Super Invoice

With the *Super Invoice* screen you can create a single invoice for multiple sales orders or shipments for a single customer. A number of entries on an invoice are editable, such as freight, tax, price, and order discount information. The only limitation is that the orders should be against a particular Ship To key and/or a particular currency.

The Super Invoice screen has four tabs:

• The *Invoice Entry* tab includes details like the customer key, Ship To key, salesperson key, commission override, buyer, customer purchase order number, invoice date, tax, discount, and freight information.

When you select the *Required Freight* checkbox, the system will remind you to enter freight on a sales order when the order is saved with zero freight.

To automatically populate the *Line Item* grid with the sales orders, select the *Invoice for all Sales Order* checkbox.

Select the *Include Freight Amount for Rebate* checkbox to attach a rebate key for the respective customer while generating an invoice.

- The Line Item tab displays existing orders for the customer. In the Line Item grid you can view details like the order number, item key, description, location, sales order unit, ordered quantity, dispatched quantity, unit, base price, price, extension amount, tax, promotional pricing details, etc. You can also obtain various totals and sub-totals of all the line items, the total amount of the sales order, tax, discount, nontaxable freight amount, etc.
- The *Miscellaneous* tab determines the customer class, FOB, comment, Ship Via key, territory key, terms key, customer address, destination site for shipped goods etc. In the *Comment* field you can enter any note or free form comment. It also includes the customer address and the address of the destination site for shipped goods.

Go To: Sales → Sales Order → Super Invoice.

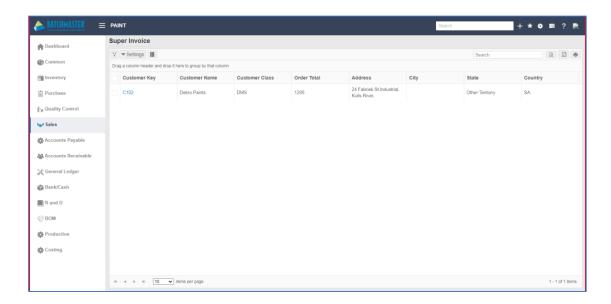
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Prerequisite:

- On the Sales Setup screen, set the value of the Print Invoice Number From BME or FIN or Both field.
- Before using this screen a sales shipment should be processed. Only sales orders that have
 Closed or Open status with processed lines may be included to generate an invoice.

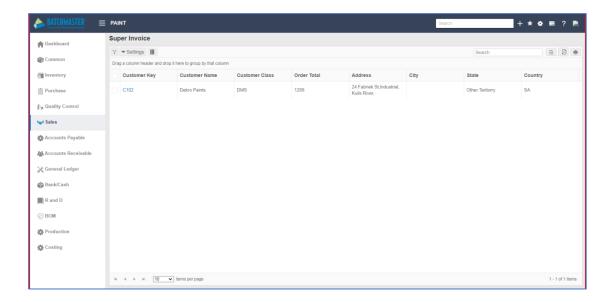
Super Invoice - Dashboard

You can manage super invoice from this dashboard. By default, the system displays all the existing customer records as maintained for your business / company. You can click on any of the Customer record to create super invoice.



The *Super Invoice* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

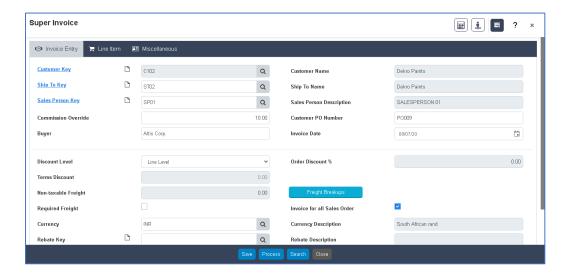
After you select all the columns of the *Super Invoice* dashboard, the middle grid displays the selected columns.



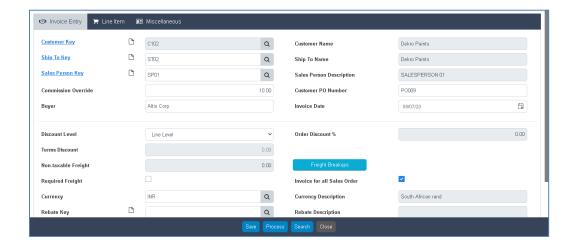
The *Super Invoice* dashboard provides a clear vision of the customer records in a read-only mode. You can view the Customer records as per the number of pages provided per page.

Super Invoice Screen - Add Mode

On the *Super Invoice* dashboard, click on the relevant customer record for whom the Super Invoice will be generated. The system displays the *Super Invoice* screen from where you can create a single invoice for multiple sales orders or shipments for a single customer.



Invoice Entry Tab



Customer Key: This is the Customer for whom the invoice may be generated. This field is not editable.

Customer Name: This field displays the description associated with the customer key. This is a read-only field.

Ship To Key: This is the Ship To location to which the goods may be shipped for the selected customer and may be changed. This field is part of the Selection Criteria. If a Ship To key is entered here, the sales orders to be invoiced for this customer will be limited to those orders that were issued for this Ship To key. Upon changing a Ship To key on Tab-1, the corresponding Ship To address is updated on Tab-3.

Ship To Name: This field displays the description associated with the customer key. This is a read-only field.

Sales Person Key: This field is defaulted to the Salesperson Key of the selected Customer and may be changed. If this key is changed, the sales commissions will be generated as per the salesperson key entered here. If the key is not changed, then the commissions for the affected sales orders are generated as per the salespersons mentioned on the sales orders.

Sales Person Description: This field displays the description associated with the Salesperson Key. This is a read-only field.

Commission Override: This field is for reference or reporting purposes only.

Customer PO Number: This field is for reference purpose only.

Buyer: This field stores the information relating the buyer. This field is for reference purpose only.

Invoice Date: This field displays the system date by default. The invoice date can be modified using the calendar date picker next to the field.

Discount Level: Discounts may be defined and applied at 'Line Level' or 'Line and Order Level'. This is an editable field.

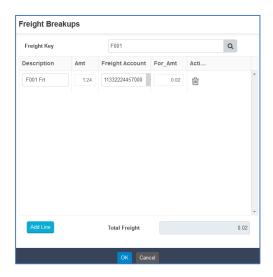
- Even if this field is set to 'Line Level', any order level discounts that were defined on the sales orders will continue to be applicable to the invoice.
- If this field is set to 'Line and Order Level', then the Order Discount value specified on this screen will apply to all the shipments being invoiced on this screen; any prior values of order level discounts, as defined on the respective sales orders, are superseded by the order discount mentioned on the Super Invoice screen.

Order Discount %: If the discount level is 'Line and Order', a discount percentage may be entered here which is applicable to all the selected sales orders.

Terms Discount: This is the discount percentage as specified for the terms key attached with the selected customer. This field is not editable.

Non-taxable Freight: This field displays the total of non-taxable freight amount defined on all those selected orders against which an invoice may be generated. This amount is added to the Order Total.

Freight Breakups Button: Click this button to view the Freight Breakup related to the Sales Order.



Required Freight Checkbox: If this box is checked, the system reminds the user to enter freight on a sales order when the order is saved with zero freight.

Invoice for all Sales Order: Checking the box populates line item grid with the sales orders automatically.

Currency: The currency for the selected customer is defaulted to this field from the Customer Class master and may be changed. This field is a part of the Selection Criteria. For the purpose of the super invoice, the sales orders will be limited to those that were made using this currency.

Currency Description: This field displays the description of the currency key. This is a read-only field.

Rebate Key: This field allows the user to attach rebate key for this customer while generating invoice.

Rebate Description: This field displays the description of the rebate key. This is a read-only field.

Include Freight for Rebate Checkbox: Checking this box includes the freight amount for rebate while generating invoice for this customer.

Line Item Tab



Select All: Click on this button to select all the displayed shipment lines to generate an Invoice.

Unselect All: Click on this button to unselect all shipment lines to prevent the Invoice from being generated.

Totals: This section displays various totals and sub-totals for all the line item(s) associated with this Sales Order.

Discount Total: This field displays the sum of all the discounts for all the lines in the sales order.

Tax Total: This field displays the sum of the tax amounts for all the lines in the sales order.

Order Total: This field displays the order total and the currency used for this order. Calculations for Inventory/Non-Inventory/Kit Shipment Lines:

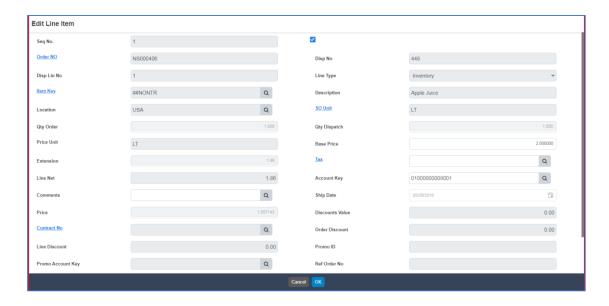
Purchase Order Line	Calculation Logic
Extension	Base Price * Quantity Dispatch @
Line Discount	(Extension * Line Discount in % / 100)
Extra Discount	(Extension–Line Discount) * Extra Discount in % / 100
Order Discount	(Extension – Line Discount - Extra Discount) * Order Discount in %
Total Discount	Line Discount +Extra Discount + Order Discount
Price	[(Extension – Total Discount) / Quantity Order] / Factor @@
Tax Amount	Price * Tax in % / 100
Line Net	Price * Order Quantity + Tax Amount

[@] For an item maintained in inventory, the Units for Base Price and Quantity Dispatch are taken as Sales UOM of the Item.

@@ Factor = (100 + Tax Percentage) / 100 if Tax is included in price; else Factor = 1.

Action: Click this button to open the *Edit Line Item* screen.

Edit Line Item Screen:



Seq No.: This key is used for re-sequencing the Line items. This field is useful in order to change the sequence of line items at a later stage. Once user click the add line button the sequence number gets initiated with 1. Each time when a line is inserted in the grid the sequence number gets incremented by 1. This is a read-only field.

OrderNo: This field displays all the sales order numbers that match the Customer, Ship TO Key and Currency combination (as specified on Tab-1) for which an invoice may be generated.

Disp Lin No: The value of this field is defaulted to the Disp Lin No associated with this line.

Line Type: The options available are Inventory, Non-Inventory or KIT. Kit Child item is not available as an option; however, Kit Child lines are automatically inserted for those items that are child items of a Kit inserted as a line item.

Item Key: This field displays the unique identification code for the Inventory, KIT and Kit Child type items. User can select the item key from the lookup available next to the field. The lookup fetches all the inventory items created via the *Item Master* screen. Additionally user can fetch the sales order line Items by UPC codes as maintained on the *Item Master* screen. As soon as user enter the UPC code of the item at the *Item Key* field and tabs out from the column the Item Key and its associated description gets defaulted automatically.

Description: This is the description associated with the item key and is editable. For non-inventory items, the user may enter a description here. For printing on this sales order and any related invoices, the Description entered here will supersede the item description mentioned on the item master screen.

Location: This is the location for the selected item.

SO Unit: This is the unit in which the QtyOrder is expressed. For Inventory, Kit and Kit Child items, this field is defaulted to the sales unit defined at the item master. The SO Unit may be toggled using the dropdown next to the field.

Qty Order: This is the ordered quantity of the line item. This quantity is expressed in the SO Unit.

Qty Dispatch: The value of this field is defaulted to the QtyDispatch of a shipment line corresponding to an order.

Price Unit: Field displays the Unit of Measurement for the Base Price. For example, if an item's SO Unit is Each and the Unit is dozen, then a Base price of 20 means that the price is 20 for one dozen of that item.

Base Price: This is the price that is fetched in accordance with the Pricing Methodology. This price is expressed in the currency shown on tab-1 of the Sales order. The user can change the Base Price. The price source for the base price is displayed on the lower left corner of this tab.

Extension: This is a calculated field that shows the line amount, which has been arrived at by multiplying the QtyOrder with the specified base price. See *Calculations* for details on how this field is calculated.

Tax: Field displays the tax rate key applicable to this line item. Each line item may have a different tax rate key if the tax level is set to Line Level on tab-1 of this screen.

If the tax level is defined as 'Line Level', then the tax key is defaulted here from Item Location,

Customer or Ship To master depending upon the value of the 'Default tax rate' parameter in Sales

Setup. The displayed value can however be changed.

If the tax level is defined as 'Order level', then tax key is defaulted to the tax key selected for the Order Level Tax on the tab-1. The same key is defaulted to all the lines and cannot be modified at line level.

Line Net: See Calculations for details on how this field is calculated.

Account Key: For Inventory, Kit, and Kit child lines, this field is defaulted with the account number as per the Revenue Account Source specified on *Inventory Setup* screen. For Non-Inventory lines, this field is defaulted with the Revenue Account number of the customer class of the selected customer. When this Non-Inventory Item is not fetched via lookup, this field is defaulted to the Revenue Account number of the customer class of the selected Customer. However, when this Non-Inventory Item is fetched via lookup, this field is defaulted to the Revenue Account number of the Non-Inventory Item screen. The user may change the account number at this field. This is a mandatory field.

Comments: These line level comments are printed on the SO. The comments may be typed or selected from the lookup. The lookup here displays the predefined Boilerplates from the Boilerplate for PO /SO Master.

Ship Date: This field initially remains empty. It is updated with the ship date when a shipment for the line item takes place.

Price: This is the pre-tax price of the item after deducting the various discounts. See Calculations for details on how this field is calculated.

Discounts Value: This field displays the total discount amount for the line. See Calculations for details on how this field is calculated.

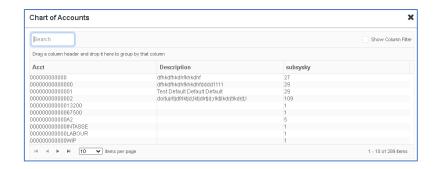
Contract No: If the price source is Contract, this field displays the Contract Number from which the base price has been fetched.

Order Discount: This is the order discount amount for a line item. See Calculations for details on how this field is calculated.

Line Discount: Field displays the line discount amount for a line item. This discount is fetched as per the Discounting Methodology. See Calculations for details on how this field is calculated.

Promo ID: This field gets defaulted from the Promotional Pricing Key defined on the *Promotional Pricing* screen for this customer on this item.

Promo Account Key: This field gets defaulted from the Promotional Account as set in the Promotional Pricing screen. This field is however editable. User can choose the required account from the available accounts from where such transaction will be affected.

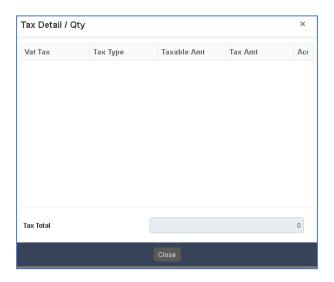


Ref Order No: Field displays the reference order number in case of a return type Sales Order. Selecting a Sales Order Number is optional for creating a Return Sales Order.

Disc %: This field shows the discount percentage value of a line.

Discount Source: This field displays the discount source for the base amount in accordance to the line item.

Tax Detail/Qty: Clicking on this button opens a new pop-up window wherein the distribution of tax for the selected line item is displayed.



Grid Fields

Seq No.: This key is unique identifier for each line.

Select: Click on this field to select or unselect a shipment line.

Order No: This field displays all the sales order numbers that match the Customer, Ship TO Key and Currency combination (as specified on Tab-1) for which an invoice may be generated.

Disp No: The value of this field is defaulted to the DispatchNo associated with this line.

Disp Lin No: The value of this field is defaulted to the DispLinNo associated with this line.

Line Type: This field displays the line type.

Item Key: The value of this field is defaulted to the Item Key of a shipment line corresponding to an order.

Description: The value of this field is defaulted to the Description of a shipment line corresponding to an order.

Location: The value of this field is defaulted to the Location of the line item.

SO Unit: The value of this field is defaulted to the Unit of a shipment line.

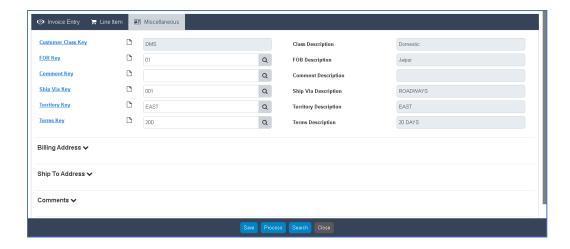
Qty Order: This field is defaulted to the QtyOrder of a shipment line corresponding to an order.

Price Unit: Field displays the Unit of Measurement for the Base Price. For example, if an item's SO Unit is Each and the Unit is dozen, then a Base price of 20 means that the price is 20 for one dozen of that item.

Base Price: This is the price that is fetched in accordance with the Pricing Methodology. This price is expressed in the currency shown on *Invoice Entry* tab of the Sales order. The user can change the Base Price. The price source for the base price is displayed on the lower left corner of this tab.

Extension: This is a calculated field that shows the line amount, which has been arrived at by multiplying the QtyOrder with the specified base price. See Calculations for details on how this field is calculated.

Miscellaneous Tab



Customer Class Key: The Customer Class key associated with the selected Customer is defaulted to this field.

Class Description: This field displays the description associated with the Customer Class Key. This is a read-only field.

FOB Key: This value of this field is defaulted to the FOB key of the selected Customer or the Ship To key. This field may be modified. This value is shown on the invoice.

FOB Description: This field displays the description associated with the FOB Key. This is a read-only field.

Comment Key: The Comment key associated with the selected Customer or the Ship To Key is defaulted to this field. This field may be modified. This value is shown on the invoice.

Comment Description: This field displays the description associated with the Comment Key. This is a read-only field.

Ship Via Key: The value of this field is defaulted to the Ship Via key of the selected Customer or the Ship To key. This field may be modified. This value is shown on the invoice.

Ship Via Description: This field displays the description associated with the Ship Via Key. This is a read-only field.

Territory Key: The value of this field is defaulted to the Territory key of the selected Customer or the Ship To key. This field may be modified. This value is shown on the invoice.

Territory Description: This field displays the description associated with the Territory Key. This is a readonly field.

Terms Key: The value of this field is defaulted to the Terms key of the selected Customer or the Ship To key. This field may be modified. This value is shown on the invoice.

Terms Description: This field displays the description associated with the Terms Key. This is a read-only field.

Billing Address Section:

Billing Address ^					
Bill To Customer Name	Dekro Paints	Q			
Address Line 1	24 Fabriek St,		City	Cairo	
Address Line 2	Industrial, Kuils River,		State	Other Teritorry	
Address Line 3			Zip Code	7580	
Bill To Country	SA	Q	Description	South Africa	
Attention	Mr Kin				

Bill To Customer Name: Use this field to specify the customer key.

Address Line 1: The street address of the selected customer is entered here.

Address Line 2: The street address of the selected customer is entered here.

Address Line 3: The street address of the selected customer is entered here.

City: The City of the selected Customer is entered here.

State: The State of selected Customer is shown here.

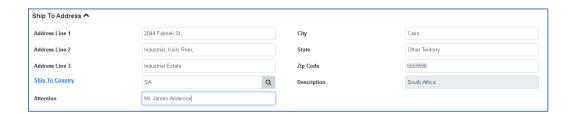
Zip Code: The Zip code of selected Customer is entered here.

Bill To Country: The Country Code of selected Customer is specified here.

Description: This field displays the description of the country code. This is a read-only field.

Attention: This is the name of the contact person with the Customer.

Ship To Address Section:



Address Line 1: The street address of the destination site is entered here.

Address Line 2: The street address of the destination site is entered here.

Address Line 3: The street address of the destination site is entered here.

City: This specifies the city where the destination site is located.

State: This specifies the State where the destination site is located.

Zip Code: This specifies the Zip code of the destination site.

Ship To Key: This field specifies country code of the destination site.

Description: This field displays the description of the country code.

Attention: This is the name of the Customer's representative at the destination site who may be informed of the details regarding this order.

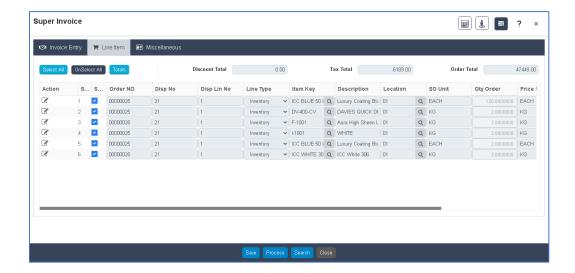
Comments Section:



Free Form Comment: These comments are printed on the SO. The comments may be typed or selected from the lookup. The lookup here displays the predefined Boilerplates from the Boilerplate for PO /SO Master.

Creating a Super Invoice

- 1. Open the Super Invoice Dashboard.
- 2. On the dashboard select a customer for whom the Super Invoice will be generated. Selecting the customer defaults various details to different fields and tabs of the Super Invoice.
- 3. Enter a value in the *Ship To Key* field. Select the checkbox for the *Invoice for all Sales Orders* field if you wish to populate the line items automatically.
- 4. Change the value in the Discount Level field, if desired.
- 5. Update any other editable fields such as *Commission Override, Invoice Date, Currency, FOB Key, Comment Key, Address Line,* etc., on the *Invoice Entry, Miscellaneous*, and *Address* tabs.
- 6. On the *Line Items* tab, select the lines that need to be processed. Click the *Save* button. Any changes in the *Base Price* or the *Account Key* (on the *Line Items tab*) are updated to the corresponding shipment lines.



7. Finally, click the *Process* button to generate the Super Invoice.

When a Super Invoice is generated:

- If no lines of a sales order remain to be invoiced, the status of that order would be set to Processed.
- The pending invoice amount of the customer will be decreased by the invoice amount.
- The invoice and the associated GLs would be uploaded to finance if the AR Online Update and GL Online Update fields are set to Yes on the Finance Setup screen.

Special Functions

Calculate Tax and Discount: Click this button, if enabled, to refresh the calculations on the Line Items tab.

View Age Brackets: Clicking on this button opens the 'Customer Age Bracket' window that displays various age brackets for the selected customer. These age brackets are fetched from the finance package and provide the information regarding pending payments from the customer.

Super Invoice Calculations

Calculations for Inventory/Non-Inventory/Kit Shipment Lines.

Purchase Order Line Field	Calculation Logic
Extension	Base Price * Quantity Dispatch @

Line Discount	(Extension * Line Discount in % / 100)
Extra Discount	(Extension–Line Discount) * Extra Discount in % / 100
Order Discount	(Extension — Line Discount - Extra Discount) * Order Discount in % / 100
Total Discount	Line Discount +Extra Discount + Order Discount
Price	[(Extension – Total Discount) / Quantity Order] / Factor @@
Tax Amount	Price * Tax in % / 100
Line Net	Price * Order Quantity + Tax Amount

- @ For an item maintained in inventory, the Units for Base Price and Quantity Dispatch are taken as Sales UOM of the Item.
- @@ Factor = (100 + Tax Percentage) / 100 if Tax is included in price; else Factor = 1.