



# **AXIBATCH INVOICER**

# **USER MANUAL**

**Version 1**

**June 2018**

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# 1 Introduction

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This document describes the setting up and operational use of the Invoicer software.

## 1.1 License Agreement

The Invoicer software is licensed to the end user to be installed on one computer per individual license. This software requires registration whereby the installed computer ID is required.

## 1.2 Publishing Rights

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## 1.4 Definitions

<b>AXIBATCH</b>	Concrete Batching and Docketing Software.
<b>CONSOLE</b>	Program that allows editing of the AxiBatch Database and run reports
<b>AXIBATCH DATABASE</b>	Main Database including Recipe and Customer tables, and the Completed Loads Database containing completed batch records
<b>AGGREGATES</b>	Materials such as stone and sand that are used to make Concrete and that are loaded into large Hoppers via a Front End Loader or an Overhead Bin Plant.\
<b>INVOICER</b>	A separate software that produces invoices from completed loads that reside in the Completed Loads database.
<b>PREORDER</b>	An order that resides in the PREORDER table in the database and appears in a Grid View on the Top Left of the main screen of AxiBatch. You cannot batch from these records.
<b>PROGRESSIVE</b>	An order that has been transferred from the PREORDER table to the BATCH table. It resides in the BATCH table in the database and appears in a Grid View on the Bottom Left of the main screen of AxiBatch. You can batch from these records.
<b>PLC</b>	Programmable Logic Controller. An industrial stand alone computer that controls and monitors the plant input and outputs.
<b>AXISOFT</b>	A PLC emulator that runs on a computer that communicates to Ethernet devices for Input Output control. This allows for partial to full automation.

## 1.5 Features

*Invoicer* is designed to run on a Microsoft Windows operating system. Invoicer software package was written using Microsoft C# and requires Net Framework 4 to run. This software should run on most Microsoft operating systems that use Net Framework 4, which includes XP Service Pack3 and Windows 7/10. The software was designed to meet the growing needs and requirements for weight and data capture in industry today.

Invoice can accommodate multiple Invoice Databases if required, however the Invoice Layout and Export function is all common.

## 1.6 PreRequisites

*Invoicer will only work with AxiBatch data.*

Invoicer requires the 32-bit Firebird Database Engine Version 2.5.3 to V2.5.9 to be installed on the same computer that Invoicer is installed.

Invoicer requires the 32-bit Crystal Reports for Visual Studio 2010 Reports runtime Engine Version 13.0.1.220 to be installed on the same computer that Invoicer is installed.

Minimum V4 of Microsoft Net Framework must be installed, if it is not.

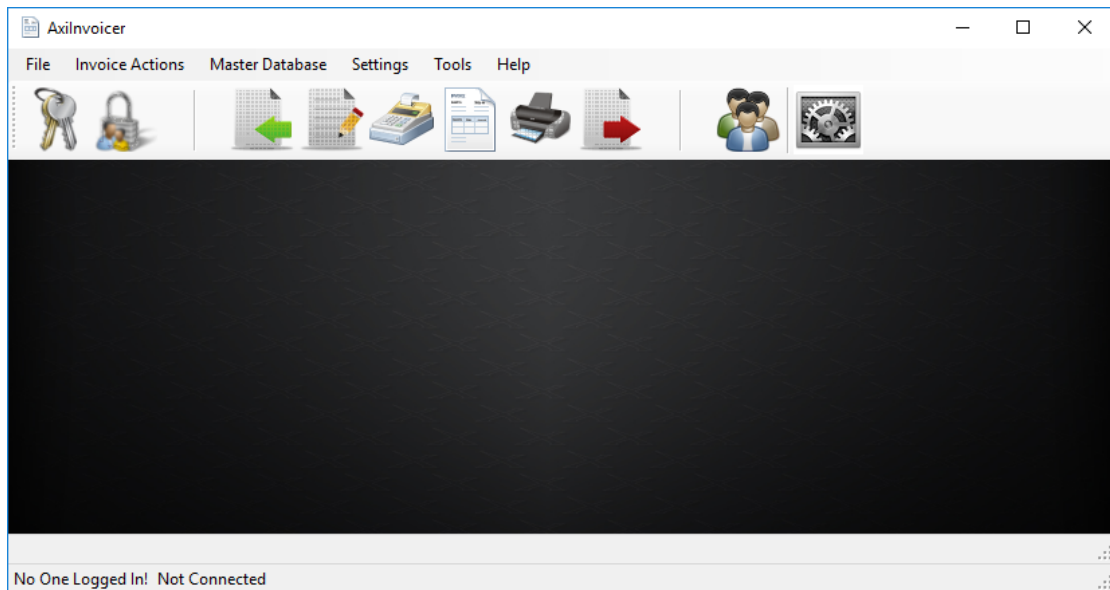
Console should be installed alongside Invoicer, to give you access to Customer Table.

## 2 Getting Started

### 2.1 Launching Invoicer




Double Clicking the Invoicer icon on the desktop will launch the Invoicing software. The main Invoicer screen below will be displayed.



### 2.2 Logging In



Use the  icon to invoke the login screen.

Invoicer software identifies three user levels and their passwords for authentication and protection.



#### Level 1

**Operator** user name only gains access to operating the plant and viewing Reports.



#### Level 2

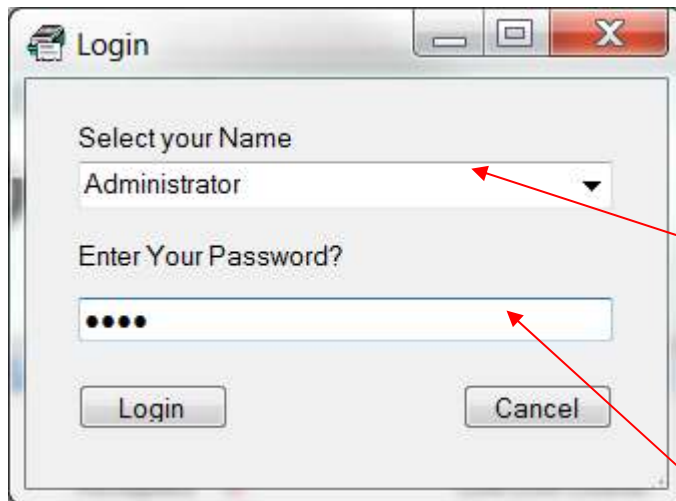
**Administrator** user name has access to the same functions as the operator plus access to most of the settings.



#### Level 3

**Technician** user name gains full access.





The Invoicer software will automatically come with 3 user names. They are Operator, Administrator and Technician.

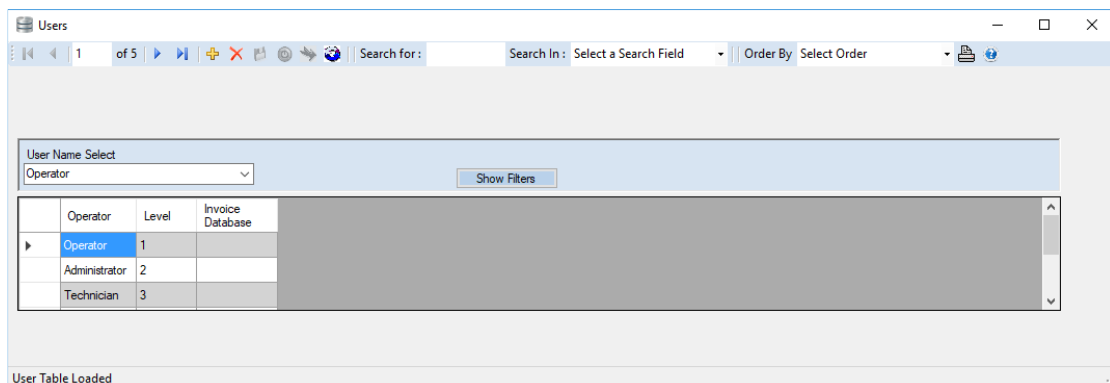
You will need the Administration / Technician level to be able to configure most functions.

**Password Required**

### 2.3 Adding or Editing Users

Firstly, log in as an administrator.

Select Master Database->Users to display the Users screen.



#### 2.3.1 Adding a User

Click in the spare operator cell down near the bottom of the grid and type the name of the operator and press Enter.

Right click with the mouse and select "Change User Level". Select the level as 1 or 2. Press the "Change" button.

Right click on the line and select change password. Enter the new password and repeat it in the last line and select "Change".

Press the Save button  to save the changes.

### 2.3.2 Editing a User

Select the user in the grid.

Right click with the mouse and select "Change User Level". Select the level as 1 or 2. Press the "Change" button.

Right click on the line and select change password. Enter the new password and repeat it in the last line and select "Change".

Press the Save button  to save the changes.

## 3 Database Setup

There will be some configuration before Invoicer can be used properly.

In summary, you will always have a Master Invoice Database. This is called “MASTER.FDB” and will usually by default stored in “C:\AxiBatch Data\Invoices\Databases” directory. However, is typically stored on a Server computer so it can be accessed by everyone using Invoicer. The Master database will store data on the Users, User Allocation, Plants, Invoice Databases, Accounts.

The Users table will store all the Users that use Invoicer.

The Users Allocation table will store which users have access to which Invoice databases.

The Plants table stores information for each plant and where the AxiBatch database for that plant is located. It also stores the Prefix for the Invoice and which Invoice Database its invoices will be allocated to.

The Accounts table stores all the recipe and miscellaneous items along with the Account Code or Number and or Name that is used for that item in the accounting software.

The Invoice Database Allocation table stores the Invoice database Name, where it is located. It can also have a prefix name and will store the tracking of invoice numbers in reference to the generation, printing and exporting.

The Invoice Database can be just one database or can be multiple databases.

This is set up in Settings. If in “Settings->Database->Enable Multiple Invoice Databases” is checked then Invoicer will use the Invoice Databases in the “Invoice Database Allocation Table”, otherwise will use the one “INVOICER.FDB” database that resides in the same directory as the Master Invoice Database.

The location of the Master Database and singular Invoicer Database are set by “Settings->Database->Master Invoice Database Path” in settings.

### 3.1 Setting up Multiple Invoice Databases

These databases are created automatically when you restart Invoicer, after configuring in the Invoice Database Allocation table.

The fields in the table are as follows ...

- Invoice Database Name – This is the full name of the Invoice database (no need for the extension here) (Max 40 Characters)
- Description – Description of that the database is used for (Max 100 Characters)
- Enabled or Disabled – Whether the Database is “Enabled” or “Disabled” for use.

- IP Address or Computer Name – This is the location of the external computer where the database is stored. Preferably use an IP Address. If the database is on the local machine leave this field blank.
- Pathname – Directory location of where the database is stored
- Source Pathname for Backup – This is location of the database using a mapped drive path. This is used so the database can be backed up.
- Invoice PreFix – The prefix that is used for this Invoice
- Export Type Used – This is for future (currently you can only have one export type)
- Export Inv No Start – This stores the Invoice Number start number for Export. It is automatically updated, however can be overwritten if there were issues.
- Export Inv No End – This stores the Invoice Number end number for Export. It is automatically updated, however can be overwritten if there were issues.
- Print Inv No Start – This stores the Invoice Number start number for Printing and Emailing. It is automatically updated, however can be overwritten if there were issues.
- Print Inv No End – This stores the Invoice Number end number for Printing and Emailing. It is automatically updated, however can be overwritten if there were issues.

### 3.2 Invoice Grid Buttons

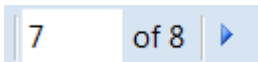
The navigator at the top of the page consists of the following objects.



First Record - Pressing this takes you to the first record.



Previous Record - Pressing this takes you to the previous record.



Record Number - This displays the current record number. Typing a number and then pressing enter will take you to the record number that you have entered.



Next Record - Pressing this will display the next record.



Last Record - Pressing this will display the last record.



Add Record - Pressing this will add a row to the bottom of the table. (You can also add a row manually by just typing in the last empty row that has a cursor on the left hand side of the screen).



Delete Record - This will delete the record selected. (Selected record has an arrow head located on the left hand side of the screen.)



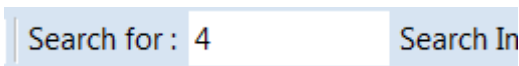
Save - This will light up when editing has occurred. Otherwise will be greyed out. Pressing this will commit all changes to the database.



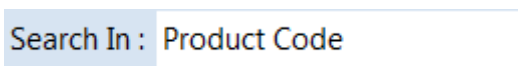
Cancel - Will undo any changes on the current record you are in.



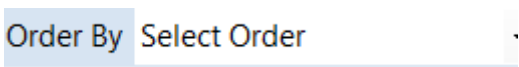
Rollback - Will undo all edits before the last Save was done. It will prompt you with a Yes or No prompt.



Search For - The search text



Search In - The Field column you want to do the search in. You must select the field first, then type in the text in the Search For area. it will search part words. If a full match is found the whole row will be highlighted in blue.



Order By - Will refresh the database with the order you selected. If you want to reorder without refreshing the database, click on the column headers. This is much faster.



Refresh Product Table - Will refresh the data from the Database.



Print - Will print a report that have select from the "Select a Report" combo box.

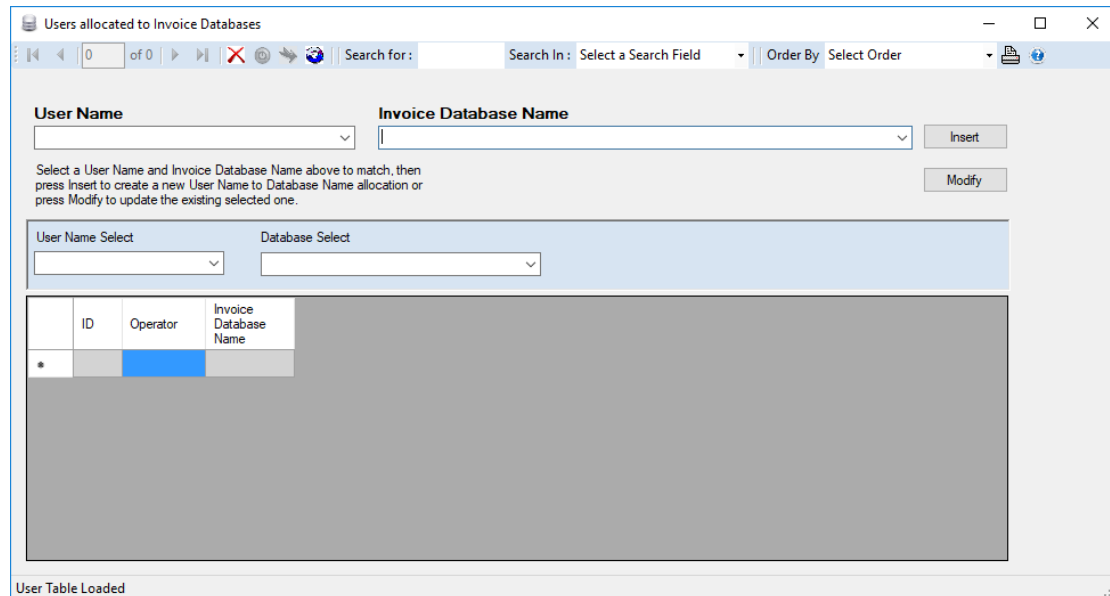
## Notes

1. In some cases, some of the buttons are not enabled. Editing a record may be as simple as right clicking on the record and selecting an option from the context menu. Usually this method offers a more advanced and simplified form of editing or inserting a record.
2. Sometimes no or little information may appear in the grid table, this is because of the initial filter used to grab data from the database. This is to speed up the update time of the screen. Use the "Show Filters" button to make a popup appear that will filter and update data. Filters options change from table to table. Filters can include objects like date ranges, customer code etc.
3. Most tables are edited using the Console software. This software is provided with AxiBatch or Invoicer. Tables that are edited only in AxiBatch relate to the specific plant and include the Bin Setup Table, Discharge Table, Water Adjust Table. Also included are the editing of the Order and Progressive Order.

### 3.3 Allocating Users to Invoice Databases

Once the multiple Invoice databases have been allocated, you can allocate users to each database. You can allocate multiple users to the one database.

To access this, select “Master Database->Allocate Inv database to Users”.



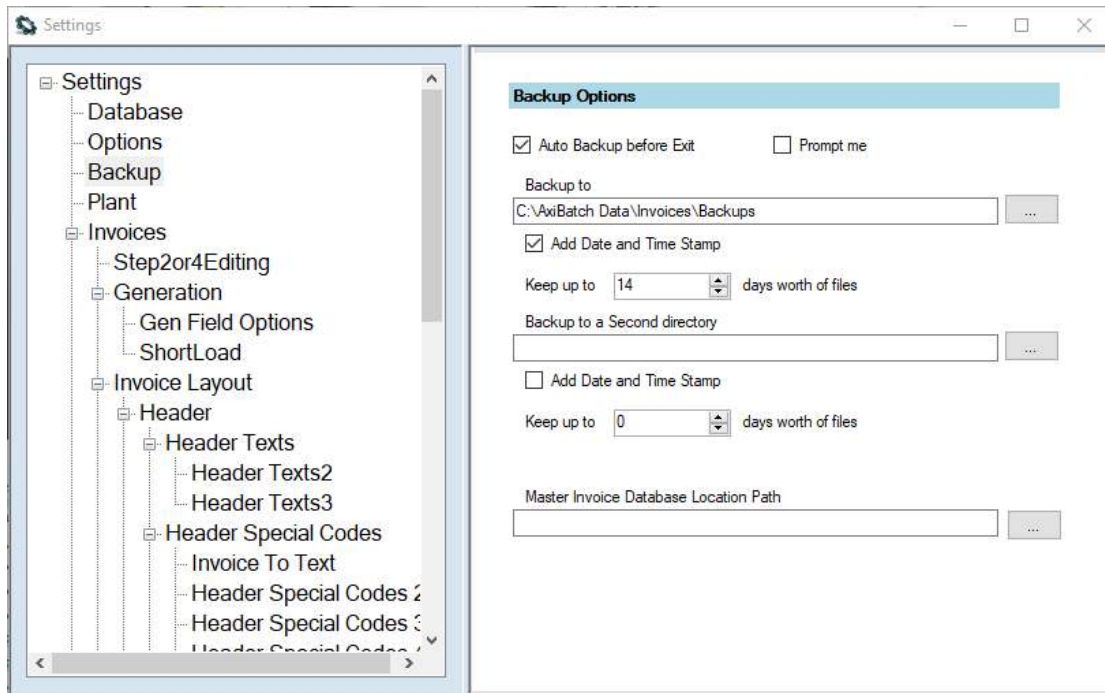
To add a user, select a user from the User Name drop box, and then select Invoice Database from the Invoice Database Name drop box. Press the “Insert” button to add that allocation.

**When you log in to an Invoice Database, only the users that are allocated to this database will appear in the Login list.**

### 3.4 Backing up Databases

Once the Databases have been set up, you will need to setup how they are backed up.

Go to “Settings->Backup” and start setting up where the database as settings will be backed up.



Checking “Auto Backup before Exit”, enables the backing up process.

Prompt Me, checked will ask the operator whether to perform the backup or not.

Add Time Date Stamp, should be checked, to avoid replacing a corrupted database. This will add a date and time to the end of the database filename.

Keep up to is the number of days you wish to keep in the backup directory. Anything older than this will be deleted to keep the memory available in reasonable order.

There are two separate locations you can back up to. Make sure at least one location is external to the computer!

**When you exit Invoicer (still logged in), is when the backup will occur.**



## 4 Setting Up how Invoices will be Generated

This section describes how to setup how invoices are generated.

### 4.1 Enable Generation

To enable Invoicer to be able to generate, check “Settings->Invoices->Enable Invoice Generation”

If you don't do this, you will not be able to generate invoices.

### 4.2 Generation Mode

Select how Invoicer will generate Invoices.

#### 4.2.1 Customer Code

Invoices will be generated based only on the Customer Code. If you have one weeks' worth of dockets, all the dockets for that Customer Code will appear on that one invoice.

You can select the order of how they appear in that invoice. It can be by Delivery Date, Delivery Date as Descending, Delivery Address or Docket.

#### 4.2.2 Customer Code/Delivery Address

Invoices will be generated based only on the Customer Code and the Delivery Address. If you have one weeks' worth of dockets, all the dockets for that Customer Code and the Same Delivery address will appear on one invoice. So, if that customer had 2 delivery addresses, then 2 invoices will have been generated for that customer.

The Order box has no relevance. The order of the Invoice will be by Date and Time and then by Docket Number.

#### 4.2.3 Customer Code/Delivery Date

Invoices will be generated based only on the Customer Code and the Delivery Date. If you have one weeks' worth of dockets, all the dockets for that Customer Code will have 1 invoice per day with multiple Delivery addresses on one invoice.

The Order box has no relevance. The order of the Invoice will be by Date and Time and then by Docket Number.

#### **4.2.4 Customer Code/Delivery Date/Delivery Address**

Invoices will be generated based only on the Customer Code, Delivery Date and the Delivery Address. Hence there will be an invoice per day and per delivery address.

The Order box has no relevance.

#### **4.2.5 Customer Name**

Invoices will be generated based only on the Customer Name. If you have one weeks' worth of dockets, all the dockets for that Customer Name will appear on that one invoice.

You can select the order of how they appear in that invoice. It can be by Delivery Date, Delivery Date as Descending, Delivery Address or Docket.

#### **4.2.6 Customer Name/Delivery Address**

Invoices will be generated based only on the Customer Code and the Delivery Address. If you have one weeks' worth of dockets, all the dockets for that Customer Code and the Same Delivery address will appear on one invoice. So, if that customer had 2 delivery addresses, then 2 invoices will have been generated for that customer.

The Order box has no relevance. The order of the Invoice will be by Delivery Address and then by Date and Time.

#### **4.2.7 Customer Name/Delivery Date**

Invoices will be generated based only on the Customer Name and the Delivery Date. If you have one weeks' worth of dockets, all the dockets for that Customer Name will have 1 invoice per day with multiple Delivery addresses on one invoice.

The Order box has no relevance. The order of the Invoice will be by Date and Time and then by Docket Number.

### **4.2.8 Customer Name/Delivery Date/Delivery Address**

Invoices will be generated based only on the Customer Name, Delivery Date and the Delivery Address. Hence there will be an invoice per day and per delivery address.

The Order box has no relevance.

### **4.2.9 Use Docket Number for Invoice Number**

If you check this the Generation Type is irrelevant.

Basically, here each docket is turned into an invoice and the invoice number used is the actual docket number.

## **4.3 Actions When Generating**

### **4.3.1 Docket Check**

When generating you can perform a check that the docket number is not already invoiced, and then perform an automatic action if it is.

To enable this function check “Settings->Invoices->Generation->Perform Check on Docket Number”.

To select an action, select from the action selection box below the above setting.

Add to Invoice – Will add to Invoice regardless  
Do Not Add to Invoice (default) – Will not add to invoice  
Prompt to add to Invoice – Will prompt operator.

**Note:** More checks are being added at an earlier stage so best option here is the “Will not add to Invoice”.

### **4.3.2 MISC Qty**

Checking “Settings->Invoices->Generation->Calculate MISC Qty as Qty \* Load for a rate Type” will perform the following on Miscellaneous types that are of type Rate, which is based on CuM of concrete.

E.g. If you bag of oxide and it is set up as a Rate type and you have 10 kg per CuM of concrete. If the operator doubles it the quantity field will contain 2. If you have a 5CuM load, then you will have 20kg per CuM, with a total of 100kg. Then checking the above will make the quantity as 10, instead of 2.

### **4.3.3 Account Code Check**

Whilst you are generating you can check if Account Codes exist for the Recipe or Miscellaneous item.

To enable this check “Settings->Invoices->Generation->Perform Check on Account Code”.

When generating and the above is enabled and no account code is found for the Recipe, then a form will appear that will ask you to enter it on the spot.

Type in the Account Code / Number or Name, add the description, select the Plant and enabled it. Press “Add to Account Table” to add this Account Code to the Accounts table.

You can press “Skip” if you wish to add this manually to the accounts table later.

The Account codes are used when exporting to your accounting package.

### **4.3.4 Due Date Offset**

This is the default Due date offset. You can overwrite this and set the exact due date before you start to generate on the generate form.

To set the offset days type in the days in “Settings->Invoices->Generation->Due Date Offset”.

### **4.3.5 Default Path for Generation Results**

This is the default path to save the generation results after Invoicer has performed a generation.

To set the path type the path in “Settings->Invoices->Generation->Default Path for Generation Results”.

### **4.3.6 Separate the Cartage Fee from the Concrete Cost to a Separate Line**

To separate the Cartage fee to a separate line in the Invoice for a Big Truck check “Settings->Invoices->Generation->Gen Field Options->Separate Cartage Fee from Concrete Cost for Big Trucks”.

To separate the Cartage fee to a separate line in the Invoice for a Mini Truck check “Settings->Invoices->Generation->Gen Field Options->Separate Cartage Fee from Concrete Cost for Mini Trucks”.

### **4.3.7 Separate the Flat Charge or Discount from the Concrete Cost to a Separate Line**

To separate the Flat Fee or Discount from the Concrete Cost to a separate line in the Invoice check “Settings->Invoices->Generation->Gen Field Options->Separate Flat Charge / Discount from Concrete Cost”.

### **4.3.8 Add Delivery Address to the Description Line of the Invoice**

You can add the Delivery address to the Description field in the invoice. This is normally used when you have multiple delivery addresses on the one invoice.

To add the Delivery Address (Line 1) from AxiBatch to the description field check “Settings->Invoices->Generation->Gen Field Options->Add Delivery Address Line 1 to Description Field”.

To add the Delivery Address (Line 2) from AxiBatch to the description field check “Settings->Invoices->Generation->Gen Field Options->Add Delivery Address Line 2 to Description Field”.

If you want to merge the Delivery Address Line 1 with Line 2 on the same line then check “Settings->Invoices->Generation->Gen Field Options->Merge with 1<sup>st</sup> Address”.

If you do not want to duplicate the same delivery address in the same invoice then check “Settings->Invoices->Generation->Gen Field Options->Do Not Duplicate on same Invoice”.

If you want to add the Delivery Address to all records then check “Settings->Invoices->Generation->Gen Field Options->Add Delivery Address to all Records in the Detail

Table”. If this is not checked then the delivery address will only appear after the Recipe Mix.

#### **4.3.9 Add the Order Number to the Invoice Detail Description**

You can add the Order Number to the Description field in the invoice. This is normally used if you do not show Order Number anywhere else on the Invoice, I.e. as a column or in the header.

To add the Order Number from the AxiBatch docket to the description field check “Settings->Invoices->Generation->Gen Field Options->Add Order Number Field to Invoice Detail Description”.

#### **4.3.10 Add the Comment to the Invoice Detail Description**

You can add the Comment from the AxiBatch docket to the Description field in the invoice.

To add the Comment from the AxiBatch docket to the description field check “Settings->Invoices->Generation->Gen Field Options->Add Comment Field to Invoice Detail Description”.

#### **4.3.11 Add the Docket Number to the Invoice Detail Description**

You can add the Docket Number to the Description field in the invoice, if you do not have a Docket Column on your Invoice.

To add the Docket Number from the AxiBatch docket to the description field check “Settings->Invoices->Generation->Gen Field Options->Add Docket Number to Invoice Detail Description”.

#### **4.3.12 Change the Credit Card Description**

When you generate you can change the default Credit Card description to whatever you like. The default is “Credit Card Charge”.

#### **4.3.13 Change the Description of the Short Load**

You can change the description of the Short Load default “ShortFall” in “Settings->Invoices->Generation->ShortLoad->ShortFall Name”.

#### **4.3.14 Include the Short Load Fee as part of the Concrete Cost**

If you want the Short Load costs included as part of the Concrete cost then check “Settings->Invoices->Generation->ShortLoad->Include ShortFall Fee as part of the Concrete Cost “.

## 5 Creating your Invoice Layout

You can bypass this section if you are going to be printing invoices from your accounting package.

There four sections of the Invoice.

- **Header**, this appears at the top and only on the first page.
- **Detail**, this is the details of the Invoice, it will show multiple columns and you can use all the header objects to appear in the top of the Detail body on each page by suppressing the Header
- **Summary**, this is a summary of the totals for the page and will always appear on the last page
- **Footer**, this is a footer page that always appears on the bottom of every page

Keep in mind that the positions and heights and widths are all in pixel.

For an A4 page the width is around 11400 pixels. The Height is always based from the top of the actual section. So, if you say a top position is 1000, and it is in the Footer Section, this is 1000 pixels from the top of the Footer section.

### 5.1 Boxes and Lines

In various areas you will see options to configure boxes and lines. This describes the fields for these items and applies to all.

There will always be a check box to enable the line or box, check this to make it appear.

- **Left**, this is the left position of the box or line
- **Right**, this is the right position of the box
- **Top**, this is the top position of the Box or line
- **Bottom**, this is the bottom position of the Box
- **Drop Shadow**, check this create a shadow for Box or Line depending on the line thickness
- **Extend to Bottom of (Section)**, will extend the Box to the bottom of the Section
- **Line Color**, select the color of the Line or Box (double left click to invoke the color dialog)
- **Fill Color**, select the color to fill the Box (double left click to invoke the color dialog)
- **Ellipsis**, make the box elliptical shape
- **Line Thickness, this is the thickness of the Line or the Line in the box**
- **Line Style**, this is the Style of the line in the Line or Box. Options are Single Line, Double Line, Dot or Dash



Some sections have more boxes available than other sections. Make sure the height of the boxes doesn't extend past the height of the section, otherwise errors will result when previewing or printing invoices.

## 5.2 Header

This is top section of the Invoice. This will only appear once and on the first page.

If you want the Header to appear on every page then you will need to check "Settings->Invoice Layout->Header->Supress Header and use Detail Header. This will not use the standard header and will expand the detail section so some of the Header fields will appear at the top of the Detail Section.

If you want to use this Header,

then you can set the height of the Header by typing the height in "Settings->Invoice Layout->Header->Section Height".

then you can set the background color of the Header by selecting the color in "Settings->Invoice Layout->Header->Section Color". Double click with left mouse button to select a color from the color dialog box.

The following settings apply to the Header or the Top Section of the Detail Section if the Header is suppressed.

### 5.2.1 Show the Company Address on the Invoice Header

Type the Company Address you want to appear in the Header in the "Settings->Invoice Layout->Header->Company Address Details Text" text box.

Set the left position of the text by typing in the position value in "Settings->Invoice Layout->Header->Left Position" below the Company Address text box.

Set the top position of the text by typing in the position value in "Settings->Invoice Layout->Header->Top Position" below the Company Address text box.

Set the color of the text selecting the color in "Settings->Invoice Layout->Header->Forecolor" below the Company Address text box. Double click with the left mouse button to invoke the color dialog box.

Set the justification of the text by selecting the justification in "Settings->Invoice Layout->Header->Justification" below the Company Address text box.

Set the Font of the text by selecting the font in "Settings->Invoice Layout->Header->Font" button. This will show the font dialog box.

### **5.2.2 Show the Company Logo**

Type in the location pathname and filename of the logo file in the text box in “Settings->Invoice Layout->Header->Company Logo / Watermark”.

Enable it by checking the “Show Logo” box.

You can show the Logo as a watermark by checking “Show as Watermark”. This will make the logo appear on every page.

Set the Logo Left and Top positions.

You can adjust the Height and Width of the logo by placing the value in the Logo Height and Logo Width boxes.

### **5.2.3 Header Static User Texts**

You can have up to 9 different static text fields in the Header section.

These are located in “Settings->Invoice Layout->Header->Header Texts” and “Settings->Invoice Layout->Header->Header Texts->Header Texts2” and “Settings->Invoice Layout->Header->Header Texts->Header Texts3”.

Texts are simply typed in the Text Box.

To enable the text to appear on the Invoice check the “Enable” box.

To set the Left Position of the text type the left position in the “Left Position” box.

To set the Top Position of the text type the top position in the “Top Position” box.

To set the Width of the Text Field type the width in the “Width” box. (Make sure the text you type appears fully otherwise you may have to increase the width).

To set the font of the text press the Font button to select the Font.

To set the color of the text select the color by double left clicking on the color box, this will invoke the color dialog box.

To set the justification of the text, select from the justification drop down box.

### **5.2.4 Display the Invoice Number**

This will display the Invoice Number and its associated static text that you set in the Header section.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Invoice Number”.

Enable the Invoice Number and the static Text for the Invoice Number to appear on the invoice.

You can set the description text and the positions. Font and color for the static text field and the dynamic invoice number field.

### **5.2.5 Display the Order Number**

This will display the Order Number and its associated static text that you set in the Header section.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Order Number”.

Enable the Order Number and the static Text for the Order Number to appear on the invoice header.

You can set the description text and the positions. Font and color for the static text field and the dynamic order number field.

### **5.2.6 Display the Due Date**

This will display the Due Date and its associated static text that you set in the Header section.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Due Date”.

Enable the Due Date and the static Text for the Due Date to appear on the invoice header.

You can set the description text and the positions. Font and color for the static text field and the dynamic due date field.

### **5.2.7 Display the Customer Code**

This will display the Customer Code and its associated static text that you set in the Header section.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Special Codes 2->Customer Code”.

Enable the Customer Code and the static Text for the Customer Code to appear on the invoice header.

You can set the description text and the positions. Font and color for the static text field and the dynamic customer code field.

### **5.2.8 Display the Invoice Date**

This will display the Customer Code and its associated static text that you set in the Header section.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Special Codes 2->Customer Code”.

Enable the Customer Code and the static Text for the Customer Code to appear on the invoice header.

You can set the description text and the positions. Font and color for the static text field and the dynamic customer code field.

### **5.2.9 Display the Page Number**

This will display the Page Number and its associated static text that you set in the Header section.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Special Codes 2->Page Number”.

Enable the Page Number and the static Text for the Page Number Code to appear in the invoice header.

You can set the description text and the positions. Font and color for the static text field and the dynamic page number field.

You can also view the Page Number as Page N of M by checking “Use Page N of M”. Where N is the page number and M is the total number of pages.

### **5.2.10 Display the Delivery Date**

Use this if you do not have a Delivery Date column in your detail section and invoices are generated by part per Delivery Date.

This will display the Delivery Date and its associated static text that you set in the Header section.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Special Codes 3->Delivery Date”.

Enable the Delivery Date and the static Text for the Delivery Date to appear in the invoice header.

You can set the description text and the positions. Font and color for the static text field and the dynamic delivery date field.

### **5.2.11 Display the Delivery Address**

Use this if your invoices are being generated by part per Delivery Address. (I.e. all delivery addresses on the Invoice are the same), and delivery addresses are not appearing as part of the description field.

This will display the Delivery Address and its associated static text that you set in the Header section.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Special Codes 3->Delivery Address”.

Enable the Delivery Address and the static Text for the Delivery Address to appear in the invoice header.

You can set the description text and the positions. Font and color for the static text field and the dynamic delivery date field.

### **5.2.12 Display the Total Concrete Quantity in CuM**

This will display the total CuM in concrete used in the Invoice and will display its associated static text that you set in the Header section.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Special Codes 3->Total Concrete quantity in CuM”.

Enable the Total Quantity and the static Text for the Total Quantity to appear in the invoice header.

You can set the description text and the positions. Font and color for the static text field and the dynamic delivery date field.

### **5.2.13 Display the PAID text**

This will display “PAID” or whatever you type in the “User Text if Paid” text box.

This will display nothing or whatever you type in the “User Text if NOT Paid” text box.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Special Codes 4->Paid Field.

Enable the Paid checkbox and the static Text(s) for the Paid to appear in the invoice header.

You can set the description text and the positions. Font and color for the static text field and the dynamic Paid field.

Paid is set manually once invoices are already generated.

### **5.2.14 Display the “Invoice To” text**

This is actually the postal address of the where the invoice will be delivered to.

This is located in “Settings->Invoice Layout->Header->Header Special Codes->Invoice To Text.

Enable the “Show Customer Name” to display the Customer Name addressed to. Set the left, top positions of the text and then set the font and color.

Enable the “Show Customer Invoice Address” to display the postal address of where the invoice will be sent to. Set the left, top positions of the text and then set the font and color.

Enable the “Invoice To Text” to display the user static text. Set the left, top positions of the text and then set the font and color. This can be “Invoice To :” as default or set to whatever you like.

Enable Box 3 to have a box wrap around all the above text.  
Set in pixels the Left, Right, Top and Bottom positions of the Box.  
Select “Drop Shadow” to have a small shadow effect around the box.  
Select “Extend to Bottom of Header” to have the bottom line of the box appear at the bottom of the header.  
Double Left click on Line Color to change the color of the box line.  
Change the Line thickness in pixels in “Line Thickness”.  
Check “Ellipsis” to curve the box to look elliptical.  
Change the Line Style of the box, by selecting the style. (Default Single Line).

### **5.2.15 Display Boxes**

You have the option to display 2 other boxes in the Header.

These settings are found in “Settings->Invoice Layout->Header->Header Box 1”.

Enable Box 1 or 2 to have a box wrap around any text.  
Set in pixels the Left, Right, Top and Bottom positions of the Box.  
Select “Drop Shadow” to have a small shadow effect around the box.  
Select “Extend to Bottom of Header” to have the bottom line of the box appear at the bottom of the header.  
Double Left click on Line Color to change the color of the box line.  
Change the Line thickness in pixels in “Line Thickness”.  
Check “Ellipsis” to curve the box to look elliptical.  
Change the Line Style of the box, by selecting the style. (Default Single Line).

## 5.3 Details Body

This section describes how to set up the details section of the invoice. The details section can have multiple columns, set up in “Settings->Invoice Layout->Detail->Detail Fields”. The details, however many lines it always has one header line, that have titles for each column. Do not confuse these items with the items that come from the Header section.

### 5.3.1 Formatting the Details Header Line

If you are supressing the main header and want a header to appear on every page then you can set the total height of the header section in “Settings->Invoice Layout->Detail->Detail Header Row Height”. All items that you set in the Header section will appear above the Detail Header titles, so allow enough room in the Height. (I.e. 3000 to 8000).

Now the Header titles position of the actual Details section can be set at the top position in “Settings->Invoice Layout->Detail->Detail Header Top Position”. This value needs to be greater than the bottom last Header item, if the main Header is being suppressed.

The back color to this Header Section of the details is set in “Settings->Invoice Layout->Detail->Detail Header Section Back Color”.

The headers for the Details of the Invoice font can be set by pressing the “Settings->Invoice Layout->Detail->Detail Header Text Font”. The text color can be set by double left mouse click of “Settings->Invoice Layout->Detail->Detail Header Color”.

### 5.3.2 Formatting the Details (rows of Invoice lines)

The Details height of each line or row can be set by “Settings->Invoice Layout->Detail->Row Height (in the Detail Format section). Typical values are around 350. The smaller you make this the more rows you will be able to fit, but make sure the font is small enough. The Font is set in “Settings->Invoice Layout->Detail->Detail Font (in the Detail Format section).

To set the position of the text inside the row height, set “Settings->Invoice Layout->Detail->Top Detail Position. (in the Detail Format section). This will enable you to center it within the row taking into account the font.

To Change the Detail text color double mouse left click on “Settings->Invoice Layout->Detail->Detail Text Color. (in the Detail Format section).



If you wish to suppress any blank rows that are generated by Invoicer, then check “Settings->Invoice Layout->Detail->Suppress Blank Rows”. (in the Detail Format section).

To Change the Detail text background color double mouse left click on “Settings->Invoice Layout->Detail->Detail Section Back Color”. (in the Detail Format section).

If you want the dollar value fields to be right justified check “Settings->Invoice Layout->Detail->Dollar values to be Right Justified. (in the Detail Format section).

### 5.3.3 Set the Columns in the Invoice Details

Go to the “Settings->Invoice Layout->Detail->Detail Fields”.

The column names are on the far left and can be changed. These are the actual headers that will appear in the details section. If you hover your mouse over the field a hint will appear to remind you what the column is for.

The “Left Pos” field will set where that column will start from the left position of the page.

***Note if the Left Position is set to 0, that column is NOT DISPLAYED!***

The “Field Width” will set how wide the column can go.  
The “Format” is exists will be the decimal point format.

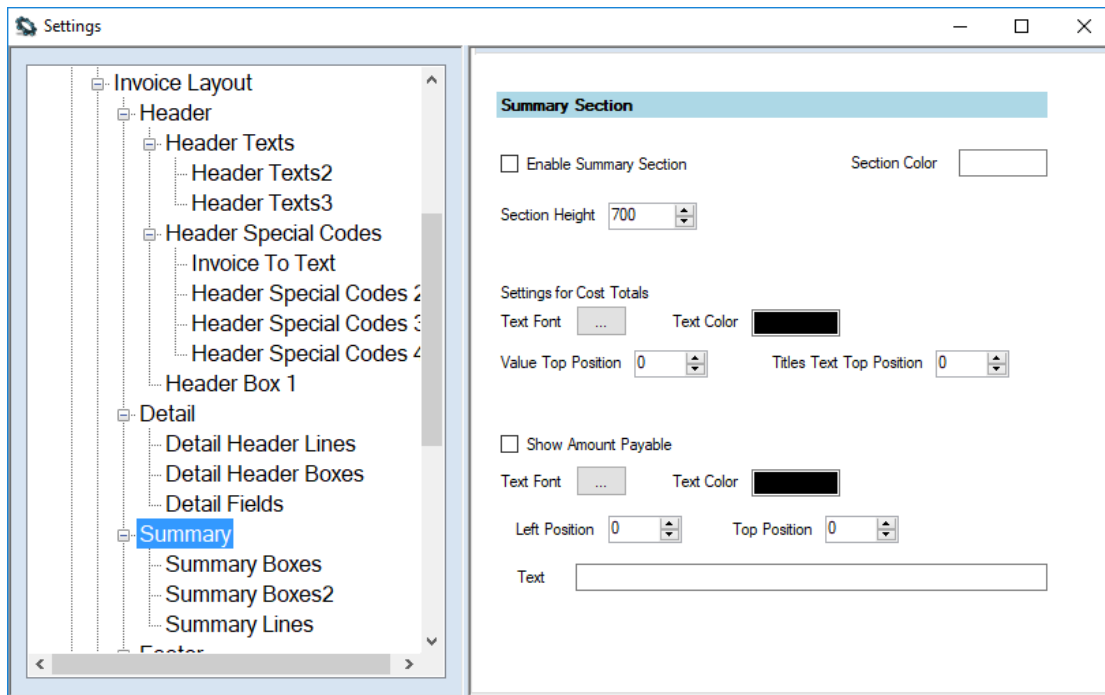
The columns that can be enabled are as follows ...

Column Name	Description
Plant Name	The plant name where the Docket was batched
Plant Number	the plant number where the Docket was batched.
Delivery Date	The delivery date the Docket was batched
Docket	The docket number
Product Code	the product code of the Recipe or the Miscellaneous item
Order Number	the purchase order number from the customer
Description	this is the Description of the Recipe or Miscellaneous item, it could also be the order number, delivery address, docket number depending on the settings in the generation section
Quantity	this is the quantity of the recipe usually in CuM or quantity of the miscellaneous items
Units	— this is units of the item in question (I.e. CuM or kg ect)
Rate	this is the cost rate per unit
Rate with GST	this is the cost rate per unit but including GST
Price	this is the cost (Quantity * Rate)
TAX	this is the GST component of the Price

## 5.4 Summary

The summary section is displayed at the end of the Invoice but before the footer.

To enable this section check “Settings->Invoice Layout ->Summary->Enable Summary Section”.



To set the Section background color double click with the left mouse on the Section Color and color dialog box will appear, then select a color.

To set the height of the section type the height in “Section Height”. Typical values are around 600 to 1000.

### 5.4.1 Cost Totals

To show the Cost sub totals type a Top position that is greater than zero. To show the titles type a Titles Text Top Position that is also greater than zero. You can change the font and the text Color as well.

### 5.4.2 Total Payable

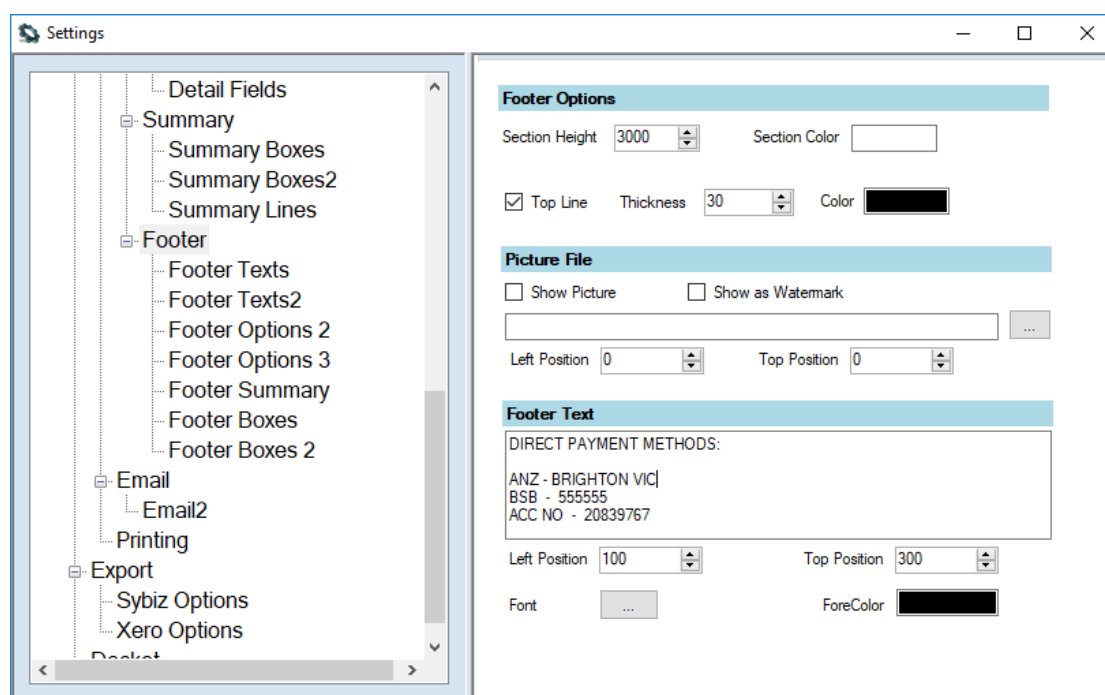
To show the amount payables (it includes GST) then check “Show Amount Payable”. Set the Font, Text Color and Left and Top positions. Show the preferred static text that will appear to the left of the amount payable.

## 5.5 Footer

The Footer section appears on every page.

To set the height of this section set “Settings->Invoice layout->Footer->Section Height”. Typical values are around 2000 to 4000.

You can set the background color with “Settings->Invoice layout->Footer->Section Color”.



You can draw a line at the top of the Footer section by checking “Top Line”. You can then set the thickness of the line and the color.

### 5.5.1 Add a Logo to the Footer

You can add a picture to the footer section.

In the Picture file section check “Show Picture”. Use the ellipsis button to locate the picture file. Type in the Left and Top positions of the picture from the top of the Footer section. Check “Show as Watermark” if you wish the picture to be a watermark.

### 5.5.2 Add Footer Text

You can add some text, by typing the text in the footer Text box.

You can then set the left and top position of the text as well as the font and the color of the text.

You can add up to another 6 different texts with its own font and format in the following sections

Settings->Invoice Layout->Footer->Footer Texts.  
 Settings->Invoice Layout->Footer->Footer Texts2.

**5.5.3 Add Footer Page Number**

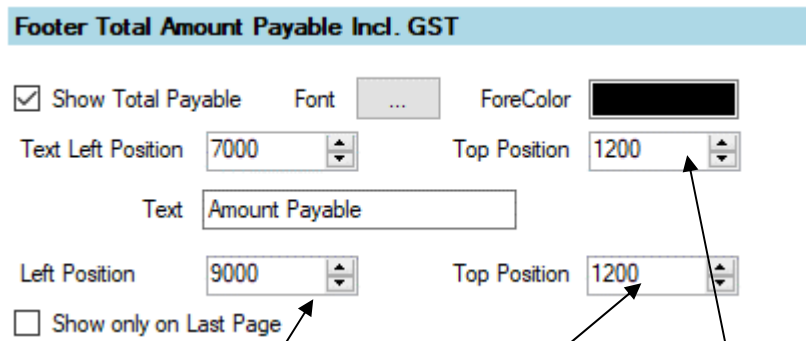
You can set this in Settings->Invoice Layout->Footer->Footer Options 2->Footer Page Number.

Check “Show Page Number” to display the footer page number. Set the position with The Left and Top positions entries and set the Font and Text Forecolor.

**5.5.4 Add Footer Total Amount Payable Incl. GST**

This will display the Total Amount Payable including the GST in the footer Section.

You can set this in Settings->Invoice Layout->Footer->Footer Options 2->Footer Total Amount Payable Incl. GST.



Check “Show Total Payable” to display the Total Payable Amount. This will be displayed at the Left and Top position show at the bottom.

If you type the text this will be displayed at the Left and Top positions above the text.

Set the Font and Text color.

If you check “Show only on last page” this will only display on the last page.

### 5.5.5 Add Invoicer Number to Footer

This will display the Invoice Number in the footer Section.

You can set this in Settings->Invoice Layout->Footer->Footer Options 2->Footer Invoice Number.

**Footer Invoice Number**

Show Invoice Number    Font     ForeColor

Text Left Position     Top Position

Text

Left Position     Top Position

Check “Show Invoice Number” to display the Invoice number in the Footer section. Set the Left and Top position of the Invoice Number with Left and Top Position fields at the bottom.

Type the static text in the text field box. This will be positioned by the Text Left Position and Top Position fields above where the text is written.

Set the Font and Text Color of the texts.

### 5.5.6 Display Customer Code in Footer

This will display the Customer Code in the footer Section.

You can set this in Settings->Invoice Layout->Footer->Footer Options 3->Footer Customer Code.

**Footer Customer Code**

Show Customer Code    Font     ForeColor

Left Position     Top Position

Check “Show Customer Code” to display the Customer Code in the Footer section. Set the Left and Top position of the Customer Code with the Left and Top Position fields at the bottom.

Set the Font and Text Color of the texts.

### 5.5.7 Display Footer Total Amount Payable Excl GST

This will display the Total Amount Payable NOT including the GST in the footer Section.

You can set this in Settings->Invoice Layout->Footer->Footer Options 3->Footer Total Amount Payable Excl. GST.

Check “Show Total Payable” to display the Total Payable Amount. This will be displayed at the Left and Top position show at the bottom.

If you type the text this will be displayed at the Left and Top positions above the text.

Set the Font and Text color.

If you check “Show only on last page” this will only display on the last page.

### 5.5.8 Display Footer Total Amount Payable GST Only

This will display the Total Amount Payable GST only component in the footer Section.

You can set this in Settings->Invoice Layout->Footer->Footer Options 3->Footer Total Amount Payable (GST Only).

**Footer Total Amount Payable (GST only)**

Show Total Payable    Font     ForeColor

Text Left Position     Top Position

Text

Left Position     Top Position

Show only on Last Page

Check “Show Total Payable” to display the Total Payable Amount. This will be displayed at the Left and Top position show at the bottom.

If you type the text this will be displayed at the Left and Top positions above the text.

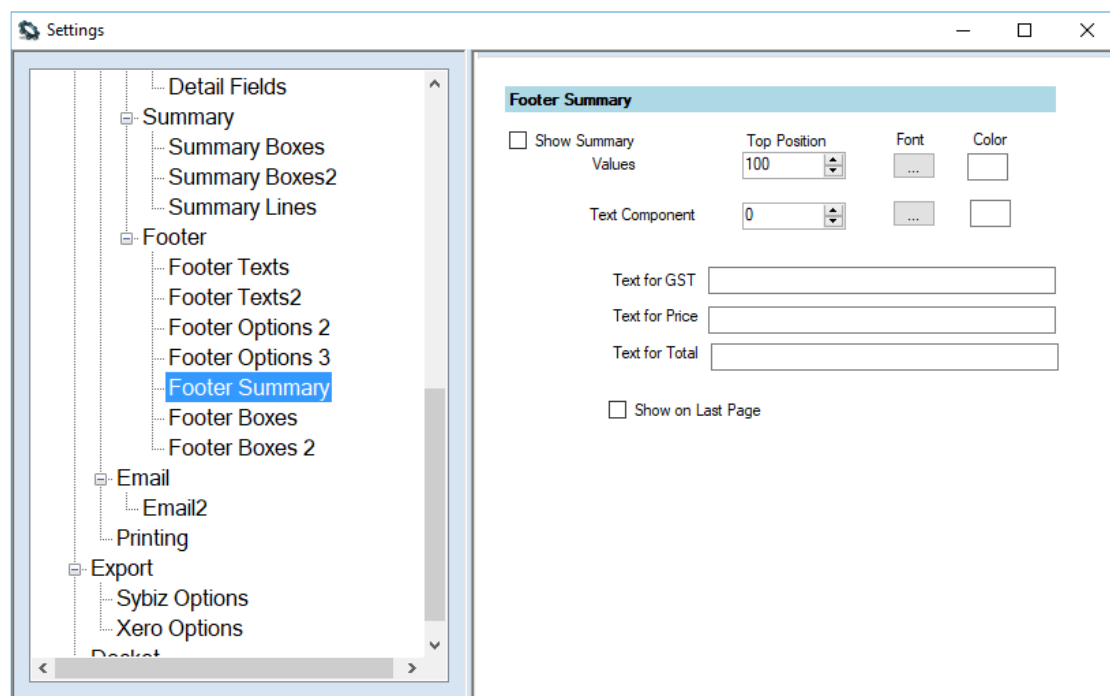
Set the Font and Text color.

If you check “Show only on last page” this will only display on the last page.

### 5.5.9 Display Summary Costs in Footer

This will display the Total Price (excl GST), the GST amount and the Total Price including the GST in the footer section.

You can set this in “Settings->Invoice Layout->Footer->Footer Options 3->Footer Summary”.



To enable the summary values check “Show Summary Values”. The three price values will be displayed on one line matching their appropriate columns in the Detail section. These values you can set the top position, the font and text color.

You can also set the text explanations if you like by typing in the text and again positioning this in the line where it says text Component. You can set a different font and color for this.

Check “Show on Last Page” if you wish to show this only on the last page.



## 6 Setting Up your Printing and Emailing

### 6.1 Settings in Customer Table

Some settings that will apply to printing and email are found in the Customer Table.

In the Invoice Tab of the Customer Form here are the fields and their explanations.

#### 6.1.1 Invoicer Address Line 1 to 4

This is the postal address for the Invoice. This will find its way from AxiBatch to Invoicer.

#### 6.1.2 Email Address for Invoicing

There are 2 fields for Email Addresses here. This will find its way from AxiBatch to Invoicer.

#### 6.1.3 Status

Selectable. This is only for AxiBatch use and can prevent the operator from batch for that client if status is set to "Stop Credit"

#### 6.1.4 Account Code

This is the code for the Customer in the accounting package. When exporting Invoices from Invoicer, and you are sending the customer name or code, this will replace it so your accounting software will understand what customer it is.

#### 6.1.5 Invoice Mode

This directs Invoicer how to send the Invoicer to the customer. If blank, Invoicer will use other criteria to send it.

Select the appropriate option.

## 6.2 Printing

To enable printing in Invoicer, check “Settings->Invoices->Enable Printing”.

**Print Options**

Enable Printing No. Of Copies

Printer

Enable Email Facility       Do not Print if Emailed  
 Use Customer Invoice Mode First

Select the number of copies per Invoice.

Select the printer you wish to use for Invoicing. If blank it will most likely print to the default printer.

Check “Use Customer Invoice Mode First” if you want printing to be governed by the Customer setting.

Check “Do not Print if Emailed” if you do not want anything printed if it has been emailed, regardless of Customer Invoice Mode.

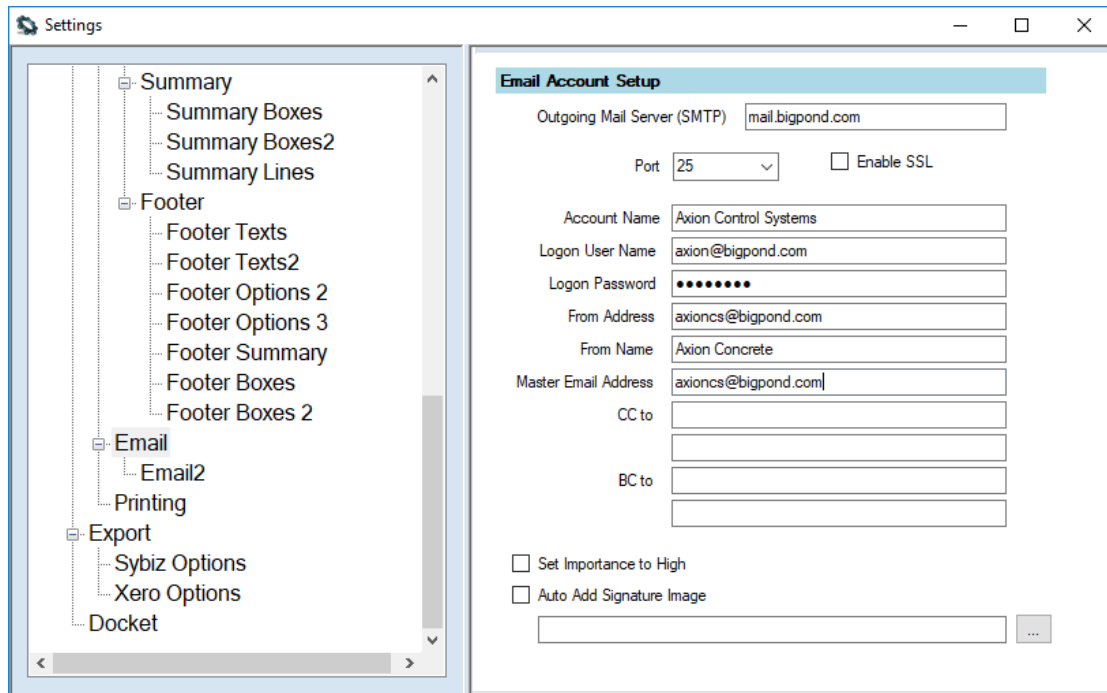
### 6.2.1 Replace the Rate with “Mini” if the truck size is a Mini and printing an Invoice

If you need to do this you can check this in “Settings->Invoices->Printing->Replace the Rate with ‘Mini’ if the Truck Size is a Mini.

### 6.3 Emailing

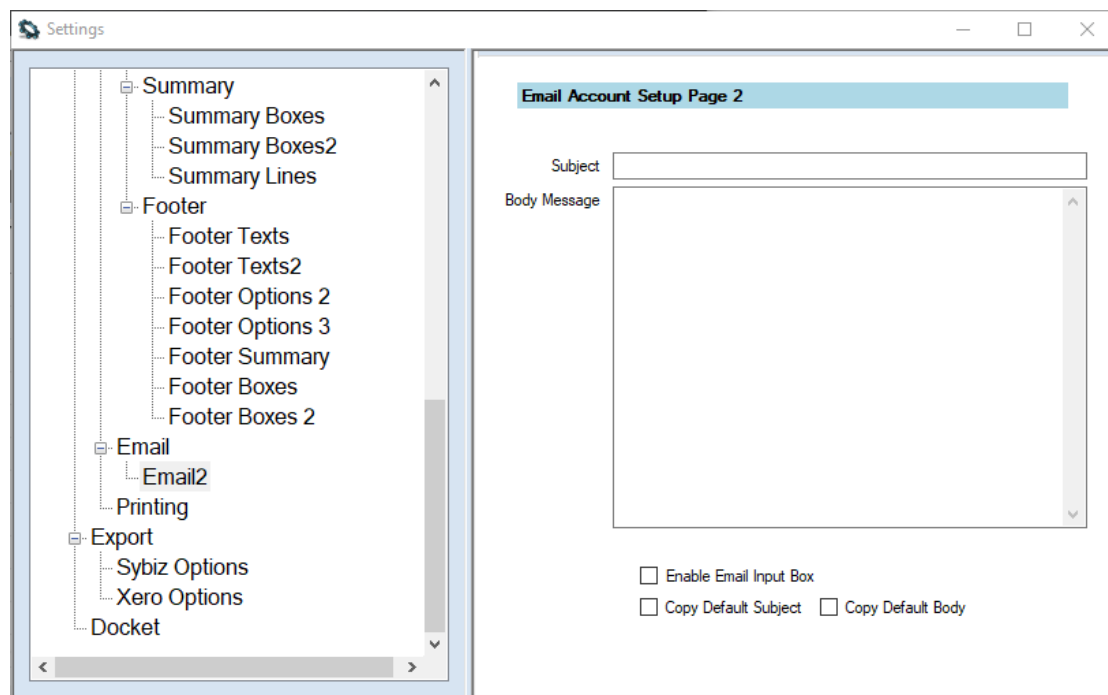
To enable emailing check “Enable Email Facility” in “Settings->Invoices->Enable Email Facility”.

To set up the Email account. Most of the email account fields need to be filled. This is found in “Settings->Invoices->Email”.



- **Outgoing Mail Server (SMTP)** This is the name of your Internet Providers Outgoing Mail Server.
- **Port**, this is the Port number that is used by the outgoing mail service.
- **Enable SSL**, check this if your mail service uses SSL or TSL channel encryption
- **Account Name**, this is your email Account Name
- **Logon User Name**, this is your Account’s User Name
- **Logon Password**, this is the password to your user account
- **From Address**, the receiver will see this email address in their email software
- **From Name**, the receiver will see this in the From field in their email
- **Master Email Address**, all emailed invoices will be copied to this address
- **CC to**, add other addresses invoices will be copied to
- **BC to**, add other blind addresses invoices will be copied to
- **Set Importance to High**, checking this will set the importance exclamation mark
- **Auto Add signature Image**, this will add your signature as an image file to your invoice body. The image path and filename is added in text box below this. Use the ellipsis button to locate the file.

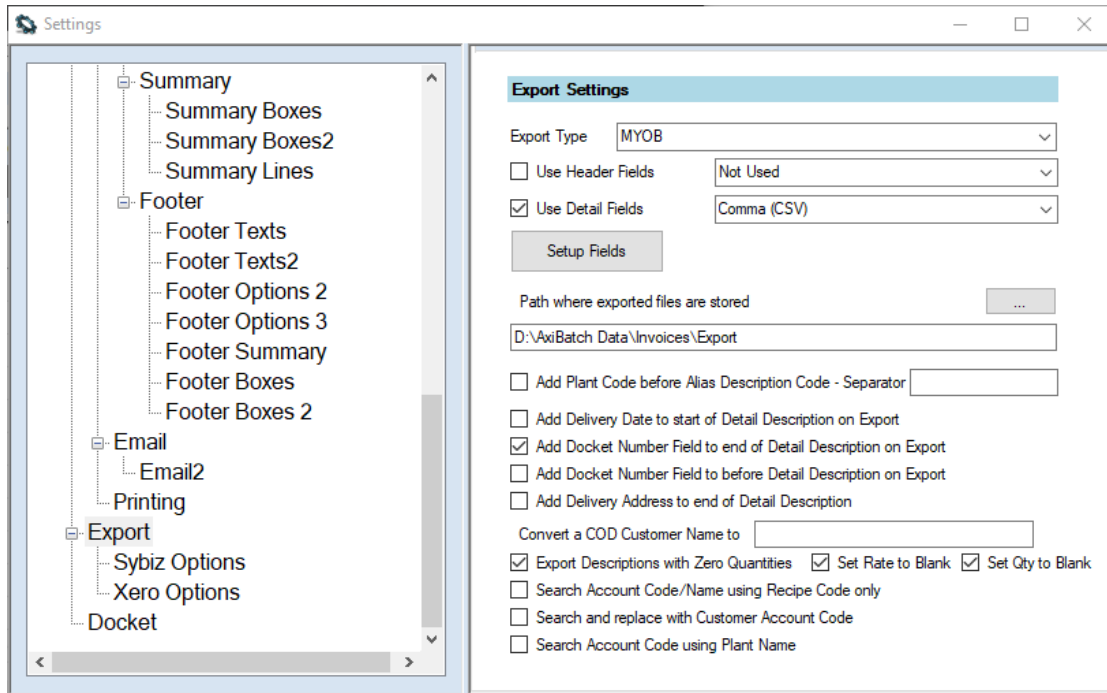
More settings are found in “Settings->Invoices->Email->Email2”.



- **Subject**, this is the subject text that will appear in all subject fields for the emailed invoices
- **Body Message**, the text in here is the standard text that will appear in the body of an email
- **Enable Email Input Box**, checking this will enable you to change the Subject and Body when you manually email an invoice via a popup box.
- **Copy Default Subject**, the popup that allows you to change the subject and body will copy the default subject
- **Copy Default Body**, the popup that allows you to change the subject and body will copy the default body text

## 7 Setup Your Export

These are your settings that will setup how exporting invoices to your accounting software will work. You can access these settings in “Settings->Export”



- **Export Type**, here you select the accounting package you will be exporting to. Options are MYOB, XERO and others.
- **Use Header Fields**, select the format of the Header fields if they are used.
- **Use Detail Fields**, select the format of the Detail fields. These are always used and the format should always be the same as the format of the Header fields
- **Path where exported files are stored**, this is directory path where the export fields created will be stored
- **Add Plant Code before Alias Description Code – Separator**, use this option to add the Plant Code before the description with a separator if required
- **Add Delivery Date to start of Detail Description on Export**, use this option to add the Delivery Date before the Invoice Description
- **Add Docket Number Field to end of Detail Description on Export**, use this option to add the Docket Number after the Invoice Description
- **Add Docket Number Field to before Detail Description on Export**, use this option to add the Docket Number before the Invoice Description
- **Add Delivery Address to end of Detail Description**, use this option to add the Delivery Address after the Invoice Description
- **Convert a COD Customer Name to**, use this to replace COD with something you type here

- **Export Descriptions with Zero Quantities**, check this to export things like delivery address that have zero quantities
- **Set Rate to Blank**, check this set the Rate to a Blank if the Quantity is zero
- **Set Qty too Blank**, check this to set the Qty field to a Blank if the Quantity is zero
- **Search Account Code/Name using Recipe Code only**, check this to search account code using the Recipe Code. This is recommended as Recipe names and Descriptions are always being changed.
- **Search and Replace with Customer Account Coder**, check this to replace the Customer Code or Name with the Customer Account Code from the Customer Table
- Search Account Code using Plant Name, **check this to narrow your search for account code by using the plant name.**

## 7.1 *Setting up the Export Fields*

Press the “Setup Fields” button to access the export Fields.

There is a list for Header fields and a list for Detail field. Not all accounting software’s will use the Header fields.

The three lists on the left are Database Fields, these are from (starting from the top) the Account Table, the Main Invoice Table and the last table has items from the Invoice Details table.

The top arrows in each left list box will move the selected field to the top right Header Field list.

The bottom arrows in each left list box will move the selected field to the bottom right Details Fields.

The Headers and Details List boxes on the right have 3 buttons. One to move the selected item up and one to move the selected item down, and the DEL button to remove the selected item

These fields define how the export file will be created for the accounting software to be able to import.

## 7.2 Setting up for Xero

### 7.2.1 Preconditions

Make sure that all Recipes and Misc Items have descriptions. These are what used when generating invoices.

Make use that all these are in the accounts table and a suitable account code is set up to match the item in Xero.

In the accounts table setup, a row that has “Default” in the Recipe Code and Name. The account could be blank. This is used for things that are just text like order numbers and delivery addresses.

In accounts setup the Account Number to match the Accounts Names in Xero. (The Account Names in Xero will have a number associated with that Name)

### 7.2.2 Export List

No need to setup the Header List.

Set the Details list as follows ...

```
INVOICE_CUSTOMER_NAME
INVOICE_EMAIL_ADDRESS
INVOICE_CUSTOMER_ADDRESS1
INVOICE_CUSTOMER_ADDRESS2
INVOICE_CUSTOMER_ADDRESS3
INVOICE_CUSTOMER_ADDRESS4
Blank
Blank
Blank
Blank
INVOICE_NUMBER
DETAIL_DELADDRESS
INVOICE_DEL_DATE
INVOICE_DUE_DATE
ACCOUNT_CODE
DETAIL_DESCRIPTION
DETAIL_QUANTITY
DETAIL_RATE
Blank
XeroAccountCode or ACCOUNT_NUMBER
XeroTaxType
XeroTrackingName1
DETAIL_PLANT_CODE (goes into tracking option 1)
Blank
```

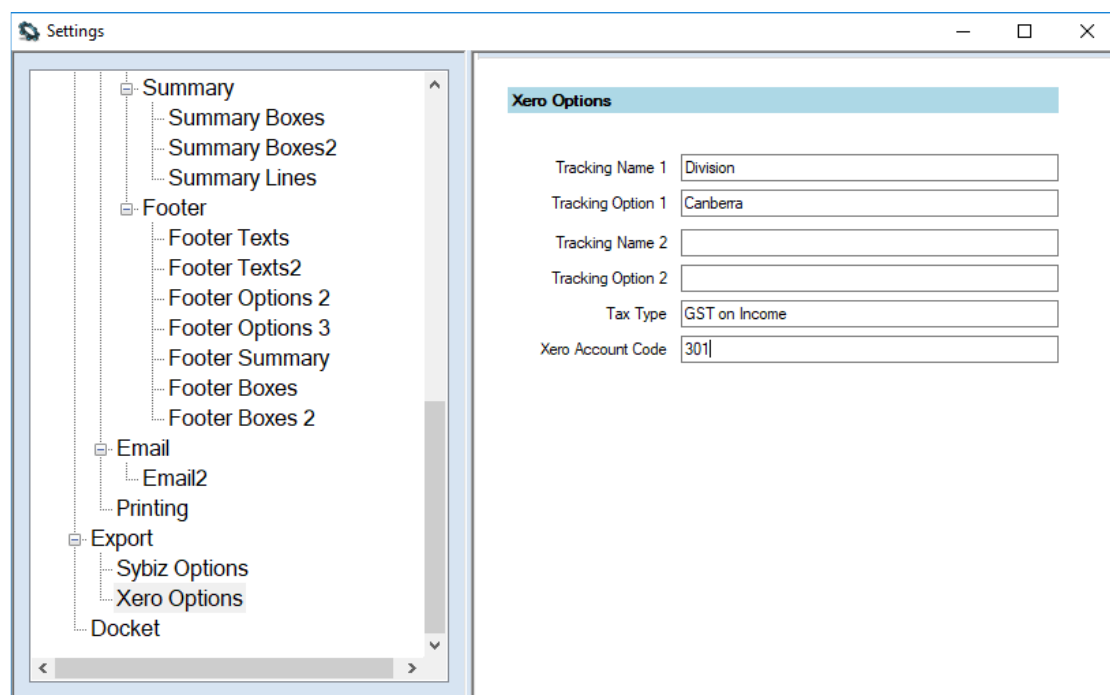
**Blank  
Blank  
DETAIL\_PLANT\_CODE**

*Note: The Blank's MUST be included or otherwise Xero will not encode the file correctly!*

### 7.2.3 Export Settings for Xero

- Check “Settings->Export->Export Descriptions with Zero Quantities”.
- Check “Settings->Export->Set Rate to Blank”.
- Check “Settings->Export->Set Qty to Blank”.
- Check “Settings->Export->Add Docket Number Field to end of Detail Description on Export”.

In Xero Options section ...



Set “Tracking Name 1” to example “Division”, this is the name of the first (or only) tracking category as it appears on the sales invoice in Xero.

Set “Tracking Option 1” to the name of one of the options that belong to the first tracking category.

If you use `DETAIL_PLANT_CODE` in your export list there is no need to use the Tracking Name and Option. Your Plant Code becomes the tracking option.



Set “Tax Type” to “GST On Income”.

Set “Xero Account Code” to the code number that is used for all the concrete sale items. This will work if use “XeroAccountCode” in your export list. If your account number varies, use “ACCOUNT\_NUMBER” in your export list instead of “XeroAccountCode”.

**Notes:**

If the Customer Name or Customer Code exported does not match with what is in Xero, Xero will assume it is a new Contact!

## 7.3 Setting up for MYOB

Note that when using MYOB to import the export file created by Invoicer, you need to map each time you do this.

### 7.3.1 MYOB Export List

Your Export list should be as follows ...

The Header List is not required.

The recommended Detail List is as follows ...

INVOICE\_CUSTOMER\_NAME  
INVOICE\_NUMBER  
INVOICE\_DEL\_ADDRESS1  
INVOICE\_DEL\_ADDRESS2  
DETAIL\_DELIVERY\_DATE  
DETAIL\_QUANTITY  
ACCOUNT\_CODE  
DETAIL\_DESCRIPTION  
ACCOUNT\_NAME  
DETAIL\_TOTAL  
DETAIL\_RATE  
DETAIL\_GST  
INVOICE\_DATE

### 7.3.2 Importing into MYOB and mapping

When using MYOB to import the export file created by Invoicer, you need to map each time you do this.

The following table shows the Invoicer Header you map to MYOB.

Invoicer // MYOB

-----

Customer Name // Co.Last Name:

Invoice Number // Invoice #:

Del address 1 // Addr 1 - Line 1:

Del address 2 // Addr 2 - Line 2:

Delivery Date // Date:

Quantity // Quantity:

Account Code // Item Number:

Description // Description:

Total Price Incl GST // Total:

Rate // Price:

GST // GST Amount:

To import in MYOB you use the following ...  
File->Import Data->Sales->Sales Item

## **7.4 Setting up for SYBIZ**

### **7.4.1 Sybiz Header Export List**

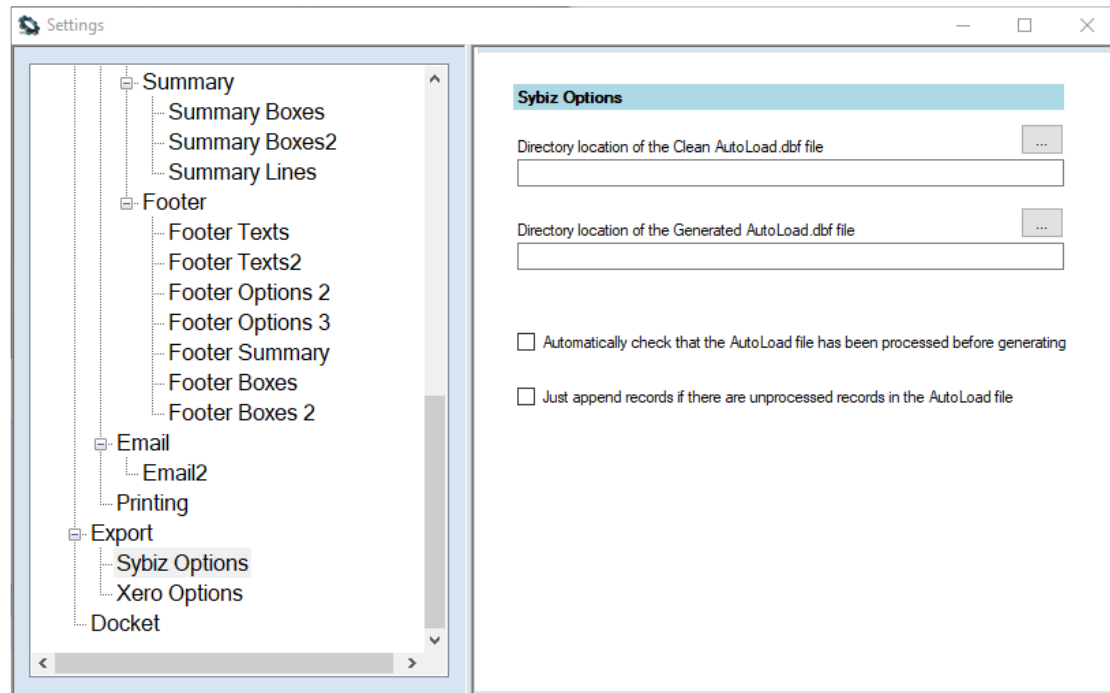
INVOICE\_CUSTOMER\_CODE  
Blank  
INVOICE\_DEL\_DATE  
INVOICE\_NUMBER  
ACCOUNT\_NUMBER  
INVOICE\_TOTAL\_PRICE  
Zero Numeric  
Zero Numeric  
Sybiz Tax Code 2  
INVOICE\_TOTAL\_GST  
Zero Numeric

### **7.4.2 Sybiz Details export List**

DETAIL\_PLANT\_NO  
Sybiz Credit Sale  
DETAIL\_INVOICE\_NUMBER  
ACCOUNT\_NUMBER  
DETAIL\_QUANTITY  
DETAIL\_PRICE  
Zero Numeric  
Zero Numeric  
Sybiz Tax Code 2  
DETAIL\_GST  
Zero Numeric

### 7.4.3 Settings for Sybiz

This is accessed in “Settings->Export->Sybiz Options”.



Set the directory of where the Clean (empty) Autoload.dbf file is stored.

Set the directory of where the generated AutoLoad.dbf will reside when exported. It will always replace the older one.

Check “Automatically check that the AutoLoad.dbf file has been processed before generating” to check that it has been imported into Sybiz.

Check “Just append records if there are unprocessed records in the AutoLoad file” if you wish to add export records regardless.

### 7.4.4 Sybiz Tools

Use Tools->Sybiz to perform the following actions for testing.

Use “Read AutoLoad database” to view the Export AutoLoad File.

Use “Clear AutoLoad Database” to empty the file.

## 7.5 Setting up for Quickbooks

In AxiBatch make sure you have Descriptions in all Recipes and Miscellaneous items.

In the AxiBatch Customer Table, put the Customer Name in the Invoice Address Line 1 so that when exported to QuickBooks the invoice box will have the Customer Name and address.

In the Accounts Table make sure you set up Account Code field to match the QuickBooks Invoice Item.

In the Accounts Table make sure you set up Account Name field to match the QuickBooks Account Name. Make sure use the full column to include separate sub items. I.e. Sales:Concrete Batching

### 7.5.1 QuickBooks Export Headers List

Set the Export Headers to the following

**INVOICE\_NUMBER**  
**INVOICE\_CUSTOMER\_NAME or INVOICE\_CUSTOMER\_CODE**  
**INVOICE\_DEL\_DATE**  
**INVOICE\_TOTAL\_AMOUNT\_PAYABLE**  
**INVOICE\_CUSTOMER\_ADDRESS1**  
**INVOICE\_CUSTOMER\_ADDRESS2**  
**INVOICE\_CUSTOMER\_ADDRESS3**  
**INVOICE\_CUSTOMER\_ADDRESS4**  
**INVOICE\_DEL\_ADDRESS1**  
**INVOICE\_DEL\_ADDRESS2**  
**INVOICE\_DEL\_ADDRESS3**  
**INVOICE\_DEL\_ADDRESS4**  
**INVOICE\_DUE\_DATE**  
**QBOOKS\_DATE**

Note that Customer Name or Customer Code must match the Customer Code in QuickBooks.

### 7.5.2 QuickBooks Export Details List

Set the Details List to the following

**ACCOUNT\_NAME (matches Account in QB)**  
**ACCOUNT\_CODE (matches Item in QB)**  
**DETAIL\_DESCRIPTION**

DETAIL\_QUANTITY  
DETAIL\_RATE  
DETAIL\_PRICE  
DETAIL\_GST

### **7.5.3 Export Settings for QuickBooks**

In Export Settings

Set Export Descriptions with Zero Quantities

Set Rate to Blank

Set Add Docket Number Field to end of Detail Description

## 7.6 Setting up for Sage Pastel

### 7.6.1 Sage Pastel Header Export List

INVOICE\_NUMBER  
Space  
Space  
INVOICE\_CUSTOMER\_CODE  
Period  
INVOICE\_DEL\_DATE  
INVOICE\_ORDER\_NO  
Y  
Discount  
Space  
Space  
Space  
INVOICE\_DEL\_ADDRESS1  
INVOICE\_DEL\_ADDRESS2  
INVOICE\_DEL\_ADDRESS3  
INVOICE\_DEL\_ADDRESS4  
Blank  
Blank  
Settlement  
INVOICE\_DEL\_DATE  
Space  
Space  
Space  
Exchange Rate  
Space  
Space  
N  
Y

### 7.6.2 Sage Pastel Details Export List

Cost Price  
DETAIL\_QUANTITY  
DETAIL\_RATE  
RATE with GST  
DETAIL\_UNITS  
Tax Type  
Discount Type  
Discount Percentage  
ACCOUNT\_CODE  
DETAIL\_DESCRIPTION  
Line Type  
Cost Code  
Store

## 8 Setup your Accounts Table

To access the Accounts Table, select “Master Database->Accounts”.

The accounts table needs to be populated, in order to successfully export invoices to your accounting software.

### 8.1 Import Recipe Data

This probably only needs to be done once per plant.

Press the “Scan” button.

The following screen will appear.

The screenshot shows a window titled "Accounts Scan". On the left side, there is a "Select Data Source" section with a dropdown menu currently set to "Scan from Recipe Table". Below this is a "Select Recipe Table from Plant" dropdown menu set to "None". There are two checked checkboxes: "Copy into the selected fields ..." and "Enable each Scanned Account". Under the first checkbox is a dropdown menu set to "Account Code". At the bottom of this section is a "START SCAN" button. The right side of the window is a large empty area. At the bottom right of the window is a "SAVE" button.

Select “Scan from Recipe Table”, select the Plant.

If you wish to copy the Recipe Codes to Account Codes, Recipe Names to Account Names, Recipe Descriptions to Account Descriptions, then select the appropriate selection and enable “Copy into the selected fields ...”.



You can automatically enable each entry, otherwise each new entry will not be enabled. If this is the case it may make it easier to go through each record that is not enabled, and enabling it manually as you revise each record

Press the START SCAN button to proceed.



Once finished, you will need to review each new record and make sure you have the correct Account Number, Account Code or Name depending on which accounting package you are using.

After this is done any new Recipes or Miscellaneous records that are added after will automatically allow you add the new account code or name as you go while you are generating. To enable this handy function check “Settings->Invoices->Generation->Perform Check on Account Code”.

## 8.2 Editing the Account Records

Once your data is in make sure you edit the Account Number or Code or Name and or Description that you require for your accounting package.

If the account is valid for all plants, select “ALL” for the Plant Name or otherwise select the actual Plant Name. It will already have the Plant Name by default when you did the scan. There is the option to set all records Plant Name to “ALL” by pressing the “Add Plant Name to ALL Accounts” this will copy the current Plant Name or “ALL” to the Plant Name field in all accounts.

Remember to press the Save  button you have finished editing. Otherwise press the rollback button  and then press Yes to the prompt to revert back to what you have before you started editing.

### *Note:*

***Add a “Default” record by setting the Recipe Code and Name to Default. In this way if you have a delivery address in the Invoice Description that does not match a Recipe, the export will send a different account code.***

***Don't forget to Enable your records otherwise they will not have been detected in the Export.***

## 9 Start Invoicing

The following is the process followed for Invoicing.

Login to your Invoice Database you want to use if you have multiple Invoice Databases, otherwise select “None” to select the default Invoice database.

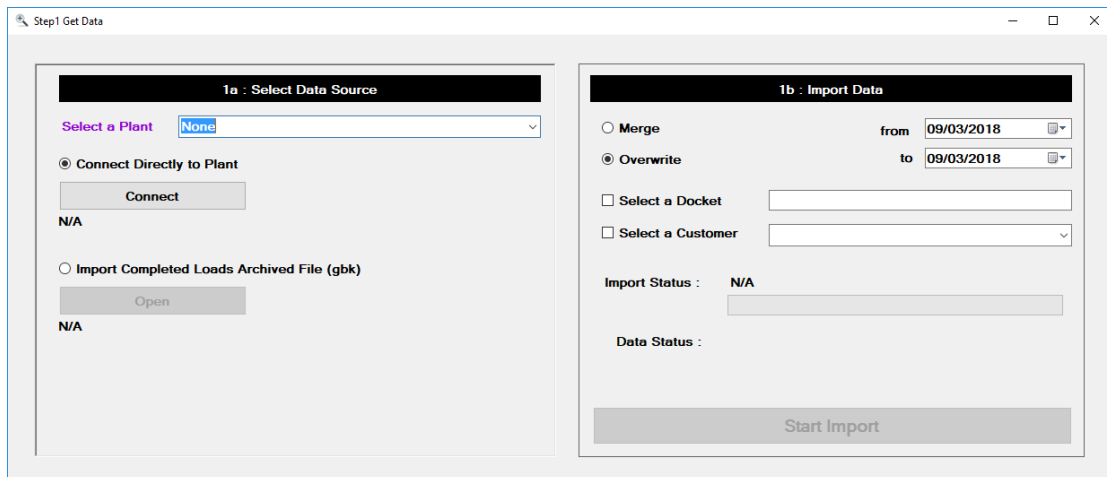
The following process is assuming you have set everything up!

### 9.1 Import Data – Step 1



Select “Invoice Actions->Step 1 – Import Data” or press the  icon to start importing docket from AxiBatch.

The following screen appears.



Select the Plant you wish to receive the docket from. Note if you have Multiple Invoice Databases, only the plants that are attached to this Invoice Database (you can see this in Plant Table) you have connected to at Login will appear in the list.

Press the “Connect” button to connect to the Plant. “N/A” will change to display that you have connected to the Plant. If you do not get a connection then it may be the plant have turned off the Computer or the network is down.

Check “Overwrite” if you wish to overwrite all the docket that are visible in Step 2. This is usually the default case. The only time you would select merge is if you are wishing to generate invoices that include docket from 2 or more plants. The Merge would be selected on the 2<sup>nd</sup> import, after you have connected to the second plant. Select the Date Range you wish to import the Docket from.

You can optionally import individual docket or docket for a particular customer. You would use “Select a Docket” if a batch was generated later after you had already invoiced. You would use “Select a Customer” if you were generating an Invoice for that Customer differently to all other Invoices.

Press the “Start Import” button to import the docket with the criteria you have selected.

## 9.2 Review and Edit Data – Step 2



Select “Invoice Actions->Step 2 – Edit Data” or press the icon.

A list of all the docket imported will appear. If you do not want to Invoice some of these docket for the reason you will do it later because you will pick a different generation method, then you will need to remove them from the list. Removing them here does not delete them from the Plant’s Database.

To remove the docket, select it on the Grid. Right click with the mouse and select “Remove Docket”.

It is advisable to remove docket that have already been invoiced. You can do this by pressing “SCAN for Docket already Invoiced”. When this Scan screen opens you can select to remove these Docket for Invoicing by checking “Delete Docket in Load Table found already Invoiced”. Check “with Prompt” if you want Invoicer to ask you to remove the docket. Press “Scan” to start the removal.

You can use “Show Filters” to display certain docket. This filter is only for the display, it does not remove docket for generation.

You can use “Show Associated Docket” to view all the docket that are related to the same order as the docket you have selected. Again, this is only for display and does not remove all other docket.

You can edit docket from here, and Invoicer will also update the docket at the plant at the same time. However, this is advisable to do this using Console, and before you import into Invoicer. Right click with the mouse and select “Change Docket Details” to fix the customer code or pricing. Right click with the mouse and select “Show and Edit Details” to fix minor items such as Order Number / Comment etc. Right click with the mouse and select “Change Misc Items” to fix Miscellaneous Items in the Docket. Refer to the AxiBatch manual for more details on using Console to fix docket.

Note it is not advisable to fix docket if the Plant computer or network is down!

There are settings that are related to this step.

### Step 2 (Load Editing Options)

- Force Calculation of Costs on changing of Load Details
- Enable Removal of Docket in Invoice Database
- Allow Editing of Step 2 Load Data

To force Calculation of Costs in Step 2 when changing some details, make sure you check “Settings->Invoices->Step2or4Editing->Force Calculation of Costs on changing Load Details”.

To enable the removal of dockets check “Settings->Invoices->Step2or4Editing->Enable Removal of Docket in Invoice Database”.

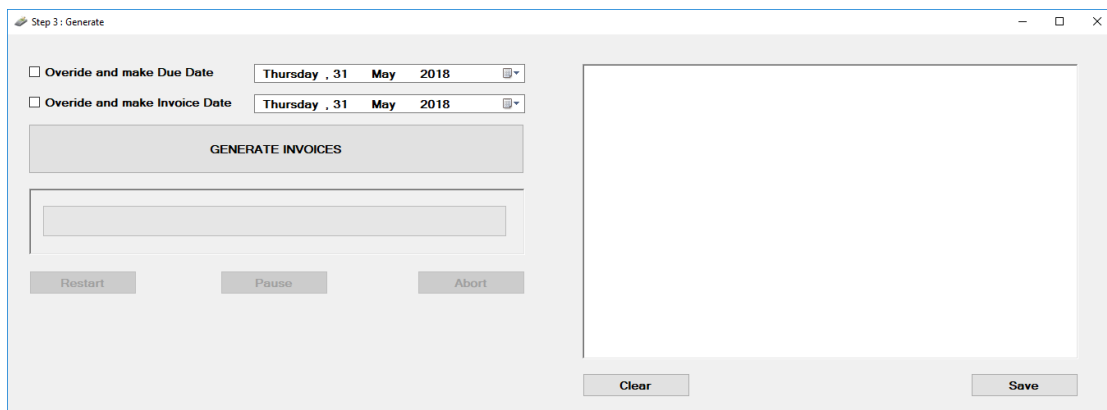
To enable the editing of dockets check “Settings->Invoices->Step2or4Editing->Allow Editing of Step 2 Load Data”.

### 9.3 Generate Invoices (Step 3) from the Dockets available in Step 2



Select “Invoice Actions->Step 3 – Generate Invoices” or press the icon.

The following will be displayed.



Check “Override and make due Date” to set the due date to the date set in the Date box to the right of it. This date can be altered. If not checked the Due Date will be set to the current date with the offset days that is stipulated in settings. (“Settings->Invoices->Generation->Due Date Offset”).

Check “Override and make Invoice Date” to set Invoice Date to the date set in the Date box to the right of it. This date can be altered. If not checked the Invoice Date will be set to the current date.

Press the “GENERATE INVOICES” button to start generating Invoices. Invoices will be generated based on the method selected in “Settings->Invoices->Generation->Generation Type”. Refer to this setting in the Generation Mode section of this manual.

As Invoices are generating, text will appear in the text box to the right. It can also issue warning messages like zero concrete costs etc.

At the end of the generation, it will prompt you if you wish to save the generated invoices to the Invoice database. If you say yes, then this will update the start Invoice Numbers for Step 4 (Editing Invoices), 5 (Printing and Emailing) and 6 (Exporting). During generation you may get a popup window telling you that an account number or code or name don't exist for a Recipe Code that may not be in the Accounts table. You simply add the codes on the spot.

**Add to Account Table**

Generation has detected that this Recipe is not in the Accounts Table  
 Must add otherwise you will have Export errors!

*Must Add Account Code, Name*

Type	Recipe		<input type="text" value="0"/>	Account No.
Code	25 MPA PAVING	=>	<input type="text"/>	Account Code
Name	25 MPA PAVING	=>	<input type="text"/>	Account Name
Description	25MPA PAVING MIX	=>	<input type="text"/>	Account Description
			<input type="text" value="Cranbourne PreMix New"/>	Plant
			<input type="text" value="Yes"/>	Enable / Disable

Press 'Add to Account Table' to add

The above example is stating that there is no account code or name for 25 MPA Paving. Simply add the Account Code and Name as they appear in your accounting software, select the Plant and make sure it is Enabled and press “Add to Account Table”. The generation will continue. You can skip if you don’t know the code, but you will have to remember to add it manually to the accounts table before you next export. Use the “=>” keys to copy the Recipe Code to the Account Code if you need to.

Use the “SAVE” button that appears below the text box to save the results of the text box to the default directory as per “Settings->Invoices->Generation->Default Path for Generation Results”. This does not save the Invoices!

## 9.4 Review and Edit Invoices (Step 4)

To access the Invoices, select “Invoice Actions->Step 4 – Edit Invoices” or press



icon.

When you do this, the Invoices that will be shown are the last lot that were generated. This can be changed by using “Show Filters” to display the filter screen to view any Invoices you wish.

With the filter you can change the Invoice Number range as well as view Invoices with different date ranges using either or combination of Invoice date, Delivery Date and Due Dates. You can even search for an Invoice with a particular docket. Note closing the Step 4 screen and reopening it again will display the last lot of generated invoices.

There are different ways you can edit parts of the Invoice.

### 9.4.1 Editing parts of the Main Invoice directly in the Invoices Screen.

You can edit the following cells on the main Invoice Screen, Order No, Total Qty, Email, Email 2, Delivery Address 1,2,3&4, Customer Invoice Address 1,2,3 &4. Use the Save icon on the screen to save those edited changes. The Invoice date can also be edited if you check “*Settings->Invoices->Step2or4Editing->Allow direct editing of the Invoice Date Field*”.

### 9.4.2 Editing the Details of the Invoice

You can edit individual invoice details by selecting the invoice and with a right click of the mouse select “Show Invoice Details” or simply double click with the left mouse.

The invoice will show all the individual lines. Any line can be edited. You can also insert a line or a blank line before or after a selected record. Any line can be also removed. Some cells in the grid can be edited directly, however you need to check “*Settings->Invoices->Step2or4Editing->Allow direct editing of the Detail Field*”. These fields that you can edit directly in the cell are “Order Number”, “Description”, “Qty”, “Rate” and “Delivery Address” fields. If you change the Qty or Rate the cost will be automatically updated for that line after you press the Enter key after typing the value. Pressing the Save icon will update the total costs.

To edit the line in another environment that will allow you to be able to change the recipe, right click with the mouse and select “Edit line”. The “Add/Insert Detail into Invoice” form will appear. You can change the product code, delivery date, docket as an example. Press the “Update Calculation” button to update the calculation. Select if Qty is counted towards the total CuM of concrete. Select the correct type. Press the “Update” button to update the line. This is also mainly used when you are inserting a new line.

To insert a new line, right click with mouse and select Insert Line->Before or After to where you are currently selected. The same “Add/Insert Detail into Invoice” form will appear.

To delete a line, select it and right click with the mouse and select “Delete Line”.

On the same Invoice Editor form you can edit the Invoice Address, Top Right. You can also edit the email address, change the Customer Code or Name and the Due Date.

Anything you edit on the Invoice Editor Form you will need to press the Save  icon.

When you close the Invoice Editor Form the main Invoice screen will update.

### **9.4.3 Paid Status**

The Invoice Status field will display if the Invoice is Paid. This is set manually, by right clicking with the mouse and selecting “Set Invoice Status->To Paid”.

This field can appear on the Invoice, see “Settings->Invoices->Invoice Layout->Header->Header Special Codes->Special codes 4->Paid Field”, also refer to this section in the manual.

### **9.4.4 Change Invoice Print/Email Mode**

To change how the Invoice is sent you can change this by right clicking with the mouse and selecting “Set Invoice Mode To” and then select any of the available printing/emailing options.

### **9.4.5 Reports**

You can print an Invoice Summary report on the Invoices showing on the grid. This is useful for checking the imports into your accounting package. Select “Invoice Summary: from the Select a Report box, then press the “Print” button.



You can preview an Invoice by right click with the mouse and selecting “Preview Invoice”. You can print the Invoice if you wish from the preview screen.

You can print an Invoice by right click with the mouse and selecting “Print Invoice (No Preview)”.

You can email an Invoice by right click with the mouse and selecting “Email Invoice”. This will only be available if emailing is enabled in settings.

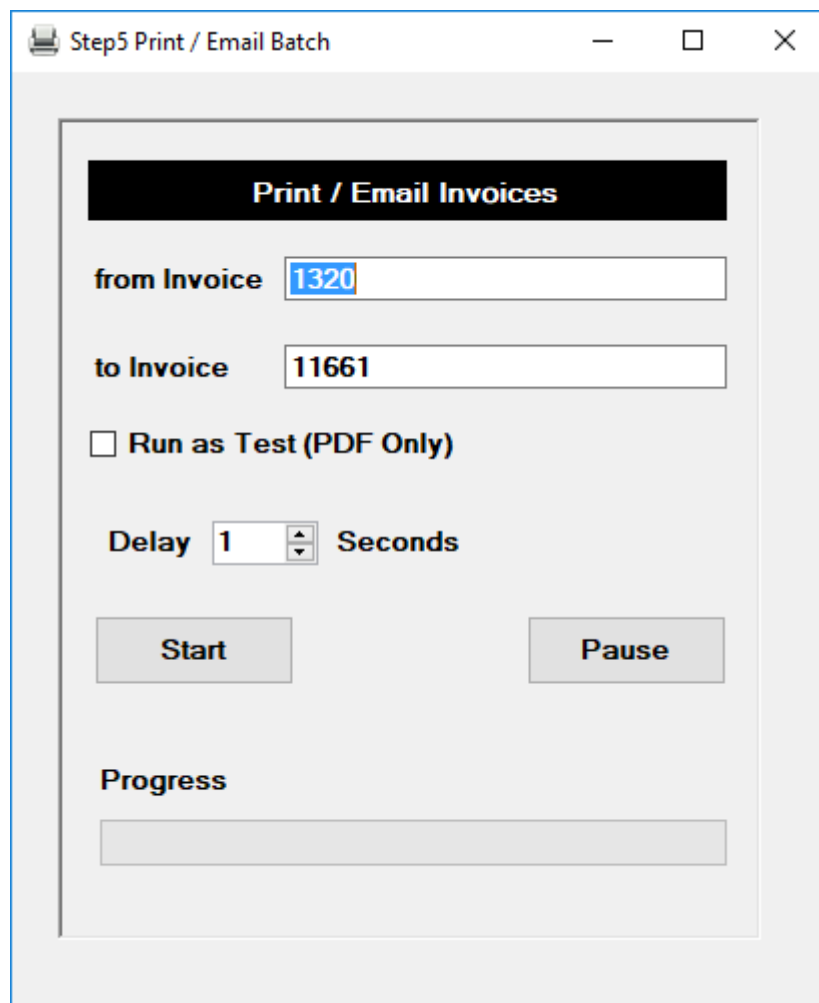
## 9.5 Batch Print and Email Invoices (Step 5)

To access the batch printing of Invoices, select “Invoice Actions->Step 5 – Batch



Print / Email Invoices” or press icon.

When you do this, the following screen will appear.

A screenshot of a software dialog box titled "Step5 Print / Email Batch". The dialog has a title bar with standard window controls (minimize, maximize, close). The main content area has a black header with the text "Print / Email Invoices" in white. Below the header, there are two text input fields: "from Invoice" with the value "1320" and "to Invoice" with the value "11661". Below these fields is a checkbox labeled "Run as Test (PDF Only)" which is currently unchecked. Underneath is a "Delay" field with a spinner box set to "1" and the label "Seconds". At the bottom of the dialog are two buttons: "Start" and "Pause". Below the buttons is a section labeled "Progress" with an empty rectangular box for a progress indicator.

The “from Invoice” number entry is usually set when you last batch printed invoices, kit will be the next Invoice number from what was last printed.

The “to Invoice” number entry will be the last Invoice number that was last generated.

This range can be edited. If you close the screen and reopen it the original number range will appear not the ones you edited.

Select “Run as Test (PDF Only)” if you want to test your Invoices. This will not email your invoices and will only create PDF versions of the invoices and will be saved to the directory you set in “Settings->Invoices->PDF TEST Path for Invoices under Review”. This will also not alter the From Invoice entry field.

Set the Delay between each Invoice print/email in seconds. If you have a slow printer or internet email connection you may want to increase this time.

Press the START button to start the batch print and email process.


Press the PAUSE button to pause the process and START again to restart.

At the end of the Print/Email job, the “From Invoice: field will automatically change to the next Invoice number that will be generated.

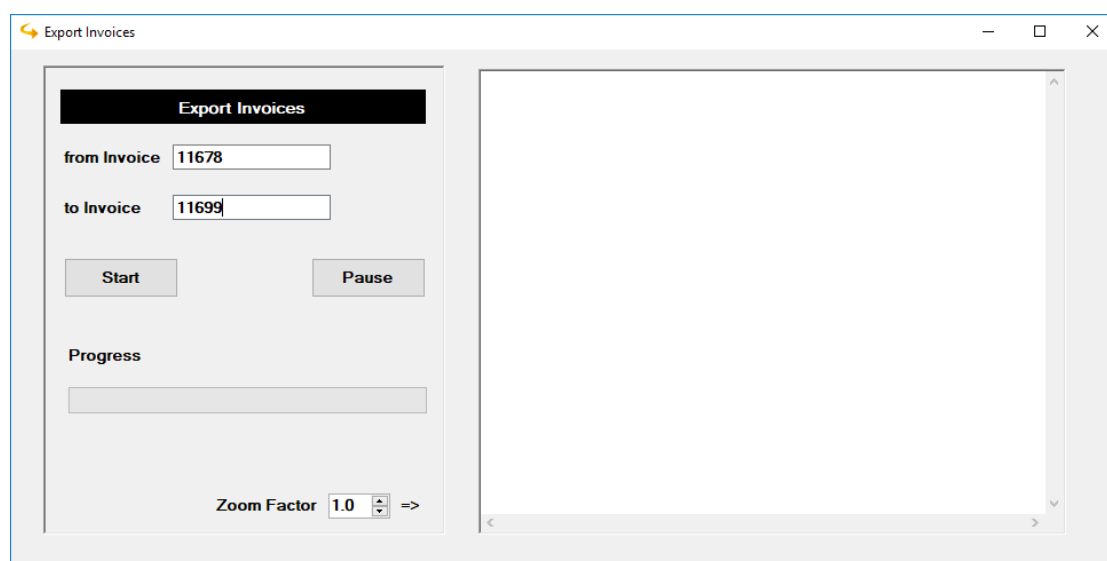
## 9.6 Batch Export Invoices to your Accounting Software (Step 6)

To access the batch printing of Invoices, select “Invoice Actions->Step 5 – Batch



Print / Email Invoices” or press  icon.

When you do this, the following screen will appear.



The “from Invoice” Number field is auto set when it last exported and will be the Invoice Number that was last exported plus one.

The “to Invoice” Number field is auto set when it last generated and will be the last Invoice Number that was generated.

The Invoice Number fields can be change. If the screen is closed and reopened, the original Invoice Number range will reappear, not the ones edited by you.

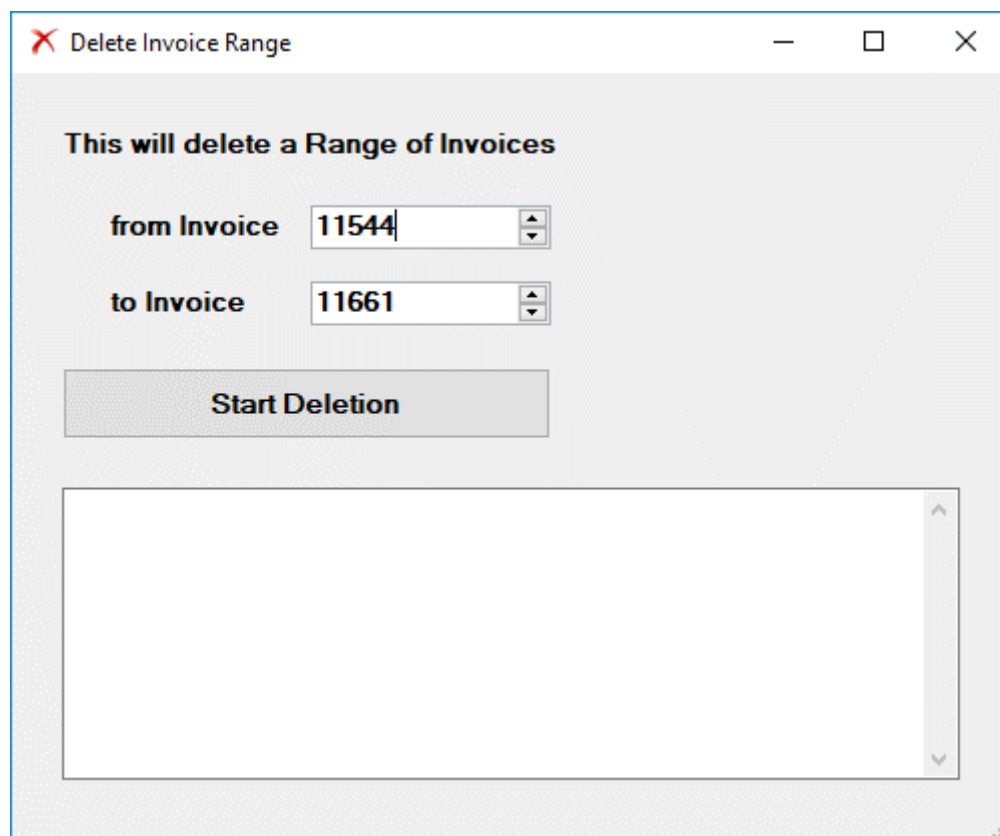
Press the START button the commence the export. A prompt will ask you where to save it and what file name. The file created here will be the file you import with your accounting package.

## 9.7 Undo the Last Generated Invoices

If you have generated and started editing the Invoices but realised this is not what you wanted, you can undo all last Invoices that you have generated.

Select “Tools->Delete Invoice Range”.

The following screen will appear.



The “from Invoice” and “to Invoice” fields will usually be the last Invoices that were generated. However, these fields can be edited. Be very careful!

Press the “Start Deletion” button to proceed. A prompt will ask if you wish to continue. Reply Yes to continue, no to cancel.

At the end it will show you which Invoices were deleted, and what Invoice Number the Invoice Generator will be set to, and what the next Invoice Number will be.

You are now ready to import and generate again.