



Invoice Batching from Exigo Admin

v 1.0

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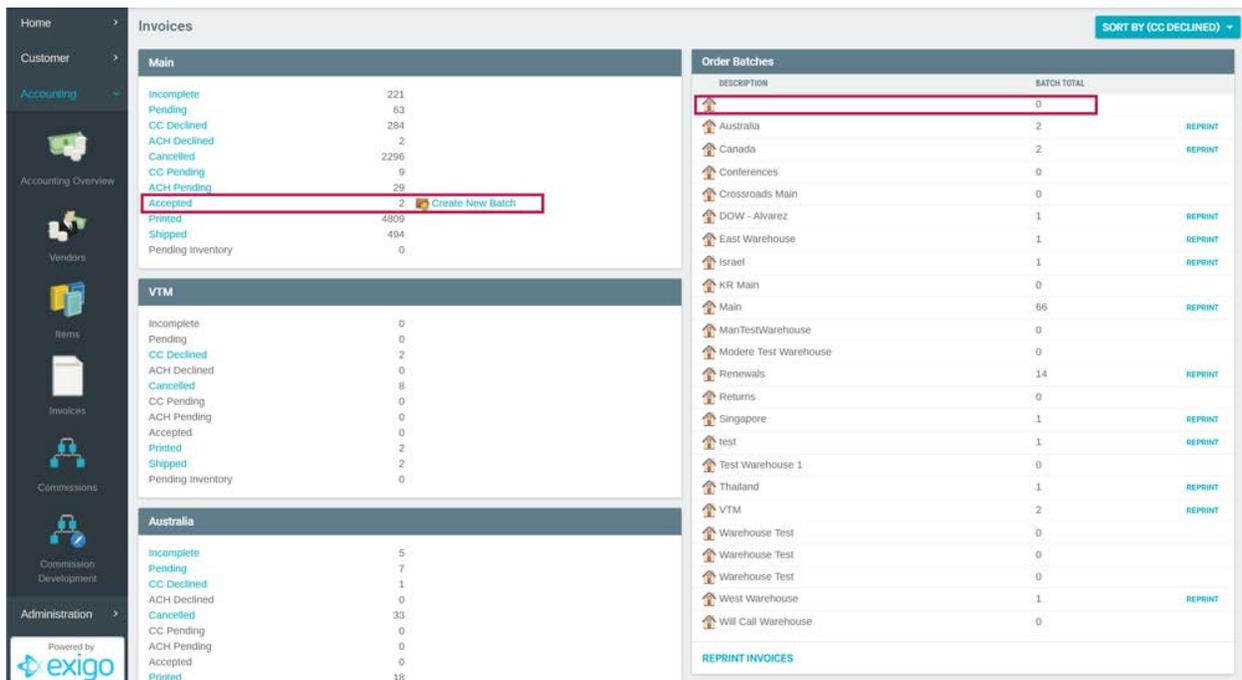
Invoice Batching from Exigo Admin

A few important things to know about Invoice Batching:

- Invoice Batching is only available in Exigo Admin (exigo.com).
- Batches are segregated by Warehouse.
- Batch size = 100 Invoices per Batch.
- Only Orders in Accepted Status are available for Batching.

How to Process Invoice Batches:

STEP 1: Go to Accounting > Invoices. The following Screen will be displayed:



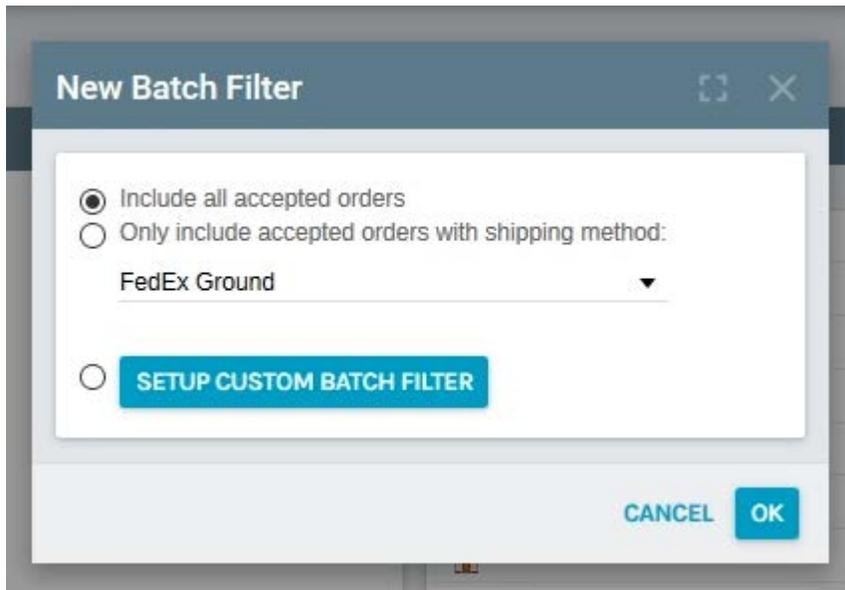
| Main | |
|-------------------|------------------------------------|
| Incomplete | 221 |
| Pending | 63 |
| CC Declined | 284 |
| ACH Declined | 2 |
| Cancelled | 2296 |
| CC Pending | 9 |
| ACH Pending | 29 |
| Accepted | 2 Create New Batch |
| Printed | 4809 |
| Shipped | 494 |
| Pending Inventory | 0 |

| VTM | |
|-------------------|---|
| Incomplete | 0 |
| Pending | 0 |
| CC Declined | 2 |
| ACH Declined | 0 |
| Cancelled | 8 |
| CC Pending | 0 |
| ACH Pending | 0 |
| Accepted | 0 |
| Printed | 2 |
| Shipped | 2 |
| Pending Inventory | 0 |

| Australia | |
|--------------|----|
| Incomplete | 5 |
| Pending | 7 |
| CC Declined | 1 |
| ACH Declined | 0 |
| Cancelled | 33 |
| CC Pending | 0 |
| ACH Pending | 0 |
| Accepted | 0 |
| Printed | 18 |

| DESCRIPTION | BATCH TOTAL | |
|-------------------------|-------------|-------------------------|
| ↑ | 0 | |
| 🏠 Australia | 2 | REPRINT |
| 🏠 Canada | 2 | REPRINT |
| 🏠 Conferences | 0 | |
| 🏠 Crossroads Main | 0 | |
| 🏠 DOW - Alvarez | 1 | REPRINT |
| 🏠 East Warehouse | 1 | REPRINT |
| 🏠 Israel | 1 | REPRINT |
| 🏠 KR Main | 0 | |
| 🏠 Main | 66 | REPRINT |
| 🏠 ManTestWarehouse | 0 | |
| 🏠 Modere Test Warehouse | 0 | |
| 🏠 Renewals | 14 | REPRINT |
| 🏠 Returns | 0 | |
| 🏠 Singapore | 1 | REPRINT |
| 🏠 test | 1 | REPRINT |
| 🏠 Test Warehouse 1 | 0 | |
| 🏠 Thailand | 1 | REPRINT |
| 🏠 VTM | 2 | REPRINT |
| 🏠 Warehouse Test | 0 | |
| 🏠 Warehouse Test | 0 | |
| 🏠 Warehouse Test | 0 | |
| 🏠 West Warehouse | 1 | REPRINT |
| 🏠 Will Call Warehouse | 0 | |

STEP 2: Click on "Create New Batch" next to the Accepted Invoices. The following pop up will be displayed:



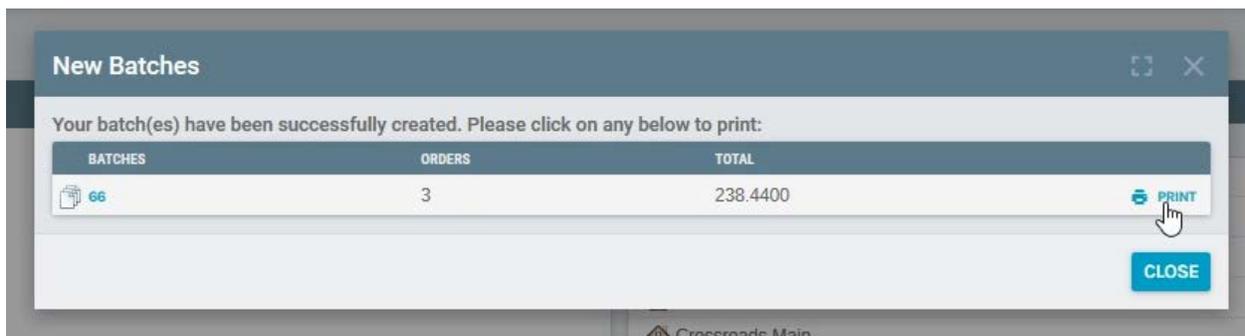
The most common way to create an invoice batch is to choose "Include all accepted orders".

Exigo also has the option to choose accepted orders by Shipping Method. This would be used in the event you have Overnight Shipping vs Ground Shipping. Obviously, the Orders with Overnight Shipping would need to be batched and shipped first.

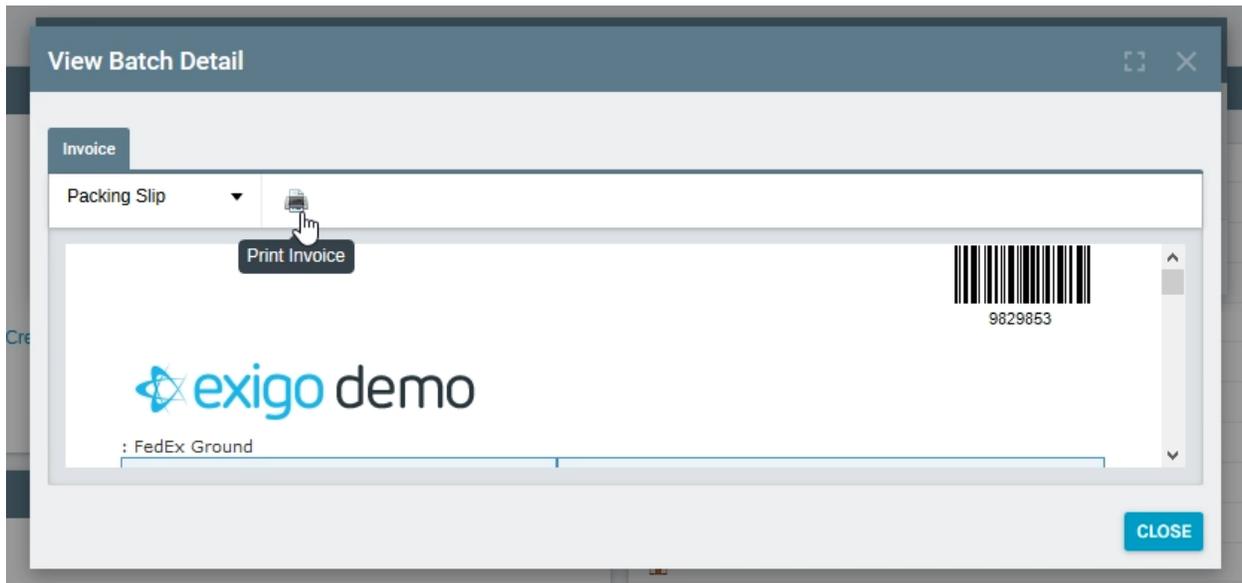
Exigo has other filter options that are available. This can be discussed.

For this test, I'm going to choose "Include all accepted orders" and click "OK".

The following screen will pop up:



STEP 3: From this screen, you may select "Print Batch". A User at your Warehouse should have access to do this directly. The following screen will be displayed showing all invoices to be printed. Click "Print".



STEP 4: After refreshing your screen, you should notice the following: The Order Batch numbers on the right side of the page should increase by 1 batch. There is also an option from this page to “Reprint” the invoices.

- Home >
- Customer >
- Accounting >
- Accounting Overview
- Vendors
- Items
- Invoices
- Commissions
- Commission Development
- Administration >

Powered by

Invoices
SORT BY (CC DECLINED) ▾

| Main | |
|-------------------|------|
| Incomplete | 221 |
| Pending | 63 |
| CC Declined | 284 |
| ACH Declined | 2 |
| Cancelled | 2296 |
| CC Pending | 9 |
| ACH Pending | 29 |
| Accepted | 2 |
| Printed | 4809 |
| Shipped | 494 |
| Pending Inventory | 0 |

| VTM | |
|-------------------|---|
| Incomplete | 0 |
| Pending | 0 |
| CC Declined | 2 |
| ACH Declined | 0 |
| Cancelled | 8 |
| CC Pending | 0 |
| ACH Pending | 0 |
| Accepted | 0 |
| Printed | 2 |
| Shipped | 2 |
| Pending Inventory | 0 |

| Australia | |
|--------------|----|
| Incomplete | 5 |
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| ACH Declined | 0 |
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| CC Pending | 0 |
| ACH Pending | 0 |
| Accepted | 0 |
| Printed | 18 |

| DESCRIPTION | BATCH TOTAL | |
|-----------------------|-------------|---------|
| 1 | 1 | |
| Australia | 2 | REPRINT |
| Canada | 2 | REPRINT |
| Conferences | 0 | |
| Crossroads Main | 0 | |
| DOW - Alvarez | 1 | REPRINT |
| East Warehouse | 1 | REPRINT |
| Israel | 1 | REPRINT |
| KR Main | 0 | |
| Main | 66 | REPRINT |
| ManTestWarehouse | 0 | |
| Modere Test Warehouse | 0 | |
| Renewals | 14 | REPRINT |
| Returns | 0 | |
| Singapore | 1 | REPRINT |
| test | 1 | REPRINT |
| Test Warehouse 1 | 0 | |
| Thailand | 1 | REPRINT |
| VTM | 2 | REPRINT |
| Warehouse Test | 0 | |
| Warehouse Test | 0 | |
| Warehouse Test | 0 | |
| West Warehouse | 1 | REPRINT |
| Will Call Warehouse | 0 | |

REPRINT INVOICES

NOTE: THESE STEPS MAY BE PERFORMED THROUGHOUT THE DAY BASED ON YOUR BUSINESS RULES FOR FULFILLMENT.