NETSUITE

Solution Guide

SuiteSolutions - Consolidated Invoicing

Solution Version: 2.5.0

Document Version: **1.1**, March, 17, 2017

NetSuite Inc.
2955 Campus Drive, Suite 100
San Mateo, CA. 99403-2511

Table of Contents

1 Document Overview

SuiteSolutions are pre-built offerings used to accelerate the delivery of custom functionality into Customer's account. These solutions were designed and developed by NetSuite Professional Services. SuiteSolutions are delivered as Non-Managed bundles i.e. the custom code/configurations delivered with the bundle is not locked and can be further customized on a customer account to meet unique business requirements. For the Terms of Service for SuiteSolutions, refer to http://www.netsuite.com/tos. Notwithstanding anything to the contrary in this Solutions Guide or on SuiteAnswers, in the event of any conflict between this Solution Guide and the Terms of Service for SuiteSolutions, the Terms of Service for SuiteSolutions shall supersede and control.

This is the Solution Guide for SuiteSolutions – Consolidated Invoicing. This documentation will guide the user how to setup, configure and work with the solution with the given use cases/scenarios as examples.

1.1 Symbols and Conventions

Symbol	Description
	Indicates situation the user should be specifically aware of when completing a task.
	Indicates helpful tips, shortcuts and suggestions. The 'bulb' icon explains general information around NetSuite while the 'record' icon gives important details related to records, fields, forms and validations.

Convention	Description
List > Custom > Consolidate Customer Invoices	The (**>**) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to **List** tab and hover to **Custom** and select **Consolidate Customer Invoices**

1.2 Terms and Definitions

Term	Definition
CI	Consolidated Invoice
Sub-customer	A sub customer record allows you to create a hierarchy of customers. Sub customer records have the same fields and functionality as parent customer records except the child of field lists the parent customer. A sub-customer can be both a child of and a parent of other customers.

Term	Definition
Parent Customer	The customer specified in the 'Parent Company' field on the sub customer record.
Top Level Customer	The top most customer in a hierarchy that does not have a parent customer or another customer at the same level in the hierarchy.
CI Number	Pertains to the identifier of the created CI record.

2 Solution Overview

Process Flow
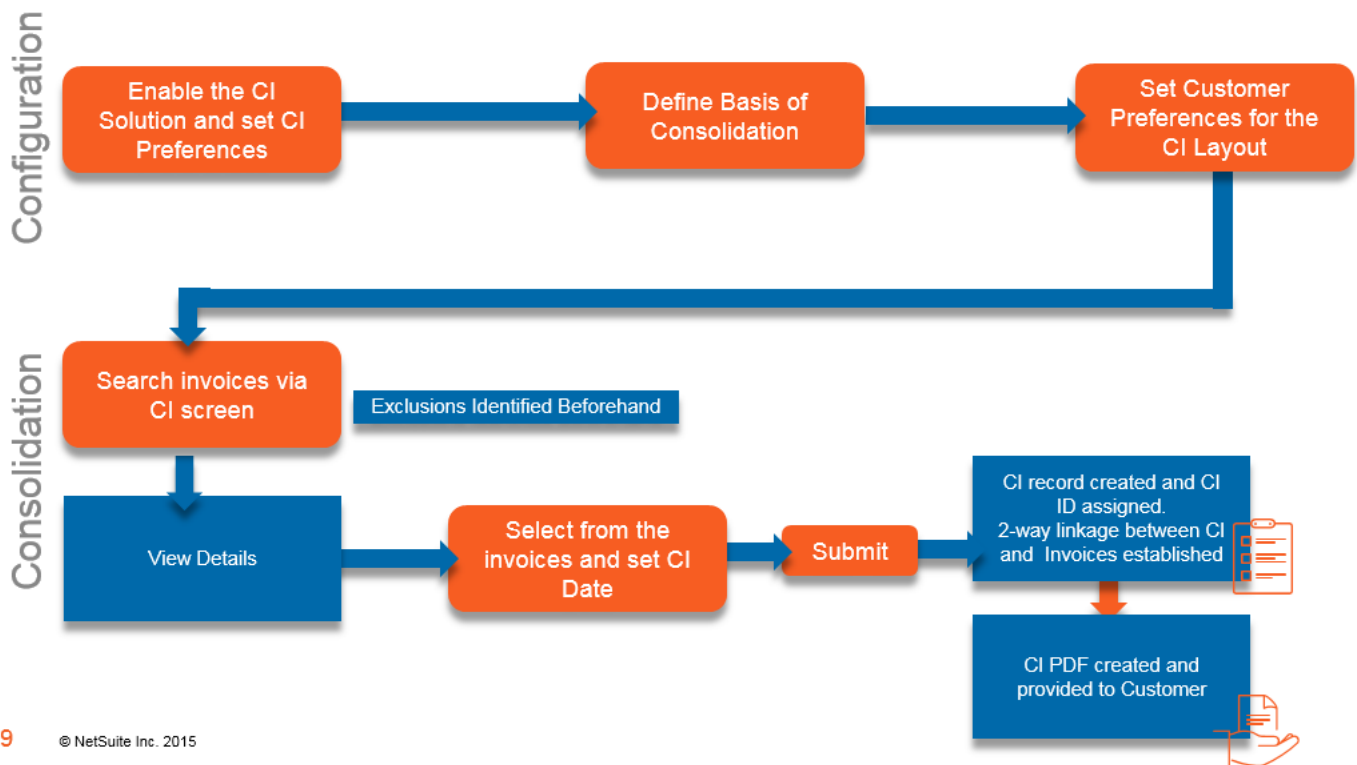
Figure 1 – Consolidated Invoicing Process Flow

2.1 Supported Features

Listed below are all the supported features of SuiteSolutions – Consolidated Invoicing.

Configuration

1. A UI to define the business rules and preferences that will be subsequently used in generating CI. For example, generate a CI for every unique combination of Subsidiary, Currency, Customer and Contract, setting up the definition involves selecting the fields on the UI. Three additional fields on the invoice header can also be considered for consolidation.
2. Ability to indicate that consolidation would apply to all or a sub set of customers. Customers can be excluded from consolidation by using the 'exclude from consolidation' flag on the customer record.
3. Inclusion of child invoices from sub-customers in the parent customer's consolidated invoice.

Consolidation Request

4. Ability to submit a consolidation requests in one or more of the following options.
   a. Using an interactive UI (Online Consolidation) to search and select customers. The UI is very interactive as it allows you to search based on several parameters, it also provides the ability to drill to the individual invoices.
   b. Submit CI request from customer record.
   c. Submit CI request on a predefined schedule using a scheduled script, the script allows to specify the parameters for consolidation along with timing and recurrence frequency.
5. Ability to exclude invoices from consolidation. By default, all the invoices are considered for consolidation. If there is a business reason to exclude certain invoices from consolidation the individual invoices can be excluded by flagging the specific invoices.
6. Ability to specify a date (Cut-off Date) until which the invoices should be considered for consolidation. For example, generate a CI for the transactions up to the 7th of the current month.
7. A task and log table to capture the request status and progress. A link is established between the CI and the individual invoices.
8. Flexibility in defining the date that is printed on the CI (CI Date). When a CI is created the users have the ability to specify the option that they want to use for the CI date (Options are: Specific Date, Date of the Last Invoice, Invoice Cut-off Date).
9. Ability to calculate and display the CI Due Date to the Consolidated Invoice record and its PDF. This also optionally updates the Due Date on its individual invoices, depending on the Update Due Date value on CI Setup. The due date is calculated using the default Term of the Customer, or if not entered, the Term marked preferred from the Accounting Lists. The due date is calculated by adding the days on the term to the date selected for the consolidated invoice.

   The CI PDF displays the CI Due Date if this option is selected. When initiating the CI process via online consolidation, the Update Due Date preference is defaulted from the setup record and can be changed by the user.

   For consolidating invoices via Scheduled Script, the Update Due Date preference from the CI Setup is used.

CI Layout

10. Four sample CI layouts (HTML templates) are delivered out of the box.
    a. Summarized by Item
    b. Summarized by Invoice Due Date
    c. Detailed Invoice with all Invoice Line items
    d. Sub customer detailed layout.

11. Display of total amount of credit memos and payments applied to the child invoices, taxes, discounts and amount due on the CI Layouts.
12. A Default CI Layout can be specified; a customer specific layout can be specified on the customer record by using the custom CI fields on the customer record. The layout specified at the customer level will be used if specified for generating the CI.

Consolidated Invoice

13. A CI Link record will be attached to invoices which will serve as link to the invoices and the CI Record. A script should be executed to create CI Link records for historical data or invoices created before the bundle is installed.
14. A custom CI Record is available to identify the original invoices that were included in the consolidation and the CI number assigned. The original invoice will be updated with the CI number after consolidation.
15. Send notifications after the completion of Online Consolidation, if Send CI via Email or Fax feature is enabled.
16. Send the CI PDF to the primary email address of the customer as well as to any customer contacts with the role indicated in the CI Setup record field '**Send Email to Contact Role'**.

Payments

17. Ability to filter outstanding Invoices on the NetSuite "make payments" screen by using the CI number on the UI. Selecting the CI number displays all the invoices linked to the CI Invoices for marking as one payment transaction.

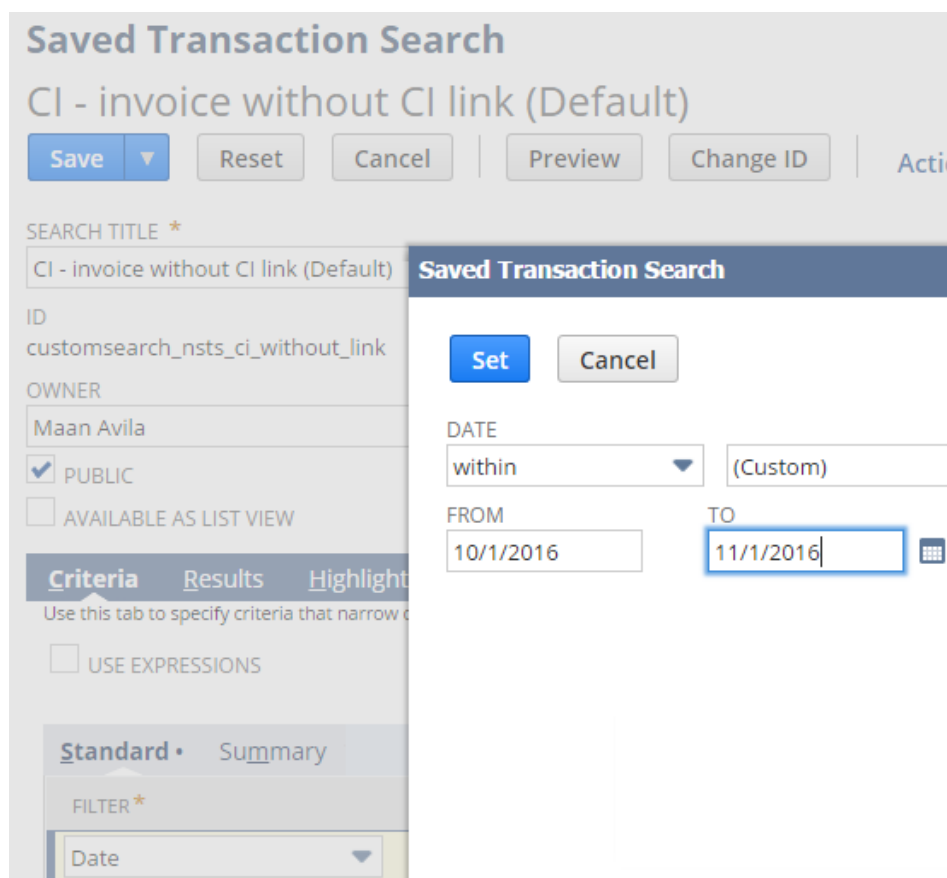### Email Reminder for Past Due Consolidated Invoices

18. Ability to send an email notification to the Customer and AR Contacts once before the due date and three times after the due date where the number of days and email template is set in a Workflow.

3 Setup and Configuration

3.1 Generate CI Link for Historical Data

If there are already invoices created before the implementation of SuiteSolutions – Consolidated Invoicing, and these invoices are needed to be part of the consolidation, run the script deployment for **NSTS | CI Generate CI Link** to generate CI Link records to historical data or previously created invoices. The CI Link record will be the link to the invoice and the CI record.

To generate CI Link for historical data, modify first the saved search **CI - invoice without CI link (Default)** to specify the date range. This is will retrieve the invoices without CI Link based on the transaction date or the date range specified on the search.

The **CI - invoice without CI link (Default)** saved search is used by **NSTS | CI Generate CI Link** to retrieve invoices without CI Link.

3.2 Bundle Installation

To install the SuiteSolutions – Consolidated Invoicing bundle, a user has to have an Administrator or SuiteBundler permission in an account.

1. Go to *Customization> SuiteBundler> Search & Install Bundles*.
2. Search for the **SuiteSolutions – Consolidated Invoicing 2.5.0** bundle and click the name.
3. Click the **Install** button to begin the installation process.

Please refer to these NetSuite Help links for more information about bundle installation: Installing a Bundle, Choosing a Bundle to Install, Understanding Bundle Searches.

> It is recommended that process is validated in a sandbox prior to installation in a production account.

3.3 Feature Dependencies

The following features needs to be enabled in the account:

3.3.1 SuiteCloud Features

- Client SuiteScript
- Server SuiteScript
- SuiteFlow
- Custom Records

- Advanced PDF/HTML Templates
- Custom Segments

3.3.2 Consolidated Payment Feature

This feature must be enabled if the 'Include sub customers' preference is to be used. The Consolidated Payment Feature gives you the flexibility to accept payment for sub-customer invoices from either the top-level customer or from the individual sub-customer. When this feature is enabled, you cannot create child customers in different subsidiaries or with different currencies than their parent.

Enable the feature on the **Accounting subtab**, go to the **Advanced Features** section and mark the **Consolidated Payments** checkbox.

This option will also enable the **Include Sub Customers** checkbox on the **CI Setup** screen.

3.4 Configuration

3.4.1 Consolidated Invoicing Setup

This record contains the definition of how the invoices will be consolidated. The user needs to enable the CI solution in this form and set the consolidation preferences and saved searches.

The screen can be accessed via *Lists> Custom> Consolidated Invoicing Setup*

Field Name	Type	Description
Configuration		
Enable Consolidated Invoicing	Checkbox	Check this option to enable the CI solution.
Enable For	List/Record	Option to enable CI to 'All Customers' or 'Selected Customers'. If 'Selected Customers' is selected, use the Exclude from Consolidated Invoicing checkbox on the customer record to exclude a customer.
Enable Online Consolidation	Checkbox	Checking this will allow the users to have access to CI screen that will allow them to search and submit invoices for consolidation.
Enable Scheduled Consolidation	Checkbox	Checking this will allow the users to have access to specify the parameters to schedule and set the recurrence options for consolidation
Enable Consolidation on Customer Record	Checkbox	Checking this will allow the users to navigate to the online consolidation screen from the customer record
Inactive	Checkbox	Inactivates the record if checked or marked.
Include Sub Customers	Checkbox	Selecting the check box would consolidate the invoices at the top level customer
Preferences		
Billing Address	Checkbox	Mark this filter to include Billing Address as basis for consolidation
Location	Checkbox	Mark this check box to include Location as basis for consolidation
Due Date	Checkbox	Mark this filter to include Due Date as basis for consolidation
Contract	Checkbox	Mark this filter to include Contract as basis for consolidation
Project	Checkbox	Mark this filter to include Project as basis for consolidation
Source	Checkbox	Mark this filter to include Source as basis for consolidation
Additional Field 1	List/Record	Invoice Header fields that can be used as additional filter or basis for consolidation
Additional Field 2	List/Record	List of other fields that can be used as additional filter or basis for consolidation same as above
Additional Field 3	List/Record	List of other fields that can be used as additional filter or basis for consolidation same as above
Update Due Date	Checkbox	If checked, the due date on the original invoices is updated, using the term entered on the customer record or the preferred term entered in the accounting list for terms.

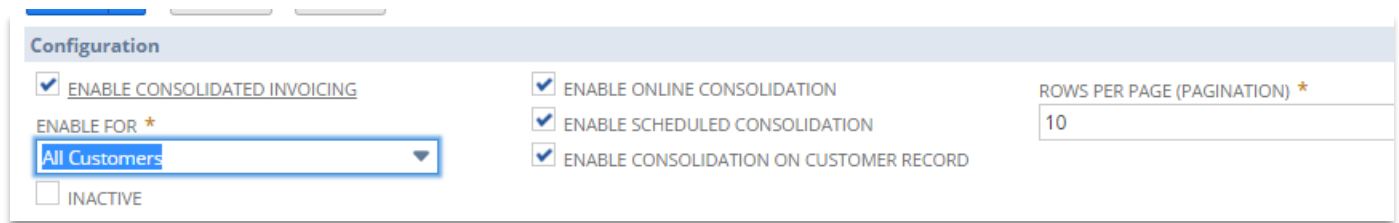| Field Name	Type	Description
		If selected, Due Date is available on the CI record and printed on the CI PDF.
CI Creation		
Invoice Summary Saved Search	List/Record	Select the saved search that identifies open invoices available for consolidation and not excluded from consolidation. The saved search is based on the CI Preferences set. There is 1 aggregated row per basis of consolidation.
Invoice Details Saved Search	List/Record	Select the saved search that includes the details of the individual invoices like Invoice #, Invoice date and amount.
Minimum Number of Child Invoices	Integer Number	The minimum number of invoices that need to be considered for consolidation
Maximum Number of Child Invoices	Integer Number	The maximum number of child invoices that can be consolidated in a single CI. The accepted value here is from 5, 000.
CI Printing Preferences		
Default CI Layout	List/Record	Field to select the default CI Layout.
Folder in File Cabinet (Internal ID)	Integer Number	File Cabinet Folder ID where the generated PDFs will be stored.
Email	Checkbox	Check this field if the preferred option is to send the CI via Email
Email Sender	List/Record	Set name of sender on the email when sending the CI
Email Template	List/Record	Set the template to be used when sending the CI via email
Fax	Checkbox	Check this field if preferred option is to send the CI via Fax
Fax Sender	List/Record	Set name of sender on the fax when sending the CI
Fax Template	List/Record	Set the template to be used when sending the CI via fax
Send Email to Contact Role	List/Record	Customer's contacts whose role is indicated here will receive the CI PDF. Roles can be defined at *Setup> Sales> CRM Lists> New> Contact Role*. You might need to clear the cache and "sign-out-sign in again" before the value created is available to assign to contacts. Enabling and Disabling of this field is dependent on the "Email" checkbox.
Administrator Emails	Text Field	Comma-delimited email addresses to whom the email notifications will be sent to **when an error is encountered during consolidation process**. Preferably the emails that will be indicated here

Field Name	Type	Description
		are email addresses of the administrators of the account.

> 📢 **Customer Email Address:** The email address of the customer must be set on its Customer record. Otherwise, no CI PDF via email will be sent to the customer if this is empty.

3.5   CI Setup

In order to utilize the Consolidated Invoicing solution, the configuration viewed below must be completed. Once this configuration is set, it will be applicable for all subsidiaries.

Consolidated Invoice Setup: Configuration Section

1. On *List> Custom> Consolidated Invoicing Setup* click **New NSTS | CI Setup** on the **CI – Setup List page**.
2. On the **Configuration** section, mark the **Enable Consolidated Invoicing** checkbox
3. On the **Enable For** list field, select if the solution will be enabled for **All Customers** or **Selected Customers**

   Selecting **All Customers** will set the solution to consolidate invoices for all customers and it will ignore the preference on the Customer record. If selected customers option is selected, the customers that are not going to be considered for consolidation should be excluded.

4. Mark the **Enable Online Consolidation** checkbox to allow users to search and submit invoices for consolidation.
5. Mark the **Enable Scheduled Consolidation** checkbox to allow users to submit the schedule request.
6. Mark the **Enable Consolidation on Customer Record** to allow users to navigate to the Online Consolidation Screen from the customer record.
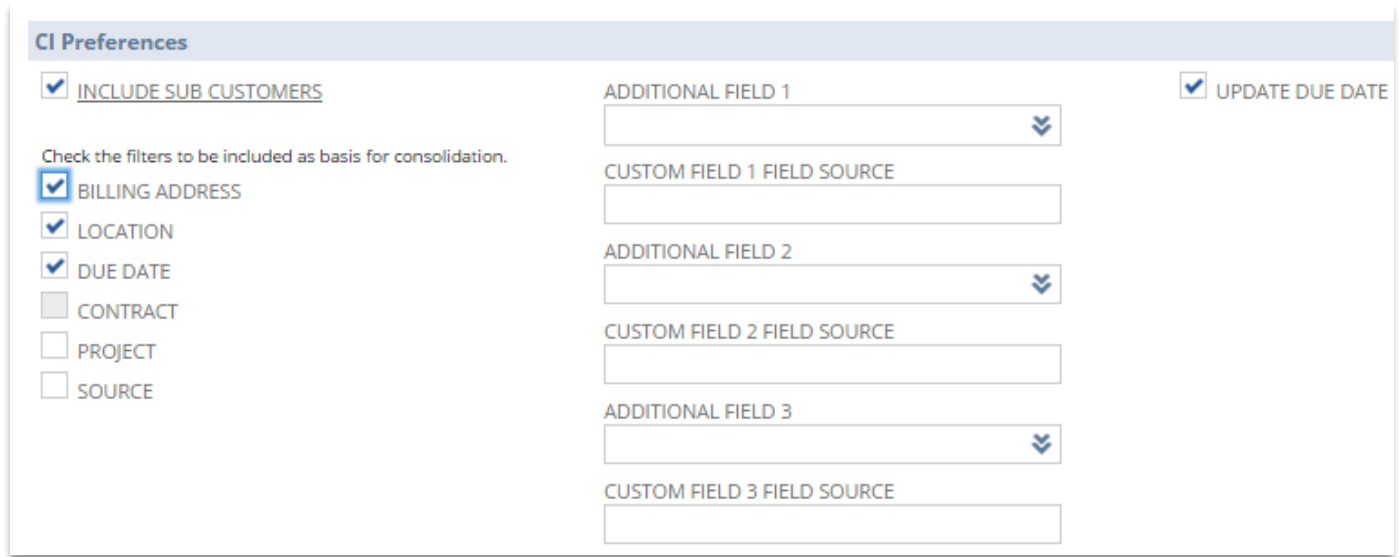
   At least 1 of the 3 checkbox options in steps 4-6 should be enabled.

7. Enter the preferred number of customer to be displayed per page in **Rows Per Page (Pagination)** field.

3.5.1 Preferences

Consolidated Invoice Setup: Preferences Section

The purpose if this section is to provide the ability to set basis of consolidation. A new consolidated invoice will be created for the combination of the selected checkboxes when values match (e.g. all invoices with the same billing date, location, due date and contract will be consolidated onto one Consolidated invoice).

Subsidiary, Customer and Currency are mandatory for consolidation. The preferences to be specified are in addition to these. All the fields should be at the invoice header level.

1. Go to the **Preferences** section of **NSTS | CI – Setup** window
2. If applicable, mark the **Include Sub Customers** checkbox for invoices to be consolidated for customers along with the sub-customers.

   If the checkbox is marked, invoices for all the sub customers will be consolidated at the top level parent. The customer and sub customers must be in the same subsidiary.

   Additional validations are provided below to ensure that invoices are always consolidated at the top level customer:

   - On the Customer record of a Sub-customer, the **Create Consolidated Invoices** button will not display.

- On the **Consolidated Customer Invoices screen**, selecting a sub-customer will alert the user with "Include Sub Customers option is enabled, Top level parent will be selected."
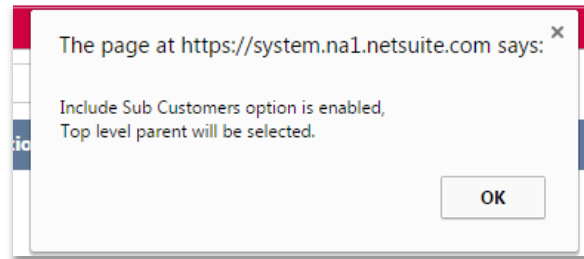
Figure 2 - Message Alert in the Consolidation Screen

Include sub-customers checkbox is disabled if the **Consolidated Payment Feature** is not enabled. Please see the _Enable Consolidated Payment Feature_ section.

3. Select filters that are applicable to include as basis for consolidation, these are applicable in addition to subsidiary, customer and currency:
    a. Billing Address
    b. Location
    c. Due Date
    d. Contract *(This field is available if Contract Renewals has been implemented.)*
    e. Project (*This field is displayed if Projects is enabled on **Enable Features – Project** section and is present on the Invoice transaction header*)
    f. Source
    g. Additional Fields (1, 2 and 3, from the invoice header)

Different combination can be marked as filter/basis for consolidation and selected settings done should display on the Consolidate Customer Invoices screen.

4. Select the **Update Due Date** to update the due date on the linked invoices. If a term was entered on the linked invoices it will be cleared. The Due Date will be calculated from the CI Date + Term (customer or preferred). Using this feature in conjunction with the Summarized by Due Date layout is not recommended since the due date that will be used on the PDF will be the outdated values. There are several options for setting the Due Date as shown below:
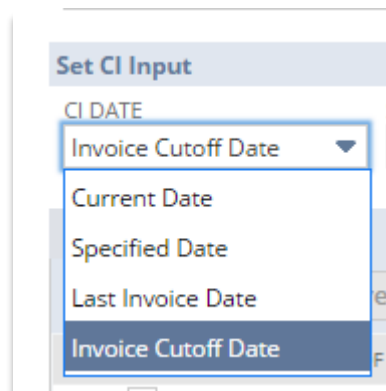
Figure 3 - CI Date Options from Consolidation Screen
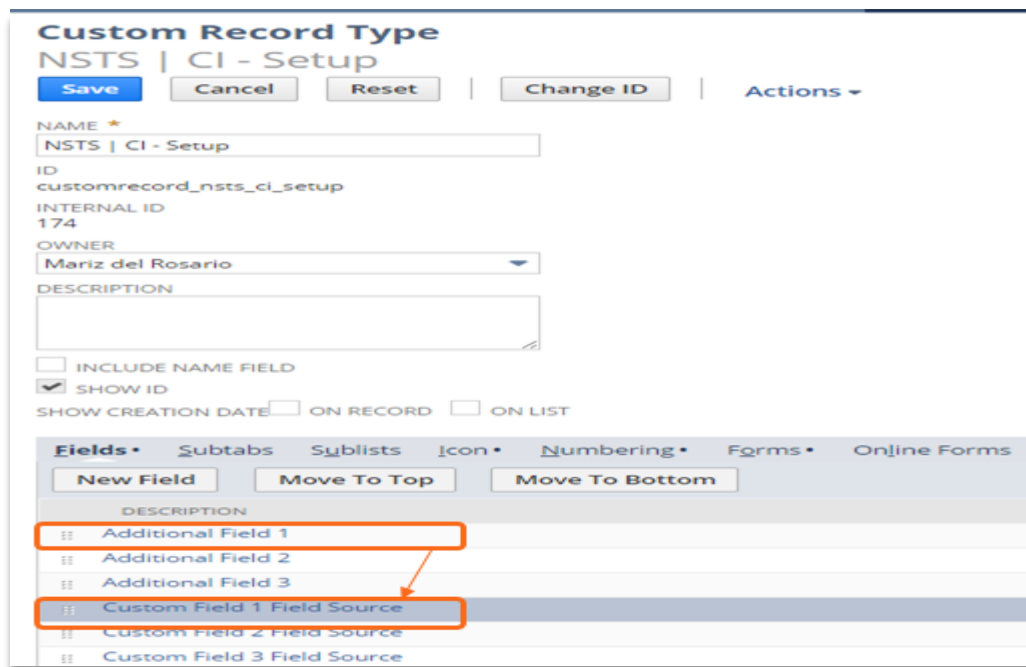
Records and forms for the CI solution can be set to a different navigation section from the Lists tab via *Customization> Lists, Records & Fields> Record Types> {Record_Name}* and find the Links sublist

3.5.1.1 Additional Fields as Consolidation Filters

For cases where a consolidation filter is a <u>list type</u> field that was added via Additional Fields (1, 2 and 3) does not display on the Consolidation screen, the following steps needs to be completed:

Edit the Custom Record Setup:

1. Edit the Custom Record setup of NSTS | CI Setup via *Customization> Lists, Records & Fields> Record Types* then find and click **NSTS | CI Setup**.
2. If the field that is not displaying properly on the Consolidation screen is from the **Additional Field 1**, find the **Custom Field 1 Field Source** under the Fields sublist.

Custom Fields for CI Setup Custom Record

For **Additional Field 2**, click the **Custom Field 2 Field Source**
For **Additional Field 3**, click the **Custom Field 3 Field Source**

3. On the Custom Field Setup – for **Custom Field 1 Field Source**, for example – change the **Display Type** to **Normal** and **Save**.
4. **Custom Segments** - when a **Custom Segment** is added as an additional filter, use the **Record ID** of the **Custom Segment** and manually assign it to the **Custom Field Source** field.
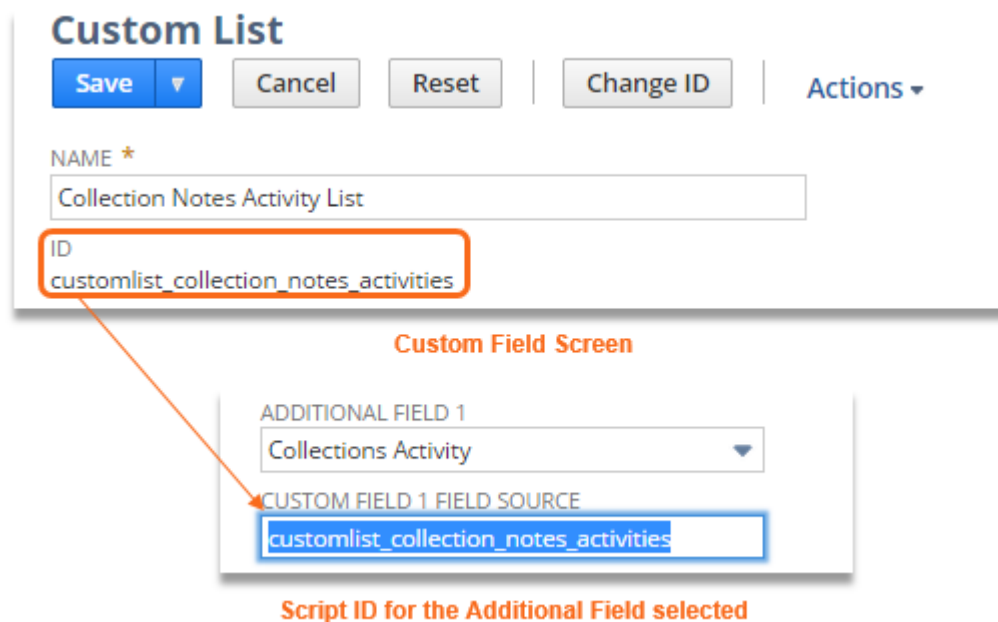
💡 Custom Segments feature became generally available on the release of NetSuite 2016.1. For more information about this feature, see the SuiteAnswers topic Custom Segments.

Custom Segments can be used as additional filters or basis for consolidation in consolidating invoices. After creating the preferred custom segments, these fields needs to be added as additional filter on the CI Setup.

Update the CI Setup:

5. Go to the CI Setup screen, *List> Custom> Consolidated Invoicing Setup* and edit the setup record
6. The **Custom Field 1 Field Source** will be displayed allowing the user to enter the **Source ID** or **Script ID** of the selected field on **Additional Field 1.**
   For example, if the selected field is Collections Activity, enter **customlist_collection_notes_activities** on the **Custom Field 1 Field Source** textbox. Then **save**.

Custom List

Save ▾ | Cancel | Reset | Change ID | Actions ▾

NAME *
Collection Notes Activity List

ID
customlist_collection_notes_activities

Custom Field Screen

ADDITIONAL FIELD 1
Collections Activity ▼

CUSTOM FIELD 1 FIELD SOURCE
customlist_collection_notes_activities

Script ID for the Additional Field selected

3.5.2   CI Creation

This section is for setting saved searches as criteria for selecting invoices for consolidation.

Consolidated Invoice Setup: CI Creation Section

1. In the **CI Creation** section of the **NSTS | CI – Setup** window, select *NSTS | CI Summary Invoice Search* as the invoice summary saved search.

   This will be based on the selected **CI Preferences** and will identify open invoices included for consolidation.

2. Select *NSTS | CI Detailed Invoice Search* as the invoice details saved search.

   This field will be used if a user wants to view the individual invoices with details such as the Invoice #, Invoice Date and Amount.

3. Enter a number in the **Maximum Number of Child Invoices** field that can be included in a single CI.

   If the count of invoices of a customer is greater than this field, the invoices of that customer will not be available for consolidation.
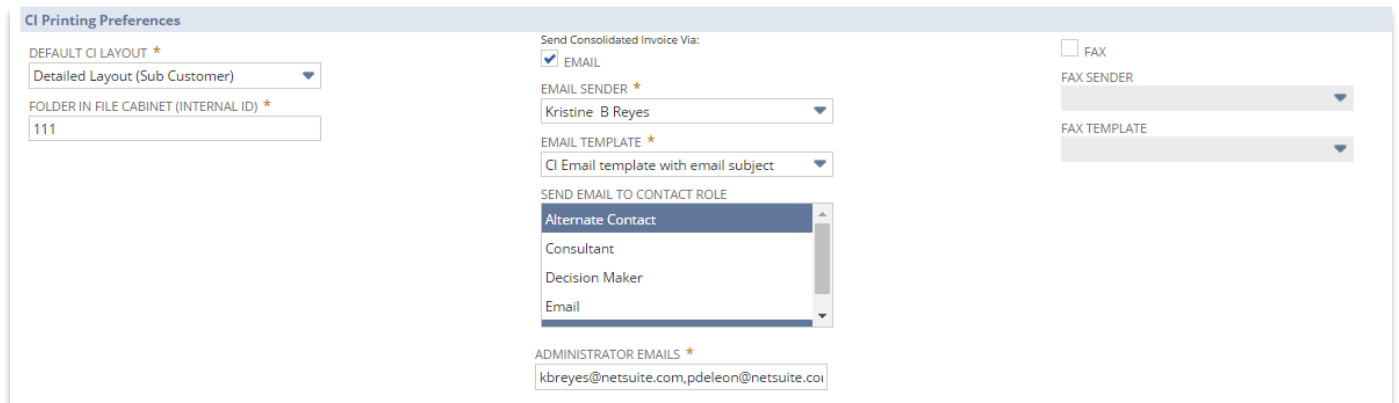
4. Enter a number in **Minimum Number of Child Invoices** field, this is to set the minimum number of invoices that need to be considered for consolidation.

   If the count of invoices of a customer is less than this field, the invoices of that customer will not be available for consolidation.

CI Creation Saved Searches: The **Invoice Summary Saved Search** field is provided by default with *NSTS | CI Summary Invoice Search* while the **Invoice Details Saved Search** is provided by default with *NSTS | CI Detailed Invoice Search*. Selecting other saved search might cause error on consolidation screens and/or process.

3.5.3 CI Printing Preferences

Consolidated Invoice Setup: CI Printing Section

1. On the **CI Printing Preference** section, select a **Default CI Layout** that will be used as template whenever a CI Record is created. Four CI Layouts are delivered out-of-the-box, please see CI Layouts for details.
2. Mark the **Email** option if preferred option is to send the CI via email.
3. Select a user from the list of **Email Sender**.
4. Select a default **Email Template** for sending email.

   New email templates can be defined using *Documents> Templates> Email Templates> New*.

5. Mark the **Fax** option if preferred option is to send the CI via fax.
6. Select a user from the list of **Fax Sender**.
7. Select a default **Fax Template** for sending fax.

   New fax templates can be defined using *Documents> Templates> Fax Templates> New*.

8. Enter the Internal ID for the File Cabinet where the CI PDFs will be stored.
9. Select the roles from **Send Email To Contact Role** to which the PDF will be also sent to.
10. Emails entered in **Administrator Emails** will be notified when an error is encountered. Preferably, enter the email addresses of the administrators of the account.

Email and Fax preferences can also be customer specific by specifying these details at the customer record. By doing this, preferences on the CI – Setup will be disregarded when consolidation is done for a specific customer.

3.5.4 CI Auto Numbering

The Custom Record Auto Numbering will be used for the ID generation of each CI record. A user must define it at the Custom Record form.

To setup the auto-numbering preferred:

1. Go to *Customization> List, Record & Fields> Record Types*
2. On the list, filter the records using Bundle: 47780

3. Find and open the record **NSTS | Consolidated Invoice**
4. On the custom record form, find the Numbering subtab.
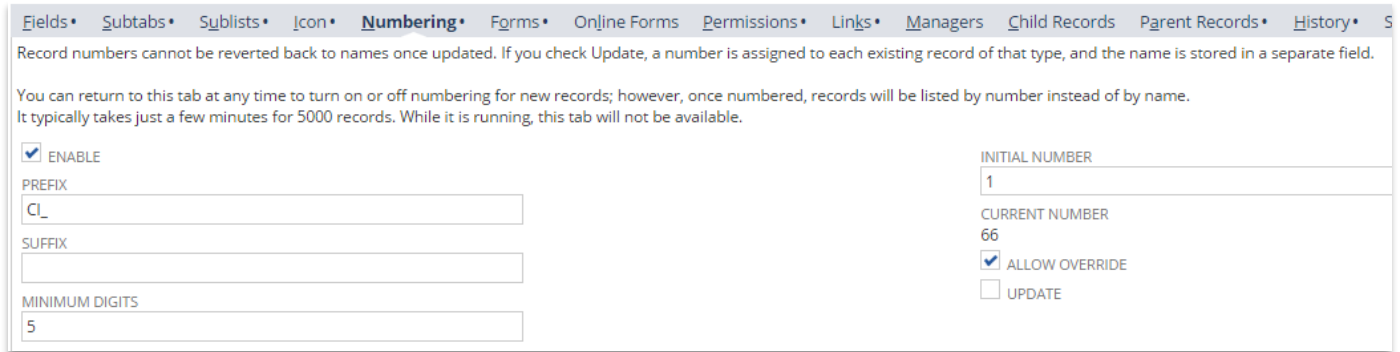
Figure 4 - CI Record Auto Numbering

5. Define the numbering sequence using the options above (CI Record Auto Numbering screenshot).
6. Click **Save**.

Warning: Once auto-numbering is enabled, numbers cannot be removed from records. Disabling auto-numbering after records have been numbered can only prevent future records from being numbered.
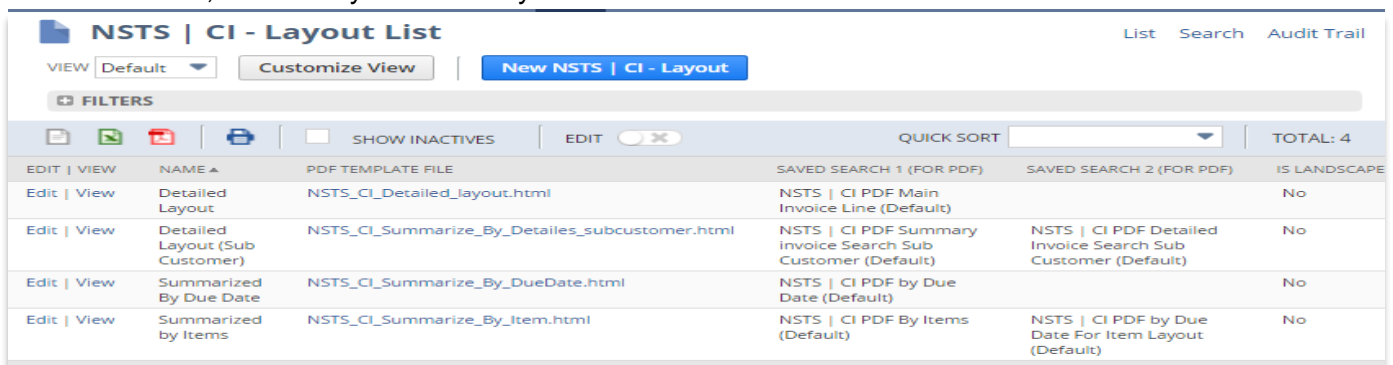
3.6 CI PDF Layout Setup

There are 4 CI Layouts provided by the solution, out-of-the-box. These layouts can be modified to adjust the aesthetic of the PDF Layout. These CI Layouts are available in CI Preferences as CI Layout values.

Refer to the CI Layouts section for the list of layout provided by the solution.
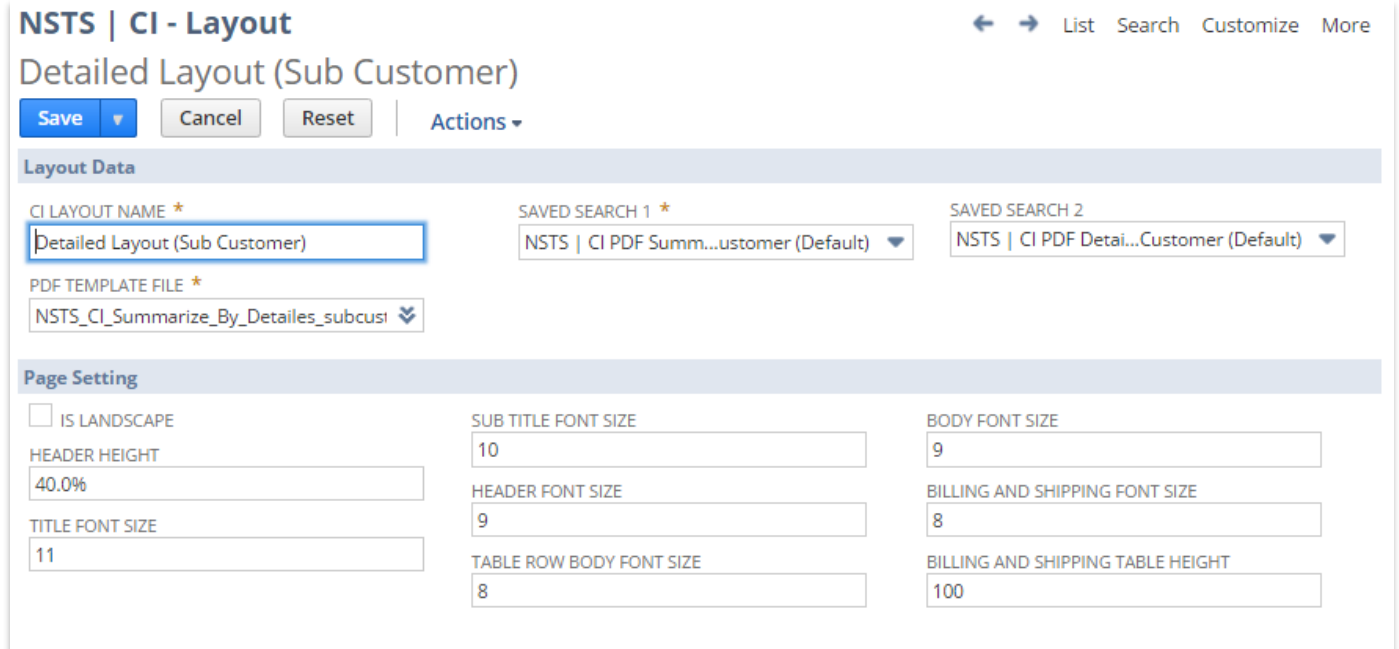
To modify a CI Layout:

1. Access the list of layouts via *Lists> Custom> CI PDF Layouts*.
2. From the list, edit the layout to modify

Figure 5 - CI PDF Layouts

Figure 6 - CI PDF Layout: Detailed Layout (Sub Customer)

3. Change the Page Setting values to modify the appearance of the layout.
4. Save.
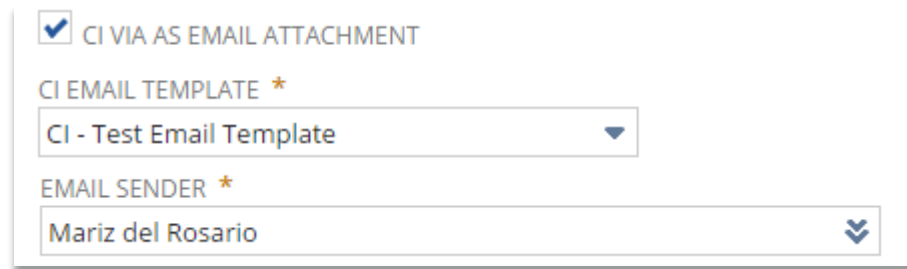
3.7   Customer Record

Customer specific consolidation exclusion and printing options can be specified on the customer record. Customer record options have precedence over the preferences set at the CI – Setup record.

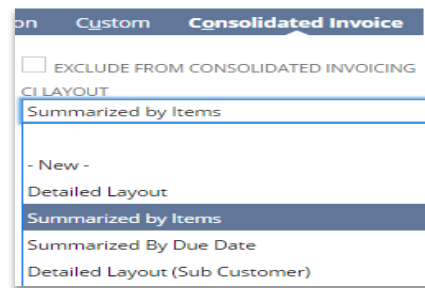For customer exclusion, please see *4.2.4.4 Exclude from Consolidated Invoicing* section.

To specify printing options:

1. On the customer record, locate the **Consolidated Invoice** subtab.
2. Mark the **CI VIA: EMAIL** option if preferred option is to send the CI via email. Checking this box will enable the following fields:
   - Email Sender
   - CI Email Template
3. Select a user from the list of **Email Sender**.
4. Select a default **Email Template** for sending email.
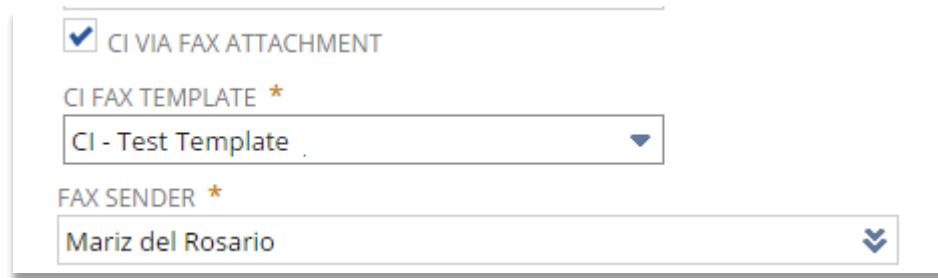
Customer Record: Email Preferences

5. Mark the **CI VIA: FAX** option if preferred option is to send the CI via fax. Checking this box will enable the following fields:

   - Fax Sender
   - CI Fax Template

6. Select a user from the list of **Fax Sender**.
7. Select a default **Fax Template** for sending fax.
8. Select the preferred **CI Layout**. Then **save**.

Figure 7 - Customer Record: CI Layout Option

Customer Record: FAX Preferences
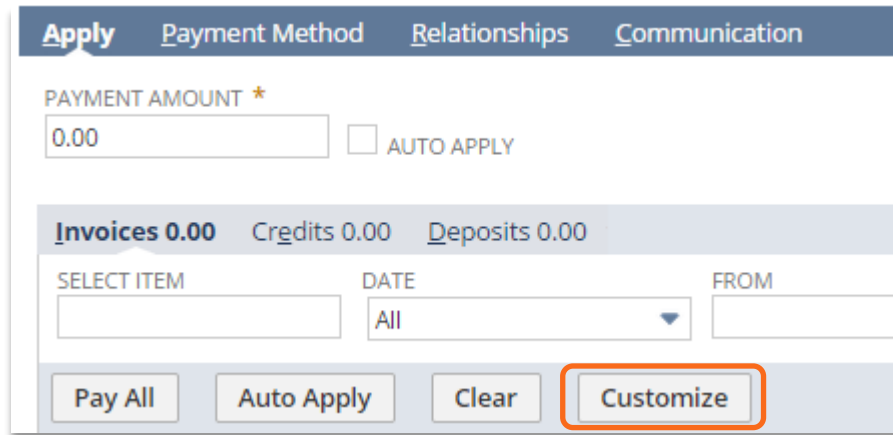
3.8   Forms

3.8.1   Payment Form

Invoice searching on Customer Payment form can be filtered by CI record if form setup accordingly.
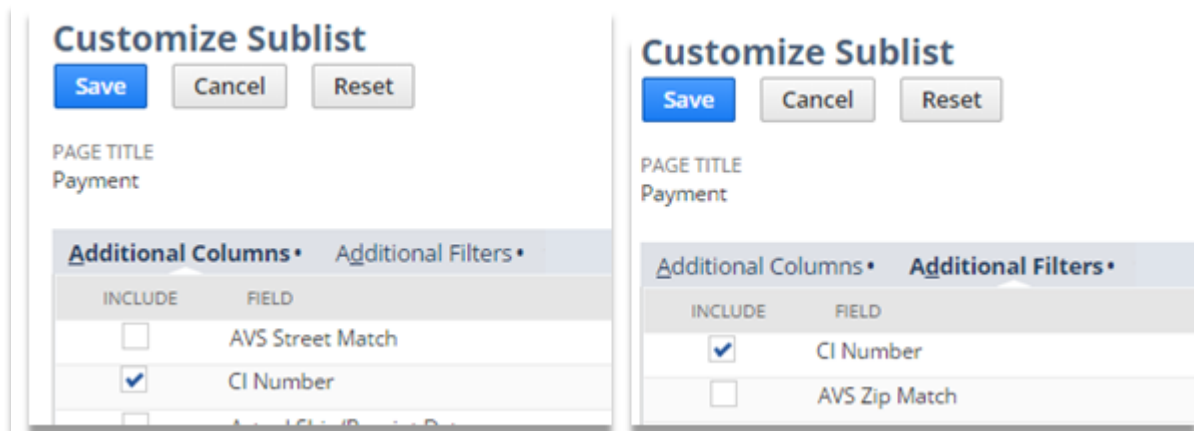
To setup the Payment form:

1. Navigate to *Transactions> Customers> Accept Customer Payments*
2. On the **Payment** form, find the **Customize** button under the **Apply** subtab.

3. On the **Customize Sublist** page, find and mark as **Include** the **CI Number** field under the **Additional Columns** and **Additional Filters** sublist. Then **save**.

Figure 8 - CI Number: Payment Form Sublist Inclusion

> **Important:** Administrator role is needed to be able to perform mentioned configurations.

3.8.2 Others

Make sure that the CI specific fields are also displayed in these forms: Invoice Form and Customer Form.

3.9 Deletion of CI

When a CI Record is deleted, related records created during the consolidation process are not automatically deleted. It is advised that the users manually delete below related records, if necessary.

1. **CI Task and Logs** - Navigate to **Lists> Custom> NSTS | CI – Task List**. Delete the corresponding CI task and logs.
2. **CI PDF** - Navigate to File Cabinet. Check the CI PDF folder and delete the corresponding CI PDF.

3.10 CI Collections Workflow

To set the sending of email notification for past due CIs, the **NSTS | SWVA - CI Collections WF** Workflow must be set to 'Released' and configured according to the descriptions below. Access the it via **Customization> Scripting> Workflows**.

This Workflow will validate the **CI Due Date** from the CI record using the **NSTS_CI Collection - ****For Workflow Use DO NOT DELETE****** Saved Search.

3.10.1 Define Workflow Fields

Field Name	Field Type	Description
CI $ Amount Limit	Currency	Email reminders is sent out if the Consolidated Invoice Amount is greater than amount for this field.
CI Collections Rep	List/Record - Employee	Collection emails will be sent from this user if the **Email (from address)/Phone Call** WF field is set to **Collections Rep** and the **Collections Rep** field on the Customer record is blank.
CI Create Phone Call After (days)	Integer	Based on this field, phone call record will be created after the defined number of days on the last collection email sent (E.g., If the last email was sent out on Jan 1st and if this field is set to 5, a phone call task will be created on the 5th day from the last day of email, therefore Jan 5th).
CI Create Phone Call Task	Check Box	Phone Call Task will only be created if default value in this field is checked.
CI Current Record	List/Record - Transaction	**Do not enter default value for this field.** This is going to be updated via a workflow action and is used to store the current CI Record.
CI Email (from address) / Phone Call	List/Record – Collections Phone Call For	If default value is "**Sales Rep**", the Phone call task will be created for the Sales Rep selected on the CI's Customer record and will be assigned as the Sender of the email reminders. If default value is "**Collections Rep**" and a Collections Rep is defined on the CI's Customer record, Phone Call task will be created for it and will be assigned as the Sender of the email reminders.

Field Name	Field Type	Description
		If Collections Rep is not defined on the CI's Customer, the Collections Rep workflow field will be used.
CI First Email Send On (before Due Date)	Integer Number	Number of days before the due date to send reminder (e.g. If value entered in this field is '10', email will be sent out 10 days before the due date). If the default value is left blank no email will be sent for this level.
CI Second Email Send On (after Due Date)	Integer Number	Number of days after the due date to send reminder (e.g. If value entered in this field is '30', email will be sent out if Invoice is 30 days past due). If the default value is left blank no email will be sent for this level.
CI Third Email Send On (after Due Date)	Integer Number	Number of days after the due date to send reminder (e.g. If value entered in this field is '60', email will be sent out if Invoice is 60 days past due). If the default value is left blank no email will be send for this level.
CI Fourth Email Send On (after Due Date)	Integer Number	Number of days after the due date to send reminder (e.g. If value entered in this field is '90', email will be sent out if Invoice is 90 days past due). If the default value is left blank no email will be send for this level.

> **Turning Off the Feature:** Set the Workflow to 'Not Running' to disable the feature.
> **Email Templates:** 4 Email Templates are provided out-of-the-box and can be configured by going to *Documents> Templates> Email Templates*. These are CI Dunning – Level 1, CI Dunning – Level 2, CI Dunning – Level 3 and CI Dunning – Level 4.

Below are the custom fields related to this feature which were added to the Customer record:

- Collections Rep – this field must have value if '**Collections Rep**' is selected in the **CI Email (from address) / Phone Call** field, in the workflow. Else, if this is blank, the **CI Collections Rep** WF field will be used. (See Define Workflow Fields.)
- Block Collection Email - If checked, no collection email will be sent for the customer.
-

3.10.2 Define Contact Role

The email notifications will be sent out to the contact role specified on the workflow For a user with appropriate Contact role to receive the email notification for past due CIs, the Contact Role must be set as Contact Role parameter in the **NSTS | SWVA – Get AR Contacts CI** Workflow Action.

The user or email address with Contact role will be set in the CC field of the email notification. The said role is defined under *Setup> Sales>CRM Lists>Contact Roles*.

Access **NSTS | SWVA – Get AR Contacts CI** Workflow Action via *Customization> Scripting> Workflows*, then select **NSTS | SWVA - CI Collections WF**. On the Send Email state, click the edit icon of **NSTS | SWVA – Get AR Contacts CI** Workflow Action and select the Contact role as parameter value for the Contact Role field, see image below.
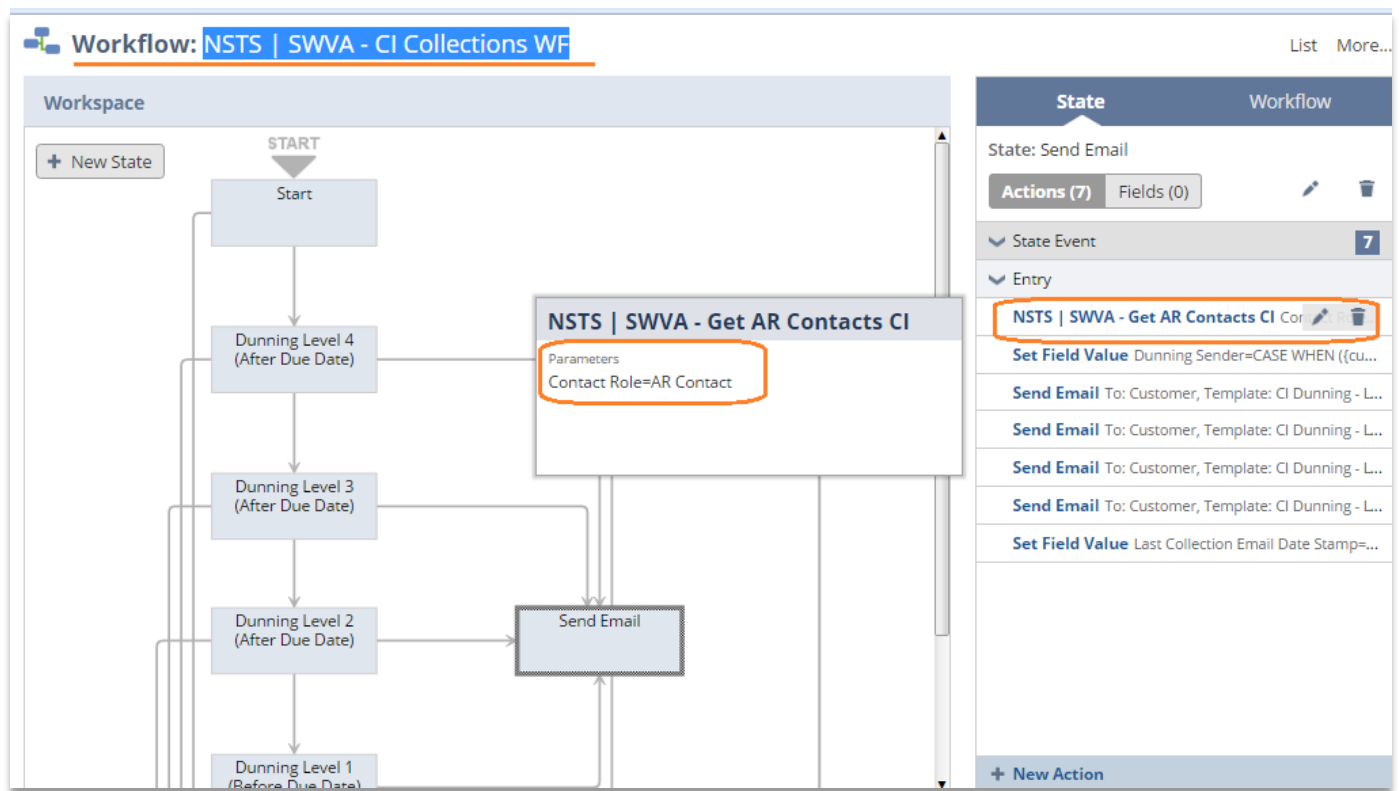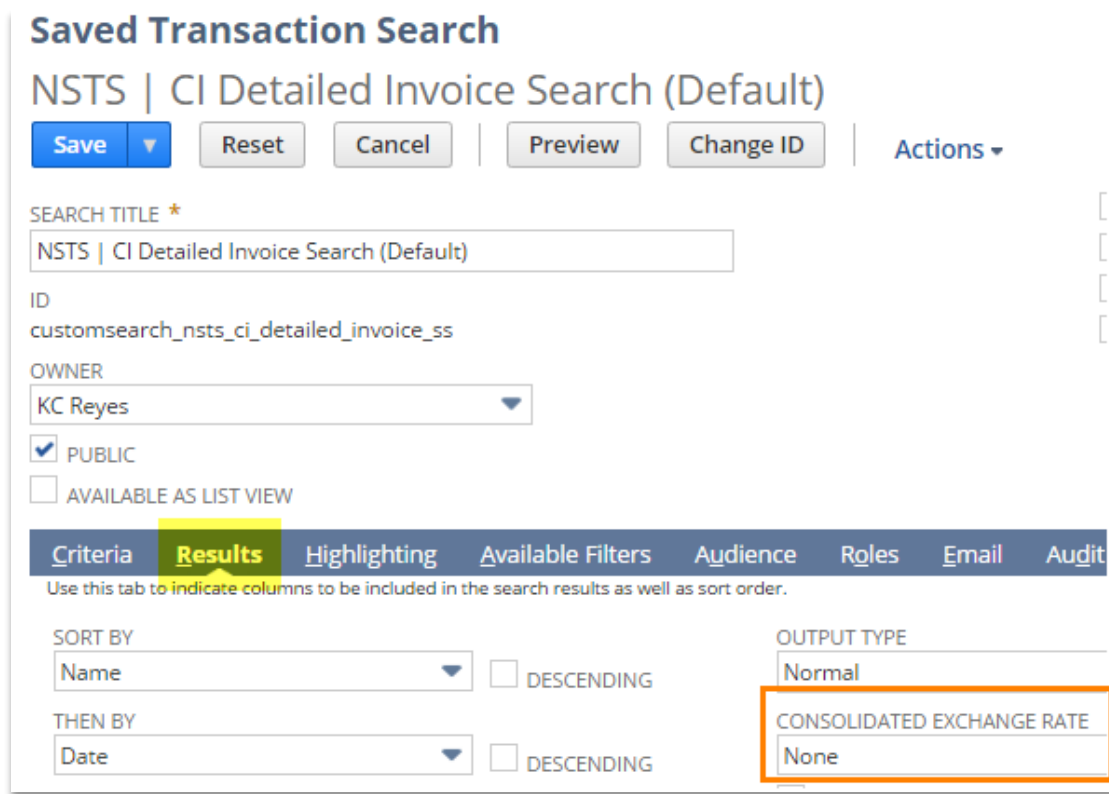
Figure 9 – Setting of Contact Role on Workflow Action to Receive Past Due Notification

3.11 Custom Saved Searches

Make sure that the Consolidated Exchange Rate field under the Results subtab is set to 'none' for the following saved searches used for CI PDF. This is to retrieve the correct amount from the Currency Exchange Rates page and to avoid inconsistencies when retrieving the currency exchange rate.

1. NSTS | CI Detailed Invoice Search (Default)
2. NSTS | CI PDF by Due Date (Default)
3. NSTS | CI PDF by Due Date For Item Layout (Default)
4. NSTS | CI PDF By Items (Default)
5. NSTS | CI PDF by Location (Default)
6. NSTS | CI PDF Detailed Invoice Search Sub Customer (Default)
7. NSTS | CI PDF Main Invoice Line (Default)
8. NSTS | CI PDF Summary invoice Search Sub Customer (Default)
9. NSTS | CI Summary Invoice Search (Default)

Figure 10 - CI PDF Layout Saved Search

3.12 Account with Suite Cloud Plus License

If the account has Suite Cloud Plus License, the Map/Reduce scripts NSTS | CI Update CIL and NSTS | CI Generate CI Link (if to be used to generate CI Link for historical data) needs to be updated by checking the All Queues checkbox.

1. Go to *Customization> Scripting> Scripts*.

2. Select Map/Reduce as filter type.
3. Select the script.
4. For each deployments of the script, ensure that on QUEUES field, checkbox "All Queues" is checked.

4 Working with Consolidated Invoicing

4.1 Online Consolidation

4.1.1 Online Consolidation: With Selected Filters

In order to consolidate the invoices filtered based on Location and Billing Address, one has to mark the Location and Billing Address fields on the CI Preferences.

Figure 11 - CI Setup: Preferences

To run consolidation:

A. Go to *List> Custom> Consolidate Customer Invoices*.

Figure 12 - Consolidate Customer Invoices Screen

B.   Complete the following:

#	User Action	System Action
1	Select values for the following filters: • Customer • Subsidiary • Currency • Billing Address • Location • Invoice Cut-off Date	The Submit button will be disabled after filters field/text change and will be enabled again after the Search button is clicked.
2	Click the **Search** button.	- Invoices list will be populated based on the selected filters with the following criteria: ▪ All Open Invoices GROUPED by the CI Preferences set ▪ Invoices with no existing CI Record ▪ Excluded Invoices are not included in the Invoices count. - Filters set on CI Preferences will be displayed as column fields in the sublist search result. For this scenario, it will show: ▪ Customer ▪ Number of Invoices ▪ Invoice Amount ▪ Subsidiary ▪ Currency ▪ Billing Address ▪ Location - If the number of invoices of the customer is between the minimum and maximum number of child invoices, invoices will be listed.
3	Click on the count of invoices under Number of Invoices field.	- A new Invoice Details window will open displaying all the invoices available for consolidation. Total number of invoices is the same as the total number in the Consolidate Customer Invoices screen. - The detailed page consists of the following details: ▪ Invoice # ▪ Invoice Date ▪ Amount Due ▪ Customer Name - *See Invoices Detailed Screen image.*
4	On the details page, click on one of the invoices using the Invoice # link.	The Invoice record of the same Invoice # will open.
5	Back on the **Consolidate Customer Invoices** window, check/mark the Customer line that needs to be consolidated.	

#	User Action	System Action
6	Select a CI Date from available options: • Current Date • Invoice Cut-off Date • Specified Date • Last Invoice Date For example, select Current Date. *See CI Date Definition* table for details*.*	
7	Confirm the Update Due Date option.	If it is checked, the due date will be calculated for the CI and the due date on the invoices included in consolidation will be updated to this date. The term on the invoices included in consolidation will be cleared. The Due Date and Terms field are locked on Invoice screen after the update. The Due Date will be displayed on the PDF for the CI Invoice.

CI Date + Days till Net Due: The term's **Days till Net Due** are added to the CI Date to calculate the Due Date. A Term in the list at ***Setup> Accounting> Accounting Lists*** should be marked preferred. The preferred term is used if a term is not assigned to the Customer.

Figure 13 - Invoices Detailed Screen
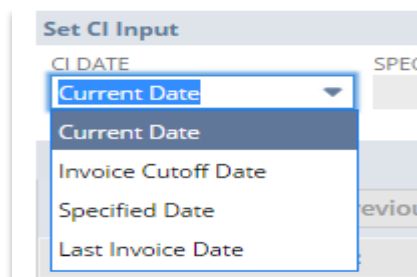
Figure 14 - CI Date

CI Dates Definition

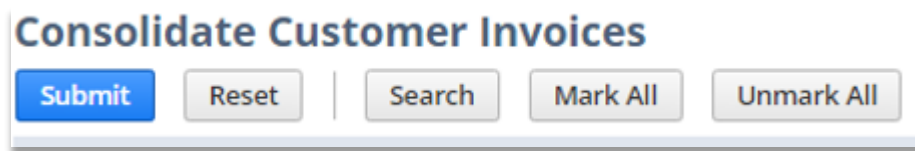| Date	Description
Current Date	Sets the CI Date to current date
Invoice Cut-off Date	Sets the CI Date to Invoice Cut-off date specified on the Consolidation screen
Specified Date	Sets a user specified date as the CI Date
Last Invoice Date	Sets the latest invoice date from the Child Invoices as the CI Date

Figure 15 - CI Submit Button

#	User Action	System Action
7	Click the **Submit** button.	- Page will redirect to Confirmation page with the Schedule Status and the link to the Consolidated Invoice Record. - The CI Record ID will be linked to the CI Link of the invoice. - *See Consolidation Confirmation Message image.* - A CI Number will be created and attached to the CI Link record of the invoice. This CI Link is linked to the created CI Record of the consolidated invoices. - The CI Number is displayed on the invoice record as a sourced field from CI Link.

8	Click the link in the Consolidate Invoice Confirmation page.	- The Consolidate Invoice List page will open with all the CI Record displaying the following details:
		  ▪ CI ID
		  ▪ Date Created
		  ▪ Last Modified
		  ▪ Customer
		  ▪ Invoices
		  ▪ PDF File
		  ▪ CI Preferences
		  ▪ Number of Invoices
		  ▪ Status
		
		- *See Consolidated Invoice List image.*
		
		- The CI Date is the date specified in the Consolidation Screen before Submit.

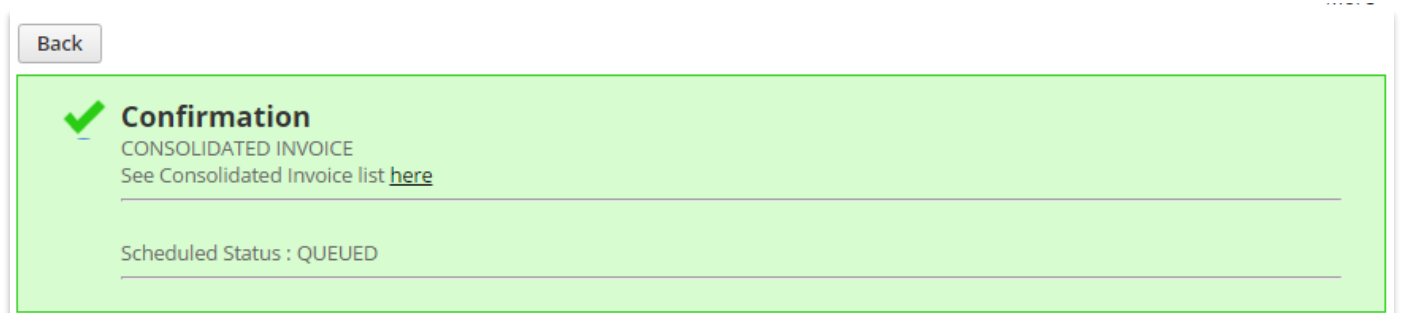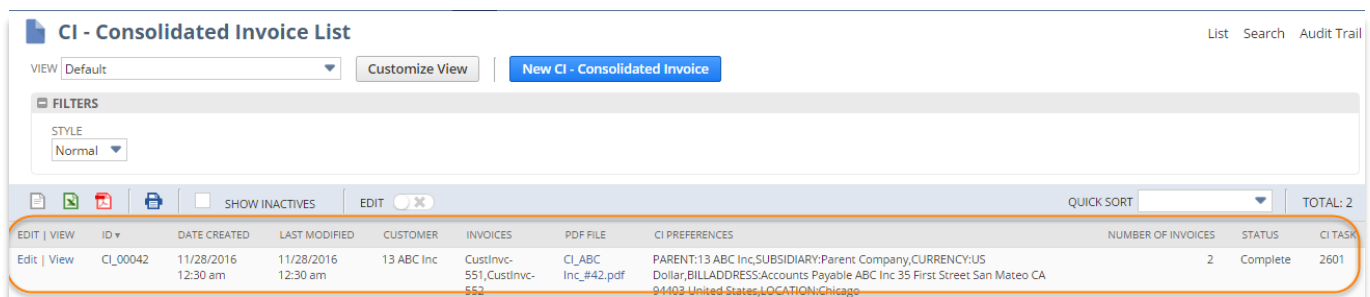| #	User Action	System Action
		- After the completion of consolidation, an email with the CI PDF will be sent to the primary email address of the customer as well as to any customer contacts with the role indicated in the CI Setup record field '**Send Email to Contact Role'**.

Back

Confirmation
CONSOLIDATED INVOICE
See Consolidated Invoice list here

Scheduled Status : QUEUED

Figure 16 - Consolidation Confirmation Message

CI - Consolidated Invoice List   List Search Audit Trail

VIEW Default   ▼ | Customize View | New CI - Consolidated Invoice

⊟ FILTERS
STYLE
Normal ▼

| | | | | | | | | QUICK SORT ▼ | TOTAL: 2 |

SHOW INACTIVES   EDIT ⊘ ✕

EDIT | VIEW	ID ▾	DATE CREATED	LAST MODIFIED	CUSTOMER	INVOICES	PDF FILE	CI PREFERENCES	NUMBER OF INVOICES	STATUS	CI TASK
Edit | View	CI_00042	11/28/2016 12:30 am	11/28/2016 12:30 am	13 ABC Inc	CustInvc-551,CustInvc-552	CI_ABC Inc_#42.pdf	PARENT:13 ABC Inc,SUBSIDIARY:Parent Company,CURRENCY:US Dollar,BILLADDRESS:Accounts Payable ABC Inc 35 First Street San Mateo CA 94403 United States,LOCATION:Chicago	2	Complete	2601

Figure 17 - Consolidated Invoice List

#	User Action	System Action
9	Click the **View** link on the previously consolidated Customer. (*Alternatively the user can also navigate to the **CI Record**.*)	- The Consolidated Invoice record will open with the following details: ▪ Customer Name ▪ Invoice link to child invoices ▪ CI Date ▪ PDF file ▪ Date Created ▪ Flag that the CI has been processed. ▪ CI Preference values ▪ Subtotal ▪ Amount ▪ Discount ▪ Tax ▪ Shipping and Handling Cost ▪ Amount Paid ▪ Total Due ▪ Number of Invoices

#	User Action	System Action
		▪ Subsidiary ▪ Currency ▪ Billing Address ▪ Location ▪ Due Date ▪ Contract ▪ Project ▪ Status ▪ Source ▪ Term ▪ CI Due Date ▪ Block Collection Email ▪ Amount Remaining ▪ CI Payment Status - A subtab with invoices sublist is also present on the screen displaying the child invoices details and link to its record. - *See Consolidated Invoice Record image.*

Figure 18 - Consolidated Invoice Record

#	User Action	System Action
10	Click on one of the Child Invoices.	- Invoice record will display. The related CI Record ID is displayed at the Consolidated Invoice subtab. - *See Invoice Screen: CI Number Link*
11	Click the **Send Email** button.	- An email with the CI PDF will be sent to the primary email address of the customer as well as to any customer contacts with the role indicated in the CI Setup record field '**Send Email to Contact Role**', this is the same email sent after the consolidation.

Figure 19 - CI Record - Child Invoice Screen

Figure 20 – Invoice Record – CI Record (CI Number) and CI Link

CI Link

This record is automatically created when an invoice is created. When consolidation takes place, this record will hold the created CI Number and it will link the CI Record to the invoice. The CI Link is unique for each invoice. A script should be executed to create CI Link records for historical data or invoices created before the bundle is installed.

Field Name	Description
Invoices	The invoice to which the CI Link is attached.
CI #	The CI Record created when consolidation happens.

CI Record

This record is created for every consolidation that takes place. This record holds the child invoices that were consolidated for a specific customer and related information such as total amount, PDF file and currency. This is linked to the CI Link record for each invoices.

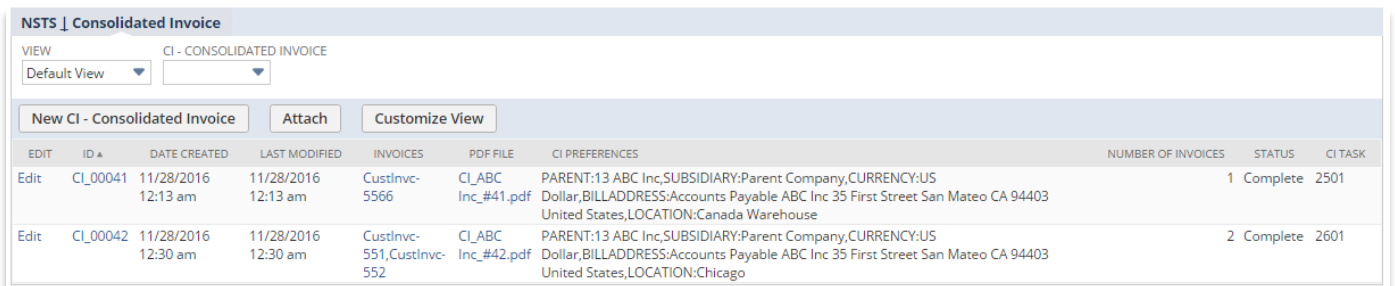The screen can be accessed via *Lists> Custom> NSTS | CI (Record)*

Field Name	Description
ID	CI Record ID. Unique identifier assigned to the created record after consolidation. Format and sequencing is set using the native numbering on custom records.
Date Created	Date when the record is created.
By	Name of the user who created the CI record or initiated the consolidation. If the record is created by scheduled script, this field is empty.
Last Modified	Last modified date of the record.
Customer	The customer associated with the CI
Invoices	Selected invoices submitted for consolidation
CI Date	Date specified on the CI Record
Is Processed	Flag indicating if the consolidation is complete or not.
PDF File	PDF File specified at the CI Setup or at the Customer record.
CI Preferences	Filters used when the record is created.
Subtotal	Sum of all subtotal amount for all the invoices on the CI record.
Amount	Sum of all total amounts for all the invoices on the CI record.
Discount	Sum of all discounts for all the invoices on the CI record.
Tax	Sum of all tax totals for all the invoices on the CI record.
Shipping and Handling Cost	Sum of all shipping and handling costs for all the invoices on the CI record.
Amount Paid	Sum of all paid amounts for all the invoices on the CI record.
Total Due	Sum of all due amounts for all the invoices on the CI record.
Number of Invoices	Total number of invoices that were consolidated
Currency	Currency used for the Consolidated Invoice
Subsidiary	The subsidiary of the customer
Currency	The currency used for the Consolidated Invoice.
Billing Address	The Billing Address in which the CI is created.

Field Name	Description
Location	The location in which the CI is created.
Due Date	The Due Date in which the CI is created.
Contract	The contract in which the CI is created.
Project	The project in which the CI is created.
Source	The source in which the CI is created.
Status	The status of consolidation.
Term	Term used for calculating the due date.
CI Due Date	The Due date of the Consolidated Invoice
Block Collection Email	If checked, no collection email will be sent for the CI record.
Amount Remaining	The sum of the unpaid amount of all the child invoices
CI Payment Status	The payment status of the CI record.

Customer Record

Upon creation, the CI record will be linked to the customer's record and displayed at the Customer form's Consolidate Invoice subtab.

#	User Action	System Action
11	On the CI record, click the customer name link.	The customer record will display with the CI records as a sublist on the **NSTS | Consolidated Invoice** custom subtab.
12	On the sublist, click the PDF link in line with the previously created CI record.	- A PDF file will open containing the CI Record and Child Invoices summarized details. - *See CI Record PDF File image* The PDF file can be opened also in the CI Record, displayed as a link.

Figure 21 - Customer Record: CI Record Details

Figure 22 - CI Record PDF File

> 💡 **NOTE**: Invoice amounts displayed in Consolidation Screen are the sum of unpaid amounts of the Child Invoices.

> 📢 **Conversion:** If the Customer currency is different from the Account/Company currency, a small variance between actual figures on invoices amount versus the values on the CI Record and PDF might occur if the Customer currency is different from the Account/Company currency.

4.1.2 Online Consolidation: Selected Customers

In order to consolidate invoices from few or selected customers only, one has to select 'Selected Customers' in the *CI Setup – Configuration* section.

In this case, the feature is still enabled to all customer but allowing the user to mark or flag them manually for exclusion. Whenever the setting is for 'Selected Customers', invoices of customers with 'exclude' box marked will not be available for consolidation.

☑ EXCLUDE FROM CONSOLIDATED INVOICING

Figure 23 - Exclude Button on the Consolidated Invoice subtab from the Customer Record

> **Default Feature on Customer Creation:** The CI feature is applicable to all customers by default. On creation of a new customer, the **Exclude from Consolidated Invoicing** option is empty or unchecked, meaning the customer is included for consolidation.

4.1.3 Online Consolidation: All Customers

In order to consolidate invoices for all active customers, the solution must be enabled for "All Customers" in the *CI Setup – Configuration* section.

The 'exclude' option on the customer record will be disregarded – regardless of its value (checked or unchecked).

If the selection is 'All Customers', checking or unchecking the 'exclude' box in the customer record will not impact the current setup.

4.1.4 Online Consolidation: Customer Record

4.1.4.1 Parent Customer Record

Invoice consolidation can be done at the Customer record provided that the following items are set:

- Consolidated Invoicing is enabled (Please see *CI Setup - Configuration*).
- Customer is not 'excluded' from consolidation.
- There are open invoices for the customer.
- Enable Consolidation on Customer Record is enabled
- Invoices are not yet consolidated

Custom Fields
Below fields are added exposed to the Customer record:

Field Name	Type	Description
Exclude from Consolidated Invoicing	Checkbox	Marking this will exclude the customer from consolidation.
NSTS | CI Layout	List/Record	Selected layout at the customer record level will disregard the layout selected in the CI Setup whenever invoices for the specific customer were consolidated.

Field Name	Type	Description
CI Via Fax	Checkbox	Marking this checkbox will enable fax related fields. The fields can be used to override the default fax preferences specified on CI Setup.
Fax Sender	List/Record	User name to be used when sending the CI as fax
CI Fax Template	List/Record	Message template to be used when sending the CI as fax
CI Via Email	Checkbox	Marking this checkbox will enable email related fields and will disregard the email preferences specified on the CI Setup.
Email Sender	List/Record	User name to be used when sending the CI as email
CI Email Template	List/Record	Template to be used when sending the CI as email

To consolidate from the parent customer screen:

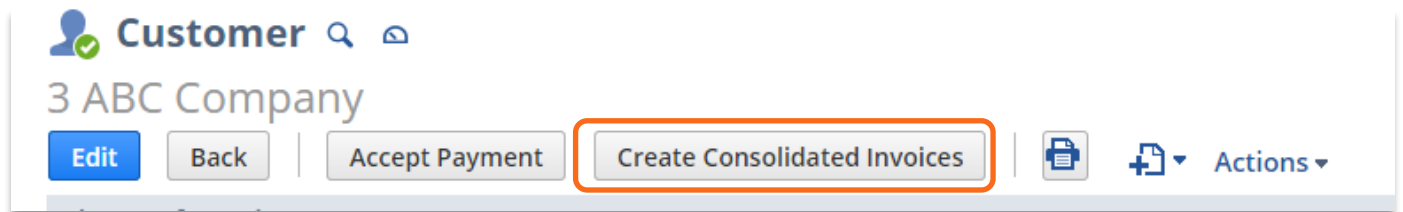| #	User Action	System Action

1	On the customer screen, click the **Create Consolidated Invoices** button located at the upper left portion of the form.	- The Consolidate Customer Invoices window will open with customer field defaulted to current customer.
		
		- Invoices list will be populated based on the selected filters on the CI Setup with the following criteria:
		  ▪ Invoices for the customer where 'consolidate button' is clicked.
		  ▪ All Open Invoices are GROUPED according to the selected CI Preferences
		  ▪ Invoices are not associated with an existing CI Record
		  ▪ Invoices are not marked Excluded.
		- Filters set on CI Preferences will be displayed as column fields in the sublist search result

2	Select values for other search fields, e.g., Currency, Billing Address, or Location. (Depending on the selected filters at the CI Setup). Click the **Search** button.	Search result will be refined based on entered criteria.
3	Repeat/see Step 3 - 12 of _4.1.1 Online Consolidation_	

Figure 24 - Create Consolidated Invoices button at the Parent Customer Screen

4.1.4.2 Sub-customer Screen
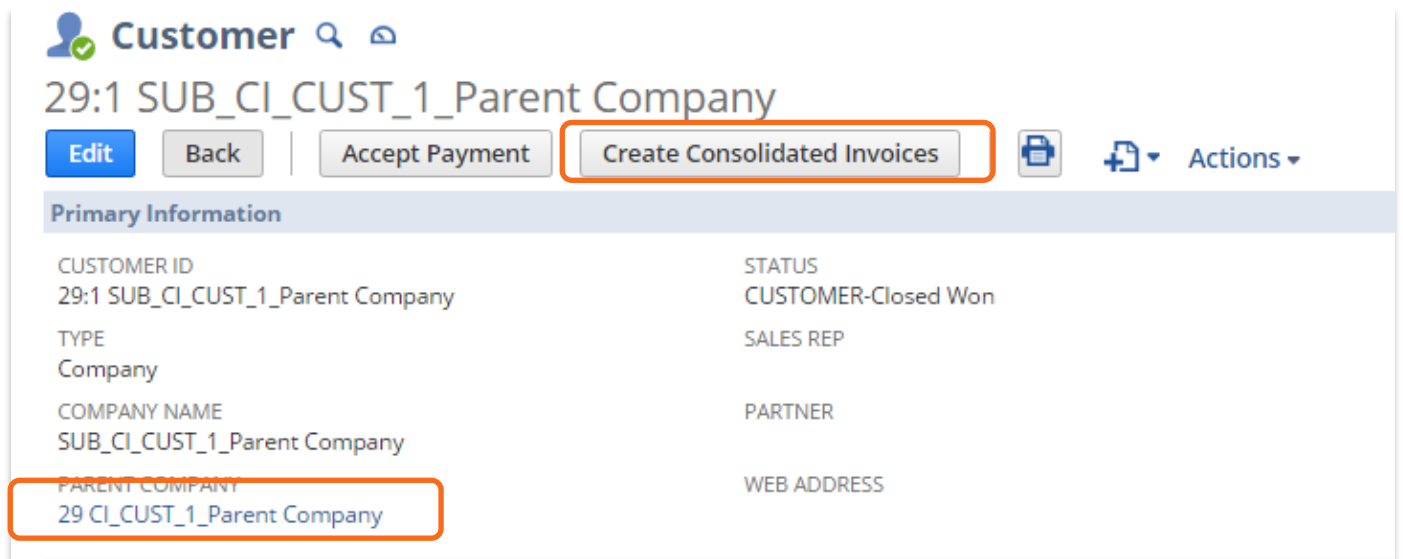
Figure 25 - Create Consolidated Invoices button at the Sub-customer Screen

In order to consolidate invoices for sub-customers at the customer record level, the '**Include Sub Customers**' checkbox must be **unchecked** on CI Setup (Please see *CI Setup - Preferences*), else the Create Consolidated Invoices will not display at the customer record.

Customer name is in this format: {*Parent Customer Name*}: {*Sub-customer Name*}

Example: **29:1 CI_CUST_1_Parent Company : SUB_CI_CUST_1_Parent Company**

Figure 20 - Consolidate Customer Invoices window

4.1.4.3 Include Sub-customers is Enabled (For Sub-customer Screen only)

Once the Include Sub-customers feature is marked or enabled, the Consolidation button in the Sub-customers will be hidden. Please see CI Preferences for more details about the **Include Sub Customers** feature.

Include Sub-customers Feature on CI Setup

4.1.4.4 Exclude From Consolidated Invoicing is Enabled

Exclude Button in the Customer Record

If on the CI Setup, consolidation is enabled or set for **Selected Customers,** the **Exclude from Consolidated Invoicing** checkbox in the Customer screen will be considered. Checking this option will hide the Consolidation button in the Customer form.

If the **Include Sub-customer** is also enabled in the CI Setup - meaning the intention is to always include the Sub-customers invoices together with the Parent customer - it is advised to also mark the Sub-customers for exclusion after marking the Parent customer. By doing this, invoices of the Parent customer and its Sub-customers will be hidden on the Consolidation screen.

4.2 Invoice Exclusion

To exclude individual invoices from consolidation, one has to uncheck the **Exclude From Consolidation** checkbox in the invoice.

Invoice Exclusion can be used to disregard a 'marked' invoice while consolidating all other invoices for the customer.

To exclude an invoice:

#	User Action	System Action
1	Edit an invoice and find the **Exclude From Consolidation** checkbox.	
2	Click **Save**.	The solution will exclude the invoice on the consolidation screen. When the customer where the invoice belongs is searched at the consolidation screen, the excluded invoice will not display on the invoice sublist.

Figure 21 - Exclude Button on the Invoice Form

Custom Fields

Below fields are added to the Invoice Form:

Field Name	Type	Description
Exclude from Consolidation	Checkbox	Marking this will exclude the invoice from consolidation
CI Number	Link	This field contains the link to the CI Record # Associated with this invoice.

4.3 Scheduled Consolidation

In order to consolidate invoices on a scheduled basis, one has to mark or check the **Enabled Scheduled Consolidation** in the CI Setup. This feature, will automate the creation of CI by using schedule details and CI parameters.

The above use cases for online consolidation can be executed using scheduled consolidation.

The schedule details will be set using a Script Deployment, **NSTS | CI Sched Batch Consolidation SS**.

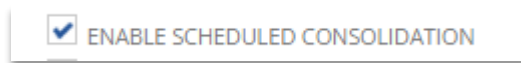**Pre-requisite:** Enabled Scheduled Consolidation is set on the CI Setup. Please see CI Setup - Configuration.

ENABLE SCHEDULED CONSOLIDATION

Figure 22 - Scheduled Consolidation Option

ID	SCRIPT ▲	STATUS	TYPE	LAST MODIFIED
customdeploy_nsts_ci_online_batch_ss_1	NSTS | CI Online Batch Consolidation SS	Not Scheduled	Scheduled	3/24/2015 4:11 am

Figure 23 - Scheduled Consolidation Script

To setup the scheduled consolidation:

#	User Action	System Action
1	Navigate to *Customization> Scripting> Script Deployments*	
2	Find the script name **NSTS | CI Sched Batch Consolidation SS** and click **Edit**	The Script Deployment page will open to allow the user to set the scheduled consolidation details.
3	Set the following details at Schedule subtab: Status (Not Scheduled or Scheduled) ▪ Event Type (*Single/Daily/Weekly/Monthly/Yearly*) ▪ Start Date ▪ Start Time ▪ Repeat (*Occurrence*) ▪ End By (*Enabled when Daily, Weekly, Monthly or Yearly event is selected*) ▪ No End Date (*Enabled when Daily, Weekly, Monthly or Yearly event is selected*)	
4	Set the following consolidation details at the Parameters subtab: ▪ Customer ▪ Subsidiary ▪ Invoice Cut Off Date (*If the purpose of using CI Schedule is to generate bulk CI records with a one-time setup, then enter the invoice cut-off date.*) ▪ CI Date Options ▪ CI Specific Date ▪ Offset (In Days) (*If the purpose of using CI Schedule is to generate CI records frequently (every week or month), the use Offset in Days.*)	
5	Click **Save**.	The scheduled consolidation will run as defined on the script record. When the schedule comes, a new CI record will be created together with its CI #. Same as the online consolidation, scheduled consolidation details will be based on the selected customer and other details set at the **Parameters** subtab.

Figure 24 - Scheduled Consolidation Screen

Figure 25 - Consolidation Parameters

Offset (In Days): This field works to delay or advance the invoice cut-off date - in days.

A. Negative Number:
If a negative number is set on this field, example: **-3** and the consolidation date is set for June 4, the invoice cut off will be on June 1.

B. Positive Number:
If the scheduled consolidation is set to run on June 4 and a positive number is entered on the Offset (In Days) field, example **2**, the consolidation will run on June 6.
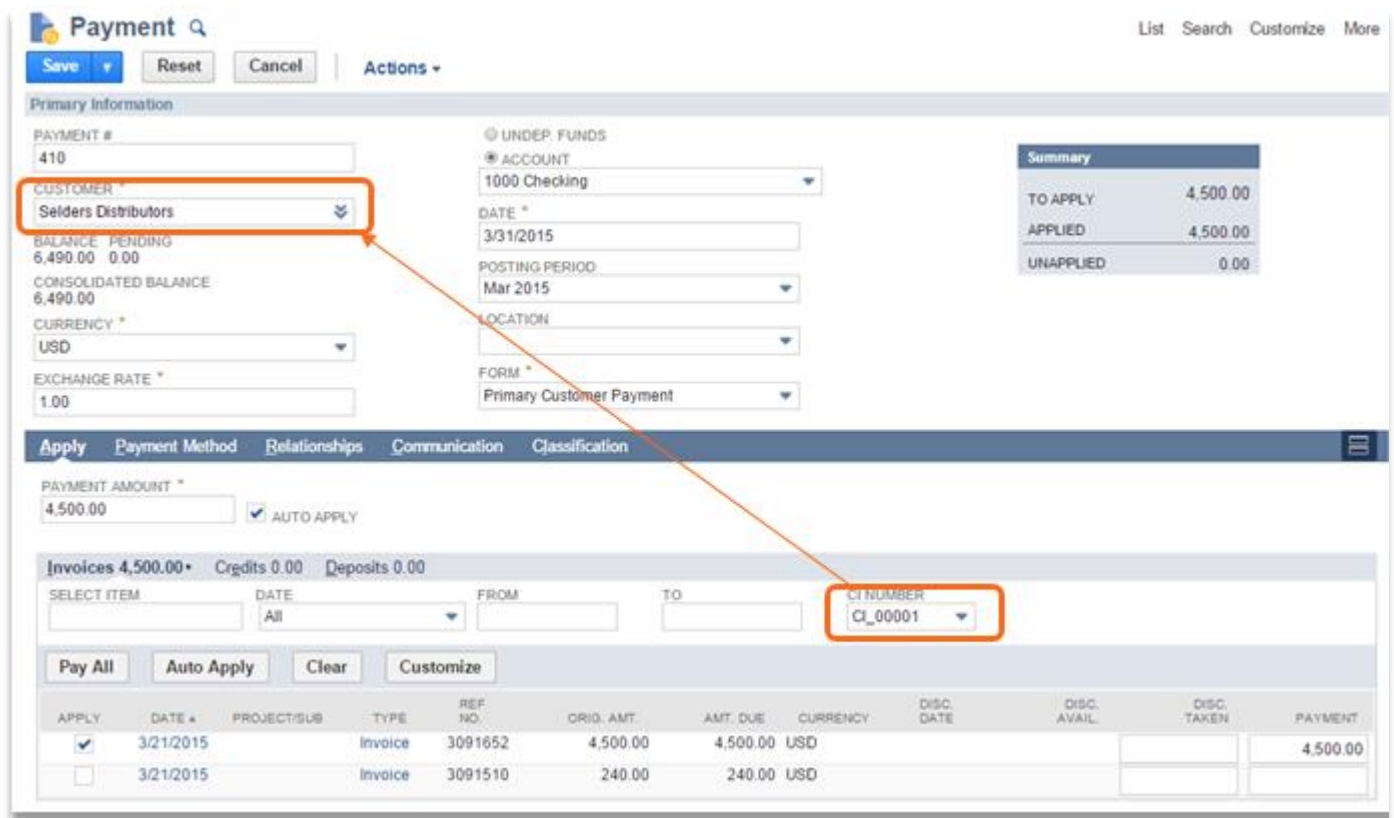
4.4 Invoice Payments

On the Payments form, invoices can be filtered using a CI Number. Selecting a CI Number that corresponds to the selected customer in the payment form will display all of the individual invoices that were consolidated on the CI record, for application of the payment.

> **Payments on Child Invoices:** Payments made on child invoices after the consolidation will not update the CI record. This also applies to past due CIs.

Please see *Payment Form Setup* to include the CI Number to the Invoice filters.

Figure 26 - Scheduled Consolidation

#	User Action	System Action
1	On the Payment form, select the Customer to apply payment.	The available invoices for the customer will display under the Apply subtab – Invoices sublist, allowing the user to select/mark preferred invoices.
2	On the Invoices sublist filter, select a CI record in the **CI Number** drop-down list.	If the selected CI number is associated with the selected customer, the invoices associated with the selected Consolidation Number will be listed for payment application.

> **CI Number List:** The CI records populated on the list are not filtered per selected customer on the payment form. Thus, it will list all the CI records. Please refer CI Record for the CI number before navigating to payments

4.5 CI Layouts

> **Currency on Non-OneWorld Account:** For CI PDF that is generated on a non-One World account, only the currency symbol will be displayed on the header and not the currency name.

4.5.1 CI Layout: Detailed Layout (Sub Customer)

The PDF that is generated once a CI record is created, depends on the selected layout type at the CI Setup. One of the out-of-the-box layout is the **Detailed Layout (Sub Customer)** which displays details at the sub-customer level.

Pre-requisite:

1. **Detailed Layout (Sub Customer)** is selected as Default CI Layout on the CI Setup or on the customer record. Please see CI Setup – Printing Preferences.

2. Perform Online Consolidation. Please see sample Online Consolidation at *4.1.1 Online Consolidation: Location and Billing Address Filters*

Figure 27 - CI Records at the Customer Record

Figure 28 - Detailed Layout (Sub Customer) PDF

The image shows a Google Chrome browser window with URL:
https://system.na1.netsuite.com/core/media/media.nl?id=34892&c=TSTDRV1181510&h=627d6ad2a06af2fcc360&_xt=.pdf&whence= - Google Chrome

CONSOLIDATED INVOICE

CONSOLIDATED INVOICE #	INVOICE DATE	CURRENCY
CI_05121	03/23/2015	USA

SuiteSolution - QA

SuiteSolutions QA
50 Wallnut Avenue
San Francisco CA 94109
United States

Bill To:
CI Company Parent1
5th floor OnePlace Business Center Canada
AB
125440
CA

Ship To:
CI Company Parent1
10th floor OneWorld Business Center Sarasota
Florida
US

SALES REP	PARTNER	PAYMENT TERMS
Archana Modi	2 QA SuiteSolution	2% 10 Net 30

Consolidated Invoice Summary

INVOICE	DATE	AMOUNT
35 CI Company Parent1		
650	05/25/2014	$342.00
648	12/03/2014	$1,690.42
657	12/03/2014	$142.97
		$2,175.39
351 CI Company Parent1 : Parent1 -> CI Sub 1		
166	05/01/2014	$382.17
168	12/10/2014	$1,282.94
170	12/10/2014	$794.08
172	01/02/2015	$255.20
171	01/14/2015	$312.91
167	02/01/2015	$790.10
169	02/01/2015	$334.95
		$4,152.35
	TOTAL	$6,327.74
	AMOUNT PAID	($-1,575.50)
	TOTAL DUE	$4,752.24

Consolidated Invoice Details

CUST/INV #/ITEM	ITEM DESCRIPTION	QTY	RATE	DISCOUNT(%)	TAX	AMOUNT
35 CI Company Parent1 648						
APPLE5667		3	$339.14	(0.00)	0.00	$1,017.42
SAM12345		2	$92.00	(0.00)	0.00	$184.00
SANSA0987		4	$52.00	(0.00)	0.00	$208.00
SONY12345		1	$131.00	(0.00)	0.00	$131.00
						1,540.42
35 CI Company Parent1 650						
10% Posting Discount		0	($10.00)	(-38.00)	0.00	$-38.00
SAM12345		2	$92.00	(18.40)	0.00	$184.00
SAMNT12345		2	$21.00	(4.20)	0.00	$42.00
SEN12345		2	$77.00	(15.40)	0.00	$154.00
						342.00
35 CI Company Parent1 657						
7% Posting Discount		0	($7.00)	(-10.76)	0.00	$-10.76
DRE4444		3	$33.91	(7.12)	0.00	$101.73
SANSA0987		1	$52.00	(3.64)	0.00	$52.00
						142.97

1 of 3

	1	$21.00	(0.00)	0.00	$42.00
SEN12345	1	$77.00	(7.70)	0.00	$77.00
					203.30
351 CI Company Parent1 : Parent1 -> CI Sub 1 170					
5% Posting Discount	0	($5.00)	(-37.66)	0.00	$-37.66
APPLE5667	1	$339.14	(16.96)	0.00	$339.14
SAMNT12345	1	$21.00	(1.05)	0.00	$21.00
SONY12345	3	$131.00	(19.65)	78.60	$471.60
					794.08
351 CI Company Parent1 : Parent1 -> CI Sub 1 171					
DRE4444	1	$33.91	(0.00)	0.00	$33.91
SANSA0987	1	$52.00	(0.00)	0.00	$52.00
SEN12345	1	$77.00	(0.00)	0.00	$77.00
					162.91
351 CI Company Parent1 : Parent1 -> CI Sub 1 172					
SAMNT12345	1	$21.00	(0.00)	0.00	$21.00
SEN12345	1	$77.00	(0.00)	0.00	$77.00
SONY12345	1	$131.00	(0.00)	26.20	$157.20
		SHIPPING AND HANDLING			$581.65

2 of 3

CONSOLIDATED INVOICE

CONSOLIDATED INVOICE #	INVOICE DATE	CURRENCY
CI_05121	03/23/2015	USA

SuiteSolution - QA

SuiteSolutions QA
50 Wallnut Avenue
San Francisco CA 94109
United States

Bill To:	Ship To:
CI Company Parent1 5th floor OnePlace Business Center Canada AB 125440 CA	CI Company Parent1 10th floor OneWorld Business Center Sarasota Florida US

SALES REP	PARTNER	PAYMENT TERMS
Archana Modi	2 QA SuiteSolution	2% 10 Net 30

TOTAL	$6,327.74
AMOUNT PAID	($-1,575.50)
TOTAL DUE	$4,752.24

Figure 29 - Detailed Layout (Sub Customer) PDF - Bottom Section

4.5.2 CI Layout: Detailed Layout

The Detailed Layout shows child invoice details for each invoice line. Total amount due is displayed at the bottom of the report. **Detailed Layout** is one of the out-of-the-box layout provided with the CI solution. The PDF that is generated, once a CI record is created, depends on the selected layout type at the CI Setup.

CONSOLIDATED INVOICE

CONSOLIDATED INVOICE #	INVOICE DATE	CURRENCY
CI_05144	03/23/2015	USA

SuiteSolution - QA

SuiteSolutions QA
50 Wallnut Avenue
San Francisco CA 94109
United States

Bill To:	Ship To:
ABC Company 1000 Campus Dr. San Mateo NY 12345 US	ABC Company 3030 Hanover St. Palo Alto CA 94304 US

SALES REP	PARTNER	PAYMENT TERMS
Jennifer Gamo		

Details

INVOICE	#	INVOICE DATE	ITEM	PO#	SO#	SALES DESCRIPTION	QUANTITY	UNITS	RATE	ITEM TOTAL	TAX	AMOUNT
646	1	02/04/2015	*HP Envy Notebook				1		876.00	$876.00	$0.00	$876.00
646	2	02/04/2015	HP Compaq 6305 Pro - A				1	Units	586.00	$586.00	$0.00	$586.00
647	3	02/04/2015	*HP Envy Notebook				1		876.00	$876.00	$0.00	$876.00
647	4	02/04/2015	HP Compaq 6305 Pro - A				1	Units	586.00	$586.00	$0.00	$586.00

SUB TOTAL	$2,924.00
SHIPPING AND HANDLING	$0.00
TOTAL	$2,924.00
AMOUNT PAID	($0.00)
TOTAL DUE	$2,924.00

Figure 30 - Detailed Layout PDF

Pre-requisite:

1. **Detailed Layout** is selected as Default CI Layout on the CI Setup or on the customer record. Please see CI Setup – Printing Preferences.

CI Printing Preferences

DEFAULT CI LAYOUT *

Detailed Layout ▼

Alternatively, if the user wants to use this layout for a subset of customers, the user can select the layout on the customer record.

Perform Online Consolidation. Please see a sample Online Consolidation at *4.1.1 Online Consolidation: Location and Billing Address Filters.*

4.5.3 CI Layout: Summarized by Items

For the **Summarized by Items** PDF layout, the items from the consolidated invoices are grouped. This is an out-of-the-box layout provided with the CI solution. The PDF that is generated once a CI record is created depends on the selected layout type at the CI Setup or on the customer record.

Pre-requisite:

1. **Summarized by Item** is selected as Default CI Layout on the CI Setup or on the customer record. Please see CI Setup – Printing Preferences.

CI Printing Preferences

DEFAULT CI LAYOUT *
Summarized by Items

2. Perform Online Consolidation. Please see sample Online Consolidation at *4.1.1 Online Consolidation: Location and Billing Address Filters.*

CONSOLIDATED INVOICE

CONSOLIDATED INVOICE #	INVOICE DATE	CURRENCY
CI_05144	03/23/2015	USA

SuiteSolution - QA

SuiteSolutions QA
50 Wallnut Avenue
San Francisco CA 94109
United States

Bill To:	Ship To:
ABC Company 1000 Campus Dr. San Mateo NY 12345 US	ABC Company 3030 Hanover St. Palo Alto CA 94304 US

SALES REP	PARTNER	PAYMENT TERMS
Jennifer Gamo		

Consolidated Invoice By Item

ITEM	SALES DESCRIPTION	QUANTITY	UNITS	RATE	ITEM TOTAL	TAX	TOTAL
*HP Envy Notebook		2		876.00	$1,752.00	$0.00	$1,752.00
HP Compaq 6305 Pro - A		2		586.00	$1,172.00	$0.00	$1,172.00

SUB TOTAL		$2,924.00
DISCOUNT		($0.00)
SHIPPING AND HANDLING		$0.00
TOTAL		$2,924.00
AMOUNT PAID		($0.00)
TOTAL DUE		$2,924.00

DUE DATE	AMOUNTS BY DUE DATE
	$2,924.00
	$2,924.00

Figure 31 - Summarized by Item PDF

4.5.4 CI Layout: Summarized by Due Date

If the requirement is to consolidate customer invoices grouped by due dates, the **Summarized By Due Date** layout can be specified at CI Setup. The PDF that is generated once a CI record is created depends on the selected layout type at the CI Setup.

Pre-requisite:

1. **Summarized by Due Date** is selected as Default CI Layout on the CI Setup or on the customer record. Please see CI Setup – Printing Preferences.

CI Printing Preferences

DEFAULT CI LAYOUT *

Summarized By Due Date ▼

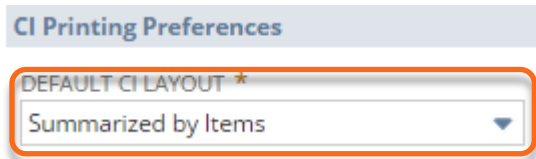2. Perform Online Consolidation. Please see sample Online Consolidation at *4.1.1 Online Consolidation: Location and Billing Address Filters.*

CONSOLIDATED INVOICE

CONSOLIDATED INVOICE #	INVOICE DATE	CURRENCY
CI_05165	03/24/2015	USA

SuiteSolution - QA

SuiteSolutions QA
50 Wallnut Avenue
San Francisco CA 94109
United States

Bill To:	Ship To:
Accounting Dept NVR1 123 First Steet #305 San Francisco CA 91234 US	Receiving Dept Last,First 145 Main Street # 509 San Mateo CA 94402 US

SALES REP	PARTNER	PAYMENT TERMS
Jennifer Gamo	1 NSS Solutions	

Summary By Due Date

DUE DATE	INVOICE #	INVOICE DATE	AMOUNT
02/01/2015			
02/01/2015	6087	02/01/2015	$14,174.61
	6089	03/23/2015	$14,174.61
	6090	03/23/2015	$15,640.84
	6091	03/23/2015	$14,114.41
			SUB TOTAL: $58,104.47
		TOTAL	$58,104.47
		AMOUNT PAID	($-1,004.59)
		TOTAL DUE	$57,099.88

> 📢 **Item Rate Display on CI PDFs:** If there is a Unit of Measure used on the invoice, the Item Rate is displayed in Base unit. This is a Native NetSuite functionality but already filed for fix or enhancement.
>
> To handle this, the quantity is adjusted to show the Item Rate in Base unit for the CI PDF details to match the invoice details. This applies to all CI PDF results that is using or displaying Item Rate.
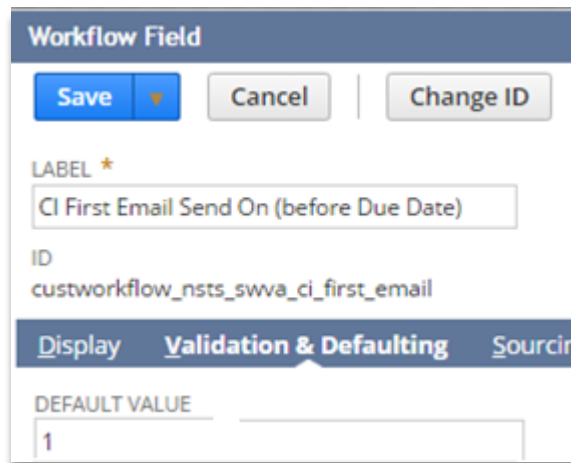
4.6   Email Notification for Past Due CIs

To send email notifications to the Customer and defined Contact Role for past due CIs, the workflow for this feature must be configured. (See CI Collections Workflow).

Below are the sample emails sent based on the configuration in the CI Collections Workflow. The user can access the emails on the CI Record by navigating to **Mail Merge> Messages** tab on the CI record. The collections rep identified on the customer and the contact roles specified will get notified. The emails are generated by the workflow based on the configuration. No user action is required to generate these emails.

A. First Email (Before Due Date)

Figure 26 - WF Field Value: Number of Days To Send The First Email
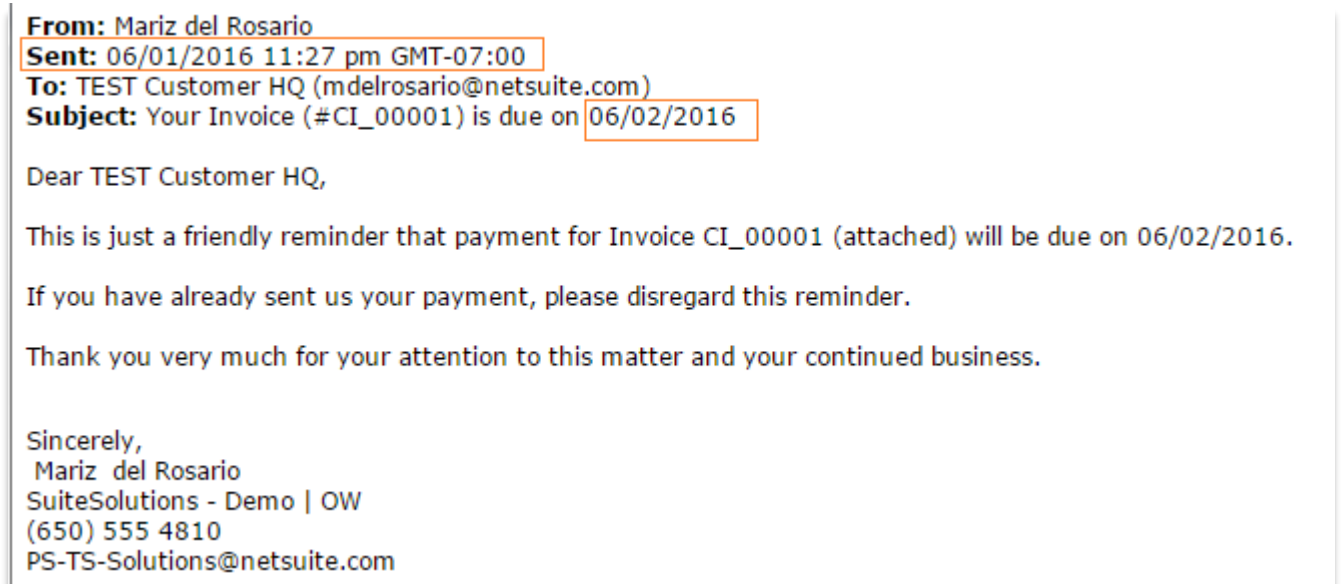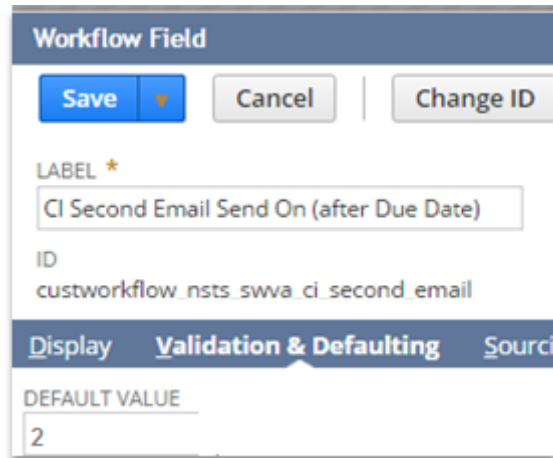
Figure 27 - Sample First Email

B. Second Email (After Due Date)
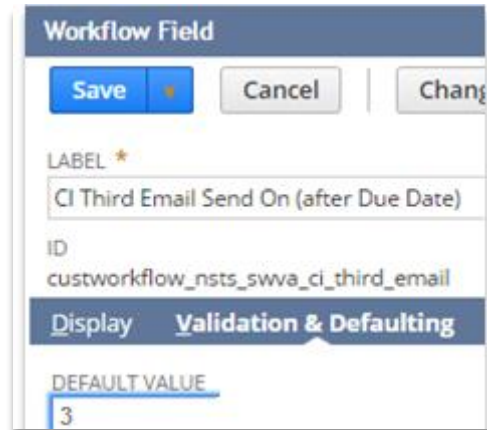
Figure 28 - WF Field Value: Number of Days To Send The Second Email

Figure 29 - Sample Second Email

C. Third Email (After Due Date)

Figure 30 - WF Field Value: Number of Days To Send The Third Email

From: Mariz del Rosario
Sent: 06/01/2016 11:46 pm GMT-07:00
To: TEST Customer HQ (mdelrosario@netsuite.com)
Subject: IMMEDIATE ACTION REQUIRED: Your Invoice (#CI_00001) is past due

Dear TEST Customer HQ,

This is an important letter and requires your immediate attention. Despite sending you several reminders, we have received no response from you about your seriously past due account. We feel we have given you ample time and have been more than patient with you. It is our normal policy to pass-on seriously delinquently accounts to a third party collection agency or our legal counsel. This could further jeopardize your credit rating in the industry. You can avoid this by sending us a check today for the full amount due. If we do not receive your payment within the next five days, we are going to have to take action.

Consolidated Invoice Details
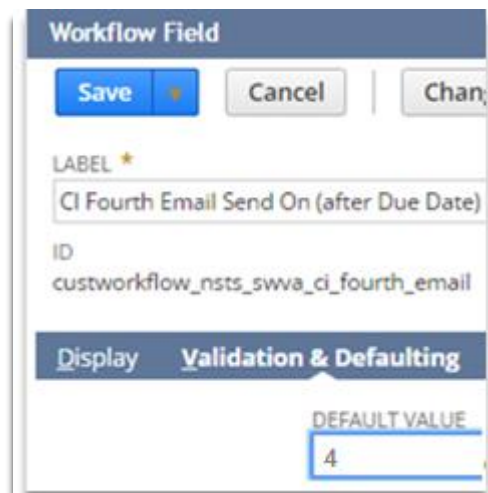
Consolidated Invoice #	CI_00001
CI Date	06/01/2016
CI Due Date	05/29/2016
Amount	$1,478.00

We regret having to take this action, but we feel we have been more than patient with you. We sincerely hope you will give this your serious consideration.

Sincerely,
 Mariz del Rosario
SuiteSolutions - Demo | OW
(650) 555 4810
PS-TS-Solutions@netsuite.com

Figure 31 - Sample Third Email

D. Fourth Email (After Due Date)

Figure 32 - WF Field Value: Number of Days To Send The Fourth Email

Figure 33 - Sample Fourth Email

Block Collection Email: A checkbox from the CI record can be marked to block or disable sending of collection emails for that specific CI record.

☐ BLOCK COLLECTION EMAIL

Aside from the sending of email notification for Past Due CIs, an Phone Call will be created as additional entry to the Customer record, this is also based on the values set on **CI Create Phone Call After (days)** and **CI Create Phone Call Task** WF fields.

4.7   CI Records without PDF File

Run the **CI WITHOUT PDF FILE** saved search to view the created CI records without generated PDF file. This usually happens when an error was encountered while the CI record is being created.

5 Appendix

5.1 Bundle Components

Listed on this section are the components of the solution such as the custom record, custom fields, saved searches, scripts, etc., that were not mentioned in 3 Setup and Configuration.
Solution Name: SuiteSolutions – Consolidated Invoicing
Solution Version: 2.5.0

5.1.1 Custom Records

5.1.1.1 CI Layout Record

This record allows a user to define the preferred PDF layout to be generated for every invoice consolidation. The CI solution supports 4 PDF layouts that can be configured as per business needs.

The screen can be accessed via *Lists> Custom> NSTS | CI Layout*

Field Name	Type	Description
Layout Data		
CI Layout Name	Free-Form Text	Name of the layout
PDF Template File	Document	Template file to be used as layout/format
Saved Search 1	List/Record	1st set of data to be used on the layout
Saved Search 2	List/Record	2nd set of data to be used on the layout (optional)
Page Setting		
Is Landscape	Checkbox	Check this option to set the page in landscape format.
Header Height	Percent	Field to set header height of the layout.
Title Font Size	Integer Number	Field to set font size of layout's title.
Sub-title Font Size	Integer Number	Field to set font size of layout's sub-title.
Header Font Size	Integer Number	Field to set font size of layout's header.
Table Row Body Font Size	Integer Number	Field to set font size of layout's table row body.
Body Font Size	Integer Number	Field to set font size of layout's body section.
Billing and Shipping Font Size	Integer Number	Field to set font size of Billing and Shipping.
Billing and Shipping Table Height	Integer Number	Field to set height of Billing and Shipping.

5.1.1.2 CI Task

This record holds the CI Log as its child record. When consolidation is started, a CI Task record will be generated to capture the tasks or scripts triggered for the consolidation process. Initially, it will have a status of CI Started and then In Process and once finished, a status of Completed, together with the CI Record ID generated.

The screen can be accessed via *Lists> Custom> NSTS | CI – Task List*

Field Name	Type	Description
ID	Integer Number	CI Task record ID
Task Type	List/Record	Displays the Task Type of the record, any of: Online, Scheduled and Customer
Initiated By	List/Record	Displays the name of the user who initiated the consolidation. When CI is generated via scheduled script, this is empty.
Task Started At	Date/Time	Date and time that the task/process started.
Task Ended At	Date/Time	Date and time that the task/process ended.
Task Status	List/Record	Displays current status of the task in values of: CI Started, In Process, Completed, Failed and Completed With Errors
Error Details	Long Text	Displays particulars of the task error.
Consolidation Records Identified	Integer Number	Total number of record identified during the consolidation.
No. Of CI Records Created	Integer Number	Total number of record created after the consolidation.
Customers	Multiple Select	Displays the customer/s used for consolidation
CI Numbers	Multiple Select	Displays the CI numbers created after consolidation

5.1.1.3   Consolidate Customer Invoices (Suitelet)

This *Suitelet* allows the user to consolidate invoices for one or more customers based on preferences set on CI Setup. A user has access to this page if the online consolidation is enabled and the user has the appropriate permissions.

The screen can be accessed via *Lists> Custom> Consolidate Customer Invoices*

Field Name Main Filters	Type	Description
Customer	List/Record	The customer associated with this transaction.
Subsidiary	List/Record	The subsidiary associated with this transaction.
Currency	List/Record	Invoice Currency
Invoice Cut-Off Date	Date	Defaulted to Current Date in MM/DD/YYYY format. Field to specify cut-off date of open Invoices for consolidation and is compared against Invoice Date
Set CI Input		
CI Date	List/Record	Date associated with CI is defaulted to Invoice Cut-off Date other options are • Current Date • Specified Date • Last Invoice Date

Field Name **Main Filters**	Type	Description
Update Due Date	Checkbox	If checked, the due date on the original invoices is updated, using the term entered on the customer record or the preferred term entered in the accounting list for terms. If selected, the CI Due Date is available on the CI record and printed on the CI PDF.

- **Lists**
  - CI - Status (3 records)
  - CI - Enable For (2 records)
  - CI - Payment Status (2 records)
  - CI - Task Status (6 records)
  - CI - Task Type (3 records)
  - CI - Date Options (3 records)
  - CI - Dunning Level (5 records)
  - CI - Collection Phone Call for (2 records)
- **Records**
  - CI - Consolidated Invoice
  - CI - Setup
  - CI - Invoice Link
  - CI - Task
  - CI - Log
  - CI - Layout (include 4 records)

5.1.2 Custom Fields

- **CRM Fields**
  - CI Record
- **Entity Fields**
  - Send CI via Fax
  - Send CI via Email
  - Block Collection Email
  - CI Fax Template
  - CI Email Template
  - Collections Rep
  - CI Lock on Online consolidation
  - Fax Sender
  - Exclude From Consolidated Invoicing
  - Email Sender
  - CI In Process
  - CI Layout
- **Transaction Body Fields**

- CI Number
- Exclude from Consolidation
- CI link

5.1.3 Forms

- **Advanced PDF/HTML Templates**
  1. CI Statement PDF/HTML Template
  2. NSTS | CI Statement Template
- **Entry Forms**
  1. NSTS | CI Customer Form
- **Transaction Forms**
  1. NSTS | CI Invoice Form
  2. NSTS | CI Payments Form
  3. NSTS | CI Statement Form

5.1.4 Saved Searches

Several saved searches are used in the solution to provide the invoice summary and detailed information. Saved searches are also used to generate the CI PDF files.

- **NSTS | Consolidated Invoice**
  - NSTS_CI Collection - ****For WorkFlow Use DO NOT DELETE****
  - CI - Without PDF file
- **Transactions**
  1. CI - Invoice Consolidation
  2. CI - Amount Remaining ****For Custom Field Use DO NOT DELETE****
  3. CI Summary Invoice Search (Default)
  4. CI - PDF Summary invoice Search Sub Customer (Default)
  5. CI - PDF Main Invoice Line (Default)
  6. CI - PDF Detailed Invoice Search Sub Customer (Default)
  7. CI - PDF by Location (Default)
  8. CI - PDF By Items (Default)
  9. CI - PDF by Due Date For Item Layout (Default)
  10. CI - PDF by Due Date (Default)
  11. CI - invoice without CI link (Default)
  12. CI - Detailed Invoice Search (Default)
  13. CI - Get Summary Totals (DO NOT DELETE 4 func getCISummaryTotals)

5.1.5 Files

- Generic Company Logo.png
- NSTS_CI_Detailed_layout.html
- NSTS_CI_Summarize_By_DueDate.html
- NSTS_CI_Summarize_By_Item.html

- NSTS_CI_Summarize_By_Detailes_subcustomer.html
- nsts_ci_consolidated_invoice_validation_cs.js
- NSTS_CI_Lib_Constants.js
- NSTS_CI_MR_generateCIL.js
- NSTS_CI_MR_Update_CIL.js
- NSTS_CI_Cleanup_orphan_CIL.js
- NSTS_CI_SS_ConsolidatedInvoicingScheduled.js
- NSTS_CI_SS_ConsolidatedInvoicingOnline.js
- NSTS_SS_suitelet_async_processing.js
- NSTS_CI_SL_ConsolidatedInvoicing.js
- NSTS_CI_UE_Invoice.js
- NSTS_CI_UE_ConsolidatedInvoicing.js
- NSTS_CI_UE_CIL.js
- NSTS_CI_Lib_UtilAndObjects.js
- NSTS_CI_UE_task.js
- NSTS_SWVA_WA_EmailARContacts.js
- NSTS_SWVA_Lib_Constants.js
- NSTS_CI_Lib_ConsolidationProcessing.js
- NSTS_SWVA_Lib_ObjectsAndFunctions.js

5.1.6 Subtab

- **Entity**
  - Consolidated Invoice
  - Collections
- **Transaction**
  - Consolidated Invoice

5.1.7 Scripts

Following is the listing of scripts required for this solution. Bulleted below are the purpose of these scripts.

- ➢ Script deployed as a Suitelet for consolidation
- ➢ Script to trigger the creation of consolidated invoice

- ➢ Scheduled script for consolidation
- ➢ Scripts for validations
- ➢ Scripts to check invoices without CI Link

- **Client**
  - NSTS | CI Validations CS
  - NSTS | CI Online Consolidation CS
- **Map/Reduce**
  - NSTS | CI Generate CI Link
  - NSTS | CI Update CIL
- **Scheduled**
  - NSTS | CI Cleanup CIL Orphan records
  - NSTS | CI Sched Batch Consolidation SS

- NSTS | CI Online Batch Consolidation SS
- NSTS | CI online Async Process
- **Suitelet**
  - NSTS | CI Online Consolidation SL
- **User Event**
  - NSTS | CI Transaction UE
  - NSTS | Consolidated Invoice UE
  - NSTS | CI CIL ue
  - NSTS | CI Task UE
- **Workflow Action**
  - NSTS | SWVA - Get AR Contacts CI

5.1.8 Workflows

- **Custom Workflow**
  - NSTS | SWVA - CI Collections WF

5.1.9 Roles and Permission

The access for configuring and processing SuiteSolutions – Consolidated Invoicing should be aligned with the standard NS security.

5.2 Performance and Scalability

Below are the indicative results for performance testing for the SuiteSolution in both One World Account with **1** queue (i.e. without SuiteCloud Plus license) and One World Account with **5** queue (with SuiteCloud Plus license). The actual performance would depend on the large number of factors like the Datacenter Premium Tier, SuiteCloud Plus licenses, time of the day the process is executed etc.

> **Important:** Please note that the performance result on this section are only based on the creation of CI Record and PDF only. This does not guarantee that a Payment is created or applied against the invoices used.

5.2.1 CI Online Suitelet Loading

The CI Online Suitelet can only display a maximum of 1,000 rows. To show other customer's invoices, the search result must be trimmed by using the available filters.

5.2.2 CI Online Consolidation

5.2.2.1 For Single Customers
1. Online CI supports up to 5,000 invoices for a Single CI regardless of the update due date setting if the total number of item lines for all the invoices to be consolidated is 50,000 lines.
2. Online CI can process the following number of invoices on the following accounts (with update due date functionality, layout = Detailed Layout):

a. Non SuiteCloud+ Account can process 23-25 invoices per minute.
b. SuiteCloud+ Account can process 33-35 invoices per minute.

5.2.2.2 For Multiple Customers

1. Online CI can now process 200 invoices or 100,000 item lines for all the invoices to be consolidated if invoices are distributed across multiple customers.
2. Processing is faster if Update Due date functionality is turned off.
3. Online CI can process 1 CI on the following accounts (with update due date functionality, layout = Detailed Layout):
   a. Non SuiteCloud+ Account can process 1 CI for approximately 8 minutes.
   b. SuiteCloud+ Account can process 1 CI for approximately 3.5 - 4.5 minutes.

5.2.3 CI Scheduled Consolidation

5.2.3.1 For Single Customers

1. Scheduled CI supports up to 5,000 invoices for a Single CI regardless of the update due date setting if the total number of item lines for all the invoices to be consolidated is 50,000 lines.
2. Scheduled CI can process the following number of invoices on the following accounts (with update due date functionality, layout = Detailed Layout):
   a. Non SuiteCloud+ Account can process 1 CI with 5,000 invoices. A script error will be encountered if more than 5,000 invoices will be processed.
   b. SuiteCloud+ Account can process 107 invoices per minute.

5.2.3.2 For Multiple Customers

1. Scheduled CI can process the following for multiple customers:
   a. Non-SuiteCLoud+ Account can only support up to 50,000 invoices or a total of 500,000 lines consolidated across multiple customers.
   b. SuiteCloud+ Account supports up to 100,000 invoices or a total of 1,000,000 lines consolidated across multiple customers, if each CI have less than 5,000 invoices.
2. Generating PDF with a Summarized by Item Layout is faster by 24 minutes than generating a PDF with Detailed layout.
3. Scheduled CI can process the following number of invoices on the following accounts (with update due date functionality, layout = Detailed Layout):
   a. Non SuiteCloud+ Account 32-137 invoices per minute.
   b. SuiteCloud+ Account can process 134-144 invoices per minute.