

Did you know You can mass copy invoices on your list, instead of one at a time?.

How to Mass Copy Invoices

1. Create a list of invoices.
2. Select Mass Copy Invoices from the Task menu.
3. Confirm the fiscal year for the new invoices.
4. Check the status bar. The number of invoices created is displayed in the lower left of the status bar. Your list will be updated with all of the new invoices.

The software copies each non-recurring invoice to a new invoice. The software copies the “latest” recurring invoice, regardless of status, to a new invoice. For example, if you have monthly recurring invoices on your list from January through March, the software copies the invoice for March.

For each invoice, the software copies the Department, Customer ID (using the latest information from the Customer record for the Customer Name and Address), Contract Number, Location, Recurs, Responsibility, Category, Comment, Bank Account, and all items.

The software sets the Invoice Date based on the Date Logic and End of Month logic described later in this section. It sets the Due Date to 30 days after the Invoice Date.

The software does not copy the Scheduled Print Date, Related Invoice, On Hold, Status Comment, Date Approved, Date Printed, Date Completed, Completion Dates, Receipts, Notes and Attachments.

In addition, the software does not copy obsolete codes (for example, if your organization stops using a particular customer, that customer information will not be copied), nor does it copy invoices associated with a department that is obsolete (for example, you used to have food services invoices and now you don't: you cannot copy those invoices).

The copying of accounts uses logic to determine if the account should be copied and what the account number should be when crossing fiscal years. If the account doesn't exist for the new fiscal year, it is not copied. If the account is expired in the new fiscal year (Date Expired <= today's date), it is not copied.

If the fiscal year of the account doesn't match the fiscal year of the invoice being copied, the account is not copied. For example, if a 2013 invoice was carried forward to 2014 (the invoice has both 2013 and 2014 accounts in it), if you copy this invoice only the most recent accounts will be copied.

If the receivable account was added during year-end processing, it is not copied. Copied accounts will keep their original amount/percentage. In cases where not all accounts are copied, the percentage will not add up to 100%. You will need to redistribute manually.

Date Logic

The Copy and the Mass Copy methods use slightly different logic for determining the date of the new invoice. In simple terms, the Copy task always defaults to TODAY. The Mass Copy considers the fiscal year and the invoice date:

If you copy forward from the prior year to the next, the software sets the month to July, leaving the day as is.

If you copy backward from one year to the prior year, the software sets the invoice date to 6/30.

If you copy in the same current fiscal year, the software sets the invoice date to TODAY.

If you copy in the same future year, the software sets the month to July, leaving the day as is. Type

End of Month Logic

The last day of the month varies. Months can end on the 28th, 29th, 30th or 31st day of the month. The software recognizes that you may want to mass copy invoices and have the new invoice default to the end of the month.

If an invoice is mass copied and it has an invoice date that is the last date of the month, the software sets the copy to the last day of the month. For example, if you copy an invoice with an Invoice Date of 2/28 and TODAY is 3/15, the resulting mass copied invoice will have an Invoice Date of 3/31

NOTE: Once you mass copy a list of invoices, the Mass Copy Invoices task will be grayed out so you cannot accidentally mass copy your list twice.