

# Detailed Invoice Search

## Basic Usage Notes

- The updated Detailed Invoice Search is a web based search routines that allows users to quickly access invoices and invoice history via a wide range of channels.
- Updated Detailed Invoice Search is available via the Invoicing screen and the main menu system, and now will launch in a separate browser, providing a larger window in which to view information.

## Launching the D.I.S. via Invoicing

- When in the invoicing screen, the top right hand button along the bottom button panel will now show a D.I.S. icon



- A left click on this icon at **any** time during the invoicing process will pop up a browser window with the summary invoice detail for **all**
- A right click on this icon at any point **after** entering the line body of the invoice screen will pop up a browser window with the summary invoice detail for the **selected**

## Launching the D.I.S. via the Menu system.

- In the COUNTERPOINT menu system, clicking the



or



icons (depending on your version of COUNTERPOINT) will pop up a new browser window with the summary invoice detail for all customers

# Using the D.I.S.

- The summary invoice detail view looks like this:

Counterpoint Account - X

292.168.10.50:8080/counterpoint/ah76/CVE+-----000291&JOB=YB&CAP=8

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Current Invoices - Click invoice number to view electronic invoice copy

View Invoice Details

Customer	Invoice	P.O.	Date	Time	Branch
PRINCE RUPERT TRUCK	010395	0370967	5981	2017-01-24	14:24:30
TIME KING TRUCK	010327	0219950		2017-01-24	14:24:30
MANROULE TRANSPORT LTD	011030	3613939	103946	2017-01-24	14:22:30
PRINCE RUPERT TRUCKS	010152	0370966	AL777947	2017-01-24	14:21:30
DEARBORN WATSON LTD	000916	0303963	1523486	2017-01-24	14:21:30
RIG MASTER GROUP OF COMPANIES	014084	3613938	02275	2017-01-24	14:20:30
LARRY S HEAVY HAULING TRUCK LTD	010470	0370964	401188	2017-01-24	14:19:30
LAWLEY TRUCK STOP LTD	010987	2019487	TRP4001 0124	2017-01-24	14:19:30
SURREY CASH SALES	010410	2019486		2017-01-24	14:19:30
J L LOGGING LTD	000249	0370965	963360	2017-01-24	14:19:30
WITRIX SERVICES LTD	011021	0219949	CREDIT	2017-01-24	14:18:30
ISA AUTOMOTIVE TRUCK	011088	0370963		2017-01-24	14:18:30
DELTA CASH SALES	000660	3613937		2017-01-24	14:18:30
CANADIAN TRUCK	001780	2019486	4745	2017-01-24	14:18:30
CANADIAN NATIONAL RAILWAY	001780	0303962	86LOW	2017-01-24	14:18:30
SURREY CASH SALES	010410	2019485		2017-01-24	14:14:30
CANADIAN TRUCK	001780	2019484	8700K	2017-01-24	14:13:30
THE AUTO CLING (CASH)	005469	2019483		2017-01-24	14:12:30
OCEAN CONCRETE & DIVISION OF	012280	3613936	A10010037	2017-01-24	14:11:30
WITRIX SERVICES LTD	011021	0219948	80	2017-01-24	14:11:30

Showing 1 to 20 of 1,634,892 entries

Previous 1 2 3 4 5 ... 81745 Next

- Once in the summary invoice detail screen, clicking on any of the top row headings will sort the respective columns, while typing into the text boxes in the second row of the heading will filter the respective column based on what you type.
- Each page is limited to 25 listings, clicking on the page links in the bottom right will navigate you through the pages.
- Clicking on the

**View Invoice Detail**

button in the top right of the screen will switch you into the Detailed Invoice view, which looks like this:

Account Account: 1000

- The screen is identifiable by the increased number of columns by which you can filter.
- Within the detail screen, you are able to sort and filter much the same as the summary screen. You will also note the page navigation in the bottom right.
- All highlighted invoices are active links that will take you to a .pdf version of the selected invoice.

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