



# BAR7500 - Reprint Invoices Report



# Table of Contents




<b>BAR7500 - Reprint Invoices Report</b> .....	i
<b>BAR7500 - Reprint Invoices Report</b> .....	1



# BAR7500 - Reprint Invoices Report

**Accounts Receivable > Reports > Accounts Receivable Reports > Reprint Invoices Report**

This report allows you to reprint invoices as needed.

Parameter	Description
<b>Sort by Invoice (I), Offset Account (O) or Invoice Account(A)</b>	I - Sort the report by invoice. O - Sort the report by offset account. A - Sort the report by invoice account. This is a required field.
<b>All Invoices (A) or Open Invoices Only (O)</b>	A - Include all invoices on the report. O - Only include open invoices on the report. This is a required field.
<b>Select Invoice(s), or blank for ALL</b>	Type the invoice number separating multiple invoice numbers with a comma. Or, click  to <a href="#">search for invoice numbers</a> . Otherwise, leave blank to use all invoice numbers.
<b>Select Fund(s), or blank for ALL</b>	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to <a href="#">search for funds/years</a> . Otherwise, leave blank to use all fund codes.
<b>Select Organization(s), or blank for ALL</b>	Type the three-digit organization number separating multiple organization numbers with a comma (e.g., 001, 699). Or, click  to <a href="#">search for organization numbers</a> . Otherwise, leave blank to use all organization numbers.
<b>From Invoice Date (MMDDYYYY), or blank for ALL</b>	Type the from invoice date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Invoice Date (MMDDYYYY), or blank for ALL</b>	Type the to invoice date in the MMDDYYYY format, or leave blank to use all to dates.

[Generate the report.](#)