

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 <u>only</u> 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

 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.

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	INV0000523		Hope Works (Pty) Ltd		test	14,674,90		ZAR	CN0000138 (P)	
	INV0000511		Hope Works (Pty) Ltd		1234	1,921.94		ZAR		
	INV0000510		Hope Works (Pty) Ltd		1234	1,748.00		ZAR		
	INV0000509		Hope Works (Pty) Ltd		test	241,500.00		ZAR		
	INV0000508	HOP001	Hope Works (Pty) Ltd		test		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)	
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remove filter										
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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.



\$ =						Sales Invoices	BP	0: Version 2.4	.0.11 - Example Co	mpany			
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				INV0000524	HOP001	Hope Works (Pty)	Ltd		test	14,651.95	Printed	ZAR	CN0000139 (P)
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				INV0000509	HOP001	Hope Works (Pty)	Ltd		test	241,500.00	Printed	ZAR	
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				INV0000496	HOP001	Hope Works (Pty)	Ltd		Auto Invoice	1,495.29	Printed	ZAR	
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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.



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	INV0000530 HOP001	Hope Works (Pty) Ltd	test	74.89 Prin	nted ZAR	
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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*.



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	INV0000541		Pink Shoes		PO: 23676	241,500.00		ZAR	
	INV0000536		Young Electric		teting 123	2,415.00		ZAR	CN0000144 (N)
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	INV0000532	PIN0001	Pink Shoes		test	0.00	Printed	ZAR	
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	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	
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	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)
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	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	
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- 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.



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		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	
	4	<u> </u>								

You can now View the Invoice in the Print Queue Viewer.

Related Topics

• Print Queue Viewer

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