

Invoicing

The mass management of customer invoices has been reworked

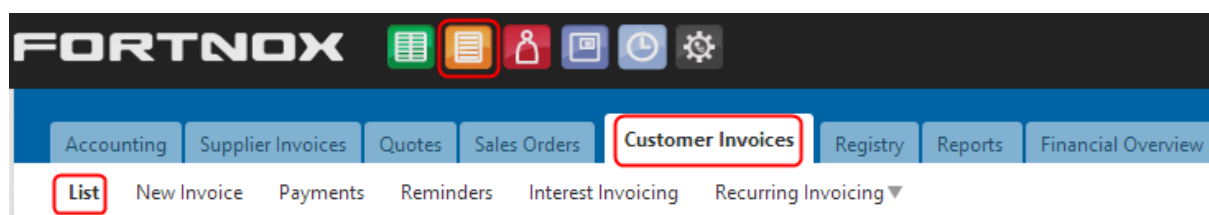
General

The Mass Management functionality has been reworked to be able to better manage customer Invoices.

- The mass management tab has been removed and the feature has been incorporated into the invoice list view under **Invoicing - Customer Invoices – List**.
- All mass management jobs are **queued**.
- Invoices with **attachments** can now be processed via mass management.

Mass management moved to the invoice list

The mass management tab has been removed, and the invoice list under **Invoicing – Customer Invoicing – List** now also contains the mass management functionality.



At the front of the invoice list there are check boxes which if ticked, will open up the mass management functionality options at the top of the page. See below.

When no boxes are ticked the mass management options are not displayed.

Product Updates: R14.1.1, June 2014

Mass Management ▾

Template: ▾

Language: ▾

There are 3 unposted invoices

Page 1 of 1 (11 matches)

Rows per page: ▾

<input type="checkbox"/>	Invoice No.	Type	Customer No.	Customer	Invoice Date	Total	Balance	€/\$/£	Due Date	PIF		
<input type="checkbox"/>	201	INV	12	HRT	15-02-2014	1231.20	1231.20	GBP	02-03-2014		©	📄
<input checked="" type="checkbox"/>	197	INV	4	TKS Accountancy Services	01-01-2014	720.00	720.00	GBP	31-01-2014		©	📄
<input checked="" type="checkbox"/>	194	INV	10	Darcy Media	13-01-2014	570.00	570.00	GBP	28-01-2014		©	📄
<input type="checkbox"/>	195	INV	2	John Slater	13-01-2014	615.60	615.60	GBP	23-01-2014		©	📄
<input type="checkbox"/>	198	INV	5	Hamilton Solicitors	13-01-2014	780.00	780.00	GBP	23-01-2014		©	📄

Via mass management you can:

- Send invoices to the print service
- Send invoices via e-mail
- Print invoices
- Post Invoices

Mass Management ▾

Template: ▾

Language: ▾

Mass Management ▾

Template: ▾

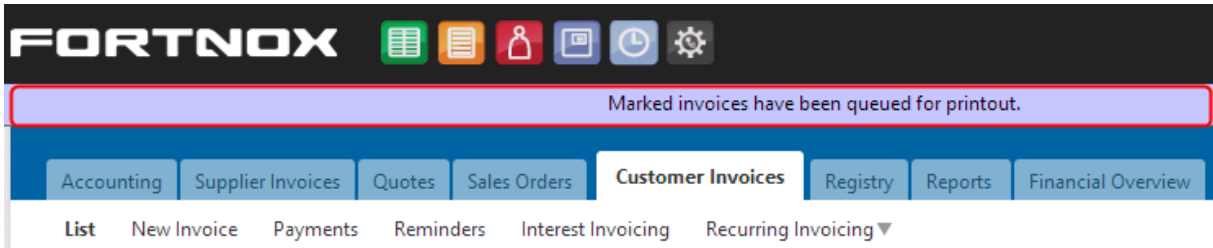
Language: ▾

Mass managements jobs are queued

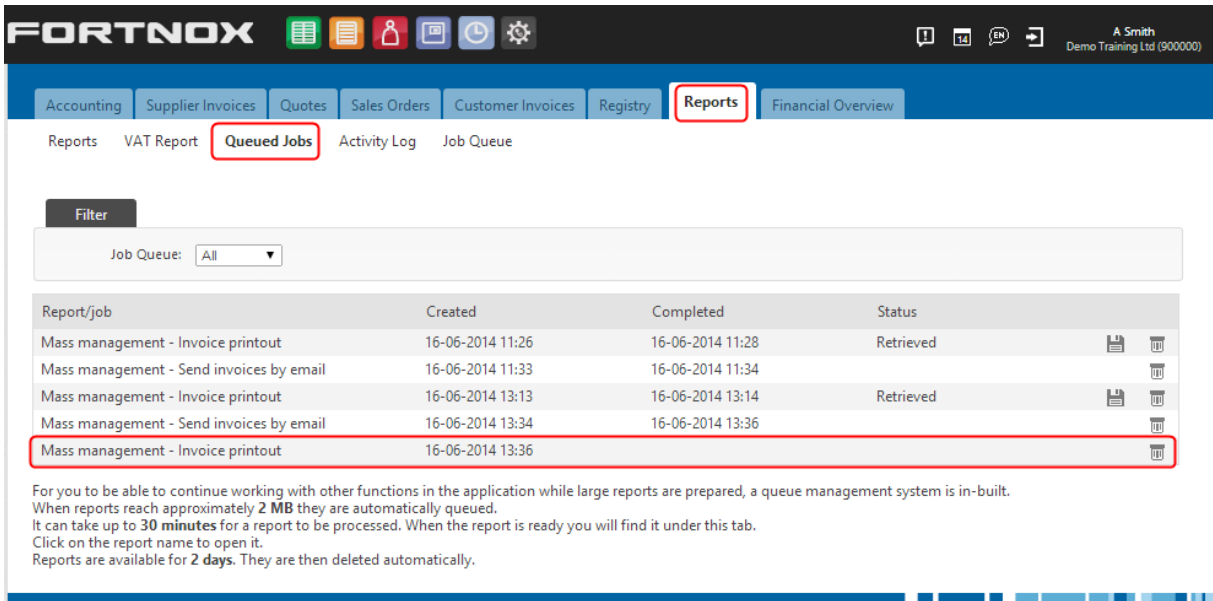
To avoid jobs timing out, all mass management jobs are being queued, except for **posting** which is processed immediately.

When selecting a mass management job, the user will receive a notification that the job has been queued. See below.

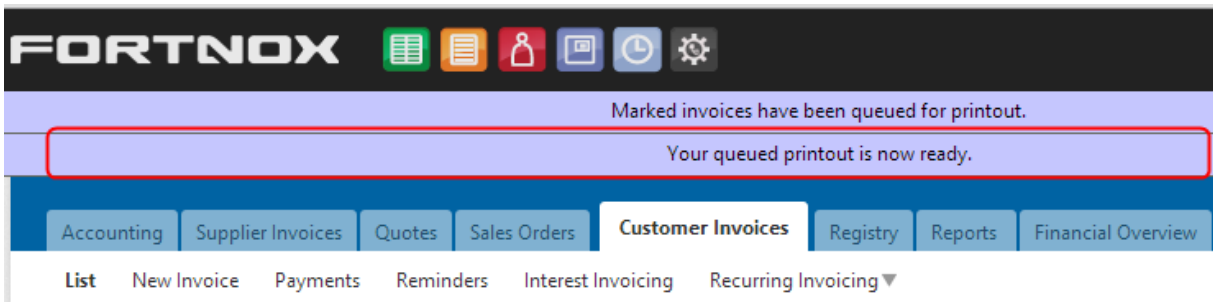
Product Updates: R14.1.1, June 2014



While the job is being processed you can find it under **Invoicing – Reports – Queued Jobs**. See below.




When the job is ready a notification will inform you. See below.




You can then go to **Queued jobs** to retrieve your printouts.

You will now see at what time the job was completed as well as the status of the job (**Not retrieved**).

Click on the diskette to retrieve the PDF with all the printouts. 

Note: *Printouts can be retrieved several times.*

You can also choose to delete the job by clicking on the bin. 

Product Updates: R14.1.1, June 2014

When you have retrieved the printout, the status will change from “**Not retrieved**” to “**Retrieved**”.

Other mass management jobs will not create files to retrieve and you will simply see that the job was completed at a certain time. This is the case when you send invoices by **e-mail** as well as when you send invoices via the **print service**.

Filter

Job Queue: All ▼

Report/job	Created	Completed	Status		
Mass management - Invoice printout	16-06-2014 11:26	16-06-2014 11:28	Retrieved		
Mass management - Send invoices by email	16-06-2014 11:33	16-06-2014 11:34			
Mass management - Invoice printout	16-06-2014 13:13	16-06-2014 13:14	Retrieved		
Mass management - Send invoices by email	16-06-2014 13:34	16-06-2014 13:36			
Mass management - Invoice printout	16-06-2014 13:36	16-06-2014 13:38	Not retrieved		

Invoices with attachments can be mass managed

Invoices being sent to the print service via mass management as well as invoices simply being printed by the user via mass management can now include attachments.