HOW TO PRINT INVOICES IN MASS WITHIN AGILITY

Accounts Receivable > Open Items > Print Invoices

Step 1. Populate Search Criteria

Print Invoices [1]	HANNAH] [v611 Devel]						_		Х
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Branch	<al></al>				2]			
Invoice type	Invoices	~							
Criteria range	Sales agent	~					N		
Sales agent From:		Q	То		Q	III All	13		
Sale type From:		Q	То		2	🗹 All			
Cycle code									
Invoice date From:	06/09/24		То	06/14/24					
	Run Date	-	•	Run Date	-				
	-5 +/- Days	~		+0 +/- Days	~]			
								Sear	rch
				Sor	rt Invoice dat	te, Invoice number, Amou	unt		₿↓

Step 2. Click Search.

All invoices that have not been printed in the selected Invoice Date range will appear in the lower grid.

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1913) 1913									301	invoice dat	e, mvoice num	iber, Amount		Z+
Invoice date	Invoice	number	Amount	Bill-to name	City	State	Туре	Created date	Cust ID	Bill-to seq Sold	-to name	Ship-to name		Shi 🔺
06/10/24	CNTL03	00162504-001	10.00	MK Customer	Elkhorn	NE	SO	06/10/24	MKCUST	1 MK 0	Customer	MK Customer 1		
06/11/24	000000	1015-001	.00	Lowes Hardware	Omaha	NE	SO	06/11/24	LOWES001	1 Lowe	es Hardware	Ty's Branch		
06/11/24	000000	1017-001	.00	BT ASELOG CUST			SO	06/11/24	BT1LOGCU	1 BT A	SELOG CUST	BT ASELOG CUST		
06/11/24	000000	1018-001	.00	Lowes Hardware	Omaha	NE	SO	06/11/24	LOWES001	1 Lowe	es Hardware	Ty's Branch		
06/11/24	000000	1022-001	.00	BT ASELOG CUST			SO	06/11/24	BT 1LOGCU	1 BT A	SELOG CUST	BT ASELOG CUST		
06/11/24	WOOD0	000019934-001	50.00	THE COURTYARD	Omaha	Ne	SO	06/11/24	mkc	1 THE	COURTYARD	THE COURTYARD		
06/12/24	000000	1023-001	.00	Lowes Hardware	Omaha	NE	SO	06/12/24	LOWES001	1 Lowe	es Hardware	Ty's Branch		
06/12/24	000000	1024-001	.00	BT ASELOG CUST			SO	06/12/24	BT 1LOGCU	1 BT A	SELOG CUST	BT ASELOG CUST		
06/12/24	000000	1025-001	.00	Lowes Hardware	Omaha	NE	SO	06/12/24	LOWES001	1 Lowe	es Hardware	Ty's Branch		
06/12/24	000000	1029-001	.00	Lowes Hardware	Omaha	NE	SO	06/12/24	LOWES001	1 Lowe	es Hardware	Home Depot		
06/12/24	000000	1030-001	.00	Lowes Hardware	Omaha	NE	SO	06/12/24	LOWES001	1 Lowe	es Hardware	King Drywall		
06/13/24	000000	1035-001	.00	Lowes Hardware	Omaha	NE	SO	06/13/24	LOWES001	1 Lowe	es Hardware	Ty's Branch		
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Step 3. Select invoices to print.

- 1. Click on the Select All button.
 - a. You will see everything in the grid highlight.
- 2. Click on individual lines using the "Ctrl" key and selecting multiple invoices or use the "Shift" Key to click a range of orders.
- 3. Click on Print

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Criteria range		Sales agent				~											
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Sale type	From:					Q		1	To:				Q				
Cycle code								All									
Invoice date	From:	06/03/24						1	o: 06	/14/24							
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Invoice date	Invoice	number	Amo	unt Bi	ill-to name	Cit	у	State	Туре	Created date	e Cust ID	Bill-to se	q Sold-	to name	Ship-to name		Shi 🔺
06/10/24	CNTL03	00162504-001	10).00 M	IK Customer	Elk	horn	NE	SO	06/10/24	MKCUST		1 MK C	ustomer	MK Customer 1		
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06/11/24	000000	1022-001		.00 BT	T ASELOG CUST				SO	06/11/24	BT 1LOGCU		1 BT A	SELOG CUST	BT ASELOG CUST		
06/11/24	WOODD	000019934-00	1 50	.00 TH	HE COURTYARD	On	naha	Ne	SO	06/11/24	mkc		1 THE	COURTYARD	THE COURTYARD)	
06/12/24	000000	1023-001		.00 Lo	owes Hardware	On	naha	NE	SO	06/12/24	LOWES001		1 Lowe	s Hardware	Ty's Branch		
06/12/24	000000	1024-001		.00 BT	T ASELOG CUST				SO	06/12/24	BT1LOGCU		1 BT A	SELOG CUST	BT ASELOG CUST		
06/12/24	000000	1025-001		.00 Lo	owes Hardware	On	naha	NE	SO	06/12/24	LOWES001		1 Lowe	s Hardware	Ty's Branch		
06/12/24	000000	1029-001		.00 Lo	owes Hardware	On	naha	NE	SO	06/12/24	LOWES001		1 Lowe	s Hardware	Home Depot		
06/12/24	000000	1030-001		.00 Lo	owes Hardware	On	naha	NE	SO	06/12/24	LOWES001		1 Lowe	s Hardware	King Drywall		
06/13/24	000000	1035-001		.00 Lo	owes Hardware	On	naha	NE	SO	06/13/24	LOWES001		1 Lowe	s Hardware	Ty's Branch		<u> </u>
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Step 4. Save this layout for future use.

Click the save icon in the upper left-hand corner. Upon saving a standard layout you can simply return to this screen and go straight to step 2.

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