



# Consolidated Invoicing User Guide

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# Contents

<b>CONTENTS</b> .....	<b>2</b>
<b>CONSOLIDATED INVOICING</b> .....	<b>3</b>
<i>Deliveries and Consolidated Invoices</i> .....	3
<i>Consolidation Groups</i> .....	3
<i>Consolidation Types</i> .....	3
1. CONSOLIDATED INVOICE SETUP WINDOW .....	4
1.1 <i>Setting up Delivery and Consolidated Invoice IDs</i> .....	4
2. CONSOLIDATED INVOICE DETAILS WINDOW .....	5
2.1 <i>Setting Up Consolidated Invoicing for Orders, Quotations and Back Orders</i> .....	6
3. CONSOLIDATED PRINTED INVOICES SETUP WINDOW .....	6
3.1 <i>Enabling Consolidation of Printed Invoices</i> .....	6
4. CONSOLIDATED GROUPS SETUP WINDOW .....	6
4.1 <i>Setting Up Consolidated Groups</i> .....	7
5. CONSOLIDATED INVOICE CUSTOMER SETUP WINDOW .....	7
5.1 <i>Setting Up Customers for Consolidated Invoicing</i> .....	8
6. ASSIGN CUSTOMERS CONSOLIDATION WINDOW .....	8
6.1 <i>Assigning Customers to Consolidated Invoicing</i> .....	8
7. ASSIGN CONSOLIDATION RANGE WINDOW.....	9
7.1 <i>Assigning Ranges of Customers to Consolidating Invoicing</i> .....	9
8. CONSOLIDATION OF DELIVERIES WINDOW .....	10
8.1 <i>Consolidating Deliveries</i> .....	11
9. CONSOLIDATION PREVIEW WINDOW.....	12
9.1 <i>Previewing Invoice Consolidation</i> .....	12
10. SALES TRANSACTIONS - CONSOLIDATED INVOICING VERSION .....	13
11. CONSOLIDATED INVOICING STOCK SUMMARIES WINDOW .....	14
11.1 <i>Viewing Item Number Consolidated Invoicing Details</i> .....	14
12. CONSOLIDATED INVOICING AMOUNT INQUIRY WINDOW .....	15
12.1 <i>Viewing Financial Values on Consolidated Invoicing Documents</i> .....	15
13. SALES TRANSACTION INQUIRY ZOOM - CONSOLIDATED INVOICING VERSION.....	16
<b>APPENDIX A</b> .....	<b>17</b>
CONSOLIDATED INVOICING – ACCESS TO WINDOWS.....	17
<b>APPENDIX B</b> .....	<b>18</b>
ALTERNATE MICROSOFT DYNAMICS™ GP WINDOWS IN THE MODULE .....	18
<b>APPENDIX C</b> .....	<b>19</b>
CONSOLIDATED INVOICING - REPORTS .....	19
<i>Consolidated Invoicing Report Functions</i> .....	19
<b>APPENDIX D</b> .....	<b>20</b>
ABOUT TRINITY .....	20

## Consolidated Invoicing

The Trinity Consolidated Invoicing module provides new functionality to Microsoft Dynamics™ GP users by allowing you to merge multiple invoice documents into a single consolidated invoice document. For example, you may want to merge all the invoices for a specific Customer from the last month into a single invoice document.

Underpinned by a powerful merge engine explicitly developed to facilitate invoice consolidation, you can merge invoices based on Customer, address, sales order or delivery.

Merging invoices is a straightforward process. Firstly assign specific sales document IDs to consolidated invoicing and assign specific Customers to a Consolidation Group and Consolidation Type. Now enter sales document transactions using Customers and document IDs that are set up for consolidated invoicing. When transferred, these documents will be transferred to a delivery document rather than a standard invoice document. You can then merge multiple delivery documents into a single consolidated invoice.

The main features of the Consolidated Invoicing module are:

- The facility to set up Consolidation Groups to define how documents are merged
- The facility to assign specified customers to consolidated invoicing functionality
- The facility to merge invoices based on Customer, address, sales order and delivery
- Full consolidation preview to minimize user error
- Multiple Inquiry windows to provide full visibility of consolidated invoices

## Deliveries and Consolidated Invoices

Microsoft Dynamics™ GP functionality has been amended for the Consolidated Invoicing module so that document types set for consolidated invoicing will not follow standard Microsoft Dynamics™ GP procedures. When a document is transferred to an invoice, it will instead become a **Delivery** document. It is these unconsolidated delivery documents that are consolidated into consolidated invoices.

Assign invoice document types to consolidated invoicing in the Consolidated Invoice Setup window. Quotes, orders, backorders, and returns are assigned in the Consolidated Invoice Details window.

## Consolidation Groups

Consolidation Groups are generally set up to reflect the invoicing periods for the assigned Customers. For example, you may set up Consolidation Groups of Daily, Weekly, and Monthly to indicate the frequency with which invoices are consolidated. Customers would then be assigned to the relevant Consolidation Group. See the Consolidation Groups Setup window for further details on setting up Consolidation Groups. See the Consolidated Invoice Customer Setup and Assign Customers Consolidation windows for further details on assigning Customers to a Consolidation Group.

## Consolidation Types

When you assign a Customer to consolidated invoicing in the Consolidated Invoice Customer Setup window or the Assign Customers Consolidation window, you select whether to consolidate by *Customer, address, order, delivery, Customer purchase order or batch ID*. When you process delivery documents in the Consolidation of Deliveries window, how

unconsolidated deliveries are consolidated will depend upon the Consolidation Type of the selected Customer or Customers.

<b>Consolidate By:</b>	<b>Results:</b>
<b>Customer</b>	A single consolidated invoice will be produced for each Customer for each document type. The billing address of the Customer will be used as the invoice address
<b>Address</b>	A consolidated invoice will be produced for each address for each document type
<b>Order</b>	A consolidated invoice will be produced for each order for each document type
<b>Delivery</b>	An invoice will be produced for each delivery.
<b>Customer PO Number</b>	A single consolidated invoice will be produced for each Customer purchase order number for each document type
<b>Batch ID</b>	A single consolidated invoice will be produced for each batch ID for each document type.

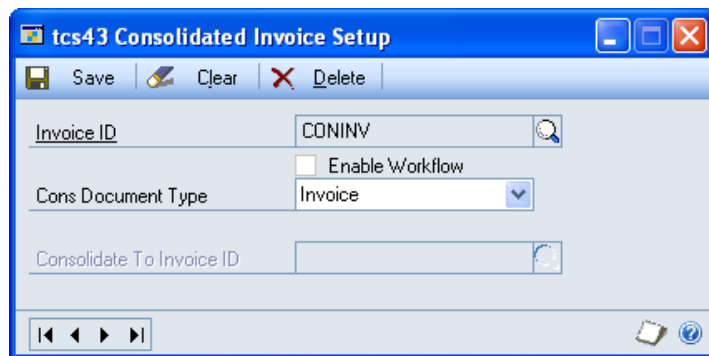
Consolidated Invoicing is fully integrated with the Microsoft Dynamics™ GP Advanced Distribution module. Unconsolidated delivery documents may be progressed through logistical statuses to provide greater controls (see the Microsoft Dynamics™ GP Advanced Distribution module for further details).

## 1. Consolidated Invoice Setup Window

*Tools >> Setup >> Sales >> Sales Order Processing >> Sales Document Setup >> Fulfillment Order/Invoice button >> Additional >> Consolidated Invoicing*

Use the Consolidated Invoicing Setup window to:

- Set up Consolidated Invoice IDs
- Set up unconsolidated Delivery IDs



Both Consolidated Invoice IDs and unconsolidated Delivery IDs should initially be set up in the Microsoft Dynamics™ GP Sales Invoice Setup window. The Consolidated Invoice Setup window is used to specify how Invoice IDs will be used in consolidated invoicing.

### 1.1 Setting up Delivery and Consolidated Invoice IDs

**To set up Delivery and Consolidated Invoice IDs in the Consolidated Invoice Setup window:**

1. The currently selected Invoice ID will be displayed in the window.



It is strongly recommended that you set up new Invoice IDs in the Microsoft Dynamics™ GP Sales Invoice Setup window that will be used **only** for consolidated invoices and unconsolidated deliveries.

The Enable Workflow checkbox will be marked if the Invoice ID is set up for Advanced Distribution workflow. This setting cannot be amended in this window.

Note that you can set up an unlimited number of consolidated invoices and unconsolidated delivery IDs.

- From the Cons Document Type drop-down menu, select whether the Invoice ID is to be used as an [consolidated] Invoice or a [unconsolidated] Delivery.

If you select Invoice, then the currently selected Invoice ID will be used as a Consolidated Invoice ID. Proceed to step 4.



If you select Delivery, then the currently selected Invoice ID should have an Invoice ID Next Number set up in the Sales Invoice Setup window.

- Enter a Consolidate to Invoice ID or select one using the lookup. The Invoice ID selected should be a Consolidated Invoice ID, and set up with the Consolidated Document Type of Invoice.
- Click Save.

To delete a consolidated invoice or unconsolidated delivery setup, click the Delete button.

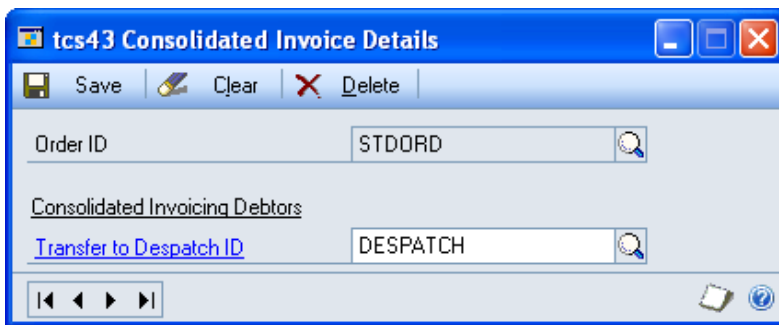
Note that you can choose to clear your selection at any point by clicking the Clear button.

## 2. Consolidated Invoice Details Window

*Tools >> Setup >> Sales >> Sales Order Processing >> Sales Document Setup >> Quote/Order/Back Order button >> Additional >> Consolidated Invoicing*

Use the Consolidated Invoice Details window to:

- Set up consolidated invoicing for quotations, orders and backorders



This window should be used for orders, quotations, and backorders that are Transfer to Invoice enabled.

Microsoft Dynamics™ GP standard functionality has been amended so that the Transfer to Invoice and Use Invoice ID options in the Sales Setup windows will still be used for Customers **not** set up for consolidated invoicing. Where a Customer **is** set up for consolidated invoicing, the Transfer to Delivery ID selected in the Consolidated Invoice Details window will be used when transferring orders, quotes, and backorders to invoice.

All Order IDs that will be processed with consolidated invoicing require a Transfer to Delivery ID to be selected.

## 2.1 Setting Up Consolidated Invoicing for Orders, Quotations and Back Orders

### To set up consolidated invoicing for orders, quotations, and backorders in the Consolidated Invoice Details window:

1. The Document ID selected in the Sales Setup window will be displayed.
2. Enter a Transfer to Invoice ID or select one using the lookup.

The Transfer to Invoice ID selected should be one that is set up as a delivery document type (see Setting Up Delivery and Consolidated Invoice IDs for further information).

3. Click Save.

Click Delete to delete consolidated invoice details. Details cannot be deleted where there are current unposted documents.

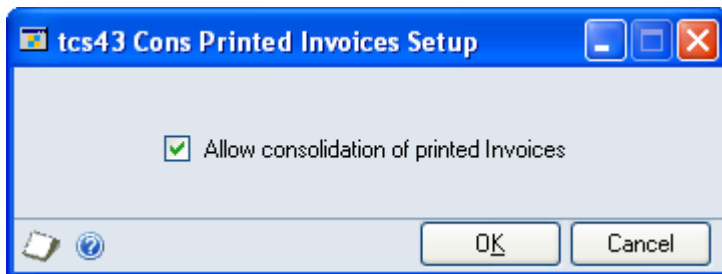
Note that you can choose to clear your selection at any point by clicking the Clear button.

## 3. Consolidated Printed Invoices Setup Window

*Tools >> Setup >> Trinity >> Consolidated Invoicing >> Consolidating Printed Invoices Setup*

Use the Consolidated Printed Invoices Setup window to:

- Enable consolidation of printed invoices



### 3.1 Enabling Consolidation of Printed Invoices

#### To enable the consolidation of printed invoices using the Consolidated Printed Invoices Setup window:

1. If you select the Allow consolidation of printed Invoices option, then it will be possible to consolidate delivery documents into invoices that have already been printed.  
If this option is not selected, then deliveries will be transferred to new invoices.
2. Click OK to close the window.

## 4. Consolidated Groups Setup Window

*Tools >> Setup >> Trinity >> Consolidated Invoicing >> Consolidated Groups Setup*

Use the Consolidated Groups Setup window to:

- Set up consolidated groups



Note that appropriate consolidated groups must be set up before you can assign Customers to consolidated invoicing.

Consolidation Groups are generally set up to reflect the invoicing periods for the assigned Customers. For example, you may set up Consolidation Groups of Daily, Weekly, and Monthly to indicate the frequency with which invoices are posted. Customers would then be assigned to the relevant Consolidation Group.

### 4.1 Setting Up Consolidated Groups

**To set up consolidated groups using the Consolidated Groups Setup window:**

1. Enter a Consolidated Group or select one using the lookup.
2. Enter a Description for the consolidated group.
3. Click Save

Click Delete to delete a consolidated group. You cannot delete a consolidated group that is assigned to one or more Customers.

Note that you can choose to clear your selection at any point by clicking the Clear button.

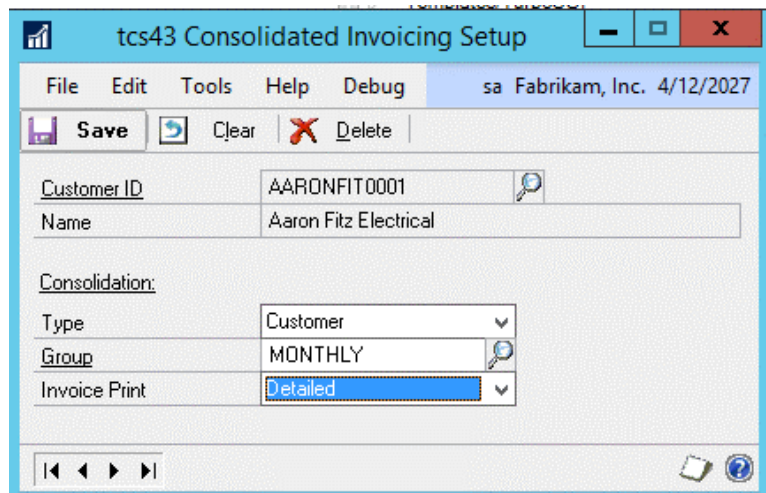
## 5. Consolidated Invoice Customer Setup Window

*Cards >> Trinity >>  
Consolidated Invoicing >>  
Customer Setup*

Use the Consolidated Invoice Customer Setup window to:

- Set up Customers for consolidated invoicing

This window is also available as an Additional option from the Customer Maintenance window.



Note that single, multiple, and ranges of Customers can be assigned to consolidated invoicing using the Assign Customers Consolidation window and the Assign Consolidation Range window.

## 5.1 Setting Up Customers for Consolidated Invoicing

### To set up Customers for consolidated invoicing in the Consolidated Invoice Customer Setup window:

1. The window will open with the currently selected Customer ID displayed.  
Note that you can click the lookup to select an alternative Customer ID.
2. Select a Consolidation Type from the drop-down menu. See Consolidation Types for more information on Consolidation Types.
3. Enter a Consolidation Group or select one using the lookup. See Consolidation Groups for more information on Consolidation Groups.
4. Select an Invoice Print option from the drop-down menu.

<b>Detailed</b>	Consolidated invoices will be printed containing a detailed breakdown of individual item quantities on each delivery
<b>Summary</b>	Consolidated invoices will be printed showing total delivery quantities only

Note that the Invoice Print option only applies if you use the Trinity Consolidated Invoicing alternate other invoice layout.

5. Click Save.

To revert a Customer to standard invoicing, click the Delete button.

Note that you can choose to clear your selection at any point by clicking the Clear button.

## 6. Assign Customers Consolidation Window

*Cards >> Trinity >>  
Consolidated Invoicing  
>>Assign Customers*

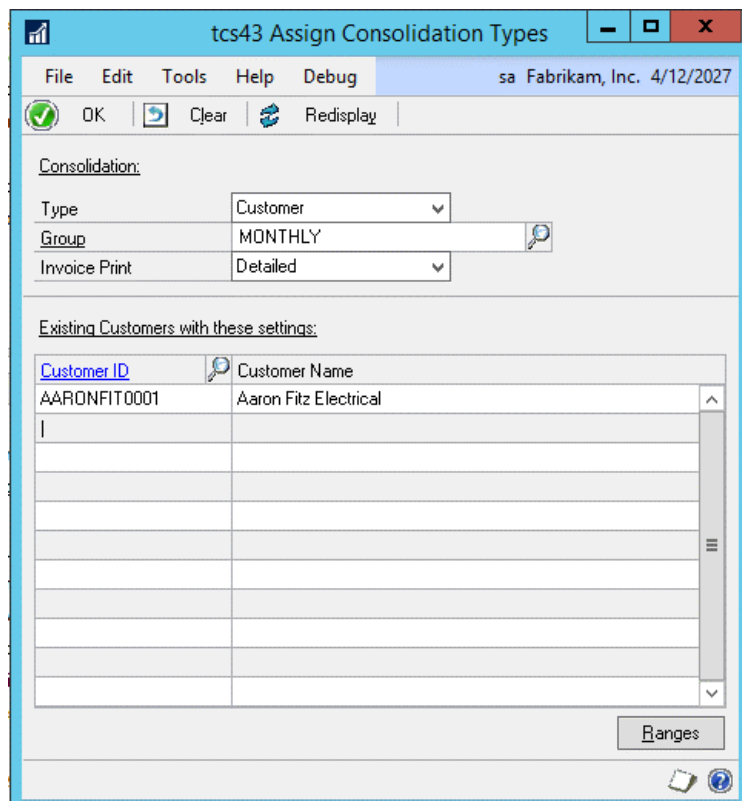
Use the Assign Customers Consolidation window to:

- Assign single or multiple Customers to consolidated invoicing

### 6.1 Assigning Customers to Consolidated Invoicing

#### To assign Customers to consolidated invoicing in the Assign Customers Consolidation window:

1. Select a Consolidation Type from the drop-down menu. See Consolidation Types for more information on Consolidation Types.





2. Enter a Consolidation Group or select one using the lookup. See Consolidation Groups for more information on Consolidation Groups.
3. Select an Invoice Print option from the drop-down menu.

<b>Detailed</b>	Consolidated invoices will be printed containing a detailed breakdown of individual item quantities on each delivery
<b>Summary</b>	Consolidated invoices will be printed showing total delivery quantities only

4. All existing Customers with these consolidated invoice settings will be displayed in the scrolling window.
5. To assign a Customer ID to the selected consolidated invoicing settings, enter the Customer ID in the scrolling window, or select a Customer ID using the lookup. When a Customer ID has been entered into the scrolling window, it will automatically be assigned to the selected consolidated invoicing settings.

To unassign a Customer ID from the selected consolidated invoicing settings, select the required Customer ID in the scrolling window, then click Edit and Delete Row.

Note that you can click the Ranges button to assign a range of Customers in the Assign Consolidation Range window.

6. Click OK to close the window.

Note that you can choose to clear your selection at any point by clicking the Clear button.

Also, note that you can click Sort to redisplay the records in the scrolling window.

## 7. Assign Consolidation Range Window

*Cards >> Trinity >>  
Consolidated Invoicing >>  
Assign Customers >>  
Ranges button*

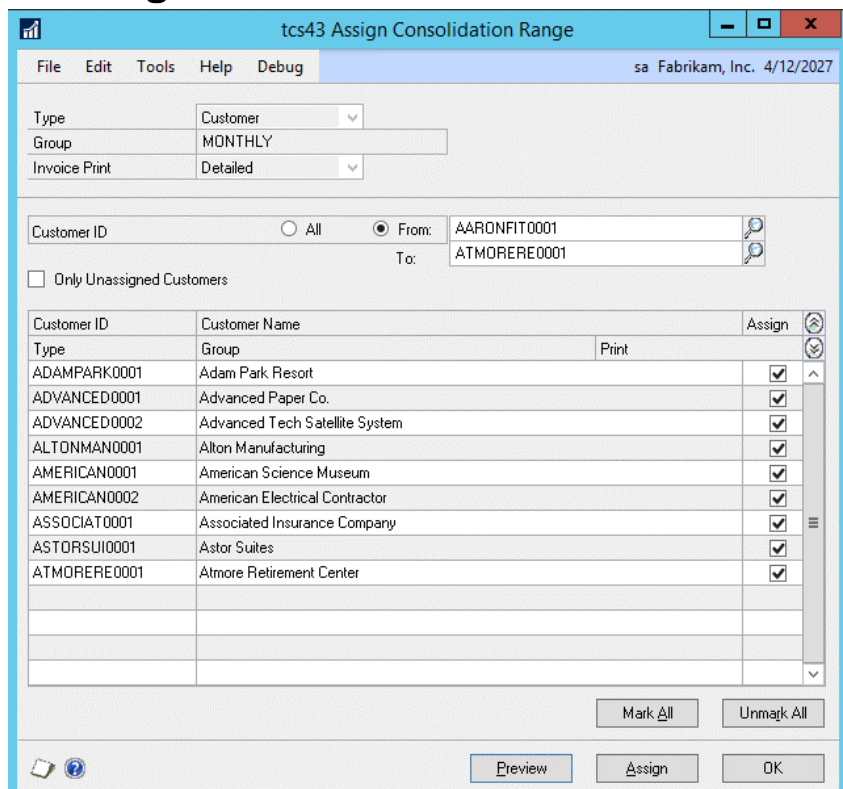
Use the Assign Consolidation Range window to:

- Assign a range of Customers to consolidated invoicing

### 7.1 Assigning Ranges of Customers to Consolidating Invoicing

**To assign a range of Customers to consolidated invoicing in the Assign Consolidation Range window:**

1. The consolidated invoicing settings selected in the Assign Customers Consolidation window will be displayed.



2. Select All to display all Customers or select From to display a range of Customers and enter From and To values, or select them using the lookups.
3. To only display Customers not assigned to consolidated invoicing select Only Unassigned Customers.

Note that Customers already assigned to the displayed consolidated invoicing settings will not be displayed, regardless of the Only Unassigned Customers selection.

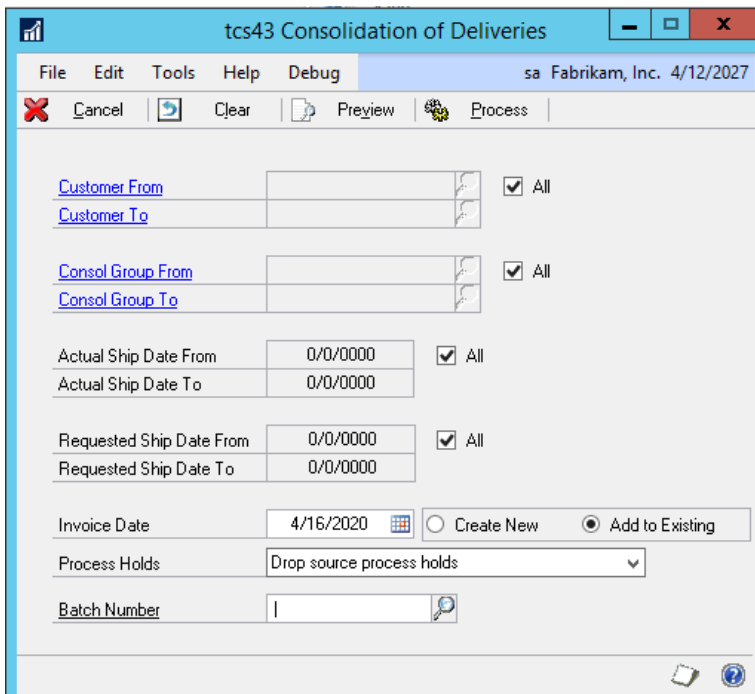
4. Click Preview to view your selection in the scrolling window.
5. Click Mark All to select all displayed Customers, or Unmark All to deselect all displayed Customers. Alternatively, select/deselect Customer IDs individually by clicking the Assign checkboxes.
6. Click Assign to assign the selected Customer IDs to the selected consolidated invoicing settings.
7. Click OK to close the window.

## 8. Consolidation of Deliveries Window

*Tools >> Routines >> Trinity >> Consolidated Invoicing >> Consolidation of Deliveries*

Use the Consolidation of Deliveries window to:

- To consolidate deliveries to invoices



Note that documents can only be consolidated if they share the properties detailed below:

- Currency ID
- Exchange Rate
- Tax Schedule
- Payment Terms
- Payment Terms Discount
- Trade Discount

The Consolidated Invoicing module is fully integrated with the Microsoft Dynamics™ GP Advanced Distribution module. Process holds for logistically controlled documents will be fully applicable, and so you can only consolidate documents that are at status 6. See Microsoft Dynamics™ GP Advanced Distribution for further details.

If the merge engine encounters any errors, consolidation will take place where possible - documents that cannot be merged based on the selected settings will be "ignored" by the merge engine. Where errors are present, these will be detailed automatically in the Consolidated Invoicing Merge Errors Report.

Once a consolidated invoice has been printed, no further deliveries may be consolidated to that invoice.

## 8.1 Consolidating Deliveries

### To consolidate deliveries to invoices in the Consolidation of Deliveries window:

1. By default, All Customer IDs will be selected in the window. A range of Customer IDs can be selected by deselecting All, then entering From and To values, or selecting them using the lookup.
2. By default, All Consolidation Groups will be selected in the window. A range of Consolidation Groups can be selected by deselecting All, then entering From and To values, or selecting them using the lookup.
3. By default, All Actual Ship Dates will be selected in the window. A range of Actual Ship Dates can be selected by deselecting All, then entering From and To values.
4. By default, All Requested Ship Dates will be selected in the window. A range of Requested Ship Dates can be selected by deselecting All, then entering From and To values.
5. By default, the Invoice Date will be set to the current date. This can be amended as required.
6. Select whether to Create New or Add to Existing invoice.

If you select Create New, a new consolidated invoice document will be created.

If you select Add to Existing, then the deliveries will be added to a consolidated invoice sharing the same properties as selected here.

7. From the Process Holds drop-down menu, select the option that you want to apply to the merge.

Process Hold Options	Results
Take across all process holds	Process holds on the selected delivery documents will be applied to the target consolidation document
Don't merge documents with process holds	Documents with process holds will be omitted from the consolidation
Merge if source holds exist on target	Documents with process holds will be consolidated where both the source and target documents share the same process hold properties
Drop source process holds	Process holds will be removed from the delivery documents to allow consolidation

8. Enter the Batch Number where deliveries should be consolidated.  
 If you have selected Create New, then the consolidated invoice will be created in this Batch Number. If you selected Add to Existing, then the consolidated invoice that you are adding to should be in the selected Batch Number.
9. Click Process to process the document consolidation. Alternatively, click Preview to preview the consolidation in the Consolidation Preview window (see below).
10. Click Cancel to close the window.

Note that you can click Cancel at any point before clicking the Process button to close the Consolidation of Deliveries window.

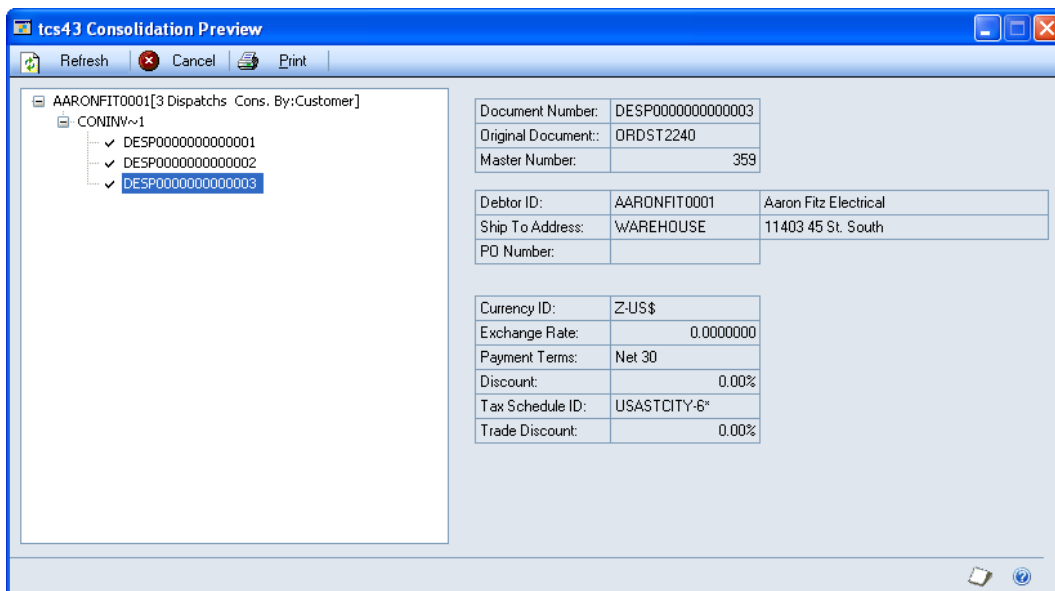
Also, note that you can choose to clear your selection at any point by clicking the Clear button.

## 9. Consolidation Preview Window

*Consolidation of Deliveries window >> Preview button*

Use the Consolidation Preview window to:

- Preview consolidation settings



### 9.1 Previewing Invoice Consolidation

#### Previewing Invoice Consolidation in the Consolidation Preview window:

1. Click the Refresh button to display the Customers selected for consolidation and the number of deliveries selected/available for consolidation.
2. Click the plus symbol to display the consolidated invoice ID where deliveries will be merged.
3. Click the consolidated invoice plus arrow to display the deliveries to be merged to this consolidated invoice.
4. Click on a Delivery Number to display its details in the lower window.

You can click Print at any point to print a preview of the consolidation.

- Click Cancel to close the Consolidation Preview window and return to the Consolidation of Deliveries window.

## 10. Sales Transactions - Consolidated Invoicing Version

Sales transaction processing for consolidated invoices (and unconsolidated deliveries) should be performed following standard Microsoft Dynamics™ GP procedure.

To print an unconsolidated delivery document or a consolidated invoice, you should follow the standard delivery note and invoice print options in the Sales Document Print Options window or the Print Sales Documents window.

<table border="1" style="float: right; border-collapse: collapse;"> <tr><td>Invoice</td><td>STDINV2603</td></tr> <tr><td>Date</td><td>03/12/2008</td></tr> <tr><td>Page</td><td>1</td></tr> <tr><td>Master No.</td><td>1,408</td></tr> </table>		Invoice	STDINV2603	Date	03/12/2008	Page	1	Master No.	1,408								
Invoice	STDINV2603																
Date	03/12/2008																
Page	1																
Master No.	1,408																
<h1>Invoice</h1>																	
<b>Bill To:</b> Adam Park Resort P.O. Box 1391  Indianapolis IN WA12 4RE	<b>Ship To:</b> Adam Park Resort SUITE 9876 321 CHESTNUT DRIVE INDIANAPOLIS IN 46206-1391																
Purchase Order No.	Customer ID	Salesperson ID	Shipping Method	Payment Due Date	Req Ship Date												
	ADAMPARK0001	GREG E	GROUND	30/01/2009	03/12/2008												
Item Number			Shipped	Unit Price	Discount	Total Price											
Despatch CD000046 CWLOT cwlot		PRIMARY	kilo	60.00	\$0.00	\$0.00											
	L500			60.00													
Despatch CD000047 128 SDRAM 128 meg SDRAM		PRIMARY	Each	1	\$134.00	\$134.00											
					Desp. Total	\$134.00											
Despatch CD000048 128 SDRAM 128 meg SDRAM		BILLING	Each	1	\$134.00	\$134.00											
					Desp. Total	\$134.00											
<b>Comments</b>				<table border="1" style="float: right; border-collapse: collapse;"> <tr><td>Subtotal</td><td>\$268.00</td></tr> <tr><td>Misc</td><td>\$0.00</td></tr> <tr><td>Tax</td><td>\$22.28</td></tr> <tr><td>Freight</td><td>\$0.00</td></tr> <tr><td>Trade Disc.</td><td>\$0.00</td></tr> <tr><td><b>Total</b></td><td><b>\$290.28</b></td></tr> </table>		Subtotal	\$268.00	Misc	\$0.00	Tax	\$22.28	Freight	\$0.00	Trade Disc.	\$0.00	<b>Total</b>	<b>\$290.28</b>
Subtotal	\$268.00																
Misc	\$0.00																
Tax	\$22.28																
Freight	\$0.00																
Trade Disc.	\$0.00																
<b>Total</b>	<b>\$290.28</b>																
<b>Payment Terms: Net 30</b>																	

Note that this is the detailed version of a consolidated invoice print - the summary print will contain less information. The version you print is dependent upon the selection you make in the Consolidated Invoice Customer Setup window or the Assign Customers Consolidation window.

This special format is stored as an alternate 'other form' within the Trinity dictionary and is supplied for the printing of consolidated invoices. The form may also be used to print invoices for unconsolidated Customers.

To use this special format, you should display the Microsoft Dynamics™ GP Security Setup window (Setup >> System >> Alternate/Modified Forms and Reports) and add the Trinity Alternate Dynamics Sales Reports SOP Other History Invoice Form and SOP Other Invoice Form to your Alternate/Modified Forms and Reports list. See Appendix C for details of how to include user-defined fields on the alternate invoice.

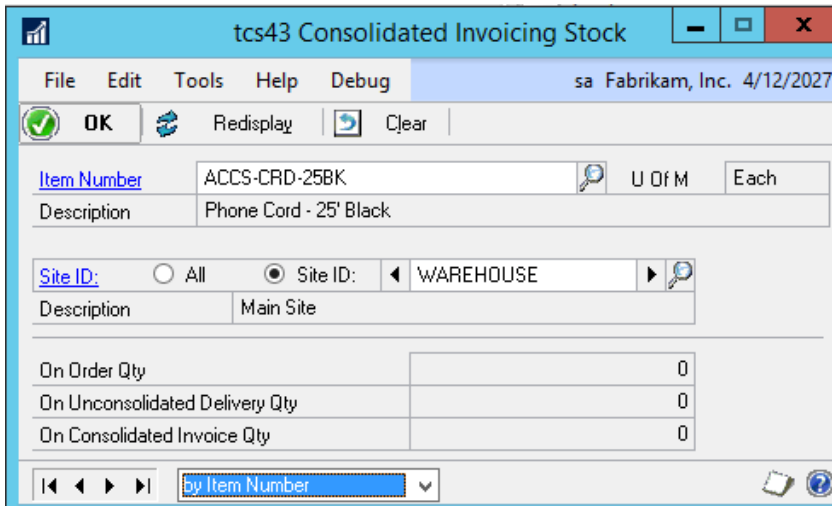
Alternatively, you can print consolidated invoices using the standard Microsoft Dynamics™ GP form, but you will not have the delivery detail and summary detail facility.

## 11. Consolidated Invoicing Stock Summaries Window

*Inquiry >> Trinity >> Consolidated Invoicing >> Stock Summaries*

Use the Consolidated Invoicing Stock Summaries to:

- View Item Number consolidated invoicing details



### 11.1 Viewing Item Number Consolidated Invoicing Details

**To view Item Number consolidated invoicing details in the Consolidated Invoicing Stock Summaries window:**

1. Enter an Item Number or select one using the lookup.
2. Information from all Site IDs will be displayed by default. To view information for a specific Site ID only, click Site ID, then enter a Site ID or select it using the lookup or browse buttons.
3. The total quantity of the item on order by consolidated invoicing Customers, on unconsolidated delivery, and on consolidated invoices will be displayed.
4. Click OK to close the window.

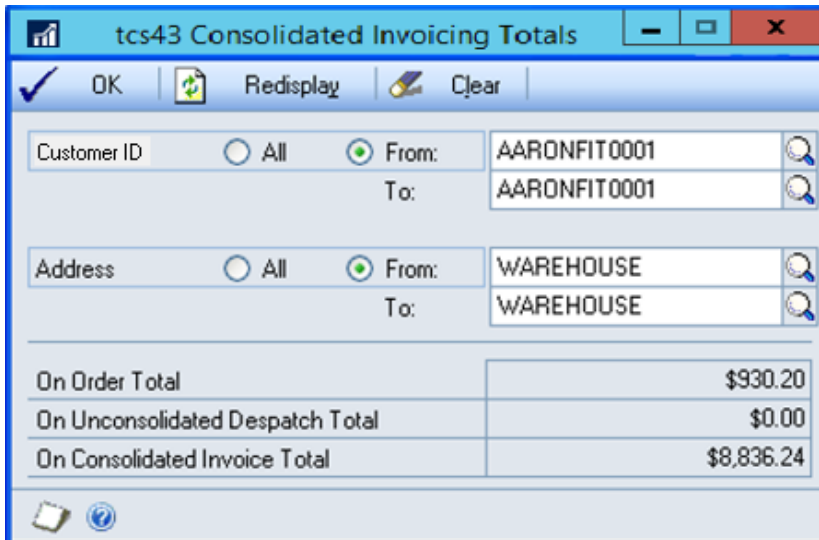
Note that you can choose to clear your selection at any point by clicking the Clear button.  
 Also, note that you can sort your selection to take account of any changes by clicking the Sort button.

## 12. Consolidated Invoicing Amount Inquiry Window

*Inquiry >> Trinity >> Consolidated Invoicing >> Consolidated Amount Inquiry*

Use the Consolidated Invoicing Amount Inquiry window to:

- Viewing financial values on consolidated invoicing documents



### 12.1 Viewing Financial Values on Consolidated Invoicing Documents

**To view financial values on consolidated invoicing documents in the Consolidated Invoicing Amount Inquiry window:**

1. All Customer IDs will be selected by default. To select a range of Customer IDs, click From then enter the required Customer IDs, or select them using the lookup.
2. All Address IDs will be selected by default. To select a range of Address IDs, click From then enter the required Address IDs, or select them using the lookup.
3. The total financial value of items for the Customer/address combination on order, on unconsolidated delivery, and on consolidated invoices will be displayed.

Note that only Customers set up for consolidated invoicing are included in the totals.

4. Click OK to close the window.

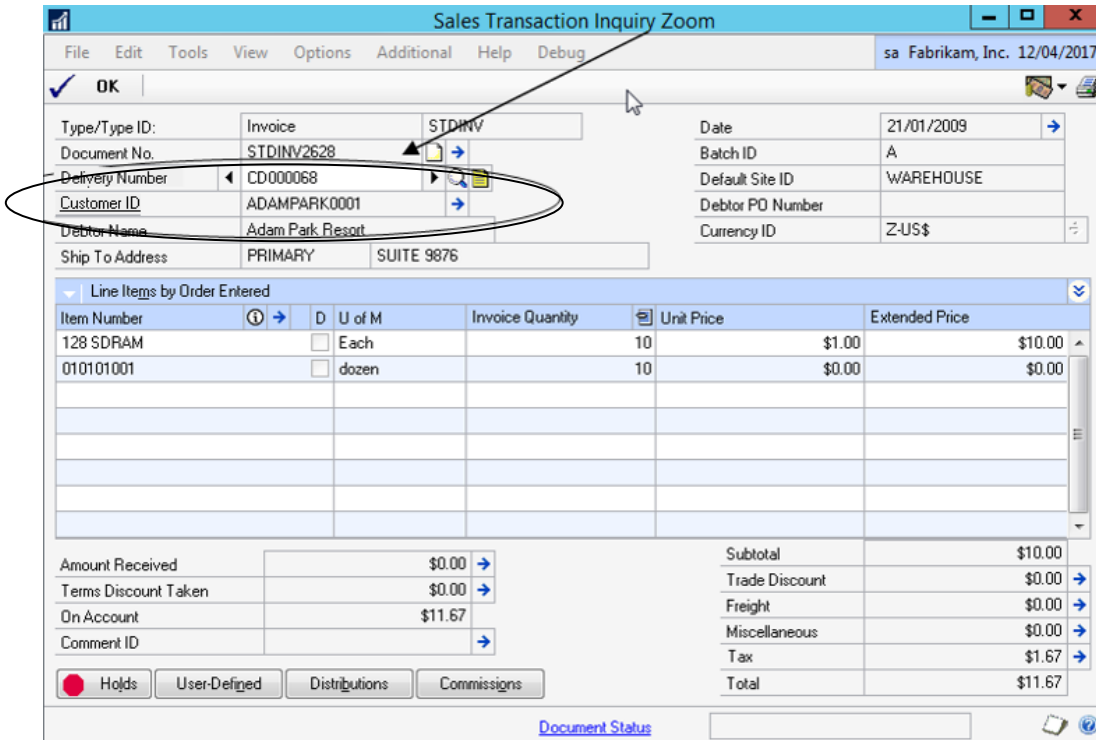
Note that you can choose to clear your selection at any point by clicking the Clear button.

Also, note that you can sort your selection to take account of any changes by clicking the Sort button.

### 13. Sales Transaction Inquiry Zoom - Consolidated Invoicing Version

*Inquiry >> Sales >> Sales Items >> Document Number zoom*

The Microsoft Dynamics™ GP Sales Transaction Inquiry Zoom window has been amended for the Consolidated Invoicing module to include the field **Delivery Number**.



If you have selected to view a consolidated invoice, then details for all items on the invoice will be displayed.



You can enter a Delivery No., or select one using the lookup or browse buttons. Details of the selected delivery only will be displayed.

Note that totals are the values for the full consolidated invoice.



## Appendix A

### Consolidated Invoicing – Access to Windows

Window Name	 Menu Access	 Other Access
Assign Consolidation Range		Cards >> Trinity >> Consolidated Invoicing >> Assign Customers >> Ranges button
Assign Customers Consolidation	Cards >> Trinity >> Consolidated Invoicing >> Assign Customers	
Consolidated Groups Setup	Tools >> Setup >> Trinity >> Consolidated Invoicing >> Consolidated Groups Setup	
Consolidated Invoice Customer Setup	Cards >> Trinity >> Consolidated Invoicing >> Customer Setup	Cards >> Sales >> Customers >> Additional >> Consolidated Invoicing
Consolidated Invoice Details window		Tools >> Setup >> Sales >> Sales Order Processing >> Sales Document Setup >> Quote/Order/Back Order button >> Additional >> Consolidated Invoicing
Consolidated Invoice Setup		Tools >> Setup >> Sales >> Sales Order Processing >> Sales Document Setup >> Fulfillment Order/Invoice button >> Additional >> Consolidated Invoicing
Consolidated Invoicing Amount Inquiry	Inquiry >> Trinity >> Consolidated Invoicing >> Consolidated Amount Inquiry	
Consolidated Invoicing Stock Summaries	Inquiry >> Trinity >> Consolidated Invoicing >> Stock Summaries	
Consolidated Printed Invoices Setup	Tools >> Setup >> Trinity >> Consolidated Invoicing >> Consolidating Printed Invoices Setup	
Consolidation of Deliveries	Tools >> Routines >> Trinity >> Consolidated Invoicing >> Consolidation of Deliveries	
Consolidation Preview		Consolidation of Deliveries window >> Preview button

## Appendix B

### Alternate Microsoft Dynamics™ GP Windows in the Consolidated Invoicing Module

Window Name	Series	Module	Modification
Sales Transaction Inquiry Zoom	Sales	Consolidated Invoicing	New Delivery Number field available to select deliveries within a consolidated invoice

## Appendix C

### Consolidated Invoicing - Reports

Report Name	Module	Functionality
Consolidated Invoicing Merge Errors report	Consolidated Invoicing	Prints a report on all errors encountered during invoice consolidation
SOP Other Invoice	Consolidated Invoicing	Prints invoice containing consolidated invoicing information
SOP Other History Invoice	Consolidated Invoicing	Prints invoice containing consolidated invoicing historical information

### Consolidated Invoicing Report Functions

The Consolidated Invoicing module can also be used in conjunction with Microsoft Dynamics™ GP Report Writer to include user-defined fields for individual deliveries on consolidated invoices.

#### Using in a report

1. Open the Report Writer and click Reports.
2. Select SOP Other Invoice Form or SOP Other History Invoice Form as required from the Modified Reports and click Open.
3. Click Layout.
4. On the Toolbox window, select tcsCons Inv User-Defined Work History from the drop-down list
5. You may now drag fields onto the report as required.
6. You can now assign formatting as usual to selected fields.

# Appendix D

## About Trinity

*Help >> About Microsoft Dynamics GP >> Additional >> About Trinity Suite*

Use the About Trinity Suite window to check your registration information and installation details. The window will tell you which Trinity modules you are registered to use and which have been installed on your system.

