

1 Printing an invoice from the Basware Thin Client

When printing an invoice from Basware there are two print options to choose from.

The screenshot shows the Basware Thin Client interface. On the left, there is a table of received invoices:

Ledger	Supplier	Supplier name	Invoice Number	Invoice Amount	Invoice
1. FINS	003769	DUN & BRADSTREET (AUST) PTY LTD	325243	196.85	APBC
2. FUST	010894	COUNTRY HEALTH SA LOCAL HEALTH NETWORK	10088637	1201.46	APBIN
3. AP	003874	AUSAID-ef	13022012	500.62	APBIN

The main area displays a tax invoice from the Government of South Australia, SA Health, Country Health SA Local Health Network. The invoice includes a stamp that says "Never Scanned" and "ACCOUNTS PAYABLE 23 FEB 2012". The invoice details are as follows:

Invoice Number:	10088637
Invoice Date:	13-JUL-11
Account Number:	19484
Payment Due By:	12-AUG-11
Amount Due:	\$1,201.46

The invoice also includes a table of items:

Description	Service Date	Qty	Unit Price (Ex GST)	Tax	Total Inc GST
Facilitator Peter Mellors Training for students Joshua Steen, Carly Wasserbach & Ahaley Schuster on 7/7/11 + 23% On Costs		1	1,092.24	109.22	1,201.46

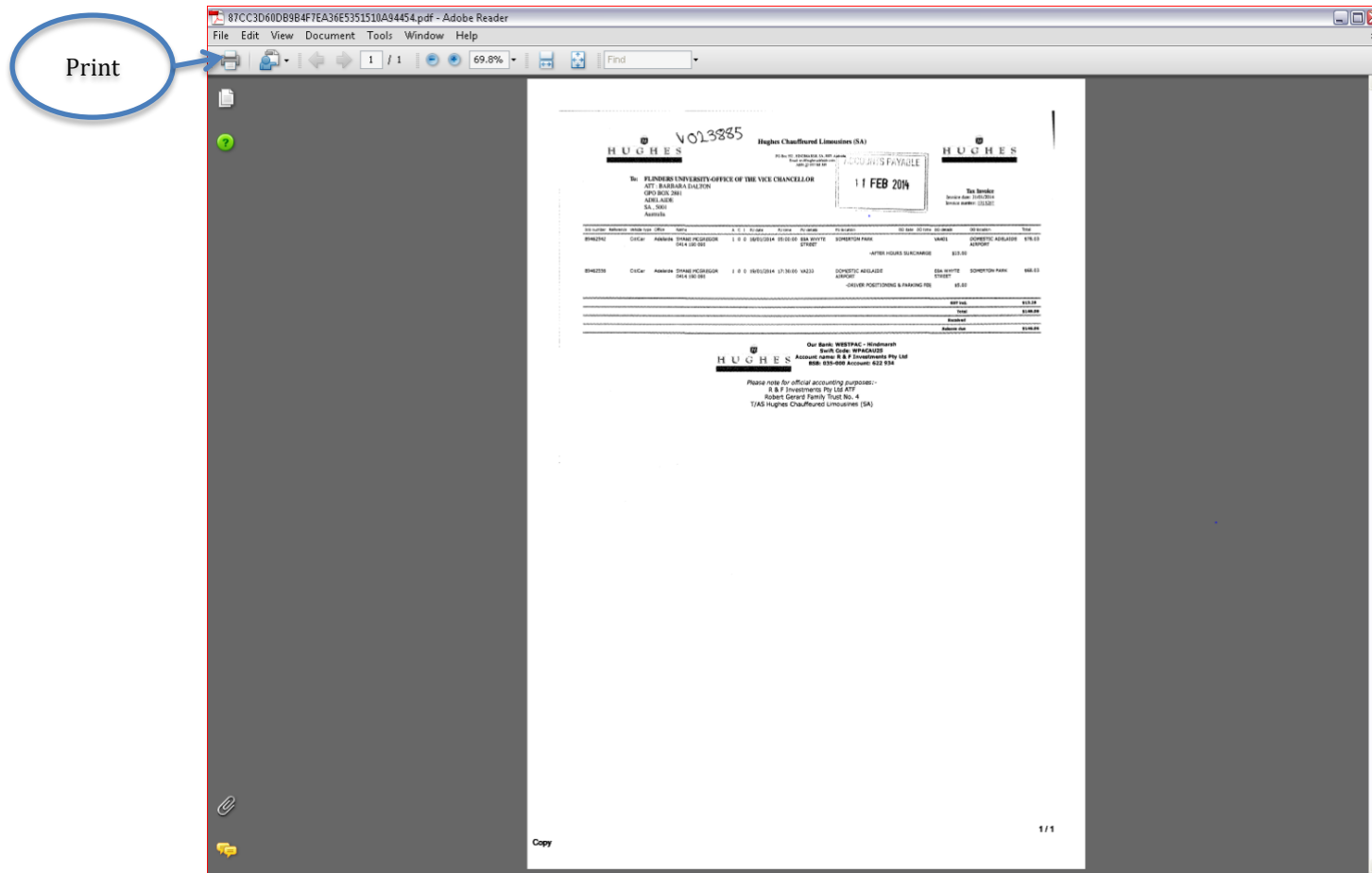
Summary of invoice totals:

Sub Total(Exc GST):	\$ 1,092.24
GST:	\$ 109.22
Total Amount Due:	\$ 1,201.46

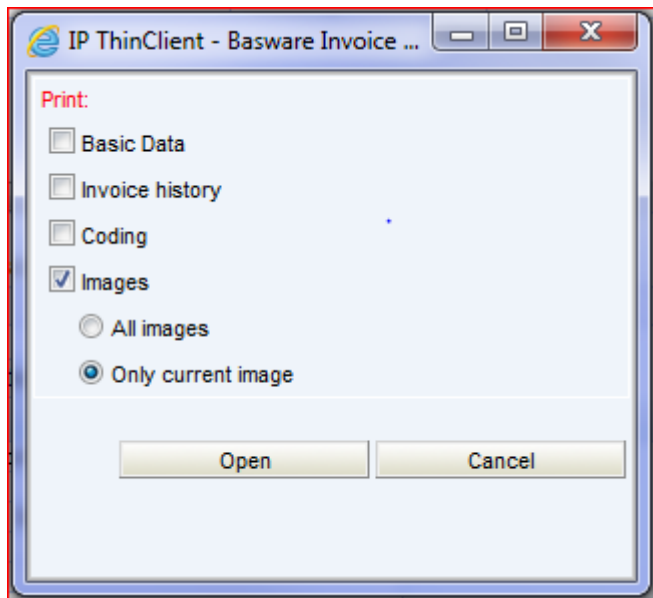
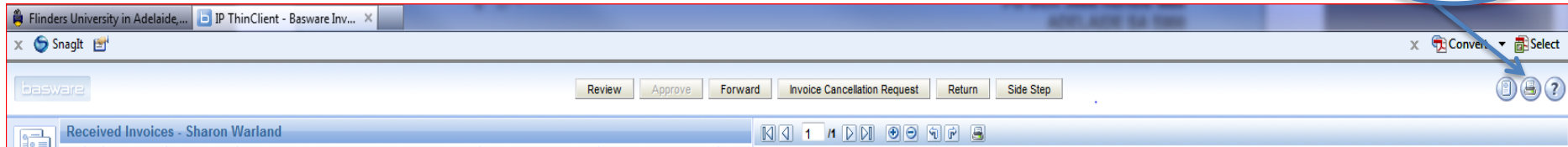
On the left side of the interface, there is a "Basic Data" section with fields for Company Name, Supplier, Invoice Number, Invoice Date, Net Amount, GST Amount, Invoice Amount, Currency, Payment Term Name, Due Date, PO Number, and Payment Method. A "Coding" button is visible at the bottom left.

Option 1 The print icon in the toolbar above the invoice image provides the option to print the image displayed. Please note if the invoice is longer than one page, each image is required to be printed separately. As this could be a time consuming exercise we would like to draw your attention to Option 2.

To print the invoice page click on the print icon as shown in the screen below.

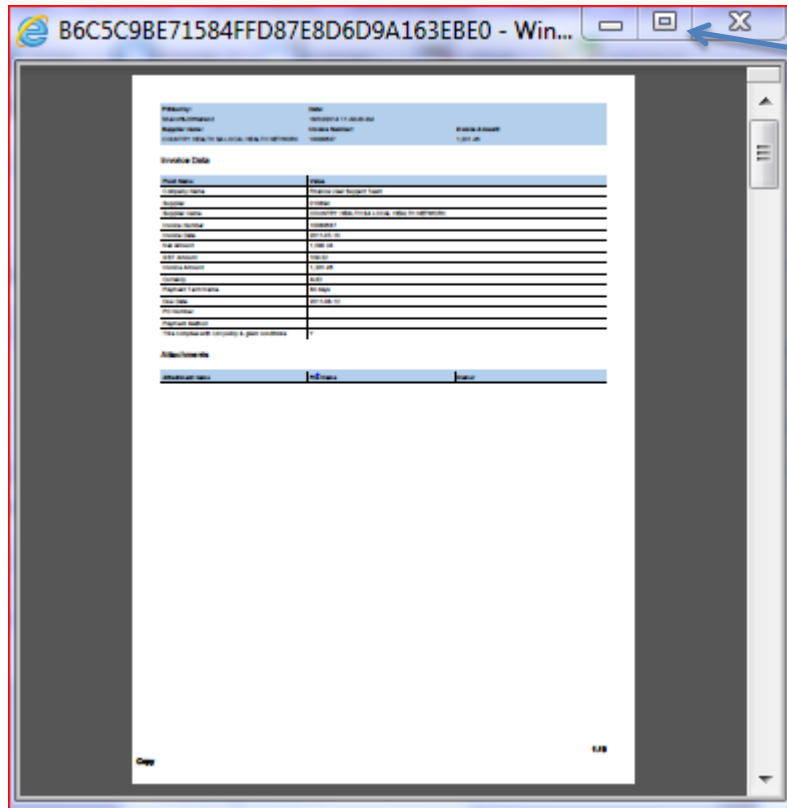


Option 2 When choosing the print icon in the button bar, a menu of print options appears.



- 1 Basic data of the invoice
- 2 Invoice history
- 3 The account the invoice is coded to
- 4 The invoice image, either the current page or all pages.

Once opened the following box appears. To print from this box the screen size is required to be expanded. This allows the print icon to appear at the bottom of the screen, when you place your mouse pointer there.



Expand screen