How to Generate a Device Lease Invoice

- On the Menu panel, click the Lease menu. This will open the Leases Search screen.
 Click Lease Billing toolbar button. This will open the Lease Billing screen.

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	Condition	From			То					Condition	From			То		
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Bill To Customer:	Between	000100507	8		0001005078			Invoice D)ate:	Equals	01/28/2016					
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0001005078	Customer	A	0001005078	Custo	mer A	0001	Tank A		1234 Mair	n St.	0001 - Fort Wayne	Tank	103188	75.00	75.00	



7. Enter a valid Batch Number.

8. Click the Submit toolbar button. The 'This may take a while' alert message will prompt.

Batch Number	~ X
Submit Cancel	
Details	
Enter Batch Number for the Invoices:	01
⑦ Ø Q Ready	





9. Click the OK button on the alert message.

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10. Once the process has been completed, an alert message about the outcome of the process will be displayed. Click the OK button on the message.



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All Invoices were successfully created.

ОК

11. If there are records that failed during the process, the message below will display. Clicking the **OK button** will open the **Failed Lease Billing(s)** screen which lists down all the records that failed to process, as well as the reason for its failure.



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Not all Lease Invoices are created successfully. Click OK to display them in the grid. You should click the Print button to print and review them. Failed Invoices are displayed along with their Fail Reason.



- 12. After successfully generating an invoice, Device Lease Billed will be displayed on the Consumption Sites > Event History tab, and the Lease > Last Lease Billing Date field will be updated and display the invoice date.
- 1. On the Menu panel, click the Lease Billing menu. This will open the Lease Billing screen.

Details												
Selection Criteria												
	Condition	From		То			C	ondition	From		То	
Billing Month:	Between		~		~	Lease Start	Date: /	As of				
Bill To Customer:	Between					Invoice Date	e: [quals		1110		
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Bill To Customer No	Bill To Cust	omer Na	Site Cust	tomer	Site Custo	mer Name	Site N	Site Descri	ption	Site Address		Site Loca

2. Enter the Invoice Date. This is a required field.

3. Filter the records in the grid using the fields in the Selection Criteria panel.

Selection Criteria										
	Condition	From	То			Condition	From		То	
Billing Month:	Between	1 v	1	~	Lease Start Date:	As of			01/28/2016	
Bill To Customer:	Between	0001005078	0001005078		Invoice Date:	Equals	01/28/2016	1		
Location:	0001 - Fort	Wayne ×		~	Consolidate Multi	ple Devices:				

4. Click the Search toolbar button. The grid will display records based on the filters used in step 3.

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This may take a while.



8. Click the OK button on the alert message.

9. Once the process has been completed, an alert message about the outcome of the process will be displayed. Click the OK button on the message.



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All Invoices were successfully created.



10. If there are records that failed during the process, the message below will display. Clicking the OK button will open the Failed Lease Billing(s) screen which lists down all the records that failed to process, as well as the reason for its failure.



Not all Lease Invoices are created successfully. Click OK to display them in the grid. You should click the Print button to print and review them. Failed Invoices are displayed along with their Fail Reason.



11. After successfully generating an invoice, the Event-020 will be displayed on the Consumption Sites > Event History tab, and the Lease > Last Lease Billing Date field will be updated and display the invoice date.

1. On the Menu panel, click the Lease Billing menu. This will open the Lease Billing screen.

Condition From To Billing Month: Between Image: Condition From To Bill To Customer: Between Image: Consolidate Multiple Devices: To To Bill To Customer No. Bill To Customer Name Site Customer Name Site No. Site Description Site Address Site Lo	Condition From To Condition From To silling Month: Between Image: Condition From Image: Condition Image: Condit Image: Condition Image: Conditioo	Condition From To Condition From To Billing Month: Between Image: Condition From To Bill To Customer: Between Image: Condition From Image: Condition Bill To Customer: Between Image: Condition From Image: Condition From Image: Condition Condition Between Image: Condition Image: Condition From Image: Condition Image: Condition Solution Between Image: Condition Site Customer No. Site Cus	Condition From To Condition From To alling Month: Between Image: Condition Between Image: Condition Steven Image: Condition Ste
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4			
4			

3. Filter the records in the grid using the fields in the Selection Criteria panel.

Selection Citteria										
	Condition	From		То			Condition	From	То	
Billing Month:	Between	6	~	6	~	Lease Date:	Between	01/01/2015	12/30/2015	•
Bill To Customer:	Between	000000023		000000023		Invoice Date:	Equals	06/24/2015		
Consolidate Multiple De	evices: 🛅									

4. Click the Search toolbar button. The grid will display records based on the filters used in step 3.



5. Click the Generate Invoice toolbar button. This will open the Batch Number screen.



6. Enter a valid Batch Number.

7. Click the Submit toolbar button. The 'This may take a while' alert message will prompt.

Batch Number		×
Submit Cancel		
Enter Batch Number for the Invoices:	1]
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This may take a while.		
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- 8. Click the OK button on the alert message.
- 9. Once the process has been completed, an alert message about the outcome of the process will be displayed. Click the OK button on the message.

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1	All Invoices were successfully created.
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10. If there are records that failed the process, this message below will display. Clicking the OK button will open the Failed Lease Billing(s) screen which lists down all the records that failed the process, as well as the reason for its failure.



 After successfully generating an invoice, the Event-020 will be displayed on the Consumption Sites > Event History tab, and the Lease > Last Lease Billing Date field will be updated and display the invoice date. 1. On the Menu panel, double click the Lease Billing menu. This will open the Lease Billing screen.

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6. Enter a valid Batch Number.

7. Click the Submit toolbar button. The 'This may take a while' alert message will prompt.

Batch Number	× ×
Submit Cancel	
Enter Batch Number for the Invoices:	1
😮 😟 🏆 Ready	
iRely i21	×
This may take a while.	
ОК	

- $\boldsymbol{8.}$ Click the \boldsymbol{OK} button on the alert message.
- 9. Once the process has been completed, an alert message about the outcome of the process will be displayed. Here is a sample message.

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All Invoices were succes	ssfully created.
ОК	

10. If there are records that failed the process, this message below will display. Clicking the OK button will open the Failed Lease Billing(s) screen which lists down all the records that failed the process, as well as the reason for its failure.



11. After successfully generating an invoice, the Event-020 will be displayed on the Consumption Sites > Event History tab, and the Lease > Last Lease Billing Date field will be updated and display the invoice date.