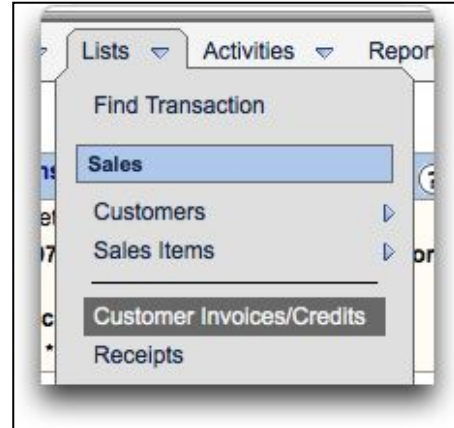


## Bulk Sales Invoice Print











If a large number of sales invoices and credit notes are raised, a facility exists that allows the bulk printing of those documents.

The function is available via the **LISTS** menu.

**LISTS → CUSTOMER INVOICES/CREDITS.**



A screen is presented that lists all sales invoices and credit notes within the search criteria.

Customer		From Date	To Date	Status							
All		01/06/2008	31/07/2009	<input type="radio"/> All	<input checked="" type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> Write-Off	Go			
Bulk Print		Check All: <input checked="" type="checkbox"/>									
	Last PDF	Invoice #	Type	Customer	Date	Due Date	Amount	Balance	Status		
 <input checked="" type="checkbox"/>		00010354	Invoice	Earth Technology PLC	11/07/2008	14/09/2008	£6,345.00	£6,345.00	Open		
 <input type="checkbox"/>	01/10/2008	00010356	Invoice	Earth Technology PLC	20/09/2008	04/11/2008	£1,175.00	£1,175.00	Open		
 <input checked="" type="checkbox"/>		00010358	Invoice	Earth Technology PLC	01/08/2008	15/09/2008	£2,056.25	£2,056.25	Open		
 <input checked="" type="checkbox"/>		00010359	Invoice	Venus Management Ltd	15/09/2008	15/10/2008	£1,762.50	£1,762.50	Open		
 <input checked="" type="checkbox"/>		00010360	Credit Note	Earth Technology PLC	07/08/2008		£-293.75	£-293.75	Open		

To generate the bulk print file, select those documents that are to be printed by clicking the box adjacent to the item.

Note if you wish to select (or deselect) all documents in the list click the **CHECK ALL** box. You are still able to amend the print list for an individual document by clicking on its specific box.

When ready to create the printed documents click the **BULK PRINT** button, a pdf file is created with a page for each document.

Note that the screen displays the date, for each particular document, that a print pdf was last created. A blank field indicates that the document has never been printed.

If a print for single document is required simply click the  button adjacent to the item.