



Printing Copy Invoices and Credit Notes

- Select Invoicing.
- Select Invoice Tray.

Total Sales For Period			02.09
			


- Click the tick to display the list of invoices.
- Locate the required invoice

A0701121	I	19032007	A04065	07020291	OY06DRX	216.05	1034.55	Posted
A0701120	I	19032007	A00009	07020291	OY06DRX	0.00	200.00	Posted
A0701119	I	19032007	A04065	07020247	DU51KGP	143.56	720.33	Posted
A0701118	I	19032007	A00009	07020247	DU51KGP	0.00	100.00	Posted

- Double click on the required invoice(s).
- Click  to print. The document(s) will be printed to screen using Adobe Acrobat. From here they can be printed or emailed as required.

Printing the full list of Invoices

- Select Invoicing.
- Select Invoice Tray.

Total Sales For Period			02.09
			

- Click the tick to display the list of invoices.
- Click the printer icon .
- The following screen will be displayed:

Invoice Listing

Print For Period

Include From Date (Inc)

Include To Date (Inc)

Posting Or Invoice Date



Invoices/Credits/Specials Or All


Invoice Account Code

Account Reporting Code

Third Party Analysis Code

Print Totals Only

- Click the  to proceed with printing the list.