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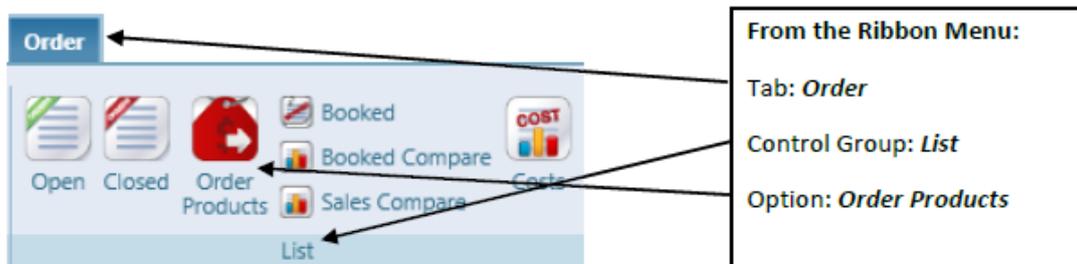
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## How Do You Print a list of Orders that have not yet been Invoiced?

Tammy Mason - 2022-07-20 - in Quotes, Orders & Invoices

### How Do You Print a list of Orders that have not yet been Invoiced?

Order Product List, filtered on "Complete"



**Explanation:** This list will show all orders sorted by order number based on the time period you select. The time period for the default list is based on ship date. If you typically don't enter ship dates on your orders then under the list option on the right side of the screen change the list to be selected by order date. There is also a selection for open status, closed status or all.

To show orders that have NOT been invoiced, you will need to filter the "Complete" column. Complete indicates the order HAS BEEN invoiced, therefore, the filter needs to be "Complete is NOT checked" to see orders that have not been invoiced. **Click Apply Filter.**



**NOTE:** Based on the reason you need this report, you may want to view this report grouped differently (you will still need to filter the Complete column). The default Lists are:

