

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

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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Issues	INV0000544	HOP001	Hope Works (Pty) Ltd		PO: HW250	963.17	Printed	ZAR		
	INV0000535	HOP001	Hope Works (Pty) Ltd		test test	4,025.00	Printed	ZAR	CN0000143 (N)	
	INV0000530	HOP001	Hope Works (Pty) Ltd		test	74.89	Printed	ZAR		
	INV0000529	HOP001	Hope Works (Pty) Ltd		test	0.00	Printed	ZAR		
	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)	
	INV0000511	HOP001	Hope Works (Pty) Ltd		1234	1,921.94	Printed	ZAR		
	INV0000510	HOP001	Hope Works (Pty) Ltd		1234	1,748.00	Printed	ZAR		
	INV0000509	HOP001	Hope Works (Pty) Ltd		test	241,500.00	Printed	ZAR.		
	INV0000508	HOP001	Hope Works (Pty) Ltd		test	920.00	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)	
	INV0000487	HOP001	Hope Works (Pty) Ltd		1234	1,840.00	Printed	ZAR		
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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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				INV0000530	HOP001	Hope Works (Pty)	Ltd		test	74.89	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)
				INV0000511	HOP001	Hope Works (Pty)	Ltd		1234	1,921.94	Printed	ZAR	
				INV0000510	HOP001	Hope Works (Pty)	Ltd		1234	1,748.00	Printed	ZAR	
				INV0000509	HOP001	Hope Works (Pty)	Ltd		test	241,500.00	Printed	ZAR	
				INV0000508	HOP001	Hope Works (Pty)	Ltd		test	920.00	Printed	ZAR.	
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				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.	
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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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Issues	P ROC	-	∗∎c hope	R C	-		-	-	N C
	INV0000544		Hope Works (Pty) Ltd		PO: HW250		Printed	ZAR	
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	INV0000530		Hope Works (Pty) Ltd		test		Printed	ZAR	
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	INV0000524		Hope Works (Pty) Ltd		test	14,651.95		ZAR	CN0000139 (P)
	INV0000523		Hope Works (Pty) Ltd		test	14,674.90		ZAR	CN0000138 (P)
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	 INV0000497 INV0000496 		Hope Works (Pty) Ltd		Auto Invoice	1,495.29		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.



Home Equipment / L	ocations Contra	act Finance /			4.0.11 - Example Co ojects Manufacturi		nt Sales	Service 8	Reporting • –
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	► INV0000542		Builders Storehouse		PO: 540		Printed	ZAR	
	INV0000541		Pink Shoes		PO: 23676	241,500.00		ZAR	
	INV0000536	YES001	Young Electric		teting123	2,415.00		ZAR	CN0000144 (N)
/	INV0000535	HOP001	Hope Works (Pty) Ltd		test test	4,025.00	Printed	ZAR	CN0000143 (N)
/	INV0000534	PAN001	Panda Copiers		test	190.00	Printed	USD	CN0000145 (N)
	INV0000533	PIN0001	Pink Shoes		Tech	1,213.71	Printed	ZAR	
1	INV0000532	PIN0001	Pink Shoes		test	0.00	Printed	ZAR	
	INV0000531	PIN0001	Pink Shoes		test	0.00	Printed	ZAR	
	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.	
	INV0000525	BIG0001	Big Bargains		Test email	602.60	Printed	ZAR	
	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)
	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		Get Up and Go		1234		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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Issues	-	INV0000543		Builders Storehouse				Printed	ZAR	
		INV0000542		Builders Storehouse		PO: 540		Printed	ZAR	
		INV0000541	PIN0001	Pink Shoes		PO: 23676	241,500.00	Printed	ZAR	
		INV0000536	YES001	Young Electric		teting 123	2,415.00	Printed	ZAR	CN0000144 (N)
		INV0000535	HOP001	Hope Works (Pty) Ltd		test test	4,025.00	Printed	ZAR	CN0000143 (N)
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		INV0000525	BIG0001	Big Bargains		Test email	602.60	Printed	ZAR	
		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)
		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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