



Global 3000 Service Pack Note

SOP Collate Emailed Invoices

Author	DCP		
Project	ZS60_000164.doc		
Version	1.0		1 of 4

INTRODUCTION

This service pack provides the ability to collate invoices and credit notes delivered via email in to a single email and PDF format attachment file.

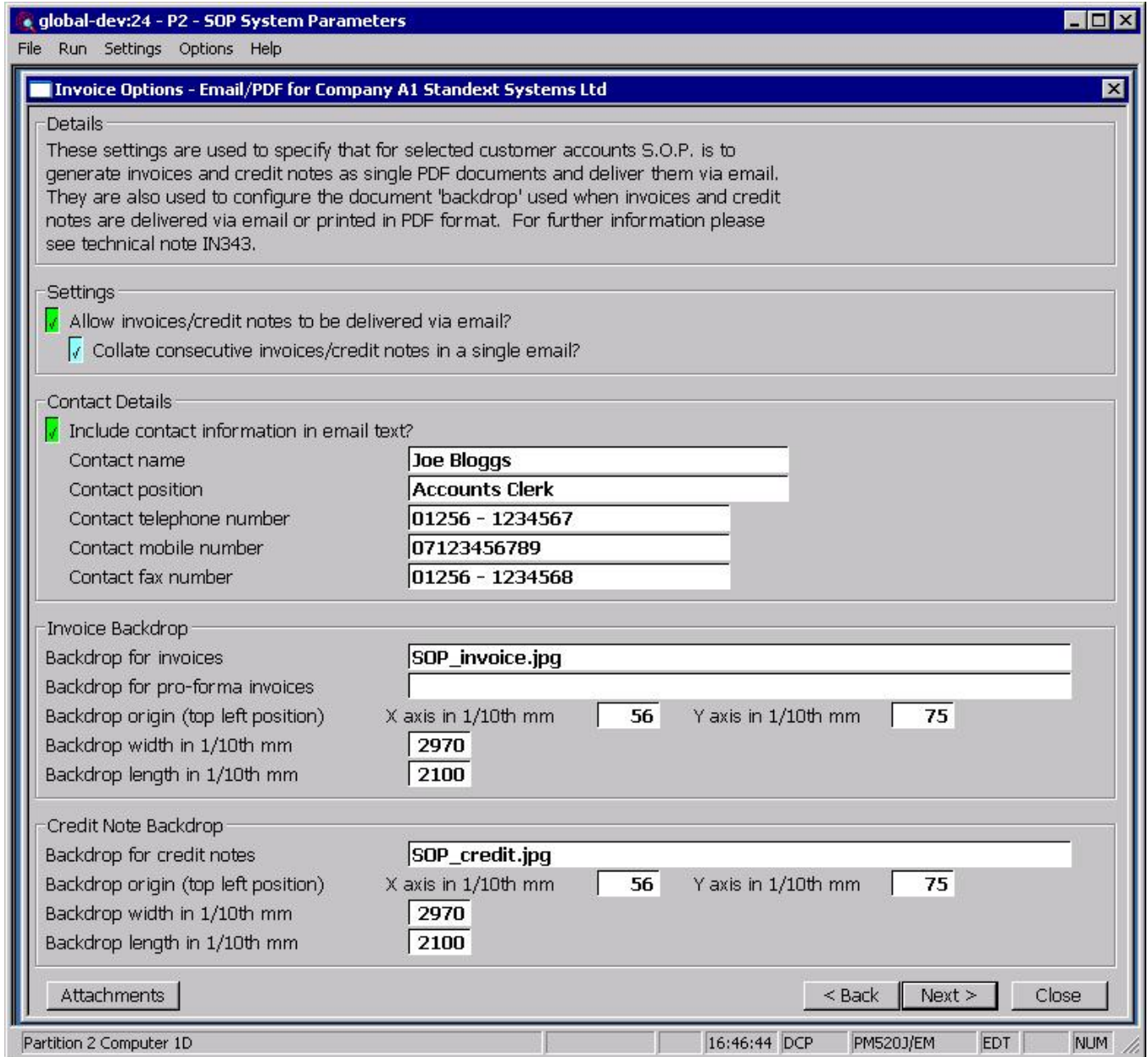
A new system parameter labelled 'Collate invoices/credit notes in a single email' has been provided. When set consecutive invoices or credit notes (for the same customer) are collated in to a single PDF format attachment file and delivered via a single email.

The following limitations should be noted:

- Only consecutive documents for the same customer account are collated, it is therefore advised that invoices and credit notes are produced in customer account sequence (to do so select the 'Customer Account' option in invoice/credit note print and leave the customer code blank in the selection window).
- Only documents generated in the same invoice/credit note run are collated.
- For practical reasons (attachment file size etc) SOP limits the number of invoices or credit notes that can be collated in to a single email to 250.
- The name of the PDF format attachment file containing collated invoices or credit notes is always the reference number of the first document within the file.

Author	DCP	
Project	ZS60_000164.doc	
Version	1.0	2 of 4

System Maintenance, SOP, Invoice Options – PDF/Email



Collate consecutive invoices/credit notes in a single email?

Set this if SOP is to collate invoices or credit notes as a single PDF format document (per customer) when they are delivered via email.

When the email is created the subject is automatically set to “Invoices from cccccccccccccccccccccccccccccccccccc” where ‘ccccccccccccccccccccccccccccccccccc’ is the company name. The text of the email is set to “Please find attached invoices xxxxxxxx” where ‘xxxxxxx’ is a list of the invoice numbers included in the PDF format attachment file. For credit notes the word ‘Invoice’ is replaced with ‘Credit Note’.

Author	DCP
Project	ZS60_000164.doc
Version	1.0
	3 of 4

Note The following limitations apply:

- Only consecutive documents for the same customer account are collated, it is therefore advised that if this option is used invoices and credit notes are produced in customer account sequence.
- Only documents generated in the same invoice/credit note run are collated.
- For practical reasons (attachment file size etc) SOP limits the number of invoices or credit notes that can be collated in to a single email to 250.
- The name of the PDF format attachment file containing collated invoices or credit notes is always the reference number of the first document within the file.

Author	DCP		
Project	ZS60_000164.doc		
Version	1.0		4 of 4