



# BAR7500 - Reprint Invoices Report



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## Accounts Receivable > Reports > Accounts Receivable Reports > Reprint Invoices Report

This report allows you to reprint invoices as needed.

| Parameter   | Description   |
|---|---|
| <b>Select Copy to Print</b>                             | Type the label print options with a comma and no spaces (e.g., Y,Y,N,N,N,N). Or, click  to <a href="#">select print options</a> .<br>This is a required field.                             |
| <b>Select Printed Status to Print</b>                   | Type the printed status options with a comma and no spaces (e.g., Y,N,N,N,N). Or, click  to <a href="#">select print status options</a> .<br>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> .<br>Otherwise, leave blank to use all invoice numbers. |
| <b>Select Customer(s), or blank for ALL</b>             | Type the customer number separating multiple customer numbers with a comma. Or, click  to <a href="#">search for customers</a> .<br>Otherwise, leave blank to use all customer 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.  |
| <b>From Requested Date (MMDDYYYY), or blank for ALL</b> | Type the from requested date in the MMDDYYYY format, or leave blank to use all from dates.  |
| <b>To Requested Date (MMDDYYYY), or blank for ALL</b>   | Type the to requested date in the MMDDYYYY format, or leave blank to use all to dates.  |
| <b>Sort by Customer Name (A) or Invoice Number (N)</b>  | A - Sort the report (invoices) alphabetically by customer name.<br><br>N - Sort the report (invoices) numerically by invoice number.<br><br>This is a required field.   |

[Generate the report.](#)



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