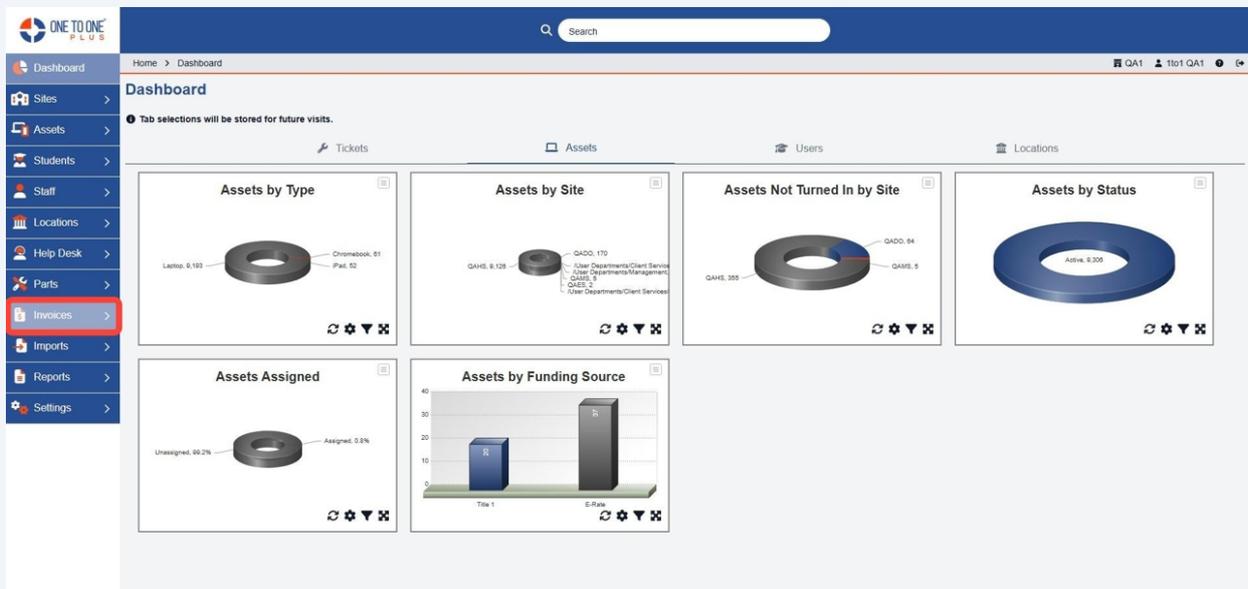


# Bulk Invoicing



This guide simplifies bulk invoicing with clear steps to select users, input amounts, and generate invoices efficiently. It helps save time, reduce errors, and streamline large-volume billing.

## 1 Select "Invoices".



## 2 Select "Bulk Invoicing".

The screenshot shows the ONE TO ONE PLUS dashboard. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Manage, Add New Invoice, Add New Payment, **Bulk Invoicing** (highlighted with a red box), Imports, Reports, and Settings. The main dashboard area displays several charts: 'Assets by Type' (donut chart showing Laptop: 9, 103, Chromebook: 61, and iPad: 52), 'Assets by Site' (donut chart showing QAHS: 9, 129 and QAOD: 170), 'Assets Not Turned In by Site' (donut chart showing QAHS: 395, QAOD: 64, and QAHS: 5), 'Assets by Status' (donut chart showing Active: 9, 309), 'Assets Assigned' (donut chart showing Unassigned: 69, 2% and Assigned: 0, 8%), and 'Assets by Funding Source' (bar chart showing Title I and E-Rate).

## 3 Type or paste the "User IDs" to be invoiced.

The screenshot shows the ONE TO ONE PLUS 'Bulk Invoicing' form. The left sidebar is the same as in the previous screenshot. The main form area has the following fields: 'External IDs' (a text box with a red border and placeholder text 'Paste excel column or comma separated list of User External IDs'), 'Sites' (a dropdown menu with 'Select Some Options'), 'Grades' (a dropdown menu with 'Select Some Options'), 'Invoice Date' (a date field with '01/14/25'), 'Due Date' (a date field with '01/14/25'), 'Due Amount \*' (a text field), 'Type \*' (a dropdown menu with 'Add Part Vendor'), and 'Description' (a text field). A green 'Preview' button is located at the bottom left of the form.

## 4 You can also invoice by "Sites" or "Grades".

ONE TO ONE PLUS

Home > Invoices > Bulk Invoicing

QA1 1to1 QA1

### Bulk Invoicing

External IDs  
Paste excel column or comma separated list of User External IDs

Sites  
Select Some Options

Grades  
Select Some Options

Invoice Date  
01/14/25

Due Date  
01/14/25

Due Amount \*

Type \*  
Add Part Vendor

Description

Preview

Dashboard

Sites

Assets

Students

Staff

Locations

Help Desk

Parts

Invoices

Manage

Add New Invoice

Add New Payment

Bulk Invoicing

Imports

Reports

Settings

## 5 Enter the "Due Amount" for the invoice.

ONE TO ONE PLUS

Home > Invoices > Bulk Invoicing

QA1 1to1 QA1

### Bulk Invoicing

External IDs  
K0801041.H1202259.F1201572.E1109952

Sites  
Select Some Options

Grades  
Select Some Options

Invoice Date  
01/14/25

Due Date  
01/14/25

Due Amount \*

Type \*  
Add Part Vendor

Description

Preview

Dashboard

Sites

Assets

Students

Staff

Locations

Help Desk

Parts

Invoices

Manage

Add New Invoice

Add New Payment

Bulk Invoicing

Imports

Reports

Settings

## 6 Enter the invoice "Type".

The screenshot shows the 'Bulk Invoicing' form in the ONE TO ONE PLUS system. The form is titled 'Bulk Invoicing' and is located in the 'Home > Invoices > Bulk Invoicing' section. The form contains several fields: 'External IDs' (K0801041.H1202259.F1201572.E1109952), 'Sites' (Select Some Options), 'Grades' (Select Some Options), 'Invoice Date' (01/14/25), 'Due Date' (01/14/25), 'Due Amount \*' (45.00), 'Type \*' (Damages), and 'Description'. The 'Type \*' dropdown menu is highlighted with a red box, indicating that the user is entering the invoice type. The 'Description' field is currently empty.

## 7 Enter the "Description".

The screenshot shows the 'Bulk Invoicing' form in the ONE TO ONE PLUS system. The form is titled 'Bulk Invoicing' and is located in the 'Home > Invoices > Bulk Invoicing' section. The form contains several fields: 'External IDs' (K0801041.H1202259.F1201572.E1109952), 'Sites' (Select Some Options), 'Grades' (Select Some Options), 'Invoice Date' (01/14/25), 'Due Date' (01/14/25), 'Due Amount \*' (45.00), 'Type \*' (Damages), and 'Description'. The 'Description' text box is highlighted with a red box and contains the text 'Damages to devices', indicating that the user is entering the invoice description.

## 8 Select "Preview" to see invoices to be billed.

The screenshot shows the 'Bulk Invoicing' form in the One to One Plus system. The form includes fields for External IDs, Sites, Grades, Invoice Date, Due Date, Due Amount, Type, and Description. A red box highlights the 'Preview' button, which is located below the 'Add New Payment' button.

## 9 A preview of the first 15 records will be displayed.

The screenshot shows the 'Bulk Invoicing' form with the 'Preview' button highlighted. Below the form, a table displays the first 15 records. The table has four columns: Student Name, Student ID, Grade Level, and Site. The 'Preview of First 15 Record(s)' button is also highlighted with a red box.

Student Name	Student ID	Grade Level	Site
Abigail Elva Espinoza	E1109952	12	QAHS
Abraham Emerson Freeman	F1201572	12	QAHS
Abdullah Tahir Khan	K0801041	12	QAHS
Jesus Alexander Hernandez	H1202259	8	QAMS

## 10 Select "Generate Invoices".

The screenshot shows the 'Bulk Invoicing' interface. On the left is a navigation menu with options like Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Invoices, Manage, Add New Invoice, Add New Payment, Bulk Invoicing, Imports, Reports, and Settings. The main content area is titled 'Bulk Invoicing' and contains a form with the following fields:

- External IDs: K0801041.H1202259.F1201572.E1109952
- Sites: Select Some Options
- Grades: Select Some Options
- Invoice Date: 01/14/25
- Due Date: 01/14/25
- Due Amount: 45.00
- Type: Damages
- Description: Damages to devices

Below the form are two buttons: 'Preview' and 'Generate Invoices'. The 'Generate Invoices' button is highlighted with a red box. Below the buttons is a section titled 'Preview of First 15 Record(s)' with a table of student records.

Student Name	Student ID	Grade Level	Site
Abigail Elva Espinoza	E1109952	12	QAHS
Abraham Emerson Freeman	F1201572	12	QAHS
Abdullah Tahir Khan	K0801041	12	QAHS
Jesus Alexander Hernandez	H1202259	8	QAMS

## 11 Invoices successfully generated message will appear.

The screenshot shows the 'Bulk Invoicing' interface after the 'Generate Invoices' button was clicked. A green message box with the text 'Invoices successfully generated.' is displayed at the top right of the main content area. The form fields and buttons are the same as in the previous screenshot, but the 'Generate Invoices' button is no longer highlighted. The 'Preview' button is now highlighted with a green box.