



BAR7500 - Reprint Invoices Report

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This report allows you to reprint invoices as needed.

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

[Generate the report.](#)