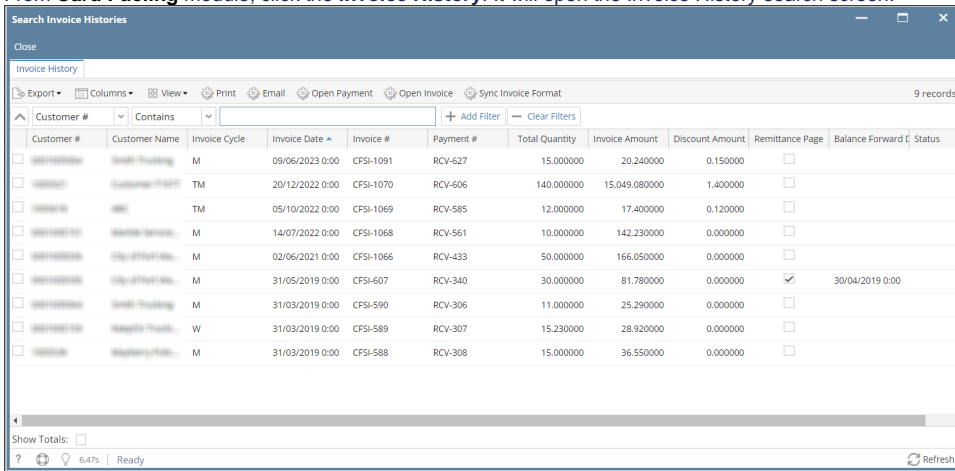


How to Print Invoice History

Make sure [Card Fueling Invoice](#) is already executed.

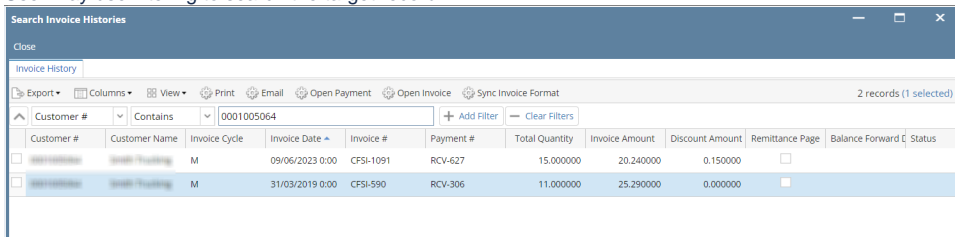
1. From **Card Fueling** module, click the **Invoice History**. It will open the Invoice History search screen.



The screenshot shows the 'Search Invoice Histories' window with a table of 9 records. The table has columns: Customer #, Customer Name, Invoice Cycle, Invoice Date, Invoice #, Payment #, Total Quantity, Invoice Amount, Discount Amount, Remittance Page, Balance Forward, and Status. The records are filtered by Customer # 0001005064.

Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status
0001005064	Smith Trucking	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000			
0001005064	Customer 171877	TM	20/12/2022 0:00	CFSI-1070	RCV-606	140.000000	15,049.080000	1.400000			
0001005064	ABC	TM	05/10/2022 0:00	CFSI-1069	RCV-585	12.000000	17.400000	0.120000			
0001005064	Smith Trucking	M	14/07/2022 0:00	CFSI-1068	RCV-561	10.000000	142.230000	0.000000			
0001005064	City of Port Har...	M	02/06/2021 0:00	CFSI-1066	RCV-433	50.000000	166.050000	0.000000			
0001005064	City of Port Har...	M	31/05/2019 0:00	CFSI-607	RCV-340	30.000000	81.780000	0.000000		30/04/2019 0:00	
0001005064	Smith Trucking	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000			
0001005064	Magpie Trucki...	W	31/03/2019 0:00	CFSI-589	RCV-307	15.230000	28.920000	0.000000			
0001005064	Magpie Trucki...	M	31/03/2019 0:00	CFSI-588	RCV-308	15.000000	36.550000	0.000000			

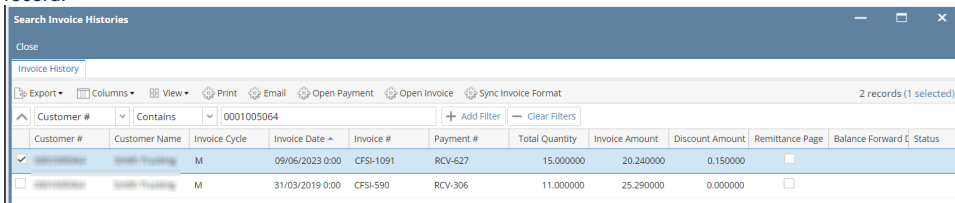
2. User may use filtering to search the target record.



The screenshot shows the 'Search Invoice Histories' window with 2 records selected. The table has columns: Customer #, Customer Name, Invoice Cycle, Invoice Date, Invoice #, Payment #, Total Quantity, Invoice Amount, Discount Amount, Remittance Page, Balance Forward, and Status. The records are filtered by Customer # 0001005064.

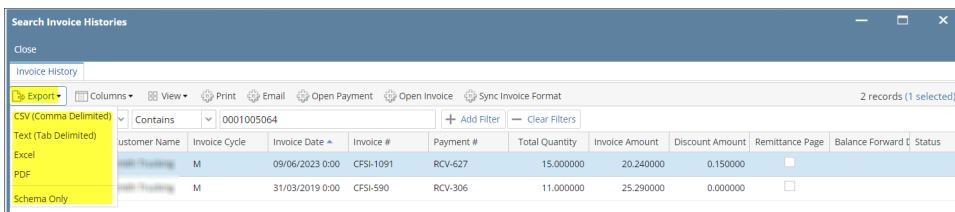
Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status
0001005064	Smith Trucking	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000			
0001005064	Smith Trucking	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000			

3. Select the target record. Click the **Export** button. The user may export this record to different file types. A pop-up message will display for the status of the export. Folder will display. The user can change the Filename and Folder Path of the exported record.



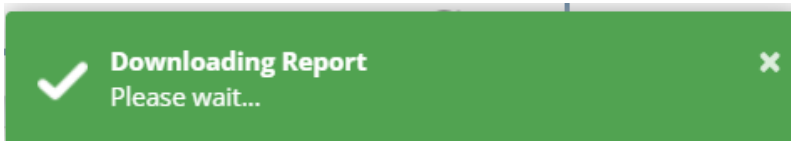
The screenshot shows the 'Search Invoice Histories' window with the 'Export' button highlighted. The table has columns: Customer #, Customer Name, Invoice Cycle, Invoice Date, Invoice #, Payment #, Total Quantity, Invoice Amount, Discount Amount, Remittance Page, Balance Forward, and Status. The records are filtered by Customer # 0001005064.

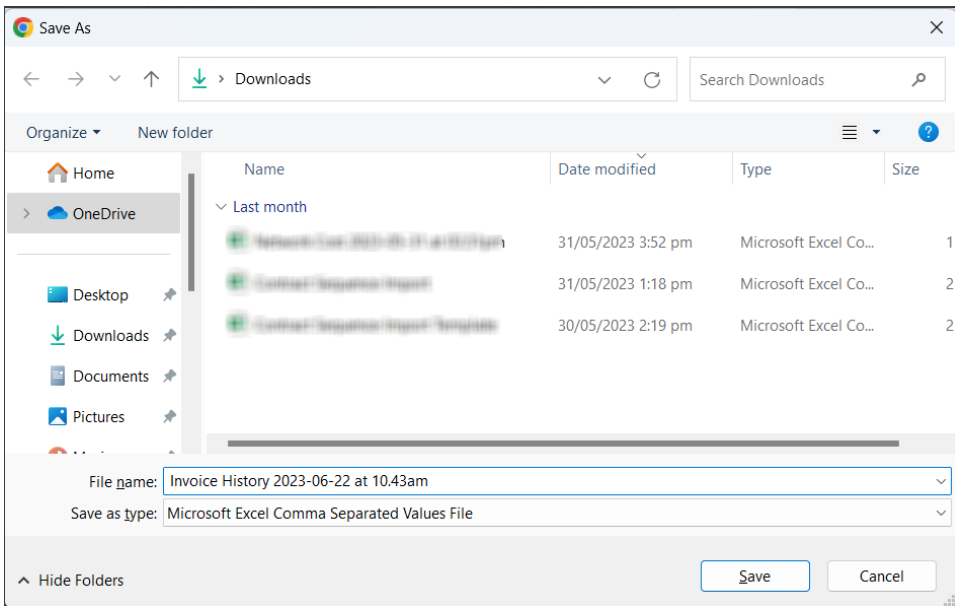
Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status
0001005064	Smith Trucking	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000			
0001005064	Smith Trucking	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000			



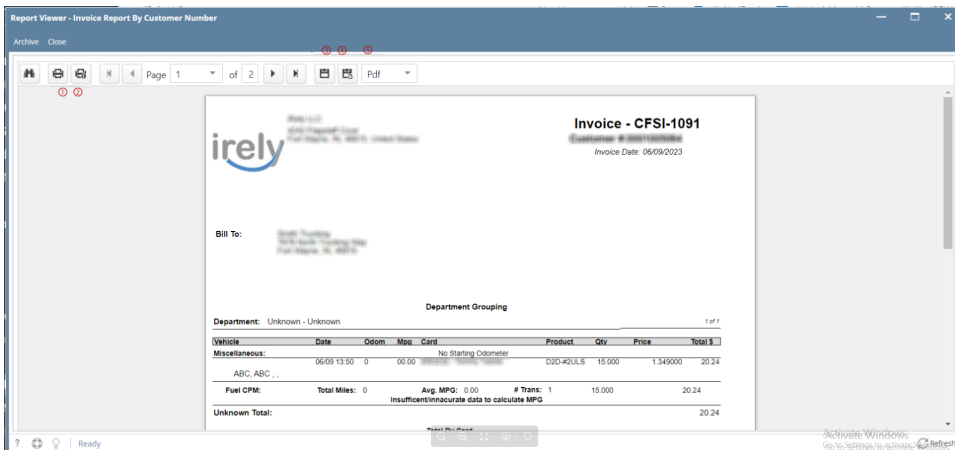
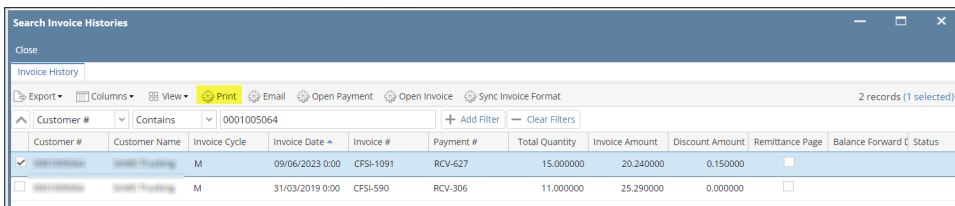
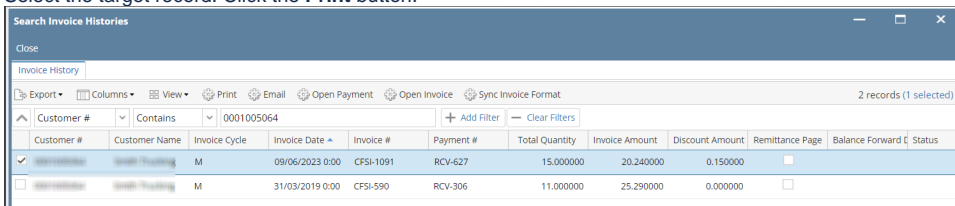
The screenshot shows the 'Search Invoice Histories' window with the 'Export' button highlighted and a dropdown menu open. The table has columns: Customer #, Customer Name, Invoice Cycle, Invoice Date, Invoice #, Payment #, Total Quantity, Invoice Amount, Discount Amount, Remittance Page, Balance Forward, and Status. The records are filtered by Customer # 0001005064.

Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status
0001005064	Smith Trucking	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000			
0001005064	Smith Trucking	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000			





4. Select the target record. Click the **Print** button.

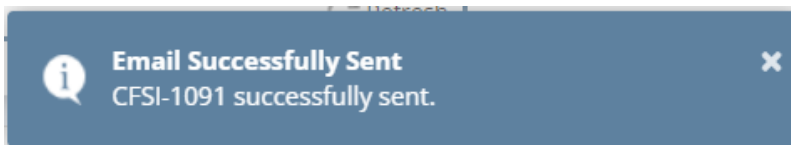


On **Report Viewer** screen, click Print icons (for printing current page and for all pages) to produce a hard copy of customer invoices. Click Save icons (for exporting the current page and for all pages) to save a copy to your computer. To select type of copy, select on the drop down (marked).

5. Select the target record. Click the **Email** button. A pop-up message will display for the status of the email.

Search Invoice Histories												
Close												
Invoice History												
Export Columns View Print Email Open Payment Open Invoice Sync Invoice Format 2 records (1 selected)												
Customer # Contains 0001005064 Add Filter Clear Filters												
Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status	
<input checked="" type="checkbox"/>	0001005064 Smith Trucking	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000				
<input type="checkbox"/>	0001005064 Smith Trucking	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000				

Search Invoice Histories												
Close												
Invoice History												
Export Columns View Print Email Open Payment Open Invoice Sync Invoice Format 2 records (1 selected)												
Customer # Contains 0001005064 Add Filter Clear Filters												
Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status	
<input checked="" type="checkbox"/>	0001005064 Smith Trucking	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000				
<input type="checkbox"/>	0001005064 Smith Trucking	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000				



Search Invoice Histories												
Close												
Invoice History												
Export Columns View Print Email Open Payment Open Invoice Sync Invoice Format 9 records (1 selected)												
Customer # Contains Add Filter Clear Filters												
Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Status	Balance Forward	
<input checked="" type="checkbox"/>	0001005064 Smith Trucking	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000		Sent		

6. Select the target record. Click the **Open Payment** button. **Receive Payment** screen should display.

Search Invoice Histories												
Close												
Invoice History												
Export Columns View Print Email Open Payment Open Invoice Sync Invoice Format 2 records (1 selected)												
Customer # Contains 0001005064 Add Filter Clear Filters												
Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status	
<input checked="" type="checkbox"/>	0001005064 Smith Trucking	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000				
<input type="checkbox"/>	0001005064 Smith Trucking	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000				

Search Invoice Histories												
Close												
Invoice History												
Export Columns View Print Email Open Payment Open Invoice Sync Invoice Format 2 records (1 selected)												
Customer # Contains 0001005064 Add Filter Clear Filters												
Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status	
<input checked="" type="checkbox"/>	0001005064 Smith Trucking	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000				
<input type="checkbox"/>	0001005064 Smith Trucking	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000				

Receive Payments - South-Trading

New Save Search Delete Undo Recalculate Print Email Credit Card Close

Details Post History Audit Log Attachments

Type Cash Receipts Location South-Trading Record No RCV-627

Customer South-Trading Date Paid 09/06/2023 Total AR 5,973.98000

Payment Method CF Invoice Bank Account CFSI-1091 Forex Rate Type 1.00000

Amount Paid 20.24000 Check No CFSI-1091 Forex Rate 1.00000

Unapplied Amount 0.00000 Currency USD Apply on Account Apply to Budget

Notes Bank Transaction No EFT Budget Thru Date

Intra-Company

Select Top 100 Clear All View Invoice Remove Export View Filter (F3)

Location	Discount Date	Due Date	Invoice Date	Days	Pay To	Invoice	Scale	Custor	Terms	Invoice Total	Forex Rate Type	Forex Rate	Discount A
South-Trading		09/07/2023	09/06/2023	13	CF...	Net...				20.24		1.00000	

12.53s Posted Page 1 of 1 Refresh

7. Select the target record. Click the **Open Invoice** button. **Debit Memo** screen will display.

Search Invoice Histories

Close

Invoice History

Export Columns View Print Email Open Payment Open Invoice Sync Invoice Format 2 records (1 selected)

Customer # Contains 0001005064 Add Filter Clear Filters

Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status
South-Trading	South-Trading	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000			
South-Trading	South-Trading	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000			

Search Invoice Histories

Close

Invoice History

Export Columns View Print Email Open Payment Open Invoice Sync Invoice Format 2 records (1 selected)

Customer # Contains 0001005064 Add Filter Clear Filters

Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status
South-Trading	South-Trading	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000			
South-Trading	South-Trading	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000			

Debit Memo - South-Trading

New Save Search Undo Print Add Shipment Add Orders Email Duplicate Recurring Close

Details Prepays and Credit Memos Additional Info Instructions Unpost Preview Post History Attachments Audit Log Activities Approval Signature

Source CF Invoice Recurring Location South-Trading PO No Invoice/Bill CFSI-1091

Type Debit Memo Bill To Office Freight Term Deliver AR Account 12013-0001-004

Customer South-Trading Ship To Office Ship Date 09/06/2023 Split

Book SubBook Ship Via Salesperson Currency USD Accrual 1

Invoice Date 09/06/2023 Contact Applicator Comments

Post Date 09/06/2023 Tax Point Intra-Company ICT

Tax Location

+ Insert Return Open Tax Details Bundle Details Quality Remove Add Recipe Substitute Get Previous Details Pricing Conditions Export View

Document No	Scale Ticket No.	Customer Reference	Sales Account	Item No.	Item Category	Contract No.	Sequence	Description	Customer Storage	Ordered	Order UC
CFSI-1091										0.00	
										0.00	

Bill To Office Item Standard Weight 0.00000 Freight Charge 0.00000 Subtotal 20.24000

8. Select the target record. Click the **Sync Invoice Format** button. Click OK on the message box.

Search Invoice Histories


Close

Invoice History

ExportColumnsViewPrintEmailOpen PaymentOpen InvoiceSync Invoice Format2 records (1 selected)

Customer #Contains0001005064Add FilterClear Filters

Customer #	Customer Name	Invoice Cycle	Invoice Date	Invoice #	Payment #	Total Quantity	Invoice Amount	Discount Amount	Remittance Page	Balance Forward	Status
<input checked="" type="checkbox"/>	0001005064	0001005064	M	09/06/2023 0:00	CFSI-1091	RCV-627	15.000000	20.240000	0.150000	<input type="checkbox"/>	
<input type="checkbox"/>	0001005064	0001005064	M	31/03/2019 0:00	CFSI-590	RCV-306	11.000000	25.290000	0.000000	<input type="checkbox"/>	



Info

Successfully synced account invoice format

OK