

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.

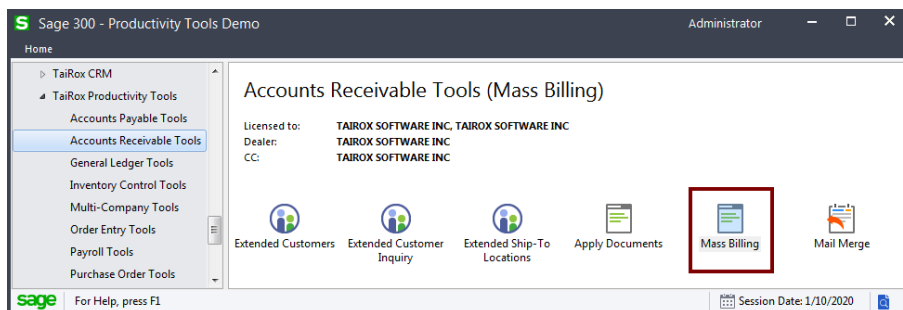
In multicurrency systems, you must specify a currency, and invoices will only be produced for customers with that currency.

General features:

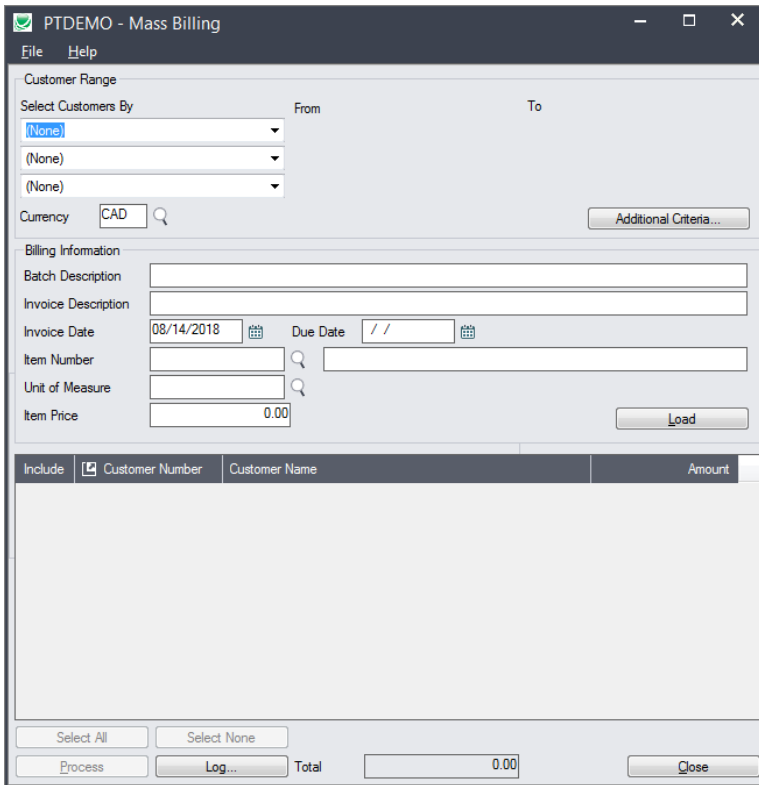
- Select customers for billing by customer number, billing cycle, or A/R optional fields (such as “Grade”, “Program”, “Elective”).
- Specify the customer currency for the invoices.
- Specify additional criteria for document selection if applicable.
- Specify the batch and invoice descriptions, invoice 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.

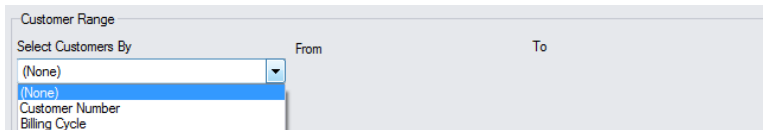


- Click the Mass Billing icon in the Accounts Receivable Tools folder to open the Mass Billing form, shown below.



Specify how to select customers for invoicing:

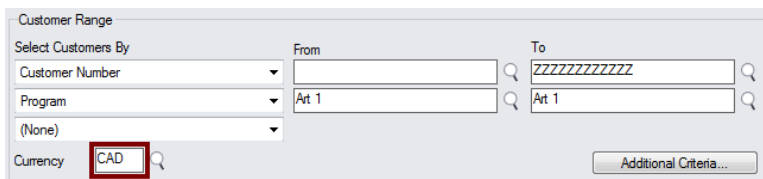
You can select customers for invoicing by specifying up to three ranges using customer numbers, billing cycles, or any of the optional fields used in Accounts Receivable (as shown below).



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

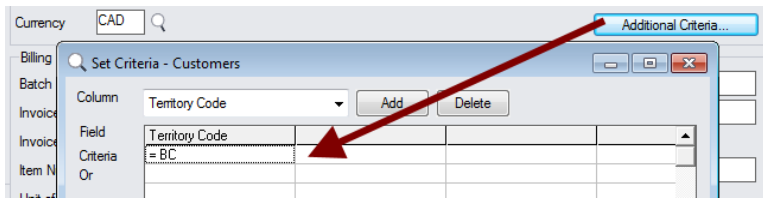
Specify the customer currency:

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



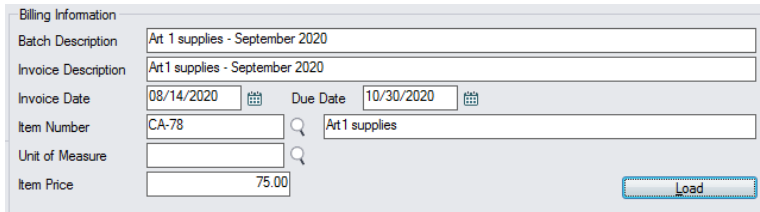
Choose additional criteria:

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



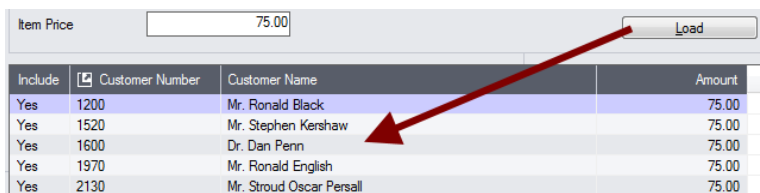
Specify billing information for the invoice batch and entry:

- 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:

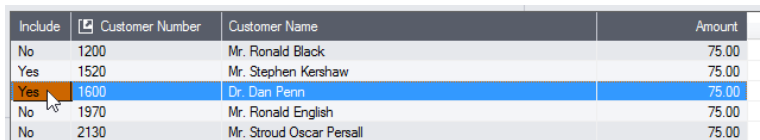
- Click the Load button to display the list of selected customers.
When the Load button is pressed, the program will display the range of customers with the additional criteria that you specified.
- You can adjust the ranges or additional criteria if necessary, then click Load again.



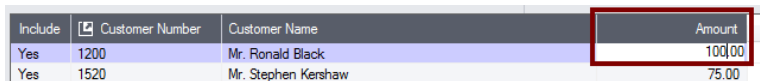
- Click the Select All and Select None buttons at the bottom of the screen to include all or none of the customers loaded in the grid.



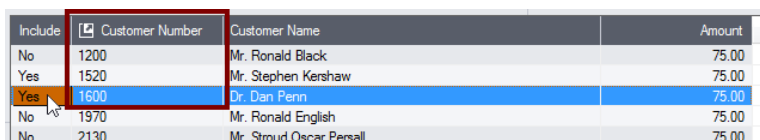
- Double-click in the Include column to “cherry-pick” customers for invoicing.



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

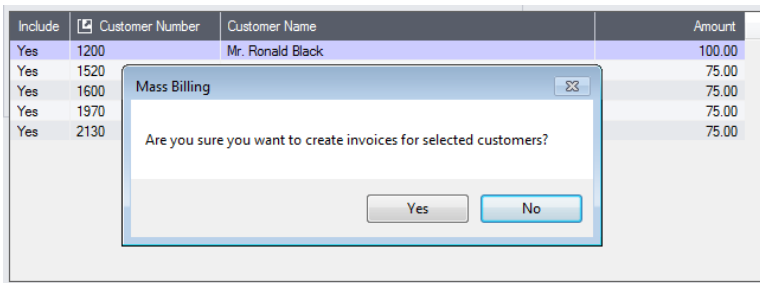


- Double-click the customer number, or click the Customer Number column heading to drill-down to the customer record.

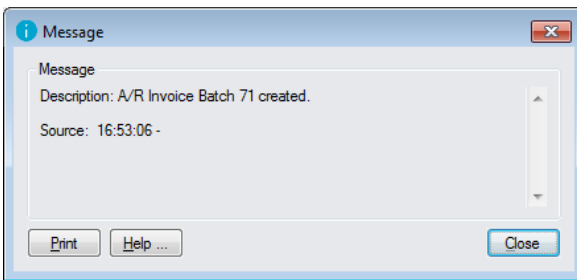


Click the Process button when you are ready to generate the invoice batch:

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:

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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
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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).