

# Print an Invoice

Last Modified on 12/12/2024 10:31 am EST

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. You can print the PDF file 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 is shown in the grid area. To select all invoices and credits, select the checkbox to the left of the Inv/Cr# column header to mark all records. If you want to print selected invoices and credits, select the checkbox to the left of each invoice. When finished, click the **Deliver Selected** button.

The screenshot displays the 'Invoices' interface. At the top, there are tabs for 'Invoices', 'Credits', 'Invoices/Credits Not Delivered' (which is selected and highlighted with a green circle), and 'Printed Batch History'. A green button labeled 'Recurring Invoices' is in the top right corner. Below the tabs, there are action buttons: 'Export to Excel', 'Mark Selected as Delivered', and 'Deliver Selected' (highlighted with a green circle). To the right of these buttons, it says 'Credits Selected: ALL AVAILABLE' and a 'Custom Grid Layout' button. Below the buttons, there is a text prompt: 'Drag a column header and drop it here to group by that column'. The main area is a table with the following columns: 'Inv/Cr #', 'Customer Name', 'Invoice Date', 'Delivery Method', and 'Available Credit'. The first row has a checked checkbox, '204', '3719 - Wood, Emily', 'Mar 28, 2022', 'Print', and '\$137.80'. The second row has a checked checkbox, '203', '3719 - Wood, Emily', 'Mar 28, 2022', 'Print', and '\$63.74'. Each row has a 'Deliver' button. At the bottom, there is a pagination bar showing '1' of 2 items and a 'Refresh' button.

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 checked="" type="checkbox"/> 203	3719 - Wood, Emily	Mar 28, 2022	Print	\$63.74

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

AR Accounts Receivable

Home  
Customers  
Invoices  
Payments  
RMR  
Work Orders  
Proposals  
Calendar  
GL  
Reports  
Setup

### Invoices

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

Invoice #	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 1 - 2 of 2 items Refresh

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