

# Invoicing Methods

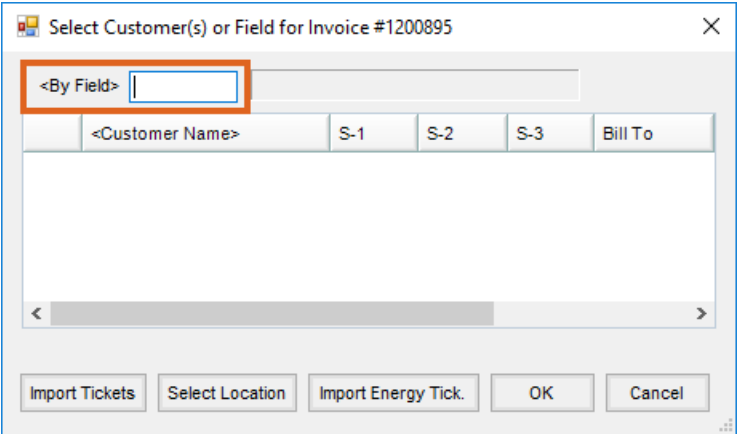
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Invoices are automatically sequentially numbered. When there are multiple retail locations, the Invoice numbering scheme is separate for each location. The counter for each location's Invoice is displayed at *Setup / Locations* on the *Preferences* tab. If the Invoice numbering sequence needs changed, this can be done in the Hub from *Utilities / Admin Utilities* but must not be done while transactions are being saved in Agvance. When importing prior year data at *Admin Utilities / Hub / Import Prior Year Data*, Invoices being imported will be marked as paid in the current year database. Contact SSI Support for help when using the *Admin Utilities* area.

The following are the three primary invoicing methods.

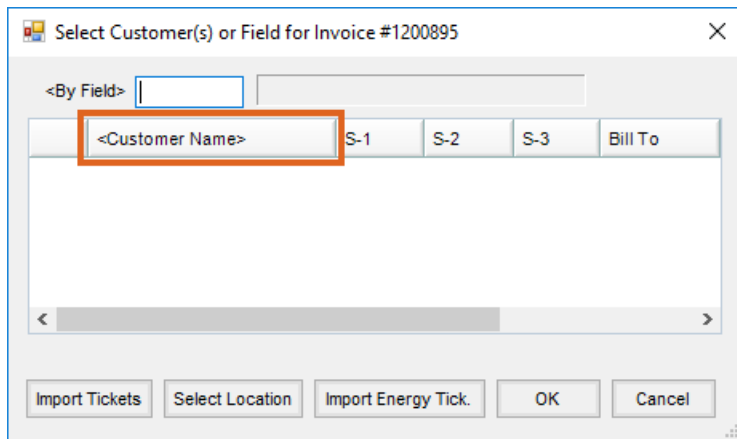
## By Field

Billing by Field gives the opportunity to track the sale by Field and also takes advantage of any predefined billing splits set at the Field level. To access the existing Fields, double-click in the *By Field* area. By selecting a Field from here, all Customers associated with this Field and the appropriate billing split arrangements are automatically included.

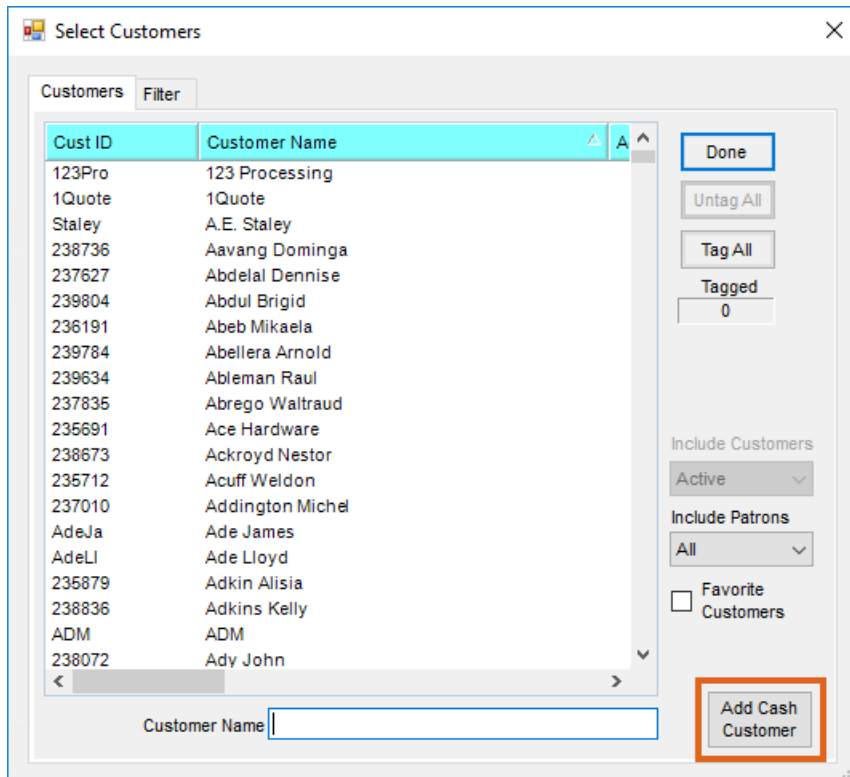


## By Selecting Customers

To manually select the billing Customer(s), double-click the *<Customer Name>* heading. A *Customer Selection* screen appears to choose the Customer(s) involved. To select multiple Customers, hold the **Ctrl** key down while choosing the Customer(s) involved.



Select **Add Cash Customer** to add a cash Customer used for incidental sales that do not require tracking to a specific Customer.



Enter the split percentages for S-1. Splits 2 and 3 (S-2 and S-3) are not available when billing by Customer. For more information on the three split options (S-1, S-2, and S-3), see the *Bill Splits* tab on the Field setup [here](#).

If the Customer has a *Bill To* address different than the address shown on the Customer profile, it may be chosen on the *Select Customer(s)* screen. The *Bill To* address could also be addressed to a different person. *Bill To* addresses are defined in the Customer file by selecting **Addresses**. For more on this feature, see [Customer Setup from Hub](#).

## Auto-Invoicing from Delivery or Blend Tickets

A single Invoice can be created or multiple Invoices.

See [here](#) for more information on invoicing from tickets.