



# Printing a Transaction

quick reference guide

## Instructions

1. From the **Global Navigation** search bar, type INVQ for Invoice.

1

2. Enter **Transaction ID** of the document you are wanting to print and hit **Apply**.

2

3. Change the **Print Status** to "Replacement Pending."

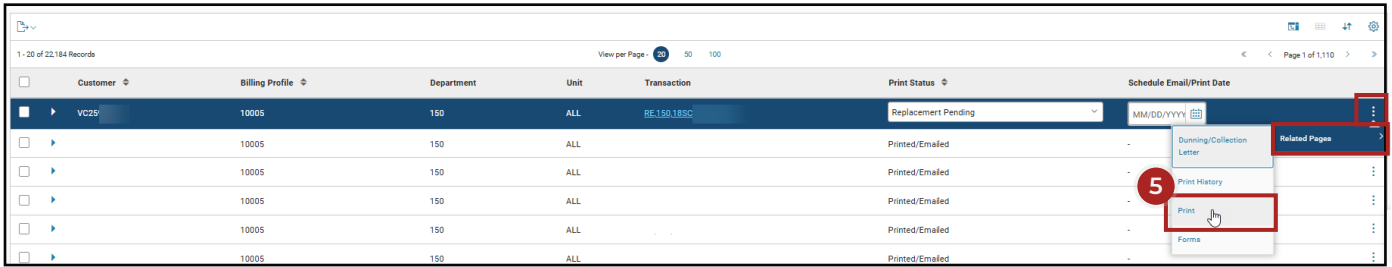
3

4. Click **Save** on upper-right side of page. Print status changes to "Replacement Pending."

Invoice ☆

4

5. Select the **3-dot menu** near the end of the line. Click **Related Pages**, then **Print**.



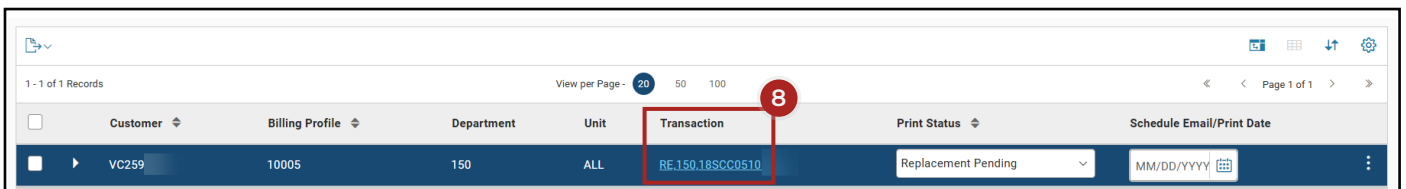
6. Enter the following:

- **Print Job Code:** Generate Invoice Print
- **Print Resource ID:** \*\*PDF File Generator
- Check the **View Forms** box

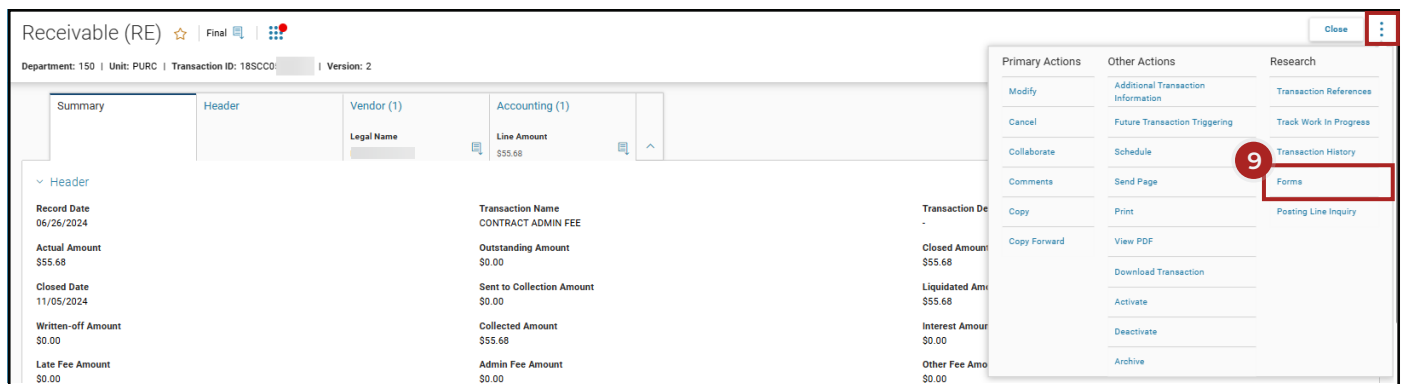
7. Click **Save & Close**.



8. Click into the **Transaction**.



9. Go to the **3-dot menu** on the far-right hand side of transaction and click **Forms**.



10. Click on the **3-dot menu** on the far right of the "Pending" status transaction and select **View PDF**.

View Forms ☆ ← Back

Filters

Transaction Code: RE      Transaction Dept: 150      Transaction ID: 185CC05105961

[Show More](#)      [Apply](#)      [Reset](#)

Grid Actions

1 - 3 of 3 Records      View per Page: 20      50      100      Page 1 of 1

Status	Description	Transaction Code	Transaction Dept	Transaction ID	File Name
<input type="checkbox"/> No Forms	Test	RE	480		1995102_invoice
<input type="checkbox"/> Completed	Test 2	RE	480		1995103_invoice
<input checked="" type="checkbox"/> Pending	-	RE	480		1995104_invoice

[Refresh](#)  
[View PDF](#)

11. Open the File from downloaded files.

12. Print the document from downloaded PDF.