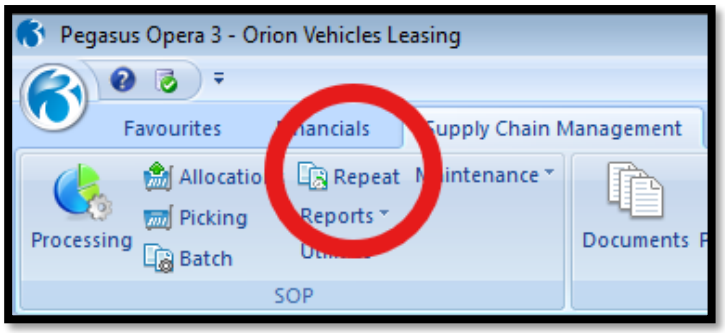
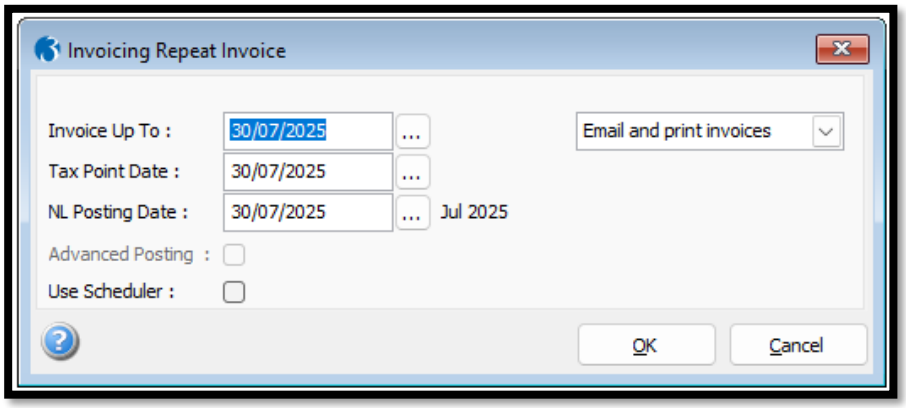
Repeat Invoice

Use the Repeat Invoice command to progress contract documents created using the Document command on the Action menu associated with the Processing form, for which the Repeat box on the document's header is set for repeated invoice creation.



Criteria Form

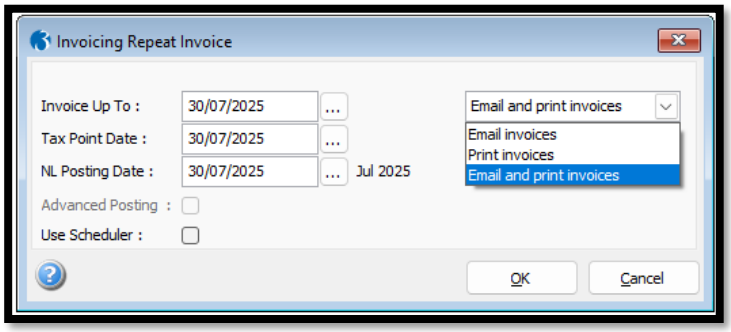
The first form displayed is where you must choose the criteria for the invoice run, including the latest invoice due date, whether the invoices will be posted to the next period in the Sales Ledger and to include only customers who receive invoices by email, and so on.



Process Email Customers, Print Customers or All Customers

Choose to process only due contract invoices for customers that have been set up for emailing, customers that are not set up for emailing -invoices for these customers will be printed, or all customers.

The choice made for the previous repeat invoice run is saved and presented for this invoice run.



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Email Invoices
Select to process due contract invoices only for customers that have been set up to allow invoices to be sent by email.

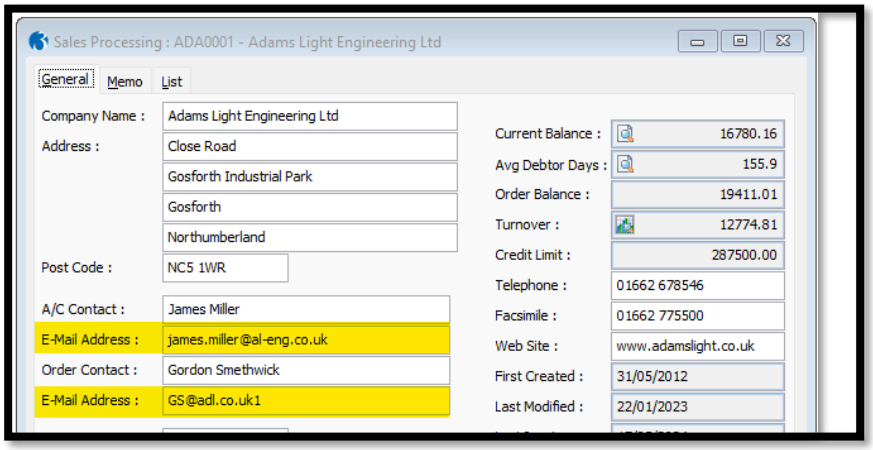
The Publisher form, which is where you select to either print, email or save the invoices in a file, is displayed on the Suggested Invoices form before any invoices are posted. The form is not displayed again during the posting process. The Email tab is selected automatically and updated with the title and content of the email is defined on the System Manager - Maintenance- E-Mail Profiles form.

To Set Up Customers for Email
It is possible to send quotes, proforma invoices, order acknowledgements, delivery notes, invoices and credit notes to your customers by email rather than posting printed documents.

Steps to Set Up Email
Complete these steps to set up Opera for emailing documents:

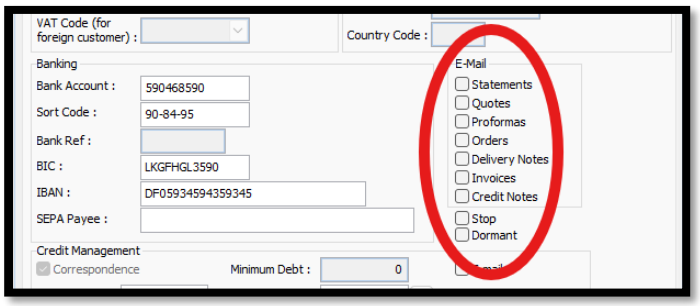
1. Enter the relevant email addresses for your order and account contacts in the E-Mail Address boxes. If you use Ledger and Invoice accounts, you must also setup these accounts with email addresses.

Sales Ledger - Processing



2. Select the documents you want to email under E-Mail. If you use Ledger and Invoice accounts, you must also select documents that can be emailed for these accounts.

Sales Ledger - Processing- Terms



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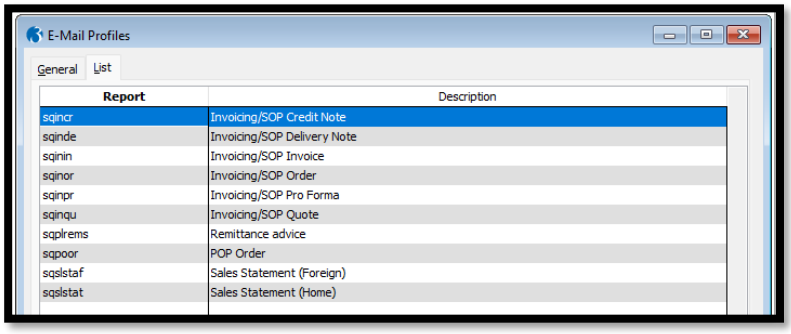
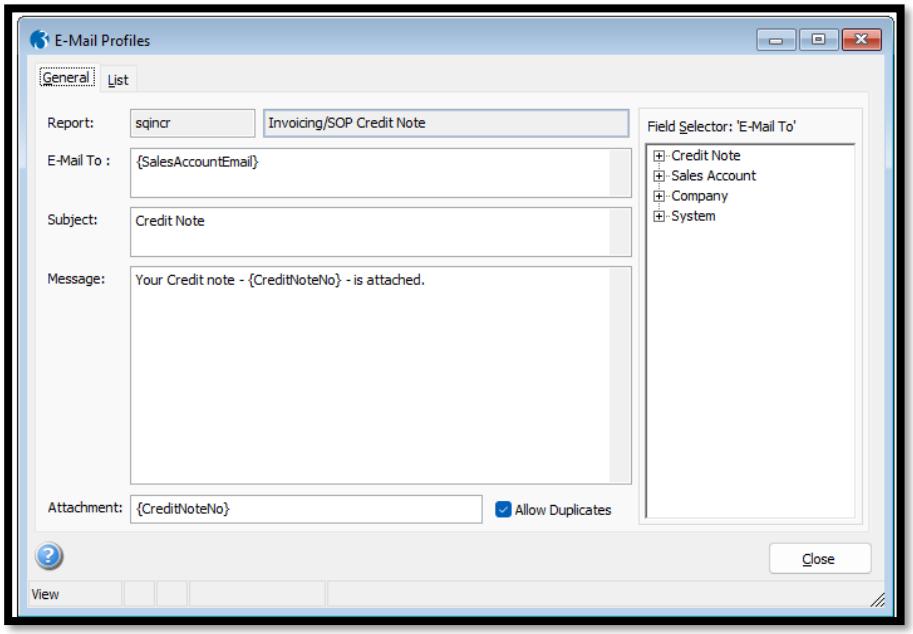
3. Define your email profiles that will be used when the emails are sent.

System Manager - Maintenance- E-Mail Profiles





Account Contact & Order Contact Email Addresses
Unless you use the facility in Opera to link your customer accounts to other accounts (Ledger accounts and Invoice accounts), the email addresses used are always the following:

- Sales orders, delivery notes and quotes are sent to the Order contact.
- Invoices and proforma invoices, and credit notes are sent to the Account contact.

Note: Contract invoices that are due for customers that are not set up for emailing are also displayed but are marked as exceptions so cannot be posted.

Print Invoices Select to process due contract invoices for printing only.

Important: This also applies to customers who have been set up to receive invoices by email so invoices for these customers will also be displayed on the Suggested Invoices form. If you need to send your invoices by email to customers that have been set up for emailing, use the Email Invoices option.

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The Publisher form is displayed on the Suggested Invoices form once before any invoices are posted. The form is not displayed again during the posting process. The Printer tabis selected automatically with your default printer selected.

Email and Print Invoices
Select to process due contract invoices for all customers.
The Publisher form is displayed on the Suggested Invoices form before any invoices are posted. It is not displayed again during the posting process. The Printer tab is selected automatically with your default printer selected.

The form is displayed either:

- once (if all customers are set up for either printing or emailing invoices) or.
- twice (if some customers are set up for emailing invoices and others for printing invoices).

Options
Select the dates and other options for the repeat invoice run.

Invoice Up To
The date up to which repeat invoices are due that determines which ones are selected for processing.
The application selects all contract documents whose next invoicing date falls either before or on the date you enter.

If you have omitted to invoice a contract document on one or more previous occasions, the application includes a copy of the document in the suggestion list for every outstanding due date.

Tax Point Date
The tax point date for the invoices. This defaults to the current system date.

The invoice (transaction) date printed on invoices generated from this process will be the system date if you have selected the Use System Date On Contract Invoices option on the Set Options form; otherwise, it will be the due date on the document header plus the date interval since the last invoice.

NL Posting Date
The Nominal Ledger posting date. If you use the Open Period Accounting feature, this is the date used to determine the period in the Nominal Ledger that the transaction is posted to. For more information, see the SOP/Invoicing and Open Period Accounting Help topic.

Advance Posting
An option that determines whether invoices generated by this process are posted to the next accounting period in the Sales Ledger. This only applies if the Allow Advance Postings option is ticked on the Sales Ledger - Utilities - Set Options form.

Suggested Invoices Form
Once you have completed the criteria that determine which documents are to be progressed to invoices, the application displays a list of the selected documents on the Suggested Repeat Invoices List. By default, all documents in the list are selected for repeat invoicing unless an exception exists that prevents this. Some exceptions can be overridden. These are indicated by the word 'No' in the Select column. Other exceptions, indicated by an asterisk (*) prevent the selection and processing of the item until the error condition is rectified.

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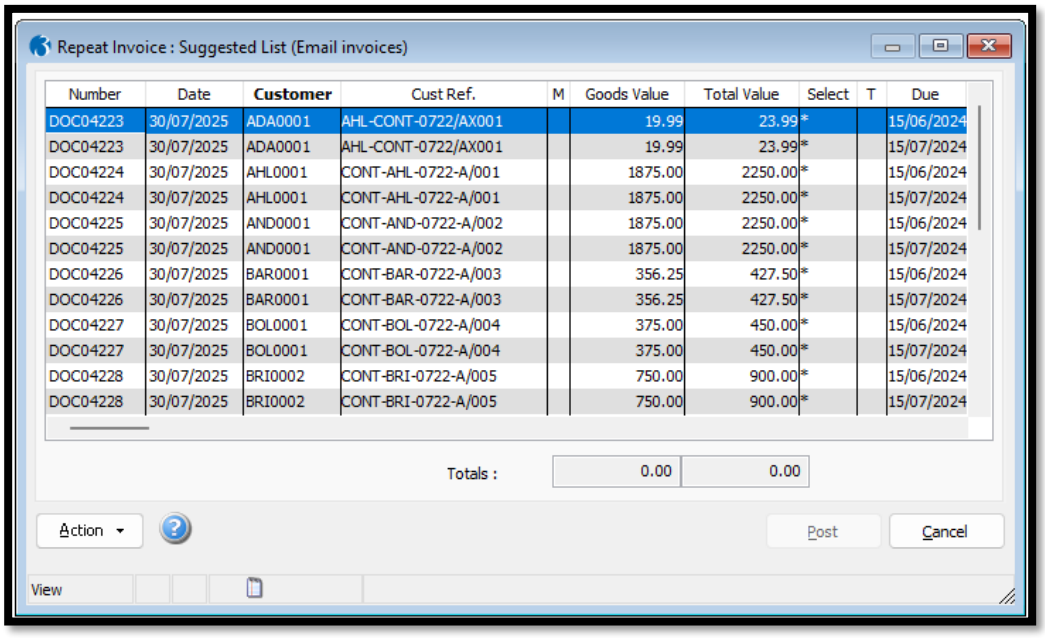
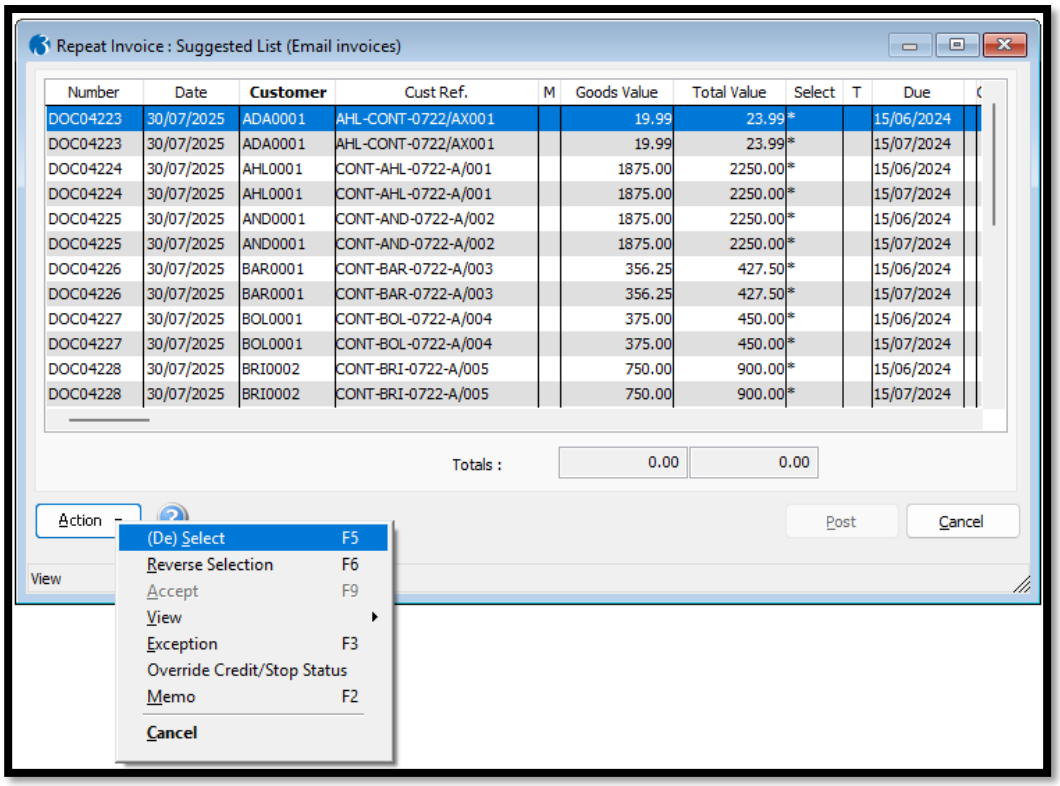
Traceable items are indicated by an 'X' appearing in the T column. If you need to process stock records that are traceable by serial or batch numbers, refer to the Traceability section for information.



Actions



You can use the following commands on the Action menu.

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(De) Select	Toggle the selection of a line on or off. If selected, the word 'Yes' appears in the Select column. If the word 'No' appears in the Select column, an exception condition exists, but you can still change the status to 'Yes'. If an asterisk (*) appears in the Select column, an exception exists that prevents the document from being selected.
Reverse Selection	Reverse all selections so that selected items are deselected and vice versa. This does not affect those for which an exception condition exists.
Accept	Accept the selections and proceed with the creation of invoices.
View	View details of the selected document including header and line details.
Exceptions	Display the exception details associated with the document.
Override Credit/ Stop Status	Display a dialog in which you can specify if accounts should be included in the Repeat Invoicing run if either of the following apply:

- the account is over its credit limit or will go over their credit limit when the Repeat Invoicing is run.
- the account is on stop.

Memo	Display the memo associated with the document.

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