Print all Open Invoices for a Single Customer

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1. Navigate to the Accounts Receivable module and select the Print Invoices option. The Select Invoices form will be displayed.

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2. On the Select Invoices form:

   a. Uncheck the "Only Show Invoices in Print Queue" checkbox.

   b. Check the box "Hide Invoices with $0 Balance Due".

   c. Click on the Customers button at the bottom of the form.

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3. The Choose Customers form will be displayed. Enter your customer number in the From and the Thru fields, then click the OK button.

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4. The Invoice List will be displayed with all invoices for this customer with a balance greater than zero. Click the Preview button if you want to view the invoices on your monitor before sending to the printer, otherwise click the Print button to send the invoices directly to your printer.

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5. Once you click on Print, either from the Preview window or from the Invoice List, a message

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