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'

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

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

Click on the correct invoice number and press F2 on your keyboard and this will come up, you need to make sure that is says d1pdf as it wont save in the correct format and click 'printer' then you need to click 'no' on the print an alignment check.
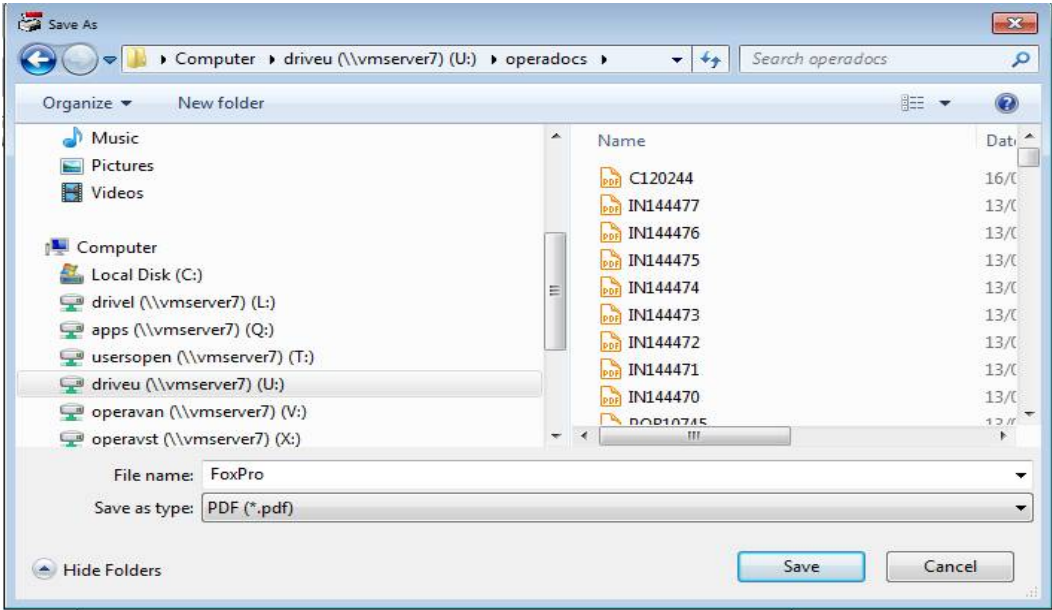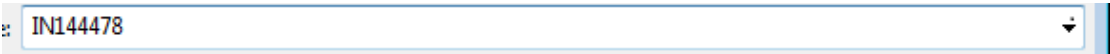
You need to make sure that the invoice is saved in the correct place which is: U:\operadocs.

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.