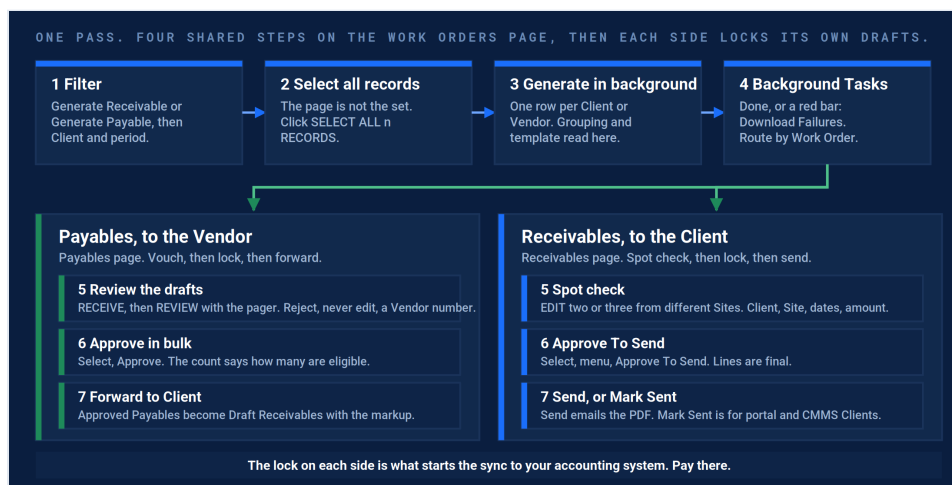


Bulk Invoicing *Quick Reference.*

Bulk reads what is already on the verified Trip and asks you nothing. Right Vendor, right rate, right Task before you generate; then four shared steps, and each side locks its own drafts.



The pass.

#	DO THIS	WHERE	THE CLICK	PROOF IT HAPPENED
1	Filter to the set	Work Orders	Generate Receivable, or Generate Payable. Funnel: Client Name, Trip Service Check-In greater than or equal to the first day, Work Order Custom Status equals Complete. Read the operator. Save as a template.	The record count equals the count you expected.
2	Check the rates	Work Orders › the cloud icon	Export the set. Read the Vendor and rate columns. Send blanks and placeholder Vendors to operations by Work Order number.	No blank rate, no placeholder Vendor, in the file.
3	Select the set	Work Orders	Toolbar checkbox, then SELECT ALL n RECORDS on the line under it.	All n records are selected.
4	Generate in background	Generate Receivable(s), or Payable(s)	One row per Client or Vendor. Set Group Invoice By, PDF Template, Work Order Report. GENERATE IN BACKGROUND, read the count, GENERATE.	Background Tasks: complete, no red bar. A red bar is the Download Failures list; route it by Work Order.
5	Vouch the Payables	Payables › Send, Review	RECEIVE, then REVIEW with the pager. Reject with a reason; never edit a Vendor's numbers. Select the run, Approve. Forward to Client where the Client pays.	Send and Review empty for the run. Every Approved row has a Last Accounting Sync Date.
6	Spot check the Receivables	Receivables › Send	EDIT two or three from different Sites: Client, Site, dates, amount. Select the run, menu, Approve To Send.	Nothing in the run is still a Draft.
7	Send, or Mark Sent	Receivables	Send emails the PDF. Mark Sent for portal and CMMS Clients. Export or Print for the PDFs in one download.	Every Sent row has a Last Accounting Sync Date. Nothing at Approved To Send older than today.

The rules that do not bend.

RULE	WHY
Bulk only what a rate table prices.	Per Hour (T&M), material markup, an NTE in play, a dispute: one at a time. The batch cannot use judgment.
The page is not the set.	The toolbar checkbox selects the rows you can see. SELECT ALL n RECORDS selects what the filter returned.
Read the count before you proceed.	Every bulk action checks status and tells you how many rows it will skip. The skipped ones are still yours.
Fix the Work Order, not the invoice.	A failure or a wrong draft comes from a Trip, a rate, or a Task. Fix it there, void the draft, run the set again.
Pay in accounting.	Approve and Send start the sync. Create Payment(s) is for accounts with no accounting system connected.