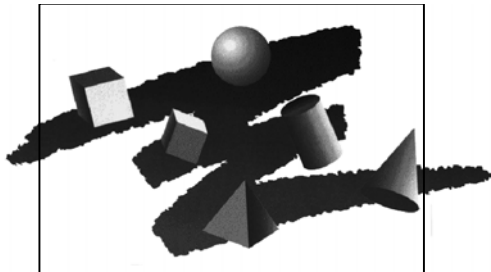


Solution-IV™ Reprographics Summary Invoicing



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Summary Invoicing

Summary Invoicing allow you to enter Orders into the system all through the month and then bill them all at once. Orders are normally built one at a time and each order has an invoice, with Summary Invoicing, it will group the Order together either by PO or Project. This cuts down on the number of invoices the system generates and that the customer has on his account. This means the customer only has to pay a few invoices, and you only have to apply a few invoice, cutting down on processing time.

How it works is, you first set a flag in the customer master file call Billing Cycle to “MO”

The screenshot shows a software window titled "Customer Maintenance - Name & Address" for "Lightspeed Reprographics (DEM)". The window contains a form with the following fields and values:

Customer Code	H001	Name	High Mountain Engineering
Address	1153 Valley Road Shop Rite Plaza		
City	Bedminster		
State	NJ	ZIP Code	07787
Country			
Contact	Joy Applegate	Website	
Phone	732 560-1377	Ext	
FAX	732 560-1594	Cell	
Email	AST@tbred.com		
DUNS		Print Statements?	A
SIC Code		Print Dunning Messages?	Y
Alt Sort	PAPER	Statement Cycle	
Vendor Ref	S4DEM	Print Invoices?	A
PO Req'd?	Y	Calculate Finance Charges?	Y
Def	12345	Override Fin Chrg Rate	.00
Bill Cycle	MO	Open Item or Balance Fwd	O
Retail Inv?	N		
Order print pref	P		
Invoice print pref	P		

This is how we will select the customer we want to use Summary Invoicing. We used “MO” for monthly, but you could put anything in here, “WK”, Weekly, “BI”, Biweekly.....

Now from the Order Processing, Transaction Processing Menu we can select Summary Invoice Selection. This process will ask for some criteria to select the Orders on.

Summary Invoice Selection

Summary Invoice Selection is used to select customers and billing cycles for the eventual creation of summary invoices.

Selected Customers Only?

- Y** - Displays a view and allows you to select individual records to print on the report.
- N** - Allows you to enter a range of records to print.

From/To Customer

Starting/End Customer range

Selected Billing Cycles?

- Y** - Allows you to select up to 3 specific billing cycles.
- N** - Allows you to enter a range of billing cycles.

Starting/Ending Cycle

This function allows you to select all or a range of billing cycles for which you wish to print project invoices as follows:

1. Press **Enter** twice to select all billing cycles;
2. To select a smaller range, enter the starting and ending cycles you wish to select;
3. To select only one cycle, enter that cycle for both starting and ending.

Start/End Date

Starting/Ending Date range for Orders

Summarize?

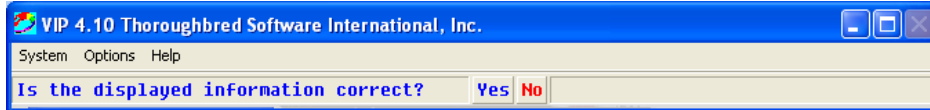
Summarize by Project or Customer PO?

- P** - Create a new summary invoice for each project.
- C** - Create a new summary for each Customer PO Number.
- N** - Create one summary invoice for all projects or POs.

From/To

The range of either Projects if Summarize is a "P", and PO's if Summarize is a "C".
These fields are not accessible if Summarize is an "N".

Once you are done with your selections, system will display:



Select Yes



Select Yes

Report will print with all the Orders that were selected, and will be sort according to the Summarize Flag.

Order Number	Order Date	Customer PO Number	Project Code	Amount
Customer: A100 Adam's Reprographic House				
0000002041	01/18/05			54.00
0000002047	04/14/05			0.00
0000012345	04/19/05			0.00
0000056789	04/19/05			81.50
0000067890	04/19/05			17.86
			Invoice Total:	153.36
Customer: H001 High Mountain Engineering				
0000002026	11/23/04	12345		1.51
0000002042	01/18/05	12345		0.00
0000002043	01/18/05	12345		0.13
0000002044	01/18/05	12345		0.13
0000002046	03/11/05	12345	ASD	546.85
0000002050	06/28/05	589654		464.40
0000002051	02/09/06	589654		464.40
0000002055	05/10/06	12345		1,458.00
0000002056	06/29/06	12345	P-2150	0.28
			Invoice Total:	2,935.70
Customer: JOE'S Joe's Deli				
0000002023	10/20/04			368.00
0000002052	02/15/06			0.00
			Invoice Total:	368.00
Customer: M001 Mike's Copy Shop				
0000002016	07/12/04			52.80
0000002018	07/12/04			69.90
0000002022	10/20/04			6,785.00
0000002048	04/14/05			3,375.50
0000002050	04/14/05			2,375.50

Summary Invoice Maintenance

Summary Invoice Maintenance is used to remove selected orders from the summary selection file so that those invoices will not be included when the Summary Invoice is created.

Customer Code	Project Code	Order Number	Order Date	Customer PO Number
A100		0000002041	01/18/05	
A100		0000002047	04/14/05	
A100		0000002057	09/28/06	
A100		0000002060	10/16/06	
ALLTERR		0000002093	05/30/07	
H001		0000000768	05/16/07	12345
H001		0000002089	04/25/07	8888
H001		0000002092	05/24/07	12345
JOE'S		0000002088	04/12/07	
M001		0000002016	07/12/04	
M001		0000002018	07/12/04	
M001		0000002022	10/20/04	
M001		0000002048	04/14/05	
M001		0000002049	04/14/05	

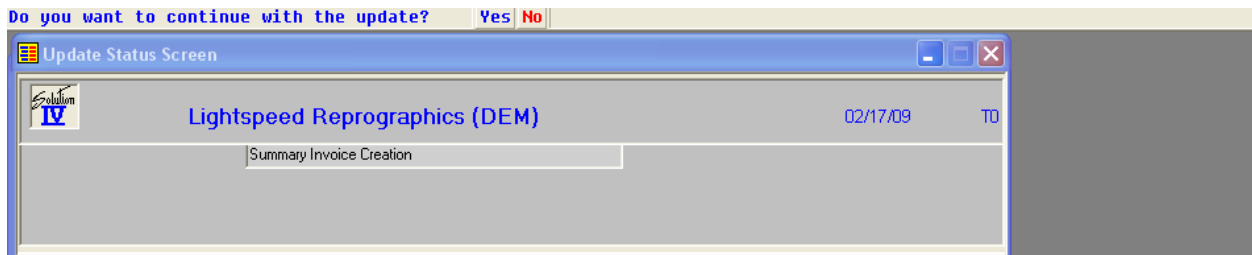
To remove Order from Invoice selection, highlight and press 'Enter'. The following message will appear:

Remove Order 0000002041 from cycle invoice build? Yes No All

Select **Yes** to remove single Order, Select **All** to delete all Orders.
Press **F4** to exit the View.

Summary Invoice Creation

Summary Invoice Creation is used to build summary invoices based on the selected invoices from Summary Invoice Selection.



Select **Yes** to create Invoices

Summary Invoice Report

Summary Invoice Report provides a listing of summary invoices and a summary of the orders that have been included in those summary invoices.

Invoice Printing Selection

Lightspeed Reprographics (DEM) 02/17/09 TO

Sort Options Selected Invoices

1) Number 4) Truck Route
2) Customer 5) Customer Name
3) ZIP Code

Enter Sort Option

Override Customer Preferences?

Print options

Print Invoices, CM's, DM's or All

Print Unprinted Only or All

Print retail invoices?

Print Selected Invoices Only?

From Code
To Code

From Date
To Date

Sort Options

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

Override Preference?

When using Forms Creator you have the option of deciding to override the output and override the delivery preference.

- N** - Do not override the customer preference.
- P** - Print the output.
- E** - Email the output
- A** - Email the output Adobe format.
- F** - Fax the output

Print Options?

Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

E.G. You may enter PF and print the customers that prefer hard copy or Fax copy of the report. The E-mail customers would be skipped.

P - Hardcopy.

E - E-mail.

F - Fax.

Print Invoices, CM's, DM's or All

No used with Summary Invoicing

Print Unprinted Only or All

No used with Summary Invoicing

Print retail invoices?

No used with Summary Invoicing

Print Selected Invoices Only?

Select **N**

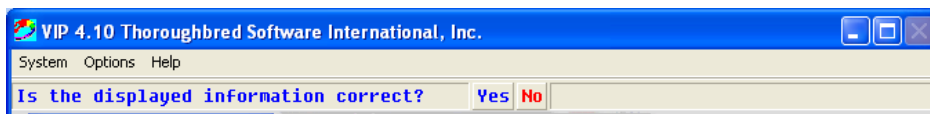
From/To Code

Customer Code Range

From/To Date

Invoice Date Range

Once you are done with your selections, system will display:



Select **Yes**



Select **Yes**

Report will print with all the Orders were invoiced within the criteria provided.

Summary Invoice Report
Lightspeed Reprographics (DEM)

Invoice 0000050322 Customer H001 Invoice Date 05/31/07

Order Number	Order Date	Customer PO Number	Project Code	Amount	
0000002026	11/23/04	12345		613.90	
0000002043	01/18/05	12345		0.12	
0000002044	01/18/05	12345		0.12	
0000002050	06/28/05	589654		430.00	
0000002051	02/09/06	589654		430.00	
0000002055	05/10/06	12345		1,500.00	
0000002059	10/05/06	12345		550.00	
0000002067	10/23/06	12345		101.25	
0000002076	01/24/07	123		6.99	
0000002077	01/26/07	99999		25.00	
0000002084	02/20/07	12345		118.50	
0000002085	02/20/07	12345		20.00	
Invoice Total	Discount	Freight	Surcharge	Sales Tax	Balance Due
3,795.88	0.00	0.00	0.00	265.72	4,061.60