



## Need Context? Print Sequence!

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History of deals and paper trail are very important and every business uses the relevant reports for keeping track. But what about the vendors and customers? it's also true for them. SAP Business One enables you to print or send by mail a pre-defined sequence of documents. For example, if the sales process consists of the document chain quotation – sales order – delivery – invoice, you can define the respective sequence and when printing the invoice you can choose to print the entire chain in one click. This way, your customer receives all the documents related to a certain deal and at the same time you can file it all together in your end.

**A/R Invoice**

Customer: C30000, Name: Microchips, Contact Person: Judy Brown, Customer Ref. No.: , Local Currency: , No.: Primary 364, Status: Open, Posting Date: 18.07.16, Due Date: 17.08.16, Document Date: 18.07.16

**Print Sequence**

Choose Sequence For Printing

Item/ #	#	Sequence Name	1st Layout	No. of Steps
1	1	Delivery + Invoice	AR Invoice (Item) - CR (GB) (Syste 2	
2	2	Quote to Invoice	AR Invoice (Item) - CR (GB) (Syste 4	
3				
4				

Buttons: Print, Preview, Send Mail, Cancel, Show Details

Payment Order Run:  Remarks: Based on Sales Quotations 332, Based on Sales Orders 353, Based On Deliveries 383.

Tax: GBP 434.32, Total: GBP 2,966.82, Applied Amount: , Balance Due: GBP 2,966.82

Buttons: OK, Cancel, Copy From, Copy To

Defining a print sequence is done per print layout from within the Report and Layout Manager. You can define multiple sequences per layout, and choose the relevant sequence before printing. In addition, you can preview a sequence of documents and send a sequence by mail.

Available in SAP Business One, version for SAP HANA and SAP Business One.

This tip and all the other tips are available on the [Tip of the week SCN page](#).

You can also visit the [Implementation Arena](#) for useful implementation tips.



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**Jason Saunders**

Account Executive at Forgestik Inc.

very cool feature

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