



Welcome to the software you've always wanted....

SAGE 100

MOVE INVOICES FROM BATCHES OPERATING MANUAL

<http://fayebsg.com/sage-move-invoices-from-batches/>

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OVERVIEW

The Move Invoices from Batches enhancement allows users to selectively move invoices, one at a time from the current batch to a separate private batch. This is useful when facing a situation where a batch of several invoices refuses to post because of complications in just one (1) invoice. In moving the problem invoice, it will free up the remaining invoices to update as needed.

Key Features & Functions

- No longer have your invoice batches be “held hostage” by one problem invoice
- Isolate problem invoices for future resolution
- Streamline invoice updating
- Make your accounting team more efficient
- Update invoice batches more timely

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Enhancement for Sage 100 Move Invoices from Batches

Using Move Invoices from Batches

1. Launch Sage 100.
2. Select **Sales Order** from the *Sage 100 Modules Menu*.
3. Select **Invoice Data Entry** from the *Sales Order Main Menu*.
4. Enter a *Batch Number*.

The screenshot shows the 'S/O Invoice Data Entry Batch' dialog box. At the top, there are navigation buttons (back, forward, etc.) and buttons for 'Modify...', 'Verify', 'Renumber...', and 'Merge...'. The 'Batch Number' field contains '00001'. Below this is a 'Comment' field and a 'Private Batch' checkbox. A section contains 'Status' (Available), 'Created By' (DF), 'Created' (4/5/2011 04:48:27 pm), 'Entries' (3), 'Modified By' (DF), and 'Modified' (4/22/2011 04:55:41 pm). At the bottom, there is a table with columns 'Total' and 'Amount'.

	Total	Amount
1	Net Invoice	272.22
2	Taxable	174.00
3	Nontaxable	97.00
4	Discounts	8.70
5	Deposits	.00

At the bottom of the dialog are buttons for 'Accept', 'Cancel', 'Delete', and a help icon.

5. Press the **Accept** button.

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Enhancement for Sage 100 Move Invoices from Batches

Using Move Invoices from Batches (Continued)

6. Enter an *Invoice No.*

The screenshot shows the 'S/O Invoice Data Entry (ABC) 4/22/2011' window. At the top, the 'Invoice No.' is 0102660 and the 'Batch' is 00001. A 'Move Batch' button is highlighted in the navigation bar. The window is divided into several sections: 'Header' (Invoice Date: 4/22/2011, Invoice Type: Standard Invoice), 'Customer' (Customer No.: 01-ABF, American Business Futures), 'Order Status' (1 Step, Ship Date: 4/22/2011, Due Date: 5/22/2011, Discount Date: 4/22/2011, Warehouse: 001, EAST WAREHOUSE), 'Sales Tax' (Schedule: WI, Wisconsin), 'Shipping' (Ship To Addr: 2, American Business Futures; Terms Code: 01, Net 30 Days; Ship Via: UPS BLUE, FOB; Tracking...), 'Confirm To' (John Quinn), 'E-mail' (artie@abf.com), 'Fax No.', 'Comment', 'Salesperson' (0100, Jim Kentley), and 'Split Comm.' (No). At the bottom, there are buttons for 'Quick Print', 'Accept', 'Cancel', 'Delete', and a help icon.

7. Press the **Move Batch** button.
8. After a brief pause, the invoice will have been assigned a new batch.

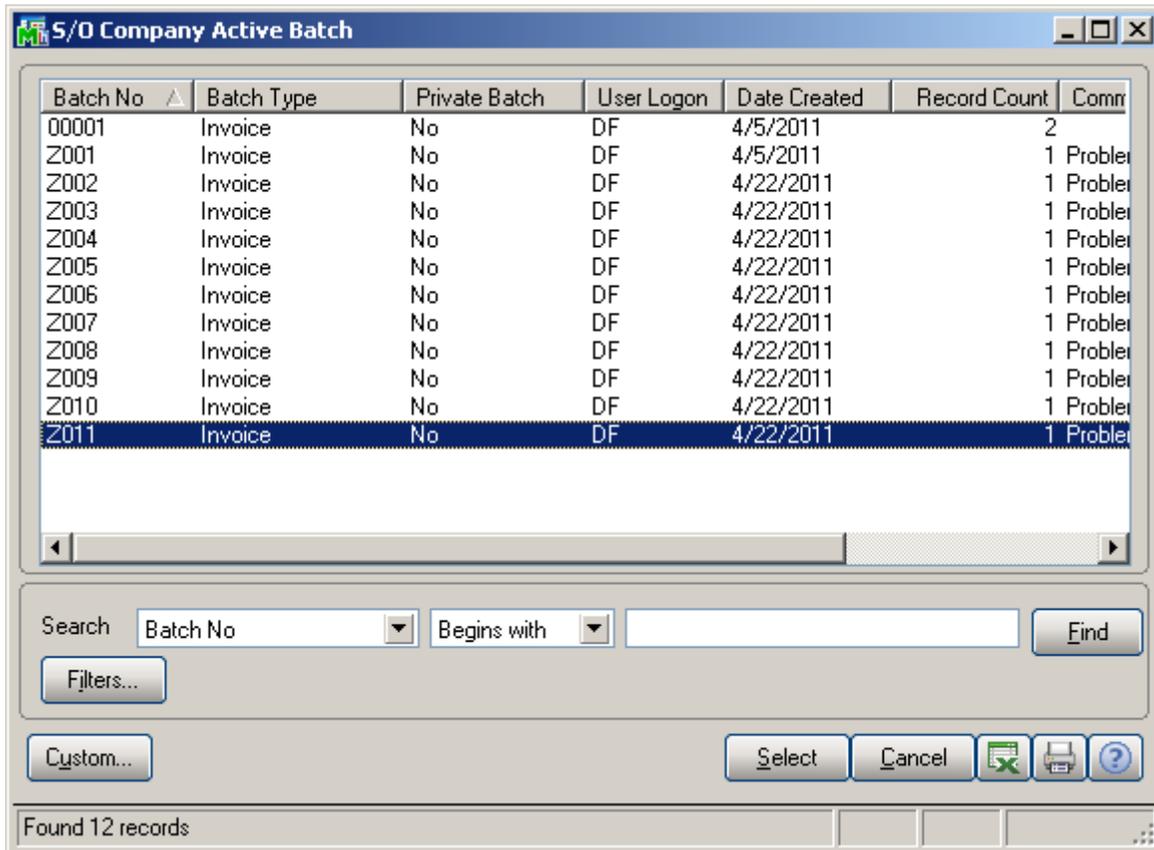
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Enhancement for Sage 100 Move Invoices from Batches

See Moved Invoices

1. Launch Sage 100.
2. Select **Sales Order** from the *Sage 100 Modules Menu*.
3. Select **Invoice Data Entry** from the *Sales Order Main Menu*.
4. Press the magnifying glass button of the *Batch Number*. field.
5. Notice a new batch.

NOTE: All new batches created for moved invoices begin with “Z”, followed by the next available sequential number.



Batch No	Batch Type	Private Batch	User Logon	Date Created	Record Count	Comments
00001	Invoice	No	DF	4/5/2011	2	
Z001	Invoice	No	DF	4/5/2011	1	Problem
Z002	Invoice	No	DF	4/22/2011	1	Problem
Z003	Invoice	No	DF	4/22/2011	1	Problem
Z004	Invoice	No	DF	4/22/2011	1	Problem
Z005	Invoice	No	DF	4/22/2011	1	Problem
Z006	Invoice	No	DF	4/22/2011	1	Problem
Z007	Invoice	No	DF	4/22/2011	1	Problem
Z008	Invoice	No	DF	4/22/2011	1	Problem
Z009	Invoice	No	DF	4/22/2011	1	Problem
Z010	Invoice	No	DF	4/22/2011	1	Problem
Z011	Invoice	No	DF	4/22/2011	1	Problem

Search: Batch No [v] Begins with [v] [Find]

Filters... Custom... [Select] [Cancel] [Excel] [Print] [Help]

Found 12 records

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Enhancement for Sage 100 Move Invoices from Batches

See Moved Invoices (continued)

6. Highlight the new invoice and press the **Select** button.

S/O Invoice Data Entry Batch

Batch Number: 2011

Comment: Problem Batch - 01-ABF

Private Batch:

Status: Available

Created By: DF

Created: 4/22/2011 05:00:57 pm

Entries: 1

Modified By: DF

Modified: 4/22/2011 05:00:58 pm

	Total	Amount
1	Net Invoice	87.00
2	Taxable	.00
3	Nontaxable	87.00
4	Discounts	.00
5	Deposits	.00

Buttons: Accept, Cancel, Delete, ?

7. Press the **Accept** button.

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Enhancement for Sage 100 Move Invoices from Batches

See Moved Invoices (continued)

8. Press the magnifying glass button next to the *Invoice No.* field to see (with the option to select) the moved invoice.

