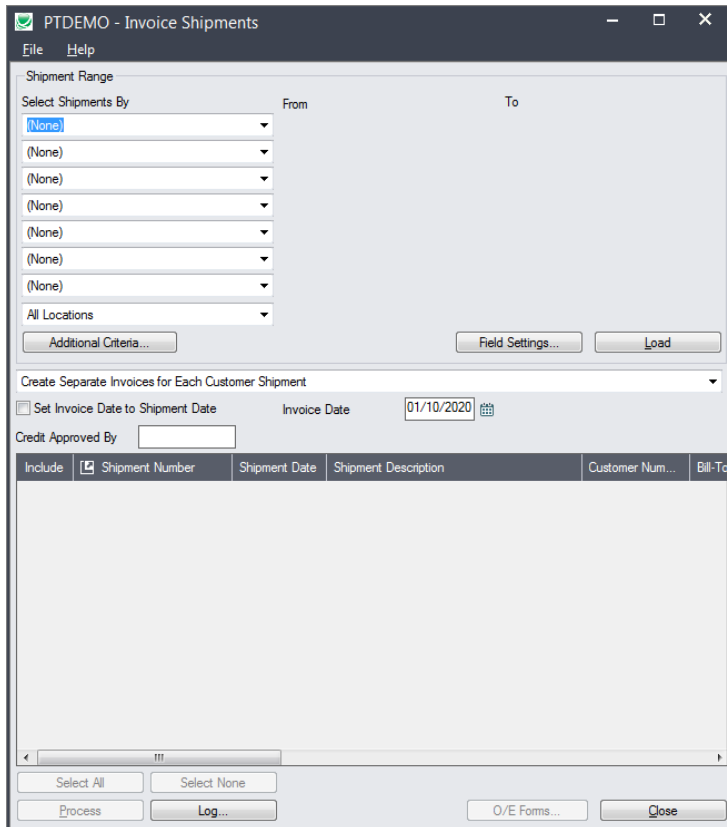
- Select shipments by specifying ranges such as shipment numbers, shipment dates, customer numbers, and optional fields used in shipments – or import a list of shipments for invoicing.  
Range selection uses the same mechanisms used by core modules when printing reports.
- Filter invoicing by location.
- Specify additional criteria using other shipment fields.
- Create invoices for shipments as follows:
  - Create separate invoices for each customer shipment
  - Create one invoice for each customer, for all customer's shipments
  - Create one invoice for each customer, for all customer's shipments on the same shipment date
  - Create one invoice for each customer, for all customer's shipments with the same order number
- Set the invoice date to the shipment date or specify the date for all invoices.
- Enter the name and password of a user with the rights to **override credit limits** if invoicing shipments that would cause a customer to go beyond their credit limit.
- After selection, review the list of shipments and cherry-pick ones for invoicing.
- Click the Process button to complete the operation in one step.
- Quickly print a number of order-related forms, without navigating to another window.

# Using Invoice Shipments

The Invoice Shipments icon appears under **TaiRox Productivity Tools > Order Entry Tools** on the Sage 300 desktop and can be copied to other menu locations.



The Invoice Shipments screen appears below:

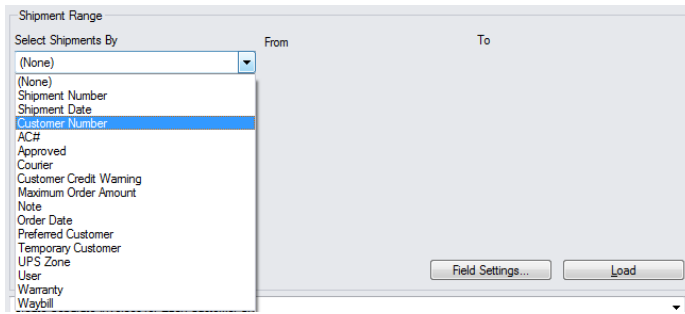


## Selecting and processing shipments for invoicing

### Specify ranges of shipments for selection:

You can select shipments by providing shipment ranges and specifying additional criteria – or you can import a list of the shipments that you need to process.

You can specify up to seven shipment fields to use for primary shipment selection – such as the customer number, shipment date and shipment optional fields.



**Notes:**

- The screen above shows the optional fields in sample data.
- You can add or remove fields from the dropdown list using the Field Settings button.

**Import a list of shipments for processing**

You can import a list of the shipments that you need to process *instead* of providing shipment ranges and specifying additional criteria.

**Important:** If you importing a list of shipments, choose all other criteria for invoicing shipments **before** importing the shipment list.

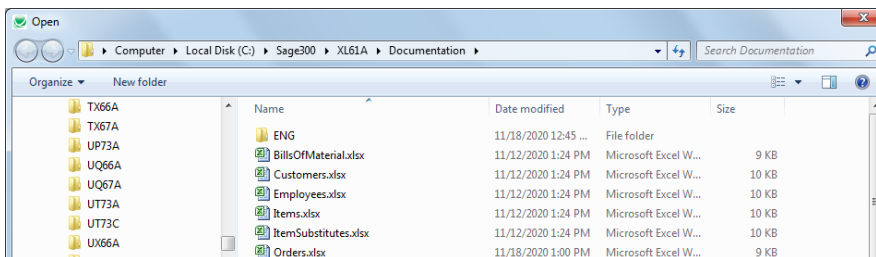
For example, select a location, select the invoicing options, specify the shipment and invoice dates and the credit approver, and then import the shipment list.

**To import a list of shipments for invoicing:**

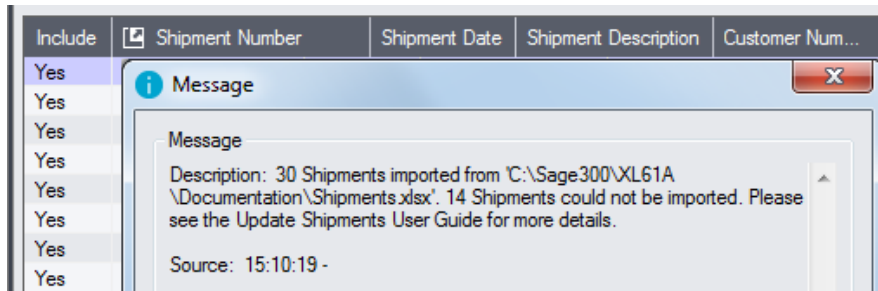
- Choose **File > Import** from the Invoice Shipments menu.



- Select the list of shipments that you want to process.



- The program will import the list and load all relevant shipments into the grid – setting all shipments to “Include” – and display a message stating the number of shipments that were successfully loaded, and the number of shipments that could not be imported.



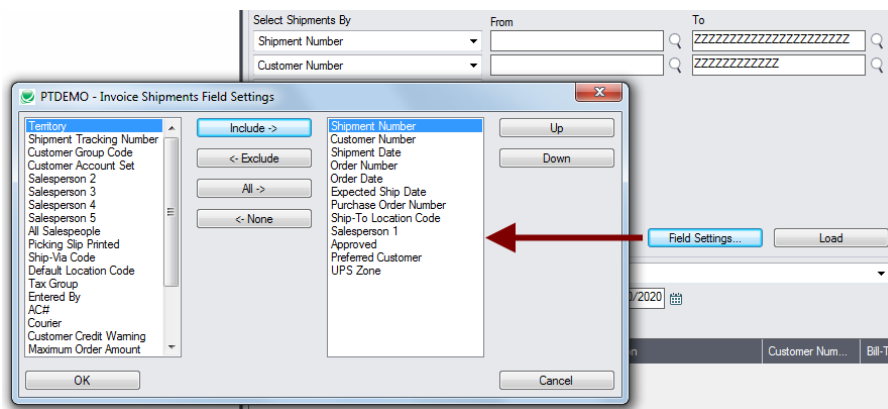
The program will reject shipments that cannot be processed.

For example

- If you specified a list of items for invoicing shipments, the program will reject shipments that do not include the items you specified.
- The program will reject completed shipments.
- You can double-click the “Include” column to remove shipments from the update.

**Use the “Field Settings” button to customize the list of fields for selecting shipments:**

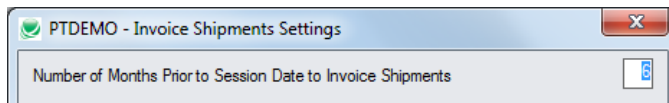
Click the **Field Settings** button to change the fields that appear in the “Select Shipments By” dropdown list.



- The list of fields on the right are the fields that will appear in the Select Shipments By dropdown.
- To add a field to the dropdown list, select it in the list on the left, and click the Include button.

**Note regarding shipment dates:**

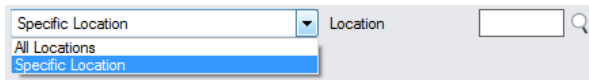
- If you choose a range of Shipment Dates, the default “To” date is set by a screen accessed through the **Invoice Shipments > File > Settings** menu choice:



You can override the default in the Range fields.

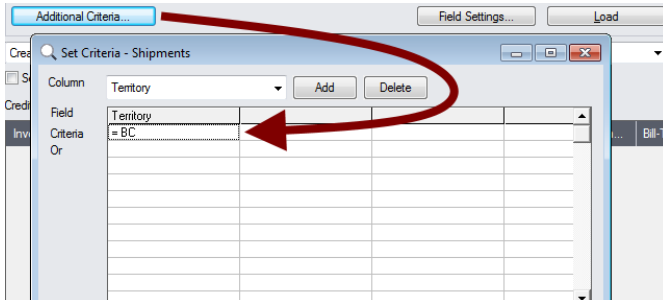
**Specify one or all locations:**

- The last Select Shipments By drop-down lets you filter by location.  
This means that shipments are selected if any detail lines match the specific location.
- Also note that shipments cannot be partially invoiced, so all detail lines will be invoiced – whether or not they are for a specific location.



**Choose additional criteria if necessary:**

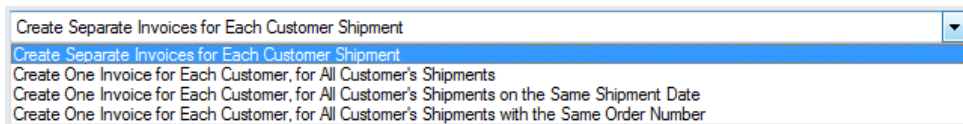
To select shipments with a field that is NOT available on the Field Settings form, use Additional Criteria.



- Click the Additional Criteria button to further restrict the shipments retrieved for invoicing.
- Select a field in the dropdown and click the Add button.
- Double-click the Criteria field to enter a relationship and value.
- Click OK to save.

**Choose how you want to invoice shipments:**

Ship Orders provides four options for invoicing shipments:

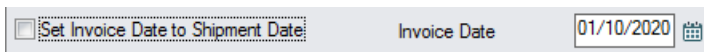


**Notes:**

- This setting can determine whether you create 5 invoices for a customer (1 for each of 5 shipments) or 1 invoice for that customer (for all 5 shipments).  
This setting is remembered from session to session, so be sure to confirm the setting. Invoice Shipments also requires confirmation when you click the Process button.

**Set Invoice Date to Shipment Date:**

The invoice date defaults to today's date. You can change the date, or you can set the invoice date to be the same as the Shipment date.



**Supply a credit approver to override credit limits:**

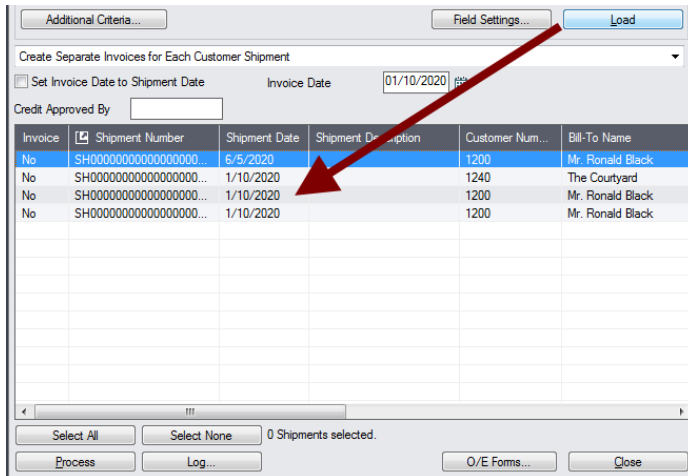
If the person invoicing shipments does not have sufficient permissions to override credit limits, you can add the ID and password of a user with full rights.

**Note:** Do this only if invoicing shipments would cause a customer to go beyond their credit limit and you want the limit to be overridden.

Credit Approved By

**Load the list of selected shipments and choose which ones to invoice:**

If you are importing a list of shipments for processing, import the list now instead of clicking Load.



- Click the Load button to display the selected list of shipments.

When the Load button is pressed, the active shipments that match the selection criteria will be displayed, allowing you to drill down on shipments to confirm your selections.

**Important Note:** Shipments are selected for inclusion **based on the moment that the Load button is pressed**. The shipment may be changed before processing is completed. Make sure that you consult the log to see the actual processing that has taken place.

- You can adjust the ranges or additional criteria if necessary, then click Load again.

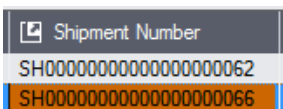
- Click the Select All and Select None buttons at the bottom of the screen to include all or none of the shipments loaded in the grid.



- Double-click in the Include column to “cherry-pick” shipments:

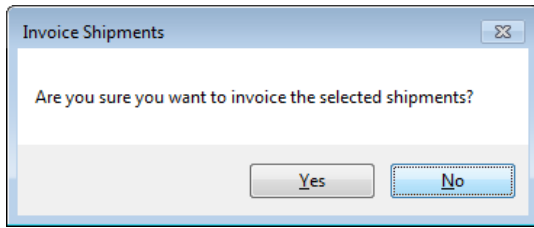
Invoice	<input checked="" type="checkbox"/> Shipment Number	Shipment Date	Shipment Description	Customer Num...	Bill-To Name
No	SH00000000000000000000...	6/5/2020		1200	Mr. Ronald Black
No	SH00000000000000000000...	1/10/2020		1240	The Courtyard
Yes	SH00000000000000000000...	1/10/2020		1200	Mr. Ronald Black
No	SH00000000000000000000...	1/10/2020		1200	Mr. Ronald Black

- Click the Shipment Number column heading (or double-click the shipment number) to drill down to the selected shipment:



**Click the Process button to invoice the included shipments:**

The program asks you to confirm your choices. Click Yes to continue.



**Note:** There may be data-integrity errors that prevent some invoicing, in which case an error message will appear.

**Click the Log button to confirm which shipments were invoiced:**

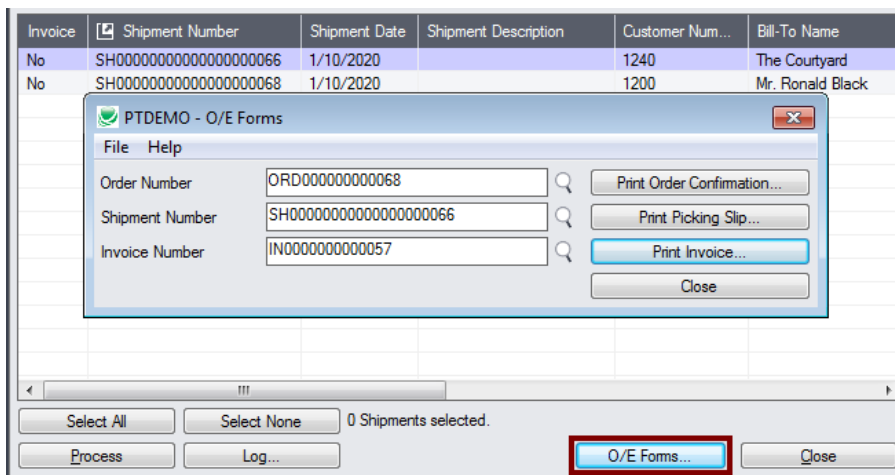
```

7/11/2020 2:02:50 PM Invoice Shipments started.
7/11/2020 2:02:50 PM
7/11/2020 2:02:50 PM Performed by user: ADMIN
7/11/2020 2:02:50 PM
7/11/2020 2:02:50 PM Shipment Range
7/11/2020 2:02:50 PM All
7/11/2020 2:02:50 PM Create Separate Invoices for Each Customer Shipment
7/11/2020 2:02:50 PM Set Invoice Date to Shipment Date=No
7/11/2020 2:02:50 PM Invoice Date=1/10/2020
7/11/2020 2:02:50 PM
7/11/2020 2:02:50 PM Invoicing Shipment Number SH00000000000000000062...
7/11/2020 2:02:50 PM Shipment Number SH00000000000000000062 invoiced. Invoice Number
IN0000000000000065.
7/11/2020 2:02:50 PM Invoicing Shipment Number SH00000000000000000067...
7/11/2020 2:02:50 PM Shipment Number SH00000000000000000067 invoiced. Invoice Number
IN0000000000000066.
7/11/2020 2:02:50 PM
7/11/2020 2:02:50 PM Invoice Shipments complete.
7/11/2020 2:02:50 PM
=====
    
```

The Log lists:

- The user, the type of shipments selected, and the full range settings.
- Each shipment that was invoiced, along with the shipment and invoice numbers.

**Print Order Entry forms**



- Click the O/E Forms button to pop up a print window. You can print the order confirmations, picking slips and invoices using the Sage 300 printing functions.

## File Formats for Imported Shipment Lists

Update Shipments lets you change shipments based on an imported shipment list. Import files are Excel files.

You can find examples of import lists in directory "...\\Sage300\\XL61A\\Documentation".

### Shipment List

Instead of specifying a range of shipments and clicking the Load button, you can directly import a list of shipments.

The Excel Spreadsheet shipment list is a single column with "SHINUMBER" as the column heading in the first row.

	A
1	SHINUMBER
2	SH000000000000000000063

- All other columns are ignored. This means that you can add item descriptions and notes to your spreadsheet without affecting the file import.