

# FINANCE - INVOICE GENERATION

## Restricted Access

This area requires a **Finance** license to access.

**Users, Super Users, Owners** and **Internal Users** can view the data within this area.

## Navigating the Invoice Generation

In SmartVend, under the **Finance** header in the main menu, you'll find the **Invoice Generation** section. This screen provides several filters, allowing you to focus on specific groups, sites, and machines.

Once you've applied the desired filters, the machine table will automatically update to reflect the selected criteria, showing the relevant machines for which invoices can be generated.

## Navigating The Machine Table - Group Filter

In the **Invoice Generation** section of SmartVend, under the filters, you'll find a machine table organised into three tabs: **Groups**, **Sites**, and **Machines**. By default, the table is set to the **Groups** tab.

Within the **Groups** tab, the following information is displayed:

- **Group Name:** The name of the group.
- **Parent Group:** The group that the current group is part of.
- **Hierarchy Type:** The specific type or structure of the hierarchy within the group.
- **Group Type:** The category or classification of the group.
- **Number of Sites:** The total number of sites associated with the group.
- **Number of Machines:** The total number of machines within the group.

This breakdown helps in managing and generating invoices for different organisational levels.

Group Name	Parent Group	Hierarchy Type	Group Type	Number of Sites	Number of Machines
Group 1	All Sites	Structural Hierarchy	Customer	10	10
Group 2	All Sites	Structural Hierarchy	Customer	9	11
Group 3	All Sites	Structural Hierarchy	Customer	14	14

In the **Invoice Generation** section of SmartVend, you can select all groups within the **Groups** tab filter by clicking the checkbox icon located at the top of the table. Alternatively, you can select individual groups by ticking the checkbox next to each row corresponding to the group you wish to select. This feature allows you to easily manage multiple groups for invoice generation.

Group Name	Parent Group	Hierarchy Type	Group Type	Number of Sites	Number of Machines
<input checked="" type="checkbox"/> Group 1	All Sites	Structural Hierarchy	Customer	10	10
<input checked="" type="checkbox"/> Group 2	All Sites	Structural Hierarchy	Customer	9	11
<input type="checkbox"/> Group 3	All Sites	Structural Hierarchy	Customer	14	14

After selecting at least one group in the Invoice Generation screen, the tab headers will update to display the number of groups, sites, and machines associated with your selected options. This real-time update provides a clear view of the scope of your selection, helping you track how many sites and machines are linked to the chosen groups for more precise invoice generation management.

Group Name	Parent Group	Hierarchy Type	Group Type	Number of Sites	Number of Machines
<input checked="" type="checkbox"/> Group 1	All Sites	Structural Hierarchy	Customer	10	10
<input type="checkbox"/> Group 2	All Sites	Structural Hierarchy	Customer	9	11
<input type="checkbox"/> Group 3	All Sites	Structural Hierarchy	Customer	14	14
<input type="checkbox"/> Group 4	All Sites	Structural Hierarchy	Customer	8	8
<input type="checkbox"/> Group 5	All Sites	Structural Hierarchy	Customer	7	7
<input type="checkbox"/> Sector 1	All Sectors	Customer Hierarchy	Sector	20	20
<input type="checkbox"/> Sector 2	All Sectors	Customer Hierarchy	Sector	11	13
<input type="checkbox"/> Sector 3	All Sectors	Customer Hierarchy	Sector	7	7

## Training Note

In the Invoice Generation screen's Group table, all Group Types will be displayed. This means if a machine is associated with more than one group, it will be counted in each relevant group. As a result, machines can appear multiple times, reflecting their association with different groups, ensuring comprehensive tracking across all groupings.



## Navigating The Machine Table - Sites Filter

In the **Sites** tab of the Invoice Generation screen, you can view the following details for each site:

- **Site Reference:** A unique identifier for the site.
- **Site Name:** The name of the site.
- **Site Type:** The classification or category of the site.
- **Head Office Reference:** The reference number for the associated head office.
- **Head Office Name:** The name of the associated head office.
- **Address:** The physical address of the site.
- **Postcode:** The postal code for the site.
- **Number of Machines:** The total number of machines at that site.

This information helps you track and manage site-specific data effectively during invoice generation.

Site Reference	Site Name	Site Type	Head Office Reference	Head Office Name	Address	Postcode	Number of Machines
<input type="checkbox"/> Site Reference 1	Site Name 1	Business	Site Reference 17	Site Name 17		B45 8PZ	5
<input type="checkbox"/> Site Reference 18	Site Name 18	Business	Site Reference 17	Site Name 17		B77 9PZ	2

To select all sites within the filter:

1. **Select All Sites:** Click the checkbox icon located in the table header. This will automatically select all sites displayed in the table.
2. **Select Individual Sites:** Alternatively, you can select specific sites by checking the checkbox next to each row in the table.

Once you have made your selections, the tab headers will update to reflect the selected options, showing the total counts of groups, sites, and machines associated with your chosen filters.

Site Reference	Site Name	Site Type	Head Office Reference	Head Office Name	Address	Postcode	Number of Machines
<input checked="" type="checkbox"/> Site Reference 1	Site Name 1	Business	Site Reference 17	Site Name 17		B45 8PZ	5
<input checked="" type="checkbox"/> Site Reference 18	Site Name 18	Business	Site Reference 17	Site Name 17		B77 9PZ	2

## Navigating The Machine Table - Machines Filter

In the **Machines** tab, you can view the following details for each machine:

- **Machine Reference:** The unique identifier for the machine.
- **Machine Name:** The name assigned to the machine.
- **Machine Type:** The category or type of the machine.
- **Site Reference:** The reference ID for the site where the machine is located.
- **Site Name:** The name of the site.
- **Head Office:** The head office associated with the site.
- **Offer Type:** Any promotional or special offer associated with the machine, if applicable.
- **Associated Groups:** Any groups to which the machine is linked.

Machine Reference	Machine Name	Machine Type	Site Reference	Site Name	Head Office	Offer Type	Group
<input type="checkbox"/> Machine Reference 1	Machine Name 1		Site Reference 1	Site Name 1	Site Reference 17		Sector 1: Group 1
<input type="checkbox"/> Machine Reference 10	Machine Name 10		Site Reference 44	Site Name 44	Site Reference 36		Sector 1: Group 1

You can select individual machines by checking the box next to each row, or you can select all machines in the table by using the checkbox icon in the table header.

Machine Reference	Machine Name	Machine Type	Site Reference	Site Name	Head Office	Offer Type	Group
<input checked="" type="checkbox"/> Machine Reference 1	Machine Name 1		Site Reference 1	Site Name 1	Site Reference 17		Sector 1: Group 1
<input checked="" type="checkbox"/> Machine Reference 10	Machine Name 10		Site Reference 44	Site Name 44	Site Reference 36		Sector 1: Group 1

## Partially Selected Groups and Sites

- **Select Specific Items:** Use checkboxes to pick individual groups, sites, or machines for invoicing.
- **Partial Icon:** A dash icon in a checkbox signifies that some but not all of the associated machines or sites under that group or site have been selected. This helps you avoid inadvertently including all associated items if only a subset is intended for invoicing.

Group Name	Parent Group	Hierarchy Type	Group Type	Number of Sites	Number of Machines
<input type="checkbox"/> Group 1	All Sites	Structural Hierarchy	Customer	10	10
<input type="checkbox"/> Group 2	All Sites	Structural Hierarchy	Customer	9	11
<input type="checkbox"/> Group 3	All Sites	Structural Hierarchy	Customer	14	14

**✓ Icon:** Indicates that all machines or sites within the selected group or site have been fully chosen for invoicing. This ensures that every relevant item in that category is included in the invoice.

Group Name	Parent Group	Hierarchy Type	Group Type	Number of Sites	Number of Machines
<input checked="" type="checkbox"/> Group 1	All Sites	Structural Hierarchy	Customer	10	10
<input type="checkbox"/> Group 2	All Sites	Structural Hierarchy	Customer	9	11

## Invoicing Dates

In the Invoice Generation screen, you can configure the following for each invoice run:

1. **Invoice Visits Up To and Including:** Enter the end date of the period for which visits should be included in the invoice. This determines which visits are covered by the invoice.
2. **Invoice Date:** Specify the date that will appear on the invoice and be visible to the customer.
3. **Customer Reference:** Enter a reference or description related to the invoice, such as a project or service description. This field is optional and can be left blank if not needed.
4. **Invoice Type:** Choose from the available options in the dropdown menu to select the type of invoice you want to generate (e.g., All, Contract, Operational).

These settings help tailor the invoice to specific needs and ensure it reflects the correct information for both the service provider and the customer.

After configuring the necessary settings and selecting the machines and invoice type, click on **Generate Invoice** to create the invoice. This will initiate the invoicing process based on the specified criteria.

- **Invoice Generation:** The system will process the selected machines and apply the chosen invoice type to create the invoice.

## Pre-Invoice Warnings

When you select Generate Invoice, you'll be redirected to the **Pre-Invoice Warning** screen. This screen will notify you of any potential issues with the invoice parameters based on the following criteria:

1. **Pending Cash Counts:** If there are pending cash counts for machines within the reporting period, it may impact calculations involving cash, such as payback and cash handling fees.
2. **Negative Sales:** This typically occurs if counters have been entered incorrectly or out of sequence, affecting the accuracy of the sales data.
3. **Existing Pre-Invoice:** If there is already a pre-invoice that will be overwritten by the new one, it will be highlighted as a warning.

### Issues Table

- The issues table will display any machines or parameters causing warnings, along with brief explanations for each issue.
- You can export this list to Excel by selecting "Export Issues" on the left side of the screen.

You should review these warnings to ensure all data is accurate before proceeding with raising or finalising the invoice.

Issues	Include
Machine Reference 7: Pending Cash Counts Invoicing Period	<input type="checkbox"/>

When Pre-Invoice Warnings are displayed, you have three options:

1. **Go Back to Fix the Warnings:** Return to the invoice generation process to address and resolve any issues before generating the invoices again.
2. **Generate All of the Invoices with the Machines Included:** Proceed with generating the invoices, including all machines, despite the warnings.
3. **Generate All of the Invoices with the Machines Excluded:** Proceed with generating the invoices, excluding the machines with warnings.

If you choose to proceed with generating the invoices, select **Generate**. After doing so, you'll be redirected to the **Invoice List** screen, where the system will process the invoices.