

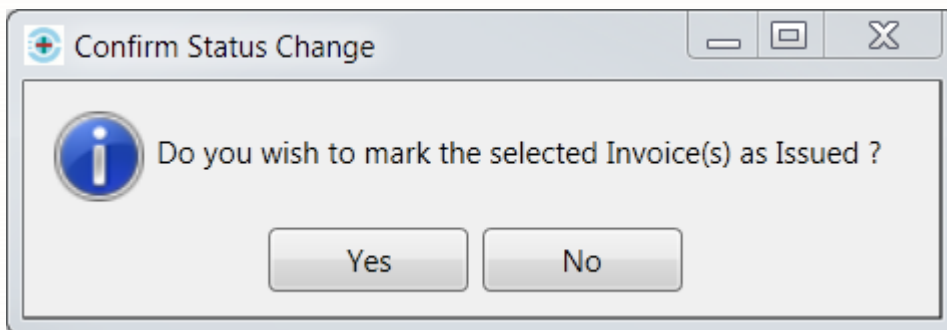


Issuing an Invoice

 The Invoice Manager may require enabling in the *Invoicing Category* within Edit Application Settings before you can access these features.

 You can bulk update multiple invoices to **Issued** that are currently in the **Unissued** or **Queried** status.

1. To begin, open the Invoice Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Invoice Manager* menu item.
2. From the Invoice Manager, highlight the invoice(s) you want to mark as paid that are currently in the **Unissued** or **Queried** status, and select the **[Issue Invoice]** button.
3. A confirmation pop-up window will display asking if you want to mark the selected invoice(s) as issued. Select the **[Yes]** button.



4. A preview of the invoice displays which you can print using the printer icon. After closing the report preview window, the selected invoice(s) will be marked as **Issued**.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	03 October 2019		Joanne Hibbert-Gorst

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