

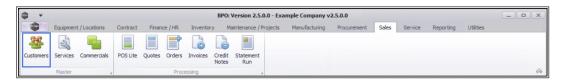
# **SALES**

# CUSTOMERS - SEND INVOICES TO PRINT QUEUE

You can send Invoices directly to the Print Queue directly from the Customer screen, instead of having to go to the **Print Queue Reprint** screen. You can therefore forward a batch of invoices to the customer, dependant on their **invoice delivery method**, for instance Print, Email or Print/Email.

Print Queue is <u>only</u> available in the **Sales Invoices for Customer** screen where the Status is set to **Printed**.

Ribbon Access: Sales > Customers



- 1. The *Customer Listing* screen will be displayed.
- 2. Select the *Site* where the Customer is located.
  - The example has *Durban* selected.

Note that you do not need to select a specific *Site* at this point as you will be able to do so in the next screen.

- 3. Select the *Status*.
  - The example has *Active* selected.
- Select the *row* of the *Customer* whose invoice(s) you wish to send to the Print Queue.
- 5. Click on the *Invoices* tile.

Help v2.5.0.14 - Pg 1 - Printed: 25/06/2024



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		DER001	RE	Derton / Technologies			Durban	250.00	www.dertonweb.co.za	031 123 4785	98/7654
Quotes		OFF001	RE	Office Supplies Unlimited			Durban	75,000,000.00	www.cnn.co.za	031 789 4561	987456
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	- 1	WES001	RE	Westwood Dynamic			Durban	10,000,000.00	www.web.co.za	031 789 4561	123456
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		FIN0001	RE	Fine Hair Salon			Durban		www.finehair.co.za	031 123 4567	1234
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- 6. The *Sales Invoices for Customer [customer code]* screen will be displayed.
- 7. The Invoices listed in the data grid have been filtered using the Status and Site filter from the previous screen.
- 8. Use the *Site* filter on this screen if the selected customer has multiple sites, to select an alternative site.



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	INV000042	28 DER001	Derton / Technologi		1234	621.00	Printed	ZAR		
	INV000037	70 DER001	Derton / Technologi		1234	180.00	Printed	ZAR		
	INV000034	44 DER001	Derton / Technologi		Multiple C Class Re	805.00	Printed	ZAR	CN0000079 (P)	80
	INV000034	43 DER001	Derton / Technologi		Multiple B class Ret	230.00	Printed	ZAR	CN0000078 (P)	23
	INV000034	42 DER001	Derton / Technologi		Multiple A class	10,350.00	Printed	ZAR	CN0000077 (P)	10,35
	INV000034	41 DER001	Derton / Technologi		A,B,C Return	5,692.50	Printed	ZAR	CN0000076 (P)	5,69
	INV000033	36 DER001	Derton / Technologi		Return - WO	5,175.00	Printed	ZAR	CN0000071 (P)	5,17
	INV000033	35 DER001	Derton / Technologi		WO Return	5,175.00	Printed	ZAR	CN0000070 (P)	5,17
	INV000033	34 DER001	Derton / Technologi			615.60	Printed	ZAR		
	INV000033	30 DER001	Derton / Technologi		pos diff customer 1	2,053.20	Printed	ZAR		
	INV000032	29 DER001	Derton / Technologi		pos diff customer	1,095.60	Printed	ZAR		
	INV000032	20 DER001	Derton / Technologi		retest	478.80	Printed	ZAR	CN0000059 (N)	47
	INV000024	47 DER001	Derton / Technologi		Housing Project	11,066.55	Printed	ZAR		
	INV000023	37 DER001	Derton / Technologi		Auto Invoice	1,376.55	Printed	ZAR		
	INV000023	35 DER001	Derton / Technologi		Auto Invoice	184.45	Printed	ZAR		
	INV000020	08 DER001	Derton / Technologi		Short Term Contra	285.00	Printed	ZAR		
	INV000016	53 DER001	Derton / Technologi		Short Term Contra	228.00	Printed	ZAR		
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- If you have updated the *Site* from this screen, then the screen will *refresh* to display <u>all</u> the invoices linked to the Site.
- Select the *row(s)* of the *invoice(s)* that you wish to send to the *Print Queue*.
  - You can select multiple invoices from this screen to send to the print queue.

For a detailed handling of this topic refer to BPO2 Controls and Functions

11. Click on *Send Invoices To Print Queue*.



### Customers - Send Invoices to Print Queue

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	INV000034	42 DER001	Derton / Technologi		Multiple A class	10,350.00	Printed	ZAR	CN0000077 (P)	10,350
	INV00003	41 DER001	Derton / Technologi		A,B,C Return	5,692.50	Printed	ZAR	CN0000076 (P)	5,692
	INV00003	36 DER001	Derton / Technologi		Return - WO	5,175.00	Printed	ZAR	CN0000071 (P)	5,175
	INV00003	35 DER001	Derton / Technologi		WO Return	5,175.00	Printed	ZAR	CN0000070 (P)	5,175
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- 12. When you receive the *Print Queue Processing* message to confirm that;
  - The selected items have been sent to the print queue.
- 13. Click on *OK*.



### Customers - Send Invoices to Print Queue

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			INV00003	70 DER001	Derton	/ Technologi		1234	180.00	Printed	ZAR		(
			INV00003	44 DER001	Derton	/ Technologi		Multiple C Class Re.	805.00	Printed	ZAR	CN0000079 (P)	80
			INV000034	43 DER001	Derton	/ Technologi		Multiple B class Ret	230.00	Printed	ZAR	CN0000078 (P)	230
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			INV00002	37 DER001	Derton	/ Technologi		Auto Invoice	1,376.55	Printed	ZAR		(
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			INV00001	63 DER001	Derton	/ Technologi		Short Term Contra.	228.00	Printed	ZAR		(
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You may now view the Invoice(s) in the Print Queue Viewer.

#### **Related Topics**

• Print Queue Viewer

MNU.061.002