Auto Invoice Shipments

User Guide

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1 Overview

Auto Invoice Shipments provides the following functionality:

- Invoice multiple shipments at the same time.
- Consolidate multiple shipments into one invoice per customer.
- Pick individual shipments to be invoiced or invoice all outstanding shipments.
- Optionally print the invoices as they are created.
- Schedule the invoicing and printing to happen automatically.

2 Invoicing Outstanding Shipments

The following figure shows an example of the main screen of the application.

📓 SAMINC - Auto Invoice Shipments – 🗆 X											×
File Settings Help											
Fro	m Customer No			To ZZZZZZZZZZZZ							
Fro	m Shipment No			To ZZZZZZZZZZZZZZZZZZZZ	22222222	Load					
Ship	Selected	Shipmont No.	CustomerNe	Rill To Namo	Pill To Address	Shin To Name	Ship To Address	Shipmont Data	Inveice No		
	Selected		1000	bii to wane	Dill TO Address	Ship to Name	D I D L 17	A (17 (2022)	Invoice No	_	
1		SH000000000000000000000000000000000000	1200	Mr. Honaid Black	2820 Wabash Road	warenouse	Receiving Dock 17	4/1//2023		_	
	\checkmark	SH000000000000000000000	1210	ACME Plumbing	927 Warehouse Road	ACME Plumbing	927 Warehouse Road	4/17/2023		_	
	\checkmark	SH0000000000000000064	1105	Bargain Mart - Oakland	Bargain Mart Plaza	Bargain Mart - Oakland	Bargain Mart Plaza	4/17/2023			
	\checkmark	SH00000000000000000065	4030	The House Doctors	1215 13th Street E.	The House Doctors	1215 13th Street E.	4/17/2023			
	\checkmark	SH0000000000000000066	2235	Forester Building Supplies	#46 North Gate Mall	Forester Building Supplies	#46 North Gate Mall	4/17/2023			
	SH00000000000000000 1200 Mr. Ronald Black		Mr. Ronald Black	2820 Wabash Road	Mr. Ronald Black	2820 Wabash Road	4/17/2023				
SH000000000000000000000000000000000000		Mr. Ronald Black	2820 Wabash Road	Mr. Ronald Black	2820 Wabash Road	4/17/2023					
		SH000000000000000000000	1200	Mr. Ronald Black	2820 Wabash Road	Mr. Ronald Black	2820 Wabash Road	4/17/2023			
		SH000000000000000000000000000000000000	1200	Mr. Ronald Black	2820 Wabash Road	Mr. Ronald Black	2820 Wabash Road	4/17/2023			
	\checkmark	SH0000000000000000000071	1200	Mr. Ronald Black	2820 Wabash Road	Mr. Ronald Black	2820 Wabash Road	4/17/2023			
										~	
Invoice Select All Unselect All								Clos	e		
Licensed To: Optimize Business Consulting Expiration Date: 5/26/2023											

The outstanding shipments can be limited by a range of customer numbers and a range of shipment numbers. Clicking the Load button shows all matching shipments in a list. By default, all shipments are selected for invoicing, but you can individually unselect some of the shipments if you don't want them to be invoiced. Also, Select All and Unselect All buttons are available.

Once ready, click the Invoice button and all selected shipments will be invoiced. Optionally, invoices can be printed at the same time. See the Settings section for more details.

3 Settings

The Settings screen (accessible through the Settings menu) is used for the following:

- 1. Configure unattended execution.
- 2. Configure consolidation and printing.
- 3. Configure additional charges.
- 4. Configure additional filters.

1.0

3.1 Unattended Execution

You can schedule the application to automatically create invoices (and optionally print them). For unattended execution, you need to provide Sage 300 user name, password and company ID in the Settings screen.

Settings	×
Sage 300 Filter	
Sage 300 Configuration (only used for automatic execution)	
User Password Company ID	
Use /auto in command line for automatic execution.	
In interactive mode, these settings are ignored and the application attempts to connect to the current session in Sage 300.	
	277
Tools OK Cancel	

Once the configuration is done, use the Windows Task Scheduler to create a scheduled task to run Auto Invoice Shipments application and provide "/auto" as the command line parameter. All outstanding shipments matching the filter (see below) will be invoiced.

3.2 Consolidation and Printing Invoices

To consolidate shipments into one invoice per customer, select the "Consolidate shipments from the same customer into one invoice" checkbox.

In order to auto-print invoices, select the "Print Invoices" checkbox in the Settings and specify the printer name and the RPT file name to be used.

Settings		×
Sage 300 Filter		
Invoicing		
Consolidate shipments from the	same customer into one invoice	
Print Invoices		
Invoice Printer	~	
Invoice Report	Browse	
an a		
Tools		OK Cancel

3.3 Additional Charges

The application can be configured to automatically add miscellaneous charges to invoices created. Optionally, the amounts can be confirmed and manually modified by the users before invoice is posted. The charges can be configured to be applied to all customers, or different customers can have different configuration.

To have the same charges to be added to all customer invoices, select the "Use the same configuration for all customers" option as shown below.

ettings					×
Sage 30	0 Charges Filter				
Charge You ca custor	es an add miscellaneous charge ners. In addition, the applicati	s to each invoice this a on can prompt you to c	application creates. You confirm or manually enter	u can configure miscellaneous charges either specific for each customer, or the same for all er the charge before the invoice is created.	
⊻ Us	se the same configuration for	all customers	Prompt to	o Confirm Amount	
	Misc. Charge Code	Percentage	Fixed Amount		
	A1	1	10		
	AZ	2	20		
•					
Tools	;			OK	Cancel

Then, specify what miscellaneous charges need to be added to invoices, and how to calculate the amount. The amount is based on the invoice subtotal, and you can specify a percentage, plus a fixed amount. The total of the two is the miscellaneous charge amount. In the above example, charge code A1 is calculated as 1 percent of the invoice subtotal, plus \$10.

If the "Prompt to Confirm Amount" is selected, the application lets you review and override the amounts before invoice is posted. This happens for each invoice separately.

To specify different charge configuration for different customers, unselect the "Use the same configuration for all customers" option. The screen changes as shown below.

ngs							
ae 300	Charges Filter						
Charges	s						
You car	n add miscellaneous	charges to each invoice this appli	cation creates. You ca	an configure miscellaneous cha	arges either specific for	each customer, or the sa	ame for all
custome	ers. In addition, the a	pplication can prompt you to confi	rm or manually enter th	ne charge before the invoice is	created.		
Use	e the same configurat	ion for all customers					
	Customer No	Prompt to Confirm Amount		Misc. Charge Code	Percentage	Fixed Amount	
•	1200			HC	1	12	
	1105			LAB	-1	0	
			•				
Tools						ОК	Cancel

The customers are listed on the left side, and the right side is the charges for the selected customer. Different customers can have different charges.

3.4 Filter Shipments

By default, all shipments that have not been invoiced yet are included. However, you can specify additional filters using the Filter tab of the Settings screen.

Settings	×				
Sage 300 Filter					
Filter					
The base query looks like this:					
select SHINUMBER from OESHIH where COMPLETE < 3					
You can add additional filters to it using the box below. For example, if you wanted to filter out all orders that have a Yes/No type optional field called ONHOLD having been set to Yes, your filter would look like this:					
not exists(select 1 from OESHIHO where OESHIH.SHIUNIQ = OESHIHO.SHIUNIQ and OPTFIELD = 'ONHOLD' and [VALUE] = ' 1')					
The above filter will exclude shipments that have optional field ONHOLD and its value is set to Yes. If the optional field does not exist, or it does exist, but the value is No, the shipment will be included in the processing.					
Use SQL Server syntax for the filter, not the Sage API syntax for the View.Browse call.					
	-				
Tools OK Can	cel				

The screen provides an example of a filter that checks an optional field on the shipment header level, but you could also filter by any field on the header. The filter must conform to the SQL server syntax for the WHERE clause of the SQL SELECT statement.

4 Technical Requirements

The application is designed to work with Sage 300 version 2018, 2019, 2020 or later. It requires .NET Framework version 4.8. If required version of .NET Framework is not present on the target computer, you will be prompted to download it and directed to appropriate Microsoft web site.