

Batch Print Invoices

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Easily reprint a group of Customer Invoices without having to select each Invoice manually at *A/R / Batch Print Invoices*. Additionally, Invoices can be exported to a PDF, or, if the CRM module is used, the batch can be emailed.

Use the filters and sorting options to help define the specific Invoices to print.

- **Select Range** – Choose *Date*, *Invoice #* or *Fiscal Month* for the range of Invoices to be included.
- **Start/End** – Enter the *Start* and *End* values for the selected range.
- **Location** – Indicate the *Location* for the Invoices to be included in the batch.
- **User** – This defaults to *All*, but a single *User* can be selected to include only Invoices entered by that specific *User*.
- **Sort By** – Choose how the Invoices should be sorted.
- **Include** – Choose to include *All Invoices*, *Open Only* Invoices, or *Paid Only* Invoices.
- **Select Customers** – This defaults to *All*, but specific *Customers* can be chosen.
- **Printer Selection/# Copies** – Indicate the printer where the Invoices should print, then enter the number of copies to be printed.
- **Include Voided Invoices** – Checking this box will include all voided Invoices in the selected range.
- **Previous Years** – Checking this box will include prior year Invoices in the selected range.
- **Invoice Roll-up** – This option prints the Invoice by the roll-up method selected on the Invoice.
- **Email Invoices** – This option is only available if there is *NO Mail Host Email* set up at *Hub / Setup / Company Preferences*, if the CRM module is activated, and if the *Customer* is set up to have Invoices emailed. If a *Mail Host Email* IS set up, this option will not be available as every Invoice will be emailed when it is saved according to how the *Customers* are set up.
- **Export to PDF** – Select this option to export the selected Invoices to a PDF, then enter the *Export Path* where

the PDF should be saved.

- **Load Set/Save Set** – Screen options for this function can be saved by using **Save Set** and then later retrieved by selecting **Load Set**.