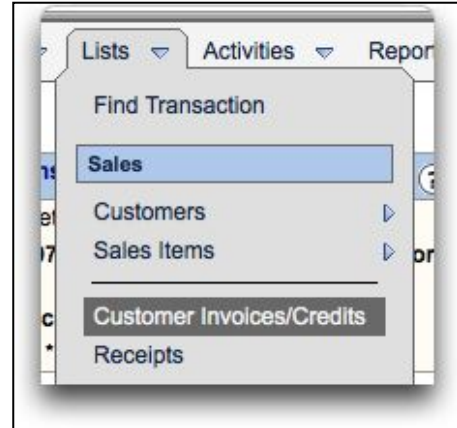


Bulk Sales Invoice Print










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.


Branch		Customer		From Date	To Date	Status						
All		All		01/05/2009	31/05/2010	<input checked="" type="radio"/> All <input type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Write-Off			Go			
Bulk Print		Check All: <input checked="" type="checkbox"/>		Print Invoice As Despatch Note: <input type="checkbox"/>								
	Last PDF	Invoice #	Type	Customer	Date	Due Date	Amount	Balance	Status			
  <input checked="" type="checkbox"/>		00010354	Invoice	Earth Technology PLC	11/05/2009	15/07/2009	£6,345.00	£6,345.00	Open			
  <input checked="" type="checkbox"/>	22/07/2009	00010355	Invoice	Venus Management Ltd	21/05/2009	30/06/2009	£2,778.87	£2,778.87	Open			
  <input checked="" type="checkbox"/>	22/07/2009	00010356	Invoice	Earth Technology PLC	22/07/2009	05/09/2009	£5,300.00	£5,300.00	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.