

## PDFing Of Invoices

To send invoices to customers you must PDF them first, you do this by going on the the magnifying glass on Intrastats and click on 'Opera Documents Req. PDF'



**Opera Documents Req. PDF**

This page will come up. You need to go into Opera and search for the account number ie '00009610' to find the correct invoice. Go to the corresponding O account eg. I0009610-00009610

### Opera Documents requiring PDF File in U Drive

	Document id	Account Number	Date	Test Code
<input type="checkbox"/>	IN144478	I0009610	16/05/16	\$ IN144478
<input type="checkbox"/>	IN144479	I0000950	16/05/16	\$ IN144479

From the picture below you can see the correct account number and correct invoice number is highlighted.

Find  
Previous  
Next  
...

Account **00009610** \*\*\* See Memo \*\*\*

Customer **Bunzl Healthcare**

Invoice

Memo	Document	Doc Date	Type	Number	Date	Cust Ref.	Status
	DOC95403	11/03/16	Invoice	IN143438	14/03/16	275617	Printed
	DOC95568	21/03/16	Invoice	IN143583	22/03/16	276523	Printed
	DOC95739	01/04/16	Invoice	IN143767	01/04/16	277880	Printed
	DOC96066	18/04/16	Invoice	IN144075	19/04/16	279607	Printed
	DOC96159	22/04/16	Invoice	IN144137	25/04/16	280303	Printed
	DOC96312	03/05/16	Invoice	IN144281	03/05/16	281250	Printed
	DOC96562	13/05/16	Invoice	<b>IN144478</b>	16/05/16	282521	Printed

Click on the correct invoice number and press F2 on your keyboard and this will come up, you need to make sure that it says d1pdf as it won't save in the correct format and click 'printer' then you need to click 'no' on the print an alignment check.

Send Report to

d1pdf

Spooler

File

Title

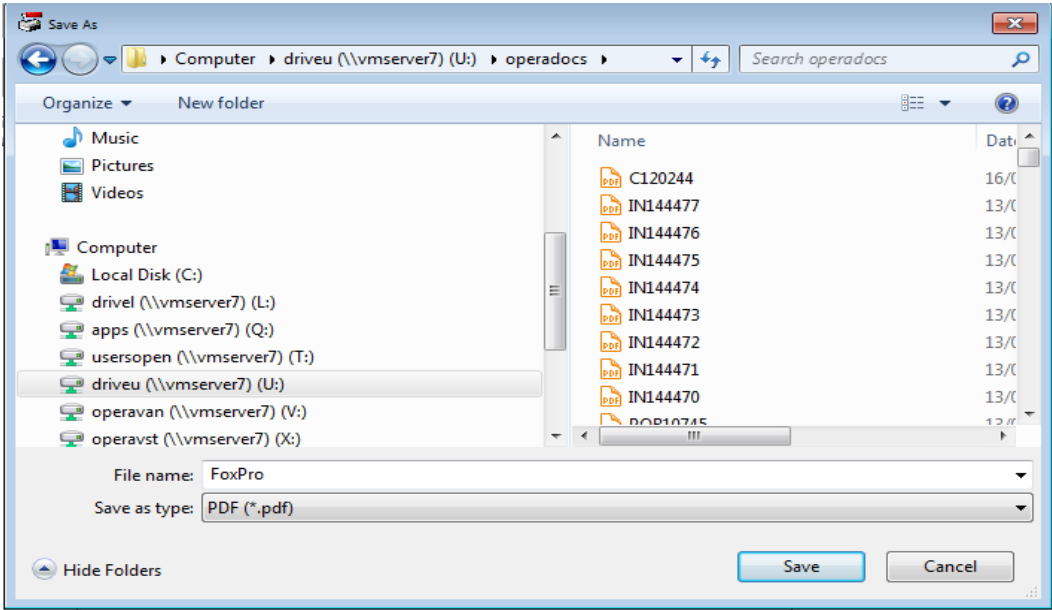
Screen Printer Spooler E-Mail Cancel

Confirm

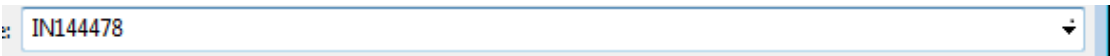
Print an Alignment Check?

No Yes

You need to make sure that the invoice is saved in the correct place which is:  
U:\operadocs.



You need to save the invoice as it shows on Intrastats, this must have a capital IN at the beginning of the number and click save.



Then a pdf file will pop up showing the invoice, you need to make sure that you have saved the file as the correct invoice number as shown on the invoice.



You then need to tick on Intrastats to say you have PDF'd it. If you have followed all these steps correctly the invoice will be removed from the list, if its still there you have probably save the file incorrectly.

<input checked="" type="checkbox"/>	IN144478	I0009610	16/05/16	\$ IN144478
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