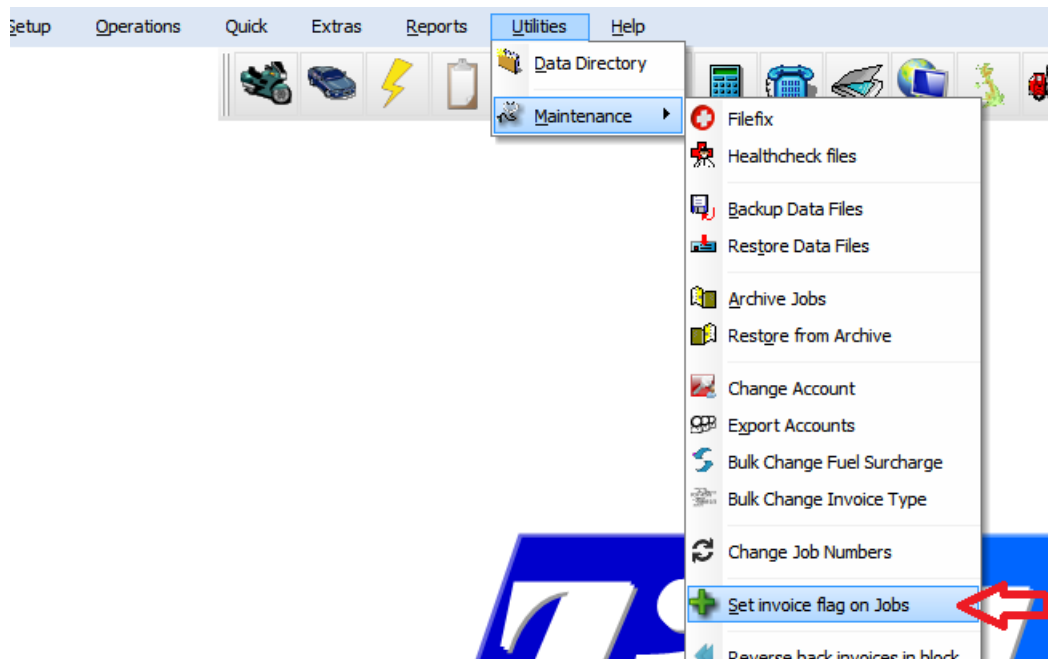


ZiPZAP help sheet – S101

Sameday Express – marking jobs as invoiced

Note : This is where jobs on the system need to be marked as invoiced so that they do not appear on invoice runs. Although reversible you may wish to perform a backup before performing this.

Go to Utilities/Maintenance and choose Set invoice flag on Jobs

A screenshot of a dialog box titled 'Flag consignments as invoiced'. It features a 'ZiPZAP' logo in the top left corner. The dialog contains two input fields: 'Up to notify date' with the value '10/06/2015' and a calendar icon, and 'Optional (Just for Account)' with a dropdown arrow. There are two buttons: 'Process' with a green checkmark icon and 'Close' with a red 'X' icon.

Choose the date and optionally choose the account. Click on process.

This process simply places the value -1 on the invoice number field of the jobs concerned which then prevents them from being invoiced.