



# Limousine Management Systems

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## Multi Run Invoices (Multiple Invoices)

### SUMMARY

Multi Run Invoices is designed to allow the user to take all the reservations within a selected date range and group them together on one invoice.

Multi Run Invoice can be created for selected customers and/or by group or for all the customers within the selected date range, and with or without the routing and/or the details for each run.

### HOW TO CREATE A MULTI RUN INVOICE

1. A Multi Run Invoice can be created from two areas of the program.
  - a. To create a Multi Run Invoice in Accounts, click on **Accounts** on the upper menu or side icon tool bar, click on **Accounts Receivable, Invoices and Multi Run Invoices**.
  - or
  - b. To create a Multi Run Invoice in Reservations, click on **Reservations** on the upper menu or side icon toolbar, **Print** and click on **Multiple Invoices**.
2. An **Invoice Processing** window will appear. Enter the starting and ending dates or select the dates from the pull-down calendar for the billing period.
3. Under **Selection Criteria** there are several options.
  - a. **Open, Closed or Both Reserves? [O/C/B]** allows the users to select which type of reservations to include.
  - b. **Include Invoices with 0 balances?**
  - c. **Assign Invoice Numbers?** A check mark in this box indicates that all the invoices (reservations) that fit the selected date range and criteria, are to be grouped together and assigned a multi run invoice number. This multi run invoice number now represents all of the invoices (reservations) and “locks” them together. If the user tries to run another multi run invoice that includes the date range of the invoices that were already “locked” and assigned a multi run invoice number, the “locked” invoices would not be included in the new multi run invoice. If the user would like to “unlock” the reservations, please refer to the section titled “Deleting a Multi Run Invoice Number”.
  - d. **Selected Customers?** allows the user to select the customer(s).
  - e. **Select By Group?** allows the user to run a multi run invoice by group if a group number has been assigned.
  - f. **Include Routing?** allows the user to include the routing on the invoice.

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- g. **Detailed Listing?** allows the user to include more details about each invoice.
4. Once the criteria have been selected for the multi run invoice, click on **Proceed**.
5. If **Selected Customers?** is checked a customer table will open to select the customer(s). Click on the customer's name then click on **Toggle Selected**. Do this procedure for each customer. If the user would like to remove a previously selected customer, highlight that customer and click on **Toggled Selected** again to unselect. When all the customer selections have been made, click on **Process**.
6. The multi run invoice can be sent to the **Screen, Printer, Fax or E-mail**.

#### **DELETING A MULTI RUN INVOICE NUMBER**

1. If the user has previously assigned a multi run invoice number to a group of invoices (reservations) and would like to "un-assign" or delete that number, click on **Reservations** on the upper menu or side icon toolbar.
2. Click on **Utility**, and then click on **Multi Invoice Browse**.
3. A **Multi Invoice Browse** window will open. The **Invoice Number** is the multi run invoice number that represents the individual invoices (reservations) that have been grouped together. The **Invoice Date** is the date that the multi run invoice was created.
4. Highlight the multi run invoice. The user can now view all the invoices (reservations) that are included in the multi run invoice. To delete the multi run invoice number, and click on **Delete Invoice**. This procedure will *not* delete the individual invoices (reservations) that are grouped together under the multi run invoice number.
5. A window will appear to confirm the deletion of the multi run invoice, click on **Yes**.

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