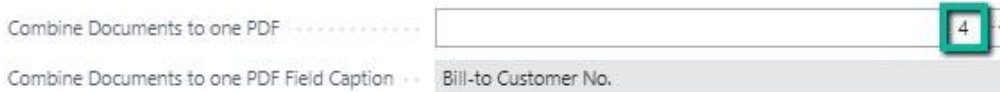


Combine documents to one PDF

Combine documents to one PDF:

On the general template:

- 1) Select the criteria for Combine the Documents
- 2) Click on combine Documents to one PDF and choose No. 4 Bill-to customer no.



- 3) Click on OK

On the template lines:

- 1) On the template lines choose the column Combine Docs File name, set in the text: %10 invoices.pdf (This is only an example, %10 counts the numbers of invoices)

On the general template setup for sales invoices, you also must set the combine value as we did in step 2.

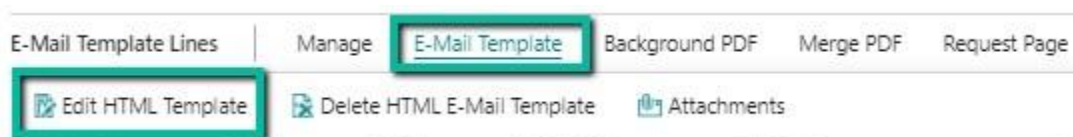
E-Mail Template Lines						Manage	E-Mail Template	Background PDF	Merge PDF	Request Page	Fewer options
Enabled	Language Code f	Customergro... Code f	Report Layout Description	File Name	Combined Docs. File Name						
→ <input checked="" type="checkbox"/>	:		Copy of Built-in layout	Invoice %1.pdf	%10 invoices.pdf						
<input checked="" type="checkbox"/>		LARGE	—	Invoice (Large) %1.pdf	%10 invoices.pdf						
<input checked="" type="checkbox"/>		MEDIUM	—	Invoice (Medium) %1.pdf	%10 invoices.pdf						
<input checked="" type="checkbox"/>		SMALL	—	Invoice (Small) %1.pdf	%10 invoices.pdf						
<input type="checkbox"/>	DEU	SMALL	—	Invoice (Small) %1.pdf	%10 invoices.pdf						

This will make it possible to combine more than one e.g. Sales invoices in one PDF attached to the EMail.

On the E-Mail template:

We also need to change the Subject on the E-mail template.

- 2) Click on the line where we wish to combine Docs. and click on E-Mail Template 3) Click on Edit Outlook E-Mail template



4) An E-Mail template now opens, Change the Subject text to %10 Invoice(s)

Subject

5) Select Save E-Mail Template.

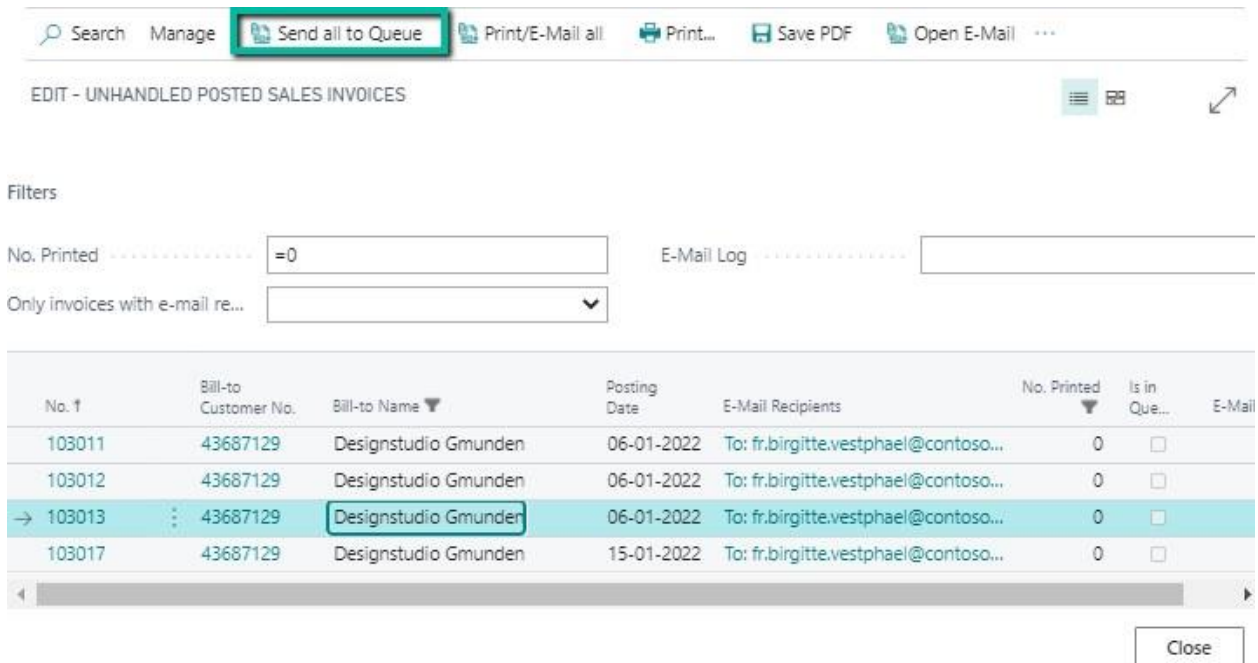
How to send Combine Docs:

On the Sales Invoice Template under the section "Edit E-Mail Template Lines" we setup the Combine Docs. File Name

- 1) Go to the Role Center and choose eg Unhandled Sales invoices
- 2) Now you can filter to a value (Press Alt + F3 to filter to a value) or you can just click Send all to Queue.

You now get several lines for this value

3) Click on Send all to Queue and let the queue handle the send job.



EDIT - UNHANDLED POSTED SALES INVOICES

Filters

No. Printed =0 E-Mail Log

Only invoices with e-mail re...

No. 1	Bill-to Customer No.	Bill-to Name ▼	Posting Date	E-Mail Recipients	No. Printed ▼	Is in Que...	E-Mail
103011	43687129	Designstudio Gmunden	06-01-2022	To: fr.birgitte.vestphael@contoso...	0	<input type="checkbox"/>	
103012	43687129	Designstudio Gmunden	06-01-2022	To: fr.birgitte.vestphael@contoso...	0	<input type="checkbox"/>	
→ 103013	43687129	Designstudio Gmunden	06-01-2022	To: fr.birgitte.vestphael@contoso...	0	<input type="checkbox"/>	
103017	43687129	Designstudio Gmunden	15-01-2022	To: fr.birgitte.vestphael@contoso...	0	<input type="checkbox"/>	

Document Output will now combine the documents for each customer to one PDF.