Global 3000
Service Pack Note

SOP - Collate PDF Format
Invoices/Credit Notes

Author	DCP	
Project	ZS60_000232.docx	
Version	1.0	1 of 3

INTRODUCTION
This service pack provides the ability to collate invoices and credit notes printed in PDF format in to a single PDF file.

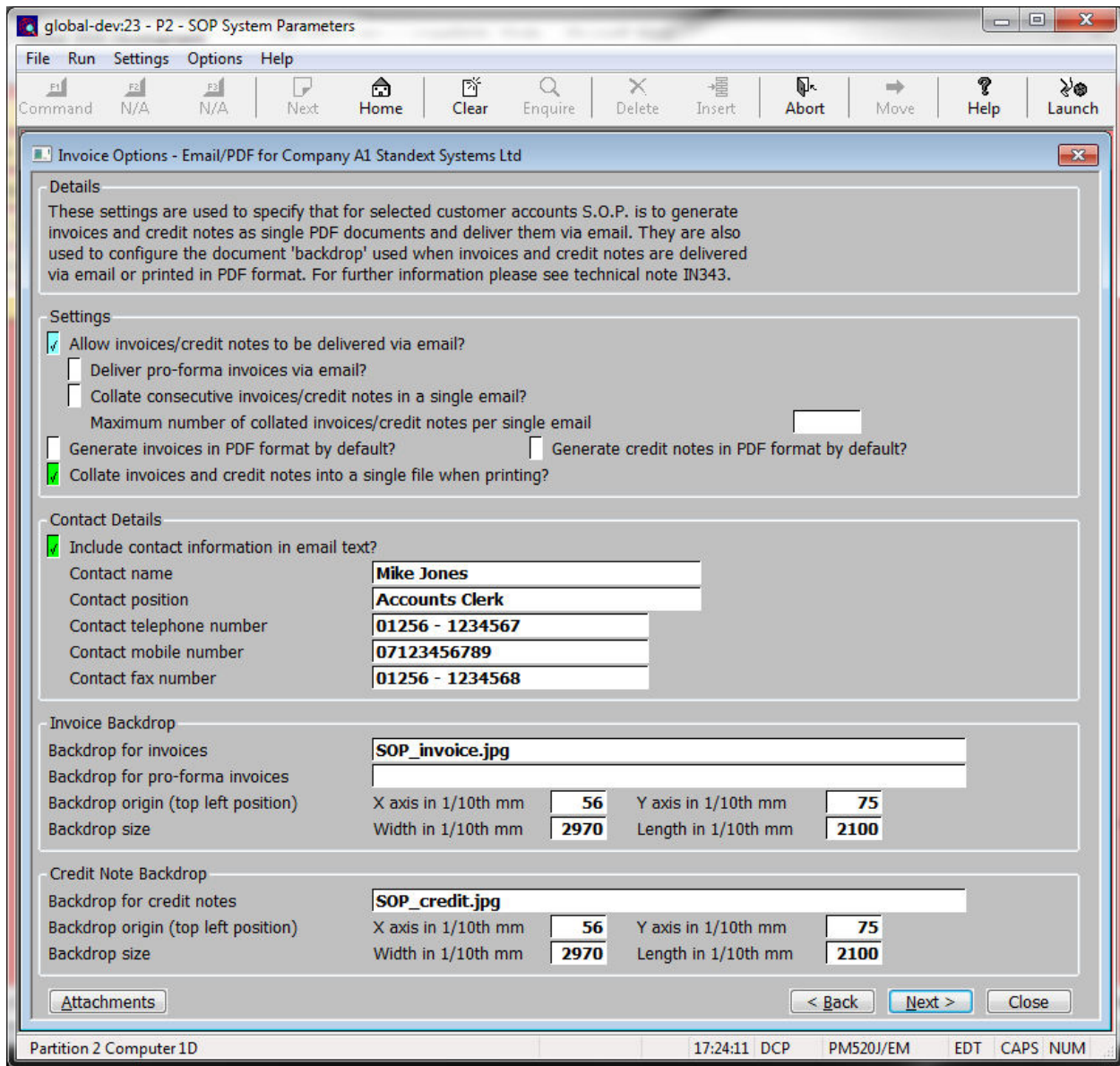| |
|---|
| A new system parameter labelled 'Collate PDF format invoices and credit notes into a single file when printing' has been introduced. When set PDF format invoices and credit notes (for the entire run) are collated in to a single file. |

The following limitations should be noted: • Documents for customers configured to receive them via email are collated based on separate system parameters. • Only documents generated in the same run are collated. • The name of the PDF format file containing collated statements is always set to "Collated_invoices_ddmmyyyy" or "Collated_credits_ddmmyyyy" where ddmmyyyy is the date of the invoice/credit note run.

DOCUMENTATION CHANGES

System Maintenance, SOP, Invoicing Options, Invoice Options – PDF/Email

Collate PDF format invoices/credit notes into a single file when printing?	Set this if PDF format invoices (including pro-forma invoices) and credit notes are to be collated in a single file when they are printed. If this is not set a separate PDF document is generated for each individual invoice, pro-forma invoice or credit note.
Note	The following limitations apply:

- Documents for customers configured to receive them via email are collated based on separate system parameters.

- Only documents generated in the same invoice/credit note run are collated.

- The name of the PDF format file containing collated documents is always set to "Collated_invoices_ddmmyyyy" or "Collated_credits_ddmmyyyy" where ddmmyyyy is the date of the run.

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