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.

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

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- 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.

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

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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.

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

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

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

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Info Successfully synced account invoice format

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