

INVOICE NUMBER NOT MATCHING JOB NUMBER (RECORD NUMBER)

When you set up your invoices at COMPANY INFORMATION/ACCOUNTING, if you would like to have your invoice numbers match your job numbers (record numbers), you must place a check mark in the box labeled "Match Job Number". You must also place a number in the "Invoice Start Number Box".

In order for your invoices to match your job numbers you must **you must go to your client setup area and set the INVOICE DEFAULT GENERATION METHOD to "One Invoice For Each Process Service for each client". You must also make sure when generating invoices that you select "One Invoice For Each Process Service" in order for the invoices to be numbered using record numbers.**

If the Invoice default is not set to "One Invoice For Each Process Service for each client", the invoices will be numbered using the number you placed in the Invoice Start box.

If you have saved a number of invoices and are about to create them, if you place all jobs on a single invoice, that invoice number will not match record number since the invoice is for multiple jobs. The invoice start number will be used. On the other hand, if you create a group of invoices and select "One Invoice For Each Process Service", individual invoices for each job will be printed and each one will be numbered using the job number for that job.

Both invoice start numbers and record numbers increase incrementally when invoices are created.

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