

Create Consolidated Invoice

OVERVIEW

With this feature, Users can create a Consolidated Invoice by selecting multiple invoices from different Contacts or Companies to compile into a single invoice.

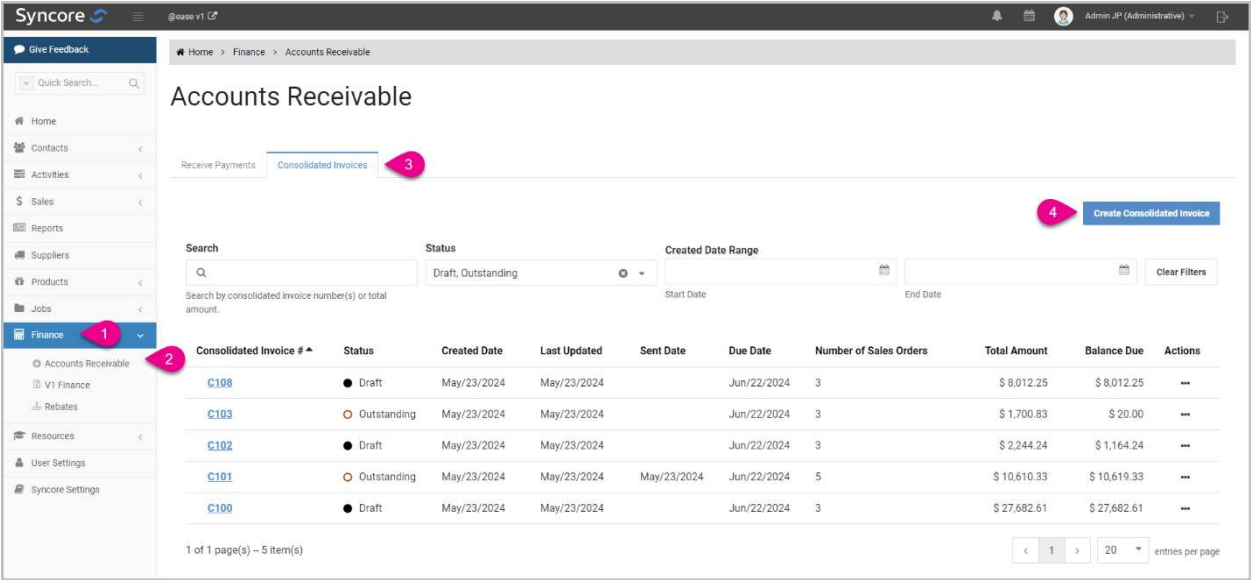
Users

Finance and Admin Users.

To create a Consolidated Invoice:

- 1. Select **Finance** to open the dropdown menu.
- 2. Select **Accounts Receivable**.
- 3. Select the **Consolidated Invoices** tab.

The Consolidated Invoices page opens.



- 4. Select **Create Consolidated Invoice**.

The Consolidated Invoice (Draft) page opens with two steps:

- 1 Select Invoices
- 2 Invoice Details.

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Syncore Knowledge Base

Home > Finance > Accounts Receivable

Receive Payments Consolidated Invoices

Consolidated Invoice **Draft**

1 Select Invoices 2 Invoice Details

5

6

Search Invoice Date Company/Contact Client Group Job Class

Search by invoice number(s), separated by a comma

Clear Search

☐ Show selected invoices only

<input type="checkbox"/>	Invoice # ▲	Invoice Date	Company	Contact	Client Group	Job Class	Terms	Due Date	Total	Payments	Balance Due
Use the search fields to find invoices											
Selected Total(s): 0									\$0.00	\$0.00	\$0.00

No items to display

< > 20 entries per page

Cancel Save and Continue

5. On Step 1, search for invoices by completing one or more of the following fields:
- **Search:** enter the invoice number(s)
 - **Invoice Date:** open the calendar to choose invoice date
 - **Company/Contact:** open the dropdown to choose one or more Company/Contact
 - **Client Group:** open the dropdown to choose a Client group
 - **Job Class:** open the dropdown to choose a Job Class or Program.

NOTES:

- i. Sales Orders/Invoices can be matching or contain same invoice number.
 - You can search with or without the 'dash' in invoice # (i.e., 100 or 100-1.
- ii. Separate multiple invoice numbers by commas.
- iii. Invoices eligible for searching:
 - All SOs (Dropship, Program, and Split Shipments)
 - Invoiced status only
 - SO balance due can be positive, negative or equal to 0.00.

6. Select:
- **Clear** to clear search fields.
 - **Search** for invoices.

The results are displayed under the following columns:

- Invoice #
- Invoice Date
- Company
- Contact
- Client Group
- Job Class
- Terms
- Due Date
- Total
- Payments
- Balance Due.

NOTES:

- i. All columns are sortable.
- ii. Pagination is displayed at the bottom right of the table with options of 10, 20, 50, 100, and All results displayed on one page.

Accounts Receivable

Receive Payments

Consolidated Invoices

Consolidated Invoice Draft

1 Select Invoices

2 Invoice Details

Search

Invoice Date

Company/Contact

Client Group

Job Class

Clear

Search

Search by invoice number(s), separated by a comma

May/08/2024

All

7

8

Show selected invoices only

<input checked="" type="checkbox"/>	Invoice #	Invoice Date	Company	Contact	Client Group	Job Class	Terms	Due Date	Total	Payments	Balance Due
<input checked="" type="checkbox"/>	176543-5	May/08/2024	Harano Test Company	Harshdeep Singh		Dropship	Net 120 days	Sep/05/2024	\$ 113.00	\$ 0.00	\$ 113.00
<input checked="" type="checkbox"/>	179096-1	May/08/2024	Dev TSC Paye	Test on Dev Test on Dev		Dropship	Net 30 Days	Jun/07/2024	\$ 21.90	\$ 1.00	\$ 20.90
<input checked="" type="checkbox"/>	179049-2	May/08/2024	Contact_20240508_228731	Automated_20240508064443 Tester_20240508064443		Dropship	Net 30 Days	Jun/07/2024	\$ 891.44	\$ 0.00	\$ 891.44
<input checked="" type="checkbox"/>	179041-2	May/08/2024	Contact_20240508_378e25	Automated_20240508064443 Tester_20240508064443		Dropship	Net 30 Days	Jun/07/2024	\$ 1,575.44	\$ 0.00	\$ 1,575.44
<input checked="" type="checkbox"/>	179049-1	May/08/2024	Contact_20240508_67a54b	Automated_20240508065032 Tester_20240508065032		Dropship	Net 30 Days	Jun/07/2024	\$ 28.52	\$ 0.00	\$ 28.52
Selected Total(s): 5									\$ 2,630.30	\$ 1.00	\$ 2,629.30

1 of 1 page(s) - 5 item(s)

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1

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20

entries per page

9

Cancel

Save and Continue

7. Select invoices by:
- selecting individual invoices, OR
 - selecting the box at the top beside **Invoice #** to select all on the page.

NOTE: If an invoice has already been added to a Consolidated Invoice, it is displayed as disabled in the search results and cannot be selected.

8. Select the box beside **Show selected invoices only** to remove invoices not selected from the results.
- Totals are displayed for the number of invoices selected, the total amount and payments, and the total balance due.
9. Select:
- **Cancel** to exit.
 - **Save and Continue** to go to the next step.

The Consolidated Invoice (Draft) page opens to Step 2 Invoice Details displaying all of the invoices selected in Step 1, with the following columns:

- Invoice #
- Company
- Contact
- Terms
- Due Date
- Total
- Payments
- Balance Due.

Totals are displayed for the Invoices, Total, Payments, and Balance Due columns.

Receive Payments

Consolidated Invoices

Consolidated Invoice C1164

Draft

Select Invoices

2 Invoice Details

* Billing Address

Select

* Invoice Date

May/10/2024

* Terms

Net 30 Days

Invoice #	Invoice Date	Company	Contact	Terms	Due Date	Total	Payments	Balance Due
179050-2	May/08/2024	Contact_20240508_a1faa6	Automated_20240508065550 Tester_20240508065550	Net 30 Days	Jun/07/2024	(\$ 1,575.44)	\$ 0.00	(\$ 1,575.44)
179049-1	May/08/2024	Contact_20240508_43f403	Automated_20240508065315 Tester_20240508065315	Net 30 Days	Jun/07/2024	\$ 26.00	\$ 0.00	\$ 26.00
179048-1	May/08/2024	Contact_20240508_67a54b	Automated_20240508065032 Tester_20240508065032	Net 30 Days	Jun/07/2024	\$ 28.52	\$ 0.00	\$ 28.52
176543-5	May/08/2024	Harsh's Test Company	Harshdeep Singh	Net 120 days	Sep/05/2024	\$ 113.00	\$ 0.00	\$ 113.00
Selected Total(s): 4						(\$ 1,407.92)	\$ 0.00	(\$ 1,407.92)

1 of 1 page(s) -- 4 item(s)

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entries per page

Cancel

Previous

Save

10. Complete the following fields:



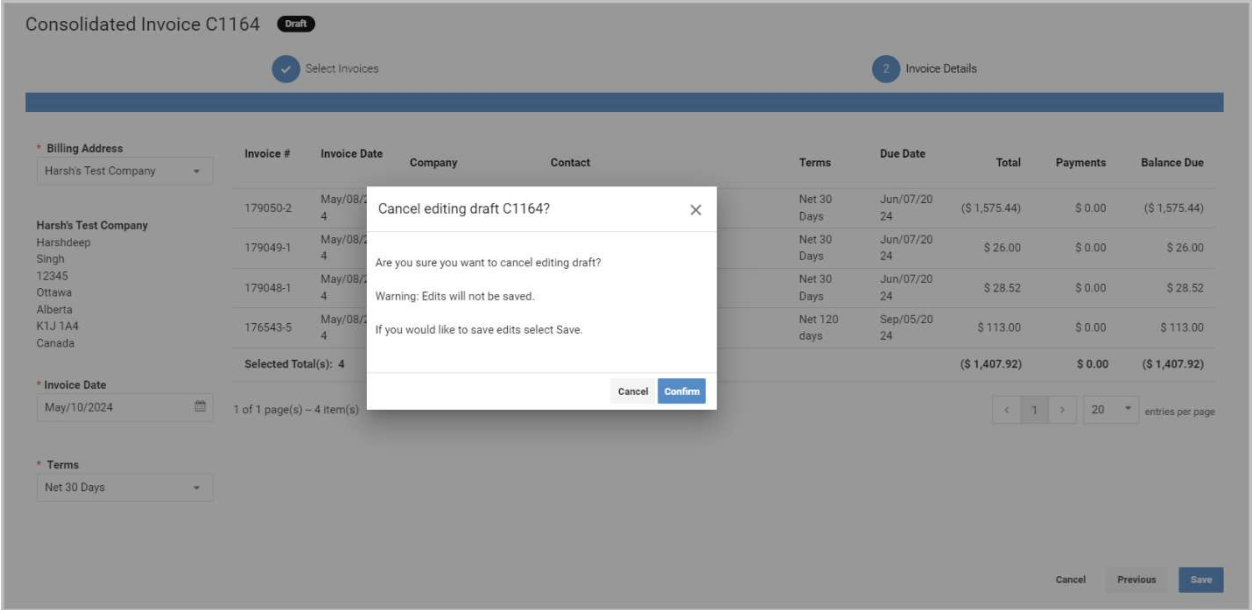
- **Billing Address***: open the dropdown menu and choose the address from the Contacts of the invoices added, or Custom
 - If selecting **Custom**, the following fields open:
 - Business Name
 - First Name
 - Last Name
 - Address Line 1
 - Address Line 2
 - Town
 - Province/City: (dropdown for CA/US); for other countries this is "Region" field
 - Postal/ZIP Code
 - Country: dropdown.
 - Select:
 - **Red x** to close without saving
 - **Green checkmark** to save.
 - **Invoice Date***: select date from calendar [default is today's date]
 - This is the invoice date for the Consolidated Invoice, and it will appear on the Consolidated Invoice PDF.
 - **Terms***: choose terms [default: Terms set in the Partner's profile].
 - These are the terms for the Consolidated Invoice, and they will appear on the Consolidated Invoice PDF.
- * required fields.

11. Select:

- **Cancel** to go back to the Consolidated Invoices page
 A window opens with the message:
 "Are you sure you want to cancel editing draft?
 Warning: This cannot be undone.
 If you would like to save edits select Save".
 - Select:
 - **Cancel** to close the window and stay on Step 2
 - **Confirm** to go to the Consolidated Invoices page without saving changes on Step 2.

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Syncore Knowledge Base



- **Previous** to go back to Step 1
- **Save** to create the Consolidate Invoice.

The Consolidated Invoices page opens.

A green bar above the table is displayed with the message:
“The Consolidated Invoice [Cxxxx] has been saved.

- NOTES:**
- i. The saved Consolidated Invoice is displayed in the list on the Consolidated Invoice page.
 - ii. The status of the saved consolidated invoice is "Draft".
 - iii. A unique number is assigned to the consolidated invoice (i.e., C100, C101, etc.).
 - iv. The column "Creation Date" on the Consolidated Invoices page displays the date when the consolidated invoice is saved; this date does not change if the Consolidated Invoice is saved multiple times.

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Syncore Knowledge Base

The consolidated invoice C1164 has been saved.

Email Consolidated Invoice

Create Consolidated Invoice

Search

Q

Status

Draft, Outstanding

Created Date Range

Clear Filters

Search by consolidated invoice number(s) or total amount.

Start Date

End Date

Consolidated Invoice # *	Status	Created Date	Last Updated	Sent Date	Due Date	Number of Sales Orders	Total Amount	Balance Due	Actions
C1164	● Draft	May/10/2024	May/10/2024		Jun/09/2024	4	(\$ 1,407.92)	(\$ 1,407.92)	...
C1163	● Draft	May/10/2024	May/10/2024		Jun/24/2024	1	\$ 0.00	\$ 0.00	...
C1162	● Draft	May/10/2024	May/10/2024		Jun/09/2024	1	\$ 0.00	\$ 0.00	...
C1161	● Draft	May/10/2024	May/10/2024		Jun/09/2024	1	\$ 0.00	\$ 0.00	...
C1160	● Draft	May/10/2024	May/10/2024		Jun/09/2024	1	\$ 0.00	\$ 0.00	...
C1159	● Draft	May/10/2024	May/10/2024		Jun/09/2024	1	\$ 0.00	\$ 0.00	...
C1158	● Draft	May/10/2024	May/10/2024		Jun/09/2024	1	\$ 0.00	\$ 0.00	...
C1157	● Draft	May/10/2024	May/10/2024		Jun/09/2024	1	\$ 1,700.83	(\$ 1.00)	...