

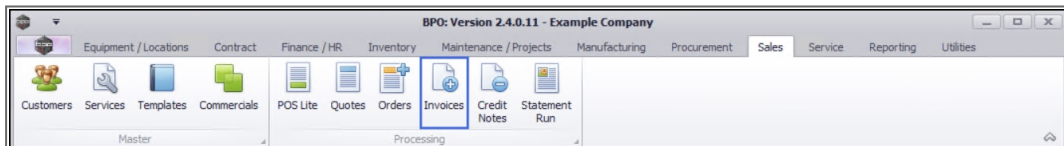
SALES

INVOICES – SEND INVOICES TO PRINT QUEUE

This option gives you the ability to send Invoices to the Print Queue directly from the Sales Invoices listing screen (instead of going to the **Print Queue Reprint** screen). This means that a batch of invoices can be sent to the customer, dependent on their **invoice delivery method** (i.e. Print, Email or Print/Email).

The Print Queue feature is only available from the **Sales Invoices** listing screen where the status is set to **Printed**.

Ribbon Access: Sales > Invoices



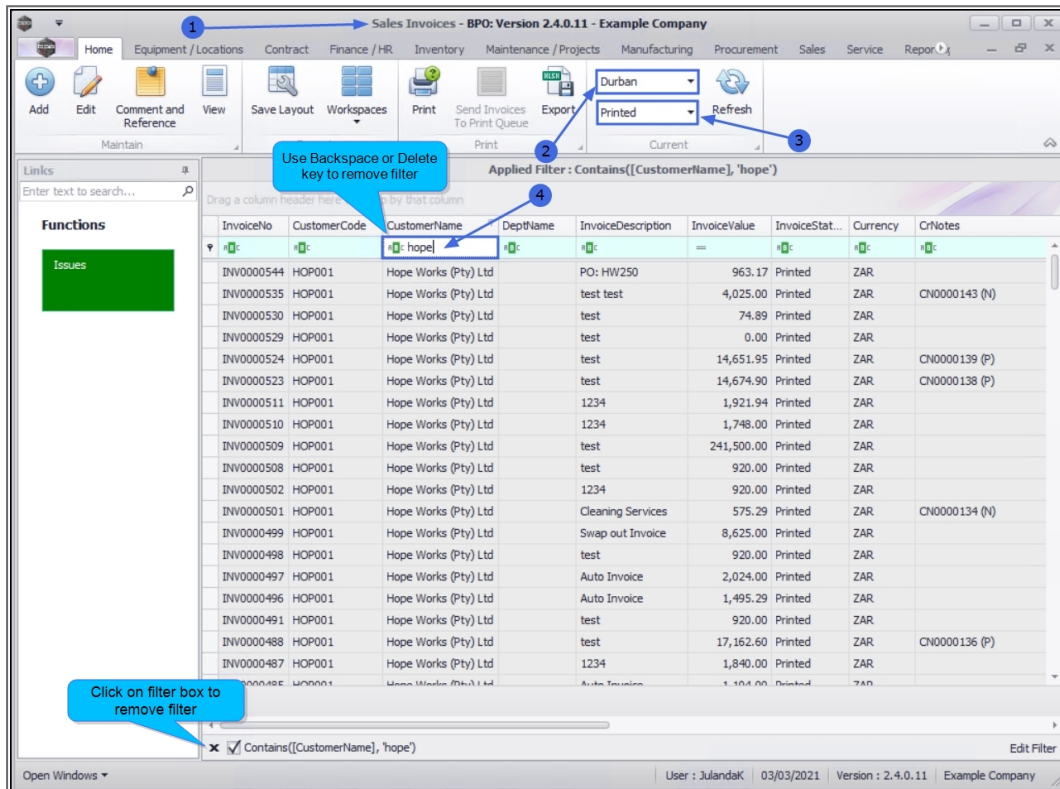
1. The **Sales Invoices** listing screen will display.
2. Select the **Site** where the invoice has been created.
 - The example has **Durban** selected.
3. Ensure that the **Status** is set to **Printed**.

FILER BY CUSTOMER

4. Start typing the name of the Customer in the filter row of the **Customer Name** column, to display a list of all the Sales Invoices for the Customer.

Remove Filter

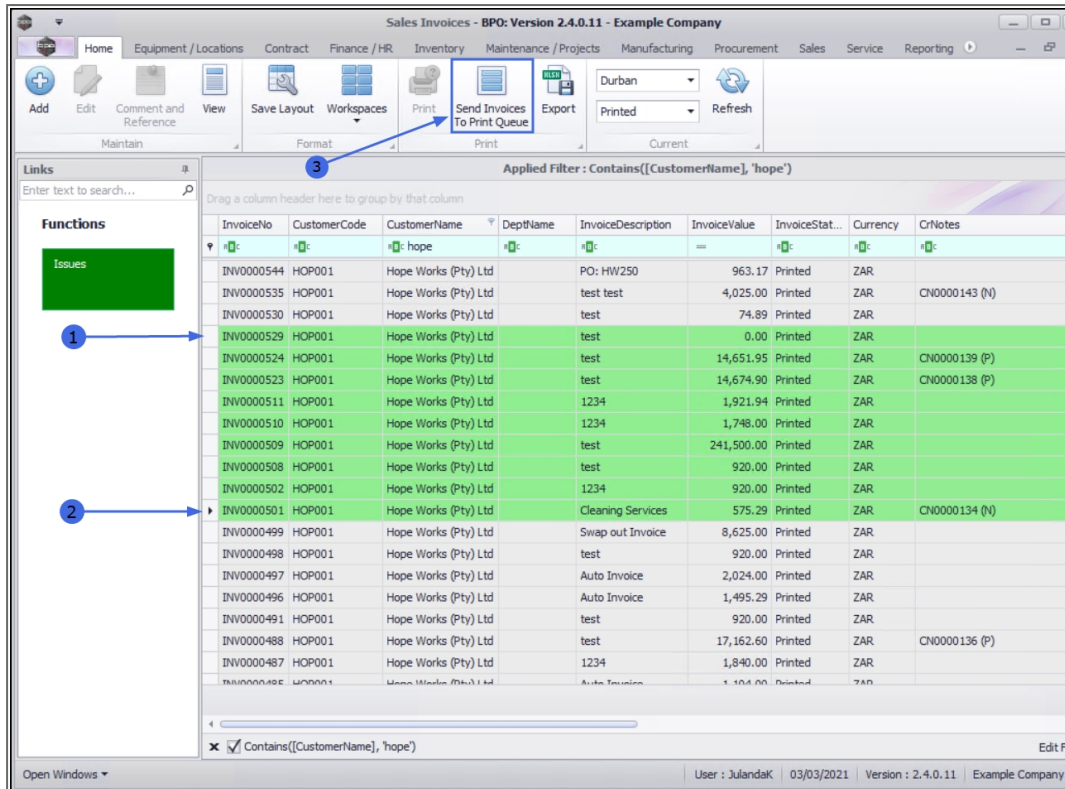
5. To remove the filter;
 - i. Use the **Backspace** or **Delete** key to remove the filter from the Customer Name column or
 - ii. Click on the **filter box** to remove the filter and to list all the Sales Invoices in the listing screen again.



SELECT RANGE OF INVOICES

To select a range of Invoices,

1. Click in the **row** of the **first invoice** of the range.
2. **Hold down** the **Shift Key** and click in the **row** of the **last invoice** of the range.
3. Click on **"Send Invoices to Print Queue"** on page 4.



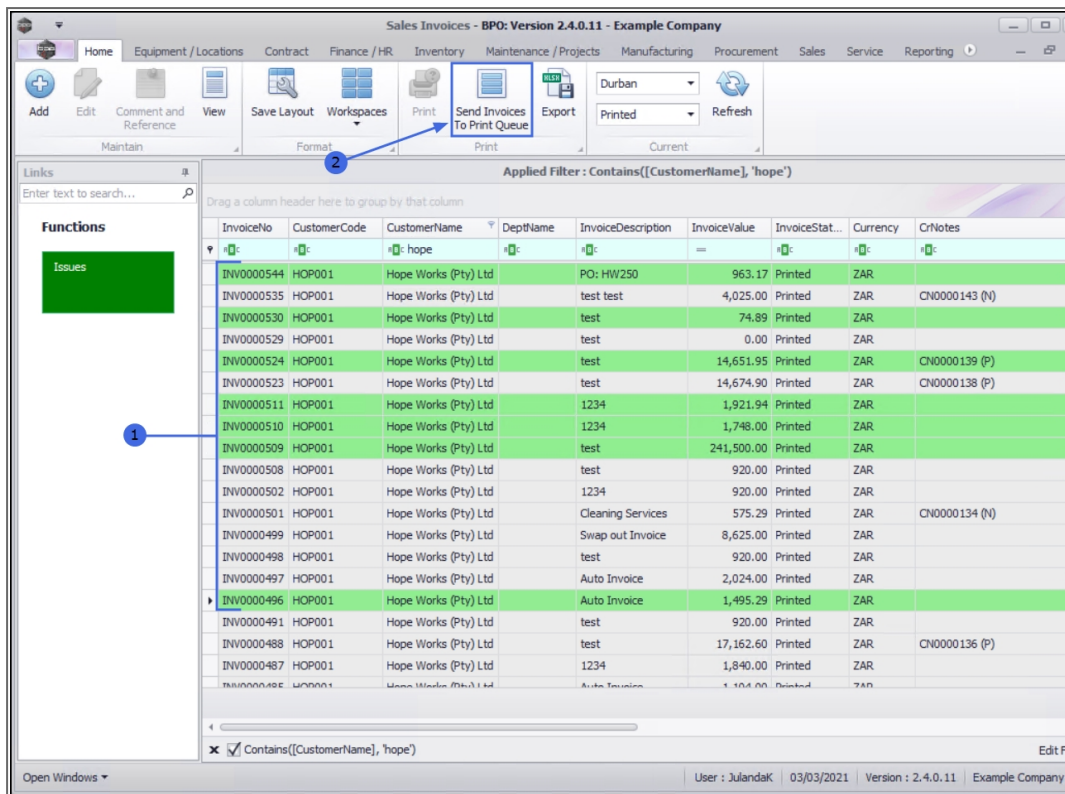
The screenshot shows the 'Sales Invoices - BPO: Version 2.4.0.11 - Example Company' window. The 'Send Invoices To Print Queue' button is highlighted with a blue box and a blue arrow labeled '3'. The 'Functions' panel on the left has a green box labeled 'Issues' with a blue arrow labeled '1' pointing to it. The 'Issues' panel has a blue arrow labeled '2' pointing to it. The main table displays a list of invoices with columns: InvoiceNo, CustomerCode, CustomerName, DeptName, InvoiceDescription, InvoiceValue, InvoiceStat..., Currency, and CrNotes. The table is filtered by 'Contains([CustomerName], 'hope')'. The table contains 18 rows of invoice data.

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	InvoiceStat...	Currency	CrNotes
INV0000544	HOP001	Hope Works (Pty) Ltd		PO: HW250	963.17	Printed	ZAR	
INV0000535	HOP001	Hope Works (Pty) Ltd		test test	4,025.00	Printed	ZAR	CN0000143 (N)
INV0000530	HOP001	Hope Works (Pty) Ltd		test	74.89	Printed	ZAR	
INV0000529	HOP001	Hope Works (Pty) Ltd		test	0.00	Printed	ZAR	
INV0000524	HOP001	Hope Works (Pty) Ltd		test	14,651.95	Printed	ZAR	CN0000139 (P)
INV0000523	HOP001	Hope Works (Pty) Ltd		test	14,674.90	Printed	ZAR	CN0000138 (P)
INV0000511	HOP001	Hope Works (Pty) Ltd		1234	1,921.94	Printed	ZAR	
INV0000510	HOP001	Hope Works (Pty) Ltd		1234	1,748.00	Printed	ZAR	
INV0000509	HOP001	Hope Works (Pty) Ltd		test	241,500.00	Printed	ZAR	
INV0000508	HOP001	Hope Works (Pty) Ltd		test	920.00	Printed	ZAR	
INV0000502	HOP001	Hope Works (Pty) Ltd		1234	920.00	Printed	ZAR	
INV0000501	HOP001	Hope Works (Pty) Ltd		Cleaning Services	575.29	Printed	ZAR	CN0000134 (N)
INV0000499	HOP001	Hope Works (Pty) Ltd		Swap out Invoice	8,625.00	Printed	ZAR	
INV0000498	HOP001	Hope Works (Pty) Ltd		test	920.00	Printed	ZAR	
INV0000497	HOP001	Hope Works (Pty) Ltd		Auto Invoice	2,024.00	Printed	ZAR	
INV0000496	HOP001	Hope Works (Pty) Ltd		Auto Invoice	1,495.29	Printed	ZAR	
INV0000491	HOP001	Hope Works (Pty) Ltd		test	920.00	Printed	ZAR	
INV0000488	HOP001	Hope Works (Pty) Ltd		test	17,162.60	Printed	ZAR	CN0000136 (P)
INV0000487	HOP001	Hope Works (Pty) Ltd		1234	1,840.00	Printed	ZAR	
INV0000486	HOP001	Hope Works (Pty) Ltd		Auto Invoice	1,104.00	Printed	ZAR	

SELECT INDIVIDUAL INVOICES

To select multiple Invoices,

1. **Hold down** the **Ctrl Key** and click in the **row** of **each invoice** that you wish to include in the selection.
2. Click on **"Send Invoices to Print Queue"** on the next page.



The screenshot shows the 'Sales Invoices - BPO: Version 2.4.0.11 - Example Company' window. The 'Send Invoices To Print Queue' button is highlighted with a blue box and a blue arrow labeled '2'. A list of invoices is displayed with columns: InvoiceNo, CustomerCode, CustomerName, DeptName, InvoiceDescription, InvoiceValue, InvoiceStat..., Currency, and CrNotes. The first row is highlighted in green. A blue circle labeled '1' points to the first row of the invoice list. The 'Applied Filter' is 'Contains([CustomerName], 'hope')'. The status bar at the bottom shows 'User : JulandaK | 03/03/2021 | Version : 2.4.0.11 | Example Company'.

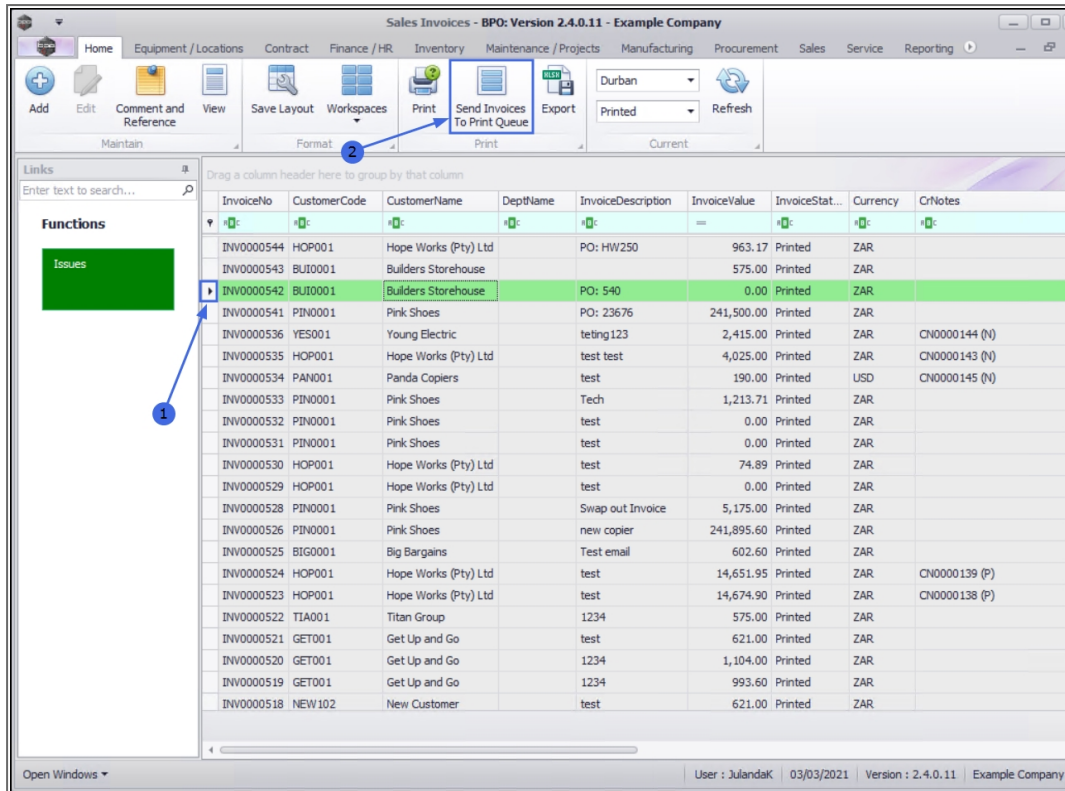
InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	InvoiceStat...	Currency	CrNotes
INV0000544	HOP001	Hope Works (Pty) Ltd		PO: HW250	963.17	Printed	ZAR	
INV0000535	HOP001	Hope Works (Pty) Ltd		test test	4,025.00	Printed	ZAR	CN0000143 (N)
INV0000530	HOP001	Hope Works (Pty) Ltd		test	74.89	Printed	ZAR	
INV0000529	HOP001	Hope Works (Pty) Ltd		test	0.00	Printed	ZAR	
INV0000524	HOP001	Hope Works (Pty) Ltd		test	14,651.95	Printed	ZAR	CN0000139 (P)
INV0000523	HOP001	Hope Works (Pty) Ltd		test	14,674.90	Printed	ZAR	CN0000138 (P)
INV0000511	HOP001	Hope Works (Pty) Ltd		1234	1,921.94	Printed	ZAR	
INV0000510	HOP001	Hope Works (Pty) Ltd		1234	1,748.00	Printed	ZAR	
INV0000509	HOP001	Hope Works (Pty) Ltd		test	241,500.00	Printed	ZAR	
INV0000508	HOP001	Hope Works (Pty) Ltd		test	920.00	Printed	ZAR	
INV0000502	HOP001	Hope Works (Pty) Ltd		1234	920.00	Printed	ZAR	
INV0000501	HOP001	Hope Works (Pty) Ltd		Cleaning Services	575.29	Printed	ZAR	CN0000134 (N)
INV0000499	HOP001	Hope Works (Pty) Ltd		Swap out Invoice	8,625.00	Printed	ZAR	
INV0000498	HOP001	Hope Works (Pty) Ltd		test	920.00	Printed	ZAR	
INV0000497	HOP001	Hope Works (Pty) Ltd		Auto Invoice	2,024.00	Printed	ZAR	
INV0000496	HOP001	Hope Works (Pty) Ltd		Auto Invoice	1,495.29	Printed	ZAR	
INV0000491	HOP001	Hope Works (Pty) Ltd		test	920.00	Printed	ZAR	
INV0000488	HOP001	Hope Works (Pty) Ltd		test	17,162.60	Printed	ZAR	CN0000136 (P)
INV0000487	HOP001	Hope Works (Pty) Ltd		1234	1,840.00	Printed	ZAR	
INV0000486	HOP001	Hope Works (Pty) Ltd		Auto Invoice	1,104.00	Printed	ZAR	

SELECT INDIVIDUAL INVOICE

1. Click in the **row** of the Invoice you wish to Send to the Print Queue.

SEND INVOICES TO PRINT QUEUE

2. Click on **Send Invoices to Print Queue**.



Sales Invoices - BPO: Version 2.4.0.11 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting

Add Edit Comment and Reference View Save Layout Workspaces Print Send Invoices To Print Queue Export

Links

Enter text to search...

Functions

Issues

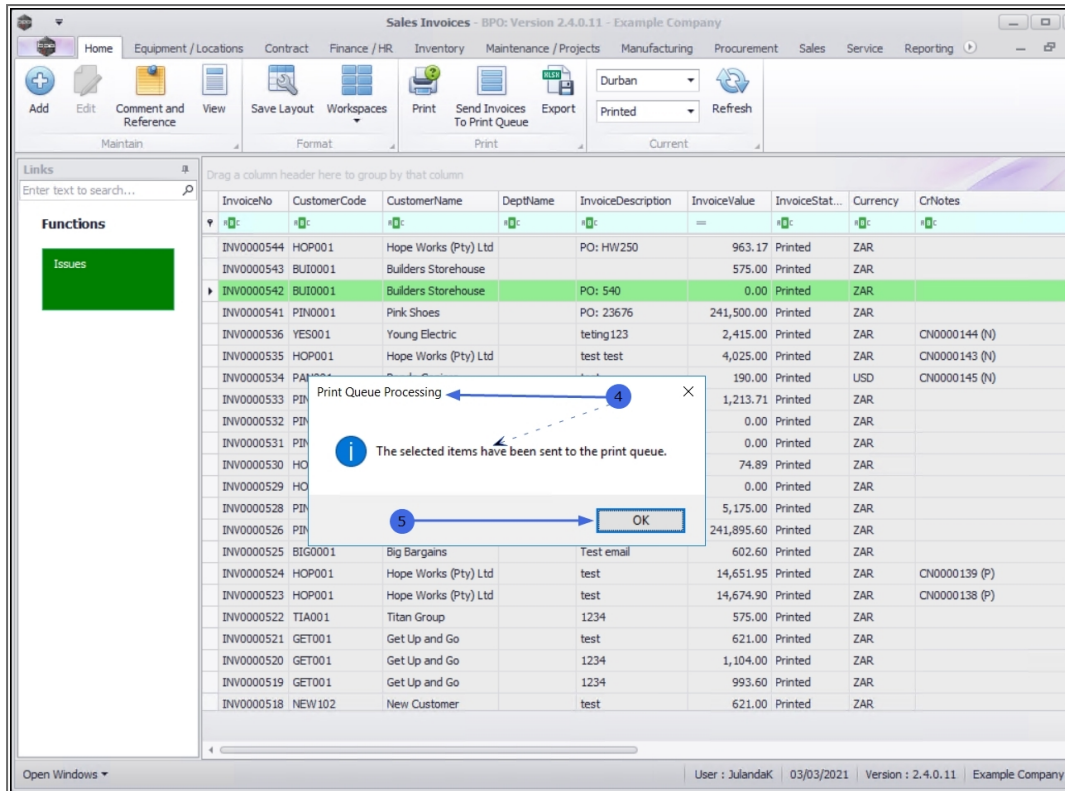
Drag a column header here to group by that column

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	InvoiceStat...	Currency	CrNotes
INV0000544	HOP001	Hope Works (Pty) Ltd		PO: HW250	963.17	Printed	ZAR	
INV0000543	BUI0001	Builders Storehouse			575.00	Printed	ZAR	
INV0000542	BUI0001	Builders Storehouse		PO: 540	0.00	Printed	ZAR	
INV0000541	PIN0001	Pink Shoes		PO: 23676	241,500.00	Printed	ZAR	
INV0000536	YES001	Young Electric		teting 123	2,415.00	Printed	ZAR	CN0000144 (N)
INV0000535	HOP001	Hope Works (Pty) Ltd		test test	4,025.00	Printed	ZAR	CN0000143 (N)
INV0000534	PAN001	Panda Copiers		test	190.00	Printed	USD	CN0000145 (N)
INV0000533	PIN0001	Pink Shoes		Tech	1,213.71	Printed	ZAR	
INV0000532	PIN0001	Pink Shoes		test	0.00	Printed	ZAR	
INV0000531	PIN0001	Pink Shoes		test	0.00	Printed	ZAR	
INV0000530	HOP001	Hope Works (Pty) Ltd		test	74.89	Printed	ZAR	
INV0000529	HOP001	Hope Works (Pty) Ltd		test	0.00	Printed	ZAR	
INV0000528	PIN0001	Pink Shoes		Swap out Invoice	5,175.00	Printed	ZAR	
INV0000526	PIN0001	Pink Shoes		new copier	241,895.60	Printed	ZAR	
INV0000525	BIG0001	Big Bargains		Test email	602.60	Printed	ZAR	
INV0000524	HOP001	Hope Works (Pty) Ltd		test	14,651.95	Printed	ZAR	CN0000139 (P)
INV0000523	HOP001	Hope Works (Pty) Ltd		test	14,674.90	Printed	ZAR	CN0000138 (P)
INV0000522	TIA001	Titan Group		1234	575.00	Printed	ZAR	
INV0000521	GET001	Get Up and Go		test	621.00	Printed	ZAR	
INV0000520	GET001	Get Up and Go		1234	1,104.00	Printed	ZAR	
INV0000519	GET001	Get Up and Go		1234	993.60	Printed	ZAR	
INV0000518	NEW 102	New Customer		test	621.00	Printed	ZAR	

Open Windows

User : JulandaK | 03/03/2021 | Version : 2.4.0.11 | Example Company

4. When you receive the **Print Queue Processing** message to confirm;
 - **The selected items have been sent to the print queue.**
5. Click on **OK**.



The screenshot shows the 'Sales Invoices' application window. The top menu bar includes 'Home', 'Equipment / Locations', 'Contract', 'Finance / HR', 'Inventory', 'Maintenance / Projects', 'Manufacturing', 'Procurement', 'Sales', 'Service', and 'Reporting'. Below the menu is a toolbar with icons for 'Add', 'Edit', 'Comment and Reference', 'View', 'Save Layout', 'Workspaces', 'Print', 'Send Invoices To Print Queue', and 'Export'. A dropdown menu is open for 'Send Invoices To Print Queue', showing options for 'Durban' and 'Printed', and a 'Refresh' button.

The main area displays a table of invoices with the following columns: InvoiceNo, CustomerCode, CustomerName, DeptName, InvoiceDescription, InvoiceValue, InvoiceStat..., Currency, and CrNotes. The table contains 18 rows of data. A dialog box titled 'Print Queue Processing' is overlaid on the table, showing a message: 'The selected items have been sent to the print queue.' with an 'OK' button. The dialog box also has a 'Print Queue Processing' label and a '4' in a circle, indicating the step in the process.

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	InvoiceStat...	Currency	CrNotes
INV0000544	HOP001	Hope Works (Pty) Ltd		PO: HW250	963.17	Printed	ZAR	
INV0000543	BUI0001	Builders Storehouse			575.00	Printed	ZAR	
INV0000542	BUI0001	Builders Storehouse		PO: 540	0.00	Printed	ZAR	
INV0000541	PIN0001	Pink Shoes		PO: 23676	241,500.00	Printed	ZAR	
INV0000536	YES001	Young Electric		teting 123	2,415.00	Printed	ZAR	CN0000144 (N)
INV0000535	HOP001	Hope Works (Pty) Ltd		test test	4,025.00	Printed	ZAR	CN0000143 (N)
INV0000534	PAI0001	PAI0001			190.00	Printed	USD	CN0000145 (N)
INV0000533	PII0001	PII0001			1,213.71	Printed	ZAR	
INV0000532	PII0001	PII0001			0.00	Printed	ZAR	
INV0000531	PII0001	PII0001			0.00	Printed	ZAR	
INV0000530	HOI0001	HOI0001			74.89	Printed	ZAR	
INV0000529	HOI0001	HOI0001			0.00	Printed	ZAR	
INV0000528	PII0001	PII0001			5,175.00	Printed	ZAR	
INV0000526	PII0001	PII0001			241,895.60	Printed	ZAR	
INV0000525	BIG0001	Big Bargains		Test email	602.60	Printed	ZAR	
INV0000524	HOP001	Hope Works (Pty) Ltd		test	14,651.95	Printed	ZAR	CN0000139 (P)
INV0000523	HOP001	Hope Works (Pty) Ltd		test	14,674.90	Printed	ZAR	CN0000138 (P)
INV0000522	TIA001	Titan Group		1234	575.00	Printed	ZAR	
INV0000521	GET001	Get Up and Go		test	621.00	Printed	ZAR	
INV0000520	GET001	Get Up and Go		1234	1,104.00	Printed	ZAR	
INV0000519	GET001	Get Up and Go		1234	993.60	Printed	ZAR	
INV0000518	NEW 102	New Customer		test	621.00	Printed	ZAR	

You can now View the Invoice in the [Print Queue Viewer](#).

Related Topics

- [Print Queue Viewer](#)

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