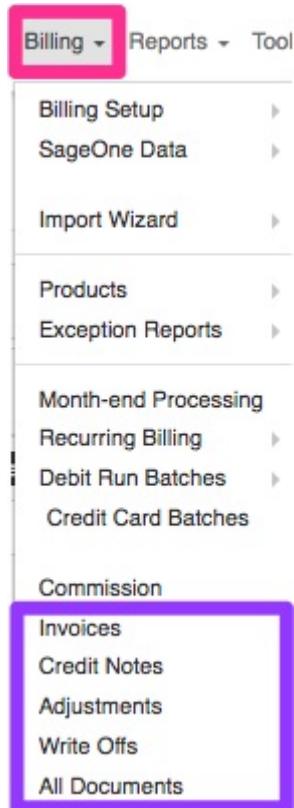


1. Where to find your billing documents

This guide will give you more information on how to push billing documents to SageOne. Billing documents refer to:

- Invoices
- Credit Notes
- Write-offs
- Adjustments

You will be able to find these documents by going to “**Billing**” and then clicking on the **relevant option**.



On the following screen, you will be able to see a screen similar to the one below:

Invoices		Select one or more Labels		All Billing Groups		All Customer Groups		All Months		All States		All Types		Normal				
10	records per page	Select one or more Categories		Screen Total: R 11,755.79	Create Invoice	Push Selected to Sage	Push All to Sage	Remove Invoices	Refresh	Search:		Copy Columns	Clipboard	Export Columns	CSV	Export Columns	Excel	Show / Hide Columns
BRO001	July 2018	Brother Bertina	JOB000026	2018-07-17	2018-07-18	INV0000260	Credit Card	Unpaid	R 2,835.06			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
LIC002	July 2018	Lichaan October	JOB000025	2018-07-16	2018-07-17	INV0000255	EFT	Unpaid	R 2,700.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
LIC002	July 2018	Lichaan October	JOB000025	2018-07-13	2018-07-14	INV0000254	EFT	Overdue	R 2,500.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
BRO001	April 2018	Brother Bertina	Recurring Invoice	2018-04-30	2018-05-01		Credit Card		R 204.29			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
BRO001	May 2018	Brother Bertina	Recurring Invoice	2018-05-31	2018-06-01	INV0000256	Credit Card	Unpaid	R 2.40			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
SAL001	July 2018	Salle's Wireless IT	JOB000024	2018-07-12	2018-07-13	INV0000253	EFT	Overdue	R 2,500.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
JES002	May 2018	Jessica New	Recurring Invoice	2018-05-31	2018-06-01	INV0000257	EFT	Unpaid	R 200.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
JES002	May 2018	Jessica New	Recurring Invoice	2018-05-31	2018-06-01	INV0000258	EFT	Unpaid	R 200.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
WEN001	July 2018	Wendilyn October	Recurring Invoice	2018-07-31	2018-08-01		EFT		R 600.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
MAT001	July 2018	Matt Test	Recurring Invoice	2018-07-31	2018-08-01				R 14.04			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
												On screen Total: R 11,755.79						

On the right-hand side of the screen, you will be able to see all the **action buttons**.

Invoices		Select one or more Categories		Screen Total: R 11,755.79		Create Invoice		Push Selected to Sage		Push All to Sage		Remove Invoices		Refresh				
10	records per page	Select one or more Labels		Screen Total: R 11,755.79	Create Invoice	Push Selected to Sage	Push All to Sage	Remove Invoices	Refresh	Search:		Copy Columns	Clipboard	Export Columns	CSV	Export Columns	Excel	Show / Hide Columns
BRO001	July 2018	Brother Bertina	JOB000026	2018-07-17	2018-07-18	INV0000260	Credit Card	Unpaid	R 2,835.06			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
LIC002	July 2018	Lichaan October	JOB000025	2018-07-16	2018-07-17	INV0000255	EFT	Unpaid	R 2,700.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
LIC002	July 2018	Lichaan October	JOB000025	2018-07-13	2018-07-14	INV0000254	EFT	Overdue	R 2,500.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
BRO001	April 2018	Brother Bertina	Recurring Invoice	2018-04-30	2018-05-01		Credit Card		R 204.29			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
BRO001	May 2018	Brother Bertina	Recurring Invoice	2018-05-31	2018-06-01	INV0000256	Credit Card	Unpaid	R 2.40			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
SAL001	July 2018	Salle's Wireless IT	JOB000024	2018-07-12	2018-07-13	INV0000253	EFT	Overdue	R 2,500.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
JES002	May 2018	Jessica New	Recurring Invoice	2018-05-31	2018-06-01	INV0000257	EFT	Unpaid	R 200.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
JES002	May 2018	Jessica New	Recurring Invoice	2018-05-31	2018-06-01	INV0000258	EFT	Unpaid	R 200.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
WEN001	July 2018	Wendilyn October	Recurring Invoice	2018-07-31	2018-08-01		EFT		R 600.00			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
MAT001	July 2018	Matt Test	Recurring Invoice	2018-07-31	2018-08-01				R 14.04			<input checked="" type="checkbox"/>	<input type="checkbox"/>					
												On screen Total: R 11,755.79						

In the case that these buttons are greyed out, it means that this document has already been pushed to SageOne and can no longer be edited or amended. You will, however, be able to view, send, download or duplicate the invoice. You will also be able to go to the customer's profile by clicking on the **black** button.

Account Code	Period	Customer	Reference	Document Date	Due Date	Document No	Pay Method	Paid	Document Amount	Labels	
BRO001	July 2018	Brother Bertina	JOB0000026	2018-07-17	2018-07-18	INV0000260	Credit Card	Unpaid	R 2,835.06		
LIC002	July 2018	Lichaan October	JOB0000025	2018-07-16	2018-07-17	INV0000255	EFT	Unpaid	R 2,700.00		
LIC002	July 2018	Lichaan October	JOB0000025	2018-07-13	2018-07-14	INV0000254	EFT	Overdue	R 2,500.00		

If the buttons on the right-hand side of the screen are colourful, this means that the document is still in draft mode and that you will still be able to edit, amend or delete it. After you have finished amending your document, it will need to be pushed to SageOne.

Account Code	Period	Customer	Reference	Document Date	Due Date	Document No	Pay Method	Paid	Document Amount	Labels	
ALI001	June 2018	Alice Liddel	sftgvsfgfsgdfg	2018-06-15	2018-06-16				R 500.00		
BRO001	July 2018	Brother Bertina	Recurring Invoice	2018-07-31	2018-08-01		Credit Card		R 22.31		
CAR001	July 2018	Carmen Saille	Recurring Invoice	2018-07-31	2018-08-01		EFT		R 1,598.00		
MAT001	July 2018	Matt Test	Recurring Invoice	2018-07-31	2018-08-01				R 14.04		
WEN001	July 2018	Wendlyn October	Recurring Invoice	2018-07-31	2018-08-01		EFT		R 600.00		
BRO001	April 2018	Brother Bertina	Recurring Invoice	2018-04-30	2018-05-01		Credit Card		R 204.29		

2. Pushing documents to SageOne

Billing documents can be pushed in one of two ways:

- Pushing single billing documents
- Pushing batches or multiple billing documents

You will need certain HeroTill permissions to be able to push billing documents to SageOne. If you are unable to see the **Generate SageOne Invoice** button, or the **Push All**

to Sage or the **Push Selected to Sage** buttons, please inquire with your systems administrator about your permissions.

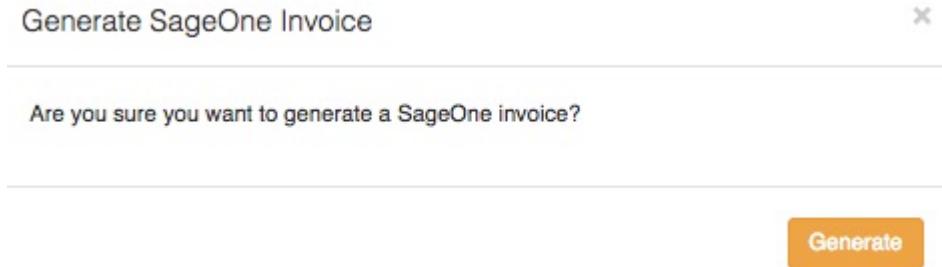
Invoices																		
												Select one or more Categories	Screen Total: R 4 356.64	Create Invoice	Push Selected to Sage	Push All to Sage	Remove Invoices	Refresh
Account Code	Period	Customer	Reference	Document Date	Due Date	Document No	Pay Method	Paid	Document Amount	Labels								
ALI001	June 2018	Alice Liddle	sfgvvsfgsdfg	2018-06-15	2018-06-16				R 500.00	Bad Debt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
BRO001	July 2018	Brother Berina	Recurring Invoice	2018-07-31	2018-08-01		Credit Card		R 22.31		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CAR001	July 2018	Carmen Salle	Recurring Invoice	2018-07-31	2018-08-01		EFT		R 1,598.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
MAT001	July 2018	Matt Test	Recurring Invoice	2018-07-31	2018-08-01				R 14.04		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
WEN001	July 2018	Wendlyn October	Recurring Invoice	2018-07-31	2018-08-01		EFT		R 600.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
BRO001	April 2018	Brother Berina	Recurring Invoice	2018-04-30	2018-05-01		Credit Card		R 204.29		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
OLI001	June 2018	Olivander's Wand Shop	Sho Testing Bil -7.1	2018-06-01	2018-06-10	10	Direct Debit	Paid	R 30.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
VOL001	January 2018	Voldemort's academy - Pre Cancellation Test	Sho Testing Bil -7.0	2018-01-01	2018-06-10	9	Direct Debit		R 189.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
PER001	January 2018	Perfect customer	test	2018-01-31	2018-02-05	INV0000051	EFT	Overdue	R 999.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
DEA001	February 2018	Dean Marx	Recurring Invoice	2018-02-28	2018-03-05	INV0000052			Overdue		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

2.1. Pushing Single billing documents to SageOne

You will be able to push single billing documents to SageOne by clicking on the **Generate SageOne Invoice** found on the right-hand side of the screen. This method will mostly be used in the case of installation and other manually created invoices.

Account Code	Period	Customer	Reference	Document Date	Due Date	Document No	Pay Method	Paid	Document Amount	Labels						
ALI001	June 2018	Alice Liddle	sfgvvsfgsdfg	2018-06-15	2018-06-16				R 500.00	Bad Debt	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
BRO001	July 2018	Brother Berina	Recurring Invoice	2018-07-31	2018-08-01		Credit Card		R 22.31		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
CAR001	July 2018	Carmen Salle	Recurring Invoice	2018-07-31	2018-08-01		EFT		R 1,598.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
MAT001	July 2018	Matt Test	Recurring Invoice	2018-07-31	2018-08-01				R 14.04		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
WEN001	July 2018	Wendlyn October	Recurring Invoice	2018-07-31	2018-08-01		EFT		R 600.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
BRO001	April 2018	Brother Berina	Recurring Invoice	2018-04-30	2018-05-01		Credit Card		R 204.29		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
OLI001	June 2018	Olivander's Wand Shop	Sho Testing Bil -7.1	2018-06-01	2018-06-10	10	Direct Debit	Paid	R 30.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
VOL001	January 2018	Voldemort's academy - Pre Cancellation Test	Sho Testing Bil -7.0	2018-01-01	2018-06-10	9	Direct Debit		R 189.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
PER001	January 2018	Perfect customer	test	2018-01-31	2018-02-05	INV0000051	EFT	Overdue	R 999.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
DEA001	February 2018	Dean Marx	Recurring Invoice	2018-02-28	2018-03-05	INV0000052			Overdue		<input checked="" type="checkbox"/>	<input type="checkbox"/>				

After clicking on the **Generate SageOne Invoice** button, you will see the following pop-up screen. Click on the “**Generate**” button to push the invoice to SageOne.



Once you click on the **Generate** button, the invoices will be emailed to the customer and will no longer be in draft status.

2.2. Pushing multiple billing documents to SageOne

If there are a few billing documents that need to be pushed, you can click on either the “**Push All to Sage**” button or on the “**Push Selected to Sage**” button. This method will mostly be used when doing your monthly billing run.

Please note that some billing documents screens might not have the Push Selected to Sage button.

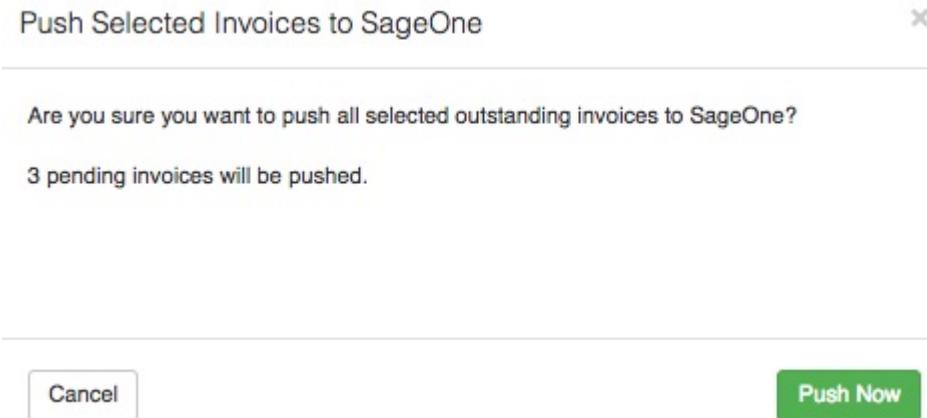
2.2.1. Push Selected to Sage

When clicking on the “**Push Selected to Sage**” button, you will be able to push all draft invoices that you can currently view on the screen. In other words, this will not take into account any draft invoices that may be on i.e. on the 2nd or 3rd screens.

To view more lines on your screen, you can change the “**Records per page**” section.

Invoices												
<input type="button" value="Select one or more Categories"/> Screen Total: R 11,755.79												<input type="button" value="Create Invoice"/> <input type="button" value="Push Selected to Sage"/> <input type="button" value="Push All to Sage"/> <input type="button" value="Remove Invoices"/> <input type="button" value="Refresh"/>
<input type="text" value="Search:"/>												<input type="button" value="Copy Columns"/> <input type="button" value="Clipboard"/> <input type="button" value="Export Columns CSV"/> <input type="button" value="Export Columns Excel"/> <input type="button" value="Show/Hide Columns"/>
Account Code	Period	Customer	Reference	Document Date	Due Date	Document No	Pay Method	Paid	Document Amount	Labels		
BR0001	July 2018	Brother Berlina	JOB800026	2018-07-17	2018-07-18	INV0000260	Credit Card	Unpaid	R 2,835.06			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LIC002	July 2018	Lichaan October	JOB800025	2018-07-16	2018-07-17	INV0000255	EFT	Unpaid	R 2,700.00			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LIC002	July 2018	Lichaan October	JOB800025	2018-07-13	2018-07-14	INV0000254	EFT	Overdue	R 2,500.00			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
BR0001	April 2018	Brother Berlina	Recurring Invoice	2018-04-30	2018-05-01		Credit Card		R 204.29			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
BR0001	May 2018	Brother Berlina	Recurring Invoice	2018-05-31	2018-06-01	INV0000256	Credit Card	Unpaid	R 2.40			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SAL001	July 2018	Saller's Wireless IT	JOB800024	2018-07-12	2018-07-13	INV0000253	EFT	Overdue	R 2,500.00			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
JES002	May 2018	Jessica New	Recurring Invoice	2018-05-31	2018-06-01	INV0000257	EFT	Unpaid	R 200.00			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
JES002	May 2018	Jessica New	Recurring Invoice	2018-05-31	2018-06-01	INV0000258	EFT	Unpaid	R 200.00			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
WEN001	July 2018	Wendlyn October	Recurring Invoice	2018-07-31	2018-08-01		EFT		R 600.00			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
MAT001	July 2018	Matt Test	Recurring Invoice	2018-07-31	2018-08-01				R 14.04			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

After clicking on the “**Push Selected to Sage**” button, you will see a pop-up screen similar to the one below. Click on the “**Push Now**” button to push the billing documents to SageOne.



2.2.2. Push all to Sage

To push all draft invoices to SageOne, you can click on the "**Push All to Sage**" button.

Invoices

Invoices											<input type="button" value="Create Invoice"/>	<input type="button" value="Push Selected to Sage"/>	<input type="button" value="Push All to Sage"/>	<input type="button" value="Remove Invoices"/>	<input type="button" value="Refresh"/>
Account Code	Period	Customer	Reference	Document Date	Due Date	Document No	Pay Method	Paid	Document Amount	Labels					
BRO001	July 2018	Brother Berlina	JOB8000028	2018-07-17	2018-07-18	INV0000260	Credit Card	Unpaid	R 2,835.06	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
LIC002	July 2018	Lichen October	JOB8000025	2018-07-16	2018-07-17	INV0000255	EFT	Unpaid	R 2,700.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
LIC002	July 2018	Lichen October	JOB8000025	2018-07-13	2018-07-14	INV0000254	EFT	Overdue	R 2,500.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
BRO001	April 2018	Brother Berlina	Recurring Invoice	2018-04-30	2018-05-01		Credit Card		R 204.29	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
BRO001	May 2018	Brother Berlina	Recurring Invoice	2018-05-31	2018-06-01	INV0000258	Credit Card	Unpaid	R 2.40	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
SAL001	July 2018	Sally's Wireless IT	JOB8000024	2018-07-12	2018-07-13	INV0000253	EFT	Overdue	R 2,500.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
JES002	May 2018	Jessica New	Recurring Invoice	2018-05-31	2018-06-01	INV0000257	EFT	Unpaid	R 200.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
JES002	May 2018	Jessica New	Recurring Invoice	2018-05-31	2018-06-01	INV0000258	EFT	Unpaid	R 200.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
WEN001	July 2018	Wendlyn October	Recurring Invoice	2018-07-31	2018-08-01		EFT		R 600.00	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
MAT001	July 2018	Matt Test	Recurring Invoice	2018-07-31	2018-08-01				R 14.04	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	

After clicking on this button, you will have the option to either push **all** to sage or to just push invoices with specific **payment methods**. This is a useful function for in-house monitoring to ensure that customers are billed correctly.

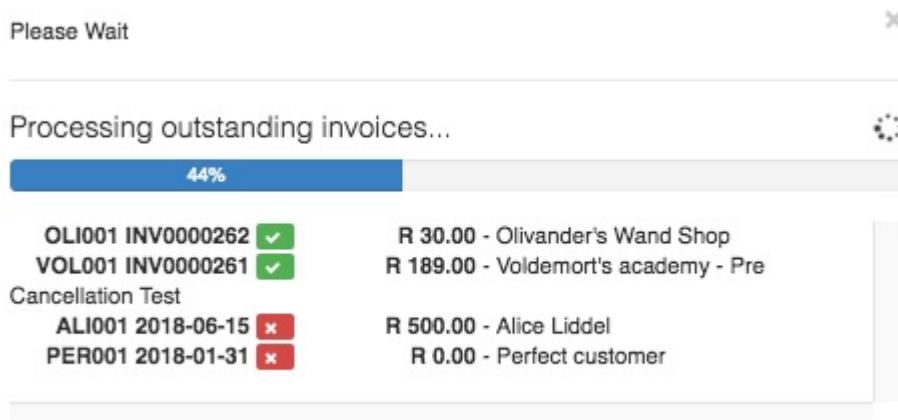
Push All Invoices to SageOne

Are you sure you want to push all outstanding invoices to SageOne?

Please select which invoice types to push to SageOne:

Direct Debit	Credit Card	Cash	EFT	All
--------------	-------------	------	-----	-----

After choosing the applicable method, click on the “**Push Now**” button. This method will not take into account the number of draft invoices on the current screen, but rather push all draft invoices to SageOne. After clicking on the “**Push Now**” button, you will see the following screen.

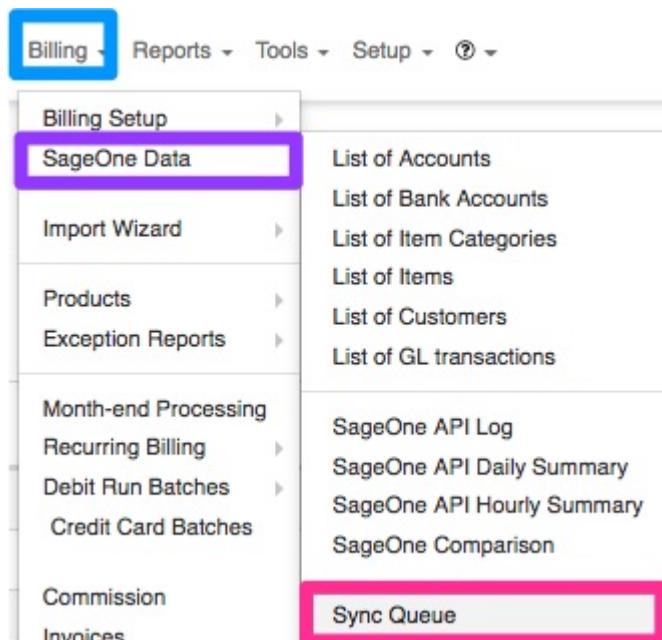


On the above screen, you will be able to view which invoices as successfully pushed as well

as which invoices were unsuccessful.

2.3. What should I do if the invoice did not push to SageOne?

In the case that the invoices have not been successfully pushed to SageOne, you can go to the SageOne sync queue to view if there might be any syncing errors. To find the SageOne sync queue, you can go to “**Billing**” – “**SageOne Data**” and then click on the “**Sync Queue**” option.



From this screen, you will be able to see any **syncing errors**. If there are syncing errors, click on the **resync** button next to the line item to re-sync it.

SageOne Sync Queue										
Row Num	Record Source	Record ID	Record Type	Code	Title	Integration ID	Status	Date		
102	Product	12	CampusKey	BevCoffee	Coffee		Error	2018-06-29 16:14:20		
103	Product	13	CampusKey	Breakfast	Daily Breakfast		Error	2018-06-29 16:14:23		

If the line item is still in error status, please contact the HeroTill support team for further assistance.