

Print Invoices

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You can print invoices of any status from the invoices list or from the View Invoice page. Click a link below to jump to a specific method.

Print Invoices from the Invoices List

1. From the menu to the left, click **Accounting**.
2. Select **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Filter to the invoice(s) to print.
5. Check the box next to the invoice(s) to print. You can also check the box at the top of the column to select all invoices.
6. Click . Your browser's print options display.
7. Click **Print**.

Print Invoices from the View Invoice Page

This can be useful if a payer requests a receipt for payment.

1. From the menu to the left, click **Accounting**.
2. Select **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Select the invoice to print. The View Invoice page opens.
5. Click . Your browser's print options display.
6. Click **Print**.