

# One invoice for many orders

If necessary to issue one invoice for several Client orders, there are 2 approaches:

1. One invoice for several selected orders
2. [Add each order one by one to the outgoing invoice](#)

## 1. One invoice for several selected orders

1. Open **the Client order filter**;
2. Mark **Outgoing invoice - Not issued**;
3. Selects **the Client to whom invoices for orders must be issued**;
4. Confirm the filter.

1 Client orders

Template [None]

Search No.(s) %10189  Search %ND3393

General status Offer  Transport type

Status  Errors in data

2  Outgoing invoice No invoice  Incoming invoice Not linked

Cargo manager  Client manager

3  Client EKG Cargo

Carrier

Sender  Consignee

Load.addr.postal code  Deliv.addr.post.code

Direction Export  Temp.regime

ADR  Canceled orders

Warnings  POD Not

Date order This Year from 01.01.2022 to 31.12.2022

Trip type  Truck

In list show first 10 k records

4 Prepare Cancel

5. Press the **Muti select** button ;
6. While holding the **Ctrl key with the mouse**, mark the orders for which an invoice must be created;
7. Press the **Functions** button ;
8. Chooses to create an outgoing invoice for marked orders;
9. Selects **New invoice**, if a new invoice needs to be created, or selects an invoice **already created** for this **client**;
10. **Save** - a prepared invoice will open.

Read about further steps [here](#) .

The screenshot shows a software interface with a menu bar at the top and a context menu open over a list of records. The menu bar includes icons for 'Multiselect' (5), 'Delete' (7), 'Functions', 'Columns', 'Relate', 'Print', 'Mail', 'View', and 'Book'. The context menu contains options: 'Copy order', 'Open trip', 'Open invoice', 'Open service', 'Address printing', 'Change manager commission % for selected orders', 'For selected orders change field: The invoice is ready for issue', and 'Create invoice for selected orders' (8). The list of records has columns 'No.', 'Date', and 'C' (Cargo). Several rows are highlighted in blue, with 'K10129' (6) being the most prominent.

No.	Date	C
K10173	11.03.2022	EKG Cargo
K10170	17.02.2022	EKG Cargo
K10129	28.06.2021	EKG Cargo
K10117	05.03.2021	EKG Cargo
K1003	20.04.2020	EKG Cargo
K1005	20.04.2020	EKG Cargo
K1006	20.04.2020	EKG Cargo
K39	04.12.2019	EKG Cargo

The screenshot shows a dialog box titled 'Create new invoice'. It has two input fields: 'Invoice' (10) with a dropdown menu showing '(New invoice)' and 'Selected orders' with a text box containing 'Selected 3 orders'. At the bottom right, there are 'Save' (11) and 'Cancel' buttons.

## 2. Add each order one by one to the outgoing invoice

1. Open the **Client order** , which will be added as the first in the combined invoice to the Client.
2. Selects **Create a new invoice** and save.
3. Open the next **order of the same Customer** , which must be added to the combined invoice, and select Add to invoice no. .... (this time the invoice previously created for the Customer will be visible here).

The screenshot shows a software interface with a top bar containing fields for 'Income from client' (150.00 EUR), 'Payment' (30 days), 'VAT Rate' (21%), 'Send invoices' (By mail), and 'Send POD' (By mail). Below this is an 'Invoice' section with a table of 'Packs' and a table of 'Service' details. A context menu is open over the 'Packs' table, showing options: 'Make a new invoice' (1), 'Create new advance invoice ... Izveidot jaunu self-billing rēķinu...' (2), 'No invoice for the order', and 'Add to Invoice No: LVAO2029 Date: 07.09.2022 Currency: EUR' (3).

Packs	Size	Bruto	Ldm	Volume	Charg.wt.	Cargo
2 EPLL	L:1.20 W:0.80 H:1.80		0.80	3.456	1480.00	

#	Service	Income	Trip/Exp.no.	Transport No.	Load.date	Delivery.d
	LV-1084_Riga -> LV-1005_Riga	150.00	TW12-2	HH 1234/RR 1234	21.04.2020	28.04.2020

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