

# Print Invoices and Credits

Last Modified on 04/25/2022 9:01 pm 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' application interface. At the top, there are tabs for 'Invoices', 'Credits', 'Invoices/Credits Not Delivered' (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). The text 'Credits Selected: ALL AVAILABLE' is displayed. A 'Custom Grid Layout' button is also present. The main area contains a table with columns: 'Inv/Cr #', 'Customer Name', 'Invoice Date', 'Delivery Method', and 'Available Credit'. The first row is selected, with a blue checkmark in the 'Inv/Cr #' column (highlighted with a green circle). The table contains two rows of data:

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

At the bottom, there is a pagination control showing '1' of 2 items and a 'Refresh' button.

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

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

< Collapse

Best\_Security\_Invoi...pdf

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Sample Invoice



**Best Security**  
 547 E Washington St.  
 Suite 2111  
 Chagrin Falls, OH 44023  
 800-867-5309  
 bestsecurity.com

**Invoice**

Invoice #	Customer #	Invoice Date	Due Date	Amount Due	Amount Enclosed
204	3719	03/28/2022	03/28/2022	\$137.80	\$

To: Emily Wood  
 45722 Chandler  
 Plymouth, MI 48170 -

Remit To: Best Security  
 547 E. Washington Street  
 Apt. 211  
 Chagrin Falls, OH 44023

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 Detach and return with your payment.

Customer Name	Customer #	Invoice #	Invoice Date	PO Number	Amount Due
Emily Wood	3719	204	03/28/2022		\$137.80

Description	QTY	Rate	Amount
<i>Emily Wood, 45722 Chandler Plymouth, MI</i>			
Service Labor	2.00	65.00	130.00

	Sub Total:	130.00
	Total Sales Tax:	7.80
	<b>Invoice Total:</b>	<b>137.80</b>
	Payments/Credits Applied:	(0.00)
	<b>Invoice Amount Due:</b>	<b>137.80</b>
	<b>Amount Due:</b>	<b>\$137.80</b>

**CONTACT US**

Billing Questions (440) 551-4464 x123	Sales (222) 222-2222	Central Station (333) 333-3333	Service (123) 221-2333	Email julie.lichty@boldgroup.com
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To pay online, please visit: <https://bestsecurity.dynabill.com> | Registration Key: 87373D

## Mark as Delivered

If there are certain invoices or credits in the Invoices/Credits Not Delivered list which you do not want to print, these will need to be marked as delivered. Otherwise those items will remain in the list indefinitely.

To mark one or more invoices or credits as delivered, 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. Check the box to the left of each invoice and or credit which you want to mark as delivered. When finished, click the Mark Selected as Delivered button.

# 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

<input checked="" type="checkbox"/>	Inv/Cr #	Customer Name	Invoice Date	Delivery Method	Available Credit	
<input type="checkbox"/>	205	3720 - Watson, George	Mar 28, 2022	Print	\$25.00	<input type="button" value="Deliver"/>
<input type="checkbox"/>	206	3719 - Wood, Emily	Mar 28, 2022	Print	\$90.10	<input type="button" value="Deliver"/>

1

1 - 2 of 2 items Refresh