

SALES

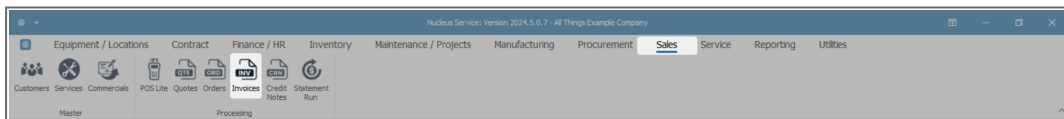
INVOICES – SEND INVOICES TO PRINT QUEUE

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 only available from the **Sales Invoices** listing screen where the status is set to **Printed**.

Ribbon Select **Sales > Invoices**



- The **Sales Invoices** listing screen will be displayed.
- Select the **Site** where the invoice has been created.
 - The example has **KwaZulu-Natal** selected.
- Ensure that the **Status** is set to **Printed**.

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	InvoiceDate	TaxRate	Comments	BaseCurrencyTotal	InvoiceStat
K2N0000057	6075488708	MHRA Burhill CC	Sales	Print Queue	4,830.00	ZAR	1.00	14 Aug 2024	15.00		4,830.00	Printed
K2N0000056	6028143645	GLJ Molan Distributors	Sales	MNU063004	9,698.48	ZAR	1.00	07 Aug 2024	15.00	Comment and Reference Sales Invoice MNU063004	9,698.48	Printed
K2N0000053	6005715519	Caime Ozcroft CC	Sales	MNU063002	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	Printed
K2N0000049	6075488708	MHRA Burhill CC	Sales	MNU063002	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	Printed
K2N0000048	6075488708	MHRA Burhill CC	Sales	MNU063007	4,830.00	ZAR	1.00	05 Aug 2024	15.00	Email	4,830.00	Printed
K2N0000046	6075488708	MHRA Burhill CC	Sales	SA221	5,324.00	ZAR	1.00	01 Aug 2024	15.00	Client will collect.	5,324.00	Printed
K2N0000044	6055478013	Warm Blade Systems	Sales	MNU063007	4,588.50	ZAR	1.00	25 Jun 2024	15.00	Print Email	4,588.50	Printed
K2N0000043	600656152	Gardening Pechold Outsourcing	Sales	MNU063007	4,830.00	ZAR	1.00	18 Jun 2024	15.00	Email Report	4,830.00	Printed
K2N0000042	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	14 Jun 2024	15.00	Customer PSL	4,830.00	Printed
K2N0000041	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	CashSale668000	4,830.00	Printed
K2N0000037	6065001001	Cash Sale Account	Sales		5,313.00	ZAR	1.00	31 Jun 2024	15.00	SP2020 PSL	5,313.00	Printed
K2N0000035	6065001000	Sell Off Customer	Sales	Edit Invoice MNU	4,588.50	ZAR	1.00	03 Jun 2024	15.00	Customer PSLite068	4,588.50	Printed
K2N0000033	6075488708	MHRA Burhill CC	Sales	Cancel Email	4,830.00	ZAR	1.00	31 Jul 2024	15.00	cancel email	4,830.00	Printed
K2N0000030	6085742234	Form Fair Publishing	Sales	EmailingMNU063007	5,047.35	ZAR	1.00	31 Jul 2024	15.00	MNU063007	5,047.35	Printed
K2N0000028	6075488708	MHRA Burhill CC	Sales	Email Invoice	6,210.00	ZAR	1.00	31 Jul 2024	15.00	MHRA PSLite Email	6,210.00	Printed
K2N0000025	6075488708	MHRA Burhill CC	Sales		10,480.00	ZAR	1.00	31 Jul 2024	15.00	Invoice68001	10,480.00	Printed
K2N0000023	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	POSLite MNU068001	4,830.00	Printed
K2N0000022	6085742234	Form Fair Publishing	Sales	MNU063007	6,222.63	ZAR	1.00	30 Jul 2024	15.00	Quotation MNU063007 - Email	6,222.63	Printed
K2N0000020	6050183105	Bariker Wraight Security	Sales	MNU02010 Picking Slip	14,003.70	ZAR	1.00	18 Jul 2024	15.00		14,003.70	Printed
K2N0000019	6050183105	Bariker Wraight Security	Sales	OTC Part Request Picking Slip 032010	8,556.00	ZAR	1.00	18 Jul 2024	15.00		8,556.00	Printed
K2N0000018	6005715519	Caime Ozcroft CC	Sales	MNU02014 OTC Issue	483.00	ZAR	1.00	17 Jul 2024	15.00		483.00	Printed
K2N0000017	6005715519	Caime Ozcroft CC	Sales	SalesInvoiceOTC	1,240.62	ZAR	1.00	17 Jul 2024	15.00		1,240.62	Printed
K2N0000016	6005715519	Caime Ozcroft CC	Sales	OTC PR 132014	6,624.00	ZAR	1.00	17 Jul 2024	15.00		6,624.00	Printed
K2N0000015	6024994308	Realinx Ducaime Security	Sales	Sales Invoice PR	2,415.00	ZAR	1.00	17 Jul 2024	15.00		2,415.00	Printed

FILTER 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

- To remove the filter -
 - Use the **Backspace** or **Delete** key to remove the filter from the Customer Name column or
 - Click on the **filter box** to remove the filter and to list all the Sales Invoices in the listing screen again.

Applied Filter : Contains([CustomerName], 'MHR')

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	InvoiceDate	TaxRate	Comments	BaseCurrencyTotal	InvoiceStat
K2N0000057	6075468708	MHRA Buhhl CC	Sales	Print Queue	4,830.00	ZAR	1.00	14 Aug 2024	15.00		4,830.00	Printed
K2N0000049	6075468708	MHRA Buhhl CC	Sales	MNU063002	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	Printed
K2N0000048	6075468708	MHRA Buhhl CC	Sales	MNU063007	4,830.00	ZAR	1.00	05 Aug 2024	15.00	Email.	4,830.00	Printed
K2N0000046	6075468708	MHRA Buhhl CC	Sales	54321	5,934.00	ZAR	1.00	01 Aug 2024	15.00	Client will collect.	5,934.00	Printed
K2N0000033	6075468708	MHRA Buhhl CC	Sales	Cancel Email	4,830.00	ZAR	1.00	31 Jul 2024	15.00	cancel email	4,830.00	Printed
K2N0000028	6075468708	MHRA Buhhl CC	Sales	Email Invoice	6,210.00	ZAR	1.00	31 Jul 2024	15.00	MHRA PSLite Email	6,210.00	Printed
K2N0000025	6075468708	MHRA Buhhl CC	Sales		10,488.00	ZAR	1.00	31 Jul 2024	15.00	Invoice068001	10,488.00	Printed
K2N0000027	6075468708	MHRA Buhhl CC	Sales	Accounts	4,830.00	ZAR	1.00	18 May 2024	15.00		4,830.00	Printed
K2N0000033	6075468708	MHRA Buhhl CC	Sales	Accounts	14,490.00	ZAR	1.00	26 Apr 2024	15.00		14,490.00	Printed

SELECT RANGE OF INVOICES

To select a **range** of Invoices:

- Click in the **row** of the **first invoice** of the range.
- **Hold down the Shift Key** and click in the **row** of the **last invoice** of the range.
- Click on **"Send Invoices to Print Queue"** on the next page.

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	InvoiceDate	TaxRate	Comments	BaseCurrencyTotal	InvoiceStat
K2N0000057	6075468708	MHRA Buhhl CC	Sales	Print Queue	4,830.00	ZAR	1.00	14 Aug 2024	15.00		4,830.00	Printed
K2N0000056	6028143645	GLD Molan Distributors	Sales	MNU063004	9,698.48	ZAR	1.00	07 Aug 2024	15.00	Comment and Reference Sales Invoice MNU063004.	9,698.48	Printed
K2N0000053	6005715519	Caeme Oceorr CC	Sales	MNU063002	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	Printed
K2N0000049	6075468708	MHRA Buhhl CC	Sales	MNU063002	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	Printed
K2N0000048	6075468708	MHRA Buhhl CC	Sales	MNU063007	4,830.00	ZAR	1.00	05 Aug 2024	15.00	Email.	4,830.00	Printed
K2N0000046	6075468708	MHRA Buhhl CC	Sales	54321	5,934.00	ZAR	1.00	01 Aug 2024	15.00	Client will collect.	5,934.00	Printed
K2N0000044	6055478013	Warm Blade Systems	Sales	MNU063007	4,388.50	ZAR	1.00	25 Jun 2024	15.00	Print Email	4,388.50	Printed
K2N0000043	6000656152	Gardening Perchold Outsourcing	Sales	MNU063007	4,830.00	ZAR	1.00	18 Jun 2024	15.00	Email Report.	4,830.00	Printed
K2N0000042	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	14 Jun 2024	15.00	CustomerPSL	4,830.00	Printed
K2N0000041	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	CashSale068000	4,830.00	Printed
K2N0000037	6065001001	Cash Sale Account	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	SP0200 PSL	5,313.00	Printed
K2N0000036	6065001000	Sell Off Customer	Sales	Email Invoice MNU	4,388.50	ZAR	1.00	03 Jun 2024	15.00	Customer PSLite068	4,388.50	Printed
K2N0000033	6075468708	MHRA Buhhl CC	Sales	Cancel Email	4,830.00	ZAR	1.00	31 Jul 2024	15.00	cancel email	4,830.00	Printed
K2N0000030	6085742234	Form Fair Publishing	Sales	EmailingMNU063007	5,047.35	ZAR	1.00	31 Jul 2024	15.00	MNU063007.	5,047.35	Printed
K2N0000028	6075468708	MHRA Buhhl CC	Sales	Email Invoice	6,210.00	ZAR	1.00	31 Jul 2024	15.00	MHRA PSLite Email	6,210.00	Printed
K2N0000025	6075468708	MHRA Buhhl CC	Sales		10,488.00	ZAR	1.00	31 Jul 2024	15.00	Invoice068001	10,488.00	Printed
K2N0000023	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	PSLite MNU068001.	4,830.00	Printed
K2N0000022	6085742234	Form Fair Publishing	Sales	MNU063007	6,222.63	ZAR	1.00	30 Jul 2024	15.00	Quotation MNU063007 - Email	6,222.63	Printed
K2N0000020	6050183105	Barker Wraight Security	Sales	MNU02010 Picking Slip	14,003.70	ZAR	1.00	18 Jul 2024	15.00		14,003.70	Printed
K2N0000019	6050183105	Barker Wraight Security	Sales	OTC Part Request Picking Slip 032010	8,556.00	ZAR	1.00	18 Jul 2024	15.00		8,556.00	Printed
K2N0000018	6005715519	Caeme Oceorr CC	Sales	MNU02014 OTC Issue.	483.00	ZAR	1.00	17 Jul 2024	15.00		483.00	Printed
K2N0000017	6005715519	Caeme Oceorr CC	Sales	SalesInvoiceOTC	1,246.82	ZAR	1.00	17 Jul 2024	15.00		1,246.82	Printed
K2N0000016	6005715519	Caeme Oceorr CC	Sales	OTC PR 132014	6,624.00	ZAR	1.00	17 Jul 2024	15.00		6,624.00	Printed
K2N0000015	6024994308	Realix Ducaeme Security	Sales	Sales Invoice PB	2,415.00	ZAR	1.00	17 Jul 2024	15.00		2,415.00	Printed

SELECT INDIVIDUAL INVOICES

To select **multiple** Invoices:

- Hold down the **Ctrl Key** and click in the **row** of **each invoice** that you wish to include in the selection.
- Click on **"Send Invoices to Print Queue"** below.

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	InvoiceDate	TaxRate	Comments	BaseCurrencyTotal	InvoiceStat
K2N0000057	6075468708	MIRA Burhill CC	Sales	Print Queue	4,830.00	ZAR	1.00	14 Aug 2024	15.00		4,830.00	Printed
K2N0000055	6028143645	GLI Molan Distributors	Sales	MNU063004	9,698.48	ZAR	1.00	07 Aug 2024	15.00	Comment and Reference Sales Invoice MNU063004.	9,698.48	Printed
K2N0000048	6075468708	MIRA Burhill CC	Sales	MNU063002	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	Printed
K2N0000046	6075468708	MIRA Burhill CC	Sales	MNU063007	4,830.00	ZAR	1.00	05 Aug 2024	15.00	Email.	4,830.00	Printed
K2N0000045	6075468708	MIRA Burhill CC	Sales	54321	5,934.00	ZAR	1.00	01 Aug 2024	15.00	Client will collect.	5,934.00	Printed
K2N0000044	6055478013	Warm Blade Systems	Sales	MNU063007	4,588.50	ZAR	1.00	25 Jun 2024	15.00	Print Email	4,588.50	Printed
K2N0000043	600656152	Gardening Perhold Outboursing	Sales	MNU063007	4,830.00	ZAR	1.00	18 Jun 2024	15.00	Email Report.	4,830.00	Printed
K2N0000041	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	14 Jun 2024	15.00	CustomerPSL	4,830.00	Printed
K2N0000041	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	CashSale668000	4,830.00	Printed
K2N0000037	6065001001	Cash Sale Account	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	SP2020 PSL	5,313.00	Printed
K2N0000035	6065001000	Sell Off Customer	Sales	Edit Invoice MNU	4,588.50	ZAR	1.00	03 Jun 2024	15.00	Customer PSL6068	4,588.50	Printed
K2N0000033	6075468708	MIRA Burhill CC	Sales	Cancel Email	4,830.00	ZAR	1.00	31 Jul 2024	15.00	cancel email	4,830.00	Printed
K2N0000030	6083702234	Form Fair Publishing	Sales	EmailMNU063007	5,947.35	ZAR	1.00	31 Jul 2024	15.00	MNU063007	5,947.35	Printed
K2N0000028	6075468708	MIRA Burhill CC	Sales	Email Invoice	6,210.00	ZAR	1.00	31 Jul 2024	15.00	MIRA PSLite Email	6,210.00	Printed
K2N0000025	6075468708	MIRA Burhill CC	Sales		10,488.00	ZAR	1.00	31 Jul 2024	15.00	Invoice968001	10,488.00	Printed
K2N0000023	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	PSLlite MNU068001.	4,830.00	Printed
K2N0000022	6085742234	Form Fair Publishing	Sales	MNU063007	6,222.63	ZAR	1.00	30 Jul 2024	15.00	Quotation MNU063007 - Email	6,222.63	Printed
K2N0000020	6050183105	Barker Wraight Security	Sales	MNU03010 Picking Slip	14,003.70	ZAR	1.00	18 Jul 2024	15.00		14,003.70	Printed
K2N0000019	6050183105	Barker Wraight Security	Sales	OTC Part Request Picking Slip 032010	8,556.00	ZAR	1.00	18 Jul 2024	15.00		8,556.00	Printed
K2N0000018	6005715519	Carms Ocecroft CC	Sales	MNU03014 OTC Issue.	483.00	ZAR	1.00	17 Jul 2024	15.00		483.00	Printed
K2N0000017	6005715519	Carms Ocecroft CC	Sales	SalesInvoiceOTC	1,240.62	ZAR	1.00	17 Jul 2024	15.00		1,240.62	Printed
K2N0000016	6005715519	Carms Ocecroft CC	Sales	OTC PR 132014	6,624.00	ZAR	1.00	17 Jul 2024	15.00		6,624.00	Printed
K2N0000015	6024994308	Realnix Ducarme Security	Sales	Sales Invoice PR	2,415.00	ZAR	1.00	17 Jul 2024	15.00		2,415.00	Printed

SELECT INDIVIDUAL INVOICE

- Click in the **row** of the Invoice you wish to Send to the Print Queue.

SEND INVOICES TO PRINT QUEUE

- Click on **Send Invoices to Print Queue**.

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	Currency	ExchangeRate	InvoiceDate	TaxRate	Comments	BaseCurrencyTotal	InvoiceStatus
KZ2N000057	607548708	MHRA Burhill CC	Sales	Print Queue	4,830.00	ZAR	1.00	14 Aug 2024	15.00		4,830.00	Printed
KZ2N000056	6028143645	GLJ Molan Distributors	Sales	MNL063004	9,698.48	ZAR	1.00	07 Aug 2024	15.00	Comment and Reference Sales Invoice MNL063004.	9,698.48	Printed
KZ2N000053	6003715119	Caime Oacroft CC	Sales	MNL063002	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	Printed
KZ2N000049	607548708	MHRA Burhill CC	Sales	MNL063002	4,830.00	ZAR	1.00	05 Aug 2024	15.00		4,830.00	Printed
KZ2N000048	607548708	MHRA Burhill CC	Sales	MNL063007	4,830.00	ZAR	1.00	05 Aug 2024	15.00	Email.	4,830.00	Printed
KZ2N000046	607548708	MHRA Burhill CC	Sales	S4321	5,934.00	ZAR	1.00	01 Aug 2024	15.00	Client will collect.	5,934.00	Printed
KZ2N000044	6055478013	Warm Blade Systems	Sales	MNL063007	4,588.50	ZAR	1.00	25 Jun 2024	15.00	Print Email	4,588.50	Printed
KZ2N000043	600656152	Gardening Pechold Outsourcing	Sales	MNL063007	4,830.00	ZAR	1.00	18 Jun 2024	15.00	Email Report	4,830.00	Printed
KZ2N000042	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	14 Jun 2024	15.00	CustomerPSL	4,830.00	Printed
KZ2N000041	6065001001	Cash Sale Account	Sales		4,830.00	ZAR	1.00	19 Apr 2024	15.00	CashSale068000	4,830.00	Printed
KZ2N000037	6065001001	Cash Sale Account	Sales		5,313.00	ZAR	1.00	31 Jul 2024	15.00	SP2020 PSL	5,313.00	Printed
KZ2N000035	6065001000	Sell Off Customer	Sales	Edt Invoice MNU	4,588.50	ZAR	1.00	03 Jun 2024	15.00	Customer PSLite068	4,588.50	Printed
KZ2N000033	607548708	MHRA Burhill CC	Sales	Cancel Email	4,830.00	ZAR	1.00	31 Jul 2024	15.00	cancel email	4,830.00	Printed
KZ2N000030	6085742234	Form Fair Publishing	Sales	EmailingMNL063007	5,047.35	ZAR	1.00	31 Jul 2024	15.00	MNL063007.	5,047.35	Printed
KZ2N000028	607548708	MHRA Burhill CC	Sales	Email Invoice	6,210.00	ZAR	1.00	31 Jul 2024	15.00	MHRA PSLite Email	6,210.00	Printed
KZ2N000025	607548708	MHRA Burhill CC	Sales		10,488.00	ZAR	1.00	31 Jul 2024	15.00	Invoice068001	10,488.00	Printed
KZ2N000023	6065001000	Sell Off Customer	Sales		4,830.00	ZAR	1.00	31 Jul 2024	15.00	PSLite MNL068001.	4,830.00	Printed
KZ2N000022	6085742234	Form Fair Publishing	Sales		6,222.63	ZAR	1.00	30 Jul 2024	15.00	Quotation MNL063007 - Email	6,222.63	Printed
KZ2N000020	6050183105	Barker Wraight Security	Sales	MNL02010 Picking Slip	14,003.70	ZAR	1.00	18 Jul 2024	15.00		14,003.70	Printed
KZ2N000019	6050183105	Barker Wraight Security	Sales	OTC Part Request Picking Slip 032010	8,556.00	ZAR	1.00	18 Jul 2024	15.00		8,556.00	Printed
KZ2N000018	6003715119	Caime Oacroft CC	Sales	MNL02014 OTC Issue.	483.00	ZAR	1.00	17 Jul 2024	15.00		483.00	Printed
KZ2N000017	6003715119	Caime Oacroft CC	Sales	SalesInvoiceOTC	1,240.62	ZAR	1.00	17 Jul 2024	15.00		1,240.62	Printed
KZ2N000016	6003715119	Caime Oacroft CC	Sales	OTC PR 132014	6,624.00	ZAR	1.00	17 Jul 2024	15.00		6,624.00	Printed
KZ2N000015	6024994308	Realnix Ducarme Security	Sales	Sales Invoice PR	2,415.00	ZAR	1.00	17 Jul 2024	15.00		2,415.00	Printed

- When you receive the **Print Queue Processing** message to confirm -
 - The selected items have been sent to the print queue.
- Click on **OK**.

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

Related Topics

- [Introduction to Invoices](#)
- [Introduction to Point of Sale \(POS\) Lite](#)
- [Add](#) a Sales Invoice
- [Edit](#) a Sales Invoice
- [View](#) a Tax Invoice
- [Comment and / or Reference for a Sales Invoice](#)
- [Print](#) or Export a Sales Invoice
- Send Invoices to [Print Queue](#)
- View a list of all items that have been [Issued](#)
- [Print Proforma Invoice](#)

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