

RSA e-Business: Navigation

There are two ways for printing invoices: group invoices or single invoice. The first part of this document explains how to print a single invoice. The second part shows how to print a group of invoices.

I. Printing a single invoice

How to print an invoice: Summary

1. Click on the **Invoice** tab from the main menu.
2. Under the **Search** group, click on the link **Invoices**. This will open a new window.
3. Click on the **Search** button . This will show the list of all available invoices.
4. Navigate through the list of invoices and select the invoice you want to print by using the using the **Select** button . A new area will be opened on the right side of the window with a **Print** button .
5. Click on the **Print** button  for printing the invoice. This will show the available printing form on the bottom of the window.
6. Navigate through the forms and locate the form you want use.
7. Click on the desired form. This will open a new window with the content of the invoice
8. Click on the Print button for printing the invoice. Make sure that the right printer is selected.

How to print an invoice: details

- 1. Click on the **Invoices** tab from the main menu.

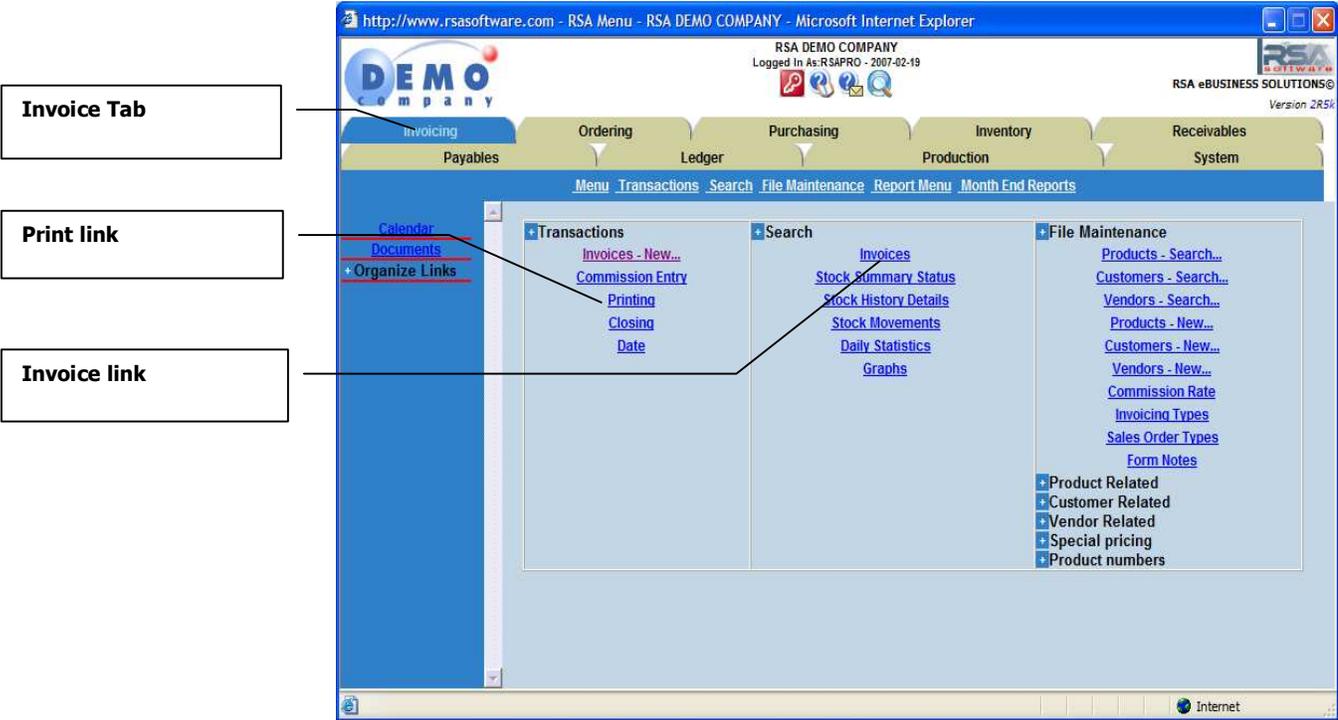


Fig 1: Invoice menu

- 2. Under the **Search** group, click on the link **Invoices**. This will open a new window (see fig 2 below).

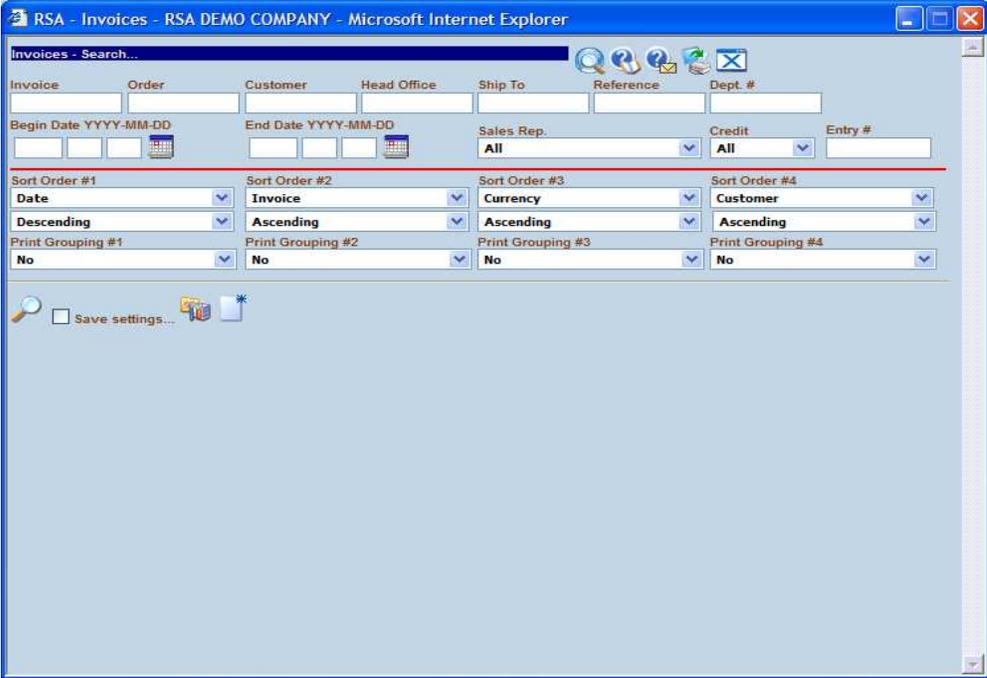
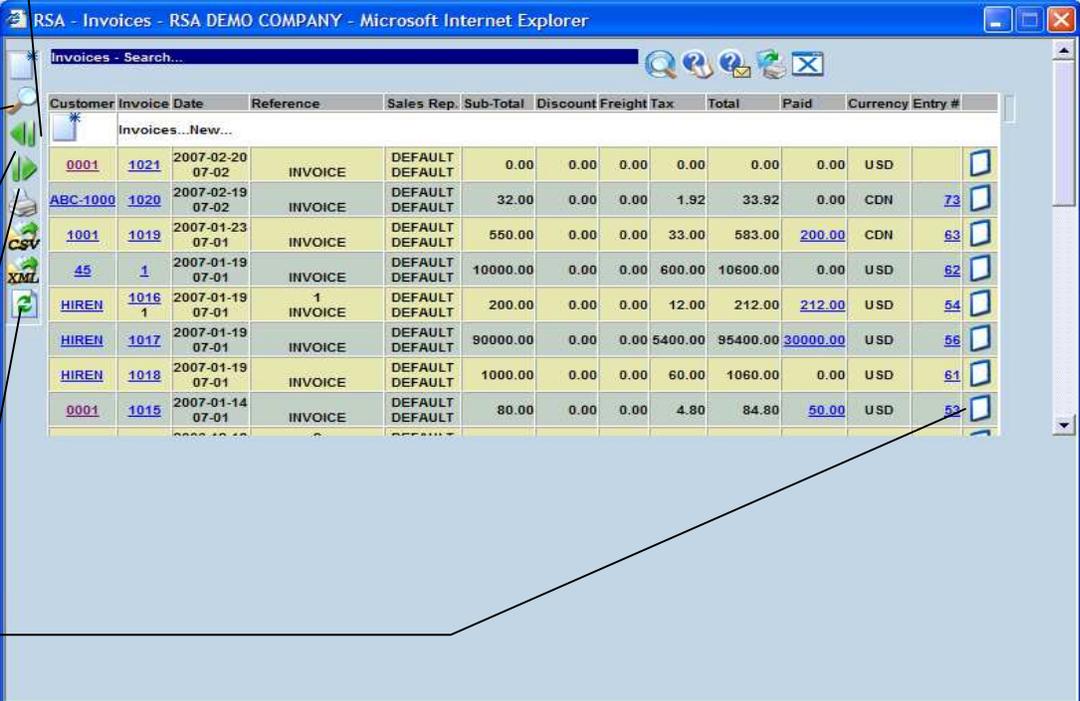


Fig 2: Invoice menu

- Click on the **Search** button  for obtaining the list all available invoices from the database. Optionally, you can also add some criteria prior clicking on the **Search** button. This will show he list of invoices (see fig 3 below).



Callouts on the left side of the screenshot:

- Create a new invoice
- New Search
- Go To Previous page
- Go To Next Page
- Refresh the screen
- Select button

Customer	Invoice Date	Reference	Sales Rep.	Sub-Total	Discount	Freight	Tax	Total	Paid	Currency	Entry #
0001	1021	2007-02-20 07-02	INVOICE	DEFAULT DEFAULT	0.00	0.00	0.00	0.00	0.00	USD	
ABC-1000	1020	2007-02-19 07-02	INVOICE	DEFAULT DEFAULT	32.00	0.00	0.00	1.92	33.92	0.00	73
1001	1019	2007-01-23 07-01	INVOICE	DEFAULT DEFAULT	550.00	0.00	0.00	33.00	583.00	200.00	63
45	1	2007-01-19 07-01	INVOICE	DEFAULT DEFAULT	10000.00	0.00	0.00	600.00	10600.00	0.00	62
HIREN	1016	2007-01-19 07-01	1 INVOICE	DEFAULT DEFAULT	200.00	0.00	0.00	12.00	212.00	212.00	54
HIREN	1017	2007-01-19 07-01	INVOICE	DEFAULT DEFAULT	90000.00	0.00	0.00	5400.00	95400.00	30000.00	56
HIREN	1018	2007-01-19 07-01	INVOICE	DEFAULT DEFAULT	1000.00	0.00	0.00	60.00	1060.00	0.00	61
0001	1015	2007-01-14 07-01	INVOICE	DEFAULT DEFAULT	80.00	0.00	0.00	4.80	84.80	50.00	52

Fig 3: List of invoices

- Navigate through the list of invoices and select the one to print using the **Select** button . This will open a new area on the right side of the screen (see fig 3 below)



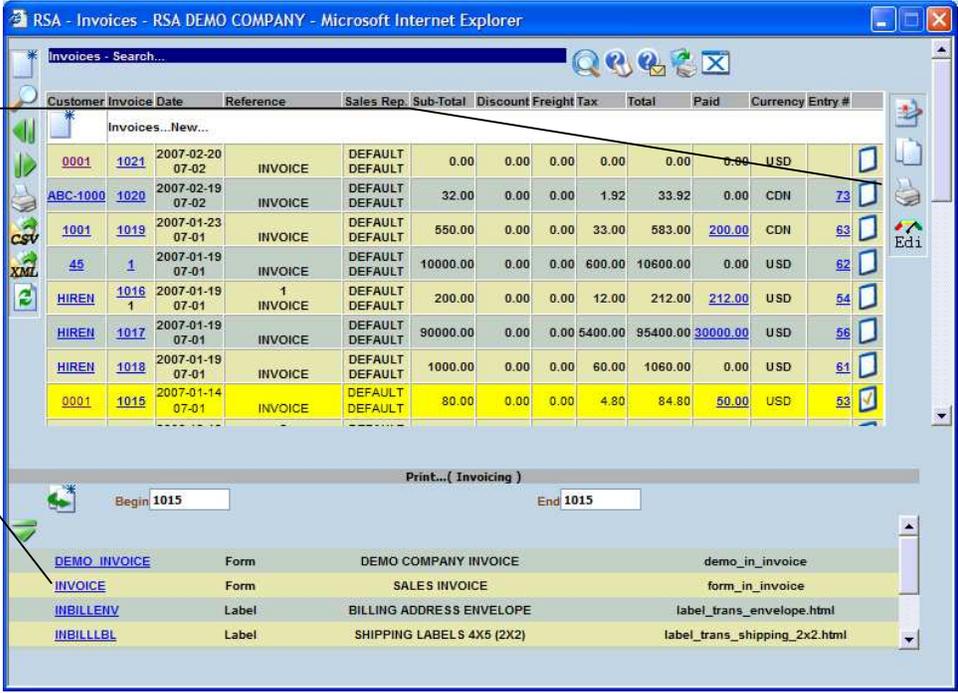
Callouts on the left side of the screenshot:

- Print button
- Selected invoice

Customer	Invoice Date	Reference	Sales Rep.	Sub-Total	Discount	Freight	Tax	Total	Paid	Currency	Entry #
0001	1021	2007-02-20 07-02	INVOICE	DEFAULT DEFAULT	0.00	0.00	0.00	0.00	0.00	USD	
ABC-1000	1020	2007-02-19 07-02	INVOICE	DEFAULT DEFAULT	32.00	0.00	0.00	1.92	33.92	0.00	73
1001	1019	2007-01-23 07-01	INVOICE	DEFAULT DEFAULT	550.00	0.00	0.00	33.00	583.00	200.00	63
45	1	2007-01-19 07-01	INVOICE	DEFAULT DEFAULT	10000.00	0.00	0.00	600.00	10600.00	0.00	62
HIREN	1016	2007-01-19 07-01	1 INVOICE	DEFAULT DEFAULT	200.00	0.00	0.00	12.00	212.00	212.00	54
HIREN	1017	2007-01-19 07-01	INVOICE	DEFAULT DEFAULT	90000.00	0.00	0.00	5400.00	95400.00	30000.00	56
HIREN	1018	2007-01-19 07-01	INVOICE	DEFAULT DEFAULT	1000.00	0.00	0.00	60.00	1060.00	0.00	61
0001	1015	2007-01-14 07-01	INVOICE	DEFAULT DEFAULT	80.00	0.00	0.00	4.80	84.80	50.00	53

Fig 4: List of invoices with a select one for printing

- Click on the **Print** button . This will open a new area on the bottom side of the window with the available printing forms (see fig 5 below).



Print button

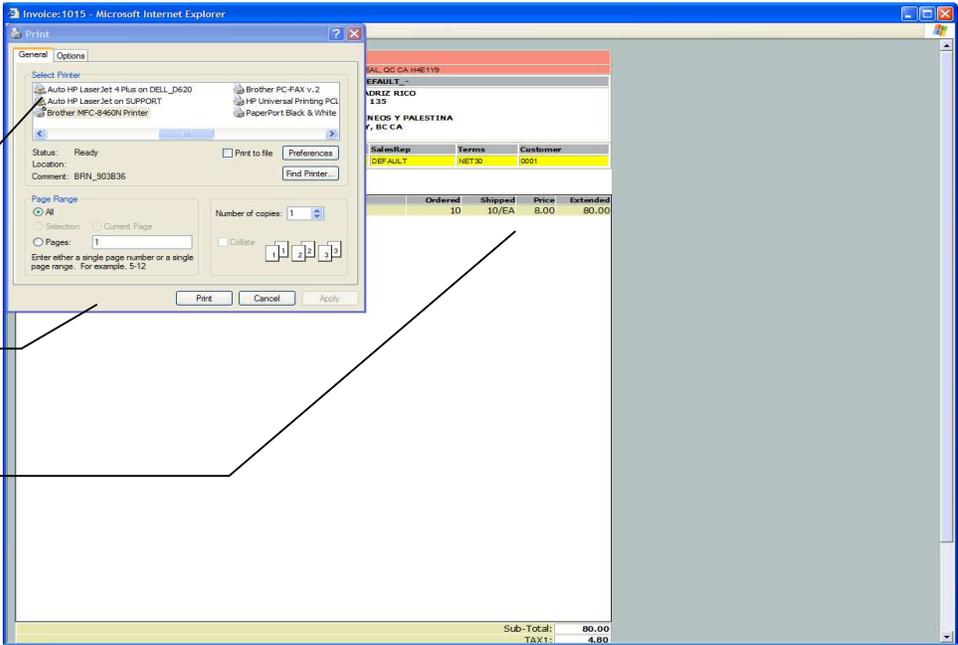
Customer	Invoice	Date	Reference	Sales Rep.	Sub-Total	Discount	Freight	Tax	Total	Paid	Currency	Entry #
0001	1021	2007-02-20 07-02	INVOICE	DEFAULT DEFAULT	0.00	0.00	0.00	0.00	0.00	0.00	USD	
ABC-1000	1020	2007-02-19 07-02	INVOICE	DEFAULT DEFAULT	32.00	0.00	0.00	1.92	33.92	0.00	CDN	73
1001	1019	2007-01-23 07-01	INVOICE	DEFAULT DEFAULT	550.00	0.00	0.00	33.00	583.00	200.00	CDN	63
45	1	2007-01-19 07-01	INVOICE	DEFAULT DEFAULT	10000.00	0.00	0.00	600.00	10600.00	0.00	USD	62
HIREN	1016	2007-01-19 07-01	INVOICE	DEFAULT DEFAULT	200.00	0.00	0.00	12.00	212.00	212.00	USD	54
HIREN	1017	2007-01-19 07-01	INVOICE	DEFAULT DEFAULT	9000.00	0.00	0.00	5400.00	95400.00	30000.00	USD	56
HIREN	1018	2007-01-19 07-01	INVOICE	DEFAULT DEFAULT	1000.00	0.00	0.00	60.00	1060.00	0.00	USD	61
0001	1015	2007-01-14 07-01	INVOICE	DEFAULT DEFAULT	80.00	0.00	0.00	4.80	84.80	50.00	USD	53

Name of printing forms

Form Name	Type	Description	File Name
DEMO_INVOICE	Form	DEMO COMPANY INVOICE	demo_in_invoice
INVOICE	Form	SALES INVOICE	form_in_invoice
INBILLENV	Label	BILLING ADDRESS ENVELOPE	label_trans_envelope.html
INBILLLBL	Label	SHIPPING LABELS 4X5 (2X2)	label_trans_shipping_2x2.html

Fig 5: List of printing forms

- Select a printing form by clicking on the name. This will open a new window for printing the form.



List of printers

- Auto HP Laser Jet 4 Plus on DELL_DK30
- Auto HP Laser Jet on SUPPORT
- Brother MFC-S460N Printer
- Brother PC-FAX v.2
- HP Universal Printing PCL
- PaperPort Black & White

Print button

Invoice

SalesRep	Terms	Customer
DEFAULT	NET30	0001

Ordered	Shipped	Price	Extended
10	10/EA	8.00	80.00

Sub-Total: 80.00
TAX1: 4.80

Fig 6: Printable invoice form

- Select the desired printer and click on the Print button for printing the form.

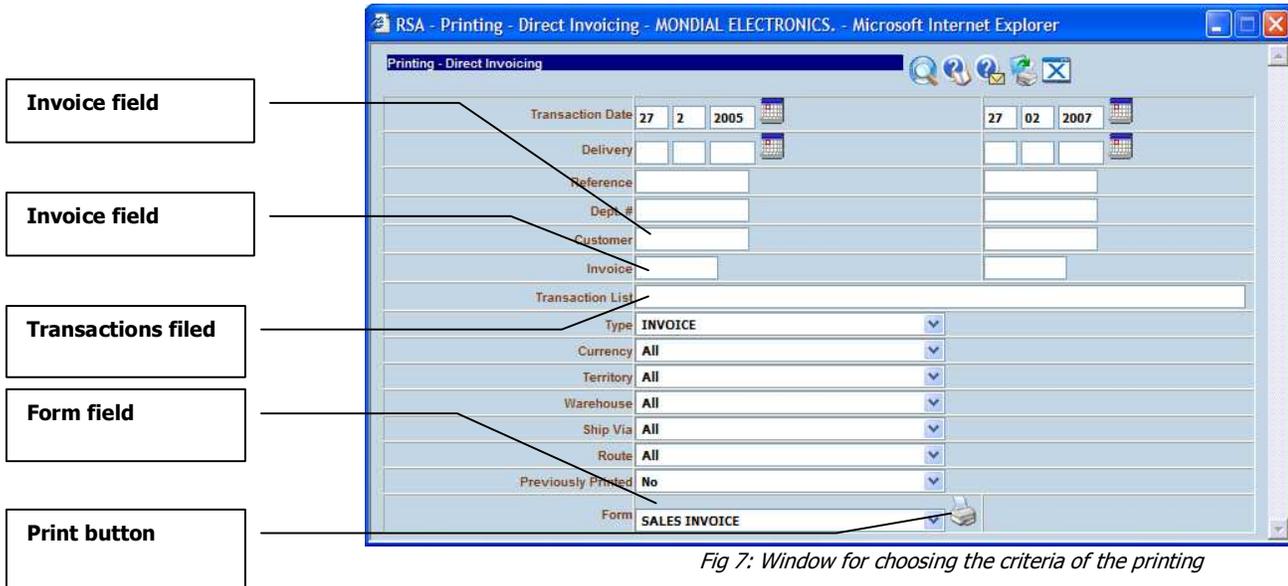
II. Printing a group of invoices

How to print a group invoices: Summary

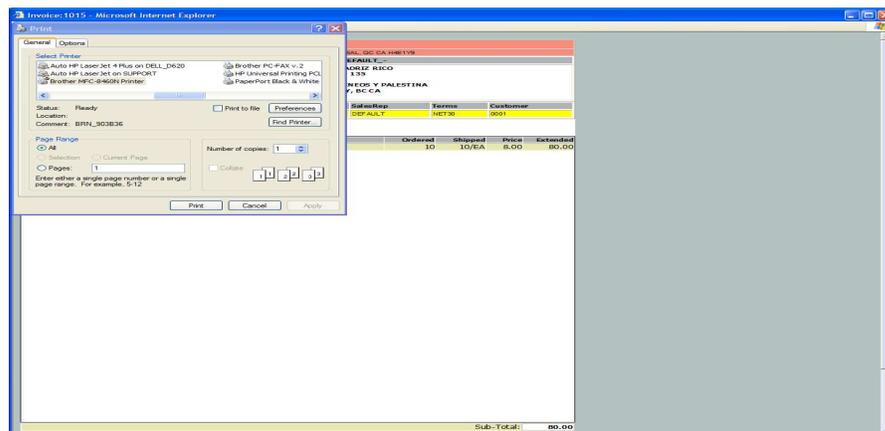
1. Click on the **Invoices** tab.
2. Under **Transaction** group, click on the link **Printing**. This will open a new window.
3. In the field **Transaction List**, enter the list of the transactions you want to print
4. In the new window locate the combo box **form** and select the form to use for printing the list of invoices.
5. Optionally, in the other fields, enter some other criteria: invoice number, transaction date, customer number, Type, Reference ...etc.
6. Click on the **Print** button . This will open a printable form of the invoice in new window.
7. Click on Print for printing the form. Make sure that the right print is selected before.

How to print a group of invoice: details

1. Click on the **Invoices** tab from the main menu
2. Click on the **Print** link (see fig 1 above). This will open a new window (see fig 7 below).



3. In the field **Transaction List**, enter the list of the transactions you want to print.
4. Locate the **Form** field and select the form for the printing.
5. In the other fields, enter some other criteria: invoice number, transaction date, customer number, Type, Reference ...etc.
6. Click on the **Print** button. This will open a printable form of the invoice in new window.



7. Click on Print for printing the form. Make sure that the right print is selected before.