

UTILITIES

PRINT QUEUE REPRINT

Use the Print Queue Reprint function to re-print:

- Original Contract Invoices
- Original Credit Notes
- Original Sales Invoices
- Original Credit Notes

Ribbon Access: Utilities > Print Queue Reprint



The *Invoice Reprint* screen will be displayed.



SELECT THE SITE

- Select the *Site*.
 - In this image, *Durban* has been selected.



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SELECT DOCUMENT TYPE

- Select the *Document Type*.
 - In this image, *Sales Invoice* has been selected.

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SELECT CUSTOMER (OPTIONAL)

If you wish to find documents for a specific customer:

- Click on the *Search* button in the *Customer* field and select a customer.
 - (optional leave blank if you only want to filter by date range)
- The *Select the customer* screen will pop up..



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- Select the row of the specific *Customer*.
- Click on Ok.



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SELECT DATE RANGE

• Select the *Date Range* for the documents that you are looking for.



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SELECT DOCUMENT TYPE

- Select the type of document you wish to find.
 - In this image, *Contract Invoice* has been selected.



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REFRESH THE SCREEN

• Click on *Refresh*.

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VIEW DOCUMENT LIST

• The screen will now display the relevant invoices.

PRINT SELECTED DOCUMENTS

• Click on the *check box* in front of the row of the document(s) that you wish to print or,

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PRINT ALL DOCUMENTS

• Click on the *Select All* check box, if you wish to print the entire range.



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SAVE SELECTIONS

• When you have made your selections, click on *Save*.

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CONFIRM PRINT SELECTIONS

- The Save Print Queue message box will pop up asking;
 - The selected items will be removed from the screen and will be added to the print queue, are you sure you wish to continue?
- Click on Yes.



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 The screen will clear, and the document(s) will either *Print* or *Email* depending on the Customer Invoice Delivery Method.



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