

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

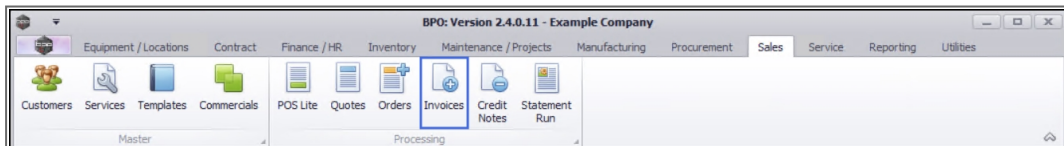
SALES

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

Ribbon Access: Sales > Invoices



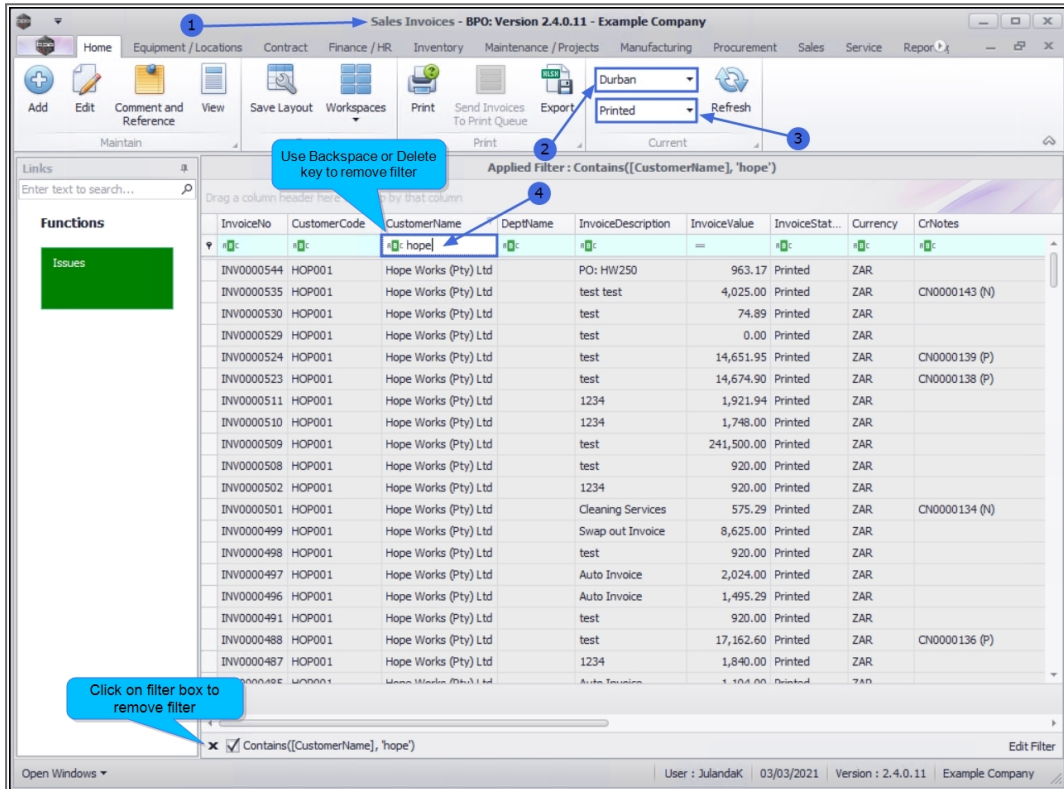
1. The **Sales Invoices** listing screen will display.
2. Select the **Site** where the invoice has been created.
 - The example has **Durban** selected.
3. Ensure that the **Status** is set to **Printed**.

filer BY CUSTOMER

4. 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

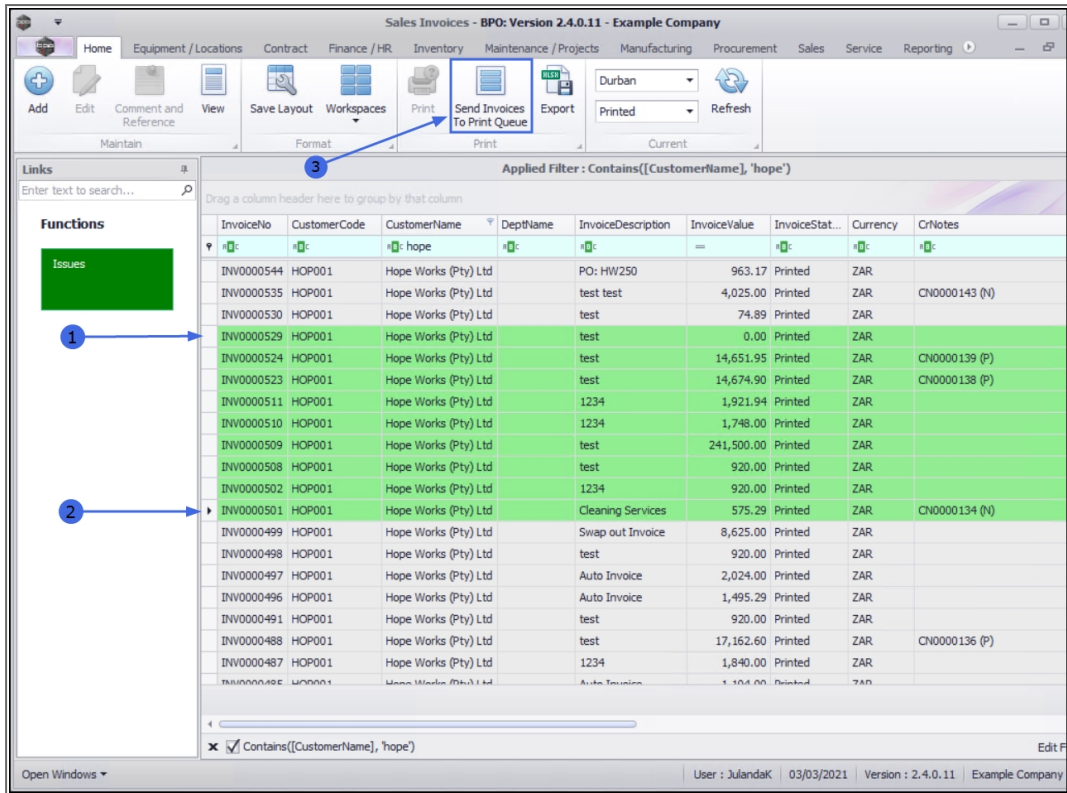
5. To remove the filter;
 - i. Use the **Backspace** or **Delete** key to remove the filter from the Customer Name column or
 - ii. Click on the **filter box** to remove the filter and to list all the Sales Invoices in the listing screen again.



SELECT RANGE OF INVOICES

To select a range of Invoices,

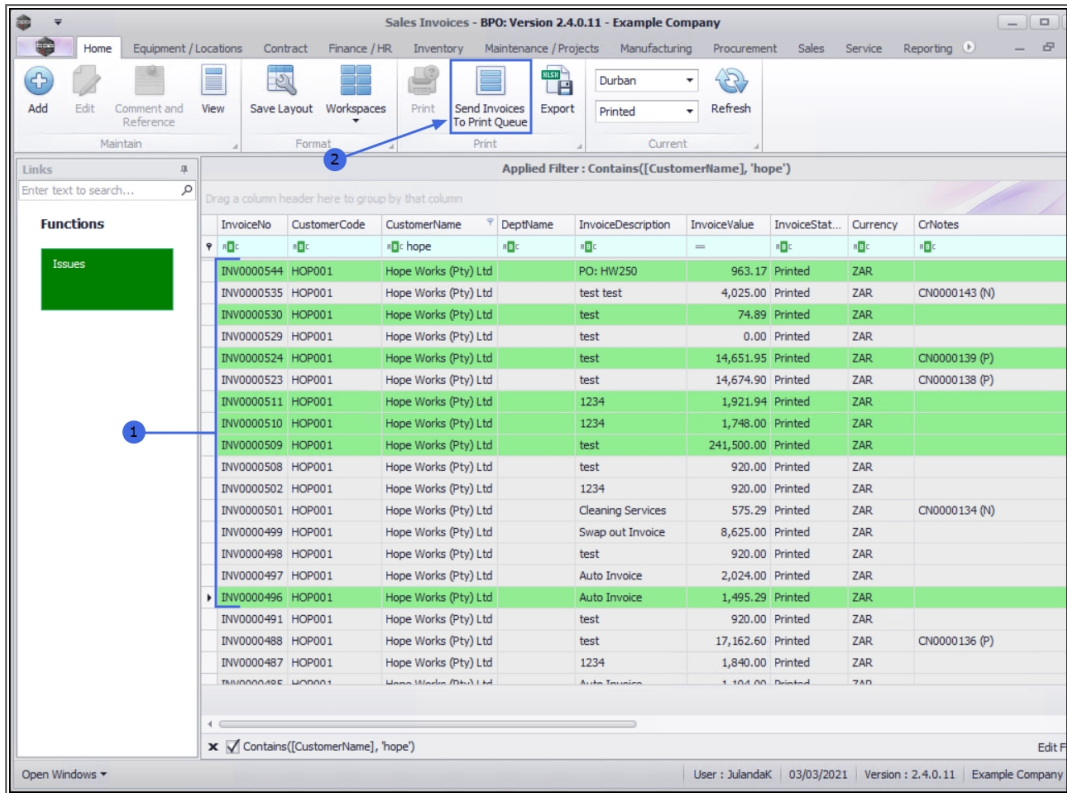
1. Click in the **row** of the **first invoice** of the range.
2. **Hold down the Shift Key** and click in the **row** of the **last invoice** of the range.
3. Click on **"Send Invoices to Print Queue"** on page 4.



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.

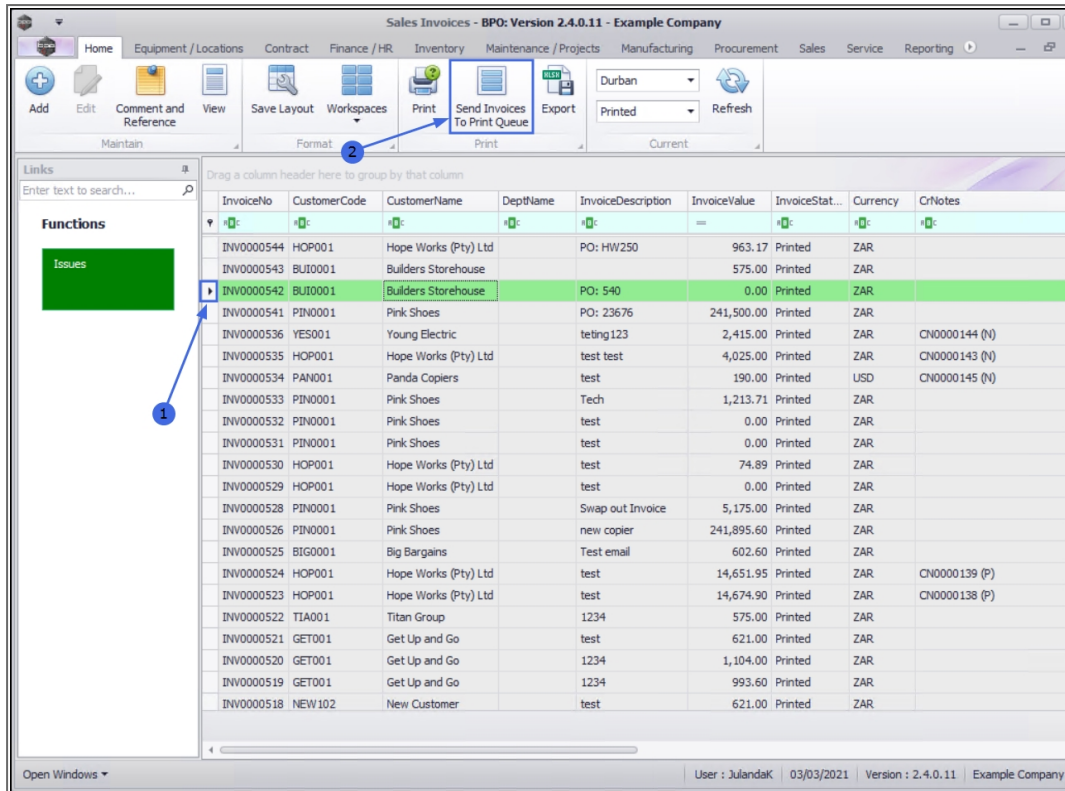


SELECT INDIVIDUAL INVOICE

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**.



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**.

The screenshot shows the 'Sales Invoices' application window. The top toolbar includes buttons for 'Print', 'Send Invoices To Print Queue', and 'Export'. A 'Print Queue Processing' dialog box is open in the center, displaying the message: 'The selected items have been sent to the print queue.' with an 'OK' button. A blue arrow points from the dialog box to the 'Print' button in the toolbar. The background shows a table of invoices with columns: InvoiceNo, CustomerCode, CustomerName, DeptName, InvoiceDescription, InvoiceValue, InvoiceStat..., Currency, and CrNotes.

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceDescription	InvoiceValue	InvoiceStat...	Currency	CrNotes
INV0000544	HOP001	Hope Works (Pty) Ltd		PO: HW250	963.17	Printed	ZAR	
INV0000543	BUI0001	Builders Storehouse			575.00	Printed	ZAR	
INV0000542	BUI0001	Builders Storehouse		PO: 540	0.00	Printed	ZAR	
INV0000541	PIN0001	Pink Shoes		PO: 23676	241,500.00	Printed	ZAR	
INV0000536	YES001	Young Electric		tebing 123	2,415.00	Printed	ZAR	CN0000144 (N)
INV0000535	HOP001	Hope Works (Pty) Ltd		test test	4,025.00	Printed	ZAR	CN0000143 (N)
INV0000534	PAI0001	PAI0001			190.00	Printed	USD	CN0000145 (N)
INV0000533	PII0001	PII0001			1,213.71	Printed	ZAR	
INV0000532	PII0001	PII0001			0.00	Printed	ZAR	
INV0000531	PII0001	PII0001			0.00	Printed	ZAR	
INV0000530	HQ0001	HQ0001			74.89	Printed	ZAR	
INV0000529	HQ0001	HQ0001			0.00	Printed	ZAR	
INV0000528	PII0001	PII0001			5,175.00	Printed	ZAR	
INV0000526	PII0001	PII0001			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	GET001	Get Up and Go		1234	993.60	Printed	ZAR	
INV0000518	NEW 102	New Customer		test	621.00	Printed	ZAR	

You can now View the Invoice in the [Print Queue Viewer](#).

Related Topics

- [Print Queue Viewer](#)

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