

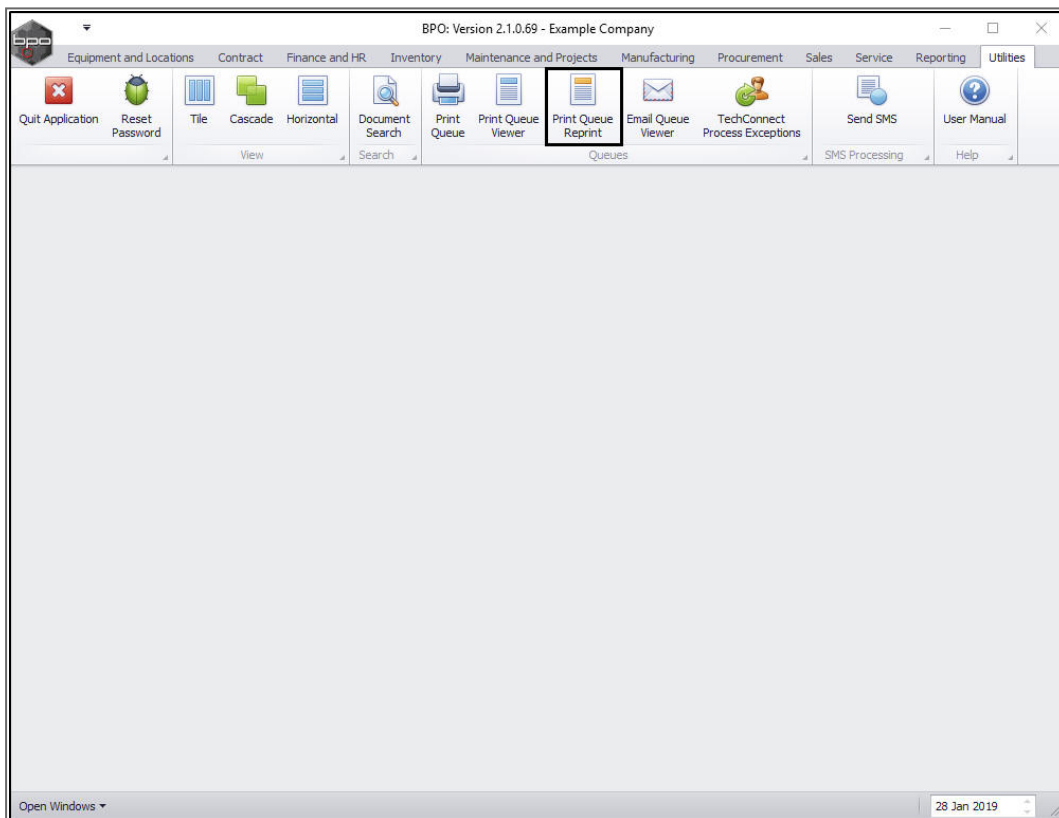
UTILITIES

PRINT QUEUE REPRINT

Use the Print Queue Reprint function to re-print:

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

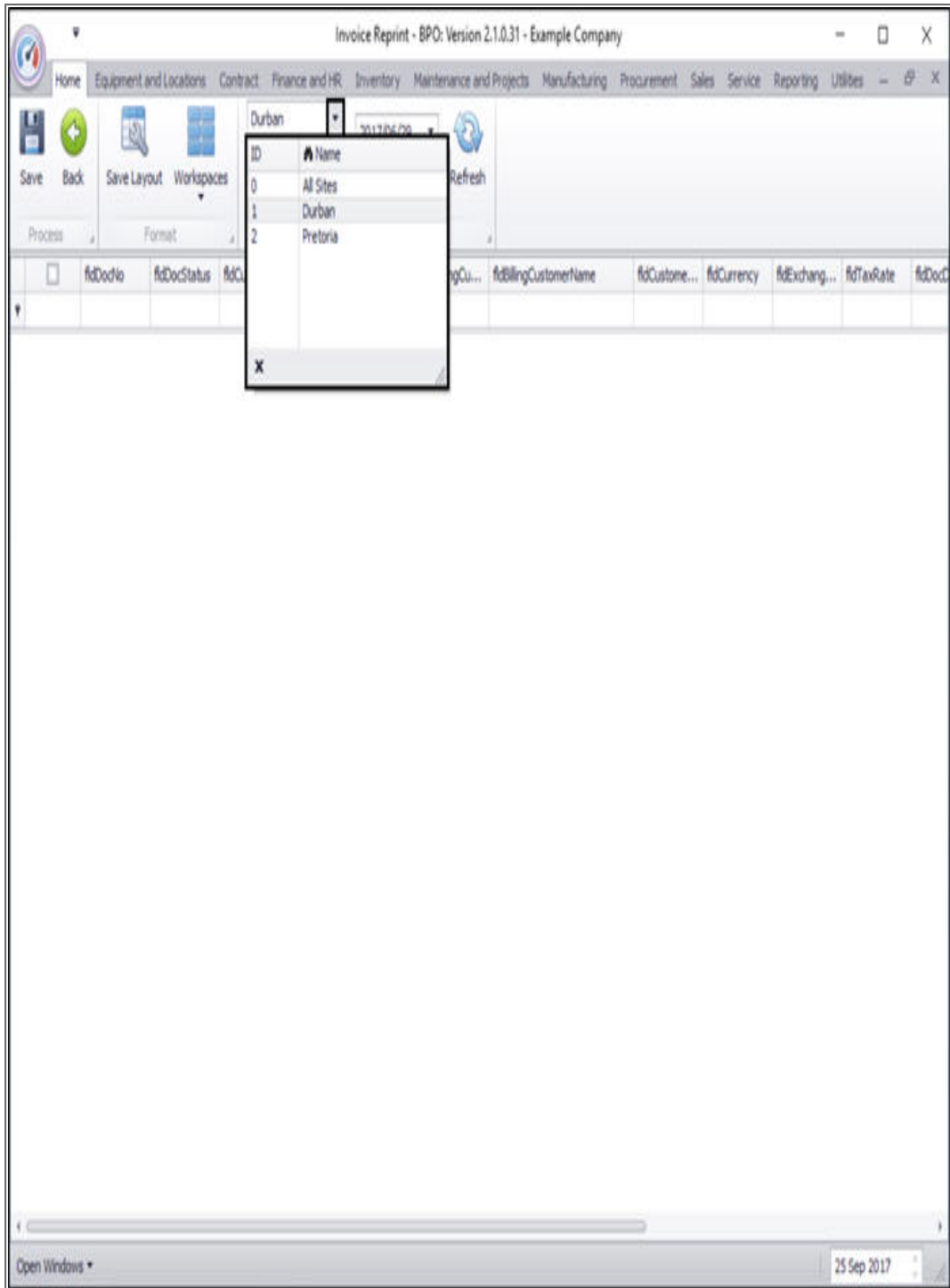
Ribbon Access: *Utilities > Print Queue Reprint*



The ***Invoice Reprint*** screen will be displayed.

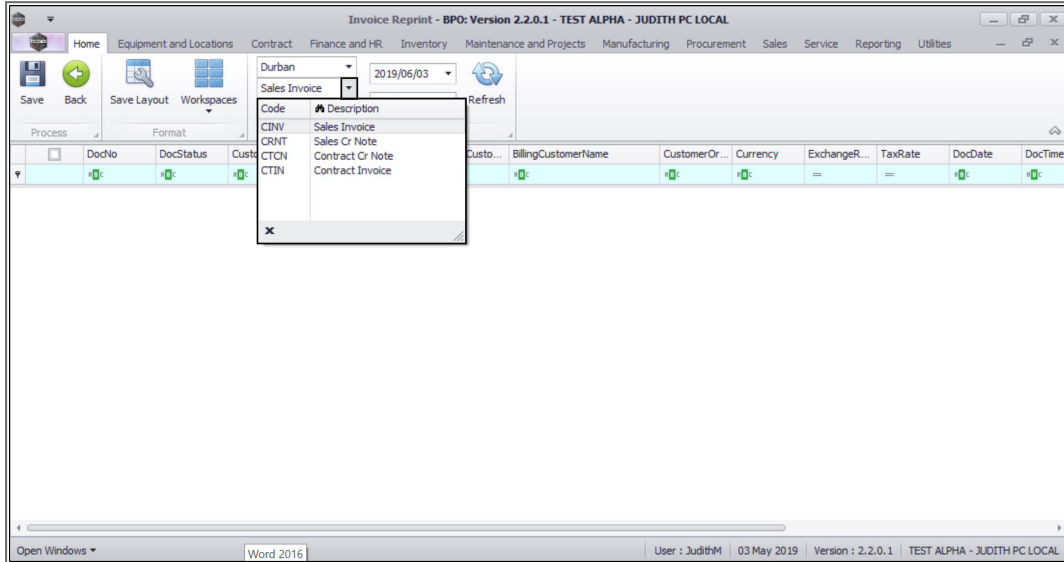
SELECT THE SITE

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



SELECT DOCUMENT TYPE

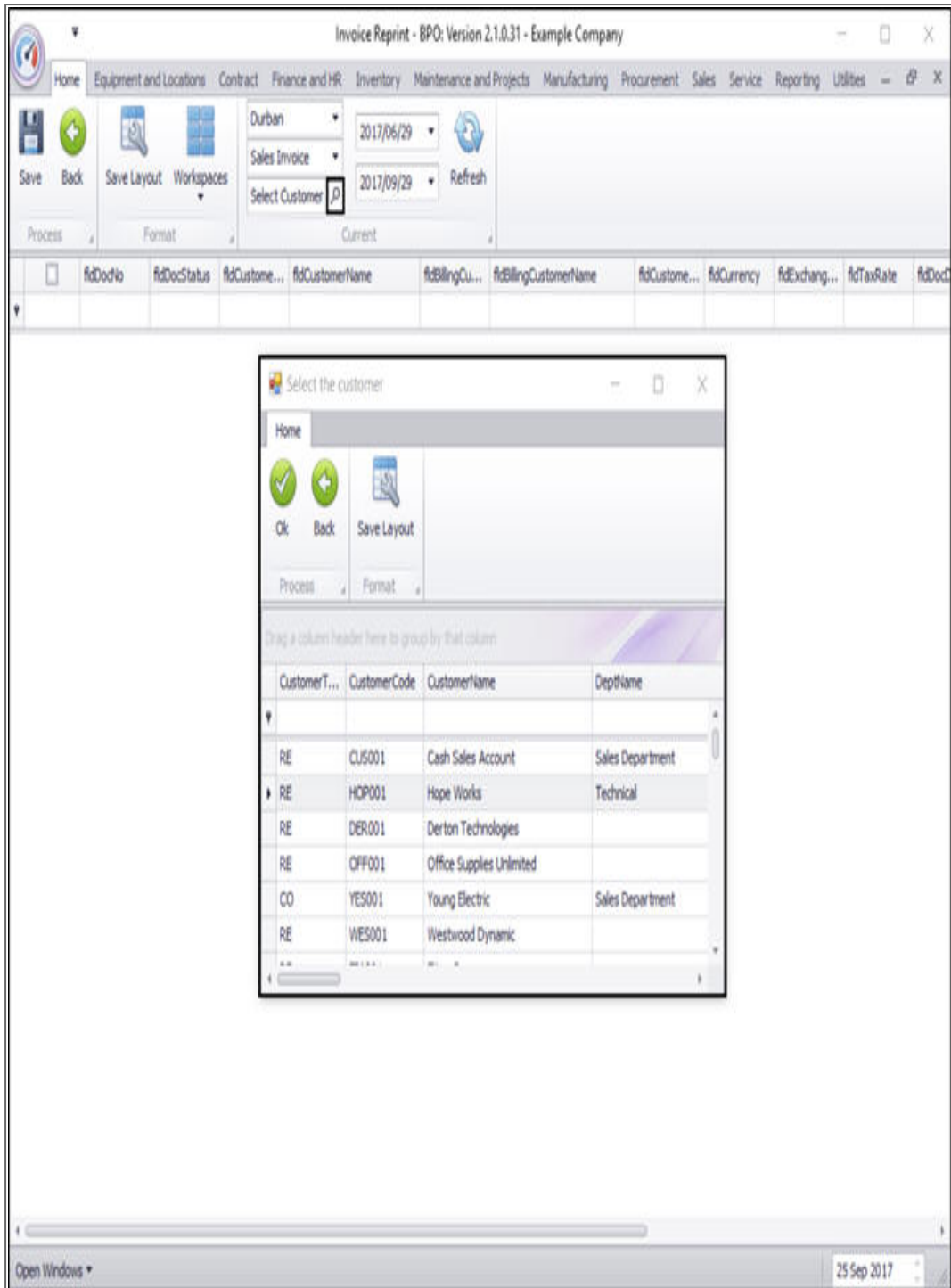
- Select the *Document Type*.
 - In this image, *Sales Invoice* has been selected.



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..



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

The screenshot shows the 'Invoice Reprint - BPO: Version 2.1.0.31 - Example Company' application window. A 'Select the customer' dialog box is open, displaying a table of customer records. The 'Ok' button is highlighted with a black box.

CustomerT...	CustomerCode	CustomerName	DeptName
RE	CU5001	Cash Sales Account	Sales Department
RE	HOP001	Hope Works	Technical
RE	DER001	Derton Technologies	
RE	OFF001	Office Supplies Unlimited	
CO	YES001	Young Electric	Sales Department
RE	WES001	Westwood Dynamic	

SELECT DATE RANGE

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

Invoice Reprint - BPO: Version 2.1.0.31 - Example Company

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

Save Back Save Layout Workspaces

Durban 2017/06/19 Refresh

Sales Invoice 2017/06/23

Select Customer

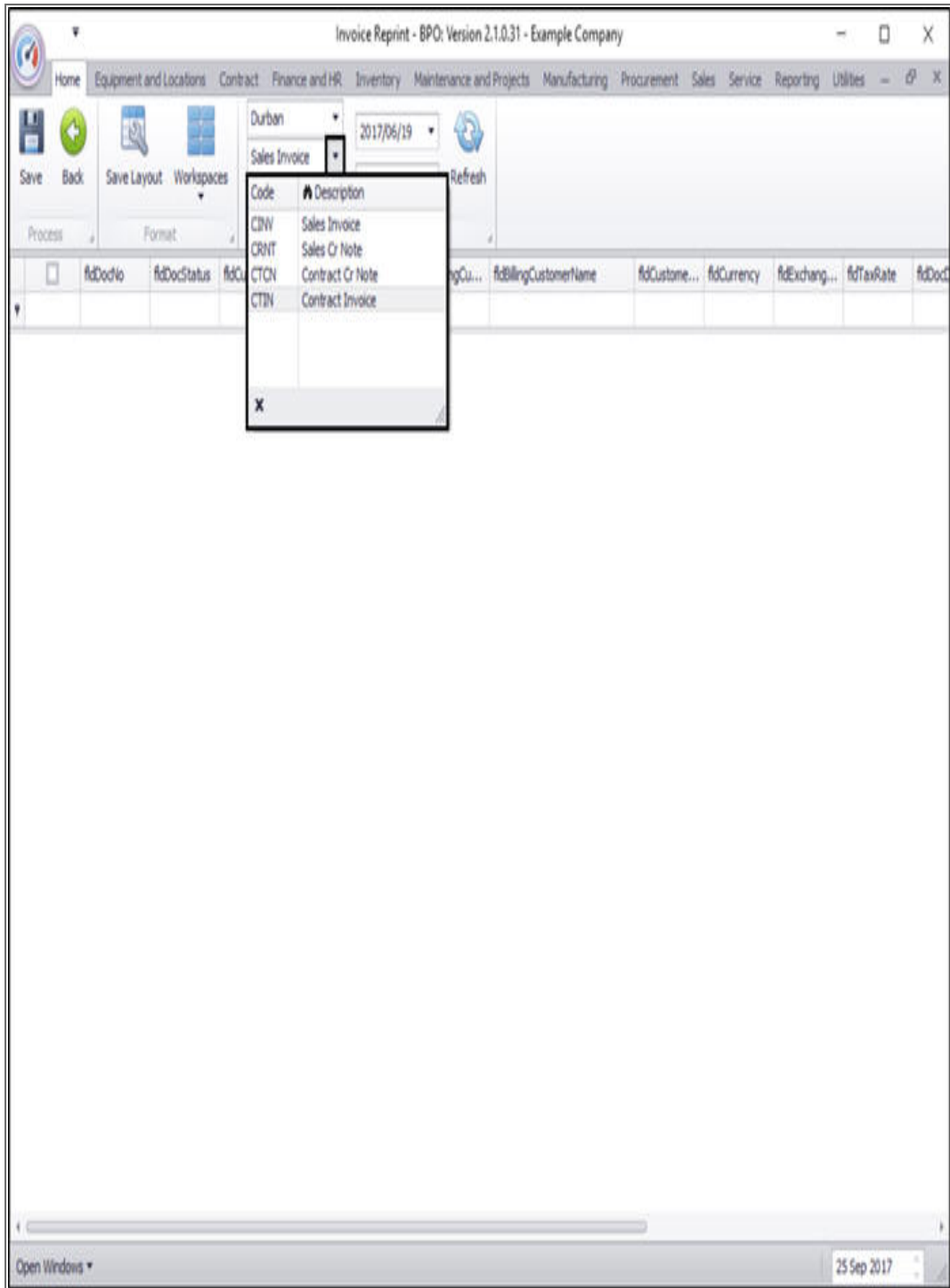
Process Format Current

fdDocId	fdDocStatus	fdCustome...	fdCustomerName	fdBillingCu...	fdBillingCustomerName	fdCustome...	fdCurrency	fdExchang...	fdTaxRate	fdDocD
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Open Windows 25 Sep 2017

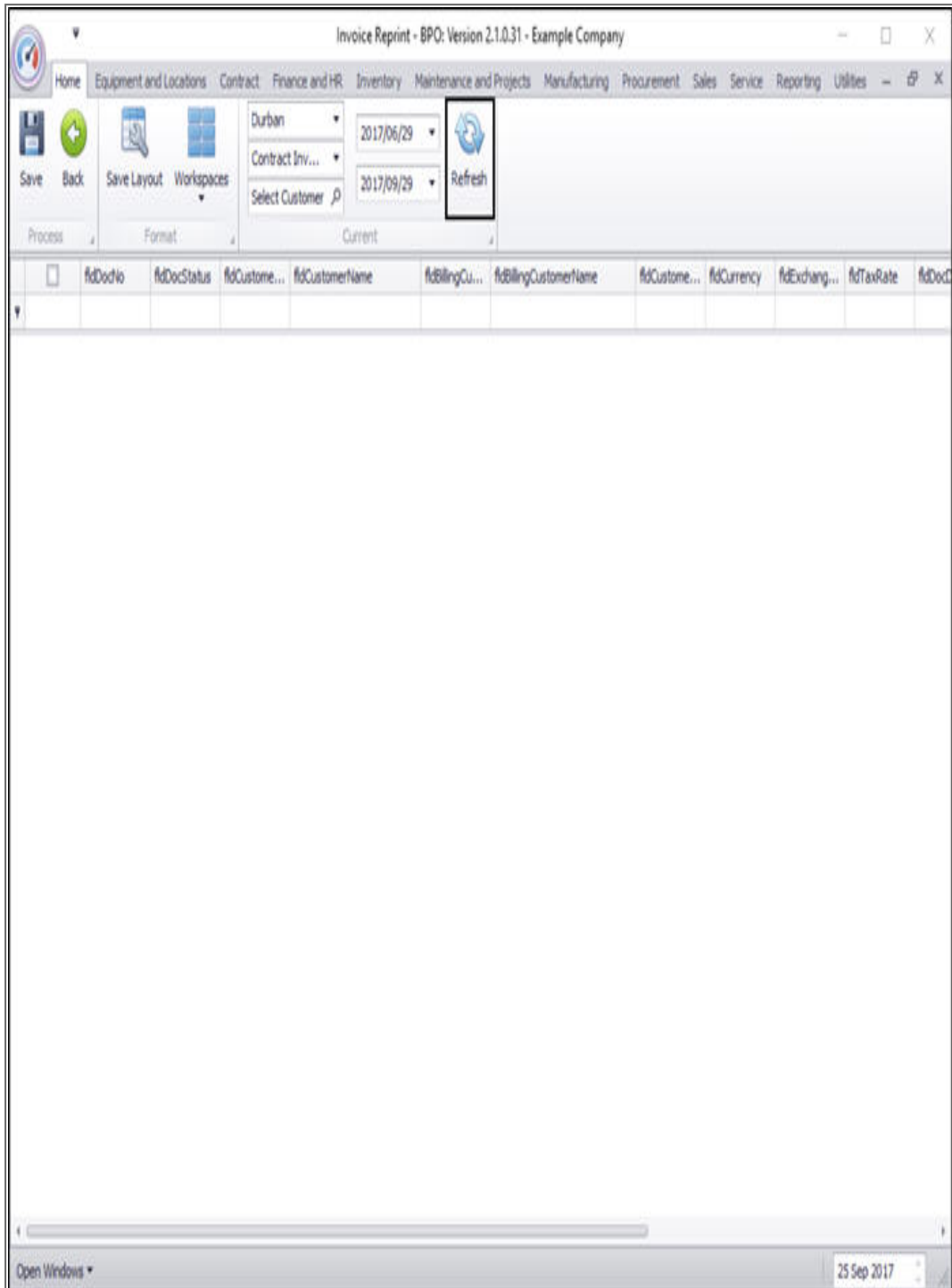
SELECT DOCUMENT TYPE

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



REFRESH THE SCREEN

- Click on **Refresh**.



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,

Invoice Reprint - BPO: Version 2.1.0.31 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Durban | 2017/06/19 | Refresh

Contract Inv... | 2017/06/23

Select Customer

	fdDocNo	fdDocStatus	fdCustomerCode	fdCustomerName	fdBillingCustomerCode	fdBillingCustomerName	fdCustomerOrderNo	fdCurrency	fdExchangeRate	fdTa
<input checked="" type="checkbox"/>	IN0000402	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	
<input type="checkbox"/>	IN0000403	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	
<input type="checkbox"/>	IN0000404	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	

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PRINT ALL DOCUMENTS

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

Invoice Reprint - BPO: Version 2.1.0.31 - Example Company

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

Save Back Save Layout Workspaces

Durban 2017/06/19 2017/06/23 Refresh

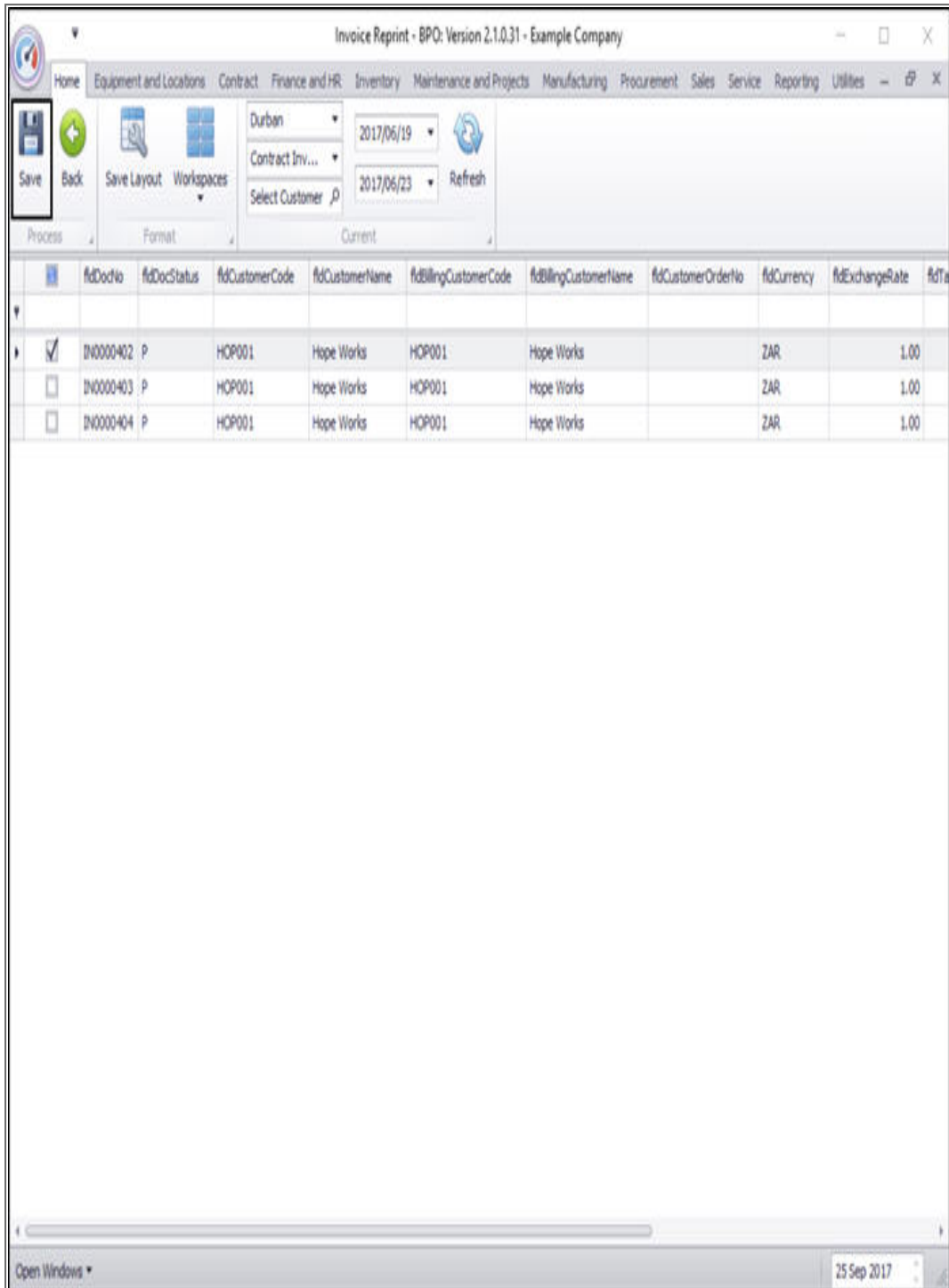
Contract Inv... Select Customer

<input checked="" type="checkbox"/>	fldDocNo	fldDocStatus	fldCustomerCode	fldCustomerName	fldBillingCustomerCode	fldBillingCustomerName	fldCustomerOrderNo	fldCurrency	fldExchangeRate	fldTa
<input checked="" type="checkbox"/>	IN0000402	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	
<input checked="" type="checkbox"/>	IN0000403	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	
<input checked="" type="checkbox"/>	IN0000404	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	

Open Windows 25 Sep 2017

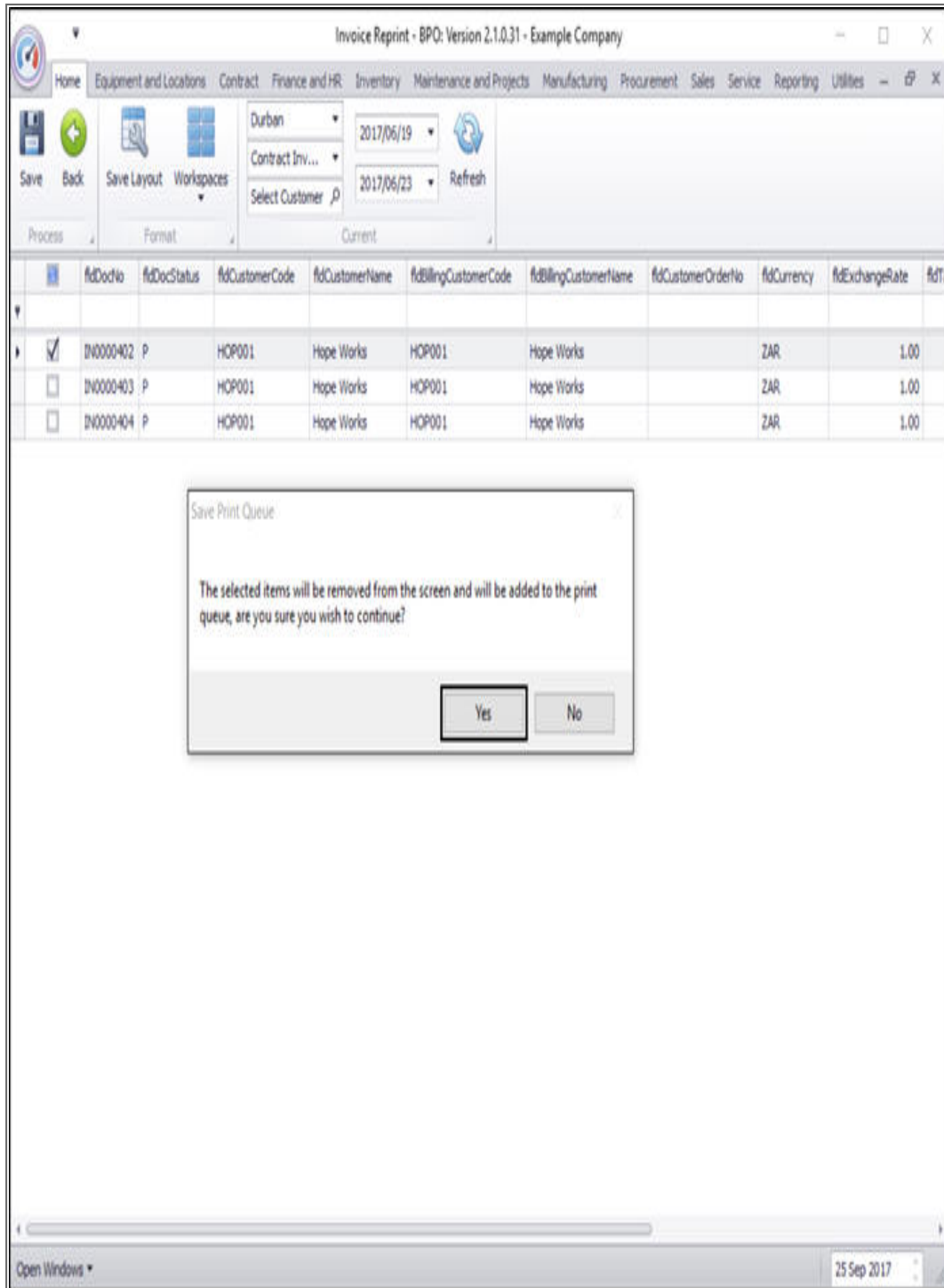
SAVE SELECTIONS

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



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**.



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

Invoice Reprint - BPO: Version 2.1.0.31 - Example Company

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

Save Back Save Layout Workspaces

Durban 2017/06/19 Refresh

Contract Inv... 2017/06/23

Select Customer

Process Format Current

fdDocId	fdDocStatus	fdCustome...	fdCustomerName	fdBillingCu...	fdBillingCustomerName	fdCustome...	fdCurrency	fdExchang...	fdTaxRate	fdDoc
<input type="checkbox"/>										
<input type="checkbox"/>	IN0000402	P	HOP001	Hope Works	HOP001	Hope Works	ZAR	1.00	14.00	19 Jun
<input type="checkbox"/>	IN0000403	P	HOP001	Hope Works	HOP001	Hope Works	ZAR	1.00	14.00	19 Jun
<input type="checkbox"/>	IN0000404	P	HOP001	Hope Works	HOP001	Hope Works	ZAR	1.00	14.00	19 Jun

Open Windows 25 Sep 2017

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