

## Merging Corrected Invoices 10R1

Merging an Invoice allows the user to print a modified Invoice by taking the original Invoice and the correcting transaction (created from Reversing and Rebilling) and merge the information from both into a corrected Invoice. The user must first look up the original Invoice to be merged by using the **Directory** tab or by entering information in the *look up* fields at the top of the A/R screen. Once the Invoice is open its number will display in the header in the upper right of the screen and the **InvDescr** tab will be visible; from this tab click on the *RePrintMerge* button as circled below.

<input type="text"/> <input type="text"/> <input type="text"/>			ABC #43008						
<b>InvDescr</b>	Payment	Other	Messages	Detail	TxnsHistory	Directory	Post	Reports	Switchboard
See Customer	RePrintBasic	Create PDF	Log Changes	Reverse & Rebill	PrintNoted				
	<b>RePrintMerge</b>		Log Actions		ReopenClosedInv				
<b>Invoice Number:</b>	43008		<b>Customer Name:</b>	ABC					
<b>Invoice Date:</b>	1/31/2006		<b>Customer Number:</b>	778163					
<b>Due Date:</b>	3/17/2006		<b>Branch:</b>	Memphis SE					
<b>Invoice Amount:</b>	\$2,280.00		<b>Closed:</b>						
<b>Balance Amount:</b>	\$2,280.00		<b>CreditLimit:</b>						
<b>Void Date:</b>			<b>Weekend Bill:</b>	1/29/2006					
<b>Date Email Sent:</b>	<input type="text"/>	<b>Resent:</b>	<input type="text"/>						
<b>Reserve Amount:</b>	\$0.00		<b>Auto Factor Invoice</b>	<input type="checkbox"/>		<b>Reserve Log</b>			
<b>Editable Invoice Note:</b>									

When the *RePrintMerge* button is clicked the user is navigated to the following view.

Any modifications that have been made to the Invoice will be listed by a dash and then the number of the credit or debit memo. Once the Invoices to be merged have been verified, click on the *Continue* button to merge the Invoices under the original Invoice number.

Include	Invoice	WE Date	Employee	SkillCode	Reg	OT	Rate	Total
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 1, Tester	Access Operator	-20			(\$500.00)
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 1, Tester	Access Operator	20			\$400.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 2, Tester	Account Rep. II	-20			(\$500.00)
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 2, Tester	Account Rep. II	18			\$450.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 3, Tester	Access Operator	20			\$500.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 2, Tester	Access Operator	20			\$500.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 1, Tester	Access Operator	20			\$500.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 1, Tester	Account Rep. II	30			\$750.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 1, Tester	Access Operator	10			\$250.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 2, Tester	Account Rep. II	30			\$750.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 2, Tester	Access Operator	10			\$250.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 3, Tester	Account Rep. II	30			\$750.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 3, Tester	Access Operator	10			\$250.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 5, Tester	Access Operator	7			\$175.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 5, Tester	Access Operator	13			\$325.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 5, Tester	Account Rep. II	20			\$500.00
<input checked="" type="checkbox"/>		1/29/2006	NY Local, Test	Account Analyst	10			\$400.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 5, Tester	Account Rep. II	11			\$275.00
<input checked="" type="checkbox"/>		1/29/2006	Adjustment 5, Tester	Access Operator	10			\$250.00
<b>Invoice Total:</b>								<b>\$8,025.00</b>

The *Invoice Merge Form* will be displayed and the transactions to be included in the merged Invoice can be selected. Once the transactions have been selected by placing or removing check marks in the *Include* check box, click on the *Print Merged Invoice* button to print the Invoice or click on the *Create PDF* to create a new PDF file of the merged document.

*\*Note – By default Tempworks selects all rows to be included in the merged document. To remove transactions from the merged document click on the box in the *Include* column that corresponds with the line to be removed from the merged Invoice.*

Clicking on the *Print Merged Invoice* button navigates the user to a print preview of the merged document at which point the *Print* button can be selected to send the document to the user's default printer.

Clicking on the *Create PDF* button will bring up the window below so that the file destination can be selected. Once the file has been located click on the *Save* button to save the PDF to that file location.

