

Printing and/or Exporting an Invoices Report

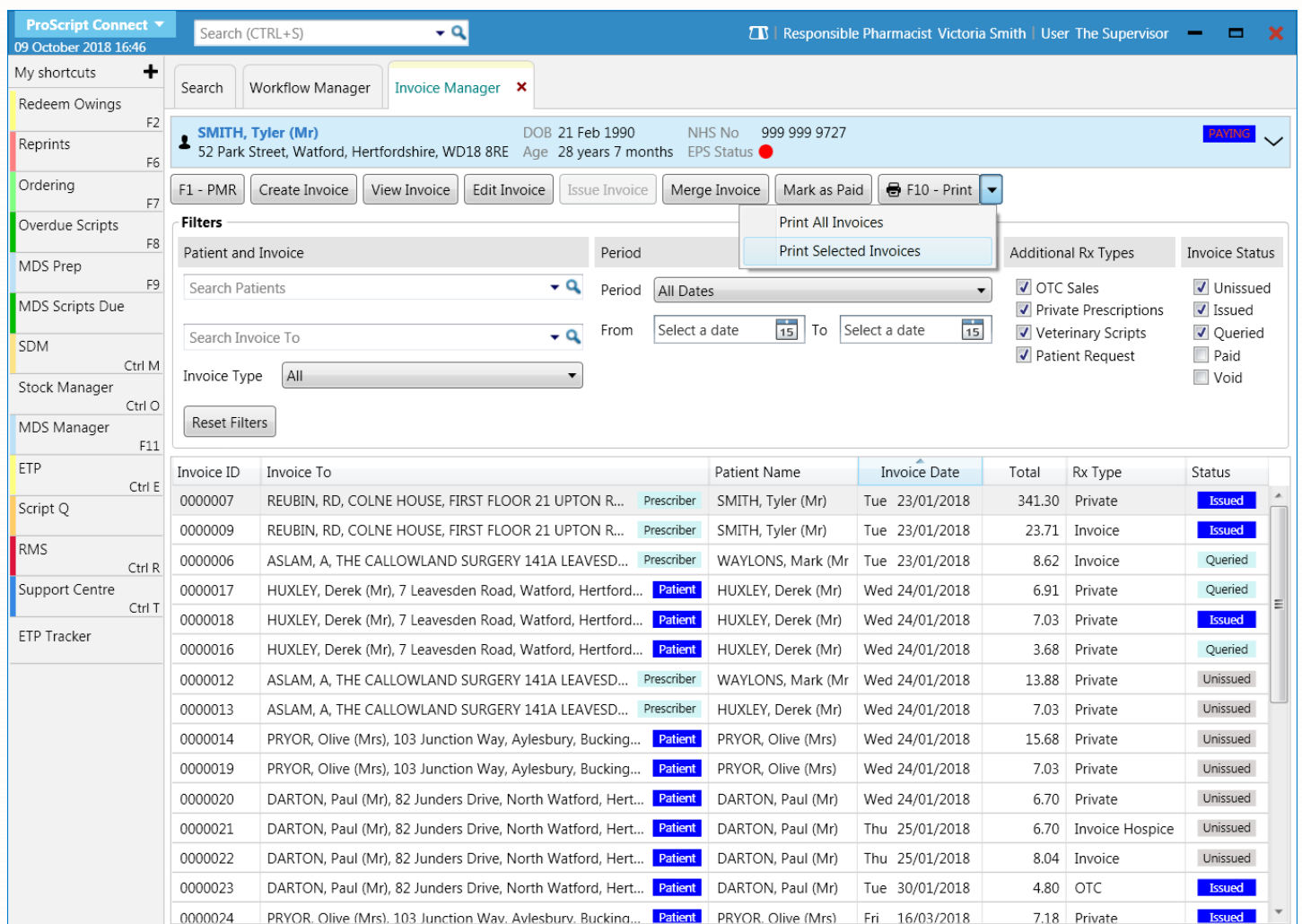


The Invoice Manager may require enabling in the *Invoicing Category* within Edit Application Settings before you can access these features.

There are two ways to print Invoice Reports from the Invoice Manager, either by printing all invoices within your display or by selecting which invoices you want to print. Both methods of printing are explained below.

Printing and/or Exporting a Report with Selected Invoices

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 grid, you can either:
 - o Use **[Ctrl+left-click]** to select scripts you want to print one at a time
 - o Use **[Shift+left-click]** to highlight all consecutive scripts within your first and last click range for printing
3. Select the arrow on the right of the **[F10 - Print]** button and select the *Print Selected Invoices* menu item.

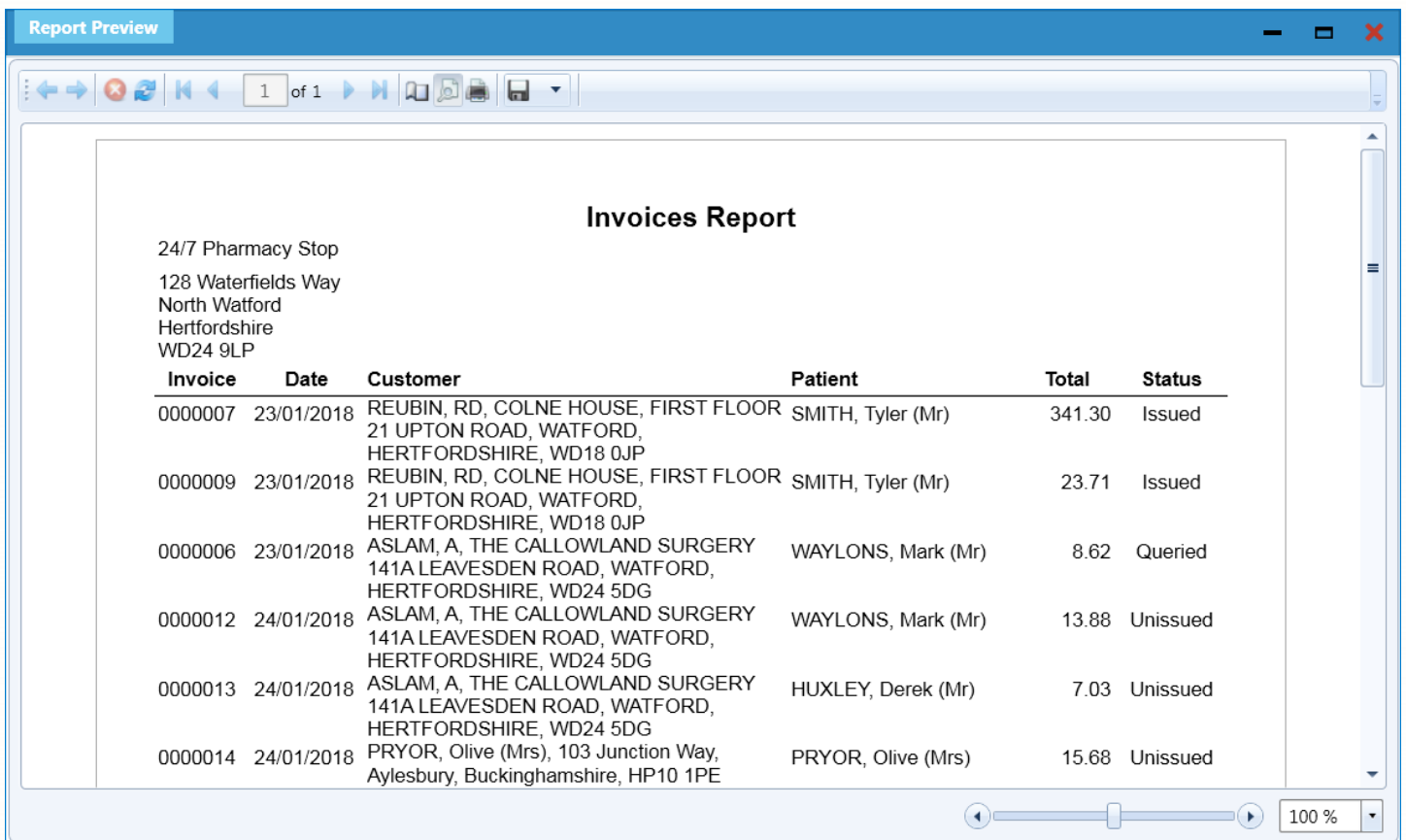


| Invoice ID | Invoice To | Patient Name | Invoice Date | Total | Rx Type | Status |
|------------|--|--------------------|----------------|--------|-----------------|----------|
| 0000007 | REUBIN, RD, COLNE HOUSE, FIRST FLOOR 21 UPTON R... | SMITH, Tyler (Mr) | Tue 23/01/2018 | 341.30 | Private | Issued |
| 0000009 | REUBIN, RD, COLNE HOUSE, FIRST FLOOR 21 UPTON R... | SMITH, Tyler (Mr) | Tue 23/01/2018 | 23.71 | Invoice | Issued |
| 0000006 | ASLAM, A, THE CALLOWLAND SURGERY 141A LEAVESD... | WAYLONS, Mark (Mr) | Tue 23/01/2018 | 8.62 | Invoice | Queried |
| 0000017 | HUXLEY, Derek (Mr), 7 Leavesden Road, Watford, Hertford... | HUXLEY, Derek (Mr) | Wed 24/01/2018 | 6.91 | Private | Queried |
| 0000018 | HUXLEY, Derek (Mr), 7 Leavesden Road, Watford, Hertford... | HUXLEY, Derek (Mr) | Wed 24/01/2018 | 7.03 | Private | Issued |
| 0000016 | HUXLEY, Derek (Mr), 7 Leavesden Road, Watford, Hertford... | HUXLEY, Derek (Mr) | Wed 24/01/2018 | 3.68 | Private | Queried |
| 0000012 | ASLAM, A, THE CALLOWLAND SURGERY 141A LEAVESD... | WAYLONS, Mark (Mr) | Wed 24/01/2018 | 13.88 | Private | Unissued |
| 0000013 | ASLAM, A, THE CALLOWLAND SURGERY 141A LEAVESD... | HUXLEY, Derek (Mr) | Wed 24/01/2018 | 7.03 | Private | Unissued |
| 0000014 | PRYOR, Olive (Mrs), 103 Junction Way, Aylesbury, Bucking... | PRYOR, Olive (Mrs) | Wed 24/01/2018 | 15.68 | Private | Unissued |
| 0000019 | PRYOR, Olive (Mrs), 103 Junction Way, Aylesbury, Bucking... | PRYOR, Olive (Mrs) | Wed 24/01/2018 | 7.03 | Private | Unissued |
| 0000020 | DARTON, Paul (Mr), 82 Junders Drive, North Watford, Hert... | DARTON, Paul (Mr) | Wed 24/01/2018 | 6.70 | Private | Unissued |
| 0000021 | DARTON, Paul (Mr), 82 Junders Drive, North Watford, Hert... | DARTON, Paul (Mr) | Thu 25/01/2018 | 6.70 | Invoice Hospice | Unissued |
| 0000022 | DARTON, Paul (Mr), 82 Junders Drive, North Watford, Hert... | DARTON, Paul (Mr) | Thu 25/01/2018 | 8.04 | Invoice | Unissued |
| 0000023 | DARTON, Paul (Mr), 82 Junders Drive, North Watford, Hert... | DARTON, Paul (Mr) | Tue 30/01/2018 | 4.80 | OTC | Issued |
| 0000024 | PRYOR, Olive (Mrs), 103 Junction Wav. Avlesburv. Buckinga... | PRYOR, Olive (Mrs) | Fri 16/03/2018 | 7.18 | Private | Issued |

4. The Invoices Report print preview displays in a pop-up window. From there, you can either:
 - o Click the floppy disk icon to export and save the report on your computer
 - o Click the printer icon to print the report

Printing and/or Exporting a Report with All Invoices

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, use the available *Filters* to refine the grid to display the invoices you want to print and select the **[F10 - Print]** button.
3. The Invoices Report print preview displays in a pop-up window. From there, you can either:
 - o Click the floppy disk icon to export and save the report on your computer
 - o Click the printer icon to print the report



Invoices Report

24/7 Pharmacy Stop
128 Waterfields Way
North Watford
Hertfordshire
WD24 9LP

| Invoice | Date | Customer | Patient | Total | Status |
|---------|------------|--|--------------------|--------|----------|
| 0000007 | 23/01/2018 | REUBIN, RD, COLNE HOUSE, FIRST FLOOR 21 UPTON ROAD, WATFORD, HERTFORDSHIRE, WD18 0JP | SMITH, Tyler (Mr) | 341.30 | Issued |
| 0000009 | 23/01/2018 | REUBIN, RD, COLNE HOUSE, FIRST FLOOR 21 UPTON ROAD, WATFORD, HERTFORDSHIRE, WD18 0JP | SMITH, Tyler (Mr) | 23.71 | Issued |
| 0000006 | 23/01/2018 | ASLAM, A, THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD, WATFORD, HERTFORDSHIRE, WD24 5DG | WAYLONS, Mark (Mr) | 8.62 | Queried |
| 0000012 | 24/01/2018 | ASLAM, A, THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD, WATFORD, HERTFORDSHIRE, WD24 5DG | WAYLONS, Mark (Mr) | 13.88 | Unissued |
| 0000013 | 24/01/2018 | ASLAM, A, THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD, WATFORD, HERTFORDSHIRE, WD24 5DG | HUXLEY, Derek (Mr) | 7.03 | Unissued |
| 0000014 | 24/01/2018 | PRYOR, Olive (Mrs), 103 Junction Way, Aylesbury, Buckinghamshire, HP10 1PE | PRYOR, Olive (Mrs) | 15.68 | Unissued |

Revision History

| Version Number | Date | Revision Details | Author(s) |
|----------------|-----------------|------------------|----------------------|
| 1.0 | 04 October 2019 | | Joanne Hibbert-Gorst |

Contact us

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