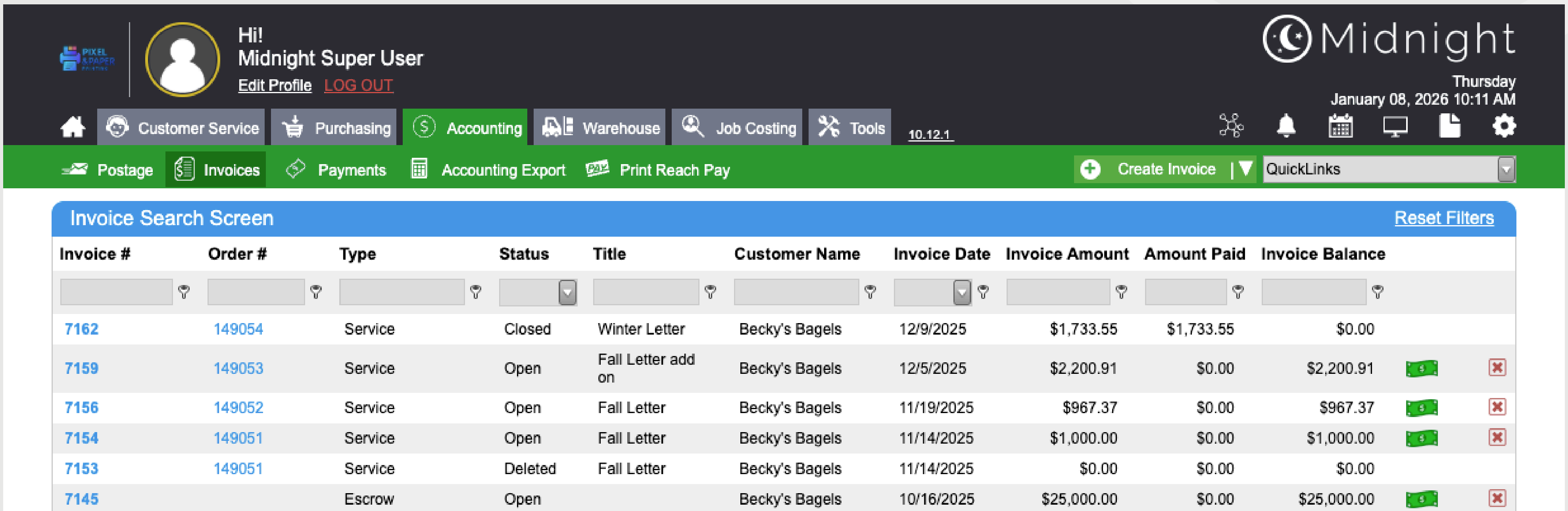
MIDNIGHT MIS IMPLEMENTATION INVOICING MODULE

Overview

The new Invoicing Module in Midnight introduces greater flexibility and control over your billing process. Unlike legacy Invoicing — which supported only one invoice per order and tied the invoice date to the Close Date — the new module allows you to:

- Create multiple invoices for a single order
- Invoice at the version level
- Partially invoice an order, version, department, service – any Iteration
- Consolidate multiple orders onto a single invoice
- Continue using familiar features like Group Billing

This guide walks through the key differences, activation requirements, and step-by-step workflows to help you get started.



Invoice #	Order #	Type	Status	Title	Customer Name	Invoice Date	Invoice Amount	Amount Paid	Invoice Balance		
7162	149054	Service	Closed	Winter Letter	Becky's Bagels	12/9/2025	$1,733.55	$1,733.55	$0.00		
7159	149053	Service	Open	Fall Letter add on	Becky's Bagels	12/5/2025	$2,200.91	$0.00	$2,200.91		
7156	149052	Service	Open	Fall Letter	Becky's Bagels	11/19/2025	$967.37	$0.00	$967.37		
7154	149051	Service	Open	Fall Letter	Becky's Bagels	11/14/2025	$1,000.00	$0.00	$1,000.00		
7153	149051	Service	Deleted	Fall Letter	Becky's Bagels	11/14/2025	$0.00	$0.00	$0.00		
7145		Escrow	Open		Becky's Bagels	10/16/2025	$25,000.00	$0.00	$25,000.00		

Activation Requirements

The new Invoicing Module is not enabled by default. If you would like to begin using it, please contact **support@printreach.com**. There are configuration steps and onboarding considerations our team will walk you through before activation.

Legacy vs New Invoicing Comparison

Below is a summary of how the new module compares with Legacy Invoicing:

Legacy	**New Invoicing Module**
One invoice per order	Multiple invoices per order
Invoice date = Close Date	Invoice date is set when invoice is created
Could not combine orders	Multi-order invoices supported
Group Billing existed	Group Billing is still supported and even more flexible
Invoice # = Order #	Independent invoice numbering sequence

Invoice Numbering Changes

In the new Invoicing Module, invoice numbers follow their own numbering sequence. This sequence can start at any number you prefer. Legacy Invoicing used the Order Number as the Invoice Number, but the new module assigns invoice numbers independently and sequentially.

Close Date Behavior

The Close Date no longer controls the invoice date. However, the Close Date still performs important operational functions:

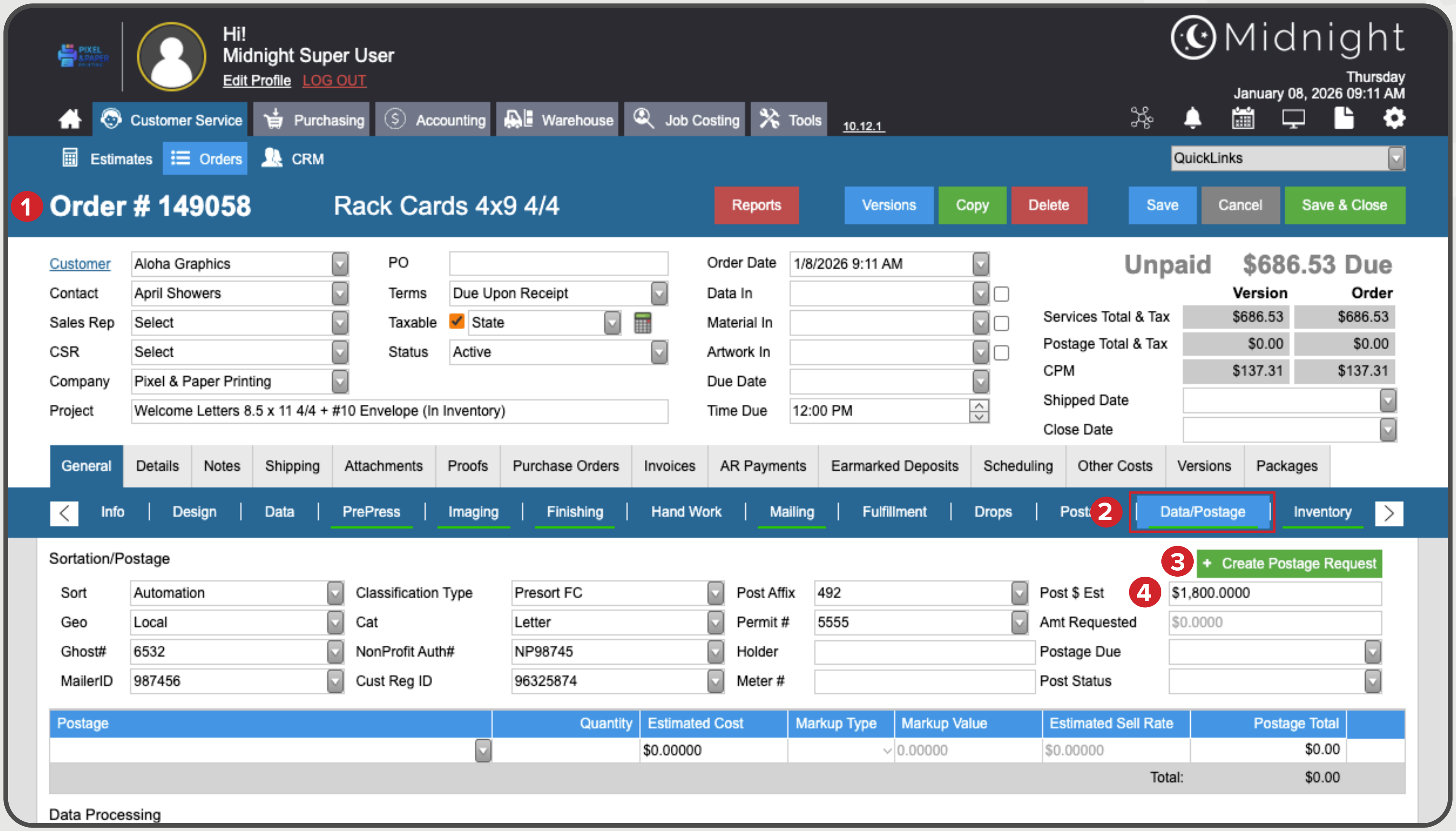
- Prompts deduction of inventory
- Removes the job from the Job Board
- Removes the job from Shop Floor Data Collection
- Prevents additional job-in/job-out activity

The only change is that the Close Date is no longer tied to the invoice date.

Workflow 1: Postage Prepay Invoice

This workflow is used to bill estimated postage prior to production. Postage Prepay Invoices do not require the order to be in a special status and do not use the Close Date.

1. Open the Order
2. Select **Data / Postage**
3. Select the option to **Create Postage Request**
4. Review the estimated postage amount



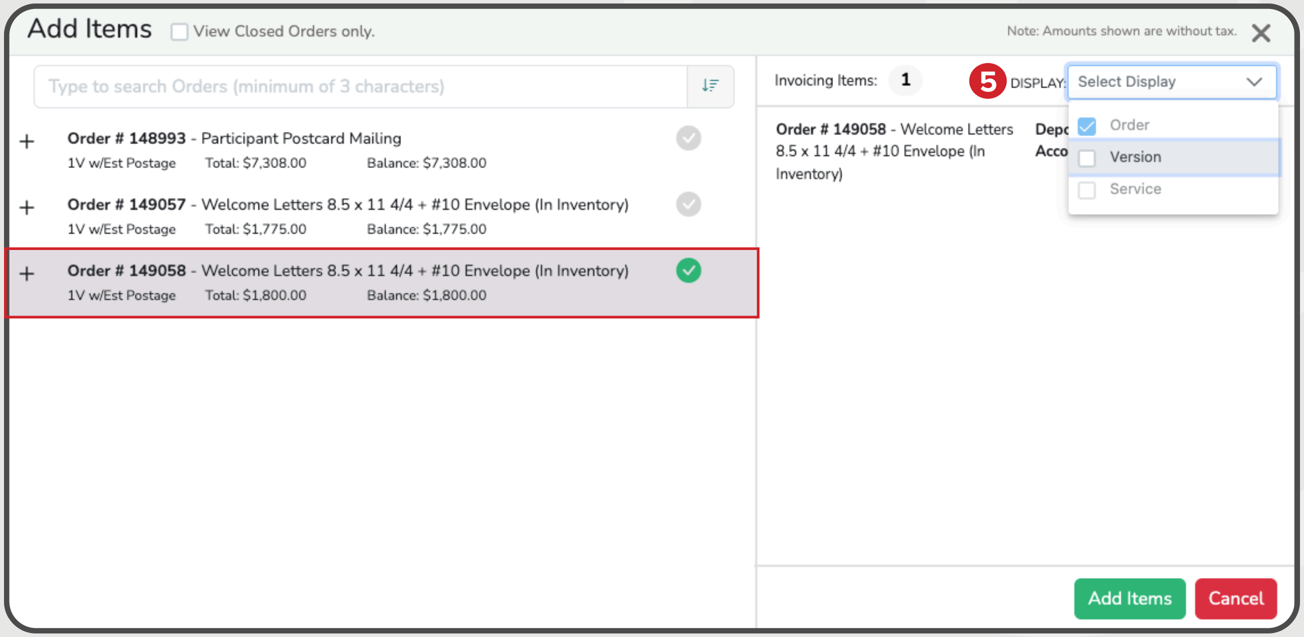
5 Choose **Display** dropdown. Options include:

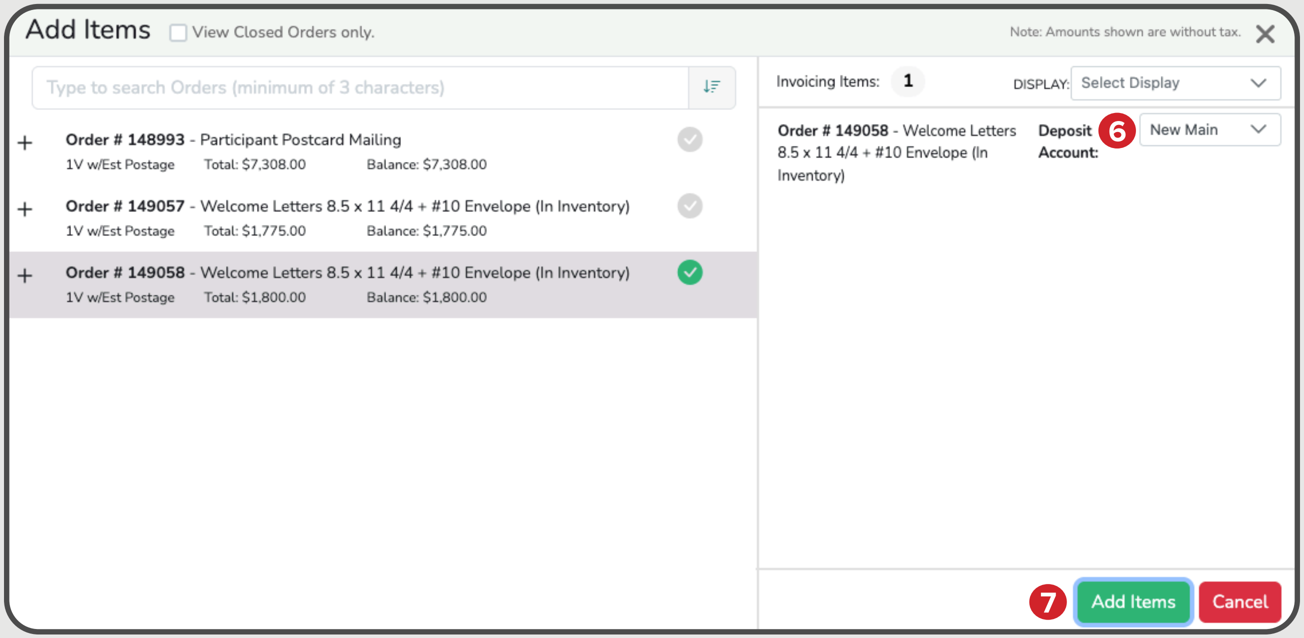
- **Order**– Displays Order # + Project Name
- **Order + Version** – Displays Order # + Project Name; adds line item displaying the version name

See page 16 for Display Options.

6 Confirm **Postage Deposit Account**

7 Click **Add Items**.





8. Confirm Bill To / Attention

9. Select **Date Due**

10. Add **PO #**, if applicable

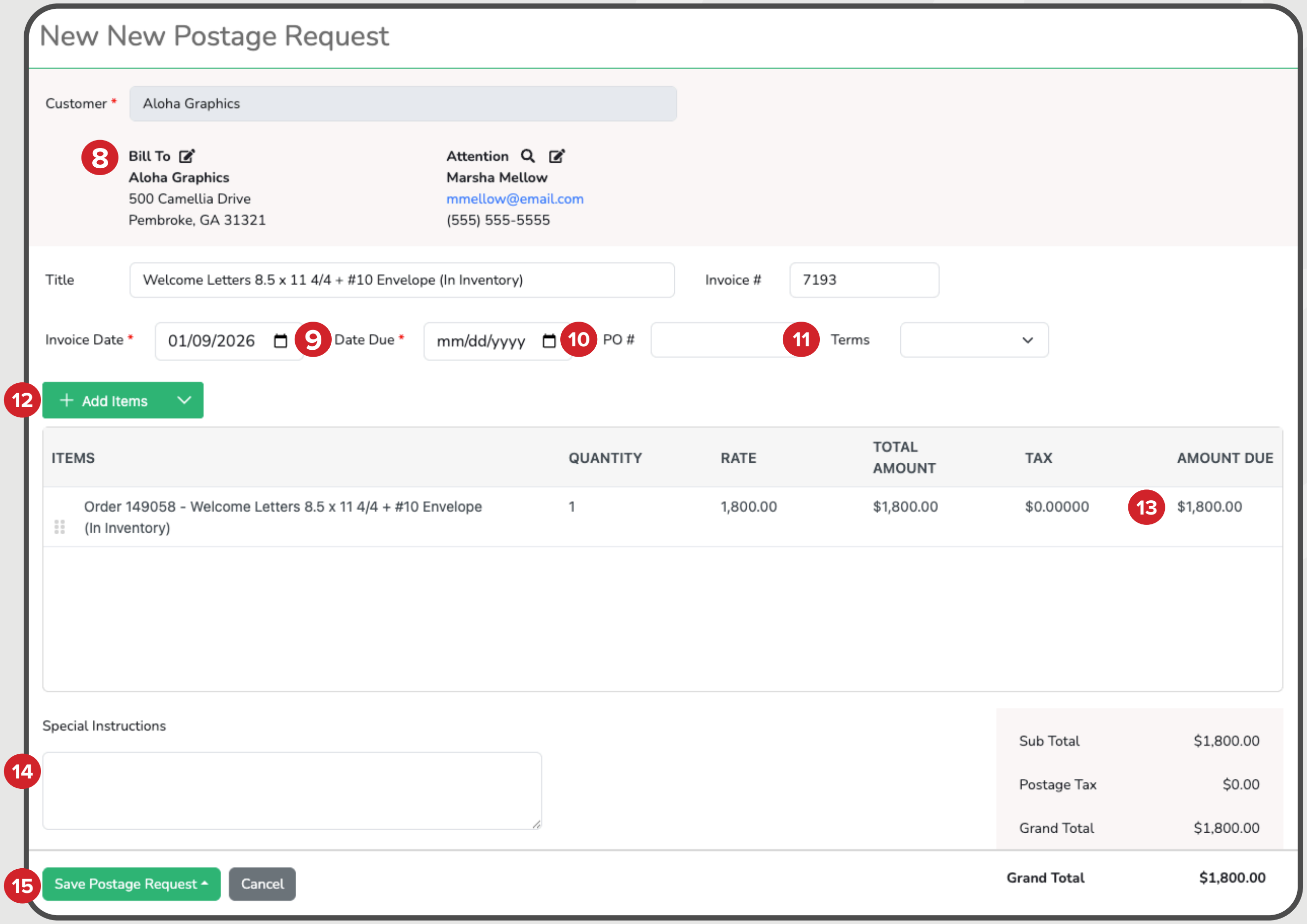
11. Select **Terms**, if relevant

12. If you'd like, you can add another order to this customer's postage request by clicking **+ Add Items** (see page 10 for additional details)

13. Edit **Amount Due**, if applicable

14. Add **Special Instructions**, if relevant

15. **Save Postage Request**. Options include:
    - **Save** – Stores the postage request invoice without sending.
    - **Save and Send** – Saves the invoice and immediately sends it to the customer.
    - **Save as Draft** – Keeps the invoice in draft mode for further edits before finalizing.
    - **Save and Pay** – Saves the invoice and opens Pay Now window.



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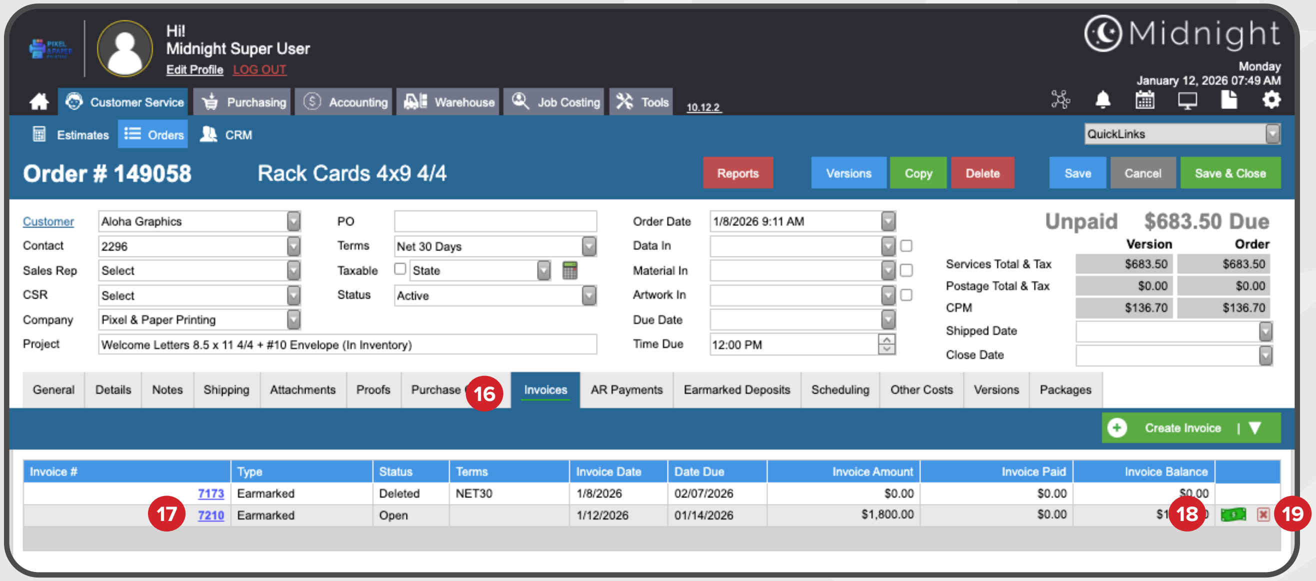
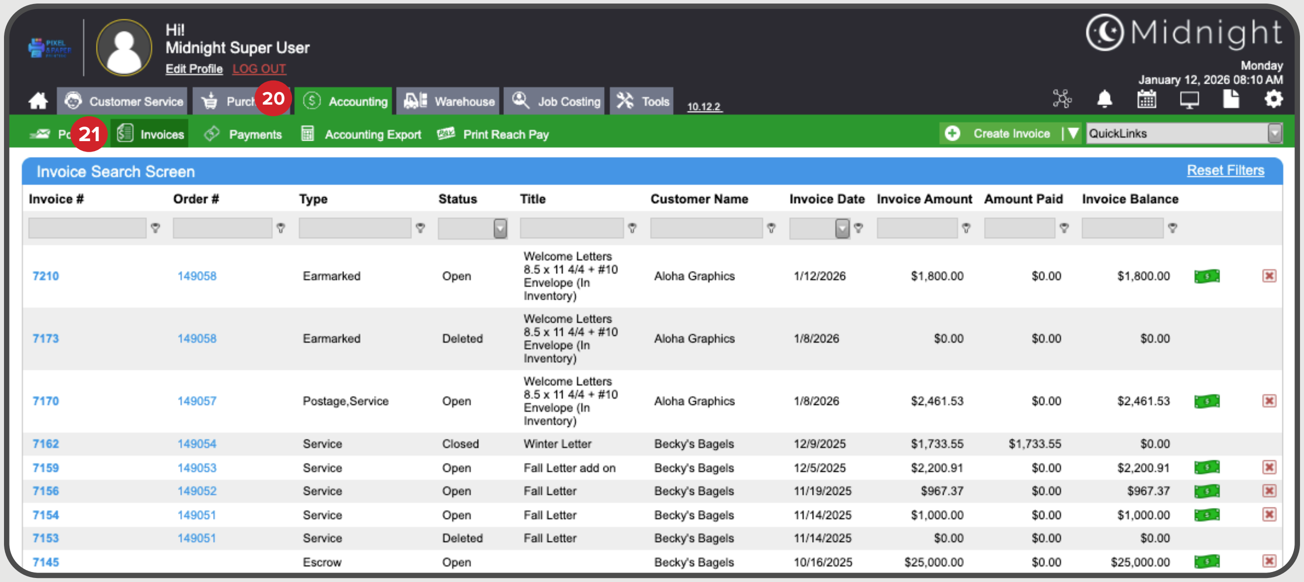
16 By accessing **Invoices** within an order, you can:
- 17 **View** the invoicing by clicking on the hyperlink.
- 18 **Pay** the invoice by clicking on the dollar icon.
- 19 **Delete** the invoice by clicking on the red X.



You can also view invoices through the Invoice Search Screen:
- 20 **Accounting** → 21 **Invoices.**

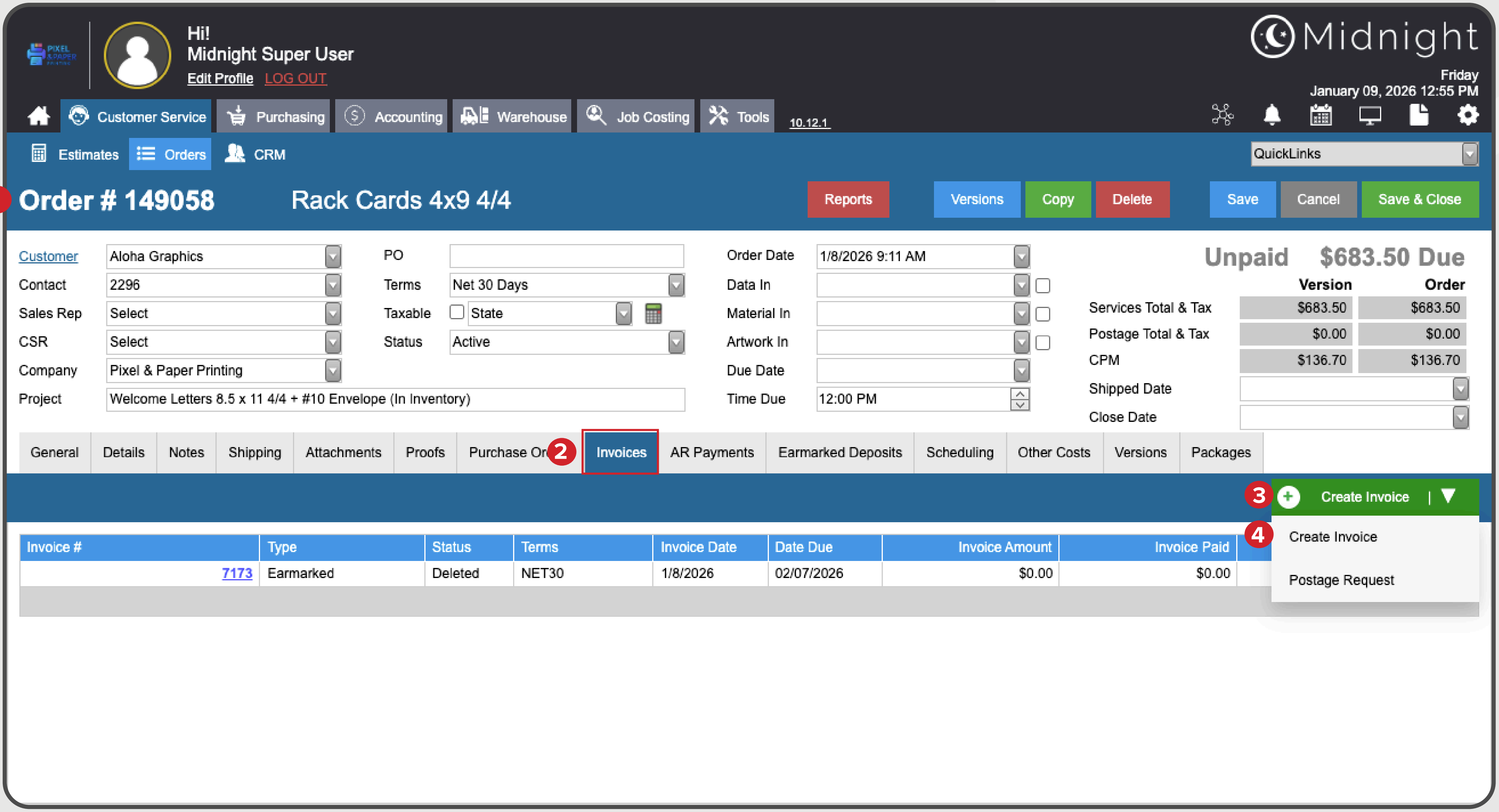
From there, you can view, pay and delete invoices as described above.



Workflow 2: Standard Single-Order Invoice

This method is ideal when billing a single job as a standalone invoice.

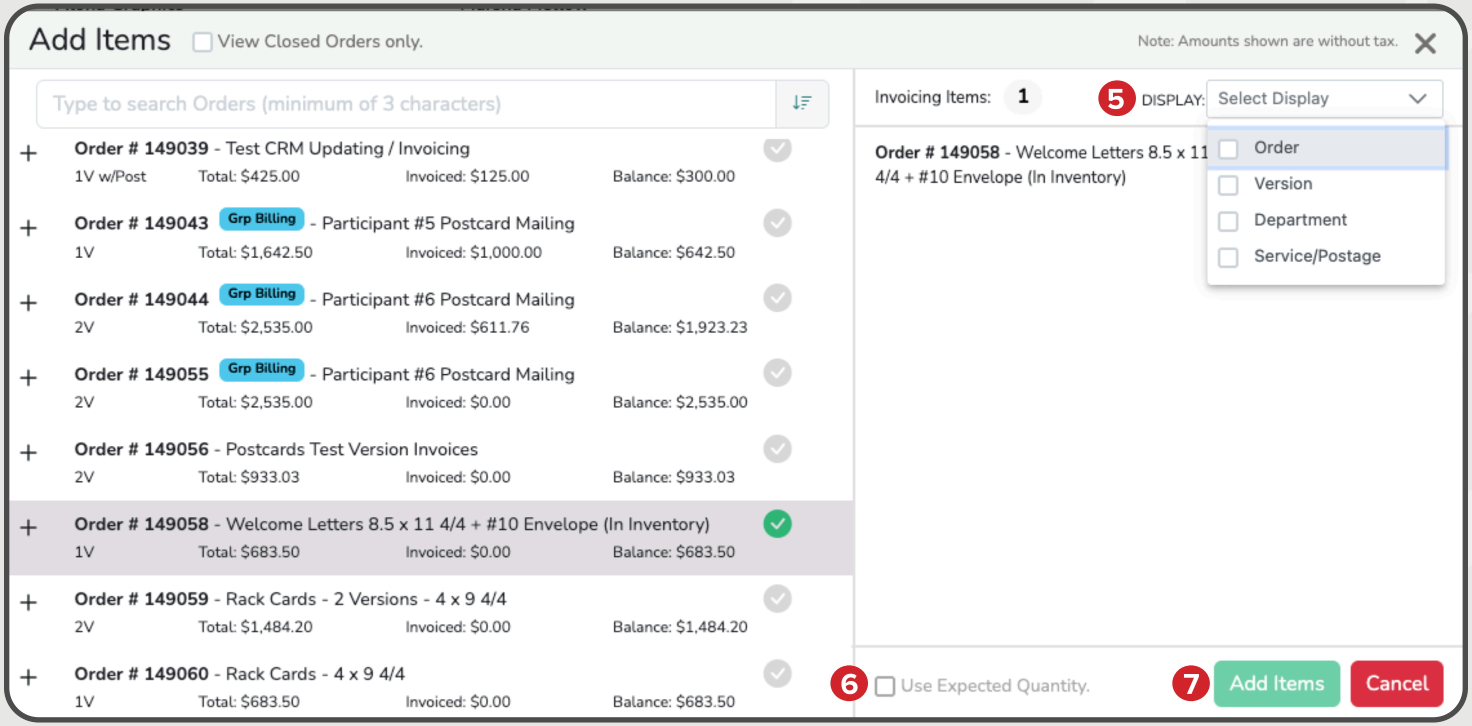
1. Open the Order
2. Select **Invoices**
3. Select **Create Invoice**
4. Select the option **Create Invoice**



5 Choose **Display** dropdown. Options include:

- **Order**– Displays Order # + Project Name. Quantity = 1
- **Version** – Displays Version Name. Quantity = 1
- **Department** – Displays a line item for each department. Quantity = 1
- **Service/Postage** – Displays a line item for each service. Quantity = Expected Qty

See page 16 for Display Options.



6 **Use Expected Quantity**
Optional for "Order" and "Version" Displays
Quantity = Expected Qty

Please note: 6 ***Use Expected Quantity** is not available for "Department" and "Service/Postage" displays.*

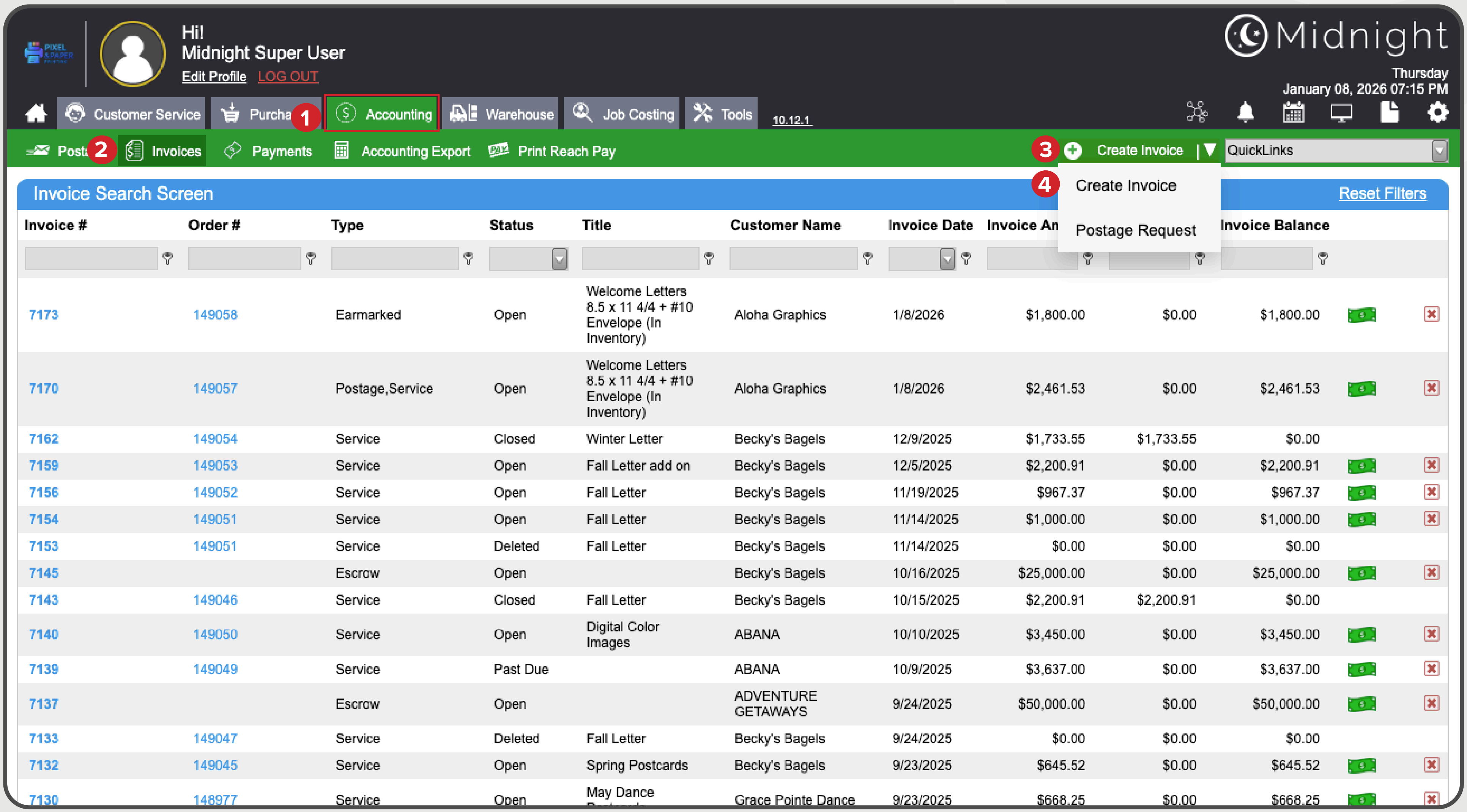
7 **Add Items**

8 **Review, Edit and Save invoice as demonstrated on page 5.**

Workflow 3: Multi-Order Invoice

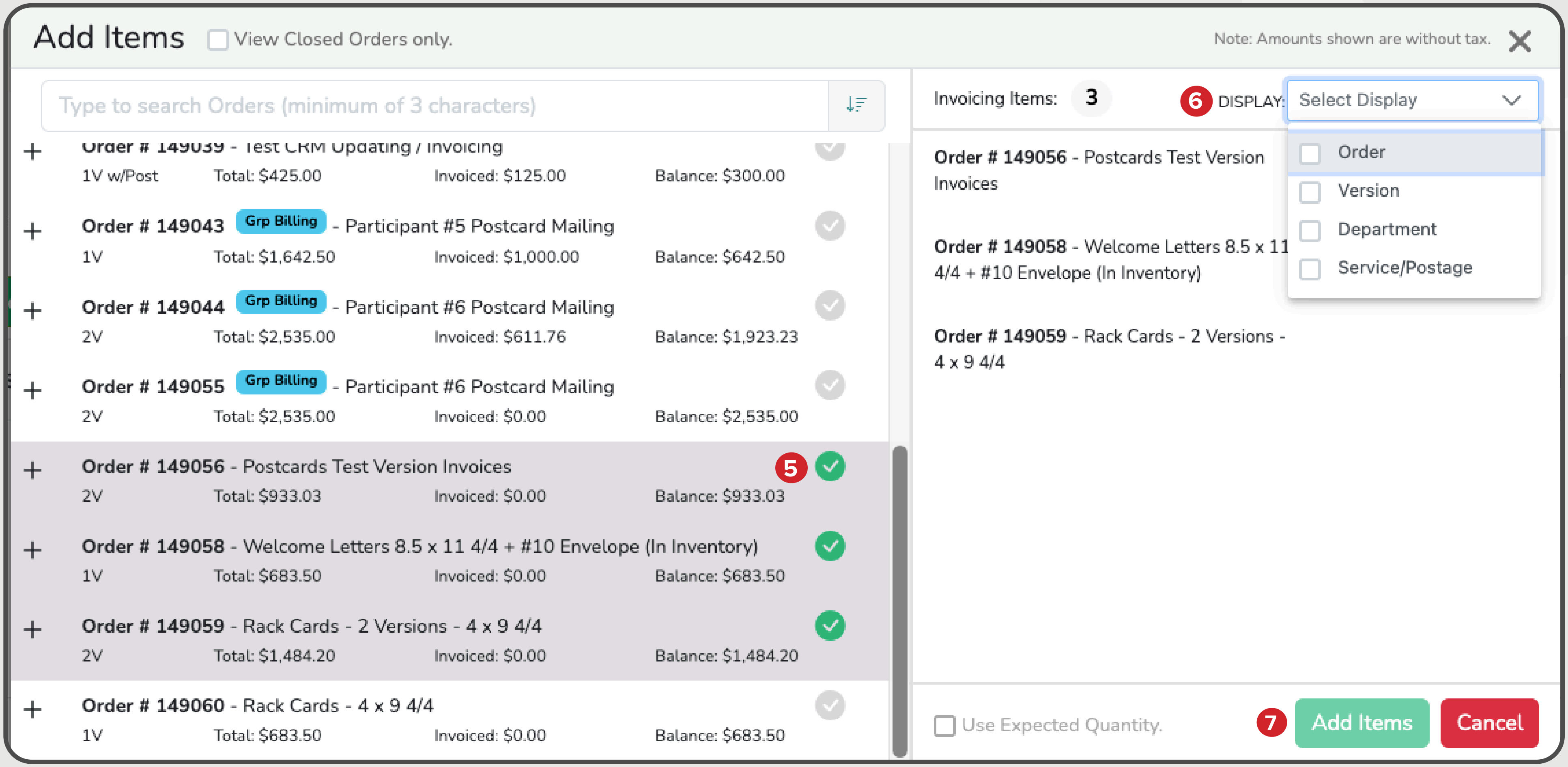
This workflow combines multiple orders into a single invoice, making it ideal for customers who prefer summary billing.

1. Navigate to **Accounting**
2. Select **Invoices**
3. Select **Create Invoice**
4. Select the option **Create Invoice**



Invoice #	Order #	Type	Status	Title	Customer Name	Invoice Date	Invoice An		Invoice Balance
7173	149058	Earmarked	Open	Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)	Aloha Graphics	1/8/2026	$1,800.00	$0.00	$1,800.00
7170	149057	Postage,Service	Open	Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)	Aloha Graphics	1/8/2026	$2,461.53	$0.00	$2,461.53
7162	149054	Service	Closed	Winter Letter	Becky's Bagels	12/9/2025	$1,733.55	$1,733.55	$0.00
7159	149053	Service	Open	Fall Letter add on	Becky's Bagels	12/5/2025	$2,200.91	$0.00	$2,200.91
7156	149052	Service	Open	Fall Letter	Becky's Bagels	11/19/2025	$967.37	$0.00	$967.37
7154	149051	Service	Open	Fall Letter	Becky's Bagels	11/14/2025	$1,000.00	$0.00	$1,000.00
7153	149051	Service	Deleted	Fall Letter	Becky's Bagels	11/14/2025	$0.00	$0.00	$0.00
7145		Escrow	Open		Becky's Bagels	10/16/2025	$25,000.00	$0.00	$25,000.00
7143	149046	Service	Closed	Fall Letter	Becky's Bagels	10/15/2025	$2,200.91	$2,200.91	$0.00
7140	149050	Service	Open	Digital Color Images	ABANA	10/10/2025	$3,450.00	$0.00	$3,450.00
7139	149049	Service	Past Due		ABANA	10/9/2025	$3,637.00	$0.00	$3,637.00
7137		Escrow	Open		ADVENTURE GETAWAYS	9/24/2025	$50,000.00	$0.00	$50,000.00
7133	149047	Service	Deleted	Fall Letter	Becky's Bagels	9/24/2025	$0.00	$0.00	$0.00
7132	149045	Service	Open	Spring Postcards	Becky's Bagels	9/23/2025	$645.52	$0.00	$645.52
7130	148977	Service	Open	May Dance	Grace Pointe Dance	9/23/2025	$668.25	$0.00	$668.25

5. Select multiple orders by selecting the **Checkmark** (orders that have not been completely invoiced will be available)
6. Select **Display** option. See page 16 for Display Options.
7. Select **Add Items**



8. **Review, Edit and Save invoice as demonstrated on page 5.**

You can also initiate this process of combining multiple orders into a single invoice directly from within an individual order.

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- 5a Order 149056 (selected in previous screen)
- 5b Order 149058 (selected in previous screen)
- 5c Order 149059 (selected in previous screen)

New Invoice

Customer * Aloha Graphics

Bill To
Aloha Graphics
5000 Camellia Drive
Savannah, GA 31405

Attention
Marsha Mellow
mmellow@email.com
(555) 555-5555

Title: December 2025 Invoices
Invoice #: 7206

Invoice Date *: 01/09/2026
Date Due *: 02/07/2026
PO #: 321456
Terms *: Net 30 Days

+ Add Items

	ITEMS	QUANTITY	RATE	TOTAL AMOUNT	TAX	AMOUNT DUE
5a	Order 149056 - Postcards Test Version Invoices	12,500	0.07464	$933.03	$31.79000	$964.82
5b	Order 149058 - Welcome Letters 8.5 x 11 4/4 + #10 Envelope (In Inventory)	5,000	0.1367	$683.50	$0.00000	$683.50
5c	Order 149059 - Rack Cards - 2 Versions - 4 x 9 4/4	11,000	0.13493	$1,484.20	$0.00000	$1,484.20

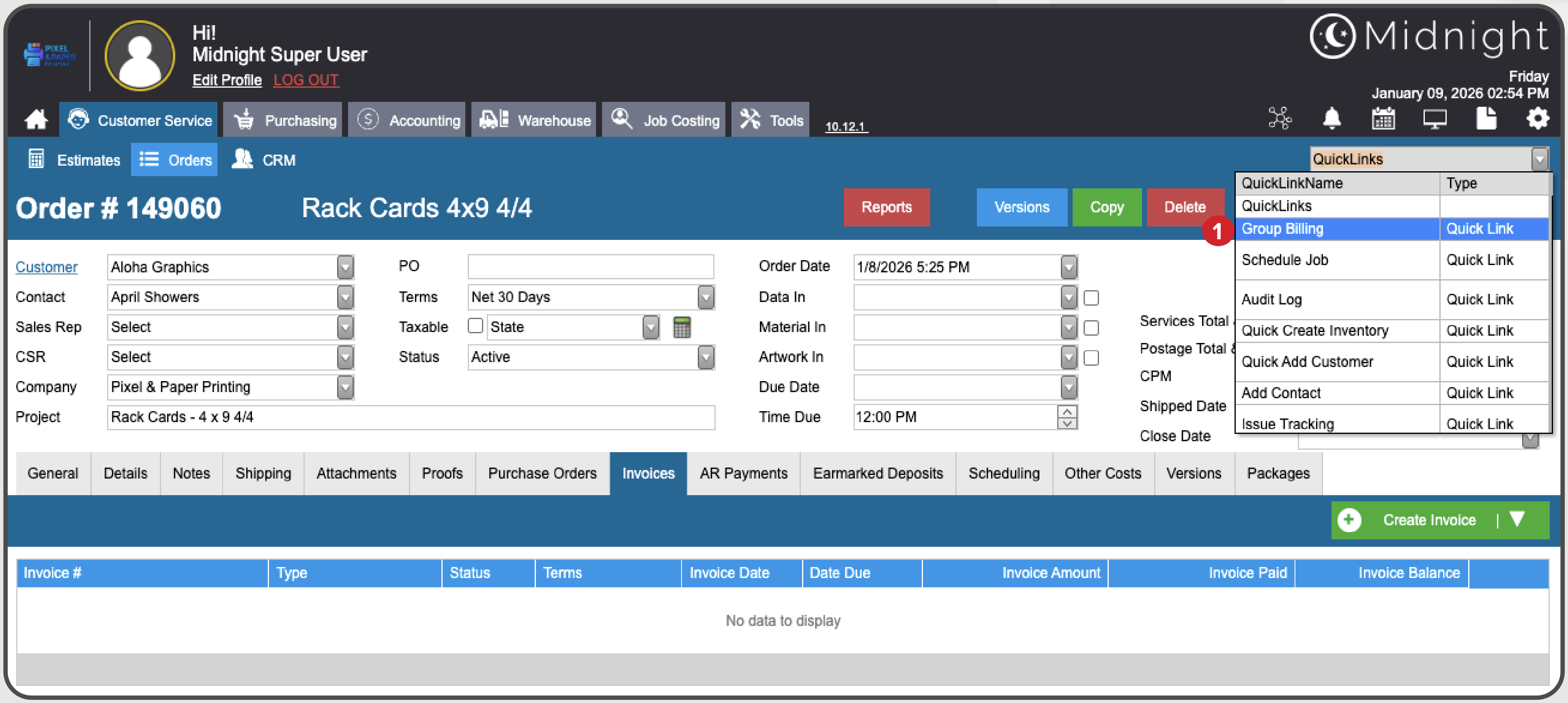
Special Instructions

Service Subtotal	$3,100.73
Service Tax	$31.79
Postage	$0.00

Workflow 4: Group Billing

Group Billing has long been used by Midnight customers, and it continues to work in the new module—with added flexibility. Group Billing is still fully supported and works even better alongside new features like partial invoicing and multi-order invoicing.

1. From within an order, select QuickLinks and choose **Group Billing**



2. Select number of **Groupings** and **Create**
3. Select **Quantity** for each grouping
4. Define **Sort** for each line item
5. **Refresh**
6. **Save & Close**

Group Billing

6 Save & Close

Groupings: 2 2 Create

Sort	Description	Quantity	Unit	
1	Services	3 1	Each	
2	Printing	5000	Each	

Sort	Tax	Version	Service	Description	Quantity	Unit Price	Ext Price
1	N	0	VDP Setup	VDP Design & Setup	1	$42.50000	$42.50
1	Y	0	PDF Proof S	PDF Proof Spool	5000	$0.00000	$0.00
1	Y	0	Cut	Cutting - Bust Cut	5000	$0.01100	$55.00
1	N	0	Fold	Folding - Letter Fold - Head Out	5000	$0.01240	$62.00
1	N	0	Inserting	Inserting	5000	$0.03000	$150.00
1	N	0	Delivery	Deliver to Post Office	1	$50.00000	$50.00
2	N	0	8.5 x 11 Lett	8.5 x 11 Letter Printing - Welcome Le	5000	$0.06480	$324.00

4

Customer:	Aloha Graphics
Order#:	149060
Project Name:	Rack Cards - 4 x 9 4/4
Order Date:	1/8/2026
Due Date:	

Sub Total:	$683.50
Tax:	$0.00
Total Services:	$683.50
Postage Used:	$0.00
Balance Due:	$683.50
Payment Applied:	$0.00
Total Balance Due:	$683.50

5 Refresh

Invoice Preview

Invoice Description	Quantity	Unit Price	Unit	Total
Services	1	$359.50000	Each	$359.50
Printing	5000	$0.06480	Each	$324.00

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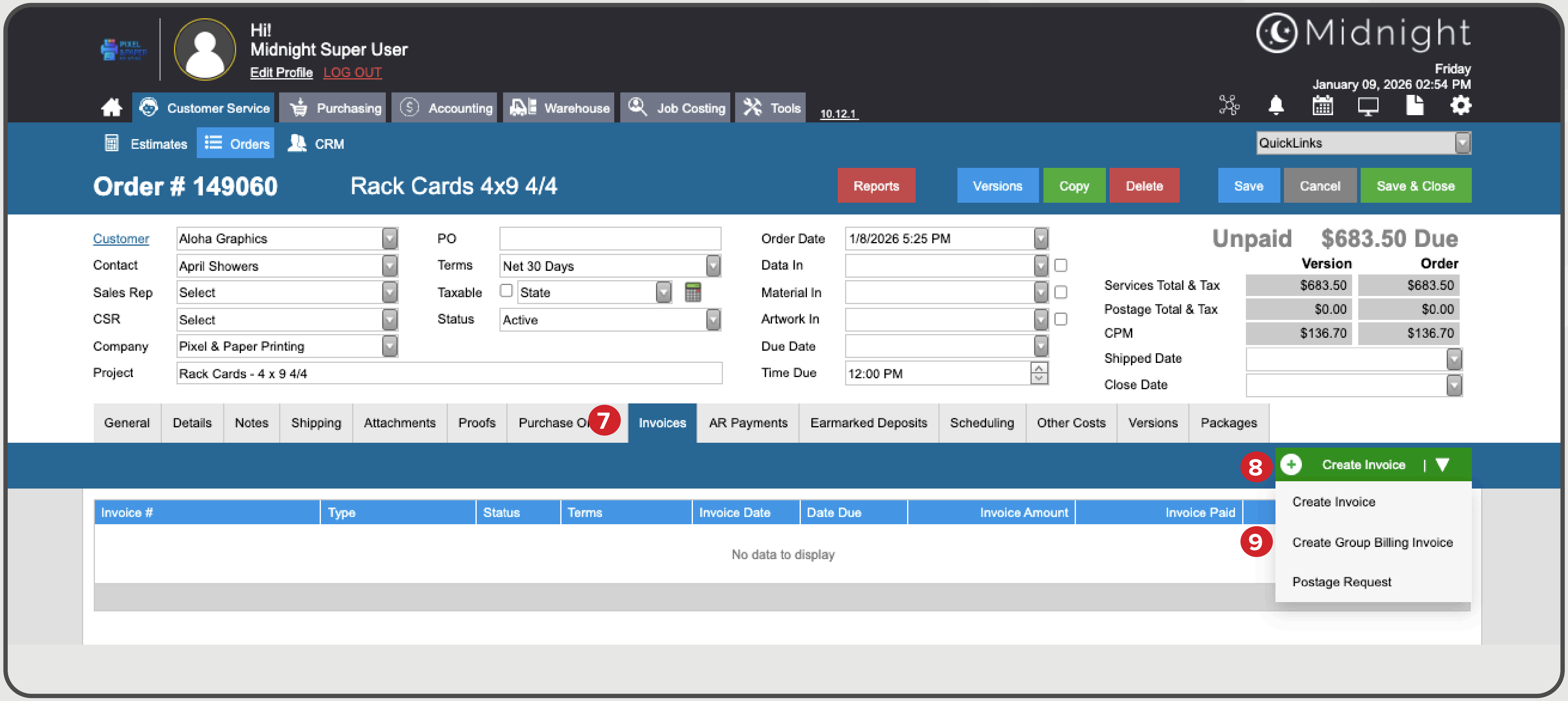
7. Select **Invoices**
8. Select **Create Invoice**
9. Select the option **Create Group Billing Invoice**



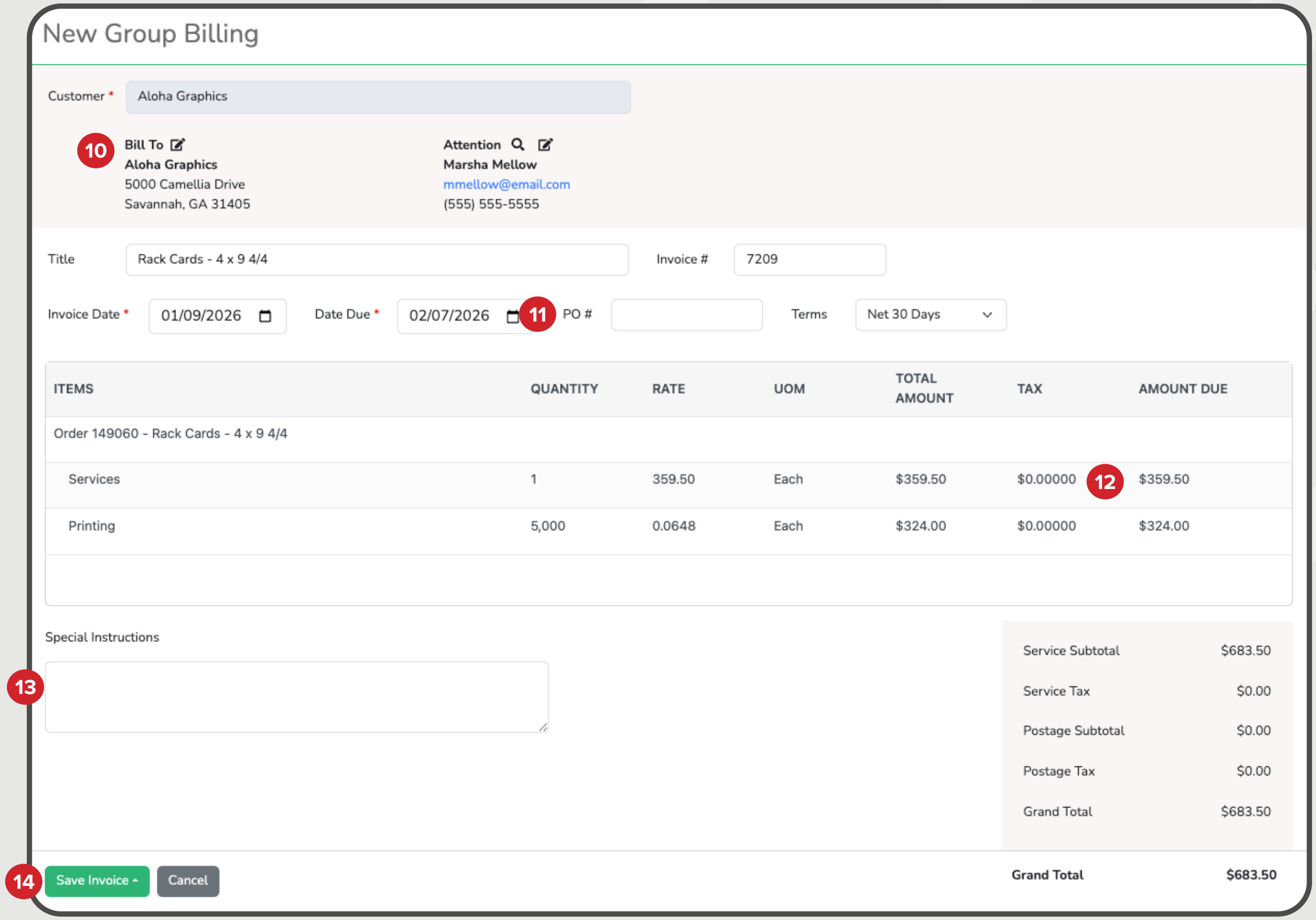
10. Confirm Bill To / Attention

11. Add **PO #**, if applicable

12. Edit **Amount Due**, if applicable

13. Add **Special Instructions**, if relevant

14. **Save Invoice**. Options include:
    - **Save** – Stores the postage request invoice without sending.
    - **Save and Send** – Saves the invoice and immediately sends it to the customer.
    - **Save as Draft** – Keeps the invoice in draft mode for further edits before finalizing.
    - **Save and Pay** – Saves the invoice and opens Pay Now window.



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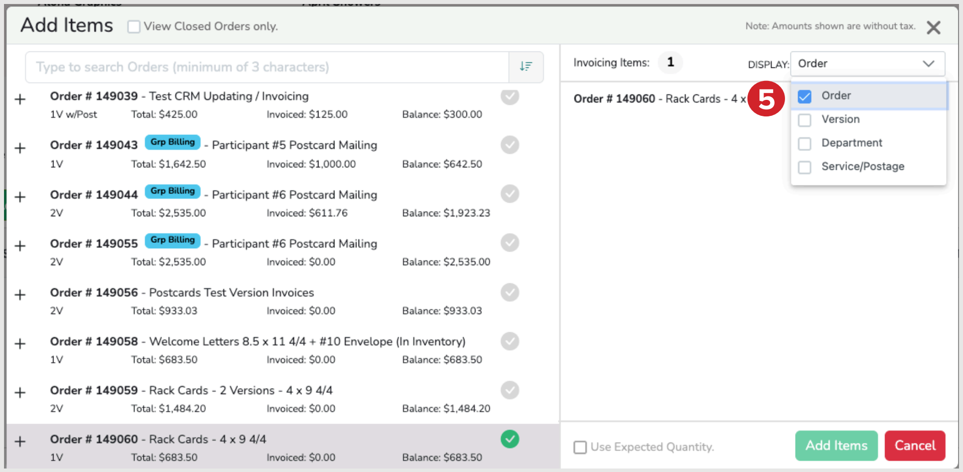
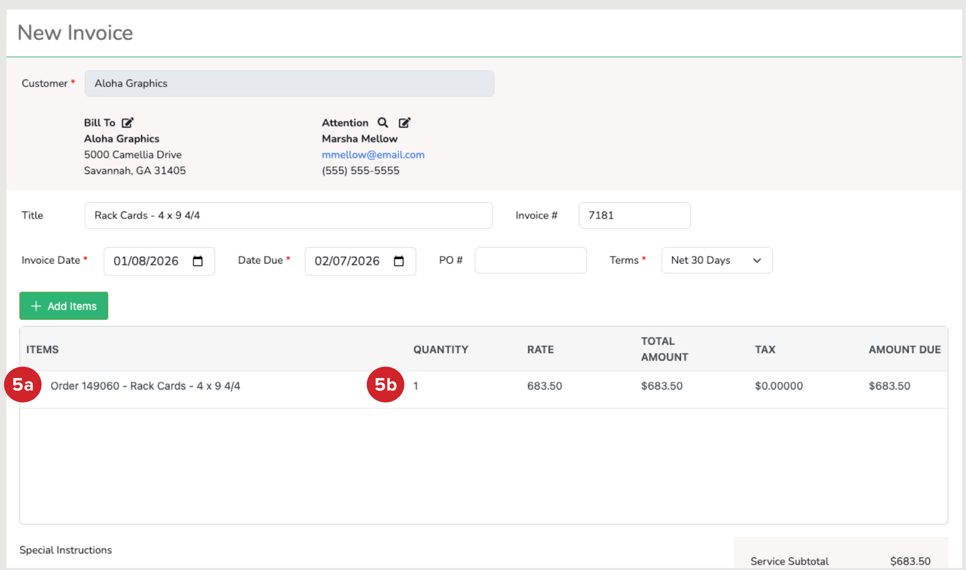
Display Options

The Midnight invoicing module offers flexibility in how invoices are displayed. You can choose from several layout options and even combine them to create the format you prefer. Following are examples of some of these options.

5 Select **Display → Order**

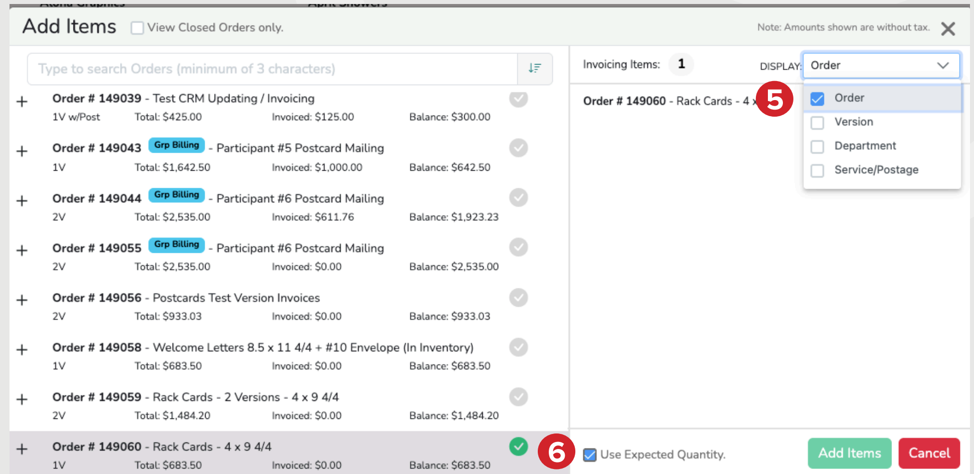
- **5a** Items = Order Number + Project Name
- **5b** Quantity = 1

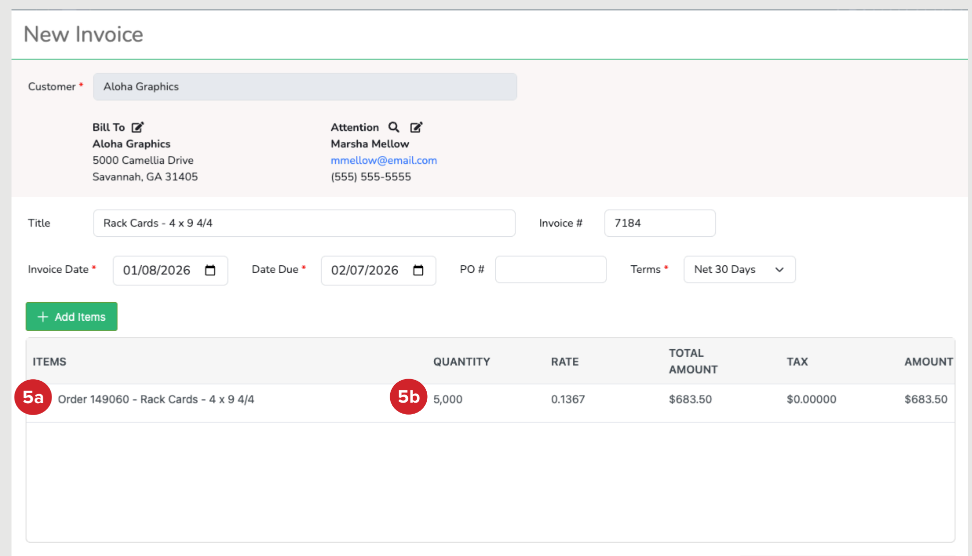




5 Select **Display → Order → 6 Use Expected Quantity**

- **5a** Items = Order Number + Project Name
- **5b** Quantity = 5000 (expected quantity)

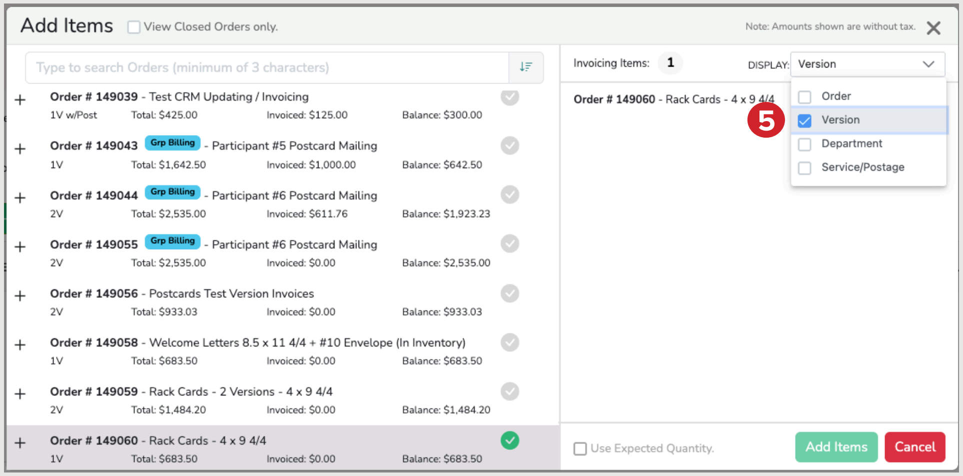


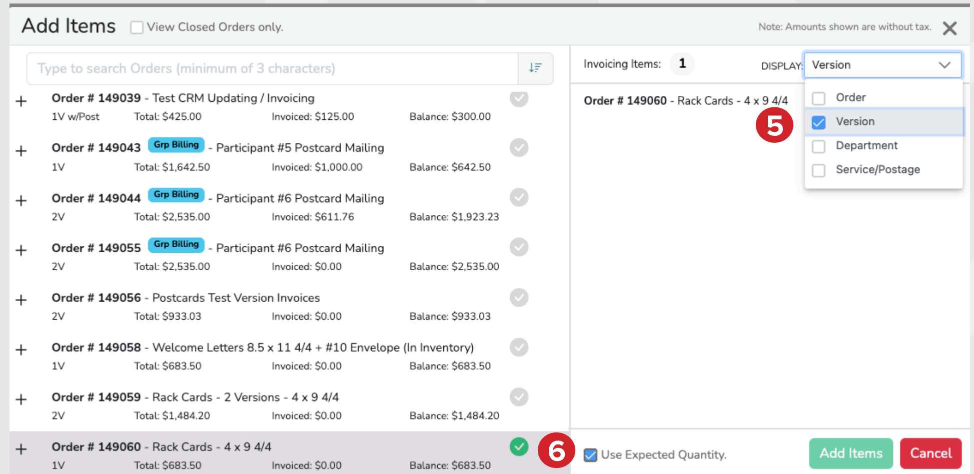


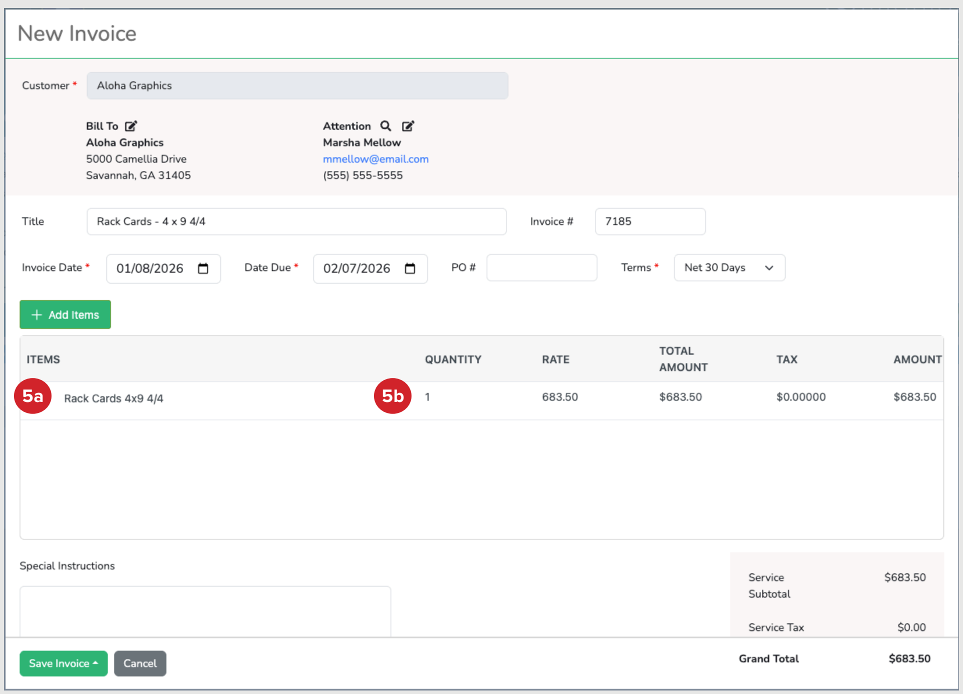
Display Options (cont'd)

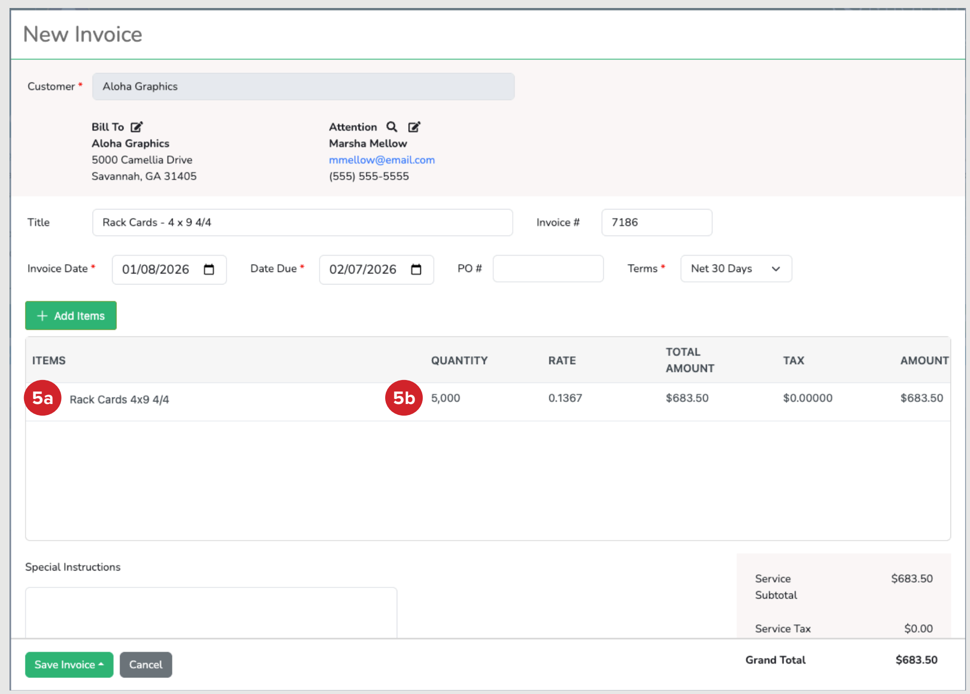
5 Select **Display → Version**
- 5a Items = Version name
- 5b Quantity = 1

5 Select **Display → Version → 6 Use Expected Quantity**
- 5a Items = Version Name
- 5b Quantity = 5,000 (expected quantity)



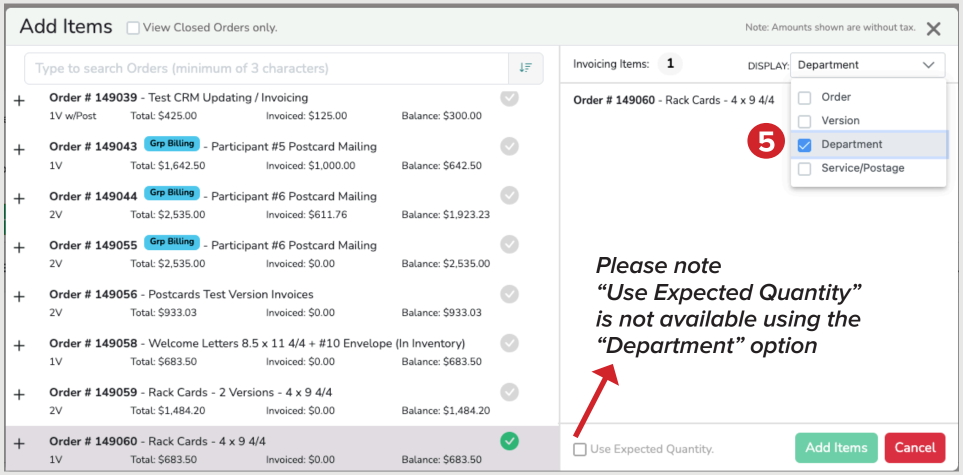


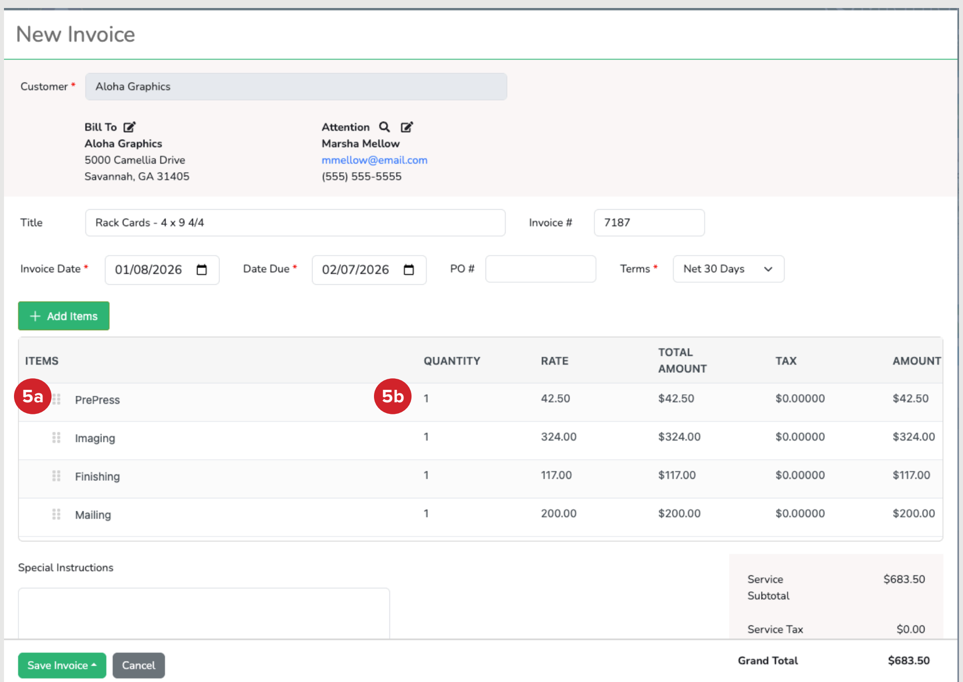




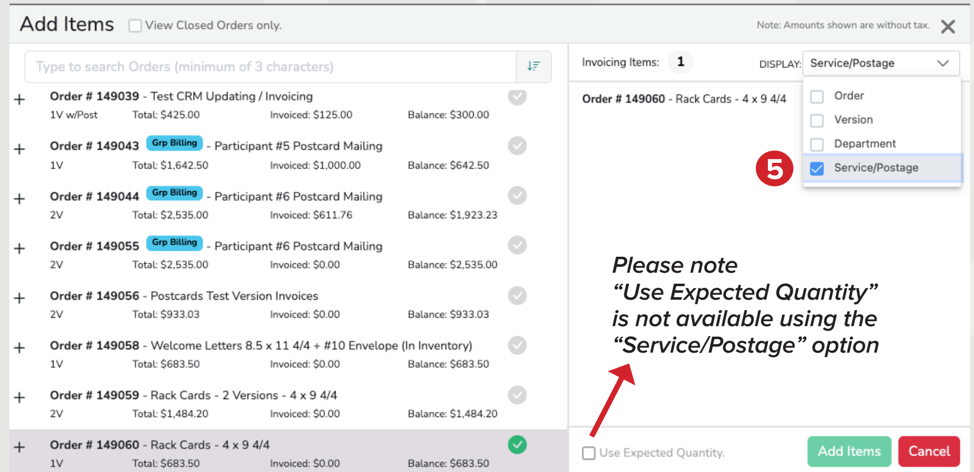
Display Options (cont'd)

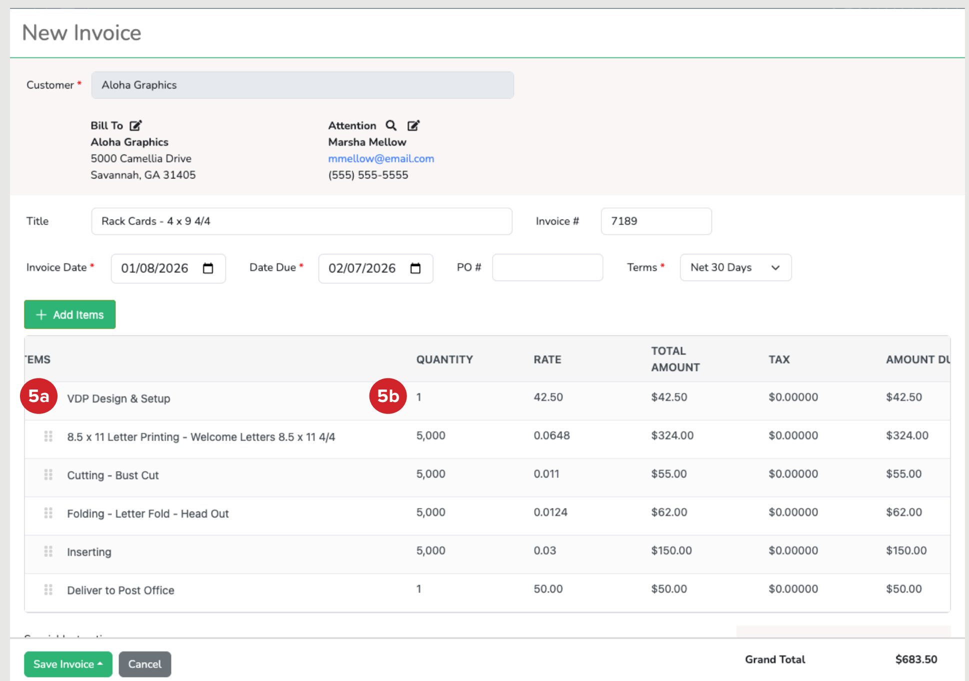
5 Select **Display → Department**
- 5a Items = Department Names
- 5b Quantity = 1





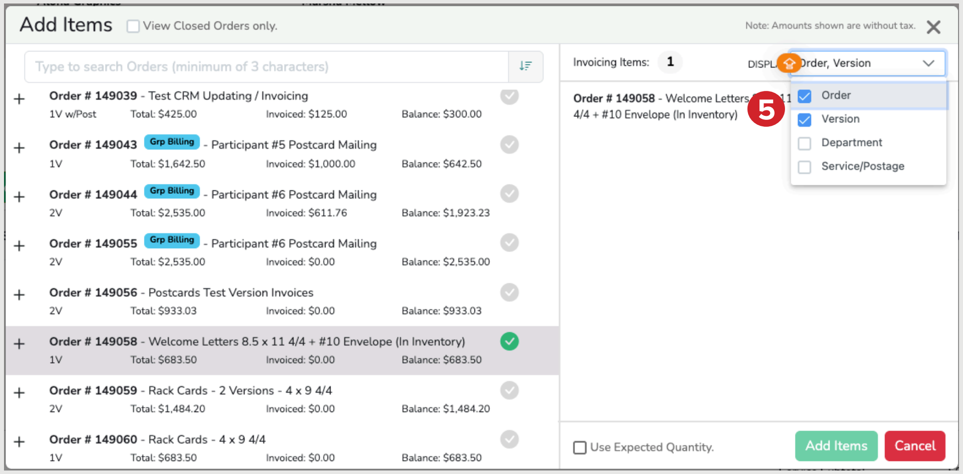
5 Select **Display → Service/Postage**
- 5a Items = Service Names + Postage
- 5b Quantity = Service Quantity

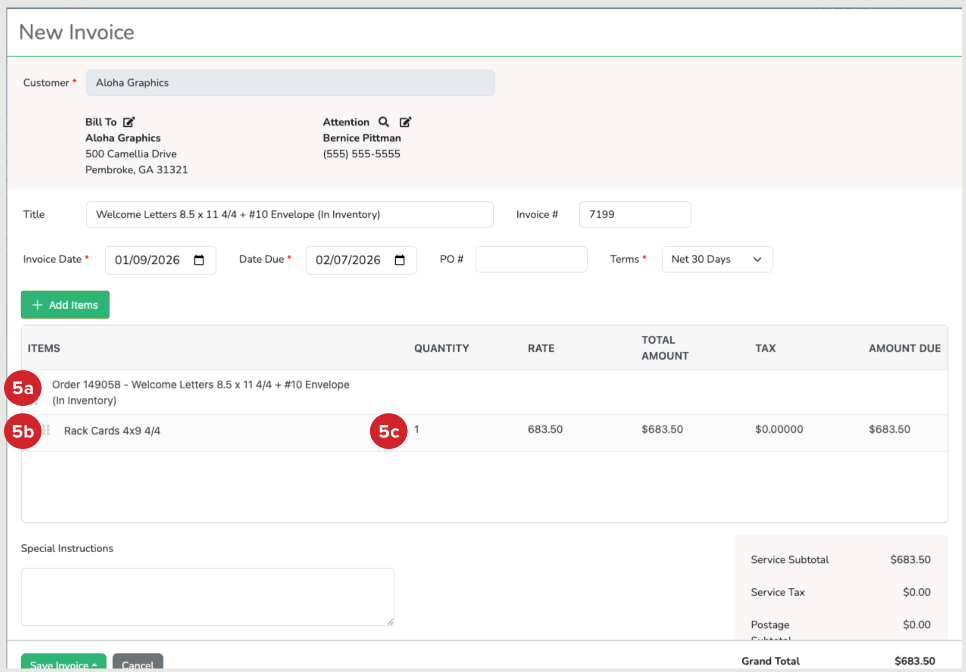




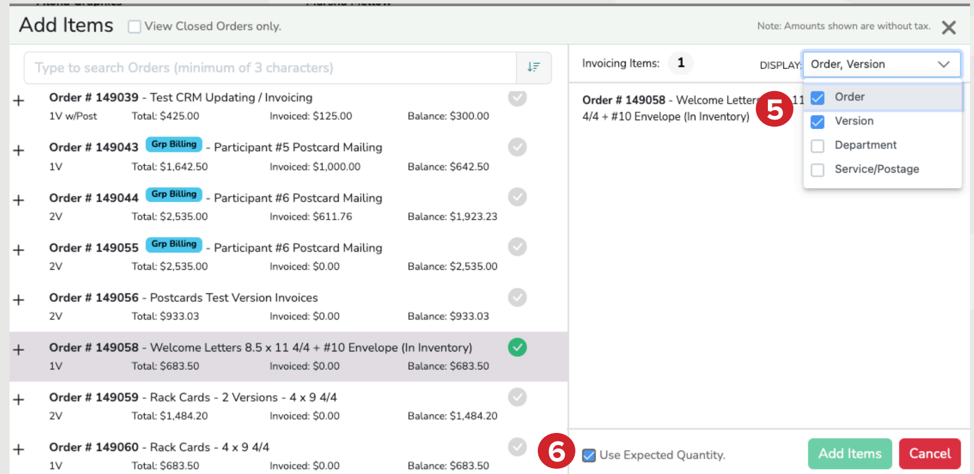
Display Options (cont'd)

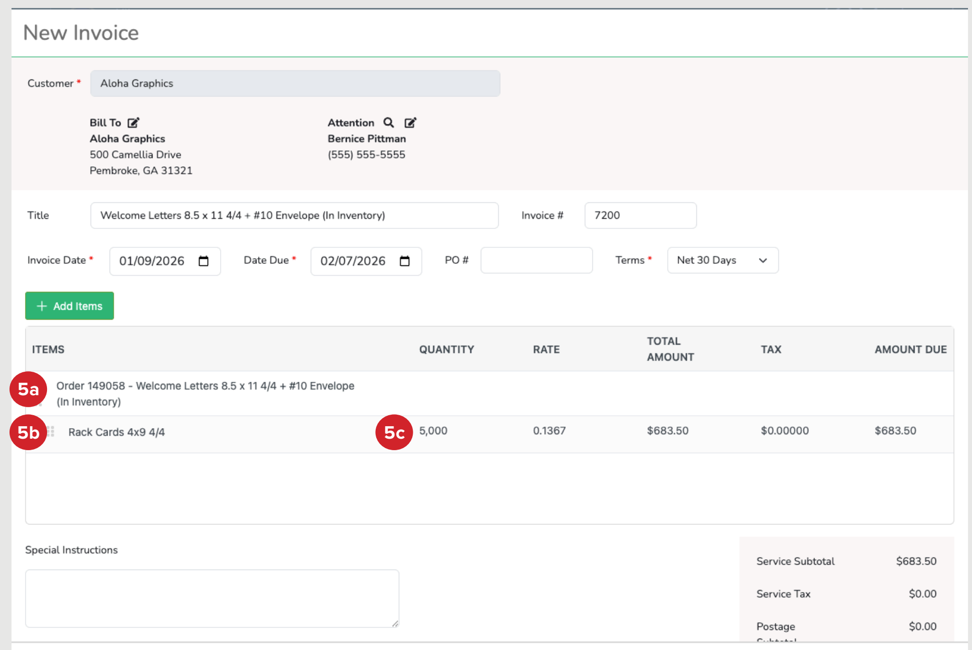
5 Select **Display → Order + Version**
- 5a Items = Order Number + Project Name
- 5b Additional Line Item = Version Name
- 5c Quantity = 1





5 Select **Display → Order + Version → 6 Use Expected Quantity**
- 5a Items = Order Number + Project Name
- 5b Additional Line Item = Version Name
- 5c Quantity = 5,000 (expected quantity)

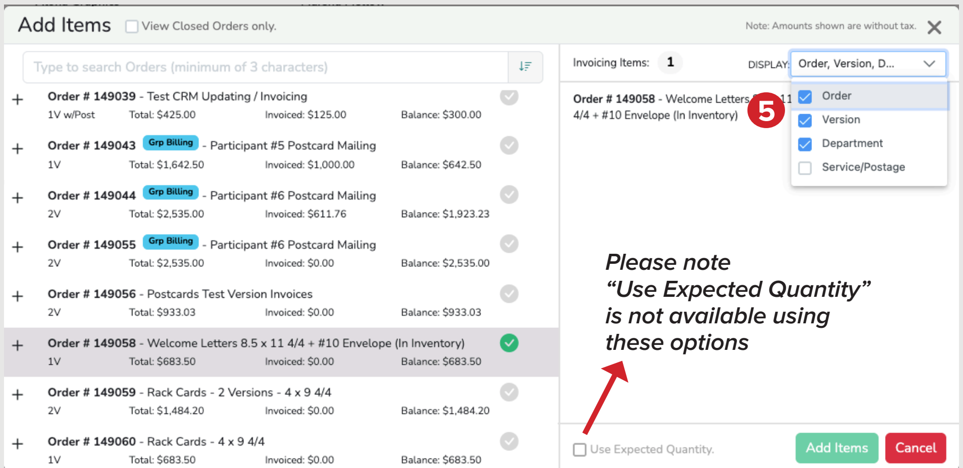


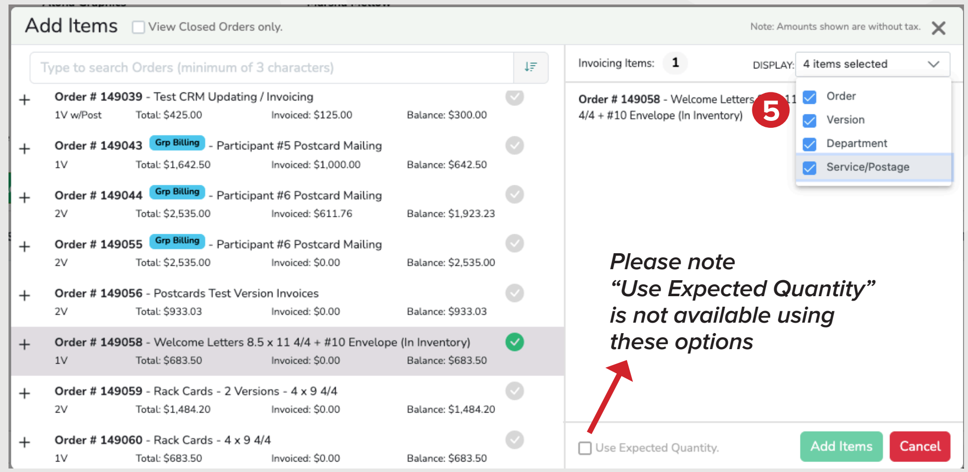


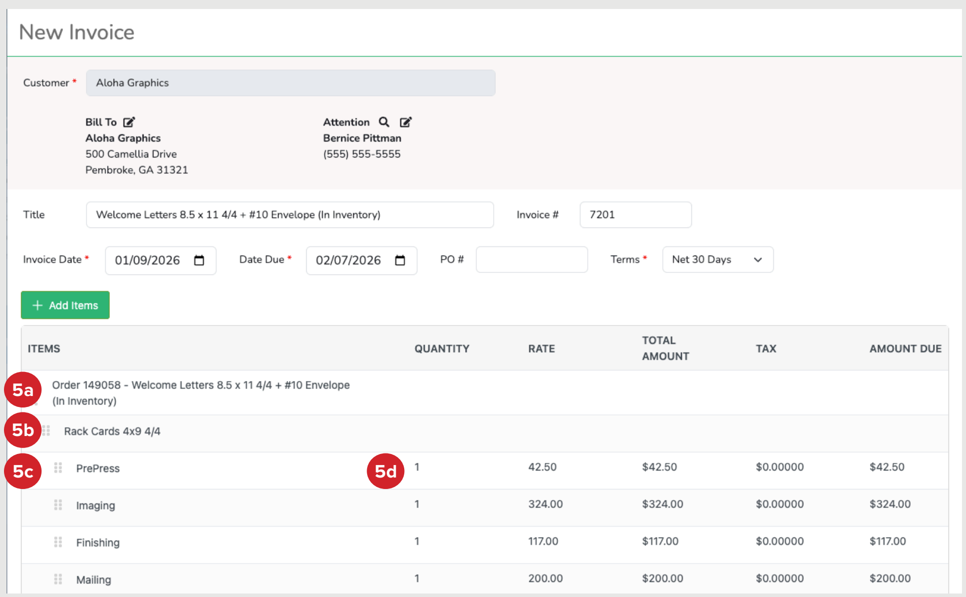
Display Options (cont'd)

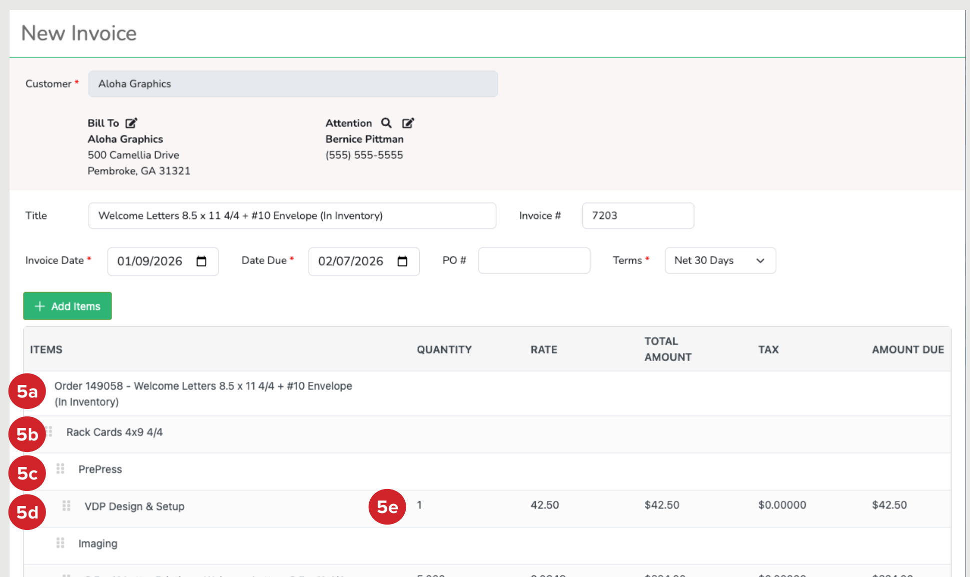
5 Select **Display → Order + Version + Department**
- 5a Items = Order Number + Project Name
- 5b Additional Line Item = Version Name
- 5c Additional Line Items = Department Names
- 5d Quantity = 1

5 Select **Display → Order + Version + Department + Service/Postage**
- 5a Items = Order Number + Project Name
- 5b Additional Line Item = Version Name
- 5c Additional Line Items = Department Names
- 5d Additional Line Items = Service Names + Postage
- 5e Quantity = Service Quantity









FAQ

Q: Why doesn't my invoice date match the Close Date anymore?
A: Invoice date is now based on when you create the invoice.

Q: Can I create multiple invoices for one order?
A: Yes.

Q: Can I still use Group Billing?
A: Yes, Group Billing works fully with the new module.

Q: Do I have to close an order to invoice it?
A: No.

Troubleshooting

If you cannot access the New Invoicing Module:

- Confirm your site has been activated.
- Contact support@printreach.com.
- Refresh your browser after activation.

Best Practices

- Use Postage Prepay for postage deposits before production.
- Use Multi-Order Invoicing to reduce invoice volume.
- Close orders only when production is fully completed.
- Take advantage of multiple invoices per order to support phased billing.