

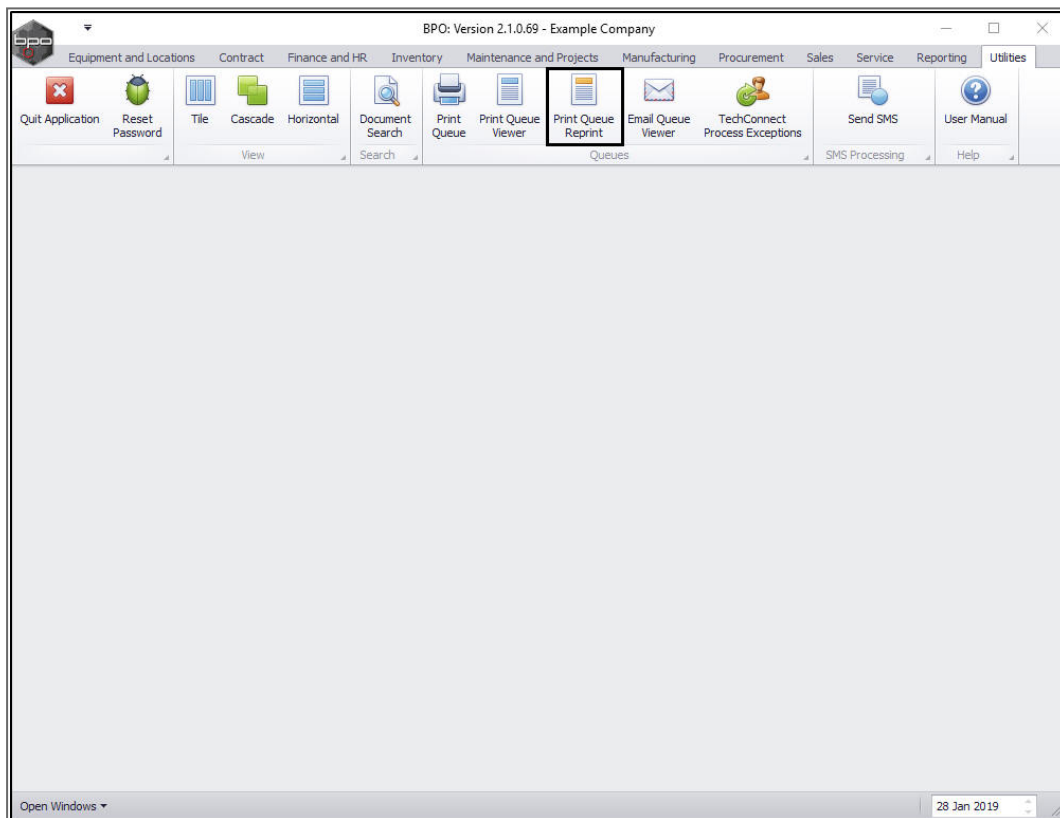
UTILITIES

PRINT QUEUE REPRINT

Use the Print Queue Reprint function to re-print:

- Original Contract Invoices
- Original Credit Notes
- Original Sales Invoices
- Original Credit Notes

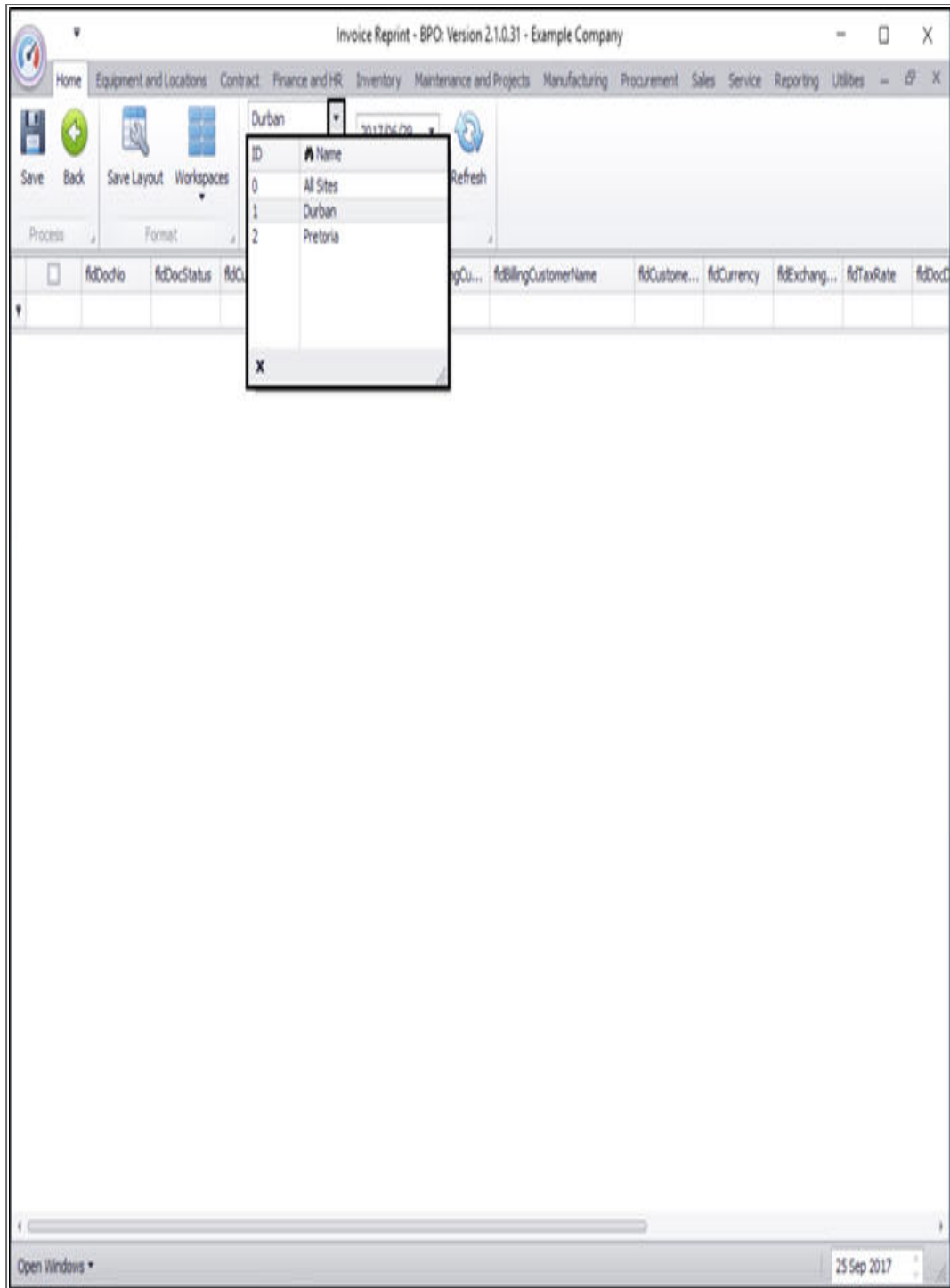
Ribbon Access: *Utilities > Print Queue Reprint*



The ***Invoice Reprint*** screen will be displayed.

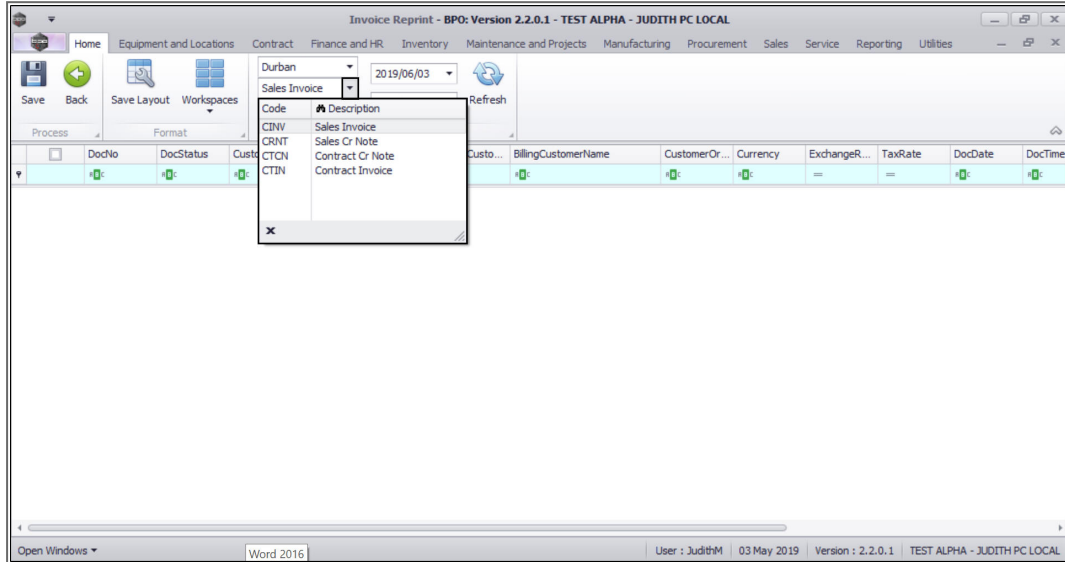
SELECT THE SITE

- Select the *Site*.
 - In this image, *Durban* has been selected.



SELECT DOCUMENT TYPE

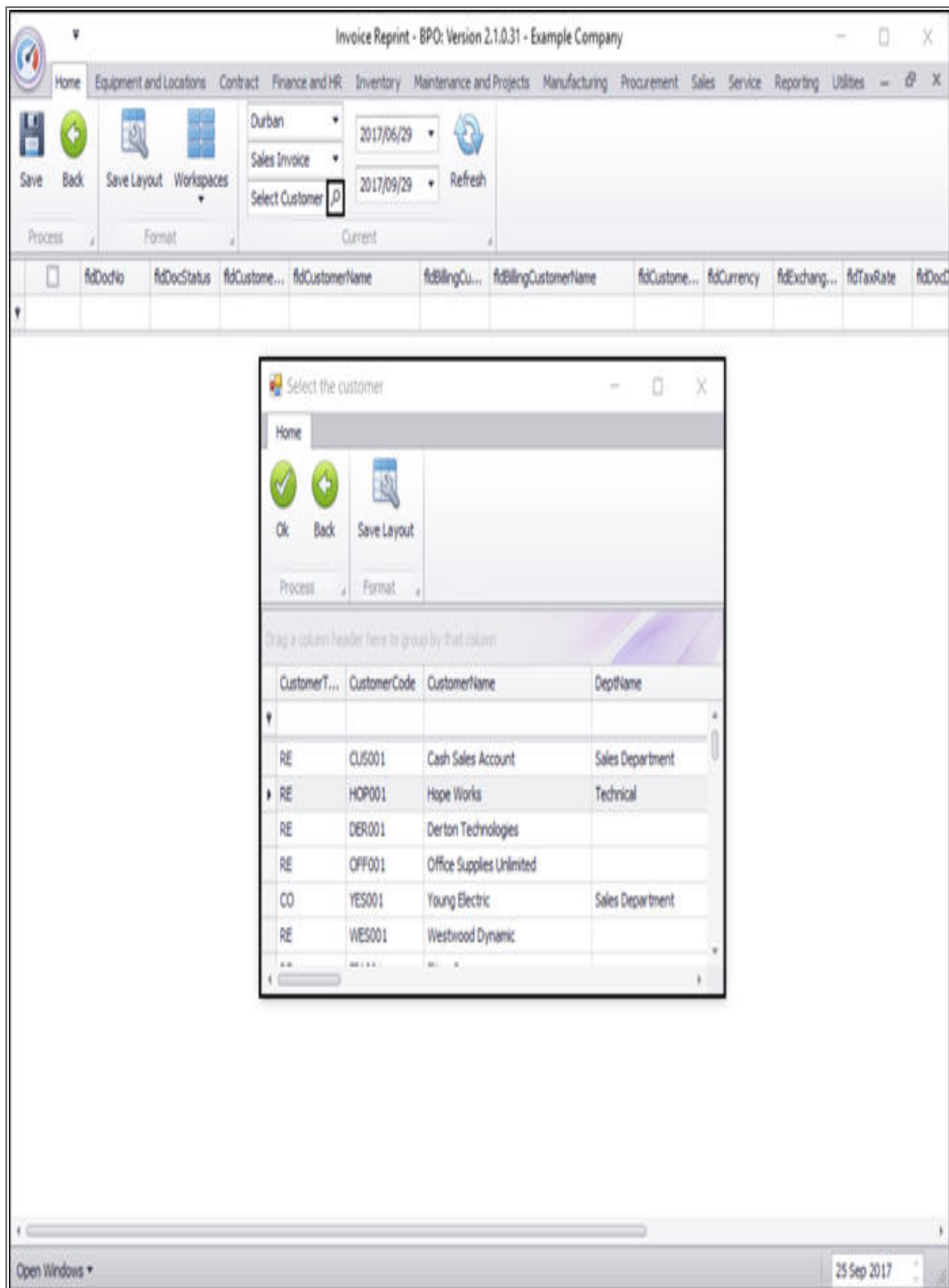
- Select the **Document Type**.
 - In this image, **Sales Invoice** has been selected.



SELECT CUSTOMER (OPTIONAL)

If you wish to find documents for a specific customer:

- Click on the **Search** button in the **Customer** field and select a customer.
 - (optional - leave blank if you only want to filter by date range)
- The **Select the customer** screen will pop up..



- Select the row of the specific **Customer**.
- Click on **Ok**.

Invoice Reprint - BPO: Version 2.1.0.31 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Durban 2017/06/29 2017/09/29 Refresh

Select Customer

Process Format Current

	fdDocId	fdDocStatus	fdCustome...	fdCustomerName	fdBillingCu...	fdBillingCustomerName	fdCustome...	fdCurrency	fdExchang...	fdTaxRate	fdDoc

Select the customer

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column

CustomerT...	CustomerCode	CustomerName	DeptName
RE	CU5001	Cash Sales Account	Sales Department
RE	HOP001	Hope Works	Technical
RE	DER001	Derton Technologies	
RE	OFF001	Office Supplies Unlimited	
CO	YES001	Young Electric	Sales Department
RE	WES001	Westwood Dynamic	

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SELECT DATE RANGE

- Select the ***Date Range*** for the documents that you are looking for.



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Procurement

Sales

Service

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Durban

Sales Invoice

Select Customer

2017/06/19

2017/06/23

Refresh

Process

Format

Current

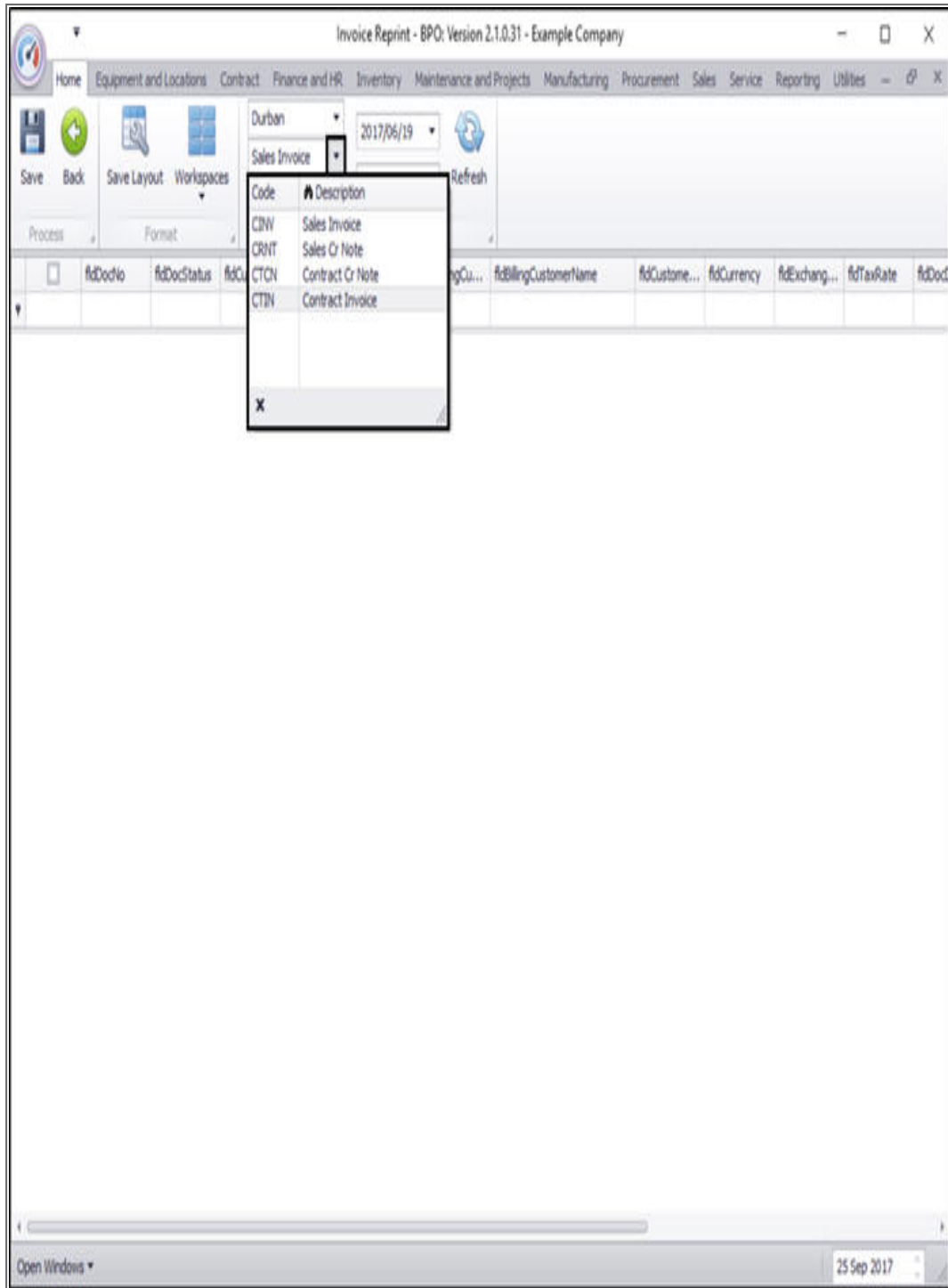
	fldDocId	fldDocStatus	fldCustome...	fldCustomerName	fldBillingCu...	fldBillingCustomerName	fldCustome...	fldCurrency	fldExchang...	fldTaxRate	fldDoc

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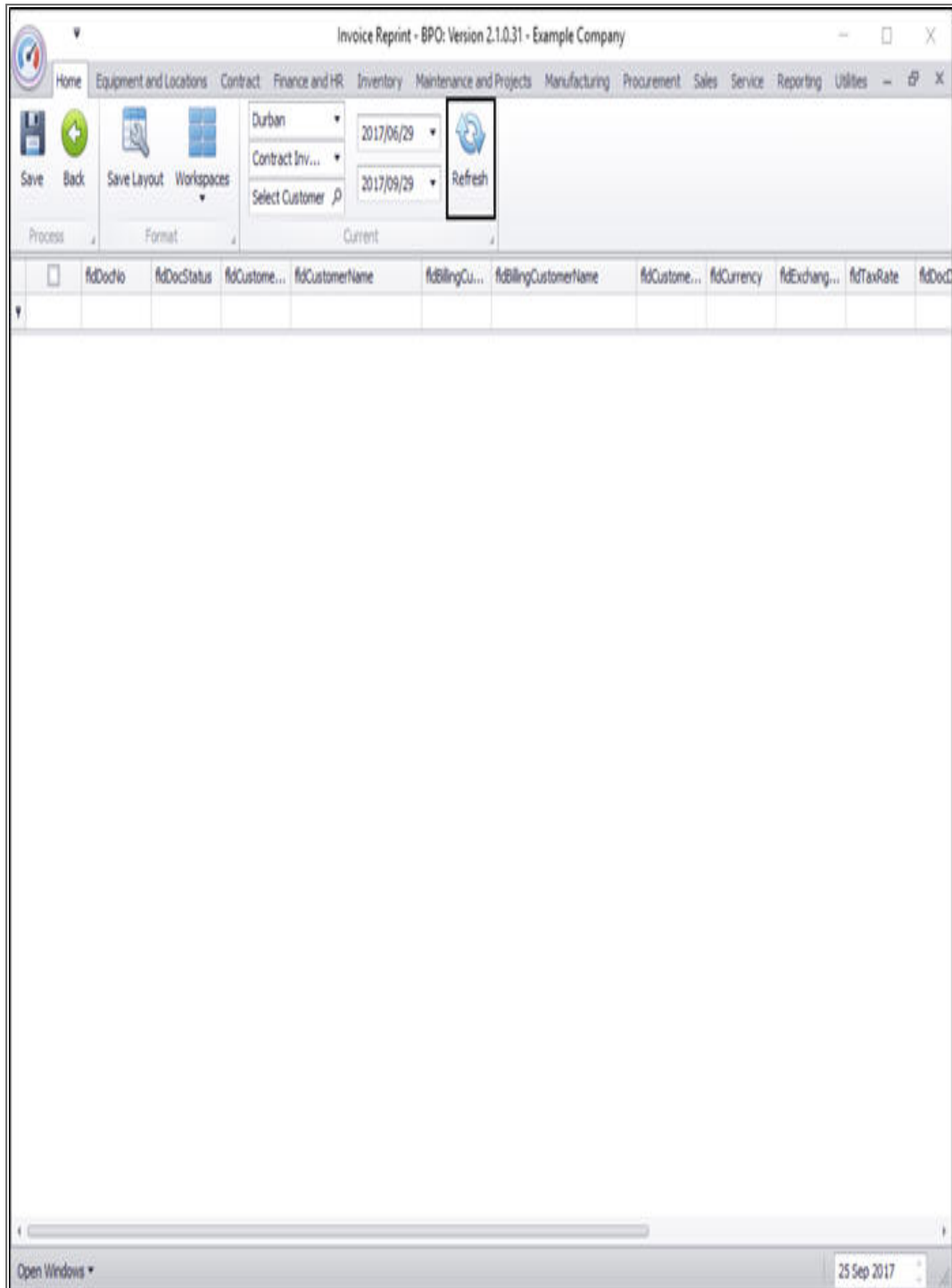
SELECT DOCUMENT TYPE

- Select the type of document you wish to find.
 - In this image, ***Contract Invoice*** has been selected.



REFRESH THE SCREEN

- Click on **Refresh**.



VIEW DOCUMENT LIST

- The screen will now display the relevant invoices.

PRINT SELECTED DOCUMENTS

- Click on the ***check box*** in front of the row of the document(s) that you wish to print or,



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Durban

Contract Inv...

Select Customer

2017/06/19

2017/06/23

Refresh

Process

Format

Current

	fldDocNo	fldDocStatus	fldCustomerCode	fldCustomerName	fldBillingCustomerCode	fldBillingCustomerName	fldCustomerOrderNo	fldCurrency	fldExchangeRate	fldTa
☒	INV0000402	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	
☐	INV0000403	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	
☐	INV0000404	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	

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PRINT ALL DOCUMENTS

- Click on the **Select All** check box, if you wish to print the entire range.



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2017/06/19

Contract Inv...

2017/06/23

Select Customer

Refresh

Process

Format

Current

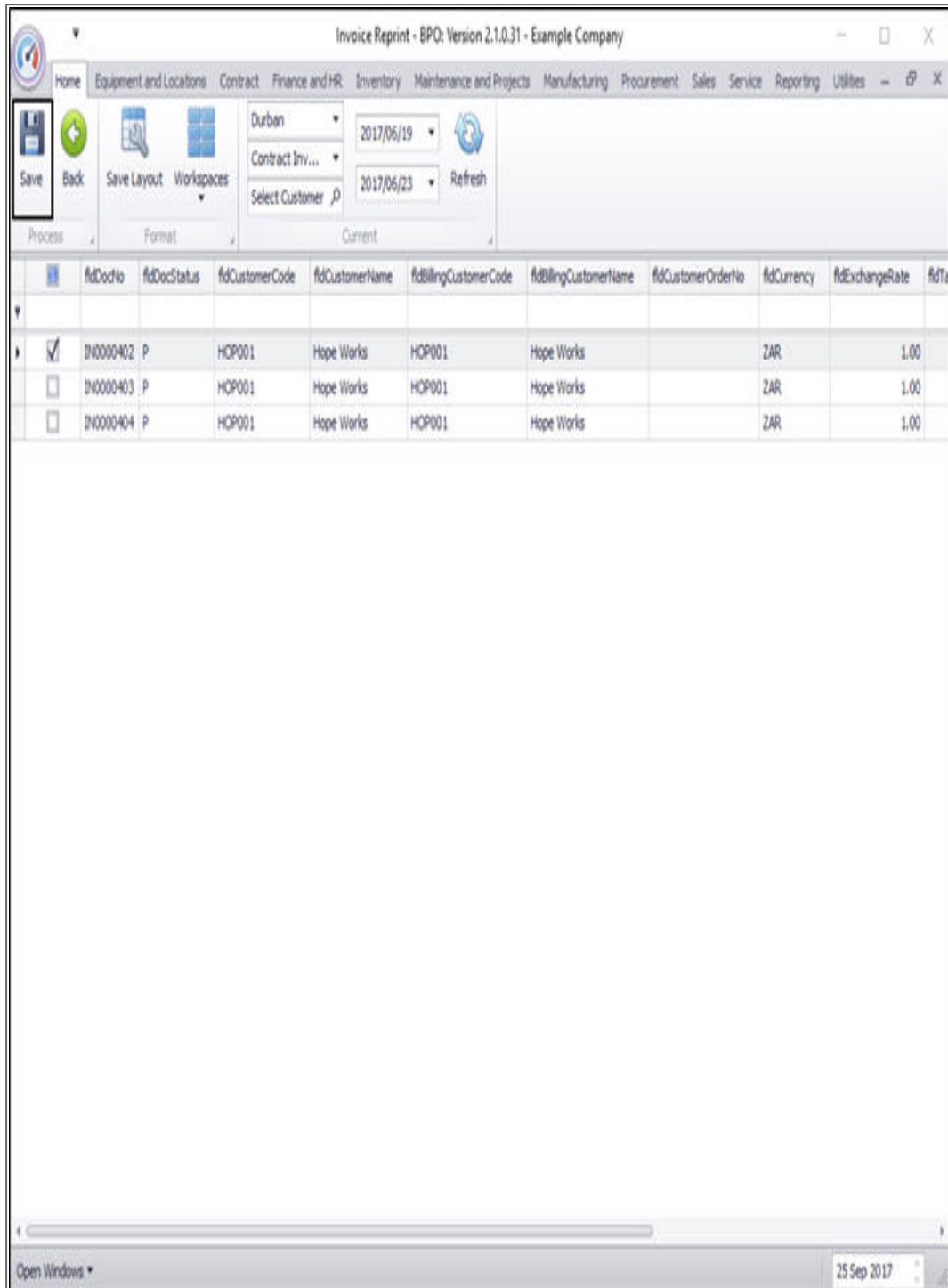
	fldDocNo	fldDocStatus	fldCustomerCode	fldCustomerName	fldBillingCustomerCode	fldBillingCustomerName	fldCustomerOrderNo	fldCurrency	fldExchangeRate	fldTa
☒										
☒	IN0000402	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	
☒	IN0000403	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	
☒	IN0000404	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	

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SAVE SELECTIONS

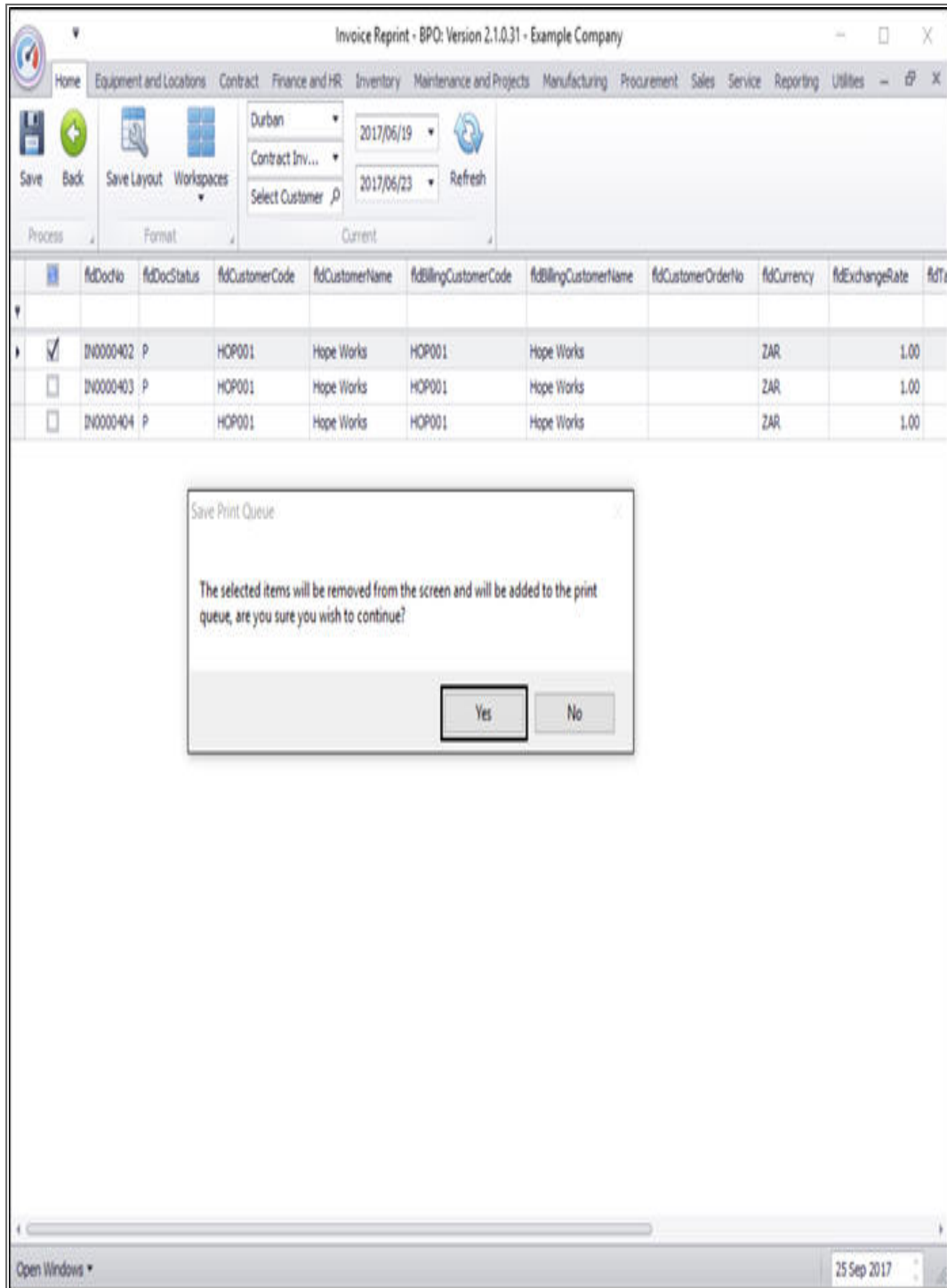
- When you have made your selections, click on **Save**.



	fIdDocNo	fIdDocStatus	fIdCustomerCode	fIdCustomerName	fIdBillingCustomerCode	fIdBillingCustomerName	fIdCustomerOrderNo	fIdCurrency	fIdExchangeRate	fIdTa
☒	IN0000402	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	
☐	IN0000403	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	
☐	IN0000404	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	

CONFIRM PRINT SELECTIONS

- The **Save Print Queue** message box will pop up asking;
 - *The selected items will be removed from the screen and will be added to the print queue, are you sure you wish to continue?*
- Click on **Yes**.



- The screen will clear, and the document(s) will either **Print** or **Email** depending on the Customer **Invoice Delivery Method**.



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Procurement

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Durban

Contract Inv...

Select Customer

2017/06/19

2017/06/23

Refresh

Process

Format

Current

	fldDocId	fldDocStatus	fldCustome...	fldCustomerName	fldBillingCu...	fldBillingCustomerName	fldCustome...	fldCurrency	fldExchang...	fldTaxRate	fldDoc
	INV0000402	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	14.00	19 Jun
	INV0000403	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	14.00	19 Jun
	INV0000404	P	HOP001	Hope Works	HOP001	Hope Works		ZAR	1.00	14.00	19 Jun

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