

Document Printing

The Document Printing screen shown below enables user to preview and print a range of AP Transactions.

User must select the transaction type concerned as per example in screen below. If a specific range of transaction numbers needs to be printed, user must indicate the range in **Trn No From and To fields**.

Please note that the Trn No range selected must be **within the date range**.

The screenshot displays the 'Account Payable (AP) Report & Queries' interface. The top navigation bar includes 'HOME', 'FINANCE', 'SALES', 'PROCUREMENT', and 'STOCKS'. The 'FINANCE' section is active, with sub-menus for 'HOME', 'LEDGER', 'CASH BOOK', 'RECEIVABLES', 'PAYABLES', and 'DOCHUB'. The left sidebar contains 'AP OPERATIONS', 'REPORT QUERIES', 'DOCUMENT PRINTING', and 'SETTINGS'. The 'DOCUMENT PRINTING' option is highlighted. The main content area shows a list of transaction types: 'Credit Note', 'Debit Note', 'Supplier Invoice', and 'Payment Transaction'. The 'Credit Note' type is selected. To the right, there are input fields for 'Trn Type' (set to 'PC | Credit Note'), 'Trn No from' and 'To', 'Date From' (set to '16-01-2025') and 'To' (set to '16-01-2025'), 'Reference From' and 'To', and 'Supplier From' and 'To'. There are also radio buttons for 'Today', 'This Month', 'This Quarter', 'This Year', 'All Year', 'Custom', and 'Last Month'. A 'SELECT SUPPLIER' button is located at the bottom right.

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