

How to Print Invoice Report

Here is a sample Invoice and its report preview.

Invoice - ABC Reseller

NewSaveSearchDeleteUndoPrintAdd ShipmentEmailDuplicateUnpostRecapRecurringClose

DetailsPrepays and Credit MemosInstructionsPayments (0)Attachments (0)Audit Log (4)Comments (0)

Source:StandardRecurring:Location:0001 - Fort WaynePO Number:PO#02Invoice No:SI-461

Type:InvoiceBill To:ABC ResellerFreight Term:Deliver/Pickup:PickupSplit:

Customer:ABC ResellerShip To:ABC ResellerShip Date:7/1/2016Salesperson:Jared Smith

Invoice Date:7/1/2016Ship Via:UPSAccount:12000-0000-000Currency:USDAccrual:1

Post Date:7/1/2016Terms:5% 5, NetDue Date:7/31/2016Comments:Standard Invoice

Filter Records (F3)

| Item No. | Contract No. | Sequence | Description | Ordered | Order UOM | Shipped | UOM | Discount % | Tax | Sub Cur | Price | Total | Tax Group | Weight UOM |
|----------|--------------|----------|-------------------|---------|-----------|---------|--------|------------|-------|---------|----------|--------|-----------|------------|
| 87G | | | 87 Unleaded Ga... | 0.00 | 100.00 | | Gallon | 0.00% | 22.81 | | 1.850000 | 185.00 | IN SST | |
| | | | misc item | 0.00 | | | | 0.00% | 0.00 | | 5.130000 | 51.30 | | |
| | | | | 0.00 | | | | 0.00% | 0.00 | | 0.000000 | 0.00 | | |

Bill To:ABC Reseller
Somewhere St.
Indianapolis, IN, 46204 United States

Item:
On Hand:
Committed:

On Order (PO):
Back Order:

Subtotal:236.30
Shipping:0.00
Tax:22.81
Total:259.11
Amount Received:0.00
Amount Due:259.11

Posted

irely

i21 Source Company

4242 Flagstaff Cove
Comp Loc
Fort Wayne, IN, 46815, United States

Invoice : SI-461

Bill To:ABC Reseller
Somewhere St.
Indianapolis, IN, 46204, United States

| | | | | | | | |
|---------------|-------------------------------------------------------------------------|-----------------|-------------|-------------------------|------------------|---------------|------------|
| Customer: | ABC Reseller | Salesperson: | Jared Smith | PO Number: | PO#02 | Invoice Date: | 07/01/2016 |
| Source: | Standard | Ship Via: | UPS | Terms: | 5% 5, Net 30 | Ship Date: | 07/01/2016 |
| Currency: | USD | Deliver/Pickup: | Pickup | Paid: | No | Due Date: | 07/31/2016 |
| Freight Term: | | | | | | | |
| Ship To: | ABC Reseller Somewhere St. Indianapolis, IN, 46204, United States | | | Invoice Header Comment: | Standard Invoice | | |

| Item # | Description | Contract # | UOM | Balance | BOL # | Ordered | Shipped | Discount | Tax | Price | Total |
|--------|----------------------|------------|--------|---------|-------|---------|---------|----------|-------|--------|-------|
| 87G | 87 Unleaded Gasoline | | Gallon | 0.000 | | 100.000 | 0.00% | 22.81 | 1.85 | 185.00 | |
| | | | | | | | | IN SST | 16.65 | | |
| | | | | | | | | % DEC | 6.16 | | |
| | misc item | | | 0.000 | | 10.000 | 0.00% | 0.00 | 5.13 | 51.30 | |

Total Records: 2

Invoice Footer Comment:Virtual Meter billing gallons are based on estimated usage.

| | |
|-----------|--------|
| Subtotal: | 236.30 |
| Shipping: | 0.00 |
| Tax: | 22.81 |
| Total: | 259.11 |

Page 1 of 1

Print using Invoice | Print button:

- Open the Invoice record you wish to print.
- Click the **Print** button to see a preview of the Invoice report.

Invoice - ABC Reseller

NewSaveSearchDeleteUndoPrintAdd ShipmentEmailDuplicateUnpostRecapRecurringClose

DetailsPrepays and Credit MemosInstructionsPayments (0)Attachments (0)Audit Log (4)Comments (0)

- Click **Yes** on the confirmation message.

iRely i21

Do you want to print this report: Invoice Report/s?

Yes

No

Print using Batch Printing screen:

Refer to [How to Batch Print Reports](#).

Relate Topics

- [How to Upload a Company Logo for Reports](#)
- [How Include Entity Name on Address works](#)

Here is a sample Invoice and its report preview.

Invoice - ABC Reseller

New Save Search Delete Undo Print Add Shipment Email Duplicate Ungroup Recap Reverting Close

Details Instructions Payments (0) Attachments (0) Audit Log (2) Comments (0)

Type: Standard Recurring: Bill To: ABC Reseller Freight Term: Deliver Invoice No: SI-199 Split: PO Number: PO#02 BOL Number: PO#02

Customer: ABC Reseller Ship To: ABC Reseller Deliver/Pickup: PO Number: PO#02 BOL Number: PO#02

Invoice Date: 04/21/2016 Post: 04/21/2016 Ship Via: UPS Due Date: 05/21/2016 Salesperson: Jared Smith Currency: USD

Location: 0001 - Fort Wayne Terms: 5% 5, Net 30 Accrual: 1 Ship Date: 04/21/2016 Comments: Sample Standard Invoice.

| Item No | Contract No | Description | Ordered | Order UOM | Shipped | UOM | Discount | Tax | Sub Currency | Price | Total | Weight UOM | Tax Group |
|---------|-------------|-------------------|---------|-----------|---------|-------|----------|-----|--------------|----------|--------|------------|-----------|
| 87G | | 87 Unleaded Ga... | 0.00 | 100.00 | Gallon | 0.00% | 16.65 | | | 1.850000 | 185.00 | IN SST | |
| | | sample misc be... | 0.00 | 10.00 | | 0.00% | 0.00 | | | 5.130000 | 51.30 | | |
| | | | 0.00 | 0.00 | | 0.00% | 0.00 | | | 0.000000 | 0.00 | | |

Bill To: ABC Reseller Somewhere St. Indianapolis, IN, 46204 United

Ship To: ABC Reseller Somewhere St. Indianapolis, IN, 46204 United

Item: D2D - #2 Dyed Diesel

On Hand: 4,995.00 On Order (PO): 5.00

Committed: 0.00 Back Order: 0.00

Subtotal: 236.30

Shipping: 0.00

Tax: 16.65

Total: 252.95

Posted

i21 Source Company

4242 Flagstaff Cove
Comp Linc
Fort Wayne, IN, 46815, United States

Invoice: SI-199

Bill To: ABC Reseller Somewhere St. Indianapolis, IN, 46204, United States

Customer: ABC Reseller **Salesperson:** Jared Smith **PO Number:** PO#02 **Invoice Date:** 04/21/2016

Invoice Type: Standard **Ship Via:** UPS **Terms:** 5% 5, Net 30 **Ship Date:** 04/21/2016

Currency: USD **Deliver/Pickup:** **Paid:** No **Due Date:** 05/21/2016

Freight Term: Deliver

Ship To: ABC Reseller Somewhere St. Indianapolis, IN, 46204, United States **Invoice Header Comment:** Sample Standard Invoice.

| Item # | Description | Contract # | UOM | BOL # | Ordered | Shipped | Discount | Tax | Price | Total |
|--------|----------------------|------------|--------|-------|---------|---------|----------|--------|-------|--------|
| 87G | 87 Unleaded Gasoline | | Gallon | | 0.000 | 100.000 | 0.00% | 16.65 | 1.85 | 185.00 |
| | | | | | | | | IN SST | 16.65 | |
| | sample misc item | | | | 0.000 | 10.000 | 0.00% | 0.00 | 5.13 | 51.30 |

Total Records: 2

Subtotal: 236.30

Shipping: 0.00

Tax: 16.65

Total: 252.95

Page 1 of 1

Print using Invoice | Print button:

1. Open the Invoice record you wish to print.
2. Click the **Print** button to see a preview of the Invoice report.

Invoice - ABC Reseller

New Save Search Delete Undo **Print** Add Shipment Email Post Recap Close

Details Payments (0) Attachments (0) Audit Log (5) Comments (0)

3. Click **Yes** on the confirmation message.



iRely i21

Do you want to print this report: Invoice Report/s?

Yes **No**

Print using Batch Printing screen:

Refer to [Batch Printing](#).

Here are a sample Invoice and its report preview.

Invoice - ABC Reseller

Details Attachments Audit Log

Type: Standard Recurring: Bill To: ABC Reseller Freight Term: Truck Invoice No: SI-44

Customer: 0001005066 Ship To: ABC Reseller Deliver/Pickup: PO Number: POF02 BOL Number:

Invoice Date: 01/20/2016 Post: 01/20/2016 Ship Via: Trucks Due Date: 01/20/2016 Salesperson: 0001005045 Currency: USD

Location: 0001 - Fort Wayne Terms: Due on Receipt Ship Date: 01/20/2016 Comments: This is a sample standard invoice.

Insert View Remove Get Previous Details Layout Filter Records (73)

| Item No | Contract | Description | UOM | Ordered | Shipped | Discount | Tax | Price | Total | Tax Group |
|---------|----------|--------------------|--------|---------|---------|----------|-------|----------|--------|-----------|
| 87G | | 87 Unleaded Gasol. | Gallon | 100.00 | 100.00 | 0.00 | 12.95 | 1.850000 | 185.00 | IN 55T |
| | | sample misc item | | 0.00 | 10.00 | 0.00 | 0.00 | 5.160000 | 51.60 | |
| | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.000000 | 0.00 | |

Bill To: ABC Reseller
Somewhere St.
Fortville, IN, 46040, United States

Ship To: ABC Reseller
Somewhere St.
Fortville, IN, 46040, United States

Item: On Hand: On Order (PO):

Subtotal: 236.60

Shipping: 0.00

Tax: 12.95

Total: 249.55

Ready

Report Viewer

Invoice

i21 Demo Setup
Company(Source)
4343 Flagstaff Cnwy
Fort Wayne, IN, 46815, United States

Invoice: SI-44

Bill To: ABC Reseller
ABC Reseller
Somewhere St.
Fortville, IN, 46040, United States

| Customer: | ABC Reseller | Salesperson: | Mike Moriarty | PO Number: | PO#02 | Invoice Date: | 01/20/2016 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------|----------------|--------------------------------|------------|
| Invoice Type: <td>Standard</td> <td>Ship Via: <td>Trucks</td> <td>Terms: <td>Due on Receipt</td> <td>Ship Date: <td>01/20/2016</td> </td></td></td> | Standard | Ship Via: <td>Trucks</td> <td>Terms: <td>Due on Receipt</td> <td>Ship Date: <td>01/20/2016</td> </td></td> | Trucks | Terms: <td>Due on Receipt</td> <td>Ship Date: <td>01/20/2016</td> </td> | Due on Receipt | Ship Date: <td>01/20/2016</td> | 01/20/2016 |
| Currency: <td>USD</td> <td>Deliver/Pickup: <td></td> <td>Paid: <td>No</td> <td>Due Date: <td>01/20/2016</td> </td></td></td> | USD | Deliver/Pickup: <td></td> <td>Paid: <td>No</td> <td>Due Date: <td>01/20/2016</td> </td></td> | | Paid: <td>No</td> <td>Due Date: <td>01/20/2016</td> </td> | No | Due Date: <td>01/20/2016</td> | 01/20/2016 |
| Freight Term: <td>Truck</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> | Truck | | | | | | |

Ship To: ABC Reseller
Somewhere St.
Fortville, IN, 46040, United States

Invoice Header Comment: This is a sample standard invoice.

| Item # | Description | Contract # | UOM | BOL # | Ordered | Shipped | Discount | Tax | Price | Total |
|--------|----------------------|------------|--------|-------|---------|---------|----------|-------|-------|--------|
| 87G | 87 Unleaded Gasoline | | Gallon | | 100.000 | 100.000 | 0.00% | 12.95 | 1.85 | 185.00 |
| | sample misc item | | | | 0.000 | 10.000 | 0.00% | 0.00 | 5.16 | 51.60 |

Total Records: 2

Invoice Footer Comment: Virtual Meter billing gallons are based on estimated usage.

| Subtotal: | 236.60 |
|-----------|--------|
| Shipping: | 0.00 |
| Tax: | 12.95 |
| Total: | 249.55 |

Printed by: jayadon

Page 1 of 1

Print using Invoice | Print button:

1. Open the Invoice record you wish to print.
2. Click the **Print** toolbar button to see a preview of the Invoice report.

Invoice - ABC Reseller

New Save Search Delete Undo Print Add Shpm... Email Post Recap Close

Details Attachments Audit Log

Print

Print using Batch Printing screen:

Refer to [Batch Printing](#).

Here are a sample Invoice and its report preview.

Invoice - ABC Reseller

Details Attachments Audit Log

Customer: 0001005007 Location: 1000-Location A Invoice Date: 06/29/2015 Post Date: 06/29/2015 Currency: USD Invoice No: SI-4

Bill To: ABC Reseller Ship To: ABC Reseller

ABC Reseller
c/o Amado Dee
5467 Diaz St.
Ketchikan, AK, 99950

ABC Reseller
c/o Amado Dee
5467 Diaz St.
Ketchikan, AK, 99950

Comments: This is another sample Invoice.

Remove Layout Filter Records (73)

| Item No | Description | UOM | Ordered | Shipped | Discount | Tax | Price | Total |
|--------------|----------------|-------|---------|---------|----------|------|-------|--------|
| Installation | service type | Hour | 0.00 | 1.00 | 0.00 | 0.00 | 6.11 | 6.11 |
| Bag | Inventory Type | Piece | 0.00 | 1.00 | 0.00 | 1.93 | 22.00 | 22.00 |
| Other Charge | other charge | Week | 0.00 | 5.00 | 0.00 | 0.00 | 21.55 | 107.75 |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Subtotal: 135.860000

Shipping: 0.000000

Tax: 1.930000

Total: 137.790000

Saved

Report Viewer

Invoice

Invoice No: SI-4

Invoice Date: 06/29/2015

Customer No: 0001005007

ABC Reseller
c/o Amado Dee
5467 Diaz St.
Ketchikan, AK, 99950

ABC Reseller
c/o Amado Dee
5467 Diaz St.
Ketchikan, AK, 99950

| P.O.#: | Ship Date | Terms | SLS | Loc |
|--------|------------|-------------|-----|-----------------|
| | 06/29/2015 | 5% 5 Net 30 | | 1000-Location A |

| Item No | Description | Units Sold | Unit Price | Extended |
|--------------|----------------|------------|------------|----------|
| Installation | service type | 1.00 Piece | 6.11111 | 6.11 |
| Bag | Inventory Type | 1.00 Day | 22.00000 | 22.00 |
| Other Charge | other charge | 5.00 | 21.55000 | 107.75 |

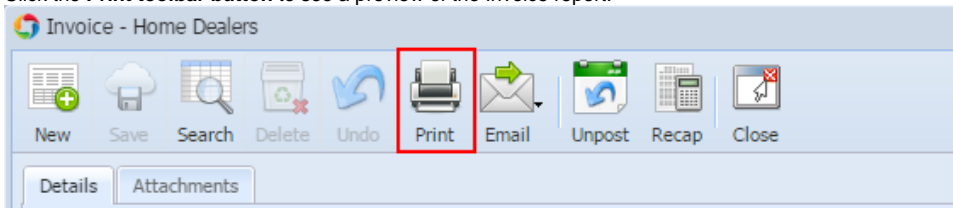
Tax: 1.93

Total Due: 137.79

This is another sample Invoice.

Print using Invoice | Print button:

1. Open the Invoice record you wish to print.
2. Click the **Print toolbar button** to see a preview of the Invoice report.

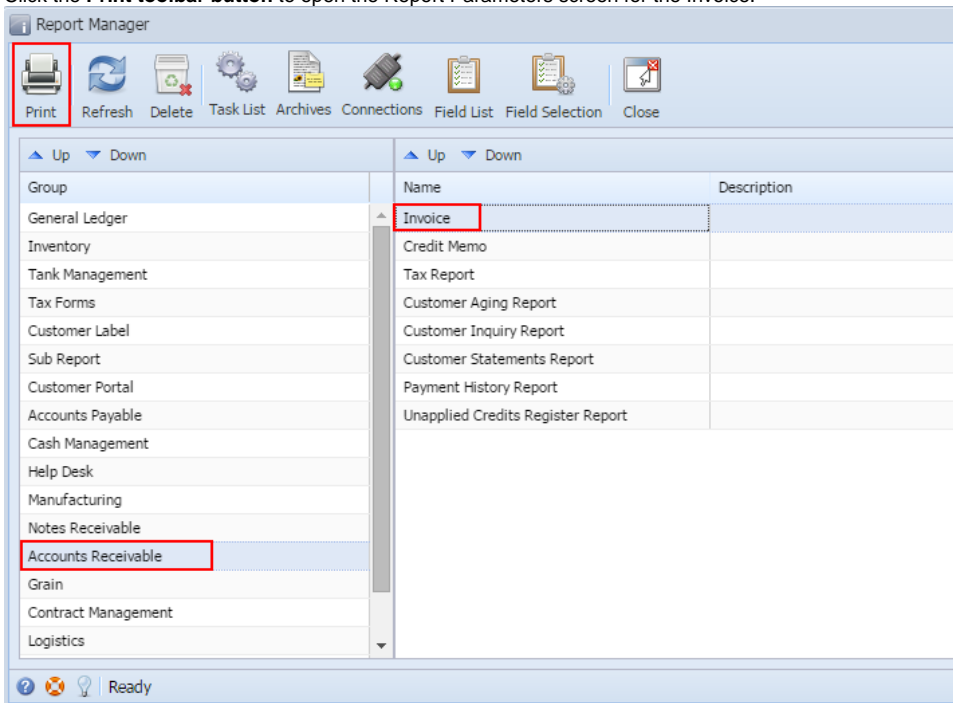


Print using Report Manager | Print button:



Use this method if you are given by your system administrator access to the Report Manager screen.

1. Open the [Report Manager screen](#).
2. Select **Accounts Receivable** under **Group** panel.
3. Select **Invoice** from the right panel of the screen.
4. Click the **Print toolbar button** to open the Report Parameters screen for the Invoice.



- On **Report Parameters** screen, enter the criteria for the report then click the **Preview** button.

Report Parameters - Invoice

Buttons: Preview, Defaults, Save, Close

Filter Records (F3)

| Field Name | Condition | From | To | Join |
|----------------|-----------|------|----|------|
| Invoice Number | Equal To | SI-4 | | And |

Report Options

Sort Options

Sort Field Name: Ascending

Here are a sample Invoice and its report preview.

Invoice

Invoice Type: Customer Location: Invoice Date: Post Date: Sales Rep: Currency: Invoice No:

1000000001 01 02/26/2013 02/26/2013 WBN USD SI-3

Ship To: Ship Date: PO Number: Ship Via: Terms: Comments:

US Attn: Carla Brown 18 Central St. Edison, OH, 43320 PH Attn: Amaya Castro Ponce de Leon St. Makati, NCR, 1227

Item No Description UOM Ordered Shipped Price Total

| | | | | | | |
|----|--------|--------------------------------|------|------|-------|-------|
| 01 | SWITCH | On/Off Light Kit Switch - EACH | 2.00 | 2.00 | 20.92 | 41.84 |
| 01 | | Sample miscellaneous it... | 1.00 | 1.00 | 10.11 | 10.11 |

Subtotal: 51.95
Shipping: 0.00
Tax: 0.00
Total: 51.95

Report Viewer

Invoice

Invoice No: SI-3
Service Date: 02-26-2013
Customer No: 1000000001

US Attn: Carla Brown 18 Central St. Edison, OH, 43320 PH Attn: Amaya Castro Ponce de Leon St. Makati, NCR, 1227

| Item No | Description | Units Sold | Unit Price | Extended |
|-------------------|---------------------------------------------------------|------------|------------|--------------|
| SWITCH | On/Off Light Kit Switch For Ceiling Fan - WITH GL SETUP | 2.00 EACH | 20.92000 | 41.84 |
| | Sample miscellaneous item | 1.00 | 10.11000 | 10.11 |
| Total Due: | | | | 51.95 |

This is a test invoice comments.

Print using Invoice | Print button:

- Open the Invoice record you wish to print.
- Click the **Print** toolbar button to see a preview of the Invoice report.

Invoice

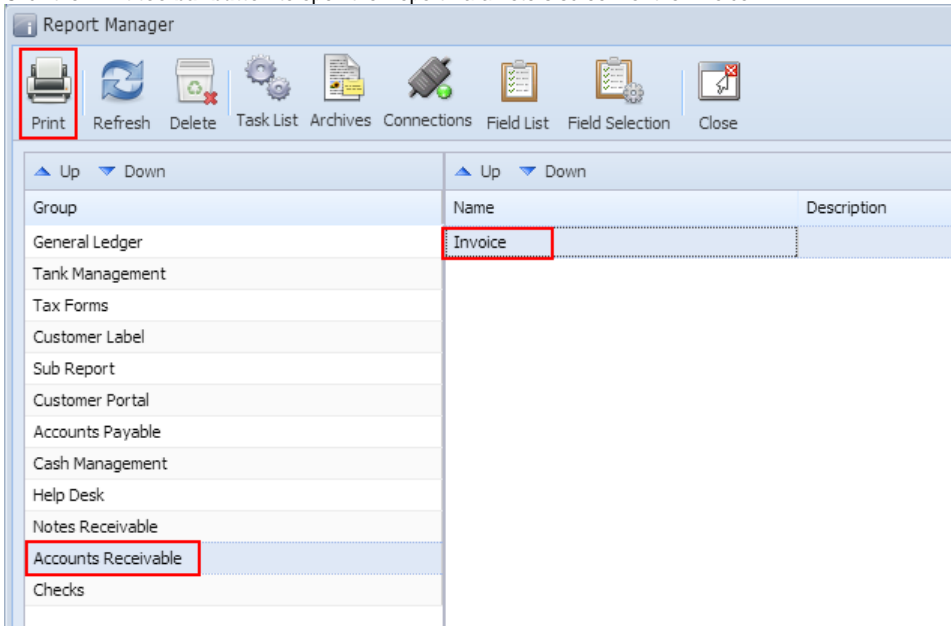
Buttons: New, Save, Search, Delete, Undo, Print, Unpost, Recap, Close

Print using Report Manager | Print button:

Use this method if you are given by your system administrator access to the Report Manager screen.

- Open the [Report Manager](#) screen.
- Select **Accounts Receivable** under **Group** panel.
- Select **Invoice** from the right panel of the screen.

4. Click the **Print toolbar button** to open the Report Parameters screen for the Invoice.



5. On **Report Parameters** screen, enter the criteria for the report then click the **Preview** button.

