Batch Printing

The **Batch Printing** screen can be used to print multiple reports or send a range of transaction reports to the customers' contacts. This is the same as manually printing a report or sending an email on a screen, except that you are doing it on multiple records at a time. The transaction reports that can be printed and emailed here are Invoice, Credit Memo, Sales Order, Transport Quote, and Quote Order.

Batch Printing   ∧ ▢ ✕

Print   Email   Close

| Print | Detail |

Select which Transaction Type you want and then choose a Print Criteria. Click the Print button to begin Batch Printing.

Transaction Type: | Invoice | ∨ |

Print Criteria

Exclude Emails: ✓

◉ All Record ID
○ By Transaction Date
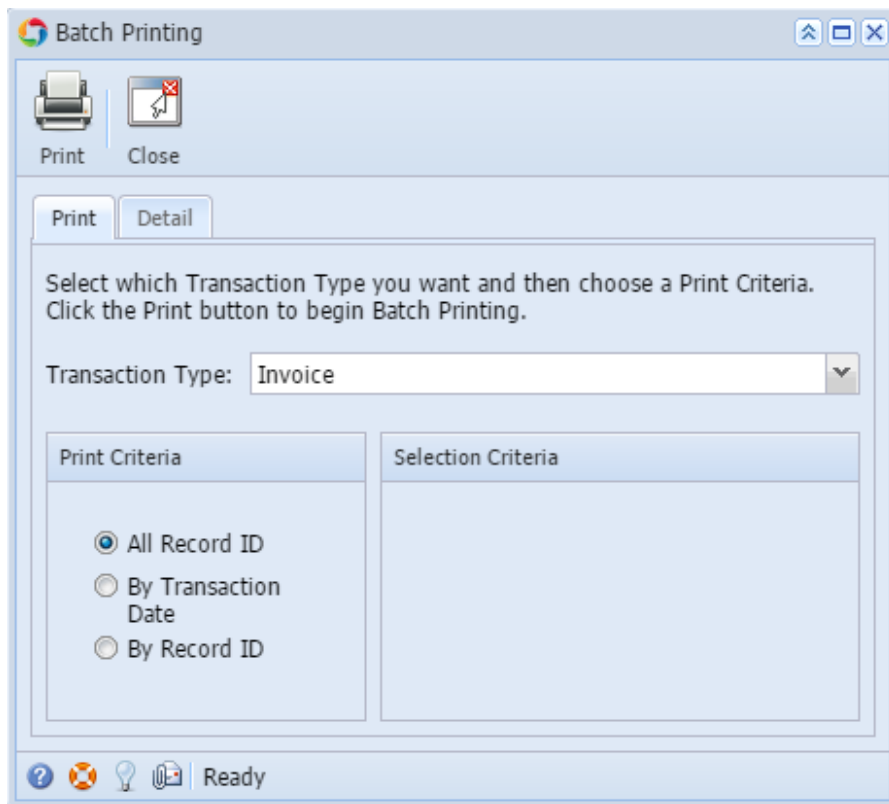○ By Record ID

Selection Criteria

⊘ ⊙ ♡   Ready

The **Batch Printing** screen can be used to print multiple reports or send a range of transaction reports to the customers' contacts. The transaction reports that can be printed here are Invoice, Credit Memo, Sales Order, and Transport Quote.
The **Batch Printing screen** can be used to print multiple transaction reports such as Invoice, Credit Memo, and Sales Order.

Pages

- How to Batch Email Reports
- How to Batch Print Reports