

TRIMIT Summary Sales Invoices

White Paper

This document contains information about TRIMIT Summary Sales Invoices functionality in TRIMIT 2013 R2S.

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INTRODUCTION

In standard Microsoft Dynamics NAV, you are able to **Combine Shipments** on a Customer, which means that you can create Sales Invoices based on several Posted Shipments.

This usually is done based on a filter of the **Shipment Date**.

If you work more project based however, you want to be able to combine randomly several Sales Orders on one Invoice and not only based on **Shipment Date** filters.

For this situation the functionality of **TRIMIT Summary Sales Invoices** has been created in which you are able to combine selected Orders to one Sales Invoice, simply by using checkmarks.

The functionality described is the functionality in **TRIMIT 2013 R2S W1**

The pictures in this White Paper are based on the demo database for **TRIMIT 2013 R2S W1** (based on Microsoft Dynamics NAV 2013 R2) in the demo company **CRONUS TRIMIT 2013 R2S W1** (based on CRONUS International Ltd. from Microsoft Dynamics NAV 2013 R2).

COMPONENTS

TRIMIT Summary Sales Invoices contains the following objects:

The tables	6036666 Summary Invoice Journal
The pages	6036651 Summary Sales Order
	6036652 Release for Summary Inv. Sales
	6036653 Summary Sales Orders List
	6036680 Summary Invoicing Journal
The codeunits	6036712 Summary Invoicing Sales

Many other objects are involved because of the use Sales Order and Sales Invoices but they will not be listed here. The above mentioned objects are however directly related to **TRIMIT Summary Sales Invoices**.

SETUP

This chapter contains information about the Setups that you need to work with the functionality of **TRIMIT Summary Sales Invoices**.

SALES & RECEIVABLES SETUP

In the **Sales & Receivables Setup** (*Departments/Sales & Marketing/Administration/Sales & Receivables Setup*) there are two fields important for **TRIMIT Summary Sales Invoices**:

Sales & Receivables Setup

General

Dimensions

Numbering

Background Posting

+ Customer

Customer Nos.: CUST

Quote Nos.: S-QUO

Blanket Order Nos.: S-BLK

Order Nos.: S-ORD-1

Return Order Nos.: S-RETORD

Invoice Nos.: S-INV

Posted Invoice Nos.: S-INV+

Credit Memo Nos.: S-CR

Posted Credit Memo Nos.: S-CR+

Posted Shipment Nos.: S-SHPT

Posted Return Receipt Nos.: S-RCPT

Reminder Nos.: S-REM

Issued Reminder Nos.: S-REM+

Fin. Chrg. Memo Nos.: S-FIN

Issued Fin. Chrg. M. Nos.: S-FIN+

Posted Prepm. Inv. Nos.: S-INV+

Posted Prepm. Cr. Memo Nos.: S-CR+

Direct Debit Mandate Nos.: DDM

+ TRIMIT

Summary Order Nos.: S-SUMORD

Campaign Discount Nos.: CAMPDISC

Complaint Order Nos.: COMPLAINT

Item Replacement Nos.: REPLACE

Consignment Journal Nos.: CONS

Gift Card Batch Nos.: GCBATCH

General

Summary Invoice

Blanket Order

Order Creation Date Statistics: Creation Date

Standard Customer: STD

Filter Summary Invoice: None

Summary Invoicing Controlled by: Sell-to Customer

Blanket Order Search: Until Shipment Date (Accordian)

Summary Order Nos.

In this Parameter you need to select a **No. Series** for the Summary Orders that will be created before you are able to create Summary Invoices.

Filter Summary Invoice

This Parameter is used for the TRIMIT Summary Sales Invoicing to determine which Sales Orders have to be included on a Summary Invoice.

You can choose between the following four options:

None	No filters will be set on the Sales Header
Ship-To Address	The following filters will be set based on the Summary Sales Order: Ship-to Name Ship-to Name 2 Ship-to Address Ship-To Address 2 Ship-to City Ship-To Post Code
ID	A Filter at the Summary Invoicing ID (field in Sales Header) will be set based on the Summary Sales Order.
All	The following filters will be set based on the Summary Sales Order: Ship-to Name Ship-to Name 2

	Ship-to Address Ship-To Address 2 Ship-to City Ship-To Post Code Summary Invoicing ID
--	---

Summary Invoicing Controlled by

This Parameter is used for the TRIMIT Summary Sales Invoicing to determine which Sales Orders to be included in a Summary Invoice, and to whom the Summary Sales Invoice shall be addressed.

You can choose between the following two options:

Sell-To Customer	A Filter at Sell-To Customer No. will be set on basis of the Summary Sales Order and the Summary Sales Invoice will be addressed to this Sell-To Customer No.
Bill-To	A Filter at Bill-To Customer No. will be set on basis of the Summary Sales Order and the Summary Sales Invoice will be addressed to this Bill-To Customer No.

CUSTOMER

In the **Customer (Departments/Sales & Marketing/Sales/Customers)** there is one field important for **TRIMIT Summary Sales Invoices**:

2000 · The Fashion Store UK

General	2000	The Fashion Store UK	WC1 3DG	Mr. Charles Nelson
Communication				sales@trimit.com
Invoicing		NATIONAL	DOMESTIC	RETAIL
Payments		1M(8D)	BANK	DOMESTIC 1.5 DOM.
Shipping				

Location Code:		Shipping Agent Code:	
Combine Shipments:	☒	Shipping Agent Service Code:	
Reserve:	Optional	Shipping Time:	
Shipping Advice:	Partial	Base Calendar Code:	
Shipment Method Code:	CIF	Customized Calendar:	No

Combine Shipments

This field has to be set to **Yes** if you per default want to allow several deliveries – Posted Sales Shipments - to appear on the same Invoice.

ORDER TYPE

In the **Order Type (Departments/Administration/Application Setup/General/Order Types)** there is two fields that can be important for **TRIMIT Summary Sales Invoices**:

02SS-CY-PRESALES

Requested Delivery Date:		Line Discount Date:	
Shipment Date:	15-2-2015	Skip Campaign Unit Prices:	☐
Item Statistics Group 2:	0	Available Check	
Default Quantity to Ship:		Location Filter:	
Set Ready for Shipping:	☒	Omit Purchase Order Availability Check:	☐
Set Ready for Invoicing:		Omit Production Order Availability Check:	☐
Sales Price Search Dimension:		Omit Instant Reservation Availability Check:	☐
Unit Price Date Handling:		Omit Transfer Order Availability Check:	☐
Unit Price Date:		Skip Availability Check:	Yes
Line Discount Date Handling:		Horizon Availability Check:	

Purchase
Filters
CPO

OK

Set Ready for Shipping

If you choose *Yes*, the field **Set Ready for Shipping** will be set to *Yes* in the Sales Orders, created with this specific **Order Type**.

If you choose *No*, the field **Set Ready for Shipping** will be set to *No* in the Sales Orders, created with this specific **Order Type**.

If you leave this field empty, it will be considered a *No*.

A Sales Order can still be shipped if this field is empty or set to *No*. It can however not take part of the **TRIMIT Summary Sales Invoices** unless this field in the Sales Order has been set to *Yes*.

See [Process](#)

Set Ready for Invoicing

If you choose *Yes*, the field **Set Ready for Invoicing** will be set to *Yes* in the Sales Orders, created with this specific **Order Type**.

If you choose *No*, the field **Set Ready for Invoicing** will be set to *No* in the Sales Orders, created with this specific **Order Type**.

If you leave this field empty, it will be considered a *No*.

A Sales Order can still be invoiced if this field is empty or set to *No*. It can however not take part of the **TRIMIT Summary Sales Invoicing** unless this field in the Sales Order has been set to *Yes*.

See [Process](#)

PROCESS

The process for **TRIMIT Summary Sales Invoices** contains five steps:

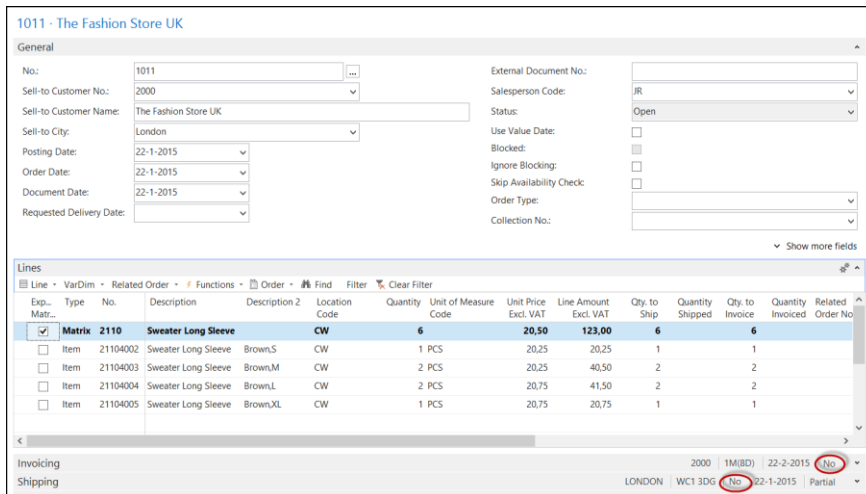
- Create Sales Order
- Set Ready for Shipping
- Set Ready for Invoicing
- Create Summary Order
- Post Summary Order

CREATE SALES ORDER

Known functionality so won't be described.

I.e. you created two new Sales Orders via **Departments/Sales & Marketing/Order Processing/Sales Orders**

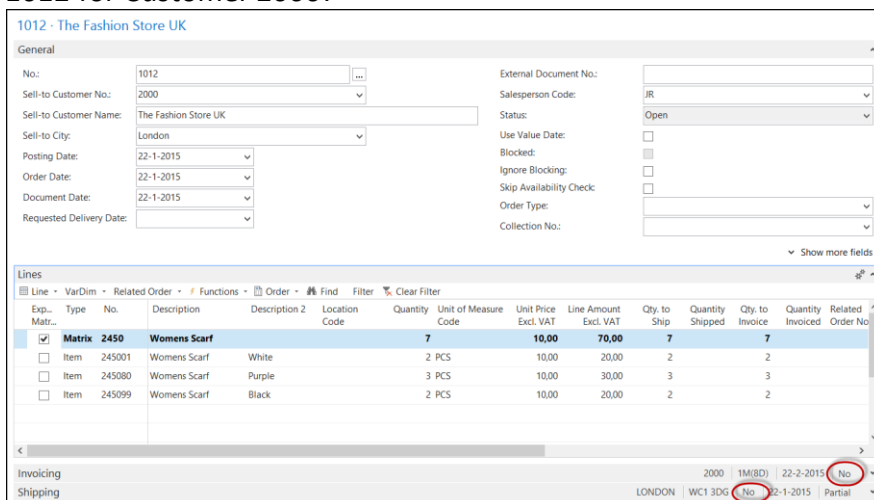
1011 for Customer **2000**:



The field **Ready for Invoicing** on the FastTab **Invoicing** is **No**.

The field **Ready for Shipping** on the FastTab **Shipping** is **No**.

1012 for Customer **2000**:



The field **Ready for Invoicing** on the FastTab **Invoicing** is **No**.

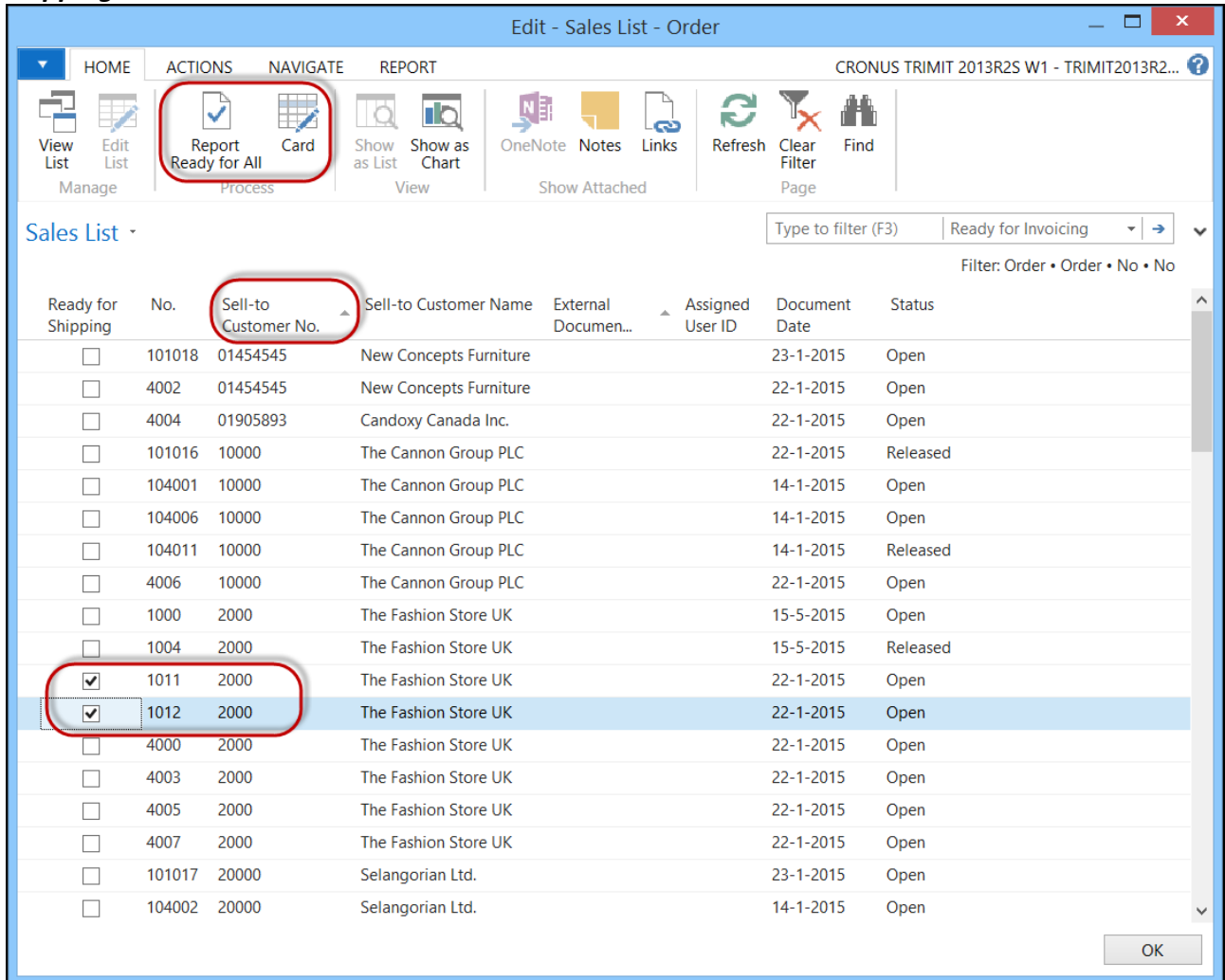
The field **Ready for Shipping** on the FastTab **Shipping** is **No**.

SET READY FOR SHIPPING

To use the **TRIMIT Summary Sales Invoices** the field for **Ready for Invoicing** of the Sales Order must be set to Yes.

This is only possible if the field **Ready for Shipping** of the Sales Order is set to Yes.

This can be done via **Departments/Sales & Marketing/Order Processing/+ Orders Ready for Shipping**



The screenshot shows the 'Edit - Sales List - Order' window. The ribbon has tabs for HOME, ACTIONS, NAVIGATE, and REPORT. In the ACTIONS tab, the 'Report Ready for All' button is highlighted. The 'Sales List' table is displayed with columns: Ready for Shipping, No., Sell-to Customer No., Sell-to Customer Name, External Document..., Assigned User ID, Document Date, and Status. The table is sorted by 'Sell-to Customer No.'. Two rows are selected and highlighted in blue: row 1011 and row 1012. Both rows have a checkmark in the 'Ready for Shipping' column.

Ready for Shipping	No.	Sell-to Customer No.	Sell-to Customer Name	External Document...	Assigned User ID	Document Date	Status
☐	101018	01454545	New Concepts Furniture			23-1-2015	Open
☐	4002	01454545	New Concepts Furniture			22-1-2015	Open
☐	4004	01905893	Candoxy Canada Inc.			22-1-2015	Open
☐	101016	10000	The Cannon Group PLC			22-1-2015	Released
☐	104001	10000	The Cannon Group PLC			14-1-2015	Open
☐	104006	10000	The Cannon Group PLC			14-1-2015	Open
☐	104011	10000	The Cannon Group PLC			14-1-2015	Released
☐	4006	10000	The Cannon Group PLC			22-1-2015	Open
☐	1000	2000	The Fashion Store UK			15-5-2015	Open
☐	1004	2000	The Fashion Store UK			15-5-2015	Released
☒	1011	2000	The Fashion Store UK			22-1-2015	Open
☒	1012	2000	The Fashion Store UK			22-1-2015	Open
☐	4000	2000	The Fashion Store UK			22-1-2015	Open
☐	4003	2000	The Fashion Store UK			22-1-2015	Open
☐	4005	2000	The Fashion Store UK			22-1-2015	Open
☐	4007	2000	The Fashion Store UK			22-1-2015	Open
☐	101017	20000	Selangorian Ltd.			23-1-2015	Open
☐	104002	20000	Selangorian Ltd.			14-1-2015	Open

The list above is sorted on **Sell-to Customer No.**

You need to enter a checkmark in front of the Sales Orders that you want to include in TRIMIT Summary Sales Invoices.

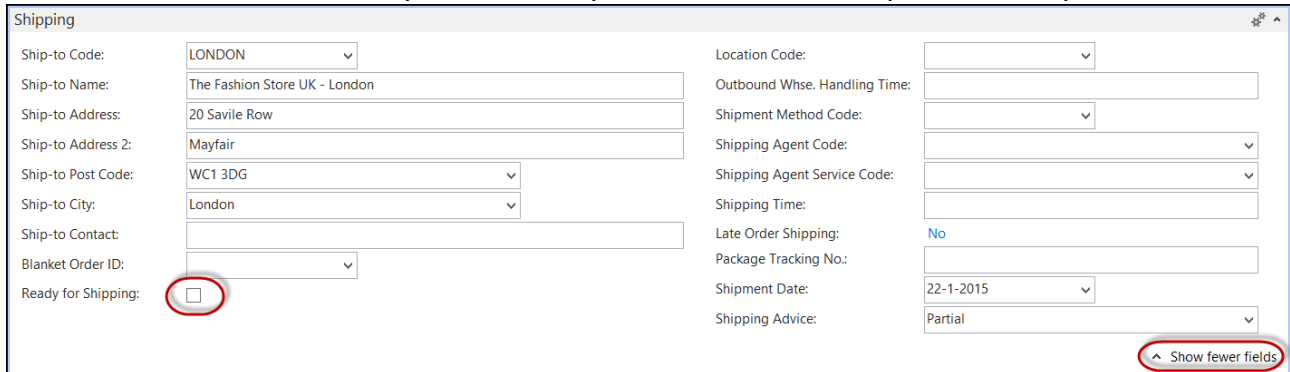
You can select all Orders for which you want to create TRIMIT Summary Sales Invoices.

The parameter in the **Sales & Receivables Setup** called **Summary Invoicing Controlled by** determines on which level the Summary Sales Invoices will be created.

By clicking **Report Ready for All** in the ribbon *Home*, you can set a checkmark in all the lines.

By clicking **Card** in the ribbon *Home*, you can open the card of the Sales Orders.

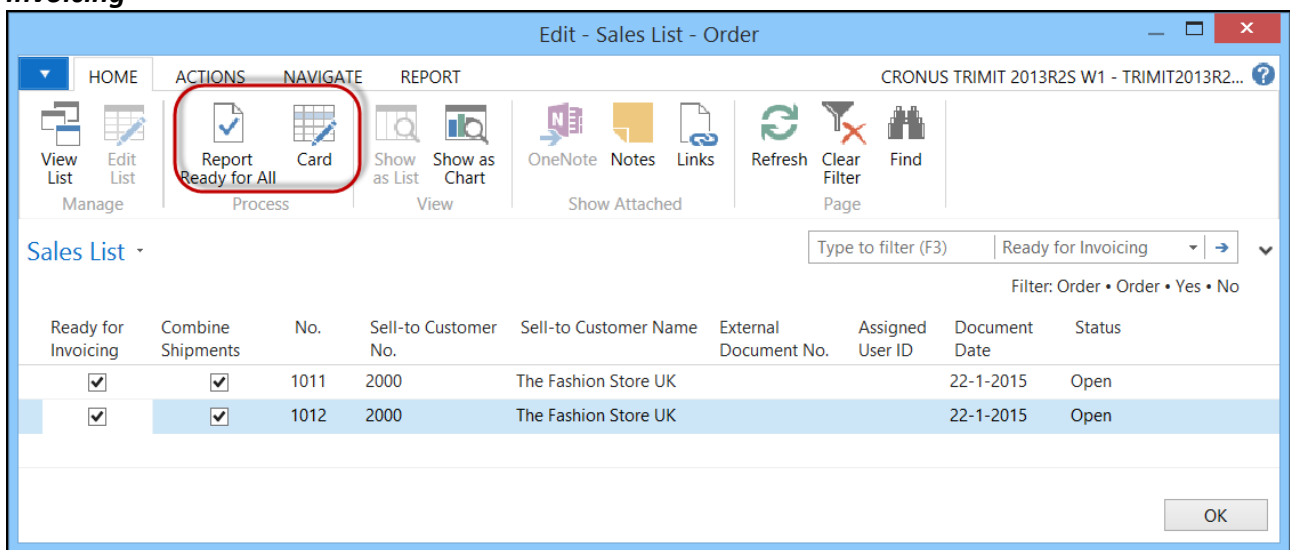
You can however also go to every individual Sales Order, and change the content of **Ready for Shipping** in the FastTab **Shipping** after you have clicked on **Show more fields**. This needs to be done for every Sales Order, you want to include in your Summary Sales Invoices.



SET READY FOR INVOICING

To use the **TRIMIT Summary Sales Invoices** the field for **Ready for Invoicing** of the Sales Order must be set to Yes.

This can be done via **Departments/Sales & Marketing/Order Processing/+ Orders Ready for Invoicing**



Ready for Invoicing	Combine Shipments	No.	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Assigned User ID	Document Date	Status
☒	☒	1011	2000	The Fashion Store UK			22-1-2015	Open
☒	☒	1012	2000	The Fashion Store UK			22-1-2015	Open

In the list, only the Sales Order with **Ready for Shipping** is Yes, will be shown in the list.

You need to enter a checkmark in front of the Sales Orders that you want to include in TRIMIT Summary Sales Invoices.

You can select all Orders for which you want to create TRIMIT Summary Sales Invoices.

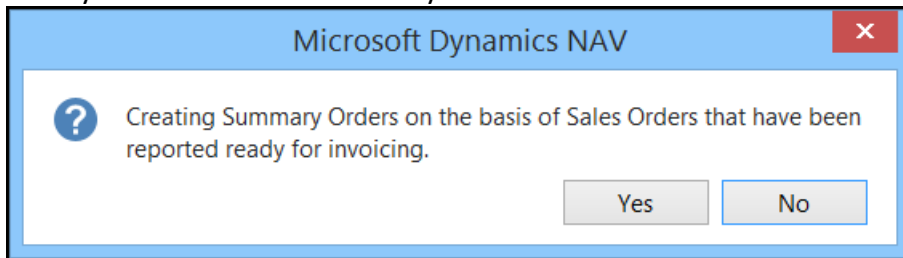
The parameter in the **Sales & Receivables Setup** called **Summary Invoicing Controlled by** determines on which level the Summary Sales Invoices will be created.

You are also able to change the checkmarks in **Combine Shipments** – of course it makes sense to have this field set to Yes, even if it was not the case in the original Sales Order.

By clicking **Report Ready for All** in the ribbon **Home**, you can set a checkmark in all the lines.

By clicking **Card** in the ribbon **Home**, you can open the card of the Sales Orders.

After you clicked the **OK** button you will be asked



Microsoft Dynamics NAV

Creating Summary Orders on the basis of Sales Orders that have been reported ready for invoicing.

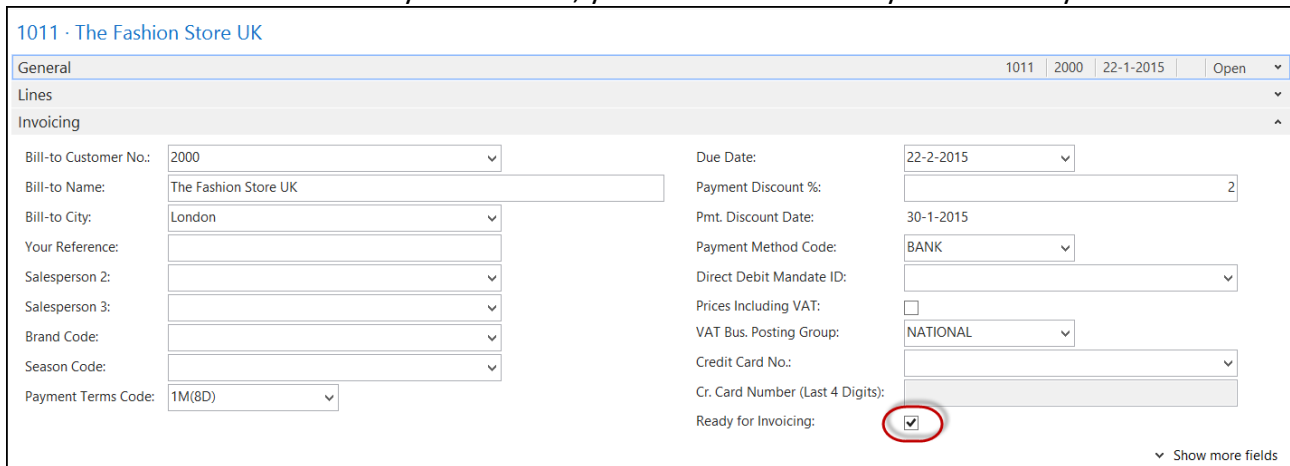
Yes No

Click **Yes**.

The created **Summary Order** can be found via **Departments/Sales & Marketing/Order Processing/+ Summary Orders**.

Instead of using **+ Orders Ready for Invoicing**, you can however also go to every individual Sales Order, and change the content of **Ready for Invoicing** in the FastTab **Invoicing**.

This needs to be done for every Sales Order, you want to include in your Summary Sales Invoices.



1011 · The Fashion Store UK

General 1011 2000 22-1-2015 Open

Lines

Invoicing

Bill-to Customer No.: 2000 Due Date: 22-2-2015

Bill-to Name: The Fashion Store UK Payment Discount %: 2

Bill-to City: London Pmt. Discount Date: 30-1-2015

Your Reference: Payment Method Code: BANK

Salesperson 2: Direct Debit Mandate ID:

Salesperson 3: Prices Including VAT: ☐

Brand Code: VAT Bus. Posting Group: NATIONAL

Season Code: Credit Card No.:

Payment Terms Code: 1M(8D) Cr. Card Number (Last 4 Digits):

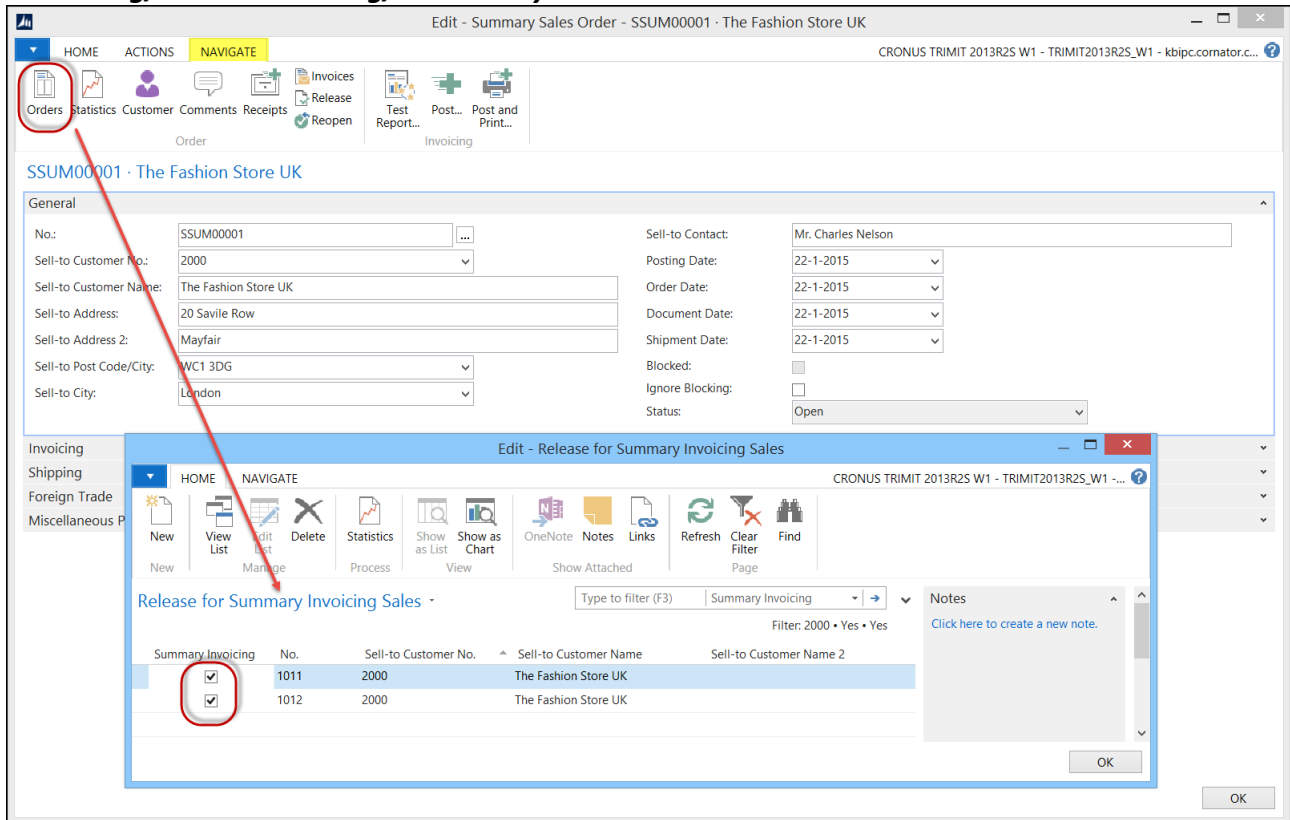
Ready for Invoicing: ☒

Show more fields

CREATE SUMMARY ORDERS

If you have set the checkmarks for **Ready for Invoicing** via **+ Orders Ready for Invoicing** you might already have created a **Summary Order**.

Otherwise, you are also able to create **Summary Orders** yourself via **Departments/Sales & Marketing/Order Processing/+ Summary Orders**.



The screenshot shows two overlapping windows in the TRIMIT software. The top window is titled 'Edit - Summary Sales Order - SSUM00001 - The Fashion Store UK'. It has a ribbon with 'HOME', 'ACTIONS', and 'NAVIGATE'. The 'NAVIGATE' ribbon is active, and the 'Orders' button is circled in red. Below the ribbon, there are fields for 'General' information, including 'No.', 'Sell-to Customer No.', 'Sell-to Customer Name', 'Sell-to Address', 'Sell-to Address 2', 'Sell-to Post Code/City', 'Sell-to City', 'Sell-to Contact', 'Posting Date', 'Order Date', 'Document Date', 'Shipment Date', 'Blocked', 'Ignore Blocking', and 'Status'. The bottom window is titled 'Edit - Release for Summary Invoicing Sales'. It has a ribbon with 'HOME' and 'NAVIGATE'. The 'NAVIGATE' ribbon is active, and the 'Release for Summary Invoicing Sales' button is circled in red. Below the ribbon, there is a table with columns: 'Summary Invoicing', 'No.', 'Sell-to Customer No.', 'Sell-to Customer Name', and 'Sell-to Customer Name 2'. The table contains two rows of data, both with checkboxes in the 'Summary Invoicing' column. A red arrow points from the 'Orders' button in the top window to the 'Release for Summary Invoicing Sales' button in the bottom window.

After you have entered the information on the several FastTabs, you can select the Sales Orders for this **Summary Order** via ribbon *Navigate*, click **Orders**.

Only the Sales Orders with **Ready for Invoicing** and the same **Sell-to Customer** or **Bill-to Customer** (this depends on the parameter in the Sales & Receivables Setup) will be shown.

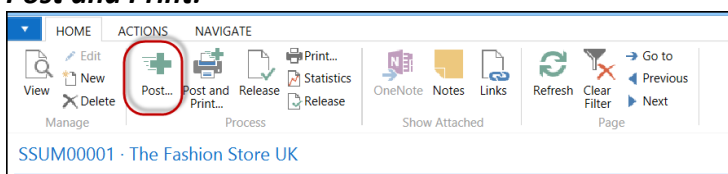
CREATE SUMMARY INVOICES

You can create Summary Invoices in two different ways:

- Via **+ Summary Order**
- Via **+ Batch Invoicing**

Via Summary Order

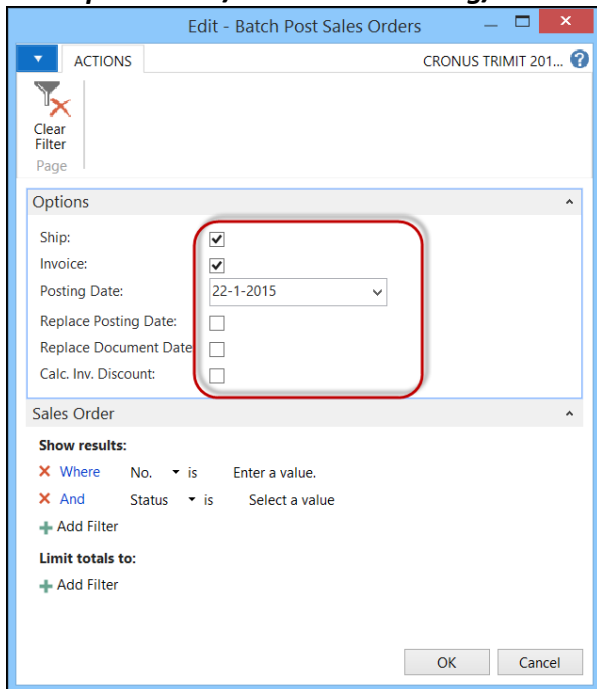
After you have created the **Summary Order**, you can post it directly via ribbon *Home*, click **Post** or **Post and Print**:



The screenshot shows the 'Edit - Summary Sales Order - SSUM00001 - The Fashion Store UK' window. The 'HOME' ribbon is active, and the 'Post' button is circled in red. The 'Post' button is located in the 'ACTIONS' group of the ribbon. Below the ribbon, there are fields for 'General' information, including 'No.', 'Sell-to Customer No.', 'Sell-to Customer Name', 'Sell-to Address', 'Sell-to Address 2', 'Sell-to Post Code/City', 'Sell-to City', 'Sell-to Contact', 'Posting Date', 'Order Date', 'Document Date', 'Shipment Date', 'Blocked', 'Ignore Blocking', and 'Status'.

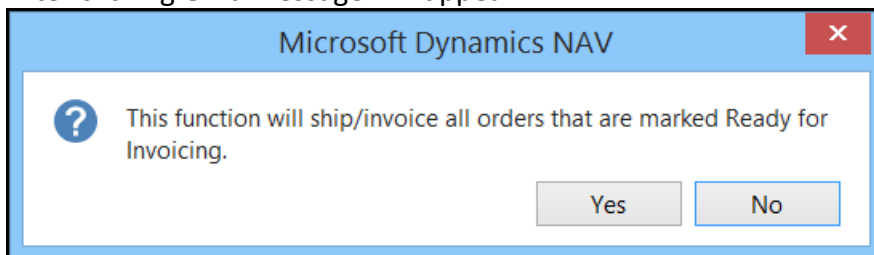
Via Batch Invoicing

You can create many Summary Invoices based on the Sales Orders with **Ready for Invoicing** is Yes, via **Departments/Sales & Marketing/Order Processing/+ Batch Invoicing**



You can determine if you only want to **Invoice** or also want to **Ship** and what the dates should be for the Summary Invoice.

After clicking **OK** a message will appear:



Click **Yes**.

Please be aware that if Sales Orders have **Ready for Invoicing** although not taken into a **Summary Order** they will also be invoiced, if you don't use the Filters for the special numbers of the **Summary Orders**.

The end result:

A Posted Sales Invoice (via **Departments/Sales & Marketing/Archive/Posted Sales Invoices**) with **Order No.** the number of the Summary Order and the Lines of all related Sales Orders:

103053 · The Fashion Store UK

General

No.: 103053
 Sell-to Customer No.: 2000
 Sell-to Contact No.: CTT00003
 Sell-to Customer Name: The Fashion Store UK
 Sell-to Address: 20 Savile Row
 Sell-to Address 2: Mayfair
 Sell-to Post Code: WC1 3DG
 Sell-to City: London
 Sell-to Contact: Mr. Charles Nelson

Posting Date: 22-1-2015
 Document Date: 22-1-2015
 Quote No.:
 Order No.: SSUM00001
 Pre-Assigned No.:
 External Document No.:
 Salesperson Code: JR
 Responsibility Center:
 No. Printed: 0

Lines

Original Order No.	Type	No.	Description	Description 2	Quantity	Unit Price Excl. VAT	Line Amount Excl. VAT
1011	Matrix	2110	Sweater Long Sleeve		6	20,50	123,00
1011	Item	21104002	Sweater Long Sleeve	Brown,S	1	20,25	20,25
1011	Item	21104003	Sweater Long Sleeve	Brown,M	2	20,25	40,50
1011	Item	21104004	Sweater Long Sleeve	Brown,L	2	20,75	41,50
1011	Item	21104005	Sweater Long Sleeve	Brown,XL	1	20,75	20,75
1012	Matrix	2450	Womens Scarf		7	10,00	70,00
1012	Item	245001	Womens Scarf	White	2	10,00	20,00
1012	Item	245080	Womens Scarf	Purple	3	10,00	30,00
1012	Item	245099	Womens Scarf	Black	2	10,00	20,00

To see the original Sales Order No. you need to add the field **Original Order No.** into the Lines.

In this example where also the Shipment was posted via + **Batch Invoicing** you will also have a combined shipment for the Summary Sales Order (via **Departments/Sales & Marketing/Archive/Posted Sales Shipments**):

102064 · The Fashion Store UK

General

102064 | 2000 | 22-1-2015 | SSUM00001

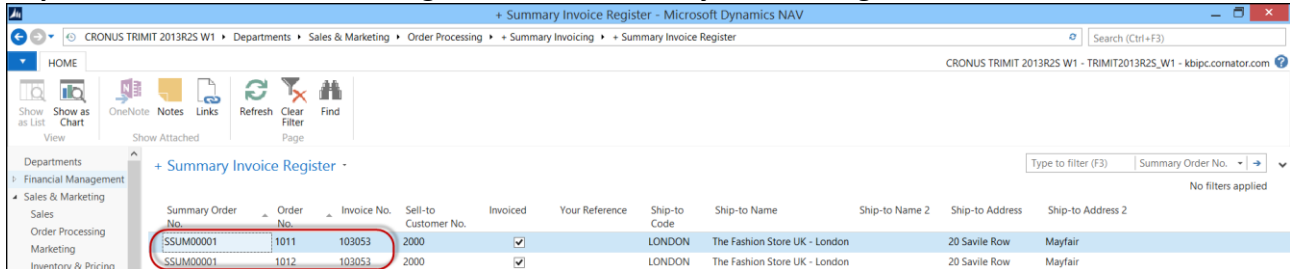
Lines

Type	No.	Description	Location Co...	Quantity	Unit of Mea...	Quantity Invoiced	Planned Del...	Planned Shi...	Shipment D...
Matrix	2110	Sweater Long Sleeve	CW	6		6	22-1-2015	22-1-2015	22-1-2015
Item	21104002	Sweater Long Sleeve	CW	1	PCS	1	22-1-2015	22-1-2015	22-1-2015
Item	21104003	Sweater Long Sleeve	CW	2	PCS	2	22-1-2015	22-1-2015	22-1-2015
Item	21104004	Sweater Long Sleeve	CW	2	PCS	2	22-1-2015	22-1-2015	22-1-2015
Item	21104005	Sweater Long Sleeve	CW	1	PCS	1	22-1-2015	22-1-2015	22-1-2015
Matrix	2450	Womens Scarf		7		7	22-1-2015	22-1-2015	22-1-2015
Item	245001	Womens Scarf		2	PCS	2	22-1-2015	22-1-2015	22-1-2015
Item	245080	Womens Scarf		3	PCS	3	22-1-2015	22-1-2015	22-1-2015
Item	245099	Womens Scarf		2	PCS	2	22-1-2015	22-1-2015	22-1-2015

Invoicing: 2000
 Shipping: LONDON | WC1 3DG | 22-1-2015
 + Foreign Trade
 + Economy Param.
 + Misc. Param.

SUMMARY INVOICE REGISTER

After you have posted the Summary Invoices you are also still able to see the relationships between the **Summary Order**, **Original Order No.** and the **Posted Sales Invoice** via **Departments/Sales & Marketing/Archive/+ Summary Invoice Register**:



Summary Order No.	Order No.	Invoice No.	Sell-to Customer No.	Invoiced	Your Reference	Ship-to Code	Ship-to Name	Ship-to Name 2	Ship-to Address	Ship-to Address 2
SSUM00001	1011	103053	2000	☒	LONDON		The Fashion Store UK - London		20 Savile Row	Mayfair
SSUM00001	1012	103053	2000	☒	LONDON		The Fashion Store UK - London		20 Savile Row	Mayfair

This will also already be filled – without the **Invoice No.** – after you have created the **Summary Order No.**