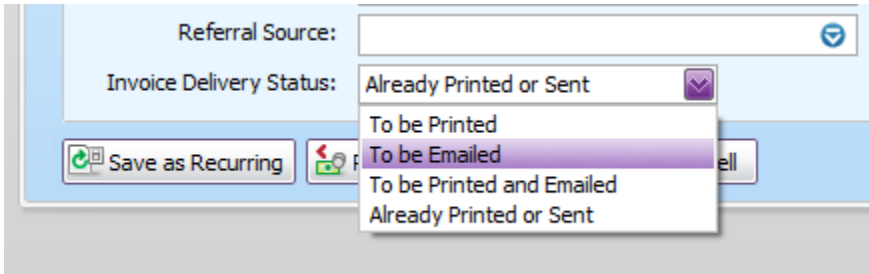


Sending forms in a batch

Instead of printing a document, like an invoice or receipt, when you record the transaction, you can print or email them later, in a batch.

To do this, select the appropriate option from the **Delivery Status** field in a transaction window:



After you've completed a number of transactions, say, the invoices for the day, you can print or email a transaction batch. You also can choose which forms to print by applying selection criteria. For example, you can choose to print customer statements only if the balance of the customer's account is not zero.

If you need, you can [remove transactions](#) from your print or email queue.

Learn more about sending emails from AccountRight.

To email a batch of documents

To print a batch of documents

Sending forms FAQs

What forms can I send?

How do I set the default form to use when printing or emailing?

How do I remove transactions from the To Be Emailed tab?

How do I remove transactions from the To Be Printed tab?

Can I attach another document to an email?

Can I CC an email to another address?

How do I print packing slips?

Can I change the order in which forms are printed or emailed?

How do I reprint or resend forms?

Is there a character limit for my email messages?

Related topics

[Advanced batch filters](#)

[Personalising forms](#)

[Sending forms when you record a transaction](#)

[Removing transactions from the print or email queue](#)

[Sending emails](#)

From the community

[AccountRight 2019.4 is now available](#)

[Re: Difference between JournalRecords and GeneralJournal](#)

[Changing default form](#)

[Re: Cannot send invoices through system \(AccountRight 2019.2\)](#)

[AccountRight Plus 2019.2.0 Customised Forms](#)

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