

Chapter 3. Print Bills

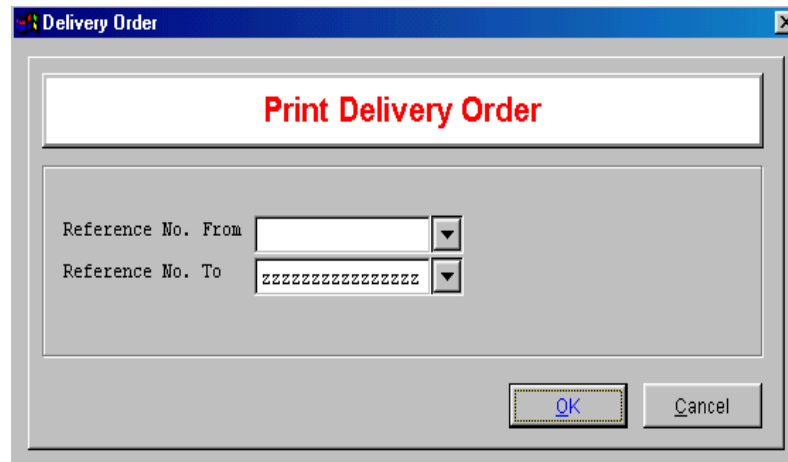
This Chapter on print bills shows us how to print or view any or all of the bills that are generated in the Transaction Section. In the Transaction section we have seen that Psoft can be used to generate and prints bills like D.O., Invoice, Cash Sales, Credit Notes and Debit Notes where we print them one at a time as and when issue the bill. However, here in this **Print Bills** section, we can print all the in bulk or individually as and when we required.

As shown in the figure below, when this **Print Bills** option is selected, we can choose to print any of the bills like D.O. or Invoice.



Delivery Order

This option allows to print/view the Delivery Order one at a time or to select a few sequential D.O. to print all at the same time. When we select the Delivery Order option from the menu above, a dialog box as shown below will pop up for us to enter the selected reference numbers of the D.O. that we are going to print/view.



Note: we can also print/view all the other bills like the Invoices, Cash Sales, Credit Note, Debit Notes, Quotation and Sales Order the same way as above.

Please note that the Print Bills option here is used more for bulk printing, that means we normally use this option for printing more than one bill.