

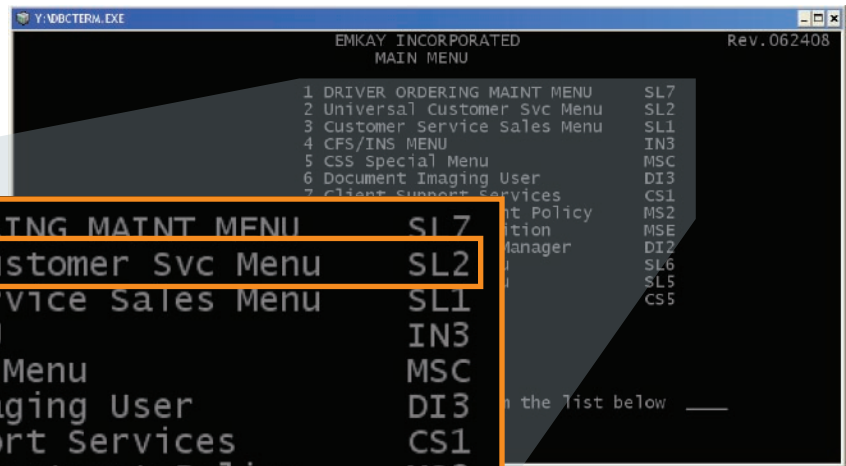


HOW TO CREATE AN INVOICE REPRINT

HOW TO REPRINT AN INVOICE

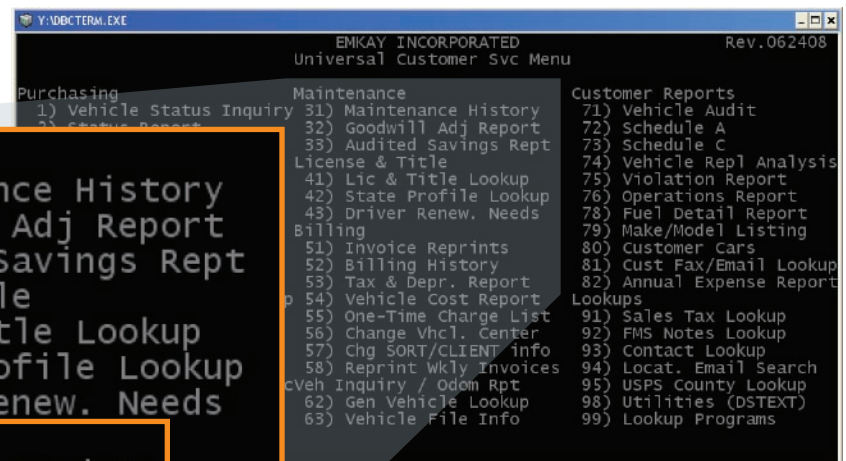
1

From the main menu **SELECT** “**UNIVERSAL CUSTOMER SVC MENU SL2**”.



2

Then, **SELECT** option 51 “**INVOICE REPRINTS**”.

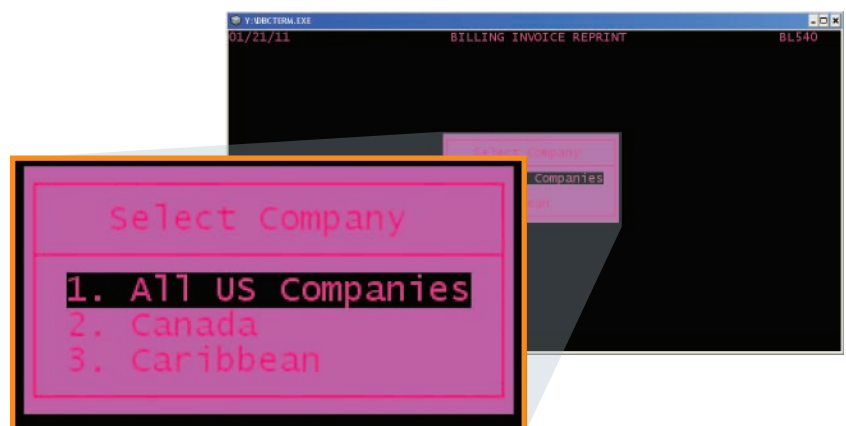


3

A box will display requesting the proper company be selected. The options are based on the country the invoice is needed for:

- 1 All US Companies
- 2 Canada
- 3 Caribbean

Select the desired company and tap **<ENTER>**.



HOW TO REPRINT AN INVOICE

- 4** Next, input the invoice number in **LINE 1** and **LINE 2** and press **<ENTER>**.

```
BY INVOICE
1 BEGIN INVOICE.....A25301
2 END INVOICE.....A25301
```

Y:\DBCTERM.EXE 01/21/11 Billing Invoice Reprint For: USA BL540

BY INVOICE

1 BEGIN INVOICE.....A25301

2 END INVOICE.....A25301

BY CUSTOMER

3 CUSTOMER.....

- 5** The **CUSTOMER AND BILLING** information for that invoice will automatically populate.

```
BY CUSTOMER
3 CUSTOMER.....HU108
4 BILLING YEAR.....11
5 BILLING MONTH.....01
6 BILLING CYCLE.....4
```

Y:\DBCTERM.EXE 01/21/11 Billing Invoice Reprint For: USA BL540

BY INVOICE

1 BEGIN INVOICE.....A25301

2 END INVOICE.....A25301

BY CUSTOMER

3 CUSTOMER.....HU108

4 BILLING YEAR.....11

5 BILLING MONTH.....01

6 BILLING CYCLE.....4

SELECT: MAILMSG PRINT QUIT

- 6** To reprint the invoice **ARROW OVER** to **"PRINT"** and tap **<ENTER>**.

```
MAILMSG PRINT
```

Y:\DBCTERM.EXE 01/21/11 Billing Invoice Reprint For: USA BL540

BY INVOICE

1 BEGIN INVOICE.....A25301

2 END INVOICE.....A25301

BY CUSTOMER

3 CUSTOMER.....HU108

4 BILLING YEAR.....11

5 BILLING MONTH.....01

6 BILLING CYCLE.....4

SELECT: MAILMSG PRINT QUIT

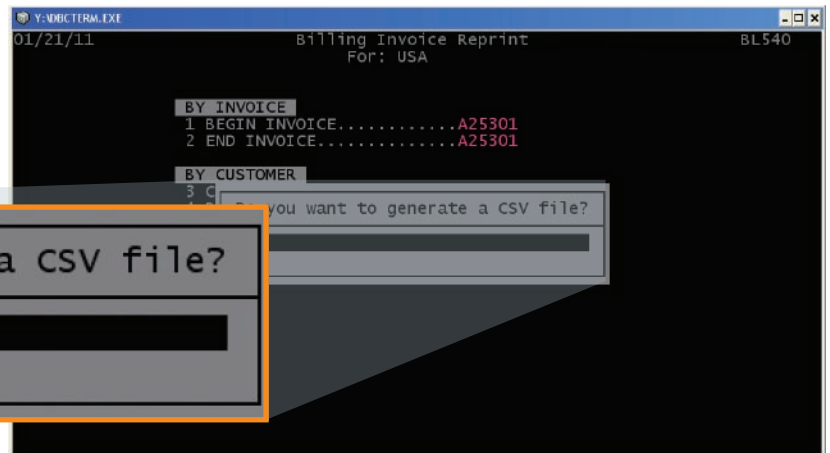
HOW TO REPRINT AN INVOICE



A prompt will then appear asking if a CSV should be generated so the invoice can be opened in Excel format. **SELECT** either “**YES**” or “**NO**”.

Do you want to generate a CSV file?

YES
NO

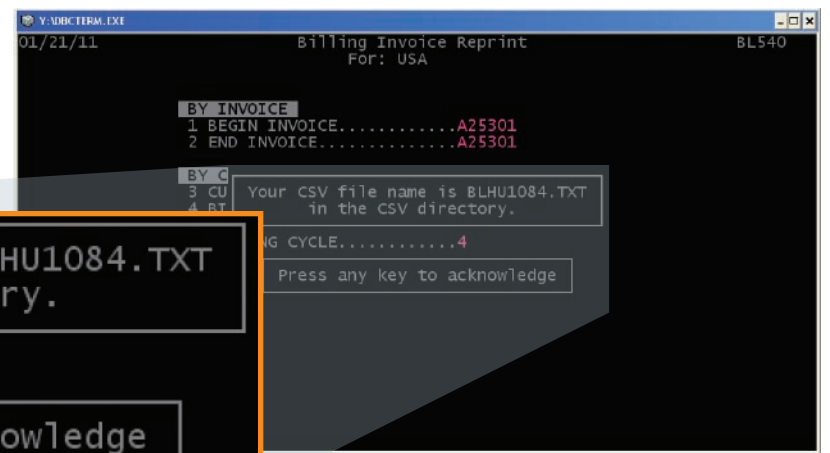


If you select “**YES**” to generate a CSV file the file name will be displayed. **COPY** this name down to view the invoice in Excel, and press **<ENTER>**.

Your CSV file name is BLHU1084.TXT
in the CSV directory.

LLING CYCLE.....4

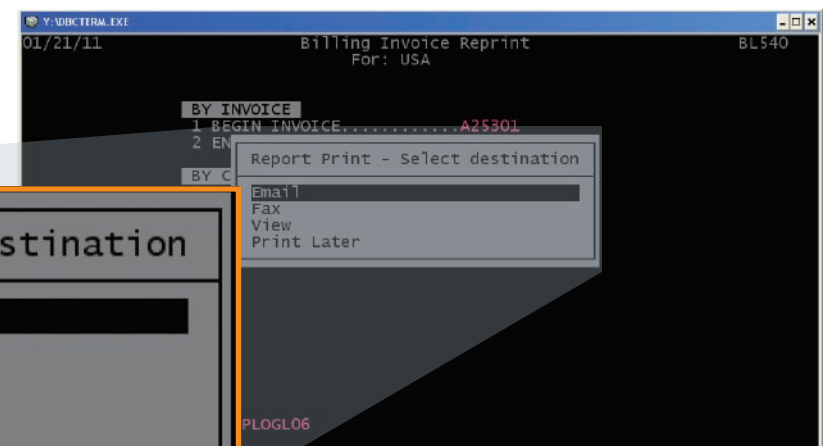
Press any key to acknowledge



A spool file will be created. A box will then appear providing options for generating the invoice. Make the desired selection and tap **<ENTER>**.

Report Print - Select destination

Email
Fax
View
Print Later



NOTES