
What controls the Print Location Code for an invoice?

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 - **Product:** Voyager
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Question

What controls the Print Location Code (in the acqnotes.PrintLocCode.inp) for an Invoice (Voucher/Check Request) when it is queued to print?

Answer

The Print Location Code is pulled from the 'Bill to' location on the invoice. The 'Bill to' must be an Acquisitions happening location. Then the print location code pulled into the .inp file corresponds to that happening location's default print location.

When there is no 'Bill To' location selected on the invoice, the system doesn't know what print location to use, so it goes to the Print Location set as the Default Print Location (in SysAdmin > System > Print Locations).

Additional Information

A default 'Bill to' location can be set for all future invoices by doing the following:

1. Go to Acquisitions > Tools > Defaults
2. In Session Defaults window, choose "Invoice" tab
3. Change value in "Bill to" dropdown

Category: Acquisitions

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