

# Mass Billing

Mass Billing extends the functionality of Sage 300 Accounts Receivable by letting you create a large number of invoices or credit notes for a set of customers quickly and easily.

This product is targeted at companies or educational institutions that administer a lot of fees to ranges of customers.

In an educational environment, students are set up as customers with optional fields like “Grade” and “Program”. Mass Billing facilitates the administration of fees such as yearly book fees or field-trip fees that may apply to some or all grades.

Running Mass Billing creates an A/R invoice batch containing one invoice line per customer (or one credit note per customer if the Item Price/Amount has a negative value). The invoice amount comes from the A/R Item's price, which can be overridden.

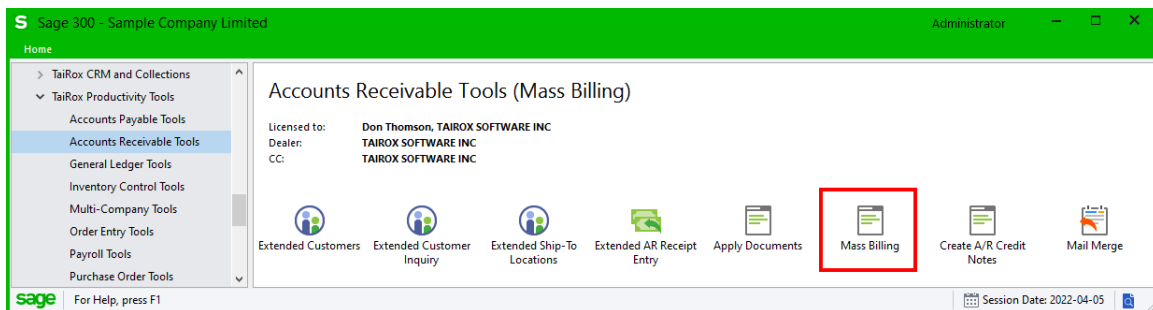
In multicurrency systems, you must specify a currency, and invoices will only be produced for customers with that currency.

## General features:

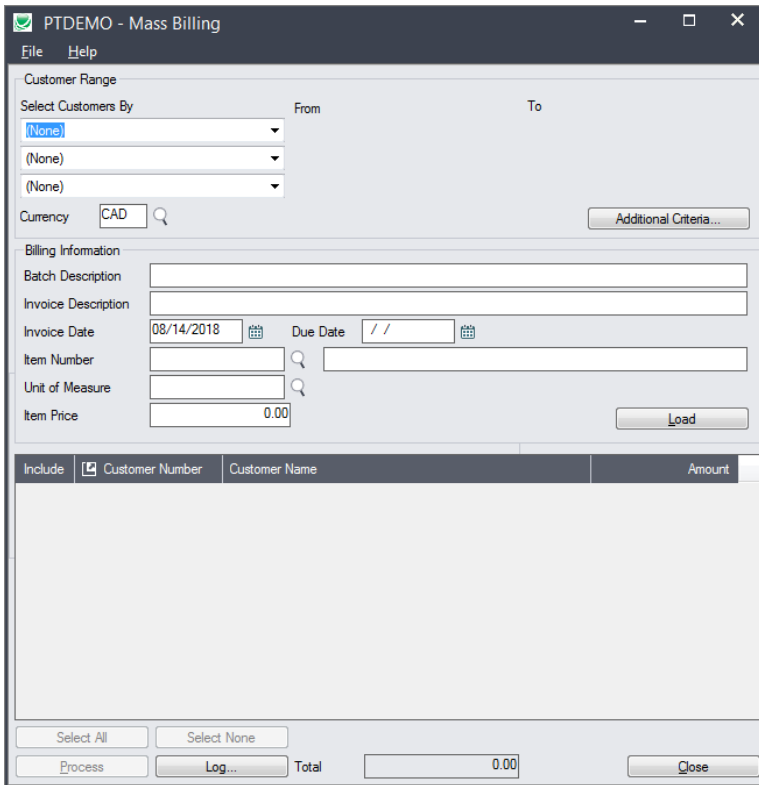
- Select customers for billing by customer number, billing cycle, or A/R optional fields (such as “Grade”, “Program”, “Elective”) – or import a list of the customers for processing.
- Specify the customer currency for the invoices.
- Specify additional criteria for document selection if applicable.
- Specify the batch and invoice descriptions, invoice date, due date, A/R item number used for the invoice (and default pricing), item description, unit of measure and item price.
- Click the Load button to display the list of selected customers.
- “Cherry-pick” customers to refine the final list for invoicing.
- Click the Process button to generate a new batch of customer invoices.
- Display a batch creation log to confirm the procedure.

## Using Mass Billing

The Mass Billing icon appears under **TaiRox Productivity Tools > Accounts Receivable Tools** on the Sage 300 desktop and can be copied to other menu locations.

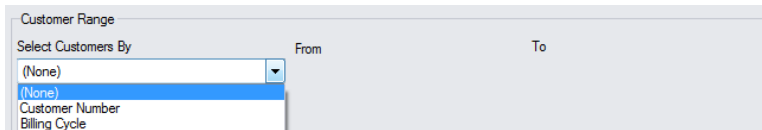


- Click the Mass Billing icon in the Accounts Receivable Tools folder to open the Mass Billing form, shown below.



**Specify how to select customers for invoicing:**

You can select customers for invoicing by specifying up to three ranges using customer numbers, billing cycles, or any of the optional fields used in Accounts Receivable (as shown below).



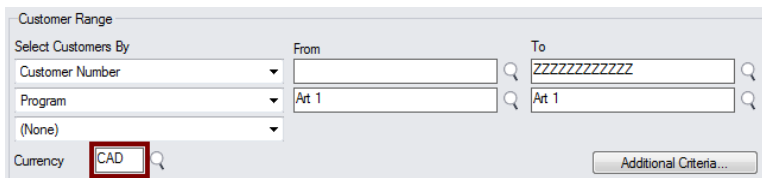
- For example:
  - Select Customer Number to specify a range of customers.
  - Then select an optional field identifying the customer’s “Grade” or “Program”.

**Important:** If you importing a list of customers instead of using range selections, skip the Select fields, then choose all other criteria for mass billing **before** importing the customer list.

For example, select the currency and specify all billing information, then choose File > Import from the Mass Billing menu.

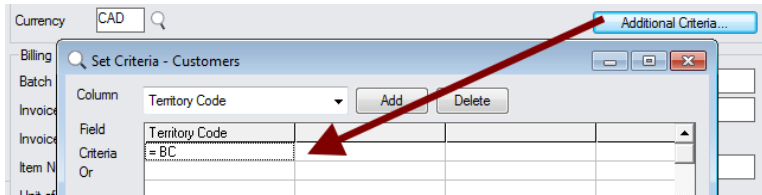
**Specify the customer currency:**

- Specify the customer currency in multicurrency systems. Invoices will only be produced for customers with that currency.



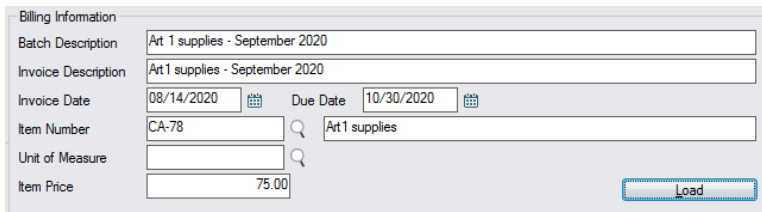
**Choose additional criteria:**

- Click the Additional Criteria button to use other customer record fields for filtering.



**Specify billing information for the invoice batch and entry:**

- Specify the invoice batch and entry descriptions, the invoice date and due date, the A/R item number used for the invoice (and default pricing), the item description, and the unit of measure and item price.



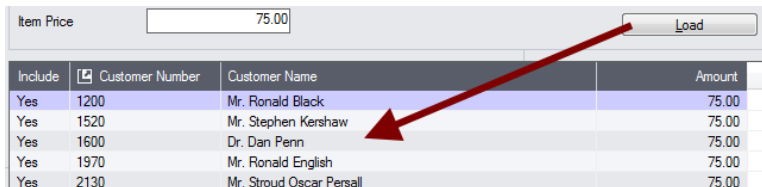
**Load the list of Customers and choose which ones to invoice:**

Do not click the Load button if you are going to import the customer list.

- Click the Load button to display the list of customers selected using the range fields.

When the Load button is pressed, the program will display the range of customers with the additional criteria that you specified.

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



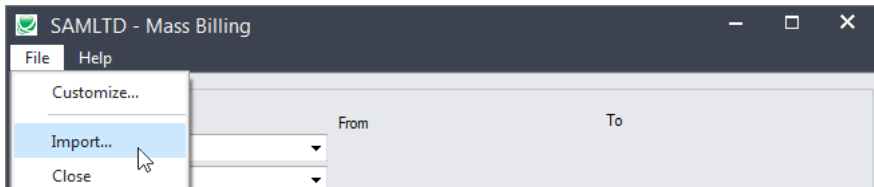
**Import a list of customers for processing**

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

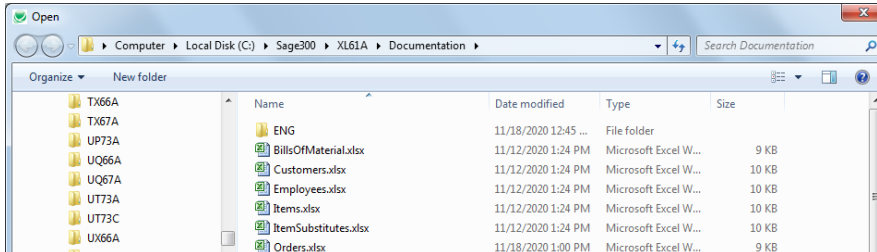
**Important:** If you importing a list of customers instead of using range selections, skip the Select fields, then **choose all other criteria for mass billing before importing the customer list.**

**To import a list of customers for billing:**

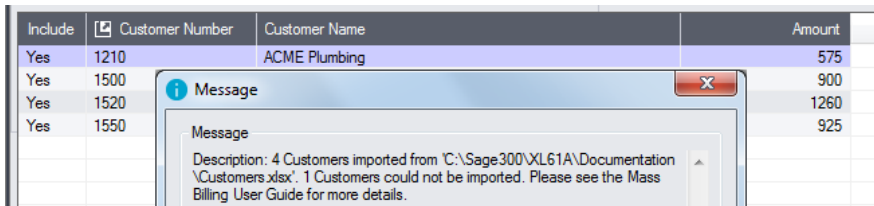
- Choose **File > Import** from the Mass Billing menu.



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



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



The program will reject customers that cannot be processed.

For example

- If you specified USD as the currency, and one of the customers used CAD, the program would reject one customer record – as below.

### Choose which Customers to invoice:

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



- Double-click in the Include column to “cherry-pick” customers for invoicing.

Include	Customer Number	Customer Name	Amount
No	1200	Mr. Ronald Black	75.00
Yes	1520	Mr. Stephen Kershaw	75.00
Yes	1600	Dr. Dan Penn	75.00
No	1970	Mr. Ronald English	75.00
No	2130	Mr. Stroud Oscar Persall	75.00

- Double-click in the Amount field for a customer to change the amount of the invoice.

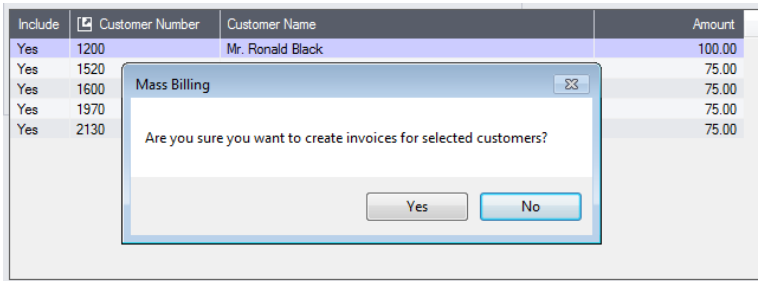
Include	Customer Number	Customer Name	Amount
Yes	1200	Mr. Ronald Black	100.00
Yes	1520	Mr. Stephen Kershaw	75.00

- Double-click the customer number, or click the Customer Number column heading to drill-down to the customer record.

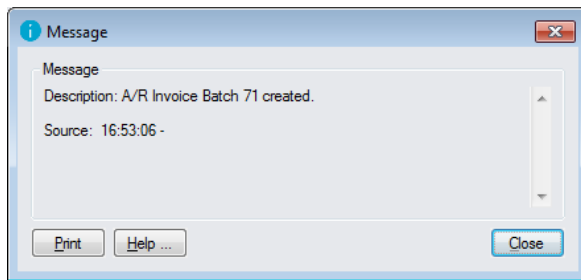
Include	Customer Number	Customer Name	Amount
No	1200	Mr. Ronald Black	75.00
Yes	1520	Mr. Stephen Kershaw	75.00
Yes	1600	Dr. Dan Penn	75.00
No	1970	Mr. Ronald English	75.00
No	2130	Mr. Stroud Oscar Persall	75.00

**Click the Process button when you are ready to generate the invoice batch:**

When you are happy with the customer list and the invoice amounts, click the Process button at the bottom of the screen.



- Click the Yes button to create the invoice batch.  
A message will appear with the new batch number.



**Click the Log button to confirm that the receipt batch was created:**

```

8/14/2020 4:53:06 PM Mass Billing started.
8/14/2020 4:53:06 PM
8/14/2020 4:53:06 PM Performed by user: ADMIN
8/14/2020 4:53:06 PM
8/14/2020 4:53:06 PM Customer Range
8/14/2020 4:53:06 PM     Customer Number From [] To [ZZZZZZZZZZ]
8/14/2020 4:53:06 PM     Currency: CAD
8/14/2020 4:53:06 PM     Additional Criteria = (IDCUST = "1200") OR (IDCUST = "1520") OR
(IDCUST = "1600") OR (IDCUST = "1970") OR (IDCUST = "2130")
8/14/2020 4:53:06 PM
8/14/2020 4:53:06 PM Billing Information
8/14/2020 4:53:06 PM     Batch Description: Art 1 supplies - September 2020
8/14/2020 4:53:06 PM     Invoice Description: Art1 supplies - September 2020
8/14/2020 4:53:06 PM     Invoice Date: 8/14/2020
8/14/2020 4:53:06 PM     Due Date: 10/30/2020
8/14/2020 4:53:06 PM     Item Number: SUP-ART-1 - Art1 supplies
8/14/2020 4:53:06 PM     Unit of Measure: TERM
8/14/2020 4:53:06 PM
8/14/2020 4:53:06 PM A/R Invoice Batch 71 created.
8/14/2020 4:53:06 PM Creating Invoice for Customer 1200 - Mr. Ronald Black, Amount
$100.00...
8/14/2020 4:53:06 PM Creating Invoice for Customer 1520 - Mr. Stephen Kershaw, Amount
$75.00...
8/14/2020 4:53:06 PM Creating Invoice for Customer 1600 - Dr. Dan Penn, Amount $75.00...
8/14/2020 4:53:06 PM Creating Invoice for Customer 1970 - Mr. Ronald English, Amount
$75.00...
8/14/2020 4:53:06 PM Creating Invoice for Customer 2130 - Mr. Stroud Oscar Persall, Amount
$75.00...
8/14/2020 4:53:06 PM
8/14/2020 4:53:06 PM Processing completed. 5 document(s) totaling $433.01 were created.
8/14/2020 4:53:06 PM
=====
    
```

The Log lists:

- The user, and the range of customers and the additional criteria specified for the selection.
- The batch description, entry description, invoice batch number, invoice date and due date.
- The customer name and invoice amount for each invoice.

Note that the log files are located in the folder where the program was installed and can be viewed or edited using any program capable of reading a text file (Microsoft Word for example).

## File Format for an Imported customer List

Mass Billing lets you load based on a customer list that's imported from an Excel spreadsheet.

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

### Customer List

The Excel Spreadsheet for customers is a single column with "IDCUST" as the column heading in the first row.

	A
1	IDCUST
2	1100
3	1200

Notes:

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