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Print Invoices - BAR6000

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Accounts Receivable > Utilities > Print Invoices

This utility is used to print invoices that have not been printed previously. The number of copies printed, the label used on each copy, and the inclusion/exclusion of the account numbers are set on the Accounts Receivable Options table. The invoices print in order by label. If there are more items than can fit on one page, a second page is added.

Print invoices:

❑ Use one of the following to retrieve an invoice.

Field	Description
Invoice Number	Type the invoice number to be retrieved. The field can be a maximum of six digits. If you enter a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If you enter alphanumeric values, the field is not zero-filled.
Customer Name	Type the customer's name for whom the invoice was created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The **Customer Nbr** field is automatically populated.
Customer Nbr	Type the customer's number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The **Customer Name** field is automatically populated.
Accounting per	The accounts receivable period established on the District Finance Options page is displayed.
Date Range	Type the from and to dates from which to select invoices. The **To** field is set to the current system date, but it can be modified.
Invoice Date	The invoice date is set to the current system date which is printed on each invoice and used for calculating aging reports. You can accept this date or change it.

❑ Click **Retrieve**. A list of all available invoices that have not been printed is displayed under **Available Invoices to Generate**.

❑ Select the invoice(s) to print. Use the following buttons to move the selected invoice(s) to the right side of the page.

→ - Click to move selected entries from the left side to the right side of the page.

⇒ - Click to move all entries from the left side to the right side of the page.

← - Click to move selected entries from the right side to the left side of the page.

⇐ - Click to move all entries from the right side to the left side of the page.

❑ Click **Generate/Print** to print the selected invoices. A preview page is displayed with the first invoice to be printed.

The number of invoices generated is based on the **Number of Invoices to Print** field on the District Administration > Options > Accounts Receivable Options page. If the field is set to zero, a blank page is displayed.

Review the report.

❑ Click **Proceed** to print the displayed invoice. A message is displayed prompting you to create a backup.

A message is displayed asking if the invoices printed correctly.

- Click **Yes** if the invoices printed correctly.
- Click **No** if the invoices did not print correctly.

Note: If a copy of an invoice is printed after the original is printed, then the Accounts Receivable Options setting for the first copy determines if the account number is printed on the invoice copy.

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