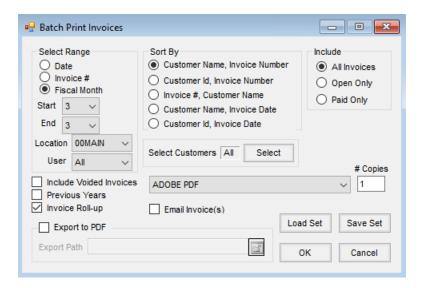
Batch Print Invoices

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Easily reprint a group of Customer Invoices without having to select each Invoice manually at A/R / Batch Print Invoices. Additionally, Invoices can be exported to a PDF or, if the CRM module is used, the batch can be emailed.

Use the filters and sorting options to help define the specific Invoices to print.



- Select Range Choose Date, Invoice # or Fiscal Month for the range of Invoices to be included.
- Start/End Enter the Start and End values for the selected range.
- Location Indicate the Location for the Invoices to be included in the batch.
- **User** This defaults to *All*, but a single User can be selected to include only Invoices entered by that specific User.
- **Sort By** Choose how the Invoices should be sorted.
- Include Choose to include All Invoices, Open Only Invoices, or Paid Only Invoices.
- Select Customers This defaults to All, but specific Customers can be chosen.
- **Printer Selection/# Copies** Indicate the printer where the Invoices should print, then enter the number of copies to be printed.
- Include Voided Invoices Checking this box will include all voided Invoices in the selected range.
- Previous Years Checking this box will include prior year Invoices in the selected range.
- Invoice Roll-up This option prints the Invoice by the roll-up method selected on the Invoice.
- Email Invoices This option is only available if there is NO Mail Host Email set up at Hub / Setup / Company Preferences, if the CRM module is activated, and if the Customer is set up to have Invoices emailed. If a Mail Host Email IS set up, this option will not be available as every Invoice will be emailed when it is saved according to how the Customers are set up.
- Export to PDF Select this option to export the selected Invoices to a PDF, then enter the Export Path where

the PDF should be saved.

• Load Set/Save Set – Screen options for this function can be saved by using Save Set and then later retrieved by selecting Load Set.