

We are currently updating our site; thank you for your patience.

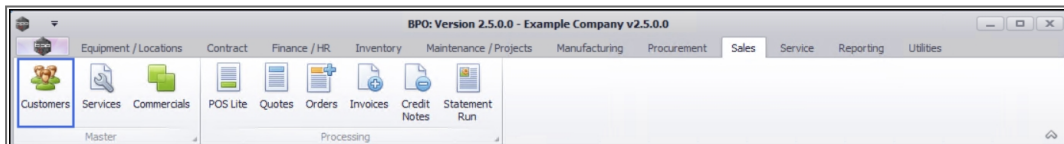
SALES

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 only available in the **Sales Invoices for Customer** screen where the Status is set to **Printed**.

Ribbon Access: Sales > Customers



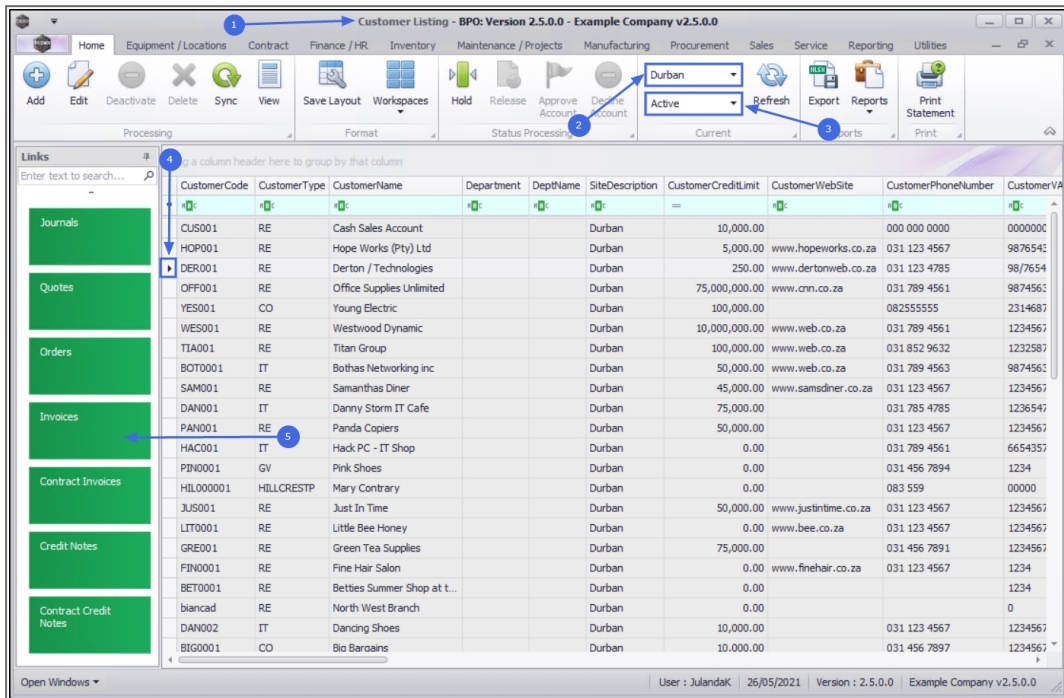
1. The **Customer Listing** screen will be displayed.
2. Select the **Site** where the Customer is located.
 - The example has **Durban** selected.



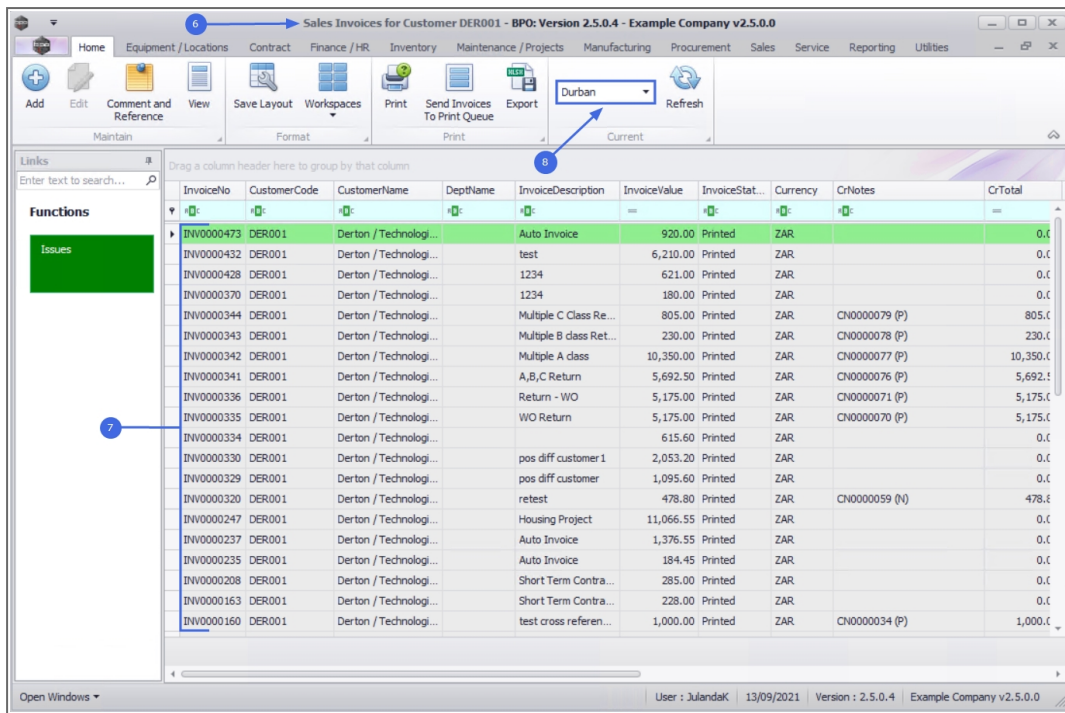
Note that you do not need to select a specific **Site** at this point as you will be able to do so in the next screen.

3. Select the **Status**.
 - The example has **Active** selected.

4. Select the **row** of the **Customer** whose invoice(s) you wish to send to the Print Queue.
5. Click on the **Invoices** tile.



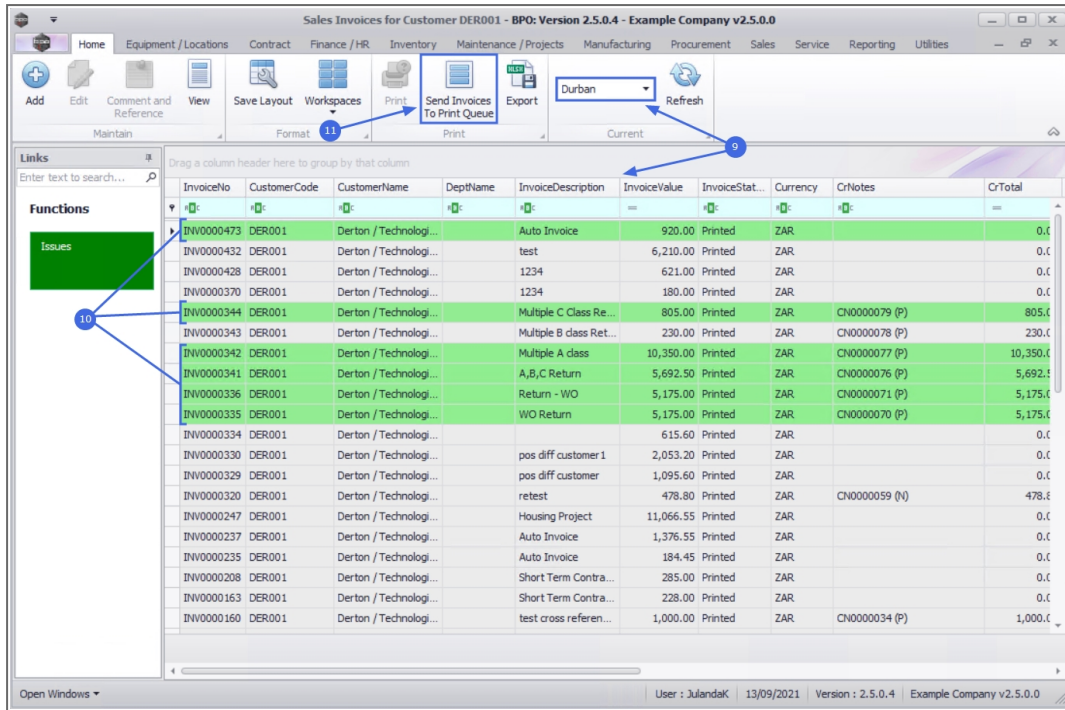
6. The **Sales Invoices for Customer** [customer code] screen will be displayed.
7. The Invoices listed in the data grid have been filtered using the Status and Site filter from the previous screen.
8. Use the **Site** filter on this screen if the selected customer has multiple sites, to select an alternative site.



9. If you have updated the **Site** from this screen, then the screen will **refresh** to display all the invoices linked to the Site.
10. 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](#)

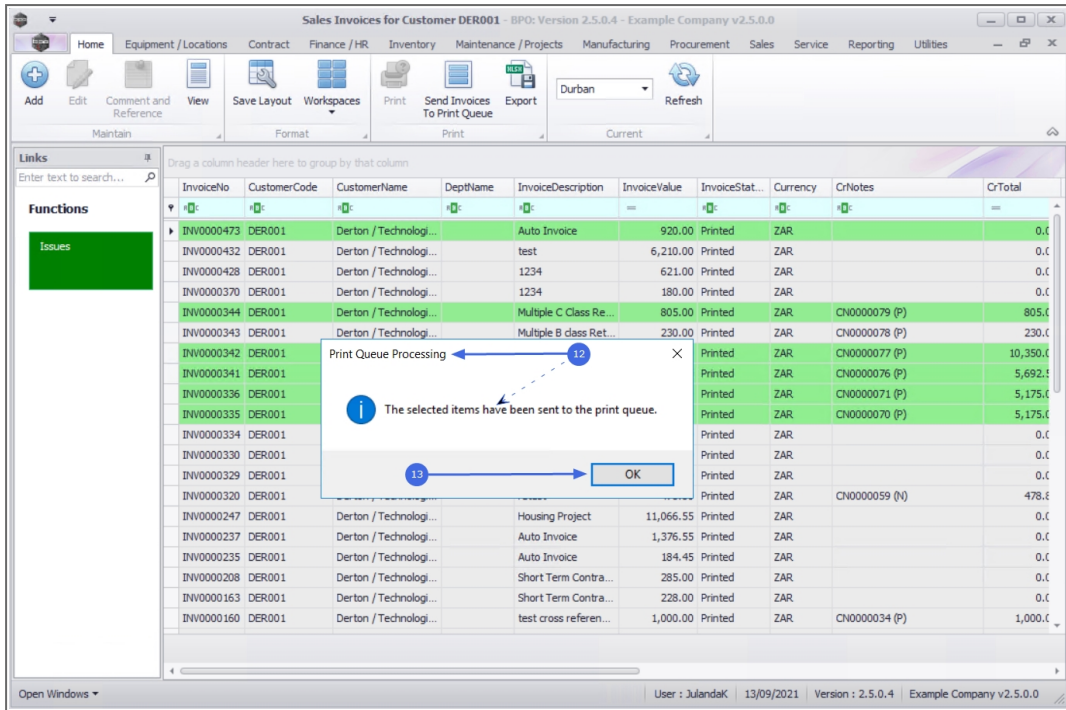
11. Click on **Send Invoices To Print Queue**.



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**.



You may now view the Invoice(s) in the [Print Queue Viewer](#).

Related Topics

- [Print Queue Viewer](#)

MNU.061.002

