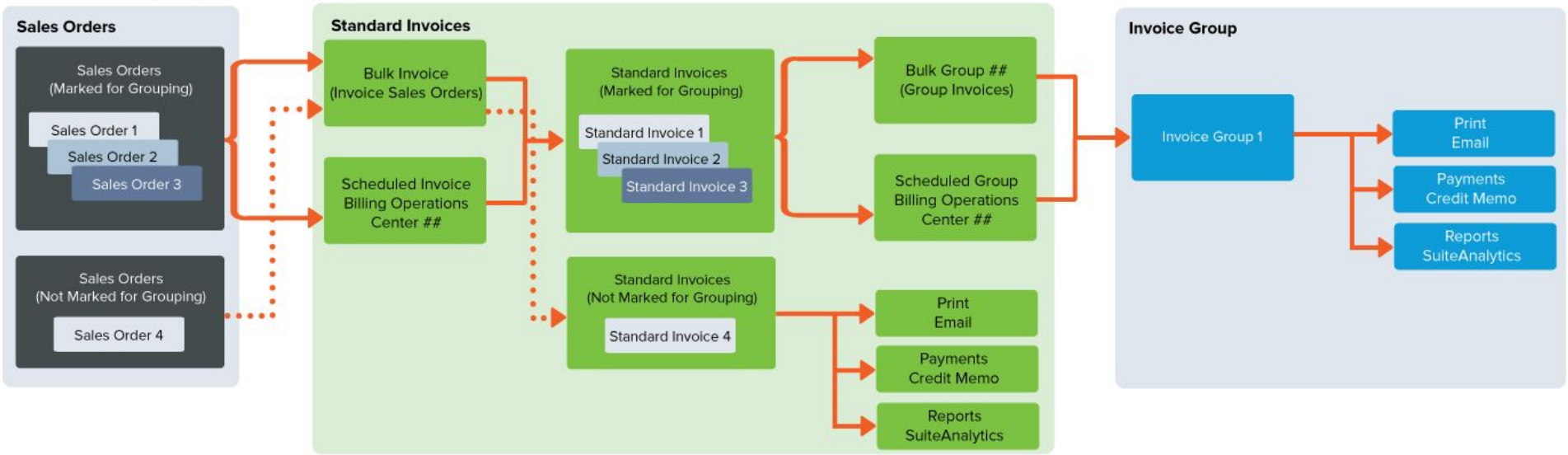


Netsuite Invoice Grouping

RMNSUG - March 2022

Mike Kachline <mkachline@gmail.com>

Customer: Local Oragnics (Marked for Grouping)



What are Invoice Groups? Why use them?

Simplifies Customer Invoicing.

- Single document listing content from multiple invoices.
- Allows single Payment for multiple invoices.
- NOT GL Impacting (sub-invoices still are.)
- Works“along-side” standard invoicing.

RMNSUG GB Demo
Caitlyn Klipsch
Suite Success Company
98 Professor's Row
Medford MA 02155
United States

Invoice Group #INVG000012

3/13/2022

Bill Address

Consolidated Trucking Co.
800 W Beverly Blvd
Montebello CA 90640
United States

Amount Paid	\$0.00
Amount Due	\$9,624.00
Total Amount	\$9,624.00

Primary Information

Customer	Transaction Date	Terms	Due Date	Subsidiary	Currency
Consolidated Trucking Co.	3/13/2022	Due on receipt	3/13/2022	Parent : United States - West	US Dollar

Invoice Group Summary

Invoice Number	Invoice Date	Amount
Invoice #INV660	3/13/2022	\$2,406.00
Invoice #INV661	3/13/2022	\$2,406.00
Invoice #INV662	3/13/2022	\$2,406.00
Invoice #INV663	3/13/2022	\$2,406.00

Invoice Group Detail

Invoice Number	Seq Num	Item	Item Rate	Quantity	Gross Amount
Invoice #INV660	1	N I N _ S A A S License A	\$2,400.00	1	\$2,400.00
Invoice #INV660	2	C A _ A L A M E D A CO	0.25%		\$6.00
Invoice #INV661	1	N I N _ S A A S License A	\$2,400.00	1	\$2,400.00

Invoice Groups - Group By What?

- By Customer (Default Behavior)
- By PO # (Netsuite Preferred Method)
- BillTo Address (Implied Grouping)
- Employee, Billable Type (Global Preferences)

Group Invoices More

Filters

CUSTOMER * INVOICE DATE ON OR BEFORE

Options

GROUPED BY PO #

Additional

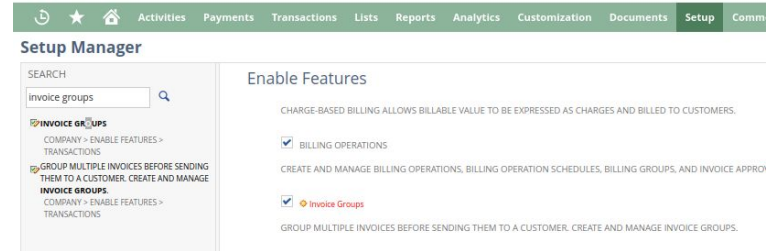
DATE

Customize

GROUP	INVOICE #	ORDER #	INVOICE DATE	CUSTOMER	SUBSIDIARY	CURRENCY	TERMS	PO #	GROUP INDICATOR ▲
<input type="checkbox"/>	INV681		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt	z	1
<input type="checkbox"/>	INV682		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt	z	1
<input type="checkbox"/>	INV683		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt	a	2
<input type="checkbox"/>	INV675		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt	x	3
<input type="checkbox"/>	INV676		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt	x	3
<input type="checkbox"/>	INV677		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt	y	4
<input type="checkbox"/>	INV678		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt	y	4
<input type="checkbox"/>	INV679		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt	y	4
<input type="checkbox"/>	INV680		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt	z	5
<input type="checkbox"/>	INV671		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt		6
<input type="checkbox"/>	INV672		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt		6
<input type="checkbox"/>	INV673		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt		6
<input type="checkbox"/>	INV674		3/13/2022	Consolidated Trucking Co.	United States - West	US Dollar	Due on receipt		6

Invoice Groups - Setup Cheat Sheet

- Page: Enable Features | Transactions | “Invoice Groups”
- Page: Invoicing Preferences
- Page: Auto-Generated Numbers | Document Numbers
- CHECK “Group Invoices” on Customer Records (Financials subtab)
- Page: Advanced PDF | Set/Update “Preferred” PDF template.
- Review Customer “Statement” PDF template.



Setup Manager

SEARCH

invoice groups

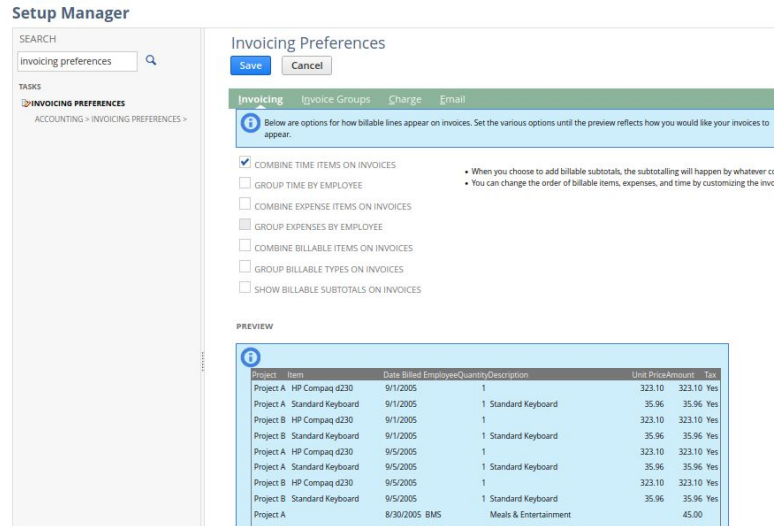
INVOICE GROUPS
COMPANY > ENABLE FEATURES > TRANSACTIONS
GROUP MULTIPLE INVOICES BEFORE SENDING THEM TO A CUSTOMER. CREATE AND MANAGE INVOICE GROUPS.
COMPANY > ENABLE FEATURES > TRANSACTIONS

Enable Features

CHARGE-BASED BILLING ALLOWS BILLABLE VALUE TO BE EXPRESSED AS CHARGES AND BILLED TO CUSTOMERS.

BILLING OPERATIONS
CREATE AND MANAGE BILLING OPERATIONS, BILLING OPERATION SCHEDULES, BILLING GROUPS, AND INVOICE APPROVALS.

Invoice Groups
GROUP MULTIPLE INVOICES BEFORE SENDING THEM TO A CUSTOMER. CREATE AND MANAGE INVOICE GROUPS.



Setup Manager

SEARCH

invoicing preferences

TASKS

INVOICING PREFERENCES
ACCOUNTING > INVOICING PREFERENCES >

Invoicing Preferences

Save Cancel

Invoicing Invoice Groups Charge Email

Below are options for how billable lines appear on invoices. Set the various options until the preview reflects how you would like your invoices to appear.

COMBINE TIME ITEMS ON INVOICES
 GROUP TIME BY EMPLOYEE
 COMBINE EXPENSE ITEMS ON INVOICES
 GROUP EXPENSES BY EMPLOYEE
 COMBINE BILLABLE ITEMS ON INVOICES
 GROUP BILLABLE TYPES ON INVOICES
 SHOW BILLABLE SUBTOTALS ON INVOICES

When you choose to add billable subtotals, the subtotalling will happen by whatever currency you choose.
You can change the order of billable items, expenses, and time by customizing the invoice.

PREVIEW

Project	Item	Date Billed	Employee	Quantity	Description	Unit Price	Amount	Tax
Project A	HP Compaq d230	9/12/2005		1		323.10	323.10	Yes
Project A	Standard Keyboard	9/12/2005		1	Standard Keyboard	35.96	35.96	Yes
Project B	HP Compaq d230	9/12/2005		1		323.10	323.10	Yes
Project B	Standard Keyboard	9/12/2005		1	Standard Keyboard	35.96	35.96	Yes
Project A	HP Compaq d230	9/5/2005		1		323.10	323.10	Yes
Project A	Standard Keyboard	9/5/2005		1	Standard Keyboard	35.96	35.96	Yes
Project B	HP Compaq d230	9/5/2005		1		323.10	323.10	Yes
Project B	Standard Keyboard	9/5/2005		1	Standard Keyboard	35.96	35.96	Yes
Project A		8/30/2005	BMS		Meals & Entertainment		45.00	

Creating Invoice Groups

1. CHECK “For Invoice Grouping” on SO’s.
2. Page: Billing Operations
 - a. CHECK “Group Invoices” Option

OR

3. Create your Invoices First
4. Page: Group Invoices

Sales Order Form

Sales Information

SALES REP Will Clark	DISCOUNT ITEM	START DATE
SALES EFFECTIVE DATE 4/26/2021	DISCOUNT RATE	END DATE
DOCUMENT DATE 3/3/2022	SOURCE CSV	<input type="checkbox"/> FOR INVOICE GROUPING
TRANSACTION NEXT APPROVER	TRANSACTION APPROVAL STATUS	<input type="checkbox"/> IS DELEGATED

Items Billing Shipping Accounting Relationships Communication Related Records System Information EET Approver List

ALLOW CROSS-CYCLICARY FULFILLMENT ENABLE ITEM TIME SHIPPING

Billing Operation

Primary Information

DESCRIPTION Billing Ops Run	NEXT BILL RUN AS OF DATE * 3/13/2022
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Billing Operation Options

<input checked="" type="checkbox"/> CREDIT MEMO RUN	<input type="checkbox"/> GROUP INVOICES
<input checked="" type="checkbox"/> BILL RUN	<input type="checkbox"/> DO NOT APPLY GROUPING FOR BILL RUN
<input type="checkbox"/> BILL RUN (OFF-CYCLE ONLY)	

Managing Invoice Groups

- Page: Invoice Group List
- Add/remove invoices from an existing group.
- Applying Payments+Discounts to the Invoice Group
- Scripts and Workflows are available.
- Saved Searches + Analytics Available
- Can be shown on A/R Aging

Custom A/R Aging Detail [View Summary](#)

CUSTOMER	TRANSACTION TYPE	DATE	P.O. NO.	INVOICE GROUP NUMBER	DOCUMENT NUMBER	DUE DATE	AGE	OPEN BALANCE
Total - Cold River Supply Co.								\$10,800.00
Consolidated Trucking Co.								
	Invoice	2/13/2022			INV628	2/13/2022	28	\$9,383.40
	Payment	3/7/2022			PYMT473	3/7/2022	6	(\$501.25)
	Payment	3/7/2022			PYMT474	3/7/2022	6	(\$501.25)
	Invoice	3/13/2022		Invoice Group - INVG000003	INV639	3/13/2022	0	\$2,406.00
	Invoice	3/13/2022		Invoice Group - INVG000007	INV641	3/13/2022	0	\$2,406.00
	Invoice	3/13/2022		Invoice Group - INVG000007	INV642	3/13/2022	0	\$2,406.00
	Invoice	3/13/2022		Invoice Group - INVG000007	INV643	3/13/2022	0	\$2,406.00
	Invoice	3/13/2022		Invoice Group - INVG000007	INV644	3/13/2022	0	\$2,406.00

Invoice Groups

VIEW

FILTERS

STYLE

EDIT VIEW	INTERNAL ID *	INVOICE GROUP #	CUSTOMER	TERMS	SUBSIDIARY	CURRENCY	DATE	DUE DATE	STATUS	MEMO	AMOUNT (FOREIGN CURRENCY)
Edit View	1	1	Consolidated Trucking Co.		United States - West	US Dollar	3/25/2022	3/25/2022	Open		1,203.00
Edit View	2	INVG000002	Consolidated Trucking Co.		United States - West	US Dollar	3/13/2022	3/13/2022	Open		4,794.00
Edit View	3	INVG000003	Consolidated Trucking Co.	Due on receipt	United States - West	US Dollar	3/13/2022	3/13/2022	Open		2,406.00
Edit View	4	INVG000004	Consolidated Trucking Co.	Due on receipt	United States - West	US Dollar	3/13/2022	3/13/2022	Paid In Full		6,015.00

Invoice Group Caveats

- Max of 100 invoices per group
- DueDates and Payment Terms must be consistent across Grouped Invoices
- Closed Accounting Periods make Invoice Group Modification challenging.
- Cannot “CreditMemo” an Invoice Group (Must Credit individual Invoices.)
- No CSV Import/Update // No “Mass Update”
- “Analytics” searches are not very helpful (Use Saved Search instead.)
- Finding “Invoice Group” from “Invoice” record is difficult.

More Information

- Search Netsuite Help for “Invoice Groups Overview”

The screenshot shows the Oracle NetSuite Help Center interface. At the top, there is a search bar and navigation tabs for SuiteAnswers, Developers, Videos, Training, SuiteApps, User Guides, and New Release. The main content area is titled 'Invoice Groups Overview' and includes a breadcrumb trail: Order Management > Billing and Invoices > Invoices > Invoice Groups Overview. The page content describes the Invoice Groups feature, its setup, and management. It explains that the feature allows grouping invoices for customers to meet their expectations. Key points include: each customer can have multiple invoice groups; enabling the feature requires checking the 'Group Invoicing' subtab and the 'For Invoice Grouping' box on sales orders; eligible invoices do not need associated sales orders; and invoice groups do not post to the general ledger. The page also mentions applying payments to invoice groups and user permissions.

ORACLE NETSUITE Help Center Search

Home SuiteAnswers Developers Videos Training SuiteApps User Guides New Release

Choosing an invoice type

Home > Order Management > Billing and Invoices > Invoices > Invoice Groups Overview

Invoice Groups Overview

The Invoice Groups feature lets you group invoices for your customers. It gives you greater customer's expectations for how and when they receive invoices by combining multiple invoices.

Each customer can have multiple invoice groups.

After enabling the Invoice Groups feature for a customer, you must check the **Group Invoicing** subtab of the customer record. If you have a sales order for which you do not want the invoice, clear the **For Invoice Grouping** box. If there is a sales order associated with an invoice you want to group, the **For Invoice Grouping** box must be checked on the sales order.

An invoice that is eligible for grouping is not required to have an associated sales order. It does not always have a sales order include invoices generated from subscription or projects and NetSuite.

An invoice group does not post to the general ledger. Any general ledger posting occurs for part of the group.

You can apply payments to an invoice group. Payments are applied to all the invoices that support both full and partial payments for invoice groups. When accepting a partial payment group to which you want to apply the payment. Invoice groups also support the Consolidated information, see [Consolidated Payments](#).

Each user has one set of permissions and restrictions for accessing invoice groups. Invoice restrictions from the invoice that are in the group. If there are fifty invoices in an invoice group...

- Invoice Groups Workflow Diagram
- Invoice Groups Statuses and State Transitions
- Invoice Groups and Installments
- Invoice Groups Setup
- Invoice Groups Management
 - Billing Operations
 - Billing or Invoicing a Sales Order
- Invoicing Billable Customers
 - Show the Customer Account Balance Due on Invoice
 - Displaying Deposit Balance on Customer Statement
- Progress Invoices
- Billing Costs to Customers
- Customer Statements
- SuiteBilling
- Advanced Billing
- Advanced Billing and Advanced Shipping
- Electronic Invoicing