

Print an Invoice

Last Modified on 04/29/2022 10:27 am EDT

For customers where the delivery method on the customer setup is set to "Print", invoices and credits will be sent to a delivery queue for printing. When invoices are selected for printing, a .pdf file is created for all of the selected items. The .pdf file may be download for printing invoices on your local printer.

To print one or more invoices or credits, from the main menu, arrive at the Invoices page with this path: Accounts Receivable> Invoices.

From the Invoices page, click on the Invoices/Credits Not Delivered tab. A list of all invoices and credits that have not been marked as delivered will be shown in the grid area. To select all invoices and credits, check the box to the left of the Inv/Cr# column header to mark all records. If you want to print selected invoices and credits, check the box to the left of each invoice. When finished, click the Deliver Selected button.

The screenshot shows the 'Invoices' interface with the 'Invoices/Credits Not Delivered' tab selected. The 'Deliver Selected' button is highlighted with a green circle. A checkbox next to the 'Inv/Cr #' header is also highlighted. The table below shows two items for '3719 - Wood, Emily' with invoice dates of 'Mar 28, 2022' and delivery methods of 'Print'.

| Inv/Cr # | Customer Name | Invoice Date | Delivery Method | Available Credit | | |
|-------------------------------------|---------------|--------------------|-----------------|------------------|----------|----------------------------------|
| <input checked="" type="checkbox"/> | 204 | 3719 - Wood, Emily | Mar 28, 2022 | Print | \$137.80 | <input type="checkbox"/> Deliver |
| <input checked="" type="checkbox"/> | 203 | 3719 - Wood, Emily | Mar 28, 2022 | Print | \$63.74 | <input type="checkbox"/> Deliver |

In a few seconds, the file will appear on the task bar. Double-click on the file to open.

AR Accounts Receivable

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Recurring Invoices

Invoices Credits Invoices/Credits Not Delivered Printed Batch History

Export to Excel Mark Selected as Delivered Deliver Selected Credits Selected: ALL AVAILABLE Custom Grid Layout

Drag a column header and drop it here to group by that column

| Inv/Cr # | Customer Name | Invoice Date | Delivery Method | Available Credit | |
|----------|--------------------|--------------|-----------------|------------------|---------|
| 204 | 3719 - Wood, Emily | Mar 28, 2022 | Print | \$137.80 | Deliver |
| 203 | 3719 - Wood, Emily | Mar 28, 2022 | Print | \$63.74 | Deliver |

1 - 2 of 2 items Refresh

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