

Enterprise - How to Merge Invoices

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Why Merge Invoices?

If your customer is asking for one invoice when normally they ask for invoices split by worksite, etc. or when you have a few invoices because of corrections made, you can merge these invoices to have all the transactions on a single invoice to send the customer.

This article covers:

1. [Preparing for merging](#)
2. [How to merge](#)
3. [Post merging information](#)

Before You Merge:

Know that the main purpose of the functionality associated with merging invoices is so that your customer can see the total owed balance of multiple invoices in one invoice, as you intended.

It is important to note that this merge process does not erase or delete any original invoice details.

For example, let's say I have 2 invoices that I want to combine:

Invoice	Parent Invoice (#1234)	Additional Invoice (#4321)
Balance	\$500	\$200

When we merge these 2 invoices together:

Invoice	NEW MERGED Parent Invoice (#1234)
Balance	\$700

Post merge, if you searched the invoice register you would still find Invoice #4321 with \$200 amount.

The historical data remains the same; we are simply updating the way the parent invoice will display for the customer.

Following this logic, when the Customer sends a payment for invoice #1234, you will need to mark \$500 payment on invoice #1234 and \$200 on invoice #4321.

To Merge Invoices

1. Locate the first invoice you would like to merge
 - This invoice is known as the **parent invoice**.
 - Navigate to the details page of the invoice:

Buy N Large (Primary)
 123 Main St. ID: 4295013744
 Cokato, MN 55321 Branch: Memphis SW
 (123) 456-7890

Prep for Lunch with Ann Luke Dane Background check

Currently viewing 2 of 84461 tasks. View more...

tasks appointments social email

visifile
 details
 defaults
 documents
 integrations
 invoice history
invoice detail
 invoice setup
 evaluations
 messages
 payment history
 tasks
 search

Buy N Large
 123 Main St.
 Cokato, MN, 55321

Invoice Number 1561420 Weekend Bill 10/21/2018
 Invoice Date 11/8/2018 Pay Date

Invoice Item	item	id	quantity	rate	weekend date	total	
Woodbury, Lorelai	Unit Clerk	Reg Hours	72249	8.00	\$20.00	11/16/2018	\$160.00
						\$160.00	
Adjustment Items							
Tax Items						\$0.00	
employee						\$0.00	
customer							
order							
Total						\$160.00	

2. Click  and select merge invoice:

Record Actions	Form Actions
Add Department	Edit Invoice
Add to Hotlist	Recalculate Taxes/Surcharges
Assign Time Clock to Customer	Void Invoice
Change Parent Customer	Edit Invoice Header
Create Zero Dollar Invoice	Recast Invoice
Gross Profit Calculator	Mark as Do Not Email
Mass Update Rates	 Merge Invoice
New Customer Contact	New Message
New Order	View Invoice Payments
New Task	Email Invoice
Share with Twitter	Preview Invoice
View Active Assignments	Print
View Assignments	View Customer
View Orders	

- o This will open a new window to start the merging process.

3. Select your new invoice number.

- o You can choose to keep the parent invoice or create a new invoice number:

invoice number options

- Use parent invoice number (1561401)
- Use a new invoice number

- Select 'Next' to continue.
4. Locate the additional invoice(s) you wish to merge into the parent invoice.
- Utilize the search options to locate the invoice(s).
 - Select the checkbox next to each invoice you would like to merge with the parent invoice.
 - Select 'Next' to continue:

The screenshot displays the 'Buy N Large (Primary)' invoice details page. The top navigation bar includes a search bar, user information (AMELIA.STOUT: High Tech Staffing), and a task list. The main content area shows a list of invoices under the 'Invoices' tab, with columns for 'Posted', 'Inv Num', 'Date', 'Customer', 'Department', 'Branch', 'Amount', and 'P'. The list includes several 'Buy N Large' invoices, some marked as 'OVERDUE'. A search panel on the right allows filtering by 'Invoice Dates', 'Customer', 'Due Date', 'Inv Number', 'Inv ID', and 'Inv Amount'. The search panel also includes checkboxes for 'Show pending invoices', 'Show only Overdue invoices', and 'Exclude \$0 Balance invoices'.

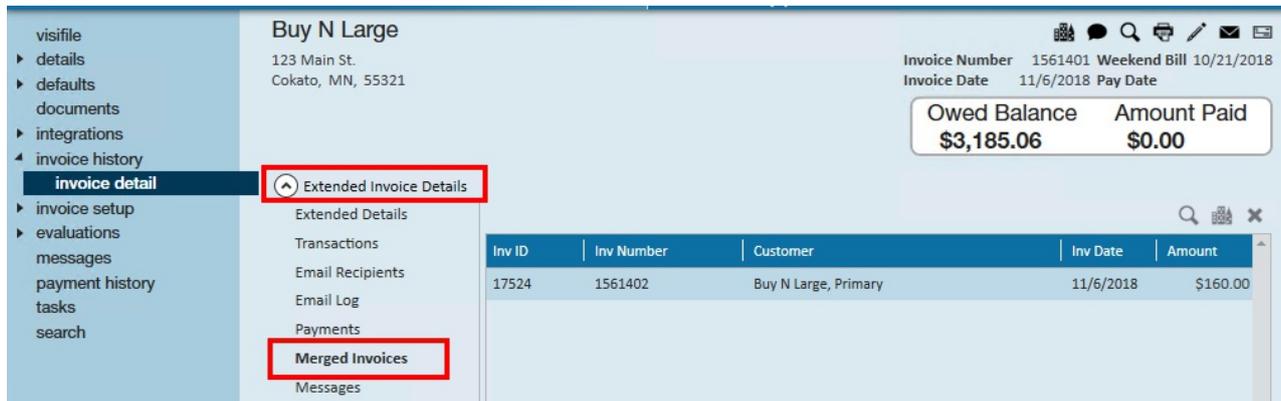
Inv Num	Invoice Date	Amount	Invoice Due	Balance
1561402	11/6/2018	Paid	11/16/2018	
1561401	11/6/2018	Paid	11/16/2018	
1561337	10/11/2018	Paid	10/26/2018	
1561336	10/11/2018	Paid	10/26/2018	
1561335	10/11/2018	Paid	10/26/2018	
1561308	10/10/2018	Paid		

5. Select 'View' or 'Print.'
- 'View merged invoice details' will take you to the newly merged invoice.
 - 'Print preview' will open a file for you to print the newly merged invoice in order to send to your customer.
 - Otherwise, select 'Finish' to close the window and complete the merge.

Post-Merge Things to Know:

Reviewing Invoice Details

On the parent invoice, you will see all transactions under the invoice details. To see merging information, click on extended invoice details and select merged invoices to see merged invoice information:

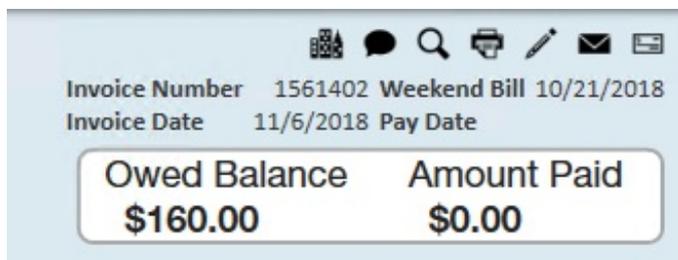


Utilize the 'X' icon in the corner of this screen to unmerge an invoice that was merged by accident.

Viewing a Merged Invoice

The invoices that were merged to the parent are still in your system.

In our example, I merged invoice #1561402 with the parent invoice #1561401. When we navigate to invoice #1561402, you will see we can still preview, print, email, edit, and even void the invoice.



When paying the merged invoice balance, you will still apply the payments to each invoice's original number.

Following our example, when in the invoice payments wizard, both invoices display with individual balances and must also be paid individually.

invoice payments - enter payments

Select Session
Enter Payments
Post Payments

enter payment amounts

Find Invoices Quick Pay Lock Box Corrections

Start Date: 9/13/2018 Customer Name: buy Branch Name:
End Date: Customer ID: Inv Number:
Inv Amount: Inv Balance:

Unpaid
 Partially paid
 Paid in full
 Overpaid
 Zero Dollar Invoice Only
 This Session Only

Default Pay Date: 12/12/2018

Batch...	Inv...	Customer	Customer ID	Total	Balance	Pending Balance	Pay Am...	Reason	Action
-1	1561337	Buy N Large	4295013744	:160.00	\$160.00	\$160.00	\$0.00		Payment
-1	1561401	Buy N Large	4295013744	.025.06	\$3,025.06	\$3,025.06	\$0.00		Payment
-1	1561402	Buy N Large	4295013744	:160.00	\$160.00	\$160.00	\$0.00		Payment
-1	1561403	Buy N Large	4295013744	:353.25	\$353.25	\$353.25	\$0.00		Payment

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