

Invoice Group Setup

Invoice group allows you to group and identify certain invoices in order to run detailed reports

To setup invoice group go to:

Debtors Module> Configuration> Add. Debtor Properties> Invoice Group Tab

Click add to create a new invoice group or click Edit to edit an existing invoice group

The screenshot shows the 'Additional Debtor Properties' window with the 'Invoice Group' tab selected. The window has a toolbar with 'Search', 'Add', 'Edit', 'Delete', 'Delete All', and 'Print / Import'. Below the toolbar are tabs for 'Division', 'Region', 'Status', 'Category', 'Billing Group', 'Invoice Group', and 'Sales Map'. The 'Invoice Group' tab is highlighted with a red box. Below the tabs are input fields for 'Code' and 'Description'. Below these fields is a pagination bar showing 'Page 1 of 1' and a 'Remove Paging' checkbox. Below the pagination bar is a table with 2 columns: '# Code' and 'Description'.

#	Code	Description
1	ACC	ACCOUNTING
2	ECHO	Echo
3	INT	International
4	MAN	Manufacturing
5	ROOFING	Roofing
6	to delete	to delete

The screen below will appear

The screenshot shows the 'Debtor Property Maintenance' window. It has a title bar with a close button. Below the title bar are input fields for 'Code' and 'Description'. The 'Code' field contains 'ACC' and the 'Description' field contains 'ACCOUNTING'. Below the input fields are four buttons: 'Save And New', 'Save And Close', 'Save', and 'Close'.

Code	Enter invoice group code
Description	Enter invoice group description

This will allow you to be able to select the group type when adding a new debtor/ customer or updating a debtor/ customer

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