



SYM-PAC

Group Invoicing

What are Group Invoices and why do you want them?

- Stores with large account customers know that you have **some* customers who need to pickup lots of 'little' products — a quick item here, and another pickup there — while they're getting on with their work.*
- These guys don't want — or need — an individual invoice for every single item they rush in and grab from you.
- Good examples of this type of customer are government departments, or local councils. Often they will request that you issue an order number to a certain value... and then they'll request just get one invoice (but pick up many things) up to an agreed dollar value.

The screenshot shows a 'Tax Invoice' window with a total of \$566.44. The invoice details include Staff 99, SYM-PAC, Order No ASDFASDF, Date Recd 19/09/2014, and Customer 0011. The items listed are:

Product Code	Planfg Code	Description	Store Code	Ordrd	Delvrd	B/Ord	Price Ex	Price Inc	Uom	Tkn	Disc %	Req'd	Total Ex	GST \$	%
100015629	A-012510	GROOVER ROCKER 5/5 150 X 90	M-1790D	1	1	-	44.1818	48.60	Ea	Y		19-09-14	44.18	4.42	H
100036553	G&SOS	G&S WELDING OUTSOURCE SERVICE	G&SOS	1	1	-			Each	Y		19-09-14			K
100034262	R-113	KARABINER TRIPLE ACTION STEEL	R-113	1	1	-	70.90	77.99	Each	Y		19-09-14	70.90	7.09	I
100039502	H-015-KUP	TELE FS 90 --SCAFFOLD HOOK FOR RESCUE POLE 60MM OPENING	H-015-KUP	1	1	-	236.3636	260.00	Each	Y		19-09-14	236.36	23.64	H
100021192	F	FLANGE ANST 150 WELD NECK 25HM	F	1	1	-	22.00	24.20	Each	Y		19-09-14	22.00	2.20	G
100021192	F	FLANGE ANST 150 WELD NECK 25HM	F	1	1	-	22.00	24.20	Each	Y		19-09-14	22.00	2.20	G
100021192	F	FLANGE ANST 150 WELD NECK 25HM	F	1	1	-	22.00	24.20	Each	Y		19-09-14	22.00	2.20	G
100029520	G01	GUN/LANCE ASSY 3600PSI G01 T/S ABLE PRESSURE CLEANER	G01	1	1	-	97.50	107.25	Each	Y		19-09-14	97.50	9.75	H

The 'Question' dialog box asks: 'Do You Wish to Reprint Delivery Docket?' with 'Yes' and 'No' buttons.

SYM-PAC's solution: Customer Group Invoicing

- SYM-PAC's new Customer Group Invoicing function allows you to book goods out whenever they leave, creating a delivery docket transaction in the system.
- Then at the end of the determined period, you can release all goods to one single invoice that references each delivery docket.

But this creates a business problem

- If you put all the items on a sales order, or on a quotation, etc. — these goods are then **not** invoiced out until that dollar value is reached.
- This creates a situation where your Stock On Hand figure is incorrect — because you have goods that have left the store, but have not been invoiced. This affects your ability to use accurate ordering procedures in your store as your Stock On Hand will not be correct while this is going on.
- Best business practice is that all goods must be booked out (via delivery docket) when they leave the premises.

track goods not invoiced

make it easy for the customer

SYM-PAC design:

keep stock on hand correct

Your Stock On Hand is up to date!

- This process allows your Stock On Hand to remain up to date and to remain true. The items are held in GDNYS (Goods Delivered Not Yet Charged) and so are moved out of Stock On Hand, pending their Group Invoice.
- This means that your Suggested Ordering processes will remain accurate and reliable.

Handled within Point of Sale

- When a Group Invoicing customer is at the Point of Sale counter, your staff will have a full selection of Group Invoicing options to choose from.
- Previous Group Invoices are easily searched using F4 for Document Enquiry within Point of Sale, and Group Invoices as well as Delivery Dockets are easily reprinted as required.

Handled within the Customer/ Debtor's Account

- A simple tick in File Maintenance is all it takes to set up an account customer with Group Invoicing.

Management Reporting

- A comprehensive Group Invoice Analysis report allows you to check the details whenever you need to.
- Group Invoices are released prior to End Of Month via Point of Sale, and you can update the order number, view the document, and review the GP% and GP\$ prior to release.
- Group Invoices are specially designed to show all delivery dockets for items that form part of the Group Invoice.

(220/L) COMPANY PTY LTD

Store:001 Period:06/2011 Printed on 21-JUN-2011 at 06:24pm

Group Invoice Analysis

Doc Type	Refer. No.	Rep	Customer Name	Phone	Order Date	Order Total	Total Taken	Balance of Ordr	Amount Paid	Trnsfr Debtors	Value Prepaid	Cost Held	Total Owing	Last Paid	Order Status	Date Recd
G-Inv	00001009	002	Roonah Council Maintenance	62626262	20-06-11	1269.47	1269.47	-	-	-	-1269.47	-	2538.94	-	Active	20-06-11
G-Inv	00001010	002	Roonah Council Maintenance	62626262	21-06-11	48.02	48.02	-	-	-	-48.02	-	96.04	-	Active	21-06-11
G-Inv	00001011	002	Roonah Council Maintenance	62626262	21-06-11	148.45	148.45	-	-	-	-148.45	-	296.90	-	Active	21-06-11
G-Inv	00001012	002	Roonah Council Maintenance	62626262	21-06-11	148.45	148.45	-	-	-	-148.45	-	296.90	-	Active	21-06-11
G-Inv	00001013	002	Roonah Council Maintenance	62626262	21-06-11	314.60	314.60	-	-	-	-314.60	-	629.20	-	Active	21-06-11
G-Inv	00001015	002	Roonah Council Maintenance	62626262	21-06-11	1269.47	1269.47	-	-	-	-1269.47	-	2538.94	-	Active	21-06-11
G-Inv	00001016	002	Roonah Council Maintenance	62626262	21-06-11	14.30	14.30	-	-	-	-14.30	-	28.60	-	Active	21-06-11
G-Inv	00001017	002	Roonah Council Maintenance	62626262	21-06-11	148.45	148.45	-	-	-	-148.45	-	296.90	-	Active	21-06-11
G-Inv	00001018	002	Roonah Council Maintenance	62626262	21-06-11	753.00	753.00	-	-	-	-753.00	-	1506.00	-	Active	21-06-11
G-Inv	00001019	002	Roonah Council Maintenance	62626262	21-06-11	20.00	20.00	-	-	-	-20.00	-	40.00	-	Active	21-06-11
G-Inv	00001020	002	Roonah Council Maintenance	62626262	21-06-11	34.30	34.30	-	-	-	-34.30	-	68.60	-	Active	21-06-11
G-Inv	00001021	002	Roonah Council Maintenance	62626262	21-06-11	833.19	833.19	-	-	-	-833.19	-	1666.38	-	Active	21-06-11
G-Inv	00001022	002	Roonah Council Maintenance	62626262	21-06-11	314.60	314.60	-	-	-	-314.60	-	629.20	-	Active	21-06-11
G-Inv	00001023	002	Roonah Council Maintenance	62626262	21-06-11	5.50	5.50	-	-	-	-5.50	-	11.00	-	Active	21-06-11
G-Inv	00001025	002	Roonah Council Maintenance	62626262	21-06-11	161.70	161.70	-	-	-	-161.70	-	323.40	-	Active	21-06-11
Report Totals						5483.50	5483.50	-	-	0.00	-5483.50	0.00	10967.00			

we listen

we innovate

we deliver

General Ledger Journals

- Each Group Invoice 'document' will create an individual Adjustment Journal.
- Products that are 'delivered' are put into a holding bucket called 'Goods Delivered Not Yet Charged' - and removed from stock - until they are officially 'released' from the store's stock and charged to the customer on the Group Invoice.
- 'Goods Delivered Not Yet Charged' is credited when the Group Invoice is completed.
- This means that your Stock On Hand figure remains correct throughout this purchasing process.

General Ledger Transaction Enquiry

General Ledger Transaction Enquiry for : 00001025

Doc Date	Doc Type	Acc Prd	Account Code	Account Description	Debit \$	Credit \$	Comments
21-06-11	JNL	Jun	000.5145.000	Goods Delivered Not Charged	\$73.50		Group Inv - AA Appletree Cons P/L
21-06-11	JNL	Jun	000.5040.000	Stock		\$73.50	Group Inv - AA Appletree Cons P/L

Records Scanned : 1

Simple Batch Release - whenever you need to

- You can choose to release Group Invoices as a regular procedure at End Of Month — or alternatively on an individual basis whenever your customer requires it.

Batch Release of Group Invoices

Staff No: 099 SYM-PAC
 Customer Code: 001039
 Invoice Order Number: 25565256P7

**SOUTH NORTH COMPRESSOR SERVICES
 UNIT 3 / 33 NORTH ROAD
 SOUTH NORTH VIC 3333**

Last Invoice No:
 Total Lines: 70
 TOTAL: 503.48 (INC GST)

Customers' Order #	Release	Del Dckt #	Del Date	Job No.	Staff	Sales \$	GST \$	GP \$	GP %	Total \$	Total Lines	
TAFE	<input checked="" type="checkbox"/>	00003641	28/02/2013		1 RON PAYNE	18.36	1.84	6.54	35.59	20.20	1	
DANNY	<input checked="" type="checkbox"/>	00003665	07/03/2013		7 MICK HOLMES	45.63	4.55	24.80	54.36	50.18	7	
08-03-13	<input checked="" type="checkbox"/>	00003672	08/03/2013		4 DENNY NEWSOME	68.90	6.90	26.08	37.85	75.80	9	
080313	<input checked="" type="checkbox"/>	00003674	08/03/2013		4 DENNY NEWSOME	33.64	3.36	13.82	41.09	37.00	3	
WORKSHOP	<input checked="" type="checkbox"/>	00003676	08/03/2013		9 NICK KNACK	73.45	7.35	21.58	29.38	80.80	1	
11-03-13	<input checked="" type="checkbox"/>	00003682	11/03/2013		4 DENNY NEWSOME	61.73	6.17	23.49	38.05	67.90	4	
TIMMY	<input checked="" type="checkbox"/>	00003695	12/03/2013		7 MICK HOLMES	12.55	1.25	5.39	42.94	13.80	3	
WORKSHOP	<input checked="" type="checkbox"/>	00003704	14/03/2013		3 DEE WEBBER	26.45	2.65	9.40	35.54	29.10	1	
MICKY	<input type="checkbox"/>	00003711	15/03/2013		4 DENNY NEWSOME	150.83	15.07	56.34	37.35	165.90	4	
JIMMY	<input checked="" type="checkbox"/>	00003717	15/03/2013		7 MICK HOLMES	37.45	3.75	14.49	38.70	41.20	3	
DANNY	<input checked="" type="checkbox"/>	00003725	18/03/2013		3 DEE WEBBER	1.36	0.14	0.57	41.91	1.50	1	
JUMPY	<input checked="" type="checkbox"/>	00003733	18/03/2013		6 CHRISSY GREEN	42.27	4.23	17.27	40.86	46.50	1	
MICKY	<input type="checkbox"/>	00003734	18/03/2013		6 CHRISSY GREEN	14.09	1.41	5.05	35.85	15.50	1	
BENNY	<input checked="" type="checkbox"/>	00003736	18/03/2013		6 CHRISSY GREEN	3.18	0.32	1.27	39.97	3.50	1	
THE BOSS	<input checked="" type="checkbox"/>	00003749	21/03/2013							36.61	3.00	1
210313	<input checked="" type="checkbox"/>	00003751	21/03/2013							46.81	33.00	6

Question

About to Update
 Total of 70 lines from 14 documents
 Group Invoice Total \$503.48
 Are you sure

PROG005/1 22-08-14 11:57 Ver=8.00.11 Terminal=1 User=SYM 250x548

THIS COULD BE
Your Store

This Could Be Your Store Pty Ltd

ABN 49 000 000 000 ACN 000 000 000

PO Box 1401, Warragul VIC 3820
Ph: 03 5623 0200

Tax Invoice No : 110084456

Charge To

Deliver To

SOUTH NORTH COMPRESSOR SERVICES
UNIT 3 / 33 NORTH ROAD
SOUTH NORTH VIC 3333

Bus Ph 08 9725 6449	Home Ph	Fax No 08 9725 6448	Mobile	Ref No.	ABN: 44615196059	Map Ref	Job No	Taken By
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Date 26-08-14	Time 10:13am	Account 001039	Salesperson 99 Sym-Pac	Customer Order # 25565256P7	Comments	Date Recd 26-08-14	Terminal SERVER	Page 1 of 3
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Product Code	Description	Ord	Del	BOrd	Price Ex	Per	Total Ex	Gst \$	Total Inc
Del Note# 00003641 Date: 28/02/2013 Order No# TAFE									
100007492	COUPLING 1/2 BSPM JAMEC	1	1		18.36	Ea	18.36	1.84	20.20
SUB-TOTAL							18.36	1.84	
Del Note# 00003665 Date: 07/03/2013 Order No# DANIEL									
100006967	NIPPLE BRASS 1/4 BSPM	2	2		1.8182	Ea	3.64	0.36	4.00
100016491	HOSETAIL BRASS 10MM X 1/4 BSPM	2	2		1.8182	Ea	3.64	0.36	4.00
100007652	TEE BRASS CAST 1/4 BSPF	2	2		6.00	Ea	12.00	1.20	13.20
100006796	BUSH BRASS 3/8 X 1/4	2	2		2.3636	Ea	4.73	0.47	5.20
100006799	BUSH BRASS 1/2 X 3/8	2	2		2.9091	Ea	5.82	0.58	6.40
100014598	UNION GALV 15MM BRASS SEAT	2	2		6.5364	Ea	13.07	1.31	14.38
100022564	NIPPLE GALV 15 X 10MM	2	2		1.3636	Ea	2.73	0.27	3.00
SUB-TOTAL							45.63	4.55	
Del Note# 00003672 Date: 08/03/2013 Order No# 08-03-13									
100014654	NIPPLE GALV 20MM	5	5		1.4545	Ea	7.27	0.73	8.00
100014655	NIPPLE GALV 25MM	1	1		1.64	Ea	1.64	0.16	1.80
100014666	NIPPLE GALV 25 X 20MM	1	1		2.45	Ea	2.45	0.25	2.70
100014637	ELBOW GALV EQUAL 90> 25MM	1	1		2.18	Ea	2.18	0.22	2.40
100014772	SOCKET GALV 25MM	1	1		2.18	Ea	2.18	0.22	2.40
100014749	BUSH GALV 20 X 15MM	2	2		1.0909	Ea	2.18	0.22	2.40
100014792	TEE GALV EQUAL 20MM	2	2		2.3636	Ea	4.73	0.47	5.20
100010827	VALVE BALL FULL PORT 3/4 BSPF	3	3		14.4545	Ea	43.36	4.34	47.70
100014905	CLAMP HOSE S/S 9.5-22MM (10)	2	2		1.4545	Ea	2.91	0.29	3.20
SUB-TOTAL							68.90	6.90	

Group Invoice with full details

- You can see full details on every Group Invoice — every product for every Delivery Note, by date, for each Group Invoice for your customer
- Your customer might have one Group Invoice setup for a particular order number or job...
 - Or they may run many different Group Invoices for separate jobs...
 - Or you can turn Group Invoicing on for a customer for a special project — and then turn it off later when it's no longer required
 - SYM-PAC has designed this with you and your trade customers in mind!



SYM-PAC Solutions

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we listen

we innovate

we deliver

Solutions to
get on with
business

