

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

## **SALES**

## **CUSTOMERS - PRINT QUEUE VIEWER**

This option gives you the ability to view Invoices that have been sent to the Print Queue from the **Sales Invoices for Customer** screen.

## Ribbon Access: Sales > Customers



- 1. From the **Customer Listing** screen will be displayed.
- 2. Click on the **Utilities** ribbon tab.

Sales Invoices for Customer DER001 - BPO: Version 2.4.0.11 - Example Company													. <b>D</b> X		
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- 3. The Utilities ribbon **toolbar** will be displayed.
- 4. Click on **Print Queue Viewer**.



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- 5. The **Print Queue Viewer** screen will be displayed.
- 6. Here you can **view** the Invoice(s) that you selected to send.
- 7. Close this screen to return to Sales Invoices for Customer screen.

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