

Select Invoices

A new feature introduced today is the ability to construct invoices with specific transactions on them and nothing else. Normally an invoice contains all appropriate (reconciled, approved) transactions that haven't been attached to a previous invoice.

Select Invoices are invoices that contain only Selected transactions. In Administration | Transactions you will be able to find transactions that can be selected. Note that selecting a transaction does not make it qualify for invoicing. This is simply a method to eliminate unwanted transactions from an invoice.

Begin by finding the transactions you wish to invoice. You can search by shipment number and tracking number. Check the transactions you want and click Select to mark them. A tick will appear beside the transaction number. The Unselect button reverses this.

Transactions

The screenshot shows a web interface for managing transactions. At the top, there is a search bar with the value '44011859'. Below the search bar is a table with the following columns: Number, Date, Invoice, Customer, Transaction Type, Category, Shipment, Courier, Courier Account, Description, and Gross Amount. Two rows are visible in the table. The first row has a checkbox that is unchecked. The second row has a checkbox that is checked, and the transaction number '66014074' is circled in red. Below the table, there is a 'Showing 1 to 2 of 2 entries' indicator and an 'Export' button. At the bottom of the interface, there is a row of buttons: 'View', 'Enter Manual Transaction', 'Download Transactions', 'Select', and 'Unselect'. The 'Select' button is circled in red.

Number	Date	Invoice	Customer	Transaction Type	Category	Shipment	Courier	Courier Account	Description	Gross Amount
<input type="checkbox"/> 660140085	2014-09-09	330001177	Novitraq HP Test	Shipment	Cost	44011859	canadapost	4002468		\$11.29
<input checked="" type="checkbox"/> 66014074	2014-09-09		Novitraq HP Test	Shipment	Customer	44011859				\$13.55

Showing 1 to 2 of 2 entries Show 25 entries

Export

View Enter Manual Transaction Download Transactions **Select** Unselect

Once you have selected the transactions you wish to invoice, go to Administration | Reconciliation | Invoicing where you can see the invoices ready to go out. Select the customer and click Preview Select Invoice to view what this invoice will look like. When you are ready use Post Select Invoice or File Select Invoice.

Reconciliation

Jobs	Unreconciled	Reconciled (154)	Imported (13022)	Import Status (3)	Corrections (120)	Approved Corrections
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Invoicing (168) Cost Invoicing (4)

All Customer Invoices Search:

Cust #	Customer	Customer Group	Invoice Amount
220065879	Novitraq HP Test	Administration	\$2,653.35 CAD

Showing 1 to 1 of 1 entries Show 25 entries [Export](#)

[Preview Invoice](#) [Post Invoice](#) [File Invoice](#) [Preview Select Invoice](#) [Post Select Invoice](#) [File Select Invoice](#)

File a Select Invoice (Post without sending by e-mail) which permanently attaches all selected transactions to an invoice

Excluding Selected Transactions

If you want to simply remove a transaction from an invoice you can follow these steps:

1. File a Select Invoice containing only the unwanted transactions
2. File the non-Select invoice (which won't have the previously invoiced transactions)
3. Cancel the Select Invoice releasing the unwanted transactions for a future invoice