INVOICING ORDERS IN DISPATCH NOTE

CHANGE ROLE TO “INVOICING”

“UNCHECK” WINDOWS PRINTING UNDER SETUP TAB

OPEN DISPATCH NOTE MAINTENANCE

CLICK MAGNIFYING GLASS TO PULL UP ORDERS

Graphical user interface, application, table

Description automatically generated

CLICK “OPTIONS” AND SELECT “SHOW ALL”

RED ORDERS – DON’T INVOICE (WCDC ORDERS). ONCE READY TO INVOICE, THESE WILL NO LONGER BE RED.

WHITE ORDERS – ORDERS THAT DON’T HAVE PAYMENT BUT NEED TO BE INVOICED.

HIGHLIGHT THE DISPACTCH NOTE AND CLICK “SELECT”. (YOU MAY ALSO DOUBLE CLICK TO OPEN THE DISPATCH NOTE).

CLICK “ENTER” TO PULL UP DISPATCH NOTE

CLICK “END DISPATCH”

“DOCUMENT TO PRINT” SELECTION MUST BE “INVOICE” AND “DOCUMENT FORMAT” MUST BE O- OPTIO SYSPRO”

Graphical user interface, application, Word

Description automatically generated

CLICK “PRINT” TO INVOICE

Graphical user interface, application

Description automatically generated

CLICK “OKAY”

Graphical user interface, text, application

Description automatically generated

CLICK “CANCEL”

BLUE ORDERS WITH “Y” & FREIGHT CARRIER - ORDERS WITH DEPOSITS TO INVOICE.

HIGHLIGHT THE DISPACTCH NOTE AND CLICK “SELECT”. (YOU MAY ALSO DOUBLE CLICK TO OPEN THE DISPATCH NOTE).

CLICK “ENTER” TO PULL UP DISPATCH NOTE

CLICK “END DISPATCH”.

CLICK “TAKE PAYMENT”.

“CASH DRAWER” -ENTER – “200” AND CLICK “ACCEPT”

Graphical user interface, application, table

Description automatically generated

POPUP – THIS CASH DRAWER IS IN USE BY ONE OR MORE OPERATIORS. – CLICK “OK”

THERE ARE DEPOSITS ON FILE. ‘DO YOU WISH TO VIEW THE DEPOSITS? CLICK “YES”.

Graphical user interface, application, Excel

Description automatically generated

(UNDISTRIBUTED AMOUNT SHOULD EQUAL DEPOSIT)

Graphical user interface, application

Description automatically generated

LOOK AT THE DEPOSIT ON FILE AMOUNT AND THE INVOICE TOTAL AMOUNT.

* IF THIS AMOUNT MATCHES, THEN HIGHLIGHT THE “UNAPPLIED DEPOSIT” AND CLICK “APPLY”.

BE SURE THE “AMOUNT TO APPLY” MATCHES THE “INVOICE TOTAL”.

IF SO, CLICK “SAVE” ICON. (IF MORE THAN ONE DEPOSIT, APPLY EACH ONE AND SAVE TO REACH INVOICE TOTAL).

PAYMENT COMPLETE? – CLICK “OK”

PRINTER = COMBOINVOICE – CLICK “OK”

REPRINT THIS DOCUMENT? – CLICK “NO”

* \*IF THE “DEPOSIT ON FILE” AMOUNT AND THE “INVOICE TOTAL” AMOUNT ARE DIFFERENT-

DEPOSIT TOTAL IS MORE THAN THE INVOICE TOTAL-

HIGHLIGHT THE DEPOSIT AND CLICK “APPLY”.

CHANGE THE “AMOUNT TO APPLY” TO EQUAL THE “INVOICE TOTAL” AND CLICK “SAVE”.

PAYMENT COMPLETE? CLICK “OK” AND CLICK “OK” TO PRINT.

REPRINT DOCUMENT? CLICK “NO”

* IF THE “DEPOSIT ON FILE” AMOUNT IS LESS THAN THE “INVOICE TOTAL” AMOUNT-

HIGHLIGHT DEPOSIT AND CLICK SAVE.

THIS LEAVES AN UNDISTRIBUTED AMOUNT THAT IS DUE.

CLICK “END/CLOSE”

PUT UNDISTRIBUTED AMOUNT ON ACCOUNT.

CLICK SAVE & PRINT.

**INVOICING SCT’S (100 ORDERS/TRANSFERS)**

OPEN DOCUMENT PRINT

DOCUMENT TYPE SHOULD BE “DISPATCH NOTE & SCT TRANSFER

FORMAT = OPTIO SYSPRO

HIT “PRINT” AND THEN “OK”

# I

PRINT BOLS FROM ELLEN’S EMAIL

GO TO SALES ORDER ENTRY- ENTERY ORDER NUMBER

ADD CARRIER

ADD PRO NUMBER (BOL)

CHECK TO SEE IF A BALANCE IS DUE- IF NOT, END ORDER & PRINT. IF SO, TAKE PAYMENT & PRINT.