

# Financial Accounting

## Frequently Asked Questions

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### ***How do I Print an Invoice?***

- 1) Display the INVM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Display the invoice to be printed.
- 3) Put the invoice form in the printer and line it up so the first print line is on the purchase order number, type **PRNT** in the function area, and press ENTER. The invoice will print without intervention. Amounts will be recorded as received on the revenue account and an offsetting amount to accounts receivable (flagged as 'invoiced').

### ***How do I Submit the Processing of Mass Invoice Printing?***

- 1) Display the INVM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Put the invoice forms in the printer and line it up so the first print line is on the invoice number.
- 3) Type SUBM in the function area and press ENTER.
- 4) Press Esc then 1 to work with printer output. Find the held print file, put a 6 (to release) in front, and press ENTER. This will cause the invoices to print at your printer.
- 5) When the orders have finished printing and it is determined that everything is correct, press Esc then 1. Find the saved print file, put a 4 (to delete) in front, and press ENTER.
- 6) If it is determined that the entire batch of purchase orders needs to be reprinted, press Esc then 1. Find the saved print file, put a 6 (to release) in front, and press ENTER.

### ***How do I Reprint a Single Invoice?***

- 1) Display the INVM screen. Verify that the correct fiscal year is at the top of the screen.
- 2) Display the invoice that is to be reprinted.

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- 3) Put the invoice form in the printer and line it up so the first print line is on the invoice number.
- 4) Type PRNT in the function area and press ENTER. This will not record the receipt again. That is only done the first time the invoice is printed.