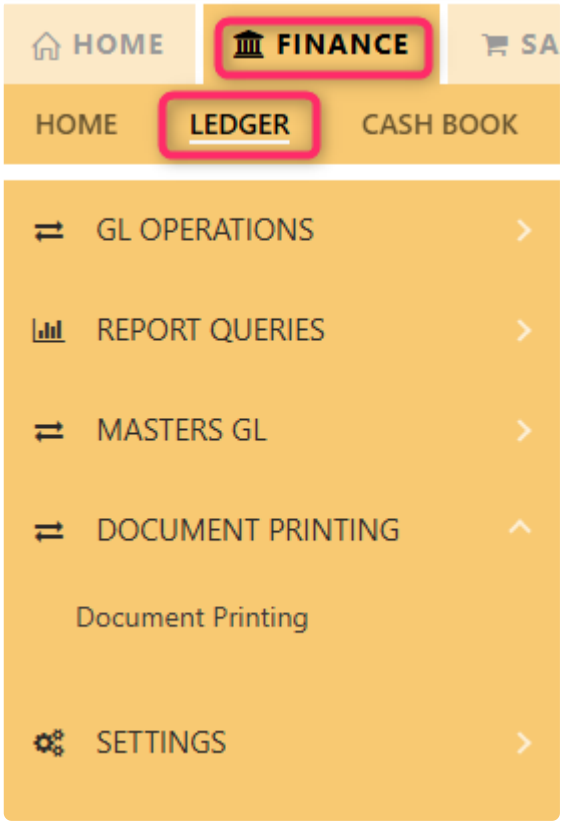
Document Printing

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

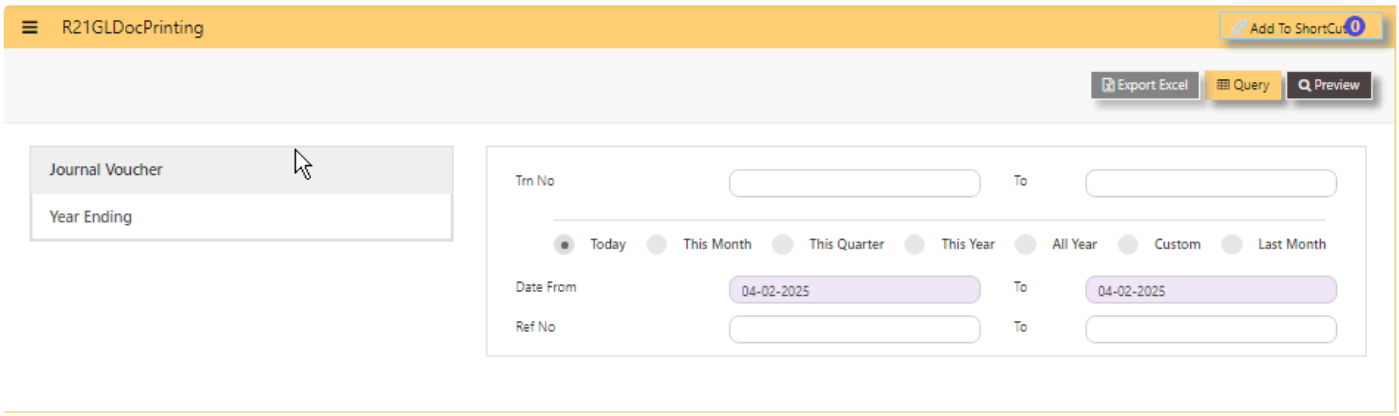
DOCUMENT PRINTING NAVIGATION



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.



Revision #13
Created 7 January 2025 08:21:53 by Admin Uniq365
Updated 12 March 2025 08:49:35 by Maria