

Existing InvoiceSeparateBy of BranchName functionality

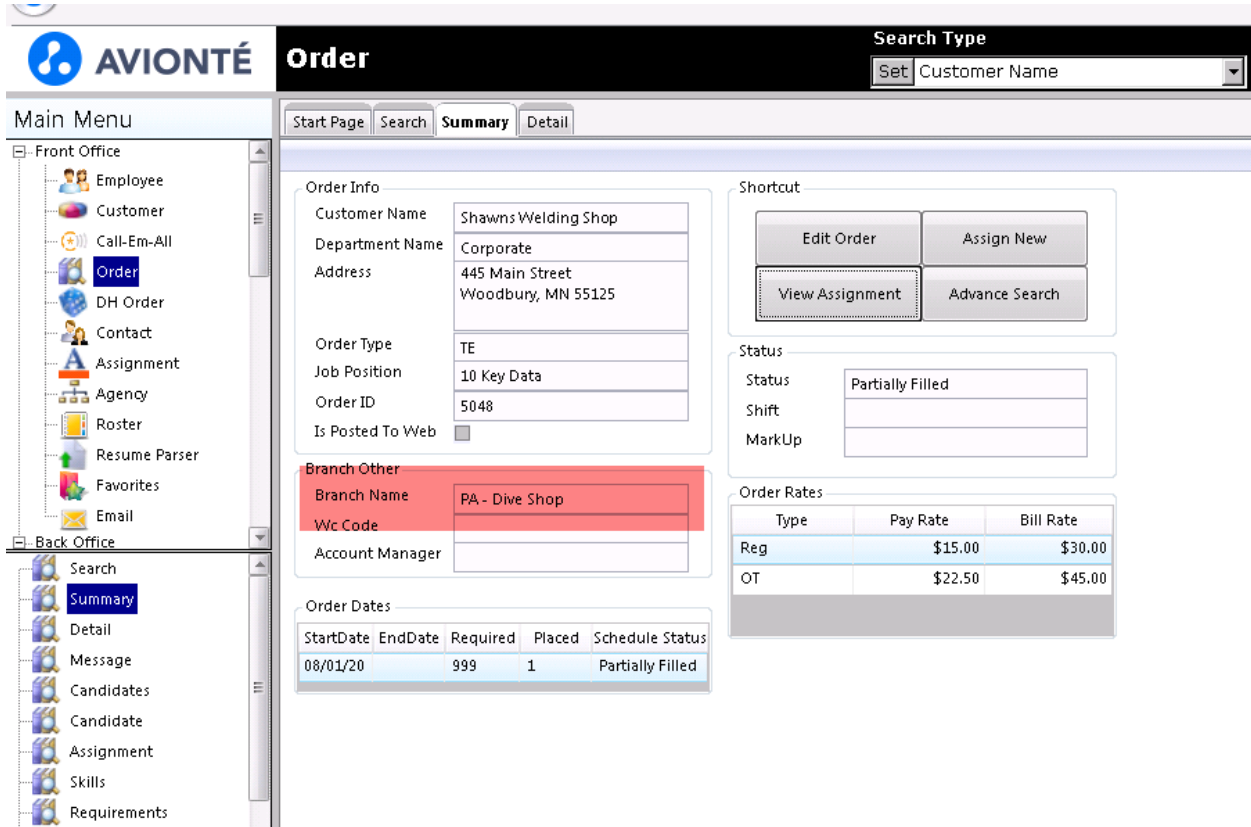
This option will separate the invoices based on the transactions branch but will display the customers branch for each invoice.

Here is how this setup would work for this example:

Prerequisites:

- Branch: PA-Dive Shop
- Branch: MN-Dive Shop

1. Create a customer under PA-Dive Shop branch



The screenshot shows the AVIONTÉ Order management interface. The main menu on the left includes Front Office (Employee, Customer, Call-Em-All, Order, DH Order, Contact, Assignment, Agency, Roster, Resume Parser, Favorites, Email) and Back Office (Search, Summary, Detail, Message, Candidates, Candidate, Assignment, Skills, Requirements). The Order summary page displays the following information:

Order Info

- Customer Name: Shawns Welding Shop
- Department Name: Corporate
- Address: 445 Main Street, Woodbury, MN 55125
- Order Type: TE
- Job Position: 10 Key Data
- Order ID: 5048
- Is Posted To Web:

Branch Other

- Branch Name: PA - Dive Shop
- Wc Code: [Empty]
- Account Manager: [Empty]

Order Dates

| StartDate | EndDate | Required | Placed | Schedule Status |
|-----------|---------|----------|--------|------------------|
| 08/01/20 | | 999 | 1 | Partially Filled |

Shortcut

- Edit Order
- Assign New
- View Assignment
- Advance Search

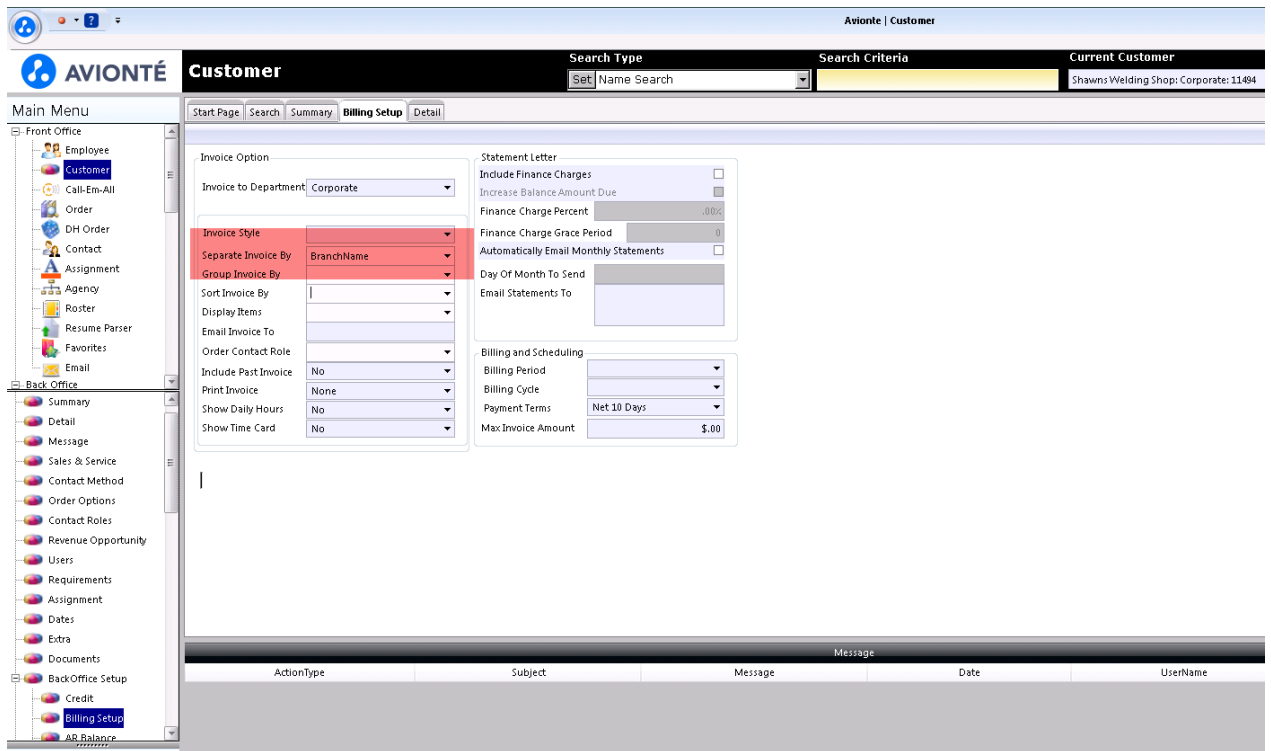
Status

- Status: Partially Filled
- Shift: [Empty]
- MarkUp: [Empty]

Order Rates

| Type | Pay Rate | Bill Rate |
|------|----------|-----------|
| Reg | \$15.00 | \$30.00 |
| OT | \$22.50 | \$45.00 |

2. Navigate to the Customer Billing Setup
 - a. Set the InvoiceSeparateBy to 'BranchName'



The screenshot shows the AVIONTÉ Customer Billing Setup interface. The 'Separate Invoice By' dropdown is set to 'BranchName'. The interface includes a navigation menu on the left, a search bar at the top, and various configuration options for billing setup.

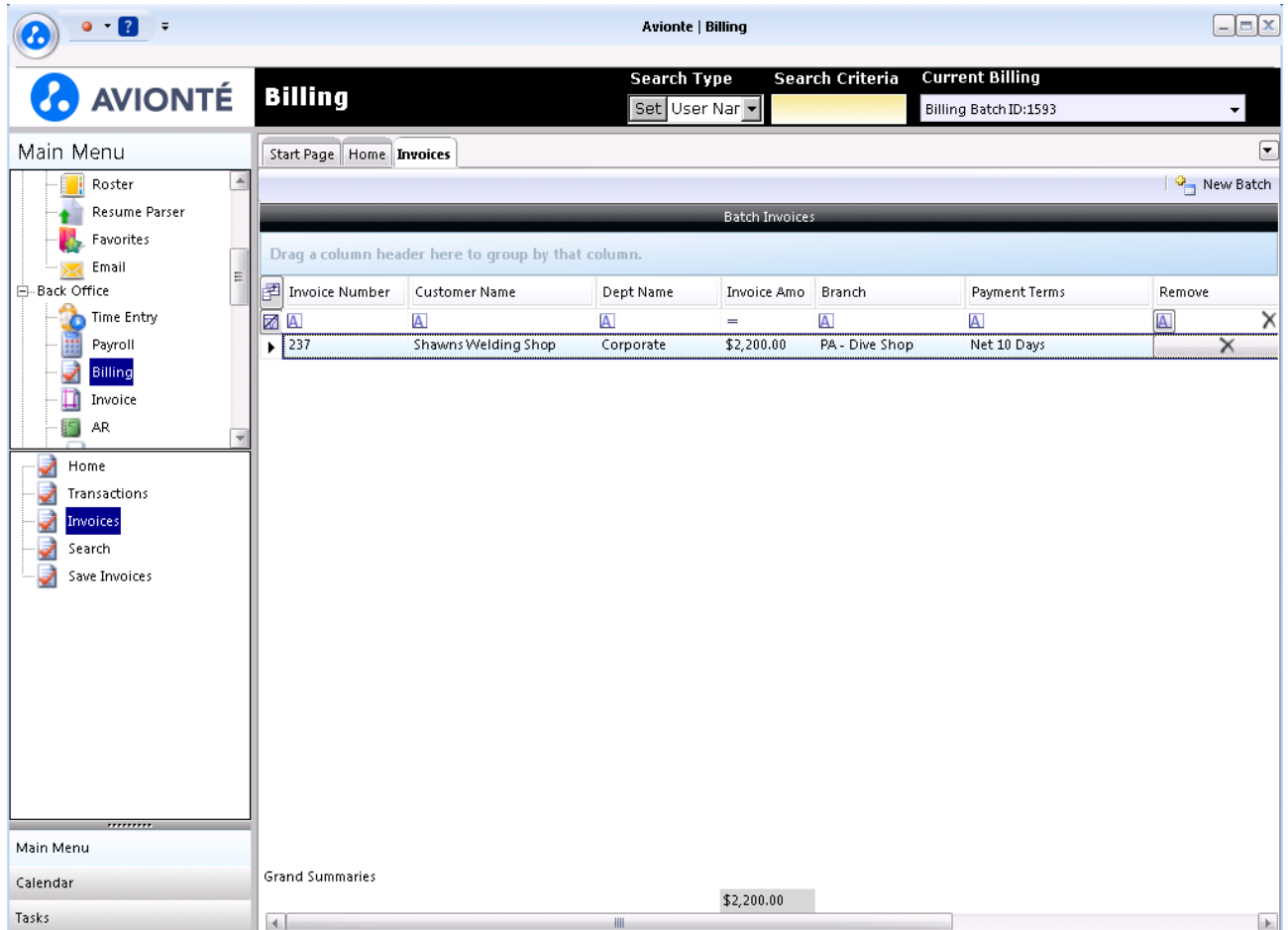
| ActionType | Subject | Message | Date | UserName |
|------------|---------|---------|------|----------|
|------------|---------|---------|------|----------|

3. Create 2 orders under the PA-Dive Shop branch
 - a. Assign 1 employee to each order
4. Create 2 transactions in Time Entry
5. Confirm that the 2 transactions branch is PA-Dive Shop
6. Add bill units and bill rate to each transaction
7. Close the Time Entry transactions
8. Go to Billing
9. Create a billing batch
10. Select transactions for the billing batch
11. Process the billing Batch

Separate Invoices by Branch

12. Confirm:

- a. That you get 1 invoice
- b. That the branch displayed is the PA-Dive Shop branch



The screenshot shows the Avionté Billing software interface. The main window is titled "Avionté | Billing". The left sidebar contains a "Main Menu" with options: Roster, Resume Parser, Favorites, Email, Back Office, Time Entry, Payroll, Billing (highlighted), Invoice, and AR. Below this is another "Main Menu" with options: Home, Transactions, Invoices (highlighted), Search, and Save Invoices. The main content area is titled "Billing" and has a search bar with "User Nar" and "Billing BatchID:1593". Below the search bar is a "Batch Invoices" section with a "New Batch" button and a message: "Drag a column header here to group by that column." A table displays the following data:

| Invoice Number | Customer Name | Dept Name | Invoice Amo | Branch | Payment Terms | Remove |
|----------------|---------------------|-----------|-------------|----------------|---------------|--------|
| 237 | Shawns Welding Shop | Corporate | \$2,200.00 | PA - Dive Shop | Net 10 Days | X |

At the bottom of the interface, a "Grand Summaries" section shows a total of "\$2,200.00".

13. Go back to Time Entry

14. Update the first transaction in Time Entry to be MN-Dive Shop branch

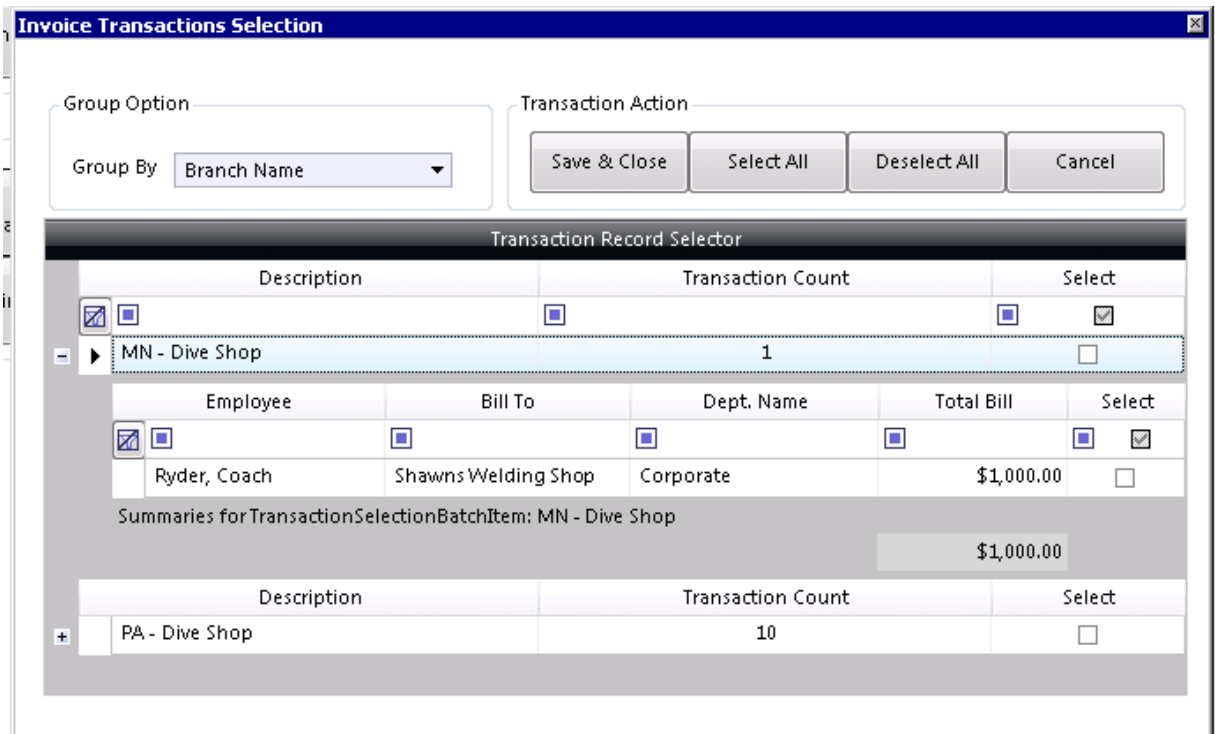
15. Close the Time Entry batch again

16. Go to Billing

Separate Invoices by Branch

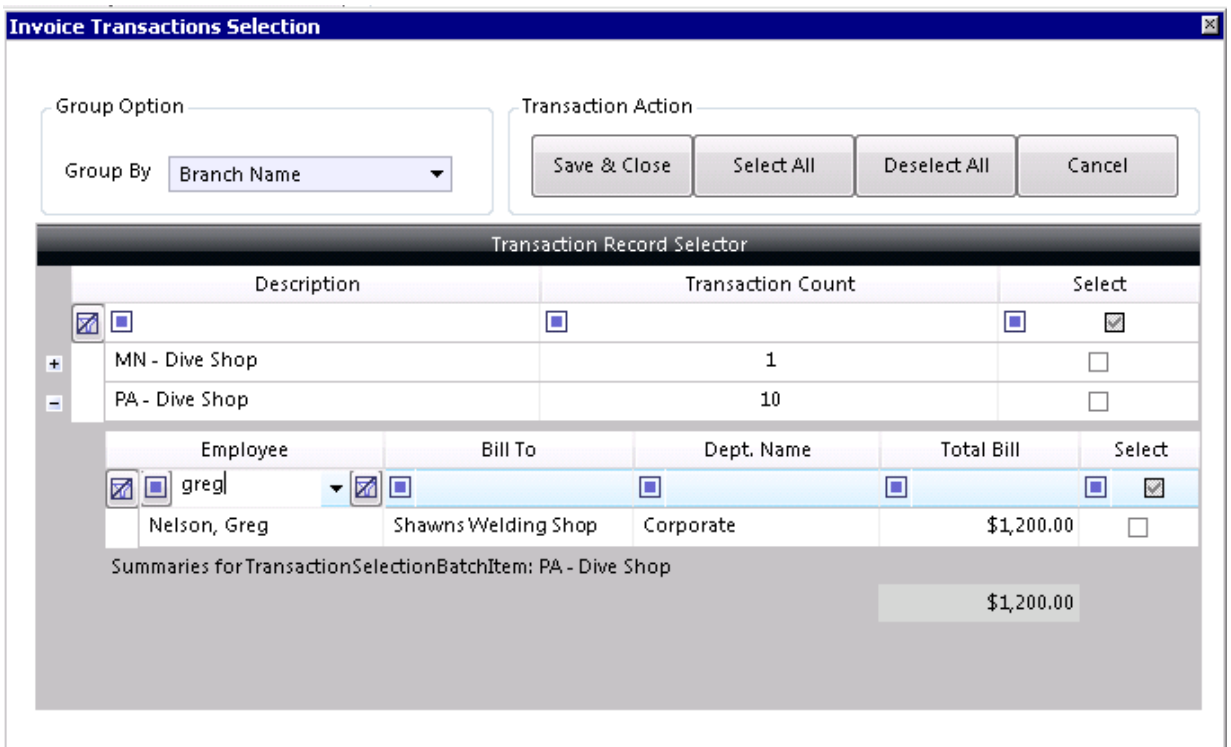
17. Select transactions

- a. Note that the transactions are separated by the transactions branch



The screenshot shows the 'Invoice Transactions Selection' window. The 'Group Option' section has 'Group By' set to 'Branch Name'. The 'Transaction Action' section contains buttons for 'Save & Close', 'Select All', 'Deselect All', and 'Cancel'. The 'Transaction Record Selector' table is expanded for 'MN - Dive Shop'.

| Description | Transaction Count | Select | | | | | | | | | | | | | | | |
|---|--|--|-------------------------------------|--|------------|------------|--------|---|--|------------------------------------|-------------------------------------|--|---|--|--|--|-------------------------------------|
| <input checked="" type="checkbox"/> <input type="checkbox"/> MN - Dive Shop | 1 | <input type="checkbox"/> <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Employee</th> <th>Bill To</th> <th>Dept. Name</th> <th>Total Bill</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> <input type="checkbox"/> Ryder, Coach</td> <td><input type="checkbox"/> Shawns Welding Shop</td> <td><input type="checkbox"/> Corporate</td> <td><input type="checkbox"/> \$1,000.00</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="4">Summaries for TransactionSelectionBatchItem: MN - Dive Shop</td> <td><input type="checkbox"/> \$1,000.00</td> </tr> </tbody> </table> | | | Employee | Bill To | Dept. Name | Total Bill | Select | <input checked="" type="checkbox"/> <input type="checkbox"/> Ryder, Coach | <input type="checkbox"/> Shawns Welding Shop | <input type="checkbox"/> Corporate | <input type="checkbox"/> \$1,000.00 | <input type="checkbox"/> <input checked="" type="checkbox"/> | Summaries for TransactionSelectionBatchItem: MN - Dive Shop | | | | <input type="checkbox"/> \$1,000.00 |
| Employee | Bill To | Dept. Name | Total Bill | Select | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Ryder, Coach | <input type="checkbox"/> Shawns Welding Shop | <input type="checkbox"/> Corporate | <input type="checkbox"/> \$1,000.00 | <input type="checkbox"/> <input checked="" type="checkbox"/> | | | | | | | | | | | | | |
| Summaries for TransactionSelectionBatchItem: MN - Dive Shop | | | | <input type="checkbox"/> \$1,000.00 | | | | | | | | | | | | | |
| <input type="checkbox"/> <input checked="" type="checkbox"/> PA - Dive Shop | 10 | <input type="checkbox"/> <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | |

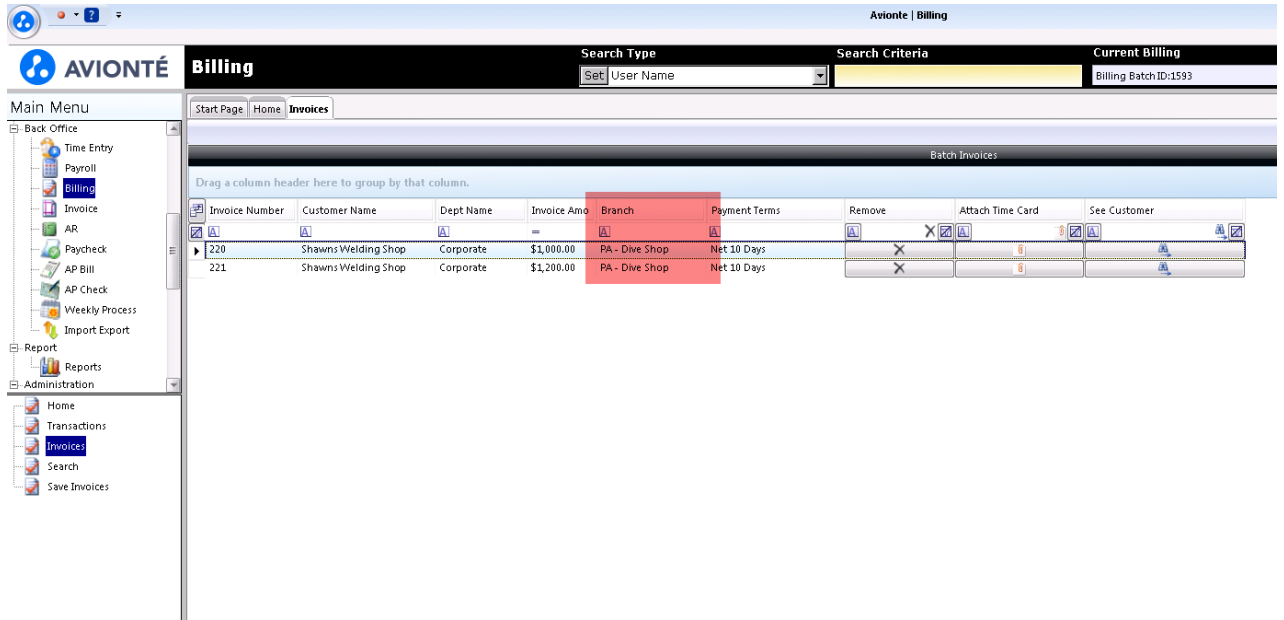


The screenshot shows the 'Invoice Transactions Selection' window. The 'Group Option' section has 'Group By' set to 'Branch Name'. The 'Transaction Action' section contains buttons for 'Save & Close', 'Select All', 'Deselect All', and 'Cancel'. The 'Transaction Record Selector' table is expanded for 'PA - Dive Shop'.

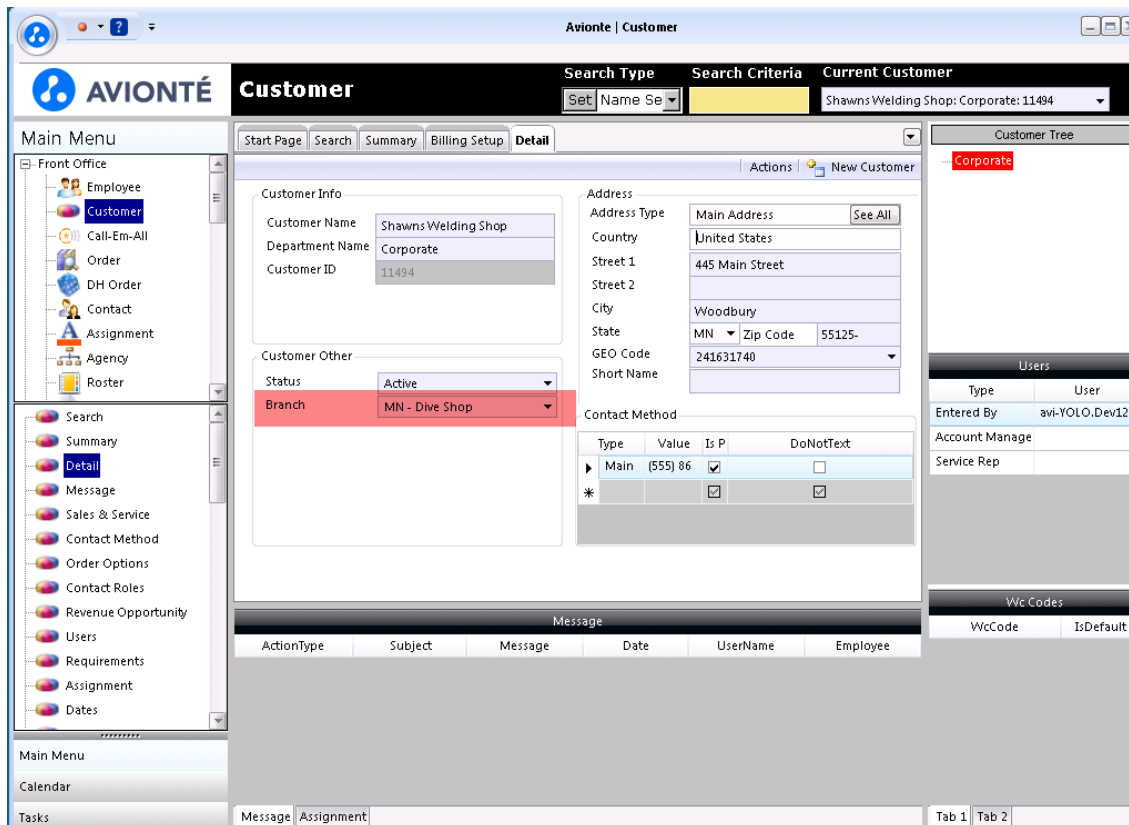
| Description | Transaction Count | Select | | | | | | | | | | | | | | | | | | | | |
|---|--|--|-------------------------------------|--|------------|------------|--------|--|--|------------------------------------|-------------------------------------|--|---------------------------------------|--|------------------------------------|-------------------------------------|--|---|--|--|--|-------------------------------------|
| <input checked="" type="checkbox"/> <input type="checkbox"/> MN - Dive Shop | 1 | <input type="checkbox"/> <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> <input checked="" type="checkbox"/> PA - Dive Shop | 10 | <input type="checkbox"/> <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Employee</th> <th>Bill To</th> <th>Dept. Name</th> <th>Total Bill</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> <input type="checkbox"/> gregl</td> <td><input type="checkbox"/> Shawns Welding Shop</td> <td><input type="checkbox"/> Corporate</td> <td><input type="checkbox"/> \$1,200.00</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Nelson, Greg</td> <td><input type="checkbox"/> Shawns Welding Shop</td> <td><input type="checkbox"/> Corporate</td> <td><input type="checkbox"/> \$1,200.00</td> <td><input type="checkbox"/> <input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="4">Summaries for TransactionSelectionBatchItem: PA - Dive Shop</td> <td><input type="checkbox"/> \$1,200.00</td> </tr> </tbody> </table> | | | Employee | Bill To | Dept. Name | Total Bill | Select | <input checked="" type="checkbox"/> <input type="checkbox"/> gregl | <input type="checkbox"/> Shawns Welding Shop | <input type="checkbox"/> Corporate | <input type="checkbox"/> \$1,200.00 | <input type="checkbox"/> <input checked="" type="checkbox"/> | <input type="checkbox"/> Nelson, Greg | <input type="checkbox"/> Shawns Welding Shop | <input type="checkbox"/> Corporate | <input type="checkbox"/> \$1,200.00 | <input type="checkbox"/> <input checked="" type="checkbox"/> | Summaries for TransactionSelectionBatchItem: PA - Dive Shop | | | | <input type="checkbox"/> \$1,200.00 |
| Employee | Bill To | Dept. Name | Total Bill | Select | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> <input type="checkbox"/> gregl | <input type="checkbox"/> Shawns Welding Shop | <input type="checkbox"/> Corporate | <input type="checkbox"/> \$1,200.00 | <input type="checkbox"/> <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Nelson, Greg | <input type="checkbox"/> Shawns Welding Shop | <input type="checkbox"/> Corporate | <input type="checkbox"/> \$1,200.00 | <input type="checkbox"/> <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | |
| Summaries for TransactionSelectionBatchItem: PA - Dive Shop | | | | <input type="checkbox"/> \$1,200.00 | | | | | | | | | | | | | | | | | | |

Separate Invoices by Branch

18. Process the billing batch
19. Confirm:
 - a. That you get 2 invoices
 - b. That the branch displayed is the PA-Dive Shop branch

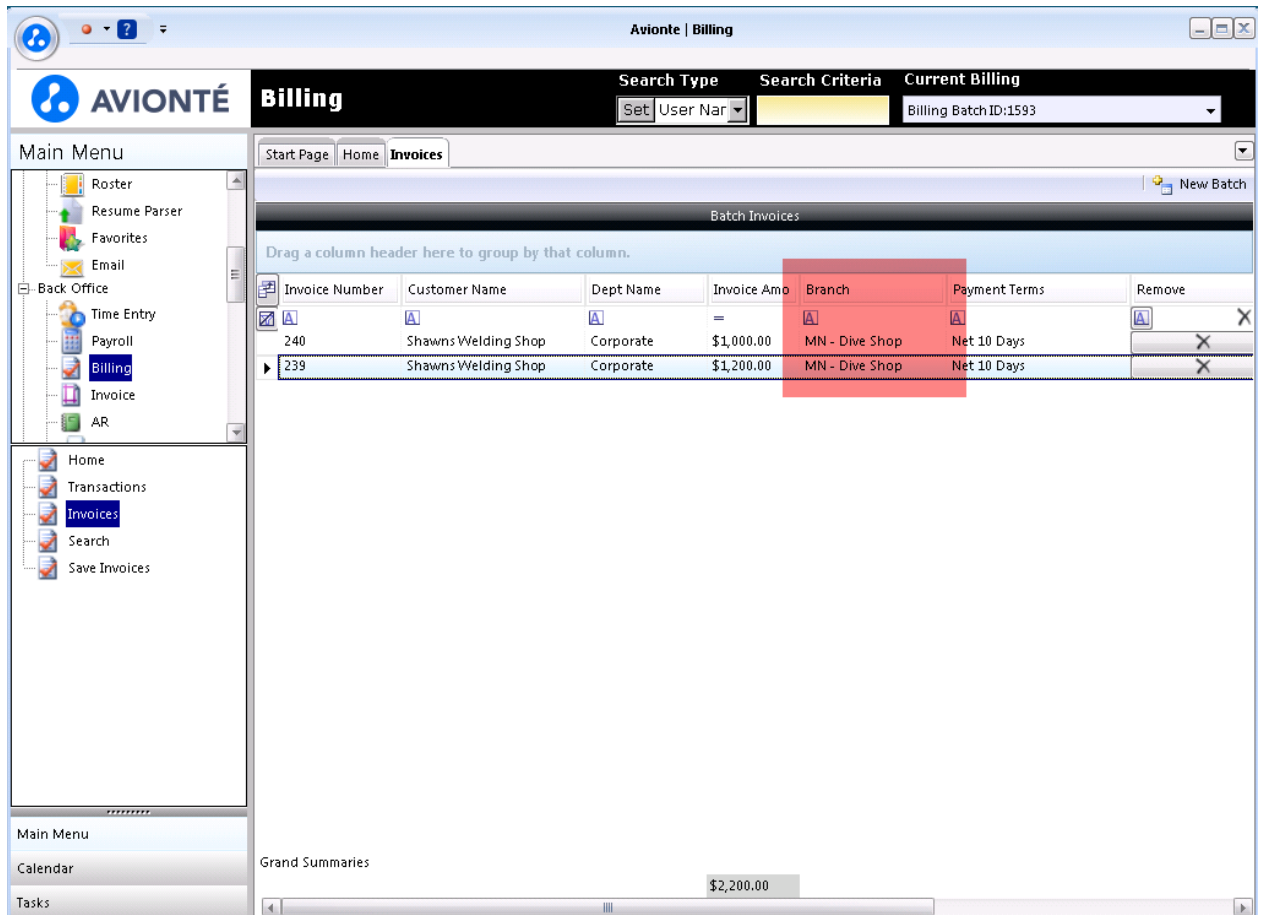


20. Navigate to the customer
21. Update the customers branch to be MN-Dive Shop branch



Separate Invoices by Branch

22. Navigate back to Billing
23. Re-process the billing batch
24. Confirm:
 - a. That you get 2 invoices
 - b. That the branch displayed is the MN-Dive Shop branch



The screenshot shows the Avionté Billing software interface. The main window displays a list of invoices under the 'Batch Invoices' section. The 'Branch' column for two invoices is highlighted in red, indicating they are from the 'MN - Dive Shop' branch.

| Invoice Number | Customer Name | Dept Name | Invoice Amo | Branch | Payment Terms | Remove |
|----------------|---------------------|-----------|-------------|----------------|---------------|--------|
| 240 | Shawns Welding Shop | Corporate | \$1,000.00 | MN - Dive Shop | Net 10 Days | X |
| 239 | Shawns Welding Shop | Corporate | \$1,200.00 | MN - Dive Shop | Net 10 Days | X |

Grand Summaries: \$2,200.00

New InvoiceSeparateBy of TxnBranchName functionality

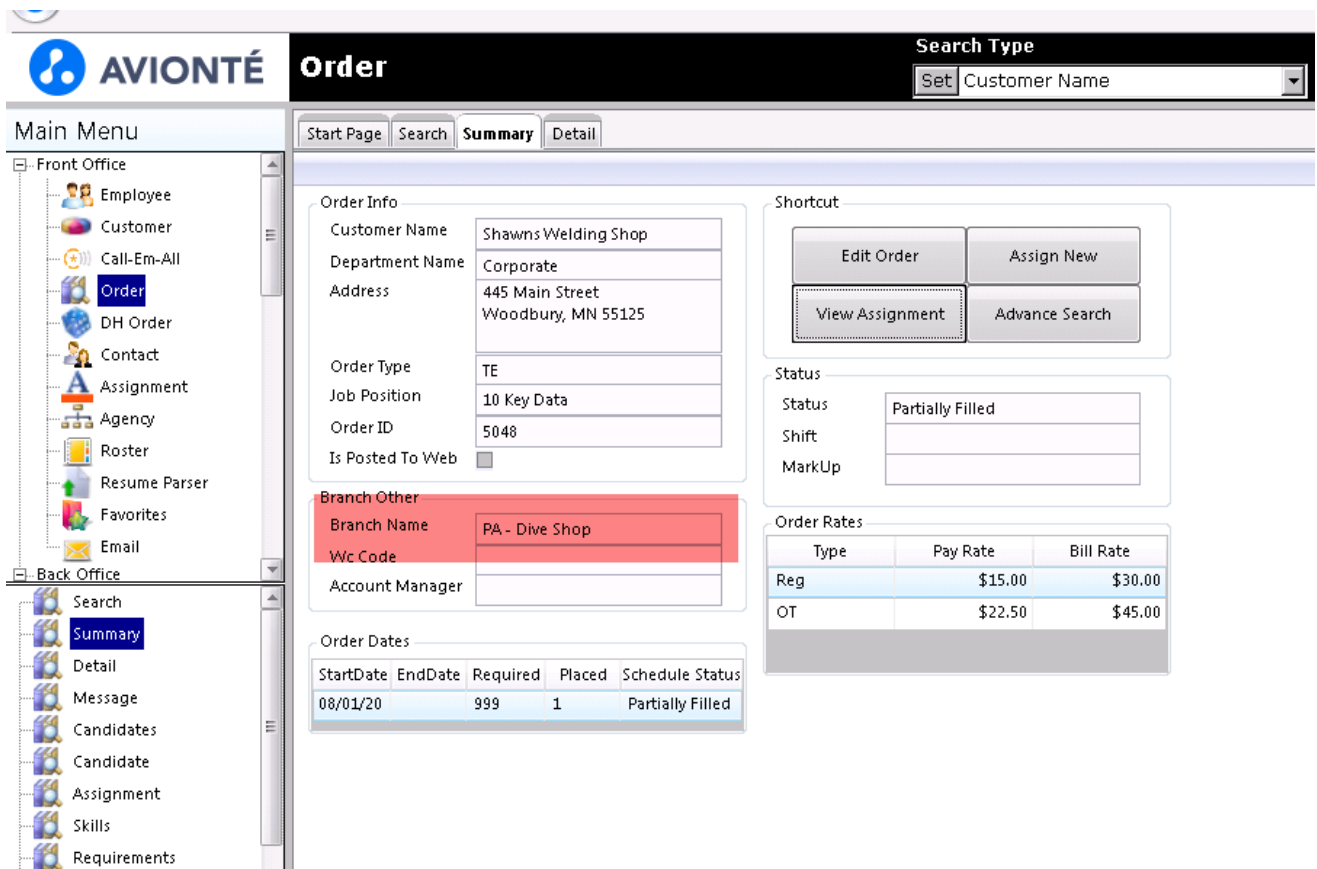
This option will separate the invoices based on the transactions branch but will display the transaction branch for each invoice.

Here is how this setup would work for this example:

Prerequisites:

- Branch: PA-Dive Shop
- Branch: MN-Dive Shop

1. Create a customer under PA-Dive Shop branch



The screenshot displays the AVIONTÉ Order management interface. The main menu on the left includes options for Front Office (Employee, Customer, Call-Em-All, Order, DH Order, Contact, Assignment, Agency, Roster, Resume Parser, Favorites, Email) and Back Office (Search, Summary, Detail, Message, Candidates, Candidate, Assignment, Skills, Requirements). The 'Order' section is active, showing a search type of 'Customer Name' and tabs for Start Page, Search, Summary, and Detail. The 'Summary' tab is selected, displaying the following information:

Order Info

- Customer Name: Shawns Welding Shop
- Department Name: Corporate
- Address: 445 Main Street, Woodbury, MN 55125
- Order Type: TE
- Job Position: 10 Key Data
- Order ID: 5048
- Is Posted To Web:

Branch Other

- Branch Name: PA - Dive Shop
- Wc Code:
- Account Manager:

Order Dates

| StartDate | EndDate | Required | Placed | Schedule Status |
|-----------|---------|----------|--------|------------------|
| 08/01/20 | | 999 | 1 | Partially Filled |

Shortcut

Buttons: Edit Order, Assign New, View Assignment, Advance Search

Status

Status: Partially Filled

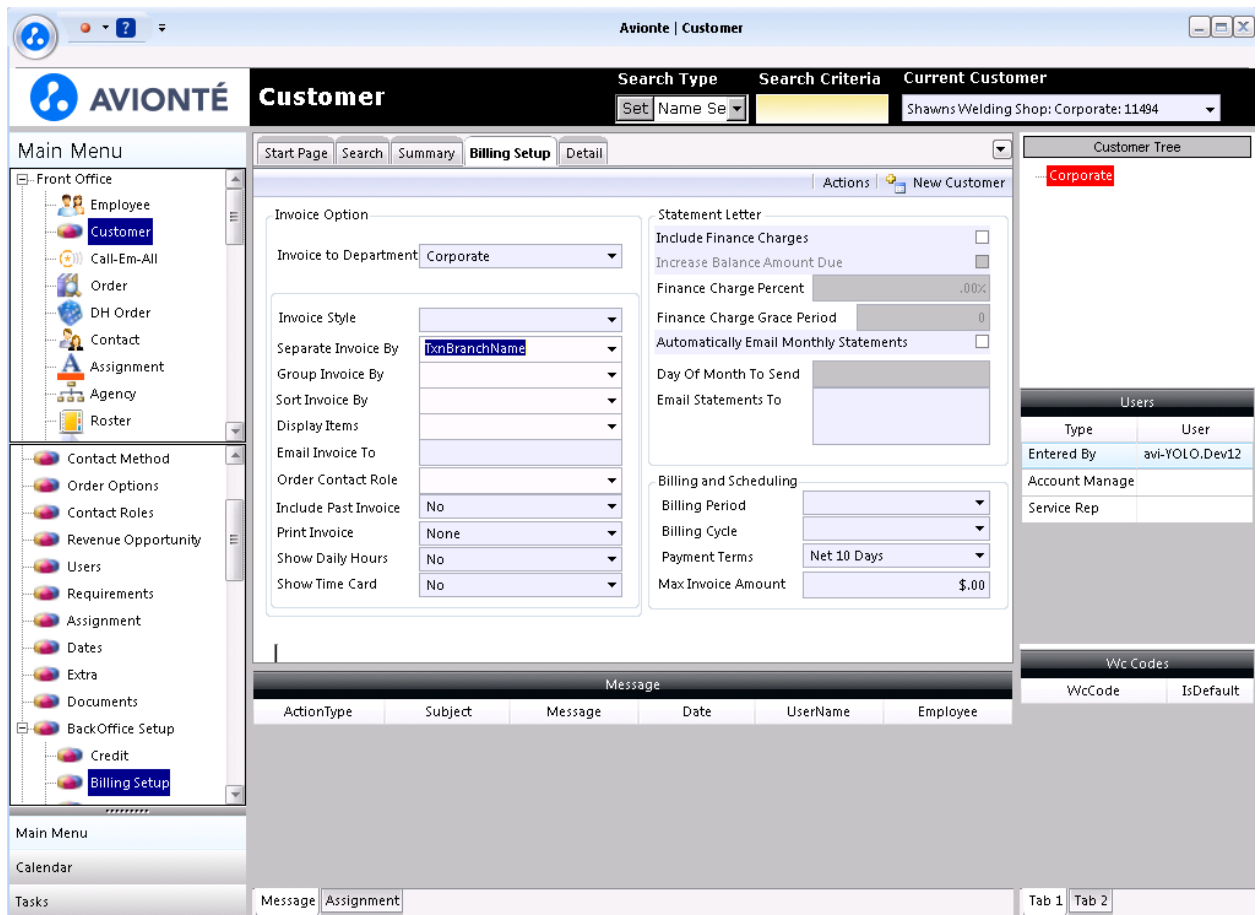
Shift:

MarkUp:

Order Rates

| Type | Pay Rate | Bill Rate |
|------|----------|-----------|
| Reg | \$15.00 | \$30.00 |
| OT | \$22.50 | \$45.00 |

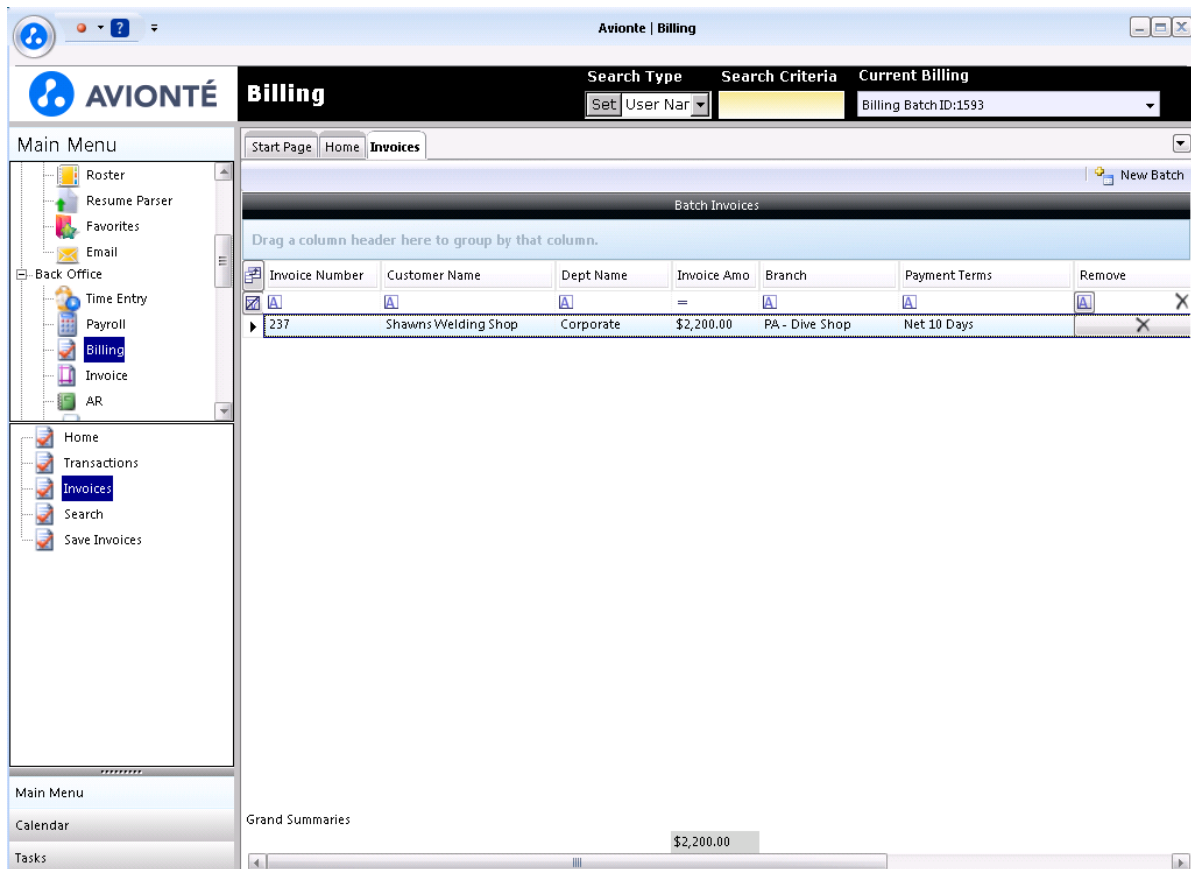
2. Navigate to the Customer Billing Setup
 - a. Set the InvoiceSeparateBy to 'TxnBranchName'



3. Create 2 orders under the PA-Dive Shop branch
 - a. Assign 1 employee to each order
4. Create 2 transactions in Time Entry
5. Confirm that the 2 transactions branch is PA-Dive Shop
6. Add bill units and bill rate to each transaction
7. Close the Time Entry transactions
8. Go to Billing
9. Create a billing batch
10. Select transactions for the billing batch
11. Process the billing Batch

12. Confirm:

- a. That you get 1 invoice
- b. That the branch displayed is the PA-Dive Shop branch



The screenshot shows the Avionté Billing application window. The title bar reads "Avionté | Billing". The main header includes the Avionté logo, the word "Billing", and search filters for "Search Type" (set to "User Nar"), "Search Criteria" (empty), and "Current Billing" (set to "Billing Batch ID:1593"). A "Main Menu" sidebar on the left contains options like Roster, Resume Parser, Favorites, Email, Back Office, Time Entry, Payroll, Billing (highlighted), Invoice, AR, Home, Transactions, Invoices (highlighted), Search, and Save Invoices. The main content area displays a table of invoices under the heading "Batch Invoices". The table has columns for Invoice Number, Customer Name, Dept Name, Invoice Amo, Branch, Payment Terms, and Remove. A single row is visible with the following data: Invoice Number 237, Customer Name Shawns Welding Shop, Dept Name Corporate, Invoice Amo \$2,200.00, Branch PA - Dive Shop, and Payment Terms Net 10 Days. Below the table, a "Grand Summaries" section shows a total of \$2,200.00.

| Invoice Number | Customer Name | Dept Name | Invoice Amo | Branch | Payment Terms | Remove |
|----------------|---------------------|-----------|-------------|----------------|---------------|--------|
| 237 | Shawns Welding Shop | Corporate | \$2,200.00 | PA - Dive Shop | Net 10 Days | X |

Grand Summaries
\$2,200.00

13. Go back to Time Entry

14. Update the first transaction in Time Entry to be MN-Dive Shop branch

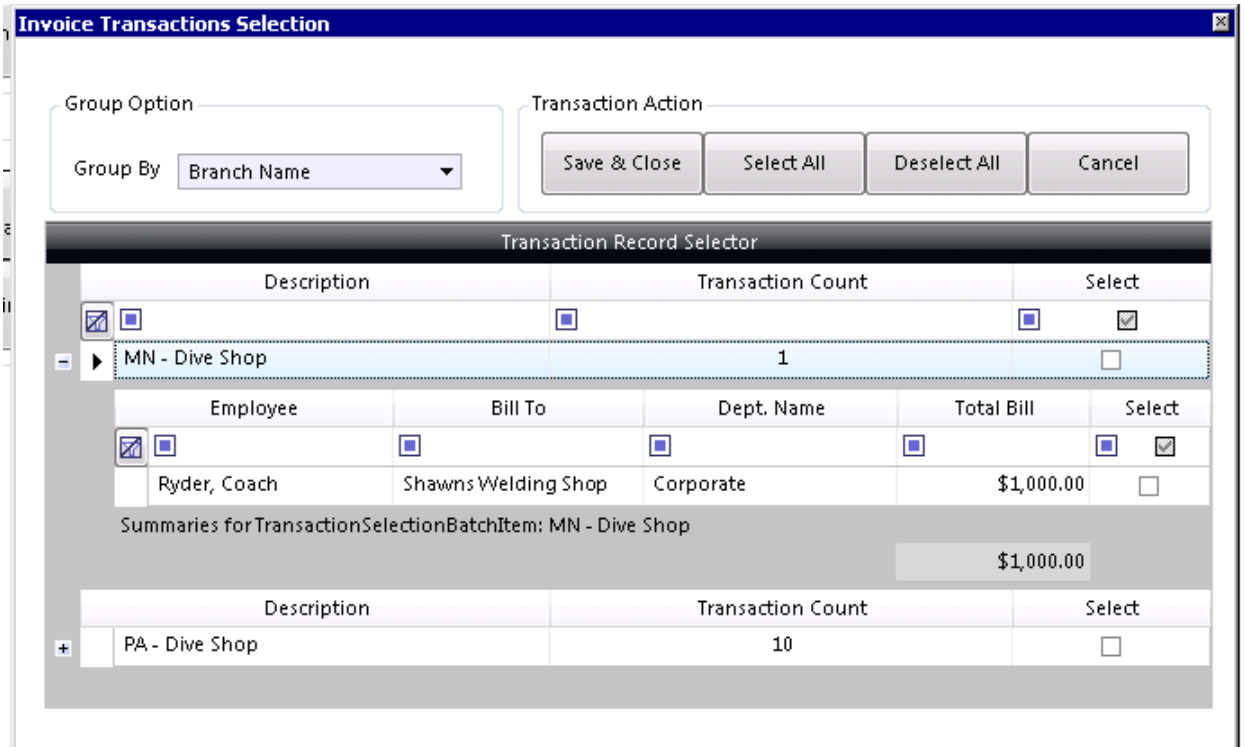
15. Close the Time Entry batch again

16. Go to Billing

Separate Invoices by Branch

17. Select transactions

- a. Note that the transactions are separated by the transactions branch



The screenshot shows the 'Invoice Transactions Selection' window. The 'Group Option' section has 'Group By' set to 'Branch Name'. The 'Transaction Action' section contains buttons for 'Save & Close', 'Select All', 'Deselect All', and 'Cancel'. The 'Transaction Record Selector' table is expanded for 'MN - Dive Shop'.

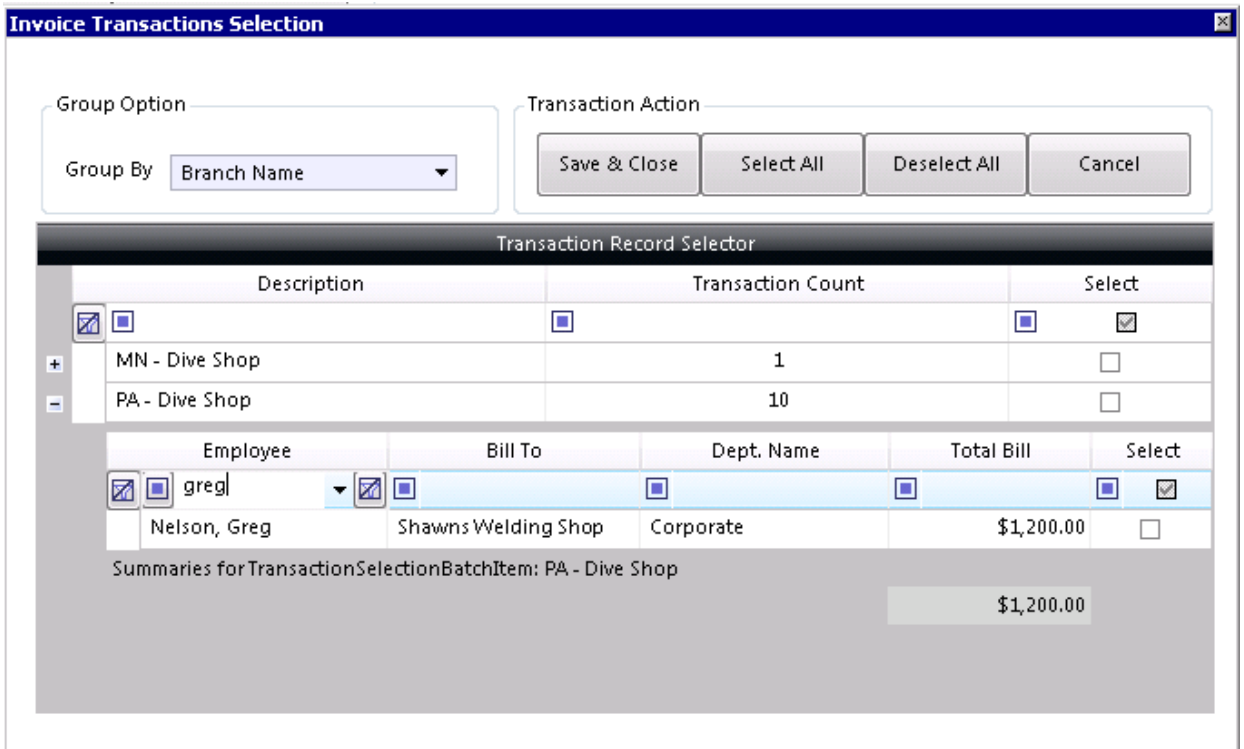
| Description | Transaction Count | Select |
|----------------|-------------------|-------------------------------------|
| MN - Dive Shop | 1 | <input checked="" type="checkbox"/> |

| Employee | Bill To | Dept. Name | Total Bill | Select |
|--------------|---------------------|------------|------------|--------------------------|
| Ryder, Coach | Shawns Welding Shop | Corporate | \$1,000.00 | <input type="checkbox"/> |

Summaries for TransactionSelectionBatchItem: MN - Dive Shop

| | | | | |
|--|--|--|------------|--|
| | | | \$1,000.00 | |
|--|--|--|------------|--|

| Description | Transaction Count | Select |
|----------------|-------------------|--------------------------|
| PA - Dive Shop | 10 | <input type="checkbox"/> |



The screenshot shows the 'Invoice Transactions Selection' window. The 'Group Option' section has 'Group By' set to 'Branch Name'. The 'Transaction Action' section contains buttons for 'Save & Close', 'Select All', 'Deselect All', and 'Cancel'. The 'Transaction Record Selector' table is expanded for 'PA - Dive Shop'.

| Description | Transaction Count | Select |
|----------------|-------------------|-------------------------------------|
| MN - Dive Shop | 1 | <input type="checkbox"/> |
| PA - Dive Shop | 10 | <input checked="" type="checkbox"/> |

| Employee | Bill To | Dept. Name | Total Bill | Select |
|--------------|---------------------|------------|------------|-------------------------------------|
| gregl | Shawns Welding Shop | Corporate | \$1,200.00 | <input checked="" type="checkbox"/> |
| Nelson, Greg | Shawns Welding Shop | Corporate | \$1,200.00 | <input type="checkbox"/> |

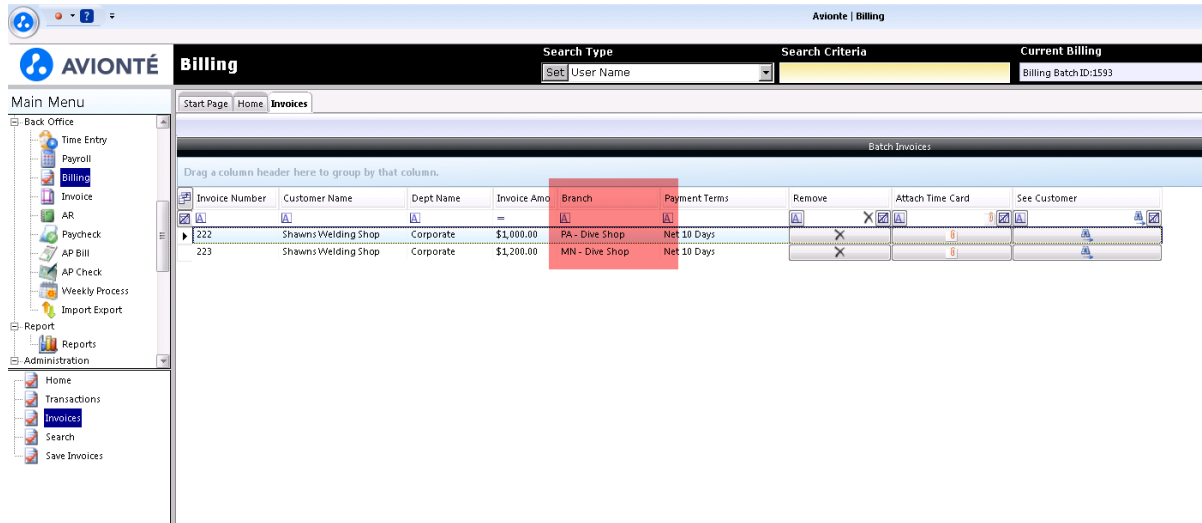
Summaries for TransactionSelectionBatchItem: PA - Dive Shop

| | | | | |
|--|--|--|------------|--|
| | | | \$1,200.00 | |
|--|--|--|------------|--|

18. Process the billing batch

19. Confirm:

- a. That you get 2 invoices
- b. That the 1st transaction branch displayed is the PA-Dive Shop branch
- c. That the 2nd transaction branch displayed is the MN-Dive Shop branch



The screenshot shows the AVIONTÉ Billing software interface. The main window displays a table of invoices. The table has the following columns: Invoice Number, Customer Name, Dept Name, Invoice Amount, Branch, Payment Terms, Remove, Attach Time Card, and See Customer. The first row shows Invoice Number 222, Customer Name Shawns Welding Shop, Dept Name Corporate, Invoice Amount \$1,000.00, Branch PA - Dive Shop, and Payment Terms Net 10 Days. The second row shows Invoice Number 223, Customer Name Shawns Welding Shop, Dept Name Corporate, Invoice Amount \$1,200.00, Branch MN - Dive Shop, and Payment Terms Net 10 Days. The interface also includes a search bar, a main menu, and a navigation pane.

| Invoice Number | Customer Name | Dept Name | Invoice Amount | Branch | Payment Terms | Remove | Attach Time Card | See Customer |
|----------------|---------------------|-----------|----------------|----------------|---------------|--------|------------------|--------------|
| 222 | Shawns Welding Shop | Corporate | \$1,000.00 | PA - Dive Shop | Net 10 Days | X | + | + |
| 223 | Shawns Welding Shop | Corporate | \$1,200.00 | MN - Dive Shop | Net 10 Days | X | + | + |