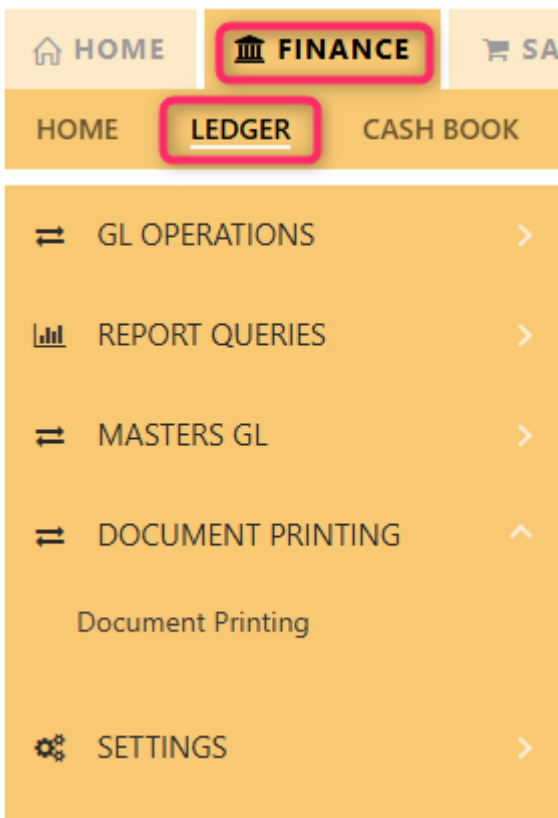


Document Printing

DOCUMENT PRINTING in Uniq365 will help you to print the GL transactions in batch.

DOCUMENT PRINTING NAVIGATION



HOW TO PRINT DOCUMENT IN BATCH?

- **JOURNAL VOUCHER** - select the GJ or,
- **YEAR ENDING** - select the GY,
- **TRN NO from and to** - key in the number,
- **TODAY** button - defaulted transaction today, or select '**THIS MONTH**', '**THIS QUARTER**', '**THIS YEAR**', '**CUSTOM**' or '**LAST MONTH**',
- **DATE** from and to - select date range or,
- **REF NO** from and to - key in the number,
- **PREVIEW** - click then show preview,

- **QUERY** - export to excel with filter capability,
- **EXPORT EXCEL** - export in excel format.

R21GLDocPrinting Add To ShortCut: 0

[Export Excel](#) [Query](#) [Preview](#)

Journal Voucher

Year Ending

Trn No To

Today This Month This Quarter This Year All Year Custom Last Month

Date From To

Ref No To

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