

Print/ Email Invoices ⓘ

Help Files
Click the information icon to access step-by-step instructions for this particular menu.

Search
1) Search for invoices to print, and filter by **Status** and **Delivery Method**.

Search:

Status:

Delivery Method:

| Invoice # ▲ | Date | Site | Customer Name | Invoice Total | Delivery Method | Status | Select |
|--------------------|------------|-----------------|---------------------------|---------------|-----------------|---------------------|-------------------------------------|
| 3 | 09/30/2018 | Site 001 - Name | Customer 1 | \$50.00 | Print | Not Printed/Emailed | <input checked="" type="checkbox"/> |
| 4 | 09/30/2018 | Site 001 - Name | Customer 1 | \$75.00 | Print | Not Printed/Emailed | <input checked="" type="checkbox"/> |
| 11 | 02/01/2019 | Site 001 - Name | Customer 1 | \$100.00 | Print | Not Printed/Emailed | <input checked="" type="checkbox"/> |
| 12 | 02/01/2019 | Site 001 - Name | Local County Government | \$1,000.00 | Print | Not Printed/Emailed | <input checked="" type="checkbox"/> |
| 13 | 08/14/2019 | Site 999 - Name | Textbook Customer Level 1 | \$100.00 | Email | Not Printed/Emailed | <input checked="" type="checkbox"/> |
| 14 | 08/14/2019 | Site 999 - Name | Cronk Cookie Company | \$5.41 | Print | Not Printed/Emailed | <input checked="" type="checkbox"/> |

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Print / Email Invoices
This menu allows you to print or email multiple invoices at the same time.

Select
2) Select POs by checking the boxes.

Print Selected
3) Click the **Print/Email Selected** button.

6 Selected 4 2

PRINT/EMAIL SELECTED

Print and Email Invoices?

4 Invoices will be printed.
 2 Invoices will be Emailed.

Print Now
4) Click the **Print/Email Now** button.

CANCEL **PRINT/EMAIL NOW**