

# 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:
  - Use [Ctrl+left-click] to select scripts you want to print one at a time
  - 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.

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Support Centre	0000017	HUXLEY, Derek (Mr), 7 Leaves	den Road, Watford,	Hertford	Patient	HUXLEY, De	erek (Mr)	Wed 24/01/2018	6.91	Private	Queried	
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ETP Tracker	0000016	HUXLEY, Derek (Mr), 7 Leaves	den Road, Watford,	Hertford	Patient	HUXLEY, De	erek (Mr)	Wed 24/01/2018	3.68	Private	Queried	
	0000012	ASLAM, A, THE CALLOWLAND	SURGERY 141A LE	AVESD Pre	escriber	WAYLONS,	Mark (Mr	Wed 24/01/2018	13.88	Private	Unissued	
	0000013	ASLAM, A, THE CALLOWLAND	SURGERY 141A LE	AVESD Pre	escriber	HUXLEY, De	erek (Mr)	Wed 24/01/2018	7.03	Private	Unissued	
	0000014	PRYOR, Olive (Mrs), 103 Junct	ion Way, Aylesbury,	Bucking	Patient	PRYOR, Oliv	ve (Mrs)	Wed 24/01/2018	15.68	Private	Unissued	
	0000019	PRYOR, Olive (Mrs), 103 Junct	ion Way, Aylesbury,	Bucking	Patient	PRYOR, Oliv	/e (Mrs)	Wed 24/01/2018	7.03	Private	Unissued	
	0000020	DARTON, Paul (Mr), 82 Junde	rs Drive, North Watf	ord, Hert	Patient	DARTON, P	aul (Mr)	Wed 24/01/2018	6.70	Private	Unissued	
	0000021	DARTON, Paul (Mr), 82 Junde	rs Drive, North Watf	ord, Hert	Patient	DARTON, P	aul (Mr)	Thu 25/01/2018	6.70	Invoice Hospice	Unissued	
	0000022	DARTON, Paul (Mr), 82 Junde	rs Drive, North Watf	ord, Hert	Patient	DARTON, P	aul (Mr)	Thu 25/01/2018	8.04	Invoice	Unissued	
	0000023	DARTON, Paul (Mr), 82 Junde	rs Drive, North Watf	ord, Hert	Patient	DARTON, P	aul (Mr)	Tue 30/01/2018	4.80	OTC	Issued	
	0000024	PRYOR. Olive (Mrs). 103 Junct	ion Wav. Avlesburv.	Buckina	Patient	PRYOR. Oliv	/e (Mrs)	Fri 16/03/2018	7.18	Private	Issued	Ŧ



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

Report Preview				-		x	
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Invoice Da	ate Customer	Patient	Total	Status			
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0000012 24/01/	/2018 ASLAM, A, THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD, WATFORD, HERTFORDSHIRE, WD24 5DG	WAYLONS, Mark (Mr)	13.88	Unissued			
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## **Revision History**

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

#### **Contact us**

For more information contact: **Telephone: 0344 209 2601** 

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